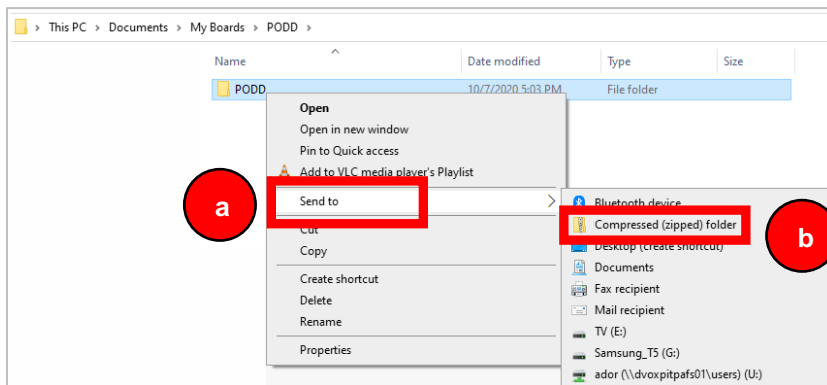


Import and Print PODD in Boardmaker 7 Using myBoardmaker.com: Quick Guide (US Letter)

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

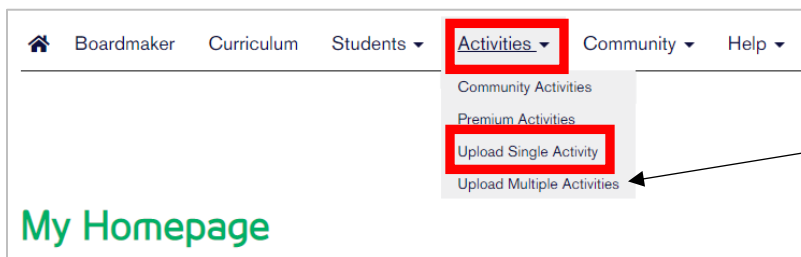
Zip the PODD files to a Compressed Folder

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



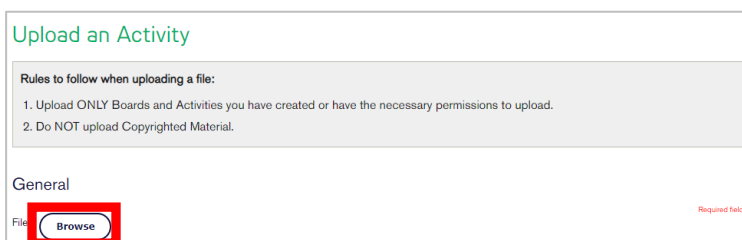
Upload the PODD Book (zipped file) Using myBoardmaker.com

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



NOTE: If you have multiple activities to upload, choose the **Upload Multiple Activities** tab. Click [HERE](#) for step by step instructions on Uploading Multiple Activities.

2. Select **Browse**.



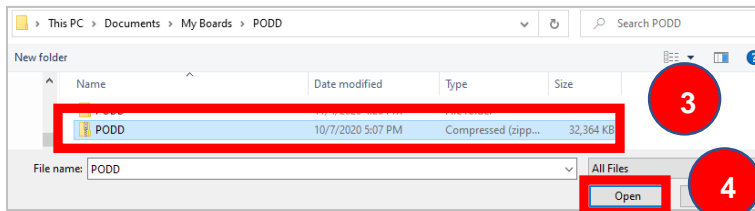
3. Click **Select**.

Upload File

Browse your computer for the file you would like to upload.

The following file types are allowed: .bm2, .zip, .zbp, .bpf, .bptf, .bmg, .bstf

4. Navigate to the board or zip file that will be uploaded from your computer and select it.
5. 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.

6. Fill out the form. Most required information will automatically populate.
 - a. Make sure that **Privacy** is set to **Only Me**.

Upload an Activity

Rules to follow when uploading a file:

1. Upload **ONLY** Boards and Activities you have created or have the necessary permissions to upload.
2. Do **NOT** upload Copyrighted Material.

General

File: Required field *

File Uploaded Successfully : PODD.zip

Title:

Description:

Language:

Privacy: a

If you select [Only Me] other users will not be able to search for or download the file.

7. Scroll to the bottom and select **Upload File**.

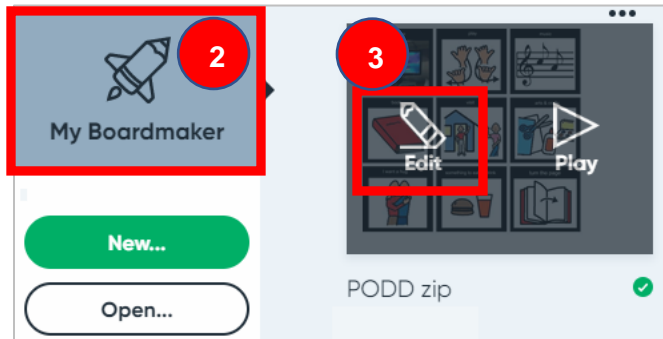
The PODD uploads will be found in the **My Boardmaker** tab in your myBoardmaker account and will sync to the **My Boardmaker** section of your Boardmaker 7 editor the next time you open the editor while connected to the internet.

