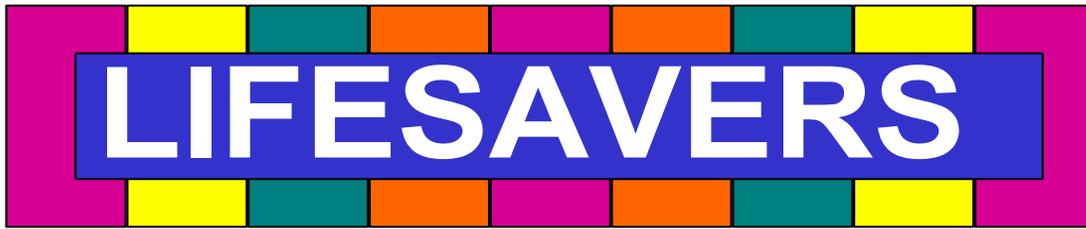


Assistive Technology



For Boardmaker 6.0

Created by Marcia Sterner
FDLRS Region 3 Technology Specialist

Assistive Technology



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Boardmaker 6.0 Quick Start—Creating a New Board

1. Open Boardmaker. Select "Open a new board". You will see a blank page.
2. Go to **File** and select **Print Setup**. Select **Print Setup** again in this window. Select the printer you will be printing to. Select page orientation (portrait or landscape) and paper size (letter or legal). Click **OK** and then select **Use Printer Page**. Click **OK** again.
3. In the draw window click on the **Button Tool** (to the right of the arrow tool). To create your first cell, click, hold and drag diagonally to create a box. (Holding the shift key down while doing this will keep the box square.)
4. To create a grid of cells, click on the **Button Sprayer Tool** (to the right of the Cell Tool) then click, hold and drag diagonally to create the number of cells desired. To adjust the spacing between cells go to File and Print Setup. In the window change the values in the Gap Width and Gap Height windows. A value of 0 (zero) will spray the cells with no spaces between.
5. To search for a symbol, click on the **Symbol Finder Tool** (the silly face) . Type the word in the **Search Text Field**. Use the white forward and backward arrows to scroll through the found picture set or you can use the **Thumbnails Button** (button with 4 shapes) to view all the selections at once.
6. Once you decide on the picture click in the cell you want to paste it into or if the cell is already outlined in red, pressing the enter key on the keyboard will automatically paste the picture there.
7. Repeat steps 7 & 8 until all the cells are

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Boardmaker 6.0 Quick Start—Using a Template

1. Open the Boardmaker program.
2. Select "**Open a template**".
3. Open the appropriate folder (ex. communication devices), then scroll through and select the template you need.
4. Once template is open, go to "**Save as**" under the **File** menu and name your board. Click **Save**. Boardmaker automatically saves things you create in the **My Boards** folder which is located in the **My Documents** folder.
5. Select the **Symbol Finder Tool** (the silly face) to begin pasting pictures in your template.
6. To search for a symbol, type the word in the **Search Text Field**. Use the white forward and backward arrows to scroll through the found picture set. You can also use the **Thumbnails Button** (button with 4 shapes) to view all the selections at once.
7. Once you decide on the picture click in the cell you want to paste it into or if the cell is already outlined in red, pressing the enter key on the keyboard will automatically paste the picture there.
8. Repeat steps 7 & 8 until all the cells are filled.
9. Print your overlay making sure paper size and orientation are right for the template used. Go into Print Setup to make adjustments.

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Boardmaker 6.0—Shuffle Feature

The instructions are provided using the shuffle feature to create cards for a bingo game. For a basic shuffle just select any group of buttons, go to **Edit** and select

Shuffle Buttons:

1. Create a multiple page document (see previous instructions)
2. On the first page create a grid of cells
3. Fill the cells with symbols
4. Select all of the cells. Go to **Edit** and choose **Select All** or use the keyboard shortcut **Ctrl + A**
5. Go to **Edit** and select **Copy**, or use keyboard shortcut **Ctrl + C**
6. Click off of the grid to deselect it, go to **Edit** and select **Paste**, or use keyboard shortcut **Ctrl + V**
7. Boardmaker sometimes pastes the copy over the original. If necessary, click, hold, and drag the copy over to another page.
8. While all the cells are still selected (green dotted line) go to **Edit** and select **Shuffle Buttons**. The symbols will now be in a different order.
9. With those cells still selected, repeat steps 5-8 for the remaining pages.

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Boardmaker 6.0—Symbolate Feature—Basic

Use of this feature allows you to quickly and easily symbolate text from songs, stories, poems, etc.

