

Construction

90 plus complex syntax

2-page opening with side panel

Materials & Equipment List

- Colour printer
- Laminator
- Scissors
- Ruler
- Glue stick
- Cloth duct tape
- Thick plastic OR thick coloured cardboard to make two covers sized 16cm x 22cm and either one side panel sized 22cm x 11cm or one side panel with all categories sized 22cm x 13cm (e.g. covers of plastic pocket books)
- A4 plain paper (approximately 90 sheets)
- A4 Label stickers – (one label per sheet) OR A4 paper and glue stick (approximately 15 sheets)
- Matt 80 micron laminating pouches (approximately 90 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 24b topic, 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 need to be printed onto **stickers**.
If using a **cardboard cover**, these pages will need to be printed onto **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.

Select blank list buttons


Change border colour to white

2b

LIST	not, don't, can't	bad	scary
amazing			
	mean	gross	difficult
	rude	stinky	easy
	cheeky	noisy	right
	lazy	greedy	wrong



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 *24b topic*
 - 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 *1a main 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 *24b topic*
 - 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 1-8* selecting the options you require for List 5 and 8

- *List 5 general* (main page set) OR *list 5 Australian* (option)
- *List 8 no swear* (main page set) OR *list 8 with swear*.

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*

- ✓ *Instructions back cover* (Check that the instructions are correct for the child and that you have inserted their contact number.)
- ✓ The *left side* only of page *01a main*.

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 paper.
 - 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*]'.
 - If 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

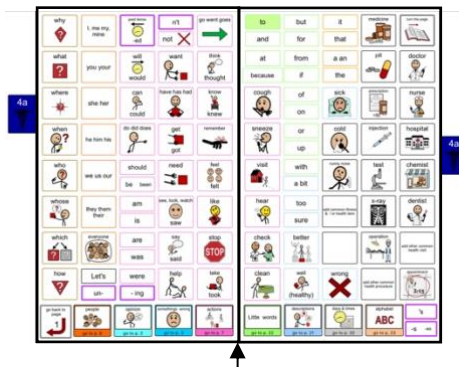
Important information re: Laminate thickness

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.

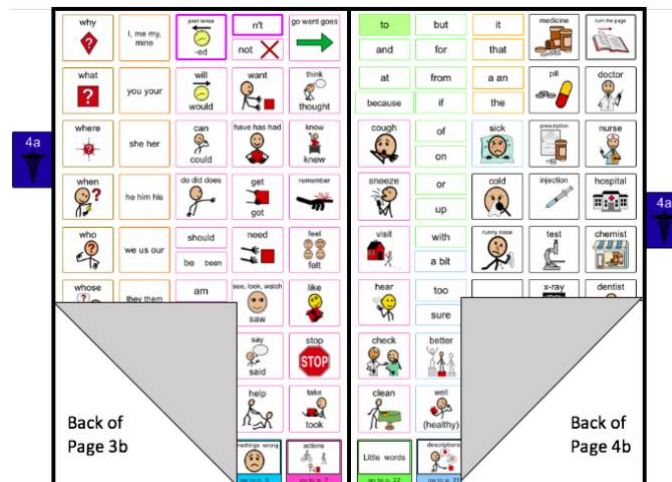
Cutting and pasting book pages

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 exactly in the centre between the 2 pages. If you use a blade, several pages can be cut at once.

- 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.



