

Print Guide



**RHODE ISLAND
COLLEGE**

The information contained herein is intended to be used solely by Rhode Island College and its employees.

MyRIC Portal:

How to Print Guide

Last Update: **07/19/2013**

[MyRIC_How_to_Print](#)

Please call MISHelpDesk 456-9873 for assistance.

Print Guide



MyRIC **How to Print - Guide.**

MIS Department
July 2013

Printing in MyRIC: Browser Matters

If pages do not print properly, try the following directions for the Internet browser you are using. This instruction covers 4 browsers:

1. PC
 - Internet Explorer
 - FireFox
2. MAC
 - Safari
- FireFox

1. PC:

The default Internet Browser on Windows computers is Internet Explorer. *However, we recommend using FireFox because you will have more success printing pages from MyRIC if you use the Firefox Internet browser.* Download Firefox using this link: <http://www.mozilla.com/en-US/firefox/>

- **Internet Explorer with Windows**
- **Follow the steps below if you are having problems printing pages with the Internet Explorer Browser:**
 1. Place your mouse somewhere in the middle of the page.
 2. Choose Edit Menu > Select All
 3. Then choose File Menu > Print Preview (please note that some IE browser's "preview" may not be accurate).
 4. At the top, rather than "As Laid out on the screen," choose "As Selected on Screen."
 5. Check to see if all pages are visible
 6. Now print the page, using the Print Icon on the far left.
- 1. In the sample below, we are printing a Class Schedule page.

Print Guide

- Put your mouse somewhere in the main area, as shown below. Note how the cursor appears when you put your mouse over text.

ORACLE

Favorites Main Menu > Self Service > Enrollment > My Class Schedule

go to ...

Search Plan Enroll My Academics

my class schedule add drop swap edit term information

My Class Schedule

Select Display Option List View Weekly Calendar View

2010 Fall | Undergraduate | Long Beach City College [change term](#)

Class Schedule Filter Options

Show Enrolled Classes Show Dropped Classes Show Waitlisted Classes [filter](#)

LBCC Bookstore - Textbook Express

[View/Buy Textbooks for LAC](#) [View/Buy Textbooks for PCC](#)

CAOTO 15 - Business Communications

Status	Units	Grading
Dropped	3.00	Graded

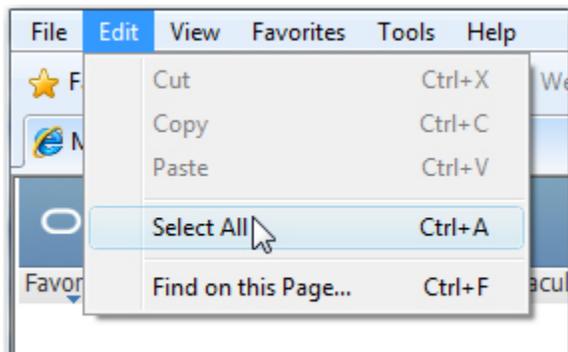
Class Nbr	Section	Component	Days & Times	Room	Instructor	Start Date
73379	11	Lecture	We 6:00PM - 8:50PM	Liberal Arts Campus - M107	Susan Cully	01/12/2011

