

## Instructions for creating the paper based support book.

1. **Print** out the book. Normal A4 paper will be fine but if you want added durability you could use card.
2. **Cut** out all of the sections carefully. The dotted lines are a guide on where to cut—this will ensure that the tabs line up correctly when you put the book together. If the dots go to the edge of a page (as in the ABC pages), cut along the line to the edge of the paper and do not trim the top edge. **Check the tabs all line up correctly** and trim any edges which overhang.
3. **Laminate** all the sections. Once laminated trim the tabs down again, checking they line up correctly and re-trimming if needed.
4. **Build** the book. The keyboard pages are the **bottom layers** with the main vocabulary page sitting on top of that. You then layer the subsequent tabs on top. The attached list of tabs is also a suggested order in which to layer them—with tab 1 (People) being the top layer in the finished book. If you wish you can add the 'About this book' page as the base layer—this is optional however.
5. If you are using a ring-binder to hold the book together, **punch** holes in each page and tab— to line up the layers correctly make sure to align the silver line on each page and tab with the centre point of the hole punch.
6. Instead of a ring-binder you may choose to bind the pages together. It's up to you. Just make sure you have the tabs all in the correct order before you bind it! You can see more ideas on the next page for how to construct your book and customise it.

## FAQ's

*What if I want to change a word?* - Simply print and cut out the symbol you do want, stick it on the relevant page BEFORE laminating it and tada! - your symbol has been replaced. You can use our PASS software to create symbols or print a screen shot from your device.

*What if I don't need some of the tabs?* - That's fine! Just don't include them or add other symbols to them instead.

*Why are some tabs blank?* These blank tabs are for you to add additional categories you feel you may need.

*What is the 'special words' tab for?* This is a temporary tab which will be populated with topic words relative to range of common seasonal events, holidays and celebrations.

## Customising blank cells

You now have 2 options to choose from:

### Option 1:

Simply print and cut out the symbol you do want, stick it on the relevant page BEFORE laminating it and tada! - your symbol has been replaced. You can use our PASS software to create symbols.

### Option 2:

Save images to your computer or create symbols in your PASS software then save them to your computer using the snip tool. Open the PDF. Add button images by clicking the image fields on the desired cell. Print, cut, and laminate the flip book.

## Customising how your book looks

The great thing about this template is that it allows you to put the book together in anyway you want. You can find a solution which meets your needs and budget.

Some ideas of how to build your book include:

### *Keep it simple*

Simple ways to hold the book together can be by simply holding the pages and tabs together using either keyring holders or treasury tags—not only is this a simple, low cost option but it means the book remains lightweight and slimline—perfect for popping in a bag with a high tech device if the book is going to be a back up etc.

### *Protect it with a folder*

As the book is designed to be just smaller than A4 this means it fits perfectly into an A4 ringbinder! Any ring binder will suffice. You can get a single coloured folder and personalise it with stickers or choose a cool patterned one and make the book unique!

