



## Creating a Now and Next Board

This guide will show you how to make a personalised 'Now and Next Board'. More basic versions are available to quickly create a simple board in the **Timetables** folder in the **Templates** section. These are useful for aiding behavioural management with pupils who find it hard following instructions. Each task (now) will be presented with a good consequence (next) so the pupil can see what they have to do to get a reward. This cycle can then be repeated and eventually expanded.



### ✓ After making this resource you will be able to...

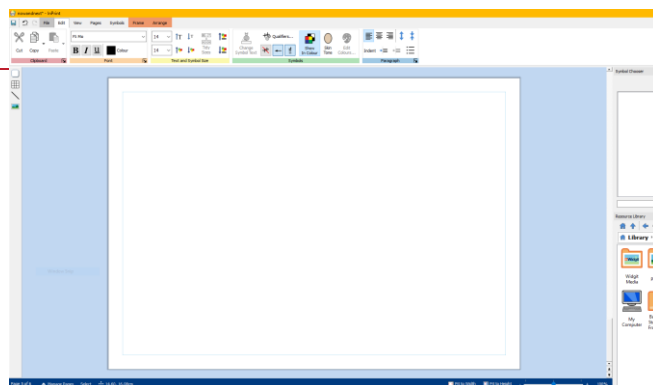
- Choose a background
- Add frames
- Add decoration
- Edit the appearance of frames
- Use the symbol chooser
- Save and print



This activity will take you approximately **10 minutes** to complete.

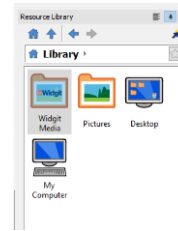
## Set Up Your Document

1. Create a new blank document.
2. Click on the **Pages** tab and change the **Orientation** to landscape.

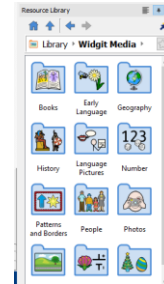


## Style the Background

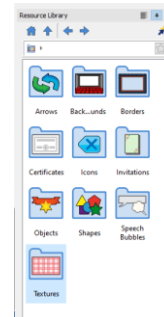
3. Go to the **Resource Library** to select a background. This example will use the **Widgit Media**, but you can also select a photograph from your **Pictures**. Click to open the file.



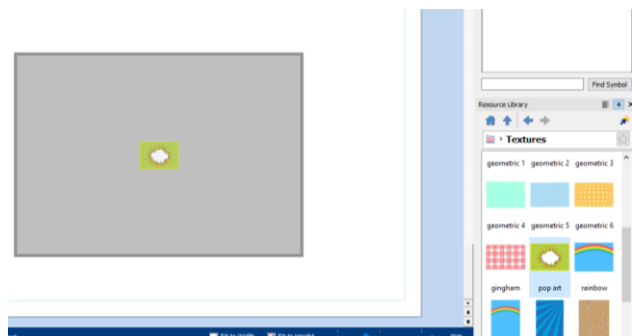
4. The **Widgit Media Library** contains a vast number of images, frames and backgrounds. This allows you to create personalised boards based on the child's interests. Here we will use **Textures**, but there are many more to choose from. Click to open the **Patterns and Borders** file.



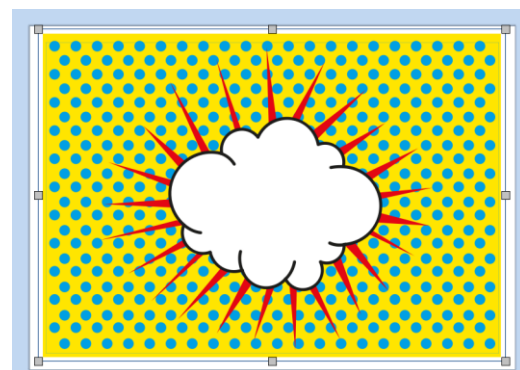
5. Now click to open the **Textures** file.



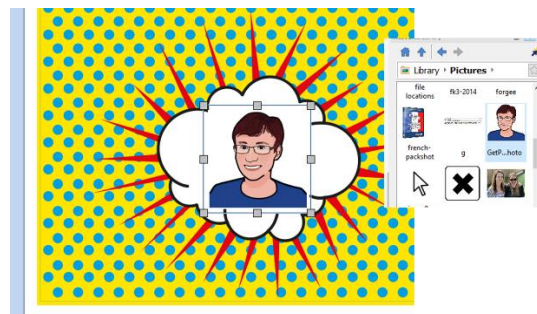
6. Next choose a background texture by clicking on it. A **grab hand** will appear. Move this over the page and click on the page to **release**.



