

Construction

48 expanded key word

Two-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, hand on and off, point and no additional sensory processing challenges.

DO NOT USE laminate thicker than 80microns 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 8 sheets*)
- Matt 80 micron laminating pouches (approximately 72 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 17cm x 18.5cm for the covers. One piece 14cm x 18.5cm 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 17cm x 18.5cm for the covers One piece 14cm x 18.5cm for the side panel

To make the optional school section topic pages

- 2 clear plastic letter files.

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.

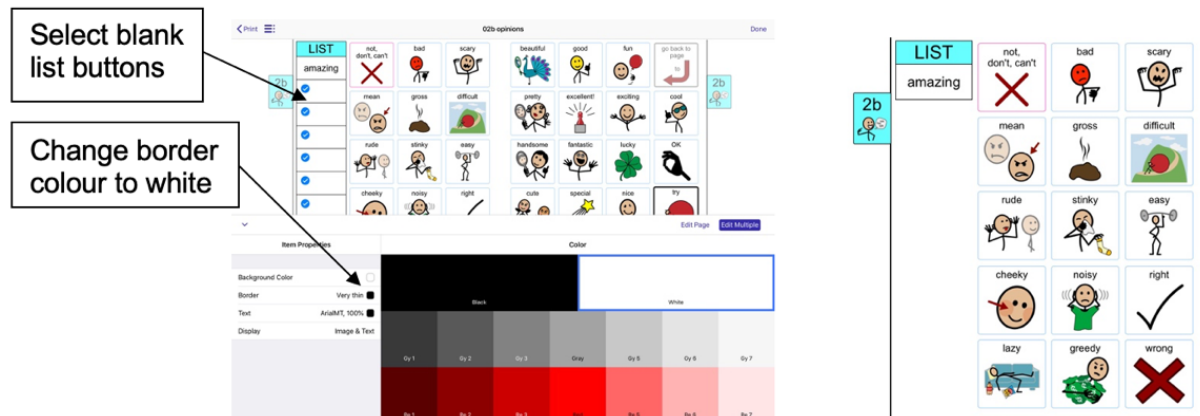
- The pages occasionally print at unusual sizes directly from the iPad.
- It is easier to view and select pages for printing in the PDF on your computer.
- Exporting to the computer also creates a backup PDF of your personalized PODD book.

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.

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 01 main (or optional 01a main chat).
- ✓ 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 cardboard cover (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 plastic cover (01 main to 22b alphabet or optional 23b 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 (*22b alphabet* or *23b 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 **01 main** (or *01a main chat*) 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

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 cardboard cover (*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

Print Main Pages for a plastic cover (*01 main to 22b alphabet or optional 23b 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 (*22b alphabet* or *23b 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

