

# ***Boardmaker Software Family***

## ***Version 6***

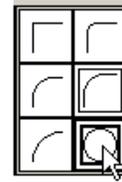
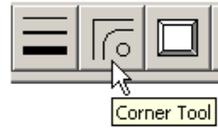
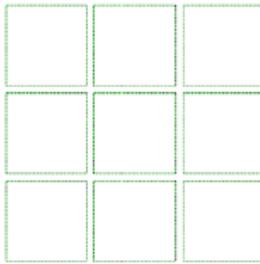


*Handout Adapted from the Boardmaker Version 6 User's Guide (2006)*

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## Changing the Button Shape

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Select a button or group of buttons.      Select the **Corner Tool**.      Select the desired button border corner.

**Note:** If a freeform button is selected, the **Corner Tool** will act as a “polygon tool.” Refer to the *Creating a Regular Polygon from a Freeform Button* section.

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## Applying Dashed Button Borders

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Select a button or group of buttons.

Right-click on a button and select **Dashed Borders** in the **Properties** submenu. Uncheck this option to return to solid border lines.

The dashed borders are great for cutting activities and worksheets.

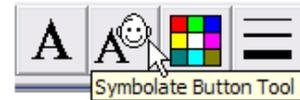
**Note:** Dashes can also be applied to lines created with the **Line Tool**.

**Tip:** Dashed borders look better with thicker button borders (**Thickness Tool**).

# Creating a Symbolate Button

1

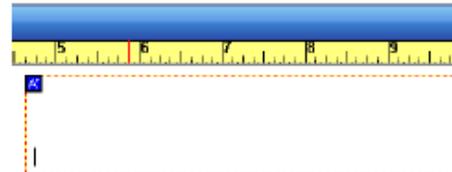
Select the **Symbolate Tool** in the **Tool Palette**.



2

Click on the background where you would like to start typing.

A new Symbolate button will extend from that location to the right edge of the board. You will be able to adjust the width of the button later. A Symbolate button's height is automatically determined by its font and symbol size settings.

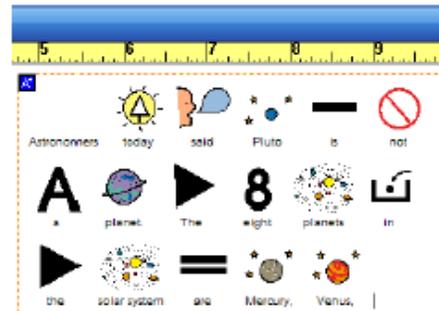


**Tip:** Click and drag horizontally with the **Symbolate Tool** to set the initial width of the Symbolate button.

3

Begin typing in the new Symbolate button. If there is a valid word-symbol match, then the symbol will appear as each word is completed.

The text will automatically wrap when it reaches the right edge of the button. You can move to a new line at any time by using the **Enter** (or **Return**) key. There is no limit to the amount of text you can type into a Symbolate button. However, you are limited to what you can see by the dimensions of your board.



**Tip:** To access symbols paired with multi-word phrases, like "solar system" you must type "solar\_system." The underscore ("\_"), which will appear as a space, prevents the program from attempting to symbolate the first word.

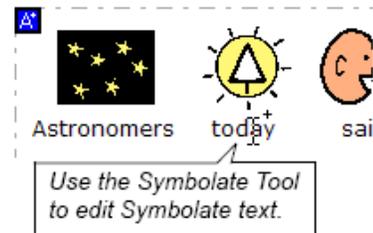
**Note:** You can apply standard button appearance options such as border thickness and color, background color and shadow borders to a symbolate button.

# Editing Symbolate Text

1

Select the **Symbolate Tool** and click on the text you'd like to edit. The Symbolate button will behave like a very simple text editor.

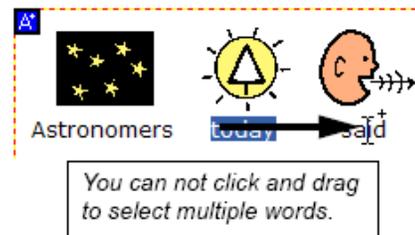
**Tip:** Right-click a symbolate button to quickly select the Symbolate Tool for editing the text.



