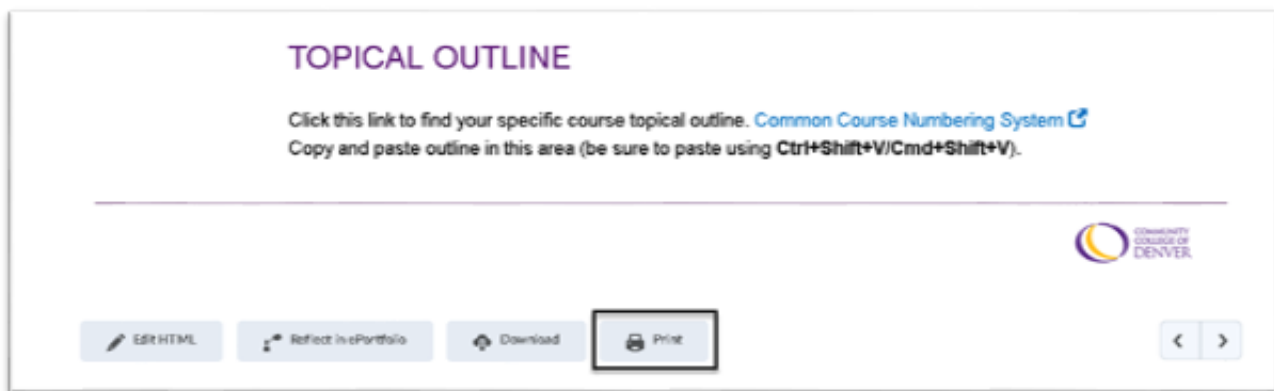


Printing D2L Pages to PDF

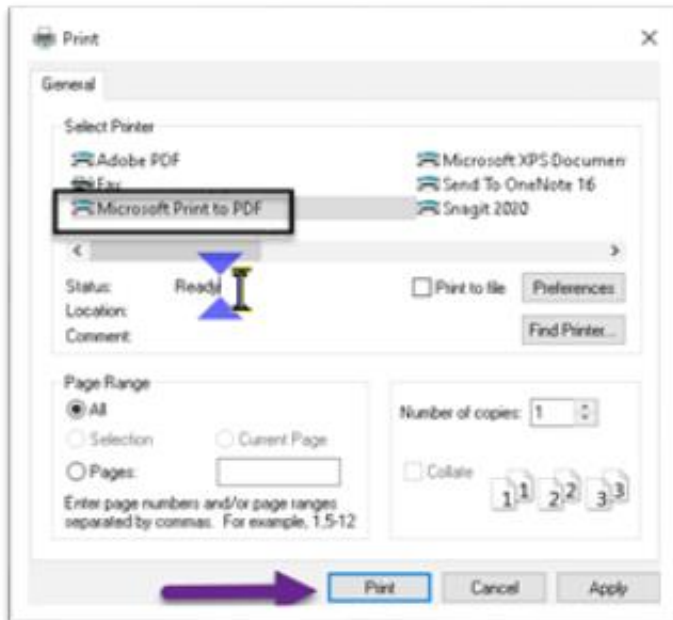
This guide will demonstrate how to print pages from your web browser to a PDF file (i.e. pages in D2L). **Note: Firefox is the only fully supported browser when using D2L.**

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.



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).

