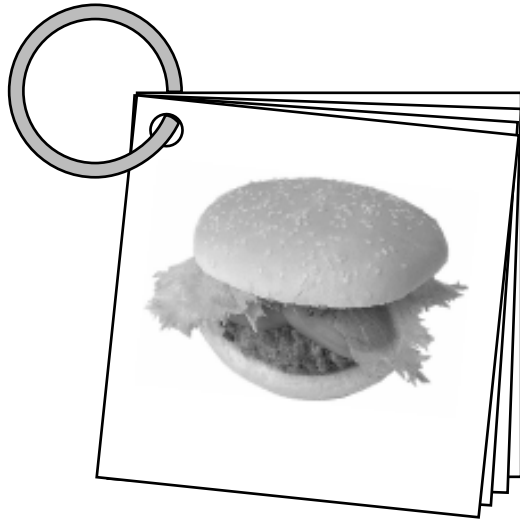


FLASH CARDS



Flash cards have lots of uses and are easy to create using a computer and an inkjet printer. They can be used as a communication tool with single words or simple phrases on one side and the corresponding image on the back. And, whether you use a simple image or pair the image with text, it can be a powerful and efficient communication strategy.

Flash cards can also be used for practicing math facts when laid out with a math problem on one side and the solution on the other. Or they can also be hole punched, placed on a ring, and attached to a backpack or purse like the example above.

I'm going to teach you how to create flash cards with information printed on both sides of printable card stock. And, most importantly, you will learn how to match up the information on the front with the information on the back.

These instructions show how to create flash cards for learning new words in sign language. But don't feel limited by this example; flash cards have a myriad of uses and are easy to create once you learn a few simple steps. Use your new skill for many different activities, including:

- ordering food at a restaurant
- learning or reviewing sight word vocabulary
- keeping track of a daily schedule
- learning to associate names and faces, or
- reviewing words and their definitions.

Look at the examples at the end of this section to see many kinds of flash cards you can create!

What You'll Need

Materials

- White printable card stock, 8½" x 11"
- Laminating pouches, 8¾" x 11¼"
- Loose-leaf ring

Tools

- Scissors
- Heat laminator
- Single hole punch

Art

- Scanned image, computer graphic, or clip art

Software

- Graphics program

Hardware

- Color printer

Level of Difficulty

- Simple

Skills to Teach

- Visual perception
- Math
- Language
- Communication
- Reading
- Handwriting
- Self-help

