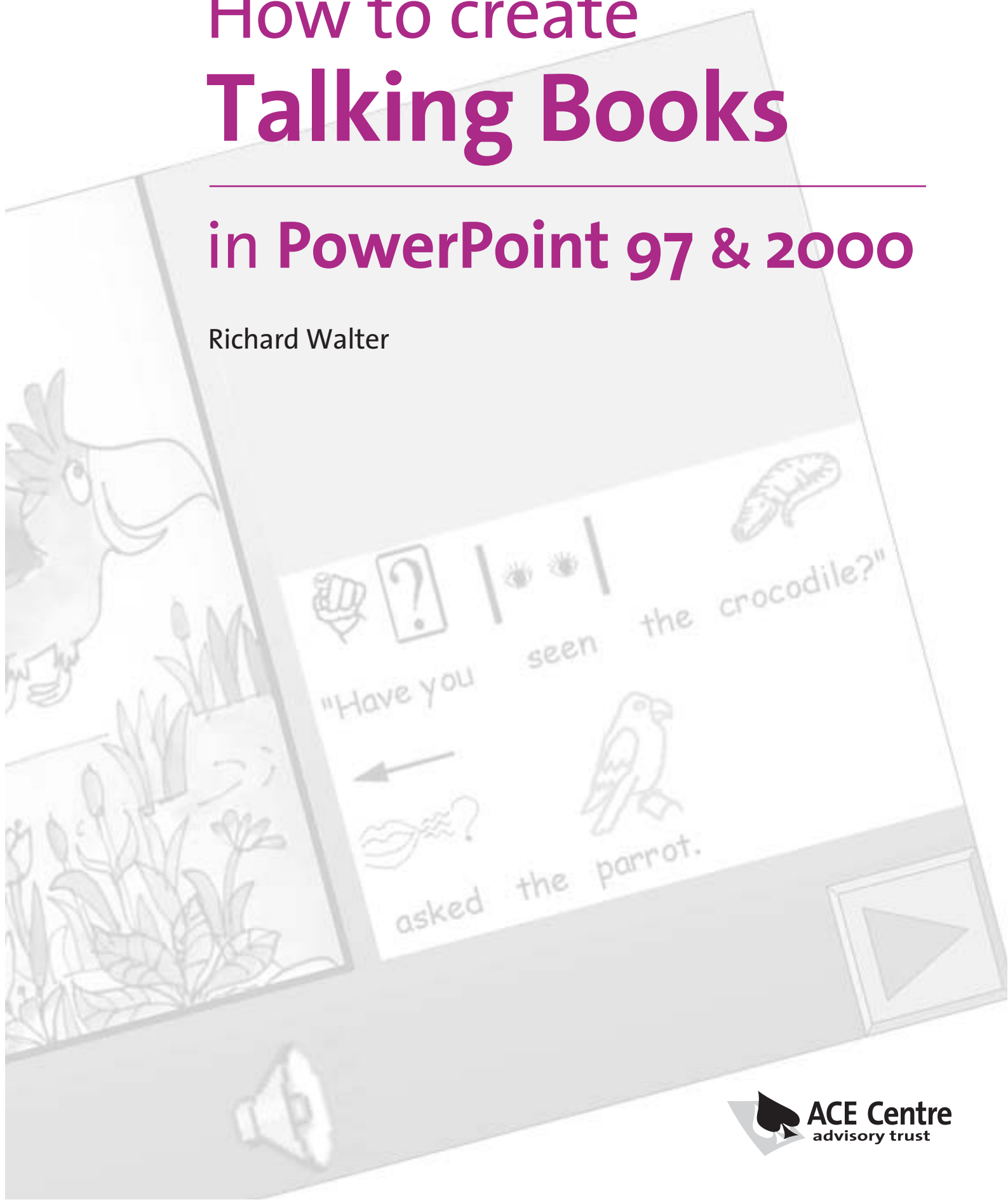


How to create Talking Books

in PowerPoint 97 & 2000

Richard Walter



Second version, December 2001

The updates from the first version, published in November 2001, are as follows:

- Stronger emphasis has been put on the need to keep all resource files in one folder, despite the fact that PowerPoint files are self-contained.
- Cropping and resizing of symbol images can be carried out directly in PowerPoint itself, so there is no need to use intermediary graphics software.
- The Custom Animation dialogue boxes differ significantly in PowerPoint 97 and 2000, so both have been shown.

Third version, August 2002

The updates from the second version are as follows:

- Editing and clearer explanation of several key steps, including new and replacement screenshots.
- Reordering of sections for a more logical workthrough.
- Explanation of the steps required to scan images directly into PowerPoint.

The book used in this guide is *Have you seen the Crocodile?* ©1986 Colin West, published by Walker Books Ltd, London. ISBN 0-7445-5705-4

Richard Walter is the IT co-ordinator and a teacher at Meldreth Manor School, a Scope school for pupils with cerebral palsy and severe or profound learning difficulties.

He has written and contributed to several books and articles on teaching pupils with special educational needs including *IT for All* and *The Internet for All* published by David Fulton.

Editing, layout and additional material: Mark Saville, ACE Centre



Copyright ©2002 by the author and the ACE Centre Advisory Trust. All rights reserved.

Published by the ACE Centre Advisory Trust
92 Windmill Road, Headington, Oxford OX3 7DR
Tel: 01865 759800
Fax: 01865 759810
email: info@ace-centre.org.uk
www.ace-centre.org.uk
Registered charity No 1040868

This document may be reproduced in whole or in part by education authorities or others working with people with disabilities without the permission of the authors. On no account may such copies be sold.

All trademarks mentioned in this guide are respected.

The ACE Centre Advisory Trust is a registered charity, partly funded by the DfEE via BECTa, and The Gatsby Charitable Foundation. If you would like to know more about the different ways you could support our work, please contact us.

Contents

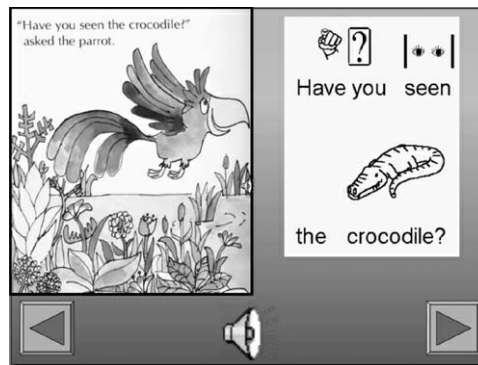
1: Introduction	1
What is the purpose of this guide?	1
Why do we need talking books?	1
Before you start	2
2: Important! The copyright issue	3
Joint Industry Guidelines	3
Introduction	3
Guidelines	4
3: Creating a folder for your talking book	5
4: Creating the blank pages for your book	7
Start PowerPoint	7
Getting the tools for the job	7
Creating a template for your pages	8
Creating blank pages from the template	11
5: Adding pictures to your pages	13
Adding pictures by scanning from a book	13
Resizing, moving and cropping the pictures	15
Using digital camera pictures	16
Using clipart or pictures from the computer	16
6: Adding text to your pages	17
Adding plain text	17
Adding symbol supported text	18
7: Adding speech and sounds to your pages	19
Wait! Before you start adding speech or sounds	19
So, now to add the speech	21
Adding extra sound effects	22
8: Completing and saving your talking book	23
Completing your talking book	23
Saving your talking book	23
9: Enabling access to your talking book	25
Keyboard access	25
Switch access	26
Combining a page turn with speech	27
Adding a time delay to a page turn	27
10: Getting creative with talking stories	29

Part 1:

Introduction

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.



A page from a PowerPoint talking book

Why do we need talking books?

Access to literature is of crucial importance in the education of all pupils, including those with special educational needs. There has been a great expansion in the use of storybooks in schools with a large number of reading books linked to the National Literacy Strategy. The proliferation of big books for group reading and the opening up of literacy into more stimulating and colourful reading books have especially helped in this expansion into special education.

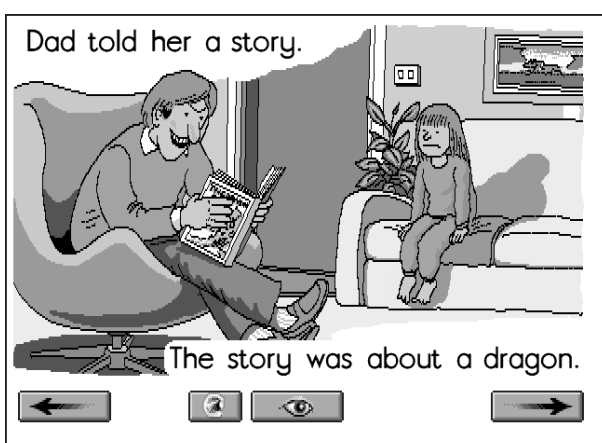
There are, however, a number of pupils who cannot read independently because of their physical difficulties. They cannot turn to the next page of a book, skip ahead to find 'the exciting bits' or turn back to re-read a page. They always have to ask someone else to hold their books and turn the pages for them. Their reading development is often delayed, even if they are of normal intelligence.

Most of the children visiting the ACE centre can, like our patron Professor Stephen Hawking, *independently* access reading materials or books via one or two switches attached to a computer. Children can access electronically published books using a variety of computer access aids

including activating a switch with whatever part of their body has the best voluntary control. Unfortunately, the range of electronically available books for children is very limited and for disabled children to develop as readers, they need access to the same range of books as other children.

