

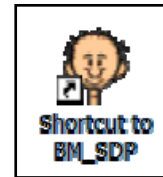
BoardMaker™

Please note that the following tutorial is done using BoardMaker version 5.3.5 with PCS Metafiles Deluxe – and Sign Language Libraries (visuals displayed are not part of BoardMaker™ base PCS library)

Section A: Creating a BoardMaker™ Grid

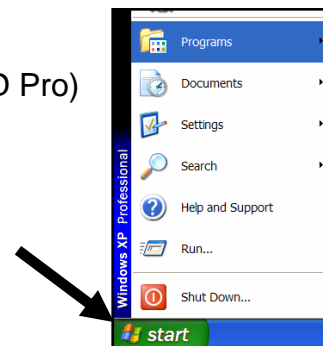
Start the BoardMaker™ Program

- Make sure the BoardMaker™ CD is in the Disk Drive
- **Double Click the BoardMaker™ Icon** on your desktop



Or

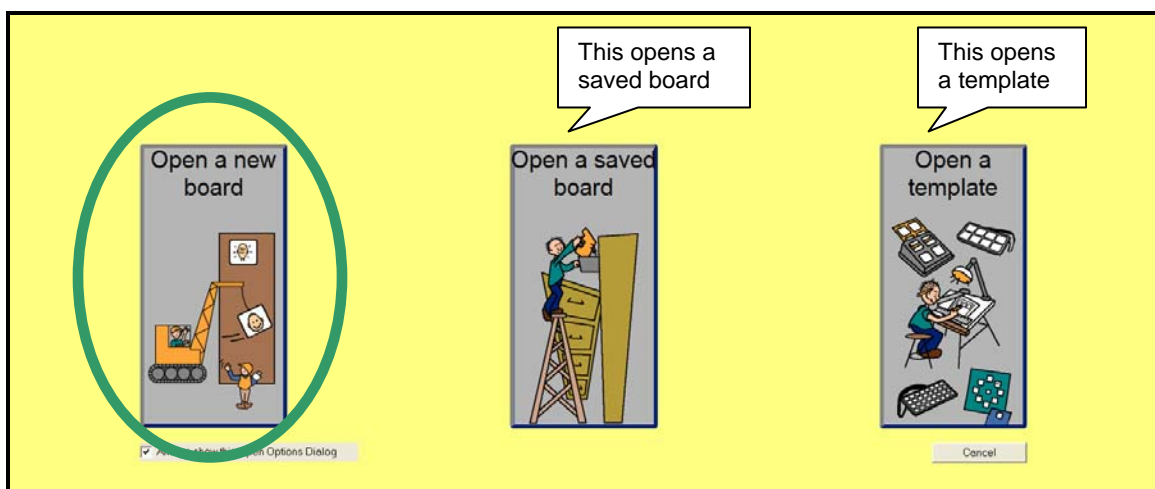
- **Click Start > Programs > BoardMaker™** (with SD Pro)



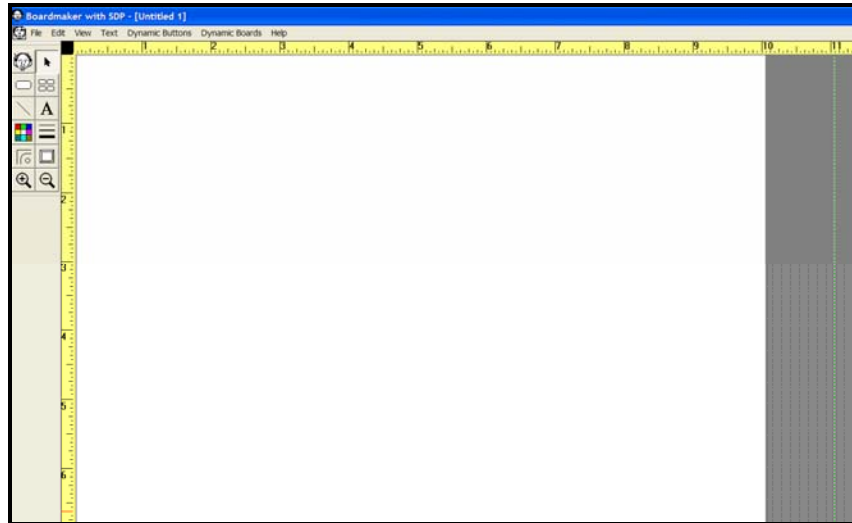
Open a Board

When you open the BoardMaker™ program the yellow opening screen comes up asking you which type of board you would like to open. When creating a new board from scratch click "**Open a new board**". Use the other options when there is a saved board or template that you would like to use.