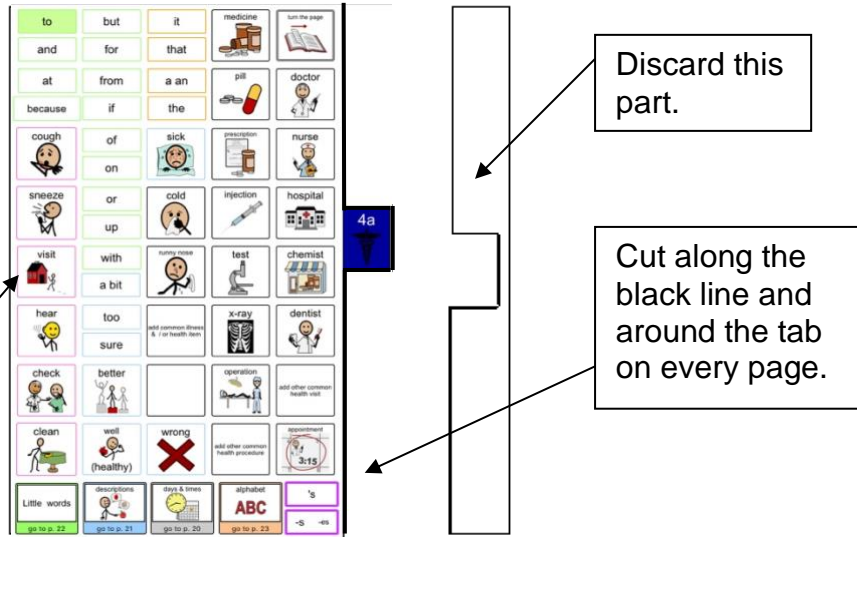
1. Put all the pages in order **except** the *00 cover with navigation index*. It is helpful to arrange the pages as they will be glued and cut to make the book, i.e. *left side of 02a* turned over behind (to paste on back of) *right side of 01b*; etc.
2. Take page *01a right with cover (page 1a with 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 pages are glued together. If you become confused, open the page on the computer to see what each page opening should look like.
5. When all of 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.

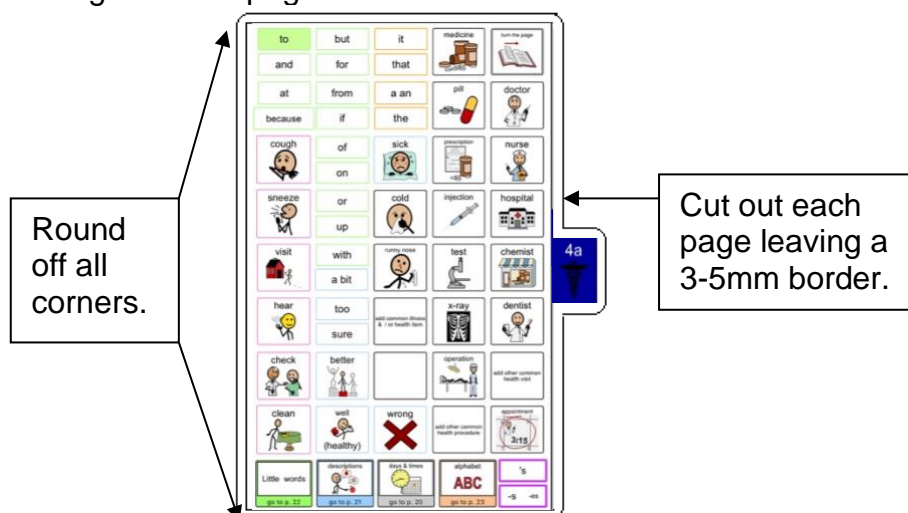
Laminating

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

1. Laminate all of the pages to 23b alphabet

Note: Only the left side of the page *24a topic is laminated* (on the back of 23b alphabet). **Do not laminate** the right side of *24a topic* and *24b topic* as these will be placed in heavy duty clear plastic sleeves

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



If you are going use a plastic cover (see information below)

Laminate both pages *00 cover with navigation index*. 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)

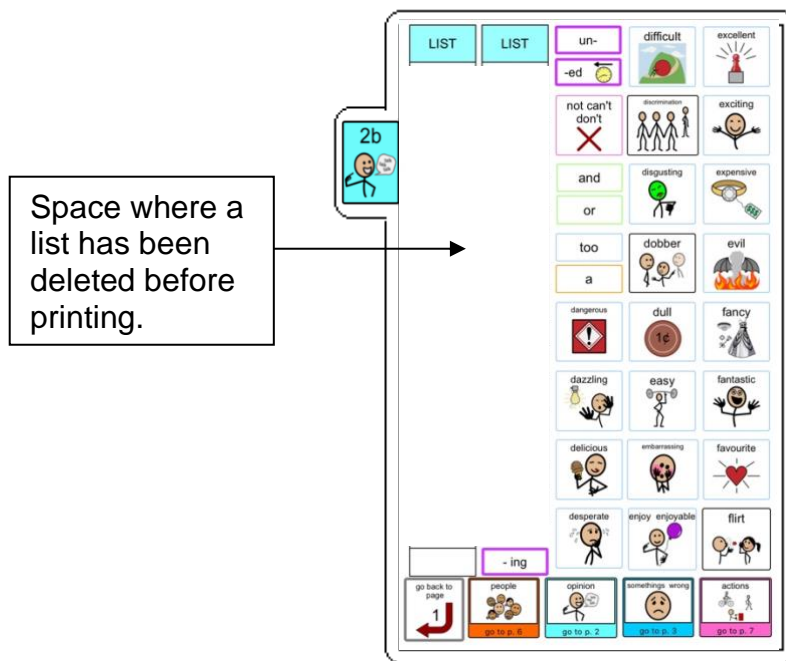
If you are going use the optional 22b with swear pages, cut out and laminate the cover for swear words sticker (*list 08 with swear*). Remember to make sure the sticker includes all the pictures you have selected to represent swear words on the cover (the text is on the page underneath the cover so that it cannot be viewed until the user instructs their partner to lift the flap).

