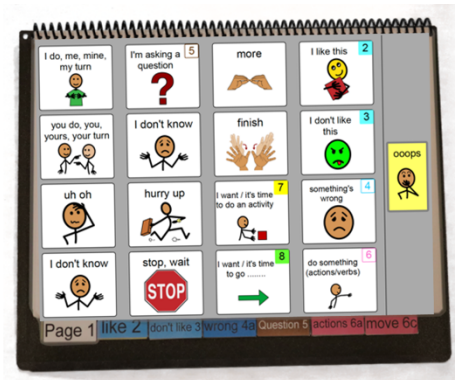


Construction for BOOK version Group Book Early Functions



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

It is possible to laminate all the pages for the BOOK 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 using 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 3 Mil or less – NOT thicker laminate).

When using **waterproof paper**, it has been found useful to **still laminate pages 01 and 02 using 3 Mil or less – NOT thicker matt laminate** to increase the durability of the first pages in the book.

For waterproof paper books you may choose to print LIST pages either on Letter sized stickers or Letter sized 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
- Color printer
- Laminator
- (Computer – recommended)
- Two letter sized pieces of thick plastic (e.g., cover stock, notebook cover or pocket folder - 8 ½ by 11 inches-) for the covers. Or two pieces of thick laminated cardboard or corrugated plastic sheets (8 ½ by 11 inches).
- 3 x split key rings and a single hole punch OR spiral binder and coil

- Letter sized waterproof paper (approximately 20 sheets)
- Letter sized Label stickers – (one label per sheet) OR plain paper and a glue stick (approximately 15 sheets)
- 2 x Matt, no thicker than 3 Mil, laminating pouches

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 **Letter sized 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: US Letter; Orientation: Landscape
 - c. Print single sided

Print General Lists

6. Scroll through 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 **letter sized sticker paper** (or plain 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 customization.
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: 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 10c group places)

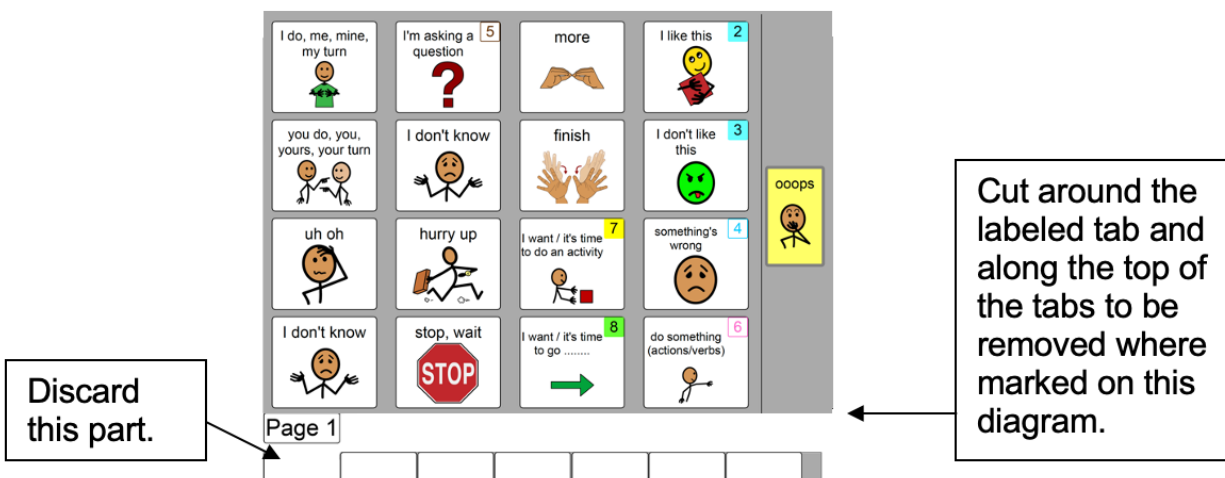
5. Load your printer with **Letter sized waterproof paper**.
6. Scroll through the thumbnail images to find the *list* page. Tap on the page number to **deselect** this page. (This pages will be printed later on stickers)
7. Select Print. The print settings are:
 - a. Print Range: Should automatically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