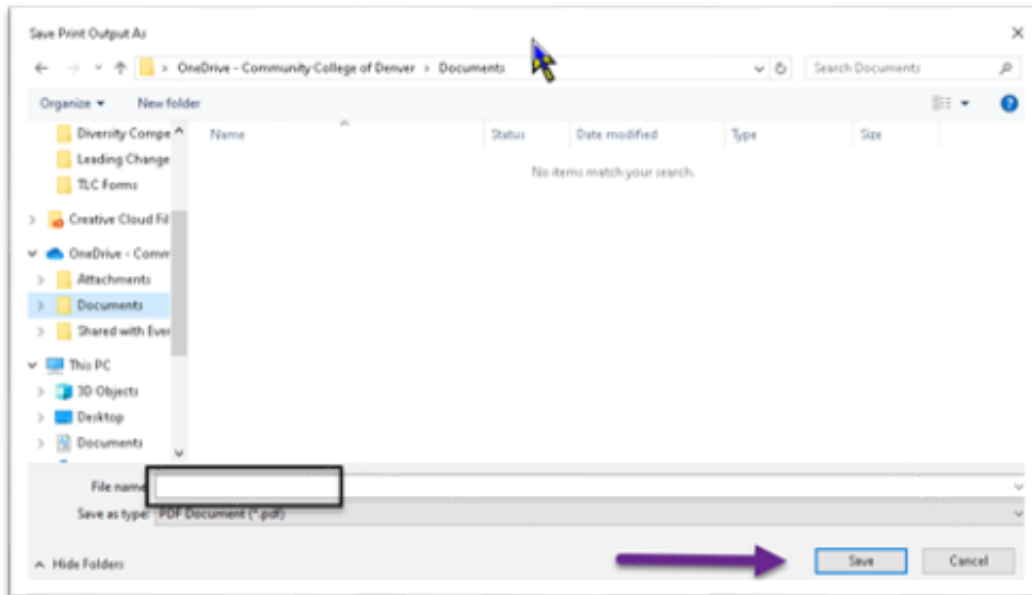


4. Be sure to also click the <Print> button in this dialog box.

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Printing D2L Pages to PDF

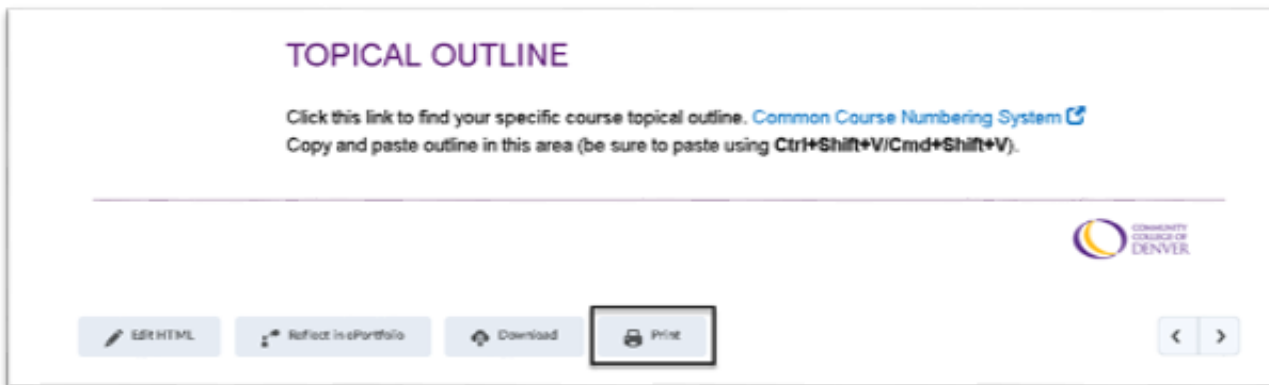
5. Instead of sending your file to the printer, you will now see a **Save Print Output As** dialog box.
6. In this typical saving window, you choose the location where your PDF will be stored. Be sure to choose a location you can find easily later.



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

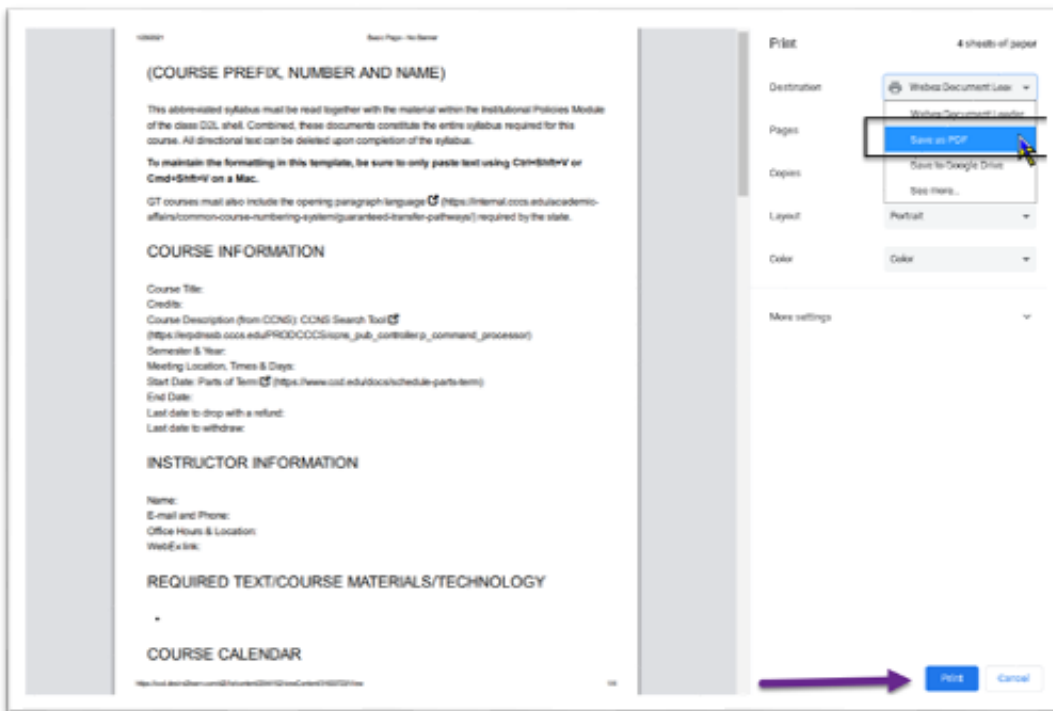
Google Chrome

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.

