Creating a Now and Next Board

A Now and Next board allows you to encourage the completion of one activity with a clear and simple reward. It is especially useful with children who cannot cope with more complex timetables. The example here is for a reward of time with a pet , after completion of a maths activity.

✔ After making this resource you will be able to...

- Log into your account and access the **Templates**
- Select an appropriate **Template**
- Fill in the **Template**
- **Upload** a photograph
- **Replace** a symbol with a photograph
- Save the **Document**
- Print the **Document**

🕐 **This activity will take you approximately** <mark>5 minutes</mark> **to complete.**
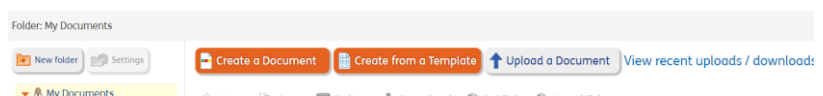
Log In

1. Go to the URL:
www.widgitonline.com and
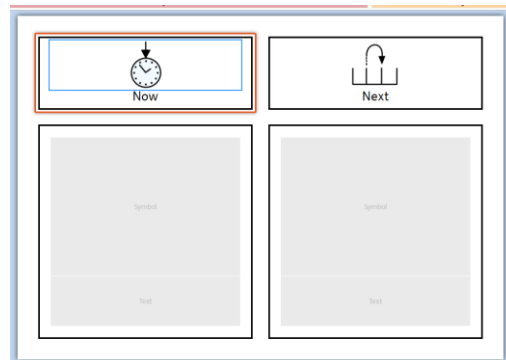**Log In.**

Find the Correct Template

2. Select **Create from a Template.**

3. In **Timetables and Planners**, scroll down to **Now and Next**, and select the first template.
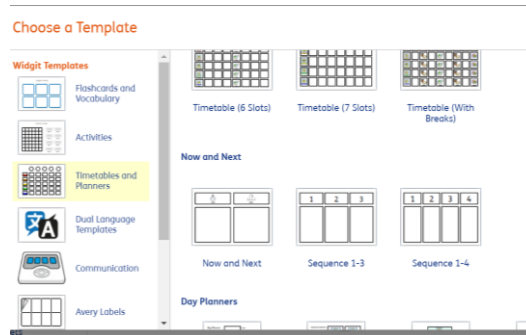
**4.** You will now see the template.

## Fill in the Template & Replace Symbol with Photograph

5. Click into the first grey cell marked **Text** and type the activity name. Repeat, adding the reward in the second **Text** box. (In the example this is the name of a pet which happens to also have a symbol for another meaning).
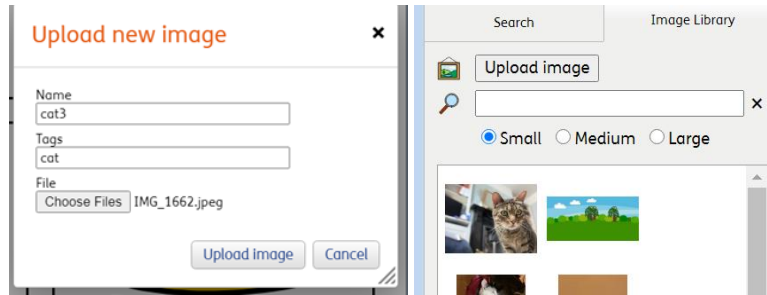

6. Click on the **Image Library** tab. Any photos you have previously uploaded will show here. Now click **Upload image**.
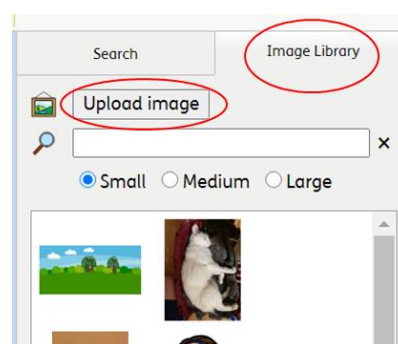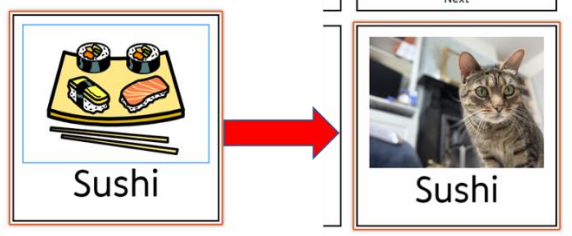

