Created By: **Jessica Gosnell, MS CCC-SLP & Sharon Shaham, MS CCC-SLP**
Children's Hospital Bostoncc

# Create Your Own
# Easy to Access PPTs

- Step 1→ Open PowerPoint
- Step 2 → Changing slide background color
- Step 3 → Inserting a text box
- Step 4 → Changing text color
- Step 5 → Inserting an image from clip art
- Step 6 → Resizing/Moving Image
- Step 7 → Ordering Multiple images
- Step 8 → Recording and inserting audio clips
- Step 9 → Custom Animations
  - Part 1
  - Part 2
  - Part 3
- Step 10 →Insert Action Buttons
- Step 11 → Animating Action Button
- Step 12 → Setting up the Show
- Step 13 → Saving the Presentation
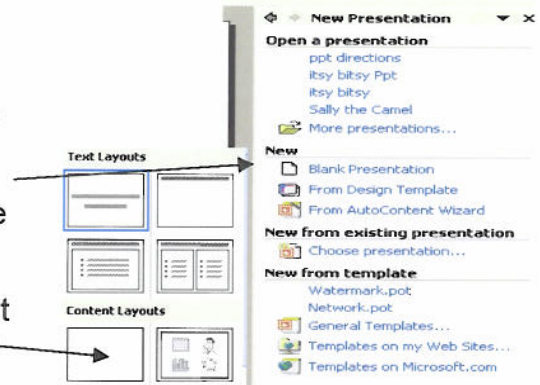- Step 14 → Playing the Presentation

## STEP 1:

•Open PowerPoint

•Select BLANK PRESENTATION from the right side "New Presentation" Task Pane

•A "SLIDE LAYOUT" task pane will occur on the right side.

•Left Click the BLANK side in the Content Layouts

## STEP 2:

*change the background color of the slide:*

1.  **STEP 1**: Right click on the slide (menu pops up).

    -Locate and left click on BACKGROUND from the menu

    **STEP 2:** A new button will open. Use the DOWN ARROW to search for a new color to change the slide.

    -more colors will give other options
    -click on the black button

    **STEP 3:** Once you have selected the color you want click the APPLY button to apply it to the slide background

    *of note: if you want every slide to have the same background click on "APPLY TO ALL"
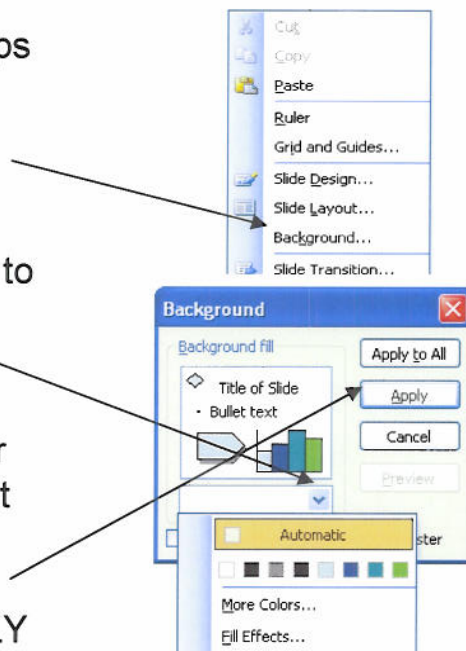
## STEP 3: → *Insert a text box:*

**1:** Using the menus at the top of the screen locate and left click on the word INSERT

•   A drop down menu will occur (and may not show all your options), if this happens click on the down arrow for the menu of all your options

**2:** From drop down menu left click on TEXT BOX

**3:** a ┼ will appear on the screen. Left click and then hold down on the mouse (a will appear)-drag and move to create the size of the text box.
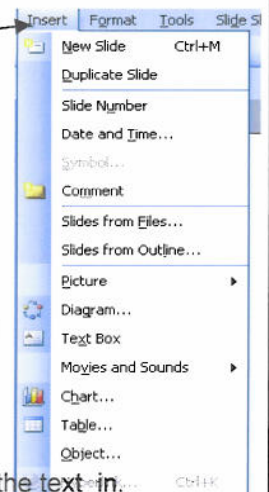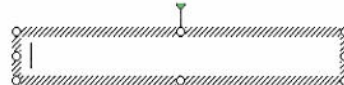
•When you release the left click the shape appears (with a blinking curser) for you to type the text in.

## STEP 4---Change color of text:

-Highlight the text that you want to change

-Click on FORMAT at the top tool bar and click on FONT

- A new menu will appear with

Font options (e.g. arial) font size (e.g 10)

And font colors—select the down

Arrow by the color to

Change the color of the

Font.

* With a black background select white

**A tool bar at the top of the screen has the options on display for quicker access. Select Text and then click on the down arrow by the A  to change color
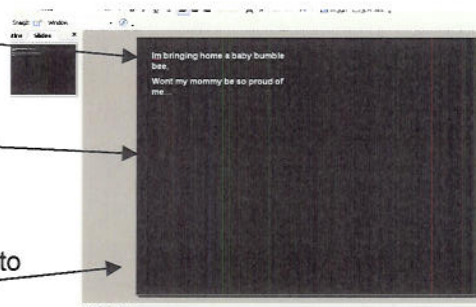
---
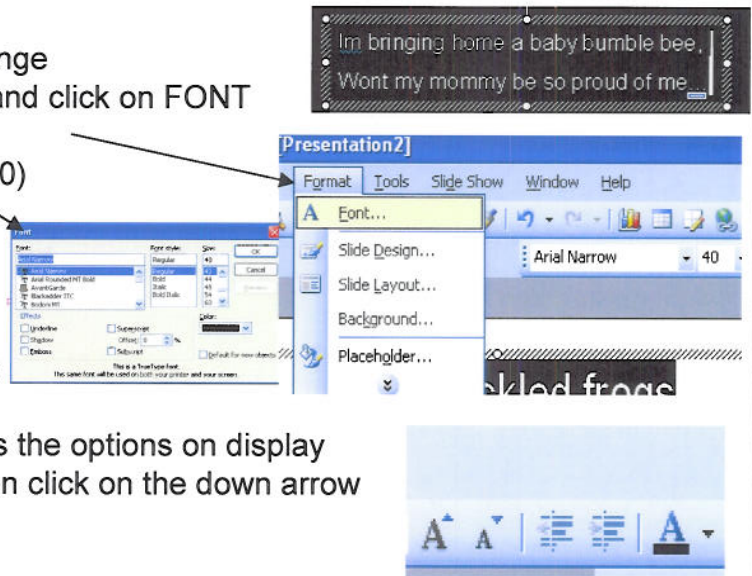
At this point your presentation should looks similar to this:

Text box with text (changed to white)

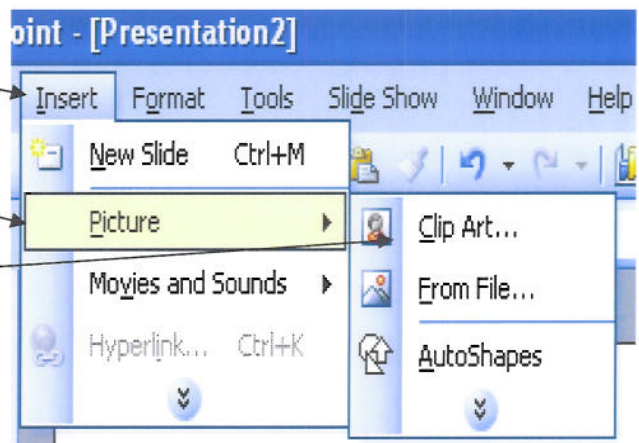Slide blank

Background changed to black

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## STEP 5→ INSERT IMAGE FROM CLIPART

•selecting **INSERT from top menu**

•locate and click on the word **PICTURE** from the drop down menu

-A new drop down menu open.

