

# An Introduction to Boardmaker 6 - creating your own boards

## Quick Guide

Created Jan 08  
Updated SO'N

This handout is designed to take you through making your own board using Boardmaker Version 6.

1. Open Boardmaker. Go to the Start Menu, select All Programs, choose Mayer Johnson and select Boardmaker.

2. A window will open which gives you three options.

Select "Open a New Board".



3. Select the "button tool" from the tool palette at the top of the screen.

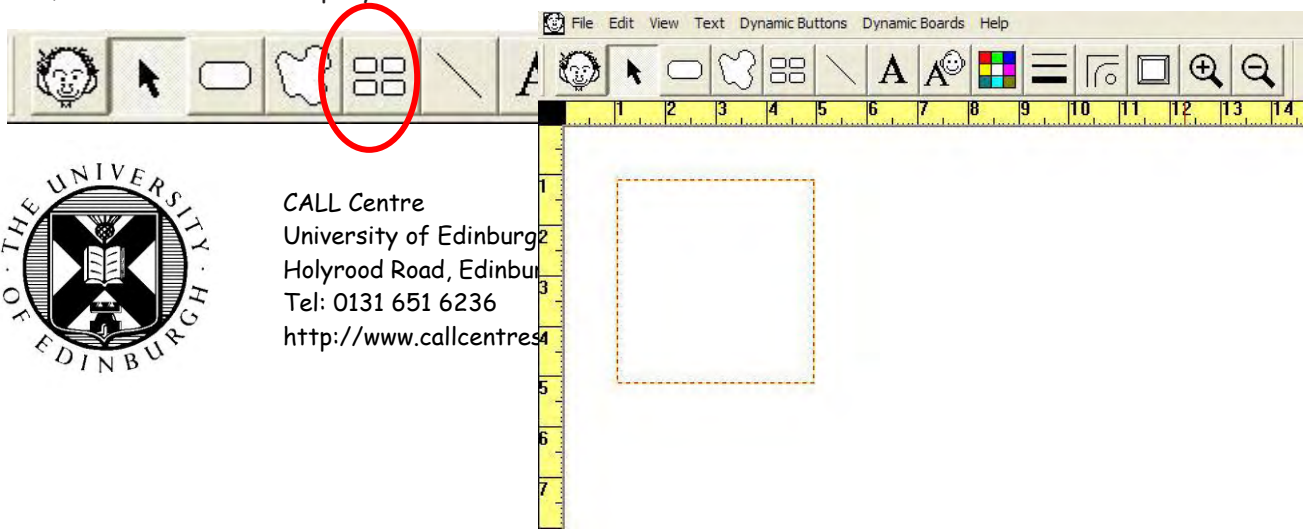


4. Move the "cursor" onto the blank work-space. Click and drag diagonally to create a button. Make the button about 4cm square.

NB: Do not release the mouse button until you have finished drawing the new button.

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

5. Now, select the "Button Sprayer Tool".

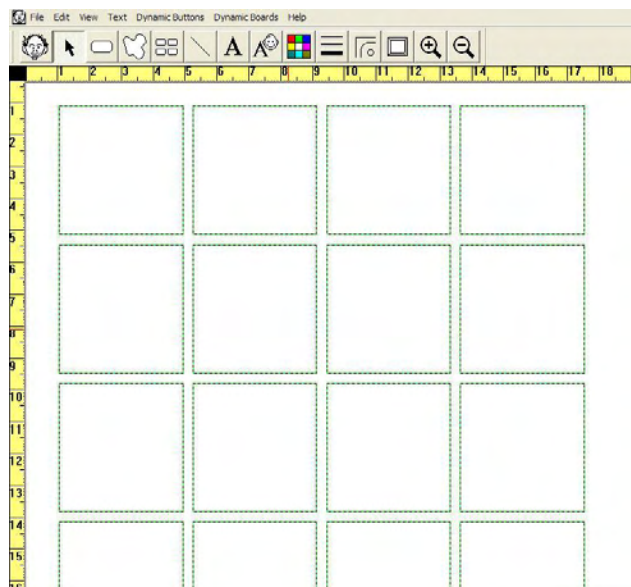


CALL Centre  
University of Edinburgh  
Holyrood Road, Edinburgh  
Tel: 0131 651 6236  
<http://www.callcentres4>

Move the Button Sprayer Tool into the centre of the button you made.

