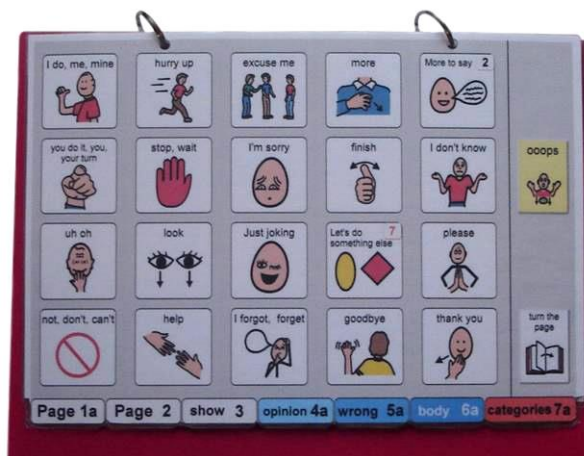


Direct Access – 20 per page expanded functions



General description

This page set was primarily designed for children who can accurately target mid-size symbols with their finger(s) to express a range of communication intents. The language complexity of this page set is designed to support individuals learning to:

- Communicate a full range of intents (including to question, relate information, tell stories, express ideas, narrate play, instruct, request, answer, express opinions and complain).
- produce up to 3 key word sentences (pragmatic branch starters are obligatory in the PODD communication book).
- Express vocabulary commonly experienced in their daily lives. The vocabulary included in the example templates has a bias towards the interests of younger children approximately 3 - 5 years.

This page set may also be appropriate for use by:

- Communication partners to support an individual's understanding of the partner's messages
- Younger children whose current communication, language and access requirements suit this page set. Vocabulary in the page set can be customised to suit the interests and communication requirements of different age groups.
- Older individuals whose current communication, language and access requirements suit this page set. Additional customisation will be required in vocabulary style and activities to accommodate for the individual's age and life experiences.
- Individuals who require multiple access methodologies to accommodate for variability in the intelligibility/efficiency of their direct access, e.g., at different times of the day or in some positions they may be able to use direct access, whilst at other times they need to use partner-assisted visual scanning to access their PODD communication book. (see the *Construction file 20 per page – expanded functions scan*).
- Individuals who require a smaller display size with the same complexity of language and page layout. This page set can be reduced in size using a printer with scaled printing options. Consider the influence of reduced size and spacing of symbols on the page when scaled printing this book (especially smaller than 85%) on the individual's ability to easily visually discriminate, locate and point to items while they are learning to communicate using aided language.

The layout and physical make-up of this PODD communication book is one-page opening. A similar complexity of language is available in the *36 key word two-page opening plus side panel* and the *40 per page two-page opening* PODD books. Consider which style of communication book will most effectively meet the individual's requirements.

Considerations for selecting a one or two-page opening PODD communication book

- In the *20 expanded functions one-page opening book*, the pragmatic branch starters are obligatory in the pathway to access most vocabulary in the book. This obligatory use of the pragmatic branch starters can assist partners and individuals at the earliest stages of learning to use pragmatic branch starters to clarify the communication intent of 1-3 word sentences.
- In the *40 key word two-page opening book*, pragmatic branch starters are on the first page of the book but the categories section can also be accessed via TURN THE PAGE. This reduces the obligatory use of the pragmatic branch starters and can result in less intelligible communication (without clarifying the intent) of 1-3 word sentences. Optional pages are included to make categories versions of the *40 key word* book without pragmatic branch starters. The categories version would only be selected for individuals who routinely produce sentences including sufficient syntax (3+word sentences) that they no longer need to indicate the communication intent in order to clarify the specific meaning of 1-2 key word messages.
- The *36 two page opening plus a side panel book* does not use pragmatic branches to navigate due to the availability of the categories index on the side panel. This style of book is therefore only recommended for individuals who routinely produce sentences including sufficient syntax (3+word sentences) that they no longer need to indicate the communication intent in order to clarify the specific meaning for most of their messages.
- The main navigation (categories) index in the *20 one-page opening PODD book* is located in separate sections. It is necessary to turn to the *categories* section to navigate between sections in the communication book. The presence of the navigation (categories) index in every section in the *40 key word PODD book* enables more efficient movement between sections. The navigation (categories) index on the side panel in the *36 key word PODD book* enables faster movement to other sections from all pages.
- The *20 one-page opening PODD book* includes separate activity displays, the *36 and 40 two-page opening PODD books* do not. Vocabulary to interact during an activity is included in the predictably associated vocabulary in the activities section. However, with only 40 or 36 items on a page opening, some less frequently used vocabulary available on some activity displays in the *20 expanded functions PODD book*, may need to be on a list in the *36 and 40 key word books*.
- Individuals who rely on sliding their hand across the page to point may get their hand caught on the binding in the middle of the page of the two-page opening PODD communication books.
- There are additional sensory distracters in the two-page PODD communication books (page tags on side, binder in the middle, can easily turn pages). A one-page opening PODD communication book may enable increased focus on communication for some individuals.
- The side panel needs to be well supported by a surface or hand. Instability of the communication book surface can be frustrating as pointing becomes more challenging and less intelligible. One and two-page opening PODD communication books without side panels have more intrinsic stability.
- The symbol number, size and spacing in the 20 per page one-page opening PODD book results in a less complex visual display. This layout also requires less accurate, graded, motor skills to intelligibly point to the individual symbols.
- Two-page opening PODD books fold to a smaller size when the book is closed. They are also generally lighter, given a similar vocabulary, than the one-page opening PODD books. This results in a smaller, more convenient size to transport making it easier for some children to independently carry their communication book.

Language

- Vocabulary is included in this page set to express a range of pragmatic functions typically seen in the expressive communication of 3-4 yr old children. These functions include, request object, action, assistance, cessation (stop, finish) and recurrence (more, again), ask questions, give opinions, comment, complain, reject, protest, express feelings, label, describe, respond/acknowledge, answer, inform (draw attention to something), relate information about present, past and future events, tell stories, imaginative play and instruct.
- Vocabulary is organised into sections based on communication function, part of speech and/or semantic grouping.
- Vocabulary is included in the page set to express a range of semantic meanings typically seen in the expressive communication of children 3 - 4 yrs of age. There is a general expansion in the diversity of vocabulary used to express each semantic meaning compared to other one-page opening PODD page sets with less items per page. The vocabulary included in this PODD book focuses on meanings encountered by children in their daily life routines, environments, stories, play and educational activities.

Vocabulary for words such as YES, NO, HELLO, THERE, is not included on the templates for this page set based on the assumption that the individual will (be learning to) use unaided modes to more efficiently express these messages, e.g., pointing in the environment, head movements for YES/NO, look plus vocalisation for HELLO. These words can be added to the first few pages of a PODD communication book if an individual requires aided symbols for this type of vocabulary. Symbols for YES and NO may also be added to the corners of every page or attached to flip out from the back cover.

- Parts of speech represented in the page set for this PODD communication book include Wh-question words subject and object nouns, pronouns, verbs, (and a few auxiliary verbs in some sections), negative, interjections, adjectives, adverbs, and prepositions.

Auxiliary verbs, articles and grammatical morphemes are not included on the templates for this PODD communication book. Whilst these syntactical forms are typically emerging in verb and noun phrase elaboration at this stage in spoken language development, their use in aided language forms tends to be acquired at a later stage even when they are available for use. This is possibly due to the additional effort and time required to access each item on an aided language display, reducing both the models of their use and increasing the tendency to only include words that add substantially to the partner's understanding of the message.

- Predictably associated vocabulary supports the use of 3-6 key word sentences within the one section (depending on the section). More complex sentences would usually require extra page turns to return to the categories index and then navigate to another section.

Note that this book is designed for individuals who are still learning to combine 1-2 (3) words together and need pragmatic branch starters to clarify the intent of their message. That is why the use of pragmatic branch starters is obligatory in the navigation for this PODD book. The additional range of predictably associated vocabulary supports the partner's use of AAC to support understanding, model and expand the communicator's messages. If the individual is beginning to (learning to) produce 4-6 key word sentences, then they need a different PODD book that does not require the obligatory use of pragmatic branch starters to navigate the book and has an expanded range of predictably associated vocabulary to further develop their language.

