

Boardmaker Software Family

User's Guide

Version 6



The building blocks for learning
and human expression.

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Introduction

Printed User's Guide

This user's guide was written to support version 6 of the complete Boardmaker Software Family (BSF) of products; Boardmaker (BM), Boardmaker Plus! (BM Plus) and Boardmaker with Speaking Dynamically Pro (BM with SDP).



Boardmaker is the premiere software among clinicians, SLPs, and educators for creating printed symbol-based communication and educational materials. Boardmaker is a drawing program combined with a graphics database featuring more than 4,500 Picture Communication Symbols (PCS). Boardmaker is the backbone of the BSF because its complete set of features are part of both BM Plus and BM with SDP.



Boardmaker Plus! allows you to bring the static BM activities to life and make your computer an interactive student-learning and speaking tool. Featuring the ability to talk, play recordings, move between boards and interact with buttons on the screen, BM Plus allows you to create interactive books, worksheets, schedules, basic communication, learning games and more, all of which can be adapted to each student's needs.

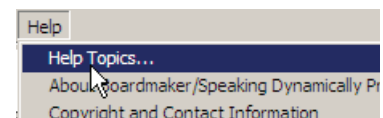


Boardmaker with Speaking Dynamically Pro is for power users and high-level AAC needs. With the addition of Word prediction, abbreviation expansion and the high quality RealSpeak® voices, plus all the capabilities of BM Plus, BM with SDP will turn your computer into a speech output device and a powerful learning tool.

This manual is divided into two parts. The first part focuses on the features provided within Boardmaker and the use of those features. All the information in this part of the manual applies to all the BSF products. The second part focuses on the interactive features of BM Plus and BM with SDP and their use. This part of the manual does not apply to Boardmaker. To help you identify the chapters that apply to the BSF product you purchased, product icons (shown above) will appear at the beginning of each chapter and on specific sections within a chapter as necessary.

In-Program Help

The topics covered in this printed manual cover all the basic skills a typical user might need to successfully create fantastic printed materials and/or interactive activities. Many advanced program features and skills are not covered here, but are instead covered in the in-program help. Select **Help Topics** from the **Help** menu to access the browser based in-program help, which includes the advanced features and skills plus the complete contents of this printed user's guide.



Note: The in-program help will be updated as necessary via free downloadable program updates available at the Mayer-Johnson website (www.mayer-johnson.com) or via the on-line updater (**Start menu > All Programs > Mayer-Johnson > Check for Updates**).

System Requirements

The system requirements to run version 6 in Windows are:

- Windows 2000 or higher
- 512 Mb RAM
- 400 Mb free disk space

Where to Get Additional Support

If you have access to the Internet, you can get support online at:

<http://www.mayer-johnson.com>

In the UK, email support@widgit.com

or you can access the Widgit Live Support at <http://www.widgit.com/support/index.htm>

Answers to frequently-asked questions will appear under the Support link at the top of the home page. If you don't find the answer to your question there, you may send an e-mail with your technical support question to our office for a prompt response.

If you don't have Internet access, you may call our office for assistance:

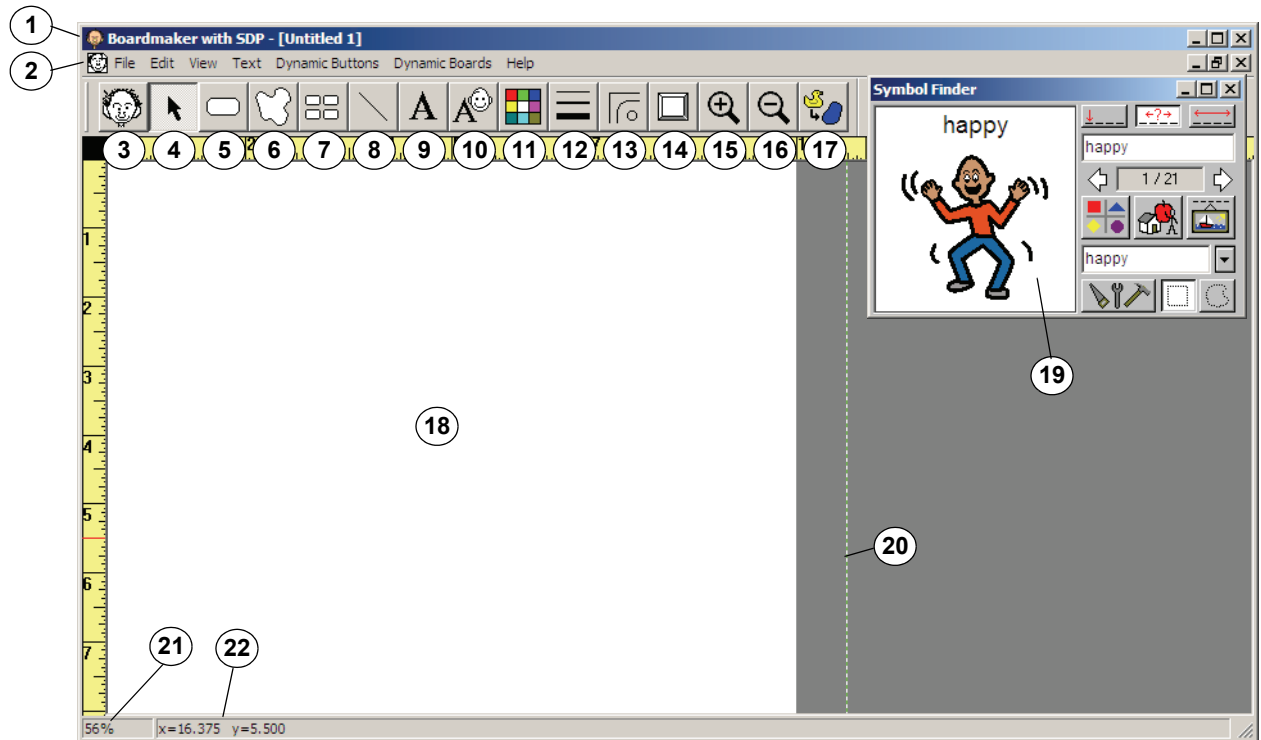
In the UK, contact Widgit Software

Phone: 01223 425558 ext 771

Fax: 01223 435349

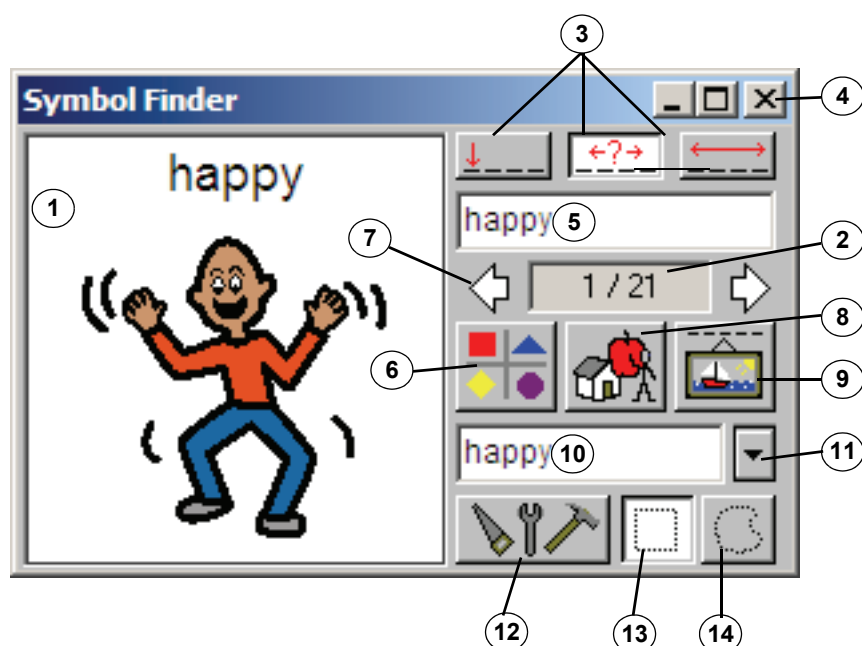
To assist us in quickly answering your questions, please be ready to provide computer and system information, as well as the program version number (on startup screen). It is extremely helpful if you can call when you are in front of the computer.

Program Window at a Glance



- | | |
|--|--|
| <p>1 Title Bar</p> <p>2 Menu Bar</p> <p>3 Symbol Finder Tool (Ctrl + F)
<i>Makes the Symbol Finder window visible</i></p> <p>4 Pointer Tool (Ctrl + F1)
<i>Selects buttons, text, graphics, etc.</i></p> <p>5 Button Tool (Ctrl + F3)
<i>Creates buttons for symbols and pictures</i></p> <p>6 Freeform Button Tool (Ctrl + F7)
<i>Create freeform or polygon buttons</i></p> <p>7 Button Sprayer Tool (Ctrl + F2)
<i>Sprays out button copies to make a grid</i></p> <p>8 Line Tool (Ctrl + F4)
<i>Draws lines</i></p> <p>9 Text Tool (Ctrl + F5)
<i>Insert and edit text</i></p> <p>10 Symbolate Button Tool
<i>Creates a button in which symbols will appear as text is typed</i></p> <p>11 Colour Tool
<i>Displays a colour palette to set the colour of buttons, text, graphics, and backgrounds</i></p> | <p>12 Thickness Tool
<i>Displays a palette of line thickness options</i></p> <p>13 Corner Tool
<i>Displays a palette of button corner options</i></p> <p>14 Shadow Tool
<i>Toggles 3-D button shadows</i></p> <p>15 Zoom In</p> <p>16 Zoom Out</p> <p>17 Movable Button Tool
<i>Create Movable/Destination button pairings</i></p> <p>18 Board Workspace</p> <p>19 Symbol Finder Window
<i>Searches for symbols</i></p> <p>20 Page Break Indicator
<i>Displays where printed page breaks will occur</i></p> <p>21 Board Magnification Indicator
<i>Displays the current view magnification</i></p> <p>22 Dynamic Help
<i>Displays helpful information relative to the pointer position and action being performed</i></p> |
|--|--|

Symbol Finder at a Glance



- | | |
|---|---|
| <p>① Current Symbol</p> <p>② Current Symbol Number
<i>Displays the current and total matching symbols</i></p> <p>③ Symbol Name Search Options
<i>Begin Word, Anywhere, Whole Word</i></p> <p>④ Minimise, Maximise & Close Buttons</p> <p>⑤ Search Text Field
<i>Finds a symbol from a full or partial name</i></p> <p>⑥ Display Thumbnail View (Ctrl + T)
<i>Display thumbnails of matching symbols</i></p> <p>⑦ Previous/Next Symbol Arrows
<i>Steps through the symbols or thumbnail screens</i></p> | <p>⑧ Select Categories Button (Ctrl + L)
<i>Selects the symbol categories to search</i></p> <p>⑨ Symbol Names Button
<i>Adds an alternative name or category to a symbol</i></p> <p>⑩ Alternative Symbol Name Field
<i>Replaces a symbol name with a new name</i></p> <p>⑪ Alternative Symbol Names List
<i>Displays a list of alternative names to select</i></p> <p>⑫ Symbol Finder Settings Button
<i>Changes various Symbol Finder settings</i></p> <p>⑬ Selection Marquee
<i>Selects a rectangular region to copy</i></p> <p>⑭ Selection Lasso
<i>Selects a freeform region to copy</i></p> |
|---|---|

Note: Pop-up descriptions of each button appear when you position the pointer on them and pause briefly.

Exploring the Templates and Sample Boards

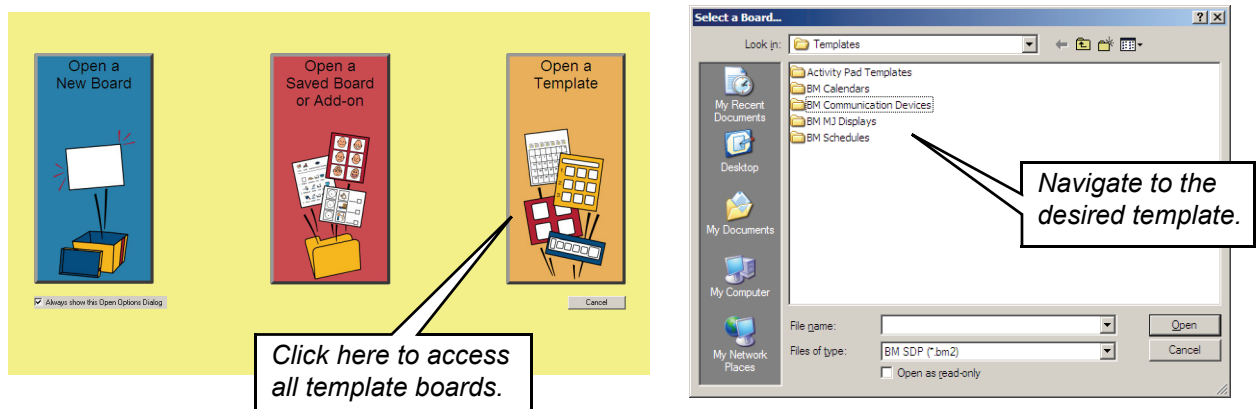
Templates for Printing



All of the Boardmaker Software Family products come with over 325 print templates. Templates for calendars and schedules and most communication devices are provided in the **Templates** folder.

The templates can be accessed by clicking on the **Open a Template** button on the open options screen that appears when you first launch the program or when you select **Open (Ctrl + O)** from the **File** menu.

Note: The templates are “read only” files and will open as “untitled” boards. This prevents the template from accidentally being written over.



Interactive Templates (not included with Boardmaker)

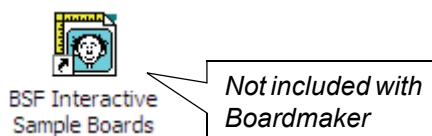


Boardmaker Plus and Boardmaker with Speaking Dynamically Pro come with over 250 sample boards, designed to demonstrate how the features and symbols can be applied to cover a range of curricular areas, provide communication and language support, assist in the development of functional living skills, and more. The activities are designed to provide a range of applications that target ability levels that vary from early childhood through adult. Please take some time to explore the sample boards to help you gain an understanding of the features presented throughout this reference manual.

Boardmaker Plus and Boardmaker with Speaking Dynamically Pro both have a **Use** mode and a **Design** mode. The **Use** mode will allow you to interact with your boards. The **Design** mode is for creating and editing boards, buttons and actions. The program can be put in the **Use** mode by pressing **Ctrl + U**, and then return to the **Design** mode by pressing **Esc** or **Ctrl + D**.

Starting the Program in the Use Mode on the Main Sample Board

Double-click on the **BSF Interactive Sample Boards** icon on your desktop. This will launch the program, open the main board for the interactive samples, and place the program in the Use mode.

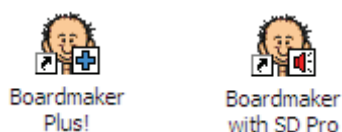


You may now proceed to the next section, or review the alternative steps below.

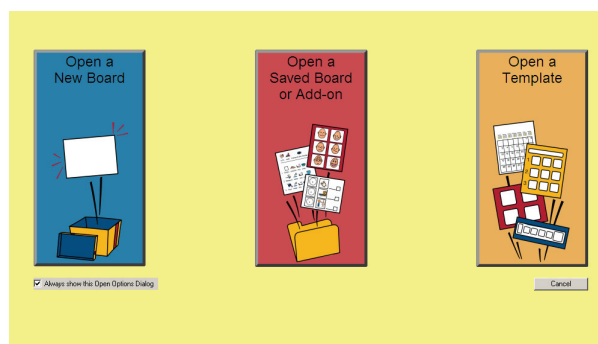
OR

Opening the Main Sample Board from within the Program

Launch the program by double-clicking on the appropriate icon on your desktop or select the program within the **Start** menu (**Start > All Programs > Mayer-Johnson**).



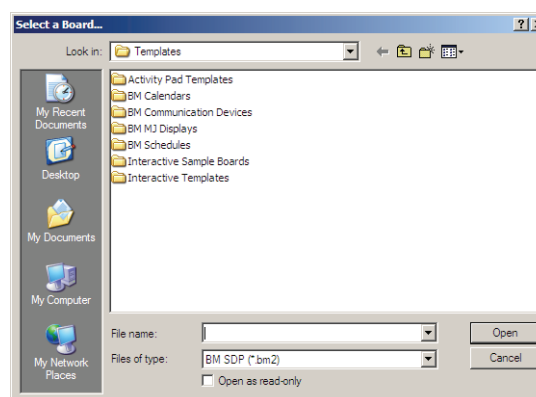
Select the **Open a template** button.



The **Select a Board** dialogue will display the contents of the **Templates** folder.

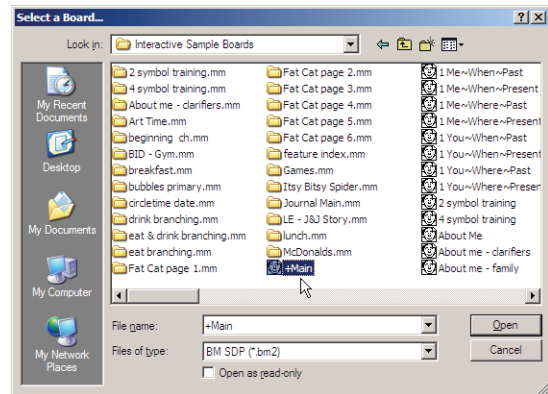
Double-click on the **Interactive Sample Boards** folder.

Note: You will find the templates for printing in the folders that start with “**BM**,” although you can print any of the interactive boards in the “**BM Plus**” folders as well.



4

Double-click on the **+Main** board to open it. This board gives you access to the over 250 sample boards.

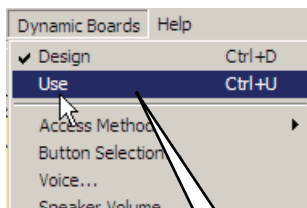


You will need to put the program in the **Use** mode to explore the sample boards.

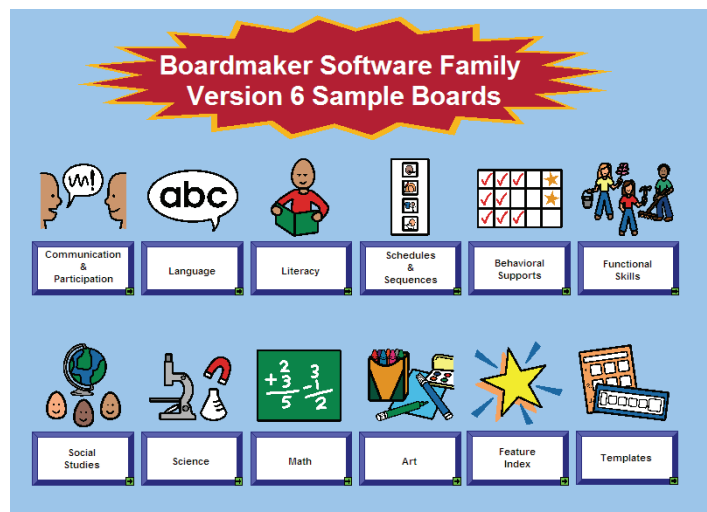
Select **Use** in the **Dynamic Boards** menu or press **Ctrl + U**. Click on the buttons to explore different sample boards. The “Main” button in the bottom right corner of each board will bring you back to the main board shown above.

Press the **Esc** key or press **Ctrl + D** to return to the **Design** mode.

5



*You must put the program in the **Use** mode to use the interactive sample boards.*

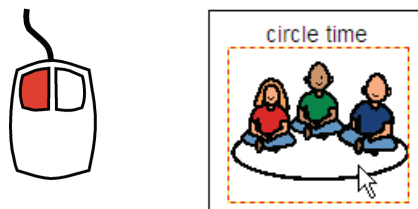


Basic Mouse Skills

As with any modern program, it is important that you are familiar with basic mouse skills. This is especially important with a drawing program like Boardmaker. Here is a quick review of the basic mouse skills that are used repeatedly throughout this user's guide.

Click

Press the left mouse button to select buttons, text, graphics, and lines within the program. This is typically done with the **Pointer Tool**.



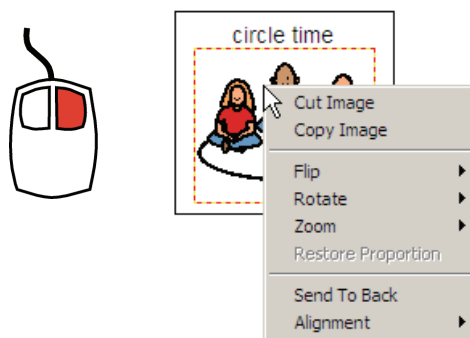
Click to select items like symbols.

Right-click

Press the right mouse button to access contextual menus and perform special functions. This is typically done with the **Pointer Tool**.

Right-clicking on most items will provide access to contextual (right-click) menus containing commands that are specific to the item or items that are selected. The right-click menus provide a quick way to perform common tasks like copying, pasting, aligning, setting properties, and much more.

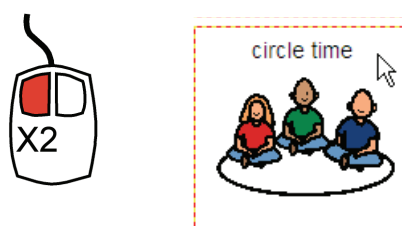
Note: Some advanced program commands are only available in the right-click menus.



Right-click to access the contextual menu for items.

Double-click

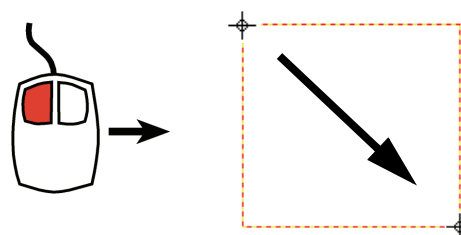
Click twice, quickly, with the left mouse button to open buttons and displays so that actions can be assigned or settings changed. This is typically done with the **Pointer Tool**. (BM Plus and BM with SDP only)



Double-click on a button to assign it actions (BM Plus & BM with SDP only.)

Click and Drag

Click and hold the left mouse button down while moving the mouse in the appropriate direction. Click and drag is used with a variety of tools to select, draw and move.

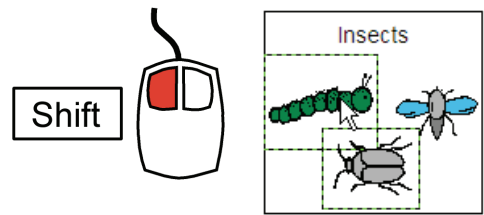


Click and drag to draw a button or move items around.

Shift-click

Click on the first item, then hold the **Shift** key down then click on the next item or items. Shift+click is used to select multiple items or buttons. Each item you shift-click will be added to the selection group. Shift-click an item that is part of a selection group to de-select it.

Note: Buttons can not be added to a selection group that started with a graphic, line or text and vice versa.



Shift-click on items to add them to the selection group.

Building a Board



Chapter 1

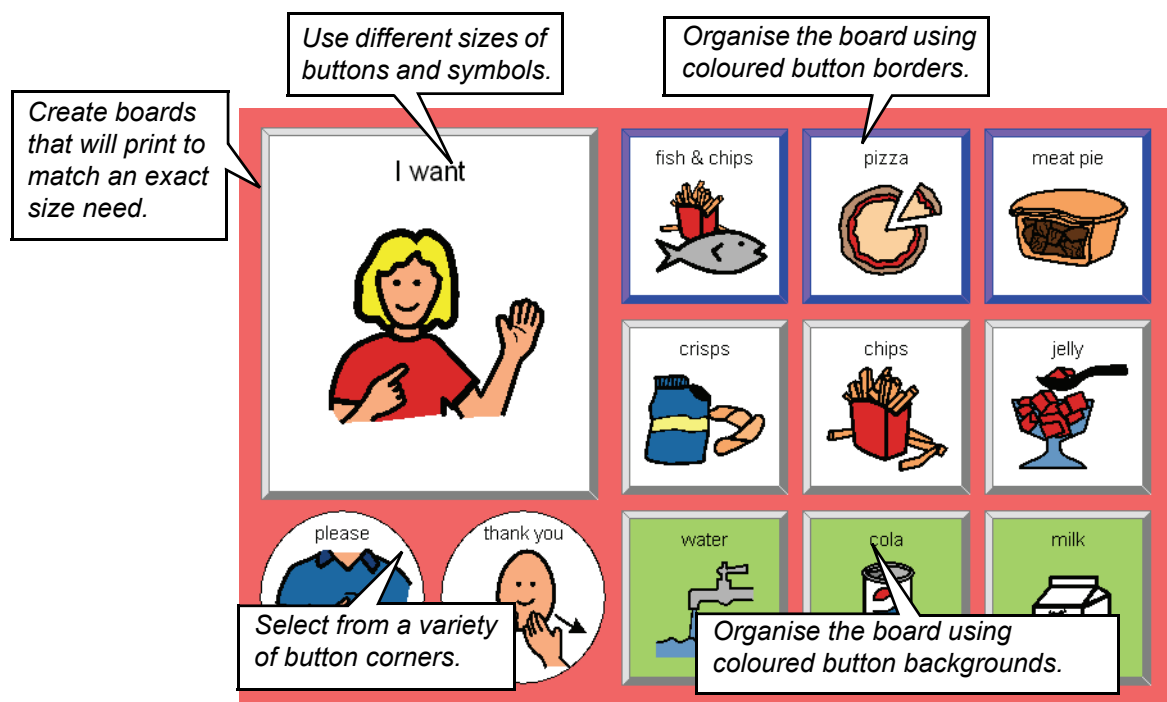
Building a Board and Working with its Appearance

Chapter Overview

When creating a new communication board, it is important to understand how to properly orient and size a board for printing, create a grid of buttons, and manage boards within the drawing window. You will also learn how to change the colour, shape, and size of the buttons on a board which helps to organise its content and makes it easier for the user to understand.

The following topics will be covered:

- Setting the board size
- Working with multiple board windows
- Creating a grid of buttons
- Changing the appearance of the buttons
- Clearing symbols and text from selected buttons
- Creating a multi-page board
- Resizing a board's window
- Adjusting the Sprayer Tool gap spacing
- Drawing a line on a button or board

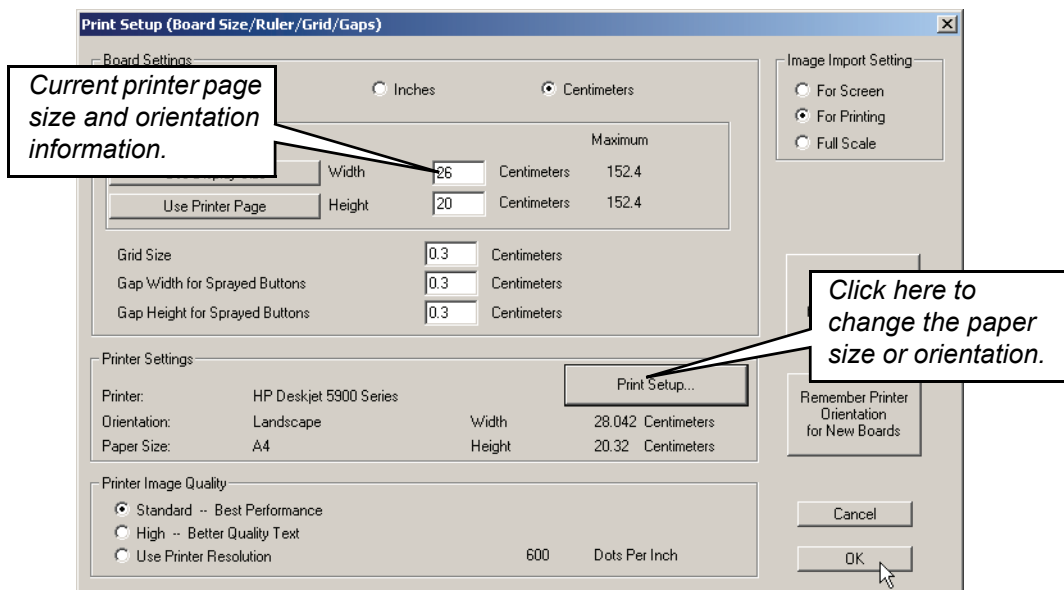


Setting the Correct Paper and Board Size

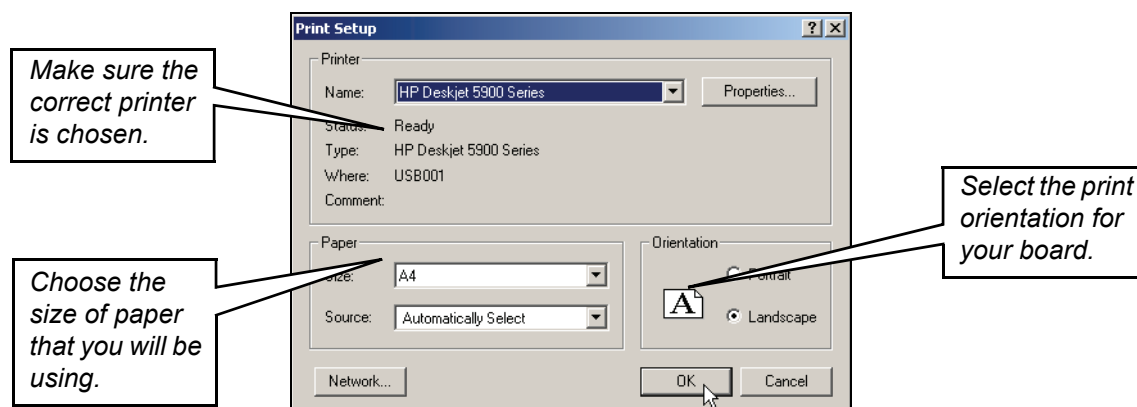
The first step in creating a new board is to determine its size. You will need to tell the program how big of a workspace you will need and what size paper you will be using in your printer.

Printer Setup

The printer settings for paper size and orientation should be set for a board before you enter the dimensions for a board size. This will help you create boards that print on a single piece of paper.



Select **Print Setup (Board Size/Ruler/Grid/Gaps)** in the **File** menu. Check the current printer settings for the proper paper size and orientation. If the paper size or orientation is not correct, click on the **Print Setup** button.



Make sure the paper size you will be using is selected, then set the print orientation for your board. Click on the **OK** button when finished.

Setting the Board Size

Use Display Size

Click here to set the board size to match the display size for on-screen use.

Use Printer Page

Click here to set the board size to match the printer page size.

Current Board Size

To set a specific board size, specify the values here.

Print Setup (Board Size/Ruler/Grid/Gaps)

Board Settings:
Board & Ruler Units: ☐ Inches ☒ Centimeters

Board Size:
 Width: 26 Centimeters Maximum 152.4
 Height: 20 Centimeters 152.4

Grid Size:
 Grid Size: 0.3 Centimeters
 Gap Width for Sprayed Buttons: 0.3 Centimeters
 Gap Height for Sprayed Buttons: 0.3 Centimeters

Printer Settings:
 Printer: HP Deskjet 5900 Series
 Orientation: Landscape Width: 28.042 Centimeters
 Paper Size: A4 Height: 20.32 Centimeters

Printer Image Quality:
☒ Standard -- Best Performance
☐ High -- Better Quality Text
☐ Use Printer Resolution 600 Dots Per Inch

Remember Board Settings for New Boards

Remember Printer Orientation for New Boards

Click here to use the current board size setting on all new boards.

Click here to use the current printer page orientation on all new boards.

Typically, you will click on the **Use Printer Page** button to make the board size match the printable area for the paper size and orientation you previously set. (In the next section you will learn to work with multi-page boards.) Click on the **OK** button when finished.

Note: The printable area for a specific paper size and orientation can vary from one printer to the next. You may need to adjust the board size if you try printing this board on a different printer.

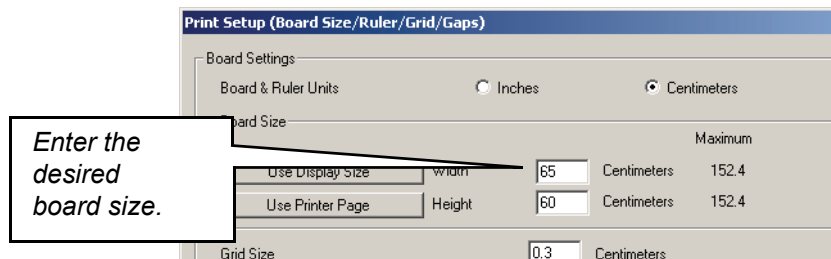
Tip: Setting a Default Board Size and Printer Page Setting for All New Boards

If you will be making a lot of boards that need to be the same size, i.e a set of boards for a specific device or activity, you will want to use the “Remember” buttons on the right side of the Print Setup screen above. You may click on one or both of these buttons to automatically apply the current board size and/or printer page orientation settings to any new board you create.

Creating Multi-Page Boards

You have the option to create boards that can span multiple sheets of paper. Creating multi-page boards allows you to support larger communication devices or make poster-sized communication boards.

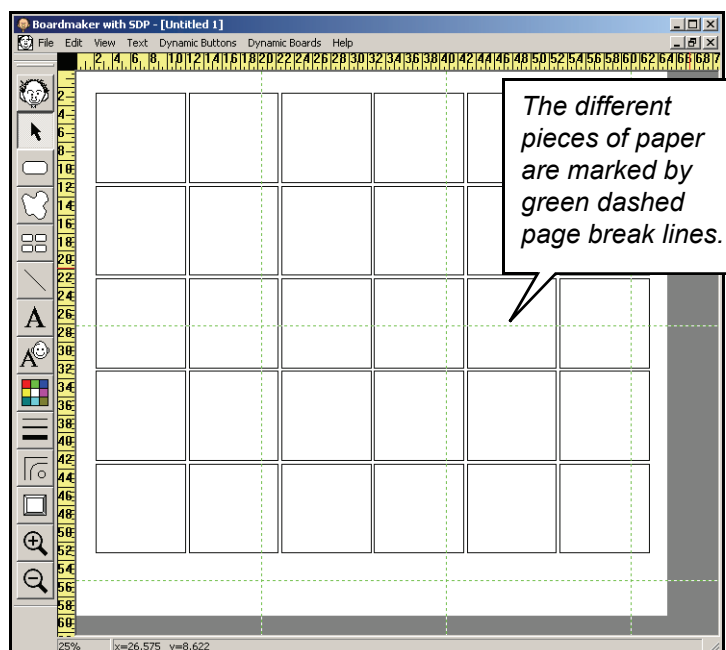
1



Select **Print Setup (Board Size/Ruler/Grid/Gaps)** in the **File** menu. Check the current printer settings for the proper paper size and orientation. If not correct, click on the **Print Setup** button.

In the **Width** and **Height** boxes shown above, enter the desired dimensions for the board up to the values listed under **Maximum**. Click on the **OK** button when finished.

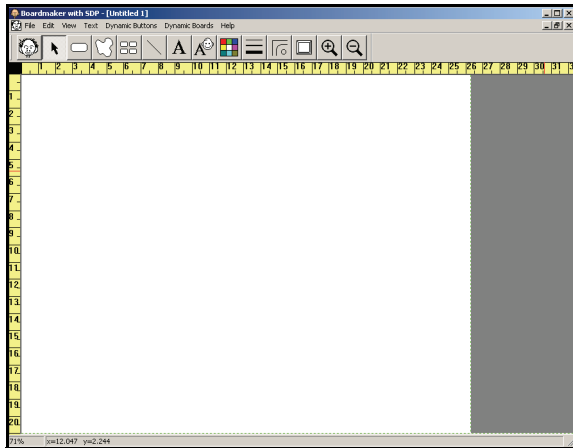
2



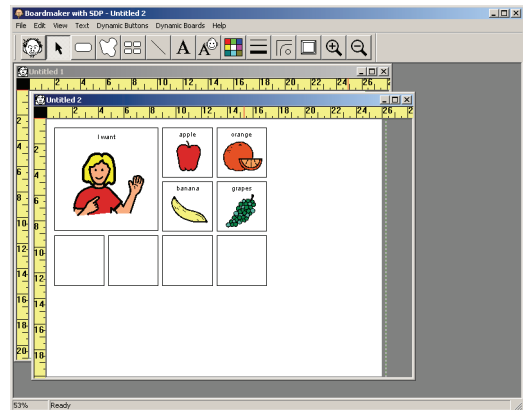
When the board is viewed as **Reduce To Fit (default)**, the page break lines will mark the different sheets of paper.

Most printers have a minimum necessary margin and cannot printed right up to the edge of the paper. Therefore, when a multi-page board is assembled, you will need to trim the edges of each page before taping them together.

Working with Multiple Boards

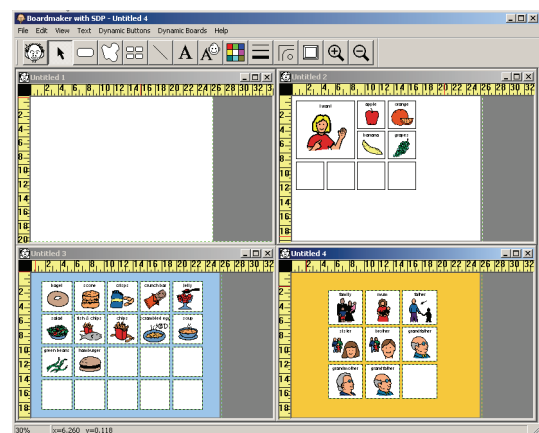
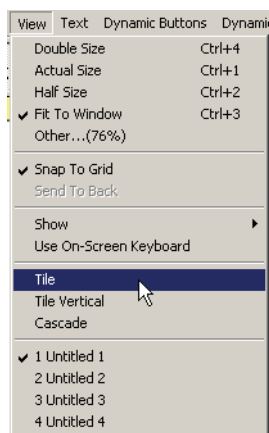


The first board opened or created in the program is maximised and will fill the screen as shown above.



You can have multiple boards open at once. As additional boards are opened, they will appear in smaller windows cascaded on the screen.

View Options

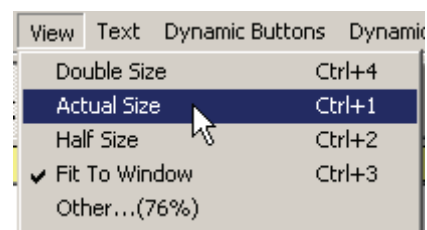


Selecting **Tile** in the **View** menu will allow you to view all currently open boards at the same time. The **Tile** view is useful for copying and pasting buttons between boards.

By default, a board's window is set to the **Fit To Window** view so the entire board can be seen.

Different view sizes are available in the **View** menu and are useful especially when editing a symbol.

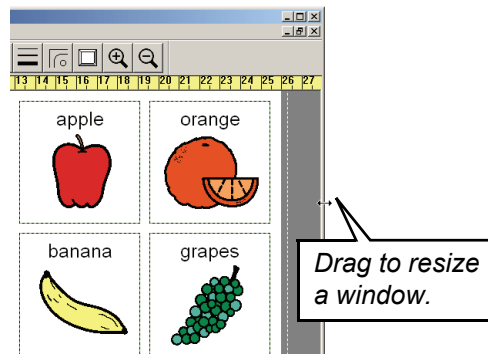
Note: The button sizes as viewed on screen do not necessarily match the printed size. Refer to the rulers in the window to determine the actual print sizes.



Resizing a Board's Window

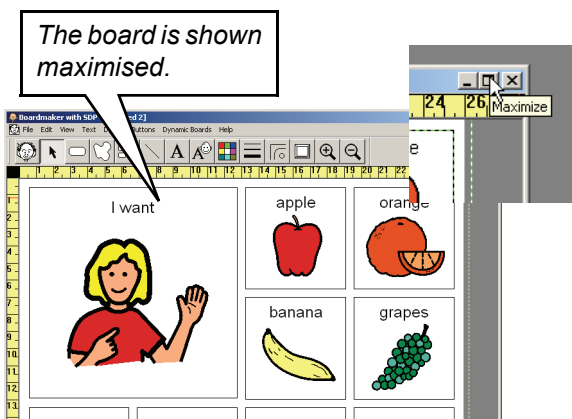
Manually

By moving the pointer over any edge of the window, the pointer will become a double arrow. Click and drag the edge of the window to a new position.

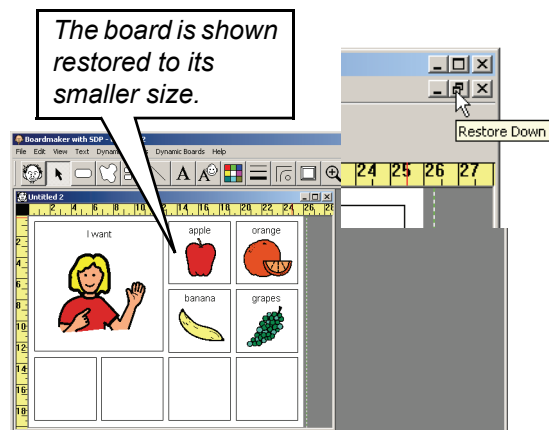


OR

Using the Maximise and Restore Buttons



Click on the Maximise button in the upper right corner of a board's window to expand it to fill the workspace as shown above.



Click on the Restore button in the upper right corner of a maximised board's window to restore it to its reduced size as shown above.

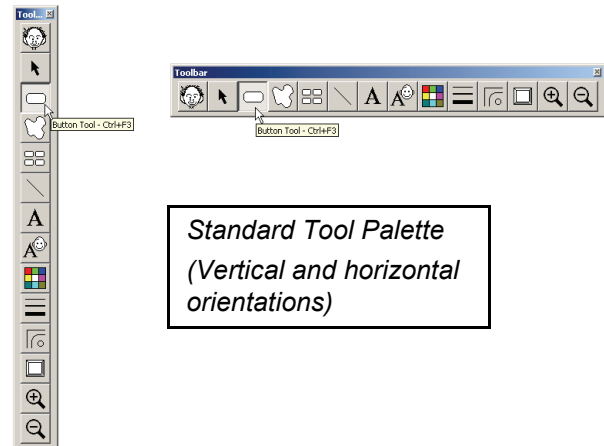
Creating a Grid of Buttons

First, you must create the initial button for your grid.

Select the **Button Tool** in the **Standard Tool Palette**.

1

Tip: Change the orientation of the Standard Tool Palette by dragging the bar next to the Symbol Finder Tool to either the top or left side of the screen.

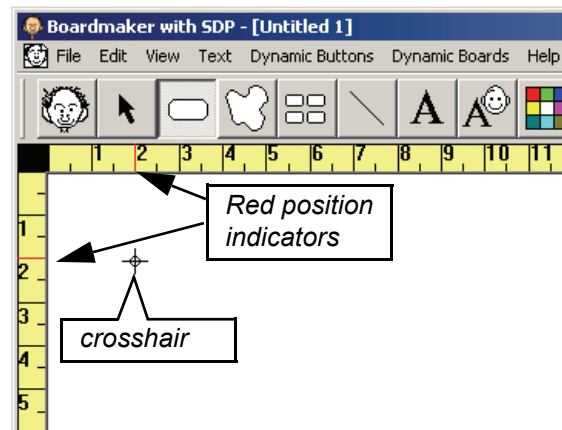


Move the crosshair into the blank workspace.

2

Tip: Noting the initial position of the red indicators in the rulers will help you create a specific size button.

Note: The rulers can be set to display inches or centimeters. The units of measure can be set by selecting **Print Setup (Board Size/Ruler/Grid/Gaps)** in the **File** menu.

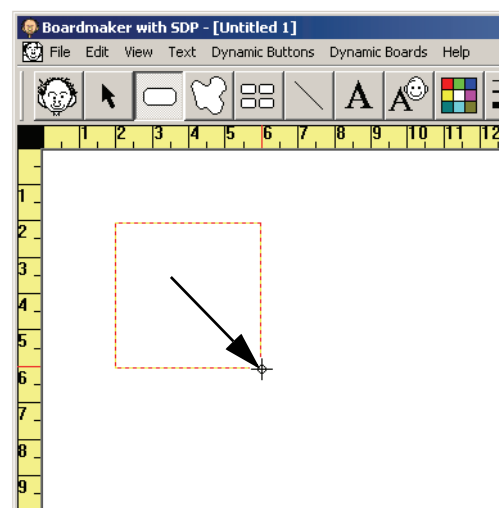


Click and drag diagonally to create a button. Release the mouse button when the new button is the correct size.

3

Tip: To create a square button, hold down the **Shift** key while dragging out the button.

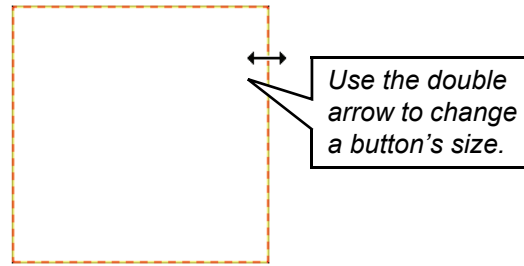
Note: The cursor moves in 0.3 cm (1/8 inch) increments on an invisible grid. You can change the grid spacing by selecting **Print Setup (Board Size/Ruler/Grid/Gaps)** in the **File** menu or unchecking the **Snap to Grid** feature in the **View** menu.



4

If it is necessary to resize the button, move the pointer over any edge or corner of the selected button until the double arrow appears as shown. Click and drag to change the button's size as necessary.

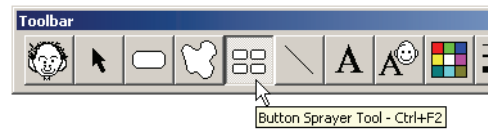
Note: A dashed line indicates a button is selected.



5

You are now going to spray out copies of the button you have created to form a grid.

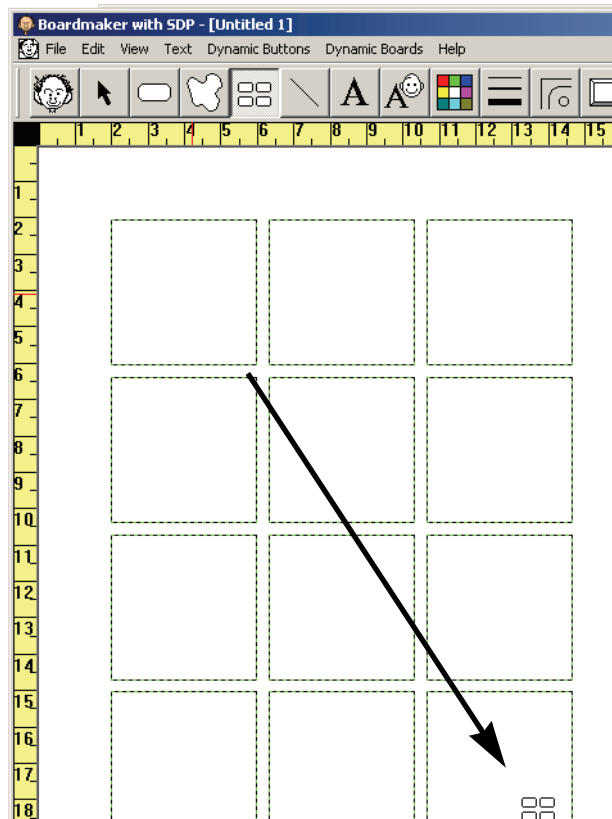
Select the **Button Sprayer Tool**.



Move the **Button Sprayer Tool** on top of the button. Click and drag diagonally to spray out the desired grid of buttons.

Note: If you want to change the gap spacing between the buttons, delete all buttons except for the initial button, change the gap spacing for the **Button Sprayer Tool** and drag out a new grid.

6

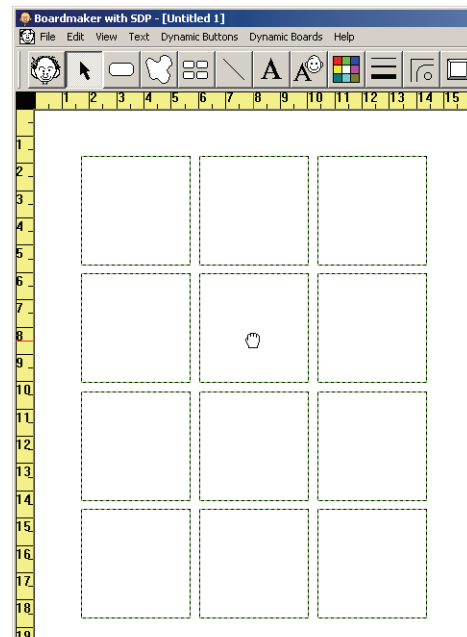


7

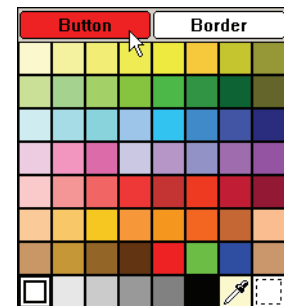
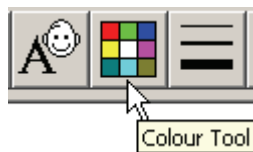
While all the buttons are still selected*, click and drag on any button to reposition the whole grid in the centre of the page.

*If the buttons become deselected, choose **Select All (Ctrl + A)** in the **Edit** menu.

Tip: If you create a board layout you would like to use as a template for future boards, please refer to *Appendix E - Creating a Template Board*.



Changing the Board or Button Background Colour

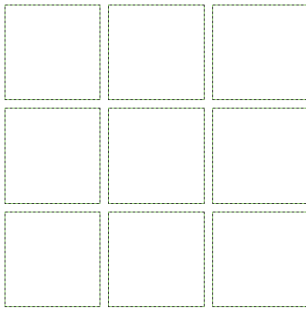


Click on the board's background or select a button or group of buttons.

Select the **Colour Tool**

Click on the desired colour in the Colour Palette.

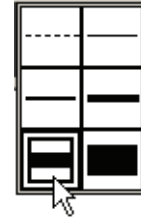
Changing the Button Border Thickness



Select a button or group of buttons.



Select the **Thickness Tool**.

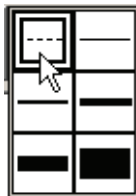


Click on the desired button border thickness.

Invisible Button Borders

The dashed line in the **Thickness Tool** represents an “invisible” border. When selected, the buttons will appear with a light-grey dot-dash border that will not print.

Note: Do not confuse the dashed line in the **Thickness Tool** with dashed button borders which are set by right-clicking on a button and selecting **Dashed Border** from the **Properties** submenu. (Refer to the *Applying Dashed Button Borders* section.)



Selecting the invisible border.



Solid border

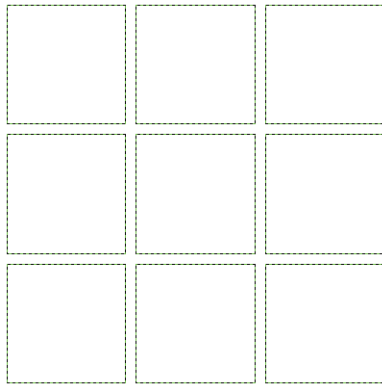


Invisible border
(Will not print.)

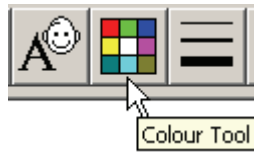


Dashed border

Changing the Button Border Colour

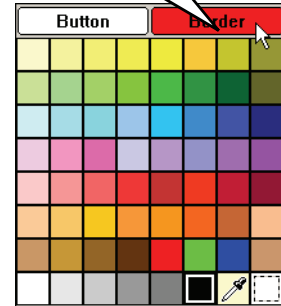


Select a button or group of buttons.



Select the **Colour Tool**.

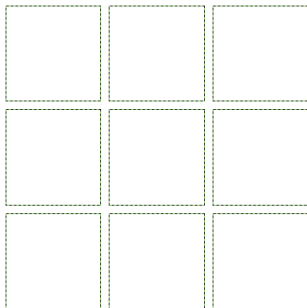
Click **Border** to change the button border colour.



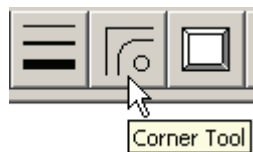
Click on **Border**, then select the desired button border colour.

Tip: Use the eye dropper to select a colour that does not appear in the palette by clicking on any colour shown on the board.

Changing the Button Shape



Select a button or group of buttons.



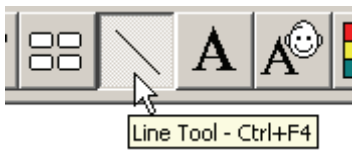
Select the **Corner Tool**.



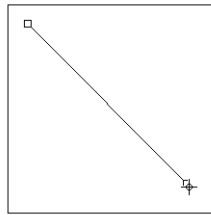
Select the desired button border corner.

Note: If a freeform button is selected, the **Corner Tool** will act as a “polygon tool.” Refer to the *Creating a Regular Polygon from a Freeform Button* section.

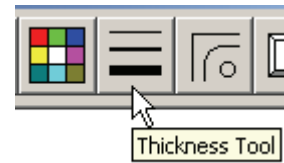
Drawing a Line



Select the **Line Tool**.



Click and drag on a button or on the board background to draw a line.

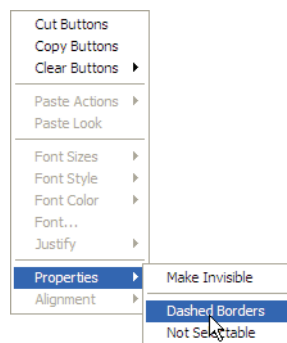


Click on the **Thickness Tool**, and make a selection to change the line's thickness.

Applying Dashed Button Borders



Select a button or group of buttons.



Right-click on a button and select **Dashed Borders** in the **Properties** submenu. Uncheck this option to return to solid border lines.

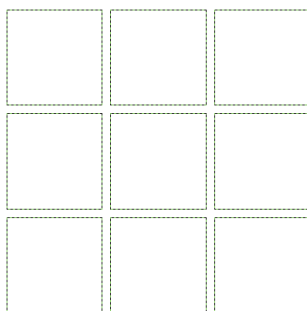


The dashed borders are great for cutting activities and worksheets.

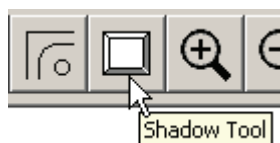
Note: Dashes can also be applied to lines created with the **Line Tool**.

Tip: Dashed borders look better with thicker button borders (**Thickness Tool**).

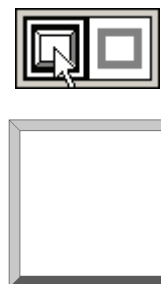
Applying 3-D Button Shadows



Select a button or group of buttons.



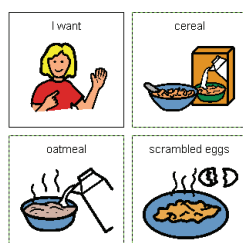
Select the **Shadow Tool**.



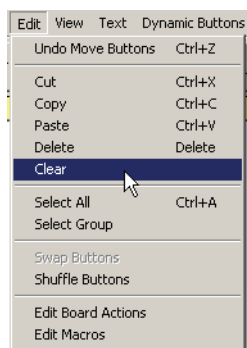
Select the shadowed box to create the 3-D button shadows.

Note: The **Thickness Tool**, **Corner Tool**, and **Colour Tool** can be used to change the look of the button shadows.

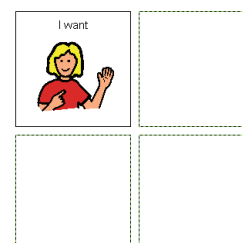
Clearing a Group of Buttons



Select a button or group of buttons.



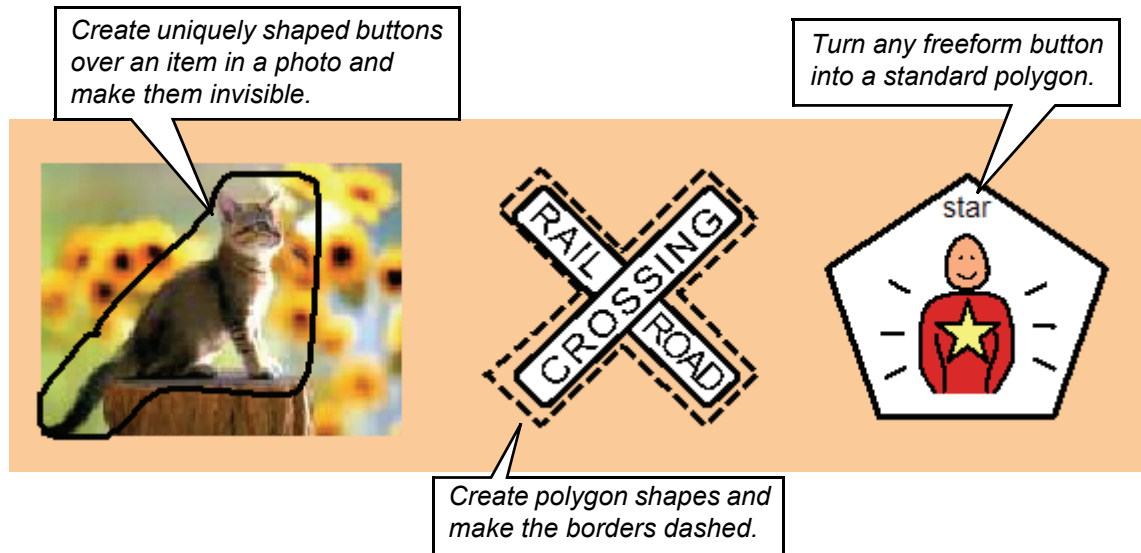
Select **Clear** in the **Edit** menu or right-click on one of the buttons and select **Clear Buttons > Face**.



The symbols and text are removed from the buttons.

Drawing a Freeform Button

The **Freeform Button Tool** allows you to draw buttons that have any shape. You can use this tool to create “hotspots” around parts of a background picture, emphasize certain buttons by giving them a very different look from the others, or simply create fun new shapes.



Note: A freeform button behaves exactly like a standard button with two exceptions; it can't have shadowed borders and its corners can't be rounded.

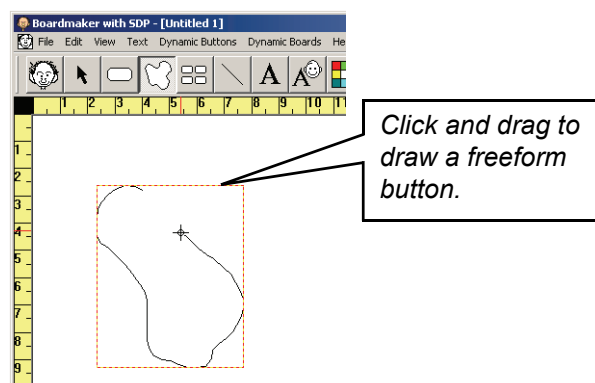
1

Select the **Freeform Button Tool**.



2

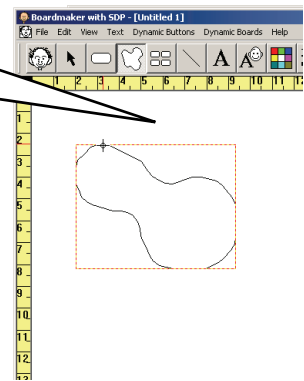
On the board background, click and hold the mouse button down. Drag the mouse around to draw the freeform button.



3

Release the mouse button to automatically close off the button border with a straight line between the mouse position and where you started drawing the freeform button.

Release the mouse button to close the button with a straight line.



Drawing a Polygonal Freeform Button

1

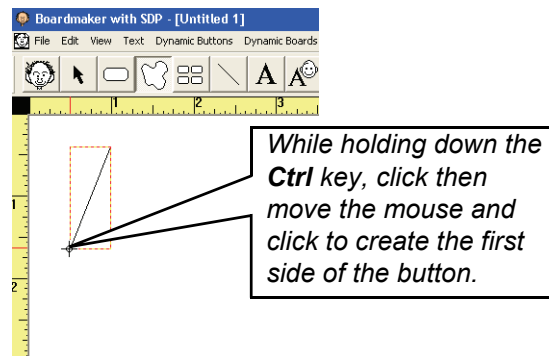
The **Freeform Button Tool** can also be used to draw polygons.

Select the **Freeform Button Tool**.



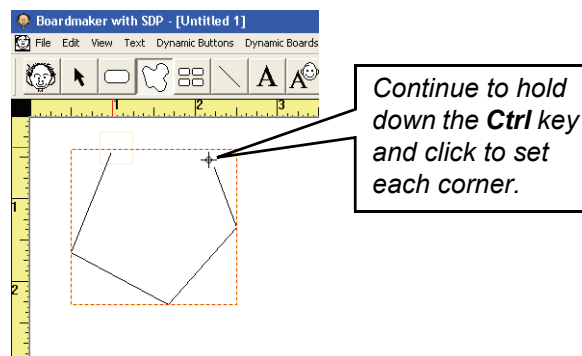
2

Press and hold the **Control (Ctrl)** key, click to set the starting point for the button and move the mouse to drag out the first side of the polygon. Click to set that side.



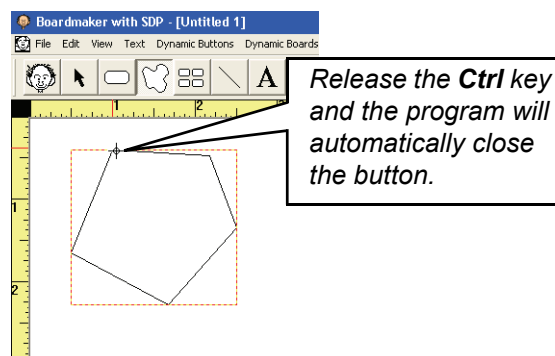
3

While continuing to hold down the **Ctrl** key, click the mouse where you want each corner of the polygon to be.



4

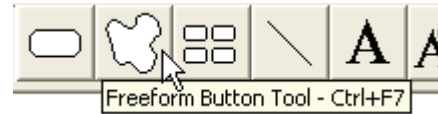
To finish your polygonal freeform button, double-click to specify the position of the final corner (or you can just release the **Ctrl** key). The program will automatically close the polygon.



