# Construction
# 36 key word, 2 page opening plus side panel



## 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 point (hand direct touch on and lift off the item), 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 two-page opening plus side panel PODD communication book works best when the pages do not fold back over the spine of the book when the book is held open. **Comb binding is recommended** to provide a more stable page opening when the book is held in one hand by the partner or rested on the lap for direct pointing access. **DO NOT put the pages in a ring binder or bind with rings, cable ties or spiral coils** (see information on binding).

## Materials & Equipment List

- iPad with simPODD
- Colour printer
- Laminator
- (Computer – recommended)
- Scissors
- Ruler
- Glue stick
- Comb binding machine and one 32mm binding comb
- Cloth duct tape

- 1 small Velcro® dot (hook & loop)
- A4 plain paper
- A4 Label stickers - one label per sheet (approximately 15-16 sheets*)
- Matt 80 micron laminating pouches (approximately 36 pouches*) OR Matt 80 micron laminate roll

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

**To make a plastic covered book**

- Thick plastic, e.g., covers of sheet protector presentation books. Two pieces 16.5cm x 21.5cm for the covers. One piece 13.5cm x 21.5cm for the side panel
- 3 x A4 label stickers - one label per sheet (extra)

**To make a cardboard covered book**

- Thick coloured cardboard. Two pieces 16.5cm x 21.5cm for the covers One piece 13.5cm x 21.5cm for the side panel

**To make the optional school section topic pages**

- 2 clear plastic letter files.

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## 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.  You can select to print a custom size (e.g., 90%) onto A4 paper.  It is recommended to print one page opening to try out the reduced size with the individual prior to printing the whole book and stickers using these settings.

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## Remove blank list squares before printing

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 before printing. To do this:

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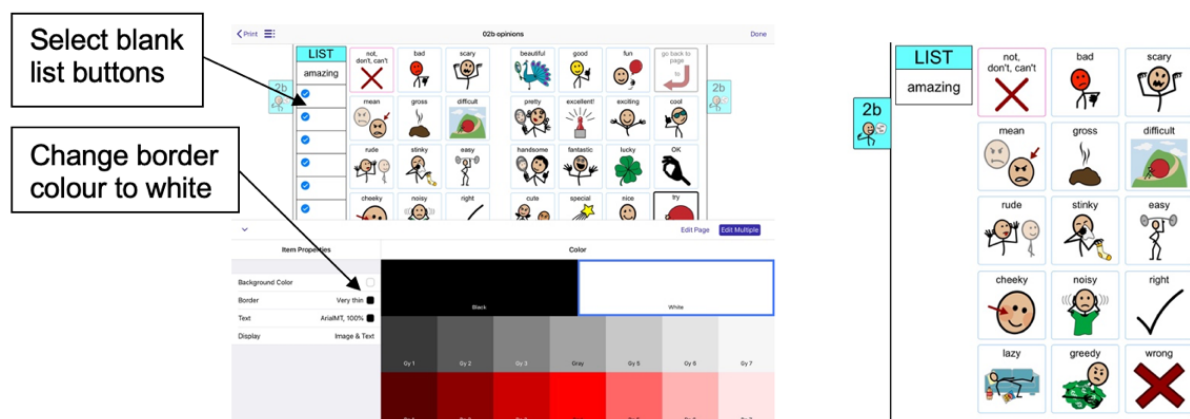


**The following pages are attached to the cover and side panel in this PODD book**
- ✓ *00 side panel*
- ✓ The *left side* only of page *01a main*
- ✓ *Instructions back cover*

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.**

# 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.

**Print Main Pages for a <u>cardboard cover</u> (*01 main* to *Instructions back cover*).**

3.  Load your printer with **A4 plain paper**.

4.  Scroll through the thumbnail images to identify the PDF page number for *Instructions back cover*.

5.  Select Print.  The print settings are:

    - **Print pages (range)**: **1** to (**the number you identified at step 4**)
    - Paper size: A4; Orientation: Landscape
    - Print single sided

**Print Main Pages for a <u>plastic cover</u> (*01 main* to *20f weather* or *21b topic*).**

3.  Load your printer with **A4 plain paper**.

4.  Scroll through the thumbnail images to identify the PDF page number for the last page of the PODD book (*20f weather* or *21b topic* depending on your customisation).

