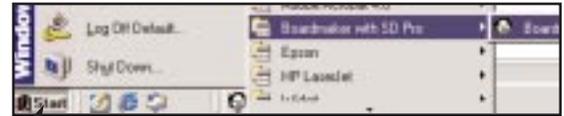


Boardmaker Tutorial

Basic Steps for BM Windows Version 5.0

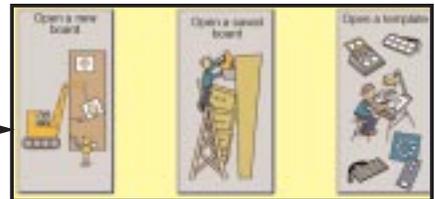
Beginning Level - Make grid; Place symbols; Remove symbols; Change button appearance; Make color-coded symbols; Use Lasso toolPlace 2 symbols in cell.

- Step 1** ★ **Open Boardmaker program.** Be sure CD is in drive. Click on “Start”. Select “Programs”. Select “BM with SD Pro”.



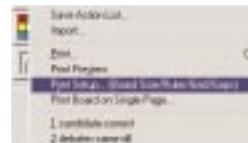
Start Here

- Step 2** ★ **Create New Board.** After program opens, there is a choice to open a new board, open a saved board, or open a template.
- ★ Select, “Open a new board”.

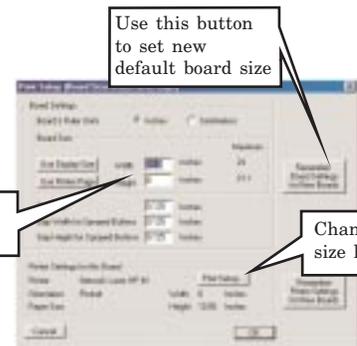


Open New Board

- Step 3** ★ **Setting board size:** To select size of the board, pull down the “file” menu and select “Print Setup...(BoardSize/Ruler/Grid/Gaps)”
- ★ For this exercise, width should be set to 10.5-inches and height set to 8-inches.
- ★ Click on “OK” when all desired changes are made.



Note: To change the size of the printer paper or orientation, click on “Print Setup.” If you make a lot of boards that are the same size, click on the “Remember Board Settings for New Boards.” The new board size will then be the default.



Change grid size here.

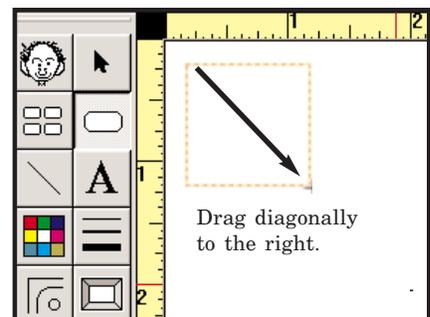
Use this button to set new default board size

Change paper size here.

- Step 4** ★ **Let’s build a board.** Select the “Button Tool” from the tool palette.
- ★ Move the “cursor” onto the blank work-space.
- ★ Click and drag diagonally to create a button. Make the button about 1.5 inches. NOTE: Do not release the mouse key until the new button is drawn.



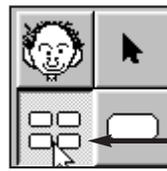
Click on the Button tool.



Drag diagonally to the right.

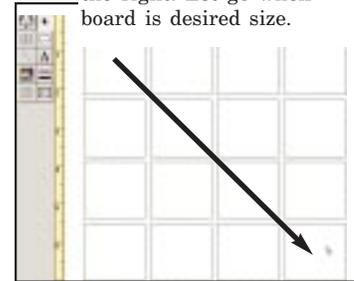
Step 5

- ★ **Let's make a grid.**
Select the **"Button Sprayer Tool"** from the pallet.
 - ★ Move the **Button Sprayer Tool** into the center of the button you made. Click (hold down mouse key) and drag diagonally to the right. This will spray a grid of buttons. Spray 4 across and 4 down.
- NOTE: To center or change position of the grid, pull down the **"Edit"** menu and choose **"Select All"**. Click in the center of one of the buttons and reposition the grid.



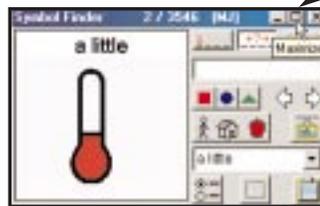
Click on the "Button Sprayer" tool.

Click, HOLD mouse key down and drag diagonally to the right. Let go when board is desired size.



Step 6

- ★ **Opening the Symbol Finder Window.**
Click on the **"Boardmaker"** icon on the toolbar to open the symbol finder window.
- ★ Enlarge the window by clicking on the **"Maximize"** button.