- This PODD book incorporates a number of strategies to compensate for some of the limitations inherent in using aided symbols and to support the production of more intelligible, socially valued communication. These strategies include tense clues, predictive links, and phrases to provide partners with feedback and suggestions such as I DON'T UNDERSTAND and THAT'S NOT WHAT I'M SAYING.
- IT'S NOT IN MY BOOK I'LL GIVE YOU A HINT is positioned in the categories index. This symbol is used to extend the range of vocabulary available by encouraging the partner to guess at the required word when provided with an associated word/letter. Using this phrase, the communicator indicates that the next word/letter is not really part of the message but a cue for the partner to guess another word that is not included in their communication book. Having correctly guessed a missing word, partners are encouraged to write the word on an appropriate LIST.
- A symbol link to *GO TO LIST* (attached to the back of the previous page) is included on the end page of all sections/categories.
- The symbols in this page set primarily represent single words. This allows for multiple meanings to be interpreted from the one symbol. For example, the single word HELP can be interpreted to mean “Can I help you?”; “I’m helping”; “I need some help”; etc. depending on the current context. There are a few symbols representing whole phrases/sentences to increase efficiency and preserve conversation flow when expressing highly predictable, time dependent or social messages, e.g. I DON'T KNOW; I LOVE YOU; EXCUSE ME; I'M SORRY.

Layout

- One page opening with spaces for twenty vocabulary items plus separate operational buttons.
- This PODD communication book size is A4 landscape. Using scaled printing options, this PODD book can also be reduced in size (by percentage) to suit the size of display required by the individual. It is important to consider how the reduced size and spacing of symbols on the page when scaled printing this book (especially smaller than 85%) influences the individual's ability to easily visually discriminate, locate and point to items. Increasing the operational complexity may affect some individual's ability to focus on learning to communicate using aided language.
- The page background is light grey to visually highlight the location of the symbol buttons on the page. If the cost of printer ink is a concern, the grey can be removed from each page switching to Edit Mode and opening the page settings window in Mind Express®.
- Symbol button size is approximately 3.8cm high, 4cm wide for symbol buttons. Button spacing is .9cm width and 0.5cm height.
- Buttons with *GO TO PAGE (number)* instructions have a small square in the top right-hand corner. The number of the page (darker colours) or the background of the small square (lighter colours) matches the colour of the page tag for the target page/section (see *colour master file* on resource homepage).

- Four operational buttons are located on the right side of each page, separated from the main symbol buttons with a vertical line. Each operational button is approximately 3.8cm high, 2.8cm wide with a 0.6cm gap between buttons. The operational items included in this page set are:
 - *GO BACK TO PAGE 1* is on every page
 - *GO BACK TO PAGE (number)A* is included to get back to the first page in a section from all other pages in that section. The border of this button is coloured according to the section to increase differentiation from the *GO BACK TO PAGE 1* button.
 - *TURN THE PAGE* - replaces *GO BACK TO PAGE (number)A* on the *A* page.
 - *OOOPS* – indicates that something has gone wrong with the communication process. This allows a communicator to indicate that something is wrong, a mistake has been made, but they require the partner to assist them to identify and fix the problem.
 - *GO TO CATEGORIES* – on all pages to enable access to the categories (main navigation) index to navigate to other sections of the communication book.
- List pages are attached to the back of page preceding the page with the *GO TO LIST* instruction (see the *construction file*). In these templates, the background of the *GO TO LIST* button is coloured according to the section. This highlights the operational function of this item. This may be distracting for some individuals. The colour can easily be removed using the colour tool in the button's style.

Initially operational buttons are primarily used by partners to support the communicator's operation of the book. Partners are instructed to point to these buttons prior to turning pages when using the PODD book and when they make an error. Frequent models of the use of these operational functions is vital to support the communicator learning to independently instruct partners to navigate around their communication book and inform partners of errors. If partners just turn pages the individual will have few opportunities to learn how they can direct movement between pages in their PODD communication book. *People will learn to do what they see others model!*


Navigation

Vocabulary in this PODD book is organised using both pragmatic branches and a categories index according to the communication intent being expressed.

- First page **MORE TO SAY** – *go to page 2*
- **Pragmatic branch starters** on page 2
- **Category index** on page 7
- Predictive links are used to assist the communicator to include sufficient information to aid partner understanding, e.g., HURT, SORE, PAIN has a direct link to *06 body parts*.
- Operational commands to *GO BACK TO PAGE (number)A* and *TURN THE PAGE* to move between pages in the one section.
- Operational commands to *GO TO CATEGORIES* and *GO BACK TO PAGE 1* are available from all sections.
- Includes **activity displays** for more efficient interaction during a range of common daily routine and play activities. The section description 27 – 50 activity displays includes specific information on adding, deleting, and making separate activity displays in Mind Express.
- Includes **alphabet pages** for exploration and early writing and spelling activities.
- Includes **anecdote pages** to support individuals to tell their own stories more efficiently and/or to compensate for current limitations in expressive language restricting the individual's ability to intelligibly construct (word by word) more complex narratives.

Customise personal PODD book

This Mind Express program includes vocabulary for Australian English and UK English. Australian English is the default. **To switch to UK English select the button with the UK flag.**




Portal

PODD Book

20 Expanded Functions

A4 Australian



Main Menu

This set of pages contains:



- the MAIN PAGES, which end with the instruction page
- the LISTS pages
- the OPTIONS pages that can be included or not.

OPTIONS available:

- 04 like don't like
- 15 hair jewel makeup
- 18 meal alternatives
- 25 early childhood
- 25 school
- 28 music options
- grids for scanning
- sensory activities

To customise your personal PODD book (while in user mode),

- 1) The Australian version is the default. For the UK version, select the flag button below.

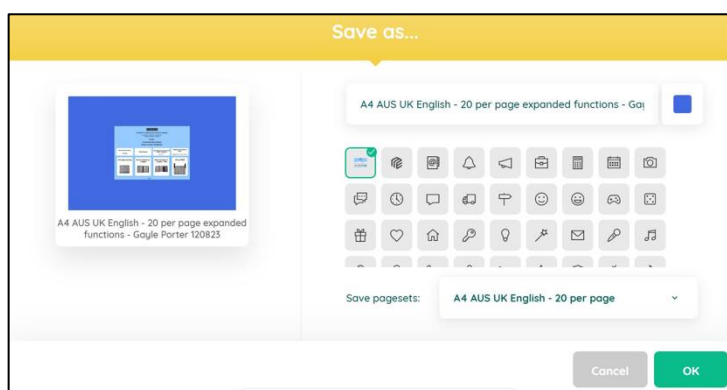
- 2) Select the button below 'Customise personal book'. This will make a copy of this template so the original can be used to create more copies if you need to.

Customise personal book

- 3) On the SAVE window that opens up, type a name for the book (for example, the user's name)
- 4) Click the OK button. The PODD book will be available at the end of all the files in the user portal, ready to be customised.

The next step consists in making a copy of the template so the original can be used to create more copies if needed. **To make a copy, select the green button 'Customise personal book'.**

On the SAVE window that opens up, **type a name for the book** (for example, the user's name) **and a date**. Select the OK button.



The individual's PODD book will be available at the end of all the files in the user portal, ready to be customised.

When you open the individual's PODD book files the first display will include instructions for use and links to the information and construction files for this PODD book. You will need to go to MENU – EDIT (or press the F2 key) to view and customise the pages. Once you are in edit mode you can navigate between pages using the green toolbar at the bottom of the screen.



Select Optional Pages

The optional sections/pages that may be added or selected for this PODD book include:

1. Modifications to enable the use of **alternative access using partner-assisted visual column-row scanning** by placing lines between each column. See the *20 expanded functions scanning construction file* for detailed instructions to modify the main page set.
2. Additional pages for children attending **school or early childhood settings**. These options also require different *categories 07 pages* to include a link to these pages.
3. Alternative categories pages for individuals who have **no early childhood or school sections** in their PODD book.
4. Sensory **activity pages**. Individuals who have sensory processing challenges require access to vocabulary to request sensory experiences. Vocabulary for specific sensory activities is included as a subcategory in the activities section. This sub-category is linked from both the SOMETHING'S WRONG and I WANT ... (ACTIVITIES) pragmatic branch starters to express different communicative intents.
5. **I LIKE THIS and I DON'T LIKE THIS opinion branch** pages – as an alternative to the I THINK IT'S / OPINION WORDS branch pages. Using the phrases, I LIKE THIS and I DON'T LIKE THIS tends to be more transparent and developmentally appropriate for young children to access opinion vocabulary. However, it is not always conversationally appropriate to initially identify whether something is liked or not liked when expressing an opinion such as SILLY, FUNNY, CRAZY, EASY, DIFFICULT, RIGHT or WRONG. The use of the two pragmatic branches I LIKE THIS and I DON'T LIKE THIS also necessitates the replacement of one vocabulary item on some pages in this PODD book.
6. Other alternative pages (as referred to in section descriptions).