5.  Select Print.  The print settings are:

    - **Print pages (range): 2** to **(the number you identified at step 4)**
    - Paper size: A4; Orientation: Landscape
    - Print single sided

**Printing Lists and other pages on stickers**

6.  Load your printer with **A4 sticker paper**.

7.  Scroll to the bottom of the list of thumbnails to identify the PDF page numbers for the first and last of the *lists* to print onto stickers.

8.  Select Print.  The print settings are:

    - **Print pages (range)**:  **the numbers for the first *list* page** to **the last list page identified at step 7.**
    - Paper size: A4; Orientation: Landscape
    - Print single sided

9.  If you have chosen to make a **plastic cover,** also print the pages *00 side panel* **and the *01a main* and *Instructions back cover* onto A4 sticker paper.**

    a.  Select Print. The print settings are:

        - **Print pages (range)**:  **1** to **2**
        - Paper size: A4; Orientation: Landscape
        - Print single sided

    b.  Scroll through the thumbnails to the *Instructions back cover* page.  Select this thumbnail image to make it the current page.

    c.  Select Print. The print settings are:

        - **Print pages (range)**: **current page**
        - Paper size: A4; Orientation: Landscape
        - Print single sided

**Note: after printing for a plastic cover,** you will have two copies of *01a main*: one printed on paper, one on a sticker.  This is because the *left side* of *01a main* needs to be on a sticker to attach to the cover, and the *right side* of *01a main* needs to be printed on paper as the first page in the PODD book.  You will later cut the pages and discard the right side of the sticker and the left side of the paper version for *01a main*.

# 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 for a <u>cardboard cover</u> (*01 main* to *Instructions back cover*).**

5. Load your printer with **A4 plain paper**.
6. *Scroll through the thumbnail images to identify the PDF page number for Instructions back cover.*
7. Select Print.  The print settings are:
   - **Print pages (range)**: **1** to (**the number you identified at step 6**)
   - Paper size: A4; Orientation: Landscape
   - Print single sided (toggle double-sided to OFF)

**Print Main Pages for a <u>plastic cover</u> (*01 main* to *20f weather* or *21b topic*).**

5. Load your printer with **A4 plain paper**.
6. Scroll through the thumbnail images and take note of the PDF page number for the last page of the PODD book (*20f weather* or *21b topic* depending on your customisation).
7. Tap on the page number for *00 side panel* (page 1) to **deselect** this page.
8. *Scroll to the bottom of the thumbnail images and tap on the numbers for Instructions back cover and all of the lists to* **deselect** *these pages.*
9. *Select Print.  The print settings are:*
   - **Print pages (range)**: Should automatically set to skip the side panel, instructions and list pages.
   - Paper size: A4; Orientation: Landscape
   - Print single sided (toggle double-sided to OFF)

**Printing Lists and other pages on stickers**

10. Load your printer with A4 sticker paper.
11. Scroll to the bottom of the list of thumbnails to identify the PDF page numbers for the first list and last list pages.
12. Select Print.  The print settings are:
    - **Print pages (range)**:  (**the number for the first *list* page**) to (**the number for last *list* page) identified at step 11.**
    - Paper size: A4; Orientation: Landscape
    - Print single sided (toggle double-sided to OFF)
13. If you have chosen to make a **plastic cover,** you also need to print the pages *00 side panel, 01a main* and *Instructions back cover* onto **A4 sticker paper.**  To do this:
    a) Select Print. The print settings are:
       - **Print pages (range)**:  **1** to **2**
       - Paper size: A4; Orientation: Landscape
       - Print single sided (toggle double-sided to OFF)

b) Scroll through the thumbnail images and take note of the PDF page number for *Instructions back cover.*

c) Select Print. The print settings are:
- **Print pages (range)**: **(the number for *instructions back cover*) to (the number for *instructions back cover*)** identified at step b).
- Paper size: A4; Orientation: Landscape
- Print single sided (toggle double-sided to OFF)