- **Click Open a New Board**



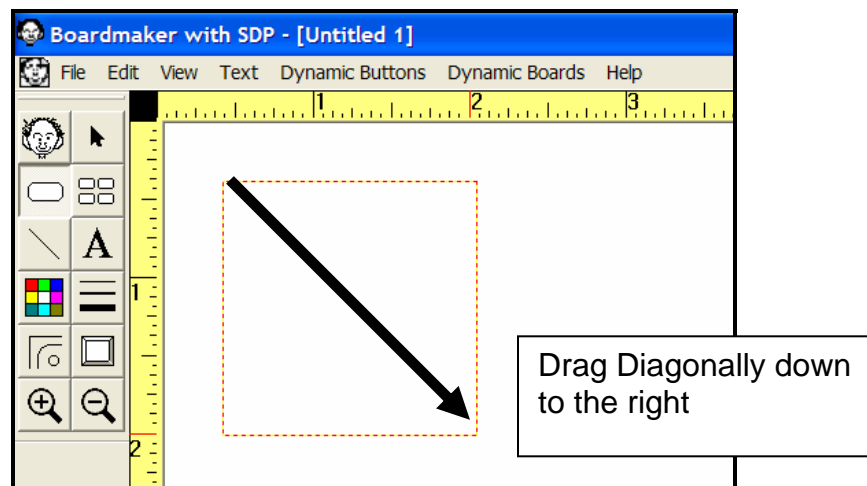
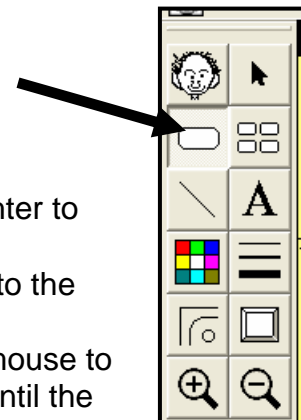
This will appear to show you that a blank “board” has been opened:



Make a Button

Buttons are shapes that can contain text or pictures.
To create a button:

- **Click once on the button tool** – it will be slightly lighter to show that you are now in the button mode.
- Once you are in the button mode move the mouse into the blank workspace.
- **Click and hold down the mouse as you drag** the mouse to create a box, or button – Do not release the mouse until the button is set to the size and shape that you want.

