

## BASIC INSTRUCTIONS FOR USING BOARDMAKER ON A PC

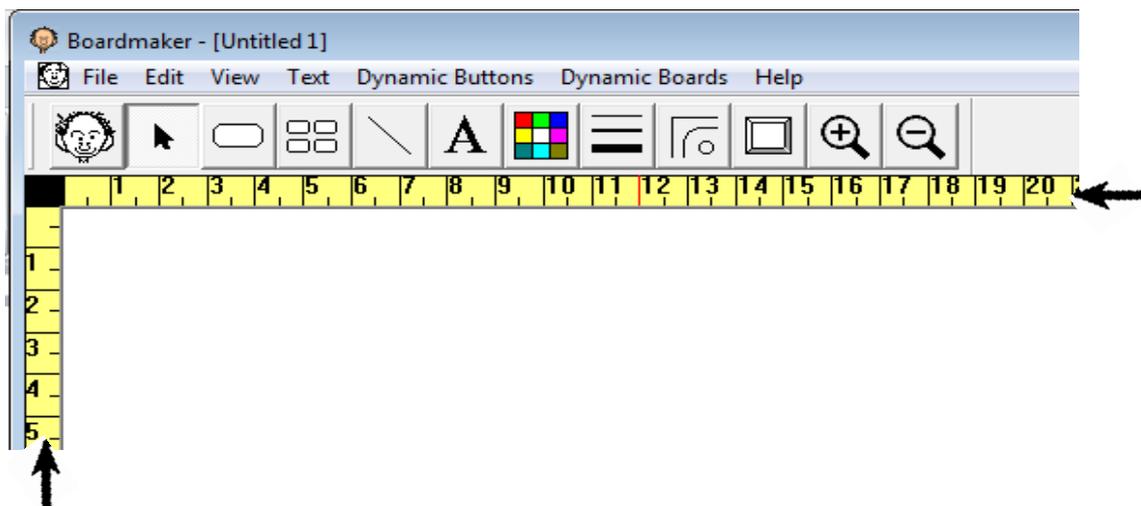
1. **Double click** on the 'Boardmaker' icon on the Desktop to open up the Boardmaker programme.



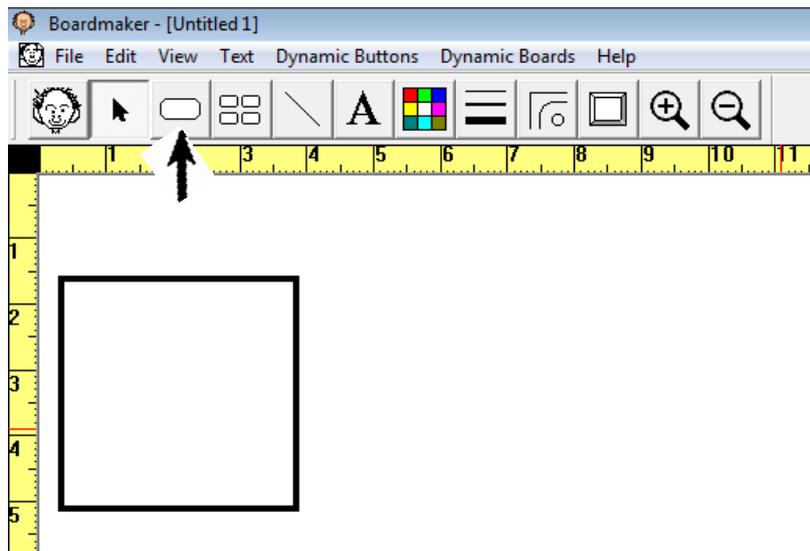
2. Click on 'Open a New Board'



3. You will see the below page. **Rulers** are shown along the top and down the left-hand side of the page. These can be used as a guide when drawing the size of the 'boxes' which will contain your symbols.



4. **To make a box** select the 'button' tool along the top of the page. Then click on the page (the cursor will show as a 'cross') and drag the box to the required size.



Once you have made your box, click & drag anywhere within it to move it around the page.

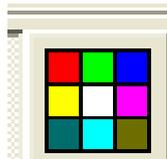
5. The **thickness of the box border** can be changed by using the 'line thickness' tool at the top of the page. Remember to click inside your box before using the tool.

