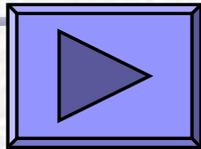
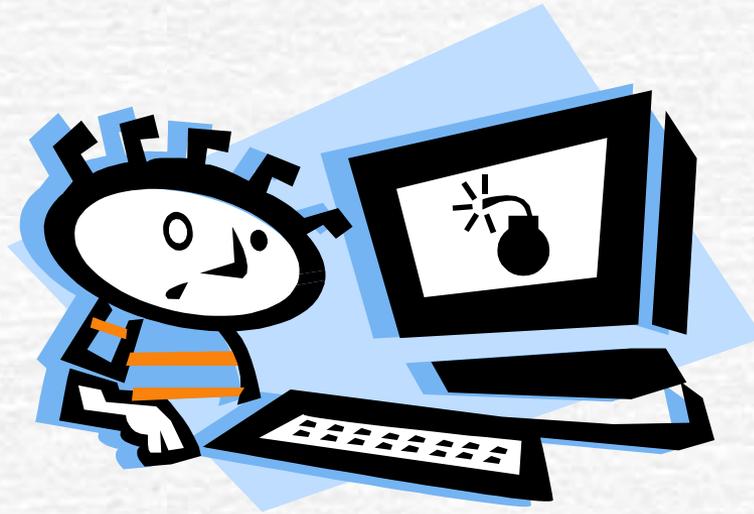


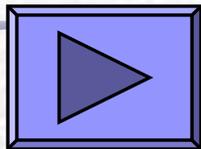
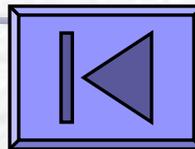
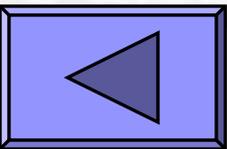
Making Talking Books How to Kit



Making Talking Books

How to Kit

- ☞ This How to Kit contains instructions on how to make a talking book using:
 - Microsoft Word
 - Microsoft PowerPoint (this is the easiest way)
- ☞ There are also examples of talking books on this CD.

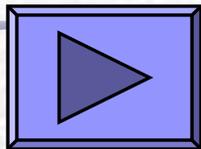
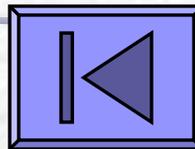
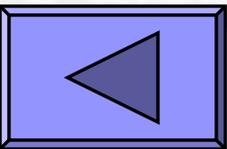


What are talking books?



Talking books:

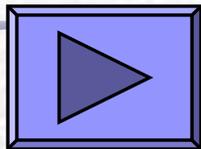
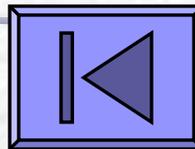
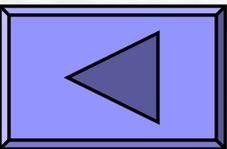
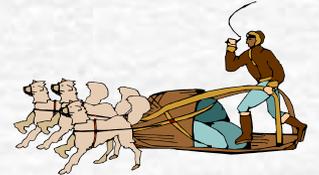
- Are a great literacy activity.
- Are made on the computer using programs to add text, pictures and sound.
- Can be used:
 - With all levels, from children to adult learner.
 - As an individual or small group activity.
 - As a classroom activity or a community workshop.



Create books relevant to learners

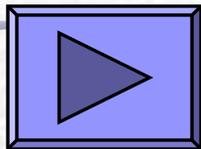
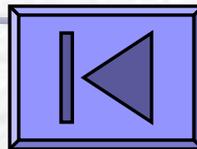
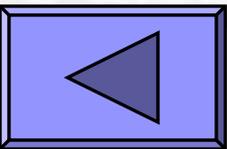
- In the north it can be difficult to find books that are relevant to our learners and to the north. You can create books:

- On northern topics.
- In Aboriginal languages.



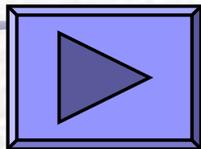
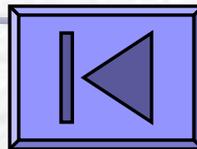
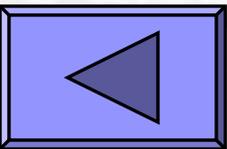
You can make talking books:

- ☛ With pictures of familiar people, places, themes and ideas that are important to your learners and their community.
- ☛ With recorded narration of familiar voices, including their own.
- ☛ That are tailor-made to the interests of your learners.
- ☛ That the learners actively make and this opens up more possibilities of creative and imaginative writing.
- ☛ On the computer using hardware and software that is generally available in your home or school.



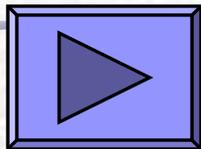
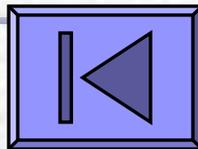
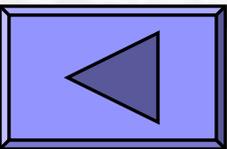
Learners can create talking books on a variety of topics and for a variety of uses, such as:

- ☛ To teach or show a skill, such as how to skin a moose; how to grow a plant; how to use the writing process.
- ☛ To tell family stories or events.
- ☛ To re-tell familiar legends, myths, stories or rhymes.
- ☛ Language experience stories.



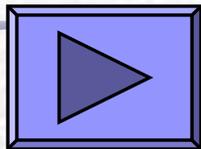
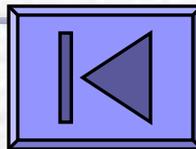
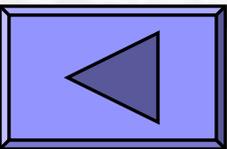
Use talking books in the classroom to demonstrate knowledge

- ☞ Authentic assessment
- ☞ Book report
- ☞ Science project and science fair presentations
- ☞ Study guides
- ☞ The possibilities are endless!!



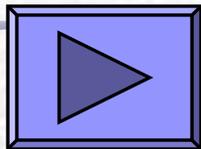
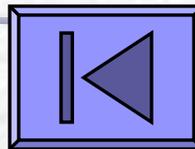
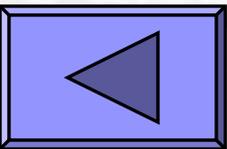
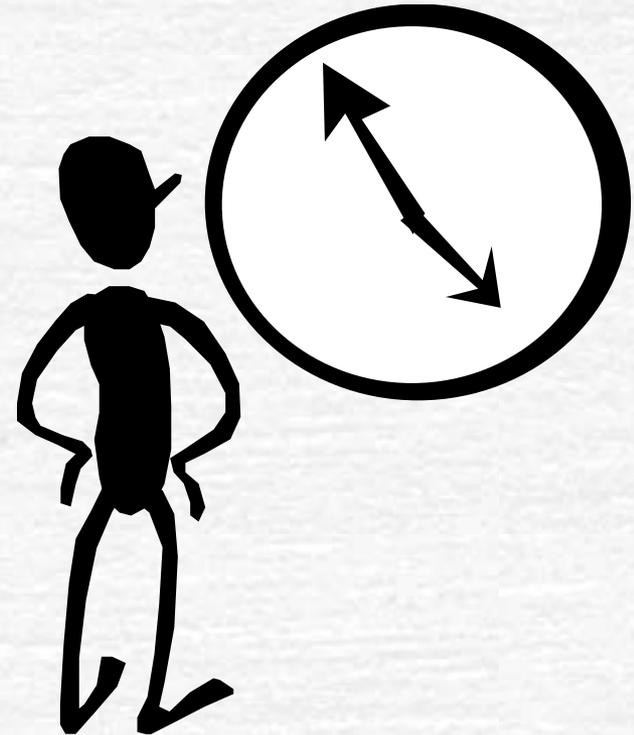
Benefits of talking books

- ✔ They help learners that are new or struggling readers.
- ✔ You can create books in Aboriginal languages. This helps build Aboriginal language skills.
- ✔ Help learners to put on paper that which they want to say.
- ✔ Typing and pasting pictures and clip art makes the process fun, motivating and creative.
- ✔ Publishing creates ownership of words and meanings.
- ✔ They build learner self-esteem.
- ✔ Digital photography brings the learners, their communities and lives to their writing.
- ✔ Once you make a talking book it can also be printed for use off the computer.



Before you start...

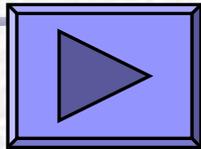
- Before you start making your first talking book, be aware that putting together a talking book will take time.





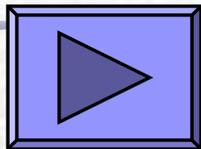
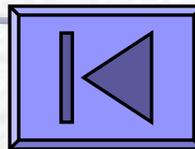
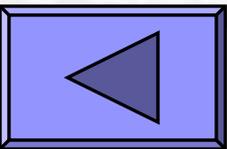
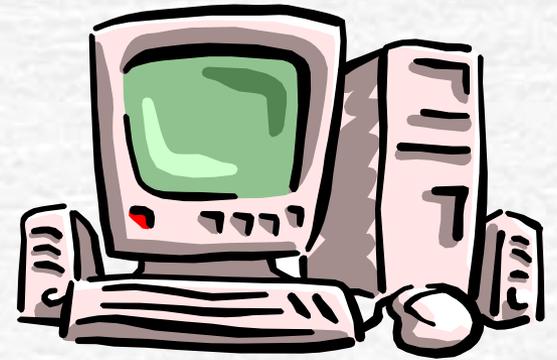
Getting Started

Do you have all the hardware and software to make a talking book?



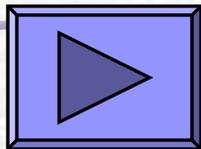
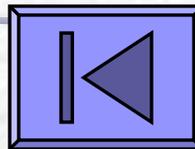
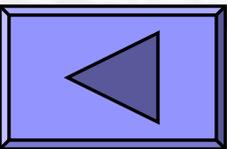
What you need

- You can make talking books by using hardware and software that is typically found on computer systems and with skills that are quite easy to learn.



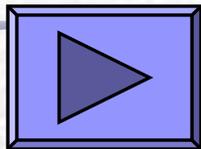
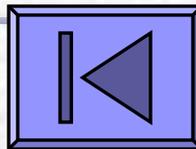
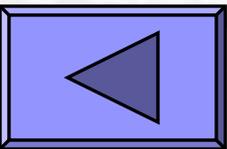
The key skills

- Use software to plan and make a talking book by adding text, clipart, pictures, and sound.
- Use sound recording software to record a sound and save it.



What you need

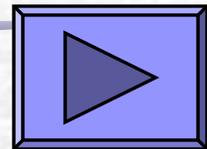
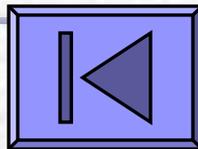
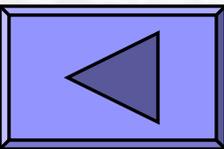
- Word processing software (Microsoft Word) or multimedia software (Microsoft PowerPoint)
- A microphone
- Speakers
- Sound card
- Sound recording software
- Clip art



Which programs do you have?

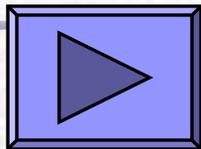
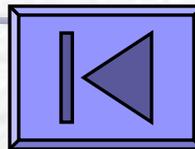
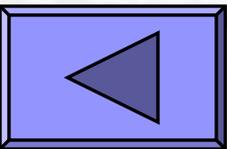
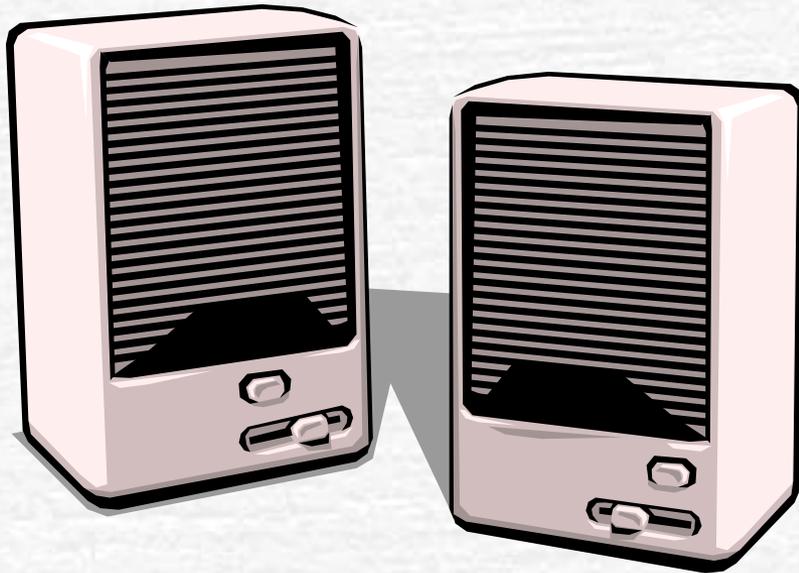


- Click **Start** and then **All Programs**.
- Do you have *Word*, or *Power Point*? *PowerPoint* is the easiest program to use for making talking books. If you do not have it, you can use *Word*.

