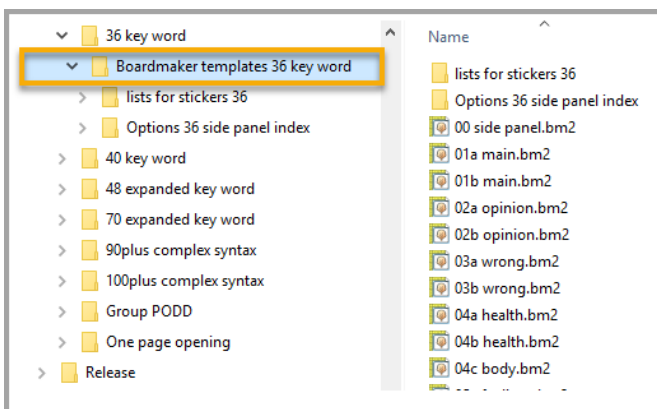


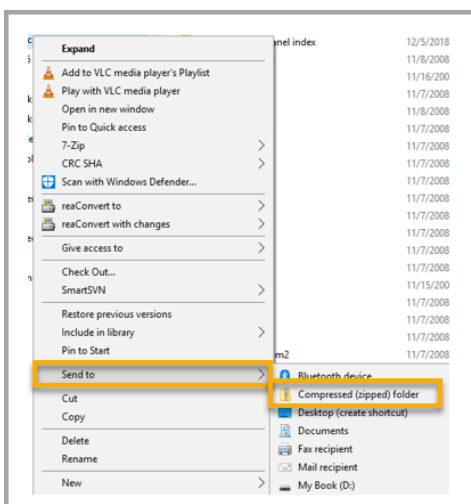
Importing & Printing PODD with Boardmaker Studio

Importing PODD into Boardmaker Studio

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



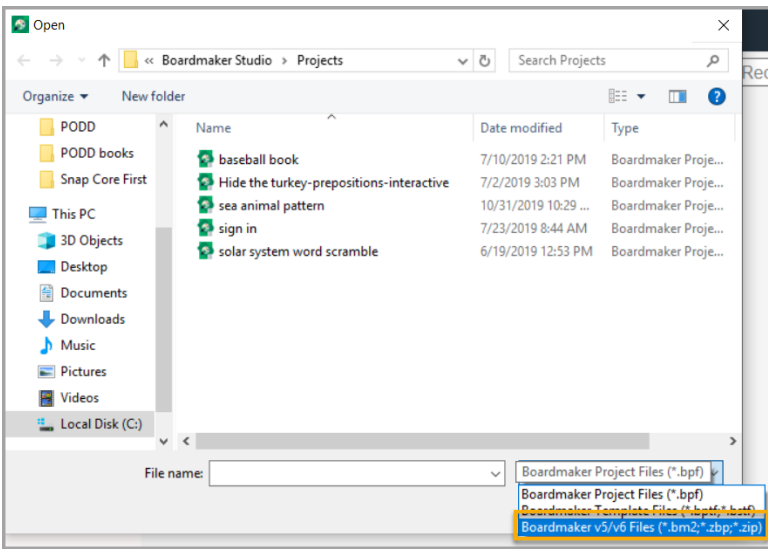
Right click on the folder and select **Send to**, then select **Compressed (zipped) folder**



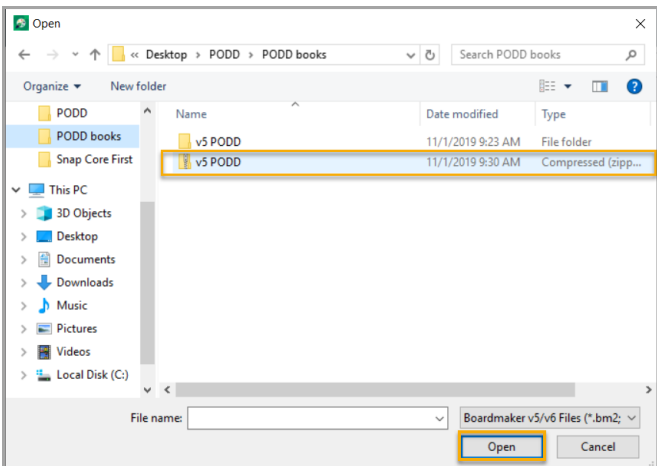
Open **Boardmaker Studio** and select **Open**



