

How to Construct
Accessible Talking Books

PC

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In the following pages we will show you how to...

1. Create a template to create your book.
2. Create a folder to store all your resource files to create your book.
3. Scan pictures for your book
4. Learn how to use writing with symbols to create text & symbols for your book.
5. How to put together all your resources to make the finished accessible talking book.

Before you start...

Before you start to develop talking books there are some things you need to know. First and foremost being copyright law in Canada. In the Canadian copyright Act exemptions exist for the creation of alternate formats of books for students with perceptual difficulties. A label included on the CD would help schools to understand the audience for the resources. A school with a student whose disability prevents or inhibits them from reading or hearing a literary, musical, dramatic or artistic work in its original form is permitted to create a copy or audio recording of that work translated, adapted or reproduce it in sign **IF** a commercial version is not already available. Film and Video are not exempt. Creating a large print book is not permitted. For this exemption to apply the person's perceptual disability must be severe enough to limit the ability to hold or manipulate a book or an impairment related to comprehension.

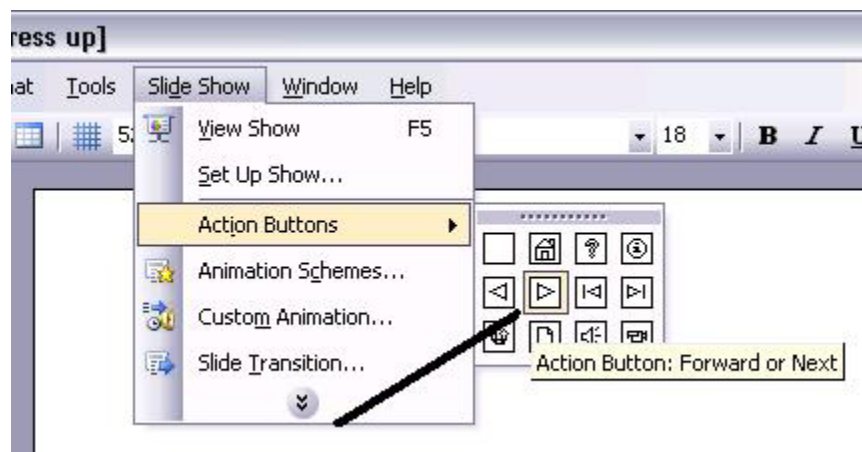
1. Creating a template in PowerPoint:

1. Create a blank presentation:

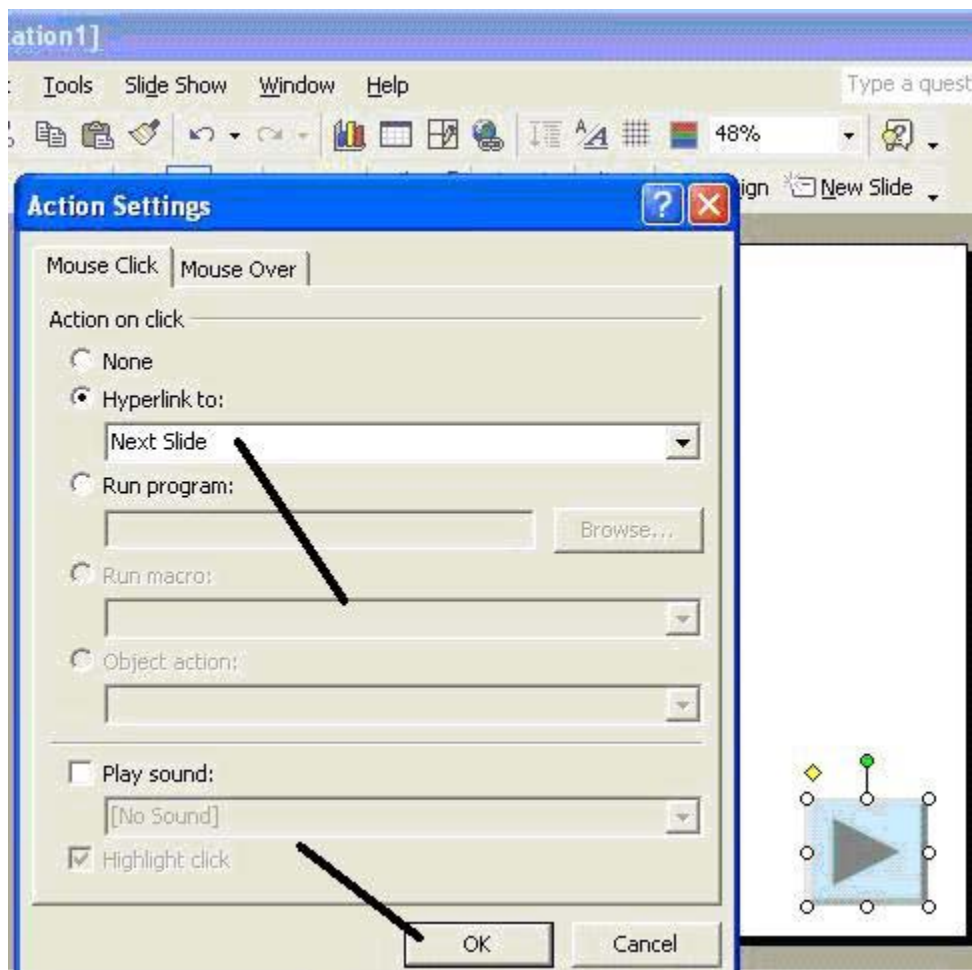
Launch PowerPoint and begin with a blank presentation. To do this click on **file** in the upper left hand corner, and click **new** and double click on **blank presentation** to open.

2. Add buttons to turn the page:

To add a forward button to your blank presentation, on the top click on **SlideShow**, then **action buttons**. Click on the forward arrow.



When you click on the forward arrow a small cross will appear on your blank page, drag the cross to make your forward arrow. When you release the cross after your forward button appears a new window will pop up asking you what you want the action button to do. Select **next slide**, and click **OK**.



You can adjust the size and location of your arrow. To move the arrow, simply click on it and hold to drag to the new location. To adjust the size click on and hold mouse button down and slide in to make smaller and out to make larger.

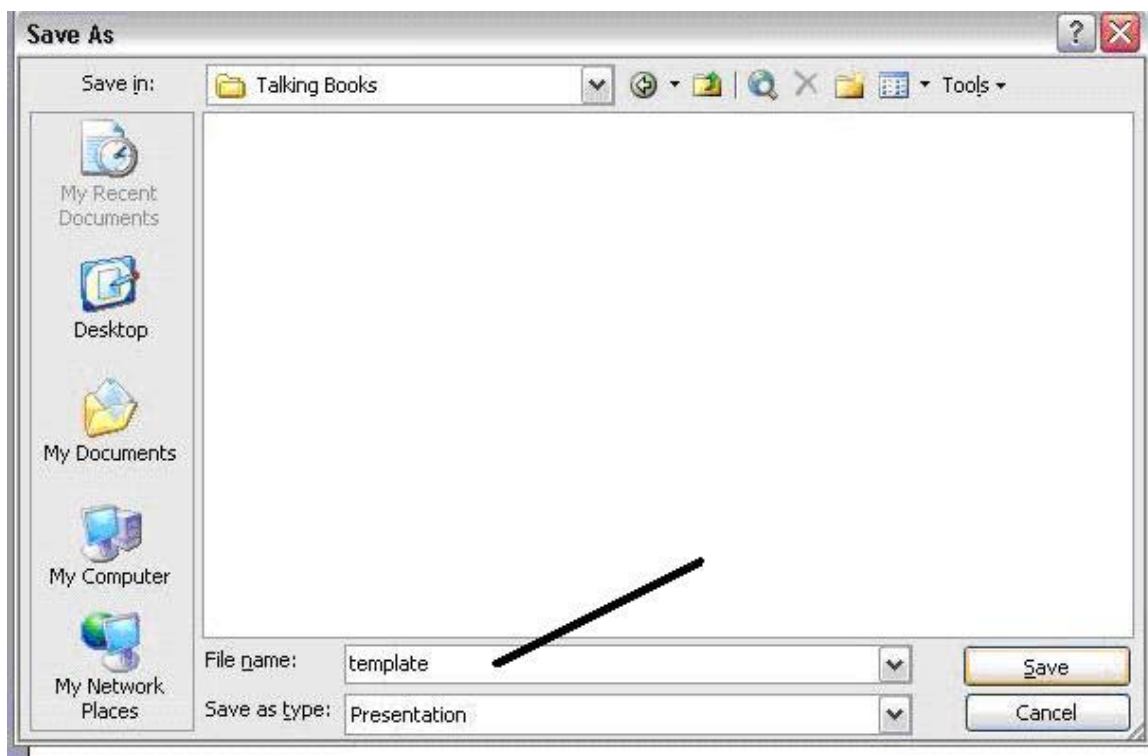
Repeat this process to create another action button to return to the previous page in your book. The steps are the same. When the window pops up for your action button selection, simply select previous page from the drop down menu.

