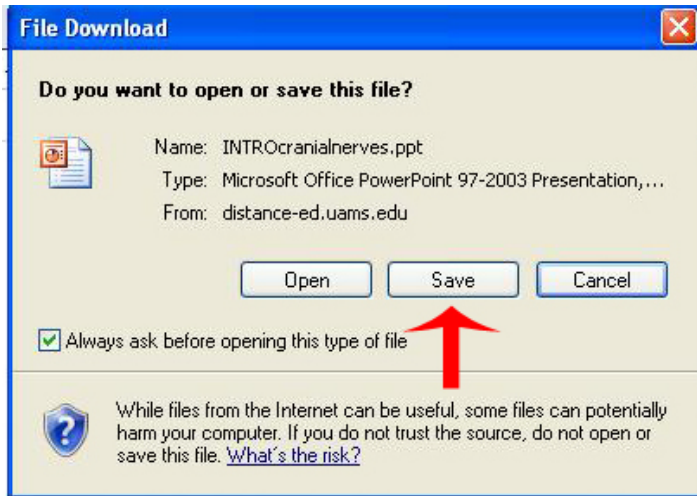


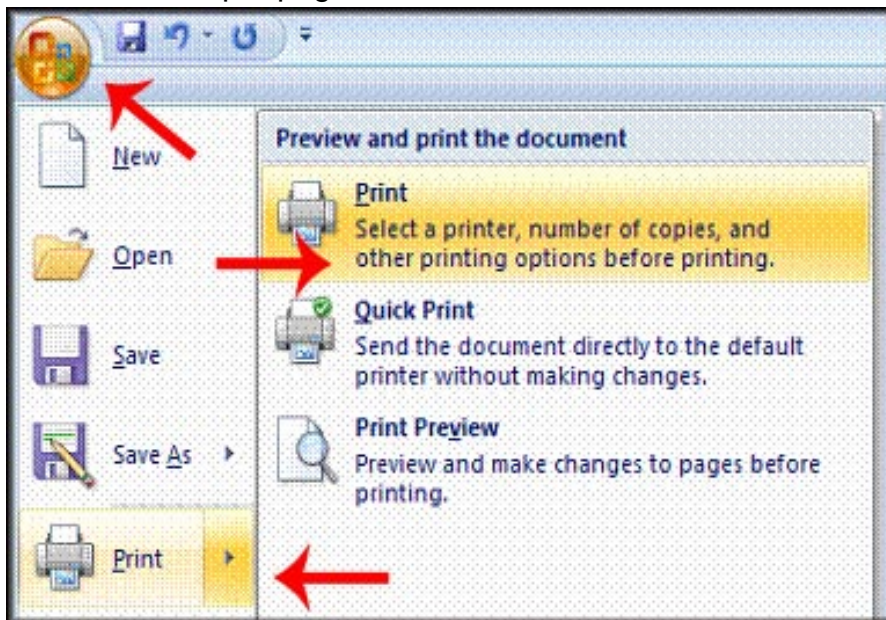
Opening/Printing Documents in Blackboard (WebCT)

Internet Explorer:

1. Log in to Blackboard and navigate to the area where the document is located.
2. Click once on the document and a window will pop up asking if you want to open or save the document. Choose "Save" and save the document to the desktop or to a USB flash/thumb drive.



3. Open the file and click on the Office Button on the top Right and scroll down to Print. From there you can choose the printer you want to print to and other options such as printing more than one slide per page.



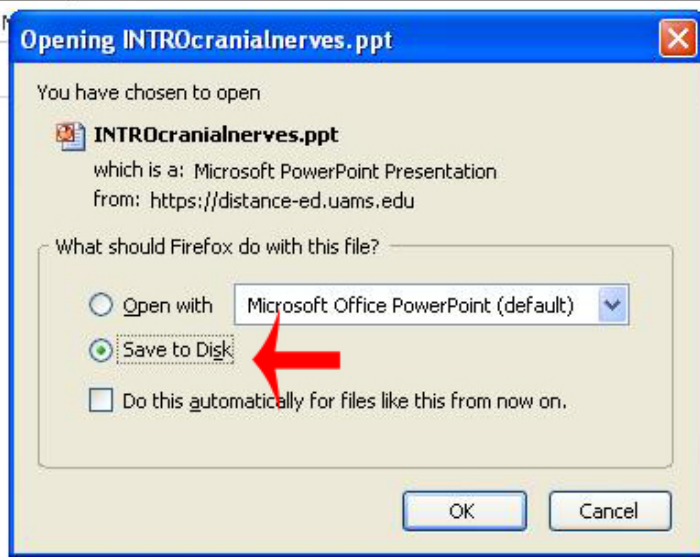
Mozilla Firefox:

Sometimes a document will not open or save when using Internet Explorer. When that happens we suggest using the Firefox browser. The shortcut is on the desktop.

1. Log in to Blackboard and navigate to the area where the document is located.



2. Click once on the document and a window will pop up asking if you want to open or save the document. Choose "Save to Disk" and save the document to the desktop or to a USB flash/thumb drive.



3. In PowerPoint 2007, open the file and click on the Office Button on the top Right and scroll down to Print. From there you can choose the printer you want to print to and other options such as printing more than one slide per page.