2

Once the text cursor is positioned, text can be inserted and deleted as in any word processor. Move around within the text by repositioning the cursor or by using the arrow keys.

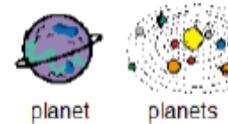
**Note:** Although you can use standard Windows techniques to select text (for example, clicking and dragging across the letters you want to select), your selection cannot span multiple word-symbol pairs.



3

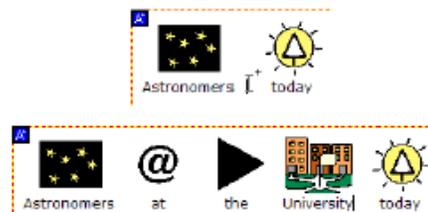
The program will automatically re-symbolate the text as it is changed.

**Note:** You can prevent the program from automatically re-symbolating the text by holding down the Alt key while you type. Refer to the *Changing the Text for a Word-Symbol Pairing* section for more information.



4

Click between two symbolate word-symbol pairs to insert new text.



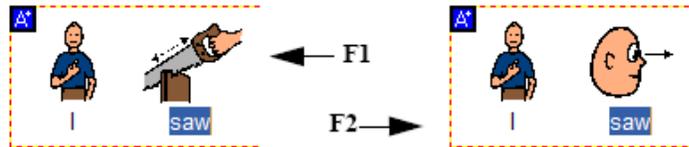
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## Changing the Symbol for a Word-Symbol Pairing

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### Using the F1 and F2 Keys

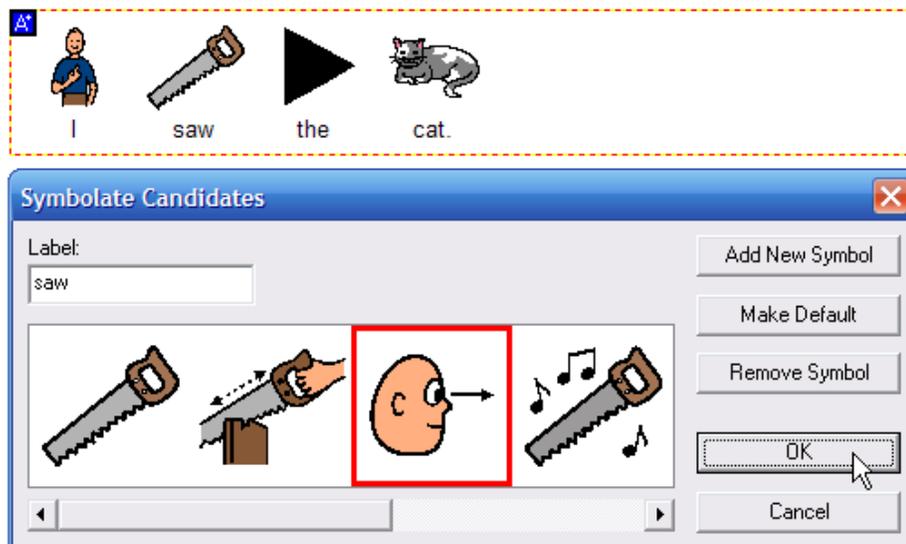
With the **Symbolate Tool**, click on the word or symbol you want to change, then press the **F2** or **F1** keys to step forward or backward through any candidate symbols paired to the word. This can also be done for the last word you typed.



----- OR -----

With the **Symbolate Tool** selected, double-click on the symbol (not the word) that you want to change. The **Symbolate Candidates** dialog will appear.

Click on the appropriate candidate symbol then click on the **OK** button.



**Tip:** Double-clicking on the appropriate symbol will automatically select the symbol and dismiss the **Symbolate Candidates** dialog.

**Tip:** Selecting a word and pressing the **Esc** key will also open the **Symbolate Candidates** dialog.

**Note:** This symbol change only applies to this instance of the word. If you want to make this symbol the new default for the word, click on the **Make Default** button. Refer to the *Changing the Default Word-Symbol Pairing* section.



# Changing the Text for a Word-Symbol Pairing

Using the **Symbolate Tool**, double-click on the symbol whose word is to be changed.  
Type the new word or phrase in the **Label** field.  
Click **OK** when finished.

