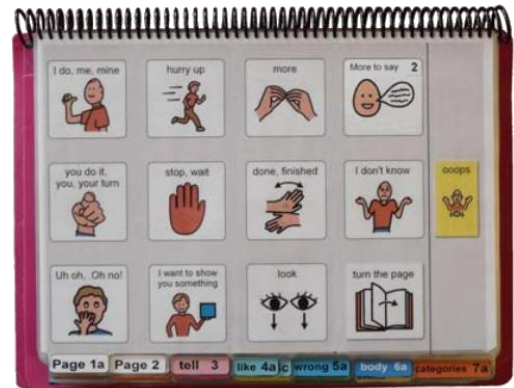


## Construction 12 per page expanded functions



### Materials

It is recommended that PODD books constructed for **direct pointing access are laminated using 3 Mil or less – NOT thicker - laminate**. Waterproof paper and thinner laminated pages are not recommended for anyone who slides their hand across or pushes onto the page when pointing as the pages move or scrunch up making it very difficult to read the point and eventually become damaged. Communication may also break down for individuals with additional sensory processing challenges if they “fiddle with”, flick or scrunch pages to seek additional sensory input. Thinner laminate or waterproof paper is only recommended for direct access when the individual has a very light, hand on and off, point and no additional sensory processing challenges.

**DO NOT USE laminate thicker than 3 Mil for any PODD communication book.** PODD books have many pages to laminate and they can become heavy and unwieldy if thicker laminate is used. Even one extra mil on each page can significantly add to the weight and thickness of the whole communication book. Also be aware that extremely thin laminate (e.g., 1-1.5 Mil) may not withstand heavy use by individuals who are using direct pointing access. Matt finish laminate is recommended to reduce glare on communication book pages

This one-page opening style PODD communication book works best when the pages can be folded completely back. Use **split ring or spiral binding**. **DO NOT put the pages in a folder or use a comb binding (see information on binding)**.

### Materials & Equipment List

- Computer
- MIND Express®
- PODD® templates for Mind Express®
- Color printer
- Laminator
- Scissors or razor knife (box cutter, utility knife)
- Pen or marker
- Two letter sized pieces of thick plastic (e.g., cover stock, notebook cover or pocket folder -8 ½ by 11 inches-) for the covers. Or two pieces of thick laminated cardboard or corrugated plastic sheets (8 ½ by 11 inches). Please note: select an appropriate thickness to be punched using selected binding style.
- Letter sized plain paper
- Letter sized label stickers - one label per sheet (approximately 55 sheets\*)

- Matt no thicker than 3 Mil laminating pouches (approximately 60 letter size pouches\*) and pouch laminator OR a roll laminator with matt no thicker than 3 Mil laminate roll.

### To bind with a spiral

- spiral binder and coil

### To bind with rings

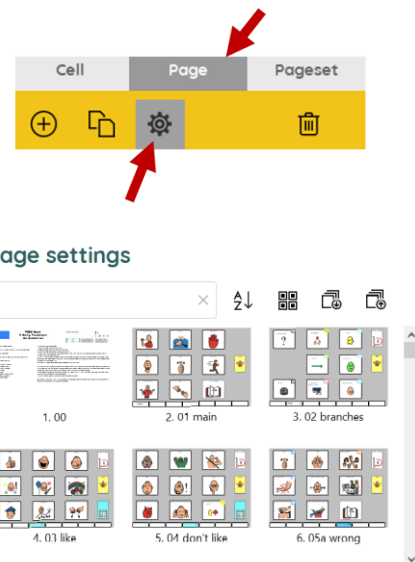
- 3 x split key rings of appropriate size (available from stores that make keys such as hardware stores. Note: hinged notebook rings do not work well because they catch and open on laminated pages)
- A single hole punch or a three-hole punch
- A small amount of cloth duct tape

\* The precise number of pages will vary depending on individual customization.

## Preparing PODD book pages for printing

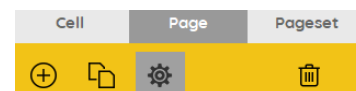
To print the PODD book pages in the correct order you will need to move the location of some pages in the main menu of pages (*page settings*).

- 1) Go to Menu > Edit (or press the F2 key)
- 2) Choose the Page tab at the top of the edit panel
- 3) Select the page settings icon (or press the F8 key) to view all of the pages in the *Page settings* window.
- 4) Check that your selected optional pages have all been moved into the main page set into the correct location and all unwanted pages with duplicate page numbers have been deleted (see instructions to view, select and re-order options pages in Mind Express in the Information file for 12 per page expanded functions.)