The line thickness tool looks like this:

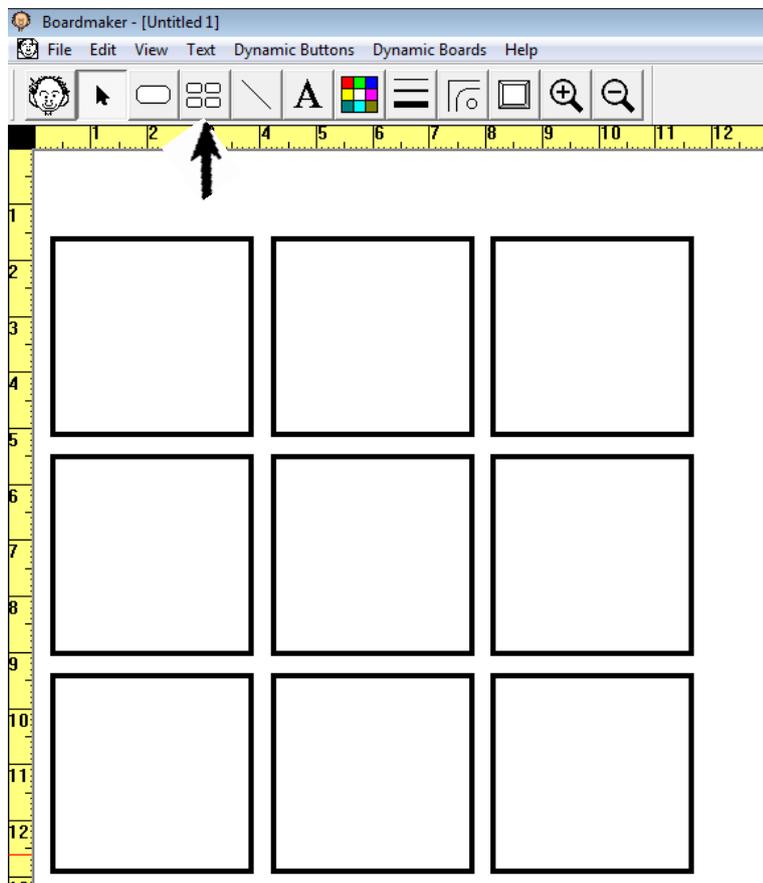


6. The **colour of the box** can be changed by selecting the 'colour' tool (Rubik cube') at the top of the page. Choose your colour then select 'border' to change the outline colour of the box or 'button' to change the colour inside your box. Remember to click inside your box before using the tool.

The colour tool like this:

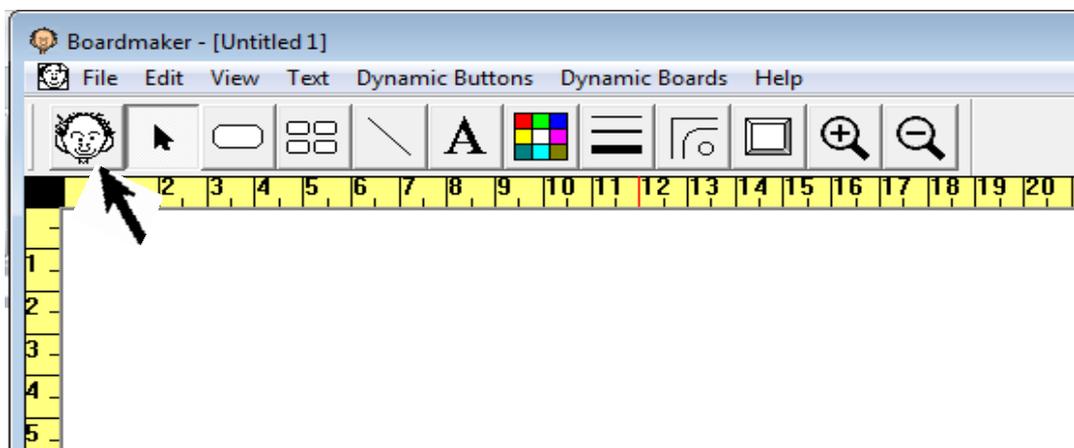


7. To **make lots of boxes** the same size click on the 'sprayer' (4 boxes) tool at the top of the page. Click on your box then continue holding down the mouse and drag across and down the page to duplicate the box.

