

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

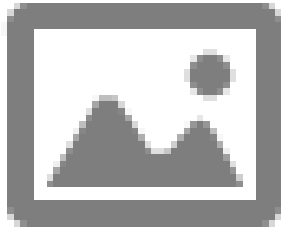
Once saved, open the flyer.

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

The screenshot shows a digital form titled "My rehabilitation goals" with a dark green header. At the top right, it says "Queensland Health" and "Clinical Excellence Queensland". Below the header, there are two text input fields: "Name:" and "Date:". The "Date:" field has a sub-label "Estimated discharge date:". These two fields are circled in red. Below the text fields are four large rectangular boxes, each containing a small image icon, representing placeholders for photographs. At the bottom of the form, there is a dark green bar with the text "My rehabilitation goals" on the left and the Queensland Government logo on the right. A Windows taskbar is visible at the very bottom of the screenshot.

Step 3: Editing the picture board – uploading photos

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



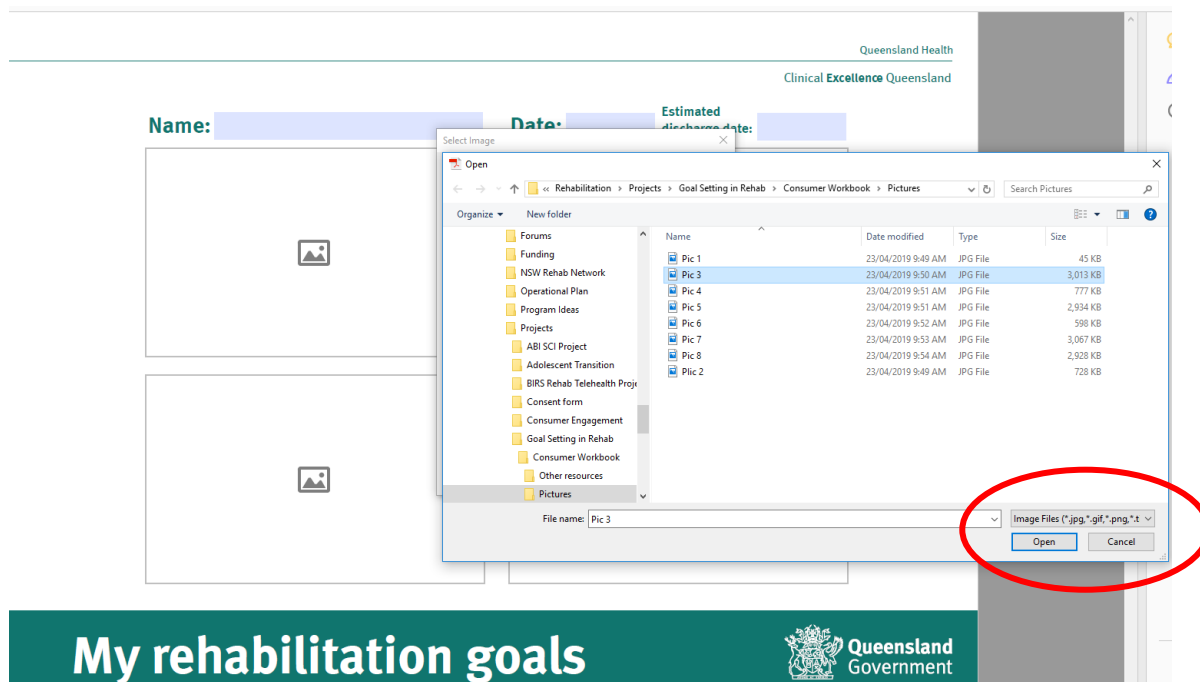
The “Select Image” box will pop up. Click “Browse” and search for your desired photo.

The screenshot shows a web interface for 'My rehabilitation goals' with a 'Select Image' dialog box open. The dialog box has a file path 'mer\Workbook\Pictures\Pic1.jpg' and a 'Browse...' button circled in red. The background interface includes a header with 'Queensland Health' and 'Clinical Excellence Queensland', and a table with columns for 'Name:', 'Date:', and 'Estimated discharge date:'. There are two rows in the table, each with a picture icon in the 'Name' column.

