

Transcription of Boardmaker Training Craig Boogaard

Welcome to the Boardmaker training. As you may know, this workshop is being hosted by the Utah Assistive Technology Program at Utah State University. My name is Craig Boogaard and I work at the Computer Center for Citizens with Disabilities in Salt Lake City. We are part of a statewide agency providing services to individuals on all kinds of technology issues and today what we're doing is participating in this web-based training activity so that we can help people around the state learn more about how Boardmaker software can be helpful for students or adults with disabilities and maybe for some curriculum ideas as well. One of the things I've noticed from a previous experience in doing a web-based workshop is that it's a little less personal than formal workshops where all the participants are together in one room, but it makes it really convenient for those who don't have to travel and take the time to do that. So interaction is a little bit different than in a face-to-face classroom setting and I thought this would be a good time for Heather to explain how you can ask questions and interact during the workshop.

Thank you Craig. This is Heather Young and I know most of you have heard from me via email frequently, but today, in order to ask questions as Craig is presenting, all you need to do is type your question in the chat box in the lower left hand corner of the information that you see on your screen on Breeze. You'll also be able to download the Boardmaker handout, which is in the file share box in the lower right hand corner, as well as the evaluation sheet that we'll ask you to fill out when the training is complete. If you have any other questions for me or any technical questions, please feel free to also type those in the chat box. Thank you.

Okay well let's go ahead and get started then. First of all, what is Boardmaker? Many of you probably have used it and interacted with the software a little bit, but it's basically a software program with over 4,500 symbols. It is regularly used by special education teachers, speech language pathologists and others who are trying to support some of the communication needs of children or adults with disabilities. The objective of the training today will be to introduce you to Boardmaker, help you to become familiar with the basic tools that are used for creating communication books, overlays for voice output communication devices, picture schedules, calendars, or other types of educational and communication tools. Really the applications of Boardmaker are unlimited. The only limitation would be your creativity. The more creative you are, the more ways you'll think of to use Boardmaker in either a classroom setting or in creating communication tools. The two pages that are listed as handouts, one of them is the program window at a glance and that's basically what you are seeing on your screen right now. The second handout refers to the symbol finder and hopefully you'll be able to follow the mouse movement. I'll try to move a little bit slower so that you can see what's going on. As I click on this funny little guy, or as I hold my pointer on that tool, it indicates that that is the symbol finder tool and the other handout will help you learn about ways that the symbol finder can be useful as you work with Boardmaker. So that's just a brief explanation of the two handouts. I wanted to make you aware also that assistance and technical

