

Printing assignments using various operating systems:

Windows

1. Click on PRINT/PDF next to the assignment and the Print menu appears revealing several options.
2. Open the Printer drop-down menu.
3. Select Save as PDF.
4. Rename your file and choose a location to save it.
5. Click "Save" in the dialogue box and your document will be saved as a PDF file that can be emailed or later printed to a printer.

Chromebooks

1. Click on PRINT/PDF next to the assignment and the Print menu appears revealing several options.
2. Open the Printer or Destination drop-down menu.
3. Select Save as PDF.
4. Rename your file and choose a location to save it.
5. Click "Save" in the dialogue box and your document will be saved as a PDF file that can be emailed or later printed to a printer.

Macbook

1. Click on PRINT/PDF next to the assignment and the Print menu appears revealing several options.
2. Open the Printer drop-down menu.
3. Look for the PDF button in the lower left corner.
4. Click on that pull-down menu and select "Save as PDF".
5. Rename your file and choose a location to save it.
6. Click "Save" in the dialogue box and your document will be saved as a PDF file that can be emailed or later printed to a printer.

iPad Tablet

1. Click on PRINT/PDF next to the assignment and the Print menu appears.
2. Select the share icon. If not share icon is visible pinch to zoom on the image and a share icon should appear onscreen.
3. Scroll down and select Save to Files.
4. Rename your file and choose a location to save it.
5. Click "Save" in the dialogue box and your document will be saved as a PDF file that can be emailed or later printed to a printer.

Android Tablet

1. Click on PRINT/PDF next to the assignment and the Print menu appears revealing several options. *(If no PRINT/PDF button is visible look for 3 dots or 3 lines)*
2. Open the Printer drop-down menu.
3. Select "Save as PDF".
4. Rename your file and choose a location to save it.
5. Click "Save" in the dialogue box and your document will be saved as a PDF file that can be emailed or later printed to a printer.