

PowerPoint (Win) v.2003

Making an Accessible Book

Introduction

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

This tutorial assumes...

- The PowerPoint v2003 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

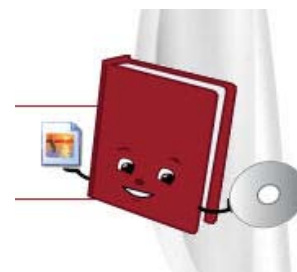
Learning Objectives

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

Tips before you begin:

- 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
 - Crop scanned images before using Photo Album (See tip on cropping in Optional Features)
- 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

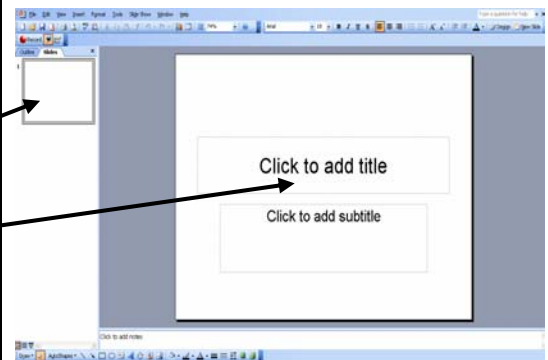
Open the PowerPoint Program

- From the **Start** menu, select **All Programs\ Microsoft Office\ Microsoft Office PowerPoint 2003**
- **Save** the file with the same name as your book

2

When the program opens

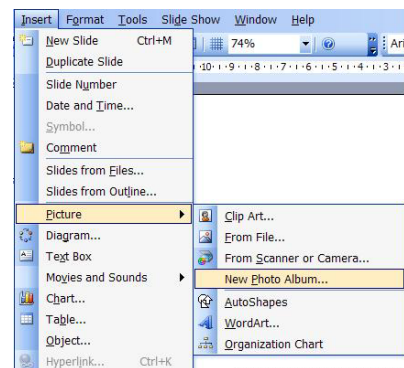
- On the left of your screen is a navigation window
- The centre of your screen displays the current slide



3

Add your pictures and create a new Photo Album

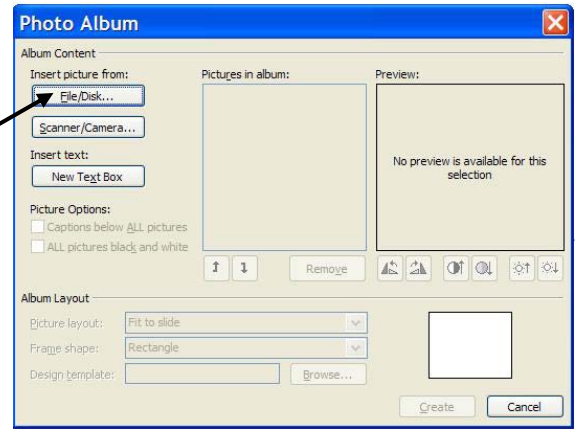
- On the menu bar, go to **Insert > Picture > New Photo Album...**



4

Select the digital images of the pages of your book from the folder where you saved them

- Click on the **File/Disk...** button
- Navigate to the folder where you saved your pictures
- Select all of your pictures
 - Click on one picture in the window to select it, then use the keyboard command **Ctrl-A** to select all pictures in the folder
- Click on the **Insert** button



5

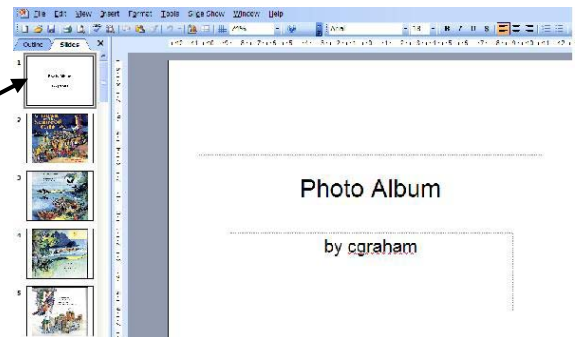
- Click the **Create** button



6

Slides with each picture in your file will be created in PowerPoint

- The first slide will not be needed. To delete it, click once on the slide in the navigation window, then press the delete key on your keyboard

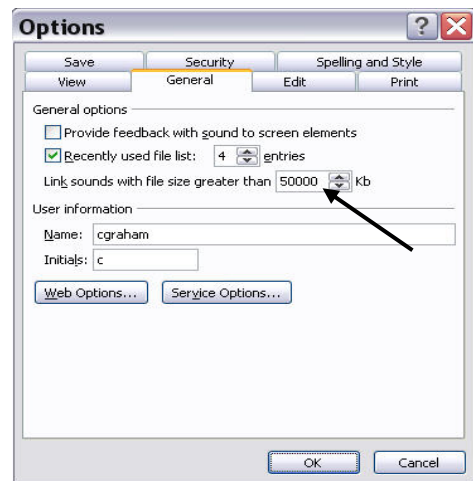


7

Adjust the 'Link sounds' Option

Use this option to make your accessible book easier to share with others.

