

Printing

During your online course you will want and/or need to print something. Your ability to print may be impacted by something called "frames", used by many course management systems, Blackboard, WebCT, etc... Frames allows the user to see the navigation buttons, usually on the left-hand side of their screen, regardless of what you're looking at in the "content" area (center of the screen).

Frames can sometimes cause confusion when it comes to printing. Think of each section of your online course site as a separate section. If you want to print a specific section you will first need to tell your CMS which section you want printed ... by clicking in it. Then choose "Print".

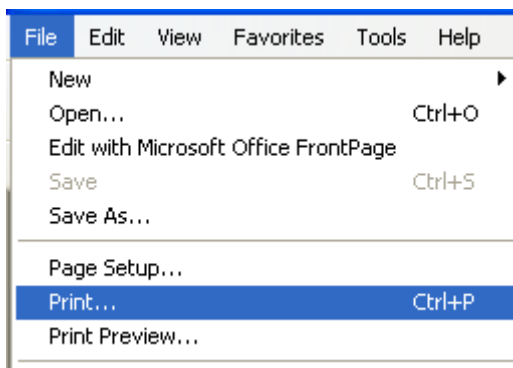
Directions:

Options #1

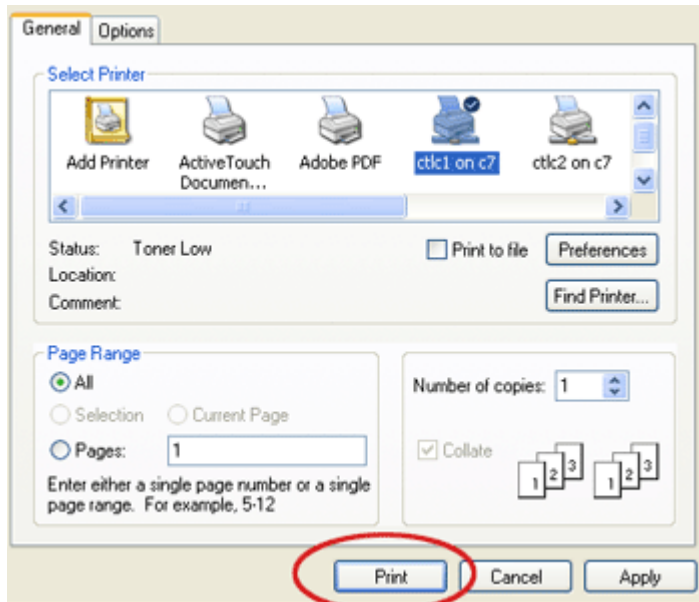
1. Click anywhere on the right-hand side of the screen (anywhere but in the button area so that the navigation buttons don't print).



2. Go to the menu bar and click on "FILE" and choose **Print**.



3. Click **Print**, with some computers click **OK**

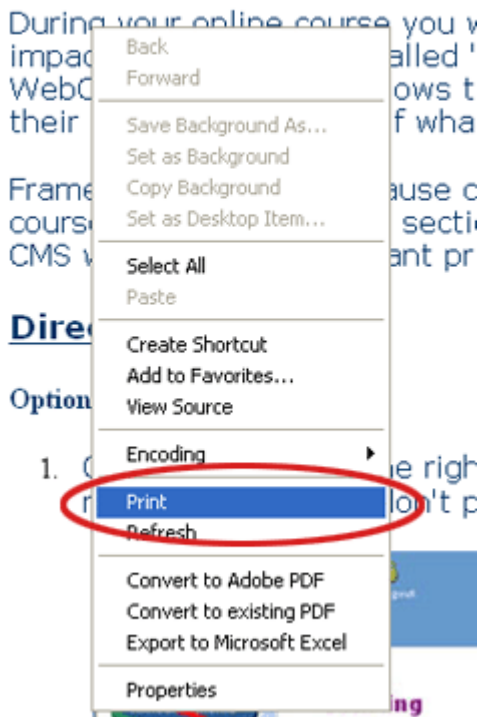


Your page should print and be available at the printer you printed to.

Option #2

1. Right click in content area of frame. A menu will appear and choose print. Follow step three from above to complete printing.

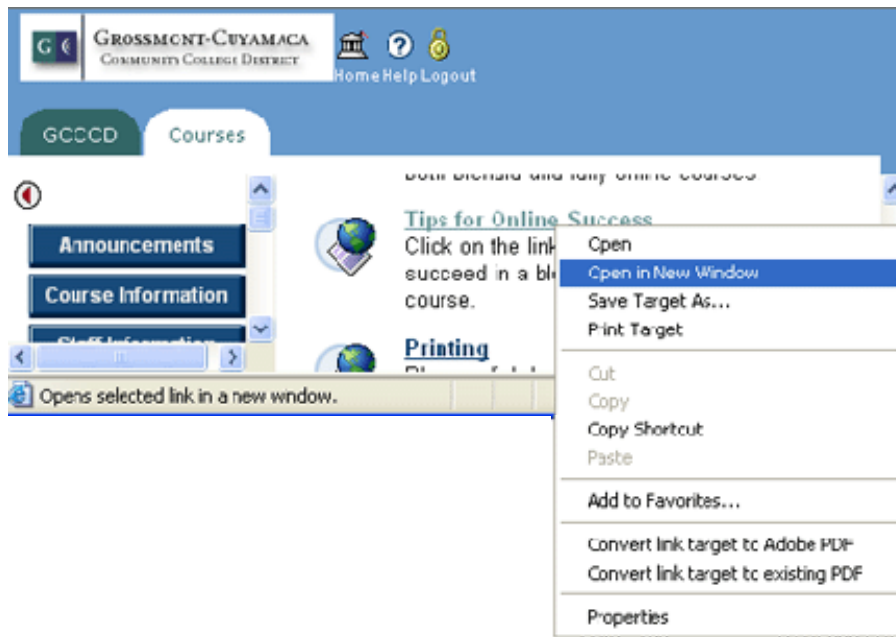
Printing



Option #3

If a page prints, but it is not what you wanted to print (e.g., the button bar prints instead of the text):

Windows users: If using Internet Explorer, instead of clicking on the link to open a file, right-click on the link and choose “**Open in New Window**”. Then print the page.



Mac users: Hold down the mouse button over the link and choose "New Window with this Frame". Now print the page