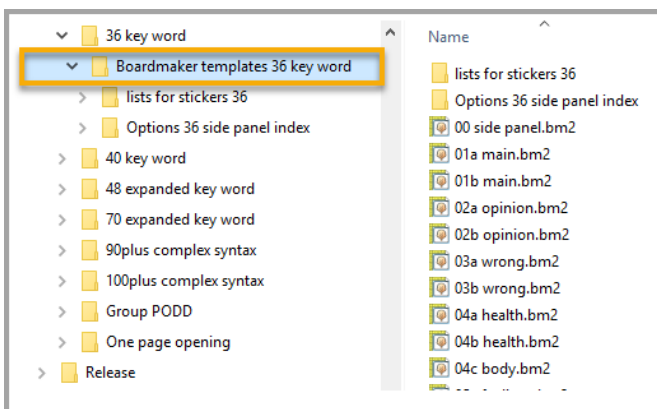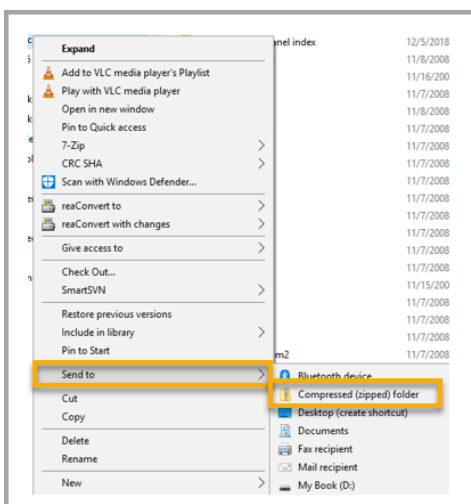# Importing & Printing PODD with Boardmaker Online

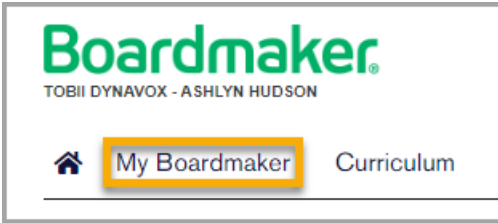## Importing PODD into Boardmaker Online

Navigate to the saved PODD file on your Windows computer and locate the folder you wish to import.
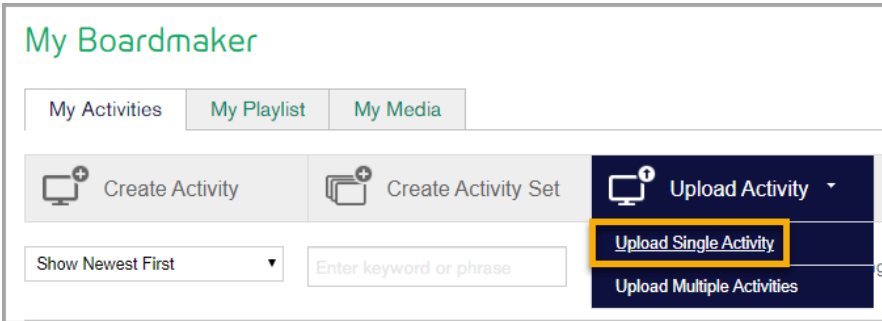

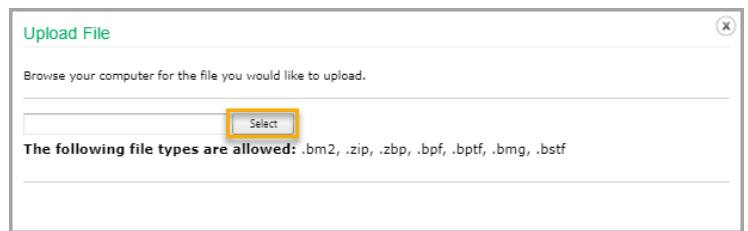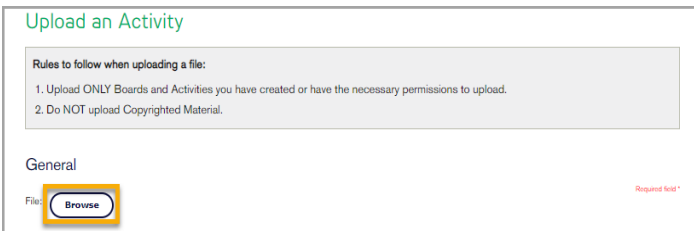Right click on the folder and select **Send to**, then select **Compressed (zipped) folder**

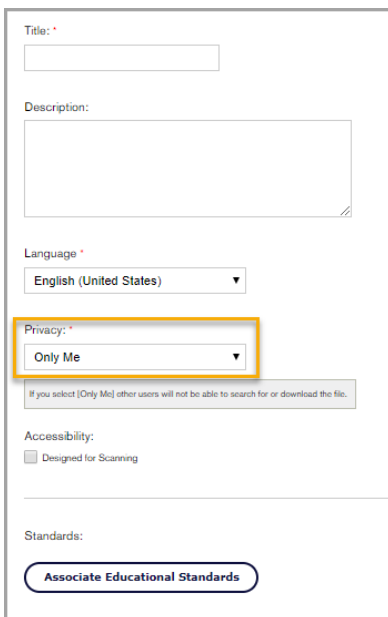Login to Boardmaker Online and click on **My Boardmaker**

Select Upload Activity and click on **Upload Single Activity**

Click on **Browse** and navigate to saved zipped file. Once located click on **Select.**

Complete the form and click on **Upload File**

Note: Ensure you select "Only Me" under the Privacy drop down. It is illegal to share PODD books with those that do not hold a license.

