

## Construction

### 12 per page expanded functions

#### 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 120 sheets)
- A4 Label stickers – (one label per sheet) OR A4 paper and glue stick (approximately 55 sheets)
- Matt 80 micron laminating pouches (approximately 120 sheets)



#### Printing main pages for direct access

*01a main to 50 nappy/toilet – plus any selected option page*

##### 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 personalized 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



8. Tap on the list and select 'Add page [*number of the page*]'.
9. Repeat for the rest of the lists, any additional lists and *Instructions back cover*.
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 49 *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 a roll laminator
- Printed page set
- Scissors or blade knife (Stanley knife)

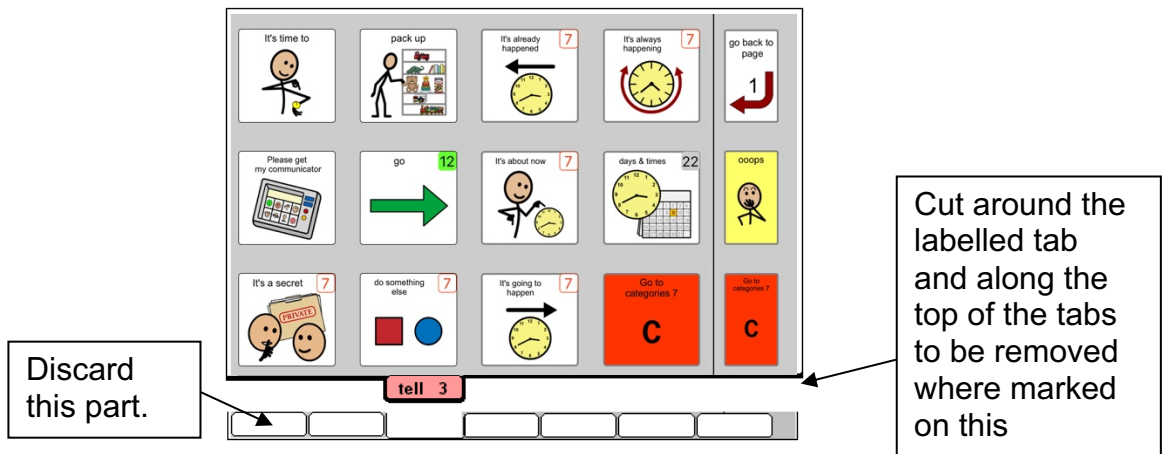
### Important information re: Laminate thickness

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 to be used as book pages. Using scissors or a blade cut around the labeled tab and along the top of the other tabs on the page. Repeat for every page of the page set and put aside. Discard excess. See diagram below.

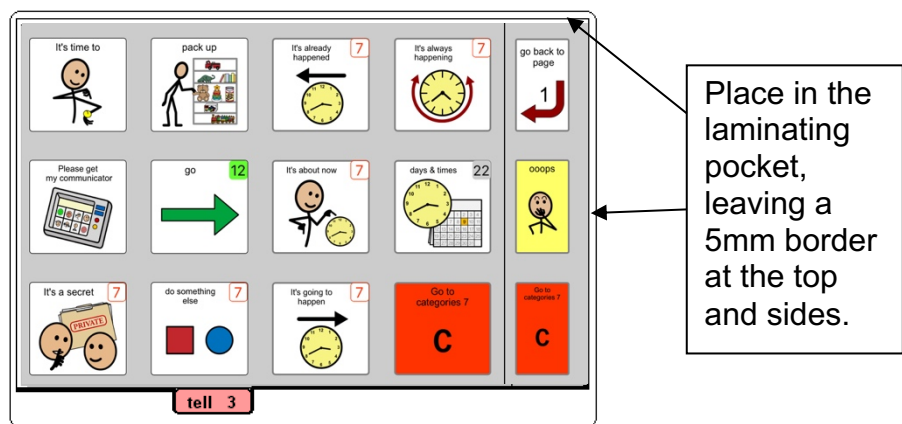


## Laminate the page set

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

1. Laminate the page set *01a main* through to *50 nappy/toilet* (or the optional *51f alphabet*) and the *instructions sticker*. Place each page in a laminating pouch, leaving a 5mm border at the top and sides of the page.

