Creating PowerPoint Talking Storybooks

Talking Object, Number, Alphabet Books

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ATTO site: http://www.atto.buffalo.edu/registered/Tutorials/talkingBooks/tbookppoint.pdf

Adapted by Sue Mistrett

WHAT IS THE PURPOSE OF THIS GUIDE?

Like its title suggests, this guide gives you step-by-step instructions on how to use Microsoft's **PowerPoint** to create mouse-operated talking books using pictures scanned in from real books. It will also look at accessing these talking books using a single switch.
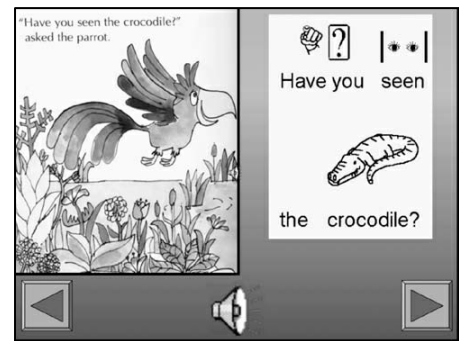
It is, however, now possible to create your own books on the computer using hardware and software that is generally available in schools and many homes. These 'talking books' can be tailor-made to the interests and abilities of the pupils, text can be symbol-supported, and sounds and speech can be included to enable access to those with reading difficulties.

Children can actively help to make their own accessible talking books, and this opens up more possibilities of creative and imaginative writing for pupils with learning difficulties.

Before you start...

Before you start gathering together piles of books to convert, **be aware that putting together even a single talking book will take time.** Creating a template (a master page that contains the page format and the buttons for turning the pages) at the outset will save hours of time when making a number of books, but even if you only intend to make one, do create a template first. We have created one for you – so that you can focus on adding pictures, text and sound today.
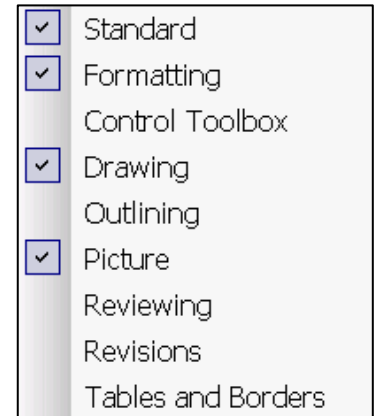
First, plan your interactive stories on paper. A storyboard (that is, sketches of each page or slide) will help you keep track of the many possible scenes in your story. Make sure you write down titles for each page because you'll use those titles when creating the presentation in PowerPoint. On your storyboard, draw lines between slides—almost like a path—to show the choices the reader can make in following the story.

✓ CREATE A FOLDER FOR YOUR TALKING BOOK

Each completed PowerPoint talking book file stores all its resources (ie pictures and sounds) within itself. We **strongly** recommend that you keep all of your separate picture and sound files, along with the talking book file itself, together in one *folder.* Create a new folder on the Windows desktop. Name it *Story Book.*

✓**CREATE THE BLANK PAGES FOR YOUR BOOK**

Open PowerPoint. Constructing a talking book is easier if you begin by setting up the PowerPoint screen to show all the tools that you will need. Click on the *View* menu and then on *Toolbars.* You will need at least the *Drawing* and the *Picture* toolbars, so click on them. The *Standard* and the *Formatting* toolbars can also be useful. Click on *Close*.

✓	Standard
✓	Formatting
	Control Toolbox
✓	Drawing
	Outlining
✓	Picture
	Reviewing
	Revisions
	Tables and Borders

✓**CREATING A TEMPLATE FOR YOUR PAGES-**

**naeyc** WE HAVE ALREADY DONE THIS FOR YOU! GO TO THE NEXT SECTION!

Create a blank page.

New Slide

In the **New Slide** box, choose blank slide to design the layout of the first slide.

Add the page turning arrows

To add a forward page turning arrow to the blank page, select the *SlideShow* menu and click on *Action Buttons;* click on the forward arrow. Position this cross with the mouse at the bottom right hand corner of the page and click the mouse. The forward arrow button will appear where the cross was positioned and the *Action Settings* box will appear. Click on *OK.* DO NOT SAVE.
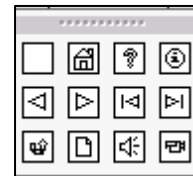
You can adjust the size and position of the arrow button using the mouse. Clicking and dragging the small yellow square alters the size of the bevel.

Add the back arrow button in a similar manner by choosing *Action Buttons* from the *Slide Show* menu and selecting a backwards arrow. Place it on the left side of the screen.

