

PowerPoint (Win) v.2007

Making an Accessible Book

Introduction

This tutorial will guide you through the process of creating an accessible book using PowerPoint 2007.

This tutorial assumes...

- The PowerPoint v2007 is installed on your computer
- You have a microphone for voice recording
- You have selected a book for this project
- You have already created digital images of the pictures of the book and saved them in a folder

Learning Objectives

Completion of this tutorial will give you experience with the following:

- How to create a PowerPoint presentation featuring the graphics in the book and recorded voice to read each slide

Case Study

Sally is a grade two student who enjoys stories, but is not able to physically hold or read a book like other students in her class. She uses a head switch to access her computer for learning activities. Sally can independently turn the virtual pages and listen to her accessible book by activating her head switch. She is motivated to 'read' the same book many times. With this repetition, Sally is learning new vocabulary and predicting sentence patterns. She then uses her communication aid to answer questions about the story. She can also lead her classmates in group listening activities using this technology. Sally's work with accessible books promotes goals for independence, communication, motor skills, social interact and development of reading skills.



Making an Accessible Book in PowerPoint 2007

Tips before you begin:

- Powerpoint 2007 cannot scan graphics from within the application

Use a scanner or digital camera to create digital images of the pages of your book. Some suggestions:

- Save images as .jpg files
 - Save them in a folder where you will be able to find them easily later
 - If you are scanning, set your scanner to 72 dpi
 - Number them in order, e.g. 01, 02, 03, 04...
 - Most scanners come with scanning software, these programs will work well for this purpose
- An external microphone will provide much better sound quality for your program than internal microphones
 - Microphones with jacks have proven to provide better sound quality than those with USB connections

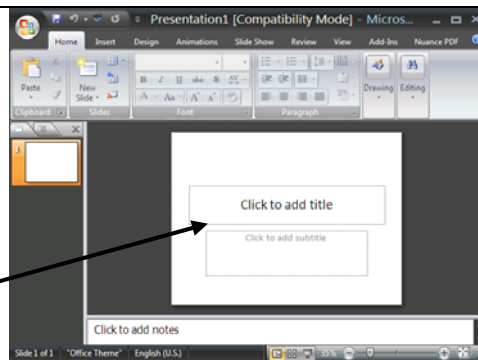
1

Open the PowerPoint Program

- From the **Start** menu, select **All Programs\ Microsoft Office\ Microsoft Office PowerPoint 2007**

When the program opens

- On the left of your screen is a navigation window
- The centre of your screen displays the current slide



Let's save our presentation with the same name as our book.

Go to the **Office Button** on the Menu bar.

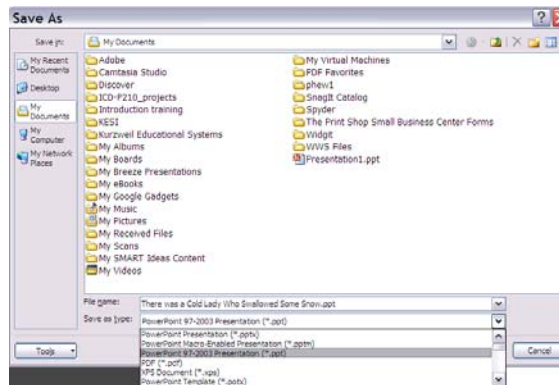
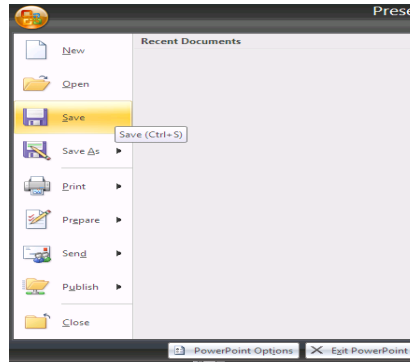
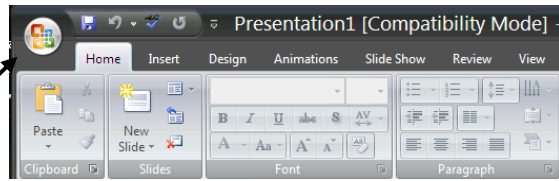
Click on **Save**

