



Traverse des Sioux Library System

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Using Microsoft Word with the “Overdues” Macro to Format Overdue Notices Without Creep

Important: In order for everything to work correctly you will need to set up Workflows so that Word is the default report viewer (see Notices & Reports Setup). You will need the Overdues Macro installed in Word (contact TdS for further info.)

1. In Workflows

- a. Click on finished reports
- b. Select overdue notices
- c. Click View
- d. Customize Overdue Notices screen pops up
- e. Uncheck *print log*
- f. Click OK

2. In Word

- a. Make sure that report opens in Word *not notepad or WordPad*.
- b. The pages will still creep at this stage
- c. Highlight and copy the entire date (CTRL+C)
- d. Under the Tools menu, go to Macro, then Macros
- e. The Macros dialog should pop up
- f. Available macro name should be Overdues
- g. Click Run
- h. The macro will bring up a box with a request for information
- i. Paste the date you copied on “enter the month line” (CTRL+V)
- j. Click OK
- k. Under File, click print
- l. Click OK - Due to a glitch I have yet to fix, every other page will be blank.