

# Making Books Accessible to All:

## Using Multimedia Programs to Adapt Books



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## CREATING TALKING BOOKS WITH MY OWN BOOKSHELF

### Make a simple book Using Scanned Pictures and Sound Files

#### A. Making A Book

1. Select **Book - Add Book - Blank Book.**
2. Type title of book and author. In this case write:  
Title: **Community Helpers**  
Author: **Kristie Stapler**
3. Select **Next.**
4. Select a background color for book pages.  
**Note:** You can select one color for all the pages of the book.  
If you wish, you can choose no background color. The default will be white.
5. Select **Next - Finish.**
6. Select **Title Sound.**  
**Note:** Title Sound is used for students who need single switch scanning. This is where you assign the sound the student will hear when selecting a book in the single switch access mode.
7. Select **Finish.**
8. **Select Step 1 Import an Image**--this step is for images and movies.
9. Select **Find Image.** Locate your folder of the scanned images.  
For this activity locate the My Own BookShelf images on the Making Books Accessible CD.  
**Note:** Images can be a jpeg file (jpg), pict file (pct), or bitmap file (bmp).  
Movies can be an .avi file or a .mov file. Movies from small digital cameras and nonprofessional video cameras work very well.
10. Select **Finish.**  
**Note:** The image will import into the book. MOB copies the image to the program.
11. Select **Step 2 Insert Text.**  
Type in the text for the page and follow the onscreen prompts.
12. Select **Step 3 Insert Sound.**  
**Note:** For this lesson we will use text-to-speech (computer generated sounds).  
The words on each page will be spoken by the computer.
13. Select **Text Sound – Next – Text-to-Speech – Next – Finish.**
14. Select **Test Page** to hear the page.



15. Click the **Green + Arrow** to add page 2.
16. Repeat steps **8** to **14** to add new pages and sounds. There are **9** pages total for this book.
17. Select **Finish** when the book is completed.

**B. Finishing The Book**

To read the book you just made, select **Finish** until you return to the main menu screen.

**C. Selecting A BookShelf**

Select a **Bookshelf** and place your new book on a bookshelf.

**D. Reading The Book**

Return to the main menu screen and select **Read**.

## CREATING TALKING BOOKS WITH POWERPOINT

### A. Create a Folder

1. Create a folder on the computer to save your talking book files.

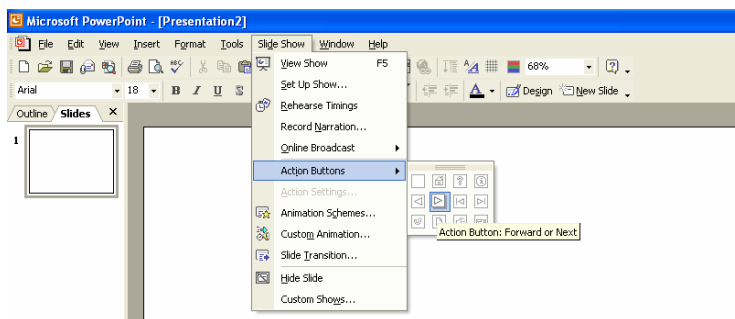
### B. Scan or create your Pictures

1. Scan or create your pictures for your talking book and save to folder.

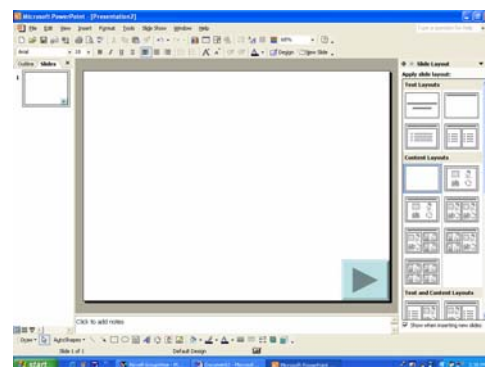
### C. Create a Talking Book Template

Create a talking book template that you can use with all of your talking books.