Optional pages include:

- **04 like / don't like opinions**

- 02 like don't like ECS (uses LIKE and DON'T LIKE pragmatic branch starters, replace I THINK ITS and PLEASE GET MY COMMUNICATOR)
- 02 like don't like NOECS (LIKE and DON'T LIKE pragmatic branch starters replace I THINK ITS and DO A GROUP ACTVITY, DO SOMETHING ELSE moved location)
- 04a like
- 04b like
- 04c don't like
- 04d don't like
- 05a wrong don't like (links associated with I DON'T LIKE THIS changed from 4 (opinion) to 4c (the don't like option))
- 07b categories like ECS (links in main navigation index changed from OPINION to LIKE WORD and DON'T LIKE WORDS)
- 07b categories like NOECS (links in main navigation index changed from OPINION to LIKE WORD and DON'T LIKE WORDS in book that does not include an early childhood or school section).
- Alternative activity displays with links to LIKE and DON'T LIKE replacing I THINK ITS plus one other vocabulary item on the activity displays: 27 *television*; 28 *music*; 29 *book*; 30 *game*; 45 *messy play* and 46 *computer*.

- **15 hair, jewellery & make-up pages**
 - 15c hair
 - 15c jewellery
 - 15c make-up

- **18 food/drink pages with list**
 - 18 food drink list (food/drink items assigned to sub-categorised columns on a written word LIST)
 - 18 meal with list (optional food drink page with links to a LIST instead of pages)

- **25 early childhood (EC) setting pages**
 - 07a categories EC (main navigation index with link to early childhood setting section)
 - 09a people EC (includes link to *09c early childhood people* sub-category)
 - 09c EC people (early childhood people)
 - 25a early childhood
 - 25b early childhood
 - 25c make EC (early childhood)
 - 25d outside EC (early childhood)

- **25 school pages**
 - 07a categories school (main navigation index with link to school section)
 - 09a people school (includes link to *09c school people* sub-category)
 - 09c school people
 - 25a school
 - 25b school
 - 25c school places
 - 25d school things

- **No educational section**
 - 07a categories NOECS (FEELINGS category replaces space for early childhood or school category)
 - 07b categories NOECS (FEELINGS category deleted – ALPHABET moves to that location)
 - 07b categories like NOECS (links in categories index changed from OPINION to LIKE WORD and DON'T LIKE WORDS in book that does not include an early childhood or school section).

- **28 music pages plus songs and instruments**
 - 28a alt music (alternate music activity page with links to pages of songs and instruments)
 - 28a alt music like don't like (alternate music activity page with links to pages of songs and instruments with I LIKE THIS and I DON'T LIKE THIS replacing I THINK ITS and SOFTER added to the down cell)
 - 28b instruments (alternative page including symbols for musical instruments)
 - 28c songs (alternative page including symbols for songs)

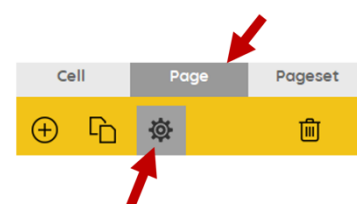
- **Grids for scanning**
 - 01a main scan (example of how pages look with grid lines added to support the use of partner-assisted column-row scanning access)
 - 51 alphabet scan (51 alphabet page with gridlines added for partner assisted visual column-row scanning)
 - 55 story scan lines (scanning lines to add to anecdote, 55 story, pages)
 - gridlines for scanning (lines to add to most pages to support the use of partner-assisted column-row scanning access)

- **Sensory activity pages**

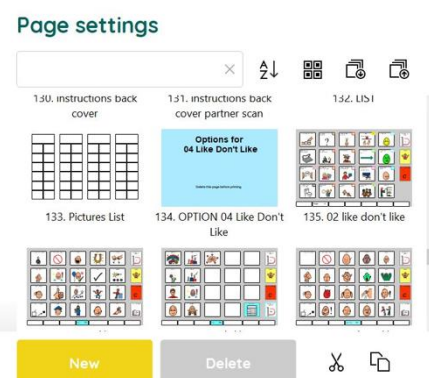
- 05a wrong sensory (item “I NEED A SENSORY ACTIVITY” linked to the sensory activities replaces SAD) Note in a book using the LIKE and DON’T LIKE option, change the number associated with I DON’T LIKE THIS to 4c.
- 05a wrong sensory like don’t like (item “I NEED A SENSORY ACTIVITY” linked to the sensory activities replaces SAD, the number associated with I DON’T LIKE THIS changed to 4c. for books using the LIKE/DON’T LIKE option)
- 05b wrong sensory (SAD added to this page)
- 11a activities sensory (link to SENSORY ACTIVITY subcategory replaces GAME)
- 11b activities sensory (GAME added to this page)
- 11g sensory (place to add individual’s preferred sensory activities)

To view, select and re-order options pages in Mind Express

- 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)
- 4) Scroll down to the bottom of the *Page settings* window until you see blue placeholder pages for each OPTION.



- 5) **To view and print the PODD book in the correct order you will need to move the required optional pages into position in the main page set using the PODD book page numbers** (ignore the Mind Express numbers). To do this,



- a. Scroll down to find the blue placeholder page for your required option.
- b. Select the optional pages with the same PODD book number (e.g., 07a & 07b)
- c. Scroll up to find the same PODD book number in the main page set
- d. Drag & drop or cut & paste those pages into position in the main pages with the same PODD page number.
- e. If you’ve copied multiple pages you may need to move pages within the section. For example, 7a would be pasted after the original 7a in the default list.
- f. Delete any unwanted pages with the exact same PODD page number (i.e., you should only have one 7a).
- g. Do this for all desired optional sections/pages before customising the book.
- h. Look through all the pages to check that everything is in order according to the PODD book page name and that there are no duplicate PODD page numbers.

Note: if there are no pages with the same number, place the page in numerical order according to the PODD page number

Customise the PODD book pages

You need to be in **edit mode** to customise the PODD book pages. Go to Menu > Edit (or press the F2 key). You can then use the green navigation toolbar at the bottom of the page to move between pages. The following information in the *section descriptions* will assist you to understand the vocabulary organisation in this PODD book to make appropriate changes to the individual’s PODD book. To learn how to use Mind Express, read the online manual available directly from the software by selecting Menu > Help > Online help or watch the [video tutorials](#) available on the Jabbla website or on the [Jabbla YouTube](#) channel.

Section descriptions

Remember to position any additional items that link to another page of vocabulary on the first page of the section to reduce the number of page turns required to express the whole message.

01 main/chat

- Includes vocabulary that it is generally useful to say quickly or in the context of an ongoing conversation or activity.
- Includes the link MORE TO SAY to navigate to the rest of the vocabulary in the book via the branch starters on page 2 *branches*. Note that I DON'T KNOW needs to be positioned on the front page to provide communicators with an efficient alternative to answer YES/NO questions.
- The operational link to go directly to *categories* has been removed from 01a *main* to discourage people from skipping the pragmatic branch starters on page 02 *branches*, and therefore, making it difficult to interpret the communication intent of one-to-two-word sentences.
- 01b *chat* contains social phrases including some phrases to manage interaction and repair communication breakdown. The question WHAT'S YOUR NAME? and answer MY NAME IS (add the individual's name to this symbol) are also on this page. Customise the vocabulary on this page to suit the requirements of the individual. The *Additional vocabulary ideas* document available from the resource home page provides additional examples of social phrases.
- *Note: I NEED TO GO TO THE TOILET is on page 02 branches in this page set. You may choose to move this phrase to page 01a during the earliest stages of toilet training.*

