

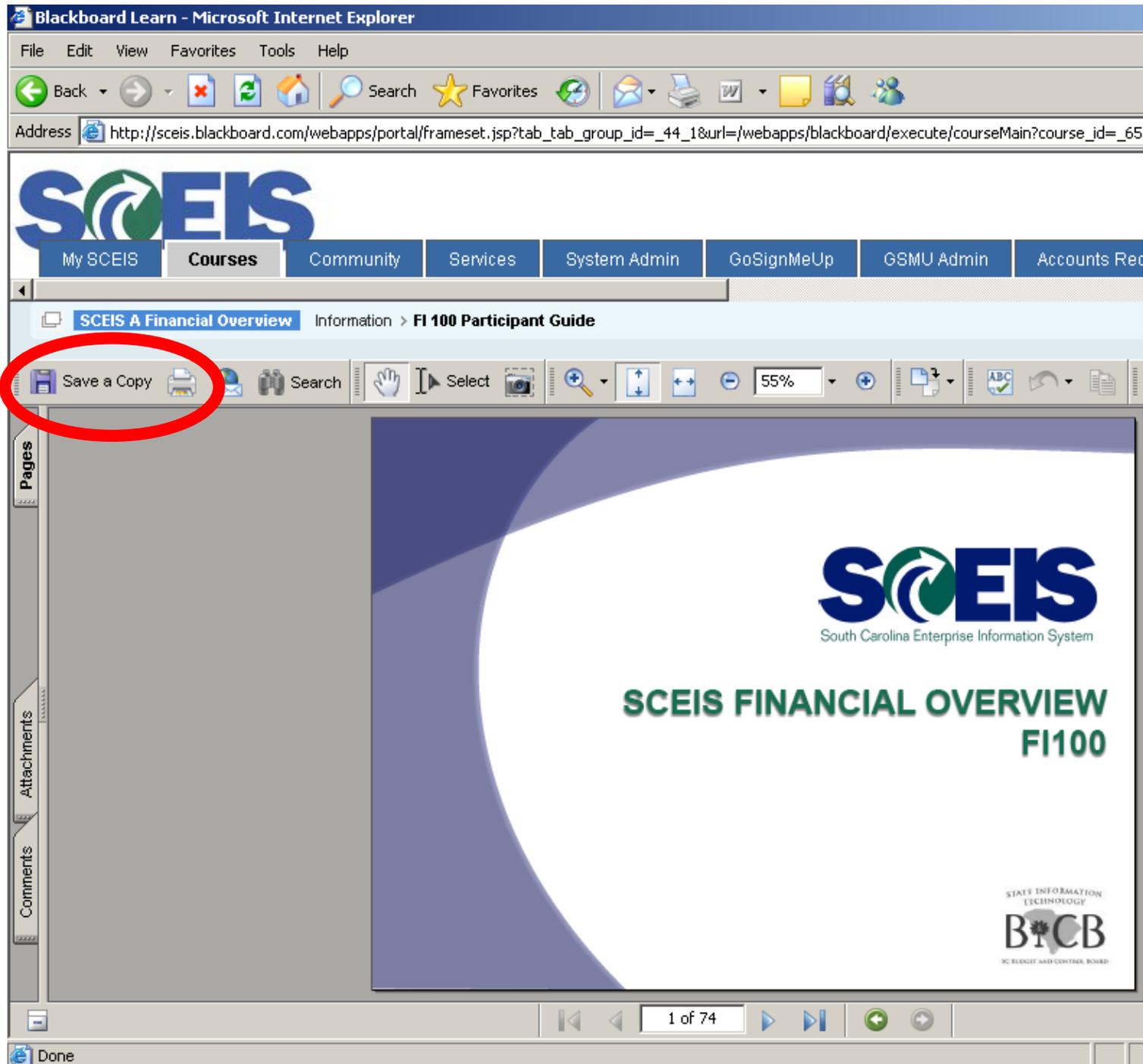


## Instructions for Printing Course Materials from Blackboard

You may print SCEIS Training course materials by clicking the print icon in the Adobe Reader toolbar.

Or, you may click the “Save a Copy” button in the Adobe Reader toolbar to save course materials to a convenient location on your hard drive or other storage system.

Both the Save a Copy button and the Print icon are circled in red in the screen shot below.