Click and hold and drag diagonally to the right. This will spray a grid of buttons.

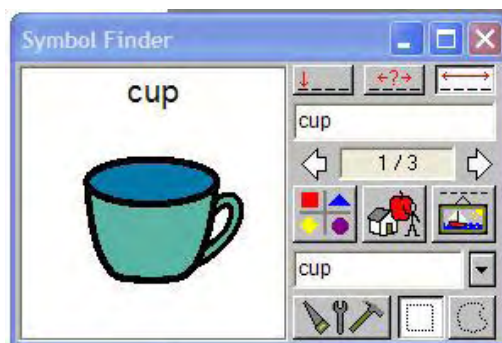
Spray 4 buttons across and down.



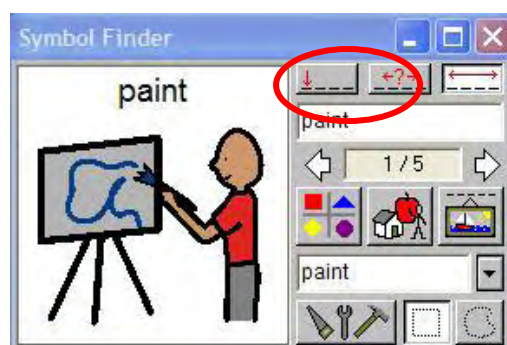
6. Click on the "Symbol Finder Button" (The wee man)



7. The Symbol finder window will have opened as soon as you clicked on the Symbol Finder button.



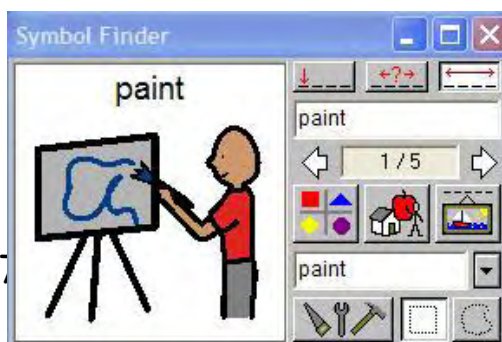
8. Type the word "paint" into the symbol search window.



