

## Construction

### 9 per page expanded functions, one page opening Modified for pick-up and give/show access

#### Selecting pages to include with pick-up and give/show access.

Pick-up and give/show access requires two copies of each page. One copy becomes a page in the book. The second copy is cut into individual cards and attached to the book page with Velcro® or double sided sticky tape. The individual cards and Velcro® add extra thickness and weight to the communication book. It is therefore advisable to consider which pages need to be included in the communication book and/or modified for pick-up and give/show access.



Options for providing individuals who need to use a pick-up and give/show access method with this range of vocabulary include:

- Reduce the number of pages in the PODD communication book that include the extra single cards by making separate activity displays with pull off symbols and leaving the activity pages in the PODD book without the pull off symbols. These separate activity displays will need to be positioned in the individual's environments so that they are readily accessible. You may need to create multiple copies of displays for activities that occur in more than one environment. You could also choose to make a supplementary "activity display" folder that is carried with the individual, and their PODD book, in multiple environments. Maintaining the page numbers from the PODD book pages on these displays with an index at the front of the folder may assist partners to locate the required display more efficiently. Using a ring binder for the extra displays allows for the pages to be taken out and used singly during the relevant activity. This will allow more space to position the individual's PODD communication book so that it is also readily available during the activity.
- Only include the additional symbol cards in sections that are more frequently used. For example, if an individual is less interested in transport or animals you could initially leave these sections in the book without the additional symbol cards for pick-up and give show. Symbol cards could be easily added to the section as interests expand.
- Only add individual symbol cards to pages the communicator will frequently use to expressively communicate. This may be a reasonable compromise for individuals who benefit from pick-up and give/show to expressively communicate but are able to follow a partner's light/finger point for receptive communication.
- Only include high use vocabulary in each section, i.e. be more selective about which vocabulary to include in each section to reduce the number of pages in each section. You may choose to place other vocabulary on a symbol list.
- Consider whether the individual could manage more on a page, e.g. use a 12 or 16 per page *expanded functions* PODD book which has fewer pages. This may also be a reasonable compromise for pages primarily used by others to provide receptive input.
- Note: The optional 55 topic pages are not recommended with pick-up and give/show access.

Remember that the aim is to support individuals to develop their ability to understand and use direct pointing access.

## Materials

PODD books constructed for **pick-up and give/show access need to be laminated. DO NOT USE laminate thicker than 3 Mil 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 one extra mil on each page can significantly add to the weight and thickness of the whole communication book. Also be aware that extremely thin laminate (e.g., 1-1.5 Mil) is not appropriate for pick-up and give/show access. Matt finish laminate is recommended to reduce glare on communication book pages.

The individual symbol cards can be attached to the main pages using either sticky back Velcro® or double-sided sticky tape. The hook and loop Velcro® creates space between the card and the page making it easier to grasp the symbol card to pick it up off of the page. Using double-sided sticky tape results in a flatter and thinner book but can make it more difficult to lift the card off the page. The sticky tape also requires regular maintenance, replacing the sticky tape when it gets dirty.

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
- Color printer
- Laminator
- (Computer – recommended)
- Letter sized plain paper
- Letter sized label stickers - one label per sheet (approximately 55 sheets\*)
- Matt, no thicker than 3 Mil, laminating pouches (a minimum of 170\* pouches to include symbol cards for frequently used sections and no activity displays) and pouch laminator OR a roll laminator with matt no thicker than 3 Mil laminate roll.
- Sticky back hook and loop Velcro® or double-sided sticky tape.
- Two letter sized pieces of thick plastic (e.g., cover stock, notebook cover or pocket folder - 8 ½ by 11 inches-) or two pieces of corrugated plastic sheets (8 ½ by 11 inches) for the covers. Select an appropriate thickness to be punched using your selected binding method.

