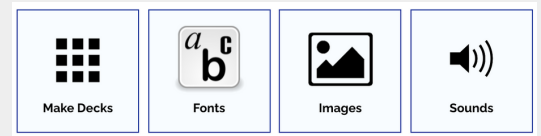# INTRO TO CREATING BOOM CARDS WEBINAR: WRITTEN INSTRUCTIONS

STUDIO:
- Go to "**Make Decks**" to create your own Boom Cards.
- Go to "**Images**" to upload and edit your images.
- Go to "**Sounds**" to upload and organize your sounds.
- Go to "**Fonts**" to upload your fonts.

DECK EDITOR:

- **Top Bar:**
  - **Undo**: Undo what you've just done

  - **Redo**: Redo what you've just done

  - **Details**: Change the Title, Cover Image, Subject, Grades, and style of the deck (Randomize Cards/ Flow Magic)
    - **Randomize Cards:** The default setting for a deck is to randomize the presentation of the cards. This can be turned off in the Details menu. For mini-books and sequential lessons, you will want to turn this off. You can also enter a number of cards to hold "still" at the beginning of a deck. This is useful if you start with a mini-lesson or a "rule" card to explain something about your deck. If the deck is non-randomized, each play of the deck will take the student through the whole deck.

    - **Flow Magic:** Create decks that use conditional logic, also known as Flow Magic. You can link buttons or items to a specific card. This allows you to create a conditional logic for the flow through your deck. You'll need to select the item, click on "Link to", and select the card.
      For more info: https://wow.boomlearning.com/fastplay/flow

  - **Preview**: See how your deck looks anytime by playing the cards to preview the actions.

  - **Print**: Download the deck as PDF

- **Template Card**

  - Template items:
    - appear in the same place on each card
    - move or resize an item's position for all cards on the template card

  - **Slide Sorter Button** ▣: Rearrange the order, add, duplicate, and delete cards.

  - Hot tip: If you want to move, resize or delete a template item on only one card... use this the Unlock button (Item)
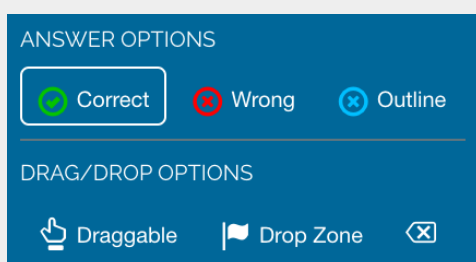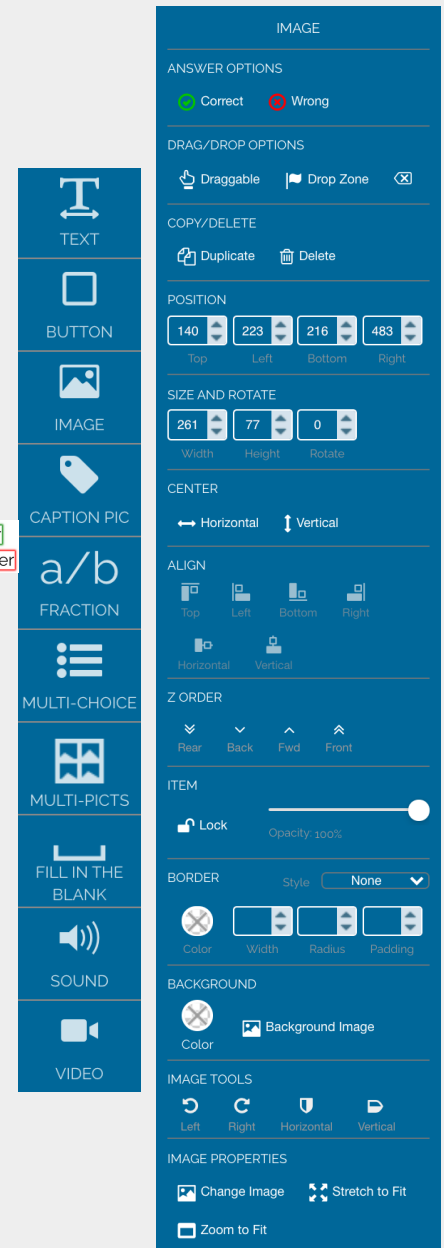
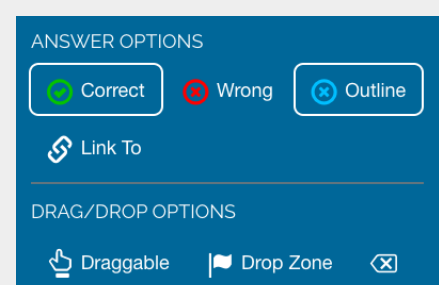- **Add** new cards, create **new cards from images**, **clone** cards, **delete**, and modify each card as needed.

CARD ACTIONS (WITH WIDGETS)

- **Wigets: Text, Button, Image, Caption Pic, Fraction, Multi-Choice, Multi-Pics, Fill in the Blank, Sound, and Video**.

- Drag item types from the Widget Bar and drop onto a card to create a new item.

- Select any item you have added to a card.

- Using the **right-hand toolbar**, set the item to be a correct or wrong answer or a draggable or drop zone.

- You can have as many items be answers as you want, and more than one item can be set as a correct answer.

- Answers are outlined in red and green in the Studio editor.

- You can **copy and paste items** into the card using your keyboard cmd+c (Mac) or ctrl+c (Windows).

