

## How to set up Reports in Microsoft word

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 My Computer

Click on Local Disk

click on program files

double click on Microsoft office

double click on Office 10, 11, 12, or 14

double click on WinWord

This will take you back to the Report Session Screen.

Do exactly the same thing for Application to print reports.

Click Ok

Then open up Finished Reports. You should be able to view your reports now. Let me know if you have any problems.