Construction for VEST version Group Book Early Functions

This document describes the construction of the VEST version for the Group expanded functions PODD book. An alternative construction file is available for the BOOK version of the group expanded functions PODD book.

It is possible to laminate all the pages for the VEST version of the early functions group book, but as the book will primarily be handled by adults (staff), it is recommended to make this book from waterproof paper.

Materials for constructing a waterproof paper book

Select waterproof paper that is 100gsm or 120gsm. Paper or cardboard with a higher gsm results in a book that is too thick to be manageable (i.e., thicker and heavier than a book laminated with 80micon laminate).

When using **waterproof paper,** it has been found useful **to still laminate pages *01, 02 and 10c*** (or the last page of your customised book) **using 80micron matt laminate** to increase the durability of the first pages in the book and to attach the last page of the book to the vest.

For waterproof **paper books** you may choose to **print LIST** pages either on A4 stickers or A4 paper to be glued onto the back of 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)
- 2 x split key rings and a single hole punch OR spiral binder and coil
- A4 waterproof paper (approximately 20 sheets)
- A4 Label stickers – (one label per sheet) OR A4 paper and glue stick (approximately 15 sheets)
- 3 x Matt 80 micron laminating pouches
- 40cm hooked sticky back Velcro®
- 10cm loop (soft) sticky back Velcro®
- 34cm of regular (not sticky back) hook Velcro®

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 using the PDF thumbnails.
- Exporting to the computer also creates a backup PDF of your personalized PODD book.

Scaled printing is not recommended for this PODD book designed to be used to talk to a group of students.

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 (*01 main* to *10c group places*)

3. Load your printer with **A4 waterproof paper**.
4. Scroll through the thumbnail images to identify the PDF page number for the last page of the PODD book (*10c group places*).
5. Select Print. The print settings are:
   a. **Print pages (range): 1** to (**the number you identified at step 4**).
   b. Paper size: A4; Orientation: Landscape
   c. Print single sided

Print General Lists

6. Scroll though the PDF images and count the number of *go to list* instructions in your PODD book (an unaltered page set uses 15 lists).
7. Load your printer with **A4 sticker paper** (or plain A4 paper to glue the lists).
8. Scroll through the thumbnails to identify the PDF page number for the general *list* template. This number depends on your customisation.
9. Select Print. The print settings are:
   a. **Print pages (range): the number for the *list* page identified at step 8.**
   b. **Number of copies: the number you identified at step 6 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.

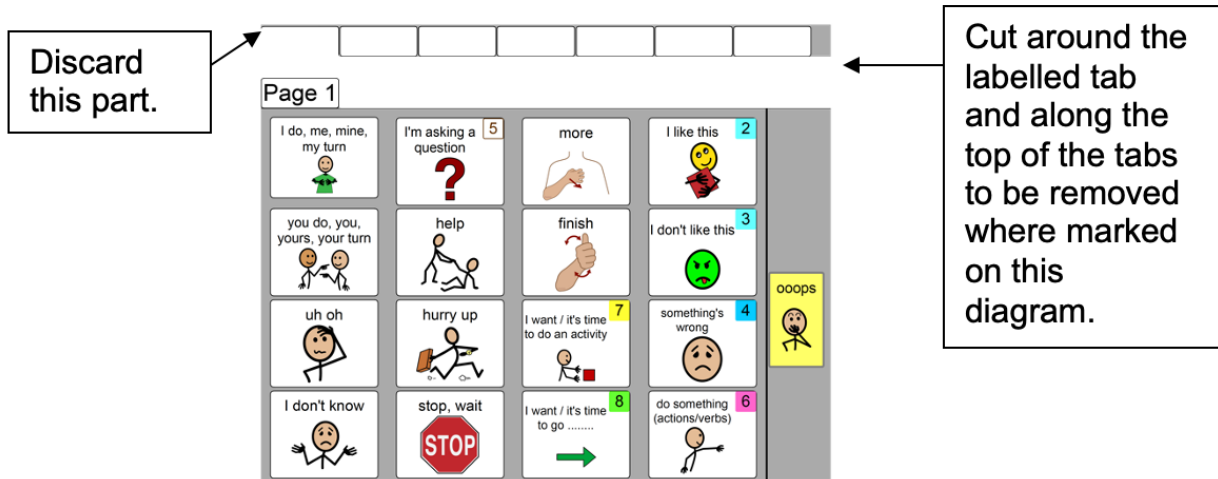## Print Main Pages (*01 main* to *10c group places*)

