

With PowerPoint

Step 1: Creating the Flash Cards

Open PowerPoint and choose blank presentation.



Next choose a slide layout. You may want to choose the first layout option since it creates a useful title slide. Type the topic of the flash card stack you are creating in the main title text box. Type your name in the Subtitle box.



You are now ready to create your first flash card. Click **Insert...New Slide...** choose the 2nd layout option view. Type the vocabulary word in the Title textbox. Type a sentence with the vocabulary word in second text box. The text will be bulleted but if you choose you can remove the bullet by clicking the bullet button on the formatting toolbar. Now you are ready to insert a picture in your slide. The picture



should be one that illustrates the word or sentence. Great images can be found through Google Image search engine (<http://images.google.com>). **HINT: If you are looking for a clipart image try adding .gif to your search term. This will provide you more clipart returns and less photographs. For example, if you are looking for a schoolbus put schoolbus.gif in the search box. Remember the first page of images are only**

thumbprints. They are not actually the pictures. You must click the image you want and go to the picture before you save or copy it.

By using Internet Explorer as your browser the images do not need to be saved. You can copy them directly to PowerPoint. Right-click the mouse over the desired image...choose **Copy**...go to your PowerPoint slide and right-click and choose **Paste**. If you are using Netscape as your browser you must right click the image and choose....**Save Image As**...then choose where (which drive...which folder) on your computer you want to save the image.

Continue this process until you have made a slide for each of your vocabulary words.

If you desire you can add a background color to your slide presentation or apply a design. Click **Format...Slide Color Scheme** to add a solid color. Click the change color button beside the word background and choose your desired color.



To apply a design to your presentation, click **Format...Apply Design Template** and choose the desired design.

Step 2: Recording your Vocabulary

To record your vocabulary words you will use **Windows Sound Recorder** program. You can place a copy of it on your desktop by clicking **START...Find...** in the search box type Sound Recorder. In the list that is returned located the Sound recorder icon.

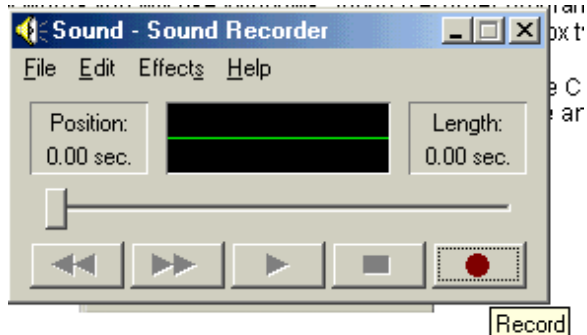


Locate the Sound Recorder icon in the list and right-click on it. Choose **Create a Shortcut**. You will get this screen. Choose **Yes** and you will now have an icon on your desktop for the Sound Recorder program for future use.



To make your recording you will need a microphone. The better quality the microphone, the better the sound.

Double click the Sound Recorder icon to open the program. Click the Red Record button to record your vocabulary sound file. The file can contain the word and/or sentence.



You are now ready to edit your sound file. It is important to make the sound file as small as possible. Through the Sound Recorder program you can edit "dead air."

Editing

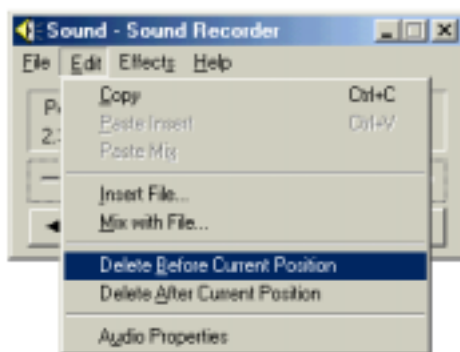
After you have recorded your sound file you are ready to edit it. Click the play button and watch the Position screen to locate the number position that begins your sound file recording.

Click stop when you hear your sound file begin. You may want to use the gauge to move the position back a few numerical spaces.

