

Printing Notices in Workflows using WordPad Guide

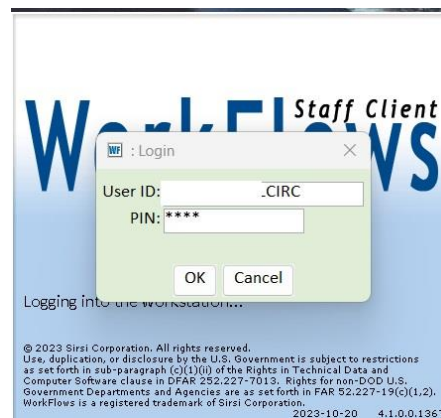
Last updated: June 17, 2024

**Microsoft is removing WordPad from Windows 11 in the fall of 2024. These instructions will be updated.*

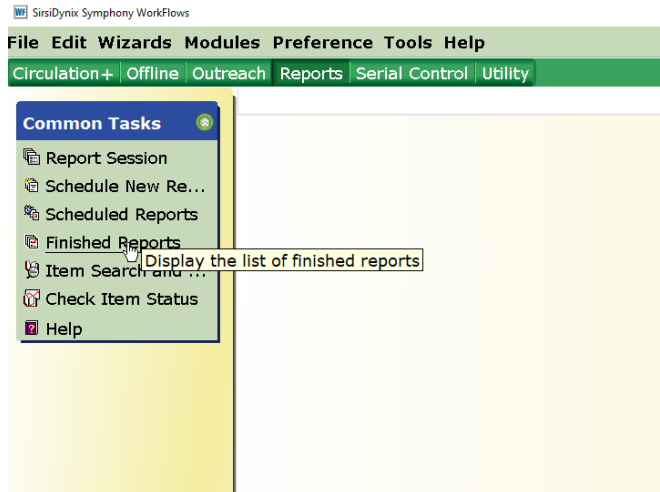
Overdue and Billing Notices are generated by the checkout library in Workflows and emailed to users with an email address entered in Workflows. They may also be printed or viewed (although most libraries do not print overdue notices). Contact RSA to modify frequency and/or text of notices.

Note: notices in Workflows are sometimes referred to as Reports.

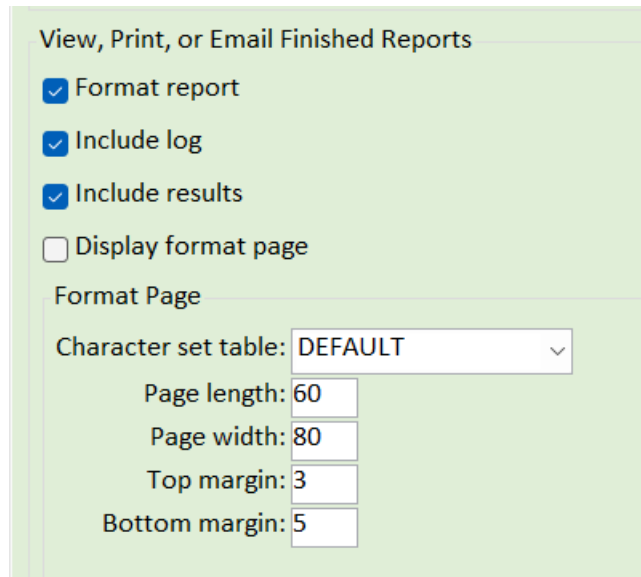
- Notices are accessed by logging in as your library's CIRC user.
- Open a Workflows session and log in as:
 - User ID: WFcodeCIRC
 - PIN: CIRC



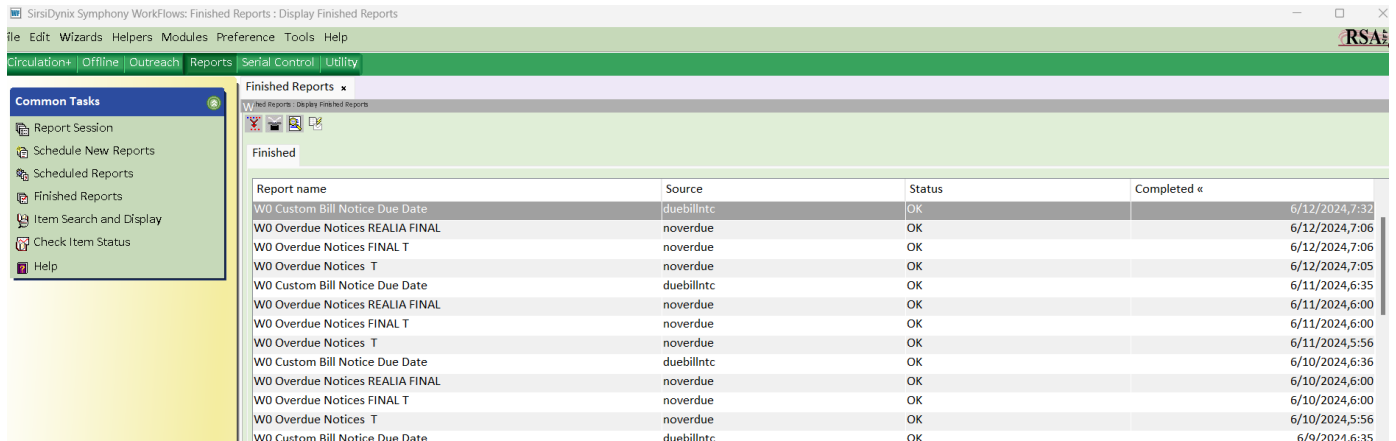
- Select the Reports Tab
- Select Finished Reports from Common Tasks.