• locate and click on **Clip Art**

## STEP 5 → INSERTING IMAGE FROM CLIP ART CONTINUED:

- once selecting **Clip Art**→ a search menu will pop up on the right side of the screen

- Under **"Search For"** type in your image name (e.g. frog)

- Once the results show up and you find the image you want –refer to below to add to PowerPoint :

  - Double click on the image or right click and then select INSERT from the Pop Up menu
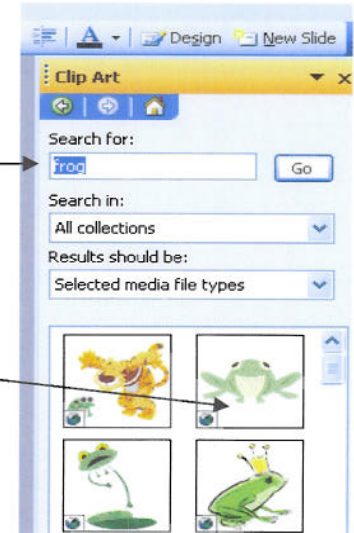
*At this point you can repeat steps and search for any other images

you want in your presentation (e.g. a bumble bee and a hand)

**STEP 6 →** TO MOVE IMAGE AROUND ON THE SCREEN AND

RESIZE PLEASE REFER TO PAGE "moving and resizing images"

## STEP 7 → BRINGING IMAGE TO THE FRONT OR BACK

-When dealing with multiple images on the presentation page the images will present in the order that you insert them (e.g. if you insert a bee and then a hand, the hand might cover and hide the bee)

•To change the order of the images (so both images can be displayed and seen) you:

　•Left click on the image (e.g. the hand image) to select it (circles should form around the image) and then RIGHT CLICK on the image once it is selected- a menu will pop up

　•Click on ORDER from the menu
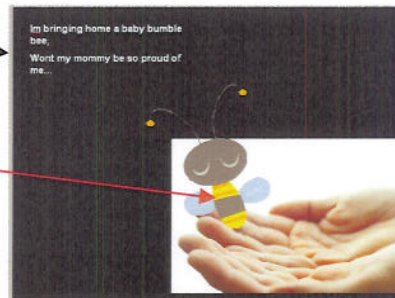
　•Click on SEND TO BACK from the sub-men
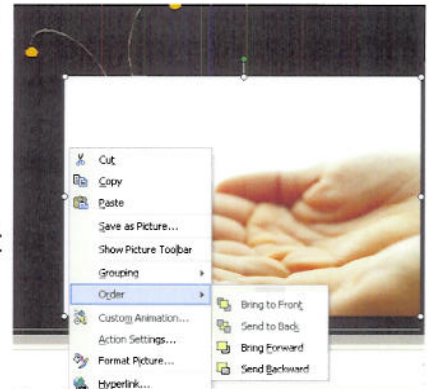
At this point your presentation should looks similar to this:

Text box with text (changed to white)

2 images inserted & the hands sent to back to view both images

Background changed to black

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## STEP 8→ RECORD AND INSERT A SOUND CLIP:

### *Adding Sounds:*

**1:** Using the menus at the top of the screen locate and left click on the word INSERT

A drop down menu will occur (and may not show all your options), if this happens click on the down arrow for the menu of all your options

**2:** From drop down menu left click on the word MOVIES AND SOUNDS

**3:** From the new drop down menu click on record sound
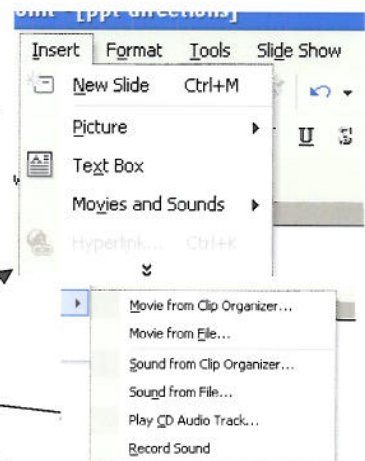
### *Recording Sounds:*

- If you want to record a sound or multiple sound clips yourself (e.g. singing a verse to a song or reading a line from a book), locate and click on RECORD SOUND

- Once selecting RECORD SOUND from the menu, a new widow will occur on the screen.

  - Click on the RED CIRCLE to start recording the sound
  - Once recording the sound click on the BLUE SQUARE to STOP the recording
  - The BLUE ARROW will play the recording back
  - Click on OK to insert the recording into the presentation
  - Click CANCEL to disregard recording
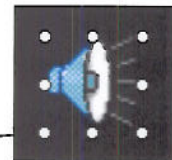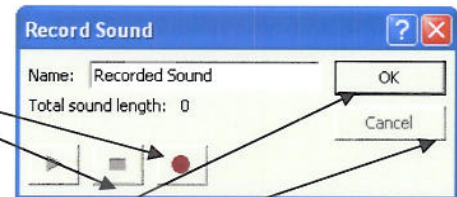
A speaker icon should appear on the screen if the sound recorded and inserted correctly

ITS NOW TIME TO ANIMATE THE PRESENTATION:

## STEP 9 →Custom Animations:

**1:** Click on the object that you want to apply an animation to. The circles and highlights should appear around the text box or image.

**2:** RIGHT CLICK on the Image. A drop down menu should appear

**3:** From the new drop down menu locate and click on CUSTOM ANIMATIONS

  - A custom animation task pane will appear on the right side of the screen
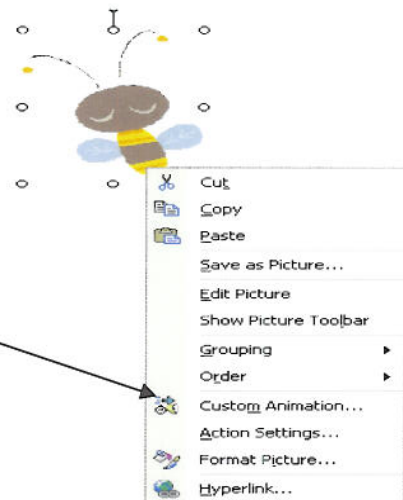
## STEP 9→ CUSTOM ANIMATIONS CONTINUED:

**Adding Effects (PART 1):**

- Once the Custom Animation Task Pane is opened:
- ***A ANIMATION SHOULD ALREADY BE ADDED TO YOUR LIST FOR THE SOUND CLIP YOU HAVE RECORDED
    - Right click on the Media file in the task pane and drag upward so the Media file is above the "trigger" (should look like this)
    - Then click on the media file text or click on the down arrow and select "AFTER PREVIOUS" from the menu
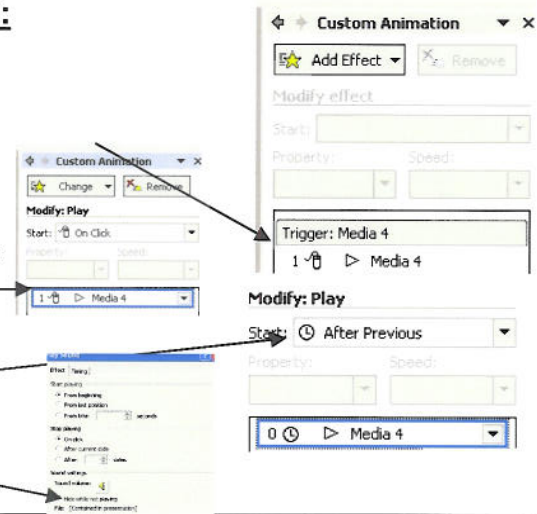    - Click the down arrow and then click on EFFECTS, select HIDE during PRESENTION

**Adding Effects (Part 2):**

•click on the object you wish to add and effect to/animate, then click on the ADD EFFECT button
• A new menu will open with Effect options (refer to page "Understanding Custom Animations or Adding Custom Animati... further explanation if needed)
•For this example→ add an effect to the Bee

1: Select the bee by clicking on the image

2: Click on Add Effect from the Custom Animation Task Pane

3: Click on Motion Paths from the new menu (options in this menu include entrance, emphasis, ext & motion path)

4: Select Draw Custom Path and then click on Freeform

5: Using the mouse draw a path that you wish the bumble bee will fly in –double click to finish the path (dotted lines to indicate the path should occur on the screen coming from the image to where you want the image to go)

6: the animation you just added should now appear on the right side in your Custom Animation Task Pane

7: The animation can not be triggered by a click so you need to "modify" the trigger

8: right click on the file in the task pane, using the down arrow select "WITH PREVIOUS"

