Boardmaker Plus  v6
For Windows

LAB Lessons Hands-On Workbook

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About Boardmaker Plus

Boardmaker Plus is a software program that combines selected features of Boardmaker and Speaking Dynamically Pro so that you can create a variety of on-screen talking activities. Boardmaker Plus contains and organizes the collection of 4,500 Mayer-Johnson Picture Communication Symbols. Each symbol is available in color and in black and white. Boardmaker Plus is also a simple drawing program that can be used to create printed communication displays, worksheets, picture instruction sheets, calendars, schedules, etc.

About this Workbook

This workbook will teach you how to use Boardmaker Plus to create a variety of customized materials. It will teach you how to make your boards talk. You will learn how to use program features and how to customize boards to meet specific needs.

The first time you use this workbook, it is best to follow it in order. The workbook is set up as follows:

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Lesson I. Getting Started: the Drawing Window

1. Double-click the Boardmaker Plus icon on your desktop to launch it.
2. Choose **Open a New Board**.

3. Boardmaker Plus will open to the **Drawing Window**.
4. The first thing you need to do is to determine the size of your board. Click File, then Print Setup.

Before creating a board, it is important to enter in your preferred board size settings and paper orientation. First, let’s set up our new board to use a landscape orientation so that it is wider than it is tall. Click on the Print Setup button. Select Landscape. Click OK.

Let’s set up this board to be the same size as printer paper. Click on Use Printer Page.

Educator’s Hint: At the top of this screen, you can choose to have the rulers you will use in creating your boards display in inches or centimeters. Let’s leave it set to inches.

The gap width and gap height refer to the vertical and horizontal spacing between buttons when you are creating multiple buttons at one time. You can increase or decrease this spacing. For now, we will not change this.

Click OK to return to the Drawing Window.

5. Next, we’ll create a grid of buttons. Buttons are placed on the Drawing Window to hold pictures and words for Boardmaker boards.

a) Let’s create our first button.
(1) Click on the **button tool**. The cursor will change to a Cross Hairs appearance. Position the cross-hairs 1” from the top and 1” from the left hand side of the window, using the built-in rulers.

(2) Click the mouse and drag it until you have created a button that is 1.5” x 1.5” in size.

*Educator’s Hints:* To insure you have a square button, you can hold down the **Shift key** while dragging out the button.

*If you need to change the size of the button, select the **Pointer Tool** and move it over any edge or corner of the button until a double arrow appears – then click and drag to resize.*

(3) We are now going to make copies of this original button to form a grid of buttons. Click on the **Button Sprayer Tool**. Then click on your button and while clicking on it drag diagonally and
down until you have created a grid with 3 buttons across and 3 buttons down. The spacing between each button on your grid is determined by the gap width and gap height that was set on the Print Setup screen, discussed on page 3. By default, this gap is 1/8”.

(4) Click anywhere on the background to deselect all of the buttons.
(5) Save your grid in the My Boards folder. Name your grid.

6. Here is a summary of the other tools you will find in the Drawing Window. We will be using these tools later in this workbook.

   a) Symbol finder Tool  Find Boardmaker symbols
   b) Freeform Button Tool  Draw buttons that have any shape
   c) Line Tool  Draw lines
   d) Text Tool  Add text
   e) Symbolate Button Tool  Create symbol adapted text
   f) Color Tool  Change board or button background color or button border color.
   g) Thickness Tool  Change button border thickness.
   h) Corner Tool  Change the shape of the button.
   i) Shadow Tool  Apply 3-D button shadows.
   j) Zoom-In Tool  Magnify the screen view
   k) Zoom-Out Tool  Decrease the screen view.
Lesson II. Working with the Symbol Finder

The **Symbol Finder Tool** is used to search through the 4,500 PCS symbols contained in **Boardmaker** to find an appropriate symbol to meet your needs. Before we start, make sure only the first button on your grid is selected by clicking on it with the **Pointer Tool**.

1. Click on the **Symbol Finder Tool**. This will open the **Symbol Finder Window**. Let’s search for a symbol for the word “girl”.
   a. Type “girl” into the **Search Text Field Box** (the upper text box) in the **Symbol Finder Window**.

   ![Symbol Finder Window](image)

   b. A picture with the word “girl” in it will appear. In the example above, “gingerbread girl” appeared when girl was entered in the **Search Text Field Box**.

   You can click on the **Previous/Next arrows** to see other symbols for “girl”.

   Click on the **Thumbnails button** to view thumbnail pictures of all symbols that match your search.
Select one of these thumbnails to paste in your first button by clicking on it to select it and then press the Enter key.

c. Before we search for another symbol, let’s look at the 3 buttons above the Search Text Field Box that can refine our search:

1. The first search button searches for words that begin with the text you have entered. For example, if you typed “her”, all words that begin with “her”, such as “here” would be found in addition to “her”.

2. The second search button searches for the text you typed anywhere in a word. For example, if you typed “eat”, all words that have these letters in them, such as “weather”, would be found.

3. The third search button searches for whole words that match the text you have entered.

Try searching for some symbols using the 3 search methods shown above.
d. Many symbols are assigned more than one name. If you click on the arrow next to the **Alternate Symbol Name Field** (the lower text box) in the Symbol Finder window, you will see alternate names that can be used to find that symbol. The Gingerbread Girl that was displayed when we typed in “girl” shows “gingerbread girl” as an alternate symbol name so you can also find this symbol by typing in “gingerbread girl”, or just by typing “gingerbread” in the **Search Text Field Box**.

e. If you would like to change the name of a symbol or add a name to a symbol, click on the **Change Symbol Names** button. You can make a symbol more personal adding a name. In the example below, we typed in “Mary” as another symbol name, clicked on **Add a Name**, and then **OK**. We can now search for “Mary” in the **Search Text Field Box**.
Here are the steps:

1. Type the name you would like to add for this symbol in the text box below Add a Name. Then click Add a Name.

2. You can also assign the symbol to specific categories. Click Assign Categories. Check all categories in which you would like the symbol to appear.

   **Educator’s Hint:** If you would like to change the name of a symbol just for the current use, type the name you would like to use in the Alternate Symbol Name Field. Press Enter to place the symbol on the button with the new name.

f. Let’s look at the Select Categories Button, which is next to the Thumbnails button.

1. Before you click on this button, let’s delete the text from the Search Text Field Box. Then, click on the Select Categories Button.

