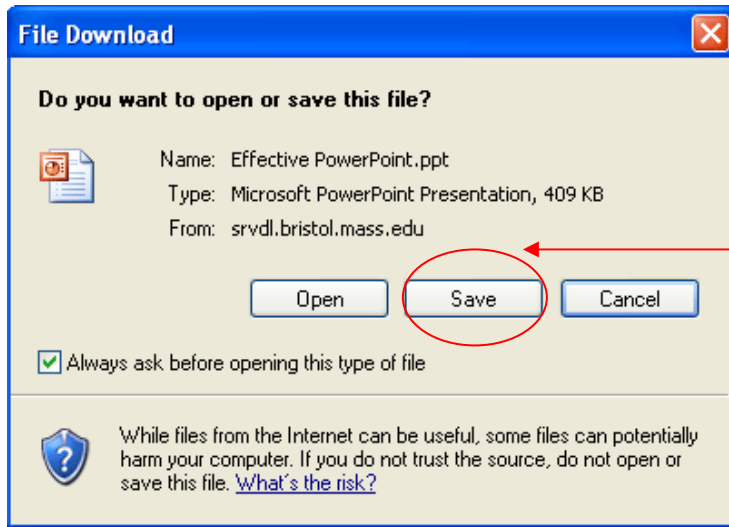


## Viewing and Printing PowerPoint Files in eLearningBCC

Many instructors upload PowerPoint files for students to access and view. Viewing them is pretty straightforward but printing can become problematic. This document will explain the steps needed to properly print PowerPoint presentations from eLearningBCC.

When you click on a link to access a PowerPoint presentation in eLearningBCC you'll be presented with this dialog box:

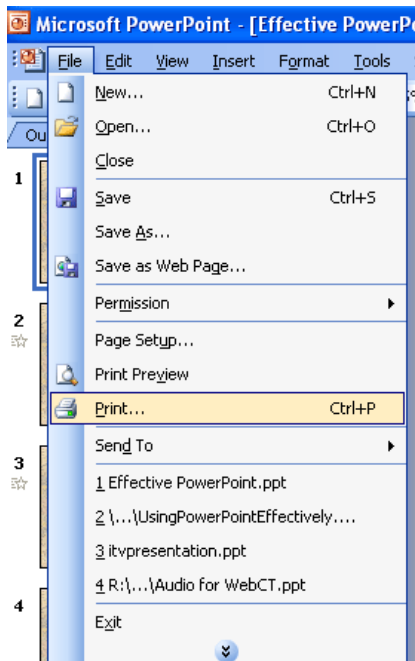


You will want to **Save** the file, not Open it.

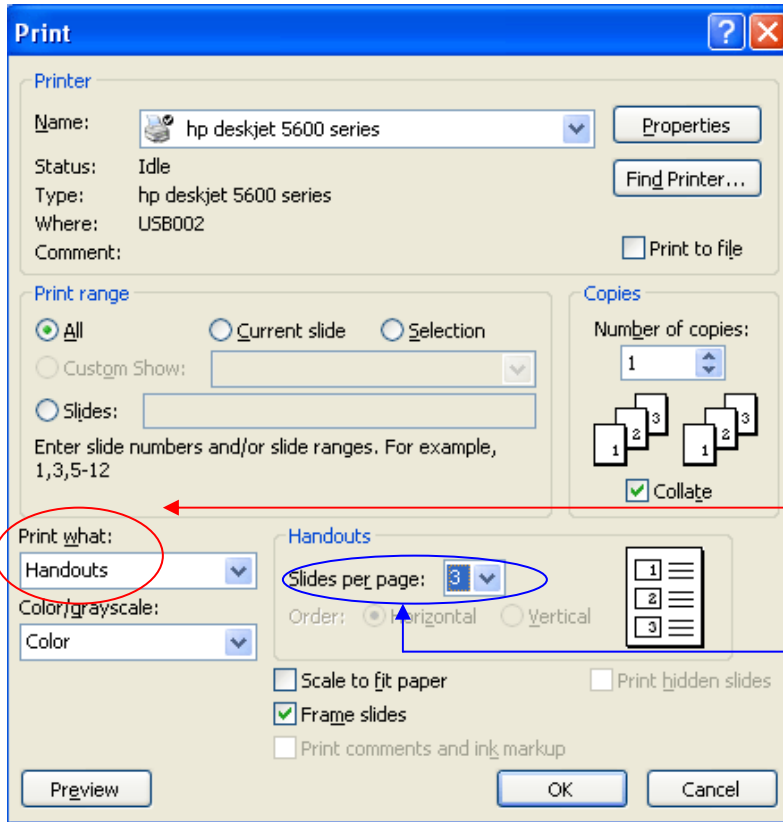
**Saving** will allow you to navigate to a location on your own local system and save the file to your computer. You may want to save the file to My Documents (if you are on a PC) so you can locate it after saving.

After saving the file, minimize the browser window (meaning hide it from your view) and go and locate the presentation.

Open it in PowerPoint and select **Print...** from the **File** menu.



When the print options window opens up you will need to adjust certain options:



Select **Handouts** from the **Print What** drop-down menu.

Set the **Slides** per page to 3.

Click **OK** to print.

That's it! Your presentation should print through your printer!