Statewide Rehabilitation Clinical Network
Goal-setting aphasia friendly picture board

Instructions for editing the picture board

What you need:

- One to four, colour photographs (landscape orientation) that portray the rehabilitation goals of your client.
- Signed consent form for all individuals whose pictures are used in the picture board. Complete the Queensland Government [Photo Consent Form](). Save the completed consent form for your service records.

Step 1: Downloading the picture board template

Download the **aphasia friendly picture board - editable** template from the goal-setting resources for clinician's webpage, located here:

https://clinicalexcellence.qld.gov.au/resources/goal-setting-rehabilitation/guidelines-and-resources

Save in a folder on your local network drive.

Save the photos you want to incorporate into the picture board on your local network drive.

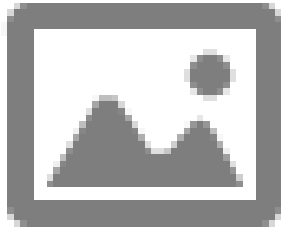## Step 2: Editing the picture board – typing in free text

Once saved, open the flyer.

Insert information in the free text spaces (blue boxes).

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Step 3: Editing the picture board – uploading photos

Click on the "picture icon" where you want to insert your first photo.

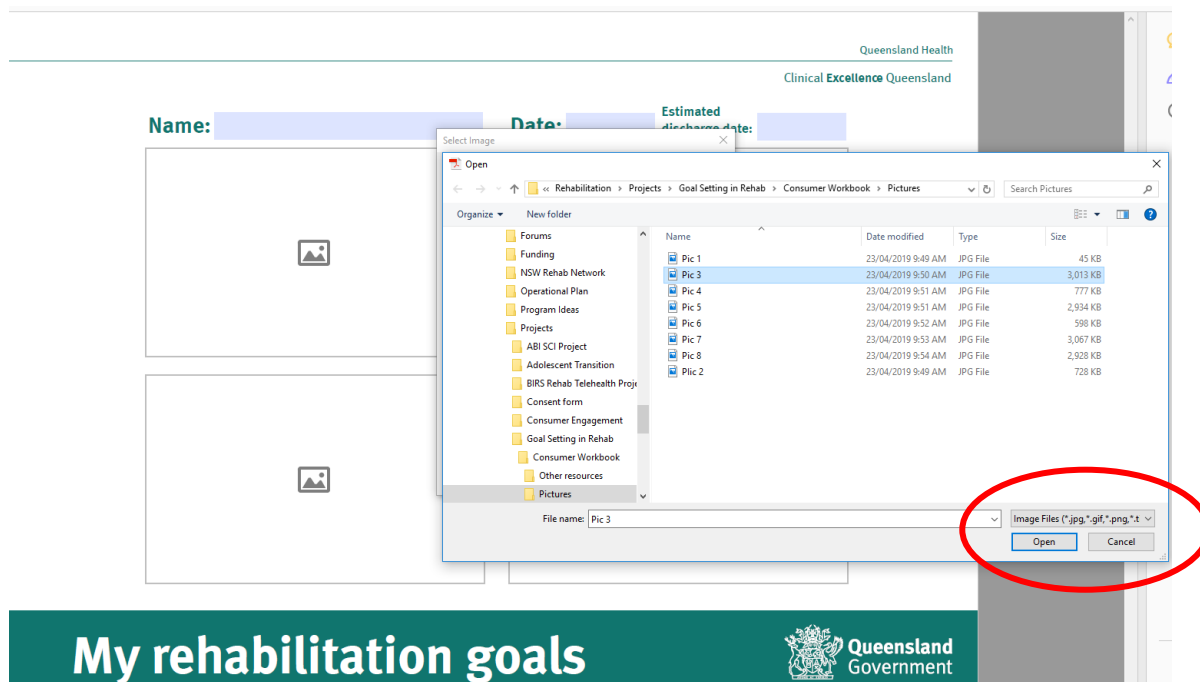The "Select Image" box will pop up. Click "Browse" and search for your desired photo.

Double click or "Open" the picture.

The picture will then be inserted in the space for pictures that you selected.

