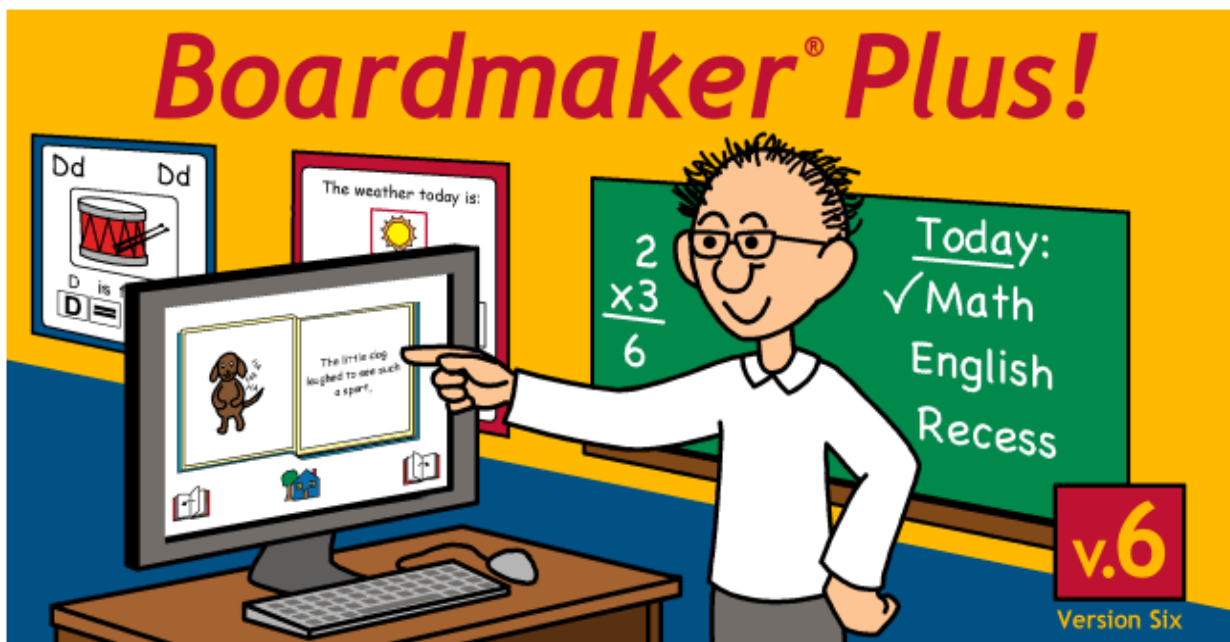


Creating Activities With



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Version: 6.1.4*



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By

Darren Avey and Mark Ammons

Speaking Dynamically & Boardmaker 5.0 for Windows

Menu Items

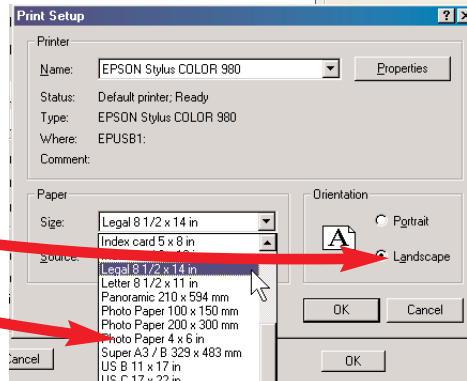
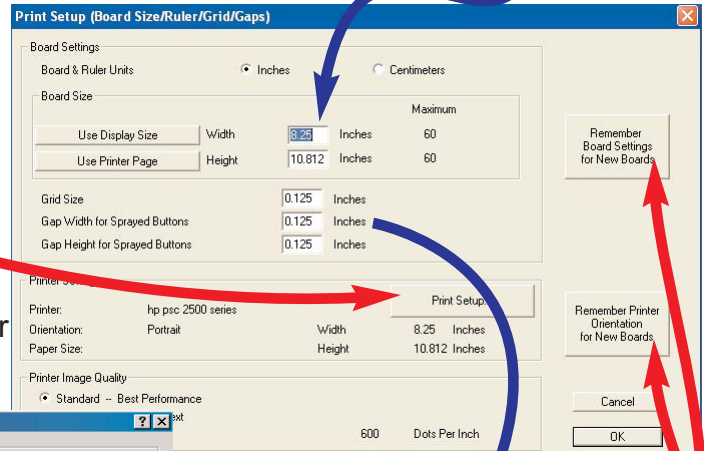
File menu

Print Setup (Used to change dimensions of board as well as otherboard settings)

Poster Size Printout
A Width of 15 and Height of 20 is about 1/2 sheet of poster board.