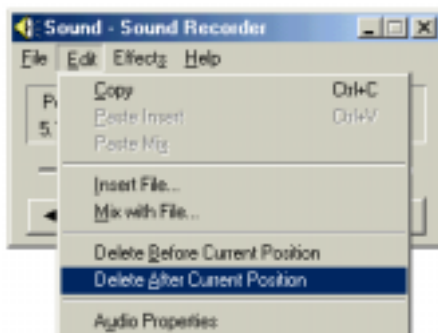


Click and Drag Gauge Tool

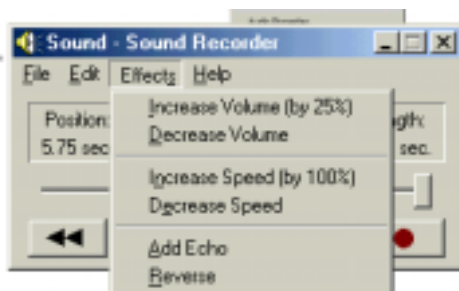
You are now ready to remove the space that contains dead air at the beginning of the sound file. To do so, click **Edit...Delete Before Current Position**. This will delete the dead air that existed before you started recording your text. You will receive the amount of time that was removed. Click **OK**.



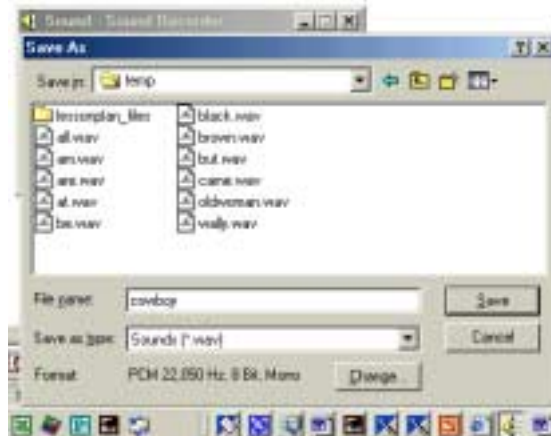
Now you are ready to edit dead air at the end of your recording. Click the play button and try to find the numerical position for the end of your sound file. Click the stop button at the appropriate space. You can also click and drag the gauge tool. To remove this dead air, click **Edit...Delete After Current Position**. The amount of time removed will be reported, click OK.



If desired, you can also add special effects to your sound file. Click **Effects** and choose to increase or decrease volume, speed, reverse or add an echo. NOTE: Several of these effects can distort the sound.



After all editing has been completed you are ready to save your sound file. Click **File...Save As**. Choose the drive and folder in which you wish to place the sound file. Create a name for your sound file. Then click **SAVE**.

