

If you would like something fun to do with your class have them create a talking book instead of the regular classroom presentation. My students find this fun to do.

Phil

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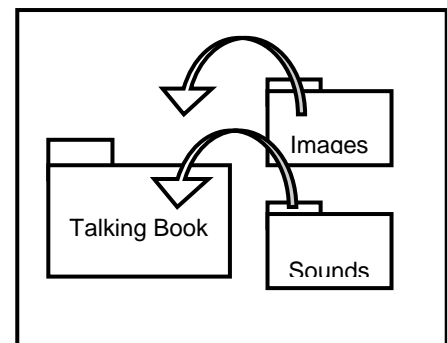
## Creating Talking Books Using PowerPoint XP

Adapted from "How to Create Talking books in PowerPoint 97 & 2000"  
by Richard Walter

*The instructions provided in this document are based on **PowerPoint XP and 2003**. Earlier versions of PowerPoint have similar controls and capabilities but they may not be located in the same place within the workspace. Note, however, that some of the more advanced and specialized animations are not available in earlier versions of PowerPoint.*



### First: Create Folders for your Talking Book

1. Decide where you'll save your talking book.
2. Create a new folder and label it **Talking Book**.
3. Open the Talking Book folder you just created. Create two more folders inside. Label them **Images** and **Sounds**.



### Second: Create Blank Pages

1. Launch PowerPoint.
2. Set up the PowerPoint workspace with the toolbars you'll need:
  - a. Go to the Tools menu → Customize → Toolbars tab.
  - b. Place a checkmark next to the Standard, Formatting, Drawing, and Picture toolbars.
  - c. If necessary, move toolbars off the PowerPoint work area to one side. To do this, click and hold down the left mouse button on the title strip and drag it to a new position.
3. Go to the Format menu → Slide Layout to format the first page to serve as a **template** for all the pages in your talking book.
  - a. Select the Blank Page layout.
  - b. Add page turning arrows.
    - i. Go to the Slide Show menu → Action Buttons. (These can also be accessed from the AutoShapes menu on the Draw toolbar.)

- ii. Select the forward arrow  then click and drag the small cross hair cursor to draw a forward arrow on the page.
    - iii. Click OK in the Action Settings dialogue box.
    - iv. Click and drag the arrow to the lower right-hand corner of the page.
    - v. Repeat steps to place a back arrow  in the lower left-hand corner of the page.
  - c. Add a page turning effect.
    - i. Go to the Slide Show menu → Slide Transition.
    - ii. Select a transition effect from the drop-down list. Remember to select one that will ease the transition between the pages, not one that is garish or distracting.
    - iii. Click Apply to All.
4. Go to the Insert menu → Duplicate slide. **Repeat this step for each page of your book.** This ensures that the buttons and transitions are consistent throughout the book. If you aren't sure how many pages you'll need, just make sure to always leave a blank slide to duplicate as needed as the last slide.
5. Save your talking book in the folder you created.

### Third: Add Text

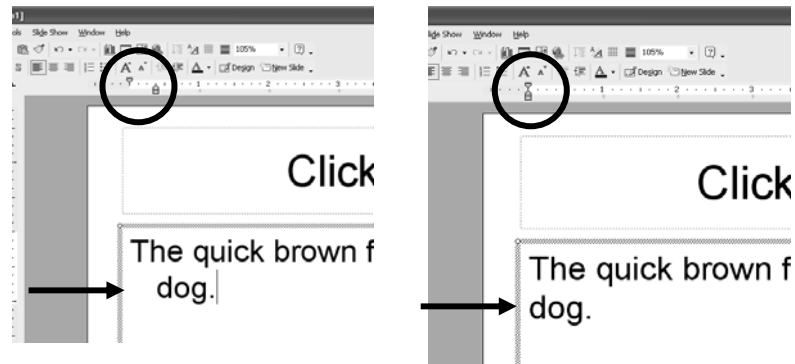
1. Navigate to the first page of your talking book.
2. Go to the Format menu → Slide Layout.
3. Select Title Slide.
4. In the spaces indicated, click to type the book title and subtitle (author's name).
5. Navigate to page two.
6. Go to the Format menu → Slide Layout.
7. Select the slide layout that most resembles the type of slide you'll need.
  - a. **To delete text boxes**, click on the text box border until you see it change to a dotted line, then press the delete key.
  - b. **To move text boxes**, click on the text box border then drag it to a new location.
  - c. **To resize a text box**, click on the text box border, then click and drag the corners of the textbox (in to reduce, out to enlarge).
  - d. **To format text**, highlight the text and use the Formatting toolbar to select font type, size, attributes (bold, italic, underline), alignment, bullets/numbers and indents.