Adding the Lists

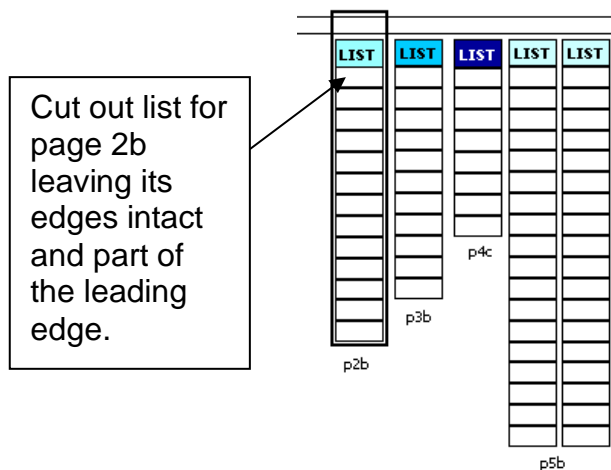
You should have 8 pages of lists printed onto A4 stickers, labeled with their page numbers.

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.

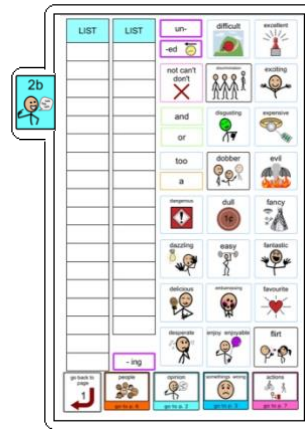
- Leaf through the book until you find a page that has had its lists deleted. The first page should be *02b opinions left*. (See below)



- Locate the list labeled *2b* on the sticker. Cut it out leaving its edges intact. Leave a piece of the leading edge so the back can be peeled off easily.



3. Peel off the back of the list and snip off any excess sticker. Stick it on to the laminated page. If you are unsure about where to stick the list, open the corresponding page in simPODD 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 and repeat the process until you get to *page 7b*.
5. *7b - 7k actions*. Measure or estimate how many cells it will take to fill each gap on the action pages. Then cut out a block of cells that will fill the gap, peel off the back and stick on the page. It may be easier to cut off strips of cells, peel off the back and then cut them to size. Continue until all the gaps in the actions section are filled. If you are unsure about where to stick the list, open the corresponding page in simPODD to see what it should look like.
6. Continue finding the spaces for lists and adding list stickers until you have added stickers to all list spaces in the communication book.

Special Pages

There are 2 types of special pages that may be used in this PODD.

1. The topic pages *24a* and *24b* are not laminated but slide into clear plastic letter files so that they can be easily removed and written on as required.
2. The optional *22b little words / swear page*. This page has discretionary flaps to cover the swear words.

