

## PowerPoint (Win) v.2007

## Making an Accessible Book with the SET-BC Template



### Introduction

This tutorial will guide you through the process of creating an accessible book using PowerPoint 2007 and the premade SET-BC Accessible Book Template.

This tutorial assumes...

- PowerPoint 2007 is installed on your computer.
- You have downloaded the SET-BC Accessible Book Template available on the SET-BC website in the Accessible Books Resources area or from curriculumSET.
- You have selected a book for this project.
- You have already scanned digital images of the pictures of the book and saved them in a folder. Please name the scans in numerical page order. Example: the cover would be named 001, page 1 would be named 002 and so forth. Be certain that the images are clean, without extra scanner bed capture. (Use a simple photo editing software such as Microsoft Paint to crop the images.)
- You have a microphone for voice recording or you have previously recorded page narration using a recording program (such as the free software, Audacity).

### Learning Objectives

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

- How to create a PowerPoint presentation using a ready-made template.
- How to import the scanned images.
- How to import recorded sound or record sound within PowerPoint.
- How to add text boxes if required.

### Case Study

Ashlee 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 mouse to access her computer for learning activities. Ashlee can independently turn the virtual pages and listen to her accessible book by using the mouse. She is motivated to 'read' the same book many times. With this repetition, Mary 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. Ashlee's work with accessible books promotes goals for independence, communication, motor skills, social interact and development of reading skills.

## Making an Accessible Book with PowerPoint 2007

Tips before you begin:

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

- Set your scanner to 72 dpi. Most scanners come with scanning software or on a PC use Windows Fax and Scan.
- Save images as .jpg or .png files.
- Save images in an easy to find folder.
- Name the page scans in order, e.g. 01, 02, 03, 04... (To rename an image, right-click on it in its folder and select Rename from the menu.)
- If necessary, use a simple photo editing program, such as MS Paint, to trim the images.
- Use an external microphone for recording. Page narration recordings will be better quality if you record them in different software (such as the free program, Audacity,) and add them to your slides. Your sounds must be in .wav format.
- Name your recordings to match the image names.

## Download and Save the SET-BC PowerPoint Template

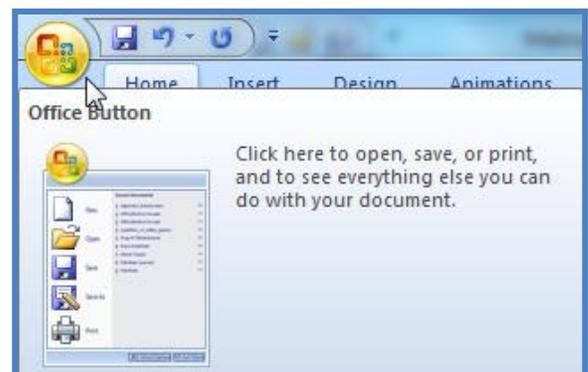
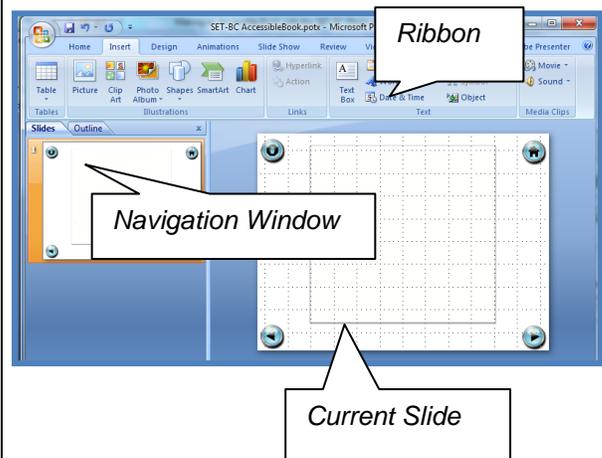
Locate the SET-BC Accessible Book Template from the Accessible Book area of the website (or follow this link: <http://www.setbc.org/download/LearningCentre/Access/> )

- When prompted, **save the file** where you will easily find it.
- **Right-click** on the **zipped file** to extract the template.
- **Double-click** the extracted file to open the template in PowerPoint.

1

When the program opens:

- At the top is the ribbon.
- On the left of your screen is a navigation window.
- The centre of your screen displays the current slide.
- Find the Office Button at the top left.



