

Construction 70 expanded 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 21.5cm x 24cm. (e.g. covers of plastic pocket books)
- A4 plain paper (approximately 150 sheets)
- A4 Label stickers – (one label per sheet) OR A4 paper and glue stick (approximately 15 sheets)
- Matt 80 micron laminating pouches (approximately 75 sheets)
- 2 clear A4 plastic letter files (available from office supply stores)
- 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 23b topic, instructions back cover plus any optional pages.

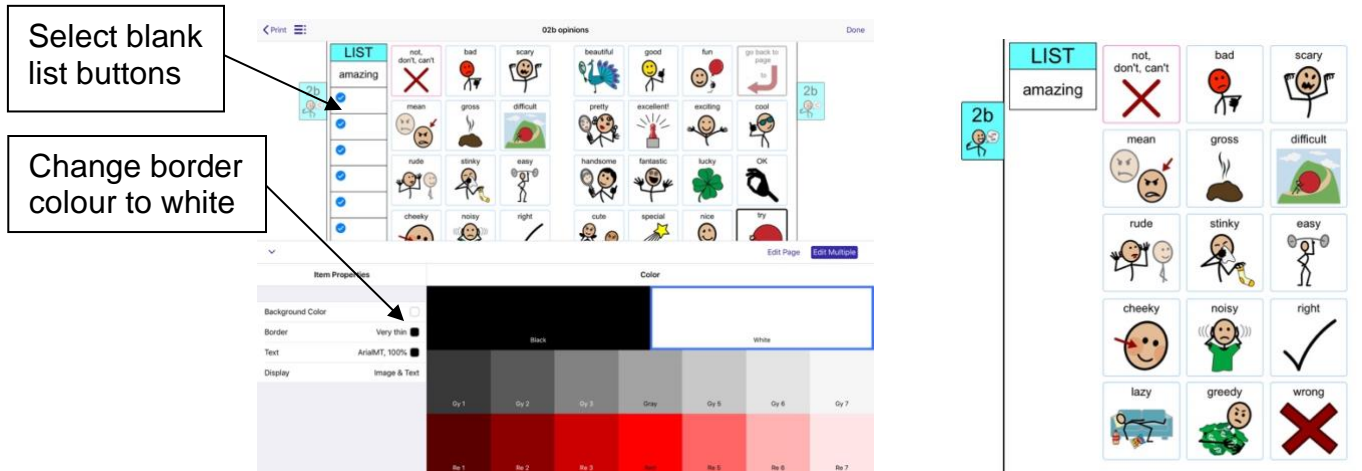
TIPS

- 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 01 - 08* onto A4 stickers.

AND EITHER

- *Lists 09 – 12* with the *kinder* lists (and *list 14* if you have included the optional *09c religion* section)


OR

- *Lists 13 & 14* with the *school* lists (which includes the lists for the optional *09c religion* section)

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 roll laminator
- Printed page set
- Scissors and/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.

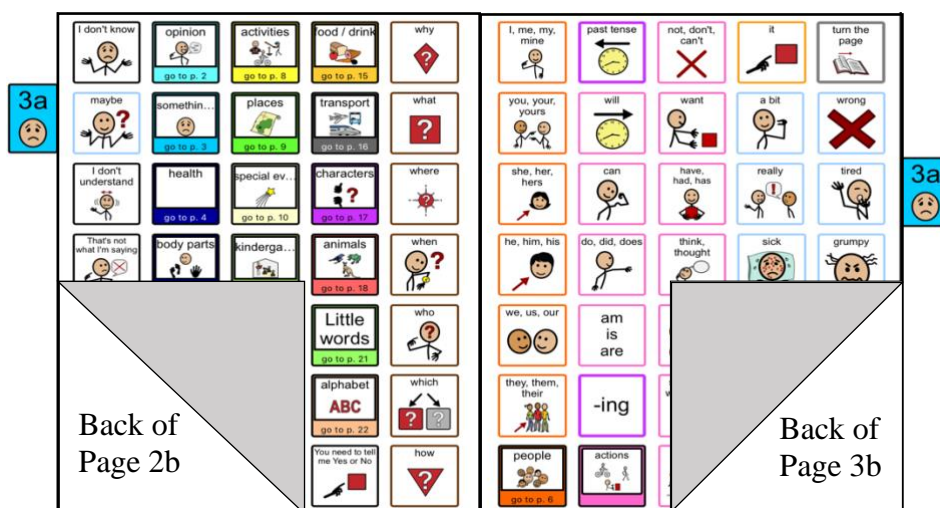
DO NOT USE laminate thicker than 80 microns.

