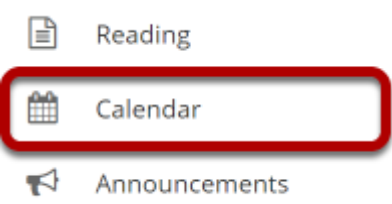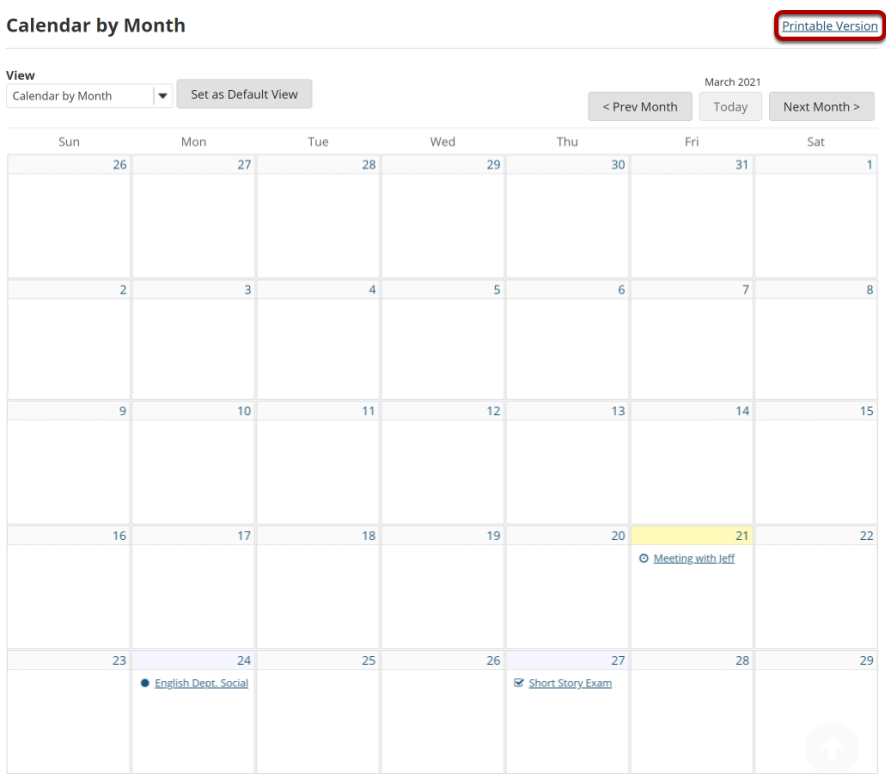# How do I print the Calendar?

Go to Calendar.

Select the **Calendar** tool from the Tool Menu in your site.

Click Printable Version.

Print PDF.

Calendar for Instructor Demo - March 2021

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21 3:00PM: Meeting with Jeff	22
23	24 7:00PM: English Dept. Social	25	26	27 8:00AM: Short Story Exam	28	29

- 1 -

A new window will open with a PDF version of the current calendar version displayed. Print or save the PDF file from this window.

Tip: The printable view will change depending on which view of the calendar you are currently viewing (i.e., day, week, month, year, or list). Be sure to select your desired calendar view for printing before clicking Printable Version.