

Talking Books in PowerPoint

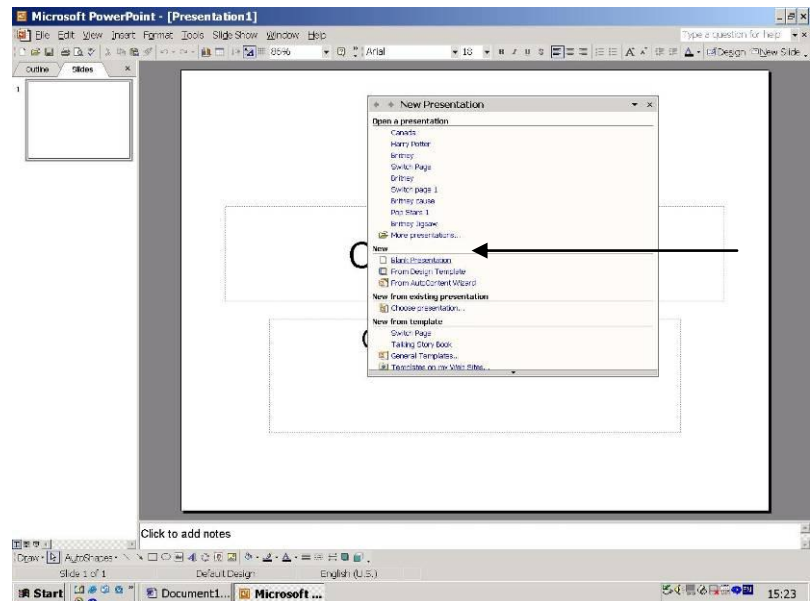
Quick Guide

Created 10/03
Updated 10/09
JC

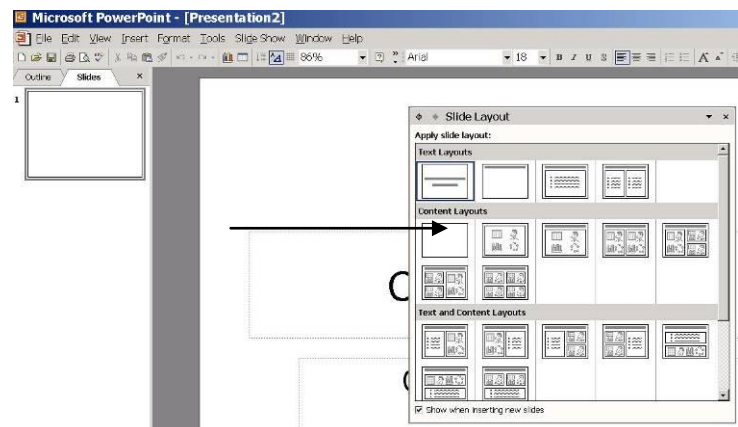
Creating a template

The following instructions are based on PowerPoint XP (2000, 2002, 2003)

- Create a blank page -
Open up PowerPoint and click New and then click on a Blank Presentation

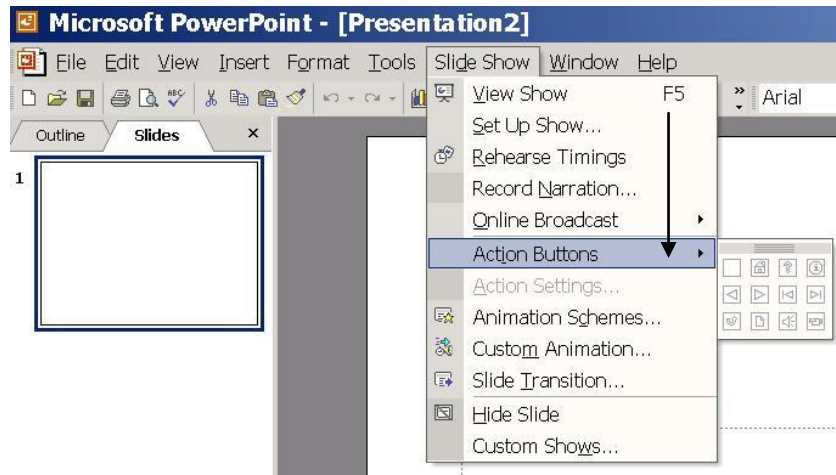


- Now click on a blank slide, it's under content layout.

