

Exporting the Calendar to PDF

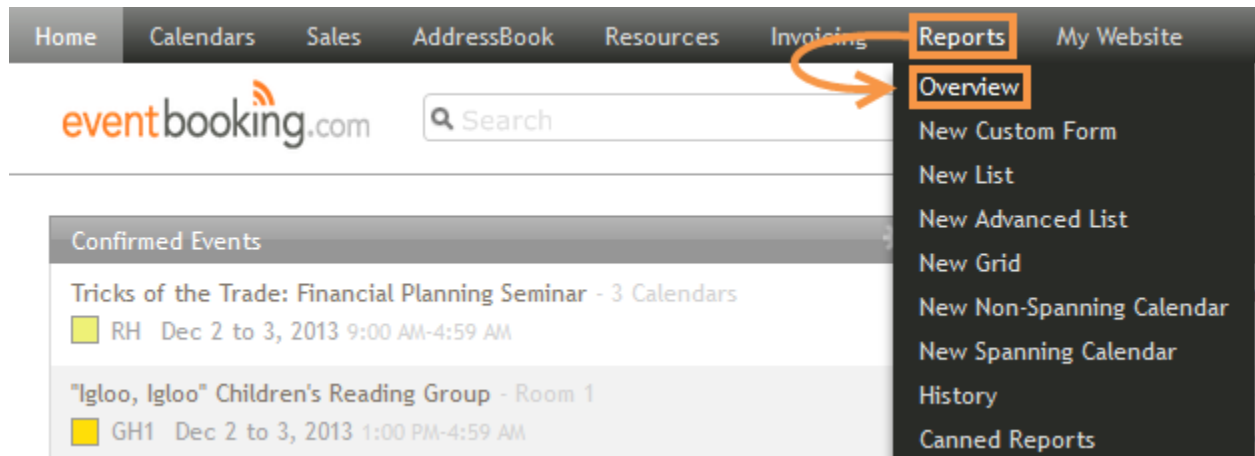
Updated: December 5, 2014

This article will walk you through exporting a calendar to a PDF document. You can do this by:

- Generating a Report as a PDF 2
- Using the Google Chrome Print Dialog 5

Generating a Report as a PDF

1. Hover over **Reports**.
2. Click **Overview**.



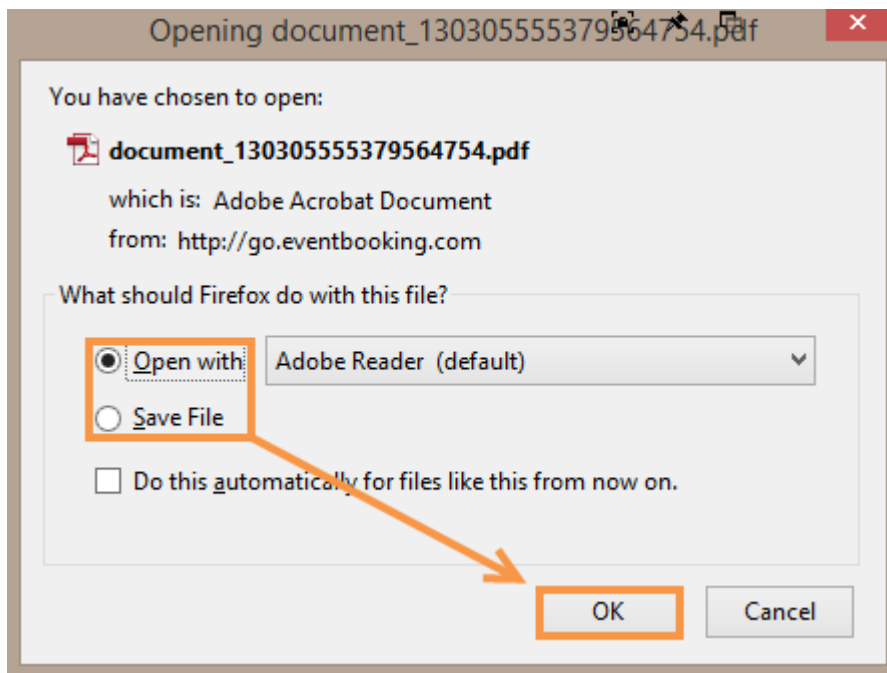
3. Select a calendar report to run.

Note: Most venues will have a calendar report shared out to all users. These are typically called Calendar Report, Compact Calendar, Event Calendar or something similar. If this is not the case, you can contact EventBooking support via email at support@eventbooking.com or via phone at 865.966.4900 to have a calendar report created for you.