9: Select the down arrow again and now click on TIMING

10: A new control panel will pop up on the screen and locate the DELAY box, type in the number of seconds you want the bee's action to be delayed (e.g. 2 seconds) –select ok
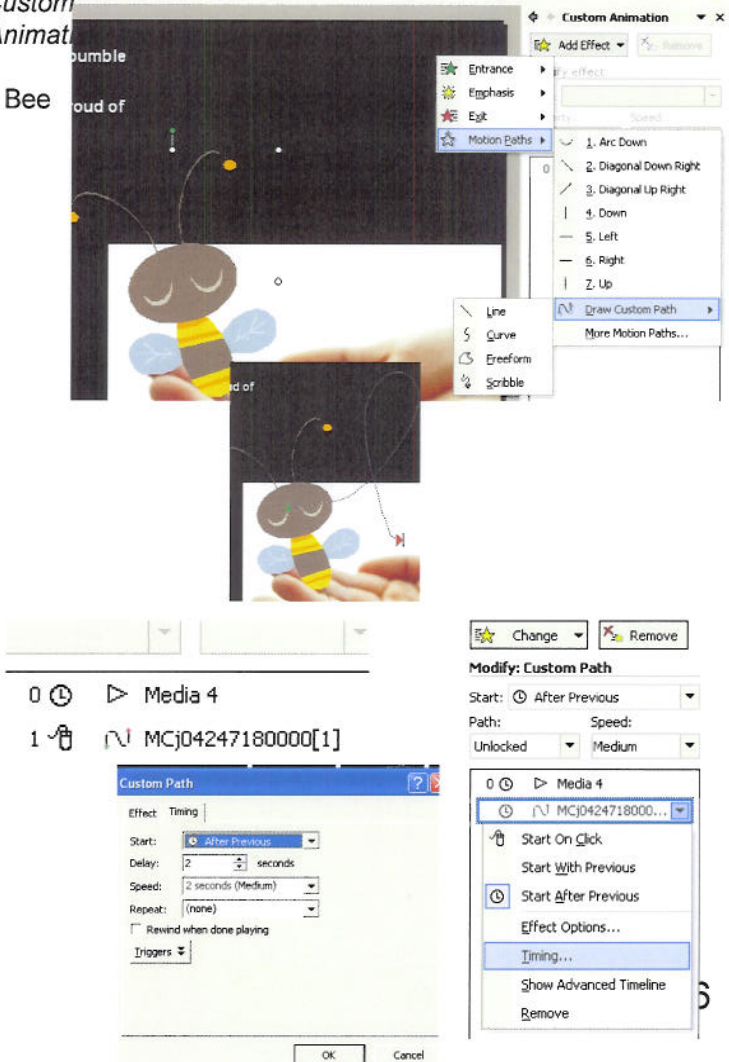
## STEP 9→ CUSTOM ANIMATIONS CONTINUED:

### YOUR BEE & AUDIO CLIP ARE NOW ANIMATED, its time to ANIMATE YOUR TEXT:

#### Adding Effects (Part 3):

1: Select the text box by clicking on the image

2: Click on Add Effect from the Custom Animation Task Pane

3: Click on Emphasis from the new menu (options in this menu includes multiple options-blink, spin, bold...select MORE EFFECTS if you can not locate BRUSH ON COLOR

4: Click on BRUSH ON COLOR from the menu

5: Click on the color (the blue box) to change the color of the text—the brush on color will be highlighting the text, a good color to use is hot pink

6: once the color is changed, modify how the animation should start (e.g. change from ON CLICK ....to WITH PREVIOUSE by selecting the down arrow of the start box

7: It is a good time to play your sound clip! After playing the sound clip change the speed that the text is highlighted to match the speed of the sound clip (e.g. click on speed box down arrow and select MEDIUM instead of very fast)

8: Using the down arrow of the animated text box (in the custom animation task pane), click on timing to bring up the timing control panel

9: Select the seconds you want the text highlighting to start (e.g. if there is a delay of song due to how you recorded you may need to delay the text highlighting to 1.5 seconds)

10: Select Ok
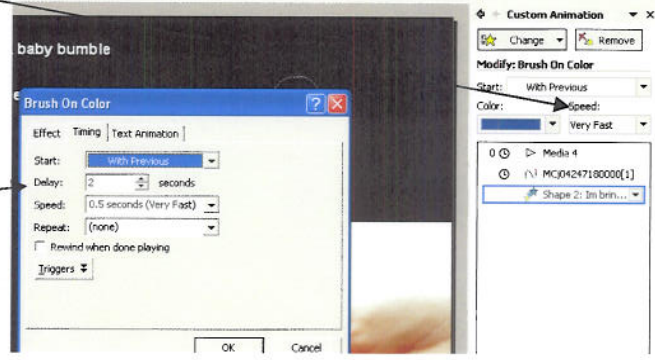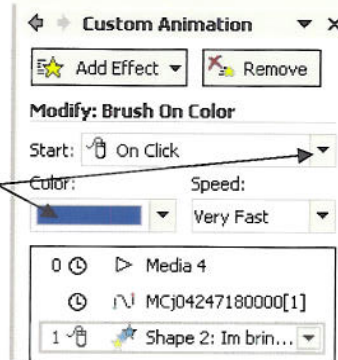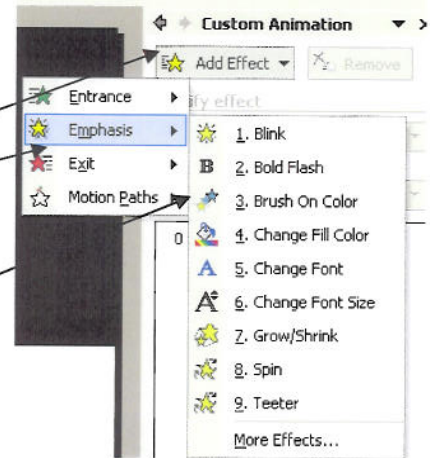
At this point your presentation should looks similar to this:
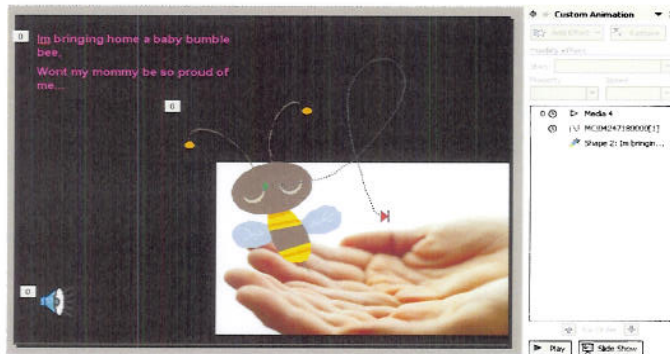
## STEP 10→ INSERTING AN ACTION BUTTON:

*The last step of slide creation is to add an Action button that covers the entire screen, the action button is what will allow the presentation to operate as a cause/effect when using switches to navigate:*

### Insert an Action Button:

- 1: From the Menu at the top of the screen locate and click on INSERT
- 2: From the new drop down menu click on PICTURES
  - Pictures menu bar should appear on your slide click on AUTO SHAPES
  - An AUTO SHAPES TOOL Bar should appear
- 3: Click on the button with the arrow in the square
  - A new Actions Button Menu will appear
- **4: Select the BLANK BOX from the action button menu**
- **5: Click and drag the curser so that the action button takes up the entire slide**
- **7: One the hyperlink menu pops up on the screen, select NEXT SLIDE and click on OK**
- **A BLUE BUTTON APPEARS OVER YOU SLIDE- you now need to format the action button to be clear**
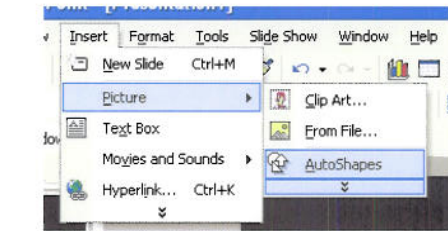
Before        After
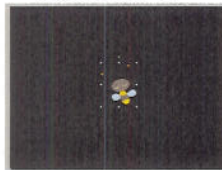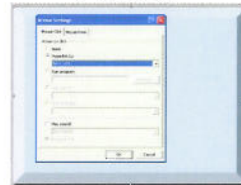
## FORMATING AUTO SHAPES:

- **RIGHT CLICK on the Auto Shape**
- **A menu will appear—click on FORMAT AUTO SHAPE**
- **A new Menu will appear with the color of the AUTO SHAPE in view (e.g. blue)**
  - **Click on the blue or the down arrow.**
  - **A new menu will occur**
    - **Click on NO FILL- the image should now be clear**
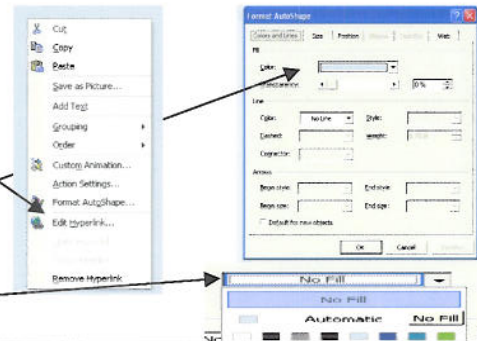
## STEP 11→ ANIMATING THE ACTION BUTTON:

- **CLICK on outer edge of the black slide to select the action button**
- **Click on Add Effect**
- **A new Menu will appear click on ENTRANCE and then click on APPEAR**

