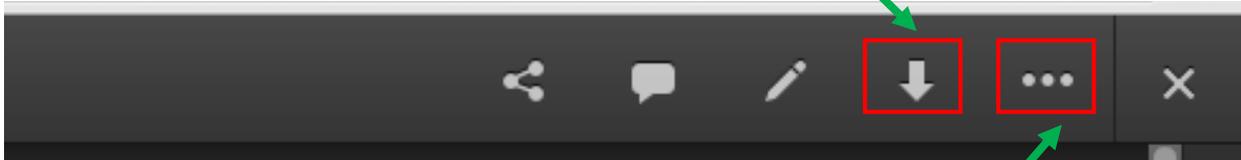


How to Print and Save Documents Stored in UMBC Box

1. Click on the link of the document that you need.
2. The document will then open as a preview.
3. To save the document, you must first download it. Click the arrow in the upper left hand corner of the preview. Once it has downloaded, open the document and then you will be able to save it.



4. To print, click the three dot icon (...) in the upper left corner and select printable version in the drop down menu. This will take you to another page with a printable version of the document.
Note: Make sure the printer and settings meet your preferences before printing.