

AT Tech Tip: Creating a Custom Grid (Sample Adapted Writing Activity)



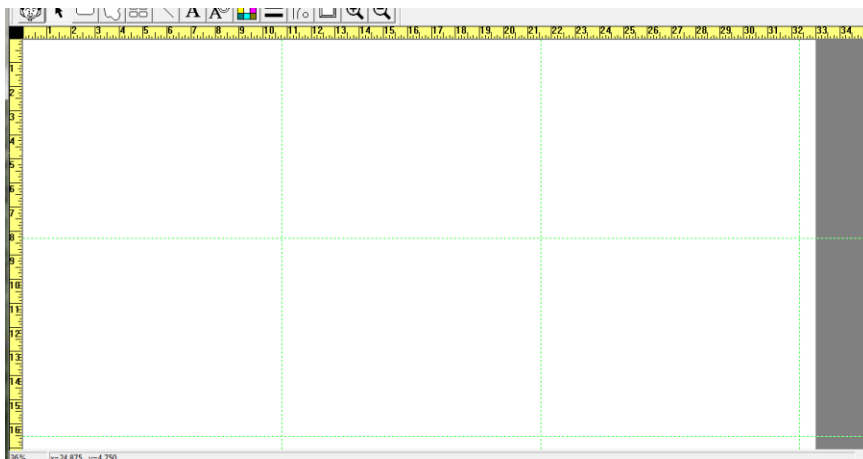
InterACT Team

The Interdisciplinary Augmentative Communication & Technology Team

Software/Version: Boardmaker 6.1

Creating a 6-Page Document Template

1. In the Menu Bar, go to **File --> Print Setup**
2. In the *Printer Settings* group click **Print Setup**
 - a. Make sure **Letter Size** paper is Selected
 - b. Select **Landscape Orientation**
 - c. Click **OK**
3. In the Board Size group, change the *Width* to **33 inches** and the *Height* to **17 inches**
4. Click **OK**



5. In the **Menu bar**, go to **View --> Half Size**

Creating a Button

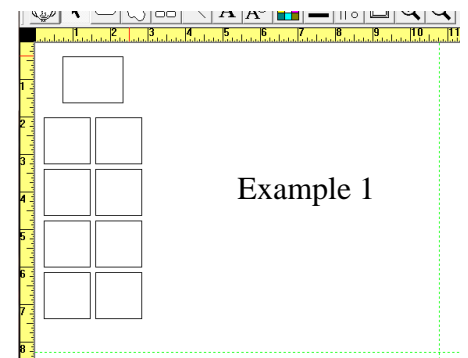


1. Click the **Button Tool**
2. Put cursor on the blank page
3. Click and drag diagonally to create a button

Creating Multiple Buttons of the Same Size



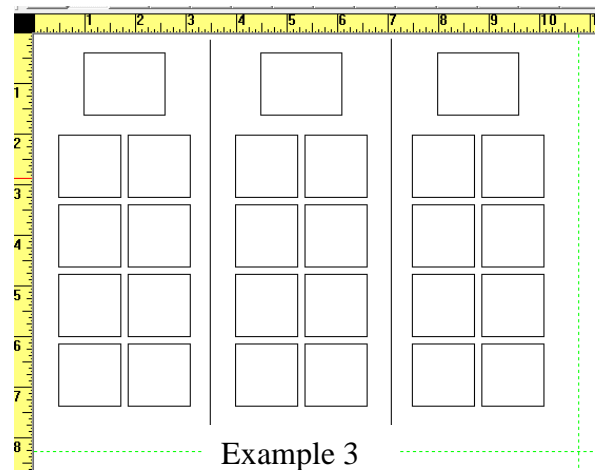
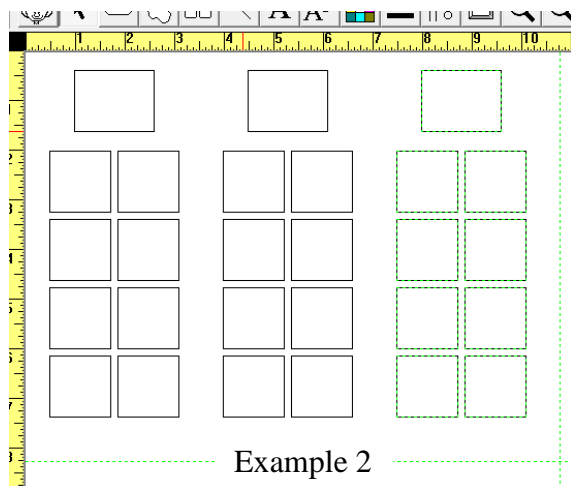
1. Click the **Button Sprayer Tool**
2. Place the spray cursor on the button you just created
3. Click and drag horizontally and vertically to create additional buttons