- e. **To remove bullets or numbers**, highlight the text and click the bullets or numbers button on the formatting toolbar.



- f. **To align the text after removing bullets or numbers**, click and drag the lower indent setting found on the horizontal ruler to the left to align with the upper indent setting.



8. Repeat the steps above to add text to each of the book pages.


#### **Fourth: Add Pictures / Images**


Save graphic images in the Images folder you created inside your TalkingBook folder. You may obtain graphic images from any of the following sources:

- Microsoft Office Clip Art
- Microsoft Office Clips Online
- Digital camera
- Scanner
- Download from the Internet
- Create your own with Draw tools (within PowerPoint)

1. To insert a Clip Art image:

- a. Navigate to the appropriate page in your talking book.
- b. Go to the Insert menu → Picture → Clip Art...
- c. Search for the image you wish to insert.
- d. After finding the image you wish to insert, left-click the image once to insert it onto the PowerPoint slide.






- If necessary, resize the image by clicking and dragging on its corners (handles).
- If necessary, crop the image by clicking on the crop tool and then clicking and dragging the corners or sides to the desired crop location. 
- If necessary, reposition the image by clicking anywhere on the image and dragging it to the new position.

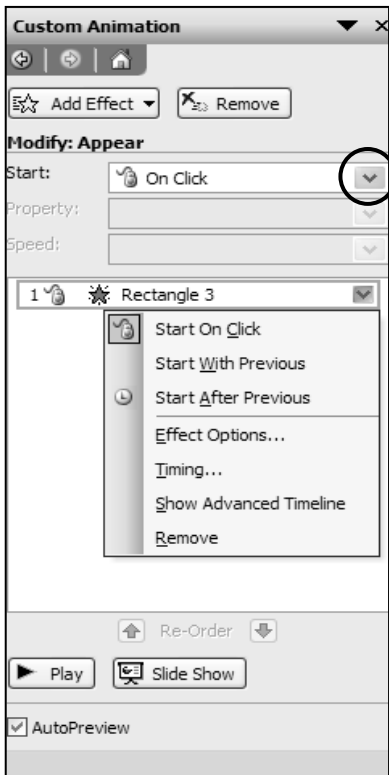
2. To insert a previously saved graphic image obtained from an external source:
  - a. Navigate to the appropriate page in your talking book.
  - b. Go to the Insert menu → Picture → and select From File...
  - c. Select the image to insert.
  - d. Click OK.
    - If necessary, resize the image by clicking and dragging on its corners (handles).
    - If necessary, crop the image by clicking on the crop tool and then clicking and dragging the corners or sides to the  desired crop location.
    - If necessary, reposition the image by clicking anywhere on the image and dragging it to the new position.

**Fifth: Add Animation to Your Text and Images** *(This section was adapted from information found in the Microsoft PowerPoint 2003 Help menu.)*

\*\*\***Caution**\*\*\* Only use animation in meaningful and purposeful ways! Do not add animation just because it's "cute" or "fun." Use it to enhance or add emphasis to specific items on your pages.