•Once the action button is animated modify it to occur "after previous"- of note you may need to select the down arrow, enter the "effect options" and add a delay so that this clear action button will occur after all the sounds and animations occur

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## STEP 12→ SETTING UP THE SHOW:

*Typically in PowerPoint, a mouse click, the space bar, the right arrow, and the Page Down Key all move you to the next slide. To turn off this navigation mode and only enable navigation via linked buttons, set the presentation to Kiosk mode (instructions below):*

1. *Click SLIDE SHOW and then click on SET UP SHOW*

2. *Click on BROWSED AT KIOSK (full screen)*

3. *Click on OK*
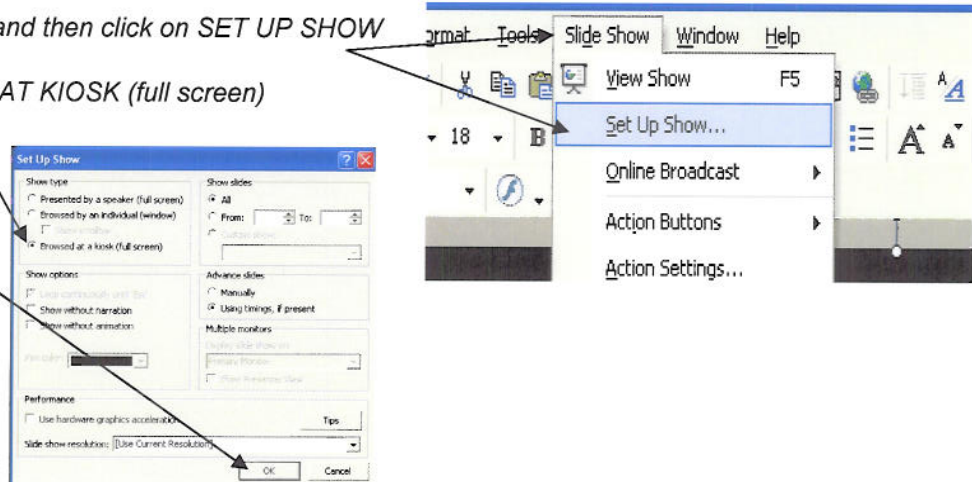
## STEP 13→ Save the Presentation:

*To make your interactive PowerPoint Presentation (.ppt) easier for students to use and to disable access to the editor you can save it as a PowerPoint show, which creates a .pps fie. When the .pps file is double-clicked, instead of starting PowerPoint, you are taken directly to the show. To save as .pps follow these steps:*

1. *Make sure you have saved your presentation*

2, *Pull down the FILE menu and choose SAVE AS*

3. *In the SAVE AS type box, at the bottom of the dialog box, choose POWERPOINT SHOW*
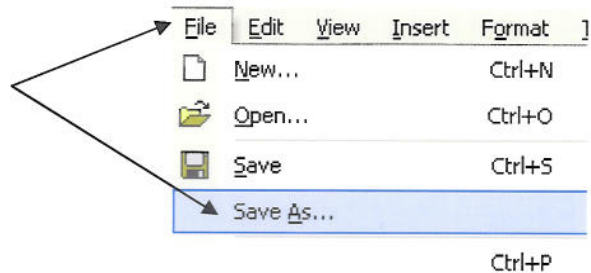
4. *Click SAVE*

## STEP 14→ VIEW/RUN the Presentation:
1. Select SLIDE SHOW from the menu at the top of screen
2. Select VIEW SHOW from the new menu
       -the presentation show now take up the entire computer
             screen

9
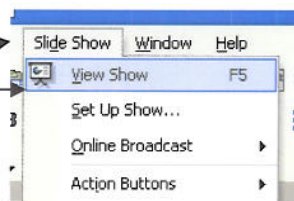
# Additional Information:

- Adding an image from clip art
- Changing color of an image from clip art
- Resizing and Moving an image
- Background and font colors
- Inserting and editing a text box
- Recording and inserting audio clips
- Understanding custom animations
- Applying a custom animation
- Understanding action buttons
- Inserting action buttons

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# Adding an Image from CLIP ART

## STEP #1:

•Locate tool bar at the top of the screen.

•Click on the word "INSERT" with the mouse
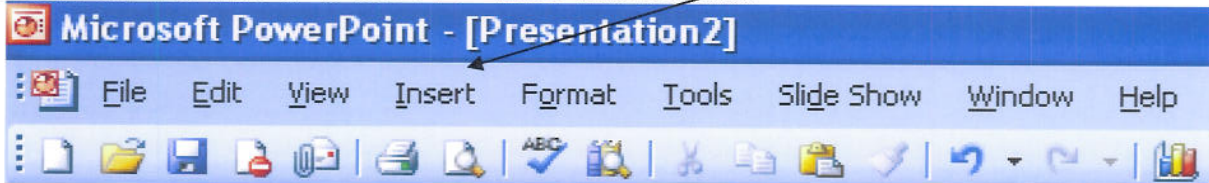


## STEP #2:

•Once selecting **INSERT**

•locate and click on the word **PICTURE** from the drop down menu

-A new drop down menu open.
• locate and click on **Clip Art**
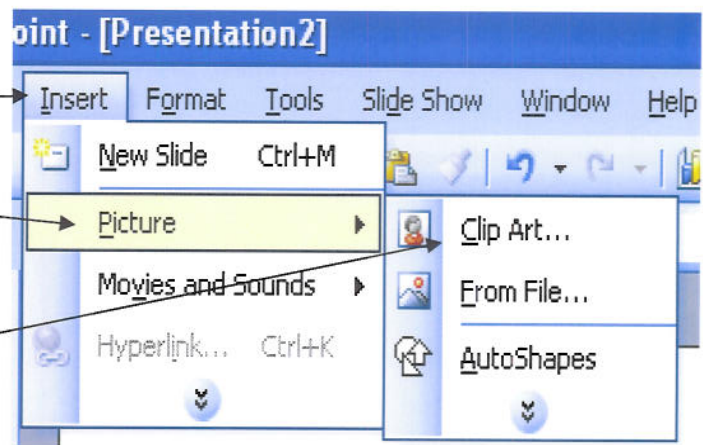


## STEP #3:

• once selecting **Clip Art**→ a search menu will pop up on the right side of the screen

• Under **"Search For"** type in your image name (e.g. frog)

• Once the results show up and you find the image you want –refer to below to add to PowerPoint :

1. Double click on the image

2. Right click and then select INSERT from the Pop Up menu

## Changing color of an Image from CLIP ART

## Change Color of Image- STEP #1:

•Right Click (with the mouse)
On your image in the powepoint.
  *The picture should form dots/circles around it and a pop up menu should appear on the screen
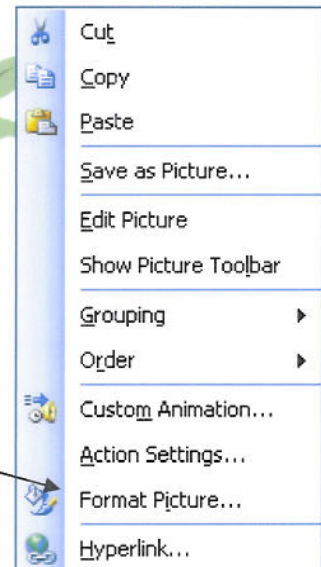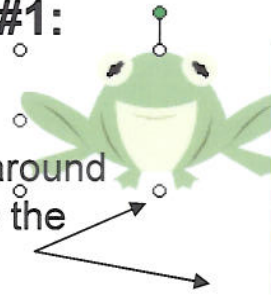
•Click on FORMAT PICTURE from the drop down Menu.
*A new menu will Pop Up (see below)

| | |
|---|---|
| ✂ | Cu_t |
| 📋 | _C_opy |
| 📋 | _P_aste |
| | Save as Picture… |
| | _E_dit Picture |
| | Show Picture Toolbar |
| | _G_rouping ▶ |
| | O_r_der ▶ |
| | Custom Animation… |
| | _A_ction Settings… |
| | Format Pi_c_ture… |
| | _H_yperlink… |

## Change Color of Image- STEP #2:

• select PICTURE from the tabs at the top of the pop up menu

•Then click on the RECOLOR box
    * A new menu will Pop Up to select the new colors (see below)

**Format Picture**

Colors and Lines | Size | Position | **Picture** | Text Box | Web

Crop from
Left: 0"    Top: 0"
Right: 0"    Bottom: 0"

