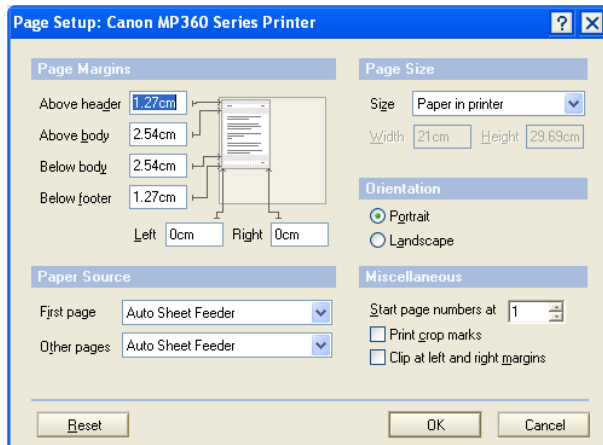


Printing Contacts
CO09

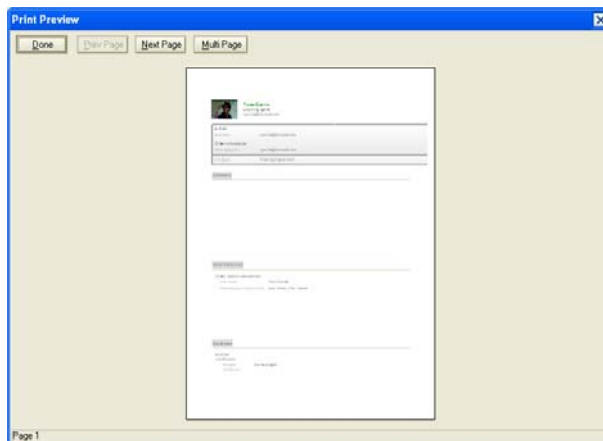
Your Contacts can be printed to suit your information requirements. All options relating to the page setup and the printing of your Contacts are located under the **File** menu.

Page setup

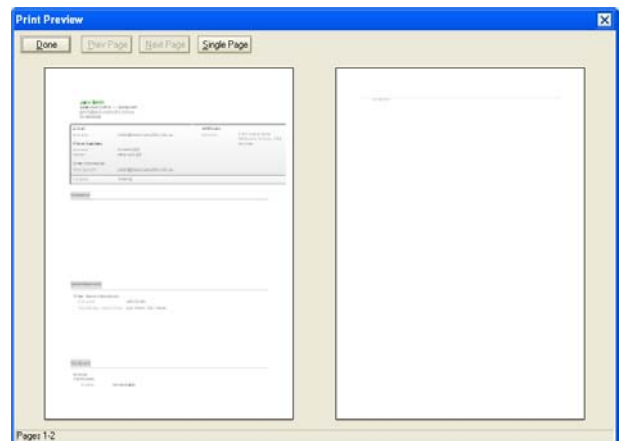
- To change the page setup of your contacts, ensure you are in the Contacts tab and click on the **File** menu > **Page Setup**.


Print preview

- To preview your Contacts before printing, click on the **File** menu > **Print Preview**.



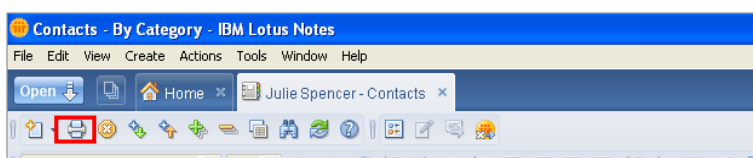
Single page Print preview



Multi page Print preview

To print your Contacts

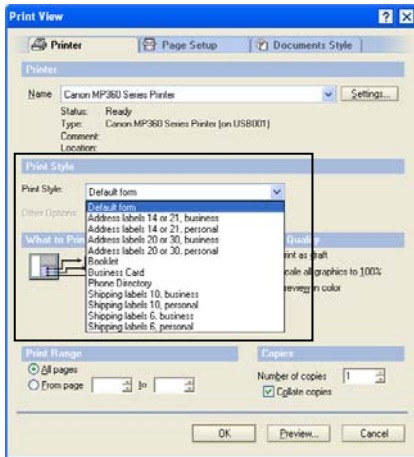
- Click on the **Print** button on the **Editing** toolbar. Your Contacts will be printed using the view that you are currently using.



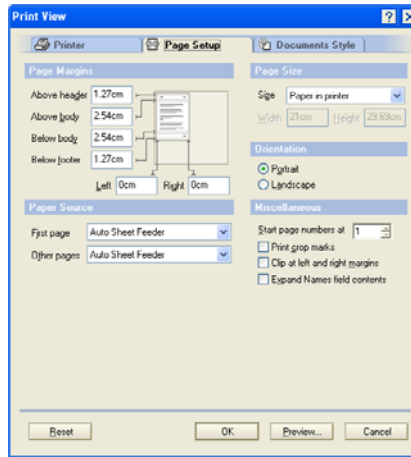
To print your contacts and specify options

1. To access printing options, select **File > Print**.

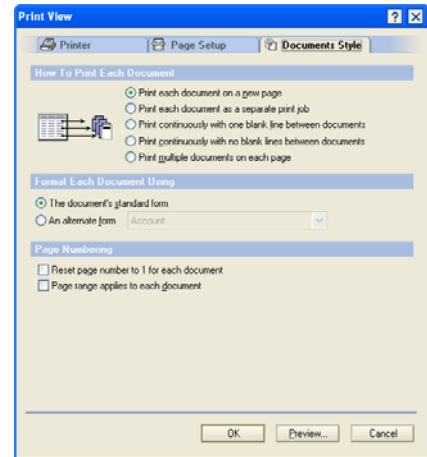
The Print View dialog box will open. It contains three tabs.



Printer



Page Setup



Document Style

In the section titled **Print Style**, you can change the printing format of your contacts style to a number of styles including.

- Default style
- Booklet
- Business card
- Phone directory
- Address labels

In the section titled **Page Range**, you can select which pages you wish to print.

2. Use the **Preview** button to check your selection and then click **OK** to print.

Tip: Press **Ctrl + P** to activate the Print dialog box.
