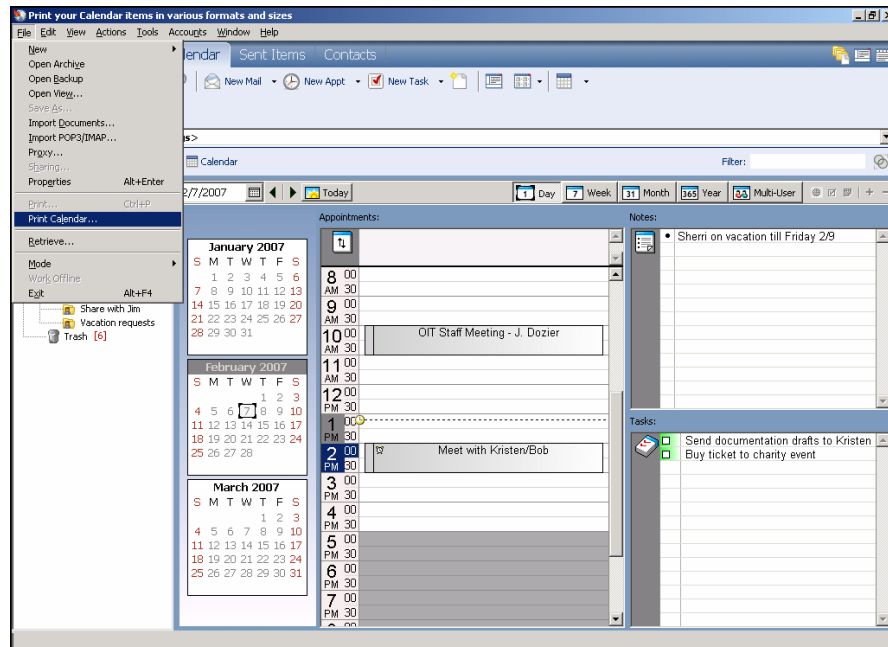


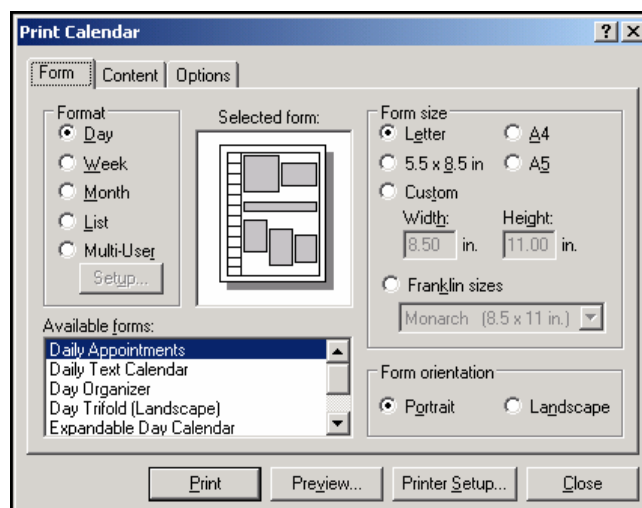


How do I print my calendar?


1. Click Calendar in the folder list, then from the Menu click **File/Print Calendar**.

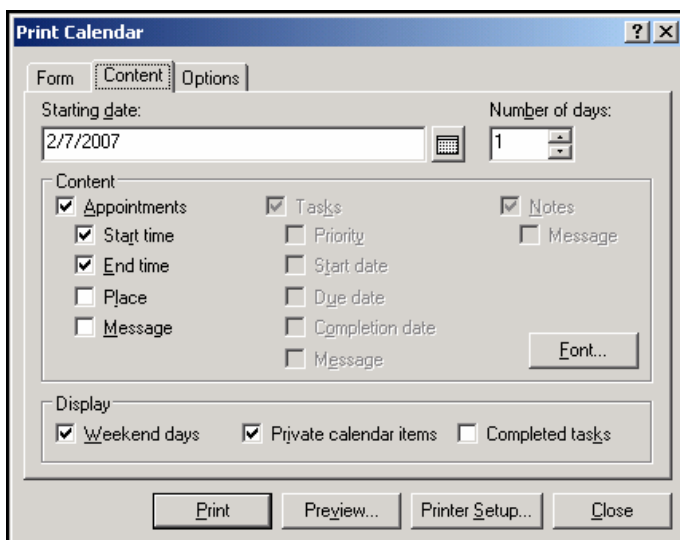




2. Click a calendar format in the **Format** group box.
3. Click a paper size in the **Form Size** group box.
4. Click a calendar view under **Available Forms**.
5. Click Portrait or Landscape under **Form Orientation**.





6. Click the Content tab.
7. Select or enter a **Starting date**.
8. Select or enter the **Number of days**.
9. Select your options under **Content**.
10. Click the **Font** button  Make selections, then click **OK**.
11. Select your options under **Display**.



12. Click the Options tab.
13. Enter a **Header** and/or **Footer**, if necessary.
14. Indicate the **Print items**.
15. Choose any other options under **Options**.
16. Click the **Preview** button  to see how the page layout looks with the selected options.
17. Click the **Print** button .