

Google Slides - Make an Accessible Book

Introduction

Google Slides is a free presentation program that can be used to make an accessible book. Since the book is designed online, it can be accessed from any device.

Design the format of the book before you begin. Decide on necessary features such as the size and location of images, text, navigation elements, and colour contrast.

Google Slides does not have a text to speech option; therefore, you must record the story using audio software.

Learning Objectives

Completing this tutorial will give you experience:

- Creating an accessible book in Google Slides.
- Recording your voice in Vocaroo.
- Linking a sound file from Google Drive to Google Slides.

This tutorial assumes that

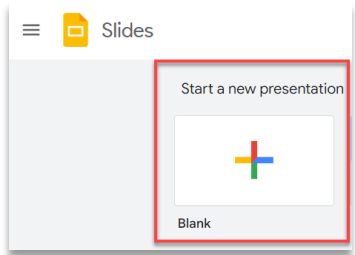
- You have a Google account.
- You are familiar with the basic features of Google Slides.
- You have a microphone attached to your computer (internal or external).

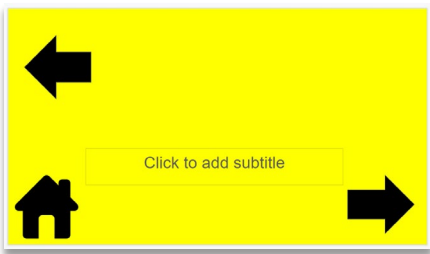
Case Study

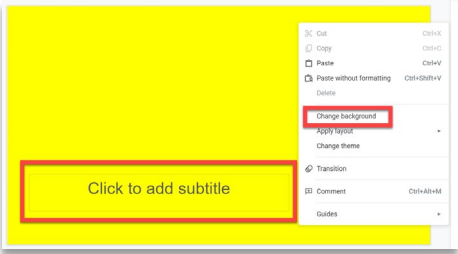
Ashley is a grade 2 student who enjoys stories but is not able to physically hold a book. She uses a mouse and her computer to turn pages on eBooks and prefers text and images with high colour contrast. Ashley's work with accessible books promotes her goals of independence, motor skills, and literacy.

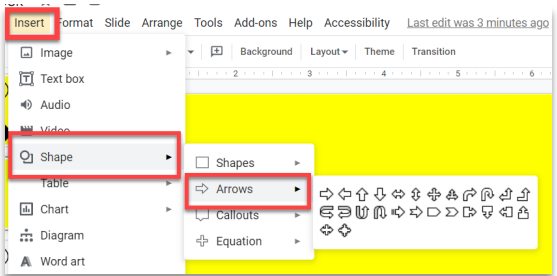
Setting Up a Slide

Step	Instruction	Visual
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- | | | |
|---|--|--|
| 1 | Login to your Google account. |  |
| | Launch Google Slides. | |
| | Start a new Blank presentation. | |

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|---|---|---|
| 2 | Slide 1 |  |
| | Design a slide that contains all the layout and navigation elements needed for the student to access the book. | |

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|---|---|--|
| 3 | Sample layout: |  |
| | Create a text box at the bottom. | |
| | Leave blank space at the top for an image. | |
| | Change the colour of the slide: Right-click the slide; click Change Background . | |

- | | | |
|---|------------------------------|--|
| 4 | Add Forward and Back Arrows: |  |
| | Click Insert menu | |
| | Choose Arrows. | |
| | Click the forward arrow. | |

Step	Instruction	Visual
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Drag and drop the arrow onto the slide.

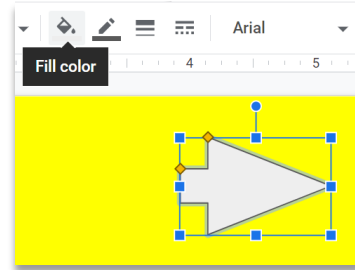
Drag the corners to resize it.

5

Select the arrow to open the Format toolbar.

Choose **Fill Color** to change the colour of the arrow.

Repeat process with left arrow.



Choose a Home icon.

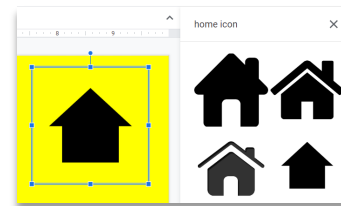
Click Insert.

6

Choose Image, Search the Web.