Image control
Color: Automatic
Brightness: ◄ ▬ ► 50 %
Contrast: ◄ ▬ ► 50 %

Compress…    Recolor…    Reset

OK    Cancel    Preview
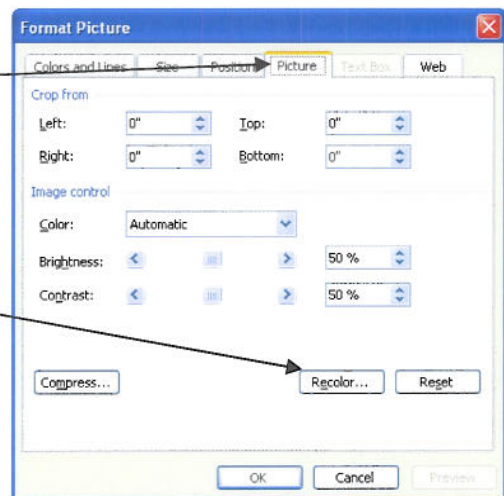
## Change Color of Image- STEP #3:

• Click on the down arrows to the right of the color to select the NEW color you want your image to be.
****a pop up box will show you color options. If the color you want is not show, click on the text that says "MORE COLORS"
•select a color and then select OK

**Recolor Picture**

Original:    New:
☐ ▬    ▬ ▼
☐ ▬    ▬ ▼
☐    ▼

Automatic
More Colors…

Change    Description
◉ Colors    Allows you to change any color in the picture.
○ Fills

OK
Cancel
Preview

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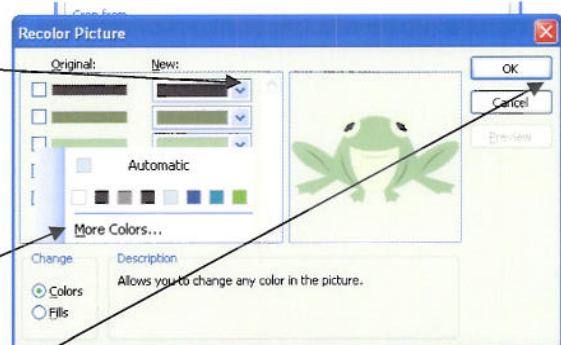
## Moving and Resizing an Image

### Resizing an Image-

Drag your mouse over one of the circles around the image and look for double-arrow cover the circle.

•Click and hold down on the mouse (a + should appear) and pull in the direction you wish the image to resize to (e.g. pulling from the image will make the image bigger)

> •The middle circles on the left and right will stretch the images width
> •The middle circles on the top and bottom will stretch the images height
> •The four circles around the corners will change the width and height at the same time

width

height

both
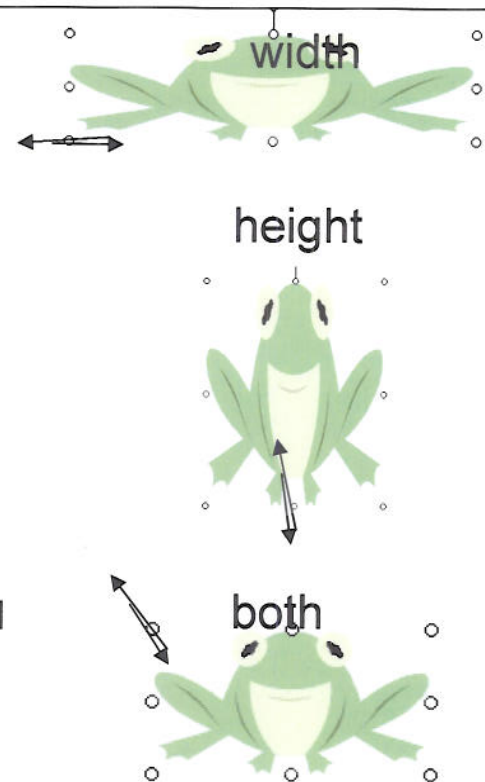
### Moving an Image-

Drag your mouse over the image you want to move (look for this ←+→ to appear on your image).

•Left click on the image

•While holding down the left click button on the mouse move the mouse to where you want the image.

•Lift up on the left click button and the image will be in its new location

Example:

-if you want the frog (which is in the lower right corner to be in the upper left corner)

-left click on the frog, hold down the left click and move the mouse in a diagonal upwards direction until the frog is on the X. lift up on left click button.

START

AFTER MOVE

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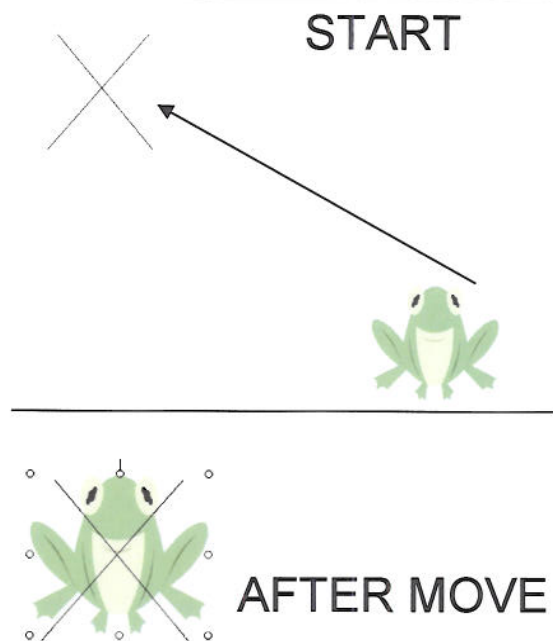
## Background Colors and Fonts

# Background of Slide-
*2 ways to change the background of slide:*

1.  **STEP 1**: Right click on the slide (menu pops up).
    -Locate and left click on BACKGROUND from the menu
    **STEP 2:** A new button will open. Use the DOWN ARROW to search for a new color to change the slide.
    -more colors will give other options
    -Fill effects allows for patterns etc.
    **STEP 3:** Once you have selected the color you want click the APPLY button to apply it to the slide background
    *of note: if you want every slide to have the same background click on "APPLY TO ALL"
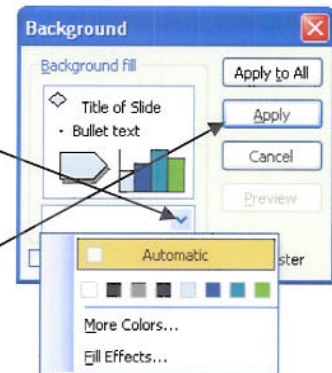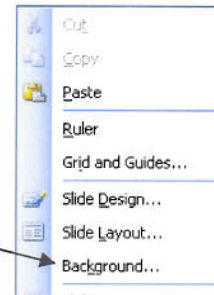
2. Second way to change background color is to use the tool bar at the top of the screen
-   Click on FORMAT
-   Follow STEPS 2 and 3 from the above explanation
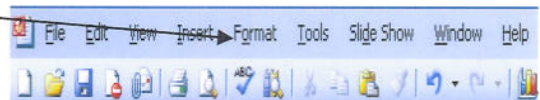
# Font Colors-
-Highlight the text that you want to change
-Click on FORMAT at the top tool bar and then click on FONT
- A new menu will appear with
Font options (e.g. arial) font size (e.g 10)
And font colors—select the down
Arrow by the color to
Change the color of the
Font.
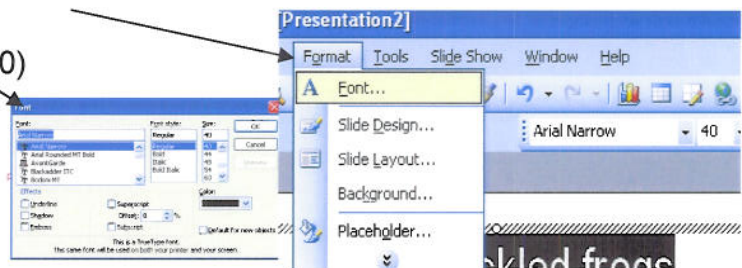
**A tool bar at the top of the screen has the options on display for quicker access. Select Text and then click on the down arrow by the A to change color
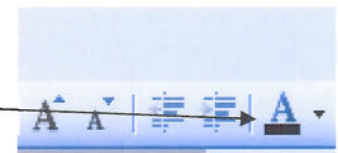
## Inserting and Editing a Text Box

### 2 ways to insert a text box:

## WAY #1:

- **STEP 1:** Using the menus at the top of the screen locate and left click on the word INSERT
  - A drop down menu will occur (and may not show all your options), if this happens click on the down arrow for the menu of all your options
  
  **STEP 2:** From drop down menu left click on the word TEXT BOX

- **STEP 3:** a ┼ will appear on the screen. Left click and then hold down on the mouse (a ↔ will appear)-drag and move to create the size of the text box.

