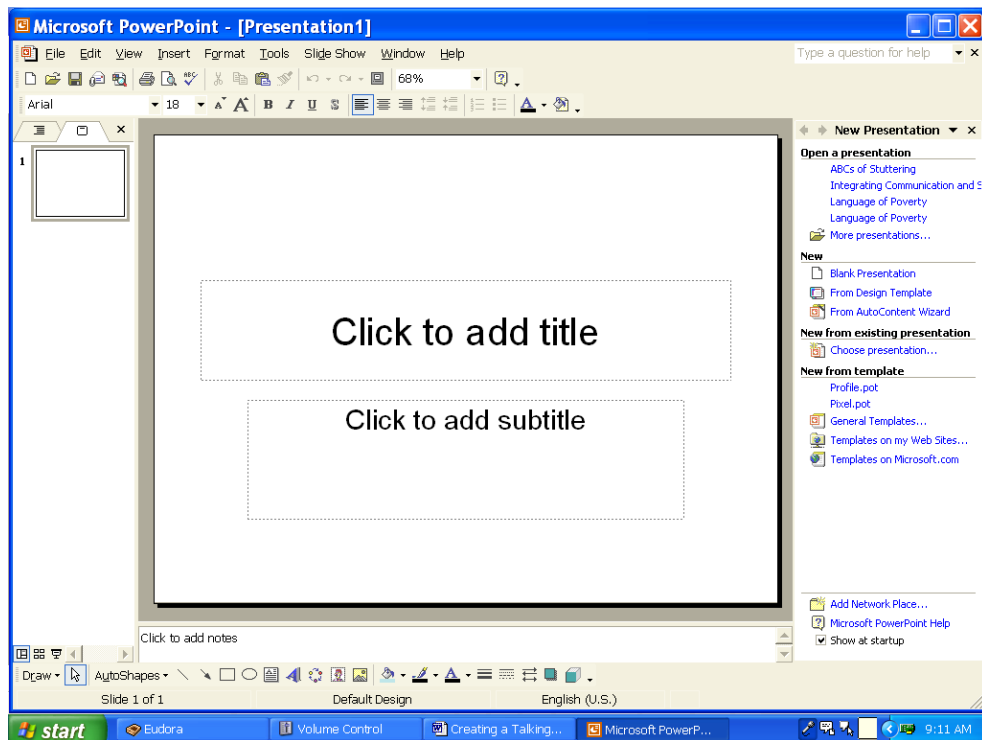


How To Create A Talking Book

Step I: Open a new PowerPoint presentation.

- A. In the center you should see a blank slide containing two text boxes ("Click to add title" and "Click to add subtitle.")
- B. On the right you should see the Task Pane with the heading "New Presentation" and a list of options below it.
- C. On the left is a smaller pane which will show several slides at a time as you add them. Right now there should be only one.
- D. Across the top of the screen are the drop-down menus, the standard toolbar, and the formatting toolbar. At the bottom is the drawing toolbar.



