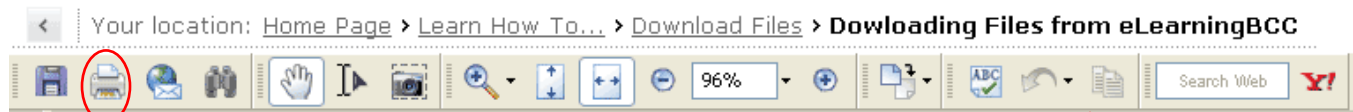


Printing from eLearningBCC

Identify the type of file you want to print for the best results (and to save paper, ink and time!)

Printing PDF Files

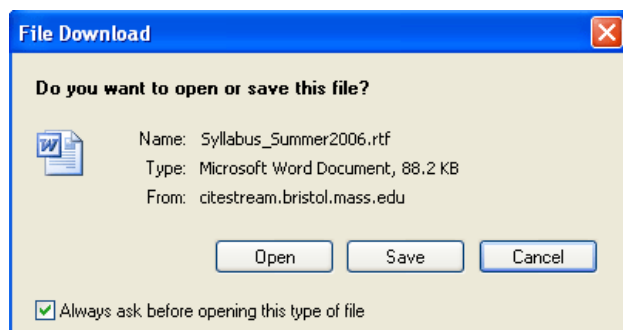
To print an Adobe PDF file open the file in the eLearningBCC window and click the **printer icon**.



You can tell if the file you are viewing is a PDF file because you'll see this toolbar.

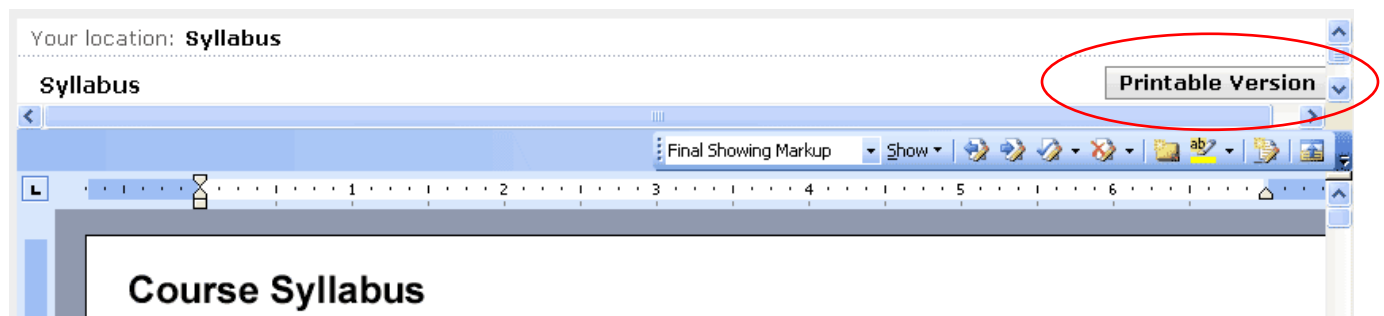
Printing Documents

Many instructors upload document files to their eLearningBCC course spaces. You'll know you're dealing with a document when you click on a file and it prompts you like this:



The best thing to do is to save the file, open it in your word processing program and then print from there. You'll get the best results and can control things like page breaks, margins, etc...

If you do opt to open the file you'll see a screen that looks like this:

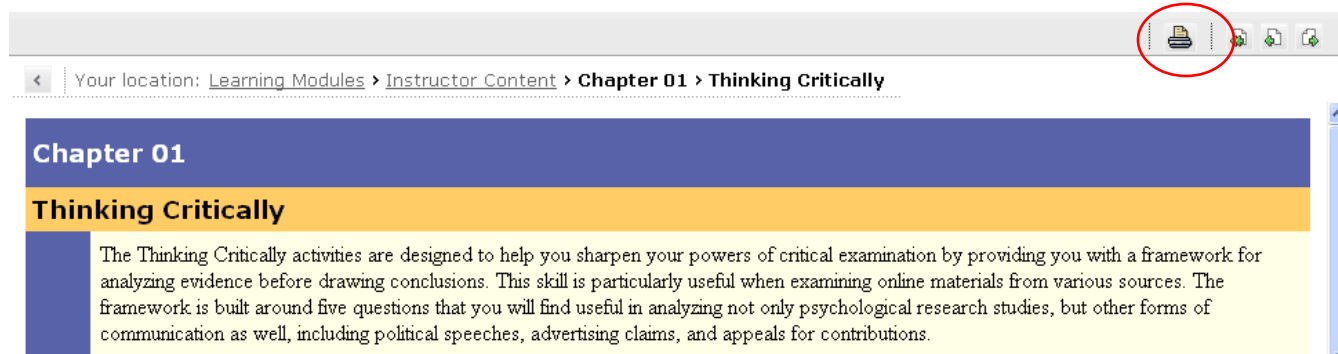


From here, click the **Printable Version** icon in the top right hand corner. A new window will open with the syllabus and then you can select File -> Print or Ctrl+P to print the file. If you try to print the file without selecting Printable Version you can end up printing out the left hand navigation buttons and top frame – which means you're printing out stuff you really don't need!

Printing Files from Learning Modules

(or other files that you're not prompted to open/save or download when you click on them)

You'll be able to identify these files because you'll see a little **printer icon** in the top right corner:

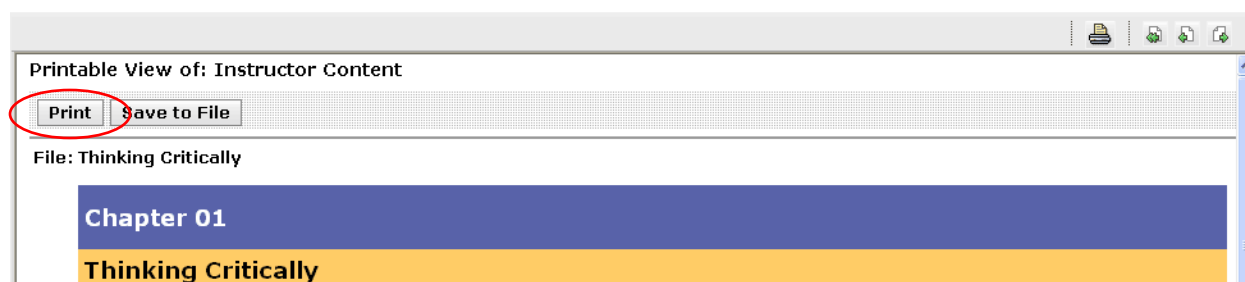


Clicking the icon will bring you to a separate page where you'll be prompted to select the files you want to print. Check the appropriate boxes and click **Continue**.

Select Items from: Instructor Content
Select the items you would like to include in your printable view

<input type="checkbox"/>	Selected Items
1. <input type="checkbox"/>	Chapter 01 (Heading)
2. <input checked="" type="checkbox"/>	Thinking Critically (file)
3. <input type="checkbox"/>	Linkage Diagrams (file)

Your file will open again in a new window. This time, click the **Print** button and your file will print!



Printing PowerPoint Presentations

See the separate document **Viewing and Printing PowerPoint Files in eLearningBCC** for information on how to print handouts instead of the entire slide (this will definitely save you paper and ink so take the time to get this document!)