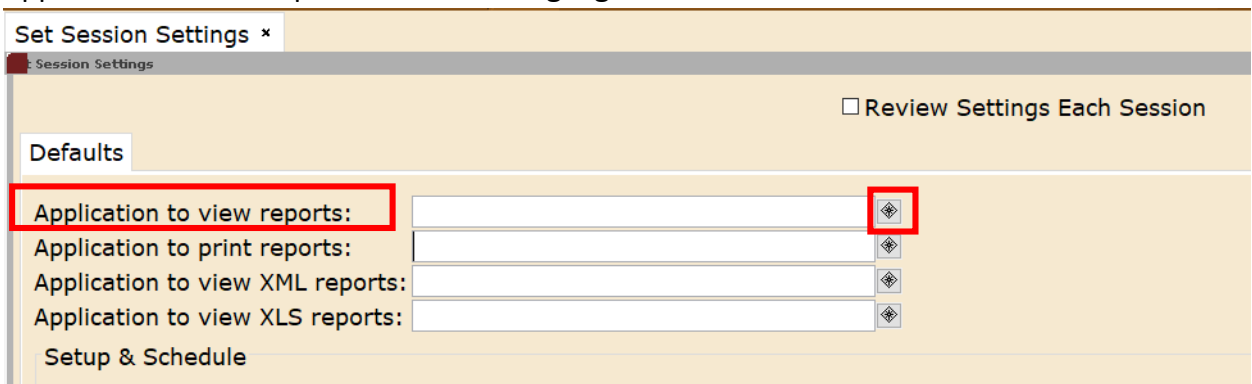


# Setting the Print Path for a PC

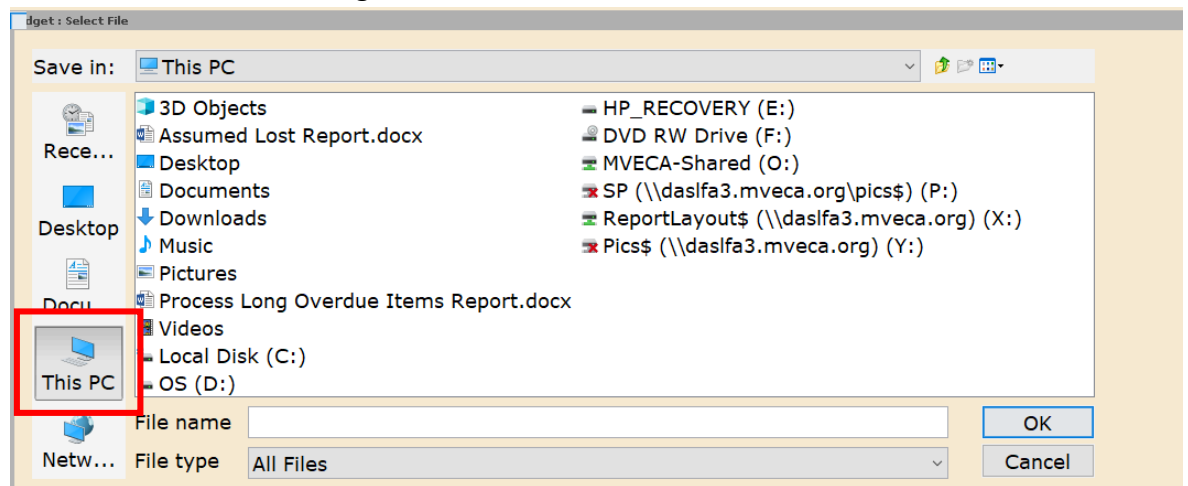
1. In the Report and Notices Group, click on “Report Session”



