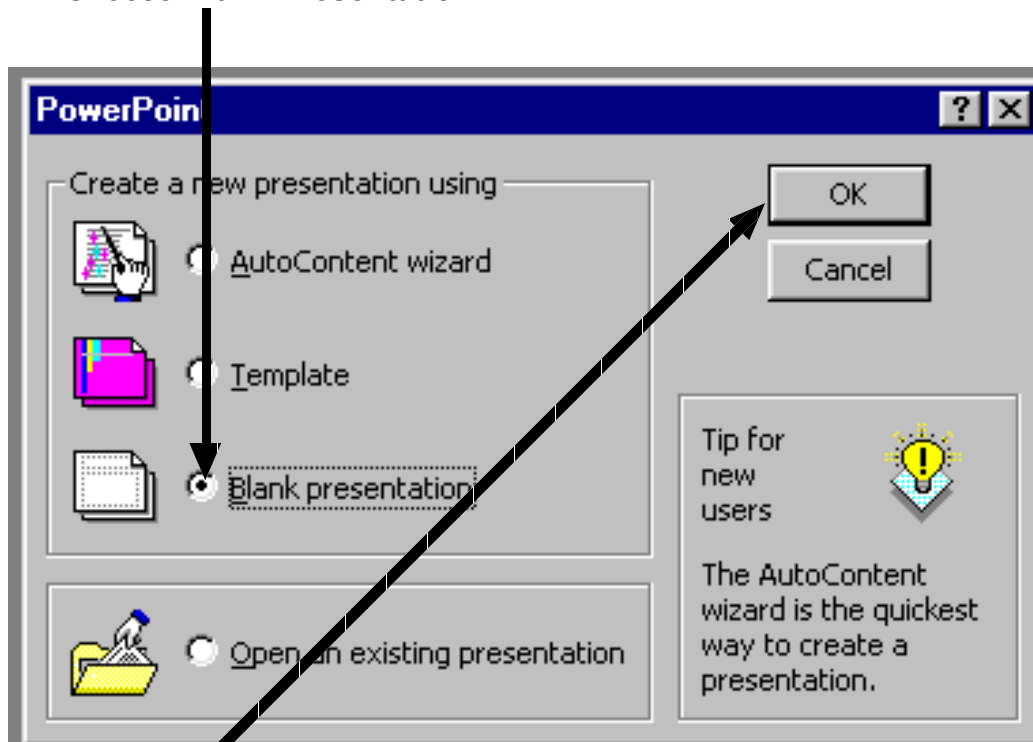


Creating a Storybook in PowerPoint

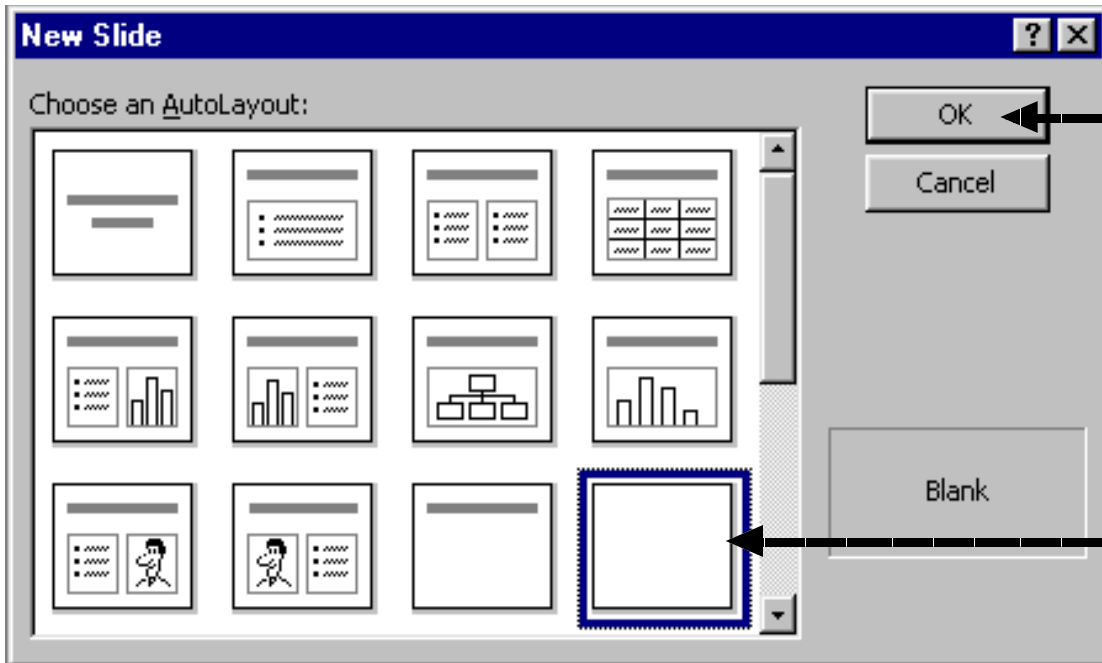
Mary Wilds
T/TAC @ Old Dominion University

With these step-by-step directions, you will create a storybook, “What’s in My Pocket”, that will include text, scanned graphics, animations and narration.