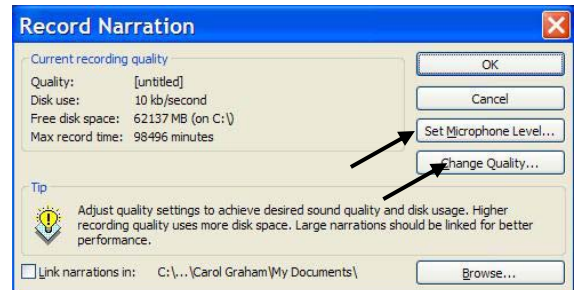
- Go to **Tools** ➤ **Options**, click on the **General** tab
- In the pull down menu for **Link sounds with file size greater than**, change the kb to 50000
- Click **OK**



8

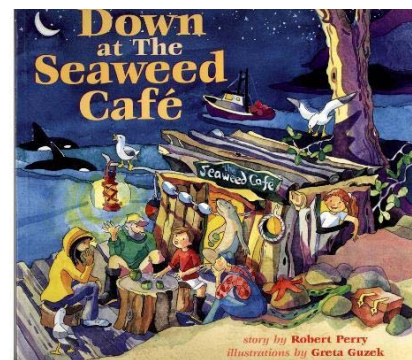
Add sound to your accessible book

- On the menu bar, go to **Slide Show** ➤ **Record Narration**
- Check your microphone level. This test makes sure your microphone is working
- Change Quality to **CD Quality** (Scroll under **Name** to CD Quality)
- Click **OK**



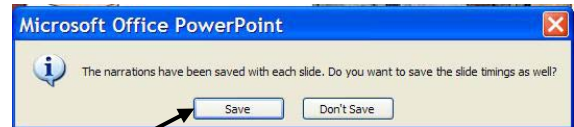
9

- 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
- If you are not happy with the recording on a slide you can use the **Esc** button on your keyboard to stop recording, then return to **Slide Show** ➤ **Record Narration** to start recording again
- When you are finished reading, type the **Esc** button on your keyboard



Slide Show timing options

- In the options provided for saving slide timings, select **Save**
- Your PowerPoint will be displayed in **Slide Sorter View**. To return to **Normal View**, click on the small icon in the lower left of the screen
- Go to **Slide Show > Set Up Show**, and under the **Advance Slides** option
 - 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**



10

You are almost done!


To view your accessible book

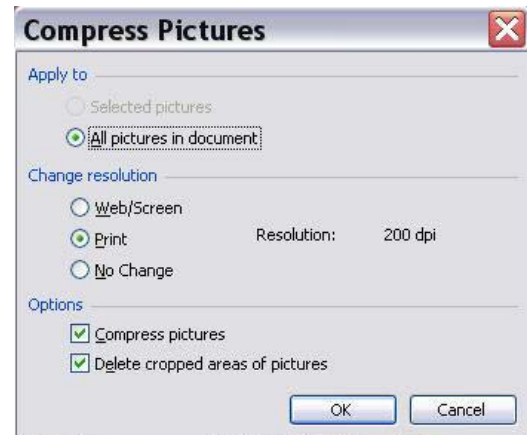
- Go to Slide **Show > View Show**
- Click your mouse to advance through the slides
- When you are finished, type **Esc** on your keyboard

11

Compress Pictures

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

- On the menu bar go to **View > Toolbars**, and select **Picture toolbar**
- On the **Picture** tool bar, click on the **Compress Pictures** icon 
- In the window that appears, select
 - All pictures in document
 - Compress pictures
 - Delete cropped areas of pictures
- Click **OK**



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, then save *again* as a **PowerPoint Show**, so that it will open automatically as a slide show when the program is started
 - Go to **File** ➤ **Save As**, and under **Save as type**: pull down to **PowerPoint Show**
- Save the file. You will notice the **PowerPoint Show** has a suffix of **.pps** instead of **.ppt**

Important Tip

There are some options for changing your accessible book in the pages that follow.

If you are making changes to your PowerPoint program, wait until you are completely finished before you save your accessible book as a PowerPoint Show.