Printing Lists and other pages on stickers

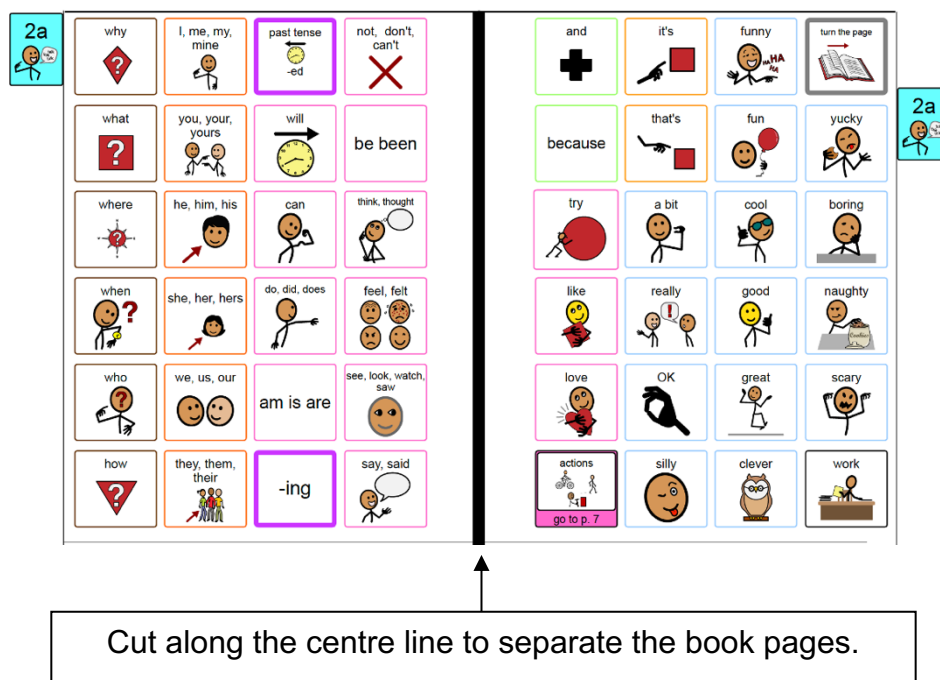
10. Load your printer with **A4 sticker paper**.
11. Scroll to the bottom of the list of thumbnails to identify the PDF page numbers for the first list and last list pages.
12. Select Print. The print settings are:
 - **Print pages (range): (the number for the first list page) to (the number for last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

- 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

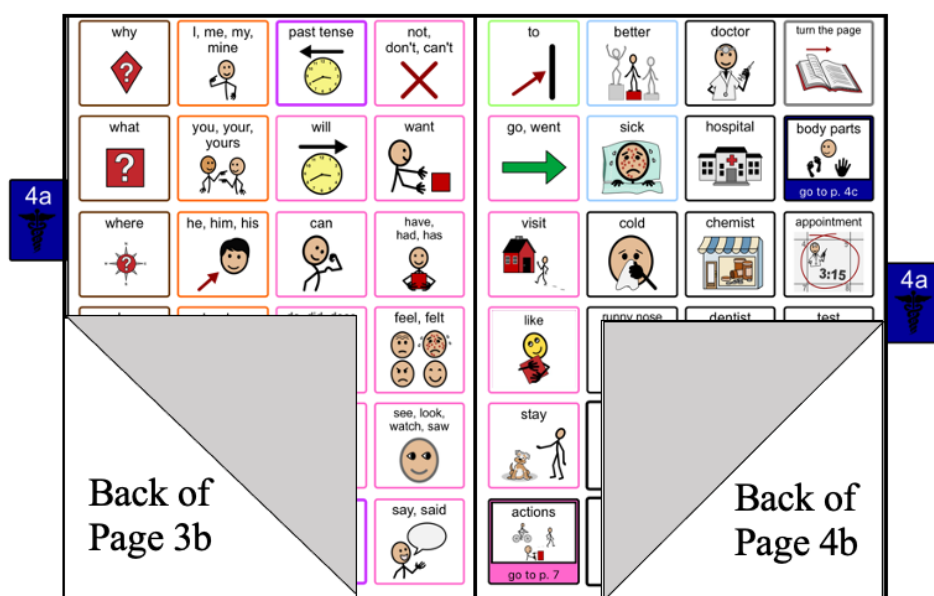
Cutting and pasting book pages

All pages except *00 side panel*, *01a main left* and *instructions for 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.



- 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 book in simPODD to see what each page opening should look like.

