

## Printing PowerPoint Slides from Blackboard

You must first have either PowerPoint or the PowerPoint Viewer installed on your computer to view the slides. If you need to download the PowerPoint Viewer, see the Resources & Downloads page. After selecting the link to display the presentation, right click on a slide in the presentation and select Print. The PowerPoint Print dialog box will allow you to specify what to print; slides, handouts, notes pages or outline view.

1. Select hyperlink to presentation in Blackboard

### Course Documents

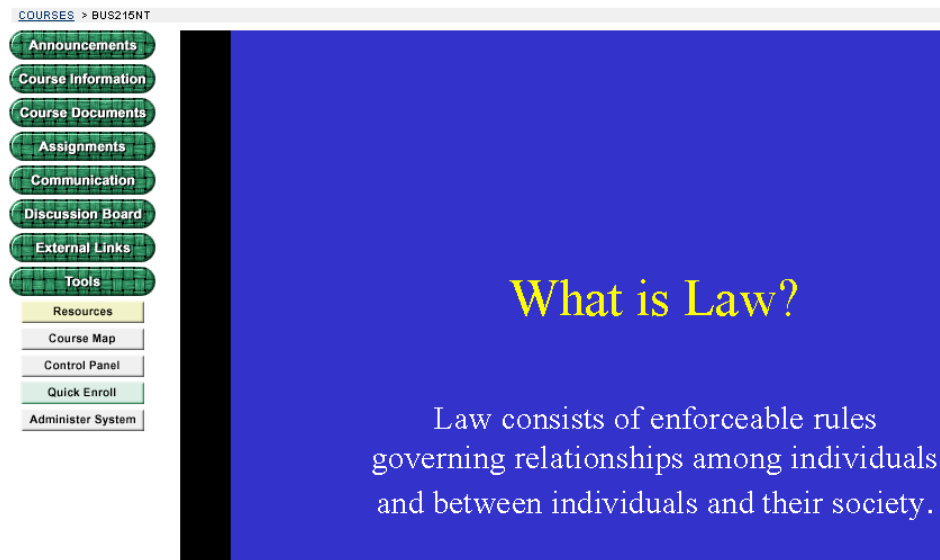
Current Location: Course Documents



Chapter 1 P.P.

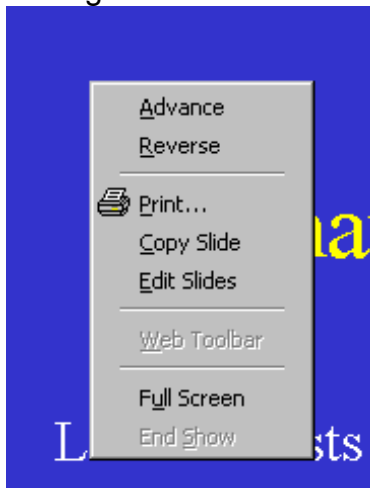
[Link to File](#) ( 28672 Bytes )

2. Display presentation in Blackboard

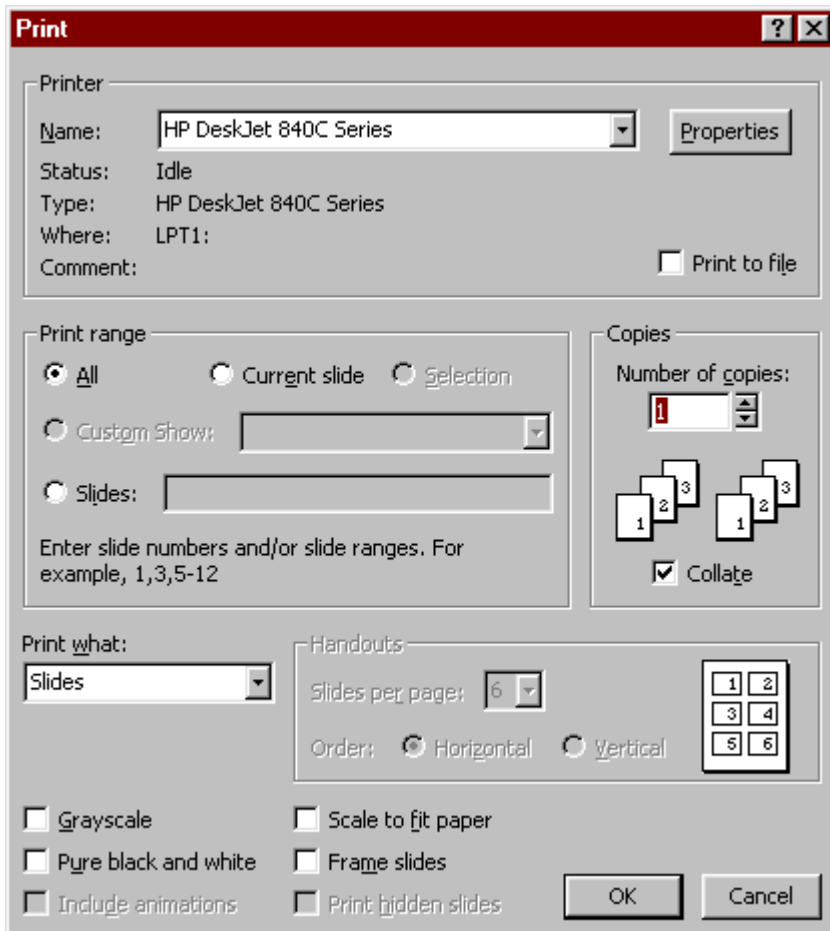


The screenshot shows the Blackboard interface for a course. On the left is a navigation menu with buttons for Announcements, Course Information, Course Documents, Assignments, Communication, Discussion Board, External Links, Tools, Resources, Course Map, Control Panel, Quick Enroll, and Administer System. The main content area displays a presentation slide with a blue background. The slide title is "What is Law?" in yellow text. Below the title, the text reads: "Law consists of enforceable rules governing relationships among individuals and between individuals and their society."

3. Right click on a slide in the presentation



4. Select Print and the options for printing:
  - a. Print range: print all, current slide or a number of slides
  - b. Print what:
    - i. slides – one slide per page
    - ii. handouts – 2, 3, 4, 6 or 9 slides per page
    - iii. notes pages – one slide per page with hidden notes printed at the bottom of the page
    - iv. outline view – text outline without images
    - v. Select Grayscale or Pure black and white to avoid printing in full color
    - vi. Deselect Frame Slides to conserve ink



5. Click OK