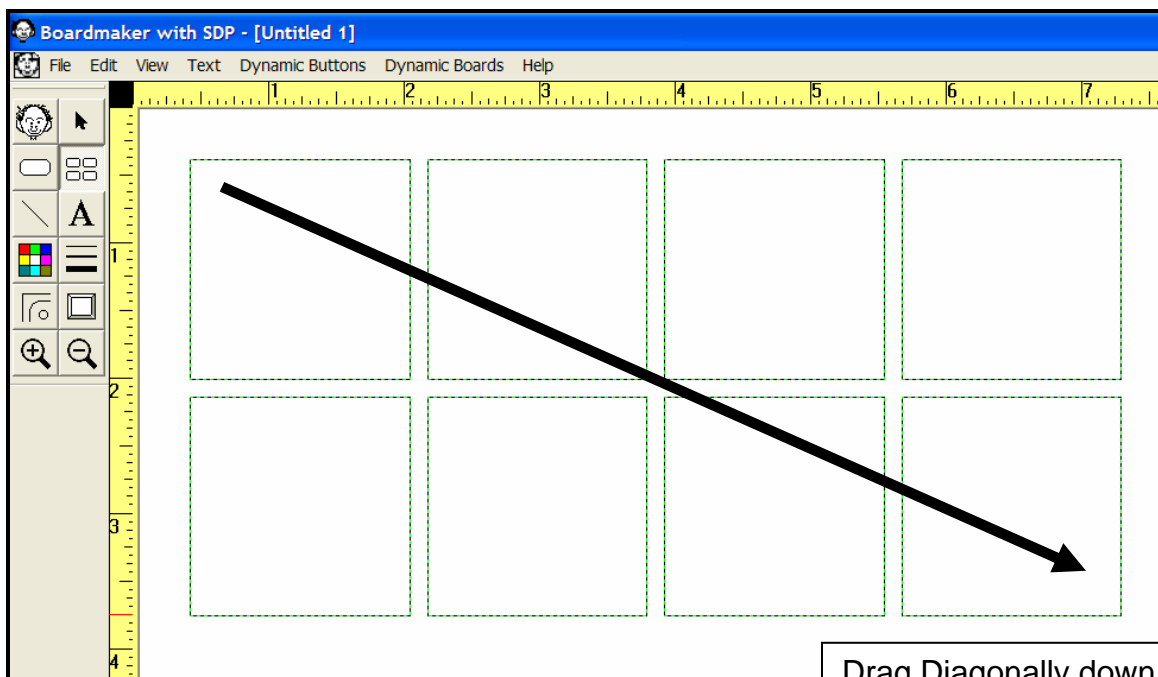


****To make a perfect square hold the shift key while you create the button****

Make a grid

To convert your button into a grid (an array of equally sized buttons)

- **Click once on the button sprayer tool**
- Once you are in the button sprayer mode move the mouse into the previously created button
- **Click and hold down the mouse as you drag** to create numerous buttons – Do not release the mouse until you have the number of buttons that you want.

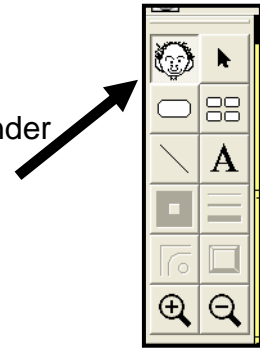


Drag Diagonally down to the right

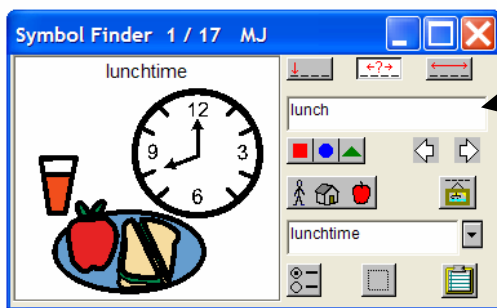
Section B: Adding Picture Symbols

Finding a Symbol


- **Click on the Symbol Finder Tool** to open the Symbol Finder
The symbol Finder tool will open

