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.

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

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