
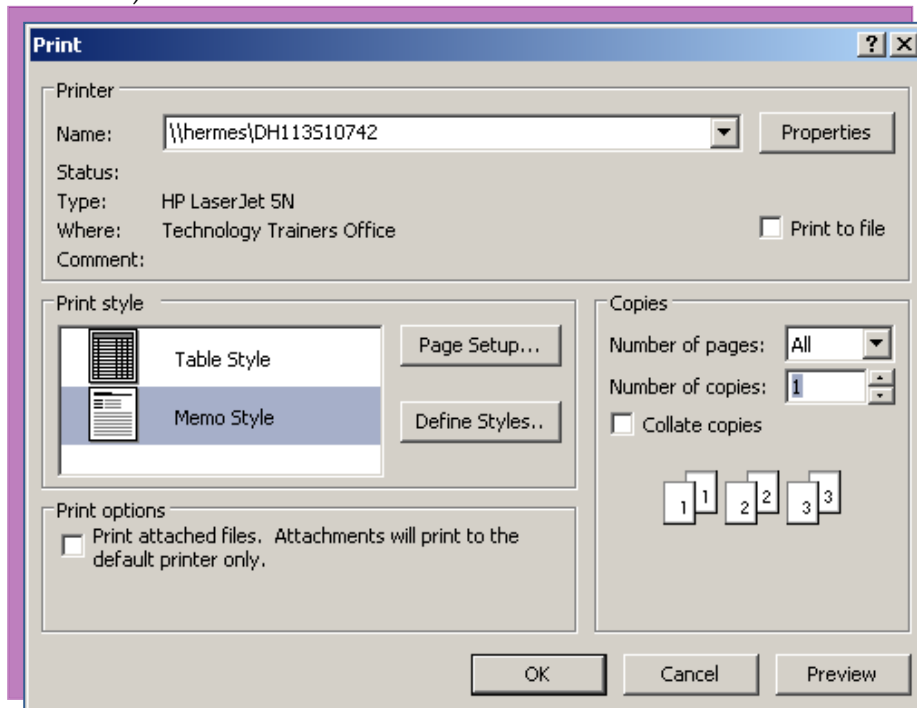


## PRINTING A MESSAGE

---

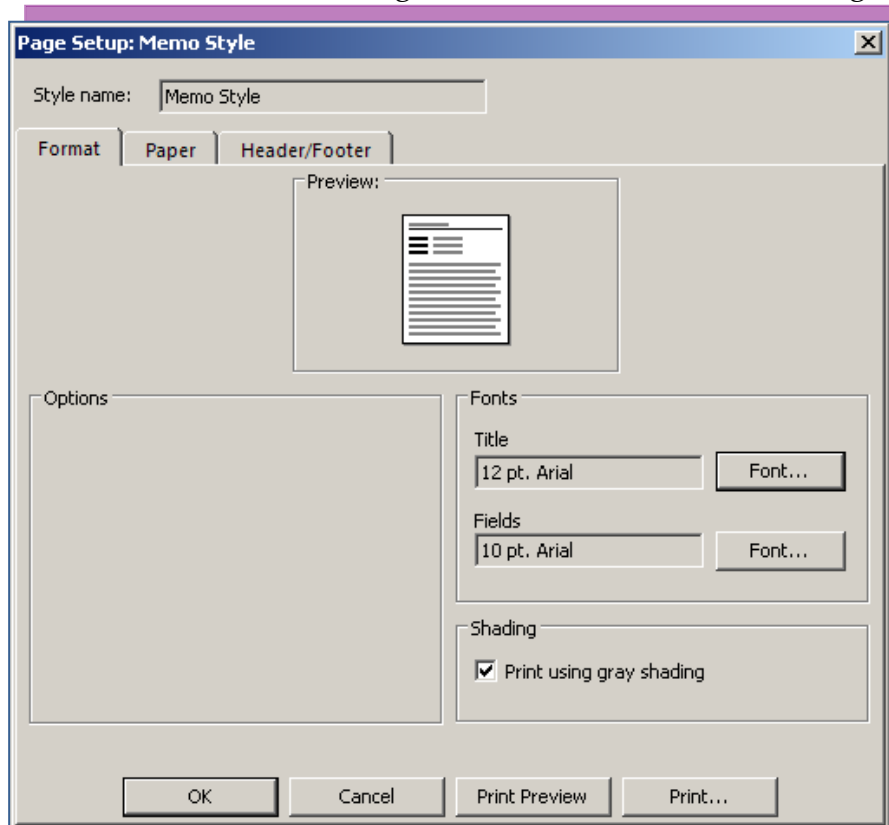
There might be times when a hard copy of a message will be needed. With Outlook, it is possible to print a copy of the message. To do this:

- ✦ Select or open the message that is to be printed.
- ✦ Do one of the following:
  - 🖨️ Click the **Print** button on the toolbar (see illustration at right). The message will be sent directly to the printer. 
  - 🖨️ Right-click the message and then choose **Print** from the shortcut menu. The message will be sent directly to the printer.
  - 🖨️ Click **File** on the **Menu Bar** and then click **Print**. The Print dialog box will open (see illustration below).



- ✦ In the **Print** dialog box, click the **Name** box to choose a different printer, if necessary.
- ✦ To select the number of pages to print, click the **Number of Pages** list arrow and then select from **All**, **Odd**, or **Even**.
- ✦ To make more than one printed copy of the message, click the **Number of Pages** scroll buttons to specify the number of pages to print.
- ✦ In the **Print Options** area, choose from one or both of the options below. These options may change depending on which **Print Style** is chosen.
  - 🖨️ Start each item on a new page.
  - 🖨️ Print attached files.
- ✦ In the **Print Style** box, choose from **Table Style** or **Memo Style**.
- ✦ Click the **Preview** button to display how the page will look when the message is printed.
- ✦ To make any changes to the setup of the page, click the **Page Setup** button.
  - 🖨️ The **Page Setup** dialog box will display (see illustration on next page).

- Under the **Format** tab in the **Fonts** area, click the **Font** buttons to specify a font for printing the **Title** and the **Fields**.
- Click the **Paper** tab, to select the paper type and size.
- To add a header or footer to the printout, click the **Header/Footer** tab.
- Click the **Print Preview** button to see what the printout will look like when it is printed.
- Click the **Print** button to send the document to the printer.
- Click the **OK** button to save the changes and return to the **Print** dialog box.



- Click the **OK** button to send the message to print and to exit the **Print** dialog box.