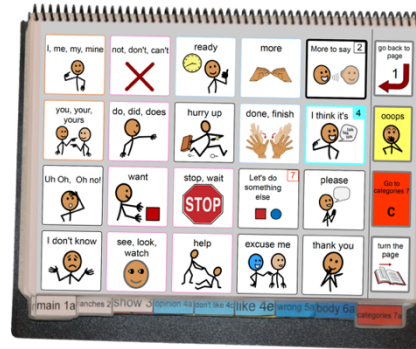


Construction for BOOK version Group Book Expanded Functions



This document describes the construction of a BOOK version for the Group expanded 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 expanded functions group book, but as the book will primarily be handled by adults (staff), it is recommended to make this book from waterproof paper. Waterproof paper construction makes a much lighter book. This is a significant advantage for partners carrying the book with them, for communication at any time, throughout the day. This book is designed to be **printed double-sided on 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 laminate).

When using **waterproof paper**, it has been found useful **to still laminate pages 01a, 01b, 02, 07a and 07b using 3 Mil or less – NOT thicker matt laminate** to increase the durability of the first pages and make it easier to quickly locate and turn to the categories section of the book. .

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).
- 2 x split key rings and a single hole punch OR spiral binder and coil
- Letter sized waterproof paper (approximately 70 sheets)
- 5 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.
- 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:

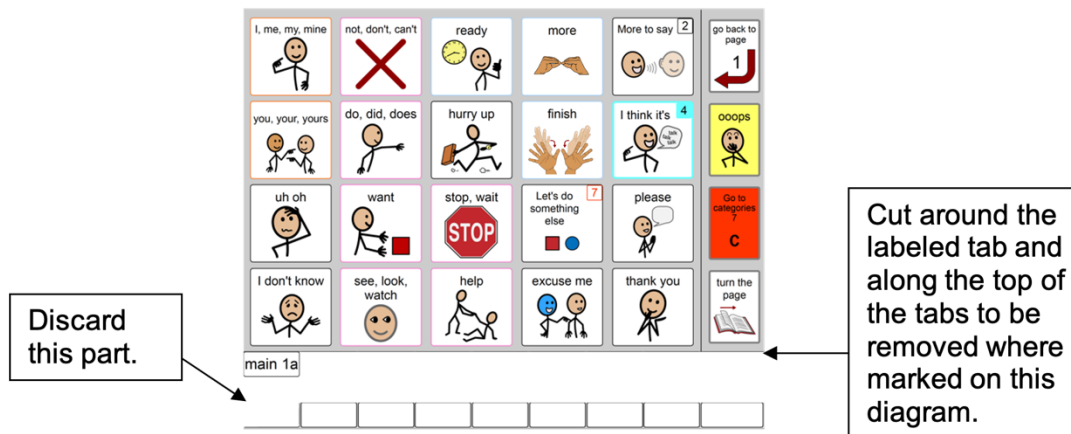
1. Export a PDF from simPODD on your iPad to your computer
 - a. Select **Books** from the drop-down menu  in the upper right corner.
 - b. Select the **three dots** on the lower right corner of the book you wish to print.
 - c. Select **Export**
 - d. Select **Mail** to email the PDF to your computer (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.
3. Load your printer with **Letter sized waterproof paper**.
4. Select Print. The print settings are:
 - a. **Print pages (range):** all
 - b. Paper size: US Letter; Orientation: Landscape
 - c. Print: **double-sided** (printing on both sides of the paper)

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.
5. Load your printer with **Letter sized waterproof paper**.
5. Select Print. The print settings are:
 - a. **Print pages (range):** Should automatically set print all pages
 - b. Paper size: US Letter; Orientation: Landscape
 - c. Print: **double-sided** (toggle double-sided to ON)

Cut out the book pages

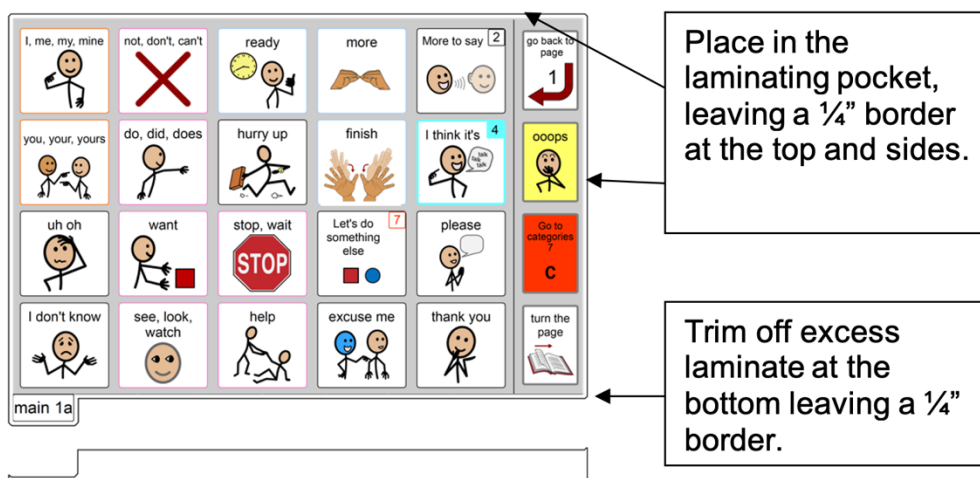
Compile the set of pages. Cut around the page tab and along the top of the blank tabs on the page. Discard excess. See diagram below.



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

Laminate and re-cut key pages

1. Place the cut pages *01a main*, *01b main*, *02 branches*, *07a* and *07b categories* in laminating pockets, leaving a $\frac{1}{4}$ " border at the top and sides of the page. Laminate these pages.
2. Re-cut pages *01a main*, *01b main*, *02 branches*, *07a* and *07b categories* to trim off the excess laminate along the bottom of the page, around the page tab, leaving a $\frac{1}{4}$ " border. Round off the corners of the laminate for safety



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.**

Put all the pages in order. Take the two pieces of plastic 8 ½ by 11 inches for the covers position one at the front and one at the back of the PODD book pages. Round off any sharp corners on the covers.

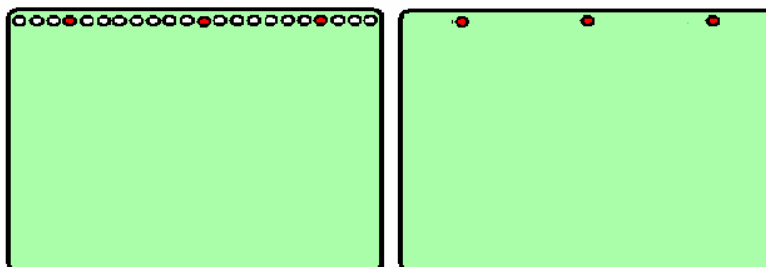
Spiral binding

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.