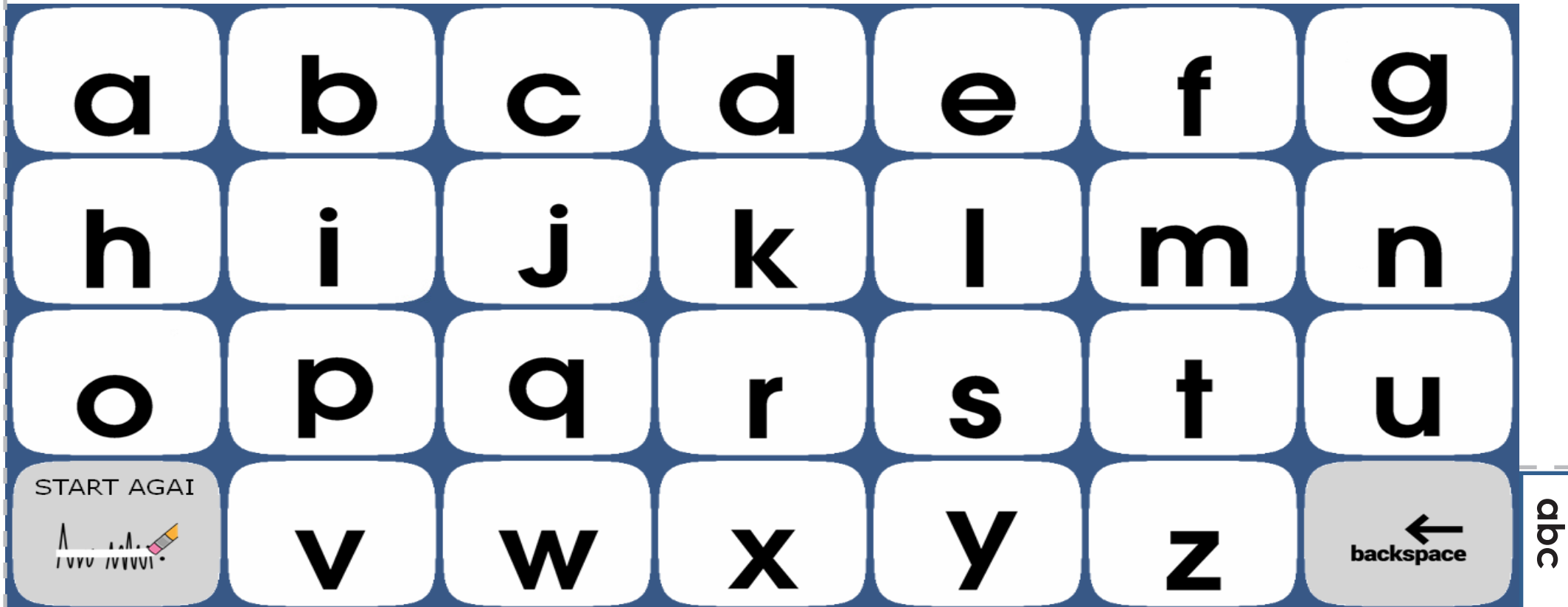
### *Angling the book*

You may wish to raise the book so you can have it at an angle to easily see it. Simple solutions include using a plastic recipe book holder (this will work better if the book is not in a folder) or you can purchase special 'easel' binders online which can be opened up and held together to stand up.

## List of Tabs

1. Numbers
2. Social and Greetings
3. This/that
4. In/out/on/off
5. What/why
6. Am/can/is
7. More
8. Feelings
9. Colours
10. Body
11. Classes
12. Clothing
13. Adjectives
14. More
15. Family
16. People
17. Toys
18. Verbs
19. Rooms
20. Places
21. More
22. Shapes
23. Food (meals)
24. Food (breakfast)
25. Food (lunch)
26. Food (fruit)
27. Food (vegetable)
28. Food (meat)
29. Food (seafood)
30. Food (Italian)
31. Food (Mexican)
32. Food (Asian)
33. Food (Mediterranean)
34. Food (snack)
35. Food (dessert)
36. Food (condiments/flavours)
37. Drinks
38. Drinks (alcohol)
39. Blank tabs