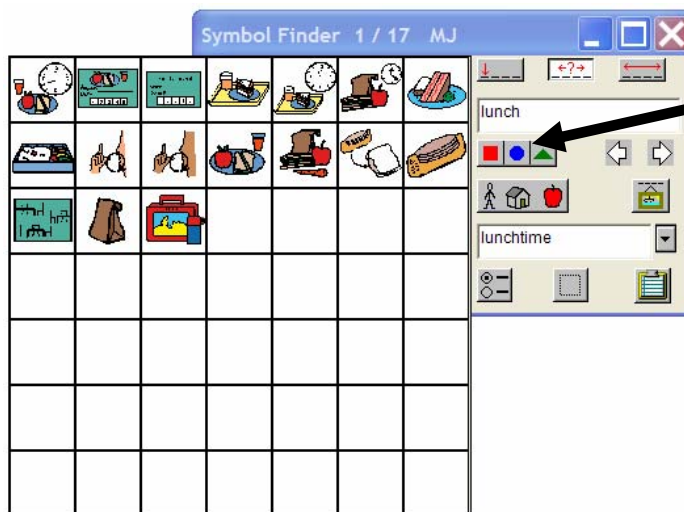


- Type the word "lunch" into the Symbol Search Window

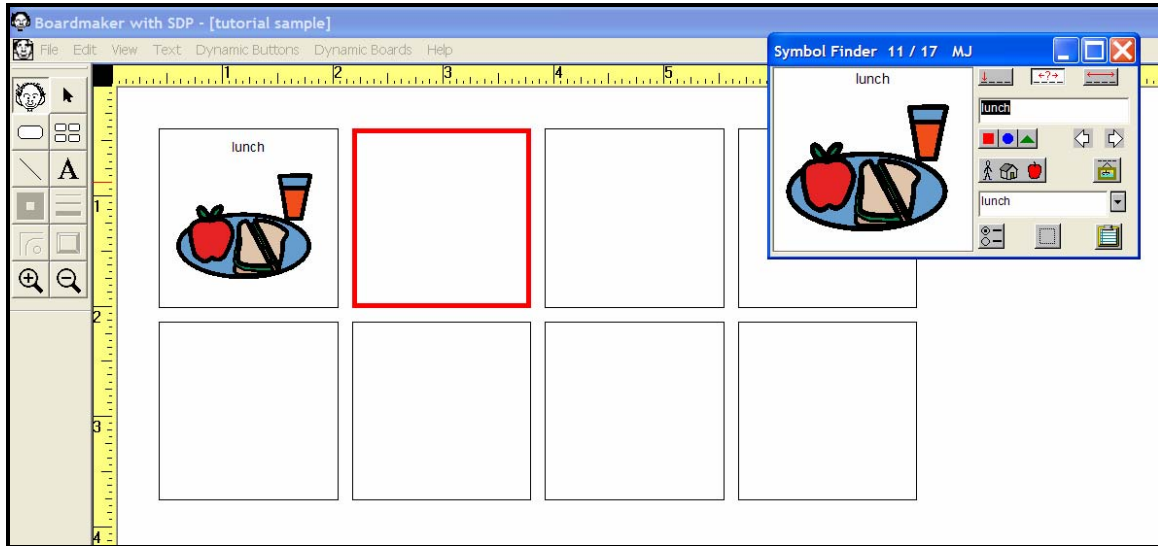


Type the word "lunch"
into the search window

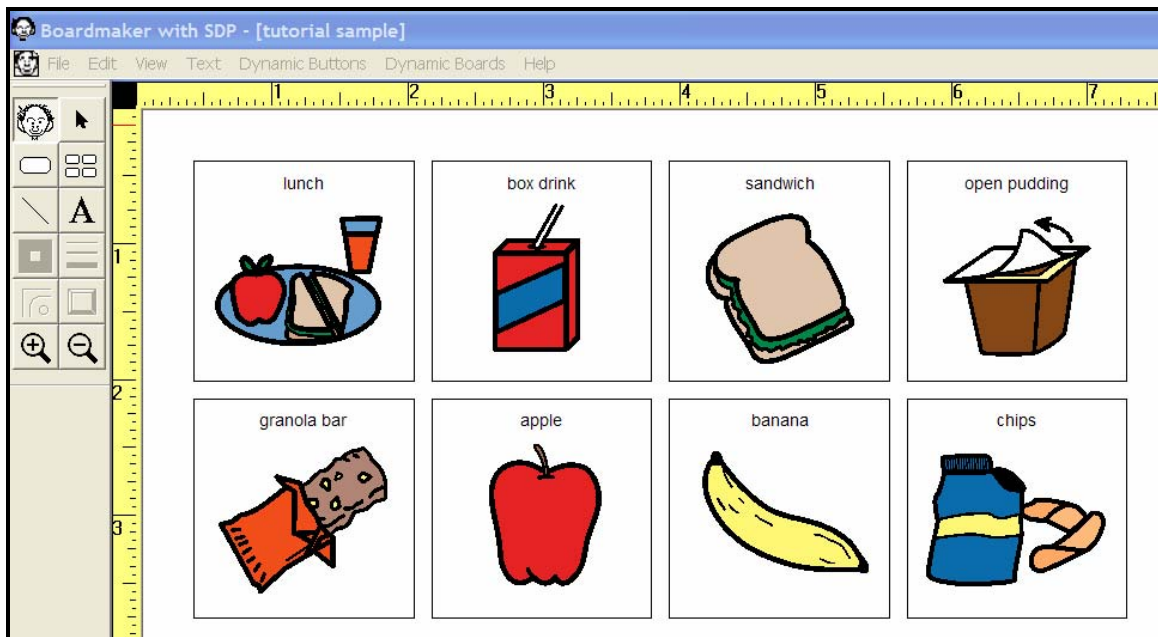
- **Click on the thumbnail view**  to display all the of the options for symbols relating to lunch
- Choose the image that you would like to use by clicking on it.
- **Press the Enter** for and the symbol will be placed in the grid.