support is available through the Mayer-Johnson company. That is the company that sells Boardmaker software. I'm going to give you their toll free phone number, because they have a terrific technical support service at the company. I have always been impressed whenever I've had a question on Boardmaker and what I could do; they've been able to answer that question. That toll free number is 1-800-588-4548. I'll read that one more time, 800-588-4548. Also, their website has a lot of helps, the website is www.mayer-johnson.com. That's www.mayer-johnson.com. Not only the two handouts that we have posted today, but the entire manual from the Mayer-Johnson Boardmaker software is at the website. Anything you need to look up, the website will have that information for you. I thought I'd mention too that Boardmaker is part of a family of software that has been created by Mayer-Johnson. They have regular Boardmaker software and today we're using Boardmaker 6.0, which is their newest version. They also have Boardmaker Plus, which in addition to creating print materials allows you to turn your computer into a talking Boardmaker activity pad basically, so you could have Boardmaker pictures with speech and some activities. Boardmaker Plus adds that additional component and then the top of the line product is Boardmaker with Speaking Dynamically Pro, which provides additional features including text to speech, where you can type things in and have it talk, the ability to turn your computer or laptop into a very powerful augmentative communication device and so additional training will be provided on some of the other Boardmaker products. I know my colleague, Scott Baggaley, is planning to do a workshop on April 22 and Heather can give you additional details on that. I'm not sure if those are posted or announced through UATP, but they are on the UAAACT website, which is www.uaaact.org. There is a calendar of different training activities, including the distance learning trainings that Scott will provide later on. Okay, let's go ahead and jump in and give you a feel for some of the tools and how we can use Boardmaker and create some educational or communication-related activities. I'm referring to the program Window at a Glance handout and I'm just going to quickly go over all the buttons and the tools at the top. Those are the different things we can use to modify and change the appearance of our documents in Boardmaker. We've already talked a little bit about the symbol finder. The next one is the pointer tool, the button tool which I'm going to use first in just a minute and then there is a free form button tool so you can actually draw your own buttons if you don't like the rectangular shapes that are available by using the regular button tool. The button sprayer tool, which allows you to quickly duplicate some of the buttons that you've created, the line tool for drawing straight lines, and the text tool allows you to add text to your buttons or background and the Symbolate button tool. This is new in Boardmaker 6.0 and was not available in previous editions, but it allows you to add both text and pictures simultaneously. I'll give you a feel for how that works. The color tool allows you to change the color of your background, button border, and the interior of your buttons. There is a thickness tool to change the appearance, corner tool so you can round off some of your buttons, shadow tool to give more special effects to those buttons and a zoom in and zoom out tool so that you can increase the size if you need to look a little bit closer at what you're working on. I'm going to start first by showing you one or two ways to use this button tool. I'm going to select that tool and now that it's selected, I can come down into my open space in my document. When I do that, I get a cross hair cursor and it shows me exactly where I'm at. You'll notice that there are rulers at the top and at the side. The rulers give me a feel for how large my

buttons are going to be. When I use my button tool and click and drag down into the right, it allows me to create a button and I can move around and adjust the size of that button, as long as I'm holding down on my left mouse button. Now that I've got the button created, if I click inside, I can drag or move that button anywhere I want it on my page. If I move it right up to the top left corner, I can see exactly how big the button is. This is really useful if you're making print material and you need to have them fit a certain size or a certain communication device. If I want to adjust now the size of my button, I simply drag over to the left to reduce the size. Maybe I want to make a two inch square button, so I'm going to just use my rulers there to give me a little bit of a visual and now I can see that I have a button that is exactly two inches square. Now I can make additional buttons that are the same size. Right now I can tell that this button is selected, because it's got dotted lines all around the edges. If I were to click outside of the button, my button has now been what I call de-selected. I'm not sure that's the best English term for what I've just done, but it's not selected. If I click on it, it's reselected. Since it is selected, I can do an edit copy and edit paste and what I've just done is created another button exactly the same size. So that's one way that I can duplicate a button. Another way I can do that is go to my button sprayer tool and I select that tool now and if I come down and click inside my first button and drag down and to the right, now I can make a whole page of buttons that same size. I can see that I've got the other one that I duplicated earlier and I'm just going to delete that button. You can see that one button is selected and I go to my edit menu and clear or cut that selected button. Okay so there are a couple of ways to make buttons. We've talked now about how the button tool and the button sprayer tool can be used to create the buttons. This might be a good time to check and see if any questions have come up at this point. Okay, if there are no questions, we'll move on and do a little bit more with some of these buttons. One of the little strategies I have learned about as I have worked with Boardmaker is that you can select several buttons at a time and make changes or maybe even remove or change around certain buttons. Let's say for example that I want to select the buttons that are on the bottom row of my page. The first button is easy. I click on it and it is selected, but if I click on the next one, then my first button has been de-selected. So what I do is hold down the shift key on my keyboard and I do what is called shift click. So a shift click is again where I hold down the shift key on the keyboard, click on the button, then I can select multiple buttons at a time and with multiple buttons selected, I can move those buttons, or if I wanted to I could go up and cut those buttons all at the same time. So shift click can be a very helpful method of selecting a group of buttons that you want to change. Another method of doing a similar thing is to do an edit select all and that selects all of the buttons on the page again so that you can move those around, center them on the page if you desire to do so, or again if you wanted to, you could go up and cut those buttons out. At this point, it's asking me if I want to delete the selected eight buttons and I'm going to say no this time. I click anywhere outside of the buttons and again they are de-selected. I can select one button and move that button or reposition it. Select all and reposition those. Sometimes as we are working with boards, there is a reason why we want to make one button look very different from the others. Maybe we want to have a button that we want to emphasize in some way, either because an individual is going to use it to request help, they're going to ask you to stop, or for some other reason you want that button to appear different. So let's look at some of the ways

