

Creating Talking Books

PowerPoint 2010

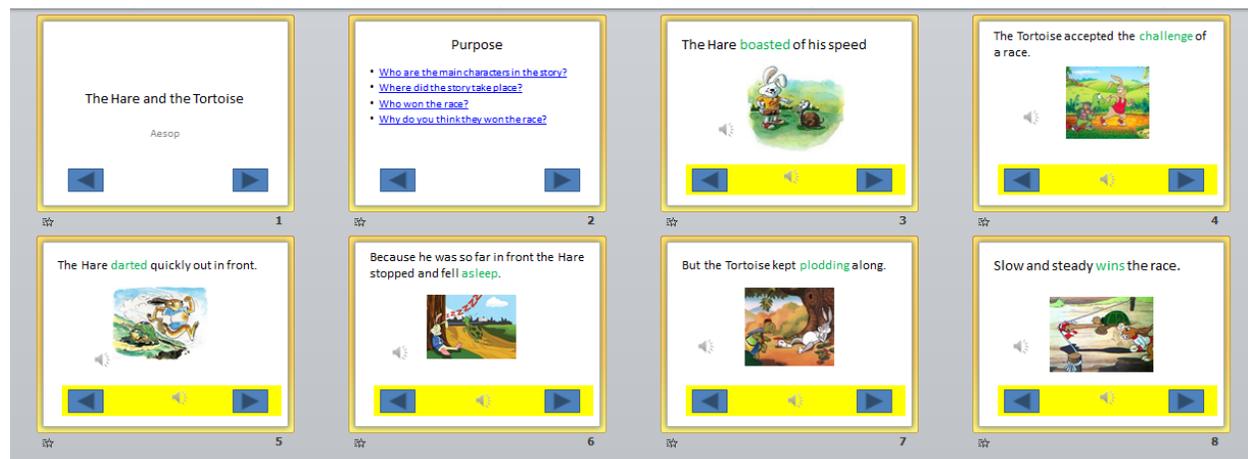
Ideas adapted from

- Phyl Macomber

www.aboutTHEPACT.com

Learn about, Read about, Write About, Talk about

- Dr. Caroline Musselwhite, www.aacintervention.com



Follow up- within two weeks create a talking book with a minimum of 6 pages. Create at least one additional activity from the book. Send the follow up through email to lourdes.day@polk-fl.net or through courier to Lourdes Day FDLRS RT E. Remember to complete and sign the ARROW.

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Creating Talking Books With PowerPoint 2010

Why create PowerPoint talking books?

Using a tool such as PowerPoint to create digital books gives children a fun and creative way to improve literacy skills. PowerPoint books can be played back on a computer so students who are unable to physically turn pages can use an interface and a switch to move to the next slide. Students and teachers can create projects ranging from big books to research presentations in a new and exciting format. This is a great way to provide auditory and visual information. Save them to a flash drive, CD or email them home so that students can share their creations with their families. A free PowerPoint Viewer is available by searching for PowerPoint Viewer on the web.

<http://www.microsoft.com/download/en/details.aspx?displaylang=en&id=6>

Create a Folder

Create a folder for each book as a way to organize and store the imported media for the book.

1. **Right** click on the desktop or in the “My Documents” folder.
2. From the submenu choose **New** and then **Folder**.
3. Don’t Click. Simply **type** the name of the folder and it will replace the highlighted “New Folder”, title with the preferred name. (*For our example name the folder “PP Talking Books”*)

Launch PowerPoint 2010

1. Click on the **Start** Menu.
2. Choose **Programs**.
3. Click on **Microsoft Office** and choose **Microsoft Office PowerPoint 2010**.

Title the Slide

PowerPoint will open with the **Title** slide. Type your title and author in the text box.

*(For our example, type “**Book Title**” in the title and “**author**” in the subtitle. We will be saving this first as a template so we can use it when creating future books)*



Insert a Slide

Dr. Caroline Ramsey Musselwhite, www.aacintervention.com, suggests for struggling readers that only one purpose question be presented at a time. In our example we will create a “Purpose” slide that we can hyperlink to the start of the book later.

You can insert slides as you need them or start with several slides and add and delete as you create. You may add a slide in two ways:



New Slide Option- Click on the down arrow by the **New Slide** option (**Home Ribbon**), a submenu appears, click on the desired slide theme.

- If you click on the **New Slide** button itself the **Title** and **Content** slide (default slide) will appear.
- If after the second slide you choose a different layout, pressing the new slide button will copy the previous layout.



CTRL + M – automatically insert the **Title and Content slide**. This slide is the most common and can be used to type text and insert clipart, graphs, pictures and other media

- You may use the **Title and Content Slide** to type purpose questions for the book. We will learn how to hyperlink the purpose slides later.
- Add another slide to begin your story

For our example, we will use the Title and Content layout and type “Purpose” in the title box.

- If after the second slide you choose a different layout, pressing the CTRL + M button will copy the previous layout.

Change a slide

Once a slide is inserted you may change the slide arrangement by choosing the **Layout** button on the **Home** tab and clicking on the preferred layout.

*For our example slide 3 we will be a **Title Only** slide.*



Duplicate the Text Box (optional)

Creating a second “Title” text box which contains the navigation arrows, comments and reading icons is helpful for students with emerging literacy skills and those who are nonverbal.

