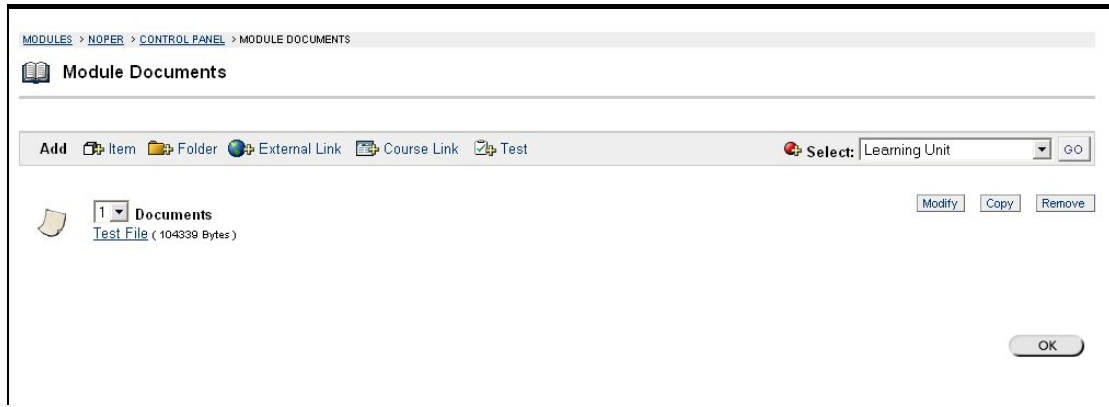


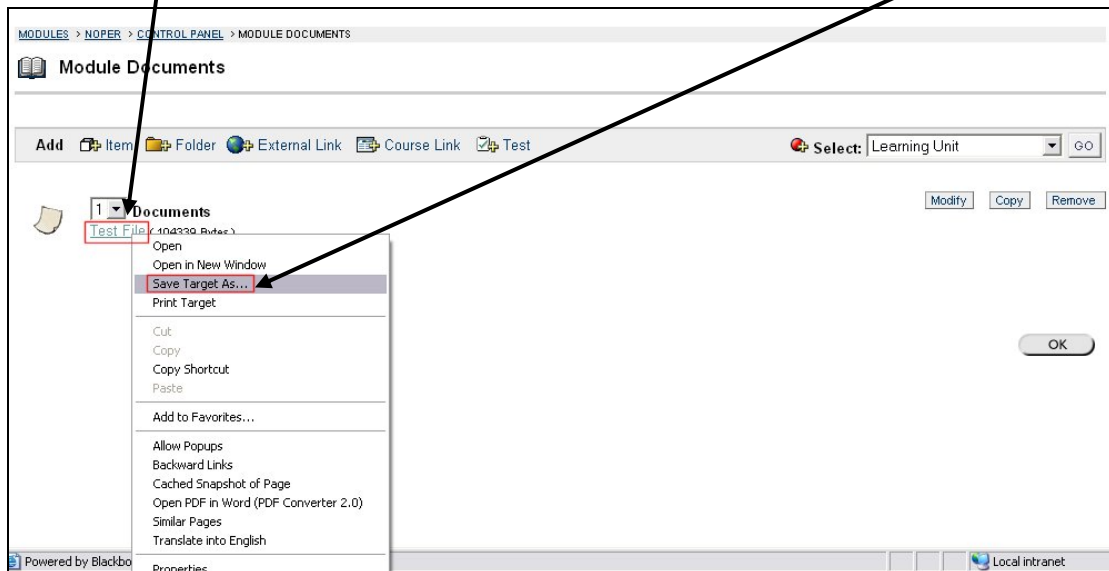
## Printing from Blackboard

The best way to print documents in Blackboard is to save the file to the user's H drive, then open the file from there.

Get the user to login to Blackboard and find the file they want to print, but don't open it.



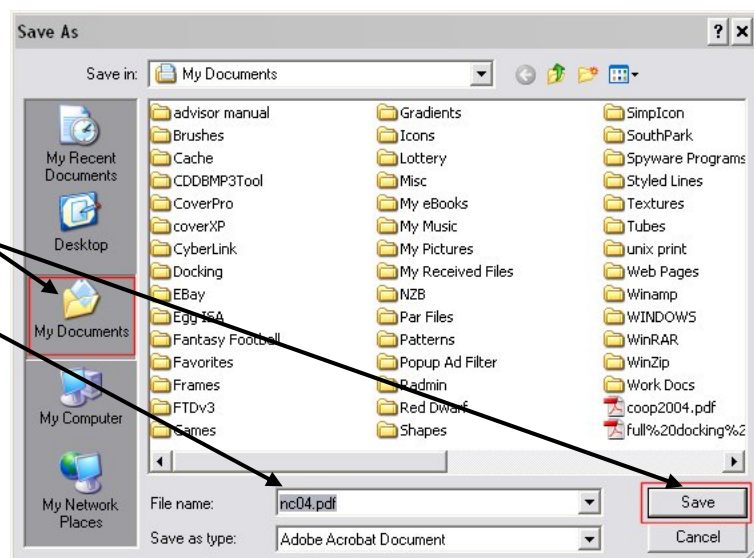
Now press the right mouse button on the file they want to print and click on "Save Target as"



Save the file to the users "H drive" (My Documents).

By clicking on "My Documents" then Save

Make note of the filename



Open Windows Explorer:

By using the "Windows key" and "E"



Or

By clicking on the Start button then "Programs", "Accessories" and finally click "Windows Explorer".

Find the file on the H drive (My Documents) and double click on it this will open the file in the full version of the program it needs not the web version.



Now just print as normal via "File" then "Print"