7. Fill in the pop-up with any desired name and tags (to aid future searches) and click the **Choose Files** button to select a photo stored on your machine. Click the image and **Open**.
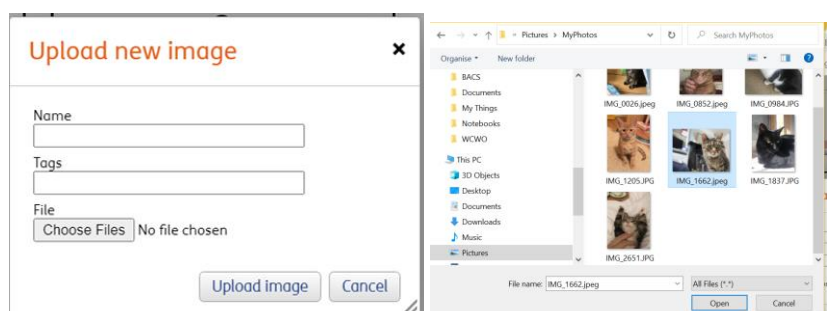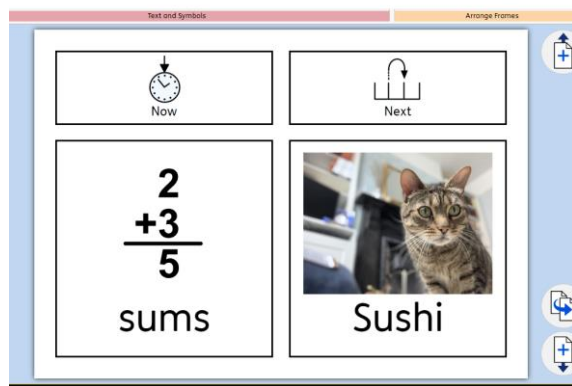
8. Click **Upload Image**. Your chosen photograph will show in the **Image Library**.

9. Ensue the symbol you are replacing is selected (by clicking on it if needed) Next, click on your uploaded picture.
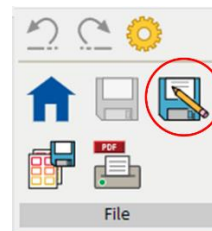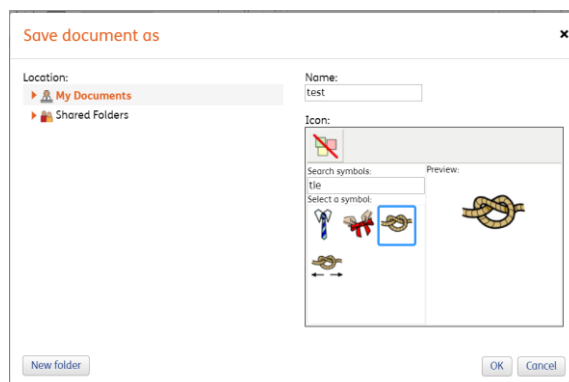
10. Your chart is now complete.

Save and Print the Resource

11. To save the document click on the **Save As** icon.

12. Choose the **Location** to save in the left-hand side. Type a **Filename** in the box, and you can also choose a symbol for the file (optional). Click **OK** to save.

13. To print a document, click the **Print as PDF** icon. Click **View PDF** on the pop-up window. You can then send to your printer.

View PDF ✕

A PDF version of the document has been created.
View PDF

How do I print two-up?   OK

File