

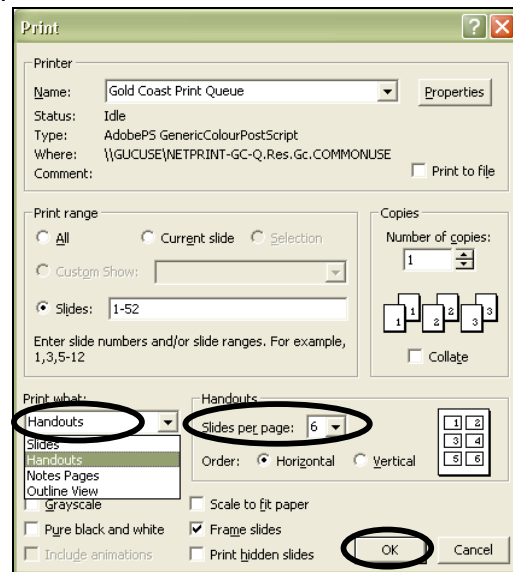
# Printing Lecture Notes from Learning@Griffith

Learning@Griffith lecture notes are usually **Microsoft PowerPoint (.ppt)**, **Adobe Acrobat (.pdf)**, **Microsoft Word (.doc)** or **Rich Text Format (.rtf)** files.

## Printing PowerPoint (.ppt) files

Remember that **PowerPoint files only print correctly in the Common-Use Labs and Learning Centres.**

- From Learning@Griffith, open the document you wish to print.
- Right click over the open document, and choose **Print** from the context menu.
- Under **Print What**, choose **Handouts**. Then select the number of slides per page you wish to print. (options are 2,3,4,6,9).
- Click **OK**.



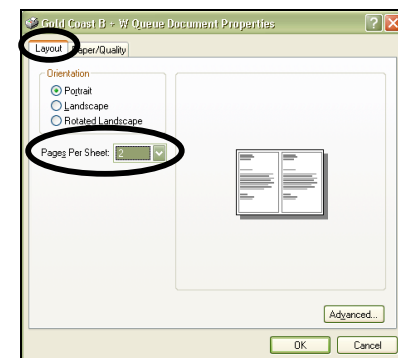
- If your slides are not legible, eg they are completely black or the text is missing, make sure the **Grayscale** and **Pure black and white** boxes on the bottom left of the Print dialog box are NOT ticked.

## Printing Adobe Acrobat (.pdf) files

- From Learning@Griffith, open the document you want to print.
- Click on the Adobe Acrobat Print icon to open the print dialog box.

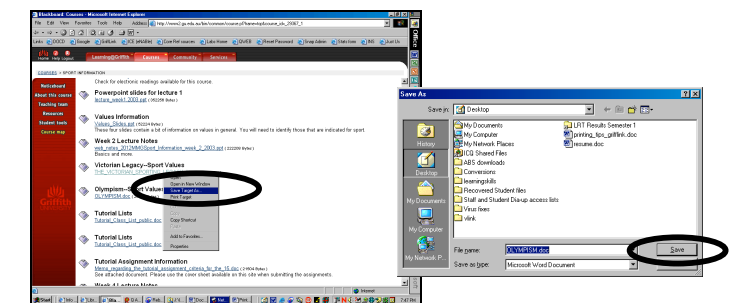


- To print one page of text per A4 sheet, simply click on **OK**.
- To print more than one page of text per A4 sheet, click on **Properties**, then **Layout**, and choose the number of pages per sheet you wish to print.
- Click **OK** and then **OK** again to start printing.

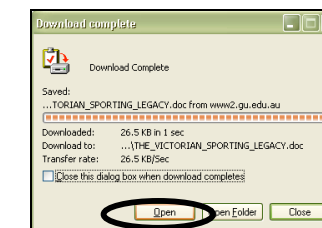


## Printing Microsoft Word (.doc) files (also .rtf files)

- **SAVE YOUR FILE TO THE DESKTOP.** Click the right mouse button over the name of the file you want to print, select **Save Target As**, and click **Save**.



- When the **Download Complete** box appears, click **Open**. The file will open in **Word Viewer (Grifflinks)** or **Word (Labs)**.



- Select **Print** from the **File** menu.
- To print one page of text per A4 sheet, simply click on **OK**.
- To print more than one page of text per A4 sheet, click on **Properties**, then **Layout**, and choose the number of pages per sheet you want to print. Click **OK** and then **OK** again to start printing.