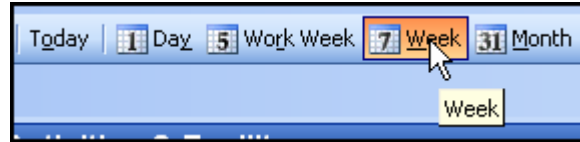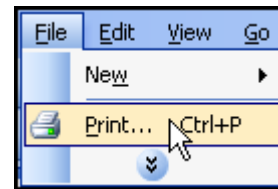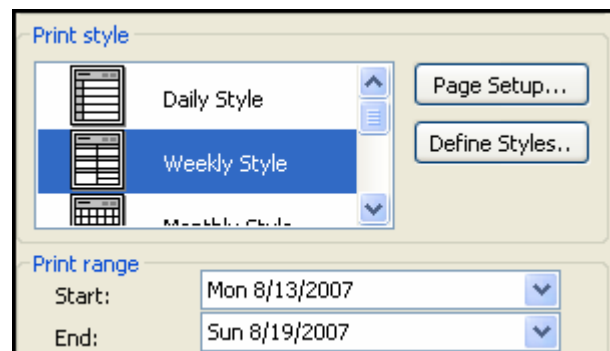# Printing a Weekly Bulletin View of the Public Calendars

1. Click on the **Week** view button at the top. (It should default to the current week.)
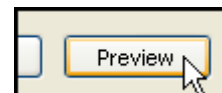
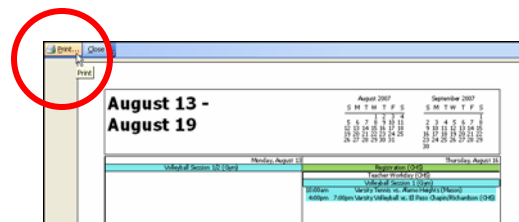2. Select **File, Print** in the upper left hand corner.

3. Be sure that **Weekly Style** is selected and the **Print range** is correct. (The Start date should always be Monday and the End date should always be Sunday.)

4. Select **Preview** to be sure that it displays the desired information.

5. Select **Print** at the top of the screen.

6. Select **OK**.