



## PRINTING CALENDARS

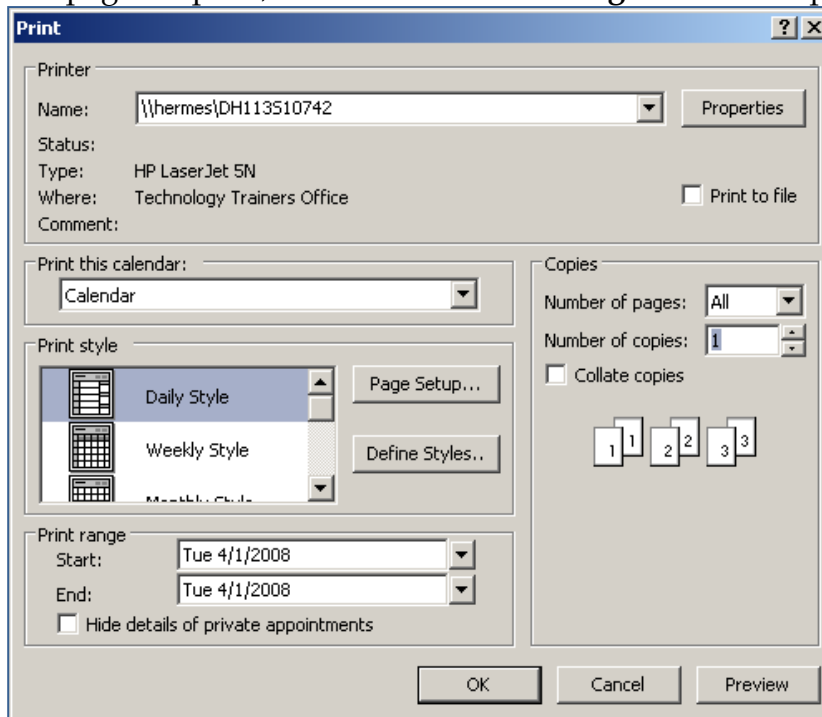
It is possible to print the Calendar in a variety of styles, called **Print Styles**. The available pre-defined print styles that are available in Outlook are described in the table below. The date or range of dates for each style is selected each time the calendar is printed.

Print Style	Definition
<b>Daily Style</b>	When this style is chosen, the Calendar will print the selected data range one day per page. The elements that are printed are date, day, To-Do-List, and reference calendars. An area for notes will also be included.
<b>Weekly Style</b>	This style prints the selected date range with one calendar week per page. This style includes the reference calendars for the selected and following months.
<b>Monthly Style</b>	With this style, a page for each month that is selected in the date range is printed. Each page includes the six-week range surrounding the month. It also prints the reference calendars for the selected and following months.
<b>Tri-fold Style</b>	This style will print a page for each day that is selected in the data range. Each page will include the daily schedule, weekly schedule, and a Daily Task List.
<b>Calendar Details Style</b>	A list of the appointments for the selected data range is printed when this style is chosen. The accompanying appointment details will also be printed.
<b>Memo Style</b>	This view is used to print an appointment in memo style. The subject, location, dates and times, recurrence pattern, and category will be printed with a heading for each item.

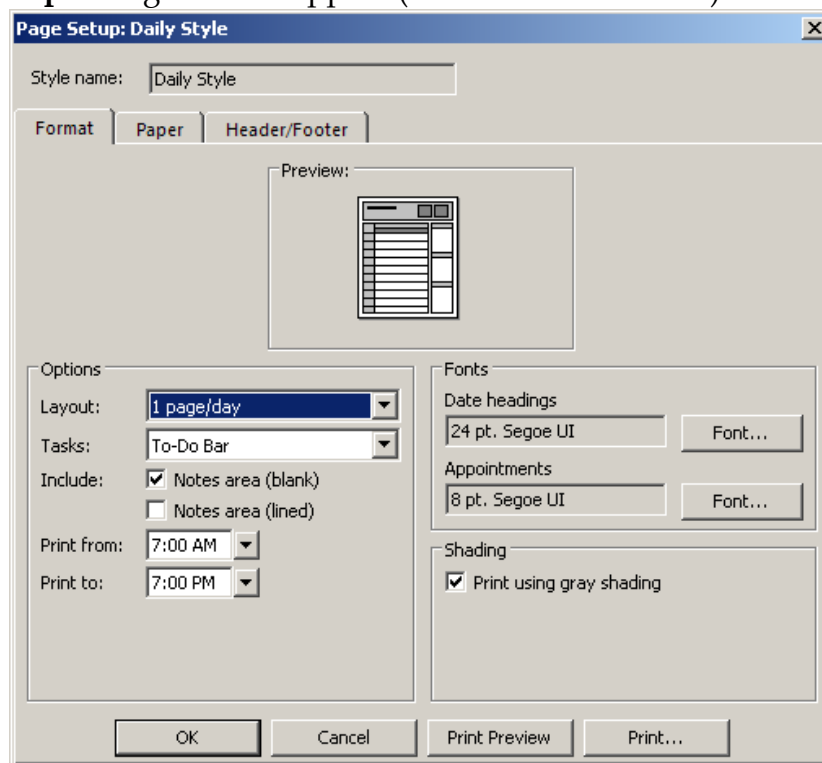
### PRINTING A CALENDAR

- ✦ Click the **Today** button on the **Standard** toolbar in the **Calendar** (see illustration at right). 
- ✦ Do one of the following:
  - ✦ Click the **Print** button on the **Standard** toolbar (see illustration at right). 
  - ✦ Click **File** on the **Menu Bar** and then select **Print**.
- ✦ The **Print** dialog box will appear (see illustration on next page).
- ✦ The **Daily Style** format will be selected.
- ✦ Today's date will also be automatically selected.
- ✦ Click the **Preview** button to see what this view looks like.
- ✦ Click the **Close** button.
- ✦ On the **Standard** toolbar, click the **Print** button again.
- ✦ Select the **Weekly Style** option.
- ✦ Under **Print Range**, click the **Start** list arrow.
- ✦ Choose a **Sunday** date for printing the Calendar.
- ✦ In the **End** list under **Print range**, select the **Saturday** date after the Sunday that was selected in the **Start** list.
- ✦ Click the **Preview** button.
- ✦ Continue this process until all the **Styles** have been selected.

- ✦ To select which pages to print, click the **Number of Pages** list. The options are **All**, **Even**, **Odd**.



- ✦ To specify how many copies should be printed, click the **Number of Copies** list and make a selection.
- ✦ Click the **Hide details of private appointments** check box so details of private appointments will not print.
- ✦ To change margins or any other page options, click the **Page Setup** button.
- ✦ The **Page Setup** dialog box will appear (see illustration below).



- ✦ Make any desired changes in this dialog box.
- ✦ Click **OK** to accept the changes.