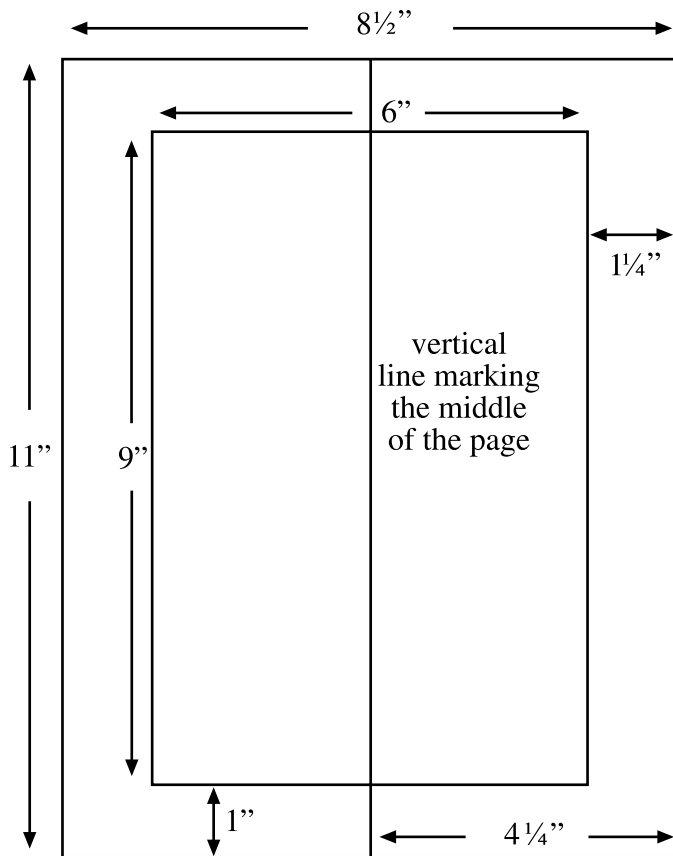


Illustration 1

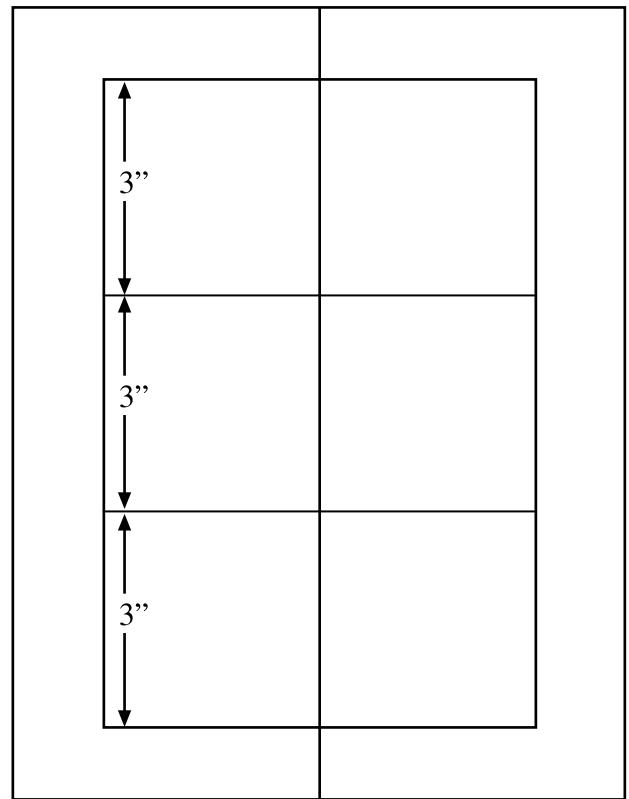


Illustration 2

DIRECTIONS

1. Open a new drawing document in a graphics program such as *AppleWorks*®, *FreeHand*®, or *Illustrator*®.
2. Turn on Grid and Rulers. (Refer to the previous section on *Grid and Rulers* in *Graphic Skills*.)

Front

3. Draw a vertical line as a guide, splitting the page into two equal parts. (The line will be placed along the horizontal axis at 4 1/4 inches.)
4. Using the Rectangle Tool, draw a 6 x 9 inch rectangle centered on the vertical line that marks the middle of the page (1 1/4 inches from the right edge of the page and 1 inch above the bottom of the page). (See *Illustration 1*.)
5. Using the Line Tool, divide the rectangle into 6 equal parts by drawing two horizontal lines at 3 inch intervals. (See *Illustration 2*.)
6. Save the document with a distinct file name, such as “Flash Card Template” for later use.
7. Copy and paste 6 images (each approximately 2 x 2 inches) into the drawing document. (Or, be prepared to resize a smaller or

QUICK TIPS

BOARDMAKER™ TIP

■ Image Size

When using *Boardmaker*™ prior to version 5.0, and copying a symbol to another program, setting the Picture Size to 100% automatically sets the image size to approximately 2 x 2 inches.

When using *Boardmaker*™ version 5.0 and higher, and copying a symbol to another program, the image is automatically set to approximately 2 x 2 inches.