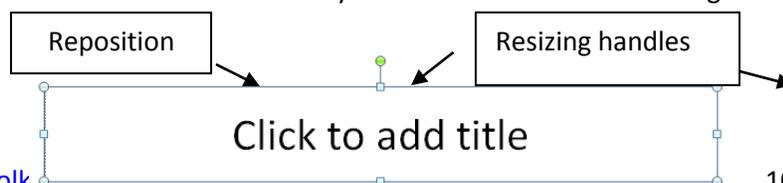
1. Double click on the **perimeter** of the **title text box** so that the border changes from dashed lines to a solid outline.
2. Press the **Ctrl Key** and **D (Duplicate)**.
3. **Immediately** fill it with color
 - a. Select the text box and a **Drawing Tools Format** tab will appear.
 - b. Choose the down arrow by the **Shape Fill** option to select a color. (*example: yellow*)



If you do not fill the duplicated text box immediately it will disappear when you click away.

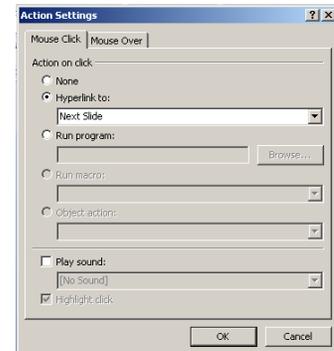
Reposition and Resize the Text Box

- **Reposition** the **Title Only** textbox by clicking on the edge of the box (stay away from the circles) and dragging the textbox to a new location.
- **Resize** the text box, if necessary by clicking on one of the corner circles and dragging towards the center to make it smaller or away from the center to make it larger.



Create Page Turners

1. On the **Insert** tab, select the **Shapes** option.
2. Drag to the bottom of the menu to **Action Buttons**.
 - a. Click the **button** pointing to the **right** (Action button: forward or next).
 - i. Click, hold and drag the cross hair until you achieve the desired Action button size.
 - ii. A window will open: “**Hyperlink to the next slide**”.
 - iii. Click **OK**.
 - b. Click the **button** pointing to the **left** (Action button: back or previous).
 - i. Click, hold and drag the cross hair until you achieve the desired Action button size.
 - ii. A window will open: “**Hyperlink to the previous slide**”.
 - iii. Click **OK**.



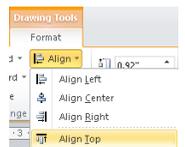
Identical Size

If you want the “Previous action button” to be the same size as the “Next slide button”: create the previous button on **top** of the next slide button.

Use the arrow keys on the keyboard to separate the buttons and keep the tops of both buttons aligned.

Align the buttons

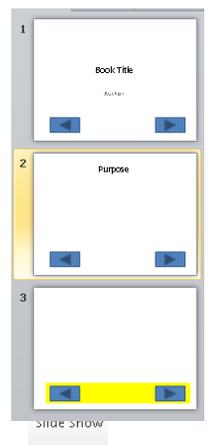
1. **Drag** one of the buttons to the opposite side of the slide.
2. **Click** on the **first** action button.
3. Hold the **Shift** key and click on the **second** action button. (*once they are both selected, let go of the Shift key*)
4. From the **Drawing Tools Format** tab choose **Align Top**.



Copy/Paste Navigation buttons

Copy and paste the navigation buttons on the title and purpose slide (if applicable).

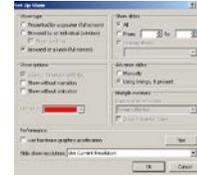
1. **Click** on the **first** action button.
2. Hold the **Shift** key and click on the **second** action button.
3. From the **Home** tab choose **Copy**.
4. Click on Slide # 1 and choose **Paste**.
5. Click on Slide #2 and choose **Paste**.



Navigation

There are several ways to turn the pages in PowerPoint. The most common is to press the Enter key, space bar, right or down arrow. You can press the left or up arrow to move back in the book. If you want the students to use the newly created button to navigate:

1. Click on the **Slide Show Tab**.
2. In the **Set Up** Group click on the **Set up Slide Show** option.
3. At the new window, choose **Browsed at Kiosk** (full screen).
4. Click **OK**.



Align the Text Box

The default of the Title textbox is a left alignment.

If you want to align your text to left: from the **Home** tab click on the **left alignment** option. (**Ctrl + the L key**)

Duplicate Pages

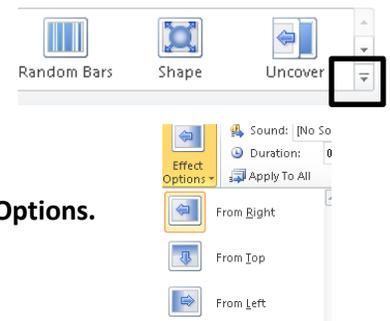
Once you have created the navigation bar duplicate the slide containing the yellow navigation bar until you have the number of pages needed for your book.

1. **Click** on the slide to be duplicated on the **left** task pane.
2. Press the **CTRL** key + **D** to duplicate the slide.
3. **Repeat** this process until you have the desired number of slides.
(For our example duplicate the slide 6 times so that you have a total of 8 slides.)

Page Transition

Create a slide transition to give the illusion of a turning page, example: Wipe or Cover Left

1. Choose the **Transition Tab**.
2. Click on the down arrow in the transition section to see more options.
3. Choose a transition. (For our example choose **Wipe**.)
 - a. If you want to change the direction of the wipe click on the **Effects Options**.
(For our example choose **From Right**.)
4. Click on **Apply to All**.



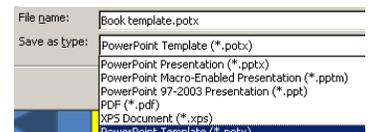
You will now see a little star under each slide number in the left navigation pane which indicates a transition has been set.