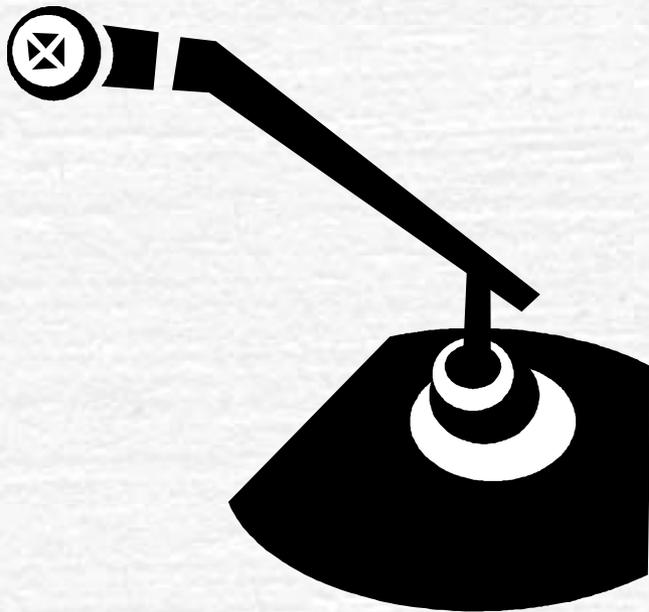


Speakers

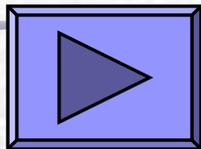
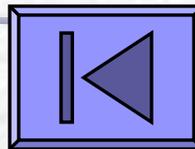
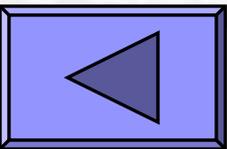
- Check that you have speakers attached to your computer or headphones so you can hear what you've recorded.



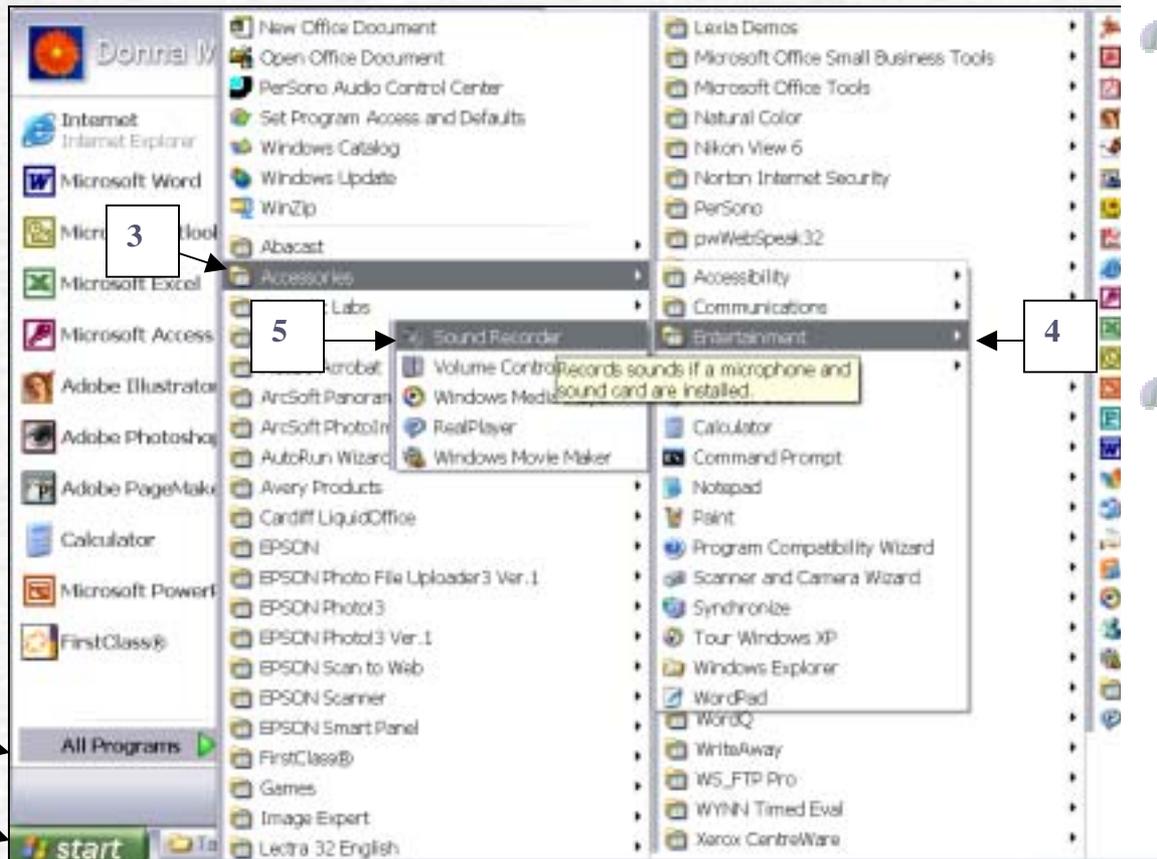
Microphone



- Do you have a microphone for your computer? Most new computers come with a microphone that can be attached. If not, you can buy one.



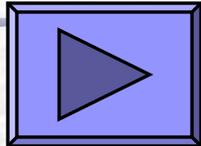
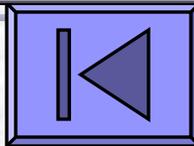
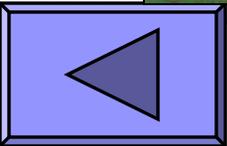
Sound Recording Software



Microsoft Windows comes with sound recording software. Check to see if you have it.

Click

- Start
- All Programs
- Accessories
- Entertainment
- Sound Recorder



Recording Sound



Rewind

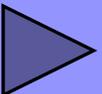
Fast
Forward

Play

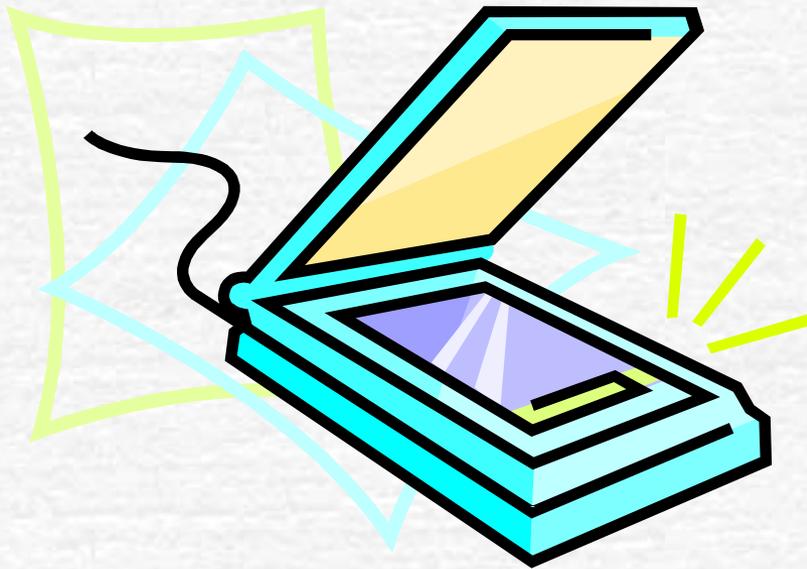
Stop

Record

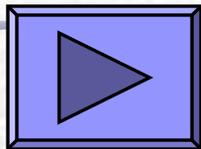
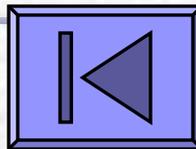
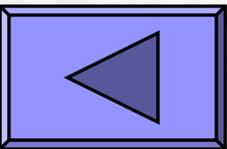
- You record on the sound recorder just like you would on a tape player.
- Click **Record** and talk into your microphone. When you are done recording, press **Stop**, **Rewind**, and then **Play**.
- You should hear your recording. If not, check that your speakers are turned on and the volume is turned up.



Scanner



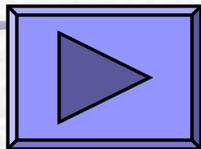
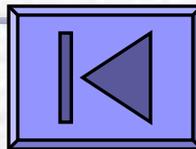
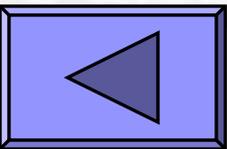
- Do you have a scanner where you can scan learner artwork and book illustrations? If not, do you know someone who has one? Ask them to scan things and save them as a file to place in your talking book.



Digital Camera



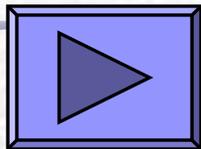
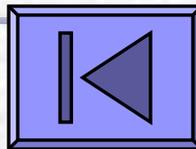
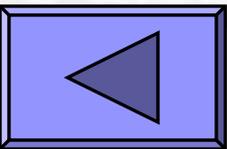
- Do you have a digital camera and software for downloading photos to your computer?



Make a folder for your talking book



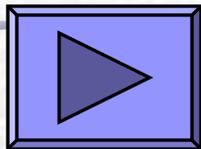
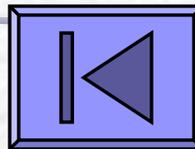
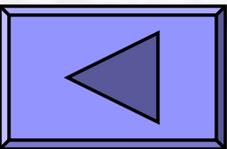
- It is a good idea to create a folder for your talking book. This is especially important if you have digital photos and scanned images. It makes it easier to keep track of all the files.



Make a folder for your talking book



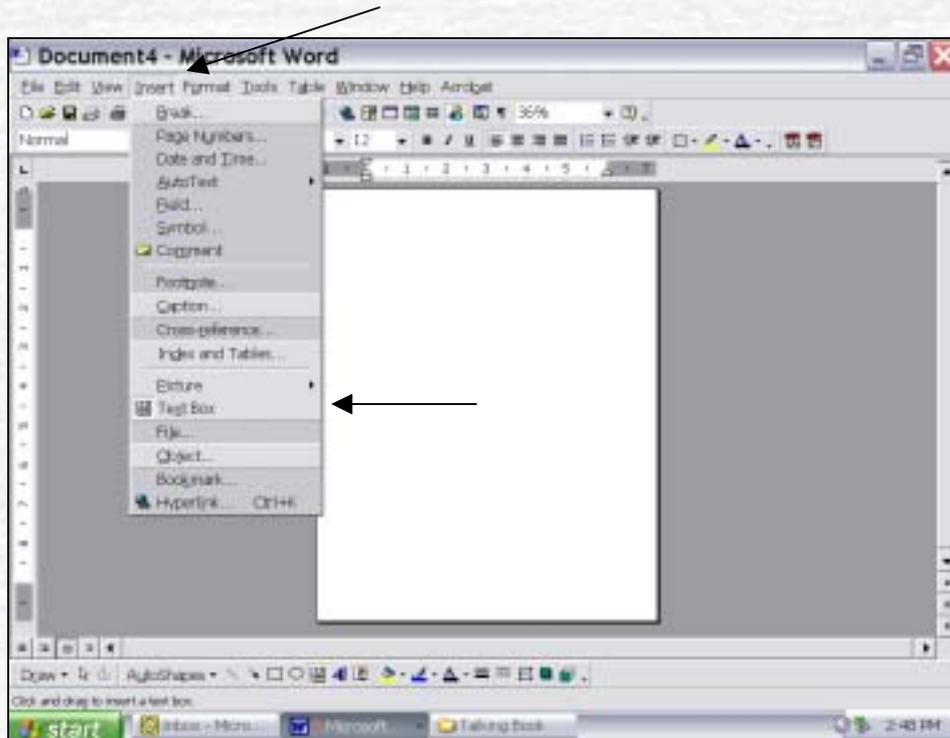
- Click **Start**.
- Click **My Documents**.
- Click **File**.
- Click **New**.
- Click **Folder**.
- Name your folder the same as your talking book.



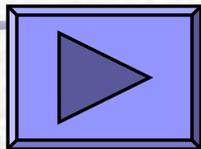
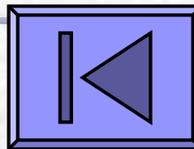
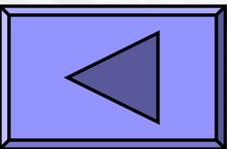
How to Make a Talking Book Using Microsoft Word



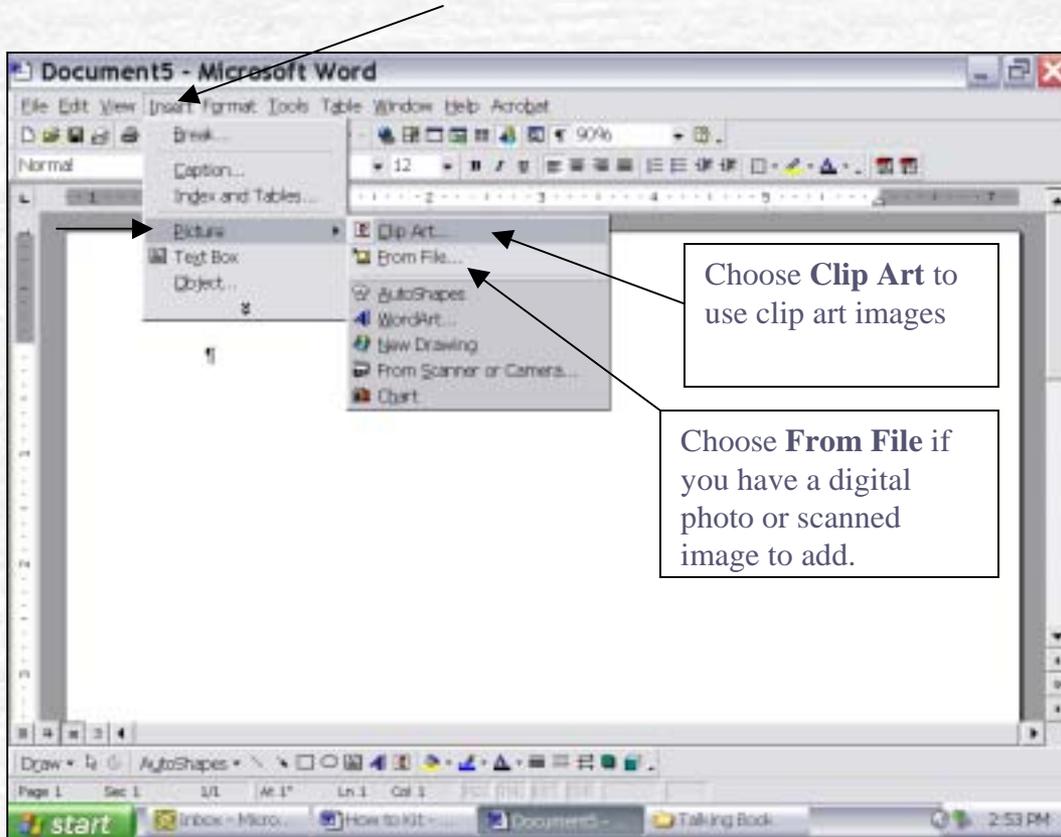
Insert a text box



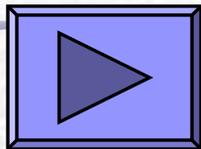
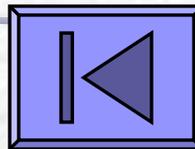
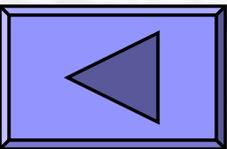
- Click where you want to insert a text box.
- Click **Insert**.
- Click **Text Box**. If you don't see **Text Box**, click on **Insert** twice to see all the choices under Insert.
- Now draw a box with your mouse cursor.



