

Construction

12 per page early functions, one page opening

Materials & Equipment List

- Colour printer
- Laminator
- Scissors
- Two pieces of plastic (22cm x 31cm) for the covers (e.g. covers of A4 plastic pocket books) or corrugated plastic sheet (Corflute® / Fluteboard®).
- 2 x split key rings and a single hole punch OR spiral binder and coil
- A4 plain paper (approximately 60 sheets)
- A4 Label stickers – (one label per sheet) OR A4 paper and glue stick (approximately 30 sheets)
- Matt 80 micron laminating pouches (approximately 60 sheets)



Printing main pages for direct access

01 main to 50 nappy/toilet – plus any selected option pages

TIPS


- Printing directly from simPODD on your iPad requires a wifi enabled printer (see your printer manual for details)
- We recommend using the option print from your computer as it provides more control over the print settings.
 - Scaled printing is only available using the computer option
 - Exporting to the computer also creates a backup pdf of your personalised PODD book.

To print from your computer:

1. Load your printer with A4 plain paper.
2. Export a PDF from simPODD on your iPad to your computer
 - a. Select 'Books' from the drop-down menu  in the upper right corner.
 - b. Select the share button  on the lower right side of the book you wish to print.
 - c. Select 'Mail' to email the PDF to your computer (Mac users can also use AirDrop)
3. On your computer open the PDF (It is easier to navigate through the pages using Thumbnail images. Set your software to show these).
4. Scroll through the pages to identify the PDF page number for the last page of the book (*50 toilet / nappy*). This number depends on your customization.
5. Select Print. Check in the print settings that paper size is A4 and orientation is landscape.

6. Set to print pages from 1 to (the number you identified at step 4). Print

To print directly from simPODD on your iPad:

1. Load your printer with A4 plain paper.
2. Select 'Books' from the drop-down menu ☰ in the upper right corner.
3. Select the share button  on the lower right side of the book you wish to print.
4. Select 'Print' and set the printer you would like to print to.
5. Using the preview thumbnails, Scroll through (swipe to the side) the previews until you reach last page of the book (*50 toilet / nappy*).
6. Tap on the preview image. Select *Stop after page [the current page number]*.
7. Confirm Options are 1-(page number selected at 6), single-sided, colour
8. Select 'Print' in the upper right corner.

Printing the lists and instruction page

Load your printer with **A4 label stickers** (one label per sheet)

Special lists and Instructions


The following pages are printed onto A4 stickers. Select the pages to suit your customised PODD.

- ✓ 09 people list
- ✓ 18 food drink list
- ✓ Instructions back cover

To print from your computer:

1. Load your printer with A4 sticker paper.
2. On your computer open the PDF (It is easier to navigate through the pages using Thumbnail images. Set your software to show these).
3. Scroll through the pages to identify the PDF page number for *09 people list*. This number depends on your customization.
4. Select Print. Check in the print settings that paper size is A4 and orientation is landscape.
5. Set to print the page number you identified at step 3. Print.
6. Repeat steps 3-5 for *18 food drink list*, *Instructions back cover* and any additional lists.

To print directly from simPODD on your iPad:

1. Load your printer with A4 sticker paper.
2. Select 'Books' from the drop-down menu ☰ in the upper right corner.
3. Select the share button  on the lower right side of the book you wish to print.
4. Select 'Print' and set the printer you would like to print to.
5. Using the preview thumbnails, Scroll through (swipe to the side) the previews until you reach the page *09 people list*.

6. Tap on the list and select 'Start at Page [number of the page]'. Tap page again and select 'Stop After Page [number of the page]'.
7. Scroll through the preview to 17 a list.
8. Tap on the list and select 'Add page [number of the page]'.
9. Repeat for *Instructions back cover* and any additional lists.
10. Select 'Print' in the upper right corner.


General Lists

Check that the instructions are correct for the child and that the child's name has been inserted. An unaltered page set requires 24 *lists*. You may need to adjust the number of lists you print to allow for your customisation.

