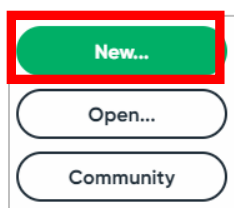


Create from a Template in Boardmaker 7: Quick Guide

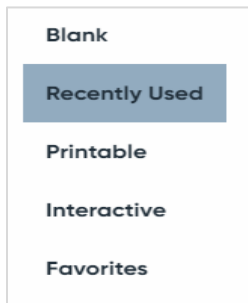
A Boardmaker template provides the structure of the activity, including the actions that make the activity interactive. Use Boardmaker to quickly create engaging activities. This quick guide provides instructions on how to create print and interactive activities from a Boardmaker template.

Select a Template

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



2. Choose a template option.



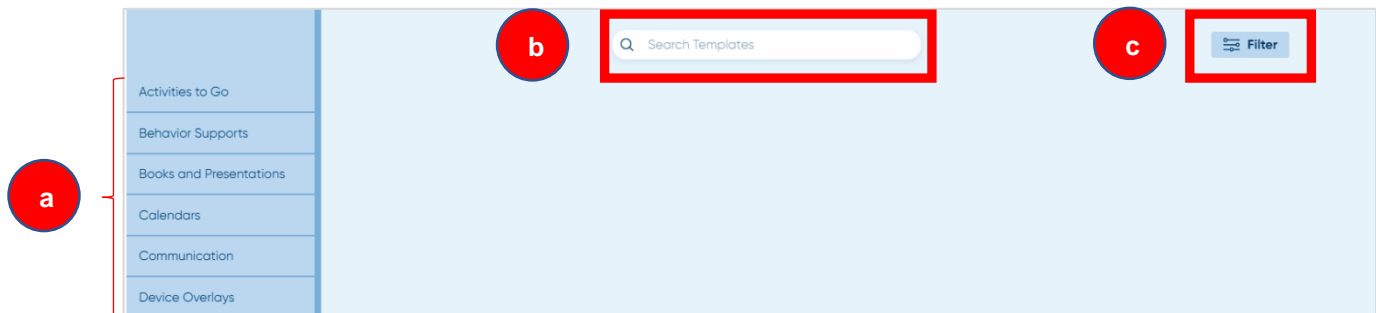
Recently Used- most recent templates used

Printable- templates designed to be printed

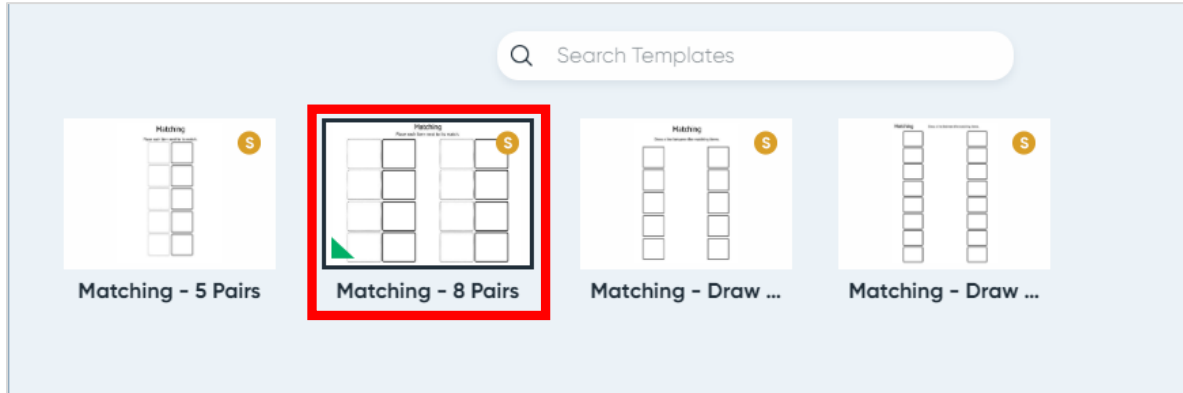
Interactive- templates designed to be used on the computer, interactive whiteboard, iPad, or Tobii device. Includes templates that collect data.