2. Next, click on Clear All Standard Categories to uncheck all category selections.

3. Now, click on a category to choose it and then click OK.

4. When you click on the Thumbnails button, you will see all symbols in that category.

   **Educator’s Hint:** The Select Categories feature is useful when you are making a topic-based board.

5. Click on the Select Categories button again. Click on Use All Standard Categories to restore original settings. Click OK.

g. Click on the Change Symbol Finder’s Settings button.
1. Choose if you would like text to appear with your symbol or if you would like it hidden. You can choose to have text visible in 1 or 2 languages.

2. Choose the **font size** of the text.

3. Choose position of text labels – on top of symbol, on bottom of symbol, or no label.

4. Choose to have symbols in color or black & white.

5. Click **OK** when you are finished making changes.

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1. **Marquee/Lasso tool** can be used to select only a portion of a symbol.

2. Let’s try using the marquee and lasso tools. Search for the word “fruit shake”.

The symbol for a shake plus fruit will appear.

- Click on the **Marquee tool** to select only the shake. Draw a rectangle around the shake to select it. Click on a button to place the shake on the button.

- Now click on the **Lasso tool** to draw around a portion of the fruit. Click on a button to place the fruit you have selected on that button.

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1. Add pictures and/or text to the remaining buttons. Click **File, Save.**
Lesson III. Working with the Drawing Tools

Let’s try using more of the tools that are in the tool palette. We have already used the Symbol Finder Tool, the Pointer Tool, The Button Tool and the Button Sprayer Tool.

1. The Freeform Button Tool lets you draw buttons that have a freeform shape. For example, you can create an invisible button on a photograph. You can also use this tool to draw polygons.

   a. Click on the Freeform Button Tool. Click and drag the mouse around to draw a freeform button. Release the mouse button to close the button with a straight line.

   Educator’s Hint: You can use this tool to create a button that has a different, fun look. Another idea is to draw a freeform button to create a “hotspot” on part of a background picture.

   b. To create a polygon, click the Freeform Button Tool. Next, press and hold the Control Key (Ctrl) and click to begin the button. Click and drag to draw the first side. Click to complete that side – continue to press the Ctrl key. While pressing the Ctrl key, click the mouse where you want each corner of the polygon to be. To complete this button, double-click to specify the final corner, or just release the Ctrl key.
c. The Freeform button can be used to draw buttons that have both freeform and straight sides. Click the **Freeform Button Tool**. Press and hold the **Ctrl** key to draw a straight side. Release the **Ctrl** key (but not the mouse) and drag the mouse to draw a freeform side. Alternate straight and freeform sides.

![Diagram of a button with both freeform and straight sides]

d. You can convert any freeform button that has an irregular shape into a polygon. Select the **Corner Tool** and then select a **shape** from the choices.

![List of shapes]

The freeform button will appear with its new shape.

2. Click on the **Line Tool**. Position the cross-hairs over one of the symbols you have placed on a button. **Click** and **drag** to draw a line through the
symbol.

**Educator’s Hint:** You might consider drawing a line through a symbol to indicate its absence or that it is not wanted. In the example below, we have drawn a line through the symbol of lettuce to indicate a student’s sandwich preference.

![Symbol using the line tool](image)

3. Click on the **Text Tool**. You can add text to a symbol with this tool. Set the font and font size from the pull-down **Text** menu.

**Educator’s Hint:** When you import photos into Boardmaker, they will usually not include text. You can then use the Text Tool to add text.

4. Click on the **Symbolate Button Tool** to create activities that pair text with symbols.

**Educator’s Hint:** Use this tool to create symbol-adapted stories, sentence strips, directions, worksheets, etc.

   a. When you click on the **Symbolate Button Tool**, you create a button that will hold the text you type and match symbols to this text.

   b. Type text into the Symbolate button. Again, when you type a word that has a matching symbol, that symbol will appear. There is no limit to the amount of text you can type. The text will automatically wrap to the next line when it reaches the right edge of the button.

**Educator’s Hint:** The Symbolate Button Tool refers to the drawing tool on your toolbar. The Symbolate button is the button created by this tool.
c. To find symbols matching multi-word phrases, like “solar system”, type an underscore between the 2 words (solar_system).

d. You can use the drawing tools (color, border thickness, etc.) on this button the same as you would on any other button.

e. To edit text in the Symbolate button, first click on the Symbolate Button Tool to select it; then click on the text you would like to edit. Type in the new text.

f. To see other symbols that may match your text, click the Symbolate Button Tool to select it and then click on the symbol you would like to change on your Symbolate button. Press F2 or F1 to cycle forward or backward through other symbol choices for this word.

g. Another way to find all possible symbols that match text is to use the Symbolate Candidates Dialog. Click on the Symbolate Button Tool to select it. Double-click the symbol (not text) you would like to change. The Symbolate Candidates Dialog will open. You can choose one of the symbols shown to replace the symbol currently used by double-clicking it. The Symbolate Candidates Dialog will automatically close.

![Symbolate Candidates Dialog]

h. If a symbol does not appear for a word you type or if you are not satisfied with any of the available choices, open the Symbolate Candidates Dialog as shown in the preceding step. Click Add New Symbol. Search for a symbol you would like to pair with the word. Click OK when you have located a symbol you would like to use. You will be back at the Symbolate Candidates Dialog window. You can make this symbol the default symbol for this text by clicking on it to
select it and then clicking **Make Default**. Click **OK** to close the **Symbolate Candidates Dialog**.

i. To change the text on your **Symbolate button**, but not the symbol, click the **Symbolate Button Tool**. Click on the word you would like to change on your **Symbolate button**. Press and hold the **Alt** key while typing the new text.

j. Select the pointer tool. You can right click a symbol or text on your Symbolate button to quickly edit it.

k. Right click the Symbolate button you have just created to access a menu for additional editing options. Many of these options are self-explanatory.

1. Use the **Pointer Tool** to click and drag the left or right border of the Symbolate button to resize it.

2. Click **Autofit Border** to make a consistent margin around the contents of the Symbolate Button.
3. Click on **Symbolate Properties** to change Symbolate properties for all future Symbolate buttons. Make changes to meet your preferences.

![Symbolate Properties dialog box](image)

5. Click on the **Pointer Tool** to deselect the Symbolate Tool. Then, click on the **Color Tool**. When you click on this tool, you will see a palette of colors. The top of the color palette will give information referencing what part of your board is currently selected and ready for color. To select a button or symbol or text, you must click on it with the **Pointer Tool**. If you added text and that text is the last thing you clicked on, the top of the color box will show the word **Text**. When you choose a color, it will change the color of the text.

If instead of text, you have selected a line, the top of the color palette will show the words **Text or Line**.
Click on the eye dropper to select a color that is already on your board, but not on this color palette.

Press the Escape key on your keyboard to close the color box.

