

Quick Solution for Printing Word, PowerPoint, or Adobe PDF files stored in eCampus

Don't try to work with the file within eCampus. eCampus is too slow and cumbersome as an online environment. Work with it as a saved file on the desktop, outside of eCampus. Here is how...

- Right click on the file object on your class page in eCampus.
- Select Save.
- Save the file to the My Documents folder on the computer desktop. Give it a name that you can easily find. DO NOT change the extension (e.g., “.docx” or “.ppt”
- Leave or minimize eCampus and find and open the My Documents folder on the desktop.
- Click twice on the top tab of the Date Modified column within the My Documents window. This will sort all files in reverse chronological order, with the most recent files at the top.
- Your file should be at the very top of the list.
- Now double click to open the file and launch the program in which it it formatted for.
- If it is a Word or Excel file, you can edit it and easily print it.
- If it is a PowerPoint file and you want to print multiple slides on each page, open the file, and then select Print from the top left button.
- In the Print window, about 2/3rds of the way down on the left, notice the “Print what:” field.
- The default is set to “Slides”, but select “Handouts” instead.
- When you do that, you now can elect to print 1, 2, 3, 4, 6, or 9 handout/slides per page of print paper. When you have made your selection, click OK to print multiple slides on each page.
- If it is a PDF file, select Print and then select the number of PDF “pages” that you want to appear on each page of print paper. It may be called “Scale your object.”
- Print.