

Construction 40 key word two-page opening

Materials & Equipment List

- Colour printer
- Laminator
- Scissors
- Ruler
- Glue stick
- Cloth duct tape
- Thick plastic OR thick coloured cardboard to make two covers each sized 20cm x 21cm. (e.g. covers of plastic pocket books)
- A4 plain paper (approximately 130 sheets)
- A4 Label stickers – (one label per sheet) OR A4 paper and glue stick (approximately 11 sheets)
- Matt 80 micron laminating pouches (approximately 70 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 to 20e weather and instructions back cover plus any optional pages.

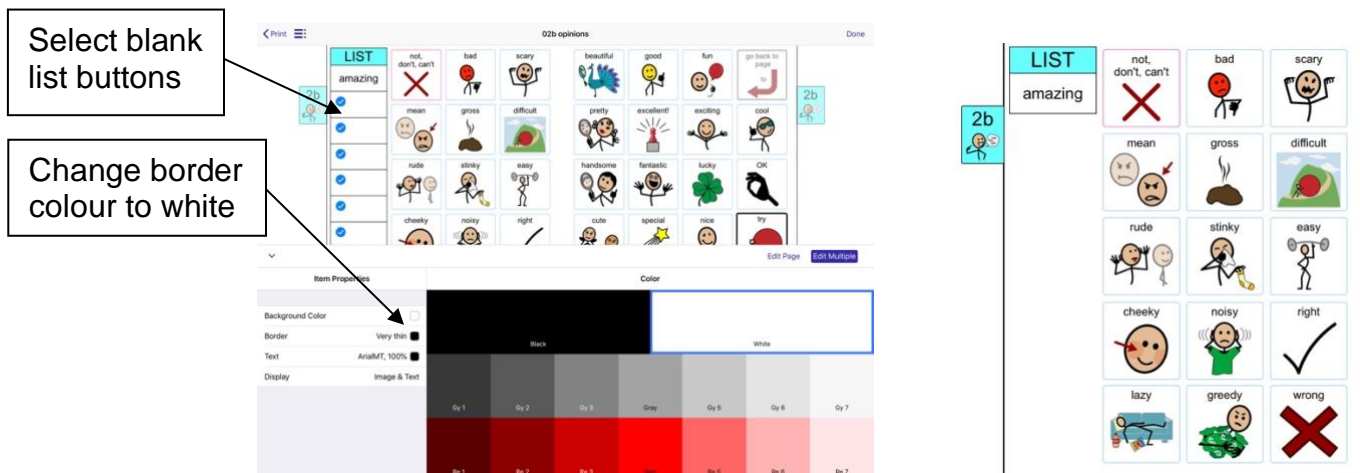
TIPS

- 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 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 (*Instructions back cover*). 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 (*Instructions back cover*).
6. Tap on the preview image. Select *Stop after page [the current page number]*.
7. Confirm Options are 1-(page number selected at step 6), single-sided, colour
8. Select 'Print' in the upper right corner.



Printing the Lists

Print *lists 1-7* and appropriate optional lists onto A4 stickers.

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 the **first** list page (*list 1*).
4. Select Print. Check in the print settings that paper size is A4 and orientation is landscape.
5. Set to print pages from (the number you identified at step 3) 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** list page (*list 1*).
6. Tap on the page and select 'Start at Page [*number of the page*]'.
7. Select 'Print' in the upper right corner.

Constructing the book

You will need:

- A4 80 micron laminating pockets or a 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.

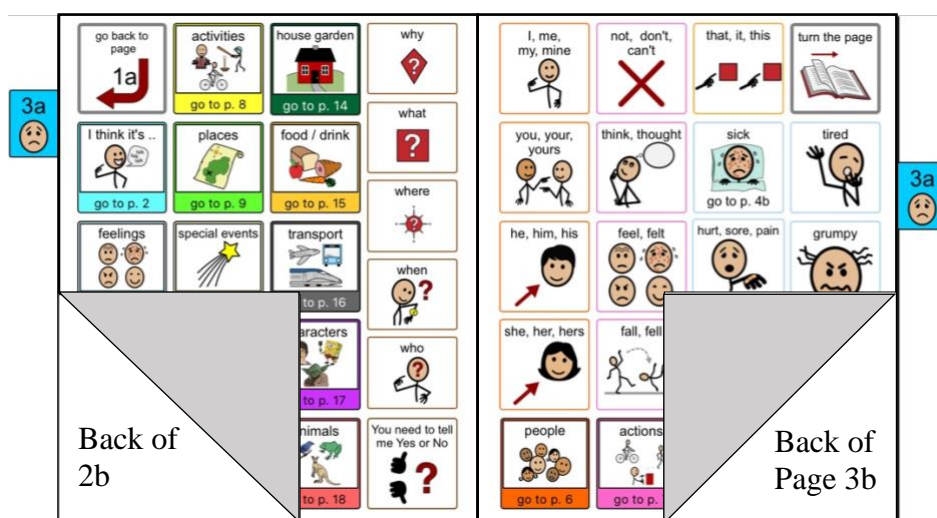
Cutting and pasting book pages.