If instead of text, you have a button selected, the top of the color palette will allow you to choose to color the Button or the Border. Click on the one you wish to color.

At the very bottom and right corner of the color palette is the transparent color. Choose this to make the button transparent (and invisible). Buttons will be invisible in Use Mode.
**Educator’s Hint:** If you choose to create invisible buttons, make sure that border thickness is set to *none* (see below). Invisible buttons can be used on portions of a picture when you don’t want to cover the original picture but you want to create an interactive picture where actions are produced when a user clicks on different portions of the picture.

Try changing the color of some of your buttons. If you have added text to a button using the Text Tool, try changing the color of that text.

You can also change the color of the **background** of your board. Use the **Pointer Tool** to click anywhere on the background (not on a button). Then click on the **Color Tool**. The top of the color palette will now say **Background**. Click on the color you would like for the background of the board you are creating.

6. Click on the **Thickness Tool** to thicken a selected line. With the line selected that you have just drawn, click on the **Thickness Tool** and click on one of the thicker lines. This will increase the width of the line you have drawn over your symbol.

7. Click on the **Corner Tool**. Then click on one of the buttons and experiment with the different corners to see how they change the shape of the button.
8. Click on the **Thickness Tool** and thicken the border of one of your buttons.

Then, click on the **Shadow Tool**. This will give the button a 3-d appearance.

9. Click **Zoom In** to zoom in for a closer look at a symbol and **Zoom Out** to zoom out the focus.

10. More tools are available when you click on the **Pointer Tool** and then directly on the center of a symbol. You will see a new palette of tools, the **Paint Tools Palette**.

Let’s take a look at these **Paint Tools**.

In order to use these **Paint Tools**, the symbol must be converted from a metafile to a bitmap. When you click on one of the Paint Tools, you will be asked to make this change. Click **Yes**.

![Yes or No](image)

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**a.** Click on the symbol of the “shake” that we earlier pasted onto a button. The **Paint Tools** will be visible. Then, click on the **Flip Horizontal Tool**. Notice that when you click on the **Flip Horizontal Tool**, that the image of the shake is reversed.

**b.** The **Flip Vertical Tool** allows you to rotate a symbol vertically.

**c.** When you click on the **Rotate Tool**, you can rotate a symbol $180^\circ$.
d. Click on the **Pencil Tool**. Now try drawing on the symbol. If you want to change the color and thickness of the line you are drawing, click on the **color** and **thickness** tools and then again on the **Pencil Tool**.

e. The **Fill Tool** can be used to fill selected portions of a symbol with a color of your choosing. Try changing the color of a portion of one of the symbols on your board. Choose a **color**, click on the **Fill Tool** and then on the area that you wish to change.

f. The **Fill All Tool** is a little different from the **Fill Tool** in that it will replace all instances of a specific color with the newly chosen color. For example, if you would like to change the skin color on a symbol of a person, choose the **Fill All Tool**, and click on one portion of the skin – all areas of the skin will be changed.

g. The **Invert Tool** is used to invert the colors of a black and white symbol.

h. The **Eraser Tool** is used to erase a portion of a symbol or text.

i. The **Marquee** and **Lasso** tools are available on this toolbar to select portions of the symbol.

j. Click **File, Save**.

**Lesson IV. Adding Symbols to Boardmaker Plus**

There are 4 ways you can create new symbols:

1. Combine Boardmaker symbols or portions of symbols to create a new symbol.
2. Scanned images
3. Digital photos
4. Internet images
First, let’s look at creating a new symbol by combining 2 Boardmaker symbols.

1. Let’s create a symbol for “dinner and movie”. First, create a new board with several buttons. (Follow the steps from Lesson 1).

   a. Search for a symbol for “dinner”. Let’s change the text label for this symbol. To make our new label fit, we need to change the font size.

   1. Click on the **Change Symbol Finder’s Settings** button.
      Set the Line 1 font size to 12. Click **OK**.
   2. Click in the **Alternate Symbol Name Field** and change the text to “dinner & movie”.

   b. Once the first symbol is on the button, use the **Pointer Tool** to click on the inside of the symbol to highlight the pictured items. A dotted line will appear around the symbol to show it is selected.

   c. Move the cursor to the corner of the symbol. A **double arrow** will
appear. **Click and drag** to make the symbol smaller.

**d.** Now, let’s search for a symbol for “movie”. Then, click in the **Alternate Symbol Field** and press the **Delete** key on the keyboard to remove the symbol text.

The Alternate Symbol Field is the lower text box.

**e.** Click on the **“dinner & movie”** button that we are working on. A message will appear asking if you want to replace, add to, or cancel the action. We want to add the movie symbol to the dinner symbol already on the button, so click on **Add To**.

**f.** Now, click on the **movie** symbol to select it, then resize it using the **double arrows** that appear at the corner of the symbol. Click in the center of the movie symbol to position it at the lower right corner of the
button.

Your finished symbol should look something like this:

![Symbol Example]

9. Let’s copy our new symbol to the Symbol Finder so we can use it again in other boards. Here’s how:

- Select each of the symbols used in creating the new symbol. To do this, click on the “dinner” symbol, then hold down the Shift key, and click on the “movie” symbol. Do not click on the symbol name (text).
- Click on the Edit pull-down menu, and then on Copy.

- Click on the Symbol Finder Tool in the Tool Palette. Click on Edit, then Paste. You will be asked to assign a name and category to the new symbol.

- Type in the name of your new symbol in the Add a Name box. Click on Assign Categories. Let’s assign this symbol to the
Other Leisure category. Click OK and then click OK again. You have now added a new symbol to Boardmaker!

2. If you have a scanner, you can scan a picture into your computer and add it to the Boardmaker library.
   a. Using the scanning software that came with your scanner, start scanning your picture or photo.
   b. Your scanning software should allow you to preview the picture and select all or only a portion of the photo to scan.
   c. With the software that came with your scanner:
      ✓ Reduce the number of colors your scanner will capture to 256
      ✓ Set the output resolution:
         o 150 dpi is recommended for boards that will be printed
      ✓ Set the size of the picture to the largest size you anticipate using on a button.
      ✓ Scan the photo.
      ✓ Save the scanned image as a .bmp, .jpg, .gif, .png, .wmf, or .emf file. Be sure to remember where you saved the picture.
   d. Now, let’s import this scanned photo to the Boardmaker library.

      1. Click the Symbol Finder button to open the Symbol Finder Window.
      2. Click the File pull-down menu, then Import, then Picture.
e. Locate your picture file. Click **Open**.

f. Your picture will appear in the **My Symbols** window. Name it and assign it to a category.

