

## Setting up the print pathway on a MAC

In Workflows, Go to Reports and Notices.

Click Report Session.

1. Click on gadget to the right of Application to view reports



- 2. Locate your Applications folder.
- 3. Find Microsoft Office 20XX (version available to you) and click on it to select.

Save As:	
Applicati	ons 🛟
Name	Date Modified
Microsoft Messenger	Friday, September 13, 2013 10:41 AM
Microsoft Office 2008	Friday, September 13, 2013 10:54 AM
Microsoft Office 2011	Friday, November 22, 2013 10:41 AM
🎫 Mission Control	Thursday, September 12, 2013 11:13 AM
📕 Photo Booth	Thursday, September 12, 2013 11:13 AM
PowerSchoolEngine	Monday, September 23, 2013 11:14 AM
🖗 Preview	Thursday, September 12, 2013 11:13 AM
🔇 QuickTime Player	Monday, September 16, 2013 10:47 AM
RealPlayer Converter	Wednesday, September 5, 2012 2:48 AM
File type All F	iles 🗘

- 4. Select Microsoft Word even if it is grayed out.
- 5. Click OK.





Save As: Microsoft W	
Name	Date Modified
Additional Tools	Friday, September 13, 2013 10:39 AM
Icon	Wednesday, August 25, 2010 3:00 AM
Microsoft Document Connection	Friday, November 22, 2013 10:44 AM
Microsoft Excel	Friday, November 22, 2013 10:44 AM
Microsoft Outlook	Friday, November 22, 2013 10:44 AM
microsoft PowerPoint	Friday, November 22, 2013 10:44 AM
Microsoft Word	Friday, November 22, 2013 10:44 AM
Office	Friday, November 22, 2013 10:42 AM
Read Me.html	Wednesday, October 30, 2013 3:00 AM

6. In the Application to view reports field, add .app after Microsoft Word in the box.

Application to view reports:	/Microsoft Office 2011/Microsof Word.app	*	>
Application to print reports:	/Microsoft Office 2011/Microsoft Excel.app		
Application to view XML reports:		۲	

- 7. Click OK to finish setting up Application to view reports.
- 8. Follow the same steps to set up Application to print reports.
  - Choose Microsoft Excel to be able to use the Print button to open spreadsheets in Excel. Add .app after the path in the Application to print reports box.
- 9. Follow similar steps to set up Application to view XML reports.
  - Find the Applications folder and choose a web browser like Google Chrome. The path may look something like /Applications/Google Chrome.app
- 10. Finally set up Application to view XLS reports.
  - Follow the same steps in #8 to navigate to Microsoft Excel. The path should look something like this: /Applications/Microsoft Office 20XX/Microsoft Excel.app
- 11. Click OK when finished.

Last Updated Summer 2021



12. Verify that the barcode font is installed. The barcode font and the font download can be found in the handbook at <u>https://www.infohio.org/library/workflows-handbook/category/installation</u>

**\*NOTE**: When you log out of Workflows for the first time after setting the print path, a window will appear telling you that properties have been changed and will ask you if you want to save the changes that were made: Choose **YES**