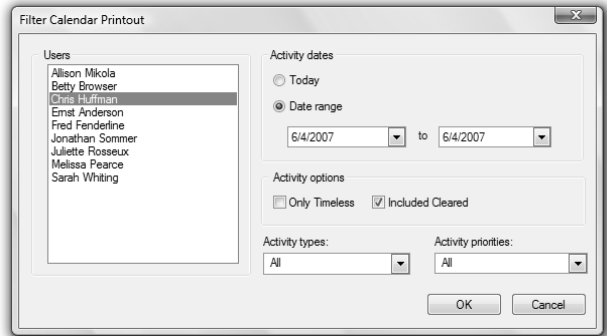


6. From the Calendar **Options** dialog box, you can also click the **Filter...** button to filter users, dates, activity types, priorities, etc.




7. After setting desired calendar and filter options, click **OK** until you return to the initial **Print** dialog box, then click **OK** once more.
8. Set print options as desired and click **OK**.

Another **Print** dialog box appears. This **Print** dialog box allows you to control the printer itself, number of copies, etc.

It always helps to be sure that your printer is on, properly connected, and loaded with the appropriate paper before you print.

Practice: Printing a Calendar

Try It...

Step	What to do	How to do it/Comments
1.	View next week's calendar, if necessary.	Click the Weekly calendar button and click any date that falls in next week on the Mini-calendar at the upper right.
2.	Display the Print dialog box.	File, Print... , or click the Print icon. 
3.	Select Plain Letter Full Page (P) (2 Col) .	Scroll down in the list to find the plain paper option and click it.
4.	Using Options... , check to make sure that the company name will print on the calendar along with all activities for Chris Huffman only. Click OK .	Click Options... to display some basic choices. Be sure to select the Company Name option. Click Filter... to display a filter dialog box. All is selected for both Activity types: and Activity priorities: . Confirm that only Chris is selected in the Users list. Click OK, OK .
5.	Print the calendar.	Click Print. OK .