

# Google Calendar Instructions: Printing Daily Schedule

→ Open Google Calendars

If you have more than one calendar, click on the little arrow (yellow arrow below) that will bring up several options. From those options, choose to display only that calendar.

→ In navigation bar choose the day option (redish colored arrow below)

The screenshot displays the Google Calendar interface in a Mozilla Firefox browser window. The browser's address bar shows the URL <http://www.google.com/calendar/render?tab=mc>. The page title is "Google Calendar - Mozilla Firefox". The interface includes a navigation bar with options like "Print", "Refresh", "Day", "Week", "Month", "4 Days", and "Agenda". The "Day" view is selected. The calendar grid shows the week of September 27-30, 2010. A yellow arrow points to the dropdown arrow next to "Tishia Lee" in the "My calendars" section. A red arrow points to the "Day" view button in the top navigation bar. The calendar grid shows events for the week of September 27-30, 2010, including "Check Email - Mon", "Caleb's 12th Birthda", and "Mom's Birthday".

→ Your calendar will now display something like this (picture below).

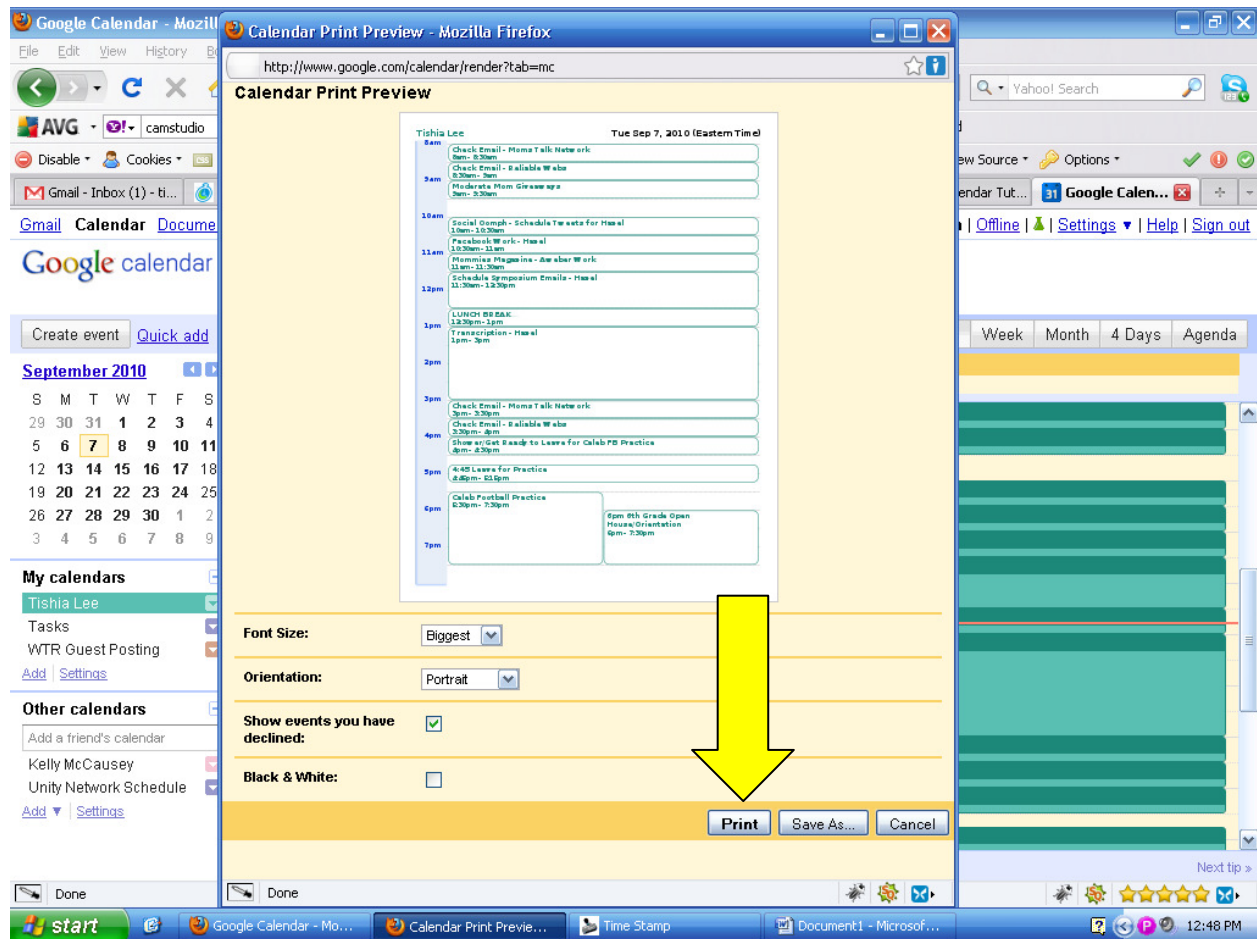
→ To print, choose the print option in the navigation menu (blue arrow below)

The screenshot shows a Mozilla Firefox browser window displaying Google Calendar. The address bar shows the URL <http://www.google.com/calendar/render?tab=mc>. The browser's navigation menu includes 'File', 'Edit', 'View', 'History', 'Bookmarks', 'Tools', and 'Help'. The calendar interface is in 'Day' view for Tuesday, Sep 7, 2010. A navigation menu at the top right includes 'Print', 'Refresh', 'Day', 'Week', 'Month', '4 Days', and 'Agenda'. A blue arrow points to the 'Print' button. The calendar shows a list of events for the day, including 'Check Email - Reliable Webs', 'Moderate Mom Giveaways', 'Social Gomph - Schedule Tweets for Hazel', 'Facebook Work - Hazel', 'Mommies Magazine - Aweber Work', 'LUNCH BREAK', 'Transcription - Hazel', 'Check Email - Moms Talk Network', 'Check Email - Reliable Webs', 'Shower/Get Ready to Leave for Caleb FB Practice', and '4:45p - 4:45 Leave for Practice'. The Windows taskbar at the bottom shows the 'start' button, several open applications, and the system clock at 12:43 PM.

→ A print preview screen will pop up with different options.

- Font size: I choose biggest
- Orientation: I choose portrait
- Show events you have declined: I always just leave this checked
- Black & White: check this is you want to print it in black & white

→ Now go ahead and print it by choosing the print option (yellow arrow below)



Once you choose the print option another print screen will probably pop up for your printer. I don't change anything on my printer settings, just print it.

That's it 😊