Boardmaker® Software Family Handbook

Version 6
Mac

Mayer-Johnson

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Table Of Contents

Introduction

This *Boardmaker Software Family Handbook* was written to support version 6 of the complete Boardmaker® software family of products: Boardmaker (BM), Boardmaker Plus! (BM+), and Boardmaker with Speaking Dynamically Pro (BM with SDP).

Boardmaker is a graphics database containing over 35,000 Picture Communication Symbols (PCS) that can be used to create a variety of printed communication and educational materials. The symbols can be used in any size, in color or black and white, and displayed with text in a variety of languages.

Boardmaker Plus! allows you to bring static Boardmaker activities to life and make your computer an interactive student learning and speaking tool. It features the ability to talk, play recordings, move between boards, and interact with buttons on the screen. Boardmaker Plus! allows you to create interactive books, worksheets, schedules, basic communication, learning games, and more.

Boardmaker with Speaking Dynamically Pro includes all of the interactive features of Boardmaker Plus! with the addition of word prediction, abbreviation expansion, and high-quality RealSpeak® voices.

To help identify the topics that apply to the Boardmaker software family product you purchased, product icons (as shown above) will appear next to the title of each topic in this handbook.

In-Application Help BM BM+ SDP

This *Boardmaker Software Family Handbook* is an introduction to the basic skills you will need to start creating fantastic printed materials and/or interactive activities with the application. This handbook is intended to immediately get you "up and running" by focusing on a brief overview of key, frequently used features of the application.

All of the topics included here are covered in greater detail in the in-application help. Many other features of the application, including advanced features, are not covered here at all, but are instead included in the in-application help.

Refer to the in-application help for information not included in this handbook. Select **Boardmaker Help** from the **Help** menu to access the browser-based in-application help, which includes step-by-step procedures for all of the many features available in the Boardmaker Software Family of products.

Help	
Search	
Boardmaker Help	
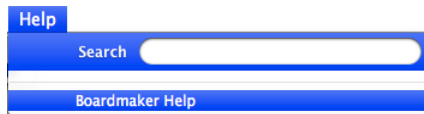
Getting Started BM BM+ SDP

1. Insert the product CD into your computer's CD drive.
2. Double-click on the **BSF** product icon in your dock.

3. Click on one of the three buttons to start working on a new board, work with a saved board, or open one of the many template or sample boards.

System Requirements:
- Mac OS X 10.28 or higher
- 512 Mb RAM
- 400 Mb available hard drive space

*Note: If you have Boardmaker Plus! or Boardmaker with Speaking Dynamically Pro, you can also click on the **BSF Interactive Sample Boards** icon on your desktop to open the program and view the sample boards.*

BSF Interactive Sample Boards

3
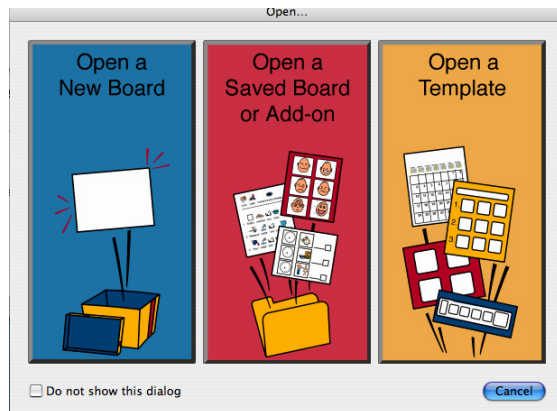
Templates and Sample Boards

Templates for Printing BM BM+ SDP

All of the BSF products come with hundreds of print templates. These include templates for printing calendars and schedules as well as templates for most communication devices.

To access these templates, click the **Open a Template** button on the Open Options screen that appears when you first open the program (or select **Open Template...** from the **File** menu).

Note: The templates are "read only" files, and the selected template will open as an "untitled board" so you cannot accidently write over it.

| Open a New Board | Open a Saved Board or Add-on | Open a Template |

Click here to access all template boards

Do not show this dialog   Cancel

Boardmaker: Open

Enable: All Readable Boards

Templates

Name	Date Modified
Activity Pad Templates	10/9/08
Activity Pad Templates A4	4/30/08
BM Calendars	
BM Calendars A4	
BM Communication Devices	
BM Communication Devices A4	

Navigate to the desired template

4
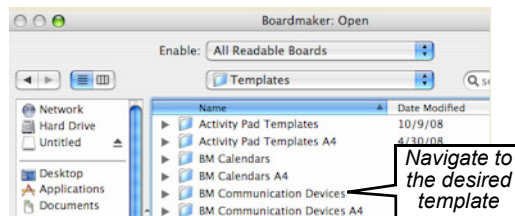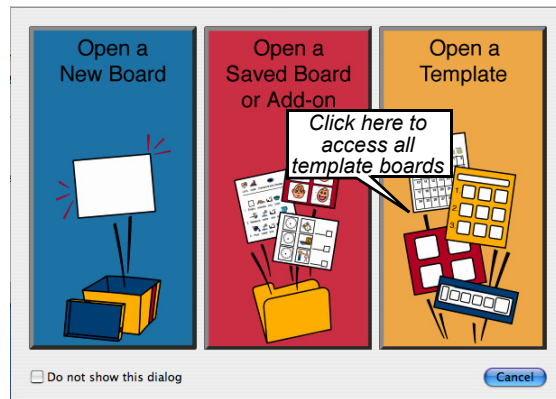
Interactive Sample Boards BM+ SDP

Boardmaker Plus! and Boardmaker Speaking Dynamically Pro come with over 600 templates and sample boards that include the on-screen interactivity of voice and animation.

Select the **Open a Template** button on the Open Options screen. Double-click on the **Interactive Sample Boards** folder and choose **+Main** board to open it. Click on the buttons on the **+Main** board to explore the sample boards.

Boardmaker Plus! and Boardmaker Speaking Dynamically Pro both have a **Use** mode that allows you to interact with your boards. The program can be put in the **Use** mode by pressing **Cmd + U**. Return to the **Design** mode (the Editor window) by pressing **Esc** or **Cmd + D**.

Notes: *You can also launch the program, open the + Main board, and place the program in the Use mode by double-clicking the BSF Interactive Sample Boards icon on your desktop.*

When you have explored the sample boards, you can explore the contents of the Interactive Templates folder.

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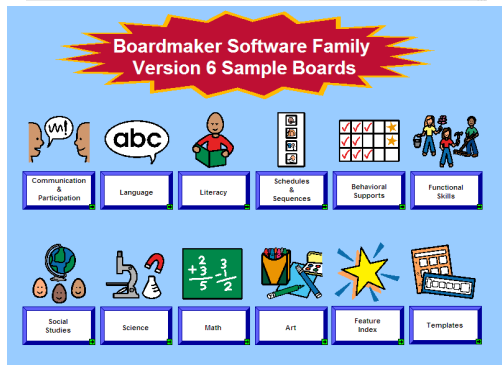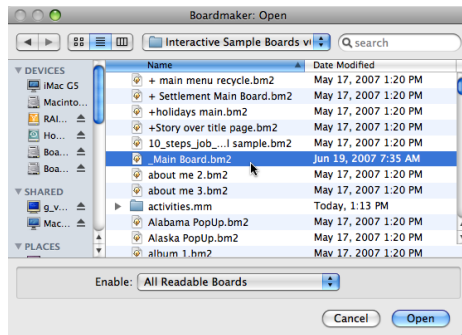
Toolbar at a Glance BM BM+ SDP
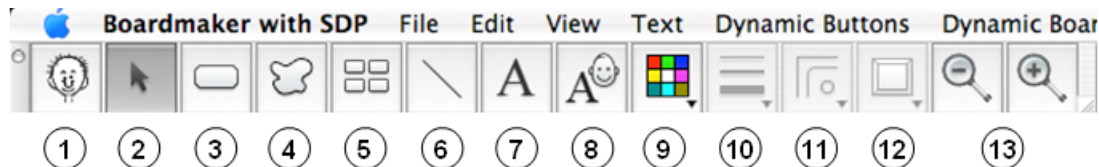
(1) **Symbol Finder Tool**

(2) **Pointer Tool**

(3) **Button Tool**

(4) **Freeform Button Tool**

(5) **Button Sprayer Tool**

(6) **Line Tool**

(7) **Text Tool**

(8) **Symbolate Button Tool**

(9) **Color Tool**

(10) **Thickness Tool**

(11) **Corner Tool**

(12) **Shadow Tool**

(13) **Zoom In/Zoom Out Tools**

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Draw Window at a Glance BM BM+ SDP
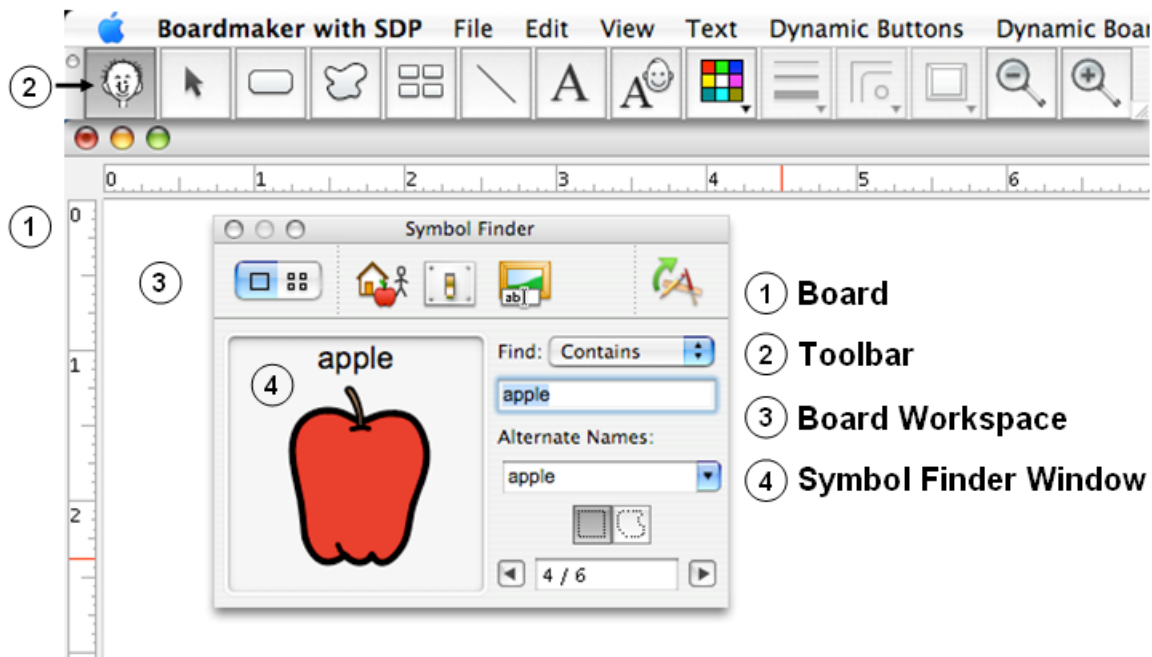
1. **Board**
2. **Toolbar**
3. **Board Workspace**
4. **Symbol Finder Window**