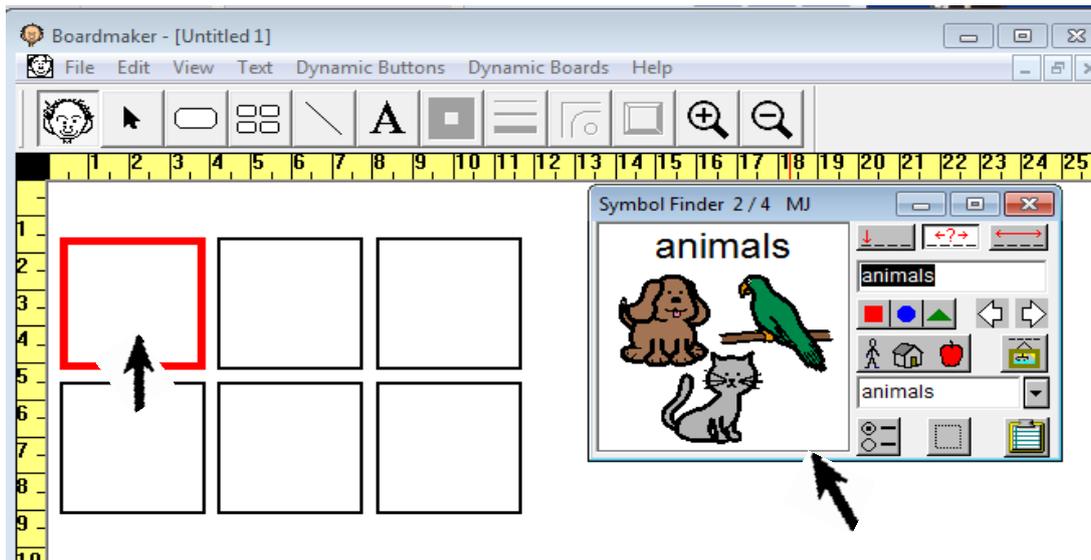


**Now you are ready to fill your boxes with Boardmaker symbols!**

8. To **find symbols** click on the 'symbol finder' (face) tool at the top left-hand side of the page.

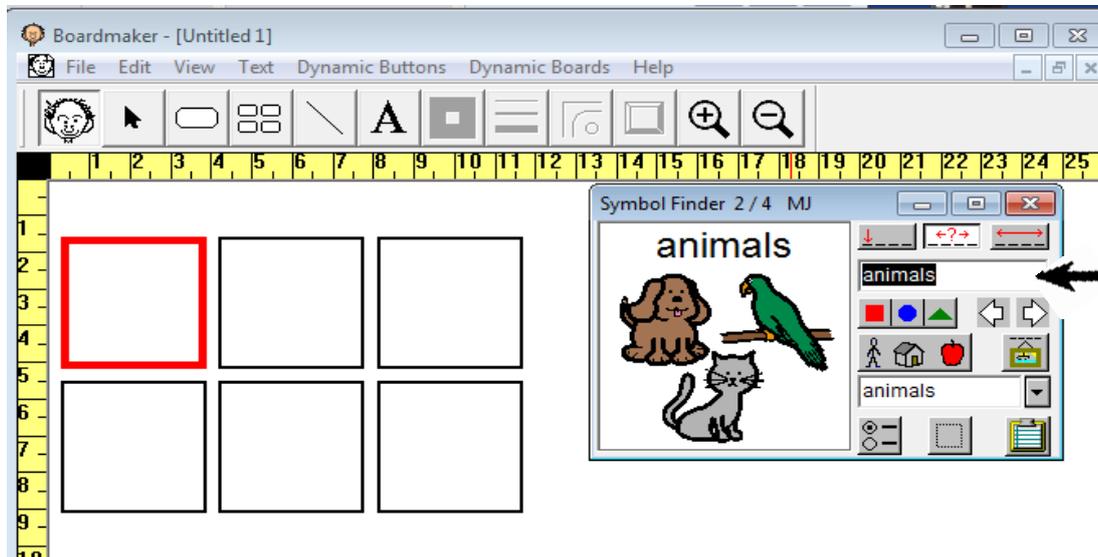


This will open up the symbols 'library' which will appear at the right – hand side of the page.



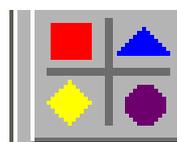
The first box on the page will be highlighted in red, as the computer 'thinks' this is the box you will use first, but the symbol can be placed in any box, by clicking into your chosen box.

