

## Construction

### 9 per page expanded 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 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 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)
- 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 55 sheets\*)
- Matt 80 micron laminating pouches (approximately 130 A4 pouches\*) and pouch laminator OR a roll laminator with matt 80micron laminate roll.
- (clear plastic letter files for optional *55 topic pages*)

\* 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
  - ✓ 17a list
  - ✓ 17b list
  - ✓ 17e list
  - ✓ 18 list OR
  - ✓ 18b and 18c symbol lists (optional)
  - ✓ 21b animal symbol list (possibly)
  - ✓ 21c animal symbol list (possibly)

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 or 52 / 55 optional pages)**

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. This number depends on the optional pages in your customisation.
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 *Instructions back cover* and the last special list page moved at step 3.
9. Select Print. The print settings are:
  - a. **Print pages (range):** the number for *instructions back cover* to the number for the **last special list page** 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 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 or 52 / 55 optional pages)

5. Load your printer with **A4 plain paper**.
6. Scroll through the thumbnail images to find the list pages and instructions:
  - ✓ 09 people list
  - ✓ 17a list
  - ✓ 17b list
  - ✓ 17e list
  - ✓ 18 list OR
  - ✓ 18b and 18c symbol lists (optional)
  - ✓ 21b animal symbol list (possibly)
  - ✓ 21c animal symbol list (possibly)
  - ✓ Instructions back cover
  - ✓ General LIST

Tap on the PDF for each of these pages to **deselect** the page. (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 special list pages, general list and instructions pages (listed at step 6).

To do this either:

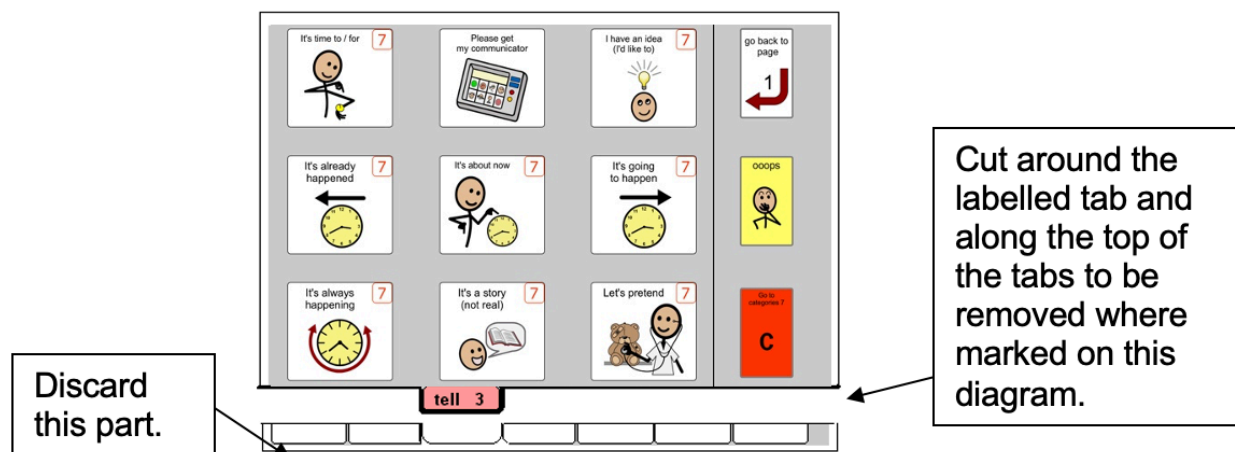
  - a. **Print the pages one at a time** by noting the number associated with each page and setting the print range to print from that page number to the same page number.
  - b. Tap on the PDF page number to **deselect all other pages** in the PODD book. The print range should automatically set to print 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 (directly from simPODD)

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
  - d. Print single sided (toggle double-sided to OFF)

## Cut out the book pages

Compile the set of pages to be used as book pages. Cut around the labelled tab and along the top of the other tabs on the page. Repeat for every page of the page set and put aside. Discard excess. See diagram below.



Repeat for every page of the PODD book.