1. To Change Board Size -

- a. Click on **File** and drag down to **Print Setup**.
- b. Click on **Print Setup** button.
- c. Under **Paper** choose the size of the paper you wish to use. (Ex: Legal Size.)
- d. Under **Orientation** choose whether you wish your overlay to print in landscape or portrait style.



Changing Grid Size... - Adjusts the distance between cells when using the Button Sprayer Tool. You must type in the height & width between the cells in inches.
(Example - .125 would be an 1/8 of an inch)

e. **Remembering Board Settings and Printer Orientation** - Click the 2 boxes to the right of the Print Setup window to save these settings for future Boardmaker documents. If these settings are saved then all new documents will have these settings when they are created by clicking on the **File** menu and dragging down to **New Board**.

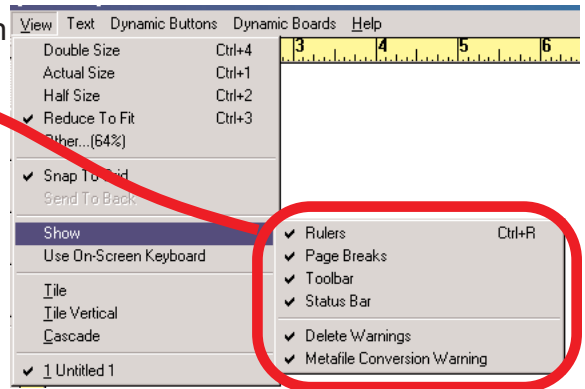
Edit Menu

1. **Copy** - Copies the cell, picture, or text item that is selected.
2. **Paste** - Places an item that has been previously copied into a document or board.
3. **Select All** - Select all cells on the screen.

View

1. **Actual Size** - Shows the size that will be printed.
2. **Reduce to fit** - Reduces the board you are working on to the size of the Boardmaker window.
3. **Snap to Grid** - Causes cells to conform to grid whether showing or not.

4. Show - Allows you to show or hide various onscreen options. (Rulers, Toolbar, Etc.)



Creating A Board

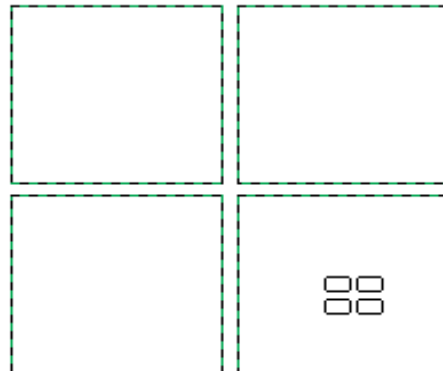
1. Enlarging the Window - Click once on the Maximize button in the upper right corner of the Boardmaker window to make the window open to the full screen size.

2. Reduce to Fit - Click on the **View** menu and drag down to **Reduce to Fit**.

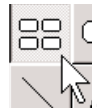
3. Making A Button



- Click on the Button Tool.
- Click, hold the mouse button down and drag.

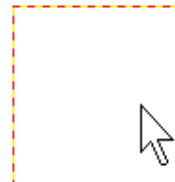


4. Creating Multiple Buttons

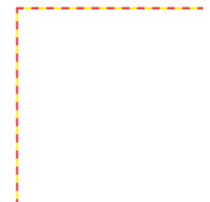


- Click on the multiple cell tool.
- Click on any button & drag.
- Multiple buttons are created of the same shape & size in a uniform pattern.

4. Moving A Cell - Click in the center of the cell & drag.



5. Resizing A Cell - Click on the box at the bottom right corner of the cell & drag to make the cell a different size.



6 Changing The Cell's Line Thickness



- Click on the **Thickness** tool.
- Drag down to choose line thickness.



