

# Slideshow Maker

Create slideshows  
with your own  
music and pictures.



Inclusive  
Technology

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For Windows 2000, XP, Vista and Windows 7

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Based on original concepts by Ian Bean and Richard Walter.

Design: Rod Boyes, Ian Webb.

Graphic design: Chris Thornton.

Programming: Ian Webb, Zhengyi Li, Paul Pearce.

Manual: Rod Boyes, Peter Butler and Alison Littlewood.

We welcome your comments on all Inclusive Technology products.

Inclusive Technology Ltd  
Riverside Court, Huddersfield Road  
Delph  
Oldham OL3 5FZ  
United Kingdom  
Tel: +44 (0)1457 819790  
Fax: +44 (0)1457 819799  
email: [inclusive@inclusive.co.uk](mailto:inclusive@inclusive.co.uk)  
[www.inclusive.co.uk](http://www.inclusive.co.uk)

# Introduction

## The Inclusive 'Maker' Series

The Inclusive **Maker** series of computer software gives the SEN and Early Years practitioner the power to make interactive personalised learning materials with minimum fuss.

Students with physical disabilities are supported via provision of switch access with a variety of options.

Other titles in this series are:

- **SwitchIt! Maker 2** - easy for learners to make stories with pictures, sounds and words.
- **Chooselt! Maker 2** - make simple multiple-choice activities.
- **SwitchIt! Jigsaw Maker 2** - turns your pictures into switch accessible jigsaws.
- **SwitchIt! Facemaker** - decorate photos of teachers and students.

All of the above are suitable for those learning basic cause and effect skills.

## Slideshow Maker

**Slideshow Maker** is principally designed for the busy SEN practitioner working with children or adults with severe or profound learning difficulties. It allows you to make motivating personalised presentations which encourage interaction via a computer's touch screen or switches.

The program's concept was derived from the "Pop Videos" developed by Ian Bean for the Priory Woods School web site. Similar slideshows have also been made by Richard Walter at Meldreth Manor School. **Slideshow Maker** allows you to make slideshows like these with your own music and pictures.

## Early Switch Training

Learners can simply press a switch or touch the screen to begin a slideshow with music. The slideshow can play right through without further intervention, or can put on a timer control. You can even give the learner “start” and “stop” control with one or two switches.

See **Slideshow Maker Options** on page 28 for details.

## Early choice making

For early choice making, a “picture menu” can be set up with between 2 and 9 pictures for learners to choose from by pointing, switch scanning or with the mouse.



See **Allowing students to choose slideshows** for more details.

## Home use

After you have made a slideshow, it can be made into a self-running program which you can give to parents to use at home.

# ***Minimum Requirements***

## **Windows**

OS: Windows 2000, XP, Vista and Windows 7.

Processor: Intel® Pentium® IV 1.3GHz.

RAM: With XP: 512Mb. With Vista: 1Gb.

## Installation

You will need to install **Slideshow Maker** on your computer before you can run it. You only need to do this once.

Insert the CD. If your computer is set up to auto-run CDs the installer window should appear on the screen after about ten seconds.



Otherwise, double-click on **My Computer**\* (this may be on the Desktop or in the Start menu), then double-click on the CD icon. Double-click on **Presetup** to run the installer.

\*Just called **Computer** on Windows Vista.

### Note for network administrators

The **Slideshow Maker** program requires write permissions to its installation folder, in order that users can create and save slideshows. The default installation folder is **C:\Inclusive\Slideshow Maker**.

## Getting Started



If the **Slideshow Maker** icon is on the computer screen (the desktop), double-click on it.

Otherwise click on the **Start** button, then on **Programs**, then on **Inclusive Technology**, then on **Slideshow Maker**.



## Playing a sample slideshow

From the title screen, click the **Play a slideshow** button. This will take you to the **Slideshow Maker** main screen:



On the left are some sample activities we have made. The little “thumbnail” pictures show the first picture in each slideshow. Click the little box on the left of one of them so a tick appears in it. Its “thumbnail” picture will appear in the Picture Menu preview on the right of the screen.

Now click **Play**.



The screen will now show the first picture in the slideshow. Click on it to start the slideshow. When the slideshow has finished it will go back to the first picture again.

