Group Book Early Functions Construction for BOOK version

It is possible to laminate all the pages for the BOOK version of the early functions group book, but as the book will primarily be handled by partners, it is recommended to make this book using waterproof paper.

Materials for constructing a waterproof paper book

Select waterproof paper that is 100gsm or 120gsm. Paper or cardboard with a higher gsm results in a book that is too thick to be manageable (i.e. thicker and heavier than a book laminated with 80micon laminate).

When using **waterproof paper,** it has been found useful **to still laminate pages *01* and *02* using 80micron matt laminate** to increase the durability of the first pages in the book.

For waterproof **paper books** you may choose to **print LIST** pages either on A4 stickers or A4 paper to be glued onto the back of pages.

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

Materials & Equipment List

- Computer
- MIND Express®
- PODD® templates for Mind Express®
- Colour printer
- Laminator
- Scissors
- Two pieces of plastic (22cm x 31cm) for the covers (e.g. covers of A4 plastic pocket books) or corrugated plastic sheet (Corflute® / Fluteboard®).
  - See the information on creating the covers and making the covers a stand to identify your preference.
- 2 x split key rings and a single hole punch OR spiral binder and coil
- A4 waterproof paper (approximately 20 sheets*)
- A4 Label stickers – (one label per sheet) OR A4 paper and glue stick (approximately 15 sheets*)
- A4 plain paper (3 sheets)
- 3 x Matt 80 micron laminating pouches

Printing main pages

Print PODD group book pages from *01 main* **to** *10c group places*

1. Load your printer with plain paper.

2. In Edit mode (Menu > Edit or press the F2 key), use the navigation bar at the bottom of the screen to navigate to page *01 main*

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

4. Select Menu > Print > page and, without changing anything, select the OK button in the Print settings window
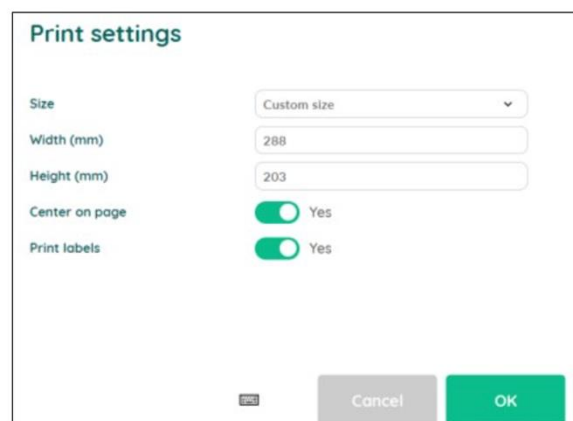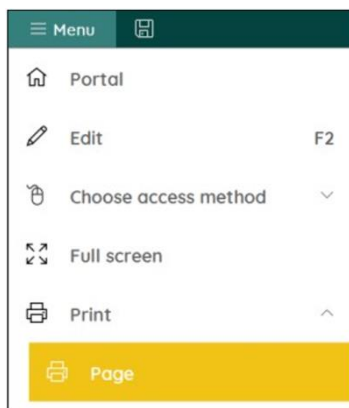
5. Choose which printer to use and then select the Preferences button

6. Select A4 as document size, Landscape as orientation

7. Then select the pages to print using the Mind Express numbers for pages (i.e. not the PODD page numbers on the tabs). The selected page range will be from **2 to 3** (POOD pages *01 main* and *02 like*).

8. Print these two pages.

9. Load your printer with A4 waterproof paper.

10. Go back to Edit mode by selecting Menu > Edit (or press the F2 key)

11. Use the navigation bar at the bottom of the screen to navigate to page *03 don't like.*

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

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

14. Select the pages to print using the Mind Express numbers for pages. (i.e. not the PODD page numbers on the tabs). The selected page range will be from **4 to 20** (POOD pages *03 don't like* through to *10c group places*).

15. Print

Printing the lists

This book uses the general **list** page**:** An unaltered page set requires 12 lists. You will need to adjust the number of lists you print to suit any customisation.

