



# Office of Online Learning

## Indian Hills Community College

### Computer Tutorial:

#### How To: Print Documents in MyHills

**Purpose:** This tutorial demonstrates how a student can print pdf documents and PowerPoint presentations in MyHills.

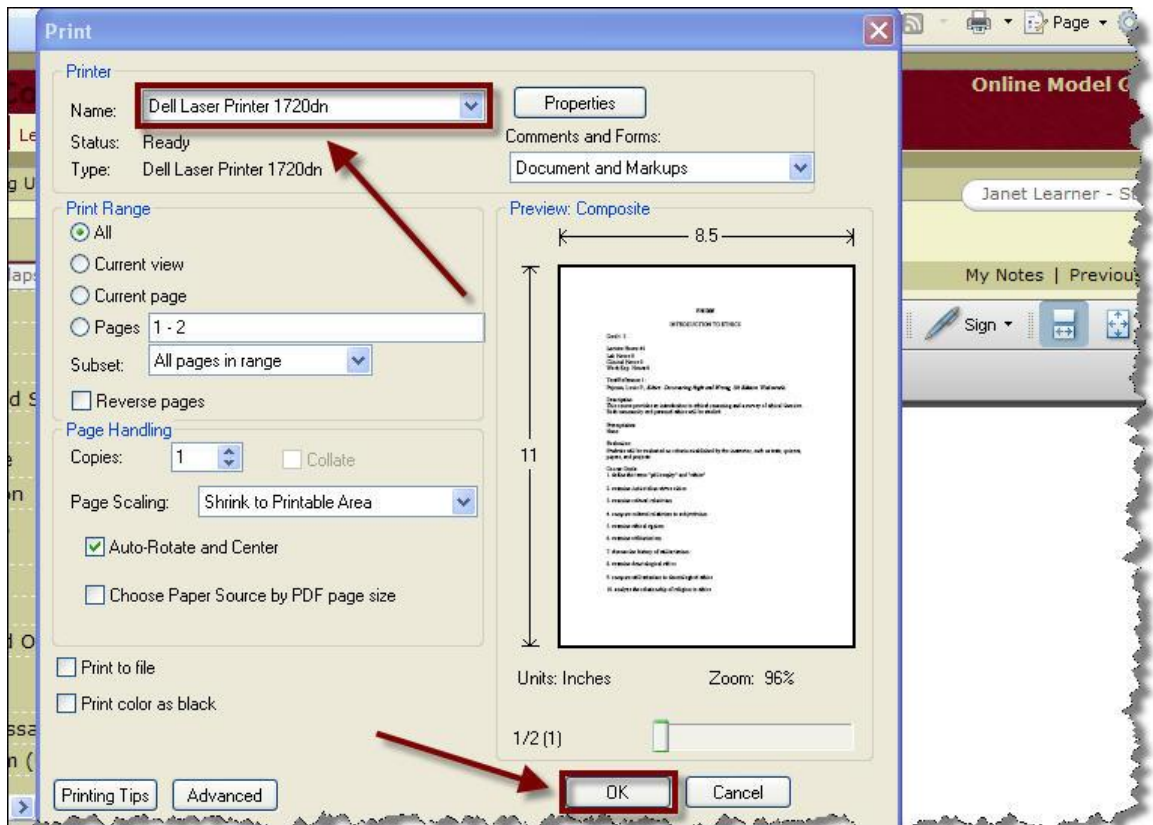
#### Print Documents in MyHills:

You may find that you need to print items from your online course.

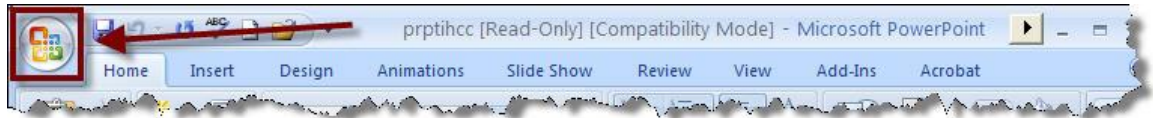
1. Most often, you will be printing pdf documents for future reference (like your course syllabus and schedule), or to follow along with multi-media components in your course. To print the document, click the **Print** icon.