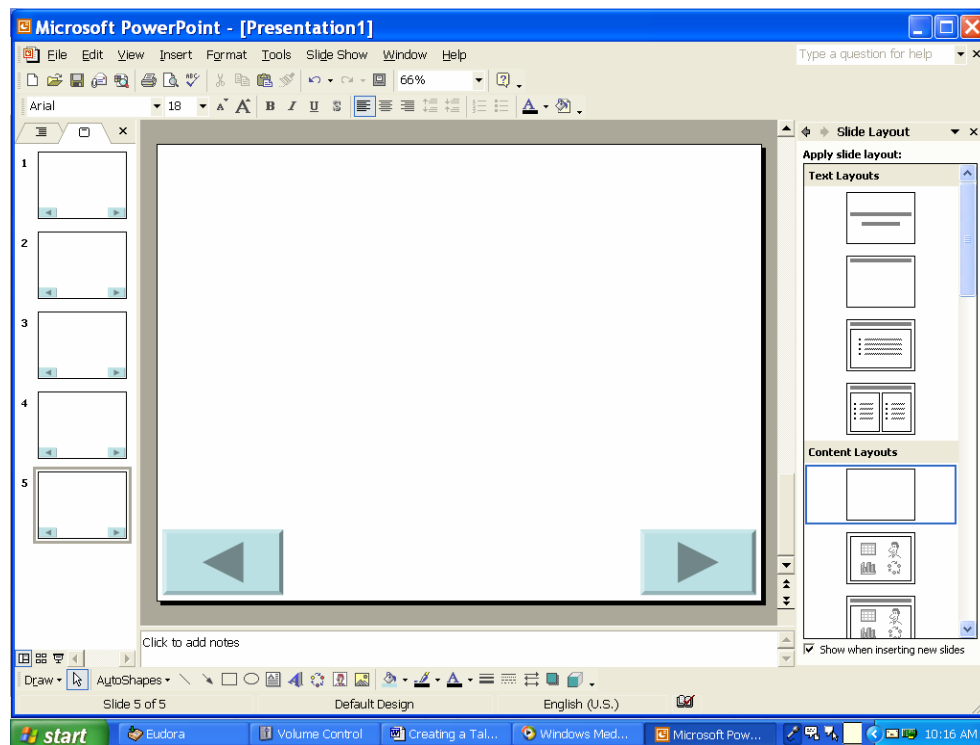
Step II: Choose a blank content layout and insert action buttons. (Make a page template.)

- A. Click the Format menu at the top and select "Slide Layout."
- B. The Task Pane on the right should change to indicate this selection, showing various example layouts for text and content.
- C. Click the first example under "Content Layouts" to select a completely blank slide. The slide in the center should change to indicate this selection.

- D. Click the Slide Show menu at the top, go to "Action Buttons," and select the arrow pointing right (▶). Your cursor will change to a plus sign (+).
- E. Click and hold to drag open and size the action button. Upon release an "Action Settings" dialog box will open with a default hyperlink to the next page. Click "OK." ** When your action button is the size you desire, position it at the bottom-right of your blank slide.
- F. Repeat D and E, selecting the arrow pointing left (◀), sizing and positioning it at the bottom-left of your slide. (**The "Action Settings" dialog box will open with a default hyperlink to the previous page. Click "OK.")

Step III. Insert a page template for every page of your Talking Book.

- A. Click the Insert menu at the top and then select "Duplicate Slide." The small pane on the left should now show two page templates.
- B. Repeat A. until you have the number of pages showing on the left that you need for your book.

