Using Boardmaker 6 Plus

Screen shots created using Mayer Johnson’s Boardmaker version 6 Plus.

Program At-A-Glance

1. Title Bar
2. Menu Bar
3. Symbol Finder Tool (Ctrl + F)
   Makes the Symbol Finder window visible
4. Pointer Tool (Ctrl + P1)
   Selects buttons, text, graphics, etc.
5. Button Tool (Ctrl + B)
   Creates buttons for symbols and pictures
6. Freeform Button Tool (Ctrl + F7)
   Creates freeform or polygon buttons
7. Button Sprayer Tool (Ctrl + F3)
   Sprays out button copies to make a grid
8. Line Tool (Ctrl + L)
   Draws lines
9. Text Tool (Ctrl + T)
   Inserts and edit text
10. Symbolate Button Tool
    Creates a button in which symbols will appear as text is typed
11. Color Tool
    Displays a color palette to set the color of buttons, text, graphics, and backgrounds
12. Thickness Tool
    Displays a palette of line thickness options
13. Corner Tool
    Displays a palette of button corner options
14. Shadow Tool
    Toggles 3-D button shadows
15. Zoom In
16. Zoom Out
17. Movable Button Tool
    Create Movable/Destination button pairings
18. Board Workspace
19. Symbol Finder Window
    Searches for symbols
20. Page Break Indicator
    Displays where printed page breaks will occur
21. Board Magnification Indicator
    Displays the current view magnification
22. Dynamic Help
    Displays helpful information relative to the pointer position and action being performed

Symbol Finder At-A-Glance

Screen shots taken from Mayer Johnson Boardmaker version 6 Plus manual
Symbol Finder At-A-Glance

1. Current Symbol
2. Current Symbol Number
   Displays the current and total matching symbols
3. Symbol Name Search Options
   Begin Word, Anywhere, Whole Word
4. Minimize, Maximize & Close Buttons
5. Search Text
   Finds a symbol from a full or partial name
6. Display Thumbnail View (Ctrl + T)
   Display thumbnails of matching symbols
7. Previous/Next Symbol Arrows
   Steps through the symbols or thumbnail screens
8. Select Categories Button (Ctrl + L)
   Selects the symbol categories to search
9. Symbol Names Button
   Adds an alternate name or category to a symbol
10. Alternate Symbol Name Field
    Replaces a symbol name with a new name
11. Alternate Symbol Names List
    Displays a list of alternate names to select
12. Symbol Finder Settings Button
    Changes various Symbol Finder settings
13. Selection Marquee
    Selects a rectangular region to copy
14. Selection Lasso
    Selects a freeform region to copy

Note: Pop-up descriptions of each button appear when you position the pointer on them and pause briefly.

Screen shots taken from Mayer Johnson Boardmaker version 6 Plus manual

Main Toolbar

Creating Buttons

- Click the Pointer tool
- Click the Button tool
- Click and drag to draw the button.
- Click the Button Sprayer tool
- Click on the button, and drag to create additional buttons of the same style and size
Changing the Color of a Cell
- Click on the button.
- Click the Color tool.
- Choose to color the Button (background) or Border of the cell.
- Click on the desired color.

Changing the Border Thickness
- Click on the button.
- Click the Thickness tool.
- Click on the desired thickness.

Changing the Cell Corners
- Click on the button.
- Click the Corner tool.
- Click on the desired corners.

Creating Dashed Borders
- Right click on the button.
- Select Properties>Dashed Border.
Creating Freeform Buttons
- Insert the symbol or picture.
- Click Freeform Button tool.
- Click and hold while drawing around the symbol.

Resizing Cells
- Click on the cell.
- Hold CTRL and click and drag from one corner to resize entire cell.
- To resize multiple cells, select Edit>Select All. Then, complete the above steps.

Adding Symbols
- Click on the Symbol Finder.
- Type a search word.
- Click on the button to view thumbnails related to the search term.
- Click on the desired symbol.
- Click on the button to place the symbol in the button.