Insert a picture



- Click where you want to insert a picture.
- Click **Insert**.
- Click **Picture**. If you don't see **Picture**, click on **Insert** twice to see all the choices under Insert.
- Click **Clip Art** or **From File**. Choose **From File** if you have a digital photo or scanned image to add.

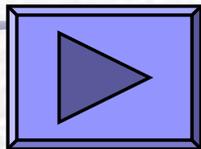
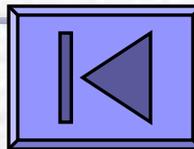
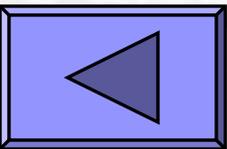


Insert a picture



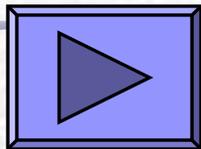
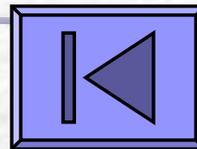
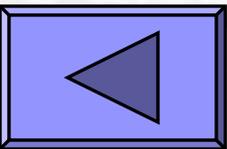
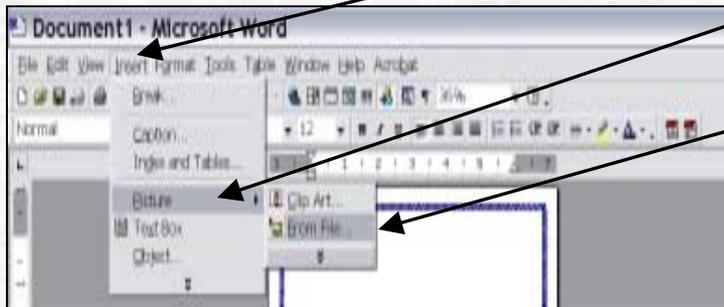
Search for Clips by typing a word to search by.

Click here to insert the clip art into your document.

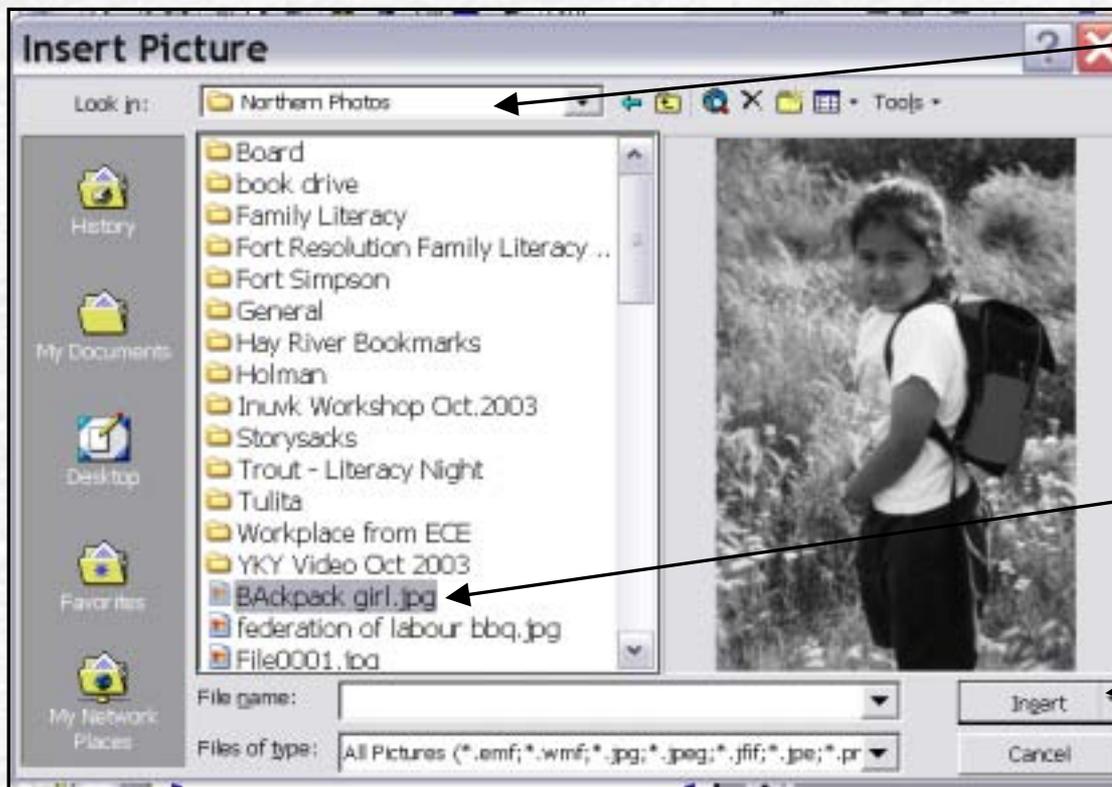


Insert a digital photo or scanned image

- Click **Insert**.
- Click **Picture**.
- Click **From File**.

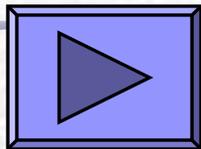
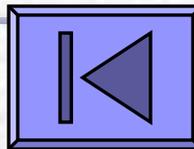
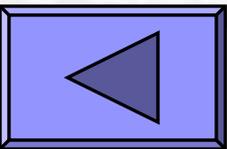


Insert a digital photo or scanned image



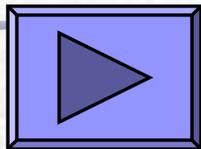
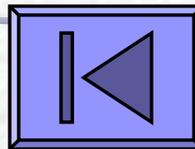
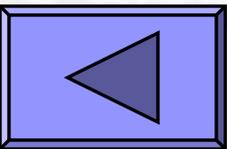
Click **Look in:** to select where the file is located.

Select the **File Name** and click **Insert.**

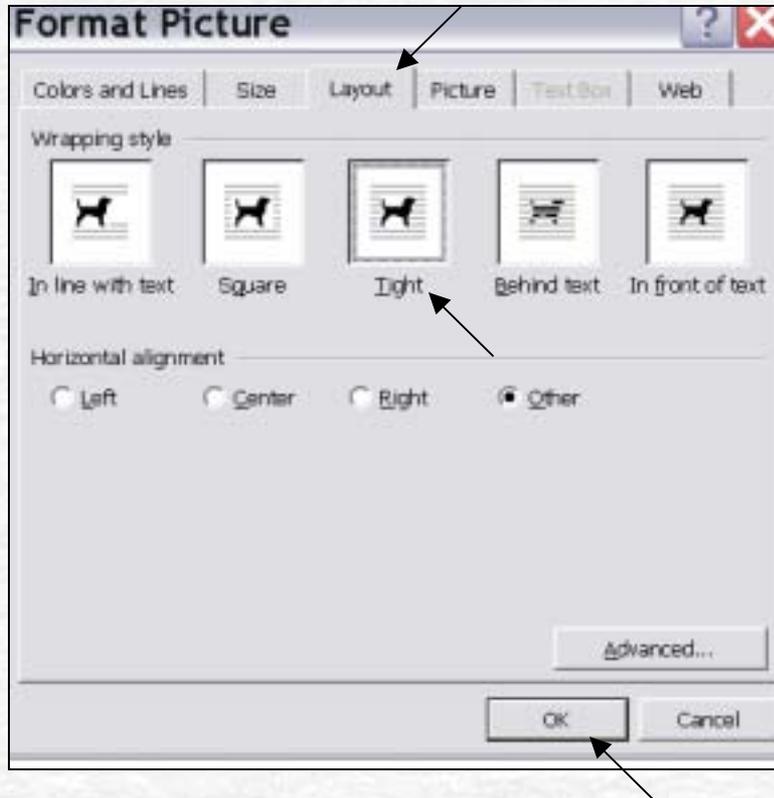


Get Clips Online

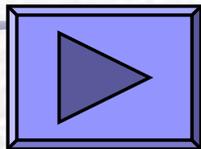
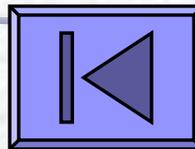
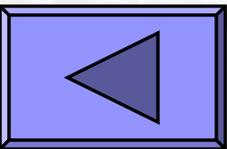
- If your computer is hooked up to the Internet, you can click **Clips Online** to search for and download clips from the Internet.



Format the picture



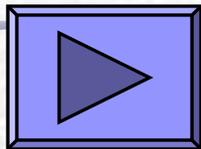
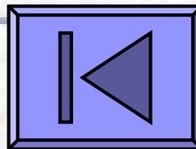
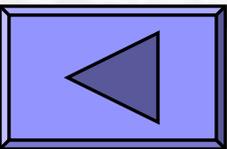
- Double-click on the picture to use the **Format Picture** menu.
- Choose **Layout** and then **Tight** and click **OK**. You need to have the layout 'tight' so you can move the picture.
- Use the **Colors and Lines** menu to put a border on the picture or the **Size** menu to change the size.



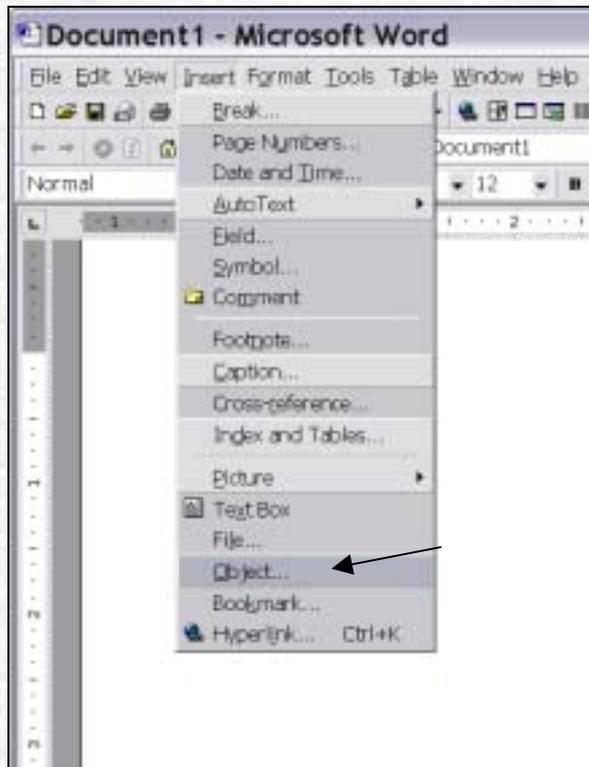
Size the picture



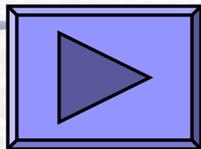
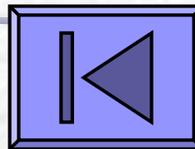
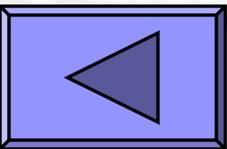
- Once your picture is set to **Layout Tight** you can resize it using the corner anchors.
- Click on the picture until you see the anchors. Drag one of the **corner anchors** until the picture is the size you need.



Insert a new sound file

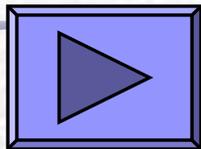
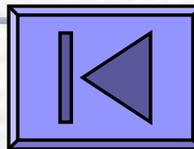
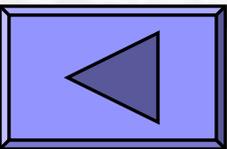
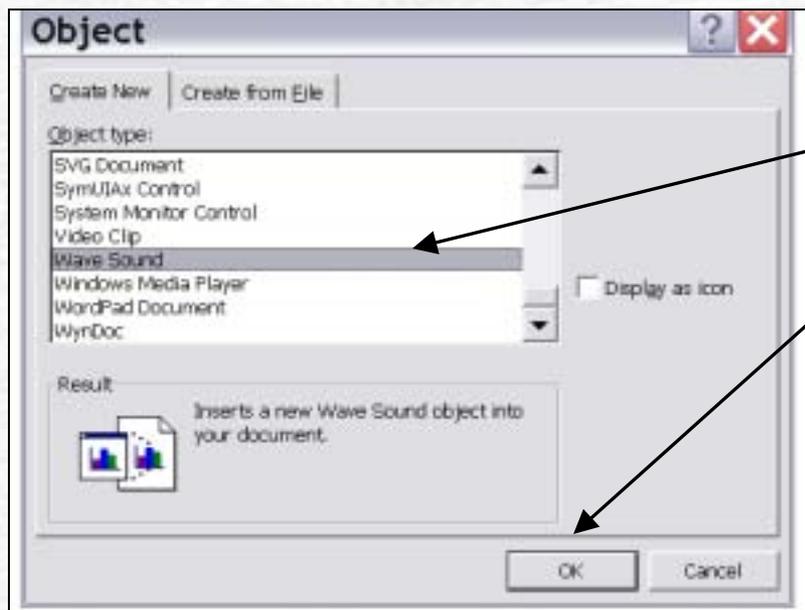


- Click where you want to insert a sound file.
- Click **Insert**.
- Click **Object**.
- Click the **Create New** tab.



