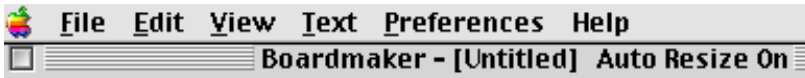


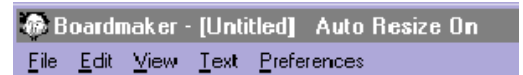
# Smart Sheet for: BoardMaker (Mac/Win)



## Macintosh Menu Bar



## Windows Menu Bar



### Opening BoardMaker

**Macintosh:** Click on the apple in the upper left corner of the screen and drag down to BoardMaker

**Windows:** Boardmaker may be located within the programs folder under the start menu **or** you open BoardMaker from the hard drive in My Computer.

### Getting Started (Mac/Win)

- Go to "View" menu select "Reduce to Fit". Now you see the whole page.
- Go to "View" menu select "Show Rulers". This will allow you to create cells to exact measurements.

**Resize the window** – To make the Boardmaker window the size of your monitor screen.

**Macintosh:** Click on the box in the lower right corner of the window and drag to resize it to the screen.

**Windows:** Click on the maximize symbol located in the upper right corner of the window.



### Make picture cells (Mac & Win)

Click on the cell tool. Move the arrow to the upper left corner of the page. Click and drag the mouse to create a picture cell. You can create a square by holding down the shift key while drawing your cell. Use the rulers as a guide to create cells to a specified size.



### Make multiple cells (Mac & Win)

Click on the cell sprayer tool. Move the cursor arrow back to the cell you just made. Click and hold as you drag the arrow to the lower right corner of the screen.



### Open pre-made grids (Mac & Win)

- While in Boardmaker, go to the file menu and click open.
- Inside the Boardmaker folder you will find multiple folders.
- Open the Pre-made grids folder, then click on ok.
- A number of folders containing pre-made grids will be shown.

Look through the list of pre-made grids available and select one by double clicking on it.

### Finding Pictures (Mac & Win)

Click on the funny looking guy icon to go to the picture library.



Type the name of the picture you want. Click on "First". If you don't see the picture you want, click on "Next". Continue clicking "Next" until you find the picture you want. Try synonyms if necessary.

**Adding More than One Picture to a Cell (Mac & Win)** You can add more than one picture to a cell by going to the "Preferences" menu and turning "Auto resize" off. You may need to change the picture size in the library by changing "Picture Size" to less than 100%

### Pasting Pictures to Your Board

**Macintosh:**

Click on the funny looking guy to return to your board. Click on the cell you wish to paste to. The picture will automatically appear.



**Windows:** Click on draw to return to your board. Click the cell you wish to paste to. The picture will automatically appear.



### Deleting Pictures from a Cell

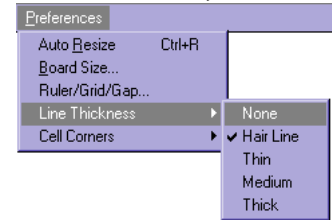
Under "Preferences" menu - turn "Auto resize off". Click on the picture you wish to delete. Press "delete" on the keyboard.

### Deleting/Changing Text (Mac/Win)

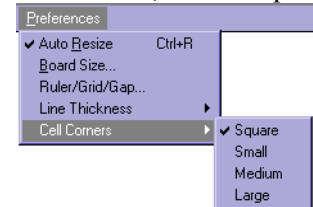
Under "Preferences" menu - turn "Auto resize off". Click on the text box you wish to delete. Press "delete" on the keyboard **or** without turning "Auto resize off", click on the text tool and highlight the text you want to delete/change. Press "delete" on the keyboard to delete text or type new word(s) to replace.



**Eliminate lines around a picture cell (Mac/Win)** – Select the cell you want to change by clicking once on it. Click on Preferences menu, drag to Line Thickness, select "none".

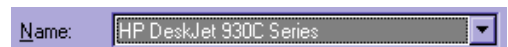


**Changing Cell Corners to Square (Mac/Win)** – Select the cell you want to change by clicking once on it. Click on Preferences menu, drag to Cell Corners, select "square".



**Adjusting Settings for your printer (Win)** To do this:

- Click on File on the main menu bar and drag down to Print Setup.
- Choose the printer you will be using next to the name drop-down menu.



- Choose the page orientation you want (portrait or landscape).

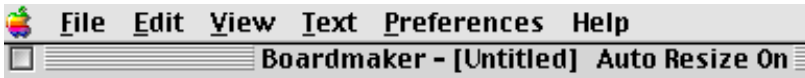
**Creating a New Library for Picture Storage (Win)** Create new libraries to keep track of the pictures you add to Boardmaker and for easy saving to disk to share with others.

