



Entourage 2004 & 2008

## How to Print your Calendar

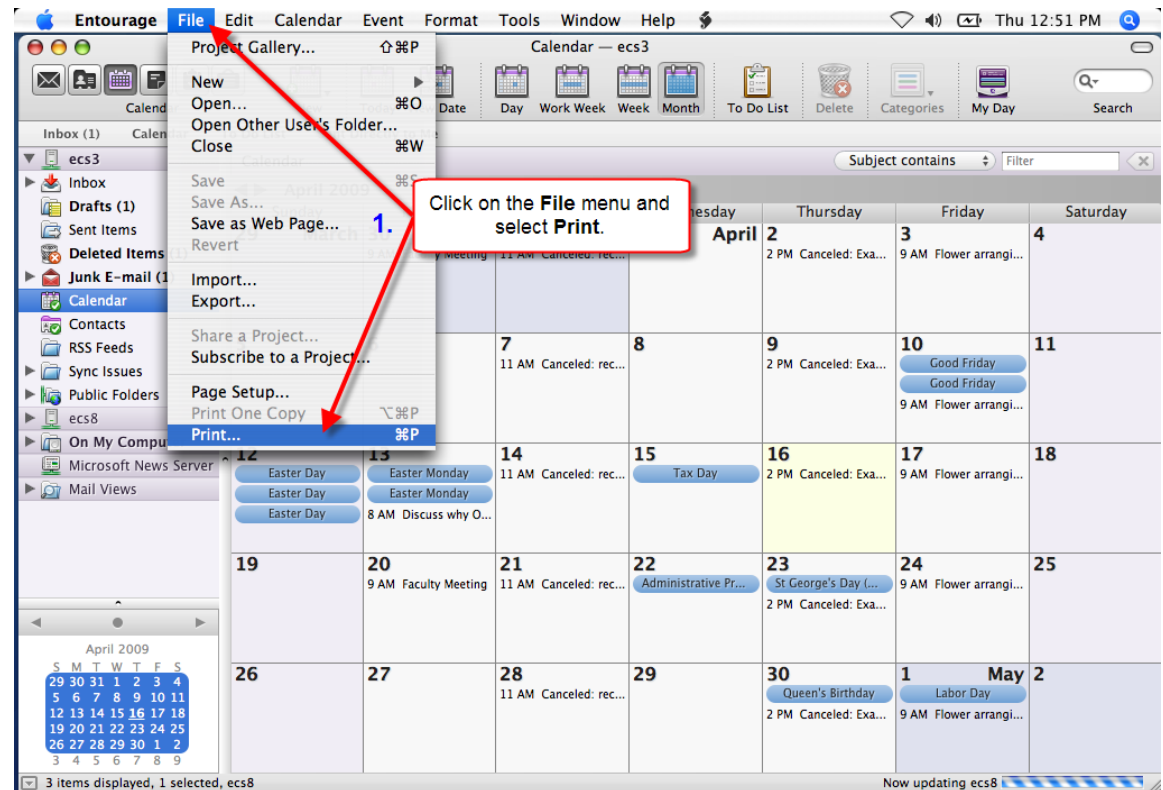
You may pause this tutorial by clicking the pause and resume buttons. You may also click the track buttons to advance forward and backward.

For more information about the ECS project and to provide your feedback, please contact [ecstrain@uvic.ca](mailto:ecstrain@uvic.ca).