Insert a new sound file

- Under **Create New**, move down to **Wave Sound** and then click **OK**.



Insert a new sound file



Rewind

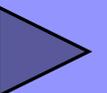
Fast
Forward

Play

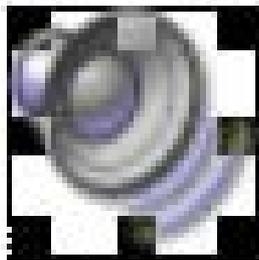
Record

Stop

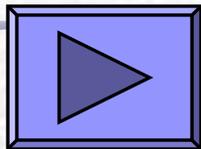
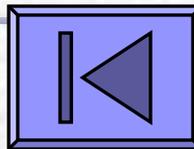
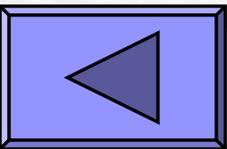
- Click **Record** and talk into the microphone.
- Click **Stop**, **Rewind** and then **Play**. Listen to the recording.
- When you are done, close the sound recorder.



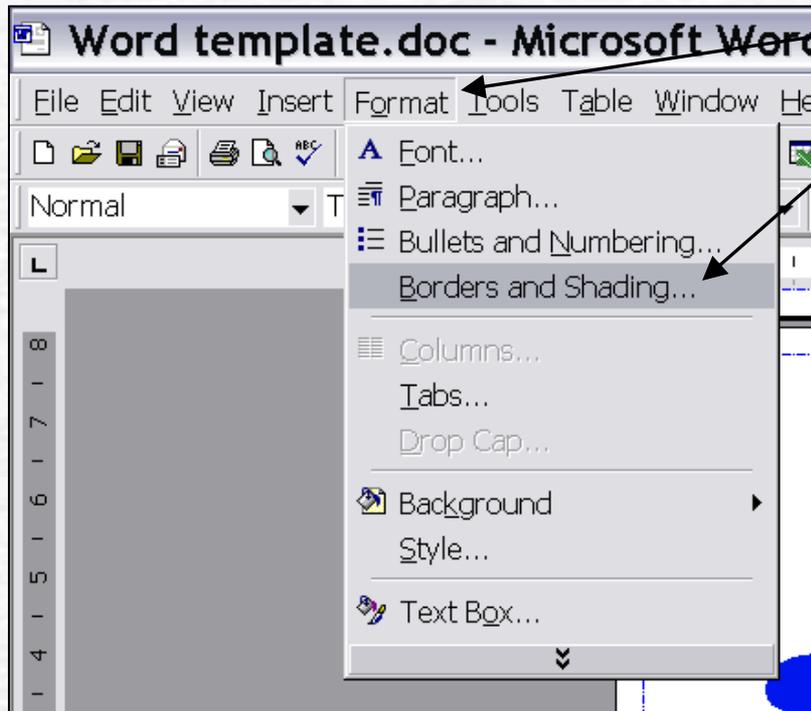
Insert a new sound file



- A **Speaker** picture is inserted into your document.
- Click on the **Speaker** to hear your sound recording.
- Click and drag from a **corner anchor** to make the speaker larger.

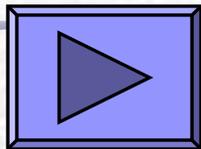
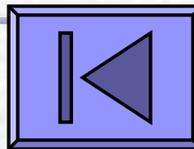
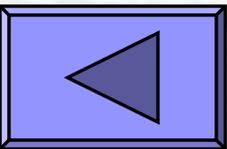


Add Borders and Shading

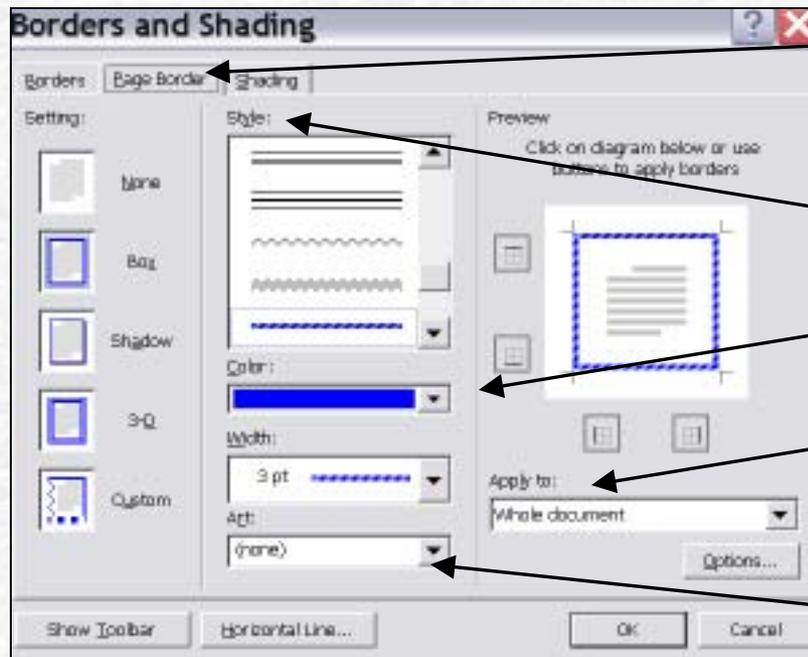


Click **Format**.

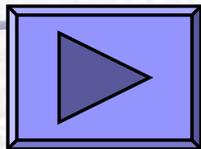
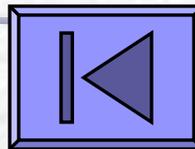
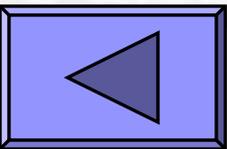
Click on **Borders and Shading**.



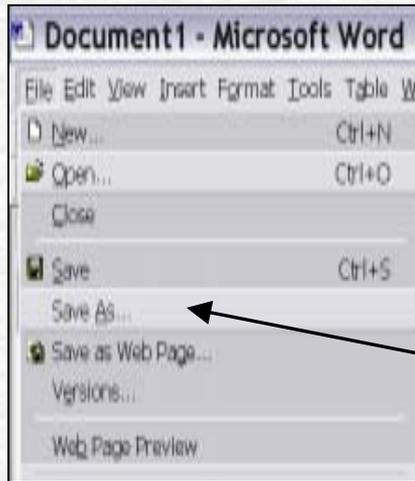
Add Borders and Shading



- Click on **Page Borders**.
- Select the **Style**.
- Select the **Colour**.
- Under **Apply to**: select Whole Document.
- You can select **Art** to choose fancy borders.



Save your document

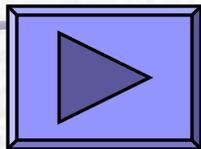
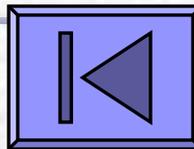
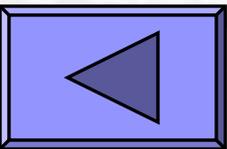
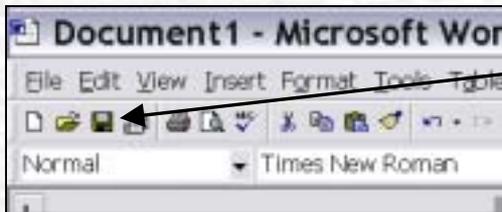


- Remember to **Save** your document periodically.

- Click **File**.

- Click **Save As** and give your document a name.

- You can also click on the **Save** icon.

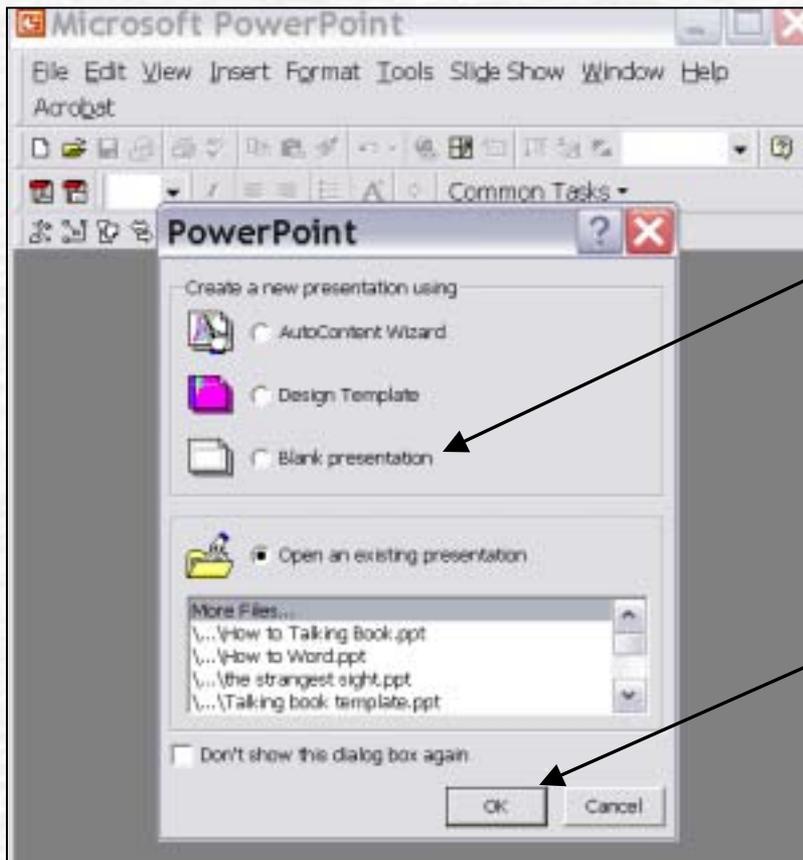


How to Make a Talking Book Using Microsoft PowerPoint

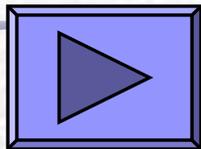
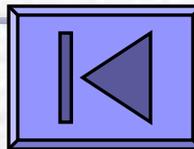
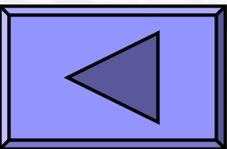


Microsoft PowerPoint

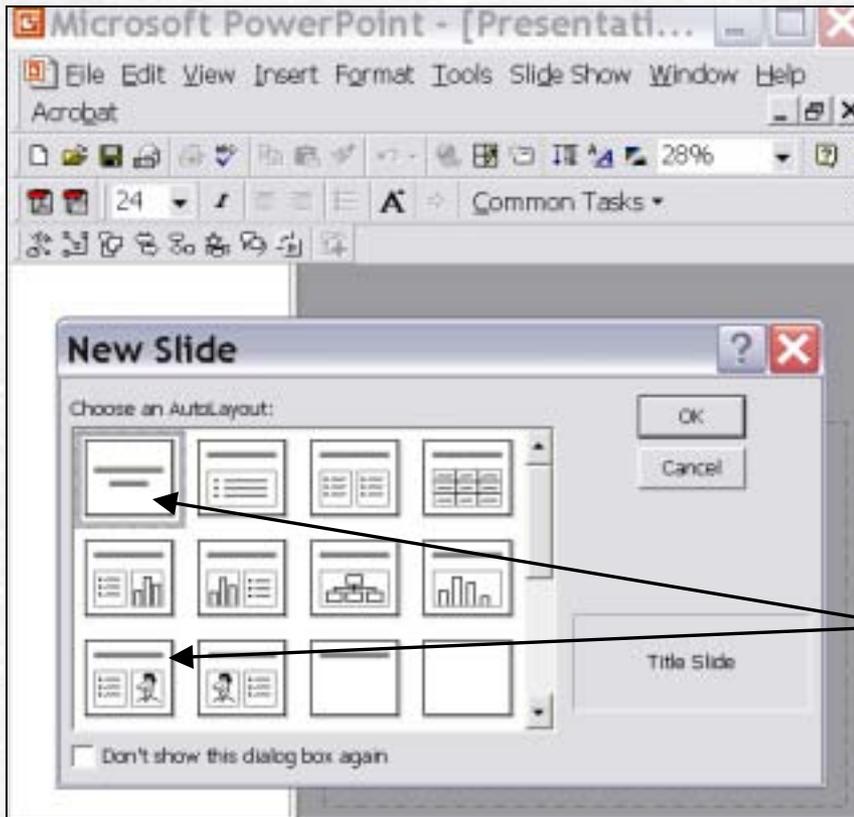
Creating a new presentation



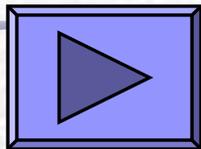
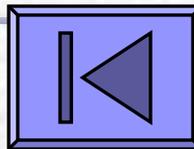
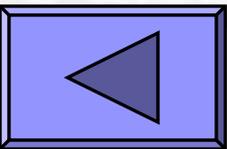
- Start Microsoft PowerPoint.
- Click **Blank Presentation** to start a new presentation.
- Click **OK**.