**Note: after printing for a plastic cover,** you will have two copies of *01a main*: one printed on paper, one on a sticker. This is because the *left side* of *01a main* needs to be on a sticker to attach to the cover, and the *right side* of *01a main* needs to be printed on paper as the first page in the PODD book. You will later cut the pages and discard the right side of the sticker and the left side of the paper version for *01a main*.
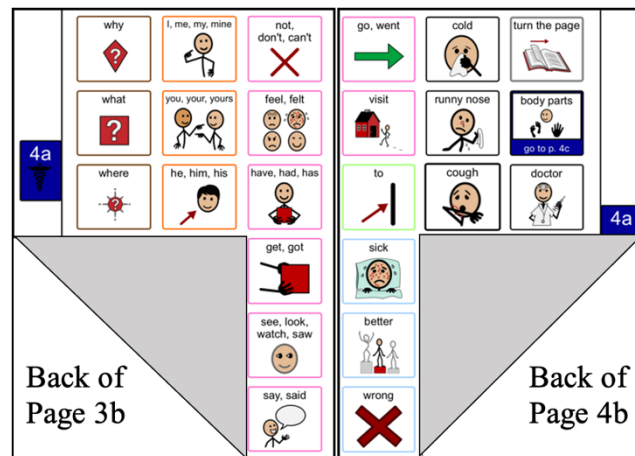
# Cutting and pasting the book pages

All pages **except** *00 side panel*, the left side of *01a left* and *instructions back cover.*

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.

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*; and so on.

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.

3. Next take page *01b right* (*01b main* with tab on the right) and *02a left* (*2a opinions* with tab to the left), align the 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 of the pages have been glued together cut along the black line around the tab on each page. (See diagram below)



Discard this part.

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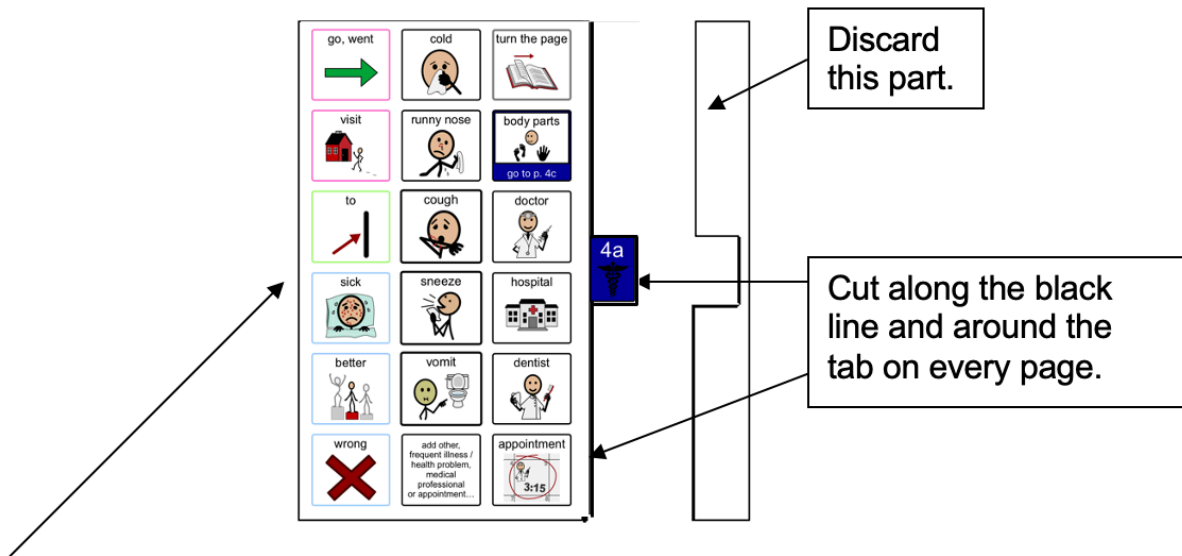
Depending on your printer margins there may be a small hangover of one or the other pages on the edge opposite the page tab. As this edge will be bound it usually does not alter either the appearance or functionality of the communication book. You may choose to trim this page edge.