- First get a picture at [www.ditto.com](http://www.ditto.com) or other site or file. Right click on the picture and drag to copy.
- Go to Boardmaker. Click on the "funny little man" to get to the libraries.
- Click on File and drag to New.
- Type in a File name (For color libraries, type name.PCS) A c has to follow the title to indicate color library.
- Make sure you are in the color library folder. Click on ok.

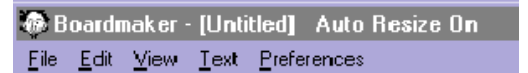
# Smart Sheet for: BoardMaker (Mac/Win)



## Macintosh Menu Bar



## Windows Menu Bar



### Modifying a Picture and Saving it Back to BoardMaker (e.g. Horse + Deer = Moose)

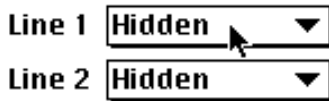


- Open BoardMaker
- Click on the BoardMaker picture library Icon
- Find the picture to modify
- Change Line 1 to "Hidden"

a)



b)



- Copy the picture to the clipboard
- Open a Paint program (e.g. AppleWorks/ClarisWorks)
- Paste 2 copies of the picture into your Paint program - work on one, use the other if you make mistakes
- Modify the picture using Paint tools
- Highlight the picture
- Copy the picture
- Go back to BoardMaker
- Be sure you are in the library you wish to paste the modified picture into (e.g. NOUNS 2.C, FOOD)
- Paste the picture into the BoardMaker Library
- Click on "Change" next to Picture Name

Picture Size

Picture Name

Current

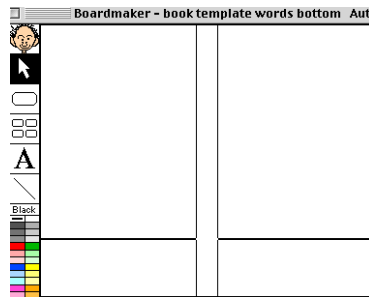
- Type the new picture name
- Click "OK"
- Note: When closing the Paint program you do not need to save

### Creating Six Boardmaker Boards in One Document

- Directions are on the web at <http://aacintervention.com/sixboard.pdf>

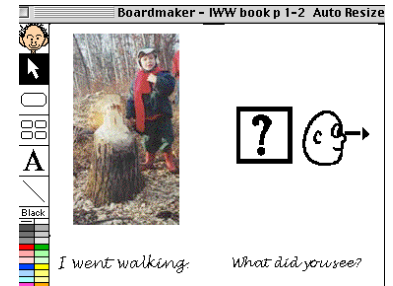
### Making Books - 2 Pages per Sheet of Paper

- Open BoardMaker
- Under "File" select Page Set up
- Change printer orientation to landscape
- Click "OK"
- Go to Preferences Menu select "Board Size"
- "Swap" width and height
- Create 4 cells - 2 for text, 2 for pictures. Make the text cells approximately 1.5" x 4.5". Make the picture cells approx. 6" x 4.5"



- Leave approximately .5" between the two sets of cells.
- Under "File Menu" select "Save as"
- Save as e.g. "Book Template"
- Go back to the File Menu and select "Save as" again. This time save it as the book you are creating (e.g. Beavers p.1-2)
- If creating books in black and white: go to the picture libraries, under the Preferences menu select "Black and white libraries"
- Select the text tool. Type text in the smaller boxes. **Hint:** With Auto Resize on - Type in any font size. Select the pointer tool - change the cell size and then return it to the original size. The text will automatically resize.
- Put pictures in the larger cells. **Hint:** Change line 1 to hidden (see earlier graphic) before pasting pictures in.
- Select each cell. Go to "Preferences" menu and select "Line Thickness"
- Change setting to "None"

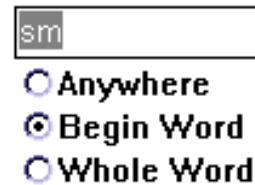
- Print, laminate and bind your book



### Search for articulation targets in the picture library (Mac/Win)

Find words beginning with initial blends by :

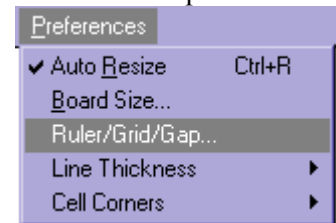
- Typing in the target blend (e.g. sm).
- Click on begin word. Click on first.
- Click next to find the next /sm/ word.



### Eliminate the gap between cells (Mac/Win)

Before spraying your cells:

- On the Main Menu, Click on Preferences, and Drag down to Ruler/Grid/Gap



- Under "Gaps for Sprayed Buttons" change the width to 0 inches and the height to 0 inches. Click ok.