02 branches

- This page is part of the **main navigation system**. **All additional pages must be accessible via this page using an existing pragmatic branch or by adding a new pragmatic branch starter to this page.**
- All pragmatic branch starters in this PODD communication book are on this page. The pragmatic branch starters indicate the communicative intent of the message, providing a context for partners to interpret the meaning of a communicator's 1-2 key word messages.
- All the pragmatic branch starters have a link to go to another page, either a predictably associated page of vocabulary to express that intent or to the categories index to express less predictable messages.
- The operational link to the 07 *categories index* is included on this page for more direct access to vocabulary to answer questions. Communicators (and partners) should be actively encouraged to indicate the communicative intent (pragmatic branch) when they initiate communication and/or introduce a new topic to provide their partners with sufficient information to accurately interpret key word messages. If communicators and partners are routinely skipping the pragmatic branch starters and going straight to categories, delete the categories cell from this page until they learn to use pragmatic branch starters.
- The I WANT... and LET'S GO... pragmatic branch starters include alternative wordings of DO AN ACTIVITY and GO. These alternative wordings are used with IT'S TIME TO.. to instruct and tell people what activity they are going to do and where they are going (as opposed to the **requesting**). The addition of DO AN ACTIVITY to the I WANT button also assists partners to discriminate the use of this branch from the DO SOMETHING branch which leads to *actions* (verb) vocabulary. Adding the word *verbs* to the DO SOMETHING button further clarifies the different sections of the book that each branch goes to (WANT> 11 *activities*; DO > 10 *actions*).
- The phrase PACK UP is also included on this page to be used with IT'S TIME TO...
- DO A GROUP ACTIVITY provides a direct link to the school/early childhood sections to instruct / tell children what it is time to do at school/early childhood setting. An Alternative page 2 *branches* NOECS is available in the *option - no early childhood or school* for individuals who do not currently attend an early childhood or school placement.

- DO SOMETHING ELSE is included on this page to be used with ITS TIME TO. It provides a direct link to the categories section to access a full range of vocabulary to instruct /tell what it is time to do e.g., ITS TIME / TO DO SOMETHING ELSE />categories /clothes/ > PUT / ON / SHOES. It could also be used without using the ITS TIME TO starter to request a range of actions/activities.
- ONE OF MY STORIES provides a link to pages containing pre-prepared anecdotes. The anecdote information chunking strategy is particularly useful for individuals who like to tell stories but find word-by-word construction of narrative too difficult at this stage of expressive language development. Also consider using a speech generating device for this function. PLEASE GET MY COMMUNICATOR is also included on this page.
- The main page set uses the pragmatic branch starter I THINK IT'S ... to express opinions.
- Alternative 02 branches like to use the pragmatic branch starters I LIKE THIS and I DON'T LIKE THIS to express opinions is available in the option – 04 LIKE DON'T LIKE The two I LIKE THIS and I DON'T LIKE THIS branch starters replacing the one I THINK ITS pragmatic branch starter requires that another item on this page be deleted.
 - 02 branches like don't like NOECS (no early childhood or school) replaces, the unneeded, item DO A GROUP ACTIVITY
 - 02 branches like don't like ECS (used when an early childhood or school section is added to the PODD book) replaces the PLEASE GET MY COMMUNICATOR (as this request is also available on 07b categories)
- The item I NEED TO GO TO THE TOILET is included on page 02. You may choose to move this item to 01a during the earliest stages of toilet training. This item could be replaced for individuals who are not (as yet) using the toilet, or it can remain to request to be changed (linked to 50 change).
- When selecting optional pages, ensure you have selected the 02 branches page option that includes the combination of links required to support all of your choices. For example, if you have included the Like/don't like and school sections you will need to select the 02 branches like ECS with both like/don't like and school links.

03 show

- Includes vocabulary and links to other pages needed to show things and actions.
- The vocabulary on this page particularly suits individuals who have restricted mobility with limited ability to independently get and show objects. The communicator can provide their partner with hints as to where to look in the environment for the thing they want to show.
- SOMEWHERE ELSE links directly to the places section (and from there to the *house and garden* section) for the communicator to suggest alternative places to look.
- The sentence WATCH ME may be used to draw a partner's attention to something they can do. LOOK can be used to cue a partner to attend to the communicator's eye or hand point to things in the environment.
- PLEASE GET MY COMMUNICATOR supports the use of a speech generating device (SGD) such as a single or sequenced message device to tell a pre-prepared message, in this case about something they want to show their partner.
- SOMEONE links directly to the page of people for the communicator to identify who their partner could ask to help work out what it is they want to show you.
- There are two blank spaces on the page to add other actions/places to look. If the individual likes to show people photos, you may choose to add an instruction to get the album/device they use to show photos.

04 opinions

- The main page set uses the I THINK IT'S pragmatic branch starter and OPINION words category.
- In the main page set opinion vocabulary is organised across three pages. Pages 04a and 04b include a range of different opinions. 04a also includes a sub-category link to 04c *I don't like this*. Vocabulary that could be located in the *I don't like this* but frequently used is on 04a opinions). 04b opinions includes more positive or neutral opinions. The word WRONG is located on 04b adjacent to RIGHT to encourage a more neutral attitude to being wrong (people may need to learn that WRONG is on 04b, not preceded by I DON'T LIKE THIS to access page 04c from experience.)
- Vocabulary on 04c is selected with consideration to it being used to explain why a communicator does not want to do something. There is a link to this page from the message I DON'T WANT TO DO THIS on 05a in the *something's wrong* section.
- The item LET'S DO SOMETHING ELSE has a predictive link directly to the 11 *want/activities* section to suggest an alternative activity.
- Note that vocabulary to complain is included in section 05 *something's wrong*. It is important when making changes to these pages to consider which section, *opinions (I don't like it)* or *something's wrong*, will most appropriately and frequently convey the individual's communication intent.
- In addition to adding/deleting vocabulary, you can change the words associated with some pictographs to suit the individual/family/peer group style of expressing opinions.
- The alternative to use **I LIKE THIS** and **I DON'T LIKE THIS** as the pragmatic branch starters and category names is available in the *option – 04 like don't like*. Using the phrases I LIKE THIS and I DON'T LIKE THIS tends to be more developmentally appropriate and transparent with natural branches for young children to access opinion vocabulary. However, it is not always conversationally appropriate to initially identify whether something is liked or not liked when expressing an opinion such as SILLY, FUNNY, CRAZY, EASY, DIFFICULT, RIGHT or WRONG. The use of the two pragmatic branches, I LIKE THIS and I DON'T LIKE THIS, also necessitates the replacement of one vocabulary item on some pages in this PODD book. Make sure to select the all the alternative opinion pages for 02, 05a, 07b, 27, 28, 29, 45.

05 wrong

- Words and phrases to complain, protest, assert self and generally relate problems or what has gone wrong for the communicator.
- The main page set includes a link associated with I DON'T LIKE THIS to 04 *opinions* section (note it links to the first page of opinions, as opposed to 04c *opinions don't like*, as there are words on 04a *opinions* which may be required to express dislike). If you have chosen to use the I LIKE THIS/I DON'T LIKE THIS branch starters you will need to use the alternative page 05a *wrong like/don't like* in the *option - 04 like don't like*
- SICK, HURT, PAIN, SORE, ITCHY, BUMP/BRUISE and CUT/BLEEDING have compulsory predictable links to the body parts section; HUNGRY and THIRSTY link to a mealtimes activity page, and I WANT SOMEONE links directly to the page of people for the communicator to identify who they want. There is also a link to the 14 *health* section from 05a.
- Check the vocabulary available in the health section prior to adding vocabulary. You may choose to include some vocabulary in both sections if the health issue results in common complaints, e.g., an individual who has frequent reflux may require YUCKY BURP in both sections, an individual who has a hearing impairment may require I CAN'T HEAR YOU in the *something's wrong* section and HEARING IMPAIRMENT/HEARING AID in the *health* section.
- The vocabulary in these template pages reflects common complaints of young children. You will need to customise this section to include the main complaints required by an individual. It can be helpful to discuss what upsets the individual with key communication

partners. A range of different complaints vocabulary is included in the *Additional vocabulary ideas* document available from the resource home page.