Adding a page turning effect

You can make the next page slide in from the top by clicking on *Slide*
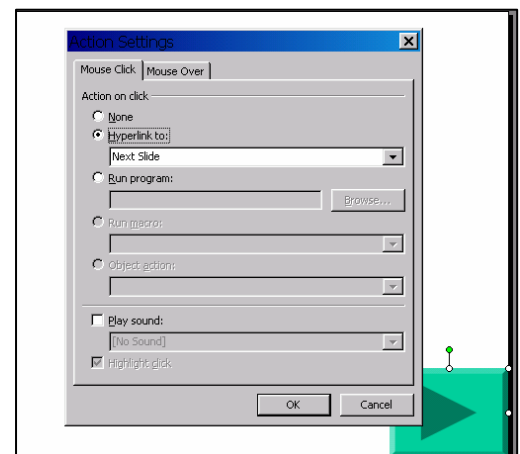
Show and clicking on Slide Transition then choose a transition effect from the drop-down list (eg *Uncover Left*). Select the speed of the transition (Medium) and click on *Apply to All Slides.*

Don't add the speaker button yet. The speaker/sound control button is best set up on each page as you create your talking book. It is better not to create it in the template file. You now have a slide that can be made into a template file for each page of your talking book.

Save the slide as a template. Click on *File* in the top menu bar, then *Save As,* and choose *Design Template* in the dialogue box at the bottom. Click in the *Filename* box and type in a name, eg 'talking story'. Click *Save*.

The template, will now be available from the *New Presentation* menu whenever you start PowerPoint. You can use this template to create your talking book.
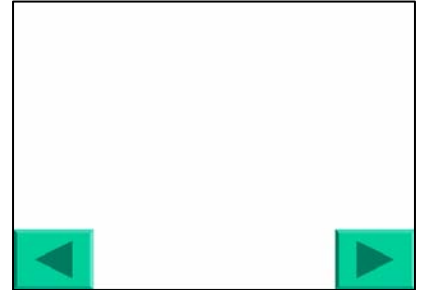
The Story Book template

✓**CREATING BLANK PAGES FROM THE TEMPLATE**

naeyc We will now begin to create a talking book using a template. With PowerPoint already open, click on *File*, then *New* and the *New Presentation* window will appear. Select *From Design* Template and locate the *Story Book* template in the *Make A Book* folder on the desktop.

PowerPoint has a number of control icons at the bottom of the screen that allow different views of all the slides. We will use the *Slide Sorter View* and *Normal* or *Slide View* to show all the slides (or pages) in your talking book as you create them.

To create the correct number of blank pages required for your book, click on the slide sorter icon, and highlight the blank slide by clicking on it once. Then press *CTRL* and *D* (duplicate) together as many times as you want blank pages for your book. It is easy to add or delete pages at any time. These slides will automatically be linked to each other by the forwards and backwards arrows on the blank pages.

naeyc Create 10 pages for your book.

Then *save as* with a new title of your choosing. It will be saved as a PowerPoint presentation.

✓ADDING PICTURES TO YOUR PAGES

There are a number of sources for your pictures. You can scan them from a book using a desktop scanner, use digital camera photographs, or use clipart and graphics from the computer.

- *Adding pictures by scanning from a book.* You will need to already have a scanner attached to your computer and set up with its own software.
- *Using digital camera picture.* Digital camera pictures can be incorporated into talking books. After downloading your pictures onto the computer using your camera's software, they can be treated the same as any other computer graphic.
- *Using clipart or pictures from the computer.* You will probably find a large number of pictures already installed on your computer (Microsoft Office, for example, comes with a good number of clipart pictures) and you can get many more pictures and graphics (of varying quality) on websites. All can also be incorporated into your talking books.

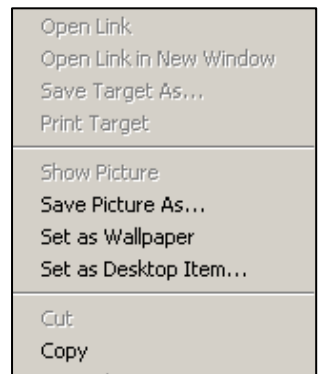The Internet can also be a source of picture files

- **Google Image Search**: http://images.google.com
- **Yahoo Images:** http://dir.yahoo.com/Computers_and_Internet/Graphics/Clip_Art/
- **Microsoft Design Graphics:** http://dgl.microsoft.com/
- **Pcs4Learning:** http://pics4learning.com
- **Enchanted Learning- Picture Dictionary** http://www.enchantedlearning.com/Aisfor.shtml

naeyc TODAY WE HAVE PLACED PICTURES FOR YOUR USE IN A FOLDER IN THE *MAKE A BOOK* FOLDER NAMED *PICTURES.*

It may be easier to locate your pictures and place them in a *Picture* Folder within your desktop *Make A Book* folder. To save a picture from the web, point on an image and click the right mouse button to see the menu. Select **Save this Image As...** from the pop-up menu into your pictures folder.