5. Load your printer with **A4 waterproof paper**.
6. Scroll through the thumbnail images to find the *list* page*.* Tap on the page number to **deselect** this page. (This pages will be printed later on A4 stickers)
7. Select Print. The print settings are:
   a. Print Range: Should automatically set to skip the list page.
   b. Paper size: A4; Orientation: Landscape
   c. Print single sided (toggle double-sided to OFF)

Print General Lists

8. Scroll though the PDF images and count the number of *go to list* instructions in your PODD book (an unaltered page set uses 15 lists).
9. Load your printer with **A4 sticker paper** (or plain A4 paper to glue the lists).
10. Scroll through the thumbnails to identify the PDF page number for the general *list* template*.* This number depends on your customisation.
11. Select Print. The print settings are:
   a. **Print Range: the number for the *list* page identified at step 10.**
   b. **Number of copies: the number you identified at step 8 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. Cut around the labelled tab and along the top of the page. Discard excess. See diagram below.

Discard this part.

Cut around the labelled tab and along the top of the tabs to be removed where marked on this diagram.

Repeat for every page of the PODD book and put aside. It is helpful to cut and keep the pages in number order for later use.
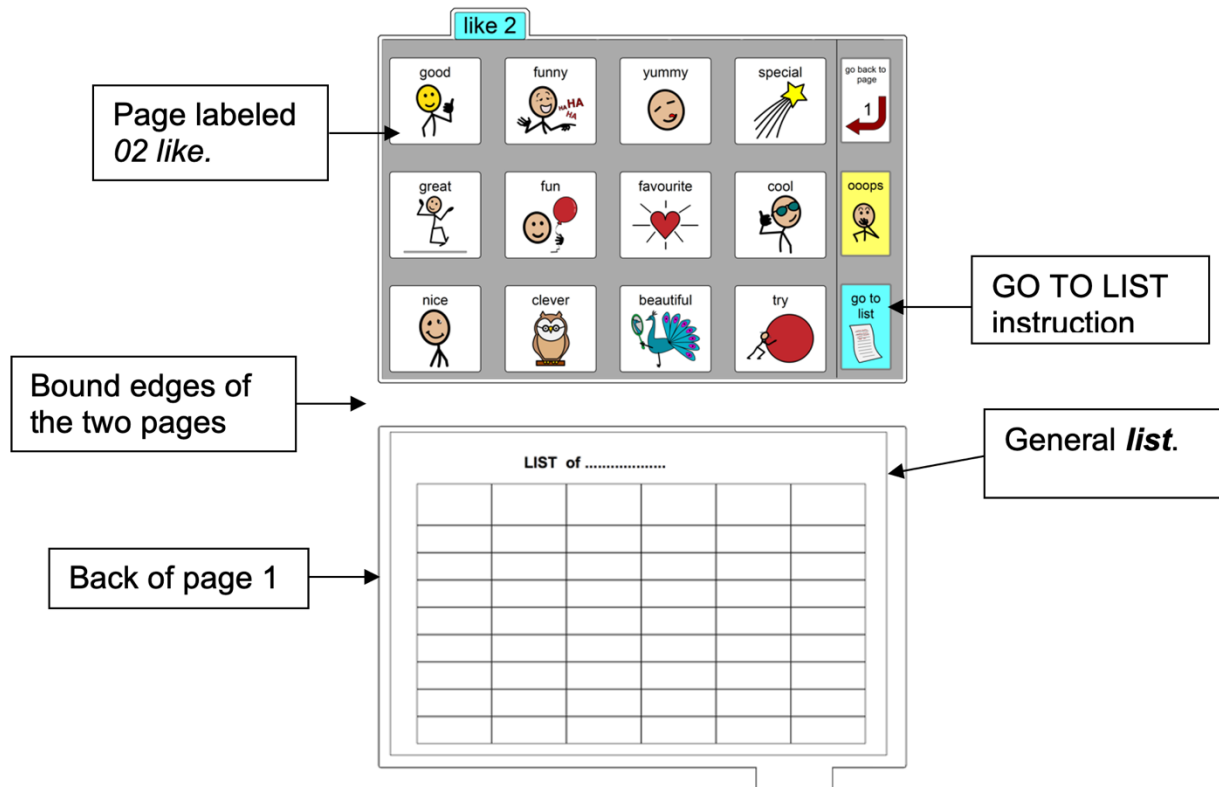
Laminate and re-cut key pages

1. Place the cut pages *01 main*, *02 like and 10c group places* (or the last page of the book in your customisation) in a laminating pocket, leaving a 5 mm border at the bottom and sides of the page.

