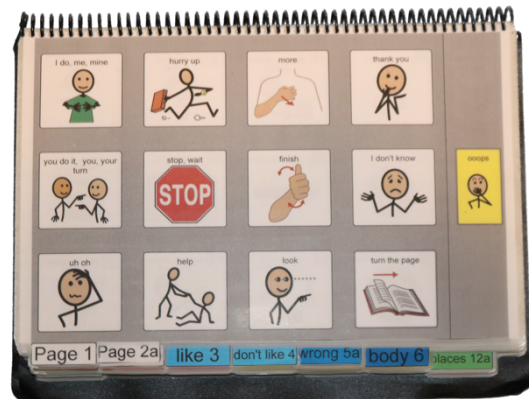


Construction

12 per page early functions, one page opening



Materials

It is recommended that PODD books constructed for **direct pointing access** are laminated using **80micron laminate**. Waterproof paper and thinner laminated pages are not recommended for anyone who slides their hand across or pushes onto the page when pointing as the pages move or scrunch up making it very difficult to read the point and eventually become damaged. Communication may also break down for individuals with additional sensory processing challenges if they “fiddle with”, flick or scrunch pages to seek additional sensory input. Thinner laminate or waterproof paper is only recommended for direct access when the individual has a very light, hand on and off, point and no additional sensory processing challenges.

DO NOT USE laminate thicker than 80 microns for any PODD communication book. PODD 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. Matt finish laminate is recommended to reduce glare on communication book pages.

This one-page opening style PODD communication book works best when the pages can be folded completely back. Use **split ring or spiral binding**. **DO NOT put the pages in a folder or use a comb binding (see information on binding).**

• Materials & Equipment List

- iPad with simPODD
- Colour printer
- Laminator
- (Computer – recommended)
- Scissors
- Two pieces of plastic (22cm x 31cm) for the covers (e.g., covers of A4 plastic pocketbooks) or corrugated plastic sheet (Corflute® / Fluteboard®).
- 2 x split key rings and a single hole punch OR spiral binder and coil
- A4 plain paper
- A4 Label stickers – one label per sheet (approximately 30 sheets*)
- Matt 80 micron laminating pouches (approximately 60 sheets*)

* The precise number of pages will vary depending on individual customisation.

TIPS for Printing

There are two options for printing your PODD book.

- Exporting the pages from simPODD to a PDF file to print from your computer.
- Printing pages directly from simPODD on your iPad with a Wi-Fi enabled printer.

Printing the PODD book from your computer is the recommended option as it provides more control over the print settings.

- The pages occasionally print at unusual sizes directly from the iPad.
- It is easier to view and select pages for printing in the PDF on your computer.
- Exporting to the computer also creates a backup PDF of your personalized PODD book.

Scaled printing is only available using the computer option with a printer that allows custom size printing.

- Select to print a custom size (e.g., 80%, 90%) onto A4 paper. You will need to cut the smaller size pages out of the A4 paper.
- Using **A5 size** paper, select fit-to-page in the printer settings and this book will automatically re-size to approximately 69% of the full A4 size paper size.

It is recommended to print one page to try out the reduced size with the individual prior to printing the whole book and stickers using these settings.

To print your PODD book from your computer:

1. 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 **three dots** on the lower right corner of the book you wish to print.
 - c. Select **Export**
 - d. Select **Mail** to email the PDF to your computer (Mac users can also use AirDrop).
2. On your computer open the PDF. It is easier to scroll through the pages using thumbnail images to see the print range page numbers associated with the PODD book pages. Set your software to view thumbnails.

Prepare your book for printing.

3. Scroll through the thumbnail images to find the special list pages, *09 people list* and *18 food drink list(s)*, that will be printed onto A4 stickers. Select, copy and paste these list pages after the *Instructions back cover* page at the bottom of the list of thumbnails.

