

## How to set up Reports in Wordpad

Click on Report Session,  
Beside the Application to view reports: there is a box with a diamond in it (called a gadget)  
click on the gadget  
use the drop down arrow  
click on program files  
double click on Windows NT  
double click on Accessories  
double click on wordpad  
This will take you back to the Report Session Screen.  
Do exactly the same thing for Application to print reports.

## Format Page Change these settings

Page length: 68

Page width: 80

Top Margin: 0

Bottom margin: 0

Click Ok

Then open up Finished Reports.

Once you have a report open you need to set the margins (you only have to do this once)

Click on File

Click on Page Setup

Set all margins to .5

This should print on patron record per page.