

## Boardmaker® 5.3.5 (Windows)

### Adding Symbols to the Symbol Library

#### Introduction

The symbol library in Boardmaker® contains thousands of picture symbols but there may be symbols your student requires which are not in the library or perhaps you need to use photographs for some symbols. You can add custom symbols to the symbol library from a number of sources. This tutorial will show you how to add new symbols and how to create your own symbol categories for easy searching.

#### Learning Objectives

Completion of this tutorial will give you experience with the following:

- Creating custom symbols by combining parts of existing symbols
- Adding images from the internet
- Altering images from the internet and adding them to the library
- Importing digital pictures from your computer into the library
- Creating your own symbol categories
- Locating the “My Symbols” file to copy and transfer to other computers

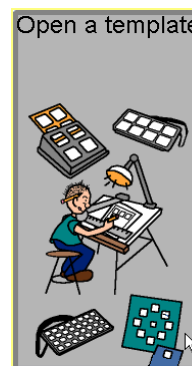
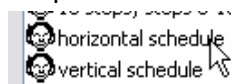
#### Installing Boardmaker® (Windows)

Before beginning this tutorial, please refer to the Installation instructions that came with your Boardmaker® program or download the “**Boardmaker® Installation Instructions**” from the “**Resource**” area of [www.setbc.org/psap](http://www.setbc.org/psap).

#### Starting the Program

1. Launch Boardmaker® by clicking the alias on your desktop or selecting it from your “**Start – All Programs**” list.
2. When the splash screen opens, click on the “**Open a template**” button to access the board templates that come with Boardmaker®.
3. When the “**Open**” window opens, double-click to open the “**BM Schedules**” folder, locate the “**horizontal schedule**” template and double-click to open it.

You now have some buttons in which to paste your symbols for the rest of the tutorial.



## Creating Symbols by Combining Symbol Parts

In this section of the tutorial, you will learn how to combine parts of symbols to create a custom symbol for “mixing eggs”.

1. On the Toolbar, click on the “**Symbol Finder Tool**”. This brings up the Symbol Finder in a small, floating window. You can move this around by clicking on the top bar of the window and dragging it to a convenient spot in your work area.



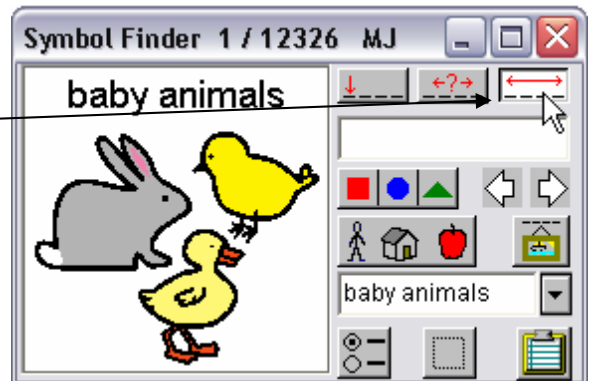
\*\*\* Note that the Toolbar itself can be moved to different areas of your work area and can also be resized. To do this, click and drag the Toolbar by the grey line at the top of the toolbar – drag it into the board area.

Once it is in the board area, you can resize it by clicking and dragging the lower right hand corner of the toolbar. You can also drop it anywhere in your work area that you find convenient.

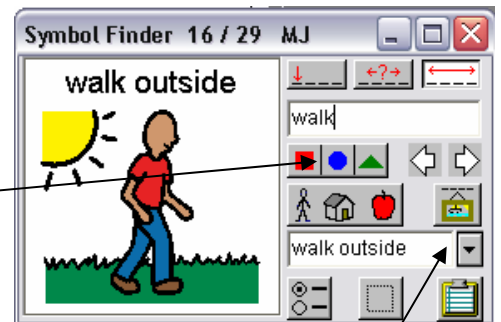
2. For this tutorial, you will be starting a schedule for making a recipe in Home Economics.

In the top right area of the Symbol Finder window, click on the third “**Search letters must match a whole word**” button.

This means when you search for ‘walk’, it will only give you symbols that match that word exactly.



