

Group Book Expanded Functions Construction for BOOK version



It is possible to laminate all the pages for the BOOK version of the expanded functions group book, but as the book will primarily be handled by partners, it is recommended to make this book from waterproof paper. Waterproof paper construction makes a much lighter book. This is a significant advantage for partners carrying the book with them, for communication at any time, throughout the day.

Materials for constructing a waterproof paper book

Select waterproof paper that is 100gsm or 120gsm. Paper or cardboard with a higher gsm result 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 01a, 01b, 02, 07a and 07b using 3 Mil or less – NOT thicker- laminate** to increase the durability of the first pages and make it easier to quickly locate and turn to the categories section of the book.

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 page set of Mind Express® templates (copied onto computer hard drive)
- Color printer
- Laminator
- Scissors
- Two letter sized (8 ½ by 11 inches) pieces of plastic for the covers (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).
- Letter sized waterproof paper (approximately 69 sheets*)
- 5 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

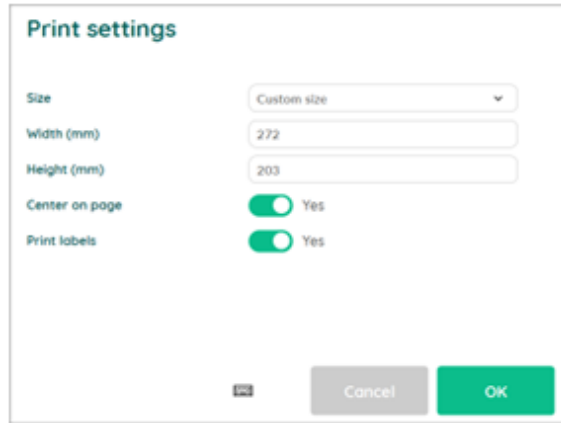
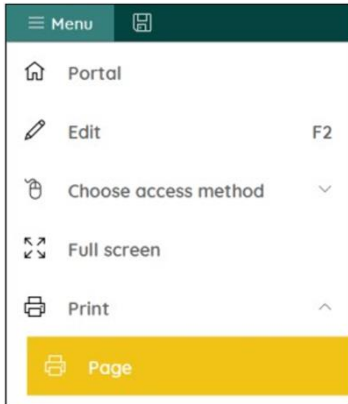
This book must be printed double-sided on waterproof paper. When double-sided printing, it is critical that the order of the PODD pages in Mind Express have not been moved. There are blank pages included in order for pages that don't have anything on the back and some PODD page names indicate which page they are printed on the back of (e.g. 04aex on back 03). Before double-sided printing, it is recommended to check the page order in Mind Express (Menu > Edit and then select the three dots on the bottom toolbar to see all the pages).

Print PODD group book pages from **01 main to 25b group activities**.

1. Load your printer with waterproof paper.
2. In Edit mode (Menu > Edit or press the F2 key), select the three dots in the navigation bar at the bottom of the screen. Scroll down to page **25b group activities** to see what page number is assigned by Mind Express to this page (Note: this is different from the PODD page number on the tab.) Write down the Mind Express page number.



