Construction
70 expanded key word
two-page opening

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 80 microns 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 two-page opening style PODD communication book works best when the pages do not fold back over the spine of the book when the book is held open. **Comb binding is recommended** to provide a more stable page opening when the book is held in one hand by the partner or rested on the lap for direct pointing access. **DO NOT put the pages in a ring binder or bind with rings, cable ties or spiral coils** (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)
- Ruler
- Glue stick

- Comb binding machine and one 1 ½'' binding comb
- Cloth duct tape
- Letter sized plain paper
- Letter sized Label stickers - one label per sheet (approximately 10-14 sheets*)
- Matt no thicker than 3 Mil laminating pouches (approximately 70 pouches*) OR Matt no thicker than 3 Mil laminate roll

To make a plastic covered book
- Two pieces of plastic, 9 ½" tall x 8 ½" wide (E.g. covers of sheet protector presentation books)
- Approximately 56" of hook and loop sticky back Velcro®.

To make a cardboard covered book
- Two pieces of thick cardboard, 9 ½" tall x 8 ½" wide

**To make the optional school section topic pages**
- 2 clear plastic letter files and sheets of Letter sized plain paper

* 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 *70 Key word.)*
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, copy & paste pages into their correct location (using the PODD book page numbers).
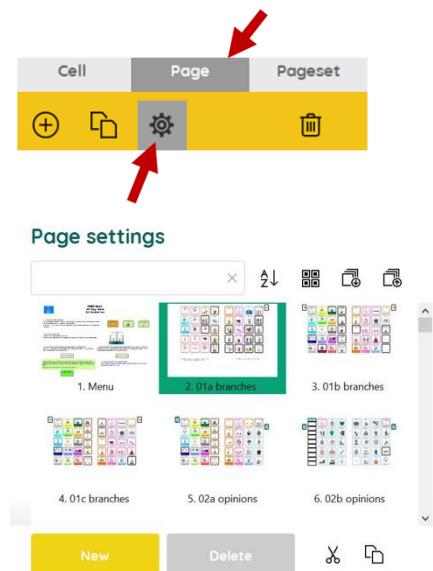
Create A Printable One-Page View Version

In Mind Express both sides of a PODD book page opening were displayed together for easier viewing and customization. To print the book, **you need to change the current two-page view into a single-page view version that is optimized for printing. DO NOT print before this step**.

To generate the single-page view version:

1) In edit mode, use the navigation bar at the bottom of the screen to go to the first *Menu* page.

2) Switch to User Mode by selecting Menu > Done edit (or press the F2 key)

3) Select the green button *Create Printable One-Page View Version.* **Select the button only once and wait.** The process will take a few minutes.
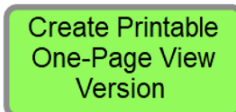
4) At the end, you will be instructed to save the file with a new name (PRINT plus the name of the individual and the date of file version are recommended).
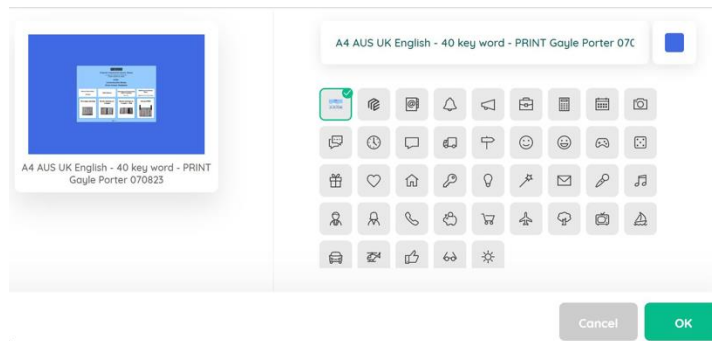
Hide unfilled LIST cells

Later in the construction process you will print LIST cells onto stickers to attach over the top of the laminated page (so they can easily be written on with any pen, pencil or marker). It is helpful to hide unfilled LIST cells from the main book pages before printing so the lines do not show through the sticker.

To do this:

1) In edit mode (Menu > Edit or F2 key), navigate to the first menu page.

2) Exit Edit mode (Menu > Done Edit or F2 key)

3) Select the button *List Cells Invisible* (this hides unfilled LIST cells for printing)

Printing

There are two options for printing this two-page opening book in Mind Express.