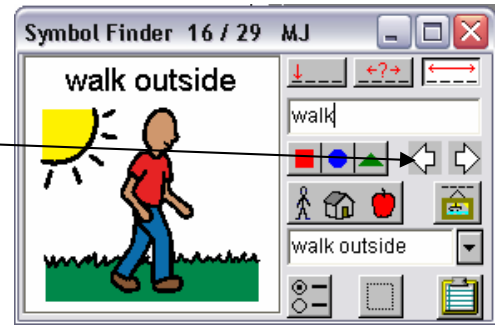
3. Now, type in the word “walk” in the “Find” field. Notice that when you have finished typing the word, a symbol appears in the symbol window. To see ALL the symbols that have the exact word ‘walk’ in the name, click on the “**Display Thumbnail View**” button to see thumbnails of the ‘walk’ symbols.



4. By rolling your cursor over each symbol, OR clicking once on it, you can see the names of the symbols in the “**Alternate Symbol Names**” field.

You can also see any alternate symbol names for that symbol in the “**Alternate Symbol Names**” drop down menu.

You can also advance through the “walk” symbols by clicking the forward and back arrows on the Symbol Finder window.



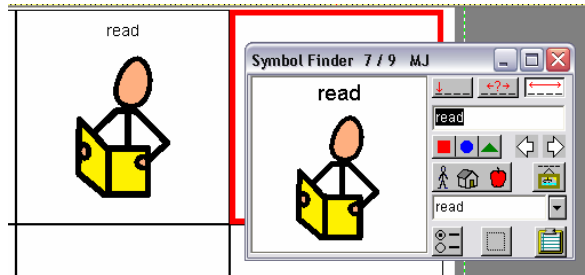
Select the symbol you want to use for “walk”.

- To add this symbol to your board, simply click on first button in the upper left corner of your board. Boardmaker® drops the symbol into that button and then selects the next one in anticipation of your next symbol selection.

## Pasting More than One Symbol into a Button

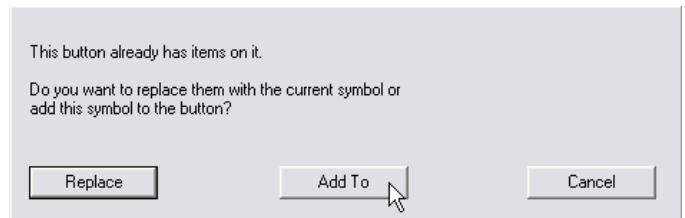
You can paste more than one symbol into a button when you need to combine symbols to create one that is more representative for the student. The student that will be using this choice board likes to read comics. However, when you search “read” you will see that the symbols have more “book-like” images. So, it would be helpful to combine two symbols – “read” and “comic book” into one symbol.

- Begin by searching for a “read” symbol. Type “read” into the search field, locate the symbol you want to use on the thumbnail view and paste it into the second button on your board.



- Now search for “comic” by typing that into the symbol finder search field. There is only one symbol for “comic book” so you can choose that one.

- Click in the button on your board that already has the “read” symbol pasted into it. A message will pop up that asks if you want to “replace” the symbol in the button or “Add to” it. Click the “Add to” button.



The “comic book” symbol will be pasted right over the “read” symbol in the button.

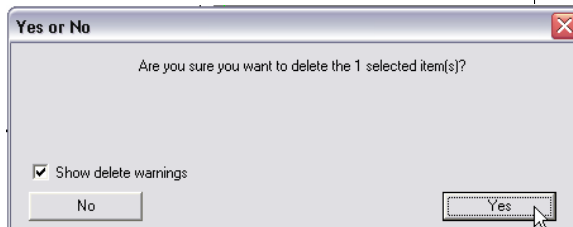
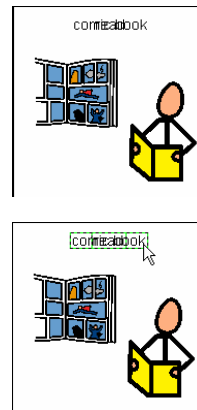
- The next step is to resize the symbols on the button so they fit and can be seen. Click on the comic book symbol on the button to highlight it. You should see a dotted red box appear around the symbol and the Toolbar options will change to reflect that you are working with the symbol graphic. You can now move that symbol around by clicking and dragging it in the center AND resize it by clicking and dragging it by the lower right hand corner. Resize the



“comic book” symbol so it is smaller and move it so you can see the “read” symbol behind.

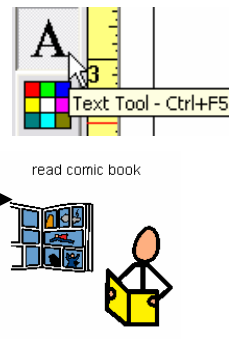
5. Move and resize the “read” symbol in the same way. You should end up with your button looking something like this:
6. There is still a problem with the symbol name – both symbol names have been pasted onto the button. The easiest way to adjust this is to click on one of the names and delete it and then retype the one that is left.