1. **Open a new MS PowerPoint file:**
 - Go to **Start** Menu
 - Select **PowerPoint**
 - Choose **Blank Presentation**



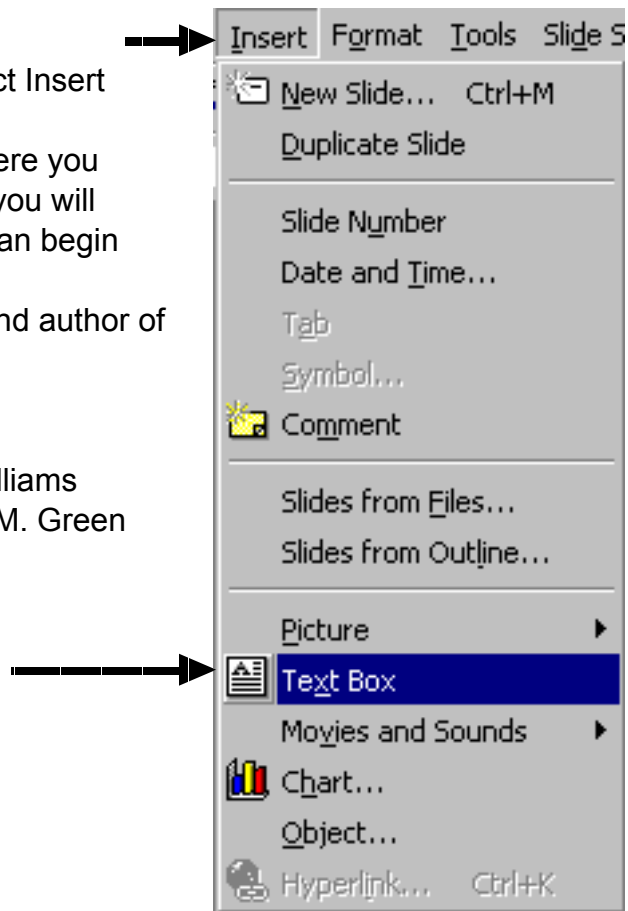
- Click **OK**
- A New Slide Auto Layout box will appear.
- Choose the **Blank layout** (the last selection)
- Click **OK**

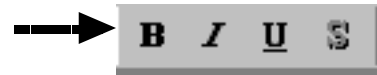


2. Insert a Text Box

- From the menu bar select Insert
- Scroll down to **Text Box**
- Click and drag a box where you want the text to begin....you will get an "I" beam so you can begin typing.
- Type the following title and author of the book:

What's In my Pocket
 by Rozanne Lanczak Williams
 Illustrated by Lucyna A. M. Green





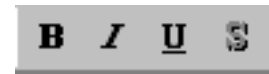
3. Edit the Text:

-
- **Make it Bold** by clicking on the **Bold button** on the tool bar.

- **Center the title**
- Click on the icon for **Centering** on the tool bar.



- **Change the color of the fonts.**
- Click on the **large “A”** with a down arrow next to it on the tool bar. You will get a dialog box with colors to select from. Click on one of the colors. If you don't see the color you want, click on **More Font Colors** and select a color. Remember, when the item is highlighted it might appear that Power Point didn't give the letters the color you selected. Click somewhere on your screen to deselect the text and you should see the color you selected.



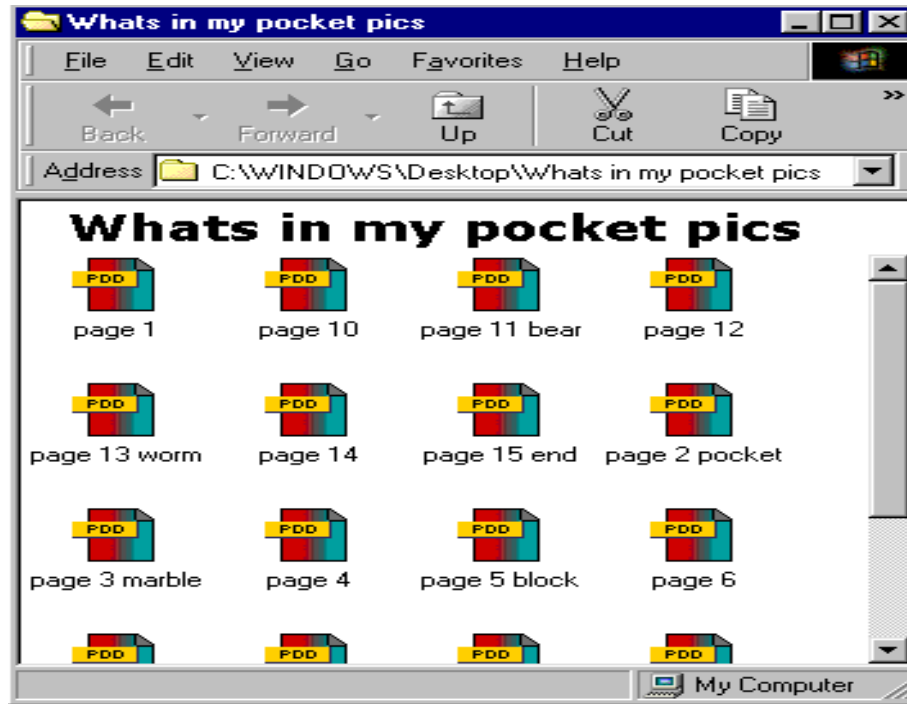
- Change the style of the fonts. (OPTIONAL)
- Click on the **“I” button** on the menu at the top of the page for italics.
- Click on the **“U button** to underline the text.
- Click on the **“S” button** on the tool bar to create a shadow.

