

Starting from Month View, select Print View

The screenshot shows a web browser window titled "Calendar - Windows Internet Explorer" with the URL <http://www.mychurchevents.com/calendar/calendar.aspx?ci=G1F0J4K5H2H2O9L613>. The page features a "Featured Events" section for "Sunday, November 02, 2008: Ancient Foods of the Holy Land" and a calendar for "OCTOBER 2008". A red arrow points to the "Print View" button in the navigation bar.

**Featured Events:**  
Sunday, November 02, 2008: Ancient Foods of the Holy Land  
Chalice of Mercy welcomes all faiths to our dinner being held on Sunday, November 2, at First Presbyterian Church, 7:30-6:00pm

**October 2008**

S	M	T	W	T	F	S
28	29	30	1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	1

**OCTOBER 2008**

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
28 9:30 AM Worship 10:00 AM Faith Quest 12:30 PM CROP Walk	29 9:00 AM Staff Meeting 10:00 AM Counting Team	30 9:00 AM Support Staff	1 6:30 AM Optimist Brkfst 4:00 PM Confirmation & Combined Youth Groups 5:30 PM Family Meal 6:30 PM Choir	2 12:00 PM Men's Luncheon 7:00 PM Worship and Music Team	3 7:00 PM Youth Group to Chi-Hi football Game	4
5 9:30 AM Worship 10:00 AM Faith Quest 10:30 AM Fellowship	6 9:15 AM Staff Meeting 10:00 AM Counting Tm 6:15 PM Praise Team	7 4:00 PM The Open Door Clinic 7:00 PM Fireproof Discussion at the Boyer's	8 6:30 AM Optimist Brkfst 9:00 AM Art Group 4:00 PM Confirmation & Combined Youth Groups 5:30 PM Family Meal 6:30 PM Choir 6:30 PM Communications Team 6:30 PM Personnel Meeting	9 7:00 PM Worship and Music Team	10 Wedding Rehearsal	11 9:30 AM Deacons 2:00 PM Sweeney/Zank Wedding
12 9:30 AM Worship 10:00 AM Faith Quest 10:30 AM Fellowship	13 8:00 AM Organ Worship 9:15 AM Staff Meeting 10:00 AM Counting Tm 6:15 PM Praise Team 6:30 PM Clinic Board	14 11:00 AM Finance Team 4:00 PM The Open Door Clinic	15 6:30 AM Optimist Brkfst 9:00 AM Art Group 4:00 PM Confirmation & Combined Youth Groups 5:30 PM Family Meal 6:30 PM Choir	16 9:30 AM Presbyterian Women Meeting & Bible Study 7:00 PM Presbyterian Men	17	18 6:00 AM Stewardship Prayer Vigil
19 9:30 AM Worship 10:00 AM Faith Quest 10:30 AM Fellowship	20 9:15 AM Staff Meeting 10:00 AM Counting Tm 6:15 PM Praise Team 7:00 PM Worship Leaders	21 4:00 PM The Open Door Clinic 7:00 PM Session	22 6:30 AM Optimist Brkfst 9:00 AM Art Group 4:00 PM Confirmation & Combined Youth Groups 5:30 PM Family Meal 6:00 PM Care, Share, Prayer 6:30 PM Choir	23	24	25

## Select LANDSCAPE Printable Version


**Printing Instructions**


**Choose which format you wish to print.**  
Click the appropriate link below for the print format you want. A **NEW browser window will open** with your calendar formatted in that style. (**NOTE:** This window will stay open so you can refer to these instructions.)

**To print from the new browser window:**

1. Select "FILE" and then "PAGE SETUP." Change your printer orientation if it doesn't match the format you chose (Landscape or Portrait).
2. Set your margins to .5 on all four sides.
3. Make sure that the Header and Footer fields are blank.
4. Click "OK."
5. Select "FILE" and then "PRINT."
6. Make sure the correct printer is selected and select the number of pages and copies you want to print.
7. Click "PRINT."

**Note:** Make sure your browser is set up to print background colors and images so your grid lines print correctly.  
[Click here for help turning this feature on.](#)

 [LANDSCAPE Printable Version](#)  
This will format your calendar for landscape (horizontal) printing.

 [PORTRAIT Printable Version](#)  
Click portrait to format your calendar for portrait (vertical) printing.

