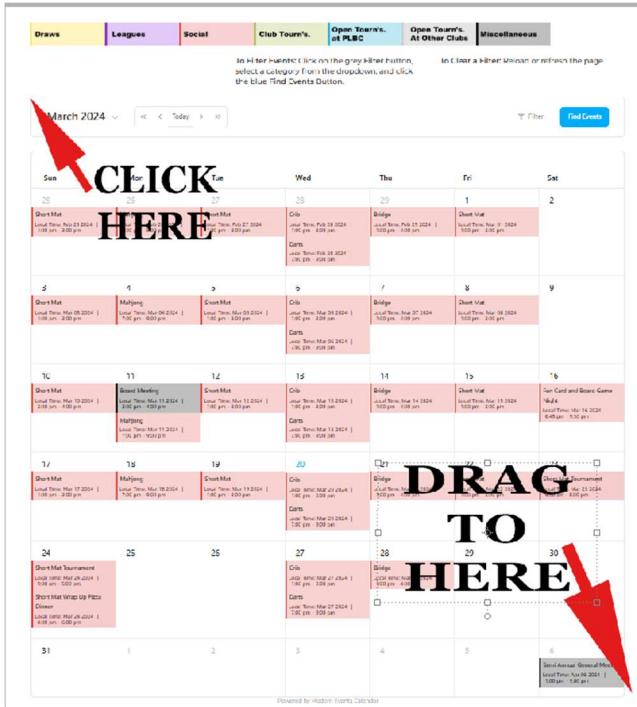


Printing the Club Calendar

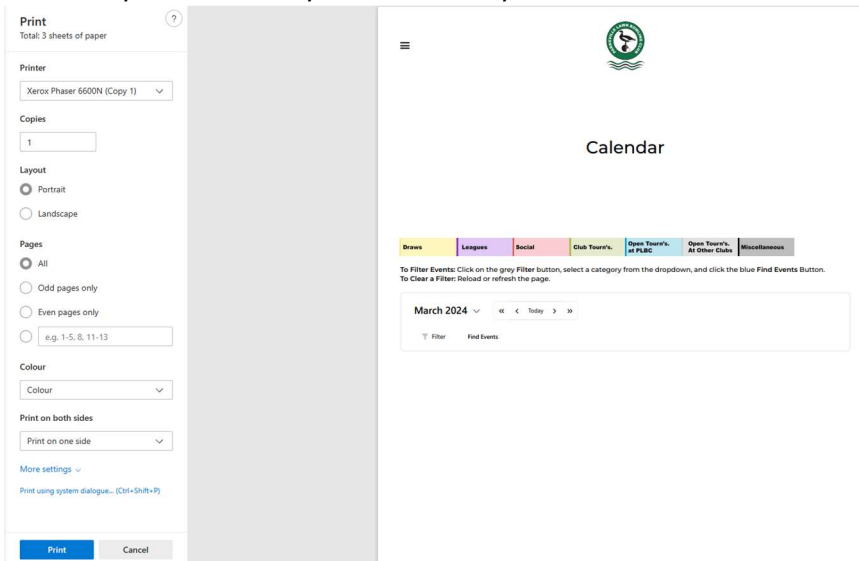
Note: Printing the calendar will not show events that have been added/deleted/rescheduled! You should always verify events on the club web site.

- 1) Select the calendar by clicking on the top left corner and dragging to the bottom right corner.



- 2) Start printing by either typing Alt-F, P **OR** Ctl-P. The print preview and settings will open.

**** Note: your screen may not look exactly as below but should have the same settings.**



- 3) Click "More Settings" bottom left to display all settings

- 4) Scroll to the bottom on the left and check “Background Graphics” and “Selection only”.
- 5) Fill in the rest of the settings as follows:

Layout: Portrait

Pages: All

Colour: Colour (you can change to black and white but Why??)

Print on both sides: Change to “Print on Both Sides” if desired, or leave as “Print on one Side”

Paper Size: Letter

Scale (%): If the selection fits on the screen with “Actual Size” leave it, or click the bottom option and adjust the % until you are happy.

Pages per sheet: 1

Margins: Minimum

When you are happy with the preview, click **Print**.