



Printing Content – D2L Tutorial

This tutorial is designed for faculty who have previous experience using the Content tool in D2L. For further information or assistance, go to our [Team Dynamix Support portal](#) and click the appropriate Category to submit a ticket.

Scenario

This tutorial will cover the steps involved when you or your students wish to print Topics in the Content tool.

Steps

First, go to the **Content** tool in your course site.

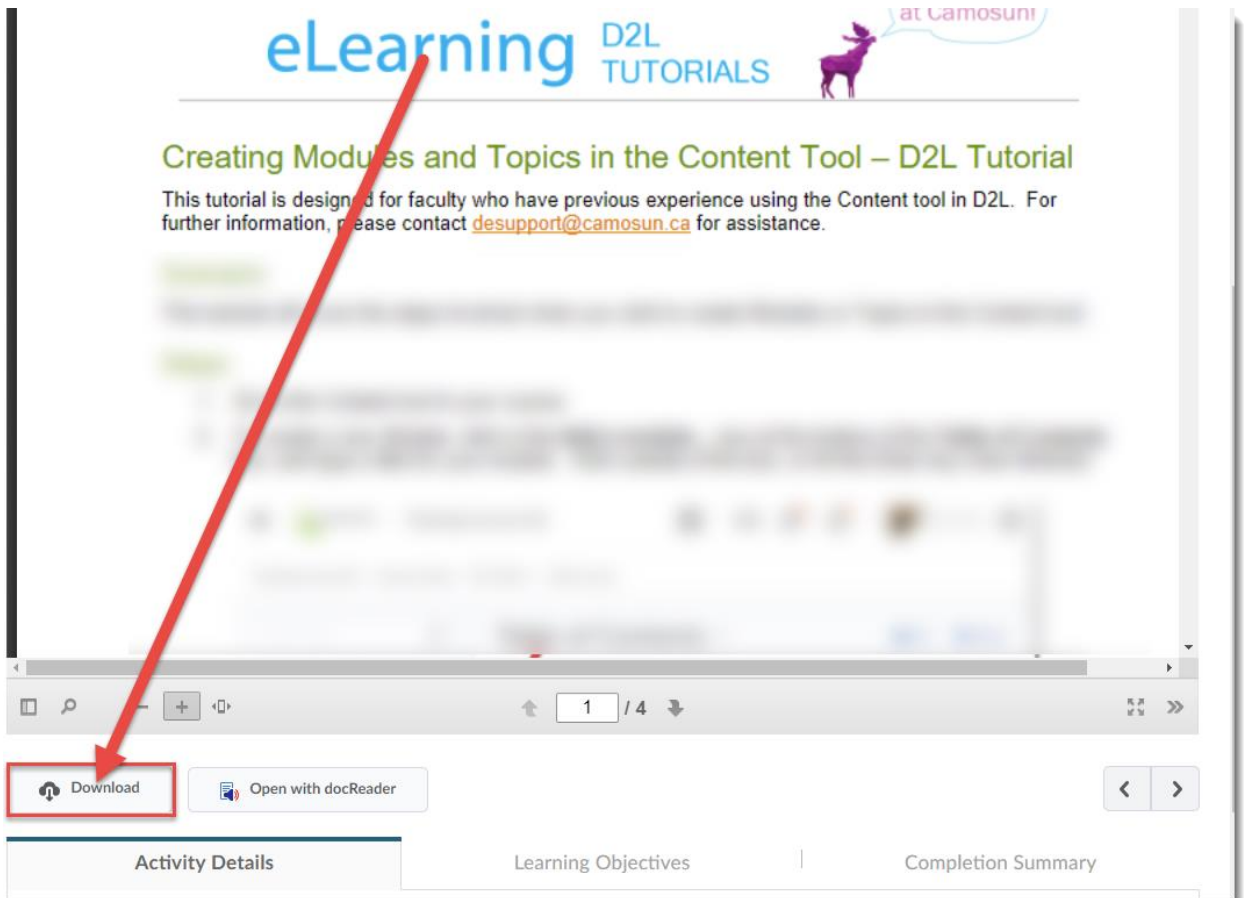
To print documents (WORD, PDF, PPT)

1. In the **Table of Contents** box, click on the title of the Module you want to work with.
2. Click on the title of the document you want to print.

The screenshot shows the D2L interface for 'Training Course 02'. The 'Table of Contents' sidebar on the left lists 'Module 1' as the selected item. The main content area shows 'Module 1' with options to 'Print' and 'Settings'. Below the module title, there are fields for 'Add dates and restrictions...' and 'Add a description...'. A 'New' button is visible, along with 'Add Existing Activities' and 'Bulk Edit' buttons. A list of documents is displayed, with 'CreatingModulesAndTopics-August2018' (PDF document) highlighted by a red box. A red arrow points from the 'Module 1' item in the sidebar to this document. Below the list, there is an 'Add a sub-module...' input field.



