



*Boardmaker®*

**STUDIO**

**HANDBOOK**

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In North America:

For information, write to:

Mayer-Johnson LLC

2100 Wharton Street, Suite 400

Pittsburgh, Pennsylvania 15203 USA

The European Authorized Representative is:

Tobii Dynavox

Visiting and Shipping address

Karlsrovägen 2D 7th floor

182 53 Danderyd Sweden

Postal address:

Box 743

182 17 Danderyd Sweden

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## Boardmaker Studio Overview

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Welcome to Boardmaker Studio, the newest member of the Boardmaker Software Family. Equipped with an impressive collection of powerful Studio Starter templates, an efficient new user interface, and a host of time-saving tools, Boardmaker Studio gives you what you need to meet your student's needs quickly.



- **Easy to Learn and Use** - An intuitive new interface, simple page management, and templates organized the way you think.
- **Create Amazing and Engaging Activities Fast** - Over 600 powerful and easy-to-use Studio Starter templates and more than 125 Gadgets means fast solutions for your students.
- **A Fresh Spin on an Old Favorite** - Import your Version 5 and 6 Boardmaker boards and use Boardmaker Studio to edit, print, and improve them.
- **Stay Connected** - Connect to *Boardmaker Online* to download the latest activities, keep track of your groups, ask questions and get answers - all without leaving Boardmaker Studio.

## How to Get Additional Help

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This handbook is an introduction to the basic skills you will need to start designing fantastic projects using Boardmaker Studio. It is intended to immediately get you “up and running” by focusing on a brief overview of key, frequently used features of the software.

**Note:** Boardmaker Studio also includes a series of introductory tutorials. To access the tutorials, select **Getting Started** on the Connect interface.

All of the topics included in this handbook are covered in greater detail in the Boardmaker Studio User Guide. There are a great number of other features of the software, including many advanced features, that are not covered here at all, but are instead included in the User Guide.

Select **Help** in the upper right corner of the Connect interface to access the User Guide, which includes step-by-step procedures for all of the many features available in Boardmaker Studio. You can also select **Help** to access online videos and tutorials.

## Introduction to Boardmaker Studio

The Boardmaker Studio software contains two interfaces: Connect and Designer.

### Connect

The Connect interface is the first screen that appears when you open Boardmaker Studio. It's a dashboard, enabling you to quickly access the most common Boardmaker Studio tasks and featured content from the Boardmaker Online web site.

Connect bridges the gap between Boardmaker Studio and Boardmaker Online. You can quickly search for and share activities from the web site, access your recent projects, or get started building new activities.

### Designer

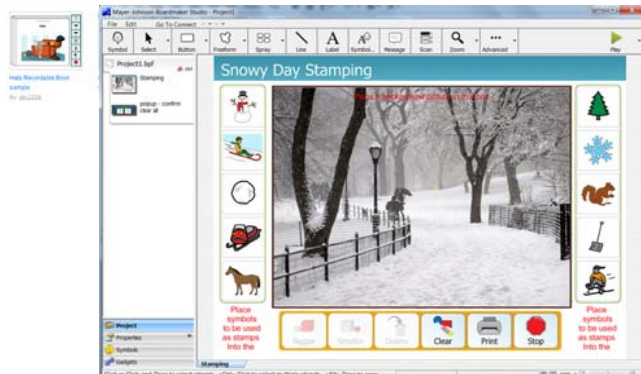
The Designer is the primary workspace in Boardmaker Studio. You use it to create, edit, preview and play your projects. The new interface lets you create activities that look amazing.



Boardmaker

My Activities Upload Activity Find Activities Get Support

My Activities



## Getting Started

The first time you launch Boardmaker Studio, you will be prompted to register. You will only need to complete the registration process once.

After registering the software, the Connect screen will open, enabling you to create, edit, and play your Boardmaker Studio projects.

### Register Boardmaker Studio

1. On your desktop, double-click the Boardmaker Studio shortcut.
2. Read the Boardmaker Studio End User License Agreement that appears, and select **Accept**.
3. To register Boardmaker Studio, select **Register**.

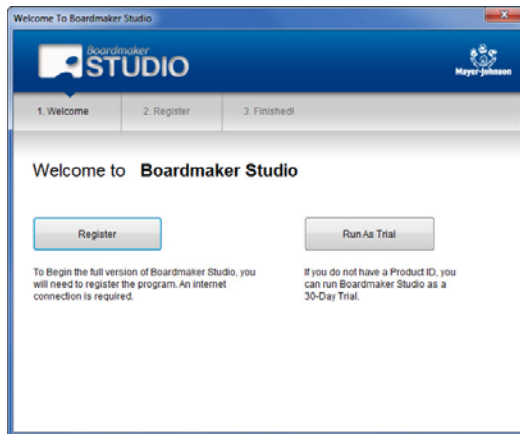
**Note:** If you select **Run As Trial**, you will be able to use Boardmaker Studio without a product ID for 30 days.

4. Enter your Product ID, First Name, Last Name, email address, and Organization name.

**Note:** Your Product ID is located on the back of the CD/DVD case.

5. Select **Register**. Boardmaker Studio is registered.
6. Select **Launch Studio**. Boardmaker Studio Connect will open.

### WELCOME TO BOARDMAKER STUDIO SCREEN



## Access the Designer

After registering Boardmaker Studio, do one of the following:

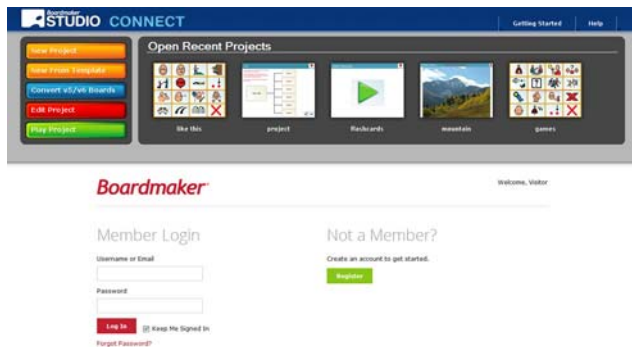
- Select **New Project** to create a new, blank project.
- Select **New from Template** to create a new project based on a Studio Starter template.
- Select **Convert V5/V6 Boards** to convert a Boardmaker V5 or V6 board or set of boards (.bm2, .zbp, or .zip file) to a Boardmaker Studio project file (.bpf).
- Select **Edit Project** to open and edit an existing project in the Designer.
- Select **Play Project** to open and play an existing project in Play mode.

## Access Content from BoardmakerOnline.com

After registering Boardmaker Studio, do one of the following:

- To log into your account on Boardmaker Online, select **Log In**.
- To register for an account on Boardmaker Online, select **Register**.

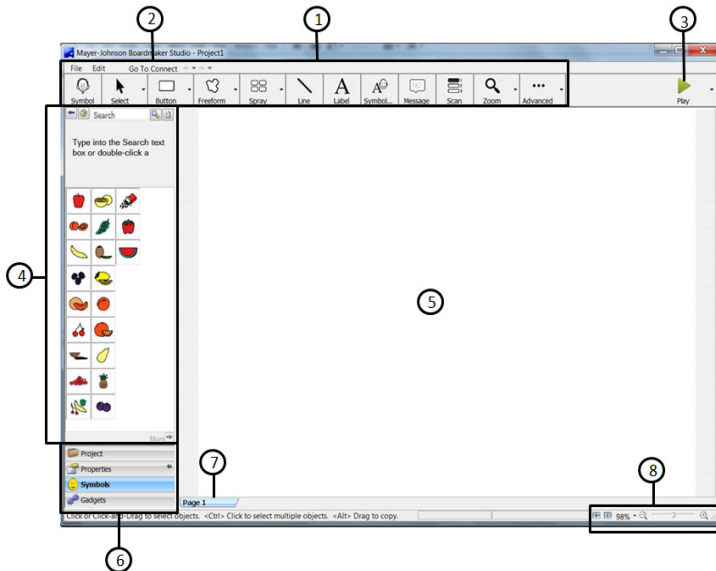
## BOARDMAKER STUDIO CONNECT



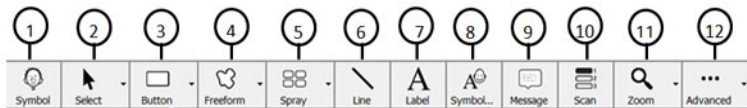


## Designer at a Glance

- |                             |  |
|-----------------------------|--|
| <b>1</b> Toolbar            | Contains the File Menu, editing, design, and drawing tools.          |
| <b>2</b> Go to Connect      | Close current project and go to Connect.                             |
| <b>3</b> Play button        | Selects the Play mode.   |
| <b>4</b> Navigation pane    | Displays the properties/controls of the current panel.               |
| <b>5</b> Designer workspace | Area in which you create and edit your pages.                        |
| <b>6</b> Navigation buttons | Opens the various panels - Project, Properties, Symbols, or Gadgets. |
| <b>7</b> Page tabs          | Access each open page in the workspace.                              |
| <b>8</b> Zoom controls      | Adjust the view of the workspace.                                    |



## Toolbar at a Glance



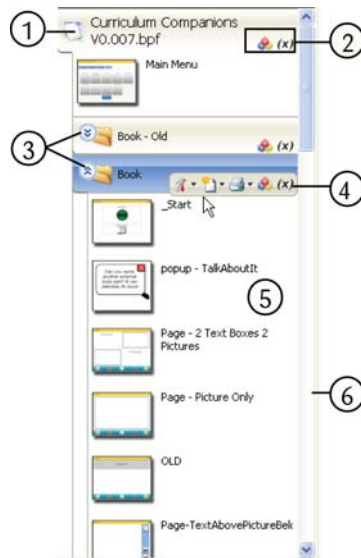
1	Symbol	Open the Symbol panel to search the symbol library and add symbols the page.
2	Select/Quick Select	Select objects on the page, or select the page itself.
3	Button	Create a standard button, group button, Word Predictor, Target, or hotspot.
4	Freeform	Create a freeform button or hotspot.
5	Spray	Spray out copies of a selected object to make a rectangular or circular grid.
6	Line	Draw a horizontal, vertical, or diagonal line.
7	Label	Create a new text label.
8	Symbolate	Create a symbolate button.
9	Message	Create a Message Window.
10	Scan Order Tool	Set the order in which the objects on the page will be scanned.
11	Zoom/Pan	Select the Zoom tool and click anywhere on the page to zoom in. Select the Pan tool to move the page in any direction.
12	Advanced	Enhance the page with added video, group boxes, checkboxes, radio buttons, text boxes, and tab controls.

