

## Construction

### 48 expanded key word

### 2 page opening plus side panel

#### Materials & Equipment List

- Colour printer
- Laminator
- Scissors
- Ruler
- Glue stick
- Cloth duct tape
- 1 small Velcro® dot
- Thick plastic OR thick coloured cardboard to make two covers sized 17cm x 18.5cm and one side panel sized 14cm x 18.5cm (e.g. covers of plastic pocket books)
- A4 plain paper (approximately 80 sheets)
- A4 Label stickers – (one label per sheet) OR A4 paper and glue stick (approximately 15 sheets)
- Matt 80 micron laminating pouches (approximately 40 sheets)
- 2 clear A4 plastic letter files (available from office supply stores) (optional)
- Your choice of binding (comb, spiral or other)

**TIP:** Comb binding is recommended for this style of PODD. Comb binding does not allow pages to bend back over the spine of the book. This creates a more stable surface for pointing when the book is held or rested on the lap. Using a ring binder may initially seem like a good option, but with use the laminated pages tend to catch in the rings, causing the rings to open and pages to fall out.

## Printing Main Pages

**01a right to 22b alphabet plus any optional pages**

**NOTE: the following pages are attached to the cover in this PODD**

- ✓ 00 side panel
- ✓ Instructions back cover
- ✓ 01a main left

If using a **plastic** cover, these pages will be printed onto **stickers** (with the lists)

If using a **cardboard** cover, these pages will need to be printed onto **A4 paper**.

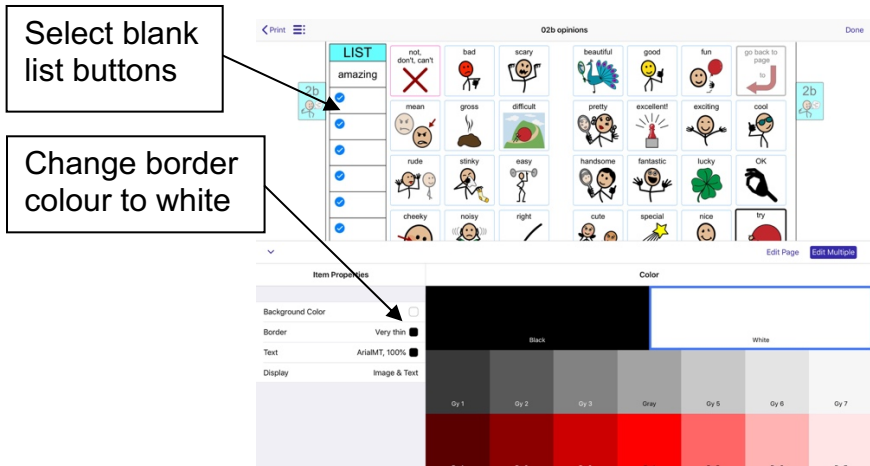
### TIPS

- 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.



Before printing remove blank list squares:

Lists are printed onto stickers so that they can be easily written on with any pen/pencil. It can be difficult to accurately line up the sticker lists over an existing grid. Therefore it is recommended to hide the borders on blank list squares.

1. In edit mode select *Edit Multiple*.
2. Select the blank list buttons (not symbol buttons).
3. Change the border colour to white.





## 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. This number depends on your customization.
  - If plastic cover this is *22b alphabet*
  - If cardboard cover this is *Instructions back cover*
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.

\*If you're using a plastic cover print pages 3 to (the number you identified at step 4).

## 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. If using a plastic cover tap on the preview thumbnail for *00 side panel* and select *Skip Page 1*. Scroll to page 1a left, tap, and select *Skip page 2*. If using a cardboard cover disregard this step.
6. Using the preview thumbnails, Scroll through (swipe to the side) the previews until you reach last page of the book.
  - If plastic cover this is *22b alphabet*
  - If cardboard cover this is *Instructions back cover*
7. Tap on the preview image. Select *Stop after page [the current page number]*.
8. Confirm Options are 1\*-(page number selected at 7), single-sided, colour
9. Select 'Print' in the upper right corner.

\*If you're using a plastic cover pages 3-(the number you identified at step 7).

## Printing Lists and other pages on stickers

Print *lists 1-5* and either list 6 EC (early childhood) OR list 6 school. IF you have included the optional early childhood pages also print list 7 early childhood.



If you have chosen to use a **firm plastic cover**, the following pages will also need to be printed onto **A4 stickers**.

- ✓ 00 side panel
- ✓ 01a left inside front cover
- ✓ Instructions inside back cover (Check that the instructions are correct for the child and that you have inserted their contact number.)