1) Printing single sided and then cutting and & pasting the pages back-to-back
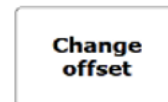2) Printing double sided

The following issues must be managed when printing and constructing a two-page opening PODD book

1) The variation in the default paper size/margin settings for different printers has made it impossible to create a template layout that will accurately align the edges of the front and back of the page on different printers.
2) The ordering of the pages in the Mind Express templates requires concentrated effort to ensure that the pages print, or are pasted, so that the front of the page is correctly matched with its corresponding back (as it appears in the bound PODD communication book).

Check Alignment

Mind Express has included a function to change the off-set of the pages to help manage the variation in printer margins. **You will need to do a test print on your printer to check the alignment.** To do this:

1) The first page displayed after you create your *one-page version for printing* includes instructions for checking the alignment and a 'Change offset button"

Change offset

view

2) Select Menu > Print > Page and, without changing anything, select the OK button in the Print settings window
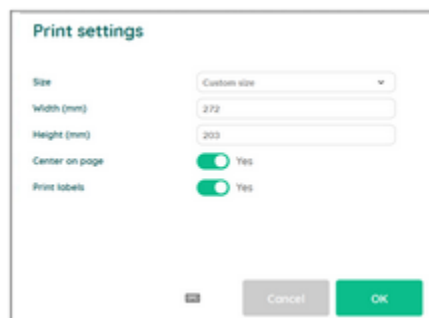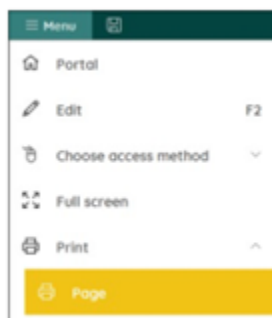
3) Choose which printer to use and then select the Preferences button. Confirm Letter (8.5 x 11 inches) as document size, Portrait as orientation.
4) In your printer preferences select double-side or single sided printing to suit your preference.

5) To test the alignment, select the print range 7-8 (Note these are the Mind Express assigned page numbers, not the PODD book numbers). Select to Print.

6) Check the alignment of the side lines and tabs between the front and the back of the page.

7) If the alignment is off, use the change off-set 'minus' and 'plus' buttons to move the whole page left or right. Select Apply.

8) Repeat steps 5-7 until your side lines and tabs are in alignment. (Note: some printers will not allow a perfect alignment but get as close as you can.)

9) Once you have figured out the correct offset value for your printer, that value will be automatically applied to all the pages in the book.

Offset

| - | 0 | + |

Apply

Reminder: Do not change the settings in the print window for this book.
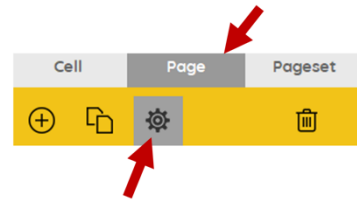

Printing Main Pages and Instructions for back cover
01a right to *23a topic (2), instructions back cover* plus any *optional pages.*

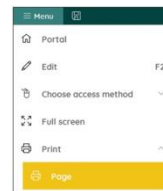|	
TIP	Print the book in page order and make sure your paper is straight in your printer. This will save time later**.**
TIP	The two sides of the PODD book page opening are printed as separate pages.

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

1) Go to Menu > Edit (or press the F2 key)
2) Choose the Page tab at the top of the edit panel. Select the page settings icon (F8 key) to view all of the pages in the *Page settings* window.
3) Scroll to the last page in the PODD book – *22b alphabet (2)* in an unaltered page set (or *23b topic (2)* with the school section option). Write down the Mind Express number associated with this last PODD book page.
4) Scroll to *Instructions back cover.* Write down the Mind Express number associated with this PODD book page.
5) Navigate to page *01main*
6) Switch to User Mode by selecting Menu > Done edit (or press the F2 key)
7) Select Menu > Print > Page and, without changing anything, select the OK button in the *Print settings* window
8) Choose which printer to use and then select the Preferences button. Confirm Letter (8.5 x 11 in) as document size, Portrait as orientation.
9) **If printing Double sided**
     a. In your printer preferences select one-sided printing, then select print current page (the left side of *01 main*).
     b. Then select Menu > Print > Page again. In your printer preferences select 2-sided printing and set the print range to 3 – (the Mind Express number you identified for the last page of the PODD book at step 3 above).
   If printing single sided (to cut and paste pages back-to-back)
     a. In your printer preferences select one-sided printing and set the print range to 2 – (the Mind Express number you identified for the last page of the PODD book at step 3 above).
10) Print the *instructions back cover.* Select Menu > Print > Page again. In your printer preferences select one-sided printing and set the print range to (the Mind Express number you identified for the *instructions back cover at step 4 above).*

Printing the Lists

Load your printer with **full page letter sized label stickers** (printer labels with one label per sheet).

