

## Construction

### 9 per page expanded functions

### 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®. The individual cards and Velcro® add extra thickness and weight to the communication book. This precludes the use of pick up and give/show access for all pages in the 9 per page expanded functions PODD as such a book would be too thick and heavy for practical use. It is therefore necessary to prioritise and select which pages will be included in the PODD communication book with pick up and give/show individual symbol cards.

Communication requirements for other vocabulary, not selected for inclusion in the PODD with a pick up and give/show access, will need to be met in other ways.

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

- Only add individual symbol cards to pages the child will frequently use to expressively communicate. This may be a reasonable compromise for children 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. The deleted vocabulary can be added to a symbol list in the communication book.
- Reduce the number of pages in the PODD communication book by making separate activity displays and removing those activity pages from the PODD communication book. These separate activity displays will need to be positioned in the child's environments so that they are readily accessible to the child and their partners. You may need to create multiple copies of displays for activities that occur in more than one environment. You could choose to make a supplementary "activity display" folder that is carried with the child, and their PODD, in multiple environments. Maintaining the page numbers from the PODD pages on these displays with an index at the front of the folder may assist partners to more efficiently locate the required display. Using a ring binder allows for displays (pages) to be taken out and used singly during the relevant activity. This will allow more space to position the child's PODD communication book so that it is also readily available during the activity.
- Consider whether the child could manage more on a page, e.g. use a 12 or 16 per page PODD template which has fewer pages. This may also be a reasonable compromise for pages primarily used by others to provide receptive input.

## Materials & Equipment List

- Color printer
- Laminator
- Scissors
- Two **letter sized** pieces of thick plastic (e.g. the covers of sheet protector presentation books) or two pieces of thick laminated cardboard 8 ½ by 11 inches in size.
- 2 x split key rings and a single hole punch OR spiral binder and coil
- Letter size plain paper (approximately 150 sheets)
- Letter size Label stickers – (one label per sheet) OR Letter size paper and glue stick (approximately 65 sheets)
- Matt 80 micron laminating pouches (approximately 150 sheets)
- Stick on white Velcro dots or Velcro hook and loop strips

## Printing main pages for pickup and show/give access



*01a main to 50 nappy/toilet – plus any selected optional pages.*

**REMEMBER to print TWO copies of each page with pick up and give/show individual symbol cards.**

### TIPS



- Printing directly from simPODD on your iPad requires a wifi enabled printer (see your printer manual for details)
- We recommend using the option print from your computer as it provides more control over the print settings.
  - Scaled printing is only available using the computer option
  - Exporting to the computer also creates a backup pdf of your personalized PODD book.

## To print from your computer:

1. Load your printer with letter size plain paper.
2. 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 share button  on the lower right side of the book you wish to print.
  - c. Select 'Mail' to email the PDF to your computer (Mac users can also use AirDrop)
3. On your computer open the PDF (It is easier to navigate through the pages using Thumbnail images. Set your software to show these).
4. Scroll through the pages to identify the PDF page number for the last page of the book (*50 toilet / nappy*). This number depends on your customization.

5. Select Print. Check in the print settings that paper size is Letter size and orientation is landscape.
6. Set to print pages from 1 to (the number you identified at step 4). Print.
7. Print duplicate pages to make individual symbol cards. Set the print range to include only the pages you have selected to make pick up and give/show. (It is recommended to make pick up and give/show symbol cards for all pages from *01a to 12c places and 18 food drink.*)

## To print directly from simPODD on your iPad:

1. Load your printer with letter size plain paper.
2. Select 'Books' from the drop-down menu  in the upper right corner.
3. Select the share button  on the lower right side of the book you wish to print.
4. Select 'Print' and set the printer you would like to print to.
5. Using the preview thumbnails, scroll through (swipe to the side) the previews until you reach last page of the book (*50 toilet / nappy*).
6. Tap on the preview image. Select *Stop after page [the current page number]*.
7. Confirm Options are 1-(page number selected at 6), single-sided, colour
8. Select 'Print' in the upper right corner.
9. Print duplicate pages to make individual symbol cards. In simPODD print preview, select to print only the pages you plan to make pick up and give/show. (It is recommended to make pick up and give/show symbol cards for all pages from *01a to 12c places and 18 food drink.*)
10. Select 'Print' in the upper right corner.