### **To bind with a spiral**

- spiral binder and coil

### **To bind with rings**

- 3 x split key rings of appropriate size (available from stores that make keys such as hardware stores. Note: hinged notebook rings do not work well because they catch on laminated pages and open when using the book).
- A single hole punch or a three-hole punch
- A small amount of cloth duct tape

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

### **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 not recommended for pick-up and give-show access.

## 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 diaper/toilet)

4. Load your printer with **letter size 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 customization.
6. Select Print. The print settings are:
  - a. **Print pages (range): 1 to (the number you identified at step 5).**
  - b. Paper size: US Letter; Orientation: Landscape
  - c. Print single sided

**Print pages to make pull-off cards (01 main to 12c stores and 18 food/drink. Plus, other pages and sections, you select to add pull-off symbol cards)**

7. Load your printer with **letter size plain paper**.
8. Scroll through the thumbnail images to identify the PDF page number *12c stores*.
9. Select Print. The print settings are:
  - a. **Print pages (range): 1 to (the number you identified at step 8).**
  - b. Paper size: US Letter; Orientation: Landscape
  - c. Print single sided
10. Scroll through the thumbnail images to identify the PDF page number *18 food/drink* (and any other pages you want to add symbol cards).
11. Select Print. The print settings are:
  - a. **Print pages (range): the page numbers you identified at step 10).**
  - b. Paper size: US Letter; Orientation: Landscape
  - c. Print single sided

**Print Special Lists and Instructions**

12. Load your printer with **letter sized label stickers** (one sticker per page).
13. 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.
14. 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: US Letter; Orientation: Landscape
  - c. Print single sided

**Print General Lists**

15. 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.
16. Load your printer with **letter sized label stickers** (one sticker per page)
17. Scroll through the thumbnails to identify the PDF page number for the general *list* template. This number depends on your customization.
18. 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: US Letter; 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 diaper/toilet or 52 / 55 optional pages)

5. Load your printer with **letter size 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 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: US Letter; Orientation: Landscape
  - c. Print single sided (toggle double-sided to OFF)

### Print pages to make pull-off cards (01 main to 12c stores and 18 food/drink. Plus, other pages and sections, you select to add pull-off symbol cards)

8. Load your printer with **letter size plain paper**.
9. Scroll through the thumbnail images to identify the PDF page number *12c stores*.
10. Select Print. The print settings are:
  - a. **Print pages (range): 1 to (the number you identified at step 9).**
  - b. Paper size: US Letter; Orientation: Landscape
  - c. Print single sided
11. Scroll through the thumbnail images to identify the PDF page number for *18 food/drink* (and any other pages you want to add symbol cards to).
12. Select Print. The print settings are:
  - a. **Print pages (range): the page numbers you identified at step 11).**
  - b. Paper size: US Letter; Orientation: Landscape
  - c. Print single sided (toggle double-sided to OFF)

## Print Special Lists and Instructions

13. Load your printer with **letter sized label stickers** (one sticker per page).
14. Repeat steps 1 - 4.
15. 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.
16. Select Print. The print settings are:
  - a. Print Range: (as per step 15)
  - b. Paper size: US Letter; Orientation: Landscape
  - c. Print single sided (toggle double-sided to OFF)

## Print General Lists

17. 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.
18. Load your printer with **letter sized label stickers** (one sticker per page).
19. Scroll through the thumbnails to identify the PDF page number for the general *list* template. This number depends on your customization.
20. Select Print. The print settings are:
  - a. **Print Range: the number for the *list* page identified at step 19.**
  - b. **Number of copies: the number you identified at step 17 above.**
  - c. Paper size: US Letter; 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. Discard excess. See diagram below.



Repeat for every page of the PODD book.



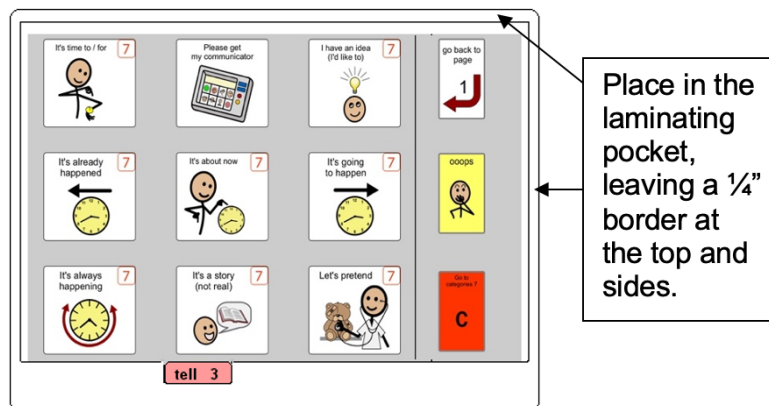
## Laminate the book and the individual card pages

