

# AT Tech Tip: Getting Started with Boardmaker Plus; Menu Bar, Tool Bar, and Symbol Finder Options Defined



## InterACT Team

The Interdisciplinary Augmentative Communication & Technology Team

Software/Version: Boardmaker 6.1

### Starting the Program

Put the CD in the CD drive.

Locate the Boardmaker Plus *Run* icon. It may be under **Applications** --> **AT Software** on your MCPS computer. Double-click on the Boardmaker Plus icon to launch the program.



You will be presented with the following opening screen:

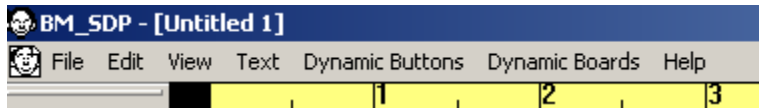


- **Open a New Board** – create a board from scratch
- **Open a Saved Board** – open a board that has been saved
- **Open a Template** – open a pre-made grid supplied by the company
  - Activity Pad Templates
  - BM Calendars
  - BM Communication Devices
  - BM MJ Displays
  - BM Schedule

Click on **Open a New Board**

# AT Tech Tip: Getting Started with Boardmaker Plus; Menu Bar, Tool Bar, and Symbol Finder Options Defined

## Exploring the Menu Bar



- File – Open, Close, Save , Print Setup, Print
- Edit – Cut, Copy, Paste, Clear, Delete, Select All, Select Group, Symbolate Properties
- View –change the view of what you are looking at on the screen
  - select **Double Size**, - notice the ruler and the scroll bar
  - select **Actual Size**, **Half Size** and **Reduce to Fit** and note the differences
- Text – change the font style, size & alignment
- Dynamic Buttons - create and edit buttons that can be used interactively (explore in future training)
- Dynamic Boards – Toggle from **Design** to **Use** of dynamic boards, edit interactive board settings such as access method and voice (explore in future training)

### Save to Computer

1. Click on **File** in the Menu Bar
2. Click on **Save As**
3. Name your document
4. Click **Save**

*Saved items may be located in “MY BOARDS” folder in “MY DOCUMENTS” folder - check your specific school’s setup*

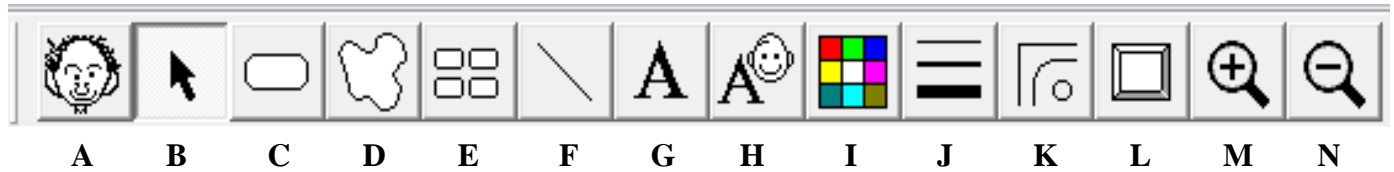
*or*

### Save to Flash Drive

1. Click on **File** in the Menu Bar
2. Click on **Save As**
3. Name your document
4. Click the drop down arrow to the right of the **Save in:** box
5. Select your flash drive [e.g., "Removable Disk (F:)"] from the drop down list
6. Click **Save**

## **AT Tech Tip: Getting Started with Boardmaker Plus; Menu Bar, Tool Bar, and Symbol Finder Options Defined**

### **Using the Toolbar**

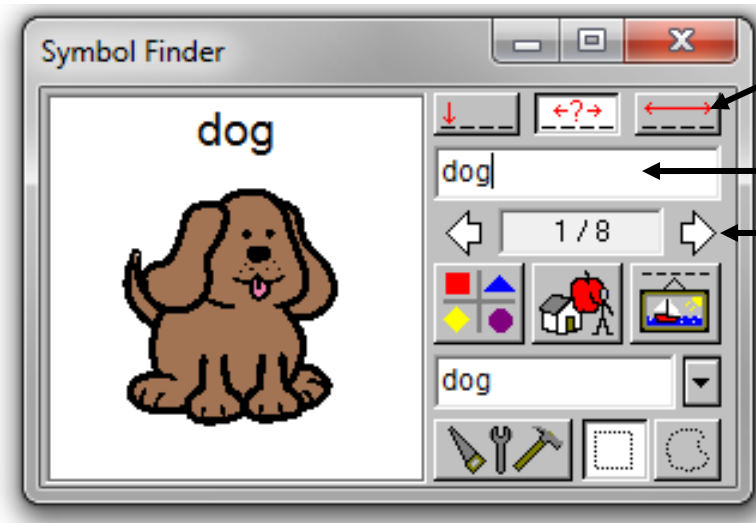


- A. Symbol Finder Tool – brings up picture library window
- B. Pointer Tool – selects button, text, graphics, etc.
- C. Button Tool – creates one rectangular button or cell
- D. Freeform Button tool - allows you to draw the shape of a cell or button
- E. Button Sprayer Tool – makes copies of buttons or cells
- F. Line Tool – draws a line
- G. Text Tool – creates text
- H. Symbolate Button Tool - creates a text box where symbols automatically appear when words are typed
- I. Color Tool – changes the border color or fill color
- J. Thickness Tool – changes the thickness of a line or border
- K. Corner Tool – changes shape of the button
- L. Shadow Tool – gives depth to the button
- M. Zoom-In Tool
- N. Zoom-Out Tool

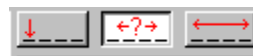
# AT Tech Tip: Getting Started with Boardmaker Plus; Menu Bar, Tool Bar, and Symbol Finder Options Defined

## Using the Symbol Finder Tool

Click on the **Symbol Finder Tool** in the Boardmaker Toolbar



a. Defining the character string search



- beginning of the word



- anywhere within the word



- match the whole word

b. Type word to search here

c. View multiple pictures to represent the word you typed (when available)

Show Previous Match 1 / 8 Show Next Match



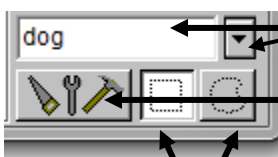
d. **Thumbnail View** – gives you all of the pictures that match your search criteria



e. **Select Categories** – allows you to select specific categories for searching



f. **Change Symbol Names**– add a new name for the symbol that can then be used to search for that symbol



g. **Alternate Symbol Name Field & Alternate Symbol Names List**

h. **Settings Button** – choose color or black & white pictures, default font size, display of languages



i. **Selection Marquee/Lasso** - select a portion of the picture displayed