**TIP** Separate the duplicates from the main book pages for later use.

## Printing the lists and instruction page

### ***Special lists and Instructions***



The following pages are printed onto letter sized stickers. Select the pages to suit your customised PODD.

- ✓ 09 people list
- ✓ 17a, 17b & 17e lists
- ✓ 18 list OR 18b and 18c symbol lists (optional)
- ✓ 21b & 21c animal symbol lists (possibly)
- ✓ Instructions back cover – pick up and give/show

## To print from your computer:

1. Load your printer with letter size sticker paper.
2. On your computer open the PDF (It is easier to navigate through the pages using Thumbnail images. Set your software to show these).
3. Scroll through the pages to identify the PDF page number for *09 people list*. This number depends on your customization.
4. Select Print. Check in the print settings that paper size is letter size and orientation is landscape.
5. Set to print the page number you identified at step 3. Print.
6. Repeat steps 3-5 for the rest of the lists, any additional lists and *Instructions back cover*.

## To print directly from simPODD on your iPad:

1. Load your printer with letter size sticker paper.
2. Select 'Books' from the drop-down menu  in the upper right corner.
3. Select the share button  on the lower right side of the book you wish to print.
4. Select 'Print' and set the printer you would like to print to.
5. Using the preview thumbnails, scroll through (swipe to the side) the previews until you reach the page *09 people list*.
6. Tap on the list and select 'Start at Page [number of the page]'. Tap page again and select 'Stop After Page [number of the page]'.
7. Scroll through the preview to *17a list*.
8. Tap on the list and select 'Add page [number of the page]'.
9. Repeat for the rest of the lists, any additional lists and *Instructions back cover*.
10. Select 'Print' in the upper right corner.

### **General Lists**



Check that the instructions are correct for the child and that the child's name has been inserted. An unaltered page set requires 55 *lists*. You may need to adjust the number of lists you print to allow for your customization.

## To print from your computer:

1. Load your printer with letter size sticker paper.
2. Count how many general *list* pages you require.
3. On your computer open the PDF (It is easier to navigate through the pages using Thumbnail images. Set your software to show these).
4. Scroll through the pages to identify the PDF page number for the general list template. This number depends on your customization.

5. Select Print. Check in the print settings that paper size is letter size and orientation is landscape.
6. Set to print the page number you identified at step 4.
7. Set to print as many copies of the list as you require. Print.

### To print directly from simPODD on your iPad:

1. Load your printer with letter size sticker paper.
2. Count how many general *list* pages you require.
3. Select 'Books' from the drop-down menu  in the upper right corner.
4. Select the share button  on the lower right side of the book you wish to print.
5. Select 'Print' and set the printer you would like to print to.
6. Using the preview thumbnails, scroll through (swipe to the side) the previews until you reach the general list template.
7. Tap on the list and select 'Start at Page [*number of the page*]'. Tap page again and select 'Stop After Page [*number of the page*]'.  
*[number of the page]*
8. Use the '+' & '-' buttons to select as many copies of the list as you require.
9. Select 'Print' in the upper right corner.

## Constructing the book

You will need:

- Letter size 80 micron laminating pockets or a roll laminator
- Printed page set
- Second set of printed pages
- Scissors or blade knife (Stanley knife)
- Stick on white Velcro dots or Velcro hook and loop strips
- Glue stick

