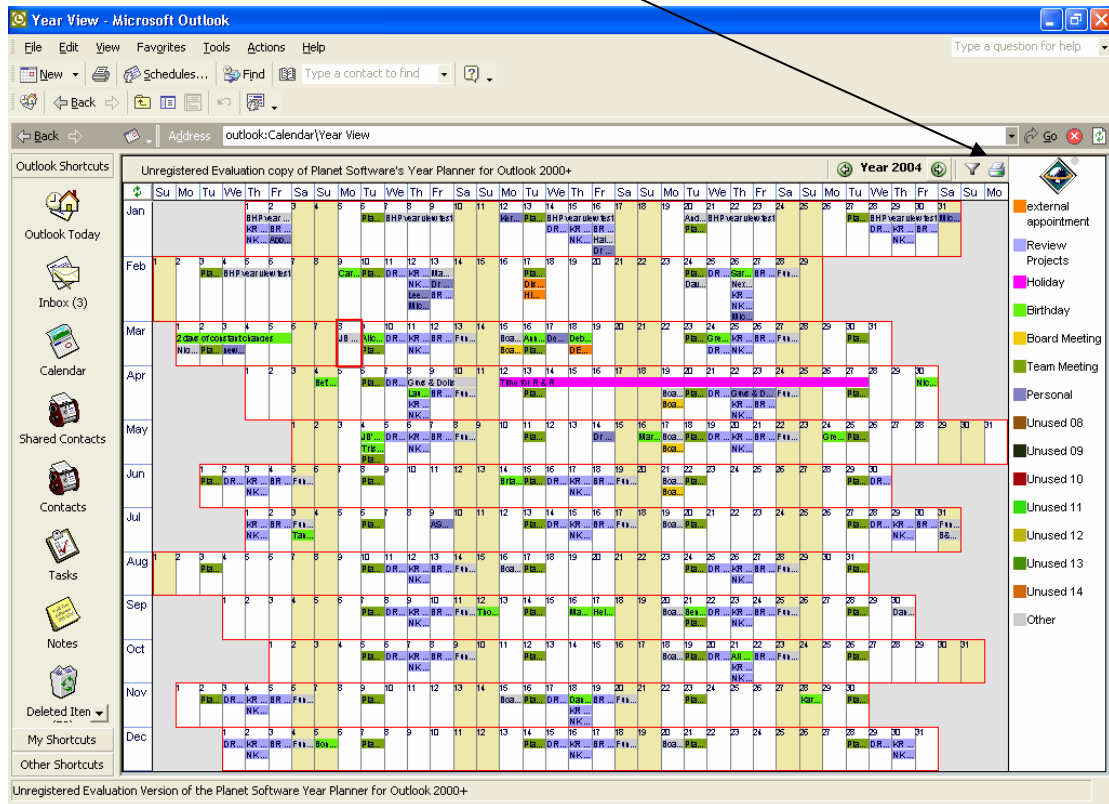
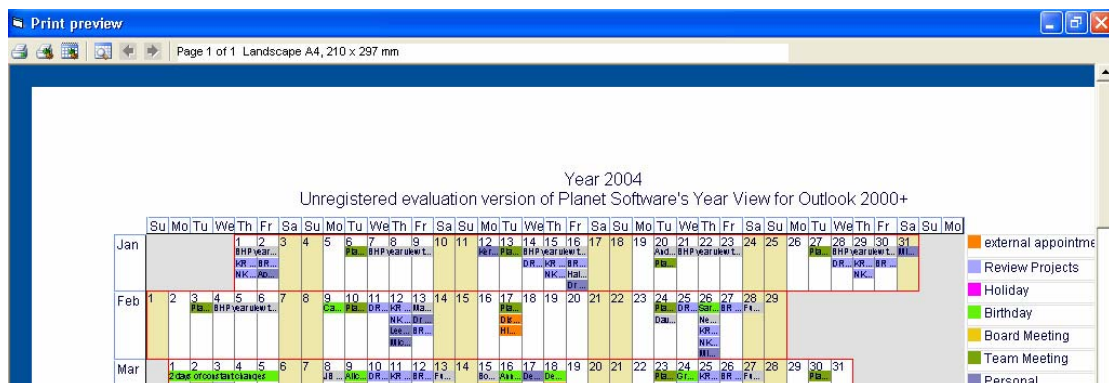


