

Teaching & Learning Center Cherry Creek Building – Room 224 1111 W. Colfax Ave. Denver, CO 80204 303.352.3201 | <u>tlc@ccd.edu</u>

# **Printing D2L Pages to PDF**

This guide will demonstrate how to print pages from your web browser to a PDF file (i.e. pages in D2L). Note: Firefox is the only fully supported browser when using D2L.

### **Mozilla Firefox**

- 1. Open Firefox and navigate to the page/file that you would like to export as a PDF.
- 2. Scroll down to the bottom of the content and click the "Print" button.

	nd your specific course topical outline. Common Course outline in this area (be sure to paste using Ctrl+Shift+V/	
 cupy and paster	unie in uns alea (de sule to paste using cult-aninc-a)	
		DENVER.

3. The **Print** dialog box will now appear, and you will need to select "Microsoft Print to PDF" in the source list (Note: you may need to scroll to the left to see this option).



Be sure to also click the <Print> button in this dialog box.
 Mailing Address: Campus Box 650 | P.O. Box 173363 | Denver, CO 80217

- 5. Instead of sending your file to the printer, you will now see a Save Print Output As dialog box.
- 6. In this typical saving window, you choose the location where your PDF will be stored. Be sure to choose a location you can find easily later.

- 🔅 👻 🕆 📙 > OneDrive - Community C	conege of perver > por	uments 🥂		✓ Ô 58	rch Documents	p
Organize ¥ New folder						
Diverrity Compe Name Leading Change TLC Forms Creative Cloud Fil Creative Cloud Fil Creative Cloud Fil Concorrents Cocuments C	~	Status No it	Date modified	Ъря	San	
File name						
Save as type: PDF Document (*.pdf)	_					

7. Now the file can be easily emailed to others, while preserving the formatting.

#### **Google Chrome**

- 1. Open Chrome and navigate to the page/file that you would like to export as a PDF.
- 2. Scroll down to the bottom of the content and click the "Print" button.

	TOPICAL	OUTLINE	
		Ind your specific course topical outline. Common Cour outline in this area (be sure to paste using Ctrl+Shilt+	
			Constant?
ERHTML	r* Reflect in «Portfolo	🚓 Download 🙀 Print	

- 3. Next, a print preview window will appear, with settings to the right.
- 4. Click to open the "Destination" dropdown menu, and select the option "Save as PDF".
- 5. Click the <Print> button.

<pre>ture turbule turb</pre>	(paper				
(COURSE PREFIX, NUMBER AND NAME)  The addressible syldatus multile read lagariter with the instantial within the installational Phylicies Medi of the class DOL, shell. Conditional, these documents constates the entre syldatus required for this curve. Ad instictional takes can be delived upon completion of the syldatus.  The maintain the formatting in this template, be some to only possis text using Conditional Phylicies Medi of conditional states in the delived upon completion of the syldatus.  The maintain the formatting in this template, be some to only possis text using Conditional Conditional Phylicies Conditional site in the delived upon completion of the syldatus.  COURSE INFORMATION  Course Title: Course Title: Course Title: Meding Loadon, Times & Dage: Meding Loadon text media text text and text text text of the syldatus of the syldat		Destrution	@ WebezDecumentia		
of the class DQL she	I. Combined, these documents constitute the entire syllabus requi		Pages		
		HBMD+V or	Copies		*
This abdreviated sylables must be read together with the material within the testilutional indices Module of the case DCL shall. Controller, these documents constitution the vertice sylables request for this course. All directional time cases documents constitution the vertice sylables request for this course. All directional time cases documents constitution the vertice sylables.       Program       Progra		•			
COURSE INF	ORMATION		Color	Celler	•
Credite: Course Description (Mp.s. linepdress boo Sementer & Years Meeting Location: T Start Date: Parts of End Date: Last date to drop with Last date to withdraw	is aduPRODCCCSisters judi, sometikerp, comment, processo mes & Days: Ison 🖉 (Mps://www.cst.edu/docsis/tedule-parts-term) his refund: x	,	Nove settings		*
E-mail and Phone: Office Hours & Local	for:				
REQUIRED	TEXT/COURSE MATERIALS/TECHNOLO	3Y			
COURSE CA					_
Mp. Tool Bolt Shamourt Shat	and a second	- 1			