CAOTO 261 - Business English

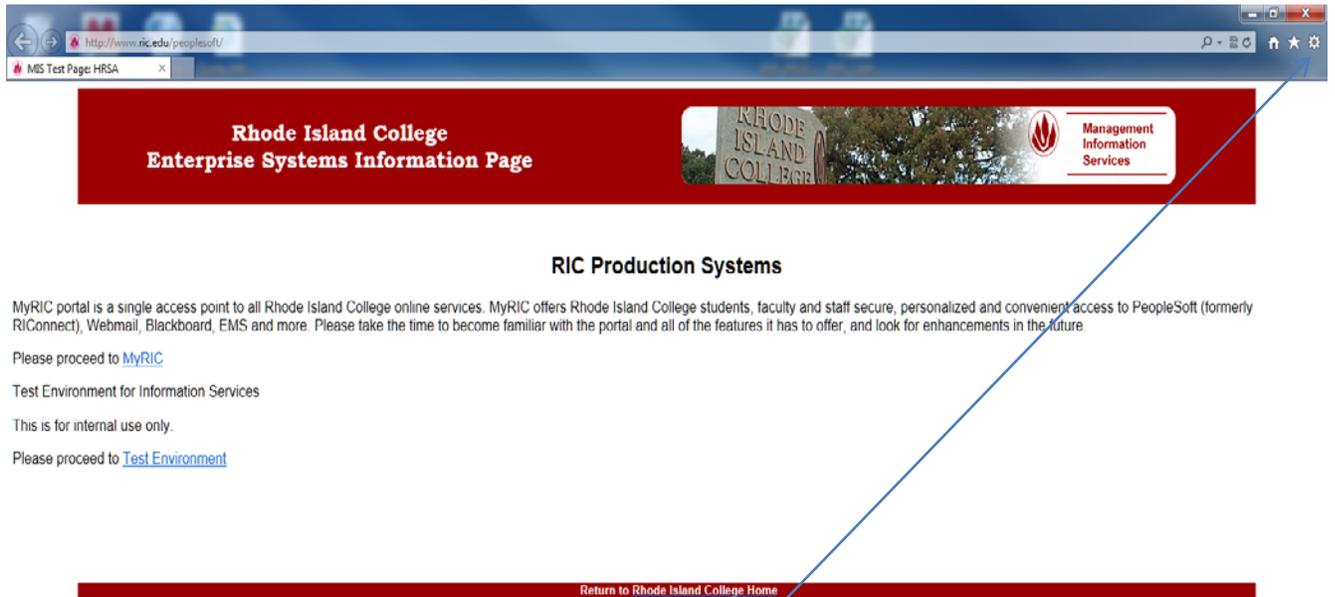
Put your mouse somewhere in the middle of the page.

2. Choose Edit Menu > Select All

This is what the page might look like when everything is selected.



