Florida Diagnostic and Learning Resource System-FDLRS Sunrise

Creating Talking Books

PowerPoint 2007

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Creating Talking Books
With PowerPoint 2007

Why create PowerPoint talking books?

Using a tool such as PowerPoint to create digital books gives children a fun and creative way to improve literacy skills. PowerPoint books can be played back on a computer so students who are unable to physically turn pages can use an interface and a switch to move to the next slide. Students and teachers can create projects ranging from big books to research presentations in a new and exciting format. This is a great way to provide auditory and visual information. Save them to a flash drive, CD or email them home so that students can share their creations with their families.

Create a Folder

Create a folder for each book as a way to organize and store the media for each book.

1. **Right** click on the desktop or the "My Documents" folder
2. From the submenu choose **New** and then **Folder**
3. Don't Click. Simply **type** the name of the folder and it will replace the highlighted "New Folder" title with the preferred name.

Launch PowerPoint 2007

1. Click on the **Start** Menu
2. Choose **All Programs**
3. Click on **Microsoft Office** and choose **Microsoft Office PowerPoint 2007**

- PowerPoint will open with the **Title** slide. Type your title

Insert a Slide

You can insert slides as you need them or start with several slides and add and delete as you create. You may add a slide in two ways:

New Slide Option- Click on the down arrow by the **New Slide** option (**Home Ribbon**), a submenu appears, click on the desired slide theme.

- If you click on the **New Slide button** itself the **Title** and **Content** slide (default slide) will appear.

CTRL + M – automatically insert the **Title and Content slide.** This slide is the most common and can be used to type text and insert clipart, graphs, pictures and other media
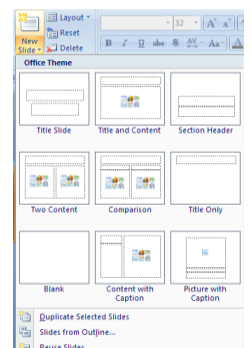
- You may use the **Title and Content Slide** to type purpose questions for the book. We will learn how to hyperlink the purpose slide later.
- Add another slide to begin your story

Change a slide

Once a slide is inserted you may change the slide arrangement by choosing the **Layout** button on the **Home** tab and clicking on the preferred layout.
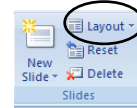
- The **Title Only** slide may be the easiest to work with

Reposition and Resize the Text Box

- **Reposition** the **Title Only** slide by clicking on the edge of the box (stay away from the circles) and dragging the box to a new location.
- **Resize** the text box, if necessary by clicking on one of the corner circles and dragging towards the center to make it smaller or away from the center to make it larger.

Reposition

Resizing handles

Click to add title
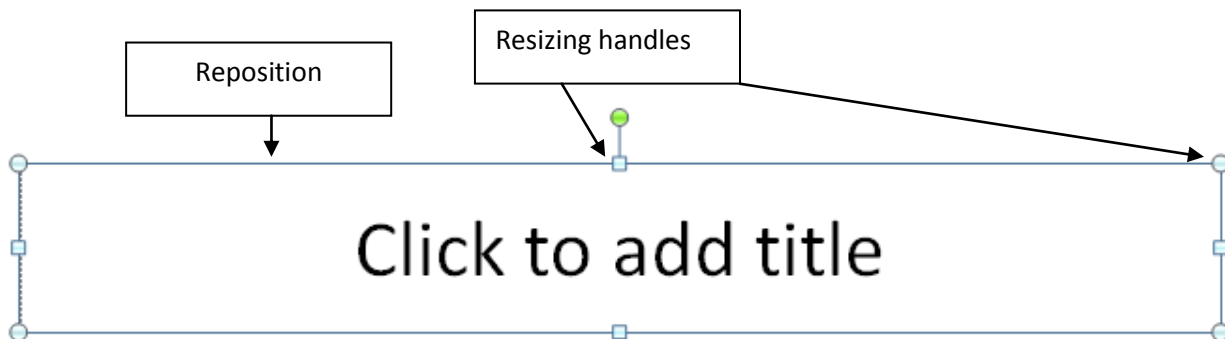
Duplicate the Text Box (optional)

A second Title box may be used to contain the navigation arrows, comments and reading icon. This is optional but can be helpful for some students with emerging literacy skills and those who are non verbal.