We will need to add a speaker button for voice recording, but this is done when you are assembling the book.

Your template is now ready to be saved, and used.

You can save this anywhere on your computer, however a good choice is to add it to My Documents, where you are going to store your books.

In the top left hand corner click on **File**, then click on **Save As**. A new window will open for you to locate the place you want this template stored. Call the file 'template' and hit save



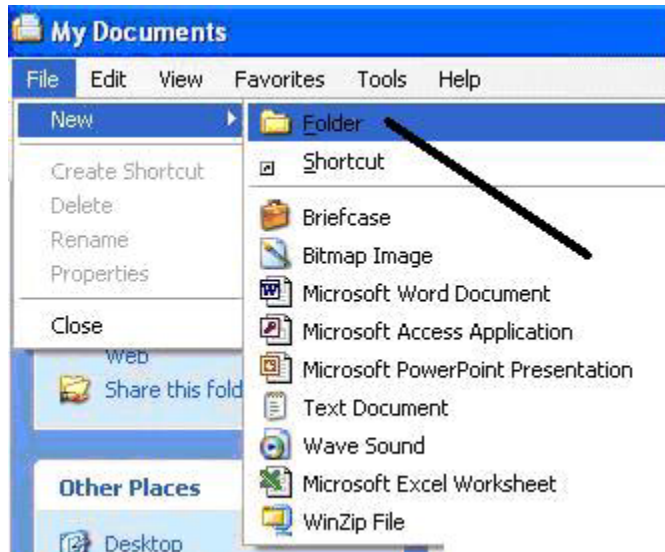
2. Create a folder to store your book.

You need to create a folder on your computer to store all the resources and pieces to create your book. You should create one folder for each book you make. First you need to decide where you want to store all your books. One choice is in you *My Documents* folder. To locate 'My Documents' click on the **Start** button, then in the second column click on **My Documents**.

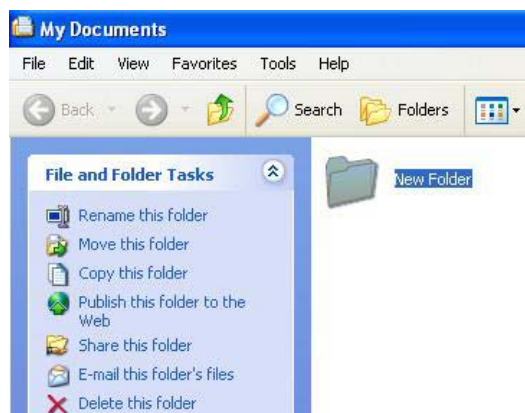


When you click on My Documents a new page will open. To create a folder...

In the top left hand corner click on **File**, click on **New**, and then click on **Folder**.



The new folder will appear with a temporary name called "New Folder". Simple click on the name and type the name of your book there.

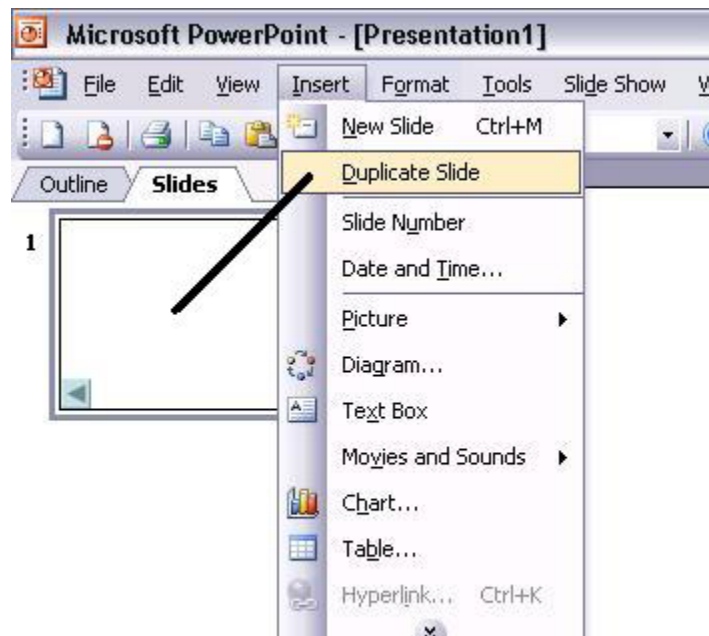


3. Scan pictures for your book:

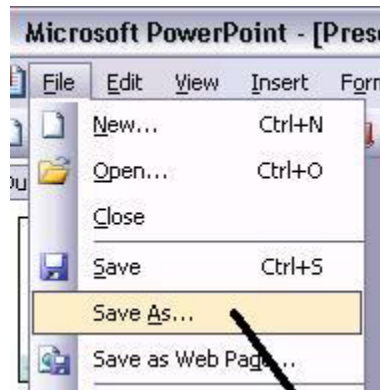
Once you have a scanner attached to your computer and the scanning software installed you are ready for this next step. You have two choices for scanning, you can scan directly into the talking accessible book template, or you can scan to your folder and add later. The following pages will teach you how to scan directly into your book.

Scan directly into your talking accessible book:

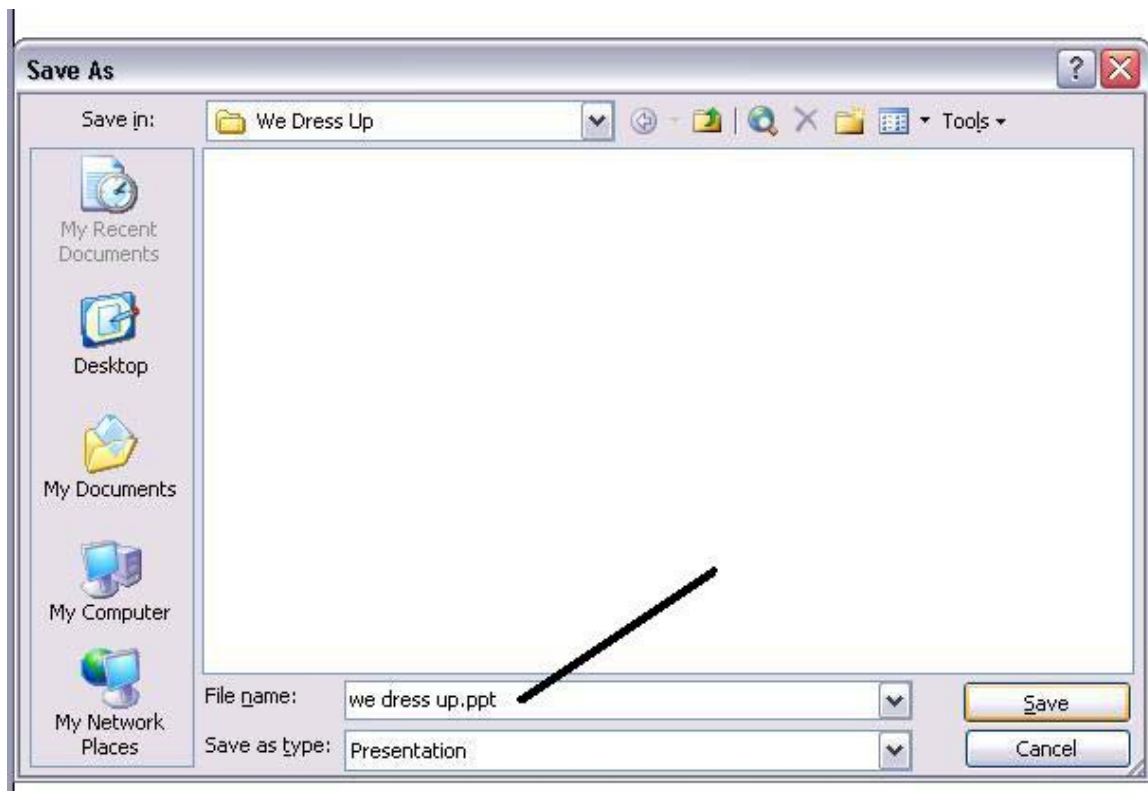
Open the template you have created. Count the pages you will need to complete your book. On the top menu bar click on **Insert**, then click on **Duplicate slide**. Continue to add duplicate slides until you have all the pages you need.