To print from your computer:

1. Load your printer with A4 sticker paper.
2. Count how many general *list* pages you require.
3. On your computer open the PDF (It is easier to navigate through the pages using Thumbnail images. Set your software to show these).
4. Scroll through the pages to identify the PDF page number for the general list template. This number depends on your customization.
5. Select Print. Check in the print settings that paper size is A4 and orientation is landscape.
6. Set to print the page number you identified at step 4.
7. Set to print as many copies of the list as you require. Print.

To print directly from simPODD on your iPad

1. Load your printer with A4 sticker paper.
2. Count how many general *list* pages you require.
3. Select 'Books' from the drop-down menu ☰ in the upper right corner.
4. Select the share button  on the lower right side of the book you wish to print.
5. Select 'Print' and set the printer you would like to print to.
6. Using the preview thumbnails, Scroll through (swipe to the side) the previews until you reach the general list template.
7. Tap on the list and select 'Start at Page [number of the page]'. Tap page again and select 'Stop After Page [number of the page]'.
8. Use the '+' & '-' buttons to select as many copies of the list as you require.
9. Select 'Print' in the upper right corner.

Constructing the book

You will need:

- A4 or A3 80 micron laminating pockets or roll laminator
- Printed page set

Scissors or blade knife (Stanley knife)

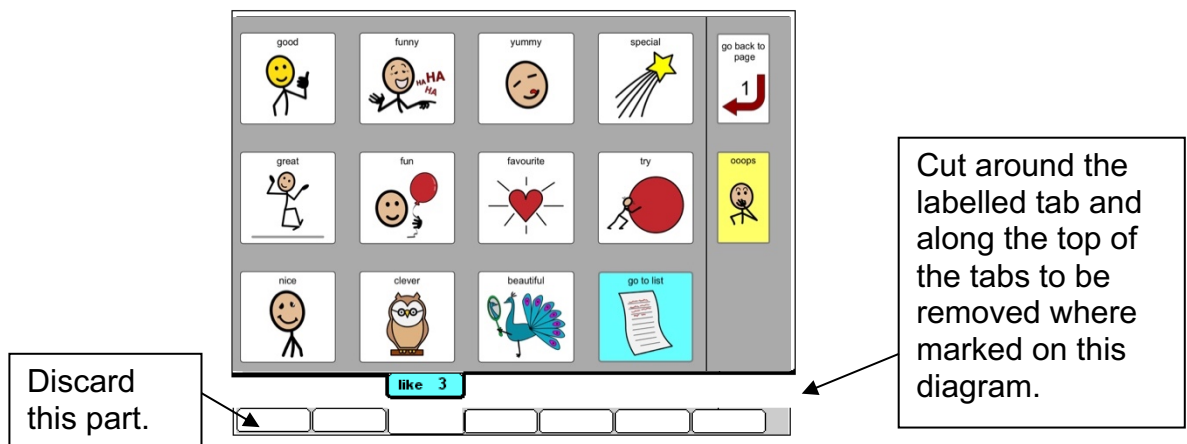
Important information re: Laminate thickness

PODD communication books have many pages to laminate and they can become heavy and unwieldy if thicker laminate is used. Even a few extra microns on each page can significantly add to the weight and thickness of the whole communication book.

DO NOT USE laminate thicker than 80 microns.

Cut out the book pages

Compile the set of pages. Using scissors or a blade cut around the labelled tab and along the top of the other tabs on the page. Discard excess. See diagram below.

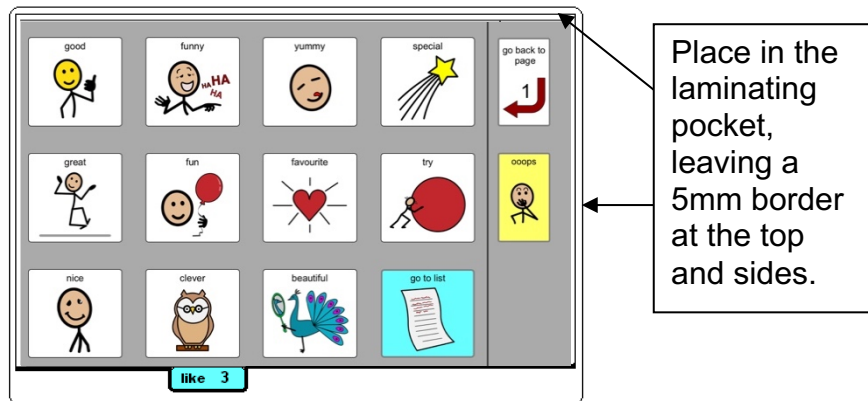


Repeat for every page of the page set and put aside.