Symbol Finder at a Glance BM BM+ SDP
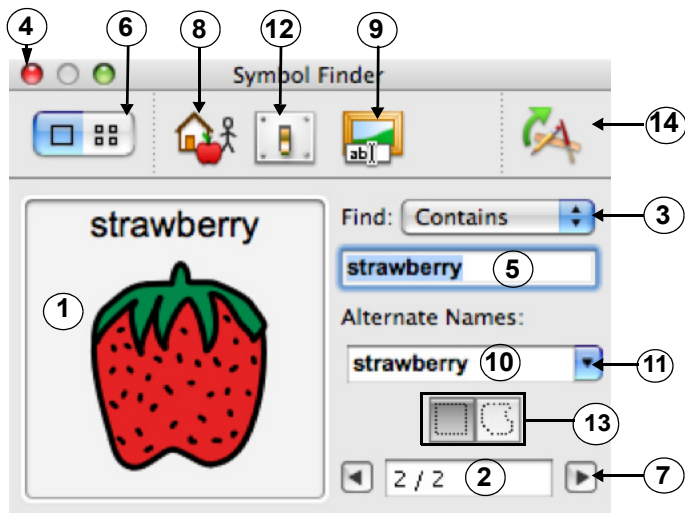
(1) Current Symbol

(2) Current Symbol Number
Reflects the number of search matches

(3) Symbol Name Search Options

✓ Contains
Starts with
Match word
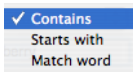
(4) Close, Minimize, and Zoom Buttons

(5) Search Text Field
*Type the name (or part of the name) of the
symbol you wish to find.*

(6) Switch Symbol View Button
Switches between thumbnail and symbol views

(7) Previous/Next Arrows
Step through symbol or thumbnail screens

(8) Categories Button
Use to select a symbol category to search

(9) Symbol Names Button
*Use to add an alternate name or category to the
current symbol*

(10) Alternate Symbol Name Field
*Type in this field to replace the current symbol's
name with a new name. This is a one-time name
change.*

(11) Alternate Symbol Names List
*Displays a list of alternate names to select for the
current symbol.*

(12) Settings Button
*Use to change various Symbol Finder settings,
such as display languages, font sizes, etc.*

(13) Selection Marquee/Lasso
Toggles between the marquee and lasso tools

(14) Copy to Linked Application Button
*Copies the selected symbol to the clipboard
and launches a linked application.*

Creating a Button BM BM+ SDP

Use the **Button Tool** to draw buttons wherever you want them. The buttons you create with the **Button Tool** can be of different sizes and can be square or rectangular.

1. Select the **Button Tool** on the Toolbar.
2. Move the cursor into the board workspace.
3. Click, hold, and drag diagonally to draw a button. Release the mouse when the button is the size you want.
4. Select the **Button Tool** again to draw your next button.

Notes: Buttons must be a minimum of 1/4" by 1/4".

> *To make a square button, hold down the **Shift** key while dragging out the button.*
>
> *Use the **Pointer Tool** to resize a button. First, select the button with the **Pointer Tool.** Move the cursor over any corner until a double arrow appears. Click, hold, and drag to change the button's size.*

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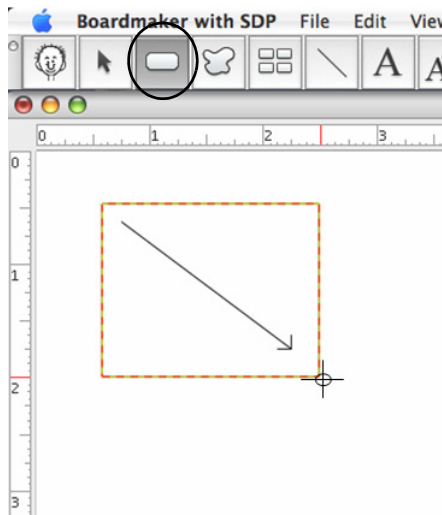
Creating a Grid of Buttons   BM BM+ SDP

You can create a grid of identical buttons using the **Button Sprayer Tool**.

1. Using the **Button Tool**, move the cursor into the board workspace. Click and drag diagonally to create the initial button for your grid.

2. Select the **Button Sprayer Tool**.

3. Move the **Button Sprayer Tool** on top of the button you just created. Click, hold, and drag diagonally to spray out a grid of buttons.

Note: *You can reposition the buttons while they are still selected (they will have dotted green outlines). Click and drag any button to reposition the entire grid.*

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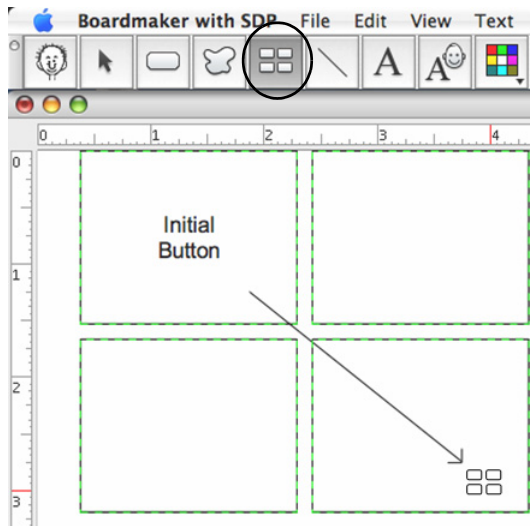
Finding a Symbol BM BM+ SDP

The Symbol Finder lets you quickly search for a specific symbol.

1. Select the **Symbol Finder Tool** to open the Symbol Finder.
2. Select the appropriate **Symbol Name Search** option (*Contains, Starts With, or Match Word*). (Refer to *Symbol Finder at a Glance* on page 8.)
3. Type the name of the symbol that you want to find in the **Search Text** field of the Symbol Finder.
4. To search in the single symbol view, use the **Previous/Next Arrows** to step through the symbols.
5. To search in the thumbnail view, click the thumbnail side of the **Switch Symbol View** button. Use the **Previous/Next Arrows** to step through pages of thumbnails.

12
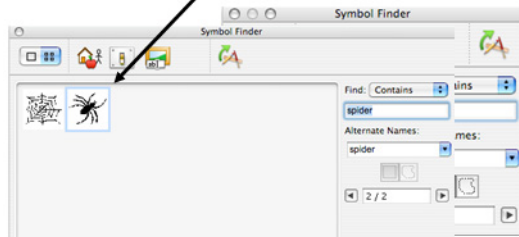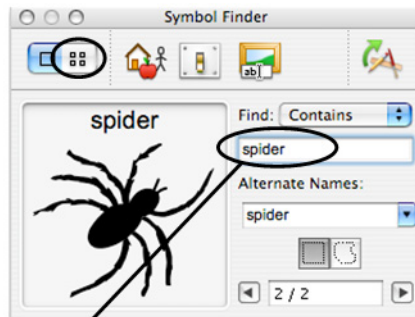
Copying a Symbol to a Button BM BM+ SDP

When you have found the symbol you want to use, you can place it in the highlighted button (the first available empty button), in any specific button, or on the background.

Press the **Return** key to place the symbol in the highlighted button.

Click on a specific button or on the background with the **Placement Cursor** to place the symbol in that location. (When the Symbol Finder is open, the cursor automatically changes to the **Placement Cursor**.)

Note: *You can position and size the symbol within a button or on the background by clicking and dragging with the **Placement Cursor** as you place the symbol.*
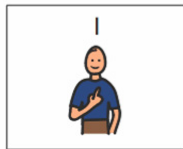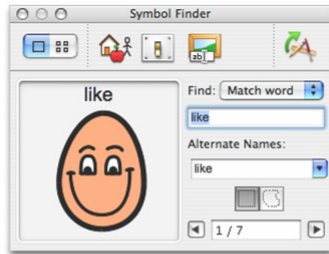
*Press **Return** to place symbol in highlighted button.*

*Click with **Placement Cursor** to place symbol on any button.*

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Assigning Button Actions BM+ SDP

You can make your boards interactive by assigning actions to your buttons. When you double-click on a button, the **Button Actions** dialog (shown to the right) will appear. There are over 135 button actions from which to choose. You can assign multiple actions to each button.

Actions are organized into categories by function. Select an action category in the **Action Categories** menu to display related button actions. There are nine action categories:

- *Basics*
- *Text & Cursor*
- *Variables*
- *Message*
- *Message Files*
- *Quick Action*
- *Board Change*
- *Settings*
- *Cool Stuff*

The most commonly used actions are in the **Basics** category.

