Appendix A - Publishing Outlook Calendars to Acrobat PDF format

This process can be used to save part or all of an Outlook Calendar to a PDF file. If you have any questions please call the BTS Helpdesk at **3-5199.** This process assumes you've made any adjustments you need to make in the Calendar prior to publication.

Exporting an Outlook Calendar

1) Open the Calendar you wish to export.
2) Click **File->Print**
3) Select **Adobe PDF** in the printer dropdown box

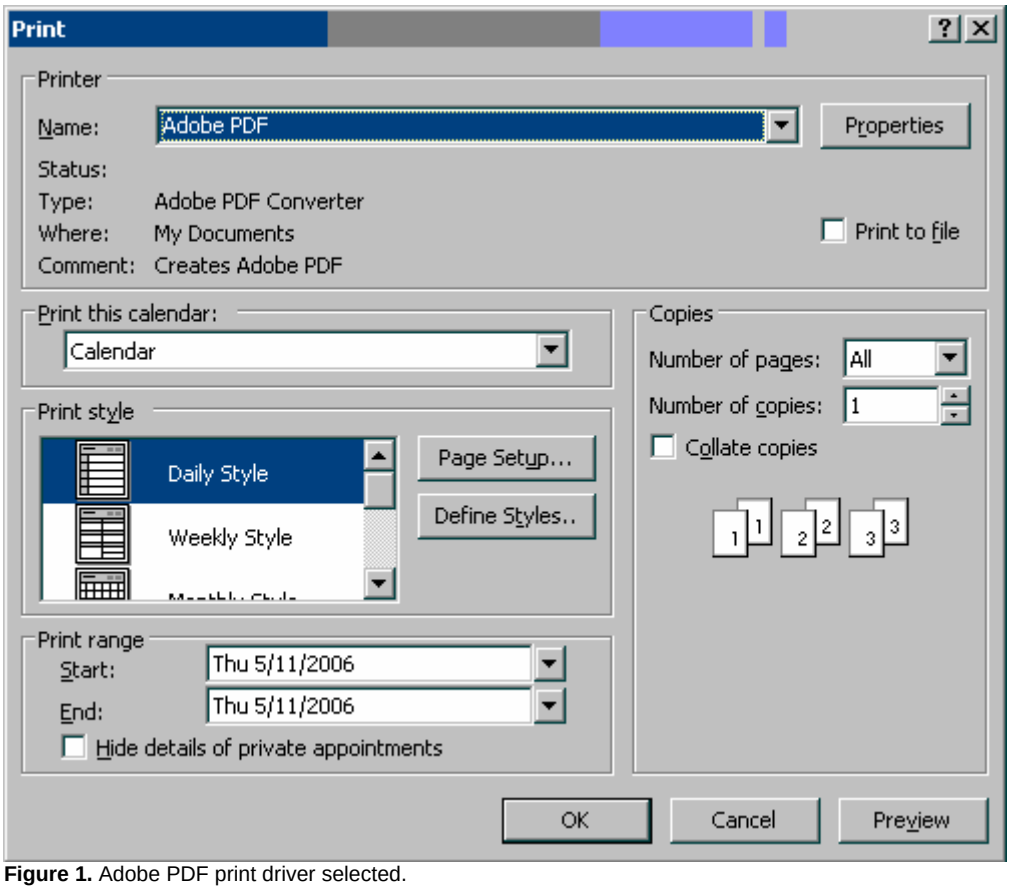


Figure 1. Adobe PDF print driver selected.

Note: If you do not have the **Adobe PDF** print driver (or a printer with a similar name - the name has changed over the years) please call the BTS Helpdesk at **3-5199** to either get Adobe Acrobat reinstalled or to purchase a license of Adobe Acrobat.

4) Chose the desired **Print style** from the available list. Example: **Monthly Style**
5) Optional: Chose the desired dates from the **Print range: Start** and **End** boxes.
6) Optional: select the **Hide details of private appointments** *(To use this option you must label an appointment private by opening the appointment and clicking the private box in the lower right corner. You cannot mark an individual meeting in a recurring series "private" but you can mark an entire series "Private")*

   If this option is selected then the appointment will be displayed in the pdf calendar but most of the details will be replaced with the phrase **Private Appointment.** (start/end times are shown)

7) Optional: click **Preview** to review your calendar.
8) Click **OK** to print.

Note: Please review **Additional Information** for tips on editing calendars styles.

Additional Information

There are many ways to customize the calendar that is printed or exported to a PDF file.

Editing a Calendar Print Style

1) Open the Calendar you wish to export.
2) Click **File->Print**
3) Select **Adobe PDF** in the printer dropdown box
4) Click **Define Styles..**
5) Chose a style then click **Edit...** or **Copy...** (It is recommended copy the default styles when making changes.

The various options under the **Format / Paper and Header/Footer** tabs vary depending on which style is being edited. Here are some of the most commonly edited features for several of the styles:

Daily Style

Format Tab

Uncheck **TaskPad** (useful if someone has shared their calendar but not their taskpad)
Uncheck **Notes area (blank)**
Print from: 8:00am
Print to: 5:00pm

Weekly Style

Format Tab

Arrange Left to Right

Monthly Style

Format Tab

Don't Print Weekends

Note: In Monthly style there's a limit to the number if items that will appear on a given day. If that happens frequently, consider publishing weekly calendars instead

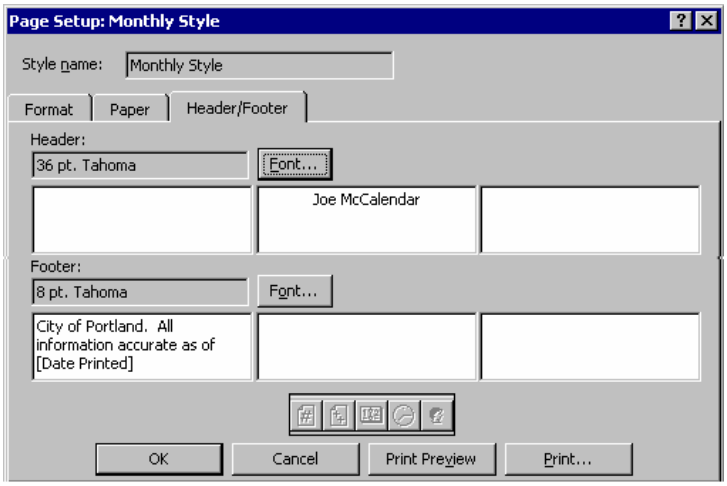
All Styles

Header/Footer Tab These options are similar to other Office applications.

The buttons in the middle can be clicked to quickly place variables.

The buttons from left to right are: [Page #] [Total Pages] [Date Printed] [Time Printed] [User Name]

You can also type text in manually. This example puts the owner's name in the center of the calendar view in a large font, a brief disclaimer at the bottom along with the date the calendar was printed.



Once you've created your pdf version of the calendar follow the instructions you will receive from the Auditor's for where/how to post it to the Lobbyist ordinance site.