

# Boardmaker 5.3.6

## Basic Mouse Skills

### Click

Press the left mouse button to select buttons, text, graphics, and lines within the program. This is typically done with the **Pointer Tool**.

### Right-click

Press the right mouse button to access contextual menus and perform special functions. This is typically done with the **Pointer Tool**.

The right-click menus provide a quick way to perform common tasks like copying, pasting, aligning, setting properties, and much more.

### Double-click

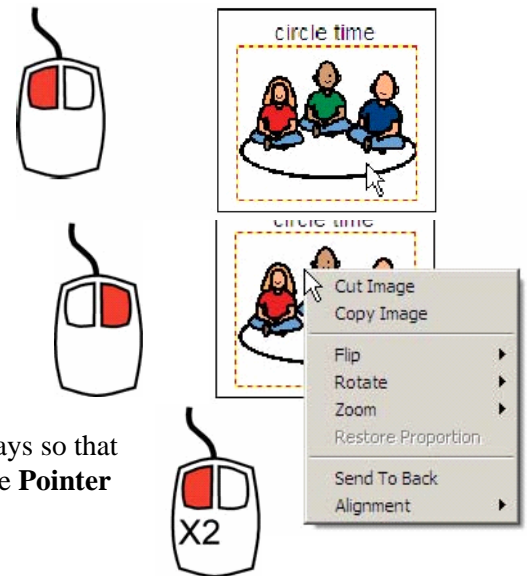
Click twice, quickly, with the left mouse button to open buttons and displays so that actions can be assigned or settings changed. This is typically done with the **Pointer Tool** (BM Plus and BM with SDP only).

### Click and Drag

Click and hold the left mouse button down while moving the mouse in the appropriate direction. Click and drag is used with a variety of tools to select, draw and move.

### Shift-click

Click on the first item, then hold the **Shift** key down then click on the next item or items. Shift +click is used to select multiple items or buttons. Each item you shift-click will be added to the selection group. Shift-click an item that is part of a selection group to de-select it.



## Setting Up Your Board

### Select **file** and then **print setup**

1. Board and ruler units – changes your ruler on your board to inches or centimeters.
2. Board size – Changes size of your board to fit your paper size (max length and width is 60 inches).
3. Grid size – Changes the space between buttons.
4. Printer settings – Select **print setup** to change the paper size and orientation.
5. Printer image quality – Changes quality of printing.

# Creating a Grid of Buttons

1. Select the **Button Tool** in the **Standard Tool Palette**.

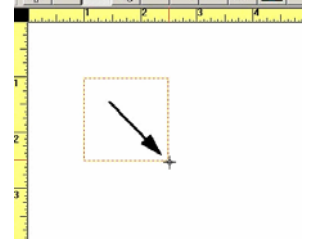
**Tip:** Change the orientation of the Standard Tool Palette by dragging the bar next to the Symbol Finder Tool to either the top or left side of the screen.



Button Tool

2. Move the crosshair into the blank workspace.
3. Click and drag diagonally to create a button. Release the mouse button when the new button is the correct size.

**Tip:** To create a square button, hold down the **Shift** key while dragging out the button.



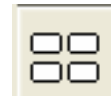
4. If it is necessary to resize the button, move the pointer over any edge or corner of the selected button until the double arrow appears as shown. Click and drag to change the button's size as necessary.

**Note:** A dashed line indicates a button is selected.

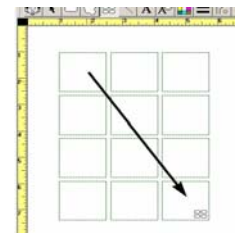
## To spray out copies of the button you have created to form a grid:

1. Select the **Button Sprayer Tool**.
2. Move the **Button Sprayer Tool** on top of the button.
3. Click and drag diagonally to spray out the desired grid of buttons.

**Note:** While all the buttons are still selected\*, click and drag on any button to reposition the whole grid in the center of the page.



Button Sprayer Tool

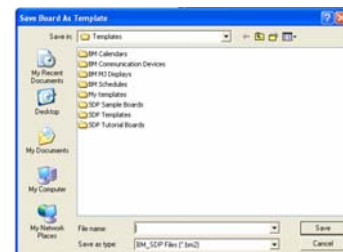


\*If the buttons become deselected, choose **Select All (Ctrl + A)** in the **Edit** menu.