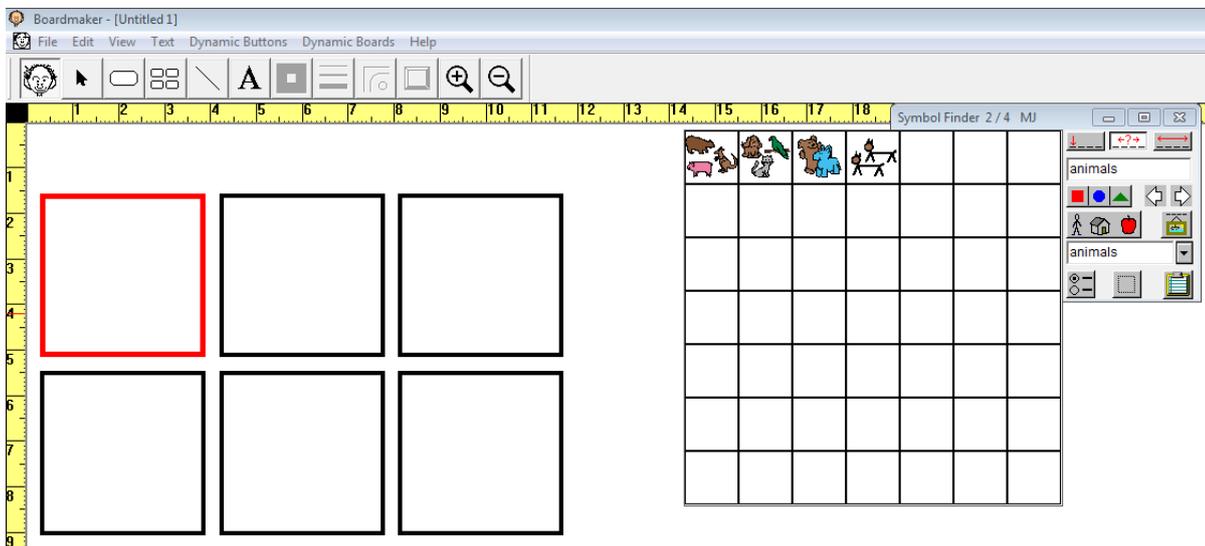
9. To **find a symbol**, type the name of the symbol you want e.g. animals into the text box



10. To **see all the symbols available** containing the word "animals" click on the thumbnail icon (the one with the pictures of shapes)

The thumbnail icon looks like this:

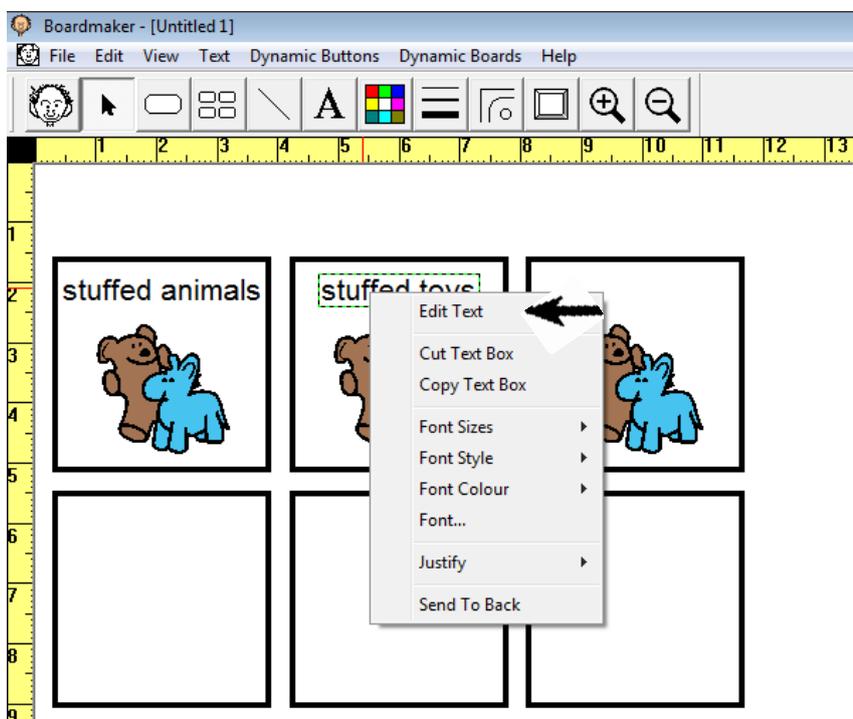




Click on the symbol you want e.g. stuffed animals and it will appear in the larger window.

