

Upload Activities Created using another Boardmaker Software: Quick Guide

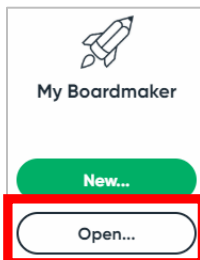
This quick guide provides instructions on how import and download activities created in Boardmaker v5, Boardmaker v6, Boardmaker Studio, and Boardmaker Online. Activities can be uploaded individually in the editor or in bulk through myBoardmaker.com.

Get Ready to Upload

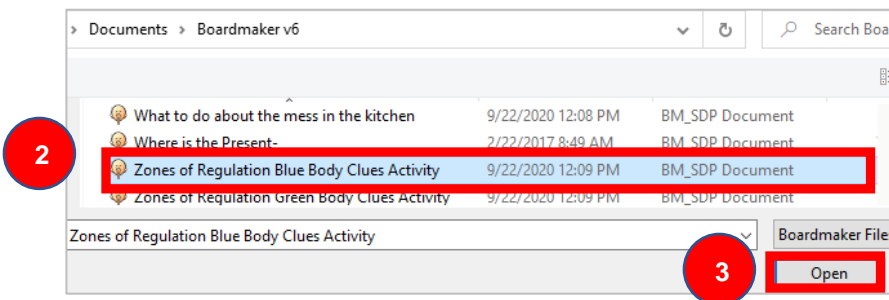
1. Locate the activities
 - a. Use the computer where the activities were created
OR
 - b. Copy your activities from that computer to a USB or external hard drive and access the activities on any computer using the USB drive.
2. Combine single pages and boards into one activity if desired.
 - a. Select files and create a Compressed Zip Folder with all the activity pages or boards that will be part of the single Boardmaker 7 activity.

Upload Single Files in the Boardmaker 7 Editor

1. From the editor Dashboard, select **Open**.

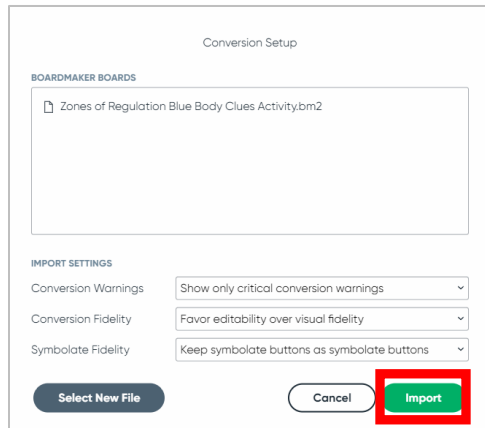


2. Navigate to the activity or zipped file you wish to upload and select the activity.
3. Select **Open**.



NOTE: By default, activities are saved as follows:
Studio: My Documents → Boardmaker Studio → Projects
Boardmaker v6: My Documents → My Boards

4. Select **Import**.

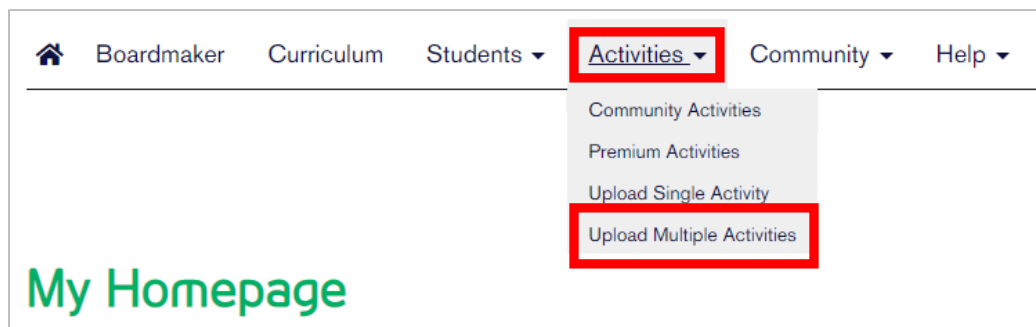


NOTE: It is recommended that import settings remain at the default for best performance and compatibility.