*Note: Only an overview of button actions is included here. Refer to Boardmaker (in-application) **Help** topics for detailed information on button actions.*
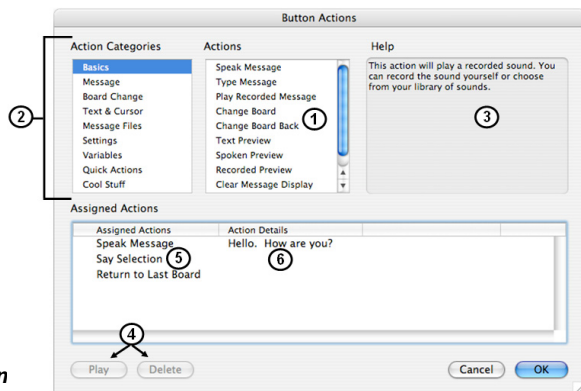
① Actions Menu
② Action Categories Menu
③ Dynamic Help Window
④ Play/Delete Buttons
⑤ Assigned Actions List
⑥ Action Details List

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Making a Button Speak BM+ SDP

You can specify the text you want a button to speak, or you can make a button automatically speak the text on its face.

1. Double-click the button you want to speak. The **Button Actions** dialog will appear.

2. Select **Speak Message** in the **Actions** menu.

3. In the dialog box, enter the message you want the button to speak.

   Or, if you want the button to automatically speak the text on the button face, click **Use Button Text**.

*Note: You can preview your message by clicking on the **Speak** button.*

4. Click the **OK** button or press the **Return** key when you're finished.

dog

Double-click on button you want to speak.

Action Categories | Actions
Basics | Speak Message
Message | Type Message
...age | Play Recorded Message
...xt & Cursor | Change Board
Message Files | Change Board Back
Settings | Text Preview
Variables | Spoken Preview
Quick Actions | Recorded Preview
Cool Stuff | Clear Message Display

*Select **Speak Message** in the **Actions** menu.*

Enter Text

⊙ Use the Text Below

Hi. My name is Spot!

Enter text you want button to speak.

(Insert a Return in Text Above)

○ Use Button Text

(Speak)   (Cancel)   (OK)

Making a Button Play a Recording or Sound BM+ SDP

You can embellish your activities by making a button play a saved sound. You can record a new sound, use a sound file you have saved on your computer, or you can use one of the 157 prerecorded sounds provided in the MJ Sound Library.

1. Double-click the button you want to play a sound. The **Button Actions** dialog will appear.
2. In the **Actions** menu, select **Play Recorded Message** (the sound will play when you click on the button) or **Recorded Preview** (the sound will play when you glide over the button). The **Record Sound** dialog will appear.
3. Select **Record a New Sound** to use the built-in microphone on your computer to record a new sound, or click the appropriate button to select a sound saved on another board, on your computer, or to choose a sound from the MJ Sound Library.
4. Enter a name for your recording or the sound, and click **OK** when you are done.

Double-click on button you want to play a sound.

*Select **Play Recorded Message** (or **Recorded Preview**) in the **Actions** menu.*

Button Actions

Action Categories	Actions	Help
Basics	Speak Message	
Message	Type Message	
Board Change	Play Recorded Message	
Text & Cursor	Change Board	
Message Files	Change Board Back	
Settings	Text Preview	
Variables	Spoken Preview	
Quick Actions	Recorded Preview	
Cool Stuff	Clear Message Display	

Assigned Actions

Record Sound

Record a New Sound	Click here to record a new sound using the microphone.
Select Sound from My Boards	Click here to select a sound used on one of your other boards.
Select Sound from Computer	Click here to select a sound saved on your computer.
Select Sound from MJ Sounds	Click here to select a sound from the Mayer-Johnson Sound Library.
Description	Click here to change the optional description.

Cancel   Cancel   OK

Click the appropriate button to select a sound source.

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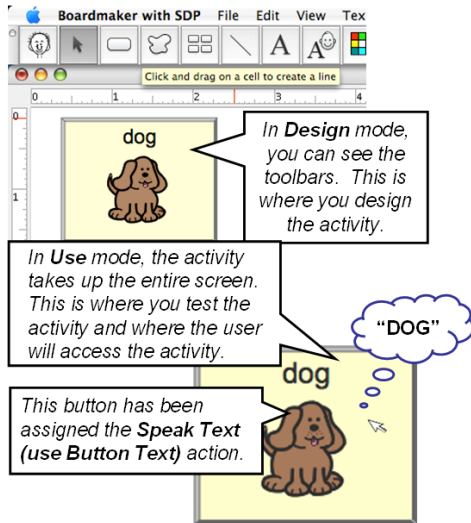# Trying Out Button Actions in the Use Mode BM+ SDP

As you discovered when you were exploring the sample boards, Boardmaker Plus! and Boardmaker Speaking Dynamically Pro have a **Use** mode that allows you to interact with your boards. While you are assigning button actions, you will want to try them out in the **Use** mode.

Put the application in the **Use** mode by selecting **Use** in the **Dynamic Boards** menu (or by pressing **Cmd + U**.)

Try out the button actions by clicking on the buttons to which you have assigned actions.

Return to the **Design** mode by selecting **Design** in the **Dynamic Boards** menu (or by pressing **Esc** or **Cmd+ D**.) Continue assigning button actions, or you can edit the actions you have already assigned. (See *Editing a Button's Assigned Actions* on page 18.)

As you continue exploring this handbook and learning to use some of the interactive features of Boardmaker Plus! and Boardmaker Speaking Dynamically Pro, remember to frequently switch to the **Use** mode to try out all the interactive features of the boards you are creating.

In *Design* mode, you can see the toolbars. This is where you design the activity.

In *Use* mode, the activity takes up the entire screen. This is where you test the activity and where the user will access the activity.

"DOG"

This button has been assigned the **Speak Text (use Button Text)** action.

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Editing a Button's Assigned Actions BM+ SDP

The actions you have assigned to a button can easily be edited, added to, rearranged, or deleted. Double-click on the button you wish to edit. The **Assigned Actions** list for that button will appear.

Editing an assigned action:
Double-click the action in the **Assigned Actions** list you want to edit. Make your changes in the dialog that appears.

Adding an action to the list:
Select the action in the **Assigned Actions** list you want to precede the new action. Assign the new action to the button.

Rearranging assigned actions:
Click and drag any action to a different location in the **Assigned Actions** list.

Deleting an assigned action:
Select the action in the **Assigned Actions** list, and click the **Delete** button.

Any action added to a button will appear after the highlighted action.

Click and drag to change the order of assigned actions.

*To delete an action, select it, then select the **Delete** button.*

To edit an action, double-click it, and make changes in the dialog box.

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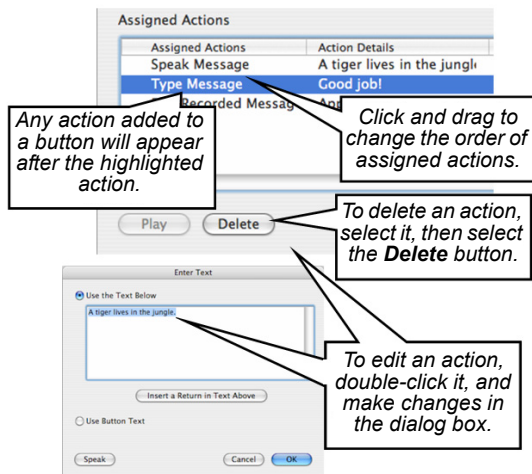
Saving a Board BM BM+ SDP

Be sure to save your boards as you create them. The default location for saving boards is the **My Boards** folder within the **My Documents** folder on your desktop. If you are creating boards for different users or different activities, you may want to create separate folders within the **My Boards** folder to keep your boards organized. (This is especially important if you are planning on linking boards together, because all boards that you plan to link together must be saved in the same folder.)

1. Select *File* > *Save As*. (If you want to create a new folder within the **My Boards** folder, expand the **Save As** dialog, and click the **New Folder** button. The system will create an untitled "New Folder." Type in a name for the new folder. Click the **Create** button.)

2. Type a name for the new board in the **Save As** text box.

3. Click the **Save** button.
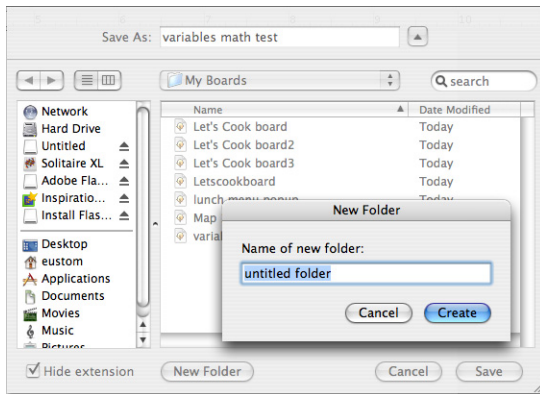
Selecting the Board Orientation BM BM+ SDP

You can lay out your boards in either landscape or portrait orientation (the default is landscape). You can change the orientation setting for a specific board if necessary, or you can change the default setting for all new boards.

1. Select *File>Page Setup*, and set the correct paper size and orientation. Click **OK** when finished.
2. Select *File > Board Setup*.
3. Click the **Use Printer Page** button. (This matches the board size to the maximum print area allowed by your printer for a single sheet of paper.)
4. Click the **OK** button.

*Note: To preserve your settings for new boards, click on the **Use as Default** button.*
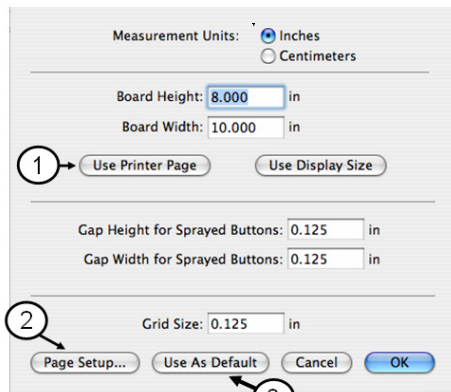
- (1) Use Printer Page Button
- (2) Page Setup Button
- (3) Use as Default Button (Preserve Board Settings)

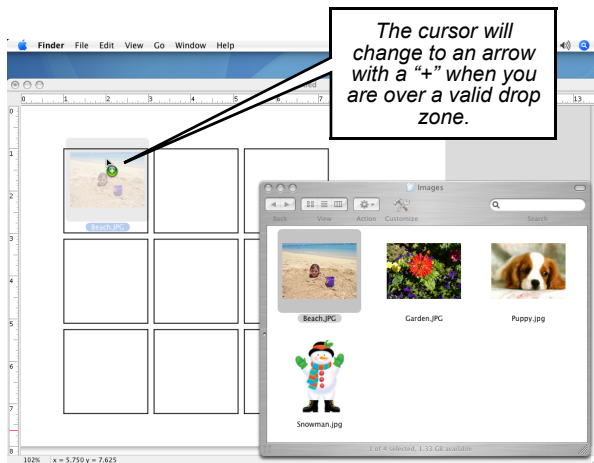# Dragging & Dropping an Image to a Button BM BM+ SDP

You can personalize your activities by adding graphics or photos that you have saved on your computer or found on the Internet.

