

PRINTING A REPORT

- ❖ Open the **Employer Mailing Labels** report from the **Jobs** database in **Display** view.
- ❖ To print all the pages in a report, click the **Print** button on the toolbar.
- ❖ To select print options before printing a report, follow these steps:
 - Click **File** on the **Menu Bar**.
 - Choose **Print** from the list of options that appear.
 - The **Print** dialog box will be displayed.
 - If necessary, choose the printer that is to be used to print the report in the **Name** box by clicking the drop-down arrow and selecting the printer.
 - To print all the pages, click the **All** radial button, if necessary.
 - To print a range of pages,
 - Click the radial button next to **Pages**.
 - Input the beginning page number into the box next to **Pages From:**.
 - Input the last page to print in the box next to the word **To:**.
 - Indicate the number of reports to print in the **Number of Copies** box.
 - Click the **Setup** button to change the **Page** properties for the report. For additional information on the options in the **Page Setup** dialog box, click the **Change Page Setup** link on the **Access Web Page**.
 - Click **OK**.

