



Traverse des Sioux Library System

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04/12/10jm/rev.jd

Setup for Notice Printing

Here are the recommended settings for printing notices to avoid “creep” (extra spacing between notices). It may vary slightly depending upon your printer.

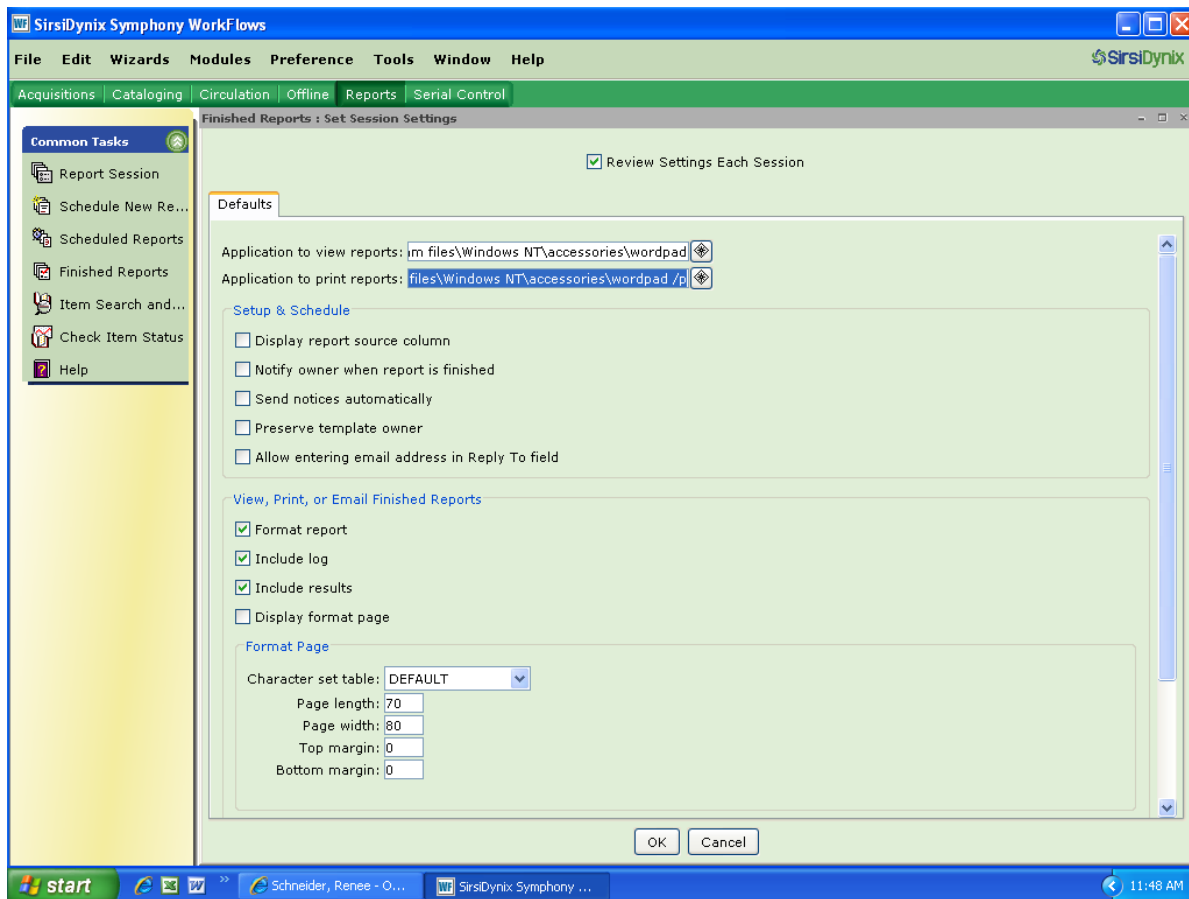
STEP 1: Set up in WorkFlows

From the Report Sessions Default wizard, session settings should be as shown below, and the application to print reports set to WordPad.

Page length to: 70

Page width to: 80

Top margin to: 0

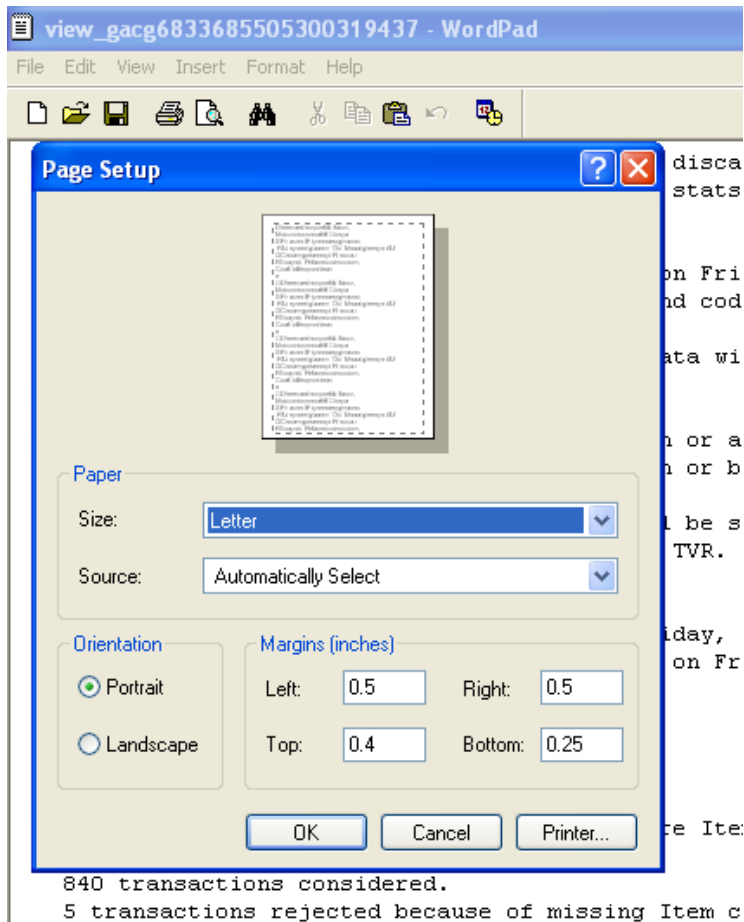


STEP 2: Setup in WordPad

From your Windows Start menu choose “All Programs”, then select Accessories, then WordPad. Go to WordPad’s file menu and choose “Page Setup. The Page Setup dialog will open -- fill in the settings as shown below.

Wordpad settings:

Left margin: 0.5
Right margin: 0.5
Top margin: 0.4
Bottom margin: 0.25
Font: Courier New



[Thanks to Renee Schneider of TVR for finding the best settings.]