

Setup Word 2007 Default Settings for viewing/printing SIRSI Reports

Option #1 – TEMPORARY Setting – must be done each time you view "Sirsi" Report

You should have no trouble viewing the INFOhio tab reports in Word 2007 if you select the RTF Output option when generating the report.

However, if you selected the Plain Text output for an INFOhio report, or are using a Sirsi report, you will find that the pages don't break correctly and the text may be wrapping. The following adjustments will need to be made each time you print a Sirsi report if correct alignment is important to you.

HINT: To prevent problems, check your existing templates for INFOhio reports and be sure RTF is bulleted, unless it's a spreadsheet. Excel reports are not affected.

- 1. In Finished Reports, highlight your report name and click View. Be sure to *check* View Result and Format Report. View log is optional.
- Click on the Home Ribbon, the font should be Courier New. You'll need to *change* the size of the font to 10. (It defaults to 10.5)

Highlight the whole document (Ctrl + A), then use the drop down arrow to *select* 10.

Report Format O Plain Tex O RTF O Portrait O Landscape O Normal O Condensed

Finished Reports : View

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✓ View result





- 3. On the Page Layout Ribbon, *click* the drop down arrow under Margins.
- 4. Click on Moderate.

Your report is ready to print!

NOTE: After setting this up, please run the following report, then view with LOG and FORMAT turned on: **USERS tab / List Users report** – make no selections, run it with the default settings. The last page of this very long report should show the same setup as the first page.



Option #2 – PERMANENT SETTING –if you run "Sirsi" reports extensively

1. Start Microsoft WORD 2007.

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2. **Select** the HOME tab.

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3. *Find* the Change Styles selection (far right) and *click* on the little diagonal arrow at the bottom-right of that selection.

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4. Select the Plain Text style

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NOTE: If Plain Text is NOT an	
option in your drop-down menu	,
select "Options" from bottom	
of menu, then select "All	
styles" – select Plain Text	
from the list. (see 4a-b)	



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All Styles	-					
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Hide built-in name when alternate name exists						
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OK Cancel						

5. *Click* on Modify... option.





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9. Select OK (on both windows).



- 10. *Change* the default margins by clicking on the Page Layout tab and choosing margins. Select MODERATE.
- 11. **Set** this margin setting as your default. Select "Custom Margins".



12. Select Default from the Page Setup window.

Page Setup	? 💌
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Margins	
Default 12	OK Cancel



13.

Select YES for default	Page Setup		-	2 2
settings.	Margins Pa	per Layout		
	Margins			
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	Apply to: Wh	you want to change the de s change will affect all new Yes	fault settings for page documents based on t	e setup? the NORMAL template.
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NOTE: If using Word 2010, you may need to use margins of 0.75" for the top and bottom as well.

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