11. To insert your selected symbol into one of your boxes, simply click in the box you want it to appear in. The symbol & text will be shown.

12. To **rename your symbol** left click on the text in the symbol box, a drop down menu will appear. Select 'Edit Text' and the text will be highlighted. You can delete the text completely or replace it by typing in the text of your choice e.g. stuffed toys instead of stuffed animals



Now you can print your symbols (go to 'File' then select 'Print') or copy and paste them into word or other documents.

## **TO FURTHER EDIT YOUR SYMBOL:**

### **1. LINE TOOL**

This is a useful tool for crossing through symbols as in 'do not' e.g., 'do not kick'. The line thickness can be altered by selecting the 'line thickness' tool and can be coloured (e.g., red) by choosing a colour from the colour palette, while still highlighted.

### **2. COLOUR TOOL**

To change the colour of a symbol or part of a symbol, select the 'part -fill paint pot' tool, choose the colour from the paint palette, and click inside the part of the symbol you wish to colour. To fill in the complete symbol with colour, select the 'all – fill paint pot' tool.

### **3. FONT SIZE/SELECTING B& W SYMBOLS**

To change the font size on all cells/boxes from the default setting, select 'symbol finder settings' from the symbol library, and alter the font size here. This will save having to change the font size in each cell/box when making your grid. The 'symbol finder settings' is also where to select black & white symbols. When the B&W symbol option is selected, the symbols will still appear in the thumbnail view as coloured, but will appear on your grid as B&W. Both coloured and B&W symbols can be used on the same grid.

### **4. SEARCHING FOR SYMBOLS BY CATEGORY**

Select the 'category' button within the 'symbol finder / libraries' to reveal list of symbol categories. This is useful when making grids using a particular group of symbols e.g., fruit/clothes etc .Select 'Clear All Standard Categories' option at the bottom right-hand side. This will delete/deselect the 'ticks' from the boxes. Then select the category/ categories you wish to use, then select 'O.K.' This will give you a list of symbols in your selected categories only. On completion of your grid, remember to return to the 'category' button and reselect 'Use All Standard Categories' to reinstate all categories.

### **5. ERASER TOOL**

Select the eraser tool to delete unwanted sections of a symbol. The eraser size can be adjusted using the 'line thickness' tool.

### **6. FLIP TOOLS/ INVERT TOOL**

The 'flip tools' turn symbols from left to right/ right to left/ 45 degree turns, or upside down. The 'invert' tool is for use with B&W symbols only, and produces a negative effect.

### **7. TO SAVE/ COPY A NEW SYMBOL**

This is useful when creating a customised symbol, which perhaps incorporates several symbols in one cell/box to make a 'new' symbol. This can be named, categorised and saved in the Boardmaker symbol library for future use. This saves time, by not having to recreate complicated or time-consuming symbols each time you want to use them. \*Select the required symbol (all of the symbol/s within the cell/box) but not the text. From the 'Edit' menu, select 'copy' – then open up the 'symbol finder or libraries' and from the Edit menu, select 'paste'. This will open up a 'My Symbols' window, showing your new symbol in the top corner. The cursor will be flashing below the button headed 'Add a Name'. Now type in the name you want to give your new symbol. Then select the 'Assign Categories' button, which will allow you to select the category or categories you want your symbol to appear.(just click on the selected box/es and a tick will appear alongside) If the details shown are correct, click on 'O.K.' to add your new symbol into the main Boardmaker symbol library.

### **8. ADDING IMAGES FROM THE INTERNET**

Search 'Images' on the Internet and select the required image. Right click to 'copy' photo. Open the Boardmaker programme, select a new board, and draw a cell/box. Right click and select 'paste' to copy into the cell/box. Text can then be added if required. To save the new image in to the Boardmaker libraries, follow the instructions from \* above.

### **9. ADDING PHOTOS FROM A DIGITAL CAMERA**

Download photos from the camera to the PC and name or number the photos (this makes it much easier to find the one you want to use) Select the required photo and right click to copy. Open Boardmaker and draw a cell/box. Right click and select 'paste' to copy into the cell/box. Text can be added if required. To save the new photo image into the Boardmaker libraries, follow the instructions from \* above.