



{inclusion outreach}

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How Can I Add Voice When Creating a Functional Age-Appropriate Accessible Book (FAAB)?

After you've created a FAAB, you may wish to create a version that has voice. This can also be accomplished using Power Point.

Instructions for voice-over that will be heard as soon as a slide is advanced:

1. Open the FAAB you created on Power Point.
2. Select the slide that you'd like to record the Audio Clip on.
3. In the Power Point tool bar at the top of your window select "Slide Show".
4. Then select "Record Slide Show" and begin recording what you would like your slide to 'say', stopping the recording when you're through, and then advancing to the next slide that requires an Audio Clip.
5. Carry on until you've finished recording and save your slide settings.
6. Now you're finished!

Instructions for voice-over that will be heard when the viewer clicks on a bell icon on a slide.

1. Open up the FAAB you created on Power Point.
2. Select the slide that you'd like to record an audio clip on.
3. In the Power Point tool bar at the top of your window, select "Insert"
4. Then select "Audio" ...
5. Select "Record Audio".
6. Record your Audio clip.
7. When you've finished recording, a bell icon will appear on the slide. If a viewer clicks on the bell icon, the audio clip will be played.
8. You can move the bell icon around on the slide to position it wherever you'd like.
9. You can also add more than one audio clip to a slide.
10. Now you're finished!

Respect

Competence

Inclusion

Presence

Choice