Drawing a Button with Straight and Freeform Sides

1

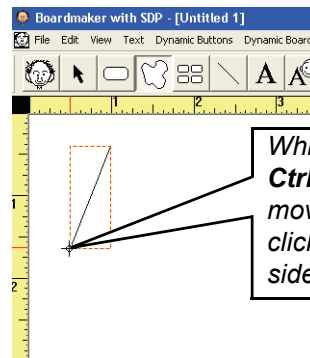
The **Freeform Button Tool** can be used to draw buttons that have both freeform and straight sides.



Select the **Freeform Button Tool**.

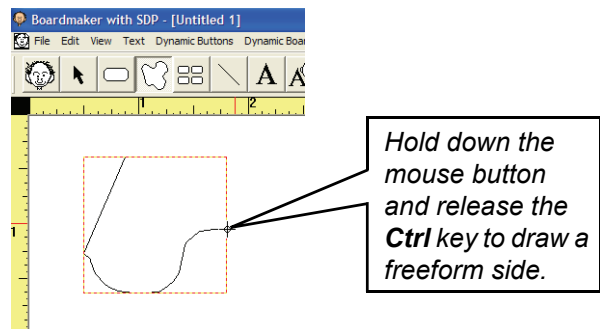
2

Press and hold the **Ctrl** key, then click and drag to define out the first side of the polygon.



3

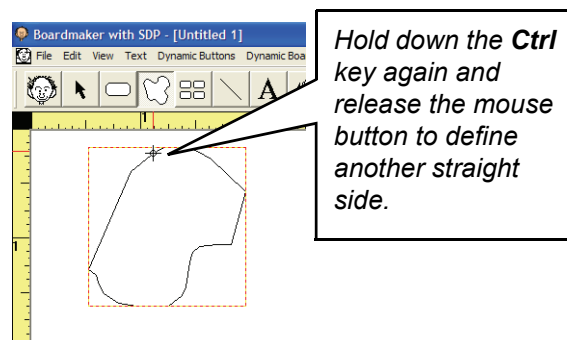
Now, while continuing to hold the mouse button down, release the **Ctrl** key. Move the mouse around to draw a freeform side.



4

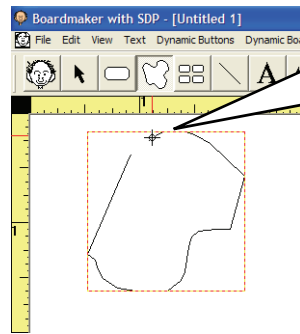
To draw a straight side again, press and hold the **Ctrl** key and release the mouse button. Click to set the next corner.

Alternate between holding down the **Ctrl** key and the mouse button to switch between drawing straight or freeform sides.



5

To finish your freeform button, simply release the mouse button and the Ctrl key. The program will automatically close the polygon.



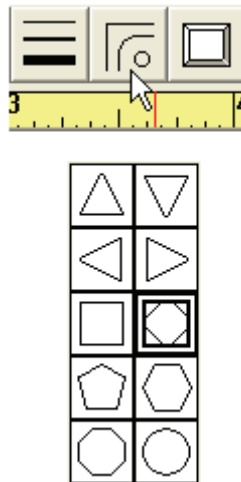
Release the **Ctrl** key or the mouse button to close the button with a straight line.

Creating a Regular Polygon from a Freeform Button

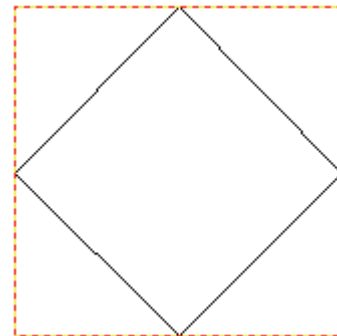
Although it's possible to manually draw regular polygons (like triangles and hexagons) using the methods described in the *Drawing a Polygonal Freeform Button* section, it can be very tricky to get such polygons just right. The program therefore provides a way to convert any freeform button to a regular polygon by using the **Corner Tool**.



Select a freeform button.



Select the **Corner Tool**; then select a shape.



The freeform button will appear with the new shape.

Tip: Hold the **Shift** (constrain) key while selecting a shape to create a regular polygon (all sides the same length).

Chapter 2

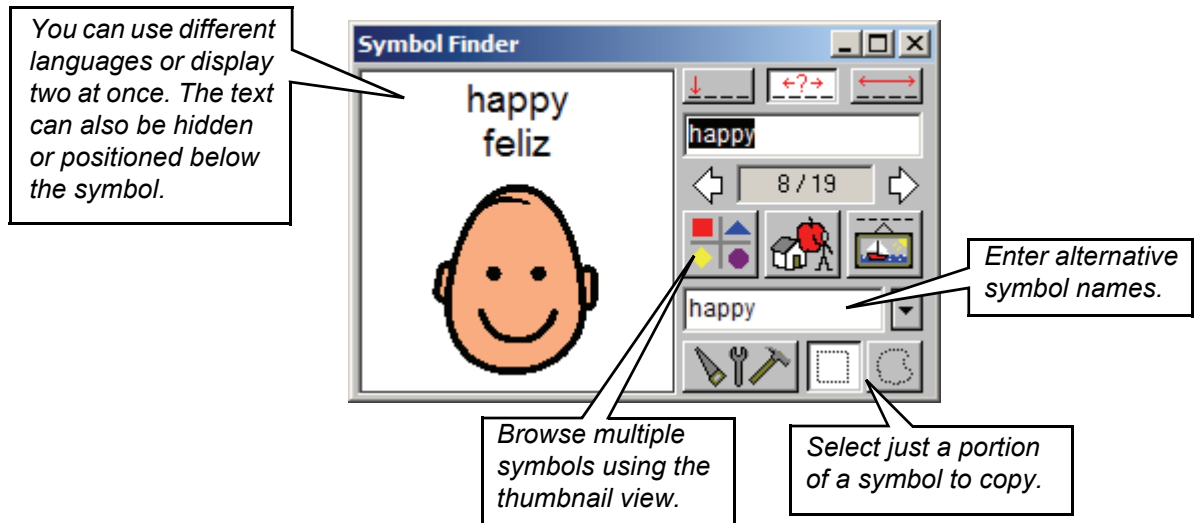
Working with the Symbol Finder

Chapter Overview

The Symbol Finder allows you to quickly search for symbols and copy them to buttons or to other programs. You can easily change the text above a symbol or work in another language. This section will show you how to use the Symbol Finder's different features so you can easily get the symbols and text you need.

The following topics will be covered:

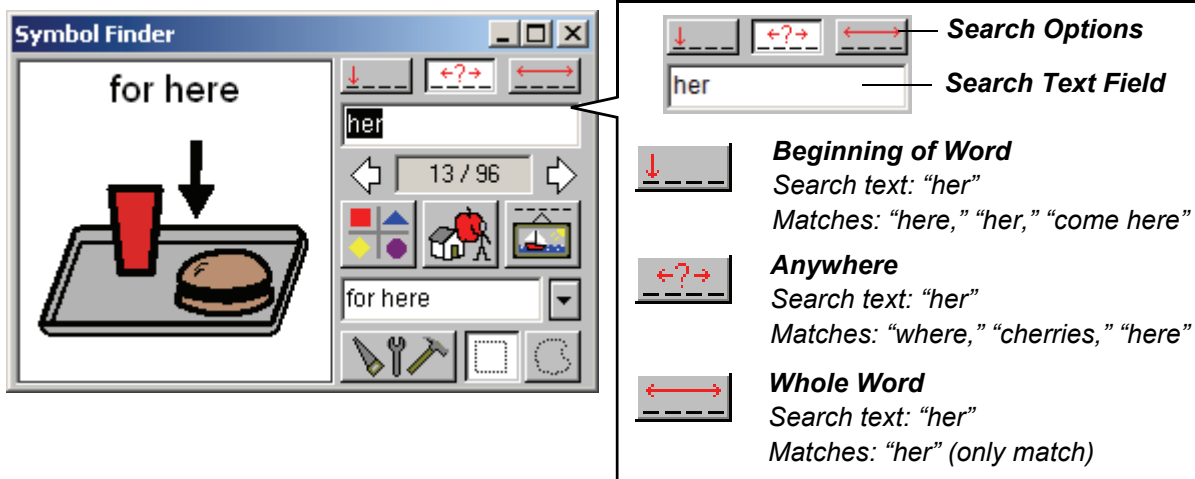
- Searching for symbols
- Making a one-time symbol name change
- Setting the Symbol Finder font size
- Working with the Symbol Finder's settings
- Copying a symbol to a button
- Using the Alternative Symbol Names menu
- Editing a symbol's list of names
- Using different languages with the symbols
- Selecting the Display Option for Symbol Names



Searching for Symbols

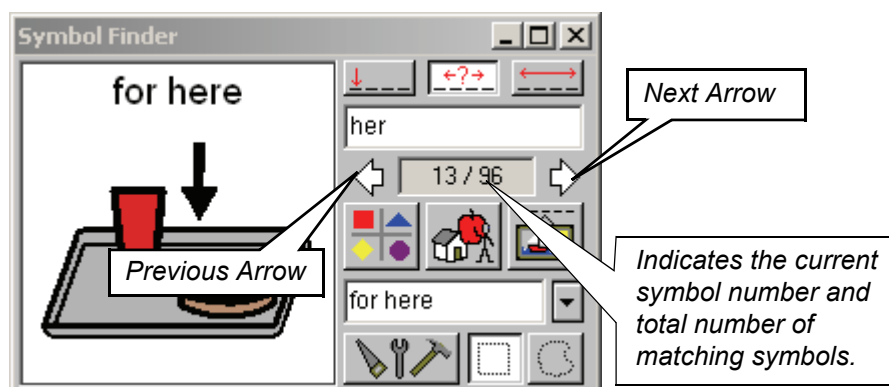
Select the appropriate **Symbol Name Search Option** button. This determines how the Symbol Finder matches symbols to your search text.

Type the name of the symbol you want to find.



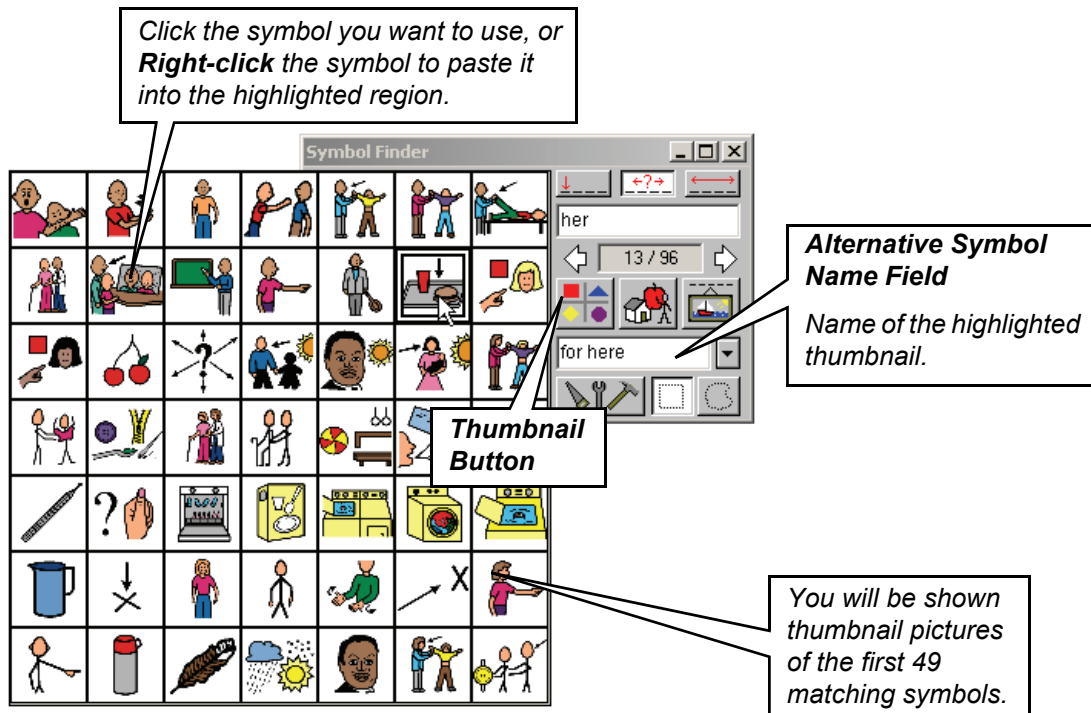
The symbols that match your search text can be displayed either one at a time within the Symbol Finder window or in a popup window with up to 49 thumbnail pictures.

Searching for Symbols Individually



If the first symbol that appears is not correct, use the **Previous/Next Arrows** or the right and left arrows on your keyboard to step through the symbols that match the search.

Searching for Symbols Using Thumbnails



Click on the **Thumbnails** button (**Ctrl + T**) to view thumbnail pictures of all symbols that match the search.

You can use the **Previous/Next Arrows** or the arrow keys on your keyboard to step through the thumbnail screens. Click on the thumbnail picture of the symbol you want to use.

Note: As you pass the pointer over each thumbnail picture, its symbol name will appear in the **Alternative Symbol Name Field**.

Tip: Right-click on a thumbnail to paste it into the currently highlighted button. The thumbnail view will remain open so you can continue right-clicking on thumbnails to quickly paste them into your blank buttons.

Searching for Symbols Using Categories

If you are working on a topic-based board, i.e. breakfast or clothes items, you may find doing a category search will be quicker than searching for each symbol separately. You can set the Symbol Finder to search for or display only those symbols within a specific category.

Category searches are covered in-depth in *Chapter 3 - Working With Symbol Categories*.

Copying a Symbol to a Button

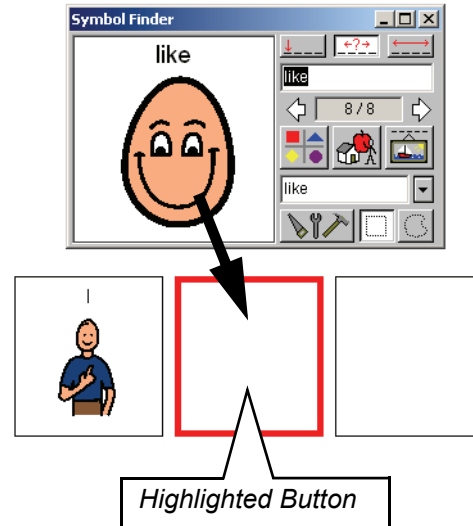
Automatic Placement

The Symbol Finder will highlight the first empty button on the board.

Pressing the **Enter** key on the keyboard will automatically place the current symbol on the highlighted button.

Once the symbol is placed, the next empty button will become highlighted.

Note: If there are no empty buttons, the Symbol Finder will try to place the symbol on the board background.



OR

Manual Placement

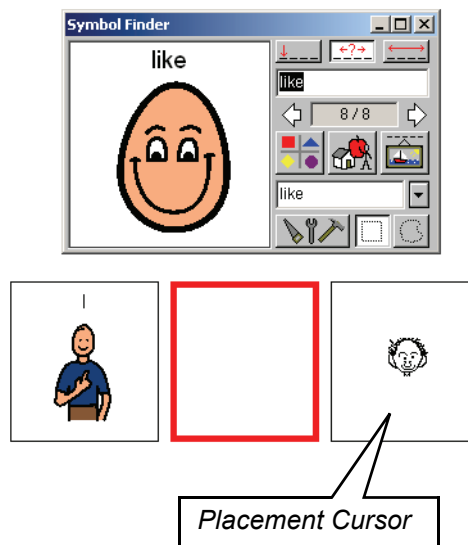
You can place the current symbol on any button on the board, not just the highlighted button.

Using the **Placement Cursor**, click on the button where the symbol should be placed.

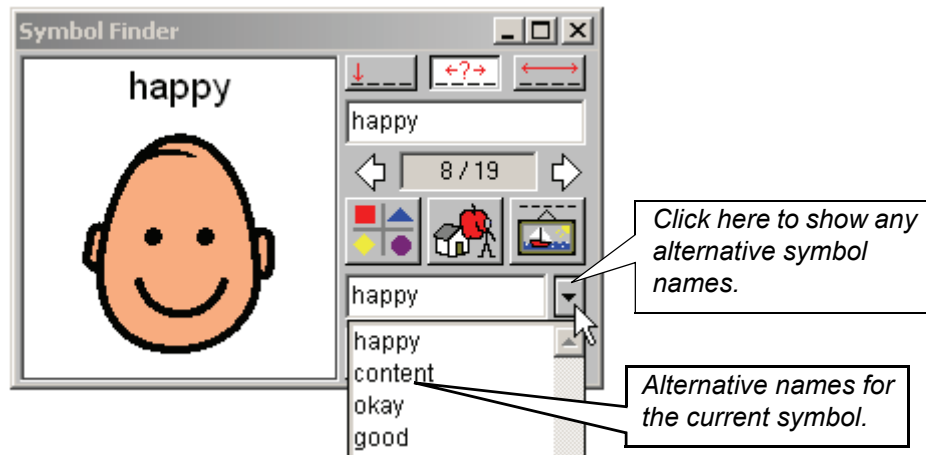
Note: The next empty button that follows the button you just clicked on will become highlighted for automatic placement.

Please refer to *Chapter 4 - Working with Symbols on a Board* for information on deleting, replacing, or adding multiple symbols to a button.

Tip: With the **Placement Cursor**, you can click and drag out a marquee box into which the current symbol will be placed. This is an easy way to size and position a symbol within a button or on the board background.



Using the Alternative Symbol Names Menu

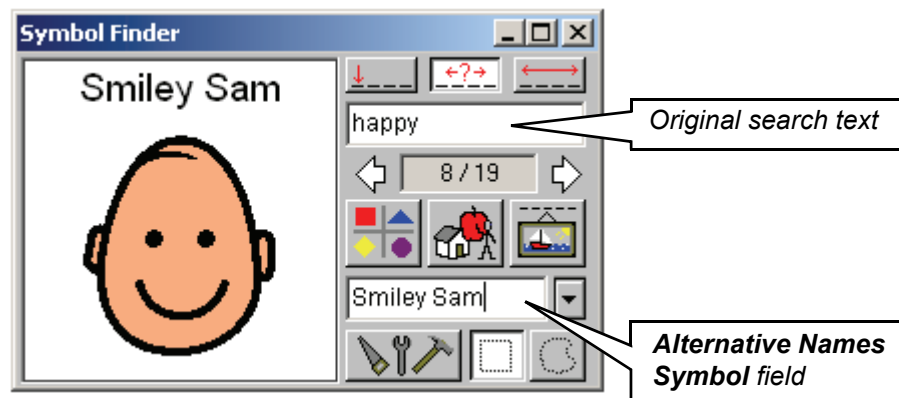


Many symbols are assigned alternative symbol names (synonyms). If you search for any of these alternative names, the symbol will appear in the Symbol Finder with that name above it.

If you want to use an alternative name for a symbol, click on the black triangle and select a name from the pull-down menu.

Note: Changing the text using the **Alternative Symbol Names** field is a one-time change and will not affect the original symbol name.

Making a One-Time Symbol Name Change

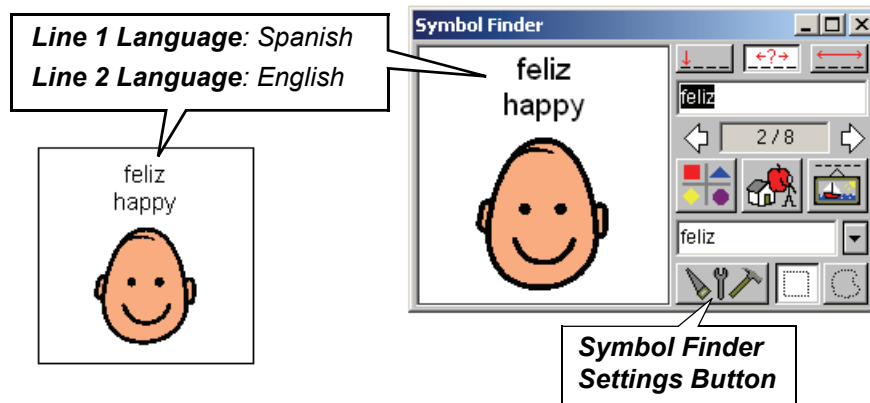


You can change the text that appears above a symbol by typing in the **Alternative Symbol Names** field. As you type the text, it will automatically appear above the symbol.

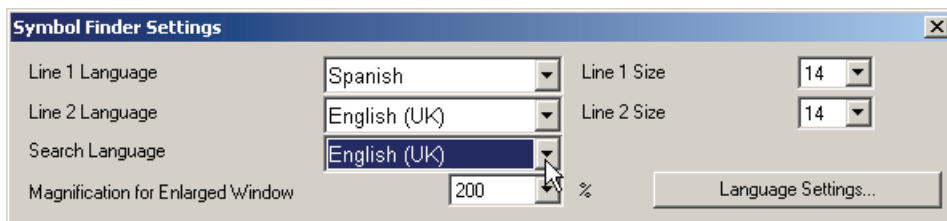
Note: Changing the text using the **Alternative Symbol Names** field is a one-time change and will not affect the original symbol name.

Using Different Languages with the Symbols

The PCS libraries that came with your software are translated into many different languages. You may change the displayed language, add a second language line, or set a different search language.



- 1 Click on the **Symbol Finder Settings** button.



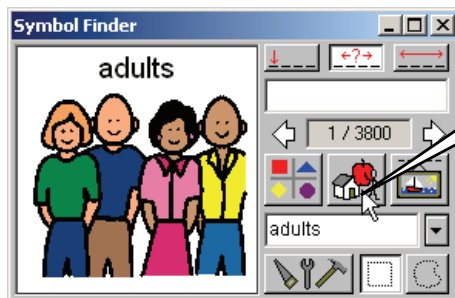
- 2 Use the pull-down menus to select the desired languages for the **Line 1 Language** and/or **Line 2 Language**.
Click on the **OK** button when finished.

Changing the **Line 1 Language** changes the **Search Language** to match. You can set the **Search Language** independently after setting the **Line 1 Language** (see above; an English speaker can make a board for a Spanish speaker).

Note: Some languages require special fonts and font scripts to display their text correctly. The fonts and scripts for the Eastern European languages are available within Windows 2000 or higher if **Multilanguage Support** is enabled in the Windows Setup. Refer to *Enabling Multilanguage Support* in **Help Topics** in the **Help** menu.

Selecting a Search Category

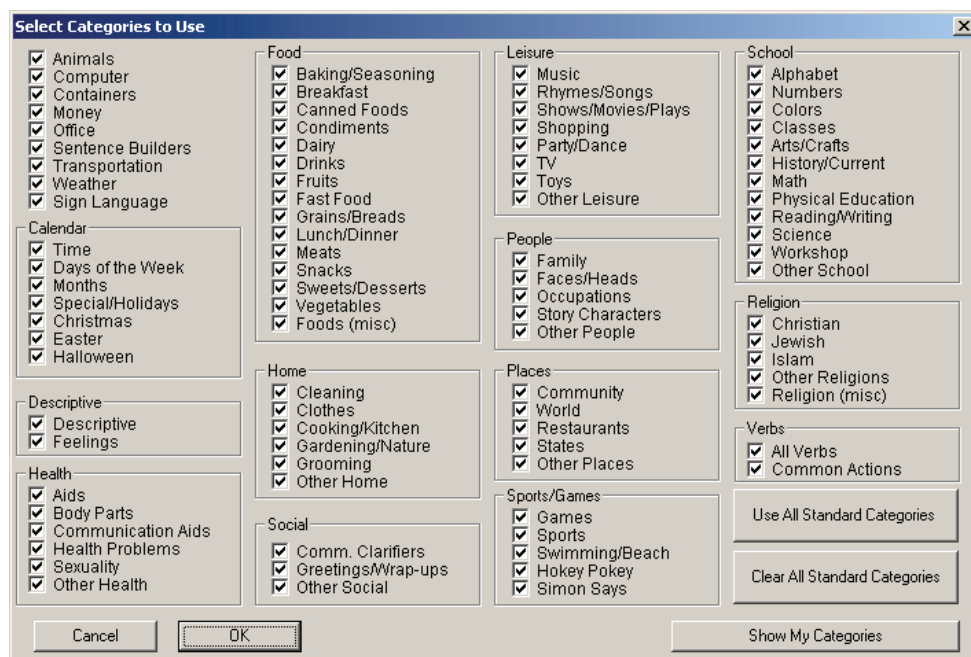
1



Select Categories button

Click here to select a category to search or view.

2



Use All Standard Categories

Checks all category fields

Clear All Standard Categories

Unchecks all category fields

Show My Categories

Shows/selects any user categories

Cancel

Cancels any selection changes

OK

Closes the Categories window

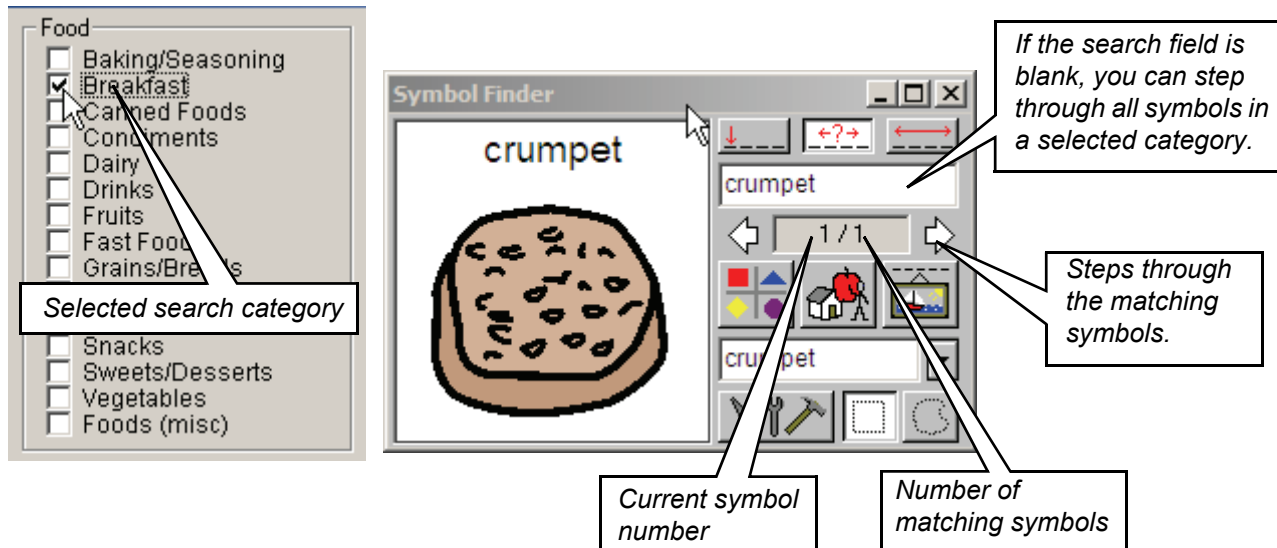
Click **Clear All Standard Categories** to uncheck all category selections.

Check any category or categories you want to search or browse. Click the **OK** button when finished.

Working with a Category Search

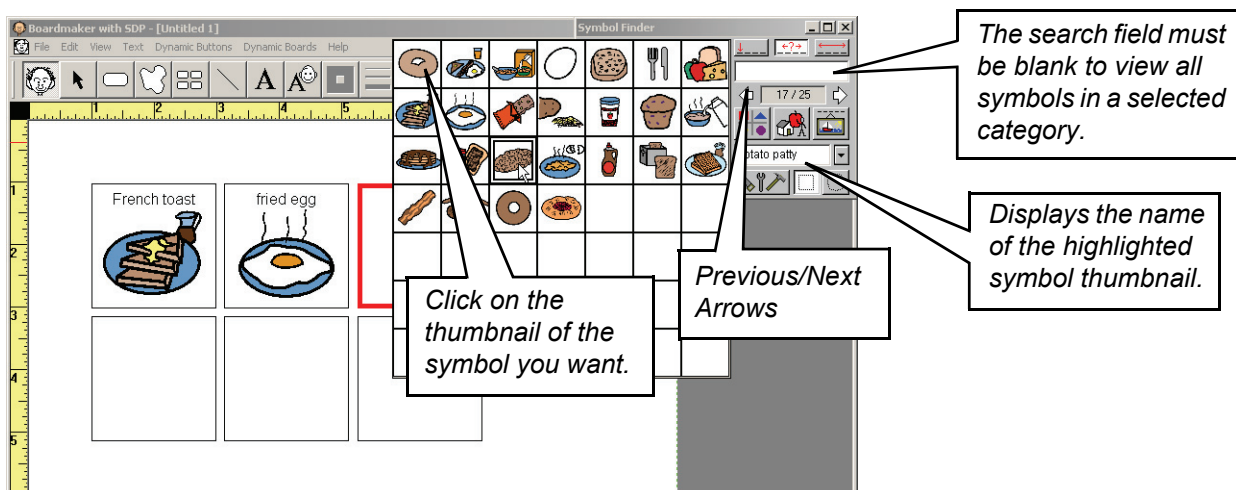
Symbol Finder Details

Once you have selected a search category, only those symbols assigned to that category will be available in the Symbol Finder.



Using the Thumbnails View

Search categories are best used in conjunction with the thumbnail view. The thumbnail view will allow you to see up to 49 symbols at a time from a selected category. This will allow you to quickly locate the symbols you want to use. Use the **Next Arrow** to view the next 49 symbol thumbnails.

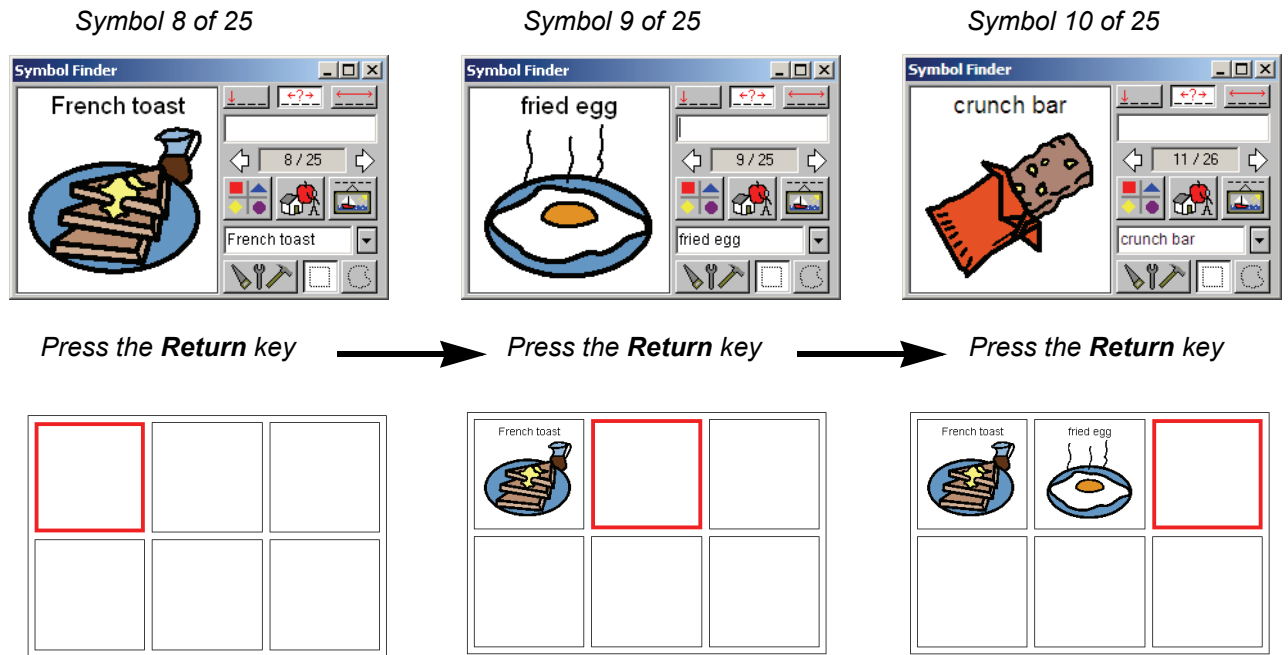


Filling a Topic Board Quickly

There are two methods you can use to quickly fill a topic-based board with symbols from a specific search category. In the examples below, the “breakfast” category is selected.

Method 1 - The Enter key and automatic placement

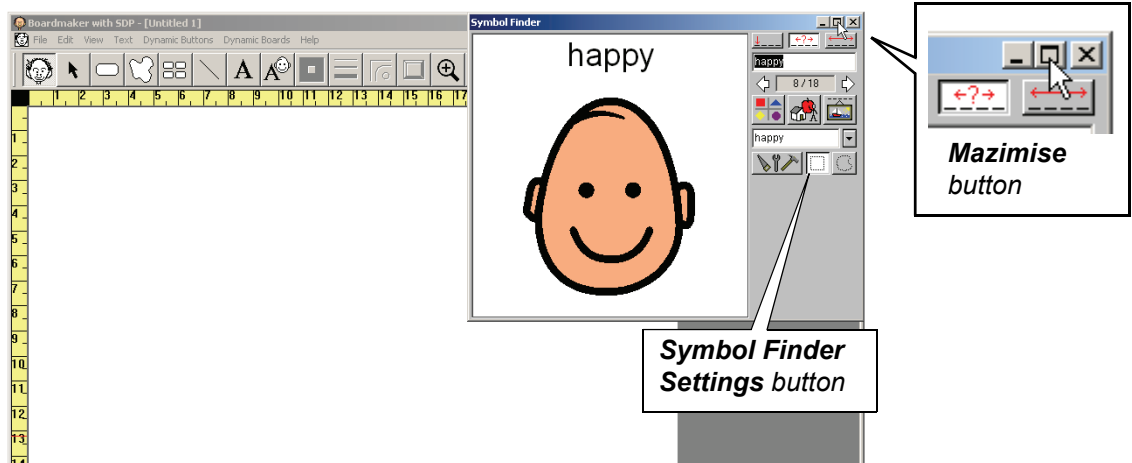
Repeatedly pressing the **Enter** key on the keyboard fills the buttons with “breakfast” symbols in the order they appear within that category. Use the **Right Arrow** key on your keyboard to skip unwanted symbol(s).



Method 2 - Right-click a thumbnail and automatic placement

Right-click on a thumbnail to paste it onto the currently highlighted button. The thumbnail view will remain open so you can continue right-clicking on thumbnails to quickly paste them onto your blank buttons.

Enlarging the Symbol Finder Window



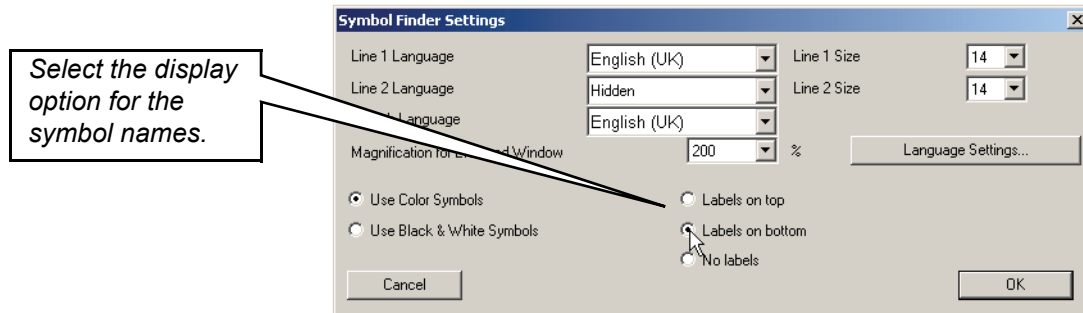
The Symbol Finder can be enlarged to give you a larger view of the symbols. This is useful when using the Selection Marquee/Lasso.

To enlarge the Symbol Finder, click on the **Maximise** button. The **Maximise** button is then replaced by the **Restore** button and is used to return the Symbol Finder to its normal size.

You can set the size of the enlarged Symbol Finder by clicking on the **Symbol Finder Settings** button, then selecting a magnification in the **Magnification for Enlarged Window** box Magnification popup.

Selecting the Display Option for Symbol Names

The Symbol Finder can be set to display the symbol names above the symbol, below the symbol or not at all.



To change the symbol names display option, click on the **Symbol Finder Setting** button then select the desired option.

Note: When the **No Labels** option is selected, the **Line1** and **Line2** language settings are preserved, but appear grayed out and are unselectable.

Chapter 3

Working with Button Text

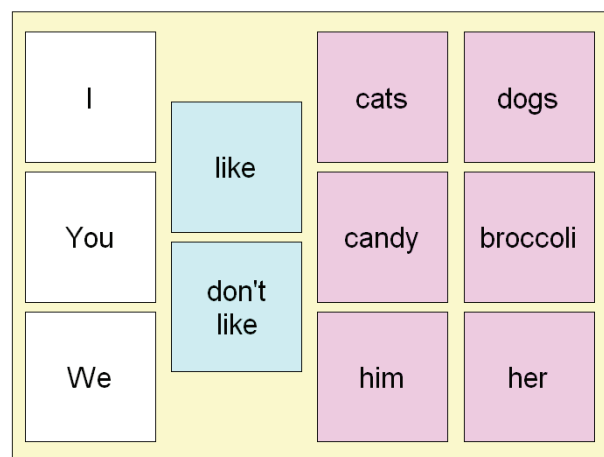
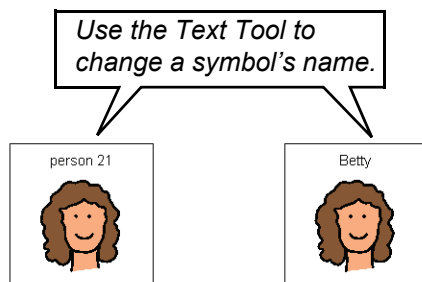
Chapter Overview

You can use the **Text Tool** and Text menu to edit text above a symbol or add text directly to a button or the background. This chapter will show you how to work with the text on your boards.

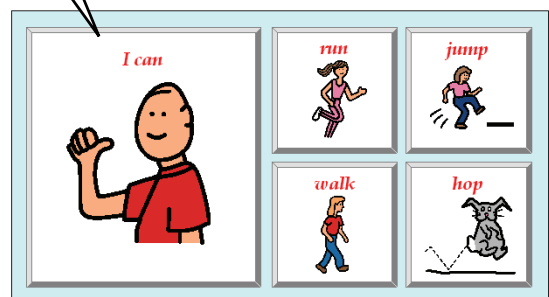
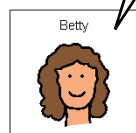
The following topics will be covered:

- Adding text with the **Text Tool**
- Editing symbol names with the **Text Tool**
- Setting the text font, style, and size
- On-screen keyboard
- Repositioning text fields
- Changing the text colour
- Changing the text settings on multiple buttons in one step

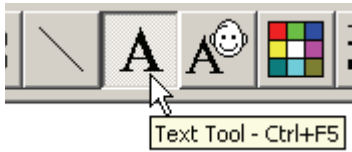
Create buttons or boards with only text.



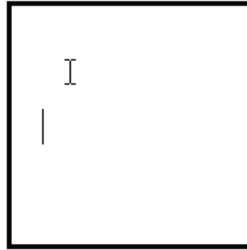
You can change the font, size, style, and colour of the text on all selected buttons in one step.



Adding Text with the Text Tool

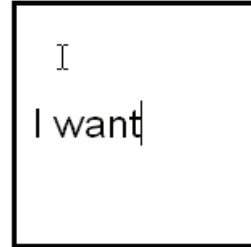


Select the **Text Tool**.



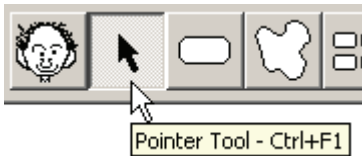
Click with the I-beam cursor where you want to type text.

The blinking insertion cursor marks your position in the text field.

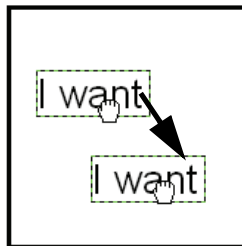


Type your text.

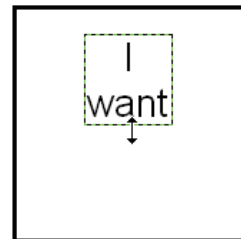
Repositioning Text Fields



Select the **Pointer Tool**.

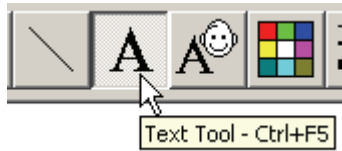


Click and drag the text field to a new position. You may also use the keyboard arrow keys to nudge the text field around.

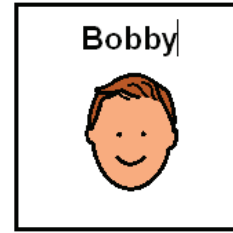
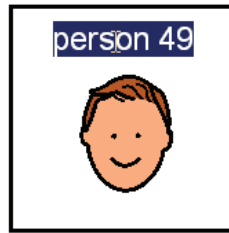


Tip: You can also click and drag on the top or bottom of a multi-word text field to resize the text block.

Editing a Symbol Name with the Text Tool



Select the **Text Tool**.

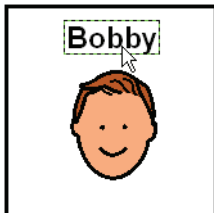


Click with the I-beam cursor on the symbol name, then type the new name.

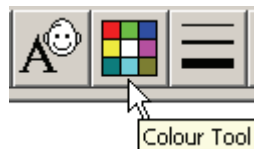
Note: The first time you click on a text field with the I-beam cursor the entire text field will be selected. The second click places the insertion cursor. A double-click will select a single word.

Tip: **Right-click** on any text with the pointer and select **Edit Text** from the contextual menu to edit the text. Move the I-beam cursor off the text and **Right-click** again to select the **Pointer Tool**.

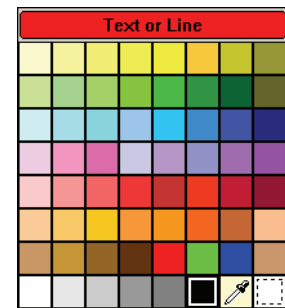
Changing the Text Colour



Select the text field using the **Text Tool** or **Pointer Tool**.



Select the **Colour Tool**.

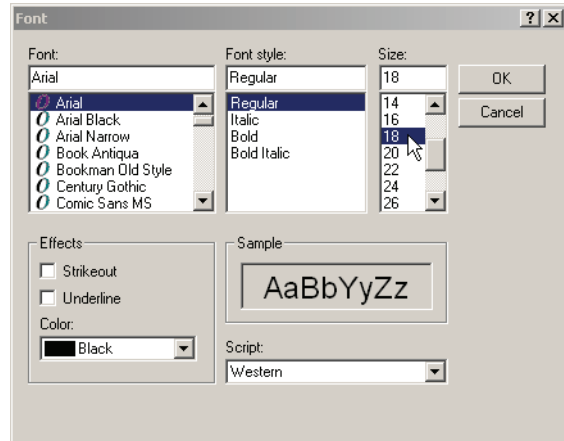
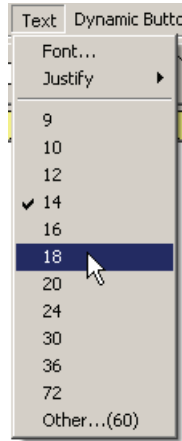


Click on the desired colour in the Colour Palette.

Tip: You can change the colour of text with the **Pointer Tool** by **right-clicking** on the text and selecting the colour from the **Font Colour** submenu.

Tip: Use the eyedropper to set a custom colour for the text by clicking on any colour on the board.

Setting the Font, Style, and Size



Select the text to be changed using the **Text Tool** or **Pointer Tool**.

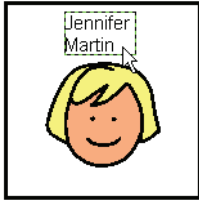
The font size can be set within the **Text** menu.

Select **Font** in the **Text** menu to change the settings for the **Text Tool** or a selected text field.

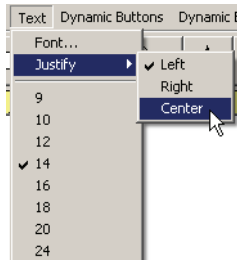
Note: You can change the default font, style, and size used by the **Text Tool** by first double-clicking on the **Text Tool**, then selecting **Font** in the **Text** menu and making the desired changes.

Tip: You can quickly increase or decrease the font size by one point by using keyboard shortcuts. **Ctrl** + "+" will increase the size, and **Ctrl** + "-" will decrease the size.

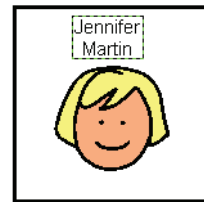
Changing the Text Justification



Select the text field using the **Text Tool** or **Pointer Tool**.



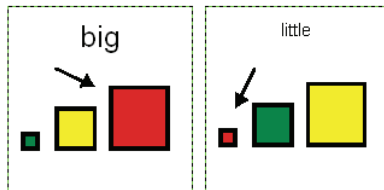
Select the desired alignment in the **Justify** submenu in the **Text** menu.



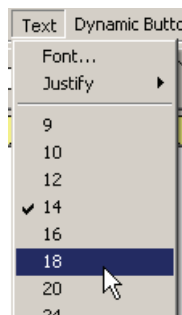
The text in this example is now centered.

Tip: You can change the alignment of text with the **Pointer Tool** by **right-clicking** on the text and selecting the desired setting from the **Justify** submenu.

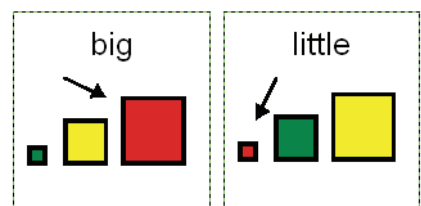
Changing the Text Settings on Multiple Buttons



Select the buttons whose text will be changed.



Make the desired changes in the **Text** menu.



All selected buttons will reflect the text change.

Note: If you are increasing the text size on your buttons by a significant amount the text may appear underneath the top portion of some symbols. It may be necessary to resize or reposition some symbols within their buttons in order to avoid clipping the text.

Chapter 4

Working with Symbols on a Board

Chapter Overview

A symbol on a button can be easily replaced, added to, resized, moved, or deleted. This chapter will show you how to manipulate the symbols and create your own symbols.

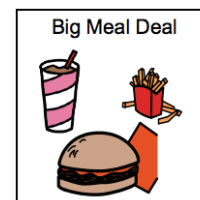
The following topics will be covered:

- Replacing a symbol on a button
- Resizing and repositioning a symbol
- Importing a picture onto a button
- Clearing pictures and text from selected buttons
- Adding an additional symbol to a button
- Using a portion of a symbol
- Resizing buttons and graphics

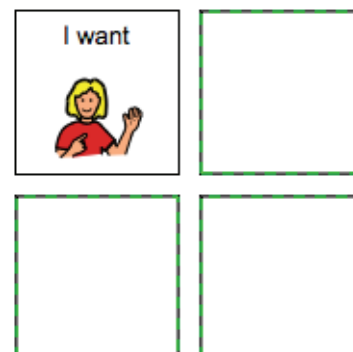
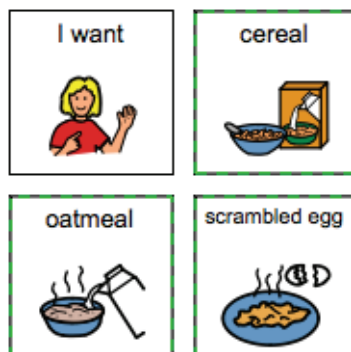
Quickly replace a button's symbol and text.



Position multiple symbols on a button to make a new symbol.



Quickly clear the contents of any selected buttons.

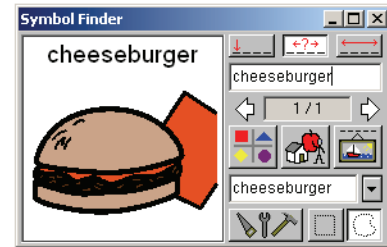
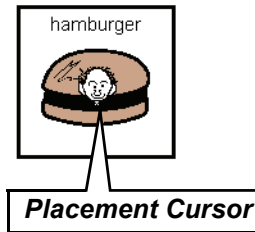


Replacing a Symbol on a Button

1

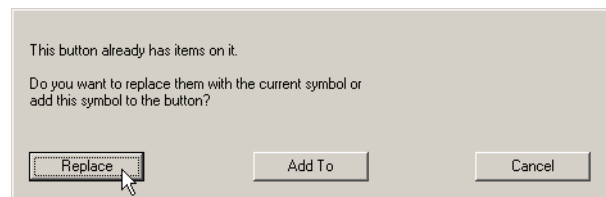
Search for a new symbol in the Symbol Finder.

Using the **Placement Cursor**, click on the button whose symbol will be replaced.



2

Click on the **Replace** button to confirm the action.



3

The new symbol and text will replace the old ones.

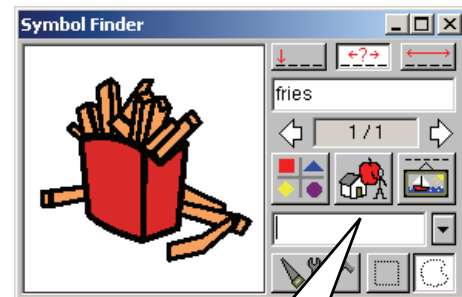


Adding an Additional Symbol to a Button

1

Search for the symbol you want to add.

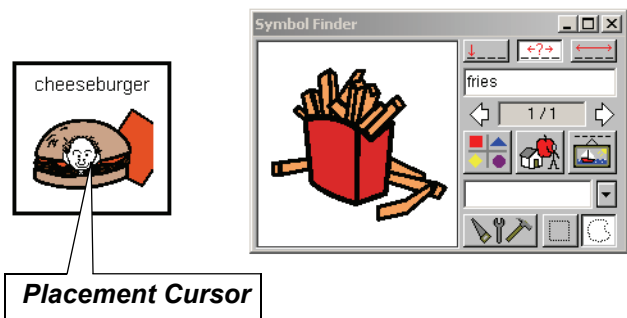
Press the **Tab** key to move to the **Alternative Symbol Name Field**, then press the **Backspace** or **Delete** key to remove the symbol text (you don't want an extra symbol name appearing on the button).



Alternative Symbol Name Field
Delete this text to temporarily remove the symbol's text.

2

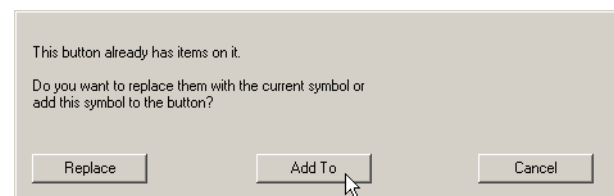
Using the **Placement Cursor**, click on the button that will receive the additional symbol or click and drag out a marquee box that will determine the size and position of the additional symbol.



Placement Cursor

3

Click on the **Add To** button to confirm the symbol addition.



4

The new symbol is added to the button on top of the previous symbol.

The **Pointer Tool** will automatically become selected and the symbols are ready to be resized and repositioned (see next section).



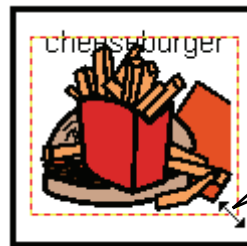
Resizing and Repositioning a Symbol

Select the symbol to be resized.

Note: The first click selects the symbol on top, the next click selects the next symbol down, etc.



Move the pointer over any portion of the dashed selection box. The pointer will become a double arrow.

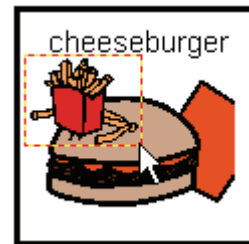


Double arrows are used to resize.

Click and drag the lower right-hand corner to resize the symbol.

Tip: Hold down the **Shift** key while resizing the symbol to maintain the symbol's proportions.

Tip: If the symbol get distorted as a result of resizing it, right-click on the symbol and select **Restore Proportion** to return the symbol to its original aspect ratio.



If necessary, move the pointer over the symbol, then click and drag to reposition the symbol.

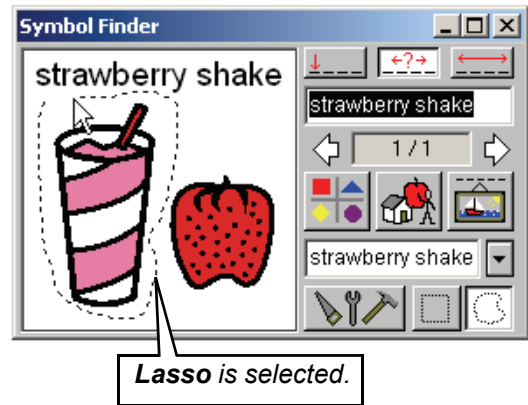
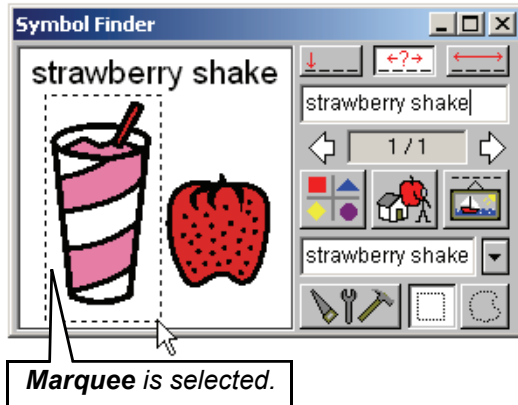
Tip: You can change the order in which the symbols are stacked on a button by selecting a symbol, then selecting **Send To Back** in the **View** menu.



Using a Portion of a Symbol (Marquee/Lasso)

Selecting a Portion of a Symbol

1



Select either the **Marquee** or **Lasso** button then click and drag to select the desired portion of a symbol.

Placing the Selection

2

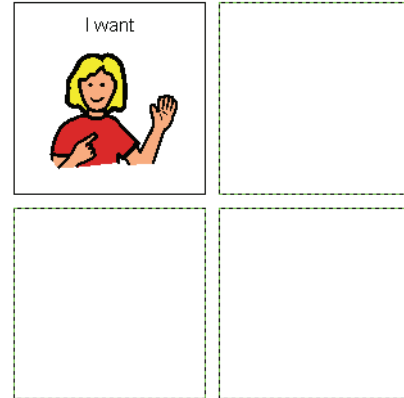
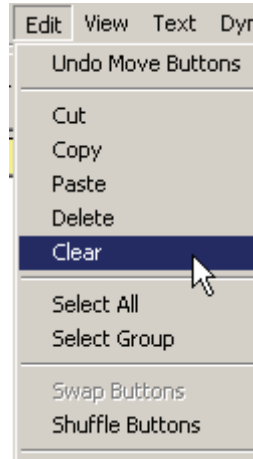
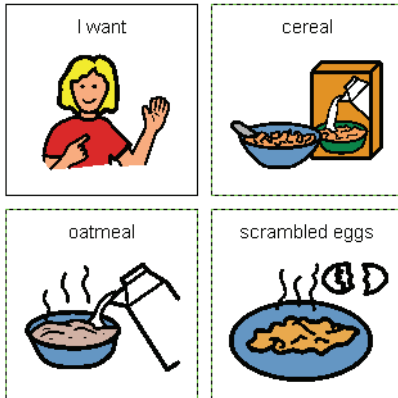


*Completed button
(after resizing and
positioning).*

You can click with the **Placement Cursor** or press the **Enter** key to place the symbol selection on a button. You can also click and drag out a marquee box with the **Placement Cursor** to set the position and size of the selected portion of the symbol within the button.

To learn how to save a new symbol in the Symbol Finder, please refer to *Chapter 8 - Adding New Symbols or Photos to the Symbol Finder*.

Clearing Symbols and Text from Selected Buttons



Select the buttons whose symbols and text you want to clear.

Select **Clear** in the **Edit** menu or right-click on one of the buttons and select **Clear Buttons > Face**.

The cleared buttons are ready for new symbols.

Chapter 5

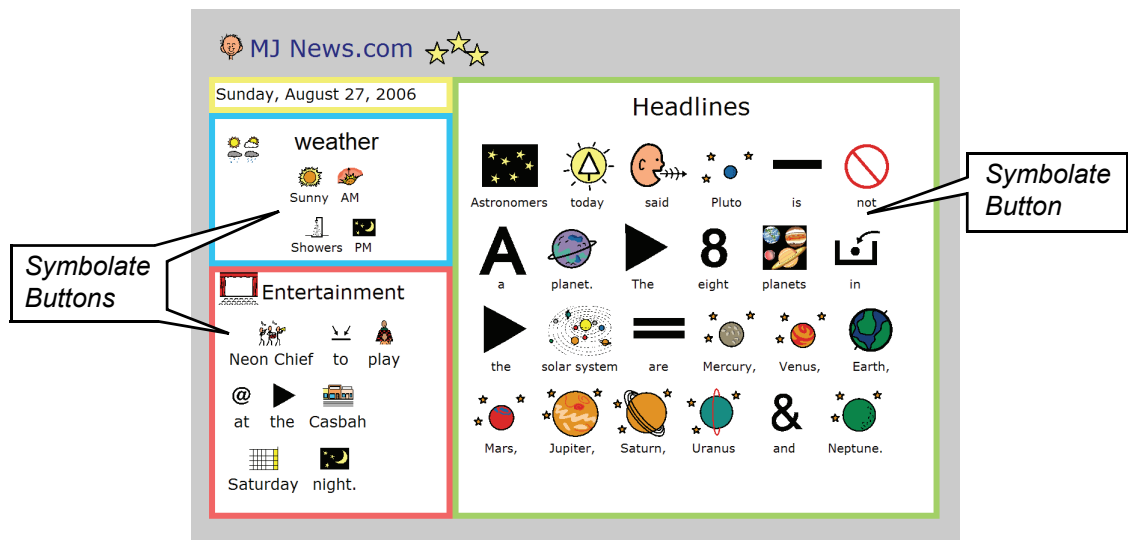
Working with Symbolate Buttons

Chapter Overview

Symbolate Buttons provide a quick and easy way to create symbol adapted sentences, stories, direction strips and other instructional materials and aids. As text is typed into a symbolate button, appropriate symbols will appear above each word. By design, text and symbols can not be moved around in Symbolate buttons, but in most other respects, Symbolate buttons are similar to standard buttons. Their background colour, border thickness, corner setting, font size, style and colour can be set in the usual fashion. They can be positioned and resized according to your needs. In Boardmaker Plus! and Boardmaker with Speaking Dynamically Pro, you can assign a select set of actions to these buttons, including the new **Read With Highlighting** action designed specifically for Symbolate buttons.

The following topics will be covered:

- Creating a Symbolate button
- Editing symbolate text
- Changing the symbol for a word-symbol pairing
- Making new word-symbol pairs
- Changing the default word-symbol pairing
- Changing the text for a word-symbol pairing
- Changing the text position
- Adjusting the button border
- Changing the font and symbol size
- Setting the button symbolate properties
- Read with Highlight action (Plus! and SD Pro)

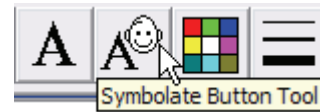


*Quickly create symbol-supported learning activities like this current events page using the **Symbolate Tool**. The symbols automatically appear as you type. (Many of the symbols shown above come from the optional PCS addendum libraries.)*

Creating a Symbolate Button

1

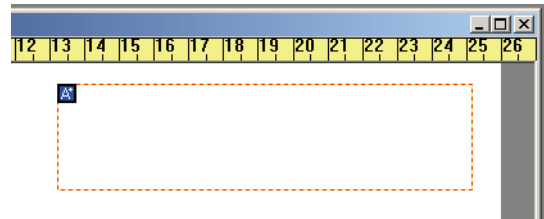
Select the **Symbolate Tool** in the **Tool Palette**.



2

Click on the background where you would like to start typing.

A new Symbolate button will extend from that location to the right edge of the board. You will be able to adjust the width of the button later. A Symbolate button's height is automatically determined by its font and symbol size settings.

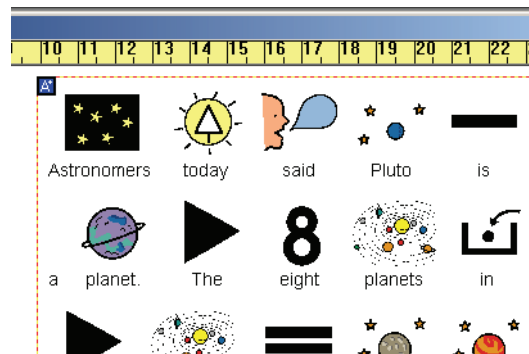


Tip: Click and drag horizontally with the **Symbolate Tool** to set the initial width of the Symbolate button.

3

Begin typing in the new Symbolate button. If there is a valid word-symbol match, then the symbol will appear as each word is completed.

The text will automatically wrap when it reaches the right edge of the button. You can move to a new line at any time by using the **Enter** (or **Return**) key. There is no limit to the amount of text you can type into a Symbolate button. However, you are limited to what you can see by the dimensions of your board.



Tip: To access symbols paired with multi-word phrases, like “solar system” you must type “solar_system.” The underscore (“_”), which will appear as a space, prevents the program from attempting to symbolate the first word.

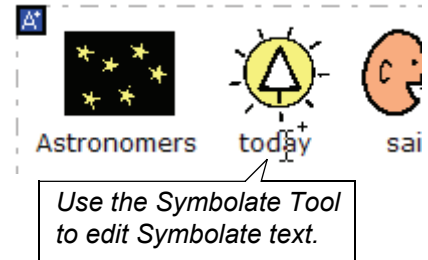
Note: You can apply standard button appearance options such as border thickness and colour, background colour and shadow borders to a symbolate button.

Editing Symbolate Text

1

Select the **Symbolate Tool** and click on the text you'd like to edit. The Symbolate button will behave like a very simple text editor.

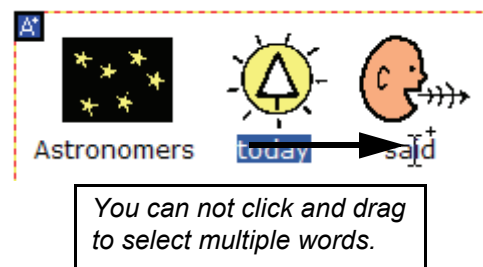
Tip: Right-click a symbolate button to quickly select the Symbolate Tool for editing the text.



2

Once the text cursor is positioned, text can be inserted and deleted as in any word processor. Move around within the text by repositioning the cursor or by using the arrow keys.

