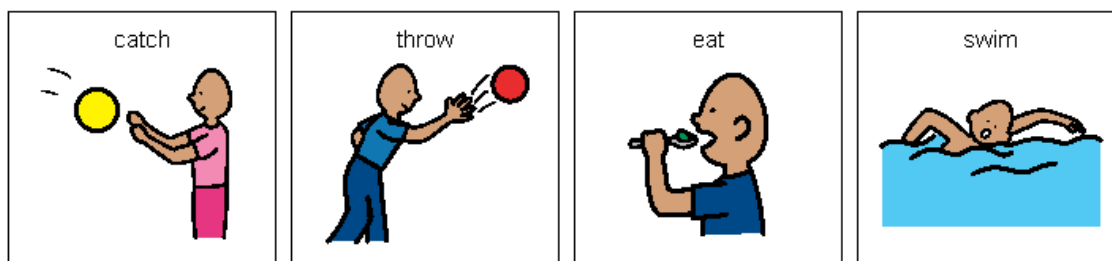


Boardmaker and Boardmaker Plus Version 6 HELP SHEET

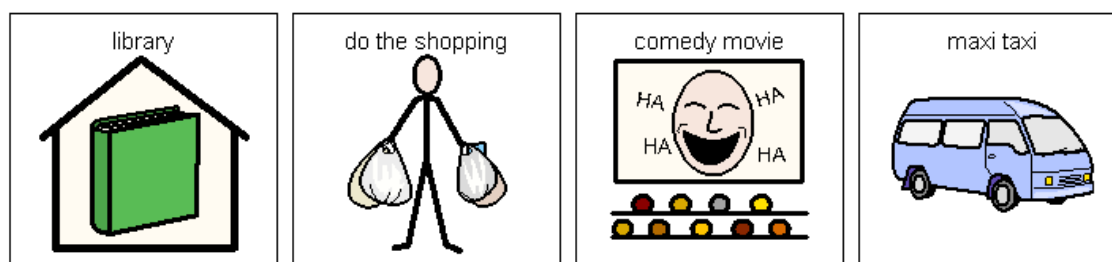
Importing Pictures into Boardmaker and Boardmaker Plus

What graphics come with Boardmaker?

Boardmaker comes to you with a library of Picture Communication Symbols (PCS) to help you easily create printable visual supports and interactive activities to help support learners of all ages. There are additional (addendum) libraries that can be added to Boardmaker that provide you with more symbol choices.



A new addendum library for Boardmaker is the Widgit Literacy Symbols. These symbols have been developed to support literacy and to help make information accessible to those struggling with traditional orthography. The simplicity of the line drawings makes them ideal for reinforcing the meaning of text.



Enhancing your activities by using more pictures

What pictures or symbols you use in the activities you create will largely be based on the needs of the learner(s) and the task involved. Some learners may find it difficult to generalise across picture and symbol types and may need to learn and use a consistent set for communication or literacy support. Others find photos easier to understand. Personal preferences of the learner may play a part in deciding what pictures are used. There will be times that you just can't find the picture or symbol you really want from the existing collections in Boardmaker? Here's how you can add more.

How do I add new images?

You can now easily import different images temporarily or permanently into your Boardmaker picture collection.

These include

- digital images taken with your camera and saved onto your computer
- scanned images
- clipart
- images directly from the web.

File formats supported by Boardmaker are jpeg, bmp, emf, wmf, gif, png.

There are two main ways of adding new images to your Boardmaker creations or symbol library:

1. by using the import tool from the **File** menu and
2. by dragging and dropping an image from a saved file or web page.

Adding pictures has never been so easy.

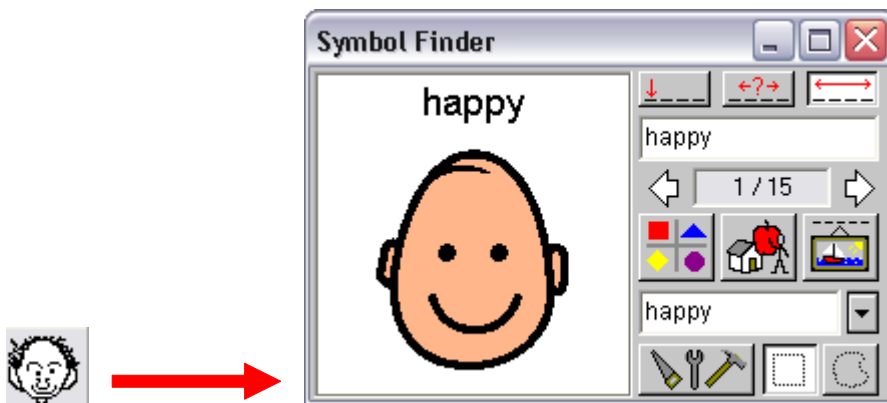
Importing a saved image into the Symbol Finder

The **Symbol Finder** is the part of Boardmaker that enables you to search for and view images that are part of the Boardmaker symbol library collections. It is accessed by clicking on the picture of the silly man on the toolbar.

