

# Calendar Printing Assistant for Outlook 2007

XAVIER UNIVERSITY | DISCOVERY SERVICES



## Description

The **Calendar Printing Assistant** is a program that provides an easy way to print and customize Outlook 2007 calendar information. It provides a number of capabilities that are not available through Outlook 2007, including combining appointments and meetings from multiple calendars into one calendar view, and printing all appointments and meetings in a monthly view.

## Downloading the Tool

You can easily download the Calendar Printing Assistant from Microsoft's website at:

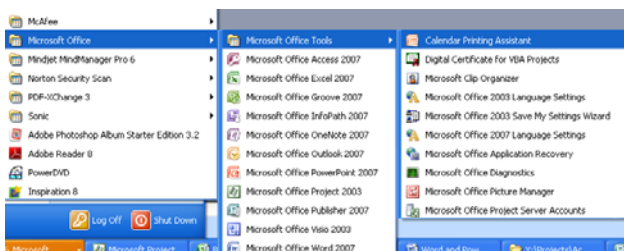
<http://www.microsoft.com/downloads/details.aspx?FamilyID=3f28d5dc-25a4-41bd-9c98-67c47c6cd8ff&DisplayLang=en>

In order to download the Calendar Printing Assistant, you must have Microsoft .NET Framework Version 3.0 already on your computer. However, if you don't, the system will ask you to initiate the Microsoft .NET Framework download during the download of the Calendar Printing Assistant. Once the Microsoft .NET Framework download is complete, you may need to go back and restart the download of the Calendar Printing Assistant, which should only take a couple of minutes.

## Accessing the Tool

Once the Calendar Printing Assistant has been downloaded, it will appear as one of the Microsoft Office Tools in your **START** menu. To open it:

1. Click on the **START** menu.
2. Click on **ALL PROGRAMS** at the bottom of the menu.
3. Click on the **Microsoft Office** option from the pop-up menu.
4. Click on **Microsoft Office Tools**.
5. Click on the **Calendar Printing Assistant**.

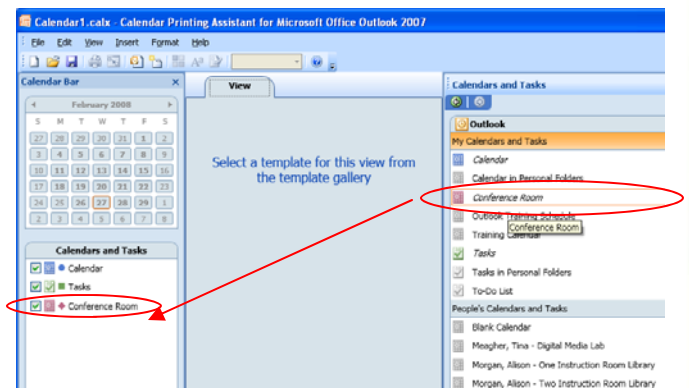


6. The Calendar Printing Assistant will automatically open your Outlook client if you don't already have it open.

## Using the Tool for the First Time

The first time you use the Calendar Printing Assistant it will automatically pull in your main calendar and your tasks. If you want to include additional calendars you have created or share with other users, you will need to add those calendars to the **Calendar Bar** the first time you use the tool. To add additional calendars:

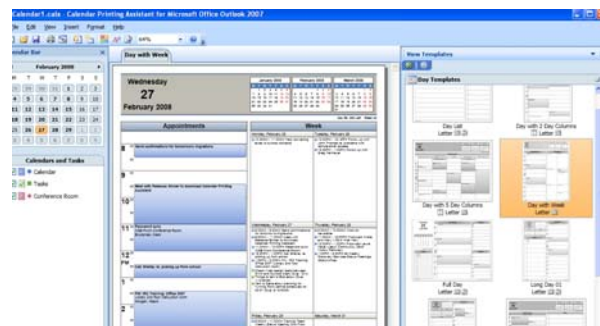
1. Select the **Calendars and Tasks** option from the **Insert** menu.
2. Select the desired calendar from **Calendars and Tasks** pane will appear in the right-hand portion of the window.
3. Verify that the selected calendar now appears in the **Calendar List** in the **Calendar Bar**.



## Printing your Calendars

You can use the Calendar Printing Assistant to print daily, weekly, or monthly views of a single calendar at a time, or a merged view of multiple calendars. To print a calendar:

1. Select the calendar or calendar you want to print from the **Calendar Bar**.
2. Specify whether you want to view Daily, Weekly, or Monthly views by clicking on the appropriate bar at the right-hand side of the screen.
3. By clicking on an individual template, a preview of the template applied to the calendar or calendars you have selected will appear in the center pane of the window.



4. You can print the calendar using the **File/Print** command.