4. Insert a graphic from a file:

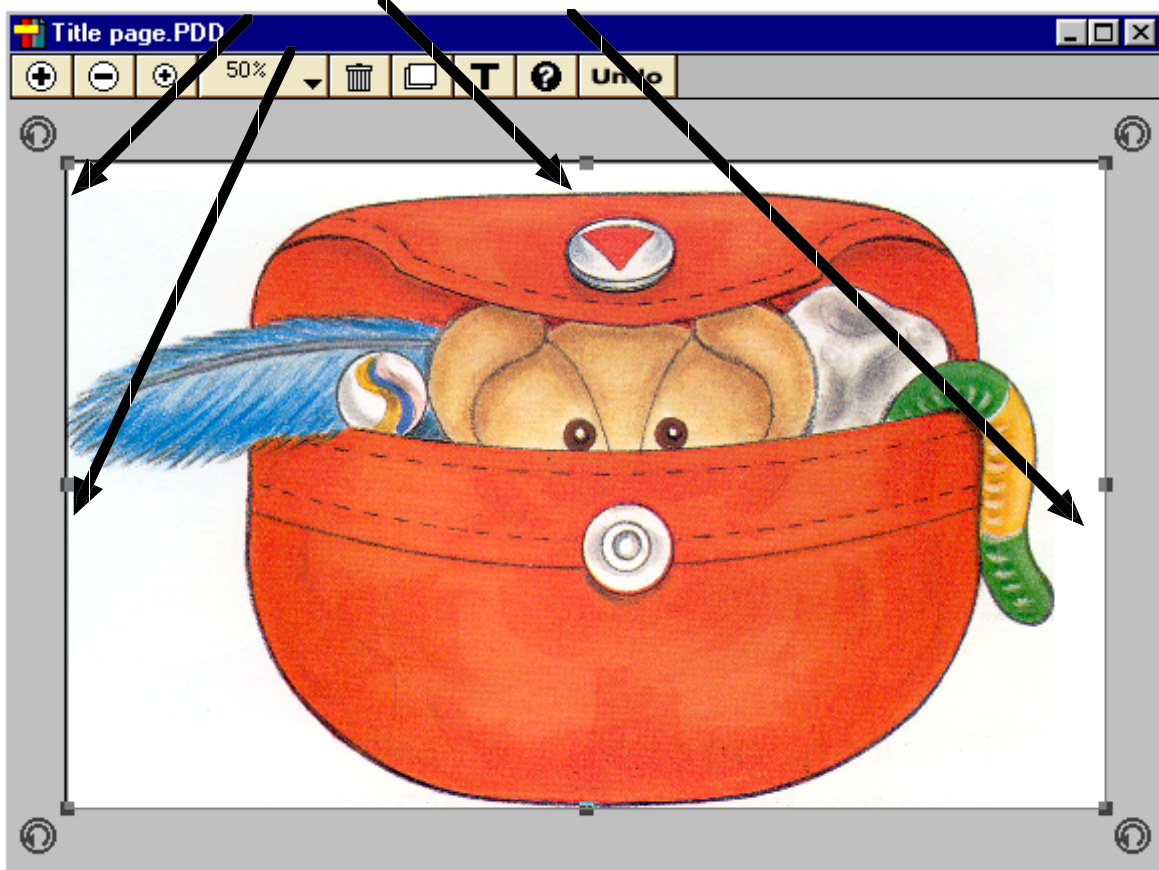
For the purposes of this tutorial, scanning graphics from the storybook, “What’s in My Pocket” have been saved in a folder on your desktop. These were created using the software program Adobe Photo Deluxe. Please find that folder on our desktop.

- Double Click on the folder entitled **Whats in My Pocket pics**
- Double Click on the graphic entitled **Title**

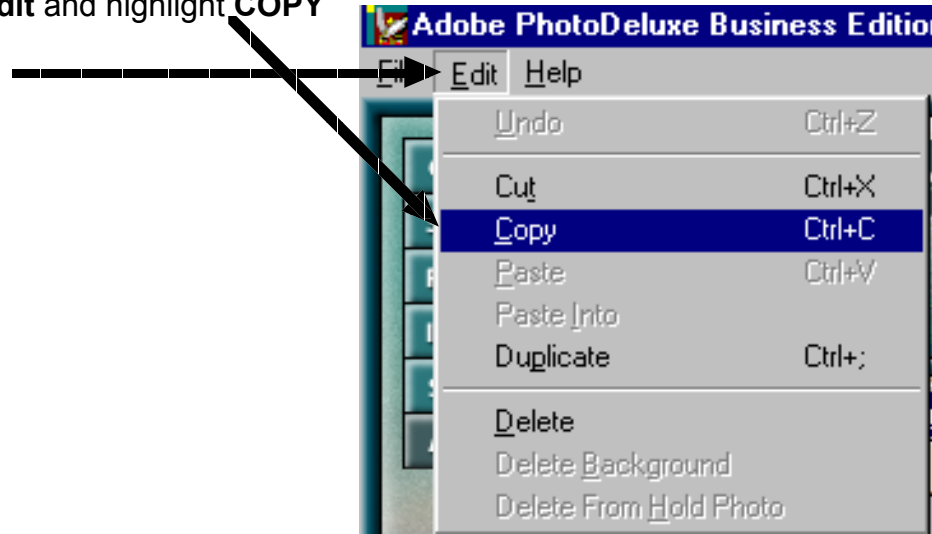
MAKE SURE TO SAVE YOUR SLIDE SHOW...GO TO FILE AND SELECT SAVE!!!!