1. With the application open in the background, locate an image you want to add.
2. Click, hold, and drag the image onto a button.
3. Release the mouse button.

Note: *If you are dragging an image from a web browser, drag the image until you can see its "ghost." Continue to hold down the mouse button, and press and hold the* **Cmd** *key, then press* **Tab** *until you have highlighted your Boardmaker application. Then release the* **Cmd** *key and drop the image.*

Tip: *The image will be labeled with its file name. To prevent the file name from displaying, hold down the* **Option** *key when you drop the image onto the button.*

The cursor will change to an arrow with a "+" when you are over a valid drop zone.

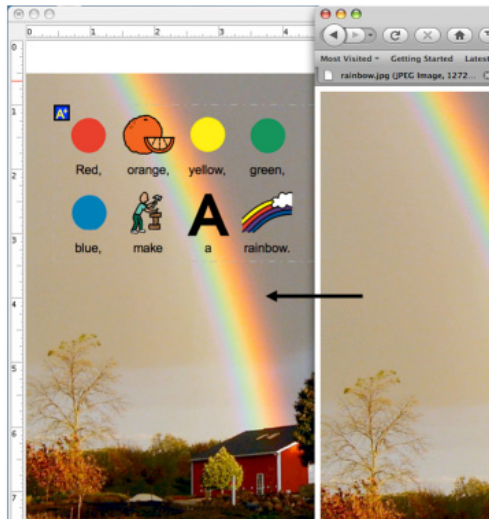# Dragging & Dropping an Image to the Board Background BM BM+ SDP

You can drag and drop graphics and photos to the board background the same way you dragged and dropped them to a button.

1. With the application open in the background, locate an image you want to add.
2. Click, hold, and drag the image to the board background, and release the mouse button. The image will be scaled to fit the entire board.

Tips: *Hold down the **Cmd** key when dropping the image to scale the image to fit a 2-inch by 2-inch square and include the file name as the label.*

*Hold down the **Cmd + Option** keys to omit the label.*

*Hold down the **Shift** key to preserve the image's proportions. Hold down the **Shift + Option** keys to preserve the image's proportions and omit the label.*

An image dragged to the board background will be scaled to fill board without distorting the image.

Dragging & Dropping Images into the Symbol Finder BM BM+ SDP

Drag and drop can also be used to add new symbols to your personal symbol library.

1. Open the Symbol Finder.
2. With Boardmaker open in the background, find the image you want to add to the symbol library.
3. Using the **Pointer Tool**, click and drag the image into the symbol view area of the Symbol Finder.
4. The **Symbols Names** dialog will open. Give the new symbol a name and assign it a category.
5. Click the **OK** button when finished.

*Note: You can select the **Float above other applications** option in **Preferences** to avoid hiding the Symbol Finder when Boardmaker is not the active application.*


Click and drag the image into the Symbol Finder.

Give the image a name and assign it a category.
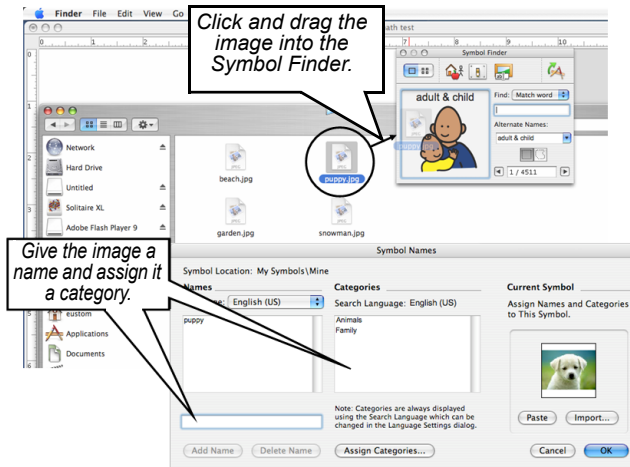
Dragging & Dropping Sound and Video Files BM+ SDP

If you are using Boardmaker Plus! or Boardmaker Speaking Dynamically Pro, you are not limited to dragging and dropping graphics or photos. You can also drop sound files (files with a ".*wav*" suffix) and video files (files with ".*avi*," ".*mpeg*," ".*mpg*," or ".*wmv*" suffixes) onto your buttons.

1. Find the sound or video file you want to add to the button.

2. Using the **Pointer Tool**, click and drag the sound or video file onto your button.

   When you drag a sound file onto a button, a **Play Recorded Message** action will be added to the button. When you drag a video file onto a button, a **Play Movie** action will be added to the button.

3. Put the program into **Use** mode to try it out!

Click and drag a sound or video file onto a button.
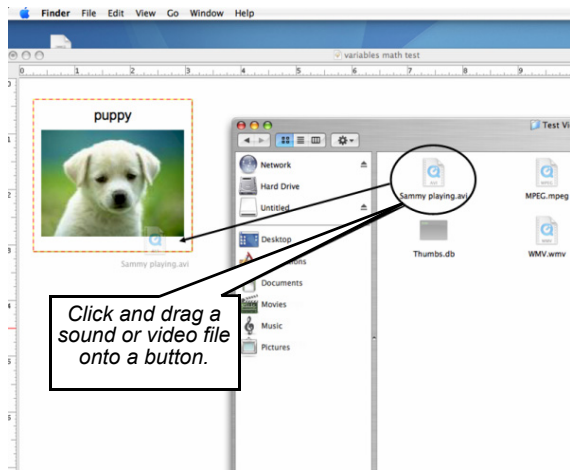
Creating a Symbolate Button BM BM+ SDP

As you type into a Symbolate button, the symbol for the word you are typing automatically appears. Symbolate buttons provide a quick and easy way to create symbol-adapted text.

1. Select the **Symbolate Button Tool**.
2. Click on the background where you want the Symbolate button to appear.
3. Begin typing in the new Symbolate button. As you type, a symbol will appear for each word for which there is a valid word-symbol match.

Notes: For a symbol whose name contains multiple words, type an underscore ("_") between words rather than a space.

The more symbols to which you have access, the better the symbolate function will work. The PCS addendum libraries contain over 9,000 symbols!
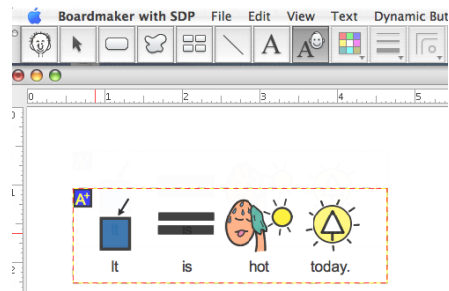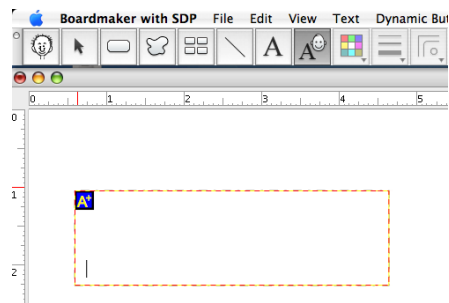
Changing Symbolate Symbols BM BM+ SDP

Many words have multiple symbol matches. Sometimes the first symbol that appears will not be appropriate for the context in which the symbol is being used. You can quickly change the symbol to match the context.

Using the F1 and F2 keys:

With the **Symbolate Button Tool**, click on the word or symbol you want to change, then press the **F1** key to step forward through all the available symbols for the word or the **F2** key to step backward.
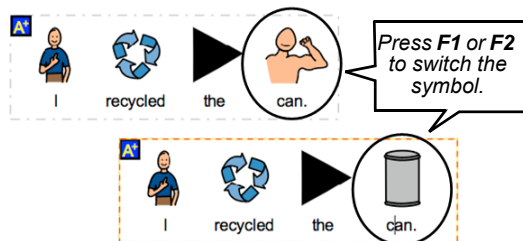
Using the Symbolate Candidates Dialog:

Using the **Symbolate Button Tool**, double-click on the symbol you want to change. The *Symbolate Candidates* dialog will appear. Click on the appropriate symbol, then click **OK**.
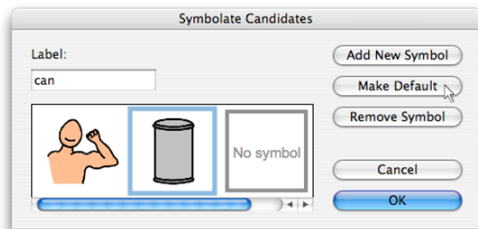
Note: *This change only affects the symbol in the current Symbolate button. To change the default symbol for the word, click the **Make Default** button.*

*Press **F1** or **F2** to switch the symbol.*

26

Editing Symbolate Text BM BM+ SDP

You can edit and format the text and symbols in a Symbolate button as needed.

Editing Text:

1. Select the **Symbolate Button Tool**.
2. Click on any word, or between two words, and begin typing your new text. (You can select only one word at a time. Backspace to remove multiple words.) The text will automatically be resymbolated as it is changed.