All pages **except** the left side of *01 main* and *instructions back cover*.

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 the 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 *left side of 01a* and *instructions back cover*. It is helpful to arrange the pages as they will be cut and pasted to

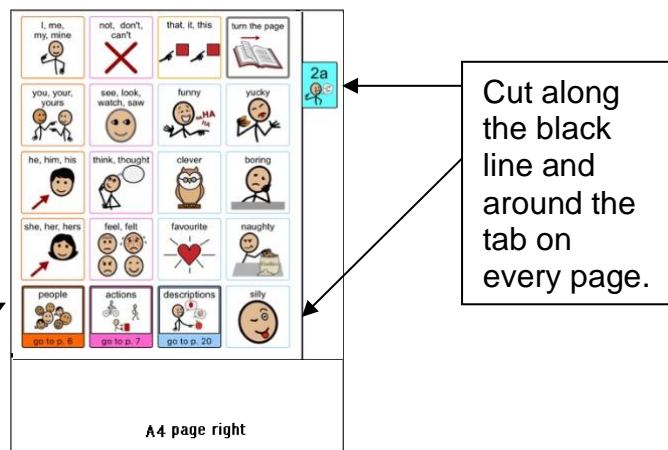
make the book, i.e. *left side of 01b* turned over behind (to paste on back of) *right side of 01a*; *left side of 02a* turned over behind (to paste on back of) *right side of 01b*; etc.

2. Take page *01a right* (*01a* with tab on the right hand side) and *01b left* (*01b* with tab on the left hand side). Align the outside lines and tabs - you may be able to see through the paper - then glue the pages back to back using a glue stick.

TIP Make sure you match the tab edges of the page – not the edges of the paper when you glue. Varying printer margins 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 *01b right* (*01b branches* with tab on the right) and *02a left* (*2a opinions* with tab to the left), align the outside lines and tabs and glue them together back to back.
4. Continue gluing pages back to back, checking that the tabs line up until all of the pages are glued together.
5. When all the pages have been glued together, cut along the black line of the page edge 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.

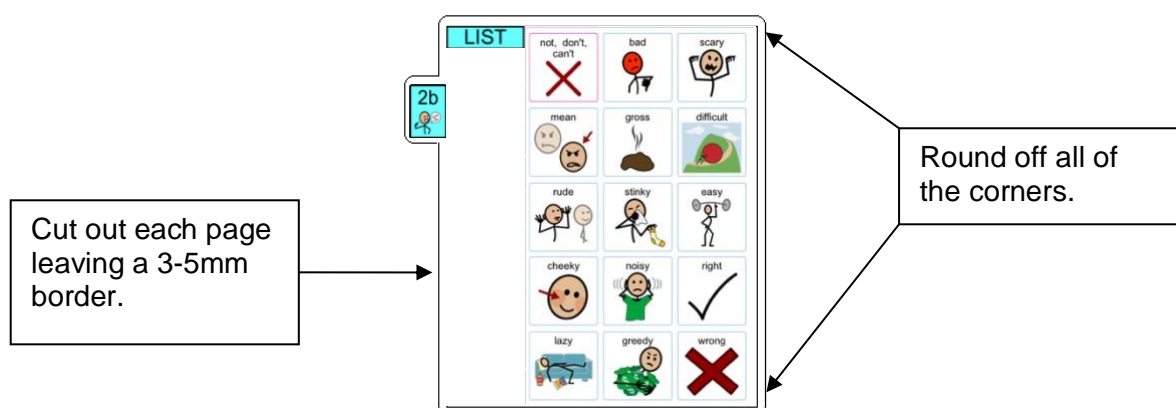
Laminating the Page Set

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

1. Laminate all of the cut out pages, up to 20e weather.

Note: Only the left side of the optional page *21a topic is laminated* (on the back of *20e weather*). **Do not laminate** the right side of *21a topic* and *21b 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)

3. Cut the pages *01a branches/categories* and *Instructions for back cover* to size along the black lines.
4. Laminate and then cut out these pages leaving a 3-5mm border of sealed laminate around the edge of each page.