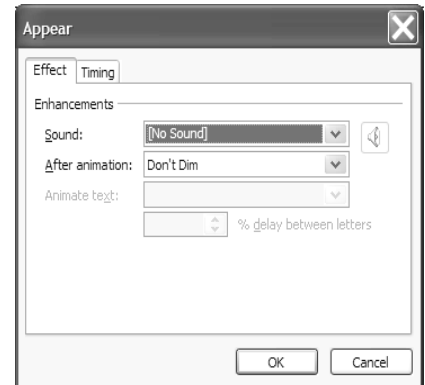
**Add Custom Animation to Text and Images**

1. Display the slide with the text or objects you want to animate.
2. Select the object you want to animate.
3. On the Slide Show menu, click Custom Animation.
4. In the Custom Animation Task Pane, click , and do one or more of the following:
  - If you want to make the text or object enter the slide show presentation with an effect, point to  Entrance and then click an effect.
  - If you want to add an effect to text or an object that is on the slide, point to  Emphasis and then click an effect.
  - If you want to add an effect to text or an object that makes it leave the slide at some point, point to  Exit and then click an effect.
  - If you want to add an effect that makes an object move in a specified pattern, point to  Motion Paths and then click an effect.



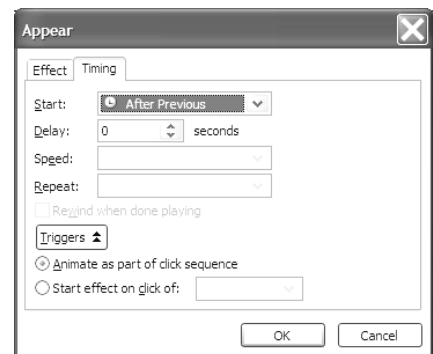
Make adjustments to Custom Animation

1. In the Custom Animation Task Pane, click on the object that has the animation you want to adjust.
2. Click on the drop-down list for that item.
3. Click on Effect Options.
4. Use the Effect tab to:
  - Adjust the sound that plays with the text or object.
  - Adjust what happens to the text after it animates. You can change the text color, dim it, or make it disappear entirely.



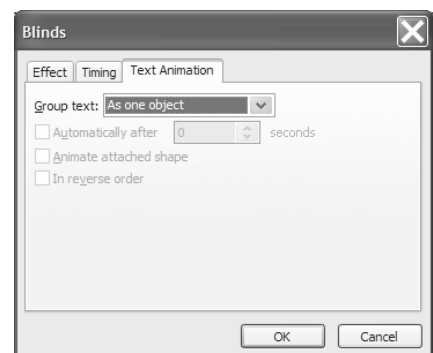
5. Use the Timing Tab to:

- Adjust how the animation starts
- Adjust the delay on the animation
- Adjust the animation speed
- Repeat the animation.
- Change the animation trigger.



**HINT:** If your animation isn't starting automatically, check to make sure it's set to happen either With Previous or After Previous and that the Animate as part of click sequence option is selected.

6. Use the Text Animation tab (available for text animation only) to adjust when and how the text animates.




## Sixth: Add Audio

There is one very important change you must make to PowerPoint before you start to add sounds to your talking book. This is because PowerPoint stores sounds in two different ways:

1. If the sound file is small (ie there is not much speech), the complete sound will be stored within the PowerPoint pages.
2. If the sound file is large (ie 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 – you will get a silent talking book!** You need to alter the settings within PowerPoint to allow larger sound files to be stored within the PowerPoint pages, thus avoiding these problems.
  - a. Click on Tools → Options.
  - b. In the dialogue box, click on the General tab.
  - c. Click in the Link sounds box with files greater than and type in 50000 (which is the biggest number PowerPoint will accept). This ensures that all sound files smaller than 50000Kb (5Mb) are included within each of the pages when you save your talking book. If it's then used on a different computer, the sounds will play correctly. Five Mb is large enough for all your recorded speech files to be included.

To Record Audio:

1. Plug the microphone into the microphone jack in the sound card at the back of the computer. On the computers in the TEC the jack is salmon-colored.
2. Go to the Insert menu → Movies and Sounds → Record Sound.
3. Click on the red record button and speak into the microphone.
4. Click on the black box stop button.
5. Optional: Click in the Name box. Delete the words "Recorded Sound" and give the speech a meaningful name ("Not me said the parrot" rather than just "sound1", or "speech2"). Doing this step is helpful for when you set up the order in which your sounds play in Custom Animation.
6. Click OK.
7. A loudspeaker icon  will then appear in the middle of your page. Click and drag this icon off your slide (if you're planning on having the sound play automatically) or to one of the corners of the page (if you're planning on having readers click the sound icon to listen to the book).