1. Click on the **title text box** to select it
2. Press the **Ctrl Key** and **D (Duplicate)**
3. **Drag** the text box to the desired location
4. **Immediately** fill it with color
   a. Select the text box and a **Drawing Tools tab** will appear above the **Format Ribbon**
   b. Click on the **Drawing Tools tab** and then click on the down arrow by the **Shape Fill option**.
   c. Choose a color.
      - *If you do not fill the duplicated text box immediately with color it will disappear when click away from it.*
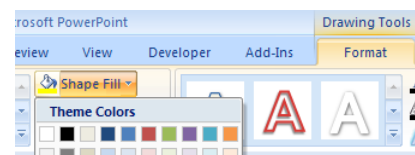
Create Page Turners

1. On the **Insert** tab, in the **illustration** group, click **Shapes**
2. Drag to the bottom of the menu to **Action Buttons**.
    a. Click the **button** pointing to the **right** (takes you to the next slide)
        i. Click, hold and drag the cross hair until you achieve the desired Action button size
        ii. A window will open:"**Hyperlink to the next slide**"
        iii. Click **OK**
    b. Click the **button** pointing to the **left**-(takes you to the previous slide)
        i. Click, hold and drag the cross hair until you achieve the desired Action button size
        ii. A window will open:"**Hyperlink to the previous slide**"
        iii. Click **OK**
    - *If you want the "Previous action button" to be the same size as the "Next slide button": create the previous button on top of the next slide button. Use the arrow keys on the keyboard to separate the buttons and keep the tops of both buttons aligned*
    - *Copy and paste the navigation buttons on the title and purpose slide(if applicable)*
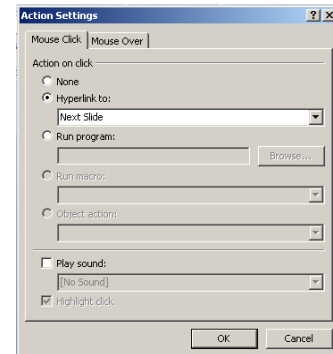
Replace the Speaker Symbol (Optional)

You may prefer to use a different picture other than the speaker to represent the read symbol. A mouth, book or a person reading may be good substitution.

1. Click on the **Insert** Tab and choose **Clip Art**
2. A task pane will open on the **right**
3. In the **Search** line type the desired picture, example "mouth"
4. Press **Go** or the **Enter** key
5. Click on the preferred picture to insert it
6. Click on the center of the picture and drag the picture to the desired location

Navigation

There are several ways to turn the pages in PowerPoint. The most common is to press the Enter key, space bar, right or down arrow. You can press the left or up arrow to move back in the book. If you want the students to use the newly created button to navigate

1. Click on the **Slide Show Tab**
2. In the **Set Up** Group click on the **Set up Slide Show** option
3. At the new window, choose **Browsed at Kiosk** (full screen)
4. Click **OK**
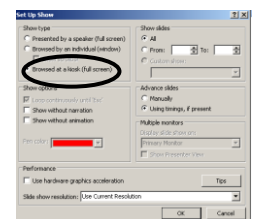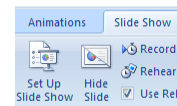
Duplicate Pages

Once you have created the navigation bar duplicate the pages until you have the number if pages needed for your book.

1. **Click** to select the slide on the **left** task pane to be duplicated
2. Press the **CTRL** key + **D** to duplicate the slide
3. **Repeat** this process until you have the desired number of slides
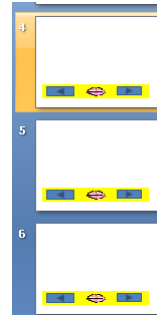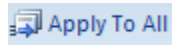
Page Transition

Create a slide transition to give the illusion of a turning page, example: Wipe or Cover Left

1. Choose the **Animation** Tab
2. Click on the down arrow by **Transition to this slide** to see more options
3. Choose a **transition**
4. Click on **Apply to All**.
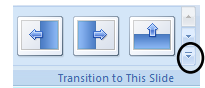
Save as a Template

To save time in the future you may want to save the presentation you just created with the navigation buttons as a template. A template is a presentation that can be used over and over again. The content will change to reflect the ideas in the new book.

