How to Print Your Schedule

You can print your schedule from your Calendar, using your desktop or mobile device. This feature allows you to share a printed schedule with others who may want to refer to it.

1. Click **Main Menu** > **My Information** > **My Calendar**.

2. Click **Show/Hide** and select the type of items to view in the calendar.

3. A list of Events and Requests are shown to the right of the calendar. If the tabs to the right of the calendar are not visible, click **Show List** .

   Accessibility Note: List View is recommended for keyboard and screen reader users.

4. Click the **Events** tab and select any events that you want to view on the calendar.

5. To print the calendar view, click **Share** > Print. The **Print** panel opens.

6. Select a **Timeframe** and any other items that you want to print. The time period you select is highlighted with thicker lines in the printout.

7. Click **Continue**.

8. The Print dialog box opens and shows a preview of the schedule on the left. If it looks acceptable, select a **Destination**: **Printer, PDF,** or **See more**.

   a. If you select a printer, select the printer settings you want to use and click **Print**. The calendar pages print with the calendar title on every page.
   b. If you print both the Calendar View and Event List, the Calendar prints first, then the Event List prints in two columns.

   b. If you select **Save as PDF,** click **Save.** A directory on your system opens where you can save the file or select another location to save it. The name defaults to My Calendar <start date> - <end_date>.pdf or you can specify another name.
   c. After saving the PDF, it opens in the window you are viewing. Review it and print it when you are ready.

   c. If you select **See More,** a dialog box opens and you can choose another printer or application where you can send your calendar.

Note:

- Print in landscape mode for the best results.
- You can print up to **eight** weeks from your schedule.

- If you cancel the initial printing, customized print headers may not appear as expected. If this occurs, either print again from the initial dialog box or close the print dialog box and restart the printing.
- You cannot print directly from a mobile device. You can **Save as PDF** and print later.