


Levittown Public Schools Tutorial

Printing the Online District Calendar

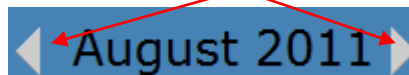
Purpose: This tutorial will outline the steps needed to print the month-by-month district calendar.

1) Visit the district website at <http://www.levittownschoools.com>



2) **Right-Click** on the District Calendar link at the top of the page and choose “open”. 

3) The District Calendar page will open.

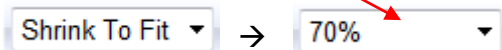
4) Navigate to the month you would like to print by using the arrow buttons to the left and right of the month name.



5) From the “**File**” drop down menu choose “**Print preview...**”

6) At the top of the page, choose “**landscape**” orientation.  

7) By **using the zoom dropdown**, adjust the print percentage until the entire month fits on one page in the preview.
Tip: Using a number between **70% -80%** will show the entire month on one page.



8) Optional: **Click on the header / footer button to hide the header information** at the top and bottom of the page. 

9) Click Print. 