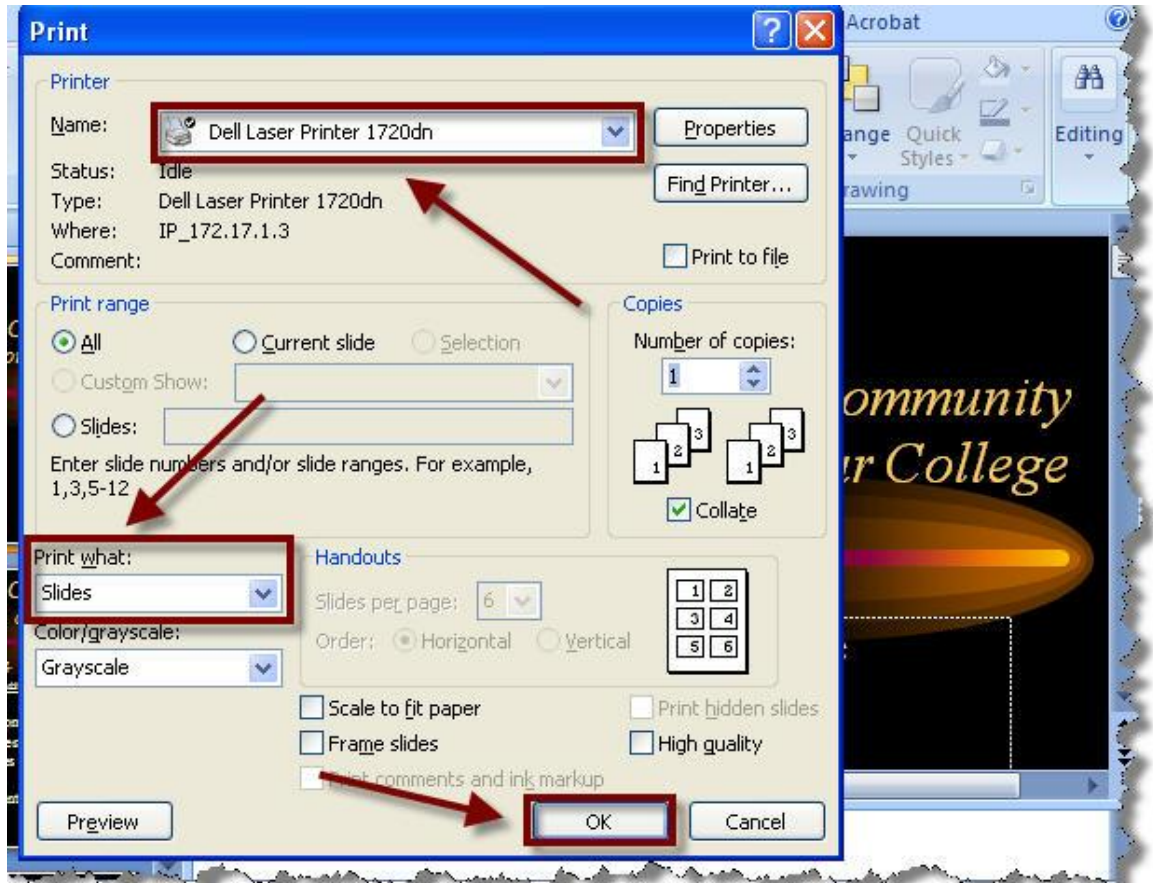
2. Make sure the correct printer is selected. Click the **OK** button.



3. If you ever find that you need to print off PowerPoint pages for a course, follow these steps. In Microsoft Office 2007, click the **Office** button and select **Print** from the drop-down menu.



4. On the print screen, make sure the correct printer is selected. Then go to the section **Print what**. From the dropdown menu, select **handouts**. Click the **OK** button. The PowerPoint presentation will now print 6 slides to a page.



Please work through the other tutorials available on the Indian Hills Community College web site to find out more about how to use MyHills.

For further assistance, please contact:

**IT Help Desk**

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