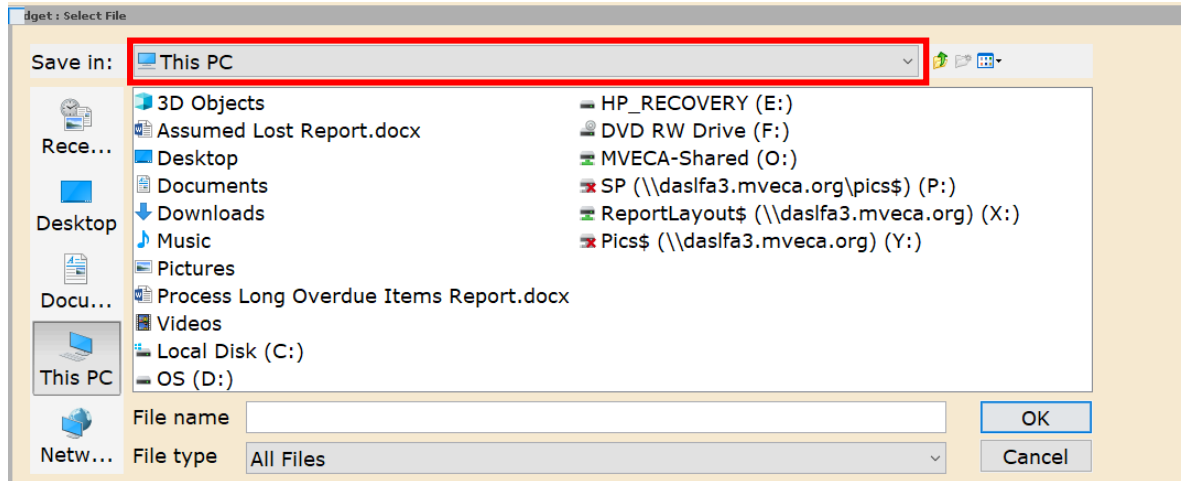
2. Application to view Reports: Click on the gadget icon



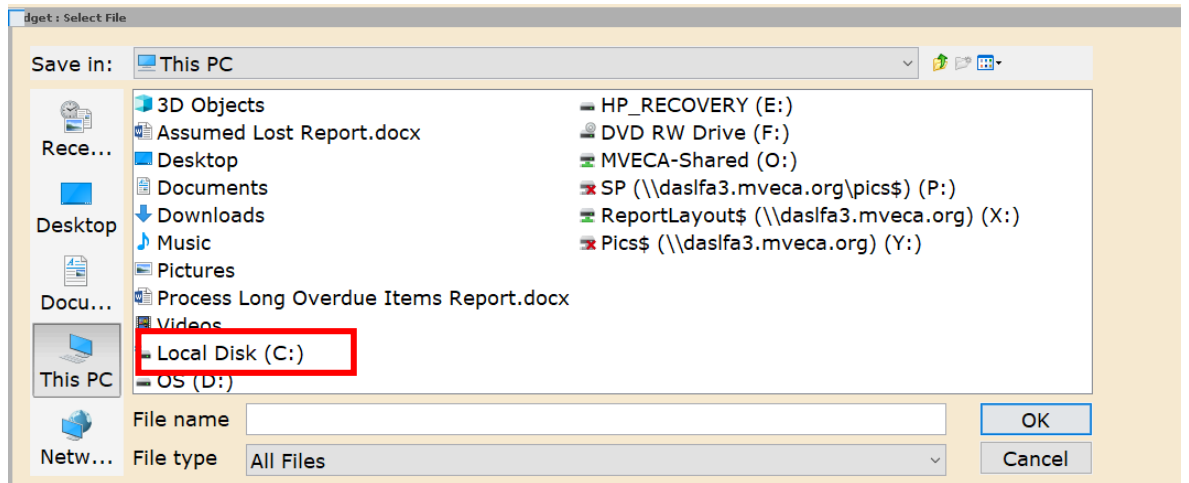
- a. Click on “This PC” on the right side:



