# Boardmaker Tutorial
Basic Steps for BM Windows Version 5.0

Beginning Level - Make grid; Place symbols; Remove symbols; Change button appearance; Make color-coded symbols; Use Lasso tool; Place 2 symbols in cell.

Step 1

★ Open Boardmaker program. Be sure CD is in drive. Use short cut on desk top or select BM from START menu.

Step 2

★ Create New Board. After program opens, there is a choice to open a new board, open a saved board, or open a template.

★ Select, "Open a new board".

Open New Board
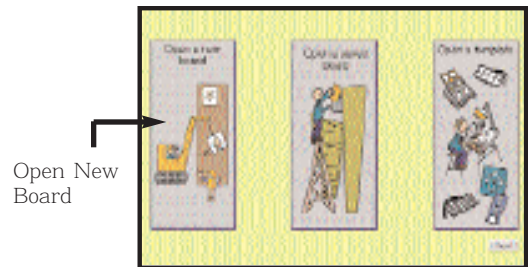
Step 3

Let's build a board.
★ Select the "Button Tool" from the tool palette.

★ Move the "cursor" onto the blank workspace.

★ Click and drag diagonally to create a button. Make the button about 1.5 inches. NOTE: Do not release the mouse key until the new button is drawn.

TIP: To create a square button, hold down the "Shift" key while dragging out the button.

Click on the Button tool.

Drag diagonally to the right.
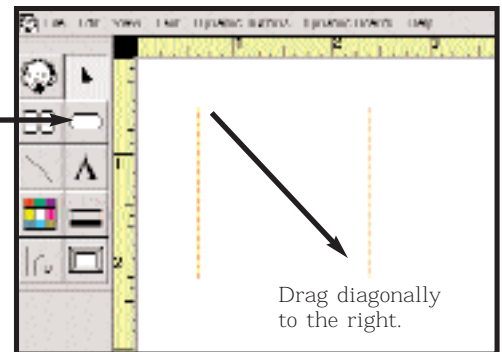
Step 4

Let's make a grid.
★ Select the "Button Sprayer Tool" from the pallet.

★ Move the Button Sprayer Tool into the center of the button you made. Click (hold down mouse key) and drag diagonally to the right. This will spray a grid of buttons. Spray 4 across and 4 down.

NOTE: To center or change position of the grid, pull down the "Edit" menu and choose "Select All". Click in the center of one of the buttons and reposition the grid.

Click on the "Button Sprayer" tool.
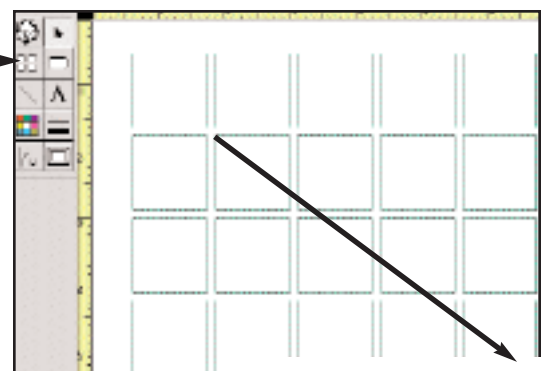
Click, HOLD mouse key down and drag diagonally to the right. Let go when board is desired size.
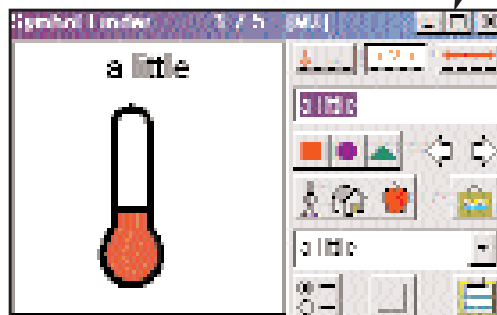
Step 5

Opening the Symbol Finder Window.

★ Click on the "Boardmaker" icon on the toolbar to open the symbol finder window.

★ Enlarge the window by clicking on the "Maximize" button.

Enlarge window by clicking on the maximize button.

a little

Note: This window will move around your grid as you place symbols.