## Project Panel at a Glance

The Project panel displays the activities and pages in the currently open project. (See *Project Organization* on page 16.)

- |   |  |
|---|--|
| <b>1</b> Project folder                   | Top level (project-level) folder.  |
| <b>2</b> Macro and shared variables icons | Indicates there are shared macros and shared variables. (In this instance, they are at the project level.) Mouse over these icons to access the floating toolbar.                                      |
| <b>3</b> Activity folders                 | Activity-level folders. Select the arrow [v] to open a folder and display the pages in it. (Note that the activity contains macros and shared variables at the activity level.)                        |
| <b>4</b> Floating toolbar                 | Displayed when you mouse over the project folder, a page, or an activity. The toolbar contains tools for editing the project/activity/page, for printing, and for editing shared variables and macros. |
| <b>5</b> Pages                            | Thumbnails of each page within the activity or project. (Icons will appear if there are any shared macros and/or variables at the page level.) Double-click a page icon to open the page.              |
| <b>6</b> Scroll bar                       | Scroll down to view all the activities/pages in the project.   |

### PROJECT PANEL (SHOWING FLOATING TOOLBAR)



## Properties Panel at a Glance

Use the *Properties* panel to assign properties (label, actions, symbols, shape, style, etc.) to an object or to a page or to multiple selected objects. Whenever an object - or the page itself - is selected, its *Properties* panel will open.

**Note:** The Properties groups will differ depending on the object selected. The *Button* Properties panel is illustrated here.

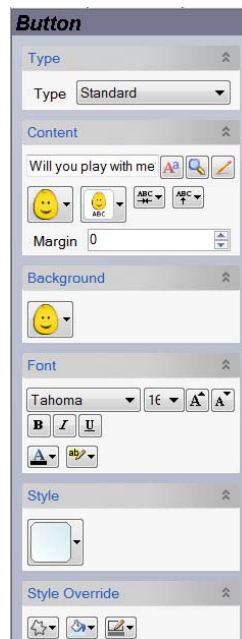
The *Properties* panels are divided into Properties groups:

- **Type** - Change the button type (standard, symbolate, word predictor, or group).
- **Content** - Enter, format, and justify the button label text. Search for and place a symbol on the button. Edit the symbol. Select a layout style. (Also see *Rich Text Editor at a Glance* on page 45.)

**Shortcut:** You can quickly place a symbol on an object by dragging a symbol from the *Symbols* panel and dropping it onto an object. (See *Symbols Panel at a Glance* on page 12.)

- **Font** - Choose a font family, size, and style for the label text. Change the color of the font, and select a background color for the text.
- **Style** - Change the button's general style. (See *Changing an Object's Style* on page 34.)
- **Style Override** - Customize the button's shape, fill color, and border. (See *Changing an Object's Style* on page 34.)

### BUTTON PROPERTIES PANEL



- **State** - Disable, hide, or lock the button, or make it not selectable.

**Note:** An object's "state" refers to its properties when the software is in Preview or Play modes. (A locked object is not selectable by left click in Design mode; its behavior in Preview or Play modes will not be affected.)

- **Programming** - Assign a unique name that identifies the object (for programming purposes). Add or edit actions to program the button. (See *Programming an Object* on page 51.)
- **Drag and Drop** - Assign drag-and-drop properties to the button so that it, or a copy of it, can be moved around the page.
- **Miscellaneous** - Select an audio cue to play a short message when the cursor or scanning highlight moves over the object. Determine whether, when the button is resized, the contents of the button will scale ("maintain aspect"), and whether the symbol will fill, fit, or be clipped to fit in the resized button.

**Note:** The Properties panel offers dynamic tools relevant to the currently selected object in the workspace. All the properties panels are described in detail in the searchable help.

The screenshot shows the Properties Panel for a button object, organized into four expandable sections:

- State:** Contains checkboxes for ☐ Disabled, ☒ Hidden, ☒ Selectable, and ☐ Locked.
- Programming:** Includes a dropdown for Object Name (currently set to "button\_1") and an "Edit Actions" button with a dropdown arrow.
- Drag and Drop:** Includes a "Drag Type" dropdown menu currently set to "None".
- Miscellaneous:** Includes several settings:
  - Audio Cue: Will you play w...
  - Maintain Asp...: Yes
  - Clip Content: Fit
  - Horizontal Al...: Left
  - Vertical Align...: Top

“SmartSyms” are symbol/label pairs that behave as a single object. You can place a SmartSym directly on a page, on an object on a page, or use a SmartSym as the page background. SmartSyms can also be assigned actions.

Use the *Symbols* panel to quickly search for a SmartSym, choose its label, and then drag it onto an object (or onto the page itself). You can easily add new symbols to objects, replace symbols, and choose whether symbols will appear with or without labels.

**Note:** SmartSims have their own properties, unless you place them on a standard or freeform button - then they become part of the button. Only one symbol at a time can be placed on a standard or freeform button.

1 2 3 4 5

Type into the Search text box or double-click a category to find a symbol.

6

7 8 9 10 11

1	Back arrow button	Move backward through the browsing history in your symbol search.
2	Home button	Displays the top level of symbol category folders.
3	Search text box	Enter your search criteria in this field.
4	Symbol search button	Search for items that match the search criteria entered in the <i>Search</i> text box.
5	Symbols and Language button	Provides quick access to label and search language settings and symbol preferences.
6	Symbols region	Displays the symbol search results or category folders while browsing. Drag-and-drop any symbol into the workspace.
7	Preview area	Dynamically displays the selected symbol. Drag-and-drop the symbol from the preview area into the workspace.
8	Label drop-down menu	Displays the label(s) for the currently selected symbol. (Some symbols have more than one label). Use the drop-down menu to display alternate labels. You can also enter a new label in the text field of this menu.
9	Include label check box	Select this box to display a label with the symbol. (Deselecting the check box will disable the text box, and no label will be displayed or included when you drag the SmartSym into the workspace.)
10	Scroll bar	Appears when the number of available symbols exceeds the display space. Select the scroll bar and drag it to display more symbol choices.
11	More button	Is enabled when the number of available symbols exceeds the display space. Select this button to expand the Symbols region into the workspace.

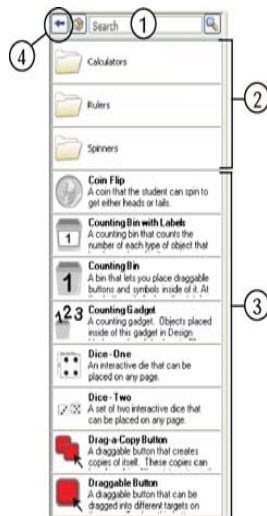
## Gadgets Panel at a Glance

Gadgets are pre-programmed objects and groups of objects you can use to construct or enhance onscreen activities. Use the *Gadgets* panel to browse through the gadgets and add them to your pages. The gadgets are organized into categories and subcategories so that you can quickly locate the one that you need.

For more information about the gadgets and how to add them to your pages, see *Working with Gadgets* on page 48.

- 1 Search Box** To search for a gadget, enter your search criteria, and then select the Search icon [🔍].
- 2 Categories** Double-click a category folder to open it and browse the gadgets and subcategories inside.
- 3 Gadgets** To place a gadget on the page, select the gadget and drag it onto the page.

### GADGETS PANEL (WITH MATH CATEGORY EXPANDED)





## Boardmaker Studio Software Modes

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In Boardmaker Studio, you will use the following modes:

- **Design** mode is the default mode in the Designer. It enables you to create your learning activities by building and adding content to projects, activities, and pages.
- **Play** mode enables your users to play an activity in a program window. When you select Play mode, the project will play from the first page (not necessarily the page that is open). You can play a project from the Connect screen or from the Designer.
- **Play Full Screen** mode plays the activity in a program window that fills the screen.
- **Preview Page** mode enables you to test your activities. When you select Preview Page mode, the current page will be displayed as the user would see it.

### Play or Preview a Page

Select the arrow next to the mode button [  ] and select a mode from the drop-down menu.

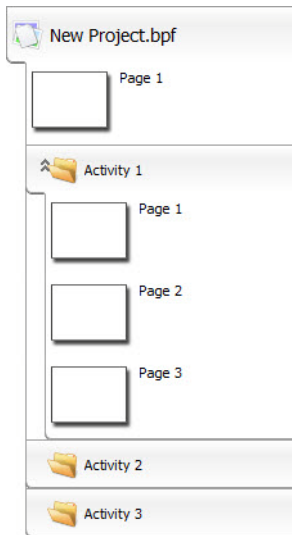
### Switch to Design Mode

While in Preview or Play modes, select the Stop button [  ] or press the **Esc** key. The activity will stop playing, and you will return to the Designer.