## 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. If using a plastic cover: Select Print. Check in the print settings that paper size is A4 and orientation is landscape. Set to print pages 1-2. Print. Disregard this step if using a cardboard cover.
4. Scroll through the pages to identify the PDF page number for the **first** page you wish to print onto sticker paper.
  - If plastic cover this is *Instructions back cover*
  - If cardboard cover this is *list 1*
5. Select Print. Check in the print settings that paper size is A4 and orientation is landscape.
6. Set to print pages from (the number you identified at step 4) to (the number of the last page). Print.

## 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 **first** page you wish to print onto sticker.
  - If plastic cover this is *Instructions back cover*
  - If cardboard cover this is *list 1*
6. Tap on the page and select 'Start at Page [number of the page]'.
7. If using a plastic cover, scroll back to page 1 and tap on the preview thumbnail for *00 side panel* and select *Add Page 1*. Scroll to page 1a left and select *Add Page 2*. If using a cardboard cover disregard this step.
8. Select 'Print' in the upper right corner.

## Constructing the book

You will need:

- A4 80 micron laminating pockets or roll laminator
- Printed page set
- Scissors or blade knife (Stanley knife)
- Glue stick
- Ruler

### **Important information re: Laminate thickness**

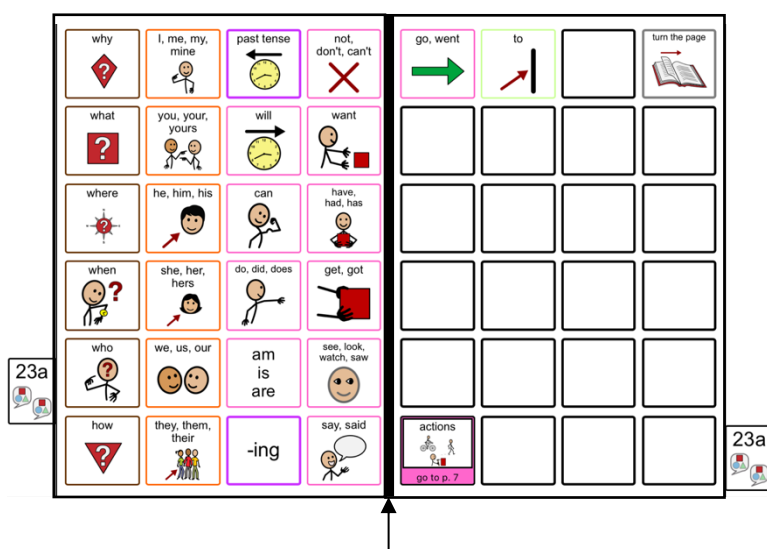
PODD communication books have many pages to laminate and they can become heavy and unwieldy if thicker laminate is used. Even a few extra microns on each page can significantly add to the weight and thickness of the whole communication book.

**DO NOT USE laminate thicker than 80 microns.**

## Cutting and pasting book pages

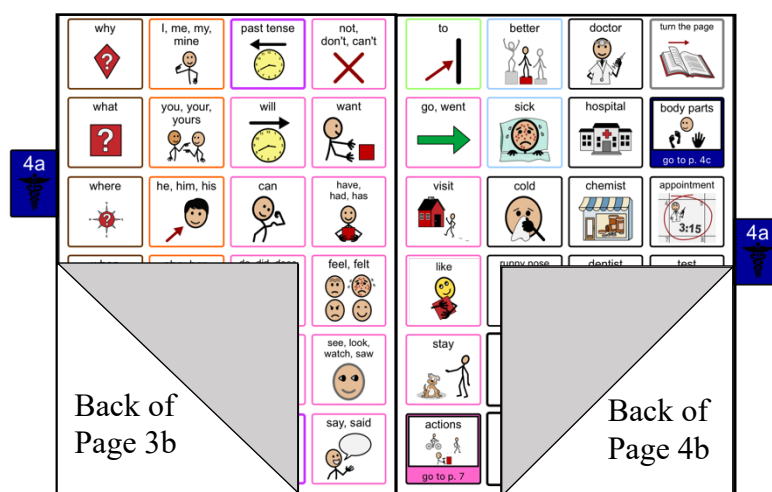
All pages except 00 side panel, 01a main left and instructions for back cover.

If you have printed the page set on **A4** paper, you will first need to cut the A4 page into the two separate book pages. Cut along the centre line to separate the book pages, keeping the pages in page number order.



Cut along the centre line to separate the book pages.

- TIP** Left side pages have tabs on the left hand side and right side pages have the tabs to the right.
- TIP** When you look at an open page the number is the same on both the left and right side (see picture below)
- TIP** If you become confused, open the page on the computer to see what each page opening should look like.

