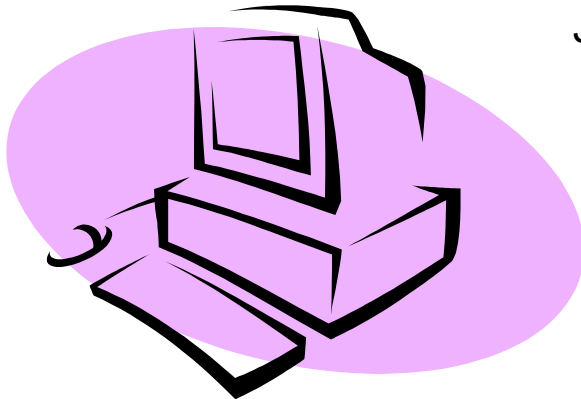


Making a Talking Book Step by Step

Microsoft Power Point 2003

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Steps to Story

- Create a template - *pink*
- Add pictures - *blue*
- Add text - *yellow*
- Add speech and sounds - *green*
- Create access - *purple*

Bring up the toolbars you need....

- From the *View* menu...select *Toolbars*
- Select *Picture* and *Drawing* (leave standard, formatting and menu toolbar selected)
- Left click and drag toolbars to convenient positions on screen

Create a story template....

- First create a blank page...

Go to *File....New....*

Blank Presentation

Select *Content Layout*

..... Blank Slide

Add page turning arrows...

- Add *forward* and *backward* page arrows
- From *Slide Show* menu select *Action Buttons*
- Select the *forward arrow button* .
Position the cross at bottom right corner of page. Click OK.
- Position *back arrow button* at lower left corner in same way.

Talking Book Template



Add Page Turn effect....

- From the *Slide Show* menu, select *Slide Transition*
- Choose transition *Speed*
- Click on *Apply to All Slides*

Save as a Template

- From the *File* menu...select *Save As*
- Give your template a name.
- From the drop down box at the bottom choose *Design Template*

To Open this Template...

- Open *Power Point*
- Create a *New Presentation*
- From the *template options*, select *On My Computer.....book template*

The template will appear on Slide 1.

From *Slide Sorter* view press

Control D to copy as many pages as needed for your book.

Add pictures....

- Scan from a book
- Use digital camera photos
 - Clip Art
- Other graphics

To add pictures from scanner...

- Open page in your book where you want a picture in Normal or Slide view.
- Position picture in scanner. From the Insert menu, select Picture...from scanner or camera.
- Select Custom Insert
- Preview, Set scanner resolution at 75 dpi
- Click Scan

Resize, Move and Crop

- Click and drag on corners of pictures to resize.
- Click and drag to move picture by placing cursor in center of picture.
- Use *Crop* tool on *Picture Toolbar* to cut away unwanted parts of picture

Other pictures....

- For digital pictures, go to Insert menu, Picture....from file (which will open My Pictures)
- For clip art, go to Insert menu, Picture....clip art (which will open the MS search library of clip art).
- Other graphics can be copy and pasted into Power Point slides.

Add plain text to the pages...

- From *Insert* menu...select *Text Box*
- When you left click in the slide, the text box and cursor will appear. Move text box on the page and click and drag edges to resize.

Add text with symbols....

- Write sentence in the symbol processor – make it large and thick for best results
- Capture the image with Alt/Print Screen or (using an image capturing program).
- On the page that you want the symbol sentence, choose paste from the edit menu (or Ctrl V)
- Crop using picture toolbar, move and resize symbol sentence.

Adding speech and sounds...

First ...Alter settings within PP to allow larger sound files....

From the *Tools* menu...

select *Options...General* tab....

Link sounds box with files greater than 50000.

Now add speech.....

- From the *Insert* menu, select *Movies and Sounds* and then click *Record Sound*.
- Click on the *red record button* and speak into the microphone. Click *stop* at the end.
- In the name box, give the recorded message a meaningful name. Click *Ok*.
- A *loudspeaker icon* will appear in the middle of the page but can be resized and moved.

Add sound effects.....

- From the *Insert* menu...select *Movies and SoundsSound from the File.*
- A window will open that will allow you to find your file. Click to insert.
- In older versions of PP you may need to make sure that all sound files are located in the same folder as your talking book and that you insert them from this location.

To play a another sound automatically after reading text...

- Go to Custom Animation
- Click on the media file (with timer) to access a drop down menu
- Select effect options
- Tab to Timing...Select 'after previous' with delay time (e.g. 3 seconds)
- Tab to Sound settings and check 'hide sound during show'
- Under 'Triggers'check 'animate as part of click sequence'

Save your talking book....

- *File... Save as a PP Presentation* and it will open with all menus
- *File... Save as PP Show* and it will start automatically when you open it.

To play music track from audio CD throughout slide show...

- On slide where music will begin.... From Insert menu....select movies and sounds...play CD audio track
- For Beethoven's Wig example the following settings were used as an example:
- Under *CD Audio options*
 - Start at: "track 1"
 - End at: "track 1"
 - Play Options*, check 'loop until stopped'
 - Display Options*, check 'hide sound icon during slide show'

To play music from audio CD continued...

- Under *Modify Play* Click on drop down box of media file with timing
- Select *Effect Options*.....*Start Playing* from beginning....*Stop Playing* after (#) slides.
- OK

The music CD will need to be in the computer when you run your slide show.

Access....keyboard

- ***To change access settings...***

From *Slide Show* menu, select *Set Up Show*. Choose between modes and click *OK*.

- ***Browse at kiosk*** – mouse will turn page only when clicking on arrow buttons (a switch can still be connected)

Access....Keyboard

- ***Presented by speaker:***

Click the left mouse button to advance the slide or use keyboard shortcuts:

To advance the slide: *page dn, right arrow, down arrow or spacebar*

To go to previous slide: *page up, left arrow, up arrow or backspace*

Switch Access

- Connect a single switch to operate combined speech and page turn button.
- Position mouse cursor over the page arrow, attach keyboard switch interface and the switch.
- Set the switch interface to mouse click
- The cursor needs to stay on the arrow.

Combine Page Turn with Speech in One Button

- From *Slide Show* menu, select *Slide Transition*
- Click on the *Sound box* where page sounds are listed (modify transition) Choose the sound for your page.
- Repeat for all pages.

Adding time delay to page turn forward arrow...

- Right click on forward arrow button on slide...select *Custom Animation*
- Select *Add EffectEntrance....(more effects)....Appear*
- Use *Action Button* drop down menu to select *Timing and Delay* (number of seconds before forward arrow button will appear on screen)

Get Creative!!

Have fun with Literacy!

References

- Updated from: *How to create Talking Books in PowerPoint 97 and 2000*
by Richard Walter