Formatting Text or Changing Size of Symbol:

1. **Ctrl + click** on the Symbolate button.
2. A contextual menu will appear with options to format button text, increase or decrease symbol size, and change the text position.
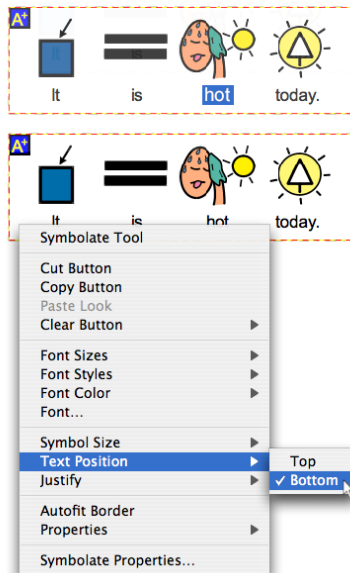
Read with Highlighting Action BM+ SDP

In Boardmaker Plus! and Boardmaker Speaking Dynamically Pro, Symbolate buttons can be set to read each word aloud and highlight each word-symbol pair as it is spoken.

1. Using the **Pointer Tool**, double-click the Symbolate button you want to read with highlighting.

2. Select **Read with Highlighting** in the **Actions** menu.

Note: *If you want just the text (rather than the entire word-symbol pair) highlighted, select the Highlight Text Only checkbox.*

3. Click the **OK** button when you're finished.

Note: *The Read with Highlighting action can only be assigned to Symbolate buttons.*

28
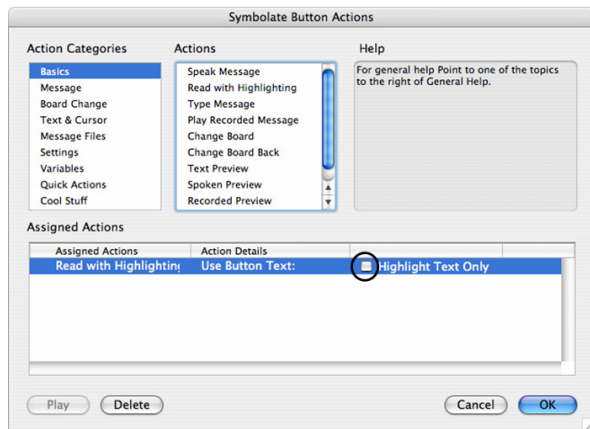
Creating a Freeform Button BM BM+ SDP

The **Freeform Button Tool** lets you draw buttons of any shape. You can create "hotspots" around parts of a background picture, give certain buttons a unique look, or simply create fun new button shapes.

1. Select the **Freeform Button Tool.**
2. Move the cursor into the board workspace.
3. Click and drag out the shape of the Freeform button. As you drag the mouse, you will see the button border appear.
4. Release the mouse button to automatically close the button border.

Note: *If you draw a Freeform button around a symbol on the background, the symbol will move to the face of the button.*
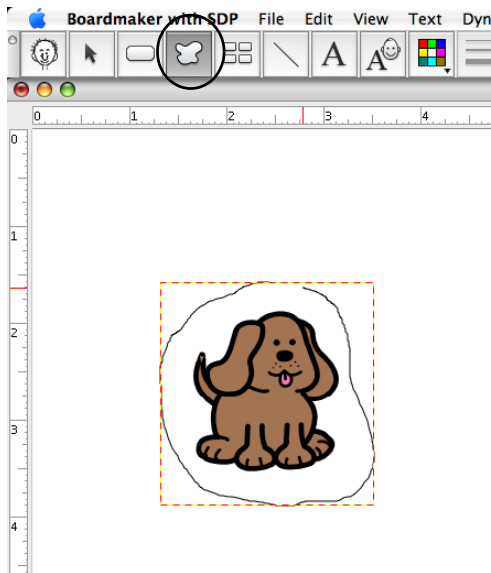
Creating a Polygonal Freeform Button BM BM+ SDP

The **Freeform Button Tool** can also be used to create polygonal buttons.

1. Select the **Freeform Button Tool**, and press and hold down the **Cmd** key on your keyboard.
2. While continuing to hold down the **Cmd** key, click the mouse at each point where you want a corner of the polygon.
3. To finish your polygonal Freeform button, double-click to specify the position of the final corner of the button (or release the **Cmd** key).

Adding Color BM BM+ SDP
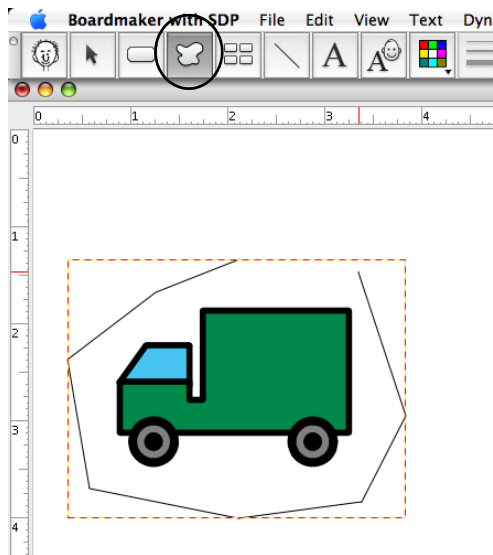
You can change the color of a button background, of button text, of the button border, and of the board background.

1. Using the **Pointer Tool**, click on the item whose color you want to change.
2. Select the **Color Tool.** The **Color Palette** will open. (If you have selected a button, click on either the **Button** or **Border** tab at the top of the **Color Palette** before selecting a color.)
3. Click on the color you want to use.

Select the
Color Tool

Click on the desired color in the ***Color Palette.***

Changing the Button Shape BM BM+ SDP

Use the **Corner Tool** to change the shape of buttons you have drawn.

1. Using the **Pointer Tool**, click on the button(s) whose shape you want to change.
2. Select the **Corner Tool**.
3. Select the desired corner shape in the **Corner Shape** drop-down menu.

*Tip: If you select a Freeform button, the **Corner Shape** drop-down menu will display polygons. This is an easy way to convert a Freeform button to a regular polygon. (Hold down the **Shift** key while selecting a shape to create a regular polygon with all sides the same length.)*

32
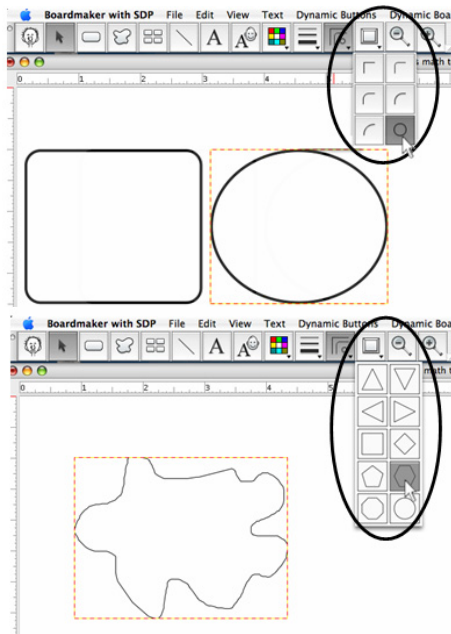
Changing the Button Border Thickness BM BM+ SDP

The **Thickness Tool** allows you to change the thickness of a button border or of a line you have drawn. (See *Adding a Line* on page 35.)

1. Using the **Pointer Tool**, click on the button whose border you want to change (or on a freehand line you have drawn using the **Line Tool**).
2. Select the **Thickness Tool**.
3. Select the desired thickness in the **Thickness** drop-down menu.

Note: *The dashed line in the drop-down menu indicates "hidden" borders. When the button is selected, it will appear onscreen with a light gray dot-dash border, but this border will not print out.*

Tip: *To apply a dashed border that will print out, **Ctrl-click** a button and select **Properties > Dashed Border.***
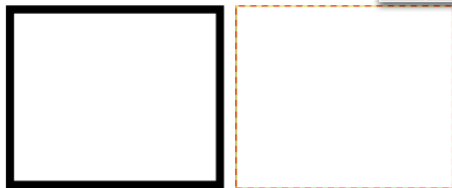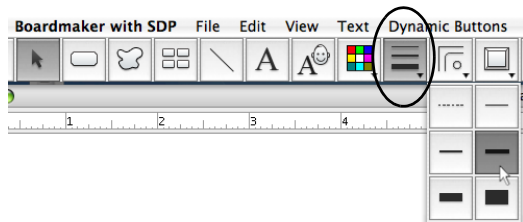
Applying 3-D Button Shadows BM BM+ SDP

Using the **Shadow Tool,** you can apply a shadowbox effect to a button border.

1. Using the **Pointer Tool**, click on the button(s) whose border you want to shadow.
2. Select the **Shadow Tool**.
3. Click on the left-hand button in the **Shadow Tool** drop-down menu to turn button shadowing on. Click on the right-hand button in the **Shadow Tool** drop-down menu to turn button shadowing off.

Note: *You cannot apply 3-D button shadows to Freeform buttons.*
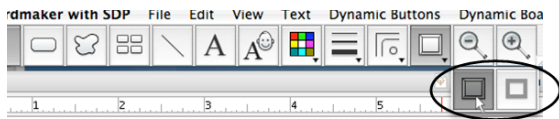
Adding a Line BM BM+ SDP

The **Line Tool** lets you draw freehand lines on the board workspace, as well as on top of (or behind) any button.

1. Select the **Line Tool**.
2. Click, hold, and drag to draw a line.

Note: *A line drawn on a button will cut off at the button border. A line started on the board background that crosses a button will move behind the button.*

Tip: *Use the **Thickness Tool** to change the line thickness. (See Changing the Button Border Thickness on page 33.)*

Line drawn on button.

Line drawn behind button.
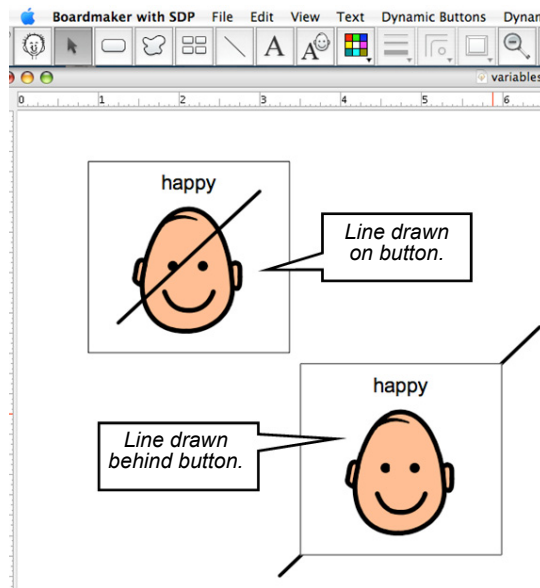
Symbol Finder Settings BM BM+ SDP

Boardmaker gives you the options of selecting the desired language(s) to display with each symbol, the font size of the text label to display with each symbol, and the location of the text label relative to the symbol.