A Save As Window is displayed

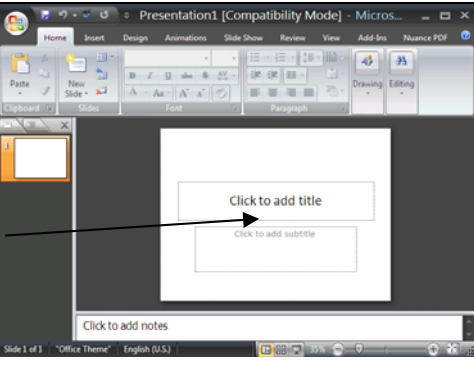
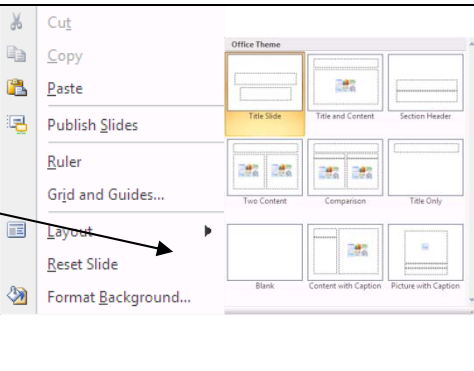
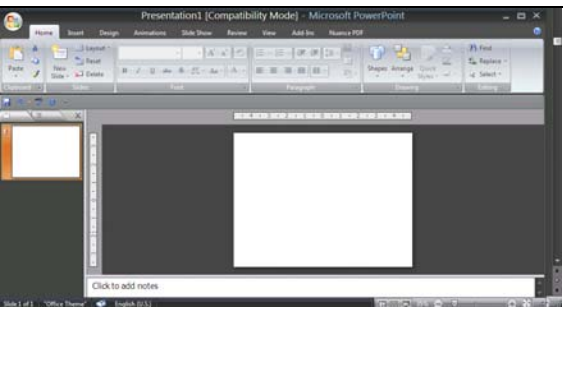
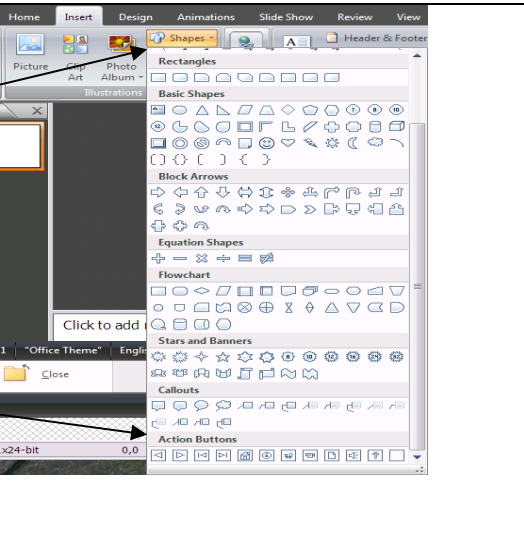
- Under **File Name** Save the file with the same name as your book
- Under **Save As Type**
 - **Scroll to Powerpoint 97-2003 presentation(ppt)**

(This will allow older versions of powerpoint to play the book)

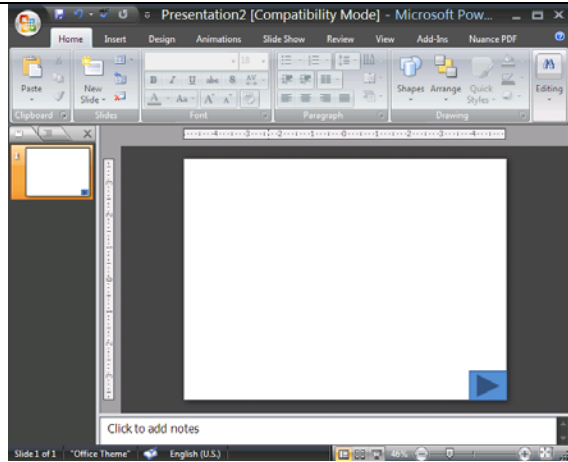
***Note - Later we will save our book as a powerpoint 97-2003 slide show (pps)**



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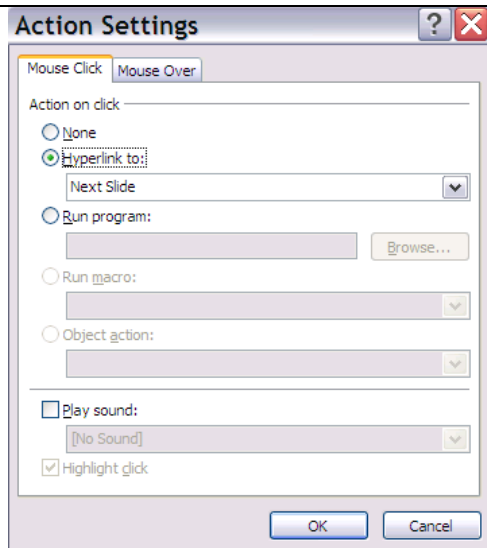
<p>3</p>	<p>You are now ready to begin formatting your layout .</p> <ul style="list-style-type: none"> • Right Click on the centre of your screen in a blank area 	
	<ul style="list-style-type: none"> • Go to Layout • Explore the layouts and choose Blank 	
	<ul style="list-style-type: none"> • This will give you a blank slide without text boxes. 	
<p>4</p>	<p>You can now add action buttons to your slides.</p> <ul style="list-style-type: none"> • Go to Insert on Menu bar ➤ Shapes ➤ • Scroll down to Action Buttons ➤ Choose Action Button Forward or Next 	

Click ➤ you will see crosshair
 ➤ drag to size and position on your slide



- On **Action Settings** Window
 ➤ **Click OK**

You now have an action button to take you to the next page of your book when you are in Slide Show mode.



