

## PRINTING THE CALENDAR

**You will learn:**

1. How to print your calendar

### 1. How to print KWHotel calendar?

In some cases (like an expected power outage) hoteliers prefer to have their KWHotel calendar printed on a piece of paper – this allows them to have a knowledge of upcoming reservations, despite lack of access to the program itself.

The printout option is located in the central part of the calendar`s toolbar (printer icon).

**Pay attention:**

KWHotel will print the exact screenshot of your KWHotel. If you wish for your printout to contain more information, please use the calendar width and height sliders.