Symbols are automatically placed in the next button (highlighted red). If you would like the symbol placed in a different button, manually click on it. When placing a symbol by clicking in the cell, the cursor will look like:



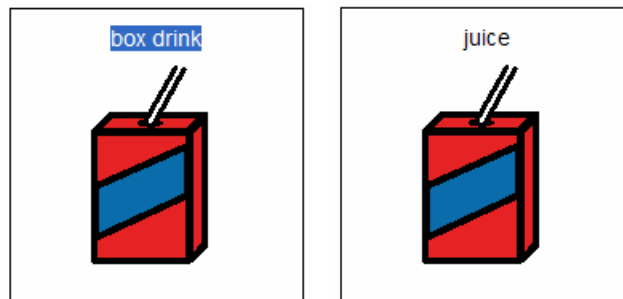
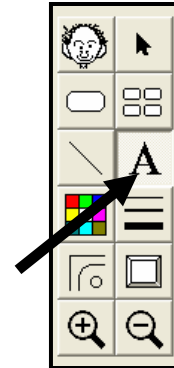
Repeat this step with other words to add symbols to the remaining cells.



Section C: Changing Text

You may find that you are happy with some of the pictures, but not the accompanying label – it is best to use the picture you prefer and then change the text.

- **Click to activate the text tool**
- **Click on the text that you want to change** – it will automatically be highlighted



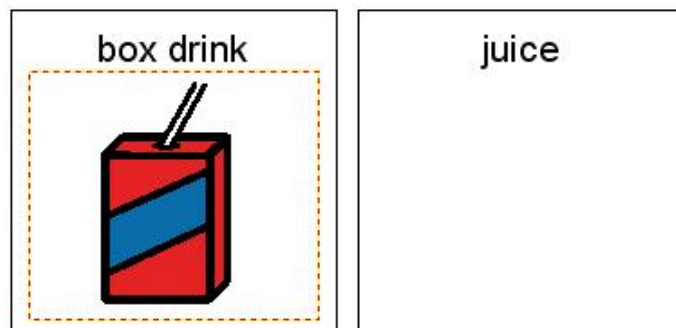
- **Type the new text** – there is no need to press enter, simply continue to the next step of your project

Section C: Saving your work

- To Save your work click **File > Save As**
- Type the name you would like your work to be saved in
- Work is generally saved in the “**My Boards**” folder

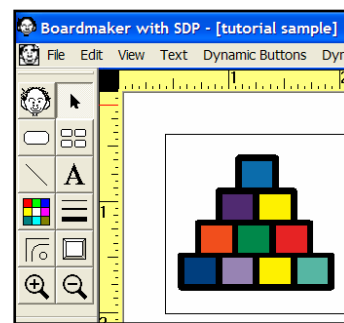
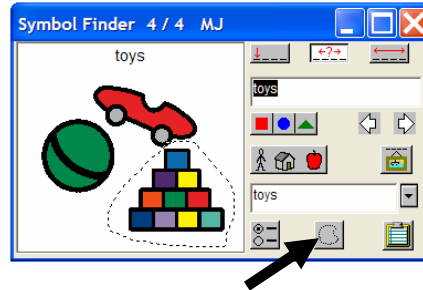
Section D: Removing Items

- To remove an item from a button, **click on the item**, then **press delete**.
- Another option is to select the whole button, and then press **Edit > Clear**



Section E: Using only part of a symbol

- Select a symbol that you want to use a portion of in the **Symbol Finder**
- **Click to activate the Marquee/Lasso tool**
- The **Marquee** tool is square, the **Lasso** irregular – click until you see the tool/shape that you would like to use to cut out a portion of the symbol
- Use the cursor to **draw around the symbol**
- **Press Enter**, the portion you selected will be placed in the next available button.

