



How to use  
**Boardmaker**®

A tutorial on the basics of  
Boardmaker Online.



# Contents

Logging in	1
Searching for Pre-made Activities	2
Saving and Printing Pre-made Activities	3
Finding and Organising your Saved Activities	4
Editing Saved Activities	5
Creating a New Activitiy	6
The Online Editor	7
Creating Buttons	8
Creating a Social Story	9
Using the Symbolate Tool	10



# Logging in

- Go to [www.boardmakeronline.com](http://www.boardmakeronline.com)
- Click the green 'Log in' button as shown below.

## Log in

Current Boardmaker Online users should log in below.

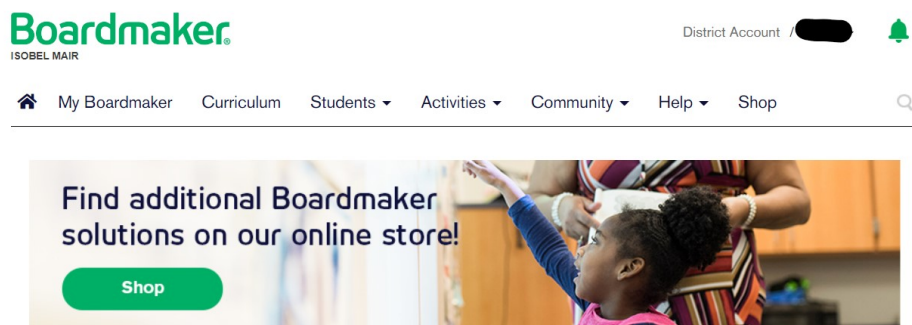
The email and password associated with your Boardmaker Online account will allow you to log in to your accounts for the following:

- Boardmaker Online
- GoBoardmaker
- myTobiiDynavox
- TobiiDynavox/funding
- myMessageBanking

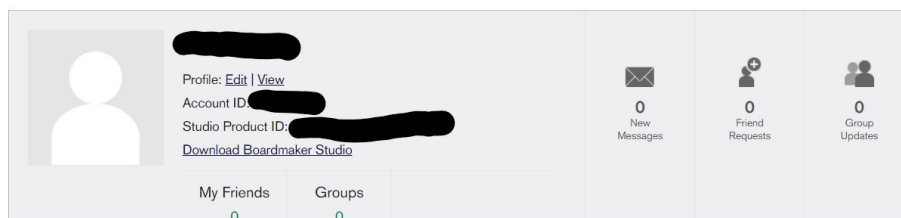


- Enter your username and password then click 'log in'.

You should now see 'My Homepage', as shown below.



## My Homepage





# Searching for Pre-made Activities

Boardmaker Online has lots of activities that other users have created and have shared for free. This page will show you how to access them.

- In 'My Homepage', find the 'Get Started' box.
- Click 'Find Activities'.

## Get Started

 Curriculum Complete programs ready to use.	 Create Activities Create activities from templates or make your own.	 Find Activities Search for activities shared by other members.	 Learn How Learn how to use Boardmaker Online.
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- Enter keywords for what you are looking for in the search box.
- You can use the sidebar to narrow your results, for instance by subject, language or grade level.

## Find Activities and Boards

Search Clear Search

Enter keyword or phrase

- In the search results, icons (shown below) tell you the activity type.
- Click an activity's picture or title to open it.



Print-out



Interactive Activity



Activity Pack




# Saving and Printing Pre-made Activities

Once you have selected a pre-made activity, you can view it, save it or print it. For information on editing it, view the 'Editing Pre-made Activities' page.

You will see the following icons below the activity's name in the top-righthand corner.




- To view the activity on a full screen, click the play button. 

This will allow you to preview how the activity will look once printed, or let you try out the activity (if it is interactive).


- To add the activity to 'My Activities', click the plus button. 

Once you add an activity to 'My Activities', a new set of icons should appear.



- To print an activity, click the print button. 

This will create a pdf which you can print straightaway, or download for later.

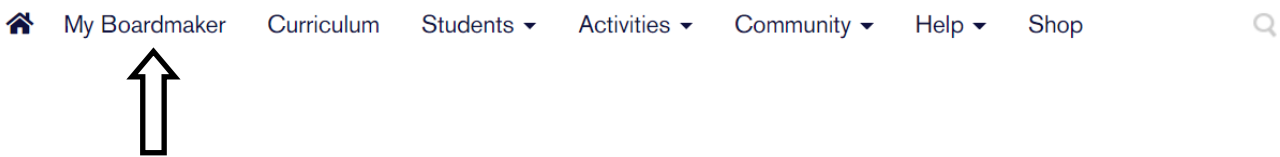
- If you accidentally add an activity to 'My Activities', or change your mind, you can remove it using the cross button. 



# Finding and Organising your Saved Activities

'My Activities' include both activities you have made, and community activities you have saved.

- To view these activities, select 'My Boardmaker' from the toolbar at the top of the



You can sort or search your activities using the options shown below.

