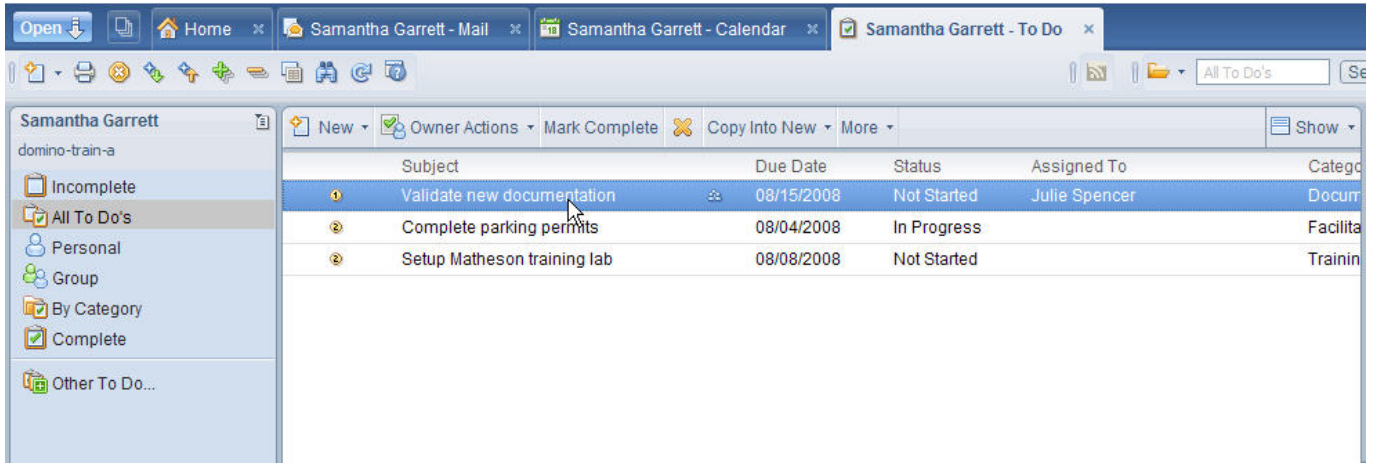


Printing your To Do list
TD08

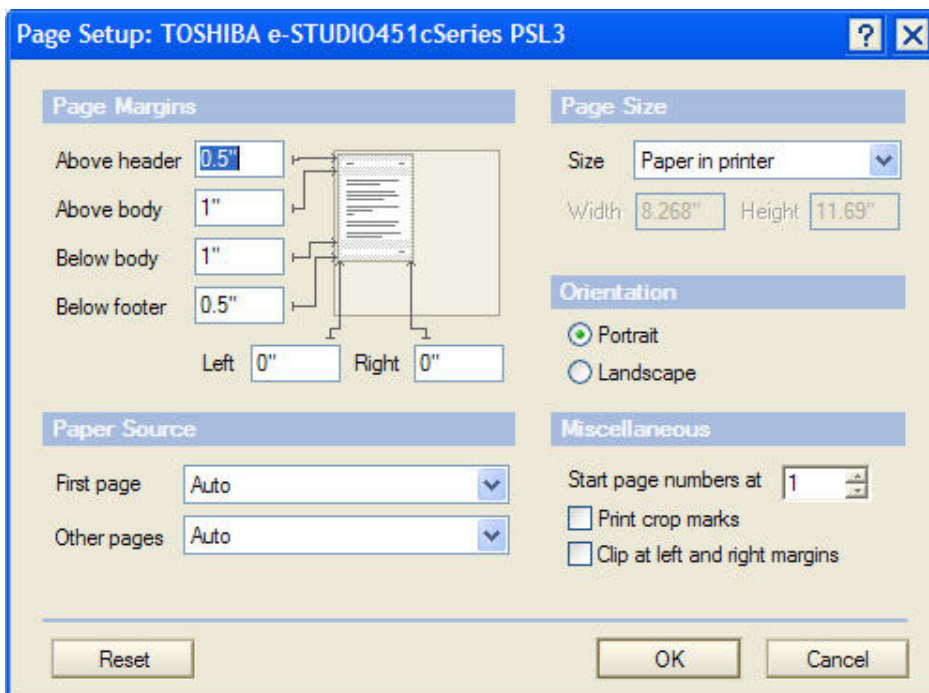
You can print just one To Do item or print the entire To Do list. To print a To Do item, select the item and click on the **Print** button on the **Contextual** toolbar.