1. Click on the **Office** button on the top left side
2. Drag to **Save As** and choose **Other Formats**

3. At the next window click on the down arrow by **Save As Type**
4. Choose **PowerPoint Template(.pptx)**
5. Choose the Save location (*If you don't pick a different location the presentation will be Saved into the Template folder*)
6. Click **Save**
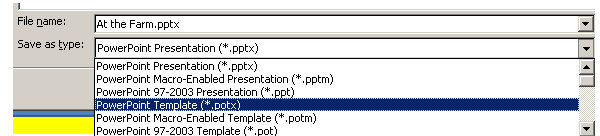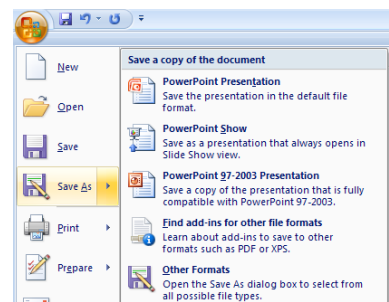
   - *Close* the template and then *double* click to reopen. (This is IMPORTANT because you do not want to create a specific book on the template. Notice the Template looks like it is bound at the top.)
   - *To edit the template*-right click on the template and choose *Open*

Text Color

1. **Type** your text
2. **Highlight** the text
3. On the **Home** tab click the down arrow by the font **color** option
4. Choose your font color
   *Alternative use the mini toolbar that appears when text is highlight and click on the font color option

Add Speech

There are two way to add speech to a presentation
First is to use a download utility called **PowerTalk** (http://fullmeasure.co.uk/powertalk/)
Or
You may record your own speech

PowerTalk

After you have downloading the PowerTalk program, **right** click on the presentation to open it and choose **Narrate with PowerTalk.**

- If Narrate with PowerTalk is not an option choose Open with and browse until you the PowerTalk Exe.

Recorded Speech

Recorded speech adds the appropriate prosody that is needed to bring a book to life. Recorded speech will increase the size of your file. When using recorded or digitized speech:

- Use a peer of similar age to model good reading. Students will find the story more appealing.
- Recording speech is motivating to many students. Have a poor reader rehearse the story so they can then record the story for others.
- Change the embedded file setting to 50,000 kb.

Record

1. Click on the **Insert** tab and click on the arrow below the **Sound** icon
2. Choose **Record a Sound**
3. A "Record Sound' window will open
4. **Name** the sound file before you record
5. Click on the **red** button and begin to record your speech
6. Click on the **rectangle** to stop the recording
7. Click on the **right arrow** to playback
8. Click **Ok**
9. A small speaker will appear in the presentation
10. Repeat the above steps until all your pages have been narrated
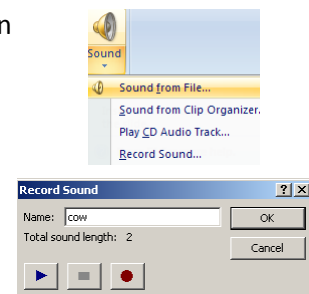
Change File Size Settings

This is a very important step so that when you save your presentation the recorded speech will be embedded in the presentation and can be easily transferred to another computer.

1. **Click** on one of the **speakers** in the presentation
2. A **Sound Tools tab** will appear at the end of the ribbons. Click on the **Sound Tools Tab**
3. In Sound Option Group Change the **"Max Sound File Size(KB) to 50,000**
- *Changing this setting effects all subsequent presentations so you only need to do this step once*

Associate the Recorded Speech with the Read Symbol (optional)

There are some students who will have no difficulties associating the speaker symbol with the option to have the story read. To associate the recorded text with the read symbol you created earlier:

1. **Delete** the speaker. Don't worry!
2. **Click** on the "Read" symbol (example: Lips)
3. **Click** on the **Insert** tab
4. Choose **Action**
5. An **Action Setting** window will appear. Click on the **Play sound** option near the bottom
6. Click on the **down triangle** by "No Sound"
7. Scroll to find the corresponding sound
8. Click **OK**
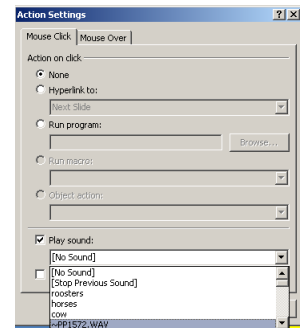
Read Text Automatically

This step allows the story to be read as the student turns the page. This is an important feature for switch users.