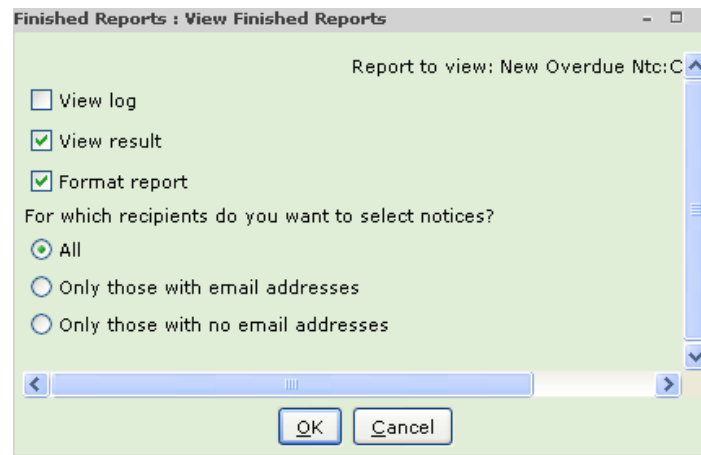
- The first time you open Finished Reports during a Workflows session you will see the Review Settings screen.
 - Change or verify these settings found on the bottom half of the Defaults tab screen:
 - Page Length: 60
 - Page width: 80
 - Top margin: 3
 - Bottom margin: 5



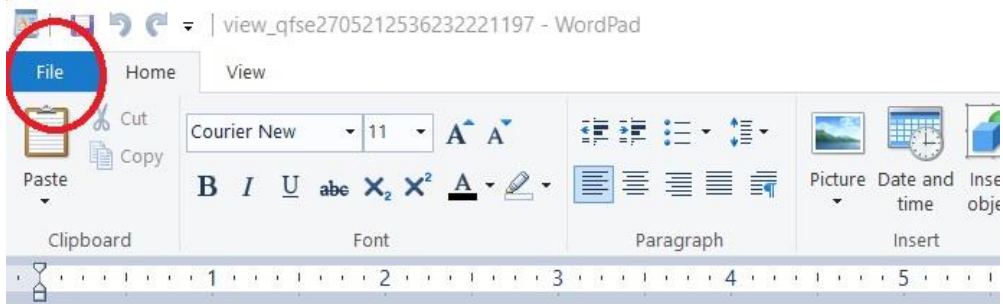
- Highlight the report and select “View” at the bottom of the Finished Reports screen.



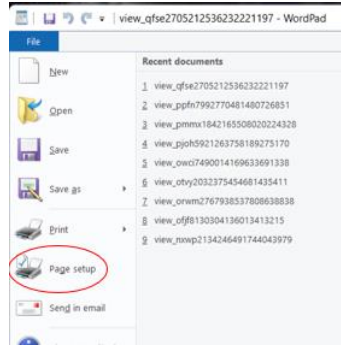
- **Deselect “View Log” at the top of the dialog box. Important!**
- Select whether you wish to print (or view) all notices or only those for patrons either with or without emails.
- Select “Ok”.



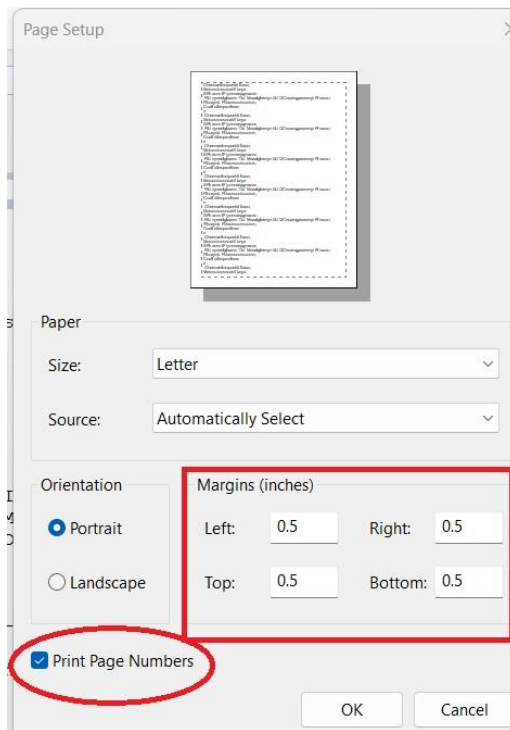
- The notice file will open in WordPad.
- To print from WordPad, you will need to change the default print settings so the notices align properly (you should only need to do this once).
 - To change default settings:
 - Select File from the WordPad menu.