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.

- 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, e.g. *left side of 02b* turned over behind (to paste on back of) *right side of 02a*.

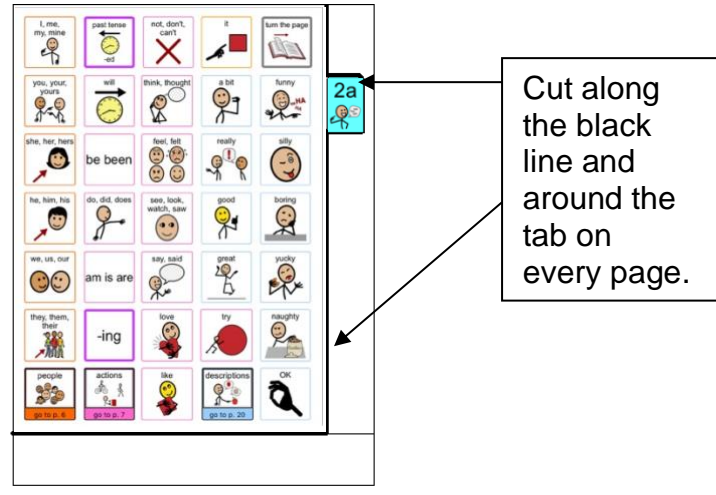


- Take page *01 right* (*01 main* with tab on the right hand side) and *02a left* (*02a opinions* with tab on the left hand side). Align the outside lines and tabs – you may be able to see through the paper – then glue the pages back to back using a glue stick.

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 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. Continue gluing the pages back to back, checking that the tabs line up, until all of the pages are glued together. If you become confused, open the page on the computer to see what each page open should look like.
4. When all the pages have been glued together, cut along the black line 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.