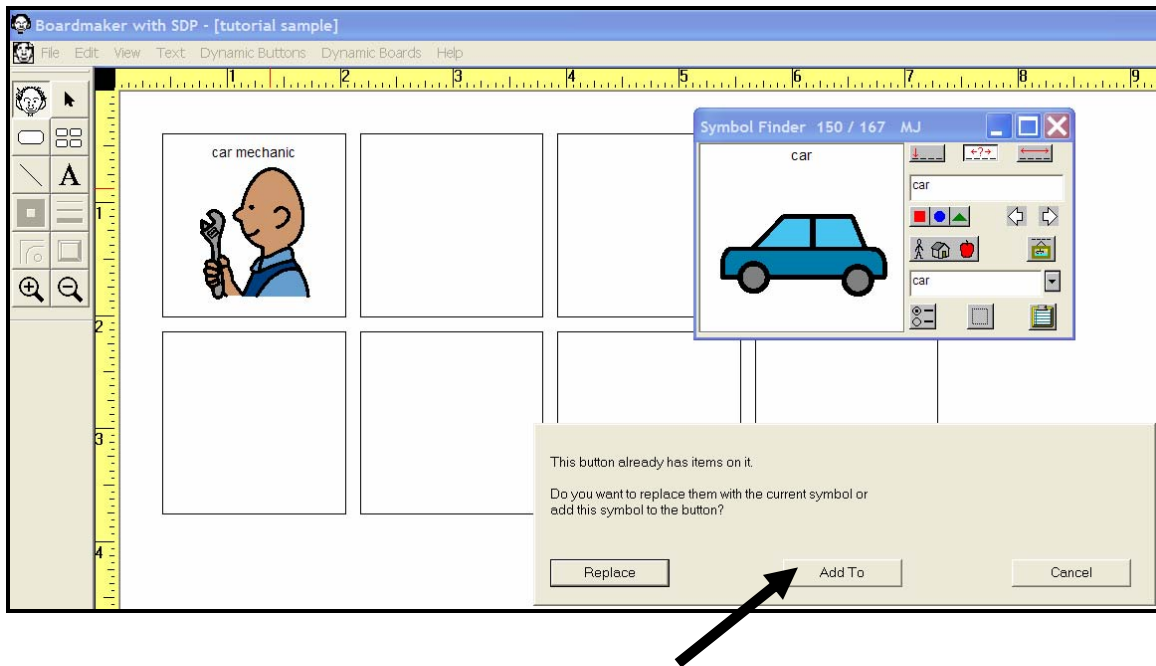


Section F: Put Two Symbols in a single button

It is sometimes helpful to combine two images together into a single button to create a new symbol.

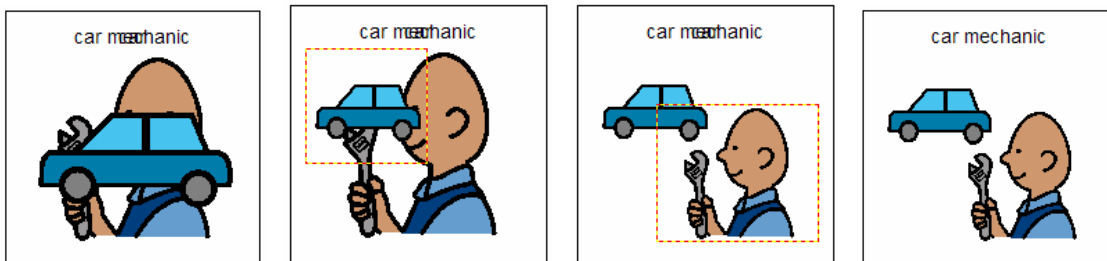
- **Search for the first symbol**, and **click enter** to add it to the button
- **Search for the next symbol**, and use the cursor to select that it go in the same button – A warning screen will come up – **Select “Add to”**





The result will appear as the first box below

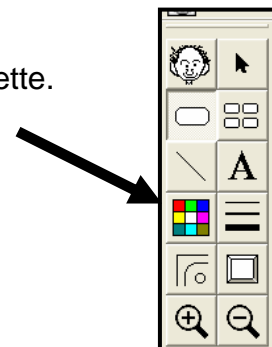
- **Select each image and *resize/relocate*** as desired.
- **Select the excess text and *delete*** it.



