

Export Site

Blogs can be exported and stored on your computer. This allows you to browse the site offline, back up your material, or post the material to another web site. To export:

1. Locate the Blog you wish to export in Blackboard
2. Click **View**
3. Click **export site**



4. Click **Save** in the File Download box
5. Select the location for the file
6. Click **Save**

Exported sites are saved as a .zip file. To view the content, extract the zip and browse it in your web browser. Start first by opening the **index.html** page.

Print Blog (Can print as PDF so you have digital copy)

Blogs can be printed and saved as .pdf files or printed on paper. To print:

1. Locate the Blog you wish to export in Blackboard
2. Click **View**
3. Under '**Actions**' on the right side, click '**print (w/comments)**'



4. Click the **printer icon** in the top right corner



5. If you would like to print a paper copy, then just click OK in the Print Window.
6. If you would like a **.pdf file**, then in the **Print Window** select **Adobe PDF** for the printer name and then click OK.