----- OR -----

With the **Symbolate Tool**, select the word you want to change.  
While holding down the **Alt** key, type the new text for the symbol. Holding the **Alt** key prevents the program from attempting to re-symbolate the text.

To change the Text position in the symbolate button – Right Click on the Symbolate Button and change under Text Position. This is only for that one button. To make the change a permanent change for ALL future Symbolate buttons – Ensure that no buttons are selected then go to Edit – Symbolate Properties.

## Adjusting the Button Border

You can adjust manually or Right Click and check Autofit Border and it will resize to fit the contents of the button.

## Changing the Font and Symbol Size

Right-click on the Symbolate button to adjust the font settings.

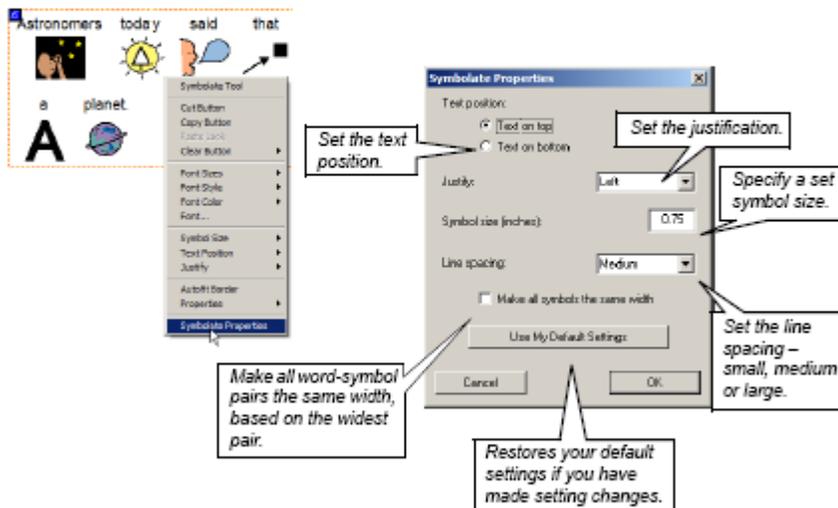
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### Setting the Button's Symbolate Properties

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A convenient method of setting the properties of the symbolate button is to use the **Symbolate Properties** dialog.

**Note:** A few of the more commonly used Symbolate Properties are available directly in the right click menu, however, this dialog contains all available properties of a symbolate button.



**Note:** You can define your personal default properties for symbolate buttons by setting the **Symbolate Properties** from the **Edit** menu and modifying the default values. You can restore your default settings to the factory default settings for Symbolate buttons by selecting **Symbolate Properties** from the **Edit** menu and clicking on the **Restore Factory Default Settings** button.

# Resizing Individual Buttons and Their Contents

## Resizing everything

Select the button to be resized, then move the pointer over any portion of the dashed button border. The pointer will become a double arrow. Hold down the **Ctrl** key on your keyboard and click and drag the button border to resize the button and all of its contents.

**Tip:** Hold down **Shift + Ctrl** while dragging to constrain the proportions of the button.

## Resizing everything but the text

Select the button to be resized, then move the pointer over any portion of the dashed button border. The pointer will become a double arrow. Hold down the **Ctrl + Alt** keys on your keyboard, then click and drag the button border to resize the button, lines and symbols.

**Tip:** Hold down **Shift + Ctrl + Alt** while dragging to constrain the proportions of the button and leave the font size unchanged.

## Resizing just the button

Select the button to be resized. Move the pointer over any portion of the dashed button border. The pointer will become a double arrow. Click and drag to resize only the button.

# Resizing Multiple Buttons

Select the buttons to be resized .

Press the **Ctrl** key. A red dashed border will appear around all the selected buttons.

While holding down the **Ctrl** key, click and drag the red dashed border around the selected buttons to resize them and all of their contents.

To resize the buttons, symbols and lines while leaving the text the original size, hold down both the **Ctrl + Alt** keys at the same time you click and drag.