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.



A well-known example of talking books is produced by Sherston Software as the *Oxford Reading Tree* series (an example is shown on the right). The page layout is simple and consistent, and the controls are clear and straightforward. We shall be using a similar layout to construct our own talking books.

Our books will be set up initially for operation by positional mouse switching, where the left mouse button has to be pressed when the mouse arrow is over the active icon and the mouse has to be moved

precisely to each of the active areas. This presents difficulties to pupils who can't control a mouse or move a pointer accurately, so later on we will be looking at modifying our talking book to allow access from a keyboard, switch or an overlay board.

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.

Part 2:

Important!

The copyright issue

There are obviously copyright considerations involved in reproducing pages from printed books. The publishers of the books used to illustrate this guide have all given express permission for them to be converted into multimedia by the addition of symbols, as long as copies are not sold, and the copyright line on the book's cover is included in the talking book.

There are some guidelines (as of Sept 2001) on copyright issues on the World Wide Web at:

www.pls.org.uk

These are reproduced below. Take particular note of the text in bold (our emboldening), which sanctions the creation of multimedia copies of books for the *personal* use of individuals with visual or physical difficulties. The creation and use of multimedia copies of books for school and class use by people with special educational needs in schools still seems open to interpretation. If you are in doubt, contact the publisher, but check that they are aware of the new guidelines as they may well help your case.

Joint Industry Guidelines

These guidelines cover access to books, magazines and journals by visually impaired people. They do not constitute legal advice but are for guidance only:

Introduction

- a These Guidelines are the result of a wide-ranging consultation among rightsholders and organisations helping visually impaired people in an effort to strike a balance between the requirements of visually impaired people and the special problems surrounding uncontrolled copying, transcription and distribution.
- b Rightsholders including authors, their agents and publishers wish to make their works accessible to all members of the public.
- c Where visually impaired people cannot read works in formats commercially available they will in some cases wish to copy, record or transcribe the works into a format accessible to them. The issue of who may create and distribute copies in different formats, in particular electronic copies, is important for rightsholders.
- d These Guidelines have been drawn up to assist visually impaired users and those acting

on their behalf to understand current trade practice with regard to acts of copying they can assume they are allowed to do without requesting prior permission from the rightsholder, provided the conditions described below are met. In case of doubt users should always consult the rightsholder.

- e Rightsholders support the work of charities and volunteer organisations in making books and journals accessible to visually impaired people. The permissions they require to distribute such works are outside the scope of these Guidelines.
- f **For the purposes of these Guidelines visually impaired people are taken to include blind and partially sighted persons, those whose sight cannot be improved by the use of corrective lenses, those who are unable through physical disability to hold or manipulate books or to focus or move their eyes or who are otherwise physically unable to use available published formats.**

Guidelines

- 1 Visually impaired people who have lawfully obtained a copy of a published work, whether bought or borrowed, may make whatever transcription, copy or format changes they require to enable personal access to the work, including speech synthesis, Braille, Moon, large print, single voice recording (speech), electronic file, provided the work is not readily commercially available in a suitable format.
- 2 **Visually impaired people may ask another person or organisation, including schools, libraries and charities, to create an accessible copy on their behalf, provided that any such copy is made for the personal use of the visually impaired person concerned only. This includes use for the purpose of work or study.**
- 3 A non-electronic copy e.g. single voice recording (speech) or a Braille copy may be borrowed or exchanged among visually impaired people as if it were the print original itself.
- 4 Electronic copies may be created and stored on a computer system for as long as required to enable personal use of the work while the original is retained. They may not be made accessible or passed on to a third party or posted on an Intranet, in newsgroups or on the World Wide Web. If the original is lent, sold or given away, then any accessible copies and associated electronic files must be deleted or transferred with the original.
- 5 Visually impaired people must respect the literary and artistic integrity of the work including any copyright notices and any moral rights the author may have in the work. They must not in any way adapt, edit, alter, amend or distort the work, other than as required to enable full access, without the prior permission of the author or his or her designated representative.
- 6 The copyright remains with the copyright owner. Rightsholders retain the right to exclude the use of certain formats in special circumstances and permission must be sought for such use from the relevant rightsholders.

The development of these guidelines has been supported by:

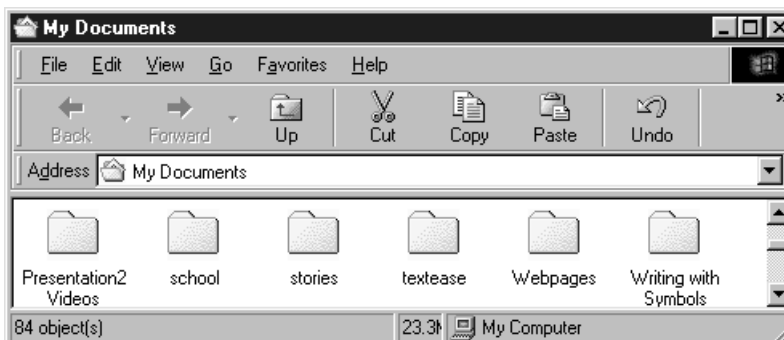
Association of Authors' Agents, Association of Learned and Professional Society Publishers, Authors' Licensing and Collecting Society, Copyright Licensing Agency, Music Publishers Association, National Union of Journalists, Publishers' Association, Publishers Licensing Society, Periodical Publishers Association, Scottish Publishers Association, Society of Authors, Writers' Guild of Great Britain.

Part 3:

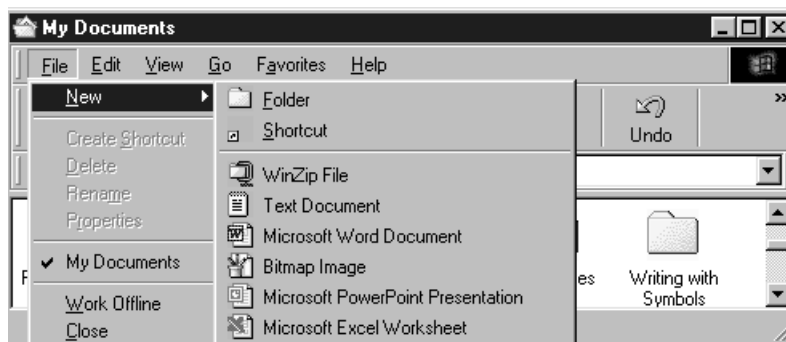
Creating a folder for your talking book

Each completed PowerPoint talking book file stores all its resources (ie pictures and sounds) within itself. This has the advantage that you will only need to copy this single file if you want to transfer it to CD or another computer. However, we **strongly** recommend that you keep all your separate picture and sound files, along with the talking book file itself, together in one **folder**. They can then be located easily should you need to reuse any of them or create the same talking book using different software. You need first to decide where you want to create a new folder to put your resources. Two good options are in *My documents*, a folder that is already on most computers, or by creating a new folder on the Windows desktop.

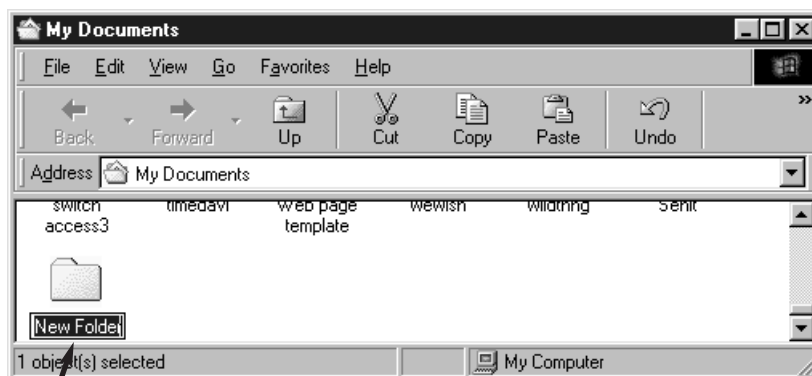
- 1 Open the *My documents* folder from the Windows desktop screen:



- 2 On the *File* menu, Click on *New*, and then click *Folder*:

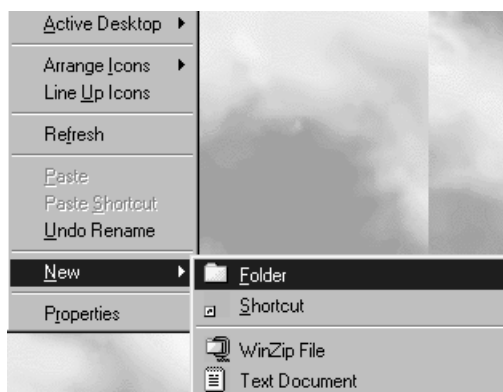


The new folder appears with the temporary name "New Folder":



- 3 Type a name for the new folder, and then press *Return* on the keyboard.

Alternatively you could create a folder on the Windows desktop screen by clicking anywhere on the screen with the right-hand mouse button and then clicking on *New*, then *Folder*:



Rename the folder in a similar way to the first method.

