

Displaying and Printing the AAUW Calendar

1. Go to the AAUW website home page using any web browser (Internet Explorer, Mozilla Firefox, Google Chrome, Safari, etc.) by entering www.aauwprescott.net in the top address bar.



2. A calendar link can be found in the lower right-hand side of the AAUW home page. Click on **Full Page Printable Calendar** to display the calendar

3. A new tab will open that displays the Calendar. The default view is **MONTH**. You can change it by clicking on **WEEK** or **AGENDA**.

4. You may print from any view - WEEK, MONTH, or AGENDA.
For the **most detailed printout** choose AGENDA view.

To print the calendar, click on the printer icon

 Print Week Month Agenda

5. A new window will be displayed titled **Calendar Print Preview**

Calendar Print Preview

Prescott AAUW
Wed Jun 4, 2014
1:30pm - 3:30pm 1st Wednesday Afternoon Book G
Fri Jun 6, 2014
1pm - 3pm Ladies Bridge 1st Friday
Sun Jun 8, 2014
1pm - 5pm Singles Salon
Tue Jun 10, 2014

Total pages: 2

Print Range: Jun 2 - 29, 2014 ▼

Font size: Normal ▼

Orientation: Auto ▼

Print descriptions:

Print end times:

Print attendees:

Print your response:

Show events you have declined:

Black and white:

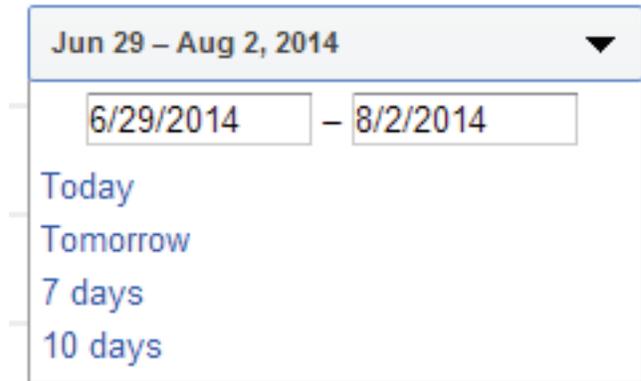
Print Save As... Cancel

Continue to the next page to find directions for customizing and printing in AGENDA view.

6. Customizing and Printing from AGENDA view *following the illustration below:*

1) Choose a date range by clicking on the down arrow to the right of **Print Range** (circled in red).