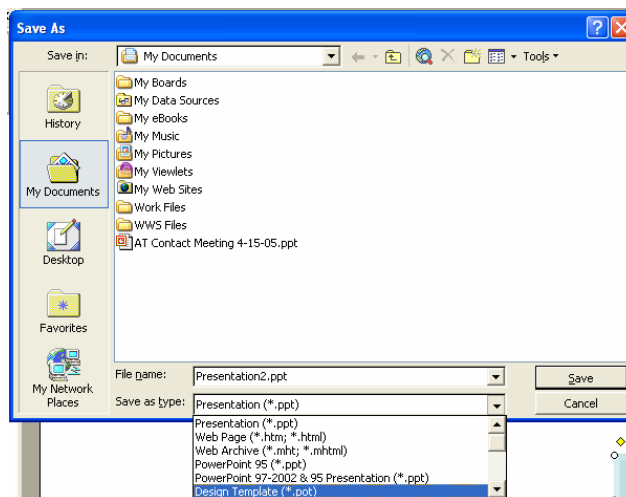
1. Open PowerPoint. It should open to a blank slide. If not select **File-New** and select **Blank Presentation**.
2. Choose the blank page layout and click **Ok**.
3. Add a forward page turning arrow by selecting the **Slideshow** menu and click **Action Buttons**.



4. Click on the **Forward Arrow**. The cursor will change to a small cross. Position this cross at the bottom right hand corner of the page and click and hold the left mouse button. Drag mouse to draw the button. Release the mouse button. Resize forward arrow if needed.
5. Add a **Back Arrow** following the directions in step 4.

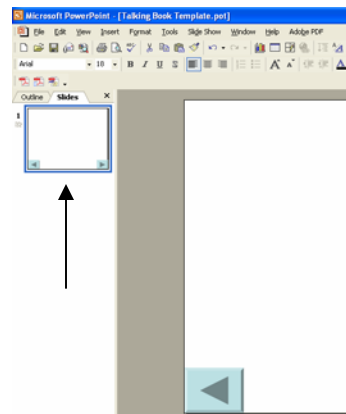


6. Save the slide as a template. Click **File-Save As**. When the dialog box opens, click in **File Name** and type “**Talking Book Template**”. In **Save as type**: choose **Design Template**. Click **Save**.



#### **D. Create Blank Pages**

2. Create blank pages for your book by clicking on **Insert** menu, then **Duplicate Slide**. Repeat until you have the required number of blank pages (slides) for your book.



#### **E. Add Pictures**

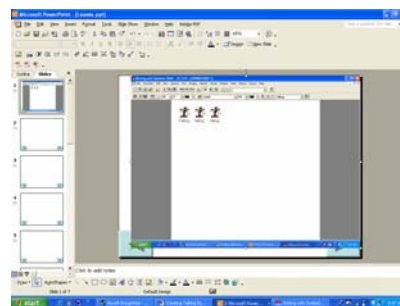
Click on the first slide. To add a picture to your slide, click on the **Insert** menu, then **Picture**, then **From File** and choose a picture that you have previously scanned or created.

1. Insert the picture on the page. Reposition and/or resize the picture on the page by clicking and dragging on the corners of the picture frame.

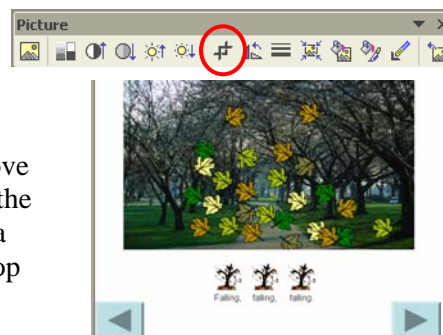
#### **F. Add Symbols/Text**

1. **Adding Symbols:** Open your symbol processor and type your sentence. (examples of Symbol processors are Writing with Symbols, Inclusive Writer, Clicker, Intellipics)
2. Make your sentence large enough but not larger than the computer screen.
3. Remove the cursor from the screen by hitting the **Return** key.

4. **Copy** the image by pressing the **Print Screen** button located at the top right of the keyboard. Usually labeled as **PrtScr** or **Print Scrn**. The image has been copied to the clipboard and is ready to paste into your PowerPoint.
5. **Click back** to the PowerPoint where you want the symbol sentence to be. Choose **Paste** from the **Edit** menu. The screen image will appear on the page.