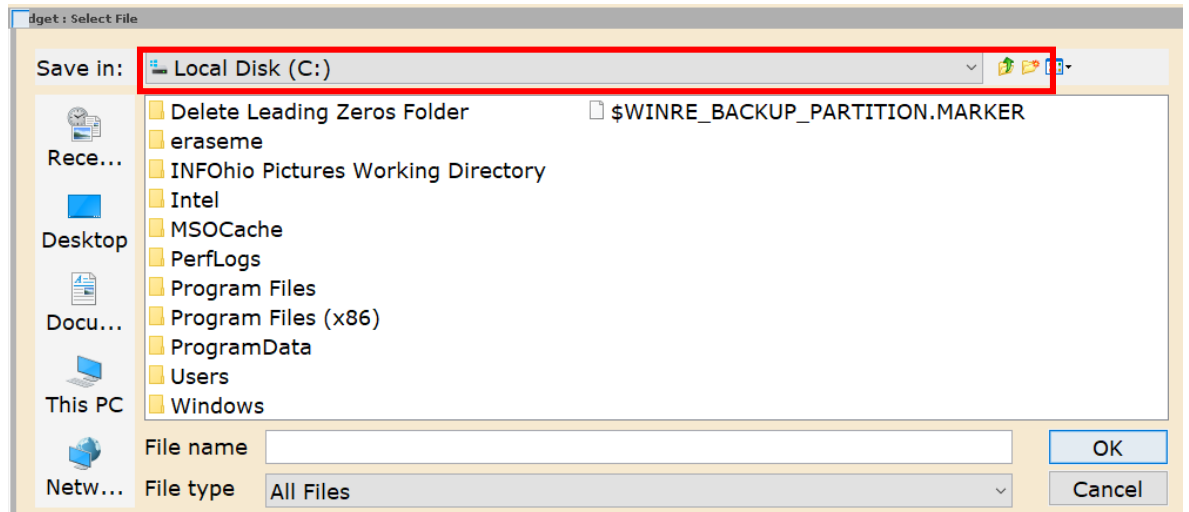
b. That will change the “Save in” dropdown to show “This PC”



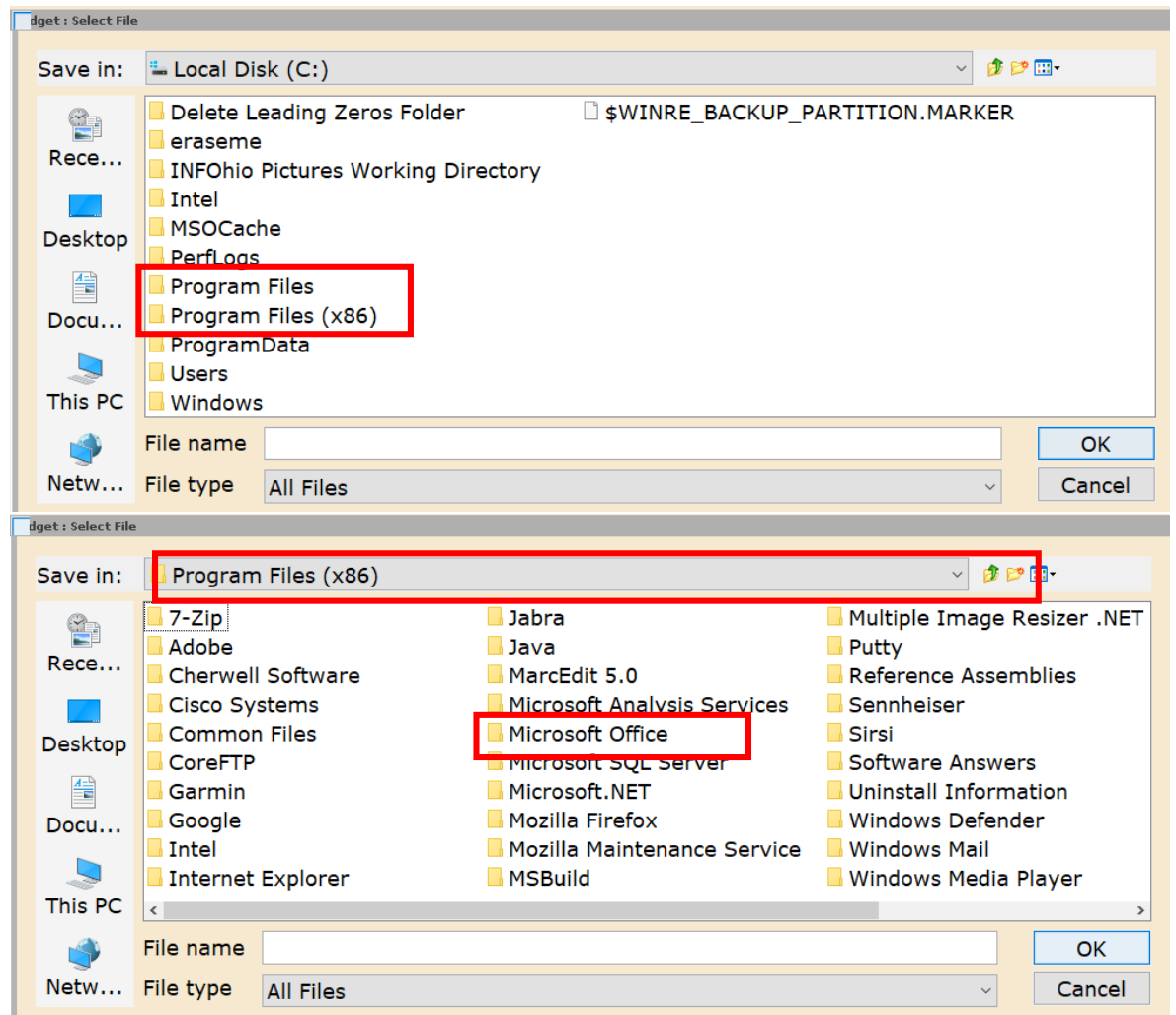
c. Then find the C: drive and double click (or click once to highlight it and then hit “OK”)