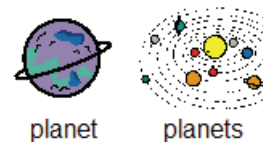
Note: Although you can use standard Windows techniques to select text (for example, clicking and dragging across the letters you want to select), your selection cannot span multiple word-symbol pairs.



3

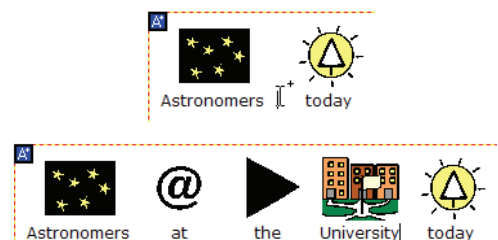
The program will automatically re-symbolate the text as it is changed.

Note: You can prevent the program from automatically re-symbolating the text by holding down the Alt key while you type. Refer to the *Changing the Text for a Word-Symbol Pairing* section for more information.



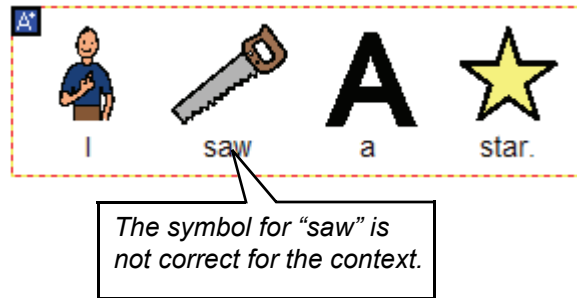
4

Click between two symbolate word-symbol pairs to insert new text.



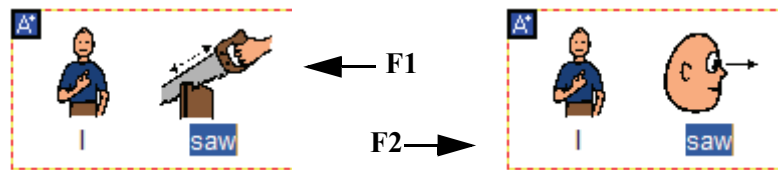
Changing the Symbol for a Word-Symbol Pairing

The program uses a set of pre-defined word-symbol pairings and symbol library searches to determine the symbol that will first appear when a word is typed. The first symbol that appears will not always be appropriate for the context of the word. In this situation you can manually step through the candidate symbols (i.e. all symbols paired with the word).



Using the F1 and F2 Keys

With the **Symbolate Tool**, click on the word or symbol you want to change, then press the **F2** or **F1** keys to step forward or backward through any candidate symbols paired to the word. This can also be done for the last word you typed.

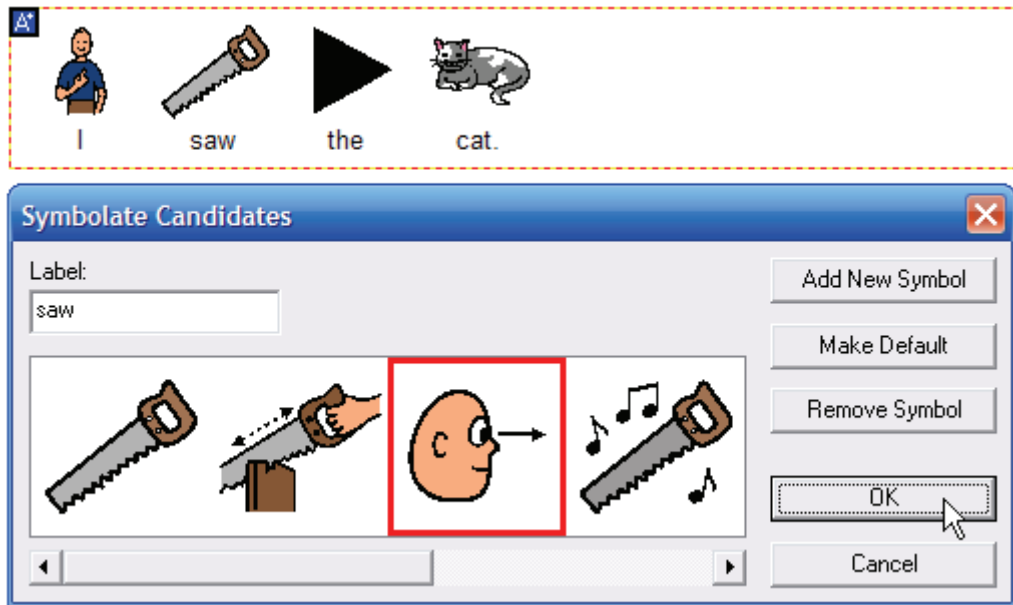


----- OR -----

Using the Symbolate Candidates Dialogue

With the **Symbolate Tool** selected, double-click on the symbol (not the word) that you want to change. The **Symbolate Candidates** dialogue will appear.

Click on the appropriate candidate symbol then click on the **OK** button.



Tip: Double-clicking on the appropriate symbol will automatically select the symbol and dismiss the **Symbolate Candidates** dialogue.

Tip: Selecting a word and pressing the **Esc** key will also open the **Symbolate Candidates** dialogue.

Note: This symbol change only applies to this instance of the word. If you want to make this symbol the new default for the word, click on the **Make Default** button. Refer to the *Changing the Default Word-Symbol Pairing* section.

Making New Word-Symbol Pairs

You have access to a large number of PCS symbols in the libraries provided with the program and through the optional PCS addendum libraries, but there will be words that will not have any paired symbols. This will be especially true for names, places and other proper nouns. In this situation, you can manually make a new word-symbol pairing.



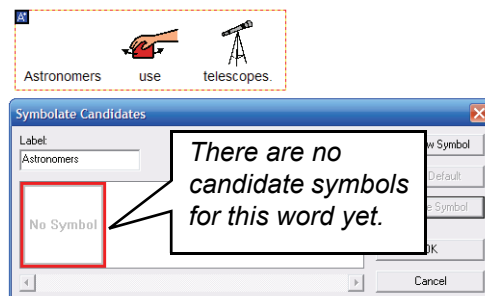
There is no symbol associated with "astronomer." You will need to make a new word-symbol pairing.

Using the **Symbolate Tool**, double-click above the word (where a symbol would be) to open the **Symbolate Candidates** dialogue.

Tip: Selecting the word and pressing the **Esc** key will also open the **Symbolate Candidates** dialogue.



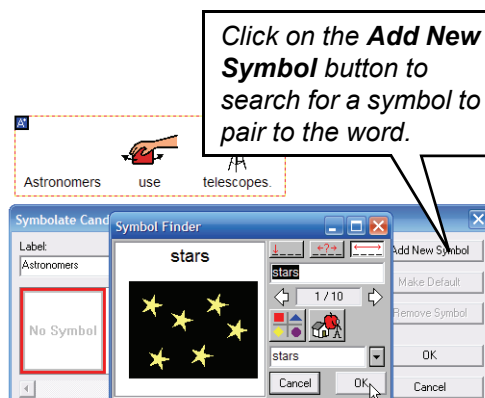
Double-click above a word to create a new word-symbol pairing.



Click on the **Add New Symbol** button. This will open a special version of the Symbol Finder.

Search for the symbol that you would like to pair with the word (shown in the **Label** field).

Click on the **OK** button when you have located the appropriate symbol.



3

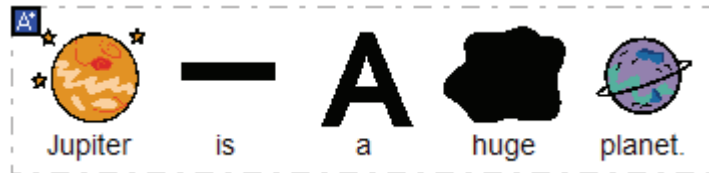
The “stars” symbol is now paired with the word “astronomer.” Click on the **OK** button. The newly paired symbol will appear in the symbolate button. This new word-symbol pairing will be remembered by the program for future use.

Tip: Import photos into the Symbol Finder to make them available for use in Symbolate buttons. The name(s) you provide for the photo will determine its automatic word-symbol pairing.



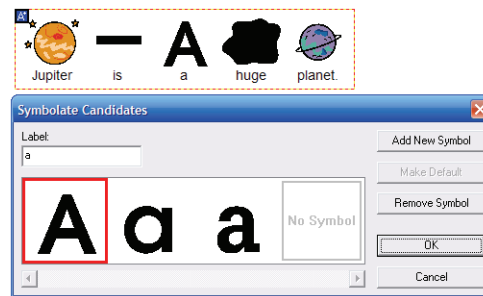
Changing the Default Word-Symbol Pairing

You may want to change the default word-symbol pairing to a more appropriate symbol or imported photo, or to set the default so that no symbol appears initially. This can be accomplished using the Symbolate Candidates dialogue.



In this example you might want to change the default word-symbol pairing so no symbol appears for the word "a" and find a better symbol for the word "huge."

With the **Symbolate Tool**, double-click on the symbol for the word-symbol pairing to be changed. This will open the **Symbolate Candidates** dialogue.



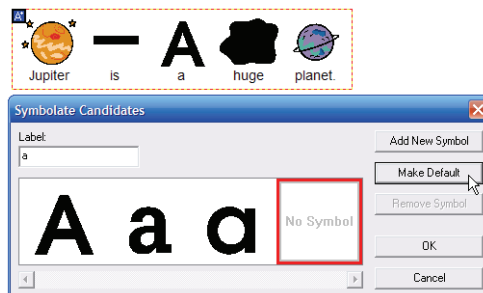
Symbols that are already paired to the word.

Click on the symbol you want to become the new default then click on the **Make Default** button.

Select the **No Symbol** entry in the candidate list to prevent the program from displaying a symbol for the word.

Click on the **OK** button to save the changes.

Note: Use the **Remove Symbol** button to remove a candidate symbol from the list and prevent it from appearing when pressing **F1** or **F2** to step through the word-symbol pairs.

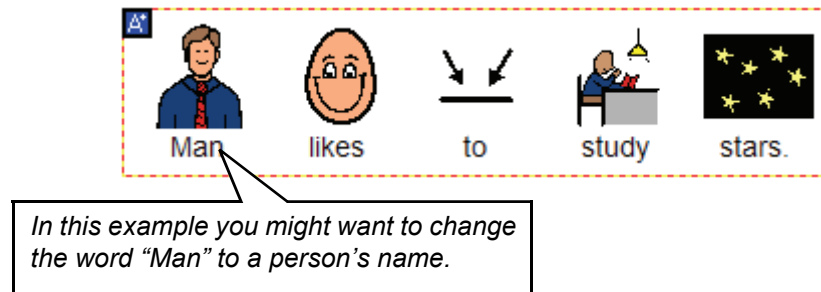


1

2

Changing the Text for a Word-Symbol Pairing

Temporary changes can be made to words and phrases in existing word-symbol pairs. This can be done using a keyboard shortcut or through the **Symbolate Candidates** dialogue.



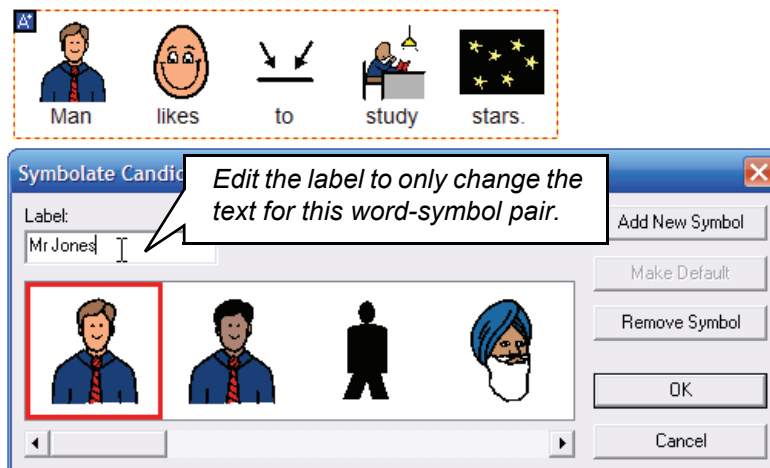
Note: Changes to the text in a word-symbol pair are temporary and only apply to that word-symbol pair.

Tip: For specific people, places or things, import photos into the Symbol Finder to make them available for use in Symbolate buttons. The name(s) you provide for the photo will determine its automatic word-symbol pairing.

Using the Symbolate Candidates Dialogue

Using the **Symbolate Tool**, double-click on the symbol whose word is to be changed.

Type the new word or phrase in the **Label** field. Click **OK** when finished.

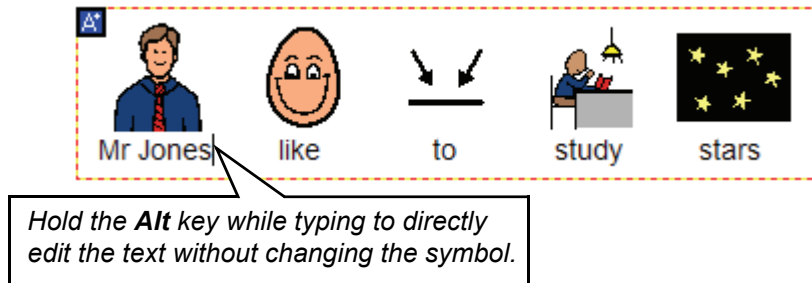


----- OR -----

Using the ALT Key

With the **Symbolate Tool**, select the word you want to change.

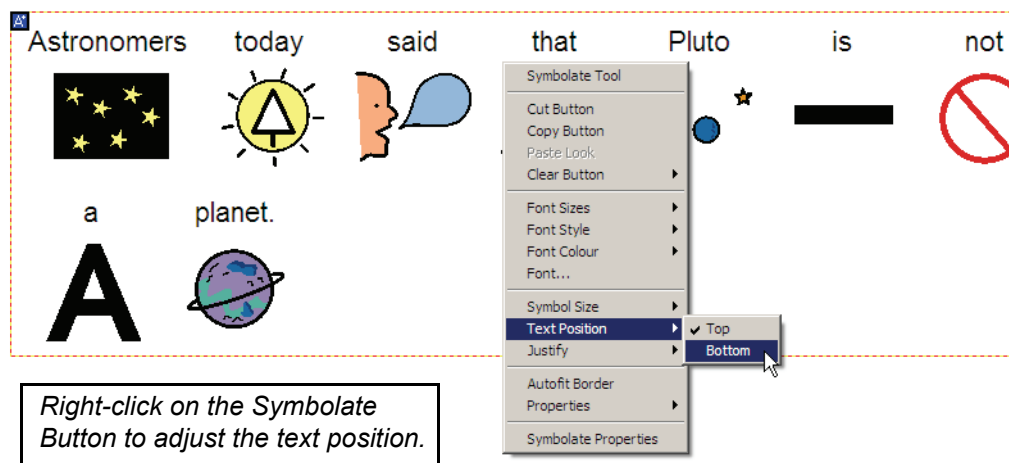
While holding down the **Alt** key, type the new text for the symbol. Holding the **Alt** key prevents the program from attempting to re-symbolate the text.



Click elsewhere in the button when finished.

Changing the Text Position

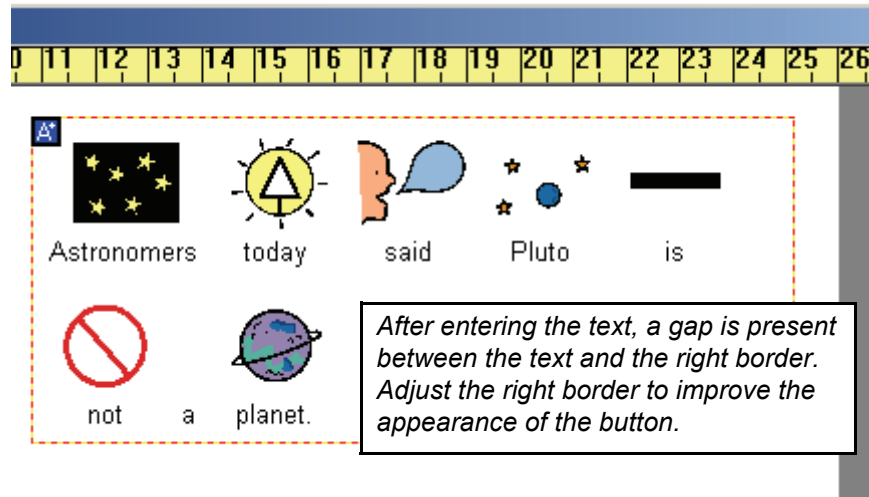
The text in a Symbolate button can appear on top of or below the symbols.



Note: This change only affects the current button. To change the text position for all future Symbolate buttons, make sure nothing is selected, then change the setting by selecting **Symbolate Properties** in the **Edit** menu.

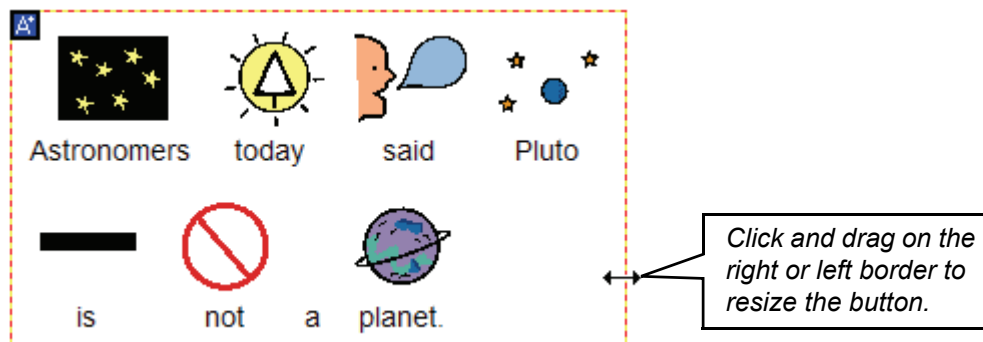
Adjusting the Button Border

It is not uncommon to have a gap between the right border of a Symbolate button and its contents. The border can be adjusted either manually or by using the **Autofit Border** option (right-click menu). Each option yields a slightly different result.



Manual Resizing

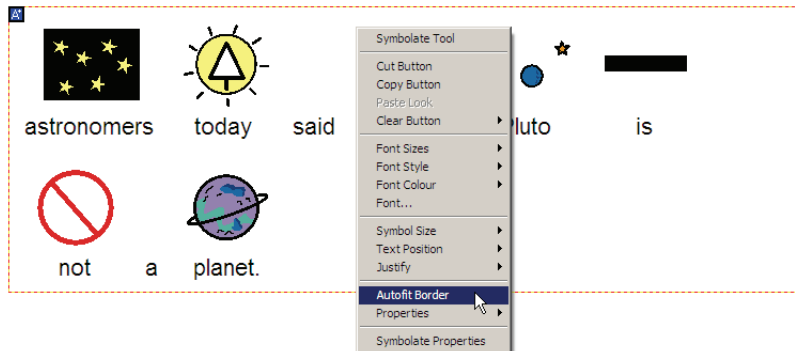
Using the **Pointer Tool**, click and drag on the left or right border to resize the button. The text and symbols in the button will not change as you change its width. The height of the entire Symbolate button will change to accommodate its contents.



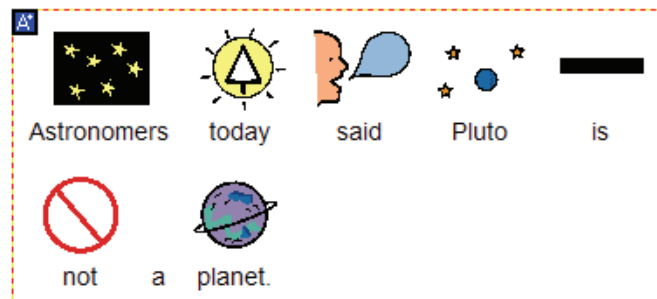
OR

Autofit Border

Right-click on the Symbolate button and select **Autofit Border**. This will fit the border to leave a consistent margin around its contents. This option will never change the top or bottom border of the button.

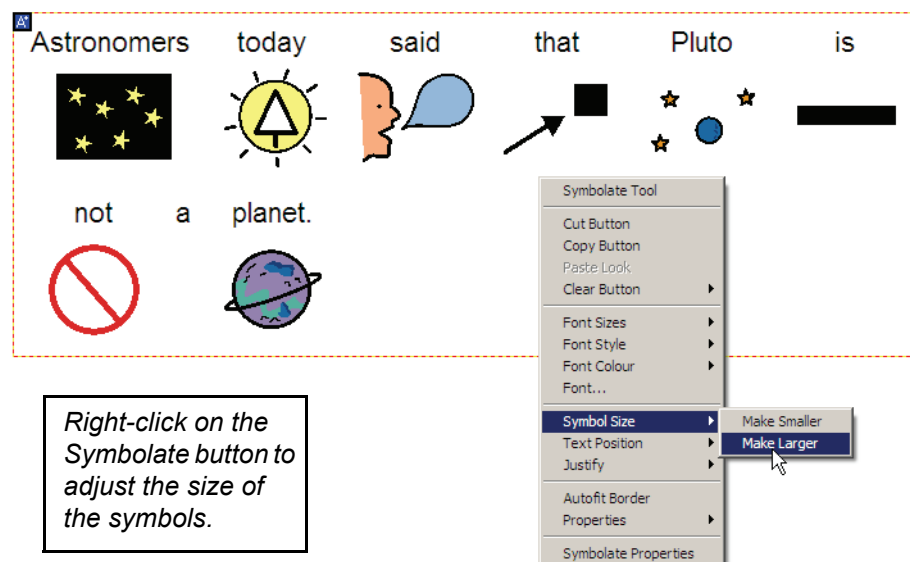
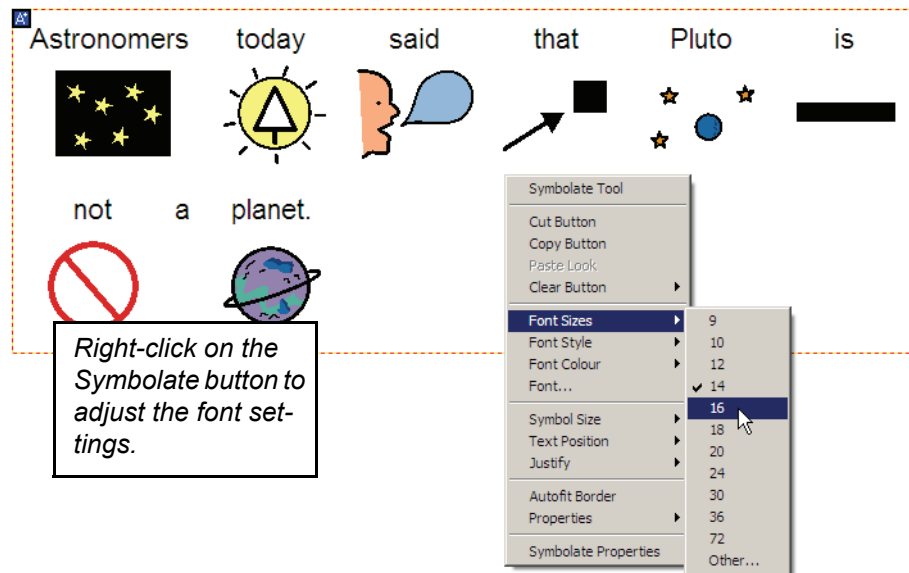


*Use the **Autofit Border** option to fit the border for a consistent margin.*



Changing the Font and Symbol Size

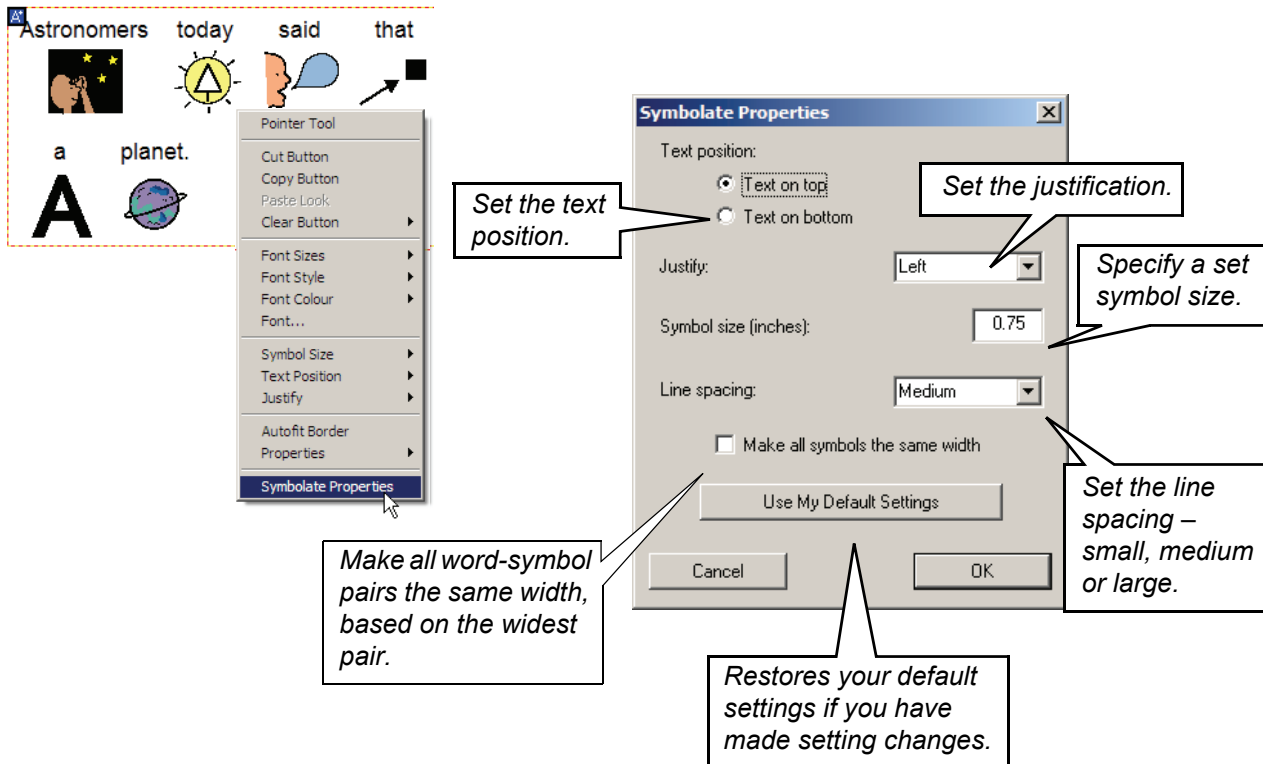
As with any text, you can adjust the font size, colour, style and justification in a Symbolate button. All of these settings are available by right-clicking on the Symbolate button. Many of these options can also be found in the **Text** menu.



Setting the Button's Symbolate Properties

A convenient method of setting the properties of the symbolate button is to use the **Symbolate Properties** dialogue.

Note: A few of the more commonly used Symbolate Properties are available directly in the right click menu, however, this dialogue contains all available properties of a symbolate button.

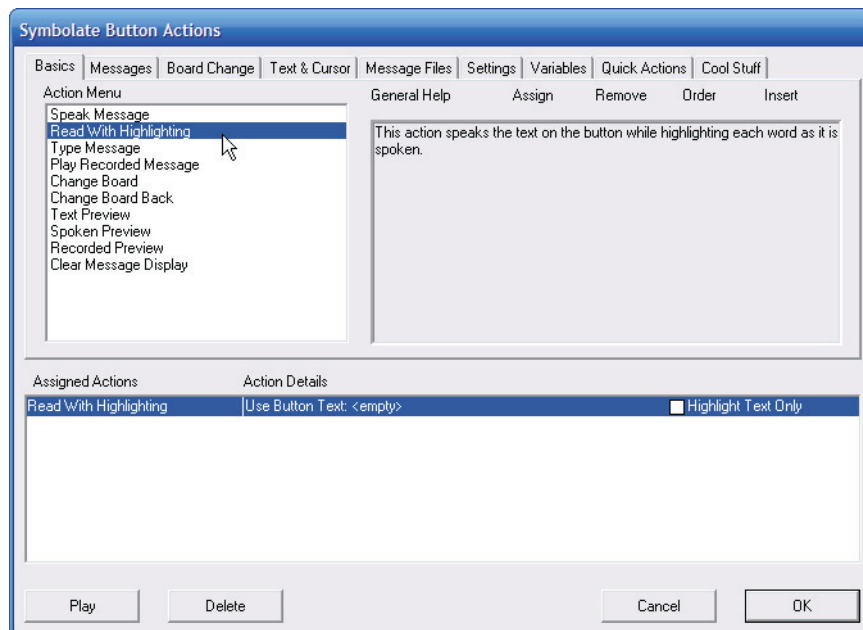


Note: You can define your personal default properties for symbolate buttons by setting the **Symbolate Properties** from the **Edit** menu and modifying the default values. You can restore your default settings to the factory default settings for Symbolate buttons by selecting **Symbolate Properties** from the **Edit** menu and clicking on the **Restore Factory Default Settings** button.

Read with Highlighting Action

In Boardmaker Plus! and Boardmaker with Speaking Dynamically Pro, Symbolate buttons can be set to read aloud and highlight each word-symbol pair as each word is spoken.

Double-click on the button and select the **Read With Highlighting** action (**Basics** tab). By default, the entire word-symbol pair is highlighted as it is spoken. Check the **Highlight Text Only** box to highlight just the text.



Note: This action is only available on Symbolate buttons.

Chapter 6

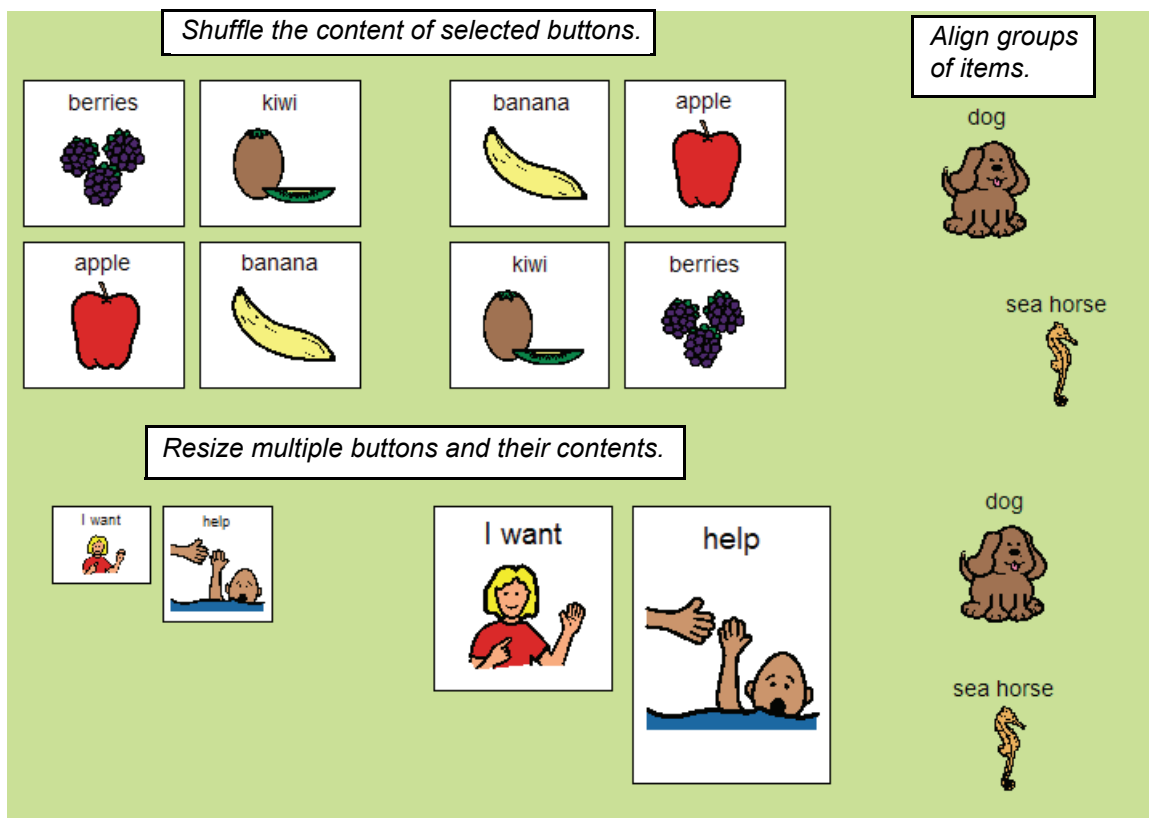
Working with the Board Layout

Chapter Overview

The program contains a variety of useful features that make it easy to change the appearance of a board by quickly scaling and rearranging the content of buttons, aligning and centering symbols and text.

The following topics will be covered:

- Swapping the content of two buttons
- Shuffling the contents of multiple buttons
- Resizing buttons and their contents
- Aligning and centering items
- Anchoring large background graphics



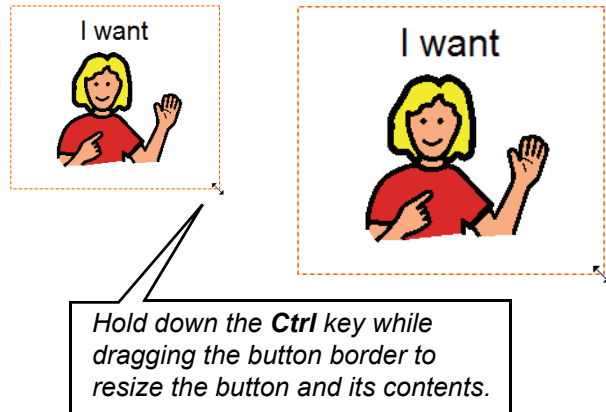
Resizing Individual Buttons and Their Contents

Resizing everything

Select the button to be resized, then move the pointer over any portion of the dashed button border. The pointer will become a double arrow.

Hold down the **Ctrl** key on your keyboard and click and drag the button border to resize the button and all of its contents.

Tip: Hold down **Shift + Ctrl** while dragging to constrain the proportions of the button.



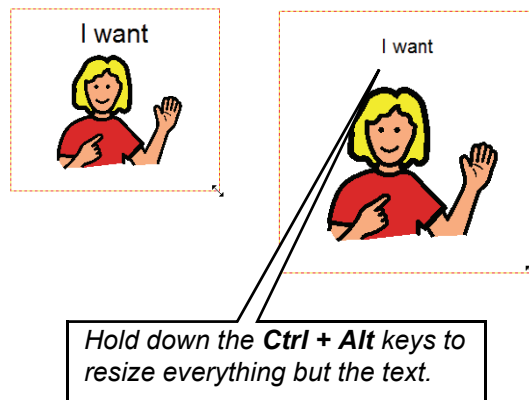
----- OR -----

Resizing everything but the text

Select the button to be resized, then move the pointer over any portion of the dashed button border. The pointer will become a double arrow.

Hold down the **Ctrl + Alt** keys on your keyboard, then click and drag the button border to resize the button, lines and symbols.

Tip: Hold down **Shift + Ctrl + Alt** while dragging to constrain the proportions of the button and leave the font size unchanged.



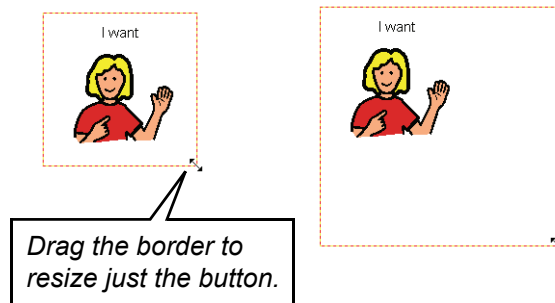
----- OR -----

Resizing just the button

Select the button to be resized.

Move the pointer over any portion of the dashed button border. The pointer will become a double arrow.

Click and drag to resize only the button.

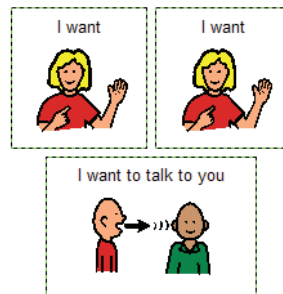


Resizing Multiple Buttons

Multiple buttons on a board can be resized together using the same methods as described for single buttons.

1

Select the buttons to be resized (Using the **Pointer Tool** while holding down the **Shift** key or click on the background and drag out a marquee box that touches all the buttons).



Select the buttons to be resized.

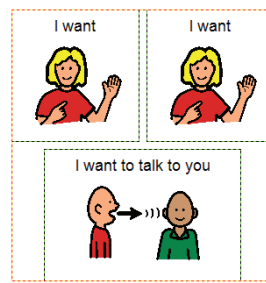
Press the **Ctrl** key. A red dashed border will appear around all the selected buttons.

While holding down the **Ctrl** key, click and drag the red dashed border around the selected buttons to resize them and all of their contents.

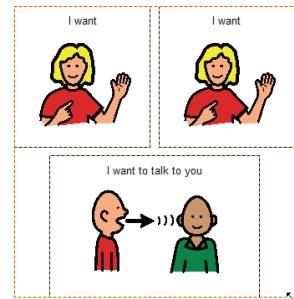
2

To resize the buttons, symbols and lines while leaving the text the original size, hold down both the **Ctrl + Alt** keys at the same time you click and drag.

Note: As with resizing single buttons, holding down the **Shift** key will force the buttons to be resized proportionally.



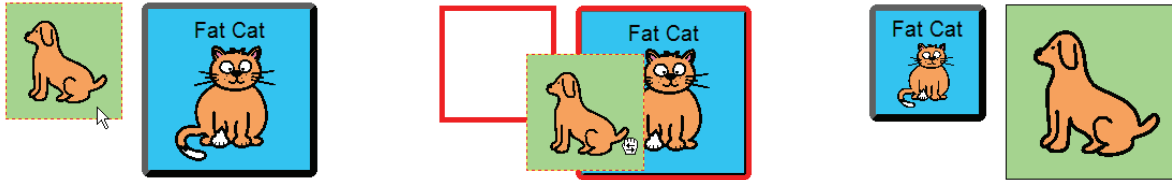
*Resized with the **Ctrl** key held. The text resizes.*



*Resized with the **Ctrl + Alt** keys held. The text does not resize.*

Swapping Button Content and Appearance

Button content (symbols, text and lines) and appearance (colour, border colour, border thickness, etc.) can easily be swapped between two buttons. If the buttons are different sizes, the content will be scaled to fit the button.



Using the **Pointer Tool**, select the button you want to swap.

Hold down the **Alt** key and click and drag the button on top of the button you want to swap it with.

The buttons will exchange positions. Each button will scale accordingly, but will maintain its appearance.

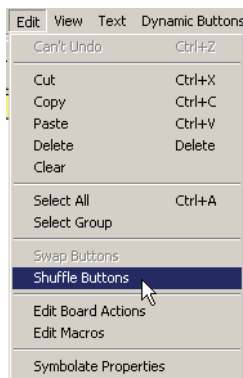
Note: You can also swap buttons by using the **Swap Buttons** option under the **Edit** menu. Both buttons have to be selected first (hold down the **Shift** key and click on each button).

Note: For Boardmaker Plus! and Boardmaker with Speaking Dynamically Pro users, all button actions associated with the buttons will also be swapped.

Tip: If you are interested in just moving the appearance (button and border colour) from one button to another, but not the content of the button, you can copy the button and use the **Paste Look** option (refer to the in-program **Help Topics**).

Shuffling Buttons

The content (symbols, text and lines) and appearance (button colour, border colour, border thickness, etc.) of multiple buttons on a board can be shuffled easily using the **Shuffle Buttons** option in the **Edit** menu.



Select all the buttons you want to shuffle with the **Pointer Tool**.

Go to the **Edit** menu and click **Shuffle Buttons**.

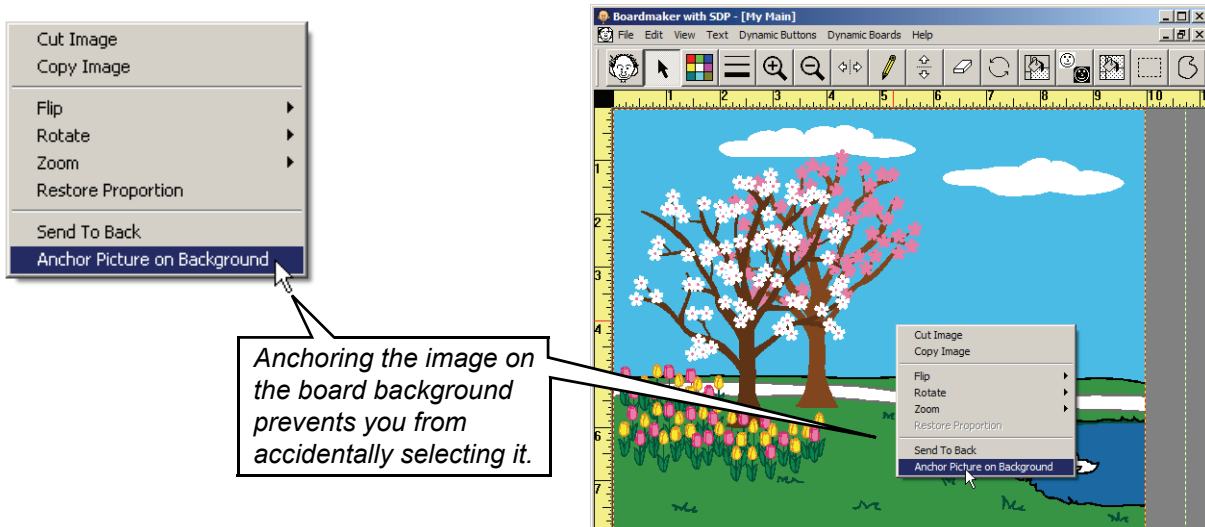
The contents of all selected buttons will be randomly shuffled.

Note: As with the **Swap Buttons** feature, the shuffled buttons can be of different sizes. The content will be scaled appropriately.

Note: For Boardmaker Plus! and Boardmaker with Speaking Dynamically Pro users, all assigned button actions associated with the buttons will also be shuffled.

Anchoring Images and Symbols on the Background

When designing a board that includes background images, accidentally selecting those background images can be a nuisance. To prevent accidental selection, right-click on the background image (or images) and select the **Anchor Picture on Background** property from the menu.



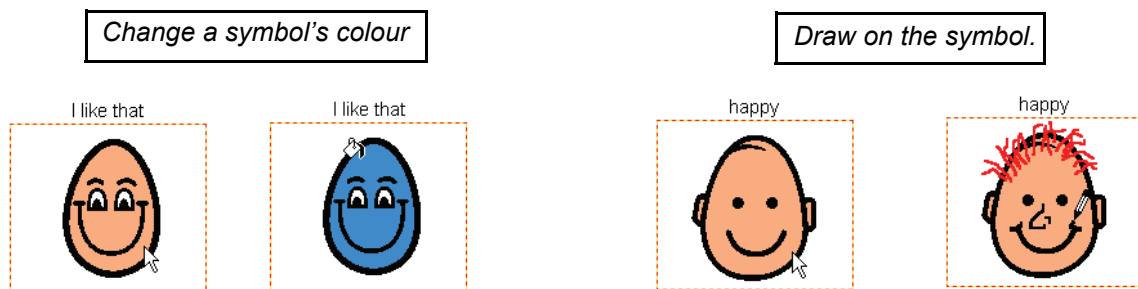
When this property is set, the background image becomes non-selectable while using the left mouse button. To reset the property, simply right-click on it again and deselect the **Anchor Picture on Background** option.

Chapter 7

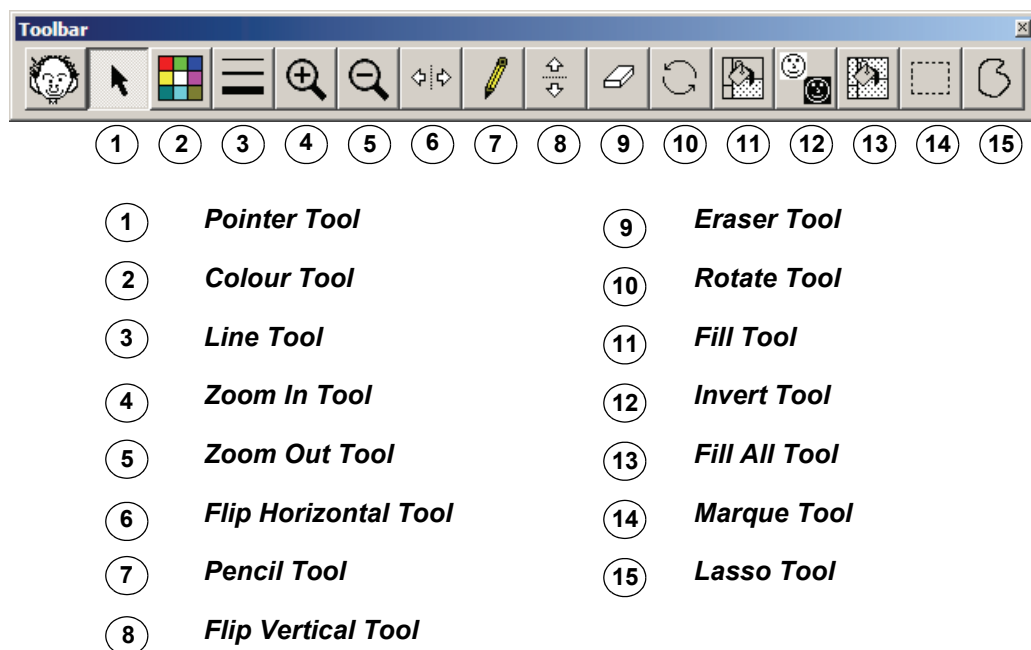
Working with the Paint Tools

Chapter Overview

You have access to a set of paint tools that can be used to change the appearance of a selected symbol. You can quickly add lines, change the colour of a face, erase an unwanted portion of a symbol, and much more.



Paint Tools at a Glance

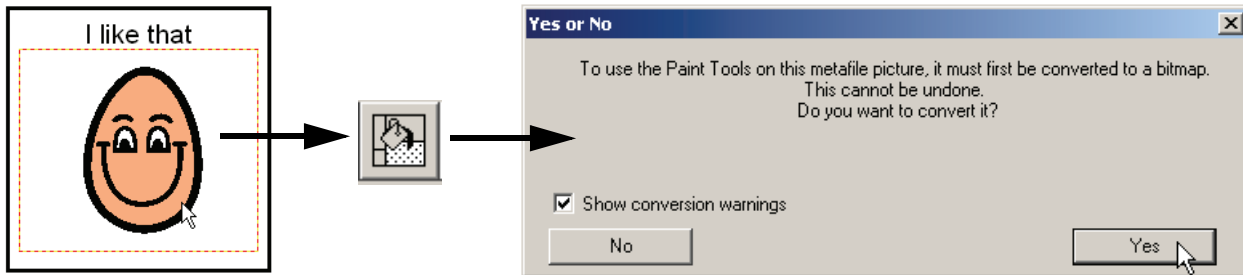


Note: The paint tools will appear only after you select a symbol with the **Pointer Tool**.

Important Paint Tools Information

Conversion to Bitmap Format

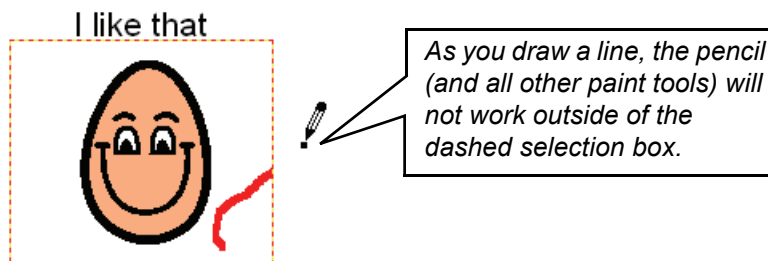
The PCS library contains metafiles (scalable line drawings) that cannot be directly edited. The symbols must first be converted into a bitmap format before the paint tools can be used.



Once a symbol is converted into a bitmap format it will lose some print quality. The curved lines in the symbol will no longer print smoothly, but will appear stair-stepped. When you first select a paint tool to use on a selected symbol, the dialogue box shown above will appear. Click on the **Yes** button to continue.

Limited Drawing Area

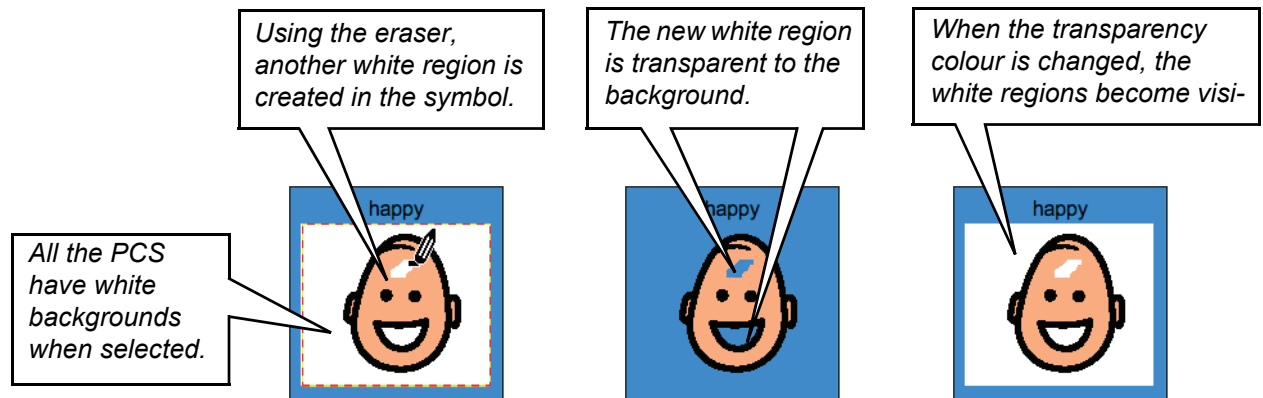
When you select a symbol, it is surrounded by a dashed selection box. This selection box defines the available drawing space in which you can use the paint tools.



Transparency Colour

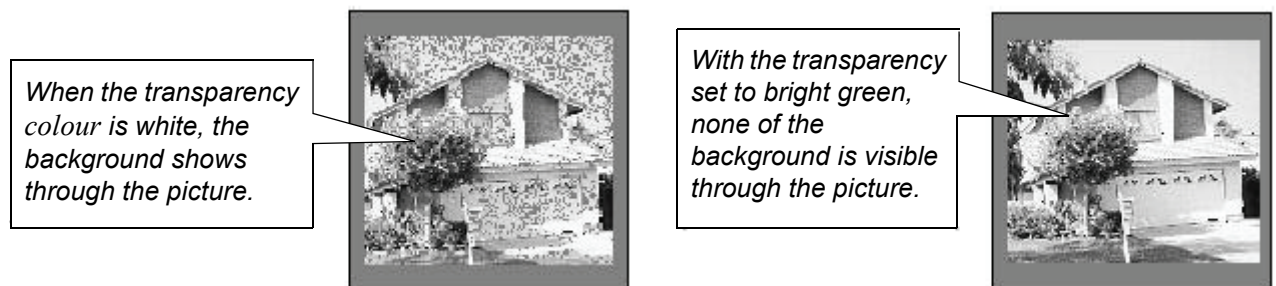
Symbol Transparency

When a symbol is converted to the bitmap format (by using a paint tool), any portion of the selected symbol that is white will become transparent to the button background colour. If you select the **Colour Tool** before selecting the **Pencil Tool**, **Fill Tool**, or **Fill All Tool**, you can change the transparency colour. Typically, you will want to leave white as the transparency colour.

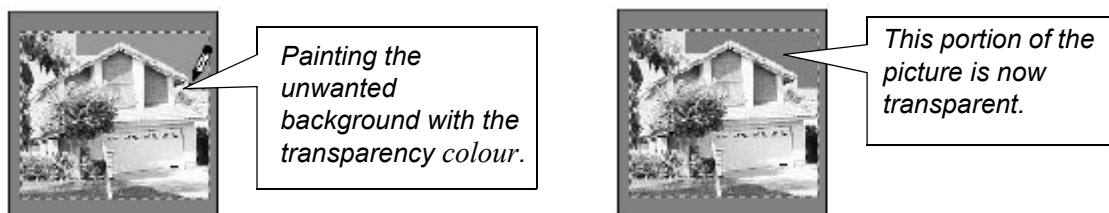


Imported Picture Transparency

When importing pictures into the program, you may find it necessary to change the transparency colour for that picture. If a portion of the imported picture is white (the transparency colour), the background will be visible through the picture. To correct this, you will need to select a different transparency colour by first selecting the picture, then selecting an obscure colour using the **Colour Tool**.



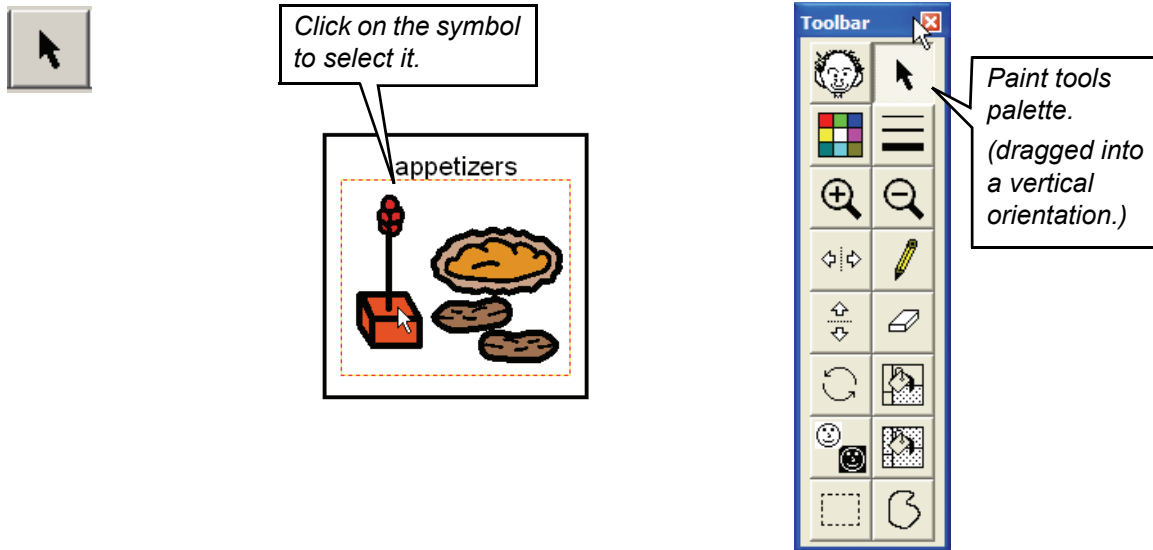
Tip: If you want to drop the background out of an imported picture, paint the unwanted portions of the picture with the transparency colour.



Pointer Tool

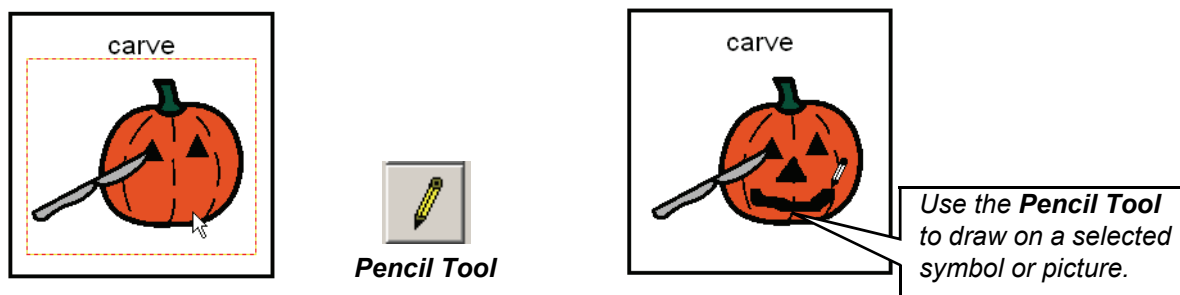
The **Pointer Tool** is used to select and move symbols, text, and buttons. When you select a symbol with the **Pointer Tool**, the paint tools palette will appear in place of the Standard Tool Palette.

Double-click on the **Pointer Tool** (or single-click on the **Pointer Tool** while it is already selected) to make the Standard Tool Palette reappear.



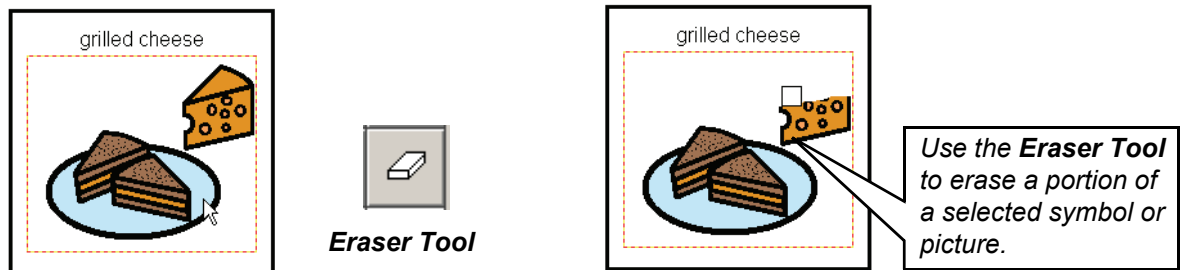
Pencil Tool

The **Pencil Tool** is used to draw on a selected symbol or picture. Use the **Colour Tool** and/or **Thickness Tool** to set the colour and line thickness before using the **Pencil Tool**.



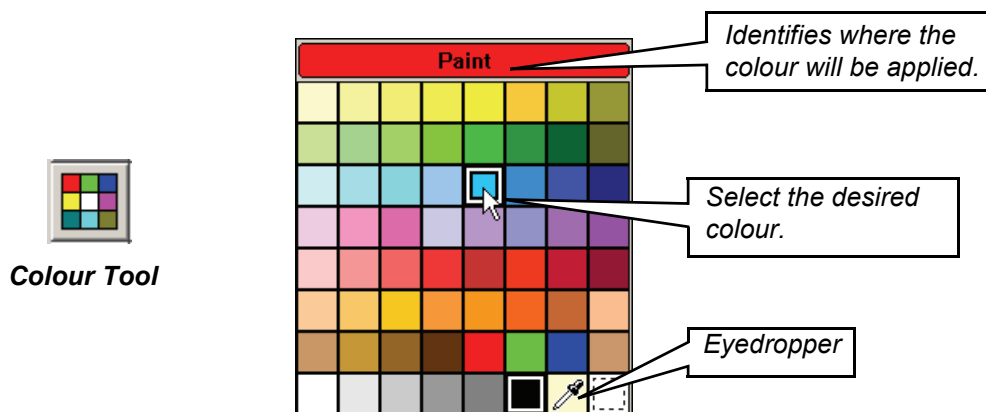
Eraser Tool

The **Eraser Tool** is used to erase a portion of a selected symbol or picture. Use the **Thickness Tool** to change the thickness of the **Eraser Tool**.



Colour Tool

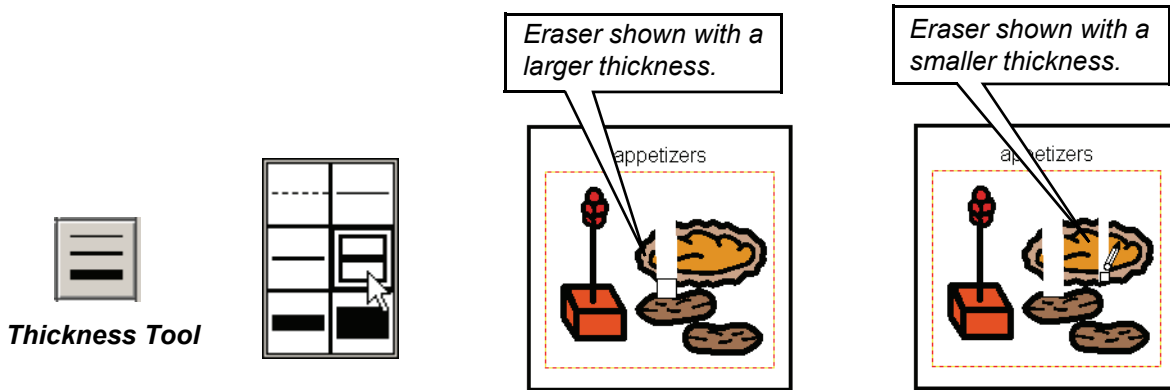
The **Colour Tool** is used to display the Colour Palette. It changes the colour used on the selected paint tool. If you select the **Colour Tool** before selecting the **Pencil Tool**, **Fill Tool**, or **Fill All Tool**, the colour you select will become the new transparency colour. Please refer to the *Transparency Colour* section.



Tip: Use the eyedropper to set the colour for the selected tool by clicking on any existing colour on the board.

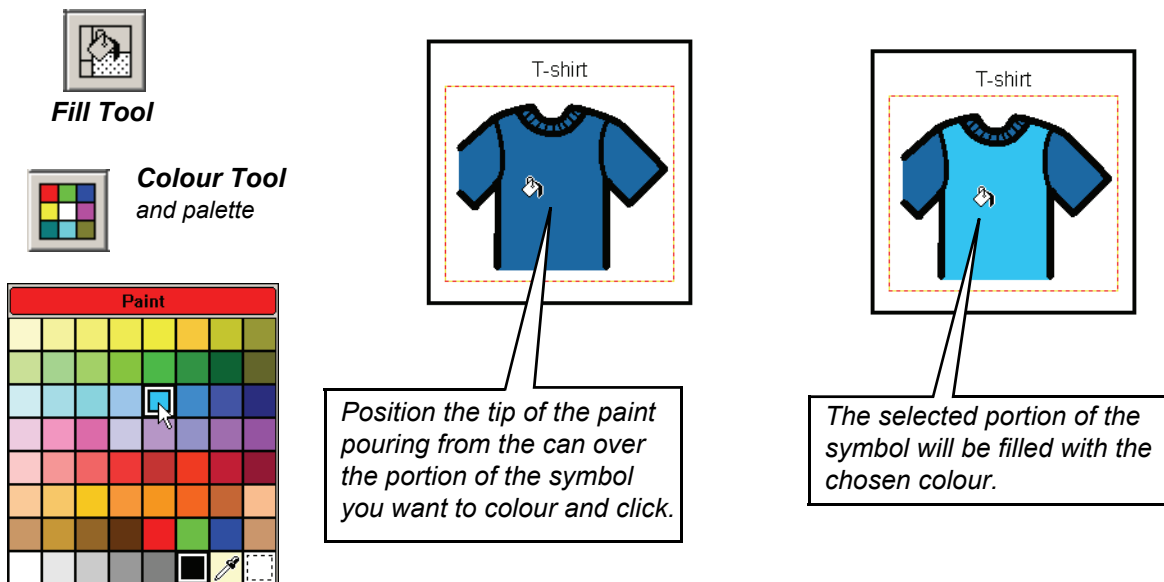
Thickness Tool

The **Thickness Tool** is used to display the thickness palette. When using the paint tools, it only affects the **Pencil Tool** and **Eraser Tool**.



