**RHODE ISLAND
COLLEGE**

MyRIC Portal:

How to Print Guide

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MyRIC_How_to_Print

Please call MISHelpDesk 456-9873 for assistance.

Print Guide

RHODE ISLAND COLLEGE

MyRIC
How to Print - Guide.

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.

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

2. Choose Edit Menu > Select All

This is what the page might look like when everything is selected.
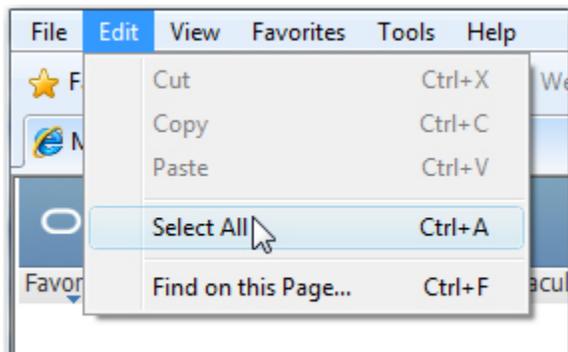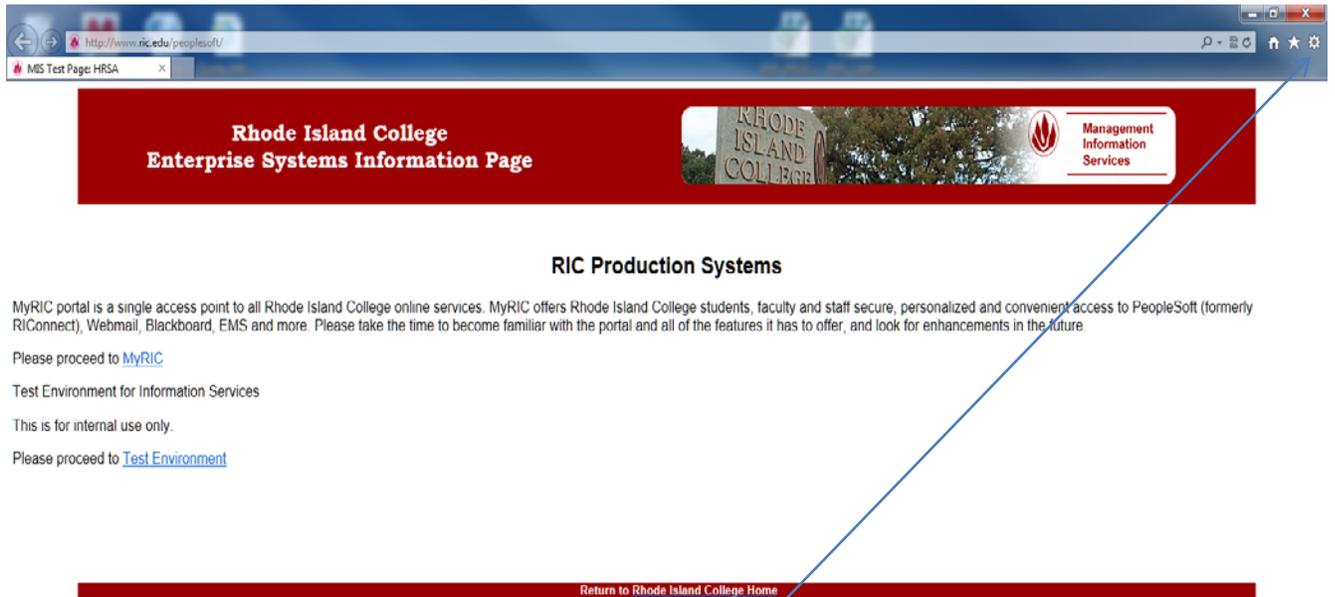
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Select: **Down Arrow   (IE 10) (Looks like a washer)**
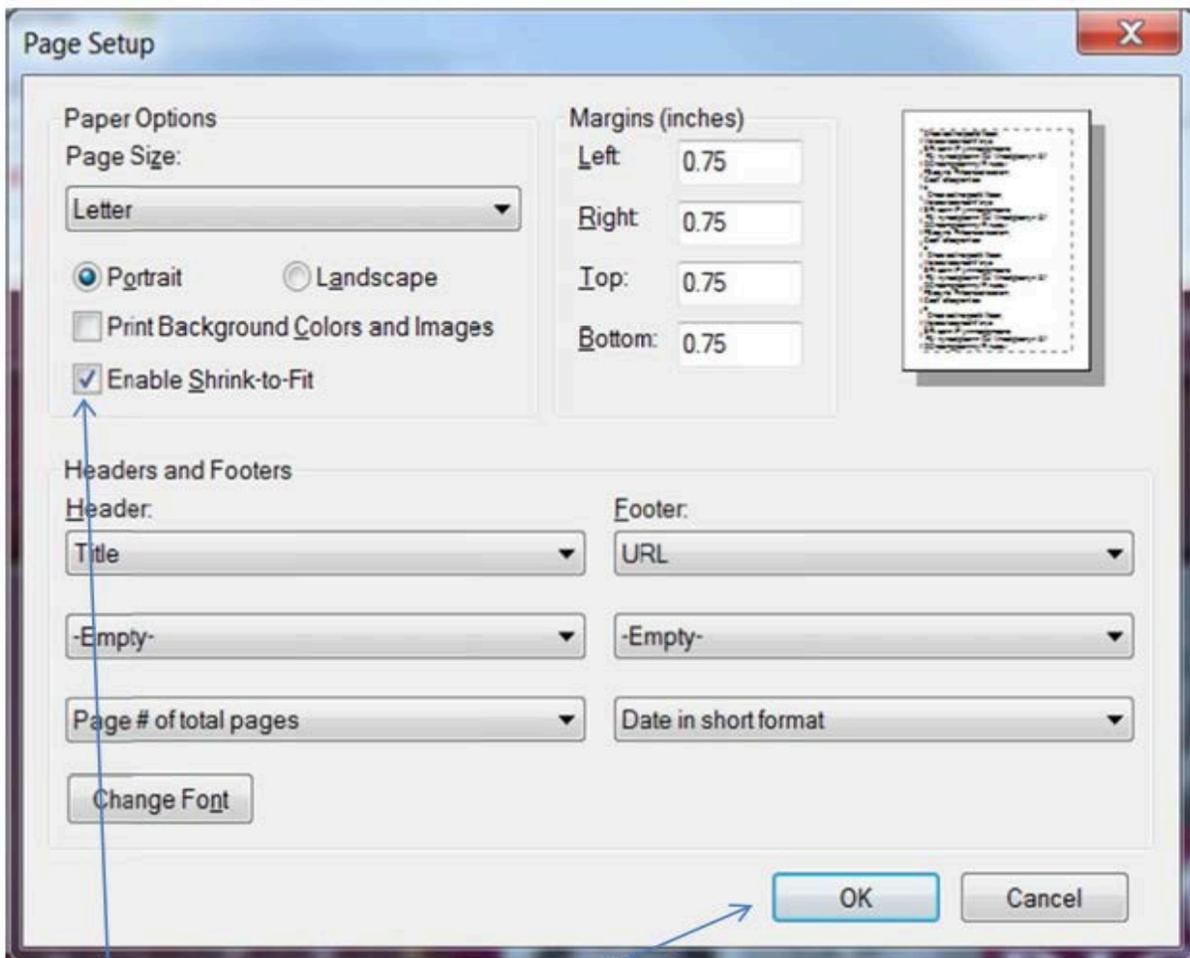
Click: **Print➜Page Setup**

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:

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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.

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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...