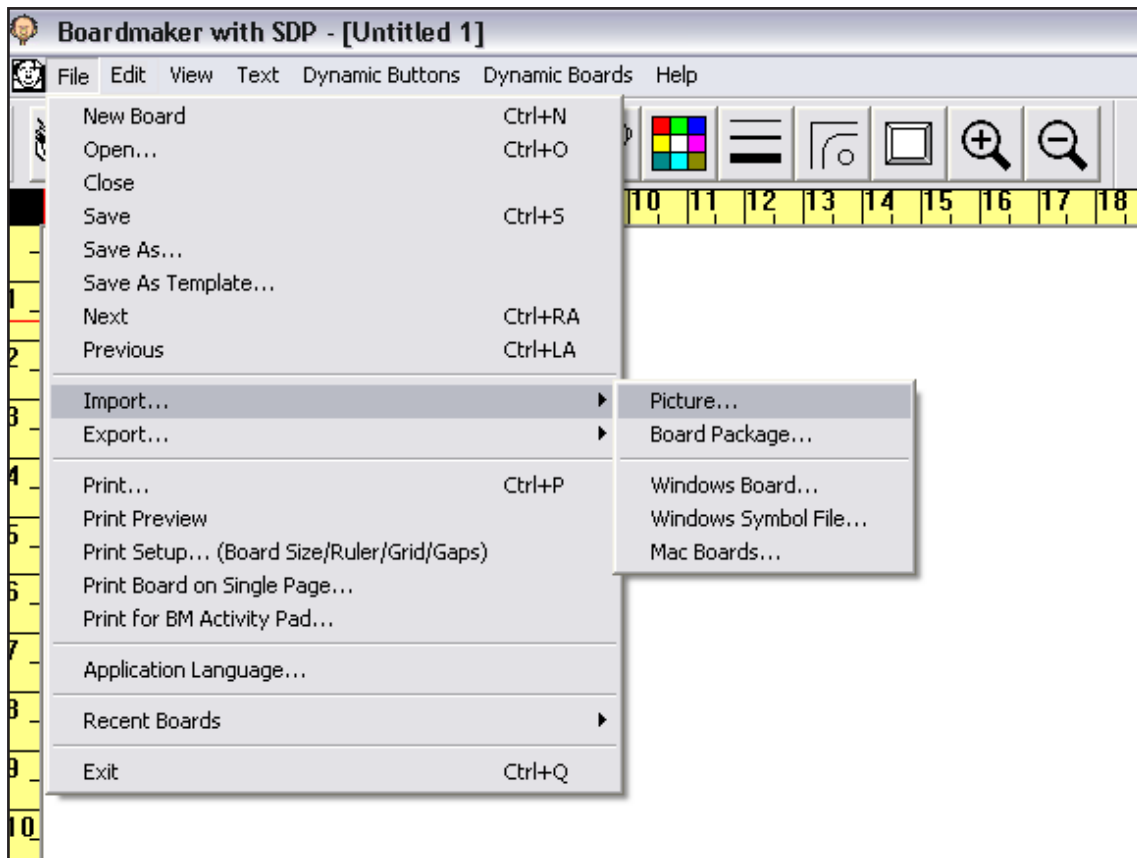


If you add a new image to the **Symbol Finder**, it means that this image will be available to you in any activity you may create. Follow these steps to import an image.

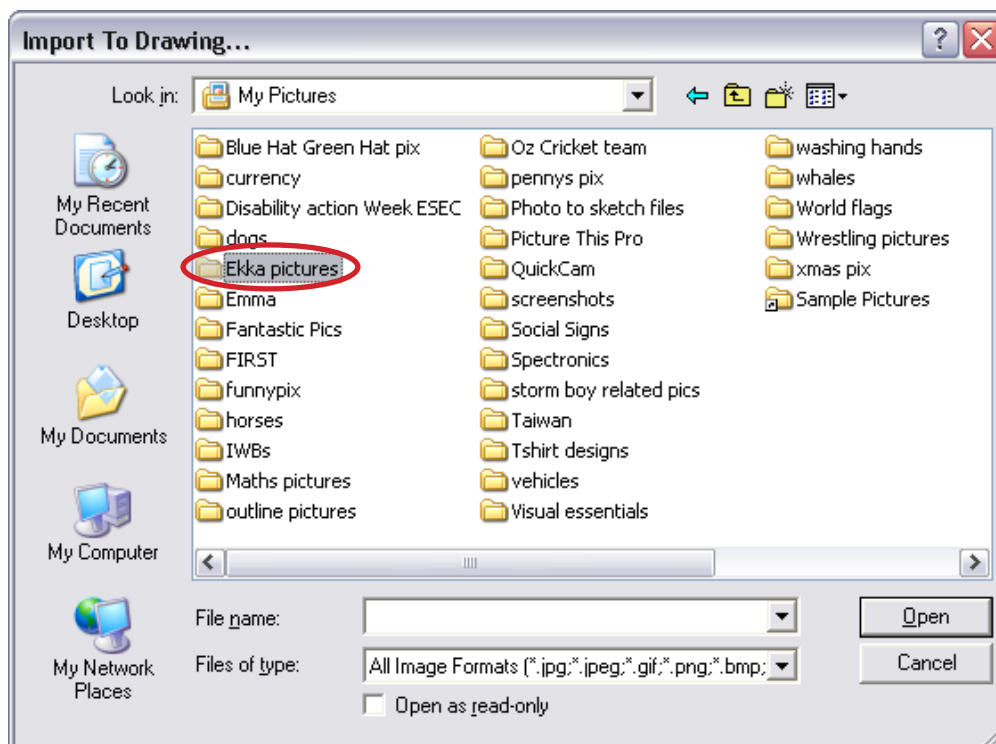
1. Open up a new document in Boardmaker.
2. Click on the silly man icon on the toolbar to open up the **Symbol Finder** window.