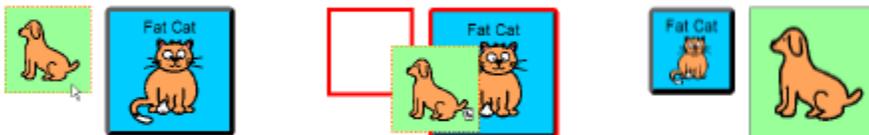
**Note:** As with resizing single buttons, holding down the **Shift** key will force the buttons to be resized proportionally.

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## Swapping Button Content and Appearance

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Button content (symbols, text and lines) and appearance (color, border color, border thickness, etc.) can easily be swapped between two buttons. If the buttons are different sizes, the content will be scaled to fit the button.



Using the **Pointer Tool**, select the button you want to swap.

Hold down the **Alt** key and click and drag the button on top of the button you want to swap it with.

The buttons will exchange positions. Each button will scale accordingly, but will maintain its appearance.

**Note:** You can also swap buttons by using the **Swap Buttons** option under the **Edit** menu. Both buttons have to be selected first (hold down the **Shift** key and click on each button).

**Note:** For Boardmaker Plus! and Boardmaker with Speaking Dynamically Pro users, all button actions associated with the buttons will also be swapped.

**Tip:** If you are interested in just moving the appearance (button and border color) from one button to another, but not the content of the button, you can copy the button and use the **Paste Look** option (refer to the in-program **Help Topics**).

# Using Drag and Drop to Add Images

Click and drag the image from the Windows Explorer over to the desired button and release.

Once the image is dropped, it will show on the face of the button. The filename of the image will appear as the button label. The position of the label (above or below the symbol) will be determined by the current Symbol Finder setting.

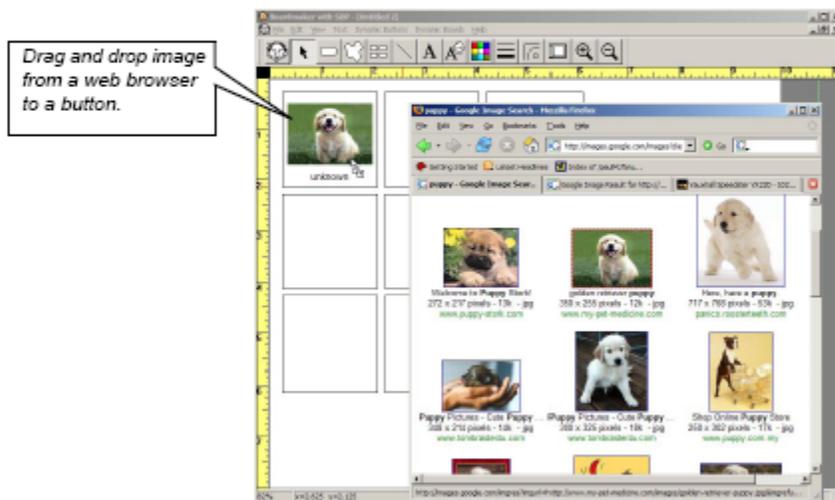
If the imported image has a label that is not appropriate, it can be changed using the **Text Tool** or it can be omitted during the "Drag & Drop" process by holding down the **Alt** key when the image is dropped on a button.

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## Dragging and Dropping Images from a Web Browser

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Using images from websites is a popular way to enhance a board or activity. The same "Drag & Drop" process described in the *Using Drag and Drop to Add Images* section can be used to grab images from most web browsers. The example below shows an image being dragged from a popular image search engine. As with saved images, the image name will be used as a label. Some website images (like the one in the example below) do not have image names. The program will automatically label these images as "unknown."



**Tip:** Hold down the **Alt** key when dropping an image to omit the label.

**Note:** Web browsers are notorious for the widely varied ways they store and present images. Some may not support "Drag & Drop" methods. In that case, the solution is to right-click on the image and choose the **Copy Image** option. Then, in Boardmaker, right-click on a button or on the board background and select **Paste**.

## Dragging Images into the Symbol Finder

"Drag & Drop" can also be used to add images to the Symbol Finder libraries.

Open the **Symbol Finder**.

With Boardmaker open in the background, find the image to be added to the **Symbol Finder**. With the **Pointer Tool**, click and drag the image over the symbol view area of the **Symbol Finder** and release.

The **My Symbols\Mine** window will open. Give the image a name and assign it a category. Click on the **OK** button when finished.

