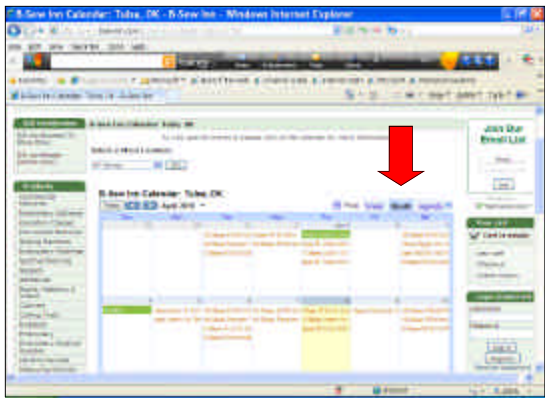
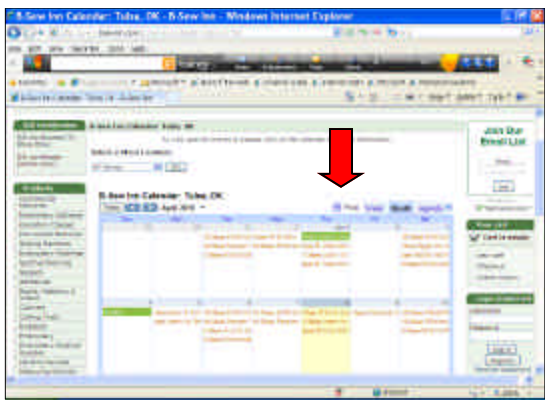
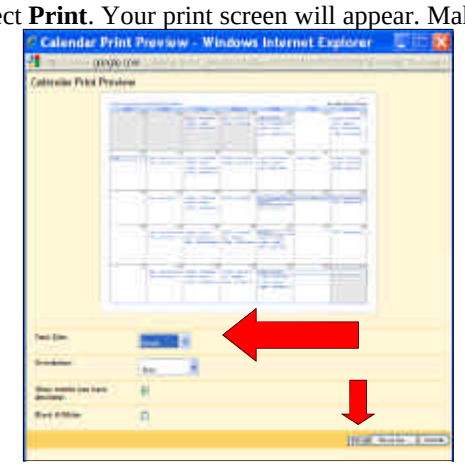
Instructions for printing Google Calendars

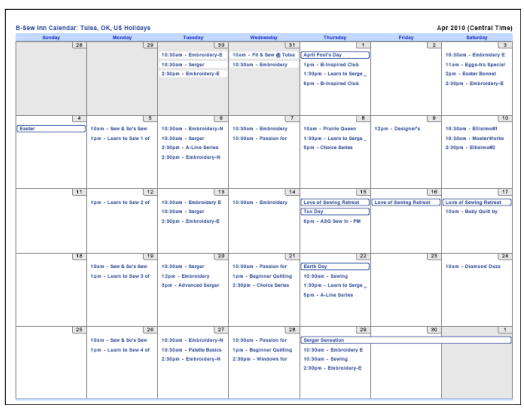
Select the B-Sew Inn store location. Then select the **Month** tab, then Select **Print** next to the Week tab





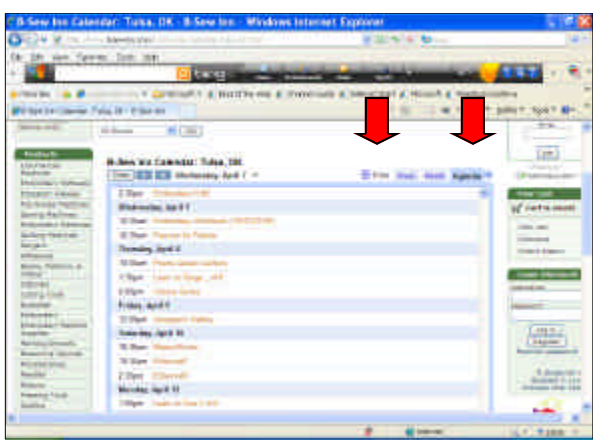
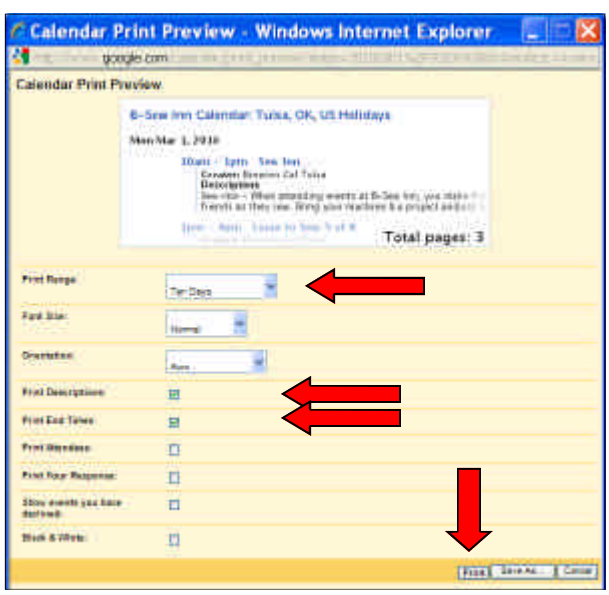
VERY IMPORTANT : Use your tab key to select **Font Size** and change from Normal to **Small** from the drop down list. Use your tab key to go down and select **Print**. Your print screen will appear. Make sure you have your printer set to **Landscape** (usually under Properties)





TO PRINT DESCRIPTIONS WITH CLASSES (this will not be in a calendar format - it is a line listing)

Select **Agenda** (next to Month), Select **Print** next to the Week tab



Tab down and select **Print Range** and change to **10 days or whatever you want to printed** (the maximums you can select are 10 days or one year), Select **Print Descriptions (**it will add a checkmark), then tab down and **Print End Times** (it will add a check mark) Use your tab key to go down and select **Print**. Your print screen will appear. Make sure you have your printer set to **Portrait** (usually under Properties)