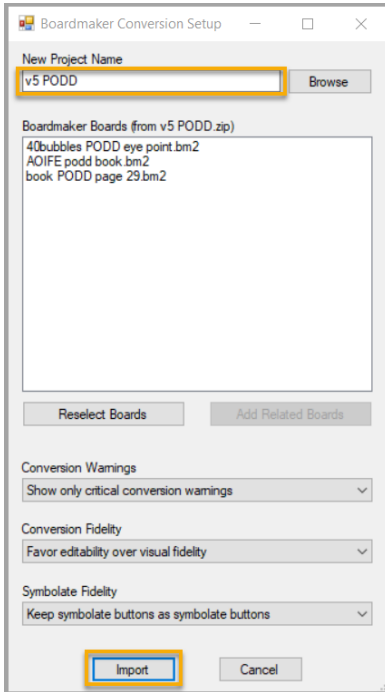
In the file filter drop down, change the filter to **Boardmaker v5/v6 Files**



Locate and select your **zipped file**, click **Open**



Name the file and select **Import**.

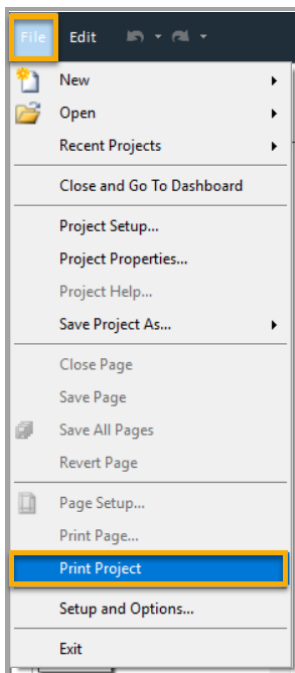


Note: You can change any of the settings before importing but it is recommended that you keep the defaults.