Save as a Template

To save time in the future you may want to save the presentation you just created with the navigation buttons as a template. A template is a presentation that can be used over and over again. Click on the **File** tab and drag to **Save As**.

1. At the next window, click on the down arrow by **Save As Type**.
2. Choose **PowerPoint Template (.potx)**.
3. Choose the Save location (If you don't pick a different location the presentation will be Saved into the **Template** folder. For our example save the template into the folder you created earlier).



4. Name the file “**Book Template**” and click **Save**.
5. **Close** the template. Notice the template looks like it is bound at the top.



Create a new book

Open the template by **double clicking on template**. (It is IMPORTANT you double click to open the template in order to create a new book. If you right click and then select the open option you will edit the original template.

- **Right click** on the template and choose **open ONLY** when you need to make corrections to the original template.

Backgrounds

Most books contain pictures so it is best to keep the background as simple as possible. To change the background from white to a different color:

1. Choose the **Design** Tab and click on the **Background Styles** option. (far right)
2. Drag down to the “**Format Background**” option and a window will open.
3. Click on the **paint can** in the center of the window and **click** on the preferred color.
4. Choose “**Apply to All**” if you want all your pages to have the same background.
5. Click **Close**.



Text Color

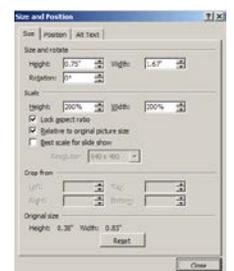
It is a good strategy to highlight new vocabulary words that will be introduced in the story.

1. **Type** your story.
2. **Select** a new vocabulary word by double clicking on the word.
3. On the **Home** tab click the down arrow by the font **color** option and choose your font color.
 - *Alternative: use the mini toolbar that appears when text is highlight and click on the font color option.

Clip Art

Adding pictures and animated gifs to your presentation will add a spark and interest to your book. Remember that all the clipart in Office 2010 resides on the web so you must be connect to the internet to access these resources.

1. Click on the **Insert** Tab and choose **Clip Art**.
2. A task pane will open on the **right**.
3. In the **Search** line type the desired picture, example “Look”.
4. Click the **Go** button or the **Enter** key.
5. Click on the preferred picture to insert it.
 - a. A picture with a star in the lower right corner indicates that it is an animated gif and moves when the presentation is run.



6. Click on the picture in the gallery to **insert** it into the slide.
7. Click in the **center** of the picture and **drag** it to the desired **location** on the slide.
8. Resize the picture by using one of the corner resizing circles or
 - a. **Right** click on the picture.
 - b. Choose **Size and Position**.
 - c. Change the **Height** number lower to make it smaller or larger to make the picture bigger.
 - d. Click **Close**.

Free Clip Art

There are some wonderful free clipart web sites. It is always best to ask permission to use media in your presentation. In Google you can check for creative commons.

1. <http://etc.usf.edu/clipart>
2. www.google.com (request permission)
 - a. Click the Images option.
 - b. Type the name of the image in the search box. (*For our example type Hare and Tortoise*).

To search for creative commons: *Internet Explorer 9*

- a. In Google Image click the Setting icon  on the right side of the page.
- b. Choose **Advanced Search**.
- c. Scroll to find "**Usage Rights**".

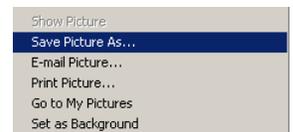
Copy and Paste from Google

1. **Right** click on the **picture** and choose **Copy**.
2. **Right** click on the **slide** and choose **Paste**. (**Use Picture U**. The Destination and Source option copies the website in the Alt Text box as a link and will take you to the website if the picture is clicked.)

Download Pictures from Other Sites

You should always request permission.

1. **Right** click on the picture.
2. Choose **Save Picture As**.
3. **Select** the Save location (Usually it is the Picture Folder inside My Documents or in the same folder as the book).
4. **Name** the picture and click **Save**.



Digital Pictures

Include pictures of the students and to make them part of the book.

1. Follow the download directions from your camera and place the digital photos in the **Picture folder** inside the **My Documents** folder or in the same folder as the book.
2. Click on the **Insert** Tab and choose the **Picture** option.
3. Browse until you locate the picture.



4. **Select** the picture and choose **Insert**.

Save Original

We will record using various texts so it is best to save the original with only the pictures then use the **Save As** option and save a second file with the narrations.

For our example, name the original "The Hare and the Tortoise Original". Then, click on the **File** tab and choose **SAVE AS**, title the second file, "The Hare and the Tortoise NARRATED".

Add Speech

There are two ways to add speech to a presentation.

Download a utility called **PowerTalk**. (<http://fullmeasure.co.uk/powertalk/>)

Or

Record your own speech.

PowerTalk

The PowerTalk utility works with PowerPoint 2003 and later versions. After you have downloaded the PowerTalk program, **right** click on the presentation to open it and choose **Narrate with PowerTalk**.

- If Narrate with PowerTalk is not an option choose Open with and browse until you find the PowerTalk Exe.

Recorded Speech

Recorded speech adds the appropriate prosody that is needed to bring a book to life. Recorded speech will increase the size of your file. When using recorded or digitized speech here are few tips:

- Students will find the story more appealing when it is read by peers or similar age students with good reading skills. This also provides a good model.
- It is motivating to many students to record their own speech. Have a poor reader rehearse the story so they can then record the story for others.