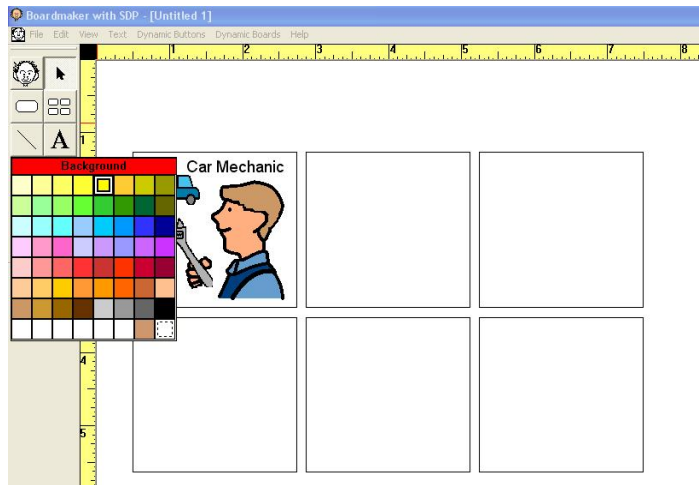
Section G: Working with the Colour Tool

It is possible to change the background colour of the page, the Cell background colour and the cell border colour.

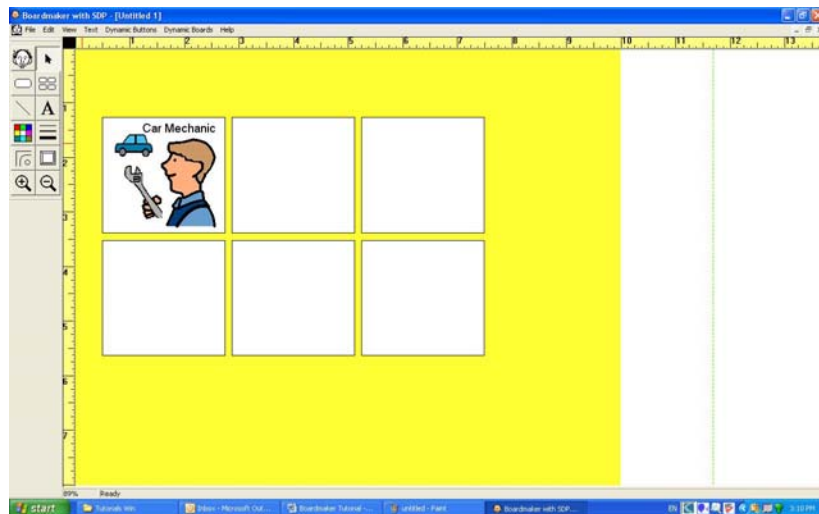
- Select the Colour tool from the BoardMaker Palette.



- If a cell is not selected then the colour will be added to the background of the page.

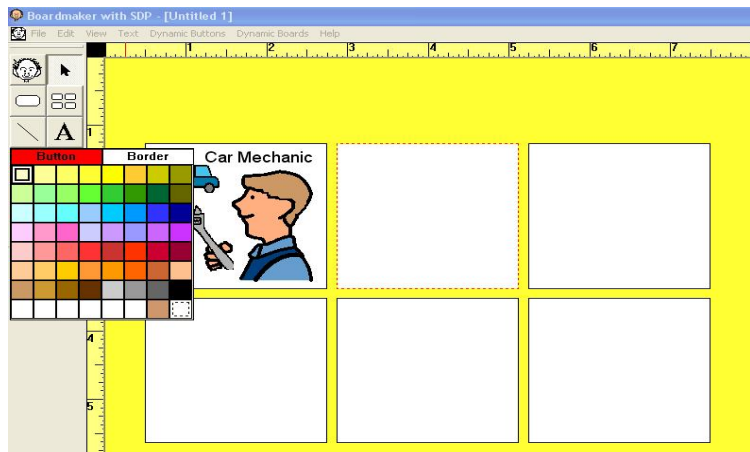


- Once the colour is selected it will be applied to the background.