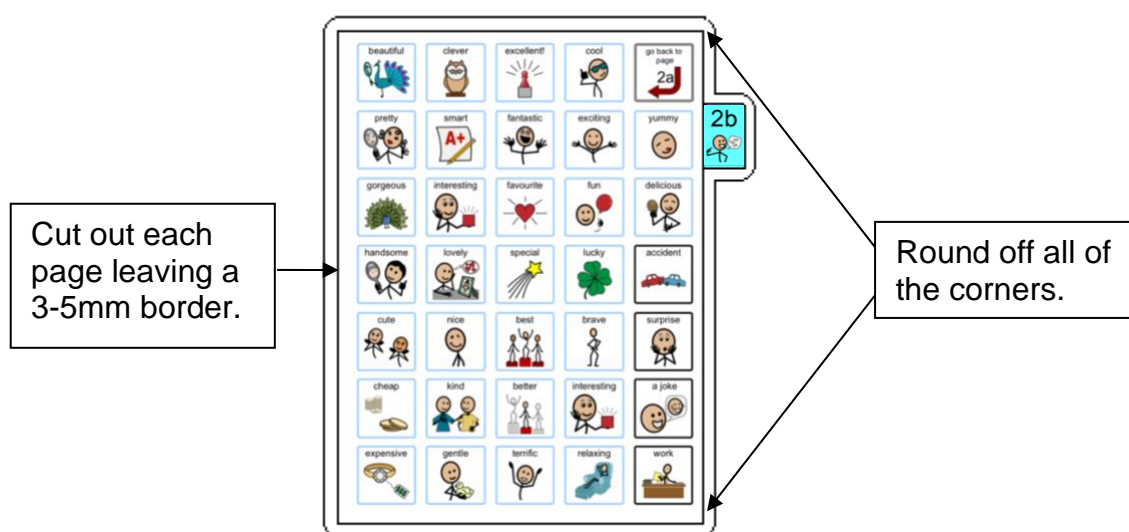
Laminating

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

1. Laminate all of the cut out pages, up to *22b alphabet* (with *23a topic* on the back).

Do not laminate the right side of *23a topic* and *23b topic* as these will be placed in heavy duty clear in plastic letter files.

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 plastic cover (see information below)

3. Cut out 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 5mm border of sealed laminate around the edge of each page.

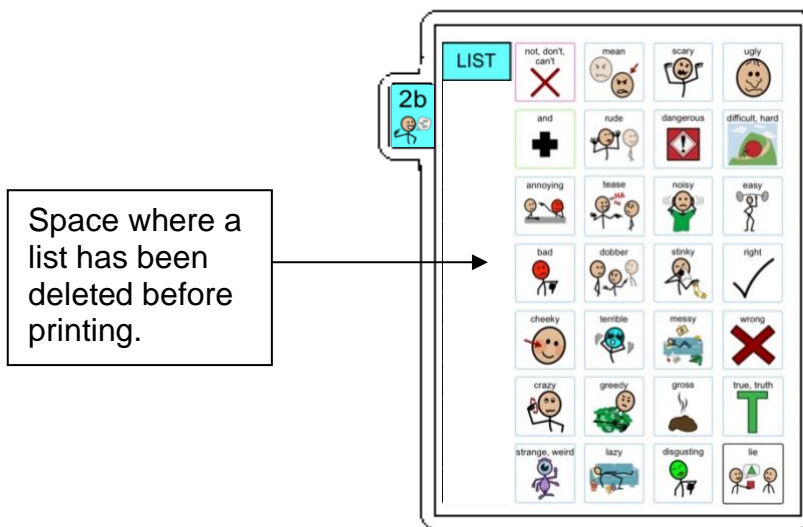
If you are going use cardboard cover you will laminate these pages after you glue them onto the cardboard cover (see information below)

Adding the lists

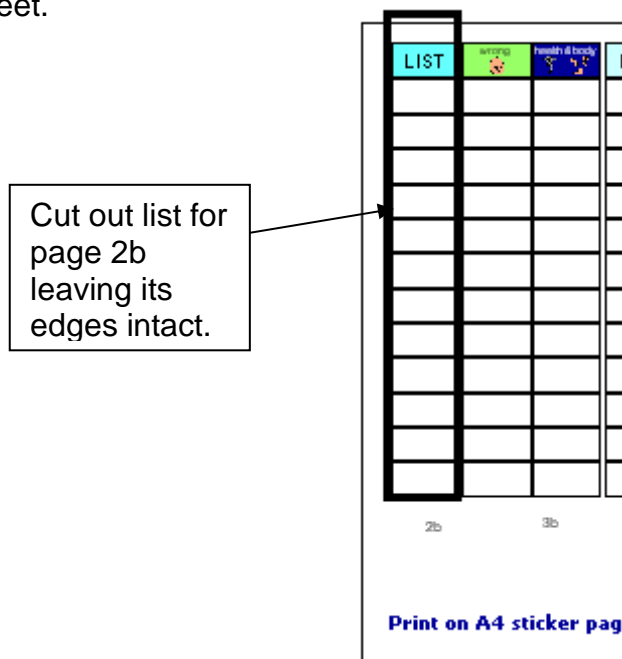
You should have between 10-13 pages of lists printed on A4 sticker labels (depending on the options you have selected to include in the PODD). Note that the corresponding page numbers are written under each list.

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.

