

# **Creating Picture Communication Boards Using Boardmaker**



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## Boardmaker 3.3

### Manipulating the Boardmaker Window

1. **Enlarging the Window** - Click once on the Zoom Box in the upper right corner of the Boardmaker window to make the window open to the full screen size.



2. **Moving the Window** - Click on the grey lines on the top of the window & drag to move the window to a different portion of the screen. (*Shown Below*)



3. **Closing Boardmaker** - Click on the grey square at the top left of the window.



### Menu Items

#### File menu

1. **Print method** - Changes method of printing. If printing seems to be slow, select this option to adjust printer speed. The Medium (Faster) mode seems to produce the best results on most printers.

2. **Page Setup** - First takes you to print method window; change the method, if necessary. After this you may select your different paper sizes & orientations. (Letter, Legal, Landscape, Portrait)

#### Edit Menu

1. **Copy** - Copies the cell, picture, or text item that is selected.

2. **Paste** - Places an item that has been previously copied into a document or board.

3. **Select All** - Select all cells on the screen.

#### View

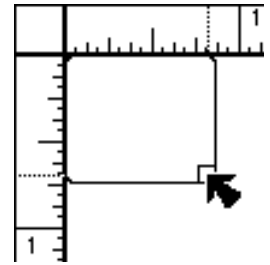
1. **Actual Size** - Shows the board in the size that will be printed.

2. **Reduce to fit** - Reduces the board you are working on to the size of the Boardmaker window.

3. **Show Grid** - Places a nonprinting grid on the board. Gives user an idea of the size & spacing of cells.



- 3. Snap to Grid** - Causes cells to conform to grid whether showing or not.
- 4. Show Rulers** - Shows page rulers for measurement of cells & spacing.

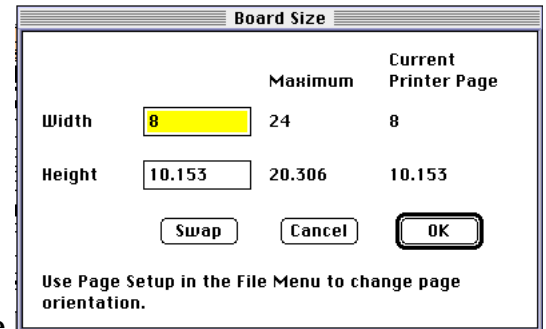


## Preferences

**1. Auto Resize** - Automatically sizes picture to the size of the cell it is pasted into.

**2. Board Size** - Adjusts dimensions of the Boardmaker overlay. You may also swap the dimensions if you were switching from a portrait to a landscape style page.

**\*\*After doing this you must change the Page Setup.**

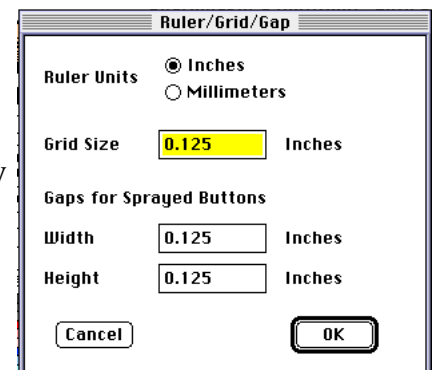


**3. Ruler/Grid/Gap...** - Adjusts the distance between cells when using the Multiple Cell Creation Tool. You must type in the height & width between the cells in inches.

**(Example - .125 would be an 1/8 of an inch)**

**4. Line Thickness** - Changes the thickness of the cell walls & any lines drawn with the draw tools.

**5. Cell Corners** - Adjusts the size of the corners from rounded to square etc.



## Creating A Board

**1. Enlarging the Window** - Click once on the Zoom Box in the upper right corner of the Boardmaker window to make the window open to the full screen size.



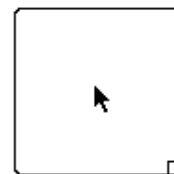
**2. Reduce to Fit** - Click on the **View** menu and drag down to **Reduce to Fit**.

**3. Creating A Cell** -

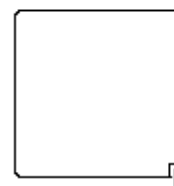
- Click on the Cell Creation Tool 
- Click & drag to form a cell or square of the desired size.

**\*\*Hold the shift key down while drawing the cell to make a perfect square.**

**4. Moving A Cell** - Click in the center of the cell & drag.



**5. Resizing A Cell** - Click on the box at the bottom right corner of the cell & drag to make the cell a different size.



## 6. Making Multiple Cells -



- Click on the Multiple Cell Tool
- Click on one of the cells & drag to create multiple cells.