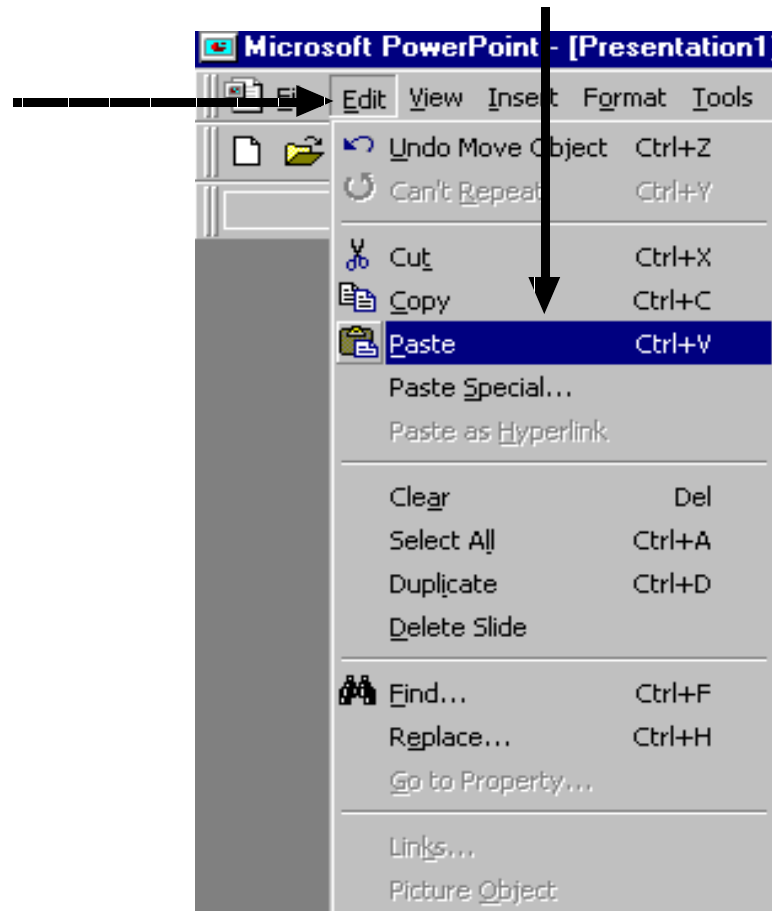
- Select the graphic in Adobe by double clicking on it so that you can see the little boxes around the entire graphic.



- Go to **Edit** and highlight **COPY**



- Return to your Power Point Slide by clicking on the navigation bar at the bottom of your screen. It should return you to your first slide that has the title and author of the book.
- Go to **Edit** (In Power Point) and highlight **PASTE**



- Your graphic should now be in your Power Point slide.

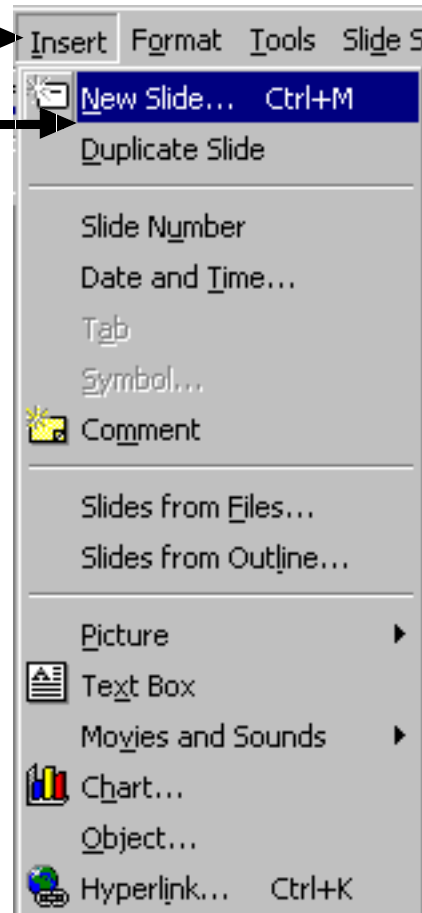
5. Resizing and Moving your graphic

- **To resize:** Click on the image to select it. As you move your cursor over the “handles”, the cursor will change to a black, double-headed arrow. Once the arrows appear, click on one of the CORNER handles, and, holding the mouse button down, drag to the center of the image. To enlarge the image, drag away from the image. Resizing from the corners keeps the image in proportion.

- **To move:** (sided arrow), hold the mouse button down and move the image around on the page to where you want to place it.

6. Add a New Slide:

- Go to **Insert** on the menu bar and highlight **Insert new slide**
- You can also select a new slide by holding down the **Ctrl and M key**
- You can also select a new slide from the **New Slide button** on the tool bar.

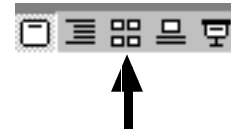


7. **Continue Steps #2 through #6 to create the remaining slides of the story, 1-16.** Remember to select a blank slide from the New Slide window as you did with Slide #1.