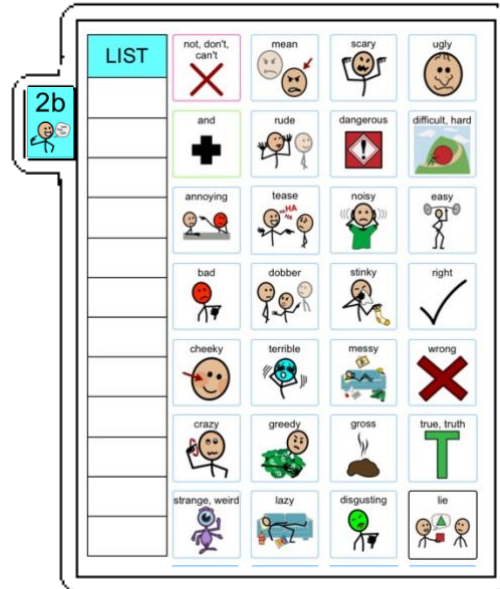
1. Leaf through the book until you find a page which has had its lists deleted. The first page should be *02b opinions left*. (See below)



2. Locate the list labelled *02b* 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.



3. Peel off the backing paper and cut off any excess sticker. Stick the list onto the laminated page. If you are unsure about where to stick the list, open page *02b opinions* in the Boardmaker® program to see what it should look like.



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

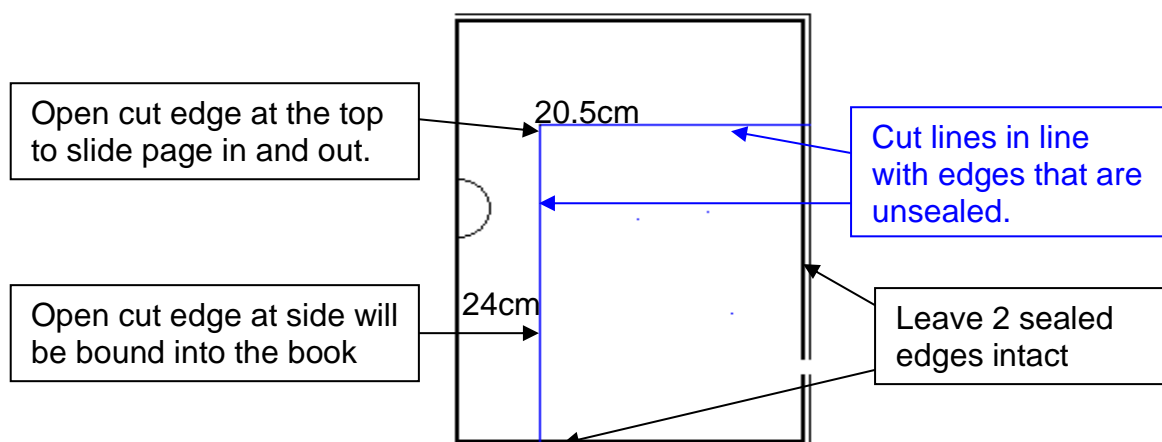
4. Continue finding the spaces for lists and adding list stickers until you have added stickers to all list spaces in the communication book.