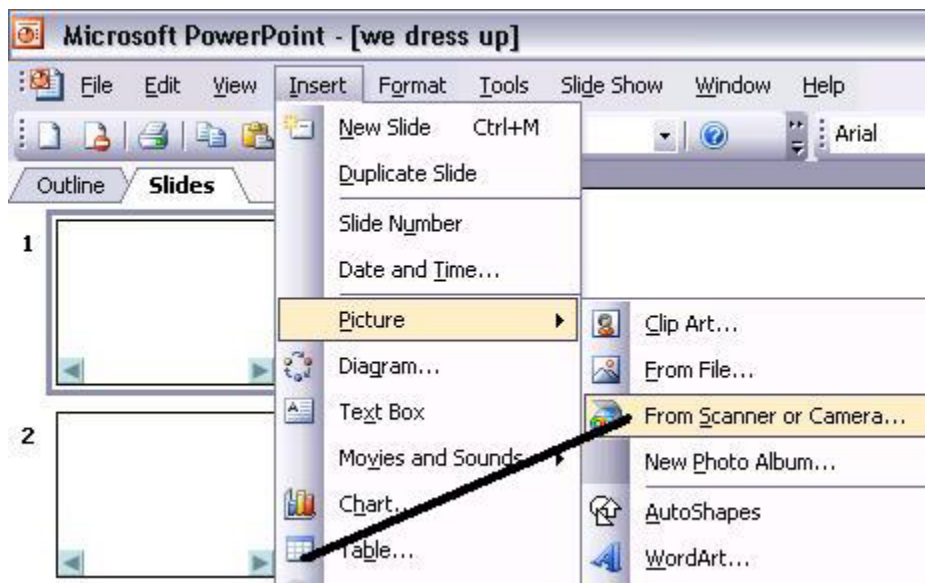
Once you have all the pages you need it is time to save your book. To do this on the top menu bar click on **File**, then click on **Save As**.



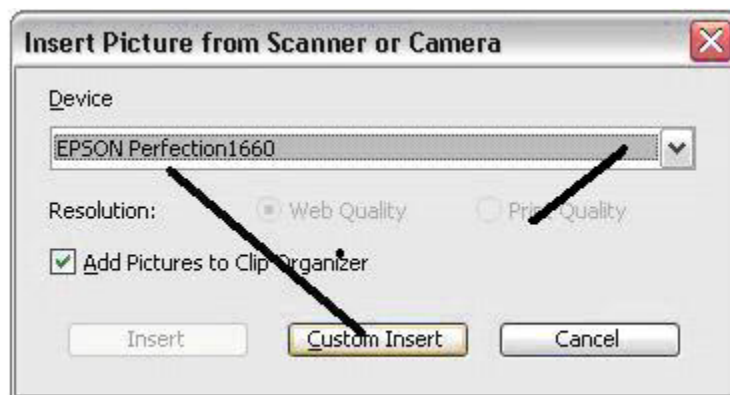
Locate the book folder you created earlier and save file as **Books name.ppt** (you must put the .ppt after the name of your book in order for it to open once you save the final copy)



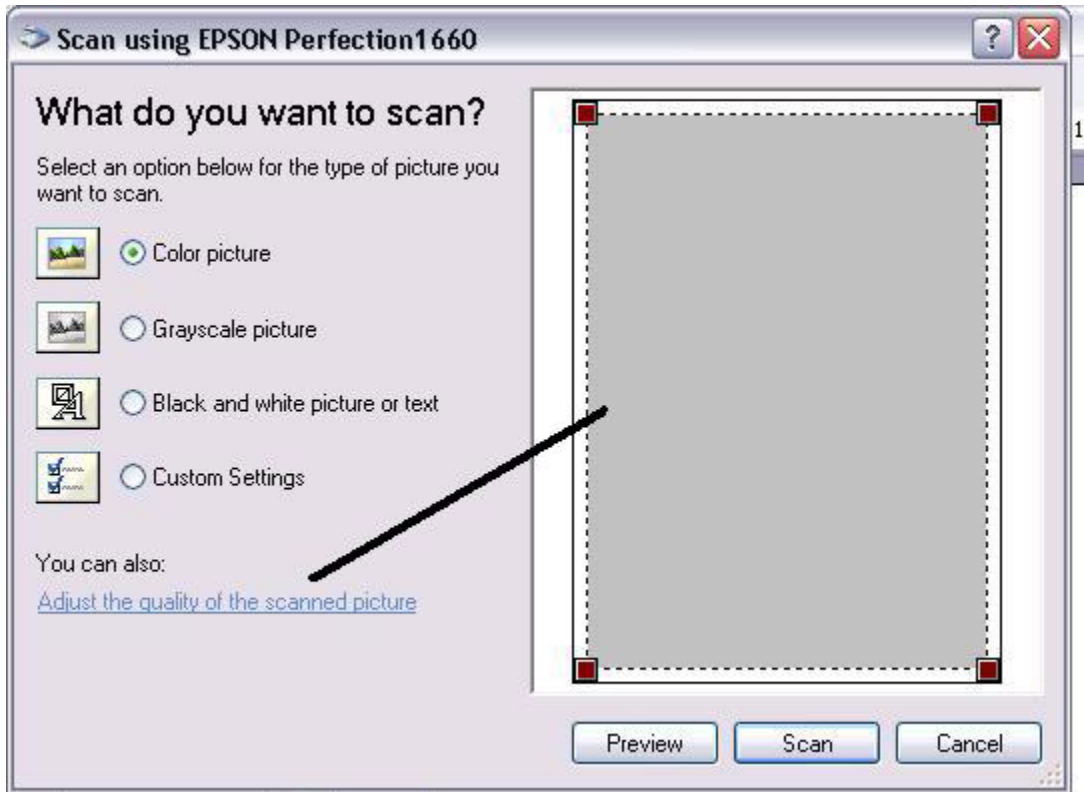
Now we are ready to start scanning the pictures into our talking book, to begin click on the first slide. From the top menu bar click on **Insert**, then click **Picture**, then click on **From Scanner or Camera**.



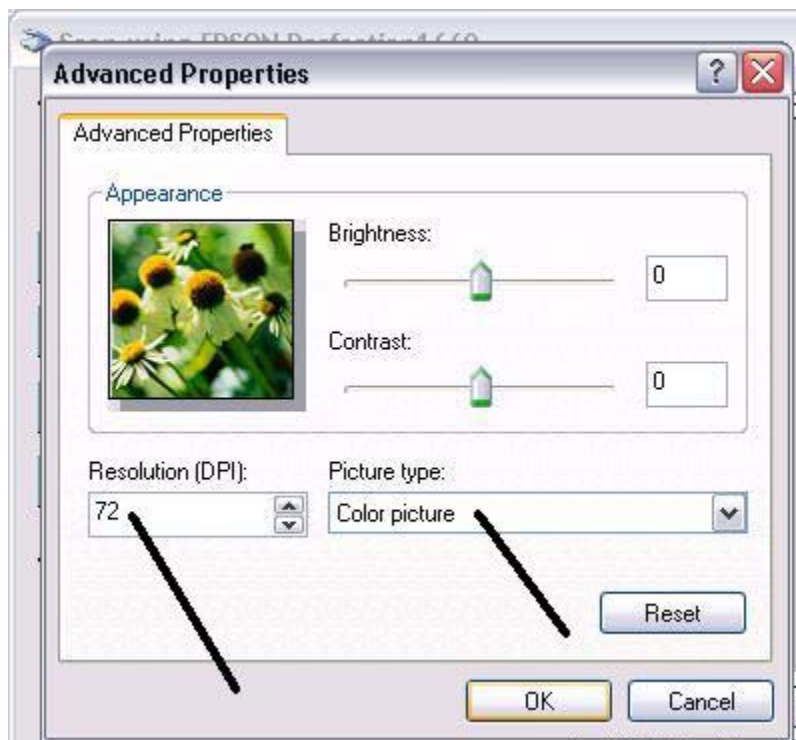
Once you have selected to insert a picture from the scanner a new window will pop up asking you what you want to do next. Select **Custom Insert**. Also check to make sure the correct device scanner is selected from the drop down menu.