d. You will now see the “Save in:” drop down box has changed to your C: drive.  
You are NAVIGATING TO DIFFERENT FOLDERS ON YOUR COMPUTER AS YOU DO THIS.

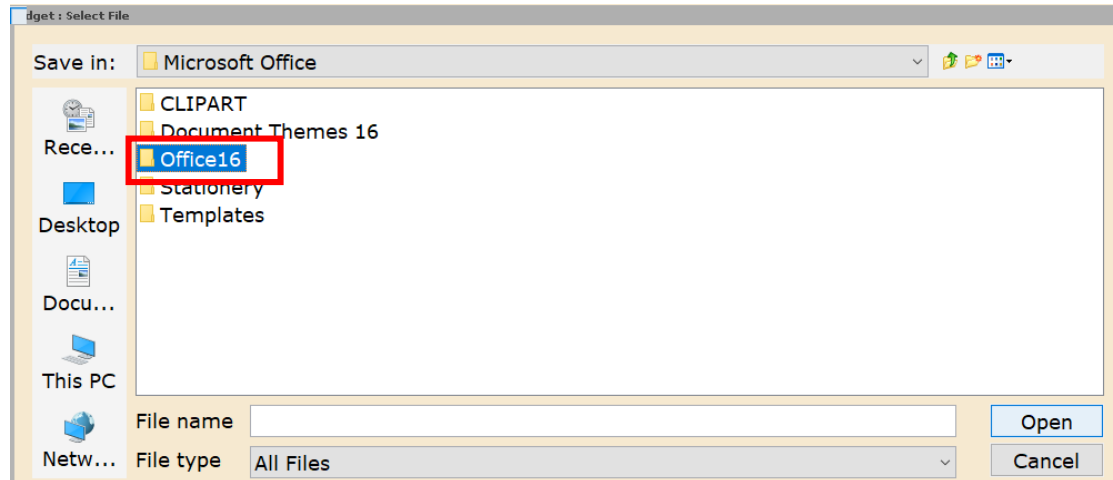


- e. Now you want to find the folder “Program Files (x86)” or “Program Files”. Depending on your machine you may see both folders and you will have to look in each for the Microsoft Office folder. Double click to select the Program Files or Program Files (x86) folder.