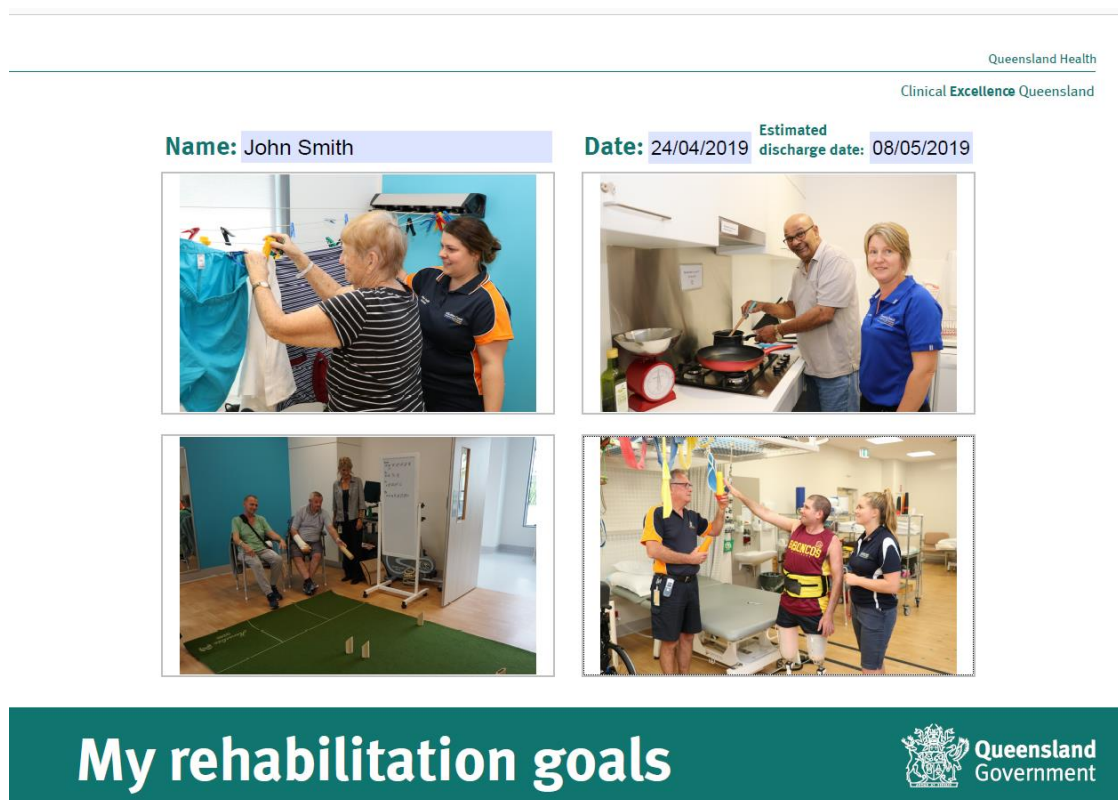
My rehabilitation goals

Queensland Government

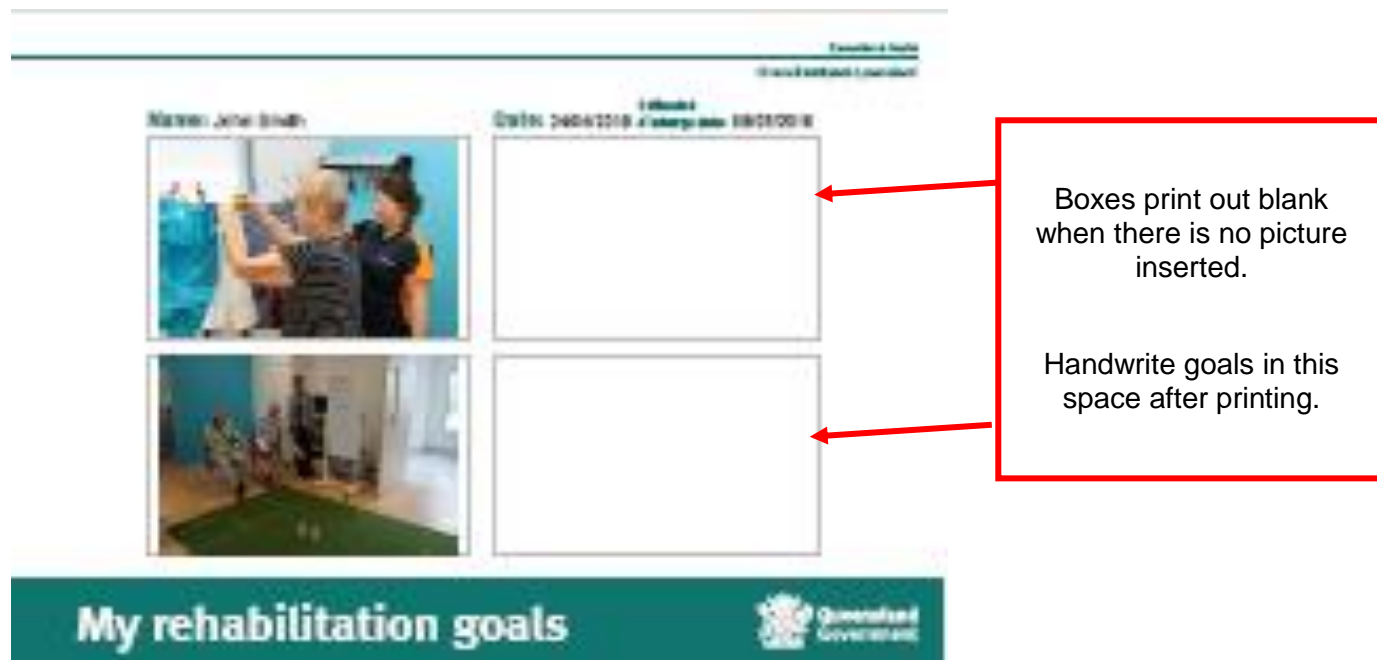
Double click or "Open" the picture.



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.



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.