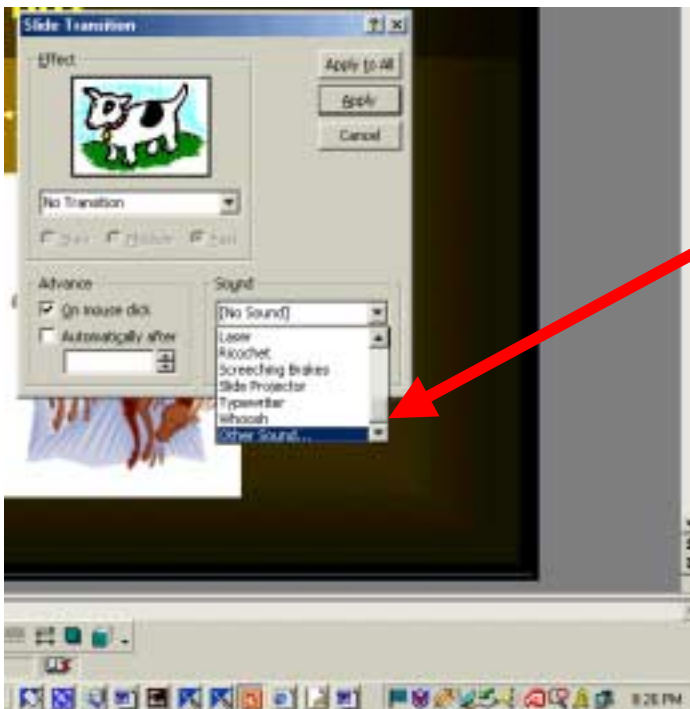
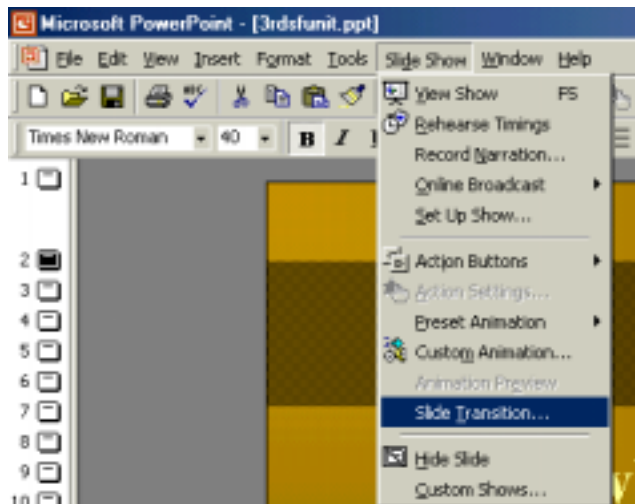


Step 3: Putting in Sounds

You are now ready to insert your sound file in your presentation. You will make the sound appear as the slide appears (Slide Transition) or the sound can appear as an object in the slide appears (Custom Animation).

Slide Transition

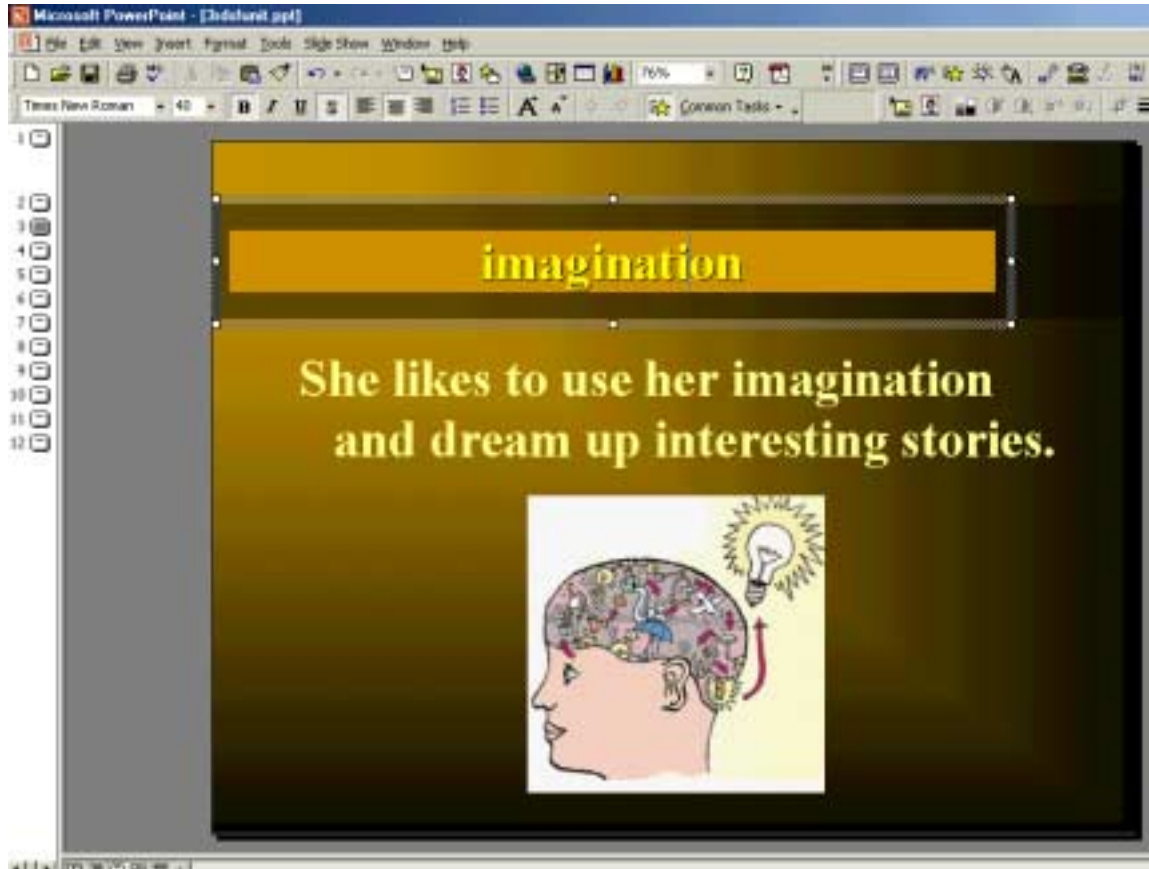
Locate the related slide in your presentation. Click **Slide Show** from the menu line...**Slide Transition**.



