PowerPoint

Instruction Sheet

Using PowerPoint

1. Prior to using PowerPoint, you should have your digital photos either downloaded to your computer or saved on a CD so they can be easily imported into PowerPoint.

2. Open PowerPoint. Click on the **Format** menu, choose **Slide Layout,** and select the layout you wish to use. Alternatively, you can choose a blank slide and add a text box to each slide.

3. To add a picture to the slide, click on the **Insert** menu, then **Picture,** then **From File.** This will allow you to browse for your photo. Click on the photo you wish to insert and then click on the **Insert** button. The picture will show up on your slide. Resize the picture by either double clicking on the photo and choosing the size option or by clicking on one of the corners and bringing it in or out. This way you can maintain the shape of the image and avoid a stretched effect.

4. Once the picture is in position, you are ready to add the text. If you chose a slide layout with a text box included, you are all ready to just add text. However, if you chose a blank slide, you can click on the **Insert** menu then on **Text Box.** Then click on the slide and the textbox will appear. You can move or resize the box.

5. To add effects and transitions, click on the **Slide Show** menu. Then click on **Slide Transition** and a variety of options will appear. You can also choose **Custom Animation** from the **Slide Show** menu. Follow the directions on the screen to add effects.

6. Once the story is finished, save it. Then click on the **Slide Show** menu and choose **View Show.**

These are instructions for creating a simple story using digital photos. For more detailed instructions on how to add sounds and speech to your books, see the tutorial at http://atto.buffalo.edu/registered/Tutorials/talkingBooks/tbookppoint.pdf.