1) In Edit mode (Menu > Edit or F2 key), navigate to the first menu page.
2) Exit Edit mode (Menu > Done Edit or F2 key)
3) Select the button *List Cells Visible* (this shows all LIST cells for printing)
4) Go to Menu > Edit (or press the F2 key)
5) Choose the Page tab at the top of the edit panel. Select the page settings icon (F8 key) to view all of the pages in the *Page settings* window.
6) Scroll to the *list for sticker* pages (located at the end of the PODD book, before the options). Write down the Mind Express numbers associated with the range of LIST stickers you require to suit your options.
7) Switch to User Mode by selecting Menu > Done edit (or press the F2 key)
8) Select Menu > Print > Page and, without changing anything, select the OK button in the *Print settings* window
9) Choose which printer to use and then select the Preferences button. Confirm Letter (8 ½ x 11 inches) as document size, Portrait as orientation.
10) In your printer preferences select one-sided printing and set the print range to (the Mind Express numbers you identified for all the sticker pages in step 6 above).
11) PRINT
12) Set aside for later.

Pasting single-sided printed pages (skip this section if you printed the pages double-sided)

All pages **except** the left side of *01a* and *instructions back cover*.

TIP	Left side pages have tabs on the left hand side and right side pages have the tabs to the right.
TIP	When you look at an open page the number is the same on both the left and the right side (see picture below)
TIP	If you become confused, open the editing view of page on the computer to see what each page opening should look like.

1. Put all the pages in order except the *left side of 01a* and *instructions back cover*   It is helpful to arrange the pages as they will be cut and pasted to make the book, e.g. *left side of 02b* turned over behind (to paste on back of) *right side of 02a*.
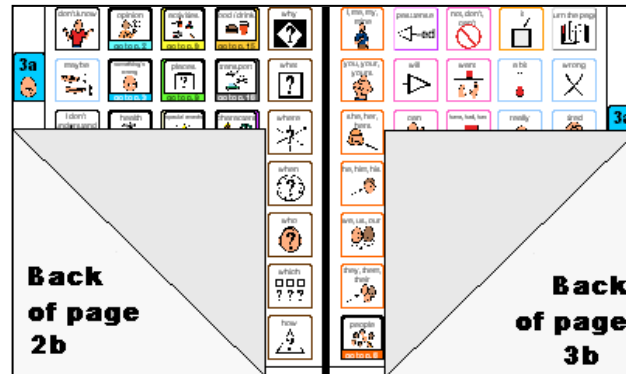
2. Take page *01 right* (*01 main* with tab on the right hand side) and *02a left (02a opinions* with tab on the left hand side). Align the outside lines and tabs – you may be able to see through the paper – then glue the pages back to back using a glue stick.

   NOTE: If you have selected to add the **optional *01b chat*** pages you will need to substitute *01b left (01b chat* with tab on the left hand side) for *02a left* in the above instructions and then take *01b right* (*01b chat* with tab on the right hand side) and *02a left (2a opinions* with tab on the left hand side), align the outside lines and tabs and glue them back to back.

TIP	Make sure you match the tab edges of the page – not the edges of the paper when you glue. Varying printer margins change the relative position of the board on the paper causing misalignment of the front and back of a cut page.
TIP	If you are having difficulty aligning the outside page edge lines and tabs you may choose to cut out both pages prior to gluing. This method requires double the cutting but some people find it easier than matching the uncut pages.

3. Continue gluing the pages back to back, checking that the tabs line up, until all of the pages are glued together. If you become confused, open the page on the computer to see what each page open should look like.