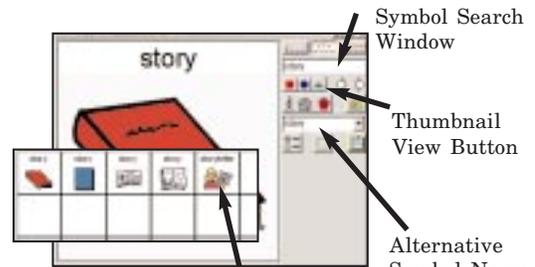


Enlarge window by clicking on the maximize button.

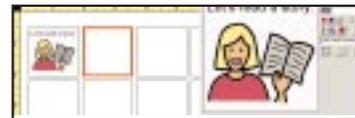
Note: This window will move around your grid as you place symbols.

Step 7

- ★ **Place symbols and use some of the new Boardmaker features.**
- ★ Type the word "story" in the symbol search window.
- ★ Next, click on the **"thumbnail"** view button to display the choices. Click on the last symbol in the thumbnail view, and type the words **"Let's read."** in the Alternative Symbol Name Field.
- ★ Press the **"Enter"** key and symbol will be placed in grid. Note: The symbol will be placed in cell with red outline. If you want the symbol in a different cell, manually click on that cell.



Click on this selection.



Note: If a cell is not highlighted either by direct selection or default, you will receive a prompt that BM is about to paste symbol in the background.

Step 8

- ★ Type the word "bear" in the symbol search window. Using thumbnail view, select one of the bears to place in the next cell.
- ★ Press the "enter" key and the symbol will automatically be placed.
- ★ Type in 6 more words of your choice and fill 2 lines of the grid.

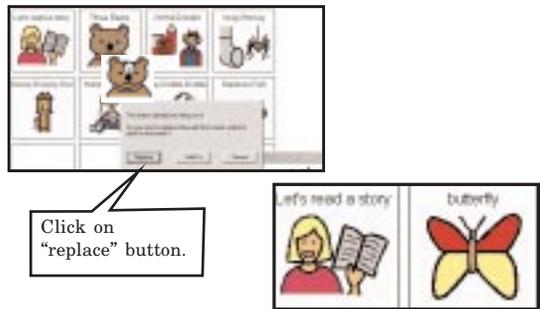


Note: When placing a symbol by clicking in a cell, the cursor will change to the "Boardmaker Icon" symbol.



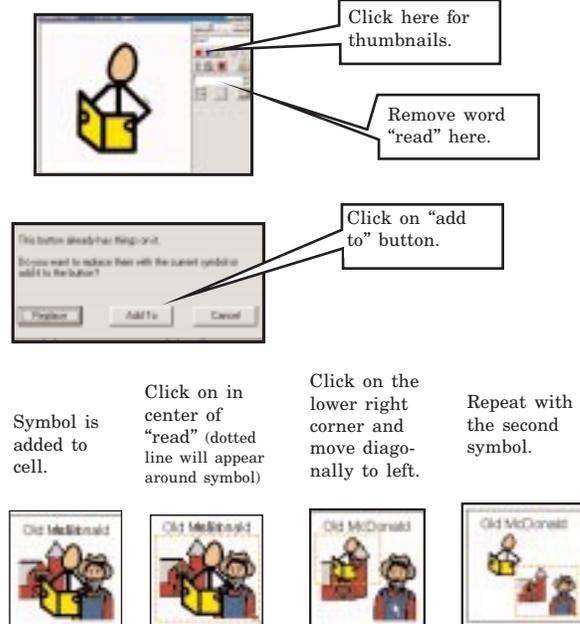
Step 9

- ★ **Removing a symbol.**
Type the word "butterfly" in the symbol finder window. When the symbol appears in the window, go to your grid and click on the symbol for "bear" (2nd from left).
- ★ A prompt will come up asking if you want to Replace, Add to, or Cancel operation. Select "Replace". The butterfly will appear in grid.



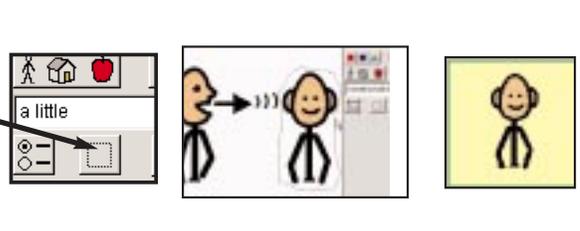
Step 10

- ★ **Put two symbols in a cell.**
Click on a cell with a symbol. Go to the symbol finder window and type the word "read" click on thumbnails and select the stick figure reading a book. Using the Alternative Symbol Name Field, remove the word. Click on enter to add it to the cell.
- ★ A prompt will come up asking if you want to Replace, Add To, or Cancel operation. Select "Add To".
- ★ Working in the cell where the symbol was added, click on the stick figure (a dotted line will appear around it).
- ★ Place the cursor at the lower right corner of the dotted line. Move cursor diagonally to left until the symbol is smaller. Repeat with the second symbol in the cell.