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A

B

C

D

E

F

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START AGAIN



V

W

X

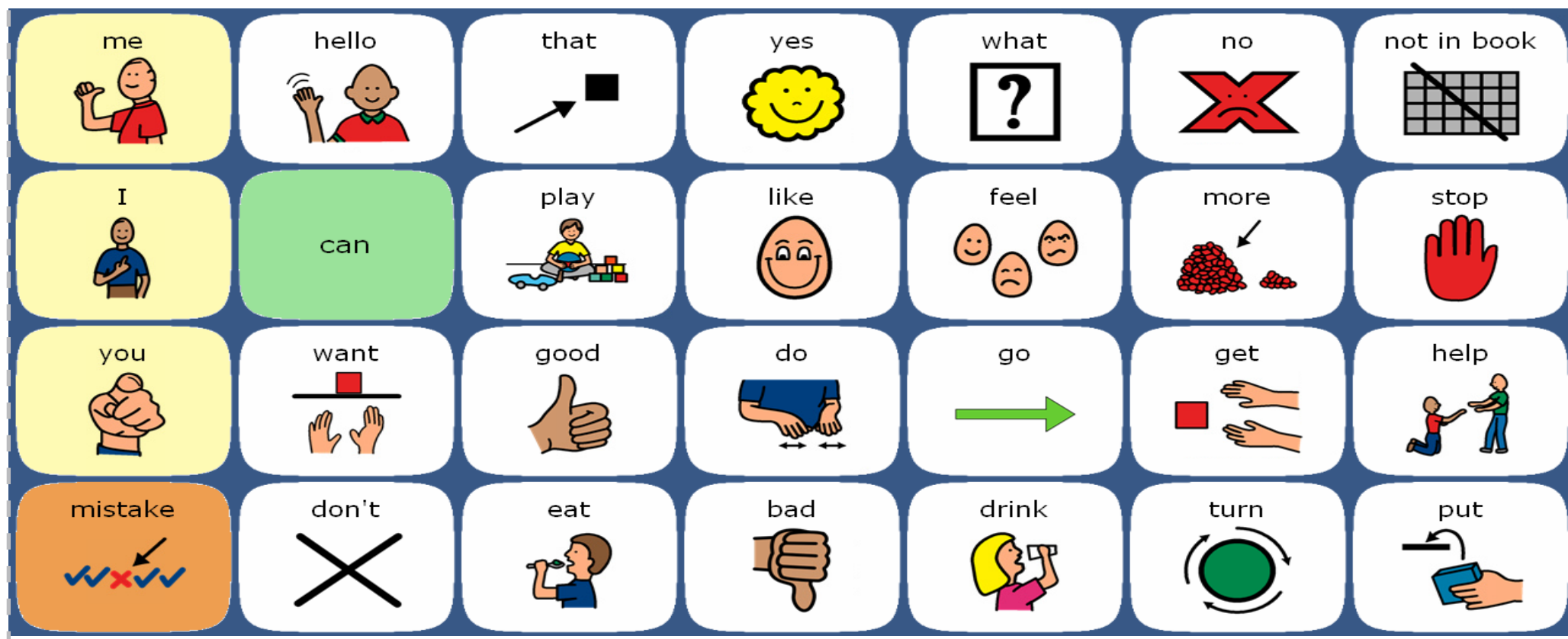
Y

Z


←  
backspace

ABC



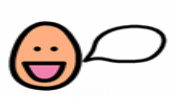












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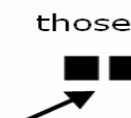
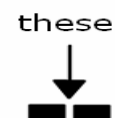
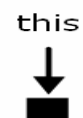
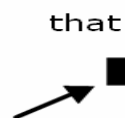




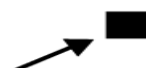
	1	2	3	4	5	
	6	7	8	9	0	
<div>COUNTING </div>						



all done 	goodbye 	ha ha ha 	hello 	no 	please 	thank you 
yes 	I love you 	sorry 	yuck 	yum 	good mornin 	good night 
<div>SOCIAL </div>						



THIS/THAT



IN/OUT/ON







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Unity UK PCS 28

Version 1.00 (tab 5)



WHAT/WHY



Liberator

Unity UK PCS 28

Version 1.00 (tab 6)

am

can

will

are

is

am/can/is




MORE













<b>feeling</b> 	<b>angry</b> 	<b>bored</b> 	<b>curious</b> 	<b>excited</b> 	<b>happy</b> 	<b>hurt</b> 
<b>moody</b> 	<b>nervous</b> 	<b>sad</b> 	<b>scared</b> 	<b>sick</b> 	<b>silly</b> 	<b>wet</b> 