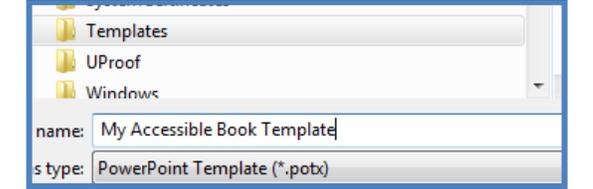
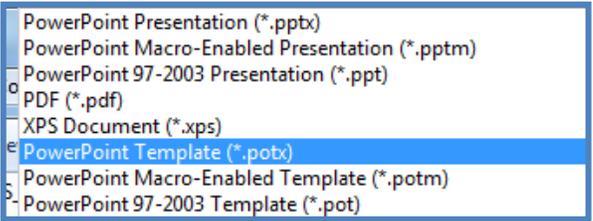
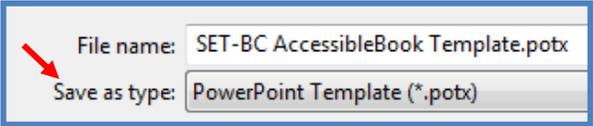
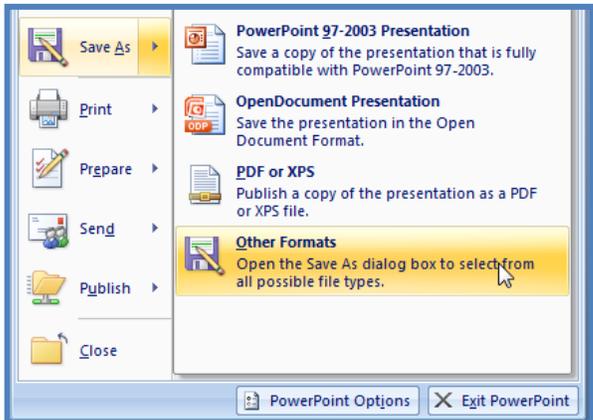
2

Save the template for repeated use:

- Click the **Office Button** on the Menu bar.
- From the menu, **click on Save As.**
- Click **Other Formats**
- Click the **Save as type** field.
- Choose **PowerPoint Template (\*.potx)** from the popup list.

Once you select the template format, the default template folder location opens.

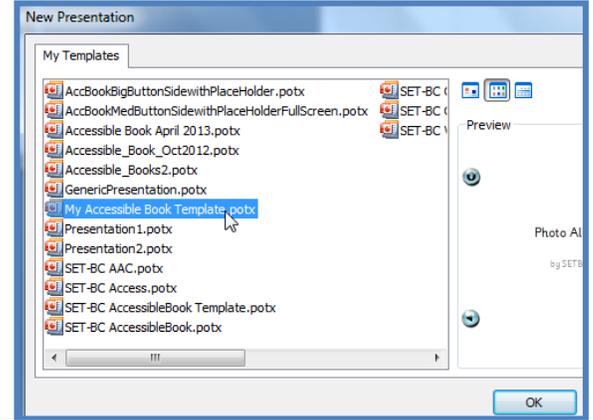
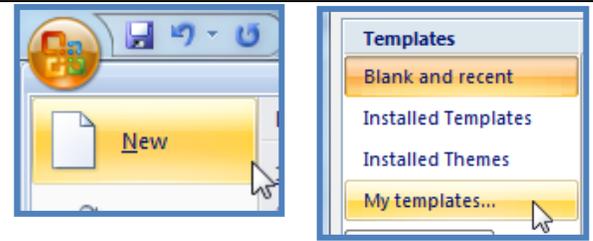
- **Name the template** so that you will recognize it and **click Save.**



3

To start a new slide show using this template:

- Go to **Office Button** ➤ **New**
- Look in the **Templates** window on the left. **Choose My templates...**
- You will **find** your **Accessible Book Template** here.
- **Click on it** to select it.
- **Click OK.**



4

Save a presentation with the name of your Accessible Book:

- **Go to Office Button** ➤ **Save As.**

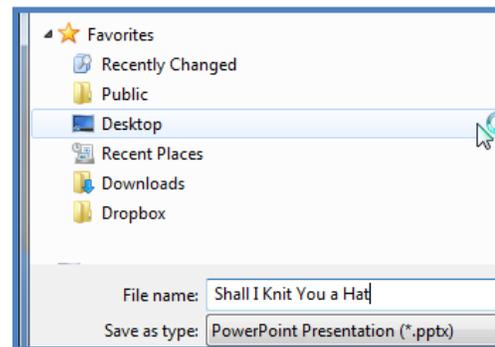
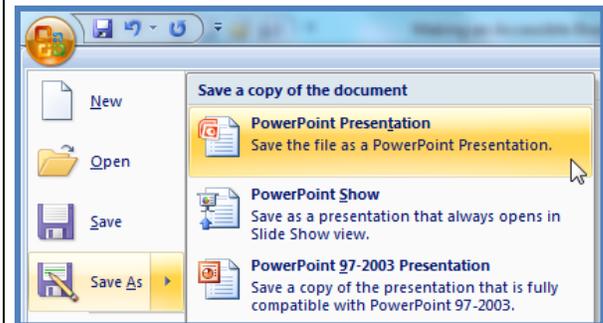
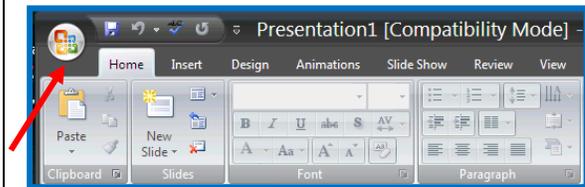
A **Save As** window is displayed.

- **Save As Type** ➤ **PowerPoint Presentation** (or to share with users who only have older versions of PowerPoint save as PowerPoint 97-2003 Presentation.)
- **Name and Save the file** with the same name as your book.

- **Choose a location** to save this file.

- **Save to Desktop** (or other location.)

Note: This template comes with action buttons for: forward, back, home and stop.



## Adding Scanned Images

1

**Please Note: This template is based on the Photo Album template that is available in PowerPoint.**

To add scanned images **look on the ribbon** for the **Insert** tab:

- **Go to Insert** ➤ **Photo Album** ➤ **Edit Photo Album**  
Tip: (**Click on** the dropdown arrow beside “**Photo Album**” rather than just the icon, to access the menu.)

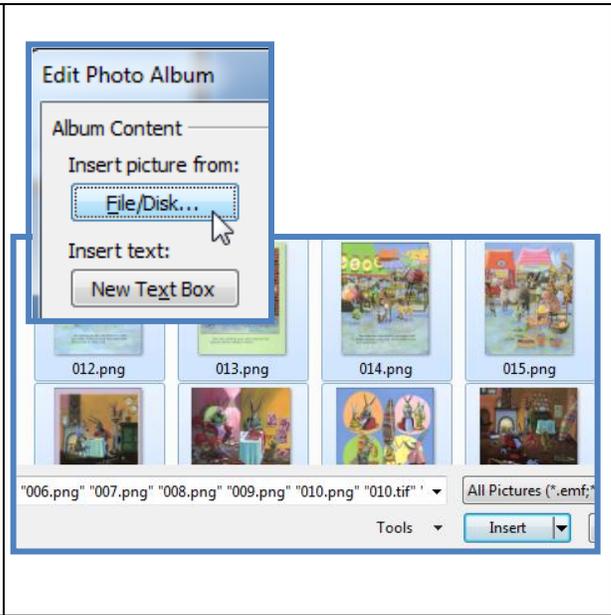


2

An Edit Photo Album window appears.

- **Click on the File/Disk option** to locate your folder of scanned images. (Make certain the folder contains only the images that you want to use for this accessible book.)
- From within the folder of images, **use Ctrl+A** to select all images in the folder.
- **Click Insert** to insert all pictures into the Photo Album.

\*Note: if your book has many pages, this may take a few seconds.



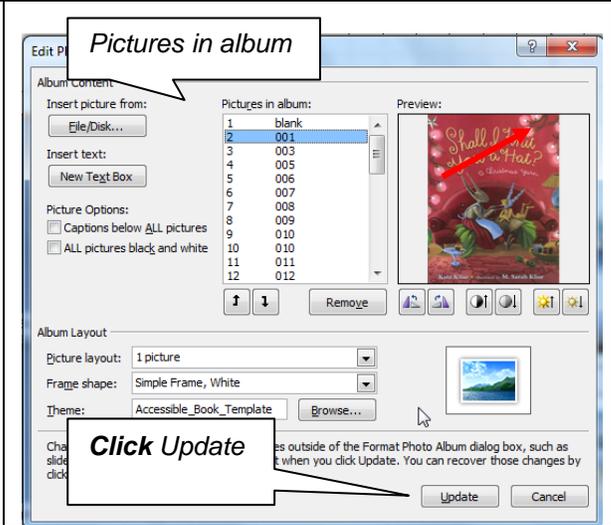
3

A list of all your scanned images will appear in the “Pictures in album” window. **Click on any picture name** in the list to see a thumbnail of the image in the Preview window on the right.

Optional: The layout has been predetermined but you can select another layout.

- **Click Update.**

The images will now populate slides in your slide show. Be patient!