### Important information re: Laminate thickness

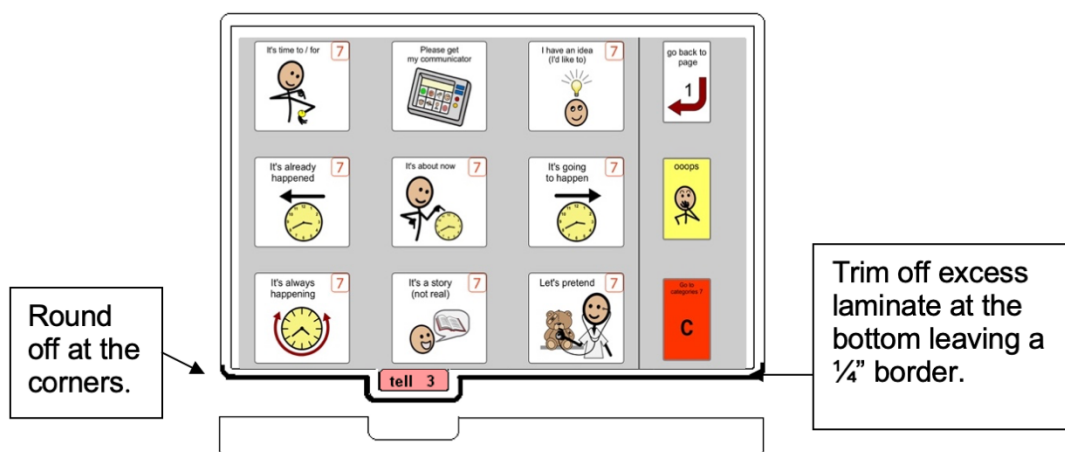
PODD communication books have many pages to laminate. Even an extra mil on each page can significantly add to the weight and thickness of the whole communication book.

**REMEMBER TO USE 3 Mil or less – NOT thicker – laminate.**

1. Laminate all of the duplicate pages to be made into individual cards for pick-up and give/show access. Put them aside.
2. Laminate the page set *01a main* through to *50 diaper/toilet* (or the optional *51f alphabet*) and the *instructions sticker*. Place each page in a laminating pouch, leaving a ¼" border at the top and sides of the page.