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 7 pages of lists plus any optional lists required, printed on A4 stickers, labeled 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. Do not cut on the lines of each list, cut very close to the edge but leave the lines intact.

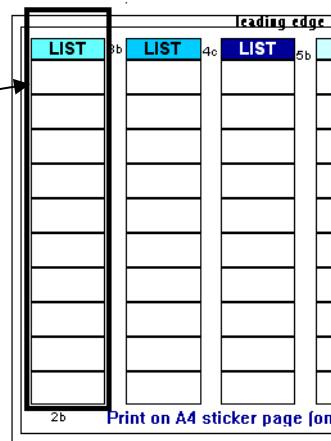
1. Leaf through the book until you find a page that has had its lists deleted. The first page should be *02b opinions left*. (See below)

Space where a list has been deleted before printing.



2. Locate the list labeled *2b* on the sticker. Cut it out leaving its edges intact and any part of the sticker that will make the list easier to peel off the backing sheet.

Cut out list for page 2b leaving its edges intact.



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 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. Continue finding the spaces for lists and adding list stickers until you have added stickers to all list spaces in the communication book.

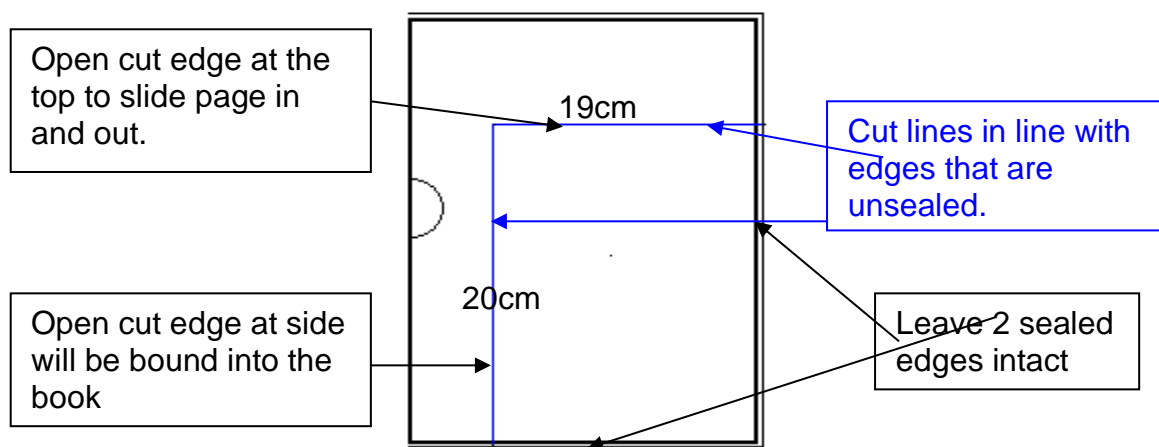
Making the (optional) topic pages - 21a and 21b

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

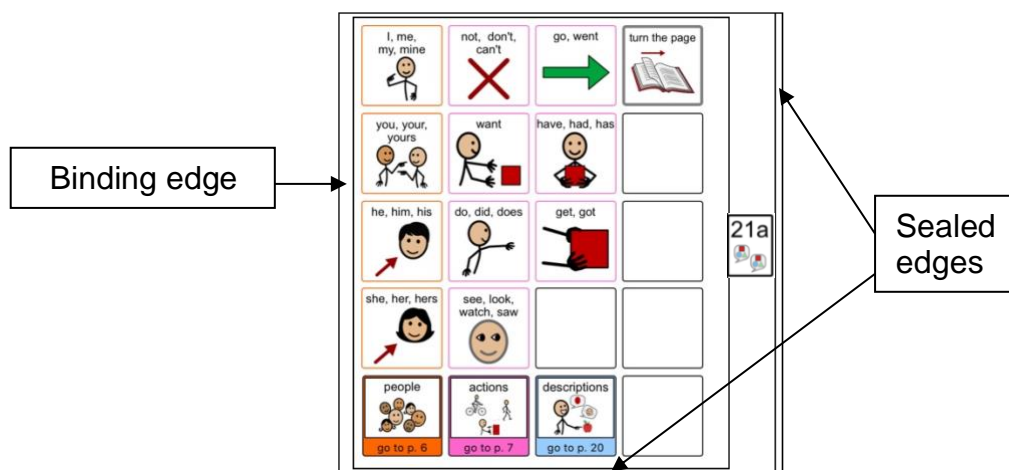
You will need:

