

PowerPoint - Make an Accessible Book

Introduction

Accessible books can be created in several different file formats including PowerPoint (.ppt). Colour scheme, text size, and icon location can all be customized to provide students access to the resource. If the book is meant to be read aloud, there is an option to record a human voice to accompany each slide.

The books can be created with / for the student on a variety of topics. If a specific book is required, such as a picture book, pages can be scanned and added as images on the PowerPoint slides. However, copyright guidelines must be followed.

Learning Objectives

Completing this tutorial will give you experience:

- Creating a PowerPoint presentation.
- Creating navigation links in PowerPoint.
- Adding audio recordings.

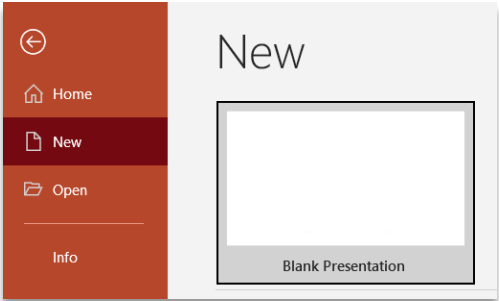
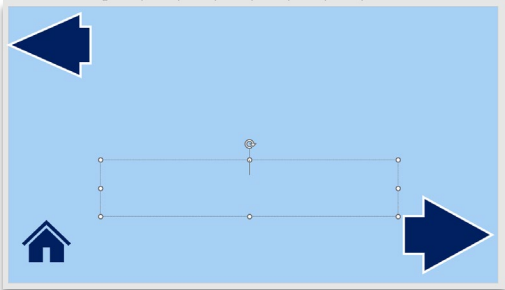
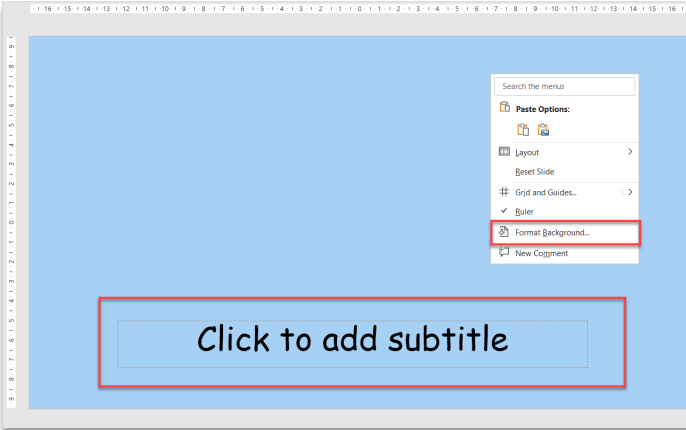
This tutorial assumes that you have:

- Basic familiarity with PowerPoint.
- A microphone (internal or external).
- The text and images of the book have been planned and prepared.

Case Study

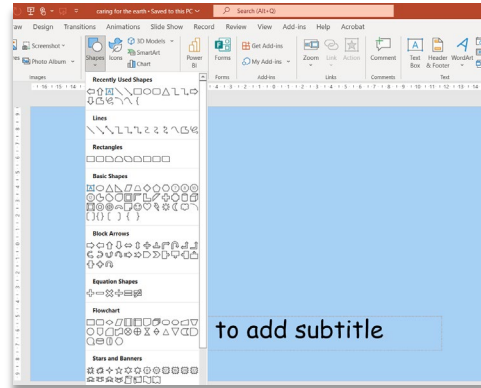
Ashlee is a student in grade 2 who enjoys stories but is not able to physically a book. She uses a computer for learning activities. Using a mouse, Ashlee can independently turn the virtual pages and listen to her accessible book. She is motivated to 'read' the same book many times. With this repetition, Ashlee is learning new vocabulary and sentence patterns. She can also lead her classmates in group listening activities using this technology. Ashlee's work with accessible books promotes goals for literacy, independence, communication, motor skills, and social interaction.