When you click on one of the names and then press “Delete” on your keyboard, you will get a warning that asks if you are sure you want to delete the item. Click “Yes”.



7. That will leave you with one symbol name. Click on the “text tool” on the Toolbar to select it.

Click in the symbol name on the button and retype the symbol name so it reads “**read comic book**”. Your button should now look like this:

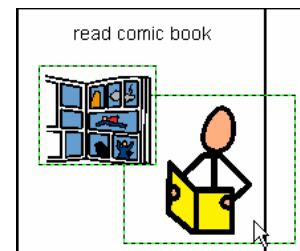


You have successfully created a unique symbol by pasting more than one symbol into the same button. If you were only going to use this symbol once, you could stop at this point. However, you will likely want to use the custom symbol again for other boards. To have it available for the next time, you need to add this symbol to the symbol library.

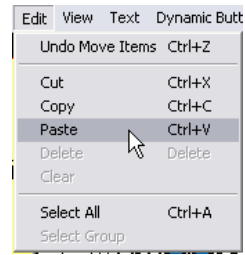
## Adding the Symbol to the Symbol Library

To add this symbol to the symbol library, you have to select both graphics in the symbol and then paste them into the symbol finder.

1. Click on the comic book symbol in your button to select it. A green box should appear around the symbol. Hold down the “**Shift**” key on your keyboard and click on the “read” symbol. A second green box should appear around it indicating that both graphics have been selected.



2. Click on the **“Symbol Finder”** tool on the Toolbar to open the Symbol finder. Even though the menu bar is now grey, go to the **“Edit”** menu and choose **“Paste”**. (Alternately, press **“Ctl – V”** on your keyboard)
3. The **“My Symbols / Mine”** window opens up with the new symbol graphics pasted in. Here you have to do two things to successfully add your custom symbol to the library.

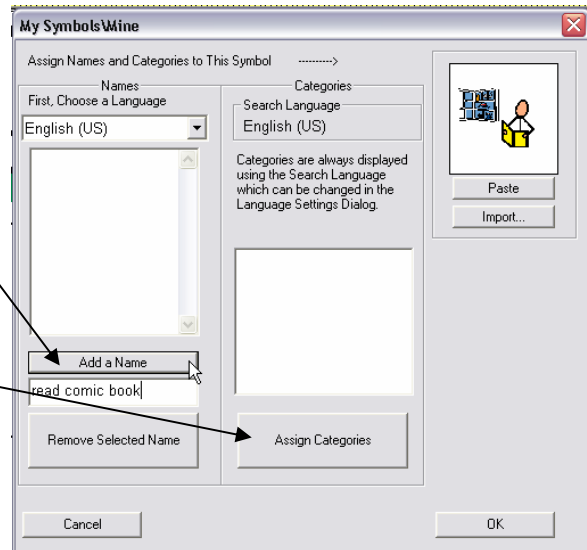


- a. Give your symbol a name or names. Type the name for your new symbol in the name field.

Click the **“Add a name”** button.

- b. Assign one or more search categories to your symbol.

Click the **“Assign Categories”** button.



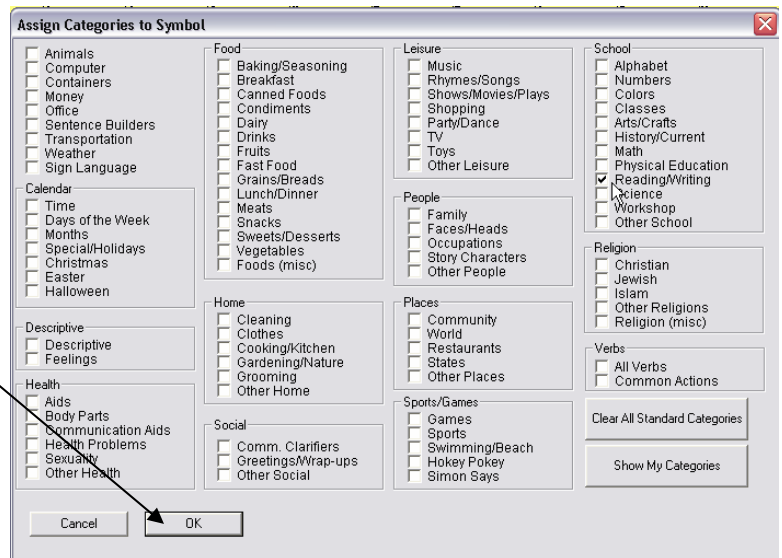
The **“Assign Categories to Symbol”** window opens up. You can assign whichever categories you want to the symbol. You must assign at least one category for the symbol to be accepted into the library.