we could change the appearance of that button. Obviously one way is to just change the size. You can see there are a couple of ways to change the size. One is to select on a single side and drag it left or right, but another way is to click in the corner and then you're changing two sides of the buttons at the same time, so those are the two ways to resize a button. I have this button selected and I'm going to go up to my color tool. With the color tool, I now have an option at the top to change the border of my button or the inside of my button and let's say maybe that we want the inside of our button to be yellow and we want the border of our button to be red. We now have a button that looks very different from the other buttons that were created with the red border and a yellow interior. That red border is not very noticeable, so I'm going to select this button and I'm going to change my border by going to the thickness tool. So here's another way to change the appearance. I'm going to make a nice bold border, so now I can really see that red border. I may want to further adjust the view or the appearance of my button by adding a rounded corner. That rounded corner didn't round very much, so I'm going to select one that's a little more round. Now we've got a nice rounded corner and we can actually create the totally round button if we desire to do so. We have to have that button selected to make it round, so now we have significantly changed that appearance. Any button that you want to change, you have to select and again by way of review, we can change the color of the button interior by selecting the button portion and going to the color that we want inside our button. Similarly we can change the border button by selecting the border tool, clicking on the color that we want and we now have a new border and interior color. Further changing that button we can go to the thickness tool and choose a thicker border, we can round the corners of our button with the corner tool and then the other thing we can do is to use the text tool and add text to our button. So if we wanted someone to learn their colors, we could type in the name of the color and provide a little bit more information, so we did that with the text tool. Oftentimes, we'll want the text to be a different size than the original type size. If that were the case, we can use our text tool to select the text, use our text menu, change the font size so that we then have larger text. With our pointer tool, we can select the text and center it, or place it at the top, but we can move the text around just as easily as we previously were moving our buttons around. The pointer tool is what allows us to make those selections, select single items, or again we can select multiple items by choosing shift click and that pointer tool allows us to move things around. There are a lot of ways to change the appearance of the items. We've talked a little bit now about the pointer tool, the button tool, and the sprayer tool. Let me just review that sprayer tool. I think the sprayer tool is terrific. What I'm going to do with the sprayer tool is duplicate this green button. Even though I've got several characteristics identified on this button, when I use the sprayer tool, it will still duplicate that button with all of the characteristics, so the sprayer tool can be used after you've created your buttons or just as you are beginning to create your buttons. Again this might be a good time for any questions that might have come up, any questions on the text tool and how to select different text sizes, or the color tools and some of the things that you can do with the color. While you're thinking of questions, I might just add there is one other color element that we can change and that is the background. The reason the background came up this time was because I didn't have a button selected. Since there were no buttons selected, Boardmaker knew that I wanted to change my background color. So I'm going to just make a nice little change in my

