

Group Book Early Functions Construction for VEST version



It is possible to laminate all the pages for the VEST version of the early functions group book, but as the book will primarily be handled by partners, it is recommended to make this book from 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 80micron 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

- Colour printer
- Laminator
- Scissors
- 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
- 40cm hooked sticky back Velcro®
- 10cm loop (soft) sticky back Velcro®
- 34cm of regular (not sticky back) hook Velcro®

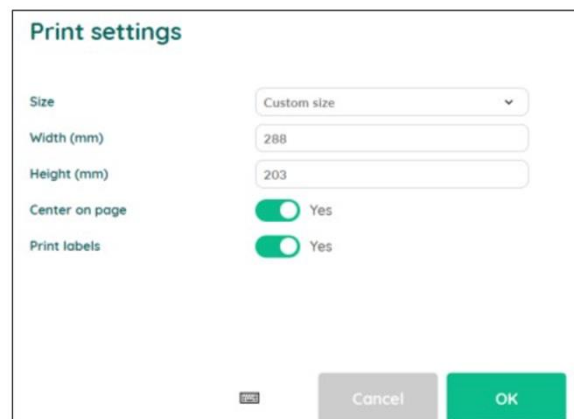
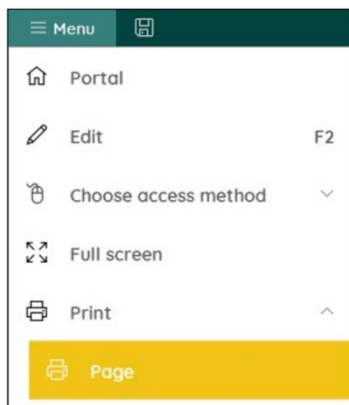
Printing main pages for direct access

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** (PODD pages *03 don't like* through to *10c group places*).

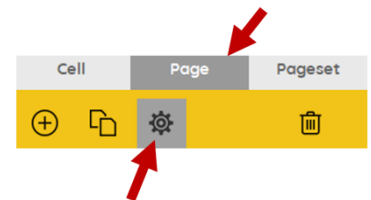
15. Print

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.

Load your printer with **A4 label stickers** (one label per sheet)

- 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

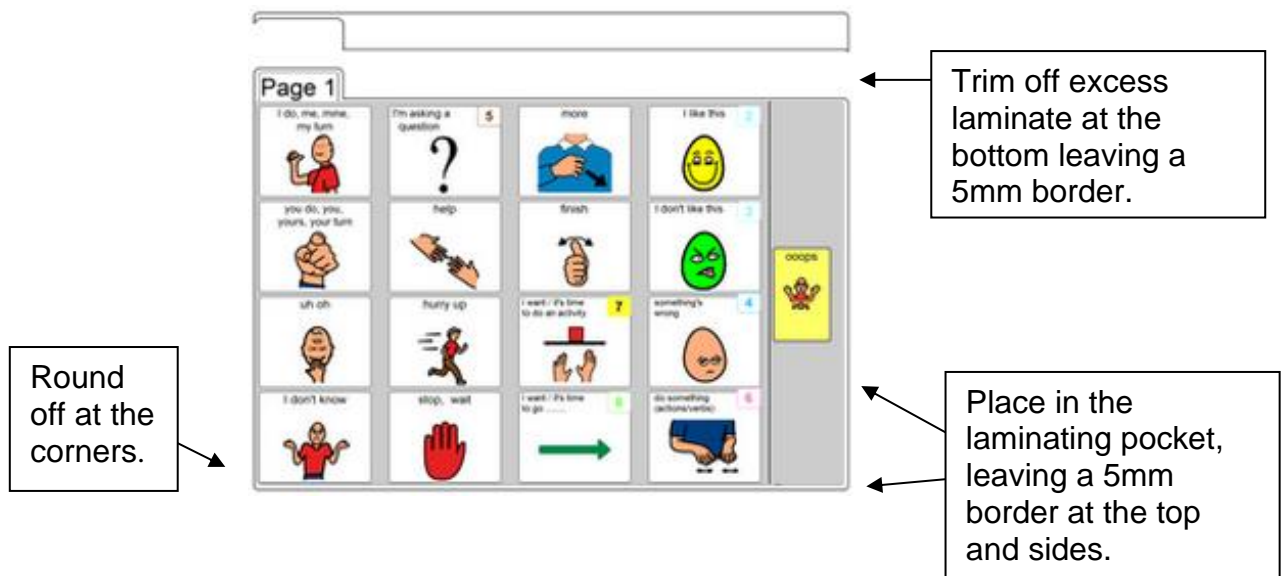
Compile the set of pages. Using scissors cut around the page tab and along the top of the blank tabs on the page. Discard excess. See diagram below.