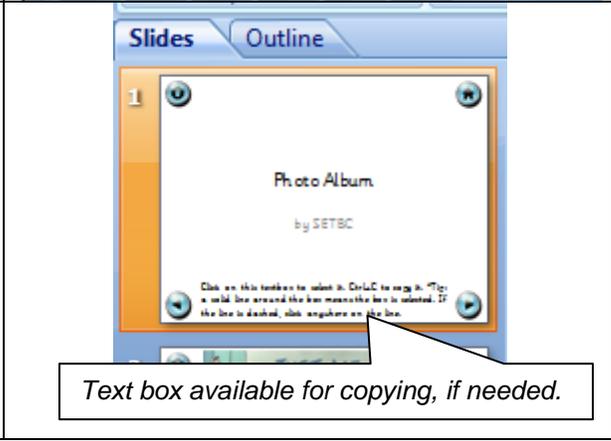


4

Look in the Navigation Window to see all of your slides. Notice that there is a default Photo Album slide inserted at the start.

This slide contains items that can be copied and pasted onto other slides if needed. (More about this later!):

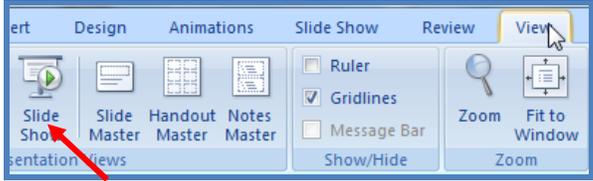
- Action buttons
- Text box



5

Preview your book.

- On the ribbon, **select the View** tab.
- **Click on Slide Show** to preview the book. (Or use the **F5 key** on your keyboard.)
- Look for to see if the **action buttons are obstructed** by the images.
- Look to see if the **text is clear enough** for the student to read.



If the action buttons are partially covered, or completely covered, the students will not be able to easily target them. You can fix this in two different ways:

1. Change the page layout.
2. Copy and paste the action buttons.

- To change the slide show layout, see the section, “Adjusting the Page Layout.”
- To copy and paste the action buttons, see the section, “Copying and Pasting the Action Buttons.”

If the text is illegible, add text boxes.

- To add text boxes, see the section, “Adding Text Boxes,” which is at the end of the tutorial.

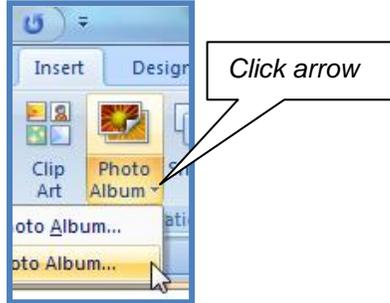
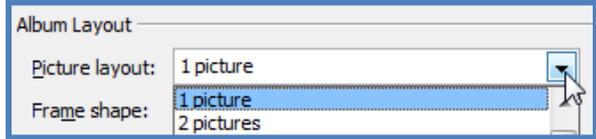
If the slide show is perfect the way it is, please move to the section, “Adding Page Narration.”

## Adjusting the Page Layout (Optional)

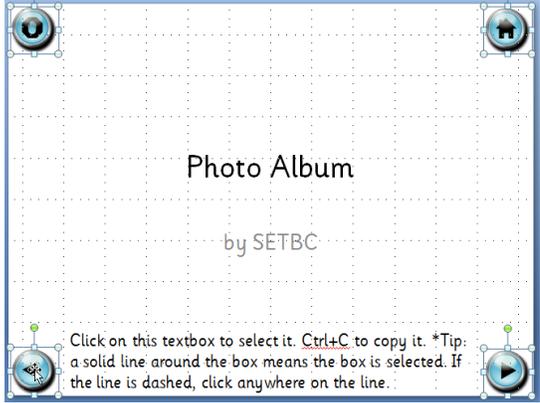
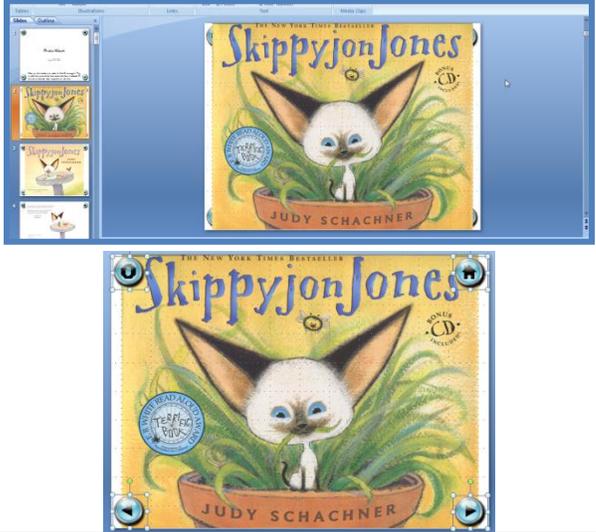
1

If the action buttons are being covered by the images, one way to fix this is to adjust the page layout.