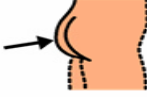











FEELINGS

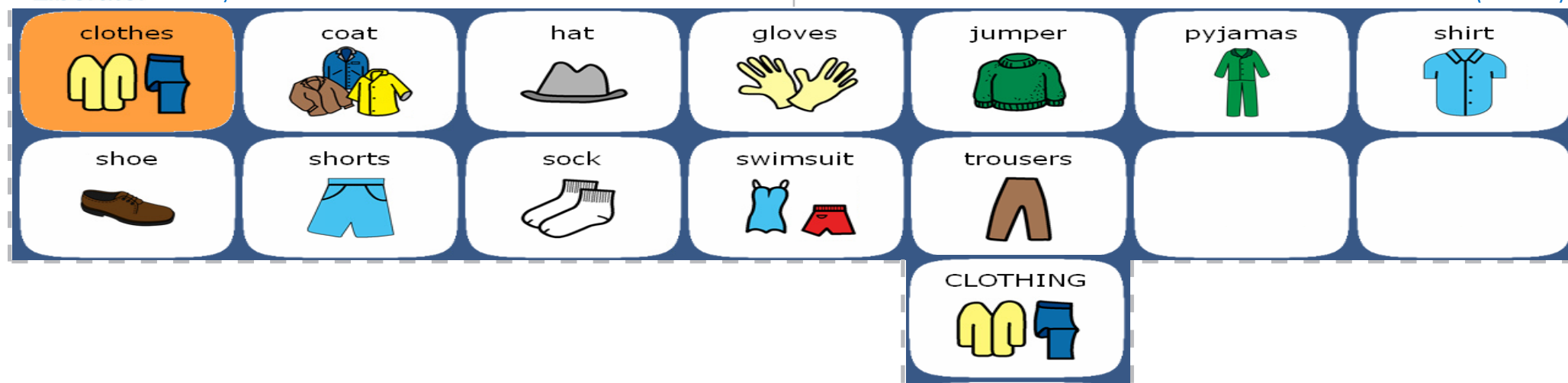
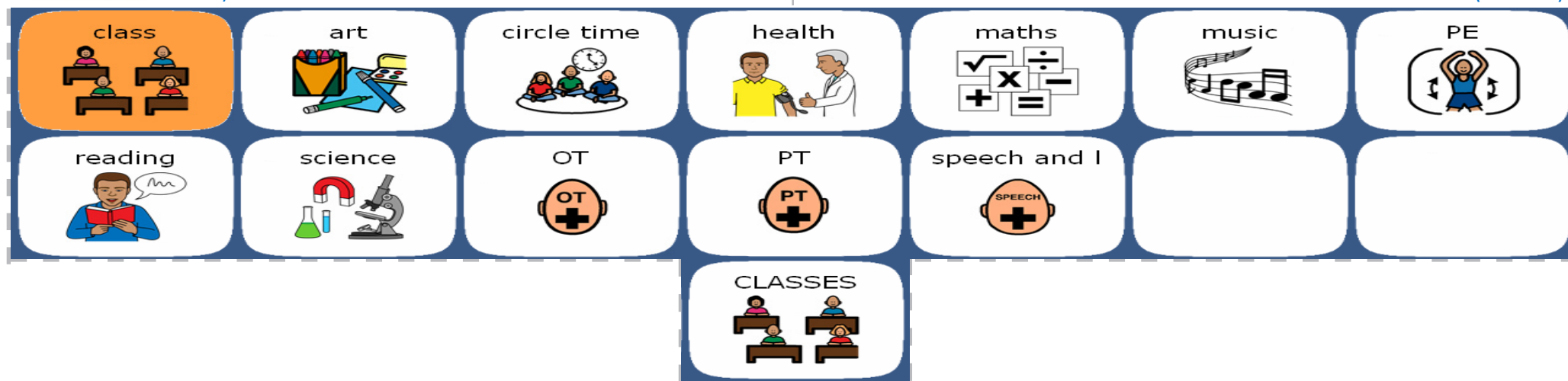




<b>colour</b> 	<b>blue</b> 	<b>brown</b> 	<b>green</b> 	<b>orange</b> 	<b>pink</b> 	<b>purple</b> 
<b>red</b> 	<b>yellow</b> 					
<b>COLOURS</b> 						



<b>body</b> 	<b>arm</b> 	<b>back</b> 	<b>bottom</b> 	<b>chest</b> 	<b>ear</b> 	<b>eye</b> 
<b>feet</b> 	<b>foot</b> 	<b>hand</b> 	<b>head</b> 	<b>knee</b> 	<b>leg</b> 	<b>stomach</b> 
<b>BODY</b> 						





<p>beautiful</p>	<p>big</p>	<p>clean</p>	<p>cold</p>	<p>different</p>	<p>dirty</p>	<p>dry</p>
<p>fast</p>	<p>hot</p>	<p>little</p>	<p>new</p>	<p>same</p>	<p>slow</p>	<p>wet</p>
						<p>ADJECTIVES</p>



						<p>MORE</p>



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Version 1.00 (tab 15)