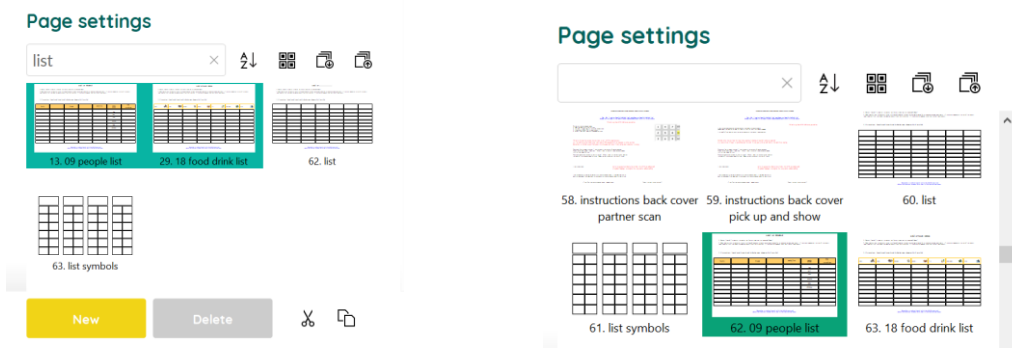


- 5) Check all the pages are in book order using the **PODD book page numbers** (ignore the Mind Express numbers). If required drag & drop or cut & paste pages into their correct location (using the PODD book page numbers).
- 6) **Move List pages.** Before printing the book, move the special list pages to the sticker section so you don't have to skip pages when printing and everything that is printed on stickers can be printed at once. To move list pages:

- a. Go to Menu>Edit (or press the F2 key)
- b. Choose the Page tab at the top of the edit panel



- c. Select the Page settings icon (or press the F8 key)
- d. Type the word “list” in the search field of the Page settings window to filter through the pages and view just the list pages.
- e. Decide if you will use the general *list* (written words only) or the *list symbols* (with space to draw pictures/graphic symbols) page. Select and delete the version you are not using.
- f. Select *09 people list* and *18 food drink list*. Cut these pages.
- g. Delete the word LIST from the search box to view all the pages. Scroll to the *list / symbol list* page. Select it and paste the *09 people list* and *18 food drink list* pages in order after the general list page.



- 7) Scroll to the PODD page number 50 change/toilet. Take note of the Mind Express number associated with this PODD page.

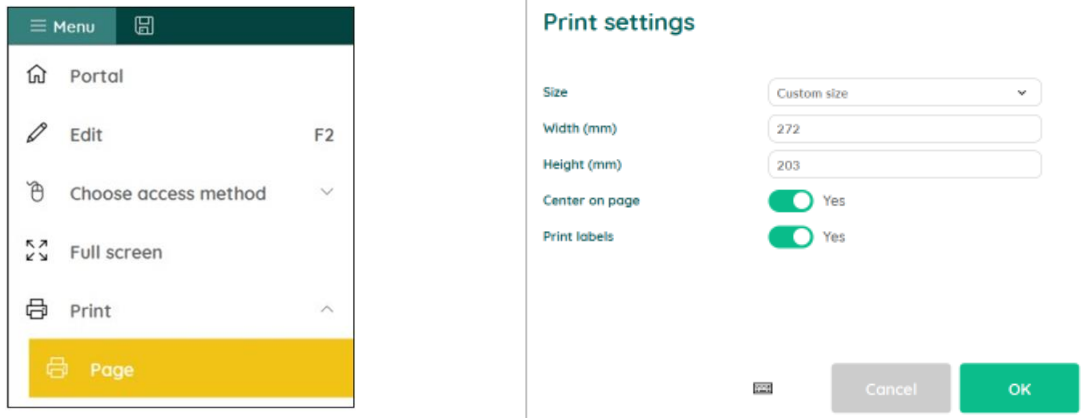
## Printing main pages for direct access

**Print** PODD book pages from **01a main** to **50 change/toilet**.

**Load your printer with** Letter size paper.

1. Navigate to page *01a main*.
2. If in Edit Mode, switch to User Mode by selecting Menu > Done edit (or press the F2 key).

3. Select Menu > Print > page and, without changing anything, select the OK button in the *Print settings* window.



4. Choose which printer to use and then select the *Preferences* button.
5. Select Letter (8.5 x 11 in) as document size, Landscape as orientation.
6. Then select the pages to print using the Mind Express numbers for pages (i.e., not the PODD page numbers on the tabs). The selected page range will be from 2 to the Mind Express number you previously noted for 50 change/toilet.