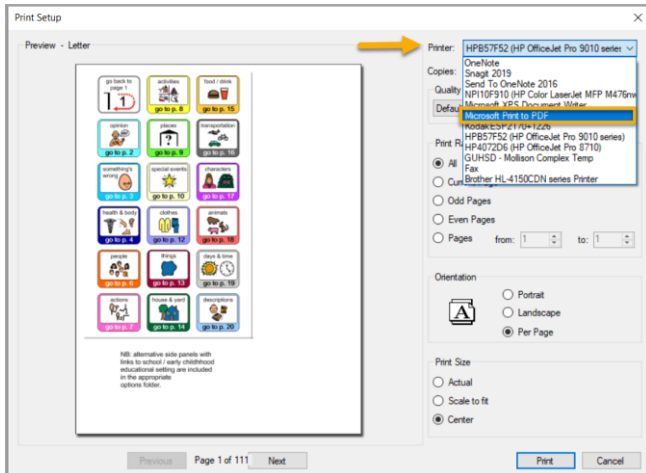
Printing PODD from Boardmaker Studio

Printing 1 Page PODD from Studio

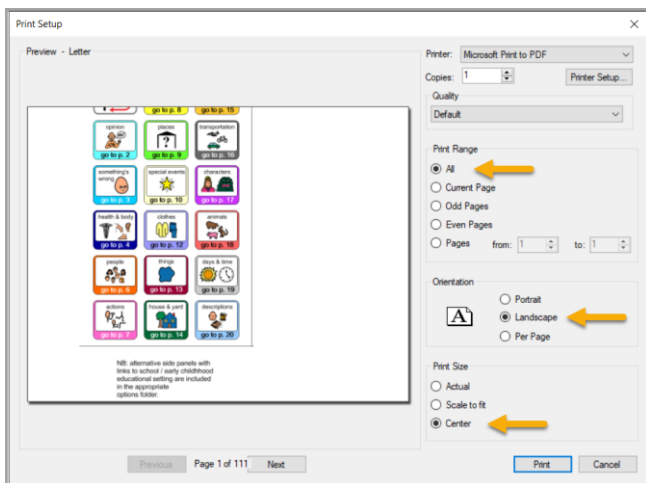
In Boardmaker Studio select File and Print Project



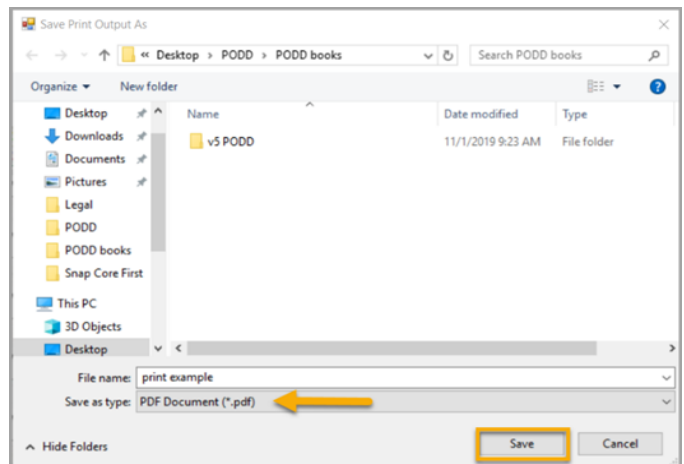
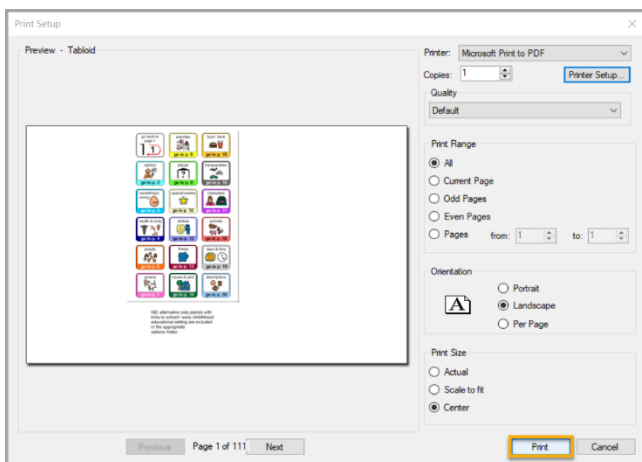
Select the Printer dropdown menu and click on **Microsoft Print to PDF**



Complete the print settings. Set Print Range to **All**, Orientation to **Landscape**, Print Size to **Center**



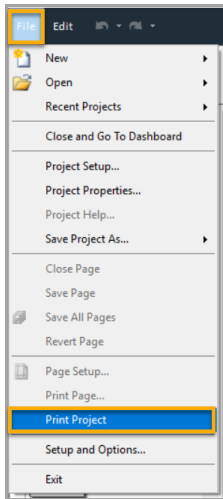
Select **Print** and **Save** as a PDF to easily accessible location



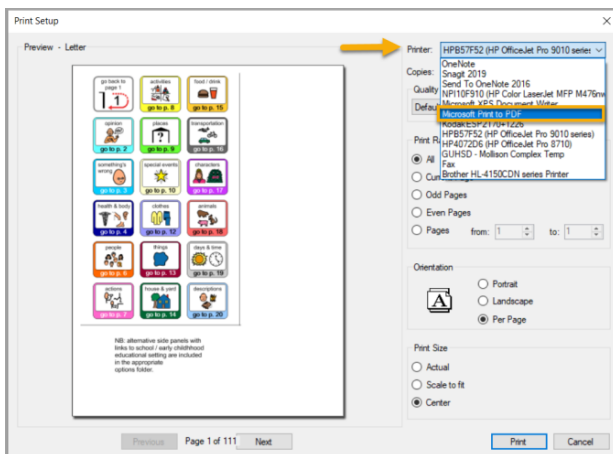
Find saved PDF document and print!