- You can select all the items in the card by using your keyboard using cmd+a (Mac) or ctrl+a (Windows).

- You can select multiple items from the card by pressing the Shift button on your keyboard while clicking/selecting the items with the mouse.

- You'll be able to edit these items using the right-hand toolbar.

- You can also add **GIFS** to the cards.
  - A GIF is compressed because it is too big, it will become a static picture. To make sure that your GIF will animate properly, please keep its file size below 300k. You can either upload the gif as an Image, drag and drop it into the card, copy and paste the GIF, or embedded link.
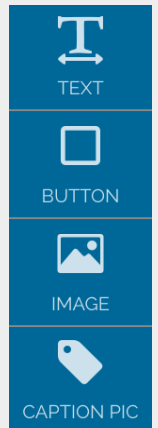
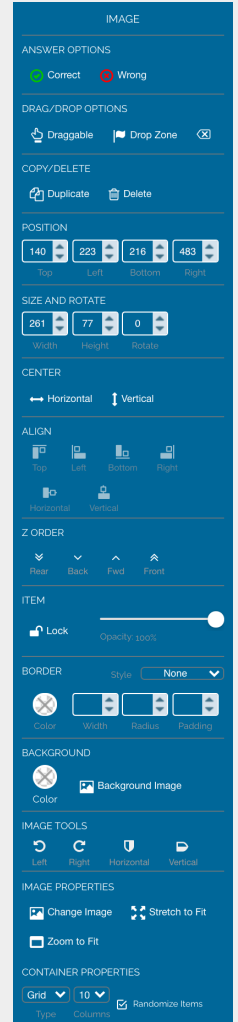**Randomized deck**

Flow Magic deck

WIDGETS

- **Text:** Add and edit text to the card. You can edit the actions of the text to be: only text, correct answer, incorrect answer, draggable, drop zone, etc. Can also edit the font, size, color, border, background, etc.

- **Button:** Shortcut for creating buttons. You can add actions to the button and edit the background, border, etc.

- **Image:** Add Images from your Images Library or copy and paste them to the card, using cmd+c (Mac) or ctrl+c (Windows).

- **Caption Pic:** Have in one container an image and a caption (text) together. This is helpful when setting an action to the container, as it'll keep them together.

  - Containers: You can put anything into a container. For best results:
    1. Select an item with your mouse or tab
    2. Right-click your mouse to copy the item
    3. Select the container or the item inside a container where you want the item to be
    4. Right-click your mouse to paste the item

    - A Grid container divides the container into equal portions. It scales and moves all of its children. It can also randomize answers for every play.

    - A Flow container flows the objects within it in the space set for the container.

    - A Fixed container will not size or move any of its children. It can be set to randomize, which is only recommended for objects of similar sizes.

- **Fraction:** Shortcut for creating fractions (editable).

- **Multiple Choice:** With text. You can edit the font, background, border, answers, etc. For fewer answers, select any answer and click the Delete button. For more answers, click the Duplicate toolbar button. You can also set them to randomize or not, have the order to have a flow or fixed, the number of columns, etc.

- **Multi-Pics:** Same as Multiple Choice but with Pictures.

- **Fill in the Blank:** Inserts a text box onto a card that students can type an answer into. Double click the box to edit it. Have it as an open response or type multiple possible responses (or only one). Have it as only numbers, change the font, size, etc.

- **Sound:** Add mp3 or m4a audios. Must also be less than 500k in size. You'll need to upload the sound to Boom first. You can change the background of the sound by going to the right-hand menu and selecting "Background Image".

- **Video:** Add videos from Vimeo by copy and pasting the video's link.

RIGHT-HAND TOOLBAR

- **Answer Options:** Most items can be set as correct and/or incorrect answers (except for sounds and videos). Click on the item and then select if you want it to be correct, incorrect, or none.

- **Drag and Drop Options:** Every item in the card can be a draggable or a drop zone. Draggable objects can only be dropped into drop zones that fit more than half of the draggable object inside. Here are the steps to connect a draggable with the drop zone:
    1. Select an item and set it as a Draggable 👆
    2. Select an item and set it as a Drop Zone 🏳
    3. Drag the pointing hand of the draggable and connect it with the Flag of the Drop Zone.
        - If you click on the Drop Zone after connecting all of the Draggables, you'll be able to edit how many Draggables should go in the Drop Zone by clicking on the **paperclip**. 📎

- **Copy/Delete:** You'll be able to duplicate and delete items. The duplicate button is perfect to save time creating items! If you created a personalized button and want to have another one with different text, just duplicate it and edit the text!

- **Position:** You can align items based on their position on the card.

- **Size and Rotate:** Change the size and rotate the item.

- **Center:** Center the item vertically or horizontally on the card.

- **Align:** Align the item to the top, bottom, left, right, horizontal, or vertical side of the card.

- **Z-Order:** Refers to instructions for the stacking of widgets (text, image, container, etc). Setting the z-order determines what items are in front of or behind in relation to each other.

- **Item:** The Lock feature allows you to lock (and unlock) an object in place. You'll also be able to adjust the opacity or transparency of the item.

- **Border:** Change the color and width of the border. (Add or remove border)

- **Background:** Edit the background image and color of an object (including sounds).

- **Text Properties:** (Explained on the previous page.)

- **Container Properties:** (Explained on the previous page.)

Tip:

It's a lot of work to make these items from scratch, so once you make one, copy and paste it to make more. You can place these on your TEMPLATE card to save even more time!

Happy Booming!