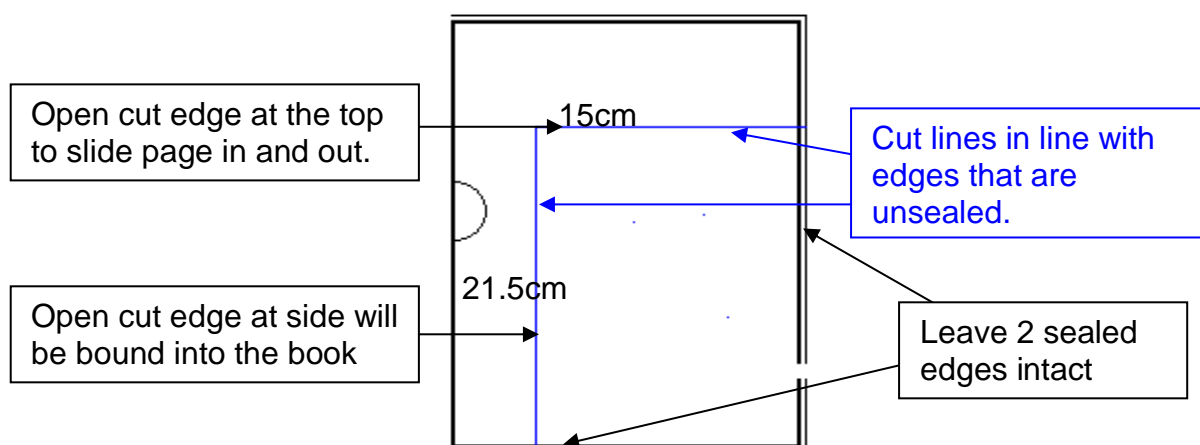
Making the topic pages

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

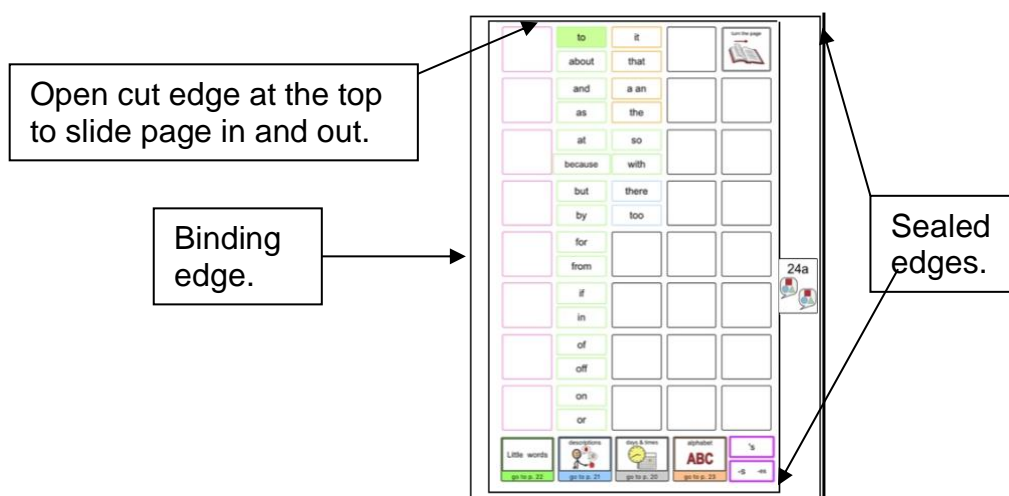
You will need.

- Pages *24a topic right* and *24b topic left and right pages*.
- 2 clear A4 letter files (available from office supply stores)
- Scissors
- Ruler

1. Cut out a rectangle measuring 21.5cm height x 15.5cm width leaving the bottom of the letter file sealed and one vertical side sealed. (See below)



- Place the topic page in the plastic 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.



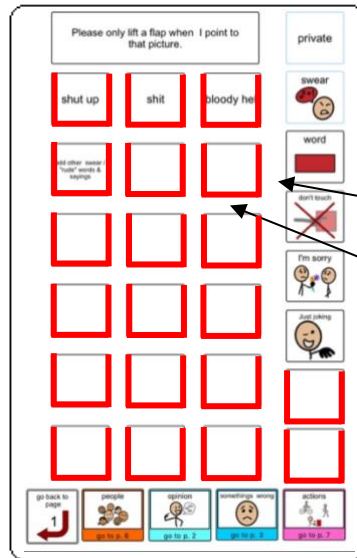
TIP Remove the page from inside the letter file when binding, so that the page can't get caught in the binding. Bind only the letter file.