The list pages may be printed onto A4 **Label stickers** (one label per sheet) or onto plain or waterproof paper that can be glued onto the back of waterproof paper. The A4 label stickers are recommended, as they are less likely to peel off with use.
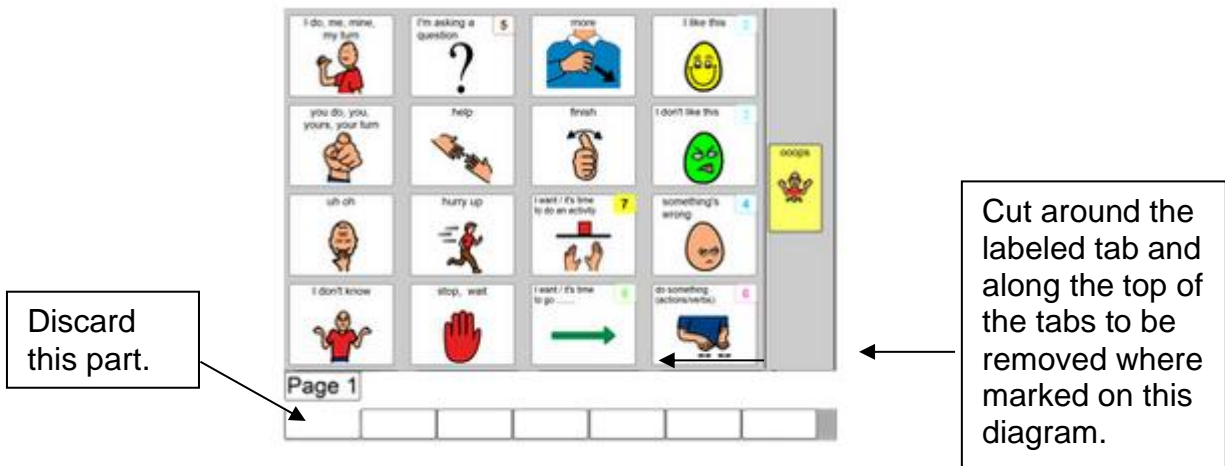
Load your printer with **A4 label stickers** (or paper)

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) Locate the required list page in the Page settings window.

5) Note the Mind Express number for the page.

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

9) Select A4 as document size, Landscape as orientation

10) Count how many list pages you require

11) Set to print as many copies of the list as you require

12) Print.

13) Put all the stickers aside for later.
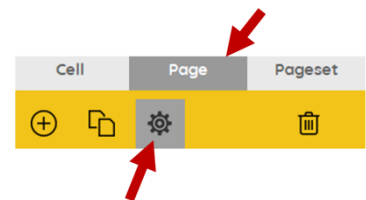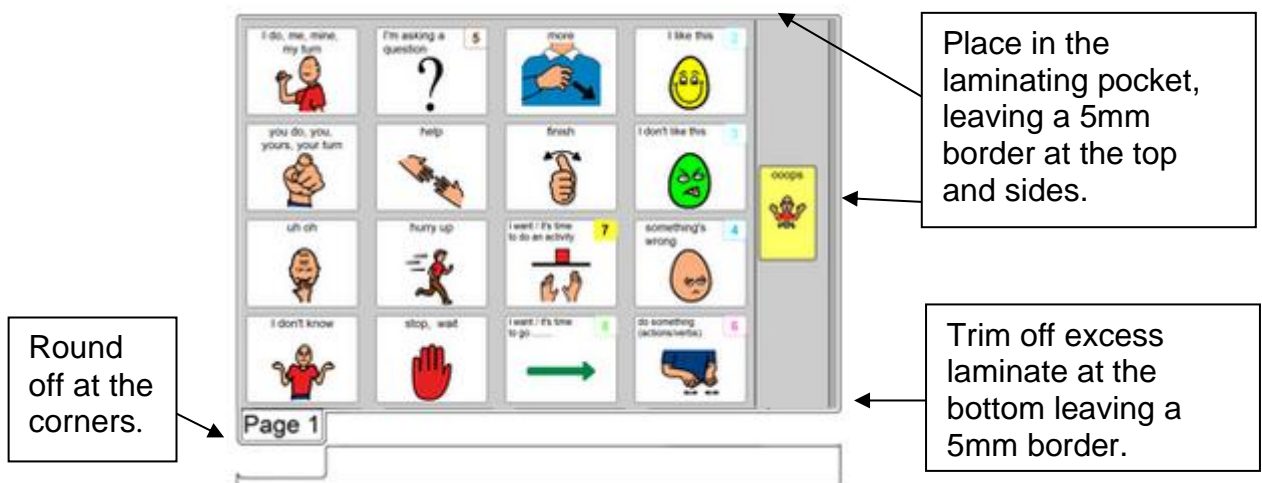
Cut out the book pages

Compile the set of pages. Using scissors cut around the page tab and along the top of the blank tabs on the page. Discard excess. See diagram below.