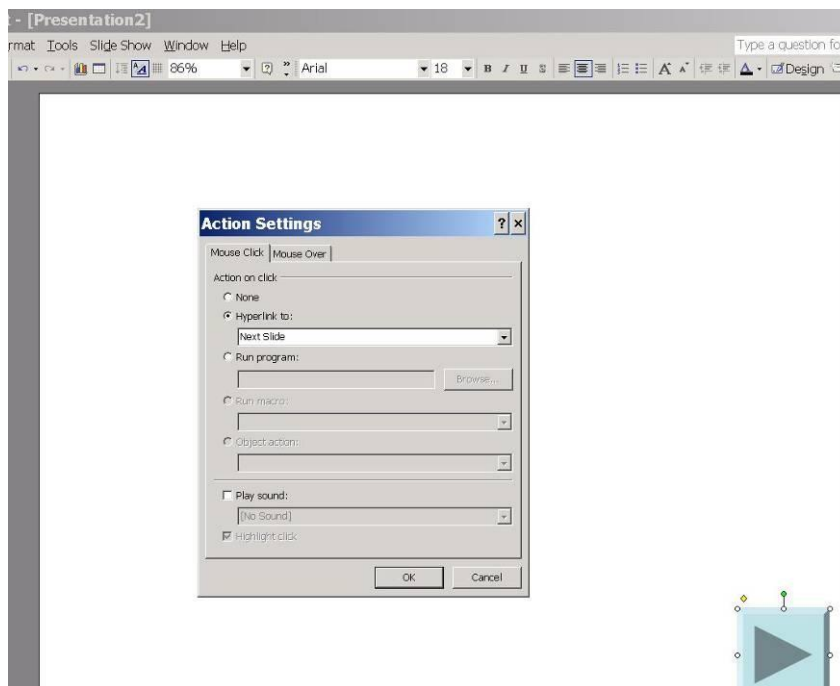


Add a page turning arrow

- To add a forward page turning arrow select the *SlideShow* menu and click on *Action Buttons*.



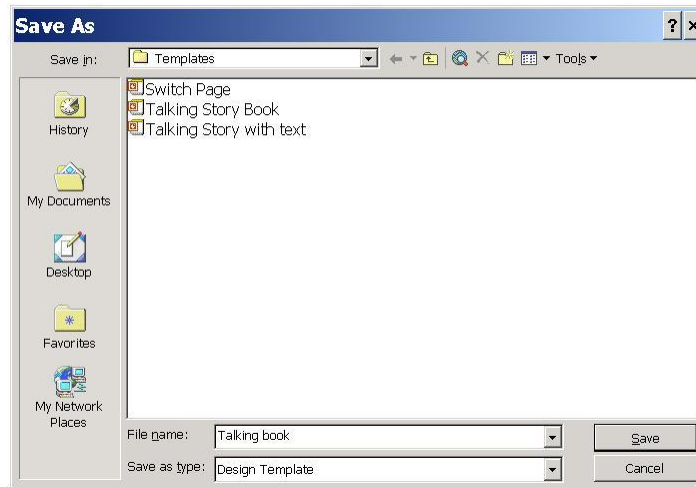
- Click on the forward arrow: A small cross will appear in the blank page instead of the mouse arrows. Position this cross with the mouse at the bottom right hand and click the mouse. The forward arrow button will appear where the cross was positioned and the **Action Settings** will appear:



- Click on **OK**. You can adjust the size and position of the arrow button using the mouse.
- You can add a backwards arrow to the slide if you require, by the same method. Or think about making one template with a 'back a page' option and one without (it's a bit much for some users).
- Don't add the speaker button yet - it's best to create the speaker new for each slide.