Press the **Esc** key at the top left of the computer keyboard to stop the slideshow and go back to the **Slideshow Maker** main screen.

## Slideshow control



Click the **Options** button at the bottom right of the screen to go to the Options menu. On opening, this shows you the **Slideshow Control** options. This is currently set to **Press to Watch**, which means the slideshow will play all the way through, then return to the start.

You can click on any of the other options, such as **Timed Reward**. This will play the slideshow for a set time as chosen in the **Timing** option. Click the **Timing** tab on the left to see this.



See the section **Slideshow Maker Options** for more help.

## Changing the slideshow

To change the slideshow, un-tick it or drag its little “thumbnail” picture out of the Picture Menu preview.

Now you can tick another slideshow or just drag its little thumbnail into the Picture Menu preview box.

## Allowing students to choose slideshows

Note: You must have the **Slideshow Control** option set to **Click to Watch** to use this feature. (This is the normal setting.)

A powerful feature of **Slideshow Maker** is in providing a simple way that students with severe multiple disabilities can choose slideshows for themselves with a “Picture Menu”. This is suitable even for those who are just learning to make choices.

You can set this up to offer a choice of two slideshows:



Or up to nine slideshows:



Setting this up is easy! In the **Slideshow Maker** main screen, just tick the boxes next to the slideshows you want. The ticked slideshows will appear in the Picture Menu preview on the left.

Alternatively you can drag their little thumbnail pictures into the Picture Menu preview.



To remove a slideshow from the Picture Menu preview, you can either:

- Un-tick the slideshow in its listing on the left.
- Drag the slideshow's thumbnail out of the Picture Menu preview.

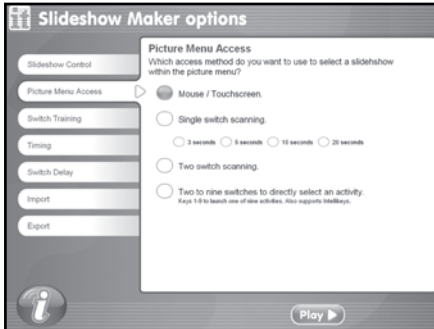


Click **Play** to go!

Students can now choose a slideshow by selecting it with the mouse, touch screen or switches.

## Switch access for choosing slideshows

Click the **Options** button at the bottom right of the screen to go to the Options menu. Click **Picture Menu Access** tab on the left to get the Picture Menu Access options.



This allows you to choose to use switches, a mouse or touch screen in the Picture Menu. See Using Switches on page 35 for details.

# Making a new slideshow

This is designed to be so easy that young children can do it!

## Getting things together

Here is what you need to make your own slideshow:

- Some **music** on the computer or on a MP3 player plugged into the computer (not an iPod). The music must be in MP3, WAV, AU, VOC, SND or AIFF format. You can get converter programs from the Internet if you need to convert your music, or your usual music player program may be able to convert your music to MP3.
- Some **pictures**, although this is optional! **Slideshow Maker** can get pictures from the Internet or a webcam. Otherwise you just need your pictures on the computer, a USB stick or a digital camera.

## First steps

Click on the **New Slideshow** button to start. You will first be asked for a name for your new slideshow:



Type in a name and choose a folder to put it in, then click **OK**. You can also add a description of your slideshow.

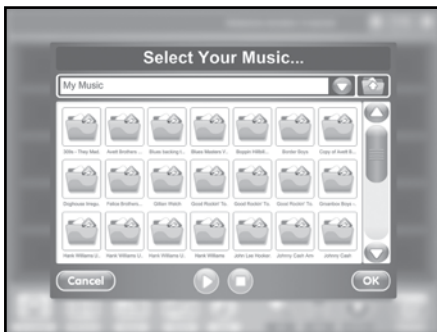
You can also record the name using a microphone. This will be used by the Picture Menu as an auditory prompt when using switches or mouse.

**Tip:** the folders are just to help you keep your slideshows organised, for example for different classes in your school. Don't worry if you can't decide which folder to use now, as you can change it later.