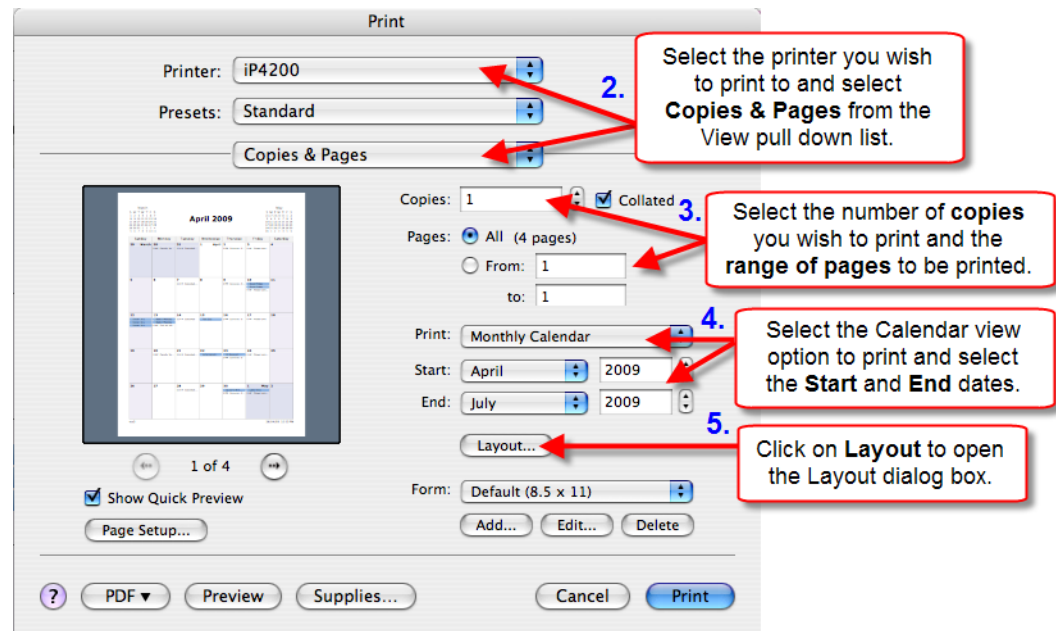


Entourage allows you to print your calendar in daily, weekly or monthly formats. Using the Print dialog box you can customize how your calendar is printed by including appointments, meetings, tasks or notes that you have entered into your calendar.

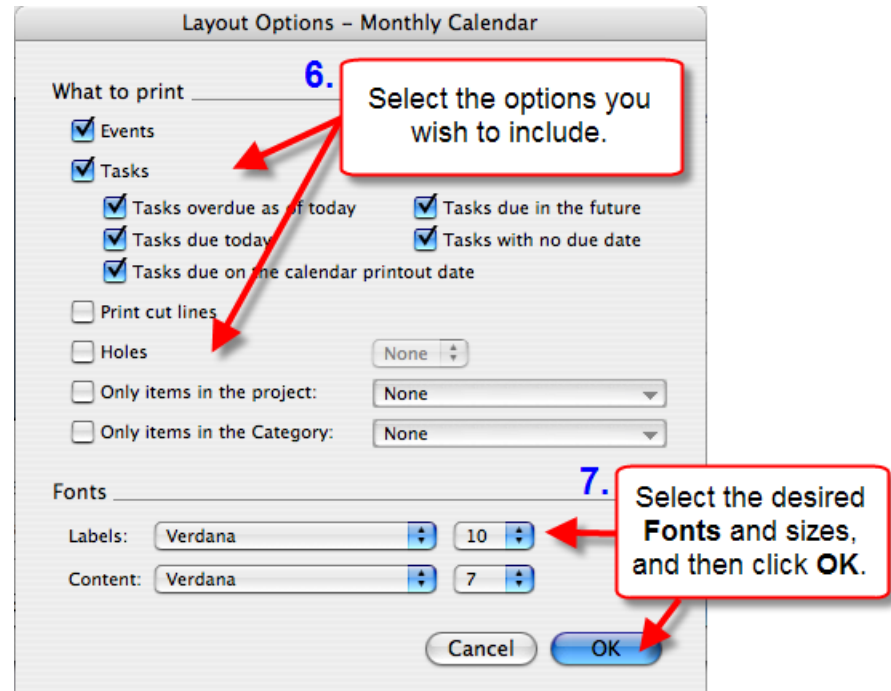
1. Click on the **File** menu and select **Print**.



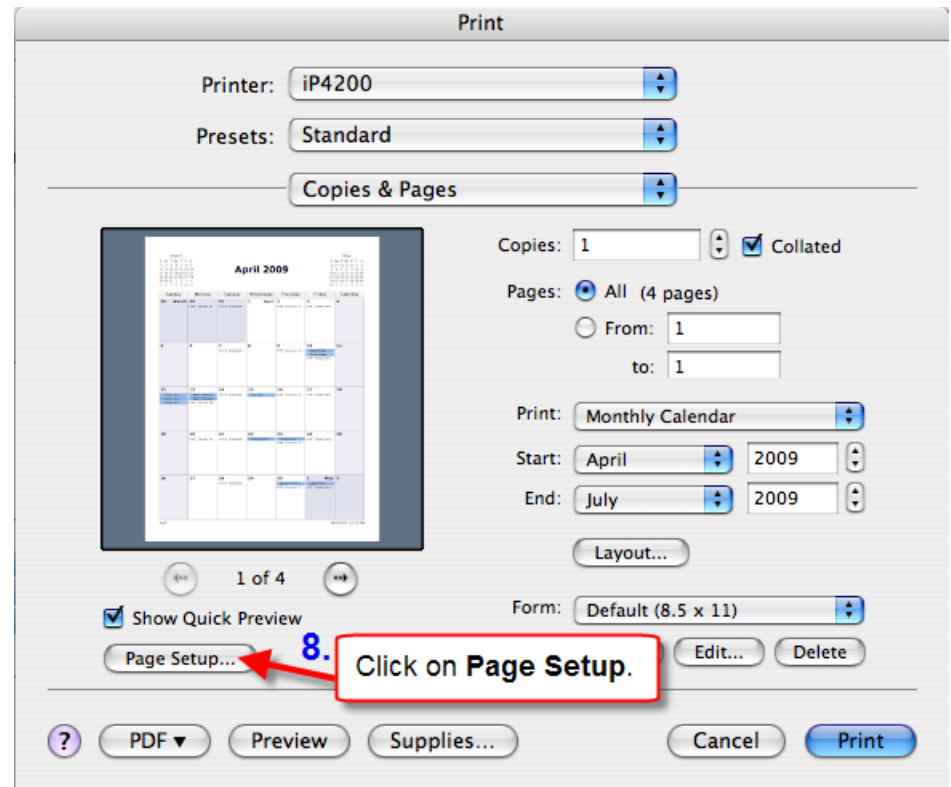
2. In the **Print** dialog box select the printer you wish to print to and select **Copies & Pages** from the View pull down list.
3. Select the number of **copies** you wish to print and the **range of pages** to be printed.
4. Select the **Calendar** view option to print and select the **Start & End** dates.
5. Then click on **Layout** to open the Layout dialog box.