background and again that has made a significant change to my document. I might mention here that because many of the Boardmaker items that you create will be printed, you want to be conscious of the cost of printing all of these colored documents. For that reason, I often leave my border white. Again, nothing is selected, I'll go back up to my color tool, select white and my background is back to what it was. Those who use ink jet printers will realize that as you start printing multiple color pages, it becomes a little bit expensive. However, sometimes the color is exactly what the user needs, so I'm not saying you shouldn't use it, I'm just saying to consider the cost aspect. Okay, that's given us a pretty good feel for most of the tools. I'm going to just make myself some space here by doing some shift click and getting rid of some buttons. I'll click that one and then I hold the shift down to select some of these other buttons and I'm going to do an edit cut and we'll remove those six buttons and then we've got a little more room here to show you how the free form button tool would work. I'm not a terrific artist, but you can readily see how someone could create a button, even if we were to use the same border color and text as we've done on these other green buttons. We're going to have a button that looks significantly different, so we'll just go in and make our button green – whoops that's a different shade of green and our border blue and thickness tool similar and we'll add the same text green, change the text size to match the others and even though we have similar features as far as the colors, it is still a very unique button because we used that free form button tool and so that's when you use the free form button tool is when you want to create a very unique visual effect. The other time I have used the free form button tool is when I put something in the background, created a background picture and then wanted to make kind of a puzzle out of that picture. I'll just give you a quick idea of how we might do something like that. If I do an edit select all, edit cut and remove all the buttons on my page, then I can go to my symbol finder and maybe I want to put in a picture of let's say a square and we'll just add that square to our background, and close the symbol finder. We're going to delete the text and now we can use our free form button tool to kind of break up this square into some different parts. We can kind of create a little puzzle as a result of using that free form button tool. Just follow along this line and get a new shape. So you can see a little bit how someone might create a bit of a puzzle with the free form button tool. Alright, I think that has just about gotten us through most of the tools. One of the things you may be noticing now is that I have some new tools on my menu bar and those new tools have come up because what I've been doing is actually changing the appearance of one of my pictures, so as soon as Boardmaker recognized that I wanted to change the picture or symbol, it gave me the drawing tools. If I click outside of the picture then it takes me back to my traditional Boardmaker tools and gets me out of the drawing tools. Alright, we haven't really talked about the shadow tool. Let's give you one quick example there. I'm going to just select everything and delete it, delete that button and let's just get another clean button here with a nice wide border and then we'll go to our shadow button tool. You can't see it real well with the fact that I've got that dark black border, so I'm going to change my button border to a different color. You can see a little bit more the effects there. Let's try a different color and see if it shows up even better. I want to change the background, I want to change the button. That shows the shading a little bit better than the other colors. That's what we can do with that one. The zoom tool, if we select a specific item, zoom in and zoom out increases the size. Since that is full size right now, it won't let me zoom in, so I can do a

zoom out. There we go. When we click on it, it zooms out and gets smaller and smaller, so that's how the little zoom tools work. Alright, I believe that has pretty well covered the basic tools that are in the program window. Does anybody have any questions about the application of the tools in the program window? What I plan to do next is go into the symbol finder tools to a little bit more detail. I guess we haven't really talked about the Symbolate tool. Maybe now is a good time to do that and after we do the Symbolate tool then we'll go into the symbol finder. I will delete the current button and we're going to now use the Symbolate tool and the first thing I want to do is just draw in that button. Any who have used Writing with Symbols 2000 will have a little bit of a feel for what's going on here. What I am going to do is just start typing. I think before I start typing I'm going to choose a larger font so it is easier to see. I selected a 24 point font and then the text will be a little bit easier to see. We'll go now into this Symbolate button. You see what is happening as I type along, we're getting one of the symbols out of the symbol finder to go along with each word that is being typed. I am doing a hard return at the end of each line so that it will go down. Okay, so now we have a little bit of a feel for what happens in Symbolate. This tool I think can be especially helpful when we're working on literacy activities with early readers so that we can give them a visual cue for the words that we're working on. One of the nice features in Symbolate is that you can select a word and then using the F1 or F2 keys, you can scroll through the words or symbols, excuse me, scroll through the symbols associated with that word. Earlier I added a picture into the symbol finder tool that I named "I" and by pressing the F1 key, I can go through the different "I" pictures. Can all of you see that we're getting a different picture every time I push the F1 key. Now the symbol for "I" here is actually my little grandson and that's an example of importing a digital photograph. So what I'm going to do now is I'm going to go to each "I" and change it so that the picture associated with the word "I" is my grandson and so now we've done that. On Easter eggs, I think we can change the Symbolate picture for Easter to an Easter egg and now I go to eggs and I'm just going to associate the word eggs with no picture at all, so I leave that one blank, so maybe I feel that represents more accurately the story that I've created. For big, let's look at the alternatives. As we press the F1 or F2 key, we're looking at the symbols that are in Boardmaker that are associated with the word big. Now we have a new symbol for big and I think that looks better, so I'm going to keep that there, so here we have a nice little story. We could print this out if we had a color printer. It would look exactly as you see it on the screen. We just go to print, select our printer, in this case my printer is not a color printer and I'm going to cancel here, but I actually did print this out earlier so I have a little sample of this. So that's what the Symbolate tool allows you to do. It's basically a very specialized button within Boardmaker that associates the symbols or pictures within the Boardmaker library with the words so you could write a story or letter or little news article or whatever might be appropriate and have the students practice reading it with the pictures to associate with the words. Okay, I think that's a pretty good introduction to the basic tools in the program window, so again I'll pause for just a second here and see if there might be any questions here that might have come up or any suggestions. I know there are some of you who are participating in the on-line training today who have some experience with Boardmaker, so some of you might want to share some information or ideas as well, so in addition to typing questions, you might also share your success and experience. Okay, I'll go ahead now and delete this button, I think we're all through with it. So that has quickly cleared

