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)

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

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



 \rightarrow 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)

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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 🙂