

Report Session Configuration

- **Allows for Page Setup for Printing and Viewing Reports**
- **Shows you how to format the document to print one notice per page**

For Microsoft Word

In Workflows under Common Tasks:

Click on "Report Session"

To the right of "Application to view reports:" click on the Gadget icon

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 root if Office 365

Double-click on Office 10, 11, 12, 14 or 16

Double-click on WinWord

This will take you back to the Report Session Screen.

Do exactly the same thing for Application to print reports. (you can copy and paste)

Click Ok

Next, open up Finished Reports.

Open the desired report. Your settings should allow it print correctly. If any issues, change the following settings:

Report Session settings

Page length 60

Page width 76

Top margin 3

Bottom margin 3

Set the Margins in Microsoft Word under the Page Layout Tab; Margins – Narrow (All Margins .5)

Font size 10