# Saving as a Template

Before adding symbols save the board as a template so that you do not have to recreate the board again.

1. Click on **file** then **save as template**.
2. The template folder will come up.
3. Type in the name of your template and click **save**.



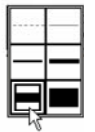
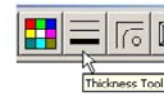
# Changing the Board or Button Background Color

1. Click on the board's background and select the **Color Tool**.
2. Click on the desired color.
3. Click on a button and select the Color Tool – here you can change the color of the button and the boarder.



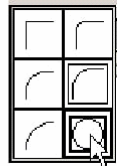
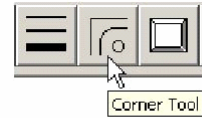
# Changing the Button Border Thickness

1. Select a button or group and select the **Thickness Tool**.
2. The dashed line in the **Thickness Tool** represents an “invisible” border. When selected, the buttons will appear with a light-gray dot-dash border that will not print.



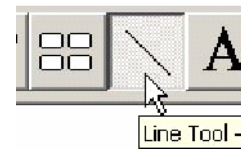
# Changing the Button Shape

1. Select the **Corner Tool**.
2. Select the desired button border corner.

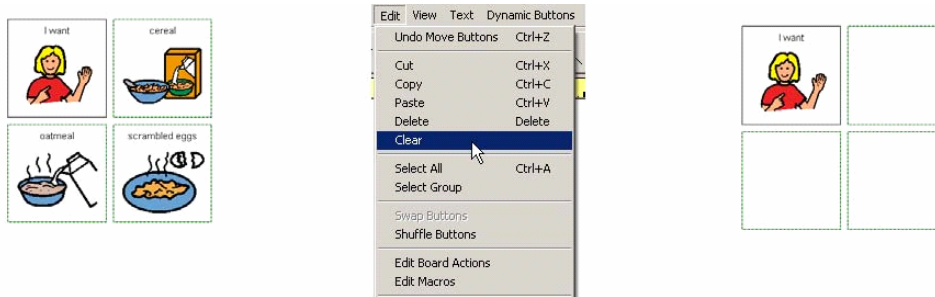


# Drawing a Line

1. Select the **Line Tool**.
2. Click and drag on a button or on the board background to draw a line.
3. Click on the **Thickness Tool**, and make a selection to change the line's thickness.



# Clearing a Group of Buttons

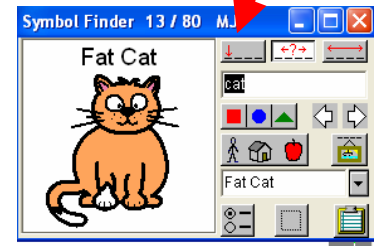


1. Select a button or group of buttons.
2. Select **Clear** in the **Edit** menu or right-click on one of the buttons and select **Clear Buttons > Face**.
3. The symbols and text are removed from the buttons.

# Searching for Symbols

**Symbol Name Search Option** determines how the Symbol Finder matches symbols to your search text.

1. Type the name of the symbol you want to find.
2. Click on the **Thumbnails** button (**Ctrl + T**) to view thumbnail pictures of all symbols that match the search.
3. You can use the **Previous/Next Arrows** or the arrow keys on your keyboard to step through the thumbnail screens.
4. Click on the thumbnail picture of the symbol you want to use.



**Note:** As you pass the pointer over each thumbnail picture, its symbol name will appear in the **Alternate Symbol Name Field**.

**Tip:** Right-click on a thumbnail to paste it into the currently highlighted button. The thumbnail view will remain open so you can continue right-clicking on thumbnails to quickly paste them into your blank buttons.

# Using the Alternate Symbol Names Menu

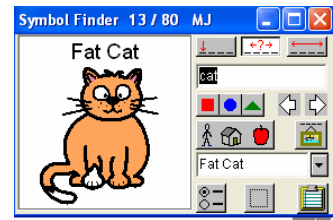
If you want to use an alternate name for a symbol, click on the black triangle and select a name from the pull-down menu.