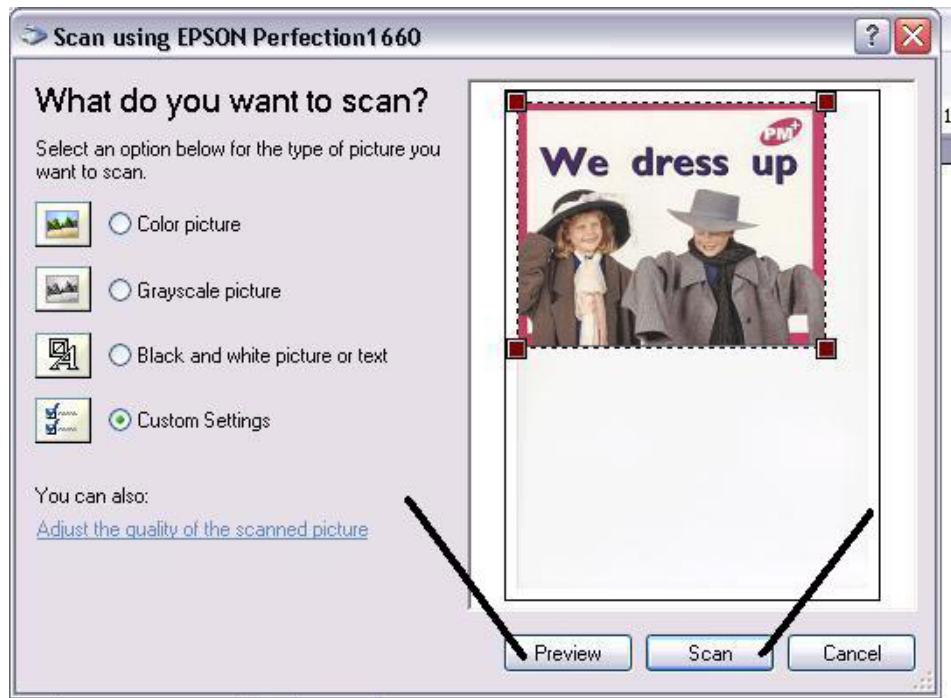
When you select that you want to do a custom insert another window will pop up asking you what you want to scan. From here you need to select **Adjust the quality of the scanned picture**. To do this simple click on “Adjust the quality of the scanned picture”.



By selecting to adjust the quality of the scanned picture you can change the resolution (DPI) of the picture. This is an important step in creating the books, as the higher the resolution of the pictures, the larger the size of the file; consequently, making the finished product too large to save to disc. Therefore, we must change the **resolution to 72**. At this time, you can also select the picture type. From the drop down menu choose **Color picture**.

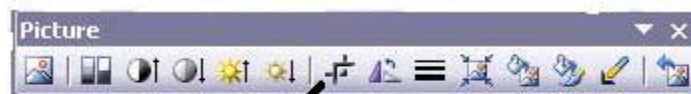


Once you have made the adjustments to the quality of the scanned picture you are ready to proceed to previewing your scanned picture. Choose **Preview**, and wait for your page to appear.



Make sure just the page is selected, and click **Scan**.

Once you have scanned the picture, you can adjust the positioning on the slide show page by clicking on it and dragging it to wherever you want. You can also resize the picture by clicking on any of the small circles on the outer edge of the picture and dragging your mouse in or out to the desired size. To rotate the picture simple click on the green circle on the top and rotate. To crop the picture, simply click on the cropping tool from the picture toolbar.



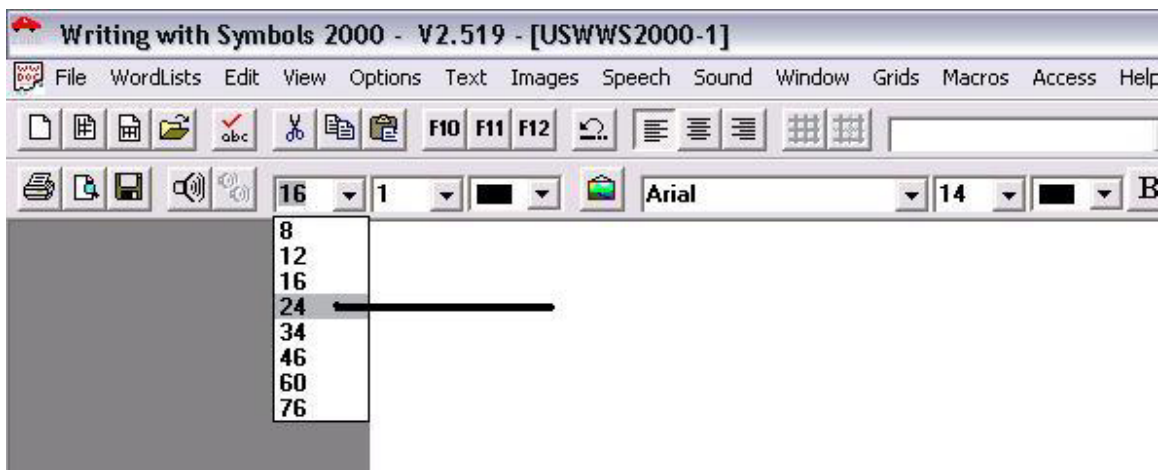
4. Using Writing with Symbols for your book.

Writing with Symbols can be used to support text. Symbols can aid the reader to see the meaning of words. You will need to install and open Writing with Symbols. When Writing with Symbols opens choose **Word processor** from the main page. To set up the word processor follow the following steps...

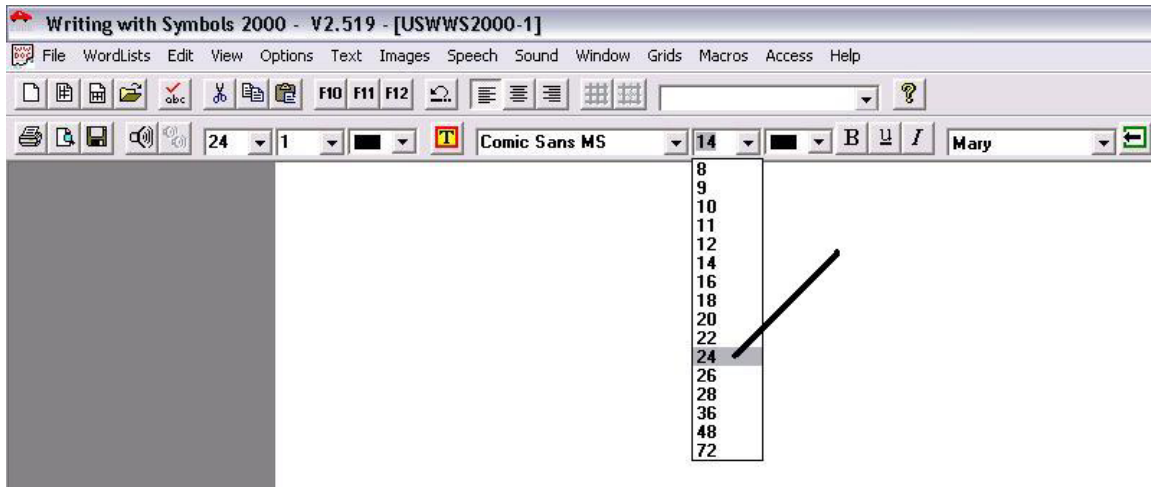
- On the top menu bar click on **F10** to set text-symbol mode. With this word processor you have the choice to type with just text, just symbols, or text and symbols. For our books we will need text and symbols.



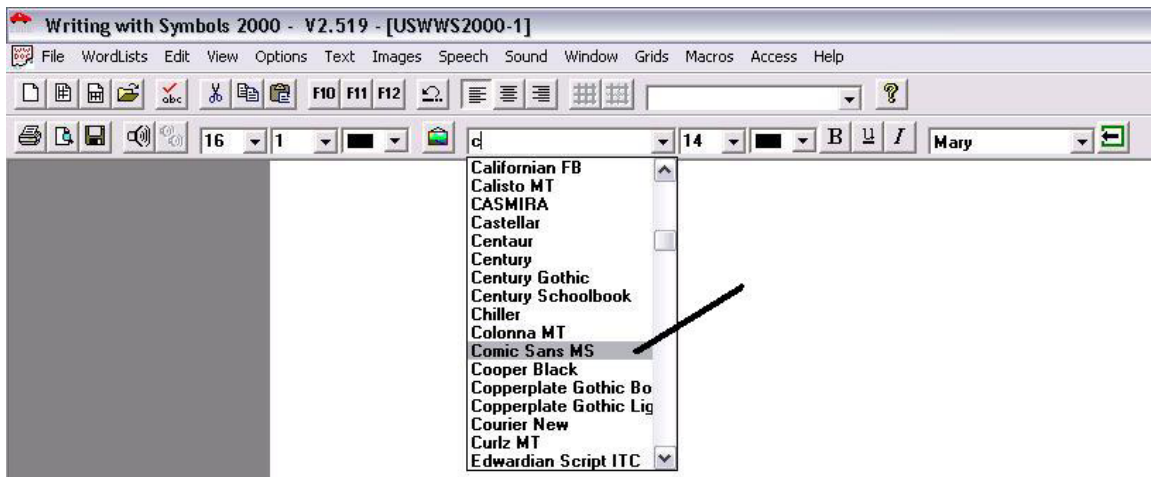
- Change the size of the symbol to **24**