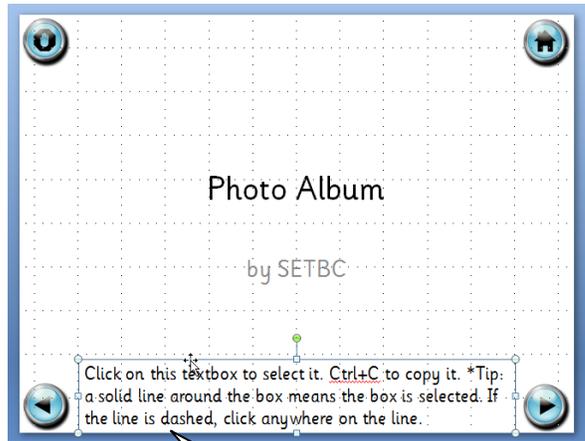
- On the ribbon, **click Insert** tab.
- **Click the arrow on Photo Album.**
- **Click Edit Photo Album.**
- Locate Album Layout. In the Picture layout field, **click the dropdown arrow and select 1 picture from list.**
- **Click Update.**
- **Preview the slide show.** If it’s good, go to “Adding Page Narration.”

## Copying and Pasting the Action Buttons (Optional)

<p>1</p>	<p>To make the action buttons easier to target, copy and paste them over the images.</p> <ul style="list-style-type: none"> <li>• <b>Go to slide 1.</b></li> <li>• <b>Hold down the Ctrl key and click on each of the action buttons</b> so that all four are selected.</li> <li>• <b>Use Ctrl+C to copy the buttons</b> to your computer clipboard.</li> </ul>	
<p>2</p>	<p>Paste the action buttons on the other slides:</p> <ul style="list-style-type: none"> <li>• In the navigation panel, <b>click</b> on the first <b>slide</b> that needs visible action buttons. This will bring it up as the current slide.</li> <li>• <b>Use Ctrl+V</b> to paste the buttons onto the slide.</li> <li>• <b>Repeat for each slide that needs the buttons.</b></li> </ul>	

## Adding Text Boxes

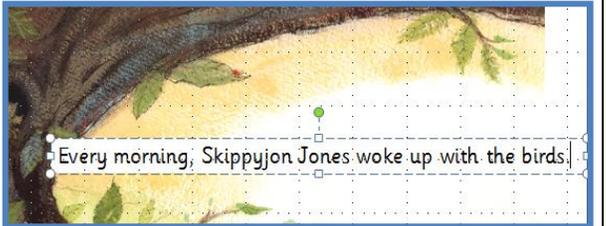
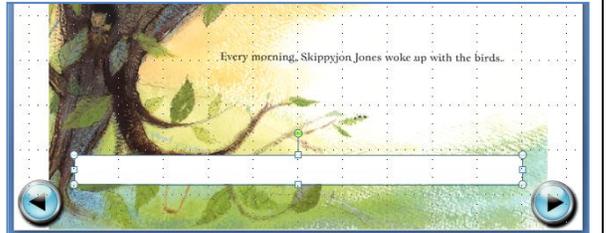
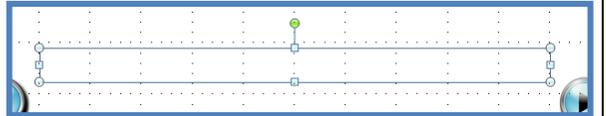
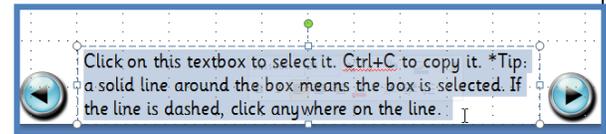
<p>1</p>	<p>Often the text on a scanned book page is difficult to read. Add a Text Box for book text:</p> <p>Make a decision about how the text box should appear:</p> <ol style="list-style-type: none"> <li>1. Add the text box below the existing text;</li> <li>2. Add the text box over the existing text.</li> </ol> <p>This example will place the text box over existing text.</p> <ul style="list-style-type: none"> <li>• Use the Navigation panel to <b>go to slide 1.</b></li> <li>• <b>Click on the bottom text box.</b></li> </ul>	
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2

- A dashed line will appear around the text box. This means the text can be selected.
- **Use Ctrl+A** to select all the text. **Use the delete** or **backspace key** on your keyboard to remove the text.
- **Click on textbox line** to make it solid. This indicates that it is selected.
- **Use Ctrl+C** to **copy** the empty textbox to the clipboard.

