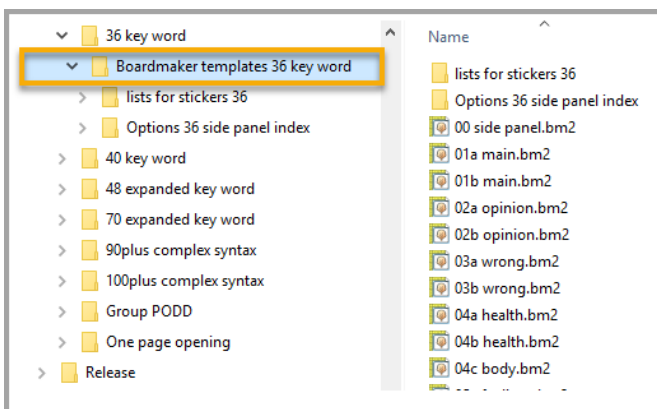


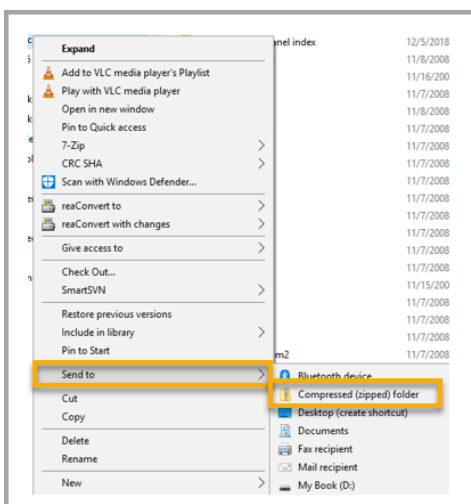
Importing & Printing PODD with Boardmaker Online

Importing PODD into Boardmaker Online

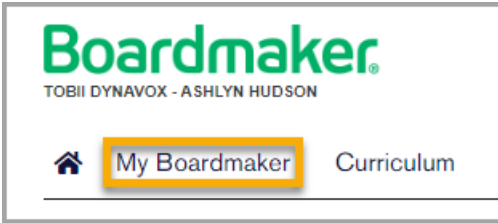
Navigate to the saved PODD file on your Windows computer and locate the folder you wish to import.



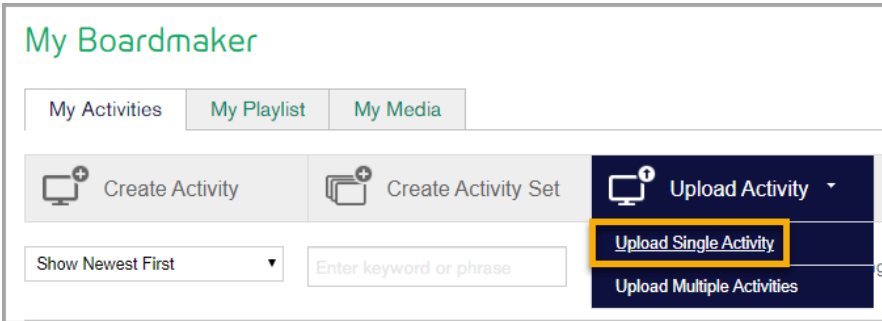
Right click on the folder and select **Send to**, then select **Compressed (zipped) folder**



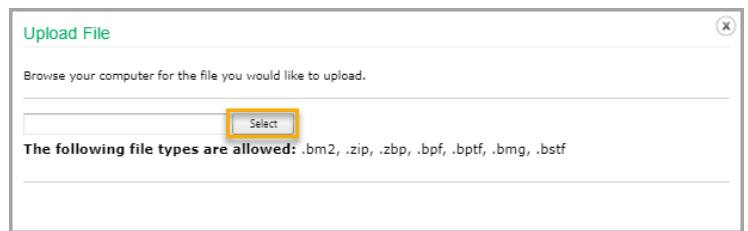
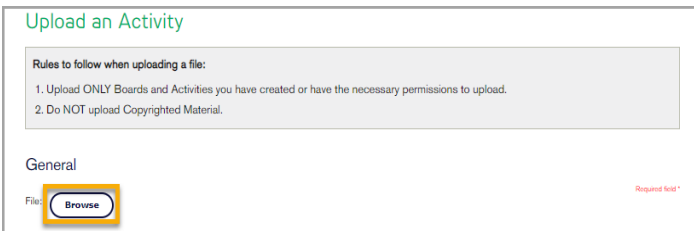
Login to Boardmaker Online and click on **My Boardmaker**



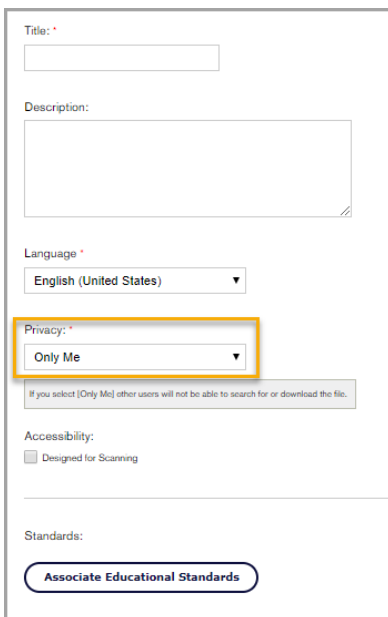
Select Upload Activity and click on **Upload Single Activity**



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



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



The screenshot shows the activity upload form with several fields: 'Title', 'Description', 'Language' (set to 'English (United States)'), 'Privacy' (set to 'Only Me'), 'Accessibility' (with a 'Designed for Scanning' checkbox), and 'Standards' (with an 'Associate Educational Standards' button). The 'Privacy' dropdown menu is highlighted with a yellow rectangular box.