1. Select the **Symbol Finder Tool** to open the Symbol Finder. Click on the **Settings** button to open the **Symbol Finder Settings** dialog.

2. Use the drop-down menus to select the desired language(s) for **Line 1 Language** and/or **Line 2 Language**.

3. Select your preferred text size(s) in the **Line 1 Size** and/or **Line 2 Size** drop-down menus.

4. Choose **Use Black & White Symbols** or **Use Color Symbols**.

5. Set the location of the text label relative to the symbol.

6. Click the **OK** button when you have finished making your selections.

36
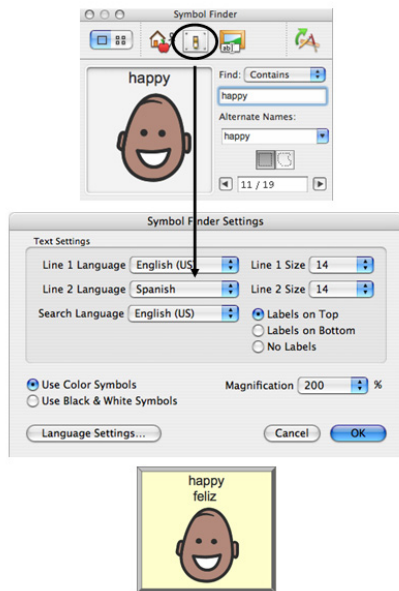
Replacing a Symbol on a Button BM BM+ SDP

If you want to replace the symbol on a button, you do not have to redraw, cut, or clear the button. You can easily replace the symbol on any button using the **Placement Cursor.**

1. Select the **Symbol Finder Tool** to open the Symbol Finder.
2. Type the name of the replacement symbol in the **Search Text** field of the Symbol Finder.
3. Click to select the button whose symbol you want to replace. (When the Symbol Finder is open, the cursor automatically changes to the **Placement Cursor**.)
4. A dialog will open. Click the **Replace** button. The symbol and text on the button you have selected will be replaced with the new symbol and text.

37
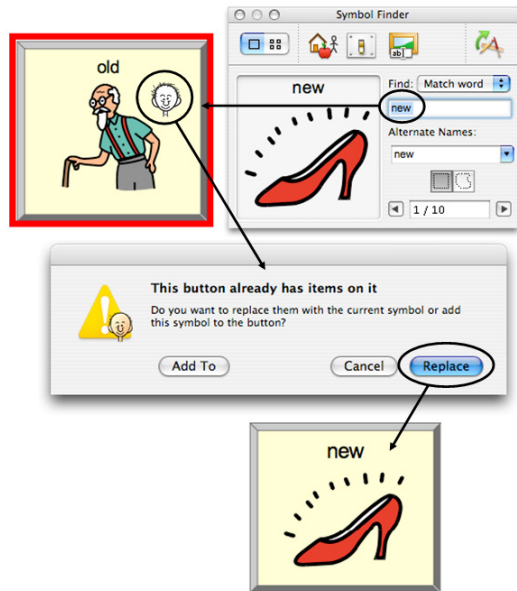
Adding an Additional Symbol to a Button BM BM+ SDP

You can create new symbols by combining two or more existing symbols from the PCS libraries.

1. Select the **Symbol Finder Tool** to open the Symbol Finder.
2. Type the name of the symbol you want to add to your button into the **Search Text** field of the Symbol Finder.
3. Press the **Tab** key to move to the **Alternate Symbol Name** field, and then press the **Backspace** or **Delete** key to remove the symbol text (you don't want an extra symbol name appearing on the button).
4. Click on the button that will receive the additional symbol.
5. In the dialog that opens, click on the **Add To** button. The new symbol will appear on top of the existing symbol.
6. Use the **Pointer Tool** to resize and position the symbols to fit on the button. (See page 41.)
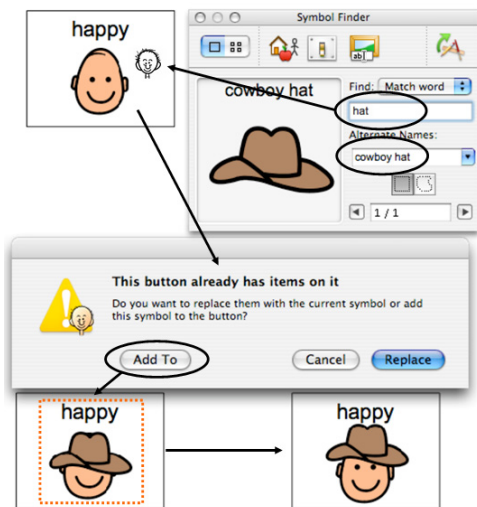
Clearing and Deleting Buttons BM BM+ SDP

If you want to change the symbol on a button, you can clear the symbol and text from the face of the button.

1. Using the **Pointer Tool**, select the button(s) you want to clear.
2. Select *Edit > Clear*. (You can also **Ctrl-click** on a button or group of buttons and select *Clear Button > Face* from the contextual menu that appears.)

You can also completely delete a button from the board workspace.

1. Using the **Pointer Tool**, select the button you want to delete.
2. Press the **Delete** or **Backspace** key on your keyboard.

Note: *You can quickly delete all buttons or all background items. **Ctrl-click** on the background and select **Delete All Buttons** from the contextual menu. You can also **Ctrl-click** on the background and select **Select All Buttons** or **Select Background Items**, then press the **Delete** key.*

39
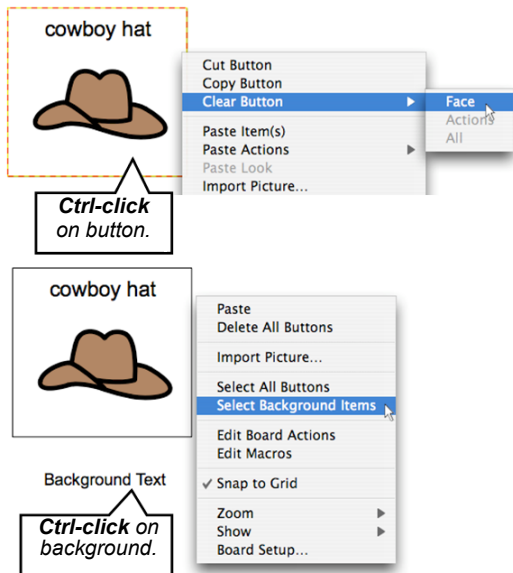
Adding and Resizing Text BM BM+ SDP

Use the **Text Tool** to add text to a button or to type text on the board background.

1. Select the **Text Tool**.
2. Click the I-beam cursor in the spot where you want to type the text. The blinking I-beam cursor marks your position in the text field.
3. Type in the text.
4. Use the options in the **Text** menu to change the font, style, and size of the text.

Tip: *The font, style, justification, color, and size of the text can quickly be changed by **Ctrl-clicking** the text with the **Pointer Tool** and selecting options from the contextual menu.*
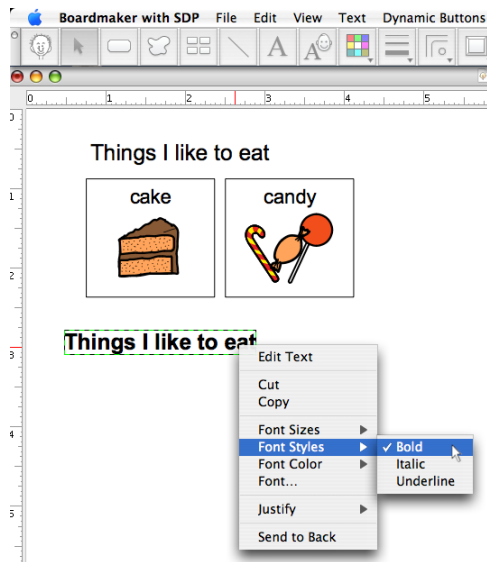
Resizing a Button or Graphic BM BM+ SDP

You can easily resize a button or resize the graphic on a button.

1. Using the **Pointer Tool**, click on the button or the graphic that you want to resize.
2. Move the pointer over any portion of the dashed selection box until the pointer becomes a double arrow.
3. Click, hold, and drag to resize the button or graphic inside the selection box.

Tip: *To maintain the proportions of the button or graphic, hold down the **Shift** key while resizing the button or graphic.*

41
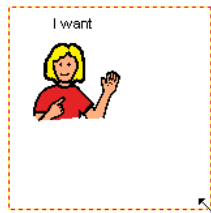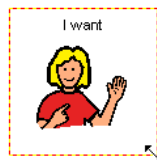
Resizing Buttons and their Contents BM BM+ SDP

You can resize a button and all of its contents (symbol and text) at the same time. You can also resize only the button and its symbol and leave the text the same size.

1. Select the **Pointer Tool**.
2. Select the button or buttons you want to resize. The pointer will become a double arrow. Drag to resize the button.
3. Hold down the **Cmd** key while you are dragging, and the button and all of its contents will resize.
4. To keep the text from resizing, hold down the **Shift, Cmd,** and **Option** keys while you are dragging.
5. To keep the proportions of the button and all of its contents the same, hold down the **Cmd** and **Shift** keys while you are dragging.

Tip: *To resize multiple buttons, first select them, then hold down the **Cmd** key and click, hold, and drag on the dashed selection box surrounding the buttons.*

Hold **Cmd** key while dragging.

Button and contents resize.

Hold **Shift, Cmd,** and **Option** keys while dragging.

