

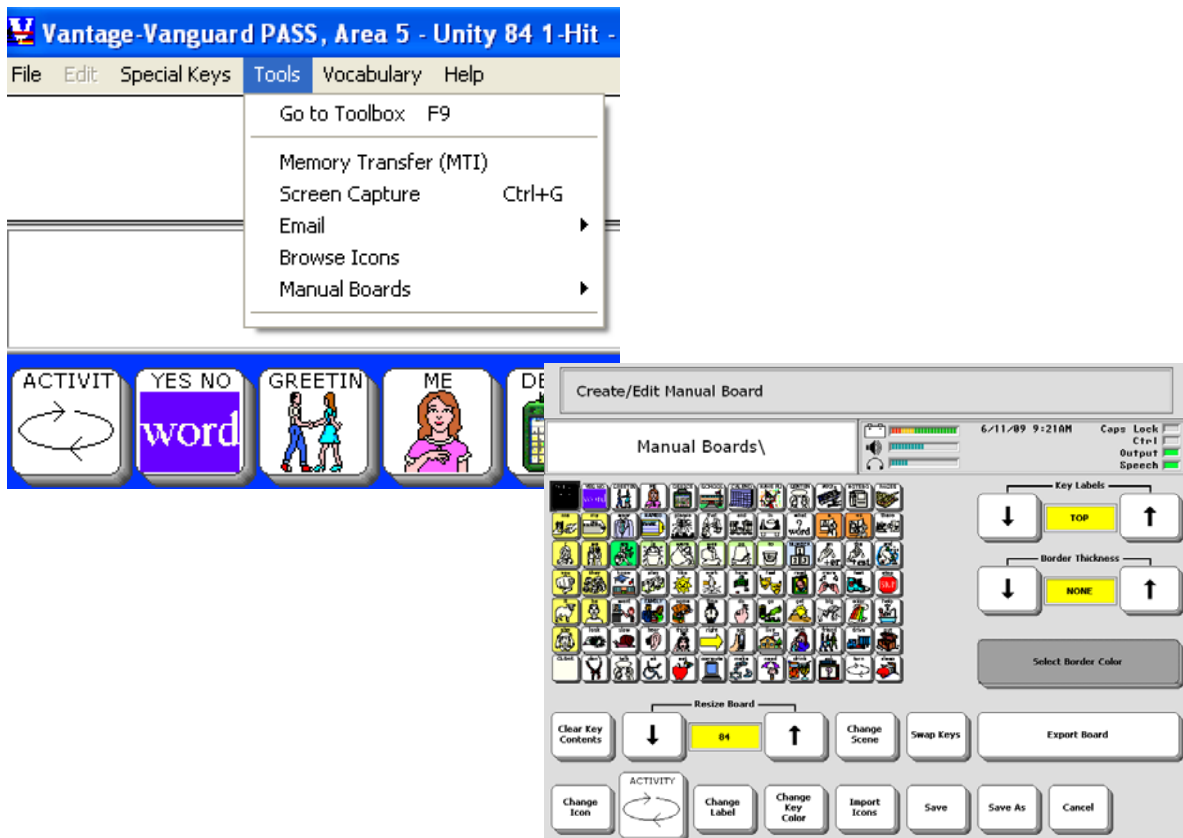


# Make a Manual Backup Board Using PASS™

*Teaching Tip from PRC's September 2009 ACCESS Newsletter  
Submitted by PRC's Education Segment Manager, Jane Odom, M. Ed.*

There may come a time when a device takes a break. Perhaps the battery runs down, or it has to go to the PRC doctor for some TLC. In a pinch, there is a way to make a paper manual board that can be used in an emergency. A device user would simply point to what they want to say. It is best to print the board using one hit Unity® so the board is only one page. This may not have all the vocabulary but will work in an emergency. For this example, Unity 84 one hit will be used.

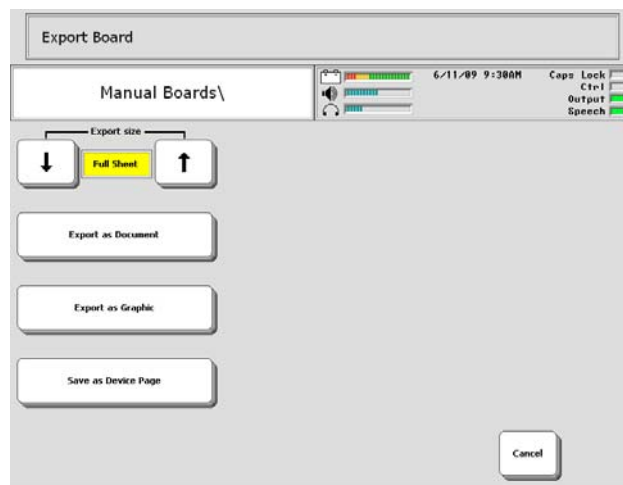
1. Open up the PASS software for the Vantage™ Lite.
2. Under the Tools drop down menu, you will find an option for 'Manual Boards.'
3. Select 'Create.'
4. Select 'From Current View.'
5. You now have a screen that will allow you to customize your board.



The features that can be changed include:

- Key Labels – you can have the label on the top or bottom of the picture. I suggest the top so when someone touches the picture, you can still see the word.
- Border Thickness – this allows you to include a grid on your board. This will help a user visually discriminate the icons.
- Select Border Color – this will allow you to change the border to any color you choose.
- Resize the Board – this allows you to change the number of squares on your board. You will only be able to make it smaller.
- Change Scene – this allows you to change a visual scene if you happen to make a manual board using that screen (we are not doing that for this example)
- Swap Keys – this allows you to change the location of keys
- Change Icon – this allows you to change a picture on a key – you may want to alter the activity row to add some messages
- Change Label – this allows you to change the word appearing on a key
- Change Key Color – this will fill in the background area of a key with the color you choose
- Import Icons – will allow you to import a photo onto a key

When you finish your board, you will need to export it.



You can choose the size that you like at this point. If the device user uses a keyguard, you can print the board to the exact size of their device screen so the keyguard can be placed on top. You can then export your board as a document or a graphic. The choice is yours.

FYI – Laminating your board can make it last longer. ☺

Good Luck!