Printing 2 page PODD from Studio

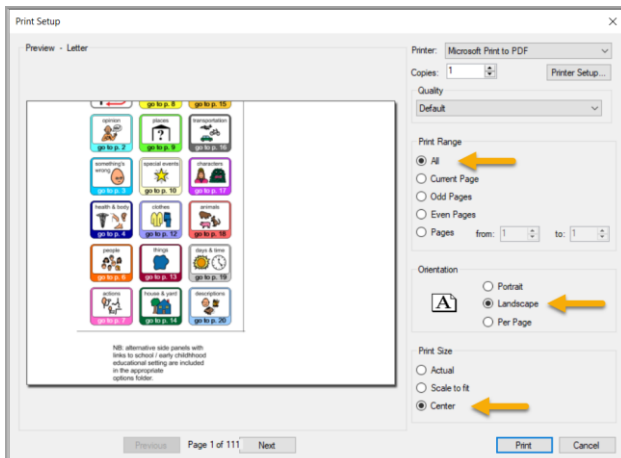
In Boardmaker Studio select File and Print Project



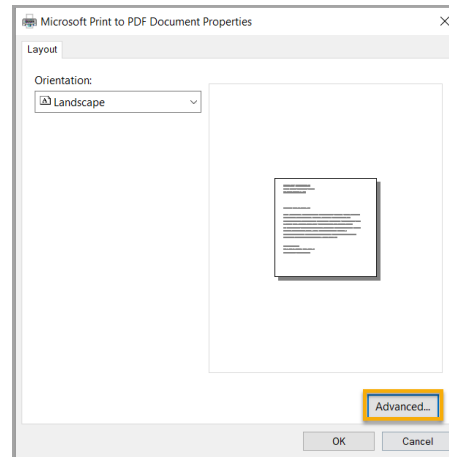
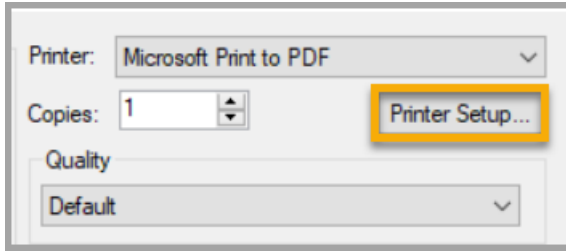
Select the Printer dropdown menu and click on **Microsoft Print to PDF**



Complete the print settings. Set Print Range to **All**, Orientation to **Landscape**, Print Size to **Center**