Printing PODD from Boardmaker Online

Printing 1 Page PODD

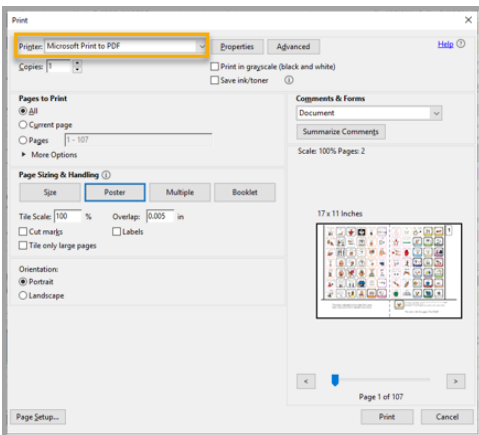In Boardmaker Online select the **Print Tool** in the toolbar next to the PODD document to create a PDF

Once PDF is created, open and Print!
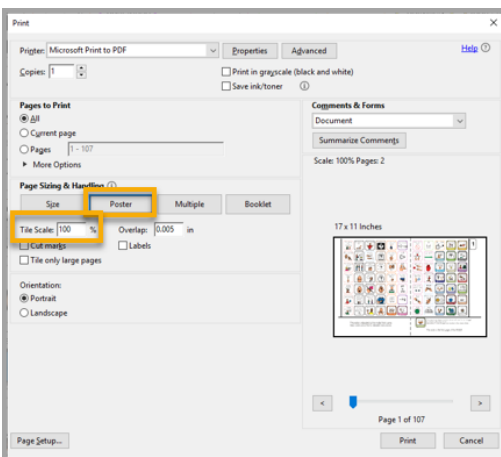
Printing 2 Page PODD

Complete steps above then **Convert to single page PDF** to print 2-Page Opening Books

Open PDF in Adobe Acrobat and select Print. From Printer dropdown, select **Microsoft Print to PDF**.

Letter size paper: Select **Poster** and set Tile Scale to 100%
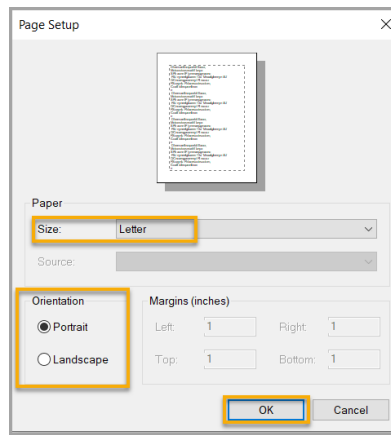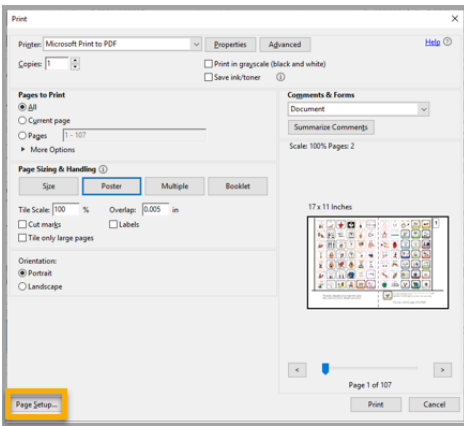**A4 size paper:** Select **Poster** and set Tile Scale to 98%

Note: If you have trouble with page breaks, drop Tile Scale down by 1 or 2%

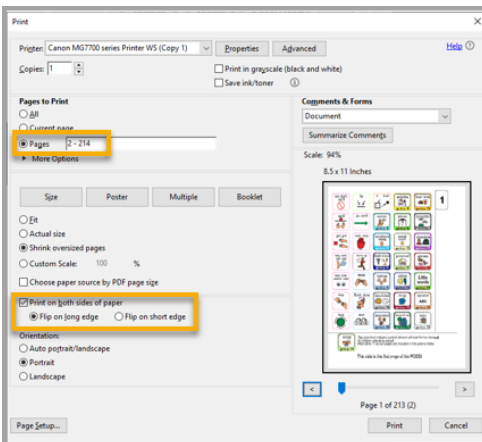**Letter size paper:** Select **Page Setup** and set Paper Size to **Letter** and Orientation to **Portrait**.
A4 size paper: Select **Page Setup** and set Paper Size to **A4** and Orientation to **Portrait**.

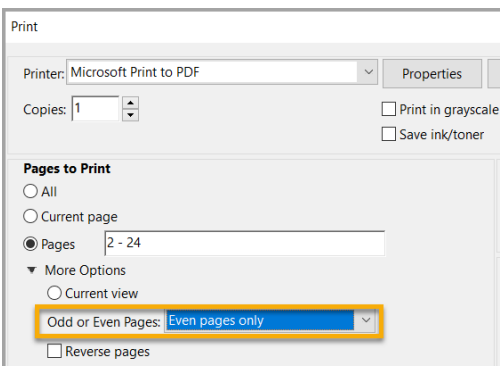Select OK. Click on **Print** and then **Save** the file to an easily accessible location.

Printing Double Sided

From a double-sided printer, print first page by itself. Then print remaining pages, selecting Print on both sides of paper.

To print double-sided from a printer that only prints single sided, print first page by itself. Then print all **Even pages** starting from page 2.

Note: Remember to change back your size from **Poster** to **Actual Size** before printing

Reload the printed pages into the printer with the last page on top. Select print all **Odd pages** starting from page 3 and **Reverse** pages.

> **Note:** Some printers start jobs from last page. For pages to line up you may need to select **Reverse Page.**
>
> *We recommend printing a small range to test before doing the whole book!*