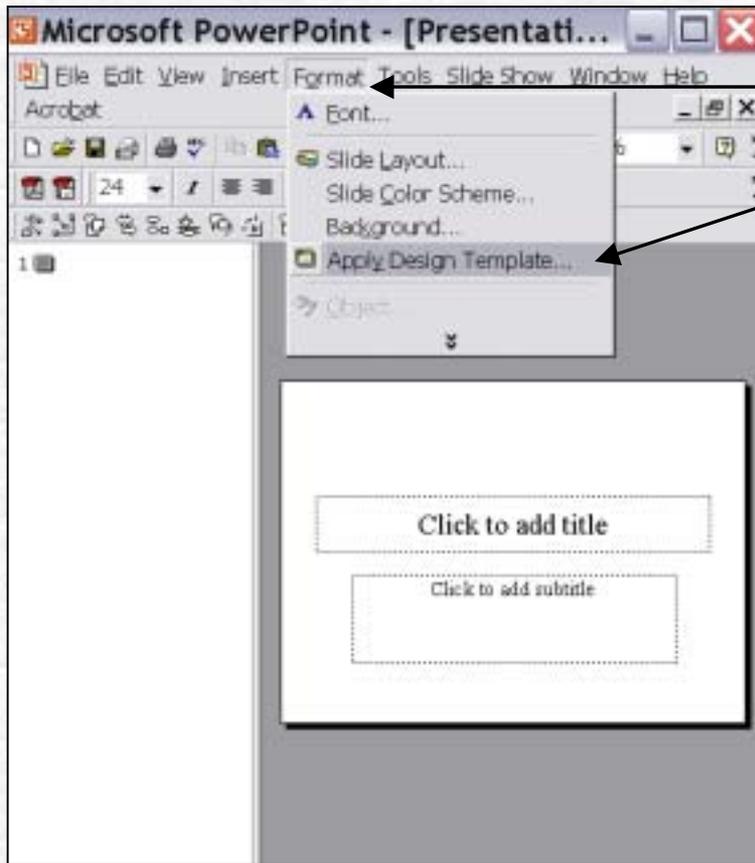
Select a slide layout



- The **New Slide** layout menu will appear.
- In PowerPoint you can select different slide layouts.
- Choose a slide layout for your book title.

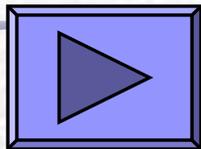
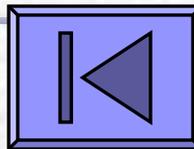
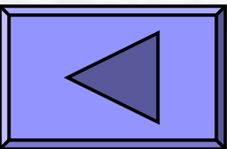


Select a design template

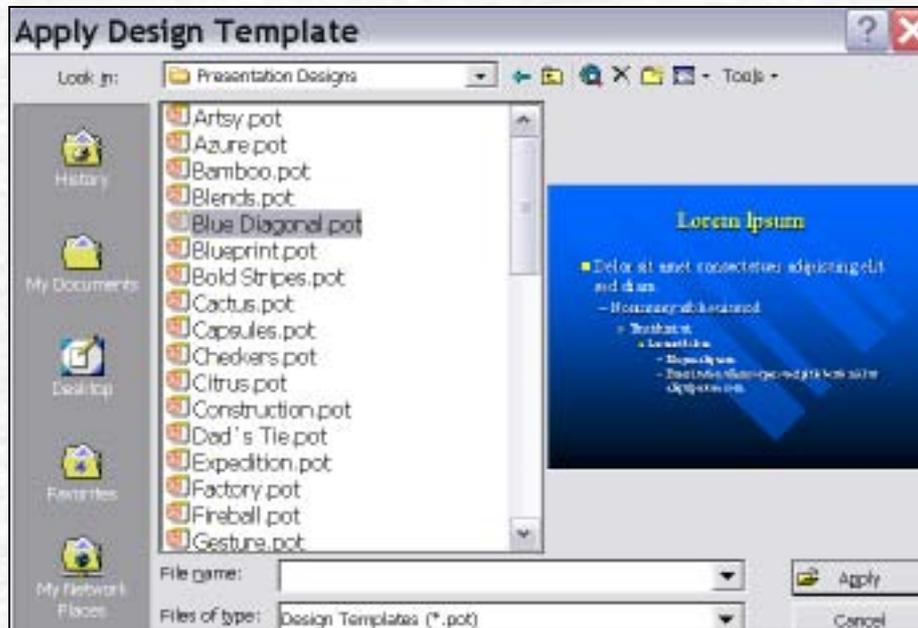


Click **Format**.

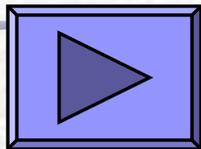
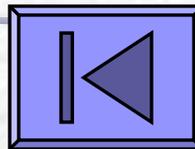
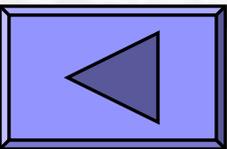
Click **Apply Design Template**.



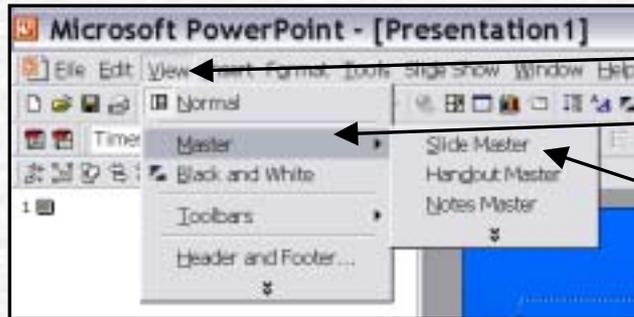
Select a design template



- You can choose from several design templates that have different colours and bullets.
- Scroll through the templates and choose one.



View a master slide

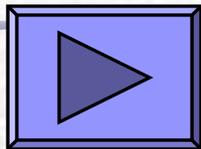
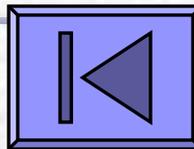
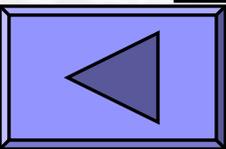


Click **View**.

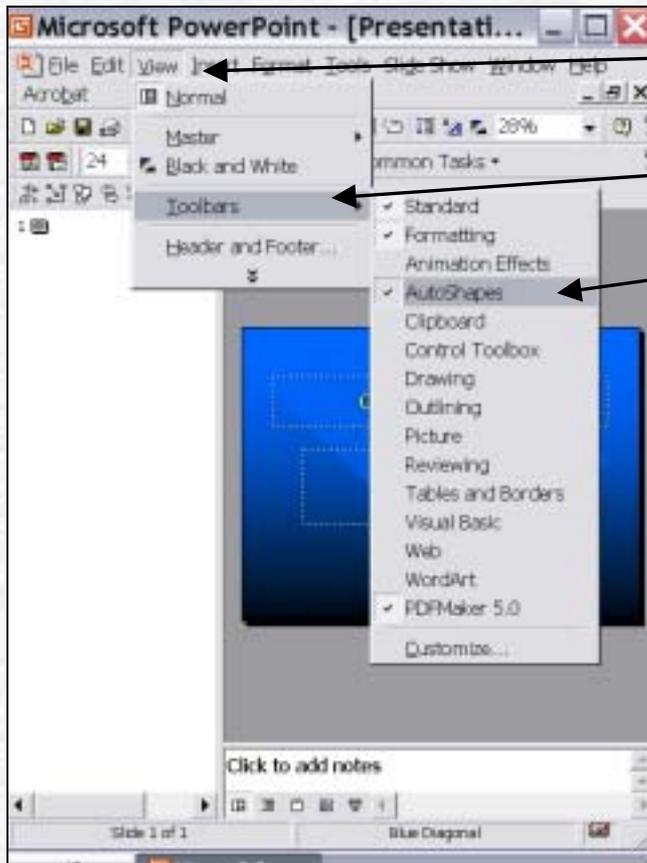
Click **Master**.

Click **Slide Master**.

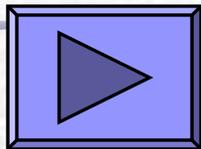
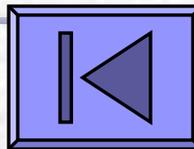
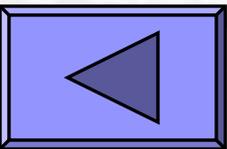
You will see a slide master like the one here. The slide master has objects that show up on each slide, such as a title and navigation buttons.



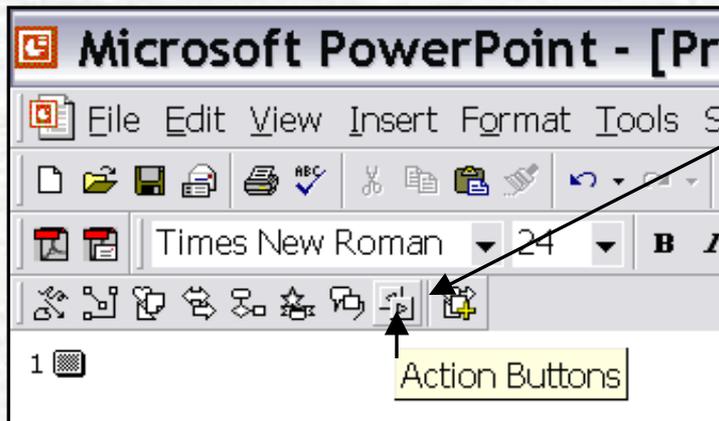
View the AutoShapes toolbar



- Click **View**.
- Click **Toolbars**.
- Click **AutoShapes**.
- AutoShapes may be under your Drawing Toolbar. Click **Drawing** if you can't find AutoShapes on the Toolbars menu.



Add a navigation button

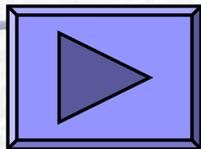
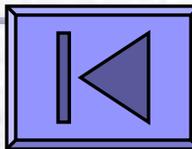
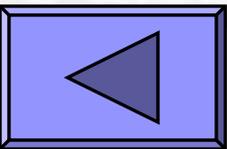
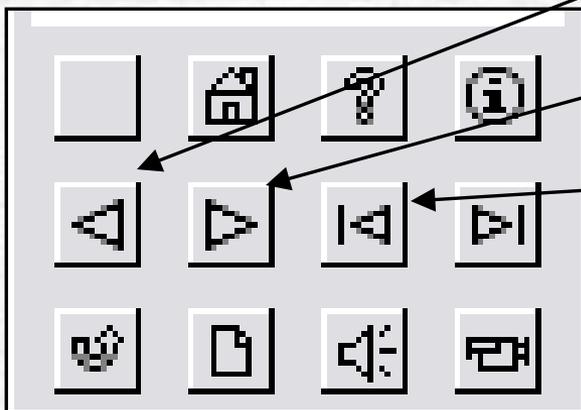


Once the AutoShapes toolbar is open, click on the **Action Buttons**.

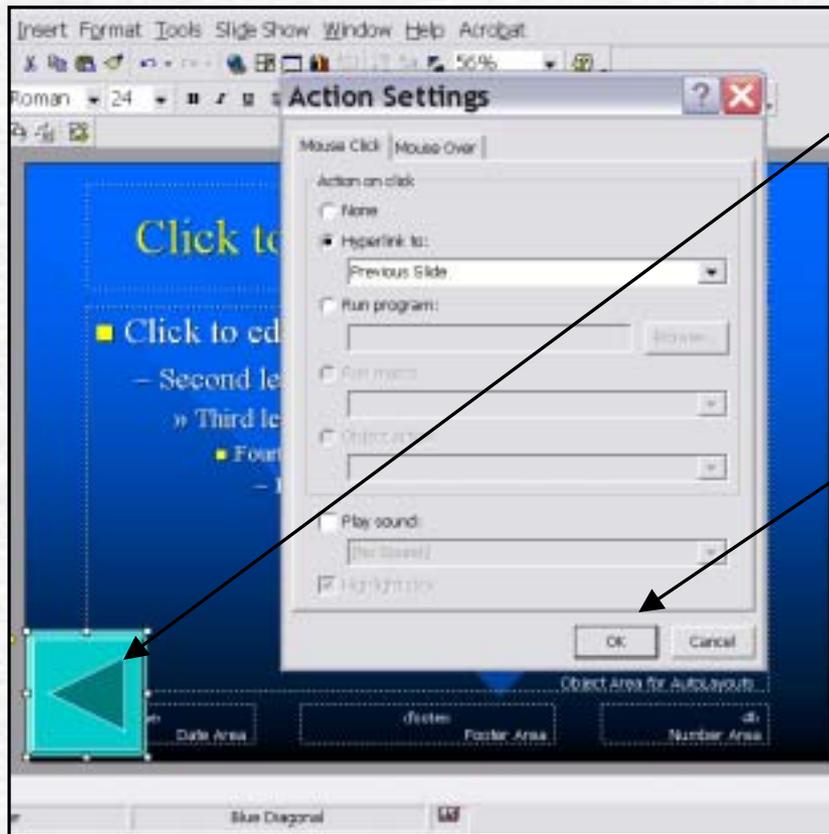
Select **Back** button.

Select **Next** button.

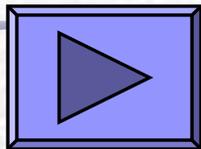
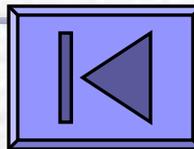
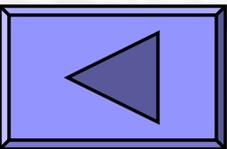
Select **Beginning** button.