-

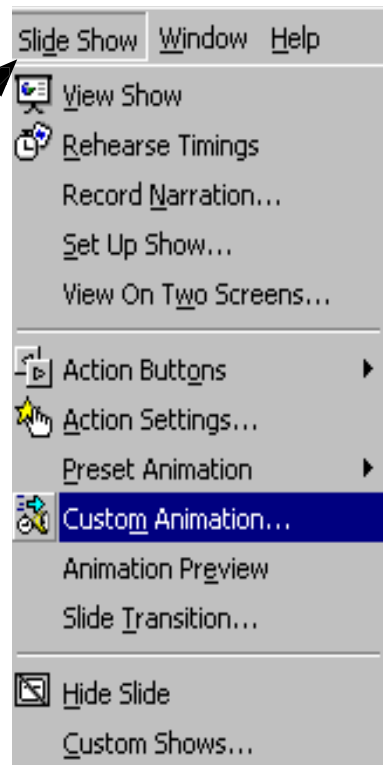
Slide #2	Pocket, pocket, what's in my pocket?
Slide #3	Something that's round.
Slide #4	A marble.
Slide #5	Pocket, pocket, what's in my pocket? Something that's square.
Slide #6	A block.
Slide #7	
Slide #8	A feather.
Slide #9	Pocket, pocket, what's in my pocket? Something that's hard.
Slide #10	A rock.
Slide #11	Pocket, pocket, what's in my pocket? Something that's fuzzy.
Slide #12	A bear.
Slide #13	Pocket, pocket, what's in my pocket? Something that's gooey.
Slide #14	A worm.
Slide #15	Pocket, pocket, what's in my pocket?
Slide #16	(no text or you can add your own)

Go to the Slide Sorter feature of Power Point (at the bottom left hand corner of the screen) and look at all of your slides on the screen.

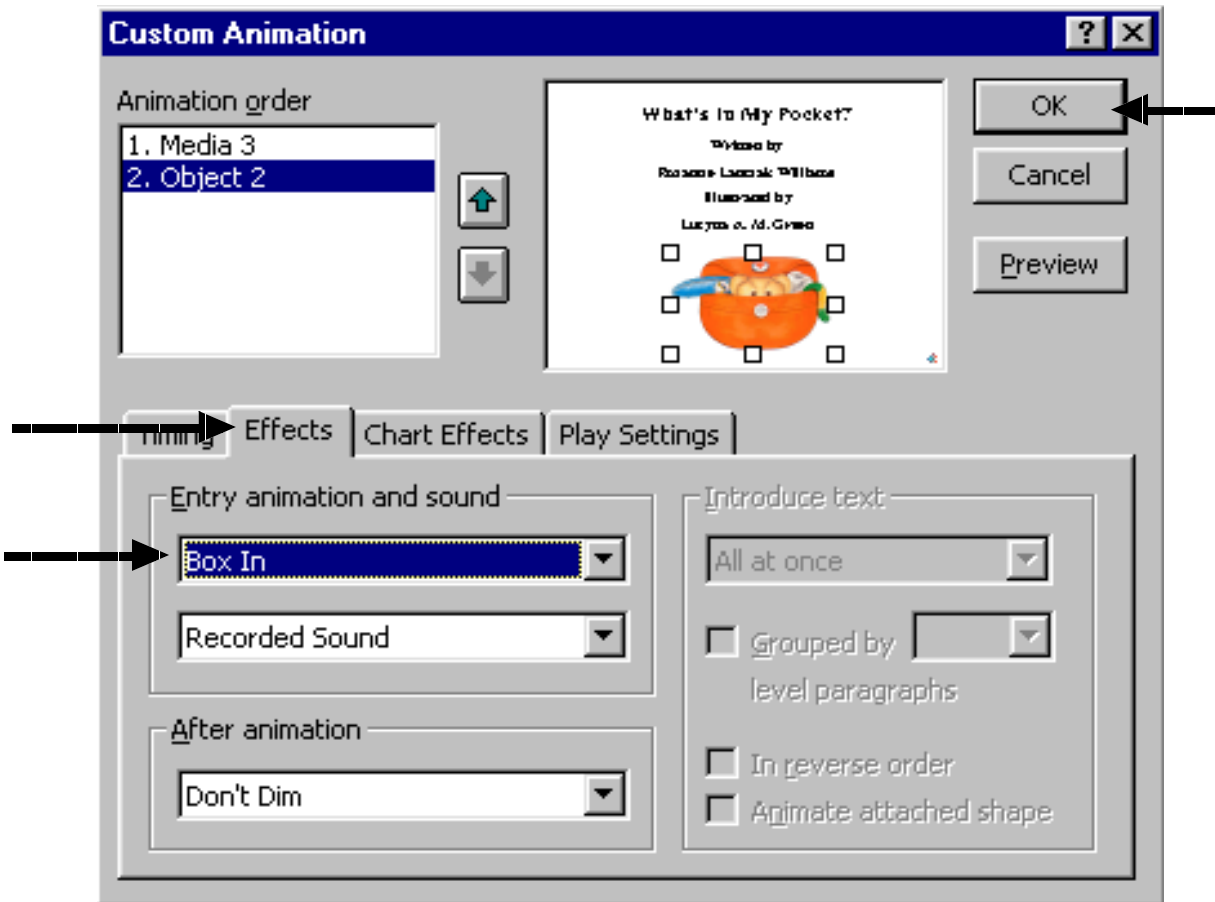


8. Set Animation Effects for your slides.

- Animation function determines how the text and pictures “appear” on your screen. For this particular slide show, I decided that only half of the slides will have animation: Slide #1, #3, #4, #6, #8, #10, #12, #14, #16
- Leave the Slide Sorter View by **double clicking on Slide #1.**
- **Double Click** on the graphic on Slide #1.
- Select **Slide Show** from the menu bar and highlight **Custom Animation**



- Select **Effects** tab in the **Custom Animation** window and click on the down arrow in the window that says “no effect” . Scroll down until you see **Box in** and highlight that choice.