Step 6

Place symbols and use some of the new Boardmaker features.

★ Type the word "story" in the symbol search window.

★ Next, click on the "thumbnail" view button to display the choices. Click on the last symbol in the thumbnail view, and type the words "Let's read." in the Alternative Symbol Name Field.

★ Press the "Enter" key and symbol will be placed in grid. Note: The symbol will be placed in cell with red outline. If you want the symbol in a different cell, manually click on that cell.

Symbol Search Window

story

Thumbnail View Button

Click on this selection.

Alternative Symbol Name

Let's read
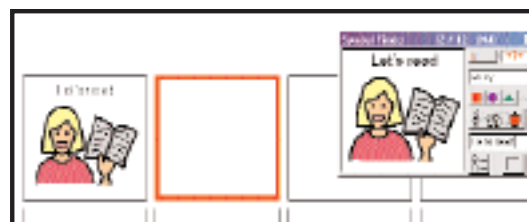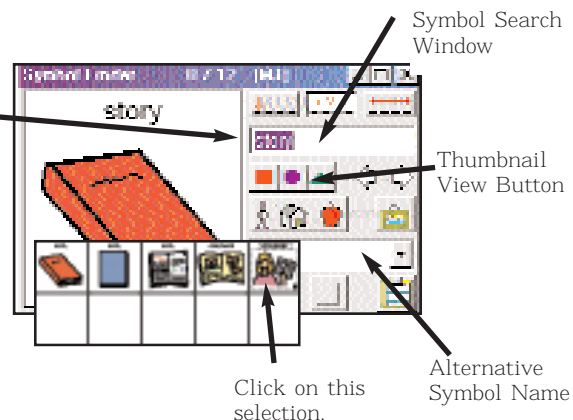
Note: If a cell is not highlighted either by direct selection or default, you will receive a prompt that BM is about to paste symbol in the background.

Step 7

★ Type the word "bear" in the symbol search window. Using thumbnail view, select one of the bears to place in the next cell.

★ Press the "enter" key and the symbol will automatically be placed.

★ Type in 6 more words of your choice and fill 2 lines of the grid.

Note: When placing a symbol by clicking in a cell, the cursor will change to the "Boardmaker Icon" symbol.
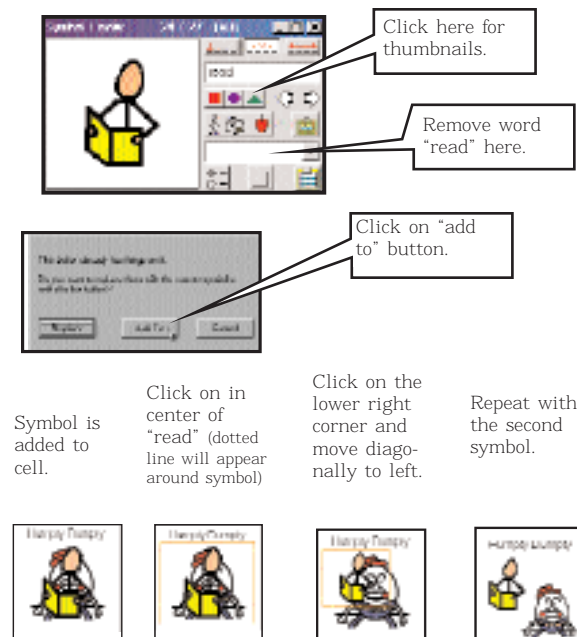
Step 8

Removing a symbol.

★ Type the word "butterfly" in the symbol finder window. When the symbol appears in the window, go to your grid and click on the symbol for "bear" (2nd from left).

★ A prompt will come up asking if you want to Replace, Add to, or Cancel operation. Select "Replace". The butterfly will appear in grid.