9. Click on the "thumbnail" view button

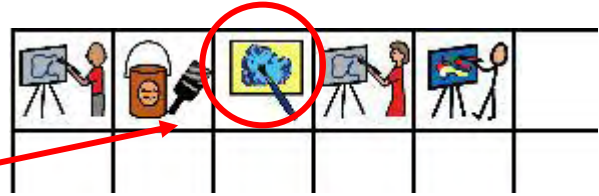


view button



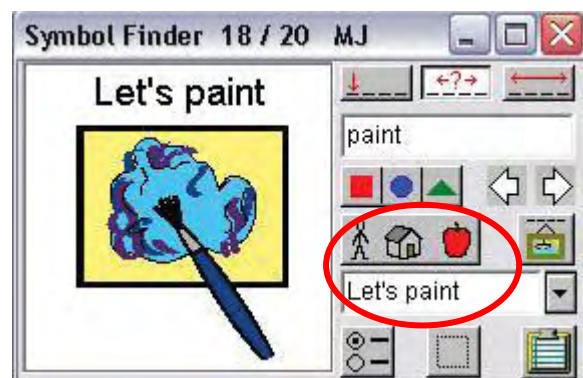


10. As soon as you click on the thumbnail view button a list of symbols which match the word paint will appear.



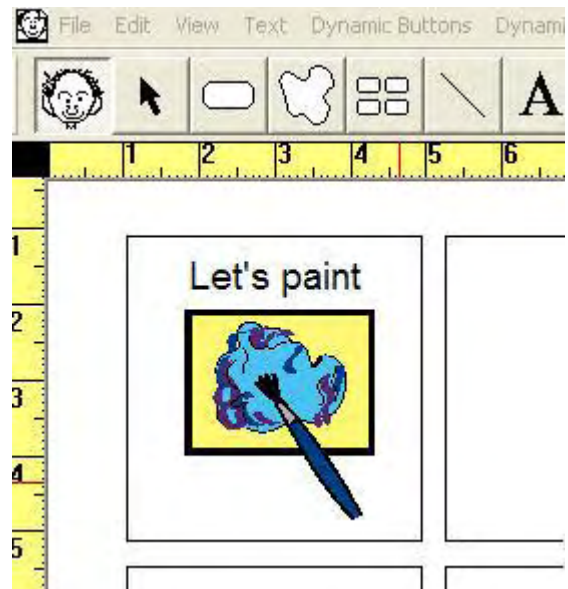
11. Click on the symbol shown to represent the phrase "Let's Paint".

12. Type the words "Let's paint" in the alternative symbol name field.

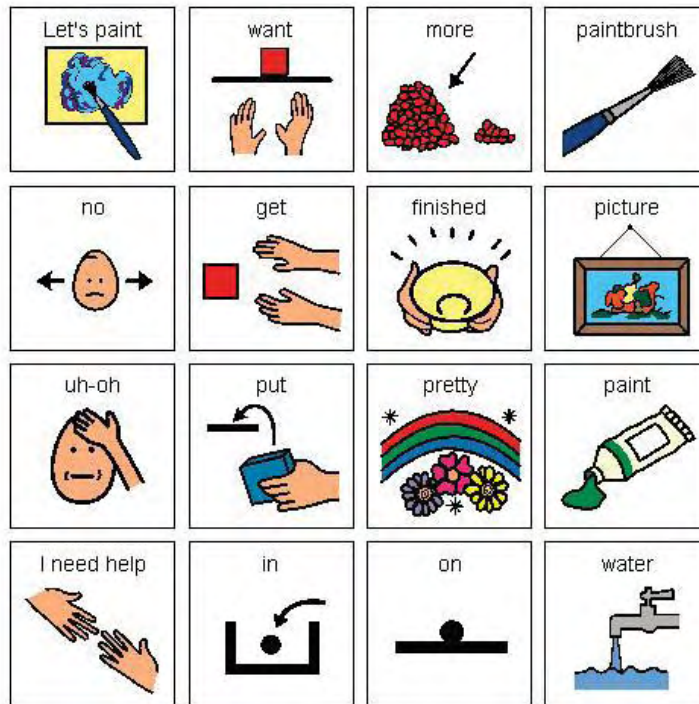


13. Click on the first cell in our grid and the symbol will be placed in the grid.

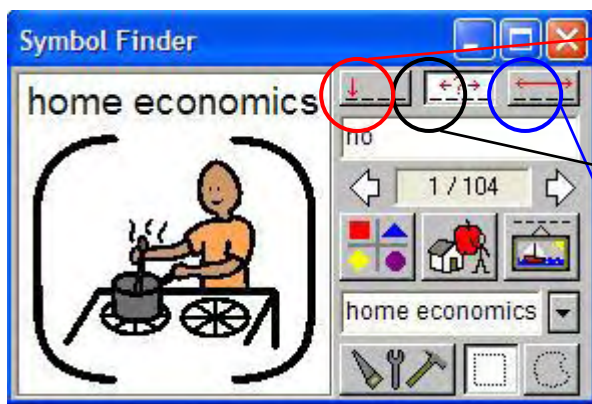
Note: If you press Enter the symbol will be placed in the cell with the red line around it.



14. Fill in the next 13 cells so that your board looks like this:



NB: When searching for a word like "no" which can appear as a whole word, in the middle of a word or at the beginning of the word, it can help to change your search settings. Using the symbol search buttons, you can tell Boardmaker whether you are looking for a whole word, letters at the beginning of a word, or letters anywhere in a word or phrase. (see below )



This setting searches for letters at the beginning of a word or phrase.

This setting searches for letters anywhere in a word or phrase.