everything out. Now we want to spend some time looking at the symbol finder, but in order to do that, I'd like to create some buttons on this blank page. I'm not going to worry too much about the exact size, so I use my button tool to create a button and use my button spray tool to get several more buttons and now I'm going to go over to my symbol finder. With my symbol finder selected and turned on, this is the real power in Boardmaker. This symbol finder is a terrific resource for helping you create pictures and symbols and communication tools. Let's say for example that what I want to do is quickly create a page of snack foods. So maybe I want potato chips. I typed in "pot" and it is already bringing up pictures of potatoes. I could continue, but I want to show you something here in this display thumbnail view. With the word "pot" typed in, Boardmaker is finding every symbol that has "pot" as part of the text in the symbol name. When I click on that little thumbnail view, I now have a view of all of the different symbols with potato and I'm actually not seeing any that would include a potato chip, so I'm a little bit surprised here. Let's try typing chip. Okay, here we've got chocolate chips, ah just chips instead of potato chips and that will work fine for our little snack page. Maybe I also want to come up with a picture for cracker, because we might want to have cracker. I just barely start typing and it pulls up cracker. Let's see what other thumbnails might come up with cracker. This might be the one that I want, so I can put that in. Now once we have a symbol that we are interested in in the symbol finder, we have two ways of moving that picture over to our buttons. One of the ways is to simply click on the button where we want the symbol to go. That's what I have done in this case. I wanted it over on the right side in the center and so I click on that button and the cracker picture went right there. The other way to add symbols to our buttons is to press the enter key. Cranberry sauce is currently in my symbol finder – that's not necessarily one of the snack items I had in mind, but I'm just going to press the enter key so you'll see the cranberry sauce symbol and text will be transferred to the button with the red highlight around it. I do that by just pressing the enter key on my keyboard. So that's the second way to add symbols to buttons is to press the enter key. So just by way of review, if we press the enter key, the symbol goes into the highlighted button. If we click on a selected button then the symbol and the text associated with that symbol go into that button, so that's how we decide where to put them. Okay, I'm going to just leave the symbols in there that I have, but I'm going to continue to work on my snack page by doing something a little different. This time I'm going to go up to my categories button. The select categories button is here on my symbol finder. When I click on that, it opens all of the categories that are part of the Boardmaker symbol finder tool and in this case I'm going to clear the standard categories, because in the foods area, there is a snacks category. With that selected now, I know that only snacks are going to appear in my symbol finder tool and that will allow me to very quickly create a snacks page with those items that I want, so I'm going to say okay and I'm going to go up to this button and add my animal crackers and I've got another set of crackers here and I'm going to get rid of the text and now I can see that picture one of fifty pictures in the snacks category are available. I can look at the thumbnail view of all of these snacks so I can quickly see pretzels, I want those and I'll place those where I previously had the cranberry sauce. It's asking me do I want to replace it and in this case I'm going to say yes, I want to replace it. Raisins, I want raisins and I want them right on that highlighted square, so I'm just going to press the enter key this time. Rice cake, no I don't want that one so I'm going to skip that one. Snack foods,