8. Changing The Cell's Cell Shape

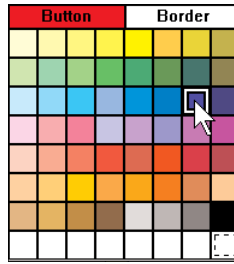


- Click on **Corner** tool.
- Drag down to select cell shape.



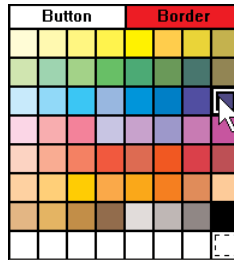
9. Changing The Cell Color -

- Click on the cell you would like to color.
- Click on the **Color Tool** on the toolbar.
- Click on the color you wish to use.
(the word **Button** will be red)



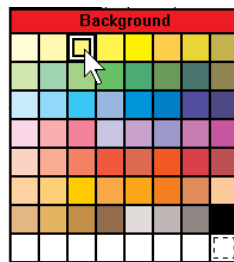
10. Changing The Cell Outline Color -

- Click on the cell you wish to change.
- Click on the **Color Tool** on the toolbar.
- Click on the color you wish to use.
(the word **Border** will be red)




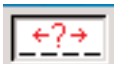
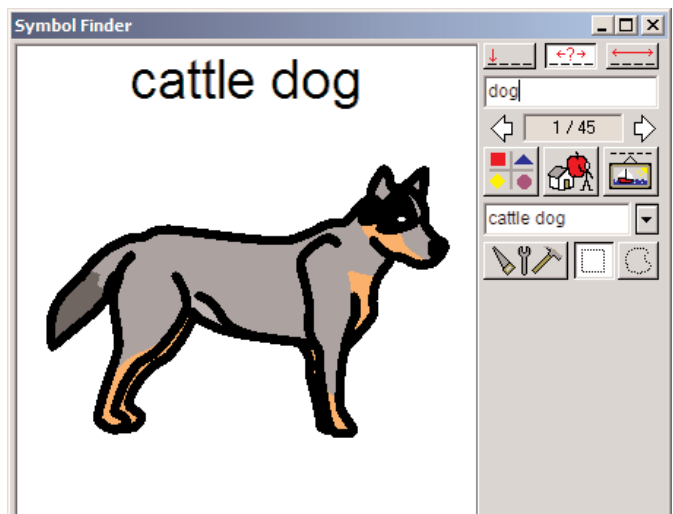
11. Adding A Color Background -

- Click on the background of your board.
- Click on the **Color Tool** on the toolbar.
- Click on the color you wish to use.
(the word **Background** will be red)



12. Finding Pictures in the library

- Click on **Dynamic Boards** & drag down the **Design**. (control-D) *(If not in Design Mode already)*
- Click on the Boardmaker Icon  on the toolbar to open the Boardmaker Picture Library.
- Type the desired picture name.



- Finds pictures that contain the letters you have typed



- Finds only pictures that begin with the word typed.



- Finds pictures that contain the entire word you have typed standing alone in the picture name. (Example: Type - hot. You will find hot, hot dog etc.)