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

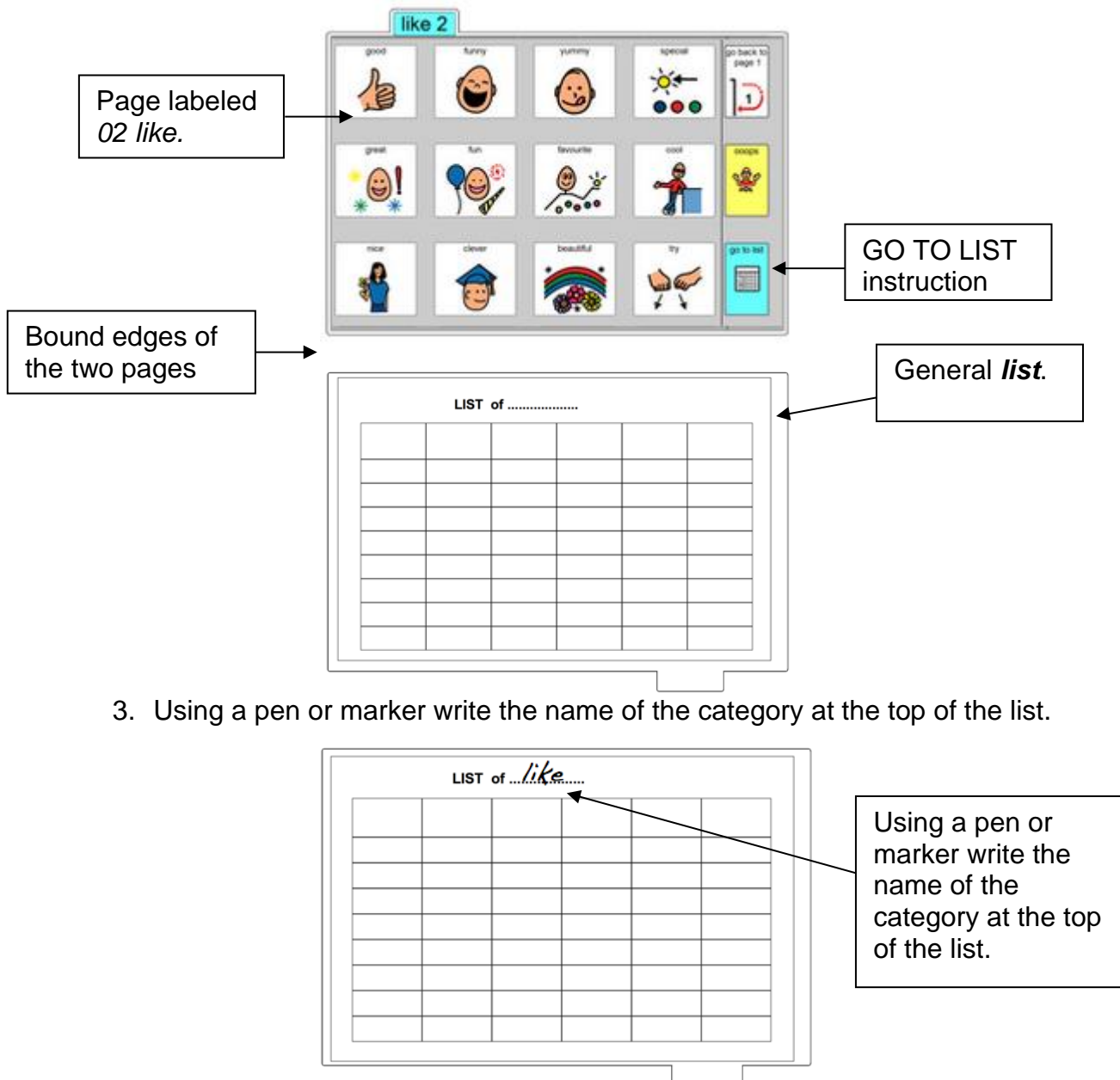
1. Place the cut pages *01 main* and *02 like* in a laminating pocket, leaving a 5 mm border at the top and sides of the page.
2. Re-cut pages *01 main* and *02 like* to trim off the excess laminate along the bottom of the page leaving a 5 mm border. Round off the corners or the laminate for safety.



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.



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

Binding the PODD book

This book needs to be bound with split key rings or a spiral binding.

This book does not have a cover.

Spiral binding

Bind as per the instructions for your spiral binding machine.