3. Go to **File, Import** then select **Picture**.

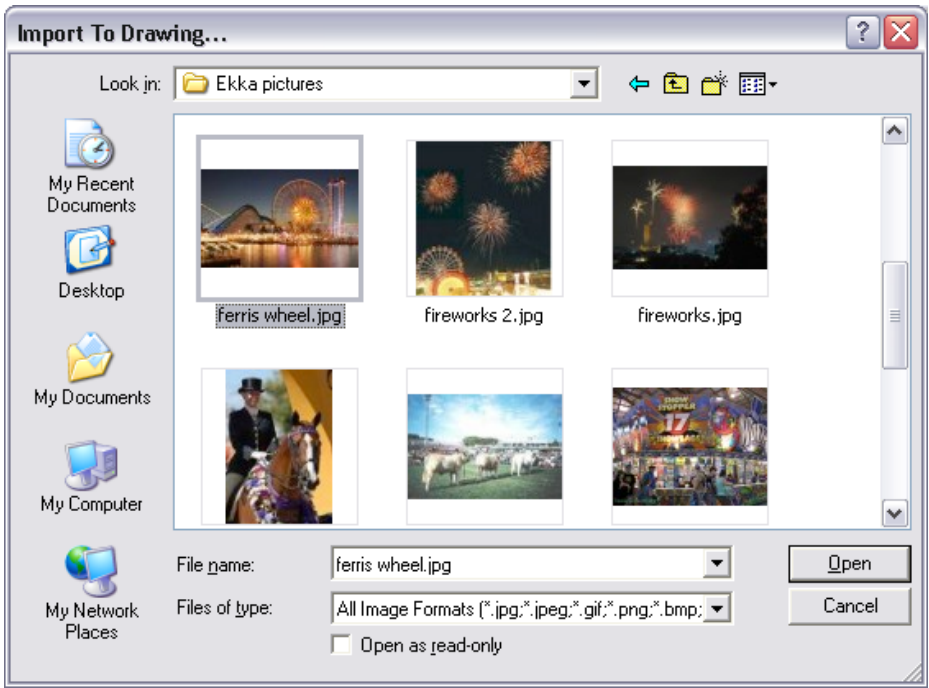


4. Browse your hard drive to a folder containing saved pictures (for example **My Documents, My Pictures**).

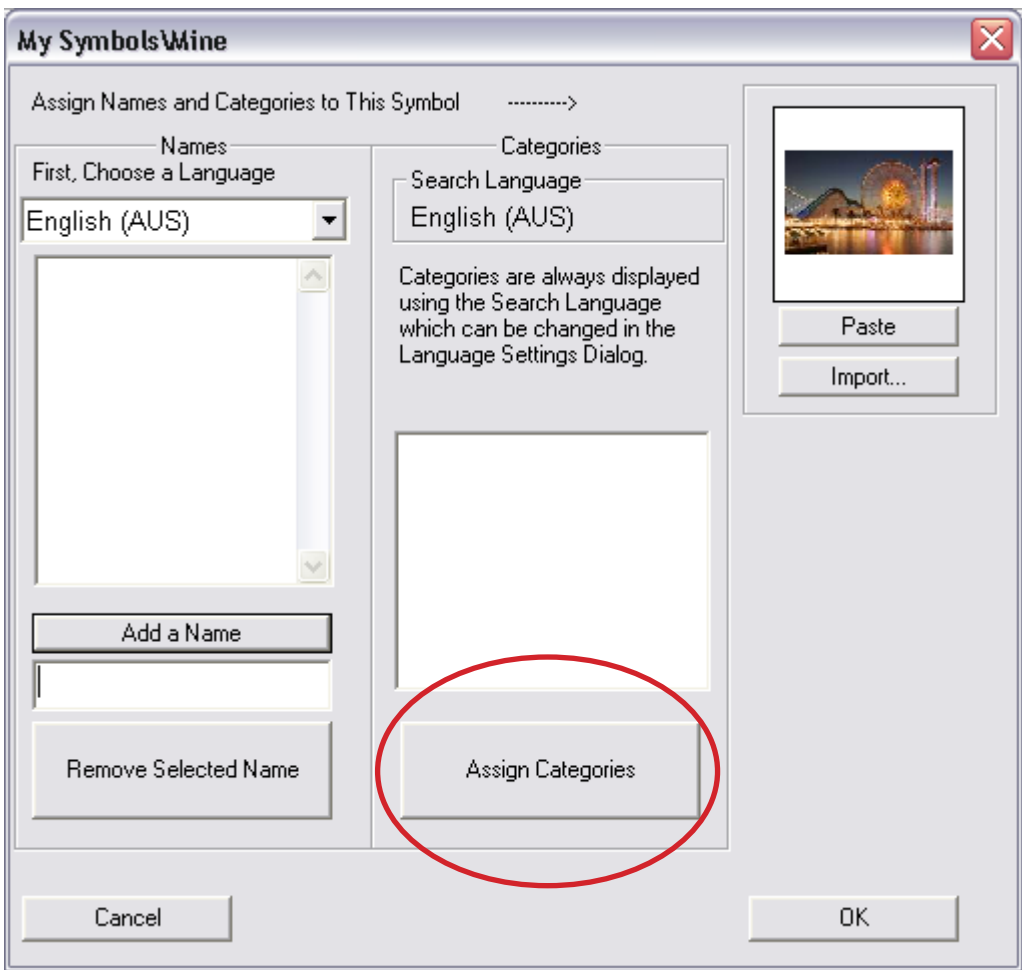


5. Click on a folder then choose **Open**.