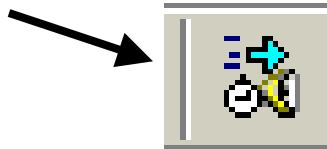
It is often a good idea to choose the **No Transition Effect** as slide transition animations could confuse the user. To insert the sound file you recorded, click the dropdown arrow under Sound. Scroll to the bottom and choose **Other Sound**. Locate your sound file. Choose **Apply**. **DO NOT CHOOSE APPLY TO ALL!**

Custom Animation

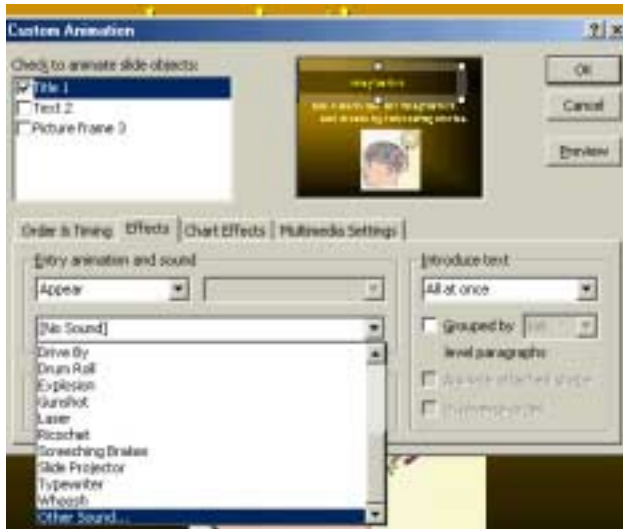
This option will cause the sound to play when an object in the slide appears. The object could be an image or a text box. Choose the object by clicking it with the mouse on the slide.



After the object has been selected click the custom animation button on the toolbar. You may need to click **View** from the menu line...**Toolbars...** and check **Animation** to see this toolbar. Click the **Custom Animation** icon.



Using this method of inserting sound you must choose an animation effect in order to put in a sound.



After you make the animation choice, click the dropdown arrow on the Sound section and scroll to the bottom choice of **Other Sound**. Locate your recorded Sound File and click **OK**.

Continue either method until you have inserted all sound files into your presentation. Be sure to save often!

Variations:

- ✓ **Math Flash Cards**

Use the custom animation feature to have items appear as if “counted” on the slides.

- ✓ **Foreign Language Cards**

Introduce foreign language vocabulary words by creating Foreign Language Cards.

- ✓ **Science or Social Studies Vocabulary Cards** can be created using recorded vocabulary sound files and images that illustrate the vocabulary.