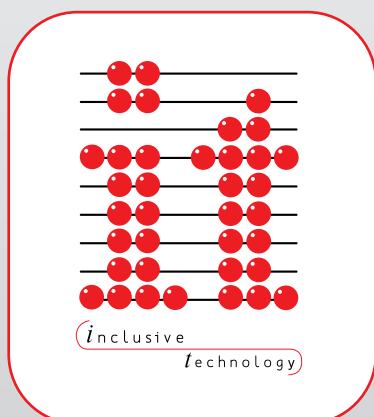


# Learning Journeys

## *Step by Step Guide*

# Slideshow Maker



***Inclusive Technology***

All the help you need

## » Slideshow Maker



*Slideshow Maker* is an easy to use tool to help you make simple cause and effect activities.

*Slideshow Maker's* unique features allow you create motivating activities that can be tailored to meet the specific access needs of the learner irrespective of whether they use switches, touch screens or other access devices.

### Getting Started

The first thing you will need is some music. There are a number of ways you can do this.

1. Download an MP3 file from a music sharing website such as [www.mp3.com](http://www.mp3.com)
2. **Save the music from a CD onto your computer. This is called 'ripping' and is very easy to do with Windows Media Player. If you're not sure how to do this you can download my guide to ripping and editing music from the Inclusive Technology website.**
3. You can also use sound and music files that you have recorded using either the built-in sound recorder or programs such as Audacity.

Whichever way you choose, save the music files somewhere where you can find them. You could create a folder on your desktop for this.

Now you will need to get some pictures. Again there are many ways to do this.

1. Use an image search engine such as Google Images. You can search for pictures from Google images directly from within *Slideshow Maker*.
2. Browse web pages in the normal way until you find a picture you want to save. **Right-click the picture and select 'Save picture as...' from the menu.** Save the pictures somewhere you can find them.
3. Scan images from magazines or books. Again, save them somewhere where you can find them.
4. Use the web cam feature built into *Slideshow Maker* to take photographs. This works really well if you want pictures from books or magazines and **don't have access to a scanner.**

For a short cause and effect activity, you'll need about eight images.

Click '**Make a new slideshow**' ...

You'll be prompted to enter a title for your activity and write a short note about it. Notes can be useful if you plan to share these activities around your school or setting. Enter a name for your activity and write a **note about it if that's appropriate. Now choose a folder to put the activity into.** The coloured folders will help you (and your colleagues) organise activities.

Click '**OK**' to move on to the next screen.





### Adding your Music

If you have already saved your music files, click 'Add Music'. This will open another box, which will enable you to browse to your music files and preview them. If you haven't already saved some music, click 'No Music'. You can always add the music later.

This takes you to the main editing screen of the program. You can see from the example here that the music has already been loaded. This is shown as a green bar underneath the picture slots. The green bar shows us how long the music will last; in other words, how many pictures you will need for the activity assuming you choose the default setting of five seconds for each picture. This setting will be fine for most children, however, you can change this so that the pictures stay on the screen for longer by clicking the up and down arrow in the top right hand corner of the screen. Changing this will change the number of pictures you will need.



### Adding Your Pictures

You can add pictures from a variety of different sources. If you have pictures already, perhaps those saved from image search engines such as Google Images or previously saved photos from a digital camera, you need to click 'My Computer'.



Use this box to browse to your picture folder. *Slideshow Maker* always lets you see your pictures. Choose the pictures you want to include in your slideshow. In this example we need six pictures (remember the green line indicates how many pictures you will need.) Pictures will be 'ticked' when they are selected. To 'un-tick' them, simply click them again.

When you have selected enough pictures, click the 'OK' button. Pictures from a memory stick or digital camera are selected in the same way as this.

### Adding Pictures From a Web Cam

*Slideshow Maker* allows you to add photographs directly from a web cam. To use this feature, make sure your web cam is connected and working and click the 'Web Cam' button. This will open a new window, which displays the image from the web cam. When you are ready, click 'Take Picture'. You can use the web cam feature to quickly enter pictures from books or magazines without the need for a scanner.



## Adding Pictures From the Internet



If your computer is online, you can add pictures directly from the Internet. Click the **'Internet'** button. This opens up a new window which links directly to Google Images. Type in the name of something or somebody you want to search for and click **'Search Images'**. You will now see lots of smaller pictures relating to the name you entered. Choose one of the pictures and click on it. *Slideshow Maker*

will now show the picture in full size. Click **'OK'** to enter the picture into your slideshow. The picture will be downloaded automatically. Repeat the process to add more pictures from the Internet.



Whichever way you choose to get your pictures, add enough to cover the length of the music track you have chosen. Remember the green line!

When you are done, click the **'Finished'** button.

Congratulations! You have just made your first *Slideshow Maker* activity.

## Setting Up and Using Your Slideshows

This is the navigation screen of *Slideshow Maker*. From here you can select activities and make choosing activities. Click on the coloured folders one at a time and you will see all of the activities that have been saved on your computer. Let's try using the activity we have just made. Click on the coloured folder you chose and drag the thumbnail picture into the box entitled **'Your Picture Sets'**. If there is already an activity in there simply drag it out anywhere on the screen to remove it. We should have one picture in the Picture Menu box. When you are ready, click the **'Play'** button.



After a couple of seconds you will see this screen. This is the normal **'play'** screen you will see when you are using a single activity. Press the switch (or spacebar), click the mouse or touch the screen to start the activity. You will hear the music play and your pictures will be displayed one after another using visually stimulating **'wipes'**. When the activity has finished, the computer will return to the play

screen and wait until the switch is pressed again. This is typically how a timed cause and effect activity works. The child is prompted to press the switch or touch the screen, either by the picture or gentle encouragement from their teacher or therapist. Once the switch has been pressed, the activity plays until the music ends, then returns to the beginning for the child to start the activity again. *Slideshow Maker* also allows you to change how your activity will work with a switch. This is very useful and will help you tailor the activity to meet the individual needs of the child. Press **'Esc'** on your keyboard to return to the navigation menu.



