

Printing PowerPoint Presentations from Blackboard

1. Login to Blackboard using your EasyPass username and password.
2. Navigate to the PowerPoint that you want to print.
3. Click on the link for the PowerPoint and you will be prompted to Open or Save the file. You want to Save the file to My Documents. (If you are not prompted to Open or Save, Right Click on the link and choose Save Target as.)
4. Now that it is saved go to My Documents and open the file.
5. Go to File and Choose Print.
6. When the Print window opens go down to **Print what** and choose **Handouts** and select the number of slides per page (the default is 6).
7. Go down to **Color/grayscale** and choose **Pure Black and White**.
8. Click print and enter a job name and your EasyPass username.
9. Go to the print release station and enter your EasyPass username and password and release the file for printing.