## Project Organization

In Boardmaker Studio, you will work with three different components: projects, activities, and pages.

- **Projects** are collections of pages that you can use as a group. You can think of a project as a book that contains chapters and pages.
- **Activities** are collections of pages within a project. They are represented as folders, and you can use them to categorize related pages in a project into separate learning activities. In this way, activities are like chapters in a book. Just as a chapter in a book can contain sections and subsections, activities can contain other activities.
- **Pages** are the primary components of projects and activities. Boardmaker Studio pages are like the pages of a book - they contain the content that the users will read (or interact with). In Boardmaker Studio, this content consists of objects such as buttons, message windows, symbols, and so on.



## Templates

A template is a page or a set of pages that has been designed for a specific type of activity. You can create new projects, activities, and pages based on templates.

When you create a new project, activity, or page based on a template, a copy of the page(s) in the template is made for you, and you can adjust the content however you wish.

Using templates, you can quickly create the following types of activities:

- **Art and Creativity** - Develop creativity and artistic expression.
- **Books and Presentations** - Develop reading skills and present new information.
- **Calendars** - Review upcoming events and develop mathematical and time-based skills.
- **Classroom Routines** - Templates for daily attendance and student sign-in.
- **Communication and Participation** - Communication displays to help users participate at home, at school, and at extracurricular activities.
- **Device Overlays** - Create overlays for a wide range of digitized communication devices.

### FIND THE PAIRS - MATCHING GAME TEMPLATE

#### Matching Letter to Word



Match each word to the letter it starts with.

m	 kite	c	b	s
 tag	r	 bee	 dog	d
 game	 map	 cake	 sun	 ring
 hay	g	k	h	t

- **Explore** - Explore new information, pictures, and symbols through errorless activities.
- **Flashcards** - Build and master vocabulary.
- **Games** - Reinforce concepts and knowledge in fun and engaging formats.
- **Graphic Organizers** - Create cycles, list maps, storyboards, trees, and webs to visually display relationships.
- **Labeling** - Label the parts of the whole.
- **Matching** - Match words to related pictures or items.
- **Mathematics** - Build mathematical skills in areas such as counting, patterns, money, and graphs.
- **Question and Answer** - Reinforce and assess knowledge in a given area.
- **Sequencing** - Sequence items in the correct order.
- **Sorting** - Sort items into two, three, or four groups.
- **Visual Schedules and Sequences** - Introduce and review daily events and planned transitions.
- **Word Study** - Develop knowledge of letters and their corresponding sounds, and understanding of how groups of letters and sounds make words.
- **Writing** - Develop beginning composition and syntax skills.

**Note:** Sample templates (indicated by the word SAMPLE at the end of the name) are available as fully populated samples. You can use them to see how a template works and how you can use it instructionally. Many of the onscreen templates can also track student performance and report back results when the activities are used by students in a Boardmaker Online subscription account. These “performance enabled” templates are indicated by a red “P” icon.

## Create a New Project from a Template

Creating a new project from a template is the quickest and easiest way to create new activities for your students.


1. Select **File Menu > New > Project from Template**. The *New Project* window will open.
2. Select a template from the list of templates.

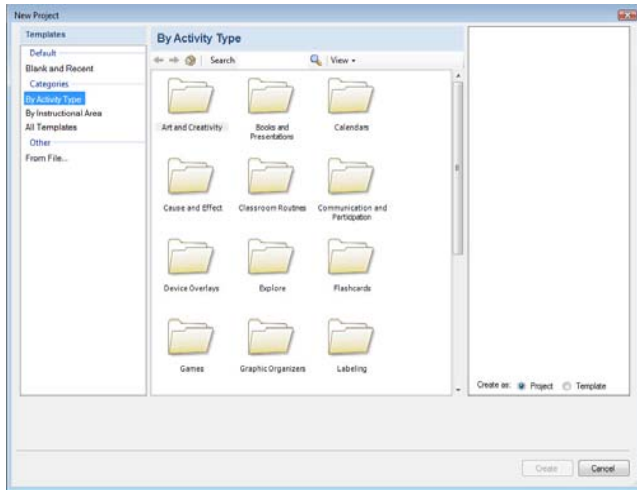
**Tip:** You browse through all templates by instructional area, or by activity type. When you select a template, a thumbnail and description will be displayed.

3. Select **Create** to create the project. The pages that are included in the template are added to the project, and will appear in the *Project* panel.

## Create a New Activity from a Template

When you create a new activity, a folder will be added to the open project, and all of the pages included in the template will be added to the activity.

1. In the *Project* panel, mouse over the project.
2. In the floating toolbar, select the New Page/Activity icon , and then select *Activity from Template*. The *New Activity* window will open.




**Shortcut:** You can also right-click the project, and then select **New > Activity from Template**.

3. Select a template from the list of templates.
4. Select **Create**. The activity folder is created. The pages that are included in the template will appear in the activity's folder in the *Project* panel. To view these pages, double-click the activity folder.

## Create a New Page from a Template

When you create a new page from a template, you will only be able to choose from the templates that consist of a single page. If you can't find the page template you're looking for, try creating a new activity from a template.

1. In the *Project* panel, mouse over the page after which you want to insert the page.
2. In the floating toolbar, select the New Page/Activity icon , and then select **Page from Template**. The *New Page* window will open.
3. Select a template from the list of templates.
4. Select **Create**. The page is created and will appear in the *Project* panel.

## Creating a New Page

If you want to create a unique page in your project that isn't covered by one of the templates, then you can create a new blank page.

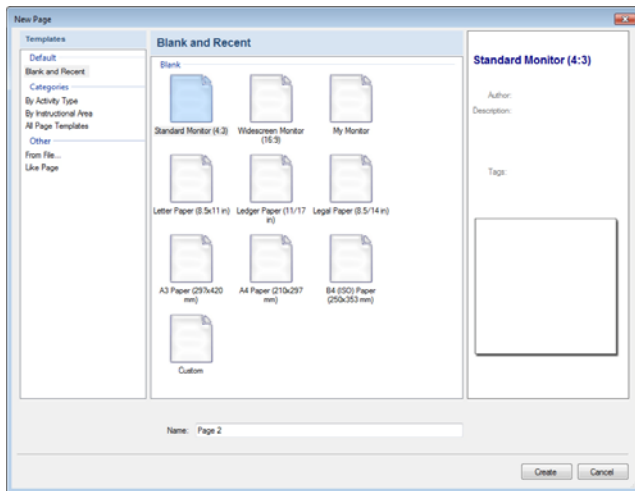
1. To create a new page at the end of the project, select **File Menu > New > Page**. The *New Page* window will open.

**Note:** To create a new page after an existing page, mouse over the existing page, select the *New Page/Activity* icon in the floating toolbar, and then select **Page**.

2. Select the page size in the *Blank and Recent* section.

**Note:** You can also create a new page based on an existing page in the project. Select **Like Page**, and then in the list of pages that appears, select a page.

3. Select **Create**. The page is created and added to the project.



## Converting Boardmaker Boards

You can convert boards, board packages, and .zip files that were created in Boardmaker version 5 and above and save them as new projects to edit in Boardmaker Studio.

1. Select the **Convert v5/v6 Boards** button on the Connect screen.

**Note:** You can also select File Menu > New > Project from v5/v6 Conversion.

Your *My Boards* folder will open.

2. Select the .bm2 or .zip files you want to import as a Boardmaker Studio project.

**Note:** Ctrl + click to select multiple individual files.

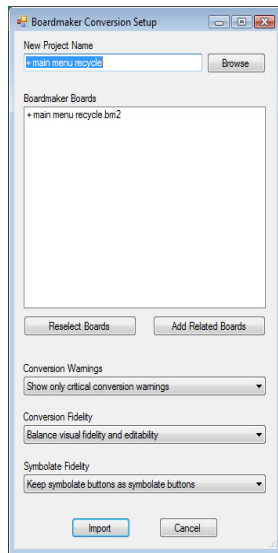
3. Select **Open**. The *Boardmaker Conversion Setup* dialog will open.

**Note:** You can return to your *My Boards* folder to reselect boards or to add boards by selecting the **Reselect Boards** or **Add Related Boards** button on the *Conversion Setup* dialog.

4. (Optional) Select *Conversion Warnings*, *Conversion Fidelity*, and *Symbolate Fidelity* settings from the drop-down lists.

5. Select **Import**. The new project will be saved in your *Boardmaker Studio Project* file and will open in the Designer workspace.

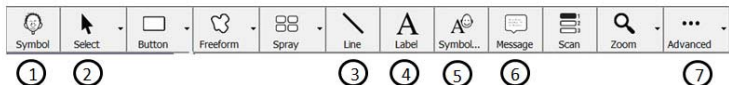
**Note:** If you have selected **Show All Conversions Warnings** in the *Conversion Setup Dialog*, the *Conversion Warnings* dialog will open, stating that the files have been successfully converted and listing any inconsistencies in the conversion process. Select **OK** to close the *Conversion Warning* dialog.





## Drawing an Object

Use one of the tools in the toolbar to draw an object anywhere in the workspace.



1. Select the tool for the object you want to draw:

1 Button Tool

2 Freeform Tool

3 Line Tool

4 Label Tool

5 Symbolate Tool

6 Message Button Tool

7 Advanced Tools

2. Move the pointer into the area in the workspace where you want to place the object.
3. Hold down the mouse button and drag diagonally. (To draw a square object hold down the **Shift** key while dragging.)
  - To resize the object, select it, then move the pointer over any edge or corner of the object until a double arrow appears. Click-and-drag the edge or corner until the object is the size and shape you want.
  - To move the object, select it, then drag it to any position in the workspace.