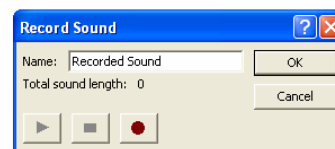


6. The image will be large and needs to be cropped. Click on the image to get the **Picture Toolbar**. (If you do not have the toolbar, click on **View-Toolbar-Picture**)
7. Choose the **Crop** tool from the Picture toolbar. Move the mouse to the edge of your image. **Hold down** the left mouse button and crop the image by dragging a corner or side inwards and release. Continue to crop the image until the desired image has been created.
8. The image may need to be resized or repositioned.



### G. Add Sound to the Page

1. Before adding sound to the pages, make sure the microphone is connected to the computer and it is working. (You can test the microphone by going to **Start-Accessories-Entertainment-Sound Recorder** and recording a voice test.)
2. You must also change a setting within PowerPoint. This allows you to create larger sound files and they will stay within your PowerPoint book. (This makes it easier to move from computer to computer.)
3. In PowerPoint, Click on **Tools**, then **Options**. In the popup window click on the **General** tab. Click on the **Link sounds with files greater than** box and type in **50000**. This will ensure that all sound files are included when you save your talking book.
4. To add sound, click on the **Insert** menu, then **Movies and Sounds** and then click on **Record Sounds**.
5. Click in the **Name** box and rename this sound file. (ex: give more information than slide 1)
6. Click on the **Red Record** button and speak the page text into the microphone. Click **Stop** when you are finished recording the sound.
7. Click **Ok**.
8. A loud speaker will appear in the middle of your page. This can be positioned anywhere on the slide.
9. This completes the first page of your talking book. Click on the next slide and follow the directions in steps **E - G**.



## BOOK OPTIONS

### A. Automate The Sound On Each Page

1. Click on the **Speaker** to select it. Choose **Slideshow** menu, then **Custom Animations**. To play the sound or movie automatically, click **Start With Previous**.

### B. Use Forward And Back Buttons

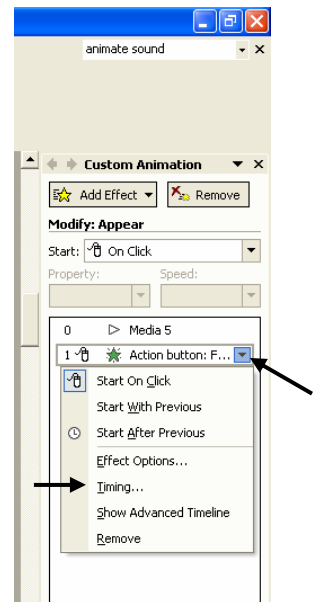
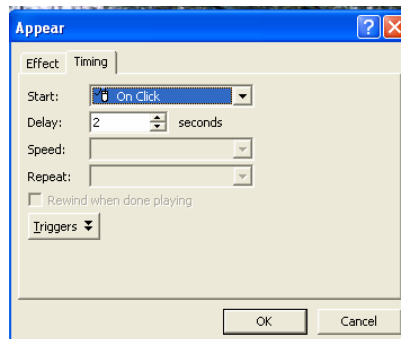
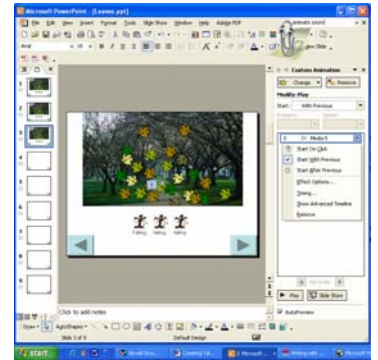
1. To set up the show, click on the **Slideshow** menu, then **Set Up Show**. Click **Browsed at a kiosk** (full screen). Then **Ok**.

### C. Combine A Page Turn With Speech

1. You can set PowerPoint to turn the page and speak the text using a single mouse or switch press.
2. Click on the **Slideshow** menu, then **Slide Transition**. Click on the **Sound** box where all your sound files are located. Choose the right sound for that page and click on **Apply**, not **Apply To All**. Do this for each page.
3. The cursor must be placed over the forward arrow to allow for switch access.