7. Use the **drag handles** to make the image fill the page.



8. If you wish you can repeat **steps 3-7** to add images, photos, clip art etc to the background.

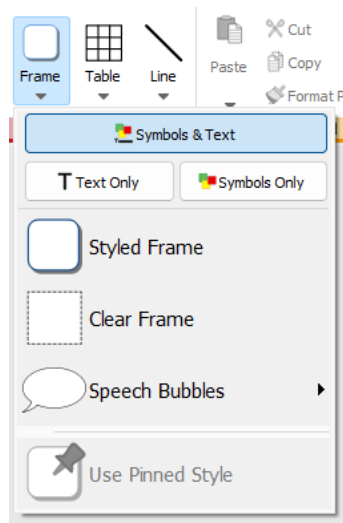


## Add Frames

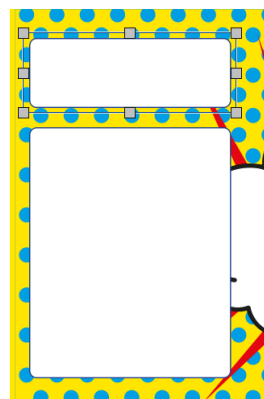
9. Click on the **Frames** button on the **Create Toolbar**.

Select the **Styled Frame** style.

Click on the document to drop the frame in place.

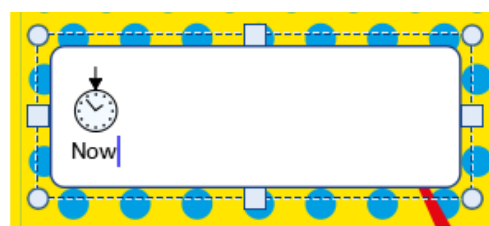


10. Repeat step 9 and use the **drag handles** to make the boxes the required size. One will contain a heading (now) and one will be blank for placing task cards/objects for activities. We will format these boxes and *then* duplicate them for the next box .



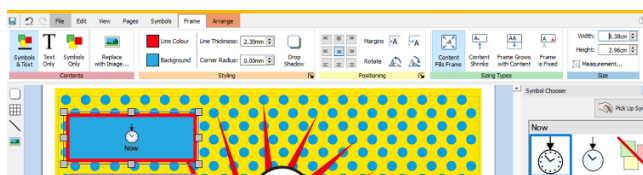
## Styling/Editing Frames

11. Select the top frame and type in the word now. It will then symbolise.

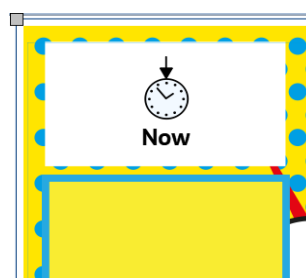


**12.** With the frame still selected you can edit the appearance of the frame using the **Frame** tab. You can alter:

- The line colour
- The background colour
- The thickness of the line
- The roundness of the corners
- The presence or not of shadows
- The position on the text inside the frame
- The margins between frame and content
- How the content fills the frame
- More precise measurements of the frame

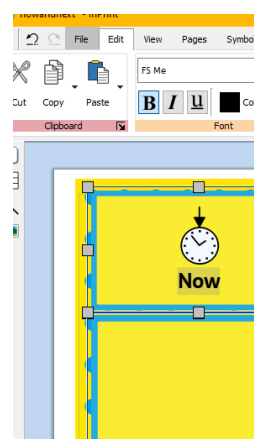


**13.** Repeat step 12 for the second frame. You may wish it to have the same appearance, but equally you may want it to look different.

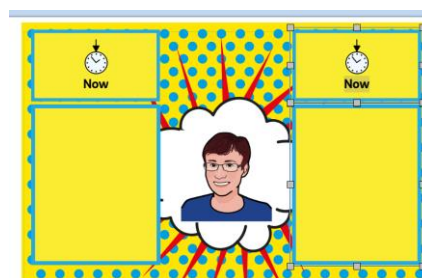


**14.** Hold the **shift** button and click to **select** both frames. Click on the Edit tab.

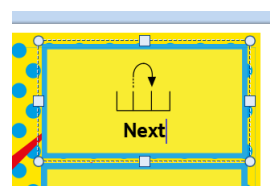
**15.** Click **Copy** then **Paste**.



**16.** A copy of both frames will appear attached to a grab hand. Click to release in position.

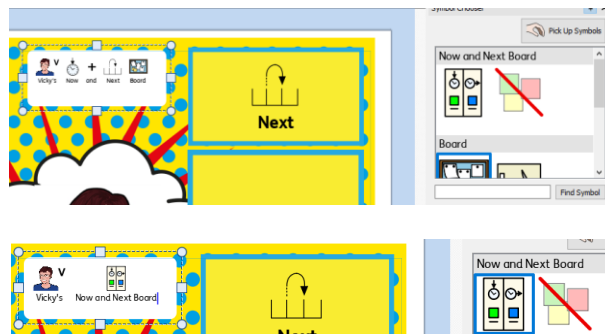


**17.** Click in the text in the right-hand box and change this to **Next**.



**18.** You can also add a fifth frame to act as a heading with the pupil's or class' name. Create a new **Frame** as in step 9. **Type** the required wording.

19. You will notice in my example that the **Symbol Chooser** is showing an alternative symbolisation option, that of one symbol for the phrase 'now and next board'. Click on this option in the **Symbol Chooser** to select it (for optimal symbolisation).



## Saving and Printing

Once you are happy with your document (remember you can create several pages if you need boards for more than one pupil) click the **File** tab and select **Save As** → **Save Document As**.

You can also **Print** from the **File** tab – click your choice of **Print** (opens a printer dialogue box and sends document to your printer) or **Export** (opens the document as a PDF for you to save, print or share).