**Shortcut:** Quickly add an object to a page by selecting its tool and dragging it onto the page - or by selecting the tool and clicking on the page.

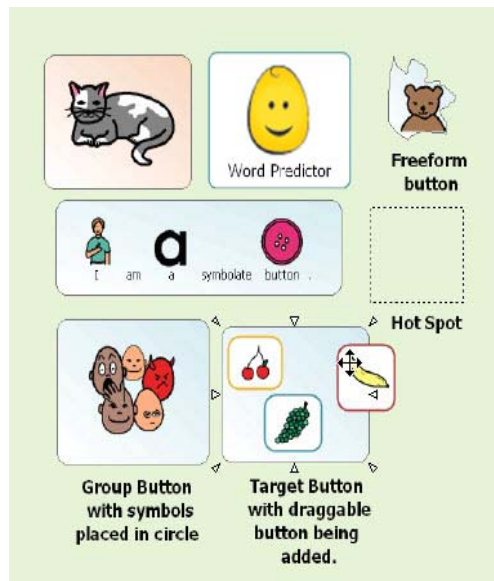
4. Use the object's Properties panel to customize the appearance, programming, and behavior of the object. (The options in the Properties panel will vary depending on the type of object you have drawn.)

## Working with Buttons

Buttons are the most commonly used objects on pages. The Button Tool can be used to draw any of the following types of buttons:

- **Standard** (rectangular) **Button** - Standard buttons are the basic building blocks. They will accept a single SmartSym, whose layout can be easily changed.
- **Group Button** - This button will accept multiple symbols or other objects.
- **Symbolate Button** - As the user types each word into a symbolate button, the symbol for the word automatically appears.
- **Word Predictor Button** - These buttons are normally used with message windows - as the user types into the message window, they anticipate the user's word choices.
- **Target Button** - A target button is a group button that has been preconfigured as a destination for a draggable button.
- **Hot Spot** - A hot spot is an invisible button that is usually placed over images on a page.

**Note:** You can also draw Freeform buttons and freeform hot spots using the Freeform Button tool.

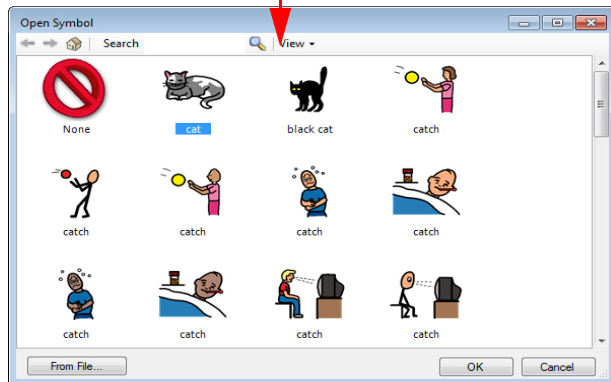
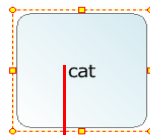


## Adding a Symbol to a Button - “Edit in Place”

One of the more exciting features of Boardmaker Studio is the “edit in place” feature. This is the easiest way to quickly place text and a symbol in a standard or freeform button.

1. Draw a standard or freeform button in the workspace. (See *Drawing an Object on page 23.*)
2. While the button is still selected (has a dotted outline), begin typing a button label. The label will appear in the button.
3. When you are finished typing the label, press **Enter** on your keyboard. The *Open Symbol* window will appear. Symbols matching the label text you have entered will be displayed.
4. Select a symbol you want to use, and then select **OK** on the *Open Symbol* window (or double-click the symbol). The symbol will be placed in the button.

### EDIT IN PLACE



## Working with Group Buttons

A group button is a button into which you can place other objects - it acts as a “container” for other objects. You can place multiple symbols (SmartSyms) in a group button, add a label (or labels), and arrange the objects in the group button in any way you like.

When objects are placed in a group button, they retain their original properties, so each object in the group button can be resized or repositioned (or programmed) individually without affecting the properties of its “parent” - the group button.

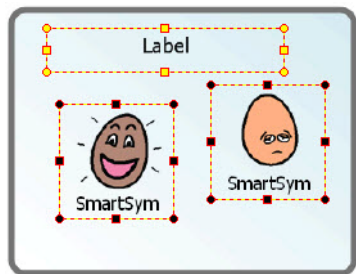
Group buttons can also be used to create scanning groups and can be designated as “targets” so that other objects can be dragged into them.

**Note:** See the searchable help for more information on group button properties.

### Create a Group Button

1. Select the Button drop-down menu in the toolbar. Then select **Group Button**.
2. Draw a group button anywhere on the page. (See *Drawing an Object on page 23*.)

**Note:** You can also use the *Type* drop-down menu (*Type* Properties group of the Properties panel) to change a standard, symbolate, or word predictor button to a group button.



## Add Symbols to the Group Button

1. Search for a symbol. (See *Browsing for Symbols* on page 28.)

**Note:** Be sure to deselect the Include Label check box at the top of the *Symbols* panel.

2. When you find the symbol you want to use, drag the symbol from the *Symbols* panel and drop it onto the button.
3. Repeat steps 1 and 2 to add more symbols to the button. (You can add as many symbols as you like.)

## Add a Label to the Group Button

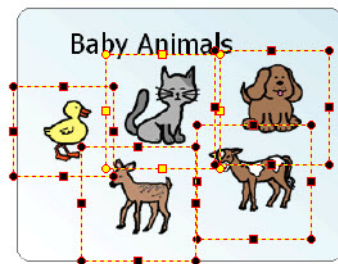
1. Draw a label in the group button. (See *Drawing an Object on page 23*)
2. Enter and format the label text. (See *Working with Labels* on page 42.)

## Resize and Reposition Symbols and Labels in the Group Button

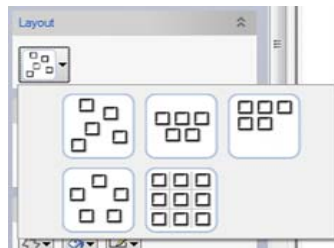
Reposition and resize the symbols and label as needed. To resize multiple symbols, select them (**Ctrl + Click** to select multiple symbols) and resize them as a group.

**Note:** You can use the Layout drop-down menu in the *Layout* Properties group to apply a grid layout to the contents of the group button.

### GROUP BUTTON - MULTIPLE SYMBOLS SELECTED



### LAYOUT DROP-DOWN MENU



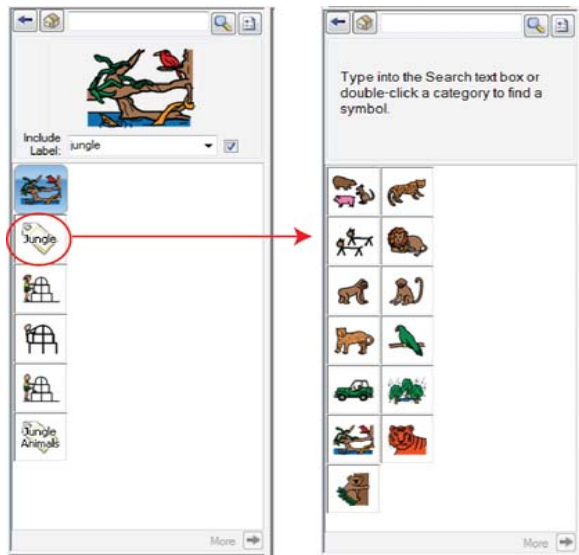
## Browsing for Symbols

You can quickly and easily browse for symbols in either the *Symbols* panel or the *Open Symbol* window.

- To browse for a symbol, double-click a symbol category folder. Navigate through the layers of folders until you find the symbol you want to use.
- Use the *Search* text box to find a specific symbol category like “farm animals” or “family” to make browsing quicker. Category folders also appear when you enter generic search terms like “health” to help you find related symbols.

**Note:** The *Open Symbol* window appears when you “edit in place,” or when you select the Symbol Search button in the *Content* Properties group for the selected object. Categories can be browsed in a similar fashion in this window.

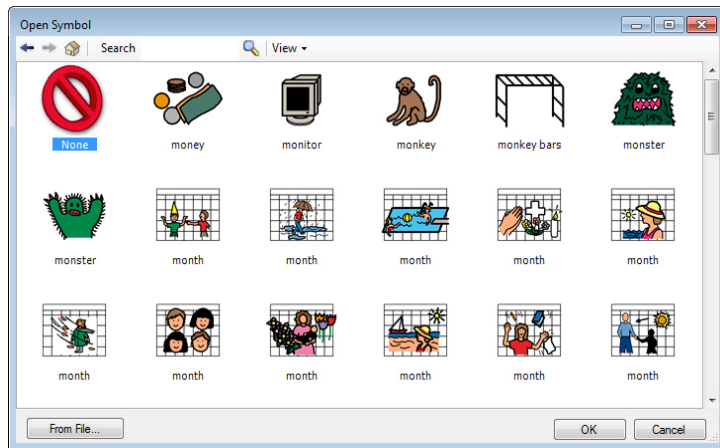
### SEARCH FOR “JUNGLE” SHOWING RESULTS OF SEARCH (LEFT) AND SYMBOLS WITH “JUNGLE” TAG (RIGHT)



## Symbol Search Shortcuts

- Use the asterisk [\*] as a generic “wildcard” character. For example, entering “**mon\***” in the *Search* text box will return all symbols whose labels begin with the letters “mon.” Similarly, entering “**\*ten**” will return symbols whose labels end in “ten.”
- Use quotation marks (") at the beginning and end of a word to return a whole word match. (For example, entering “dog” [using quotation marks] in the *Search* text box will return all symbols with the exact label, “dog.”)
- Use an apostrophe (') at the beginning and end of a word to return symbols whose label contains the word. (For example, entering 'dog' [using apostrophes] in the *Search* text box will return symbols whose labels include the word, “dog,” including “dog,” “dog bed,” “dry dog food,” etc.)

