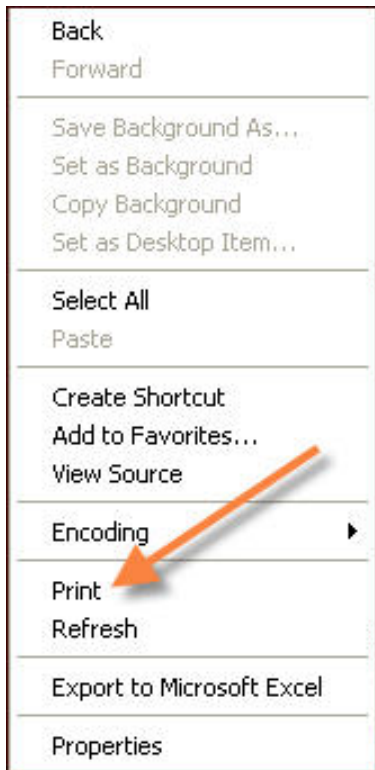


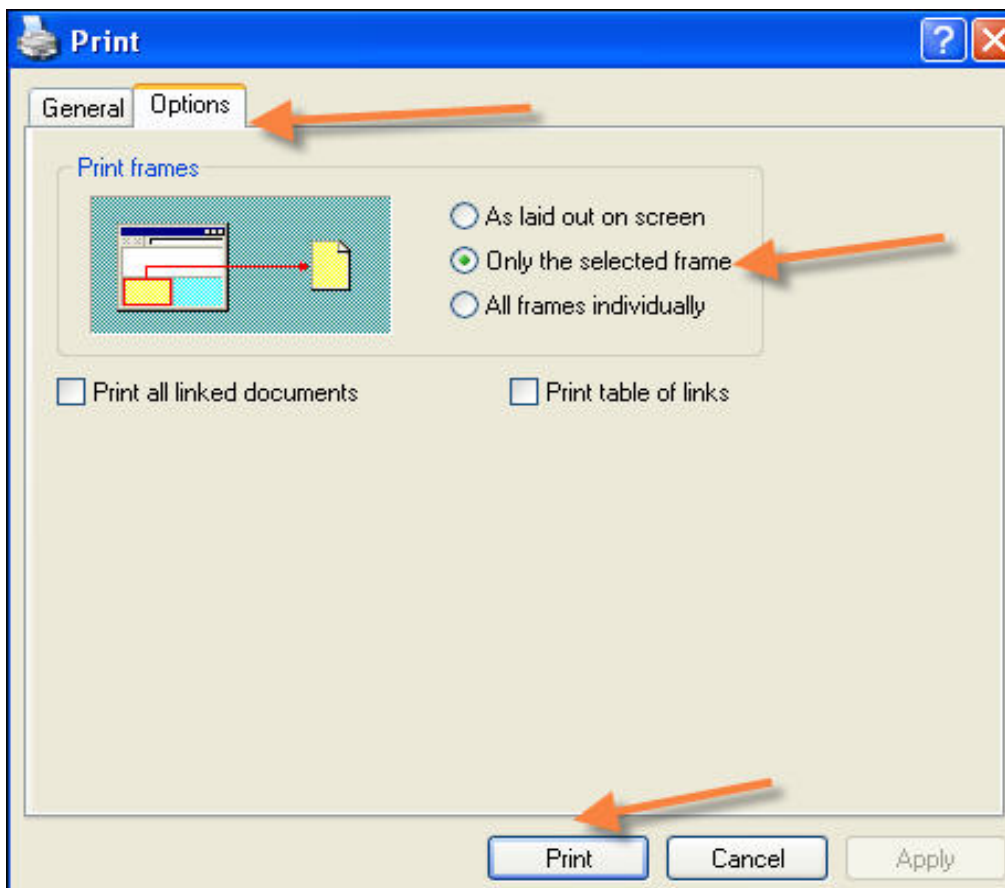
## How to Print Text or Documents in Blackboard

### Print Text

- Right click anywhere on the text you wish to print.
- A menu box will open. Click Print.

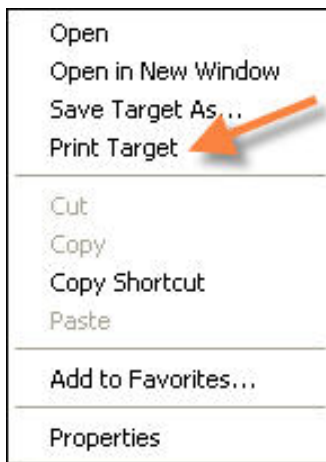


- In Regular Print box, Open Options tab. Click Only the selected frame and Click Print.



## Printing Files

- Right click on link to open file.
- Menu box opens. Click on Print Target.



## Printing PowerPoint Slides

Some instructors put their lecture notes or other course content in a slideshow using Microsoft PowerPoint.

- Right click on link to open in new window.

- Go to File then Print.
- A dialogue box will open.
- You can choose to print slides, handouts, notes or outlines.
- Hint: choose to print in grayscale or black and white to save color ink