## Laminate the pages

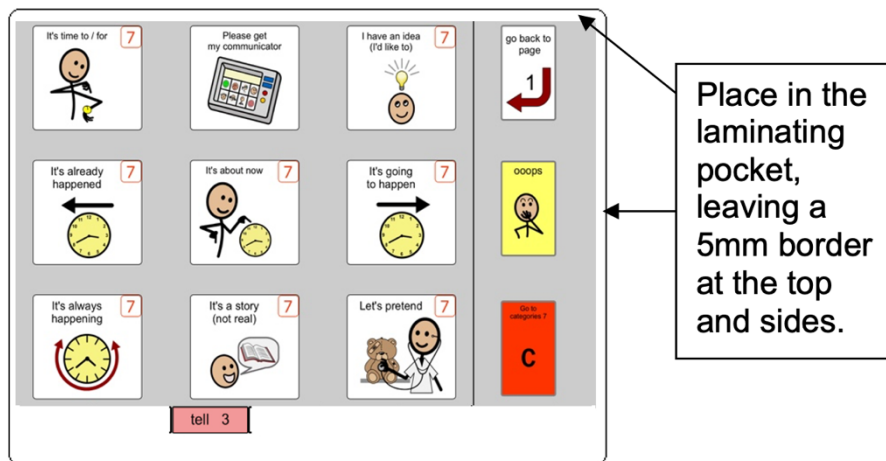
### Important information re: Laminate thickness

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.

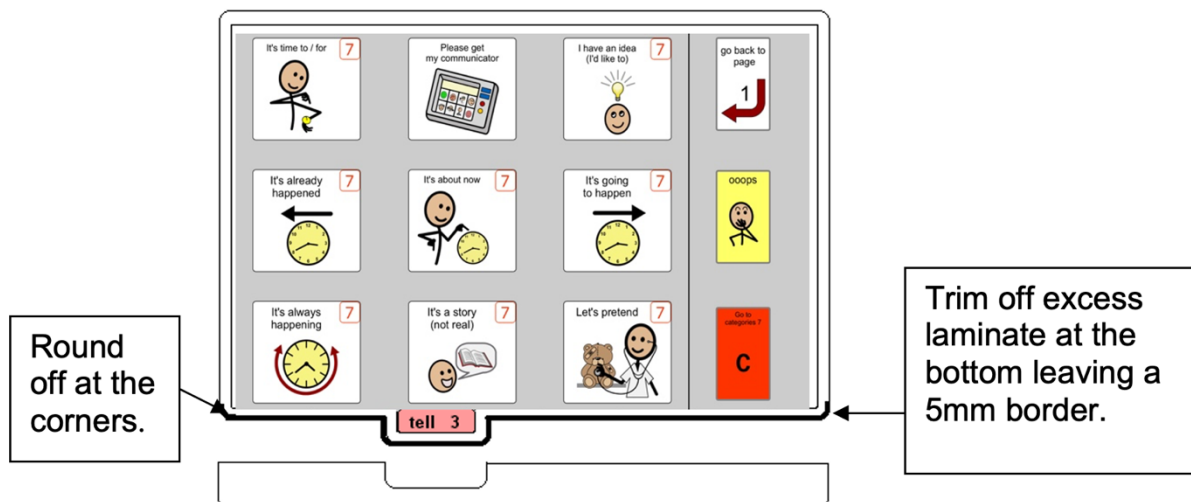
**DO NOT USE laminate thicker than 80 microns.**

1. Laminate the page set *01a main* through to *50 nappy/toilet* (or the optional *51f alphabet*) and the *instructions sticker*. Place each page in a laminating pouch, leaving a 5mm border at the top and sides of the page.

Note: **DO NOT** laminate any of the *optional 55 story* pages. These pages are filed at the back of the PODD book in plastic letter files so that they can be removed and filled in when necessary.