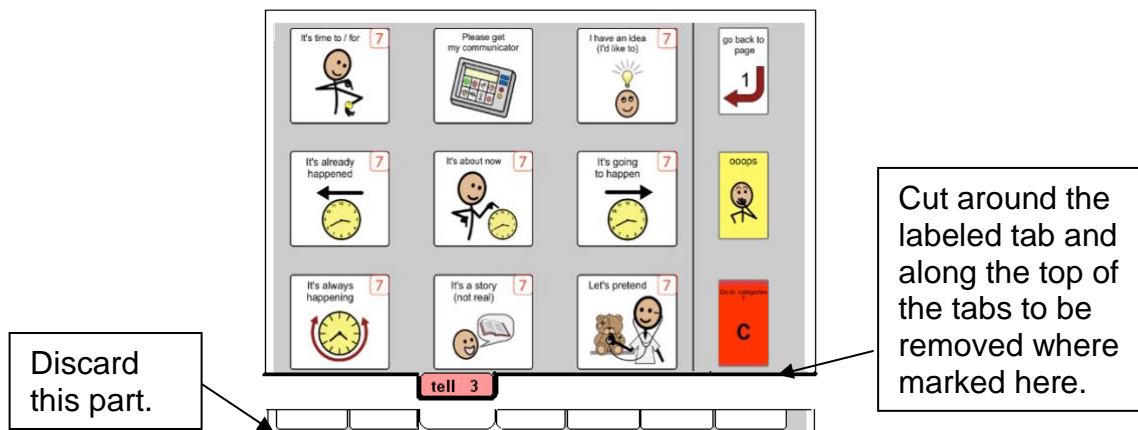
### Important information re: Laminate thickness

PODD communication 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.

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

## Cut out the book pages

1. Compile the set of pages to be used as book pages (i.e. NOT the duplicate set of pages that will be used to make individual symbol cards).
2. Using scissors or a blade cut around the labeled tab and along the top of the other tabs on the page (see diagram below).
3. Repeat for every communication book page and put aside. Discard excess

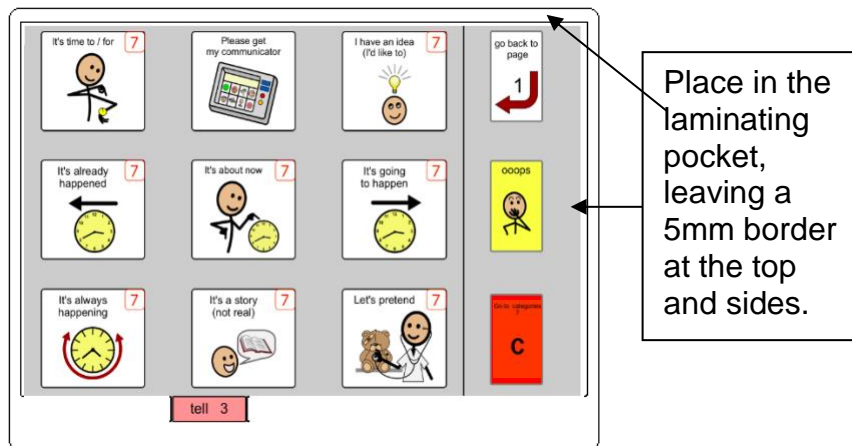


## Laminate the book and the individual card pages

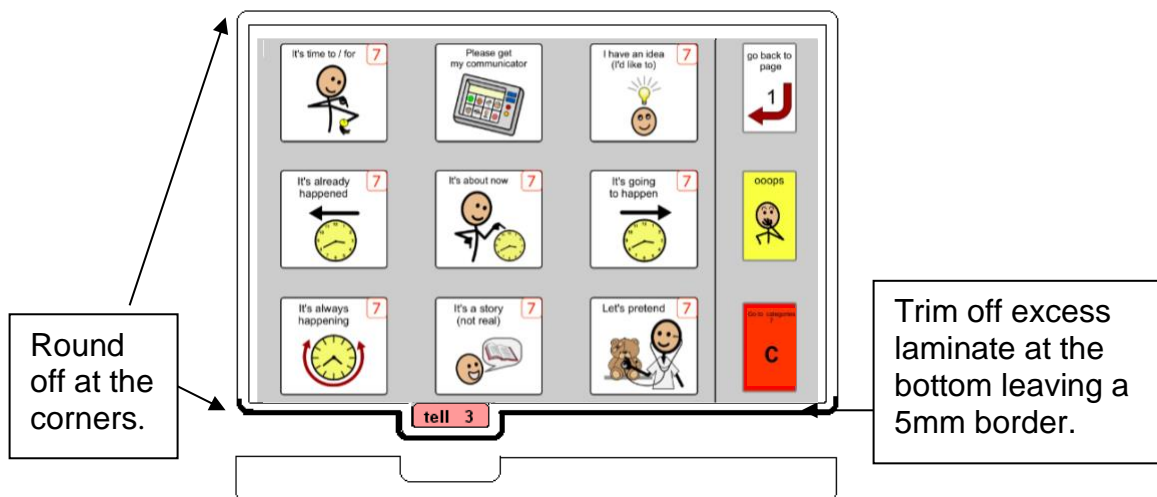
(Remember to use 80 micron – NOT thicker- laminate)