  - When you release the left click the shape appears (with a blinking curser) for you to type the text in.
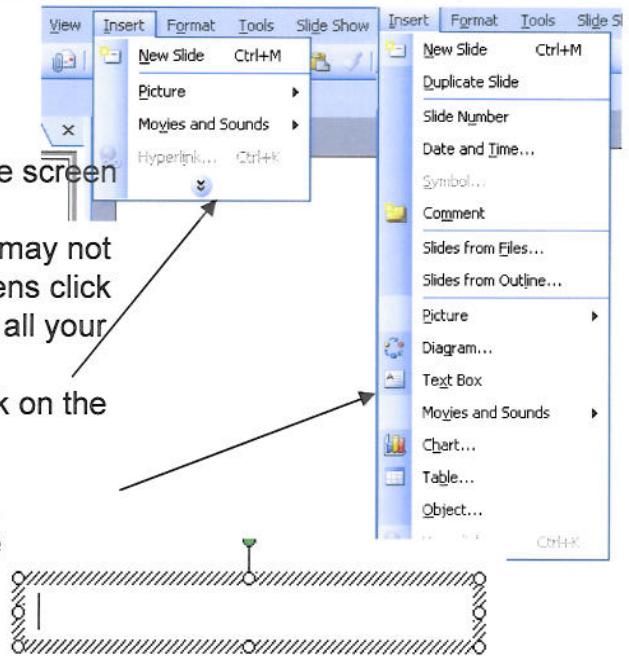
## Way #2:

- **STEP 1:** Using the tool bar at the bottom of your screen, locate and click on the 📝

AutoShapes ▾ ＼ ＼ □ ○ ▣ ◢ ⟡ 🗿 🖼 | ◇ ▾ 🖊 ▾ A ▾ ▬ ▦ ⇄ ▢ ▢ ▮

-after using the bottom tool bar, **refer to STEP 3 above**: you will click and drag on your PowerPoint slide after clicking the text box button

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### Editing Size and Text::

- TEXT:
  - To edit, click on the word in the text box.
  - A curser flashes, at this point you may delete (backspace) and retype
- Size of Text Box
  - Some of what you wrote may not fit in the text box. To make the text fit you can expand the size of the text box.

STEP 1: Drag your mouse over one of the circles around the image and look for double-arrow cover the circle.
STEP 2: Click and hold down on the mouse (a ┼ should appear) and pull in the direction you wish the image to resize to (e..g. The middle circles on the left and right will stretch the images width or The middle circles on the top and bottom will stretch the images height)

Makes text box longer
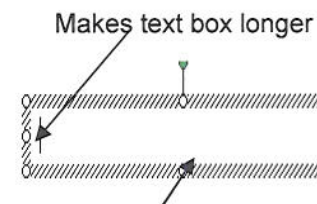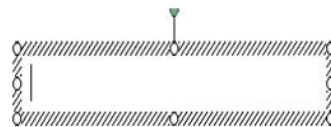
Makes text box wider (e.g. if you need the box bigger due to big font size

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## Recording and Adding Sounds

### *Adding Sounds:*

**STEP 1:** Using the menus at the top of the screen locate and left click on the word INSERT

- A drop down menu will occur (and may not show all your options), if this happens click on the down arrow for the menu of all your options

**STEP 2:** From drop down menu left click on the word MOVIES AND SOUNDS

STEP 3: From the new drop down menu select Sound clip organizer, Sound from file or record sound

(Refer below for selection specific instructions)

### SOUND FROM FILE:

- This option allows you to insert sounds that you have saved onto your computer.
- Once selecting on "Sound from File" from the menu a new widow will option with files
- Open the file and select the sound, then select OK.

### SOUND CLIP ORGANIZER:

- To insert a sound that is pre-recorded locate and click on the SOUND from CLIP ORGANIZER from the menu
  - your options will appear on the right side of the screen.
- Double click on the sound clip you want or left click and select INSERT to put the sound into the slide.

### *Recording Sounds:*

- If you want to record a sound or multiple sound clips yourself (e.g. singing a verse to a song or reading a line from a book), locate and click on RECORD SOUND. (refer to steps 1 -3 at the top for initial steps)
- Once selecting RECORD SOUND from the menu, a new widow will occur on the screen.
  - Click on the RED CIRCLE to start recording the sound
  - Once recording the sound click on the BLUE SQUARE to STOP the recording
  - The BLUE ARROW will play the recording back
  - Click on OK to insert the recording into the presentation
  - Click CANCEL to disregard recording

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# Understanding Custom Animations

**Custom Animations:**

The following diagrams illustrate how animations that you apply to text and objects on a slide appear on the slide and in the Custom Animation Task Pane.

## CUSTOM ANIMATIONS SLIDE APPEARANCE:

- First animation item for a slide-
  - The title for the item in the corresponding Custom Animation Task Pane (see below) is created with text from the slide.
- Animation tag -
  - that labels the order in which items are animated. These numbers correspond to items in the list (on task pane- see below). An ellipsis on the tag indicates that more sequences exist for that item (for example, the second and third animation effects may be contained within the item labeled with 4).
- Motion Path Outline-
  - If you draw or apply a motion path, this outline appears in normal view when the Custom Animation task pane is displayed.
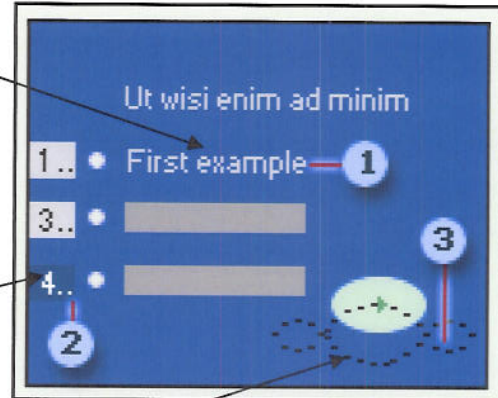


Ut wisi enim ad minim
First example

## CUSTOM ANIMATIONS TASK PANE (to the right of slide):

#1 → Task pane (including all items #s1-8 and triggers)

#2 → Each list item represents an animation event and is labeled with part of the text from the item on the slide.

#3 → Drop-down menu for a list item. Select a list item to see the menu icon and then click it to reveal the menu.

#4 → Icon that represents the type of animation; for example, an **Emphasis** effect.

#5 → Triggers are animation events that are set to play only when a specified object is clicked.

#6 → Numbers indicate the order in which animations play and correspond to the labels associated with the animated items in normal view, with the Custom Animation task pane displayed.

#7 →Click this to expand the list item to reveal additional sequences for a particular list item. For example, if an entrance effect is applied to a list, and the option to introduce the text by paragraph is selected, then a list item for each paragraph will be included in a collapsed list.

#8 → Icon that indicates the timing of the animation event in relation to the other events on the slide. Choices include:

- Start on click: Animation event begins on click of the mouse on the slide.
- Start with previous: Animation sequence begins at the same time as the previous item in the list (that is, one click executes 2 animation effects).
- Start after previous: Animation sequence begins immediately after the previous item in the list if finished playing (that is, no additional click is required to make the next sequence start).



First example

Triggers:
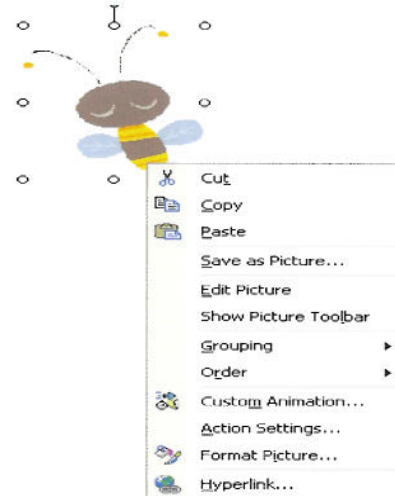
17
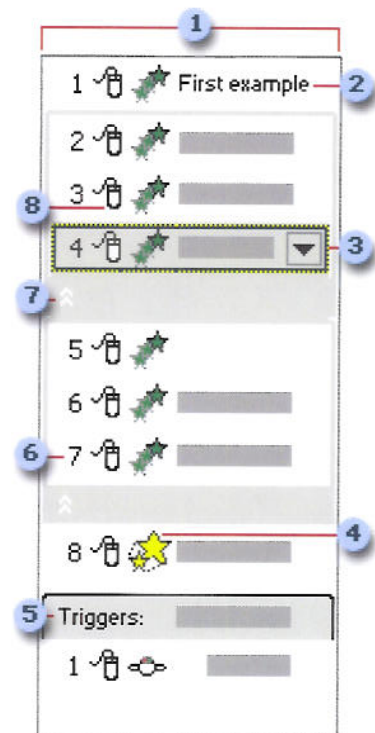
## Applying a Custom Animation

### *Custom Animations:*

**STEP 1:** Click on the object that you want to apply an animation to. The circles and highlights should appear around the text box or image.