Page setup

1. Click on the **To Do** icon on the Home page to access your To Do list.



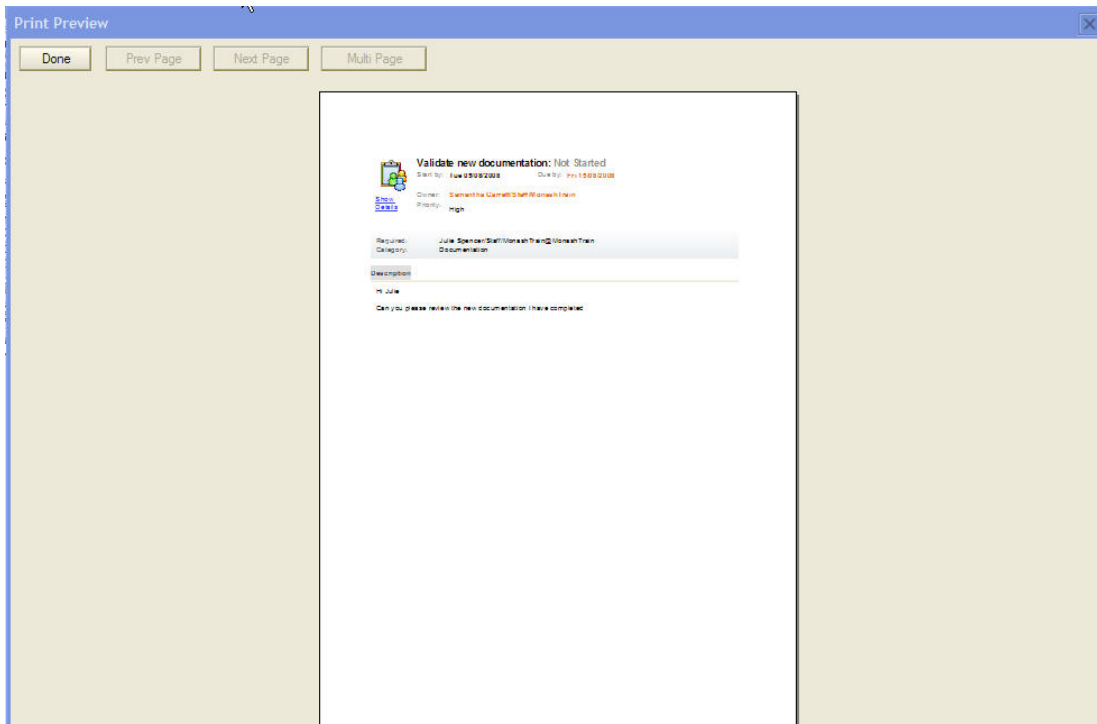
2. To change the page set up of your To Do item/s, click on the **File** menu > **Page Setup**.



■ You can change the page orientation from portrait to landscape.

Print preview

1. To view your To Do item/s before printing, click on the **File** menu > **Print Preview** or Click **Preview** from the Print View window.



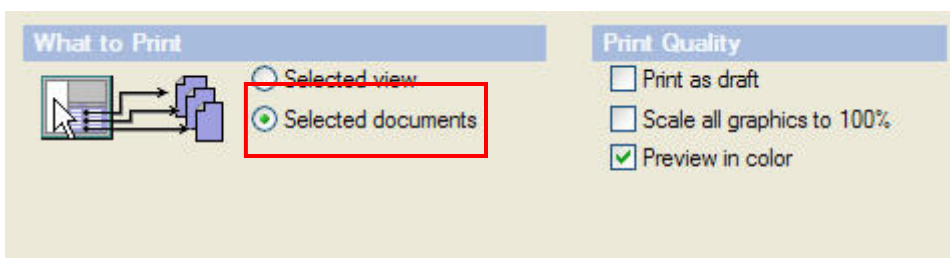
2. Click on the **Done** button to close the **Print Preview** window.

Printing

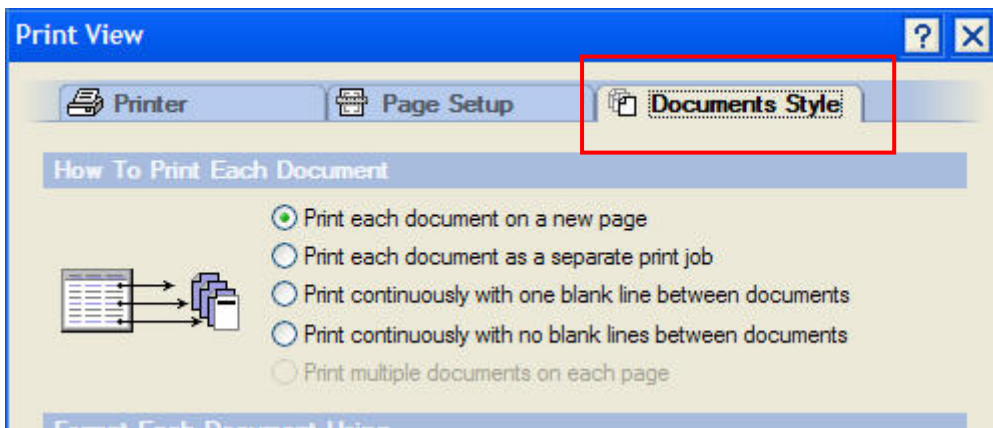
You can print one To Do item, several To Do items or the entire To Do list.

To select more than one To Do item, click once on the first To Do item, then hold down the Ctrl key with your left mouse button and click on the other To Do items you wish to print.

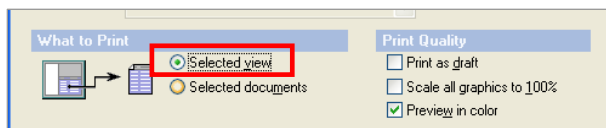
1. Select the To Do item or items.
2. Click on the **File** menu > **Print**. The **Print View** window will open.
3. To print the selected To Do items, in the section titled **What to Print**, select the option **Selected documents**.



4. Click on the **Document Style** tab to change the printing style of your To Do item (see image next page).



- Alternatively to print the To Do list, in the section titled **What to Print**, select the option **Selected view**.



5. Click on **Preview** to view a print preview of your To Do item.
6. Click on the **Done** button to close the **Print Preview** window.
7. Click on **OK** to print your To Do item.

Tip: To print a To Do list by category, Select the **By Category** view from the Navigation panel and then **Print**, ensuring you have selected **Selected view** under **What to Print**.

Tip: Use Ctrl+ P on your keyboard to access the Print View window.
