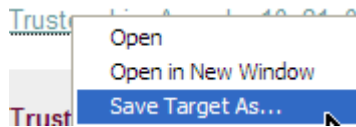


Blackboard Printing Instructions

DO NOT OPEN THE PowerPoint file

1. In Blackboard, locate the PowerPoint file, but *DON'T OPEN* it
2. *RIGHT* click the name of the file
3. Select *Save target as*



4. *Save* the PPT file *to the desktop* or your Private folder



5. *Open* the PPT file *on the desktop* or Private folder



6. Print as described on the inside of this brochure

Avoid slow, stalled or interrupted printing of PowerPoint slides

PowerPoint files using designs or colored backgrounds, extensive graphics and having numerous slides cause many printing problems.

The presentation may not print at all, printing stalls or is extremely slow.

Easy to use tips listed inside will eliminate frustration and speed printing.

Quick Instructions:

- Print handouts, not individual slides
- Print 3 slides or more per page
- Use pure black and white, not color or grayscale
- Don't open the PPT file in Blackboard. Right click file, Save Target As... to the desktop. Then open the file from the desktop

The High Library

Elizabethtown College
One Alpha Drive
Elizabethtown, PA 17022
www.etown.edu/library



Elizabethtown
College

Educate for Service

High Library Printing Tips



No Frustration PowerPoint Printing

Tel: 717.361.1451



No Frustration PowerPoint Printing

If the file is in BlackBoard,
STOP.

Read the instructions on the
other side.

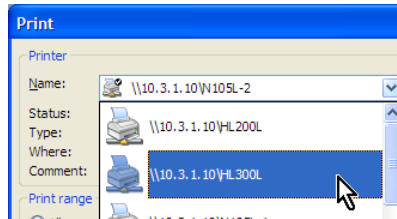
Other wise...

Open the PowerPoint file

1. Select the right printer

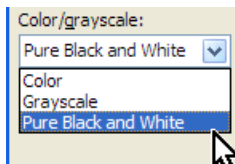
Menu: File, Print...

- Lobby area—HL300L
- McCormick Lab—HL200L



2. Select the right color/ grayscale

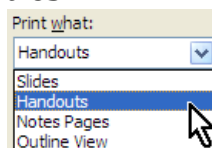
In the Print dialog box under Color/grayscale
Select Pure Black and
White



*Very important! Saves
lots of printer toner and
speeds up printing*

3. Select handouts

In the Print dialog box
Under Print what:
Select Handouts

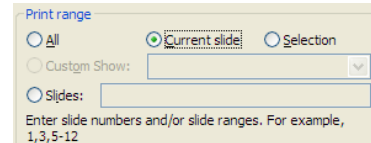


4. Select the slides to print

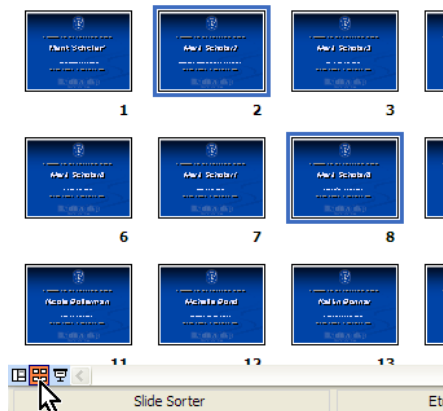
If you have lots of slides, you're better off NOT
PRINTING ALL at the same time

Under Print range

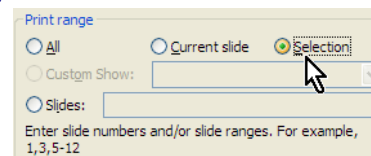
Current slide—the one you were looking at prior to
opening the Print dialog box



Selection—In Slide Sorter view, Control + Click to
select several slides

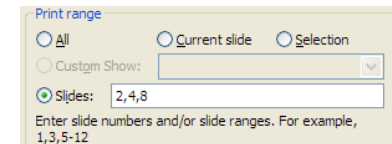


Menu: File, Print, click Selection



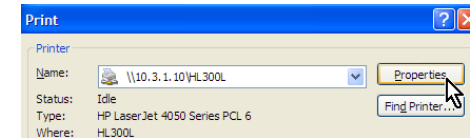
*Note: In order to choose Selection, you must be in
Slide Sorter view before going to File, Print...*

Slides—type the slide #'s in the box

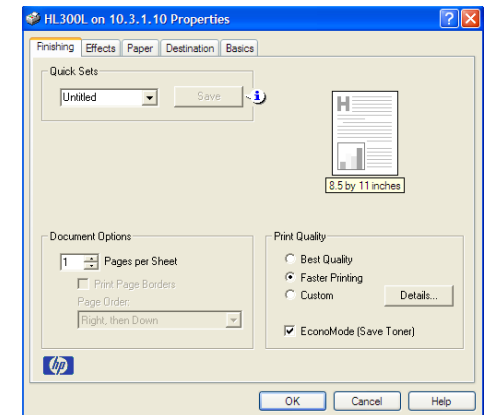


5. Select print quality

In the Print dialog box
Click Properties



Finishing tab
Under Print Quality
Select Faster Printing
Check EconoMode (Save Toner)
OK



Back in the Print dialog box, click OK