Use the Navigation panel to move to the first slide that requires a textbox.

- **Use Ctrl+V** to **paste** the textbox on the slide.
- With the textbox selected, **position the box**.
- **Type** the text.



## Adding Page Narration

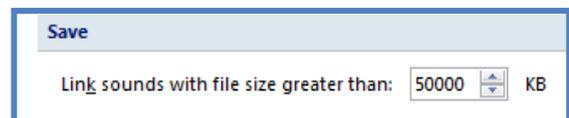
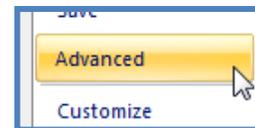
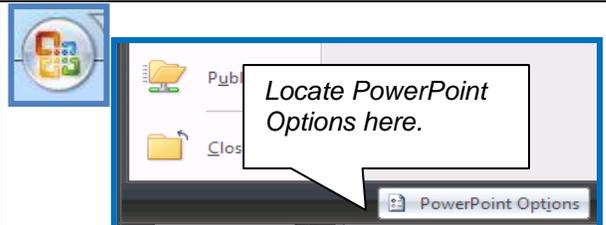
1

\*Very Important: adjust the 'Link sounds' option before you add sound. This option will imbed the sounds into the PowerPoint so that the accessible book can be shared.

- **Go to Office Button > click on Powerpoint Options.**
- **Go to Advanced > Link sounds with file size greater than, > 50000 kb.**

(\*Use the right scroll bar to scroll to the bottom of the window, where you will locate the Save bar with the Link sounds option.)

- **Click OK.**



## Recording Within PowerPoint

1

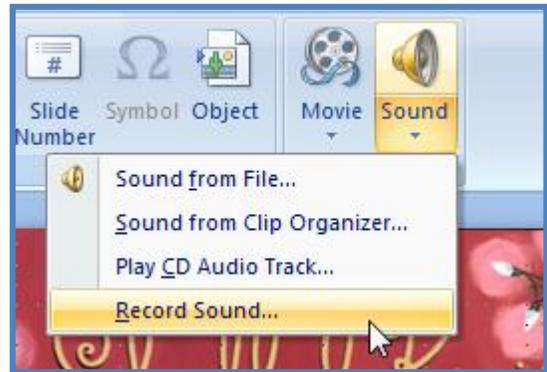
Narration can be recorded from within PowerPoint itself.

(Note: The quality of your recording will not be as good as if you recorded using a sound program.)

If you have recorded sounds from another program, go to the next section, Adding Previously Recorded Sounds.

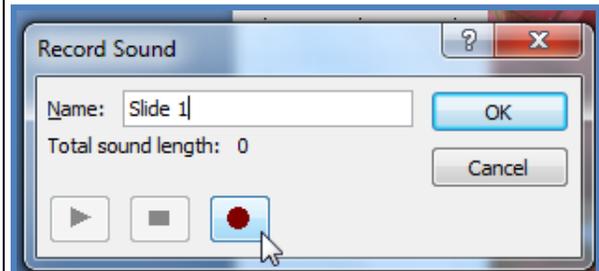
\*Connect your microphone.

- Click on the **first slide** requiring narration.
- On the ribbon, go to **Insert > Sound > Record Sound**.



2

- Name this sound "Slide1."
- Click the red record icon to begin recording.
- Click the blue stop icon to end the recording.
- Click the blue playback icon to listen to your recording. If you need to, re-record.
- Click OK.
- Repeat for each slide.



After recording all your sounds:

- **Go to your First Slide.**

You will see a sound icon on your slide. This sound icon is very small and usually located right in the middle of the picture.

\*Implementation Tip: Students can click this sound icon to hear the page sound repeated. To make it an appropriate target for students to find and use, it will need to be relocated and resized.

3

To relocate the sound icon in an easy to target location:

- **Click the sound icon** to select it.
- **Click and drag it** to move the icon so it doesn't cover action buttons or the picture.
- **Resize it by clicking and dragging** one of the corners of the icon.

