

## **Saving and Printing Documents from a BlackBoard Coursesite**

### **Text Documents**

#### **Save**

Right-click on the link of the unopened document and select "Save target as."

#### **Print**

Open the document and click the print icon on the Internet Explorer toolbar

OR

Right-click on the link of the unopened document and "Print target."

### **Adobe PDF Documents**

- Open the document.
- Click on the Print icon in Adobe Reader to print.
- Click on the Save a Copy icon in Adobe Reader to save.

### **Messages or Attachments on Discussion Board**

#### **Print a message or an attachment**

1. Open the message or attachment.
2. Click File/Print in your browser menu or click the Print button on the browser toolbar.

#### **Save a message**

1. Select the text and copy.
2. Open a word processing document, paste, and save.

#### **Save an attachment**

1. Right-click on the link of the unopened attachment and select Save Target As...
2. Select where to save the attachment.
3. Click Save/Close.

### **PowerPoint Slide Shows**

A PowerPoint slide show is not available for download from Blackboard, but it may be made available for download and printing in Microsoft Word or in Adobe PDF format.