Text does not resize.
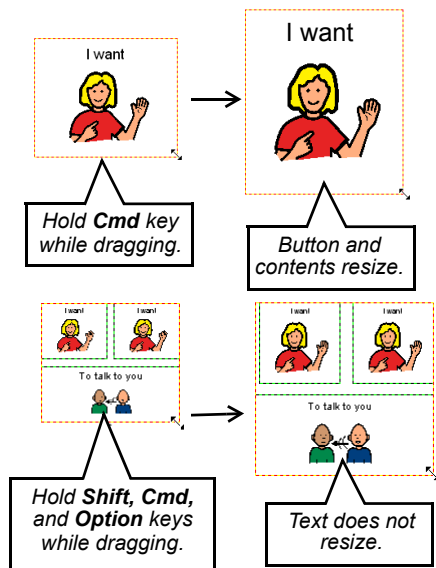
Alignment and Centering BM BM+ SDP

Using options from the **Alignment** contextual menu, you can quickly align buttons, align items within buttons, or align items on the background. You can also quickly center content (symbols or text) within a button.

1. Select the **Pointer Tool**.
2. Select the items you want to align or select the button(s) with the content you want to center. **Ctrl-click** on the selected items, and choose an option from the contextual menu.

Ctrl-click on selected items.

leaf

Cut Buttons	
Copy Buttons	
Paste Actions	▶
Paste Look	
Clear Buttons	▶
Import Picture...	
Font Sizes	▶
Font Styles	▶
Font Color	▶
Font...	
Justify	▶
Properties	▶
Alignment	▶

flowe

tree

Align Left Sides of Buttons
Align Horizontal Centers of Buttons
Align Right Sides of Buttons

Align Tops of Buttons
Align Vertical Centers of Buttons
Align Bottoms of Buttons

Center Content Horizontally in Button
Center Content in Button
Center Content Vertically in Button

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Swapping Buttons BM BM+ SDP

You can easily exchange the positions of two buttons on your board. The contents of both buttons (symbols, text, and assigned actions) will be swapped.

1. Using the **Pointer Tool**, select the first button you want to swap.

2. Hold down the **Shift + Option** keys, and drag the button over the top of the button to be swapped. (As you move the button, its original position will be highlighted.)

3. When the button to be swapped is highlighted, release the mouse button.

*Note: You can also swap the contents of two buttons by selecting them (hold down the **Shift** key while selecting the buttons with the **Pointer Tool**). Then select **Edit > Swap Buttons**. (If the buttons you swap are different sizes, the contents of both buttons will automatically be scaled.)*
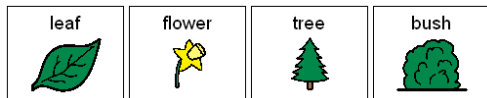
Before swap
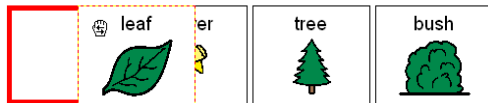
During swap

After swap

Shuffling Buttons BM BM+ SDP

You can change the relative positions of the buttons on the boards you have created. This will give your Boardmaker activities more variety and make each printed board unique.

1. Select the **Pointer Tool**.
2. Select the buttons (three or more) that you want to shuffle (hold down the **Shift** key while selecting the buttons with the **Pointer Tool**).
3. Select *Edit > Shuffle Buttons.* The contents of all selected buttons will be randomly shuffled.

Note: *As with the swap feature, the shuffled buttons can be of different sizes. The content of the buttons will always be scaled appropriately.*

Tip: *Hold down the **Cmd** key while selecting **Shuffle Buttons**. This will force the contents of all the buttons to shuffle.*

45
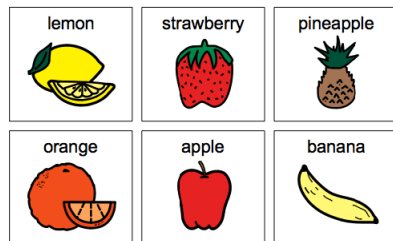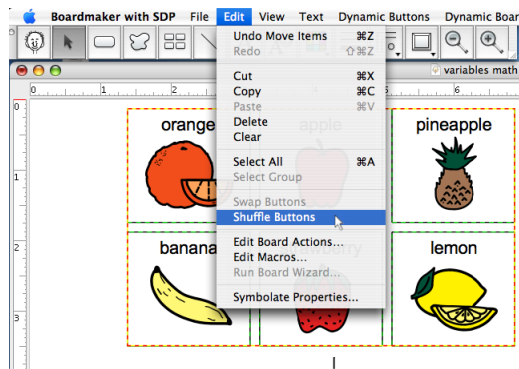
Linking Boards Together BM+ SDP

Each board you create can be linked to another board. This is very useful for assembling pages of a book, for moving through a series of questions or procedures in an activity, and for navigating to different activities.

1. Double-click the button that will link to the next board. The **Button Actions** dialog will appear.
2. Select **Change Board** in the **Actions** menu.
3. A list of boards that have been saved in the current folder will appear. Select the board to which you want to link.
4. Click the **OK** button.
5. The **Change Board** action and the linked board now appear in the **Assigned Actions** list.
6. Click the **OK** button when finished.

*Select **Change Board** in the **Actions** menu.*

Double-click on the button you want to link to another board.

Select the board to which you want to link.

(Continued on next page)

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The **Recipe** button on the Main Menu board will be linked to the Let's Cook board.

Include **Next** and **Back** buttons for easy navigation between boards.

The Lets Cook Board will be linked to the Let's Cook 2 board
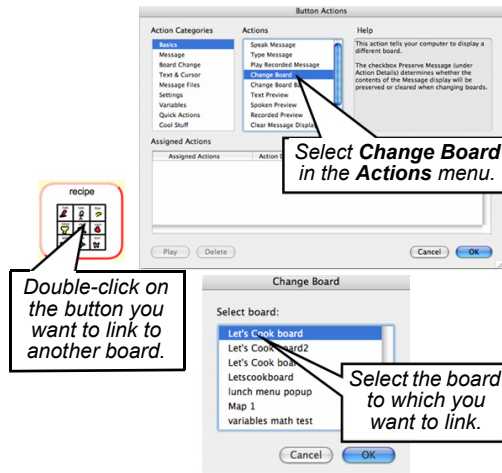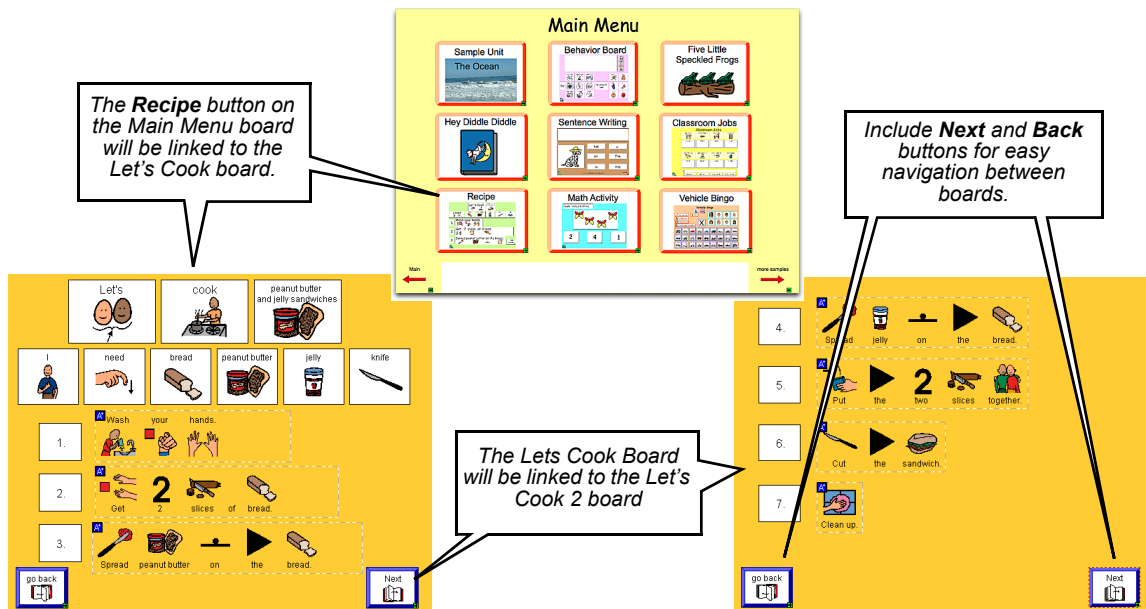
***Notes:** To aid the user in navigation, include a button assigned the **Change Board Back** action.*

*Be sure to test your linked boards in the **Use** mode.*

Adding a Message Display BM+ SDP

Adding a Message Display to your boards allows you to create a variety of writing activities. Button actions such as **Speak**, **Print**, **Clear**, etc., (in the **Message** category of the **Button Actions** dialog) allow you to control the Message Display.

1. Select **Message Display** in the **Dynamic Buttons** menu. (Only one Message Display is allowed on each board.)
2. Click and drag the Message Display to the position where you want it, and then drag its border to change its size.

Note: *To change the way the text is displayed, select the Message Display and use the **Text** menu to set the font, style,* color, *and size. (Or **Cmd-click** the Message Display and select the desired option.)*

Tip: *To change the color of the Message Display itself, select the Message Display, click on the **Color Tool**, and select the desired color.*

48
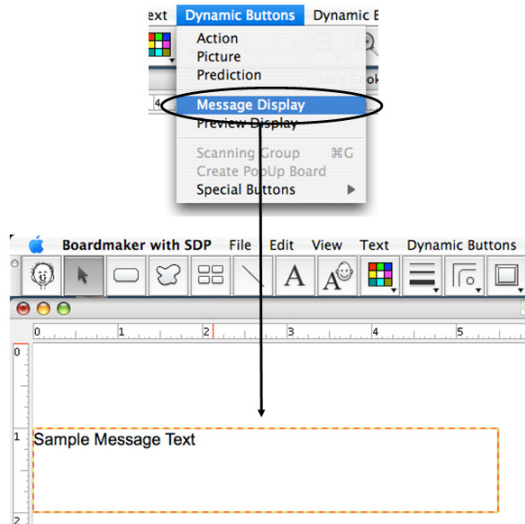
Making a Button Type a Text Message BM+ SDP

You can make a button type a message in the Message Display by using the **Type Message** action. When the button is selected, it will automatically type the text you have entered into the **Enter Text** dialog or it will type the text on its face.

