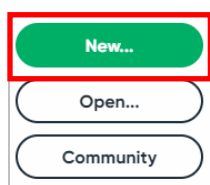


Create from a Template in Boardmaker 7

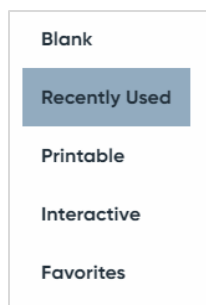
A Boardmaker template provides the structure of the activity, including the actions that make the activity interactive. Use Boardmaker to quickly create engaging activities. This quick guide provides instructions on how to create print and interactive activities from a Boardmaker template.

Select a Template

1. Select **New** on the Boardmaker dashboard.



2. Choose a template option.

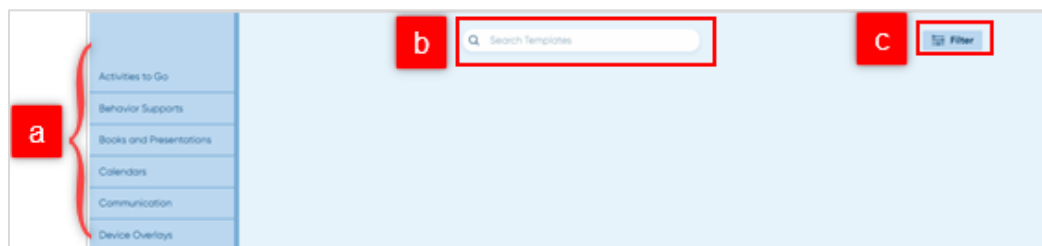


Recently Used- most recent templates used

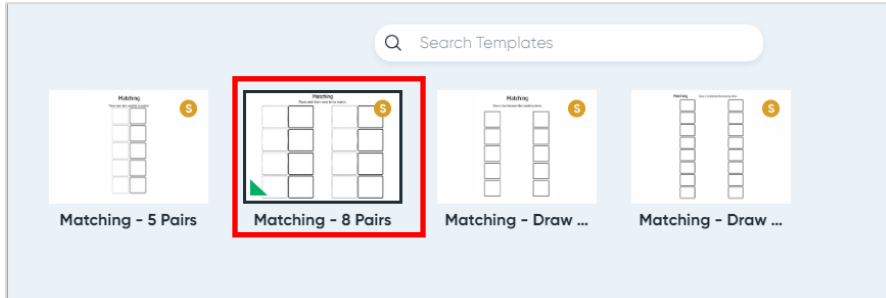
Printable- templates designed to be printed

Interactive- templates designed to be used on the computer, interactive whiteboard, iPad, or Tobii device. Includes templates that collect data.

3. Narrow the template selection by
 - a. Choosing a category
 - b. Typing in the search bar
 - c. Using the filter feature

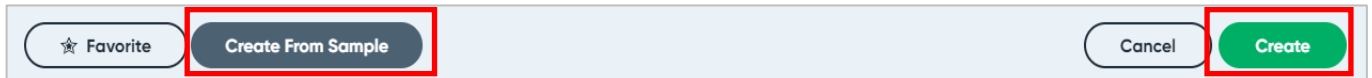


4. Select a template.



NOTE: The green triangle in the bottom left corner means the template is selected

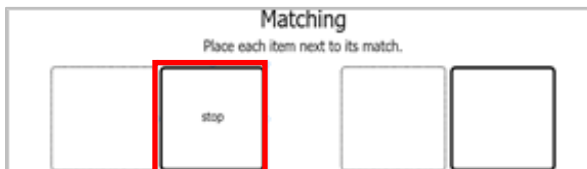
5. Select **Create from Sample** to edit a pre-made sample. Select **Create** to create from a blank template.