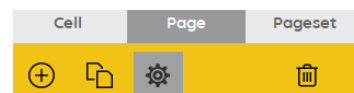
## Scaled printing

This PODD book may be printed at a smaller size onto Letter size paper using the scaled printing settings for your printer.

## Printing the lists and instruction page

Load your printer with **full page letter sized label stickers** (one sticker per page)

- 1) Go to Menu>Edit (or press the F2 key)
- 2) Choose the Page tab at the top of the edit panel
- 3) Select the Page settings icon (or press the F8 key)



### **Special lists**

These are the special lists included in this PODD communication book:

- ✓ 09 people list
- ✓ 17a list
- ✓ 17b list
- ✓ 17e list
- ✓ 18 food drink list OR 18b and 18c symbol list (optional)

Locate these pages in the Page settings window. Note the Mind Express number for all the pages.

### **Instructions for back cover**

There are three versions of the instructions. Locate these pages in the Page settings window. Note the Mind Express number for the required page of instructions.

### **General Lists**

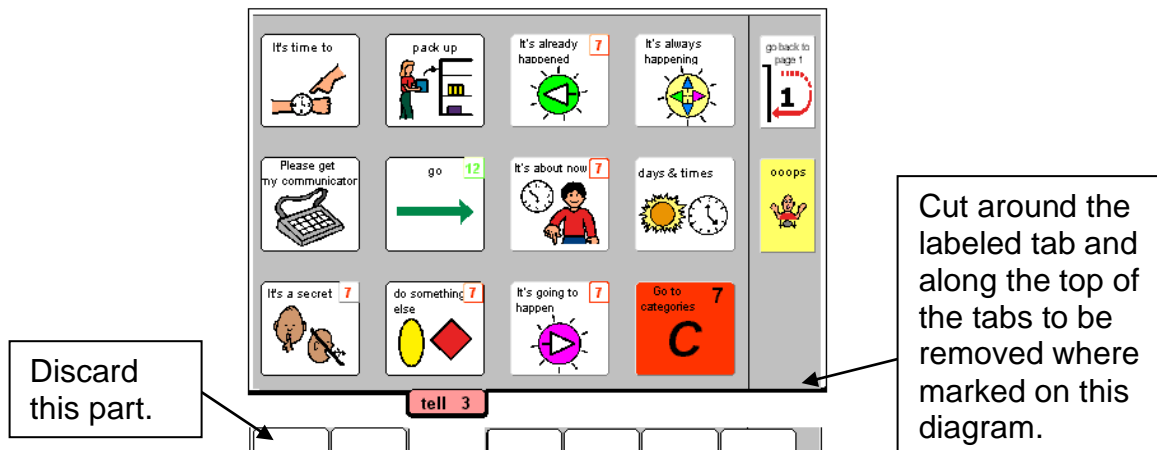
Locate the required list page in the Page settings window.

Open the page and check that the instructions are correct for the individual and that their name has been inserted. Note the Mind Express number for the required list page.

- 4) Note down the Mind Express numbers for each of these pages.
- 5) Switch to User Mode by selecting Menu > Done edit (or press the F2 key)
- 6) Select Menu > Print > page and, without changing anything, select the OK button in the *Print settings* window
- 7) Choose which printer to use and then select the *Preferences* button
- 8) Select Letter (8.5 x 11 in) as document size, Landscape as orientation
- 9) Print one copy of each of the *special lists* and *Instructions for back cover*, using the Mind Express numbers to identify the pages to print.
- 10) Print the General list page. An unaltered page set requires 49 *lists*. You may need to adjust the number of lists you print to allow for your customization.
- 11) Put all the stickers aside for later.

## **Cut out the book pages**

Compile the set of pages. Using scissors or a blade cut around the labeled tab and along the top of the other tabs on the page. Discard excess. See diagram below.



Repeat for every page of the book and put aside.

## Laminate the page set

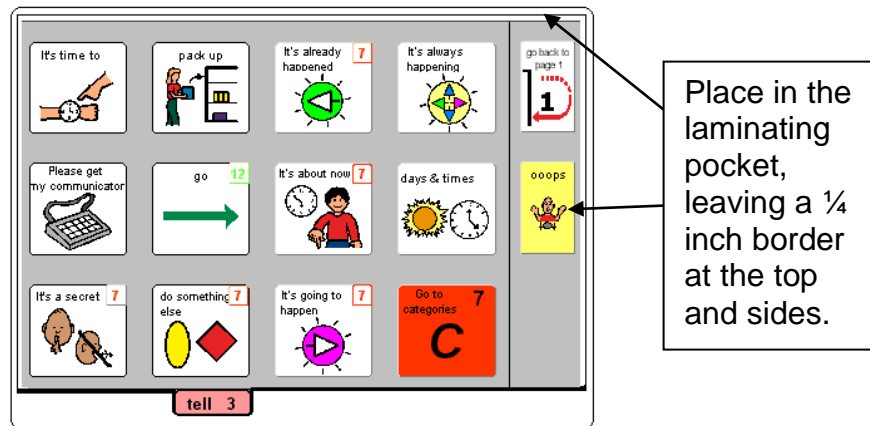
### Important information re: Laminate thickness

