Click on the Print button in the Tool Bar or select Print from the File menu to bring up this window.

elect your options, and click on Print.   The windows that follow are the standard Macintosh printing windows.

The option "Notes print on next line," if checked, prints the Notes on the line following the time entry:

f this option is not checked, the notes print on what room is available, all on one line.

If your notes run off the page when printing, you can set the page to landscape mode (see the chapter on Hints), or export the data to a spreadsheet or database application for more print options.