Fill Tool

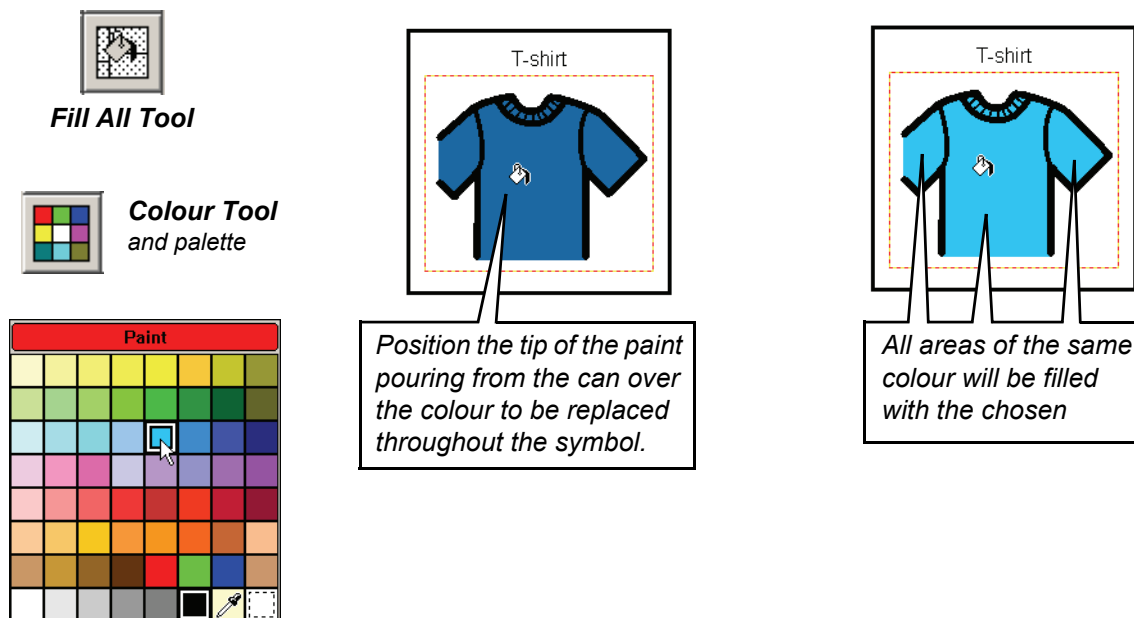
The **Fill Tool** is used to fill a selected portion of a symbol or picture with the chosen colour. The selected colour will flow through that portion of the symbol until it encounters bordering colours.



Note: To avoid accidentally changing the transparency colour, select the **Fill Tool** before selecting a **colour** with the colour palette. (Refer to the *Transparency Colour* section more information.)

Fill All Tool

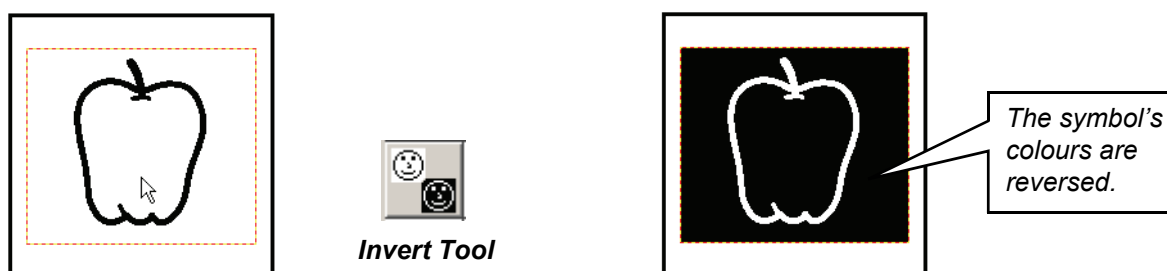
The **Fill All Tool** is used to replace all instances of a colour throughout a symbol with the chosen colour.



Note: To avoid accidentally changing the transparency *colour*, select the **Fill All Tool** before selecting a colour with the colour palette. (Refer to the *Transparency Colour* section more information.)

Invert Tool

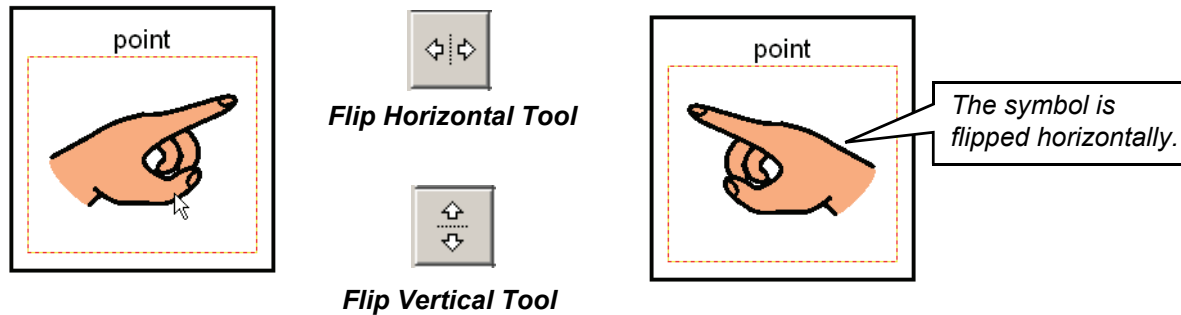
The **Invert Tool** is used to invert the colours of a selected symbol or picture. This tool is only useful with black & white symbols.



Flip Horizontal Tool and Flip Vertical Tool

The **Flip Horizontal Tool** and **Flip Vertical Tool** are used to flip a symbol along a desired axis.

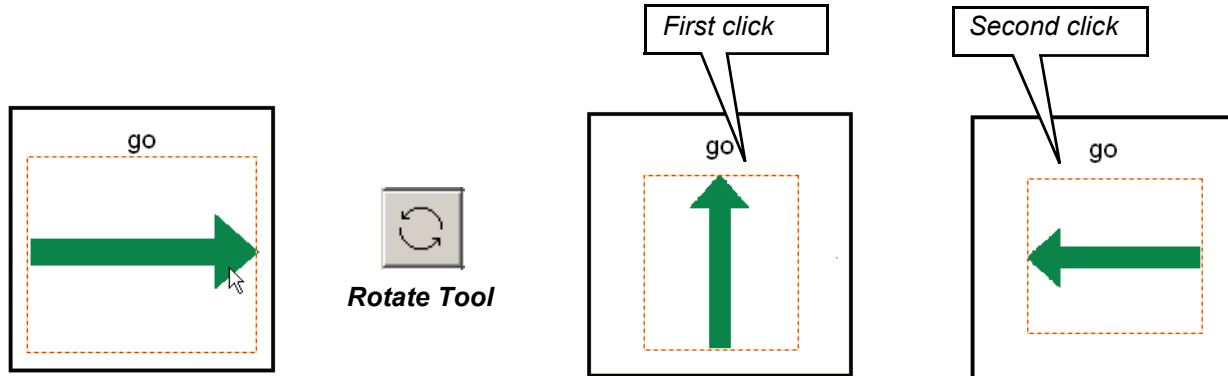
Tip: You can also right-click on a symbol and select a rotation option from the **Rotate** submenu.



Rotate Tool

The **Rotate Tool** is used to rotate a selected symbol or picture counterclockwise 90 degrees.

Tip: You can also right-click on a symbol and select a flip option from the **Flip** submenu.



Note: In most cases, the symbol will need to be repositioned in the cell after it has been rotated.

Chapter 8

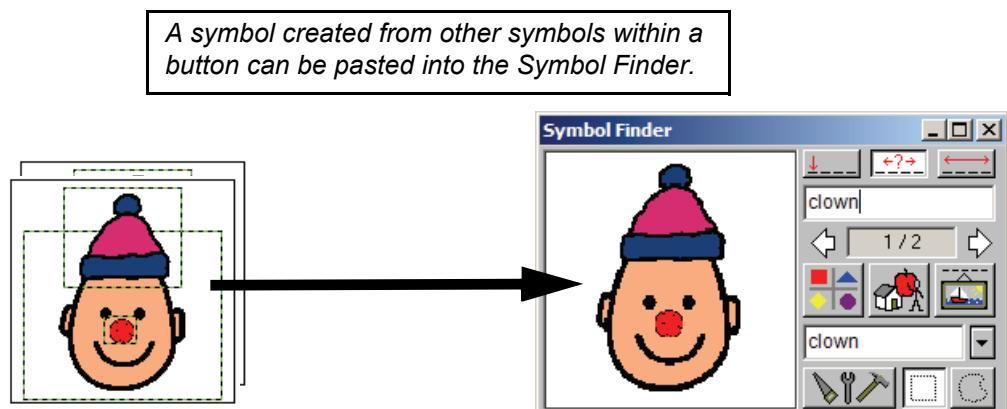
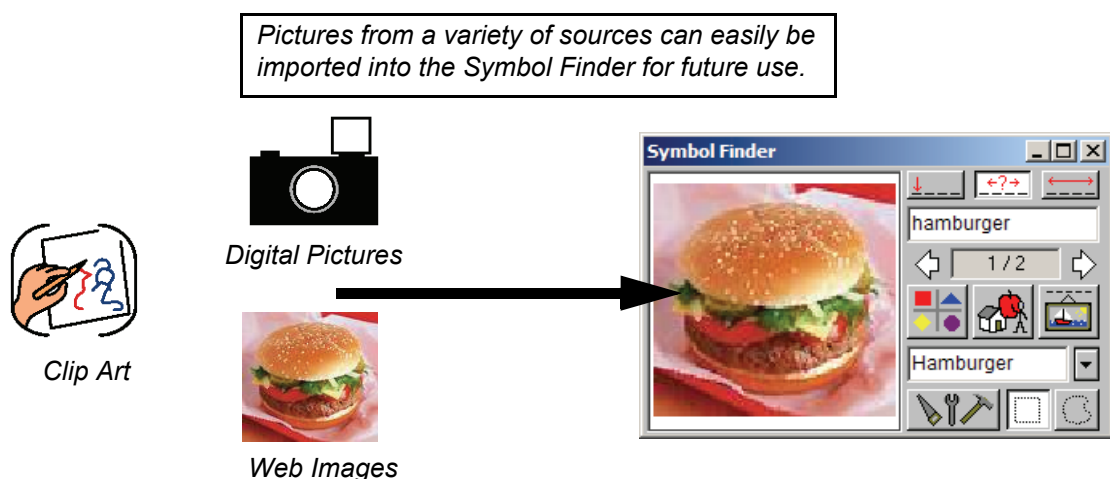
Adding New Symbols or Photos to the Symbol Finder

Chapter Overview

You are not limited to the use of the Picture Communication Symbols (PCS) when creating boards. You can copy and paste, or import drawings, clip art, scanned photos, or digital pictures directly into the Symbol Finder. The graphics you add to the Symbol Finder will need to be named and categorised so you can quickly find them in the future.

The following topics will be covered:

- Importing saved photos or graphics
- Naming and categorising new symbols
- Library organisation overview
- Copying a new symbol from a button
- Adding a screen shot to the Symbol Finder

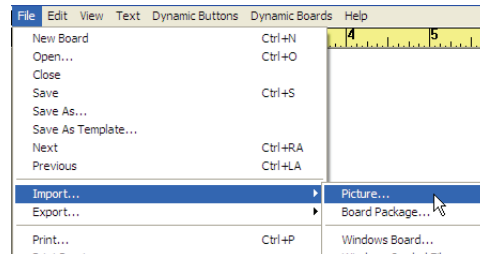


Importing Saved Photos or Graphics

If you intend to use photos or clip art on your boards, you should import them into the Symbol Finder where they can be easily accessed again and again. If you import a photo directly to a button, you will have to re-import it or copy it from that button the next time you want to use that photo again.

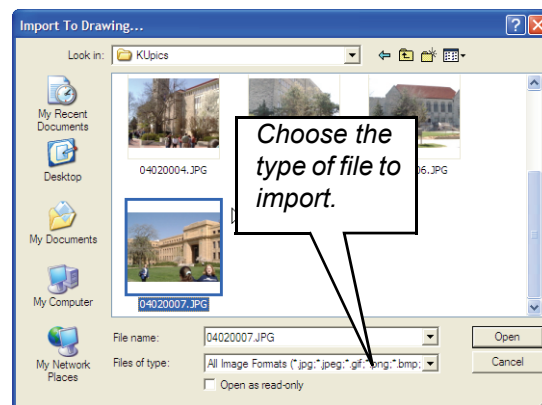
With the Symbol Finder visible, select **Import** > **Picture** in the **File** menu.

Note: The **File** menu is active, even though it appears grayed out.

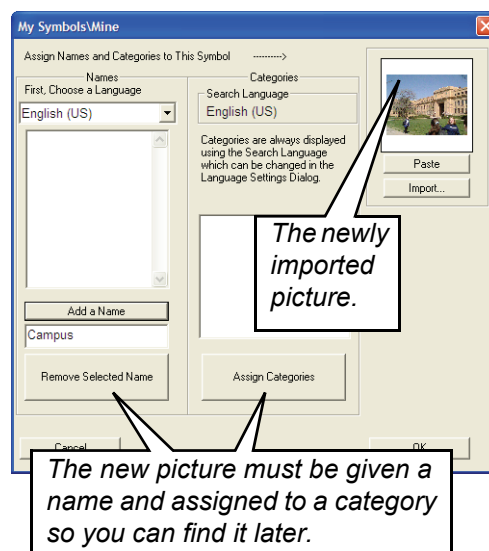


Locate and open your saved photo or clip art file.

You can import any files with the following file extensions: .jpg, .gif, .png, .wmf, .emf, or .bmp.



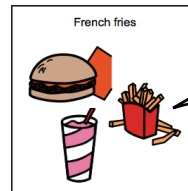
The imported graphic will appear in a dialogue box where it will be named and categorised. Please refer to the *Naming and Categorizing* section in this chapter.



Copying a New Symbol from a Button

While these instructions specifically refer to copying a new symbol from a button in the program, the basic steps apply if you are copying a new symbol from another program.

Symbols you create or modify on a button can be copied to the Symbol Finder, saving them for future use.

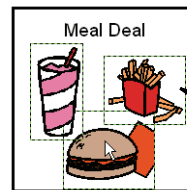


A new symbol created by combining other symbols.

1

Select the symbol you want to save. If it is made up of multiple symbols, be sure to select them all.

Note: Do not select the symbol's text name.

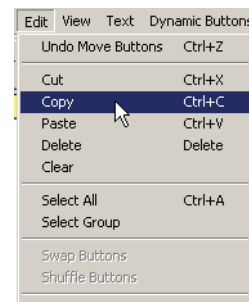


To select multiple symbols, hold down the **Shift** key while clicking each symbol.

2

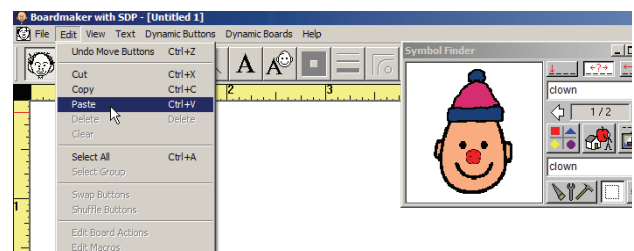
Select **Copy** in the **Edit** menu.

You can also **Right + click** on any of the selected items and choose **Copy Items** from the contextual menu.



3

Click on the **Symbol Finder Tool**, then select **Paste** in the **Edit** menu.



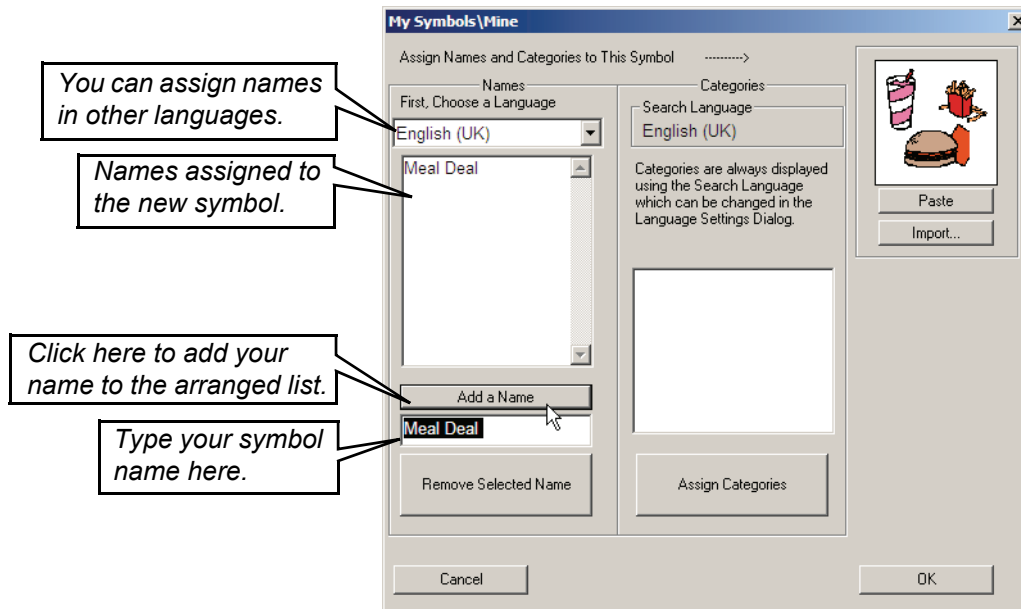
Note: When symbols are copied and pasted from a button, they are converted into a bitmap and will lose some image and print quality.

The symbol you pasted will appear in a dialogue box where it will be named and categorised. Please follow the directions in the next section, *Naming and Categorizing New Symbols*, to complete this process.

Naming and Categorising New Symbols

Once a symbol is pasted into the Symbol Finder, you must assign it a name and a category.

Naming the Symbol

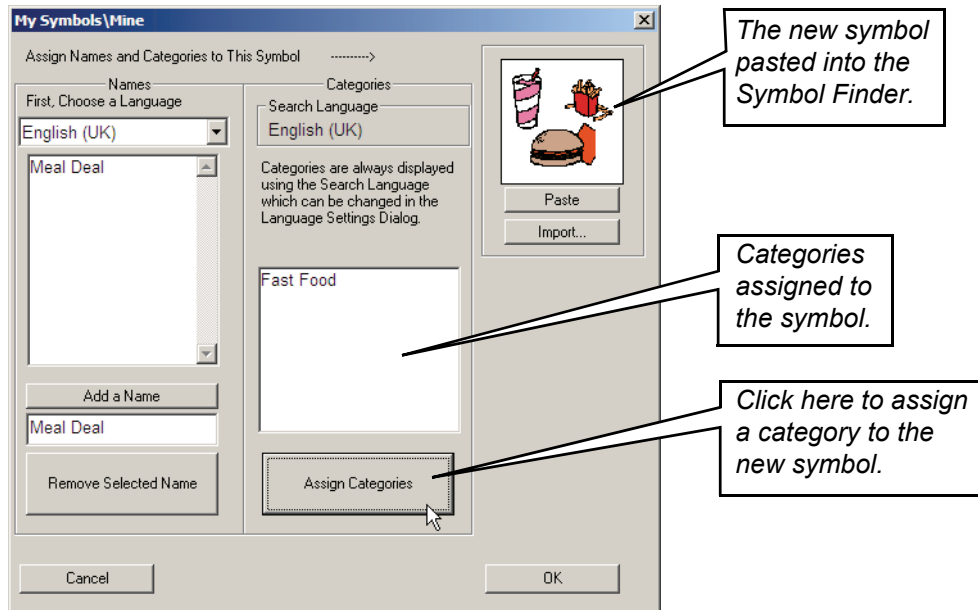


Type a name for your new symbol in the appropriate field, then click on the **Add a Name** button. You can add alternative names to the symbol if appropriate.

Tip: If you are working in multiple languages, you can add symbol names in each language by choosing the languages in the menu.

Categorising the Symbol

2



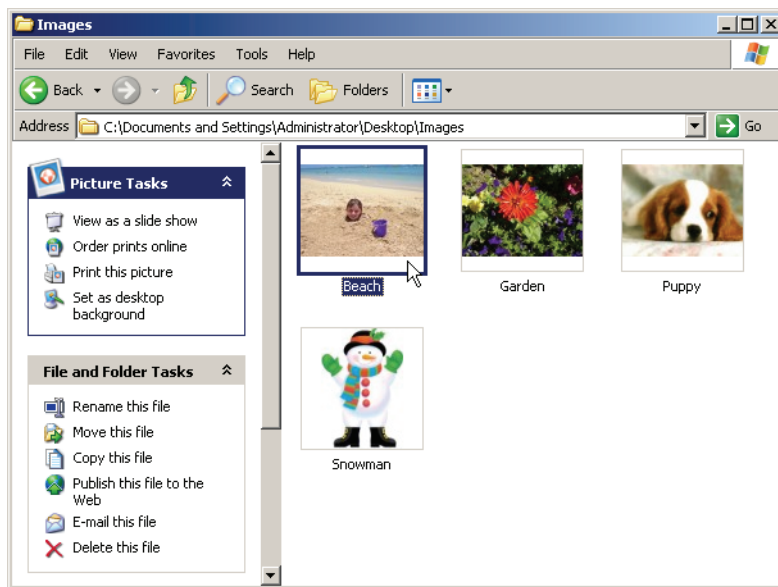
Click on the **Assign Categories** button. In the categories window, check the category boxes that apply to the new symbol.

Note: When you categorise a symbol, that categorisation applies to all languages, not just the current language.

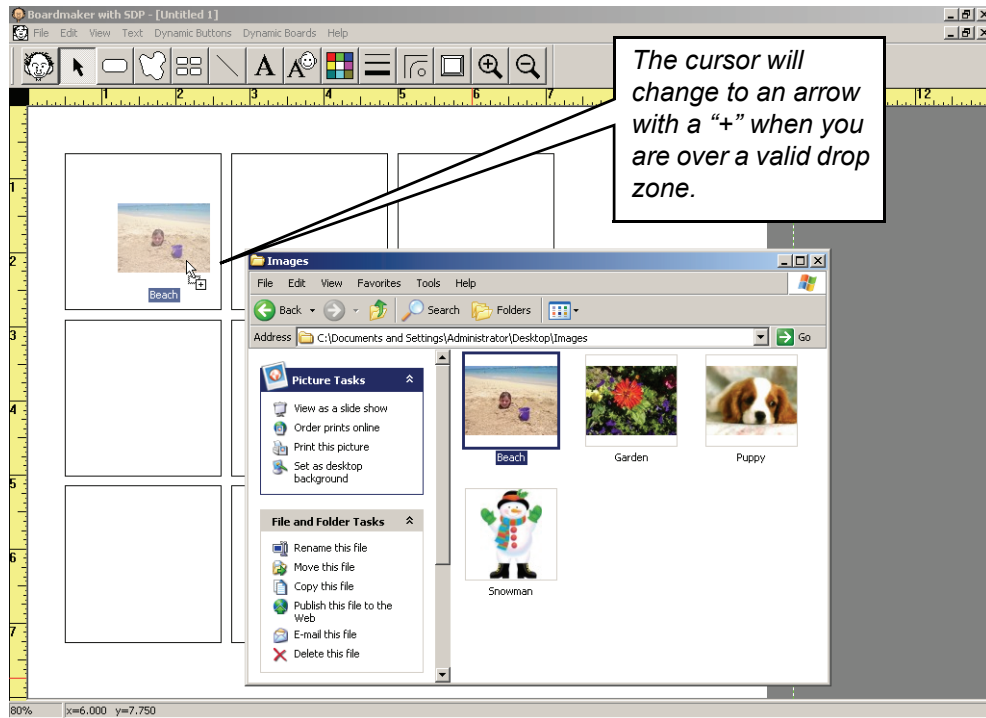
Using Drag and Drop to Add Images

Images saved on a computer or found in other applications can be easily imported onto a button or board by using the "Drag & Drop" process. A few examples of applications that support this feature include the My Computer browser, Windows Explorer, Internet Explorer, Firefox, Word and Outlook.

With the program open and in the background, find the image on the computer using the Windows Explorer.



Click and drag the image from the Windows Explorer over to the desired button and release.



Note: In the example above, the Windows Explorer is on top of the Boardmaker window. This makes it easy to drag and drop images. If the Windows Explorer (or whichever program is supplying the images) fills the screen or obscures the target button, drag the image over the Boardmaker product tab in the Windows Taskbar (as shown below). The program will move to the foreground and the image can then be dropped into the desired button.



Once the image is dropped, it will show on the face of the button. The filename of the image will appear as the button label. The position of the label (above or below the symbol) will be determined by the current Symbol Finder setting.

If the imported image has a label that is not appropriate, it can be changed using the **Text Tool** or it can be omitted during the "Drag & Drop" process by holding down the **Alt** key when the image is dropped on a button.



The label position, font and size will match the current setting used in the Symbol Finder.

Drag and drop an image and its file name will become its label.



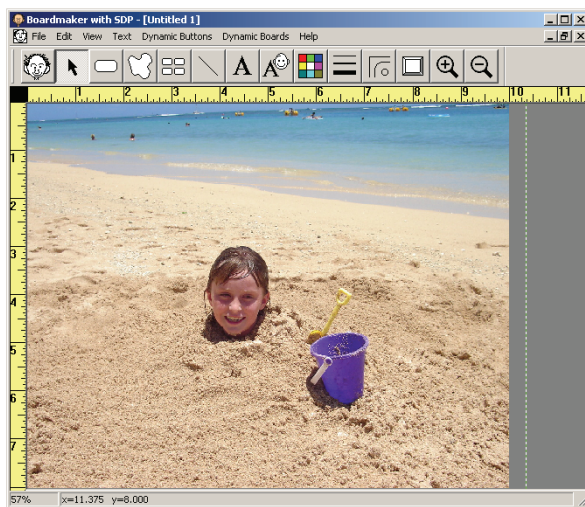
*Hold down the **Alt** key when an image is dropped and it will have no label.*

Tip: If you select the **No Label** option in the Symbol Finder dialogue, labels will be automatically omitted during the "Drag & Drop" process, thus making it unnecessary to hold the **Alt** key.

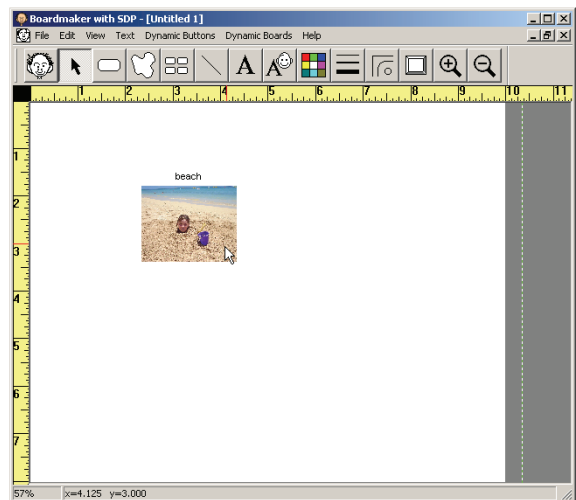
Dragging and Dropping Images onto the Board Background

Images can also be imported to the background of a board by using the same “Drag & Drop” process described in the *Using Drag and Drop to Add Images* section.

By default, when an image is dropped on a board's background the program will attempt to scale the image to fill the background, unless there is already an image filling the background. The program will scale the image as best it can without distorting the image too much. Otherwise, it will preserve the image's aspect ratio. Any subsequent image dropped onto the board's background will be scaled as if it were being placed in a five-centimeter square button. The file name will appear as the image's label.



The first image dropped on the background of a board will be scaled to fill the board without distorting the image.



*Hold the **Ctrl** key when dropping an image on the background to scale it as if to fill a 5cm x 5cm button. The file name will be used as the label.*

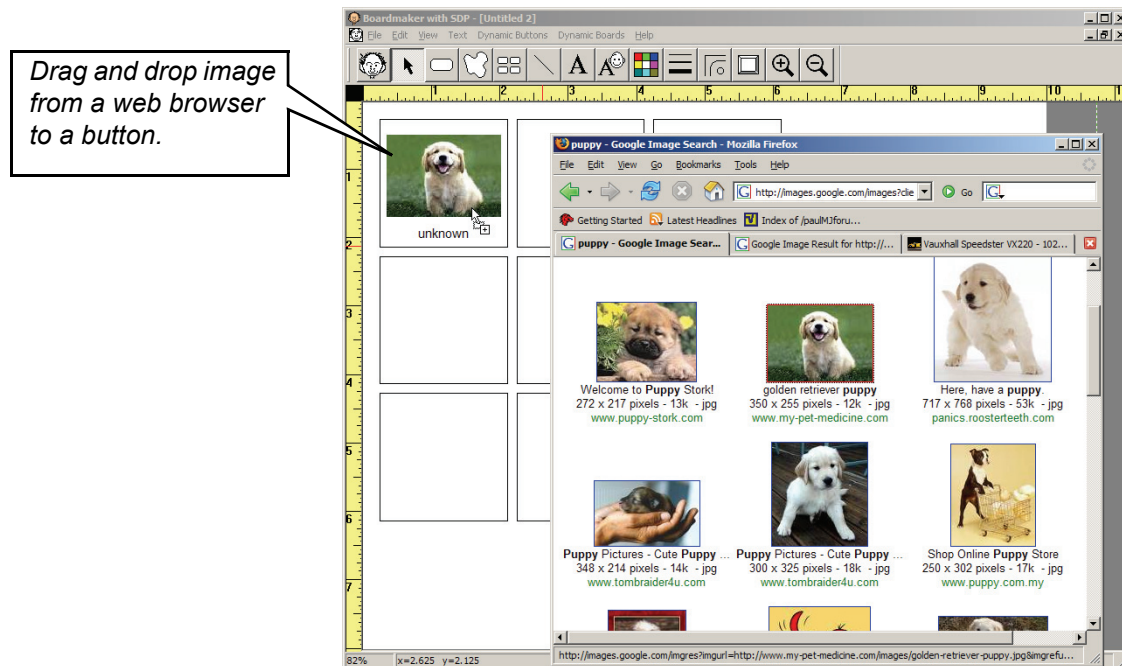
Tip: Hold down the **Ctrl** key when dropping an image on the background to prevent the image from being scaled to fill the background.

Tip: Hold down the **Ctrl** + **Alt** keys to omit the label.

Note: Regardless of how an imported image is scaled, you can manually resize the image if necessary by dragging on its borders.

Dragging and Dropping Images from a Web Browser

Using images from websites is a popular way to enhance a board or activity. The same "Drag & Drop" process described in the *Using Drag and Drop to Add Images* section can be used to grab images from most web browsers. The example below shows an image being dragged from a popular image search engine. As with saved images, the image name will be used as a label. Some website images (like the one in the example below) do not have image names. The program will automatically label these images as "unknown."



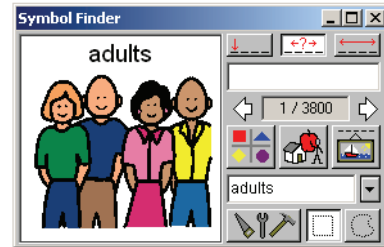
Tip: Hold down the **Alt** key when dropping an image to omit the label.

Note: Web browsers are notorious for the widely varied ways they store and present images. Some may not support "Drag & Drop" methods. In that case, the solution is to right-click on the image and choose the **Copy Image** option. Then, in Boardmaker, right-click on a button or on the board background and select **Paste**.

Dragging Images into the Symbol Finder

"Drag & Drop" can also be used to add images to the Symbol Finder libraries.

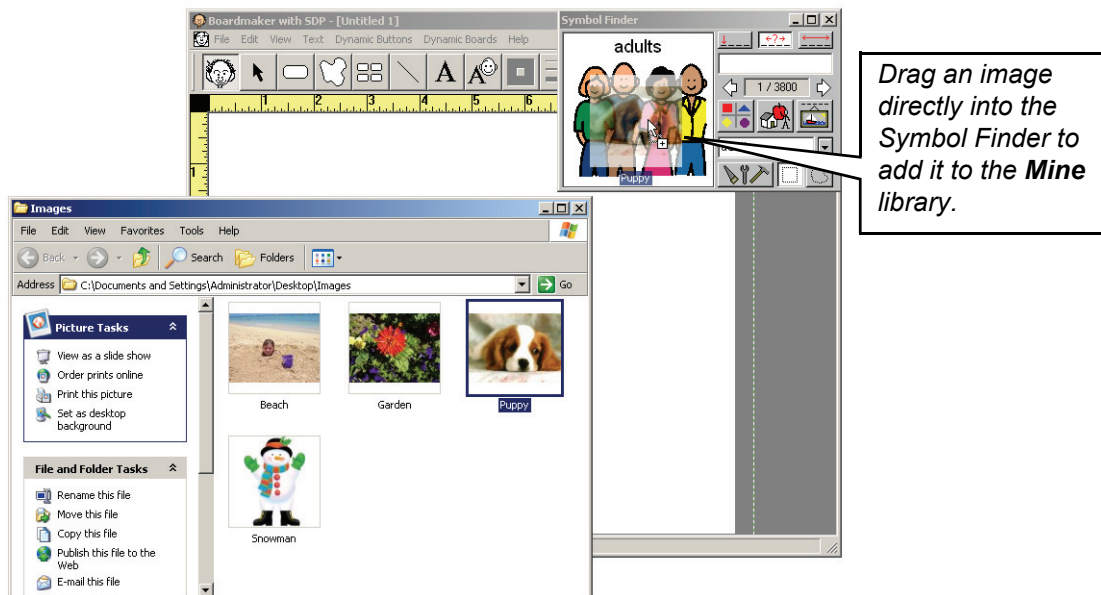
1 Open the Symbol Finder.



With Boardmaker open in the background, find the image to be added to the **Symbol Finder**.

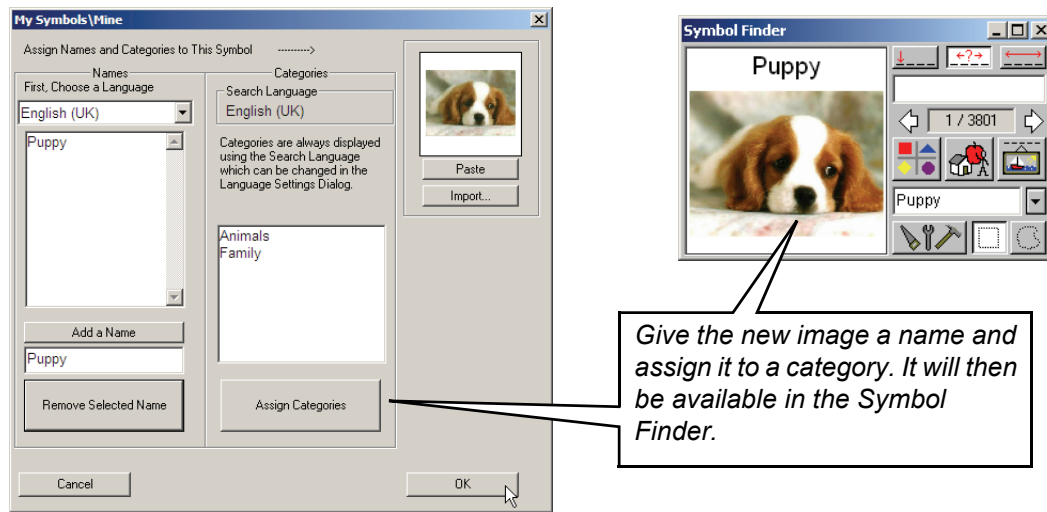
With the **Pointer Tool**, click and drag the image over the symbol view area of the **Symbol Finder** and release.

2



The **My Symbols\Mine** window will open. Give the image a name and assign it a category.

Click on the **OK** button when finished.



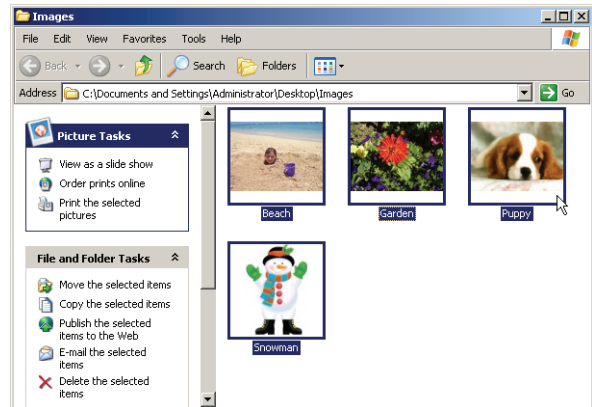
Note: If the image has a file name, it will automatically be used as the default name for the image.

Dragging Multiple Images into the Symbol Finder

Multiple images can also be added to the Symbol Finder at the same time using the “Drag & Drop” method. This is a convenient way to quickly add an entire folder of images.

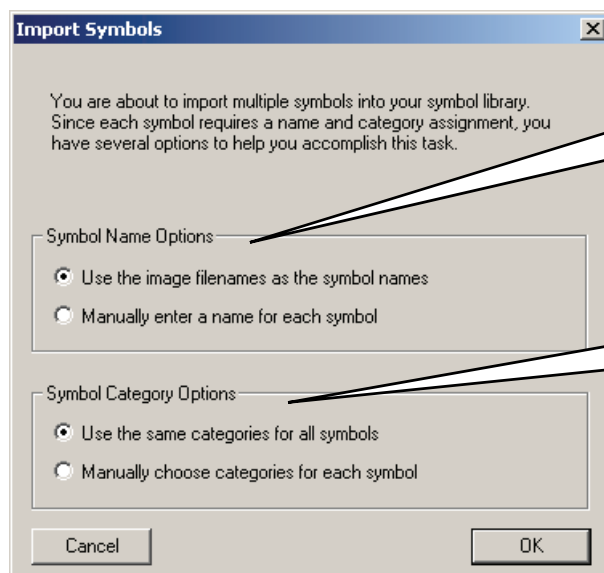
Select the desired images.

Note: Multiple files in a window can be selected by holding down the **Shift** key while clicking.



Drag and drop the selected images into the Symbol Finder.

An **Import Symbols** window will open. Choose the proper naming and categorisation options for the imported images. (Refer to the *Naming and Categorizing* *Categorising New Symbols* section for more specific instructions.)



Symbol Name Options

Choose to automatically use the image file names as the names within the library, or opt to name each image individually.

Symbol Category Options

Choose to assign all the images to a single selected category, or opt to manually make category assignments to each image individually.

Note: Individual, unwanted images that have been added to the Symbol Finder can be deleted later using the **Cut (Ctrl + X)** option in the **Edit** menu.

Chapter 9

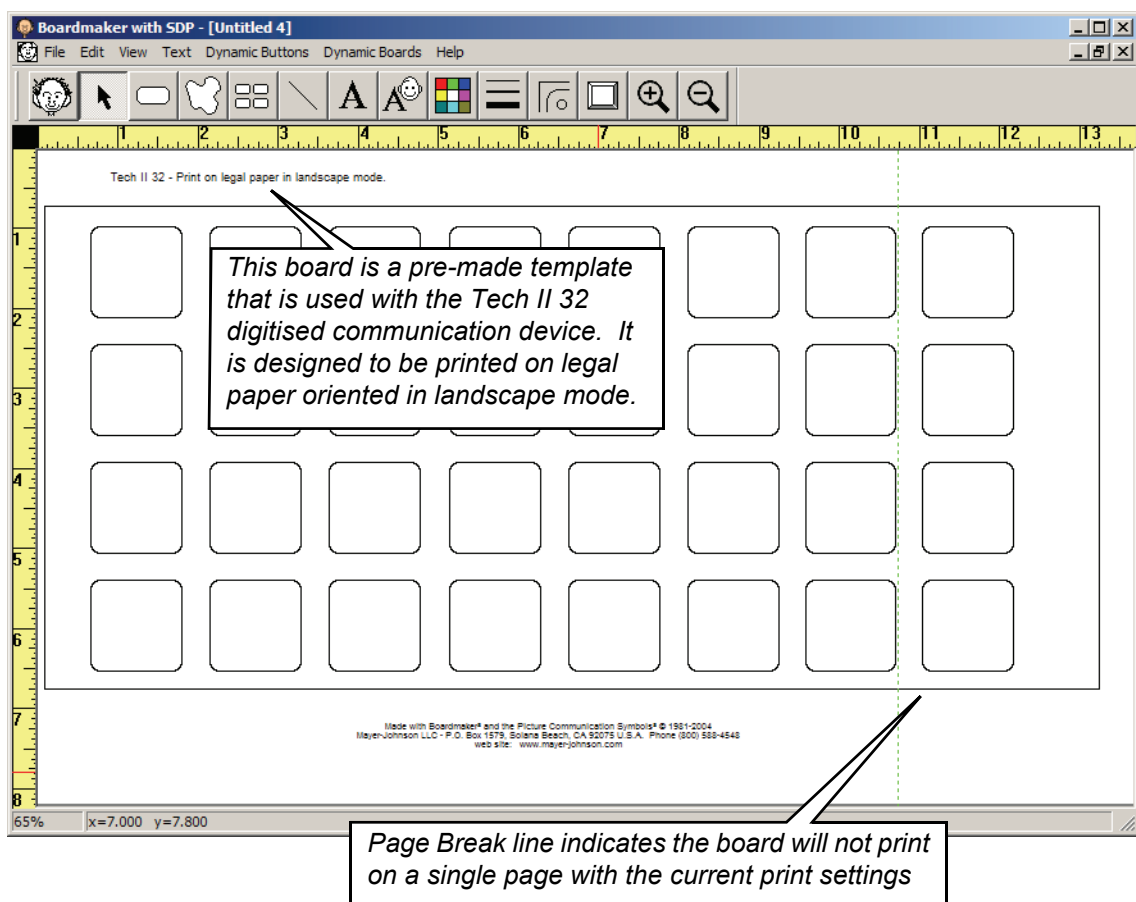
Preparing Your Boards for Printing

Chapter Overview

You can create both printed activities and interactive, on-screen activities. Boards created for each purpose may be sized and oriented differently. It is important to understand how boards are sized so that the appropriate steps can be taken to print the boards correctly.

The following topics will be covered:

- Printer considerations
- Checking the print layout
- Print Board on Single Page command
- Using Print Preview



Printer Considerations

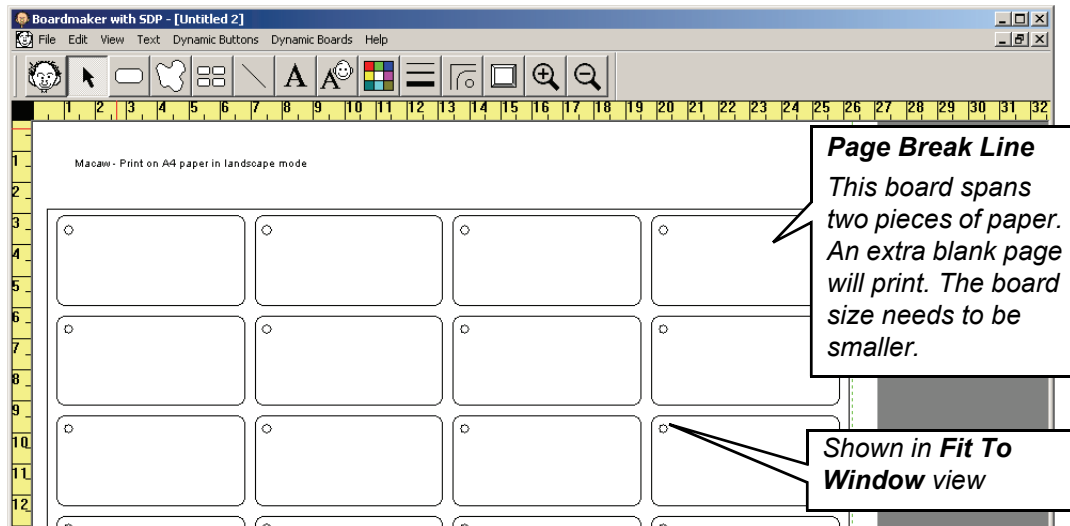
There are hundreds of different types, makes, and models of printers. Because of this fact, a board that prints correctly on one computer-printer combination may need to be adjusted to print correctly on another printer.

Here are a few facts to keep in mind when preparing to print a board:

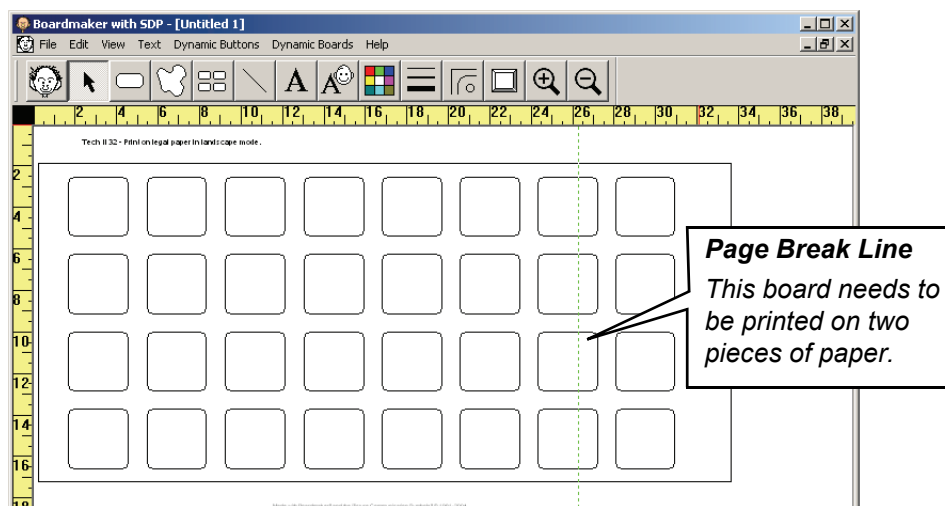
- A printer cannot use the entire piece of paper. There is typically a 6mm to 12mm inch margin along each edge of the paper that cannot be used.
- Because the unprintable margin size may vary on different printers, boards that contain content close to the margin may not fit to a single piece of paper on all printers.
- The maximum size board you can create is 150cm x 150cm.
- The boards you create are very graphics intensive. They may take a long time to print, especially on older computers or printers.
- Most printing problems are related to your printer's driver software. Make sure you are using the most current driver. (Updates are available on most manufacturers' web sites.)

Checking the Print Layout

Before you print your board, make sure you look at it in **Fit to Window** view (default). You'll probably want to make sure that your board will fit on a single page using the current paper size and orientation. The printer page breaks will appear as dashed green lines.



If you see a page break running through the board, as shown below, the board does not have the correct paper size and/or orientation. This board will unnecessarily print on two pieces of paper. You will need to adjust the board's size so that it fits entirely on a single page. Please refer to - *Setting the Correct Paper and Board Size*.



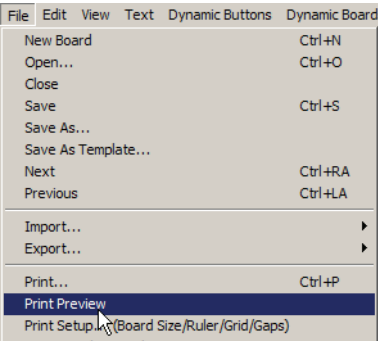
To print larger boards, you may need multiple pieces of paper which have to be trimmed and taped together.

Using Print Preview

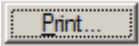
1

It is a good idea to get in the habit of checking your boards with **Print Preview** before printing. The **Print Preview** will allow you to catch any sizing or paper orientation problems before you actually print the board.

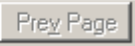
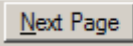
Select **Print Preview** in the **File** menu.




2




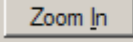
Prints the board.



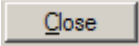
Steps through multi-page Boards.



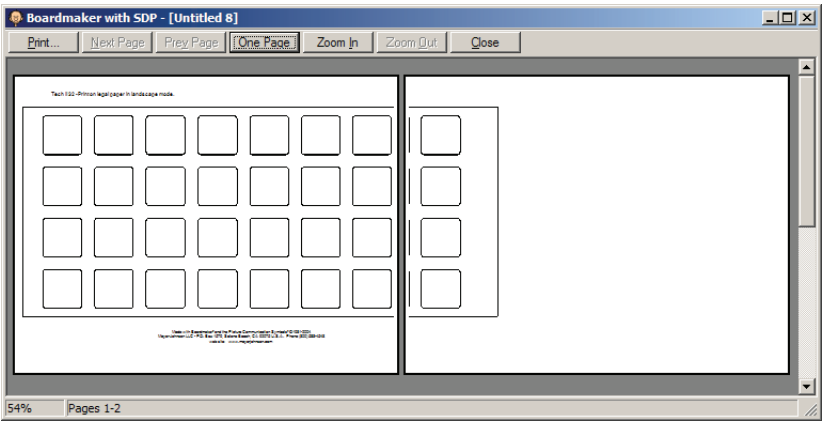
Toggles One Page or Two Page view.



Zooms In or Out.



Closes the Print Preview window.



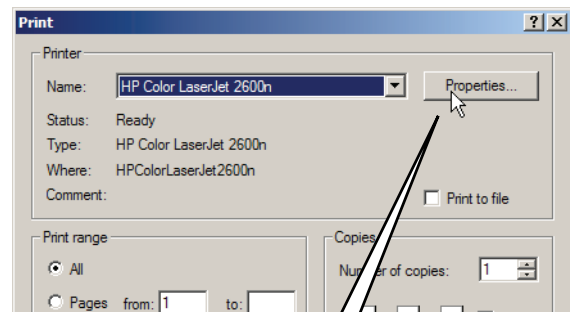
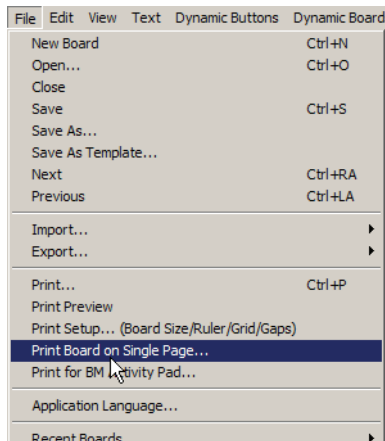
In this example, you can see it will be necessary after printing the board to trim some paper from each page so the overlay can be spliced together.

Tip: If only a very small portion of the board prints on another page, you may find it difficult to splice the board together. Try changing the page orientation or using smaller paper to more evenly divide the board between the pages.

If the board looks correct on the **Print Preview**, click on the **Print** button to print the board. Click on the **Close** button if you need to make changes to the board.

Printing a Board on a Single Page

Some boards you create may be designed to span multiple pages or fit on larger paper sizes. You can use the **Print Board on Single Page** command in the **File** menu to automatically scale the board to print on a single piece of paper. Use the **Properties** button in the **Print** dialogue to temporarily change the paper size and print orientation for the board you are printing.



Click the **Properties** button to temporarily change the paper size and print orientation.

Making Boards Interactive



Chapter 10

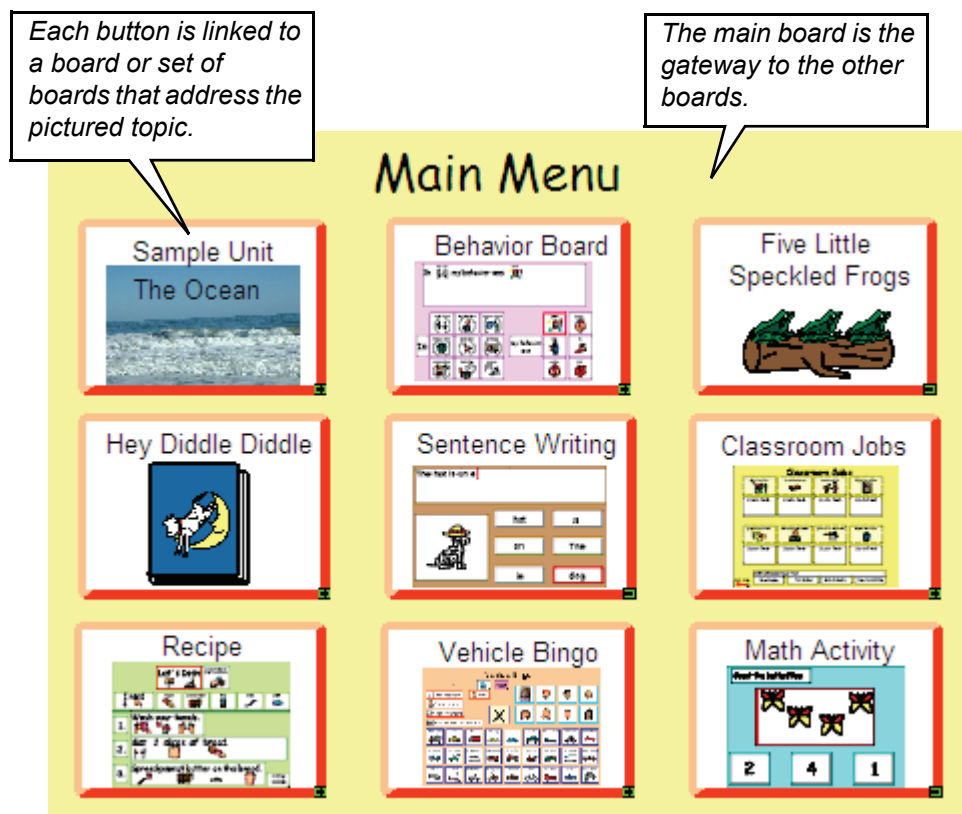
Making a Board Set

Chapter Overview

This you will learn how to create a dynamic screen communication board set. You will start by exploring the sample boards provided with the program. This will help familiarise you with board organisation and the program's features. Next, you will begin to plan your board set and build the user's main board.

The following topics will be covered:

- Design considerations
- Mapping out the board links
- Creating a main board
- Creating separate folders for organising your boards



Design Considerations

When making a board set, a little planning will go a long way. When you are planning activities, here are a few of the major design questions you will need to answer.

- What is the goal of the activity (reading, verb tensing, story telling, etc.)?
- How many boards will be needed, i.e. number of pages in a story, etc.?
- How many buttons will be necessary on each board?
- Do you want buttons with only text or also symbols and/or photos?
- Do you want some kind of feedback for a correct answer? An incorrect answer?

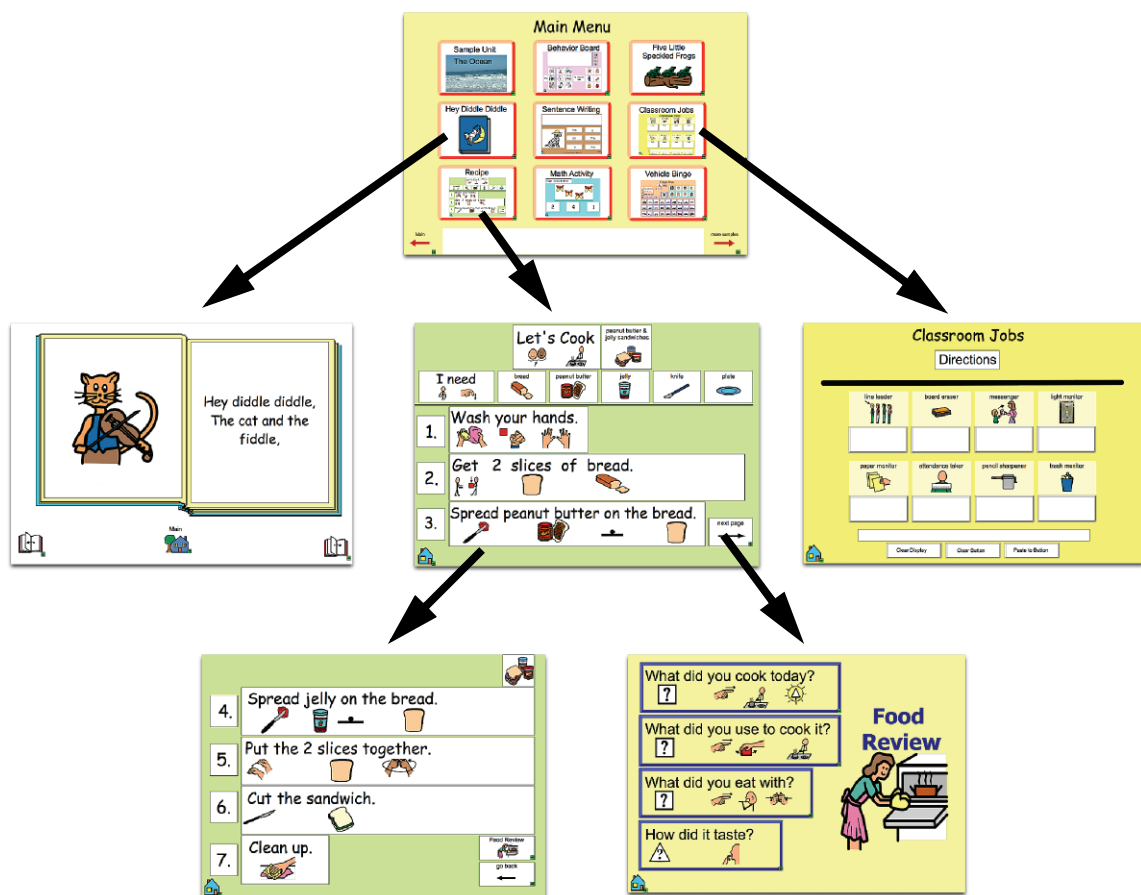
The answer to each of these questions will have a direct impact on how you will create and link the boards together. It may be helpful to map it out on a piece of paper before designing the boards.

Mapping Out the Boards and Links

Once you have your activities planned, you are ready to work out the content of each board and how they will be linked together.

Typically, boards will be organised by topic or activity. You will start with a “Main” board that should have a button for each of the topics or activities that you would like to be included in this set of boards. Linked to each topic button you will have a topic branch which might be a single board or a group of boards. The number of boards you use to develop a specific topic will vary from one activity to the next.

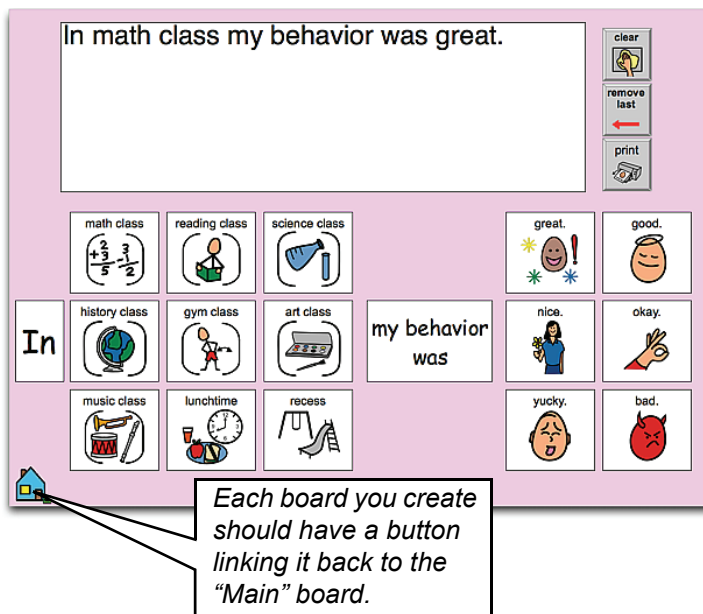
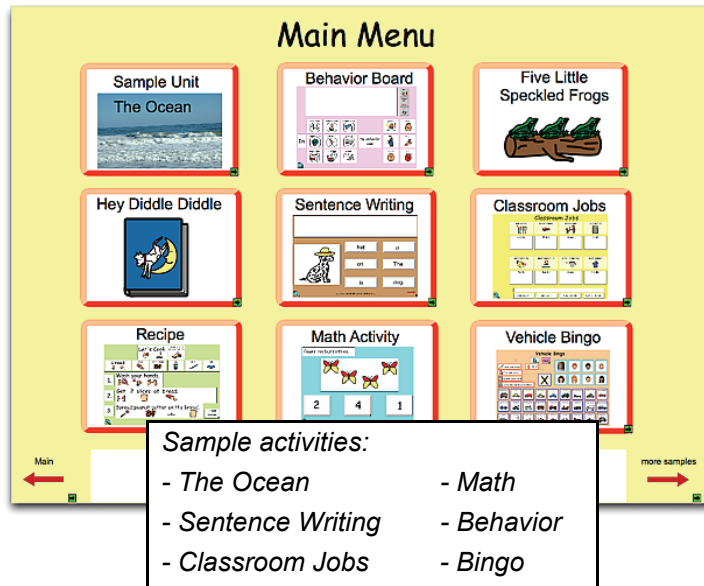
Try to create a board layout diagram like the one shown below. This will help you visualise the arrangement of the topics and activities you want to cover. If you have a large list, you might try diagramming each specific branch off the main board separately. This diagram will be helpful for future planning and also serves as a paper backup of your board set's arrangement.



Creating a Main Board

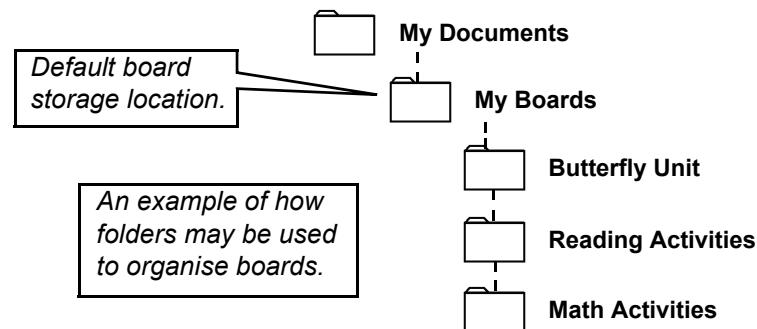
The first board you should create is the “main” board. This is the board they will start with whenever they use the program. It should contain a button for each of the major communication topics you identified.

