

# 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](http://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



HOME

The Prescott Branch of  
**AAUW**  
Empowering women since 1881  
Invites you to its  
**Annual Summer Membership Social**  
Wednesday, June 11 2014  
5:00 to 7:00p.m.  
Yavapai College Library, Community Room  
1100 E. Sheldon St., Prescott  
Please join us for  
Hors d'oeuvres, Desserts  
Conversation and Inspiration  
**AAUW AAUW AAUW AAUW**  
RSVP by Jun 3 to  
[prescottaauwbranch@gmail.com](mailto:prescottaauwbranch@gmail.com)

#### Current News

Give a Grad a Gift  
Woman to Woman Study-Break Tea  
April Gen Meeting with Photos  
We Donated Clothing at April Meeting  
2014 Regional Conference Reno, NV  
Author's Luncheon Coming in August

#### Newsletters

May-June 2014  
March-April 2014  
January-February 2014  
November-December 2013  
September-October 2013  
July-August 2013

**Join AAUWPrescott**  
Membership Application

#### Calendar

Full Page Printable Calendar

Wednesday, June 4  
1:30pm 1st Wednesday After  
Friday, June 6  
1:00pm Ladies Bridge 1st Fri  
Sunday, June 8  
1:00pm Singles Salon  
Tuesday, June 10

enlarged view

**Calendar**  
**Full Page Printable Calendar**

Wednesday, June 4

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**.



#### Monthly Calendar

Choose the format you like by clicking the tabs on the right - Week, Month, or Agenda. Click on the event for details. **Click Print icon to Print**

Today June 2014

Sun	Mon	Tue	Wed	Thu	Fri	Sat	Sun
	Jun 1	2	3 1:30pm 1st Wednesday	4	5	6 1pm Ladies Bridge 1st	7

enlarged view

Print **Week** **Month** Agenda  
Fri Sat

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:

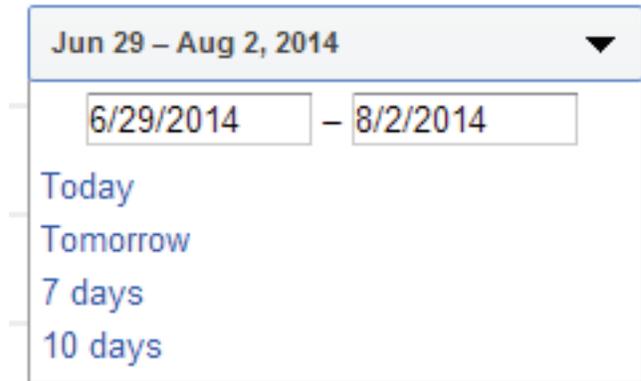
Print Save As... Cancel

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).

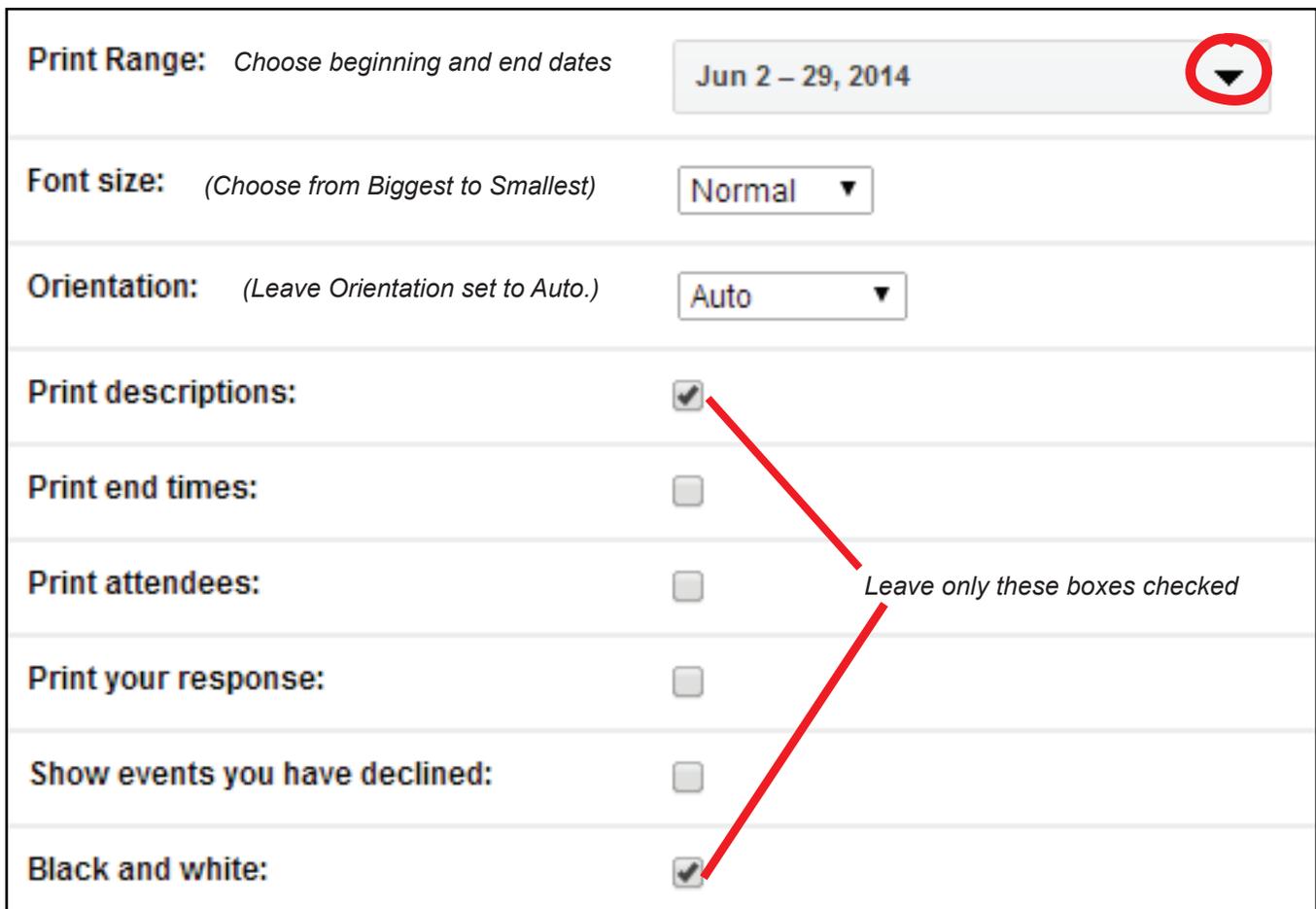
Clicking on the **Print Range** down arrow will bring up a display similar to the one shown to the right. You may type in your choice of the beginning and ending date as shown, or click on one of the choices listed. (Today, Tomorrow, 7 Days, 10 Days)



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.



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

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Font size: Normal ▼

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Orientation: Auto ▼

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Print descriptions:

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Print end times:

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Print attendees:

---

Print your response:

---

Show events you have declined:

---

Black and white:

**Print** Save As... Cancel