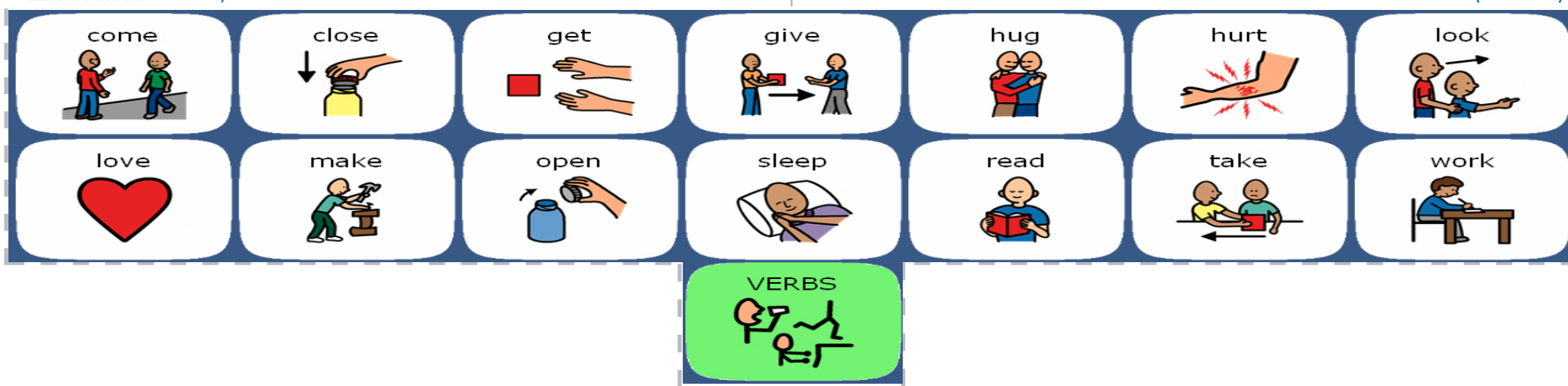
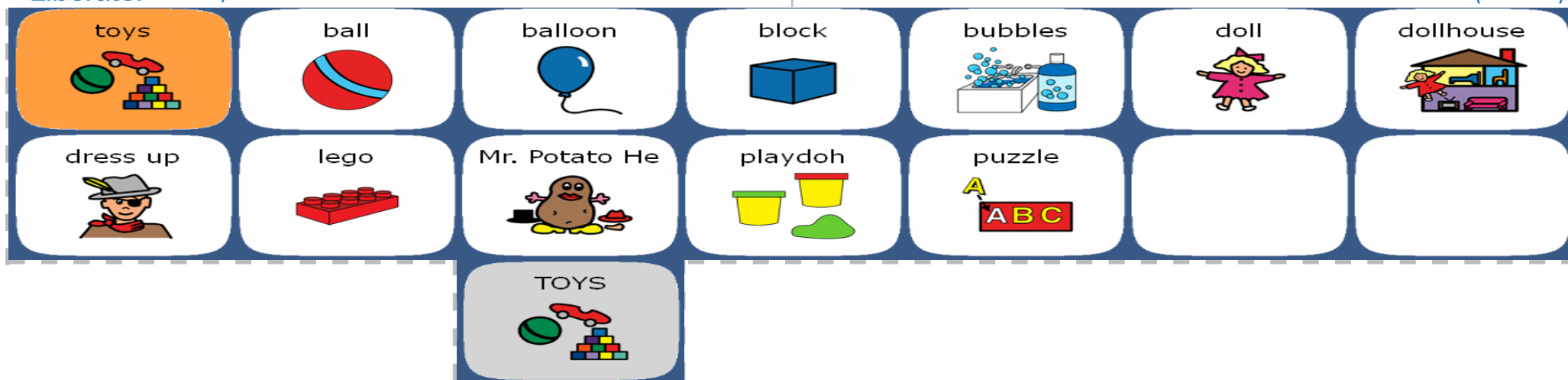
<b>family</b> 	<b>mother</b> 	<b>father</b> 	<b>sister</b> 	<b>brother</b> 		
	<b>grandmother</b> 	<b>grandfather</b> 	<b>grandchild</b> 	<b>aunt</b> 	<b>uncle</b> 	<b>cousin</b> 
<b>FAMILY</b> 						