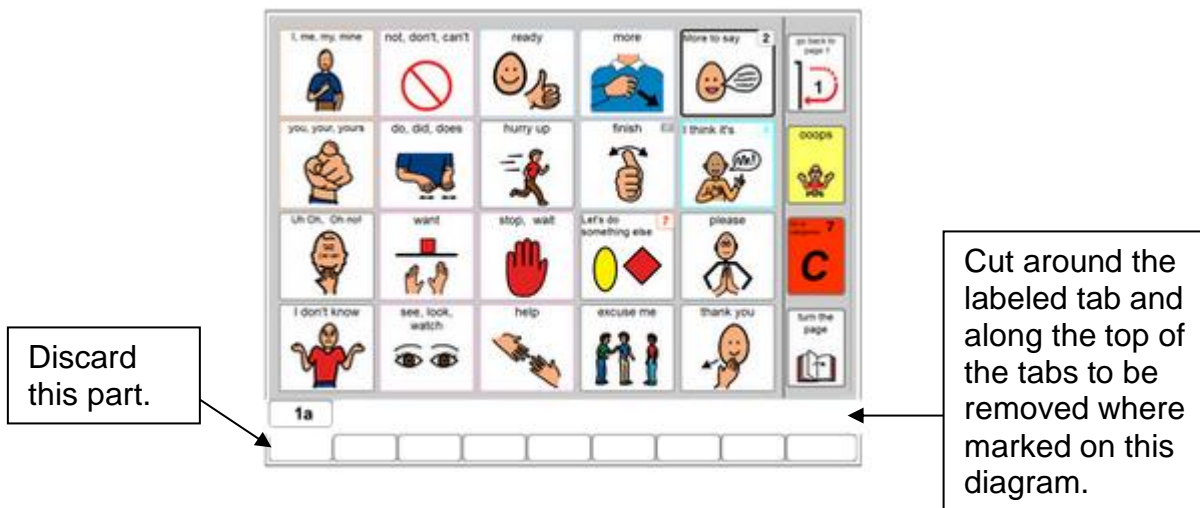
3. Navigate to PODD page **01 main**.
4. Switch to User Mode by selecting Menu > Done edit (or press the F2 key)
5. Select Menu > Print > page and, without changing anything, select the OK button in the Print settings window



6. Choose which printer to use and then select the Preferences button
7. Select Letter (8.5 x 11 inches) as document size, Landscape as orientation, **double-sided printing**
8. Then select the print range from 2 to the Mind Express number you previously wrote down for the PODD page 25b group activities.
9. Print

Cut out the book pages

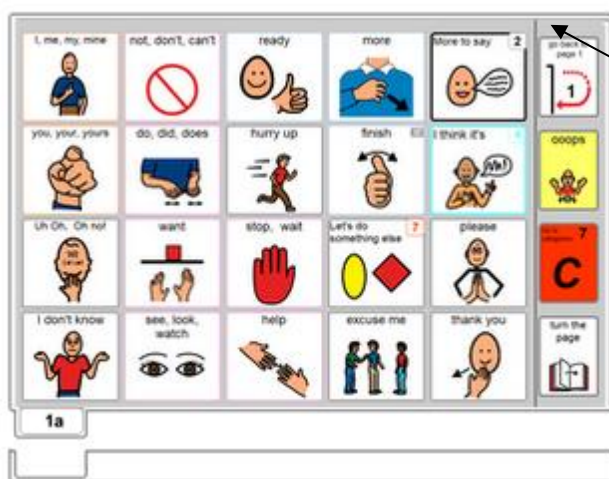
Compile the set of pages. Using scissors cut around the page tab and along the top of the blank tabs on the page. Discard excess. See diagram below.



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 and re-cut key pages

1. Place the cut pages *01a main*, *01b main*, *02 branches*, *07a* and *07b categories* in a laminating pocket, leaving a ¼ inch border at the top and sides of the page.
2. Re-cut pages *01a main*, *01b main*, *02 branches*, *07a* and *07b categories* to trim off the excess laminate along the bottom of the page leaving a ¼ inch border. Round off the corners of the laminate for safety.



Place in the laminating pocket, leaving a ¼ inch border at the top and sides.

Trim off excess laminate at the bottom leaving a ¼ inch border.

Covering and Binding

Making a cover

To create the covers, you will need:

- Two letter sized (8 ½ by 11 inches) pieces of plastic for the covers (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.

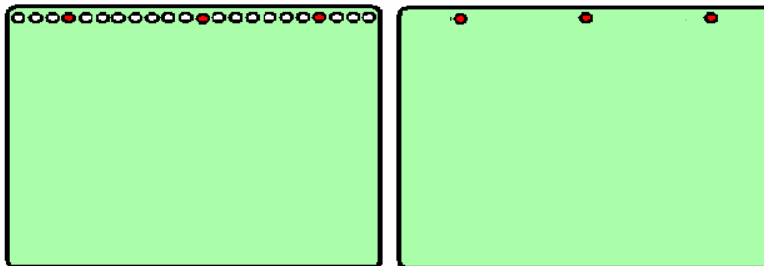
Binding the PODD book

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.