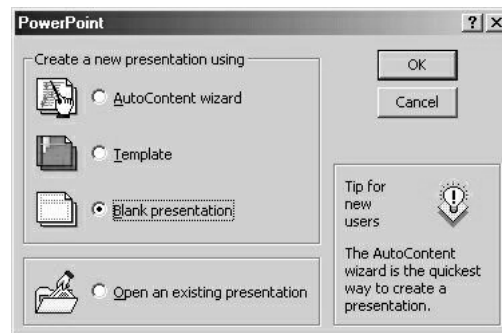
Part 4:

Creating the blank pages for your book

The instructions given here are based on PowerPoint 2000 but PowerPoint 97 has broadly similar controls and capabilities.

Start PowerPoint

When you launch the PowerPoint software you will probably see a window like the one shown to the right. You won't be using this method of opening files, so click *Cancel*.



Getting the tools for the job



side by clicking and holding down the left mouse button in its coloured title strip, then drag it to its new position.

Constructing a talking book is easier if you begin by setting up the PowerPoint screen to show all the tools that you will need. To do this Click on the *Tools* menu and then on *Customize*. Select the *Toolbars* tab if it is not already showing.

You will need at least the *Drawing* and the *Picture* toolbars, so put a tick next to them (The *Menu Bar* is automatically selected and you might already have others selected). The *Standard* and the *Formatting* toolbars can also be useful. Click on *Close*.

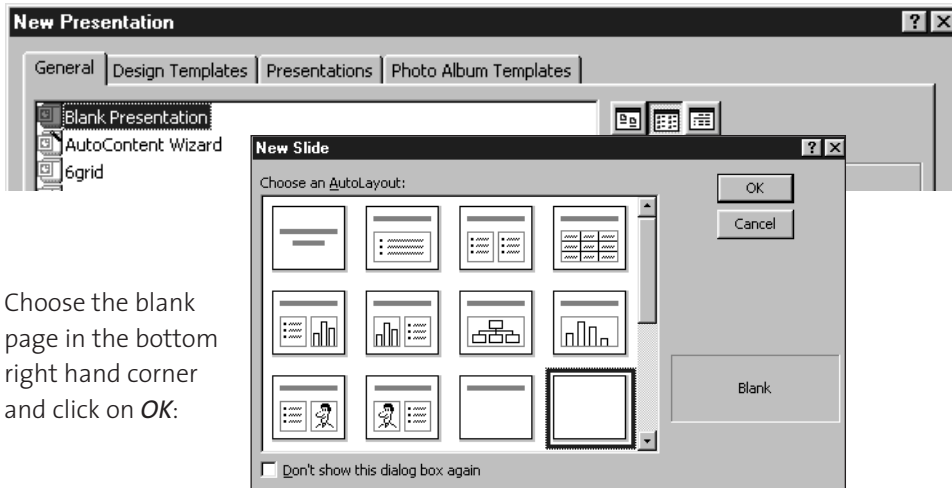
The *Picture* toolbar may appear in the middle of your screen. You can move it to one

Creating a template for your pages

The first stage in the construction of a talking book within PowerPoint is to create a page template that you can use for all your books.

1 Create a blank page

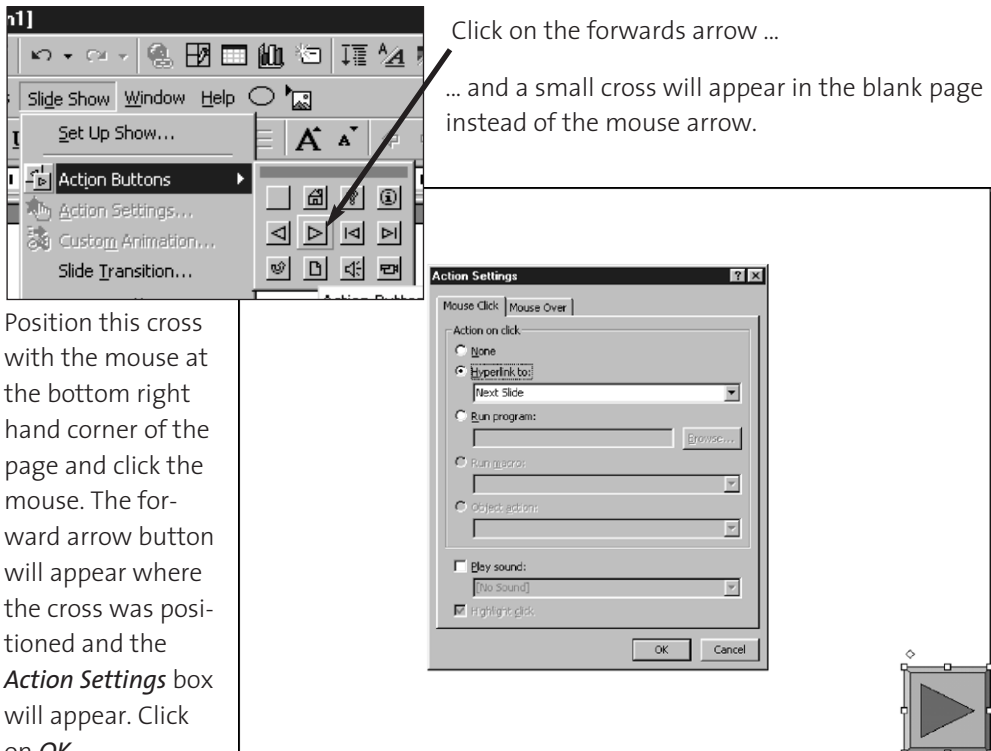
From the *File* menu in PowerPoint, click *New* and double click on *Blank Presentation*.



Choose the blank page in the bottom right hand corner and click on *OK*:

2 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 forwards arrow ...

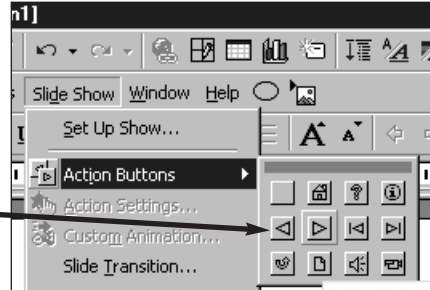
... and a small cross will appear in the blank page instead of the mouse arrow.

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*.

Depending on your version of PowerPoint, a window may appear suggesting that you save the document. Click *No*.

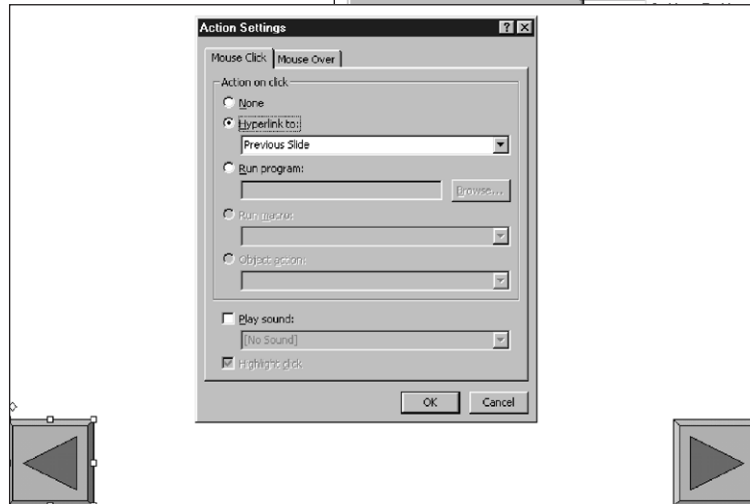
You can adjust the size and position of the arrow button using the mouse. Click inside the box with the left mouse button, continue to hold down the button whilst you move the mouse. The arrow will be dragged to wherever the mouse moves, release the button to position it. To change the size of the arrow click, hold and drag on the little squares around the picture of the arrow. 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:



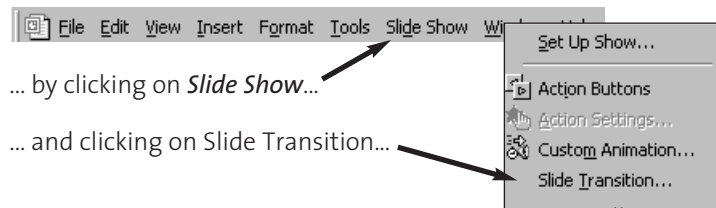
Position the arrow on the page as before.

When the **Action Settings** box appears, click **OK**:



3 Adding a page turning effect

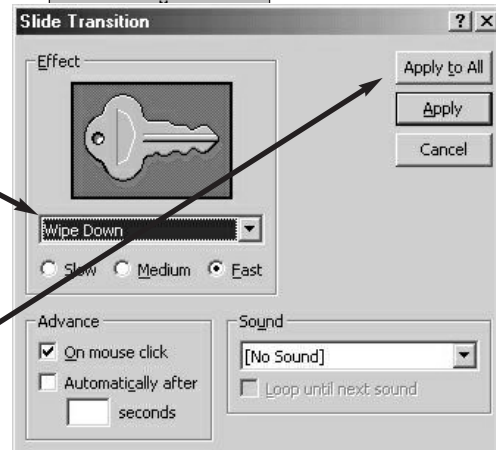
You can make the next page slide in from the top ...



... by clicking on **Slide Show**...

... and clicking on **Slide Transition**...

... then choose a transition effect from the drop-down list (eg **Wipe Down**)...



... and click on **Apply to All**:

4 Don't add the speaker button yet

The speaker/sound control button is best set up afresh 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.