PODD communication books have many pages to laminate and they can become heavy and unwieldy if thicker laminate is used. Even an extra mil on each page can significantly add to the weight and thickness of the whole communication book.

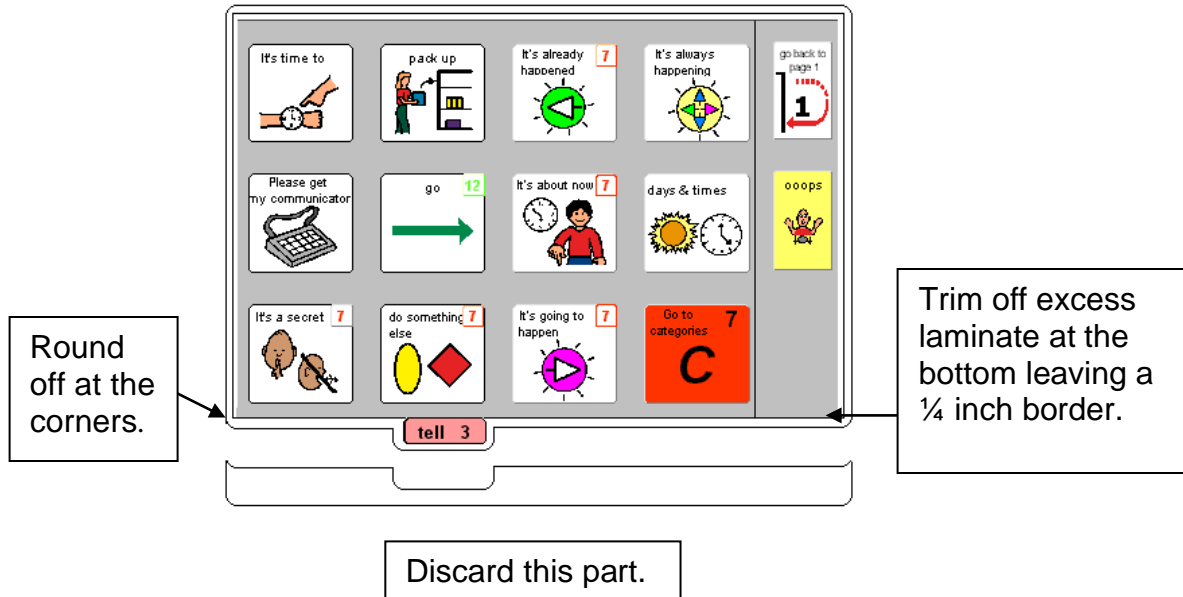
**REMEMBER TO USE 3 Mil or less – NOT thicker – laminate.**

1. Place each page of the page set in a laminating pocket, leaving a  $\frac{1}{4}$  inch border at the top and sides of the page. Laminate the page set *01a main* through to *50 change/toilet* (or the optional *51f alphabet*) and the *instructions sticker*.

Note: **DO NOT** laminate any of the *optional 55 story* pages. These pages are filed at the back of the PODD in plastic letter files so that they can be removed and filled in when necessary.



2. Trim off excess laminate along the bottom of the page leaving a ¼ inch border. Round off at the corners for safety.











## Special Pages

This type of PODD book has *optional* anecdote pages (*55 story pages*). These pages are filed at the back of the PODD book in clear plastic letter files so that the pages can easily be taken out and filled in with a pen.

