

# Photos & Clip art into BoardMaker V1 PC

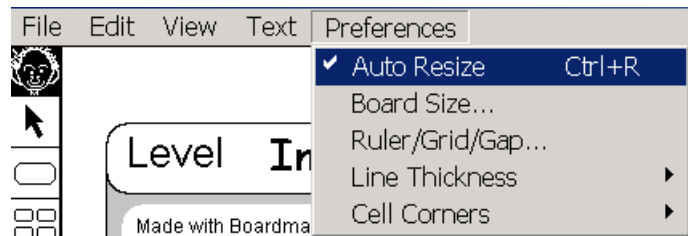
## Quick Guide

Created 01/04  
SG

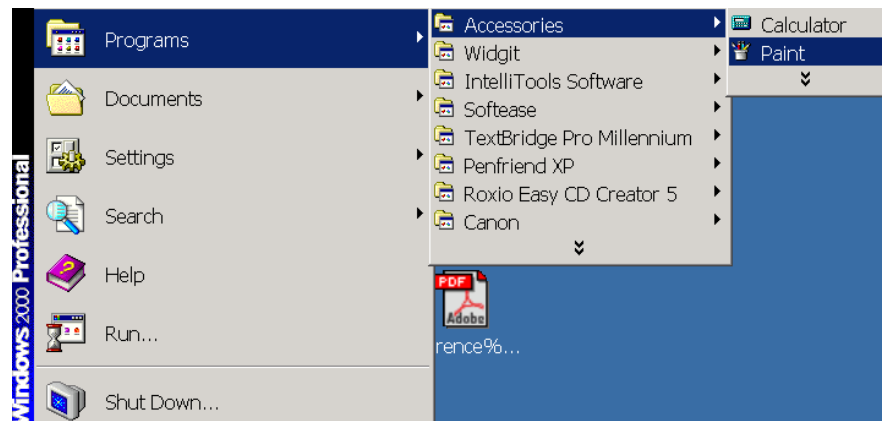
BoardMaker comes with lots of symbols, if you use the addendums then you can have over 6000 symbols but sometimes the picture is just not quite right, or you work with a client that has a very particular interest. It is relatively easy to get other pictures and graphics into BoardMaker, it just takes a bit of practice! This also means that you can import digital camera photos and clip art from the Internet into BoardMaker making highly personal and interesting resources.

Open up BoardMaker and go draw a very simple one cell board, so you have a board to put your new picture into to see it if is working.

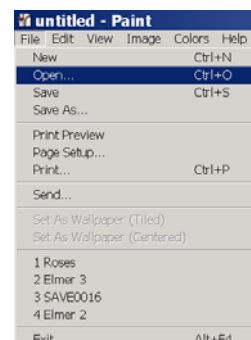
- Turn off Auto resize. You can do this from Preferences on the toolbar. Click on Auto Resize and the tick will change to a cross. You can also use the keyboard shortcut Ctrl+ R. Also make sure you are in the symbol finder (through the 'wee man')



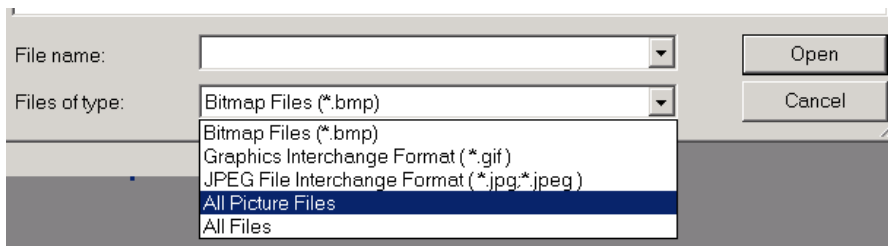
- Now you need to open up 'Paint'. Go to the Start menu then up to Accessories then across to Paint.