5 Save the slide as a template

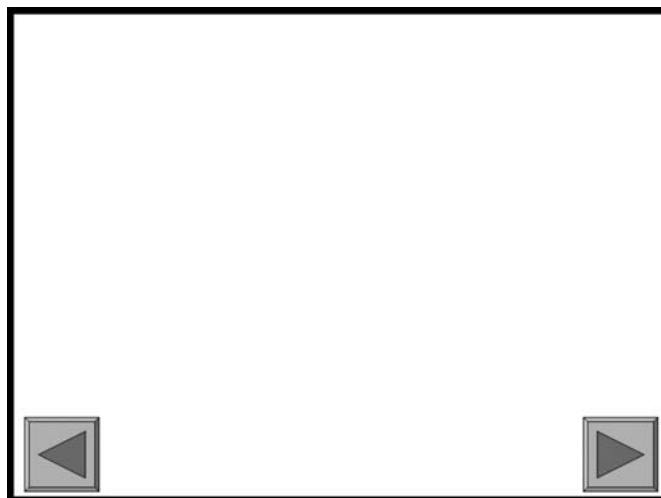
To make this slide into a template file, click on *File* in the top menu bar, then *Save As*, and choose *Design Template* (or *Presentation Template* in PowerPoint 97) in the dialogue box at the bottom.



Click in the *File name* box and give type in a name, eg 'talking story' ...

... then click *Save*.

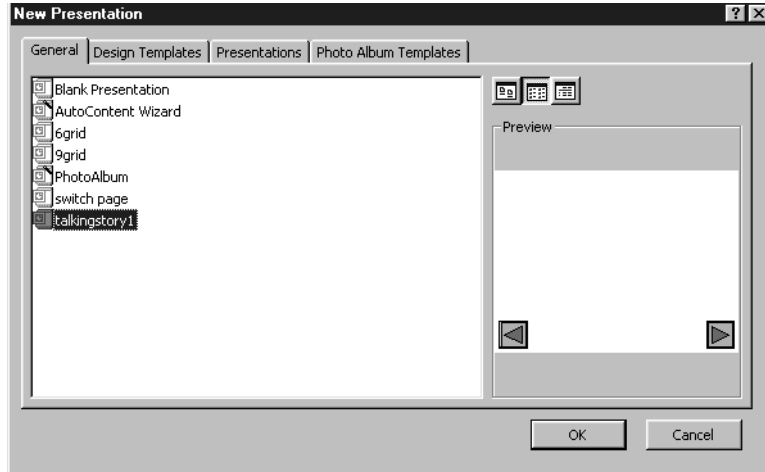
The template, in this case called 'talking story', will now be available from the *New Presentation* menu (see next page) whenever you start PowerPoint. You can use this template to create your talking book.



The talking story1 template

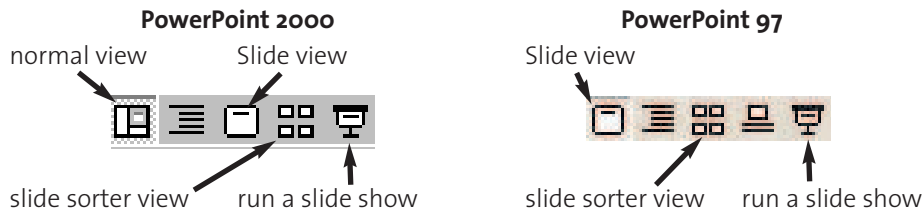
Creating blank pages from the template

We will now create a talking book using the template page (called a **slide** in PowerPoint). If PowerPoint is already open, click on *File*, then *New* and the *New Presentation* window will appear (below). You can also get to this window when launching PowerPoint by choosing the *Template* option from the initial screen (shown on page 7).

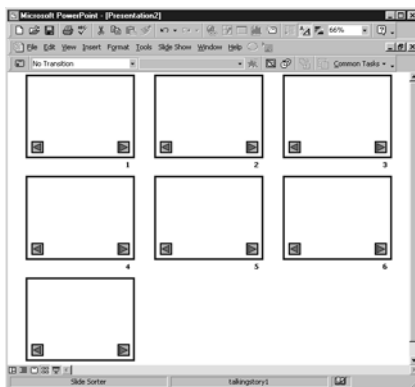


Click on the *General* tab, highlight your template by clicking on it, and press *OK*. A new presentation based on your template will open.

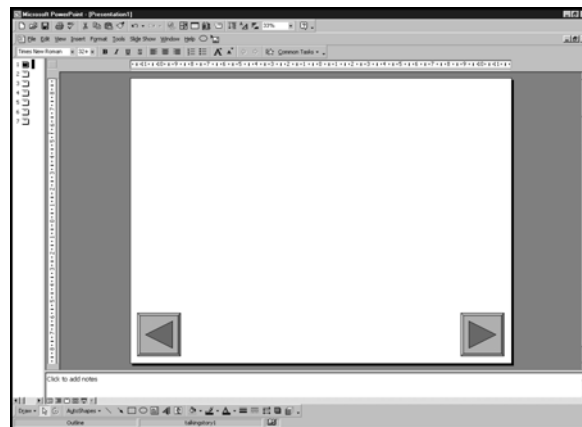
PowerPoint has a number of control icons at the bottom of the screen that allow different views of all the slides.



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.



Slide sorter view



Normal view

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* 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.

Part 5:

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. We will look at these three sources in turn.

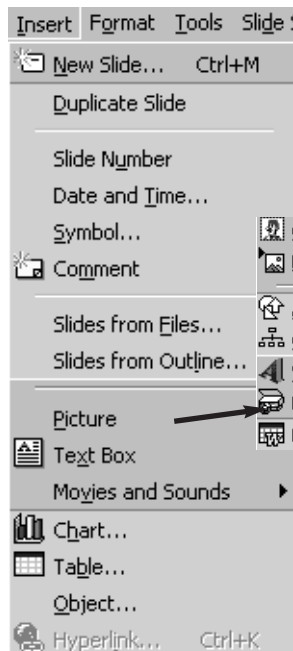
Adding pictures by scanning from a book

Scanners can be purchased for as little as £50 and some computer systems already come with one. They work by moving a row of light receptors slowly down the page or picture to be scanned. A certain proportion of the light is reflected back from the picture which then produces an electrical signal, building up an electronic image of the page.

You will need to already have a scanner attached to your computer and set up with its own software.



A desktop scanner

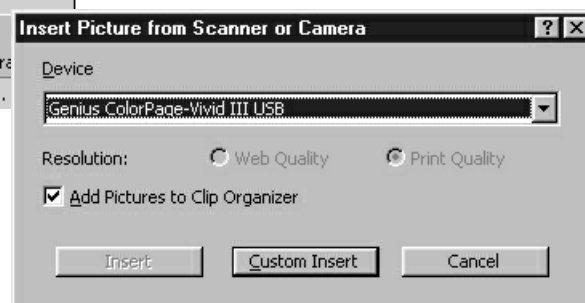


1 Open the scanning window

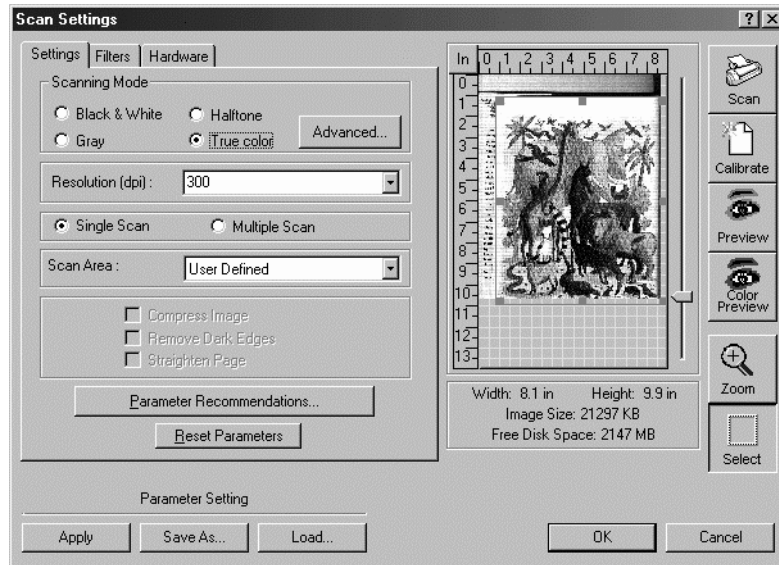
Go to the first page in your talking book in which you want a picture to appear and switch to *Normal* or *Slide* view (see page 11).

Position your picture in the scanner and click on the *Insert* menu.

Click on *Picture*, then choose *From Scanner or Camera*. Your scanner's software should start.



Clicking on *Custom insert* will open up the scanning window, which vary between different models of scanner and their software. A typical window is shown overleaf.



A typical scanning software control window

All scanner software will have **Preview** and **Scan** buttons. Press the Preview button first - you will get a quick mini-scan of entire scanner bed. In PowerPoint 2000 and 97 you will have to ensure that the picture is the right way up for the page (if isn't, reposition the page and click the Preview button again). Using the mouse you can drag out a rectangle on the preview image to mark the area you want to scan. You can usually further adjust the size and shape of this area by clicking and dragging any of the six small blocks on the edges of the rectangle. The scanner will then scan only the area that you have marked out with the mouse. **Don't click the Scan button just yet!**

2 Picking the best resolution for scanning your pictures

Somewhere in the settings of all scanning software there will be an area where you can specify the **Resolution** (sometimes called Output Resolution) of your final scan. The higher the resolution, the larger the file size of the scanned picture, so generally the scanner's resolution should be set at **75dpi**.

