

For 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 (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 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.

Settings to try

Report Session settings

Page length 60

Page width 76

Top margin 3

Bottom margin 3

Word settings

All Margins .5

Font New Courier, size 10