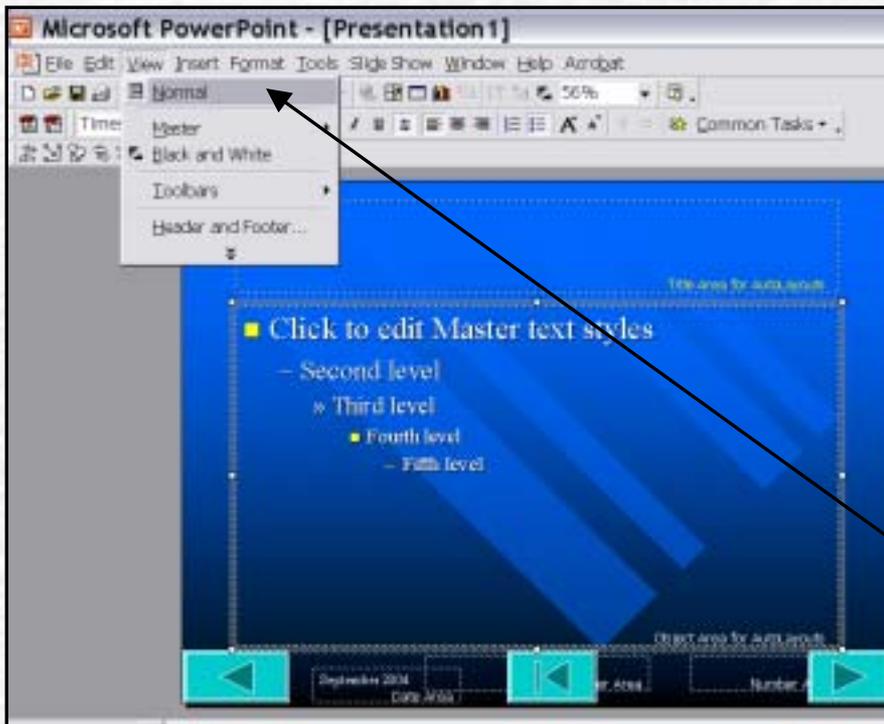
Draw the buttons



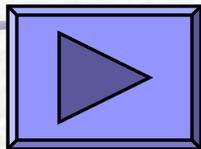
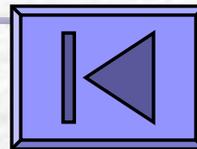
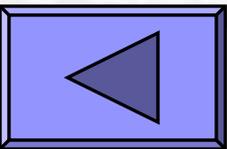
- Once you select a button, use the cursor to draw and place the button where you want it on your slide.
- Click **OK** on the Action Settings.
- Do the same for the **Back**, **Next** and **Beginning** buttons.



Return to normal view

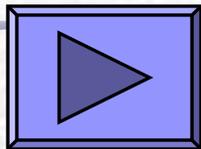
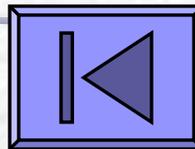
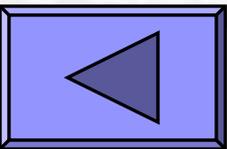
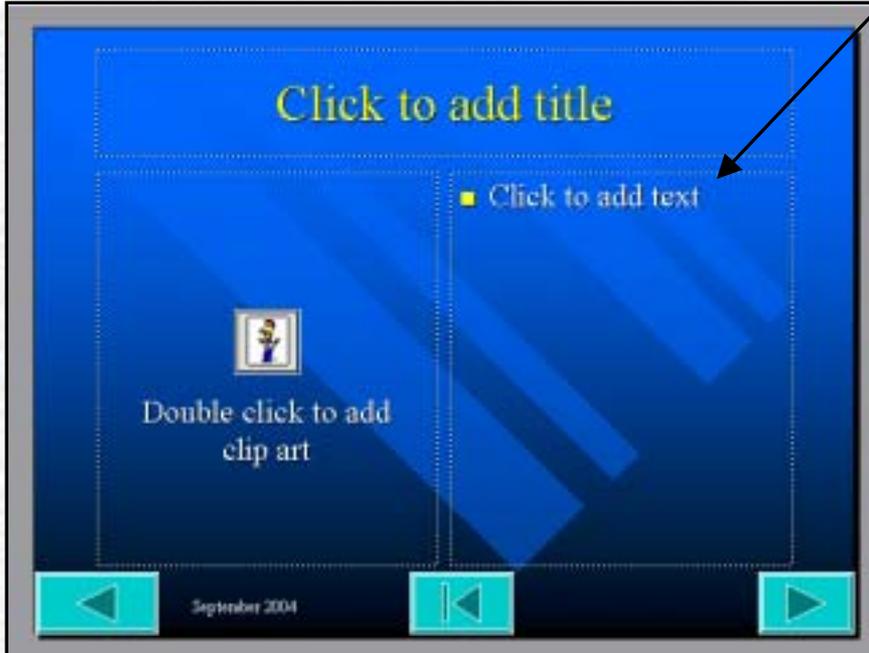


- Go back to Normal view when your master slide is set up with your title, date and navigation buttons.
- Click **View**.
- Click **Normal**.

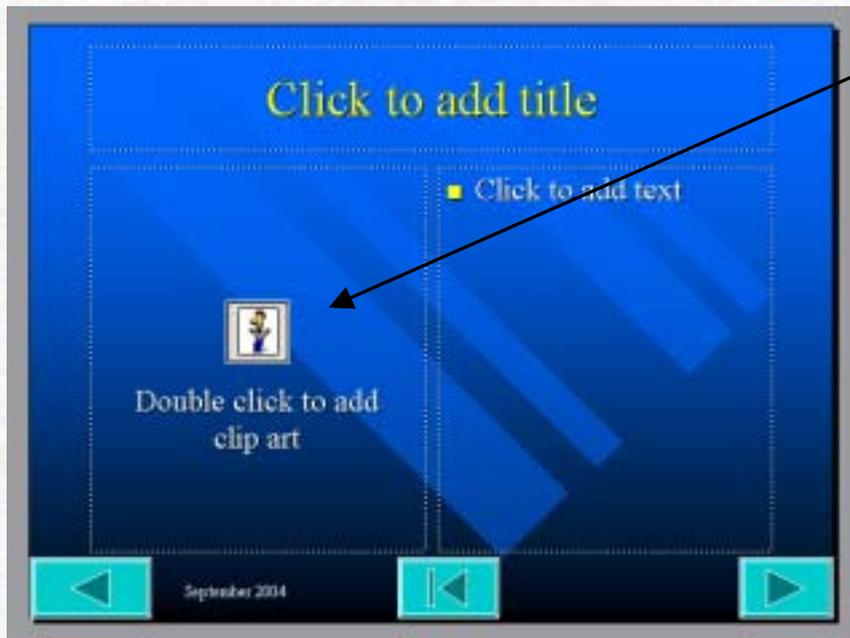


Add text

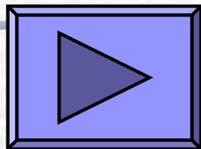
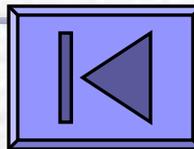
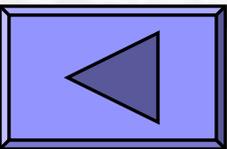
- Click on the text box to add text for your talking book.
- Type in your text.



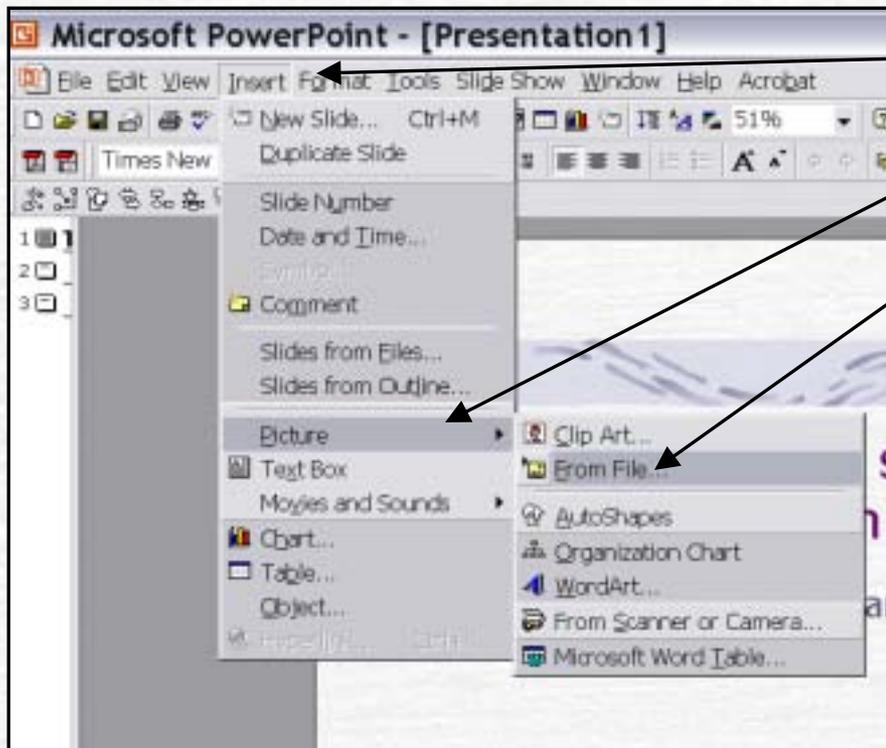
Add a graphic



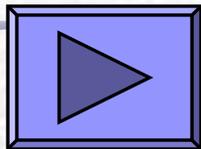
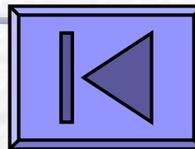
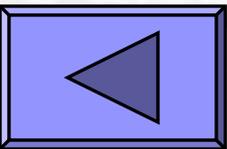
Double click on the graphic place holder to add a graphic to your page. This will open up the Clip Art menu.



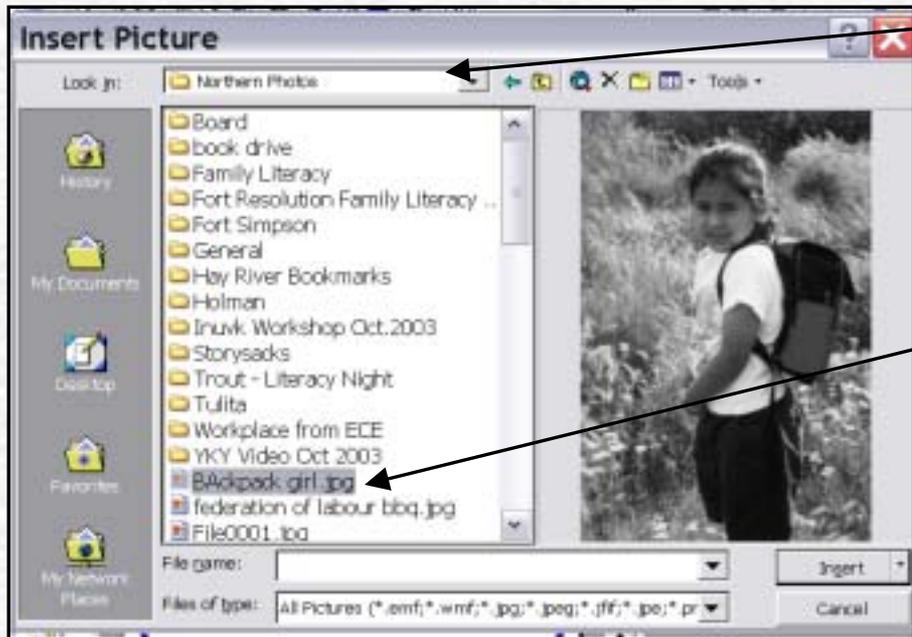
Add a digital photo or scanned image



- Click **Insert**.
- Click **Picture**.
- Click **From File**.

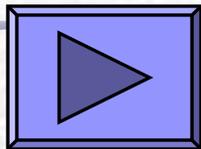
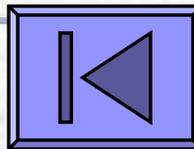
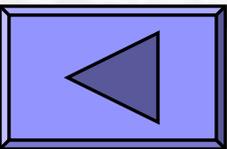


Add a digital photo or scanned image



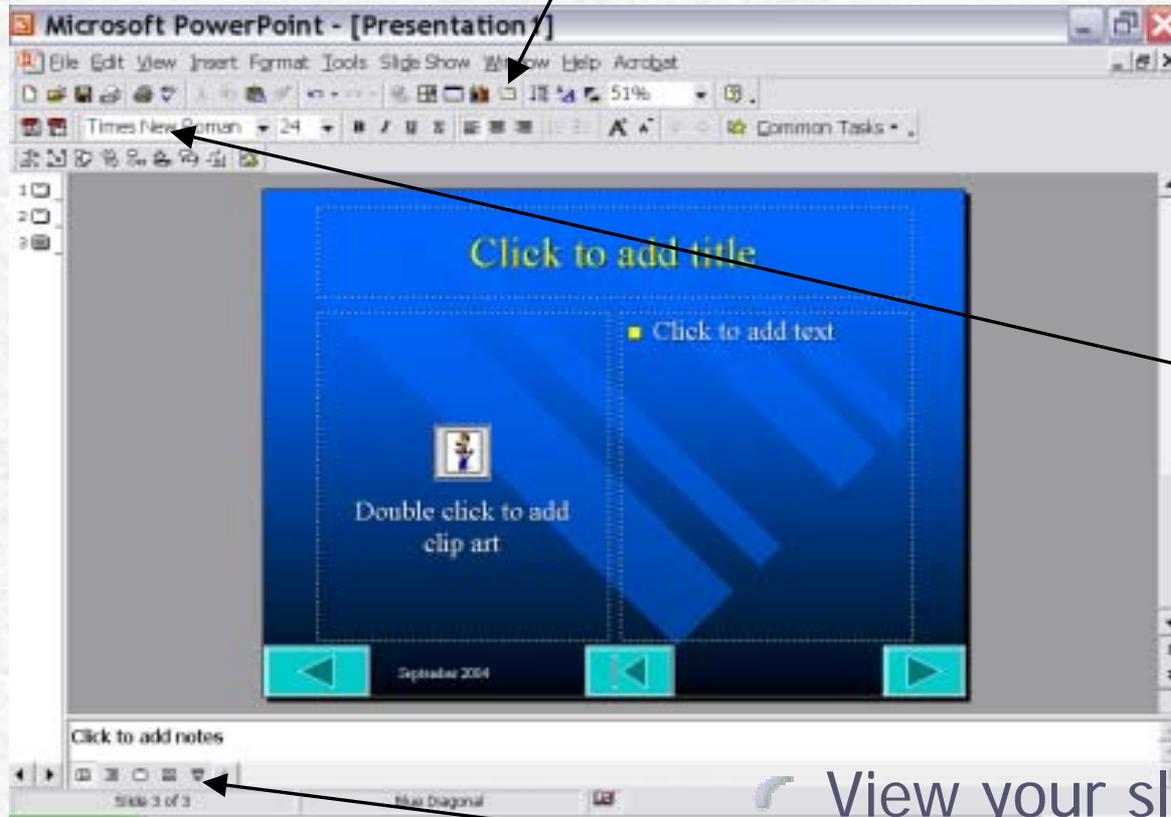
Click **Look in:** to select where the file is located.