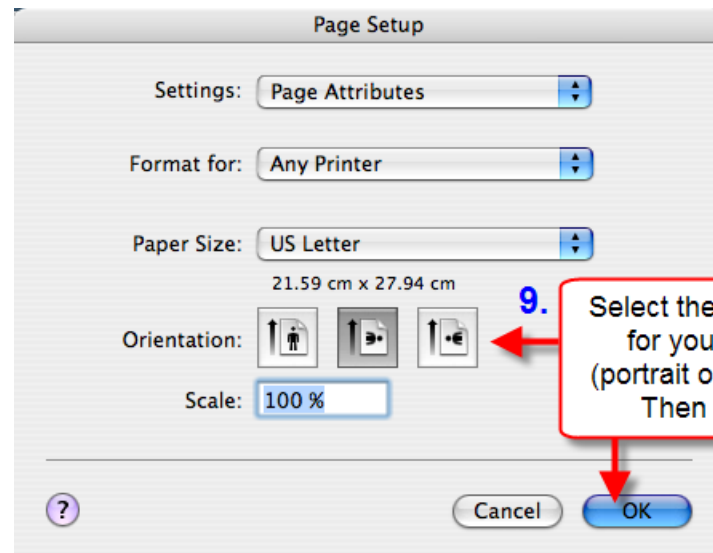
6. Select the options you wish to include.
7. Select the desired **Fonts** and sizes and then click **OK** to return to the **Print** dialog box.



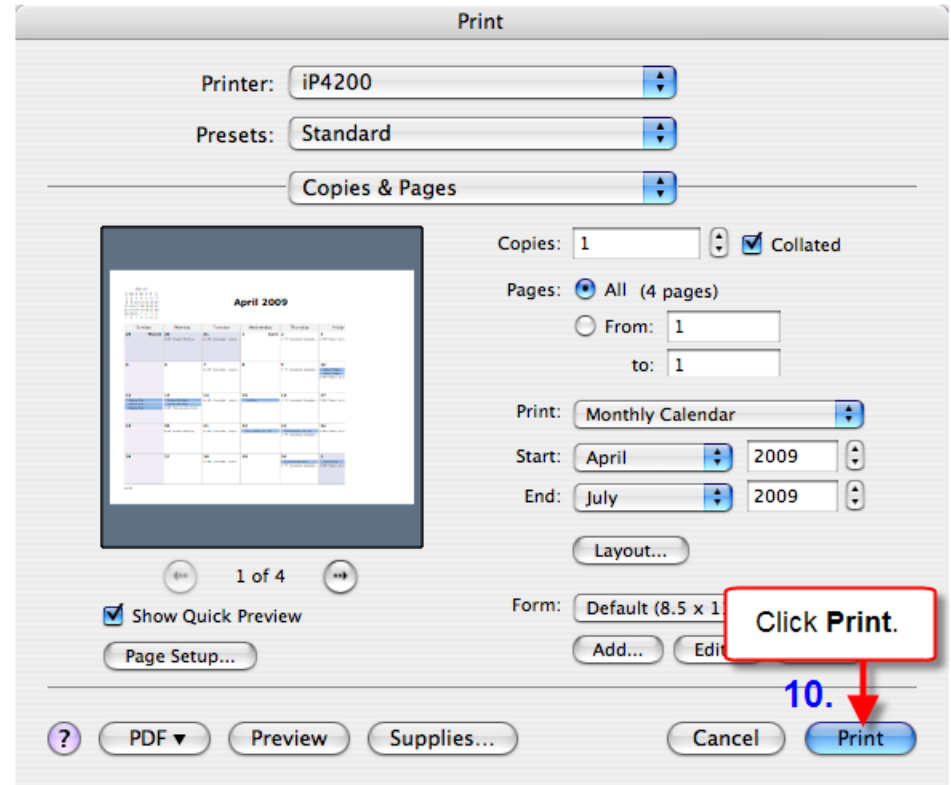
8. Click on **Page Setup**.



9. Select the **Orientation** for your calendar (portrait or landscape). Then click **OK**.



10. Finally, click on the **Print** button to send your document to the printer.



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