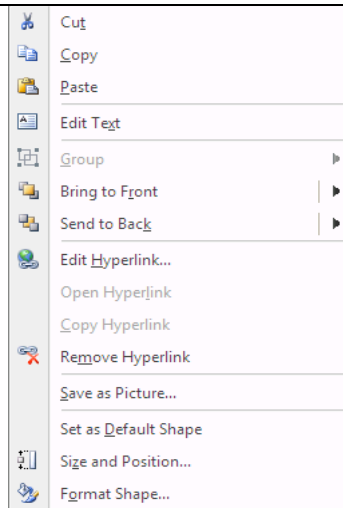
To change the colour of your Action Button


- Right Click on the action button

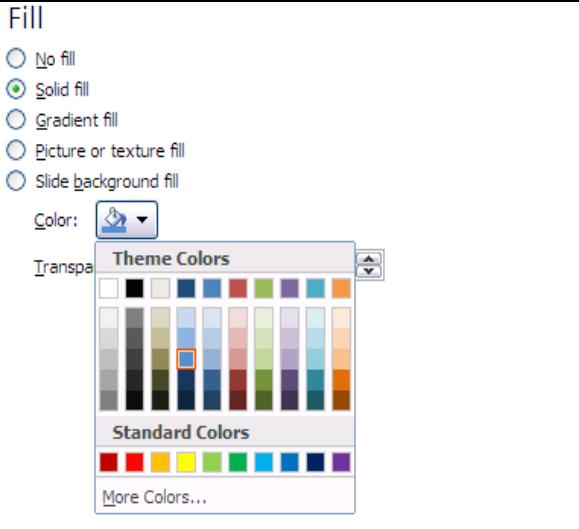
5




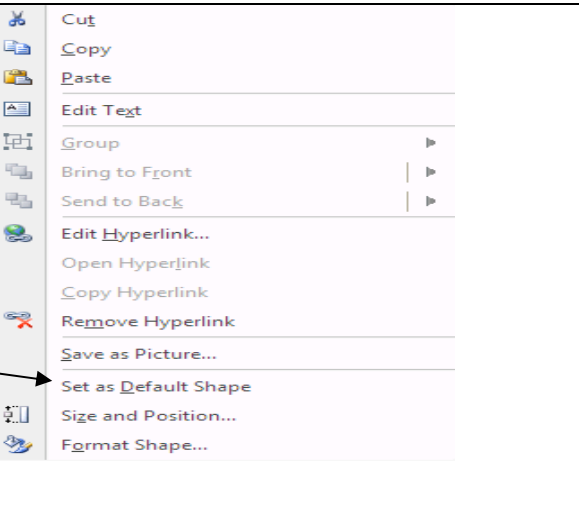
- Click on **Format Shape** ➔



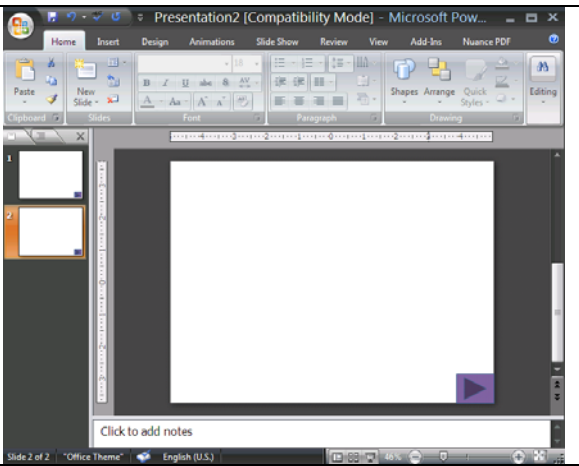
- Click on **Color Fill**
Color: 
- and choose **new colour** from the **Theme Colors**
- **Close**

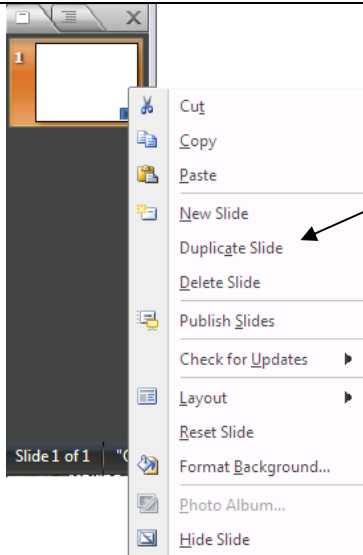


- You want to choose **Set as default shape** so your buttons will be the same colour as you add them on each of your slides.
- First **Right Click** on the

 - Then click on **Set as Default Shape**



- To duplicate the slide.**
- In the left **Navigation Window**
 - **Right Click** on slide 1 ► select **Duplicate Slide**

