

PRINT THE MONTHLY CALENDARS

Beginners' Kaffee Klatch
Presented by Bill Wilkinson
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To obtain a paper copy of the monthly calendars, follow these steps.

1. Click on this hyperlink to the club's homepage. www.scsc.com
2. In the left column, click on the current month. (It will be at the top of the list.)
3. In the next window, scroll down the left column to "To PRINT the calendars."
4. This action will cause the two calendars (classroom and lab) to open as a 2-page PDF (portable document folder) file.
5. On the toolbar's left side, click on the printer icon.
6. In your printer's dialogue box, change the print quality to lowest quality and turn off the print in color option. (These setting will vary from printer manufacturer to printer manufacturer and even from printer model to printer model of the same brand.)
7. Set the Print Range to All (the default) to print both calendars.
8. Under Print Range, select Pages (1) to print only the classroom calendar.
9. Under Print Range, select Pages (2) to print only the lab calendar.
10. Click on Print to start the printing process.
11. When completed, close all open windows related to this task.