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

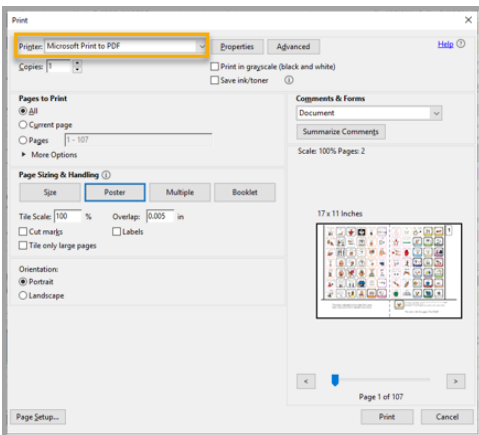


Once PDF is created, open and Print!

Printing 2 Page PODD

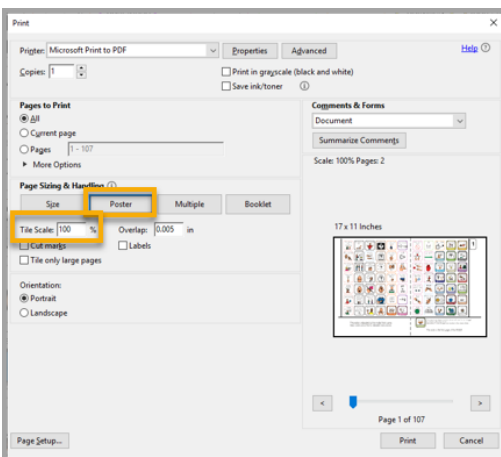
Complete steps above then **Convert to single page PDF** to print 2-Page Opening Books

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%

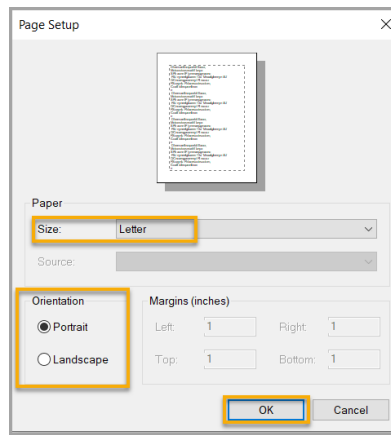
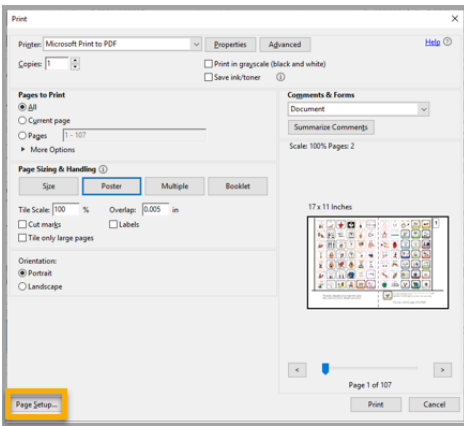


Note: If you have trouble with page breaks, drop Tile Scale down by 1 or 2%

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

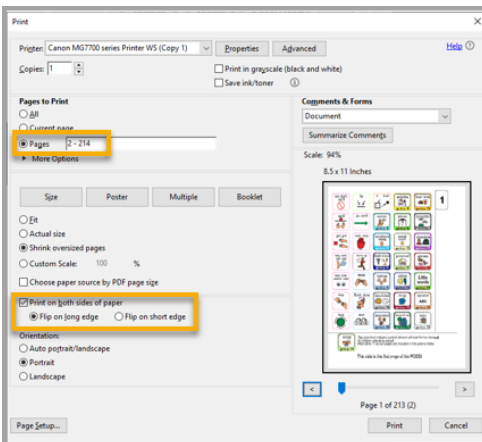
A4 size paper: Select **Page Setup** and set Paper Size to **A4** and Orientation to **Portrait**.

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

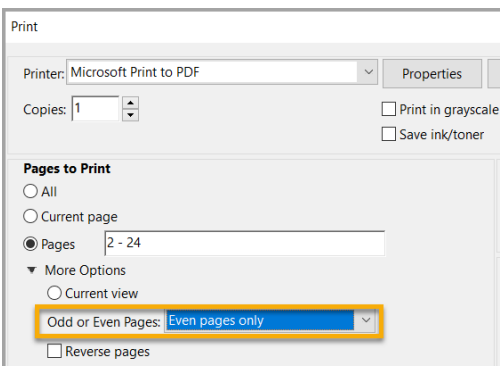


Printing Double Sided

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.

Print

Printer: Microsoft Print to PDF Properties

Copies: 1 Print in grayscale Save ink/toner

Pages to Print

All

Current page

Pages 3-24

▼ More Options

Current view

Odd or Even Pages: Odd pages only

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!