Discard this part.

Cut around the labeled tab and along the top of the tabs to be removed where marked on this diagram.

Repeat for every page of the page set and put aside. It is helpful to cut and keep the pages in number order for later use.
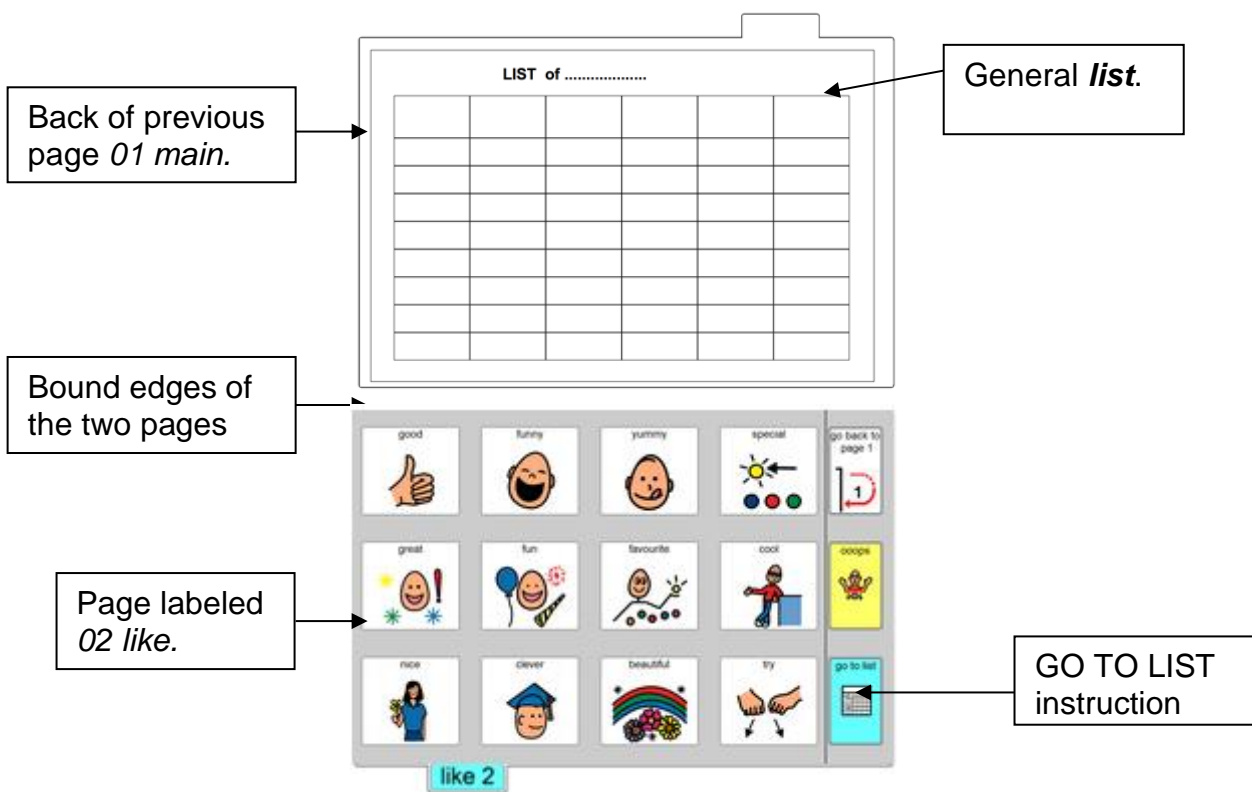
Laminate key pages

1. Place the cut pages *01 main* and *02 like* in a laminating pocket, leaving a 5 mm border at the top and sides of the page.

2. Re-cut pages *01 main* and *02 like* to trim off the excess laminate along the bottom of the page leaving a 5 mm border. Round off the corners or the laminate for safety.


Place in the laminating pocket, leaving a 5mm border at the top and sides.

Round off at the corners.

Trim off excess laminate at the bottom leaving a 5mm border.