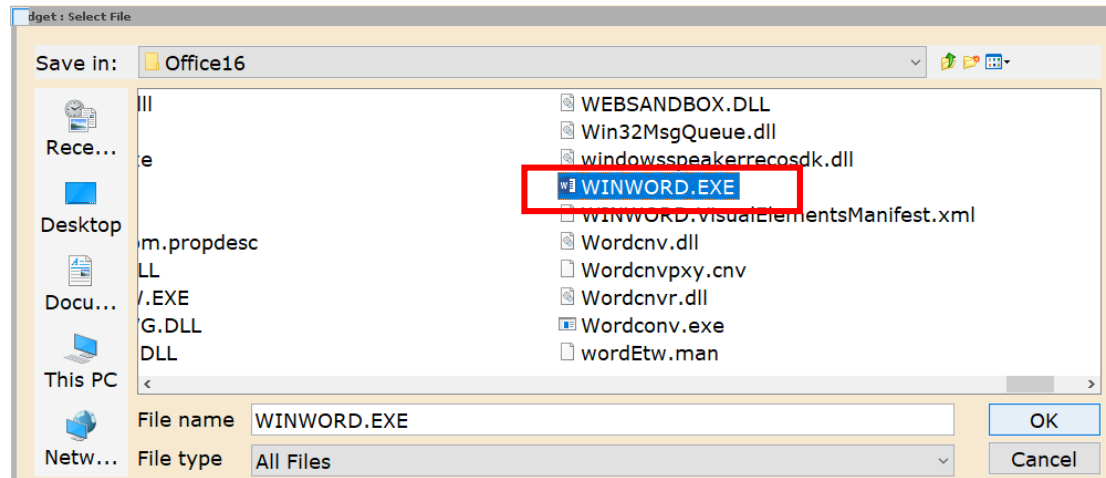


- f. Inside the Microsoft Office folder you want to find the LATEST Office folder (largest number folder) and open it. You may only have one folder or you may have multiple folders. Just start by choosing the highest number. In this picture I only have one folder and it’s called “Office16” which is the one I will choose by

double clicking.

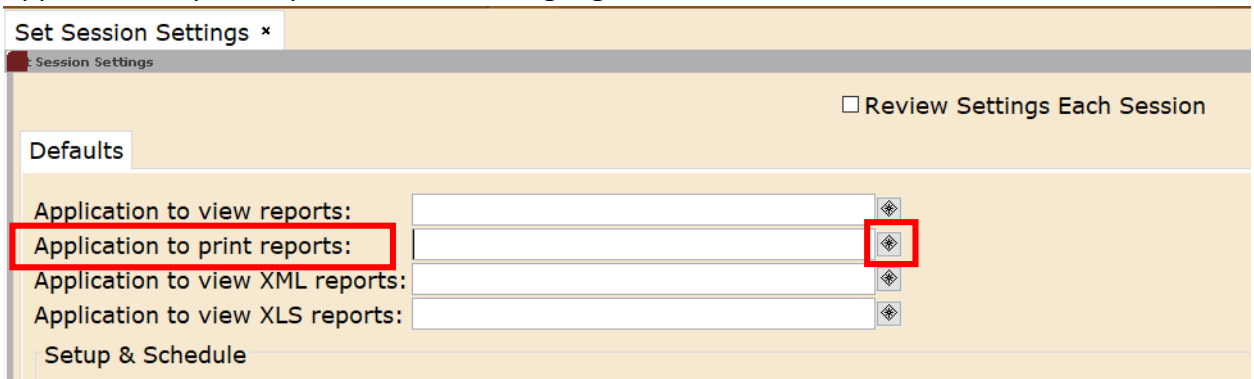


- g. In the Office16 folder I'm now going to look for WINWORD.EXE or WINWORD and double click on it.



You have just completed setting the print path to word.

- 3. Application to print reports: **Click on the gadget icon**



- 4. You will follow the same steps as above for this one except once you are in the Office## folder, look for EXCEL or EXCEL.EXE and select it.