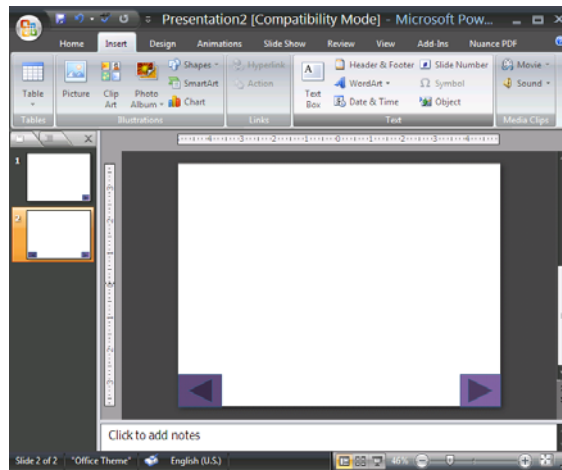


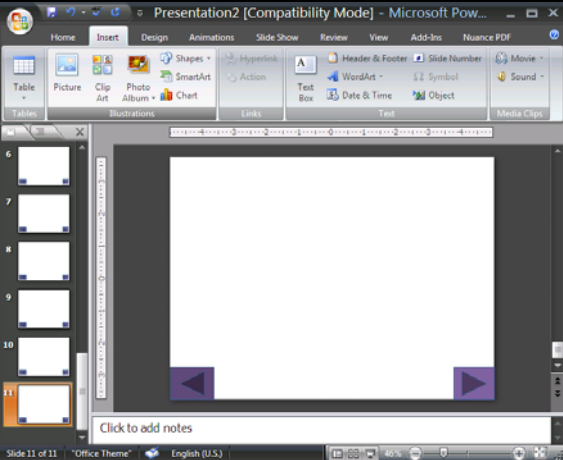
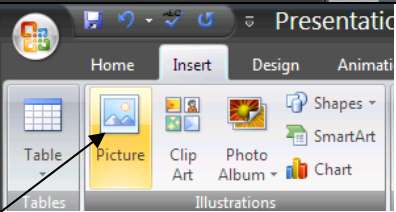
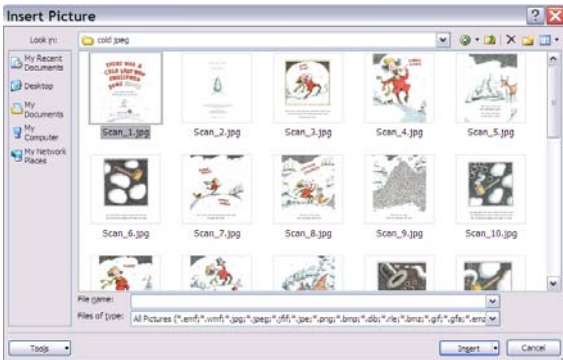


You now have your second slide.

To add an action button to go back to the previous slide.

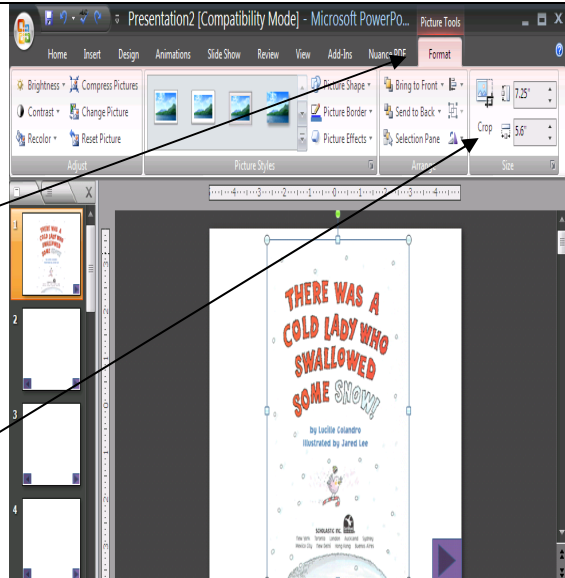
- Go to **Insert** on **Menu bar**
 ➤ **Shapes** ➤
 - Scroll down to **Action Buttons** ➤
 Choose Action Button Back or Previous
 - **Click** to see crosshair, drag to size and position on your slide
- (On the last slide of your book you can Insert a Home Action Button to return to your First Slide)



<p>8</p>	<p>To duplicate more slides for your book</p> <ul style="list-style-type: none"> • In the left Navigation Window • Right Click on the slide with the 2 Action Buttons ➤ select Duplicate Slide 	
<p>9</p>	<p>Adding Scanned Pictures to Your PowerPoint</p> <p>Click on your First Slide</p> <ul style="list-style-type: none"> • Go to Insert Tab on the Menu Bar ➤ Picture <p>A new Insert Picture window will open.</p>	
	<ul style="list-style-type: none"> • Navigate to the folder where you saved your pictures. Open. • Click once on the picture you want to import, click on the Insert button in the lower right hand corner of the window. 	
	<ul style="list-style-type: none"> • If you have to crop your picture, you need to have the Picture toolbar displayed. 	