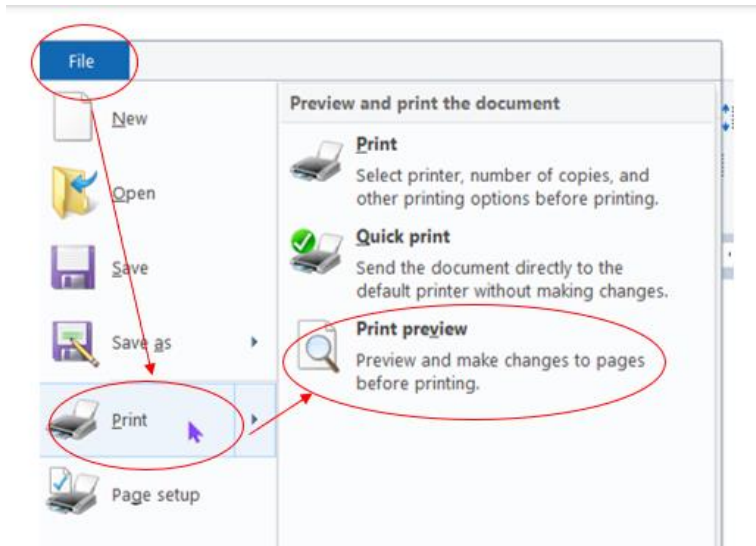
- Choose "Page Setup".



- Enter the following settings:
 - All margins = 0.5
 - Select Print Page Numbers

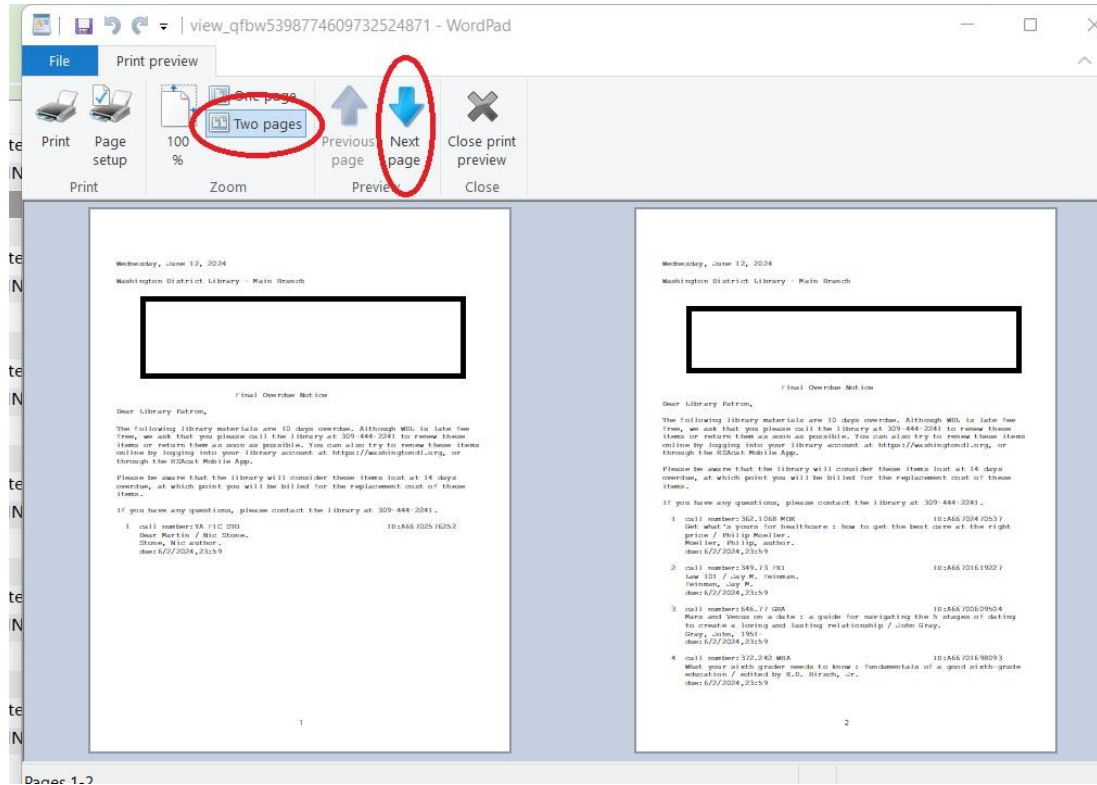


- Select OK.
- **Printing notices**
 - Select File.
 - Select Print.
 - Select Print Preview to verify that notices will align by checking the address location.



- In print preview, select “Two pages” and use the Next page arrow to scroll through, ensuring that the address blocks line up.

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○ Close Print preview

- Choose File.
- Choose Print.
- The printer dialog box will appear. Choose Print.