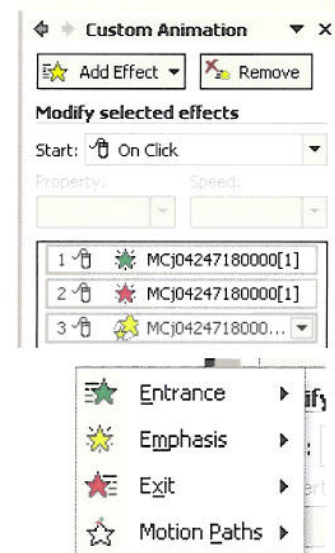**STEP 2:** RIGHT CLICK on the Image. A drop down menu should appear

STEP 3: From the new drop down menu locate and click on CUSTOM ANIMATIONS

- A custom animation task pane will appear on the right side of the screen

Cut
Copy
Paste
Save as Picture...
Edit Picture
Show Picture Toolbar
Grouping ▶
Order ▶
Custom Animation...
Action Settings...
Format Picture...
Hyperlink...

### Adding Effects:
- Once the Custom Animation Task Pane is opened:
  - click on the object you wish to add and effect to/animate, then click on the ADD EFFECT button
  - A new menu will open with Effect options
    - Entrance – how the images enters presentation (common are appear and FLY IN)
    - Emphasis- to highlight image (common are grow or blink)
      - To emphasize text—like word by word in reading use BRUSH ON
    - Exit- (how the image leaves presentation (common is disappear)
    - Motion Paths – Used to move images from one places to another within the slide (common is freeform to make your own path of motion)

◀ ▶ **Custom Animation** ▼ ✕

⭐ Add Effect ▼  ✕ Remove

**Modify selected effects**

Start: 🖱 On Click ▼

Property:                    Speed:

1 🖱 ✦ MCj04247180000[1]
2 🖱 ✦ MCj04247180000[1]
3 🖱 ✦ MCj0424718000... ▼

⭐ Entrance ▶
✦ Emphasis ▶
⭐ Exit ▶
☆ Motion Paths ▶

### Modify the Effect (e.g. speech, timing etc.):
- To change how the animation starts click on the down arrow to the right of the animation name in the custom animation task pane.
  - A menu will pop up with options to edit timing, effect options, and how to start the animation.
    - Start on click (the image will start once the mouse is clicked)
    - Start with previous (animation will start when the previous animation in the list starts)
    - Start After previous (animation will start after previous)
  - Timing
    - You can modify when an animation starts by selecting (with previous) and then editing the time with the "Delay" button- eg. Starting 3 seconds after previous
  - Effect Options
    - You can HIDE the sound button by selecting "effect options" and Hide during presentation

0 ✦ MCj0424718000... ▼

🖱 Start On Click
✓ Start With Previous
🕘 Start After Previous

Effect Options...
Timing...
Show Advanced Timeline
Remove
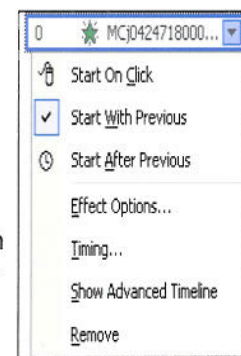
## Understanding Action Buttons and Hyperlinks

**Action Buttons:**

An action button is a ready-made button that you can insert into your presentation and define hyperlinks for.

- In Microsoft PowerPoint, a hyperlink is a connection from a slide to another slide, a custom show, a Web page, or a file. The hyperlink itself can be text or an object such as a picture, graph, shape, or WordArt.

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HYPERLINKS:
- In PowerPoint, hyperlinks become active when you run your presentation, not when you are creating it.
    - When you point to a hyperlink, the pointer becomes a hand 🖑 , indicating that it is something you can click.
    - Text that represents a hyperlink is displayed underlined and in a color that coordinates with your color scheme.
    - Pictures, shapes and other object hyperlinks have no additional formatting.
        - You can add action settings, such as sound or highlighting, to emphasize hyperlinks.



#2= action button

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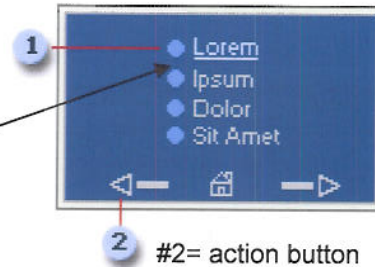
ACTION BUTTONS:
- Use action buttons when you want to include buttons with commonly understood symbols for going to the next, previous, first, and last slides.
- Common Action Button Features include:
    - Home Page (first slide) →
        - Home page is often created when you are provide multiple choices for someone to choose from (e.g. 3 book choices on the first page that will then link to three separate stories). The Home page symbol may be on each page or at the end of the story so the user can go back and view the same story or pick a different story from your main menu.
    - Previous Slide →
        - This feature will allow user to go back one slide. Often times many of the custom animations will not play again when using this in a presentation.
    - Next Slide →
        - This button is used to navigate to the next slide in the presentation.
    - Blank Box →
        - The blank button can be set up to do many hyper linking functions. The is often used to go over the ENTIRE page, appear at the end of the custom animation list, and set to link to the next slide ---for users that are using PowerPoint with a switch instead of direct selection.
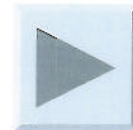
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## Inserting an Action Button

### Insert an Action Button:

- STEP 1: From the Menu at the top of the screen locate and click on INSERT
- STEP 2: From the new drop down menu click on PICTURES
    - Pictures menu bar should appear on your slide click on AUTO SHAPES
    - An AUTO SHAPES TOOL Bar should appear
- STEP 3: Click on the button with the arrow in the square
    - A new Actions Button Menu will appear
- STEP 4: Select on the action button of your choice
    - Once selecting the type of action button to appear—click and drag on the presentation screen
    A new menu will appear on the screen. This menu will provide you with the options on how to hyperlink your action button.
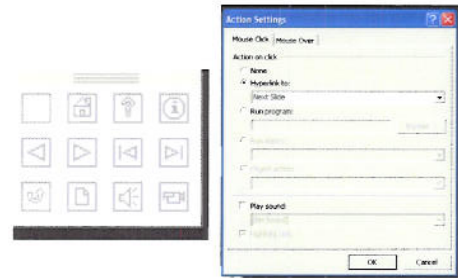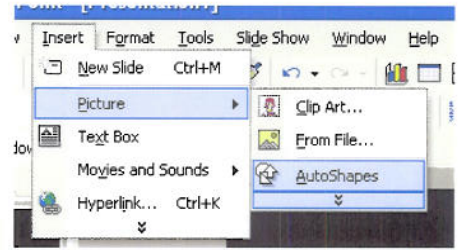- STEP 5: Using the arrow and scroll buttons, decide how you want to hyperlink your action button (e.g. next slide or end show)

### Action Buttons use in creating Cause and Effect Presentations:

- **Follow Steps 1-3 from above**
- **STEP 4: Select the BLANK BOX from the action button menu**
- **STEP 5: Click and drag the curser so that the action button takes up the entire slide**
- **STEP 7: One the hyperlink menu pops up on the screen, select NEXT SLIDE and click on OK**
- **A BLUE BUTTON APPEARS OVER YOU SLIDE- you now need to format the action button to be clear**

**Before**        **After**

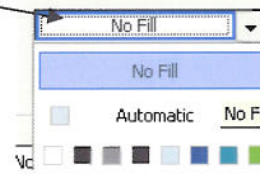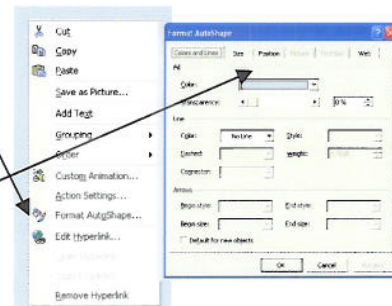#### FORMATING AUTO SHAPES:
- **RIGHT CLICK on the Auto Shape**
- **A menu will appear—click on FORMAT AUTO SHAPE**
- **A new Menu will appear with the color of the AUTO SHAPE in view (e.g. blue)**
    - **Click on the blue or the down arrow.**
    - **A new menu will occur**
        - **Click on NO FILL- the image should now be clear**

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**Creating easy to access applications with PowerPoint** (steps for PC):
<u>Begin a presentation</u>
1. Open a new slide show in Microsoft PowerPoint
2. Go to the top menu bar and click "Format"
3. Select "Slide Layout." A task pane will appear
4. Click on the blank slide (third down on the left side)

<u>Add images to slides</u>
Select a picture to add on the slide from either Microsoft Clipart, the Internet, or from Boardmaker.