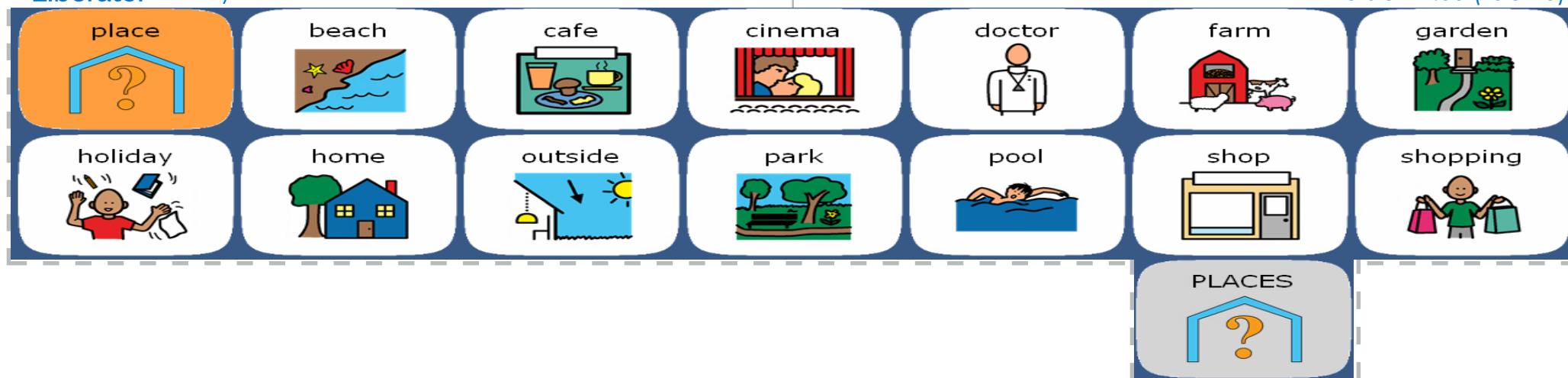
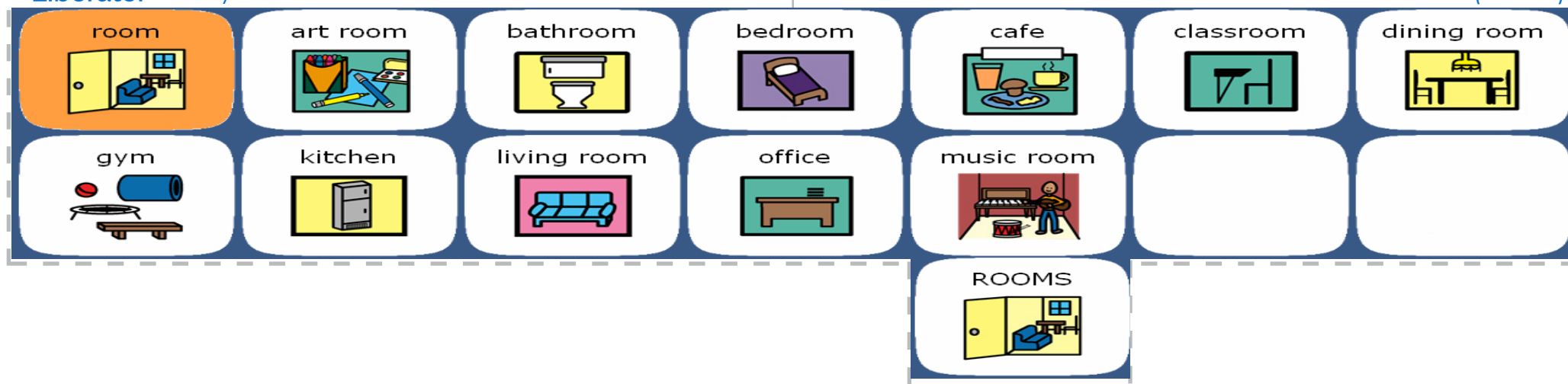
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Version 1.00 (tab 16)

<b>people</b> 	<b>baby</b> 	<b>boy</b> 	<b>child</b> 	<b>children</b> 	<b>girl</b> 	<b>friend</b> 
<b>man</b> 	<b>woman</b> 					
<b>PEOPLE</b> 						












MORE



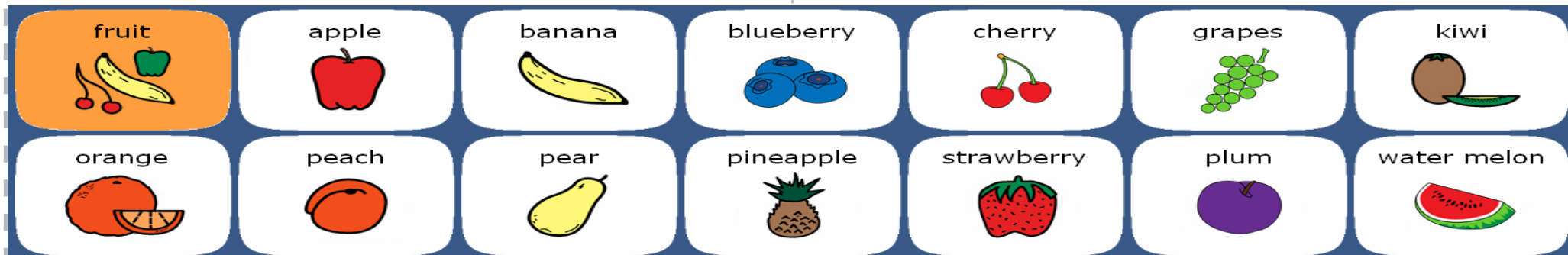
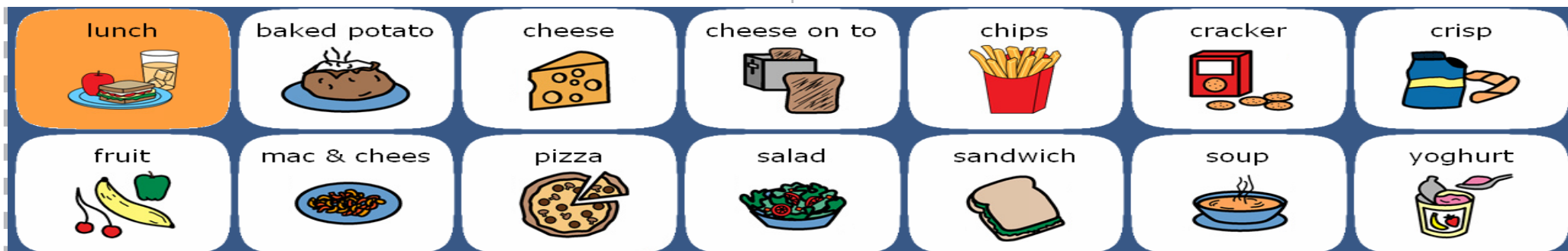
<b>shape</b> 	<b>circle</b> 	<b>cube</b> 	<b>diamond</b> 	<b>heart</b> 	<b>oval</b> 	<b>rectangle</b> 
<b>square</b> 	<b>star</b> 	<b>triangle</b> 	<b>half</b> 	<b>whole</b> 		
<b>SHAPES</b> 						