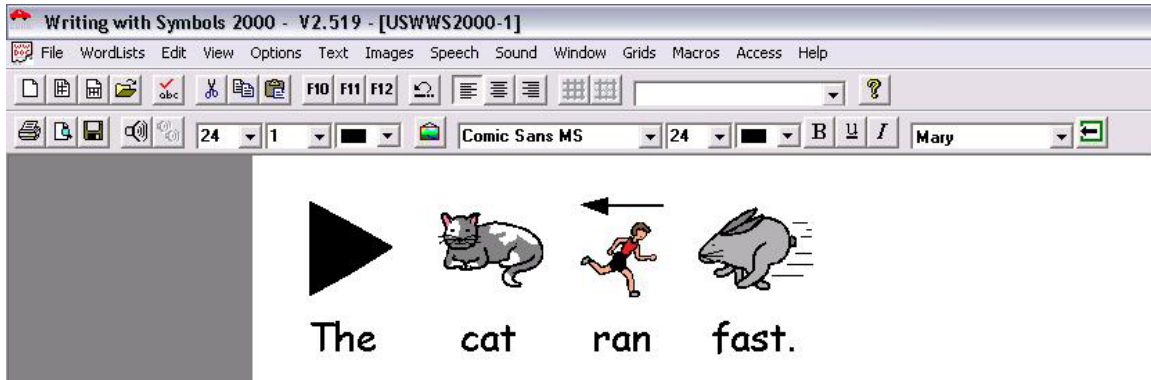
- Change the size of the text to 24



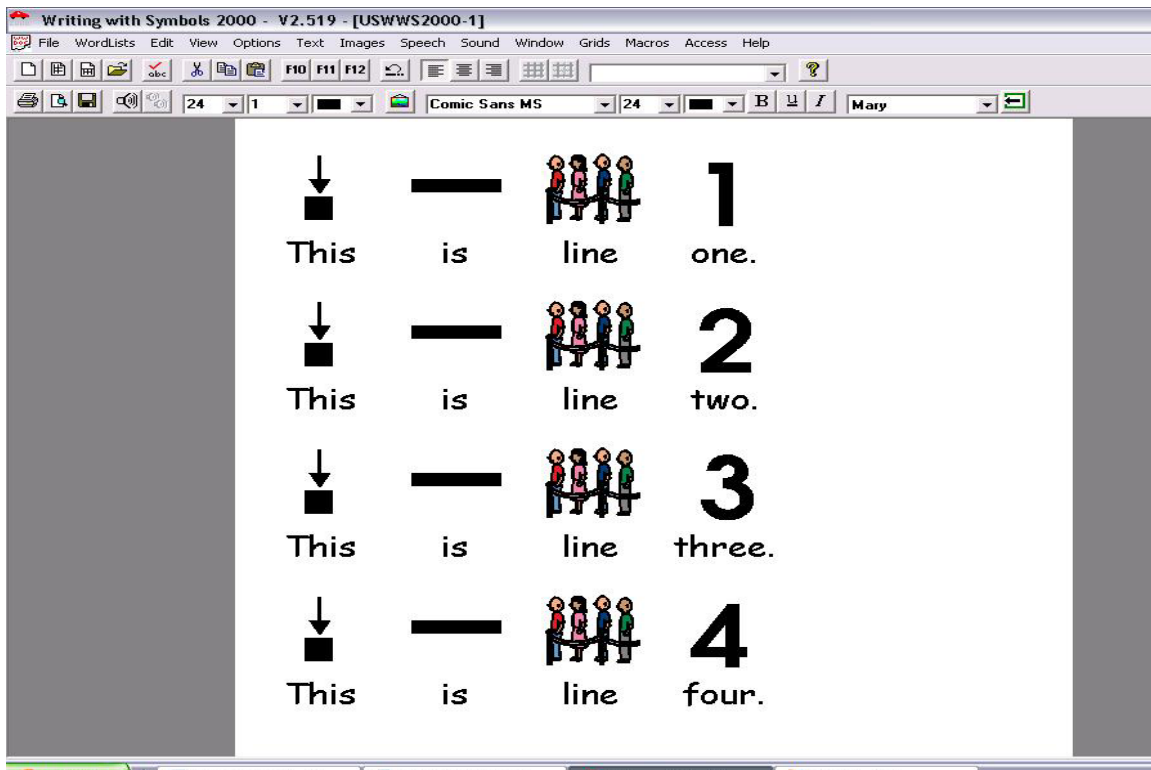
- Change the font to **Comic Sans MS**



- Now you are ready to begin typing the text from your book into the word processor in Writing with Symbols.

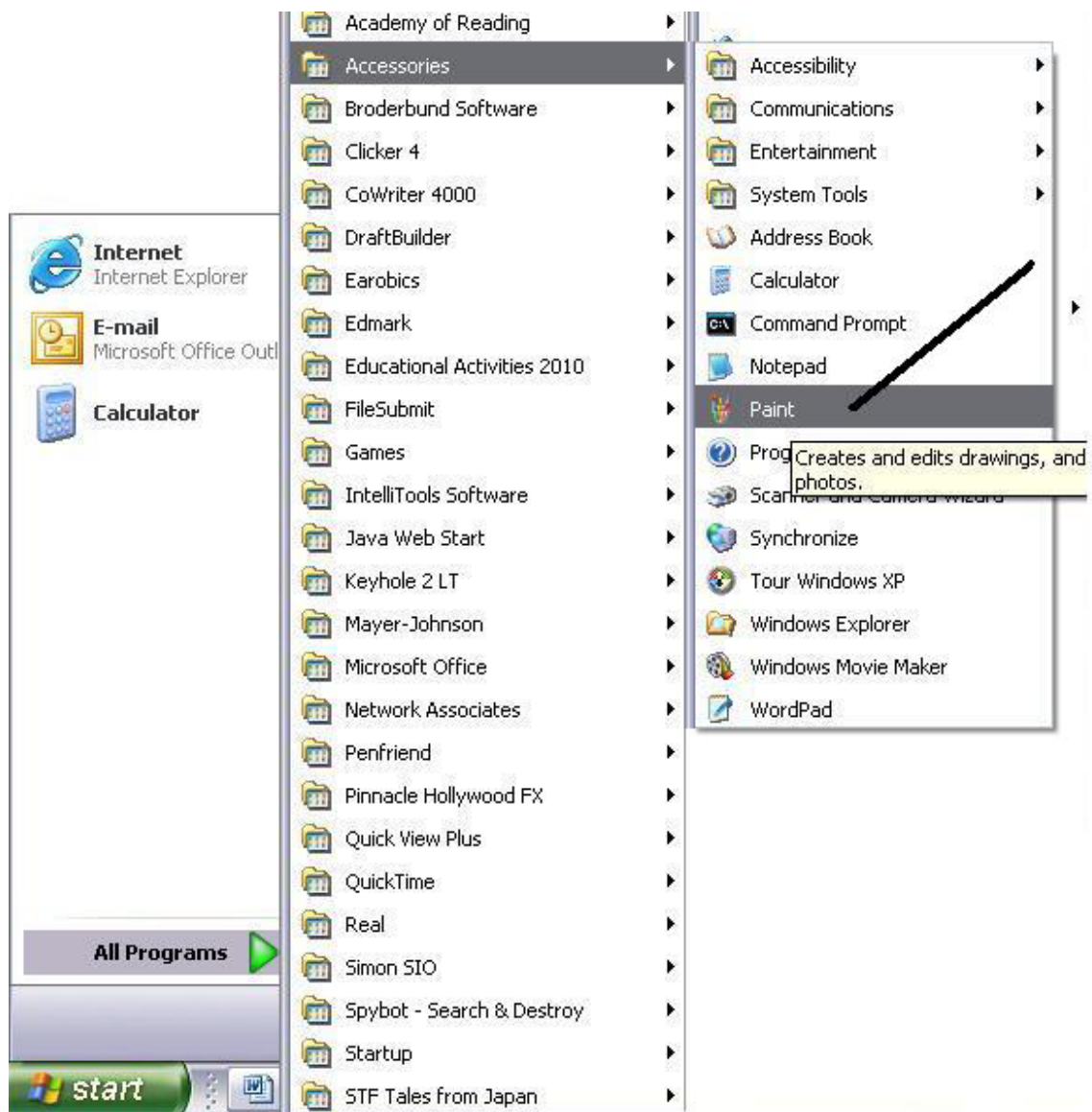


- Once you have typed enough to fill the screen, hit the print screen button. The print screen button can be found on the upper right hand side of your keyboard towards the top. Although it appears that nothing has happened this captures all the visible text and symbols you have typed, and it is ready to be pasted and saved.

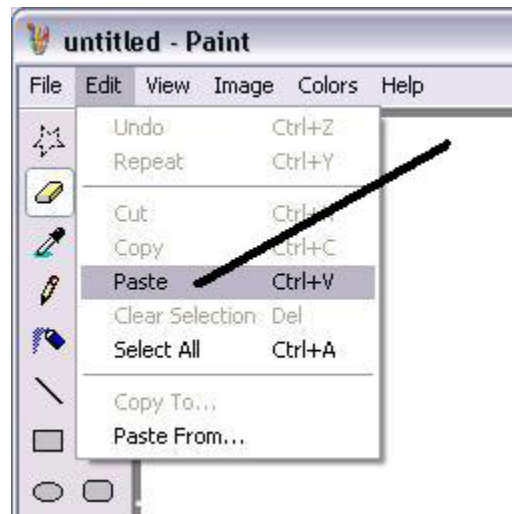


****Important:** Writing with Symbols word processor will allow you to keep typing as much as you want; however, it is important to only type approximately 4 lines of text and symbols. When you capture the screen only what you can see on the screen will be saved.