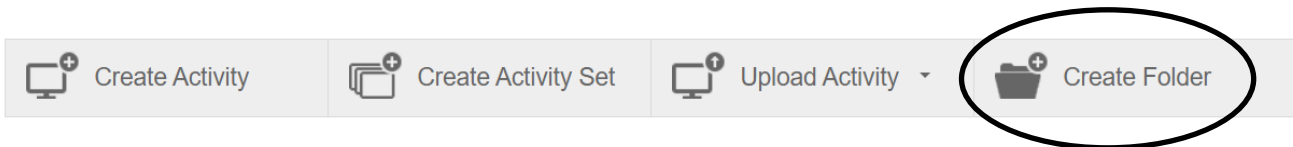


Activities here can be viewed or printed, as detailed on the 'Saving and Printing Activities' page.

You can also edit these activities as detailed on the 'Editing Saved Activities' page.

Activities can be organised into folders.

- Click the 'Create Folder' button.



- Name your folder when prompted, then click 'Create'.
- To put an activity into a folder, click the move icon, then select the chosen folder from the list.






# Editing Saved Activities

These include both activities you have made, and community activities you have saved.

In 'My Activities' or after selecting a community activity from search results, you will see the following icons (the order and number of icons can vary):



- To edit an activity, select the pencil icon. 
- Choose 'Edit in Online Editor' from the drop-down menu.

From the Online Editor, you can add to, or change, an activity just as if you were making it from scratch.



# Creating a New Activity

- To create an activity, select 'Create Activities' from My Homepage or 'Create Activity' from My Boardmaker.

## Get Started

Curriculum  
Complete programs ready to use.

**Create Activities**  
Create activities from templates or make your own.

Find Activities  
Search for activities shared by other members.

Learn How  
Learn how to use Boardmaker Online.

Create Activity

Create Activity Set

Upload Activity

Create Folder

- Click 'New Blank Activity' to open the Online Editor.

## Create Activity From...

New Blank Activity

All Types

Interactive (87)

Performance (138)

Print (415)



You can also use the sidebar to select a template.

Search

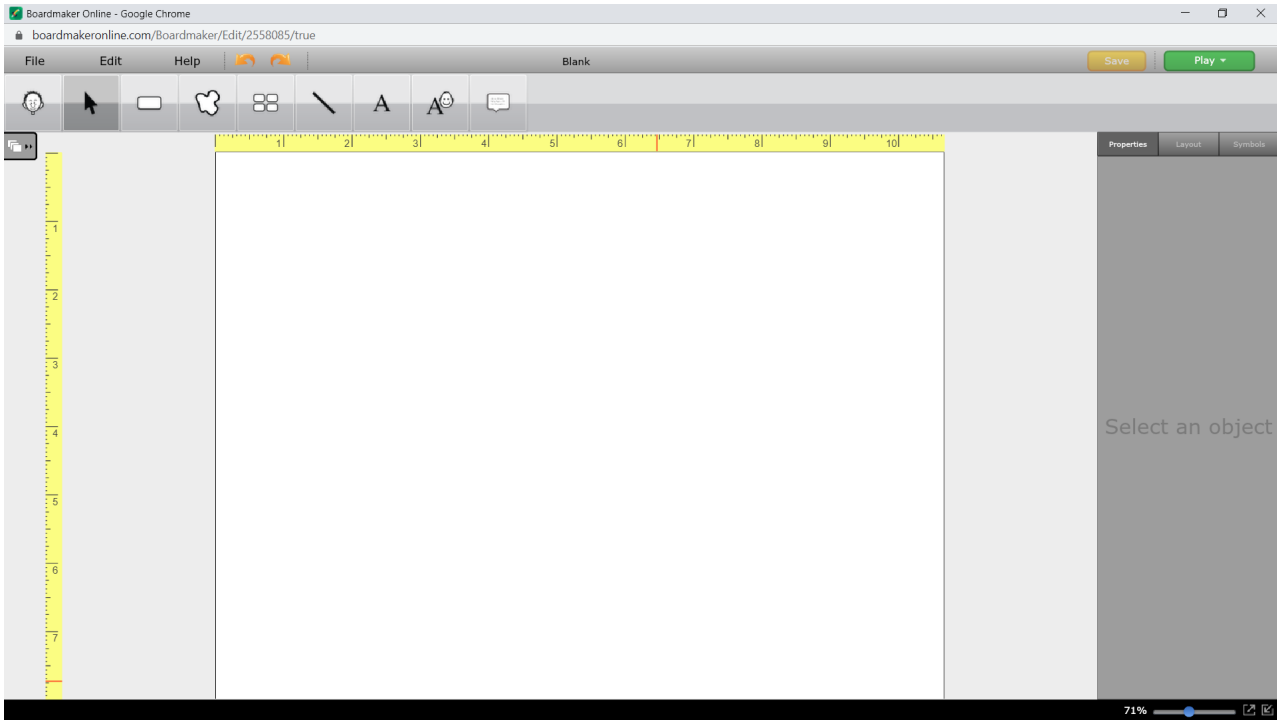
**Activity Type**

- Art and Creativity (1)
- Books and Presentations (31)
- Calendars (14)
- Classroom Routines (10)
- Communication and Participation (21)
- Device Overlays (295)
- Explore (7)
- Flashcards (6)
- Games (16)
- Graphic Organizers (28)
- Labeling (2)
- Matching (14)
- Mathematics (104)
- Question and Answer (10)
- Sequencing (15)
- Sorting (11)
- Visual Schedules and Sequences (85)
- Word Study (14)






# The Online Editor



This is the Online Editor, where you can create and edit activities. This page will tell you the basics of using it including adding new pages, saving and printing.