- Select **OK** to close the window.

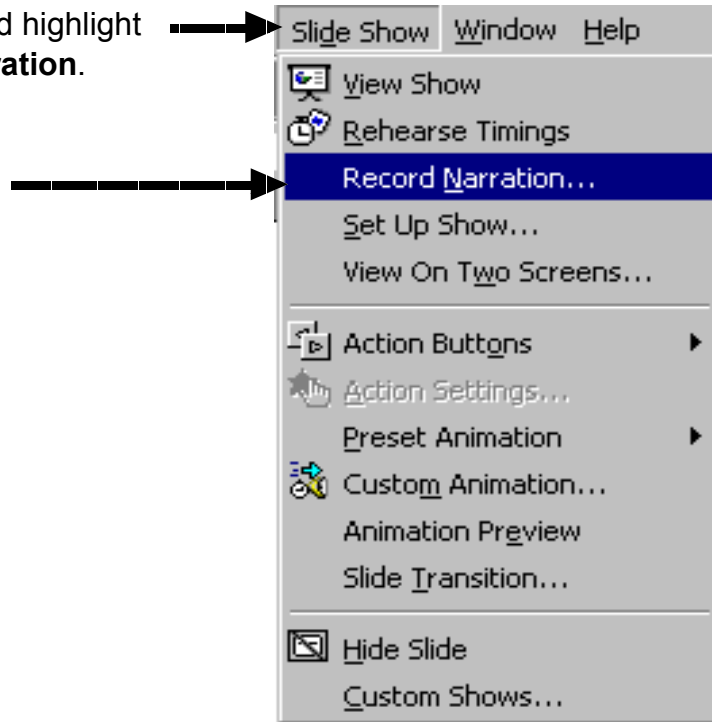
-

9. Record Narration for the Slide Show.

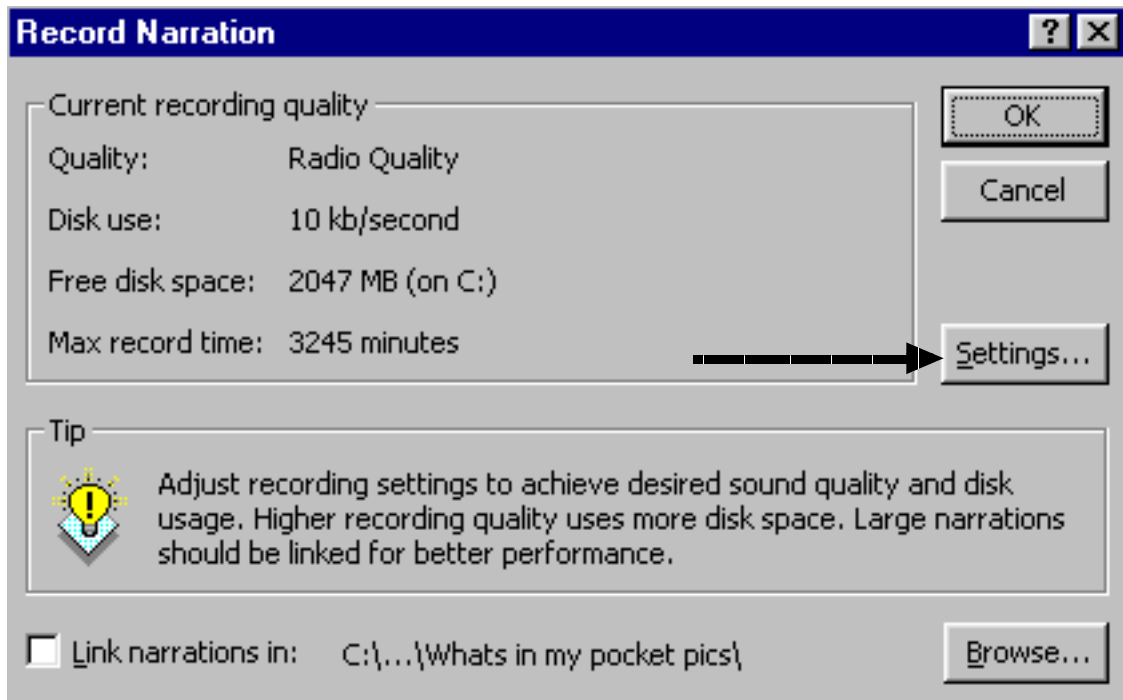
- I chose to do **Record Narration** for this slide show instead of just recording sound for each slide because I want to make my slide show more accessible for children that may not be able to navigate with the mouse. By using Record Narration, the sound will come on automatically when the child clicks on the slide. No navigation to the picture is required.

- Select Slide #1 and made sure that you have an internal microphone or you connect an external microphone.

- Select **Slide Show** from the menu bar and highlight **Record Narration**.



- Select the quality of your sound recording under **Setting**. Highlight **CD quality** from the choices in the drop down menu.



