

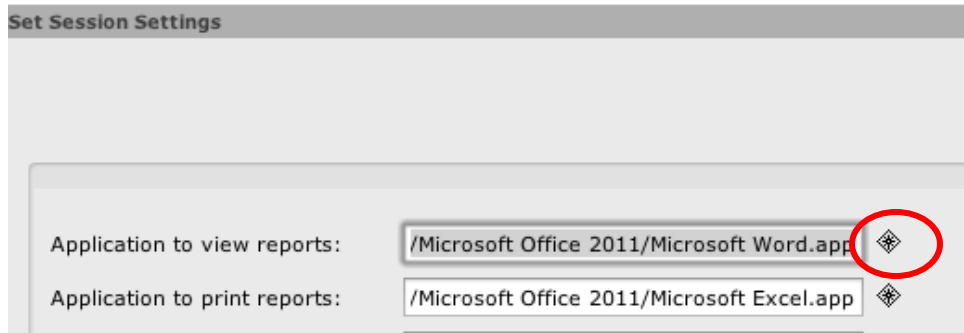
Setting up the print pathway on a MAC

In Workflows, Go to Reports and Notices.

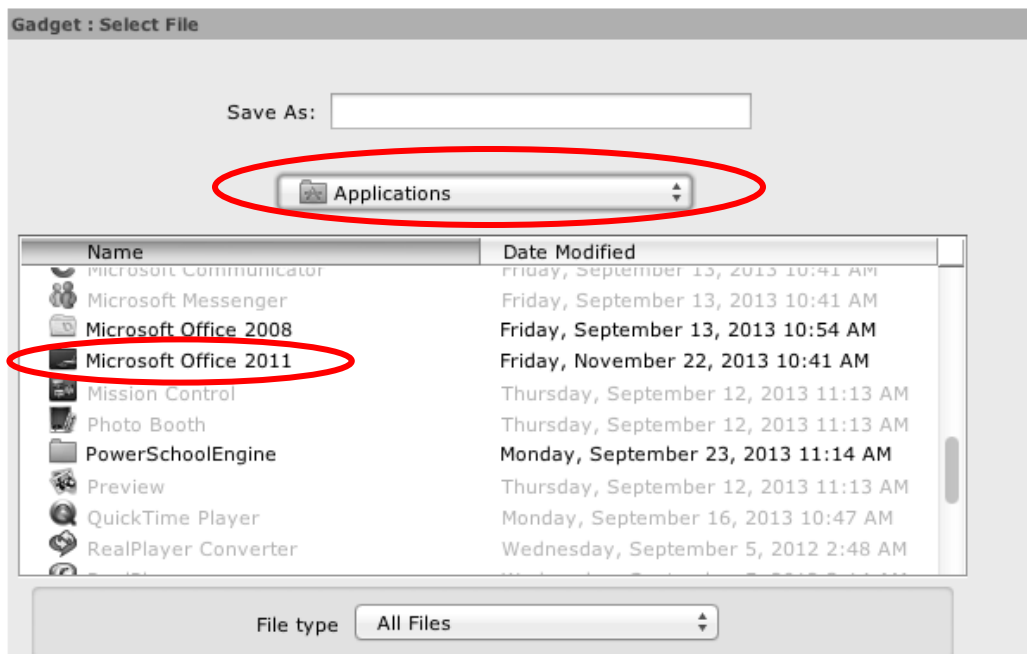
Click Report Session.



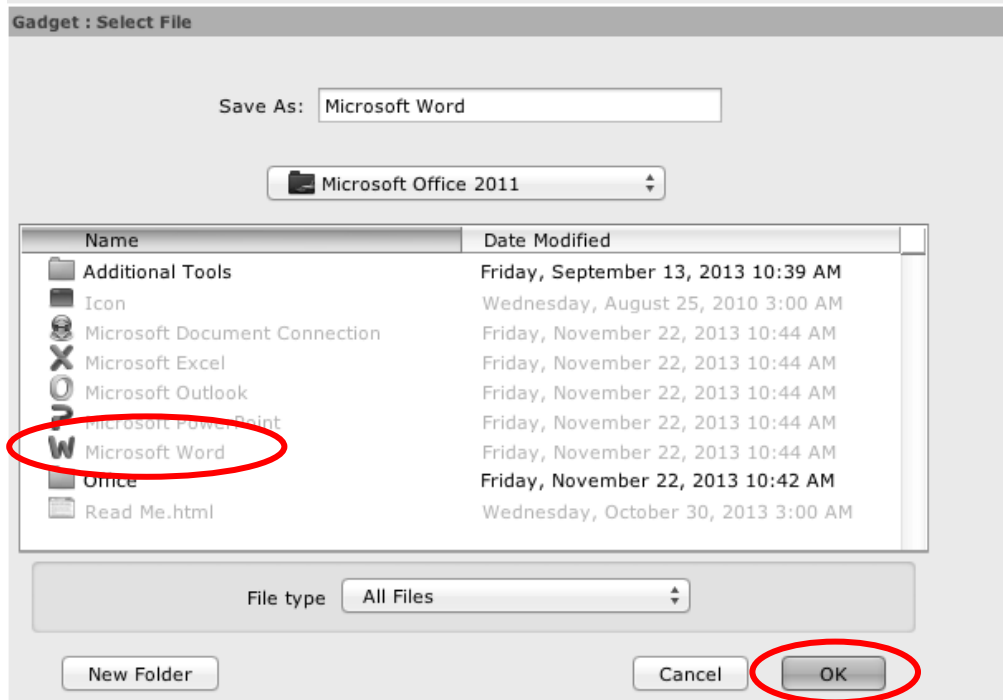
1. Click on gadget to the right of Application to view reports



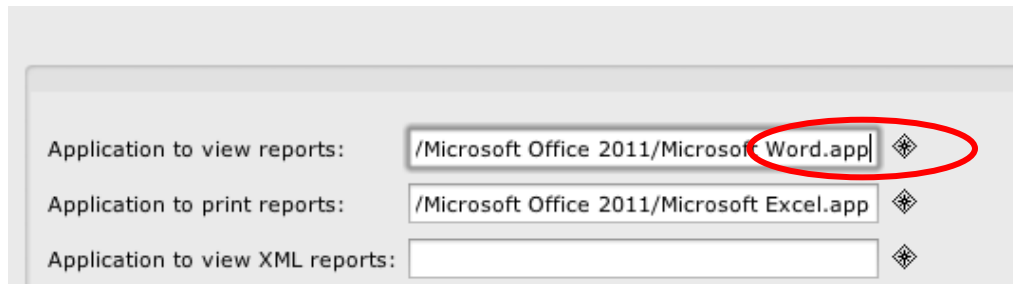
2. Locate your Applications folder.
3. Find Microsoft Office 20XX (version available to you) and click on it to select.



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



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



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.

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

***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**