- To add a new page, extend the page viewer by using the button above the side ruler (shown below).



- In this tab, you can add a new page  or change which page you are viewing.
- To save an activity click 'File' at the top of the page.



- Then click, 'Save Activity As' and type in a file name.

The activity can now be accessed in 'My Activities'. For subsequent saves, you just need to click, 'Save Activity'.

An activity must be saved before it can be printed.

- To print an activity, click 'File' at the top of the page (shown above).
- Click 'Print Activity'.
- This will create a pdf which can be printed straightaway, or downloaded for later.



# Creating Buttons

Buttons are what you will recognise as the squares containing Boardmaker symbols that are used for things like visual timetables and social stories. Some examples are below.



- To create a button, click the Button Tool and drag your square to the desired size.

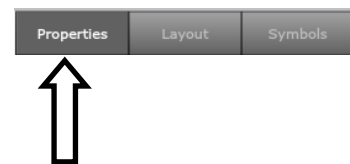
The rules along the edges of the page are true to size, to allow you to measure the correct sizes required for printing.



- For a tutorial on how search for, and add, symbols, watch this short video: [https://www.youtube.com/watch?v=FxRHuA\\_RYpY](https://www.youtube.com/watch?v=FxRHuA_RYpY)

The text under the symbol can be edited and the text size, font and colour can be changed too. The symbol can also be swapped, and the image edited.

- Select the properties tab on the righthand sidebar.
- To change the text, type in the label box.
- To change the symbol, click the 'Choose Symbol' button.
- To edit the symbol, click the 'Edit Symbol' button.



Buttons, both blank and containing symbols, can be easily copied and multiplied using the spray tool.



- To see this demonstrated, watch this short video: <https://www.youtube.com/watch?v=hqGMwm8HVbk>



# Creating a Social Story

Once you have idea of the symbols and text you want to use, you can put together a social story.

You can have several symbols and piece of text per page (almost comic-strip like) or you can make a separate page for each page of the story.

There are two ways in which you can put together your pages.

- Either you add your whole sentence as a symbol label, as shown below (see 'Creating Buttons' to learn how to do this).



- Or you add your text in a textbox below your button.
- To add a textbox, click the label tool, and drag it to the required size.



- Type the desired text and edit it using the sidebar (see 'Creating a Button')



I am feeling happy today

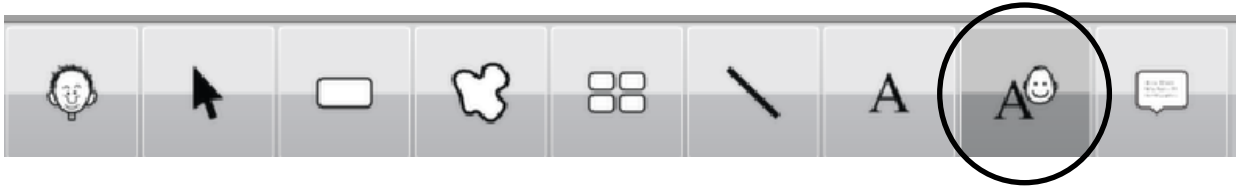
Alternatively, you can use Boardmaker symbols to create social stories on paper, or through another computer programme such as Microsoft Word or Powerpoint.

- Fill pages with your buttons on the Online Editor (perhaps use the 'Spray Tool' for ease—see the 'Creating Buttons' page).
- Save, and then download, your activity.
- Print your activity then cut out the symbols and stick them on to your paper.
- Or, use a snipping tool (or Window+Shift+S on Windows 10) to take symbols one by one and paste them onto another document.



# Using the Symbolate Tool

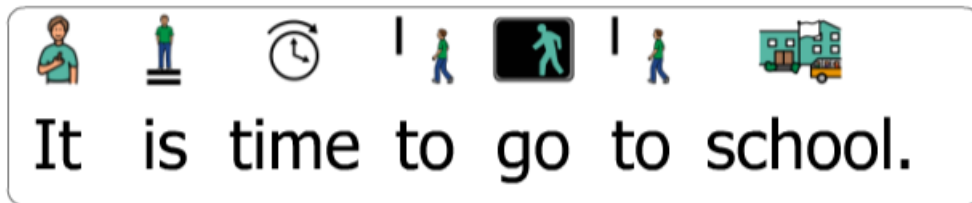
You will find the symbolate tool in the toolbar at the top of the page on the Online Editor.



This tool adds a symbol for each word in a line of text.

- Click on the symbolate tool.
- Drag the mouse to create a box of the desired size.
- Start typing your sentence.

You will see symbols appear above your words as you type. Below is an example of what the sentence, 'It is time for school' looks like when typed using this tool.



Text colour and size and symbol height can be edited using the sidebar on the right.