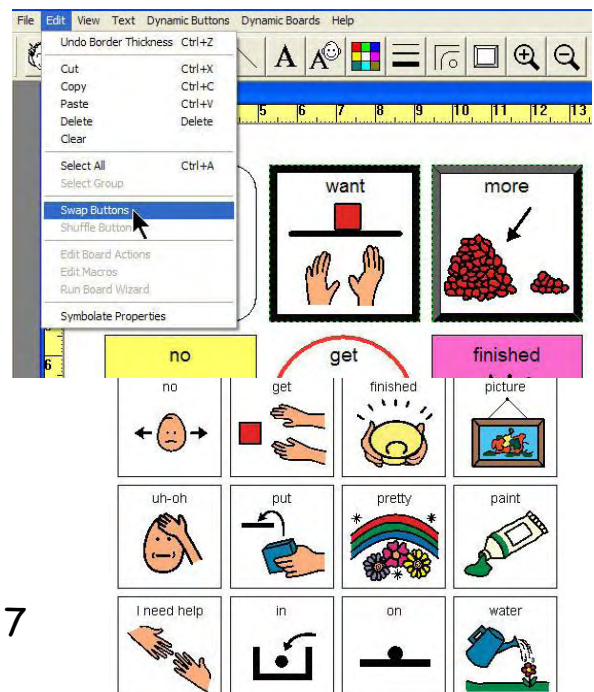
This setting searches for whole words only.

### Swap and Shuffle Buttons

If you decide that the buttons are in the wrong place or need to be moved for some reason then select the two cells to be swapped and go to the Edit menu. When two buttons are selected then you can choose Swap Buttons and these two buttons will swap places.

If more than two buttons are selected then there is an option to Shuffle Buttons on the Edit menu.

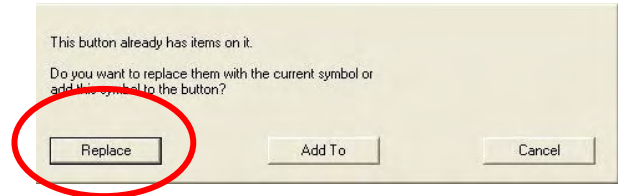
### Changing a Symbol



Once you have finished the board, you may decide to change one of the symbols e.g. use a different symbol for water that the user is more familiar with.

To do this, follow these steps.

1. Type "water" again in the symbol finder.
2. Select a different symbol for water than the one used before.
3. Click on the cell "water".
4. You will be asked if you want to replace the symbol, add to the symbol or cancel the operation. Select replace - and your new symbol will now be in the cell.

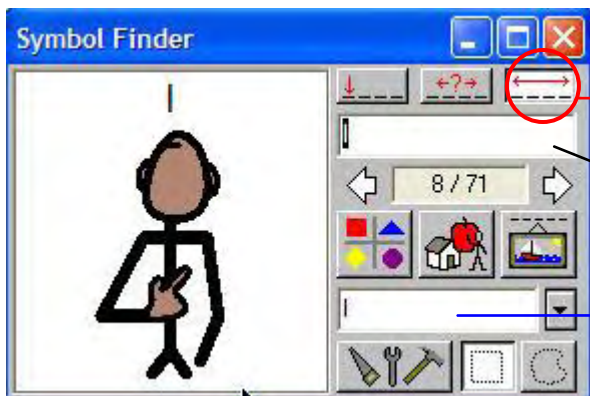


**Adding a second symbol to a cell**

There may be some cells where you want to have two symbols to represent a concept. In this example, we are going to add "I" to the "I need help" cell.

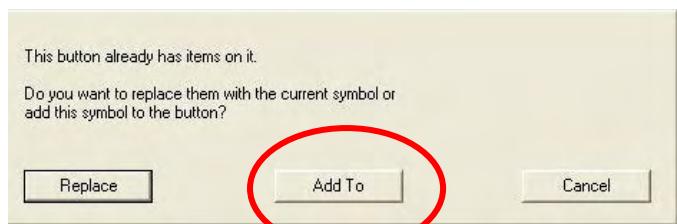
1. Go to the Symbol finder and select the whole word search button. Now type the word "I" into the search box.

Select the symbol of the stick figure pointing to itself. Then, click in the Additional Word field and remove the word I.

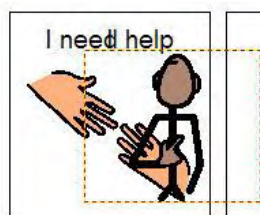


- Make sure the search feature is set to the whole word*
- Type the word "I" here.*
- Remove the word "I" from here.*

2. Click on the "I need help" cell.
3. A prompt will come up asking if you want to Replace, Add To or Cancel operation. Click Add To.