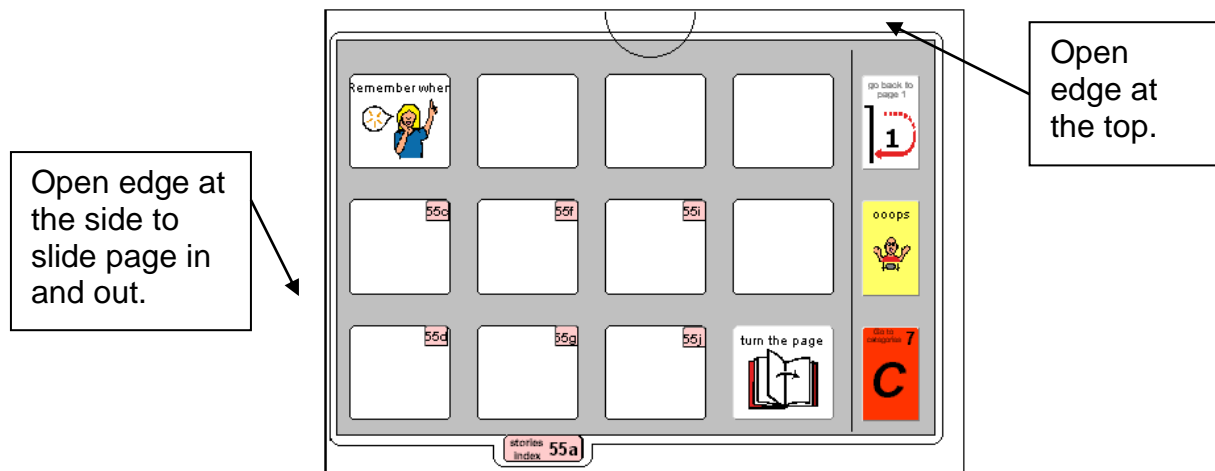
**TIP** Anecdote pages are not laminated.

You will need:

- Clear plastic letter files (available from most office supply stores).

Note: A large number of templates for 55 story pages are included with this page set. Including all of these pages in the PODD communication book would significantly add to the overall size and weight. Initially only include a few pages, e.g., *55a story index* and *55c-e story* pages. Additional pages can be added as required. If using a large number of anecdote pages, consider the use of a separate folder (see *Information file*)

1. Slide each *55 story* page into a letter file so that the longer open edge of the letter file is at the top where the book will be bound.



- 2 File in order at the back of the PODD book.

**TIP** Remove the page from inside the letter file when binding, so the page can't get caught in the binding. Bind only the letter file.

## Making the Cover

To create the covers, you will need:

- Laminated *instructions for back cover* printed on a Letter sized label sticker.
- Two letter sized (8 ½ by 11 inches) pieces of thick plastic (e.g., cover stock, notebook cover or pocket folder). Or two pieces of thick laminated cardboard or corrugated plastic sheets (8 ½ by 11 inches). Please note: select an appropriate thickness to be punched using selected binding style. Make sure to round off any sharp corners on the cover.

Take the laminated sticker labelled *Instructions back cover*, peel off the back and stick it to the inside of the back cover.

## Binding the PODD book

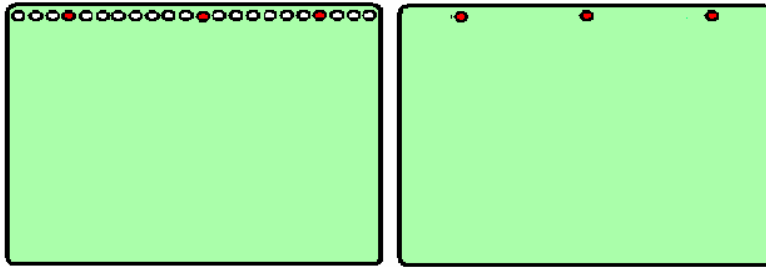
This one-page opening style PODD communication book works best when the pages can be folded completely back under the open page. **DO NOT** put the pages in a ring binder, folder or use a comb binding that restricts the book folding back on itself as the book will be more difficult to handle in a range of physical positions.

This type of PODD book works best when bound with split key rings or with a spiral binding.

### Binding with split rings

Split key rings are more difficult to initially put pages in the book, **but worth it in the long-term as the pages are less likely to catch on the ring during page turning or fall out with use.** It is also possible to easily replace or add pages one at a time to the ring. Other types of hinged rings that open easily to add pages have been found to be very frustrating as they frequently open and pages fall out with use. Some people have used cable ties instead of rings, but it is difficult for pages to turn over the bump of the join in the tie.

1. Punch 3 evenly spaced holes across the top of every page and the cover. If you are using the covers of a Letter sized sheet protector presentation book, you can use the pre-existing holes and the cover and use the cover as a template to mark where to punch holes on the pages.



2. Check your pages are in order. Add pages to the split key rings. You may choose to close the opening on the ring after the pages are in place with a small piece of cloth duct tape. This stops the pages catching in the rings when in use.

## **Spiral/Coil binding**

The book turns pages most effectively if the spiral is sized to fit the pages of the book. If using a spiral that's too big, it takes longer to turn pages all the way over the excess spiral.

Bind as per the instructions for your spiral binding machine.