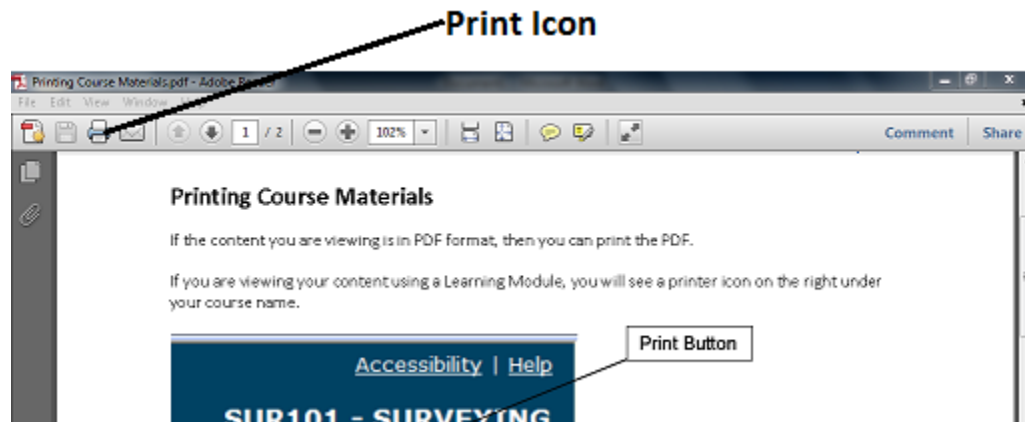


Printing Course Materials

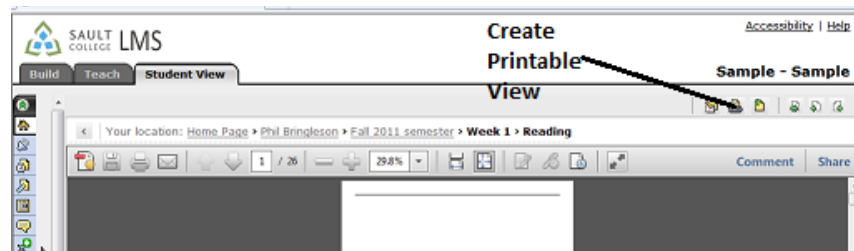
If the content you are viewing is in **PDF format (extension .pdf)** you can print the PDF. To do this, click the print icon on the top left of the toolbar.



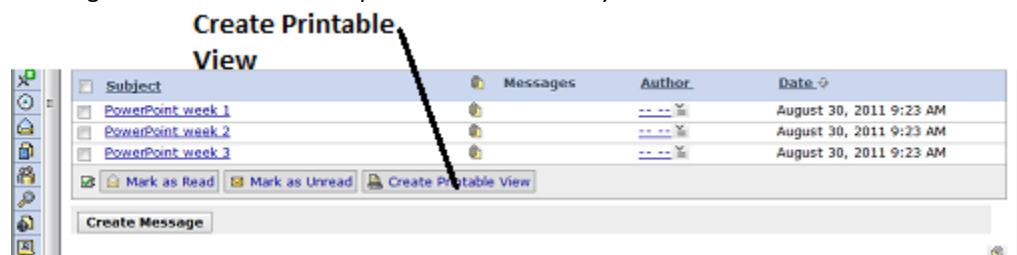
Or, using the read mode toolbar, click the print icon.



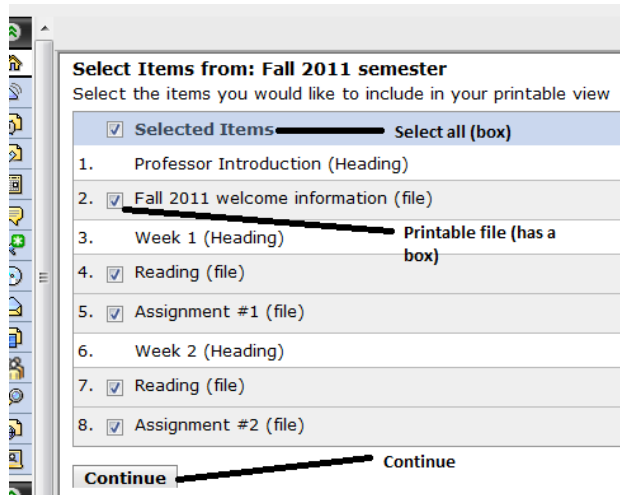
If you are viewing content using a Learning Module, the reading mode toolbar will appear as well, and you will see an icon on the top right of the screen under the course name that says "create printable version" when you move the cursor over it.