Favorites- templates you have starred

3. Narrow the template selection by
 - a. Choosing a category
 - b. Typing in the search bar
 - c. Using the filter feature



4. Select a template.



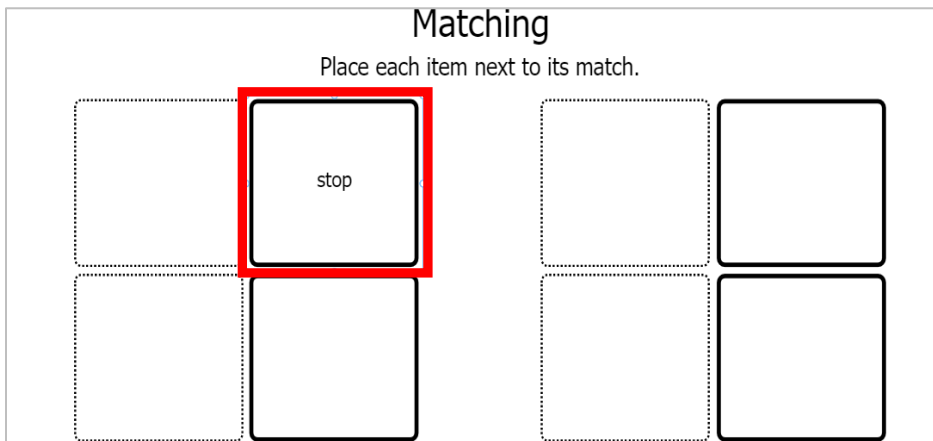
5. Select **Create from Sample** to edit a pre-made sample. Select **Create** to create from a blank template.