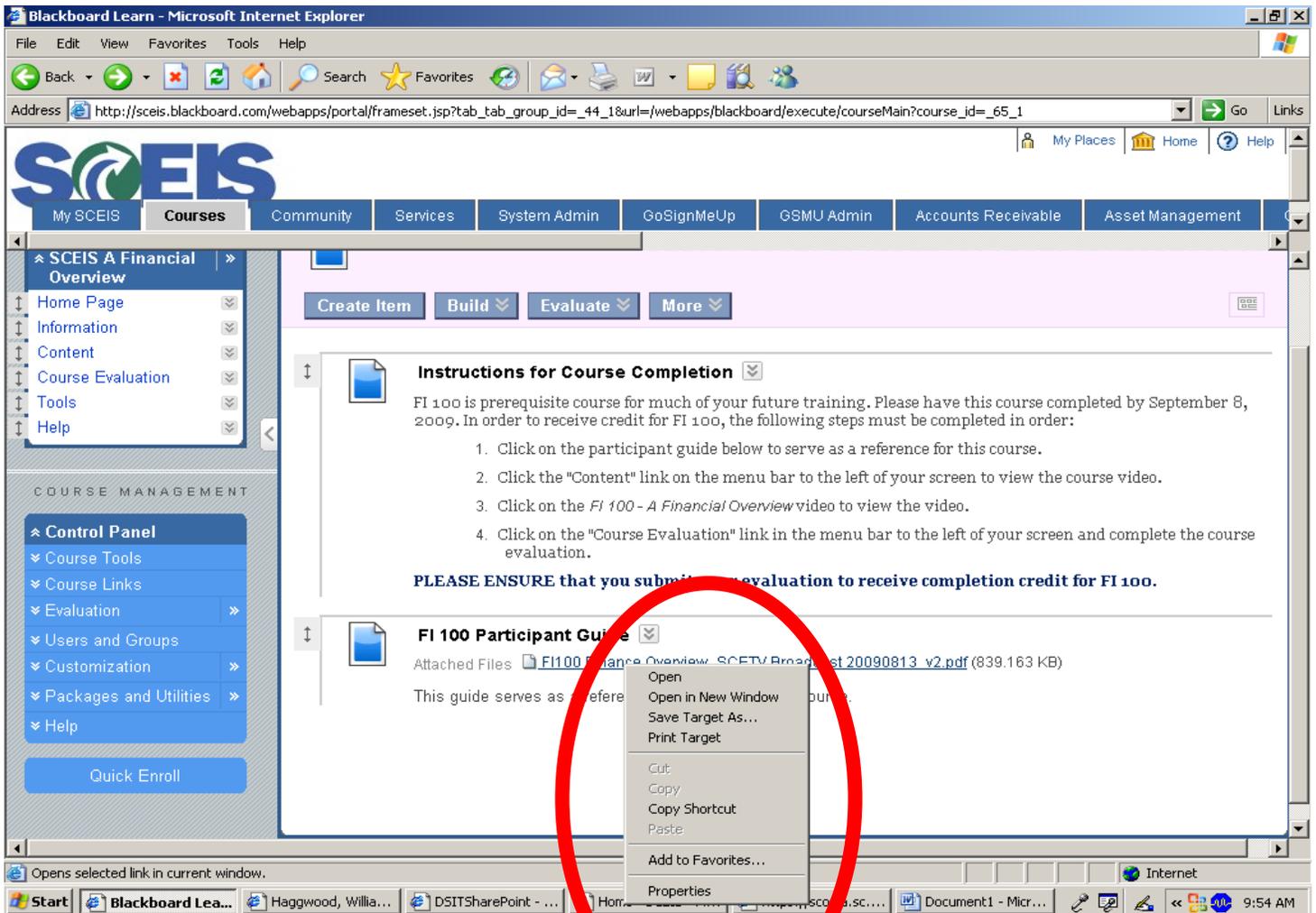


## Instructions for Printing Course Materials from Blackboard

You may also print or save a copy of SCEIS Training course materials from the Blackboard menu before you begin a course.

Just right-click on the link to the course you are about to view as shown in the screen shot below.

Choose "Save Target As..." to save a copy of the course, or "Print Target" to print a hard copy.



The screenshot shows the Blackboard Learn interface in Microsoft Internet Explorer. The browser window title is "Blackboard Learn - Microsoft Internet Explorer". The address bar shows the URL: [http://sceis.blackboard.com/webapps/portal/frameset.jsp?tab\\_tab\\_group\\_id=\\_44\\_1&url=/webapps/blackboard/execute/courseMain?course\\_id=\\_65\\_1](http://sceis.blackboard.com/webapps/portal/frameset.jsp?tab_tab_group_id=_44_1&url=/webapps/blackboard/execute/courseMain?course_id=_65_1). The page features the SCEIS logo and a navigation menu with tabs: My SCEIS, Courses, Community, Services, System Admin, GoSignMeUp, GSMU Admin, Accounts Receivable, and Asset Management. The "Courses" tab is active, showing a sidebar with "SCEIS A Financial Overview" and a "Control Panel" with options like Course Tools, Course Links, Evaluation, Users and Groups, Customization, Packages and Utilities, and Help. The main content area displays "Instructions for Course Completion" for FI 100, followed by a list of steps. Below this, there is a section for "FI 100 Participant Guide" with an attached PDF file. A red circle highlights the context menu for the PDF link, showing options: Open, Open in New Window, Save Target As..., Print Target, Cut, Copy, Copy Shortcut, Paste, Add to Favorites..., and Properties. The taskbar at the bottom shows the Start button and several open applications, including Blackboard Learn, Haggwood, Willia..., DSITSharePoint, and Document1 - Mic...