3. You can also add digital pictures to the Boardmaker library. These pictures
can be from a digital camera or a Photo CD. **Import** the picture to the Boardmaker library by following the same steps shown above for scanned images.

4. You can also use "**Drag and Drop**" to put a picture on a Boardmaker button or add it directly into the Symbol Finder. Let's look first at using “Drag and Drop” to add a picture to a button.

   a. Locate the picture you would like to use using **Windows Explorer**. You may have previously saved this picture using Windows Explorer, Internet Explorer, Firefox, Word, Outlook or the My Computer Browser. Position Windows Explorer so you can see portions of both the Boardmaker window and Windows Explorer.

   b. Click and drag your picture over to the desired Boardmaker button and then release it.

   **Educator's Hint:** Before using “Drag and Drop”, you may wish to turn off all picture labels in the Symbol Finder dialog window. This will prevent labels associated with the picture that may not be appropriate appearing on the button. Or, hold down the **Alt** key while dragging and dropping to omit the label.
c. Use the same process to drag a picture onto the background of a board. It will automatically be scaled to fill the board without distorting the image. If you do not want it to be resized, hold down the Ctrl key while dropping the image. You can also manually resize an image.

d. You can use “Drag and Drop” to bring a picture from the Internet onto a Boardmaker symbol. Have both the Internet window open and Boardmaker – position as in the example shown above so you can see both windows. Click and drag the picture to the desired Boardmaker button.

e. To use “Drag and Drop” to add symbols directly to the Symbol Finder, make sure the Symbol Finder is open. Then, drag and drop the image onto the Symbol Finder. The My Symbols Window will open. Name the symbol and assign it a category.

f. To add multiple pictures to the Symbol Finder at the same time, first select the desired pictures, holding down the shift key while clicking. Drag and Drop these images into the Symbol Finder. The Import Symbols window will appear. Choose options for names and categories.

Lesson V. Working with Templates

Now that you know how to create boards, you can save time by using templates built into Boardmaker. Boardmaker comes with a number of pre-designed templates. Templates are blank Boardmaker boards with buttons already sized to work with many popular communication devices. Templates are also available for calendars and schedules.

1. Click File, Open. Choose Open a Template.
2. Templates are arranged in folders. Open a folder to access the templates.

3. You must rename a template when you save it. Click **Save As** and give it a name other than the template name.

4. You can also create your own templates. If you have designed a board layout that you would like to re-use, save this layout in the **Templates folder**, found inside the **My Boards folder**. You must make your template board a **Read-Only** board to protect it from being altered when boards made from it are saved. To do this, go to the **Windows Explorer**. All Boardmaker boards are located in the **My Documents folder**. Find your template board. Right-click on it, then click on **Properties**.
Check the box next to Read-Only. Click OK.

You can now re-use this board as a pattern for new boards. It will be found in the Templates folder.

**More Tips**

1. You can resize a button and its contents. Hold down the **Ctrl** key while dragging the button border to resize the button and its contents.

2. If you would like to resize the button and its symbol, but not the text, press and hold the **Ctrl + Alt** keys.

3. You can resize multiple buttons at the same time. Select the buttons to be resized using the **Pointer Tool** while holding down the **Shift key**. Press and hold the **Ctrl** key while you click and drag the red dashed border around the selected buttons to resize them and all of their contents.

4. You can shuffle buttons on a board to randomize their location. Click **Edit**, then **Shuffle Buttons**.

5. Dashed button borders can be applied to a button. Right click on a button (make sure you have the whole button, not just the symbol or text on the button). Select **Properties**, then **Dashed Borders**.
6. If you are designing a board that includes a background image, you can prevent accidental selection of this background. Right-click on the background image and select **Anchor Picture on Background**.

**Lesson VI. Button Actions:**

**Make your Board Interactive**

You already know how to create boards, add graphics and text and use paint tools. We will now look at how you can make your boards interactive. You will learn how to assign button actions to the buttons to make them speak and perform a variety of onscreen actions.

Boardmaker Plus includes a large number of sample boards, which are located in the Templates folders. Click **File, Open, Open a Template**, then choose **SDP Sample Boards**. If you’d like, you can open some of these boards to get an introduction to the types of boards that can be created.

1. Let’s start by creating a basic board, following the steps in Lesson I to create a board that will look like the example shown below.
Here are the steps to create this board:

- Click **File, New Board**.
- Click **File, Print Setup**. Click on **Use Display Size** for the Board Size. Then, when the board is used, it will fill the screen.
- Click **Print Setup** and change the **orientation** to landscape.
- Create a board with 1 button in the top row, size 3” wide x 1¾” high and place it 2½” from the top of the board. (we will be adding something in that space later). Make 7 buttons in the next row for the days of the week 1” wide x ¾” high. Make 4 buttons in the 3rd row, 2” x 2”.
- Add the symbol for “today” to the button in the top row. Add symbols to the second row for each of the days of the week. Add weather symbols to the 3rd row.
✓ **Save** your board in the **My Boards folder** and name it, “**Calendar 1**”.

2. Now, let’s add button actions to our board. You can add button actions to a button by double-clicking on that button. Double-click on the “**Today**” button.

3. The **Button Actions Window** will open. This is where you set up how you want the button to function. There are over 125 different button actions to choose from. They are grouped by category.

   ![Button Actions Window](image)

   The large window is the Action Window. Let’s take a closer look at the Action Window. The Action Window is divided into 3 general sections, with tabs for action categories along the top:

   - On the left is the **Action Menu** with all actions that can be assigned to a button for a specific **Action Category**.
   - Along the top are tabs for each of the **Action Categories**. These categories are grouped by button function. Try clicking on some of the Action Categories and notice how the Action Menu changes.
   - To the right of the Action Categories is a **Help** box. This Help box provides helpful information for any topic where you position the cursor.
The large window at the bottom of the Action Window is the **Assigned Actions Box**. When you assign an action to a button, it will appear in this box.

4. The first Action Category, Basics (the first tab at the top of the window) contains the most commonly used actions. Click on **Basics**.
   a. Let’s work with the **Speak Message** action. First, we’ll set up the “today” button to speak a message using a synthesized computer voice. Click on **Speak Message** in the **Action Menu**. The following screen will open.

   ![Enter Text](image)

1. You can type in a message for the button to speak. Type in “Today is”. Test the voice by clicking on **Speak**. Click **OK**. This action will now appear in the **Assigned Actions Box**. Click **OK** again to close the **Action Window**.

2. If you would like to change the voice used, click on the **Dynamic Boards** pull-down menu at the top of the Boardmaker Plus screen and choose **Voice**. Boardmaker Plus comes with Microsoft SAPI voices (RealSpeak voices are available only for Speaking Dynamically Pro).