Every other board you create for this user will typically have a button linking it back to this main board. This will allow you to easily move between boards and switch topics.



Creating Separate Folders for Board Organisation

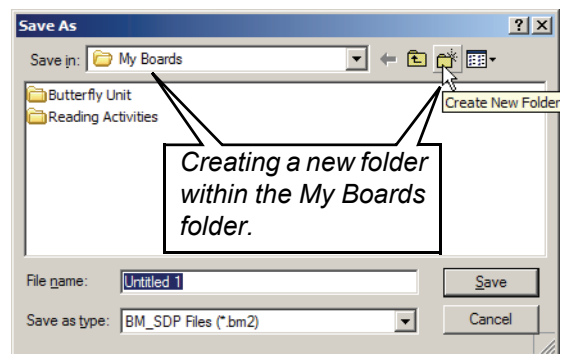
The “Main” board you created in the previous section was saved in the **My Boards** folder which is the default location for saving boards. If you are creating boards for different users or activities, you may want to create separate folders within the **My Boards** folder to help you keep your boards organised. Organisation is especially important for the program because all boards that will eventually be linked together must be saved in the same folder.



When you finish the tutorials and start creating boards for a specific user, you should create a separate folder where those boards will be saved.

- 1 When you save the first board for a new user, click on the **Create Folder** button. Windows will create a “New Folder.”

Note: Make sure the folder you create is within the **My Boards** folder.



Type in a new name for the folder, then press the Enter key on your keyboard to save the folder's new name. Click on the **Open** button to open the folder.

- 2 Now you can click on the **Save** button to save your board in the new folder.

Note: Until you quit the program or save a board in another folder, your new folder will be the default location for saving boards.



Chapter 11

Assigning Basic Button Actions

Chapter Overview

This chapter will introduce you to assigning basic actions to your buttons.

The following topics will be covered:

- Introduction to button actions
- Playing recorded messages
- Providing spoken and recorded previews
- Editing a button's assigned actions
- Button speech
- Playing saved sounds
- Working with the Preview Display



The screenshot shows a worksheet with a large text area at the top containing the sentence "In $\left(\frac{2}{3} + \frac{3}{5} - \frac{1}{2}\right)$ my behavior was great." Below this is a grid of buttons. Callouts provide instructions for assigning actions to these buttons:

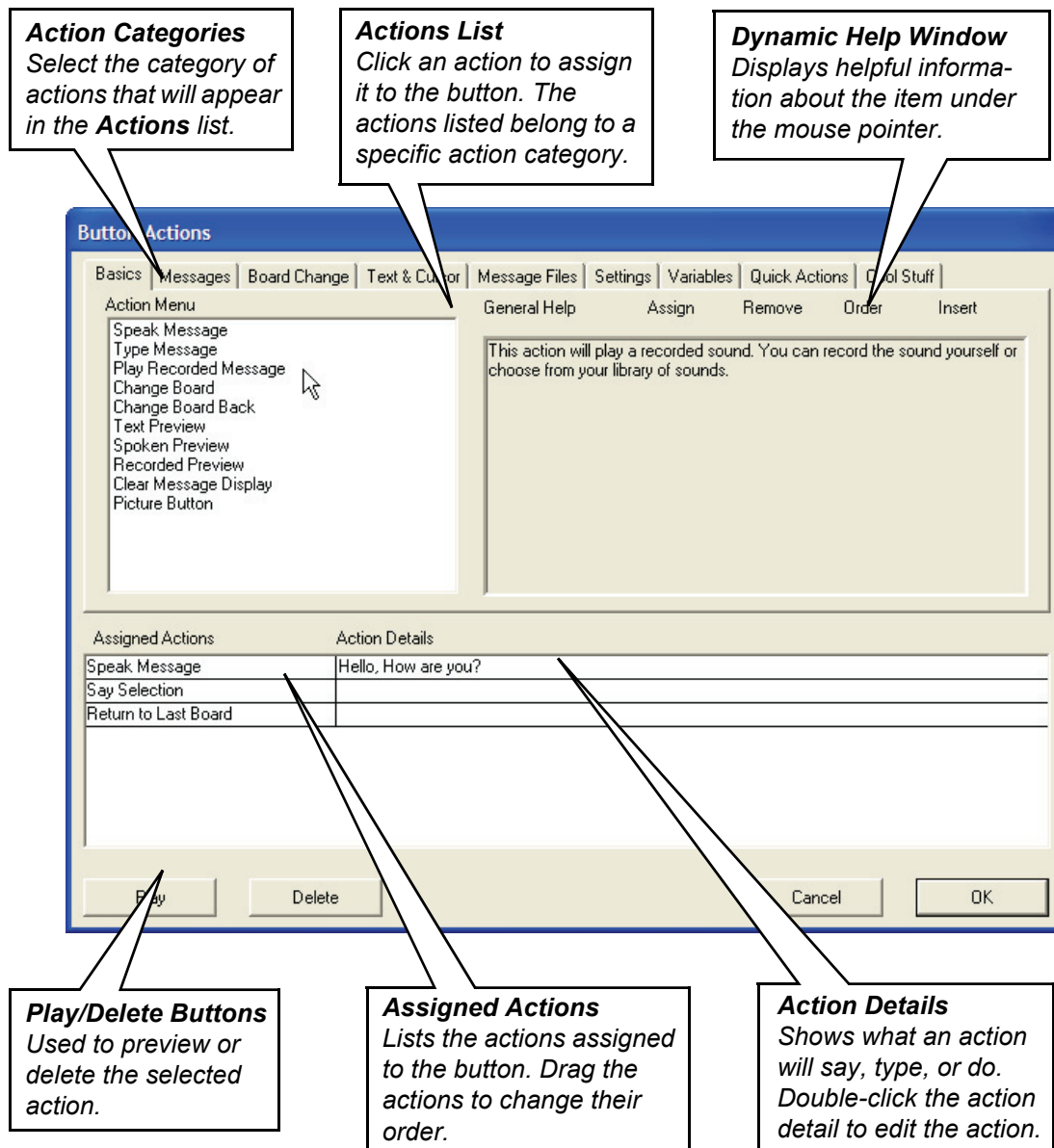
- Assign Speak actions to use the synthesised voice.** Points to the "math class" button which contains a math problem.
- Add a Preview Display and/or the Text Preview action to provide a text cue to the user.** Points to the "clear", "remove last", and "print" buttons in the top right.
- Assign Play Recording actions to play saved sound files (.wav).** Points to the "great." button which has a speech bubble icon.

The grid of buttons includes:

- math class (with math problem)
- reading class (with book icon)
- science class (with flask icon)
- history class (with globe icon)
- gym class (with person running icon)
- art class (with paint palette icon)
- music class (with drum icon)
- lunchtime (with clock and food icon)
- recess (with playground icon)
- my behavior was
- great. (with speech bubble icon)
- good. (with smiley face icon)
- nice. (with person holding flower icon)
- okay. (with hand icon)
- yucky. (with sad face icon)
- bad. (with angry face icon)

Button Actions Window at a Glance

You can assign actions to your buttons by double-clicking on them. The **Actions** list window (shown below) will appear. You can assign multiple actions to each button. There are over 135 actions to choose from. Refer to *Appendix B - Button Actions* for a complete listing.



Action Categories

There are over 135 button actions to choose from. To help you locate a specific button action they are grouped into categories by function. Selecting the appropriate tab in the **Button Actions** dialogue will display that category of actions in the **Actions** list.

- **Basics** - Most commonly used actions, i.e. **Speak Message**, **Type Message**, **Change Board**, etc.
- **Messages** - Actions that control the function of a Message Display.
- **Board Change** - Actions that link buttons to other boards or PopUps.
- **Text & Cursor** - Actions that perform cursor movements and text selections.
- **Message Files** - Actions that open and save text and picture documents.
- **Settings** - Actions that allow a user to change access and preference settings.
- **Variables** - Actions that are used to create conditional button responses, i.e. **If**, **Else**, **Otherwise**, etc.
- **Quick Actions** - Actions used to create buttons (picture, text, recorded message) that can be edited in **Use** mode.
- **Cool Stuff** - Cool actions, such as **Random**, **Launch Application**, and **Set Picture**.

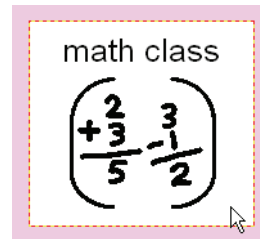
Basic Button Actions

The **Basics** category contains the most commonly used button actions. All of the actions in this list will be covered in this chapter with the exception of **Change Board** and **Picture Button**, which will be covered in later chapters.

- **Speak Message** - Makes the button speak the message you enter using a synthesised computer voice.
- **Read with Highlighting** - Reads and highlights the symbols and text on the face of a Symbolate button. (Only appears in the action list for Symbolate buttons.)
- **Type Message** - Places a message you enter into the Message Display. You must have a Message Display on your board to use this button action.
- **Play Recorded Message** - Plays a message you record or a selected saved sound.
- **Change Board** - Displays the board you select.
- **Change Board Back** - Steps the user through the boards they were previously using.
- **Text Preview** - Displays a text cue for the button's function. You must have a Preview Display on your board to use this button action.
- **Spoken Preview** - Plays a spoken (synthesised voice) cue for the button's function.
- **Recorded Preview** - Plays a recorded cue for the button's function.
- **Clear Message Display** - Clears the contents of the Message Display, if present on the board.
- **Picture Button** - Places the symbol and/or graphic on the face of a button into the Message Display. You will use two associated actions, **Picture Speech** and **Picture Sound**, with this action. You must have a Message Display on your board to use this button action.

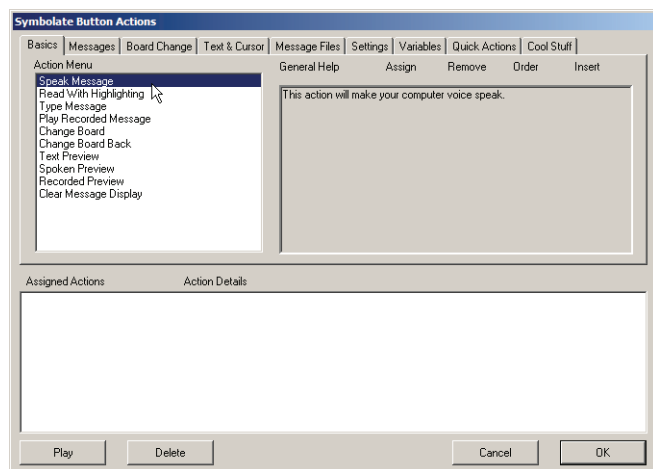
Making a Button Speak

Double-click the button you want to speak.
The **Button Action** window will appear.



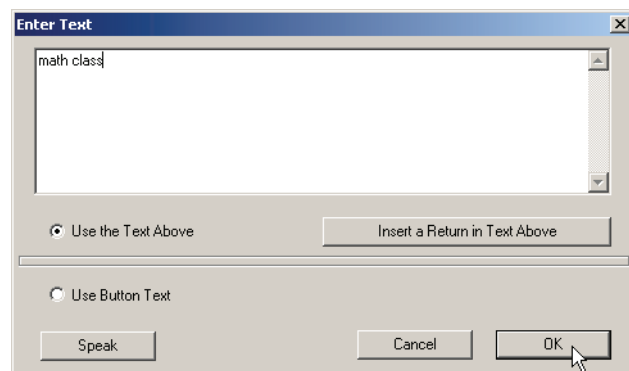
The button's border will appear as a dashed line when it is selected.

Select **Speak Message** in the **Action Menu**.



In the dialogue box enter the message you want this button to say.

Tip: You can have the button automatically speak the text on the button face by clicking on the **Use Button Text** button. You can listen to your message by clicking on the **Speak** button.



Click on the **OK** button or press the **Enter** key on the keyboard when finished.

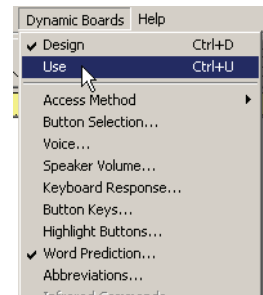


The **Speak Message** action and its message now appear in the **Assigned Actions** and **Action Details** lists. Click on the **OK** button when finished.

5

Put the program in the **Use** mode by selecting **Use** in the **Dynamic Boards** menu (**Command+ U**). Try clicking on the buttons that have been assigned speak actions.

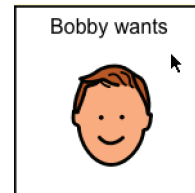
When you are finished, put the program back in the **Design** mode by pressing the **Esc** key or pressing **Command+ D**.



Making a Button Play a Recorded Message

1

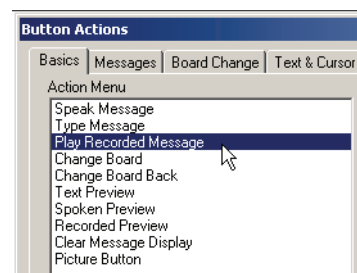
Double-click on the button you want to play a recorded message. The **Button Actions** window will appear.



Select **Play Recorded Message** in the **Actions** list.

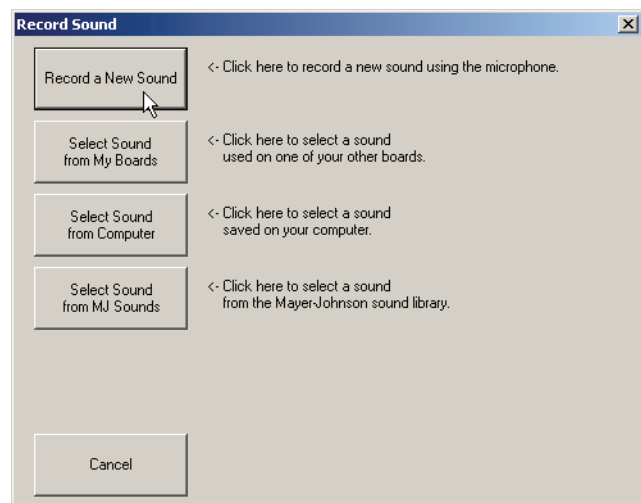
2

Note: You must have a sound card with a microphone or a built-in microphone to use this feature.



Click on the **Record a New Sound** button.

3

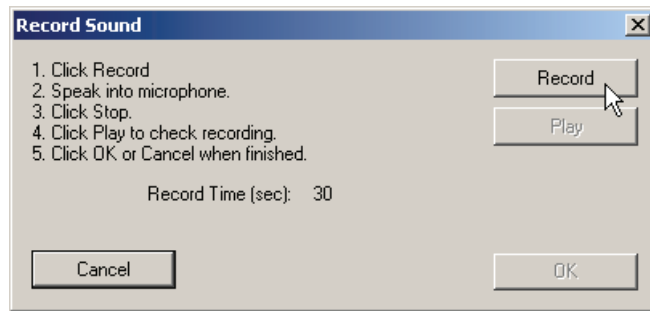


Click on the **Record** button and speak into the microphone “Bobby wants.”

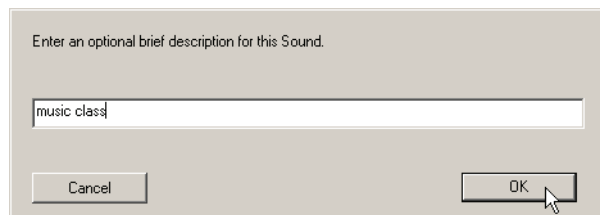
Click on the **Stop** button (previously the **Record** button) to stop recording.

Click on the **OK** button when you are finished recording. A dialogue box will appear asking for a description of the recorded message.

Click on the **OK** button when finished.

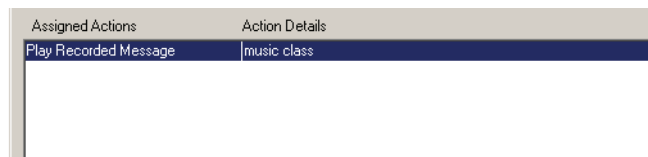


Enter a descriptive name for your recorded sound that will appear in the **Assigned Actions** list, then click on the **OK** button.



The **Play Recorded Message** action and the recording name now appear in the **Assigned Actions** list.

Click on the **OK** button when finished.

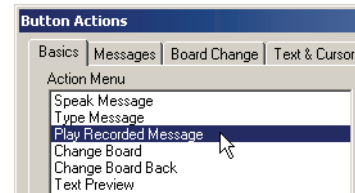


Making a Button Play a Saved Sound

Double-click the button you want to play a saved sound.

1

Select **Play Recorded Message** in the **Actions** list.

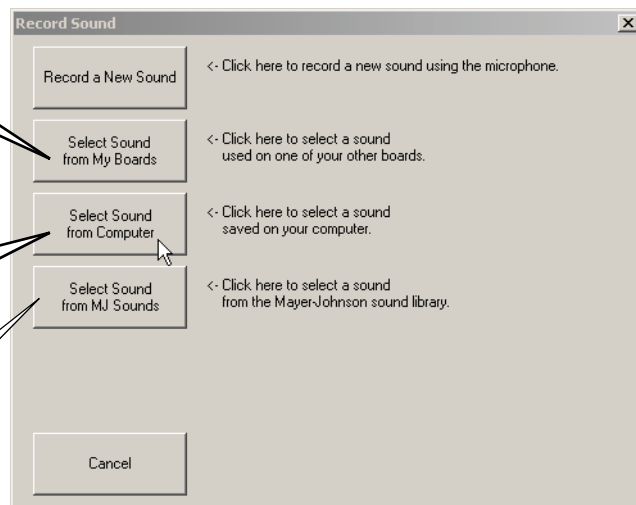


2

Click here to attach a sound used on another board.

Click here to attach a sound file saved on your computer or disk.

Click here to attach one of the sounds provided in the MJ Sounds library.

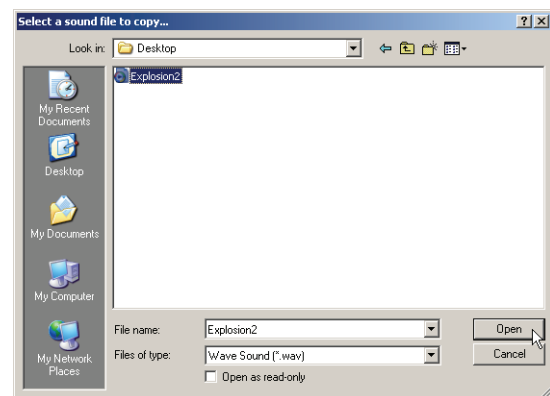


Click on the **Select Sound from Computer** button. A navigation window will appear.

Navigate to any sounds you have saved on your computer.

3

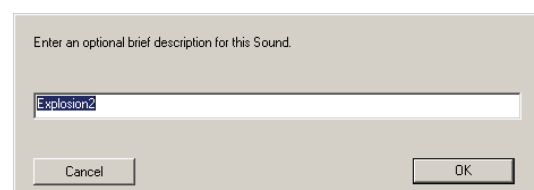
Note: Although rare, some .wav files contain compressed audio in unsupported formats. Although ending in .wav, these types of files are actually in a different format and will not play.



4

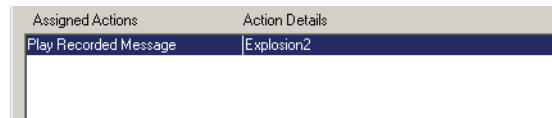
Enter a descriptive name for the sound you selected, then click on the **OK** button when finished.

The descriptive name will help you identify the sound later.

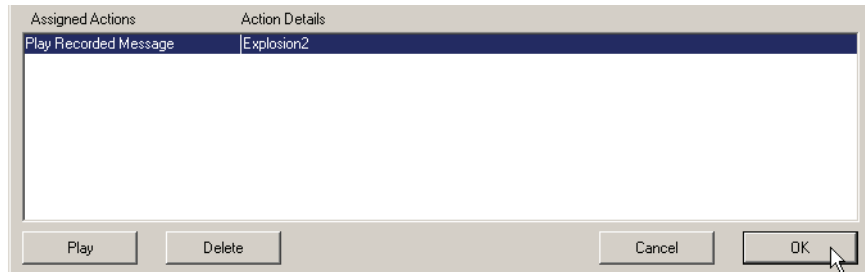


5

The **Play Recorded Message** action and the sound file name now appear in the **Assigned Actions** list.



6



Tip: You can listen to the sound by clicking on the **Play Recorded Message** action then clicking on the **Play** button. The **Play** button can also be used to preview any selected button actions that speak or play a recording.

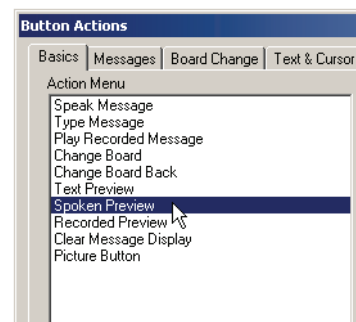
Click on the **OK** button when you are finished editing the button.

Giving a Button a Spoken Preview

1 The **Spoken Preview** action will cause a button to speak a message whenever the mouse cursor moves over the button or that button is highlighted while using one of the scanning methods of access. A preview message is commonly used to provide an audio cue for individuals with visual challenges.

Double-click on the button you want to assign a Spoken Preview to. The **Button Action** window will appear.

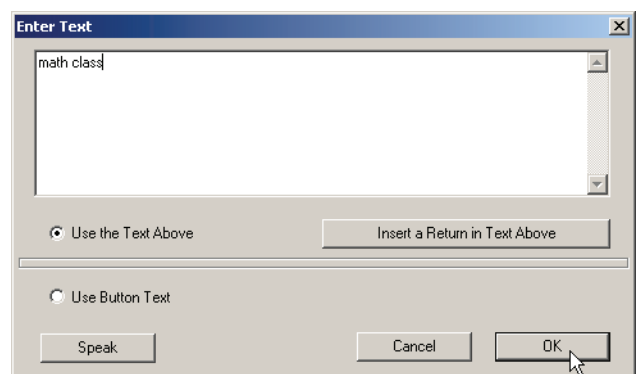
2 Select **Spoken Preview** in the **Actions** list.



In the dialogue box type the preview message you want to hear.

Click on the **OK** button when finished.

3 **Note:** A preview message should be only one or two words. Long previews can slow scanning or button access.



The **Spoken Preview** action and the preview message now appear in the **Assigned Actions** list.

4 Click on the **OK** button when finished.

Assigned Actions	Action Details
Speak Message	math class
Spoken Preview	math class

Note: For information on setting the preview volume level or completely disabling all preview messages, refer to the *Voice and Sound Volume* section.

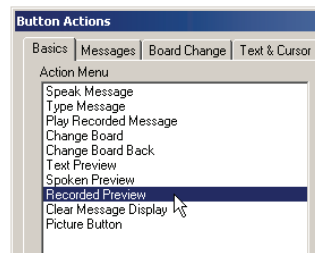
Giving a Button a Recorded Preview

As an alternative to the synthesised speech of the **Spoken Preview** action, the **Recorded Preview** action will cause a button to play a recorded message whenever the mouse cursor moves over the button or that button is highlighted while using one of the scanning methods of access. A preview message is commonly used to provide an audio cue for individuals with visual challenges.

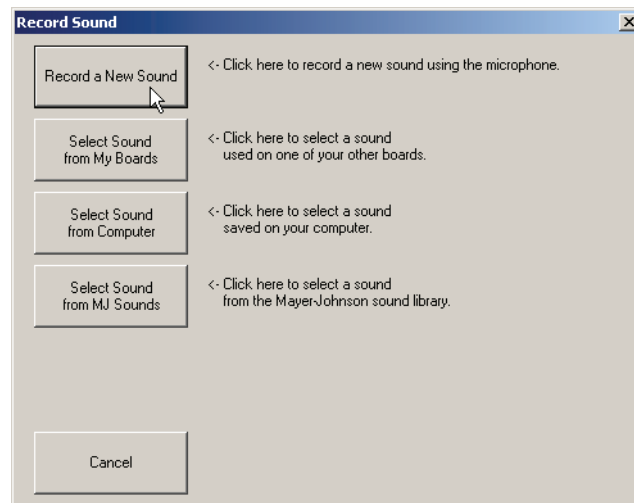
Double-click the button you want to assign a **Recorded Preview** to. The **Button Action** window will appear.

- 1** **Note:** You must have a sound card with a microphone or a built-in microphone to use this feature.

Select **Recorded Preview** in the **Actions** list



You can record a preview sound using a microphone or select (import) a saved sound file (.wav).



Click on the **Record a New Sound** button to use a microphone to record the preview.

Click the **Select Sound from Computer** button to use a pre-recorded sound. If you choose this option, a navigation window will appear allowing you to locate and import the desired sound.

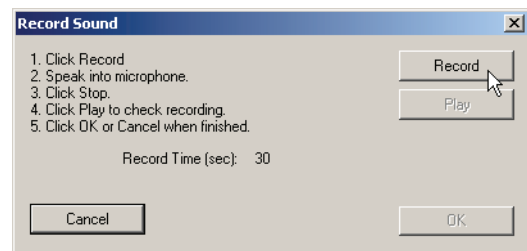
Note: A preview message should be only one or two words. Long previews can slow scanning and button access.

If you select the **Record a New Sound** option, the **Record Sound** box will appear.

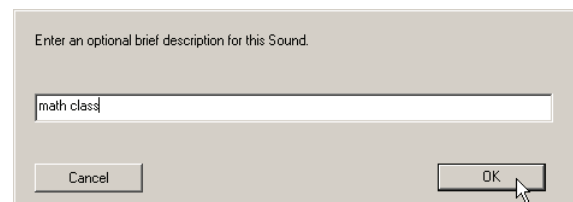
Click on the **Record** button and speak the preview message into the microphone.

Click on the **Stop** button (previously the **Record** button) to stop recording.

Click on the **OK** button when you are finished recording.



Enter a descriptive name for your recorded preview, then click on the **OK** button when finished.



The **Recorded Preview** action and the recording name now appear in the **Assigned Actions** list.

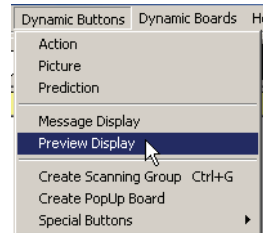
Note: Click on the **OK** button when you are finished editing the button. For information on setting the preview volume level or completely disabling all preview messages, refer to *Voice and Sound Volume section*.

Assigned Actions	Action Details
Speak Message	math class
Recorded Preview	math class

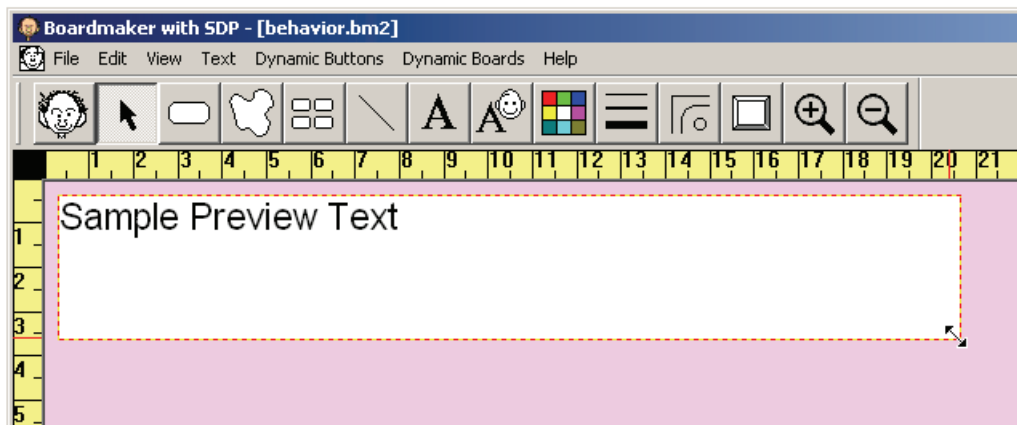
Adding a Preview Display

The **Preview Display** will automatically display the messages or actions assigned to a button whenever the mouse cursor moves over the button or that button is highlighted while using one of the scanning methods of access.

Select **Preview Display** in the **Dynamic Buttons** menu.



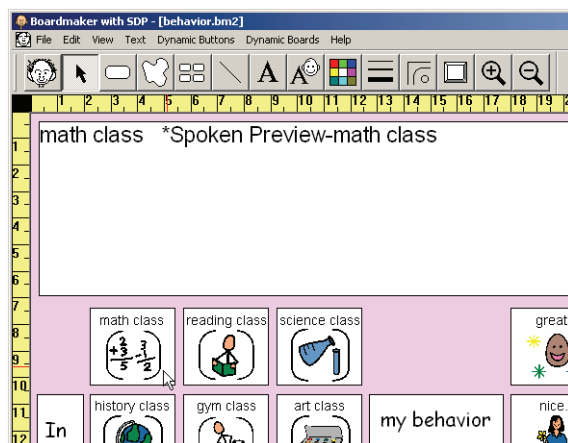
The **Preview Display** will appear toward the top of the board.



Reposition and resize the **Preview Display** so that it appears according to your needs.

As you pass the cursor over your buttons you can view the text previews. The **Preview Display** functions in the **Design** mode as well as the **Use** mode.

Note: The size and colour of the display text can be changed. Refer to *Adding a Message Display* in Chapter 13.

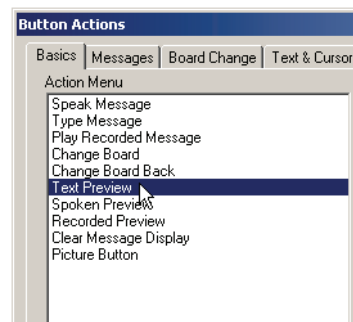


Changing a Button's Text Preview

If you don't like the preview text that appears automatically, you can assign your own preview text using the **Text Preview** action.

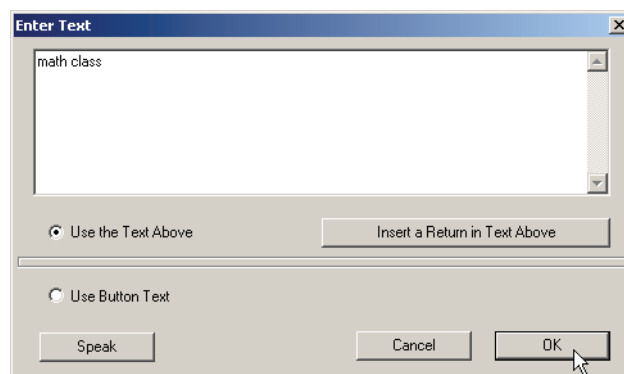
- 1 Double-click on the desired button. The **Button Actions** window will appear.

Select **Text Preview** in the **Actions** list.



In the dialogue box, enter the text preview message for the button.

- 2



The **Text Preview** action and the text preview message now appear in the **Assigned Actions** list.

- 3

Click on the **OK** button when you are finished editing the button.

Assigned Actions	Action Details
Speak Message	math class
Spoken Preview	math class
Text Preview	math class

Editing a Button's Assigned Actions

In the process of creating a board you will probably find it necessary to edit the actions assigned to your buttons. The actions in a button's **Assigned Actions** list can easily be edited, added to, deleted, or rearranged.

1 **Editing an Assigned Action**

To edit an action on a button, double-click on the button then double-click in the **Action Details** list for that action. In this case, double-click on “math class” for the **Speak Message** action.

Assigned Actions	Action Details
Speak Message	math class
Spoken Preview	math class
Text Preview	math class

2 The appropriate dialogue box for the action will appear, allowing you to make the necessary changes.

Note: Many actions perform a set function and cannot be edited.

Enter Text

I don't like math class.

☒ Use the Text Above

Insert a Return in Text Above

☐ Use Button Text

Speak

Cancel

OK

3 **Adding an Action to the List**

There is no limit to the number of actions a button can be assigned.

Any action added to a button will appear after the highlighted action. To add an action in a specific location, highlight the action that will precede it.

Assigned Actions	Action Details
Speak Message	I would like
Spoken Preview	I want

Any action(s) you add will appear after the highlighted action. Typically, this is the last action in the list.

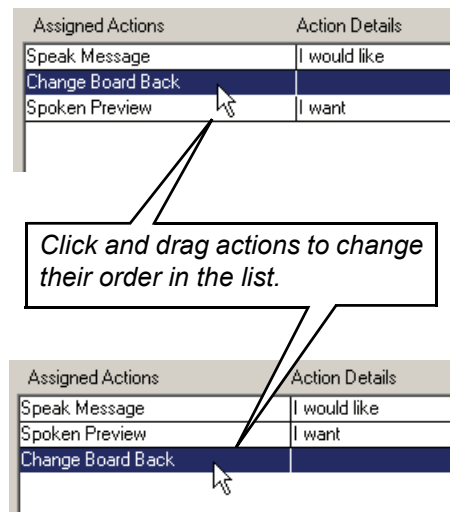
Assigned Actions	Action Details
Speak Message	I would like
Change Board Back	
Spoken Preview	I want

4

Rearranging the Assigned Actions

To change the order of the **Assigned Actions** list, you can click and drag an action into a different location.

Note: Action order can be very important. For example, all board change actions must be last in the list.

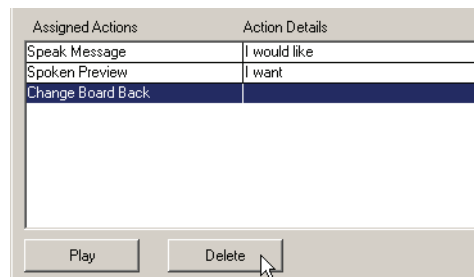


5

Deleting an Assigned Action

To delete an action, select it in the **Assigned Actions** list, then click on the **Delete** button.

Tip: If you need to delete a series of actions, select the top most action and you can repeatedly click on the **Delete** button to remove the actions.



Chapter 12

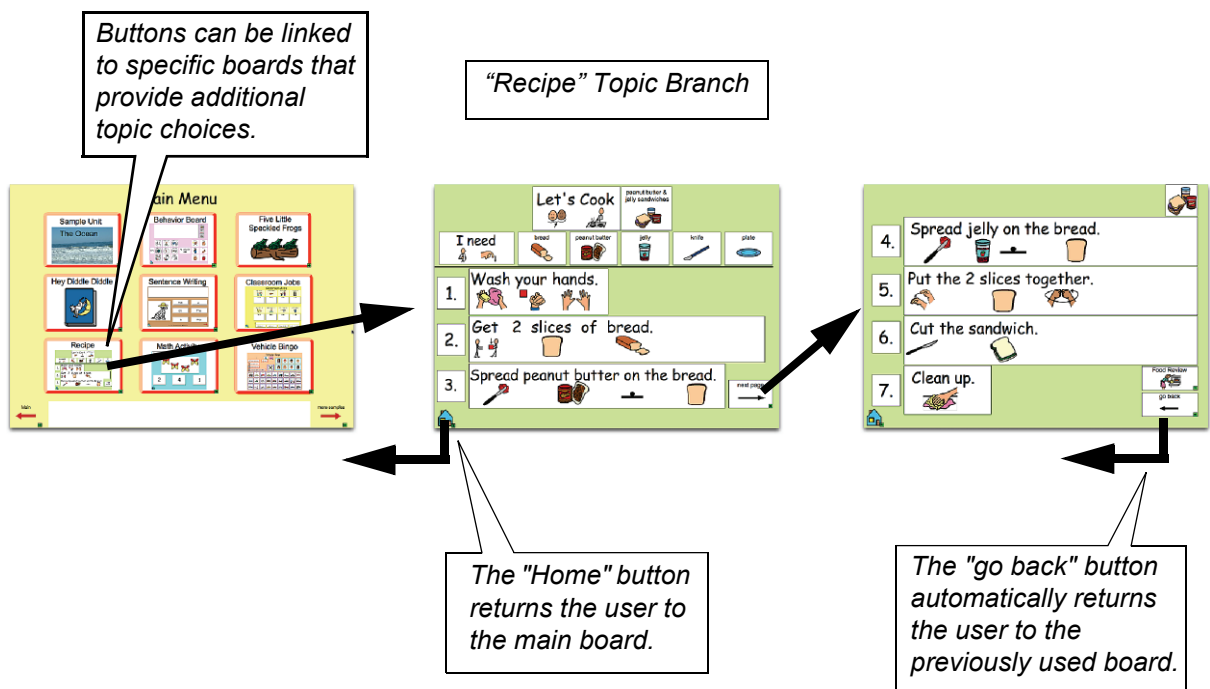
Linking Boards Together

Chapter Overview

With Boardmaker Plus! and the Boardmaker-Speaking Dynamically Pro combo, you have access to a "dynamic display". This allows you to display different boards as needed - changing them as the user interacts with buttons on the screen. In this chapter you will learn the basic methods of linking boards together to create the first part of a navigable board set.

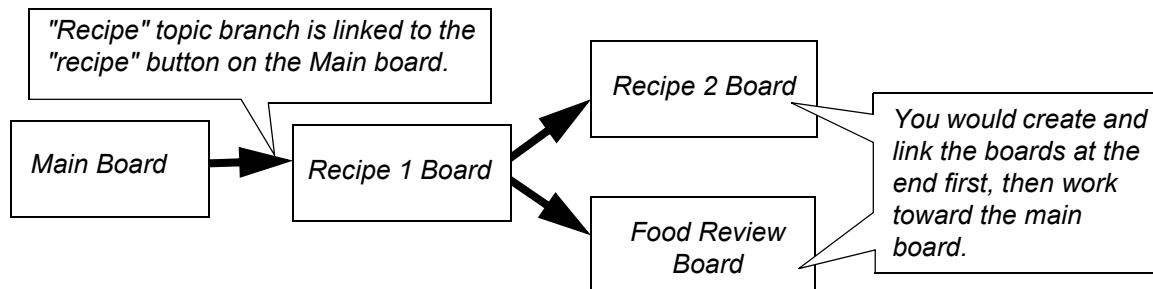
The following topics will be covered:

- Overview of linking boards together
- Creating a button link to the main board
- Creating a button link to the previous board
- Linking boards together
- Board change indicators



Linking Boards Together

Once a main/topic board has been created, the next step is to create the supporting boards for a specific topic branch, e.g., recipe boards. Usually, you want to start by building the boards at the end of a topic branch first. The general sequence for building a topic branch is outlined in the steps below. Following this building sequence will allow you to make the necessary board links as each board is created.

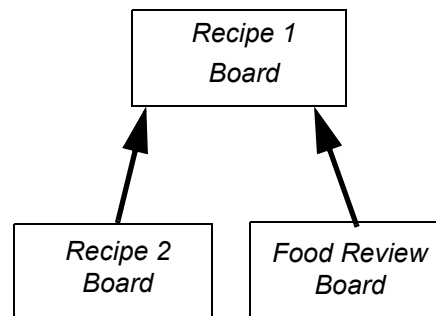


General Building Sequence

1

Start by building the boards at the end of the topic branch first. These boards can then be linked directly to the main board.

Note: Every board you create should have a button that links it to the main board.

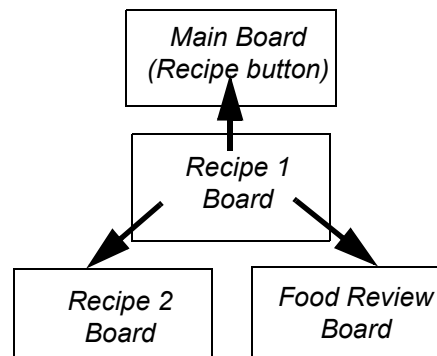


2

Create any additional boards, working back up the branch toward the main board.

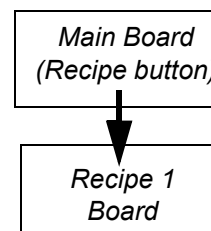
In the example pictured, the "Recipe 1" board is created next. This board can then be linked to the "Recipe 2," "Food Review," and "Main" boards.

Note: Every board you create should have a button assigned the **Change Board Back** action to aid in navigation.



3

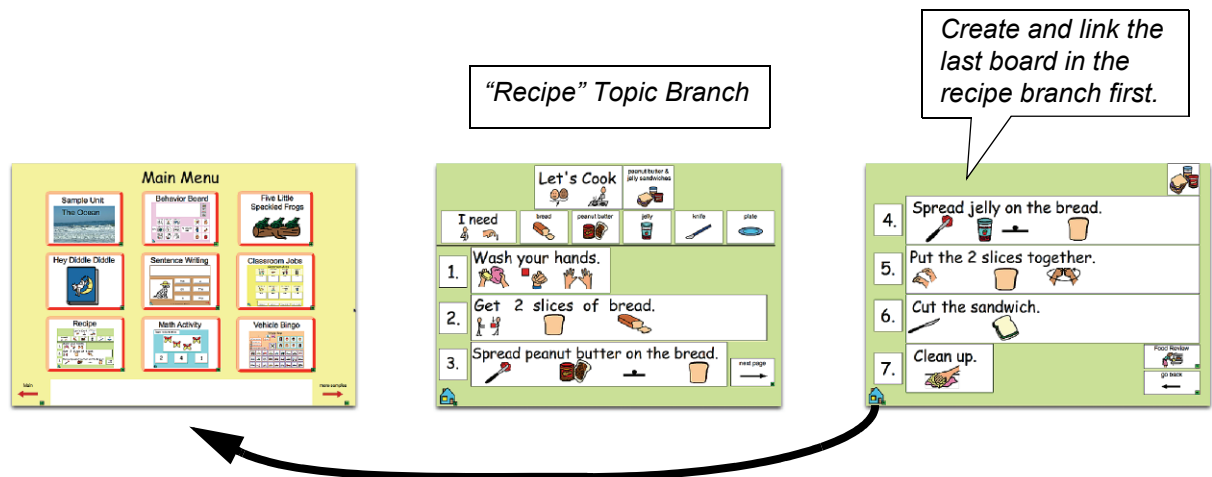
Once the boards in a topic branch are linked together, the appropriate button on the "Main" board can be linked to the completed branch.



Adding a Button Link to the Main Board

All the boards you create should have a link to the main board. This prevents a user from navigating down a topic branch and then getting stuck at the end.

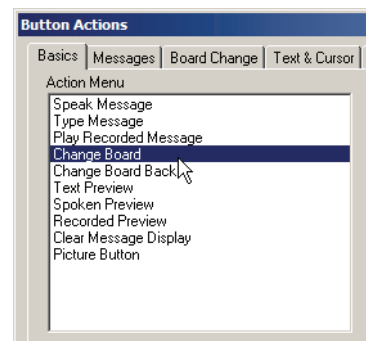
By creating the boards at the end of a topic branch first, the only direct link you need to add is to the main board which should already exist. You cannot create a link to a board that doesn't exist, i.e. if you started by creating the "Recipe 1" board you couldn't create a link to the "Recipe 2" board until after that board was itself created.



You should create and position the "Main" button in the same location on every board.

Double-click on the "Main" button.

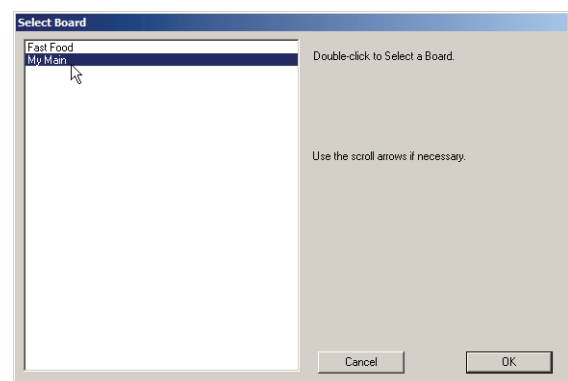
- 1 Select **Change Board** in the Action Menu.



Click on your main board in the list of boards, then click on the **OK** button.

Note: Only boards saved in the same folder as the current board will appear in the list.

- 2



3

The **Change Board** action and the linked board now appear in the **Assigned Actions** list.

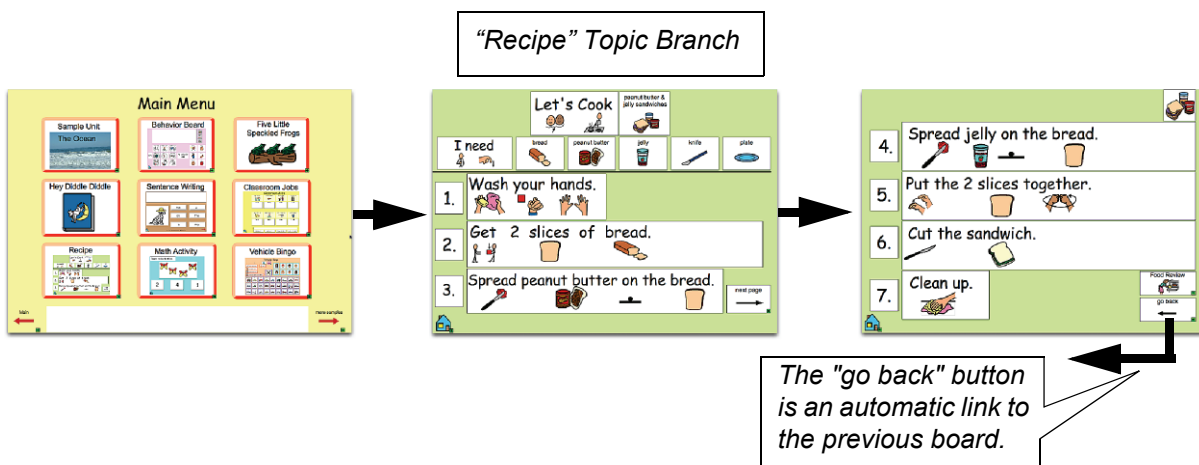
Click on the **OK** button when you are finished editing the button.

Assigned Actions	Action Details
Change Board	My Main

Adding a Button Link to the Previous Board

Adding a **Change Board Back** action to a button on a board, provides the user with an easy way to automatically return to the previous board - much like one would use the "Back" button on a web browser. The program keeps track of the user's board history, which means the user can return not just to the previous board but back many boards if necessary.

There is also a complementary **Change Board Forward** action (**Board Change** tab) that will step forward through the board history if needed.

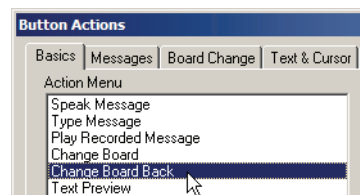


1

You should create and position the "go back" button in the same location on every board.

Double-click on the "go back" button.

Select **Change Board Back** in the **Action** menu.



2

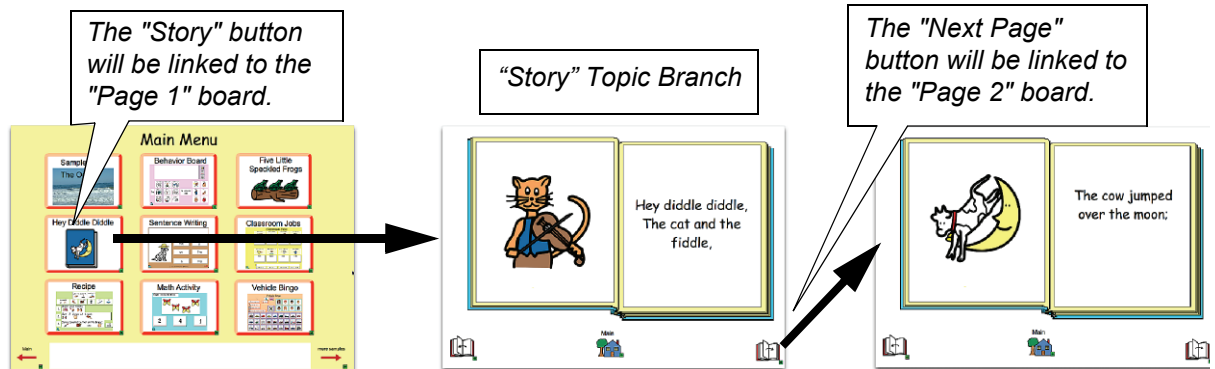
The **Change Board Back** action appears in the **Assigned Actions** list.

Click on the **OK** button when finished.

Assigned Actions	Action Details
Change Board Back	

Linking Specific Boards Together

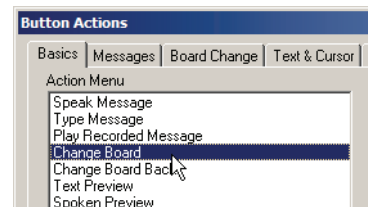
Having created and linked the board at the end of the topic branch, work toward the main board. For example, if you've created a story you'll want to link page 2 to page 1 and so on.



1

Double-click the button that will link to the next board.

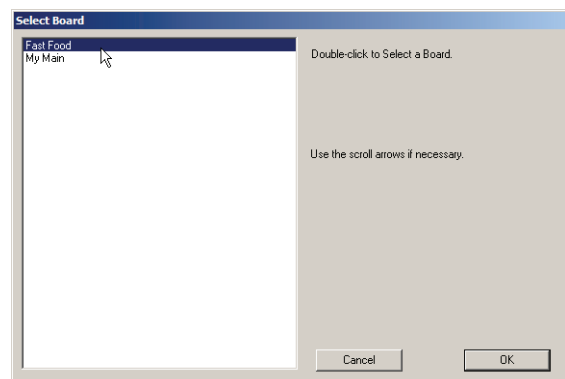
Select **Change Board** in the **Action** menu.



2

A list of boards that have been saved in the same folder as the one you're working on will appear. Double-click the name of the board you want to link to.

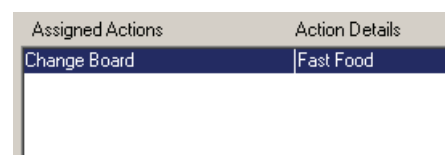
If the board is not listed, make sure it is in the same folder as the one you're currently working on.



3

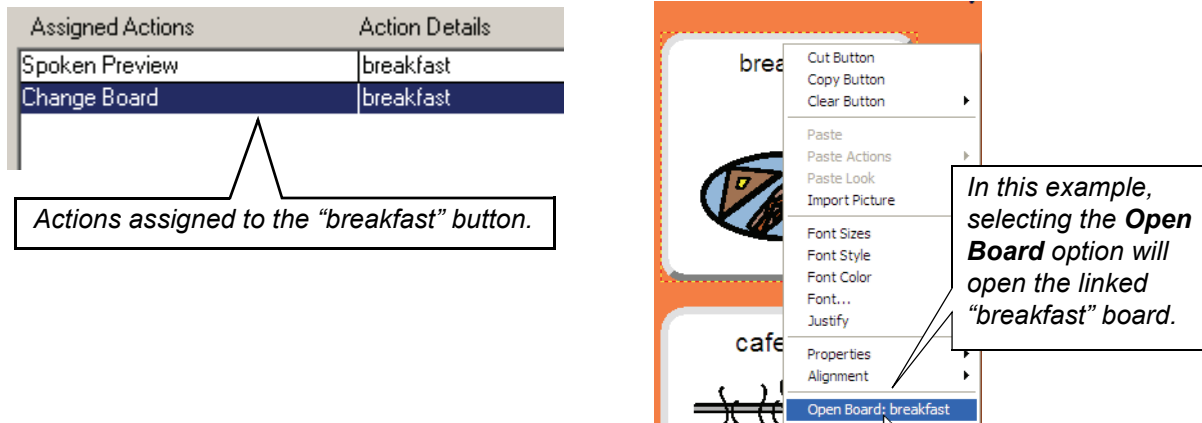
The **Change Board** action and the linked board now appear in the **Assigned Actions** list.

Click on the **OK** button when finished.



Navigating Board Links in the Design Mode

In the **Design** mode, it is possible to quickly open a board that is linked to a specific button. Simply right-click on the button and select **Open Board: <board name>**. The **Open Board** option can be a real time-saver if you are editing a large collection of linked boards.



Note: If a button has more than one **Change Board** or **Go to Popup** action (which is possible if the board change actions are inside **If** or **Random** action blocks), a separate **Open Board** option will be available for each link (up to six).

Chapter 13

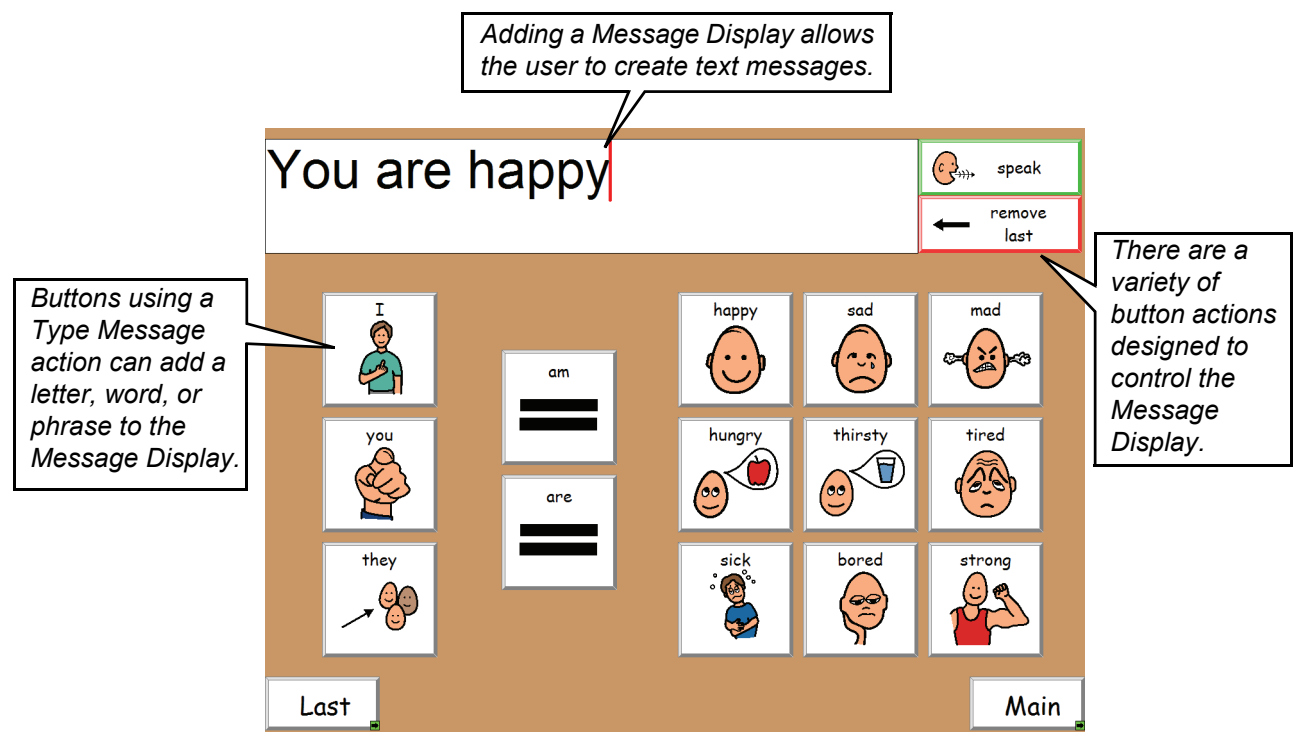
Using a Message Display with Text

Chapter Overview

On the most basic level, the Message Display allows text messages entered by button selections or keyboard input to be displayed, created, and/or printed. In this chapter you will learn how to incorporate a Message Display to create a simple picture-to-text sentence building board. There are a variety of button actions such as speak, print, clear, etc. that allow you to control the Message Display.

The following topics will be covered

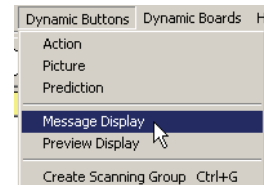
- Adding a Message Display and configuring its appearance
- Making a button type a text message
- Adding simple Message Display controls
- Message Display actions
- Changing the Message Display's settings



Adding a Message Display

1

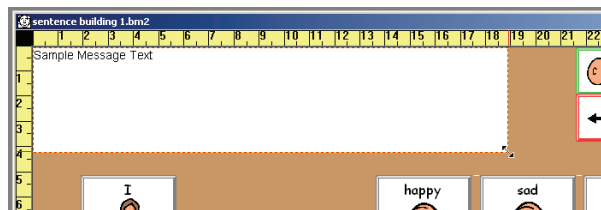
Select **Message Display** in the **Dynamic Buttons** menu.



2

You can reposition and resize the **Message Display** according to your needs.

Click and drag the Message Display to the appropriate position, then drag its border to change its size.

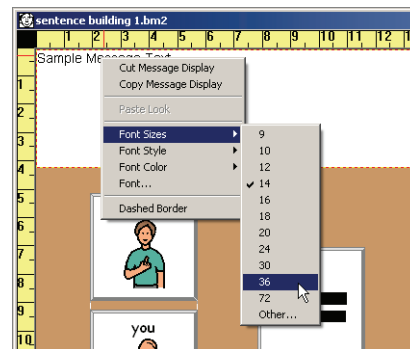


3

Changing the Text Size

If the display text is too small, you can change it to the size you want.

With the Message Display selected, you can set the font, style, and size using the **Text** menu, or right-click the Message Display and select the desired option.



4

Changing the Text and Display Colours

If desired, you can change the colour of the text or the Message Display itself.

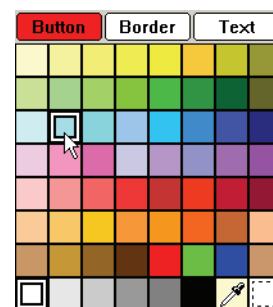
With the Message Display selected, click on the **Colour Tool**.

In the Colour Palette click on **Button**, **Border**, or **Text**, then click on the desired colour.

Note: You can also change the colour of the Message Display text by right-clicking the Message Display and selecting **Font Colour**.



Colour Tool



Making a Button Type a Text Message

1

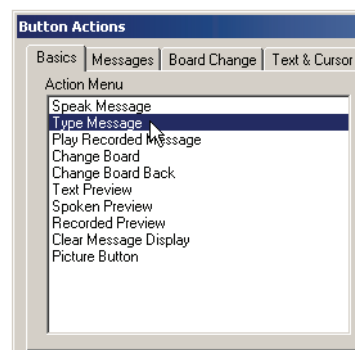
Double-click on a button that you want to type a message in the Message Display.



This button will type the "I" in the Message Display.

2

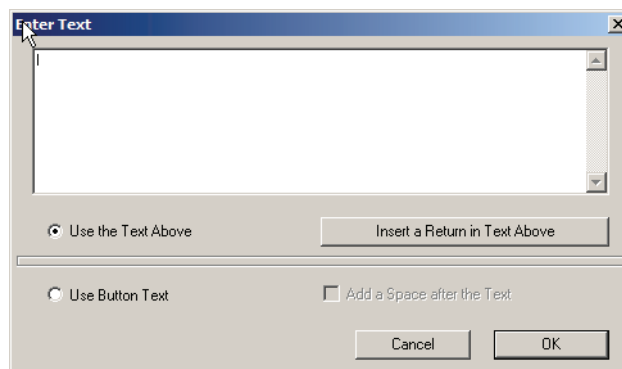
Select **Type Message** in the **Actions** list.



3

In the dialogue box, enter the text to be typed in the Message Display.

Tip: Add a space after the text to keep it from being combined with any additional text added to the Message Display.



4

The **Type Message** action and the text message now appear in the **Assigned Actions** list.

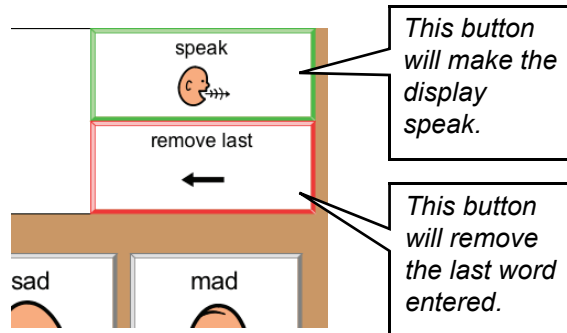
Click on the **OK** button when finished.



Adding Simple Message Display Controls

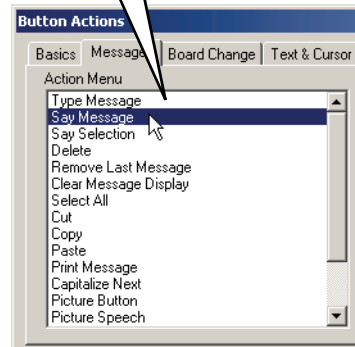
Making the Message Display Speak

Double-click on the button you want to use to speak the contents of the Message Display.



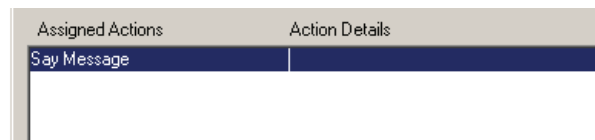
Select the **Say Message** action (**Messages** tab).

Viewing actions that control the Message Display.



The **Say Message** action now appears in the **Assigned Actions** list. This action will make the Message Display speak its contents when this button is selected.

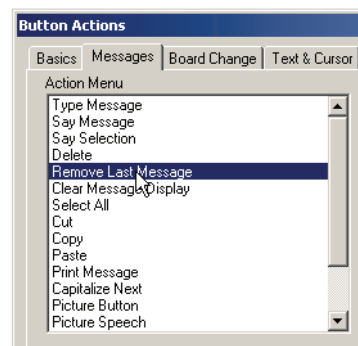
Click on the **OK** button when finished.



Removing the Last Message

Double-click on the button you want to use to remove the last message from the Message Display.

Select the **Say Message** action (**Messages** tab).



5

The **Remove Last Message** action now appears in the **Assigned Actions** list. This action causes the button, when selected, to remove the last text message entered in the Message Display. The button will behave as a backspace key if you click on it again.

Click on the **OK** button when finished.

