

PRINTING FROM BLACKBOARD

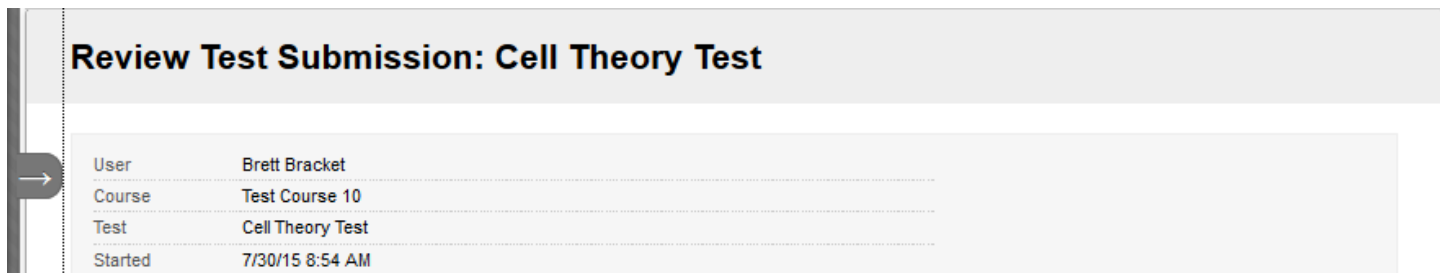
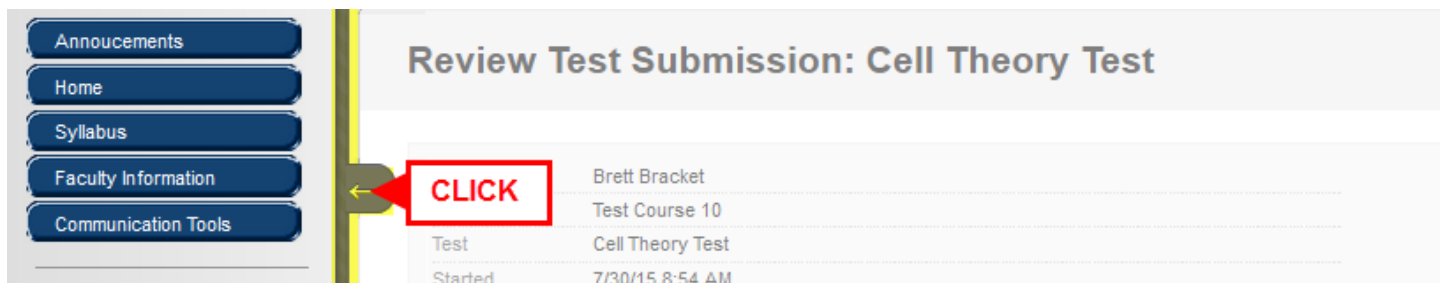


Blackboard Learn

Each web browser will handle printing of content from Blackboard differently. To prevent unwanted or unnecessary pages from being printed when attempting to print items from Blackboard, such as a syllabus, assignment, or test, please follow these guidelines.

MINIMIZE YOUR COURSE NAVIGATION

Roll your mouse over the right edge of your course's menu and click the tab that appears. The course menu will collapse, giving you more room for the main content of the page to display. This will ensure that the course navigation and its margins will **not** be included in the printed copy. This **maximizes** the amount of text that can be printed on a page, so that **less paper is used**.



HOW TO PRINT BLACKBOARD PAGES

When viewing the desired Blackboard page in your web browser, click your browser's print button or use your computer's keyboard shortcut to print the page. On Windows PCs, push the CTRL and P keys at the same time. On Mac computers, push the COMMAND and P keys at the same time.

If you find that only a part of the page prints, please try selecting the page's text by clicking and dragging your mouse over text or by using your computer's keyboard shortcut. On Windows, push the CTRL and A keys at the same time. On Mac, push the COMMAND and A keys at the same time. Once you have selected text on the page, you may [print the selected text](#).