# Laminate the pages

**Important information about 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. Laminate all of the cut out pages, up to *20f weather*.  You should be able to fit two PODD book pages, side-by-side, in the one A4 laminating pouch.

   **Note**:  Only the left side of the optional page *21a topic is laminated (*on the back of *20f 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.



Round off all corners.

Cut out each page leaving a 3-5mm border.
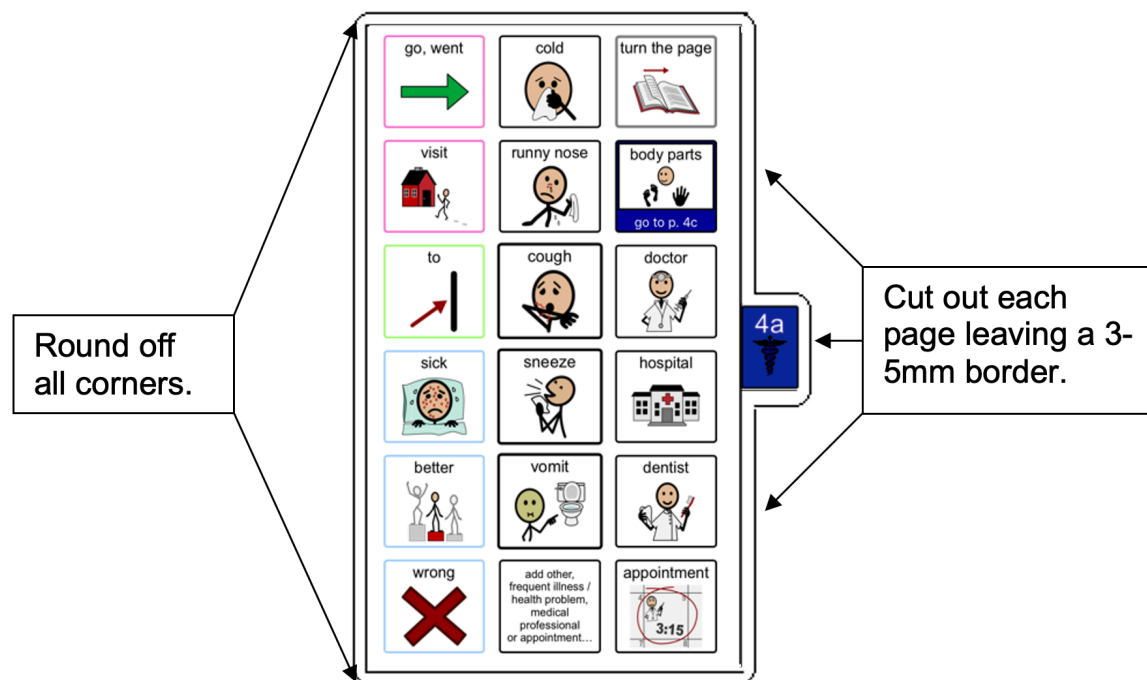
**If you are going use plastic cover**
Laminate the whole sticker for pages *00 side panel*, *left side of 01a main* and *Instructions for back cover*.   You will cut these out when you are making the cover.

**If you are going use cardboard cover** you will laminate these pages after you paste them onto the cardboard cover (see instructions to make a cardboard cover in this document)**.**

## Adding the Lists

You should have 6-8 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.
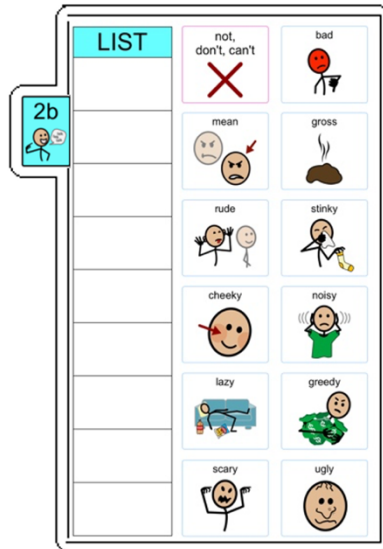
1. Leaf through the book until you find a page which has had its lists deleted. The first page should be *02b opinions left.* (See below)