- To access the Picture toolbar,
 - **Click on your picture**
- The **Picture Toolbar** will appear on your Menu bar
- The **Crop** tool will now be available

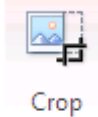
And follow along below



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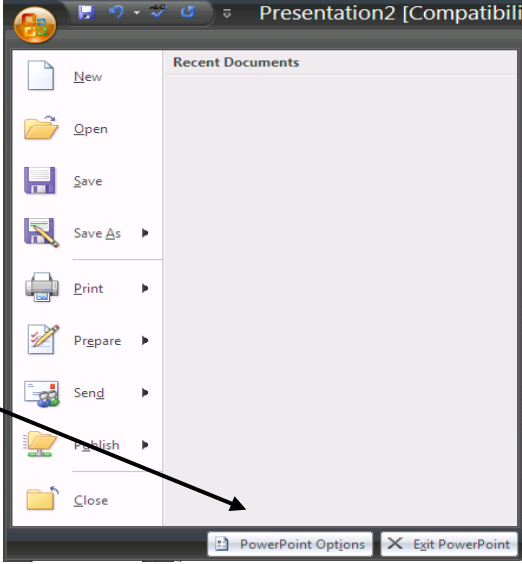
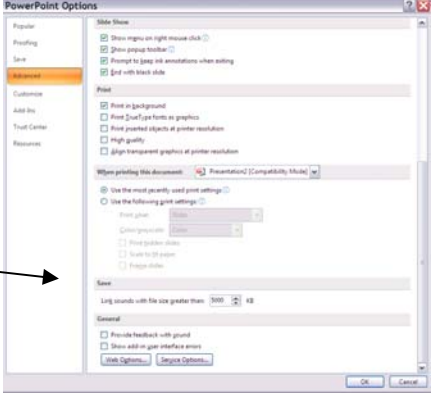
Cropping Pictures

- You can **crop** the portions of the scanned image that you do not want, e.g. a black space around the picture.
- To do this select the **Crop** tool from the **Picture** toolbar



- Click on the bolded corner points and then drag to erase the portions of the picture you want to crop.
- When you are finished cropping your image, select the **Crop** icon on the **Picture** toolbar to deselect it. The Crop icon is a toggle, i.e. you click it to turn it on and click it again to turn it off.

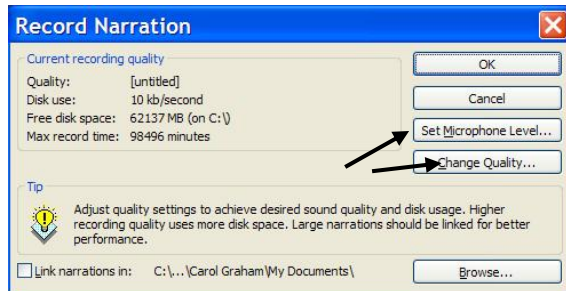
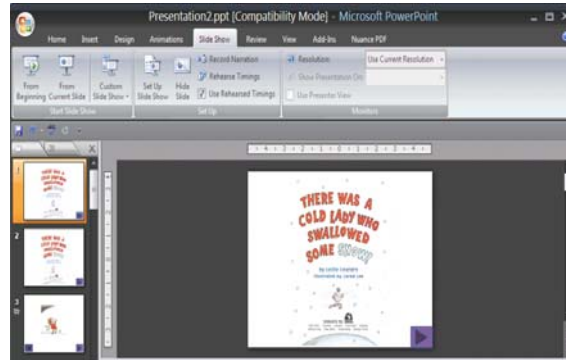


<p>12</p>	<p>Resizing a Picture</p> <p>To resize your picture, hold your mouse over one of the corner handles until you see a diagonal arrow. Click and hold the left mouse button and drag diagonally. Drag toward the centre of the picture to make it smaller, drag out from the picture diagonally to make it larger.</p> <p>Continue Inserting pictures on all slides</p> <p>Insert your next picture as you did for the first page and so on.</p>	 <div data-bbox="889 300 1200 562" style="border: 1px solid black; background-color: yellow; padding: 5px; margin-top: 10px;"> <p>Tip...</p> <p>Hold the shift key down while resizing to resize with the proper proportions and not skew your image.</p> </div>
<p>13</p>	<p>Adjust the 'Link sounds' Option before you add sound.</p> <p>Use this option to make your accessible book easier to share with others.</p> <ul style="list-style-type: none"> Go to Office Button on the Menu bar ➤ click on the Powerpoint Options 	
	<ul style="list-style-type: none"> Go to Advanced ➤ Scroll down to Save bar ➤ Link sounds with file size greater than, change the kb to 50000 Click OK 	