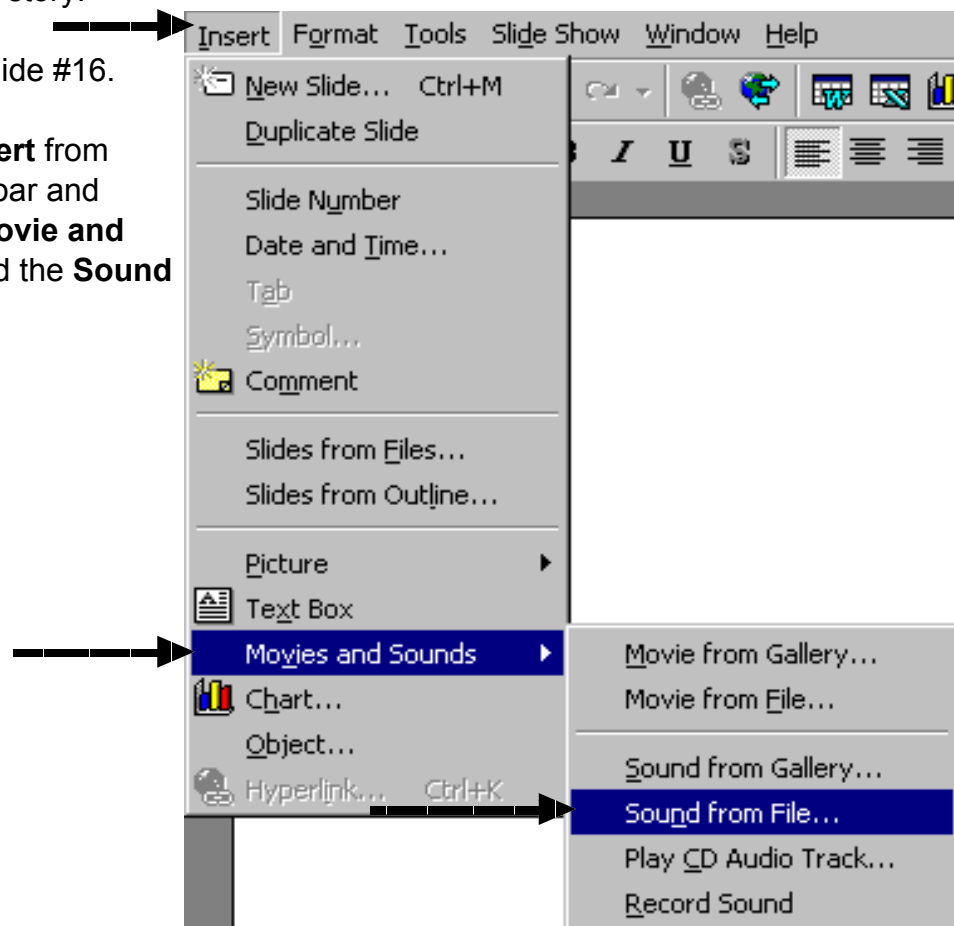
- Click **OK** to begin recording.
- Speak the text in a normal speaking voice.
- Click the mouse to **advance the slide** as you record the narration for the remaining slides, #2-15.
- Click **Yes** to save the timing on the slide.
- Click **Yes** if you wish to review the timing in your slide show.
- **View** the slide show to hear your narration.

10. Insert a Sound File.

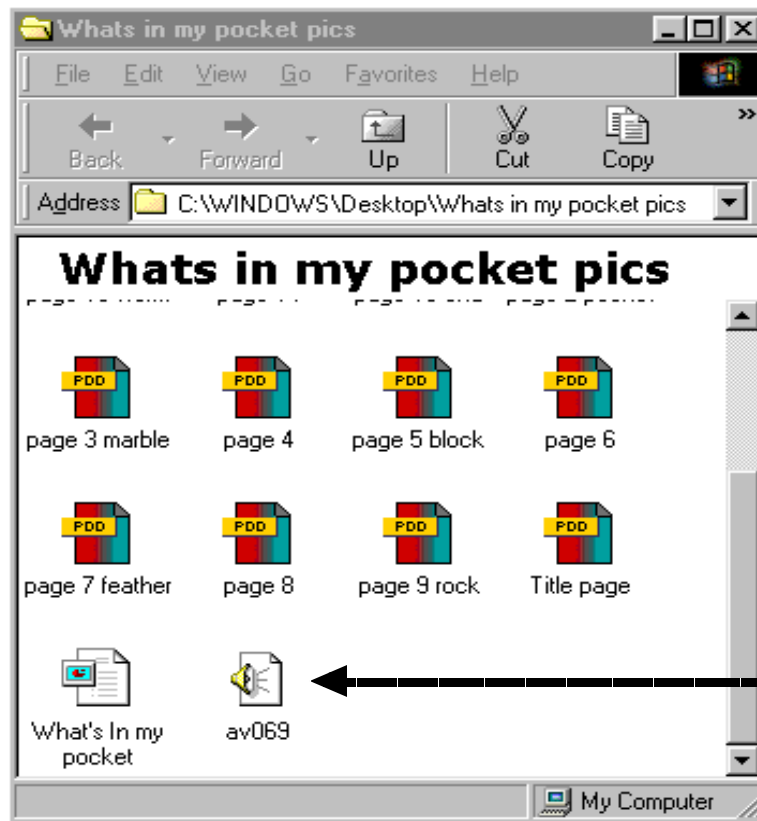
For this slide show, I chose to insert a music clip for the very last slide. It seems to bring closer to the story.

-Click on Slide #16.

-Select **Insert** from the menu bar and highlight **Movie and Sound** and the **Sound from File**.



- The sound window appears and asks you to find the file. The file is located in your “Whats my Pocket pics “ folder on your desktop.