Space where a list has been deleted before printing.
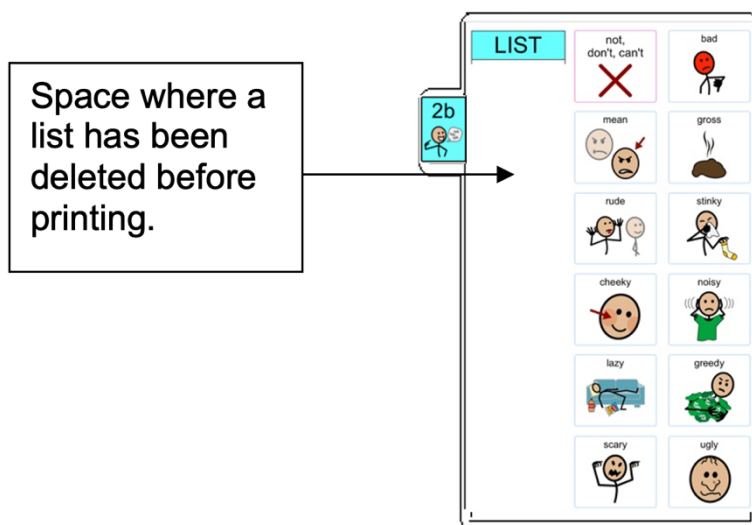
2. Locate the list labelled *2b* on the sticker. Cut it out leaving its edges intact. Leave any edges that will help you peel the backing off.

Cut out list for page 2b leaving its edges intact and part of the leading edge.
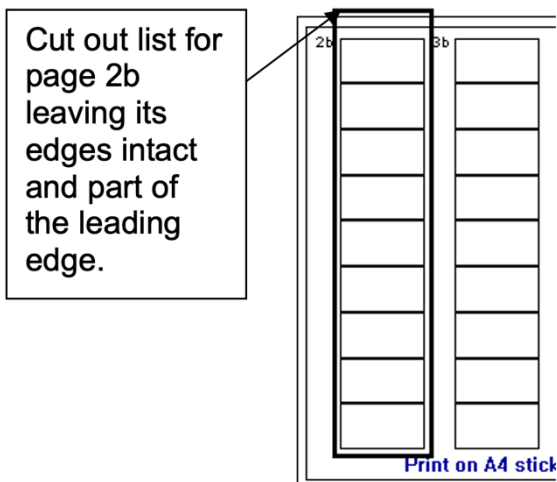
3. Peel off the back of the list and cut off any excess sticker. Stick it on to the laminated page. If you are unsure about where to stick the list, open the corresponding template page in simPODD to see what it should look like.



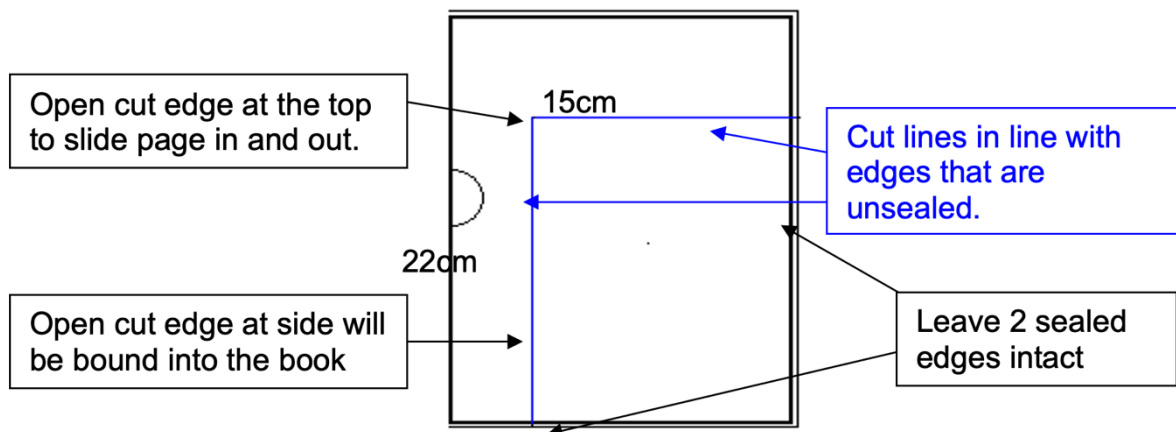| | | |
|---|---|---|
| **TIP** | Do not cover any list cells that already have words in them. | |