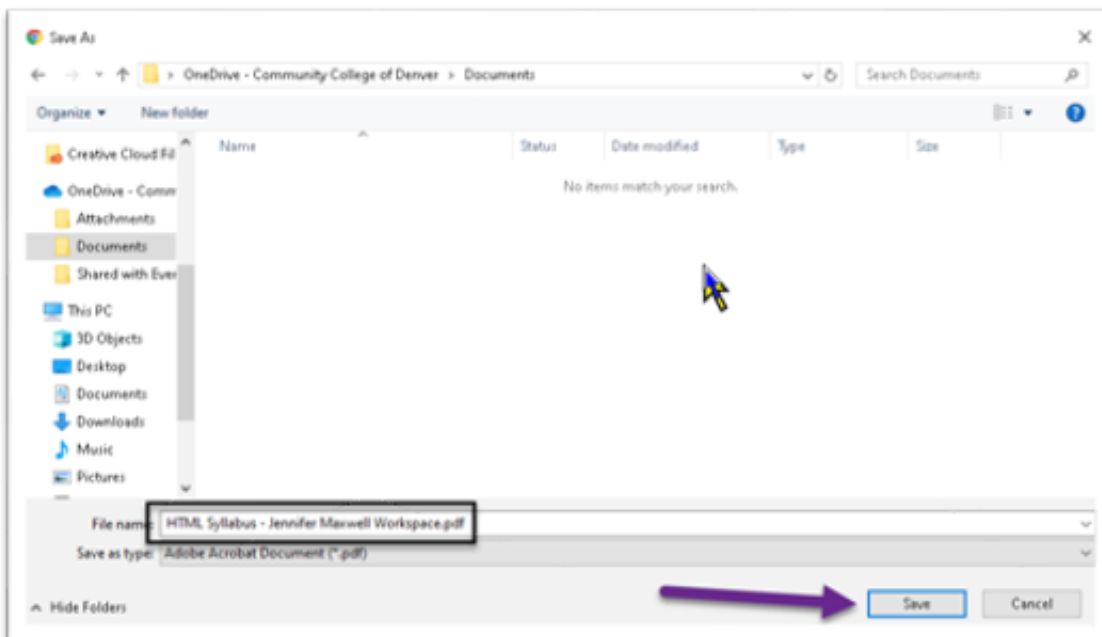


Printing D2L Pages to PDF

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.



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.