### D. Add A Time Delay To A Page Turn

1. Another modification is to give the forward arrow a time delay. This prevents students making multiple or rapid presses that would otherwise make the pages turn quickly.
2. Click on the **Forward Button**. Click on **Slideshow**, then **Custom Animations**.
3. Click on **Add Effect**. Choose **Appear**. Click on the **Down Arrow** next to the action button in the Animation Window.
4. Choose **Timing**. In the **Delay** box set time to 2 seconds. Timing may need to be adjusted according to student. Click **Ok**.



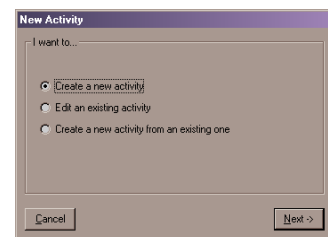
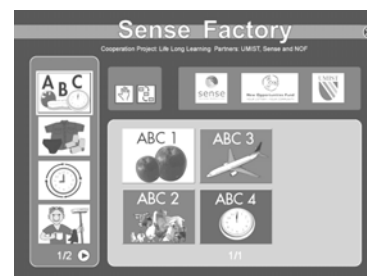
## CREATING TALKING BOOKS WITH SENSE FACTORY

### LICENSE AGREEMENT

This software is freely distributable. You may install the software on as many machines as you like. You may make copies of the program and pass it to others. The only restriction is that you may not make financial gain from the distribution of the software and you must pass a copy.

### A. Opening Sense Factory

1. Click the **Start** button, then **Programs**, then **Sense**, then **Sense Factory**.
2. When Sense Factory starts it changes your screen to 640 x 480 resolution and fills the screen completely.
3. To create or modify an activity, press the Function Key **F7** when Sense Factory is running.
4. This gives three options:
  - a. Create a completely new activity.
  - b. Edit an existing activity. This will result in the original activity being overwritten.
  - c. Create a new activity by editing an old activity. This results in a new activity – the original activity is unchanged.



### B. Creating a New Activity

1. Choose **Create New Activity** from the New Activity dialog box and then click **Next**.
2. You will be prompted to **name** your activity.
3. Select a **picture file** on your computer and **drag** and drop it into the right hand side of the screen. The slides are presented in the order in which they appear in the activity (left to right, top to bottom) so you can try and place the picture in the order that it will appear in the activity.
  - a. **Move a picture slide** – Simply select the slide and drag and drop it into the correct place. The new position is indicated by a vertical bar.
  - b. **Replacing a picture slide** – a picture slide can be overwritten by a new picture by dropping the new picture file on top of the existing slide. You can tell when the slide is selected for replacement because a light circle appears at its center.
  - c. **Create a blank slide** - simply drag and drop the blank slide icon into the appropriate position in the slide show. The blank slide icon can be found at the bottom left of the main form.



4. Once a picture slide is inserted, it can have a sound associated with it.
- a. **Recording your own sounds** –When you have recorded a sound it can be moved from the sound recorder area by selecting the icon at the bottom of the sound recorder and dragging it onto a slide.



1. Press the **red** record button. Type a name for the sound
2. Press the **blue** stop button to stop the recording or the play operation
3. Press the green play button to replay the sound.

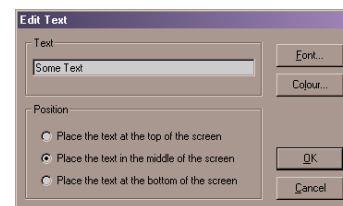
- b. **Pre-recorded sounds** – This is very similar to the way in which pictures are created. Select the sound and drag and drop it onto the slide.

- c. A small icon will then appear in the right hand corner of the slide.



- d. You can listen to the sound associated with a slide by selecting the slide with a **right** mouse click and using the **Play Sound** option from the menu that appears.

5. Text can be associated with any slide. Text can be added to a slide by selecting the slide with the **right** button, moving to the **Text option** of the window that appears and selecting the **Edit Text** option.