4. Leaf through the book until you find the next page with its list deleted (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 - 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*.
- 2 clear A4 plastic letter files

1. Cut out a rectangle measuring 22cm height x 15cm width, leaving the bottom of the letter file sealed and one vertical side sealed.  (See below)

Open cut edge at the top to slide page in and out.

15cm

Cut lines in line with edges that are unsealed.

22cm

Open cut edge at side will be bound into the book

Leave 2 sealed edges intact

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.

Open cut edge at the top to slide page in and out.

Binding edge

Sealed edges

21a
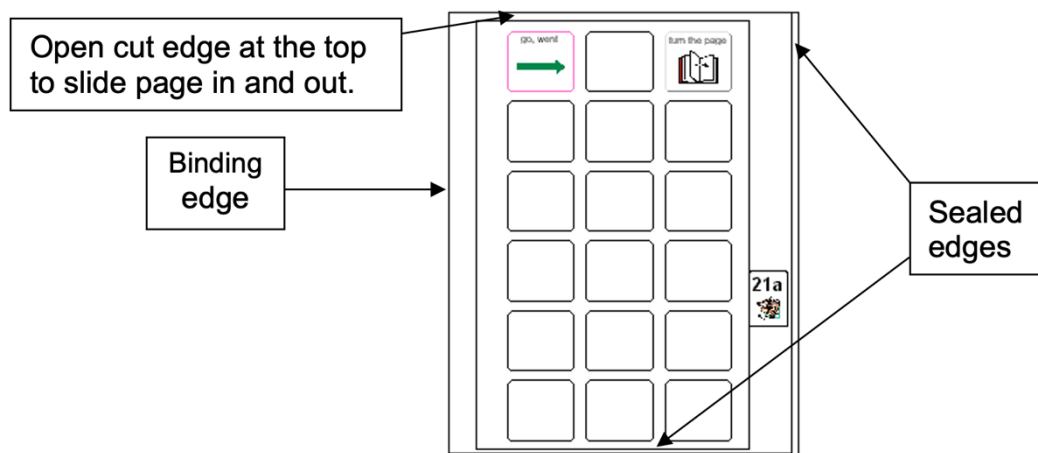
**TIP**    Remove the page from inside the letter file when binding, so that the page can't get caught in the binding.  Bind only the letter file.

# Covering and Binding
**Instructions are included to use either a plastic or a cardboard cover.**

## Instructions for creating a <u>plastic cover</u>

1. Measure and cut 2 rectangles 16.5cm x 21.5cm from the thick plastic for the covers and one rectangle 13.5cm x 21.5cm for the *side panel.* Round off any sharp corners.

2. Cut out the 3 laminated printed stickers, for pages *00 side panel, 01a main* (left side only) and *instructions back cover.*

3. Peel off the back of the sticker for the left side of *01a main* and attach it to the inside of the front cover.

4. Peel off the back of the *Instructions back cover* sticker and attach to the inside of the back cover.

5. Peel off the back of the *00 side panel* sticker, trim leaving a small border and attach it 1cm in from the left edge of the smallest rectangle for the side panel.

6. Attach the *side panel*.  To do this:
    a. Cut a 23.5cm length of 5cm wide cloth tape.  (You may stick several pieces of tape together to make this width.)
    b. Place the side panel and back cover face down on the table with a 3cm gap between.
    c. Stick one length of cloth tape over the covers, covering the gap with an approximately 1cm overlap on the side panel and cover.