Print Main Pages (01 main to 50 nappy/toilet)

4. Load your printer with **A4 plain paper**.
5. Scroll through the thumbnail images to identify the PDF page number for the last page of the PODD book (*50 toilet / nappy*).
6. Select Print. The print settings are:
 - a. **Print pages (range): 1 to (the number you identified at step 5).**
 - b. Paper size: A4; Orientation: Landscape
 - c. Print single sided

Print Special Lists and Instructions

7. Load your printer with **A4 sticker paper**.
8. Scroll to the bottom of the list of thumbnails to identify the PDF page numbers for *09 people list*, *18 food drink list(s)* and *Instructions back cover*.
9. Select Print. The print settings are:
 - a. **Print pages (range): the number for the pages identified at step 8.**
 - b. Paper size: A4; Orientation: Landscape
 - c. Print single sided

Print General Lists

10. Check that the instructions are correct for the individual and that their name has been inserted. Scroll through the PDF images and count the number of *go to list* instructions that do not link to a special list in your PODD book.
11. Load your printer with **A4 sticker paper**.
12. Scroll through the thumbnails to identify the PDF page number for the general *list* template. This number depends on your customisation.
13. Select Print. The print settings are:
 - a. **Print pages (range): the number for the *list* page identified at step 12.**
 - b. **Number of copies: the number you identified at step 10 above.**
 - c. Paper size: A4; Orientation: Landscape
 - d. Print single sided

To print directly from simPODD on your iPad:

1. Select **Books** from the drop-down menu ☰ in the upper right corner.
2. Select the **three dots** on the lower right corner of the book you wish to print.
3. Select **Export**
4. Select **Print**. The Print menu will be displayed with thumbnail images and print range numbers associated with the PODD book pages.

Print Main Pages (01 main to 50 nappy/toilet)

5. Load your printer with **A4 plain paper**.
6. Scroll through the thumbnail images to find the *09 people list*. Tap on the page number to **deselect** this page. Repeat for *18 food drink list(s)*, *instructions back cover*, and *list pages*. (These pages will be printed later on A4 stickers)
7. Select Print. The print settings are:
 - a. Print Range: Should automatically set to skip special list pages, instructions and list pages.
 - b. Paper size: A4; Orientation: Landscape
 - c. Print single sided (toggle double-sided to OFF)

Print Special Lists and Instructions

8. Load your printer with **A4 sticker paper**.
9. Repeat steps 1 - 4.
10. Print the pages *09 people list*, *18 food drink list* and *instructions back cover* onto A4 stickers. To do this either:
 - a. **Print the pages one at a time** by noting the number associated with each page and setting the print range to print from that page number to the same page number.
 - b. Tap on the PDF page number to **deselect all other pages** in the PODD book. The print range should automatically set to print only these pages.
11. Select Print. The print settings are:
 - a. Print Range: (as per step 10)
 - b. Paper size: A4; Orientation: Landscape
 - c. Print single sided (toggle double-sided to OFF)

Print General Lists

12. Check that the instructions are correct for the individual and that their name has been inserted. Scroll through the PDF images and count the number of *go to list* instructions that do not link to a special list in your PODD book.
13. Load your printer with **A4 sticker paper**.
14. Scroll through the thumbnails to identify the PDF page number for the general *list* template. This number depends on your customisation.
15. Select Print. The print settings are:
 - a. **Print Range: the number for the list page identified at step 14.**
 - b. **Number of copies: the number you identified at step 12 above.**
 - c. Paper size: A4; Orientation: Landscape

Cut out the book pages

Compile the set of pages. Using scissors or a blade cut around the labelled tab and along the top of the other tabs on the page. Discard excess. See diagram below.



Repeat for every page of the page set.