Making the swear page

You will need:

- Pages *flap backers*, *cover for swear words* and *22b little words swear*.
- Scissors and blade knife (Stanley knife)

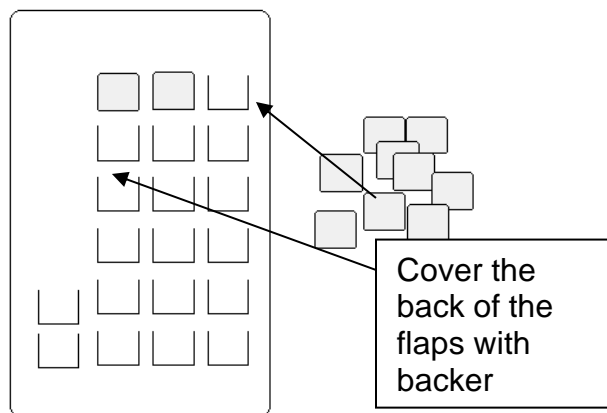
- Cut out the squares on the page labeled *flap backers* and put to one side.
- Take the laminated sticker *cover for swear words*. Using a razor knife, cut down the sides and along the bottom of each swear word cell. Marked in red on diagram.



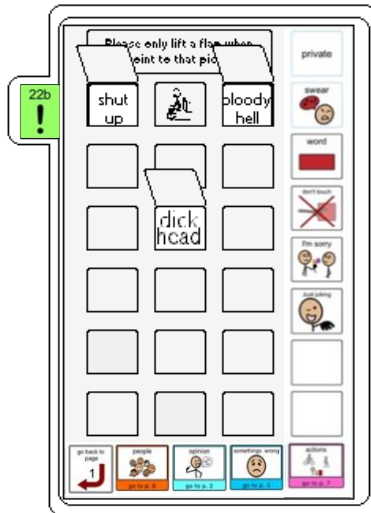
Cut along the side and bottom of each swear word cell marked in red on the diagram.

3. Place the cut out *cover for swear words* page face down on the table. Carefully peel off the back of the stickers.
4. Stick the flap backer squares to the back of each flap (cell). The purpose of this is to stop the flap sticking down when it is stuck on top of page 22b.

Back of cover for swear words.



5. Take the prepared *cover sticker* and position it on top of *page 22b left* so that the flaps fit over the matching cells below. Stick the cover down onto the *page 22b left*.
6. Flip open each cell. You may need to use the edge of a razor knife to do this.
7. The *swear page* should look like the diagram below.



8. You may wish to add a tiny Velcro® dot to each swear word cell and flap to ensure only the required swear word is displayed.

Covering and Binding

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

Instructions for creating a plastic cover

You will need:

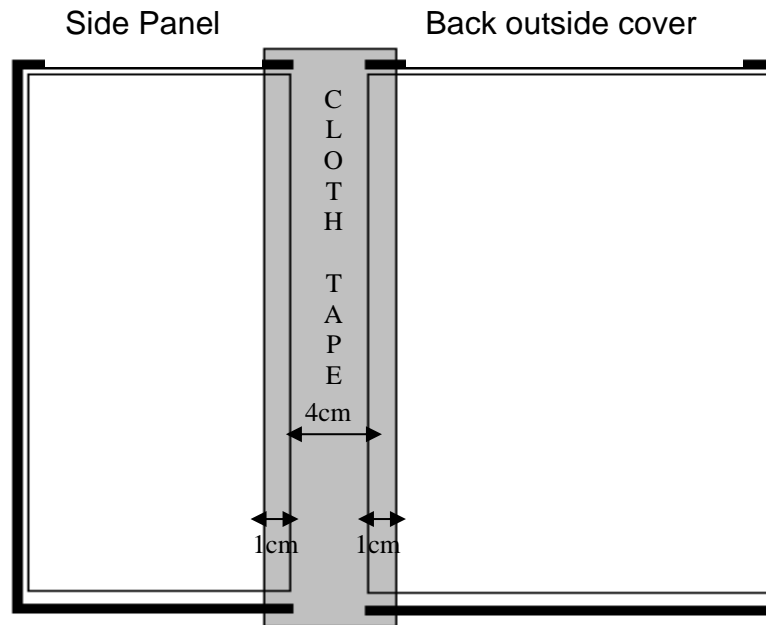
- The laminated stickers *00 side panel* (or *00 side panel with all categories*) *01a main left* and *instructions back cover*
- Cloth duct tape
- 1 small Velcro® dot
- Scissors
- Ruler
- Thick plastic to make two covers sized 16cm x 22cm and either one side panel sized 22cm x 11cm or one side panel with all categories sized 22cm x 13cm (E.g. covers of plastic pocket books)
- Your choice of binding (comb, spiral or other)