1. Laminate all 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 toilet/happy* (or the optional *51f alphabet*) and the *Instructions sticker- pick up and give show*. Leave a 5 mm border of laminate 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 in plastic letter files so that they can be removed and filled in when necessary.



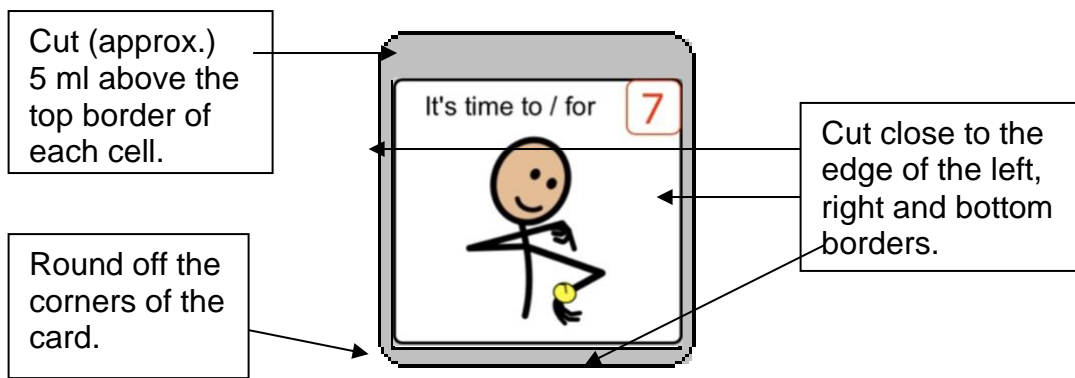
3. Trim off excess laminate from the bottom each book page leaving a 5 mm border. Round off at the corners for safety.



## Cut out the individual symbol cards.

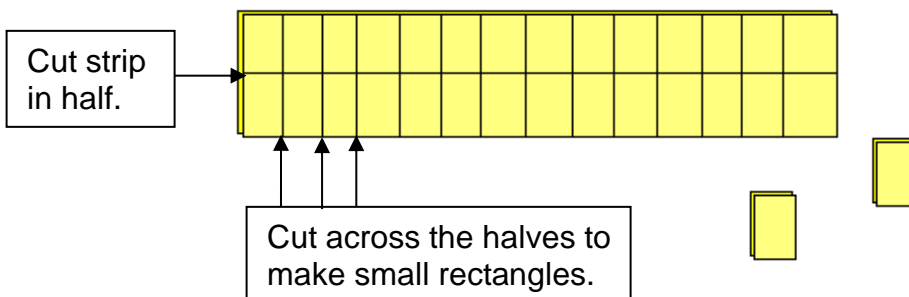
**TIP** Cut out and attach cards to the pages one page at a time. (See below)  
This saves time hunting for the right page to attach each card.

Take the second copy of the laminated pages and cut out each symbol close to the left, right and bottom of the cell borders. Cut approximately 0.5 cm 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.



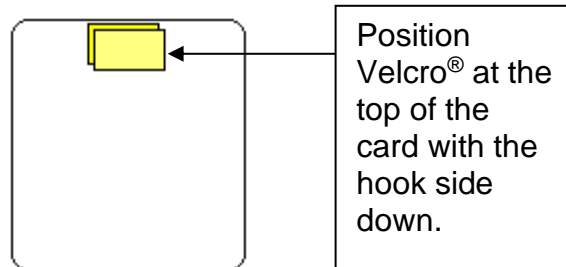
## Attach the cards to the book pages.