2. Re-cut pages *01 main* and *02 branches* to trim off the excess laminate along the top of the page leaving a 5 mm border. Round off the corners of the laminate for safety. *10c group places* does not need to be trimmed.


Trim off excess laminate at the bottom leaving a 5mm border.

Place in the laminating pocket, leaving a 5mm border at the top and sides.
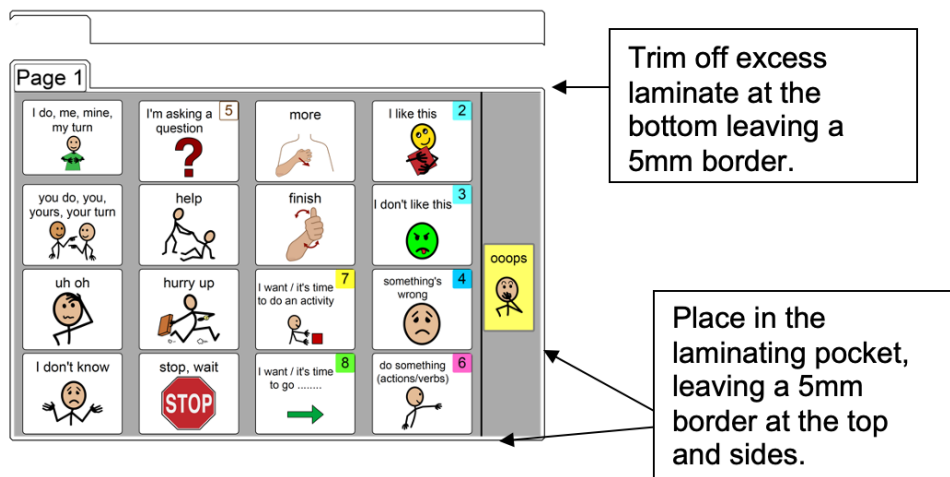
Add the General Lists

1. Check that **all** of the 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).

Page labeled *02 like.*

GO TO LIST instruction

Bound edges of the two pages

General *list*.

Back of page 1

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

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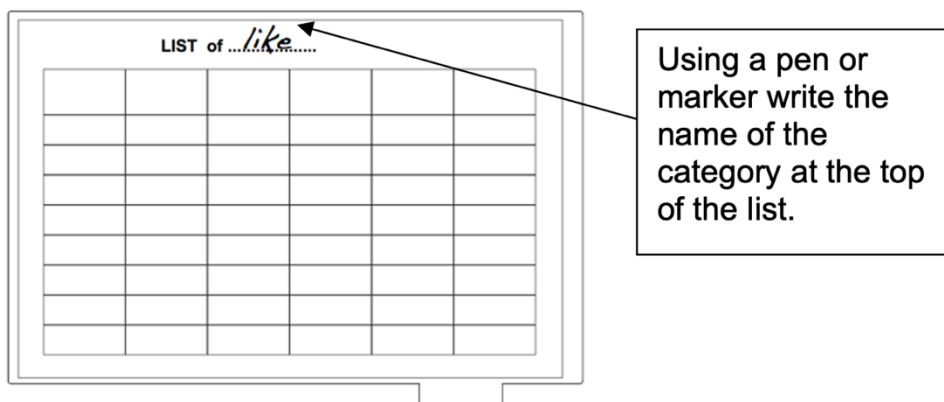
Binding

This book does not have a cover.

It is recommended to bind this book with split key rings or a spiral binding.

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.

Spiral binding

Bind as per the instructions for your spiral binding machine.

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. Using a single hole punch, punch two holes in the binding edge of each page approximately 8cm in from edge of the paper.

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.

# Attaching the PODD group book to a vest

1. Cut 2 x 20cm strips of hooked side sticky back Velcro®. Peel off the back and attach the Velcro® horizontally on the back of the last page *10c group places*.