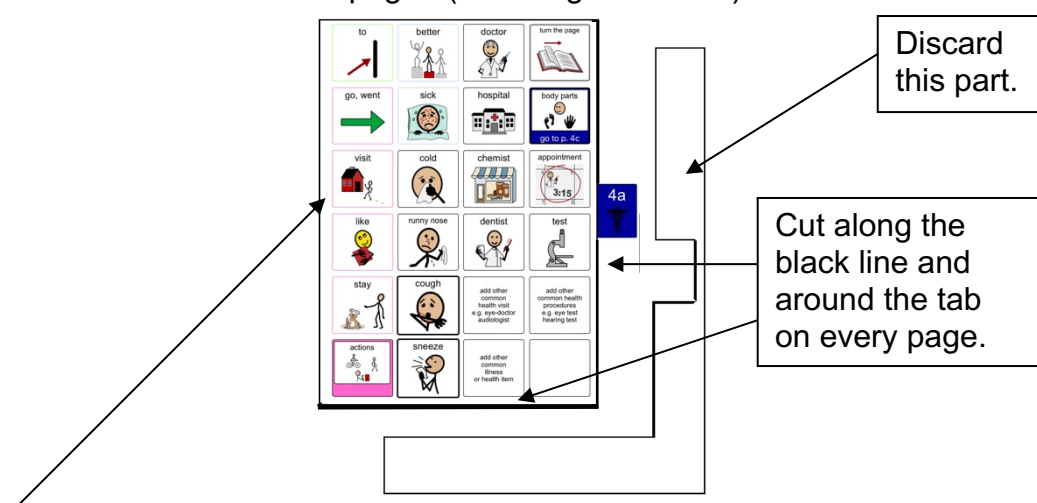


1. Put all the pages in order except the *00 side panel*, *left side of 01a main* and *instructions back cover*. It is helpful to arrange the pages as they will be glued and cut to make the book, i.e. *left side of 01b* turned over behind (to paste on back of) *right side of 01a*; *left side of 02a* turned over behind (to paste on back of) *right side of 01b*; etc.
2. Take page *01a main right* (page 1a with tab on the right hand side) and *02a left* (page 2a with tab on the left hand side) and glue the pages back to back using a glue stick. Ensure that the outside lines and tabs line up - you may be able to see through the paper.

**NOTE:** If you have selected to add the **optional 01b chat** pages you will need to substitute *01b left (01b chat with tab on the left hand side)* for *02a left* in the above instructions and then take *01b right (01b chat with tab on the right hand side)* and *02a left (2a opinions with tab on the left hand side)*, align the outside lines and tabs and glue them back to back.

- TIP** Make sure you match the tab edges of the page – not the edges of the paper when you glue. Varying printer margins can change the relative position of the board on the paper causing misalignment of the front and back of a cut page.
- TIP** If you are having difficulty aligning the outside page edge lines and tabs you may choose to cut out both pages prior to gluing. This method requires double the cutting but some people find it easier than matching the uncut pages.

3. Next take page *02a right* (2a opinions with tab on the right) and *02b left* (2b opinions with tab to the left) and glue these together back to back.
4. Continue gluing pages back to back, checking that the tabs line up until all of the page are glued together. If you become confused, open the page on the computer to see what each page open should look like.
5. When all of the pages have been glued together cut along the black line and around the tab on each page. (See diagram below)



Depending on your printer margins there may be a small hangover of one or the other pages on the edge opposite the page tab. As this edge will be bound it usually does not alter either the appearance or functionality of the communication book. You may choose to trim this page edge.

