

## Boardmaker-At-A-Glance

**File Menu:** Open, save and print

**Edit Menu:** Undo, copy, paste, delete, and select all **View Menu:**

Screen size, grids, and rulers

**Text Menu:** Font and alignment

**Preferences Menu:** Auto resize (to manipulate actual picture not whole cell), board size, ruler/grid/gap, line thickness, and cell corner

### **How To:**

View the whole sheet of cells:

When on the board page, go under View then select "Half size" and you can see the entire sheet of pictures at once.

Create multiple cells that are the same size:

Click on the Cell Sprayer Tool along the side bar on the board page (the button has 4 mini cells). Position the pointer inside the cell. Click and drag the pointer down and to the right until you have as many cells as you want. Release the mouse button and the cells will be created automatically.

Place symbols on a grid:

Click on the Symbol Finder Tool on the board page (the button with the little man). This displays the Symbol Finder Window. Then click the "Draw" button. This will copy the symbol and return the screen to the board page. Position the pointer in the cell and click. This places the picture inside the cell.

Manipulate a picture and text within a cell:

In order to work within a cell, you must turn off Auto Resize in the Preferences menu. This allows you to select the contents of the cell rather than the entire thing.

Delete symbols or text from a cell:

Turn off Auto Resize in Preferences menu. Select the item you wish to delete by clicking on it (shift-click to select multiple items). Press the delete or backspace key to delete what you have selected (either text or picture).

Manually resize symbols:

Select the symbol to resize. It will appear inside a dotted square with a small square in the lower right corner. Click and drag the resize box inward or outward to resize the symbol. Release the mouse button when the symbol is the correct size.

Making text fit within an individual cell:

Select the Text Tool and position the cursor at one end of the word. Click and drag to select the text, then choose a smaller font size from the Text menu.

Change the size of the text (for entire board):

In the Symbol Finder Window- in line 1 next to "English" is the number of the font size.

Change the label of a picture:

First select the Text Tool from the tool side bar (the button with the A). Position the cursor at one end of the word and click and drag to select the text. Now you may enter your new text.

DO NOT change the name of the picture while in the Symbol Finder Window- this will change the name permanently making it very difficult for others to find pictures!

Change corners of cell:

Select the cell to change (if none are selected this command will change the default setting for new cell corners). Go to Preferences Menu on the board page to select the radius of the corners of cells (squared, rounded).

Save your board:

Select "Save" from the File menu. Saving your board requires a file name. Using a descriptive name such as " S-words" can be helpful so others can access your board and use it.

Opening a saved board:

Select "Open" from the File menu while in the board window. Select the name of the saved board and double click. It will appear in the board window.

\*\* When searching for a symbol: be creative and try related or similar words. Also the fewer characters you type, the better chance of finding a symbol that uses those letters (a search for "books" may fail whereas a search for "book" may not), and do not type extra characters ,such as spaces, commas, or periods.\*\*