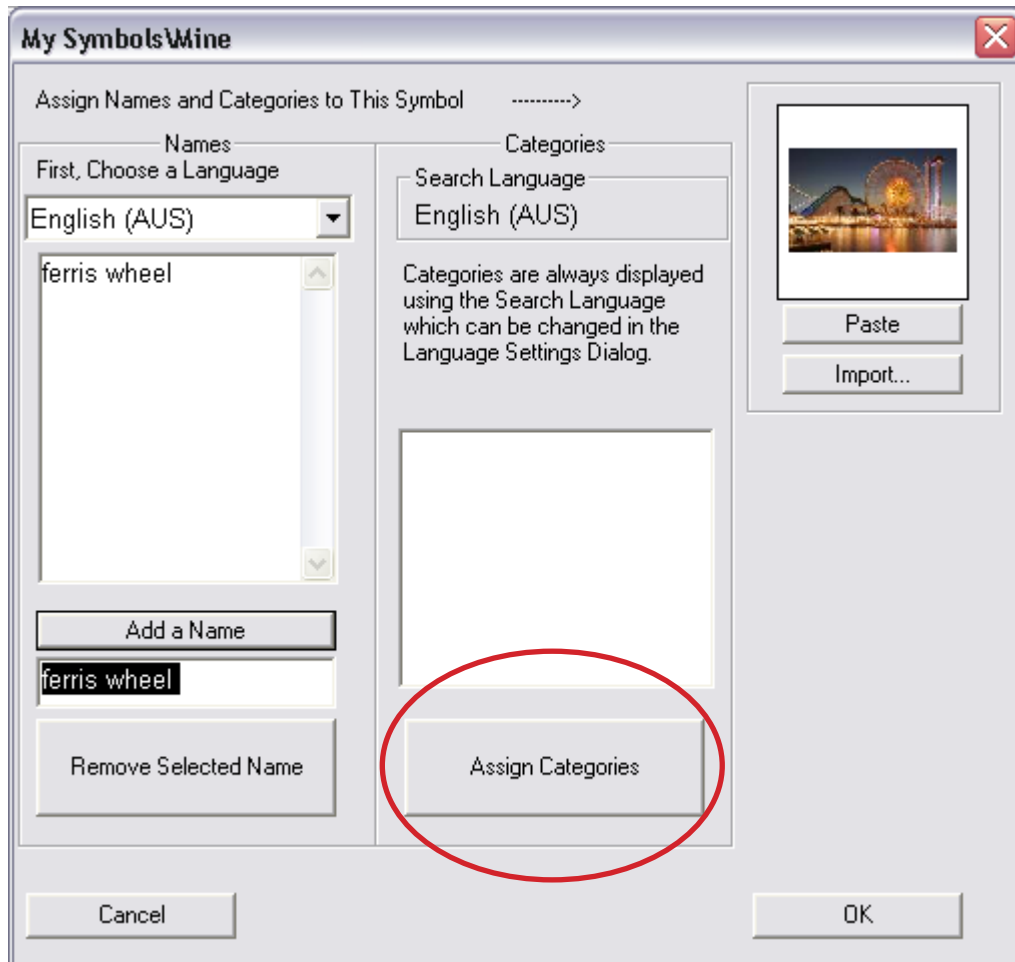
6. Click on a picture you want to import, then select **Open**.



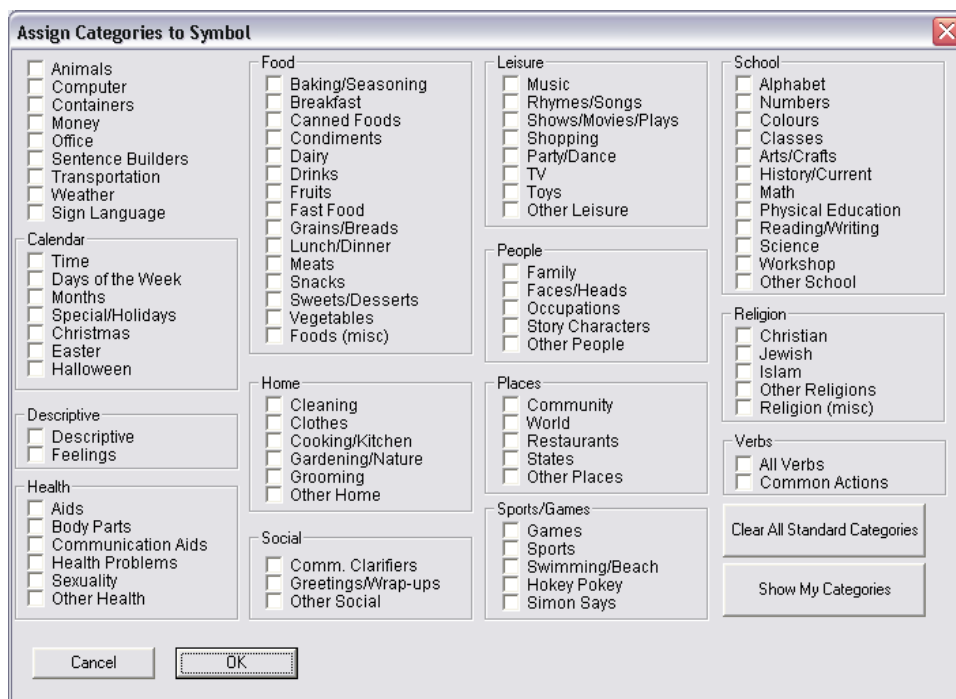
7. A window entitled **My Symbols\Mine** will now be displayed. The picture you are saving will appear in the right hand side of the window