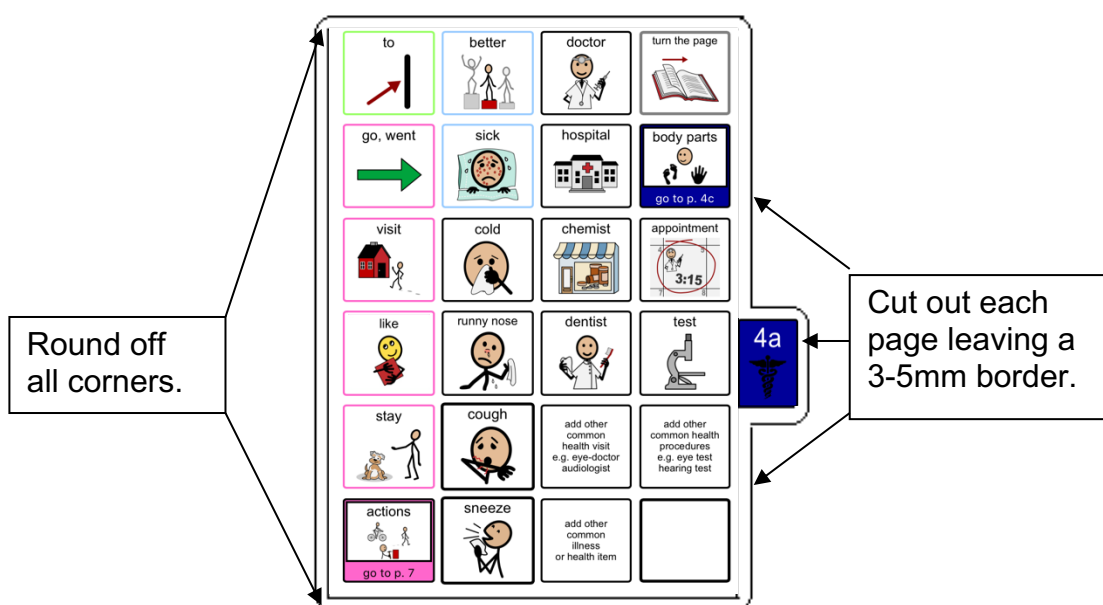
## Laminating

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

1. Laminate pages 01a to 22b alphabet

**Note:** Only the left side of the optional page 23a *topic is laminated* (on the back of 20f *weather*). **Do not laminate** the right side of 23a *topic* and 23b *topic* as these will be placed in heavy duty clear plastic sleeves.

2. Cut out each page leaving a 3-5mm border of sealed laminate around the edge of each page. Round off the corners.



**If you are going use a plastic cover** (see information below) Laminate pages 00 *side panel*, left side of 01 *main* and *Instructions for back cover*. You will cut these out when you are making the cover.

**If you are going use a cardboard cover** you will laminate these pages after you glue them onto the cardboard cover (see information below)

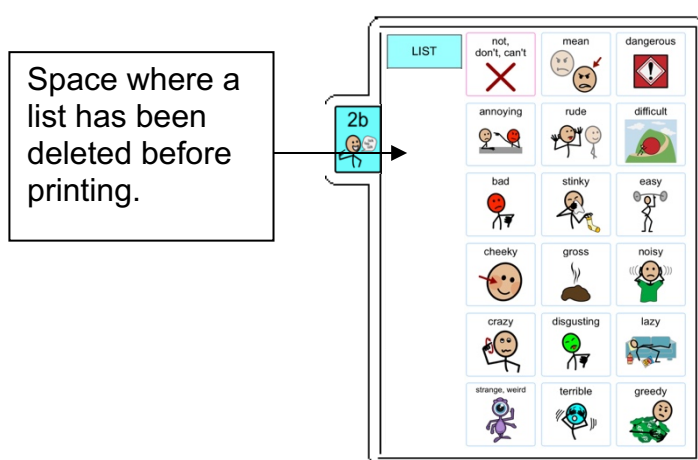


## Adding the Lists

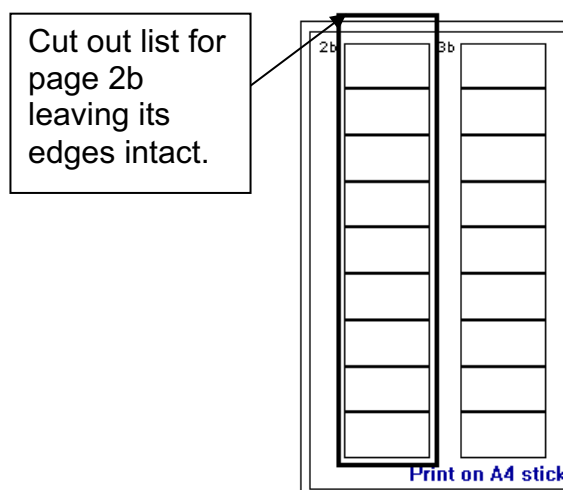
You should have 6-7 pages of lists printed onto A4 stickers, labelled with their page numbers.

**TIP** Most stickers have an edge from which it is easiest to peel the backing.  
Try to leave this edge intact when you cut out the list.

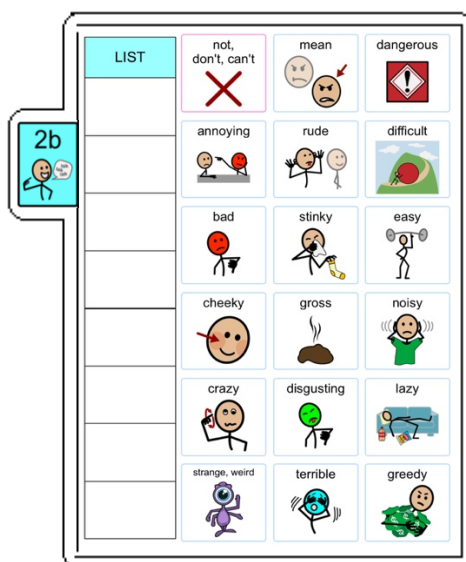
1. Leaf through the book until you find a page which has had its lists deleted.  
The first page should be *02b opinions left*. (See below)



2. Locate the list labelled *2b* on the sticker. Cut it out leaving its edges intact. Leave any edges that will help you peel off the backing.



