



# FAQ: Printing and Displaying the Promise Design Tools

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The Promise Design Tools can be used **in person** and **online**. If you need advice around preparing them for your session, you can follow the instructions below.

## Using the Promise Design Tools **in person**

### **If you have access to an A1 printer**

If you have access to an A1 printer, printing the tools is straightforward: open any of the Promise Design Tools in a PDF reader – such as Adobe Reader or Adobe Acrobat – and print from there.

### **If you're using an A4 printer**

If you're using an A4 printer, you can print out each Design Tool over multiple pieces of paper, then tape them together to create the A1 Tool.

If you're using Adobe Acrobat or Adobe Reader, you can do this through navigating to the **Print Options** and clicking **Poster**.

You'll need to specify the extent to which the different pages overlap, so that there's some free space between them to allow them to be taped together. Around an 18mm overlap might work well.

You can also tick the option for **cut marks**, which indicate where your printed sheets line up so it's easier to tape them together.

### **If you're making your own**

You can also use flipchart paper to make your own versions of the Design Tools for your team to use.

If you do this, be sure to leave enough space for everyone to fill in their ideas in each section, or to stick in post-it notes with their ideas.

# Using the Promise Design Tools online

When using the Promise Design Tools online, you can broadcast them to the people you work with using the Whiteboard tool on a platform such as **Microsoft Teams** or **Zoom**. This makes it possible for your team to write their ideas on the different parts of each tool, just as if they were writing them in real life.

If you do this, it's a good idea to create your whiteboards beforehand. When you do, it's a good idea to convert the Design School PDF files into image files – such as PNGs – if this is something you're able to do. This should improve how they look on the whiteboards themselves.

## Microsoft Teams

Before your meeting, go to the **Microsoft Whiteboard** App within Teams, then upload the Design Tools you'll be using to a Whiteboard, making sure they're scaled up to be as big as possible.

Then, in your Teams meeting, select **Share**, then **Whiteboard**, then this pre-made board from the board picker. Your board should then appear for your team to collaborate on.

## Zoom

Just as in Microsoft Teams, you can upload the Design Tools you'll be using to a Zoom Whiteboard ahead of your meeting. To do that, sign into Zoom on your computer, then click the **Whiteboards** button once you have.

Upload the Design Tools you'll be using to a Whiteboard, making sure they're scaled up to be as big as possible. If you've not converted the files into an image format – such as PNG – you may find that some of the fonts on the Design Tools look slightly strange.

To share your Design Tools in your meeting, click the **Whiteboards** button, then the **Existing Whiteboards** button. Then click the **Collaborating** button, to allow everyone in the session to edit the board.