

You can save any report as RTF (Rich Text Format), which can then be opened for editing in nearly any word processor program (Microsoft Word, Microsoft Works, whatever).

- ◆ Choose parameters from any of the report screens.
(Report/Member/Leader by Club parameter screen is shown at left).
- ◆ Click Preview, and enter data as asked (club numbers, grades, whatever you asked for in “Report Type”).

- ◆ On the Preview screen, locate the “Save” icon (it looks like a teeny floppy disk) and click on it. Save the report where you can find it (1), give it a logical name (2), and use the pop-up menu to choose RTF as the format (3).

- ◆ The saved document will open automatically (double-click on it as you would any document) in Word. You can “clean up” the report any way that you choose.

Note: the option highlighted above on the parameters screen gives you a choice on Disability and E-mail Report Styles: When “Print Complete” is checked, all members will be listed, regardless of whether they have a disability or an e-mail address. When it is NOT checked, only those members who have been identified with a disability, or who have an e-mail address will be listed.