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Copying and Pasting a Group of Buttons

1. Put cursor on top left corner of page
2. Click and drag diagonally across all of the buttons on your page
3. These buttons should now be highlighted with a green dotted line
4. In the Menu bar, go to **Edit --> Copy**
5. In the Menu bar, go to **Edit --> Paste**
6. Buttons will be pasted directly on top of the original ones, but only the pasted buttons will now be highlighted with a green dotted line
7. Click on the highlighted buttons and drag the buttons so that they are beside the original ones
8. Repeat this process a second time so that your page looks like **Example 2** below



Drawing a Line



1. Click the **Line Tool**
2. Click on the top of your page between two of the sets of buttons and drag the cursor to the bottom of the page to draw a line that separates those two sets of buttons
3. Draw a second line between the second and third sets of buttons, so that your page looks like **Example 3** above

Enlarging or reducing your view

1. Click the **Zoom-In Tool** (to look more closely at something)



Or

2. Click the **Zoom-Out Tool** (for a broader view)

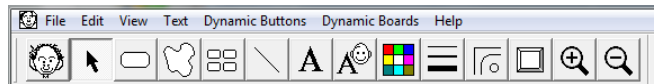


3. Click on the area of the screen that you would like to reduce or enlarge. You may click that area repeatedly, until you have the view that you want.



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Editing Buttons Using the Boardmaker Toolbar




1. Coloring the Background of a button

- On the Boardmaker Toolbar, click on the **Pointer Tool** 
- Click on the desired button - the button border becomes dotted orange
- Click on the **Color Tool** 
- “Button” is automatically highlighted in red at the top of the color box
- Choose the desired color


2. Coloring the Border of a button

- On the Boardmaker Toolbar, click on the **Pointer Tool** 
- Click on the desired button - the button border becomes dotted orange
- Click on the **Color Tool** 
- Click on the word “Border” at the top of the color box, so it is highlighted in red
- Select desired border color


3. Changing the border thickness

- Click on the button so the border becomes dotted orange
- Click on the **Thickness Tool** and choose your desired thickness 

4. Changing the corners of a button

- Click on the button so that the border becomes dotted orange
- Click on the **Corner Tool** and select the CIRCLE SHAPE 

5. Using the Shadow tool

- Click on the button so that the border becomes dotted orange
- Make the border of the button thick (using the **Thickness Tool**) 
- Click on the **Shadow Tool** and select the choice on the left

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Using the Symbol Finder Tool to Add Picture Symbols and Text to Buttons


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




Labels in the image:

- Show Previous Match
- Thumbnail View
- Settings Button
- Defining the character string search
 - beginning of the word
 - anywhere within the word
 - match the whole word
- Type word to search here
- Show Next Match
- Select Categories
- Change Symbol Names
- Alternate Symbol Name Field & Alternate Symbol Names List
- Selection Marquee/Lasso