Select the **File Name** and click **Insert.**



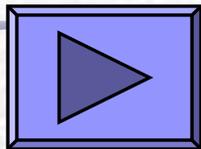
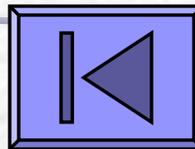
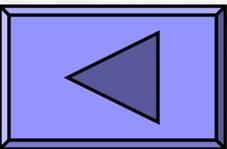
A few tools...

Add a new slide with the New Slide button

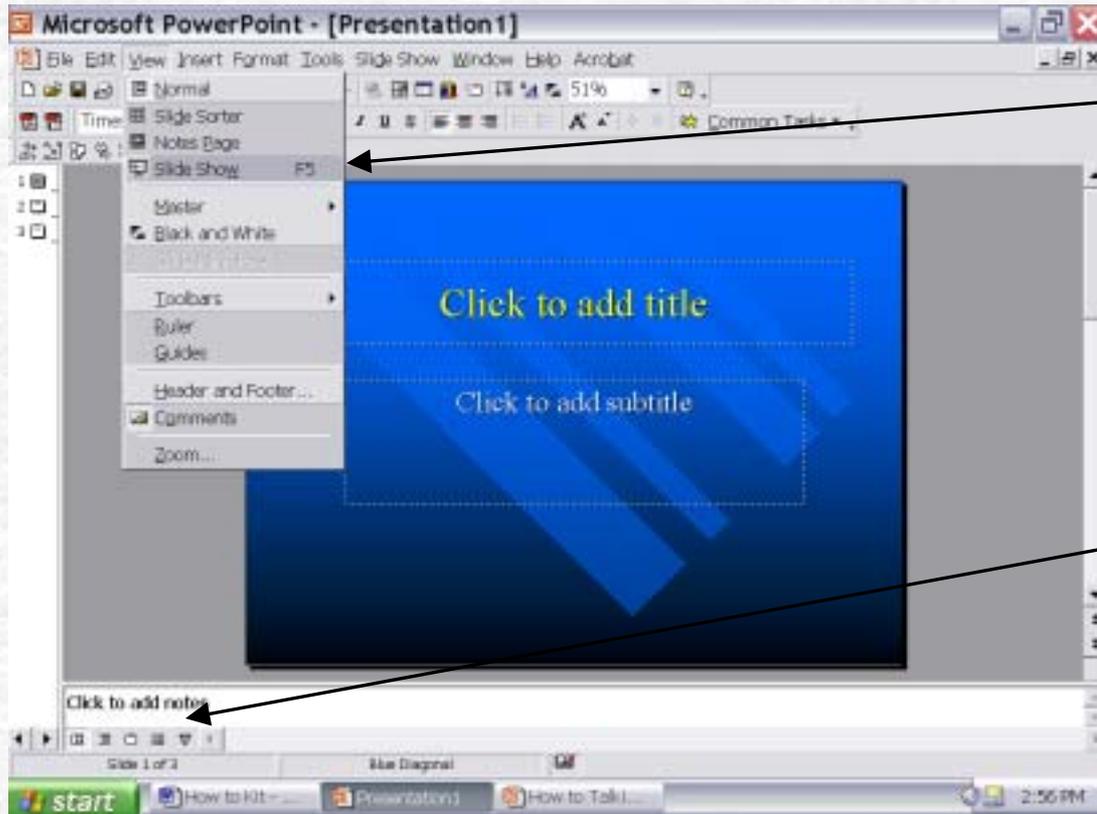


Change the font and size here.

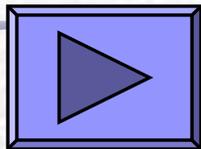
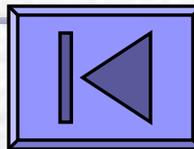
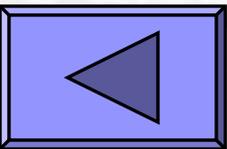
View your slide show by clicking here.



View the slide show



- Click **View**.
- Click **Slide Show**.
- You can also click on the **Slide Show icon**.

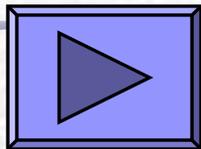
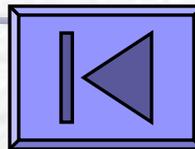
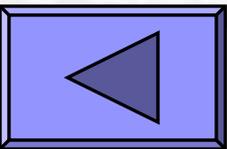


End the slide show



End the slide show by right-clicking on your mouse.

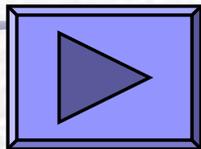
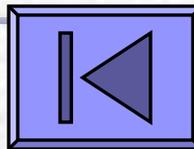
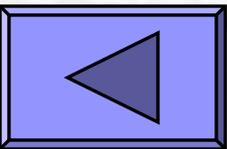
Click **End Show**.



Record a slide narration



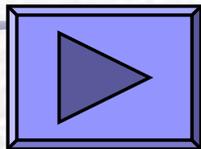
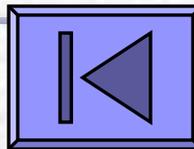
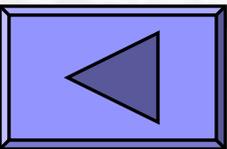
- ☛ The easiest way to add sound to your talking book is with the Slide Narration.
- ☛ Click **Slide Show**.
- ☛ Click **Record Narration**.



Record a slide narration



- Click **OK** and then the slide will be shown.
- Start speaking into the microphone.
- When you have finished the narration for the slide, press a key or click the mouse button.

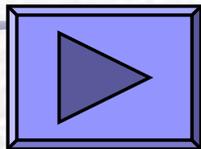
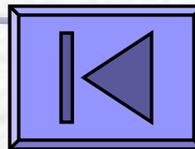
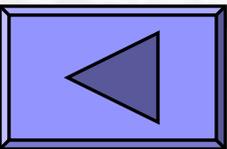


Record a slide narration

To pause or stop recording, right-click your mouse to get the menu.



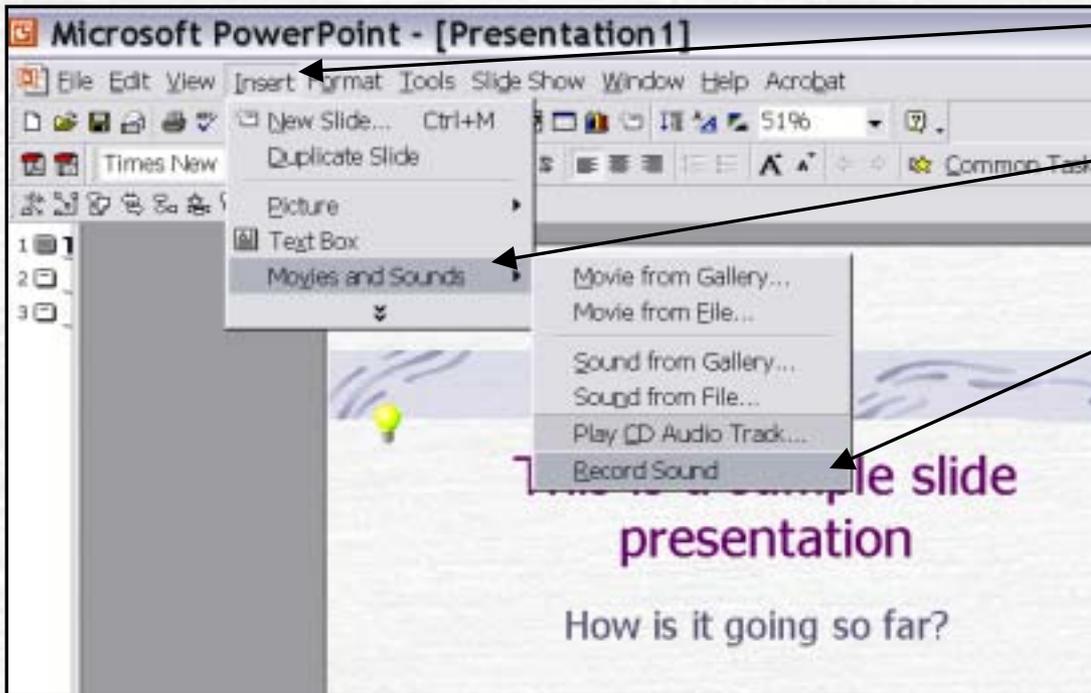
Choose **Pause Narration** or **End Show**.



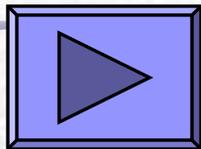
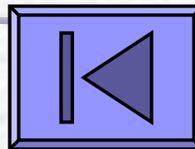
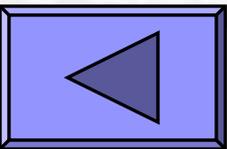


Another way to add sound
recordings

Add sound recording



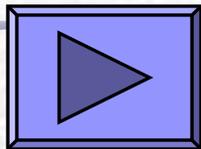
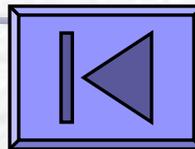
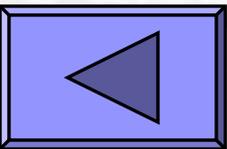
- Click **Insert**.
- Click **Movies and Sounds**.
- Click **Record Sound**.
- Record your sound for the page.



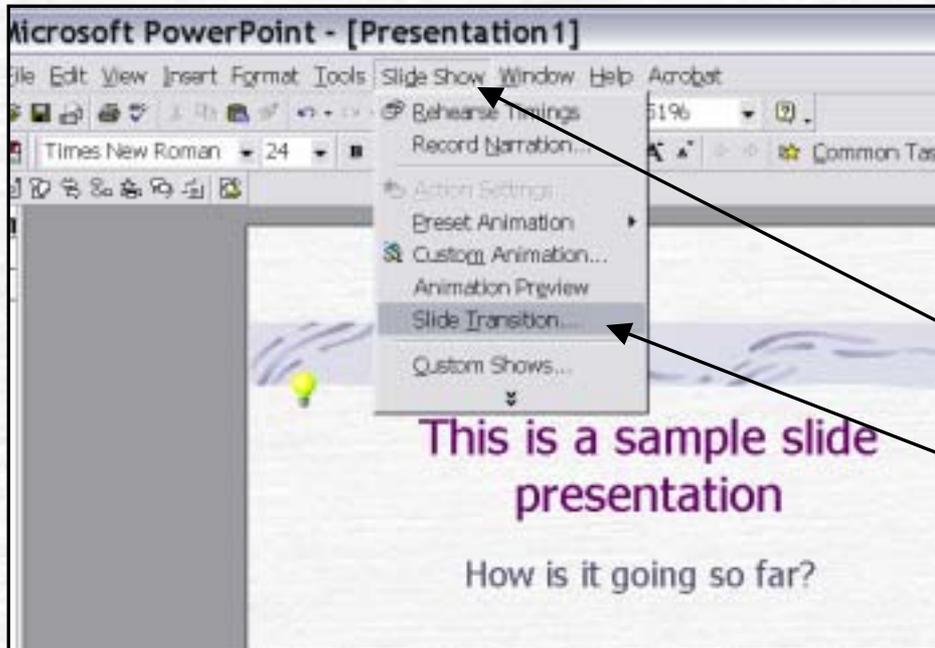
Hear your recording



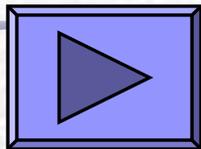
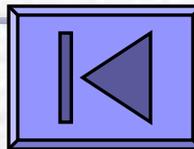
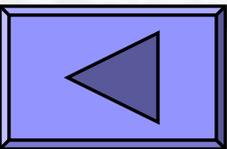
- A **Speaker** picture is inserted into your slide.
- Click and drag from a **corner anchor** to make the speaker larger. You can also move the speaker.
- Click on the **View Slide Show** button to listen to the sound on the slide.



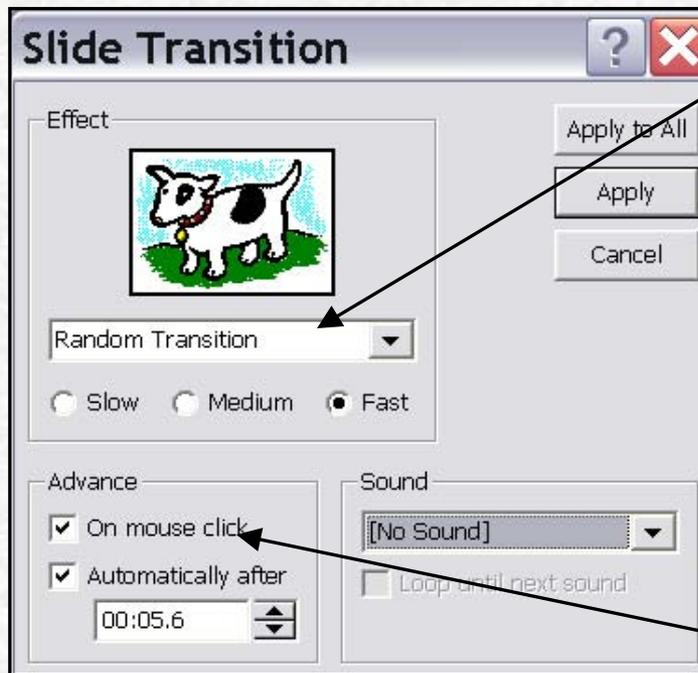
Select a slide transition



- ✔ You can change how the slide comes in during your slide show.
- ✔ Click **Slide Show**.
- ✔ Click **Slide Transition**.