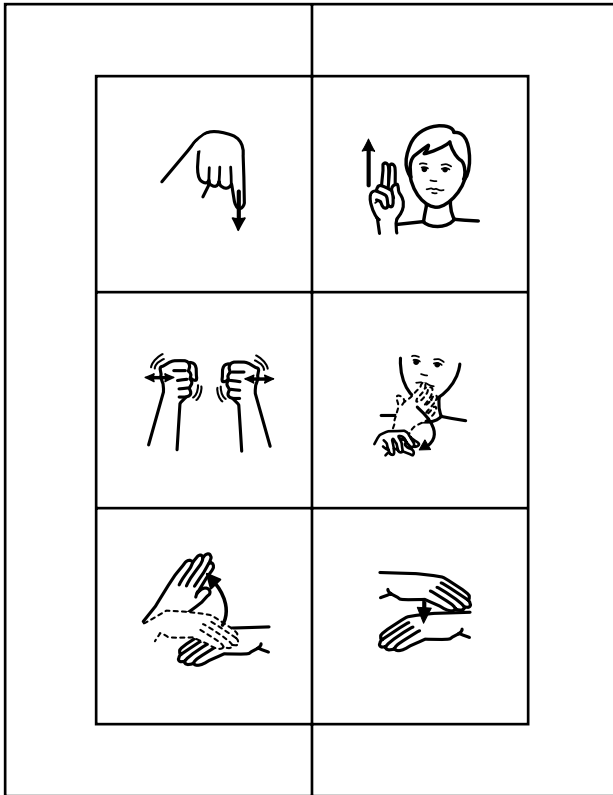


Illustration 3: Front Side

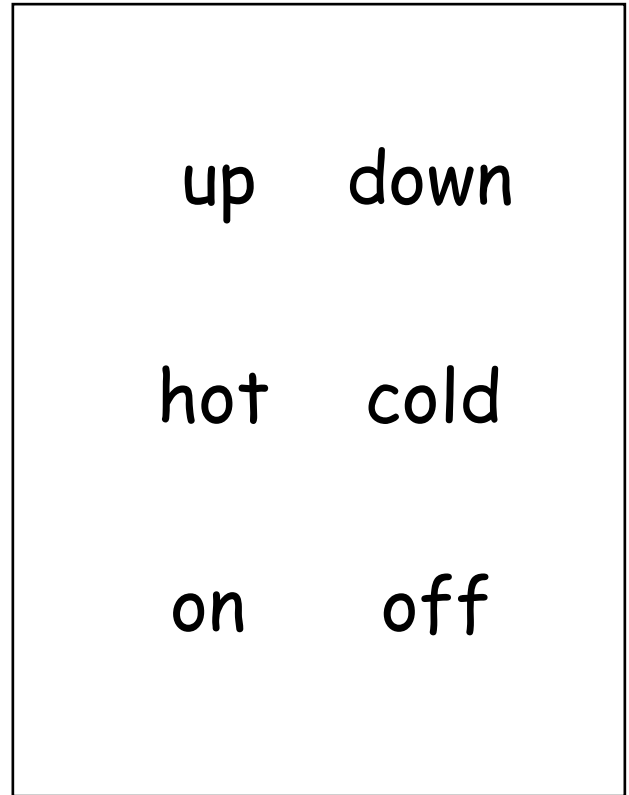


Illustration 4: Back Side

larger image once it has been pasted. Refer to the previous section on *Scale* in *Graphic Skills*.)

8. Using the Select Tool, select, move, and center each image within one of the 6 squares. (See *Illustration 3*.)
9. Save the document with a distinct file name, such as “Flash Card Front.”
10. Print a copy of the front side of the flash cards on printable card stock.

Back

11. Open the Flash Card Front file you just created.
12. Set the text size to 72 points.
13. Using the Text Tool, type the names of each of the six images so that each line of text is in a separate text frame.
14. Using the Select Tool, select and move the name of each image in the opposite column that the image appears on the Front. For example, if the image for the sign for “up” appears at the top of the page in the left column, place the word “up” at the top of the page in the right column. (See *Illustration 3 and 4*.)

QUICK TIPS

DESIGN TIP

■ Keeping Two Files Open At One Time

When creating an educational tool with information printed on both sides of the paper, it is helpful to keep both files for the “front” and “back” open on your desktop at the same time.

DRAWING TIP

■ Making Lines Disappear Without Deleting Them

You can make lines not appear when printed yet have them remain in a document. This can be accomplished by changing the line width to “None” or the line color to “white.” Why bother? If you ever want to use an old file as a template, the lines will guide you as to where to properly place new images or text.

QUICK TIPS**PRINTING TIP**

- **Printing Two-Sided Documents with Cutting Lines**

It is all but impossible to print cutting lines on both sides of the paper and have them line up using an inkjet printer. Therefore, it is always necessary before printing to remove the cutting lines from one side of the document, front or back, but not both! The lines that are left on one side of the paper will serve as your guide for cutting.