3. Peel off the back of the list and cut off any excess sticker. Stick it on to the laminated page. If you are unsure about where to stick the list, open page the corresponding template page on your computer to see what it should look like.



**TIP** Do not cover any list cells that already have words in them.

4. Leaf through the book until you find the next page with its list deleted (left side of 03b wrong) and repeat the process.
5. Continue finding the spaces for lists and adding list stickers until you have added stickers to all list spaces in the communication book.

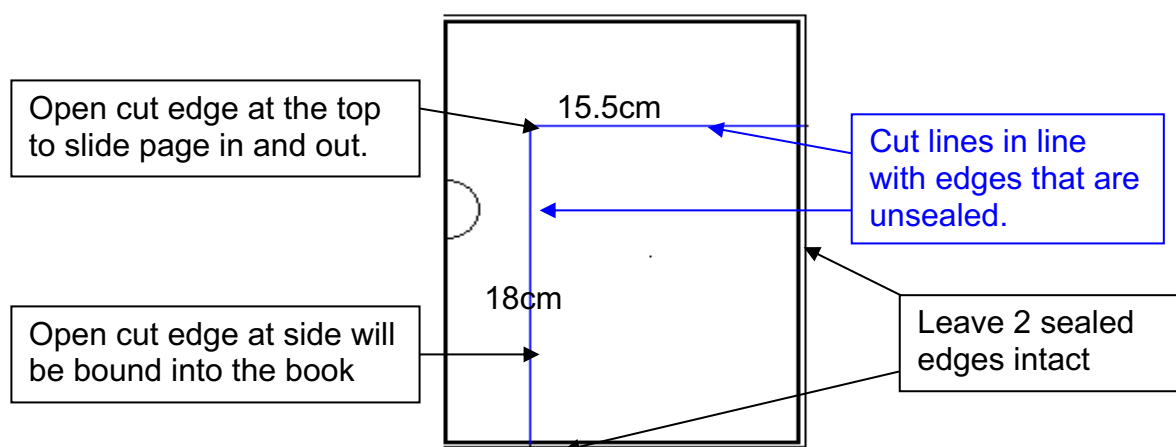
## Making the (optional) topic pages - 23a and 23b

You can add as many pages as you like for different topics. The instructions here are for one topic only.

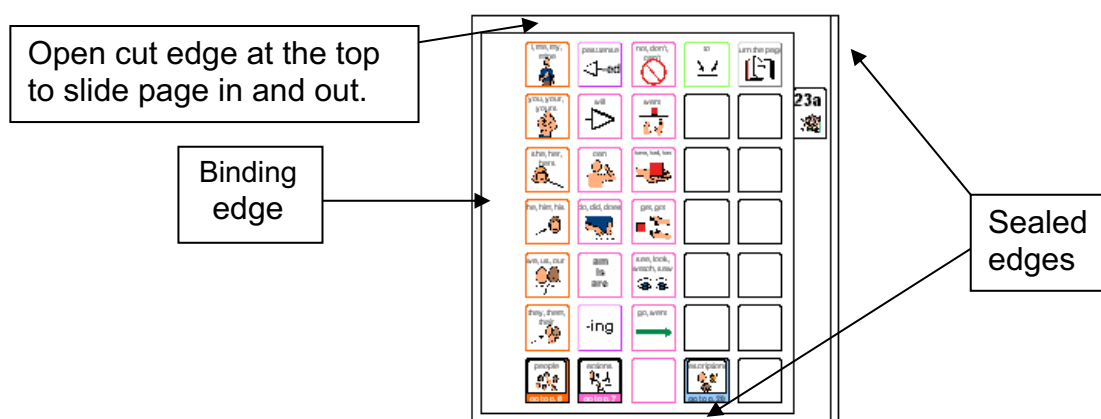
You will need:

- Pages 23a topic right and 23b topic left and right pages.
- 2 clear A4 letter files (available from office supply stores)
- Scissors
- Ruler

1. Cut out a rectangle measuring 18cm height x 15.5cm width, leaving the bottom of the letter file sealed and one vertical side sealed. (See below)



2. Place the topic page in the plastic letter file with the tabs against the vertical sealed edge. The open side is the binding edge. It needs to be open at the top so the pages can slide in and out.



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

## Covering and Binding

Instructions are included to use either a plastic or a cardboard cover.