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 0.5cm rectangles).

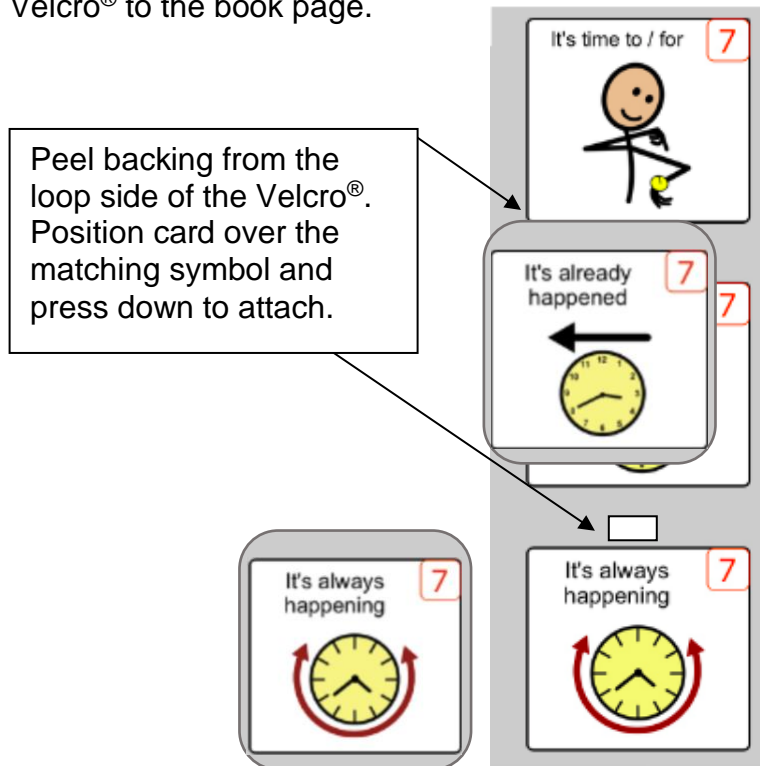




2. Peel the paper backing off the hook (hard) side of the pair and attach it to the top of the back of the individual card (on the strip above the cell border).



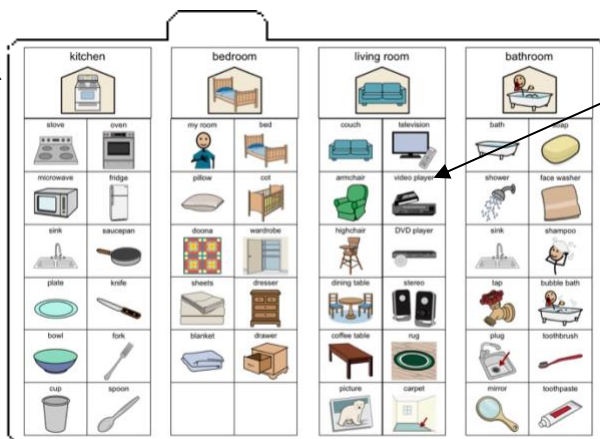
3. Peel the paper off the loop (soft) side of the Velcro®. Align the card over the top of the corresponding symbol on the book page. Push down to attach the Velcro® to the book page.



## Adding the Special Lists

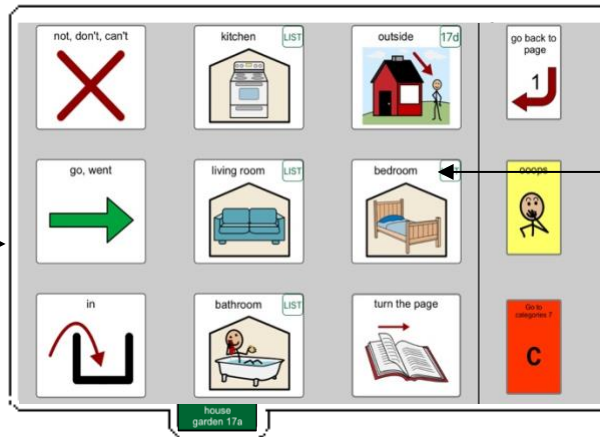
1. Put the laminated pages in communication book page order. Leaf through the communication book pages until you come to a section which has a special list. Turn to the page with the GO TO LIST instruction.
2. Trim the *special list* stickers close to the edges of the list border. Peel off the back of 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.