CUTTING TIP

- **Cutting Flash Cards**

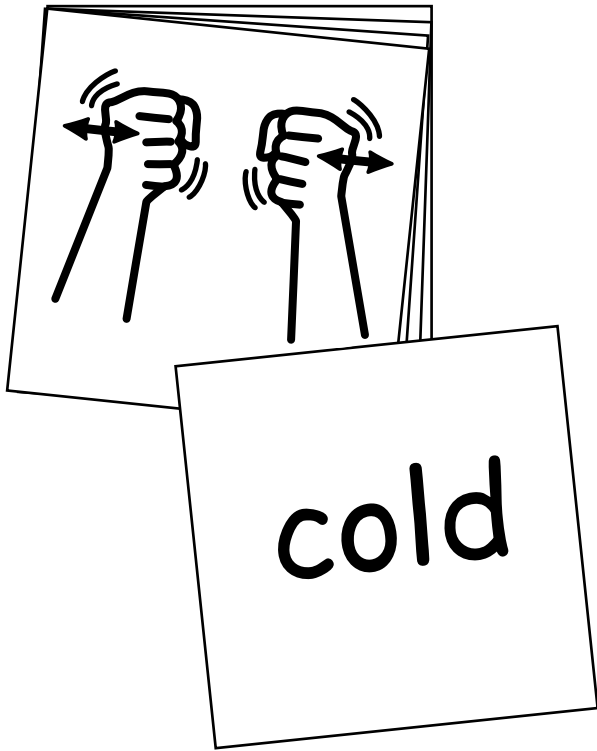
To make all flash cards the same size, cut just inside all printed lines.

STORAGE TIP

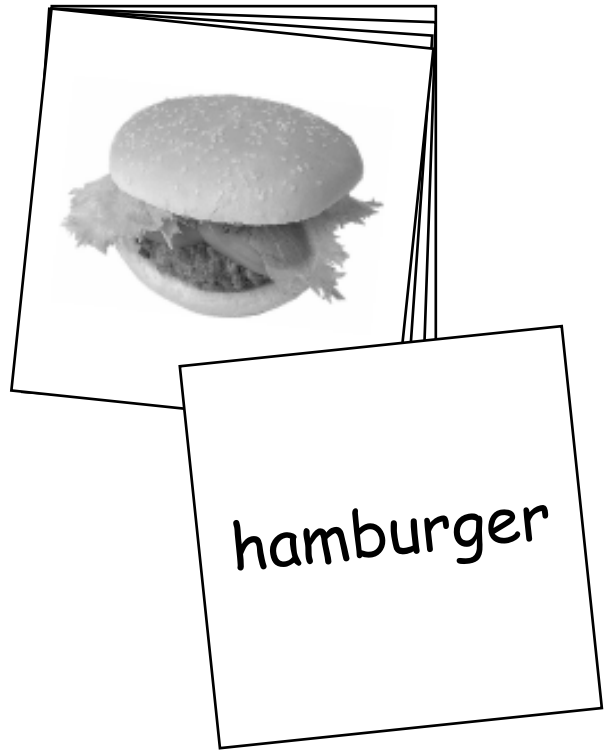
- **Storing Laminated Flash Cards**

Once laminated card stock is cut, the cut edge is no longer sealed and can absorb moisture. (I learned this the hard way!) Store flash cards in a zippered plastic bag, especially if flash cards are thrown in a messy backpack or exposed to the elements.

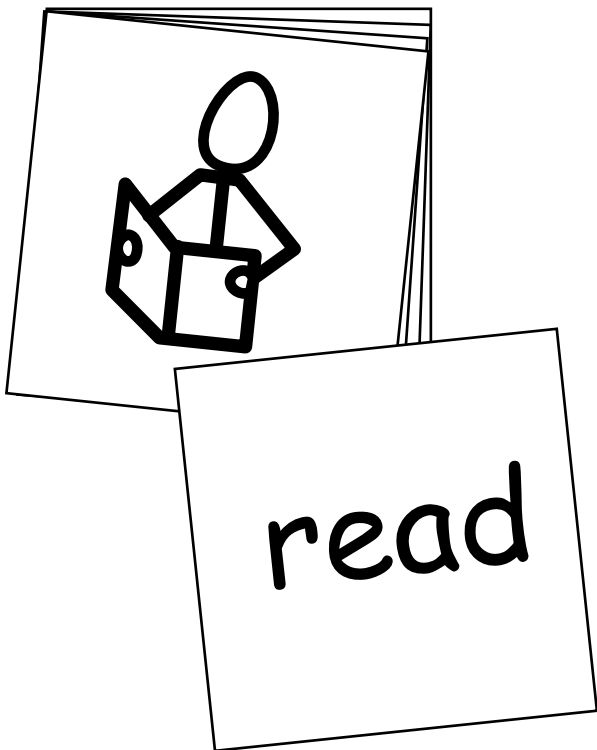
15. Delete all lines (or read the *Drawing Tip* for **Making Lines Disappear Without Deleting Them**) leaving only the text.
16. Save the document with a distinct file name, such as “Flash Card Back.”
17. Print a copy of the back side by turning the previously printed card stock over and then running it through the printer a second time.
18. Heat laminate the card stock.
19. Using the printed lines on the front of the card stock, cut the laminated copy into six individual flash cards.
20. Hole punch each flash card and place on a loose-leaf ring.