Repeat the steps for each "picture icon" on the picture board until completed.
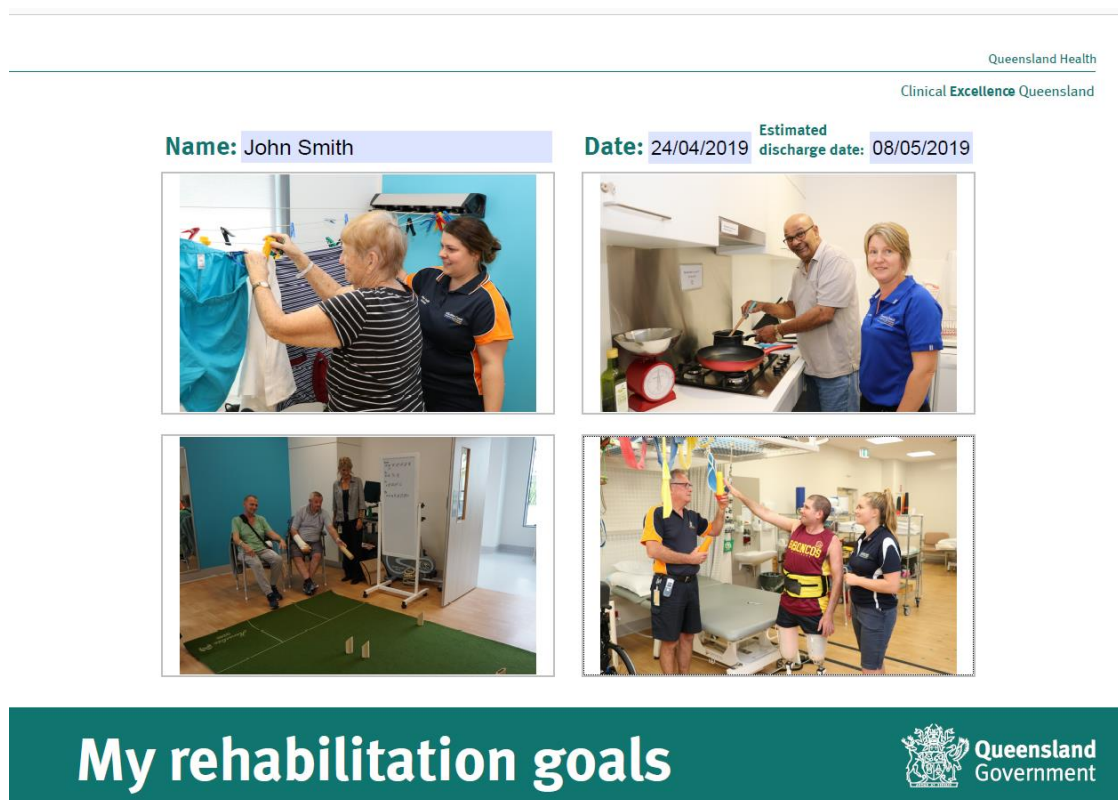
If you don't have pictures for all the spaces you can print the picture board and handwrite goals in the boxes.

Boxes print out blank when there is no picture inserted.

Handwrite goals in this space after printing.
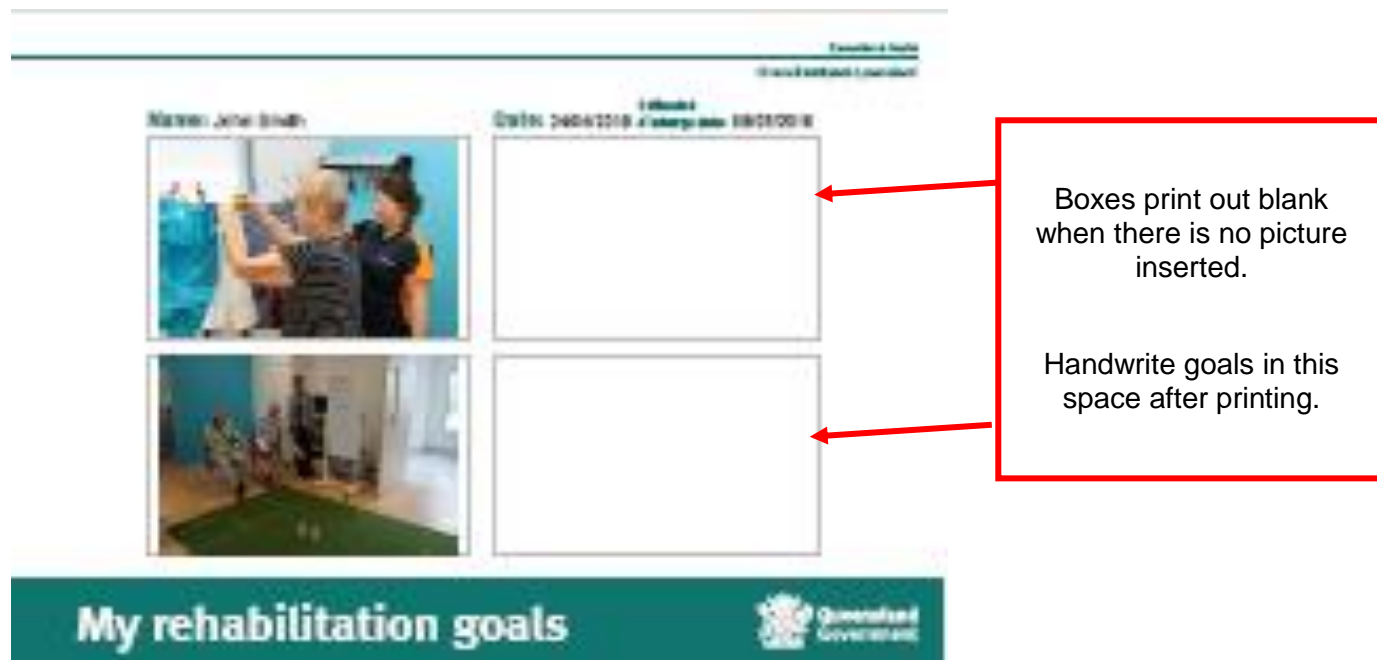
Step 4: Save and print the picture board

Click "save" to save your picture board with the edits you have made.

Select the "print" icon. We suggest printing on A3, in colour with landscape orientation.

Print one copy first to test you have your picture board the way you want it. You can then print more as needed.