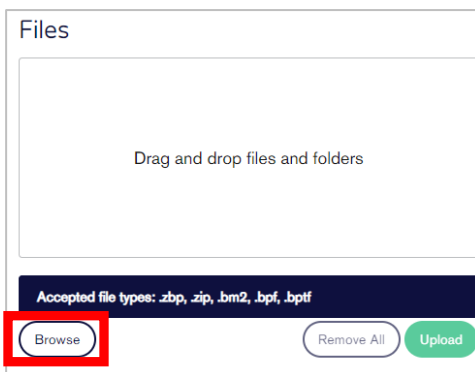
Once the file uploads, it will open in the installed Boardmaker editor.

Upload Multiple Activities Using myBoardmaker.com

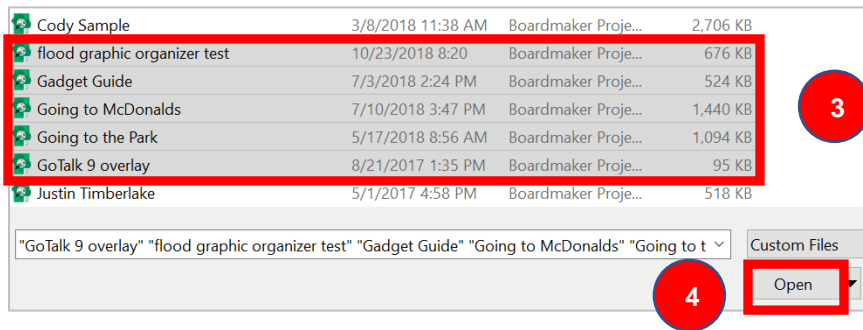
1. From the myBoardmaker.com homepage, select **Activities** → **Upload Multiple Activities**.



2. Select **Browse**.

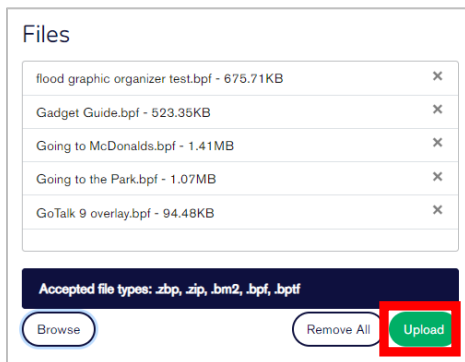


- Navigate to the boards, activities and/or zip files that will be uploaded and select the activities.
NOTE: Hold down the CTRL or Command key on the keyboard and click files to select multiple files.
- Select Open.

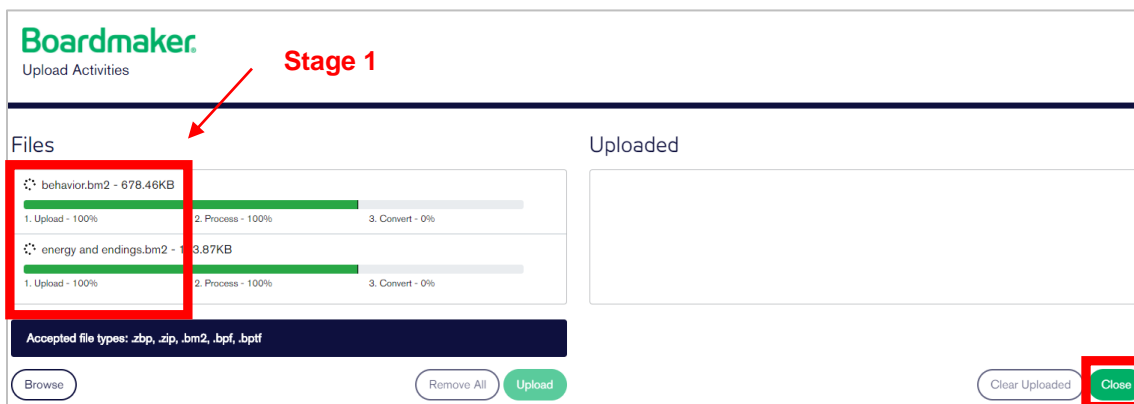


NOTE: V.6 single page files (.bm2) uploaded individually cannot be connected into one activity after upload. You must zip the files prior to upload to combine them.

- Select **Upload**.



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