1. Open a new document in Boardmaker
2. Click on the **Symbolate tool** (letter A and face) in the tool palette
3. Click on the page where you want to type. A **Symbolate Button** (text box) appears.
*To create a specific size button—after selecting the **Symbolate tool** you can click, hold, and drag the **Symbolate Button** on the page to the appropriate size
4. Start typing in the button. As you complete a word it is symbolized (if there is a match).
5. You can also paste text from another document, website, etc. into the button and it is immediately symbolized.
6. You can change the width of the button by clicking in the button to select it (red dotted line) then hover the arrow tool over the left or right side of the box until a double arrow appears. Then click, hold, and drag to the desired size.

To change a symbol for a word-symbol pair

- With the **Symbolate tool** selected, click on the word/symbol you want to change.
- Use the **F1** and **F2** keys to scroll forward/backward through the symbols

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Boardmaker 6.0—Symbolate Feature—Advanced

To change text

- With the **Symbolate tool** selected click on the text you want to change.
- Type the new text

To add another symbol to the word/symbol pair

- With the **Symbolate tool** selected double click on the symbol. The **Symbol Candidates** dialog box appears.
- Select **Add New Symbol** a special symbol finder window opens
- Search for the symbol and click **OK** when found

To set the default font

- Double click the **Symbolate tool**
- Go to **Text** menu and change the font and the size

To change the text but not the symbol

- Select **Symbolate tool**
- Select word to change by clicking on it
- Hold **ALT** key down and type the new word

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Boardmaker 6.0—Symbolate Feature—Advanced

To change text

- With the **Symbolate tool** selected click on the text you want to change.
- Type the new text

To add another symbol to the word/symbol pair

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To set the default font

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To change the text but not the symbol

- Select **Symbolate tool**
- Select word to change by clicking on it
- Hold **ALT** key down and type the new word

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Boardmaker 6.0—Using Drag and Drop to Add Images

It is now easier than ever to bring images into the background, cell, or symbol finder.

Background (one time use)

Open a new document in BoardMaker

Find the image thumbnail you want to bring in on your computer (ex. My Pictures, Web Browser)
Click, hold, and drag the image onto the background—release (Holding down the **Alt** key will prevent the label from coming in with the picture). This image can be resized as well as anchored to the page (refer to manual for more info)

Button (one time use)

Find the image thumbnail you want to bring in on your computer (ex. My Pictures, Web Browser)
Click, hold, and drag the image onto the button—release (Holding down the **Alt** key will prevent the label from coming in with the picture)

Symbol Finder (to save picture in your libraries)

Find the image thumbnail you want to bring in on your computer (ex. My Pictures, Web Browser)
Click, hold, and drag the image over the symbol view area of the **Symbol Finder**—release. The **My Symbols/Mine** window will open. Give the image a new name and assign a category, click **OK**
****Not all web graphics support Drag and Drop, you will need to use copy and paste instead.**

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Boardmaker 6.0—Other New Features

Resizing Multiple Buttons:

You can now resize a group of buttons on a page.

- Go to **Edit** and **Select All** if you want to resize all of the buttons OR select a few buttons to resize by clicking and dragging an imaginary box around that group of buttons
- While holding down the **CTRL** key (this will create a **red** box around the selected buttons), click, hold, and drag to resize the group of buttons.

Swapping Buttons:

- Select the first button you want to swap with the arrow tool.
- Hold the **ALT** key down and drag the button over top of the button you want to swap with. Release the mouse and the **ALT** key, the buttons have changed location.

Aligning Buttons:

- Select the group of buttons you want to align
- Right click somewhere within the group of buttons
- Choose how you want the buttons aligned in the menu that appears

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Boardmaker 6.0 Tips & Tricks—Symbols pt. 1

Here are some other ways to use BoardMaker more effectively and efficiently. These tips assume that the user already has a good working knowledge of the program.

Saving Newly Created Symbols

After creating a "new" symbol in BoardMaker (making changes to a current symbol or combining symbols in a cell) you can save it to the library so you'll have it the next time you want to use it. To save it, select all items in the cell except the text. Using the arrow tool click on the first item, then holding down the **shift** key click on the additional items until all are selected. Go to **Edit** and select **Copy**. Open the **Symbol Finder Window**, go to **Edit** (it will be grayed out but you can still select it) and select **Paste**. The **My Symbols Window** opens. Type the name of your new symbol and click on **Add a Name**. Then click on **Assign Categories** and choose at least one category for your new symbol, click **OK**. Click **OK** again to exit the **My Symbols Window**.