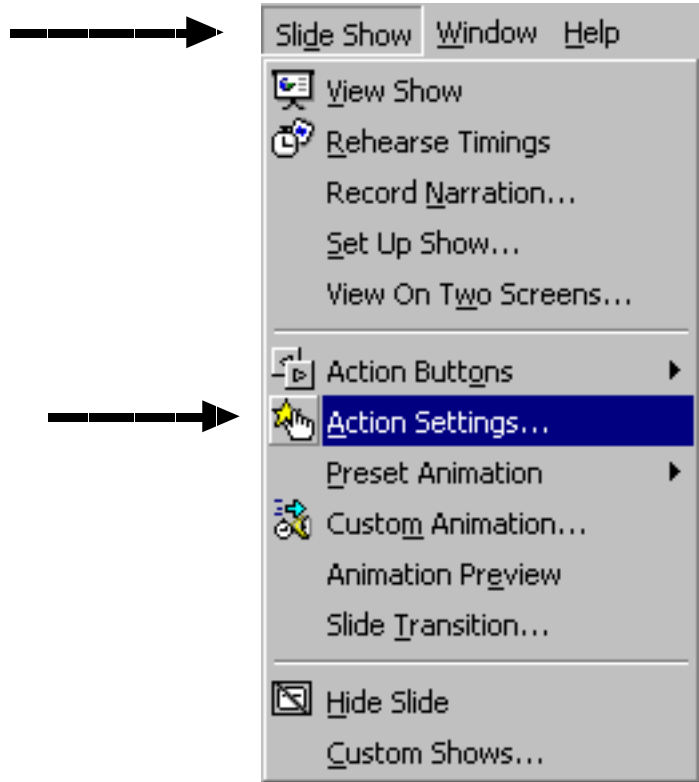
- Click **OK** when you see that icon in you Sound Window box.
- **View** the slide.

11. Mouse Over to Play Sound.

I chose this function of Power Point again for better accessibility for children who can not navigate with the mouse. I chose to do this for the sound that you just created on the last slide of the story, Slide #16. This function will allow the student to just move the mouse over the picture and the music or sound will begin. No accuracy is necessary.

- Select Slide #16
- Click on the picture that is pasted on that slide so that the boxes are visible.

- Select **Slide Show** and highlight **Action Settings**.

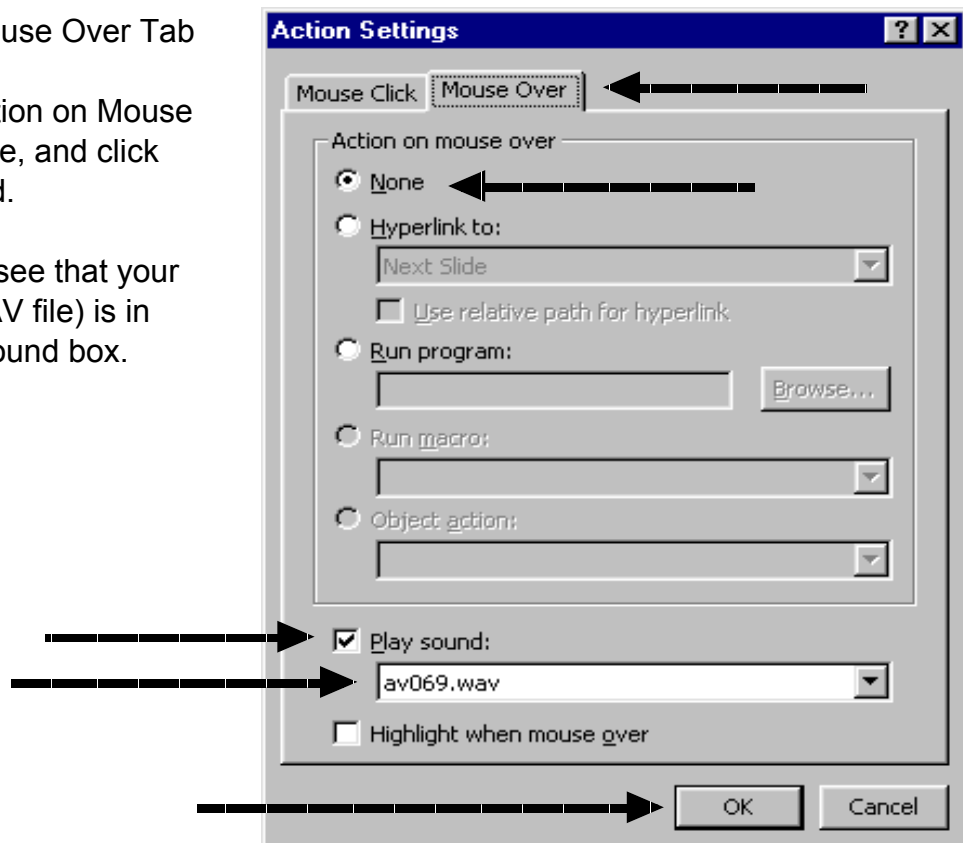


-Select Mouse Over Tab

-Under Action on Mouse select None, and click Play sound.

-Check to see that your music (WAV file) is in the Play sound box.

-Click OK



12. Save you slide show and select Show from the menu bar at the bottom left hand corner of your screen.



Sit back and see/hear your newly created story.

CONGRATULATIONS!!!!¹

¹ Created by Mary L. Wilds, T/TAC at Old Dominion University. January 2002