8. To assign a name to the picture so you will be able to search for it within the **Symbol Finder**, click in the box below **Add a Name**, type a name for your picture then click on **Add a Name**.



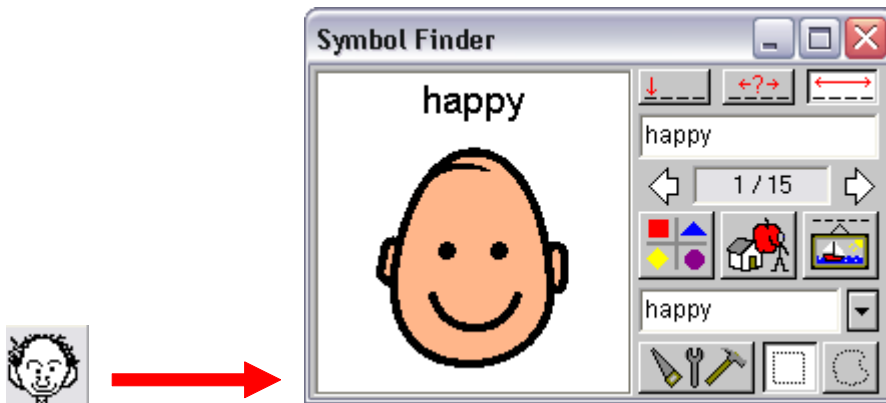
9. Click on the **Assign Categories** button to save the image within a category.
10. Click the relevant category name, then click **OK**.



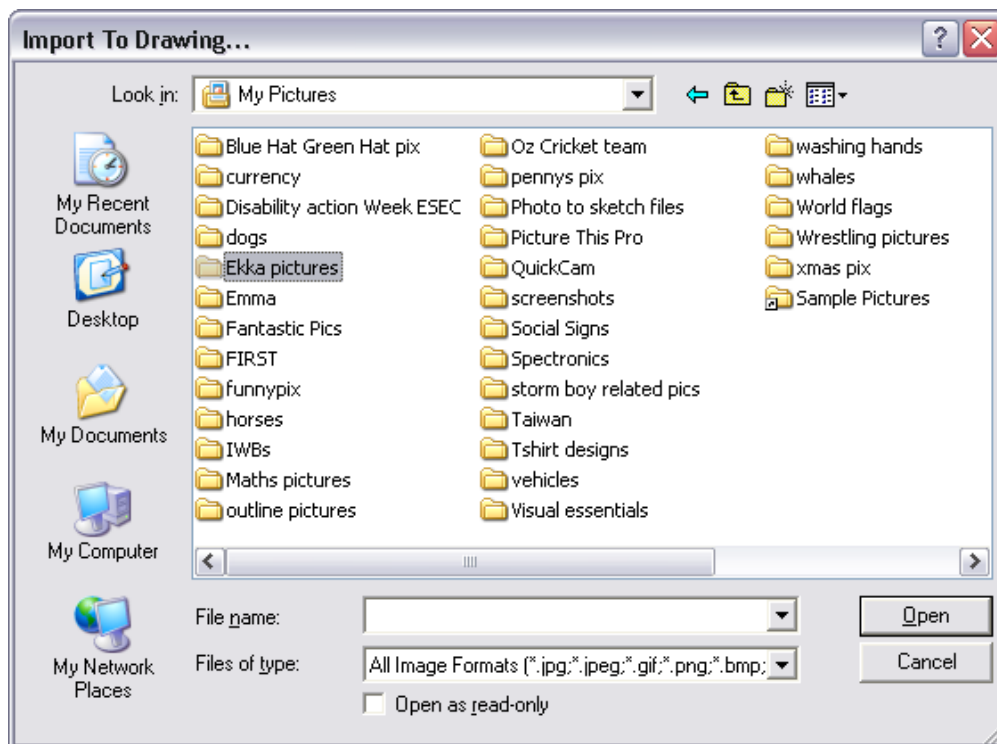
11. Click **OK** again to return to your Boardmaker page.

Dragging a saved picture into the Symbol Finder

1. Open up a new document in Boardmaker.
2. Click on the silly man icon on the toolbar to open up the **Symbol Finder** window.