1. Search for a symbol ("who")

- a. Click on **Symbol Finder Tool** in the Boardmaker Toolbar
- b. Type in "who"
- c. Click on **Thumbnail View Tool** 
- d. Click on the desired picture
- e. Notice a button on your page is highlighted with a red border – this indicates the selected button
- f. Press ENTER, and the selected picture will automatically be placed in that button or CLICK the MOUSE into the desired button and the symbol will be placed in that button
- g. **NOTE: The red highlight automatically jumps to the next button.**

2. Search for a picture by category (let's look for places in the "Community")



- a. Click on the **Symbol Finder Tool** in the Boardmaker Toolbar
- b. Click on the **Select Categories** button in the Symbol Finder window 
- c. Click "Clear All Standard Categories"
- d. Click on the empty box to the left of the word "Community" (in the "Places" group) so that a check appears in the box
- e. Click **OK**


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- f. Now click on the **Thumbnail View** in the symbol finder to see all of the "Community" vocabulary
 - g. Use the **Show Next Match** and **Show Previous Match** white arrows in the symbol finder to the right of the **Thumbnail View** to see more symbols
 - h. After you are finished searching a specific category, click on the **Categories Button** again and select "Use All Standard Categories" to return to the default
 - i. Click **OK**
3. Insert a symbol with the text hidden, a language other than English, or two different languages
- a. Click on the **Symbol Finder Tool** in the Boardmaker Toolbar
 - b. Click on the **Settings Button** 
 - c. To the right of "Line 1 Language" is a white box that should say "English (US)." Click on the dropdown menu (the inverted triangle) to the right of this white box and look at the language options. Scroll up to see "Hidden" as an option.
 - d. Click on the word "Hidden" to highlight it. Now when you insert a picture into a button, no word will appear. If you had selected a different language (i.e. "Spanish") then that language would appear with the symbol.
 - e. To the right of "Line 2 Language" is a white box that should say "Hidden". If you select languages in both the "Line 1 Language" and "Line 2 Language" boxes, then two lines of language will accompany the symbols that you insert into your document.
 - f. Click **OK**
 - g. *Don't forget to go back and change to "English (US)" in the "Line 1 Language" box and "Hidden" in the "Line 2 Language" box when you are finished.*
4. Use black & white symbols
- a. Click on the **Symbol Finder Tool** in the Boardmaker Toolbar
 - b. Click on the **Settings Button** 
 - c. Select **Use Black & White Symbols**
 - d. Click **OK**
 - e. *Don't forget to go back and change to "Use Color Symbols" when you are finished.*
5. Change the font size of words that are inserted through the **Symbol Finder Tool**
- a. Click on the **Symbol Finder Tool** in the Boardmaker Toolbar
 - b. Click on the **Settings Button** 
 - c. To the right of "Line 1 Size" is a white box containing a font size. Click on the dropdown menu (the inverted triangle) to the right of this white box and look at the font size options. Click on the number "20" to highlight it.
 - d. Click **OK**



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Editing Text

1. Change the font size and type
 - a. Insert a symbol of "police officer" into a button
 - b. Click on the **Pointer Tool**  or **Text Tool**  in the Boardmaker Toolbar
 - c. Click on the word "police officer" and it becomes highlighted
 - d. Click on **Text** in the Menu Toolbar, choose the desired font
 - e. Click on **Text** in the Menu Toolbar again, click on "Font"
 - f. You can choose Font type, Font style, Size, Strikeout, Underline, and Color
 - g. Click **OK**

2. Change the text label
 - a. Search for "mother" and paste it in a button
 - b. Click on the **Text Tool** 
 - c. Click on the word "mother" (it becomes highlighted) and type in "Mom"