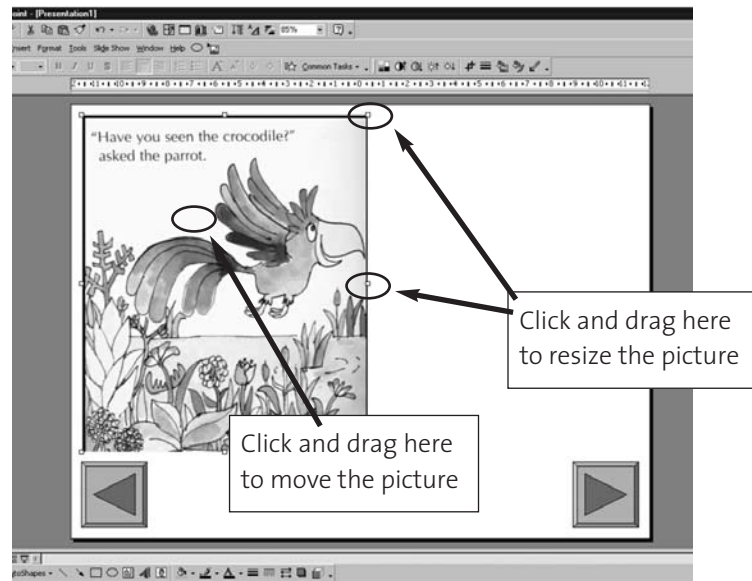
There are lots of other controls you can change in the scanning software to alter the quality of the image, but unless you have a great deal of time or the final scan of the picture varies a great deal from the original, I would recommend that you leave these controls alone and just use the default settings.

3 Scanning your pictures

Click **Scan** to scan your image. After the scanner has finished, your image will appear on the screen.

Resizing, moving and cropping the pictures

You can resize your image if necessary by clicking and dragging on its corner frame boxes. You can reposition the image by clicking anywhere within it and dragging it to the new position.



If you have unwanted edges or sections of your scanned image you can use the **Crop** tool to cut them away. If you have set up PowerPoint as suggested on page 7, it will already be onscreen in the **Picture** toolbar. It may also appear when you click on the picture. If it doesn't, activate it by clicking on **Tools** on the top menu bar, then clicking on **Customize** and ticking the box next to **Picture**. You will only have to do this once. Make sure the image is selected by clicking on it, then choose the **Crop** tool from the toolbar:



The Crop tool in the Picture toolbar

When you move your cursor over any of the small white boxes on the frame of your image and hold down the mouse button, the crop symbol changes to a small 'T' shape. Crop the image by dragging a relevant corner or side inwards, then release the mouse button. You may need to reselect the Crop tool each time you want to carry out a further crop. Cropping a picture in PowerPoint can be a little fiddly and it does pay to practice (or persevere).



Using digital camera pictures

The use of digital cameras in schools has recently increased considerably due to the advances in digital camera technologies (they have become much cheaper, with better picture quality and faster downloading of the photos onto the computer). Digital camera pictures can be incorporated into talking books in the same way as scanned images. 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 commercial CD-ROMS. All can also be incorporated into your talking books. The Internet can also be a source of picture files (for example www.clipart.co.uk or images.google.com), and the CALL Centre (callcentre.education.ed.ac.uk) produce a useful list of clipart websites.

To insert such graphics, 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 a different source).

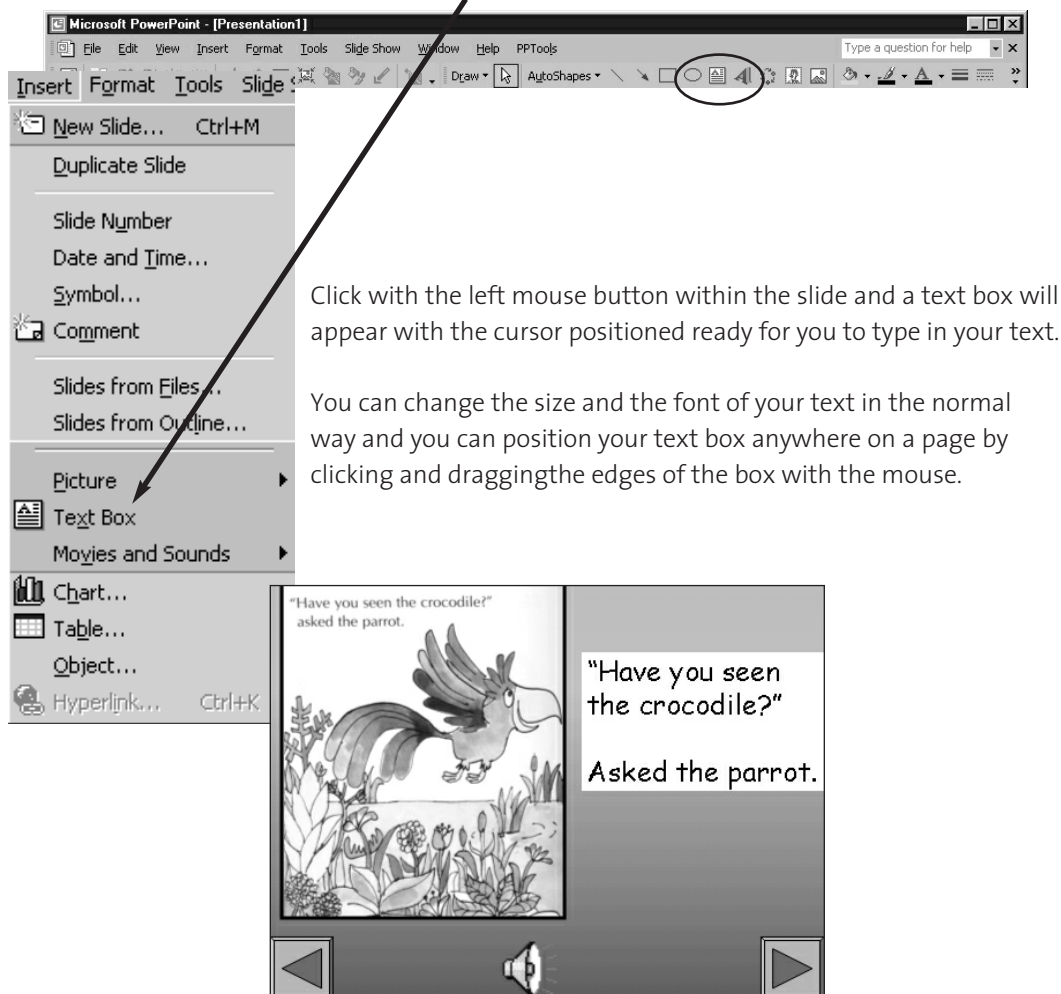
Part 6:

Adding text to your pages

You can add plain or symbol supported text to the pages of your talking book.

Adding plain text

To write plain text onto your pages, first click on the text box icon which will be in a menu bar at the top or bottom of the screen, or choose *Text Box* from the *Insert* menu.



The screenshot shows the Microsoft PowerPoint interface. The 'Insert' menu is open, and the 'Text Box' option is highlighted. A black arrow points from the 'Text Box' option in the menu to a text box on a slide. The slide features an illustration of a parrot and a text box containing the text: "Have you seen the crocodile?" and "Asked the parrot." The text box is positioned to the right of the illustration.

Click with the left mouse button within the slide and a text box will appear with the cursor positioned ready for you to type in your text.

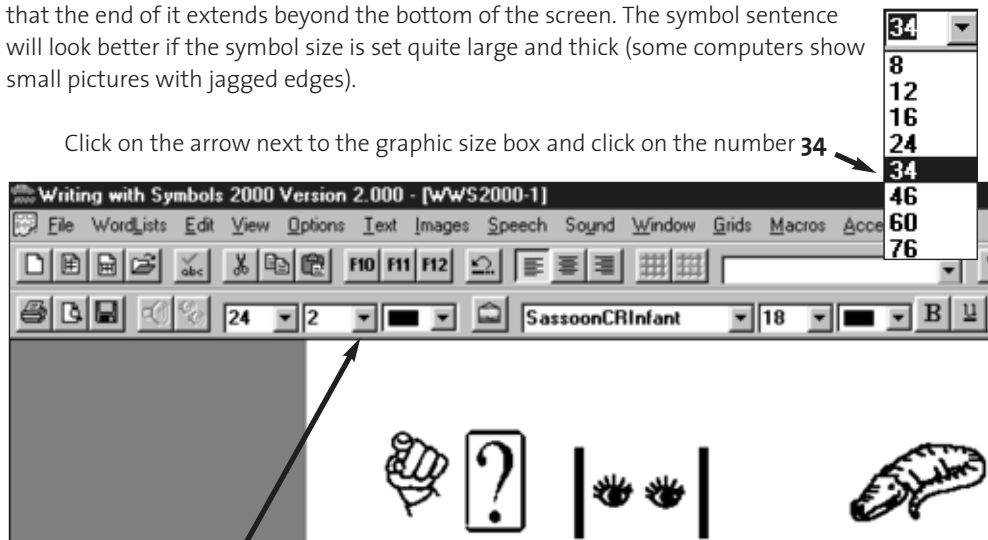
You can change the size and the font of your text in the normal way and you can position your text box anywhere on a page by clicking and dragging the edges of the box with the mouse.