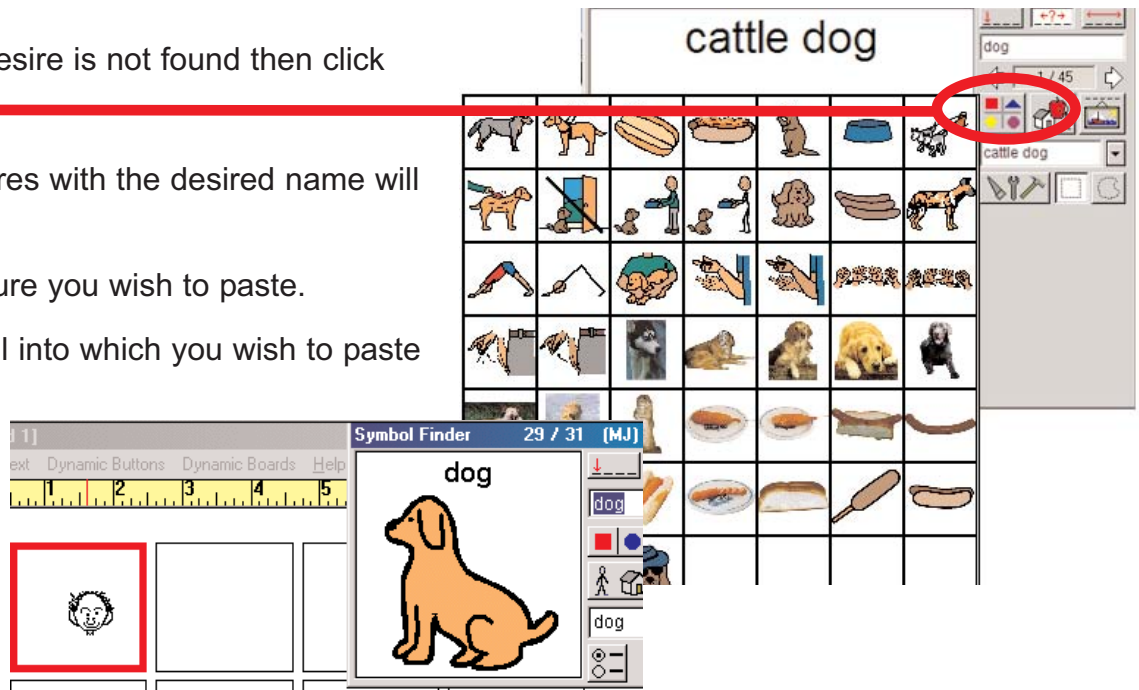
d. If picture you desire is not found then click



e. A list of all pictures with the desired name will be displayed.

f. Click on the picture you wish to paste.

g. Click on the cell into which you wish to paste the picture.



13. Combining Symbols and replacing pictures in a cell.

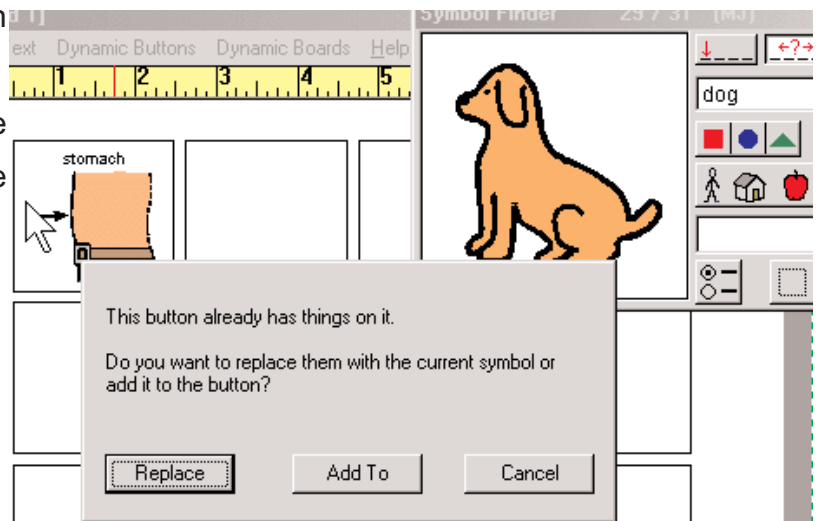
a. Paste in the first picture you wish to use in a cell.

b. Find the second picture you wish to paste

c. Click on the cell containing the first picture

d. To add the second picture click **Add To**
OR

e. To replace the first picture click **Replace**



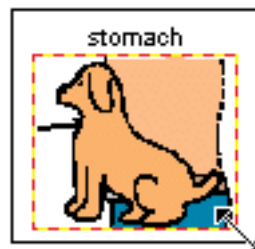
14. Resizing a picture in a cell

a. Click on the picture

b. The picture highlighted in red

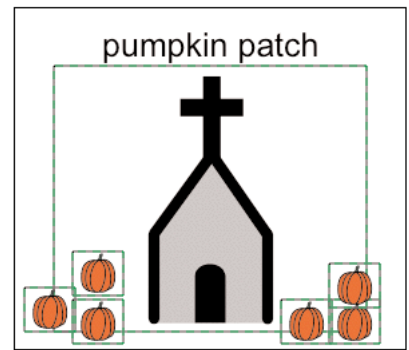
c. Click on any of the corners to resize