1

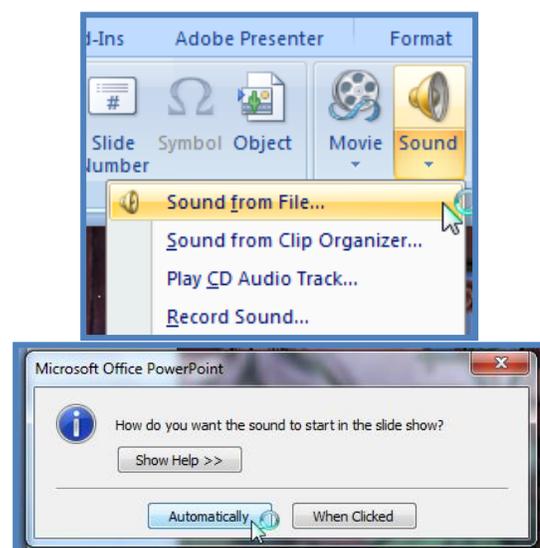


## Adding Previously Recorded Sounds

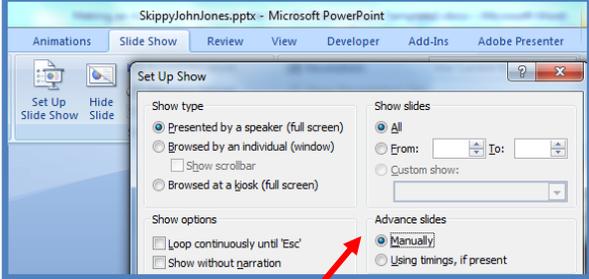
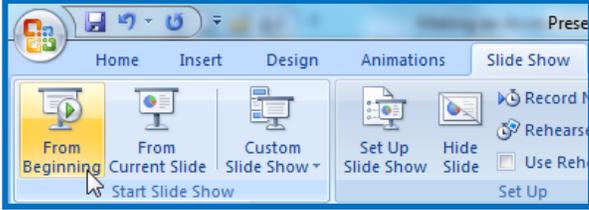
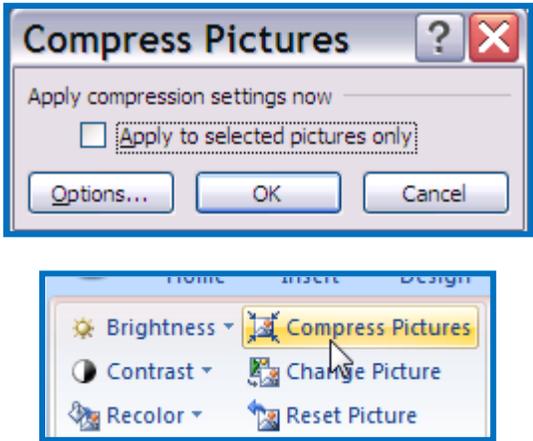
If you have recorded your page narration using software such as Audacity (see tutorial, Recording Page Narration Using Audacity) add them to your pages now.

- **Go to the first slide.**
- On the ribbon, **go to Insert > Sound > Sound from File...**
- **Browse to your folder of sounds.**
- **Select the appropriate sound. Click OK.**
- From the pop-up window, **select the option, Automatically.**
- **Resize and Relocate** the sound icon as in the previous section to make it an appropriate target for students.

1



## Finalizing the Slide Show

<p>1</p>	<p>Advancing through your Slide Show:</p> <ul style="list-style-type: none"><li>• Go to <b>Slide Show</b> &gt; <b>Set Up Slide Show</b>.</li><li>• Advance slides: To advance the slide show by mouse clicks, select <b>Manually</b>. (For a basic book, <b>Select Manually</b>.)</li><li>• If you recorded narration within PowerPoint, selecting “Using timings, if present,” will advance the presentation automatically.</li><li>• <b>Click OK.</b></li></ul>	
<p>2</p>	<p>To preview the presentation, from the ribbon locate the Slide Show tab:</p> <ul style="list-style-type: none"><li>• <b>Click Slide Show</b> &gt; <b>From Beginning</b> (or use F5 shortcut).</li><li>• <b>Use the action buttons to move</b> or use the mouse button.</li><li>• <b>Use the Stop action button</b> on the slide or the Esc key on your keyboard to quit.</li></ul>	
<p>3</p>	<p>Compress the pictures:</p> <p>This reduces the file size. Smaller PowerPoint files are easier to share and open faster.</p> <ul style="list-style-type: none"><li>• <b>Click on any picture</b> in the slide show.</li><li>• On the ribbon, <b>go to the Picture Tools Tab</b> &gt; click on the <b>Compress Pictures</b> icon.</li><li>• Click <b>OK</b> to compress all pictures.</li></ul>	

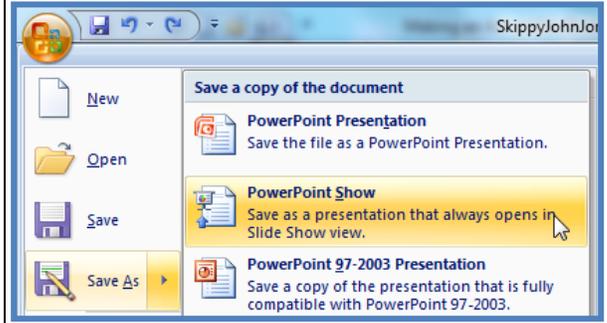
4

Save the presentation as a PowerPoint Show. This file type opens automatically into play mode.

