

Calendar Printing

Calendars can be viewed and printed in three different layouts:

1. **Week** view to show the activities one week at a time, perhaps for short-term guests.
 - Click on “Week”
 - Click on the printer symbol labelled “Print”
 - Specify the week(s) you want printed from the default value or from the drop-down menu.
 - Set the orientation to “Landscape”.
 - Select “Black and white” if desired
 - Click the “Print” button.

2. **Month** view to show only the activity locations:
 - Click on “Month”.
 - Click on the printer symbol labelled “Print”
 - Specify the date range you want printed from the default or from the drop-down menu. The default appears to be 60 days.
 - Set the orientation to “Landscape”.
 - Select “Black and white” if desired
 - Click the “Print” button.

3. **Agenda** view to show the activity locations and associated descriptions:
 - Click on “Agenda”
 - Click on the printer symbol labelled “Print”
 - Specify the date range you want printed from the default or from the drop-down menu
 - Select “Print descriptions”
 - Set the orientation to “Portrait”.
 - Select “Black and white” if desired
 - Click the “Print” button.