# Making a One-Time Symbol Name Change

You can change the text that appears above a symbol by typing in the **Alternate Symbol Names** field. As you type the text, it will automatically appear above the symbol.

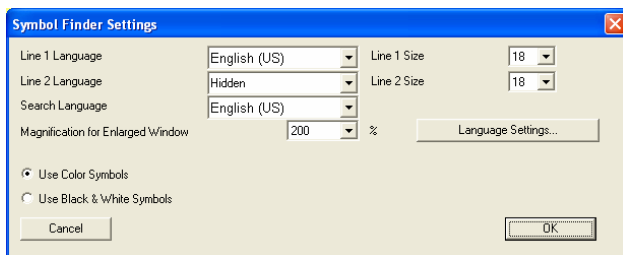
**Note:** Changing the text using the **Alternate Symbol Names** field is a one-time change and will not affect the original symbol name.



# Using Different Languages with the Symbols

You may change the displayed language, add a second language line, or set a different search language.

1. Click on the **Symbol Finder Settings** button.



2. Use the pull-down menus to select the desired languages for the **Line 1 Language** and/or **Line 2 Language**.
3. Click on the **OK** button when finished.

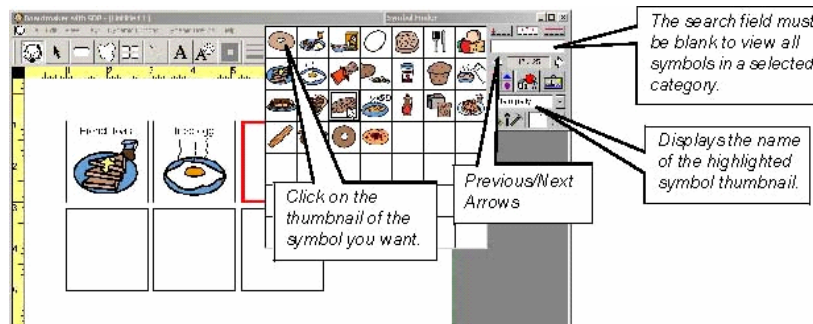
**Note:** Here you can: change the language, add a new language, change font size of each language and change the symbol to color

## Selecting a Search Category

1. Click **Clear All Standard Categories** to uncheck all category selections.
2. Check any category or categories you want to search or browse.
3. Click the **OK** button when finished.

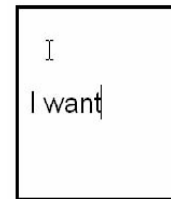


Once you have selected a search category, only those symbols assigned to that category will be available in the Symbol Finder.



## Adding Text with the Text Tool

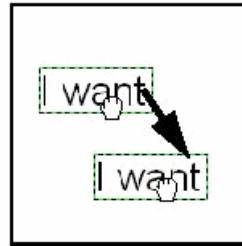
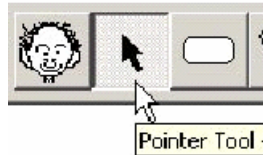
1. Select the **Text Tool**.
2. Click with the I-beam cursor where you want to type text.



## Repositioning Text Fields

1. Select the **Pointer Tool**.
2. Click and drag the text field to a new position.

**Note:** You may also use the keyboard arrow keys to nudge the text field around.

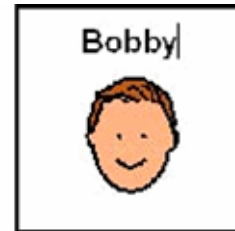
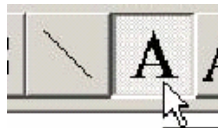


## Editing a Symbol Name with the Text Tool

1. Select the **Text Tool**.
2. Click with the I-beam cursor on the symbol name, then type the new name.

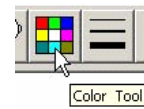
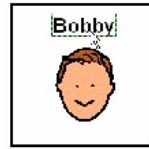
**Note:** The first time you click on a text field with the I-beam cursor the entire text field will be selected. The second click places the insertion cursor. A double-click will select a single word.

**Tip:** **Right-click** on any text with the pointer and select **Edit Text** from the contextual menu to edit the text. Move the I-beam cursor off the text and **Right-click** again to select the **Pointer Tool**.