Print Guide



Select: **Down Arrow** **(IE 10) (Looks like a washer)**

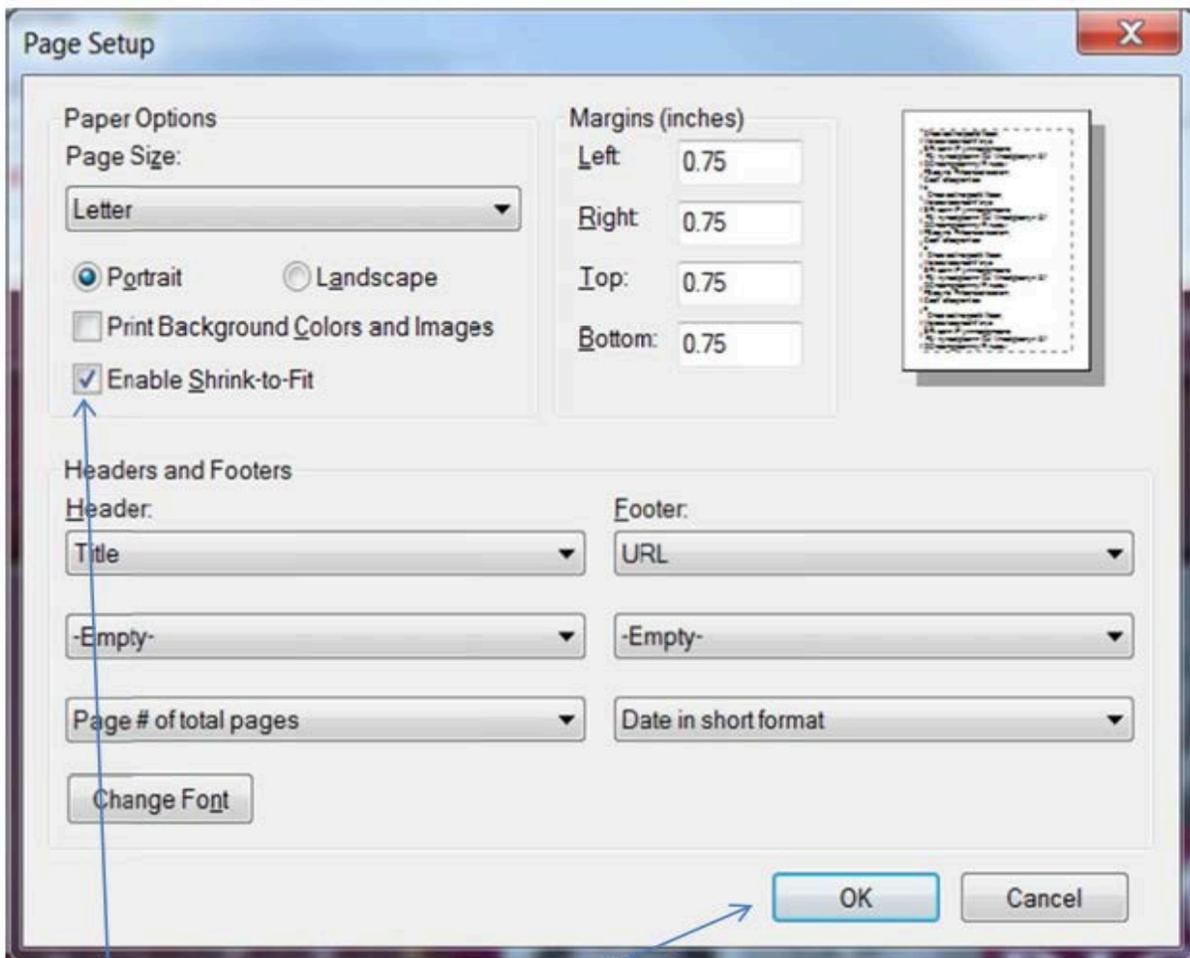
Click: **Print** → **Page Setup**

Note: May have a different Internet Browser.

Check next page:

If the printed fonts are too small, you may have to reset your browser's printing default:

Print Guide



Click: Enable Shrink-to-Fit box to ***remove check mark***

Click: OK

- **Mozilla Firefox on Windows**

Right-click in a blank area of the page you want to print and choose *This Frame > Print Frame*.

- You can also do this: Choose *This Frame>Open Frame in New Window* from the pop-up menu. However, some Windows XP users may see the new window with the proper content. If this is the case, please use the method above. It might be a good idea to look at a preview. **Go to File > Print Preview**. You can check to see if all of your information is visible.

The page will now print properly.

Print Guide

2. Mac:

The default Internet Browser on Macs is Safari.

- **The Mac Browser:** **Safari**

Safari: If you are using Safari (the default browser on the Mac), you will need to Control-Click on a blank area of the page, and choose Open Frame in New Window from the pop-up menu.

If you would like to see a Preview, choose File > Print. Choose the PDF button in the lower left, then choose Open PDF in Preview.

- **Mozilla** **Firefox on the Mac**

We recommend that Mac users use the Firefox browser when accessing RIConnect.

Try this first:

1. Place your mouse somewhere in the middle of the page.
2. Choose Edit Menu > Select All
3. Then choose File > Print
4. Select the Firefox option in the Print box
5. Then choose Print Selection Only (the first check box)
6. Now print the page.

This may also work:

Control-click in a blank area of the page you want to print and choose This Frame > Open Frame in New Window from the pop-up menu. The page will now print properly.

If you would like to look at a preview, go to File > Print Preview. If you want to, change the Page Orientation to Landscape. You can also remove the Headers and Footers under Page Setup > Margins...