

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 **3 Mil or less – NOT thicker** laminate).

When using **waterproof paper**, it has been found useful **to still laminate pages 01 and 02 using 3 Mil or less – NOT thicker 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 Letter sized stickers or Letter sized 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®
- Color printer
- Laminator
- Scissors
- Two letter sized pieces of thick plastic (e.g., cover stock, notebook cover or pocket folder -8 ½ by 11 inches-) for the covers. Or two pieces of thick laminated cardboard or corrugated plastic sheets (8 ½ by 11 inches).
 - See the information on creating the covers and making the covers a stand to identify your preference.
- Letter sized waterproof paper (approximately 20 sheets*)

- Letter sized Label stickers – (one label per sheet) OR A4 paper and glue stick (approximately 15 sheets*)
- Letter sized plain paper (3 sheets)
- 3 x Matt no thicker than 3 Mil laminating pouches.

To bind with a spiral

- spiral binder and coil

To bind with rings

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

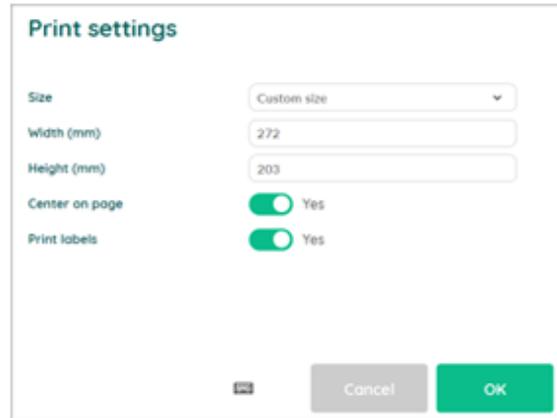
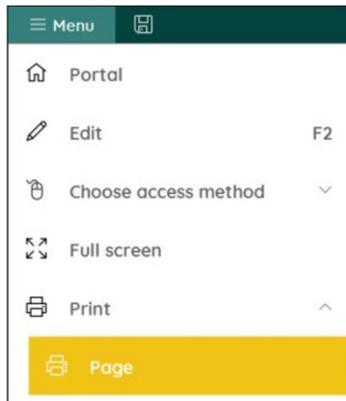
Printing main pages

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 Letter (8.5 x 11 in) 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 Letter sized 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

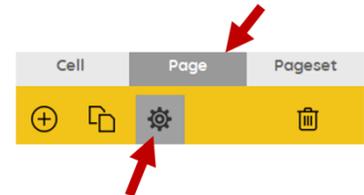
Printing the lists

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 customization.

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

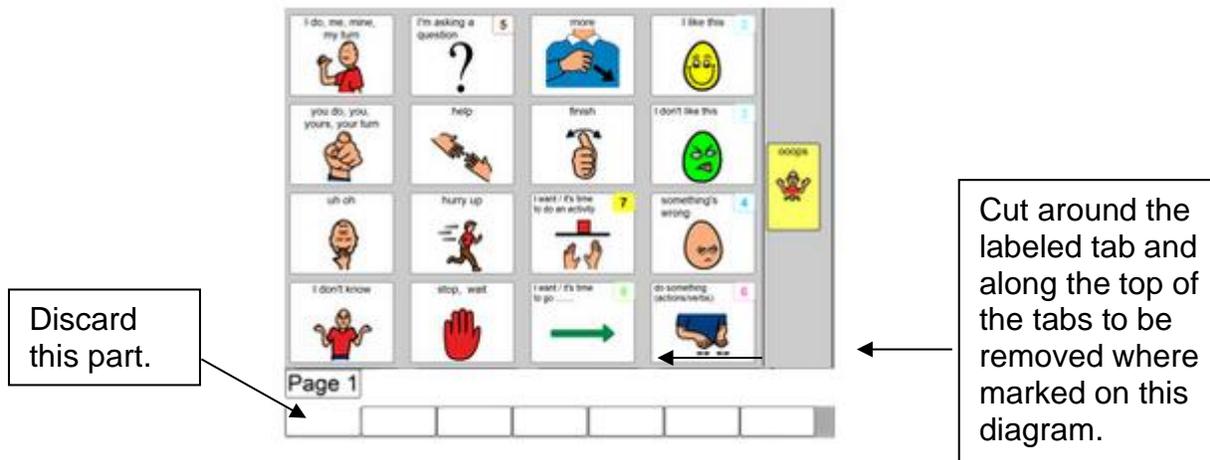
Load your printer with **Letter sized label stickers** (or paper)

