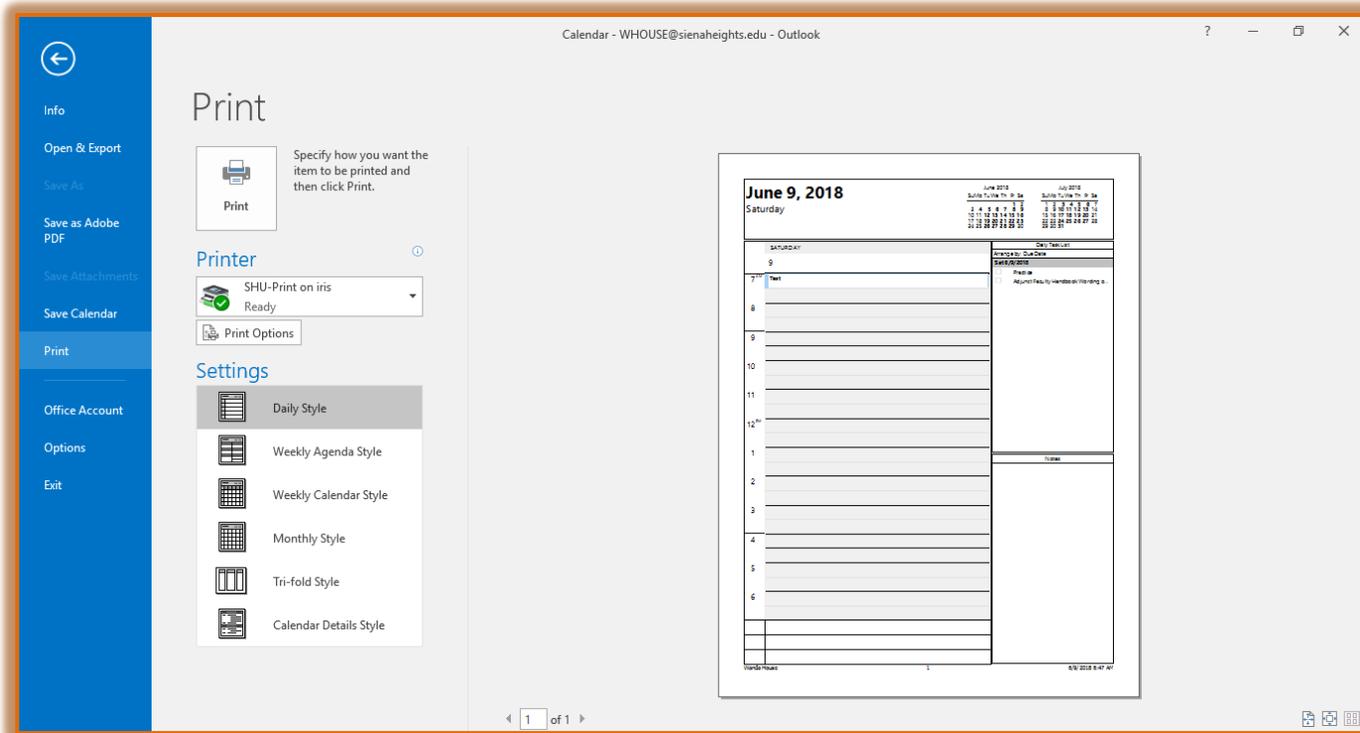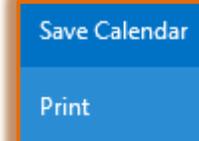# PRINT CALENDARS

It is possible to print the Calendar in a variety of styles, called **Print Styles**. The available pre-defined print styles in Outlook are described in the table at the end of this document. The range of dates automatically defaults to the selected Calendar week. However, these dates can be changed for each style before the calendar is printed.

PRINT CALENDAR

- Click the **File Tab**.
- In **Backstage View**, click the **Print** link in the left pane.
- The **Print** window will display.