Cutting the pages
With double-sided printed pages, or when all the single printed pages have been glued together, cut along the black line of the page edge and around the tab on each page. (See diagram below)

Cut along the black line and around the tab on every page.
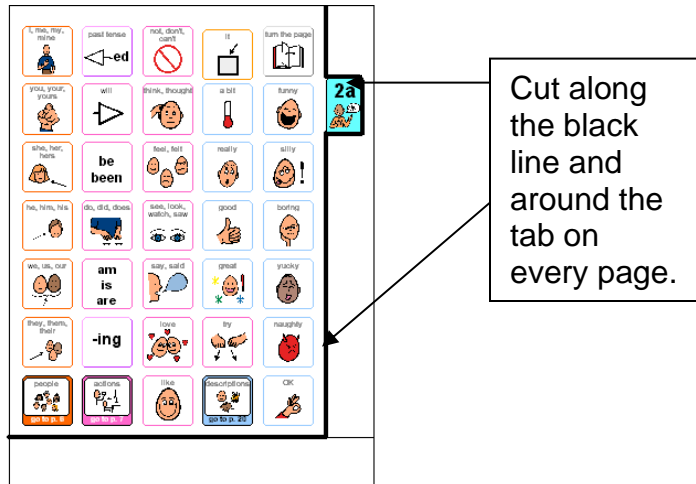
On glued pages, depending on your printer margins, there may be a small hangover of one or the other pages on the edge opposite the page tab. As this edge will be bound it usually does not alter either the appearance or functionality of the communication book. You may choose to trim this page edge.

Laminating 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.

DO NOT USE laminate thicker than 3 Mil.

1. Laminate all of the cut - out pages, up to *22b alphabet* (with *23a topic* on the back).

   Note: **Do not laminate** the right side of *23a topic* and *23b topic* as these will be placed in heavy duty clear in plastic letter files.

2. Cut out each page leaving a 1/8 inch border of sealed laminate around the edge of each page. Round off the corners.

Cut out each page leaving a 1/8 inch border.

Round off all of the corners.

If you are going use a plastic cover (see information below)

3. Cut the pages *01a branches/categories* and *Instructions for back cover* to size along the black lines.

4. Laminate and then cut out these pages leaving a 1/8 inch border of sealed laminate around the edge of each page.

If you are going use a cardboard cover you will laminate these pages after you glue them onto the cardboard cover (see information below)
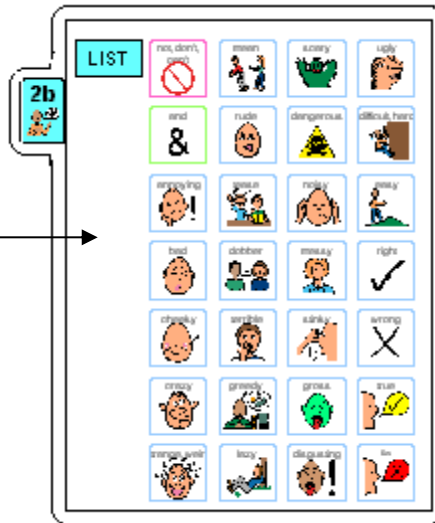
Adding the lists

You should have 10-13 pages of lists plus any optional lists you selected, printed onto letter sized stickers, labeled with their page numbers.

> **TIP** Most stickers have an edge from which it is easiest to peel the backing. Try to leave this edge intact when you cut out the list. Do not cut on the lines of each list, cut very close to the edge but leave the lines intact.

1. Leaf through the book until you find a page that has had its lists hidden. The first page should be *02b opinions left*. (See below)

Space where a list has been hidden before printing.

2. Locate the list labelled 0*2b* on the sticker. Cut it out leaving its edges intact and any part of the sticker that will make the list easier to peel off the backing sheet. Note you may already have filled in some list cells when customizing the book. Cut the LIST sticker to size for blank cells only.

Cut out list for page 2b leaving its edges intact.
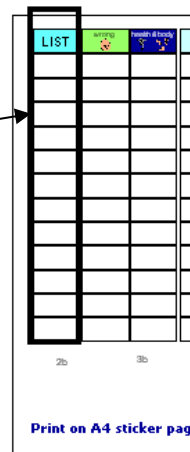
3. Peel off the back of the list and cut off any excess sticker. Stick it on to the laminated page. If you are unsure about where to stick the list, open the corresponding template page on your computer to see what it should look like.

> **TIP** Do not cover any list cells that already have words in them.