Print General Lists

8. Scroll through 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 **letter sized sticker paper** (or plain 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 customization.
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: US Letter; Orientation: Landscape
 - d. Print single sided (toggle double-sided to OFF)

Cut out the book pages

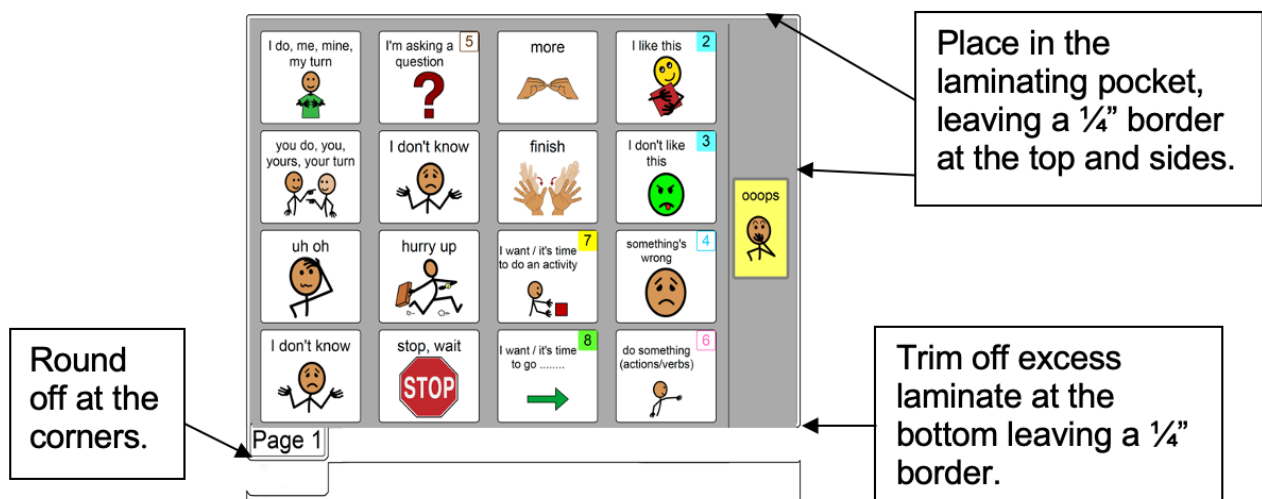
Compile the set of pages. Cut around the labelled tab and along the top of the other tabs on the page. Discard excess. See diagram below.