d. Click in the center to move the picture



5. Copying a symbol that has been combined to the library

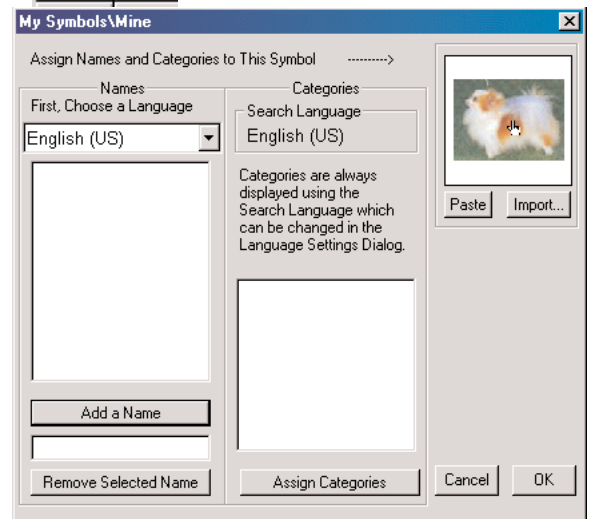
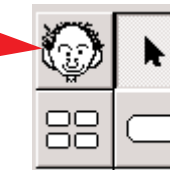
- Click and drag to select several symbols in the library
- Do not select the text above the picture
- Click on the **Edit** menu and drag down to **Copy**.
- Click on the Ugly Man icon on the toolbar or as we call him, Fred.



- Click on the **Edit** Menu and drag down to **Paste**.
- You must then **Add a Name** and **Assign a Category**

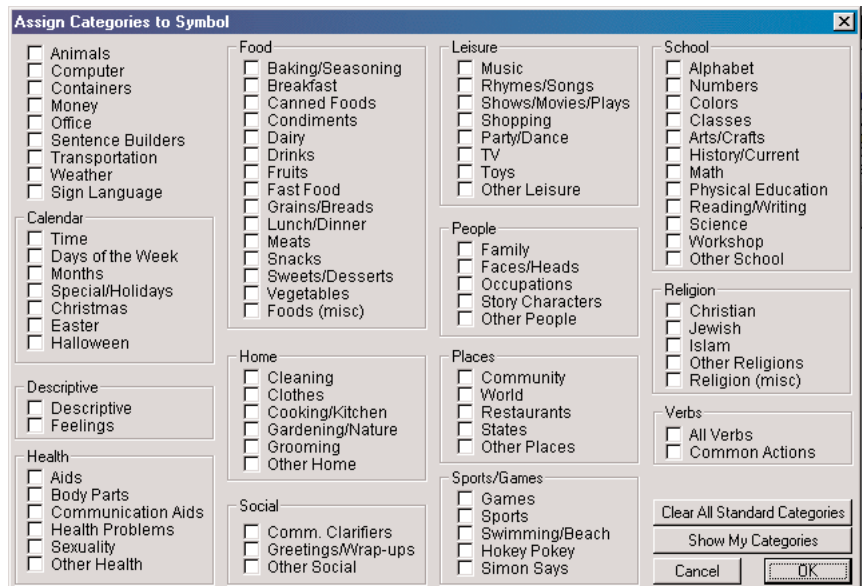
f. To Add a Name...

- Click on the blank below **Add a Name**
- Type in the name of the picture.
- Click **Add a Name**.
- You may give a picture as many names as you wish

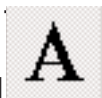


g. To Assign a Category..

- Click **Assign Categories**
- Check one of the boxes shown to assign a category.
- You may assign more than one category to each symbol.

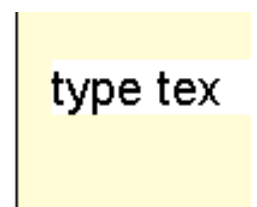
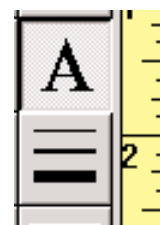


5. Using the Text Tool



- Click on the Text Tool
- Click on the cell you wish to add new text.
- Type the text you wish.

****If you wish to edit text on a picture click on the text tool and double click on the cells text item.**



6. Using The Line Tool -

a. Before selecting a cell choose the **Line Thickness**.



b. Click on the Line Tool

c. Click inside one of the cells and drag.

d. Before deselecting the line select the line color.

