





Creating a Matching Worksheet Using Boardmaker 5.0

1. Open Boardmaker (if it is already open, go to the File menu and select Open)
2. Select Open a New Board
3. Check the page on the computer screen. If the green line does not line up with the edge of the page, follow the steps on the Getting Started handout for Print Setup.


4. Select the cell drawing tool 
5. Click and drag on the page to draw a cell that is 1" x 1"

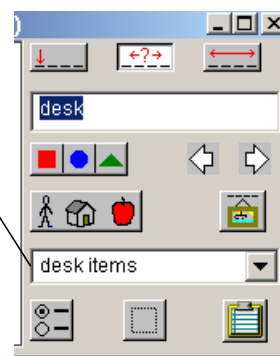
6. Select the arrow tool 
7. Click and hold in the center of the cell that you just created and drag the cell to about 1.5 inches from the top and 1 inch in from the left

8. Select the spray tool 
9. Click and hold in the center of the cell and drag it down. As you drag, it will multiply. Drag this all the way to the bottom of the page, you should get 8 cells.

10. Open the symbol finder window 

11. Type in the first word into the first box of the symbol finder window desk

- If the desired word does not appear*, click on  and choose the desired symbol. Notice that as you move the mouse over the thumbnails, the name for the symbol shows up in the alternate symbol name box. When you find the desired symbol, just click on it one time.




12. Click in the Alternate Symbol Name box and delete the name
13. Either click in the desired cell to place the symbol or press Enter on the keyboard. By pressing Enter, the symbol will be placed in the cell with the red box around it.

14. Type in the next word that you would like to find.

Repeat the above steps until you are done.

pen, pencil, book,
computer, chair, clock,
calendar

15. Select the arrow tool and then the text tool 

16. Go to the Text menu and select a font size of 36

17. Click on the white part of the page and type in the first word 

18. Click on another white part of the page and

type in the next word. Continue with this until
all of the words have been typed in.

pen, pencil, book, computer, chair,
clock, calendar

19. Click on the arrow tool and click on the first word. Click and drag the word
to the desired placement on the screen / page.

20. Release the mouse and click on the next word (not in the corresponding
order to the pictures on the left hand side). Drag the word to the desired
placement on the screen / page. Continue until you have a column of
pictures on the left and a column of words on the right.

21. Click in the white space of your screen so that nothing is selected

22. Select the Text Tool

23. Change the font size to 16

24. In the upper left hand corner of the page, type


Name: _____

25. In the upper right hand corner of the page, type

Date: _____

26. Below the word “Name”, type the directions for the activity

Draw a line from the picture to the correct word.

27. Select the line drawing tool  and draw a line from the first symbol to
the correct word as a guide for the students.

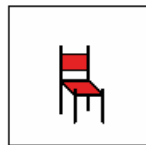
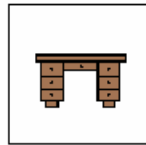
28. Save and print the worksheet.

* Boardmaker is a database of picture communication symbols. When searching
for words, it will not only find the exact match to what you type in, but also words
that contain the letters that you have typed. For example, if you type “cat” – the
first symbol that will show up is “multiplic**ation**”.

Name: _____

Date: _____

Draw a line from the picture to the correct word.



calendar

clock

pencil

desk

book

pen

computer

chair