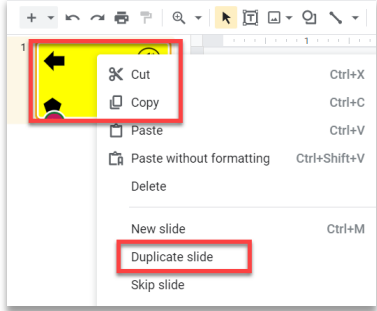
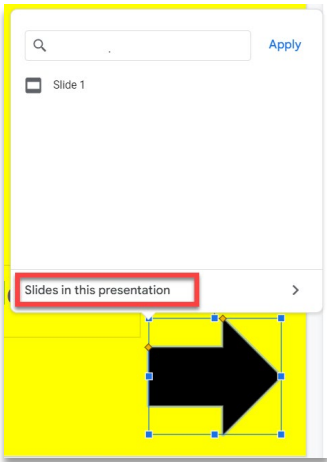
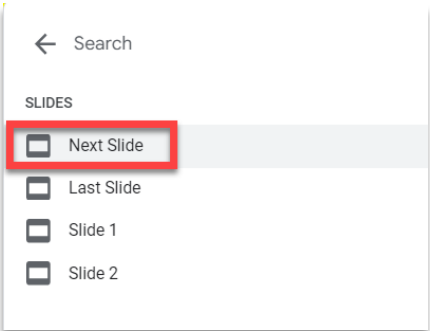
Search "Home icon"

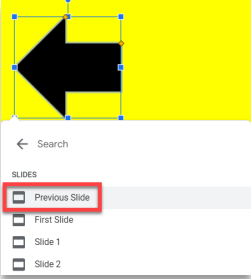
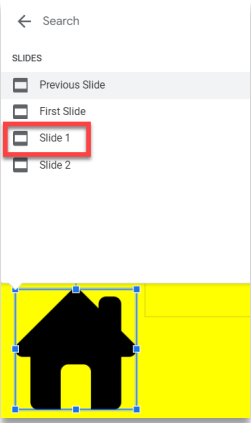
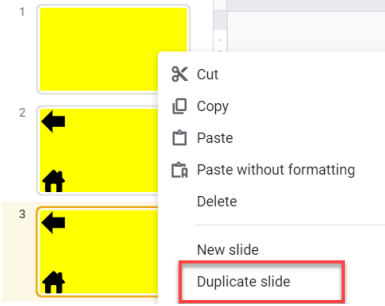
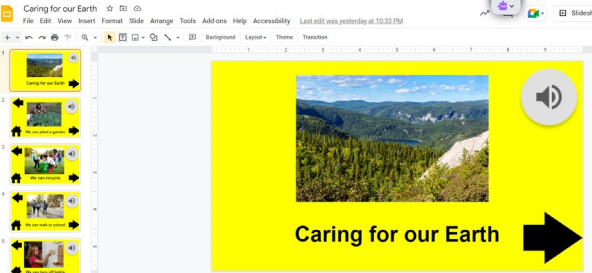
Drag and drop the icon to the slide.



Linking Slides

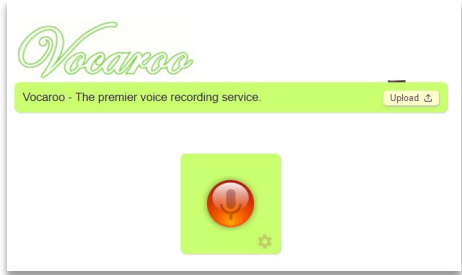

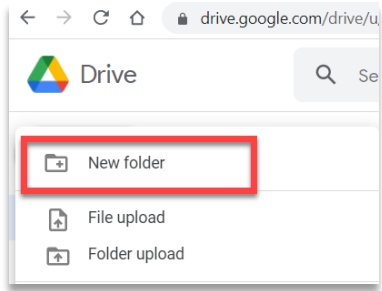
To set up links, you need to start with 2 slides.

Step	Instruction	Visual
7	Click Slide 1 in the navigation panel and choose Duplicate Slide .	 A screenshot of a context menu in a presentation software. The menu items are: Cut (Ctrl+X), Copy (Ctrl+C), Paste (Ctrl+V), Paste without formatting (Ctrl+Shift+V), Delete, New slide (Ctrl+M), Duplicate slide (highlighted with a red box), and Skip slide.
8	Click Slide 2 on the navigation panel. Right-click the Forward (Next) arrow. Press Link Choose Slides in this presentation .	 A screenshot of a navigation panel. At the top, there is a search bar and an 'Apply' button. Below that, 'Slide 1' is listed. At the bottom, there is a large black arrow pointing right, which is the 'Next' navigation arrow. Below the arrow, the text 'Slides in this presentation' is highlighted with a red box.
9	Choose Next Slide	 A screenshot of a 'SLIDES' list. The list contains: Next Slide (highlighted with a red box), Last Slide, Slide 1, and Slide 2.