Assigned Actions	Action Details
Remove Last Message	

Message Display Actions

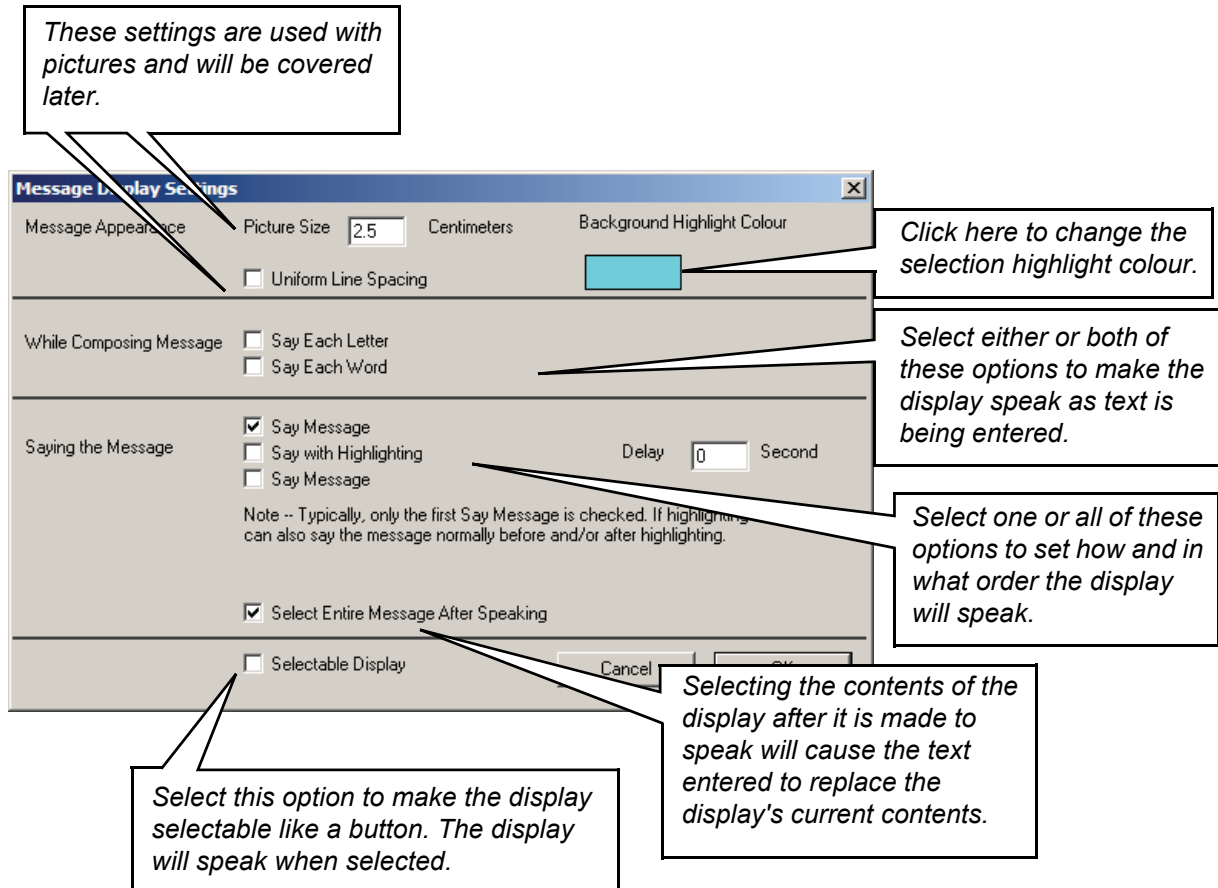
The **Messages** tab contains button actions used to control the various functions of a Message Display.

- **Type Message** - Places a message you enter into the Message Display.
- **Say Message** - Speaks the contents of the Message Display.
- **Say Selection** - Speaks any selected text in the Message Display.
- **Delete** - Deletes any selected text, or if no text is selected, deletes the character before the cursor.
- **Remove Last Message** - Removes the last text message entered into the display by a button or any text typed with the keyboard since the last button selection.
- **Clear Message Display** - Clears the contents of the Message Display.
- **Select All** - Selects the entire contents of the Message Display.
- **Cut** - Cuts the selected text from the Message Display and places it on the clipboard.
- **Copy** - Copies the selected text from the Message Display to the clipboard.
- **Paste** - Pastes text from the clipboard into the Message Display.
- **Print Message** - Prints the contents of the Message Display.
- **Capitalise Next** - Capitalises the next character entered into the Message Display.
- **Picture Button** - Makes a button add its symbol to the Message Display.
- **Picture Speech** - Assigns the message to be spoken by a Picture button.
- **Picture Sound** - Assigns the recorded message to be played by a Picture button.
- **Caps On** - Turns on Automatic Capitalisation. All characters entered will be in upper case.
- **Caps Off** - Turns off Automatic Capitalisation.
- **Expand Abbreviation** - Expands defined word/phrase abbreviations.

Changing the Message Display's Settings

The Message Display has a variety of built-in settings that can be used to change its look and behavior. Double-clicking on a Message Display will open the **Message Display Settings** window shown below.

Note: The Message Display settings apply only to the display on the current board.



Setting Notes:

- **Saying the Message** - Selecting all three boxes will make the display speak the message, speak the message again while highlighting each word, and speak the message one final time. Typically, only one **Say Message** is checked when used with **Say with Highlighting**.
- The **Delay** box is used to specify a pause between each spoken word when using **Say with Highlighting**.
- When **Selectable Display** is checked you cannot use the mouse to edit the contents of the display. The display text can only be edited by using buttons which are assigned text editing actions. The **Cancel Speech** and **Pause Speech** actions will not work when this option is selected.

Chapter 14

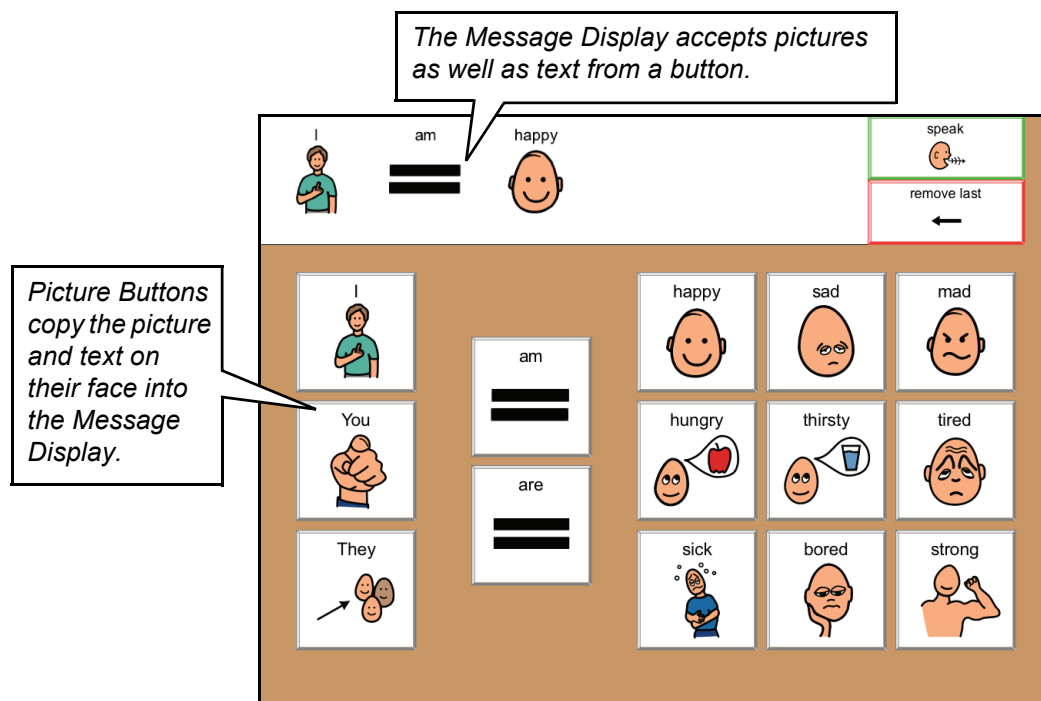
Using a Message Display with Pictures

Chapter Overview

This chapter will show you how to create picture sentences rather than text sentences. A Message Display can accept picture input from buttons on your board in addition to text. Pictures placed in a Message Display can be edited, spoken, printed, and saved just like text.

The following topics will be covered:

- Making a button place a picture.
- Changing the Message Display's settings regarding pictures.



Placing a Picture into the Message Display

1

Double-click on the desired button whose picture you want placed in the Message Display.

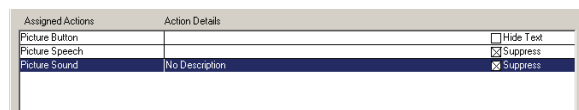
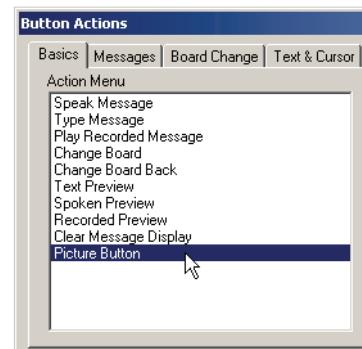
Note: In actuality, a picture of the button, its symbol and text, will be placed in the Message Display.



Select **Picture Button** in the **Action** menu.

Three actions will automatically appear in the **Assigned Actions** list:

- **Picture Button** tells the button to place its picture in the Message Display.
- **Picture Speech** makes the button speak when selected and when the Message Display is spoken.
- **Picture Sound** makes the button play a recording or sound when selected and when the Message Display is spoken.



2

Note: You can create a button with the **Picture Button**, **Picture Speech**, and **Picture Sound** actions already assigned, by selecting **Picture** from the **Dynamic Buttons** menu.

Note: These actions can be assigned separately and are found in the **Pictures** action tab. The **Picture Button** action must precede any **Picture Speech** or **Picture Sound** action.

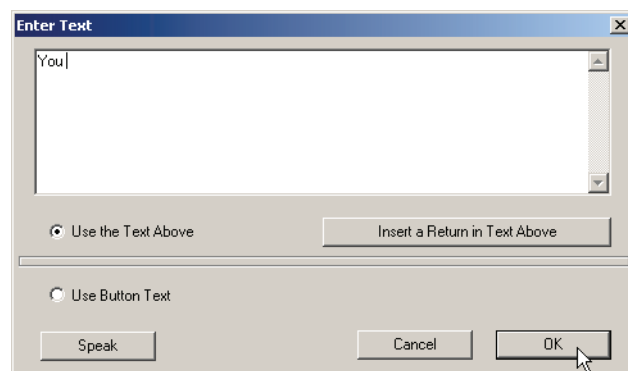
Note: The **Picture Speech** action is similar to the **Speak Message** action in that both make a button speak when it is selected. However, the **Picture Speech** action is required to make a button's picture speak from within a Message Display. The **Picture Sound** action behaves in the same fashion.

3

Double-click on the **Picture Speech** action to edit it.

In the dialogue box, type the word/text you want the button to speak, then click **OK**.

If you want the button to speak the text that's on the face of the button, click the **Use Button Text** radio button in the **Enter Text** dialogue box.



4

Action Options

- **Hide Text (Picture Button)** - When this box is checked, any editable text on the face of the button will not be placed in the Message Display along with the button's picture.
- **Suppress (Picture Speech/Sound)** - When this box is checked, the action(s) will not be performed when the button is selected. The Picture Speech/Sound action(s) will be performed only when the Message Display is spoken.

Assigned Actions	Action Details	
Picture Button		<input type="checkbox"/> Hide Text
Picture Speech	You	<input checked="" type="checkbox"/> Suppress
Picture Sound	No Description	<input checked="" type="checkbox"/> Suppress

5

Setting the Picture Size in the Message Display

Message Display Settings

Message Appearance Picture Size Centimeters Background Highlight Color

☐ Uniform Line Spacing

While Composing Message ☐ Say Each Letter

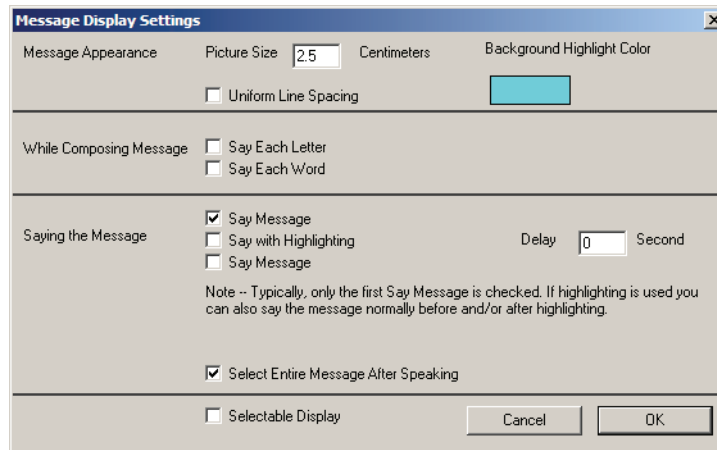
☐ Say Each Word

The Message Display will scale pictures sent by any size picture button to a uniform size. The default size is 1 inch.

Double-click on the Message Display to edit its settings. Click in the **Picture Size** box and enter “2.5”, then click on the **OK** button when finished.

Uniform Line Spacing - Pictures and Text

The Message Display will accept both text and pictures from the buttons on your boards. If you plan on using both, it is recommended that you check the **Uniform Line Spacing** box in the **Message Display Settings** window. This feature will make all lines in the Message Display the same height, allowing space for either pictures or text.



Chapter 15

“Use Button Text” Boards

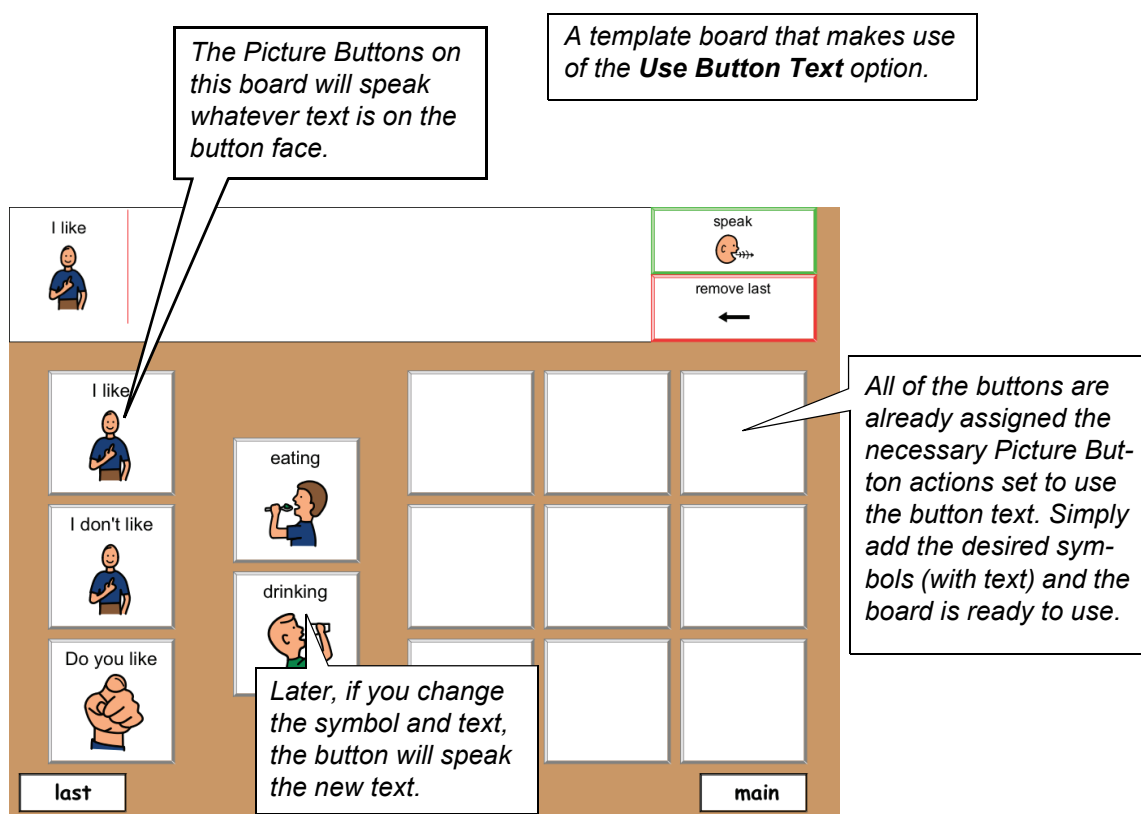
Chapter Overview

In this chapter you will learn about the special **Use Button Text** option that allows a button to speak and/or type whatever text is on its face. With this option selected, you can quickly create a board whose buttons will speak or type any text placed on them. This feature makes it possible to create pre-programmed template activities which can be customised quickly by changing the symbols and labels on the buttons.

A collection of template boards are provided which take advantage of the **Use Button Text** option. You can use one of the templates to quickly create a board for spoken communication or writing with text or pictures.

The following topics will be covered:

- Creating a **Use Button Text** template board.
- Actions that can use button text.



Creating a "Use Button Text" Template Board

The key to this method of board construction is to assign the necessary actions and appearance to the first button you create - the template button. When you then use the **Button Sprayer Tool** to create a grid of buttons, each button in the grid will have the same assigned actions and appearance as the template button. This saves you from having to assign actions to each button individually.

Create a new board with a message display and then make one button that will become your template button.

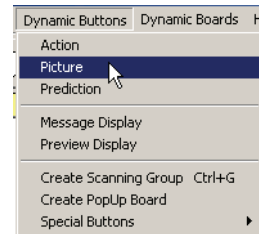
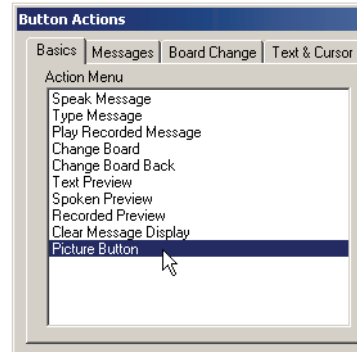
Double-click on the blank (template) button.

Select **Picture Button** in the **Actions** list. The three picture button actions will appear in the **Assigned Actions** list.

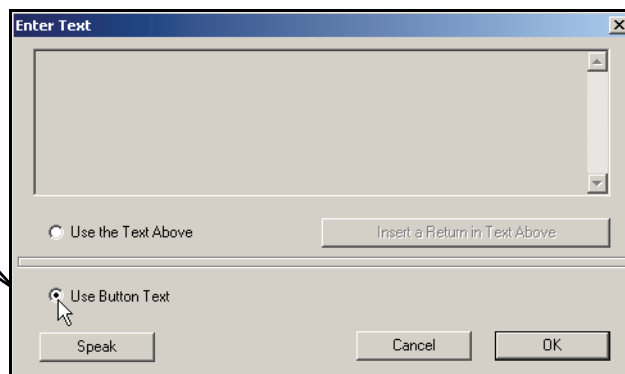
OR

Another option of creating a **Picture Button** is to click the **Dynamic Buttons** menu and select **Picture**. This will create a 25mm square button with the three picture button actions already assigned to it.

Double-click on the **Picture Button**.



Select **Use Button Text**.
This makes the button
speak any text on the
button face.



Double-click on the **Picture Speech** action.

In the **Enter Text** window, click on the **Use Button Text** option. This will cause the **Picture Button** to speak any editable text that is placed on the face of the button. If you were to change the text and picture on the button's face at a later time, you would not need to change the **Picture Speech** message; the **Use Button Text** option does it for you.

Click on the **OK** button when finished.

3

Assigned Actions	Action Details
Picture Button	<input type="checkbox"/> Hide Text
Picture Speech	Use Button Text: <empty> <input checked="" type="checkbox"/> Suppress
Picture Sound	No Description <input checked="" type="checkbox"/> Suppress

Under **Action Details** you will see “Use Button Text” as the description for the **Picture Speech** action. This lets you know that the button is set to speak the text on the button face.

Uncheck the **Suppress** box to make the button speak when it is selected.

In this example, we will also make the button provide an audible cue using the text on the button face.

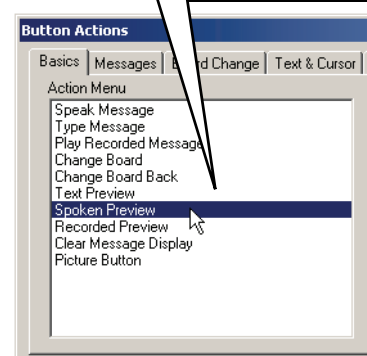
Select **Spoken Preview** in the **Actions** list.

4

As in step 3, click on the **Use Button Text** option.

Click on the **OK** button when finished.

Add a Spoken Preview that speaks the text on the button face.



5

Assigned Actions	Action Details
Picture Button	<input type="checkbox"/> Hide Text
Picture Speech	Use Button Text: <empty> <input checked="" type="checkbox"/> Suppress
Spoken Preview	Use Button Text: <empty>
Picture Sound	No Description <input checked="" type="checkbox"/> Suppress

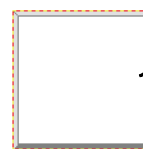
Under **Action Details** you will see “Use Button Text” as the description for the **Spoken Preview** action. This lets you know that the button is set to preview the text on the button face.

You are finished assigning actions to this template button. Click on the **OK** button when finished.

Now that actions have been assigned to the template button, make any appearance changes to the button.

6

For this example, click on the **Shadow Tool** and turn on button shadows.



Set the appearance for your template button.

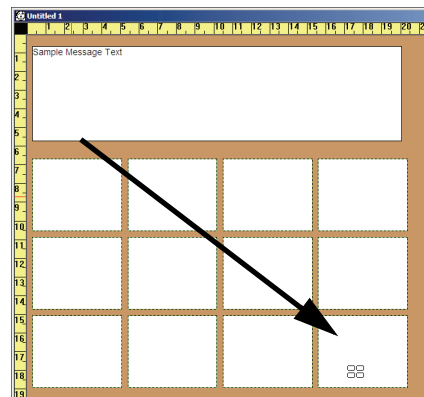
Turn on button shadows.



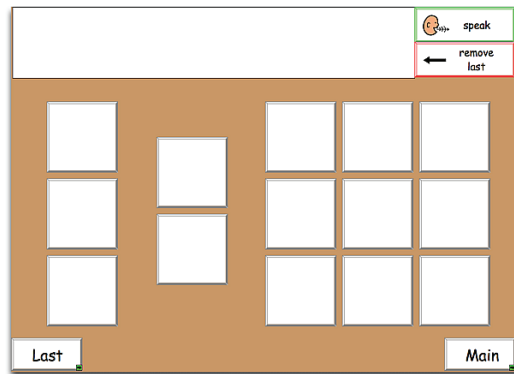
7

Once you have the template button completed, you can use the **Button Sprayer Tool** to drag out a grid of picture buttons.

Double-click on any one of the new buttons to verify that it has the same actions you assigned to the template button. Click on the **OK** button when finished.



8



You can then move the buttons around according to the needs of the activity being created. The buttons are now ready to accept pictures and be used.

NOTE: Make sure you have a **Message Display** on your board if you're going to use **Picture Buttons**. See *Chapter 14 - Using a Message Display with Pictures* for more information about Message Displays.

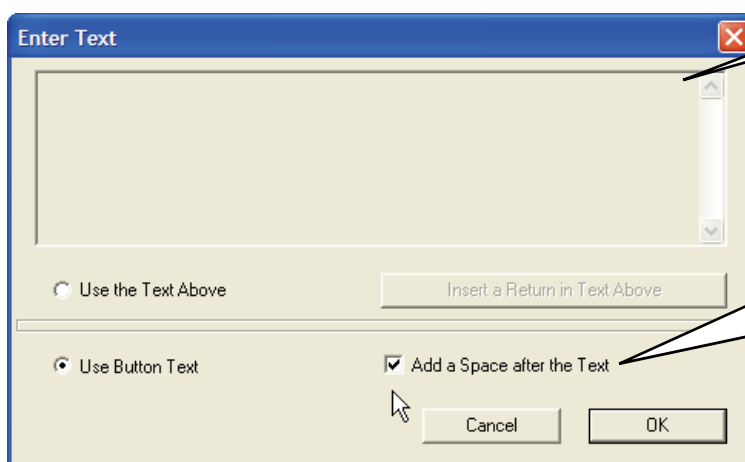
NOTE: You must have text on the buttons if you want them to speak or preview.

NOTE: At this point, you can turn this board into a locked template board that can be accessed using the **Open a template** button. This will allow you to use the blank template again and again to make different activities. For information on saving a board as a locked template, refer to *Appendix E - Creating a Template Board*.

Actions that Can Use Button Text

The **Use Button Text** option is available with the following actions:

- Speak Message
- Type Message
- Text Preview
- Spoken Preview
- Picture Speech



This window is common to all the above actions.

*With the **Type Message** action, you are provided with an additional option to **Add a Space after the Text**. Typically, you will leave this selected. You would deselect this option if you are working with individual letters that will be combined to form words, for example when creating a keyboard or spelling activity.*

Chapter 16

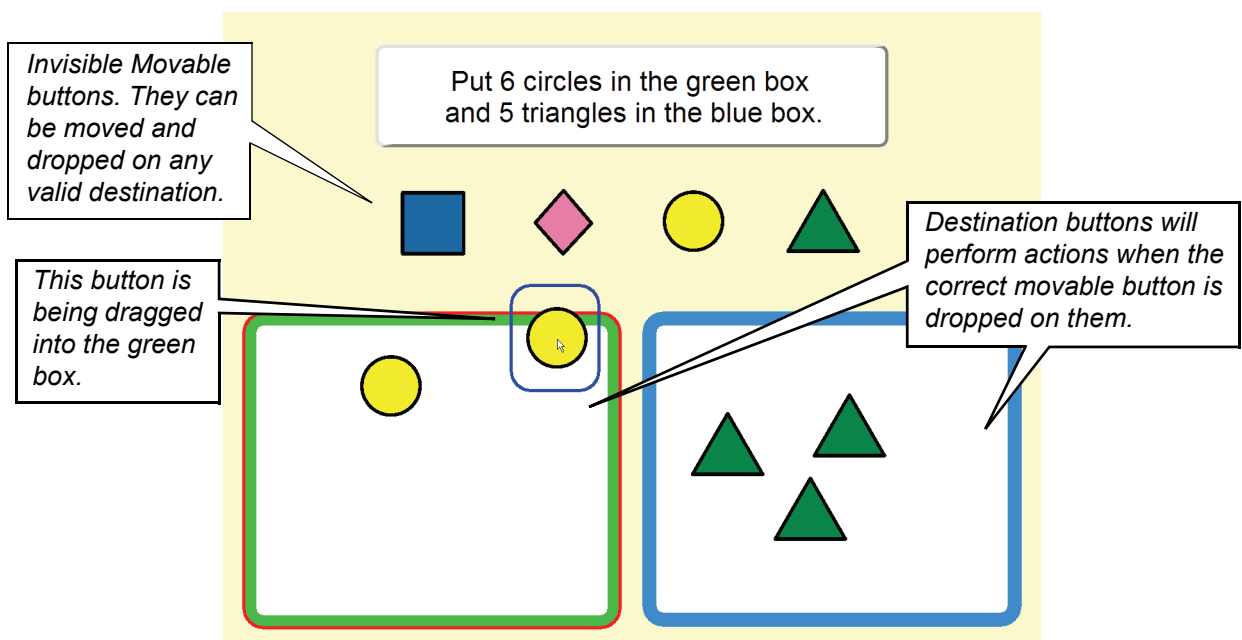
Working with Movable Buttons

Chapter Overview

Movable buttons allow you to create on-screen activities in which the position of buttons can be manipulated. Buttons no longer need to be static objects; instead, they can be dragged around the screen and dropped on others buttons to trigger a spoken message or other actions. Movable buttons allow you to create dynamic activities for counting, sorting, sequencing and more. The Movable Button Tool allows you to quickly pair a Movable button with a Destination button and assign actions to be performed when the Movable button is dropped on that Destination.

The following topics will be covered:

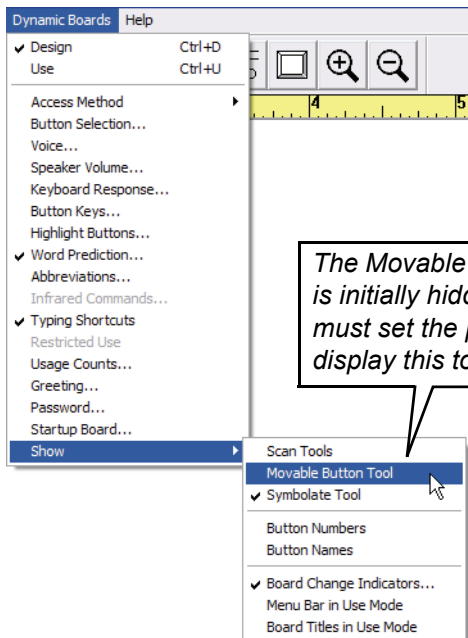
- Showing the Movable Button Tool
- Creating Movable and Destination buttons
- Editing the actions for a Movable-Destination button pair
- Setting Movable button to “snap back”
- Setting a Movable button “clone” itself
- Setting a Destination button to “centre” incoming Movable buttons
- Scanning and Movable buttons



In this sorting and counting activity, the student moves the specified number of shapes into the correct box.

Showing the Movable Button Tool

Initially, the **Movable Button Tool** is not visible in the **Tool Palette**. You will need to set the program to show this tool. Select **Movable Button Tool** in the **Show** submenu in the **Dynamic Boards** menu.



The Movable Button Tool is initially hidden. You must set the program to display this tool.



Movable Button Tool

Creating Movable and Destination Buttons

1

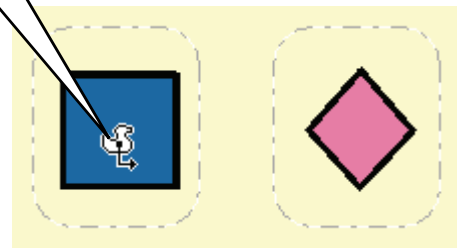
Click on the **Movable Button Tool**.



2

Click on the button you want to make movable. The **Enter Name** dialogue for the Movable button will appear. Every Movable button must be given a unique name.

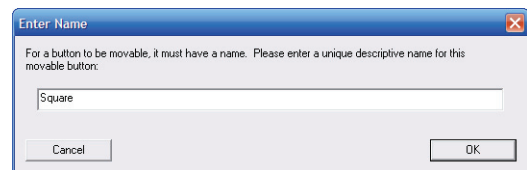
Movable Button Tool cursor



3

Enter a name for the Movable Button then click on the **OK** button when finished.

Note: Movable button names will appear in a green box displayed in the centre of the button whenever the **Movable Button Tool** is active.

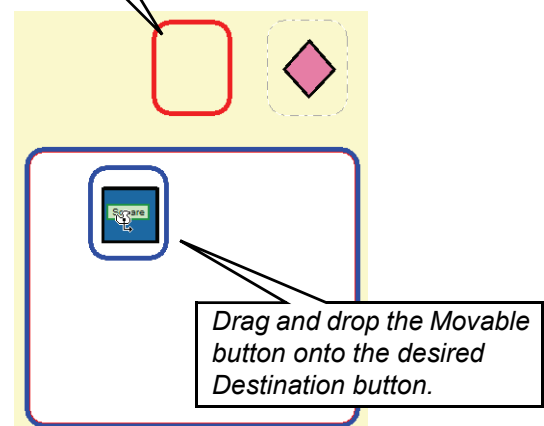


4

Click and drag the Movable button on top of the button that will be the destination, then release the mouse button to drop it. The **Enter Name** dialogue will appear for the Destination button.

Note: The board background can be a valid destination for a Movable button. Simply drag the Movable button to any location on the board background to create that pairing.

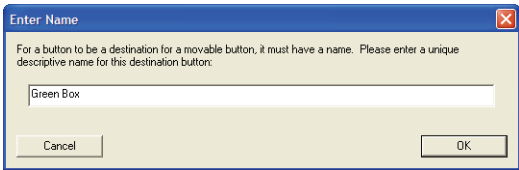
The red highlight indicates the original position of the Movable button.



5

Enter a name for the Destination button then click on the **OK** button when finished.

Note: Destination button names will appear in a green box displayed in the centre of the button whenever the **Movable Button Tool** is active.



6

Assign actions to the Destination button that will get performed when the current Movable button is dropped on this Destination button.

Note: A Destination button can be paired with multiple Movable buttons.

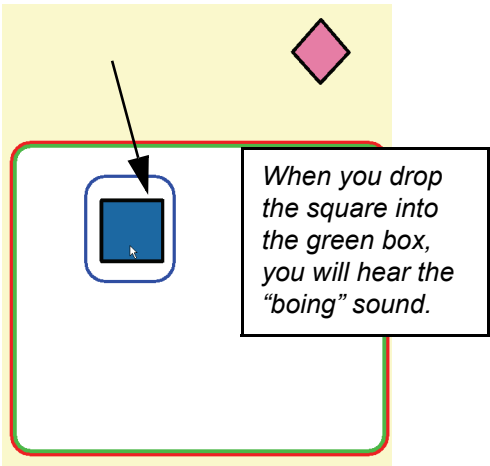
Note: A Destination button can not be selected itself unless it is assigned its own actions that are not associated with a specific Movable-Destination pairing. Refer to the *Editing Actions for a Movable-Destination Button Pair* section for more information.

Assigned Actions	Action Details
Play Recorded Message	Boing1

A recorded “boing” sound will be played when the paired movable button is dropped here.

7

When the program is placed in the **Use** mode and the “Square” Movable button is dropped on the “Green Box” Destination button, the assigned **Speak Message** action will be performed.

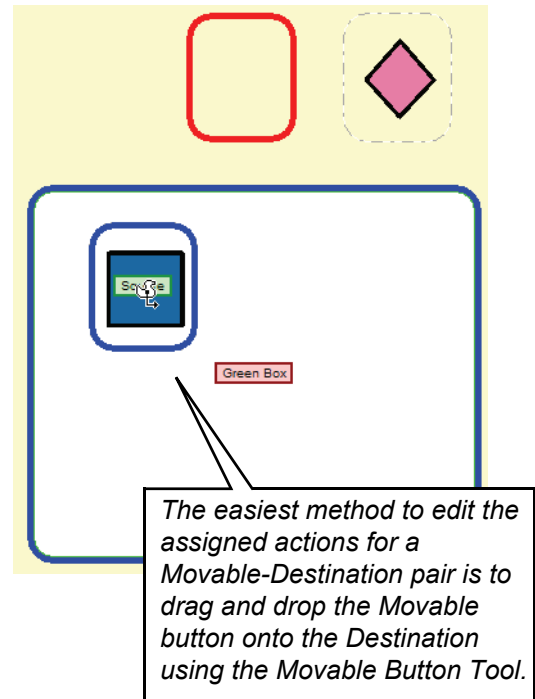


Editing Actions for a Movable-Destination Button Pair

Using the Movable Button Tool (Preferred Method)

Using the **Movable Button Tool**, drag the Movable button on top of the Destination button you want to edit. Since you've already given names to the Movable and Destination buttons, you won't be asked again to enter names.

The **Button Actions** dialogue will appear. Only the actions that are associated with this Movable-Destination button pair will be displayed. Edit the action list as necessary.

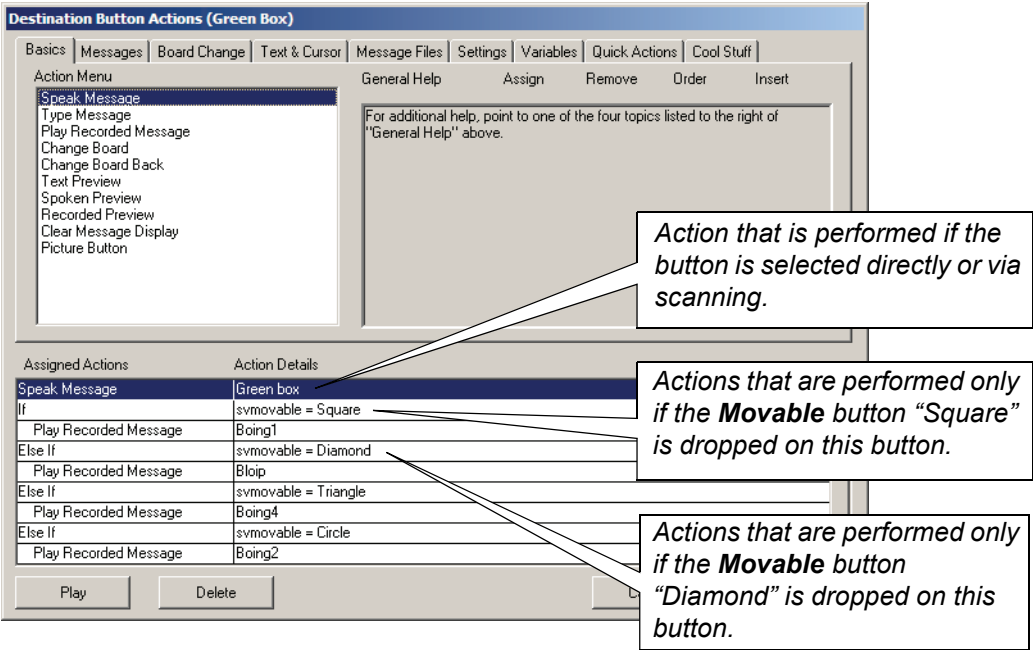


----- OR -----

Editing the Destination Button (advanced)

Double-click on the **Destination** button as you would to edit the actions of a normal button.

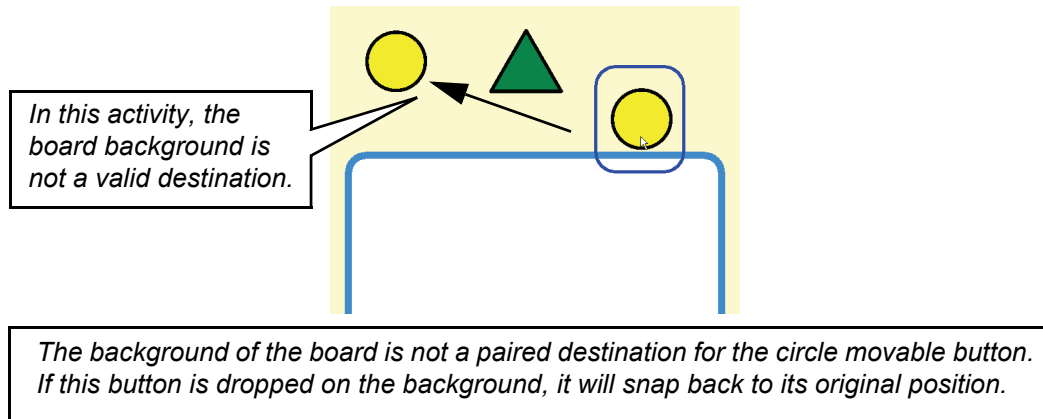
The **Button Actions** dialogue will appear. All actions assigned to this button will appear. Edit the actions in the **If** or **Else If** action block with the name of the appropriate movable button.



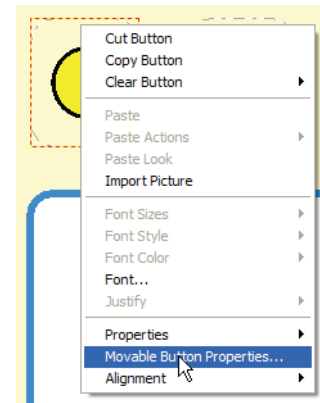
Note: Refer to the *Chapter 20 - Working with Variables* for more information on conditional **If** blocks.

Setting a Movable Button to “Snap Back”

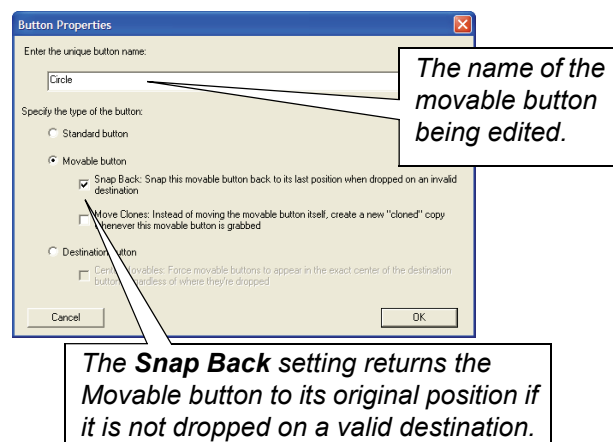
A movable button can be set to “snap back” to its original position if it is dropped on an invalid destination. (By default, the program would leave the movable button wherever it was dropped.) This can be useful if you want to create an activity that provides feedback as to correct Movable-Destination pairs.



Right-click on the Movable button which will be assigned the “snap back” property and select the **Movable Button Properties** option. The **Button Properties** dialogue will appear.

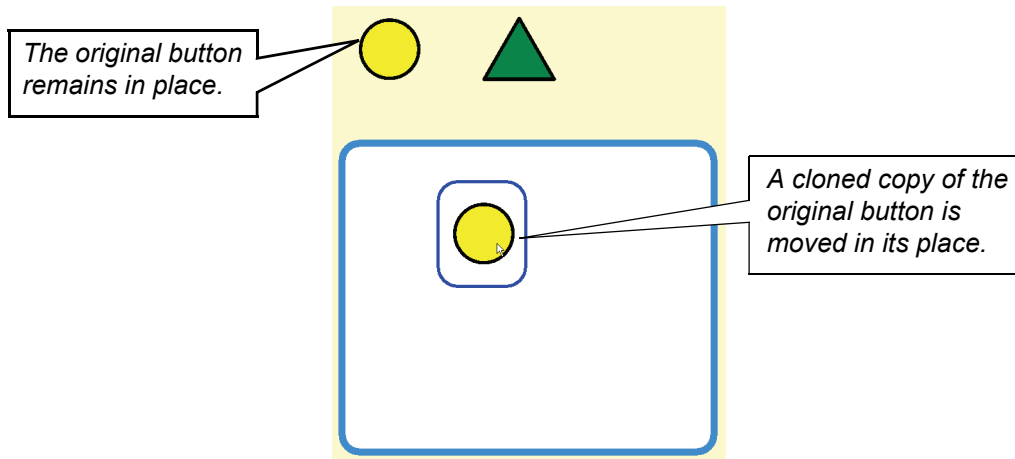


Check the box next to the **Snap Back** setting, then click on the **OK** button.



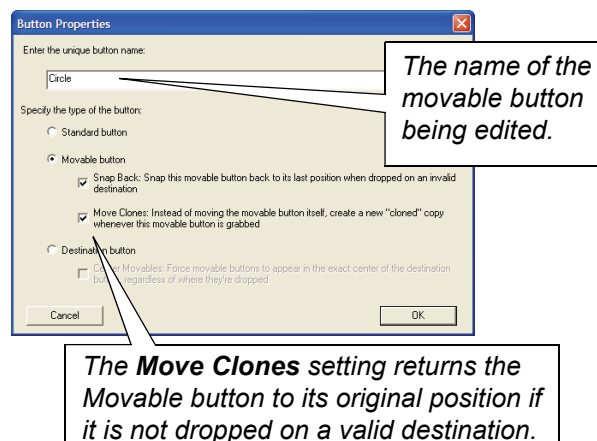
Setting a Movable Button to Clone Itself

A Movable button can be set to “clone” itself. When such a movable button is dragged to a new position, the original button will remain in place and an identical copy of the button will be moved. A single Movable button now becomes a source for an unlimited number of cloned Movable buttons. This is especially useful in counting activities.



1 Right-click on the Movable button which will be assigned the “clone” property and select the **Movable Button Properties** option. The **Button Properties** dialogue will appear.

Check the box next to the **Move Clones** setting, then click on the **OK** button.

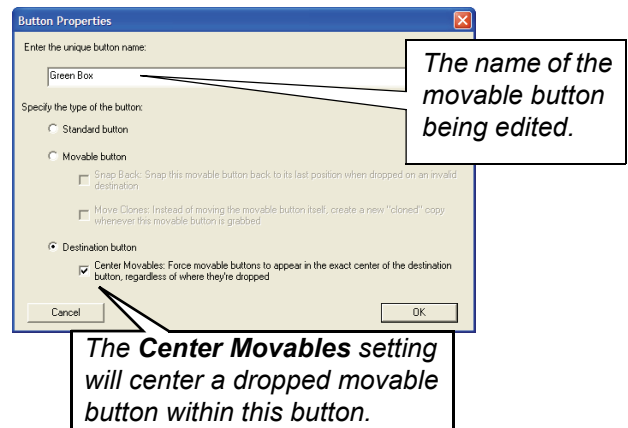


Centering a Dropped Movable Button

A Destination button can be set to automatically centre any paired Movable button that is dropped on it. This is a very useful setting if it is important for a movable button to snap to a specific location which is determined by the location and size of the paired destination button.

- 1 Right-click on the **Destination** button which will be assigned the “centering” property and select the **Destination Button Properties** option. The **Buttons Properties** dialogue will appear.

Check the box next to the **Center Movables** setting, then click on the **OK** button.



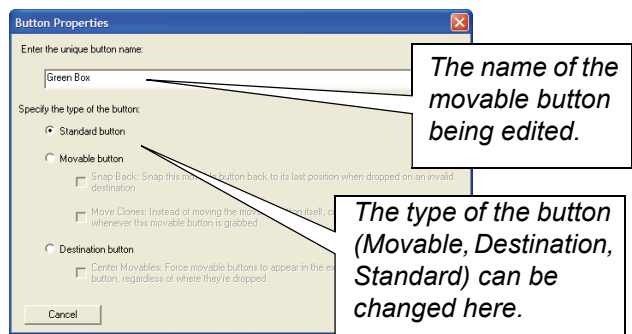
Changing Button Types

Using the **Button Properties** dialogue, it is possible to change a Movable button into a Standard or Destination button. Similarly, a Destination button can be changed into a Movable or Standard button.

- 1 Right-click on the Movable or Destination button whose type is to be changed and select the **Destination Button Properties** or **Movable Button Properties** option. The **Buttons Properties** dialogue will appear.

Check the box next to the **appropriate** option, then click on the **OK** button.

Note: This is done primarily to turn a Movable or Destination button back into a standard button.



Scanning and Movable Buttons

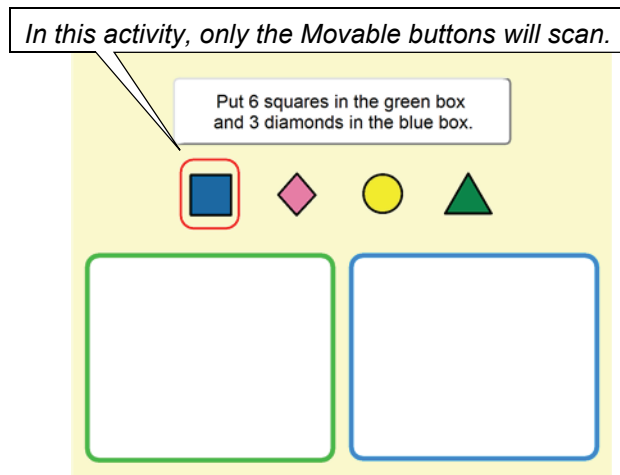
Movable buttons are best used with one of the direct selection access methods. However, Movable buttons can also be used with any of the scanning access methods. Special scanning behaviors were added to the program to allow Movable buttons to function with the various scanning access methods.

1

Select the **Auto Scan** access method (**Dynamic Boards > Access Method**), then place the program in the **Use** mode.

The program will highlight buttons according to normal scanning rules.

Note: Destination buttons will not scan unless they are also assigned actions that are not associated with a specific Movable-Destination button pairing.

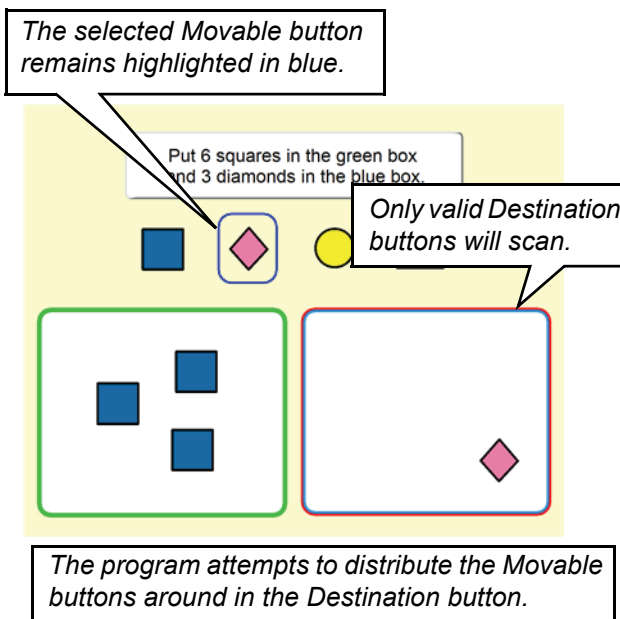


2

Once a Movable button is selected, it will remain highlighted in blue as a reminder that it is selected. The subsequent scanning choices will be limited to only paired Destination buttons.

Selecting one of the Destination buttons will cause the Movable button to glide from its old position into the Destination button.

Note: If a movable button is accidentally selected, it can be deselected by allowing the scan to loop through the destination buttons until the loop limit is reached as specified in the Scan Loop Settings (**Dynamic Boards > Access Method > Scanning Options**).



Note: By default, when in a scanning access method, the program attempts to distribute selected Movable buttons within the Destination button to prevent them from being stacked on one another. If appropriate for the activity, use the “centering” Destination button property to have the Movable buttons centered in the Destination button. Refer to the *Centering a Dropped Movable Button* section.

Limitations of Movable Buttons with Scanning Access Methods

While Movable buttons can be used with scanning access methods, there are limitations that need to be taken into consideration when designing a Movable button activity for use with a scanning access method.

- If the board background is paired with a movable button, it will not be highlighted as a valid destination for a selected Movable button. The workaround for this is to make an invisible button on the background that is paired to the Movable button.
- Movable and Destination buttons should not be placed within scanning groups. They will exhibit unexpected scanning behavior if they are part of a scanning group.

Chapter 17

Working with PopUp Boards

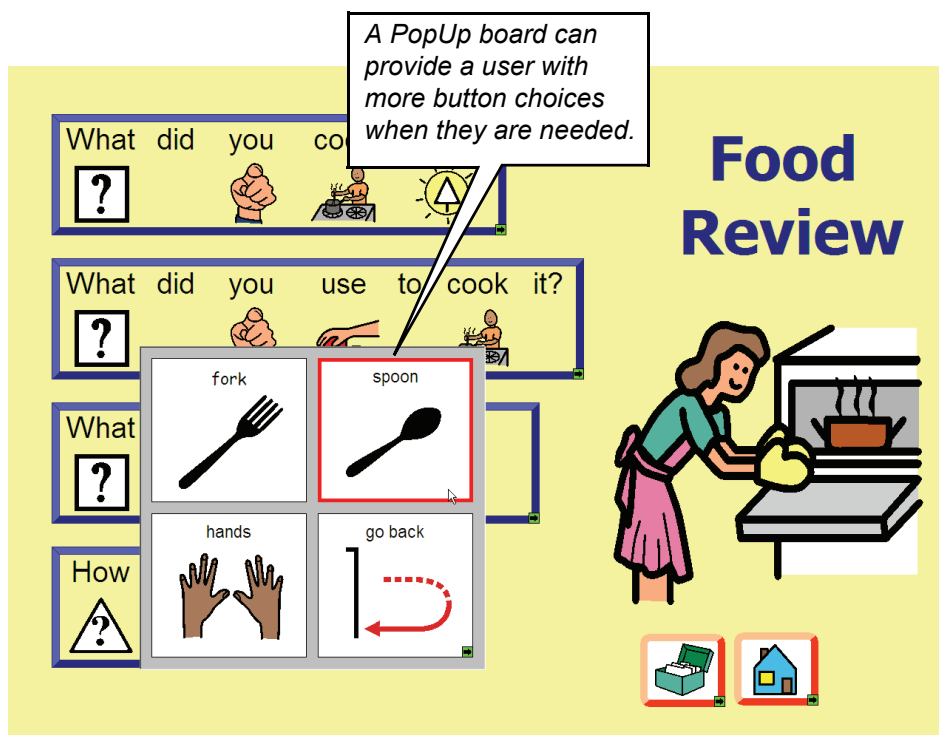
Chapter Overview



You have the ability to create small communication boards that pop up on top of the current board in use. PopUps allow you to keep the overall appearance of a board very simple while allowing the user access to additional button choices when necessary. PopUps are an excellent way to contextually organise a large quantity of vocabulary that is related to a specific activity.

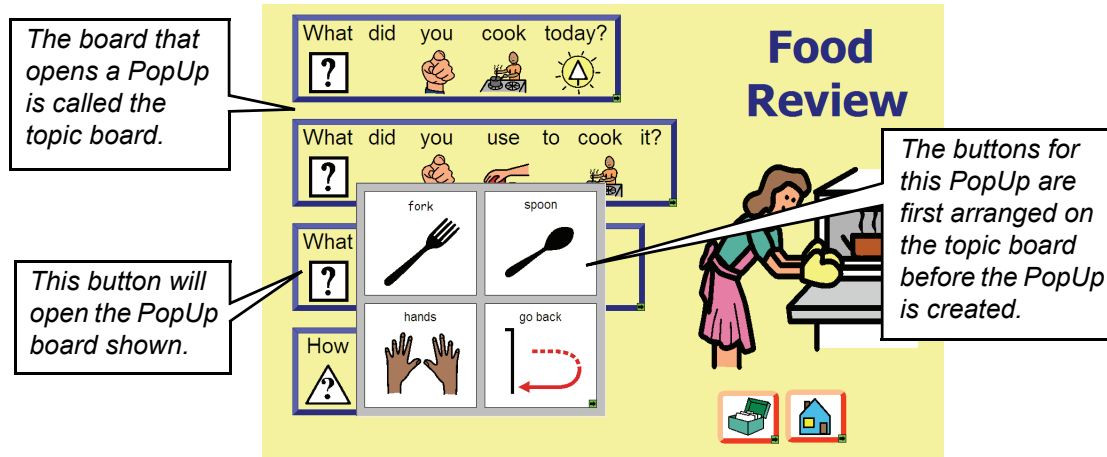
The following topics will be covered:

- Creating a PopUp board
- Using PopUp boards with a Message Display



Creating a PopUp Board

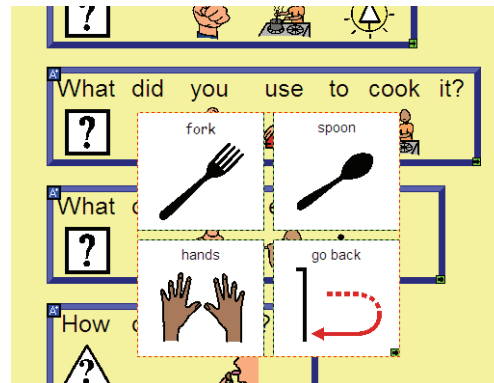
To create a PopUp board, lay out the buttons for the PopUp right on the topic board itself. A special command will remove the additional buttons and create a PopUp board sized to exactly fit them.



Note: A PopUp board can open another PopUp board, but it should not be used to change to another board (**Board Change** action). The **Change Board Back** action should be used to leave a PopUp board and return to the topic board that called it.

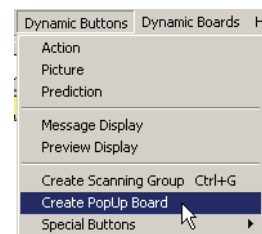
Create the buttons that will become the PopUp board in the location where the PopUp board should appear.

- 1 Tip:** Create the buttons wherever it is convenient, then use the **Pointer Tool** to move them into final position where the PopUp board should appear.



NOTE: Make sure ALL the buttons created for the PopUp board are selected before proceeding with this step. (Hold down the **Shift** key while clicking on each button.)

Select **Create PopUp Board** in the **Dynamic Buttons** menu.



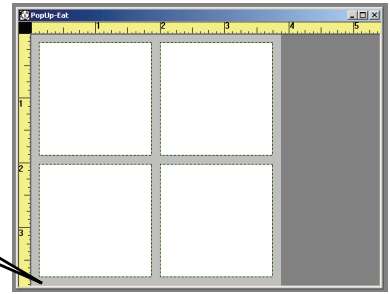
The selected buttons are cut from the topic board and pasted into a new board that is sized accordingly.

When the **Save As** dialogue box appears, enter the name for your new PopUp board.

3

Tip: It will be helpful to give the PopUp board a name that will identify it as a PopUp; for example, "Utensil PopUp", or "PopUp-Utensil". That way, it can quickly be identified for other use as a PopUp on other boards.

The program will set the PopUp board size to be slightly larger than the selected buttons.



Once the PopUp board has been created, the appearance of the buttons can be set by choosing the desired colour, border, and corner settings.

4

Add symbols, text, and button actions to the PopUp if that was not done before using the **Create PopUp Board** command.

NOTE: Be sure to assign at least one button the **Change Board Back Action**, then save the board.

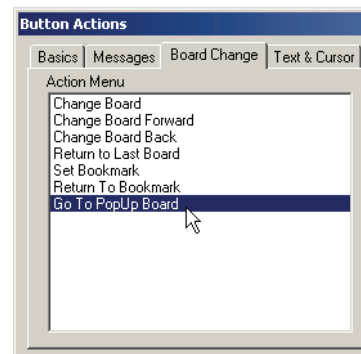
Go back to the original topic board.

5

Double-click the button that will be used to activate your PopUp board.

Select **Go To PopUp Board (Board Change tab)** in the **Action** menu.

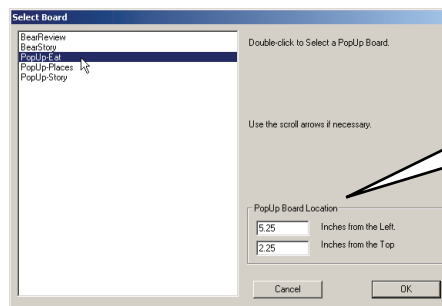
6



The new PopUp boards will automatically be selected in the board list. Its location is based on where you originally placed the buttons on the topic board when you used the **Create PopUp Board** command.

7 Click on the **OK** button when finished.

Tip: To reposition the PopUp board later, edit the assigned **Go To PopUp Board** action and adjust the location measurements, which are relative to the upper left corner of the board.

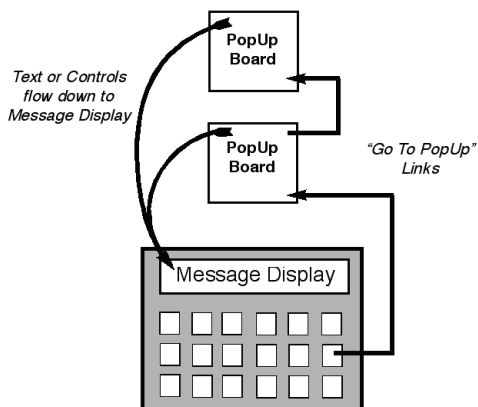


Specifies the PopUp board's location on the topic board.

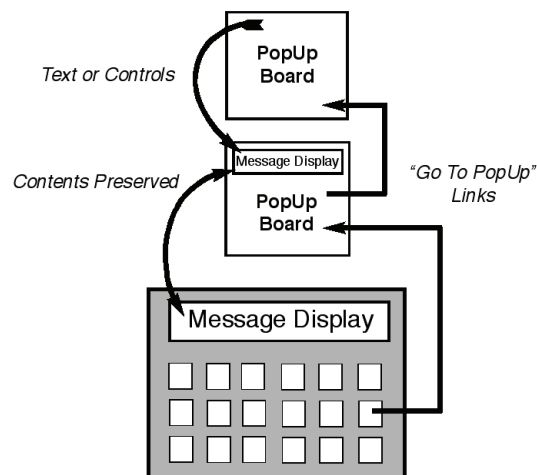
Using PopUp Boards with a Message Display

PopUp boards can be used to place text into or control a Message Display on the topic board or a previous PopUp board. Message Display actions selected on a PopUp board without its own Message Display will flow back down PopUp links until a Message Display is found.

PopUps without Message Displays



PopUps with and without MessageDisplays



Chapter 18

Working with Quick Action Buttons

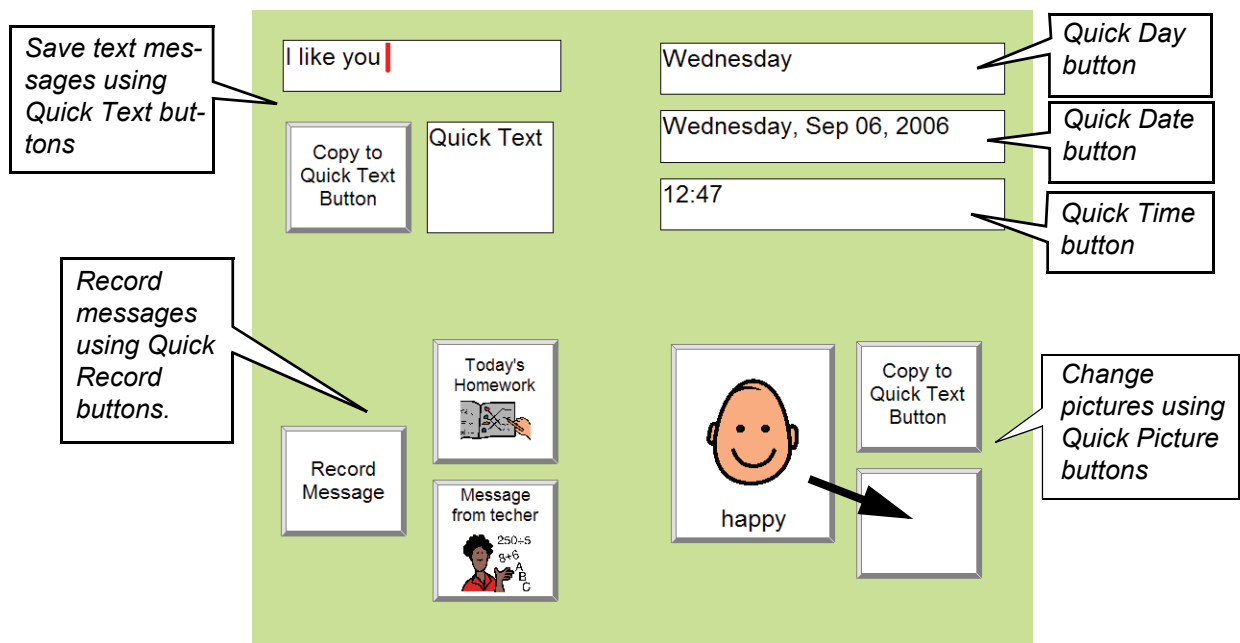
Chapter Overview

A collection of “Quick” actions are provided to create buttons whose content can be edited while working in the **Use** mode. Quick Text buttons and actions allow a user to compose and save text messages to the face of a button. Quick Picture buttons and actions allow the user to copy a picture from one button to another. Quick Record buttons and actions allow the user to record and save a message to a button. There are also Quick Day, Quick Date, and Quick Time buttons which automatically display the current day, date and time.