6. Type the text to appear on the slide in the text box at the top of the **Edit Text** box..

- a. The position of the text is controlled by the three radio buttons at the bottom of the form.

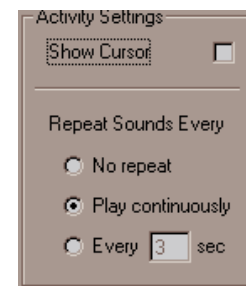
- b. If the slide has a picture and text is placed at either the top or the bottom of the screen, the picture will shrink somewhat and the text will appear either above or below the picture on the slide's background color. If the text is placed in the middle of the slide, the text will appear in front of the picture.

7. The font of the text can be changed by selecting the **Font** button.

### C. Activity Settings

These are set using the top left hand part of the activity creation form. These apply globally to all activities.

1. **Show Cursor** – This checkbox indicates whether the mouse pointer is visible when the activity is running. It is turned off by default.
2. **Repeat Sounds Every** –these options correspond to the **whole activity** and cannot be set on a per-slide basis. There are three options concerning when the sound is next played:



- a. **No repeat** – the sound is not played again. The user can force the sound to be played again if a two-switch system is used. Switch 2 (the right switch) will cause the slide to be reloaded and will therefore replay the sound.

- b. **Play Continuously** – the sound will loop continuously and only stop playing when the next slide is selected.

- c. **Every** – the sound will be repeated at a time duration specified in the associated text box. The time is specified in seconds.

#### D. Finished Editing

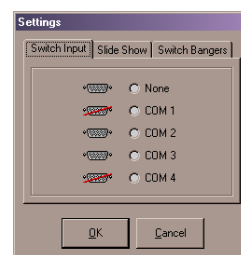
1. Select the **Save Activity** button at the bottom of the form.
2. To **Save** the activity in an existing topic, select the **topic name** and press **okay**.
3. To create a new topic, select the **Create New** button. Type in a new topic name. You can specify an image to appear on main screen to represent the topic. If no image is selected, the name of the topic will appear instead. To do this drag a bitmap file onto the picture box towards the bottom right of the screen.

#### E. General Settings (F8) For Switch Set Up

The General Settings apply to all activities and can be changed independent of the activities. The General Settings menu is invoked from the keyboard by Function Key F8

##### 1 Connecting Serial Switches

- a. The first ‘tab’ on the General Settings menu allows you to specify which serial port your switches are connected to. Sense Factory checks for unused serial ports, so if a serial port is used for some other purpose it appears with a line through it.
- b. If you are connecting your switches in some other way (for example by USB or through some specialist keyboard) you will need to map your switch input onto the keyboard commands, Space for Switch 1, and Enter for Switch 2.



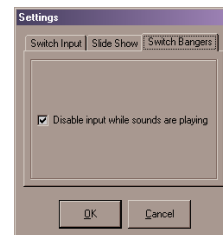
##### 2 Slide Show Timing

- a. In Slide Show mode the slides are presented in sequence without intervention from the user. The duration of the presentation of the slides is controlled by the Slide Show ‘tab’. Clicking the More and Less buttons will alter the time – the time range is 1 to 30 seconds.



##### 3. Switch Bangers

- a. Some users will not wait for the sound associated with the slide to finish playing before moving to the next slide. To prevent the slide being changed until the sound has finished playing select the option in the Switch Bangers tab.



**F. Moving Activities Between Machines (& File Structure)**

When you need to move an activity from one machine to another, follow the procedure below.

1. **Find** Sense Factory on your C drive. The default installation is **c:\Sense\Sense Factory**.
2. **Locate** a folder called **Topics** – this folder contains all the topics, activities and associated files.
3. **Open** the **Topics** folder and find the folder that matches the name of topic that contains the activity you wish to copy.
4. **Open** the topic folder. This will have a set of folders that have the same names as the activities in the topic. **Select** the folder that matches the activity that you want to copy.
5. On the new machine and find the topic folder you wish the activity to reside in. (Follow steps 1 to 3). Note that the topic on the new machine does not have to match that on the original machine.
6. **Copy** the activity folder into the selected topic folder on the new machine.