## Changing the Text Color

1. Select the text field.
2. Select the **Color Tool**.
3. Click on the desired color in the **Text** or **Line Color Palette**.



**Tip:** You can change the color of text with the **Pointer Tool** by **right-clicking** on the text and selecting the color from the **Font Color** submenu.

## Setting the Font, Style, and Size

1. Select the text.
2. Select the **Text** menu and go to **Font**.



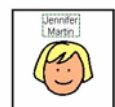
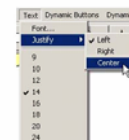
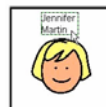
**Tip:** You can **right-click** on the text to go to **Font Sizes, Font Styles** and **Font Color**.

**Tip:** You can quickly increase or decrease the font size by one point by using keyboard shortcuts. **Ctrl + "+"** will increase the size, and **Ctrl + "-"** will decrease the size.

**Note:** You can alter more than one buttons at a time by first selecting all the buttons that you want to modify.

## Changing the Text Justification

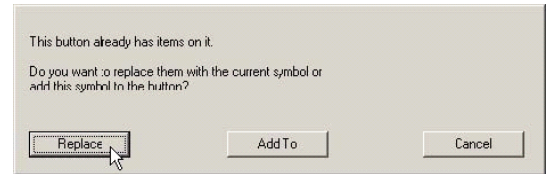
1. Select the text field using the **Text Tool** or **Pointer Tool**.
2. Select the desired alignment in the **Justify** submenu in the **Text** menu.
3. The text in this example is now centered.



**Tip:** You can change the alignment of text with the **Pointer Tool** by **right-clicking** on the text and selecting the desired setting from the **Justify** submenu.

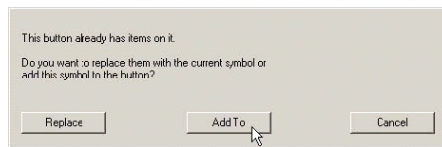
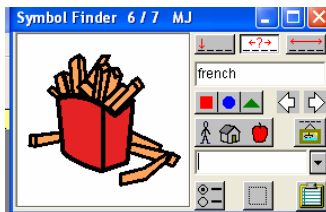
## Replacing a Symbol on a Button

1. Search for a new symbol in the Symbol Finder.
2. Using the **Placement Cursor**, click on the button whose symbol will be replaced.
3. Click on the **Replace** button to confirm the action.
4. The new symbol and text will replace the old ones.



## Adding an Additional Symbol to a Button

1. Search for the symbol you want to add.
2. Press the **Tab** key to move to the **Alternate Symbol Name Field**, then press the **Backspace** or **Delete** key to remove the symbol text (you don't want an extra symbol name appearing on the button).

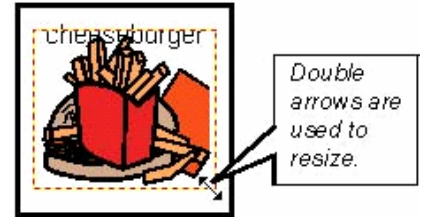


3. Click on the **Add To** button to confirm the symbol addition.
4. The new symbol is added to the button on top of the previous symbol.
5. The **Pointer Tool** will automatically become selected and the symbols are ready to be resized and repositioned.

## Resizing and Repositioning a Symbol

1. Select the symbol to be resized.

**Note:** When multiple symbols overlap, the first click selects the symbol on top, the next click selects the next symbol down, etc.



2. Move the pointer over any portion of the dashed selection box. The pointer will become a double arrow.

3. Click and drag the lower right-hand corner to resize the symbol.

**Tip:** Hold down the **Shift** key while resizing the symbol to maintain the symbol's proportions.

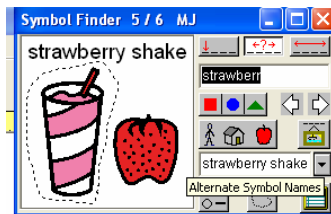


**Tip:** If the symbol gets distorted as a result of resizing it, right-click on the symbol and select **Restore Proportion** to return the symbol to its original aspect ratio.

**Tip:** You can change the order in which the symbols are stacked on a button by selecting a symbol, then selecting **Send To Back** in the **View** menu (or **right-clicking** on the symbol).