Quick Way to Search for Symbols in a Category

Click on the **category bar** and select **clear all categories**. Then click in the box next to the category you want, such as "Animals". Click **OK**. Now you can click on the **display thumbnail view bar** (3 shapes) which opens a window with just the symbols for the category you selected (use the arrow buttons to scroll through the symbols in this window). You can quickly add the symbols to your template by right clicking on the symbol. It will be placed in the template square with the red border. If you want more control of symbol placement, left click the symbol and then click in the cell where you want the picture. Remember to select **Use all categories** when you are finished.

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Boardmaker 6.0 Tips & Tricks—Symbols pt. 2

Deleting Symbols from the Libraries

To delete symbols from the libraries (i.e. pictures of students no longer in your classroom):

1. Open the **Symbol Finder Window** and do a search for the picture so it appears in the **Symbol Finder Window**.
2. Go to **Edit** and select **Cut** and the symbol will be deleted from the library. Can also use the keyboard shortcut **Ctrl + X**.

You cannot delete original BoardMaker symbols.

Selecting a Portion of a Symbol

You can use the **marquee** (box) or **lasso** (free form) tools to select a portion of a picture in the **Symbol Finder** window to paste into a button.

1. Select the appropriate tool (**marquee/lasso**)
2. Select the part of the symbol you want and then click in the button where you want to place it.

You can also use these tools in the draw window as well.

Quick Way to Add Symbols to Templates

With the display thumbnail window open you can right click on the symbol you want and the symbol is automatically added to the cell with the red border. This works well when you are creating individual symbols and don't need to worry about what order they are in on the page since they will be cut apart.

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Boardmaker 6.0 Tips & Tricks—Symbols pt. 2

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Boardmaker 6.0 Tips & Tricks—Text

To Change the Font/Color/Size in All Cells

In the template window click and drag an imaginary box that touches all cells (they should all have a green border) or go to **Edit** and choose **Select All**. This will select all the cells. Go to **Text** and choose **Font**. This will open the **Font** window and you can now choose the font, color, and size of your text. Click **OK** and the text in all cells will be changed.

Quick Way to Change Font/Color/Size of Text

With a single text box or a group of cells selected, right click the mouse and in the menu you can change the size, color and font of the text.

Keyboard Shortcut to Change Text Size in a Single Text Box

With an individual text box selected you can hold the **Ctrl** key down and press the + sign repeatedly to enlarge the text. To make text smaller hold the **Ctrl** key while you press the - sign until the text is the size you want.

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Boardmaker 6.0 Tips & Tricks—Templates

No Space Between Buttons (Grid Gap)

When spraying buttons it is sometimes helpful to have no gap between the buttons, especially if you will be cutting out the pictures. To eliminate the gap: Go to **File** and select **Print Setup**. In the white boxes to the right of the **Gap Width for Sprayed Buttons** and **Gap Height for Sprayed Buttons** type in "0" (zero). Now when you spray buttons there will be no gap.

Changing Color

You can change the color of the button border, button, and background. First select what it is you want to change and then choose the color palette in the tool bar. Check to see that the top heading of the color palette indicates what you are changing (ex. Button) and then select the color from the palette. You can use the select all feature (under **Edit**) to make changes to multiple cells.

Quick Way to Delete Symbols & Text from a Template

Select the cell/s and under **Edit** choose **Clear**. This will clear all items from the cell/s selected.

To "Lock" a Board/Template

You can use this feature to protect a board or template that you've created from being changed. After completing your board/template, go to **File**, select **Save As Template**

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Boardmaker 6.0 Tips & Tricks—"Nice to Know"

Sharing Boards with Others

Did you know you can email boards? Just open a new message and attach the boards you want to send. The receiving person must have BoardMaker on their computer or they won't be able to open them. If the receiver has version 5.3 files can be exported in that format to send.

Using BoardMaker without the CD in the Drive

While using BoardMaker, should you need to use your CD drive for a different CD, as long as you keep the program open on your desktop you can remove the BoardMaker CD and the program will still work.

Importing Vector based images from BoardMaker into other programs

Have picture you want in the **Symbol Finder Window** (with the **Symbol Finder Window** active). Hold **Ctrl** and **Shift** keys down and go to **Edit-Copy** to copy the image—release both buttons. Navigate to your other document and select **Paste**. This will not work in programs that do not recognize vector based drawings.

Capturing a Picture with a Screen Shot

With the picture that you want to capture on the screen:

- Press the **Ctrl + Print Screen** key to capture the entire screen or **Alt + Print Screen** to capture just the active window. This copies the image to the clipboard.
- Open **Microsoft Paint** from the **Start** menu (Start>Programs>Accessories>Paint)
- Under **Edit** select **Paste**
- Use the **Selection Tool** to create a marquee around the portion of the picture you want
- Under **Edit** select **Copy** to copy the new image to the clipboard
- Return to **BoardMaker** and paste the image into a cell for one time use or into the symbol finder to add it to your BoardMaker libraries.