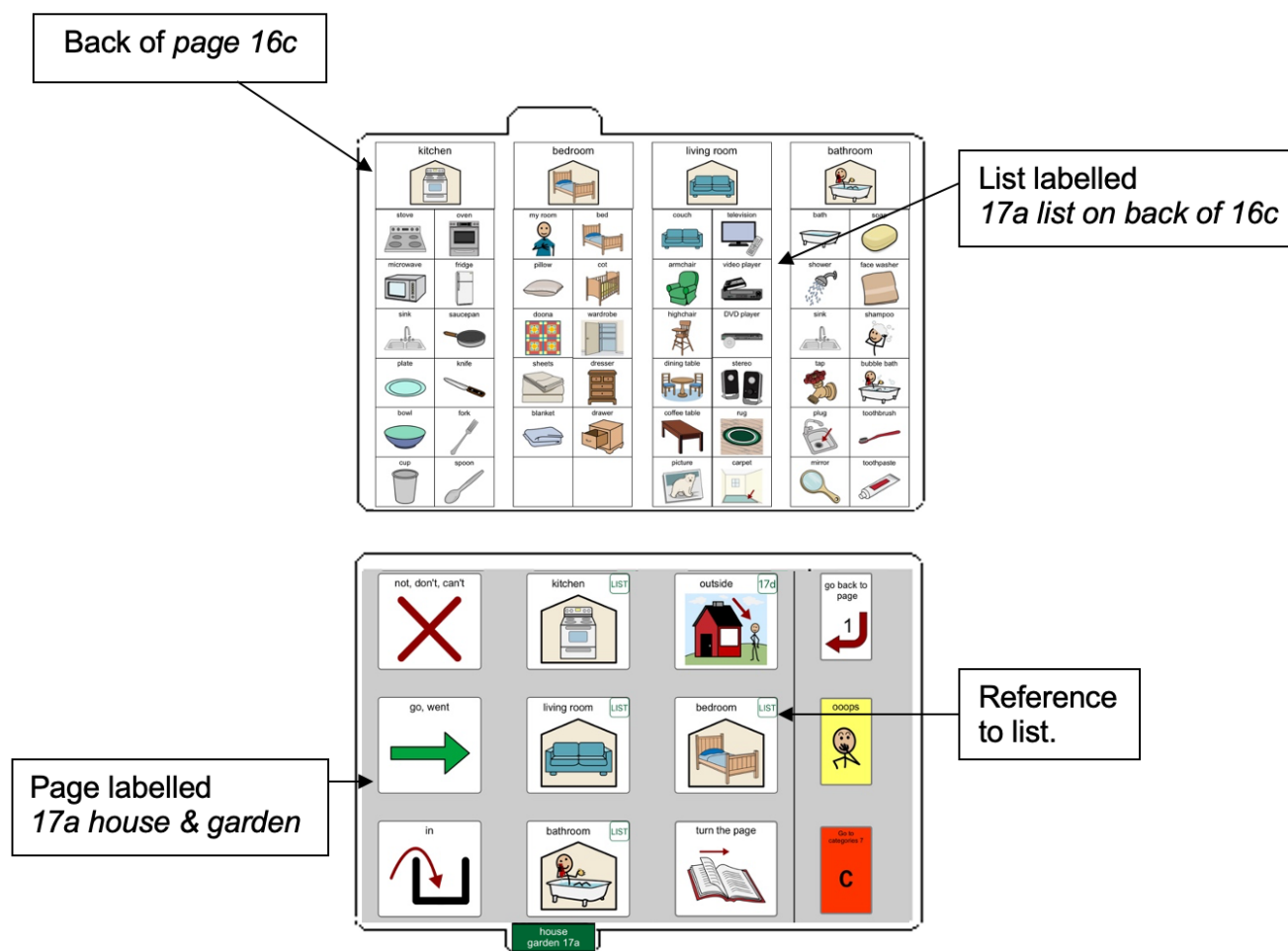


3. Trim off excess laminate along the bottom of the page leaving a ¼" border. Round off the corners for safety.



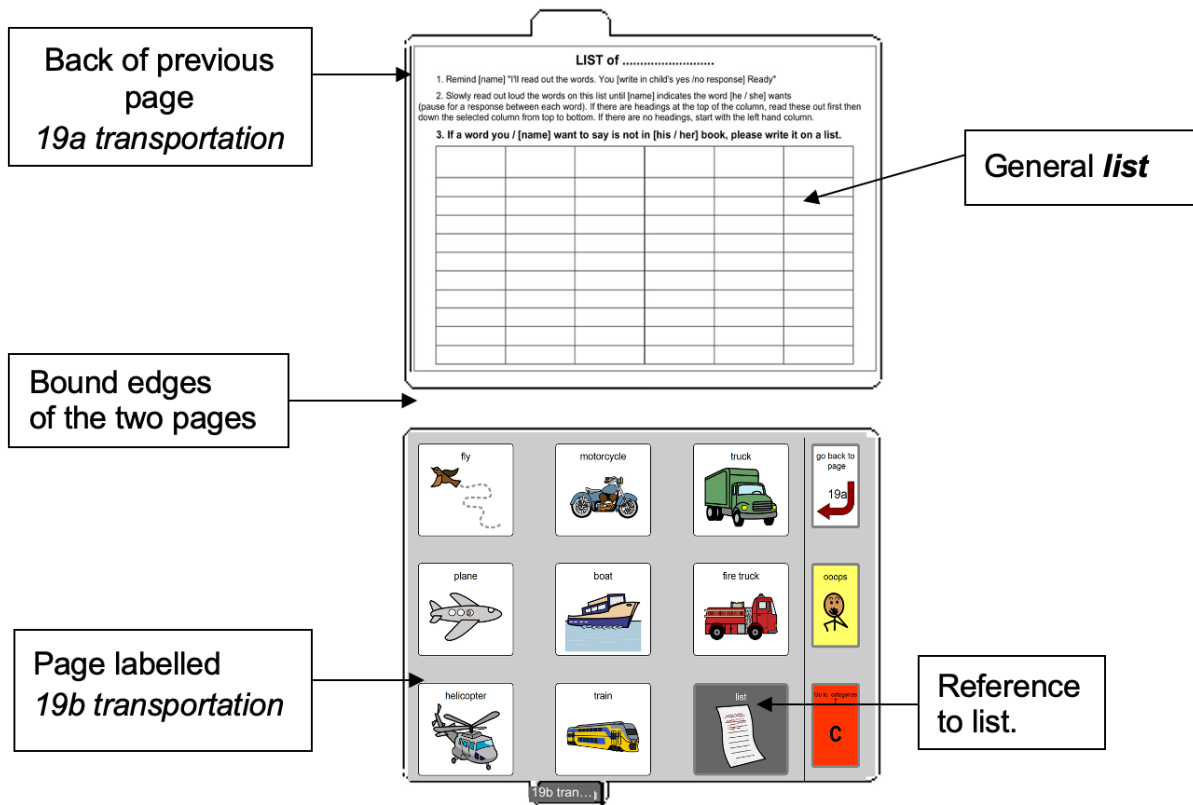
## Adding the Special Lists

1. Trim the *special list* stickers close to the edges of the list border.
2. Put the laminated pages in communication book page order.
3. 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.
4. 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.