Record

For our example we will record the story starting on slide 3 (the story).

1. Select the **Insert** tab and click on the arrow below the **Audio** icon and choose **Record Audio**.
2. A "Record Sound" window will open.
3. **Name** the sound file before you record.(example -boasted)
4. Click on the **red** button and begin to record your speech. (Wait for one second after you record the sentence so the last word is not cut off).
5. Click on the **rectangle** to stop the recording.
6. Click on the **right arrow** to playback.
7. Click **Ok**.
8. An audio bar will appear in the presentation.
9. **Drag** the Audio bar/Speaker icon onto the navigation bar in the slide.



The Hare boasted of his speed

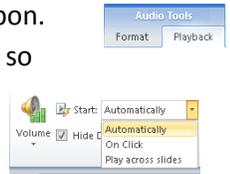


Read the Page Automatically

When the Audio bar/Speaker icon is selected the **Audio Tools** tab will appear at the end of the ribbon.

1. Click on the **Playback** tab, and choose on the down arrow by **Start**. Select **“Automatically”** so the page will be read as soon as page is turned.
2. On the **Playback** tab there is an option to **“Hide during the Show”**. Checking this option will take away the students ability to hear the text again. (*For our example leave it unchecked.*)

Repeat this process for every slide. It is good idea to save after every slide.



Run the Show

Test what you have done so far. There are several ways to start the show

- Click on the **Run Show** icon in the lower right and the story will begin on the current slide.
- Click on the **Slide Show** tab and choose either **From Beginning** or **From Current Slide**.
- Press **F5** to start from beginning or press the **Shift key + F5** to start from current slide.

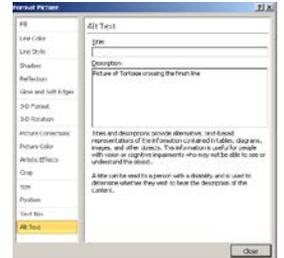


Add an Audible Description to a Picture

Alt Text

For students who are blind or have low vision, placing an alt text tag on the picture will allow a screen reader program such as “Jaws” to describe the picture to the student. If you use PowerTalk to read your story it will read the text boxes first then any alt tag you have placed on the picture.

1. **Right** click on the picture choose **Format Picture**.
2. Click on the **Alt Text** option.
3. Type a **description** in the window and click **Close**.

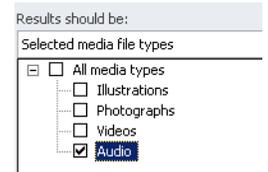


Add Sounds to Pictures

Sounds from the Gallery

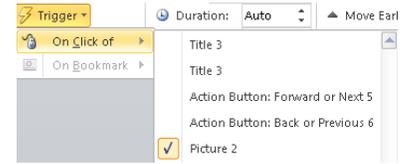
1. Click on the **Insert** Tab and choose **Clip Art**.
2. A task pane will open on the **right**.
3. Make the search for audio files faster by; clicking on the down arrow by **“All Media file types”** and unchecking everything except **Audio** .
4. In the **Search** line type the desired sound, example **“laugh”**.
5. Press **Go** or the **Enter** key
6. **Click** on the preferred sound to insert it

For our example: Scroll to find –“sinister laugh” for the Boasted slide



Associate Sound to Picture

1. **Select** the Audio bar/Speaker icon
 - a. On the **Playback** tab choose **“Hide During Show”**.
2. Choose the **Animations** Tab
 - a. Click on the down triangle by **Trigger** and **“On click of”**.
 - b. Choose the picture.



It is not necessary to move the audio bar because it will be hidden when you **run** the show.

The student will have to click on the picture to hear it the sound.

For our example

Challenge-Horse race

Darted- search for Car then scroll to Indy car pass

Asleep-man snore

Plodding-elephant walk

Wins-claps cheers then scroll to small crowd cheers

Sounds from the Web

There are several websites that you can use to download some free sounds and music.

- www.findsounds.com (remove the check by Aiff and AU)
 - www.classictvhits.com (lots of advertisements☹)
 - www.simplythebest.net/sounds
1. Locate your sound on the web; **right** click and choose **Save target as**
 2. Save the sound in the same folder as your book.



Insert Sound into PowerPoint

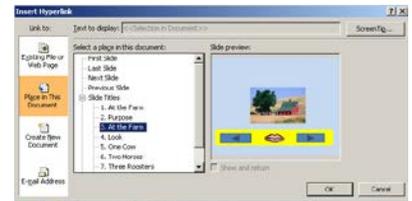
1. Click on the **Insert** Tab and choose **Audio**
2. Click **Audio from File**. **Locate** the sound you downloaded.

Hyperlink

Hyperlink the Purpose questions to the first slide

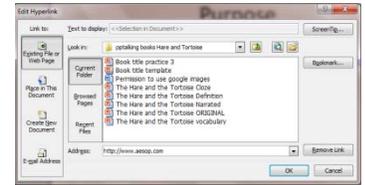
For our example type the following in the Purpose slide

- Who are the main characters in the story?
 - Where did the story take place?
 - Who won the race?
 - Why do you think they won the race?
1. **Highlight** all the questions.
 2. **Right** click and choose **Hyperlink** **Or** click on the **Insert** Tab and choose **Hyperlink**.
 3. Click on the **“Place in the Document”**. (On the right side of the window)
 4. Choose the slide which you want to link to. *For our example choose slide 3 “boasted”*.
 5. Click **OK and Save** the slide show.
 - All the lines will be underlined to indicate they are linked.
 - Whenever any of the questions is clicked, the story will always begin with slide 3.