*Microsoft Clip Art:*
*If a message about Clip Art Organizer appears, select "Later"
*If a message about inserting a disk appears it means that clip art files are not on the computer. You will need to insert the Microsoft Office CD or PowerPoint CD that came with the program.
1. In the entry box, type in the name of the image you are looking for.
2. Select "Search"
3. Click on your preferred image. The image will appear on the slide
4. Resize the image by placing the cursor on the corner of the image (to maintain proportions) and dragging the mouse while pressing on the left mouse button

*From the Internet:*
1. Google Images:
   a. Go to: www.google.com
   b. Click on "Images" (above the entry box)
   c. In the entry box, type in the name of the image you are looking for
   d. Press "Enter" on the keyboard
   e. Find a desired image (it is suggested that backgrounds of selected images be a solid color)

* For animated graphics, go to www.animationlibrary.com and locate a desired animation (to my knowledge, animationlibrary images are not animated when using PowerPoint on Macintosh computers)
2. Right click the preferred image. A drop down menu displays.
3. Select "Copy" (alternatively, on the keyboard hold the "Control" button and press "C")
4. Bring up the PowerPoint presentation and right click on the slide. A task pane displays.
5. Select "Paste" (alternatively, right click on the slide, and on the keyboard hold the "Control" button and press "V").

*Import Boardmaker images to Clip Art library:*
* Only on PC computers, not sure how to do this on Mac's
1. You can make Boardmaker pictures accessible from within Office applications. At the bottom of the Clip Art Task Pane, choose "Organize Clips"

1

2. In the window that opens choose "Add Clips to Organizer" under the File menu
3. Select "Automatically…"

The computer will search your hard drive for any other clip art you might have and add those images to the Office Clip Art library.

*Copy Boardmaker symbols into PowerPoint:*
1. You can directly copy and paste symbols from Boardmaker onto a PowerPoint slide.
2. In Boardmaker, search for preferred symbol via the Symbol Finder Tool (silly man's face icon), and click on it once
3. Go to the top menu bar and click on "Edit"
4. Select "Copy"
5. Bring up the PowerPoint and right click on the slide. A task pane will appear. Select "Paste" (alternatively, you can right click on the slide, hold the "Control" button and press "V" on the keyboard)

<u>Add custom animation effects</u>
1. Right click on the image or text box that you want animated. Select "Custom Animation" and a task pane will appear.
2. Go to the upper left corner and click on "Add Effect"
3. Four effect types will appear. When you hover with the mouse over one of these, more options will appear. Select by clicking on one of the options
   a. *Entrance*: effects that occur as the image enters the screen
   b. *Emphasis*: effects that are more subtle (e.g., changing size, altering text)
   c. *Exit*: effects that occur as the image leaves the screen
   d. *Motion Paths*: effects where the motion of the image can be set to a specific distance or path
4. To preview the effect, go to the lower left corner of the task pane and click on "Play." Watch the slide to see effect(s).
5. If this is not the direction of the effect that you want, click on the "Direction" or "Path" box to choose a different one.
6. Adjust the speed of the effect by highlighting the effect and then clicking on the "Speed" box to select from "very slow" to "very fast."
7. The order of the effects can be changed by clicking on an effect in the task pane, and dragging the effect up or down.
8. The defaults are to create every effect as a separate one and activate only on a mouse click. This can be modified:
   a. Highlight the effect by clicking on it in the task pane.
   b. Click on the arrow at the right of the effect.
   c. "Start With Previous" allows for combining multiple effects on the same mouse click.
   d. "Start After Previous" allows the animation to occur automatically after the previous animation.
   e. "Effect Options" allow you to add sounds (see separate instructions) or change the image after the effect.
   f. "Timing" allows for putting in delays OR repeating the effect.

g. "Show/Advanced Timeline" allows you to see the different timeframes of various effects (helpful with racing images like cars).

Duplicate slides
1. Click on the whole slide on the left side of the screen
2. Press "Control," hold, and then press "C" to copy
3. Press "Control," hold, and then press "V" to paste. A copy of the slide will appear below the first one (on the left side of the screen)
4. Adjust the animation effects as desired to make the second slide different from the first

Adding sound
1. You can add sounds to an image or text box after you have selected any of four effect types.
2. Highlight the effect that you want the sound to begin with by clicking on it once in the task pane.
3. Click on the arrow to the right of the effect and a task pane will appear. Select "Effect Options."
4. In the Effect tab menu, a list of sounds is offered in the "Sound" box. To use sound clips that are saved elsewhere on the computer, select "Other Sound" and locate the preferred sound.
5. To use a personally recorded sound, the sound must be first be recorded and saved.
   a. On the top menu bar, click on "Insert," then select "Movies and Sounds."
   b. Click on "Record Sound." A control panel will appear and press the record button to begin recording. Hit the stop button (middle one) when you are finished.
   c. Label the sound file appropriately (e.g. *Press the button*) in the "Name" box, and click on "OK."
   d. A small icon of a horn will appear on the slide.
   e. To have the recorded sound begin with an effect, follow steps 1-4. When you scroll down in the "Sound" box, the recorded sound should be listed (e.g. *Press the button*).
   f. Erase the horn icon on the slide by clicking on it and pressing the "Delete" key.

Slide Transitioning
It was suggested that an image of a large hand pressing a yellow dot (downloaded from the website http://www.priorywoods.middlesbrough.sch.uk/) be used to cue Mei Mei to press the switch before transitioning to the next part of the presentation. Also a message saying "Hit the switch, Mei Mei) could be coupled with the image to provide further cueing for Mei Mei. In order to create a presentation wherein only when this image appears, the presentation reacts to a mouse click/switch activation and proceeds to the next part, it is necessary to use an "Action Button" for the transition slide and set the presentation to be "Browsed at a kiosk." To do this, follow these steps:
1. Cut and paste the preferred image on the same slide as the animation(s). The size of the image should be full screen.

2.  Assign a preferred "Entrance" effect to the image (see "Adding custom animation effects" instructions).
3.  Add a recorded sound such as "Press the button, Mei Mei!" (see "Adding sound" instructions).
4.  In the task pane, click on the arrow that is to the right of the preferred "Entrance" effect and select "Start after Previous."
5.  To have the image transition to the next slide after it has been clicked on, you must make it an action button:
    a.  Right click on the image and select "Action Settings."
    b.  In the "Choose Hyperlink to:" box, scroll down and select "Next Slide."
    c.  Click on "OK".
6.  The first animation effect on the next slide should be assigned a "Start after Previous" effect.
7.  Repeat these steps after each animation slide.

*Set PowerPoint slide show to be browsed at kiosk:*
1.  Select "Slide Show" from the top menu bar
2.  Select "Set up Show"
3.  Select "Browsed at a kiosk (full screen)"
4.  Select "OK"

***Audacity:*** Use this freeware to integrate songs and other sound files into Mei Mei's presentations. Free songs and sound clips can be downloaded and saved on the computer from the website www.ilovewavs.com. Audacity is a software program that is used for editing sounds and can be downloaded for free from the website http://audacity.sourceforge.net/. Instructions for using this application are provided below:

*Recording:*
1. Make sure you have a microphone – either built in or external
2. Open Audacity
3. Select the Record button (red circle)
4. Record your message (or song)
5. Press the Stop button (yellow square)

*Importing a sound file from the computer:*
1. Open Audacity
2. Select "Project from the toolbar
3. Select "Import Audio"
4. Browse the computer and select the desired sound file
5. Select "Open"

*Changing tempo:*
1. Select the entire song by highlighting it with the pointer
2. Select "Effect" on the toolbar and click on "Change Tempo"
3. Change the tempo as desired

*Splitting songs:*
1. Select a part of the sound clip by highlighting it with the pointer
2. Select "Edit" from the toolbar
3. Click on "Split"
4. Highlight the segment that split
5. Select "File" from the toolbar
6. Select "Export Selection as WAV" and name the file

*Changing pitch* (e.g., to make an adult voice sound like a child's voice):
1. Select "Edit" from the toolbar → "Select" → "All"
2. Select "Effect" from the toolbar → "Change Pitch" → 20-30% (suggested range for changing a woman's voice to a young girl's voice)
3. Select "Edit" from the toolbar → "Select" → "All"
4. Select "File" from the toolbar → "Export Selection as WAV"
5. Choose where you would like to save the recording and type in a name for the recording.