

HOW TO MAKE A PRINT COPY OF YOUR ADDRESS BOOK ENTRIES

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To print Address Book information:

- 1) Open your Address Book.
- 2) Check your list of contacts to see if they are alphabetized by last name from A to Z. If they are not, then click on the **Name** column heading until all names are alphabetized, last name first.
- 3) Select the contacts you want to print.
 - a) To select all the names in a file folder, click any one of the names and then go to **Edit** on the Menu Bar and choose **Select All**.
 - b) To select a block of names, press and hold down the **Shift** key, click the first contact in the block and then click the last contact in the block.
 - c) To select individual names, press and hold down the **Ctrl** key while you click the contacts.
- 4) Go to **Edit** on the Menu Bar and select **Copy**. (Alternative: Ctrl + C). This action will place your selections on the Windows clipboard.
- 5) **Close both the Address Book and Outlook Express.**
- 6) Open your **Word** word processing application to a new page. (Wordpad will not work!)
- 7) Go to **Edit** on the Menu Bar and Select **Paste**. (Alternative: Ctrl + V).
- 8) A dialogue box will appear. Ignore the message. Click **OK**.
- 9) Your selections from the Address Book will appear in one column. Select the Columns button from the Toolbar to place your entries into two columns.
- 10) Save your document (Ctrl + S) and assign it a name and location of your choice.
- 11) Print your document. That's it!