Other Hyperlink Ideas

1. **Highlight** a single question, **right** click and choose **Hyperlink**. From the “**Place in the Document**” option, **click on** the exact page where the student will find the answer. Click **OK**.
2. **Highlight** a word or phrase, **right** click and choose **Hyperlink**. Click on the “**Existing File or Web page**”. **Type** the web address in the **Address** box. Click **OK**.



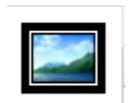
Pre-Reading

Before introducing any story you will always want to build background and introduce and practice new vocabulary words. Below are some great ideas from Phyl Macomber for adapting the already created PowerPoint presentation. <http://www.aboutthepact.com>

Vocabulary Presentation

Now that you have complete the book let's create several activities using this story.

1. **Open** the “Hare and Tortoise **Original**”.
2. From the **File** tab choose **Save as**.
3. **Title** the new presentation, “Hare and the Tortoise **Vocabulary**”
4. Delete all of the words on each slide **except** for the **vocabulary** word being taught. (You may want to center align the words). *You may also want to delete the Purpose question slide.*
5. Now follow the directions for recording a sound on each slide.
 - a. Click on the **Insert** Tab and choose the Audio Icon.
 - b. Choose **Record an Audio**.
 - c. **Name** the file and record the vocabulary word.
 - d. **Move** the audio bar onto the navigation pane.
 - e. This time choose “**Automatically**” AND leave “Hide during Show” **UNCHECKED**.



Draw attention to the speaker

- a. Click on the **Audio bar/Speaker icon**, and choose the **Format** tab.
- b. Choose on the **double frame black** from the picture style group to draw attention to the speak button.
- c. **SAVE** and **close** the presentation.



Now the vocabulary word will be read as the page opens and the student can listen again if the need to by clicking on the icon of the speaker.

Vocabulary Cards

Ideas from Phyl Macomber include:

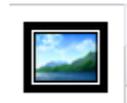
1. Flash Cards-
 - a. Choose the **File** tab and choose **print**.
 - b. In the Slides group under Handout **choose 4 slides horizontal**.
 - c. If possible print on **card stock** and **cut** the slides apart.
 - d. **Laminate** or place in film slide protectors.



2. Memory Cards
 - a. Follow the direction above but **print 2 sets.**
 - b. Student will turn all the cards over and try to find a match while saying the word aloud.
3. Bingo Game
 - a. Follow the print directions above except choose the **9 slides handout option.**
 - b. If you do not have 9 vocabulary words you could always **insert a blank slide.**
 - c. In PowerPoint it is easy to shuffle the game board by clicking on each slide on the left navigation pane or by selecting the Slide Sorter view on the bottom right corner and dragging the slides to a new location.

Definition Presentation

1. **Open** the “Hare and Tortoise Original” and from the **File** tab choose **Save as.**
2. **Title** the new presentation, “Hare and the Tortoise **Definition**”.
3. **Delete** the Purpose Slide.
4. **Type** the student friendly definition in the text box on each slide.
5. **Record** the definition for each word:
 - d. Click on the **Insert** Tab and choose the Audio Icon.
 - e. Choose **Record an Audio.**
 - f. Name the file and record the definitions.
 - g. Choose **Automatically** but leave “Hide during Show” **UNCHECKED**
 - h. Click on the **Audio bar/Speaker icon**, and choose the **Format** tab.
 - i. Click on the **Double frame black** from the picture style group



For our example

boasted- to brag or talk big
 challenge- to dare someone to do something
 darted –to move quickly in front
 asleep- to take a nap
 plodding- to walk slowly
 wins- to be the first

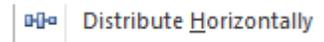
SAVE and **close** the presentation

Definition Practice

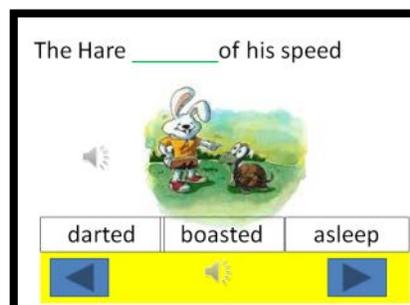
1. Playing Cards and Bingo
 - a. Use the **definition** presentation and **SAVE AS** Definition Game board
 - b. **Remove** the vocabulary word and print
 - i. Choose the **File** tab and choose **print**
 - ii. In the Slides group under Handout **choose 4 slides horizontal**
 - iii. If possible print on **card stock** and **cut** the slides apart
 - iv. **Laminate** or place in film slide protectors
 - c. Use the previously vocabulary cards and definition and “**play Go Fish**”
 - d. Print as **9 Slides** on a page and play **Bingo**

