

Accessing ARC-BC PowerPoint Books with Eye Gaze

1. Getting PowerPoint Read Aloud Books from ARC-BC

- i. Set up an account with ARC-BC (www.arc-bc.org).
- ii. After logging in, click “Search” to look for a specific title.
- iii. To see all available PowerPoint Show books, click “Advanced Search.” Under Filter by File Format, click and drag, selecting both “.pps” and “.ppsx” file formats, then click “Search.”
- iv. Select a title, then scroll down to select the .pps/.ppsx files to add to cart.
- v. Scroll up to select **View Cart > Check out > [select student] > read the terms & conditions > Continue > Download.**
- vi. Go to Downloads folder, open the downloaded .zip file from ARC-BC and extract the files.

2. Configuring the PowerPoint (.pps/.ppsx) File

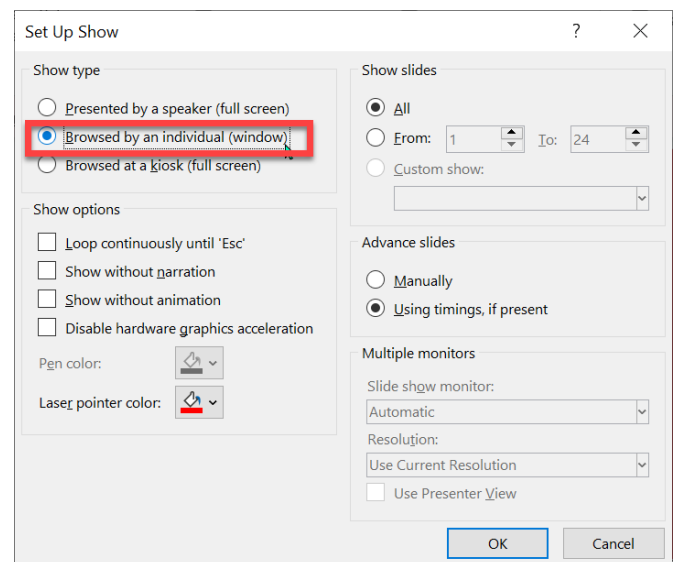
- i. Install MS Office (www.office.com) business version and log in with the student’s school email address.

ii. Open the pps file with desktop version of PowerPoint.

- a. Launch MS PowerPoint.
- b. Go to Open > Browse.
- c. Navigate and open the .pps/.ppsx file downloaded from ARC-BC, which by default would be in the “Downloads” folder.

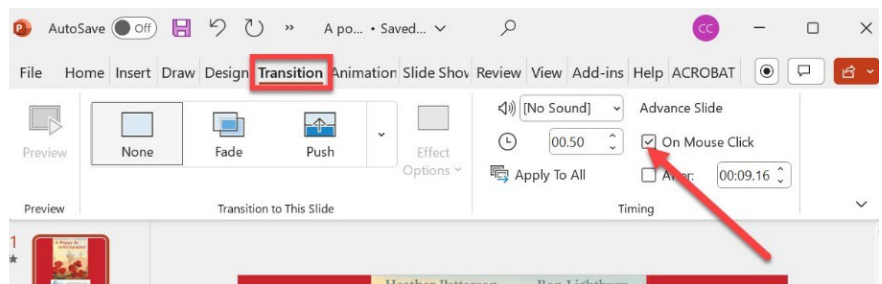
iii. Set up slide show to run in individual window.

- a. With the book opened in PowerPoint, go to the **Slide Show tab** at the top of the window.
- b. Go to Slide Show > Set Up Slide Show.
- c. Select Browse by an individual (window) and click OK.



iv. Deactivate advance slide on mouse click.

- a. Select the first slide of the book.
- b. Go to the **Transitions** tab and deselect Advance Slide “On Mouse Click”.
- c. Repeat for all the slides.
- d. *Note: it is important to repeat this step for each individual slide. Selecting all the slides and then removing “Advance Slide On Mouse Click” for all will result in loss of the audio recording saved in the transition.*



v. Save and exit.

- a. Go to File > Save, and close out of the file.

3. Importing and Using the Grid 3 Template



i. Import the Grid 3 template.

- a. **Launch Grid 3.**
- b. Click on the **hamburger button** at the top left corner and select **Add Grid Set.**
Select **Online Grid.**
- c. In the search box on the top right corner, **type "PowerPoint Show Reader."**
- d. Select the **PowerPoint Show Reader** icon > click **Next > Add.**
- e. The template is now added to the last page of the Grid Explorer.

ii. Using the Grid 3 template

- a. Click on the icon of the template to launch the pageset.
- b. **Click on the "P"** to start PowerPoint.
- c. **Wait about 8 seconds** for the PowerPoint to dock to the left and the "turn-page" button to dock to the right.
- d. In the PowerPoint window, **select the .pps/.ppsx file** you have made changes to in step #2.
- e. Click on **Slide Show > From Beginning** to start viewing.
- f. Click on the advance button to test out the file.
- g. Try accessing the book with eye gaze; consult with SLP and OT to adjust eye gaze settings and optimize access.

4. Importing and Using the Communicator 5 Template

i. Download and Import the Communicator 5 template.

- a. Go to [Tobii Dynavox Pageset Central](#) website.
- b. Search for PowerPoint Show Reader. Scroll down and click **Download.**
- c. **Launch Communicator 5.**
- d. Touch & Hold or Right click to select **Edit Home Page> Add Pageset.**
- e. Select "Downloads" on the left hand side.
- f. Select **"PowerPoint Show Reader.cddx."** Click on the checkmark to add the pageset.

ii. Require looking away before reselecting.

- a. Touch & Hold or Right click to select **Advanced Settings.**
- b. In the **Input** tab > **Gaze Interaction Settings**
- c. Select **Activation**, select **Change**, and ensure to tick the box next to **"Leave button before reselect."**
- d. Close and exit out of settings back to the home page.

iii. Using the Communicator 5 template

- a. On the home page, click on the **PowerPoint Show Reader icon.**
- b. Click on the "P" to open **PowerPoint.**
- c. **Wait 8 seconds** for the PowerPoint window and the advance button to dock.
- d. In the PowerPoint window, **select the .pps/.ppsx file** you have made changes to.
- e. Click on **Slide Show > From Beginning** to start viewing.
- f. Click on the advance button to test out the file.
- g. Try accessing the book with eye gaze; consult with SLP and OT to adjust eye gaze settings and optimize access.