- Communicators cannot always specifically identify what is causing them to feel upset. I DON'T KNOW WHAT'S WRONG is useful to enable them to express that they are just upset but cannot tell you why. It provides the communicator with the option to not answer people's requests to know why they are upset and prevent continual guesses to discover the problem.
- In addition to complaints, this section can include vocabulary for the communicator to suggest solutions to the problem. Being able to suggest solutions is especially useful for individuals who receive assistance from a wider range of people. To do this, add an extra page with a predictable link from the vocabulary item relating the problem to the page of possible solutions. For example, an individual who has significant physical challenges may provide more specific information about being uncomfortable. In this instance I'M UNCOMFORTABLE may have a link to an additional page (05c) including vocabulary such as PLEASE HELP ME TO SIT UP, I NEED TO LIE DOWN, MY AFO'S ARE RUBBING, I NEED TO MOVE.
- Individuals who have sensory processing challenges will need a link from a vocabulary item I NEED A SENSORY ACTIVITY in the 05 *something's wrong* section to a page of preferred sensory experiences. An alternative 05a *wrong* page is included in the *option– Sensory activity pages*.

06 body parts

- Includes main body parts and common actions related to body parts.
- Most of the predictably associated verbs for this section are included on the first page (06a) to be used with vocabulary from both pages. BRUSH is located on the second page (06b) as all body parts that are typically brushed are located on this page. You may need to move BRUSH onto page (06a) for individuals who routinely have other body parts brushed as part of a program to address sensory processing challenges.
- There are spaces on the grid to add more specific body parts, e.g., EYELASH, ELBOW. Priority is given to body parts the individual may need to complain about.
- Add appropriate gender specific body parts, either to the main page or onto the list.

07 categories

- This section is part of the main navigation system to generate novel messages to express the I'M TELLING YOU SOMETHING, I HAVE AN IDEA, LET'S PRETEND, I'M TELLING A STORY and IT'S A SECRET communicative intents and to answer questions.
- The tense clues *IT'S ALREADY HAPPENED*, *IT'S ABOUT NOW*, *IT'S GOING TO HAPPEN*, and *IT'S ALWAYS HAPPENING* are located with the categories in this PODD book, as opposed to their position on a 03 *tell* page in the 9 and 12 *per page expanded functions* page set. The location of tense clues in the 07 *categories* index reduces one page turn in the navigation to relate information and allows for easier return to these items as required during communication exchanges to clarify the time frame of a message. The disadvantage of this location is that the use of tense clues is no longer obligatory in the navigation pathway, i.e., via the obligatory predictive links 02 *branches* to 03 *tell*, to the 07 *categories* index to relate information and tell stories. The obligation to include tense clues in the message supports their use to provide partners with sufficient information to accurately interpret the meaning and use the correct tense to verbally expand the communicator's key word messages. Omission of these tense clues can lead to more frequent instances of communication breakdown. If this is an issue you may choose to add a 03 *tell* page. If adding this page, change the number of 03 *show* to 02b *show* and the link numbers from the relevant pragmatic branch starters on page 02 *branches* to the new 02b *show* and 03 *tell* pages.
- IT'S NOT IN MY BOOK I'LL GIVE YOU A HINT replaces the GO TO CATEGORIES operational button on all pages in the categories index.

- *07a categories* includes most of the categories to navigate this PODD book. *07a categories* in the main page set includes a reminder in the top right cell that you will need to select the required page *07a* in the *options for early childhood*, *school* (this cell is SCHOOL) or *no educational setting*.
 - *07a categories EC* the top right cell is KINDERGARTEN/NURSERY
 - *07a categories school* the top right cell is SCHOOL
 - *07a categories NOECS* (no early childhood or school) the top right cell is FEELINGS
- *07c categories* includes less commonly used categories including those that are more directly accessed via a pragmatic branch starter on page *02 branches*. In the main page set, *07b categories* suits PODD books that include either a *school* or *early childhood section* and the *I think it's opinion* section. Alternative *07b categories* pages are required when the *no educational section* and *I or like don't like* options are selected. **Ensure you select the appropriate categories pages with all the links required to match the combination of options you have included in your PODD book. ALL sections of the PODD book need to be accessible via a category link in this section.**
- **Note that the page tab for categories is longer than all the other page tabs. This increases the speed of locating this section as it is the only tab to extend to the right edge of the paper.**

08 questions

- This section includes a full range of wh-question words and predictably associated vocabulary to ask common (key word) questions.
- YOU NEED TO TELL ME YES/NO functions like raising intonation to mark questions in early language development. This item links directly to categories so that the communicator can indicate what they are asking. For example, YOU NEED TO TELL ME YES/NO, *places (12)*, YOU GO HOME? can be interpreted as “Are you going home”.
- A direct link to the people section is provided to more efficiently ask common questions about people, e.g., WHERE is (PERSON)?
- ARE YOU OK? is the only whole question in this section. Commonly asked social questions are located, for faster access, on page *01b chat* in this PODD communication book.

09 people

- This section will need considerable customisation
- Individuals usually know a large number of people: family, friends, teachers, neighbours, health professionals, etc. Representing every person with a pictograph symbol on their own separate cell with only 20 symbol items on each page would become very cumbersome. The people section therefore includes both separate cells and lists for people's names.
 - Add names to cells for people who have a close relationship or frequent contact with the individual. PCS symbols to represent people can be found in Mind Express by typing “person” in the symbol finder window.
 - Add names to lists for acquaintances or friends and family who have less frequent contact with the individual.
- Personal pronouns and the names of immediate family members and people in frequent contact with the individual are included on page *09a*.
- General people words such as BOY, GIRL, BABY, MAN, WOMAN, CHILDREN and other family, friends, and professionals in frequent contact with the individual are on page *09b*. The names of occupations the individual frequently encounters may also be added to this page.
- A sub-category is added to the people section for children who attend school/early childhood setting. An alternative *09a* with a link to school/early childhood setting people and *09c* to add the names for these people is included in the appropriate options section.
- You may choose to add other sub-categories to this section for the individual who has a large number of family and/or friends who need to be included with a symbol.

10 actions (verbs)

- The actions section links from both the DO SOMETHING pragmatic branch starter and the ACTIONS category, to enable this vocabulary to be used to express a range of communicative intents.
- Includes common verb vocabulary and associated words (personal pronouns, NOT, IT and spatial prepositions).
- The range of possible action words is huge. This makes it difficult to practically include all verbs in the action section with only 20 items per page. Words are prioritised for inclusion in this action word section if they are:
 - frequently used to construct sentences across a range of semantic categories
 - used as auxiliaries with other verbs in this section
 - frequently used to request actions or give instructions
 - a specific movement the individual frequently performs.
- MOVEMENTS the individual performs with their body, e.g., ROLL, SIT UP, CRAWL, GRASP, BEND, are sub-categorised with a link from 10a to pages 10d movements (and 10e via *TURN THE PAGE*).
- Additional verbs are located in other sections/activity displays. This not only increases the efficiency of using predictably associated vocabulary, but also keeps the action word category a more manageable size. For example, the verbs FEED and PAT are included in the animals section; STIR, TASTE, COOK on the cooking activity display.
- Verbs are grouped across the pages according to the regular word order for verb phrase elaboration, the type of action and the predictably associated vocabulary available on each page, e.g., PUT, TAKE, TURN, GET, with the prepositions on page 10b.

11 activities

- The activities section links from both the I WANT ... pragmatic branch starter and the ACTIVITIES category, enabling this vocabulary to be used to express a range of communicative intents.
- Vocabulary in this section includes a range of common play (leisure) and some daily routine activities with a focus on activities within the life experience of young children. Note that some “home routines” may be accessed via the LET’S GO... (12) SOMEWHERE IN THE HOUSE (17) pathway, e.g., GO to the BATHTUB, GO to BED.
- Sub-categories are used to organise the large vocabulary required to request/talk about different activities. The example page set includes the sub-categories 11c *make something* and 11d *outside activities*. Other sub-categories may be required if adding large numbers of additional activities of a particular type e.g., sports.
- Optional pages to include a sensory activities sub-category in activities are available in the *option– Sensory activity pages*.
- Vocabulary is positioned on either page 11a or 11b depending on both the frequency of use and the predictably associated verbs on each page.
- Many items in this section have links to pages of vocabulary to interact during the activity, i.e., activity specific displays.
- The individual may not require all of these activities and their associated displays and/or may require additional vocabulary and links to new pages for other activity displays. See section description **27 – 50 activity displays** for information on adding and deleting activity vocabulary and associated activity displays to this PODD book.