3. Click the **pull-down arrow** next to the **Main Voice** to see all available voices for the synthesizer you are using. You can choose
to use the SAPI4 or SAPI 5 synthesizer. SAPI 5 voices will sound better than SAPI 4 voices. Click on the **Main Voice** button to listen to the voice you have selected. Try adjusting the rate of speech by clicking the **pull-down arrow** next to speed.

4. Choose a main voice and click **OK**.

5. Add the **Speak Message** button action to the days of the week buttons. Double-click each button. When the Enter Text screen opens, click on Use Button Text and you won’t need to type any text into the box.
6. Repeat the above process for each of the weather buttons. You can choose to have each button speak the text on the button or you can type in a phrase or sentence for the button to speak.

7. To test your buttons, you need to switch from the Design Mode to Use Mode. Click on the Dynamic Boards pull-down menu and choose Use. Click on each of the buttons and listen to them.

   **Educator’s Hint:** You must be in Design Mode to create boards. You must be in Use Mode to try them out and make sure they are working the way you want them to.

8. To get back to Design Mode, press the keystrokes Ctrl + d.

   **Educator’s Hint:** You can also use keystrokes to go to the Use Mode – press Ctrl + U on your keyboard.

9. You have just assigned your first button actions to your board.

   b. The next button action we are going to learn about is the action, **Type Message**. This button action displays a text message in a box that is called the **Message Display Box**. This feature lets the user see the message that is being typed. It is very useful when creating sentence building boards. We will be adding a Message Display Box to the top of our board.

   1. First, let’s look at a sample board. Click File, Open, Open a Template, then Interactive Sample Boards. Choose Summer Activity Writing. Switch to Use Mode and try this board. Switch back to Design Mode and Close the board.

      **Educator’s Hint:** The Message Display Box is important when a user is building a sentence from multiple buttons. As each one is chosen, the text can be entered into the Message Display Box to create a complete sentence.

   2. With the "Calendar 1” board open, click on the Dynamic Buttons pull-down menu and choose Message Display.

   3. Position the Message Display at the top of the window above your other buttons. Switch to Use Mode. Your buttons will speak but they won’t type text in the Message Display yet. Switch back to Design Mode.
4. Double-click the “Today” button. With the Basic category selected, click on Type Message. Type in “Today is”. Leave a space after the word “is”.

5. You will now see 2 button actions in the Assigned Actions Box.

6. Repeat this process for the rest of your buttons. For the days of the week, you can choose Use Button Text. When you use button text, make sure Add a Space after the Text is checked so there will be spacing between each word.

7. Switch to Use Mode and try the buttons. Then, switch back to Design Mode.

c. Let’s create a button to make everything typed into the Message Display speak. To do this, we’re going to have to leave the Basics action category.

1. Create a button and position it to the right of the Message Display. Resize the Message Display as needed.

2. Add the symbol for “talk” to the new button and change the text that goes with it to “speak”. Double-click the new button to open it.

3. We’re going to use a different action category for this button. Click on the Messages tab along the top of the window.


5. Click OK.

6. Now return to Use Mode. Click on some of the buttons to add a message to the Message Display. To have the entire Message Display spoken, click the new “Speak” button.

d. The next action on the Basics Action Menu list is Play Recorded Message. We have set up all our buttons to use synthesized speech. However, if we want to record a human voice, we can do so with this action.

1. Double-click one of the buttons.

2. First, let’s remove the synthesized speech from one of our buttons. Look in the Assigned Actions Box and find the action, Speak Message. Click on it once to select it and then click Delete.
3. With the **Basic** category selected, click on **Play Recorded Message** in the **Actions Menu**.

![Button Actions](image)

4. Click on **Record a New Sound**.

![Record Sound](image)

5. Click **Record** and record the word or words you would like spoken when this button is selected. Click **OK**.

6. Type a description of this recording so you can find it and use it again in other boards.

7. **Save** your board.

e. The next action on the Basics Action Menu list is **Change Board**. This action turns your board into a dynamic display. We need to create a second board because only boards saved in the same folder as the current board will appear on the Change Board list.
1. Create a **New Board** with buttons for activities a child could enjoy in warm weather. Set it up like the example shown below using the activities you would prefer. Double-click each button and choose what you would like it to say. Add a **Message Display** to the top and an extra small button in the bottom right labeled “Main”.

![Sample Message Text](Image)

![Buttons](Image)

2. **Save** this board and name it “**Calendar 2**”. Save it in the **My Boards** folder.

   **Educator’s Hint:** Remember boards must be saved in the same folder if we want the **Change Board** feature to work.

3. Let’s go back to the “**Calendar 1**” board. Double-click on the “**Warm**” button.

   **Educator’s Hint:** When you are working with more than 1 board, you can quickly switch between them from the **View** pull-down menu. All open boards will be shown at the bottom of this menu.

4. When the **Button Actions Window** opens, click on the action **Change Board** (again, found in the **Basics** category). You will see a list showing the 2 boards you have created. Click the board, **Calendar 2**. Click **OK**. The **Change Board** action will now appear in the **Assigned Actions Box**. Click **OK**.
5. Now, click on **View** and choose “Calendar 2”. Set up the Main button on this board to change to “Calendar 1”, following the steps listed above. Or, you can use **Change Board Back** from the Basics Action Category list to change from “Calendar 2” to “Calendar 1”.

6. Switch to **Use Mode (Ctrl + U)** and try the change board features you have just set up. Switch back to **Design Mode (Ctrl + D)**

g. The next action on our list is **Text Preview**. This action allows the user to preview a button’s function when the cursor is moved over the button. The preview of a button’s function is shown in the **Preview Display**. This preview helps a user decide which button to choose.

We must first create a **Preview Display**.

1. Click on the **Dynamic Buttons** pull-down menu, then **Preview Display**. Position the Preview Display at the bottom of the board.

2. Each button needs to be set up to preview text. Double-click on the first button. Select **Text Preview** from the **Action Menu**. Click on **Use Button Text**. Click **OK**.
3. Create **Text Previews** for the remaining buttons.

4. Move your cursor over the buttons and watch the text appear in the **Preview Display**. You can be in Design or Use Mode.

h. If you would prefer, you can add a **Spoken Preview** to a button. With a **Spoken Preview**, the button will speak a message using synthetic speech whenever the cursor is placed on it (you don’t need to click). Double-click a button, then click on the **Spoken Preview** in the **Action Menu**. Type in the text you would like spoken.

i. **Recorded Preview** is the next action on the list. Like Spoken Preview, it provides an auditory preview. The difference is that it uses a recording of a human voice.

j. **Clear Message Display** clears the Message Display of all messages.

k. The last action on the Action Menu in the Basic Action Category is **Picture Button**. A Picture Button copies the picture and text on the face of the button into the Message Display.