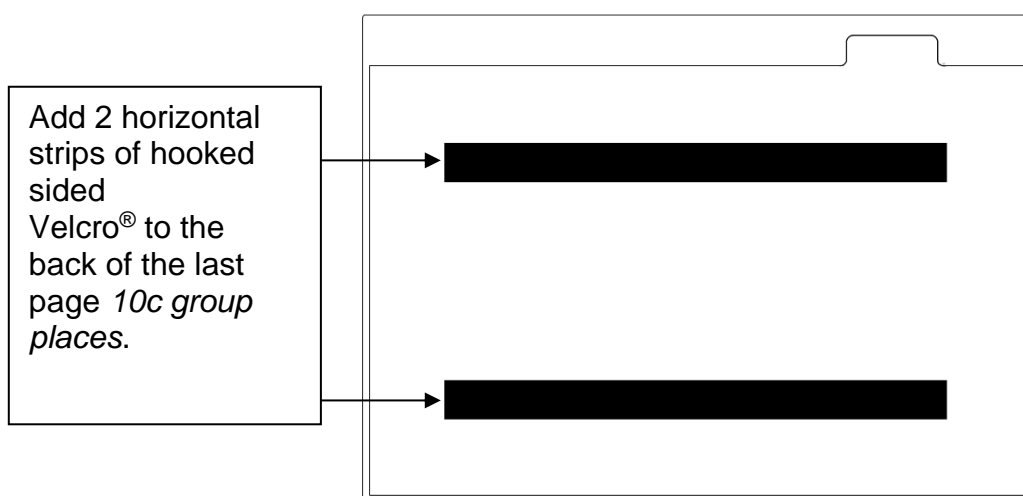
Binding with split rings

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.

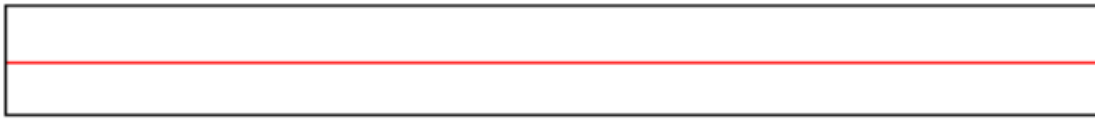
1. Punch two holes in the binding edge of each page.
2. Check your pages are in order. Add pages to the split key rings. You may choose to close the opening on the ring after the pages are in place with a small piece of cloth duct tape. This stops the pages catching in the rings when in use.

Attaching the PODD to the vest

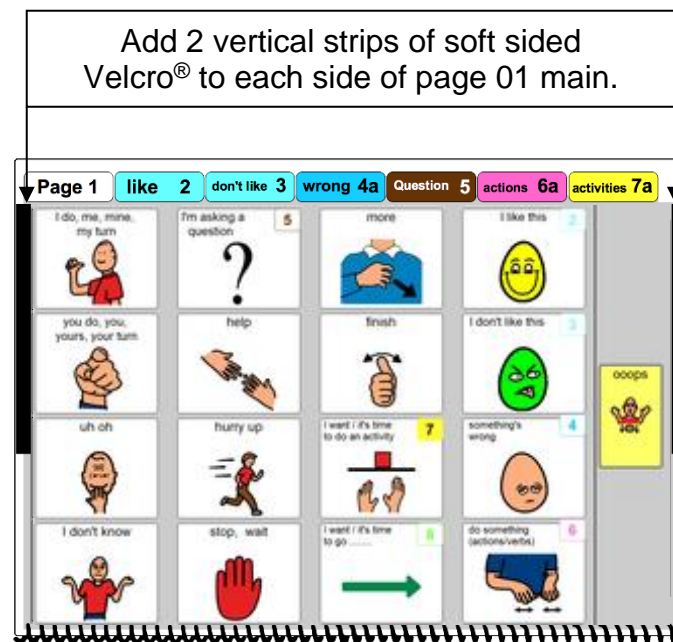
1. Cut 2 x 20cm strips of hooked side sticky back Velcro®. Peel off the back and attach the Velcro® horizontally on the back of the last page *10c group places*.



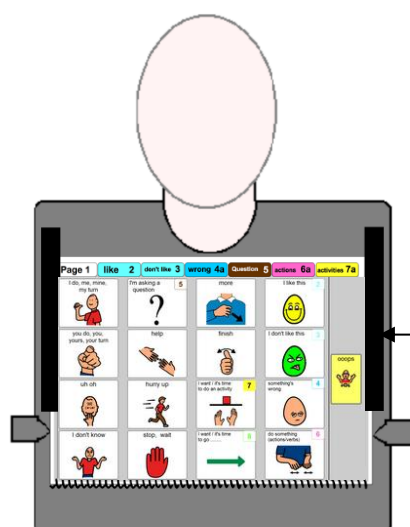
2. Cut two, 10cm x 1cm strips of loop (soft) sticky backed Velcro®.



3. Attach one (cut in $\frac{1}{2}$) strip down each side at the top of page 01 main. Position the Velcro so that it doesn't cover the symbol cells.



4. Put your vest on. Place the PODD book in a comfortable position on the vest; check that you can read the tabs. Secure it in place with the Velcro® strips on the back of the PODD book.
5. Cut 2 strips of plain (not sticky backed) hooked Velcro® approximately 17cm long. Attach the bottom part of this hooked Velcro® strip to the soft Velcro® attached to the side of the front page of the PODD book. The top part of the Velcro® strip attaches to the vest to hold the book closed.



Use non-sticky backed Velcro[®] to hold the book closed by attaching it to the Velcro[®] on the PODD and the vest.