

Printing a Calendar in Outlook 2010

Microsoft Office Outlook 2010 makes it easy for you to print your calendar. You can customize the Calendar print settings so your printed calendar looks the way you want it to.

Printing a Calendar showing appointments and meetings

1. Click the Quick **Print** button on the quick-access toolbar.

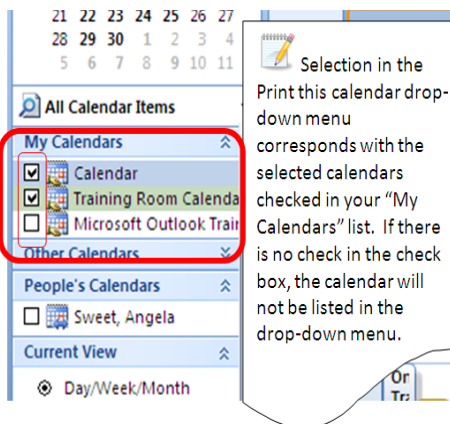
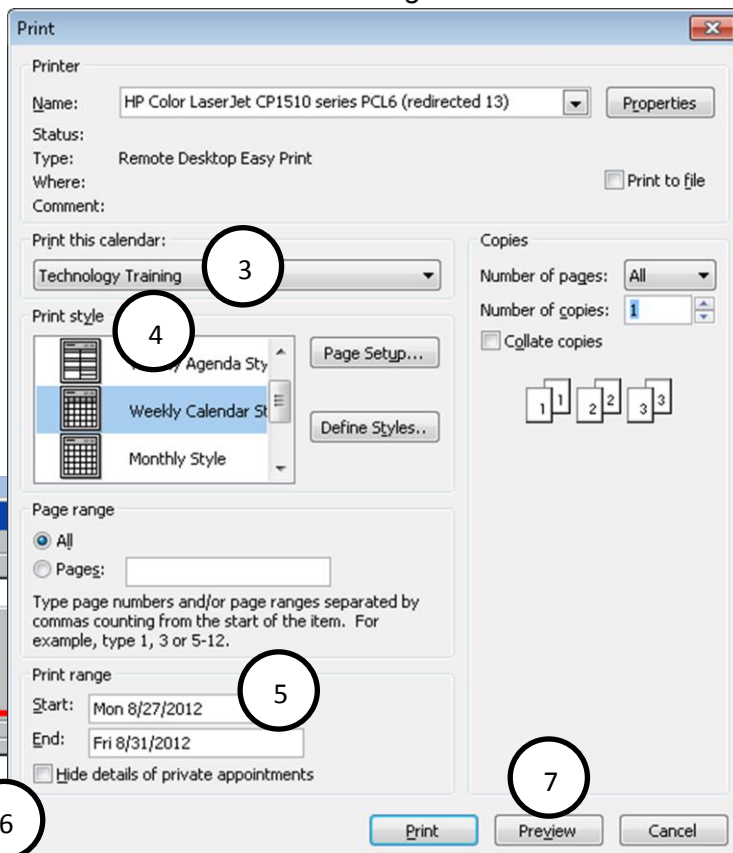
or

2. Click the **File** tab and then select **Print**.


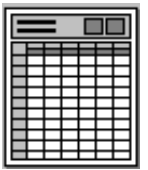
The Print dialog box will appear.

3. Click the **Print Options** button to change settings.
4. To select what calendar you would like to print, click the drop-down arrow under **Print this calendar**

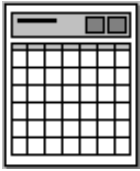
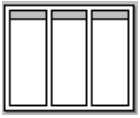


Print dialog box



5. Select a **Print Style**.

| Calendar Print Styles | | |
|-----------------------|---|---|
| Print Style | | Definition |
| Daily Style |  | With this style, 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. This is the most detailed calendar style. |
| Weekly Style |  | This style prints the selected date range with one calendar week per page without tasks and notes area. This style includes the reference calendars for the selected and following months. |

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|-------------------------------|---|---|
| Monthly Style |  | <p>With this style, a page for each month that is selected in the data 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.</p> |
| Tri-fold Style |  | <p>This style will print a page for each day this is selected in the data range. Each page will include the daily schedule, weekly schedule, and a Daily Task List.</p> |
| Calendar Details Style |  | <p>A list of appointments for the selected data range is printed when this style is chosen. The accompanying appointment details will also be printed.</p> |
| Memo Style |  | <p>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.</p> |



Click the **Page Setup** button to change margins or any other page options.



Click the **Define Styles** button to edit, copy, and reset calendar print styles.

6. Select the **Print Range**. Utilize the drop-down arrows to select the first date and the last date to print.
7. Click the **Hide details of private appointments** check box so details of private appointments will not print.
8. Click the **Preview** button to see what this view looks like.