Laminate the page set

(Remember to use 80 micron – NOT thicker- laminate)

1. Place each page of the page set in a laminating pocket, leaving a 5 mm border at the top and sides of the page. Laminate the page set *01 main* through to *50 toilet/nappy* and the *Instructions for back cover* sticker.

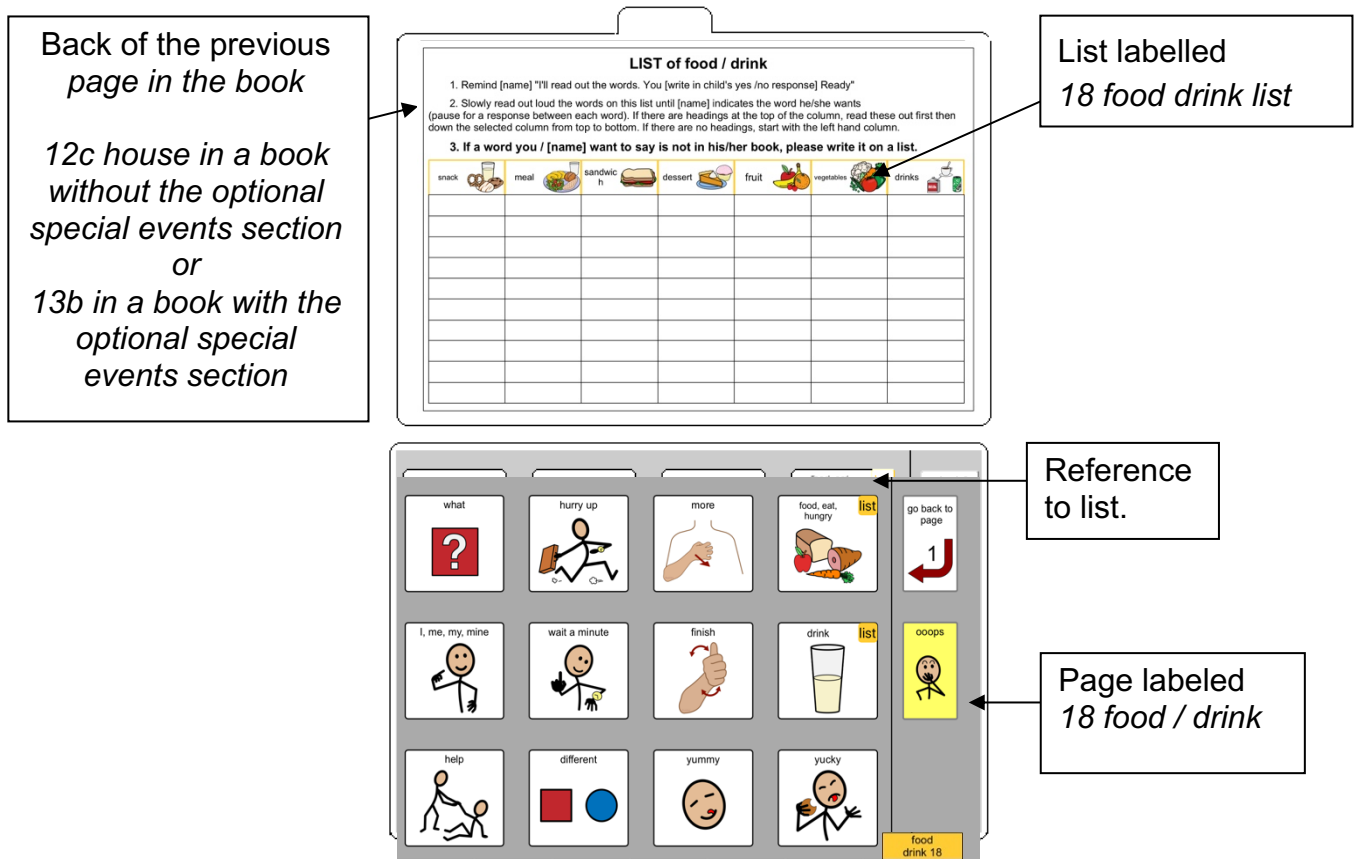


2. Trim off excess laminate along the bottom of the page leaving a 5 mm border. Round off at the corners for safety.



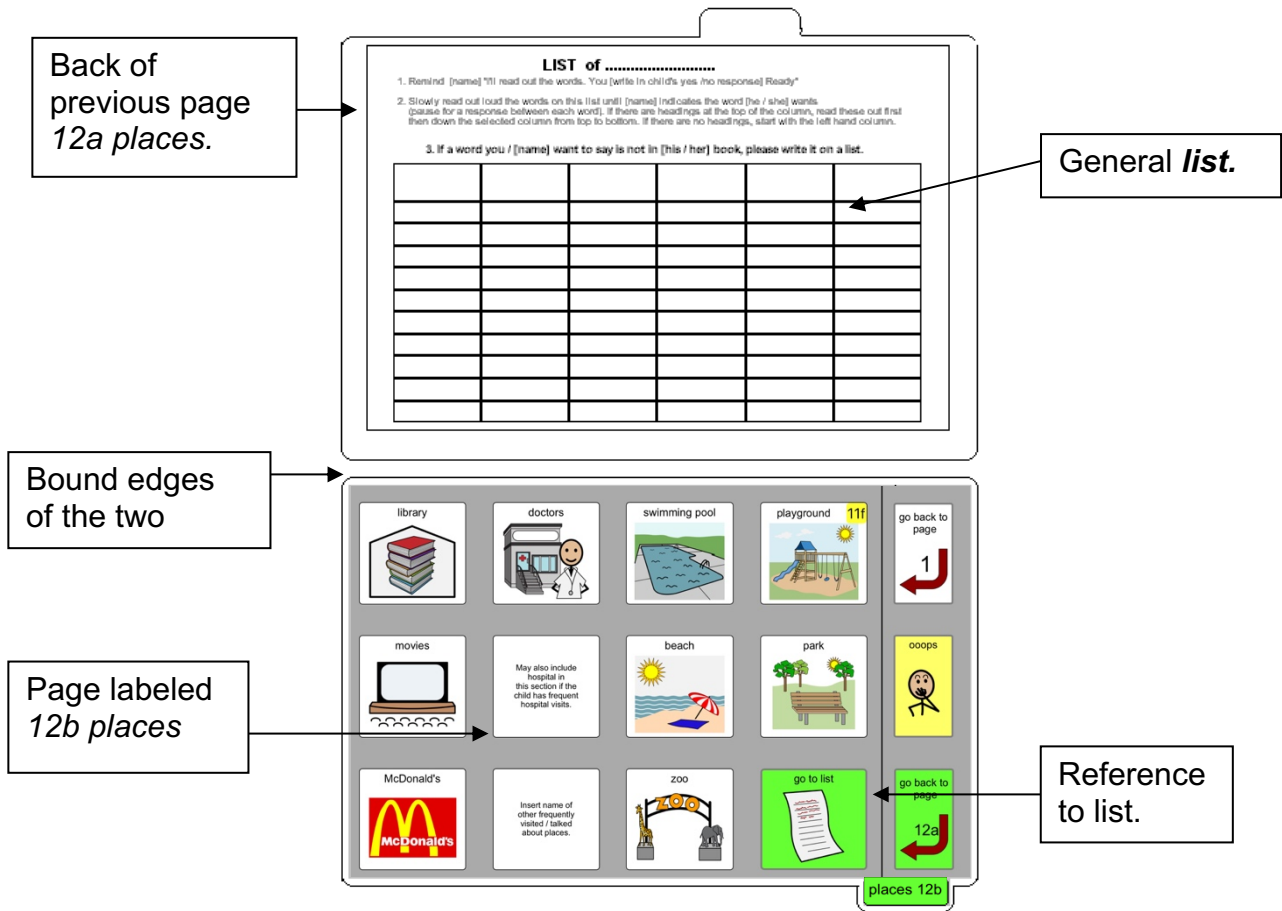
Adding the Special Lists

1. Trim the *special list* stickers close to the edges of the list border.
2. Put the laminated pages in communication book page order. Leaf through the communication book pages until you come to a section that has a special list. Turn to the page with the GO TO LIST instruction.
3. Peel off the back of the list sticker and stick it to the back of the previous page (as it will appear in the bound communication book). Note that the list is orientated so that it can be read when the book is opened at the page with the GO TO LIST instruction. See diagram below.