Editing a symbol

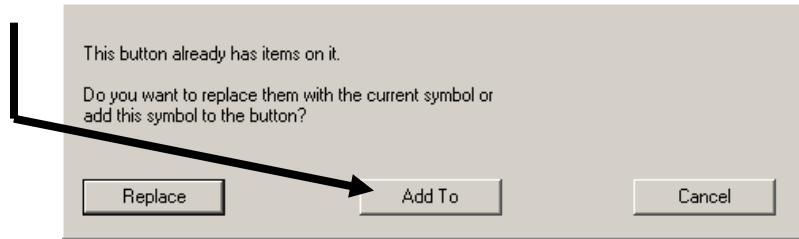
1. Resizing the symbols/pictures 
 - a. Click on the **Pointer Tool** 
 - b. Click on the symbol (orange dotted line appears around the symbol)
 - c. To resize the picture proportionately, place cursor on one of the corners of the orange dotted line
 - d. Click and hold the mouse button down
 - e. Move the cursor toward the center of the picture to make the picture smaller...or outward to make it larger
 - f. When the picture is the size you want, release the mouse button
 - g. Clicking on one of the sides of the pictures and repeating the above steps will change the dimensions – may distort the picture – can make it longer, taller, shorter, wider

2. Moving the symbols/pictures 
 - a. Click on the **Pointer Tool** 
 - b. Click on the symbol (orange dotted line appears around the symbol)
 - c. Click on the center of the symbol and hold the mouse button down while you move the cursor
 - d. When the picture is where you want, release the mouse button

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3. Pasting multiple pictures in the button

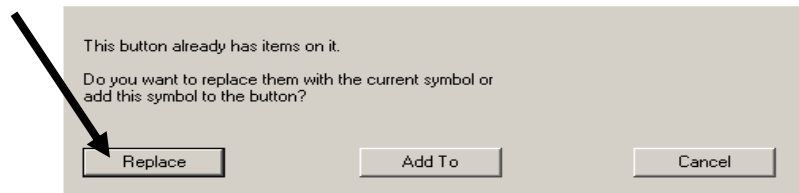
- Click on the **Symbol Finder Tool**
- Find a picture for the word “my”
- Click on a button to insert the picture of “my” in the button
- Find a picture for the word “dog”
- Click on the button containing the picture of “my”
- Select **Add To**



- Resize each picture so that they both fit in the button

4. Replacing a picture in a button

- Click on the **Symbol Finder Tool**
- Find a picture for the word “rabbit”
- Click on a button to insert the picture of “rabbit” in the button
- Find a picture for the word “cat”
- Click on the button containing the picture of “rabbit”
- Click **Replace**




5. Deleting an item in a button

- Click on the **Pointer Tool**
- Click on the word or symbol in the button that you want to delete
- On the Menu Toolbar, click **Edit** then select **Delete** (or press **Delete** on your keyboard)
- When the program asks if you are sure that you want to delete the item, select **Yes**




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6. Clearing all contents of a button or buttons

- a. Click on the **Pointer Tool** 
- b. Click on the button you want to clear (to select multiple buttons at once, click on the first button and hold the mouse button down while you move over all of the buttons– when you release the mouse button, all of those buttons should be highlighted with the orange border)
- c. In the menu bar, click **Edit** then select **Clear**

7. Deleting Buttons

- a. Click on the **Pointer Tool** 
- b. Click on the button you want to delete (to select multiple buttons at once, click on the first button and hold the mouse button down while you move over all of the buttons– when you release the mouse button, all of those buttons should be highlighted with the orange border)
- c. On the keyboard, press **Delete**

Create a custom grid using the skills you have learned in this training.

Below is one example of a grid that can be used for an adapted writing activity. Students can use the word banks in this grid to write sentences to describe photographs.

who		what doing		where	
					
					
					
					

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Color-Coding System for Communication Displays (Goossens, Crain, & Elder, 1992):

Grammatical Category	Description	Examples	Color
NOUNS	place or thing	school, car, pizza	YELLOW
VERBS	action words	open, go, swim	PINK
DESCRIPTORS	adjectives and adverbs	pretty, silly, fast	BLUE
PREPOSITIONS	position words	in, under, through	GREEN
MISCELLANEOUS	wh-words, pronouns, exclamations, negations	Who, what, how, uh oh, wow, no, don't, I, you, they	ORANGE