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Creating a Now and Next Board

This guide with 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.

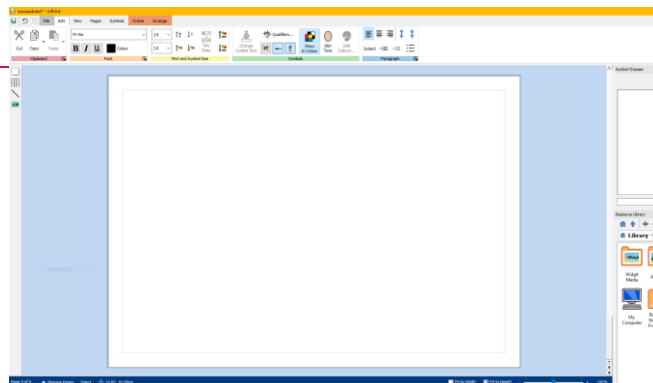## ✔ After making this resource you will be able to...

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

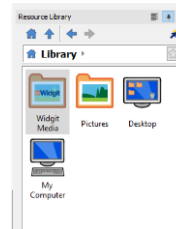🕐 **This activity will take you approximately 10 minutes to complete.**

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Set Up Your Document

1. Create a new blank document

2. Click on the **Pages** tab and change the **Orientation** to landscape

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.
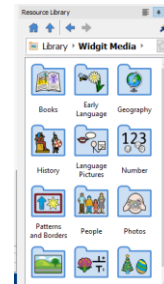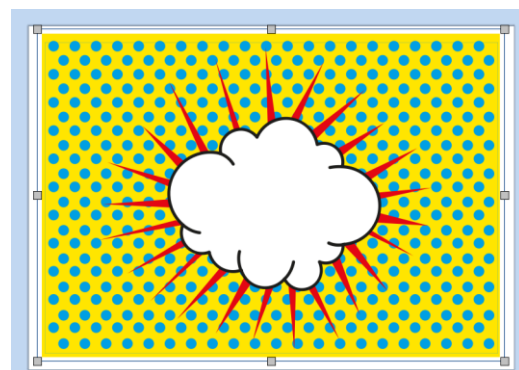
5. Now click to open the **Textures** file.
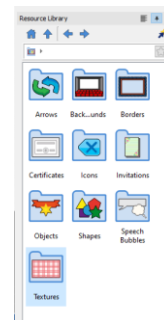
6. Next choose a background texture by clicking on it. A **grab hand** will appear, move this over the page and click on the page to **release.**
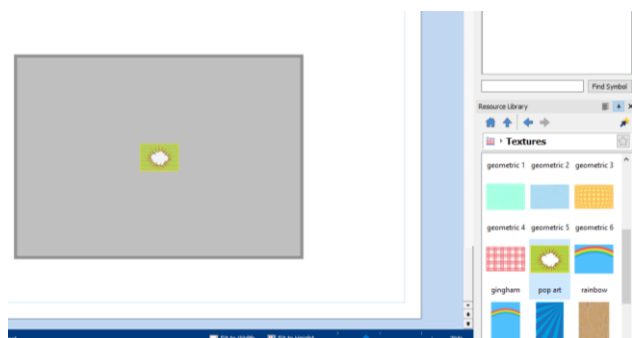
7. Use the **drag handles** to make the image fill the page.

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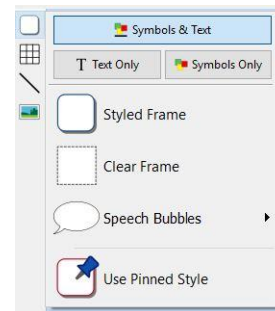
Add Frames

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 .
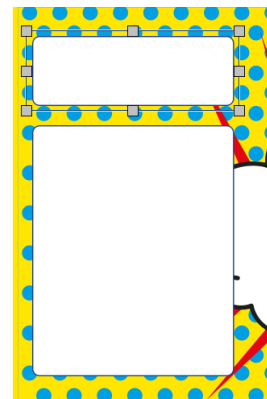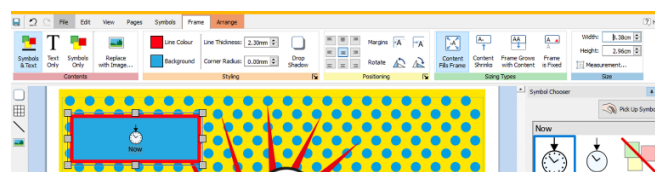
Styling/ Editing Frames

**11.** Select the top frame and type in the word now. It will then symbolise.
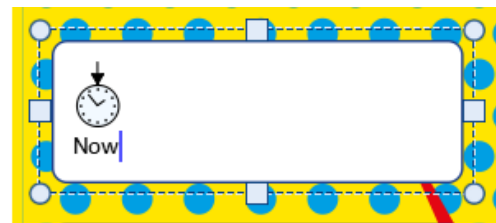
12. With the frame still selected you can edit the appearance of the frame using the **Frame** tab. You can alter:
- The line colour
- The background colour
- The thickness of the line
- The roundness of the corners
- The presence , or not of shadows

- 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.
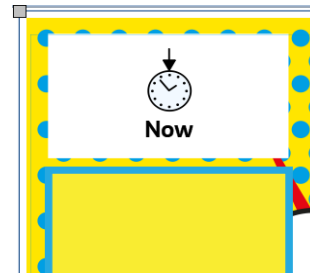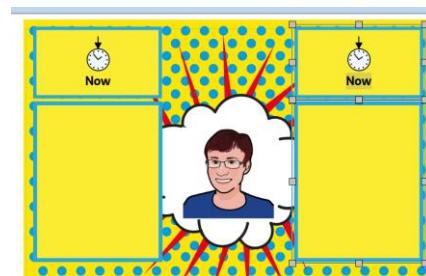

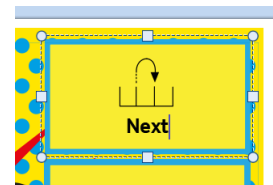**14.** Hold the **shift** button and click to **select** both frames. Click on the Edit tab.
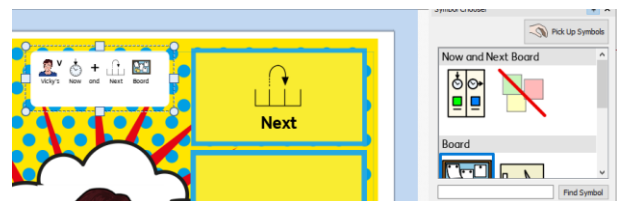
15. Click **Copy,** then **Paste**.
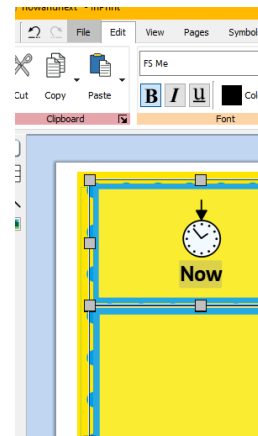
**16.** A copy of both frames will appear attached to a grab hand. Click to release in position.

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.)
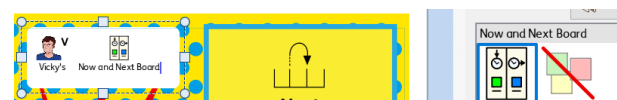
Saving and Printing

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).