4. Click on the symbol of the stick figure - a dotted line will appear around it.
5. Place the cursor at the bottom, right corner of the dotted line and drag diagonally to shrink



of the



symbol. Click on the other symbol and then resize it too, so that both of them fit on the one cell.

### Changing the text in the button

At any stage, you can change the text in a button by clicking on the font tool, the letter A in the menu bar and then clicking on the text in the button.



When you have selected the text it can be changed by going to the **Text** menu and changing the type or size of font

### Adding a title to your page

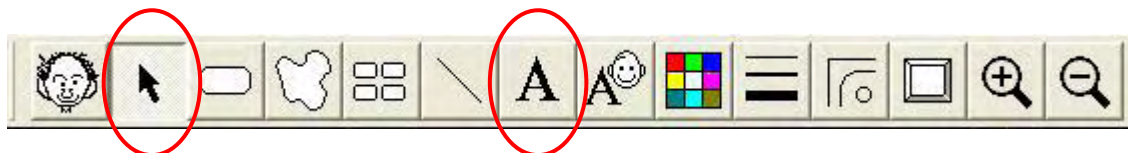
Click on the "A" tool  
Click above or below your board.  
Type the title "Paint".



You can select the word and then go to the text menu to change the size of the font.

Paint

### Making changes to the look of the cell

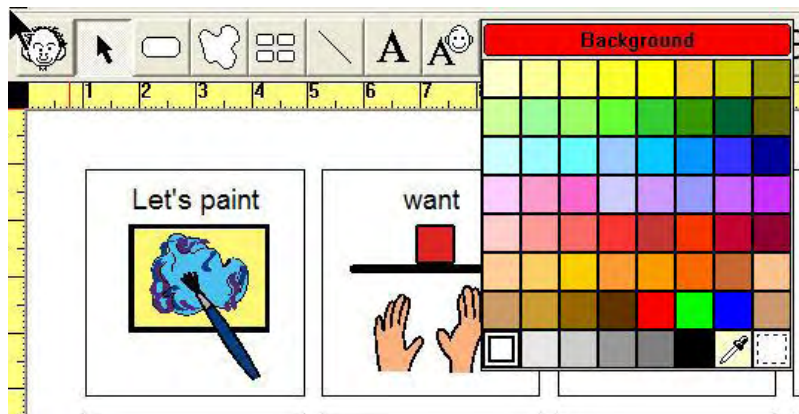


The colour tool

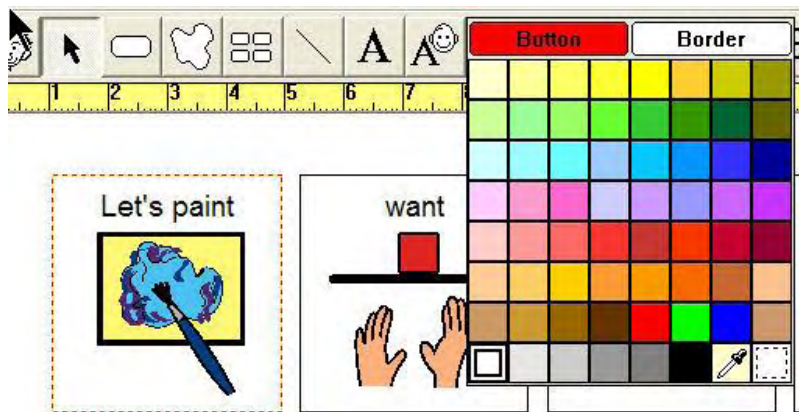


choice is dependent on whether the Pointer tool is selected or the Text tool selected.

With the **pointer** tool selected the background colour of the grid can be changed.



If one or more of the cells on the grid have been selected then the changes are made to selected cells and both the background and the cell border can be changed.



Use the thickness tool to change the thickness of the line bordering the cell



Use the corner tool to change the shape of the button corners



Use the 3D button to get a 3D effect (you need a thick border for this to be effective)

Use the buttons to make changes to the look of the board you have created. When using the board with pupils it is not suggested that all these are used!

