

**Printing the Morningside calendar at [www.morning-side.com](http://www.morning-side.com)**

Select the month you would like to print in the upper left hand corner of the calendar screen.

Click on the “printer” icon located in the upper right hand side of the calendar screen.

On the screen that pops up you can select your date range under “Print Range”

Select “smaller” or “smallest” under “Font Size” (this assures that all information will be printed on your calendar)

Select “Landscape” under “Orientation”

Make certain to check the box marked “Black and White” or the calendar will print in color and not show up as well against a white background.

Click “Print” if you wish to print or “Save As” to have the calendar in a pdf format