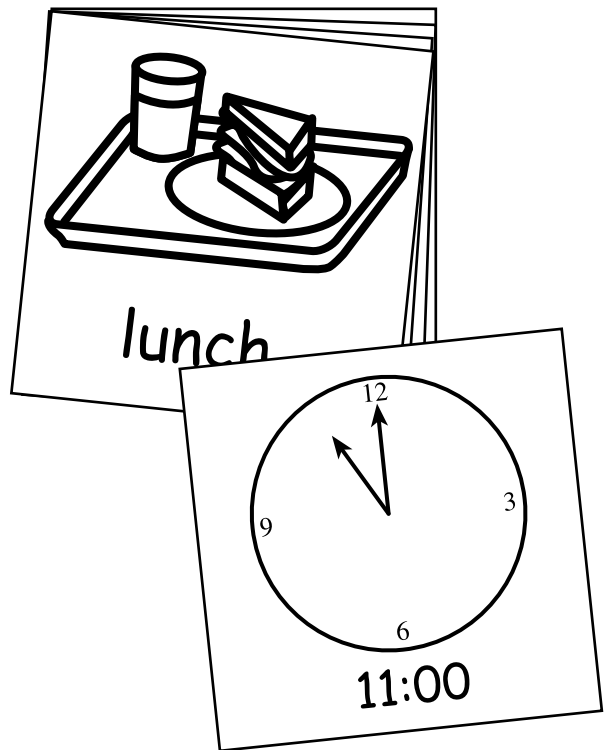
Flash cards for learning sign language vocabulary



Flash cards for ordering food at a restaurant



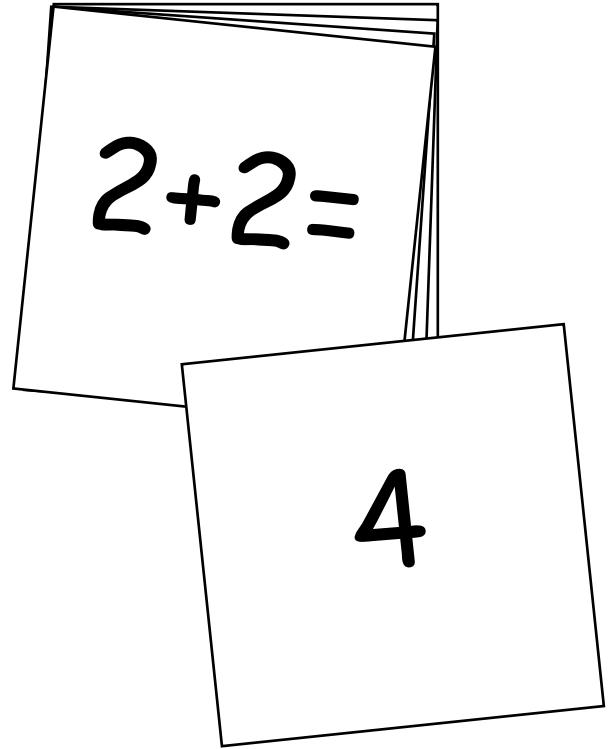
Flash cards for learning sight word vocabulary



Flash cards for daily schedule



Flash cards for communication



Flash cards for math facts



Flash cards for learning names and faces



Flash cards for definitions of words