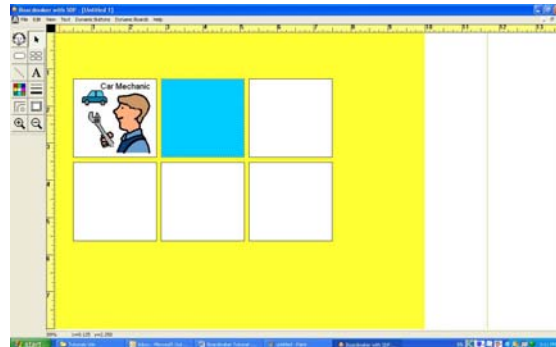


To change the colours corresponding to a cell, the steps are similar but the display will be different.

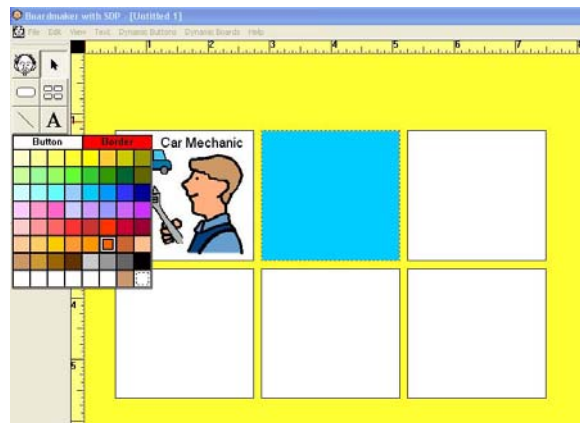
- Select the cell to colour, and then click on the colour tool. Note that the choice is no longer to colour the background, but rather the **Button** or the **Border** of the cell.



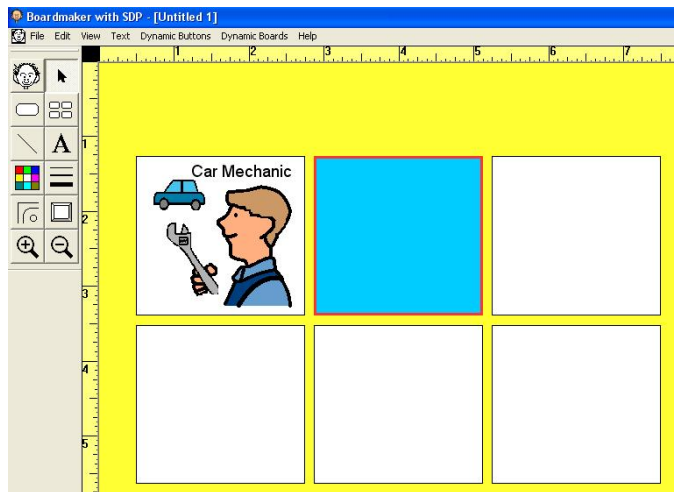
- By selecting the **Button** colour, the background colour of the cell will be changed.



- By selecting the Border colour, the outside border colour of the cell will be changed.



- The default line thickness of the Cell, is fairly thin and so Border colouring is not always self evident. By changing the line thickness AFTER changing the Border colour, the visual colour scheme will be much more apparent.



This would provide support to those students who need visual fields on the board clearly outlined.

Congratulations, this concludes the introduction to BoardMaker for Windows.

Central West School Support Program - Autism Spectrum Disorders
ErinoakKids Homepage: <http://www.erinoakkids.ca>
CW SSP - ASD Homepage: <http://www.erinoakkids.ca/prgautismspec.cfm>

