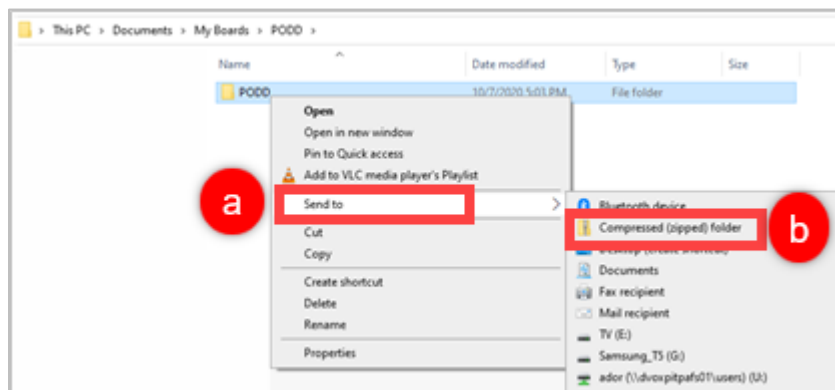


## Import & Print PODD in Boardmaker 7 Using A4 Paper

This guide covers how to open and print PODD books created in Boardmaker v6 using Boardmaker 7.

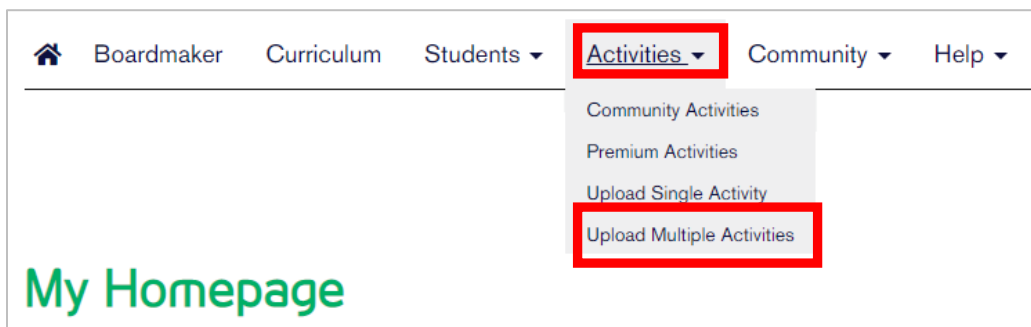
### Zip the PODD files into a Compressed Folder.

1. Zip the PODD files to a compressed folder
  - a. Navigate to the folder containing the PODD book you want to open
  - b. Select all the files, or simply Right click the folder you want to import and select **Send to > Compressed (zipped) folder**



### Upload Multiple Activities Using myBoardmaker.com

1. From the myBoardmaker.com homepage, select **Activities** → **Upload Multiple Activities**.



2. Select **Browse**.


Files

Drag and drop files and folders

Accepted file types: .zbp, .zip, .bm2, .bpf, .bptf

**Browse** Remove All Upload

3. Navigate to the boards, activities and/or zip files that will be uploaded and select the activities.

 **NOTE:** Hold down the CTRL or Command key on the keyboard and click files to select multiple files.


4. Select Open.

File Name	Date	Project	Size
Cody Sample	3/8/2018 11:38 AM	Boardmaker Proje...	2,706 KB
flood graphic organizer test	10/23/2018 8:20	boardmaker Proje...	676 KB
Gadget Guide	7/3/2018 2:24 PM	Boardmaker Proje...	524 KB
Going to McDonalds	7/10/2018 3:47 PM	Boardmaker Proje...	1,440 KB
Going to the Park	5/17/2018 8:56 AM	Boardmaker Proje...	1,094 KB
GoTalk 9 overlay	8/21/2017 1:35 PM	Boardmaker Proje...	95 KB
Justin Timberlake	5/1/2017 4:58 PM	Boardmaker Proje...	518 KB

"GoTalk 9 overlay" "flood graphic organizer test" "Gadget Guide" "Going to McDonalds" "Going to the Park"

Custom Files

**Open**

 **NOTE:** V.6 single page files (.bm2) uploaded individually cannot be connected into one activity after upload. You must zip the files prior to upload to combine them.

5. Select **Upload**.

Files

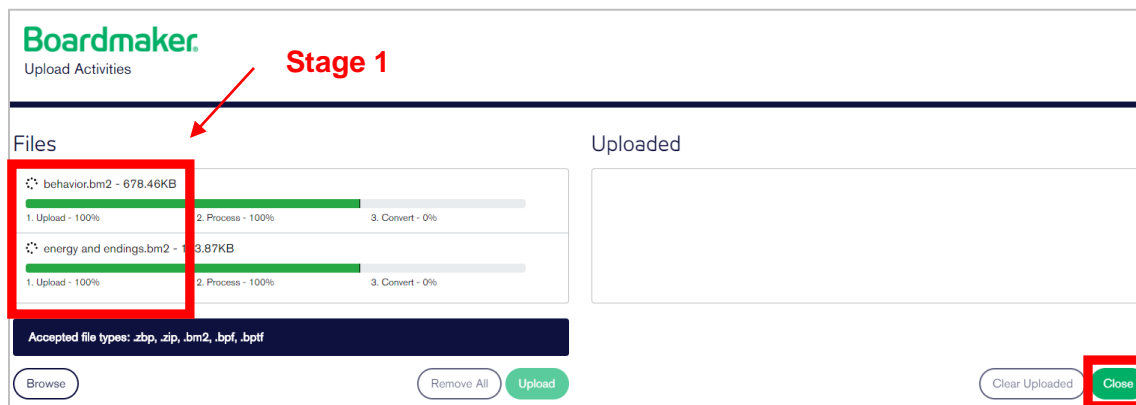
flood graphic organizer test.bpf - 675.71KB	×
Gadget Guide.bpf - 523.35KB	×
Going to McDonalds.bpf - 1.41MB	×
Going to the Park.bpf - 1.07MB	×
GoTalk 9 overlay.bpf - 94.48KB	×