no. Yogurt, I like yogurt and I'm going to put that on there. Candy, maybe I don't want candy, maybe I'm looking for healthy snacks this time. I don't know why we'd want to do anything healthy, but maybe we want to be healthy today, so we're going to scroll through and look for something healthy. Fruit roll, maybe that's healthy, so I'll put that one in. I still have scrambled egg and cranberry sauce and I don't want either of those, so I'm going to continue to scroll through my pictures, or I might just again go to my thumbnail view and scroll through those. That looks like milk and crackers and that looks like a fairly healthy snack, so I'm going to replace my cranberry sauce with that one and maybe yogurt would be good if we had frozen yogurt. I wonder if frozen yogurt is there – yes, there's frozen yogurt and we'll use that in place of our scrambled eggs, so now I've got my snacks page and it's already to go. I feel like that will meet my needs so I can close my symbol finder tool, go up to my file menu and then go ahead and print out that page. Now we've got a little bit of a feel for what we can do and some of the power in this symbol finder. It really is a terrific tool. Just to give you another example of what we might do with our symbol finder, if we changed our categories, we could take out the snacks and maybe we want to create a page with feelings. We could do that very very quickly. We say okay and clear that little text that's there and now all of the feelings that we might possibly want are displayed in our thumbnail view and it's showing me that there's 101 different symbols related to feelings. If I click on my right arrow here it takes me through some of the other thumbnails. I'm guessing this one would be love and maybe I want to put that one in. So just as quickly, or even more quickly than we made our snacks page, I could quickly make a feelings page. So we'll select love and stick that in there and replace what's there. Then we'll scroll back through some of these other pictures. Maybe we want love and hate side by side. We'll replace our crackers, look for another feeling, feeling great, things are going good. I'm going to put that one in here with the pretzel button. In looking through, I was a little worried before we started this workshop and I'm feeling okay now, because things seem to be working, so I'm going to put that one in there and again we just quickly go through our view. I'm comfortable, tired – tired would be one that I might use. Okay, the other way I can do it is just type in the word. For happy we've got happy or unhappy. I want happy and I'm going to put that one in there and again I might scroll through some of these others, happy, unhappy, maybe I like that one for unhappy, so I replace that one. One of the symbols I really like is the one for frustrated. I think that's a great symbol, so I'm going to stick that one in here. Let's just find one more here and clear that text out. Jealous would work, so again very quickly, using our Boardmaker symbol finder and selecting the category that we want, in this case feelings category we were very quickly able to create a feelings page and now I'm going to go back and use all standard categories. Let me just show you one area where I have noticed that some people have experienced some frustration. Let's clear these. Because we have only the feelings symbol selected in the finder right now, if I wanted to find frozen yogurt, I can't find it – it doesn't come up. So if you ever have the experience of knowing that symbol is in there and the symbol doesn't allow you to bring it up, it's very likely because you cleared the standard categories and if you just go back and say use all standard categories, okay frozen yogurt will come back up. Those are some of the basics of that symbol finder tool. In our session description, one of the things that I explained was that we would show people how to import digital photographs, so I want to take just a few minutes and do that. Before doing so, let me just invite any