- Pages 21a topic right and 21b topic left and right pages. 19cm
- 2 clear A4 letter files (available from office supply stores)
- Scissors 20cm
- Ruler

1. Cut out a rectangle measuring 20cm height x 19cm width, leaving the bottom of the letter file sealed and one vertical side sealed. (See below)



2. Place the topic page in the letter file with the tabs against the vertical sealed edge. The open side is the binding edge. 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 a plastic cover

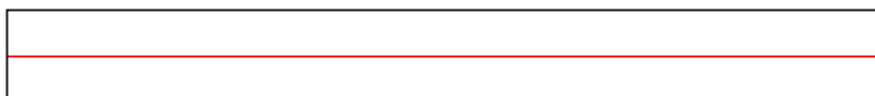
You will need:

- The left side of *01a branches/categories* and *instructions back cover*.
- Approximately 80 cm of hook and loop sticky back Velcro®.
- Cloth duct tape
- Scissors or blade knife (Stanley knife)
- Ruler
- Thick plastic to make two covers each sized 20cm x 21cm (e.g. covers of plastic pocket books).
- Your choice of binding (comb, spiral or other)



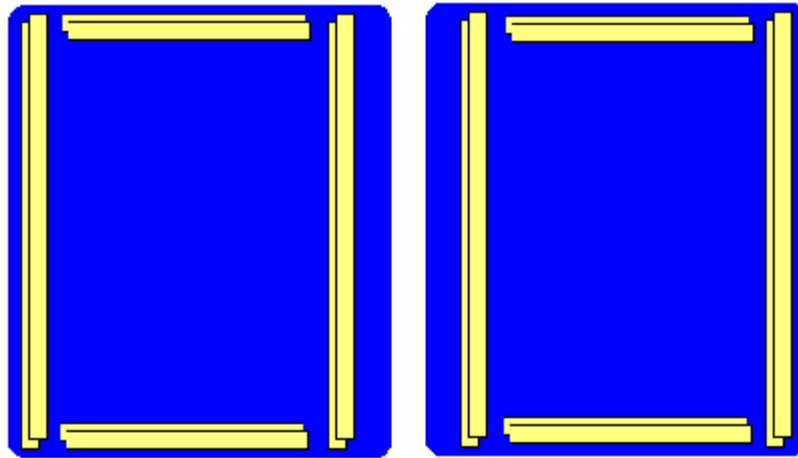
TIP: Comb binding is recommended for this style of PODD. Comb binding does not allow pages to bend back over the spine of the book. This creates a more stable surface for pointing when the book is held or rested on the lap. Using a ring binder initially seems like a good option, but with use the laminated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

1. Measure and cut 2 rectangles 20cm x 21cm from the thick plastic to make the covers. Round off sharp corners.
2. Attach the laminated pages *01a branches/categories (left side)* and *Instructions back cover* to the covers of the book. To do this
 - A. Join a strip of hook and loop Velcro®. Cut the strip along the middle into two long narrow strips.



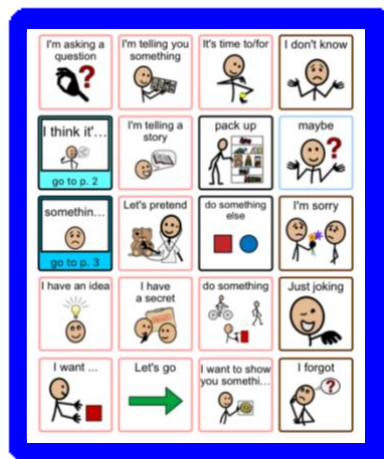
- B. Measure and cut these halved strips to fit along all edges of both covers, i.e. four strips for each cover. You will need four strips approximately 20cm long and four strips approximately 21cm long (see diagram on next page).

C. Remove the paper from the loop (soft) side of the Velcro® and attach it to the cover as seen in the diagram below.



D. When all four pieces are in place on each cover, remove the paper backing from the hook (rough) side of the Velcro® (now facing out from the cover) and position the appropriate laminated page onto the cover.

- 01a branches /01a categories on the inside of front cover
- Instructions back cover on the inside of the back cover.



Inside front cover



Inside back cover

E. Press down along edges to get a strong attachment.

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.