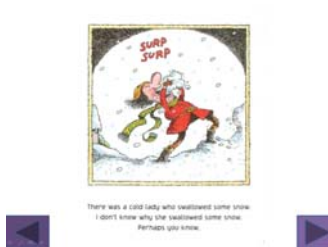
Adding Sound to your accessible book

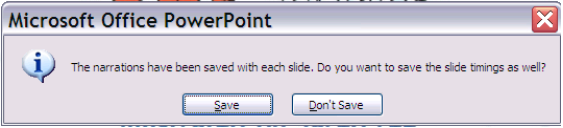
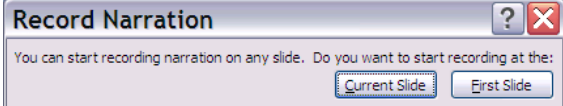
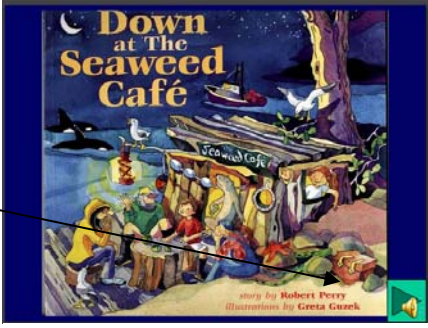
- Make Sure your microphone is connected
- **Click on Slide 1**
- On the menu bar, go to **Slide Show > Record Narration**
- Check your microphone level. This test makes sure your microphone is working
 - Check **“Change Quality”** and select **“CD Quality”** from the drop-down menu under ‘untitled’.

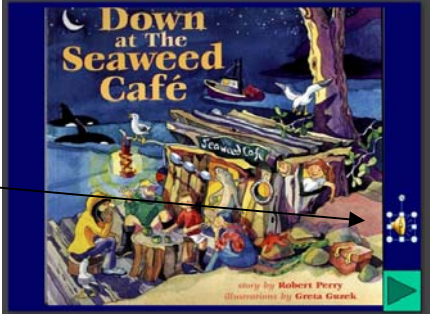
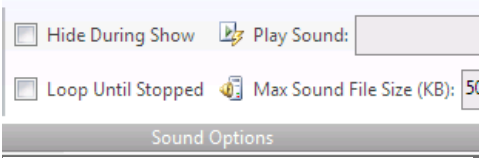
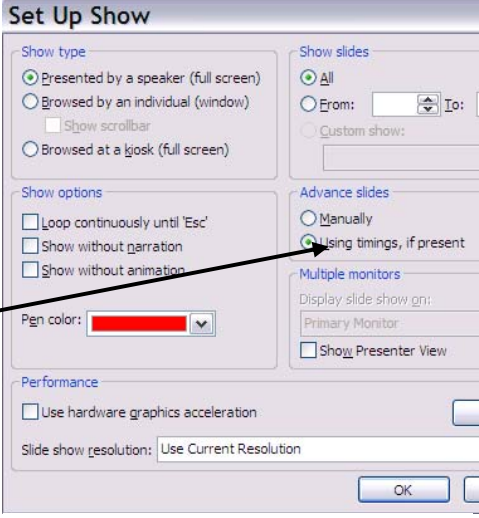
Note: Before you Click OK – read the content of the following slide then get ready to begin recording .



- As each slide appears on your screen, read the text for that slide into your microphone.
- When you are finished reading the text for one slide, click on the slide to move to the next. Read the text for that slide. Continue reading until you have completed the book.
- When you are finished reading, press the **Esc** button on your keyboard
- **Click OK and start recording!!**



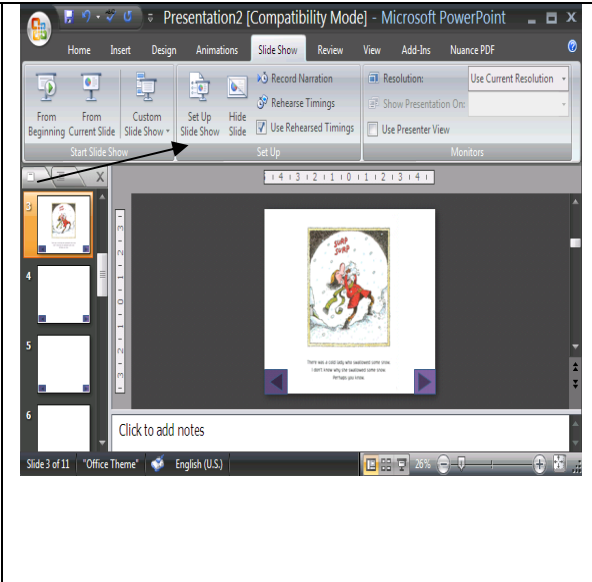
	<p>Slide Show timing options</p> <ul style="list-style-type: none"> In the options provided for saving slide timings, select Don't Save the slide timings. 	
<p>15</p>	<ul style="list-style-type: none"> Check your recording by playing the PowerPoint from the beginning Use the F5 key to start the PowerPoint from Slide 1 and make note of the pages you may want to re-record. If you are not happy with the recording on a slide ➤ go to that slide on the Navigation window ➤ go to Slide Show ➤ Record Narration to start recording and record on the current slide. You can use the Esc button on your keyboard to stop recording. Click on the next slide you would like to re-record and repeat the above instruction for current slide 	
<p>16</p>	<p>After recording all your sounds</p> <ul style="list-style-type: none"> Go to your First Slide <p>You will notice that a sound icon now appears in the lower right of your slide</p>	