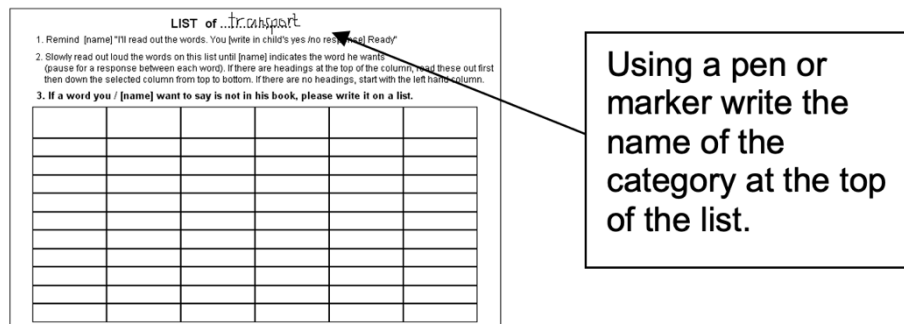


# Adding the General Lists

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.



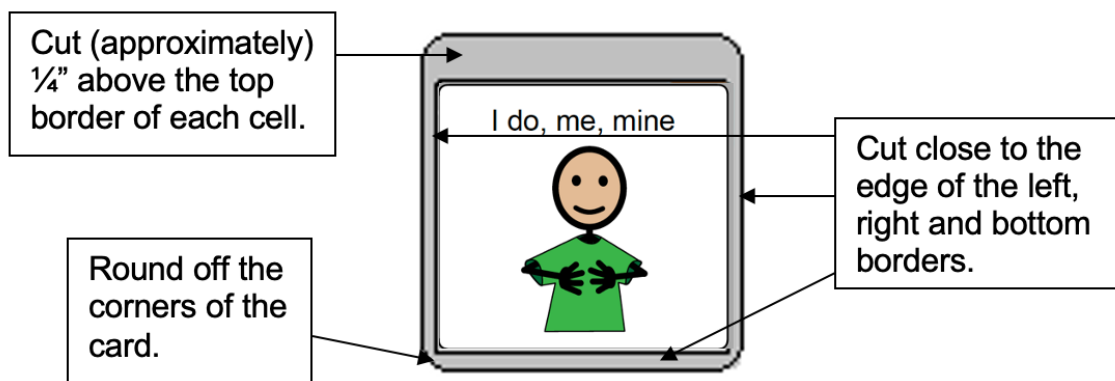
3. Using a pen or marker write the name of the category at the top of the list.



## Cut out the individual symbol cards.

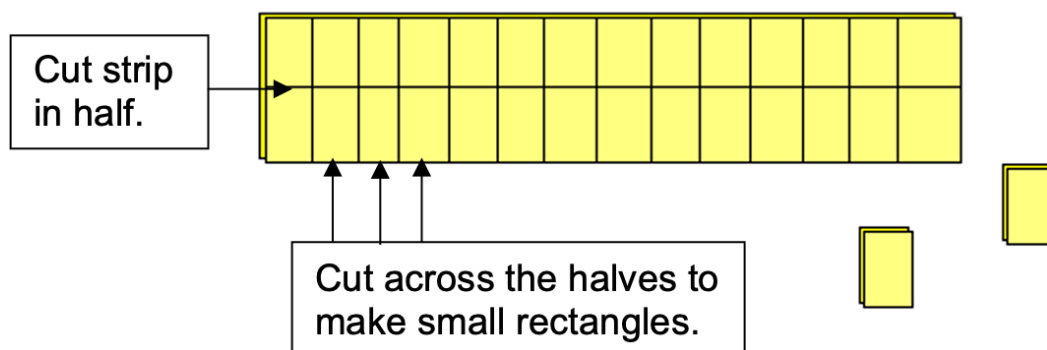
**TIP** Cut out and attach cards to the pages one page at a time. (See below)  
This saves time hunting for the right page to attach each card.

