

For Internet Explorer

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 (or click on Computer on the left side, then double click on the C drive or OS drive)

click on program files (or program files (x86), depending on your operating system)

double click on Internet Explorer

double click on iexplore

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: 63

Page width: 80

Top Margin: 5

Bottom margin: 5

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 the tools icon in the upper right corner (looks like a wheel)

Click on Print

Click on Page Setup

Set the margins

Top and Bottom Margins: .5

Left and Right Margins: .75

You probably need to set all Header and Footers to empty.

This should print one patron record per page.

on Windows 7 you may need to adjust the top Margin to 3