- 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 Letter (8.5 x 11 in) 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

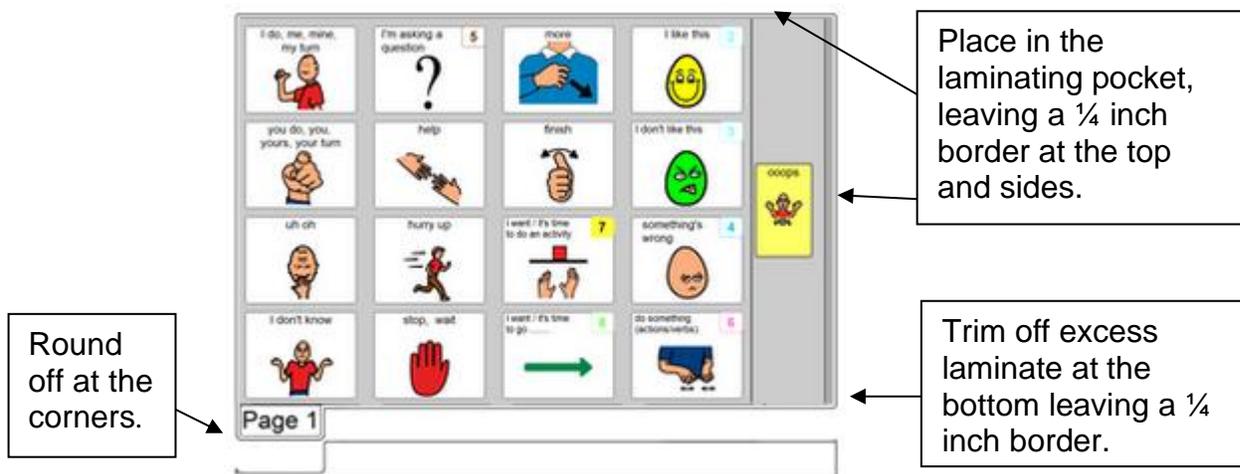
Compile the set of pages. Using scissors cut around the page tab and along the top of the blank tabs on the page. Discard excess. See diagram below.



