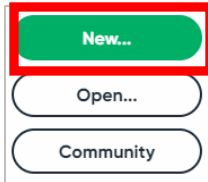


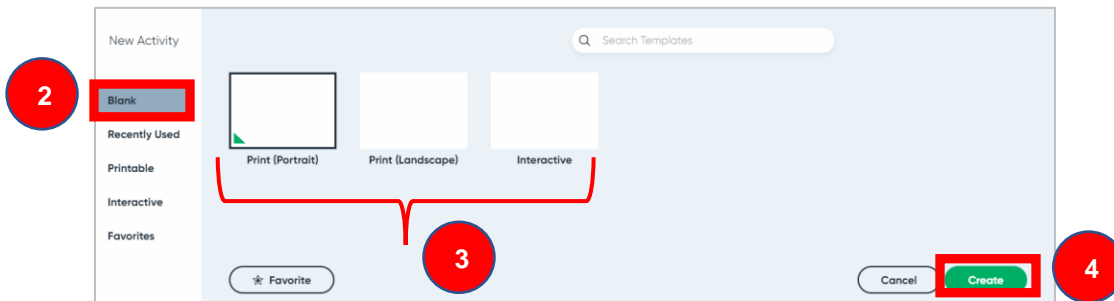
Create from a Blank Canvas in Boardmaker 7: Quick Guide

Creating from a blank page allows you to create custom activities for your learner. This quick guide provides instructions on how to create a Boardmaker activity from a blank canvas.

1. Select **New** on the Boardmaker dashboard.

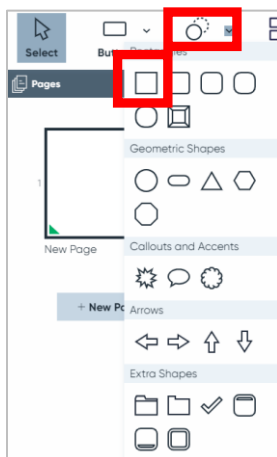


2. Select **Blank**.
3. Select the **thumbnail** for the desired orientation.
NOTE: Interactive is for activities intended for computer display.
4. Select **Create**.



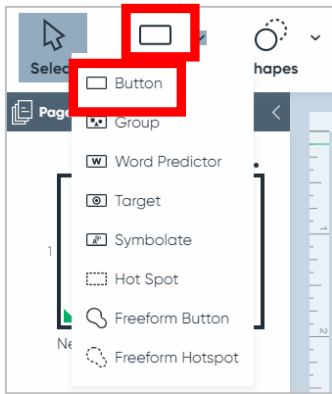
Create Buttons on a Blank Canvas

1. Select the **Shape Tool** and select a button shape if desired.



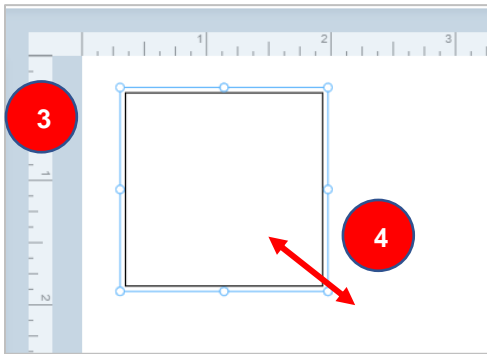
NOTE: You can also change the button shape in activity settings.