These “Quick” buttons and their associated actions provide a means by which the content of a specific board or activity can be quickly updated or personalised as needed, without having to edit the board in the **Design** mode.

The following topics will be covered:

- Working with Quick Text buttons
- Creating optional Quick Text control buttons
- Working with Quick Picture buttons
- Working with Quick Record buttons
- Adding a Quick Day, Quick Date, or Quick Time button



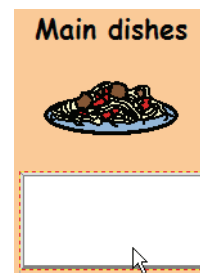
Working with Quick Text Buttons

The **Quick Text** actions make it possible to compose and save a message to a button while in the **Use** mode. This can be useful for saving novel messages, notes home, schedules, and menus. Quick Text buttons are ideal for individuals who need the content on a board or in an activity to be updated periodically.

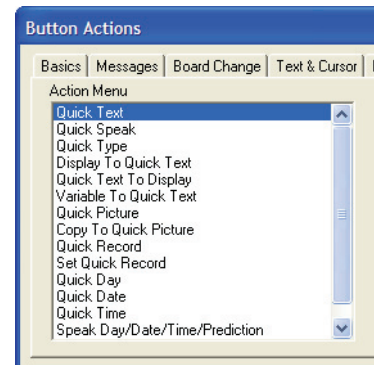
Quick Text buttons make it possible to update this daily cafeteria menu.

The screenshot shows a 'Cafeteria Menu' application interface. At the top, it displays the date 'Wednesday, September 06, 2006'. The menu is organized into five columns: Main dishes, Fruits, Snack foods, Drinks, and Dessert. Each column has a header with an icon and a list of items in buttons. The 'Main dishes' column contains 'Ham sandwich', 'Hot dog and chips', and an empty button. The 'Fruits' column contains 'A big red apple', 'Bananas', and an empty button. The 'Snack foods' column contains 'Lots of oreos', 'Fruit squares', and an empty button. The 'Drinks' column contains 'Chocolate milk', 'A glass of milk', and an empty button. The 'Dessert' column contains 'Chocolate chip cookies', 'Cherry pie', and an empty button. At the bottom, there is a 'Message Display' area with the text 'Peanut butter and jelly sandwich'. Below this are four buttons: 'Clear Display', 'Clear Button', 'Paste to Button' (highlighted with a red border), and 'Copy from Button'. The interface also includes 'Last' and 'Main' buttons on the far left and right respectively. Two callouts provide additional information: one on the left states 'The text on these Quick Text buttons can be quickly updated while the program is in the **Use** mode.' and one on the right states 'A Message Display is needed to compose the text that will be copied to a Quick Text button.' A third callout at the bottom states 'Special actions allow these buttons to copy text back and forth between the Message Display and a Quick Text button.'

Double-click on the button that will become a Quick Text button.

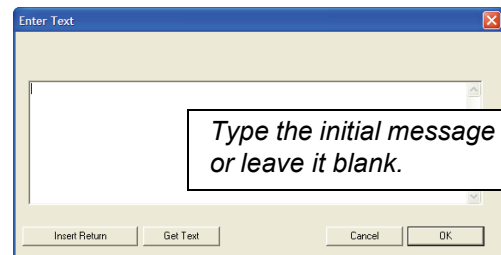


Assign the **Quick Text** action (**Quick Actions** tab). The **Enter Text** dialogue will appear.



Type an initial message for the Quick Text or leave the message blank and it can be filled in later by the user.

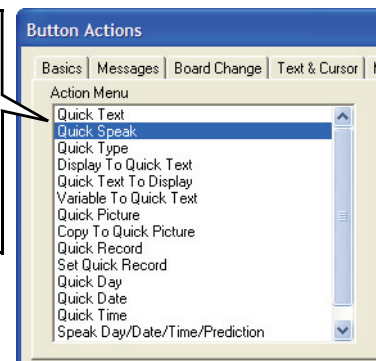
Click on the **OK** button when finished.



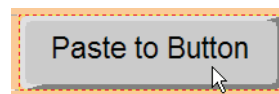
Assign the **Quick Speak** and/or the **Quick Type** actions (**Quick Actions** tab) to make the button speak and/or type its message into the Message Display when selected.

Click **OK** when finished.

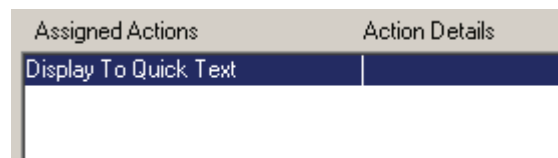
*The **Quick Speak** and **Quick Type** actions tell the button how to use its saved message text.*



Double-click on the button to be used to copy the Message Display text to a Quick Text button. Assign the **Display to Quick Text** action (**Quick Actions** tab), then click on the **OK** button.



This button will copy the new message and start the Quick button selection mode.



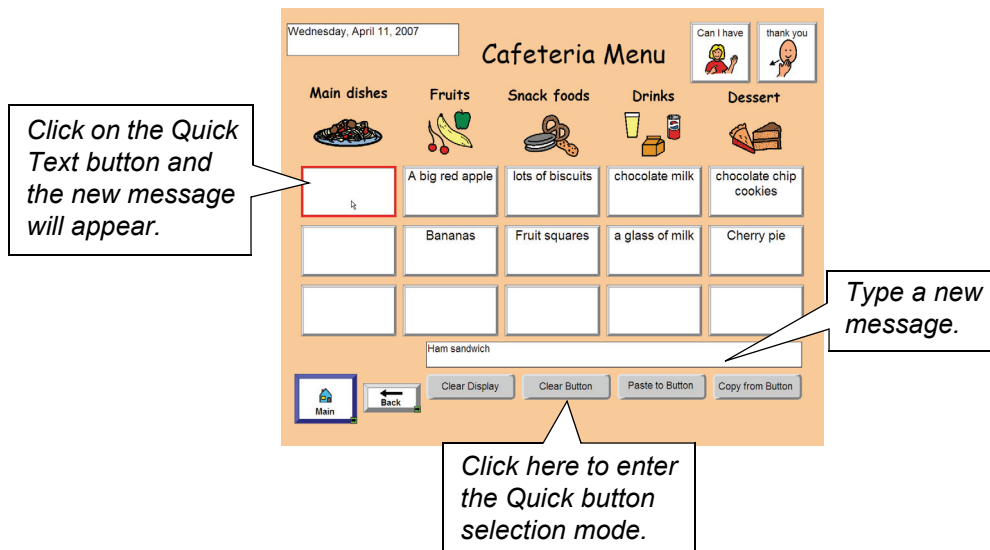
To use a Quick Text button, place the program in the **Use** mode (**Ctrl +U**).

Type a message in the Message Display.

Select the “Paste to Button” button. The cursor will change to a pointing finger, indicating the program is in the Quick button selection mode.

Click on a Quick Text button. The new message text will appear on the face of the button. Any existing text will be replaced.

Click on the Quick Text button to hear it speak the message.



Note: The font and font appearance of Quick Text buttons can be set through the right-click or the **Text** menu options.

Creating Optional Quick Text Control Buttons

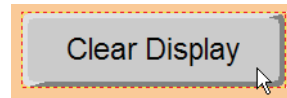
Buttons with additional Quick Text actions can provide the user with control over the content of the Quick Text buttons.

Clearing the Message Display

Double-click on the button to be used to clear the Message Display.

- 1 Assign the **Clear Message Display** action (**Messages** tab), then click on the **OK** button.

In the **Use** mode, click on this button to clear the Message Display so you can type a new message.



This button clears the Message Display.

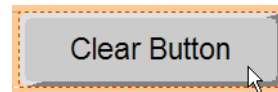
Assigned Actions	Action Details
Clear Message Display	

Clearing a Quick Text Button

Double-click on the button to be used to clear a **Quick Text** button.

- 2 Assign the **Clear Message Display** action (**Messages** tab) and the **Display to Quick Text** action (**Quick Actions** tab), then click on the **OK** button.

In the **Use** mode, click on this button, then click on a Quick Text button to clear its contents.



This button clears a Quick Text button.

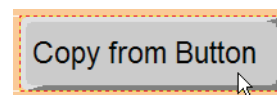
Assigned Actions	Action Details
Clear Message Display	
Display To Quick Text	

Copying text from a Quick Text button to the Message Display

Double-click on the button to be used to copy the text from a Quick Text button to the Message Display.

- 3 Assign the **Clear Message Display** action (**Messages** tab) and the **Quick Text to Display** action (**Quick Actions** tab), then click on the **OK** button.

In the **Use** mode, click on this button, then click on a Quick Text button whose text will be copied to the Message Display.



This button will copy the text from a Quick Text button into the Message Display where it can be edited, printed, or spoken.

Assigned Actions	Action Details
Clear Message Display	
Quick Text To Display	

Working with Quick Picture Buttons

The **Quick Picture** action makes it possible to change the picture on the face of a button while working with the board in the **Use** mode. This is extremely useful for creating interactive activities, quizzes and games.

The screenshot shows an interactive board titled "Animal Facts". It contains several question buttons, each with a question and a set of icons. The questions are:

- What eats leaves from the top of trees?
- Which animal lives on a farm?
- Which animal does not have any upper front teeth?
- What has legs, but no hands?
- Which animal gives us milk?
- Is there another?

At the bottom, there is an "Answer Key" section with eight buttons, each showing an animal and its name: bear, sea lion, goat, giraffe, lion, cow, tiger, and dog. A large illustration of a giraffe and a lion is also present on the right side of the board.

Two callout boxes provide additional information:

- Quick Picture buttons will display the answer the student selects.
- The answer buttons are set to copy their pictures to any one of the Quick Picture buttons.

Quick Picture buttons make it possible to create "fill in the blank" activities like this one.

Note: The **Set Button Picture** action can also change the picture on a button while in the **Use** mode. Please refer to *Using the Set Button Picture Action* section in the in-program help (**Help Topics** in the **Help** menu) for more information on this action.

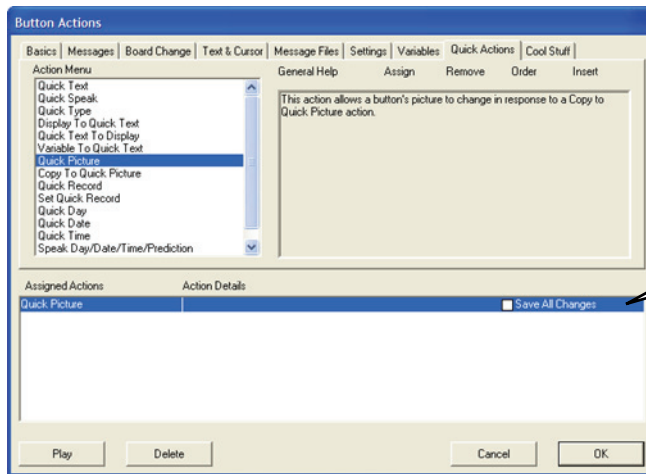
1

Double-click on the button that will become a Quick Picture button.



Assign the **Quick Picture** action (**Quick Actions** tab), then click on the **OK** button.

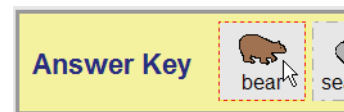
2



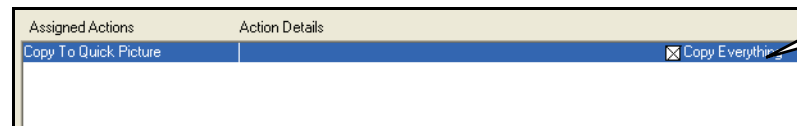
Note: By default, **Quick Picture** changes are not saved on the board. To save any changes, check the **Save All Changes** box in the **Action Details** list for this action. If you will be using an activity over again and wish to have the same starting point, do not check the **Save All Changes** box.

3

Double-click on the button whose picture will get copied to a Quick Picture button.



4

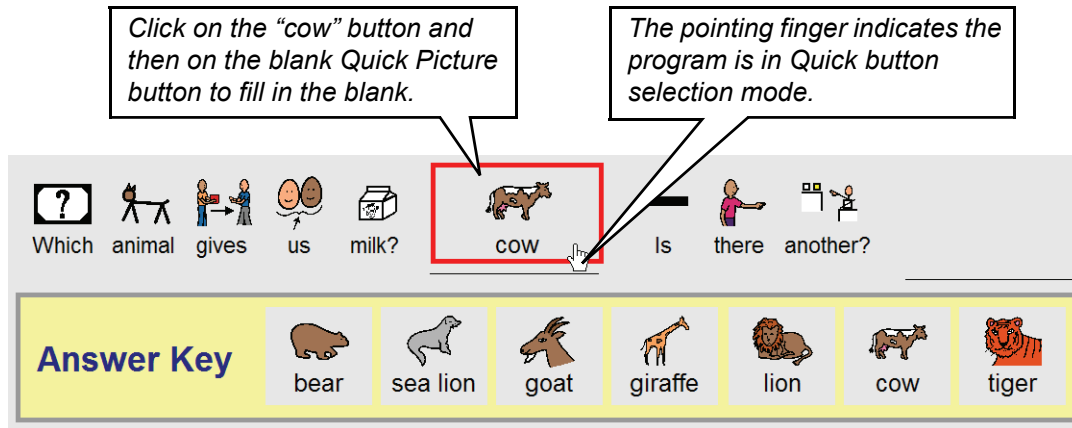


Note: By default, only the top-left most picture placed on the button (if there are multiple pictures) will be copied to a **Quick Picture** button. To copy the entire content of the button (pictures, text, and lines), check the **Copy Everything** box in the **Action Details** list for this action.

To use a Quick Picture button, place the program in the **Use** mode (**Ctrl +U**).

Select any button assigned the **Copy to Quick Picture** action. The cursor will change to a pointing finger, indicating the program is in the Quick button selection mode.

Click on any **Quick Picture** button.



Note: After selecting a button with the **Copy to Quick Picture** action, selecting any button other than a Quick Picture button will cancel the Quick button selection mode.

Working with Quick Record Buttons

The **Quick Record** action makes it possible to record and save a message on a button while in the **Use** mode. This can be useful for recording novel messages, sending audio notes to or from home/school, or in creating articulation activities.

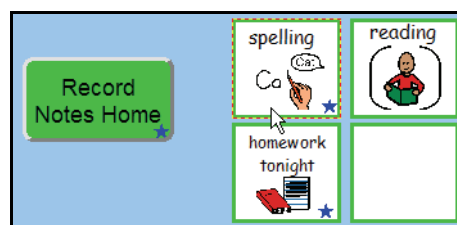
The screenshot shows a Boardmaker board in Use mode. At the top, it displays the date "Wednesday, September 06, 2006". On the left, there is a photo of a girl named Sarah wearing a crown. To the right of the photo is a text area containing the sentence: "Today I worked on math and spelling, and after that I had drama. I am going to play the queen." Below the text area is a green button labeled "Record Notes Home". To the right of this button is a grid of six buttons labeled "spelling", "reading", "math", "science", "geography", and "drama", each with a corresponding icon. Below this grid is another row of six buttons labeled "homework tonight", each with a corresponding icon. A callout box points to the "Record Notes Home" button, stating: "This button initiates the Quick Record mode." Another callout box points to the grid of buttons, stating: "Quick Record buttons. One message button is provided for each potential need." A small instruction box at the bottom left of the grid says: "Instructions: Click on the green button, then click on one of the buttons to the right and record a message to the caregiver's at home." A larger instruction box at the top right of the grid says: "Instructions: Go into Design mode (Ctrl+E), select the text tool and type a note home in the box above."

*Quick Record buttons make it possible to create activities in which messages can be quickly recorded and saved while in the **Use** mode.*

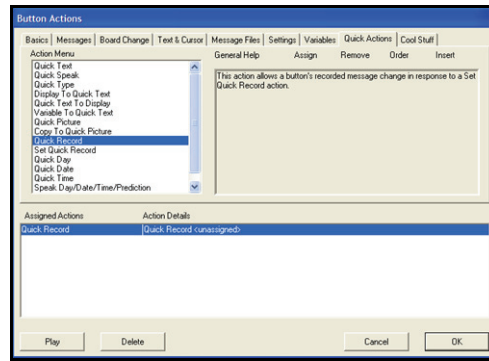
Note: Quick Record requires partner assistance to be fully accessible. Be careful when using Quick Record buttons on boards designed for individuals using scanning access. Consider removing these buttons from the scanning sequence (refer to the *Using the Sequence Tool* in Chapter 22). Buttons removed from the scanning sequence can still access **Quick Record** buttons by enabling the **Allow Direct Selection When Possible** option in the **Scanning Options** dialogue (**Dynamic Boards > Access Method > Scanning Options...**).

1

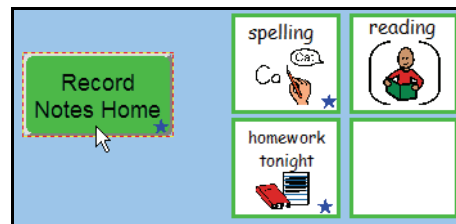
Double-click on the button that will become a Quick Record button.



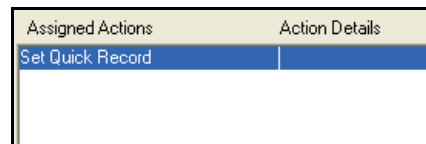
Assign the **Quick Record** action (**Quick Actions** tab), then click on the **OK** button.



Double-click on the button that will be used to initiate the Quick Record mode.

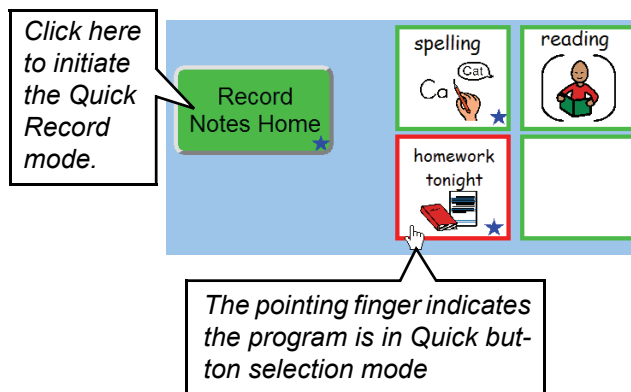


Assign the **Set Quick Record** action (**Quick Actions** tab), then click on the **OK** button.



To use a Quick Record button, place the program in the **Use** mode (**Ctrl +U**).

Select the "Record Notes Home" button. The cursor will change to a pointing finger, indicating the program is in the Quick button selection mode.



Click on any Quick Record button. The **Record Sound** dialogue will appear.

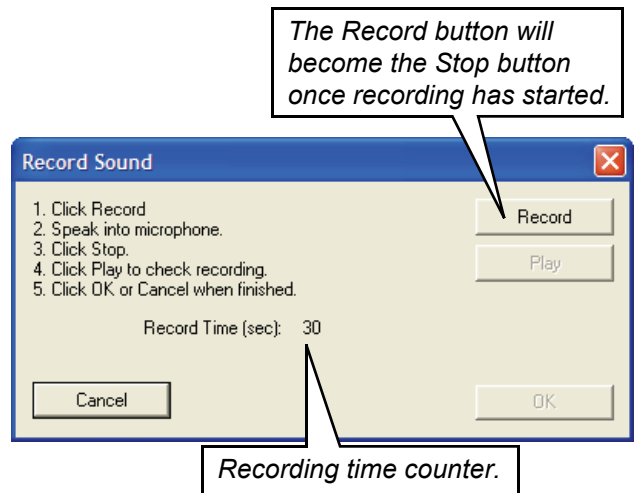
Note: After selecting a button with the Set Quick Record action, selecting any button other than a Quick Record button will cancel the Quick button selection mode.

Click on the **Record** button to begin recording the message. Click on the **Stop** button (previously the **Record** button) when finished recording. Click on the **Play** button to hear the recorded message.

Click on the **OK** button to close the dialogue and save the recorded message.

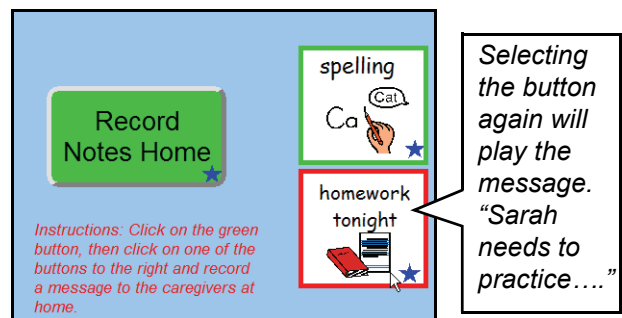
6

Note: The **Record Sound** dialogue is not accessible via scanning selection. To prevent an individual using scanning access from being unable to cancel out of this dialogue, it has been modified so that it will automatically dismiss after 15 seconds if a recording has not been initiated.



After saving a Quick Record message, selecting the button again will play the message that was just recorded.

7



Adding Quick Day, Quick Date, or Quick Time Buttons

The program provides button actions that will display the current day, date, or time on the face of a button. Two additional button actions allow these buttons to speak or send their contents to a Message Display.

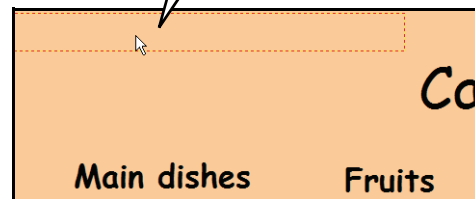
Note: Your computer must be set for the correct date and time. This can be changed using the **Windows Date/Time** control panel.

Double-click on the button that will be used to display the current day, date, or time.

Assign the **Quick Day**, **Quick Date** or **Quick Time** action (**Quick Actions** tab) as appropriate.

Note: To change the display format of the date or time, click on the **Customise** button in the **Regional and Language Options Windows** control panel (**Regional Options** tab.)

This invisible button will display the current date.



Assigned Actions	Action Details
Quick Date	

Assign the **Speak Day/Date/Time/Prediction** and/or **Type Day/Date/Time** actions (**Quick Actions** tab) to make the button speak and/or type its contents in to the Message Display.

Assigned Actions	Action Details
Quick Date	
Speak Day/Date/Time/Prediction	
Type Day/Date/Time	

Use these actions to display, speak, or type, in this case, the current date.

Chapter 19

Other Useful Program Features

Chapter Overview

This chapter provides instructions and information on a variety of very useful program features. Some of the most common “how to” questions about the program are answered and explained in this chapter.

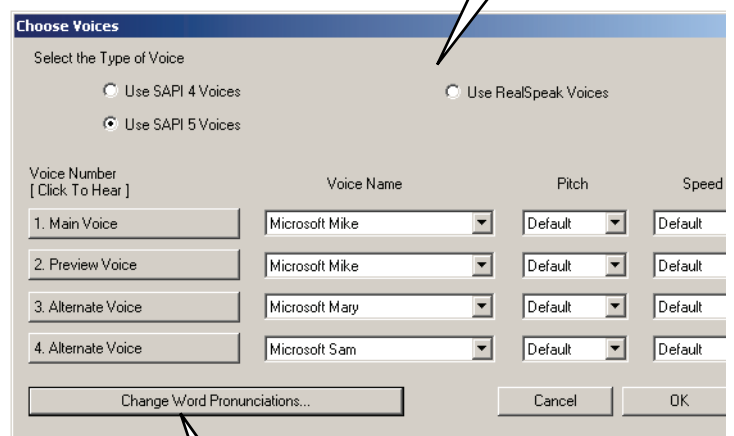
The following topics will be covered:

- Launching other programs from the program
- Playing movies on a button
- Setting the voice and sound volume
- Changing the pronunciation of words
- Setting a greeting message
- Saving a board's button action list
- Printing the program boards
- Creating random button responses
- Selecting and changing voices
- Setting a private audible cue
- Password protecting the Design mode
- Displaying the menu or title bars
- Button usage counts
- Moving or duplicating boards

You can play movies on your buttons, in a Message Display, or on the board itself.



Change and configure the voices you want to use.



Change the pronunciation of mispronounced words.

Random Action

You have the ability to create buttons that can perform a random action from their list of assigned actions. This allows you to create a button that might randomly select a response from a list of greetings or randomly select a name, number, or colour.

1

The following is an example of creating a button that will speak students' names at random.

Create a button and assign it the **Random** action (**Cool Stuff** tab).

Assigned Actions	Action Details
Random	

2

Assign a series of **Speak Message** (or other) actions, each given a different student's name.

When placed in the **Use** mode, the button will randomly speak one of the student's names each time it is selected

Assigned Actions	Action Details
Random	
Speak Message	Bobby
Speak Message	Lindsay
Speak Message	Natalie

Assigned Actions	Action Details
Random	
Speak Message	Bobby
Speak Message	Lindsay
Speak Message	Natalie
End Random	

Only the indented actions under the Random action are selected randomly.

Note: If you want a button to perform another action after a **Random** action, e.g., a board change, assign the **End Random** action (**Cool Stuff** tab) then assign the other desired action.

Playing Movies

You have the ability to play a movie from a button. The movie can play on the face of the button, in the Message Display, or it can fill the entire board.

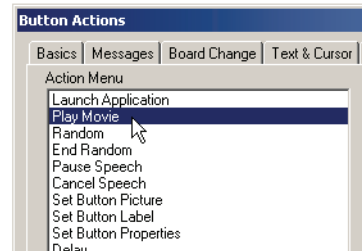
The program supports movies in the .avi, .mpg, and .wmv formats.

Note: There are many variations of all the formats. Certain variations will require the installation of additional encoding software.

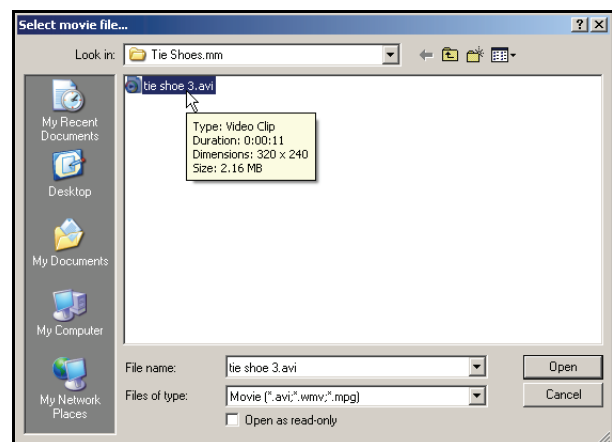
1 Double-click on the button that you want to use to play a movie.

Click on the **Cool Stuff** tab.

Click on the **Play Movie** action.



2 Locate and open a saved movie.



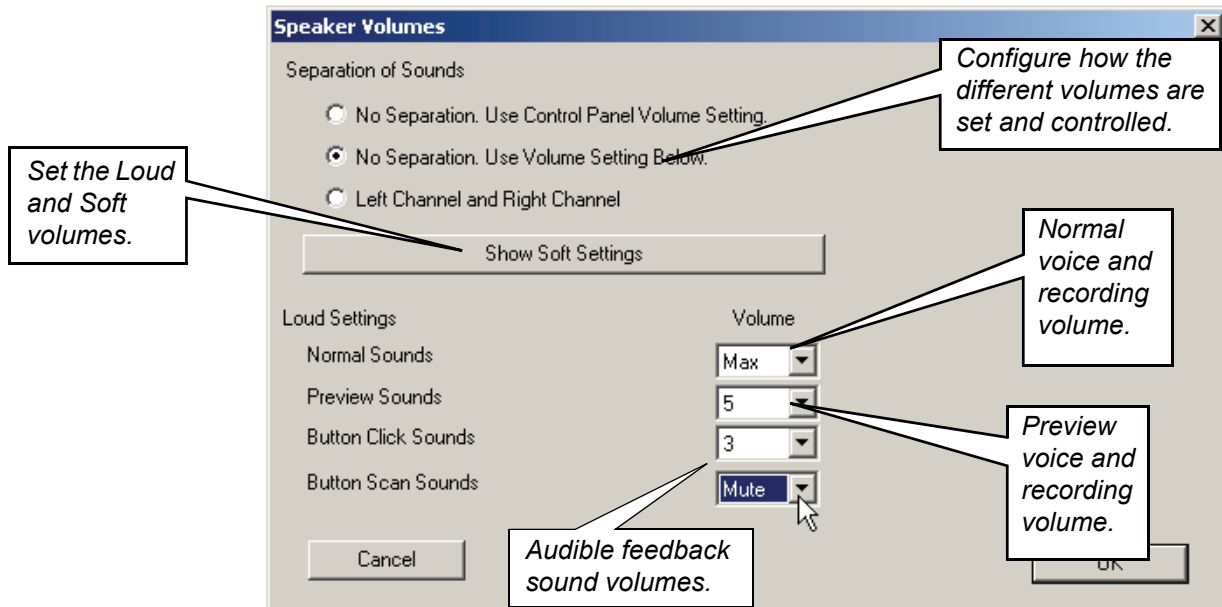
3 The **Play Movie** action and the name of the selected movie will appear in the **Assigned Actions** list. By default, the movie is set to play on the face of the button. Clicking where it says **Play on Button** will change where the movie is played. You have the following three options:

- **Play on Button** - Plays the movie on the face of the button.
- **Play on Message Display** - Plays the movie in the board's Message Display.
- **Play on Board** - Plays the movie on the board.



Voice and Sound Volume

The various types of sounds (voices, recordings, feedback sounds) in the program can be configured with different volume levels or turned off entirely. To set the volume levels, select **Speaker Volumes** in the **Dynamic Boards** menu.



Separation of Sounds

These three options let you choose how the program volume levels will be controlled.

- **No Separation. Use Control Panel Volume Setting** - All volume levels are set by the Windows **Sounds** control panel.
- **No Separation. Use Volume Settings Below** - Allows you to set volume levels for each of the different types of sounds (pictured above).
- **Left Channel and Right Channel** - Allows you to set independent volume levels for the right and left speakers for each of the different types of sounds. This is used to set up a private audible cue. Please see the next section for details.

Loud and Soft Volume Settings

You can set the individual volume levels for two different volume sets, Soft or Loud. Click on the **Show Soft Settings** button to change the volume levels for that set. A user can change between the Soft or Loud volume sets by clicking on buttons assigned the **Use Loud Settings** and **Use Soft Settings** actions (**Settings** tab).

Turning Off Audible Cues

If you would like to turn off any spoken or recorded previews that are assigned to your boards, select **Mute** as the **Preview Sounds** volume level. Any **Spoken Preview** or **Recorded Preview** action assigned to a button will be ignored, rather than just playing the sound and muting the volume.

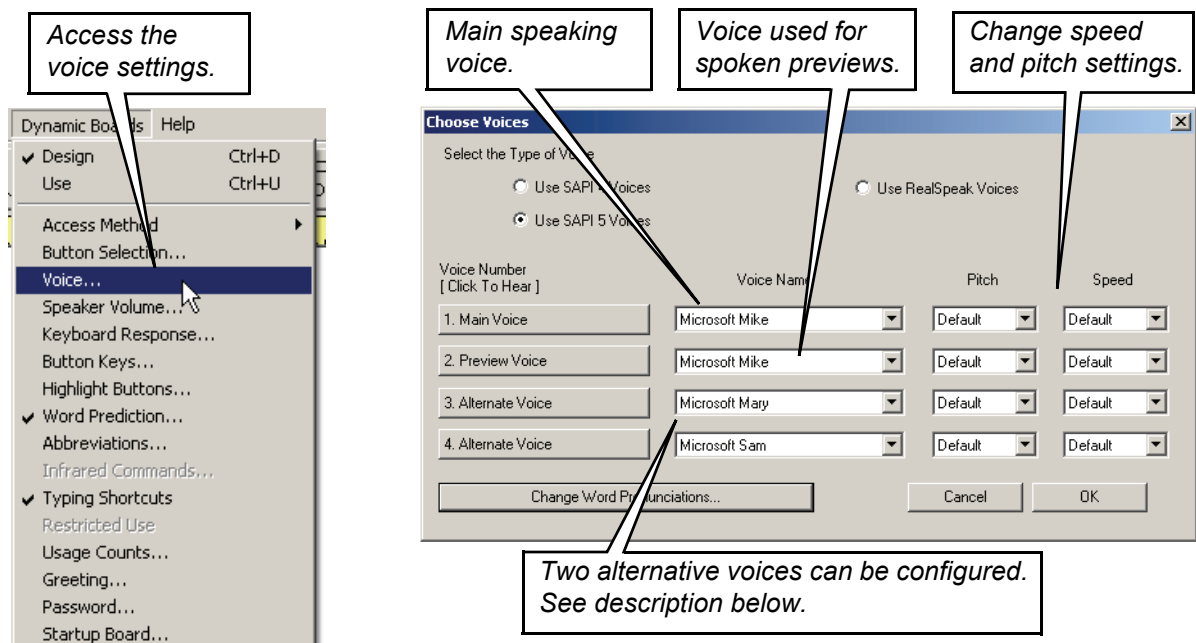
Selecting and Changing Voices

Speaking Dynamically Pro comes with the English Microsoft SAPI voices and the Nuance RealSpeak™ voices in the appropriate language (installed with the localised SDP files). You can also use other software-based SAPI 4.0 and SAPI 5.1 compliant voices.

Boardmaker Plus comes with only the English Microsoft SAPI voices. You can also use other software-based SAPI 4.0 and SAPI 5.1 compliant voices.

You can change the voice settings by selecting **Voice** in the **Dynamic Boards** menu. At the top of the window, you can choose to use either the Nuance RealSpeak™ or the SAPI 4 voices or SAPI 5 voices. You will have different voices and voice settings in each speech engine.

Note: The Nuance RealSpeak™ voices are female only. US English is the only language that includes a male voice. Nuance RealSpeak™ voices for other languages can be purchased separately. Contact your local Mayer-Johnson reseller for more information.



Switching Voices from a Button

You can make your buttons switch between any of the four voices by using one of the **Use Voice** actions (**Cool Stuff** tab).

Note: These actions should only be used on a fast computer due to the potential delay resulting from a voice change.

Assigned Actions	Action Details
Use Voice 1	
Speak Message	This is voice 1.
Use Voice 4	
Speak Message	This is voice 4.

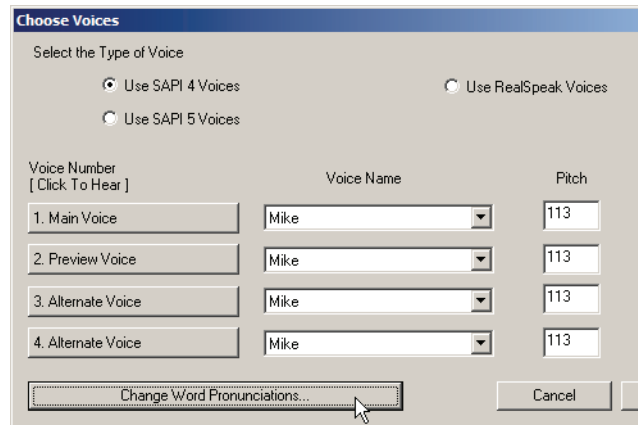
Changing the Pronunciation of Words

The synthesised voices will not always say words correctly, especially in the case of certain proper names and foreign-derived words. Alternative phonetic spellings for words can be saved to correct pronunciation problems for all available voices.

Select **Voice** in the **Dynamic Boards** menu.

Click on the **Change Word Pronunciations** button.

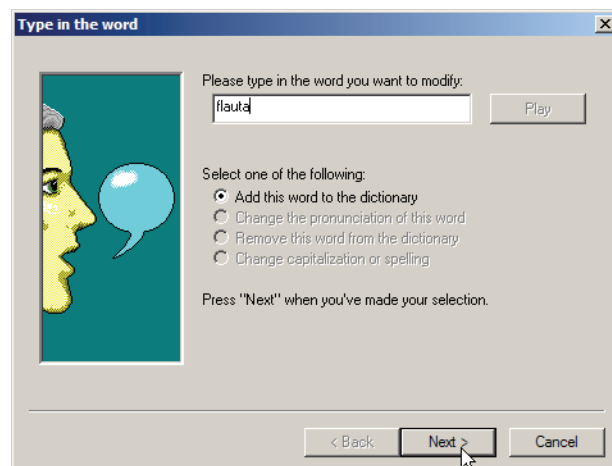
Note: Make sure the voice you need to edit is selected as the **Main Voice**.



Type the word that needs its pronunciation changed.

Click on the **Play** button to hear the current pronunciation.

Note: The screens shown in this example are for the SAPI voices. The pronunciation screens for the RealSpeak voices will look different, but function in a similar fashion.



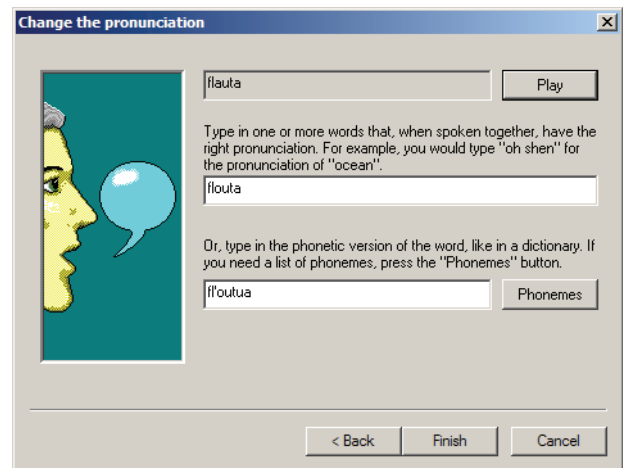
Click **Play** to hear the current pronunciation of the word.

Click in the empty box in the middle of the screen. Type a phonetic spelling for the word. As you type each letter you will hear the progress of the new pronunciation.

3 Click **Play** again if you need to hear the new pronunciation.

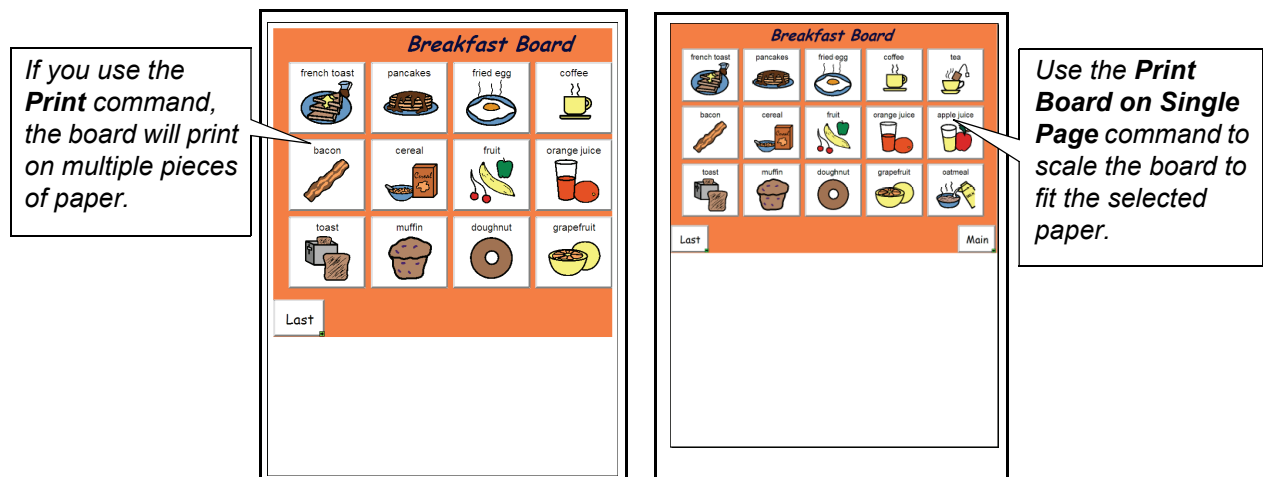
Click **Finish** when you are satisfied with the new pronunciation.

Note: If you click on the **Phonemes** button, you must enter language specific phonemes.



Printing Interactive Boards

Typically, interactive boards are designed to fill the computer screen which will make the board too large to print on a single piece of paper. To get around this problem, use the **Print Board on Single Page** option in the **File** menu. The program will automatically scale the board to fit on the piece of paper according to the current printer page settings. Refer to *Setting the Correct Paper and Board Size* in *Chapter 1* for help with the printer page settings.



Note: Typically, interactive boards should be set to print in landscape mode rather than portrait mode as depicted above. Refer to the *Setting the Correct Paper and Board Size* in *Chapter 1* to learn how to set a board to print in landscape mode.

Chapter 20

Working with Variables

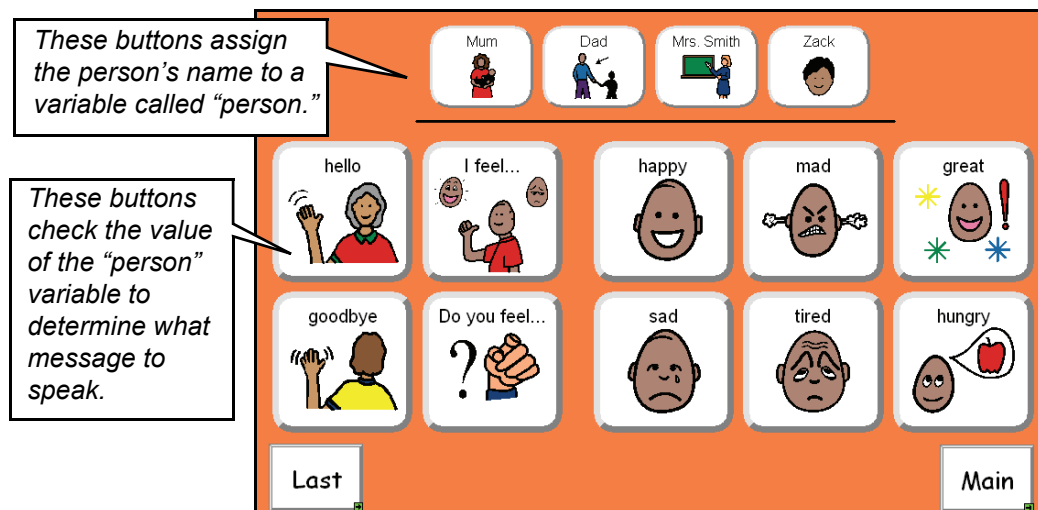
Chapter Overview

The Variables group of button actions gives you the ability to create buttons that will respond differently based upon previous button selections. These actions are based on the use of variables and “if, then, else” logic, i.e. “if” a condition is met (a certain button is selected), “then” a particular action is performed (when another button is selected), “else” a different action is performed. With these conditional actions, you can create smart buttons that can provide personalised responses, perform verb tensing, and a range of other custom behaviors.

The following topics will be covered:

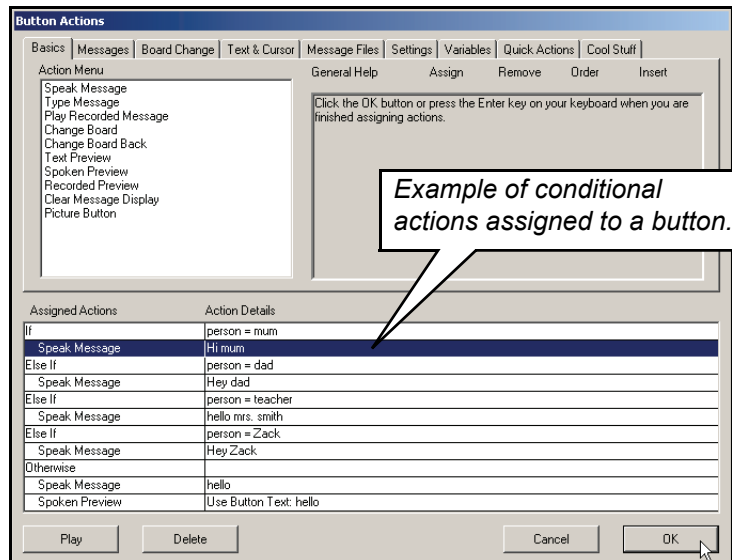
- Introduction to the Variables button actions
- Assigning variables and values
- Testing variables and assigning responses

Note: Only very basic variable programming is covered. More advanced techniques, features and examples are covered in the in-program help topics (**Help Topics** in the **Help** menu).



Variables Button Actions

The **Variables** tab of button actions provides actions that can make your buttons respond conditionally. A list of the **Variables** actions is given below. Don't be discouraged if you don't understand the actions after reading their descriptions. This tutorial will walk you through their use.



- **Assign Variable** - Assigns a variable value to a button, i.e. Person = "Mum."
- **Assign Variable From Display** - Assigns the contents of the Message Display to a variable.
- **Adjust Variable** - Adjusts a numerical variable by an amount, or adjusts a string (or word) by appending additional characters.
- **Speak Variable** - Speaks the value of a variable.
- **Type Variable** - Sends the value of a variable to the Message Display.
- **If** - Performs a conditional test on a variable to check for a specific value, i.e. does Person = "Mum"? If the condition is true, actions assigned after the **If** action will be performed.
- **Else If** - Used in conjunction with the **If** action. This action is used to check a variable for alternative values, i.e. if Person NOT = "Mum," then does Person = "Dad"? If this condition is true, actions assigned after the **Else If** action will be performed.
- **Otherwise** - Used to provide a default action if all conditional tests are false, i.e. Person NOT = "Mum" or "Dad." Actions assigned after the **Otherwise** action will be performed.
- **End If** - Used to end a block of actions that are performed after an **If**, **Else If**, or **Otherwise** action.
- **Variable To Quick Text** - Saves the value of a variable on a **Quick Text** button.

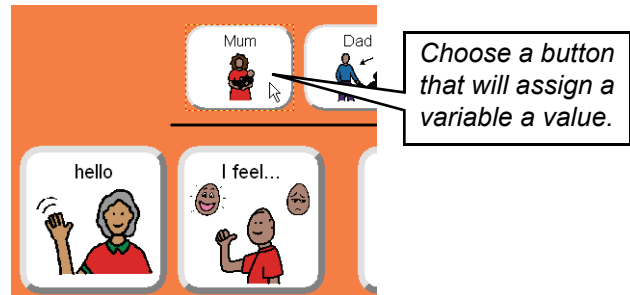
Assigning Variables and Values

Having a button or buttons assign a value to a variable is the first step in creating a board with conditional button responses. Once a button assigns a value to a given variable (i.e. the user selects that button) other buttons can then test that variable for a specific value and perform actions accordingly.

1

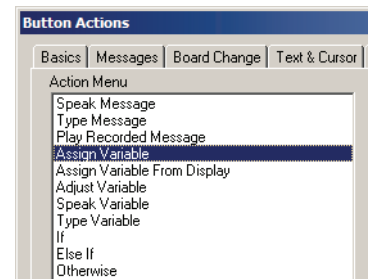
Double-click a button that will be used to set the value of a variable.

In this example, the name of the conversation partner depicted on the button is assigned to a variable.



2

Assign the **Assign Variable** action (**Variables** tab) to the buttons.

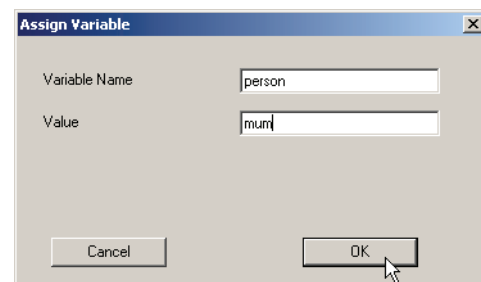


3

Enter a variable name and a value for that variable.

In this example the name of the person depicted on the button is assigned to the variable "person."

Click on the **OK** button when finished.



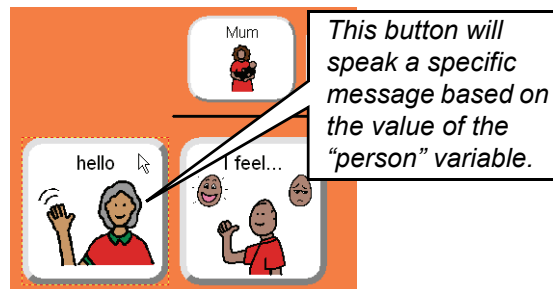
Testing Variables and Assigning Conditional Actions

Having created at least one button that assigns a value to a specific variable, the **If** action can be used to check the value of the variable and conditionally perform an action or a block of actions. The **Else If** and **Otherwise** actions can also be used to check a variable for additional values and to define default actions when all **If** variable tests are false.

The “If” Action

Double-click on a button that will test a variable and conditionally perform an action.

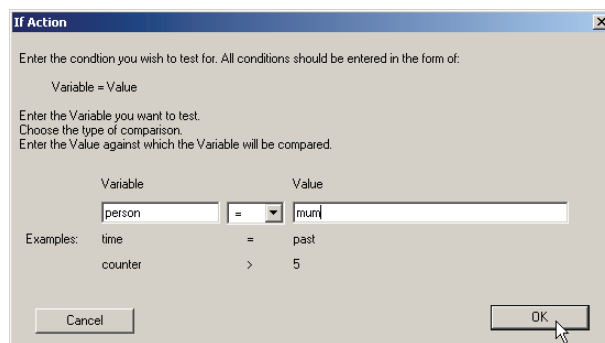
In this example, the variable “person” will be tested to determine if a specific message will be spoken.



Enter the name of the variable to test and the value being tested for, then click on the **OK** button when finished.

In this example, the variable “person” is being test for the value of “mum”.

Note: Variable/value comparison is not limited to just the “=” option. Other comparison options such as “not =” are available in the drop-down menu.



Assign the action or actions that will get performed when the **If** variable test is true.

Note: Actions that follow an **If** action will automatically be indented to help visually organised the actions.

The indented action will be performed only if “person = mum”.

Assigned Actions	Action Details
If	person = mum
Speak Message	Hi mum

The “Otherwise” Action

The **Otherwise** action is used to provide a default response when all the **If** and **Else If** conditional tests are false.

Assign the **Otherwise** action (**Variables** tab) to the button, then assign the default action or actions to be performed.

*The **Otherwise** action provides a default response when all **If** conditions are false.*

Assigned Actions	Action Details
If	person = mum
Speak Message	Hi mum
Otherwise	
Speak Message	hello

Note: The **Otherwise** action must follow an **If** action and can not be used by itself.

The “Else If” Action

Use the **Else If** action to test a variable for other possible values.

Click on the last action to be performed in the **If** conditional block and then assign the **Else If** action (**Variables** tab) to the button.

Enter the name of the variable to test and the next value to be tested for, then click on the **OK** button when finished.

Note: The **Else If** action must follow an **If** action and can not be used by itself.

Use **Else If** to test for other possible value.

Assigned Actions	Action Details
If	person = mum
Speak Message	Hi mum
Else If	person = dad
Otherwise	
Speak Message	hello

Assign the action or actions to be performed if the **Else If** conditional test is true.

This action get performed if “person = dad.”

Assigned Actions	Action Details
If	person = mum
Speak Message	Hi mum
Else If	person = dad
Speak Message	Hey dad
Otherwise	
Speak Message	hello

If Blocks and End If Actions

The **End If** action is used to let the program know there are no more actions associated with the initial **If** conditional test, and any related **Else If** or **Otherwise** actions. These actions together form an **If** block.

Assign the **End If** action (**Variables** tab) after the last action in the complete **If** block.

Any actions that are not part of an **If** block will always be performed when the button is selected.

Note: If you do not assign an **End If** action before you close the **Button Actions** dialogue, the program will attempt to add one for you.

Use an **End If** action to terminate an “If” block.

Assigned Actions	Action Details
If	person = mum
Speak Message	Hi mum
Else If	person = dad
Speak Message	Hey dad
Otherwise	
Speak Message	hello
End If	

Any actions that precede or follow an “If” block will always be performed.

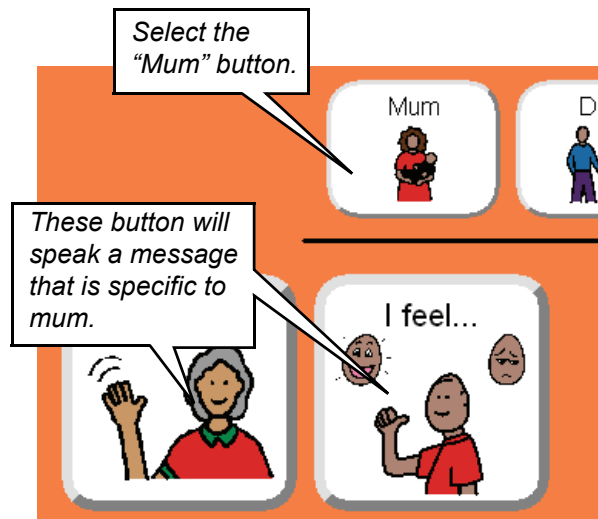
Variables in Action

When in the **Use** mode, selecting the “Mum” button will assign the value “Mum” to the variable “person.” This value will remain until another person is selected or the **Use** mode is exited.

8

When any of the conversation buttons are selected, they will speak a message that is specific to that person (assuming one was specifically defined for that person).

If a button does not have an **If** block testing the variable “person” for the value of “Mum”, then it would speak the default message that follows the **Otherwise** action.



Chapter 21

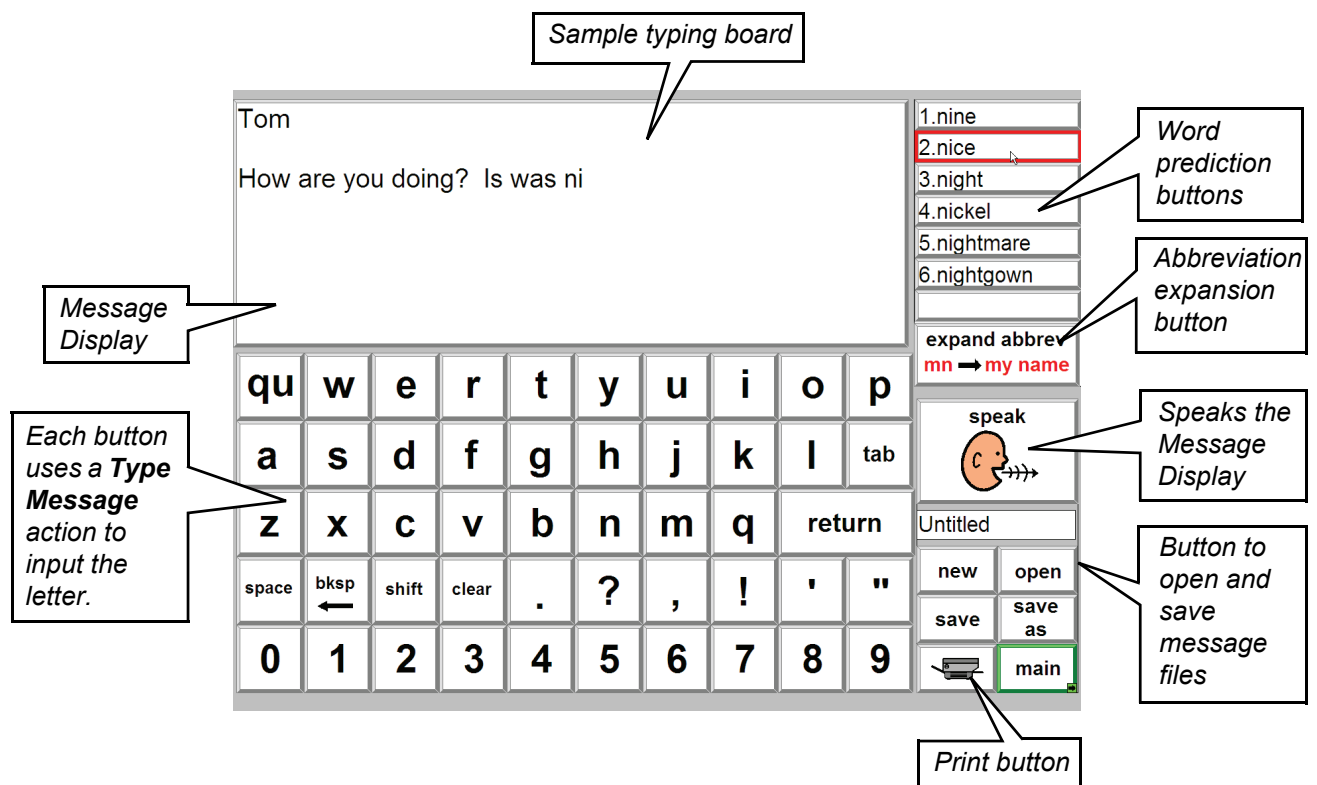
Creating Boards for Writing

Chapter Overview SDP

There are a wide range of features and button actions that allow you to create boards that can function as writing aids or talking word processors. Numerous typing boards are supplied with your software, but you can also create your own. Features like word prediction, abbreviation expansion, and typing shortcuts can be used to improve the speed and quality of a user's writing. The ability to save and open different message files can easily be added. The message files can contain text and/or symbols.

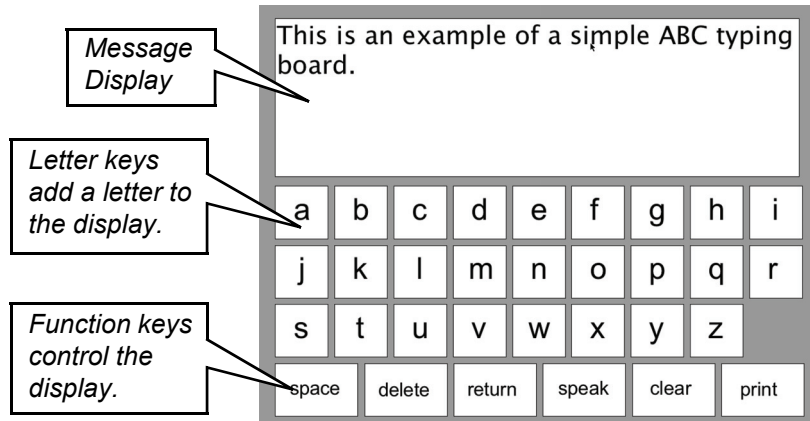
The following topics will be covered:

- Word prediction.
- Abbreviation expansion.



Typing Board Layout Considerations

A big advantage of using the program as your talking word processor or writing aid is that you can create a board that contains the exact buttons and features needed by your user. The cognitive and physical needs of the user will dictate the layout of the board you create. All typing boards share the same basic components: a Message Display, letters, function keys, and Message Display controls.

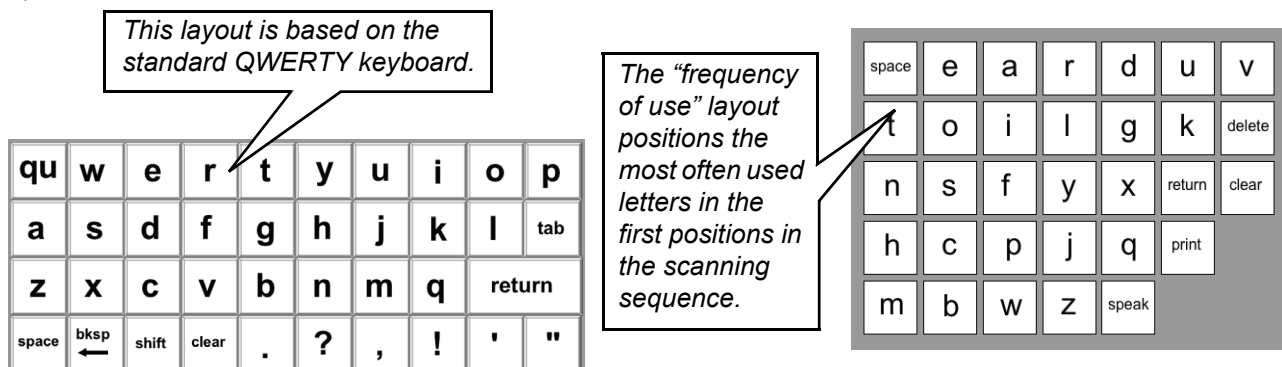


Message Display

The text in the Message Display can be made any size or colour that will benefit the user. The display can be configured to read letters or words as they are typed, or highlight words as they are read back. Refer to - *Using a Message Display with Text*.

Key Layout

There are a variety of different letter layouts for a typing board. The layout you choose will most likely be determined by the user's method of access. Typically, the letters are arranged to either simplify locating the desired letter or maximise access speed. An ABC layout is shown above, and two other examples of letter layouts are shown below.

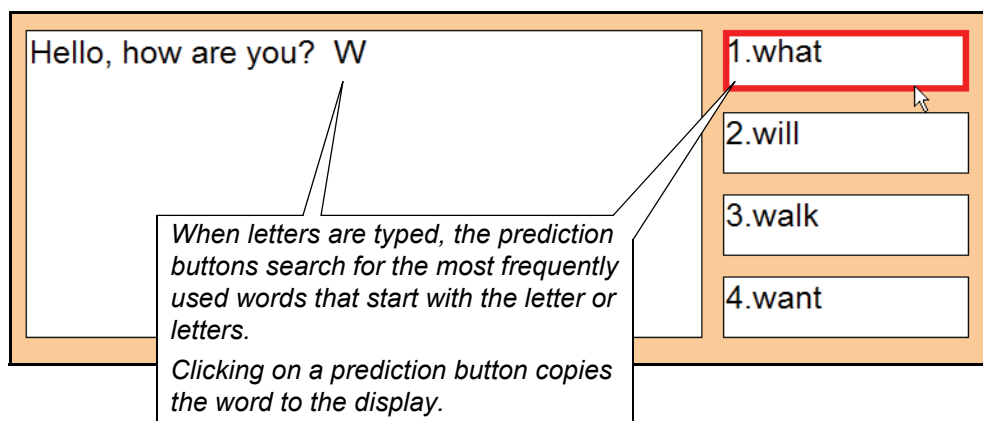


Display Control Buttons

Typically, you will want to provide the user with common function buttons such as space, return, shift, backspace, clear, speak, and print. Typically, these actions, with the exception of the space, are placed at the end of the scan sequence because of their relatively infrequent use.