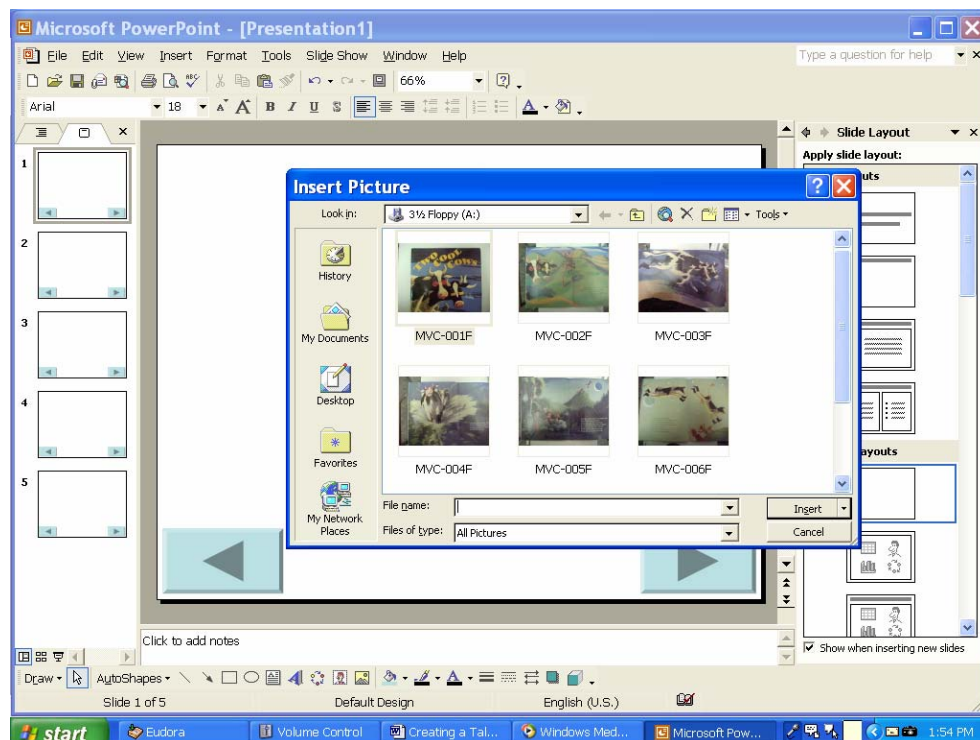


Step IV. Insert your graphics. Use clip art, digital photos of book pages, or images from the web. Size, rotate, and/or crop as necessary. Be sure to leave space for the text.

- A. Using Clip Art: Click the Insert menu at the top, go to "Picture," and select "Clip Art." The "Search for" task pane will appear on the right. In the

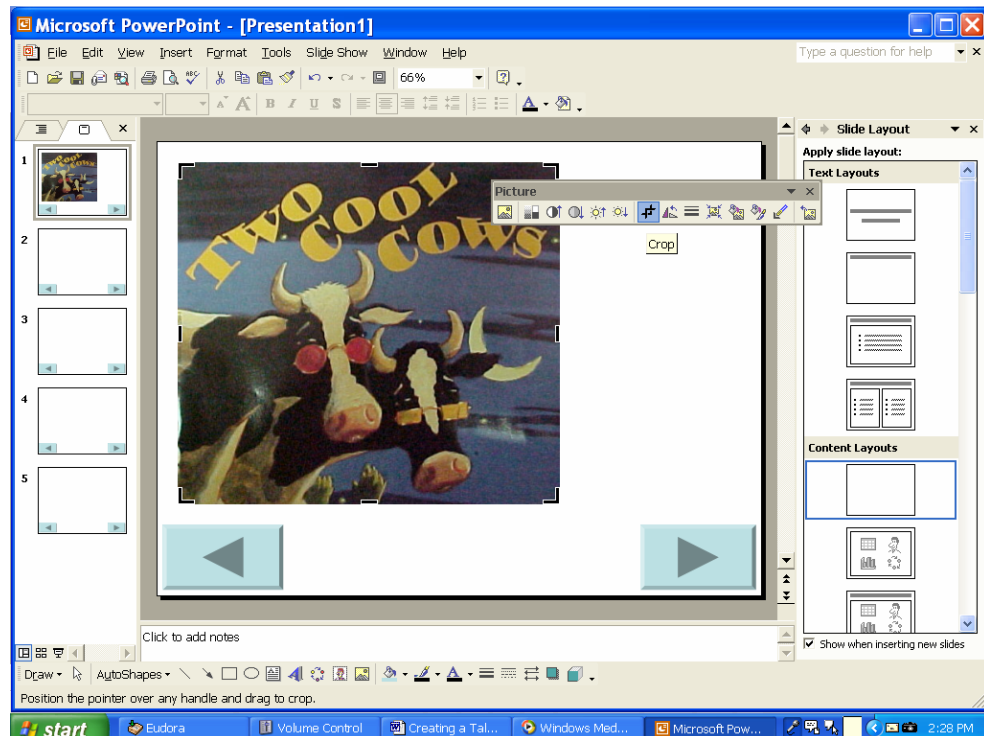
"Search text:" box, type the name of the image you want to find and insert. Press Enter or click "Search."

- B. Scroll through the images that appear and double-click on your choice. [To search for another image, click the "Modify" button toward the bottom of the task pane.]
- C. The picture you choose will appear on your slide.
 1. To move the picture around, click somewhere in the center of the picture and drag. Your cursor will become a cross with arrows on all four ends.
 2. To reduce or enlarge the picture, click on one of the corner circles and drag the picture larger or smaller. Your cursor will become a double-ended arrow. Dragging from the side circles will stretch or compress the picture rather than reducing or enlarging it.
- D. Using From File: Click the Insert menu at the top, go to "Picture," and select "From File." The "Insert Picture" dialog box will open. Be sure you are looking in the file or drive that contains your picture. Double-click on your choice.