5. Let’s look briefly at some of the other categories found in the **Action Window**. Some of these actions are covered in the Basics category, but may have some extra options in the other categories. Remember, all of them contain actions that can be added to buttons.

a. **Messages**: The Message Category allows you to add more actions to the Message Display we created earlier.

b. **Board Change**: Actions specific to changing boards are shown in the Action Menu when you click on this category.

c. **Text & Cursor**: This category gives you additional control to set up actions to move the cursor and select text.

d. **Message Files**: This category gives you the ability to set up message files that can hold text previously typed into the Message Display. A user can then use a message multiple times.

e. **Settings**: Use these settings to create additional button responses. Here are a few:
✓ Turn up or down the volume.
✓ Use a different voice.
✓ Access Method: A little later in this workbook we will see how to set Access method for the entire board. What this button action does is allow the access method to be changed by the user from the Speaking Dynamically Pro board.

   **Educator’s Hint:** Some users may benefit from a button that will allow them to change access method when fatigued

✓ Design Mode: This action creates a button that the user can use to go to Design Mode.

   **Educator’s Hint:** Some users will be able to program their own Boards if they have a button that will allow them to go to Design Mode.

✓ Rest Toggle: Add this action to a button to turn Rest Mode on and off. Especially helpful for individuals using head pointing.

✓ Typing Shortcut Setting: Add this action to a button to turn typing shortcuts on (for example, the first word after a period is capitalized).

f. **Variables:** Choose these actions to create conditional button responses. With variables, you can create buttons that will respond differently based upon previous button selections.

1. Let’s create another board that we will name “Greetings”. This board will use variables to give different greetings depending on the person we are greeting. Create a **New Board** with 5 buttons, 3 in the top row (each 1” square) and 2 in the bottom row (each 2” square). Put symbols in the top buttons for “mom”, “dad” and one other person (change the name to a real person’s name). Add symbols for “hello” and “goodbye” to the larger symbols. **Save** your board in the **My Boards** folder.

   Your board should look like the example on the next page.
2. Now, we’ll assign the variable actions.
   i. Using the Pointer Tool, double-click the button for “mom”. Click on Variables in the Action Categories List. Click on Assign Variable in the Action Menu.
   ii. The Assign Variable window will open. Type in person for the Variable Name and mom for the Value. Click OK. Click OK again.
   iii. Repeat this procedure with the appropriate names for each of the top 3 “people” buttons.
   iv. Double-click the “hello” button. We are going to tell this button to give different greetings depending on the person chosen. Click
on **Variables** in the **Action Categories** List. Now, click on **If** in the **Action Menu**.

![If Action]

v. Insert the **Variable** and **Value** in this window – exactly as you did in the Assign Variable Window. Looking at the window shown above, we are telling the button that “if the person is mom...”, an action yet to be defined will be performed. Click **OK**.

vi. Now, still in the **Variables Action Category**, click on **Speak Message** in the **Action Menu**. Type in “Hi Mom” as the text to be spoken. Click **OK**.

![Enter Text]

vii. Next, we need to let this button know what it should say to greet the other 2 people shown on the buttons. Click on **Else If** in the
Action Menu. Type in person for the Variable and dad for the Value. Click OK.

viii. Click on Speak Message in the Action Menu. Type in “Hi Dad” as the text to be spoken. Click OK.

ix. Repeat the above steps for the last button with a person’s name on it, putting that name in the Value box.

x. Let’s set up the button to give a general greeting to other people. Click on Otherwise in the Action Menu. Click on Speak Message and type in “Hello”. Click OK.

xi. Finally, click the End If action to add it to the Assigned Actions after you have completed all If Actions. Your Assigned Actions for the “Hello” button should look like the example on the next page.

Educator’s Hint: Once you have chosen a person, your board will give a personalized greeting. In order for the general greeting to work, it must be the first button chosen when the board opens.

xii. Use the same steps to program the Goodbye button.

xiii. Switch to Use Mode. Now, click on Mom and then on Hello. Your button should say “Hi Mom”. Click on Dad and then Hello. Your button should say “Hi Dad”. Try out the various combinations, always clicking on the variable (the person’s name) first.
xiv. Additional variable actions in the Action Menu list will allow you to further define variable actions.

g. **Quick Actions:** These actions allow you to create buttons whose content can be edited while working in the **Use Mode**.

1. **Quick Text:** Quick Text buttons are designed for literate users. They provide additional independence and control of communication for the user because the user can change the message on the button himself – while still in **Use Mode**. It is not necessary to go to Design Mode when a Quick Text button is used.

2. In the steps below, we are going to learn how to set up **Quick Text** buttons. We’ll also add buttons to our Message Display that will allow the user to copy text from the Message Display to the Quick Text button or from the Quick Text Button to the Message Display. We’ll also add buttons to Clear the Message Display and to clear the Quick Text button.

   a. First, let’s create a new board, a Shopping List board. This board will use Quick Text buttons so the user can quickly change items on the shopping list. Draw 6 - 1 ½” buttons and place them about 3” from the top of the board. Add a Message Display, leaving about 2” space between the Message Display and the 6 buttons. **Save** your board and name your board “Shopping List”.

   b. Double-click on one of the 6 buttons.

   c. Click on **Quick Actions** in the **Action Categories** list.

   d. Select **Quick Text** in the **Action Menu**.

   e. We won’t add a message to the next dialog box. **Click OK**.

   f. Now, click on **Quick Speak** in the **Action Menu** so that any text the user enters will be spoken when selected.

   g. **Click OK**.

   h. Click on the **Shadow Tool** to make the button stand out more and thicken the border. You might also change the font size to **18 point** by clicking on the **Text Tool**. From the pull-down **Text** menu, choose **Justify** and then **Center**. Let’s also use the **Corner Tool** for a rounded corner appearance.
i. Repeat the above steps for the other 5 Quick Text buttons that we will use for our shopping list.

j. Before we’re done, we need to add some Quick Text Control Buttons to use with the Message Display.
   
   i. If necessary move the buttons on your screen so you have some space under the Message Display for additional buttons.

   ii. Now, add 4 buttons (each about ½” high and 1 ½” wide) directly below the *Message Display.*

   iii. Using the **Text** tool, choose size 16 font from the pull-down **Text** menu, with **Alignment** set at **Center.**

   Type the following labels on the buttons:
   
   a. Clear Display
   b. Clear Button
   c. Paste to Button
   d. Copy from Button

   These buttons should look something like this:

   ![Sample Message Text](image)

   iv. Using the **Pointer Tool**, Double-click the "**Clear Display**" button. Click on **Messages** in the **Action Category** list, then **Clear Message Display** in the **Action Menu.** Click **OK.**

   v. Double-click the "**Clear Button**". This button will be used to clear a Quick Text button. First, assign the **Clear Message Display** action, as in the above step. Then, click on **Quick Actions**, then **Display to Quick Text**. Click **OK.**

   vi. Double-click the "**Paste to Button**". Click on **Quick Actions**, then **Display to Quick Text**. Click **OK.**

   vii. Double-click the "**Copy from Button**". Assign the **Clear Message Display** action as shown above.
Then, click on **Quick Actions**, then **Quick Text to Display**.

