

### To print a PDF from OTLE using Google Chrome follow these steps

If the PDF opens inline (see image):

- 1. Click the print button below the PDF.
- 2. Follow the print instructions on screen.

*Note*: Do not use the download button. This converts the PDF to HTML code and makes it unreadable.



# If the PDF opens outside of OTLE (see image):

- 1. Hover at the top of the PDF to display the dark grey tool bar.
- 2. Click the print button in the top right hand corner.
- 3. Follow the print instructions on screen.





## To print a PDF from OTLE using Mozilla Firefox follow these steps



## If the PDF opens outside of OTLE (see image):

 Click the print button in the top right hand corner.



5. Follow the print instructions on screen.





#### If the PDF opens inline (see image):

- 5. Click the print button below the PDF.
- 6. Follow the print instructions on screen.

*Note*: Do not use the download button. This converts the PDF to HTML code and makes it unreadable.



### If the PDF opens outside of OTLE (see image):

 Select either File > Print option • or

Hold down the Ctrl key then hit P.

2. Follow the print instructions on screen.