## Using a Portion of a Symbol (Marquee/Lasso)

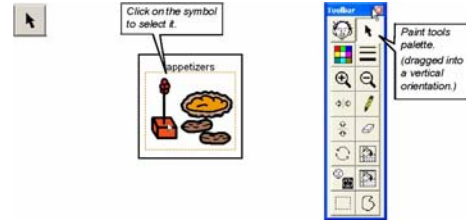
1. Select either the **Marquee** or **Lasso** button then click and drag to select the desired portion of a symbol.
2. Click with the Placement Cursor on the button you want to add the symbol.
3. Resize and move the symbol to the correct location on the button.



*Completed button  
(after resizing and  
positioning).*

# Paint Tools

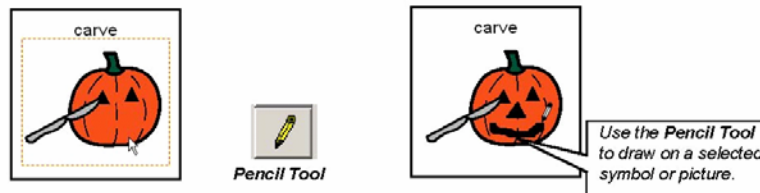
When you select a symbol with the **Pointer Tool**, the paint tools palette will appear in place of the Standard Tool Palette.



# Pencil Tool

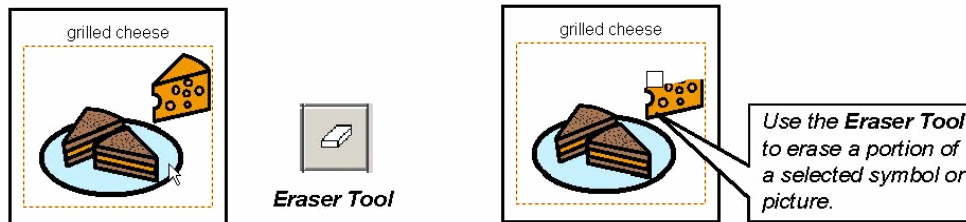
The **Pencil Tool** is used to draw on a selected symbol or picture.

Use the **Color Tool** and/or **Thickness Tool** to set the color and line thickness before using the **Pencil Tool**.



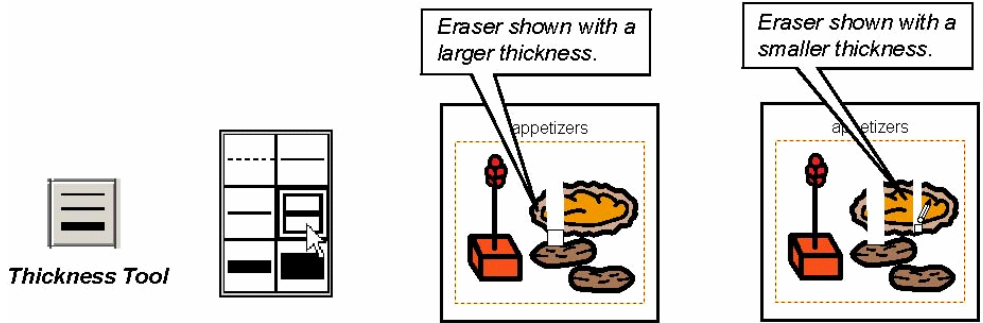
# Eraser Tool

The **Eraser Tool** is used to erase a portion of a selected symbol or picture. Use the **Thickness Tool** to change the thickness of the **Eraser Tool**.



# Thickness Tool

The **Thickness Tool** is used to display the thickness palette. When using the paint tools, it only affects the **Pencil Tool** and **Eraser Tool**.

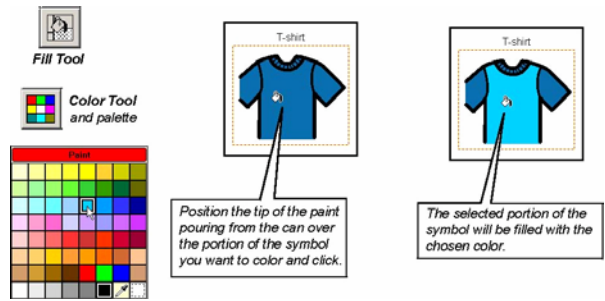


# Fill Tool

The **Fill Tool** is used to fill a selected portion of a symbol or picture with the chosen color.