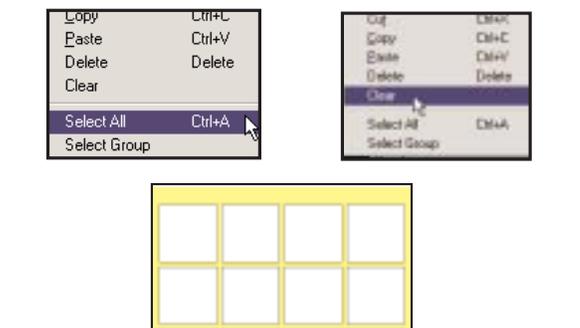
Step 11

- ★ **Copy portion of symbol:** Click on a blank cell. Type "I want to talk to you" in the symbol finder window. Click on Lasso/Marquee tool. Click on button again to switch to Lasso. Use the cursor to draw around a portion of the symbol. Press the "enter" key to add to grid.



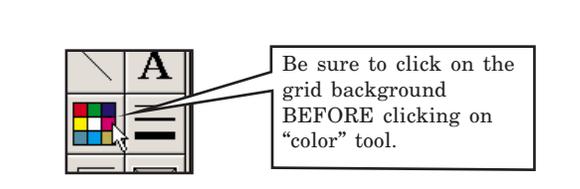
Step 12

- ★ **Remove all the symbols from this grid and leave the grid buttons.** Close the "Symbol Finder Window" (Click on the "X" in the upper right corner.)
- ★ Pull down the "Edit" menu and choose "Select All". Pull down the "Edit" menu again and choose "Clear". The symbols will be removed but the cells will remain.



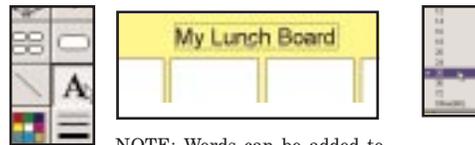
Step 13

- ★ **Add some fancy touches.**
Add a background color: Click on the background of your grid then click on the "color tool" on the tool bar. A pallet will come up with Background colors. Select one of the colors from the "Color Tool" pallet.



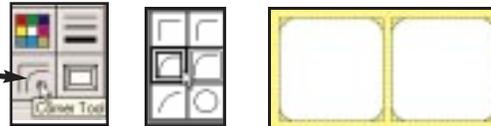
Continued on page 4

- ★ **Add a title:** Click on the “A” tool and click above your grid. Type the following: “My Lunch Board”. Without clicking off the sentence, pull down the “Text” menu and select 30pts. Use the arrow tool to click on the sentence and center over board.



NOTE: Words can be added to background directly. No special cell is necessary.

- ★ **Change button shape:** Use the arrow key to draw a marquee around the grid. Click on the “corner tool”. When the menu appears, select a different button shape for your grid.

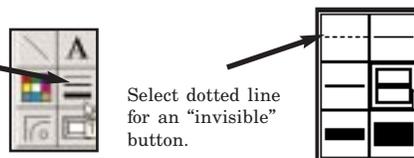


- ★ **Change button line color:** Draw a marquee around the grid to select. Click the “color tool” on the tool bar then click on the word “border” in the color menu. Select one of the border “colors”.



Be sure to click on “border” before selecting line color.

- ★ **Change button thickness:** Click “Line Thickness” tool and select desired thickness. NOTE: For an invisible line, select the dotted line. It will look like a dotted line on the screen but will not print.



Select dotted line for an “invisible” button.

- ★ **Add shadows to buttons:** Draw a marquee around the grid. Click the “Shadow Tool” and turn shadow feature “on”.



Shadow Button

- ★ **Add color to the buttons:** Making sure all the buttons are selected, click on the color tool. Click on the word “button” and select a button color.

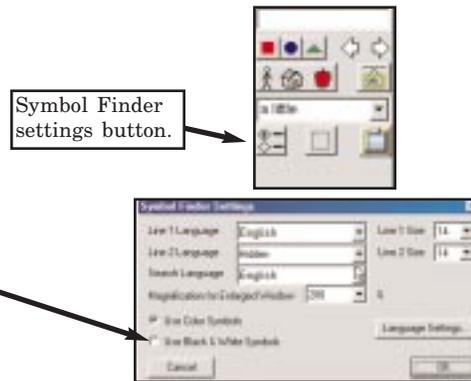


Be sure to click on “button” before selecting button color.

Step 14 ★ **Creating a symbol with a white interior and a color background.**



- ★ Click on the **Boardmaker icon** to bring up the Symbol Finder Window and click on the “Symbol Finder Settings Button”.
- ★ When menu appears, select “Use Black & White Symbols” at the lower right corner and click on OK.
- ★ Type the word “happy” in the symbol finder window. Click on thumbnails and select the happy symbol and press “enter” to place symbol. NOTE: Thumbnails will display in color but will be b/w when placed in grid.
- ★ Add several more symbols to your grid.



Symbol Finder settings button.

Note: The Symbol Finder settings button brings up the menu where you select language options and type size.

