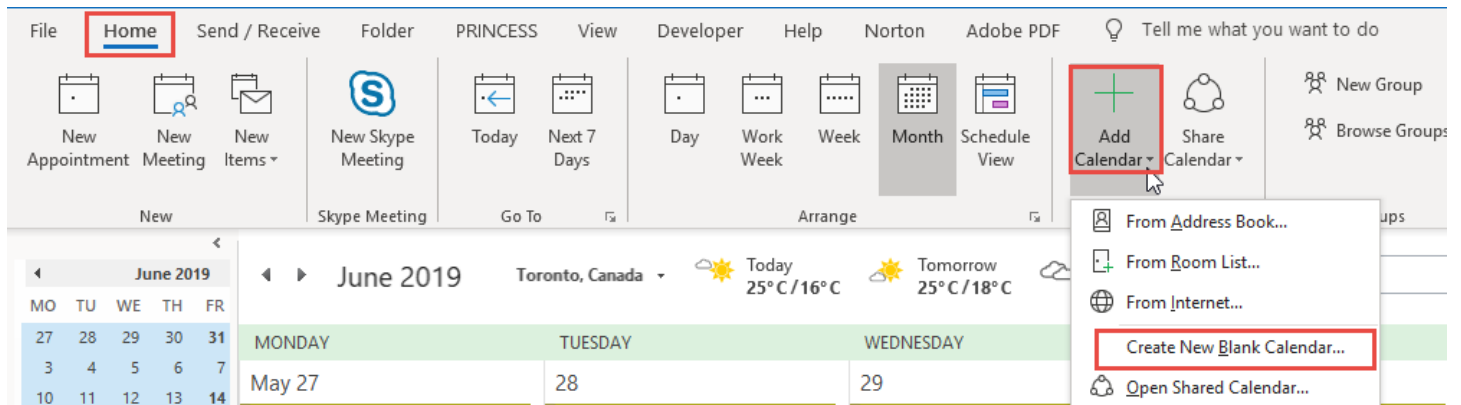




Outlook: Printing a blank monthly calendar page

You would like to print the current month's BLANK calendar page – but you have already filled in the month with appointments. Here's what to do – create a new calendar and print it :

1. In the CALENDAR, click the ADD CALENDAR – then click CREATE NEW BLANK CALENDAR.
2. In the CREATE NEW FOLDER window that appears – enter a name (ie, BLANK CALENDAR) – then click OK.
3. You will now see your new calendar listed under MY CALENDARS in the navigation pane (LHS of the screen).
4. Click that calendar. It will appear side-by-side with your current calendar.
5. Uncheck your current calendar – to see just the blank calendar.
6. Press [CTRL]P (the keyboard shortcut for PRINT).
7. Under SETTINGS, select the calendar style that you want to print. You'll see a preview of any style that you click on so you know you're getting just what you want.
8. Click PRINT.



If your regular (appointment-filled) calendar is appearing on the Print Preview screen: click the PRINT OPTIONS button (below the Printer choice) – and make sure BLANK CALENDAR (or whatever you called your new calendar) is selected in the PRINT THIS CALENDAR drop-down.