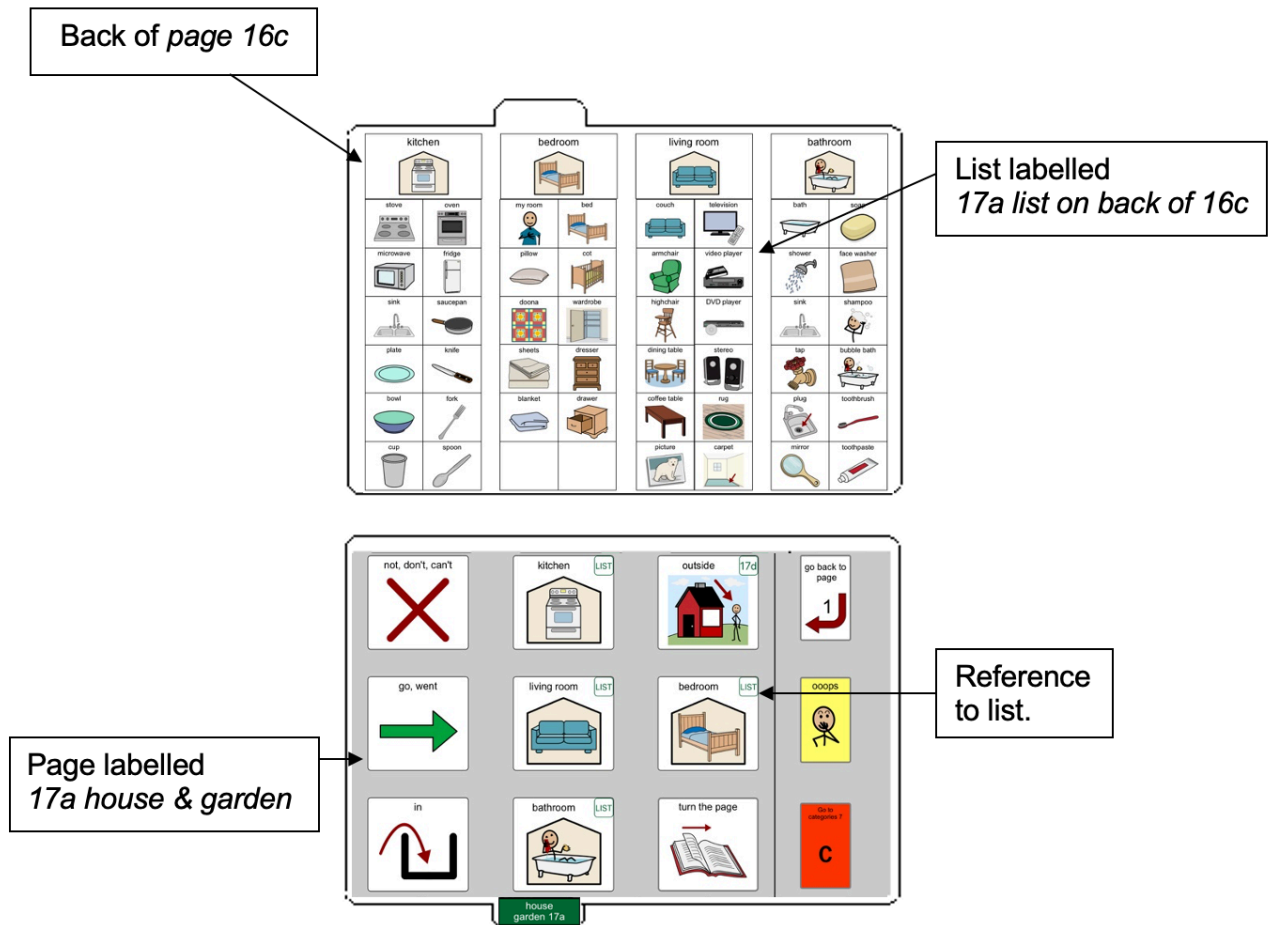


2. Trim off excess laminate along the bottom of the page leaving a 5mm border. Round off at the corners for safety.



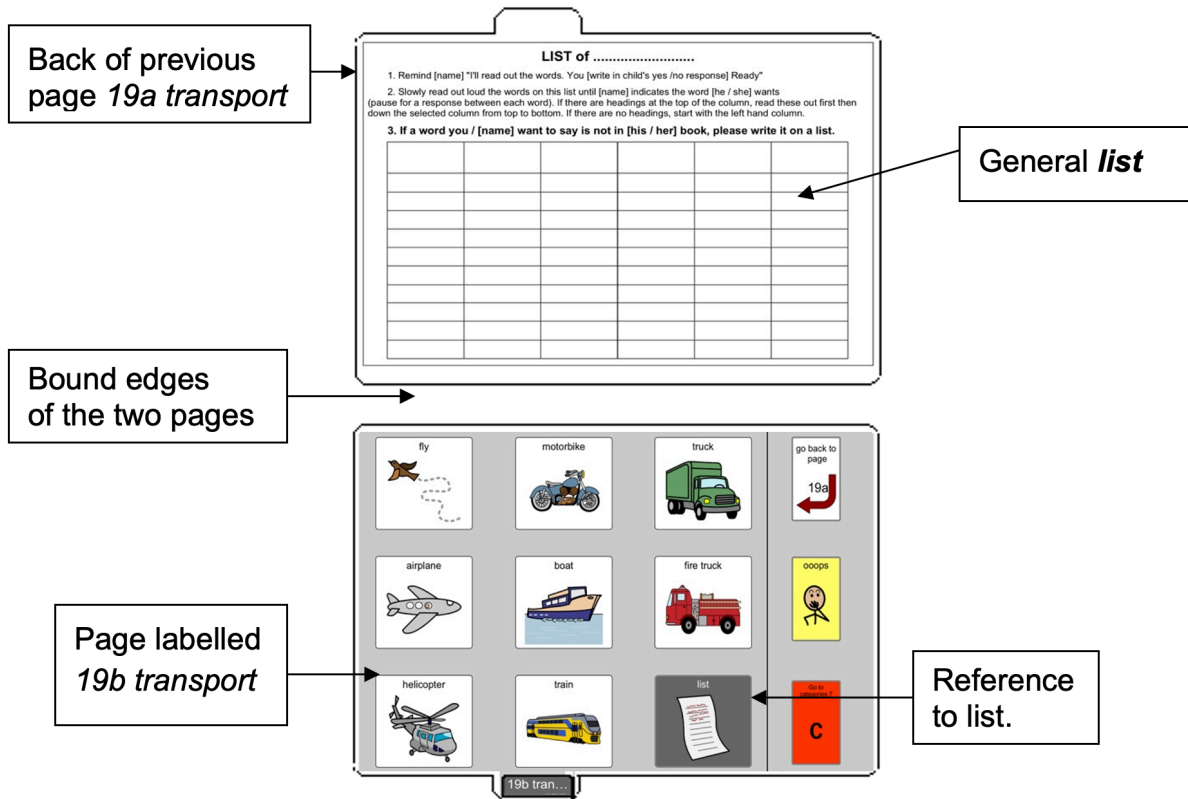
## Adding the Special Lists