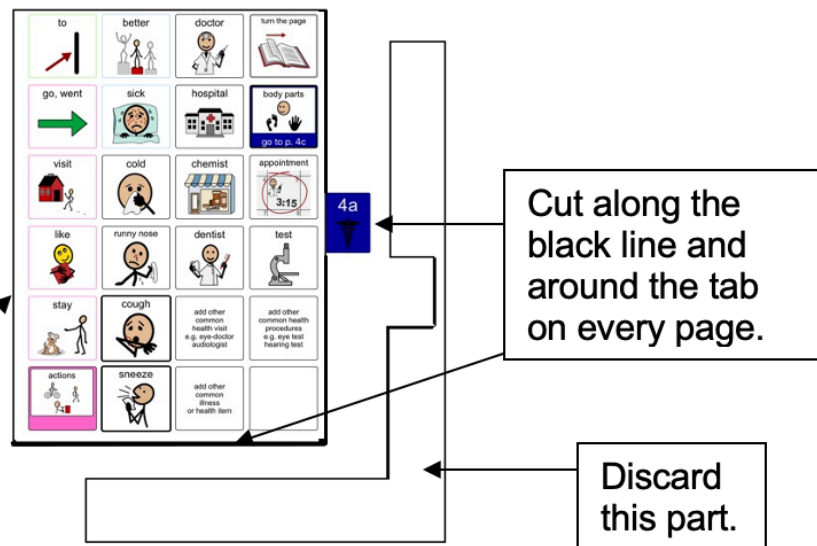


- Put all the pages in order except the 00 side panel, left side of 01 main and instructions back cover. It is helpful to arrange the pages as they will be glued and cut to make the book, i.e., left side of 04a turned over behind (to paste on back of) right side of 03b; left side of 04a turned over behind (to paste on back of) right side of 04b (see diagram).
- Take page 01a main right (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 glue 01b left (01b chat with tab on the left hand side) onto the back of 01 right. 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 page 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.

- Continue gluing pages back-to-back, checking that the tabs line up until all of the pages are glued together.
- When all of the pages have been glued together cut along the black line 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.

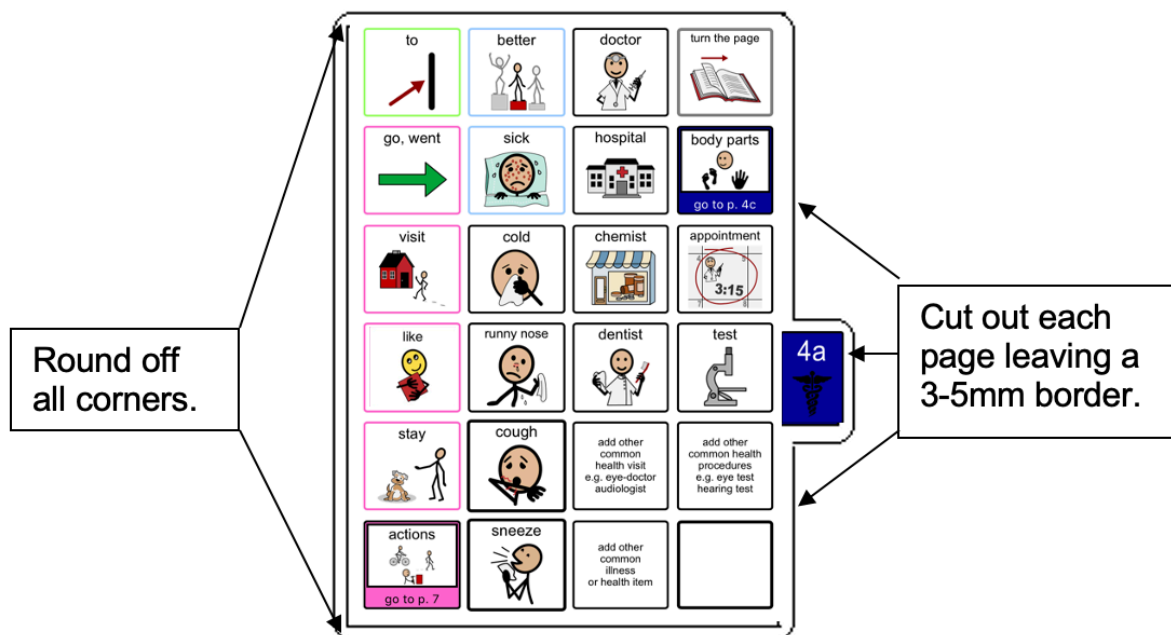
Laminate the pages

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 pages 01a to 22b alphabet
Note: Only the left side of the optional page 23a *topic is laminated* (on the back of 22b *alphabet*). **Do not laminate** the right side of 23a *topic* and 23b *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) Laminate pages 00 *side panel*, left side of 01 *main* and *Instructions for back cover*. You will cut these out when you are making the cover.

