




Extra! Extra! Extra!



Viewing the symbols in a specific library:

1. Open Boardmaker
2. Open the symbol finder library 
3. Click on the categories button 
4. Select "Clear All Standard Categories"
5. Check the desired categories
6. Select OK
7. Select the thumbnail button 
8. Use the arrows to scroll through the pages

Adding more than one symbol to a cell:

1. Find the first symbol that you want, place it in the desired cell
2. Find the second symbol, delete the alternative name, click on the desired cell (the same cell as in step one)

You will be told that there is another symbol already in the cell, do you want to replace it, add to it, or cancel: Select 'add to it'.

3. Click on the arrow tool
4. Click once on the top symbol, you will have a red line around the symbol (if the line is green, click one more time)
5. Move your cursor to the corner of the red square, when you get the double arrow, click on the mouse and drag into the center of the cell. This will make the symbol smaller
6. Click in the center of the selected symbol and drag it to the side of the cell
7. Now, you can click on the other symbol and resize it and position it
8. Change the name of the new symbol

Adding this symbol into your library so you always have access to it (and don't need to make another one each time):

1. After you have the two symbols in the cell like you want them, click on one of the symbols
2. Hold down the shift key and click on the second symbol (they should both be selected with a green box around them)
3. On the keyboard, press Control+C to copy the picture
4. Open the symbol finder library by clicking on the little man
5. On the keyboard, press Control+V to paste the picture
6. Add a name to the symbol
7. Add a category
8. This image is now a permanent part of your Boardmaker 😊

Importing your own graphics

1. Find the desired image from the Internet, a digital image, from PowerPoint
(From the Internet: Open Internet Explorer, find the desired image, right click on it, select copy)
2. Select and copy the desired image
3. Go to Boardmaker
4. Click on the little man to bring up the symbol finder window
5. On the keyboard, press Control+V to paste the image
6. Add a name to the symbol
7. Add a category
8. This image is now a permanent part of your Boardmaker 😊

Great web site to visit to get pictures and clipart: <http://dgl.microsoft.com/>