questions, anyone with a question, a suggestion or a quick tip that they would like to make. I'm going to close my symbol finder. What I want to do with respect to the digital photographs is show you two ways you can import and use digital photographs. First of all, I'm going to clear off my page here, just select all, edit and clear off the page. I'm going to just make one button here. I'll make it pretty big so it is easy to see. There are two ways that we could import a digital photograph into this button. The quickest and easiest way is to simply right click on the button and go to import picture. What that has done now is quickly taken me to the pictures that I have stored on my hard drive. I have a favorite here that I'm going to pull up. This is one that a friend of mine sent me and I thought it was a fun picture. That's a real quick way to import a picture. Because that picture doesn't have a heading or a name to it I could use my text tool and create my little heading here, increase the size, move it to where I want and we could move the text down to the bottom in this case if we wanted to. So that's one of the ways to import a digital photograph. The other way that we can import a digital photograph – I'll go ahead and clear both the text and the picture is we can select the button and go to our file menu and choose import and go over and select picture. It basically does the same thing. Now if you have a picture on a memory stick or a thumb drive or whatever, you simply look on your computer for wherever it is you store your pictures. In my case, I know that all of my pictures are right there. Let's see, let's find another picture here. Here are a couple of my grandsons, so I'm going to grab Drew and Derek at the playground and open that and we've quickly put my grandsons into the button. The picture is still selected, so one of the things I can do is move that picture around within my button and I can enlarge it just a little bit if I need to do that, or I can reduce it a little bit if I want to do that. Sometimes as we're working with students on communication pages, we want to emphasize the text, because we're trying to encourage them to develop their reading skills, so we may want to emphasize the text and have our picture be a little bit smaller. That would be one way we can do that, so whenever you're trying to emphasize text, you can increase your text size. That might be a little bit more than will fit on the button, so we'll go back. Alright, that's one way to import a digital photograph. I might mention that Boardmaker 6.0 made importing digital photographs tremendously easier. The previous versions of Boardmaker, it was not quite so simple. It could be done, but it wasn't nearly that easy. Sometimes what we want to do is add a picture to the symbol finder. If we were only going to use the picture once, then we might want to import the picture just to the button as you've seen me do here. If we want to add the symbol to our symbol finder, if we want to add the digital photograph I should say to our symbol finder then we need to have our symbol finder tool open and then we go to file and import picture. Now this time, the picture as I select it will be imported and here's Brayden. Brayden is Drew and Derek's little brother and I want to import that one. Actually I've already imported that one. Let's go get – I'll introduce you to my family today. Let's go get my grandson Gabe. He's fairly new in that picture. What it's doing is it's telling me here that it wants me to add a name for this digital photograph. I'm just going to type Gabe and assign it to a category. It will not allow me to add the photograph to my symbol finder until I assign it to a category. In this case, I'm going to put it in the People Family category and I say okay. Now where I've got Drew and Derek here it is only in one picture. I'm going to close this and actually I'm going to close the page that I'm in right now and create a new board. In this case I don't have a button created, but I just want to put Gabe in the background. So now I've

got Gabe in the background and I can work with that and increase the size just a little bit. We now have Gabe in the background. The nice thing is that picture will always be available to me now, because it's in the symbol finder. Whenever I want a picture of Gabe, I can just go into my symbol finder and find it. Now one of the ways I've seen this particular skill used in the classroom is that the teacher may want to take a picture of every student in their class and then import that picture into the Boardmaker symbol finder. Once it's there, they can then make a little collection of class pictures. I'll just show you quickly how that might be done. Again, we might use our button tool to create a button. Let's say we've got eight students in our class. We can create eight different buttons and then the teacher would be able to very quickly go in and find the students. In this case we've got Gabe, Brayden and I don't have any other photographs in my symbol finder right now, but I could change. Anyway, you get the idea of how the teacher could quickly create a page, print it out with their color printer, the students could all have the names and pictures of students in their classroom and be able to take that home or learn their names, or maybe make a Valentine's list or whatever a teacher might want to do. There are a lot of creative ideas there. One of the things I want to do before we conclude, I think that gives you hopefully a feel for how to use digital photographs. Again, this might be a good time to ask some questions. I'm just going to ramble a little bit while any questions might come in, but I also want to show you one other thing and that is just some samples of boards that I've created, a schedule here, so here we've got a schedule. Maybe we have a young person who needs some visual reminders of what to do each day as he prepares for his trip to school. So as he gets up in the morning he sees the first thing I need to do is get dressed, I need to make my bed, time for breakfast, get my jacket before I get on the school bus. There's an example of how you might use Boardmaker for a little schedule. Let's open another one here and go to our April calendar. It's actually the September calendar, I've reworked this just a little bit and with our September calendar, this is actually a template that is in the Boardmaker file. What I did was open a template and customized it by making it into a September calendar. I added a picture – a symbol for school and colored leaves, because in September, the leaves might begin to change and school is really going full speed, we've got Labor Day, so I added a symbol here, we might have Drew's birthday on the 11th and Derek's on the 23rd, so we can add in those pictures. To create that calendar, what I did was open the template and the templates can be real time savers. I went to the Boardmaker calendars and went through the Sunday through Saturday calendar and I picked the one where Monday was the first day of the month and I said open. I maximize that and so that's what I started with. I went in and changed the text here so it said September 2008 and used my symbol finder to get a picture of school and I can't remember which one I selected, it might have been that one and I paste it in there and I got my colored leaves and I put it in their and Labor Day I found a picture of a man working, looked at the thumbnail view and I found the one that looked most like work, I thought it was that one and I put him on Labor Day and then I just used my text tool to change that so it said Labor Day and similarly I added the pictures for the birthdays by just right clicking on the button. I need to get my pointer tool to do that and then import a picture. Then I went in and found my picture, so that's how I did that. My documents, my pictures and that's where I found a picture of Drew. So again, that's how we can use the calendar. Let's get one more example here, open another saved board – brushing teeth – that's a good