1. Double-click a button that you want to type a message into the Message Display. The **Button Actions** dialog will appear.

2. Select **Type Message** in the **Actions** menu.

3. In the **Enter Text** dialog, enter the message you want the button to type, or click **Use Button Text** to use the text on the face of the button.

Click the **OK** button when you're finished.

*Note: Be sure to put the application in **Use** mode to test the Message Display actions you have assigned.*

49
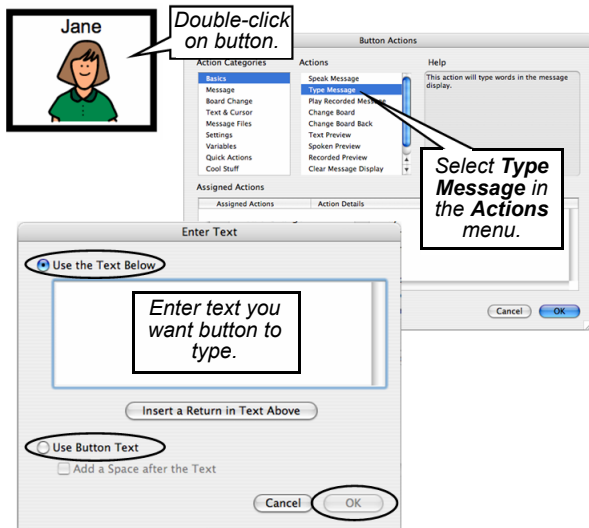
Placing a Picture in the Message Display BM+ SDP

You can also create "picture sentences" in the Message Display. A Message Display can accept picture input from buttons in addition to text.

1. Double-click on the button whose picture you want to place in the Message Display. The **Button Actions** dialog will appear.
2. Select **Picture Button** in the **Actions** menu. The **Assigned Actions** list will appear:
   • **Picture Button** - tells the button to place its picture in the Message Display
   • **Picture Speech** - makes the button speak when selected and the Message Display is spoken.
3. Edit the **Picture Speech** action by double-clicking on the **Picture Speech** action in the **Assigned Actions** list. (See *Making a Button Speak* on page 15.)
4. Click the **OK** button when finished.
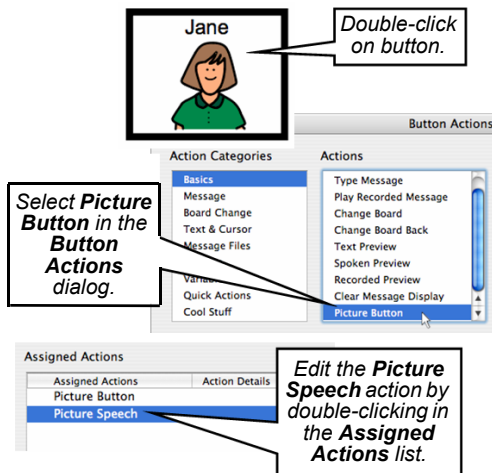
Note: *Refer to the in-application **Help** for more information on **Picture Button** actions.*

Double-click on button.

Jane

*Select **Picture Button** in the **Button Actions** dialog.*

*Edit the **Picture Speech** action by double-clicking in the **Assigned Actions** list.*

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Movable Buttons BM+ SDP

Movable buttons allow you to create dynamic activities for counting, sorting, sequencing, and more. These buttons can be dragged around the board and dropped on other buttons to trigger a spoken message, sound, or other actions.

You can use Movable buttons to further enhance the activities you create:

- You can provide corrective feedback by setting Moveable buttons to "snap back" to their original positions if they are dropped on an invalid destination.
- Moveable buttons can be set to "clone" themselves to supply unlimited copies for game and matching activities.
- You can use advanced programming features with Moveable buttons to create really unique and creative activities.

Put 6 circles in the green box and 5 triangles in the blue box.

In this sorting and counting activity utilizing Movable buttons, the student moves the specified number of shapes into the correct box.

51
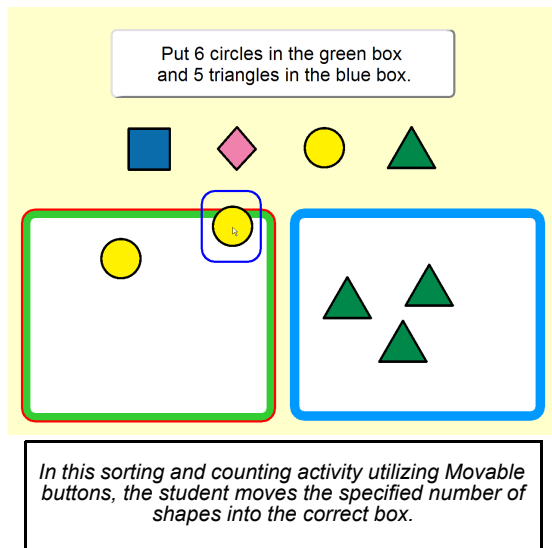
Creating Movable and Destination Buttons BM+ SDP

The **Movable Button Tool** allows you to pair a Movable button with a Destination button and assign actions to be performed when the Movable button is dropped on the Destination button.

The **Movable Button Tool** is not initially visible in the Toolbar. Select *Dynamic Boards > Show > Movable Button Tool*.

1. Click on the **Movable Button Tool**.
2. Click on the button you want to make moveable. The **Enter Name** dialog will appear for the Moveable button.
3. Enter a name for the Movable button. Then click the **OK** button.
4. Click and drag the Moveable button on top of the button that will be its destination. Then release the mouse button. The **Enter Name** dialog will appear for the Destination button.

Movable Button Tool

Enter name for Movable button.

Drag and drop Movable button onto the Destination button.

52
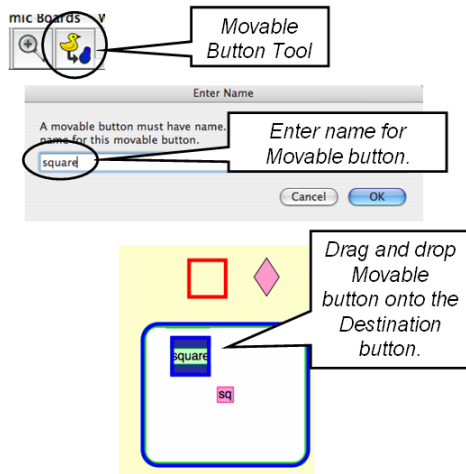
5. Enter a name for the Destination button. Then click the **OK** button. The **Button Actions** dialog will appear.

6. Assign actions to the Destination button that will be performed when the Moveable button is dropped on it.

Tip: *To edit the actions for a Moveable-Destination button pair: Select the **Movable Button Tool**, and drag the Movable button on top of the Destination button you want to edit. (You won't have to enter names again.) The **Button Actions** dialog will appear, and only the actions associated with the Movable-Destination button pair will be displayed.*

Enter Name

A destination button must have name. Please enter a unique descriptive name for this destination button.

Enter name for Destination button.

Green box

Cancel   OK

Assigned Actions

Assign actions to Destination button.

Assigned Actions	Action Details
Play Recorded Messag	boing1

When you drop the square into the green box, you will hear a "boing" sound.

square

sq
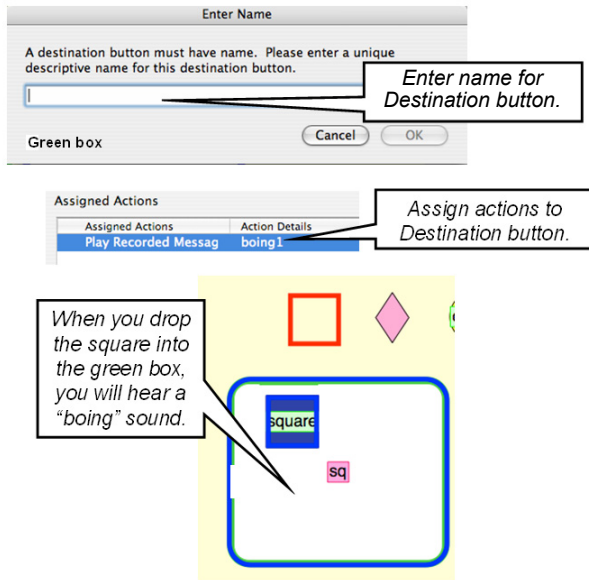
Movable Button Properties BM+ SDP

A Moveable button can be set to "snap back" to its original position if it is dropped on an invalid destination. A Moveable button can also be set to clone itself - the original button will stay in place, and an identical copy of the button will be moved.

1. Using the **Pointer Tool, Ctrl-click** on the Movable button that you want to snap back or to clone itself. Select **Movable Button Properties** from the contextual menu. The **Button Properties** dialog will appear.

2. Select the **Snap Back** setting if you want the button to "snap back" to its original position.

3. Select the **Move Clones** setting if you want the original button to stay in place, and copies of the original button to be moved.

4. Click the **OK** button.

*Tip: Select the **Center Movables** setting under the **Destination Button** option to center any paired Movable button that is dropped on the Destination button.*

*Ctrl-click on Movable button and select **Movable Button Properties**.*

Cut Button
Copy Button
Clear Button

Paste Button(s)
Paste Actions
Paste Look
Import Picture...

Font Sizes
Font Styles
Font Color
Font...
Justify

Properties
Movable Button Properties...
Alignment

Button Properties

Enter the unique button name:

square

Specify the type of the button:

○ Standard button
◉ Movable button
  ☐ Snap Back
  Snap this movable button back to its last position when dropped on an invalid destination
  ☐ Move Clones
  Instead of moving the movable button itself, create a new "cloned" copy whenever this movable button is grabbed
○ Destination button
  ☐ Center Movables
  Force movable buttons to appear in the exact center of the destination button, regardless of where they're dropped

Cancel   OK

*Select the **Snap Back** and/or the **Move Clones** setting.*

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