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.



Start printing by either typing Alt-F, P <u>OR</u> Ctl-P. The print preview and settings will open.
** Note: your screen may not look exactly as below but should have the same settings.

Print ? Total: 3 sheets of paper		=						
Printer								
Xerox Phaser 6600N (Copy 1) 🛛 🗸								
Copies								
1		Calendar						
Layout								
O Portrait								
C Landscape								
Pages		Draws	Leagues	Social	Club Tourn's.	Open Tourn's.	Open Tourn's. At Other Clubs	Miscellanocus
O All		To Filter Events: Click on the grey Filter button, select a category from the dropdown, and click the blue Find Events Button.						
Odd pages only		To Clear a Filter: Reload or refresh the page.						
Even pages only		March 2024 v « < Today > w						
O e.g. 1-5, 8, 11-13								
Colour								
Colour 🗸								
Print on both sides								
Print on one side \checkmark								
More settings ~								
Print using system dialogue (Ctrl+Shift+P)								
Print Cancel								

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**.