

## LESSON 103

### M/S Outlook Print A Paper Copy Of Your Address Book And Calendar

Microsoft Outlook is currently the premier PIM (Personal Information Manager) software used on PC computers. I use Outlook to manage my daily calendar, task list and address book. While I preach backup, it's a good idea to keep a printed-paper copy of your Outlook address book on hand. Here's how to do it.

In Outlook click on Contacts. Select file from the Menu Bar at the top of the screen. Click on Print and then select the print style you like. Outlook will show you how your selection will look in print. I like the Phone Directory style. Click on Print to create a paper copy of your Outlook address book.

You can also print out your calendar of appointments and even select the date range to print. In Outlook click on Calendar and then select File on the Menu Bar at the tip of your screen. Select Print. Now you can select from Daily, Weekly, Monthly, Tri-Fold and Calendar Details styles.

After selecting a style, enter the starting and ending dates to be printed. Now click on Page Setup, so you can, at your option, include both Task Pad and Notes on your printed calendar. You can also click on Page Preview to see just how your printed calendar will look.

If you use Office 2000, using your Outlook address book to address labels or envelopes is easy. In Word, click on Tools. Double-click on Envelopes and Labels. Above the Delivery Address box is an icon of an address book. Click here to open your Outlook address book. Highlight the address you wish to use and press Enter. It's that easy.