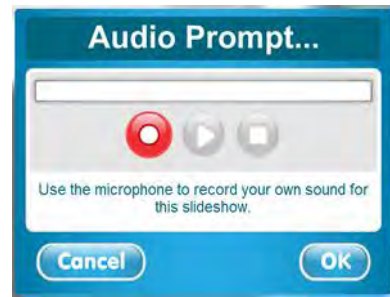
### Making Choosing Activities

Making a choosing activity is very easy. Simply drag other activities onto the 'Picture Menu' box. You can have from one to nine activities to choose from. Activities can be started by clicking them with a mouse, joystick or rollerball, touching them directly on a touch screen or by scanning through them with one or two switches.

If you are going to create choosing activities, it best to record a small audio prompt to accompany the activity. This prompt is played when the mouse pointer moves over the activity or when the computer highlights the activity as part of the switch scanning process. Here's how you record the audio prompt.



Click the 'Manage' button on the activity you want to work with and choose 'Audio Prompt'. This will open the recording window. Make sure your microphone is plugged in and working then click the record button to record the sound that will play when the mouse pointer is over the activity. Audio prompts are best when they are quite short.



They could be either a snippet of the music you used in the activity or the name of the track or artist performing it. You can preview your recording by clicking the 'Play' button. If it doesn't sound how you would like, simply record it again. When you are happy with your audio prompt, click the 'OK' button. Although you will need to do this for every activity that you use for choosing activities, you will only need to do it once.



That's it! You can now create choosing grids, which can be scanned with one or two switches with full audio prompting. *Slideshow Maker* also provides a number of very useful options when we are using single activities at a cause and effect level.

### Slideshow Control

There are two ways to use your slideshows: individually or in groups as part of a choosing activity, or individually for 'switch training'. To change between them go back into the 'Options' and select 'Slideshow Control'.

### Switch Training Options

To change how your activity works with a switch we need to go into the options. Click the 'Options' button. On the 'Slideshow Control' page choose the option for 'Early Switch Training with One Slideshow'. Then click 'Switch Training'. See the menu on the next page.

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Here's what each of the options do.

### Start and Watch

This is the default setting. The learner starts the activity by pressing the switch (or any of the other methods). The activity will then play until the end before returning to the 'play' screen. This setting is perfect for short cause and effect activities that typically last less than a minute.

### Hold Switch Down

This setting makes the switch work in the same way that it might work with battery operated toys; that is, the activity plays only while the switch is held down. Some children find this easier to understand than the default 'press the switch and let go'. Remember that children with restricted or ataxic movement may have difficulty maintaining pressure on the switch. For these learners it is better to use one of the other methods.



### Timed Reward

Timed reward activities are similar to the switch 'building' activities we see in other special needs software such as the *SwitchIt!* series. The learner presses the switch to start the activity, which will then play for a pre-defined time before pausing. Pressing the switch again will start the activity from where it left off. The learner then repeats the process until the activity is complete. If you want to use this option, it's best to create activities using whole songs rather than clips. Remember you will need lots of pictures to cover the length of the song.

### Two Switches: Start and Stop

The child presses the switch to start the activity. Pressing the other switch stops the activity. For example, the learner starts their favourite activity and you (evil teacher) stop it after a few seconds, telling the learner it's a horrible noise. The learner will start the activity again and again. For breadth, try swapping switches. You start an activity with some music that you know the child doesn't like (opera, bagpipes etc.) and watch the child stop it.

### Two Switches: Timed Reward (Turn Taking)

This works in the same way as the standard timed reward activity, except it works with two switches that must be pressed alternately. This can help the learner begin to understand the use of two switches or works well as a collaborative turn taking activity for two children.

### Exporting (Saving) Your Slideshows

*Slideshow Maker* has been carefully designed to encourage sharing. You can save individual slideshows or whole folders. To save a group of slideshows for transfer to another computer that is not on your network, go back into the Options and click '**Export**'. Now simply choose which folder you want to save and click '**Export Group**'. A box will open to allow you to choose where to save them. Pop them on a memory stick and use the '**Import**' button on the other computer.



You can also save individual slideshows that will run without *Slideshow Maker* being installed. This feature is fantastic for sharing your slideshows with parents and carers or for putting them onto your school website or learning platform. From the menu screen, click the '**Manage**' button on the activity you want to save. Now choose the red '**Export**' button. Choose to export '**A Program**'. Again a box will open asking you where you want to save the activity. Browse to where you want to save the activity and click '**OK**'.

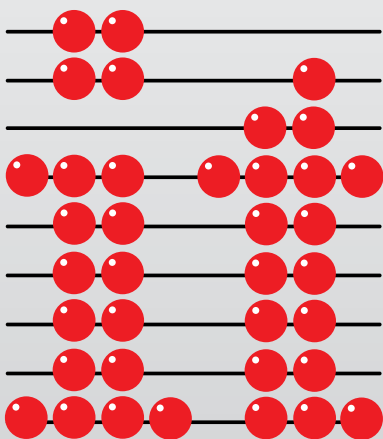
You can now run your activity on any Windows computer by double clicking it. The activity will play just as if it was running in *Slideshow Maker*. You can even change any of the switch settings described above.

Over 5.5 million slideshows have been downloaded from the Priory Woods website at [www.priorywoods.middlesbrough.sch.uk](http://www.priorywoods.middlesbrough.sch.uk). They are a great way to motivate and engage our very special learners. *Slideshow Maker* makes it easy for you to create your own. We hope you enjoy it.



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