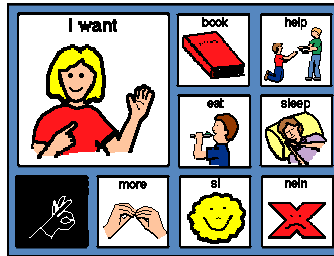


SHORTCUT SHEET

BOARDMAKER PC



***An incredibly flexible and powerful
communication display maker!***

Boardmaker is picture symbol software that is easily used to develop communication boards, visual schedules and other low tech communication aides. It contains a database containing over 3,000 Picture Communication Symbols in bitmapped clip art form.

TO USE

YOU MUST HAVE DISC TO RUN PROGRAM.

1. Insert Disc.
2. Open File, click on **New Board**.
3. Ready to make a new Board.

SETTING PRINTER SETTINGS

1. Printer Settings:
Board size should match the **Printable** area for the selected paper. Printer settings for paper size and orientation should be set for a board before you enter the dimensions for a board size. This will help create boards that print on a single piece of paper.
2. Select **Paper Size and Orientation**, and then click **OK**.
3. Setting Board Size:
 - a. Click on **Use Printer Page** button.
 - b. Click on **OK**.

CREATING A GRID OF BUTTONS

1. Create a button for your symbol.
 - a. Select **Button Tool** in the tool palette (Button with the single rectangle.)
 - b. Position Cross Hairs at $\frac{1}{2}$ inch vertically and horizontally. The red lines on the ruler will indicate the $\frac{1}{2}$ inch location.

- c. Click and drag diagonally to create a small button.

Tip: To create a square, hold down the Shift key while dragging out the button.

- d. The button can be resized by placing the cursor over the corner or edges of the button (double pointed arrow will appear on the line). Move the cursor to change the size of the button.
2. Create a Grid of buttons.
Select the **Button Sprayer Tool** (button with four rectangles in it). Click and drag diagonally to spray to the size of grid you want.

ADDING AND DELETING SYMBOLS TO A BUTTON

To Add:

1. Click on the button you want to fill with a symbol. It will be highlighted in red.
2. Select the **Symbol Finder Tool** (picture of the little man) in the tool palette. The **Symbol Finder** frame comes up.
3. Type the word you want a symbol for in the **Search Text Frame**.
4. Press **Enter** key on the keyboard to place the symbol in the highlighted button.

To view all the symbols in a subject area:

1. Type the word or category in the **Search Text Field**.
2. Click on the **Thumbnails** button. (The red triangle under the **Search Text Field**).
3. Click on the thumbnail symbol you want to choose.
4. You will manually place this symbol in the specific button by placing the **Placement Cursor** over the button you want to fill, **Click**.

To Replace:

1. Select **Symbol Finder Tool** in Symbol Finder Frame.
2. Move **Placement Cursor** over the button you are working on.
3. Click on **Replace**.
4. The correct symbol will be placed in the button.

To Delete:

1. Select the button,
2. Go to **Edit** in menu, click on **Clear**.

CHANGING THE SYMBOL TEXT

1. Using the **Alternate Symbol Name Field**. (The text field below the original **Search Text Field**). Type in the word or phrase you want in the button before you place symbol in the button of choice.
2. Click on **Text Tool** (box with the **A** in it).
3. Go to the text in the box you are working on and click on the **label**. It will be highlighted. Type the phrase or word you want for the symbol.
4. Go to **Text** menu to change the font size, style and character.

USING THE LINE TOOL

1. Find the symbol of choice. For example, find onion symbol.
2. Change text to “no onion” and press Enter key on keyboard.
3. Select Line Tool in the tool palette.
4. Position Cross Hairs, then click and drag to draw a line across the onions.
5. Select the Thickness Tool in the tool palette.
6. Click on the size of line you want.
7. Select the **Color Tool** in the tool palette.
8. Click on the red in the color palette to make the line red.

USING THE FILL ALL TOOL

1. Select the **Symbol Finder Tool**, search for pudding.
2. Change text to “vanilla pudding” then press the **Enter** key to place the symbol.
3. Select the **Painter Tool** in the tool palette. (button with the arrow on it)
4. Click directly on the “vanilla pudding” symbol. The paint tools palette will appear.
5. Select the **Fill All Tool** in the paint tools palette. (The bucket on the bottom)
6. Click **Yes** to convert to bitmap.
7. Select **Color Tool** in tool palette.
8. Select the color you want for “vanilla pudding”
9. Move edge of paint to area you want to change color.
10. Double click on the **Painter Tool** to view the **Standard Tool Palette**.

WORKING WITH CATEGORIES

The symbols are categorized so that you can browse specific categories of symbols.

1. In the **Symbol Finder Tool**, select the **Categories** button. (Button with the person, house, and apple).
2. Click on **Clear All Standard Categories** button.
3. Click on a category, and then click **OK**. It will check the category of choice.
4. Now the Symbol Finder will ONLY browse symbols in the selected category.
5. Click on **Thumbnails** button to view the symbols in the category of choice.

CREATING A NEW SYMBOL

To put multiple picture symbols in one button to create a new button.

1. Click on the “**hamburger**” symbol; change the text to “Big Meal Deal”.
2. Click on the **Thumbnails** button to view the “Fast Food” category. Click on “**French Fries**”
3. Press the Tab key or click on the **Alternate Symbol Name Field**, then click the **Backspace** or **Delete** key to remove the symbol text.
4. Place the “French Fries” symbol on the same button as the “Big Meal Deal”.
5. Click on **Add To** button.
6. The program will automatically select the **Pointer Tool**. Click on the “French Fries” to select the symbol. Move the pointer to the corner of the selection box.

The cursor will change its appearance. Click and drag to make the symbol smaller.

Tip: Holding down the Shift key while resizing a symbol will maintain its proportions.

7. Resize the hamburger in the same way and move to its new position.
8. Search for “strawberry shake” symbol.
9. Click on the **Marquee/Lasso** button to toggle to the selection lasso.
10. Create a selection area around the shake by clicking and tracing around the symbol.
11. Using the **Placement Cursor**, place the shake in the “Big Meal Deal” button, then resize and position it.
12. Select the **Symbol Finder Tool**, and then click on **Categories** button.
13. Click on **Use all Standard Categories**, and then click on **OK**. This will reset the **Symbol Finder** to use the entire symbol library for your next search.

SAVING A BOARD

There are two commands used to save a board that you have created or modified: Save and Save As. Though both commands are similar, they are used in very different situations.

Saved: Used to save changes to the current board.

Saved As: Used to save a board created from an existing board. The Save As command creates a new board with a new name, leaving the template board (grid of blank buttons) in its original state so it can be used again.

1. Select **Save** from the **File Menu**.
2. In the **File name** field, type “Fast Food” (or name of your board, being very specific). Click on **Save**.
3. By default, your boards will be saved in the **My Boards** folder within your computer’s **My Documents** folder.

*Tip: If you work with different individuals or you have different types of boards, you might want to create new folders within the **My Boards** folder to help organize your work.*

PRODUCT INFORMATION

System Requirements: Pentium 133 or faster
Windows 95 or later
32 MB RAM
60 MB hard disk space – symbols remain on CD ROM
Windows compatible printer
CD is required to run program

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PO Box 1579
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