### Instructions for creating a plastic cover

You will need:

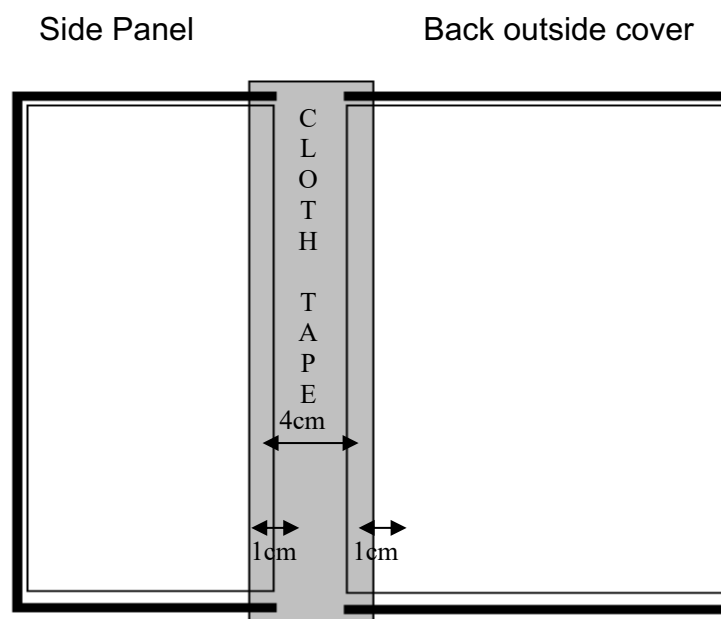
- Pages *00 side panel*, *01a main left* and *instructions back cover* printed on stickers and laminated.
- Cloth duct tape
- 1 small Velcro® dot
- Scissors
- Ruler
- Thick plastic to make two covers sized 17cm x 18.5cm and one side panel sized 14cm x 18.5cm. (E.g. covers of plastic pocket books)
- Your choice of binding (comb, spiral or other)



**TIP:** Comb binding is recommended for this style of PODD. Comb binding does not allow pages to bend back over the spine of the book. This creates a more stable surface for pointing when the book is held or rested on the lap. Using a ring binder initially seems like a good option, but with use the laminated pages tend to catch in the rings, causing the rings to open and pages to fall out.

1. Measure and cut 2 rectangles 17cm x 18.5cm from the thick plastic for the covers and one rectangle 14cm x 18.5cm for the *side panel*.
2. Cut out the 3 laminated stickers, *00 side panel*, *01a left* and *instructions back cover*.
3. Peel off the back of the sticker named *01a main left* and attach it to the inside of the front cover.
4. Peel off the back of the sticker named *Instructions for back cover* and attach to the inside of the back cover.
5. Peel off the back of the sticker named *00 side panel* and attach it to the smallest rectangle for the side panel.

- Attach the *side panel*. Using the cloth binding tape, attach the *side panel* to the right hand side of the *back inside cover* where shown in the diagram below. You need to make a 4cm soft folding edge out of cloth tape between the cover and the panel. To make this folding edge wide enough, you may need to stick several pieces of tape together length ways to make a 6cm width. Stick the tape to the cover's edge using 1 cm of tape on the outside right hand side of the cover. Then stick the side panel on the opposite edge of the tape, using 1 cm of tape. This should leave a 4cm soft folding edge. See diagram.



- Turn the cover over and tape in the same place on the other side. Avoid covering print. Trim off excess tape.
- Reinforce the edges. Use cloth tape to reinforce the edges shown by the dark line in diagram below. To do this, cut a length of tape to suit length of the side you are reinforcing. Position the tape very close to the printed cells and stick down. Then fold the remaining tape over the edge of the cover and stick down on the other side. This ensures you do not cover the printed text.

Front inside cover



Back inside cover



Side Panel



## Binding

### **Comb binding is recommended for this style of PODD.**

Comb binding does not allow pages to bend back over the spine of the book. This creates a more stable surface for pointing when the book is held by the partner or rested on the lap. It also allows for easier movement to point across the two pages.

### **DO NOT put the pages in a ring binder, bind with rings, cable ties or spiral coils.**

A ring binder results in a wider book with the pages separated in the middle to the width of the spine of the binder. The laminated pages also tend to catch in the rings, causing the rings to open and pages to fall out.