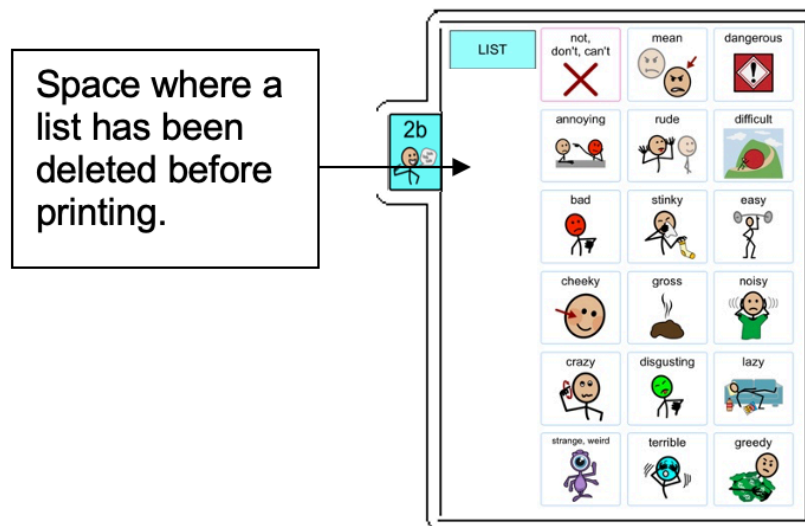
If you are going use a cardboard cover you will laminate these pages after you glue them onto the cardboard cover (see information below)

Adding the Lists

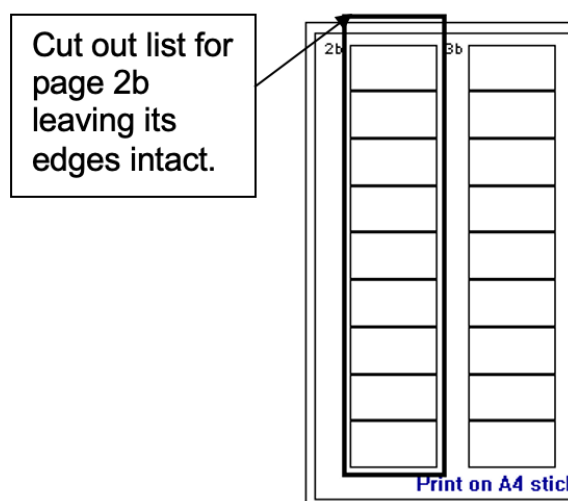
You should have approximately 7 pages of lists printed onto A4 stickers, labelled with their page numbers.

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.

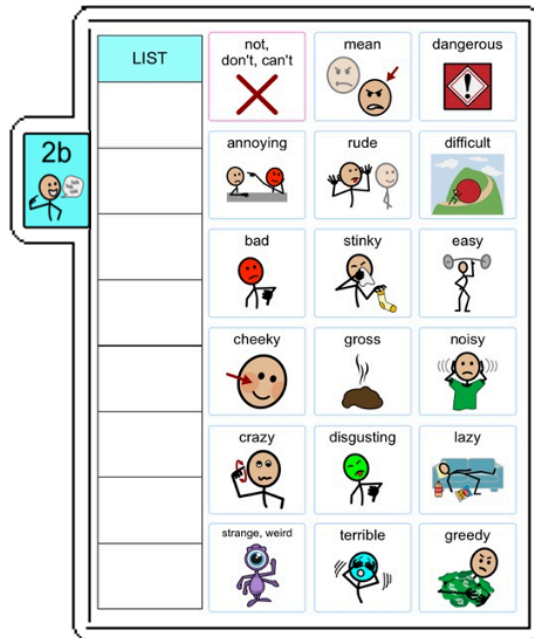
1. Leaf through the book until you find a page which has had its lists deleted. The first page should be *02b opinions left*. (See below)



2. Locate the list labelled *2b* on the sticker. Cut it out leaving its edges intact. Leave any edges that will help you peel off the backing.