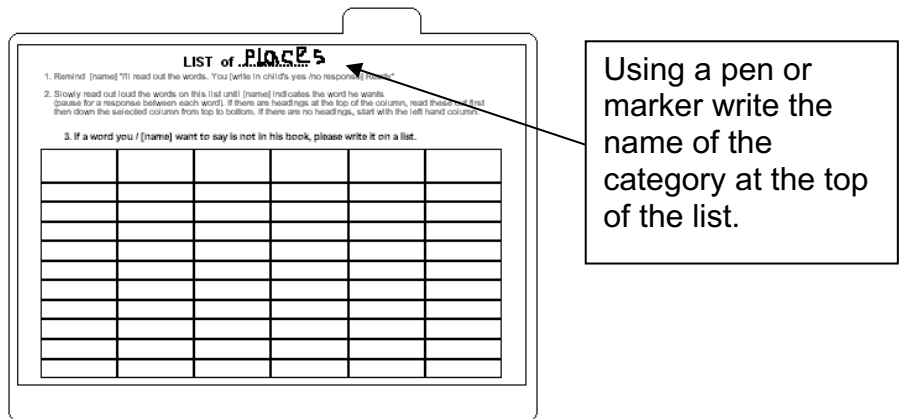


Adding the General Lists

1. Check that **all** of the laminated book **pages** are in the **correct order**
2. Leaf through the page set stopping when you come to a page that has a **GO TO LIST** instruction. Cut out a general *list* sticker. Peel off the back of the list sticker and stick it to the back of the previous page (as it will appear in the bound communication book). Note that the list is orientated so that it can be read when the book is opened at the page with the GO TO LIST instruction. See diagram below



3. Using a pen or marker write the name of the category at the top of the list.



Covering and Binding

To create the covers you will need:

- Laminated *instructions for back cover* printed on an A4 label sticker.
- Two A4 size pieces of thick plastic (e.g. covers of A4 plastic pocket books). Make sure to round off any sharp corners on the cover.

Bindings

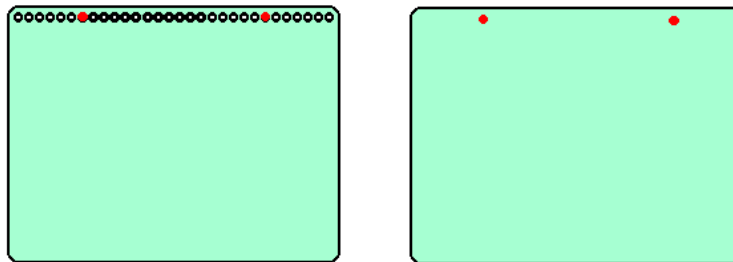
Take the sticker labelled *Instructions back cover*, peel off the back and stick it to the inside of the back cover.

This type of PODD works best when bound with split rings or with a spiral binding. If you use a folder or comb binding, the PODD will not be able to fold back on itself, taking up more space and making it more difficult to handle.

Binding with split rings

You will need:

- 2 split rings of appropriate size
 - Hole punch
 - Cloth duct tape
1. If you are using the covers of an **A4 Pocket book**, select the sixth hole in from each end of the cover and use the cover as a template to mark where to punch holes on the page set pages. Otherwise, punch holes in the cover and page set approximately 8cm in from the sides of the cover.



2. Check your pages are in order. Add pages to the split key rings. You may choose to close the opening on the ring after the pages are in place with a small piece of cloth duct tape. This stops the pages catching in the rings when in use.

Spiral Binding

Bind as per the instructions for your spiral binding machine.