Next you will be asked to choose some music:



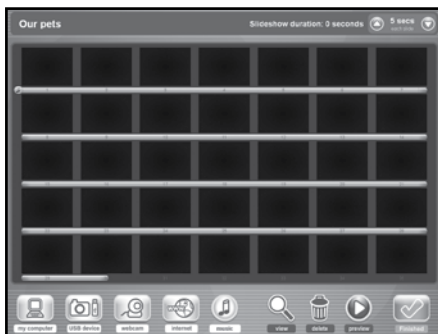
You don't need to choose your music now, you can add it later or just have a silent slideshow.



To select a music file, navigate to its folder, click it to tick it then click **OK**. (The play and stop buttons allow you preview files before clicking **OK**.)

## Adding Pictures

A new empty slideshow will then appear, ready for you to add pictures:



Click on these buttons to add pictures:



Click this button to get pictures from your computer or school/college network.



You can now navigate to your computer or network to find your pictures.

Tick the ones you want (just click on them) and then click the **OK** button. Don't worry about the order they'll go in, you can sort that out later. You can add up to 35 pictures.



Click this button to get pictures from your camera or any other memory device (pen drive/USB stick/flash memory) you have plugged into your computer.

This works just like before. Find your pictures, tick the ones you want and click **OK**.

## Using a webcam



Click here if you have a webcam plugged into your computer. This allows you to take a picture of something in the room right now.



The computer first makes sure it can find your webcam. Then it may display a little “Adobe Flash Player Settings” warning. Just click the **Allow** button.

The webcam view will then appear. There will be a 5 second countdown after you click the **Take Picture** button. (You can skip this countdown by clicking again.)

If you like the picture, click **OK** to add it to your slideshow. Otherwise click **Try Again** to have another go. You can try again as many times as you like!

**Tip:** you can make a whole lesson from just the webcam tool. It can be very motivating and provides lots of opportunities for speaking and listening.

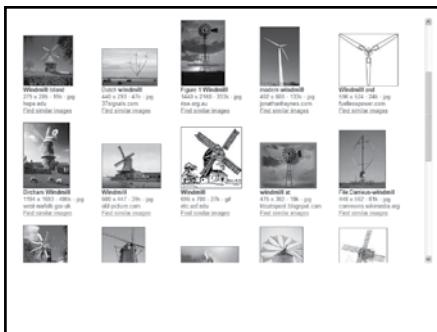
## Internet pictures



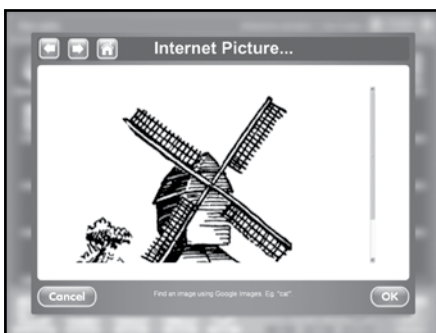
Click here to search for a picture on the Internet using Google™ images.



Type a description of the picture you want (eg: cat, windmill, London, Elvis) and click **Search Images**.



Google™ will look for images and display them as “thumbnails” (mini-images). When you have found a picture you like, just click on it. Wait a few seconds and the picture will appear at its full size\*.



To use the picture, click the **OK** button. Otherwise click the back button at the top left to go back and look at others.

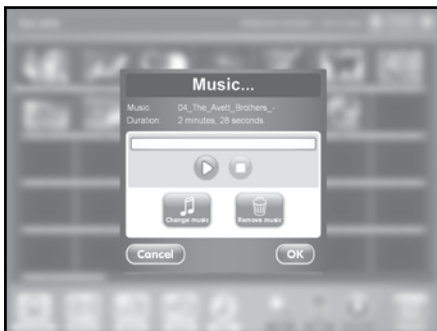
Pictures must be in JPG, GIF or PNG format.

*\* Sometimes the picture will not appear – perhaps Google can't find it or it has been "blocked". Just click the back button at the top left to go back and try another picture.*

## The Music button



Click the **music** button to add, change or remove the music in this slideshow. You can also click here to have a quick listen to the music.



Click the **Change Music** button to find a new music or other audio file for your slideshow. The music must be in MP3, WAV, AU, VOC, SND or AIFF format.



Click this button to hear your music.