Save the Slide as a template

- To make this slide into a template file, click on **File** then **Save As** and then on from the drop down menu **Design Templates**. This takes you into the templates folder and you can save this as '**talking book**'



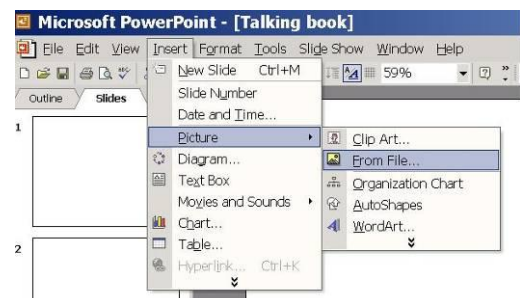
This template called 'Talking book' will now be available from the New Presentations and look either under '**New from Template**' or from '**General Templates**'

Using the template to make a talking book

- Open PowerPoint if it is not already open and click on **File** and then **New Presentation** and then look for your template called '**Talking book**'
- To create the correct number of blank slides required for your book, highlight the blank slide by clicking on it once. Then press **CTRL** and **D** together as many times as you want blank pages for your book. It is easy to delete or add more pages at any time. These slides will be automatically linked together by the forwards and backwards arrows.

Adding pictures or scans to the page

- To insert a picture or scan from a saved file on your computer. Click on the **Insert** menu, then go down to **Picture**, then '**From File**' and choose a picture. Click on the picture and then **OK** and it will appear in your slide.



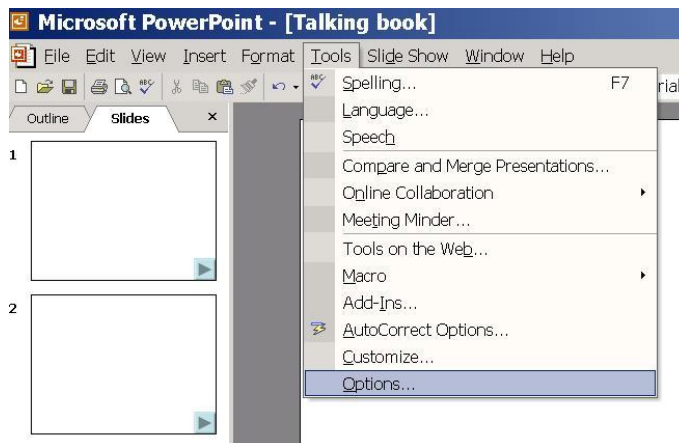
You can resize and position the picture on the page by clicking and dragging on the corners of the frame.

Adding Speech to a slide (very important to read this!)

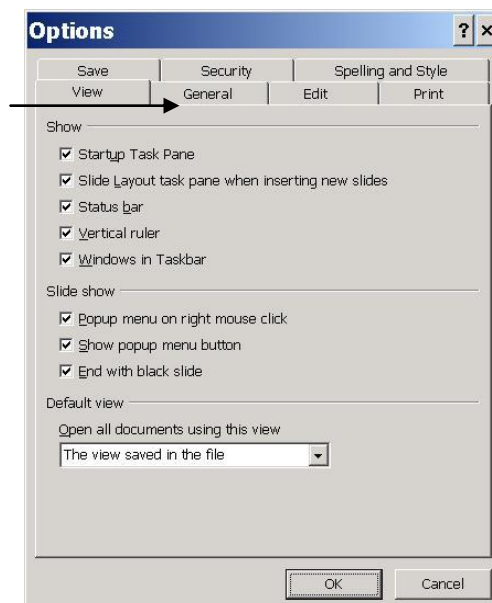
- There is one very important change you must make to PowerPoint settings before you start to add sound to your talking book. This is because PowerPoint stores sound in two different ways:
 1. If the sound file is *small* (for example there is not much speech) the complete sound will be stored within the PowerPoint pages.
 2. When the sound file is too large (for example contains a lot of speech and or music) only a *link* to the sound file is stored, and not the sound file itself. This can cause problems transferring the talking book between computers as your sound file will not automatically be transferred. There will be no sound!

What you need to do therefore is to alter the settings within PowerPoint to allow larger sound files to be stored within the PowerPoint pages.