**viii.** Click **OK**. **Save** your board.

**ix.** Go to **Use Mode**.

a. Type a message into the Message Display that a user might want to save and use again. Click **“Paste to Button”** and then click one of the **Quick Text** buttons. This will be available until you choose to remove it as shown on step b.

b. To clear text off the Quick Text button, click on **“Clear Button”**, then click on the **Quick Text** button. The Message Display will also be cleared.

c. Type another message into the **Message Display**. Click **“Paste to Button”** and then the **Quick Text** button. Now click on **“Clear Display”** to clear the Message Display.

d. To put the text from the Quick Text button back onto the Message Display, click on **“Copy from Button”** and then the **Quick Text** button.

**x.** Go back to **Design Mode**.

3. Quick Actions can also be assigned to change the picture on the face of a button while in **Use Mode (Quick Picture)**, or to record and save a message on a button while in **Use mode (Quick Record)**.

4. If you would like a button that shows the current day, date or time, assign these actions from the **Quick Actions** tab. They will be tied to the date and time in your computer.

**j. Cool Stuff:** Let’s look at one of these miscellaneous actions.

1. You can set up a button to launch an application. For example, a button could be set up so that the user could quickly open his word processing program.

   a. To make this work, you must first create a **shortcut** of the program and put this shortcut in the **SDP Externals folder**.
i. Go to the **Windows Explorer** and locate the program you would like to launch. Right-click on the icon that launches the program and choose **Create Shortcut**.

**Example:** So that our user could get to the Internet from his board, in this example we located the icon that launches Internet Explorer. We then right-clicked on the icon and chose **Create Shortcut**. (See next page).

![Create Shortcut](image)

ii. Drag the shortcut you created to the **SDP Externals** folder (located inside the **Boardmaker with SD Pro folder**), shown in the example on the next page.

![Program Files](image)

iii. **Close** the Explorer.

b. Open one of the boards you have created in **Speaking Dynamically Pro**. Create a **new button** to launch your program. Double-click the button. Choose **Cool Stuff** and click on **Launch**.
Application. You will see the shortcut you created. Double-click this shortcut. Click OK. Switch to Use Mode and try it.

We will not be covering the other actions in the Cool Stuff Actions Category in this workbook. If you look over these actions, you will see that actions can be created to do a variety of functions, including inserting a movie into a board, pausing and canceling speech, changing labels and symbols on buttons while in Use Mode, etc. With the skills you have already learned in creating button actions, you can try any of these additional actions.

VII. Dynamic Boards Menu

The Dynamic Boards pull-down menu will allow you to further customize your board to meet a user’s needs. Make sure you are in Design Mode and let’s take a look at this menu.

1. Design Mode: When you want to change a board, click to switch to Design Mode.
2. Use Mode: To actually use the boards – letting them speak and perform actions – switch to Use Mode.
3. Access Method: Click here to choose the best access method for the individual who will be using the board.
4. Button Selection: This menu allows you to control when a button selection can be made and when button selections should be ignored. The default setting is Finish Current Actions Before Allowing Next Selection.
**Educator’s Hint:** You might change from the default setting for an advanced user who wants to continue making button selections while a previously selected button is performing its actions (choose *Button Selection Enabled During Speech*). Or, you might change the delay and/or *debounce* settings for a switch user who might accidentally press the switch multiple times.

5. **Voice:** We looked at this menu earlier in the workbook. You can change the main voice and rate of speech. If you are using a preview voice for the audible preview of a button, you can choose to use a different voice than the main voice.

You can also change the pronunciation of a word from this menu. Click on **Change Word Pronunciations**. Type in the word that is not being pronounced correctly.

Type in letters and/or words to phonetically sound out the word. Click **Play** to listen and see if it is right. Click **Finish**.

6. **Speaker Volumes:** You can control whether the volume is set by the Windows Sounds control panel or whether you set each of the sounds individually.
7. **Keyboard Response**: If Accessibility support has been installed with your Windows operating system, you can adjust keyboard response from this menu. When you click **Accessibility Options** from this window, you will adjust how quickly all programs operating within Windows, including Speaking Dynamically Pro, respond when a keyboard key is pressed.

8. **Button Keys**: You can use this feature to assign and activate any button on a board using a keyboard key.
9. **Highlight Buttons**: This menu offers features for users with low vision.

![Highlight Buttons](image)

Note: To turn on and off the Button Keys feature or change the toggle key, you must de-select all buttons before selecting Button Keys from the menu.

10. **Typing Shortcuts**: Typing Shortcuts is another feature designed to help the user save keystrokes when typing into the Message Display. When Typing Shortcuts is turned on, the first word typed in the Message Display will automatically be capitalized. Spaces will be inserted appropriately after commas and periods and the user doesn’t need to hold down the shift key to type a question mark. Click on **Typing Shortcuts** in the **Dynamic Boards** pull-down menu to turn this feature on. A check will appear next to it when it is turned on.

11. **Usage Counts**: The next feature we are going to look at on the **Dynamic Boards** pull-down menu is the Usage Counts feature. When this feature is
turned on, you can keep track of the number of times each button is selected by the user.

![Usage Counts dialog box]

a. Click on Counting Enabled to turn on Usage Counts.
b. Click on Show Usage Counts to display the number of times buttons have been selected on the lower left corner of each button.
c. Use the remaining buttons to reset the counts.

*Educator’s Hint*: This feature will help you monitor how useful the buttons on a board are to a user and whether any buttons need to be changed or whether the user needs to be given additional training to make full use of the board(s).

12. **Greetings**: When Boardmaker Plus starts, it can be set to play a greeting. Click on the Dynamic Boards pull-down menu, select Greetings. Type in the greeting you would like to use.

13. **Password**: If you would like to prevent the user from getting to the Design mode, you can set a password. For the password to work, Boardmaker Plus must be started in Use Mode. If you double-click on a board to start the program, the program will be started in Use Mode. Click on the Dynamic Boards pull-down menu, select Password. Type in the Password you would like to use.