1. Click on the **Animations** Tab
2. Click on the down triangle by **No Sound box** to the left of "Transition Sound:"
3. **Scroll** to find the corresponding recording.
4. Repeat these steps on all the slides
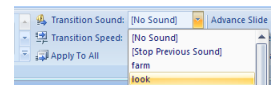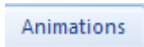
Run the Show

Test what you have done so far. There are several ways to start the show

- Click on the **Run Show** icon in the lower right
- Click on the **Slide Show tab** and choose either **From Beginning** or **From Current Slide**
- Press **F5** to start from beginning or press the **Shift key** + **F5** to start from current slide
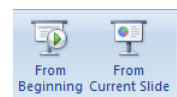
Backgrounds

Most books contain pictures so it is best to keep the background as simple as possible. To change the background from white to a different color:

1. Click on **Design** Tab
2. From the Background Group choose click on the down arrow by **Background Styles**
3. Choose "**Format Background**". A window will open
4. Click on the **paint can** in the center of the window and **choose** your preferred color
5. Choose **Apply to All** if you want all your pages to have the same background
6. Click **Close**
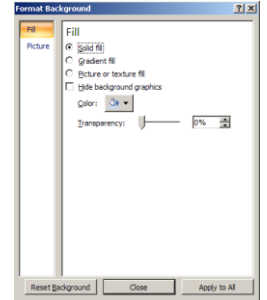
Clip Art

Adding pictures and animated gifs to your presentation will add a spark and interest to your book.

1. Click on the **Insert** Tab and choose **Clip Art**
2. A task pane will open on the **right**
3. In the **Search** line type the desired picture, example "mouth"
4. Press **Go** or the **Enter** key
5. Click on the preferred picture to insert it
   a. A picture with a **globe** on the corner indicates the picture resides on the internet and is not a permanent part of the library. SO if the computer is not connected to the Internet the picture is not accessible.
   b. A picture with a star in the corner indicates that it is an animated gif and moves when the presentation is run.
6. Click on the center of the picture and drag the picture to the desired location
7. Resize the picture by using one of the corner resizing circles or
   a. **Right** click on the picture
   b. Choose **Size and Position**
   c. Change the **Height** number lower to make it smaller or larger to make the picture bigger.
   d. Click **Close**
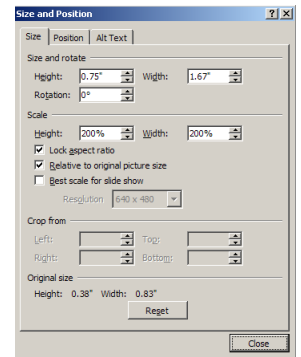
Add ClipArt from Microsoft

The advantage to adding clipart from the Microsoft web site is that the picture automatically is added to your library AND is accessible even if the Internet is not connected.

1. Click on the **Insert** Tab and choose **Clip Art**
2. A task pane will open on the **right**
3. Choose "**Clip art on Office Online**" (Located below the task pane)
4. When the Internet opens type the name of the picture you desire and click **Search**
5. **Click** in the box below the picture to choose it for download
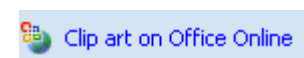
6. Repeat this step until you have chosen all your pictures
7. Click on **Download # Items** and follow the directions on the screen (Download and Open Commands)
   - To find the downloaded clip art: Open the clipart gallery and type the same name you used to locate the picture in the Internet library. You will notice that the downloaded picture no longer contains the globe icon in the corner
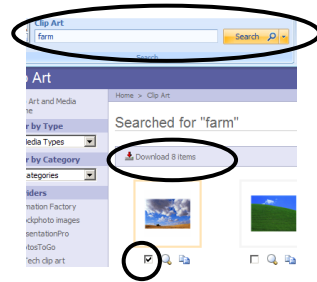
Free Clip Art

