

Method

To use the Print dialog box

1. From the File menu, choose Print.
2. In the Print dialog box, select options.
3. Choose OK.

Exercise

In the following exercise, you will print a view using the Print dialog box.

1. Zoom in until you can view the letters of the days of the week
2. From the File menu, choose Print
3. In the Timescale area, select the Dates option button
4. In the To combo box, enter **7/29/98**
5. Choose OK

The Print dialog box appears.

The Print dialog box closes and the timescale between the time period 7/1/98 and 7/29/98 are printed.