12 places

- The places section links from both the LET'S GO ... pragmatic branch starter and the PLACES category, enabling this vocabulary to be used to express a range of communicative intents.
- The example page set includes a link from *12a places* to the *17 house & garden* section and *11d outside activities* page, primarily to allow access to this vocabulary via the LET'S GO... pragmatic branch starter. For example, LET'S GO... - HOUSE & GARDEN – KITCHEN; LET'S GO... - OUTSIDE ACTIVITIES – DIG in the GARDEN.
- Retail places (shops, take away and restaurants) are sub-categorised with a page link to *12c shops* and VISIT links directly to *09 people* to identify who the communicator has/will visit.
- More frequently visited places are located on the first page of this section, with less frequently visited holiday destination and entertainment places positioned on *12b*. DOCTORS and HOSPITAL are located on the second page as these words are also located on the first page of the *14 health* section.
- Not all place names are included in the *places* section
 - places found in the house or garden are included in *17 house & garden*
 - transport places are included in *19 transport*
 - school places are included in *25 school*
 - health places are included in *14 health*
 - some special event places, e.g., *circus*, would be included in *13 special events*
 - places of worship are included in the *26 religion* section
 - place names related to animals, e.g., VET, KENNEL, would be included in *21 animals*.
- Fringe vocabulary for low frequency places, visited or talked about only occasionally, e.g., the name of a place the individual went on holiday, can be added to the places list.

13 special events

- Special event vocabulary is particularly sensitive to regional and family cultural and religious events.
- The vocabulary in these example pages reflects common Australian / UK holidays and special events. Check this section and make appropriate vocabulary changes to suit the individual and family's requirements.
- Page *13b* has spaces to add symbols for local holidays and special events. HAPPY, PRESENT and CARD are intentionally repeated on this page for efficient use with the other vocabulary on this page.
- This section often includes a large fringe vocabulary for low frequency special events, e.g., an excursion, the name of a specific concert or event. This vocabulary is added to the list.

14 health

- Vocabulary in the health section is organised onto separate pages according to the predictably associated verbs.
 - Nouns related to medical appointments, procedures, places, and the general words SICK and BETTER are on *page 14a* with the verbs GO, VISIT, HAVE, and SEE/LOOK/WATCH, FEEL.
 - A range of health complaints, sores and illnesses are on *page 14b* with the predictably associated vocabulary HAVE, GET and a direct link to the *06 body parts* category to describe the location of an injury/pain.
 - *14c health things* is sub-categorised from *page 14a*. This page can also be accessed via a TURN THE PAGE on *14b*.
- Suggestions of where to add, individual specific, health words are written on the templates.

15 clothes

- This section includes clothes and things that are worn on the body, e.g., personal aids such as splints, and actions related to dressing and grooming.
- Vocabulary for any equipment aids that are worn by the individual, e.g., arm wraps, leg splints, AFOs, wristband, may need to be added to the clothes section. Place this vocabulary on the first page, *15a*, if the item is frequently put on and taken off during the day.
- Predictably associated vocabulary, including a direct link to *24c colour*, is located on *15a* to start sentences including vocabulary from both pages in this section.
- Three blank spaces have been left on page *15a* to add/move clothes or personal equipment that is frequently put on/taken off during the day. Items may be moved from *15b* onto this page if required.
- Pages to add separate jewellery, hair and/or make-up pages to this section are available in the *options for hair, jewellery makeup section*. All of these pages currently have the same PODD page number *15c*. If adding more than one page, you will need to change one page number to *15d*, and if adding three pages, another to *15e*. Carefully consider the individual's need for symbols for this vocabulary to be added to their PODD book as the additional pages add to the weight and bulkiness of this communication book. You may choose to add the vocabulary to the clothes list and/or print these pages to use as single displays in the environment. You will also need to add sub-category links from *15a* to any pages you add.
- Note that even though the individual may not wear dresses and skirts, these words still need to be included to comment on/tell about what other people are wearing.

16 things

- Vocabulary in the THINGS section includes any “thing” that does not fit into another category including personal equipment that is not worn. Vocabulary for things may be included in a number of sections. For example:
 - Things that are generally found at home/school/early childhood setting would be included in those other sections.
 - Things related to specific activities, e.g., sports, games, would be located in the activities section.
 - Personal equipment that is worn, e.g., AFOs, splints, is included in the clothes section.
- The predictably associated vocabulary on *16a* is used to start sentences using vocabulary from all pages in this section. BREAK/BROKEN is included with the more breakable equipment on page *16b* and *16c*.
- This example page set has a sub-category to include personal (specialist) equipment, including AAC equipment, on *16c* with the predictably associated vocabulary GO, USE and BREAK / BROKEN.
- There is also a link from *16a* to the BUILD/TOOLS activity display (42) as people may look for tools in the *things* section.

17 house & garden

- The main page set includes vocabulary for common requests, instructions, and locations at home.
- Commonly used vocabulary is organised onto separate pages according to the predictably associated vocabulary on each page.
 - *17a* includes locations in the house (rooms), items that open and close, a link to the sub-category *17d outside*, the verbs HAVE, GO, OPEN and CLOSE and the preposition IN. Family member names are added to the page to indicate the specific bedrooms in the house.
 - *17b* includes appliances and items that are used with the verbs TURN and/or the prepositions ON and OFF and places and furniture inside the house to SIT ON or PUT things ON or UNDER.
 - *17c* includes places to GO and SEE outside (in the yard)
 - *17d* includes gardening & nature vocabulary and a link back to *17c outside*.
- The range of possible vocabulary in the HOUSE & GARDEN section includes a large number of nouns. The example page set uses symbol lists, categorised by room, to include a wider range of this vocabulary than would be practical to include with only 16 items per page. HAVE is included on *17a* to be used with the vocabulary on these lists, accessed via the *GO TO LIST* instructions associated with the names for each room. These lists can be accessed using partner-assisted visual scanning if the individual is unable to intelligibly point to these small closely spaced symbols.

18 food/drink

- The food/drink section in the main page set includes
 - *18a* an activity display to interact during mealtimes
 - *18b* to add favourite foods
 - *18c* to add favourite drinks
- HOT and COLD are included on *18b* and *18c* to comment on the current temperature of food and to describe the type of food/drink the communicator is requesting, e.g., HOT MILK.
- As the range of food/drink items individuals experience in their daily lives (and want vocabulary to express) can be huge, symbol lists are used to add the names of other food/drink items.
- The *option - 18 food drink with list* section includes:
 - An alternative *18 food/drink* page with links directly to lists. This option may be preferred when there are concerns about the weight of the PODD book or the individual is not very interested in eating or drinking.
 - An alternative *18 food drink list*. This is a written word only list (i.e., no symbols).

19 transport

- Includes a range of commonly seen and talked about vehicles.
- *19a* includes more frequently used/seen vehicles and predictably associated vocabulary to start sentences using vocabulary from all pages in this section.
- *19b* includes the verb FLY (associated with aircraft) and a range of other vehicles, vehicle related places, ROAD, GARAGE, PETROL STATION, AIRPORT, the word SIREN (associated with emergency services vehicles) and spatial prepositions to locate vehicles.
- The symbol TOY CARS has a link to an activity display for playing with toy cars (*page 39*).

20 characters

- The example pages include common story and magical characters, and vocabulary to refer to the different character media, e.g., concert, DVD, CD.
- Character vocabulary needs significant customisation to include the individual's favourite story, TV, music and movie characters and personalities.
- You may need to import graphics to use as the symbols to represent characters that are not included in the PCS symbol library. Mind express includes a direct link to *Web search*, *screenshot* images in the image finder window.

21 animals

- The example page set includes a range of animals commonly talked about by children. The decision to include this number of animals in the main pages, even though this resulted in the addition of many pages with only 20 on each page, was influenced by the frequent focus on animal names in early childhood play, stories, rhymes, and songs. You could choose to reduce the number of animals pages by using symbol lists for less frequently used of animal words (Animal symbol lists are included with the *9 per page expanded functions* PODD book templates).
- The first page of the animal section focuses on vocabulary about the individual's own pets and/or other animals which they frequently care for, interact with, talk about and/or see). *21a* also includes links to pages of animal names sub-categorised according to type of animal or where the animal is usually seen, *21c farm animals*; *21d Australian/zoo animals (UK wild/zoo animals)*; *21e bugs* (insects and predictably associated words STING, BITE and WEB); *21f water animals* (and SHELL).
- *21b* includes pet, bird, and reptile vocabulary
- The item BABY ANIMAL is included on *21a* to be used with the names of animals from all pages in this section. Specific names for young farm animals are included in this page set.