There are some wonderful free clipart web sites

1. www.picsearch.com
2. http://www.animationfactory.com/en/ (there is a small member ship rate)
3. http://school.discovery.com/clipart
4. http://www.dorlingkindersley-uk.co.uk/static/cs/uk/11/clipart
5. http://etc.usf.edu/clipart
6. http://www.slatersoftware.com/document.html (click on the Literacy Support on the right and type the name of the picture in the search line)
7. http://www.clip-art.com/index.php (This is an index of lots of free clipart websites. Explore on your own

Make Clips Available Offline

1. From the **Clip Art Task Pane** place your cursor on the desired picture
2. A down arrow will appear on the right side of the picture
3. Choose **Make Available Offline**
4. Pick the Favorite Category and click **Ok**
5. When you press the command you will see the picture on the task **without** a globe in the corner
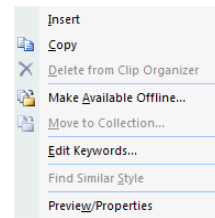
Download Pictures from Other Sites

1. **Right** click on the picture
2. Choose **Save Picture As**
3. **Select** the Save location (Usually it is the Picture Folder inside My Documents or in the same folder as the book)
4. **Name** the picture and click **Save**
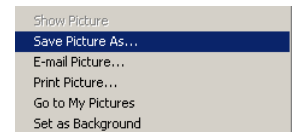
Digital Pictures

There is something very exciting for students to see themselves in a book or to actually take digital pictures for their own books.

1. Follow the download directions from your camera and place the digital photos in the **Picture folder** inside the **My Documents** folder or in the same folder as the book
2. Click on the **Insert** Tab and choose the **Picture** option
3. The Picture folder will open or browse until you locate the picture
4. **Select** the Picture and choose **Insert**

Add Speech to Pictures

Alt Text

For students who are blind or have low vision, placing an alt text tag on the picture will allow a screen reader program such as "Jaws" to describe the picture to the student. If you use PowerTalk to read your story it will read the text boxes first then any alt tag you have placed on the picture.

1. **Right** click on the picture choose **Size and Position**
2. Click on the **Alt Text** tab
3. Type a description in the window and click **Close**
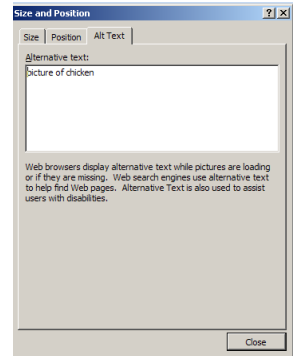
Record Sound with Picture

1. Follow the directions above "**Record,** in the **Recorded Speech** section"
2. Then associate the recorded message to the picture by using the same directions above, "**Associate Recorded Speech with Read symbol**"
   - The student will have to click on the picture to hear it

Add Sounds to Pictures

Sounds from the Gallery

1. Click on the **Insert** Tab and choose **Clip Art**
2. A task pane will open on the **right**
3. In the **Search** line type the desired sound, example "cow or moo". This will result in moo sounds☺
4. Click on the down arrow by "Selected Media file types"
5. Uncheck everything except **Sounds**(This will make the serach faster)
6. Press **Go** or the **Enter** key
7. Click on the preferred sound to insert it
8. Choose either "**Automatically"** or "W**hen clicked"**.
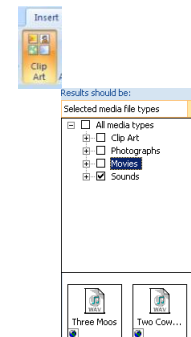
Associate the Sound to the Picture

1. **Delete** the speaker icon
2. **Click** on the picture
3. **Click** on the **Insert** tab and Choose **Action**
4. An **Action Setting** window will appear. Click on the **down triangle** by "No Sound"
5. Scroll to find the corresponding sound and click to choose it
6. Click **OK**
   - The student will have to click on the picture to hear it

Sounds from the Web
There are several websites that you can use to download some fee sounds and music.
- www.findsounds.com (remove the check by Aiff and AU)
- www.classictvhits.com (lots of advertisements☹)
- www.simplythebest.net/sounds

1. Locate your sound on the web
2. **Right** click and choose **Save target as**
3. Save the sound in the same folder as your book.
7. Click on the **Insert** Tab and choose **Sound**
8. Click **Sound from File**. **Locate** the sound you downloaded
9. At the next window choose either automatically or when clicked. It doesn't matter because you will be deleting the speaker and associating it with the picture when the picture is clicked.
10. Delete the **speaker**
11. **Click** on the Picture
12. **Click** on the **Insert** tab and Choose **Action**
13. An **Action Setting** window will appear. Click on the **down triangle** by "No Sound"
14. Scroll to find the corresponding sound and click to choose it
15. Click **OK**
   - The student will have to click on the picture to hear it