Adding the General Lists

1. Check that **all** of the laminated book **pages** are in the **correct order.**

2. Leaf through the page set stopping when you come to a page that has a *GO TO LIST* instruction. Cut out a *general list* sticker. Peel off the back of the list sticker and stick it to the back of the previous page (as it will appear in the bound communication book).

The partner needs to be able to read the list when the book is opened at the page with the GO TO LIST instruction. Note that **in the diagram below the list is orientated to suit a partner reading the list from the front of the book by lifting previous page up above the book.** If you find that partners are frequently positioned behind the book, you may want to orientate the lists up the other way so that it is up the right way for the partner to read the list from behind the open book.

Back of previous page *01 main.*

General *list*.

LIST of ....

Bound edges of the two pages

Page labeled *02 like.*

GO TO LIST instruction

like 2

3. Using a pen or marker write the name of the category at the top of the list.

LIST of ...*like*...

Using a pen or marker write the name of the category at the top of the list.
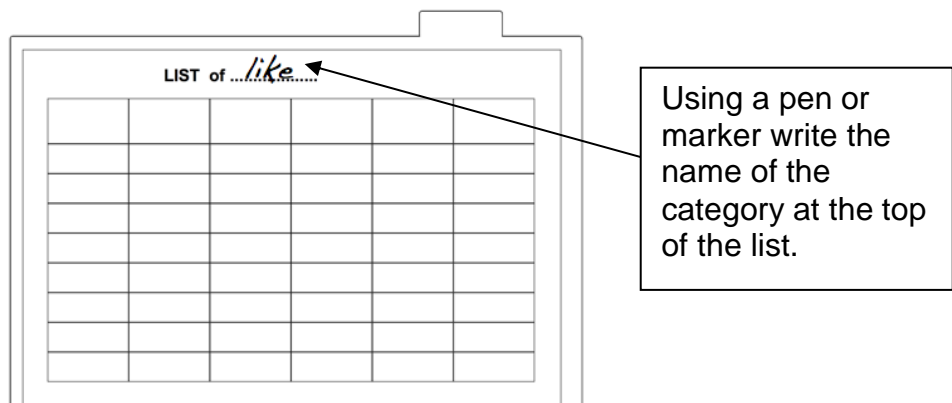
Make the Cover

To create the covers you will need:

- Two pieces of plastic (22cm x 31cm) for the covers (e.g. covers of A4 plastic pocket books) or corrugated plastic sheet (Corflute® / Fluteboard®).

    - Use thinner (2-3mm) corrugated plastic sheet (Corflute® / Fluteboard®) if planning to use a spiral binder.

    - If using corrugated plastic sheet to make the cover a stand, you need to cut the material so that the lines (flutes) run vertically from the top to the bottom of the book.

    - Make sure to round off any sharp corners on the cover.

Binding the PODD book

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

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

Spiral binding

1. If you are using the covers of an **A4 Pocket book** cut off the existing line of holes.

2. If your corrugated plastic sheet (Corflute® / Fluteboard®) is too thick to fit in your spiral binder you will have to flatten out the edge that needs the holes punched in it. This can be done using a hammer to carefully squash the edge until it's thin enough to fit in your spiral binder.

3. Bind as per the instructions for your spiral binding machine.

Binding with split rings

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

You will need a single hole punch to locate holes in the pages of the book.

1. If you are using the covers of an **A4 Pocket book**, select the sixth hole in from each end of the cover and use the cover as a template to mark where to punch holes on the pages. Otherwise, punch holes in the cover and page set approximately 8cm in from the sides of the cover.
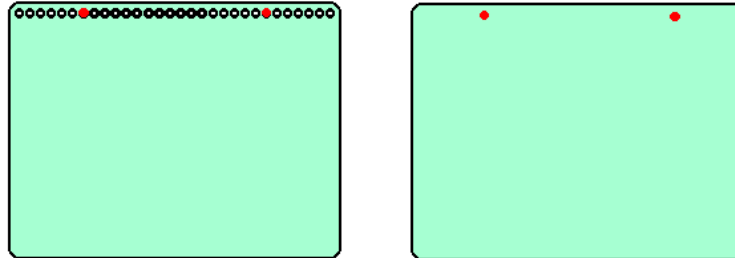
2. Check your pages are in order. Add pages to the split key rings. You may choose to close the opening on the ring after the pages are in place with a small piece of cloth duct tape. This stops the pages catching in the rings when in use.