



## Traverse des Sioux Library System

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### Reports & Notices – Display and Print Setup

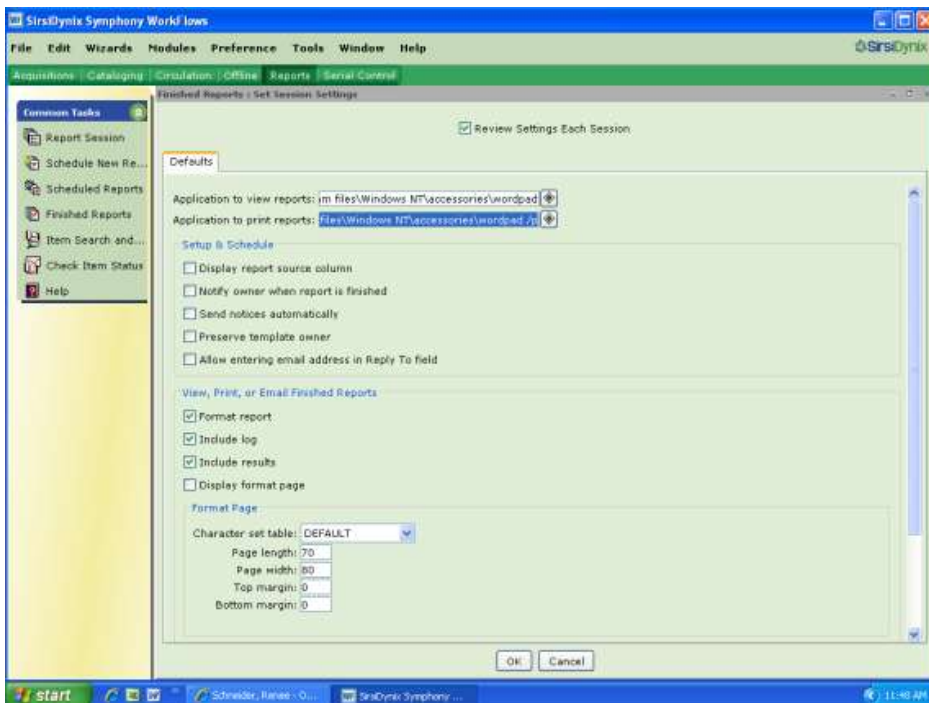
In order for reports or notices to be printed from WorkFlows the program needs to be configured to use an additional application, like Microsoft Word.

In WF the *Report Session Settings* allow one to pick the program WorkFlows will use to display and print reports.

- Open and log in to WF. The login you choose does not matter since these are all local changes so any login will work
- Click on “**Reports**” in the toolbar
- Click on *Report Session Settings*

There are two fields at the top of the Defaults tab – *Application to view reports* and *Application to print reports*. These fields will need to be changed to reflect the location of your particular copy of MS Word.

- The easiest way to make the changes is; simply cut and paste the correct information directly into the blanks, rather than using the gadgets.
- Use CTRL+C to copy and CTRL+V to paste from this document into directly into WF.
- When clicking on the field to change, click only once, this will highlight everything.
- If you prefer to use the backspace key to delete all data in the blank you may do so
- Each version of Office is a little different so make sure you pick the correct section to paste in.



- Find the section that contains the program you want to use then cut and paste the appropriate configuration into WorkFlows
  - Application to view reports: *Cut and paste the first line*
  - Application to print reports: *Cut and paste the second line*

### **WordPad** on XP and Seven

```
c:\program files\Windows NT\accessories\wordpad  
c:\program files\Windows NT\accessories\wordpad /p
```

### To use **Word** on Windows **XP**

#### *Office 2000*

```
C:\Program Files\Microsoft Office\Office\Winword.exe  
C:\Program Files\Microsoft Office\Office\Winword.exe /p
```

#### *Office 2007*

```
C:\Program Files\Microsoft Office\Office12\Winword.exe  
C:\Program Files\Microsoft Office\Office12\Winword.exe /p
```

### To use **Word** on **Windows Seven**

#### *Office 2000*

```
C:\Program Files (x86)\Microsoft Office\Office\WINWORD.EXE  
C:\Program Files (x86)\Microsoft Office\Office\WINWORD.EXE /p
```

#### *Office 2007*

```
C:\Program Files (x86)\Microsoft Office\Office12\Winword.exe  
C:\Program Files (x86)\Microsoft Office\Office12\Winword.exe /p
```