Edit-in-Place Templates

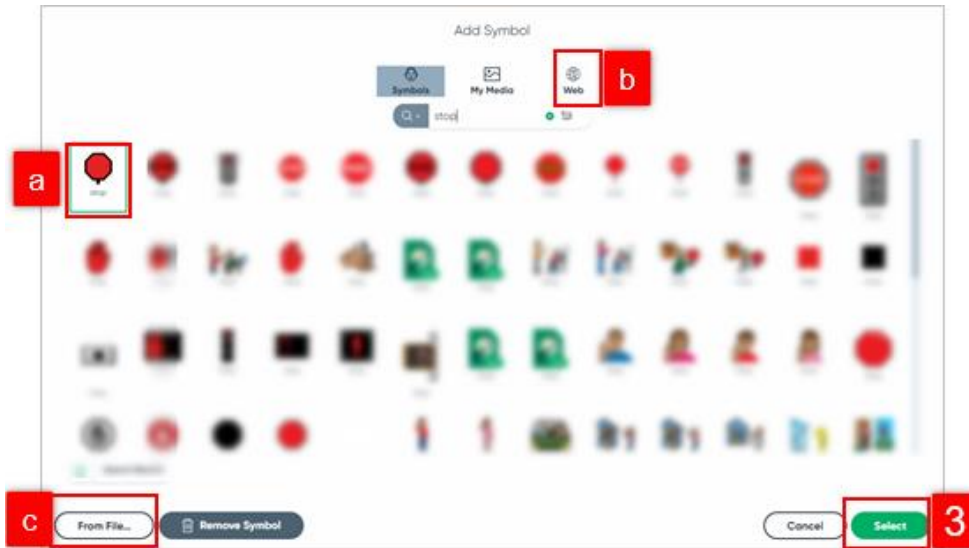
Most templates in Boardmaker are edit-in-place templates. If the template is an edit-in-place template, directions for completing the template will be visible on the template in edit mode. Follow the directions to complete the activity. If you do not see directions on the first page, select subsequent pages on the page panel to find the directions.

1. Select a button and type a label using your keyboard. Select **Enter/Return** on your keyboard.

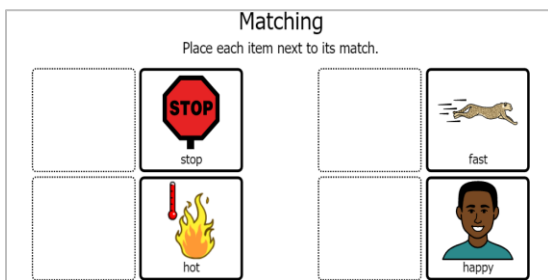


2. Select an image to add to the button.
 - a. To add a symbol to the button, select the **desired symbol**.
 - b. To add a digital image from the web and select the **Web Button** and select a **web image**.
 - c. To add an image from the computer, select **From File** and select the digital image from the computer.

3. Choose **Select**. This process is called edit in place.

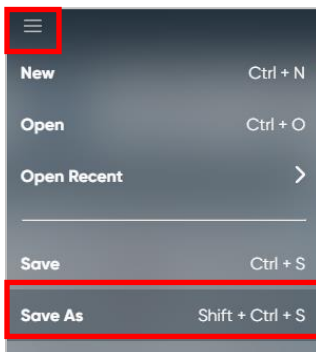


4. Repeat steps 1-3 to fill in all buttons on the template.



Save the Activity

1. Select the **three bars** in the top left corner. Mac users, hover over the top of the screen and select the **File** menu.
2. Select **Save As**. Follow saving below to sync to myBoardmaker.com.



Sync Activities to myBoardmaker.com

Platform	What You Need to Do	Save Location to Sync to myBoardmaker.com
PC	Nothing- the activity should save to the correct folder and sync	C:\Users\username\AppData\Local\Boardmaker 7 Editor\Documents\Activities\email address
Mac	Nothing- the activity should save to the correct folder and sync	Documents/Boardmaker/Activities/email address
Chromebook	Change the location	Boardmaker 7 Editor → Activities → email address



NOTES: Use Upload File on myBoardmaker.com to add activities over 128mb.

See additional Quick Guides for more information on button properties, actions, and settings.