Adding symbol supported text

Symbols can also be added to support the text of your talking books. Sources of symbols include **Writing with Symbols** from Wigit Software, **Inclusive Writer** from Inclusive Technology, **Clicker** from Crick Software, and **Intellipics** from Inclusive Technology.

1 Write your sentences into the symbol processor

Amend or choose the symbols as you want using the controls within the symbol software and thicken the lines to at least size 2. It's best to make your sentence fairly large, but not so large that the end of it extends beyond the bottom of the screen. The symbol sentence will look better if the symbol size is set quite large and thick (some computers show small pictures with jagged edges).



Click on the arrow next to the graphic size box and click on the number 34

Click on the arrow next to the symbol thickness and select 2 or 3

2 Capture the image that's on the screen

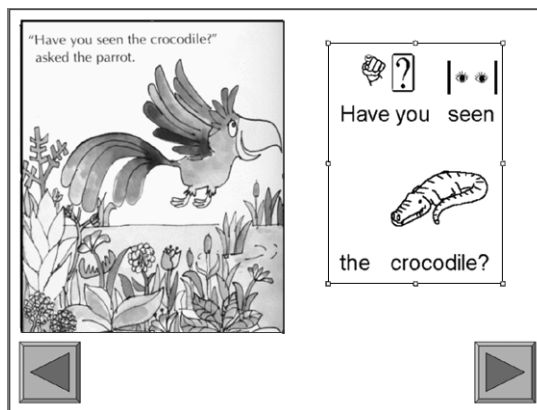
Move the cursor down off the page by pressing the *Return* key a couple of times at the end of your sentence. Then hold down the *ALT* key whilst pressing the *Print Screen* key to capture an image of the screen (the *Print Screen* key is usually towards the top right-hand side of the keyboard before the numeric keys; it may be called *Print Scrn* or *PrtScr*). Although nothing will appear to happen when the keys are pressed, an image of part of the screen (called a **Screen Dump**) is stored temporarily into the computer's memory, ready for pasting.

3 Paste the screen image into PowerPoint

Go to the page in your PowerPoint talking book where you want the symbol sentence to be, and choose *Paste* from the *Edit* menu (or press **CTRL** and **V** together on the keyboard). The screen image that you captured in step 2 should appear on the page, probably at the wrong size, and in need of trimming.

4 If necessary, crop, move and resize the symbol sentence image

You can now adjust the image of the symbol sentence using the techniques described on page 15.



Part 7:

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.

There are simple sound recording controls within PowerPoint that are explained below. However the quality of the recorded sounds using this simple recorder is purely dependent on the default settings in your soundcard. Lower quality soundcards using the normal basic computer microphones (especially those built into laptop computers) often do not record at a high enough quality and the resulting speech can sound very distorted.

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.

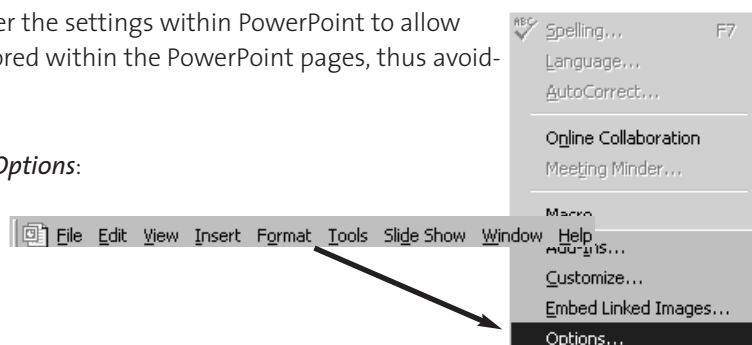
Wait! Before you start adding speech or sounds...

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:

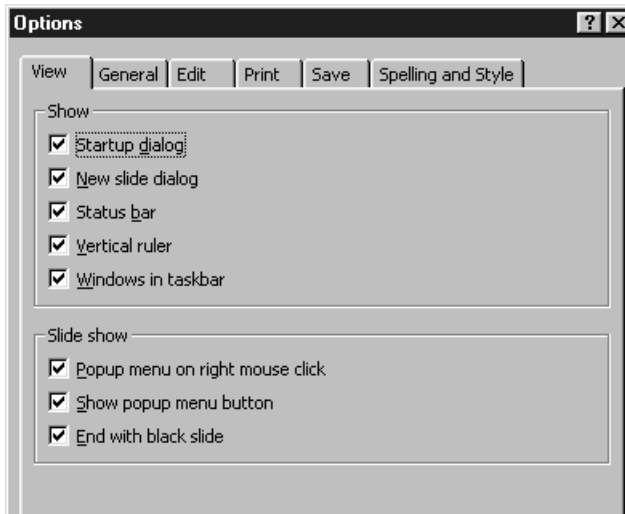
- 1 If the sound file is *small* (ie there is not much speech), the complete sound will be stored *within* the PowerPoint pages.
- 2 When the sound file is *large* (ie contains a lot of speech and/or music), only a *link* to the sound file is stored, and not the sound file itself. This can cause problems 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.

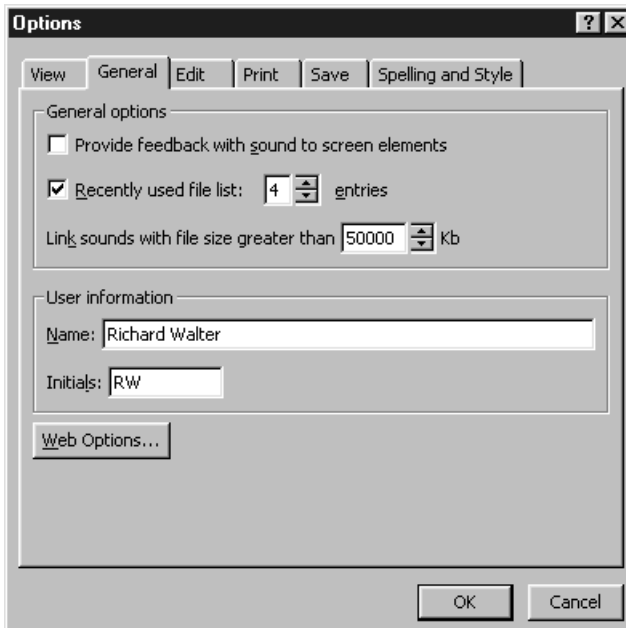
- 1 Click on *Tools*, then *Options*:



- 2 In the dialogue box, click on the *General* tab:



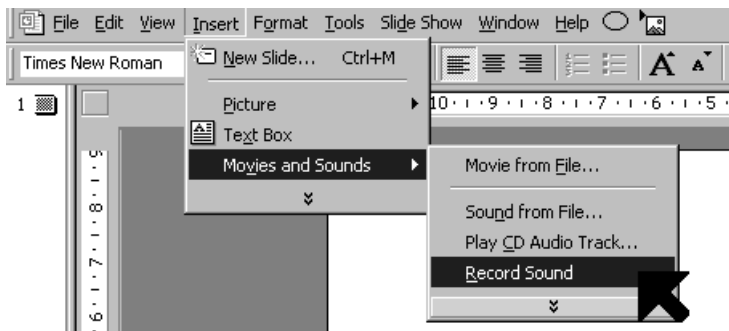
- 3 Click in the *Link sounds box with files greater than* and type in **50000** (which is the biggest number PowerPoint will accept):



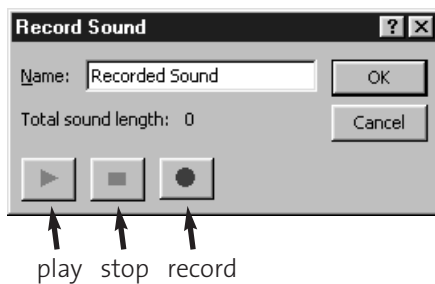
This will ensure that all sound files smaller than 50000Kb (5Mb) are included within each of the pages when you save your talking book. If it is then used on a different computer, the sounds will play correctly. Five Mb is large enough for all your recorded speech files to be included.

So, now to add the speech...