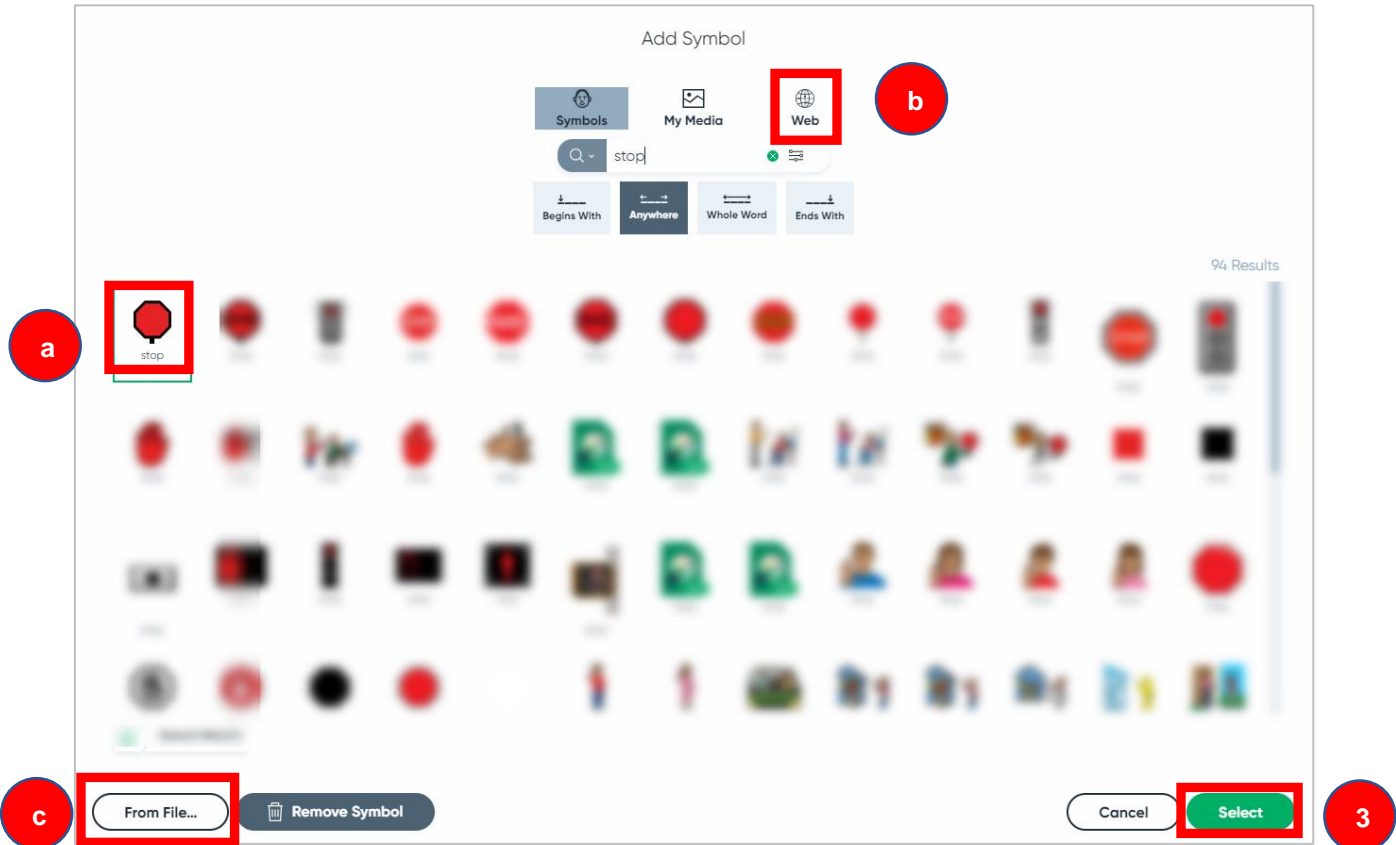
Edit-in-Place Templates

Most templates in Boardmaker are edit-in-place templates. If the template is an edit-in-place template, directions for completing the template will be visible on the template in edit mode. Follow the directions to complete the activity. If you do not see directions on the first page, select subsequent pages on the page panel to find the directions.

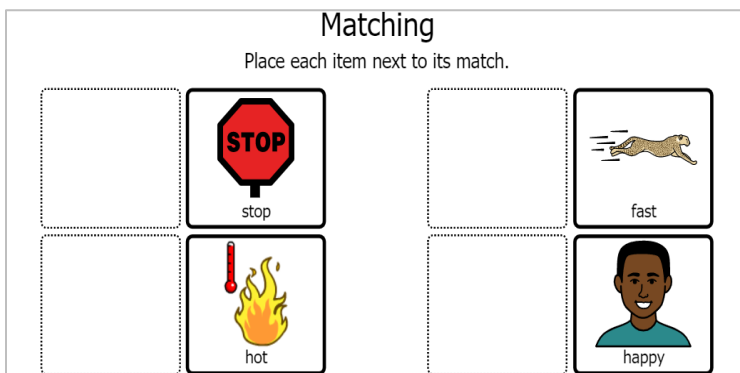
1. Select a button and type a label using your keyboard. Select **Enter/Return** on your keyboard.



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 and 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. Choose **Select**. This process is called edit in place.

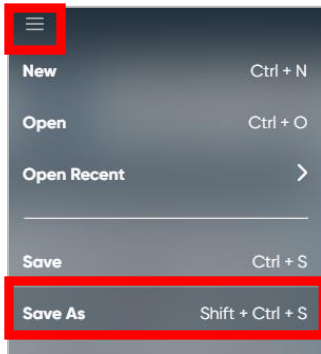


4. Repeat steps 1-3 to fill in all buttons on the template.



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 and sync	C:\Users\username\AppData\Local\Boardmaker 7 Editor\Documents\Activities\email address
Mac	Nothing- the activity should save to the correct folder and sync	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.