The selected color will flow through that portion of the symbol until it encounters bordering colors.

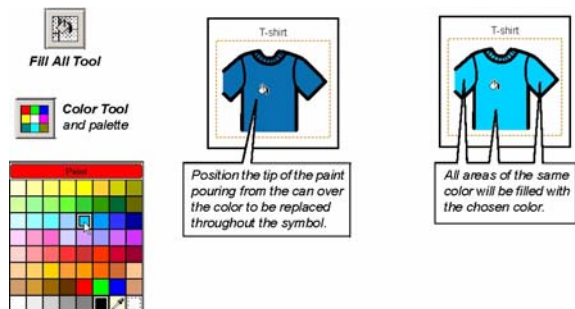
**Note:** To avoid accidentally changing the transparency color, select the **Fill Tool** before selecting a color with the color palette.



# Fill All Tool

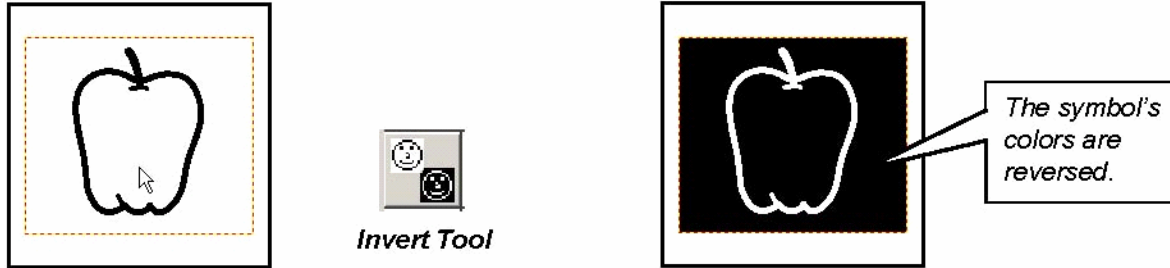
The **Fill All Tool** is used to replace all instances of a color throughout a symbol with the chosen color.

**Note:** To avoid accidentally changing the transparency color, select the **Fill All Tool** before selecting a color with the color palette.



## Invert Tool

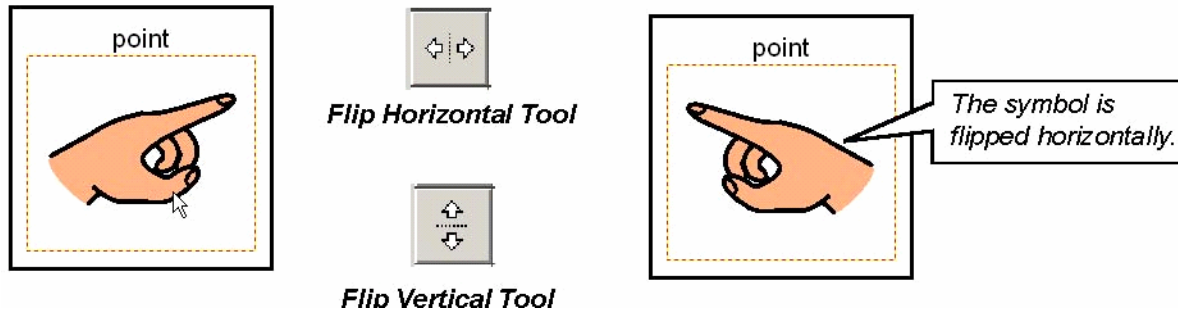
The **Invert Tool** is used to invert the colors of a selected symbol or picture. This tool is only useful with black & white symbols.



## Flip Horizontal Tool and Flip Vertical Tool

The **Flip Horizontal Tool** and **Flip Vertical Tool** are used to flip a symbol along a desired axis.