- 1 Click on the *Insert* menu, click on *Movies and Sounds* and then click on *Record Sound*:



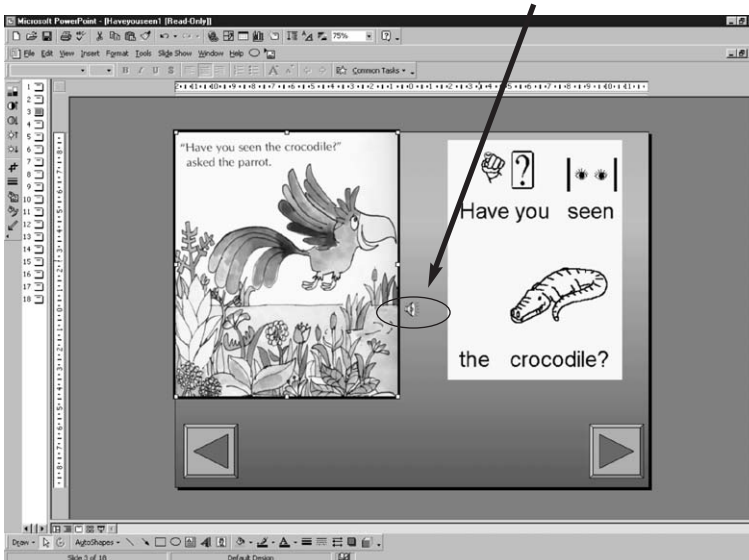
- 2 This window will appear:



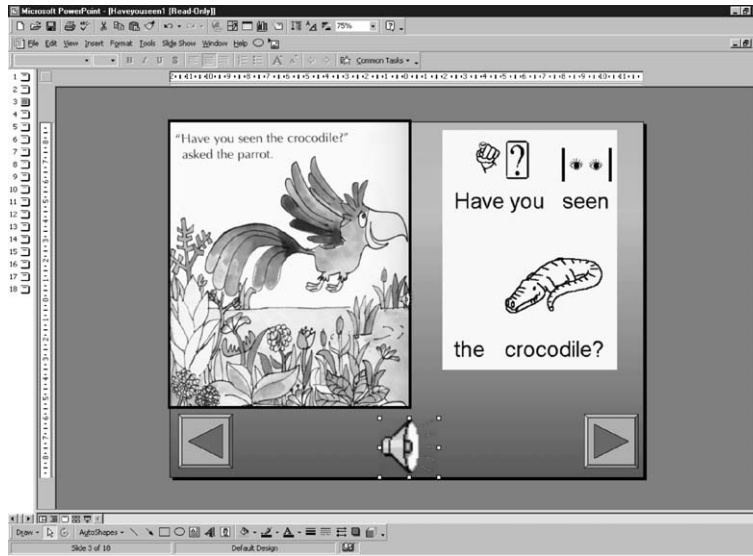
Click on the red *record* button and speak into the microphone. Click on *stop* at the end and then click in the Name box. Delete the words "Recorded Sound" and give the speech a meaningful name ("Not me said the parrot" rather than just "sound1", or "speech2").

Then click on *OK*.

- 3 A loudspeaker picture will then appear in the middle of your page:



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:



This is the first page of your talking book (a background colour has been added in this example).

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.

To add extra sounds to your story, click on *Insert* on the top menu bar, then on *Movies and Sounds*, and then *Sound from File*.

This will open a window (right) 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.



Part 8:

Completing and saving your talking book

Completing 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:

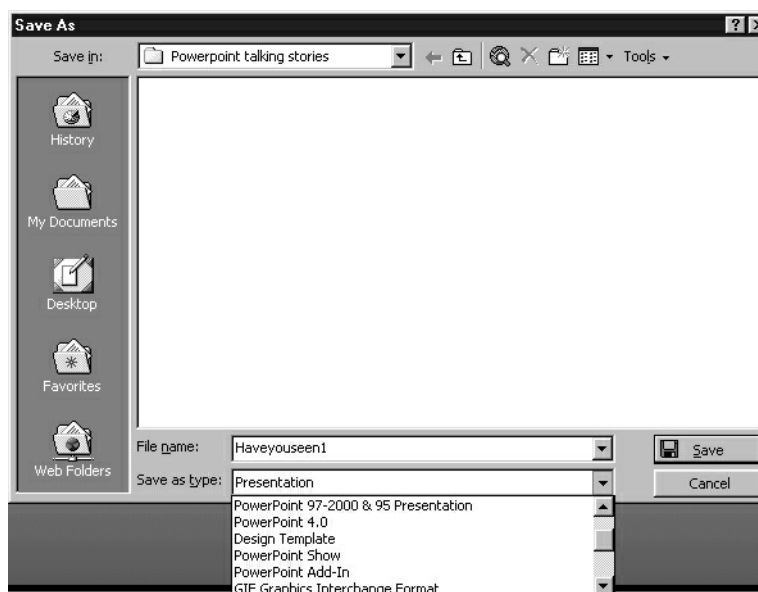


If you save your book as a PowerPoint **Presentation** it will open with all the menus. To use it you either click on the *run a slideshow* icon at the bottom of the screen or press *F5*.



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 folder that you created earlier, then click on *Save*.



Part 9:

Enabling access to your talking book

Your talking story can be accessed by using the keyboard, a switch, or a switch attached to 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 - ie 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:

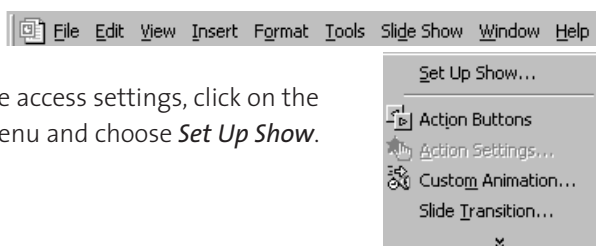
N, *Enter*, *Page Down*, *Right Arrow*, *Down Arrow* or the *Spacebar* all trigger the next animation or advance to the next slide.

P, *Page Up*, *Left Arrow*, *Up Arrow* or *Backspace* all trigger the previous animation or 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 (similar to the Sherston talking stories) 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.

I would 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*.

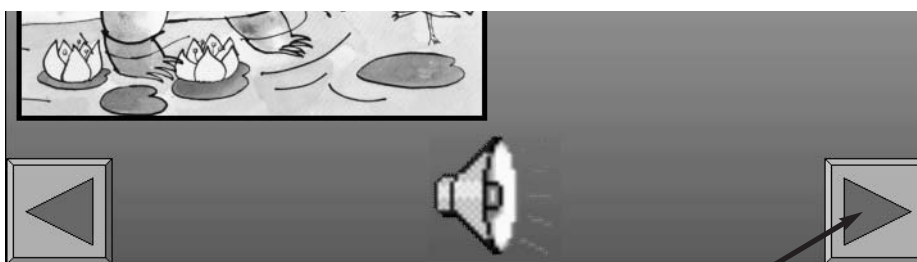


You can choose between the main modes of running a PowerPoint slideshow here and then click **OK**.

Switch access

There is no easy way to add direct switch access in PowerPoint so that people who can't use a mouse can access your talking books. Although you can use utility software like **Clikit** (from Intellitools) to create 'hotspots' on the page which can be controlled with a switch, results can be unpredictable. You can, however, connect a single switch to operate a combined speech and page turn button.

Once you have set up a combined speech and page turn button (see the opposite page for instructions on how to do this), Position the mouse cursor over the page arrow and attach a switch using either a mouse switch box (Semerc **Mouser** or Tash **MouseMover**) or a keyboard switch interface. The keyboard switch interface must be set to send a mouse click (This is possible, for example, with a Don Johnson keyboard interface, an Inclusive Technology keyboard switch interface, a Crick switch box or a switch attached to an Intellikeys keyboard).



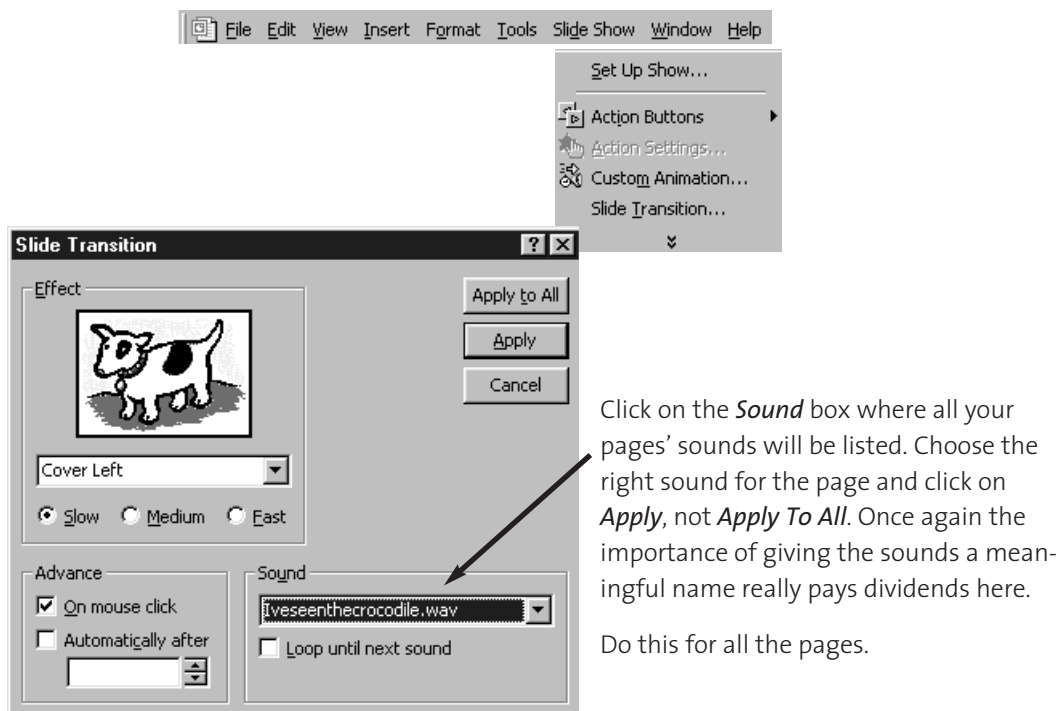
Position the mouse cursor over the page turn arrow

You should now be able to operate the talking book using a single switch. Make sure that the cursor remains over the arrow!

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.