Edit PODD Books in the Boardmaker 7 Editor

1. Open the installed Boardmaker 7 Editor.



2. Select the **My Boardmaker** tab.
3. Hover over the PODD file and select **Edit**.

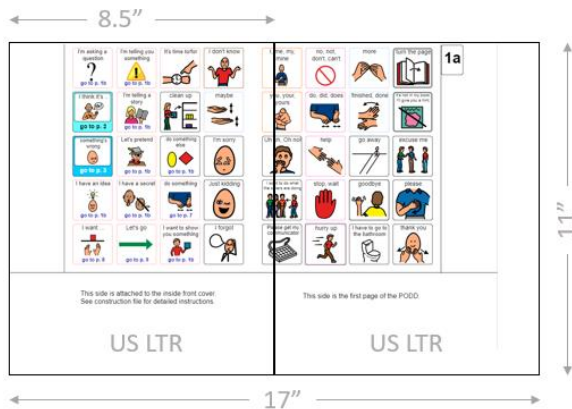


NOTE: If prompted, select **Download**. The activity will convert. Then select the green **Edit** button to open the activity in the editor.

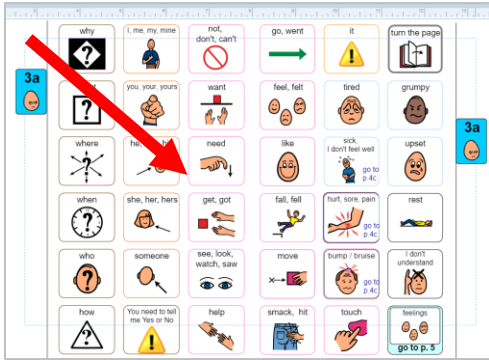
2- Page Facing: Align pages for printing

It is likely that 2-page facing PODD books will be shifted to the left when imported into Boardmaker 7.

Page size is Ledger Landscape, paper size is US Letter Portrait

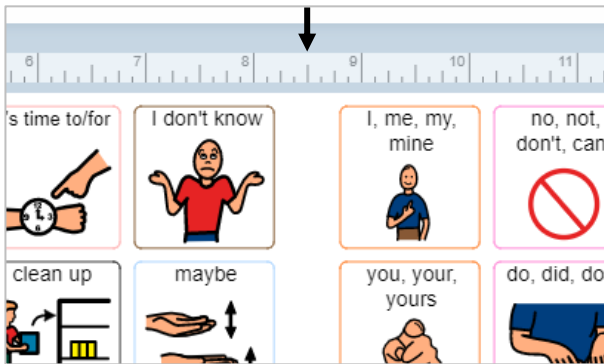


- Using your mouse, draw a box that at least touches all the buttons on the page. The box must start and end in the page area of the screen.



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

- Use the right arrow key on your keyboard to bump the buttons until the middle of the gap is at 8.5 inches.



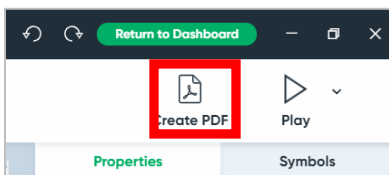
Print PODD in Boardmaker 7

Print Single Page Books

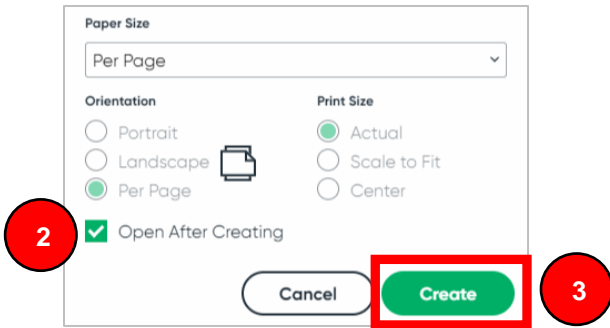
Use the directions below to print the following single page PODD books:

- 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

- 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**.

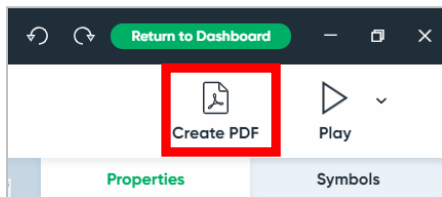


Print 2-Page Facing Books

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 Boadmaker editor, select **Create PDF**.



2. Change paper size to **Letter**.
3. Select the box next to **Open After Creating**.
4. Select **Create**.