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

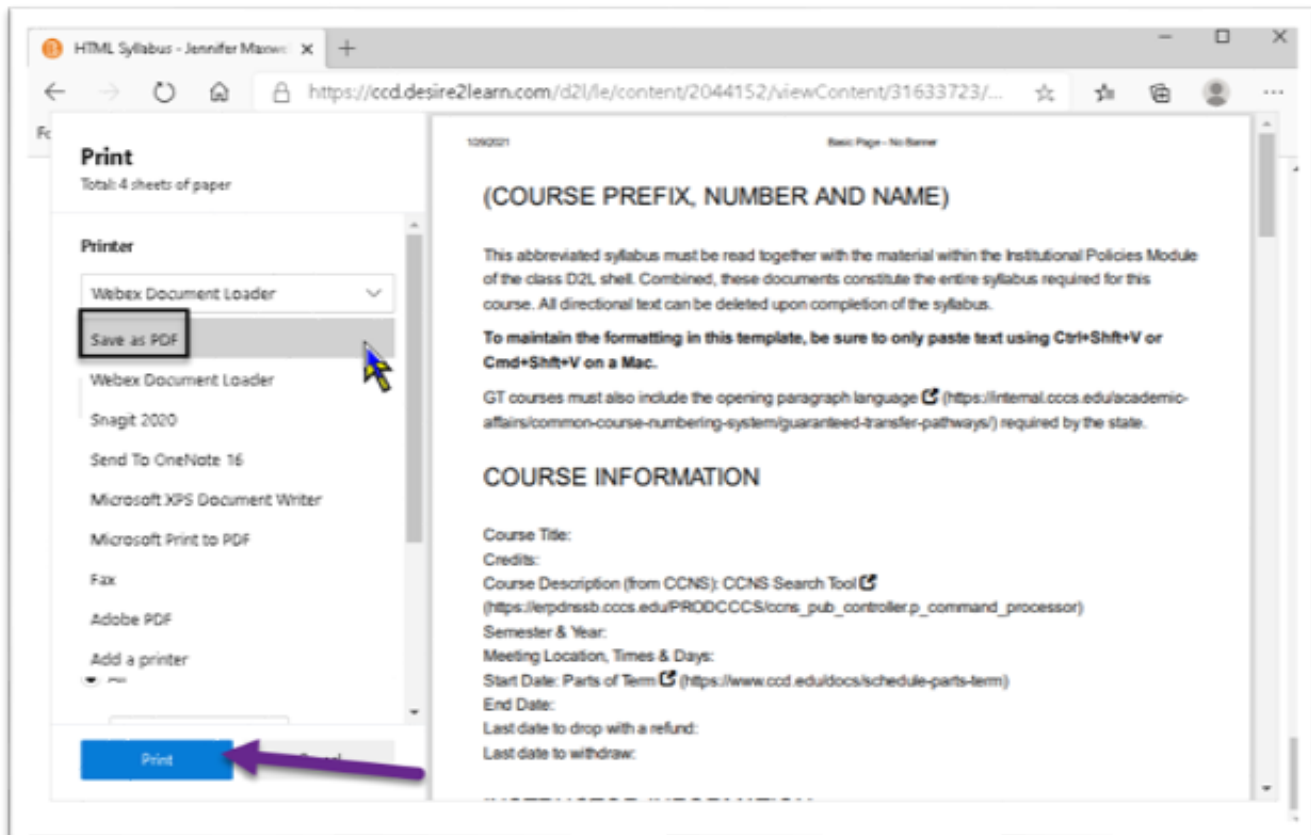
Printing D2L Pages to PDF

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.

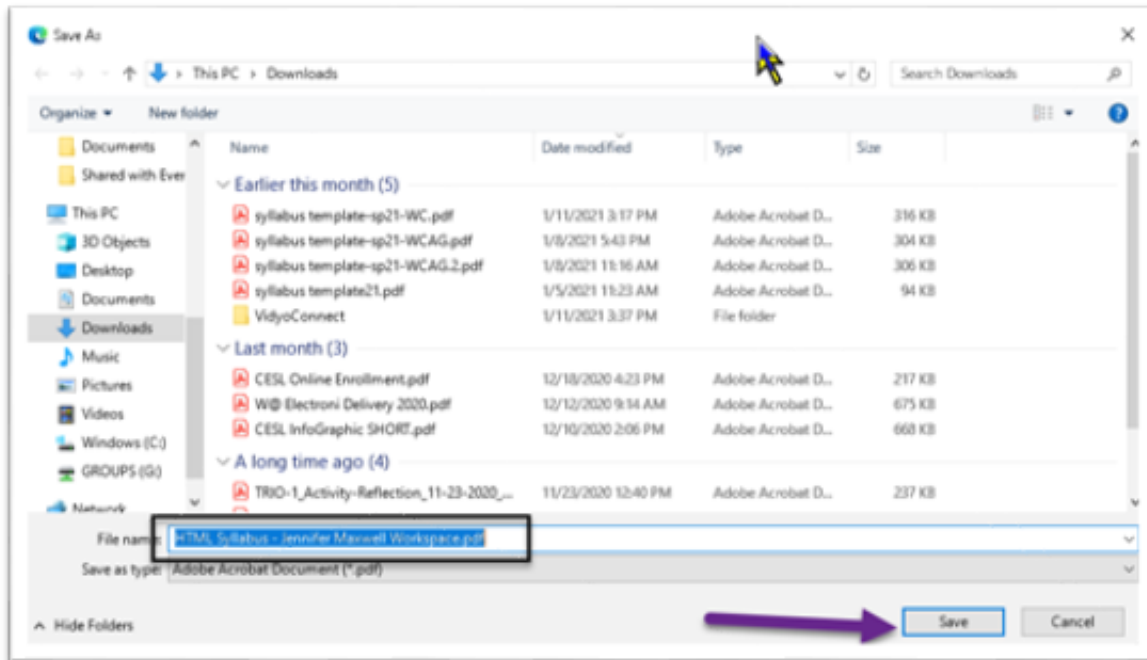


3. A print preview panel will now appear with options on the left and the preview on the right.
4. In the **Printer** dropdown menu, select the item "Save as PDF".
5. Click the <Print> button.



Printing D2L Pages to PDF

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.



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

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