
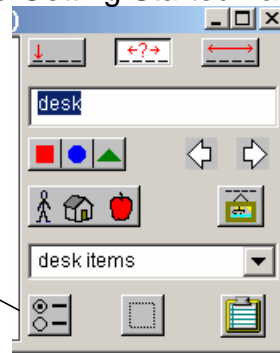



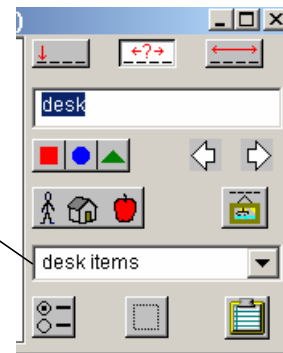
Creating Room Labels Using Boardmaker 5.0

1. Open Boardmaker
2. Select "Open a Template"
 - This should open up in the Template folder or My Boards folder. If it opens in My Boards, select the Template folder.
3. Select BM MJ Displays
4. Select MJ 2 inch grid 20 cells. The page will open with 20, 2" squares – cells.
5. 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.

6. Open the symbol finder window 
7. Click the preferences button
8. Change the font on line 1 to 18
9. Type 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.



10. 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.

11. Type in the next word that you want to find. Repeat the above steps until you are done.

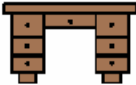


















pen, pencil, book, markers, crayon, computer, chair, table, printer, clock, calendar, bus, flag, teacher, switch, tape, paper clip, stapler, water

NOTE:

You can change the name of a symbol by typing in the word, finding the symbol, and then typing in the desired wording into the Alternate Symbol Name box in the symbol finder window. You might want to do this for the switch, change it to light switch.

12. When the form is completely filled in, save your document and print it out.

* 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 “multiplication”.

desk 	pen 	pencil 	book 
markers 	crayon 	computer 	chair 
table 	printer 	clock 	calendar 
bus 	flag 	teacher 	light switch 
tape 	paper clip 	stapler 	water 