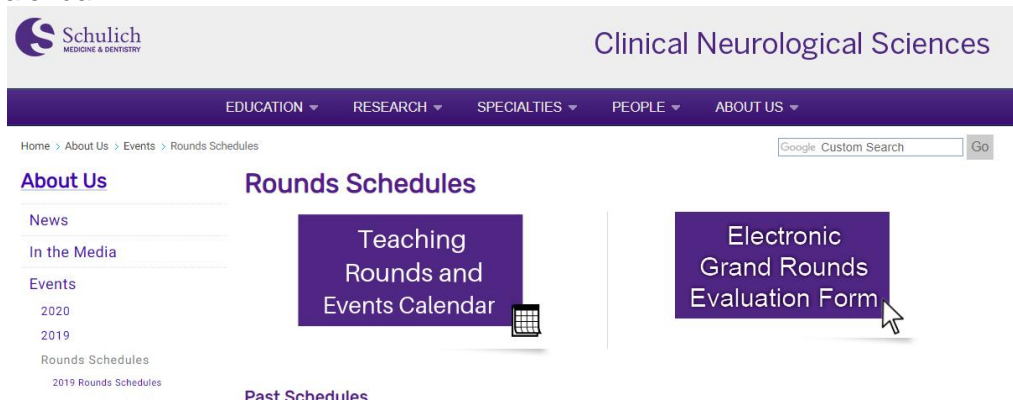


Calendar Printing Tip for CNS Rounds Schedules

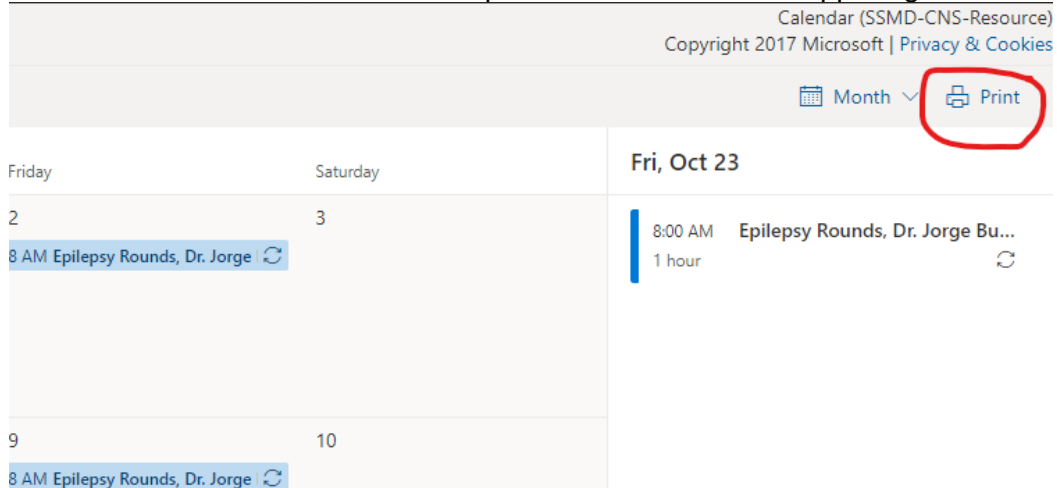
If you would like to print the weekly grand rounds "schedule" in an easy-to-read format, please follow these steps:

- Click on the Rounds Schedule on the CNS website to pull up the monthly rounds calendar



The screenshot shows the Schulich Clinical Neurological Sciences website. The main navigation bar includes 'EDUCATION', 'RESEARCH', 'SPECIALTIES', 'PEOPLE', and 'ABOUT US'. Below the navigation bar, there is a search bar and a breadcrumb trail: 'Home > About Us > Events > Rounds Schedules'. The 'Rounds Schedules' section is active, displaying two buttons: 'Teaching Rounds and Events Calendar' and 'Electronic Grand Rounds Evaluation Form'. A mouse cursor is pointing at the 'Electronic Grand Rounds Evaluation Form' button.

- When the calendar loads, click on the "print" icon located in the upper righthand corner



The screenshot shows the online calendar interface. The top right corner features a 'Print' icon, which is circled in red. The calendar displays a weekly view for Friday and Saturday. The event '8 AM Epilepsy Rounds, Dr. Jorge Bu...' is listed for both days. The 'Print' icon is located in the upper right corner of the calendar interface.

- When the print properties window opens, change the following settings:
 - Change the “view” setting from month to week
 - Change the “layout” setting to vertical agenda: The layout option only appears *after* you change the view setting.
 - Check on the box labeled “print detailed agenda and calendar”

Print

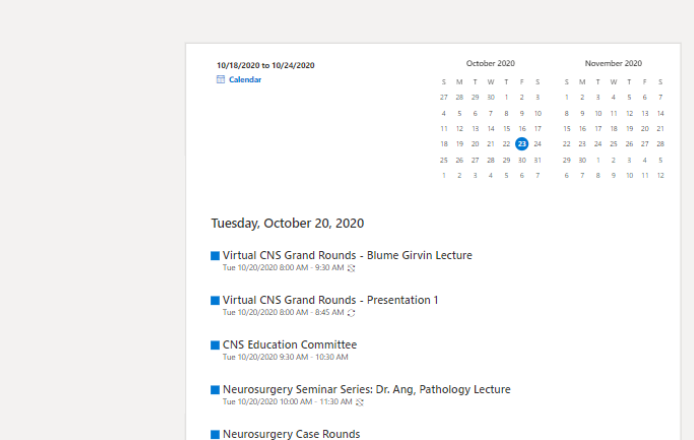
Calendar

View

Time range
 to

Show mini-month

Print detailed agenda



Printing the weekly calendar in this format will ensure that the full title and location appear on your schedule.