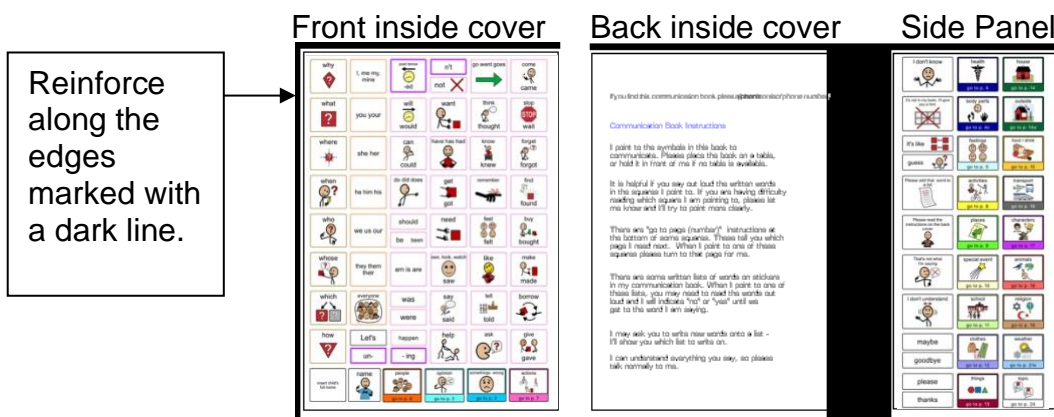
TIP: Comb binding is recommended for this style of PODD. Comb binding does not allow pages to bend back over the spine of the book. This creates a more stable surface for pointing when the book is held or rested on the lap. Using a ring binder initially seems like a good option, but with use the laminated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

1. Measure and cut 2 rectangles 16cm x 22cm from the thick plastic for the covers and one rectangle 22cm x 13cm for the *00 side panel with all categories* or 22cm x 11cm for *00 side panel*.
2. Cut out the 3 laminated stickers, for pages *00 side panel*, *01a main 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* or *00 side panel with all categories* 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.



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.

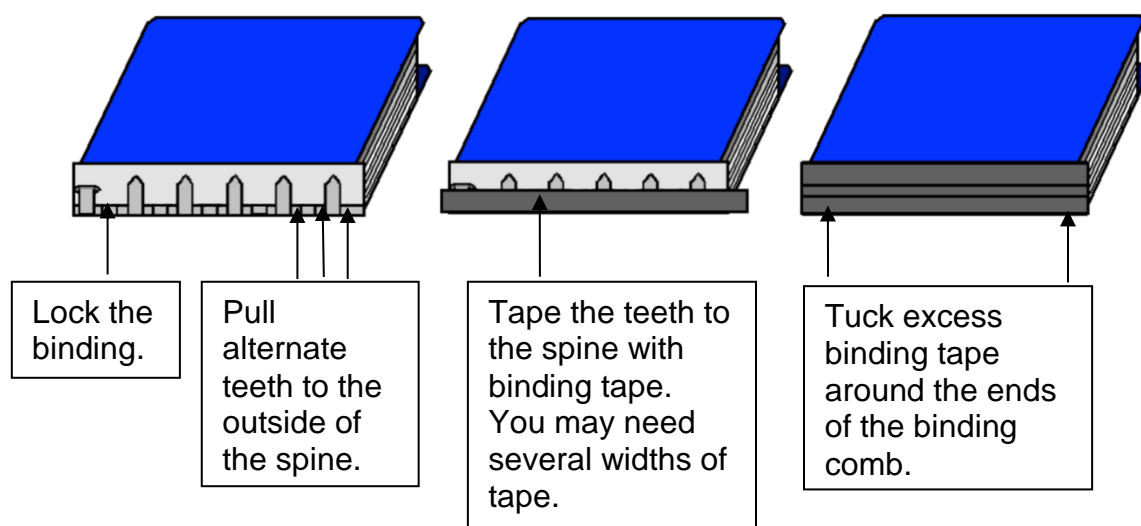
Binding with rings, cable ties or spiral coils results in a book that folds back over the spine of the book when it is held open.