- E. The dialog box will close and the picture will appear on your slide. ["Picture" tools may also automatically be added to your toolbar or appear as a separate toolbar. If they don't, click the "View" menu at the top, go to "Toolbars," and select "Picture."]

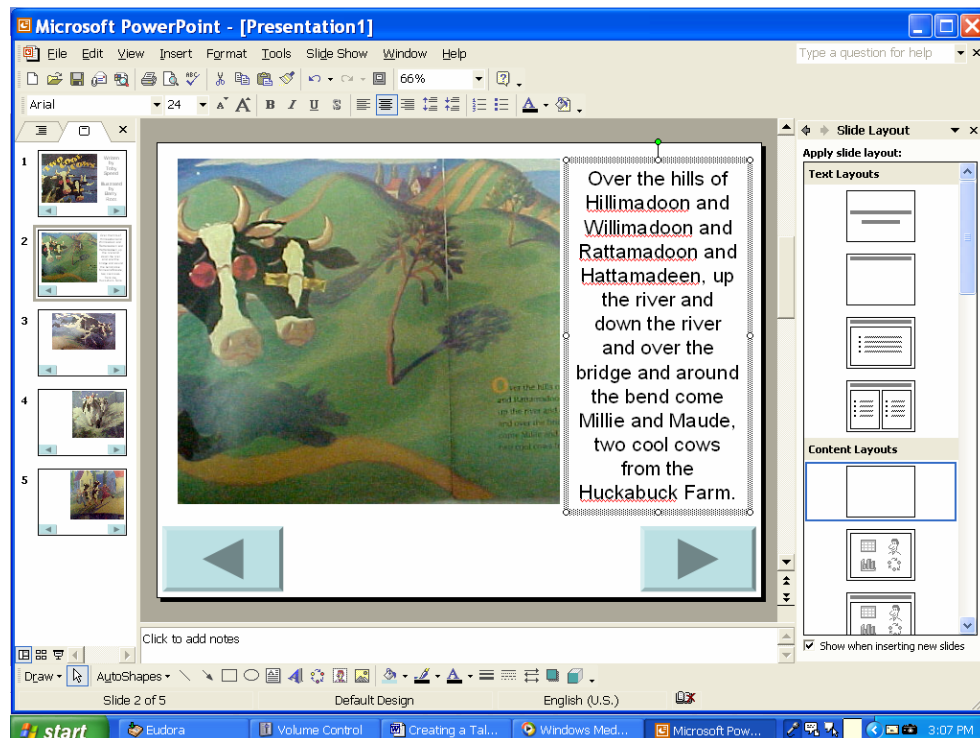
1. To move the picture around, click somewhere in the center of the picture and drag. Your cursor will become a cross with arrows on all four ends.
 2. To reduce or enlarge the picture, click on one of the corner circles and drag the picture larger or smaller. Your cursor will become a double-ended arrow. Dragging from the side circles will stretch or compress the picture rather than reducing or enlarging it.
 3. If you cannot find the edges (circles) of the picture, click the "Format" menu at the top and select "Picture . . .". The Format Picture window will open. [The Format Picture window can also be opened from the Picture toolbar (3rd icon from the end) or by right-clicking the picture and selecting "Format Picture."]
 4. Click the Size tab and reset "Height:" to a more manageable 4 or 5 inches. The "Width:" should change automatically, staying in proportion with height. Click "OK" and the picture (or a corner of the picture) should appear on the slide. Return to steps 1 and 2 immediately above.
- F. To crop off unwanted areas of the picture, click on the "crop" button within the "Picture" toolbar (7th icon). The picture should now have short dark lines at the corners and along each side. Click and drag with your cursor at these points to remove unwanted edges (Your cursor will become a **T** when the crop tool is in use. Click somewhere outside the picture to turn off the crop tool.



- G. If necessary, adjust the clarity of your picture using the "Contrast" and/or "Brightness" buttons on the Picture toolbar. (3rd-6th icons - optional)
- H. If you would like a background color other than white, click the "Format" menu at the top and select "Background." This dialog box will provide you with a drop down menu of colors and fill effects to choose from. Click on your choice and "Apply" to that slide only or "Apply to All" slides. (optional)
- I. Select the next slide (page template) and repeat A-F for all pictures.