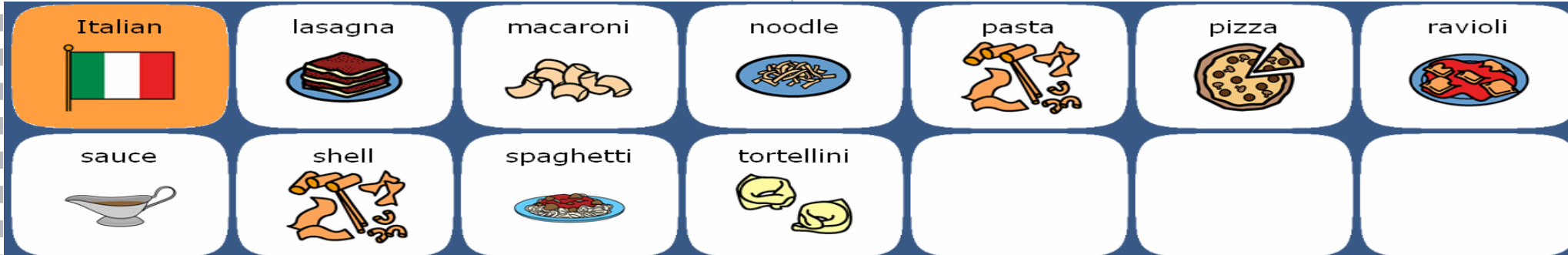
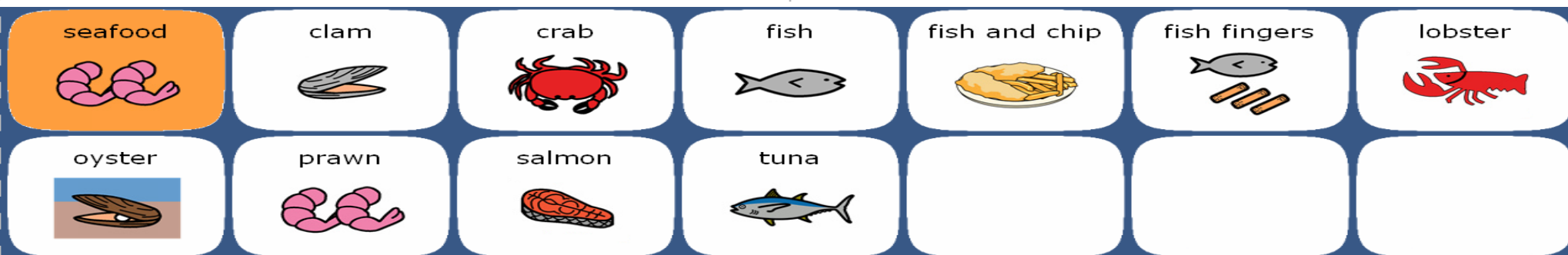
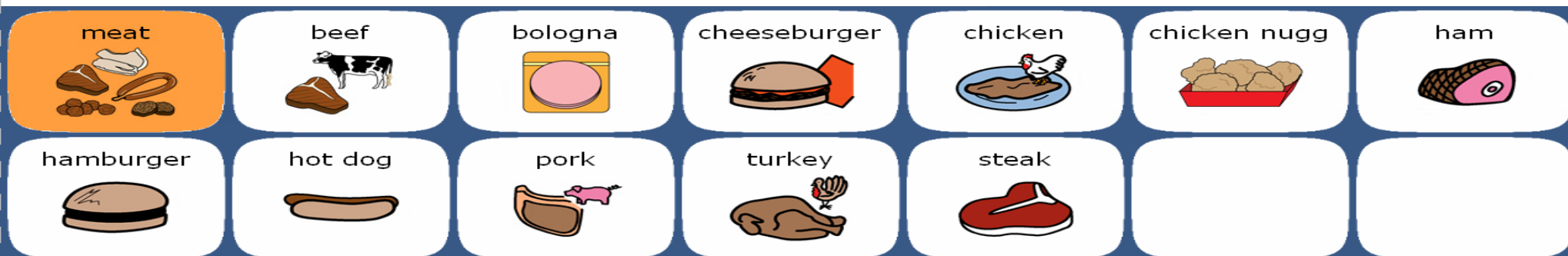