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

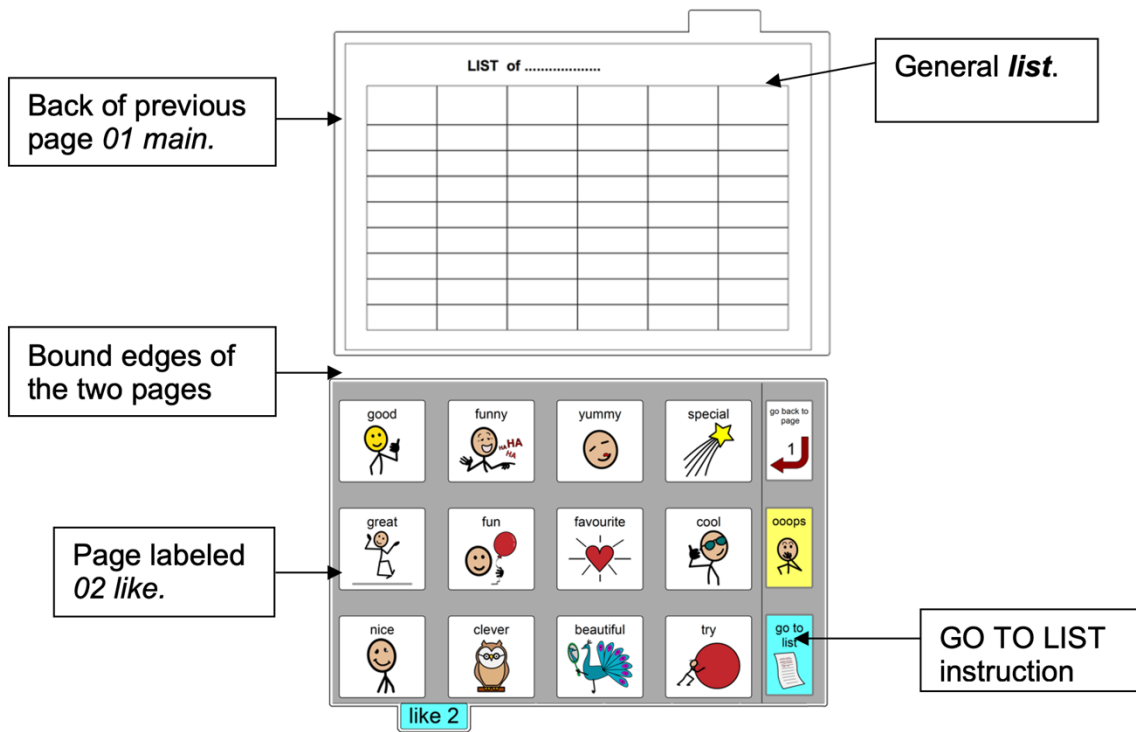
1. Place the cut pages *01 main* and *02 like* in a laminating pocket, leaving a 1/4" border at the top and sides of the page.
2. Re-cut pages *01 main* and *02 like* to trim off the excess laminate along the bottom of the page leaving a 1/4" border. Round off the corners or the laminate for safety.



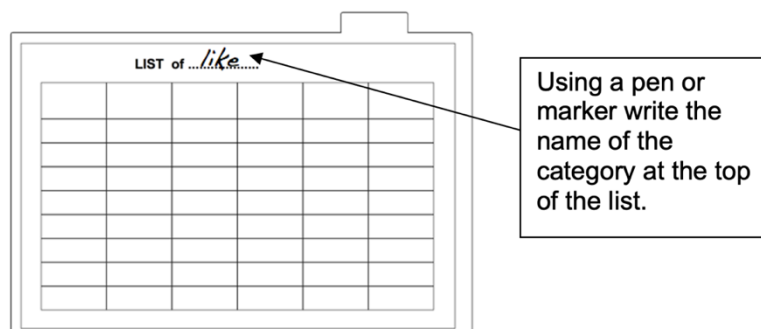
Add the General Lists

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).

The partner needs to be able to read the list when the book is opened at the page with the GO TO LIST instruction. Note that **in the diagram below the list is orientated to suit a partner reading the list from the front of the book by lifting previous page up above the book**. If you find that partners are frequently positioned behind the book, you may want to orientate the lists up the other way so that it is up the right way for the partner to read the list from behind the open book.



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



Making a cover

To create the covers you will need: Two letter sized pieces of thick plastic. Make sure to round off any sharp corners on the covers. Make sure to round off any sharp corners on the cover.

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

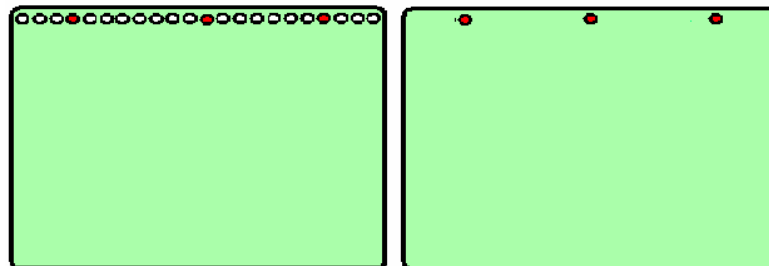
Spiral binding

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.

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. 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.