Table-Based Templates

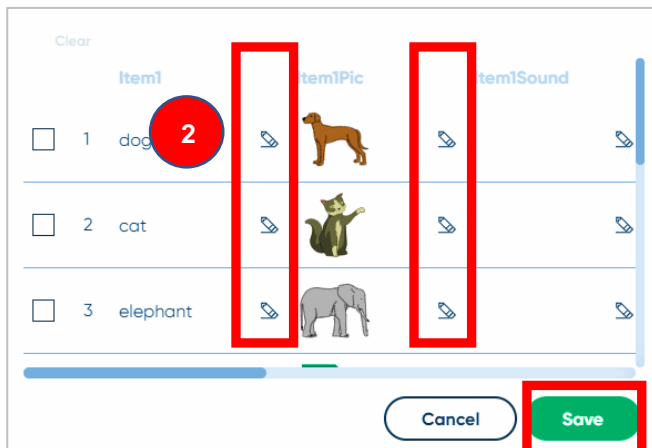
If the template is a table-based template, the Activity Settings chart will appear when you open the template.







NOTE: Most table-based templates have this symbol  in the thumbnail when you choose the template.

1. Select **Edit Content** to open a new table and fill in the content for the activity.

Name	Value	Description
1 Item List:	Edit Content...	Enter the list of up to 10 pairs of pictures for the game here.
2 Show Cards Face Up:	No	Show the cards face up, like in matching game? No means the cards will be turned over in pairs, like a Concentration game.
3 Show Label:	Yes	Do you want to show the label on the face of the button? If not, just the picture or symbol will be shown.
4 Speak Label:	Yes	Do you want the name of each button to be spoken when a button is selected?
5 Show Stop Button:	Yes	Do you want the student to be able to leave the activity before completing it?
6 Highlight Color:		The highlight color that will be used for selected buttons
7 Font:	Verdana, 18pt, Regular	The font to be used on the buttons for this activity
8 Font Color:		The font color to be used on the buttons.
9 Background Color:		The background color to be used for the buttons in this activity

2. Select **the pencil tool** to add a label, symbol, or sound to each section of the table. Use the column headings to determine what goes in each column of the table.
3. Repeat this process to complete the table. Select **Save** when complete.



	Item1	ItemPic	ItemSound
<input type="checkbox"/> 1	dog		
<input type="checkbox"/> 2	cat		
<input type="checkbox"/> 3	elephant		

NOTE: View the populated sample of the template to determine which columns you want to edit.

4. Select the **pencil tool** to change other settings in the table. Read the description to determine the editable settings for the activity.

NOTE: Select **Try It** to view the activity with the edited settings.

5. Select **Save**.

Name	Value	Description
1 Item List:	Edit Content...	Enter the list of up to 10 pairs of pictures for the game here.
2 Show Cards Face Up:	No	Show the cards face up, like in matching game? No means the cards will be turned over in pairs, like a Concentration game.
3 Show Label:	Yes	Do you want to show the label on the face of the button? If not, just the picture or symbol will be shown.
4 Speak Label:	Yes	Do you want the name of each button to be spoken when a button is selected?
5 Show Stop:	Yes	Do you want the student to be able to leave the activity before completing it?
6 Highlight Color:		The highlight color that will be used for selected buttons
7 Font:	Verdana, 18pt, Regular	The font to be used on the buttons for this activity
8 Font Color:		The font color to be used on the buttons.
9 Background Color:		The background color to be used for the buttons in this activity

Project Help Cancel Try It Save

NOTE: This saves the settings for the activity. It does not save the activity to a computer.

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 instructions below to sync to myBoardmaker.com.

- ☰
- New Ctrl + N
- Open Ctrl + O
- Open Recent >
- Save Ctrl + S
- Save As Shift + Ctrl + S**
- Activity Settings Alt + F7
- Activity Properties

NOTE: To return to the table and make additional changes, select the **three bars** in the top left corner and select **Activity Settings**.

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 and sync	C:\Users\username\AppData\Local\Boardmaker 7 Editor\Documents\Activities\email address
Mac	Nothing- the activity should save to the correct folder and sync	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.