Comb binding

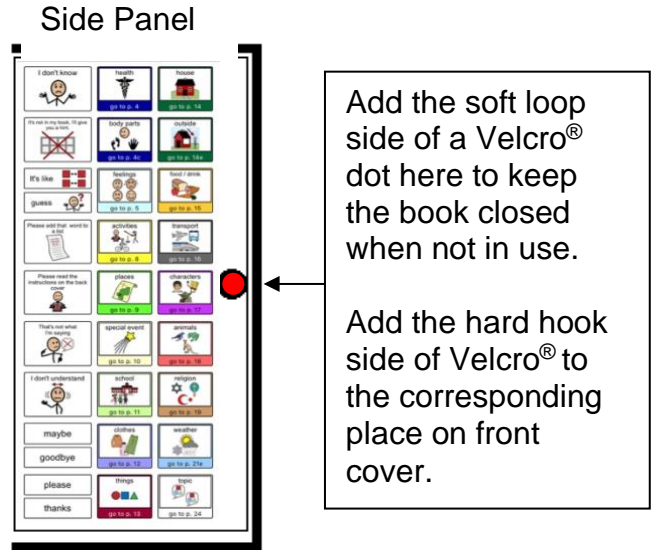
Before binding check your pages are in order. If using the optional school topic pages, add two **empty** plastic sleeves to the end of the book before binding (avoids the replaceable paper topic pages becoming caught in the binding).

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.



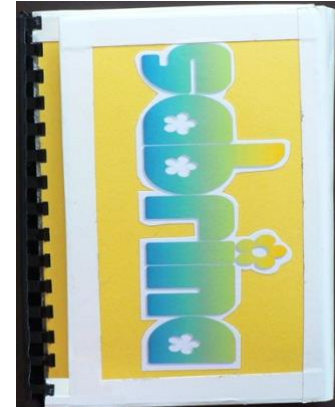
When not in use, the side panel folds around the tabs and is attached to the front cover with a Velcro® dot. To finish, add a small Velcro® dot to keep the book closed.



Instructions for a cardboard cover

You will need:

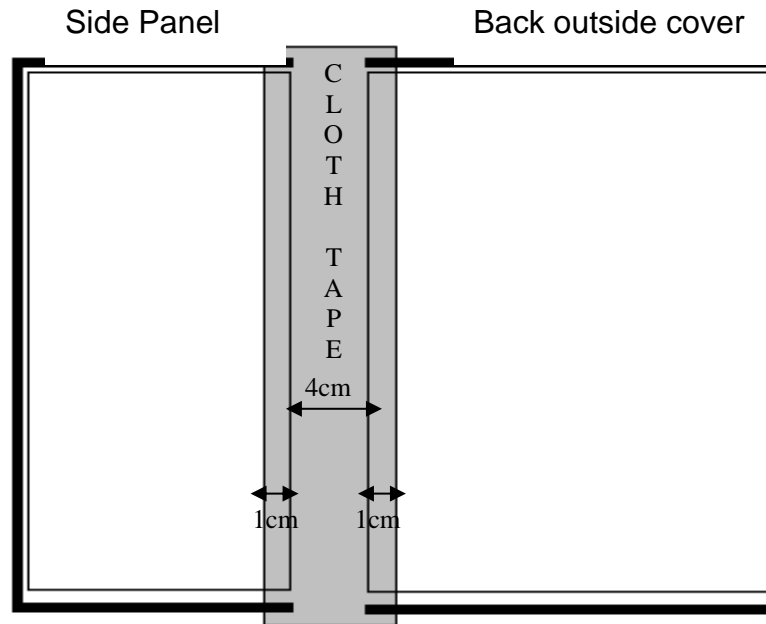
- Pages *00 side panel* or *00 side panel with all categories*, *01a* and *Instructions for back cover* printed on paper.
- Laminating pouches or a roll laminator
- Cloth duct tape
- 1 small Velcro dot
- Scissors
- Ruler
- Thick coloured cardboard to make two covers sized 16cm x 22cm and one side panel sized either 22cm x 12cm or with all categories. sized 22cm x 13cm
- Your choice of binding (comb, spiral or other)



