

AT Tech Tip: Boardmaker Plus- Adjusting Print Settings And Page Layout (a Multi-Page Document)



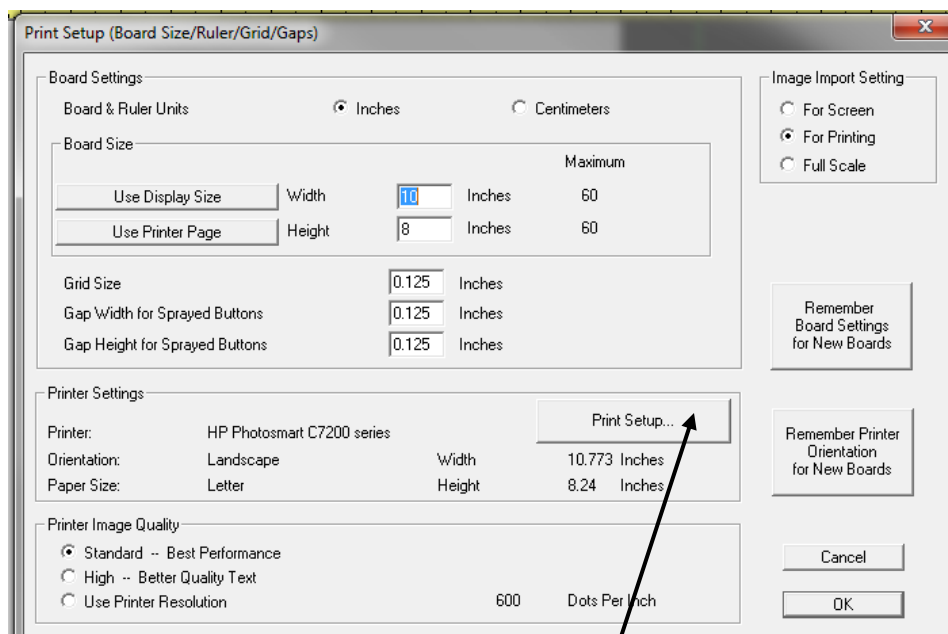
InterACT Team

The Interdisciplinary Augmentative Communication & Technology Team

Software/Version: Boardmaker 6.1

Note: It is important to select your printer settings at the start of your project so that you will be working within accurate margins. Margins vary from printer to printer.

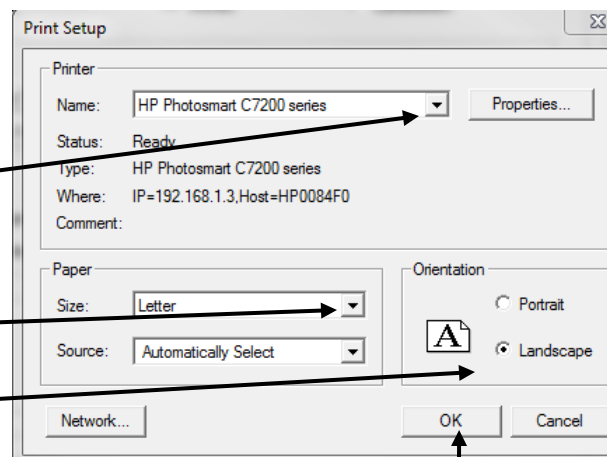
In the Menu Bar, go to **File --> Print Setup**



Change Print Setup

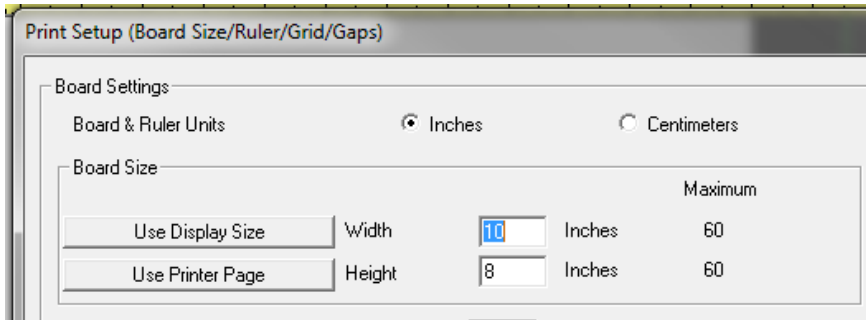
In the *Printer Settings* group click **Print Setup**

- In the *Printer* group, click the arrow to the right of the "Name:" text box and click on the desired printer in the drop down menu
- In the *Paper* group, click the arrow to the right of the "Size:" text box and select a paper size (e.g., letter, legal)
- In the *Orientation* group, choose between **Portrait** and **Landscape** orientations
- Click **OK**



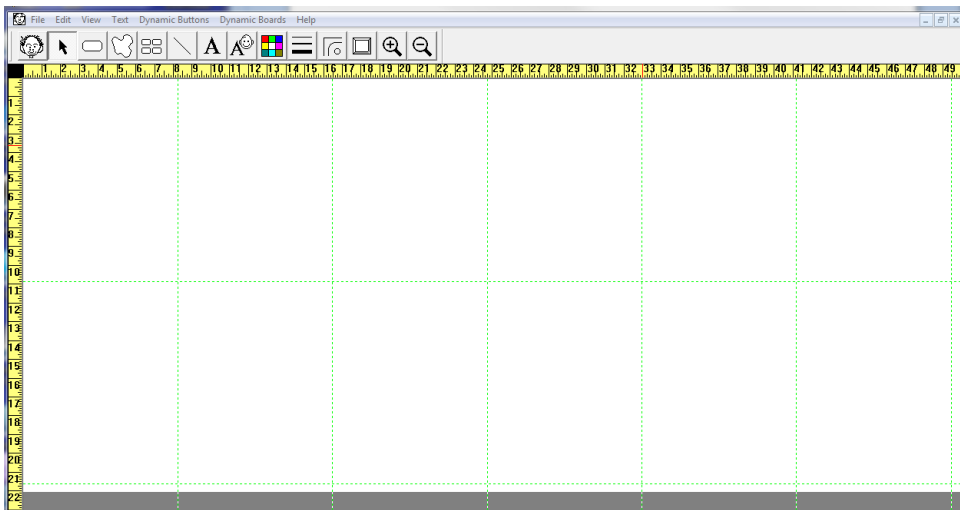
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Create a Multi-Page Document



In the *Board Size* group (in the *Board Settings* group), select:

- **Use Display Size** - when you are making an interactive (dynamic) board
- **Use Printer Page** - when you plan to print your document and need to view the page boundaries for a specific printer
 - Change the *Width* and *Height* by multiplying the single page measurements. For example, if a single page *Width* is 10 inches and you would like to view one row of five pages, change the *Width* to 50 inches. To see two rows of five pages each (10 pages at a time), also multiply the *Height* of 8 inches by 2 and change the *Height* to 16 inches.
 - Note: If you change the *Width* and *Height* to the *Maximum* of 60 inches each, the amount of pages displayed will be too numerous to easily work with.
 - In Portrait orientation, a 12 page layout would work well for most printers using a *Width* of 50 inches and a *Height* of 22 inches (see below)
 - Click **OK** to return to your document



- Green dotted lines represent page margins
- In the **Menu** bar, go to **View** --> **Half Size** so that your view of individual pages will be large enough to easily work in
- In the **Menu** bar, go to **View** --> **Fit to Window** to see all pages at once