Optional Features

Add a Text Box

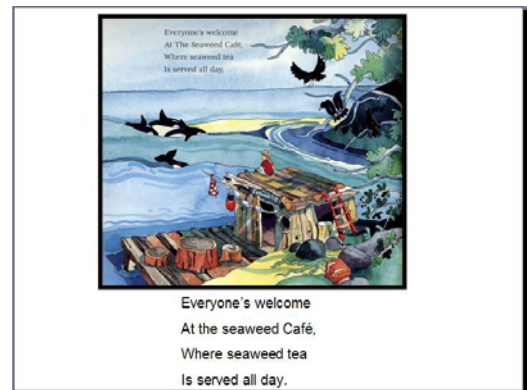
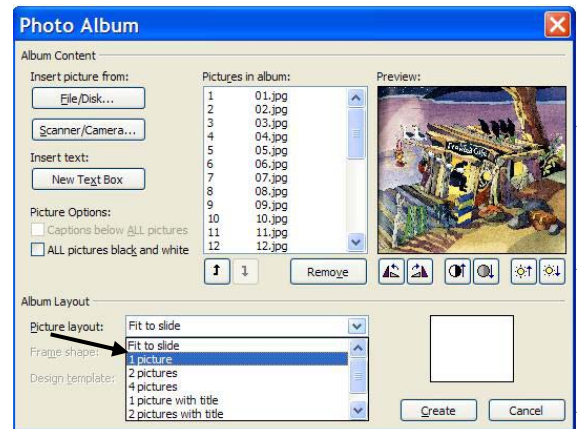
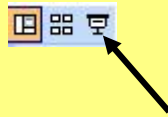
If the text from your book is not clear in the digital image, or if you wish a larger font, you can add a text box to your slide.

- When you are importing your pictures using Photo Album, choose **1 picture** from the **Picture Layout** pull down menu
- You may have to resize your picture within the slide to make room for a text box
- Go to the **Insert** ➤ **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

1

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.



Crop Pictures before using Photo Album

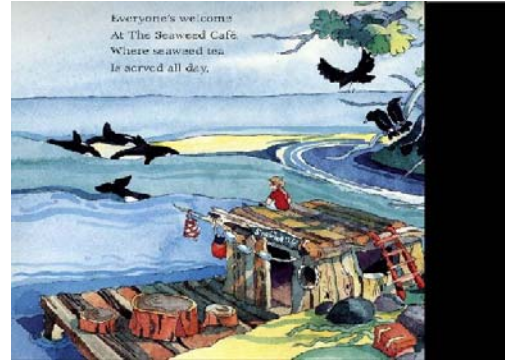
You can **crop** the portions of the scanned image that you do not want, e.g. a black space around the picture

2

- To do this, select the **Crop** tool from the **Picture** toolbar. Access the **Picture** Toolbar from **View > Toolbars > Picture**




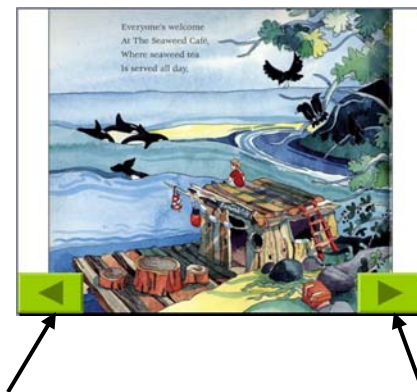
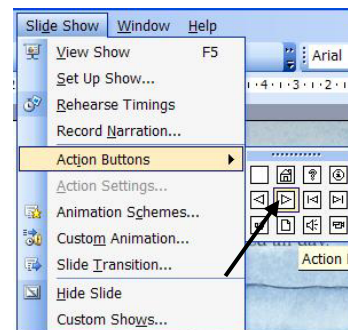
- Click on the bolded corner points and then drag to erase the portions of the picture you want to crop
- When you are finished cropping your image, select the **Crop** icon on the **Picture** toolbar to deselect it. The Crop icon is a toggle, i.e. you click it to turn it on and click it again to turn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



Add a Next Page Button

3

- On the menu bar, go to **Slide Show > Action Buttons**, then select the **Forward or Next** action button
- Click and hold the left mouse button as you drag diagonally to make a button the size you wish. Usually the bottom-right corner of the screen works well for a 'Next Page' button
- On your following slides you can add a 'previous page' button using the same process, but choosing the **Back** action button
- You can change the colour of your action button by clicking on it once and using the **Fill Colour** icon  on your **Draw** toolbar. If the **Draw** toolbar is not displayed at the bottom of your screen, go to **View > Toolbars > Draw**