## Re-ordering the pictures

You can sort the pictures easily. Just drag and drop them to wherever you want. Other pictures will automatically move to make room.

**Tip:** this is a nice activity for students who can use a mouse or touch screen.

## Viewing and rotating pictures



To take a closer look at picture, click on the **view** button then on the picture.



If the picture is the wrong way up, you can turn it round with the **rotate** button. It will give the picture a quarter-turn at each click. Just keep clicking if you go too far.

This does not affect the original picture on your computer or camera.



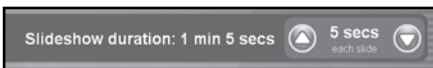
Click the **Close button** to go back.

## Deleting pictures



Click on the **delete** button then click on a picture to delete it. Alternatively drag a picture to the button.

## Slideshow duration



At the top right corner of the screen is the slideshow's current duration, based on the number of pictures and the time each slide is shown.

You can change the slideshow duration by increasing or decreasing the time each slide is shown. Click the **up** and **down** button on each side of the **each slide** display.

Once you have music in your slideshow you can see how this compares to the length of your music track. This is shown by the green line underneath the pictures.

Increasing the time each slide is shown will shorten this line. Decreasing the per-slide duration will lengthen it. You can change the duration for each slide to balance the length of the music and the slideshow.

## Playing your new slideshow

Back in the **Slideshow Maker** main screen you will find that your new slideshow is selected (ticked) and displayed in the Picture Menu preview on the left.



You can simply click the **play** button to play it.

Press the **Esc** key on your computer keyboard to finish and go back to the **Slideshow Maker** main screen.

## Changing an old slideshow

In the **Slideshow Maker** main screen, click the **manage** button next to the slideshow entry to get the Manage options:

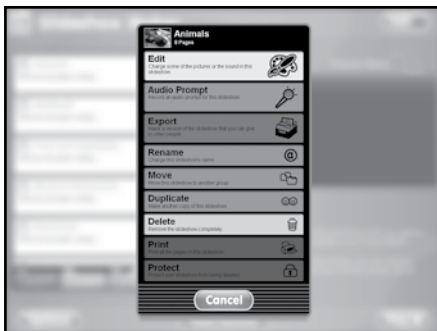


Now click **Edit** at the top. This takes you to the same screen as when you created the slideshow. Use this to change the music and pictures in an old slideshow. (You might want to make a copy of it first, using the Duplicate tool.)

## Managing slideshows

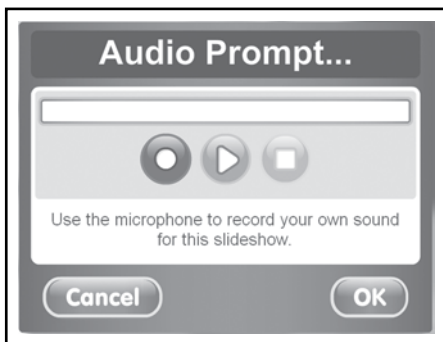
This section is about printing slideshows and organising them. You can also export a slideshow so that it plays independently.

In the **Slideshow Maker** main screen, click the **manage** button next to the slideshow entry to get the Manage options:



**Edit** - allows you to edit your slideshow. See previous section.

**Audio Prompt** - the audio prompt is usually a spoken recording of the slideshow's name. It is used by the Picture Menu to speak the name of the slideshow when you roll the mouse over it. This speech is also used if you are scanning with switches.



**Export** - this will make the slideshow into a self-running program which you can give to others or put on the Internet for others to download.

**Rename** - here you can change the name of the slideshow and the description that appears with it.



**Move** - this just lets you move a slideshow to a different folder.



At the bottom of the screen are 5 folders called "group1", "group2", "group3", "group4" and "group5".

Click on these folders to see inside them. You can move your slideshows between these folders to organise them, perhaps for different students, classes or subjects.

**Duplicate** - this makes a copy of the slideshow so you can change the duplicate and retain a copy of the original.

**Delete** - lets you delete activities completely. Use with caution!

**Print** - simply prints all the pictures in the slideshow.

**Protect** - this is a simple system to prevent accidental deletion or alterations.



Just click the **Protect option** to protect the slideshow. You will now see a little padlock in the slideshow's thumbnail picture. The activity cannot now be edited, renamed, moved or deleted.