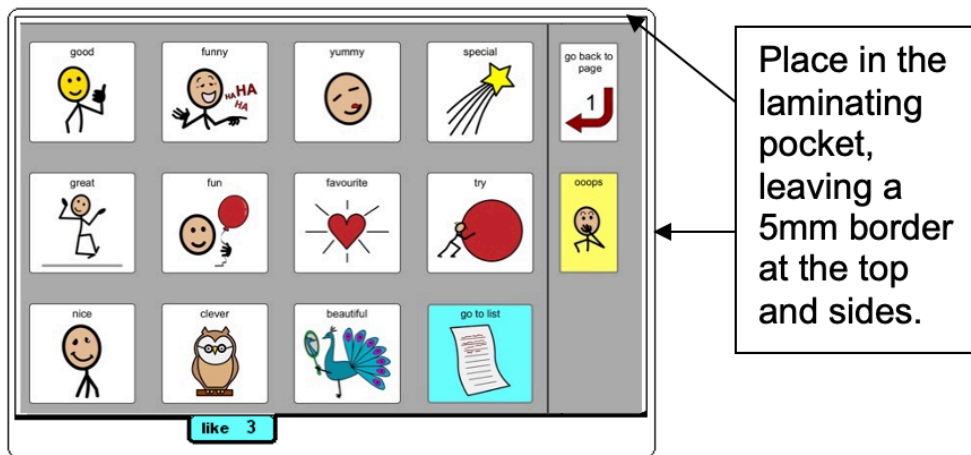
Laminate the pages

Important information re: Laminate thickness

PODD communication books have many pages to laminate. 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.

1. Place each page of the page set in a laminating pocket, leaving a 5 mm border at the top and sides of the page. Laminate the page set *01 main* through to *50 toilet/nappy* and the *Instructions for back cover* sticker.