- 6. Instead of sending your file to the printer, you will now see a Save As dialog box.
- 7. In this typical saving window, you choose the location where your PDF will be stored. Be sure to choose a location you can find easily later.

Arganize • New folder         Image: Creative Cloud Fill         Creative Cloud Fill         OneDrive - Comments         Documents         Shared with Even         This PC	
OneDrive - Comm     No items match your search.     Attachments     Documents     Shared with Ever	
Attachments Documents Shared with Ever	
Documents Shared with Ever	
Shared with Ever	
R	
into PC	
3D Objects	
E Desktop	
Documents	
🕹 Downloads	
🌛 Musie	
- Pictures	
File name HTML Syllabus - Jennifer Maxwell Workspace.pdf	
File name   HTML Syllabus - Jennifer Maxwell Workspace.pdf	

8. Now the file can be easily emailed to others, while preserving the formatting.

#### **Microsoft Edge**

- 1. Open Edge and navigate to the page/file that you would like to export as a PDF.
- 2. Scroll down to the bottom of the content and click the "Print" button.



- 3. A print preview panel will now appear with options on the left and the preview on the right.
- 4. In the **Printer** dropdown menu, select the item "Save as PDF".
- 5. Click the <Print> button.



- 6. Instead of sending your file to the printer, you will now see a Save As dialog box.
- 7. In this typical saving window, you choose the location where your PDF will be stored. Be sure to choose a location you can find easily later.

> -^ + 🔸 - T	his PC > Downloads		<b>~\</b>	Search Downlo	A0K25	<i>p</i>
Organize • New fold	der				Bii •	•
Documents ^	Name	Date modified	Type	Size		
Shared with Ever	~ Earlier this month (5)					
This PC	Syllabus template-sp21-WC.pdf	1/11/2021 3:17 PM	Adobe Acrobat D.,	316 KB		
30 Objects	syllabus template-sp21-WCAG.pdf	1/8/2021 5:43 PM	Adobe Acrobat D.,	.304 KB		
Desktop	syllabus template-sp21-WCAG.2.pdf	1/8/2021 11:16 AM	Adobe Acrobat D	.306 KB		
Documents	syllabus template21.pdf	1/5/2021 11:23 AM	Adobe Acrobat D.,	94 KB		
Downloads	VidyoConnect	1/11/2021 3:37 PM	File folder			
h Music	~ Last month (3)					
Fictures	CESL Online Enrollment.pdf	12/18/2020 4.23 PM	Adobe Acrobat D.,	217 KB		
Videos	NO Electroni Delivery 2020.pdf	12/12/2020 9:14 AM	Adobe Acrobat D.,	675 KB		
	CESL InfoGraphic SHORT.pdf	12/10/2020 2:06 PM	Adobe Acrobat D	663 KB		
Windows (C:)	~ A long time ago (4)					
🛫 GROUPS (G)	A TRID-1_Activity-Reflection_11-23-2020	11/23/2020 12:40 PM	Adobe Acrobat D.,	237 KB		
- Network V	S INCO (PROMY NETRODOL (1-29-2020)	THE COLOUR DECKY FM	PRODUCTION Date	237 NB		
File name: 💷	/I, Syllabus - Jennifer Maxwell Workspace pdf					
Save as type: Add	be Acrobat Document (*.pdf)					

8. Now the file can be easily emailed to others, while preserving the formatting.

For additional assistance, please contact the Teaching & Learning Center at: <u>tlc@ccd.edu</u>.