4. Continue finding the spaces for lists and adding list stickers until you have added stickers to all list spaces in the communication book.
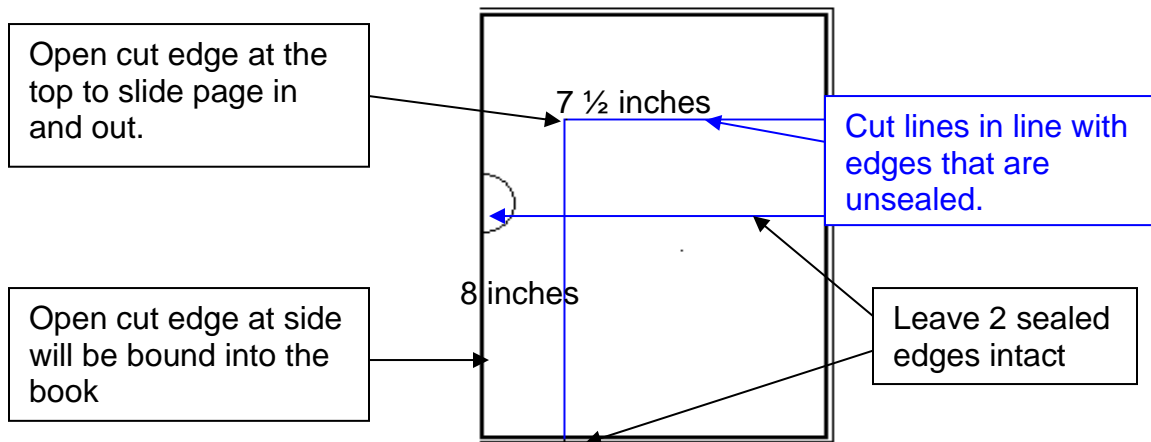
Making the (optional) topic pages - 23a and 23b

You can add as many pages as you like for different topics. The instructions here are for one topic only.

You will need:

- Pages *23a topic right* and *21b topic left* and *right* pages.
- 2 clear letter files (available from office supply stores)
- Scissors
- Ruler

1. Cut out a rectangle measuring 8 inches height x 7 ½ inches width, leaving the bottom of the letter file sealed and one vertical side sealed. (See below)

Open cut edge at the top to slide page in and out.

7 ½ inches

Cut lines in line with edges that are unsealed.

8 inches

Open cut edge at side will be bound into the book

Leave 2 sealed edges intact

2. Place the topic page in the letter file with the tabs against the vertical sealed edge. The open side is the binding edge. Open at the top so the pages can slide in and out.

Open cut edge at the top to slide page in and out.

23a

Binding edge

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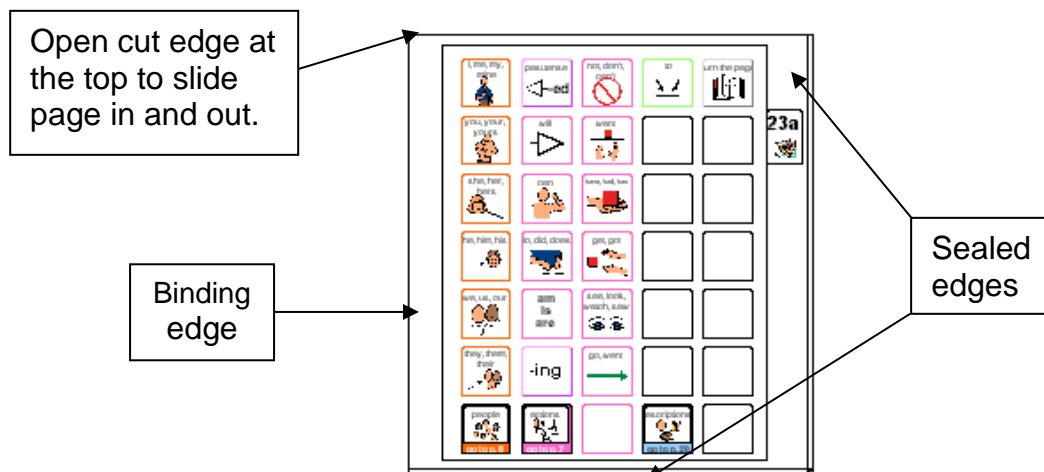
TIP Remove the page from inside the letter file when binding, so that the page can't get caught in the binding. Bind only the plastic letter file.

Making the covers

This book can be made using either a **plastic** or a **cardboard cover.** Select the option to suit the individual's personal preference.

Instructions for making a <u>plastic cover</u>

1. Measure and cut 2 rectangles 8 ½" wide and 9 ½" tall from the thick plastic to make the covers. Cut-up covers of plastic folders/binders work well.   Round off any sharp corners.