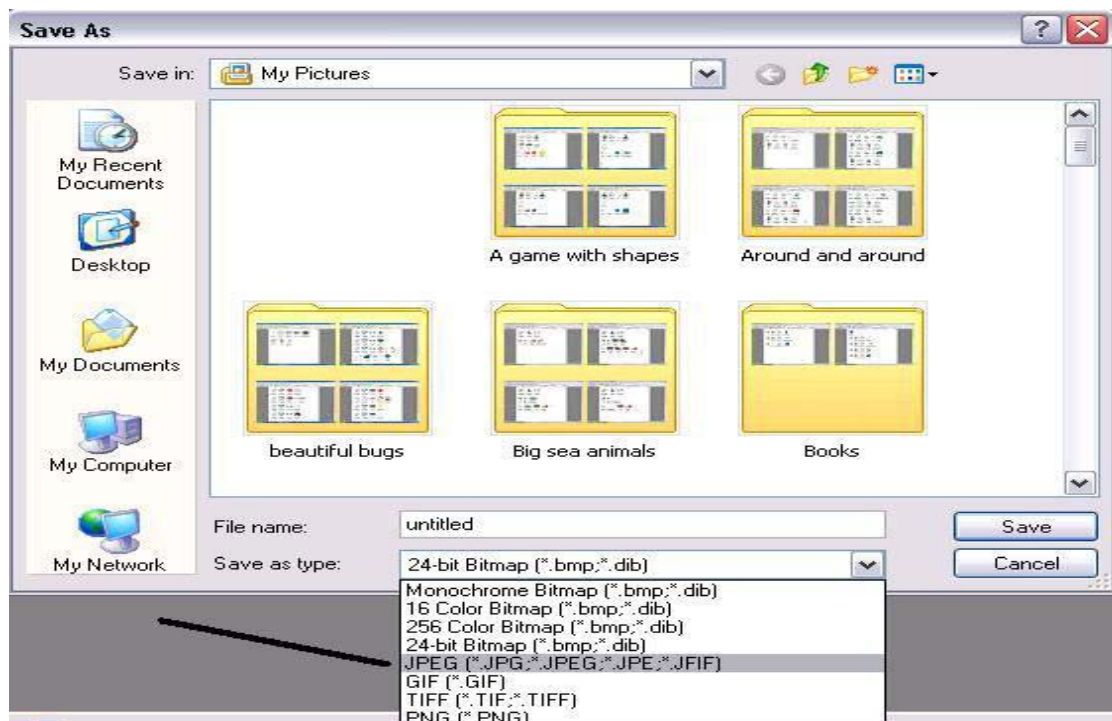
- After you have captured the screen, open 'Paint' and paste your screen image. To open paint click on **Start, All Programs, Accessories, Paint**.



Once **Paint** is opened you are ready to paste the captured screen. Hold the keys **Ctrl** and **V** at the same time and the screen will appear. (You can also paste your captured screen from the menu bar on the top by clicking on **Edit, Paste**).



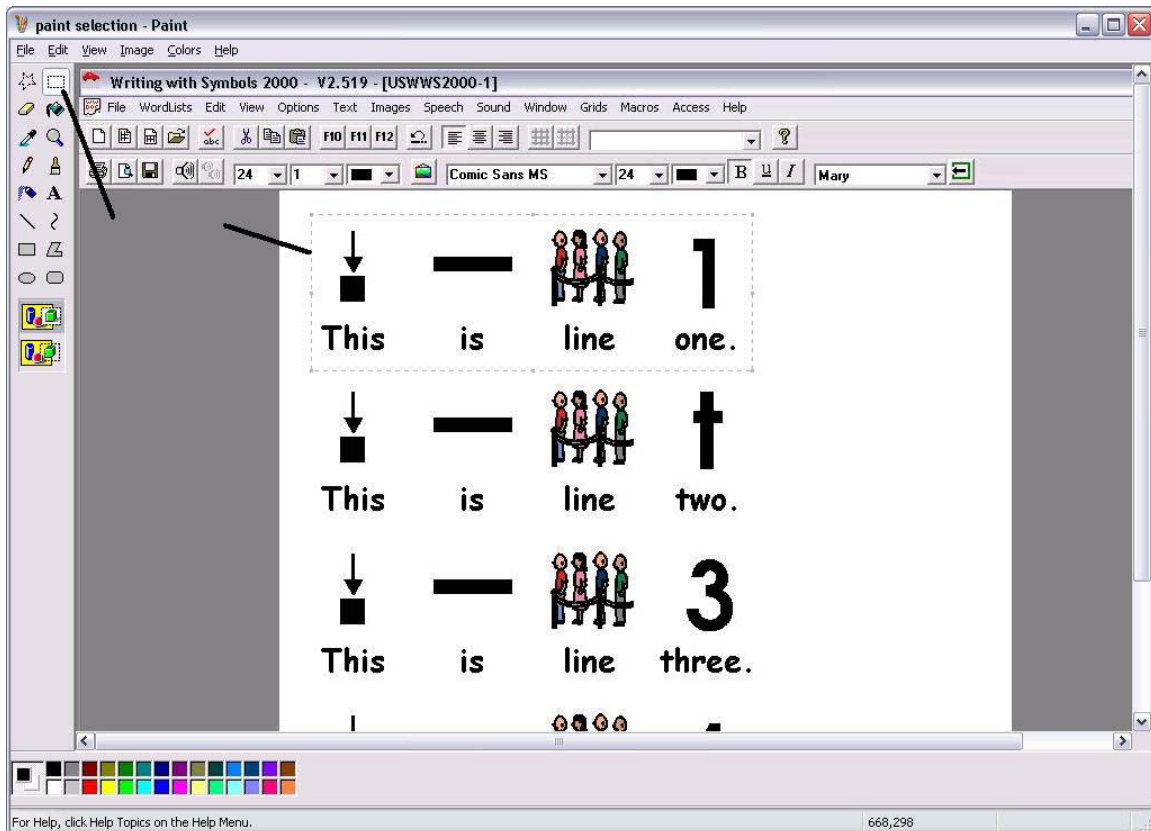
Once you have pasted your screenshot into paint you must save it. On the top menu bar click on **File, Save AS**, and save your file. You must change the file format from **bmp** to **jpg**



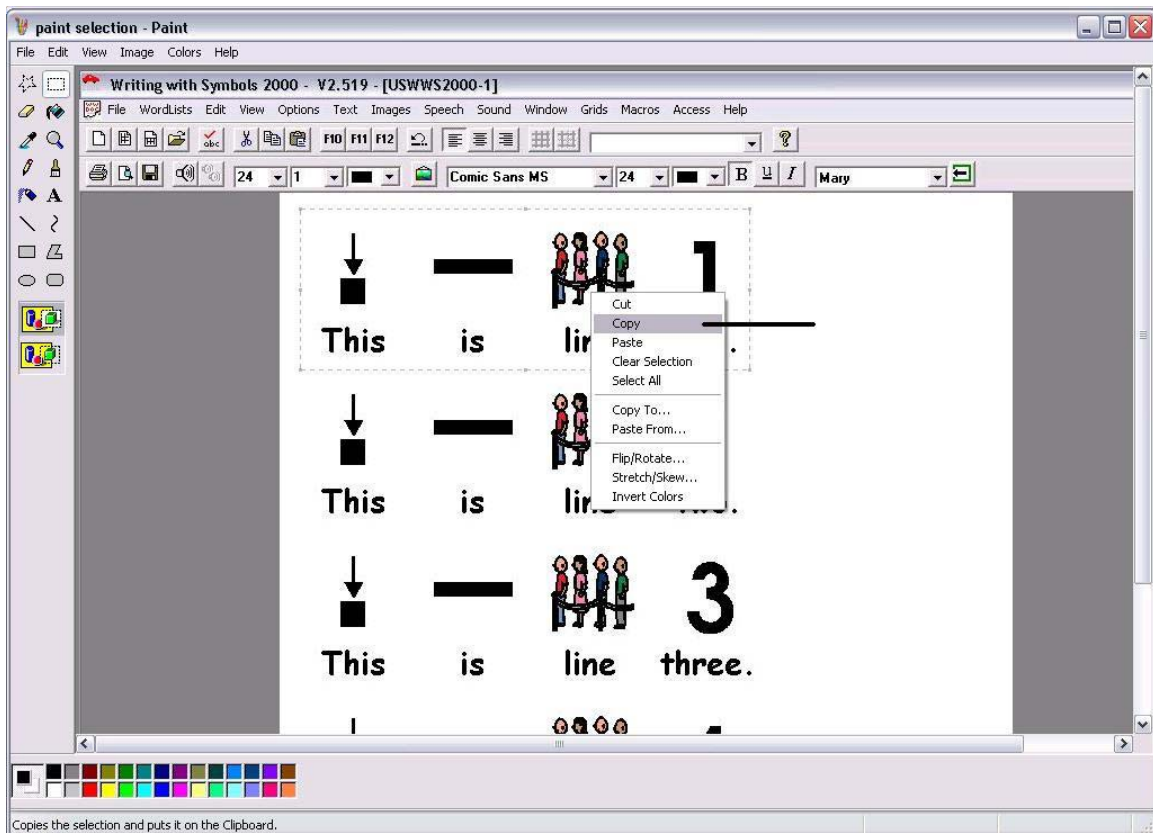
Editing your text/symbols:

1. Saving a selection from the screenshot in paint:

To save only a portion of your screenshot use the select tool (the dotted box in the upper-left hand corner of the toolbar, and draw a box around the part you wish to save by dragging your mouse.