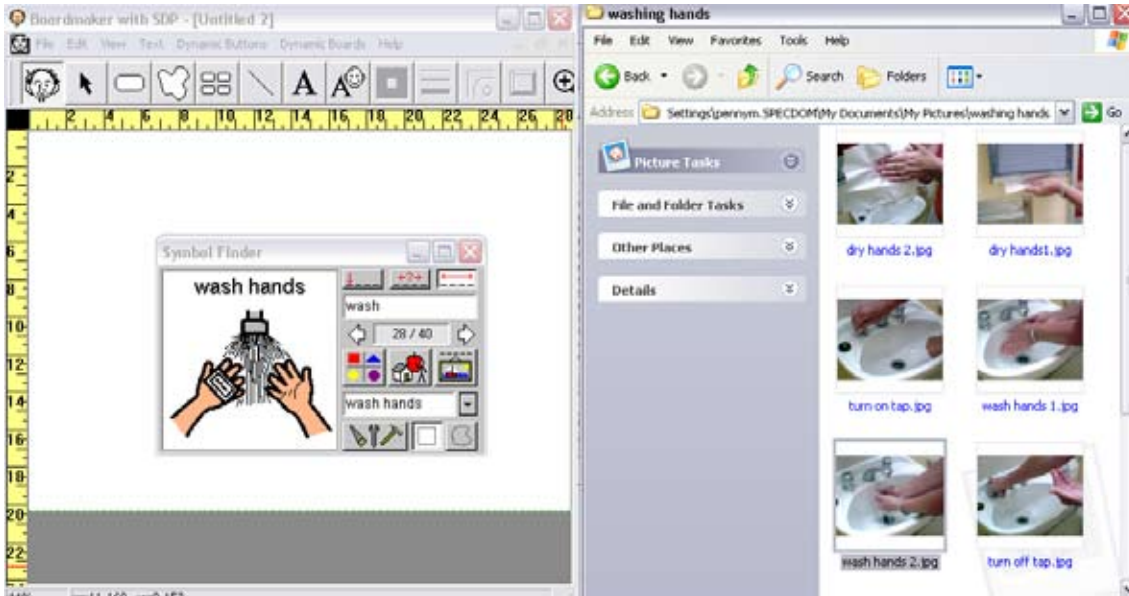


3. Resize the Boardmaker window to about half the size on the screen.
4. Browse your hard drive to a folder containing saved pictures (for example **My Documents**, **My Pictures**).

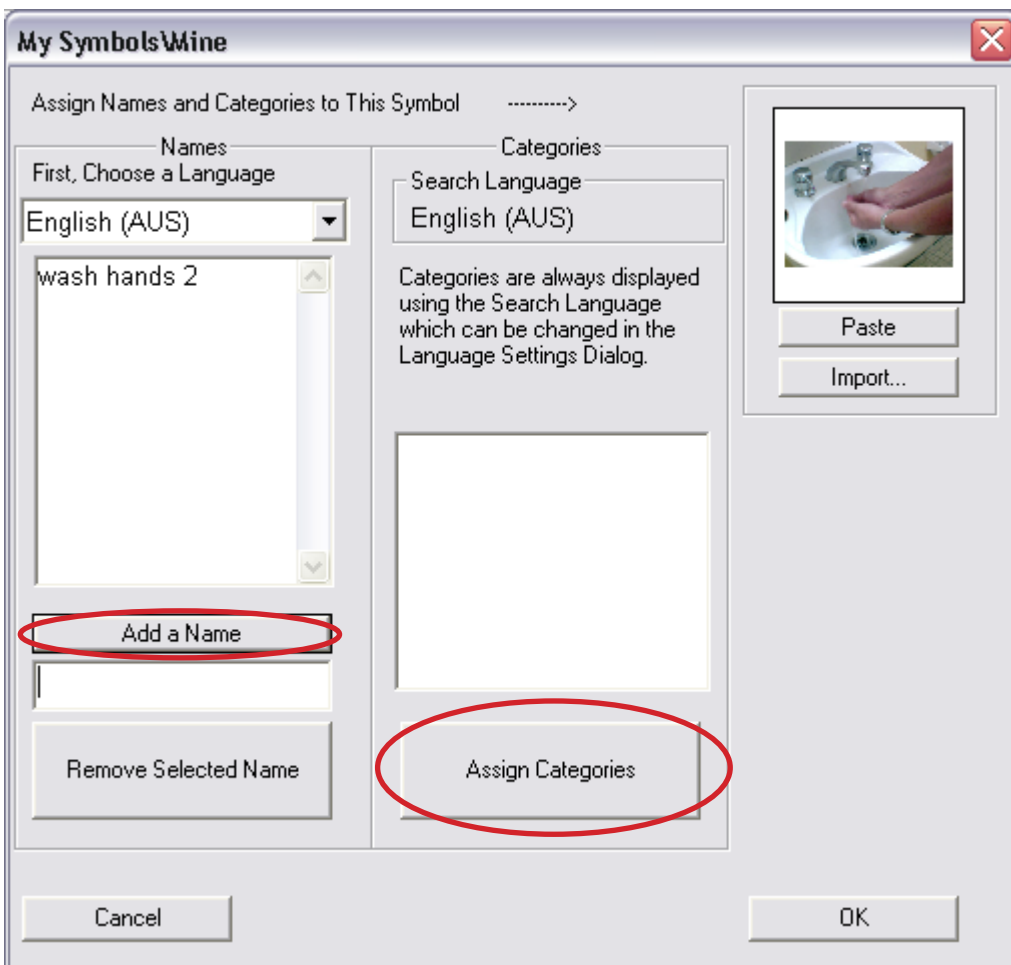


5. Click on a folder then choose **Open**.

6. Resize the window so it takes up about half the screen. You should be able to see the Boardmaker window as well as the window containing your images.