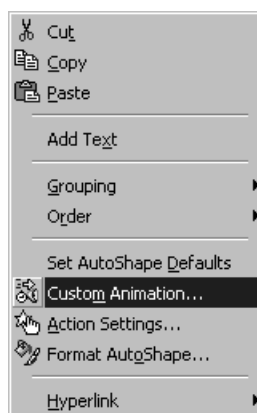
Go to the *Slide Show* menu and click on *Slide Transition*:



Adding a time delay to a page turn

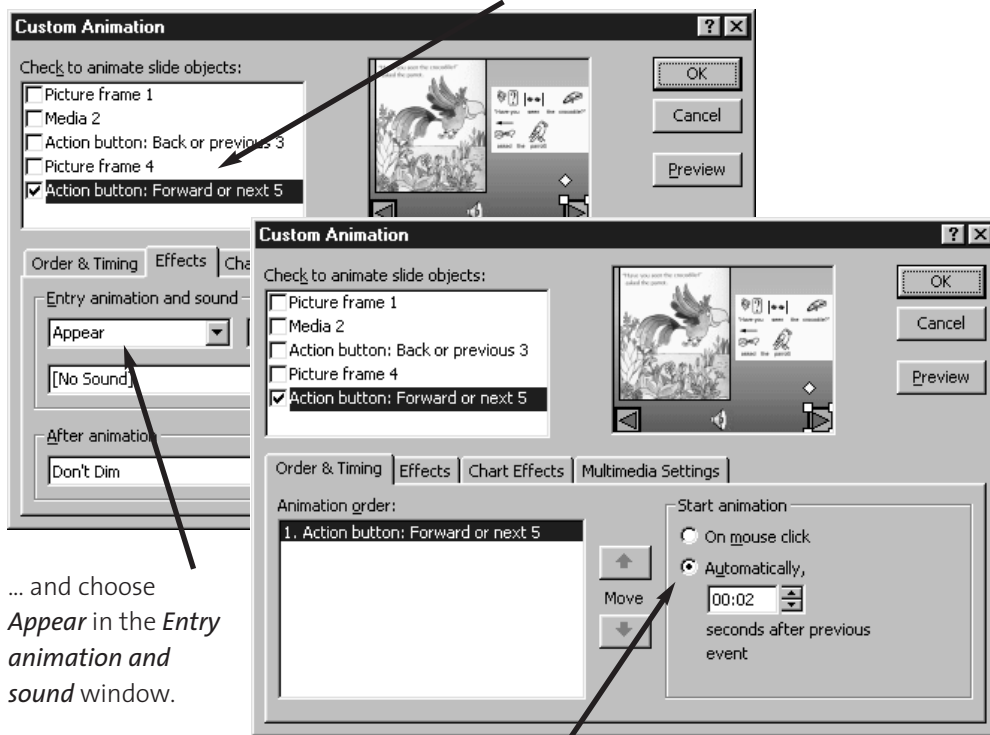
A further very useful addition to the single press modification described above is to give the forward arrow a timed delay. This prevent users with a tremor making rapid switch or mouse presses that would otherwise cause the pages to fly past.

- 1 Click on the forward arrow button on the page with the right mouse button.
- 2 Click on *Slide Show*, then *Custom Animation*:



The dialogue boxes for the final steps differ significantly between PowerPoint 2000 and PowerPoint 97, so we've shown both over the page:

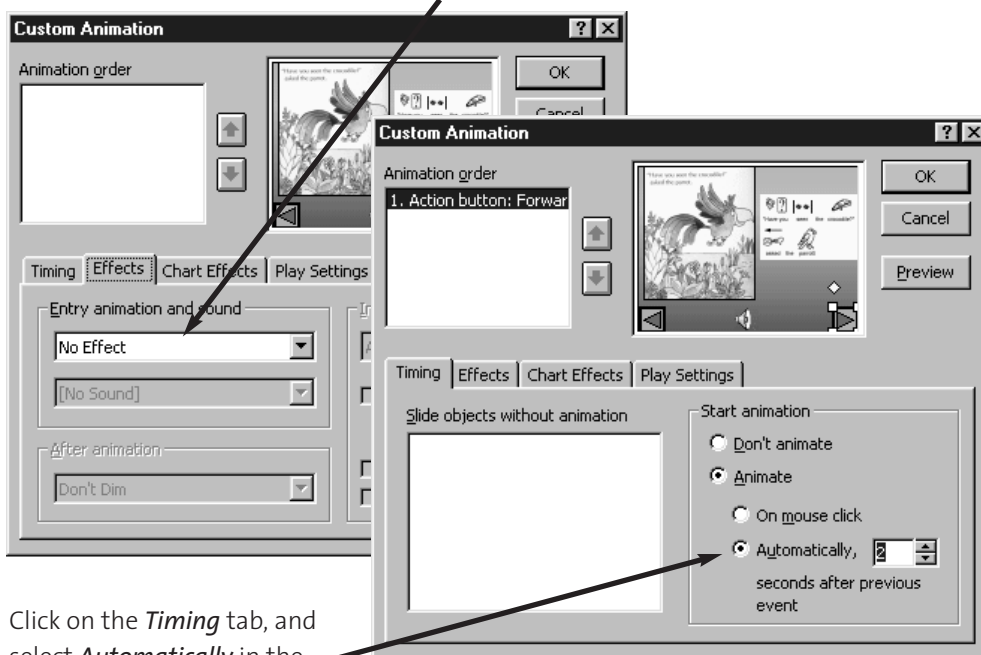
3a If you're using **PowerPoint 2000**, click the *Action button* box...



... 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*.

3b If you're using **PowerPoint 97**, choose *Appear* in the *Entry animation and sound* window.



Click on the *Timing* tab, and select *Automatically* in the *Start animation* box. In the box underneath choose a time delay by using the up/down buttons. I would advise using **2** seconds. Click on *Ok*.

Part 10:

Getting creative with talking stories

Perhaps one of the most exciting activities involved in making talking books is the creation of *new* stories with pupils. These stories can be developed using the pupils' own language and can incorporate their own choices. This allows those with learning difficulties real access to shared and creative writing.

Commercial talking books with a simple interface are usually targeted for very young children with age-appropriate language and topics. There are few talking books on a more adult level that have the same simple interface.

The books that you create for your own pupils can be on more adult themes. It is possible to incorporate feelings and activities that reflect young adults' interests, while keeping the simplicity of layout and control that pupils with learning difficulties need.

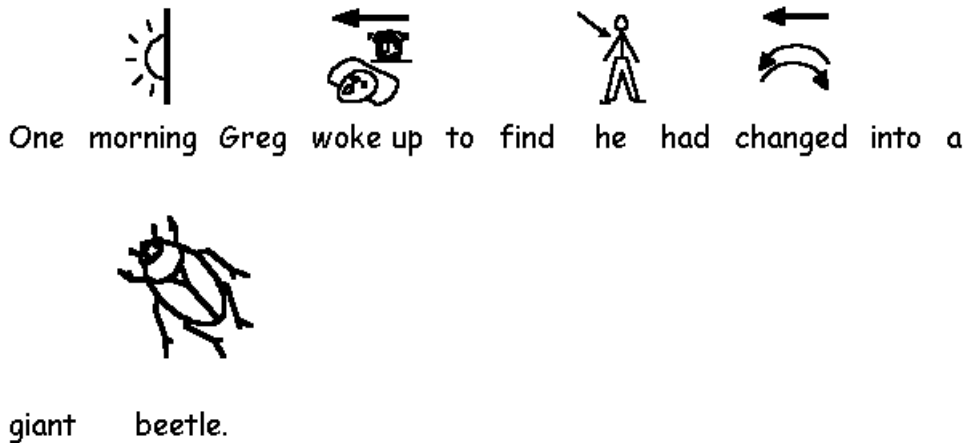
There are obviously many different methods in transferring pupils' ideas and creative writing to the computer. One method is to start with a story page planner sheet:

Name:	Date:
Title:	
Picture	
text/symbols	
Sounds/animation	

Pupils can build these pages into a storyboard, planning out their book by constructing the individual pages.

I have found it most successful to use a 'story starter' that is based on either from a real situation or the continuation of a story line from a book.

For example, here is the opening line taken from *Metamorphosis* by Franz Kafka:



You can develop the storyline by first asking some simple questions, shaping the story from the pupils' answers.

- How would Greg feel?
- What would he eat?
- How would he get out of bed?
- What would his family feel?

In this way the story can be developed, in the style of Franz Kafka, with creative writing generated by the pupils.

Another story we have made into an accessible symbol and talking book on the computer is *The Iron Man* by Ted Hughes. You may wish to consider making your own talking book of this story. The opening chapter from *The Iron Man* is not only an excellent piece of imaginative writing, but it contains most of the elements that make for good shared reading; relatively simple language, repetition, imagination, and well written, almost poetic, prose. It also has the benefit of a story tape read by Ted Hughes himself that you can use alongside your computer.

All sorts of methods, including Rebus choice sheets and story cubes, can give pupils using AAC communication methods access to imaginative creative writing. As always, the emphasis is best put on possibilities, not barriers.

Enjoy your creative writing!



92 Windmill Road
Headington
Oxford
OX3 7DR

Tel: 01865 759800
Fax: 01865 759810
email: info@ace-centre.org.uk
www.ace-centre.org.uk

Registered charity No 1040868