### WILDCARD SEARCH (EXAMPLE OF SEARCH FROM BEGINNING OF WORD USING “MON\*”)



## Setting the Symbol Label Language

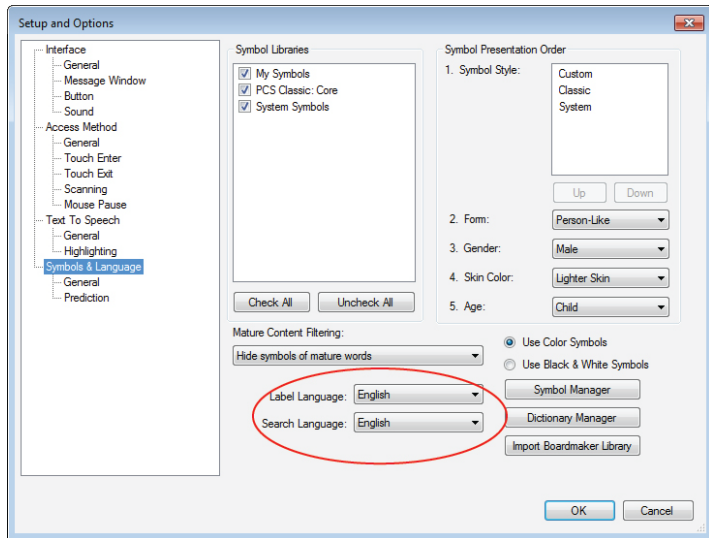
You can select a specific language for your symbol searches and for the label displayed with the symbols. You can use different languages for your symbol searches and for the label text.

1. Select **File Menu > Setup and Options**. The *Settings* dialog will open.
2. Select **Symbols & Language** from the menu panel. Options specific to symbol and language settings will be displayed.
3. Select the language for the symbol labels from the *Label Language* drop-down menu.

**Note:** The search language will automatically change to match the label language you have selected. If you want to use a different language for your symbol searches, make a selection from the *Search Language* drop-down menu.

**Note:** You can also use the *Symbols & Language Settings* dialog to activate/deactivate symbol libraries, select the order in which symbols are presented for your symbol searches, filter mature content in your symbol searches, and choose whether to use color or black and white symbols. See the searchable help for more information on symbol settings.

**Note:** Changing the symbol language will not change the existing labels you have already placed on pages in your project.

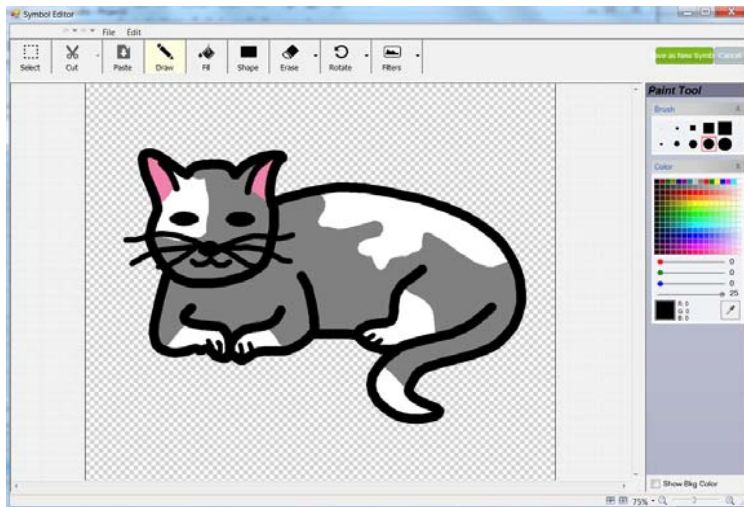




## Editing Symbols

With Boardmaker Studio, you can use the Symbol Editor to quickly customize any symbol to suit your needs and preferences.

1. Right-click on the symbol you want to customize. Then select **Edit in Symbol Editor**. The *Symbol Editor* dialog will open.



2. Use the options in the tool bar to customize the symbol



- 1 **Select** Select an area of the symbol. Use the *Marquee Tool* panel to determine the shape of the area you are selecting.
- 2 **Cut** Use the *Cut* tool to remove a selected area from the symbol and place it on the clipboard. Use the *Copy* tool to add a copy of the selected area to the clipboard.
- 3 **Paste** Paste from the clipboard.
- 4 **Draw** Draw a freeform line on the symbol. Use the *Paint Tool* panel to customize the width and color of the line.
- 5 **Fill** Select a colored area in the symbol and all pixels of the same color (within a bounded area) will be filled with a new color. Use the *Fill Tool* panel to customize the new color. To fill every pixel of the same color in the symbol (ignoring bounded areas), deselect the *Continuous* checkbox.
- 6 **Shape** Draw a new shape. Use the *Shape Tool* panel to select a specific shape and customize its color.

- |          |                |  |
|----------|----------------|--|
| <b>6</b> | <b>Erase</b>   | Select the <i>Erase</i> tool to erase some of the symbol. Select the <i>Erase Fill</i> tool to erase all of a selected color within a bounded area. (Deselect the <i>Continuous</i> check box to delete all pixels of the same color, regardless of boundaries.) Select the <i>Erase Shape</i> tool to draw a shape and erase everything within it. Use the <i>Erase Shape Tool</i> panel to select a shape. |
| <b>8</b> | <b>Rotate</b>  | Change the position of the symbol by selecting the <i>Flip Horizontal</i> , <i>Flip Vertical</i> , <i>Rotate Left</i> or <i>Rotate Right</i> tools.  |
| <b>9</b> | <b>Filters</b> | Add color filters to the symbol by selecting the following tools: <i>Inverse</i> , <i>Gray</i> , <i>Sepia</i> , <i>Black &amp; White</i> , and <i>Polaroid</i> .   |

3. Select the **Save as New Symbol** button. The customized symbol will be added to the symbol library

## Changing an Object's Style

You can customize the appearance of most objects that you draw. Use the *Style* and *Style Override* properties groups in the object's Properties panel to change the object's general style, shape, fill color, and border.

With some objects, such as pages and message windows, you are limited to changing the background color and the border color, style, and thickness. With lines, you can only change the color, thickness, and style.

**Note:** No style options are available for hot spots, labels, SmartSyms, text boxes, or videos.

### Change the Object's General Style

The style controls the overall appearance of the object and provides an easy way to give your pages a consistent look.

1. Select the *Style* drop-down menu.
2. Select a style for the object.

**Note:** The menus illustrated here are from the *Button* Properties panel. The menu options for changing an object's style will differ depending on the object selected.

**Note:** If you change the theme of the page, all the styles will change to reflect the theme.

### STYLE/STYLE OVERRIDE PROPERTIES GROUPS



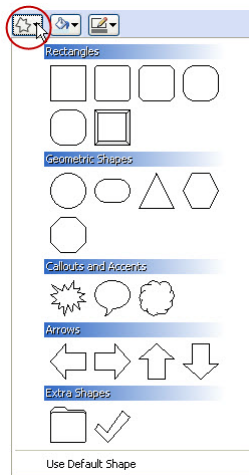
### STYLE MENU



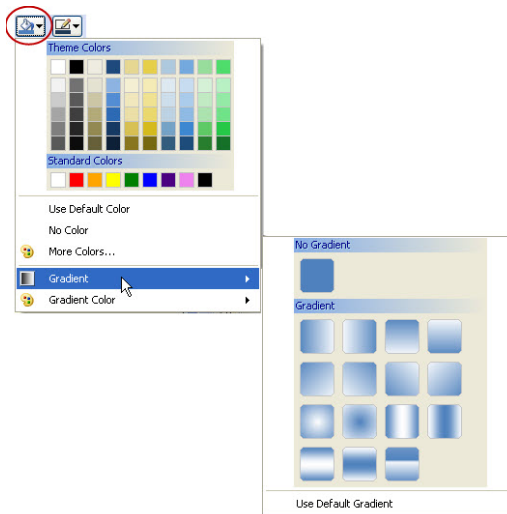
## Customize the Object's Style

Use the *Style Override* drop-down menus - shape, fill color, and border - to customize the object's style.

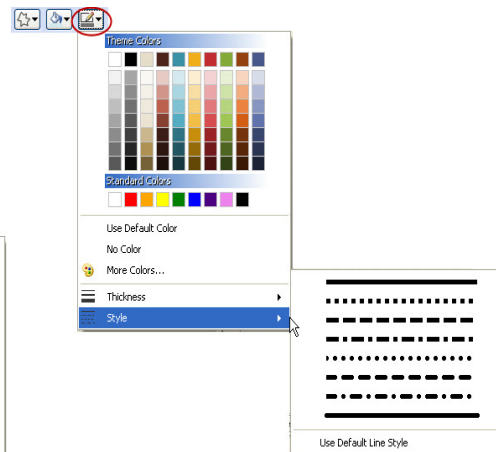
### SHAPE OVERRIDE MENU



### FILL COLOR OVERRIDE MENU



### BORDER OVERRIDE MENU



**Note:** Style overrides are preserved if you change the page theme.

## Working with Symbolate Buttons

As you type in a symbolate button, the symbol for the word you are typing will automatically appear.

