

PRINTING THE CONTACT LIST

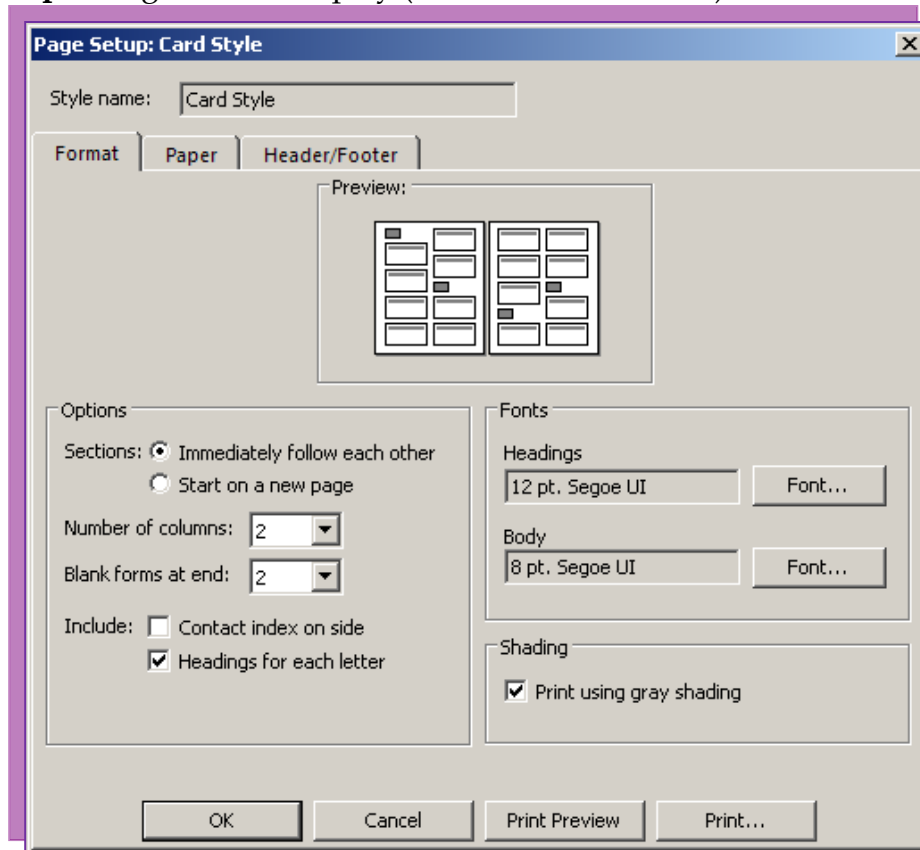
If it becomes necessary to take some contact information with you when you are away from the office, it is possible to print a copy of the information. Printed copies can be made of any of the available views in the Contact folder in Outlook. If the option is chosen to print the Address Cards view, there 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 steps below.

- ✦ 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 display (see illustration below).



- ✦ 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 contacts will print from top to bottom on the page. Letter tabs and letter headings will print.
- ✦ To change the style for the printout, click the **Define Styles** button in the **Print** dialog box.
- ✦ Click the **Preview** button to see a preview of the document before it is printed.
- ✦ Click the **Page Setup** button to change the margins or page layout for the style that you have chosen.
- ✦ The **Page Setup** dialog box will display (see illustration below).



- ✦ Under the **Format** tab, make changes to the style format.
 - Click one of the **Sections** option buttons to select how each section will print.
 - Click the **Number of Columns** list to select how many columns will be used for the print out.
 - Select a number for the number of blank forms to print from the **Blank forms at end** list.
 - Click one of the two check boxes under **Include**.
- ✦ In the **Fonts** area, click the **Font** buttons to decide which font to use for the **Headings** and **Body** of the printout.
- ✦ Click the **Paper** tab to select the paper type and size.
- ✦ To apply a **Header** or **Footer** to the print out, click the **Header/Footer** tab.
- ✦ Click the **Print Preview** button to see a preview of the document before it is printed.
- ✦ Click the **Print** button to send the document to the printer.
- ✦ Click **OK** to exit the **Page Setup** dialog box and return to the **Print** dialog box.
- ✦ Click **OK** to exit the **Print** dialog box.