7. Click on and drag the picture you want to put into your **Symbol Finder** onto the open **Symbol Finder** window.
8. You will now see the **My Symbol/Mine** window.

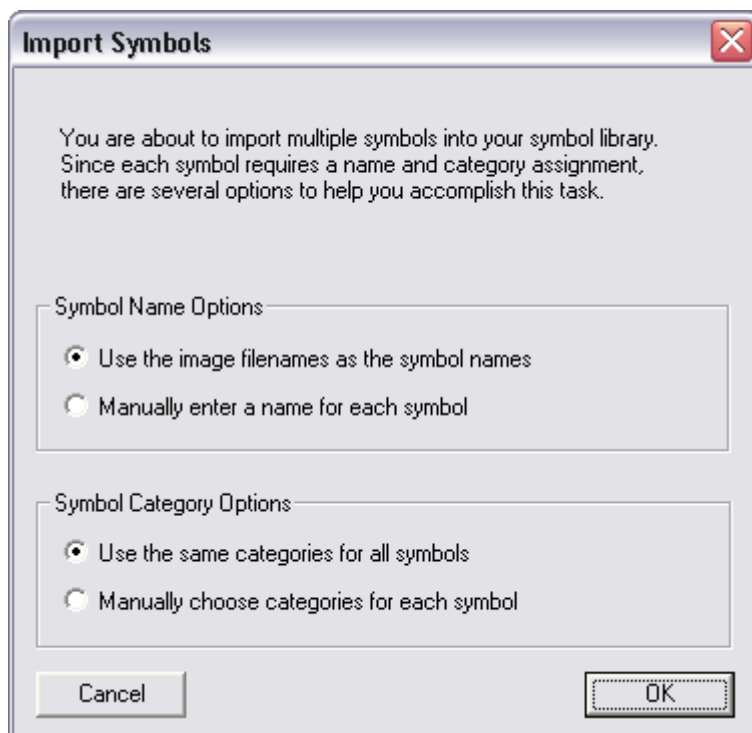


9. Add a name for your picture.
10. Assign a category.
11. Click **OK**.

Dragging more than one image into the Symbol Finder

It is possible to add a number of pictures or symbols to the **Symbol Finder** all at once using the drag and drop method. Here's how to do it.

1. Have a Boardmaker page open and make sure the **Symbol Finder** window is open.
2. Resize the window so it is about half the size of the screen.
3. Browse your hard drive to find saved pictures (eg **My Documents, My Pictures**).
4. Click on a folder then select **Open**.
5. Resize the window so it is half the size of the screen.
6. To select more than one image, first press the **Shift** key on your keyboard, then click on each picture in turn.
7. Drag and drop the selected images onto the **Symbol Finder** window.
8. This window will appear. You have the option of using the filenames of the pictures or manually adding your own names for the pictures. You can also assign the symbols into one category or manually choose the categories as you would if your were adding an individual picture.




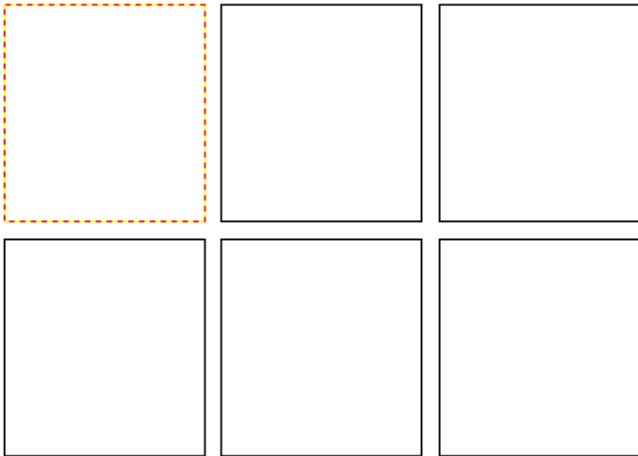
9. If you want to delete a picture from the **Symbol Finder** later, with the **Symbol Finder** window open, go to the **Edit** menu and select **Cut**, or use the keyboard shortcut **Ctrl + X**.

Adding a saved picture to a button or page

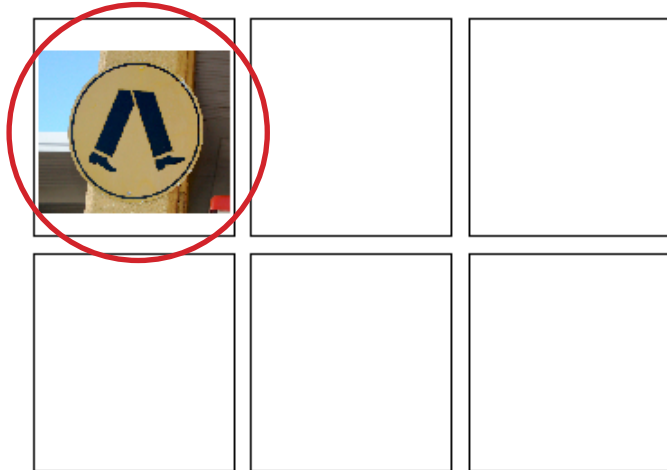
Importing a saved picture onto a button or to an entire page as a background means that the picture will only be available for that file.

