Creating a Book in from Digital Pics…….

I. Open a New Board

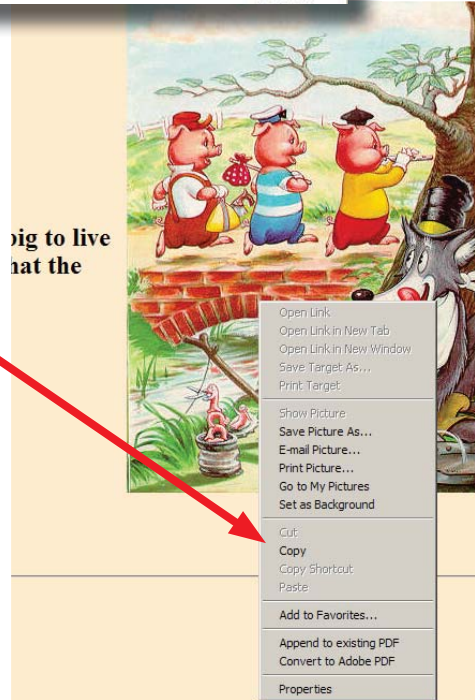|	
New Board	Ctrl+N
Open…	Ctrl+O
Close	
Save	Ctrl+S
Save As…	
Save As Template…	
Next	Ctrl+RA

1. Click File – **New Board**
2. Click File - **Save As**
3. Name the board.
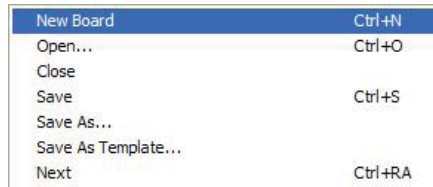
**II. Copy picture from internet.**
or digital picture from camera etc.

1. Right click picture and drag down to **Copy**

Open Link
Open Link in New Tab
Open Link in New Window
Save Target As…
Print Target

Show Picture
Save Picture As…
E-mail Picture…
Print Picture…
Go to My Pictures
Set as Background

Cut
Copy
Copy Shortcut
Paste

Add to Favorites…

Append to existing PDF
Convert to Adobe PDF

Properties

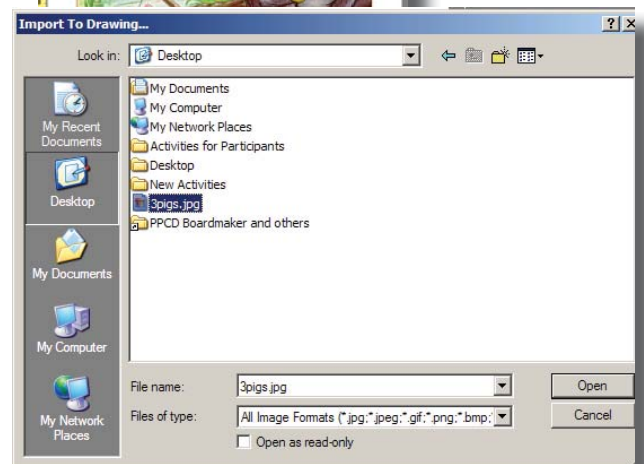**III. Paste into blank Boardmaker document.**

1. Bring Boardmaker to front by clicking on icon on Start menu at bottom of screen.
2. Right click on Boardmaker blank page and drag down to **Paste** or go to **Edit** menu and drag down to **Paste.**
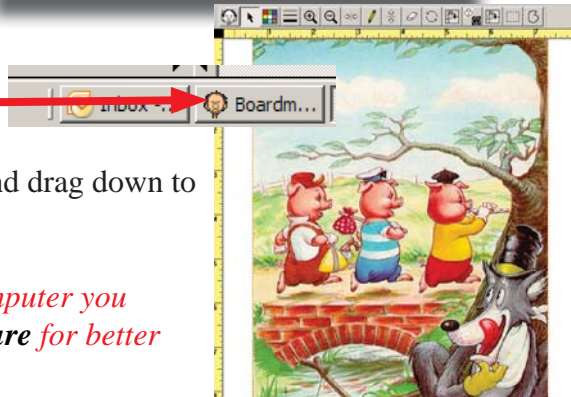
*If you have a digital picture saved to your computer you will right click and drag down to **Import Picture** for better picture quality.*

1. Right click and drag down to **Import Picture.**
2. Click on picture you have saved. (Example 3pigs.jpg)
3. Click **Open**

This also works to import digital pictures into the library.

Import To Drawing…

Look in: Desktop

My Documents
My Computer
My Network Places
Activities for Participants
Desktop
New Activities
3pigs.jpg
PPCD Boardmaker and others

My Recent Documents
Desktop
My Documents
My Computer
My Network Places

File name: 3pigs.jpg

Files of type: All Image Formats (*.jpg;*.jpeg;*.gif;*.png;*.bmp;

Open as read-only

Open
Cancel

IV. Adding symbolate text to a button. (text w pics)

1. Click Symbolate Button
2. Click and drag to draw Symbolate Text box.

3. Type text in button. *Pics will appear after pressing Space or punctuation.*

The   dog   is   big.
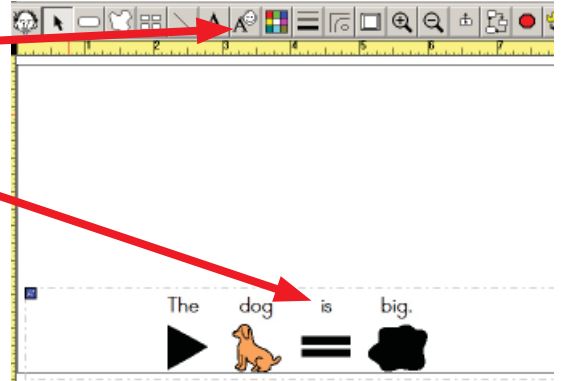
V. Making more pages.

1. Click **File** and drag down to **Save As.** (Example pig pg 1)

2. Click **File** and drag down to **Save As** a second time to save as page 2 (Example pig pg 2)

3. Delete first picture and **Paste** the second from internet or wherever