4. Select the timespan for which you would like to run the report.
5. Make sure the PDF radio button is selected.
6. Click **Generate [REPORT]**.

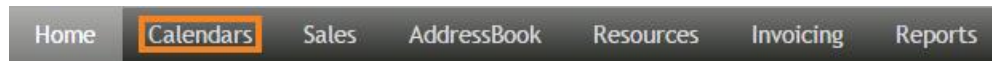
The screenshot displays the EventBooking interface. On the left, the 'Reports and Forms' panel shows a list of reports. 'Calendar Report' is highlighted with an orange box. Below this, the 'Generate' dialog is open. In the 'Range' section, the 'From' date is '12/1/2013' and the 'To' date is '12/31/2013', both highlighted with orange boxes. Under 'Filter Events', the 'HTML' radio button is selected. Below that, the 'PDF' radio button is selected and highlighted with an orange box. At the bottom of the dialog, the 'Generate Calendar Report' button is highlighted with an orange box. On the right, the 'Calendar Report (id=2155)' details are shown. The 'Name' is 'Calendar Report', the 'Description' is 'No Description', the 'Owned by' is 'John Doe', and the 'Where appears' is 'Event'. Below this, the 'Used By Forms' and 'Revision' tabs are visible, with 'Used By Forms' showing 'Not being used.'

7. Follow the prompts from your browser to open the PDF or save it to the appropriate location on your computer.

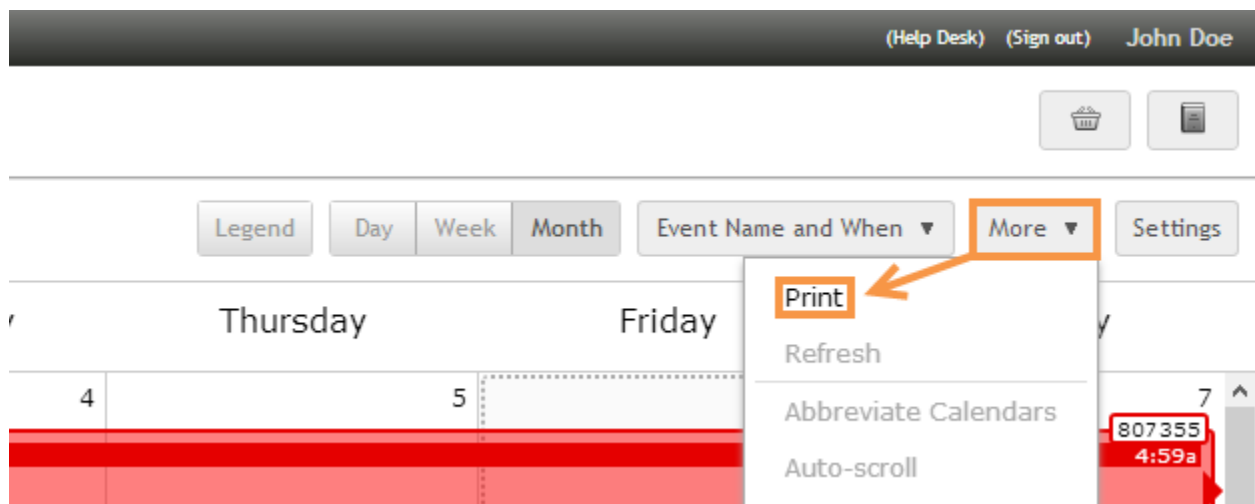


Using the Google Chrome Print Dialog

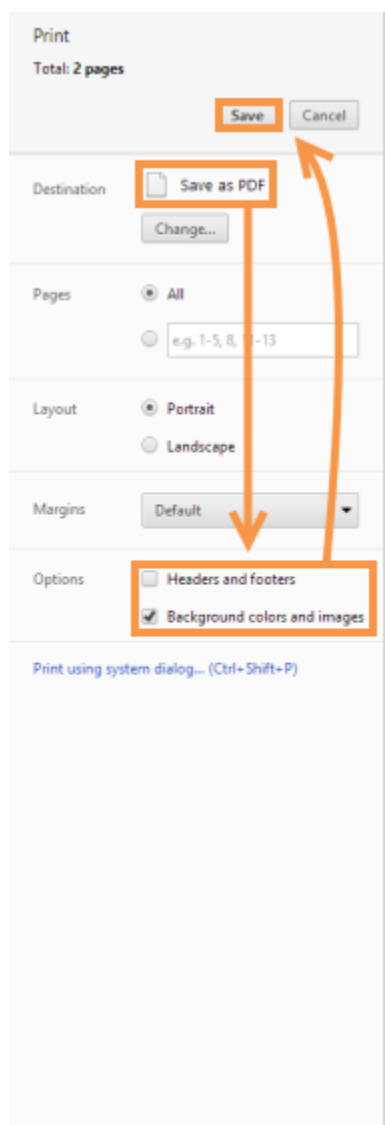
1. Click **Calendars**.