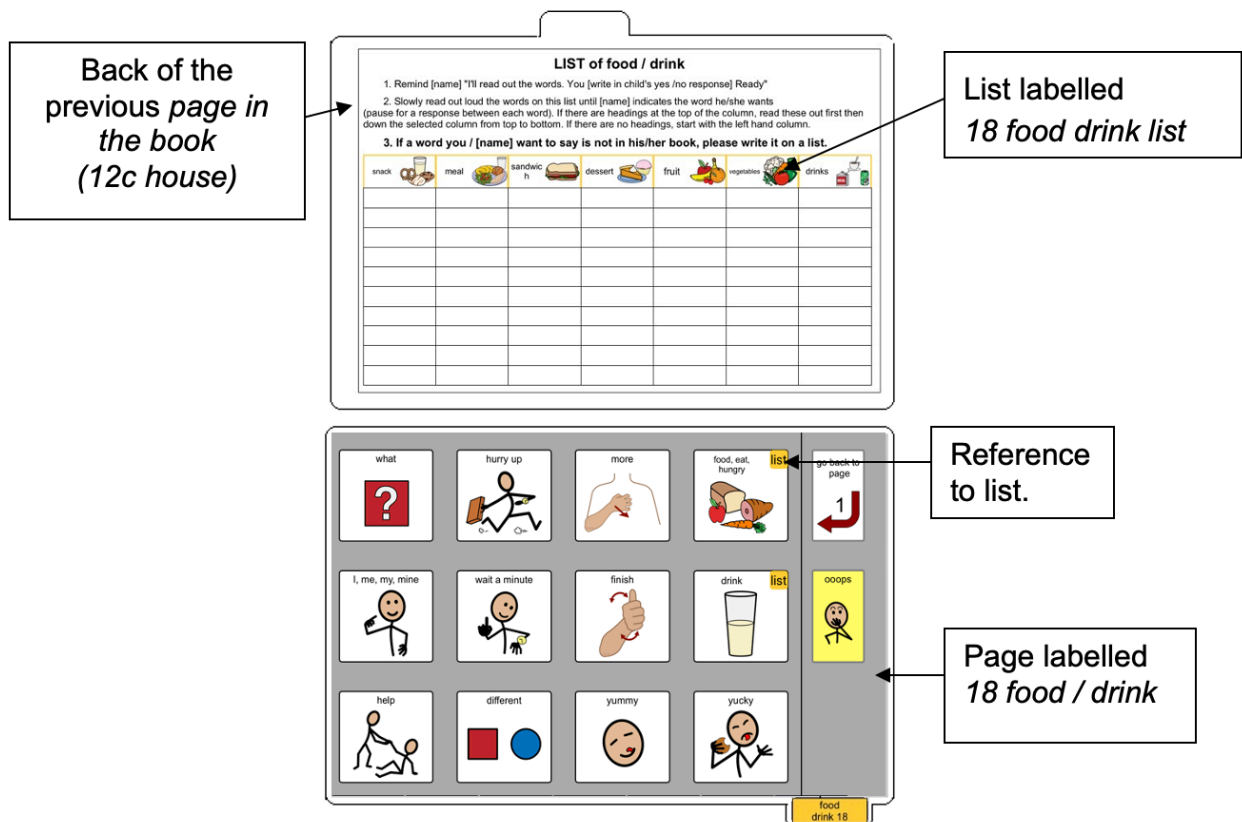


2. Trim off excess laminate along the bottom of the page leaving a 5 mm border. Round off at the corners for safety.



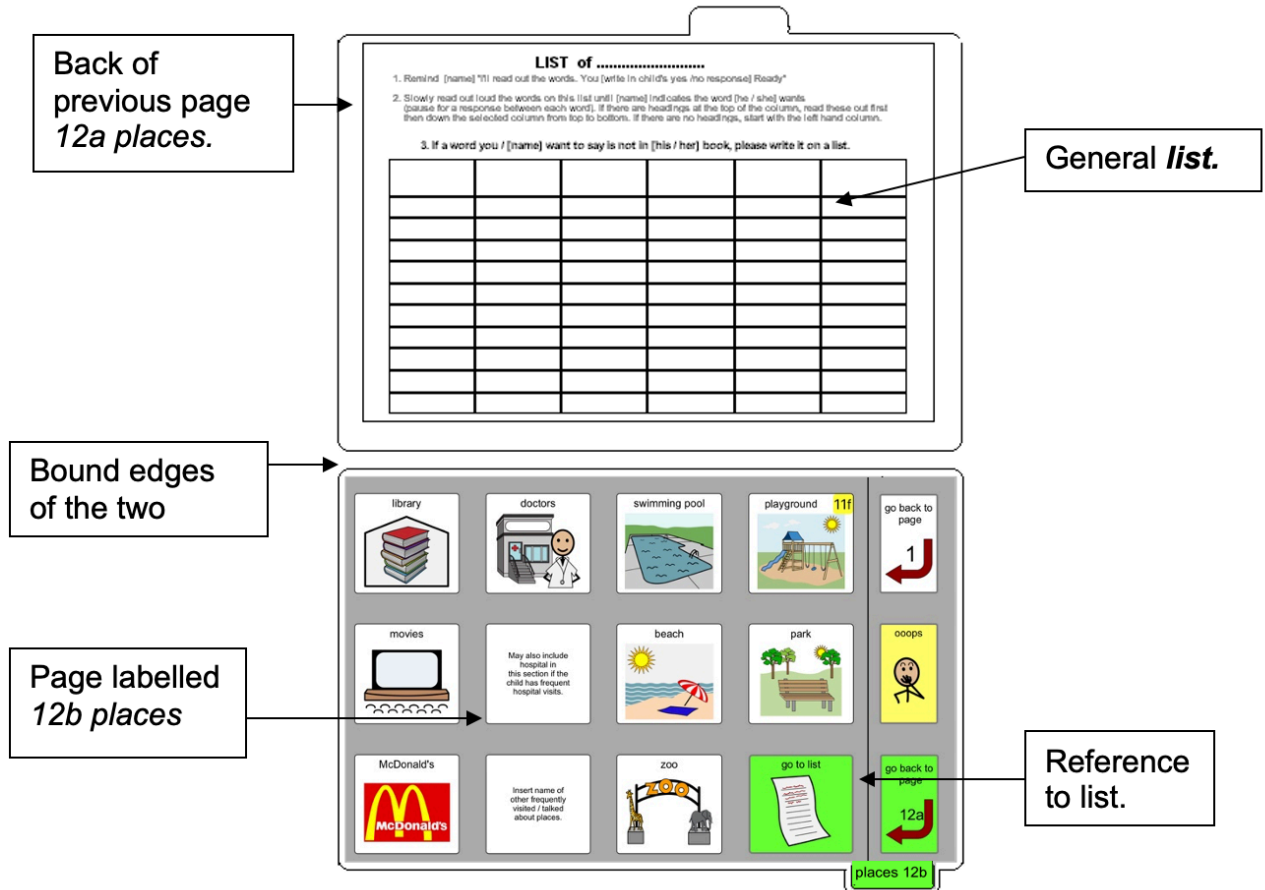
Adding the Special Lists

1. Trim the *special list* stickers close to the edges of the list border.
2. Put the laminated pages in communication book page order. Leaf through the communication book pages until you come to a section that has a special list. Turn to the page with the GO TO LIST instruction.
3. 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.

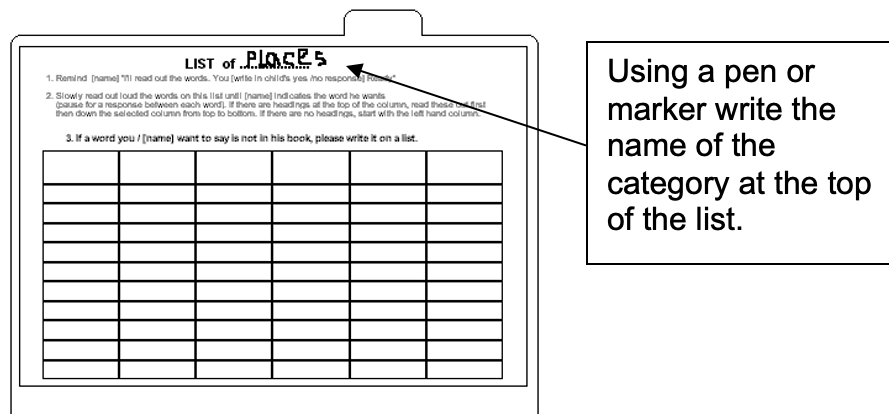


Adding the General Lists

1. Check that all of the laminated book pages are in the correct order
2. Leaf through the page set stopping when you come to a page that has a GO TO LIST instruction. Cut out a general list sticker. 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



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



Make the Cover

To create the covers, you will need:

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

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

Binding the PODD book

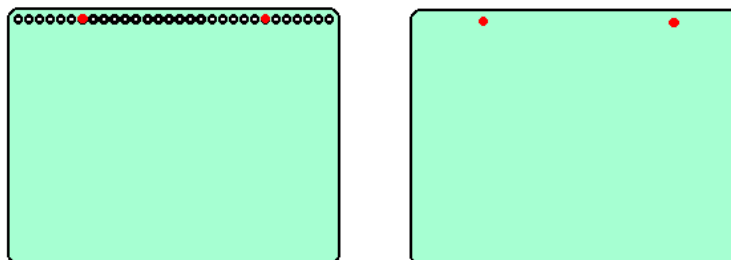
This one page opening style PODD communication book works best when the pages can be folded completely back under the open page. DO NOT put the pages in a ring binder, folder or use a comb binding that restricts the book folding back on itself as the book will be more difficult to handle in a range of physical positions.

This type of PODD book works best when bound with split key rings or with a spiral binding.

Binding with split rings

Split key rings are more difficult to initially put pages in the book, **but worth it in the long-term as the pages are less likely to catch on the ring during page turning or fall out with use.** It is also possible to easily replace or add pages one at a time to the ring. Other types of hinged rings that open easily to add pages have been found to be very frustrating as they frequently open and pages fall out with use. Some people have used cable ties instead of rings, but it is difficult for pages to turn over the bump of the join in the tie.

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. 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 to the split key rings. You may choose to close the opening on the ring after the pages are in place with a small piece of cloth duct tape. This stops the pages catching in the rings when in use.

Spiral binding

The book turns pages most effectively if the spiral is sized to fit the pages of the book. If too bigger spiral is used it takes longer to turn pages all the way over the excess spiral.

1. If you are using the covers of an **A4 Pocket book** cut off the existing line of holes.
2. Bind as per the instructions for your spiral binding machine.