Side panel face down on table

C L O T H  T A P E

Back cover, face down on table
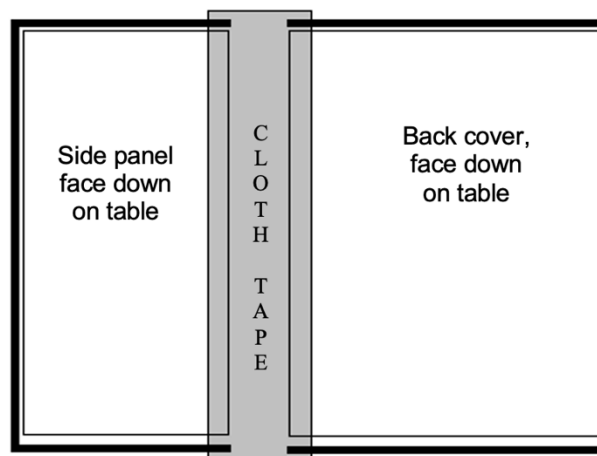
    d. Turn the covers over.  Fold down the excess length of tape at the top and the bottom.
    e. Cut another 23.5cm length of 5cm wide cloth tape.  Stick this over the other tape and edges of the side panel and back cover.  Avoid covering print.  Trim off excess tape.

7. Reinforce the edges.  Use cloth tape to reinforce the edges shown by the dark line in diagram below.  To do this:

   a. Cut a length of tape to suit length of the side you are reinforcing.

   b. Position the tape very close to the printed cells and stick down.

   c. Then fold the remaining tape over the edge of the cover and stick down on the other side.

   d. Ensure you do not cover the printed text.

Front inside cover          Back inside cover          Side Panel

## Instructions for a <u>cardboard cover</u>

1. Measure and cut two rectangles 16.5cm x 21.5cm for the covers and one rectangle 13.5 x 21.5cm for the *00 side panel*.

2. Cut out the left side of *01a main* and glue it to the front inside cover. Position the page centrally on the cover allowing space for binding and taping of edges.

3. Cut out the *Instructions back cover* and glue it to the back inside cover. Position the page centrally on the cover allowing space for binding and taping of edges.

4. Cut out the page named *00 side panel* and attach it to the inside of the side panel rectangle. Position the page centrally on the cover allowing space for the taping of page edges.

5. You may wish to personalise the book by decorating the outside of the side panel with pictures or the individuals name.

6. Set your laminator to a hot setting and laminate the covers and side panel.

7. Cut around the laminate leaving a 5mm border of laminate on every side.

8. Attach the *side panel*. To do this:

    a. Cut a 23.5cm length of 5cm wide cloth tape. (You may stick several pieces of tape together to make this width.)

    b. Place the side panel and back cover face down on the table with a 3cm gap between.

    c. Stick one length of cloth tape over the covers, covering the gap with an approximately 1cm overlap on the side panel and cover.

| Side panel face down on table | C L O T H  T A P E | Back cover, face down on table |
|---|---|---|
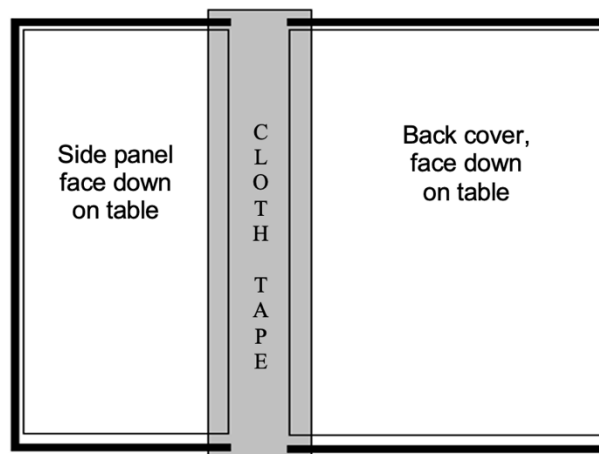
    d. Turn the covers over. Fold down the excess length of tape at the top and the bottom.

    e. Cut another 23.5cm length of 5cm wide cloth tape. Stick this over the other tape and edges of the side panel and back cover. Avoid covering print. Trim off excess tape.