Word Prediction

For many users, the word prediction feature available in Speaking Dynamically Pro can be tremendously helpful in assisting them in the writing process. Word prediction works by searching for and displaying the most frequently used words that begin with the letter or letters the user is typing. The user can then select their word when it appears in the list of predicted words. Word prediction saves a lot of time and effort by freeing the user from potentially typing every letter of each word.



The Prediction buttons in the program can be arranged and configured to suit the user's access, visual, and cognitive needs. The word prediction can be customised to:

- learn and then predict new words entered by the user.
- predict phrases manually entered into the dictionary.
- make audible predictions to assist the pre-literate or visually impaired user.
- be accessed either by on-screen selection or keyboard key.
- make predictions either alphabetically or based on frequency of use.
- use alternative dictionaries with specific vocabulary for language-based activities.

These options will be covered in the next few sections.

Adding Prediction Buttons

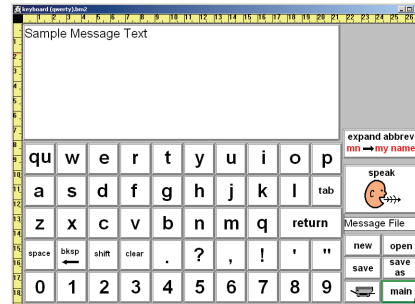
You can add up to 100 Prediction buttons to a board. Only the **Button Speak (Cool Stuff tab)** and the actions in the **Board Change** tab can be assigned to a prediction button.

1

Open the “T10 Keyboard” board found in the **Tutorials** folder.

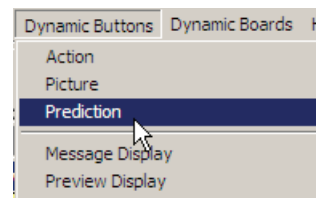
Save this board in the **My Boards** folder as “Basic Keyboard.”

You can use this board throughout this tutorial to try the various writing features covered.



2

Select **Prediction** in the **Dynamic Buttons** menu.

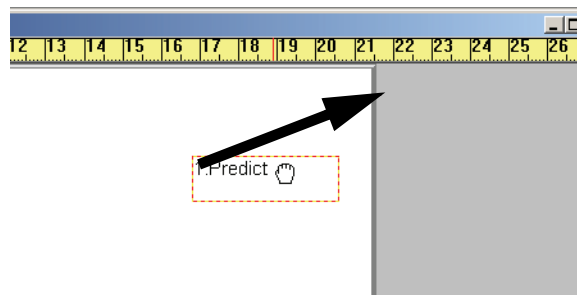


3

Drag the first button into the upper right corner of the board.

Stretch out the button and increase the font size.

Tip: Assign the **Button Speak** action to the Prediction button to make it speak the predicted word when selected.

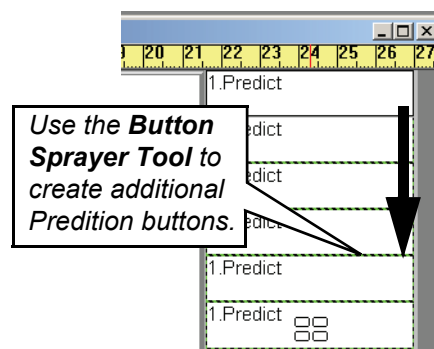


4

Use the **Button Sprayer Tool** to make five additional Prediction buttons.

Save the board, then place the program in the **Use** mode. As you type letters, the Prediction buttons will start predicting words. Click on a Prediction button to enter its word into the **Message Display**.

Return to the **Design** mode when finished.

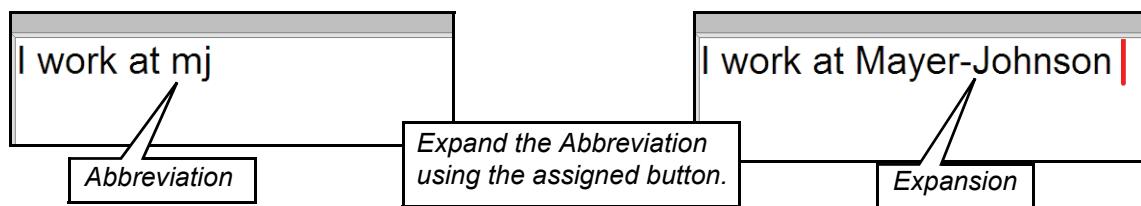


Abbreviation Expansion

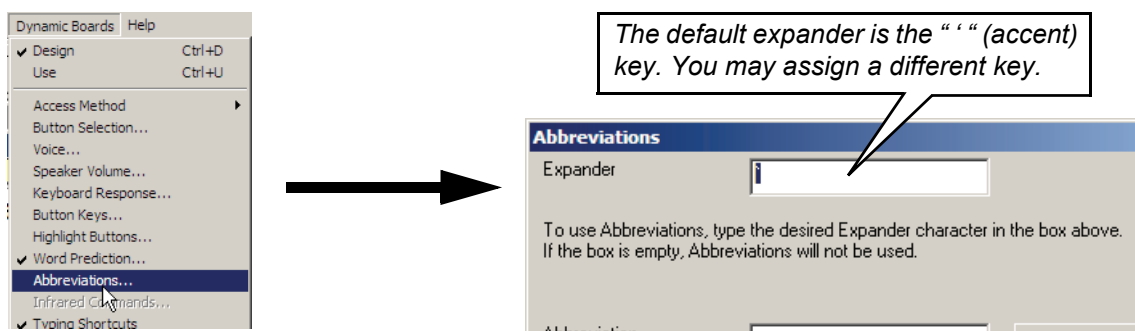
Abbreviation expansion allows the user to quickly enter a phrase or block of text into the Message Display by entering only a few letters. Abbreviations are useful for full names, addresses, or other frequently used phrases and text.

When an abbreviation is entered into the Message Display, the user will need to hit a key or button to expand the abbreviation. You have the choice of expanding abbreviations using a button assigned the **Expand Abbreviation** action (**Message** tab), a keyboard key, or a Prediction button.

Expansion Button (used by scanners)

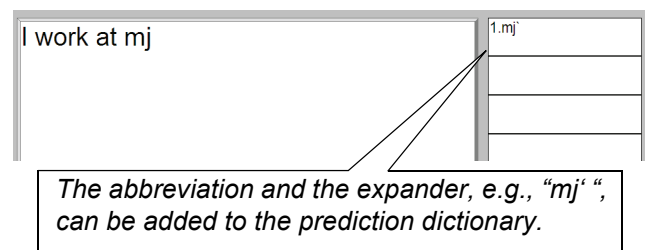


Keyboard Key (used by keyboarders)



Prediction Button (used by scanners)

It is possible to use the word prediction buttons to expand abbreviations. Each abbreviation will need to be entered into the word prediction dictionary followed by the abbreviation expander character, e.g., enter “mj” for the “mj”/“Mayer-Johnson” abbreviation. The Expander character/key is assigned as shown above.



Chapter 22

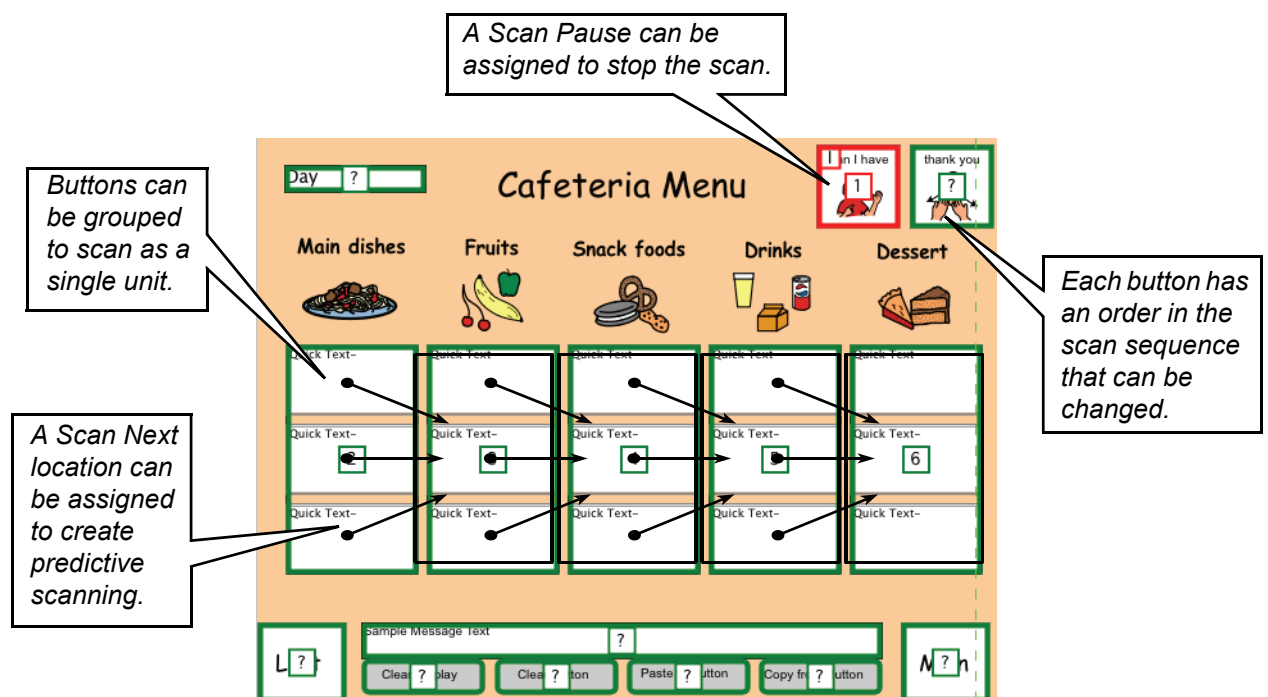
Access Methods and Custom Scanning

Chapter Overview

The program can be accessed through a wide range of access methods such as a mouse, a touchscreen, single or multiple switch scanning, etc. The program also provides a variety of special settings and tools designed to let you customise the way your boards scan to better meet a user's needs.

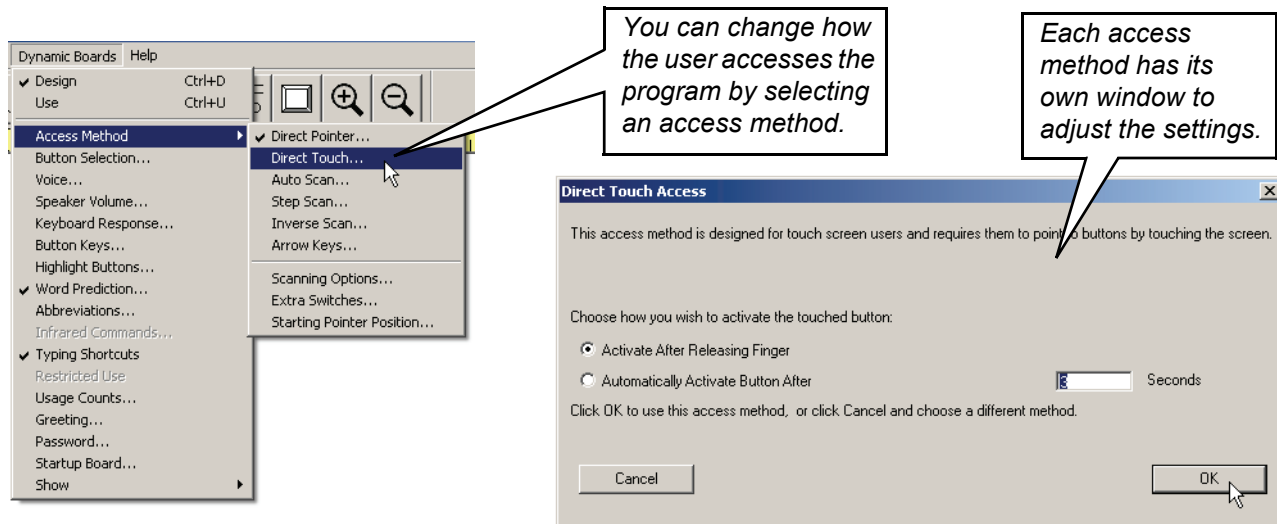
The following topics will be covered:

- Selecting an access method
- Changing the keyboard response
- Creating scanning groups
- Using the Sequence Tool
- Using the Scan Pause Tool
- Button selection options
- Configuring your switches
- Displaying the scan tools
- Using the Scan Next Tool



Selecting an Access Method

Within the program, a user can control their communication boards by using almost any alternative method of access. You can set the access method by selecting from a menu of choices. Each access method, through an options window, can be customised to meet the specific needs of the user. A brief description of the available access methods is provided below. For more detailed information on designing boards for alternative access users, refer to *Chapter 23 - Designing Boards For Alternate Access Methods*.



Access Methods

Direct Pointer - Used with direct selectors using a mouse, trackball, joystick, head mouse, or touchscreen.

Direct Touch - Used with touchscreen users and provides touch, release, and dwell time selection options.

Auto Scan - Provides basic scanning access for single switch users. Settings are provided to control the scan rate and use of a switch or keyboard key.

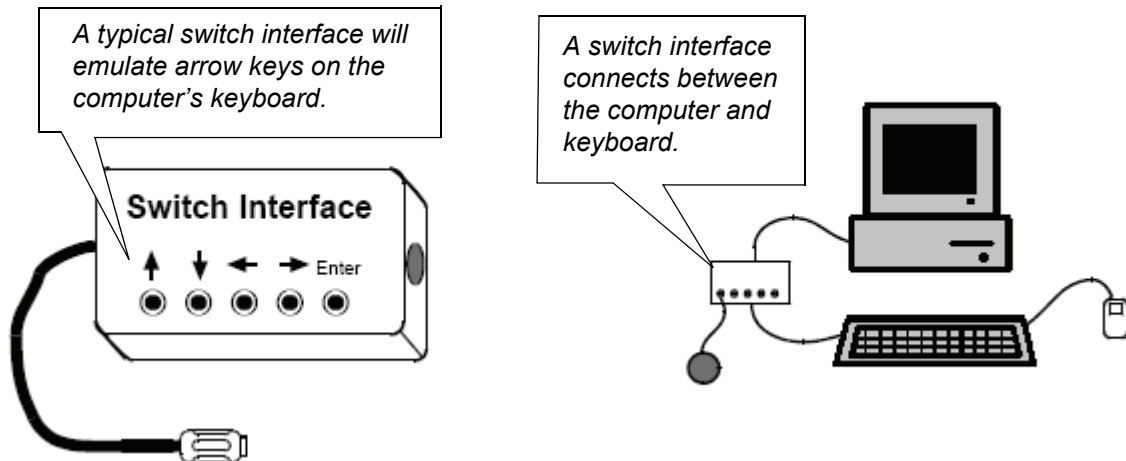
Step Scan - Provides scanning access for users who can control their button selections by using one switch to advance the scan and a second switch to make a button selection.

Inverse Scan - Provides scanning access that requires the user to hold down the switch to start and maintain the scan. Selections are made by releasing the switch.

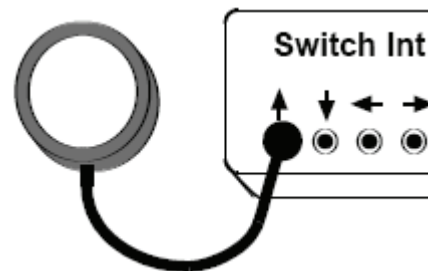
Arrow Keys - Provides scanning access for a user who can directionally guide the scan using multiple switches, keys, or an alternative keyboard.

Configuring Switches

Standard desktop and laptop computers are not equipped with jacks that enable you to plug in a switch. A switch interface will be required to access the computer via switch input. Typically, a switch interface plugs in between the computer and the keyboard, and provides one to five switch jacks. Most switch interfaces are keyboard emulators which means that the switches are mimicking keys on your keyboard.

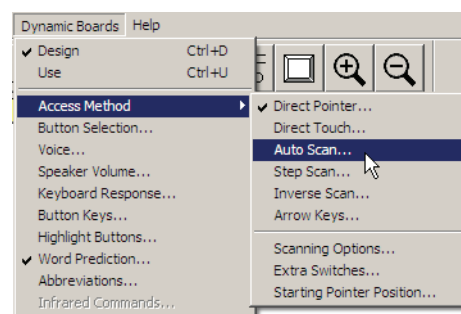


Plug your switch into one of the jacks on the switch interface.



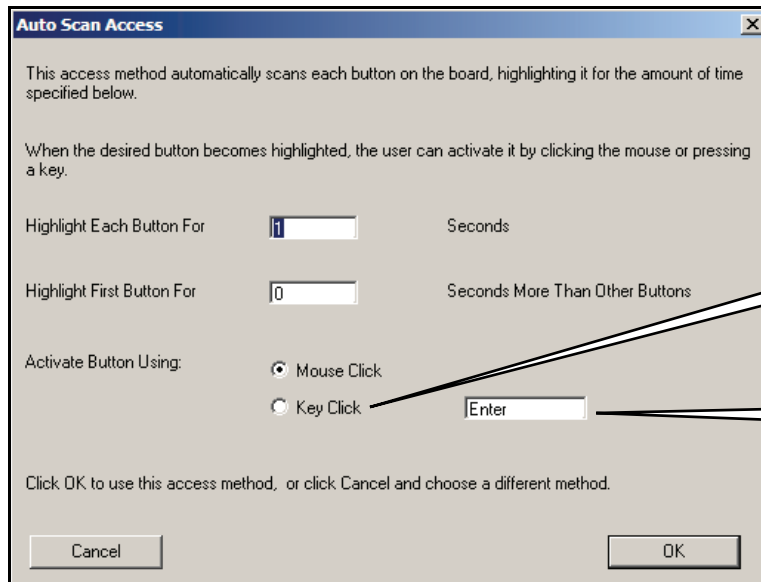
Select the appropriate scanning access method.

Auto Scan will be used in this example.



Set **Activate Button Using** to **Key Click**, then press your switch. The program should read the input from the switch and will display the emulated key in the box. Click on the **OK** button when the switch input is set correctly.

The program is now set to accept input from your switch.



Use **Key click** with a switch interface.

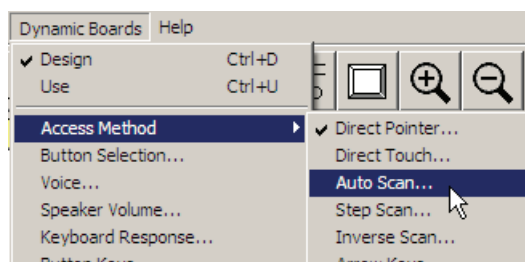
Press the switch or type in the key the switch is emulating here.

The Default Scanning Sequence

The program will scan the buttons on a board from top to bottom, and for buttons at the same height, from left to right. This may not be the ideal scanning sequence for one or all of the activities.

You can create any board and select **Auto Scan** in the **Access Method** submenu in the **Dynamic Boards** menu to see how the default scan functions.

The **Auto Scan Access** window will appear. Click **OK**. You will be using your mouse button as a switch for this tutorial.



Place the program in the **Use** mode and observe the default scanning sequence for this board. The linear scanning sequence does not follow the visual organisation of the board, or assist the user in selecting messages in a logical order. Return to the **Design** mode when finished.

Creating Scanning Groups

A collection of buttons can be grouped together so that they will highlight as a single group in the scan. When a user selects a scanning group, the scan will then work its way through the buttons that make up the group. Scanning groups allow the scan to conform to the visual or logical arrangement of the activities.

1

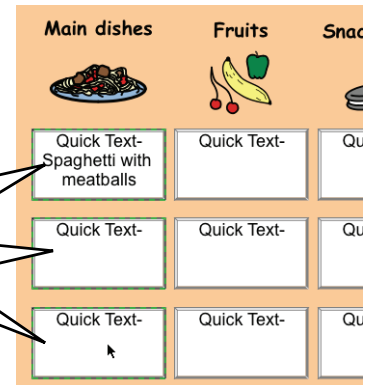
Select the buttons that you want to become a scanning group.

Then select **Scanning Group** in the **Dynamic Buttons** menu.

The program will create a button that surrounds the selected buttons.

Tip: A scanning group is simply a button that surrounds other buttons. You can use the **Button Tool** to drag out a scanning group like you would a button.

You are going to create a scanning group around these buttons.



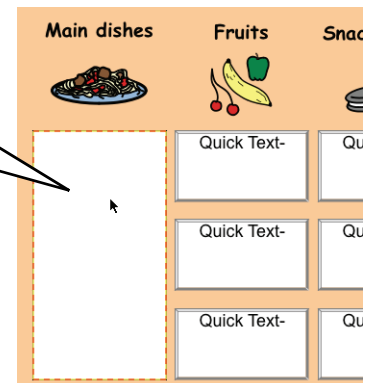
2

With the scanning group selected, change the background colour to transparent and make the border thickness none.

Note: When the group is deselected, the buttons will appear on top of the group. Smaller buttons always appear on top of larger buttons that fully surround them.

Tip: For some users, giving scanning groups different colours can help to visually organise a board.

The scanning group will be transparent except when scanning.



3

Place the program in the **Use** mode and observe the new scanning sequence.

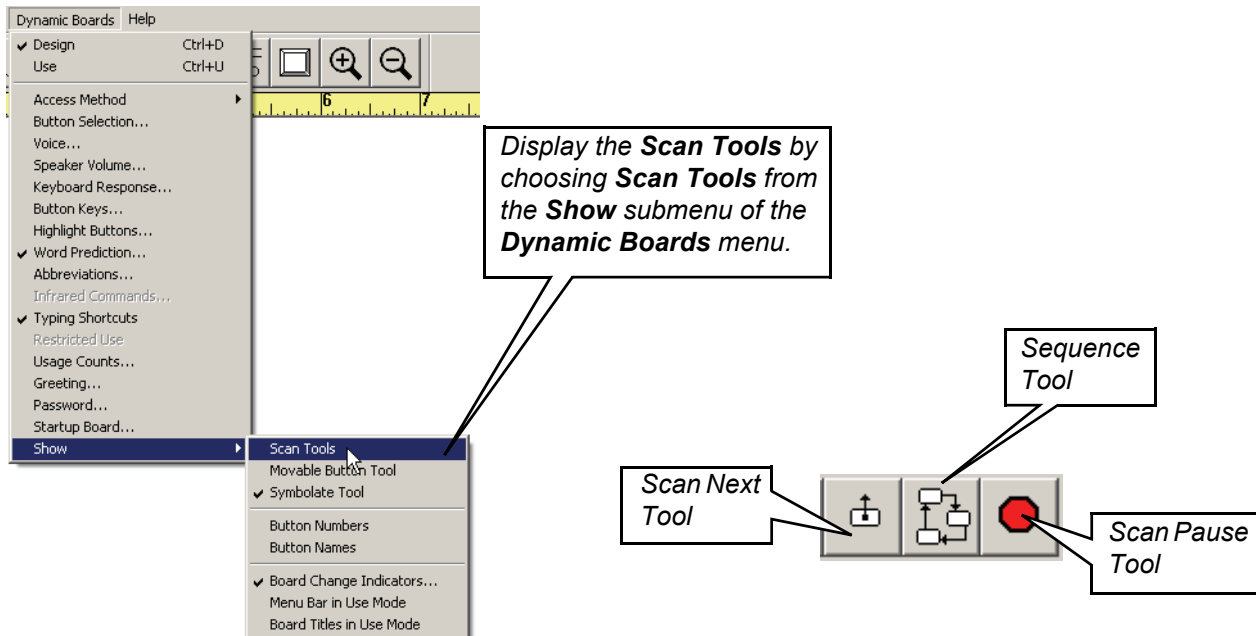
Each scanning group highlights instead of each button. Selecting a group causes the program to scan through the buttons in the group. If a button selection is not made within a selected group, the scan will break out of the group after three cycles through the buttons.

Return to the **Design** mode when finished.

Tip: Because a scanning group is a button, you can assign actions to the group. You might use a **Speak Message** action to talk when the group is selected or a **Text Preview**, **Spoken Preview**, or **Recorded Preview** action to provide a cue during the scan.

Displaying the Scan Tools

The program provides you with three special scanning tools, the **Sequence Tool**, the **Scan Next Tool**, and the **Scan Pause Tool**. These tools allow you to completely customise the scanning sequence on your boards, both before and after the user makes a button selection. The **Scan Tools** are not normally visible in the Standard Tool Palette and must be turned on in order to access them.



Using the Sequence Tool

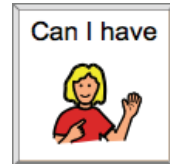
1

The **Sequence Tool** is used to change the scanning order of the buttons on a board.

Select the **Sequence Tool** in the tool palette.

Click one of the buttons on your board.

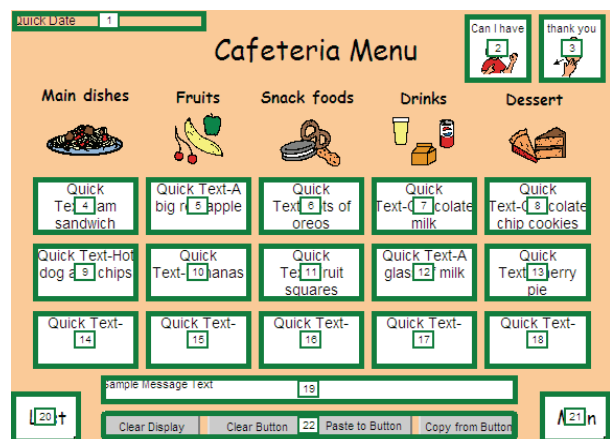
Sequence Tool



2

Numbers will appear in the middle of each button or group. This is the default scanning order for the buttons and groups on this board.

Note: Clicking on a button that is part of a scanning group will display the scanning order for only the buttons in the group.



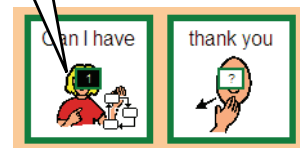
3

You will be removing some buttons from the scanning sequence and changing the scanning order of the buttons to help structure the activity.

Click on the same button again. Notice that it is marked as “1” and all other buttons are marked with a “?”.

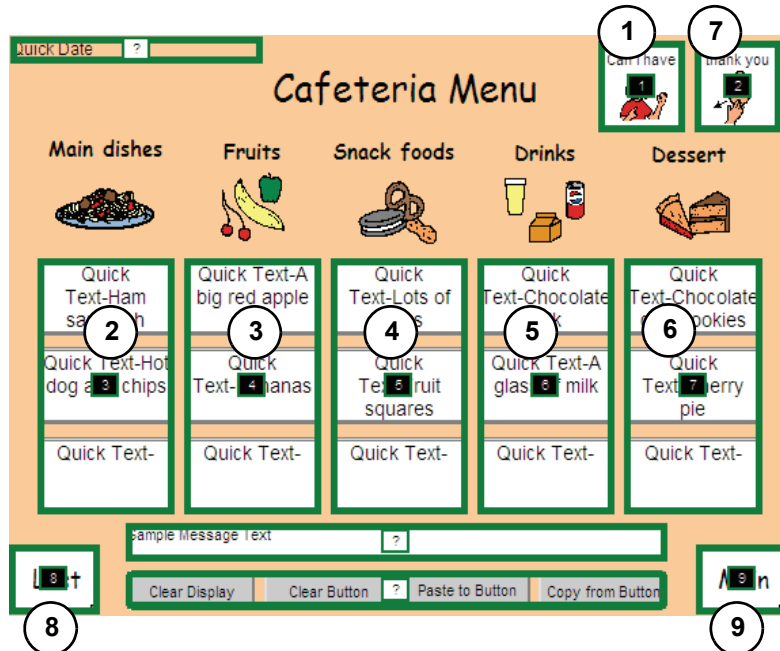
The “?” indicates a button is not currently part of the scanning sequence.

The first button in the scanning order is assigned. All other buttons are waiting to be assigned their order.



Click on the buttons in the order you would like them to scan. You want the buttons and groups to scan in the logical order the user would select them in.

Tip: If you make a mistake in assigning the scanning order, double-click on the **Sequence Tool** to reset the default scanning order.



Note: Buttons that are not assigned a number in the scanning sequence will not scan or be selectable even when using a direct selection access method. Unassigned buttons can be accessed through Button Key assignments. Please refer to the *Button Keys* section in the in-program help (**Help Topics** in the **Help** menu).

Using the Scan Next Tool

1

The **Scan Next Tool** is used to specify the next button or group that will scan after the user selects a particular button. This is called predictive scanning.

Select the **Scan Next Tool** in the Tool Palette.

Scan Next Tool



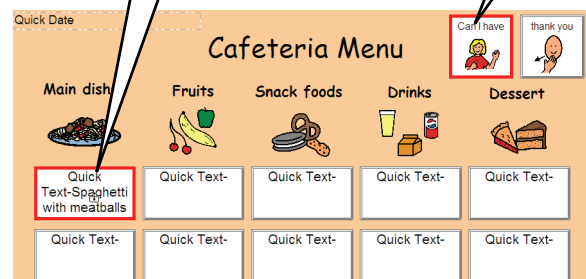
2

Move the pointer over one of the **Quick Text** buttons in the “Main dishes” group, then click and hold the mouse button down. The button you click on and another button will highlight.

The other highlighted button is the next button that will scan if the user were to select the current button. By default this is the first button in the scanning sequence.

Click and hold a button to show the next button to scan.

Next button to scan.



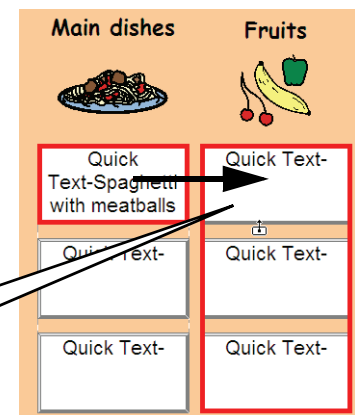
3

To change the Scan Next assignment, while still holding down the mouse button, drag the cursor over to the button or group where you want the scan to go next.

If you drag over a button that is part of a scanning group, you will see the highlight cycle between the button and the group. Release the mouse button when the one you want is highlighted.

Tip: You can reset the default Scan Next assignment for the board by double-clicking on the **Scan Next Tool**.

Click and drag to change the Scan Next assignment.



Using the Scan Pause Tool

1

The **Scan Pause Tool** is used to temporarily stop the scan on a button until the user hits their switch. There are three different types of Scan Pauses that can be applied to a button or group. Each type of pause is used to achieve a slightly different scanning goal.

Scan Pause Tool



Select the **Scan Pause Tool** in the tool palette.

2

anyClick once on any button. All the buttons on the board, or in that scanning group, will appear highlighted in green. The green highlight means no Scan Pauses have been applied.

Green highlight means no Scan Pauses are assigned.



Click repeatedly on the button. The highlight changes to red and different letters will appear in the upper left corner of the button. Each letter represents a different type of Scan Pause.

Continue clicking on the button until an "I" appears. This will pause the scan on this first button.

Red highlight

Each letter indicates a different type of Scan Pause.



3

Scan Pause Types

"B" The scan will pause on the button when it becomes highlighted. A switch hit will restart the scan on that button.

"A" The scan will pause on the button after it is selected. It will remain highlighted as a visual cue to the user as to which button they just selected. A switch hit will restart the scan on the next button in the scanning sequence.

"I" The scan will pause on the button when it becomes highlighted. A switch hit will select the current button and restart the scan. The scan will then continue on to the next button in the scanning sequence.

Chapter 23

Designing Boards for Alternative Access Methods

Chapter Overview

A wide range of access methods, features, and options are available to help you accommodate any special access needs a user may have. This chapter will help you sort through all the features and options that are related to access. Access methods and board design techniques are briefly discussed for each of the major categories of alternative: access scanning, touchscreen, and/or head-tracking devices.

The following topics will be covered:

- Access methods for scanners
- Access methods for touchscreen users
- Access methods for head-tracking device users

Scanning Access



Touchscreen Access



Head-Tracking Access

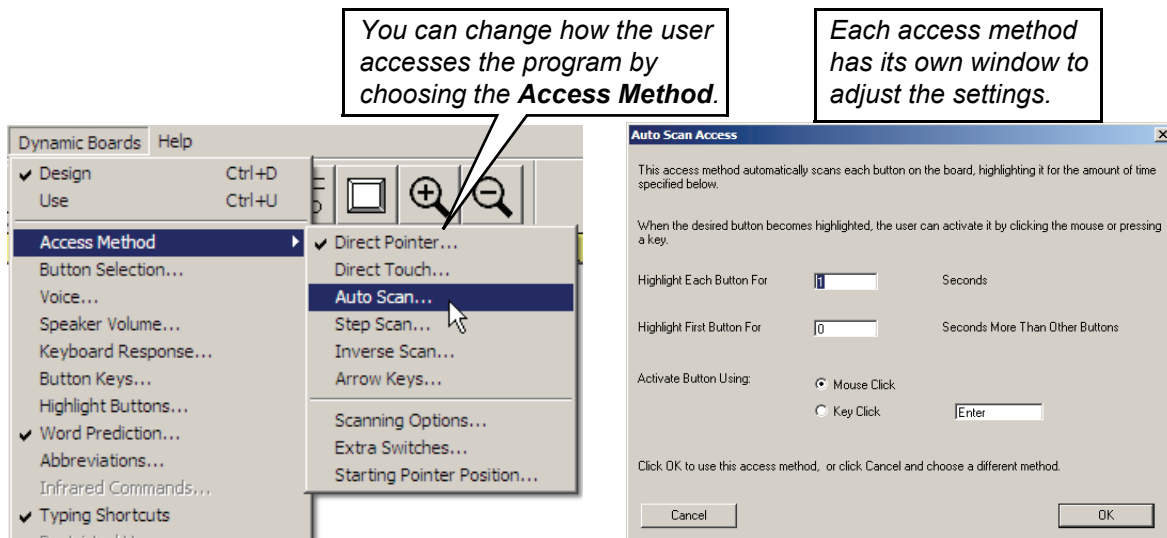


Low-Vision Access



Access Methods for Scanners

There are four access methods in the program that are designed for scanners: **Auto Scan**, **Step Scan**, **Inverse Scan**, and **Arrow Keys**. Each of these access methods can be configured to suit a user's specific needs. You will need to use a switch and/or switch interface with these access methods. Please refer to *Creating Scanning Groups* in *Chapter 22* for information on creating scanning groups.



Auto Scan

This is the most commonly used scanning access method. When enabled, the buttons on the board will highlight in a set order, one at a time. To make a selection, the user will hit a switch. The scanning rate, the time each button remains highlighted, can be set to meet the needs of the user.

Step Scan

Step scanning allows a user to more directly control button selection by allowing them to advance the scan as needed. The user advances the scan by hitting a switch. Button selection can be triggered either automatically, by dwelling on a button for a set period of time, or by using a second switch.

Inverse Scan

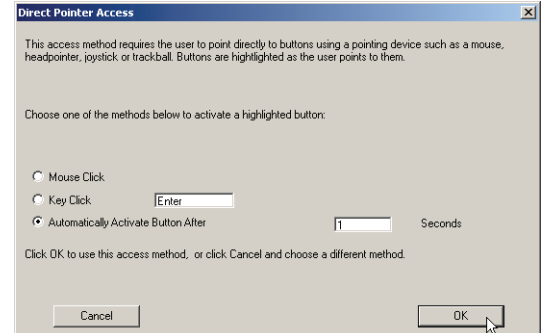
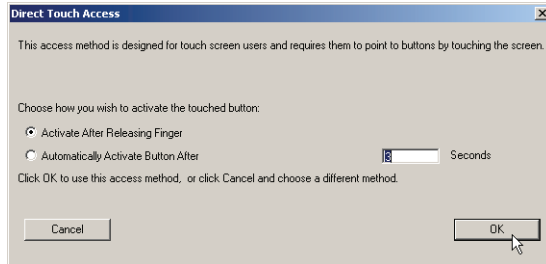
This scanning access method combines aspects of both the Step Scan and the Auto Scan methods. The scan highlight will move only while the user holds down their switch. Button selection can be triggered either automatically, by releasing the switch and dwelling on a button for a set period of time, or by using a second switch.

Arrow Keys

This scanning access method requires the use of the arrow keys on a keyboard or multiple switches. The user will control the direction that the scan highlight moves by using a switch or key to move up, down, right, and left. Button selection can be triggered either automatically, by dwelling on a button for a set period of time, or by using a fifth switch or key for selection. When the user encounters the last button in a row or column, the scan highlight will wrap around the screen and continue on the other side.

Access Methods for Touchscreen Users

When using the program with a touchscreen, you will use either the **Direct Touch** or **Direct Pointer** access method. Each access method can be configured to support a user's specific physical needs.



Direct Touch

This access method supports users who rest or drag their hand on the touchscreen when making a button selection. Button selection can be triggered by either the user breaking contact with the screen or automatically, by dwelling on a button for a set period of time.

Direct Pointer

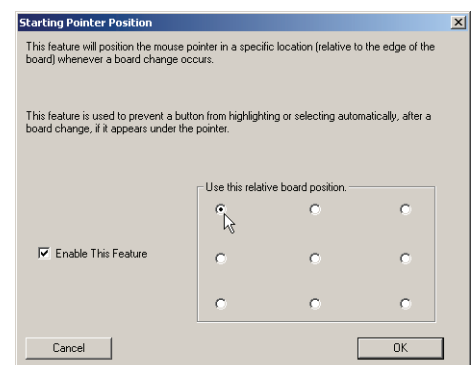
This access method supports users who can touch and remove their hand from the touchscreen. Button selection can be triggered by either the user making contact with the screen or automatically, by dwelling on a button for a set period of time.

Access Method Toggling

If the user is prone to fatigue due to direct selection on a touchscreen, you can provide them with a button to change their method of access (perhaps to some type of scanning). The button action **Access Method (Settings tab)** allows you to set and configure an alternative access method for the user. This button may also be helpful if the user needs to access a more complicated board, such as an onscreen keyboard, which may be difficult for them to access via direct selection.

Starting Pointer Position

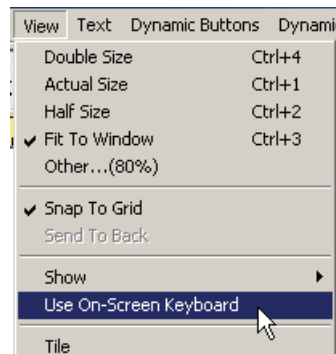
Use this feature to set the starting location for the pointer when the program starts and after a board change. You will want to set the starting pointer position to a location on your boards where no buttons are located. This feature corrects the problem where a button could automatically highlight or select because the pointer happens to appear on top of the button after a board change. Select **Starting Pointer Position** in the **Access Method** submenu in the **Dynamic Boards** menu.



On-Screen Keyboard

The program includes an on-screen keyboard that will allow you to type text on computers that have a touchscreen, but no keyboard.

Select **Use On-Screen Keyboard** in the **View** menu to turn this feature on.

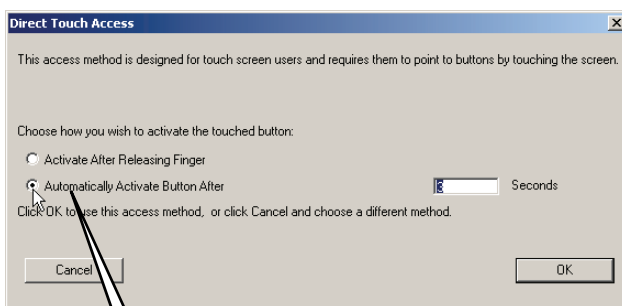


Working with Head-Tracking Device Users

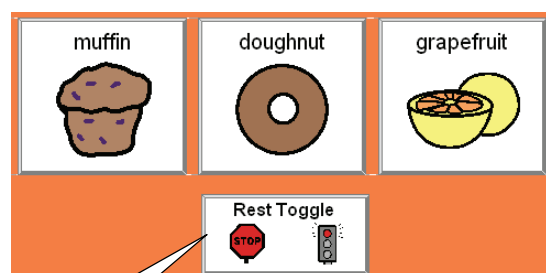
Head-tracking input devices allow users to manipulate the cursor on the computer screen by simply moving their head. Head-tracking devices behave like a mouse or trackball except the user is not in physical contact with the computer. A timed dwell select access method and a special button action are provided to support this type of user access.

Access Method

Since these devices emulate a standard mouse, you will use the **Direct Touch** access method. Typically, the **Automatically Activate Button After** option (dwell selection) should be used with an appropriate dwell time. The problem with using dwell selection is that it is always on, so the user has to make a conscious effort to keep the pointer off of any buttons to avoid making unwanted selections. The **Rest Toggle** button action (**Settings** tab) is provided to address this problem. By selecting a rest toggle button, the user can temporarily disable the dwell selection for all buttons on the board except the rest toggle button. This allows the user to freely move his/her head until ready to communicate, in which case he/she would dwell on the **Rest Toggle** button again to re-enable the dwell selection.



Most head tracking device users will use a dwell select as their selection option.



*Add a button like this to toggle on and off the dwell selection.
Action: **Rest Toggle** (**Settings** tab)*

Appendix A

Keyboard Shortcuts

Most of the keyboard shortcuts and key modifiers listed below are also listed in the program's various menus next to their respective commands.

Draw Window

Ctrl + D <i>or ESC</i>	Enter the Design Mode
Ctrl + U	Enter the Use Mode
Ctrl + N	New board
Ctrl + O	Open a board
Ctrl + S	Save a board
Ctrl + P	Print a board
Ctrl + Q	Quits the program
Ctrl + Z	Undo (negates the results of your last action)

Ctrl + A	Select all
Ctrl + X	Cut the selection
Ctrl + C	Copy the selection
Ctrl + V	Paste from the clipboard
Ctrl + G	Create a scanning group around the selected buttons
Ctrl + R	Show rulers

Delete	Delete the selection
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Ctrl + 1	Actual size window view
Ctrl + 2	Half size window view
Ctrl + 3	Reduce to fit view
Ctrl + 4	Double size window view
Ctrl + F	Open Symbol Finder
Ctrl + F1	Select Pointer Tool
Ctrl + F2	Select Button Sprayer Tool
Ctrl + F3	Select Button Tool
Ctrl + F4	Select Line Tool
Ctrl + F5	Select Text Tool
Ctrl + F7	Select Freeform Tool
Ctrl + →	Open next board in folder
Ctrl + ←	Open previous board in folder
Ctrl + F6	View the next open board

Symbolate

Alt + typing	Don't resymbolate the text
Esc	Open Symbolate Candidates dialogue

With Text Selected

Ctrl + "+"	Increase the font size
Ctrl + "-"	Decrease the font size
Tab	Select all Text

With Symbolate Text Selected

Ctrl + "+"	Increase the symbol size
Ctrl + "-"	Decrease the symbol size

Symbol Finder

Ctrl + T	Display thumbnail view
Ctrl + L	Select categories
→	Next image in search
←	Previous image in search
Ctrl + H	Change Line 1 to "Hidden"
Ctrl + 1	Change Line 1 to "English"
Ctrl + (2 - 9)	Change Line 1 to corresponding language
Ctrl + Shift + Ctrl + C	Copy current symbol as a bitmap instead of a metafile

Pasting Images

Ctrl + paste	Size for a 5cm x 5cm button
Shift + paste	Use native resolution
Alt + paste	Suppress the label

Shuffle Buttons

Ctrl + Shuffle	Make sure every button changes place
-----------------------	--------------------------------------

Swap Buttons

Alt + drag	Swap buttons
-------------------	--------------

Freeform Button Tool

Ctrl + click	Set a vertex for a polygon
Shift + select	Make the polygon regular polygon in

Alt + “ _ ”	Insert an underscore instead of a pseudo-space	Corner Tool
“ _ ”	Insert a space without creating a new word-symbol pair	
Resizing Buttons		Selection with Pointer Tool
Ctrl + resize	Resize contents	Shift + click (no items selected) Select the button
Shift + resize	Maintain the aspect ratio	Shift + click (items selected) Select/deselect additional item/button
Ctrl + Alt + resize	Resize contents (excluding text)	Shift + click (stacked item selected) Select all stacked items
		Ctrl + drag Select and move button in one step

Appendix B

Button Actions

Button actions are listed by action category.

Basics

Speak Message
Type Message
Play Recorded Message
Change Board
Change Board Back
Text Preview
Spoken Preview
Recorded Preview
Clear Message Display
Picture Button

Message

Type Message
Say Message
Say Selection
Delete
Remove Last Message
Clear Message Display
Select All
Cut
Copy
Paste
Print Message
Capitalise Next
Caps On
Caps Off
Picture Button
Picture Speech
Picture Sound
Expand Abbreviation

Board Change

Change Board
Change Board Forward
Change Board Back
Return to Last Board
Set Bookmark
Return To Bookmark

Text & Cursor

Move Up
Move Down
Scroll Up
Scroll Down
Move Left Char
Move Left Word
Move Left Sentence
Move Left Return
Move Begin
Move Right Char
Move Right Word
Move Right Sentence
Move Right Return
Move End
Select Left Char
Select Left Word
Select Left Sentence
Select Left Return
Select Left Begin
Select Right Char
Select Right Word
Select Right Sentence
Select Right Return
Select Right End
Retract Left Char
Retract Left Word
Retract Left Sentence
Retract Left Return
Retract Right Char
Retract Right Word
Retract Right Sentence
Retract Right Return

Settings

Normal Volume Up
Normal Volume Down
Preview Volume Up
Preview Volume Down
Use Loud Settings
Use Soft Settings
Use Voice 1
Use Voice 2
Use Voice 3
Use Voice 4
Quit
Shutdown
Access Method
Design Mode
Rest Toggle
Word Prediction Toggle
Typing Shortcut Setting
Reset Stopwatch

Variables

Speak Message
Type Message
Play Recorded Message
Assign Variable
Assign Variable From
Display
Adjust Variable
Speak Variable
Type Variable
If
Else if
Otherwise
End if
Variable To Quick Text

Quick Actions

Quick Text
Quick Speak
Display To Quick Text
Quick Text To Display
Variable To Quick Text
Quick Picture
Copy To Quick Picture
Quick Record
Set Quick Record
Quick Day
Quick Date
Quick Time
Speak Day/Date/Time/
Prediction
Type Day/Date/Time

Cool Stuff

Launch Application
Play Movie
Random
End Random
Pause Speech
Cancel Speech
Set Button Picture
Set Button Label
Set Button Properties
Delay
Activate Macro

Appendix C

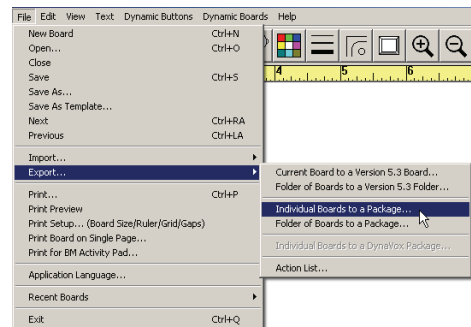
Exporting and Importing Board Packages

A user may want to transfer a collection of Boardmaker boards to someone from one computer to another. In previous versions, there was no easy and efficient way to share your boards with others.

Now individual boards or an entire folder of boards can be “packaged” into a single compressed file that can be transferred easily. Once transferred, a package must be imported before the boards are ready for use.

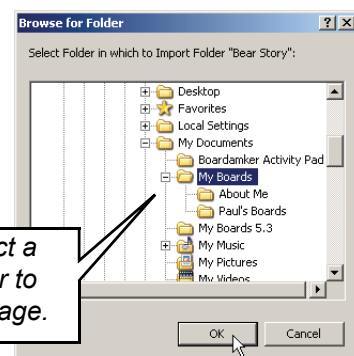
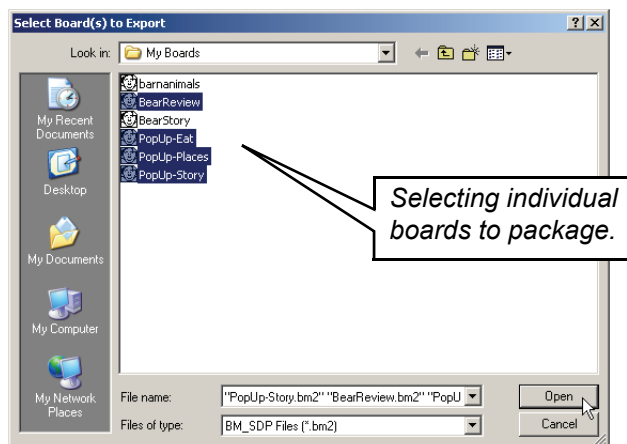
Exporting a Board Package

From the **File** menu, select **Export**. Select either the **Individual Boards to a Package** or the **Folder of Boards to a Package** option.



Select a board, multiple individual boards or a folder of boards to be packaged as appropriate for the export option you selected.

Click on the **Open** or **OK** button when finished.



Tip: Multiple boards can be selected by holding down the **Control (Ctrl)** key on your keyboard while clicking on the individual boards.

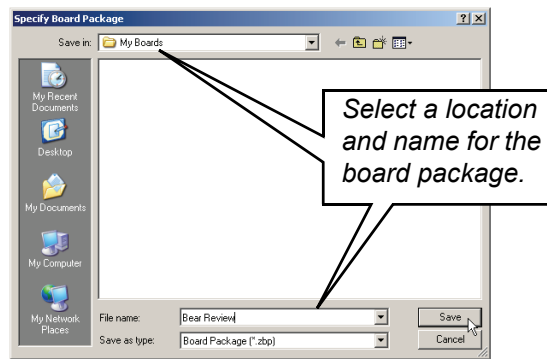
Note: Any multimedia files (i.e. sounds, videos) associated with the selected boards will automatically be included in the board package.

Select a location and enter a name for the packaged board. By default, the program will attempt to save board packages in your **My Boards** folder.

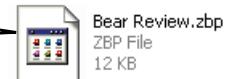
Click on the **Save** button.

3

The board package can now be emailed, transferred to a memory stick, transferred over a network, archived as a backup, etc.



Board Packages will have a .zbp file extension.

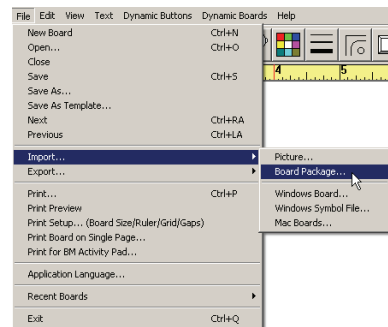


Importing a Board Package

A compressed board package must be imported before the boards it contains can be used.

4

In the **File** menu, select **Board Package** in the **Import** submenu.

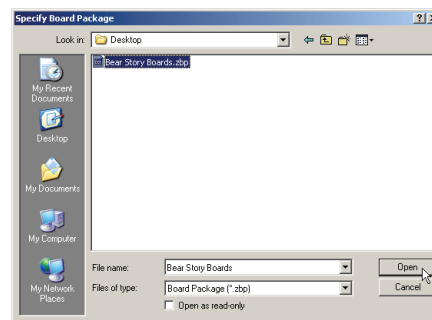


Note: Board packages can only be imported by version 6 and higher of the program.

Select the package file then click on the **Open** button.

5

Note: Board Packages have a .zbp file extension.



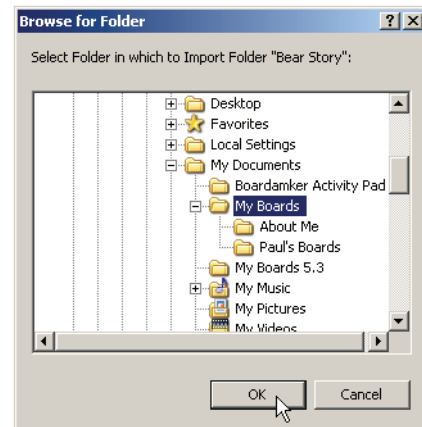
Select the location where the imported boards will be saved. The default location will be the **My Boards** folder, but another location can easily be selected.

Click on the **OK** button when finished.

6

Select **Open** in the **File** menu to open the imported boards from the board package.

Note: If you attempt to import a board or a folder that has the same name as a board or a folder which already exists in the same location, you will be asked if you want to overwrite that board or folder.



Appendix D

Exporting Boards to Version 5.3

Due to the addition of exciting new features in Version 6, the file format of the saved boards has changed. Although this makes Version 6 boards incompatible with Version 5 of the program, there is a way to share boards created in Version 6 with Version 5.3 users. If you want to open a board or boards created in the Version 6 in Version 5.3, you will first have to “export” them using the appropriate **Export** option in the **File** menu.

Note: Version 6 of the program can directly open version 5 boards without needing to use the export/import options. Whenever possible, the program will attempt to save boards in the version 5.3 format to maintain backward compatibility.

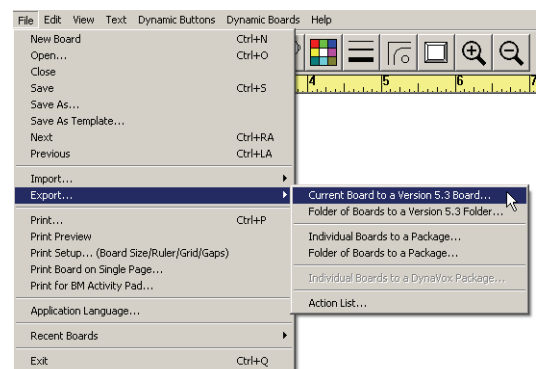
When you select **Export** from the **File** menu, Boardmaker allows you to export a single board or a folder of boards.

The **Current Board to a Version 5.3 Board...** option will export only the current board you have open.

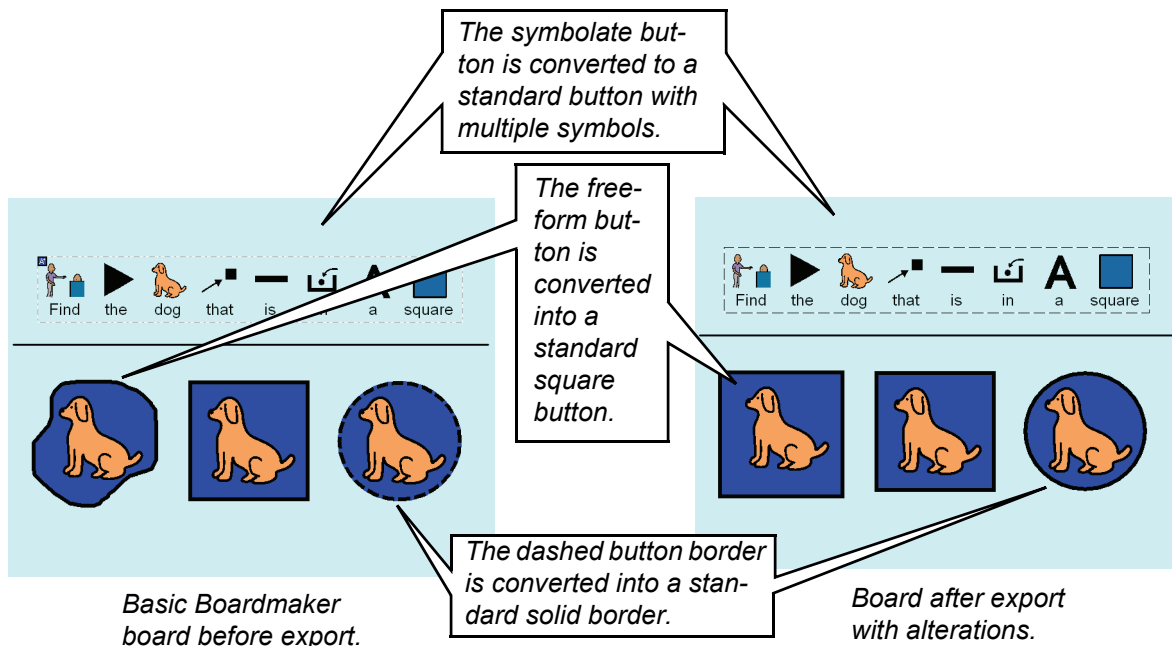
Note: If you have not yet saved the board, you will be prompted to give your board a name and a place to save it.

The **Folder of Boards to a Version 5.3 Folder...** option will allow you to choose a folder of boards to export. It will create a folder with the same name as the target folder with “5.3” appended to it.

Note: The new folder will be placed in the same folder as the target folder.



The board or folder of boards can then be transferred to a computer with the Version 5.3 Boardmaker on it and be opened directly through the **Open a Saved Board or Add-On** function.



Caution: If the exported boards contain features that are not supported in Version 5, the export function will warn you about the incompatibilities. If you choose to proceed with the export process, the incompatible features will either be stripped out or replaced with reasonable alternatives.

Boardmaker features not supported in version 5.3:

- Dashed lines
- Freeform buttons (replaced with rectangles)
- Symbolate buttons
- Background image anchors

Boardmaker Plus and SDP features not supported in version 5.3:

- Movable buttons
- Advanced variables (embedded, numeric, system)
- Open board actions
- Advanced conditional statements
- Macros
- Nested, not selectable, hidden buttons, and button names

Button Actions not supported in version 5.3:

- Change Board Back
- Set Button Properties
- Adjust Variable
- Change Board Forward
- Reset Stopwatch
- Set Button Picture
- Quick Record
- Quick Type
- Read with Highlighting
- Set Button Label
- Quick Picture
- Activate a Macro

Appendix E

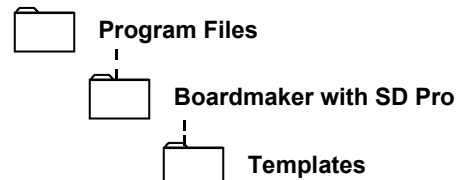
Creating a Template Board

The blank template boards supplied with the program are set up in a fashion to prevent users from saving over them. You can turn any board you create into a protected template board.

1

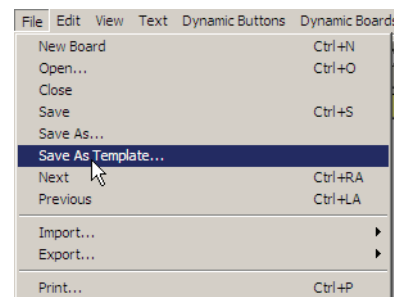
All Template boards are stored in the Templates folder which can be found in the **Boardmaker with SD Pro** folder (typically in **C:\Program Files**).

Note: You can create your own subfolders in the **Templates** folder to help organise your templates.



2

Once you create a board that you want to keep as a template, select **Save as Template** in the **File** menu.

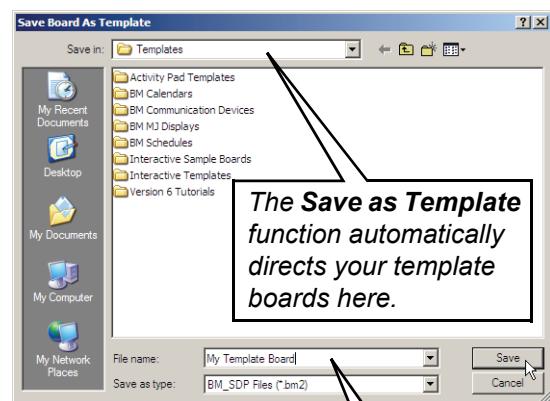


3

The **Save As** window will open. You can save your board in the **Templates** folder or create your own subfolder. Enter a name for your new template.

Click on the **Save** button. Your template will now be automatically saved and designated as "read only".

When your template board is opened, it will appear as an untitled board. This forces the user to give the template board a new name every time it is used, preserving the original.



Give your template board a name

Appendix F

Launching a Board at Computer Startup

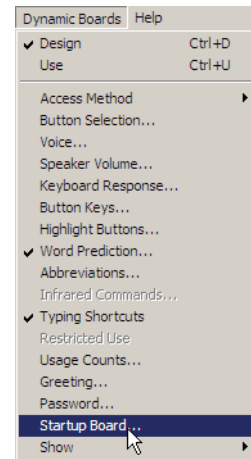
Your computer, at startup, can be set to automatically launch a specific the program board. This is especially useful on a computer that is dedicated to providing communication for a set user.

1

Open the board you want the program to open on startup. From the Dynamic Boards menu select Startup Board.

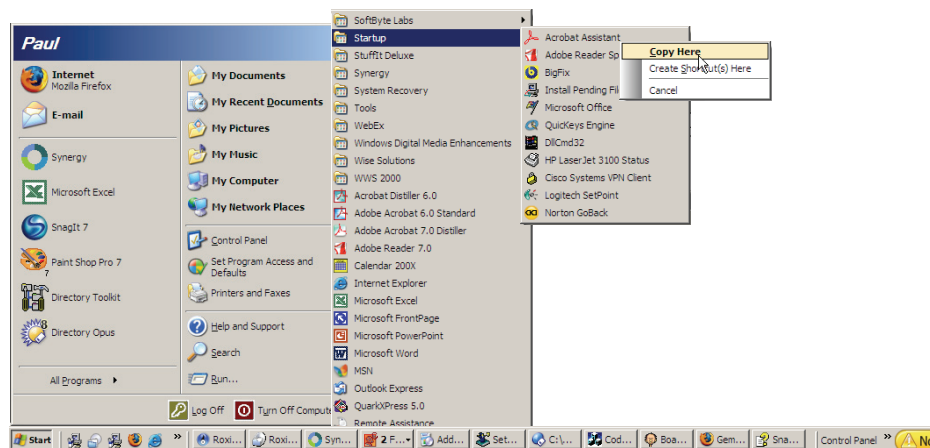
Click on the Use Current Board button then click on the OK button. Provided the board you select is a the program board, the program will open the board in the Use mode.

NOTE: You can change or remove the startup board any time using the steps above.



2

On the desktop, right-click on the the program shortcut and hold the mouse button down. Drag the shortcut to **Start > Programs > Startup** then position the shortcut in the **Startup** submenu, then release the right mouse button. In the context menu that appears, select **Copy Here**.



3

Your computer is now set to automatically launch the the program board you set with the program in the Use mode.

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