

## TO RETURN TO CNB HOME PAGE - CLICK THE BROWSER'S BACK BUTTON

### Instructions for using the *Communication Notebook Builder*

A communication notebook includes a list of concept words, and associated visuals that exemplify or illustrate each concept. For individuals who have problems communicating due to a language disorder, such a notebook can be an extremely useful communication tool. The individual can communicate in whole or in part by pointing to words and/or pictures associated with the feelings, people, objects, or needs he or she wants to discuss. The individual's communication partners can use the notebook in the manner that facilitates communication both as a speaker and as a listener. The Communication Notebook Builder was created to enable the content to be easily changed to accommodate the ever-changing communication needs of the individual with the communication disorder.

Using this program, you can create a personalized communication notebook that contains those concepts most important to the person who will primarily be using that notebook. Additionally, you can select the visuals that work best to exemplify the selected concepts for the person using the notebook to circumvent difficulties the individual may have with processing words.

For your first session using this Communication Notebook Builder program, follow the steps below:

- 1) Create your own personal Editor Login Name & Password by clicking on **New Book Editor** and following the prompts (be sure to write down your password and login name to be able to recall it later).
- 2) You will then be asked to fill out a brief questionnaire. Please complete the required fields. (Skip if you are creating a Practice or Template notebook by submitting with no information filled out.)
- 3) Next, click on **New Book** and create the Book Name & Password that in the future will identify the book you are now creating (be sure to also write down the notebook name and password to be able to recall it later). Click on **Save**. In addition to creating the Book Name & Password, you will also be asked at this point to create a patient profile by clicking on **New Patient**, completing the fields, and then clicking **Add**. (For Practice & Template notebooks, just click **Add** without filling out the fields.)
- 4) You will then be asked to fill out a patient questionnaire. Please complete ALL fields to the best of your knowledge and click on **Submit**. You are now ready to begin creating your notebook. (For Practice & Template notebooks, just click **Submit** without filling out the fields.)
- 5) Under **Edit** (on the menu bar in the screen's upper left hand corner), choose **Concept Selections**. Follow prompts to choose personalized list of concept words. If you'd like to include a concept not in the Master Concept Library, go to **Insert** and choose **Individualized Concept**. Follow the prompts to type in the concept word you'd like to add to the notebook you are creating.
- 6) After you have identifying the concept words you want in the notebook, then go to **View** and Choose **Symbol Preference** to assign a visual symbol to each concept word. Follow the prompts. If you'd like to add a visual not in the Master Symbol Library, you must go back to **Edit, Concept Selection** and then go to **Insert, Individualized Symbol**. Any image you want to upload must be in jpeg format, sized for 640 wide by 480 tall. Follow the prompts.
- 7) After you have assigned symbols to the concept words you've chosen, go to **Insert, Text Page** (for text only pages) and/or **Insert, Symbol Page** (for photos & drawings) to create the notebook pages. Follow the prompts.
- 8) Next, go to **Edit** and choose **Edit a Page** to place the concepts and symbols on the notebook pages in the order you choose
- 9) Once you have the notebook set up in the order you choose, go to **Edit, Print Preview** or **View, Print Preview** to view the layout of the pages. Revise if necessary (make sure print is set-up for **Landscape** printing, not portrait) , and then choose **Print** in the Print Preview page.

With the Login name & Password, and Book Name & Password you have created, you can access this work in future sessions. Then you can either open this existing book to add to and revise it, or you can create a new book from the existing book (by using the **Create New From** option on the login page), or you can start afresh and create an entirely brand-new book.

Please note that if essential parts of the page are cut off on your screen in Communication Notebook Builder, you need to resize your screen display. To do this on a PC, pull up the Start Menu, go to Settings, Control Panel, Display, Settings, and make sure that your screen area is set to display at least 800 x 600 pixels.