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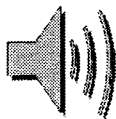
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## **TECHNOLOGY: AT THE HEAD OF THE CLASS**

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### *Adding Sound to Slides*



In the May issue, Peter Lawrence, Transportation Director at the Fairport Central School District, explained how to make text and graphics move in PowerPoints presentations. This month, he talks about adding sound to slides.

“Adding a sound clip to your presentation is a nice way to start or end a presentation,” said Lawrence. “Sound can create an inviting and welcoming ambiance to your audience members.”

A song downloaded from a music-sharing site, or a CD, and just about any sound effect can be added to accentuate a point on a slide. Your “Clip Organizer” contains all kinds of sounds: a telephone ringing, an engine starting, horns honking, or, try inserting an audio clip from an Internet newscast that you’ve loaded into your computer files. Use your imagination!

Lawrence explained that two types of files are generally inserted into a PowerPoint presentation: “wav” files (which have a .wav file extension) or “MIDI” files (which have a mid, .midi or .rmi file extension.)

#### **Here’s how to get started:**

- Go to the “Insert” menu and select “Movies and Sounds.”
- Select “Sounds from File,” from “Clip Organizer,” or search for sounds on-line to add to your files.
- A menu will open-up allowing you to choose a sound file.
- To add music, select something you’ve previously downloaded into “My Music” to search for a “.wav” or “.MIDI” file to insert.
- Select the file and hit “OK”.
- A dialogue box will appear asking if you want the sound to play automatically in the slide show or not. Choose “yes” or “no” and a little speaker will appear on your slide.
- You can move or resize the speaker by left-clicking on the icon and moving it to a corner of the screen. You can also resize the icon by placing the cursor over one of the four dots around the icon, left-clicking and dragging it to make it smaller or larger.
- Once the speaker icon is embedded into your slide show

you can hide it so it’s not visible to the audience by right-clicking it and selecting “custom animation.” Move the cursor over to the name of the clip, right-click the name of the clip and select “Effect Options.”

- A new dialogue box will appear titled “Play Sound.” Go to the “Sound Settings” tab, and check “hide while not playing.” Other tabs in this menu will let you adjust the volume, shorten or lengthen the sound clip and create a continuous “loop” of sound.
- To start or stop the sound effect, click on it using your computer keyboard or mouse.

Explore and experiment with all of the options in the menus that appear while adding sounds to your slides. If help is needed, you can always check the “Help” menu.

Remember to “have fun with sound in your presentations as it can add professionalism to a presentation,” Lawrence said.

“PowerPoint functions such as sound effects should be a subtle enhancement to your presentation (materials) but never overpower the message,” Lawrence added. “It’s important to grab an audience’s attention, but it’s more important not to lose them with over-the-top effects.”

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## **WE ARE FAMILY**

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### **Faye Waxman**

SBDI Faye Waxman from the Owego-Apalachin CSD, “eats, breathes and lives safety,” said Robin Parks, Transportation

Specialist at Tompkins/Seneca/Tioga BOCES. “I don’t think I’ve ever seen anyone put as much creative energy and thought into a presentation as Faye does.”

“I’ve been known to be a safety nut,” admitted Waxman, who sometimes shows up at training sessions wearing unusual hats, or toting a ladder (yellow and black, of course) to impress on drivers that they are the first rung in a student’s education. “I ask volunteers to try to climb the ladder without stepping on the bottom rung to see how important it is,” said Waxman. “I’m a visual, hands-on instructor.”

An SBDI since 2001, Waxman is a mother of 2 boys and three stepchildren, and grandmother of 12 children and three great-grandchildren. She’s been a school bus driver since 1979 at Owego-Apalachin, and helps Parks teach the Basic

*See Page 7, FAMILY*

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## WHAT'S NEW IN SCHOOL TRANSPORTATION

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*Coming in the September issue ...*

### Safe Buses



In the next issue of the SBDI Exchange, read all about "Safe Buses," and veteran school bus driver Mary Kimball's efforts to build one to revolutionize evacuation training in Oswego County.

"We're close to raising the last \$10,000 of \$26,000 that's needed to finish building the bus," said Kimball, who was inspired after seeing the Owego-Apalachin school district's Safe Bus at a NYAPT Roadeo.



Besides helping drivers know how to evacuate the bus and train students to evacuate in an emergency, the bus could be a hands-on tool for emergency response personnel," said Kimball. "I really feel we can save student's lives."

For more information, visit the School Bus Training Team's Web site at <http://sbtoc.blogspot.com>.

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from page 5, **FAMILY**

Course twice a year at TST BOCES.

Ever since she met Parks at a NYAPT Conference, Waxman's enthusiasm and involvement has only increased.

She has served as county coordinator for Operation Safe Stop, worked with local bus safety poster contests, and judged the NYAPT poster contest. She's also judged NYAPT Roadeos, which she loves to attend.

The best part about Roadeos is "meeting and talking with the drivers and finding out where they're from. It's like a big family," said Waxman. "They are great support people, great people to learn from."

### Inspiration

Inspiration comes from listening to other speakers at training sessions and conferences. Besides her esteem for Parks, Waxman considers Bill Hoosty her "mentor and role model ... I just admire that man," she said. "I love the way he uses animals and analogies and object lessons - things we can relate to."



Speaking of animals, it's hard to think about Waxman without mentioning her most well-known visual aid, Tilly the Duck.

She got the idea for Tilly after noticing kids love for Barney, the famous dinosaur, she said. "I thought one day ... what animal could represent school bus safety and kids could learn from this animal and love this animal like they do Barney?"

"Tilly is the school bus safety duck," said Waxman, whose professionally made costume is "orangey-yellow," of course, complete with webbed feet, she said.

Tilly often works with the SAFE Bus program to help teach students proper emergency evacuation, visits elementary schools, and attends open house nights to welcome students and parents. "In June, Tilly attended the Franklin Graham Festival at Binghamton University to welcome all the children and parents to the KidzFest," Waxman added.

An always positive person, Waxman's only complaint is that it's rather hot inside the costume. She never takes the head off in front of children; however, one time after a training session she took it off and her boss asked if she was OK. "I was drenched!" she said.

Waxman's love of teaching is long-standing. "I always wanted to be a teacher, but I was never able for one reason or another to go on and get my teaching certificate," she said.

Working as a helper in a first-grade classroom three hours a day after driving her route helps meet that need. But it is her work as an SBDI that fulfills her dream of being a teacher. "My SBDI certificate that hangs on the wall ... that is my teaching certificate," she said.

"I'm a big believer in God and god-given gifts and I believe he has given me this gift," said Waxman who always tries to instill a sense of pride in drivers during training sessions. "I tell them, they're not just school bus drivers, and to be the best they can be in the position they're in.

Waxman also tries to live by, and loves to share with drivers one of her favorite quotes, which has been incorporated into the Basic Course: "People don't care how much we know, until they know how much we care."