Cloze Presentation

1. **Open** the “Hare and Tortoise **Narrated**” and from the **File** tab choose **Save as**.
2. **Title** the new presentation, “Hare and the Tortoise **Cloze**”.
3. Delete the Purpose Slide
4. Replace/Delete the vocabulary word:
 - a. **Double** click to highlight the vocabulary word.
 - b. Hold the **shift** and use the **underscore** option to designate a space for the word.
5. Create textboxes for choices:
 - a. Click on the **Insert** tab and choose the **textbox** option.
 - b. **Draw** a textbox large enough to hold a vocabulary word.
 - i. Change the **font size** to 44 or to match the sentence font size.
 - ii. Click on the **center alignment** button.
 - c. From the Drawing Tools **Format Tab**, choose the **Shape Outline** option.
 - i. Click on **Weight**, choose **1** point.
 - d. With the text box **selected**, hold the **Ctrl** key and press the **D** key 2 times to duplicate the text box twice (total of 3 text boxes).
 - e. **Select all 3 textboxes** (click on the first box and **hold** the **shift** key to select the other two. **Release** the shift key when all three boxes are selected.
 - f. **Align**- click on the **Drawing Tools Format tab**, choose **Align** either the top or bottom. *(See example below).*
 - g. **Spacing** – click on the **Drawing Tools Format tab**, choose **Align**, drag down to **Distribute Horizontally** (this helps to create even spaces between the textboxes)
 - h. Copy and paste the text boxes to all of the other slides.
 - i. Hold the **shift** key down and **click** on **each** of the three boxes. **Release** the shift key when all three boxes are selected.
 - ii. Once they are **all selected** choose the **copy** option on the **Home** tab (**right** click to **copy** or **Ctrl C**).
 - iii. Select the next slide and choose the **Paste** option from the **Home** tab. (**right** click **paste** or **Ctrl V**). Continue pasting until all the slides have the three textboxes.
 - iv. You may need to **resize** the picture and move the audio bar.
 - i. Click in each box and type the vocabulary word (see example below).



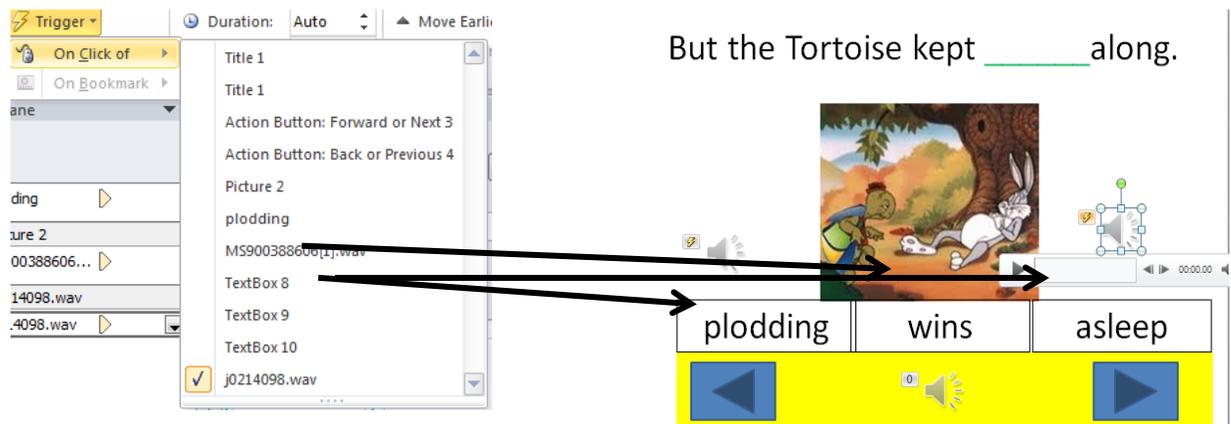
*The students will only be able to drag in the edit mode of PowerPoint. Once they completed the activity they will be able to self-check by running the show and listening to the sentence being read. For an additional paper/pencil task, print the slides and have the students either mark or cut out the word.



Cloze Self-Check Activity

Set up the Cloze activity to be self-checking by having them hear a “clap” when they click on the correct answer.

1. Open the “Hare and the Tortoise **Cloze**” presentation.
2. On slide one, click on the **Insert** tab, and choose **Clip Art**.
3. In the search box, type “**clap**”.
4. Click to insert “**Claps and Cheers**” or any positive reinforcement sound of your choosing.
 - As alternative to a sound you may want to record a message such as “great job” or “You found it”.
5. Move the audio/speaker icon to the **right**. (off the slide is fine)
6. With the audio/speaker icon selected, click on the **Audio Tools Playback** tab and choose “**Hide During Show**”.
7. With the audio/speaker icon selected, click on the **Animation** tab and choose **Trigger** and then **On Click of**.
8. At the **submenu** select the text box that matches the correct answer. (The textboxes are numbered in order left to right. (*Your numbers may be different*). In my example: The first textbox in the list TextBox 8 = the textbox furthest **left** on the slide, TextBox 9=the textbox in the **middle**, TextBox 10= the textbox furthest to the **right**.



When you preview this skill some of your students will quickly learn that when they hover over the correct answer a small hand (link) will appear. In order to prevent giving them a hint you will have to add an incorrect auditory cue. Remember to be sure that the incorrect cue is not “cooler” than the correct cue. An option would be to search for a buzzer sound, “electrical short” from the clipart gallery works well. Another suggestion would be for you to record a phrase such as “try again”, or “not that one”.

Suggestions:

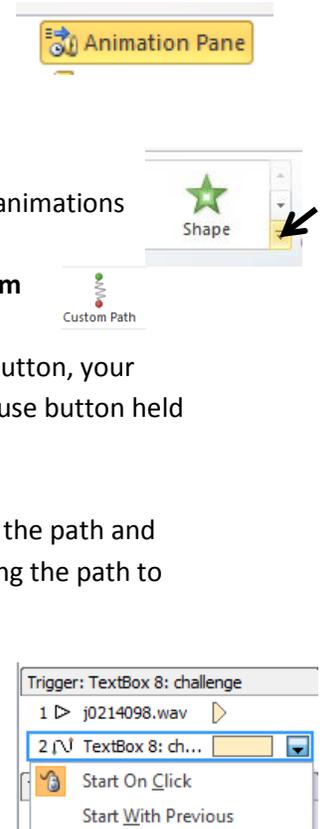
- It may be easier to record or find the positive auditory cue and then copy/paste and associate the correct word in each slide. Then select the negative cue and then copy/paste and associate to the wrong choices in each slide.