To un-protect the slideshow, just click **manage** and **protect** again.

**Note:** the best way to protect your slideshows is to use the **Export** function in the Options to make a backup of them.

## Slideshow Maker Options



The options give you control over how the slideshows play and how **Slideshow Maker** can be used for switch training.

To see the Options, click the **Options** button at the bottom of the **Slideshow Maker** main screen.

The Options screen is split into “tabbed” options, like a box of index cards. Click on their names running down the left of the screen to see them.

The Options also contain import and export functions (for making backups).



This button provides contact details for Inclusive.

## Slideshow Control



This two-way option is key to how you use **Slideshow Maker** with your students, who are either learning cause and effect (that an action made in one place causes something to happen elsewhere), or learning to make choices.

- Are you using it as a choosing activity? Then you need to select “Choose a slideshow from a picture menu.” See **Picture Menu Access** section for switch control settings.
- Are your students using it to practise different forms of cause and effect switching? Then select “Early switch training with one slideshow”. See the **Switch Training** section (page 31) for more information.

## Picture Menu Access



This option allows you to set up the Picture Menu for use with one, two or more switches.

See the **Using Switches** section on page 35 for details on using switches.

To use **Slideshow Maker** with an IntelliKeys board, you must create an overlay that sends the numbers “1” to “9” to the computer.

## Switch Training



This option gives you a number of different ways to do early switch training with one or two switches. You might experiment with them to see which is most effective with a particular student with SEN.

You must have **Early switch training with one slide show** selected in the **Slideshow Control** option above to use the different switch schemes in this option.

**Press to Watch:** this is just the 'normal' setting. It behaves the same as if you are using the Picture Menu.

**Hold Switch Down:** the student turns on the music and movement in the slideshow by holding the switch down, or the **Space bar** or **mouse button**, or by holding a finger against the touch screen. The slideshow pauses when the switch etc. is released.

**Timed Reward:** this works with the Timing option to control how much of the slideshow plays in response to a discrete switch press. When the time is up, the slideshow will pause and wait for another switch press. Also works with **Space bar**, mouse button or touch screen.

**Two Switches, Start and Stop:** for a student who is learning to use two switches, this can provide an entertaining personalised activity. The left switch (or computer's **Space bar**) plays the slide show, whilst the right switch (or the **Enter key**) pauses it.

**Two Switches, Timed Reward (turn taking):** this uses two switches as above, but is designed as a turn taking activity for two people. An image of a switch appears at the bottom left or bottom right corner of the screen to indicate whose turn it is to press. The slideshow then plays for a number of seconds and pauses again. The other switch must now be pressed to re-start the slideshow.

Remember to use language such as “Your turn!” or “Make it play!” to encourage your students to act, rather than “Press the switch.” This will reinforce the reason for pressing the switch (other than to please you) and make its purpose meaningful. This will help with the transition towards using switches for communication.

## Timing

This option is used with some of the Switch Training settings above that have timed rewards.

## Switch Delay

This is a “pre-acceptance delay” function for switch users who make brief involuntary switch presses which you don’t want the program to recognise. If you set the delay to 0.4 seconds, the program will only accept switch presses that last longer than 0.4 seconds.

## Making backups and copies

You can export slideshows as self-running programs (see **Managing slideshows** on page 25), but these remain fixed and cannot be changed afterwards. The Import and Export tools in the Options allow you to:

- Make backups for safety. Use **Export** to make the backup. Use **Import** if you lose your original slideshows and want to reinstate them using your backup.
- Copy slideshows to another computer with **Slideshow Maker** installed. Use **Export** to make a copy of the slideshows you can put onto a USB stick or CD-Rom. Use **Import** to put them on the new computer.

### Export

From the **Slideshow Maker** main screen, click **Options** to go to the Options screen. Click the **Export** tab in the Options.