Setting Up a Slide

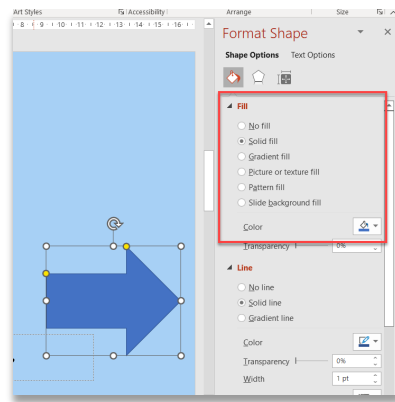
| Step | Instruction | Visual |
|------|---|---|
| 1 | <p>Launch PowerPoint.</p> <p>Select New and then Blank Presentation.</p> |  <p>The image shows the PowerPoint 'New' screen. On the left is a navigation pane with 'Home', 'New', 'Open', and 'Info' options. The 'New' option is highlighted. On the right, a large white box labeled 'Blank Presentation' is shown, indicating the selection of a new blank presentation.</p> |
| 2 | <p>Design a slide that contains all the layout and navigation elements needed for access.</p> <p>This slide will be duplicated as many times as required.</p> |  <p>The image shows a slide with a light blue background. It features a large blue arrow pointing left in the top-left corner, a small blue house icon in the bottom-left corner, and a large blue arrow pointing right in the bottom-right corner. A horizontal line with a central dot and vertical end-caps is positioned in the middle of the slide.</p> |
| 3 | <p>Sample layout:</p> <p>Create a text box at the bottom.</p> <p>Leave space at the top for an image.</p> <p>Right-click the slide. Choose Format Background. Change the colour of the slide, if desired.</p> |  <p>The image shows a slide with a light blue background. A context menu is open in the top-right corner, listing options like 'Paste Options', 'Layout', 'Bulleted List', 'Format Background...', and 'New Comment'. The 'Format Background...' option is highlighted with a red box. At the bottom of the slide, there is a text box containing the text 'Click to add subtitle'.</p> |

| Step | Instruction | Visual |
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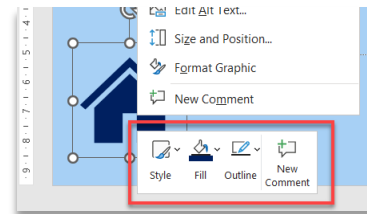
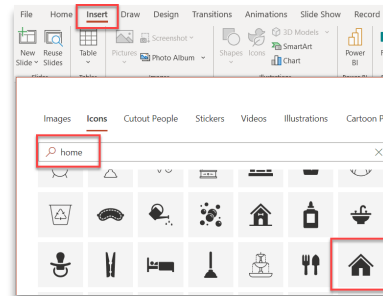
4 Add Forward and Back Arrows:
 Click **Insert** menu
 Choose **Shapes**.
 Click a front arrow.



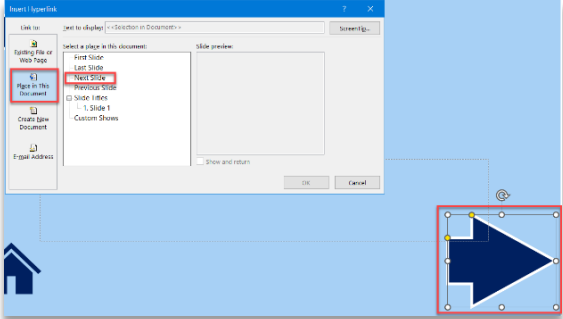
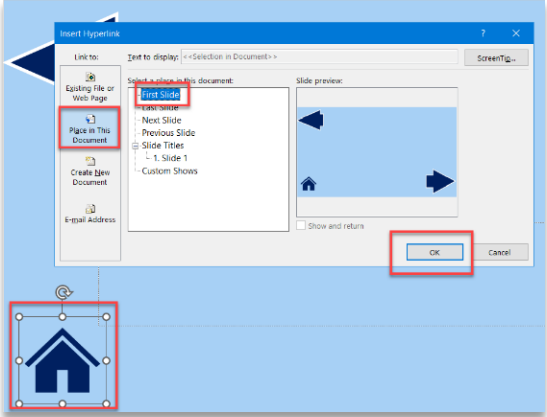
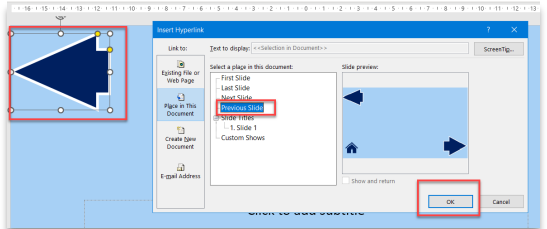
5 **Drag and drop** the arrow onto the slide.
Drag the corners of the shape to **resize** it.
Right-click to change the **colour** of the arrow.