- You may also consider having the slide only read when the student clicks on the speaker instead of automatically. Click on the Read speaker and from the Playback tab change the “Automatically” option to “On click”.

Advanced users

Follow the directions below if you want to make the correct answer move to the blank spot when the students click on the right choice.

- On the **Animations** tab, click on the **Animation Pane** option to display the pane on the right side of the screen. This will allow you to see the animations and the sequence order of each animation on the slide.
- Click on the **correct** answer.
- From the **Animations** tab, click on the **down arrow with the line above** it in the animations section to display more options.
- Towards the **bottom** of the sub menu (you may have to scroll) click on the **Custom Path** option.
- Place your cursor in the **middle** of the **correct** answer and press the **left** mouse button, your cursor will turn into a pencil as soon as you begin to draw the path. With the mouse button held down, draw the path to place your answer in the sentence.
- Double** click to release the option.
- Press the play button to preview the path. If the path is incorrect you may select the path and delete it and start again **OR** click on the end of the path and readjust it by dragging the path to the new location.
- With the **path selected** click on the **Trigger** option in the **Animation** tab and choose **On Click of** and select the **correct** text box. (You will notice that the motion path is now directly below the sound option for the correct answer).
- On the **Animation** pane (right side) click on the down arrow to the right of the motion path and choose **Start with Previous**.

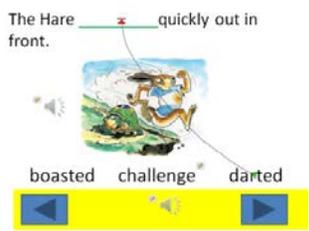


Now when you preview your slide you should hear the positive reinforcement and see the box move into the sentence.

Remove the Box Outline

If you prefer to have no outline around the choice boxes, select the boxes by **clicking** on the **first** box and then holding down the **Shift** key and **clicking** the **two** other boxes. **Release** the **shift** key and you should see resizing handles around all three boxes.

From the **Drawing Tools Format** tab click on the down arrow by **Shape Outline** and choose **No Outline**.



Print and Read

Idea from Phyl Macomber

Once you have practice the vocabulary and the student has had a chance to listen to the story, print the story so students can take it home for practice. Dr. Caroline Musselwhite stresses that students need to read a story 4 to 5 times.

- a. Open the File titled **Original**
- b. Choose the **File** tab and choose **print**
- c. In the Slides group under Handout **choose 2 slides horizontal**
- d. If possible print on **card stock**
- e. **Laminate** or place in film slide protectors

Print and Write

Idea from Phyl Macomber

Once the student has had a chance to practice the vocabulary, and read the story a few times then, work on skills such as summarizing /retelling and sequencing.

Summarize and Retell

- a. Open the File titled **Original**
- b. Choose the **File** tab and choose **print**
- c. In the Slides group under Handout **choose 3 slides**
- d. Have the student retell/summarize and write on each slide in their own words

Sequence

Print out the original, cut the slides and have the student place them in the order they occurred.

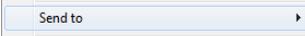
- a. Open the File titled **Original**
- b. Choose the **File** tab and choose **print**
- c. In the Slides group under Handout **choose 4 slides horizontal**
- d. Have the student sequence and talk about the story

Switch Access

Students who are physically unable to turn pages in a book or cannot click a mouse can be independent turning the pages of a PowerPoint book while using a switch and an interface. An example of switch interface is the switch Hooper from RJ Cooper (\$109.95) or Switch Interface from Don Johnston (\$99) Contact the schools occupational or physical therapist to help select the best switch and placement to meet the student's needs.

Sending the File

In order to send the entire folder through email:

1. **Right** click on the folder and choose  and then **Compressed** (zipped) folder. (You will see a folder with a zipper around it).
2. **Open** your email, and press the **attach** option (paperclip), browse for the folder with the zipper, **click** on it and choose **open**.
3. In the **“To”** line, type the address of the person receiving the presentation.

Extract the File

Once you receive the zip file:

Right click and choose **Save As**.

Place the folder in the desire location

In order to open the zipped file:

Right click and choose **Extract all**

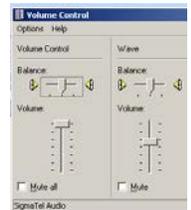
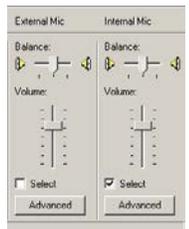
You may get a wizard window just. Just follow the wizard’s directions.



Problem Solving Sound

Sound Recorder Boost

1. Double click on the speaker in lower right corner of the task bar.
2. Click on the Options Menu and choose Properties.
3. Click on the Recording radio button and click OK.
4. Click on the Internal Mic from the list and click OK (this step may not be necessary in all machines as it will already open to the Internal Mic screen
5. In the Internal Mic column, click on the Advanced button
6. Check the “1 Microphone Boost” box.



Built-in Sound Recorder

You may also use the built-in sound recorder for better quality. However this is an outside wave file that does not embed in the presentation. Be sure to place all these files in the folder containing your PowerPoint presentation.