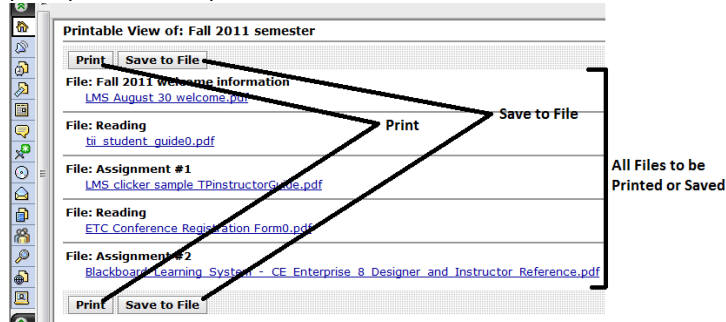
Alternatively, there may be a list, and no icon displayed at the top. If you are using LMS mail, it may appear below as a larger icon that has "create printable view" directly on the icon.



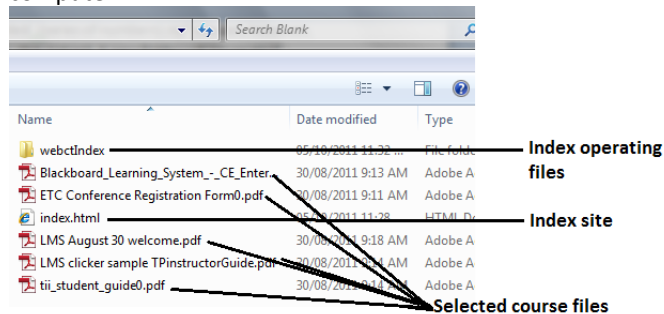
This will bring up a list of content that you can print. Select what content you would like to print, then click Continue.



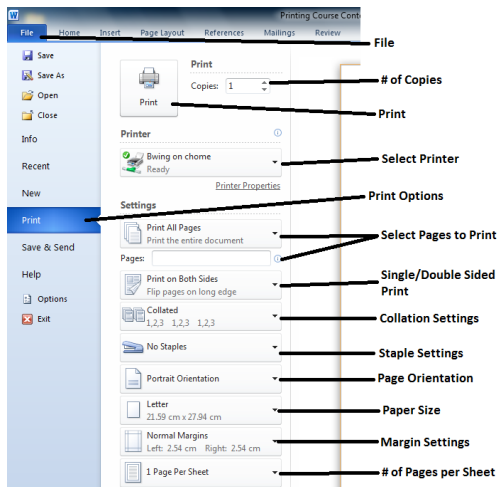
This will bring you to a screen that lists all of the files in printable view. Click the “save to file” icon and when prompted, click “open” not



A new window will open containing a folder named “Blank” that will contain all of your files, and a website called “index”. You may open each of the files and print them individually from here or copy and paste them to your computer.



If the Content you are viewing is in **Microsoft Word (.docx)** format, go to the top left hand corner of the screen and click on “File” to bring down a menu. Then go to the “print” tab. Then you can choose from a bunch of different options. These include; How many copies to print, what pages to print, page size and orientation, collation (page print order), and how many pages to be printed per sheet. Once you have decided on all of these options, click the “Print” icon (not the tab from the first menu, the square).



Additional Information:

- The files open in the program they were created in, or one that is compatible with that file type.
- If you do not have the necessary programs to edit, view, or print the files on your home computer, you may print them at the College.
- For PDF files on your home computer or laptop, you may download Adobe Reader free from the official Adobe site here: <http://get.adobe.com/reader/> to view them
- If you have any difficulties, you may contact your professor, ask for assistance at the lab support office, or email helpdesk@saultcollege.ca