

## Printing multiple PowerPoint slides from Blackboard in the CAS Computer Center.


Different ways of viewing and printing multiple PowerPoint slides from Blackboard from a PC.

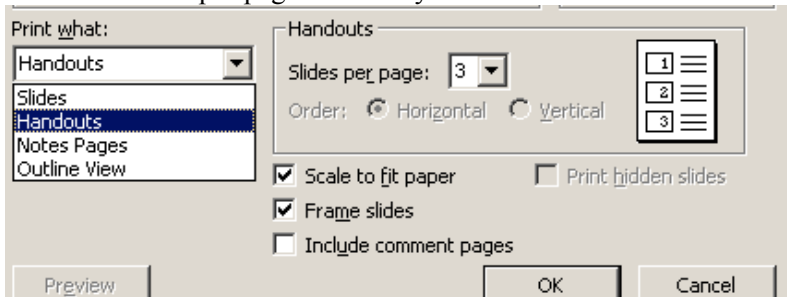
### ◆ Viewing the Presentation:

1. Using Internet Explorer, access your Course site and the PowerPoint file.
2. Single right click on the link to the file and select “open” **OR** single left click and choose “Open” or “Open in New Window”.
3. If you get an error message, click OK to clear it and the program will open.

### ◆ Printing the Viewed Presentation In Two Ways:

(a) Right click on the presentation. (\*\*Recommended Method\*\*)

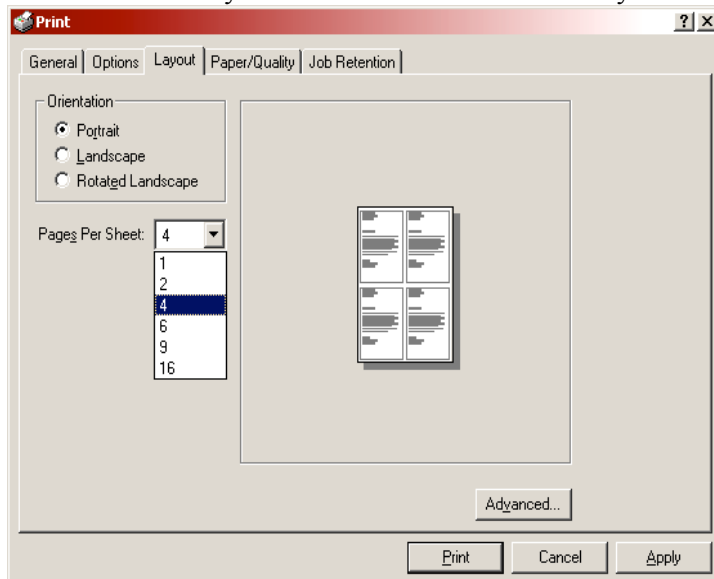
1. From the drop-down menu box, choose  Print...
2. From the Print Dialog Box, select “Handouts” and choose the number of slides per page. You may also want to select “Scale to file paper”.



3. Make sure you have chosen the correct printer at the top of the Print dialogue box. (usually HP 9000)
4. Click on OK.

**OR**

- (b) Use the File >Print... option from the browser’s menu bar at the top.
1. Choose the printer you want to print to.
  2. Click on the Layout Tab and select the desired layout.



3. Click on the Apply and then the Print Button.