Making the topic pages - 23a and 23b

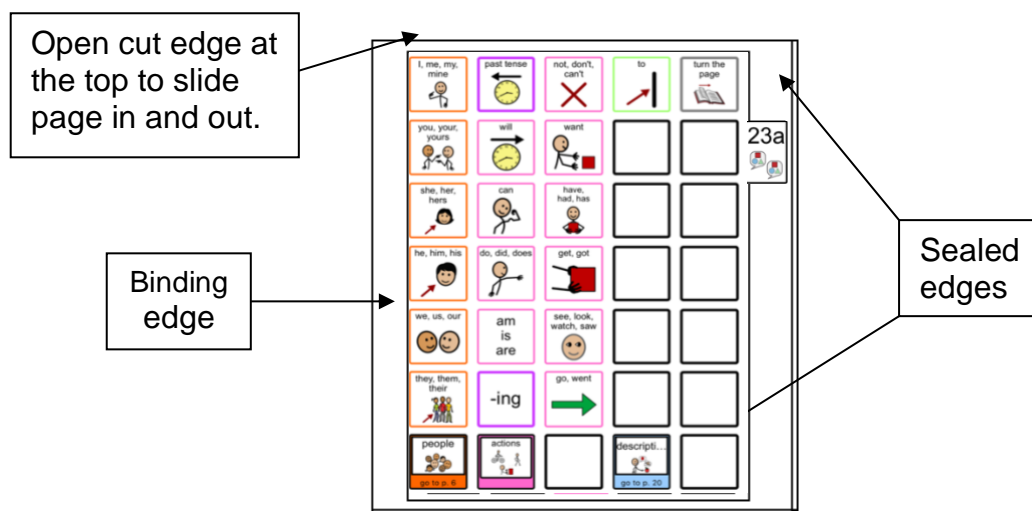
You can add as many pages as you like for different topics. The instructions here are for one topic only.

You will need:

- Pages 23a topic right and 23b topic left and right pages.
 - 2 clear A4 letter files (available from office supply store)
 - Scissors or blade
 - Ruler
1. Cut out a rectangle measuring 24cm height x 20.5cm 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 creating a plastic cover

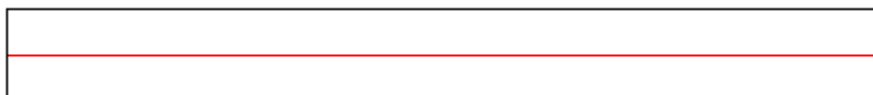
You will need:

- The printed pages *left side of 01 main* and *instructions back cover*.
- Approximately 90cm 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 21.5cm x 24cm (E.g. covers of sheet protector presentation books).
- Your choice of binding (comb, spiral or other)



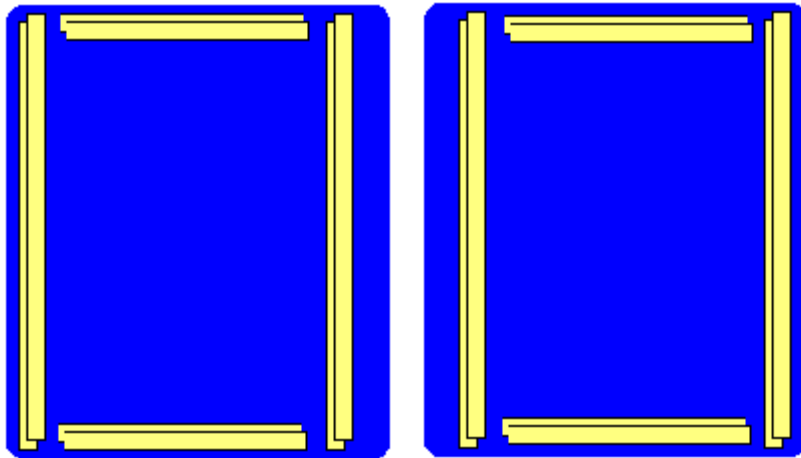
TIP: Comb binding is recommended for this style of PODD. Comb binding does not allow pages to bend back over the spine of the book. This creates a more stable surface for pointing when the book is held or rested on the lap. Using a ring binder may initially seem like a good option, but with use the laminated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

1. Measure and cut two rectangles sized 21.5cm x 24cm out of the thick plastic to make the covers. Round off any sharp corners.
2. Attach the laminated pages *01 main (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 21cm long and four strips approximately 24cm 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 (now facing out from the cover) and position the appropriate laminated page onto the cover.

- 01 main (left side) 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.