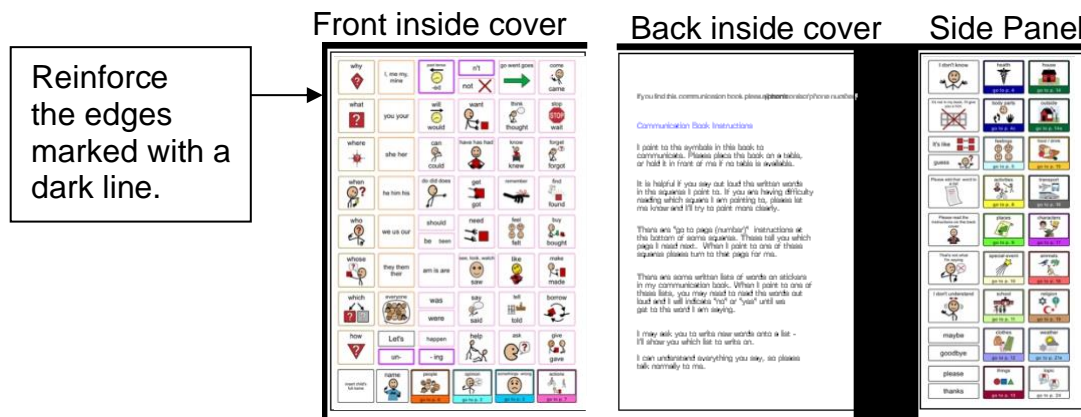
TIP: Comb binding is recommended for this style of PODD. Comb binding does not allow pages to bend back over the spine of the book. This creates a more stable surface for pointing when the book is held or rested on the lap. Using a ring binder initially seems like a good option, but with use the laminated 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. Then measure and cut 2 rectangles 16cm x 22cm for the covers and one rectangle 22cm x 13cm for the 00 side panel with all categories or 22cm x 12cm for 00 side panel.
2. Cut out the page named *01 main left* and attach to the front inside cover.
3. Cut out the page named *Instructions for back cover* and attach to the back inside cover.
4. Cut out the page named *00 side panel* or *00 side panel with all categories* 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 the covers and side panel leaving a 3-5mm border of 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 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.



9. 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 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.



Binding

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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.

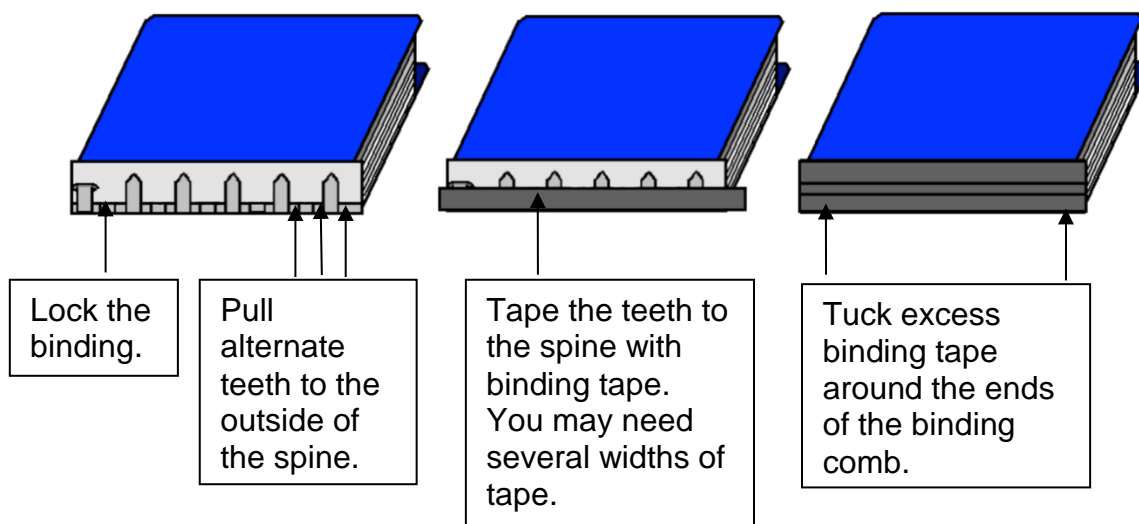
Binding with rings, cable ties or spiral coils results in a book that folds back over the spine of the book when it is held open.

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).

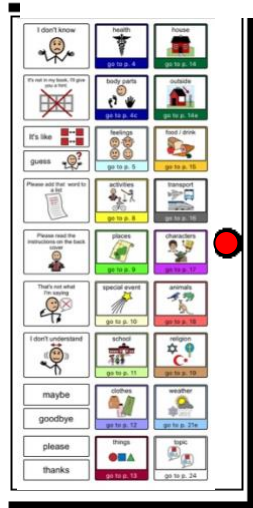
Bind the PODD according to your binding machine's instructions.

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.