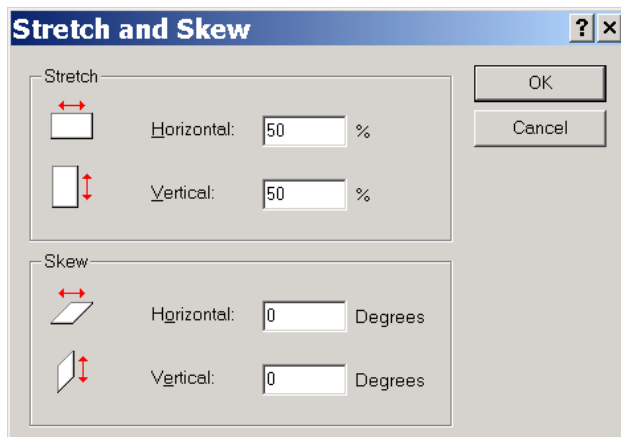
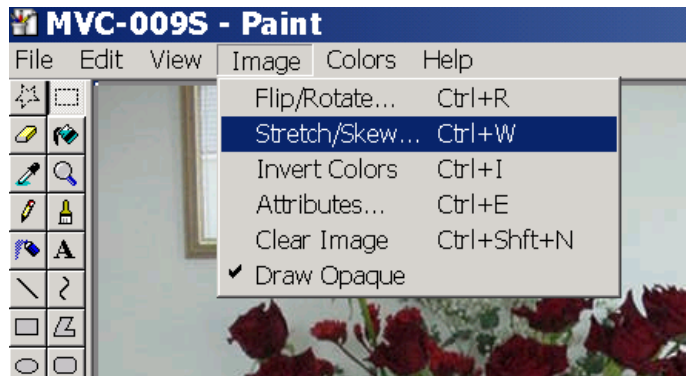
- In Paint, Go to **File** and then **Open**. You now need to go searching for the photo that you want. It's a good idea to set up files in 'My Pictures'. Your picture may not show as Paint is set to read bitmap format pictures. You can change this by going to **Files of Type** and change that to **All Picture Types**.



CALL Centre  
University of Edinburgh, Paterson's Land,  
Holyrood Road, Edinburgh, EH8 8AQ  
Tel: 0131 651 6236  
<http://www.callcentrescotland.org.uk>

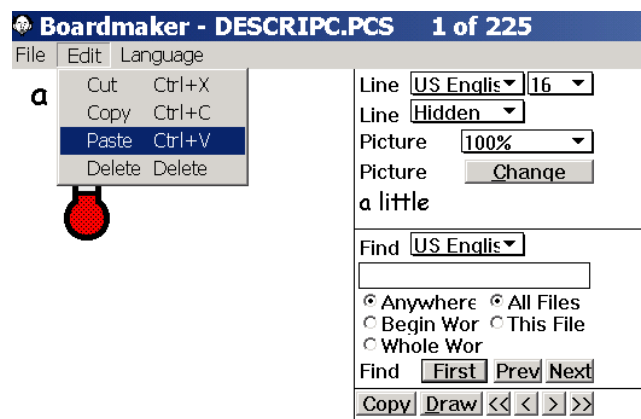


- Once your picture appears in Paint, you need to resize it. It needs to be small otherwise it will not appear full size in the symbol finder in BoardMaker. Go to **Image** along the toolbar and then to **Stretch/ Strew** and reduce the picture until it's much smaller.



It's a good idea to reduce by  
50% Horizontal  
50% Vertical  
Then if you need to resize again try a  
small number

- Now you need to highlight the picture by drawing a box around it. Go to the edit menu, **Select All (Ctrl+A)** and **Copy (Ctrl+C)**. Minimise Paint and make BoardMaker full size again. Make sure you are in the symbol finder. Go to **Edit** and then **Paste**. The symbol should appear in the screen



- The final thing that you need to do is to name the symbol so that it can be found again. Go to **Picture Change**. You need to name the symbol in English and US English.
- Now go to the draw button and copy the symbol through to the board just to check that it works!