2. Attach the laminated pages *01 main (left side)* and *Instructions back cover* to the covers of the book. To do this

    A. Join a strip of hook and loop Velcro®. Cut the strip along the middle into two long narrow strips.
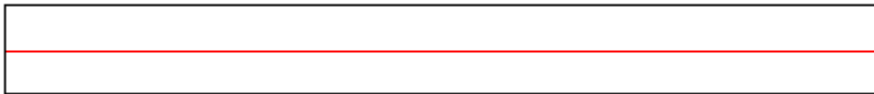
    B. Measure and cut these halved strips to fit along all edges of both covers, i.e. four strips for each cover. You will need four strips approximately 6" long for top and bottom and four strips approximately 8" long for the sides (see diagram).

    C. Remove the paper from the loop (soft) side of the Velcro® and attach it to the cover as seen in the diagram below.
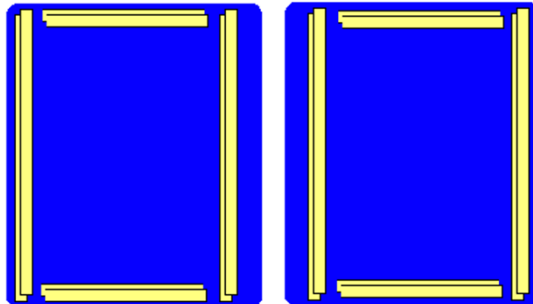
    D. When all four pieces are in place on each cover, remove the paper backing from the hook (rough) side of the Velcro® (now facing out from the cover) and position the appropriate laminated page onto the cover.
        *   *01 main (left side)* on the inside of front cover
        *   *Instructions back cover* on the inside of the back cover

Inside front cover   Inside back cover

E. Press down along edges to get a strong attachment.

Instructions for a <u>cardboard cover</u>

If you are using plain cardboard and colored paper, stick the paper to one side of the cardboard.

1. Measure and cut two rectangles sized 9 ½" tall x 8 ½" wide out of the cardboard to make the covers. Round off any sharp corners.

2. Cut out the page named *01 main* (left side) and paste it onto the inside of the front cover. Cut out the page *Instructions back cover* and paste it onto the inside of the back cover. You may wish to personalize the book by decorating the front cover with pictures or the individual's name written in a fancy font.

Inside front cover   Inside back cover

3. Set your laminator to a hot setting. Laminate both cardboard covers and trim leaving a ¼" border of sealed laminate.

4. Reinforce the edges. Use duct tape to reinforce the edges shown by the dark line in diagram below. To do this, cut a length of tape to suit the length of the side you are reinforcing. Position the tape very close to the printed cells and stick down. Then fold the remaining tape over the edge of the cover and stick down on the other side. This ensures you do not cover the printed text.

Reinforce along the edges marked with a dark line.

Binding

Comb binding is recommended for this style of PODD book.
Comb binding does not allow pages to bend back over the spine of the book. This creates a more stable surface for pointing when the book is held by the partner or rested on the lap. It also allows for easier movement for the communicator to point across the two pages on an opening without catching your hand on a binding or needing to lift your hand up off the surface to clear a binding in the center of the page opening. Comb bindings do deteriorate with heavy use, however they are relatively easy to replace by schools and families (many schools have comb binding machines). Having to do routine maintenance is more desirable than selecting a binding that breaks down communication interactions on a daily basis.

DO NOT put the pages in a ring binder, bind with rings, cable ties or spiral coils.

A ring binder results in a wider book with the pages separated in the middle to the width of the spine of the binder. The laminated pages also tend to catch in the rings, causing the rings to open and pages to fall out.

Binding with rings, cable ties or spiral coils results in a book that folds back over the spine of the book when it is held open. This is not desirable in a two-page opening PODD book.

Comb binding
Before binding check your pages are in order. If using the optional school topic pages, add two **empty** plastic sleeves to the end of the book before binding (avoids the replaceable paper topic pages becoming caught in the binding).

Bind the PODD book pages according to your binding machine's instructions.

To make the comb binding more durable and stable, lock the binding and pull alternate teeth to the outside of the spine (i.e. one in and one out) and tape to the comb. Tuck excess tape around the ends of the binding comb.

Lock the binding.

Pull the remaining teeth to the outside of the spine.

Tape the teeth to the spine with binding tape. You may need several widths of tape.

Tuck excess binding tape around the ends of the binding comb.