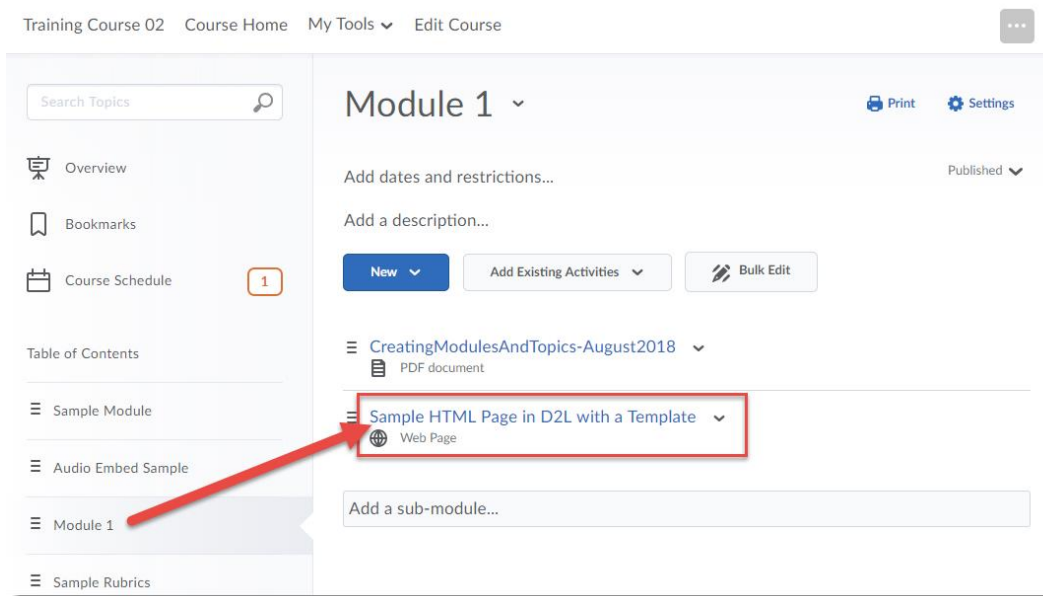
3. Click the **Download** button to save the file to your computer, then open it in the appropriate program (for example, WORD or PowerPoint) and print the document from there.



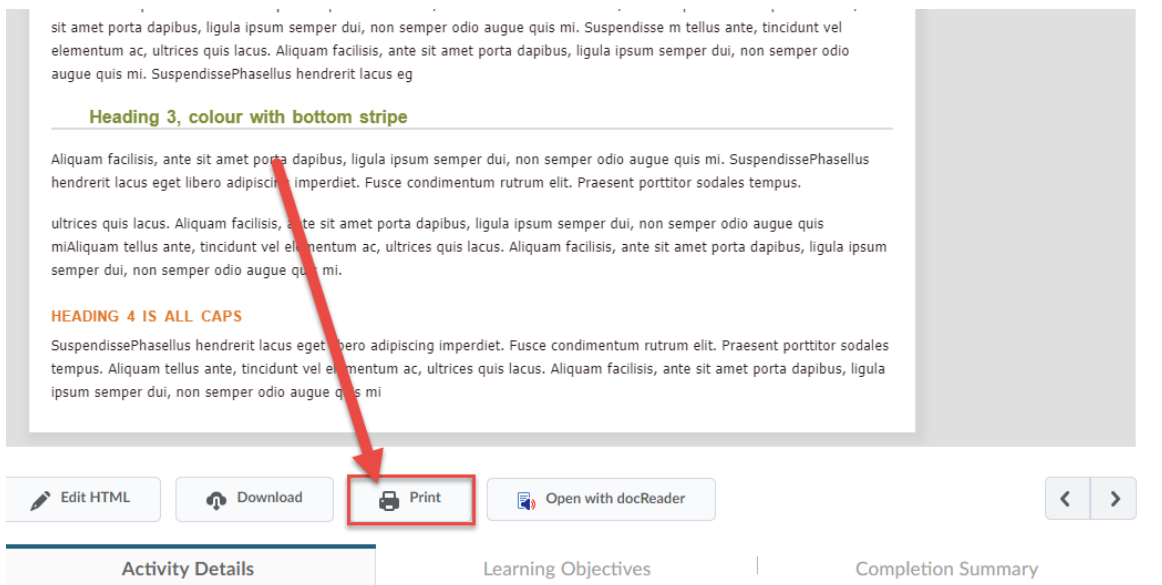
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To print an Web Page (a New File created in D2L)

1. In the **Table of Contents** box, click on the title of the Module you want to work with.
2. Click on the title of the Web Page you want to print.