1. 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.

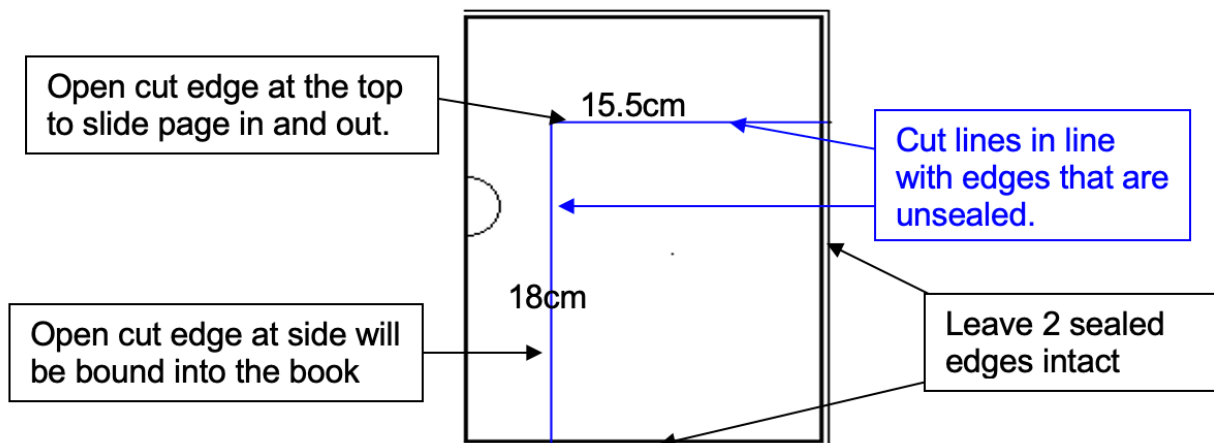
3. Leaf through the book until you find the next page with its list deleted (left side of *03b wrong*) and repeat the process.
4. Continue finding the spaces for lists and adding list stickers until you have added stickers to all list spaces in the communication book.

Making the (optional) topic pages - 23a and 23b

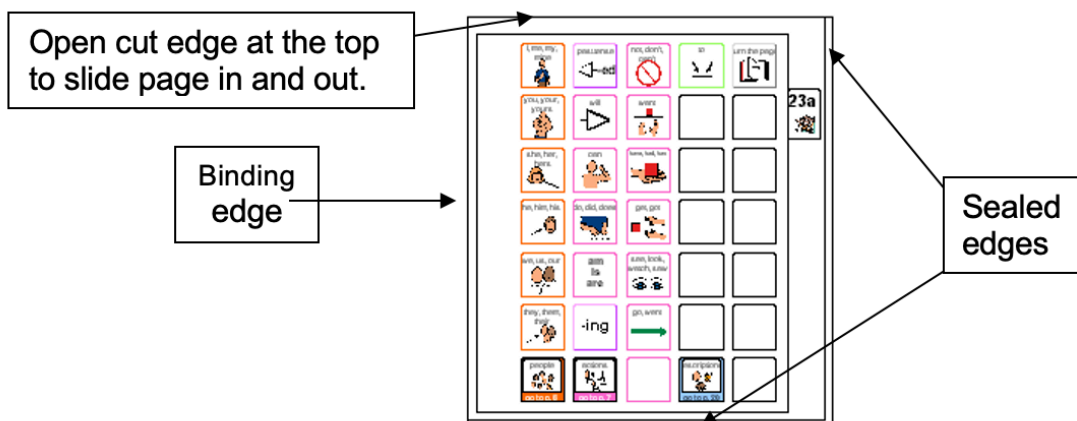
You can add as many pages as you like for different topics. The instructions here are for one topic only.

