

Making Talking PowerPoint Books: Quick Directions

(Gretchen Hanser, 1/2003)

Start by making a book template!!!!

Save time by making one slide the way you want it and copy & paste!!!!

Open a blank presentation and choose a slide layout with a text box on it.

1. Goto **Slide Show** and hold down **Action Buttons**
Select **Previous Slide**
Draw a button to turn to the previous page
As soon as you are done a window will popup confirming what that button will do
Click **OK**
2. Goto **Slide Show** and hold down **Action Buttons**
Select **Next Slide**

Draw a button to turn to the next page
As soon as you are done a window will popup confirming what that button will do
Click **OK**
3. Goto **Slide Show** and hold down **Action Buttons**
Select **Sound**

Draw a button to read the text on the page
As soon as you are done a window will popup confirming what that button will do
Uncheck CLAPPING at the bottom of the window
Click **OK**
4. To move the buttons
Click on them once so the little squares show up around it
Put the cursor in the **MIDDLE** of the button and hold down your mouse
Position the buttons where you want them
5. To resize the buttons
Click on them once so the little squares show up around it
Put the cursor on one of the little squares, hold down your mouse buttons and stretch the button.
6. To change the button color
Goto **Format** and Select **Colors and Lines**
Change the fill and line settings
7. GET the main page setup how you want it-when ready to copy
Goto **View** and Select **Slide Sorter**
Click on your slide once so it is highlighted
Goto **Edit** and select **Copy and Paste**
Repeat until you have enough book pages
8. Start to add your text in.
9. Add pictures
Should be scanned in on scanner and saved as jpg files
Can also use clipart if appropriate or Boardmaker pictures
Goto specific slide
Can add pictures 2 ways:
 - 1) Goto **Insert** and Select **Picture**, and goto **From File**
Navigate to where file is and say **OK**

OR

- 2) Open picture and select, copy and then paste onto slide
(Sometimes if picture file is too big it won't let you do this)

10. Record all of your sounds
Goto **Insert** and **Select Movies and Sound**, and goto **Record File**
Record box will come up
Record your sound and click **Save**
Enter a name for your sound recording, click **OK**
When you record, you will notice that it leaves a small button on the page
You can delete that.

Attach recorded sounds to the speaker buttons
Goto **Slide Show** and select **Action Settings**
Play Sound should be checked
Under Play Sound button is a menu-hold it down and navigate to the sound you want to attach to that particular page. Repeat for each individual page.

You can also add sounds onto parts of the pictures on the pages.
You can also bring in your own sound files

11. Add some animation!!!!
Select Text box and/or picture
Goto **Slide Show** and to **Animations**
Select one and try it by going to **Slide Show** and to **Animation Preview**

Can create custom animations.
Goto Slide Show and to Animations and to Custom.
Play with the different settings and use the "Play" button to see what you have.
Can also customize sound there too.

12. Setup the book so the "pages" will only advance when the page turning buttons are selected.
Goto **Slide Show** and to **Slide Transition**
Uncheck **Advance on mouse click**
Click **Apply to all**

13. Setup the book so that when the student gets to the end, it will automatically start over again.
Goto **Slide Show** and to **Set Up Show**
Check **Loop Continuously until "ESC"**
Click OK

If PowerPoint is not on a computer, use PowerPoint Viewer to **view** book, but not create one.

www.microsoft.com:80/office/000/viewers.asp (Click on PowerPoint)

Good resources for free sounds and clipart:

<http://www.partnersinrhyme.com/soundfx/human.shtml>

www.zooish.com

(great animal sounds)

<http://www.wavcentral.com/>

<http://www.awesomeclipartforkids.com/>

<http://www.kidsdomain.com/clip/index.html>

Good tutorial resources:

Voelkerding, K. A. (2002). PowerPoint as an assistive technology tool. Closing the Gap, February/March Issue, www.closingthegap.com

Walter, R. (2001). How to create talking books in powerpoint. Ace Centre. www.ace-centre.org.uk