Back of page 16c



List labeled  
17a list on back of 16c

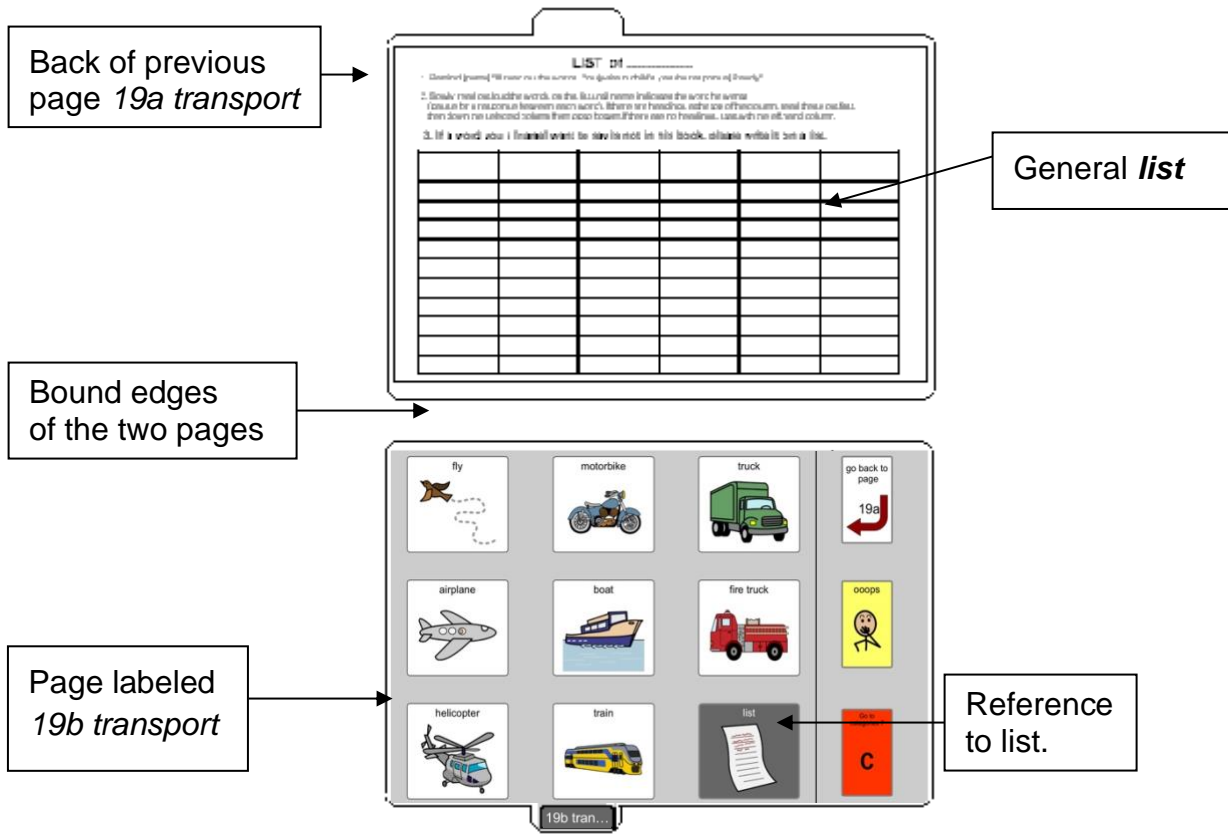
Page labeled  
17a house & garden



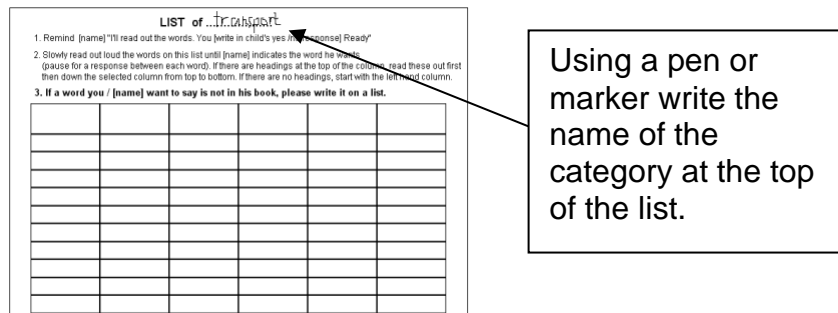
Reference  
to list.

# 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 type of PODD has *optional* anecdote pages. These pages are filed at the back of the PODD in plastic letter files so that the pages can be slipped out of the letter file to be written on.

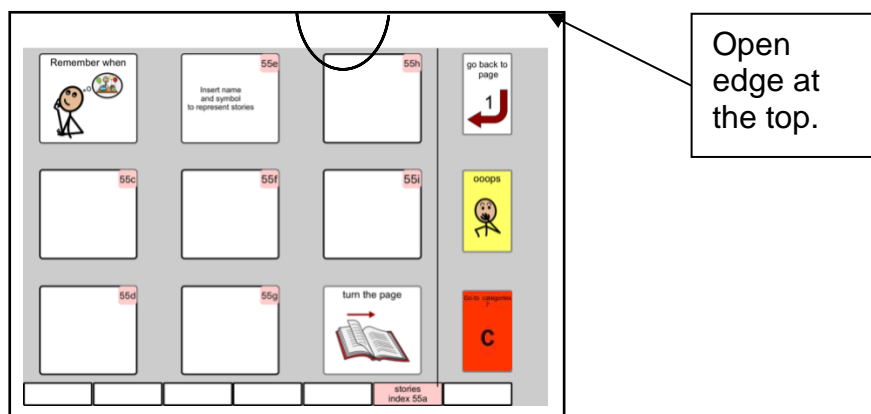
**TIP** Anecdote pages are not laminated.

You will need:

- Clear plastic letter files (available from most office supply stores).

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-e story* pages. Additional pages can be added as required. If you 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.

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

## Covering and Binding

To create the covers you will need:

- Laminated *instructions for back cover* printed on an A4 label sticker.
- Two **letter sized** pieces of thick plastic (e.g. the covers of sheet protector presentation books) or two pieces of thick laminated cardboard 8 ½ by 11 inches in size. Make sure to round off any sharp corners on the cover.