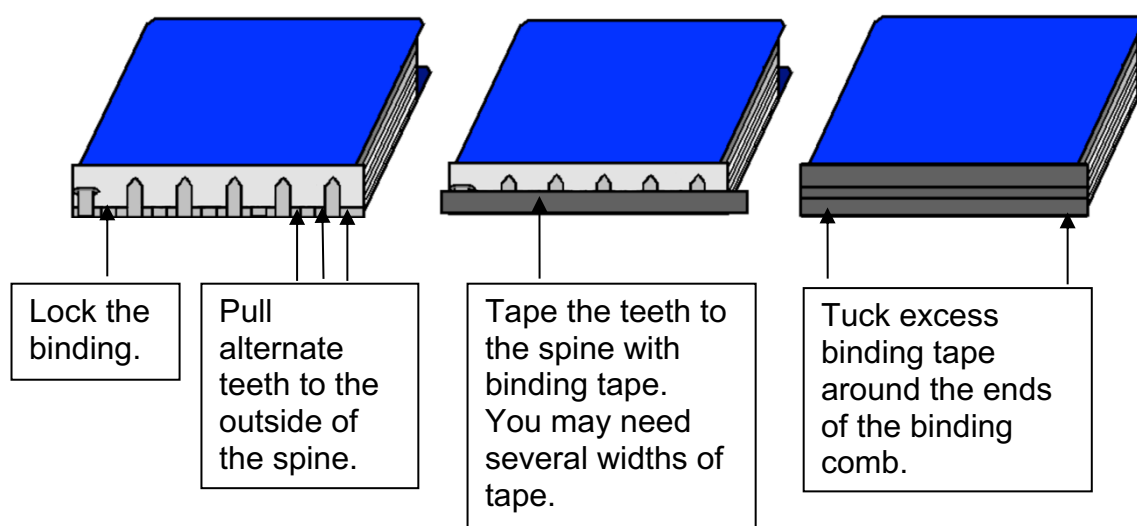
Binding with rings, cable ties or spiral coils results in a book that folds back over the spine of the book when it is held open.

### **Comb binding**

Before binding check your pages are in order. If using the optional school topic pages, add two **empty** plastic sleeves to the end of the book before binding (avoids the replaceable paper topic pages becoming caught in the binding).

Bind the PODD according to your binding machine's instructions.

For a comb binding, lock the binding and pull alternate teeth to the outside of the spine (i.e. one in and one out) and tape to the comb. Tuck excess tape around the ends of the binding comb.



When not in use, the side panel folds around the tabs and is attached to the front cover with a Velcro® dot. To finish, add a small Velcro® dot to keep the book closed.

### Side Panel



Add the soft loop side of a Velcro® dot here to keep the book closed when not in use.

Add the hard hook side of Velcro® to the corresponding place on front cover.

## Instructions for a cardboard cover

You will need:

- Pages *00 side panel*, *01a main left* and *Instructions for back cover* printed on paper
- 3 x A4 size laminating pouches or a roll laminator
- Cloth duct tape
- 1 small Velcro® dot
- Scissors
- Ruler
- Thick coloured cardboard to make two covers each 17cm x 18.5cm and one side panel sized 14cm x 18.5cm
- Your choice of binding (comb, spiral or other)

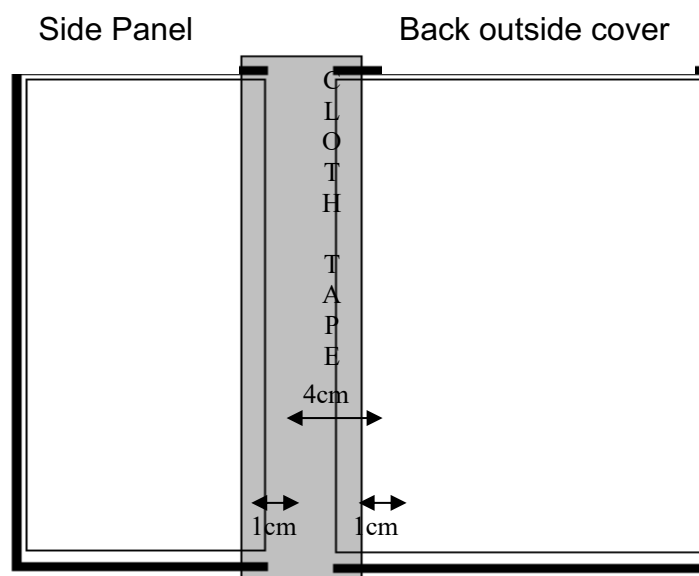


**TIP:** Comb binding is recommended for this style of PODD. Comb binding does not allow pages to bend back over the spine of the book. This creates a more stable surface for pointing when the book is held or rested on the lap. Using a ring binder initially seems like a good option, but with use the laminated pages tend to catch in the rings, causing the rings to open and pages to fall out.

1. If you are using plain cardboard and coloured paper, stick the paper to one side of the cardboard. Measure and cut 2 rectangles 17cm x 18.5cm for and 1 rectangle 14cm x 18.5cm to make the covers and side panel.
2. Cut out the page named *01a main left* and attach to the front inside cover.
3. Cut out the page named *Instructions back cover* and attach to the back inside cover.
4. Cut out the page named *00 side panel* and attach to the inside of the side panel rectangle.
5. You may wish to personalise the book by decorating the outside of the side panel with pictures or the child's name written in a fancy font.
6. Set your laminator to a hot setting and laminate the covers and side panel.
7. Cut around each section leaving a 5mm border of sealed laminate on every side.