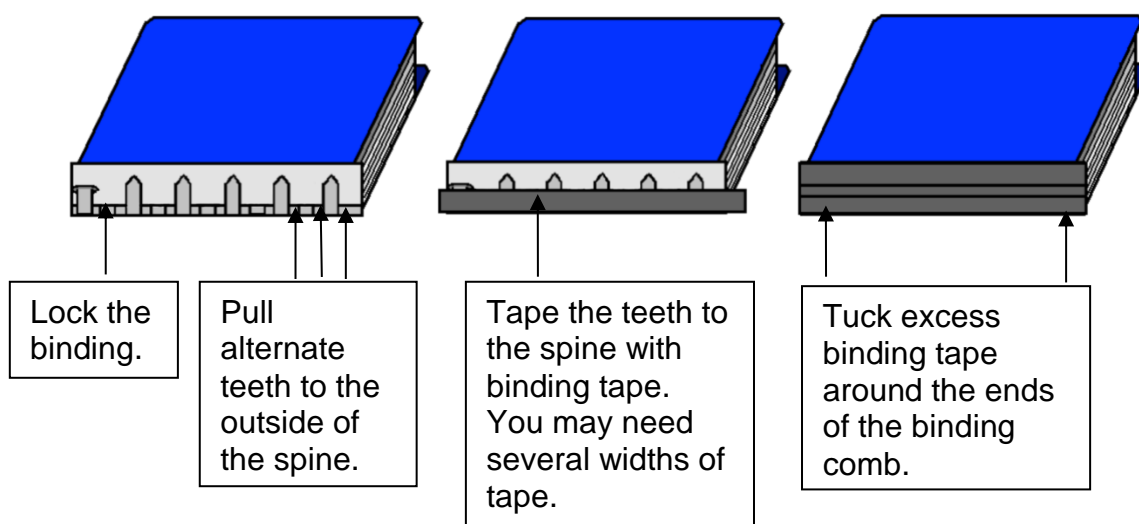
Binding with rings, cable ties or spiral coils results in a book that folds back over the spine of the book when it is held open.

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.



Instructions for a cardboard cover

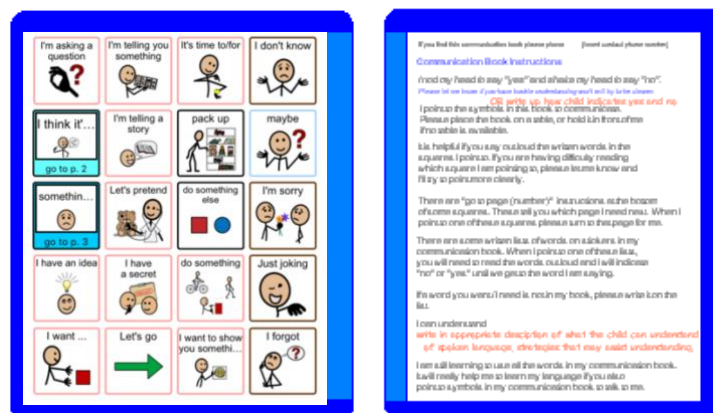
You will need:

- The printed pages *left side of 01a branches/categories* and *instructions back cover*.
- laminating pouches or a roll laminator
- Cloth duct tape
- Scissors or blade knife (Stanley knife)
- Ruler
- Glue stick
- Thick coloured/covered cardboard to make two covers each sized 20cm x 21cm.
- 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.

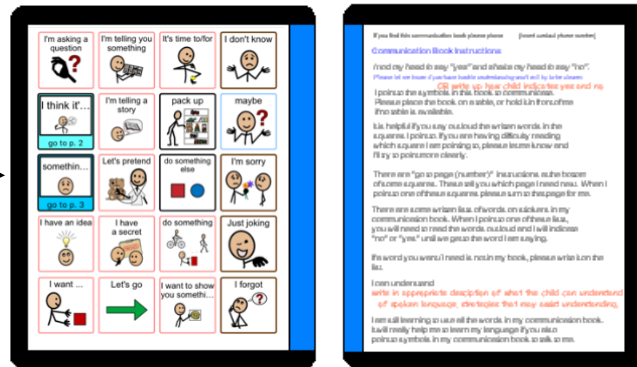
1. If you are using plain cardboard and coloured paper, stick the paper to one side of the cardboard. Measure and cut two rectangles sized 20cm x 21cm out of the cardboard to make the covers. Round off any sharp corners.
2. Cut out the page named *01a branches/categories* left side and paste it onto the inside of the front cover. Cut out the page *Instructions back cover* and paste it onto the inside of the back cover. You may wish to personalise the book by decorating the front cover with pictures or the child's name written in a fancy font.



3. Set your laminator to a hot setting. Laminate both cardboard covers and trim leaving a 5mm border.

4. 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.

Reinforce along the edges marked with a dark line.



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.