6 Choose a **Home** icon:
 Click **Insert**.
 Choose **Icons** menu
Search for Home icon
 Click **Insert**
Right-click the icon to open the menu for changing the colour of the icon.



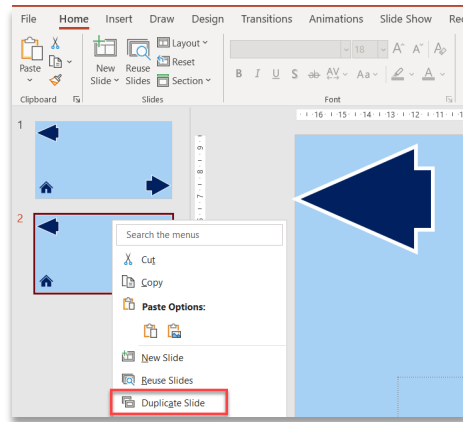
Setting Up Links

| Step | Instruction | Visual |
|------|---|--|
| 7 | <p>Linking the “Next page” arrow:</p> <p>Right-click the arrow. A menu will appear. Select Link.</p> <p>A pop-up menu will appear.</p> <p>The Link to menu should be Place in This Document.</p> <p>Choose Next Slide.</p> <p>Press OK.</p> |  |
| 8 | <p>Linking the Home icon:</p> <p>Right Click the icon.</p> <p>Select Link</p> <p>Choose First Slide.</p> <p>Press OK.</p> <p>This Home icon will link back to the beginning of the book.</p> |  |
| 9 | <p>Repeat the process with the left arrow.</p> <p>Select Previous Slide as the link.</p> |  |

Step Instruction Visual

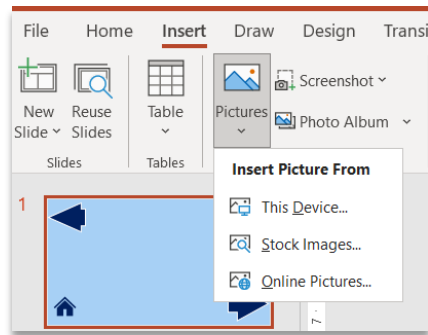
10

Add more slides by right clicking the slide in the navigation panel and choose **Duplicate Slide**.



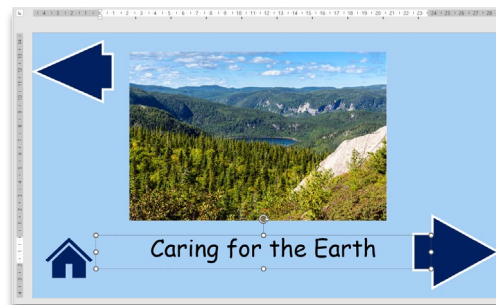
11

To insert a picture:
Click **Insert**, then **Pictures**.
Choose the source of the picture – the computer or online.