For the **“read comic book”** symbol you might choose the **“Reading/Writing”** category under **“School”**.

Once you have assigned one or more categories, click **“OK”**.

You will see the categories have been added to the category list for the symbol.

Click **“OK”** to close the **“My Symbols / Mine”** window.



You have now successfully added that symbol to the symbol library. Try searching **“comic”** now and see that it’s been added.

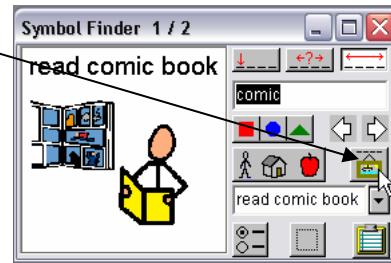
Suppose, though, you wanted to change the name of a symbol in the library – for example, change the name of the one you just added from **“read comic book”** to **“quiet”**

reading”. You can do that using the “Change Symbol Name” button on the Symbol Finder.

## Changing a Symbol Name

It is very easy to change or add a symbol name to a symbol. You should be careful doing so, however, if others will be searching for symbols using the same program – if you change or remove a name someone else typically uses to search, he or she may have difficulty locating the symbol in the future.

1. Make sure the Symbol Finder is open in your work area.
2. Search and find the symbol you want to adjust and make sure it is visible in the symbol window (in this case “read comic book”).
3. Click on the “**Change Symbol Names**” button on the Symbol Finder.



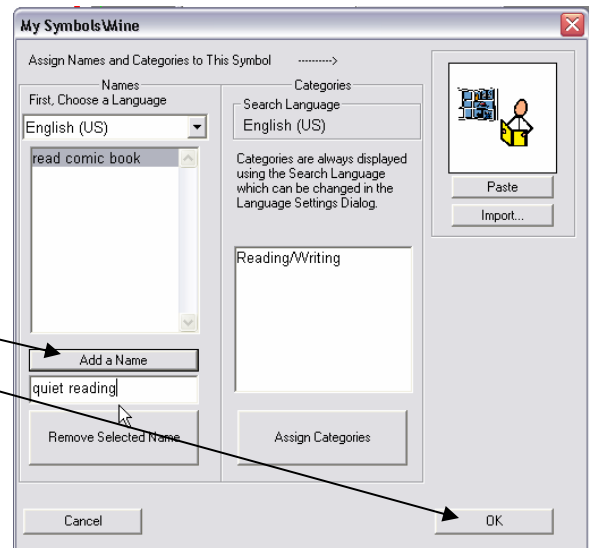
4. The “**My Symbols / Mine**” window opens up. On this window, you can highlight and “Remove Selected Name” if you want. A safer alternative is to “**Add a name**”.

Type a new name (like “quiet reading”) into the name field.

Click the “**Add a Name**” button to add it to the name list.

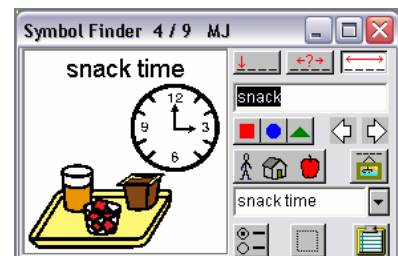
Click “**OK**” when you are finished.

You can, at any time, when the symbol is visible in the symbol window, click the “**Change Symbol Names**” button to remove or add names or reassign symbol categories.



## Pasting Parts of Symbols to Buttons

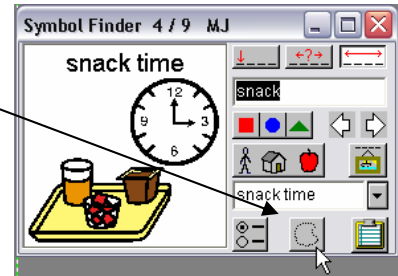
Sometimes you want to copy just a part of a symbol over to your button. The Symbol Finder allows you to do this by using the “Lasso / Marquee” tool.