- Save your program one last time, (**Use Ctrl+S** on the keyboard).

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 > PowerPoint Show**
- Under **File Name** Save the file with the same name as your book.
- Optionally to share with older versions of PowerPoint: Under **Save As Type > Other Formats > Powerpoint 97-2003 show (pps)**

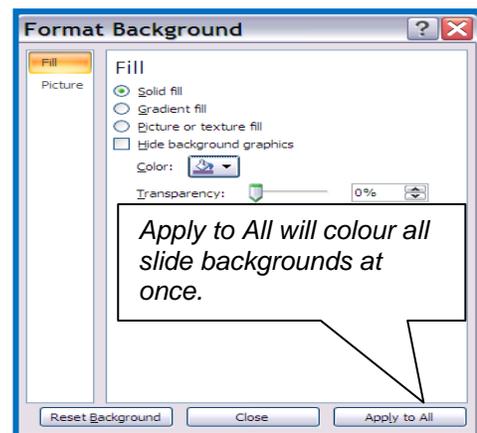
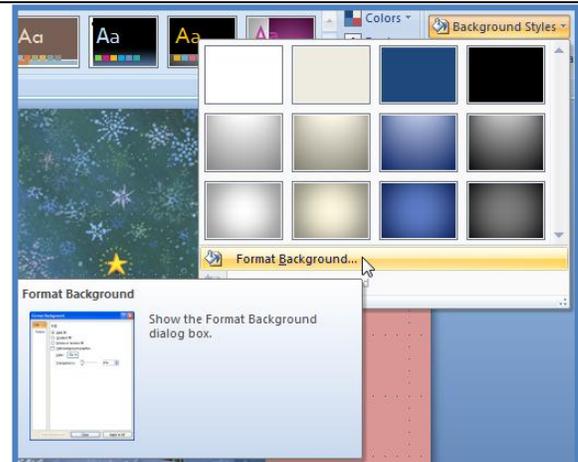


## Adding a Background Colour (Optional)

1

To add a background colour to your slides:

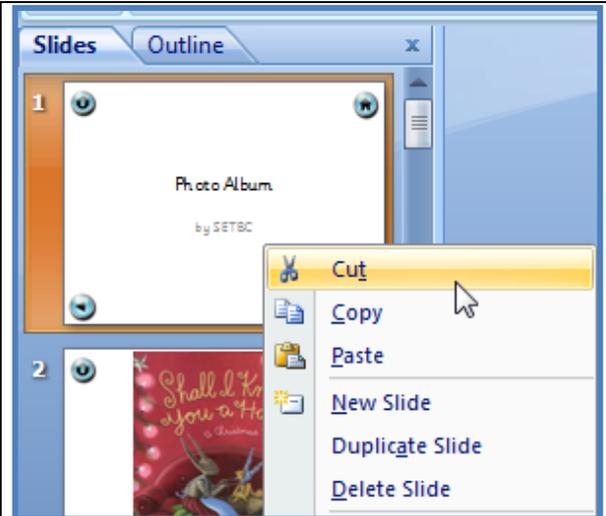
- On the ribbon, **go to Design tab > Background Styles > Format Background**.
- **Select** a colour from the colour palette.
- **Click Apply to All** to change all slides at one time.



2

Finally, the first slide, "Photo Album," can be removed.

- **Scroll to the start** in the Navigation Panel:
- **Click on the Photo Album slide** to highlight it.
- **Right-click ➤ Cut (or Delete Slide).**



3

Move the SET-BC Copyright page to the beginning of your accessible book:

- **Go to the last slide** in the navigation panel.
- **Click on the last slide** in the navigation panel to select it.
- **Right-click ➤ Cut**
- **Go to the first slide** in the navigation panel. **Click to select** it.
- Then **click just above it** until a blinking black line appears.
- **Right-click ➤ Paste**
- The slide will appear above the first slide. (If it appears below it, click on the copyright slide to select it and drag it above the first slide.)

You are done! Consider submitting your accessible book to SET-BC so that other students can enjoy it, too.