## 7. Changing The Cell's Line Thickness -

- Click on **Preferences**.
- Drag down to **Line Thickness**.


## 8. Changing The Cell's Cell Corners -

- Click on **Preferences**.
- Drag down to **Cell Corners**.

## 9. Changing The Cell Color -

- Click on the cell you would like to color.
- Click on the Color Palette at the bottom of the toolbar.

## 10. Changing The Cell Outline Color -

- Click on the cell you wish to change.
- Click on the Line Tool .
- Click on the Color Palette at the bottom of the toolbar.

## 11. Adding A Color Background

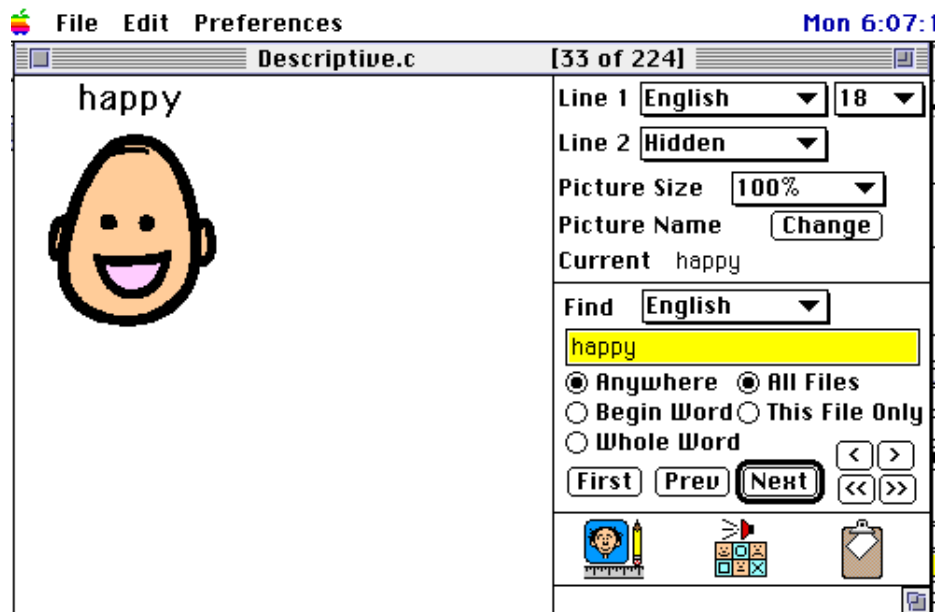


- Click on the Cell Creation Tool
- Click above & outside the cells you wish to place a background around.
- Drag to draw a cell around the cells.
- Click on the Color Palette to color the large cell.
- Click on **View** & drag down to **Send To Back**.



## Creating A Board Using The Boardmaker Picture Library

To change over to the Boardmaker picture library click on the Ugly Man Icon.



## 1. Finding Pictures

- Type in the name of word you wish to find.
- Click **First**.
- If the first picture found is not the correct picture, click **Next** to find the next picture that contains the word you typed.
- Click **Previous** if you wish to go backward to the last picture you found in the libraries



- \*\***Begin Word** - Finds only pictures that begin with the word typed.
- \*\***Whole Word** - Finds pictures that contain the entire word you have typed standing alone in the picture name. (Example: Type - hot. You will find hot, hot dog etc.)
- \*\***This File Only** - Looks in the currently active library only.

## 2. Copying A Symbol To The Boardmaker Draw Program -

- Click on the Ugly Man with the Pencil to copy from the libraries into the Draw Program.
- The Screen will switch back to the draw program
- You must then click on the cell in which you wish to paste the picture.
- The picture will be sized & centered in the cell you selected.



## 3. Deleting a Picture from a cell.

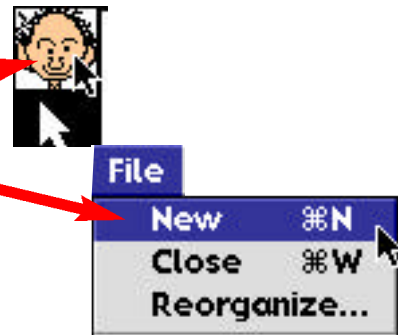
- Click on the **Preferences** menu and drag down to **Auto Resize** to turn it off.
- Click on the picture and press the delete key on the keyboard.
- Click on the text above the picture and press the delete key on the keyboard.