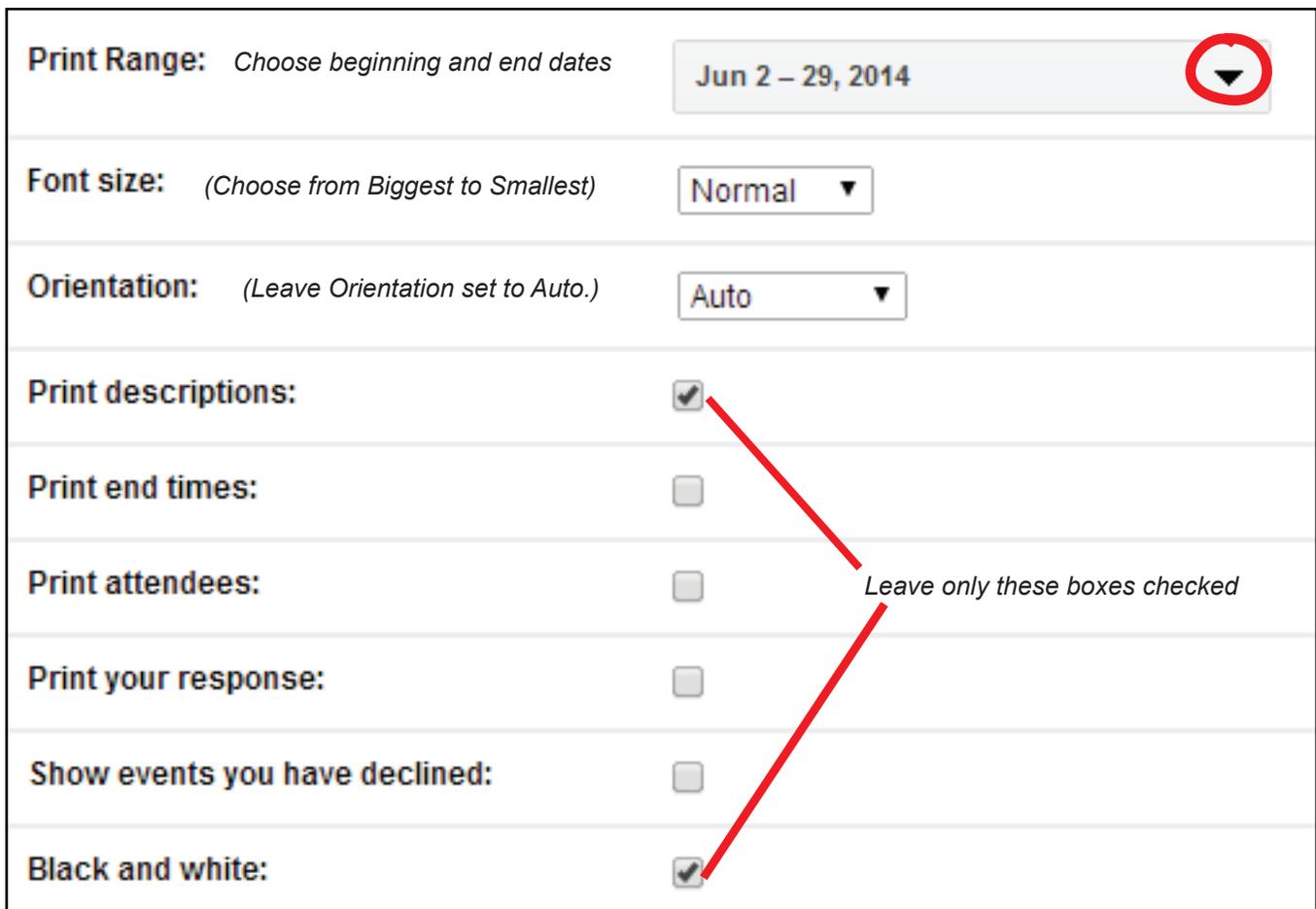
Clicking on the **Print Range** down arrow will bring up a display similar to the one shown to the right. You may type in your choice of the beginning and ending date as shown, or click on one of the choices listed. (Today, Tomorrow, 7 Days, 10 Days)



2) Choose your **Font size** by clicking on the down arrow next to Normal. You will be given a choice from Biggest to Smallest. Choose the size you want, or just leave in on Normal

3) Leave the **Orientation** set to Auto

4) Click on the boxes until only the boxes labeled **“Print Descriptions”** and **“Black and White”** are checked, as shown in the illustration below.



Print Range: Choose beginning and end dates	Jun 2 - 29, 2014
Font size: (Choose from Biggest to Smallest)	Normal
Orientation: (Leave Orientation set to Auto.)	Auto
Print descriptions:	<input checked="" type="checkbox"/>
Print end times:	<input type="checkbox"/>
Print attendees:	<input type="checkbox"/>
Print your response:	<input type="checkbox"/>
Show events you have declined:	<input type="checkbox"/>
Black and white:	<input checked="" type="checkbox"/>

Leave only these boxes checked

7. When you are satisfied with your print preview, click **Print** to print your calendar.

Calendar Print Preview

Prescott AAUW

Thu Jul 3, 2014

1:30pm **Great Decisions 1st Thursday**
Description: RSVP: Gretta Larsen Topic: Food and Climate L

Tue Jul 8, 2014

10am **2nd Tuesday Morning Book Group**
Description: RSVP: Kathy Lopez Location: Prescott Public Library, Bump Ro
by Oliver Sacks

1:30pm **Travel Group** **Total pages: 2**

Print Range: Jun 29 – Aug 2, 2014 ▼

Font size: Normal ▼

Orientation: Auto ▼

Print descriptions:

Print end times:

Print attendees:

Print your response:

Show events you have declined:

Black and white:

Print Save As... Cancel