12

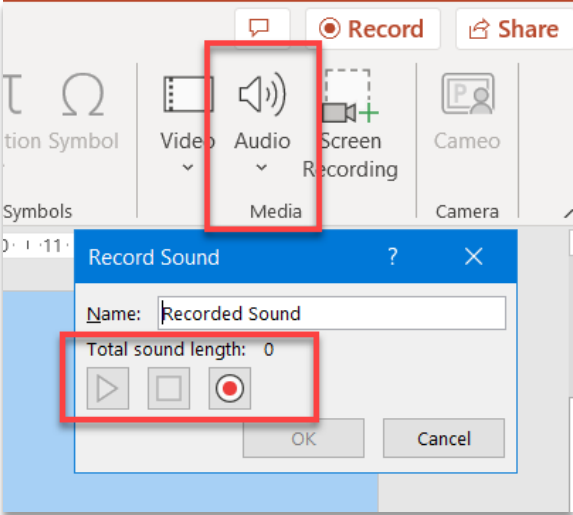
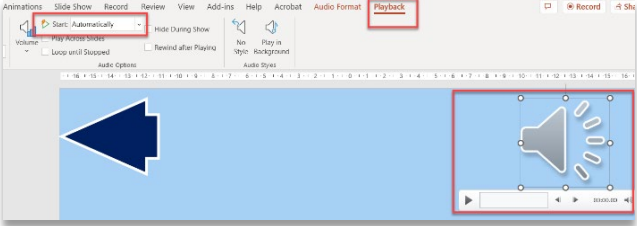
Add text to the **text box**.



Recording Audio

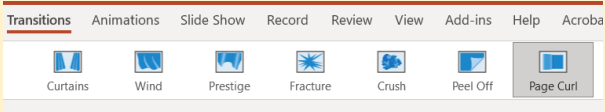
If the book is meant to be read aloud, you will need to record the audio for each slide.

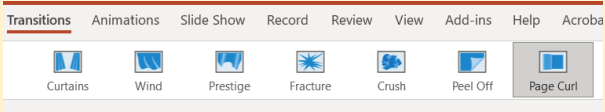
Connect an external microphone, if desired.

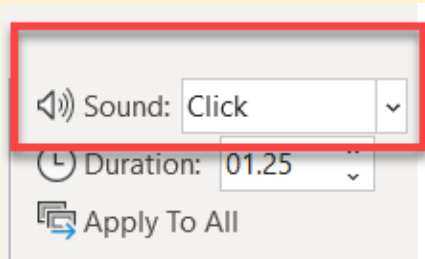
| Step | Instruction | Visual |
|------|---|--|
| 13 | <p>Go to Insert menu.</p> <p>Choose Audio, then Record Audio.</p> <p>Click the red button to start recording. When done, click the stop icon. An audio icon will appear on the slide.</p> <p>Arrange the size and the location of this icon on the slide.</p> <p>Repeat for each slide.</p> |  |
| 14 | <p>Optional: Play audio automatically:</p> <p>Click the audio icon</p> <p>Choose the Playback tab on the Home menu.</p> <p>In the Start toolbar, there is a drop-down menu.</p> <p>Choose Automatically. or In Click Sequence, depending on your version of PowerPoint.</p> |  |

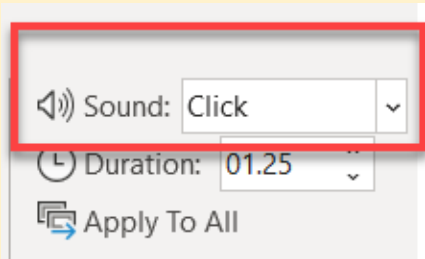
Implementation Tips

| Step | Instruction | Visual |
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|---|---|--|
| 1 | Provide visual feedback by setting up a Transition between slides so there is movement between pages. |  |
|---|---|--|



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|---|--|--|
| 2 | Provide auditory feedback by setting up a Transition between slides to make a click sound. |  |
|---|--|--|



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|---|--|--|
| 3 | Colour contrast between the text and the background may help students with low vision see the content. | |
|---|--|--|

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|---|---|--|
| 4 | Download a SET-BC PowerPoint book template to save time programming the slides. |  |
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