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

## Bindings

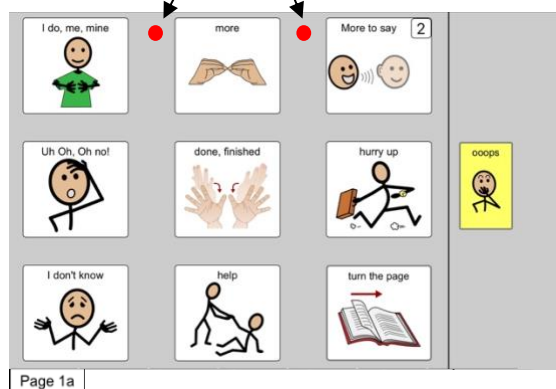
This type of PODD works best when bound with split rings or with a spiral binding. If you use a folder or comb binding, the PODD will not be able to fold back on itself, taking up more space and making it more difficult to handle.

### Binding with split rings

You will need:

- 2 split rings of appropriate size
  - Hole punch
  - Cloth tape
2. Mark where to punch the holes in your pages and covers away from the individual symbol cards, approximately 8 cm from the left side and 14 cm from the right hand side. Punch holes.

Ensure you punch holes between the cells away from the pull off and show cards.



3. Add pages and letter files to the split rings. You may choose to close the opening on the ring after the pages are in place with a small piece of cloth tape. This stops the pages catching in the rings when in use.

## **Spiral binding**

Bind as per the instructions for your Spiral Binding Machine.