22 days & times

- This page set includes time concepts commonly used with young children. Children generally require many models of these concepts used by others in order to learn their meanings. The *days & times* section may primarily be used by communication partners to provide receptive input with younger children. These concepts are also commonly used in many early childhood educational settings.
- *22a* includes common time concepts, e.g., YESTERDAY, TODAY, TOMMORROW, days of the week, times of the day, NOW, LATE, LATER and SOON.
- *22b* includes words for WEEK, MONTH, YEAR, BEFORE, AFTER, EARLY, THEN, A LONG TIME AGO, HOLIDAY, the seasons, words related to time and predictably associated determiners and adjectives. Some individuals may require a link from the word CALENDAR to an additional page *22c months* to include the months of the year (or the months could be written on the LIST).

23 feelings

- Feelings words are included in this section, primarily to relate information, tell stories and answer questions. Feeling words are also included in the OPINIONS, SOMETHING'S WRONG, and HEALTH categories to express other communicative intents.

24 descriptions

- This section includes a large range of conceptual language commonly introduced in early childhood. Weather is also included in this section as we describe the weather.
- Children generally require many models of these concepts in order to learn their meanings. These concepts are also commonly used in many early childhood stories, songs, rhymes, and educational activities.
- Vocabulary is organised according to what the word describes, e.g., size, taste, speed, feel, look, sound, temperature, colour, shape, number, or weather.
- *24a* includes the links to sub-categories in this section.
 - *24c colours*
 - *24d shape*
 - *24e size*
 - *24f numbers*
 - *24g feels*
 - *24h weather.*
- SAME and DIFFERENT are included on the first page in this section as these words are frequently used in combination with vocabulary on the following pages. *24a* also includes frequently used vocabulary to describe general attributes.
- *24b* includes words to describe how something looks or tastes and DEAD, ALIVE and GENTLE. These words are accessed via *TURN THE PAGE* on *24a*.

- LIST pages are included for each sub-category in this section to increase ease of access to words not included as symbols.

NOTE that only the numbers 1-10 and 0 are included on the *24f numbers* page. People in the individual's environment often require explanation of why they need to learn to combine numerals (0-9) to produce numbers beyond 10. Partners frequently suggest that it is easier for the individual to use a display with whole numbers to 20 or 30 without considering the impossibility of presenting whole written numbers for every number to 100 (or 1000) on a communication display. It is often necessary to explain the importance of children learning to understand the underlying concepts of place value for calculator and keyboard use. Children require early experiences sequencing numerals for place value, beginning with two digits for numbers in the teens, to support their learning to use a 0-9 display to produce larger numbers.

25 Early childhood settings/school

- For children who attend a school or early childhood setting, it is useful to have an additional section in the PODD book to include vocabulary related to this environment. Whilst there is usually significant overlap with vocabulary in other sections, particularly the activities section, it has been found useful to repeat this vocabulary in the one section to facilitate more efficient communication in the early childhood/school environment.
- All templates for educational settings are *options* in MIND Express.

If the individual does not currently attend an educational setting, leave this number blank in the PODD book for easy insertion of these pages if required. You will need to select the required alternative 07a & 07b categories pages without links to a kindergarten/nursery or school in the *option – no educational setting*.

Adults using this PODD book may choose to add a section 25 for their day placement if the placement is primarily at one location/ centre. Modify the school section with appropriate vocabulary to suit the adult day placement. If the individual goes to a workplace, then *25 work* may be added to the book. If the individual does not attend a particular place, then vocabulary for the activities and places of their daily living would be added to other sections in the PODD book. You will need to select the required alternative 07a & 07b categories pages without links to a kindergarten/nursery or school in the *option – no educational setting*.

- **Early childhood setting pages:**
 - *07a categories EC* includes a link to 25 kindergarten/nursery (change the label with this symbol to the appropriate name for the child's early childhood setting).
 - *09a people EC* includes a link to *09c kinder/nursery people* (change the label as required)
 - *09c EC people* a page to add the names and roles of people at the child's kinder/nursery.
 - *25a* includes common early childhood setting daily routines, activities (with links to associated activity displays), links to the sub-categories *25c outside activities* and *25d make something* and a link to *09c kinder (or change to another appropriate name) people* in the people section. The phrase SOMETHING TO EAT OR DRINK includes a link to the mealtimes activity display.
 - *25b* includes more early childhood inside activities with links to associated activity displays or sections with relevant vocabulary to interact during the activity.
 - *25c* includes common early childhood "making activities" with links to associated activity displays in the PODD book.
 - *25d* includes common early childhood outside activities with links to the associated activity displays.

Remember to also engineer the early childhood environment with a range of activity displays accessible for all children to use.

- **School pages:**

- *07a categories school* includes a link to 25 school
- *09a people school* includes a link to *09c school people*
- *09c school people* a page to add the names and roles of people at the child's school.
- *25a* includes daily routine activities and links to the sub-categories *25c school places* and *25d school things* and a link to *09c school people* in the people section.
- *25b* includes school subjects and special events with links from ART to the *11c make something* section of activities (then to activity displays for art activities), from MUSIC to the *28 music* and from COMPUTER to the *46 computer* activity pages.
- *25c* includes common places in the school.
- *25d* includes school things including writing and drawing tools.

26 Religion

- The example page set allows for people to include different vocabulary to suit different religions. There are suggestions written on the example pages.
- At this stage of language development, vocabulary needs to be selected to reflect the individual's life experiences. The religion section is only included in this PODD book when religious worship is a regular part of the individual's life. Some individuals / families may choose not to have a separate section for religion but decide to include their place of worship in the *places* section and vocabulary for relevant religious events or ceremonies in the *special events* section of the PODD book.

27 – 50 activity displays

- Pages 27 – 46 in the main page set include a sample range of activity displays for common early childhood activities. These displays link from the ACTIVITIES section. Example pages include the following activity displays:

27 TV/video	to interact when watching TV or video (on any device)
28 music	Focuses on interacting when listening to music, but also includes a list of musical instruments. Alternative music activity pages to add musical instruments and songs are included in <i>option – music</i> .
29 book	focus on participating in story book reading routines
30 game	general vocabulary to interact when playing games
31 play dough	to interact when playing with play dough. Includes a link from MAKE to a list to add ideas of what the child may be making, e.g. sausages, snake
32 draw	to interact when drawing
33 paint	to interact when painting
34 cut & paste	to interact when cutting and pasting
35 cook	focus on interacting when people are cooking
36 blocks	focus on building and knocking down block towers
37 puzzle	to interact when playing with puzzles
38 dolls	includes multiple pages for common doll play routines
39 toy cars	to interact when playing with cars and other vehicles
40 bubbles	to interact with others blowing bubbles
41 ball	to play catch/kick the ball
42 build/tools	to interact during pretend or real use of tools to build
43 water play	to interact during water play
44 dress ups	to interact when playing dress ups
45 messy play	to interact when exploring messy play
46 computer	to interact when using the computer

Page numbers 47-49 have been left blank in the example page set to provide space to insert additional activity displays if required.

Adding / deleting activity displays:

- Carefully consider whether the individual requires all of these activity displays to be included in their PODD book and/or they require other activity displays. Remember that activity displays are included in a PODD book for frequently occurring activities that occur in multiple environments. Every extra page adds to the thickness and weight of this PODD book that you will carry everywhere for communication at any time.
- **Separate displays for other activities** may also be placed in the environment. Separate activity displays are often used for daily routines that predominantly occur in one place (e.g., bath, bed). There is a *separate activity display grid* template included to make your own separate activity displays with the same page layout as the individual's PODD book.
 - In edit mode you can find this display by selecting the three dots in the bottom navigation toolbar and then typing "separate" in the search field.
 - To make a new page with the name of the activity select PAGE and then DUPLICATE. Then rename the page for your activity and select to position it AFTER THE LAST PAGE.



