

# Tips & Tricks for Making PowerPoint Books for Students with Cortical Vision Impairment

\*\*Locations of items may vary based on what version of PPT you are using and if it is Mac or PC

PowerPoint allows you to make supports to address the different characteristics of CVI such as color preferences, need for movement, visual complexity and visual novelty.

## Getting Started

Use a template and make your own book OR get a book from Tarheel Reader [www.tarheelreader.org](http://www.tarheelreader.org)

## Setting Up Your Slide Appearance

- Click on "Layout" and you will see choices of how slide will be laid out. Choose the one with only one text box at top of slide. That will give you room for a picture. On different versions of PPT, this command is in different places.

- Change the font & size which will apply to all slides that you make. Goto View -> Master -> Slide Master  
There you can change font style and size. This setting will save you time.

\*\*Vision Tip: Use a simple font, such as Century Gothic.

## Setting Up Show to Startover: "looping" feature

Goto Slide Show-> Setup Show -> Click on "loop continuously until ESC"  
Once students get to the end of the PPT, this feature allows the PPT to start over again. This allows the student to read the book over and over.

## Adding Pictures

Picture Sources:

- PowerPoint Clipart
- Your pictures
- Google Images

There are 2 ways to add pictures:

Insert photo from your computer:

- Goto Insert -> Insert Photo -> Picture from file

OR

Copy picture directly from internet:

- Put cursor on picture and hold down Click and hold down Control key. You will see menu of choices which include: Copy and Save

Shortcut keys can be very handy for copying pictures!

Select all: Control + A

Copy: Control + C

Cut: Control + X

Paste: Control + V

**\*\*Vision Tip:** Pictures can be difficult to look at/decipher. Choose a picture that is as simple/clean as possible. Students with CVI typically have trouble seeing pictures that are very busy.

### **Editing Pictures**

Make pictures as de-cluttered as possible.

Double click on picture

- Can use "crop" tool to resize
- Can use "remove background" to take away extra visual info - doesn't work on all pictures though.

**\*\*Vision Tip:** Clutter is an issue for students with vision issues. Edit picture to make it as de-cluttered as possible.

### **Change Slide Color in a Nano-second - Slide Background**

Goto Format -> Slide Background -> select color

When done changing color, click on **Apply** (to one slide) OR **Apply to ALL**

**\*\*Vision Tip:** Specific colors may make it easier for students to see something on the screen.

### **Get Things Moving: - Adding Transitions**

Goto Slideshow -> Transitions -> Choose transition -> Apply to one slide or to All slides

**\*Vision Tip:** Students may need movement to attend to something. Transitions can provide that movement when the page changes. It is helpful to have transition with ALOT of movement. If students are not looking directly at computer, they may notice the movement with peripheral vision.

## **Recording and Inserting Your Own Voice**

Record a sound and insert onto slide:

Goto Insert -> Insert Audio -> Record Audio -> Save

After saving, a small speaker will show up on the slide.

- Drag speaker to just outside of slide (don't want to have extra for kid to look at on screen)

**\*\*Vision Tip:** You can record yourself giving a description of what is on the screen. Especially helpful for students with CVI who have trouble processing new things (visual novelty).

Set sound to play automatically: Click on speaker and then Animations in menu. A "Play" triangle icon should show up. Select "Play". This inserts it into your Custom Animations Toolbox window.

- Under "Animations Options" there is a command that says "Start." That is the setting for when the recording should start. Hold down the dropdown menu button and select "After Previous."
- Other options are "On Click"- this means students has to click switch again to get recording. "With Previous" means all animations happen at the same time. This is not recommended for students-especially those with CVI who have trouble looking and listening at the same time.

## **Adding Animations**

Open Custom Animations Toolbar window so that you can see it

Goto View -> then to Custom Animation Toolbar

There are 3 different types of animations that have to do WHEN the animation happens:

- Entrance Animations (happens immediately when you advance to a slide)
- Emphasis Effects (animates something that is already sitting on the slide)
- Exit Animations (happens when you click to go to next slide something off the screen)

## **Add the Animation & Sounds**

Make sure your Animation palate of animation choices is showing-may need to click on animation tab

- Click on item to be animated
- Click on an animation—once you choose one, it will show up in Custom Animations toolbar (it will have a star next to it that is colored with the type of animation you choose: entrance (green), emphasis (yellow) or exit (red))
- Custom Animations toolbar has some dropdown menus for Effect Options, Timing and Text Animations
- Effect Options: Can choose direction of animation and can add a SOUND EFFECT
- Timing: Can choose when animation happens, adjust speed, add delay, add repeat

- Text Animations: Can choose animations for text to get it to animate single letters or words (very nice for getting kids to pay attention to text!)

**\*\*Vision Tip:** Animation is helpful for all kids but many students with CVI need movement to help them notice/attend to item on screen.

### *Inserting Videos*

Use videos that are short. Will need to have these prepped beforehand. May need to resize the videos so that the file size is smaller.

Goto -> Insert Movie -> Movie from file

After inserting video, you will need to set it to automatically play. You'll do the same thing that you did for sounds.

Set sound to play automatically: Click on speaker and then Animations in menu. A "Play" triangle icon should show up. Select "Play". This inserts it into your Custom Animations Toolbox window.

- Under "Animations Options" there is a command that says "Start." That is the setting for when the movie should start. Hold down the dropdown menu button and select "After Previous."