**Tip:** You can also right-click on a symbol and select a rotation option from the **Rotate** submenu.

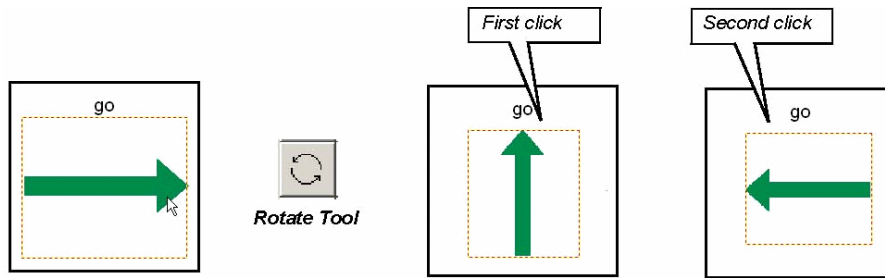


## Rotate Tool

The **Rotate Tool** is used to rotate a selected symbol or picture counterclockwise 90 degrees.

**Tip:** You can also right-click on a symbol and select a flip option from the **Flip** submenu.

**Note:** In most cases, the symbol will need to be repositioned in the cell after it has been rotated.



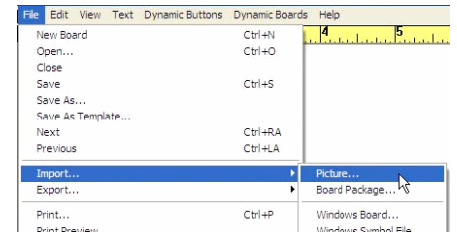
## Importing Saved Photos or Graphics

1. With the Symbol Finder visible, select **Import > Picture** in the **File** menu.

**Note:** The **File** menu is active, even though it appears grayed out.

2. Locate and open your saved photo or clip art file.

**Note:** You can import any files with the following file extensions: .jpg, .gif, .png, .wmf, .emf, or .bmp.



3. The imported graphic will appear in a dialog box where it will be named and categorized.
4. Select the symbol you want to save. If it is made up of multiple symbols, be sure to select them all.

**Note:** Do not select the symbol's text name.

5. Select **Copy** in the **Edit** menu.
6. Once a symbol is pasted into the Symbol Finder, you must assign it a name and a category.

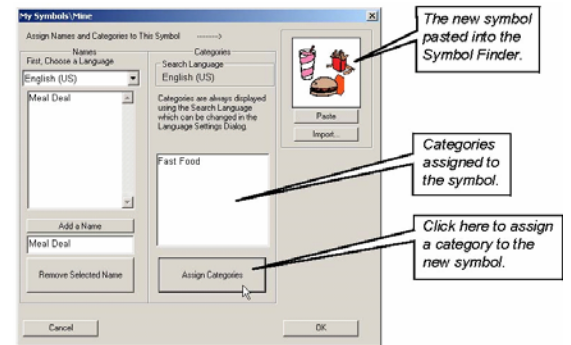


### Naming the Symbol

1. Type a name for your new symbol in the appropriate field.
2. Click on the **Add a Name** button (you can add alternate names to the symbol if appropriate).

## Categorizing the Symbol

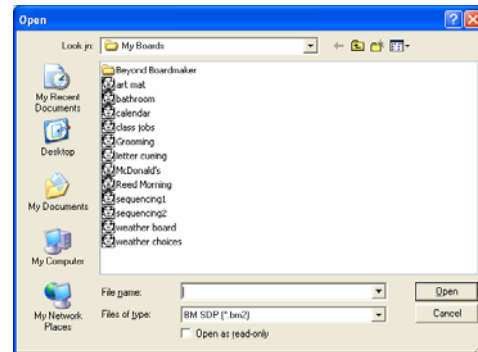
1. Click on the **Assign Categories** button.
2. In the categories window, check the category boxes that apply to the new symbol.



## Saving Boards

Save – save changes to a current board or new board.  
Save as – save boards created from an existing board.

1. Click on the **file menu**.
2. Click on **save** or **save as**.
3. **My boards** folder will come up.
4. Type in name of board under file name.
5. Click **save**.



## Printing your Board

Select **file** and then **print**.

Some communication devices require that you print on legal paper in landscape mode. See note on template.

1. Click on **file**.
2. Click on **print setup**.
3. Click on **print setup**.
4. Select paper orientation and size.
5. Click **OK**.