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

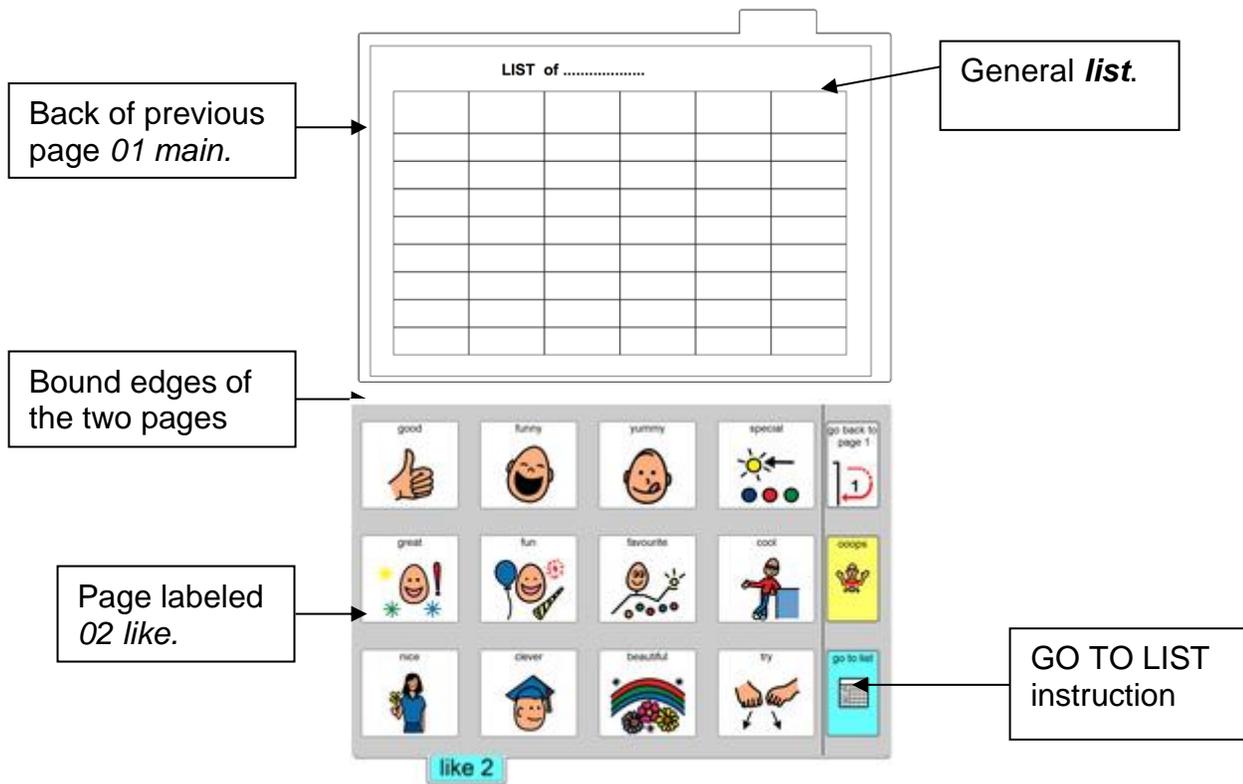
1. Place the cut pages *01 main* and *02 like* in a laminating pocket, leaving a 5 mm border at the top and sides of the page.
2. Re-cut pages *01 main* and *02 like* to trim off the excess laminate along the bottom of the page leaving a ¼ inch border. Round off the corners or the laminate for safety.



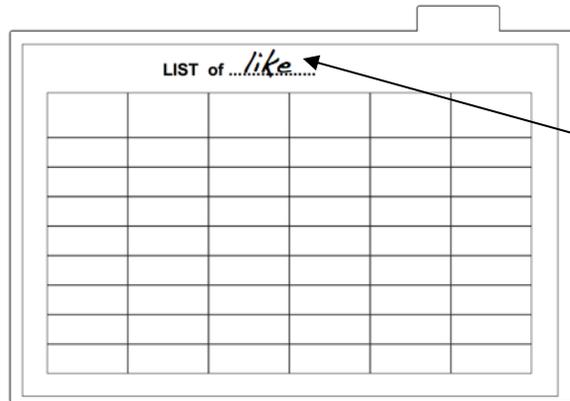
Adding the General Lists

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.



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Make the Cover

To create the covers, you will need:

- Two letter sized (8 ½ by 11 inches) pieces of thick plastic (e.g., cover stock, notebook cover or pocket folder). Or two pieces of thick laminated cardboard or corrugated plastic sheets (8 ½ by 11 inches).
- Use thinner (1/16 inch) corrugated plastic sheet 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.

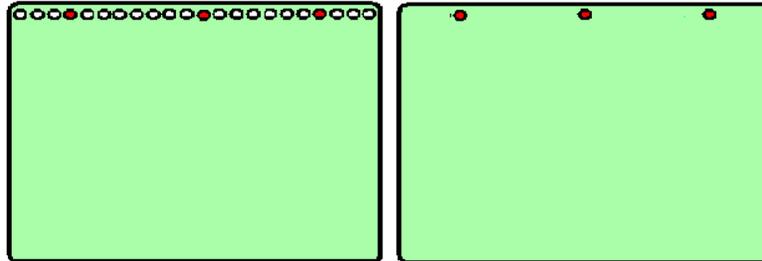
Binding the PODD book

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

Binding with split rings

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

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



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

Spiral/Coil binding

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

Bind as per the instructions for your spiral binding machine.