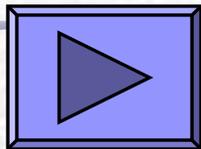
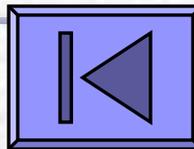
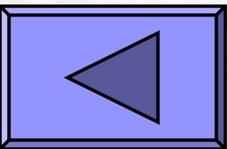
Select a slide transition



Choose how you want the slide to appear on the screen.

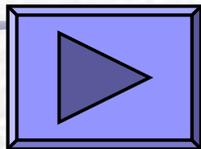
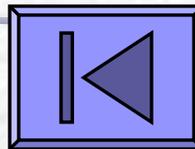
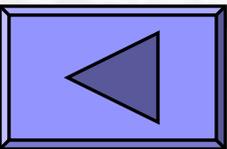
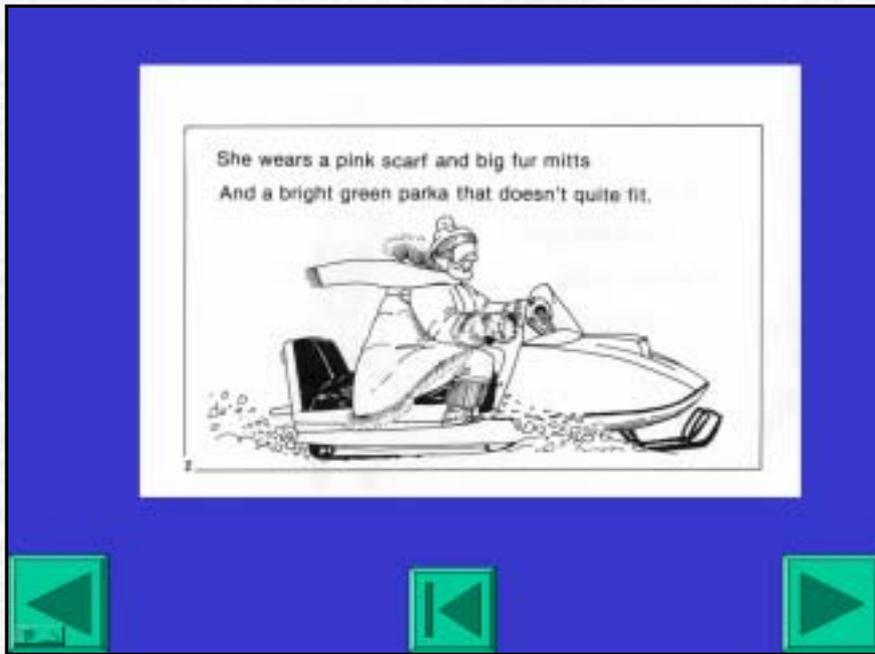
Click **Apply to All** to apply to the whole slide show or click **Apply** to apply it to the selected slide.

Choose **On mouse click**.



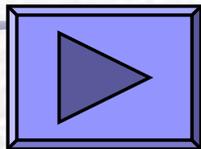
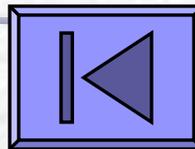
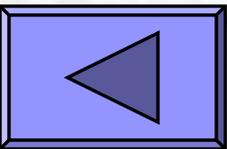
Complete your talking book

- Complete your talking book by adding new pages along with your text, graphics and sound until it is complete.

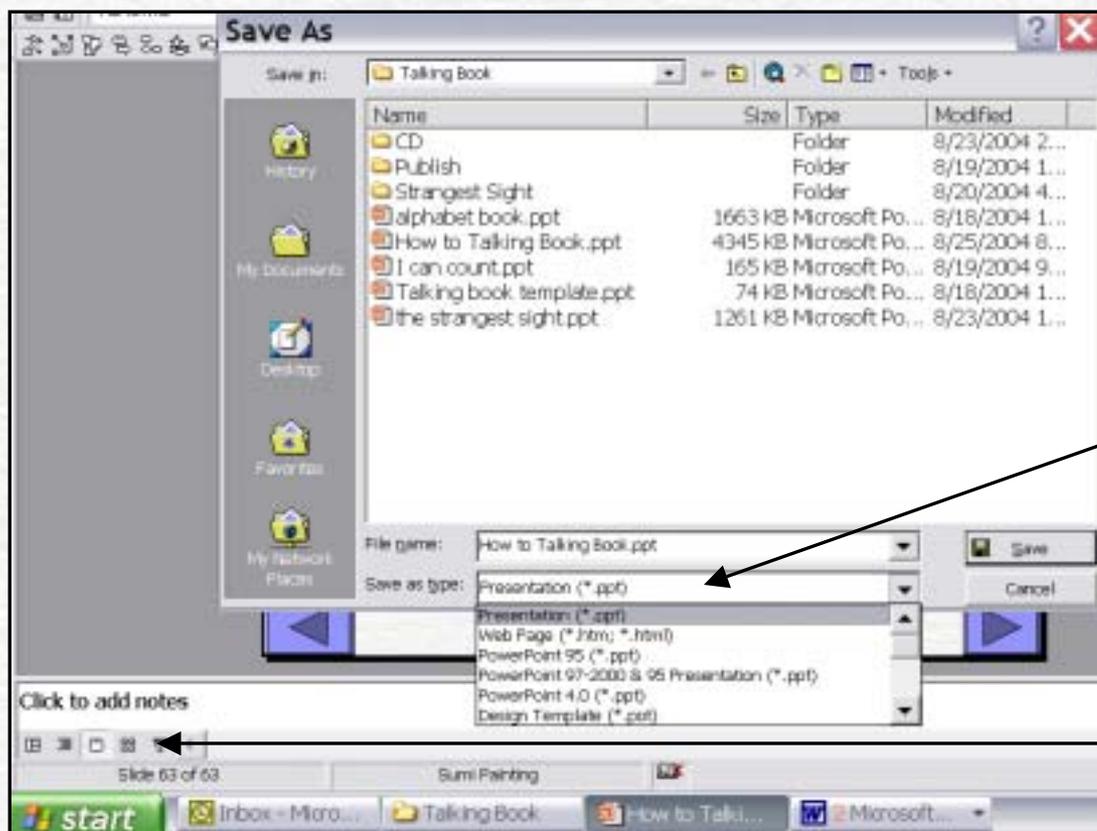


Save and view your talking book

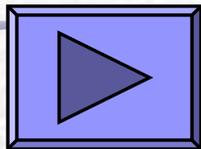
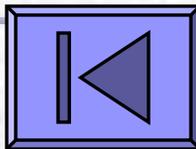
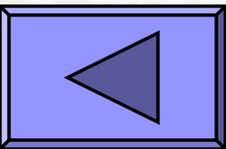
- You can save your PowerPoint talking books in two ways, as a presentation or as a show. How you save it will determine how it will open.
 - **PowerPoint Presentation** – It will open up with all the menus and you will have to press the *run slide show* icon to view it. Save your talking books as a PowerPoint presentation while you are working on it.
 - **PowerPoint Show** – It will start right away from your computer when you open it. Save your talking book as a PowerPoint show once you are finished it and others will be viewing it.



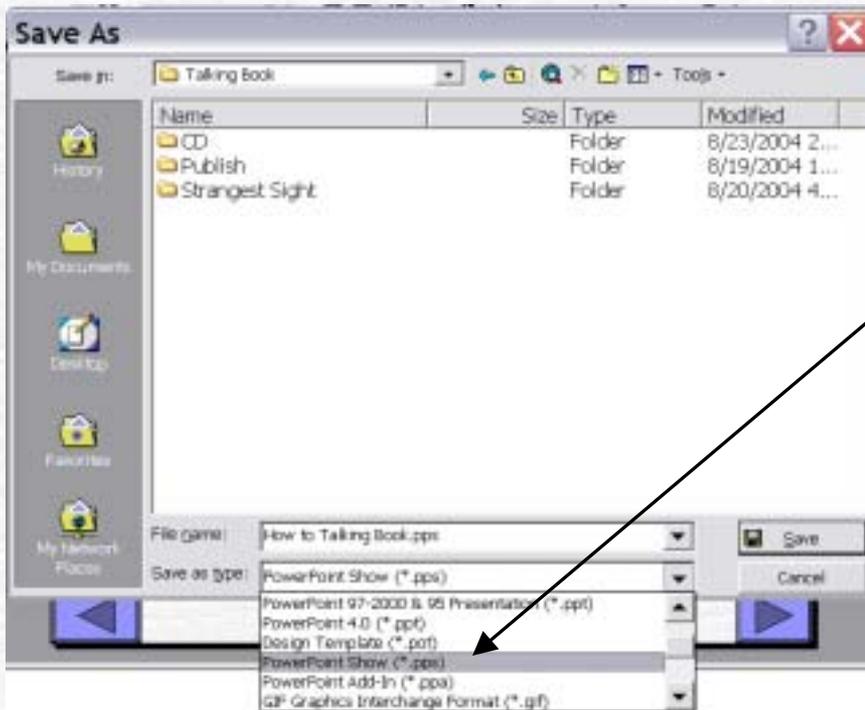
Save as a PowerPoint Presentation



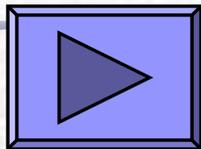
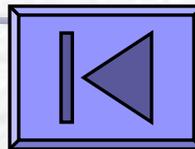
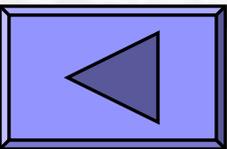
- Click **File**.
- Click **Save As**.
- Click **Save as Type**.
- Choose **Presentation**.
- Click **Save**.
- To use it you click on the **run slide show icon** on the bottom of the screen.



Save as a PowerPoint Show



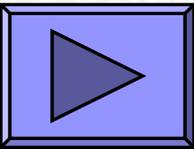
- Click **File**.
- Click **Save As**.
- Click **Save as Type**.
- Choose **PowerPoint Show (pps)**.
- Click **Save**.
- The PowerPoint show will start right away when you open it.





Talking Book Idea

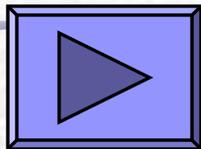
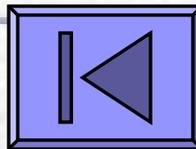
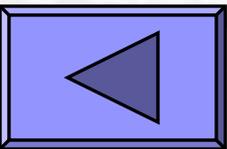
The types of talking books you can create are endless. Here are just a few suggestions.



The Book of Me



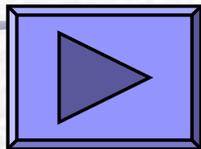
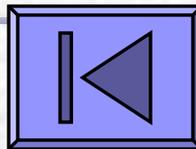
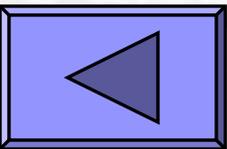
- A pre-writer can tell you what to write for them. Include favorite things, hair and eye color, names of pets, friends, or siblings, and anything else that completes your child's picture of their identity. Use a digital camera and take photos of the child, their family and pets and any other important things in their life and include these in the talking book. Have the child record the narration for each page. See example: My Favourites.



Alphabet Book

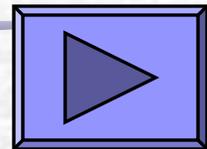
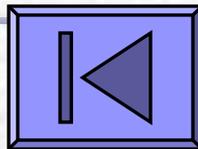
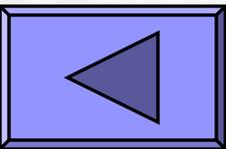
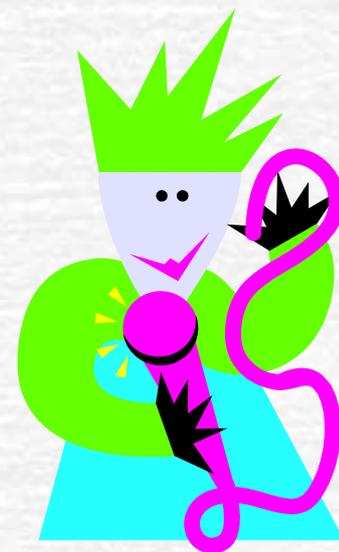


- Make a page for each letter of the alphabet and on the page type the letter and a word. Add a graphic or photo for the word. Use things that are relevant to the child's life such as people and places in their community. Have the child record the narration by saying "A is for Auntie." See example: Alphabet Book.



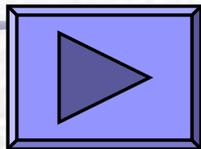
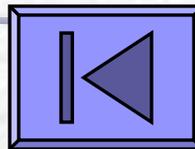
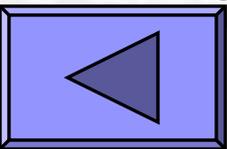
Tell your family's history

- Use a talking book to tell your family's history from your child backwards. Include names, pictures, and information to tell the story.



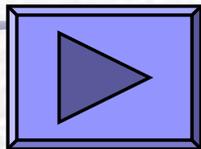
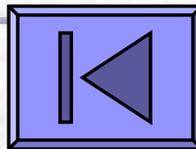
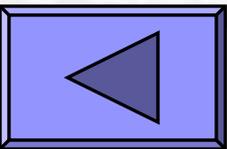
A day in the life of...

- Take photographs of the learner doing something they really enjoy, such as going berry picking, going to the library or going swimming.
- Put these in a PowerPoint presentation in sequence and record a message to go with each photograph
- Record short samples of favourite music from a music CD and add them to the book.
- This can be a powerful resource that your child can use over and over again helping to recall an enjoyable experience.



Make talking books from favourite stories

- ☛ Take a favourite story book and scan the illustrations and insert them into your talking book.
- ☛ Record the text.
- ☛ Example: *The Strangest Sight*



Now you have the skills, get creative and have fun!

- Remember to use the **Help Menu** if you get stuck!

