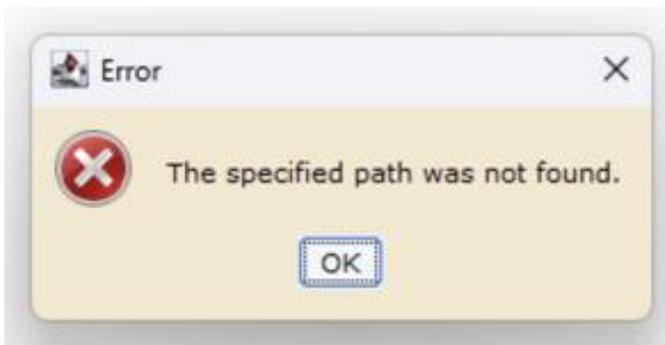




Updating the Path for Viewing/Printing Bibload Reports Procedure

Created: February 6, 2025

WorkFlows uses the WordPad program to view and print Load Bibliographic Record (bibload) reports. A Windows 11 update unfortunately removes WordPad from Windows 11 computers. Please follow the procedure below if you see this error when trying to view or print a bibload report:



You may also see this error when trying to view and/or print overdue and billing notices.

1. On your computer, find the file path for your library's preferred word processing program. If you are unsure how to find it, RSA recommends asking your IT staff for help.
2. Use Ctrl c to copy the file path for the word processing program on your computer. RSA is unable to tell you the exact path because each computer network is different, but here are a couple suggestions:

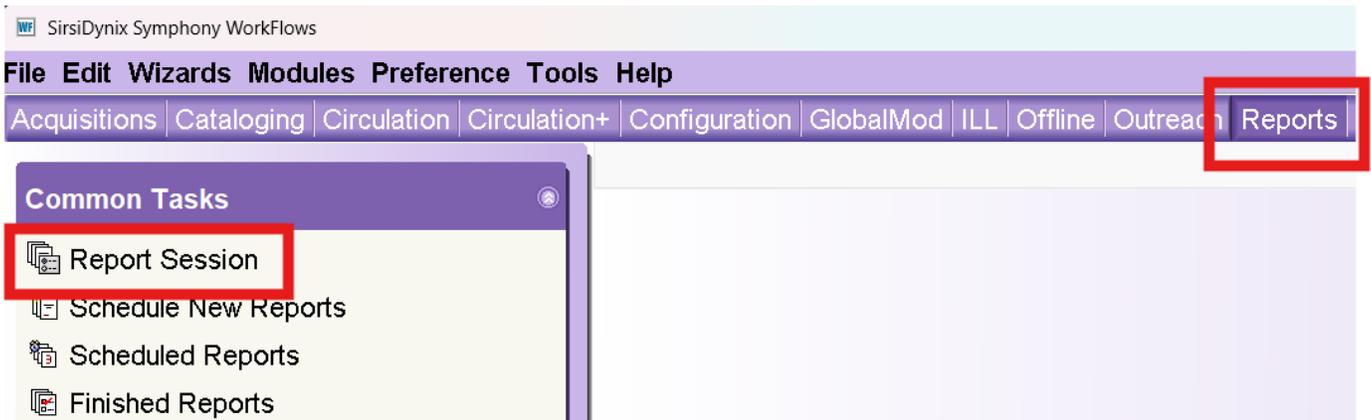
If you have Microsoft Word, this path may work:

C:\Program Files\Microsoft Office\root\Office16\WINWORD.EXE

If there is no Microsoft Word on your computer, use Notepad, which is installed on all Microsoft computers. Its path is:

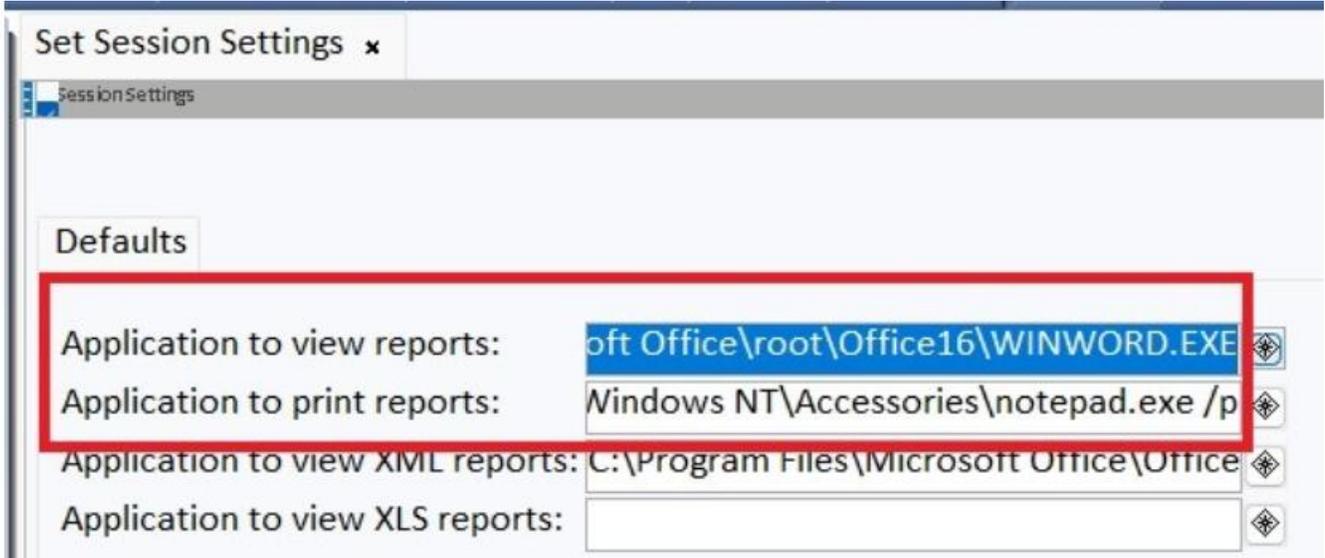
C:\Windows\notepad.exe

3. Log into WorkFlows using the CIRC, TECH, or an individual cataloger account.
4. Go to the Reports module at the top of the screen.
5. In Common Tasks on the left side of the screen, click the Report Session wizard.



- 6. In Report Session, click in the field to the right of “Application to view reports” to highlight the current file path in blue. Use Ctrl v to paste in the file path for your library’s preferred word processing program.
- 7. Click in the field to the right of “Application to print reports” to highlight the current file path in blue. Use Ctrl v again to paste in the file path for your library’s preferred word processing program.

Here is an example of what the new settings may look like:



- 8. Click “OK” at the bottom of the Report Session screen to save the settings.
- 9. When you click the X in the upper right corner to completely shut WorkFlows, be sure to click “yes” when asked if you want to save the changed properties.
- 10. Remember to repeat these steps on each WorkFlows used to view and/or print reports if you see the “specified path was not found” error.

Questions? Please reach out to help@rsanfp.org or 1-866-940-4083.