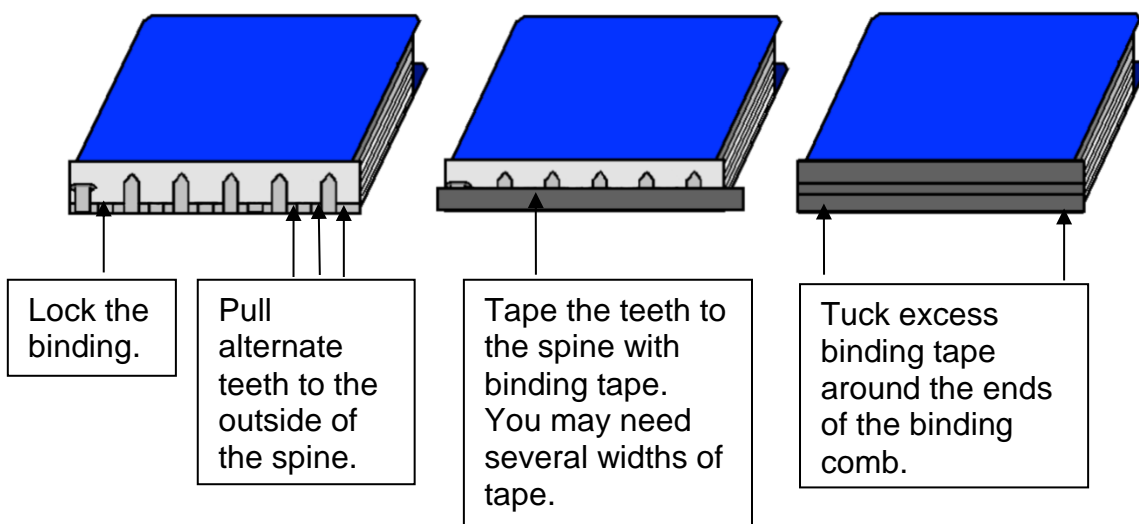
Binding with rings, cable ties or spiral coils results in a book that folds back over the spine of the book when it is held open.

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 01 main* and *Instructions back cover*.
- Laminating pouches or a roll laminator
- Cloth duct tape
- Scissors
- Ruler
- Glue stick
- Thick coloured/covered cardboard to make two covers each sized 21.5cm x 24cm.
- Your choice of binding (comb, spiral or other)



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1. If you are using plain cardboard and coloured paper, stick the paper to one side of the cardboard. Measure and cut 2 rectangles 21.5cm x 24cm from the thick cardboard to make the covers. Round off sharp corners.
2. Cut out the page named *01 main* (left side) and stick it onto the inside of the front cover. Cut out the page *Instructions back cover* and stick 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.

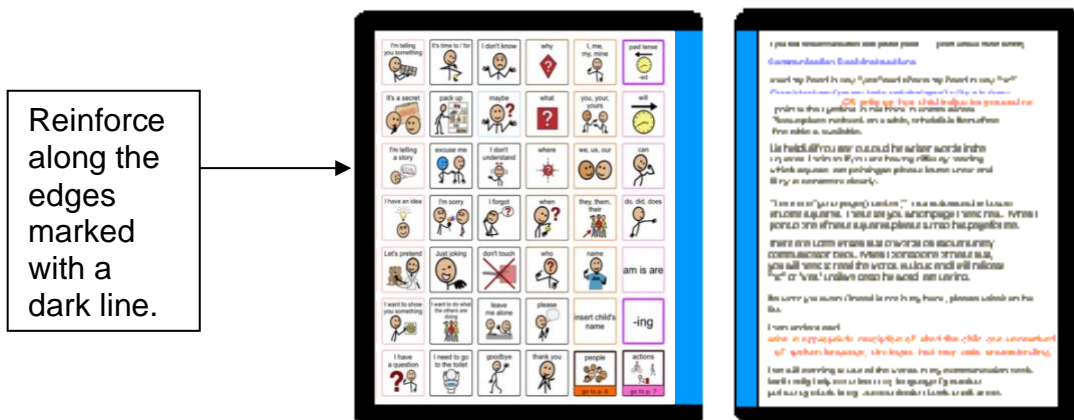


Inside front cover



Inside back cover

- Set your laminator to a hot setting. Laminate both cardboard covers and trim leaving a 5mm border of sealed laminate.
- 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.



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