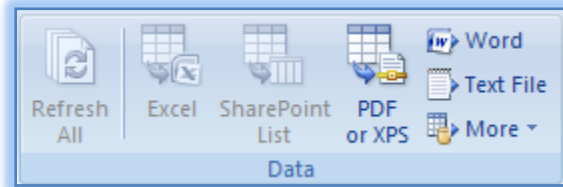


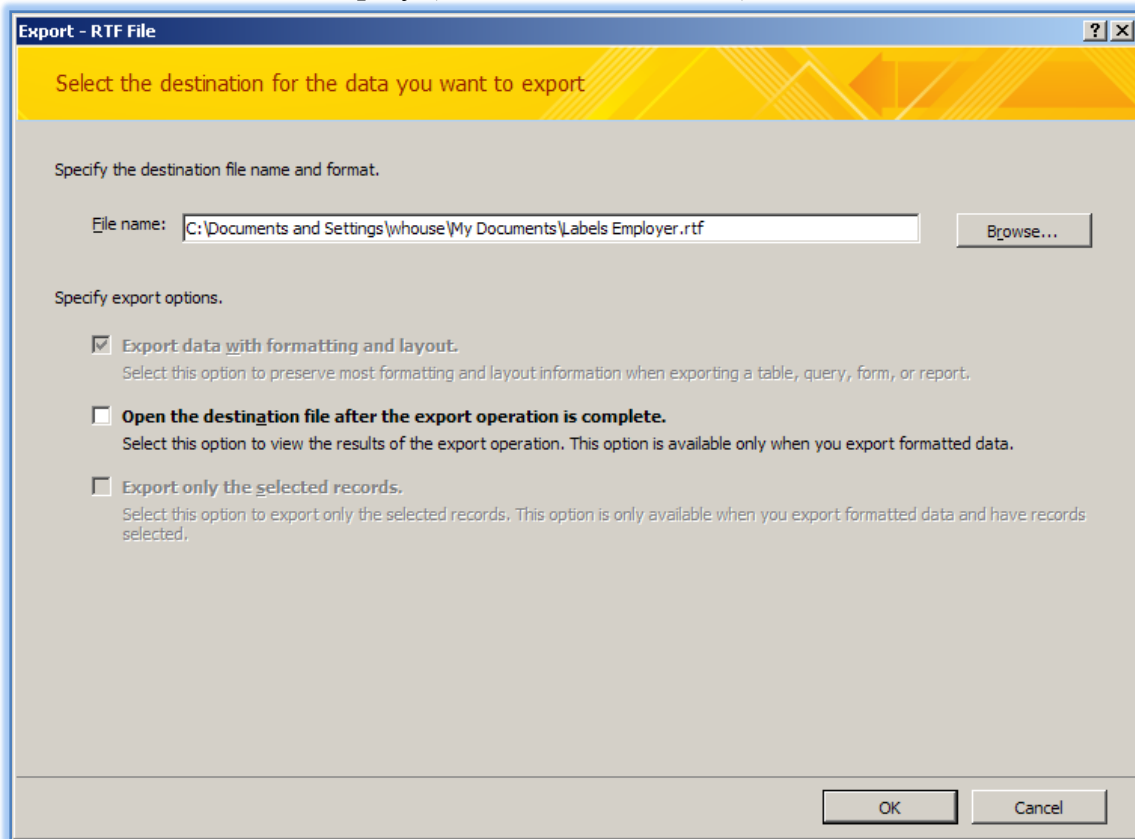
PUBLISHING AN ACCESS REPORT IN RICH TEXT FORMAT (RTF)

This section is designed to show how to create a report in Microsoft Access and publish it to the Microsoft Word program using the label format. Any report that is created in Access can be published as a Word document. Once the report has been published to Word, it is possible to make any formatting changes, such as headers and footers. To create the labels, follow the procedure described in the **Mailing Labels Report** link.

- ❖ Open the **Employer Mailing Labels Report** from the **Jobs** database in **Print Preview**.



- ❖ Click the **Word** (Export to RTF File) button in the **Data Group**.
- ❖ The **Export - RTF File** will display (see illustration below).



- ❖ To open the document in **Word** click the **Open the destination file after the export operation is complete** check box.
- ❖ Changes can be made to the report that can be made in any other Word document.
- ❖ Close the **Word** document. The Access report should now be displayed.