2. Select the **Button tool** from the tool bar and select a **button type**.

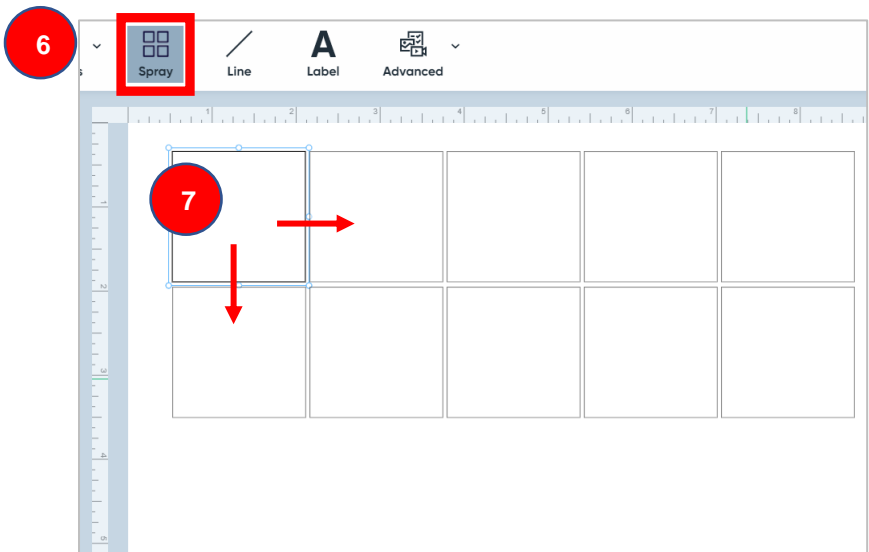


NOTE: See the Boardmaker 7 User Manual for additional information on button types.

3. Click in the white space to draw a button.
4. Drag the button handles to resize.
5. Click and drag the button to the desired place on the page.



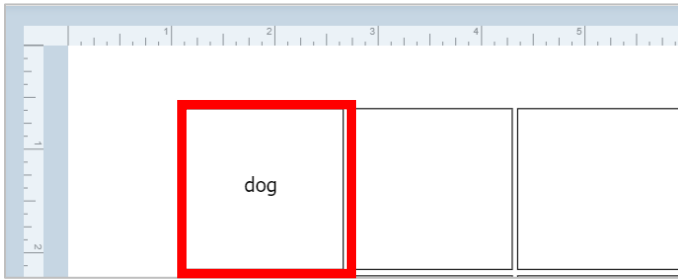
6. To duplicate the button, select the **Spray Tool** in the toolbar.
7. Place your cursor on the existing button on the page. Click and drag your mouse across the page to spray a grid of buttons.