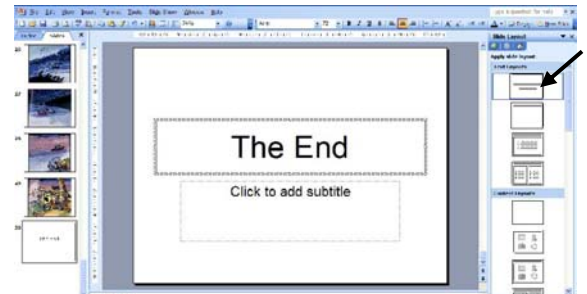
Tip

You can copy and paste action buttons from one page to another. Once you have created and positioned your 'next page' and 'previous page' buttons, you can copy them (**File > Copy**), then paste them (**File > Paste**) onto the other slides of your slide show



Adding a 'The End' Slide

- On the menu bar, go to **Insert > New Slide**
- A new slide in the window will appear in the Navigation window
- Use the **Title Slide Layout** from the window on the right of the screen
- Click in the top box and type "The End"
- Adjust the font and font size as desired from the pull down menu on the menu bar



4

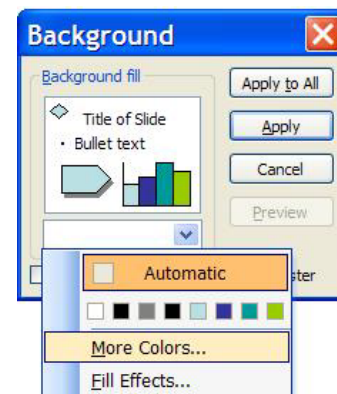
Looping the Slide Show

- If you wish the program to start over from the beginning at the end of the show, go to **Slide Show > Set Up Show**, then select the **Loop Continuously until 'Esc'** option

5

Add a background colour to your slides

- On the menu bar, go to **Format > Background**
- Use the pull down menu under Background fill window to select a colour
 - The **More Colors...** option will give you a palette of colours
 - **Fill Effects...** will give you even more options for background effects
- If you wish the same background colour for every slide, click **Apply to All**




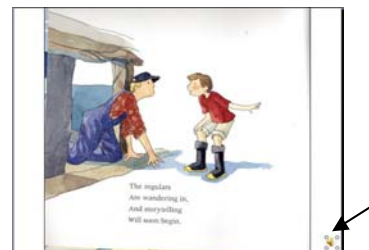
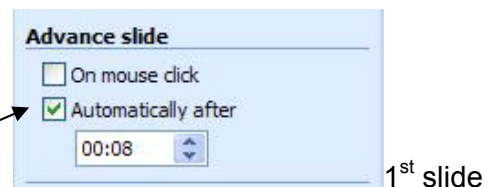
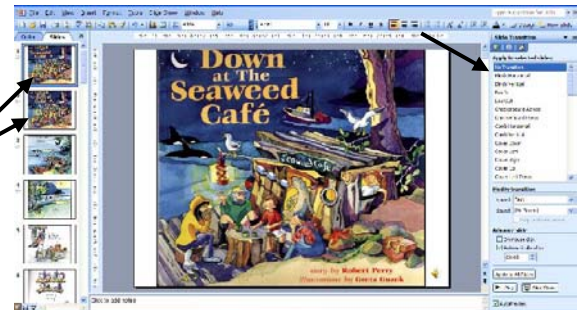
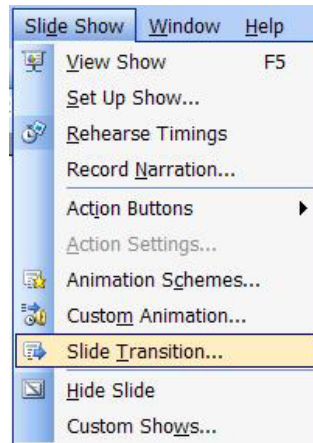
6

Adjust your program so that slides cannot be advanced until the narration is finished

This option will prevent users from tripping the program ahead with extra mouse clicks or switch hits before each slide has finished 'reading' the text

To do this, add an extra slide for each slide in your program, the first slide will advance using the timings you have saved for the narration of the slide, the second page will advance using a mouse click

- Start with the first slide. Locate it and click on it once
- On the menu bar go to **Insert** > **Duplicate Slide**. A new slide exactly like the first one will appear below in the navigation window
- On the menu bar go to **Slide Show** > **Slide Transition**. A **Slide Transition** window will open on the right side of the screen
- Click on the first slide of the two, and in the **Slide Transition** window, under **Advance slide**,
 - de-select **On mouse click**, and
 - select **Automatically after**. The timing will already be recorded
- Click on the second slide of the two, and in the **Slide Transition** window, under **Advance slide**,
 - select **On mouse click**, and
 - de-select **Automatically after**
- Also, on the second slide of the two, find the sound icon  in the right bottom side of the screen and delete it
 - Click on icon once then use the **Delete** key on keyboard
- Repeat this process for all of your slides



Enjoy your Accessible Book!