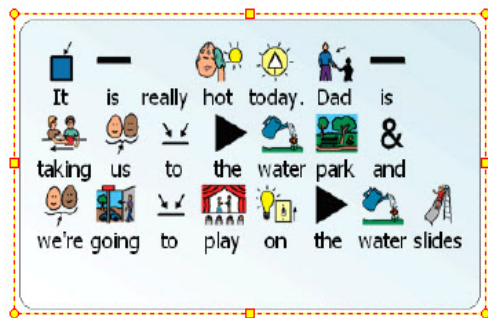
### Create a Symbolate Button

1. Select the Button drop-down menu in the toolbar. Then select **Symbolate Button**.
2. Draw a symbolate button anywhere on the page. (See *Drawing an Object on page 23.*)
3. Select the symbolate button. The *Button Properties* panel will open.
4. Use the controls in the *Button Properties* panel to define the properties of the symbolate button.

**Note:** Only the basic *Symbolate* properties will be covered in this section. See the searchable help for step-by-instructions for defining all symbolate button properties.

- a. Use the controls in the *Font* properties group to format the text that appears in the symbolate button - font face, size, style, color, and background color.
- b. Use the controls in the *Symbolate* properties group to define symbol location, symbol height and width, and to choose which words to symbolate.

### SYMBOLATE BUTTON IN WORKSPACE



## Change the Symbolate Symbol

Boardmaker Studio uses predefined word/symbol pairings. Sometimes the first symbol that appears may not be appropriate for the context in which the symbol is being used. You can use the *Symbolate Candidates* dialog to change the symbol for a word-symbol pairing.

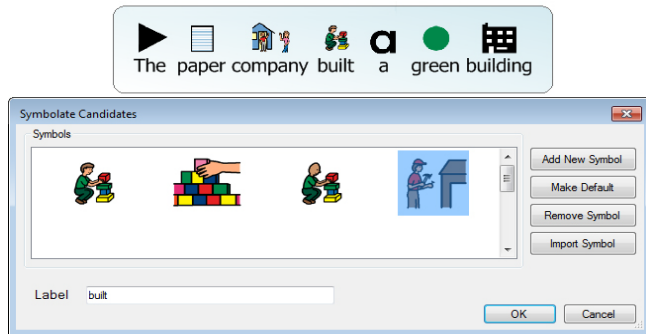
1. Right-click on the symbol (not the word) you want to change. The *Symbolate Candidates* dialog will open.
2. Select the symbol you want to use.
  - To change the symbol only for this incidence of the word, select **OK** (or double-click the symbol).
  - To make the selected symbol the new default symbol for the word, select **Make Default**.

## Change the Text for a Word/Symbol Pairing

You can make a temporary change to words and phrases in existing word/symbol pairings.

1. Double-click on the symbol (not the word) you want to change. The *Symbolate Candidates* dialog will open.
2. Enter the new word or phrase for the label in the *Label* text field.
3. Select **OK**. The new text will replace the original text for this instance of the word only.

### SYMBOLATE CANDIDATES DIALOG (EXAMPLE WORD - “BUILT”)



## Working with Message Windows

Message windows are primarily used to display or compose text. Buttons and other objects can be programmed with actions that will send text, symbols, sound files, labels, etc. to the message window or control its behavior.

### Create a Message Window

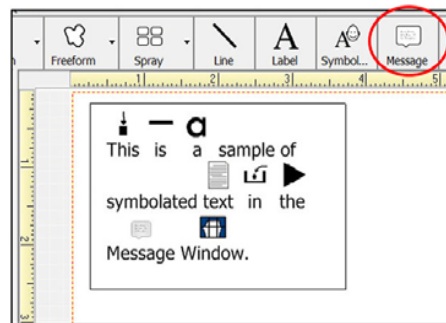
1. Use the Message Window Tool to draw a message window anywhere on the page. (See *Drawing an Object on page 23.*)

**Note:** You can draw more than one message window on a page.

2. Select the message window. The *Message Window Properties* panel will open.
3. Use the *Symbolate* and *Miscellaneous* Properties groups in the *Message Window Properties* panel to define the message window-specific settings.

**Note:** Only the main message window properties will be covered here. See the searchable help for step-by-instructions on defining all message window properties.

### MESSAGE WINDOW IN WORKSPACE





## Format the Message Window Text

Use the controls in the *Font* properties group of the Properties panel to set the format for the text that appears in the message window. Select a font face, font size and style, font color, and font background color.

## Define the Message Window Symbolate Properties

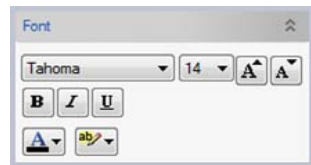
Use the controls in the *Symbolate* properties group to define symbol location, symbol height and width, and choose which words in the message window text to symbolate.

1. Select **Symbolate** as the mode.
2. Select whether you want the symbol to be on top or on the bottom of the text.
3. Select the height of the symbols (in pixels).
4. Use the *Symbolate* drop-down menu to select which type of words you want to symbolate.

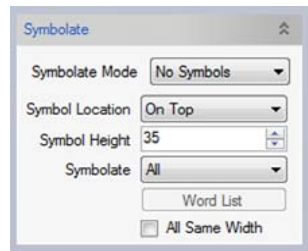
**Note:** See the searchable help for an explanation of Word Lists and Common Words.

5. Select the **All Same Width** check box to display each symbol at the same width.

### FONT PROPERTIES GROUP



### SYMBOLATE PROPERTIES GROUP



## Set the Miscellaneous Properties of the Message Window

### Select an Audio Cue

An audio cue is a short message that is played when the cursor (or scanning highlight) passes over an object. Edit the audio cue or enter a new audio cue.

### Save in Play Mode

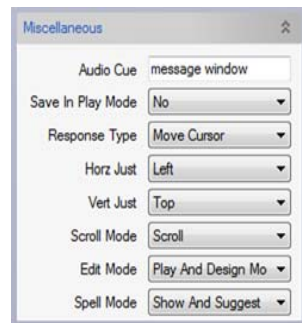
Select **Yes** in the *Save in Play Mode* drop-down menu to save the contents of the message window when Boardmaker Studio is closed. When the project is reopened, the contents of the message window will be restored automatically.

### Set the Response Type

Use the *Response Type* drop-down menu to determine the way the message window reacts when it is selected:

- **Speak** - All the text will be spoken.
- **Move Cursor** - The cursor will move to the selected place in the text.
- **Speak Word** - When a word is selected, it will be spoken aloud.
- **Show Symbol** - When a word is selected, its corresponding symbol will appear.

## MISCELLANEOUS PROPERTIES GROUP



### Select the Scroll Mode

Use the *Scroll Mode* drop-down menu to define the method by which the message window scrolls. Your options are to scroll line-by-line or a page at a time.

### Select the Edit Mode(s)

Use the *Edit Mode* drop-down menu to select the software mode(s) in which text can be entered in the message window.

### Select the Spell Mode

Use the *Spell Mode* drop-down menu to select the way spell check is handled for text in the message window:

- Select **None** if you don't want to enable spell check.
- Select **Show** if you want the text to be checked for spelling errors. (Misspelled words will be underlined in red.)
- Select **Show and Suggest** to check the text for spelling errors and to open a menu with suggested replacements for the misspelled word. (In Design mode, right-click the misspelled word.)

## Working with Labels

Use the label tool to place text anywhere on a page. You can use a label to put a title on a page or object, or to give instructions. You can assign actions to a label, symbolate the label text, and much more.

**Note:** When you place a label on any type of button, it retains its own properties - the label does not become part of the button.

### Create a Label

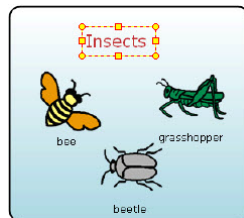
1. Use the Label Tool to draw a bounding box for the label. (See *Drawing an Object on page 23.*)
2. Select the label. The *Label Properties* panel will open.
3. Use the controls in the *Label Properties* panel to define the properties of the label.

**Note:** Only label symbolate properties and auto grow properties will be covered in this section. See the searchable help for step-by-instructions on defining label properties not covered in this handbook.

### Add and Format the Label Text

Use the *Rich Text Editor* or the *Rich Text Toolbar* to add and format the label text. (See *Rich Text Editor at a Glance* on page 45.)

#### LABEL ON GROUP BUTTON (EXAMPLE)



#### LABEL BEING EDITED USING RICH TEXT TOOLBAR (EXAMPLE)



## Define the Label Symbolate Properties

You can use symbols in your label text. Use the controls in the *Symbolate* properties group to set the symbol location, symbol height and width, and choose which words in the label text to symbolate.

1. Select **Yes** in the *Symbolate* menu (*Miscellaneous* properties) to show symbols.
2. Select the symbol location - on top or at the bottom of the text.
3. Select the height of the symbols (in pixels).
4. Use the *Symbolate* drop-down menu to select the type of words you want to symbolate.

**Note:** See the searchable help for an explanation of Word Lists and Common Words.

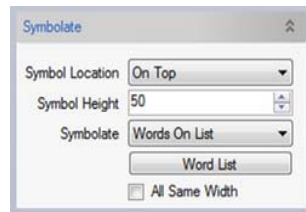
5. Select the **All Same Width** check box to display each symbol at the same width.