Adding Other Pictures
- Click on the desired picture.
- Drag and drop the picture into the Boardmaker program.
- The title of the picture will be displayed as the label.
Adding/Changing Text

• Click the Text tool.
• Click on the board and type or edit text.
• To change the appearance of text, highlight it.
• Click on Text to open the drop-down menu to change the font color, size, or style.

Adding Another Language

• Click the Change Symbol Finder Settings tool.
• Select which languages will appear on the button by selecting from the drop-down menu.

Flipping/Rotating a Symbol

• Click on the symbol.
• To flip the symbol horizontally, click on the Flip Horizontal tool.
• To flip the symbol vertically, click on the Flip Vertical tool.
• To rotate the symbol, click on the Rotate tool.

Drawing on a Symbol

• Click on the symbol.
• Click on the Pencil tool.
• Click and drag the pencil on the symbol to draw.
• To change the pencil thickness, click on the Thickness tool.
• To change the pencil color, click on the Color tool.
Erasing Part of a Symbol

• Click on the symbol.
• Click on the Eraser tool.
• Click and drag the eraser on the symbol to erase the desired part.
• To change the eraser thickness, click on the Thickness tool.

Changing Colors in a Symbol

• Click on the symbol.
• Click on the Fill tool.
• Click on the Color tool to select a color.
• Click on the area of the symbol to change its color.

Cutting/Cropping/Copying Part of a Symbol

• Click on the symbol.
• Click on the Marquee or Lasso tool.
• Click and drag around the desired part of the symbol.
• Right click the desired part.

Swapping Buttons

• Hold down the ALT key.
• Click and drag the button to the desired location.

Cut region Ctrl+X
Copy region Ctrl+C
Crop region Ctrl+K

Copy Region to copy the selected part.
Crop Region to remove the rest of the symbol from the selected part.
Cut Region to delete the selected part.
**Shuffling Buttons**

- Select the **Pointer** tool.
- Click and drag around the desired buttons. They should become outlined in green.
- Select **Edit > Shuffle Buttons**.

**Dynamic Boards**

- To use the dynamic features of Boardmaker 6 Plus, such as text-to-speech and moveable buttons, select **Dynamic Boards > Use**.
- To switch back to design mode, hit the **ESC** key.
- You can only manipulate boards in **DESIGN MODE**.

**Using Symbolate**

- Select the **Symbolate** tool.
- Click and drag to create a button.
- Type or copy and paste text into the button.
- To change the symbol shown for a word, click on the word and use the **F1** or **F2** key to cycle through available symbols.

**Assigning Text-to-Speech to a Button**

- Double click on the button.
- Click on **Speak Message**.
- Choose **Use Button Text** to have the text displayed on the button read aloud.
- Choose **Use the Text Above** to have a different message read aloud.
- Click **OK**.
- To activate text-to-speech, select **Dynamic Boards > Use** and click on the button.
Assigning an Action to a Button
• Double click on the button.
• Click on the desired action.
• To use the action, select Dynamic Boards > Use and click on the button.

Making Moveable Buttons 1
• To view the Moveable Button tool, click Dynamic Boards > Show > Moveable Buttons.
• Create a board with two groups: Moveable Buttons and Destination (Container) Buttons.

Making Moveable Buttons 2
• Click the Moveable Button tool.
• Click on a moveable button.
• Enter a name for the button. Click OK.
• Click and drag the button to its destination button.
• Enter a name for the destination button. Click OK.
• Assign an action to the button if desired. The action will happen when the moveable button is moved to its destination.
• To use moveable buttons, select Dynamic Boards > Use.

Moveable Buttons-Snap Back/ Move Clones
• Right click on the button.
• Click Moveable Button Properties.
• To have a button “snap back” to its original location if not placed in the destination, select Moveable Button > Snap Back.
• To have an infinite supply of buttons, select Moveable Button > Move Clones.
**Destination Buttons- Center Moveables**

• Right click on the destination button.
• Click **Destination Button Properties**.
• To have moveable buttons appear in the exact center of the destination button when moved to their correct destination (will cover destination button symbol), select **Destination Button > Center Moveables**.

**Free Resources**

Adapted Learning - Free, pre-made, shared resources
http://www.adaptedlearning.com
LCPS Assistive Technology website
http://www.loudoun.k12.va.us/at