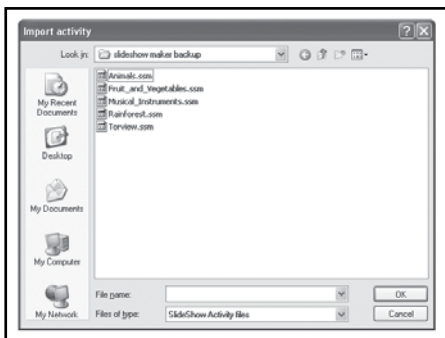
You can export just one slideshow or a whole folder full. You will have to choose where you want to save the exported slideshows on your computer or on a network. You can create a new folder for them now, if you haven't already set up a special folder for them.

## Import

From the **Slideshow Maker** main screen, click **Options** to go to the Options screen. Click the Import tab in the Options.



You can import just one slideshow or a whole folder full. Navigate to the folder with the slideshows and click **OK**.



## Using Switches



Switches come in all shapes and sizes. One popular type is the “Jelly Bean” switch. This is a simple round plastic button that can be pushed down. It springs up again when you take your hand off. This means it is a “non-latching” or “momentary” switch, like a doorbell. Most switches available for special needs use are of this type.



To use a switch with **Slideshow Maker**, you will need to attach it to the computer using a “switch interface”. There are a number of these available. Most of them are a little box with switch sockets and a cable to connect to the computer. **The Inclusive Simple Switch Box** is inexpensive and easy to use.

Just plug your switch into the interface box, then plug that into one of computer’s rectangular USB sockets. If your interface box has a socket marked “space” or “space bar”, use that. Some interface boxes come with software. You need to set these up so that the switch acts like the computer’s space bar.

For two-switch scanning in the Player menu, just plug another switch into the interface box. This switch should be set up to act like the Enter key on the computer.

You can also use the **Space bar** and **Enter** keys on the computer keyboard with **Slideshow Maker**. Player 1 (usually on the left) uses the **Space bar**. Player 2 (usually on the right) uses the **Enter** key.

# The Inclusive Technology Troubleshooting Guide

This is a simple guide to common problems when trying to install, remove or use any new software. If you need any further assistance, please contact us. Our online support website is available at [www.inclusive.co.uk](http://www.inclusive.co.uk) (click on support), e-mail us on [support@inclusive.co.uk](mailto:support@inclusive.co.uk) or telephone Technical Support on 01457 819723.

## 1. I put my CD in and nothing happens.

To install the software, do the following:

- Click on 'My Computer'. This is either on the desktop of your computer or in the Windows Start Menu.
- This will open a window showing all your computer drives. Double-click on your CD drive (usually the D drive) and you will see a list of everything on the CD. There will be an icon called 'Setup'. Double-click on this icon and the software installation will start.



## 2. I have installed the program but no text appears in the menu.

To complete the installation you must restart your computer. After a reboot, all text will appear.

## 3. I would like to remove the software but don't know how.



There are two ways to remove programs:

a) Go to the Windows Start menu. Click Settings and then Control Panel.

Double-click on 'Add or Remove Programs'. This will bring up a window showing all software installed on your computer:

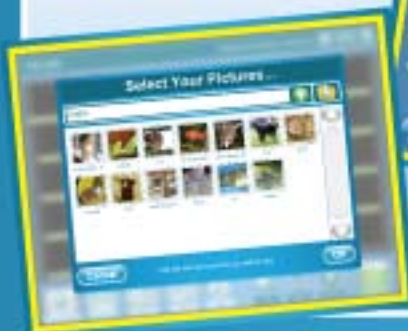
Click on the Change/Remove button and follow the prompts to remove the software.

b) Not all software appears in Add/Remove programs. If your software does not, follow these steps:

- Open 'My Computer' (see Question 1).
- Double-click on the C drive.
- Double-click on the Inclusive folder.
- Highlight the folder with the software you want to remove and press 'Delete'.

**Slideshow Maker** is principally designed for the busy SEN practitioner working with children or adults with severe or profound learning difficulties. It allows you to make motivating personalised presentations which encourage interaction via a computer's touch screen or switches.

**Slideshow Maker** includes options for choice-making and switch training.



**Inclusive Technology Ltd**

Riverside Court, Huddensfield Road, Delph, Oldham, OL3 5FZ

Tel: 01457 819790 Fax: 01457 819799

Email: [inclusive@inclusive.co.uk](mailto:inclusive@inclusive.co.uk) [www.inclusive.co.uk](http://www.inclusive.co.uk)