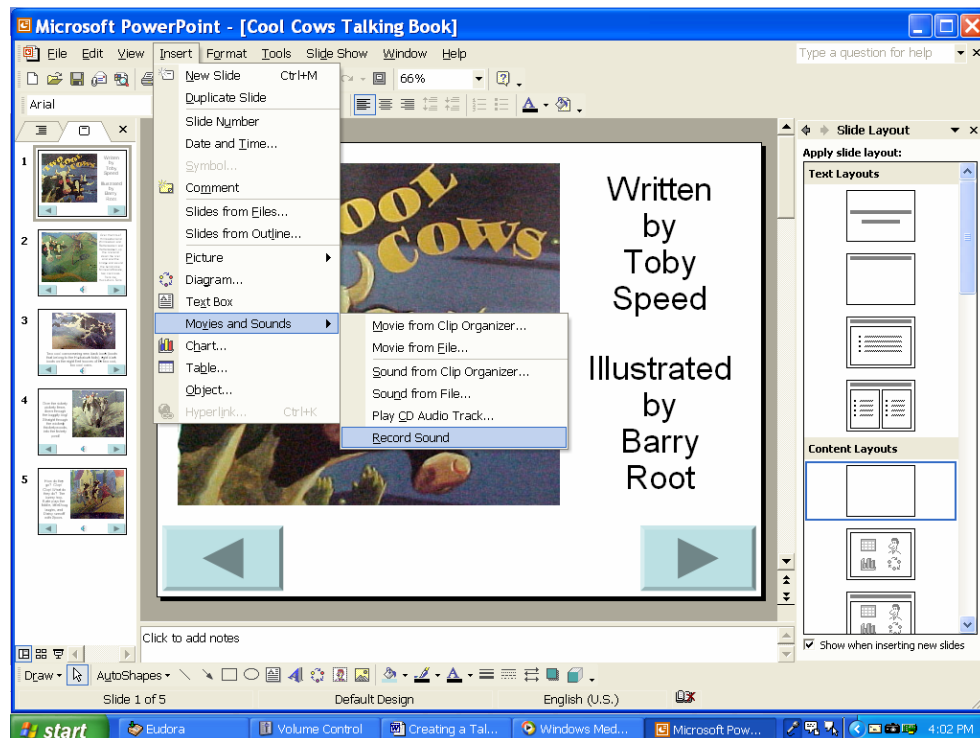
Step V. Insert your text. Use text directly from the book, modify for a lower reading level, and/or create your own story. Adjust textbox size, font, and/or color as desired.

- A. Click the "Insert" menu at the top and select "Textbox." Your cursor will look like a small upside-down cross, but change to a plus sign (+) when you click and drag it open. The textbox will default to the size of the font and give you a flashing line cursor.
- B. Type in your text. The text box should adjust its size automatically to fit the text. When finished, highlight the text and adjust the font style, color, and size as necessary.
- C. To move the textbox, click (exactly) on a border line and drag.
- D. Select another slide (page template) and repeat A-C for each slide.



Step VI. Record and insert your voice/sound.

- A. Click the Insert menu at the top, go to "Movies/Sounds," and select "Record Sound." The "Record Sound" dialog box will open.
- B. When you are ready to read, click the button with the red circle and begin. When you are finished reading that page, click the blue rectangle. To preview what you have recorded, click the blue arrow. Don't worry about naming the sound.
- C. When you are satisfied with your recording, click "OK." A very small speaker will appear in the center of your slide. To enlarge it, click and drag a corner circle. To move it, click and drag in the center and put it where you want it.
- D. Select the next slide and repeat A-C.



Step VII. Review your Talking Book. Edit as necessary.

- A. On the left, click your first slide (page), then click the Slide Show menu at the top and select "View Show." This will put your book into presentation mode.
- B. Click the speaker to hear the text. Click the right arrow to move to the next page. Click the left arrow to move to the previous page. Press the "Esc" (escape) button on your keyboard when finished to return to the normal (working) view.