

## Short Cut Sheet

### Boardmaker for Mac



Make picture symbol communication boards with Boardmaker software, a graphics database containing over 3,000 Picture Communication Symbols in bitmapped clip art form.

### To Use

1. Under the Apple menu, Click **Boardmaker**
2. Click on **File-Open**
3. Double click on **Premade grids**
4. Double click on the grid.
5. If you don't see a pre-made grid that you like, you can click on the button tool (rectangle shape), click and drag on the blank page to create a button the size you want. Then click on the button sprayer tool (4 rectangle shapes). Then click on the existing button you just created and drag across the page to get as many buttons as you need of equal size.

#### You are now ready to import your pictures from the libraries

1. Click on the **Boardmaker Man** to go to the Picture Library
2. Type in the name of the picture you're looking for and push **Enter** or **First**
3. Click on **Previous** or **Next** to view your options

4. Click on **Draw** to take you back to your board
5. Click on the square where you want the picture

**To Save:**

1. Go to **File**
2. **Save As**
3. Name your board
4. Go to where you want this saved (folder wise) and click **save**

**To Print:**

1. Click on **File**
2. Click on Page **Set-up**
3. Click on **Portrait** or **Landscape**
4. Click **OK**

Hint: (Look for dotted lines to see where the page break is. If board is cut off go back to Print set-up and make changes)

**To change the text above picture:**

1. Click on the **A**
2. Click and drag to highlight text
3. Type in the text you want

**To Delete a picture or text:**

1. Go to **Preferences**
2. Turn **Auto Resize off**
3. Click on picture or text (it will then be outlined with a dotted line)
4. Push **Delete** on the keyboard
5. Turn **Auto Resize back on**

**To move a picture or text:**

1. Go to **Preferences**
2. Turn **Auto Resize off**
3. Click on picture or text
4. Click and drag to where you want it

5. Turn **Auto Resize** back on \*If you make a mistake, click on **Edit**, go to **undo** and the last thing you deleted will reappear

## Information

### Mac System

#### Requirements:

PowerMac  
System 7.6 or later  
16 MB of RAM  
22 MB of hard disk space  
symbols remain on CD-  
ROM  
Mac compatible printer  
CD is required to run  
program

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**Pricing: Boardmaker (Mac CD) \$299.00**

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