Once you have highlighted the portion you wish to keep, right click and click on **Copy** (or press Ctrl + C to copy) go to **File, New** in the menu (you will be asked if you want to save the original screenshot, you must save the original if you have return to it to save the remainder of the selections) and then paste into the new screen. To paste what you have copied, from the top menu bar choose **Edit, Paste** (press Ctrl + V).



2. Editing text/symbols in another photo editor:

Alternatively, if the book you are working on has short sentences per page, to save time type as many pages as you can, remembering that when you do your screen shot that only about four text lines with symbols can be captured (what you see on the screen is what will be captured).

Once you have the page pasted into paint, save the document by clicking **File, Save As**. Call the file anything you want. I usually use numbers. It is important to save as **jpg**. Choose this option from the drop down menu. If you save as **bmp**, the file size will be too large.

Now you can open this file in any photo editing program to save the individual text/symbol pages of the book.

Once you have your page opened in your photo editing program, you will need to use your selection tool (usually found on your photo editing toolbar as a dotted box) to select the text/symbols for each page and save them as individual files. Use the selection tool, and draw a box around the part you wish to save by dragging your mouse to create a box around the selected text/symbols. From the top menu bar choose **File, Save as** to save the selection. Continue to select the text/symbols for each page of the book, saving each. I usually save each page as the number it is in the book. (For example, I save the cover as cover, page one as 1, etc.)

Hints for Writing with Symbols:

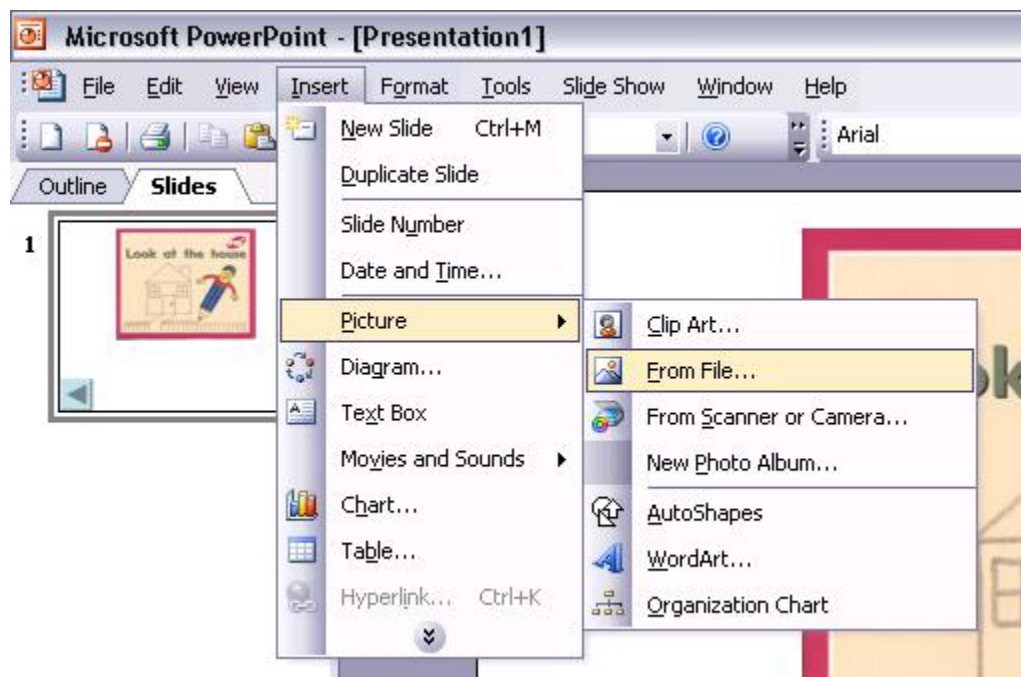
- Changing a symbol that appears when you type in a word. When you type a word into 'Writing with Symbols' a symbol appears; however, often there is more than one choice of symbol for each word. If you want to try a different symbol after you type the word, highlight it using the mouse, and hit F12 to toggle through the symbol bank.
- Sometimes when you type a word into the word processor nothing will appear. This can happen when you use a proper name. If a word does not appear you can type another word to get the symbol you want, lock that symbol (by clicking on F11) and re-type the word you wanted to appear with that symbol. For example. If you typed the word Sally, nothing would appear; however, if you type the word girl you can lock the symbol that appears and then type Sally to replace the word girl.

3. Putting it all together:

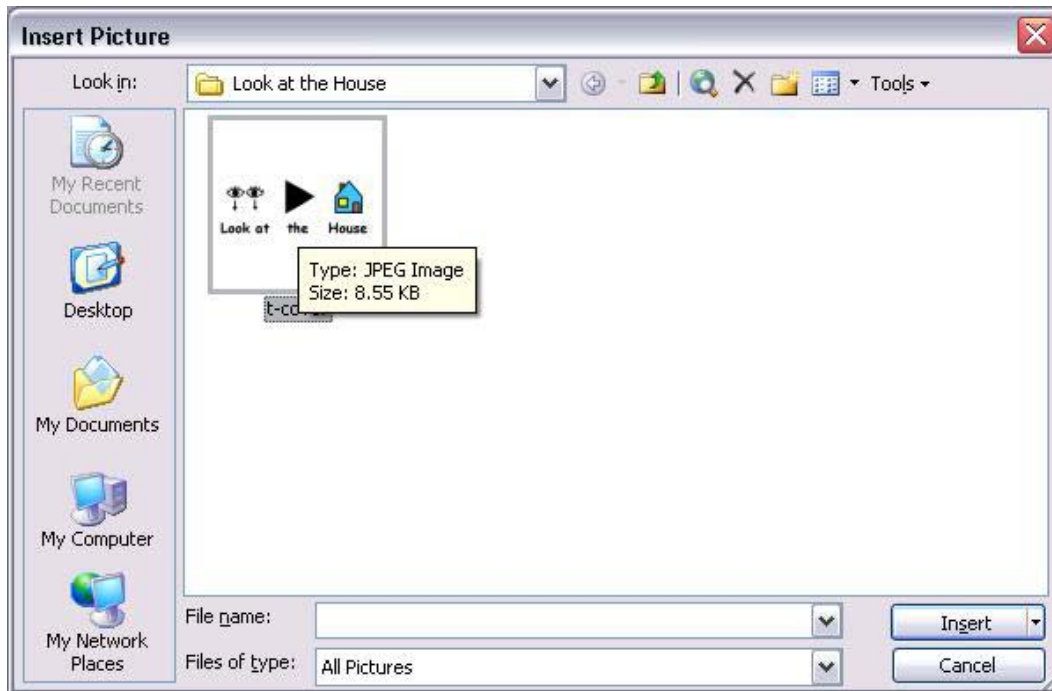
When you scanned your pictures you created a PowerPoint in the folder with the same name as the book. It is now time to open that file and finish adding the pieces to complete your talking accessible book.

Your PowerPoint already has the pictures for your book, as well as the forward and previous arrow buttons. We now need to add the text/symbols, and voice to complete the book.

