

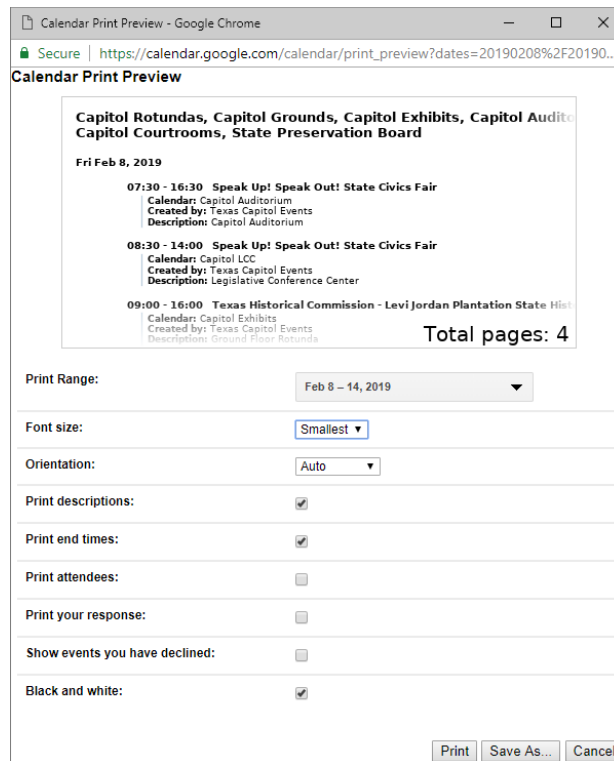
Suggested Print Settings for the Texas Capitol Events Google Calendar

Select **Agenda** view

(Use dropdown beside the Agenda tab to remove event location calendar information if needed.)



Select the **Print** Icon to see popup window.



Set Print Range = Start and End dates

Set Font Size = Smallest

Orientation = Auto (portrait or landscape)

Only Check = **Print descriptions**, **Print end times**, and **Black and white**

Print = Opens your printer list and settings (Recommend print to PDF and save the file)

Save as = Generates PDF document