

## **Design Center Software v2.0 Instructions for the Cutout Maker**

### **How to cut a bulletin board title:**

1. Select *Letters, Numbers & Symbols*
2. Type text in title (e.g. Butterfly Cycle)
3. Select font and add bar or connect letters
4. Select material size and type
5. Select text height (check ruler for approximate width of text)
6. Select number of copies of text
7. Add more to job or cut job

### **How to search by keyword for a shape:**

1. Select *Shapes*
2. Select *Search by Keyword*
3. Type in **keyword** (e.g. butterfly) or **shape ID** (e.g. SEA009)
4. Search results show all related shapes (page through search results using left and right arrows)
5. Select material size and type
6. Select shape size
7. Select number of copies of shape
8. Add more to job or cut job

### **How to browse categories for a shape:**

1. Select *Shapes*
2. Select *Browse Categories*
3. Select *Category* (e.g. School & Classroom Decorations)
4. Select *Subcategory* (e.g. Borders) (browse through categories and subcategories using up and down arrows)
5. Select material size and type
6. Select shape size
7. Select number of copies of shape
8. Add more to job or cut job

### **How to cut borders for bulletin boards:**

1. Select bulletin board border (e.g. BOR003-Wavy Bulletin Board Border)
2. Select material size and type
3. Select border size (Borders can be custom-sized to **8"-10" in length** depending on size of bulletin board – the standard bulletin board borders that you will find at teacher supply stores are typically 2 ¼" wide and the larger, chunky borders are 3 ¼" wide. Borders can also be created smaller for other types of displays.)
4. Select number of copies of shape (Select *As Many As Possible on Page* to maximize the space available on your material. When cutting borders out custom-sized to 8", nine border pieces will fit on a 12" x 18" sheet of construction paper. To cover the border around a 48" x 36" bulletin board you would need 21 border pieces or three sheets of 12" x 18" construction paper.)
5. Add more to job or cut job

### **How to assemble a collection:**

1. Use the image of collection to guide assembly (images of collections are located in either the PACD Content Guide, available for download at <http://www.variquest.com/content>, or the Learning Module Activity Guide
2. Begin with cutouts from the
  - a. "bottom layer"(e.g. Butterfly Life Cycle larva cutout)
  - b. background shapes (e.g. Ocean Layers water) (Numbers on cutouts indicate where to connect larger background pieces and/or multi-piece shapes)
3. Add word cutouts to cardstock backing to increase durability

### **How to assemble a reusable bulletin board display:**

1. Attach the background paper to the bulletin board using staples around the outside edges.
2. Attach any permanent cutouts such as the title or border to the bulletin board with a glue stick, double-sided tape or by running the cutout through the Sticker Station.
3. Add pieces of Velcro to the back of removable cutouts, in other words the "interactive" pieces.
4. Attach the other side of the Velcro to the background paper where removable cutouts will be placed.
5. When finished using the bulletin board, remove the interchangeable pieces that have Velcro and store them in an envelope.
6. Carefully remove the background paper from the cork board and roll loosely or lay flat to store for future use.

## **General Tips for Dynamic Displays & Interactive Bulletin Boards**

- Use True-Ray® Sulfite construction paper (resists fading) for long-term displays that will be up year-round.
- Use cold-laminated construction paper or cardstock to add durability to interchangeable cutouts on interactive bulletin boards.
- Dark backgrounds work best if the material being displayed includes drawings, text or pictures on white paper.
- Arrange items symmetrically on the bulletin board.
- Mount material to be displayed on matching background paper to add to the visual impact.
- Use borders to help organize information, especially when sectioning off a large bulletin board or if you are creating a display using wall space. Cut borders out at 8"-10" for a standard size bulletin board.
- Patrick, D'Nealian and Zaner-Bloser fonts are all examples of san serif fonts which work well when cutting out words for word walls and labels in classrooms with beginning readers.
- Use math symbol, shape and vocabulary word cutouts to create a "math wall."

## **Other Creative Cutout Maker Ideas**

- Use connected letters to create a bulletin board border out of words.
- Decorate a three-dimensional space that invites students to interact such as a doorway or the entrance to a community space like the library; or for use as a backdrop for photographs at a special event.
- Cut out motivational sayings using decorative fonts and attach to walls of the classroom. Use VariQuest vinyl material to cut out words that can be attached permanently to the wall.
- Use award cutouts to create student incentives.
- Create games for visual reinforcement of skills using the spinner, game board, 3-D cubes (as dice), or book shapes.
- Attach word and shape cutouts to lockers, cubbies or bins.
- Cut out desk nameplates for students on the first day of school.
- Cut out shapes related to current novel.
- Use 3-D shape cutouts for foldable manipulatives in geometry unit.
- Cut out nametags for student portfolios.
- Cut and decorate headbands for community activity.
- Teach letters of the alphabet using alphabet cards and puzzles.
- Use cutouts, such as shapes and animals for identification activities.
- Cut boxes and totes out for craft projects.

## References

- Anderson, Mike. "Every Teacher Tips: Displaying Student Work." *Responsive Blog*. Responsive Classroom. 18 Aug. 2010. Web. 20 Sept. 2011.
- Boynton, Mark and Christine Boynton. *Educator's Guide to Preventing and Solving Discipline Problems*. Alexandria: Association for Supervision & Curriculum Development, 2005. Print.
- Clayton, Marlynn K. and Mary Beth Forton. *Classroom Spaces That Work*. Turners Falls: Northeast Foundation for Children, 2001. Print.
- Meagher, Judy and Joan Novelli. *Interactive Bulletin Boards: Language Arts*. New York: Scholastic, Inc., 1998. Print.
- . *Interactive Bulletin Boards: Math*. New York: Scholastic, Inc., 1998. Print.
- Pacific Resources for Education and Learning. *Creating Literate Environments*. PREL, 2011. PDF file.
- Weaver Dunne, Diane. "Children's Work -- Visibility Leads to Value." *Education World*. Education World. 2000. Web. 20 Sept. 2011.

## Websites for Inspiration

### **Visually Stimulating Displays:**

- <http://bulletinboards.theteacherscorner.net/>
- <http://www.squidoo.com/bulletinboards>

### **Interactive Bulletin Boards:**

- <http://karenplumley.suite101.com/interactive-math-bulletin-board-ideas-a337431>
- <http://community.scholastic.com/scholastic/blog/article?board.id=snapshot35&message.id=163>

### **Additional Bulletin Board Inspiration:**

- <http://school.discoveryeducation.com/schrockguide/bulletin/index.html>
- <http://www.lessonplanet.com/article/teacher-resources/top-5-bulletin-board-ideas>
- <http://www.webenglightteacher.com/bulletinboards.html>