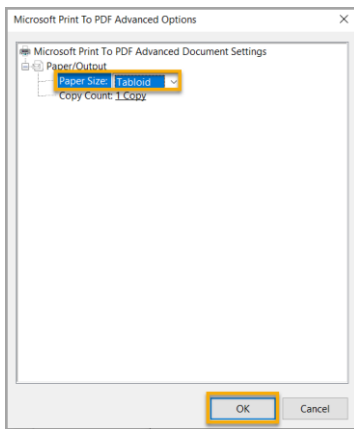


Select **Printer Setup** then click on **Advanced**

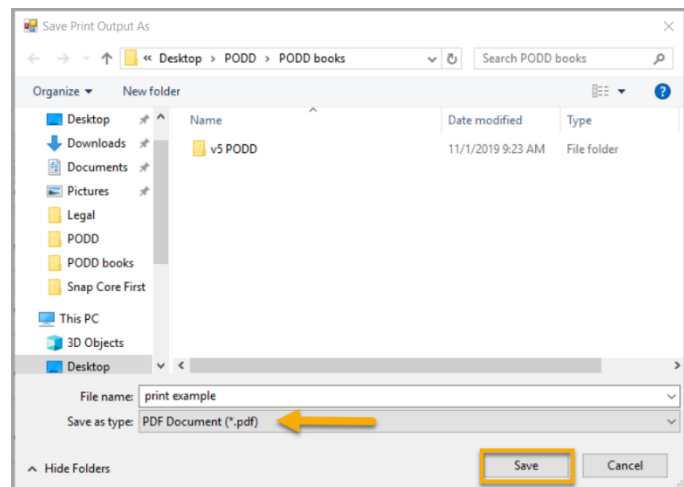
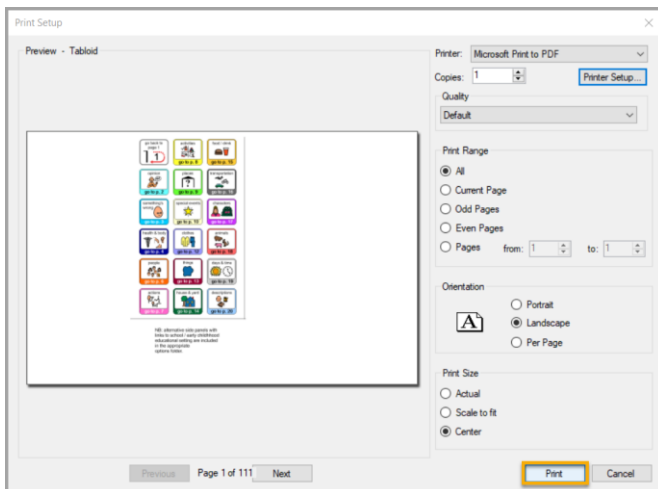


Letter size paper: From the Paper Size dropdown, select **Tabloid** and click on **OK** in advanced options window and previous window to navigate back to Print Setup

A4 Size paper: From the Paper Size dropdown, select **A3** and click on **OK** in advanced options window and previous window to navigate back to Print Setup

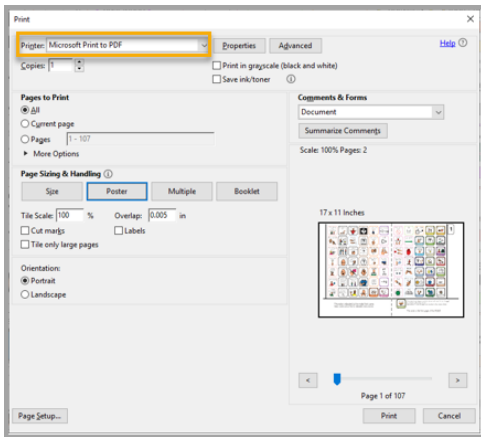


Select **Print** and **Save as a PDF**



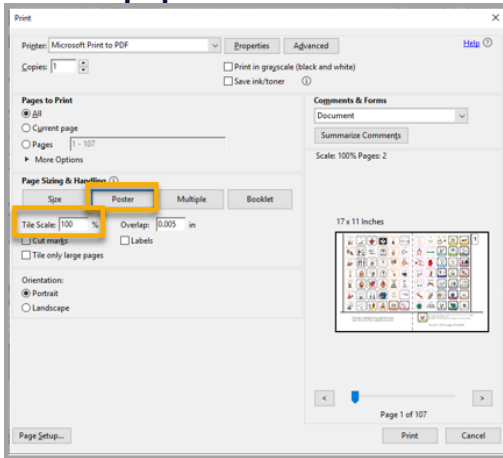
Convert to single page PDF to print 2-Page Opening Books