Note: **DO NOT** laminate any of the *optional 55 story* pages. These pages are filed at the back of the PODD in plastic letter files so that they can be removed and filled in when necessary.

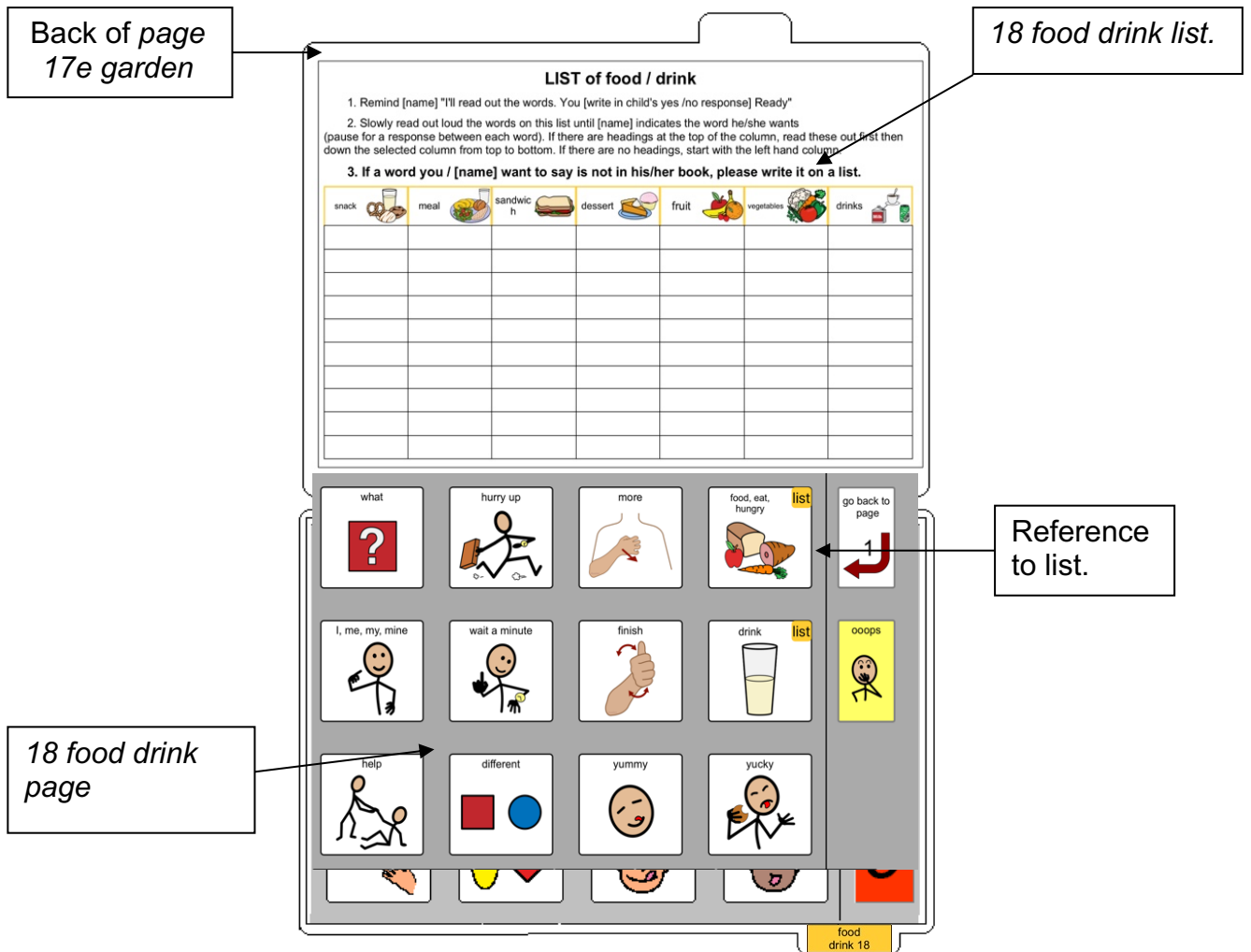


2. Trim off excess laminate along the bottom of the page leaving a 5 mm border. Round off at the corners for safety.



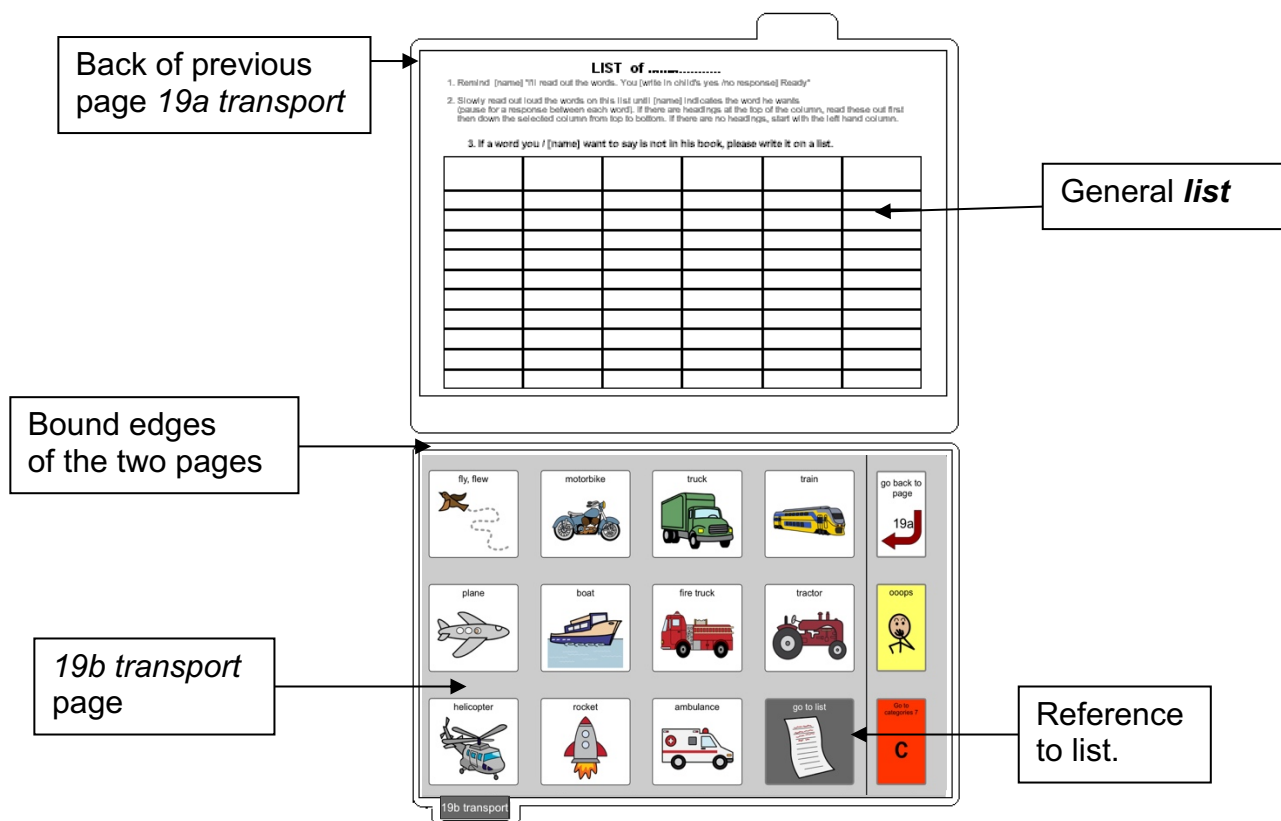
## Adding the Special Lists

- Put the laminated pages in communication book page order. Leaf through the communication book pages until you come to a section which has a special list. Turn to the page with the GO TO LIST instruction.
- Trim the *special list* stickers close to the edges of the list border. 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. Cut out the general *lists*.
2. Check that **all** of the laminated book **pages** are in the **correct order**.
3. Leaf through the book stopping when you come to a page that has a *GO TO LIST* instruction. Peel off the back of a list sticker and stick it to the back of the previous page.