Hyperlink
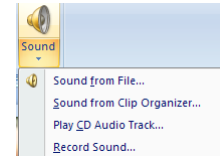Hyperlink the Purpose questions to the first slide
1. **Highlight** all the questions
2. **Right** click and choose **Hyperlink** **Or** click on the **Insert** Tab and choose **Hyperlink**
3. Click on the "**Place in the Document**"
4. Choose the slide which you want to link to
5. Click **OK**
   - All the lines will be underlined to indicate they are linked
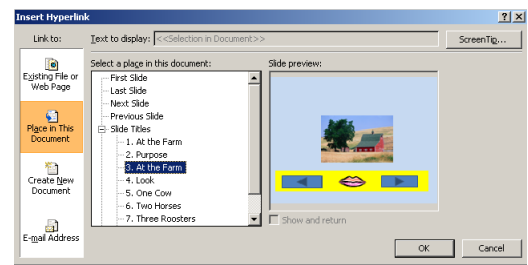
Switch Access
Students who are physically unable to turn pages in a book or can not click a mouse can be independent turning the pages of a PowerPoint book while using a switch and an interface. An example of switch interface is the switch Hooper from RJ Cooper ($109.95) or Switch Interface from Don Johnston ($99) Contact the schools occupational or physical therapist to help select the best switch and placement to meet the student's needs.
   - It is very important that for these students you follow the "**Read text Automatically**" section

Problem Solving Sound

Sound Recorder Boost

1. **Double** click on the speaker in lower right corner of the task bar.
2. Click on the **Options** Menu and choose **Properties**.
3. Click on the **Recording** radio button and click **OK**.
4. Click on the Internal Mic from the list and click **OK** (this step may not be necessary in all machines as it will already open to the Internal Mic screen
5. In the Internal **Mic** column, click on the **Advanced** button
6. Check the "**1 Microphone Boost**" box.
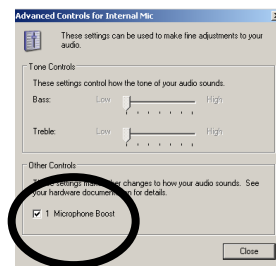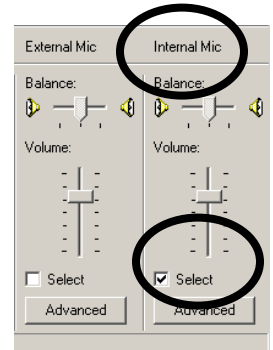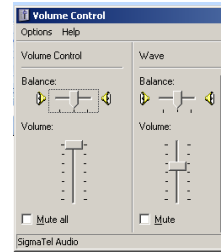
Built-in Sound Recorder

You may also use the built-in sound recorder for better quality. However this is an outside wave file that does not embed in the presentation. Be sure to place all these files in the folder containing your PowerPoint presentation.

1. Click on **Start,** drag up to **Programs**, over to **Accessories**,
2. In the **Entertainment** folder and choose **Sound Recorder**.
3. Click the **red** button to record
4. Save the file to the correct folder and name it so you can easily find it later.

Strategies for Creating Talking Books for Struggling Readers

1. Include high frequency words and word families in your story

2. Build background and access prior knowledge. This can be done with pictures, videos (www.unitedstreaming.com) and field trips.