2. Click **More**.
3. Click **Print**.



4. Make sure *Destination* is set to **Save as PDF**. If it isn't, click **Change...** and select this option.
5. Make sure the box for **Headers and footers** is not checked.
6. Make sure the box for **Background colors and images** is checked.
7. Click **Save**.



Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
1 Tricks of the Trade: Financial Planning Seminar Ballroom A/B 9:00 AM - 4:00 AM	2 Tricks of the Trade: Financial Planning Seminar Ballroom A/B 9:00 AM - 4:00 AM	3 The Lullaby Song St. Rita Arena 1:00 PM - 4:00 AM	4 The Lullaby Song St. Rita Arena 1:00 PM - 4:00 AM	5 The Lullaby Song St. Rita Arena 1:00 PM - 4:00 AM	6 The Lullaby Song St. Rita Arena 1:00 PM - 4:00 AM	7 The Lullaby Song St. Rita Arena 1:00 PM - 4:00 AM
8 Tricks of the Trade: Financial Planning Seminar Ballroom A/B 9:00 AM - 4:00 AM	9 Tricks of the Trade: Financial Planning Seminar Ballroom A/B 9:00 AM - 4:00 AM	10 Tricks of the Trade: Financial Planning Seminar Ballroom A/B 9:00 AM - 4:00 AM	11 Tricks of the Trade: Financial Planning Seminar Ballroom A/B 9:00 AM - 4:00 AM	12 Tricks of the Trade: Financial Planning Seminar Ballroom A/B 9:00 AM - 4:00 AM	13 Tricks of the Trade: Financial Planning Seminar Ballroom A/B 9:00 AM - 4:00 AM	14 Tricks of the Trade: Financial Planning Seminar Ballroom A/B 9:00 AM - 4:00 AM
15 The Lullaby Song St. Rita Arena 1:00 PM - 4:00 AM	16 The Lullaby Song St. Rita Arena 1:00 PM - 4:00 AM	17 The Lullaby Song St. Rita Arena 1:00 PM - 4:00 AM	18 The Lullaby Song St. Rita Arena 1:00 PM - 4:00 AM	19 The Lullaby Song St. Rita Arena 1:00 PM - 4:00 AM	20 The Lullaby Song St. Rita Arena 1:00 PM - 4:00 AM	21 The Lullaby Song St. Rita Arena 1:00 PM - 4:00 AM
22 Tricks of the Trade: Financial Planning Seminar Ballroom A/B 9:00 AM - 4:00 AM	23 Tricks of the Trade: Financial Planning Seminar Ballroom A/B 9:00 AM - 4:00 AM	24 Tricks of the Trade: Financial Planning Seminar Ballroom A/B 9:00 AM - 4:00 AM	25 Tricks of the Trade: Financial Planning Seminar Ballroom A/B 9:00 AM - 4:00 AM	26 Tricks of the Trade: Financial Planning Seminar Ballroom A/B 9:00 AM - 4:00 AM	27 Tricks of the Trade: Financial Planning Seminar Ballroom A/B 9:00 AM - 4:00 AM	28 Tricks of the Trade: Financial Planning Seminar Ballroom A/B 9:00 AM - 4:00 AM
29 Tricks of the Trade: Financial Planning Seminar Ballroom A/B 9:00 AM - 4:00 AM	30 Tricks of the Trade: Financial Planning Seminar Ballroom A/B 9:00 AM - 4:00 AM	31 Tricks of the Trade: Financial Planning Seminar Ballroom A/B 9:00 AM - 4:00 AM	1 Tricks of the Trade: Financial Planning Seminar Ballroom A/B 9:00 AM - 4:00 AM	2 Tricks of the Trade: Financial Planning Seminar Ballroom A/B 9:00 AM - 4:00 AM	3 Tricks of the Trade: Financial Planning Seminar Ballroom A/B 9:00 AM - 4:00 AM	4 Tricks of the Trade: Financial Planning Seminar Ballroom A/B 9:00 AM - 4:00 AM

8. On the *Save As* dialog, select where on your computer you would like to save the PDF, give the file a different name, etc.
9. Click **Save**.