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%

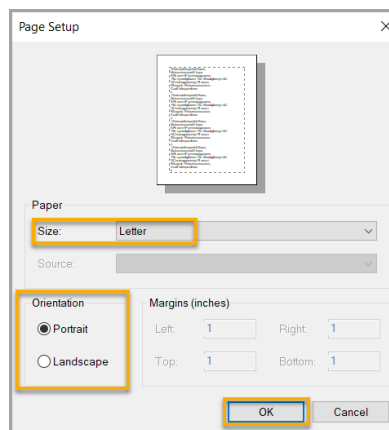
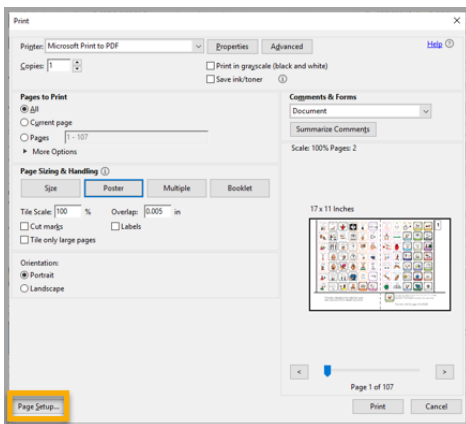


Note: If you have trouble with page breaks, drop Tile Scale down by 1 or 2%

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

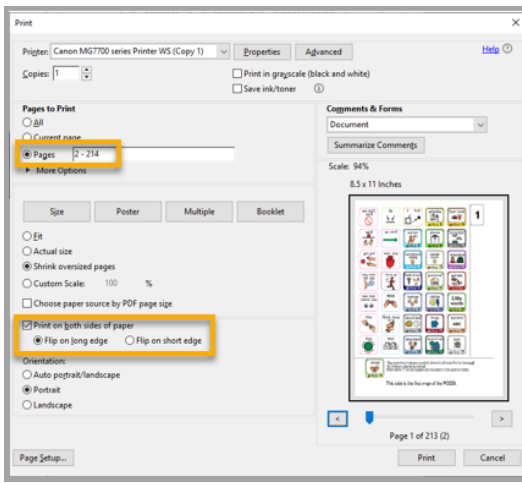
A4 size paper: Select **Page Setup** and set Paper Size to **A4** and Orientation to **Portrait**.

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

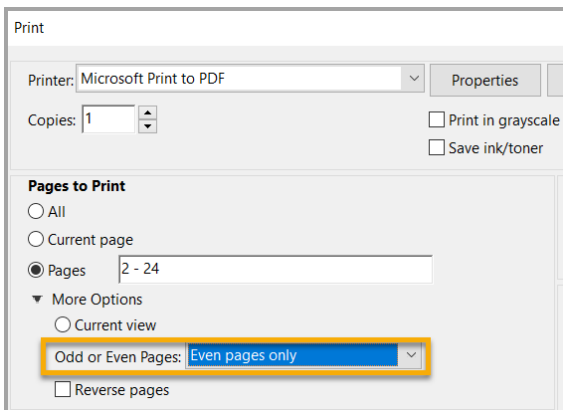


Printing Double Sided

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

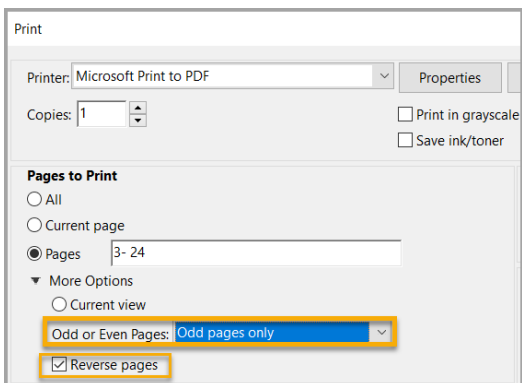


To print double-sided from a printer that only prints single sided, print first page by itself. Then print all **Even pages** starting from page 2.



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!