

# Printing Views

Printing a view is as easy as clicking the Print button on the Standard toolbar. There are many reasons to print a view. A printout of project information can serve as a helpful reminder or a checklist. Since you may not be able to share project information electronically with some project participants, a printout can show project information that cannot be displayed on the screen at one time. The project information that you see on the screen is what will print, so it is a good idea to customize the view before printing.

## Using the Print Dialog Box

The quickest way to print a view is to simply click the Print button on the Standard toolbar. However, if you want to vary the default settings to print a range of pages or project information that falls within a specific time period, you'll have to use the Print dialog box, shown in Figure 4-19.

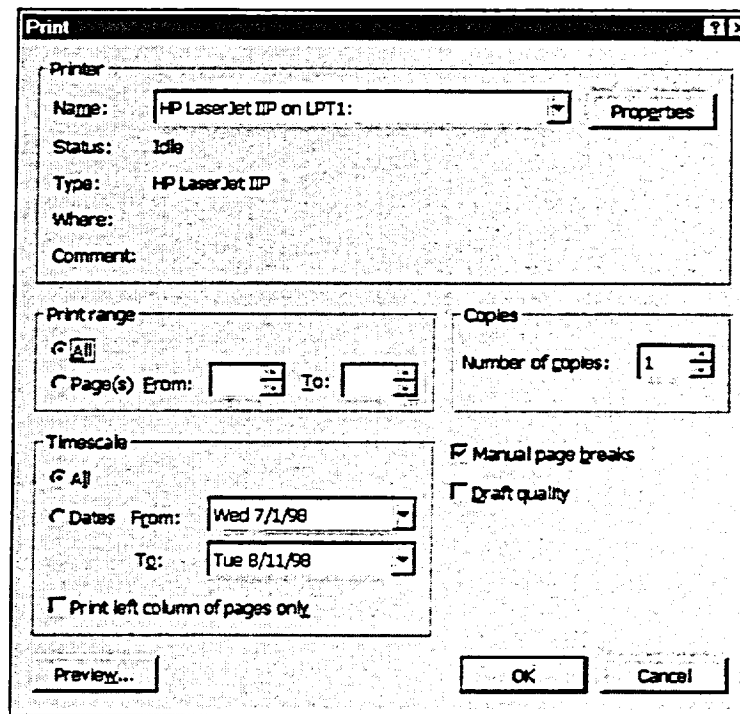


Figure 4-19: The Print Dialog Box