14. **Start Up Board**: You can choose the board you would like to be the Start Up Board. Open that board, then click on the Dynamic Boards pull-down menu and select Start Up Board. Click on Use Current Board.

15. **Show**: This is the last item on the Dynamic Boards pull-down menu. From this menu, you can turn on additional tools and/or add visual cues to buttons. When a check mark is next to the item it is turned on. To turn it on/off, click on the item.
a. **Show Scan Tools**: If you are setting up a board for a scanner, you can turn on 3 tools that will allow you to customize the scanning sequence. These buttons will appear under the Boardmaker tools on the left side of your screen.

   i. **Sequence Tool**: Use this tool to change the scanning order of the buttons on a board.

   ii. **Scan Next Tool**: Use this tool to specify the next button that will scan after the user selects a particular button.

   iii. **Scan Pause Tool**: Use this tool to set up buttons so that the scan will temporarily stop until the user hits the switch.

b. **Show Movable Button Tool**. Select this option to display the Movable Button Tool. Use this tool to create movable buttons for counting, sorting, and sequencing tasks.

   i. Let’s set up a sorting task. Create a new board with 2 large buttons near the bottom of the board – one red and one green. Do not put any pictures on these buttons – just add color using the **Color Tool**. At the very top of the board, create a button that provides directions – use the **Text Tool** to type “*Put 3 circles in the green box and 2 rectangles in the red box*”. Right below the directions button, create 4 small buttons. Use the **Symbol finder** to add symbols for a circle, square, rectangle and diamond. Your board should look like the example below:
ii. We want to make 2 of the shape buttons movable so they can be dropped onto the red or green boxes (the destination buttons).

Click on the **Movable Button Tool** , then click on the **Circle** button. You will be asked to name the button. Let’s name it “Circle”. Click **OK**. Click and drag the **Circle** button on top of the green box button (the destination button). You will be asked to name the Destination button. Let’s name it “Green Box”. Click **OK**.

iii. You can now assign actions that will be performed when the circle button is dropped on the **Green Box**. Let’s choose the Action, **Speak Message**, and type in “That’s right”.

iv. Repeat the above process to program the rectangle button, with the red box button as its Destination button.

v. Switch to **Use Mode** and try dragging these buttons onto the red and green boxes. Switch back to **Design Mode**.

vi. In order to follow the directions on this activity to “put 3 circles in the green box”, we need to set up our Movable buttons to “clone” themselves. We can then drag and drop multiple copies of a button on the Destination button. Right-click on the **Circle** button. Select **Movable Button Properties**.
vii. Check the box next to **Move Clones**.

![Button Properties dialog box](image)

viii. You can also choose **Snap Back** from this menu to have a Movable button “snap back” to its original position when dropped on an incorrect destination.

ix. Click **OK**.

x. Another option is to center a Movable button when it has been
dropped on a Destination button. Right click the Destination button and select **Movable Button Properties**. Put a check next to **Destination button**, then check **Center Movables**.

![Button Properties dialog](image)

xi. One last option is that you can change whether a button is a Movable button, Standard button or Destination button using the above Button Properties dialog.

xii. Switch to **Use Mode** and try this activity, then switch back to **Design Mode**.

c. **Show Button Numbers**: Turn this on to see the number of each button.

d. **Show Button Names**: Turn this on to see the name of each button.

e. **Show Board Change Indicators**: You can turn on a visual cue to let the user know that a button will change to another board.

f. **Show Menu Bar in Use Mode**: By default the Menu Bar is displayed in Use Mode. If you do not want it displayed, uncheck this feature.

g. **Show Board Titles in Use Mode** If you would like the board titles to show in Use Mode, click on this feature to turn it on.

   **Educator's Hint**: **Turning off both the Menu Bar and Board Titles can be useful to minimize distractions on the board.**
VIII. Creating PopUp Boards

PopUp boards are small communication boards that pop up on top of the currently used board. They provide additional button choices when a button is selected similar to what happens when one board changes to another. However, with PopUp boards, the original board is still visible and the PopUp can close after a choice is made.

1. The board that opens a PopUp board is called the topic board. Open up the “Calendar 1” board that we created earlier. This will be our topic board.

2. While the “Calendar 1” board is open, create an additional 6 buttons, each 1.5” square. With all the buttons selected, drag the 6 buttons over the “Snowing” button.

3. Keep the 6 buttons selected. Click on the Dynamic Buttons pull-down menu and select Create PopUp Board.

4. Save the board as “Snow PopUp”. Make sure you save it in the same location as the “Calendar 1” board.

5. Now, double-click the “Snowing” button that is located on the “Calendar 1” board. Click on the Board Change Action Category. Click on Go to PopUp Board in the Action Menu. Click OK. Your new board will automatically be highlighted, with the location you have placed it. Click OK.

6. Switch to Use Mode. Click on the “Snowing” button. Your new PopUp board should open although there won’t be any pictures on it yet.

7. Switch back to Design Mode. Add symbols related to snow to each of the buttons and actions to make the buttons speak. Set each of the buttons on the PopUp Board to Return to Last Board after all other actions have been performed.

8. Switch back to Use Mode and click on the “Snowing” button again to try your new PopUp board.

IX. Scanning & Final Tips

Let’s briefly look at some of the features of Boardmaker Plus that set up boards for switch users.

1. Layout the boards consistently, with navigational buttons in the same location on each board.

2. Choose the type of scan that is appropriate for the user. Click on Dynamic Boards, then Access Method.
3. Click on **Dynamic Boards**, then **Show Scan Tools**. These Scan Tools will help you customize the scanning sequence (see page 56 of this workbook).

4. You can set up an auditory preview as buttons are scanned. Double-click on a button, choose **Basic Action Category** and select **Spoken Preview** or **Recorded Preview** from the **Action Menu**.

5. You can set up **scanning groups** to allow a group of buttons to scan as a single unit until the group is selected. To do this, first select all buttons that will be in the group. Hold down the **Shift key** to select multiple buttons. Then, click on the **Dynamic Buttons** pull-down menu and choose **Create Scanning Group**. A large button will be created that surrounds the selected buttons. Change the **background color** of this new button to **transparent**. Click anywhere to deselect it. Change to **Use Mode** to try it.

6. Movable and Destination buttons can be used with scanning access methods. However, for best results, do not place these buttons in scanning groups.

7. Now that you know how to create communication boards with Boardmaker Plus, you can save time by using the templates built into this program.

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**Congratulations!**

*You have now successfully completed the Boardmaker Plus Windows Hands-On Workbook*

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