## Set the Label Auto-Grow Properties

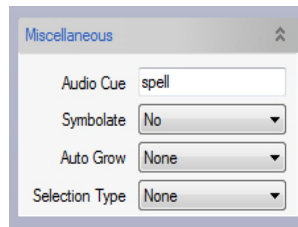
Use the *Auto Grow* drop-down menu in the *Miscellaneous* properties group to select the way the label text fits into the label bounding box. Select **None** to manually resize the text, or select **Width**, **Height**, or **Both** (width and height) to automatically resize the bounding box to fit the text.

**Note:** If *Auto Grow* is set to **None**, no visual indication will be provided if all of the text does not fit in the bounding box.

### SYMBOLATE PROPERTIES GROUP



### MISCELLANEOUS PROPERTIES GROUP



## Rich Text Editor at a Glance

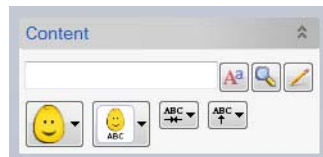
Use the *Rich Text Editor* to add special formatting to the text you place on an object. The *Rich Text Editor* will open when you select the Rich Text Editor button in the *Content* Properties group for an object

The Rich Text Editor contains standard text editing tools, such as font selection, size, color, alignment, etc. It also provides special tools:

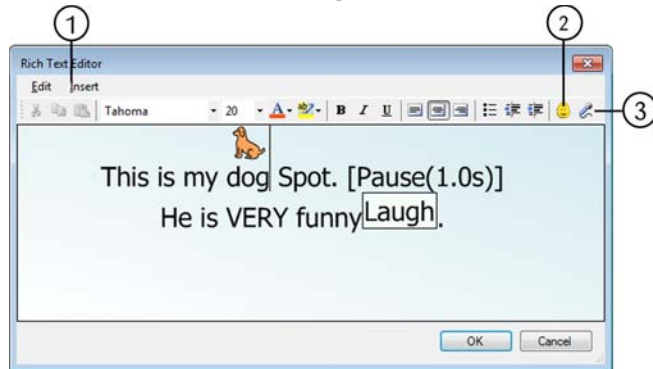
- 1** *Insert* menu Insert a speech effect, pause, sound file, image, keyboard key, or expression into the text.
- 2** Symbolate button Symbolate the selected text.
- 3** Speech Change speech settings for the selected text.

**Note:** The *Rich Text Toolbar* is an abbreviated version of the *Rich Text Editor* (text is dynamically displayed on the object being edited). The *Rich Text Toolbar* allows you to edit text “on the fly” and will open automatically when you select text in a message window, label, or on a standard or symbolate button.

### RICH TEXT EDITOR BUTTON IN CONTENT PROPERTIES GROUP



### RICH TEXT EDITOR



## Working with Videos

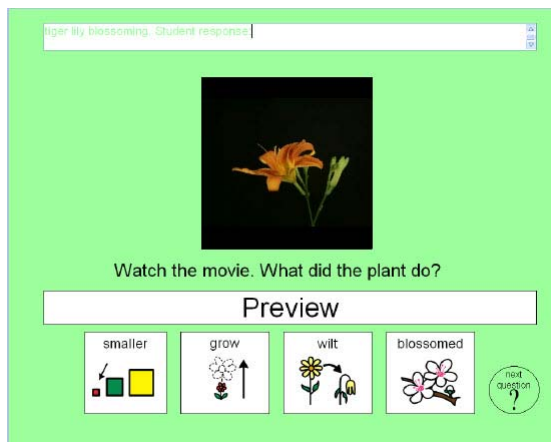
Adding a video to a page can make your activities more engaging for students.

### Create a Video Object

1. Use the Video Tool to draw a video object anywhere on the page. (See *Drawing an Object on page 23.*)
2. Select the video object. The *Video Properties* panel will open.
3. Use the controls in the *Video Properties* panel to define the properties of the video.

**Note:** Only selecting a video and setting it to play are covered in this handbook. See the searchable help for step-by-instructions on defining the various properties of video objects.

### VIDEO BOX ON PAGE



## Select the Video to Play

1. Click anywhere in the *Content* drop-down menu at the top of the *Video* Properties panel. A file browser will open.
2. Navigate to the folder on your computer that contains the video you want to play, and select the video.

**Note:** You can play videos with *.wmv* formats.

**Note:** The Boardmaker Studio software includes ten, short, funny animations that you can add to your video boxes.

3. Select **Open** on the file browser. The title of the video you chose will appear in the *Content* drop-down menu.

**Tip:** You can also drag a *.wmv* video file from outside the workspace and drop it into the video object.

### CONTENT DROP-DOWN MENU



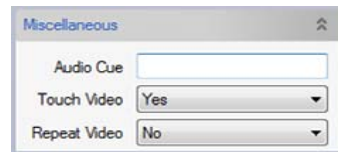
## Enable “Touch Video”

You can program a video to start playing by selecting **Yes** in the *Touch Video* drop-down menu (*Miscellaneous* Properties). The video will play until it is finished or until the video object is selected again. (If you select **No**, the video must be triggered to play by selecting another object programmed with the appropriate action.)

## Enable “Repeat Video”

You can repeat the video indefinitely by selecting **Yes** in the *Repeat Video* drop-down menu (*Miscellaneous* properties). The video will continue to replay until the video box is selected again. (If you select **No**, the video will play only once.)

### MISCELLANEOUS VIDEO PROPERTIES





## Working with Gadgets

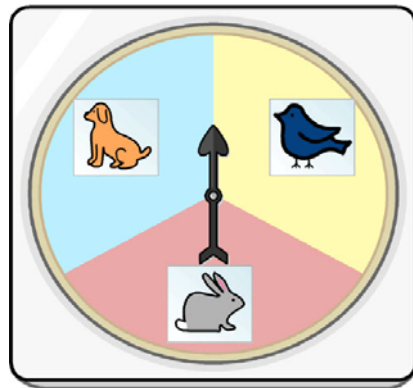
A gadget is a pre-programmed object or collection of objects that enable you to quickly construct and enhance your activities. Using gadgets, you can construct entire activities without having to program each object from scratch.

You can use the following types of gadgets:

- **Basics** - Add buttons that are pre-programmed with common actions.
- **Draggable Buttons** - Create activities using virtual manipulatives, such as grouping, matching, and sorting activities.
- **Fun Interactions** - Create activities with animations, multimedia, and other effects.
- **Mathematics** - Add interactive math objects such as calculators, spinners, counting bins, and more.”
- **Navigation** - Navigate to other pages, programs, files, and web sites.
- **Question and Answer** - Add multiple choice questions to your activities.
- **Time** - Display the current time or add a visual timer or stopwatch to any activity.
- **Writing** - Design writing activities for your users.

**Note:** You can create your own gadgets using an object or group of objects on a page. For more information, see the searchable help.

**SPINNER GADGET**



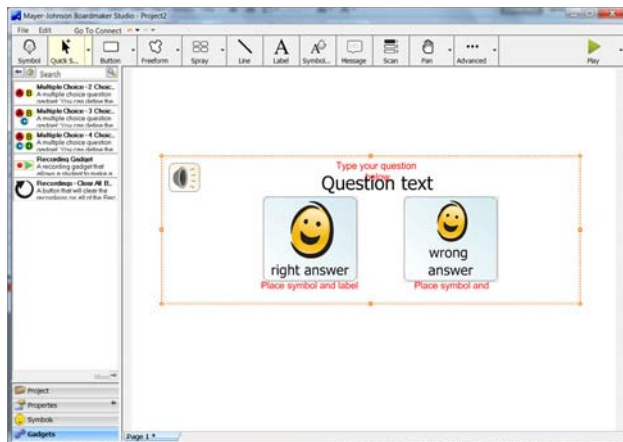
## Add a Gadget to your Page

1. In the Navigation Pane, select the **Gadgets** button to display the *Gadgets* panel.
2. Double-click a category. The gadgets available in that category will be displayed.
3. Select a gadget and drag it onto the page.
4. If necessary, resize or move the gadget.
  - To resize the gadget, select it, then move the pointer over any edge or corner until the double arrow appears. Click and drag the edge or corner until the gadget is the size and shape you want.
  - To move the gadget, select it, then drag it to any position in the workspace.

**Note:** Be careful when resizing gadgets. Some gadgets will not work properly when resized.

**Note:** Refer to the searchable help for detailed descriptions of each gadget.

## ADDING A GADGET TO THE PAGE



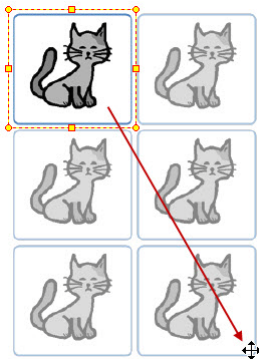
## Creating a Grid of Objects

You can create a rectangular or circular grid of identical objects using the Spray Tool or Circular Spray Tool.

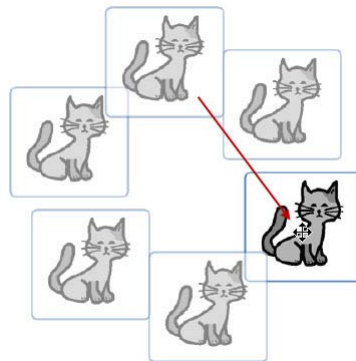
1. Select the Spray Tool drop-down menu in the toolbar. Then select:
  - The Spray Tool to create a rectangular grid.
  - The Circular Spray Tool for a circular grid.
2. Move the Spray Tool over the object you want to duplicate.
3. Click-and-drag diagonally to spray out a grid of identical objects.
4. Release the selection when the grid is the size you want.

**Tip:** You can reposition the objects while they are still selected (they will have dotted outlines). Click-and-drag any object to reposition the entire grid.

**Note:** If you have assigned properties to the object (symbol, style, actions, etc.), they will be copied when you create the grid.