3. Scroll to the bottom of the HTML page, and click **Print**.



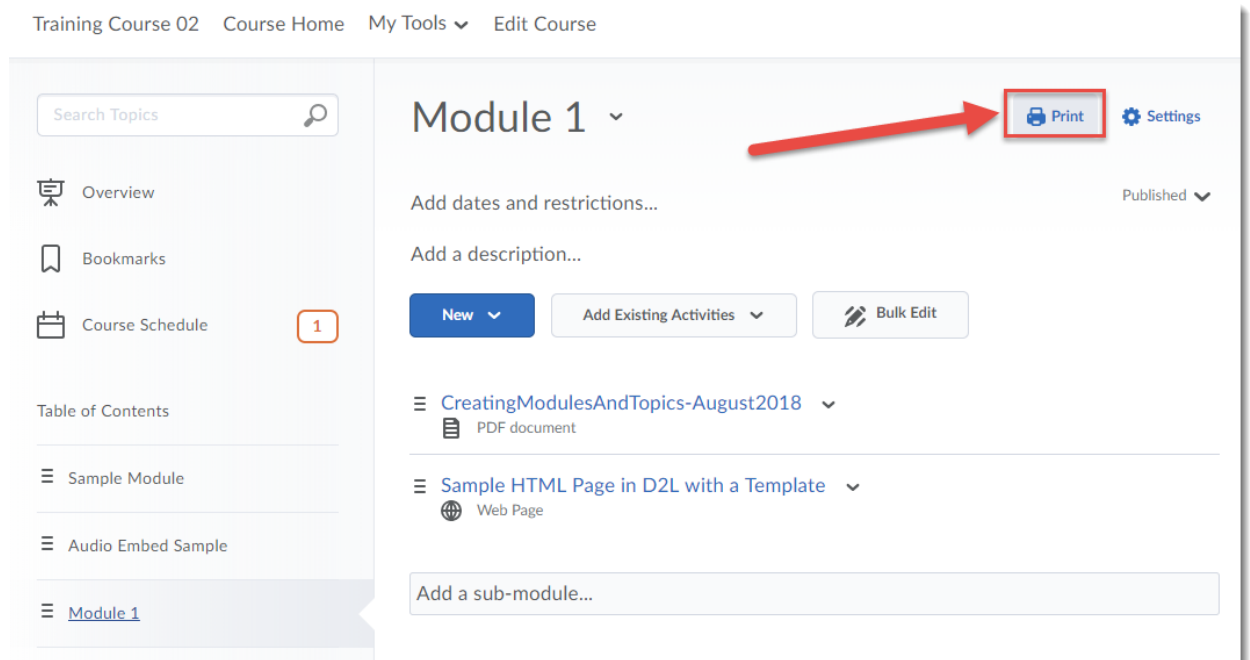
4. Select your printer and click **OK**, or **Print**, depending on which browser you are using.



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To print an outline of all the Content, or an outline of a single Module

1. Click on **Table of Contents** (to select all the content) OR click on the title of a Module to select that Module's content only
2. Click **Print** at the top, right-hand side of the page. Then click **Print** in the pop-up that appears.



The screenshot shows a D2L course interface. At the top, there are navigation links: "Training Course 02", "Course Home", "My Tools", and "Edit Course". Below this is a search bar labeled "Search Topics". On the left sidebar, there are menu items: "Overview", "Bookmarks", "Course Schedule" (with a red box around the number "1"), "Table of Contents", "Sample Module", "Audio Embed Sample", and "Module 1" (which is highlighted). The main content area is titled "Module 1" and includes options to "Add dates and restrictions...", "Add a description...", and buttons for "New", "Add Existing Activities", and "Bulk Edit". A list of activities is shown, including "CreatingModulesAndTopics-August2018" (PDF document) and "Sample HTML Page in D2L with a Template" (Web Page). At the bottom of the main area is a text input field labeled "Add a sub-module...". In the top right corner of the main area, there is a "Print" button (with a printer icon) and a "Settings" button (with a gear icon). A red arrow points to the "Print" button.

3. Select your printer and click **OK**, or **Print**, depending on which browser you are using. **NOTE:** This **ONLY** prints an outline, **NOT** all the content listed.

Things to Remember

You cannot select and print multiple pages of content at once.



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