1. Click on Start, drag up to Programs, over to Accessories,
2. In the Entertainment folder and choose Sound Recorder.
3. Click the red button to record
4. Save the file to the correct folder and name it so you can easily find it later.



Strategies for Creating Talking Books for Struggling Readers

1. Include high frequency words and word families in your story
2. Build background and access prior knowledge. This can be done with pictures, videos and field trips.
3. Pair new vocabulary with pictures
4. Reread each story 4-5 times
5. Pick ONE purpose for listening/reading each time
6. Make some of your books humorous. Remember children's humor is different than adults
7. Create books that are that are predictable or have repeated lines, rhyme or can be sung to a familiar tune or rap
8. Use a different color font for: new vocabulary, repeated lines, drawing attention to root words
9. Add music or sounds to enhance the story
10. Turn the volume off after the 3rd or 4th time and let the child try to read the story independently

Resource: Dr. Caroline Ramsey Musselwhite, www.aacintervention.com

Websites to Download PowerPoint's

- Polk County FDLRS and ESE
 - <http://www.polk-fl.net/staff/resources/ease/resourcespowerpoint.htm>
- Dr. Musselwhite
 - <http://tarheelreader.org/>
 - <http://www.route66literacy.org/>
- Pete's PowerPoint Station
 - <http://pppst.com/>

100 Most Frequently Used Words in Books for Beginning Readers

1. the	26. he	51. be	76. cat
2. a	27. out	52. now	77. them
3. and	28. that	53. when	78. tree
4. to	29. one	54. there	79. where
5. I	30. big	55. into	80. away
6. in	31. go	56. day	81. time
7. is	32. was	57. look	82. as
8. on	33. like	58. eat	83. water
9. you	34. what	59. make	84. home
10. it	35. not	60. his	85. made
11. of	36. do	61. here	86. long
12. said	37. then	62. your	87. has
13. can	38. this	63. an	88. help
14. for	39. no	64. back	89. good
15. my	40. too	65. mom	90. going
16. but	41. she	66. dog	91. by
17. all	42. went	67. very	92. how
18. we	43. see	68. did	93. house
19. are	44. will	69. her	94. dad
20. up	45. so	70. from	95. or
21. at	46. some	71. had	96. two
22. with	47. down	72. got	97. red
23. me	48. little	73. put	98. am
24. they	49. come	74. came	99. over
25. have	50. get	75. just	100. saw

Dolch Frequency List

Dolch Words

Listed in order of decreasing frequency.

the	did	know	never	ate
to	what	right	seven	full
and	so	put	eight	those
he	see	too	cold	done
a	not	got	today	use
I	were	take	fly	fast
you	get	where	myself	say
it	them	every	round	light
of	like	pretty	tell	pick
in	one	jump	much	hurt
was	this	green	keep	pull
said	my	four	give	cut
his	would	away	work	kind
that	me	old	first	both
she	will	by	try	sit
for	yes	their	new	which
on	big	here	must	fall
they	went	saw	start	carry
but	are	call	black	small
had	come	after	white	under
at	if	well	ten	read
him	now	think	does	why
with	long	ran	bring	own
up	no	let	goes	found
all	came	help	write	wash
look	ask	make	always	slow
is	very	going	drink	hot
her	an	sleep	once	because
there	over	brown	soon	far
some	yours	yellow	made	live
out	its	five	run	draw
as	ride	six	gave	clean
be	into	walk	open	grow
have	just	two	has	best
go	blue	or	find	upon
we	red	before	only	these
am	from	eat	us	sing
then	good	again	three	together
little	any	play	our	please
down	about	who	better	thank
do	around	been	hold	wish
can	want	may	buy	many
could	don't	stop	funny	shall
when	how	off	warm	laugh

Fry List

FRY'S 300 INSTANT SIGHT WORDS

First Hundred

a	can	her	many	see	us
about	come	here	me	she	very
after	day	him	much	so	was
again	did	his	my	some	we
all	do	how	new	take	were
an	down	I	no	that	what
and	eat	if	not	the	when
any	for	in	of	their	which
are	from	is	old	them	who
as	get	it	on	then	will
at	give	just	one	there	with
be	go	know	or	they	work
been	good	like	other	this	would
before	had	little	our	three	you
boy	has	long	out	to	your
but	have	make	put	two	
by	he	man	said	up	

Second Hundred

also	color	home	must	red	think
am	could	house	name	right	too
another	dear	into	near	run	tree
away	each	kind	never	saw	under
back	ear	last	next	say	until
ball	end	leave	night	school	upon
because	far	left	only	seem	use
best	find	let	open	shall	want
better	first	live	over	should	way
big	five	look	own	soon	where
black	found	made	people	stand	while
book	four	may	play	such	white
both	friend	men	please	sure	wish
box	girl	more	present	tell	why
bring	got	morning	pretty	than	year
call	hand	most	ran	these	
came	high	mother	read	thing	

Third Hundred

along	didn't	food	keep	sat	though
always	does	full	letter	second	today
anything	dog	funny	longer	set	took
around	don't	gave	love	seven	town
ask	door	goes	might	show	try
ate	dress	green	money	sing	turn
bed	early	grow	myself	sister	walk
brown	eight	hat	now	sit	warm
buy	every	happy	o'clock	six	wash
car	eyes	hard	off	sleep	water
carry	face	head	once	small	woman
clean	fall	hear	order	start	write
close	fast	help	pair	stop	yellow
clothes	fat	hold	part	ten	yes
coat	fine	hope	ride	thank	yesterday
cold	fire	hot	round	third	
cut	fly	jump	same	those	