



Print Your Own Planner Pages

Thank you for purchasing **Day-Timer® Print Your Own Planner Pages**. Below, you'll find directions to print **single-sided calendar pages** from your Microsoft Outlook® 2003 or Microsoft Outlook® 2007 calendar.

1. Open Your Outlook Calendar

2. Define Your Print Styles

- A. File > Page Setup > Define Print Styles
- B. Select the format you would like "Daily," "Weekly," or "Monthly" style, then click the "Copy" button

3. Select Your Personal Options from the Format, Paper and Header/Footer Tabs:

Format Tab

- A. You'll be given options based upon the print style you selected on the previous screen:
 - Select a daily calendar to print a 1-page-per-day calendar
 - Select a weekly calendar to print a 1-page-per-week calendar
 - Select a monthly calendar to print a 1-page-per-month calendar
- B. Choose fonts and sizes for your print out. Fonts and sizes may need to be adjusted to fit on the page
- C. Choose the beginning and ending time for your Daily-style calendar
- D. From this tab you may also:
 - Add a TaskPad
 - Add a lined or unlined Notes area
 - Turn shading on or off

Paper Tab

- A. Select "Letter" as the paper size, making sure dimensions are set at 8.5" W x 11" H
- B. Select manual paper feed, stack bypass, or the selection you would normally use to print on letter-sized paper
- C. Adjust margins as needed
- D. Select your page size:
 - Day-Timer Senior Desk to print 8½" x 11" pages for a FOLIO planner
 - Day-Timer Senior Pocket to print 3¾" x 6¾" pages for a PORTABLE planner
 - Day-Timer Junior Desk to print 5½" x 8½" pages for a DESK planner cover

Header/Footer Tab

- A. You may add headers and footers to your page on the "Header/Footer" tab

4. Print Preview Screen

Once you have entered all of your settings, preview your print-out with the "Print Preview" button. If you receive an error message, your layout will not fit your selected page settings

You may backtrack and make adjustments as needed with the "Page Setup" button or proceed to the final printing page with the "Print" button

5. Print Screen

- A. Select your beginning and ending dates
- B. Double check your settings:
 - Be sure you have selected the correct printer
 - Confirm your print style
 - Select your print range
 - You may hide details of private appointments
 - Set Number of Pages to "All"
 - Set Number of copies as desired
 - Collate copies if desired
- C. Please be sure to print a test sheet on normal paper before using your Day-Timer® Print Your Own Planner Pages
- D. Once you have successfully printed a test sheet, load your **Day-Timer® Print Your Own Planner Pages** into the selected paper source, and print
- E. If you copied, edited, and renamed an existing printing format, your settings will be saved for future printing

NOTE: Paper is no longer available to print 3" x 5" Day-Timer Junior Pocket pages for a JOTTER Planner.

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Print Your Own Planner Pages

Thank you for purchasing **Day-Timer® Print Your Own Planner Pages**. Below, you'll find directions to print **single-sided contact directory pages** from your Microsoft Outlook® 2003 or Microsoft Outlook® 2007 contact list.

1. Open Your Outlook Contact List

2. Define Your Print Styles

- A. File > Page Setup > Define Print Styles
- B. Select your style from "Card," "Small Booklet," "Medium Booklet," "Memo," or "Phone Directory," then click "Copy"

3. Select Your Personal Options from the Format, Paper and Header/Footer Tabs:

Format Tab

- A. You'll be given options based upon the print style you selected on the previous screen:
 - If you selected "Card," "Small Booklet," or "Medium Booklet" style you can choose to have entries immediately follow each other or start on a new page for each letter
 - If you selected "Phone Directory" style, you may add an optional index on the side of the page
- B. Choose fonts and sizes for your print out. Fonts and sizes may need to be adjusted to fit on the page
- C. Select shading options and adjust number of columns as desired

Paper Tab

- A. Select "Letter" as the paper size, making sure dimensions are set at 8.5" W x 11" H
- B. Select manual paper feed, stack bypass, or the selection you would normally use to print on letter-sized paper
- C. Select your page size:
 - Day-Timer Senior Desk to print 8½" x 11" pages for a FOLIO planner
 - Day-Timer Senior Pocket to print 3¾" x 6¾" pages for a PORTABLE planner
 - Day-Timer Junior Desk to print 5½" x 8½" pages for a DESK planner cover

Header/Footer Tab

- A. You may add headers and footers to your page on the "Header/Footer" tab

4. Print Preview Screen

Once you have entered all of your settings, preview your print-out with the "Print Preview" button. If you receive an error message, your layout will not fit your selected page settings

You may backtrack and make adjustments to fonts, sizes and other options as needed with the "Page Setup" button or proceed to the final printing page with the "Print" button

5. Print Screen

- A. Double check your settings:
 - Be sure you have selected the correct printer
 - Confirm your print style
 - Select your print range
 - Set Number of Pages to "All"
 - Set Number of copies as desired
 - Collate copies if desired
- C. Please be sure to print a test sheet on normal paper before using your Day-Timer® Print Your Own Planner Pages
- D. Once you have successfully printed a test sheet, load your **Day-Timer® Print Your Own Planner Pages** into the selected paper source, and print
- E. If you copied, edited, and renamed an existing printing format, your settings will be saved for future printing

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