	<p>You can move the icon higher so it doesn't cover your action button</p> <p>15</p>	
<p>17</p>	<p>To hear a sound again by clicking on the icon</p> <ul style="list-style-type: none"> • Double-Click on the sound icon • Sound Options toolbar will appear on the Menu Bar • Uncheck the Hide During Show box <p>Do this for each sound on your slides</p> <p>(Add to Quick access toolbar when asked)</p>	
<p>18</p>	<p>Advancing through your Slide Show</p> <ul style="list-style-type: none"> • Go to Slide Show ➤ Set Up Slide Show, and under the Advance Slides option <ul style="list-style-type: none"> • If you want the slide show to advance by mouse clicks, select Manually • If you want the slide show to advance automatically after the recording is finished, select Use timings if present • For a basic book Select Manually • Click OK 	

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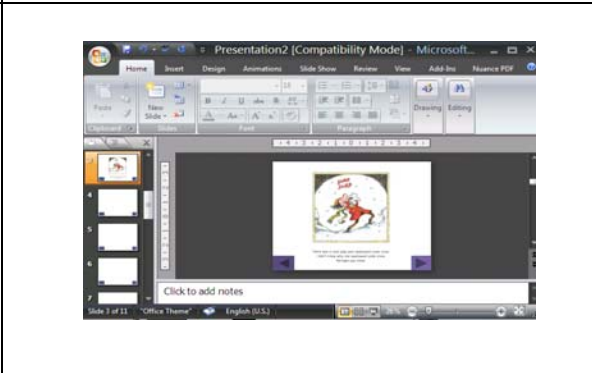
You are almost done!

- You can view your presentation by going to menu bar under **Slide Show** > **Start Slide Show** > **From Beginning**. (or use **F5** shortcut)
- Click your mouse to advance or click on the next slide arrow button
- Click the **Esc** button on your keyboard to quit



Or you can access Slide Show from the Shortcuts on the **Status Bar** on the lower right hand side

- Use **ESC** to toggle out of Slide Show



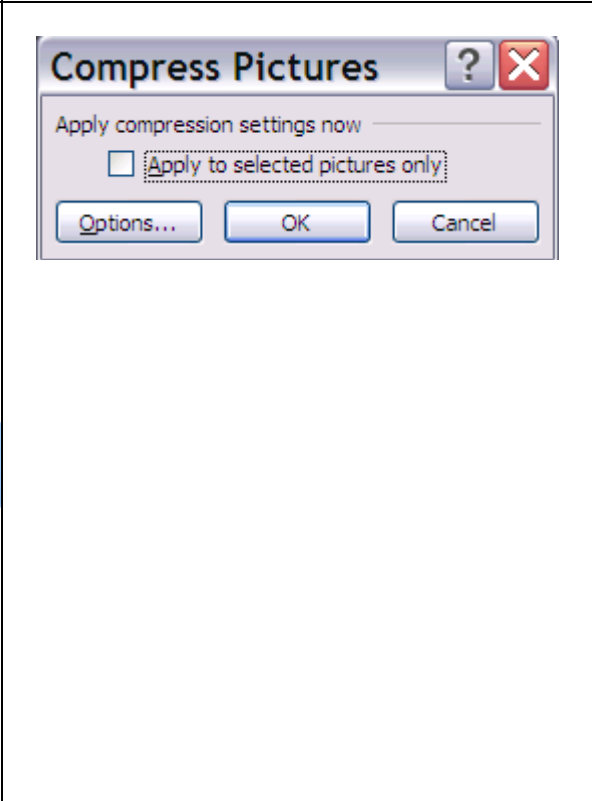
20

Compress Pictures

This will make the size of your document smaller. Smaller documents are easier to share and they open faster.

Click on any picture

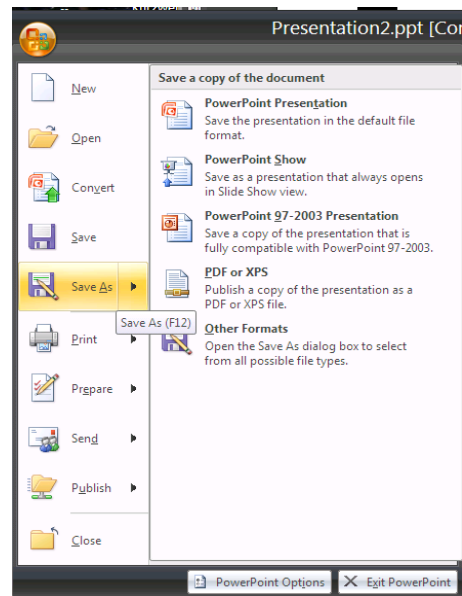
- On the menu bar go to the **Picture Tools Tab** > Double-click on the **Compress Pictures** icon
- Click **OK** to compress all pictures



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Save Your Accessible Book as a PowerPoint Show

