

For 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 (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 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: 60

Page width: 80

Top Margin: 3

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 File

Click on Page Setup

Set all margins to .5

This should print on patron record per page.