8. Attach the side panel. Using the cloth binding tape attach the *side panel* to the right hand side of the *back inside cover* where shown in the diagram below. You need to make a 4cm soft folding edge out of cloth tape between the cover and the panel. To make this folding edge wide enough you may need stick several pieces of tape together length ways to make a 6cm width. Stick the tape to the cover's edge using 1 cm of tape on the outside right hand side of the cover. Then stick the side panel on the opposite edge of the tape, using 1 cm of tape. This should leave a 4cm soft folding edge. See diagram.



9. Then turn the cover over and tape in the same place on the other side. Avoid covering print. Trim off excess tape.
10. Reinforce the edges. Use cloth tape to reinforce the edges shown by the dark line in the diagram below. To do this, cut a length of tape to suit length of the side you are reinforcing. Position the tape very close to the printed cells and stick down. Then fold the remaining tape over the edge of the cover and stick down on the other side. This ensures you do not cover the printed text.

Front inside cover

Back inside cover

Side Panel



## Binding

### **Comb binding is recommended for this style of PODD.**

Comb binding does not allow pages to bend back over the spine of the book. This creates a more stable surface for pointing when the book is held by the partner or rested on the lap. It also allows for easier movement to point across the two pages.

### **DO NOT put the pages in a ring binder, bind with rings, cable ties or spiral coils.**

A ring binder results in a wider book with the pages separated in the middle to the width of the spine of the binder. The laminated pages also tend to catch in the rings, causing the rings to open and pages to fall out.

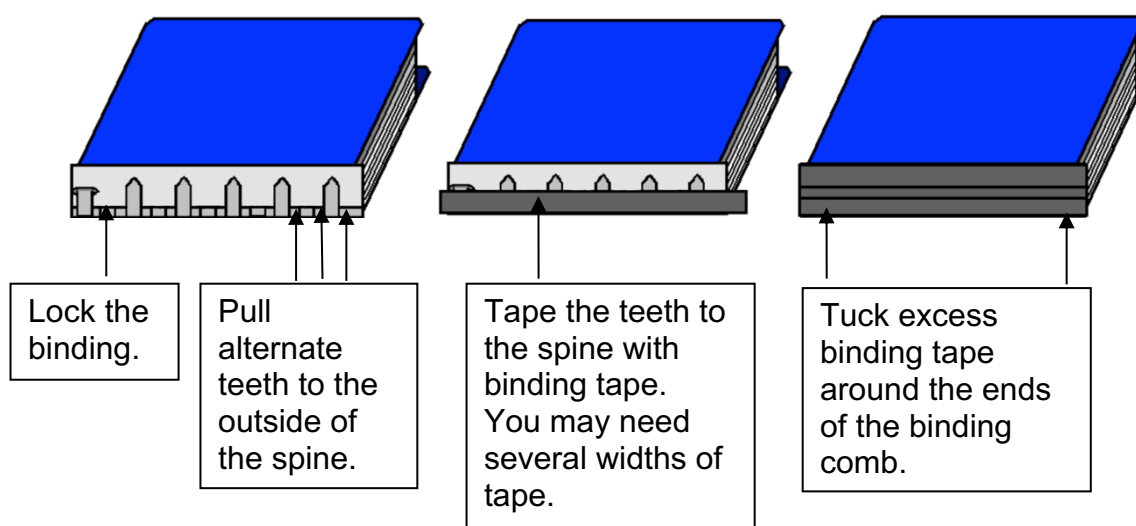
Binding with rings, cable ties or spiral coils results in a book that folds back over the spine of the book when it is held open.

### **Comb binding**

Before binding check your pages are in order. If using the optional school topic pages, add two **empty** plastic sleeves to the end of the book before binding (avoids the replaceable paper topic pages becoming caught in the binding).

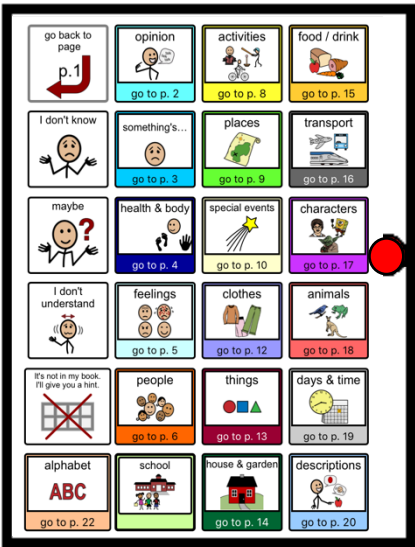
Bind the PODD according to your binding machine's instructions.

For a comb binding, lock the binding and pull alternate teeth to the outside of the spine (i.e. one in and one out) and tape to the comb. Tuck excess tape around the ends of the binding comb.



When not in use, the side panel folds around the tabs and is attached to the front cover with a Velcro® dot. To finish, add a small Velcro® dot to keep the book closed.

Side Panel



Add the soft loop side of a Velcro® dot here to keep the book closed when not in use.

Add the hard hook side of Velcro® to the corresponding place on front cover.