To insert graphics into your PowerPoint Story, go to the *Insert* menu, click *Picture*, and choose either *Clipart* (if you're using clipart that's built into Microsoft office software) or *From File* (if you're using picture files from your Picture folder).

Open Link
Open Link in New Window
Save Target As...
Print Target

Show Picture
Save Picture As...
Set as Wallpaper
Set as Desktop Item...

Cut
Copy

✓ADDING TEXT TO YOUR PAGES

To write text onto your pages, first click on the text box icon which will be in the drawing menu bar at the top or bottom of the screen, or choose *Text Box* from the *Insert* menu. You can change
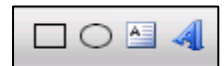
the size and the font of your text in the normal way and you can position your text box anywhere on a page by clicking and dragging the edges of the box with the mouse. You can also change the design of the page to automatically include a text box; there are several layouts to pick from. From the *Format* menu, select *Slide Layout* for choices.

Create a title for your book for the first page; there is a Title Slide layout for this.
You may want to use the Title only layout or one that includes title, text and objects for the other pages of your book.

✓ ADDING SPEECH AND SOUNDS TO YOUR PAGES

You can record speech to add to your talking book using a microphone plugged into the computer's soundcard (all multimedia computers will have a soundcard). Plug the microphone into the microphone socket in the sound card at the back of the computer. Windows comes with its own more advanced sound recorder in the *Entertainment* folder, accessed from *Accessories* in the *Start* menu. This recorder allows you to have full control over the sound quality. It's worth trying the simple sound recorder in PowerPoint first – if the quality of the recorded speech is poor then you can use the Windows sound recorder.

Wait! Before you start adding speech or sounds...
There is one **very important change** you must make to PowerPoint before you start to add sounds to your talking book. This is because PowerPoint stores sounds in two different ways:
1. If the sound file is *small* (ie there is not much speech), the complete sound will be stored *within* the PowerPoint pages.
2. When the sound file is *large* (ie contains a lot of speech and/or music), only a *link* to the sound file is stored, and not the sound file itself. This can cause problems transferring the talking book between computers. You will get a silent talking book!

What we need to do is alter the settings within PowerPoint to allow larger sound files to be stored within the PowerPoint pages, thus avoiding these problems.
1.   Click on *Tools*, then *Options*:
2.   In the dialogue box, click on the *General* tab:
3.   Click in the *Link sounds box with files greater than* and type in 50000 (which is the biggest number PowerPoint will accept): This will ensure that all sound files smaller than 50,000 Kb (5Mb) are included within each of the pages when you save your talking book. If it is then used on a different computer, the sounds will
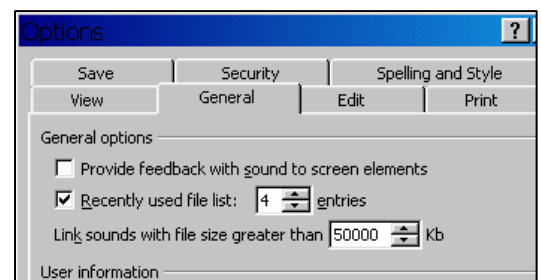
play correctly. Five Mb is large enough for all your recorded speech files to be included.

So, now to add the speech...

1. On any page in your PowerPoint story, click on the *Insert* menu, click on *Movies and Sounds* and then click on *Record Sound*.

2. This window will appear: Click on the red *record* button and speak into the microphone. Click on *stop* at the end and then click in the Name box. Delete the words "Recorded Sound" and give the speech a meaningful name ("Not me said the parrot" rather than just "sound1", or "speech2"). Then click on *OK*. Consider recording the text on the page.

3. A loudspeaker icon will then appear in the middle of your page: play "not me". This can be positioned wherever you want on the slide using the mouse, and resized by clicking on and dragging the corners of the frame. Select that you want it to play *automatically.*
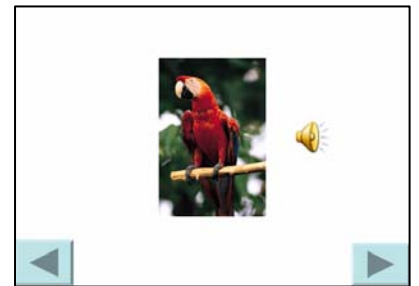
Consider recording:
- The text that is on the page; the child can hear it read aloud
- questions about the page
- part of a repetitive line, so the child finishes it

Adding extra sound effects. Sound effects can also be added to liven up the talking books. These can be found from a number of sources, including the internet. Windows comes with a variety of sounds, as do a number of other programs. A simple search on your computer will probably reveal a large number of sound effects (look for files ending in *.wav*). You can also buy CDs that contain sound effects - they are often included with clipart and picture CDs.