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 which 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.

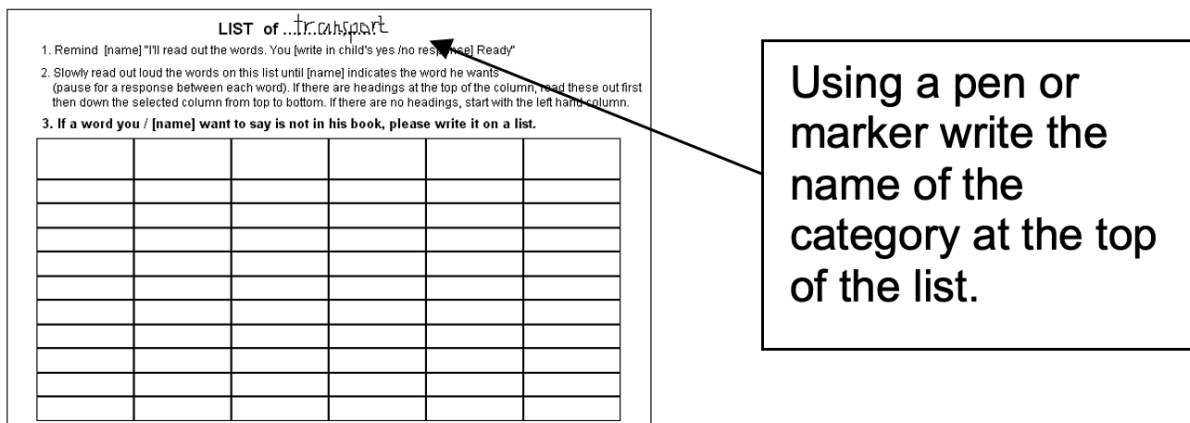


# Adding the General Lists

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.