<b>meal</b> 	<b>breakfast</b> 	<b>lunch</b> 	<b>dinner</b> 	<b>snack</b> 		
<b>FOOD</b> 						








<b>breakfast</b> 	<b>bacon</b> 	<b>bagel</b> 	<b>cereal</b> 	<b>croissant</b> 	<b>doughnut</b> 	<b>egg</b> 
<b>French toast</b> 	<b>pancake</b> 	<b>pastry</b> 	<b>porridge</b> 	<b>sausage</b> 	<b>toast</b> 	<b>waffle</b> 





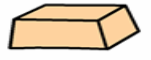







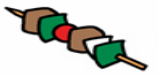



<b>Mexican</b> 	<b>burrito</b> 	<b>empanada</b> 	<b>enchilada</b> 	<b>guacamole</b> 	<b>nacho</b> 	<b>quesadilla</b> 
<b>refried beans</b> 	<b>salsa</b> 	<b>taco</b> 	<b>tamale</b> 			



<b>Asian</b> 	<b>fortune cooki</b> 	<b>rice</b> 	<b>sushi</b> 	<b>tofu</b> 	<b>wonton</b> 	















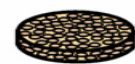

<b>Mediterranea</b> 	<b>houmous</b> 	<b>shish kabob</b> 	<b>tabouli</b> 			





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Version 1.00 (tab 34)

snack 	biscuit 	cheese 	cracker 	crisps 	fruit snack 	granola bar 
nuts 	peanut 	popcorn 	pretzel 	raisins 	rice cake 	yoghurt 



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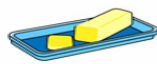







Version 1.00 (tab 35)

dessert 	brownie 	cake 	chocolate bar 	cookie 	cupcake 	lollipop 
ice cream 	ice lolly 	jelly 	marshmallow 	pie 	pudding 	sweets 









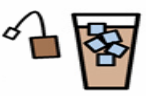








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Version 1.00 (tab 36)

butter 	jam 	syrup 				
flavour 	chocolate 	chocolate chi 	mint 	vanilla 		



<b>drink</b> 	<b>apple juice</b> 	<b>chocolate mil</b> 	<b>coffee</b> 	<b>cola</b> 	<b>cranberry jui</b> 	<b>fizzy</b> 
<b>hot chocolate</b> 	<b>iced tea</b> 	<b>lemonade</b> 	<b>milkshake</b> 	<b>orange juice</b> 	<b>pineapple jui</b> 	<b>tea</b> 
<b>DRINKS</b> 						



<b>alcohol</b> 	<b>beer</b> 	<b>cider</b> 	<b>wine</b> 			



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Version 1.00 (tab )


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Version 1.00 (tab )


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Version 1.00 (tab )




Liberator

Unity UK PCS 28

Version 1.00 (tab )





## Useful information about this paper based support book

This paper based support book is a support resource which is based upon the Unity UK with PCS symbols and a 28 symbol location. Whilst this book will not contain all of the words that you'll find in the full vocabulary, it should contain the majority of important words you may need day to day.

You can use this book in many ways:

- It can be a great back up for someone who uses a high tech device which is running the same vocabulary—this is useful at times if a device breaks or isn't suitable for the situation (i.e. hydro).
- It can be a useful tool for modelling vocabulary.
- You can use it with someone who is not yet using a high-tech device but whom you feel may benefit from one in the future.
- It can be used as a vocabulary prompt for somebody who has speech but may need some visual supports and prompts.
- It can be useful when used alongside speech, to support others' understanding.

### Top tips for success!

- When modelling language using the book make sure to point to the key words in the communication book as you say them.
- It doesn't matter if you can't build full, grammatically correct sentences using the book—getting the main message across is the priority.