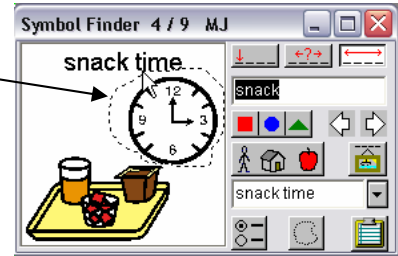
1. With the Symbol Finder open in your work area, search the word “snack”. Click on the thumbnail views to find the snack that has the 3 o’clock picture. Suppose you just wanted to take the picture of that clock and not the entire symbol.

2. Click on the “Lasso / Marquee” tool that is located at the bottom of the Symbol Finder Window. Click it until you see the “lasso” so you can select an irregularly shaped object (like the clock).

3. With your lasso, draw around the clock in the symbol window. That portion of the symbol has now been selected.



4. Click on a button on your board. The clock will be pasted into the button. \*\*\* It is important to note that the symbol will be converted to a bitmap image and will appear more jagged than the original symbol.

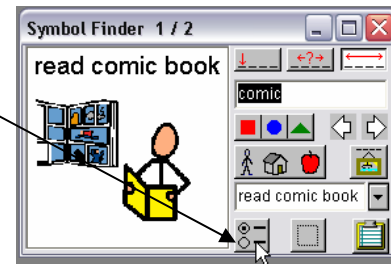


You could now resize that symbol, add another to the button, name it, and add it to the symbol library using the steps described above.

## Adjusting the Symbol Finder Settings

The Symbol Finder also has a number of settings that can be adjusted to make your searches more effective. For example, you can adjust the symbol name language and the size of the symbol name font.

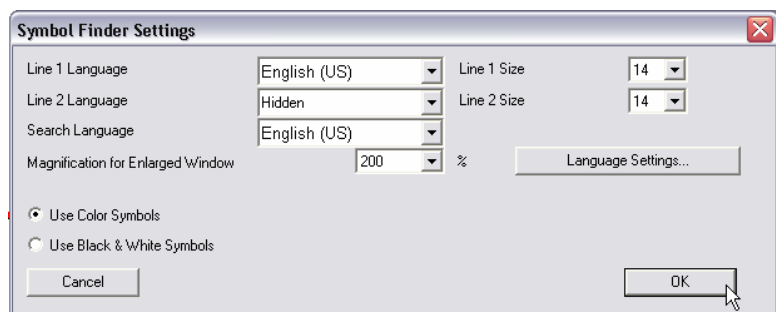
1. On the Symbol Finder window, click the “Change Symbol Finder Settings” button located at the bottom of the window.
2. The “Symbol Finder Settings” window opens up. You can make several adjustments on this window...



**Line 1 Language** – the language used in the first line of the symbol name

**Line 1 size** – the size of the font used in the first line of the symbol name

**Line 2 Language** – the language



used in the second line of the symbol name (usually this is left at “Hidden” so only one symbol name appears above the symbol)

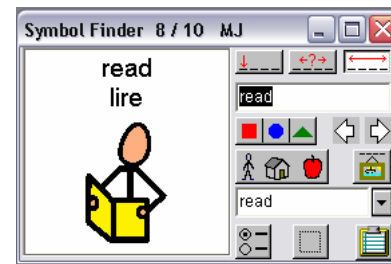
**Line 2 size** – the size of the font used in the second line of the symbol name (not seen, of course, if this line is “Hidden”)

**Search Language** – the language that will be used to conduct searches

You can also choose “**Color**” or “**Black and White**” symbols (assuming you have both installed).

If you will be using Boardmaker® with a different language regularly – you may want to explore the “**Language Settings**” option to set specific settings around the different language.

Explore the use of the different languages by choosing “**English US**” as the first line and “**French**” as the second line. Click “**OK**” to leave the Settings window and then search “**read**”. You should see the symbol now appear as this:



## Pasting Symbols into Different Applications

Boardmaker® has a built in “clipboard” button on the Symbol Finder that allows you to copy symbols (or parts of symbols) onto the clipboard so you can paste them into other applications.

This tool is located in the lower right corner of the Symbol Finder window.

1. Search and select a symbol in the Symbol Finder. With the symbol visible in the Symbol window, click the “**Copy to Clipboard**” button.

That symbol is now on the computer clipboard.

\*\*\* You can paste it into other applications – like Microsoft Word or Clicker 5 – by choosing “Paste” (from their “Edit” menu) or, usually, by pressing “Ctrl – V” on the keyboard.

\*\*\* This option means that all the symbols in Boardmaker® are available to be used in other programs you may be using with your students.

Please view or download the other Boardmaker® v 5.x (Windows) tutorials to learn more useful features and applications of the program.