## 4. Combining Symbols To Make New Pictures -

- (Example - Wash hair) Go to the picture library and find a picture (*water* works for wash).
- Paste the picture (*wash*) into a cell on your board.
- You may size the picture so that another symbol will fit into the cell.
- Click on **Preferences** & drag down to **Auto Resize**. (This turns off **Auto Resize**.)
- Go back to the picture library.
- Click on **Line 1** in the library and move to **Hidden**. (To hide the text on the second picture)
- Repeat the previous steps to find another picture (*hair*).
- Type in or change the text name for the picture once pasted into the cell.

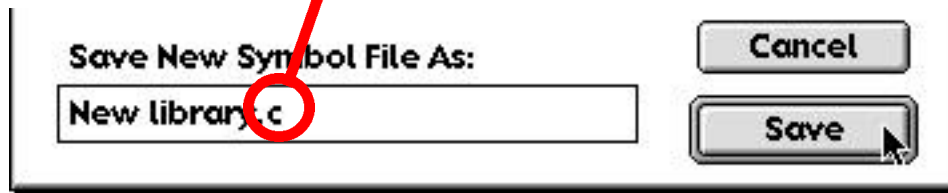
## 5. Creating a New Picture Library -

- Click on the ugly man to get into the picture library.
- Click on the **File** menu and drag down to **New**.



c. Name the library when the save box comes up.

**\*\*In order for the library to be used along with your other COLOR libraries you must add a period and the letter C to the end of the name.**



## 6. Pasting Pictures from the Draw Program to the Picture Library.

a. Click on one of the items you have combined in a cell.


b. Click on the **Edit** menu and drag down to **Select All**.

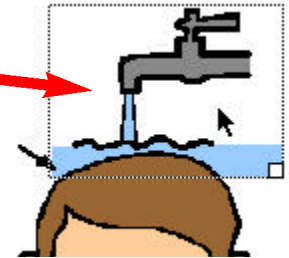
c. Click on the **Edit** menu and drag down to **Copy**.

d. Click on the ugly man to go the picture library.

e. Click on the   to find your library.

f. Click on the **Edit** menu and drag down to **Paste**.

g. Click on  to the right of the words **Picture Name** to give the new symbol a name.



## 7. Using the Text Tool -

a. Click on the Text Tool 

b. Click on the cell you wish you add new text.

c. Type the text you wish.

**\*\*If you wish to edit text on a picture click on the text tool and double click on the cells text item.**



### \*\*Selecting Text Style Options

a. Click on **Text &** select the options you wish.

b. This can change the text size, style & alignment.

**\*\*Select these options before you type text.**

### \*\*Changing Text Color -

a. Click on the cell you wish to change.

b. Click on the Color Palette.

## 8. Using The Line Tool -

a. Before selecting a cell choose the **Line Thickness**.

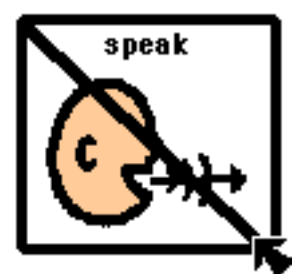
b. Click on the Line Tool .

c. Click inside one of the cells and drag.

d. Before deselecting the line select the line color.

**\*\*If you wish to modify the line after it**

**has been deselected you must turn Auto Resize off.**



### \*\*Changing The Outline Color Of A Cell-

a. Click on the cell you wish the change.

b. Click on the color palette.

## **9. Making A Cell With White Symbols On A Black Background** -(Visually Impaired)

- a. Draw a cell.
- b. Click on black on the color palette to change the cell color.
- c. Go to the picture library and switch to the black and white libraries.
- d. Copy a picture and when pasted you will have a white picture on black background.

### **Pre-Made Grids**

1. Switch to the Boardmaker draw program.
2. Click on **File** & drag down to **Open**.
3. Find the Pre-made Grids Folder.
4. Choose the company you want. (Example - Prentke Romich or PRC)
5. Open one of the device grids.
6. Paste and edit the grid any way you wish.
7. Go to **File** & drag down to **Save**.

### **When Finished With Your Board**

1. Click on **File**.
2. Drag down to **Print**.

### **Changing The Program Memory Allotment** -

***\*\*If you experience problems with memory error messages you may try this.***

1. Quit Boardmaker
2. Find the Boardmaker Icon. by either.
  - a. Type Command - F to bring up the **Find File** program.
  - b. Type Boardmaker.
- OR
  - a. Open the hard drive.
  - b. Find & open the Boardmaker folder.
  - c. Find the Boardmaker Ugly Man Icon.
3. Click on the Boardmaker Ugly Man Icon to highlight it not to open it.
4. Click on **File** & drag down to **Get Info**.
5. Click on the lower right box that reads **Preferred Size**.
6. Change the size to an amount above the current size.