Step	Instruction	Visual
10	<p>Click Slide 2.</p> <p>Right-click the Left (Back) arrow Choose Link Click Slides in this presentation.</p> <p>Choose Previous Slide.</p>	
11	<p>Click Slide 2</p> <p>Right-click the Home icon. Choose Link. Click Slides in this presentation.</p> <p>Choose Slide 1.</p>	
12	<p>Slide 2 has all the necessary navigation links programmed.</p> <p>Duplicate Slide 2 as many times as needed.</p>	
13	<p>Insert pictures and text into each slide.</p>	

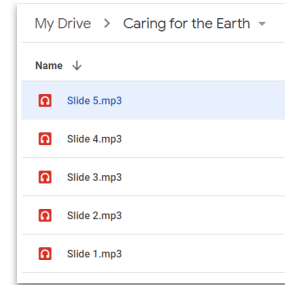
Recording Voice Narration

The audio for each page of the story needs to be recorded by a human voice using audio software. The audio files need to be added to Google Drive.

Step	Instruction	Visual
14	<p>Connect an external microphone, if desired.</p> <p>Go to vocaroo.com.</p> <p>Press the red button to begin recording.</p> <p>Press Stop when done.</p>	 <p>The screenshot shows the Vocaroo website interface. At the top, the Vocaroo logo is displayed in a green script font. Below the logo, there is a green navigation bar with the text "Vocaroo - The premier voice recording service." and an "Upload" button with a downward arrow. In the center of the page, there is a large red circular button with a microphone icon inside, which is used to start recording. A small gear icon for settings is located to the right of the red button.</p>
15	<p>When done, click Save and Share.</p> <p>Select Download.</p>	 <p>The screenshot shows the Vocaroo website interface after recording. The red recording button is now a play button. Below the play button, there is a progress bar showing a duration of 00:00. At the bottom of the interface, there are several options: "QR Code", "Embed", "Download" (highlighted with a red box), and "Delete". The "Download" button has a downward arrow next to it.</p>
16	<p>Create a folder with the audio files:</p> <p>Open Google Drive.</p> <p>Create a New Folder.</p> <p>Add the downloaded audio file to the folder.</p>	 <p>The screenshot shows the Google Drive interface. The address bar at the top displays "drive.google.com/drive/u". Below the address bar, the Google Drive logo is visible. A dropdown menu is open, showing three options: "New folder" (highlighted with a red box), "File upload", and "Folder upload".</p>

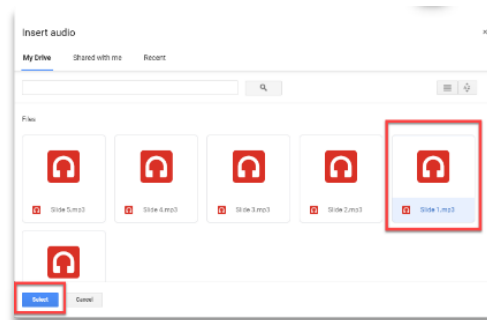
Step	Instruction	Visual
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17 Continue the process until you have the audio files for each slide.
 Suggestion: rename each audio file to match the organization of the book. (page 1, page 2, etc.)

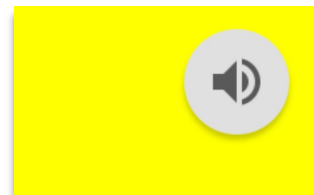


18 Open the **Google Slides** presentation.
 Select Slide 1.

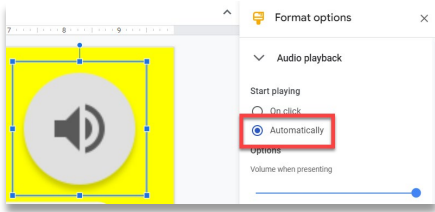
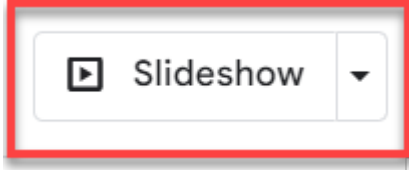
Open the **Insert** menu.
 Click **Audio**.
 Choose **My Drive**
 Click the **audio file** for Slide 1.
 Press **Select**.



19 **Drag and drop** the audio icon to move and **resize** it as desired.



Setting Up Automatic Narration

Step	Instruction	Visual
20	<p>Click the audio icon.</p> <p>In the Format Options menu, choose Start Playing Automatically.</p> <p>Repeat this process for each page.</p>	
21	<p>Confirm your programming by starting the slideshow.</p> <p>Make sure the links and audio files are working as desired.</p>	

Implementation Tips:

1. Provide **visual feedback** by setting up a **Transition** between slides so there is movement between pages.
2. **Copy** a SET-BC Google Slides book **template** to save time programming the slides.

