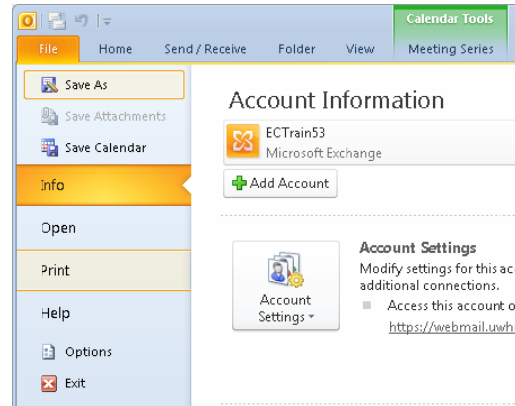


Printing the Calendar

Outlook includes a number of pre-defined formats to help you print the calendar in different ways.

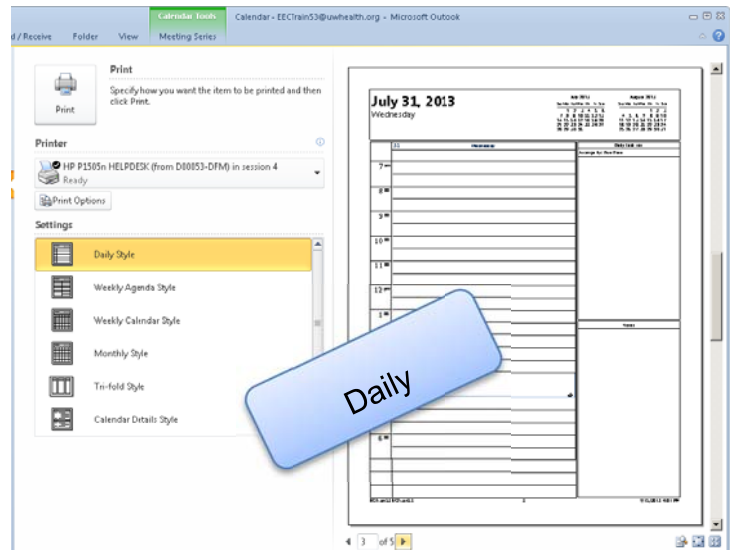
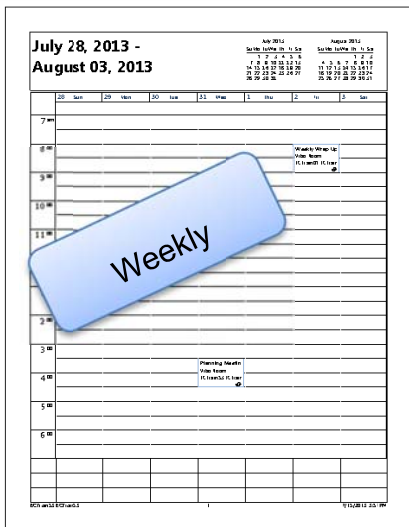
With the Calendar displayed, click the File tab ... then Print.



Start by ensuring the proper printer is selected in the Printer drop-down.

Then browse through different styles to find the one you need:

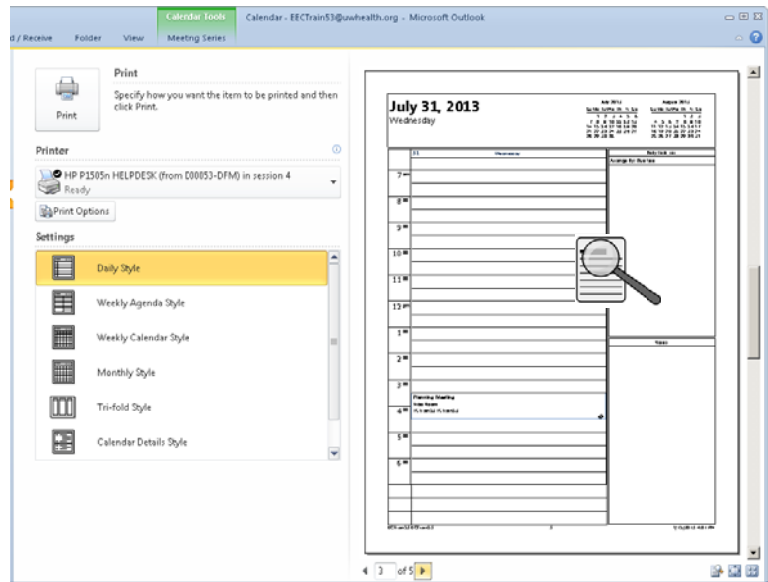
- Daily
- Weekly Agenda
- Weekly Calendar
- Monthly Style
- Tri Fold Style
- Calendar Details
- Memo



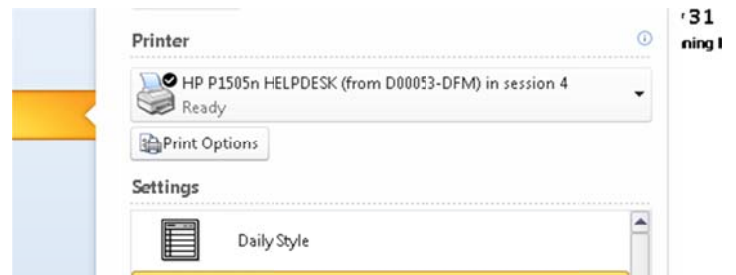
Each style offers a slightly different view of your calendar

You can get a close-up view by clicking the mouse cursor over the preview ... and again for the full page view.

At this point, the calendar is ready to print.



To adjust the printer properties or print multiple copies ... click Print Options.



From here you can select other calendars

Change the number of copies to print

Or adjust the print range to print multiple days.

When you're set ... click the Print button at the bottom of the window.