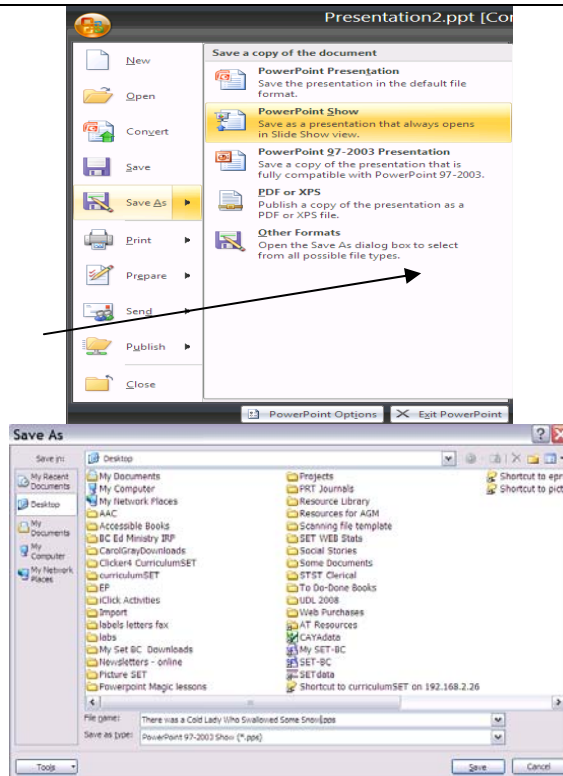
- View your slide show to make sure that it is just the way you want it
- Save your program one last time (**Control-S**)



- then save *again* as a **PowerPoint Show**, so that it will open automatically as a slide show when the program is started
 - Go to **Office Home Button > Save As**, A Save As window is displayed
 - Go to **Powerpoint Options**

Save as Powerpoint Show

- Under **File Name** Save the file with the same name as your book
- Under **Save As Type**
 - **Scroll to Powerpoint 97-2003 show (pps)**
 - Save the file. You will notice the **PowerPoint Show** has a suffix of **.pps** instead of **.ppt**



Optional Features

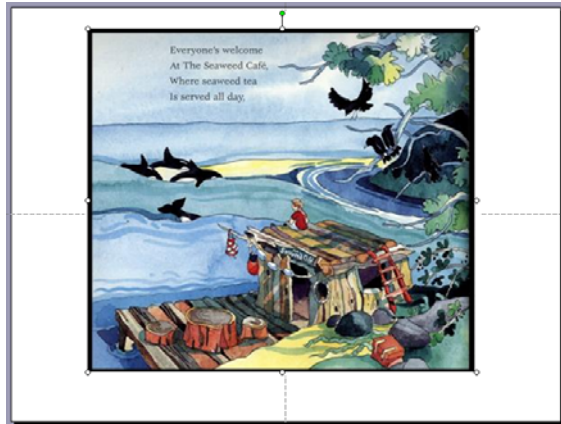
Add a Text Box

If the text from your book is not clear in the digital image, or if you wish a larger font, you can add a text box to your slide.

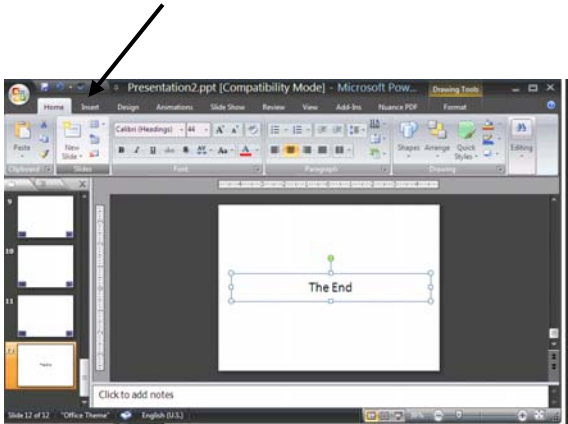
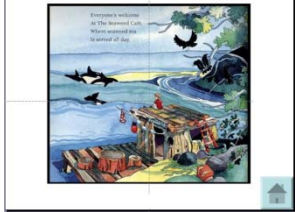
- You may have to resize your picture within the slide to make room for a text box
- Go to the **Insert** Tab on the Menu bar ➤ **Text Box**, then click and drag your left mouse button diagonally on your slide to draw a box
- Type desired text inside the box
- Adjust font and size with the options on the toolbar

Tip

You can view the slide you are working on in Slide Show mode by using the **Slide Show from Current Slide** icon on the lower left side of your screen. Type **Esc** to return.



1

<p>2</p>	<p>Adding a 'The End' Slide</p> <ul style="list-style-type: none"> On the menu bar, go to Home > New Slide A new slide in the window will appear in the Navigation window Right Click on the new slide > Layout Use the Title Only Layout from the window on the right of the screen Click in the text box and type "The End" Adjust the font and font size as desired from the pull down menu on the menu bar Adjust position to centre of page 	
<p>3</p>	<p>Add a Home Button to your last slide</p> <ul style="list-style-type: none"> If you wish read the book over from the beginning, go to Insert > Shapes > Scroll to Action Buttons, then select the Home Button 	
<p>4</p>	<p>Add a background colour to your slides</p> <ul style="list-style-type: none"> On the menu bar, go to Design > Background Styles > Format Background If you wish the same background colour for every slide, click Apply to All <p>Enjoy Your Accessible Book!</p>	