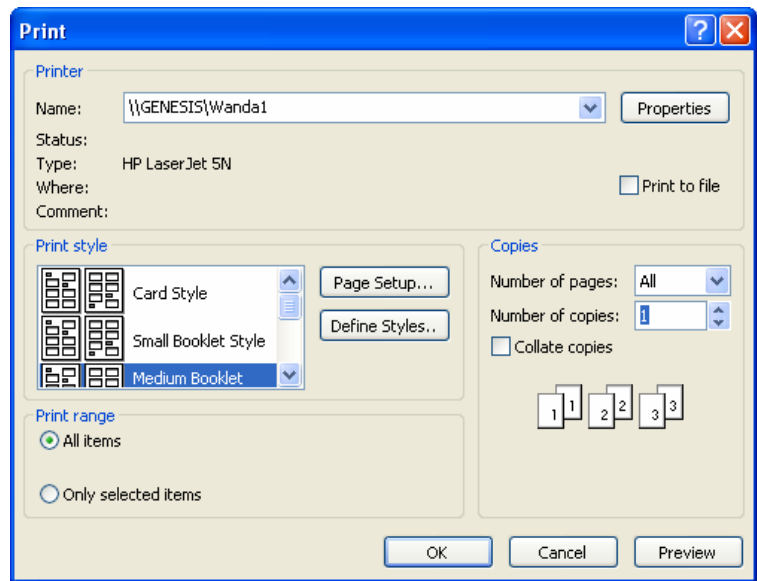


PRINTING THE CONTACT LIST

If it becomes necessary to take some contact information with you when you are away from the office, it is possible to print a copy of the information. Printed copies can be made of any of the available views in the Contact folder in Outlook. If the option is chosen to print the Address Cards view, there are a number of styles that the cards can be printed in. It is also possible to define your own print style by specifying the layout, the margins, the orientation, plus other options.

To print a Contact List, complete the following steps:

- ✦ Do one of the following:
 - ✦ Click the **Print** button on the **Standard** toolbar.
 - ✦ Click **File** on the **Menu Bar** and then select **Print**.
- ✦ The **Print** dialog box will display (see illustration at right).
- ✦ In the **Name** box, select a printer if the printer is different from the one listed in the **Name** box.
- ✦ In the **Print Style** box, choose the style that is to be used to print the contacts. These options are:
 - ✦ **Card Style** – With this style, all the cards are listed one at a time from top to bottom on the page in a two column format. Six blank cards print at the end of the page. The letter tabs print along the right side of the page. Headings will print for each change in the first letter of the Contact name.
 - ✦ **Small Booklet Style** – To print all the cards on two sides of a sheet of paper with eight pages per sheet, select this style. The pages will print in landscape orientation. To make a booklet from this information, cut and staple the information.
 - ✦ **Medium Booklet Style** – All the cards print on two sides of a sheet of paper with four pages per sheet. The document is printed in portrait orientation. To make a booklet from the information, cut and staple the information.
 - ✦ **Memo Style** – To print selected items one at a time in the form of a mail message, choose this style. Any attachments in the Contact record will print as graphics.
 - ✦ **Phone Directory Style** – When this option is chosen, the names and phone numbers of the contacts will print from top to bottom on the page. Letter tabs and letter headings will print.
- ✦ Click the **Page Setup** button to change the margins or page layout for the style that you have chosen.
- ✦ Click the **Define Style** button to make changes to the setup of the styles.
- ✦ In the **Print Range** area, select one of the two available options. These options may change depending on the style that was chosen.
- ✦ Under **Copies** click the list arrow for the **Number of Pages** option and choose from **All**, **Even**, or **Odd**.



- ✦ Choose the number of copies to print by clicking the scrolling arrows next to **Number of Copies**.
- ✦ Click the **Collate Copies** check box to have the copies print one page after the other.
- ✦ Click the **Preview** button to see what the information will look like when it has been printed.
- ✦ Click **OK** to send the document to print.