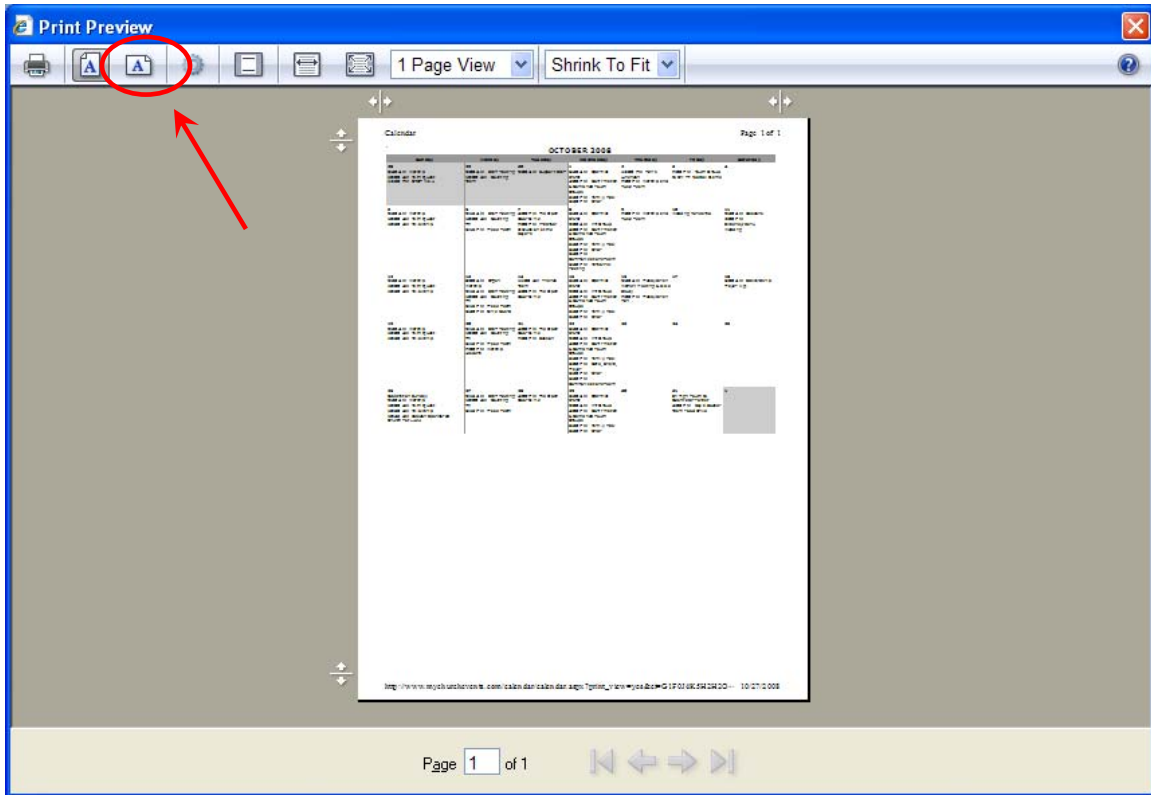
**Helpful Printing Tips.**

- [How can I print the calendar with or without private events?](#)
- [Why aren't the grid lines showing when I print my calendar?](#)
- [Can I copy and paste the calendar into my desktop publishing program?](#)
- [Can you resize the Online Calendars to better fit your newsletter/bulletins?](#)
- [The calendar always prints on 2 pages. Do you have some suggestions to get it to fit on one page?](#)
- [Can I edit my calendar in Microsoft Word using the Edit button at the top of Internet Explorer?](#)

http://www.mychurchevents.com/calendar/calendar.aspx?print\_view=yes&ci=G1F034K5H2H2O9L6I3&print\_layout=landscape&g

From IE, select Print Preview. The image below shows IE Version 7.

Select Landscape



At this point, it is formatted correctly and you can print....

The screenshot shows a 'Print Preview' window with a toolbar at the top. The toolbar includes a printer icon (circled in red), a magnifying glass, a refresh icon, a '1 Page View' dropdown, and a 'Shrink To Fit' dropdown. The main content area displays a calendar for 'OCTOBER 2008' with a grid of days and events. At the bottom, there is a page navigation bar showing 'Page 1 of 1' and navigation arrows.

Calendar

OCTOBER 2008

Page 1 of 1

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
1 9:00 AM Volleyball 10:00 AM Softball 12:00 PM Soccer	2 9:00 AM Softball 10:00 AM Softball 11:00 AM Soccer	3 9:00 AM Soccer 10:00 AM Softball 11:00 AM Soccer	4 9:00 AM Softball 10:00 AM Softball 11:00 AM Soccer	5 9:00 AM Softball 10:00 AM Softball 11:00 AM Soccer	6 9:00 AM Softball 10:00 AM Softball 11:00 AM Soccer	7 9:00 AM Softball 10:00 AM Softball 11:00 AM Soccer
8 9:00 AM Softball 10:00 AM Softball 11:00 AM Soccer	9 9:00 AM Softball 10:00 AM Softball 11:00 AM Soccer	10 9:00 AM Softball 10:00 AM Softball 11:00 AM Soccer	11 9:00 AM Softball 10:00 AM Softball 11:00 AM Soccer	12 9:00 AM Softball 10:00 AM Softball 11:00 AM Soccer	13 9:00 AM Softball 10:00 AM Softball 11:00 AM Soccer	14 9:00 AM Softball 10:00 AM Softball 11:00 AM Soccer
15 9:00 AM Softball 10:00 AM Softball 11:00 AM Soccer	16 9:00 AM Softball 10:00 AM Softball 11:00 AM Soccer	17 9:00 AM Softball 10:00 AM Softball 11:00 AM Soccer	18 9:00 AM Softball 10:00 AM Softball 11:00 AM Soccer	19 9:00 AM Softball 10:00 AM Softball 11:00 AM Soccer	20 9:00 AM Softball 10:00 AM Softball 11:00 AM Soccer	21 9:00 AM Softball 10:00 AM Softball 11:00 AM Soccer
22 9:00 AM Softball 10:00 AM Softball 11:00 AM Soccer	23 9:00 AM Softball 10:00 AM Softball 11:00 AM Soccer	24 9:00 AM Softball 10:00 AM Softball 11:00 AM Soccer	25 9:00 AM Softball 10:00 AM Softball 11:00 AM Soccer	26 9:00 AM Softball 10:00 AM Softball 11:00 AM Soccer	27 9:00 AM Softball 10:00 AM Softball 11:00 AM Soccer	28 9:00 AM Softball 10:00 AM Softball 11:00 AM Soccer
29 9:00 AM Softball 10:00 AM Softball 11:00 AM Soccer	30 9:00 AM Softball 10:00 AM Softball 11:00 AM Soccer	31 9:00 AM Softball 10:00 AM Softball 11:00 AM Soccer				

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