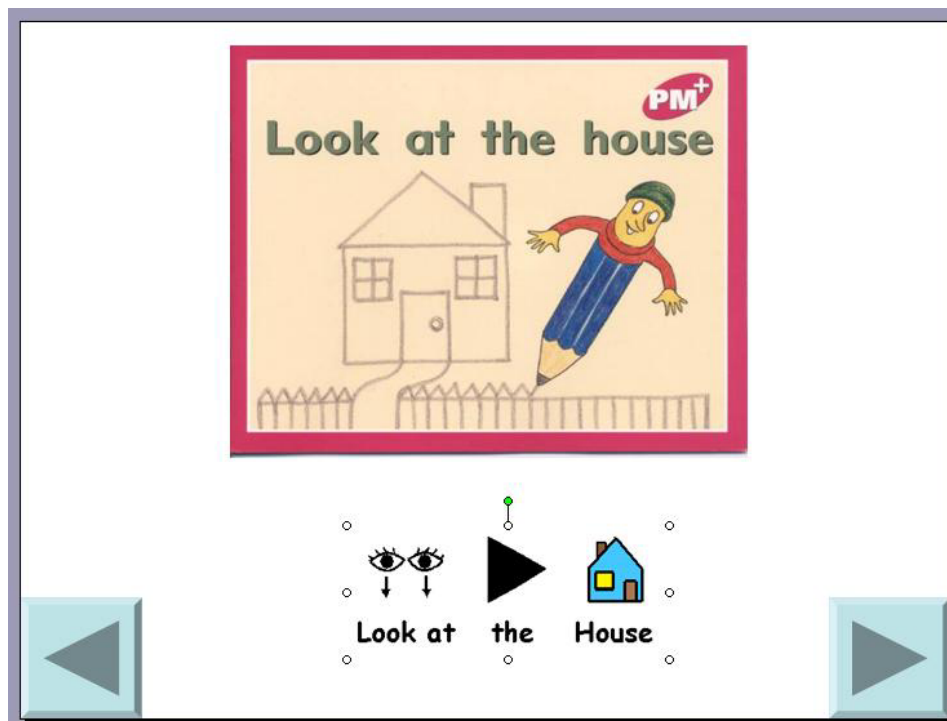
To add your text/symbols to your book, click on your first page. From the top menu bar click, **Insert, Picture, From File.**



Locate the book folder you created earlier and insert the text for your page.

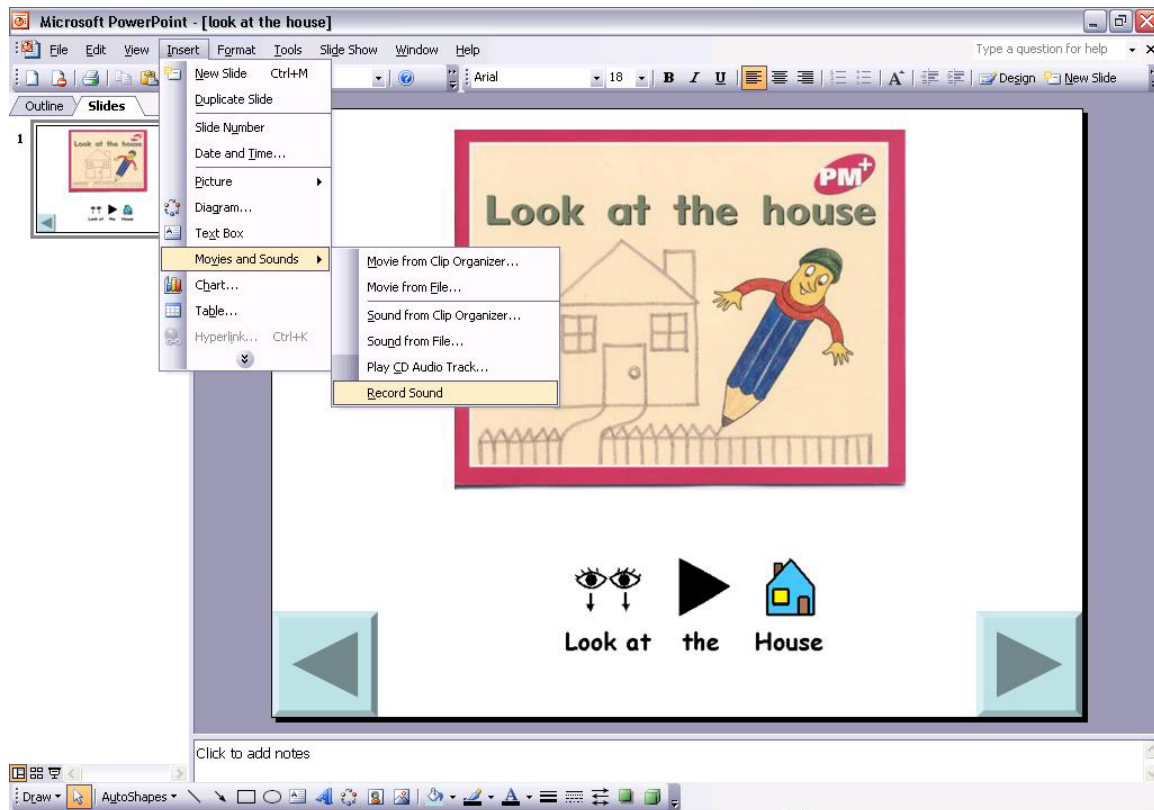


Your power point page now looks like the following...



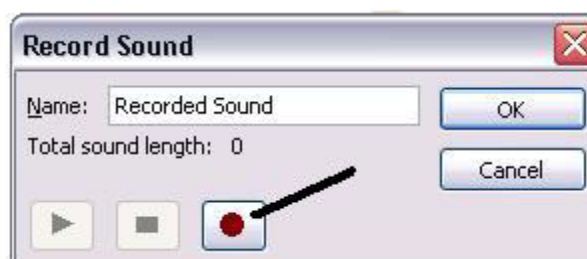
Adding voice:

From the top menu bar select **Insert, Movie and Sounds, Record Sound**.

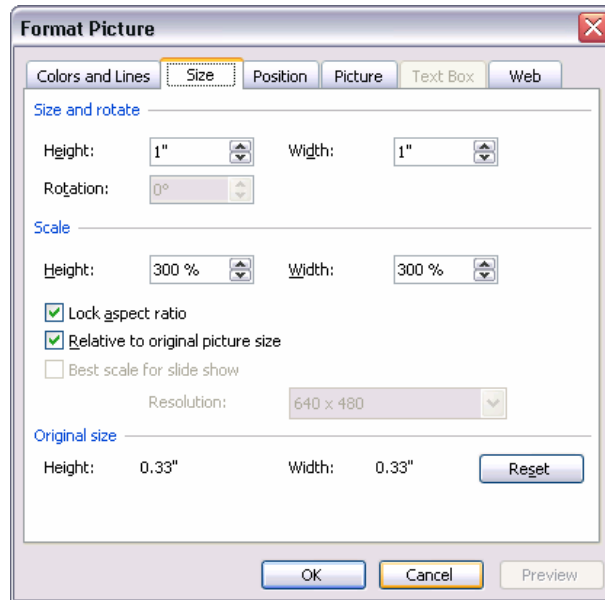


Click on the record button, read the page and click on stop when you are finished.

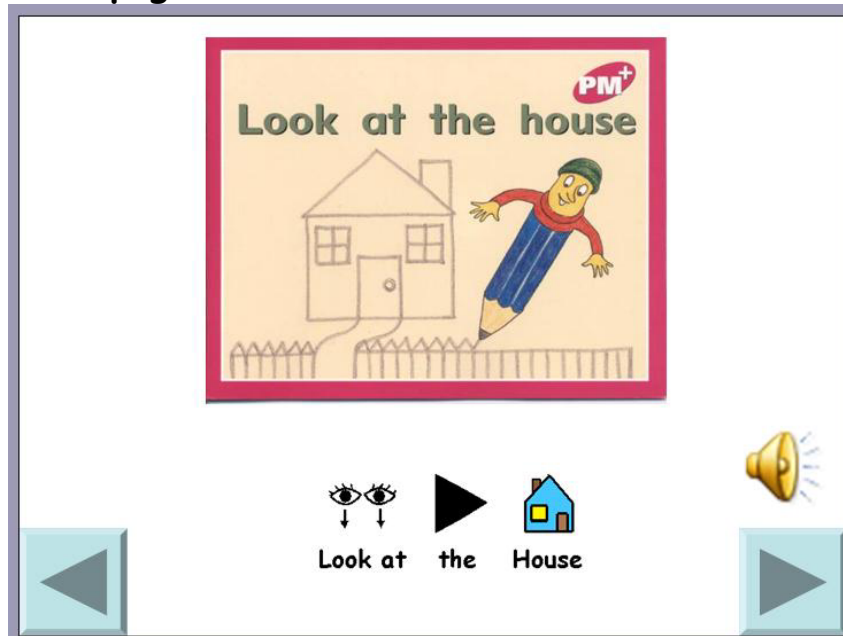
Note: To record your voice you need to make sure you have a working microphone attached to your computer.



Click **OK** and a microphone icon will appear on your page. Click on the microphone and drag it to the location you want. Right click on the microphone, **Format Picture**, **Size**, and set the size to 1 X1. Click **OK** and you are finished with this page. Continue this with each page.



Your finished page will look like this...



Save your document and you are finished.