Click on "replace" button.
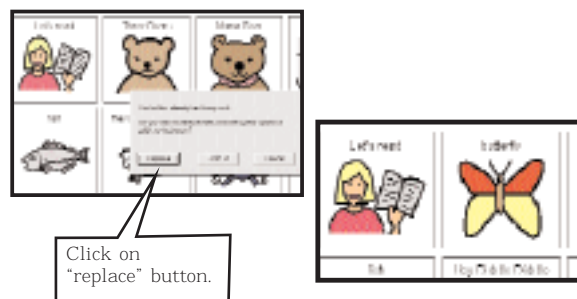
Step 9

Put two symbols in a cell.

★ Go to the symbol finder window and type the word "read" click on thumbnails and select the stick figure reading a book. Using the Alternative Symbol Name Field, remove the word. Click on enter to add it to the cell.

★ A prompt will come up asking if you want to Replace, Add To, or Cancel operation. Select "Add To".

★ Working in the cell where the symbol was added, click on the stick figure (a dotted line will appear around it).

★ Place the cursor at the lower right corner of the dotted line. Move cursor diagonally to left until the symbol is smaller. Repeat with the second symbol in the cell.

Click here for thumbnails.

Remove word "read" here.

Click on "add to" button.

Symbol is added to cell.

Click on in center of "read" (dotted line will appear around symbol)

Click on the lower right corner and move diagonally to left.

Repeat with the second symbol.

Step 10

Using the Lasso/Marquee Tool

★ Type "I want to talk to you" in the symbol finder window.

★ Click on Lasso/Marquee tool. Click on button again to switch to Lasso. Use the cursor to draw around a portion of the symbol. Click in on a button to add to grid.

Draw an outline

Click the Lasso/Marquee Tool

Step 11

Adding Background Color.

★ Click on the background.

★ Click on the "Color Tool" on the tool pallet.

★ A pallet will come up with background colors.

★ Select one of the colors for your grid background.

Click on "Color Tool"
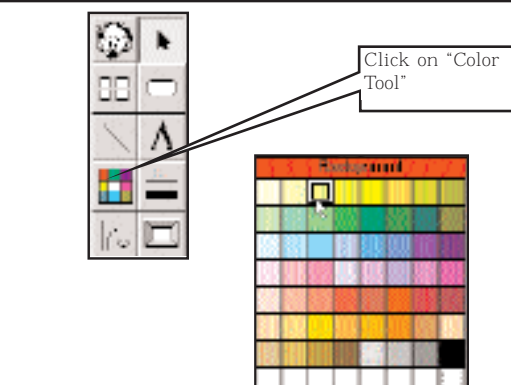
Step 12

Clearing symbols from the grid. The symbols will be removed but your grid will remain.

★ Pull down the Edit Menu from the Menu Bar and choose "Select All". Pull down the Edit Menu again and select "Clear".

Close Symbol Finder Window here.

NOTE: This won't work if the Symbol Finder Window is open.

Step 13

Creating a symbol with a white interior and a color background.

★ Click on the Boardmaker Icon to bring up the Symbol Finder Window and click on the Symbol Finder Settings Button.

★ When menu appears, select "Use Black & White Symbols" at the lower right corner and click on OK.

★ Type the word "happy" in the symbol finder window. Click on thumbnails and select the happy symbol and press "enter" to place symbol. NOTE: Thumbnails will display in color but will be b/w when placed in grid.

★ Add several more symbols to your grid.

★ To add color to the button, close Symbol Finder Window and click on a button first.

★ Then click on the Color Tool on your Tool Pallet.

★ Click on the word "Button" and select the color for the button. Repeat for the other symbols on your grid.
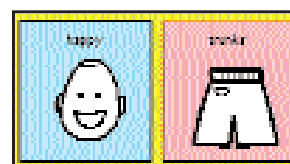
Symbol Finder Settings Button

Note: The Symbol Finder settings button brings up the menu where you select language options and type size.

Select "Use Black & White Symbols".

Click on "Color Tool"

Click on the word Button and select color

Step 14

Add a title to your board:
★ Click on the "A" tool and click above your grid. Type the following: "My Lunch Board".

★ Without clicking off the sentence, pull down the "Text" menu from the menu bar and select 30pts.

★ Use the arrow tool to click on the sentence and center over board.

Click on the "A" tool.

My Lunch Board