1. Take the second copy of the laminated pages.
2. Cut out each symbol close to the left, right and bottom of the cell borders. Cut approximately  $\frac{1}{4}$ " above the top cell border. This leaves space to attach the card to the book page without covering the symbol with Velcro®. Round off the corners.

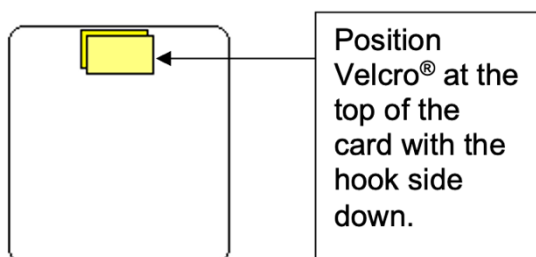


## Attach the cards to the book pages with Velcro®

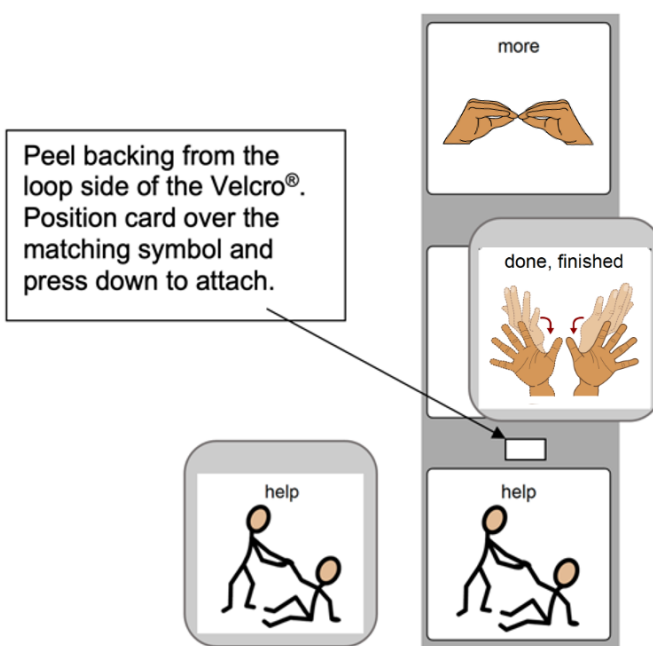
1. Attach hook and loop Velcro® strips to each other and cut into small rectangles (cut the strip in half lengthways, and then cut across the two halves of the strip to make small rectangles).



2. Peel the paper backing off the hook (hard) side of the pair and attach it to the top of the back of the individual card (on the strip above the cell border).



3. Peel the paper backing off the loop (soft) side of the Velcro®. Align the card over the top of the corresponding symbol on the book page. Push down to attach the Velcro® to the book page.



### **Alternative: Attach the cards to the book pages using double-sided sticky tape**

1. Stick a small strip of double-sided sticky tape above each symbol on the page.
2. Align the card over the top of the corresponding symbol on the book page. Push down to attach the card to the sticky tape.

Note: the sticky tape will need to be replaced as it becomes dirty and less sticky over time.

## Make the Cover

To create the covers, you will need:

- Laminated *instructions for back cover* printed on a letter sized label sticker.
- Two letter sized pieces of thick plastic. Make sure to round off any sharp corners on the covers.

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

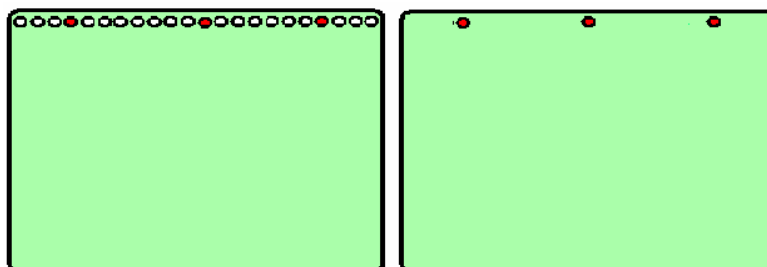
## Binding the PODD book

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.** 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.

## Binding with split rings

1. Punch 3 evenly spaced holes across the top of every page and the cover. If you are using the covers of a Letter sized sheet protector presentation book, you can use the pre-existing holes on the cover and use the cover as a template to mark where to punch holes on the pages.



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 all 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 using a spiral that's too big, it takes longer to turn pages all the way over the excess spiral.

Bind as per the instructions for your spiral binding machine.