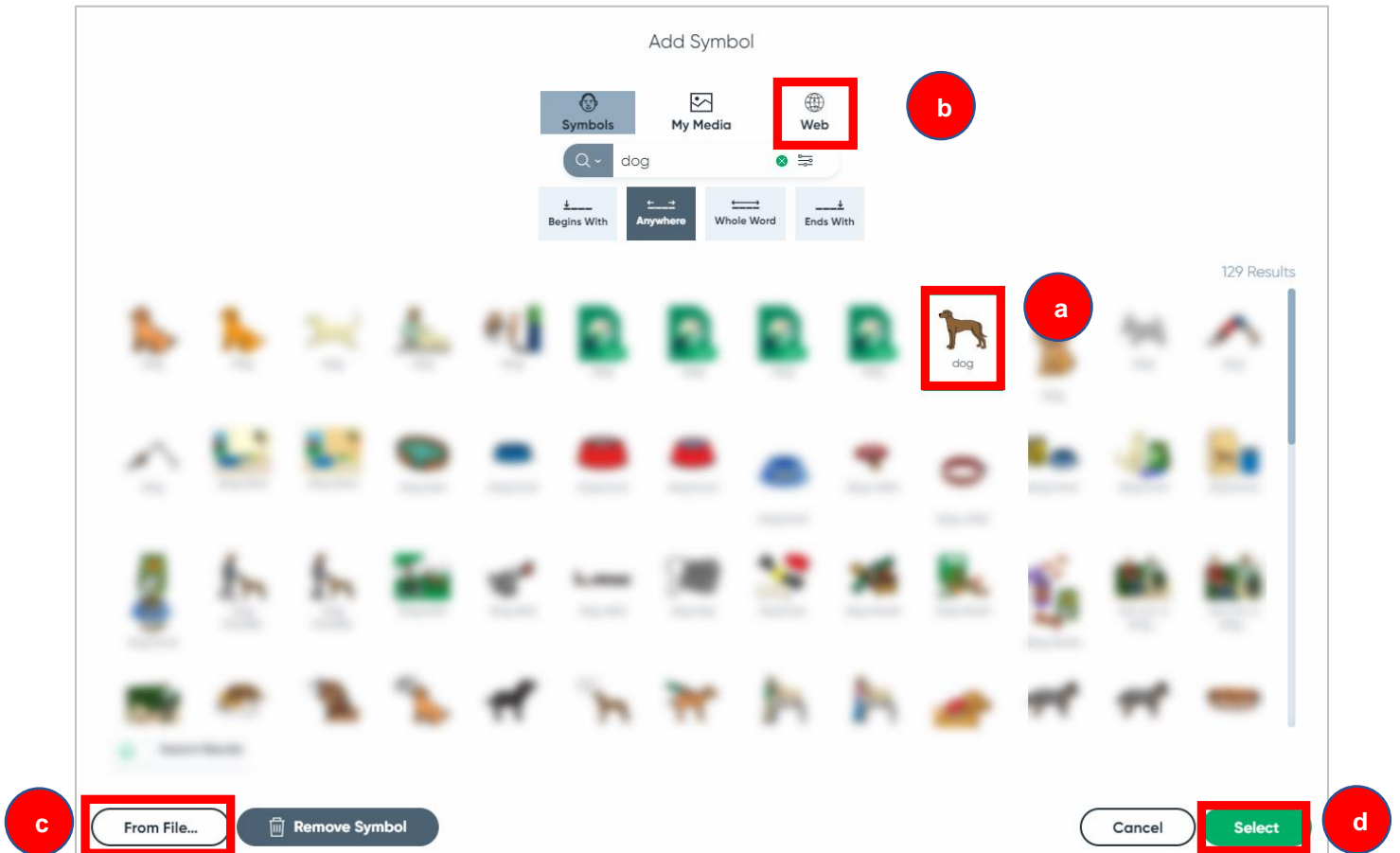
NOTE: Buttons selected will have a blue "fence" around the button. A button must be selected to edit it.

Add Content to Buttons

1. Select a **button** and type a label using your keyboard. Select **Enter/Return** on your keyboard.



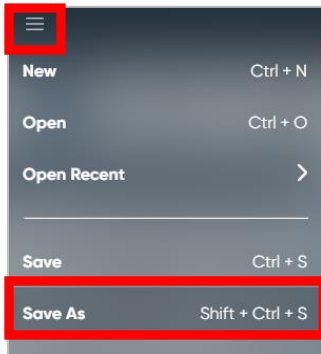
2. Select an image to add to the button.
 - a. To add a symbol to the button, select the **desired symbol**.
 - b. To add a digital image from the web, select the **Web Button** and select a **web image**.
 - c. To add an image from the computer, select **From File** and select the digital image from the computer.
3. Click **Select**. This process is called edit in place.



4. Repeat steps 1-3 to fill in all buttons on the page.

Save the Activity

1. Select the **three bars** in the top left corner. Mac users, hover over the top of the screen and select the **File** menu.
2. Select **Save As**. Follow saving file path instructions below to sync to myBoardmaker.com.



Sync Activities to myBoardmaker.com

Platform	What You Need to Do	Save Location to Sync to myBoardmaker.com
PC	Nothing- the activity should save to the correct folder	C:\Users\username\AppData\Local\Boardmaker 7 Editor\Documents\Activities\email address
Mac	Nothing- the activity should save to the correct folder and sync unless you redirect it to another save location	Documents/Boardmaker/Activities/email address
Chromebook	Change the location	Boardmaker 7 Editor → Activities → email address

NOTE: See additional Quick Guides for more information on button properties, actions, and settings.