3. Pair new vocabulary with pictures

4. Reread each story 4-5 times

5. Pick ONE purpose for listening/reading each time

6. Make some of your books humorous. Remember children's humor is different that adults

7. Create books that are that are predictable or have repeated lines, rhyme or can be sung to a familiar tune or rap

8. Use a different color font for: new vocabulary, repeated lines, drawing attention to root words

9. Add music or sounds to enhance the story

10. Turn the volume off after the 3rd or 4th time and let the child try to read the story independently

Resource: Dr. Caroline Ramsey Musselwhite, www.aacintervention.com

100 Most Frequently Used Words in Books for Beginning Readers

1. the	26. he	51. be	76. cat
2. a	27. out	52. now	77. them
3. and	28. that	53. when	78. tree
4. to	29. one	54. there	79. where
5. I	30. big	55. into	80. away
6. in	31. go	56. day	81. time
7. is	32. was	57. look	82. as
8. on	33. like	58. eat	83. water
9. you	34. what	59. make	84. home
10. it	35. not	60. his	85. made
11. of	36. do	61. here	86. long
12. said	37. then	62. your	87. has
13. can	38. this	63. an	88. help
14. for	39. no	64. back	89. good
15. my	40. too	65. mom	90. going
16. but	41. she	66. dog	91. by
17. all	42. went	67. very	92. how
18. we	43. see	68. did	93. house
19. are	44. will	69. her	94. dad
20. up	45. so	70. from	95. or
21. at	46. some	71. had	96. two
22. with	47. down	72. got	97. red
23. me	48. little	73. put	98. am
24. they	49. come	74. came	99. over
25. have	50. get	75. just	100. saw

Dolch Frequency List

Dolch Words
Listed in order of decreasing frequency.

the	did	know	never	ate
to	what	right	seven	full
and	so	put	eight	those
he	see	too	cold	done
a	not	got	today	use
I	were	take	fly	fast
you	get	where	myself	say
it	them	every	round	light
of	like	pretty	tell	pick
in	one	jump	much	hurt
was	this	green	keep	pull
said	my	four	give	cut
his	would	away	work	kind
that	me	old	first	both
she	will	by	try	sit
for	yes	their	new	which
on	big	here	must	fall
they	went	saw	start	carry
but	are	call	black	small
had	come	after	white	under
at	if	well	ten	read
him	now	think	does	why
with	long	ran	bring	own
up	no	let	goes	found
all	came	help	write	wash
look	ask	make	always	slow
is	very	going	drink	hot
her	an	sleep	once	because
there	over	brown	soon	far
some	yours	yellow	made	live
out	its	five	run	draw
as	ride	six	gave	clean
be	into	walk	open	grow
have	just	two	has	best
go	blue	or	find	upon
we	red	before	only	these
am	from	eat	us	sing
then	good	again	three	together
little	any	play	our	please
down	about	who	better	thank
do	around	been	hold	wish
can	want	may	buy	many
could	don't	stop	funny	shall
when	how	off	warm	laugh

Fry List

FRY'S 300 INSTANT SIGHT WORDS

First Hundred

a	can	her	many	see	us
about	come	here	me	she	very
after	day	him	much	so	was
again	did	his	my	some	we
all	do	how	new	take	were
an	down	I	no	that	what
and	eat	if	not	the	when
any	for	in	of	their	which
are	from	is	old	them	who
as	get	it	on	then	will
at	give	just	one	there	with
be	go	know	or	they	work
been	good	like	other	this	would
before	had	little	our	three	you
boy	has	long	out	to	your
but	have	make	put	two	
by	he	man	said	up	

Second Hundred

also	color	home	must	red	think
am	could	house	name	right	too
another	dear	into	near	run	tree
away	each	kind	never	saw	under
back	ear	last	next	say	until
ball	end	leave	night	school	upon
because	far	left	only	seem	use
best	find	let	open	shall	want
better	first	live	over	should	way
big	five	look	own	soon	where
black	found	made	people	stand	while
book	four	may	play	such	white
both	friend	men	please	sure	wish
box	girl	more	present	tell	why
bring	got	morning	pretty	than	year
call	hand	most	ran	these	
came	high	mother	read	thing	

Third Hundred

along	didn't	food	keep	sat	though
always	does	full	letter	second	today
anything	dog	funny	longer	set	took
around	don't	gave	love	seven	town
ask	door	goes	might	show	try
ate	dress	green	money	sing	turn
bed	early	grow	myself	sister	walk
brown	eight	hat	now	sit	warm
buy	every	happy	o'clock	six	wash
car	eyes	hard	off	sleep	water
carry	face	head	once	small	woman
clean	fall	hear	order	start	write
close	fast	help	pair	stop	yellow
clothes	fat	hold	part	ten	yes
coat	fine	hope	ride	thank	yesterday
cold	fire	hot	round	third	
cut	fly	jump	same	those	