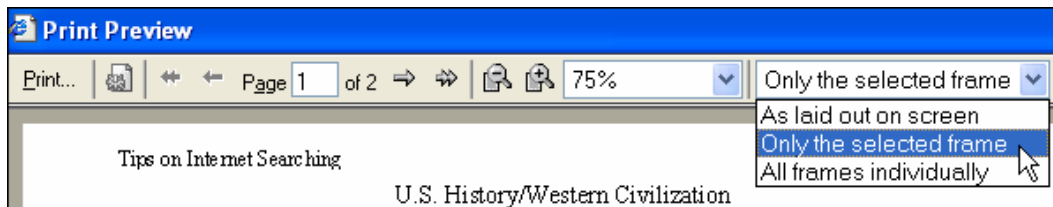


# Blackboard Quick Reference Guide

## Printing Materials from a Blackboard Course Web Site

There may be times when you will want to print materials from a Blackboard course web site. If the content is embedded in the course web site (can be seen on the page without clicking on a document link), here is how to do it. The key is using the Print Preview feature in the browser and print only the “content frame,” which is the large area to the right of the course menu.

- Step 1:** In Blackboard, locate the material you want to print.
- Step 2:** Click on the content frame to select it. Internet Explorer understands that this is the selected frame for printing.
- Step 3:** From the browser’s **File** menu, click **Print Preview**.
- Step 4:** From the toolbar’s drop-down menu, select *Only the selected frame*.



Make sure only the content frame is showing in the preview window. If not, then you may have skipped step 2 (above).

- Step 5:** Click  in the Preview window, then click **Print** in the subsequent dialog box. Only the material you want should print.