- **A1 Sound effects/Cartoon Sounds** http://www.a1freesoundeffects.com/cartoon.html
- **Partners in Rhyme** http://www.partnersinrhyme.com/wmcstore/WMCshop.cgi

To add extra sounds to your story, click on *Insert* on the top menu bar, then on *Movies and Sounds,* and then *Sound from Clip Organizer or Clip from File*. This will open a window from which you can locate the sound effect that you require. If you are adding very large sound files (music or video files) to your talking book it is very important to make sure that all of the sound files are located in the same folder as the talking story that you've created, *and that you insert them from this location*. So to add large multimedia

files to your talking book you need first to copy them into your talking book folder and insert them into your talking book. PowerPoint will always look for the sound in the same folder that contains the presentation, so this is the best place to put them. You can also use tracks from an audio CD.

✓ COMPLETING AND SAVING YOUR TALKING BOOK

Click on the next blank slide. If you are in *normal* view, this will be in the panel on the left of the screen. If you are in *slide sorter* view, double-click the next blank slide. Add the pictures, symbols and sounds to create the second page of the story. Follow the same procedure to make the rest of the pages and check them frequently by clicking the *run a slideshow* icon.

Saving your talking book. You can save your PowerPoint talking books in two different ways:

1. If you save your book as a PowerPoint Presentation it will open with all the menus. To use it you either click on the *run a slideshow* icon at the bottom of the screen or press *F5*.

2. If you save your book as a PowerPoint Show it will start straight away from your computer when you open it.

To save your talking book in either of these formats, choose *Save As* from the *File* menu and type a name for your book in the *File Name* box. Then choose either *Presentation* or *PowerPoint Show* from the *Save as type* box. Make sure that you are saving the book into the *Make A Book* folder, then click on *Save*.

✓ ENABLING ACCESS TO YOUR TALKING BOOK

Your talking story can be accessed by using the keyboard or a switch attached to a switch interface or an overlay keyboard. There are also a couple of additional tweaks you can make to your book to give easier operation for a switch user.

Keyboard access. PowerPoint slideshows - i.e. talking books - can work from the keyboard in two basic ways called (rather uselessly in our case) **Presented by a speaker** and **Browsed at kiosk**.

• **Presented by a speaker.** Here the slideshow is controlled by clicking the left mouse button, or by pressing the following keys on the keyboard:

N, Enter, Page Down, Right Arrow, Down Arrow or the *Spacebar* all trigger the next animation or advance to the next slide.

P, Page Up, Left Arrow, Up Arrow or *Backspace* all trigger the previous animation or to return to the previous slide.

• **Browsed at kiosk** (recommended). If you want the mouse to turn a page only when you click on an arrow and you do not want the keyboard to operate your talking book then you need to alter the settings to *Browsed at kiosk*. In this setting the slideshow will only work when you click on the forward and backwards arrow buttons. We recommend that you set up your shows to be *Browsed at kiosk*. This

ensures that the pages only advance when the arrow keys are clicked and the slideshow doesn't respond to general presses of the mouse button. It does, however, mean that you can no longer operate the talking book from the keyboard, but you can still connect a switch or an overlay board. To change the access settings, click on the *Slide Show* menu and choose *Set Up Show*.

Switch access. You can connect a single switch to operate a combined speech and page turn button, using a switch interface (Don Johnston, RJ Cooper or IntelliKeys). The keyboard switch interface must be set to send a mouse click. Once you have positioned the cursor over the next page arrow, the user simply has to press the switch to advance to the next page.

Combining a page turn with speech. It is possible to set up your PowerPoint talking book so that a single mouse or switch press will not only turn the page but will also speak the text. To do this, the speech and page turn need to be combined on one button. Go to the *Slide Show* menu and click on *Slide Transition*. Click on the *Sound* box where all your pages' sounds will be listed. Choose the right sound for the page and click on *Apply*, not *Apply To All*. Once again the importance of giving the sounds a meaningful name really pays dividends here.
Do this for all the pages.

Adding a time delay to a page turn. Another very useful addition to the single press modification described above is to give the forward arrow a timed delay. This prevents users with a tremor making rapid switch or mouse presses that would otherwise cause the pages to fly past.

1. Click on the forward arrow button on the page with the right mouse button.
2. Click on *Slide Show*, then *Custom Animation*. Click the *Action button* box and choose *Appear* in the *Entry animation and sound* window. Click on the *Order & Timing* tab, and select *Automatically* in the *Start animation* box. In the box underneath choose a time delay by using the up/down buttons. We would advise using **00:02** seconds. Click on *OK*.