To set the audio to play automatically when the page is turned:

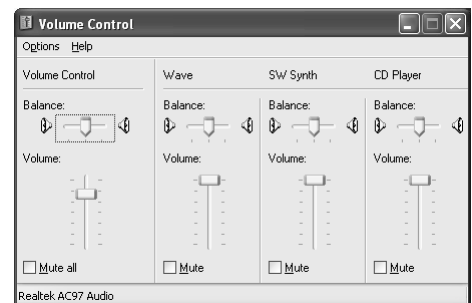
1. Go to the Slide Show menu → Custom Animation.
2. In the Custom Animation dialogue box select the “With Previous” option in the Start drop down menu.
3. Play your slide to make sure it displays correctly.
4. If it doesn’t play automatically, go to the Custom Animation Troubleshooting page at the end of this document.

Troubleshooting your microphone:

1. If your microphone does not work you should check:
  - a. Connections- unplug the microphone and plug it back in.
  - b. Volume Control

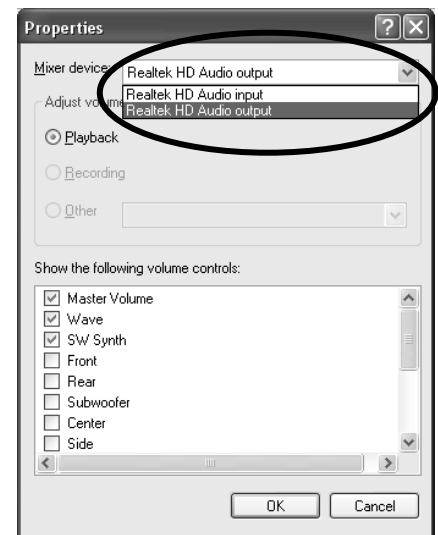


- i. On machines in the TEC, double-click on the Volume Control icon in the lower right-hand corner of the Windows Task Bar.
- ii. In the Volume Control dialogue box, make sure none of the categories are muted.



2. If your microphone records low volume, crackly or fuzzy sound, check the recording volume setting:

- a. Double click on the volume control icon on the right side of the task bar to open the Master Volume dialog box.
- b. Click on Options and select Properties from the drop down menu.
- c. Click the Recording radio button (If the button is grayed out, select the Mixer Device drop down menu and select Audio input.) and then click OK.
- d. Check that the slider control for the input volume is all the way up.




3. If the crackling persists, try a different microphone.

## Sixth: Set Up Your Talking Book

Set up your talking book to be browsed as a Kiosk to ensure the pages of your book turn only when the page turning arrows are clicked. **Note: This will work only if you set your book to advance manually but play animations and sound automatically!**

- a. Go to the Slide Show menu → Set Up Show.
- b. Check the Browsed at Kiosk radio button.
- c. Click OK.

## Seventh: Tips and Tricks for Completing Your Talking Book

1. Save your talking book early on and then frequently as you work on it.
2. To view how it will show as a Slide Show, do one of the following:
  - a. Click on the Slide Show icon button  in the lower left-hand corner of the workspace. This starts the slide show from the current slide.
  - b. Go to the Slide Show menu → View Show. This starts the slide show from the first slide.
  - c. Press F5. This starts the slide show from the first slide.
3. When your talking book is complete you will need to save it as a PowerPoint Show so that it immediately opens in the Slide Show view. To do this:
  - a. Go to the File menu → Save As.
  - b. Check to make sure the name of your talking book is correctly displayed in the File Name box.
  - c. Select PowerPoint Show from the Save As Type box.
  - d. Make sure you are saving the book into the folder you created earlier, then click on Save.
4. Troubleshooting Tips
  - a. Use the PowerPoint Help menu! When you search in Help, remember to use terms that PowerPoint uses. For example, if you can't remember how to animate something, search Help for "Custom Animation". You can find terms to search by looking in the drop-down menus.
  - b. The online Microsoft courses can help you review how to use many PowerPoint features. They are available at:  
<http://office.microsoft.com/en-us/training/CR061832731033.aspx>