You will need:

- Pages 23a topic right and 23b topic left and right pages.
 - 2 clear A4 letter files (available from office supply stores)
1. Cut out a rectangle measuring 18cm height x 15.5cm width, leaving the bottom of the letter file sealed and one vertical side sealed. (See below)



2. Place the topic page in the plastic letter file with the tabs against the vertical sealed edge. The open side is the binding edge. It needs to be open at the top so the pages can slide in and out.



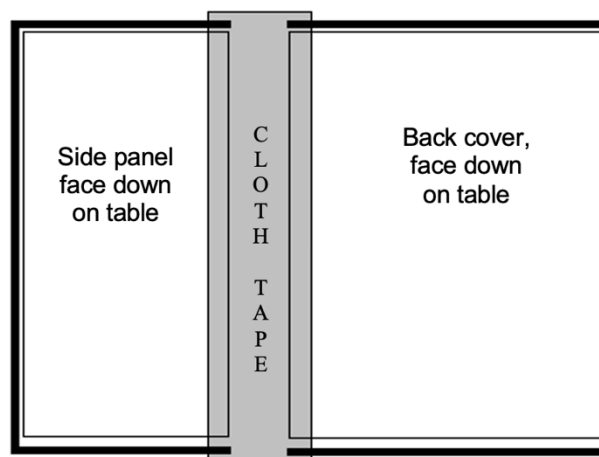
TIP Remove the page from inside the letter file when binding, so that the page can't get caught in the binding. Bind only the letter file.

Covering and Binding

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

Instructions for creating a plastic cover

1. Measure and cut 2 rectangles 17cm x 18.5cm from the thick plastic for the covers and one rectangle 14cm x 18.5cm for the *side panel*.
2. Cut out the 3 laminated stickers, *00 side panel*, *01a left* and *instructions back cover*.
3. Peel off the back of the sticker for the left side of *01 main* and attach it to the inside of the front cover.
4. Peel off the back of the *Instructions for back cover* sticker and attach to the inside of the back cover.
5. Peel off the back of the *00 side panel* sticker and attach it to the smallest rectangle for the side panel.
6. Attach the *side panel*. To do this:
 - a. Cut a 19cm 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.



- d. Turn the covers over. Fold down the excess length of tape at the top and the bottom.
- e. Cut another 19cm 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



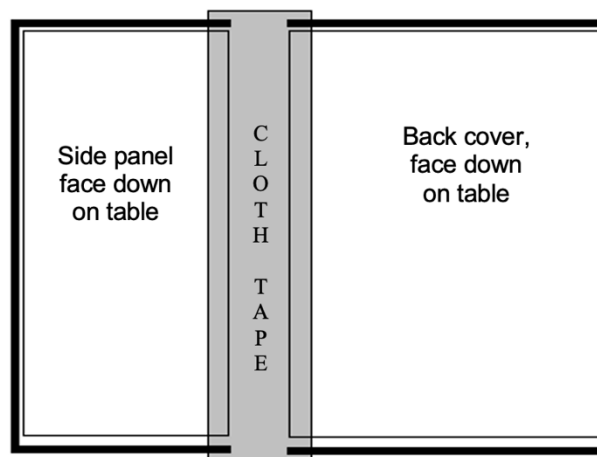
Side Panel



Instructions for a cardboard cover



1. Measure and cut 2 rectangles 17cm x 18.5cm from the thick cardboard for the covers and one rectangle 14cm x 18.5cm for the *side panel*.
2. Cut out the left side of *01 main* and attach 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 *00 side panel* page and attach it to the inside of the side panel rectangle. Position the page centrally on the side panel 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 19cm 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.