Stick 2 strips of hooked Velcro® horizontally to the back of the last page *10c group places*.
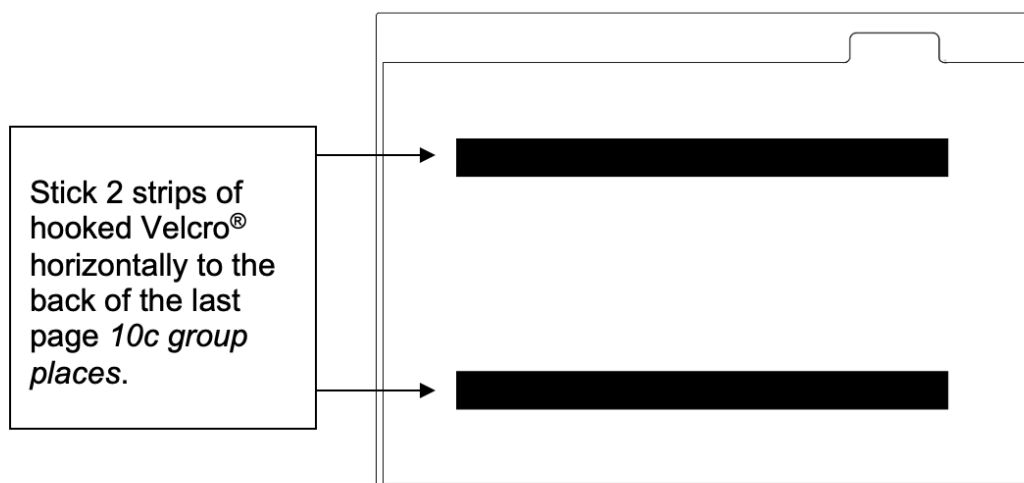
2. Cut the 10cm strip of loop (soft) sticky back Velcro® along the middle into two narrow strips.
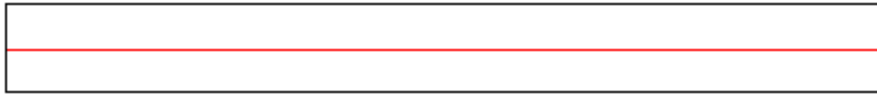
3. Attach one (cut in ½) strip down each side at the top of page *01 main*. Position the Velcro so that it doesn't cover the symbol cells.

Add 2 vertical strips of soft sided Velcro® to each side of page 01 main.
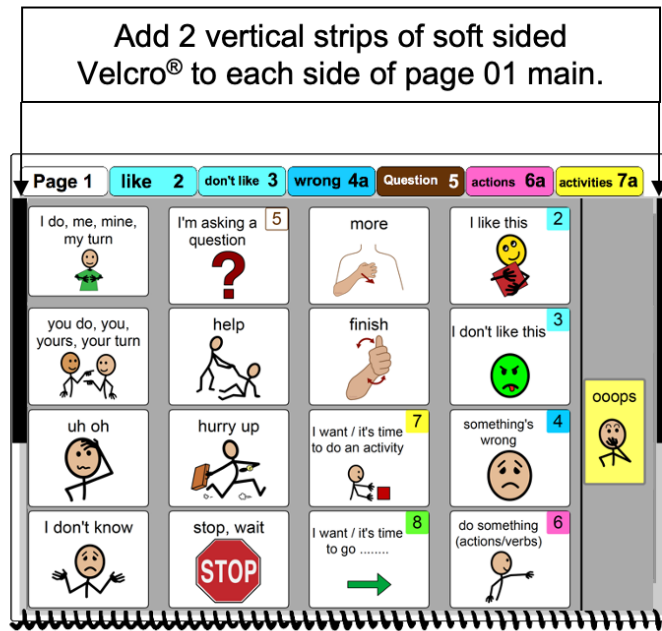
4. Put your vest on. Place the PODD book in a comfortable position on the vest (check that you can read the tabs). Secure it in place with the Velcro® strips on the back of the PODD book.

5. Cut 2 strips of plain (not sticky backed), hooked Velcro® approximately 17cm long. Attach the bottom part of this hooked Velcro® strip to the soft Velcro® attached to the side of the front page of the PODD book. The top part of the Velcro® strip attaches to the vest to hold the book closed.

Use 2 Velcro® strips to hold the book closed by attaching it to the Velcro® on the PODD book and the vest.