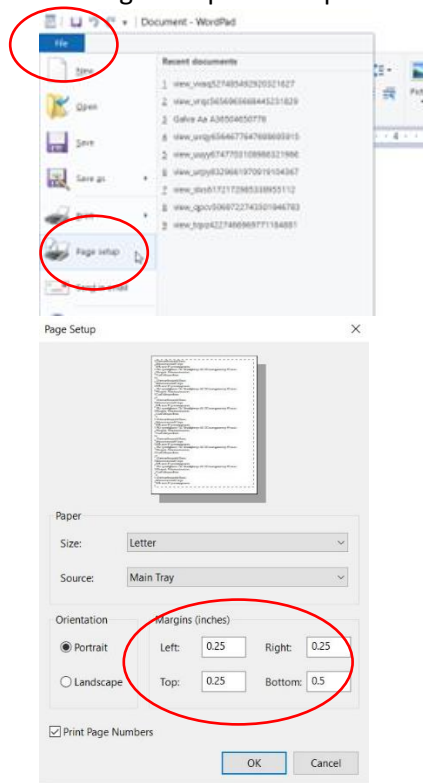


## Printing WorkFlows Notices in Word Cheat Sheet (Billing and Overdues)

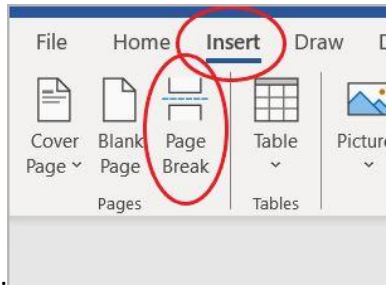
December 6, 2023

These instructions are for using Word to print notices. Especially when there are many notices, or individual notices are long, formatting is necessary before printing.

1. Open a new Word document.
2. In Workflows Finished Reports, open the MONTHLY report.
  - a. It will open in Wordpad.
  - b. Use Page Setup in Wordpad to make all margins .25.



3. Highlight the text of the first notice.
4. CTRL-X to remove the text from Wordpad and put it in the clipboard.
5. Move your cursor to the Word document.
6. CTRL-V to paste the text of the notice into the Word document.
7. Clean up formatting of the notice – remove spaces.
8. Move to the end of the notice in Word.



9. Insert page break.
10. Move cursor to the new page.
11. Repeat.