- The **Daily Style** format will be selected.
- Today's date will also be automatically selected.
- Select a different printer from the **Printer** list.
- Click the **Print Options** button to change the options for printing the Calendar.
- The **Print Options** dialog box will display (see illustration on next page).
- Make the necessary changes and then click the **Print** button to send the document to the printer.
- 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.
- To have the pages print in page order, click the **Collate Copies** check box.
- Click the **Hide details of private appointments** check box so details of private appointments will not print.
- Under **Page Range** select either **All** or specify the pages to print.
- Under **Print Range** select the **Calendar Dates** that are to be printed.
- To change margins or any other page options, click the **Page Setup** button.
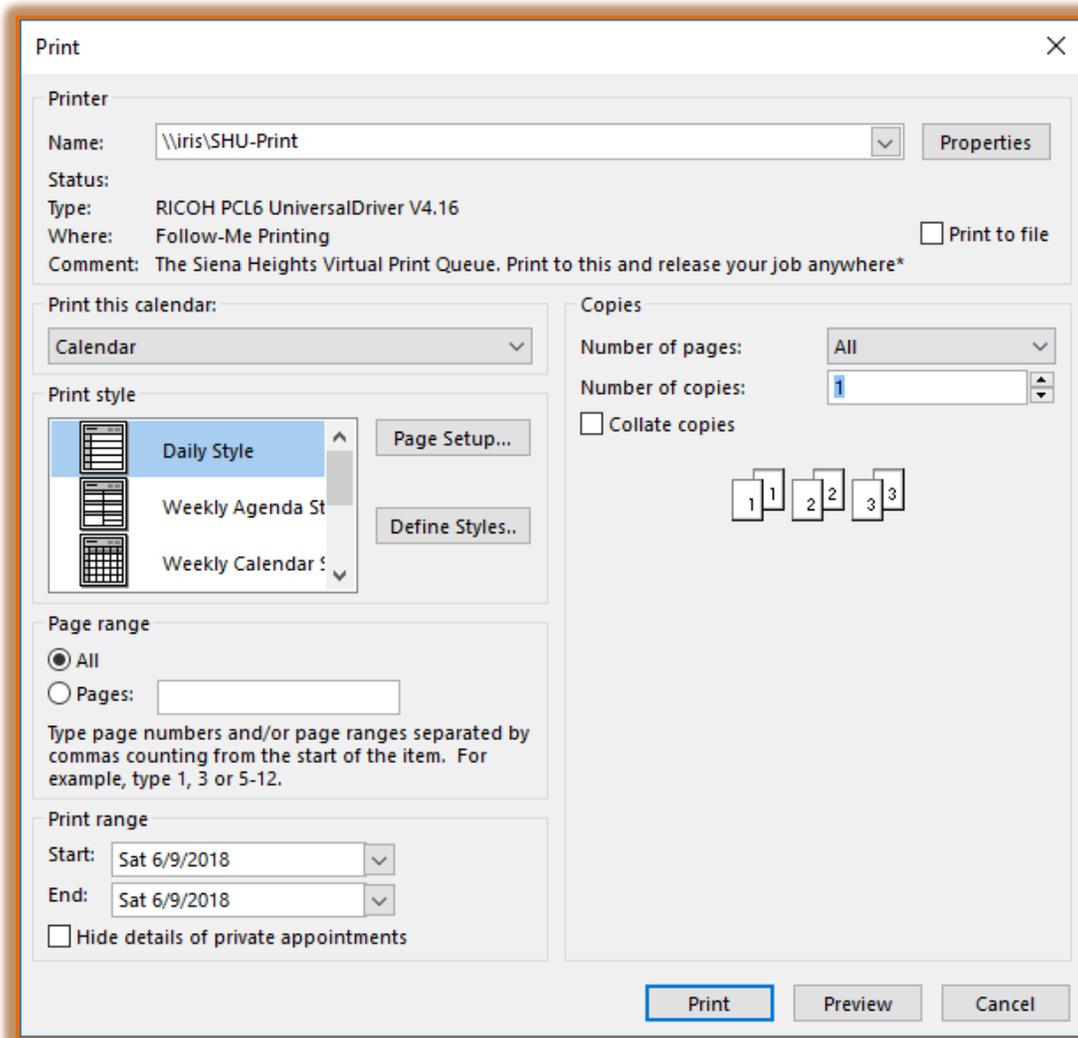
✢ The **Page Setup** dialog box will appear.
✢ Make any desired changes in this dialog box.
✢ Click **OK** to accept the changes.
✢ Click the **Print** button to print the document.

PRINT STYLES

Print Style	Definition
Daily Style	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, TaskPad, reference calendar for the current month, and an area for notes.
Weekly Agenda Style	This style prints the selected date range with one calendar week per page, including reference calendars for the selected and following month.
Weekly Calendar Style	This style prints the selected date range with one calendar week per page. Each page includes the date range and time increments, reference calendars for the selected and following month, and the TaskPad.

Print Style	Definition
Monthly Style	With this style, a page for each month that is selected in the date range is printed. Each page includes the selected month with a few days showing from the previous and subsequent months. It also prints the reference calendars for the selected and following months.
Tri-fold Style	This style will print a page for each day that is selected in the date range. Each page will include the daily schedule, weekly schedule, and the TaskPad.
Calendar Details Style	A list of appointments for the selected date range is printed when this style is chosen. The accompanying appointment details will also be printed.