To import a picture, follow these steps.

1. Make sure you do not have the **Symbol Finder** open.
2. Using the pointer tool  click on the button you want to place the picture into.



3. Go to **File, Import, Picture**.
4. Browse for a picture on your hard drive.
5. Click on the picture required, then click **Open**.
6. The picture will now appear in the button you selected.



To import the picture onto a page as a background, follow the above steps, but do not have any buttons drawn on the page.

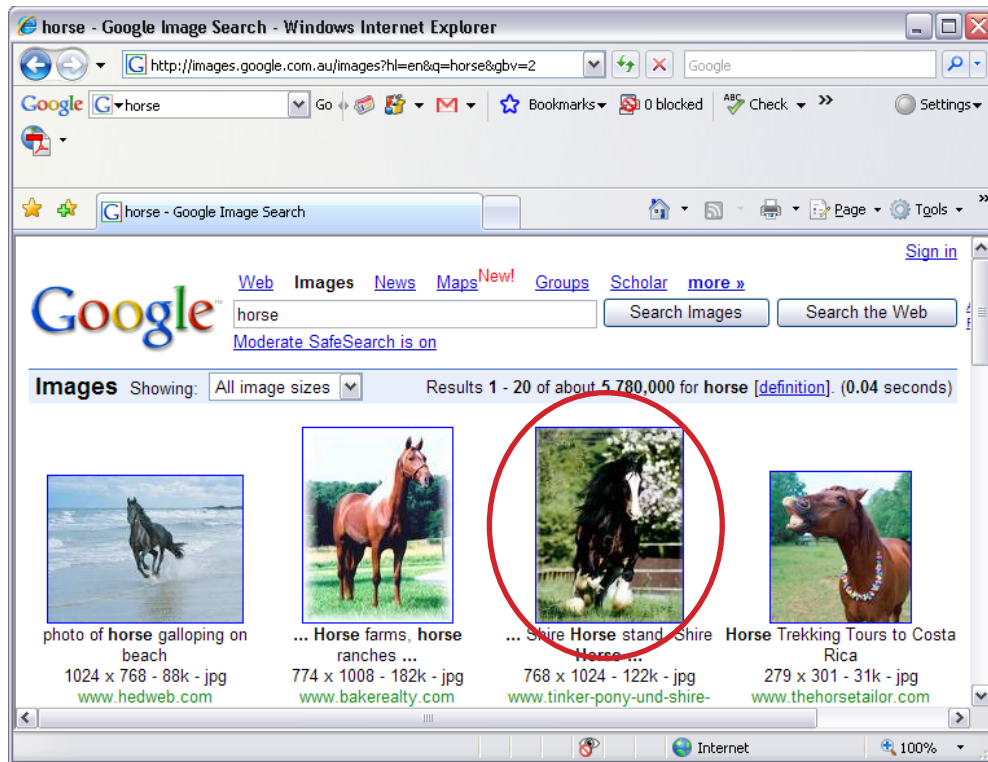
Drag and drop a saved picture onto a button or background

1. Resize the Boardmaker window to about half the size on the screen.
2. Browse your hard drive to the folder containing saved images.
3. Click on a folder then choose **Open**.
4. Resize the window so it takes up about half the screen so you can see the Boardmaker window as well as the window containing your images.
5. Click on and drag the image you want onto the button or background.

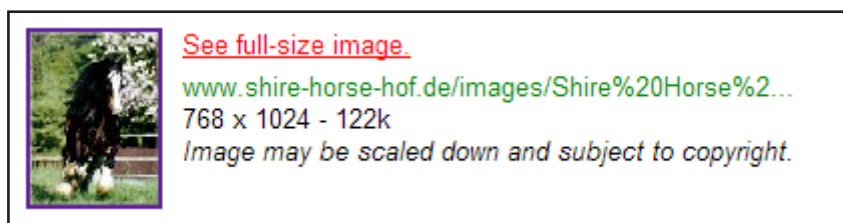
Dragging images from the web into the Symbol Finder, onto a button or background

Use the same drag and drop method that you used for adding saved pictures to buttons, backgrounds or the **Symbol Finder**.

1. Make sure you have Boardmaker open.
2. From your internet browser, go to Google Image search.
3. Type in the name of the picture you want to find.
4. Click on a picture.



3. Now click on **See full-size image**.



4. Click and drag the image into the **Symbol Finder**, onto a button or onto a background page.

Just dragging the picture will bring across the filename. If you do not want the file name to be copied too, press the **Alt** key on the keyboard as you click and drag the image.

What do I do if the image will not drag and drop?

Different web browsers sometimes use different ways of displaying and storing images. You may find that not all images will drag and drop into Boardmaker. If not try this.

1. Right click on the image and select **copy** from the displayed menu.
2. Right click again on you **Symbol Finder**, button or background in Boardmaker then **Paste**.