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

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**LIST of ...**

1. Remind [name] "I'll read out the words. You [write in child's yes /no response] Ready"
2. Slowly read out loud the words on this list until [name] indicates the word he wants (pause for a response between each word). If there are headings at the top of the column, read these out first then down the selected column from top to bottom. If there are no headings, start with the left hand column.
3. If a word you / [name] want to say is not in his book, please write it on a list.


## Special Pages

This PODD has optional anecdote pages (*55 story pages*). These pages are filed at the back of the PODD in clear plastic letter files so that the pages can easily be taken out and filled in with a pen.

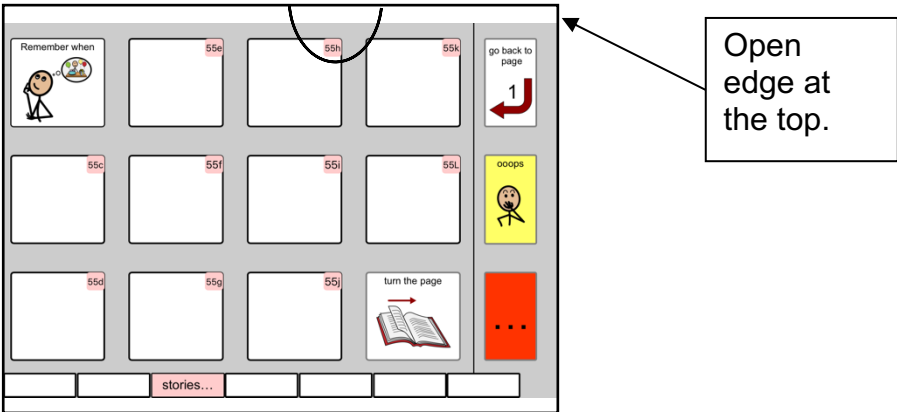
**TIP** Anecdote pages are not laminated.

You will need:

- Clear plastic letter files (available from most office supply stores).

Note: A large number of templates for 55 story pages are included with this page set. Including all of these pages in the PODD communication book would significantly add to the overall size and weight. Initially only include a few pages, e.g. *55a story index* and *55c-e story pages*. Additional pages can be added as required. If you using a large number of anecdote pages consider the use of a separate folder (see *Information file*)

1. Slide each *55 story page* into a letter file so that the longer open edge of the letter file is at the top where the book will be bound.





2 File in order at the back of the PODD.

**TIP** Remove the page from inside the letter file when binding, so the page can't get caught in the binding. Bind only the letter file.

## Covering and Binding

To create the covers you will need:

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

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

## Bindings

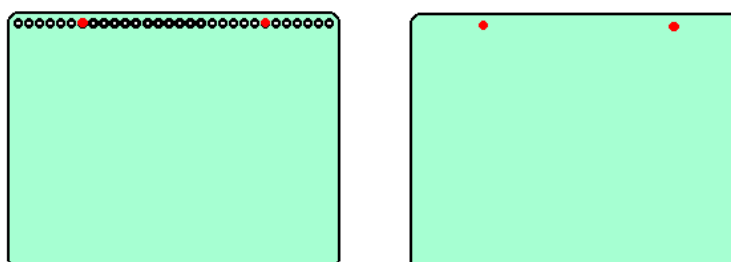
This type of PODD works best when bound with split key rings or with a spiral binding. If you use a folder or comb binding, the PODD will not be able to fold back on itself, taking up more space and making it more difficult to handle.

### Binding with split rings

You will need:

- 2 split key 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 pages and letter files. 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 and letter files to the split rings a few at a time. You may choose to close the opening on the ring after the pages are in place with a small piece of cloth tape. This stops the pages catching in the rings when in use.

## **Spiral binding**

Bind as per the instructions for your spiral binding machine.