- Making a **separate activity display from an existing activity display**.
 - In edit mode find the display you want to copy by selecting the three dots in the bottom navigation toolbar and then typing the name of the activity page in the search field.
 - Select PAGE and then DUPLICATE. Then rename the page as the separate activity name and select to position it AFTER THE LAST PAGE.
 - Find the *separate activity display grid* template by selecting the three dots in the bottom navigation toolbar and then typing "separate" in the search field.
 - Select and copy the "I NEED MY COMMUNICATION BOOK" operational cell.
 - Navigate back to your new page and replace "go back to page 1 operational cell" with I NEED MY COMMUNICATION BOOK.
- When **deleting an activity display** from your PODD book, make sure to also delete all the GO TO PAGE links to that page (you may choose to keep the name of the activity, but remove the link to the activity display, you may also choose to add the name of the activity and / or vocabulary from the activity display onto the LIST in the activities section).

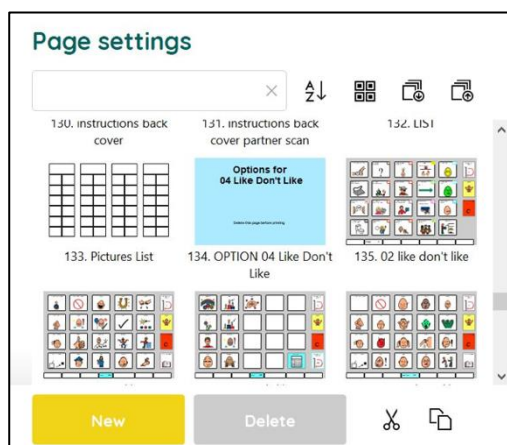
To do this,

 - In edit mode, select the small cell with the number in the top right corner then select delete on your keyboard.
- When **removing activity vocabulary that has an associated activity display**, you will also need to remove the associated activity display.
 - In edit mode, find these pages by selecting the three dots in the bottom navigational toolbar and then typing "the name of the page" in the search field.
 - Select to open the page.
 - Delete the page using the trash icon on the top right editing panel.

- When **adding an activity display to a PODD book**, you will also need to add vocabulary and GO TO PAGE NUMBER links to that page. Blank grids included to make new pages.
 - If you are adding a single page activity use *grid a page no turn*.
 - If your activity requires a second page use both *grid a page* and *grid b page*.
 - In edit mode, find these pages by selecting the three dots in the bottom navigational toolbar and then typing “grid” in the search field.
 - To add the new page with the PODD page number and name:
 - select PAGE and then DUPLICATE.
 - rename the page for the new page number (either 47-49 or re-use a number for a deleted activity). Select to position it **AFTER THE CURRENT PAGE**.



- You will then need to position the page in the correct PODD page number position
 - select PAGE, then SETTINGS and drag or cut and paste the new page(s) in the correct PODD page number position, i.e., if new page is 47, move it after PODD page number 46.



- When you customise this new page you will need to
 - check the previous page number tab position (use the navigation toolbar to view the previous page).
 - Use the navigation toolbar to return to the new page and move the tab with the number and page name to the tab one position to the right of the previous page tab.
 - Change the name and number on this tab.
 - Select the tab cell and use the STYLE button to create a NEW style with your preferred colour for this section. (Note: Do not edit the current style as this would change all tabs with this style.)
- Add “GO TO PAGE” vocabulary and number link to navigate to this page (probably from the activities section). To do this
 - Use the three dots in the navigation toolbar to search for the page you will add the link from (e.g., 11b activities).
 - Use a blank button to add the vocabulary and symbol,
 - Copy and paste a small number link cell and move it to the top right-hand corner of the vocabulary cell.
 - Change the number to match the new activity page number.
 - Select the small cell and use the STYLE button to create a NEW style for the border/background and font label colours with your preferred colour for this section. (If there are no small cells on the page, you can find one on the blank grid pages)

50 toilet / change

- Select whether to use the CHANGE or TOILET activity display.
- If the individual requires both options, you could change the tab on the *toilet* page to *50a* and on the *change* page to *50b*. Then replace the item TOILET PAPER with TURN THE PAGE (navigate forward to the *grid a page* to copy the cell TURN THE PAGE). On the (now) *50b change* page change the label on the *go back to page 1* operational control button to *go back to page 50a*. Select the small cell over the top of this operational control button and change the label from *1* to *50a*.
- There are two versions of the *50 toilet* page. *50 toilet female* uses a symbol with the individual sitting down to WEE and an image of more feminine looking UNDIES. *50 toilet male* uses a symbol with the individual standing up to WEE and an image of Y-front UNDIES. Select the version to suit the individual and delete the other version. You may want to change other symbols or labels on this page to suit individual preferences
- The word and image NAPPY on the change display may be changed to a more appropriate label and image for older individuals.
- Parental feedback suggested placing these displays in a very easy to find position for frequent fast access, so they are positioned as the last activity display in the PODD book.

51 Alphabet

- *51a alphabet* provides a lowercase alphabet on the one page. In order to include all letters on the one page, the grid on this page has 30 cells. The phrases FIRST SOUND, END OF WORD and SPACE are also included on this page. TURN THE PAGE is included to navigate to the uppercase alphabet on *51b*.
- *51b alphabet* provides an uppercase alphabet on a page with 30 cells. The phrases FIRST SOUND, END OF WORD and SPACE are also included on this page. GO BACK TO 51a is included to navigate to the lowercase alphabet on *51a*.

55 My stories

- These *My Stories* pages are accessed via links on pages *02* and *07b*.
- These pages support communicators to tell pre-prepared stories and anecdotes (oral narrative) in a more time efficient manner. Word-by word construction of narrative using aided symbols is very slow and requires considerably more expressive language skills. Individuals who use aided language may have the desire to tell their stories, but insufficient time or capability to do so. Sharing personal stories with others, allows us to express our personalities and make social connections with others. The individual should be involved in the creation of these stories, although others may support the intelligibility of the final product by suggesting ideas and expanding the sentence forms.
 - *55a* is an index grid for stories that have been included in the PODD book.
 - Pages *55b-t* contain spaces to write one anecdote per page. Each page includes a space to write what happened, more of what happened, who, where, when, why, what I thought, what others thought and the suggestion that the other person should have a guess (to answer other questions the partner may ask). These pages are only added when filled in with a new anecdote.
- Specific ideas for filling in these anecdote pages are included on the *55 story instructions* (note this page is not bound into the PODD book. You may print it to train key partners who co-construct and fill in these displays with the individual.)
- Anecdote pages are frequently updated to include current stories. It is therefore useful to put these pages into plastic letter files (see *construction file*) or you may choose to print them onto weatherproof paper.
- You may also choose to make a separate “My Stories” book. If you choose to put these pages in a separate book, change the IT’S ONE OF MY STORIES links to an instruction PLEASE GET MY STORIES BOOK. You will also need change the operational column on

these pages in a separate “My stories” book, i.e.. replace the GO TO CATEGORIES operational commands with the message I NEED MY COMMUNICATION BOOK (you can copy this cell from the *separate activity display grid* template.

Other pages

(located after the last page of the PODD book in the Page Settings view in Mind Express)

- **Grid pages.** 4 blank grid pages are included as templates to create additional pages
 - *grid a page* – template for “a” (first pages) in a section. Includes *TURN THE PAGE*.
 - *grid b page* – template for other, not first pages, in a section. Includes instruction to *GO BACK TO PAGE (number)A*, the beginning of the section, and *GO TO LIST*.
 - *grid a page no turn* – Used to make a single page section. It includes the operational controls for a first page in a section, but no *TURN THE PAGE*
 - *separate activity display grid* – used to create new separate activity displays
- **Instructions for back cover.** These pages provide examples of the type of instructions that are printed onto a sticker and attached to the inside of the back cover (see *construction file*). Example instructions are included for the three access methodologies that can be used with this page set.
 - *Instructions back cover (for direct pointing)*
 - *Instructions back cover – partner-assisted visual scanning*

There is a space at the bottom of the page for a contact number to be added to facilitate the return of a lost communication book.

- **List.** The general *list* is used in most sections. An alternative *list symbols* is provided for individuals who do not understand spoken language and benefit from drawn pictures or graphic symbols to support understanding. Make sure to insert the individual’s name and appropriate gender pronouns into the instructions. See the *construction file* for detailed instructions to print and position these lists.

Mind Express database

In the print settings window, after all of the PODD pages, there are some additional pages that the Mind express software uses to execute some programming. For example, to make the vocabulary changes between Australian and UK languages. **Be careful: Do NOT delete or alter these pages when customising your PODD book.**