**RECTANGULAR GRID**



**CIRCULAR GRID**

## Programming an Object

It is very easy to program an object using Boardmaker Studio. “Programming” an object simply involves assigning actions to the object using the *Action Editor*.

1. Select the object (or the page itself) to which you want to add actions. The Properties panel for that object will open.
2. Select the **Edit Actions** button in the Properties panel (*Programming* group). The *Action Editor* will open. Any actions that are currently assigned to the object will be listed.

**Shortcut:** Double-click the object to open the *Action Editor*.

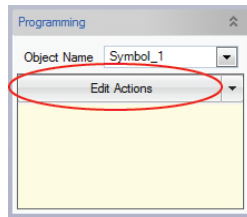
3. Select the action you want to add. You can:
  - Search for an action. (See *Searching for Actions* on page 55.)
  - Select an action from the Action Category List (see *Action Categories* on page 54.)
  - Select an action from the *Favorites* or *Snippets* drop-down menus.

The action will be added to the action script.

**Note:** If the action you have selected needs further information - for example, the name of a page to open or sound to play - a menu or dialog will open. You must select the appropriate page to open, sound to play, etc., to complete the action. The action will then be added to the action script.

4. Select **Save** to close the *Action Editor*.

### EDIT ACTIONS BUTTON



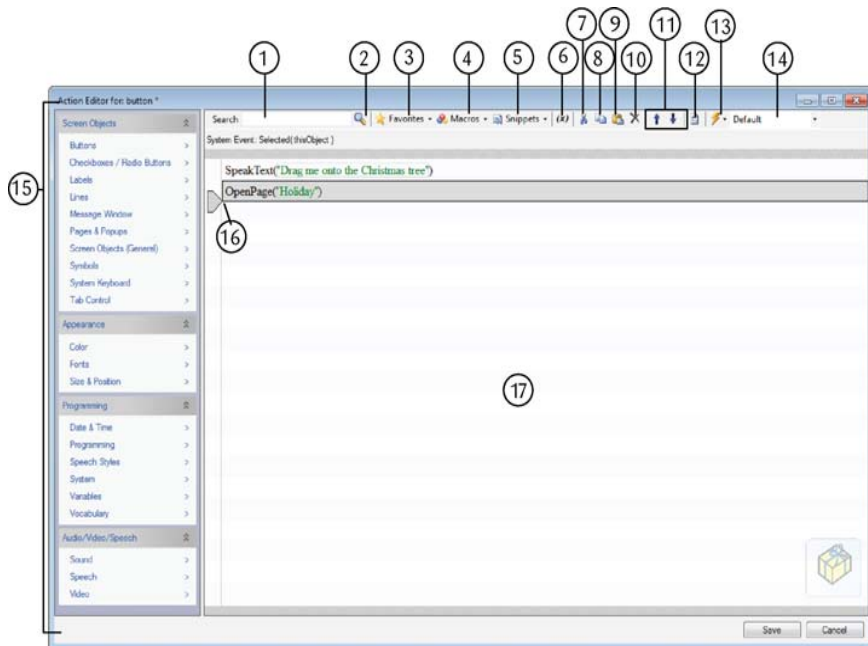
## Action Editor at a Glance

Use the *Action Editor* to assign actions to an object or page, or to edit actions already assigned. You can add actions from a number of categories, search for a specific action, reorder or delete actions, and add a favorite action or action “snippet”.

**Note:** Snippets are a collection of frequently used actions.

To access the *Action Editor*:

- Select the **Edit Actions** button in the Properties panel of any programmable object.
- Double-click directly on an object.




1	<i>Search</i> text box	Enter your search criteria. As you type, action choices will be dynamically displayed.
2	Search button	Enter a keyword in the <i>Search</i> text box and then select this button.
3	<i>Favorites</i>	Displays a list of your favorite actions. (You can mark any action for inclusion on this list.)
4	<i>Macros</i>	Add a macro to the object you are programming.
5	<i>Snippets</i>	Add a commonly used grouping of actions (“snippet”) to the object you’re programming.
6	Edit shared variables	Add or edit a variable shared in a project, activity, or page.
7	Cut	Cut the selected (highlighted) action(s).
8	Copy	Copy the selected (highlighted) action(s).
9	Paste	Paste the action(s) you have cut/copied (at the line indicated by the insertion pointer).
10	Delete	Remove the selected (highlighted) action(s).
11	Move arrows	Move selected (highlighted) lines up or down in the sequence of actions.
12	Options	Open the <i>Action Script Options</i> dialog box (to help you customize the actions you program).
13	Events	Select an event to which you want to add actions (such as “ <i>Selected</i> ” or “ <i>PageOpen</i> .”)
14	Execution types	Designate when the actions programmed on two or more objects are executed.
15	Category list	List of action categories, arranged by category group.
16	Insertion pointer	Indicates the location in the list of actions where the next action will be added.
17	Assigned actions list	Displays all the actions assigned to the object being programmed. (Actions are performed in the sequence in which they are listed.)

## Action Categories

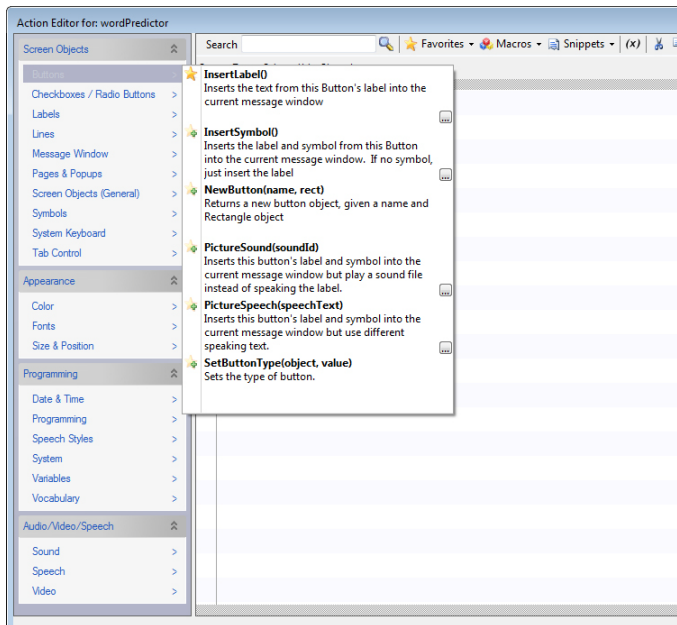
Boardmaker Studio offers a large number of actions that you can assign to objects on a page (or to the page itself). You can browse for actions using the category list in the *Action Editor*.

Actions are grouped into four category groups:

- **Screen Objects**
- **Appearance**
- **Programming**
- **Audio/Video/Speech**

To open an action category list within a category group, select the arrow [  ] at the top right of the category group title bar. Then select a subcategory from the list. A menu will open, listing all of the actions in that subcategory - with a brief description of each action. Select an action to add it to the action script for the object or page you are programming.

### ACTION EDITOR (SHOWING ACTION CATEGORY LIST AND SUBCATEGORIES)



## Searching for Actions

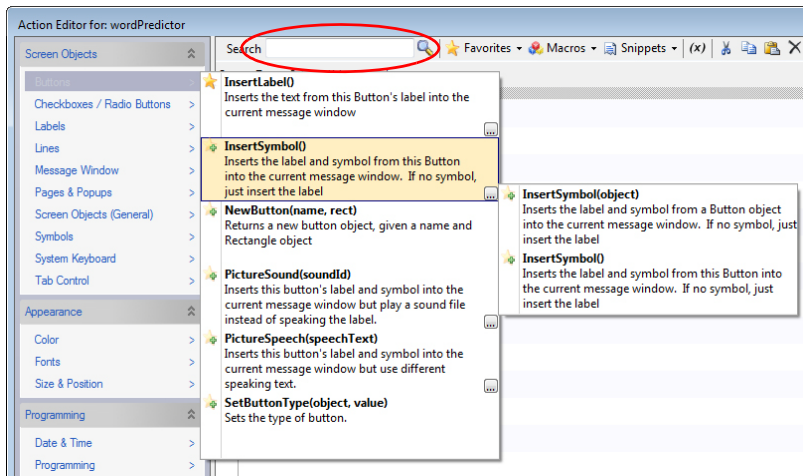
If you don't know the name of the action you want to use, you can simply start typing a keyword into the *Search* text box on the *Action Editor*. As you type, actions that match the text you have entered will be dynamically displayed.

**Note:** You can also type a keyword or two into the *Search* text box, and then select the Search button to open a list of actions that match your search criteria.

Some of the actions in the category list have variations. These are indicated by an ellipsis icon (⋮). Select this icon to open a list of variations of the selected action.

When you see the action you want to use, select it, and it will be added to the assigned actions list for the object you are programming.

### ACTION EDITOR (SHOWING SEARCH TEXT BOX AND ACTION VARIATIONS)





## Favorite Actions



The *Favorites* list in the *Action Editor* contains a list of frequently used actions. Use this list to quickly add a favorite action when you are programming an object.

To add a favorite action to an object you are programming:

1. Select the *Favorites* drop-down menu in the *Action Editor* toolbar. The *Favorites* list will open.
2. Select an action from the list. It will be added to the action script at the position indicated by the insertion pointer.

### Customize the Favorite Actions List

You can customize the *Favorites* list by adding actions you use most often:

1. Search for the action that you want to add. (See *Searching for Actions* on page 55.)
2. Select the add icon [  ] to the left of the action to add it to the *Favorites* list. The icon will change to the star icon [  ], indicating that the action is now a favorite.