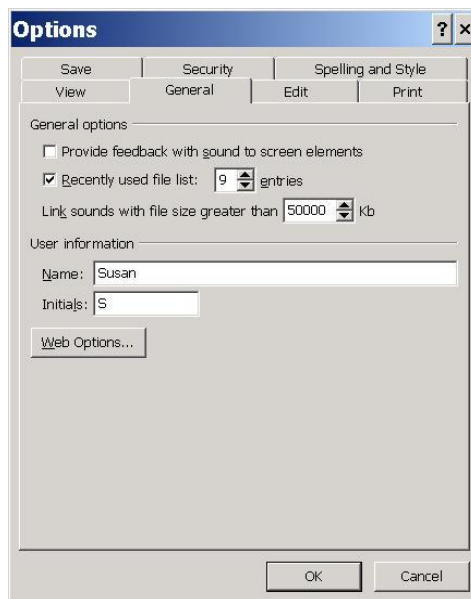
- Click on **Tools** and then **Options**:



- In the **View** box that appears click on the tab that says **General**



- Click in the **Link sounds box with files greater than** and type 50000 (that is the largest number that PowerPoint will accept):



Adding recorded speech

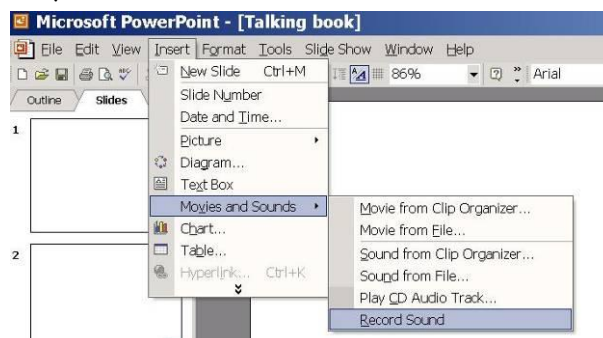
With this technique you can make personalized books, and/or you can make 'ordinary' books accessible to anyone who has difficulty turning pages, perceiving small pages, or reading text, to switch users, and to whole groups at once (by use of interactive whiteboard or even just by projecting it on a wall).

With personalised books, think about whose voice(s) you want to use, to record the story. Consult the users, if possible.

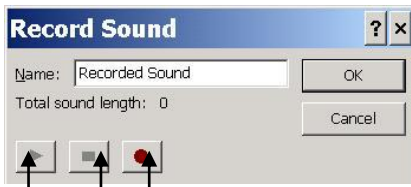
With story books, you may want to think carefully before you start about whether you are going to record in the printed text word for word as it appears in the book, or whether you need to simplify and shorten the language used, to make it more understandable to your users.

(Remember that you can also record 'sound effects', such as music playing in the background, car noises or whatever, along with the spoken text)

- Click on the **Insert** menu, then click on **Movies and Sounds** and then click on **Recorded Sound**:



- This window will appear:



Play Stop Record

Click on the red *record* button and speak into your microphone. Click on *Stop* at the end (grey square button) and then click in the Name box. Delete the words 'Recorded Sound' and give the speech a meaningful name. Then click on *OK*

- A loudspeaker picture will then appear in the middle of your page. This can be positioned wherever you want on the slide using the mouse, and resized by clicking and dragging the corners of the frame.

To make the sound play, you have two options:

- 1) When running the show, the user will need to click on the loudspeaker to start the sound file playing.
- 2) The sound can be set to play automatically as soon as the slide opens. This is more likely to be suitable for an early level user.
 - Select the loudspeaker icon, Go to **Slide Show > Custom Animation**
 - The loudspeaker will show up as 'Media n'. Click on the little arrow beside it, and select '**Start after Previous**' (instead of 'Start on Click').
 - Then click on **Play** to test it out (the full sound file will be played when viewed in **Slide Show**).
 - Select **Slide Show > Slide Transition**.
 - Under **Modify Transition** click the little arrow beside **Sound**.
 - Select the named sound you would like to go with this slide.
 - Your sound will now be played as the slide opens in **Slide Show**.

Continue with the next slide until your book is complete.