- d. Turn the covers over. Fold down the excess length of tape at the top and the bottom.
- e. Cut another 19cm 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:
- 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.
 - 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.

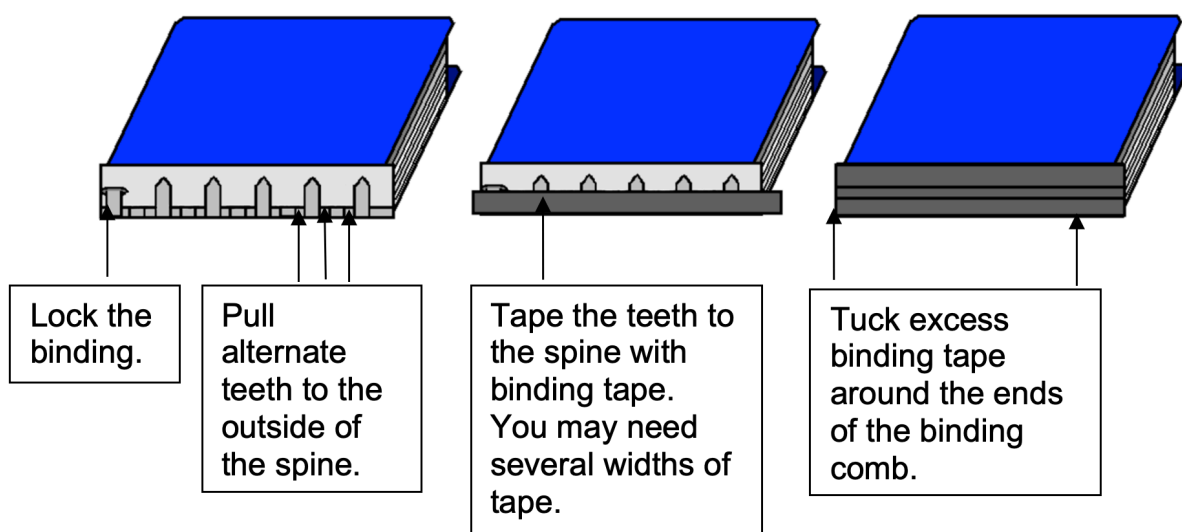
Binding with rings, cable ties or spiral coils results in a book that folds back over the spine of the book when it is held open. This is not desirable in a two-page opening PODD book.

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.

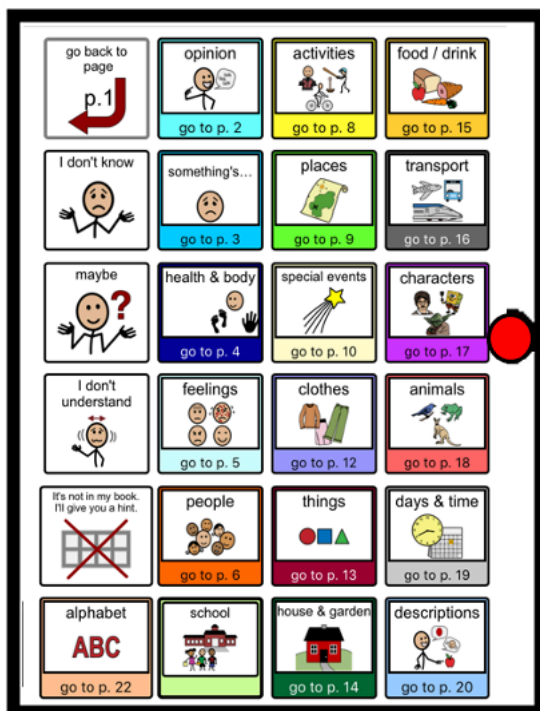
Bind the PODD book pages according to your binding machine's instructions.

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.



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.