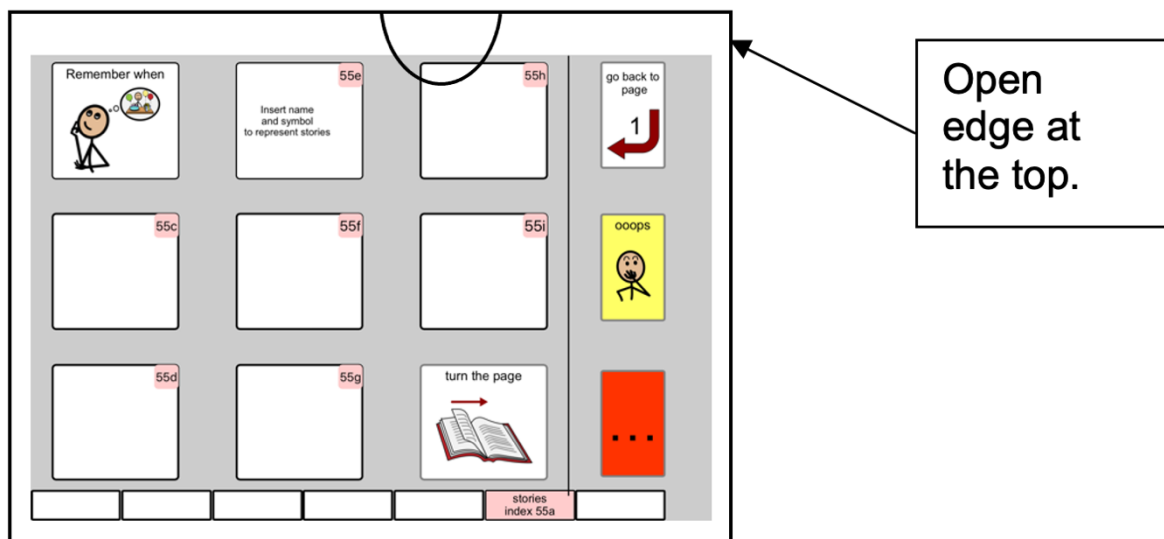
## Special Pages

This PODD book has optional anecdote pages (*55 story pages*). These pages are filed at the back of the book in clear plastic letter files so that the pages can easily be taken out and filled in with a pen.

**TIP** Anecdote pages are not laminated.

Note: A large number of templates for *55 story pages* are included with this page set. Including all of these pages in the PODD communication book would add significantly to the overall size and weight. Initially only include a few pages, e.g., *55a story index* and *55c-g story pages*. Additional pages can be added as required. If you are using a large number of anecdote pages consider the use of a separate folder (see *Information file*)

1. Slide each *55 story page* into a letter file so that the longer open edge of the letter file is at the top where the book will be bound.



2. File at the back of the PODD book.

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

## 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

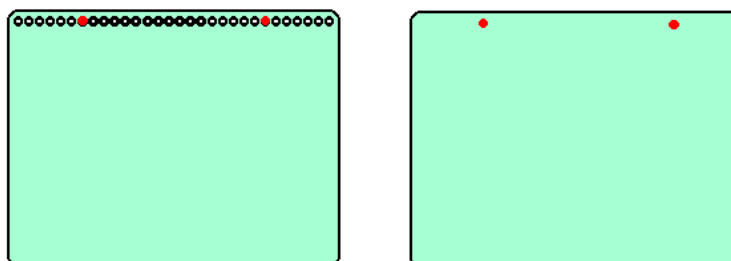
This one page opening style PODD communication book works best when the pages can be folded completely back under the open page. **DO NOT** put the pages in a ring binder, folder or use a comb binding that restricts the book folding back on itself as the book will be more difficult to handle in a range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