9. Reinforce the edges. Use cloth tape to reinforce the edges shown by the dark line in diagram below. To do this:
   a. cut a length of tape to suit length of the side you are reinforcing.
   b. Position the tape very close to the printed cells and stick down.
   c. Then fold the remaining tape over the edge of the cover and stick down on the other side.
   d. Ensure 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 book.**
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 a lap. It also allows for easier movement for the communicator to point across the two pages on an opening without catching their hand on a binding or needing to lift their hand up off the surface to clear a binding in the centre of the page opening. Comb bindings do deteriorate with heavy use; however, they are relatively easy to replace by schools and families (many schools have comb binding machines). Having to do routine maintenance is more desirable than selecting a binding that breaks down communication interactions on a daily basis.

**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.
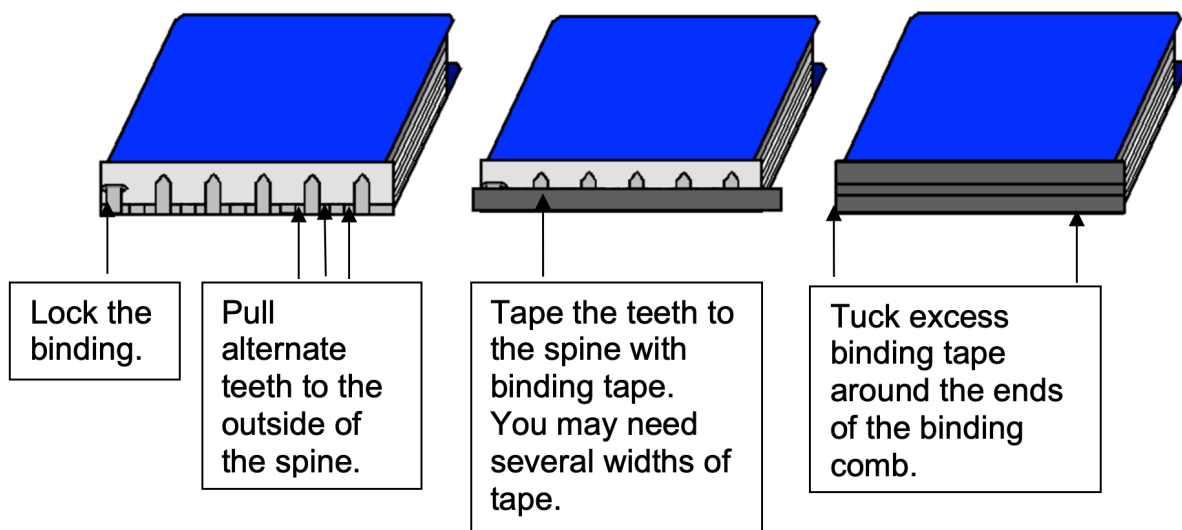
Binding with rings, cable ties or spiral coils results in a book that folds back over the spine of the book when it is held open. This is not desirable in a two-page opening PODD book.

**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. This avoids the replaceable paper topic pages becoming caught in the binding.
Bind the PODD book pages according to your binding machine's instructions.

To make the comb binding more durable and stable, 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.



| Lock the binding. | Pull alternate teeth to the outside of the spine. | Tape the teeth to the spine with binding tape. You may need several widths of tape. | Tuck excess binding 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
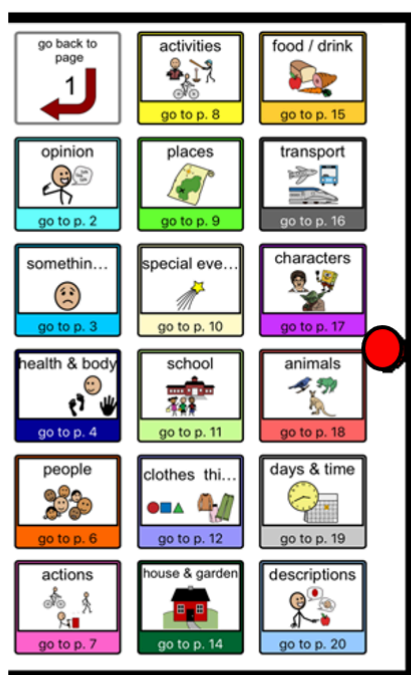


Add the soft side of a Velcro® dot here to keep the book closed when not in use.

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