example and maximize that. Let's say we've got a student who is non-verbal and they need to brush their teeth every evening. We don't want to have an electronic device right there by the water – water from the sink or water for the toilet – we don't want a device dropped in the toilet, so we want a communication page. Maybe we'll laminate it to protect it from water and not have to worry about anything, but then the student could still tell you that they need their toothbrush and toothpaste and they need to take the cap off and all of those kinds of things. So we can create a communication page specific to an activity and just keep that page right in the bathroom where it would meet the individual's needs. Okay, the last thing I want to do is show you how with Boardmaker we can work with multiple boards. With multiple boards, we can look at the boards in a tile format. So as I have been opening these boards, I now have four boards open and I can quickly take a look at those four boards by going to the view and selecting the tile view. We can also go back and select the cascade view so we see the different views one at a time. We go to my calendar, pull that forward and maximize it so I could work a little bit more on the calendar, go back to my views again, select the tile view and I've got the four different boards that are open. That gives you a little bit of a quick look at all of the boards that are open and ways to view those, either in the cascade view or tile vertical. There's the cascade and now vertical. So I think that pretty well covers the items that I wanted to share. Again, I would encourage you, if you're going to spend some time with Boardmaker, I would encourage you to view the templates. Virtually any communication device that has a printed overlay will have a template in the Boardmaker templates, so if I want to make an overlay for a 32 message communicator, I can select that template, get the symbols that I want to have and plug them in there. Once I've got all of my symbols where I need them then I can print out the page and it will fit perfectly in my communication device. The templates can be a wonderful time saver as you need to make overlays for your augmentative communication devices or speech generating devices. Alright, we've had very few questions, I can't think of any in fact. If there are questions, this would be a good time to ask those. Let's wrap up. What my goals were today were to introduce you to the tools in the program window and we've gone through the basic tools that you see here at the top of your screen. I wanted you to be aware of what you can do with the symbol finder, including the thumbnail view using the categories. There are additional features and things you can do with the symbol finder, but we've talked about how to import digital photographs and work with photographs by adding them into buttons or onto the background. Symbolate again we had some fun with Symbolate and I think that's a terrific tool. You may want to create educational activities so individuals could practice their reading. I think Symbolate is a real nice new feature in Boardmaker 6.0. So unless there are any questions, at this point I will turn things over to Heather and see if she has any final instructions for us. I know she'll have a word with respect to the evaluation.

Thank you Craig, that was a great training and I do have a request about the evaluation. Will you please fill out an evaluation that was either emailed to you this morning, or it's also in the file share box in the lower right hand corner of your screen and return that to me. If anyone has any questions for Craig, those who are outside the Salt Lake City area can use the toll free number 888-866-5550 and those in the Salt Lake City area can call direct 887-9533.