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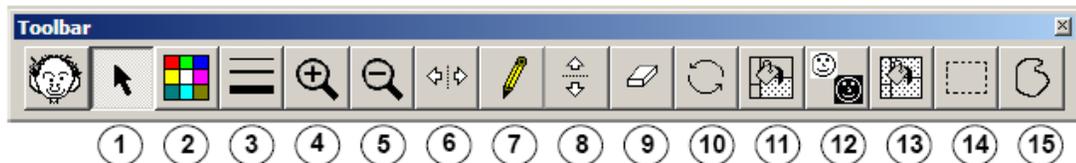
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- Return to **BoardMaker** and paste the image into a cell for one time use or into the symbol finder to add it to your BoardMaker libraries.

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Boardmaker 6.0—Paint Tools



- | | | | |
|---|-----------------------------|---|----------------------|
| ① | <i>Pointer Tool</i> | ⑨ | <i>Eraser Tool</i> |
| ② | <i>Color Tool</i> | ⑩ | <i>Rotate Tool</i> |
| ③ | <i>Line Tool</i> | ⑪ | <i>Fill Tool</i> |
| ④ | <i>Zoom In Tool</i> | ⑫ | <i>Invert Tool</i> |
| ⑤ | <i>Zoom Out Tool</i> | ⑬ | <i>Fill All Tool</i> |
| ⑥ | <i>Flip Horizontal Tool</i> | ⑭ | <i>Marque Tool</i> |
| ⑦ | <i>Pencil Tool</i> | ⑮ | <i>Lasso Tool</i> |
| ⑧ | <i>Flip Vertical Tool</i> | | |

Note: The paint tools will appear only after you select a symbol with the **Pointer Tool**.

Marcia Sterner, FDLRS Region 3 Technology Specialist 2008

Boardmaker 6.0—Paint Tools



- | | | | |
|---|-----------------------------|---|----------------------|
| ① | <i>Pointer Tool</i> | ⑨ | <i>Eraser Tool</i> |
| ② | <i>Color Tool</i> | ⑩ | <i>Rotate Tool</i> |
| ③ | <i>Line Tool</i> | ⑪ | <i>Fill Tool</i> |
| ④ | <i>Zoom In Tool</i> | ⑫ | <i>Invert Tool</i> |
| ⑤ | <i>Zoom Out Tool</i> | ⑬ | <i>Fill All Tool</i> |
| ⑥ | <i>Flip Horizontal Tool</i> | ⑭ | <i>Marque Tool</i> |
| ⑦ | <i>Pencil Tool</i> | ⑮ | <i>Lasso Tool</i> |
| ⑧ | <i>Flip Vertical Tool</i> | | |

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Mayer-Johnson—Web Resources

Resources can be found under these headings:

Store—equipment, software, and other resources available for purchase. Download a free 30 day trial of Boardmaker 6.0. View or print the BoardMaker manual.

Downloads—find templates for communication devices, software updates, tutorials and more.

Tips—find the tip of the month and other “how to” information.

Training—sign up for free web classes (45-90 minute sessions) on such topics as BoardMaker basics and print setup.

Sharing—this is an ongoing user discussion area that focuses on a variety of topics as well as a materials sharing area.

Find these things and more at www.mayer-johnson.com

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Related—Web Resources

SEARCH ENGINES (Look under images)

Google, Alta Vista, etc.

CLIP ART/PHOTOS

Amazon.com—good place for photos of toys, books, videos, and games

Barnes & Noble—good site for photos of books

target.com—photos of common items

dgl.microsoft.com—Microsoft's design gallery live for a variety of pictures

www.awesomeclipartforeducators.com

Pics.tech4learning

www.kidsdomain.com/clipart—clipart for kids

RESOURCES

Aac.intervention—Caroline Musselwhite's website

Setbc—a variety of visual supports and other resources under quick links click on pictureSET

Usevisualstrategies.com—Linda Hogdgon's website focusing on the use of visual supports. E newsletter also available.

Www.speakingofspeech.com—BoardMaker files available for download

Www.news-2-you.com—weekly newsletter supported with pictures includes activities, recipes, and jokes related to a current event

Tasks Galore shoebox tasks with visual supports

Icon Talk—Barbara Bloomfield's website

Www.do2learn.com

Ocps at team site