Accepted file types: .zbp, .zip, .bm2, .bpf, .bptf

Browse Remove All **Upload**

6. A progress bar will show for each activity as it uploads.

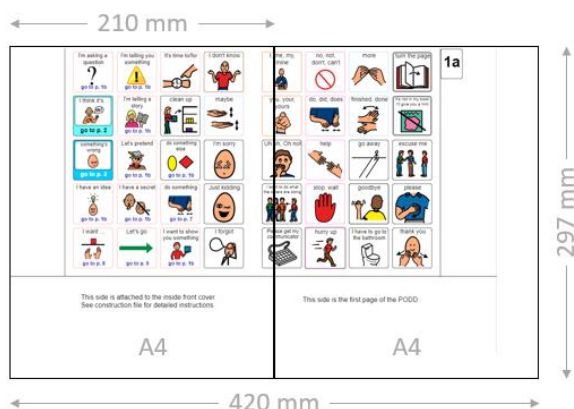
7. As each activity completes the process, you will see it listed in the Uploaded box. Once all activities complete the first stage of the upload process, select Close to continue in the software.



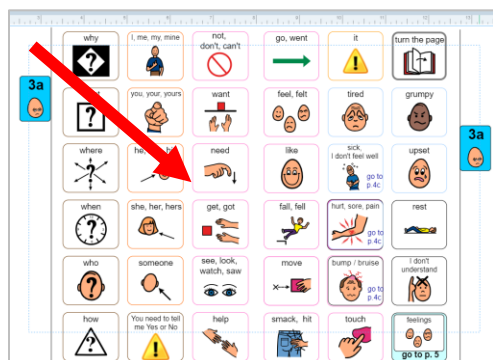
Activities can be found in **My Activities** on myBoardmaker.com and will download to the installed Boardmaker editor if the editor is open and the computer is connected to the internet.

## 2- Page Facing: Align pages for printing

It is likely that 2-page facing PODD books will be shifted to the left when imported into Boardmaker 7. Page size is A3 Landscape, paper size is A4 Portrait

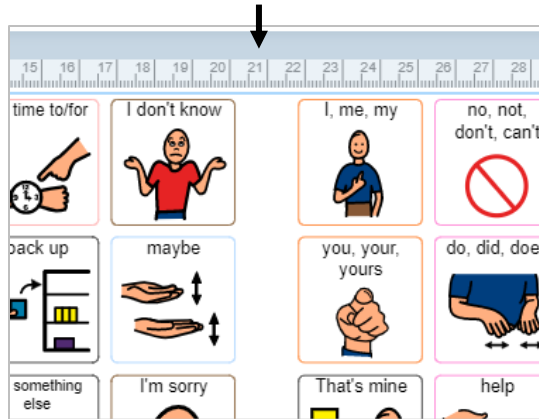


1. Using your mouse, draw a box that encompasses all the buttons on the page. The box must start and end in the page area of the screen.



**NOTE:** There will be a delay after you release the mouse button when selecting many buttons.

2. Use the right arrow key on your keyboard to bump the buttons until the middle of the gap is at 21 cm.



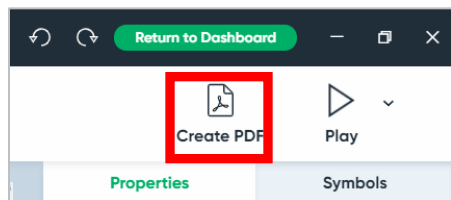
## Print PODD in Boardmaker 7

### Print Single Page Books

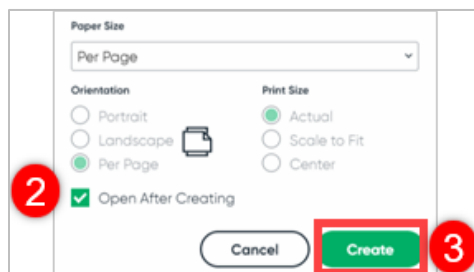
Use the directions below to print the following single page PODD books:

- PODD 9 early functions
- PODD 9 expanded function
- PODD 12 early functions
- PODD 12 expanded functions
- PODD 16 expanded functions
- PODD 20 expanded functions
- Group expanded
- Laminated group early
- Sheet group early

1. From the Boardmaker editor, select **Create PDF**.



2. Leave the printer settings as the default. Select the box next to **Open after Creating**.
3. Select **Create**.

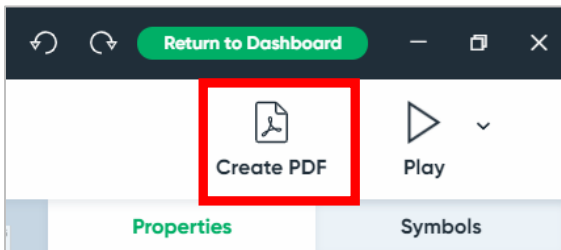


## Print 2-Page Facing Books

Use the steps below to print the following PODD books:

- PODD 36 key word
- PODD 40 key word
- PODD 48 expanded key word
- PODD 70 expanded key word
- PODD 90plus complex syntax

1. From the Boardmaker editor, select **Create PDF**.



2. Change paper size to Letter.

3. Select the box next to **Open After Creating**.

4. Select **Create**.