YearView Printing

To print the YearView select the printer icon

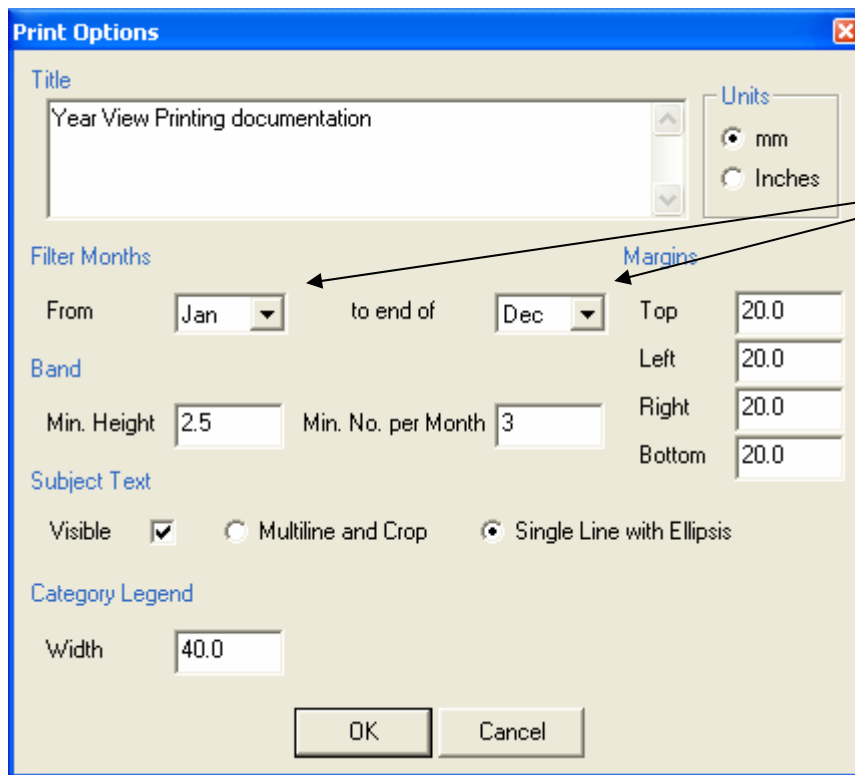


The following Print Preview will be displayed



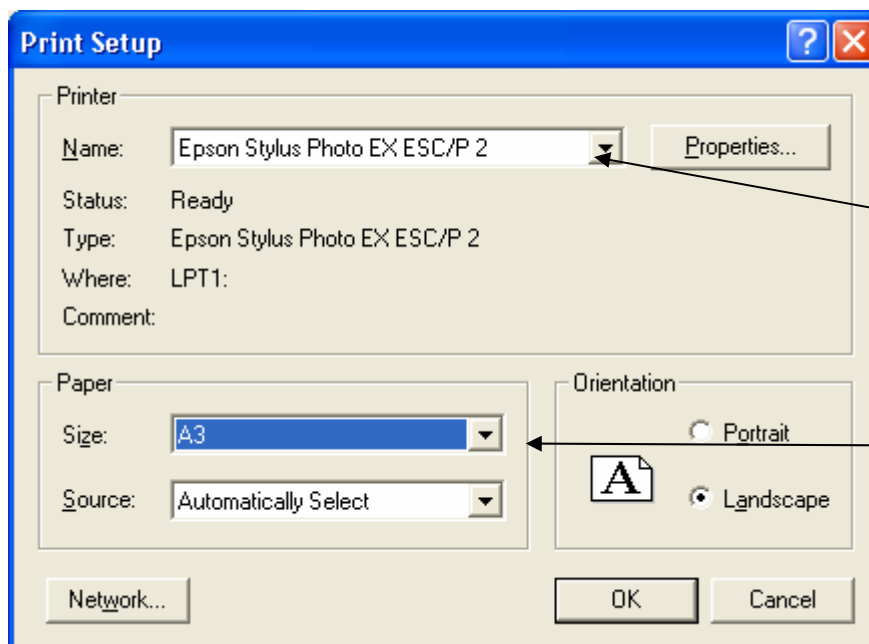
On the top left of the Print Preview, there are four icons:

- Zoom - allows resizing of the print preview
- Page setup – header, bands and margins



Select the months to be printed, must be within the same calendar year. Does not allow for rolling years. i.e. April 2004 to end of March 2005

- Printer setup



Select either a network or local printer. If you have a printer which allows A3 or other sizes printing then you will be able to select the desired paper size.

- Print year planner – Once the printer setup has been completed then you are ready to Print the Year View