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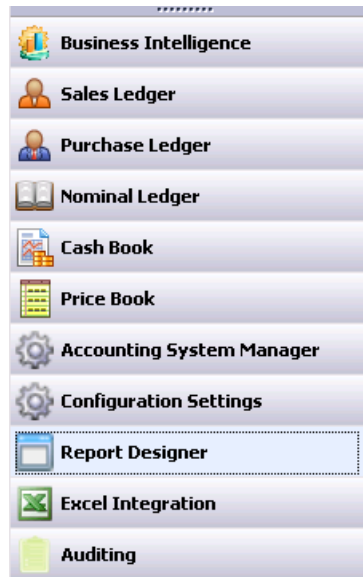
expanding the
world of sage

▶ **Amending printer
settings on Sage 200
reports v2013+**
Sage 200 Help Sheet

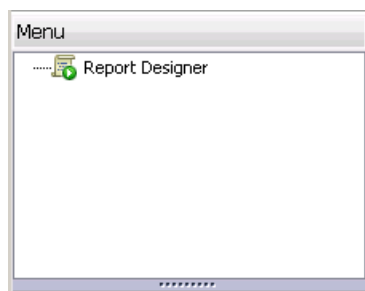


How to amend printer settings on Sage 200 reports v2013+

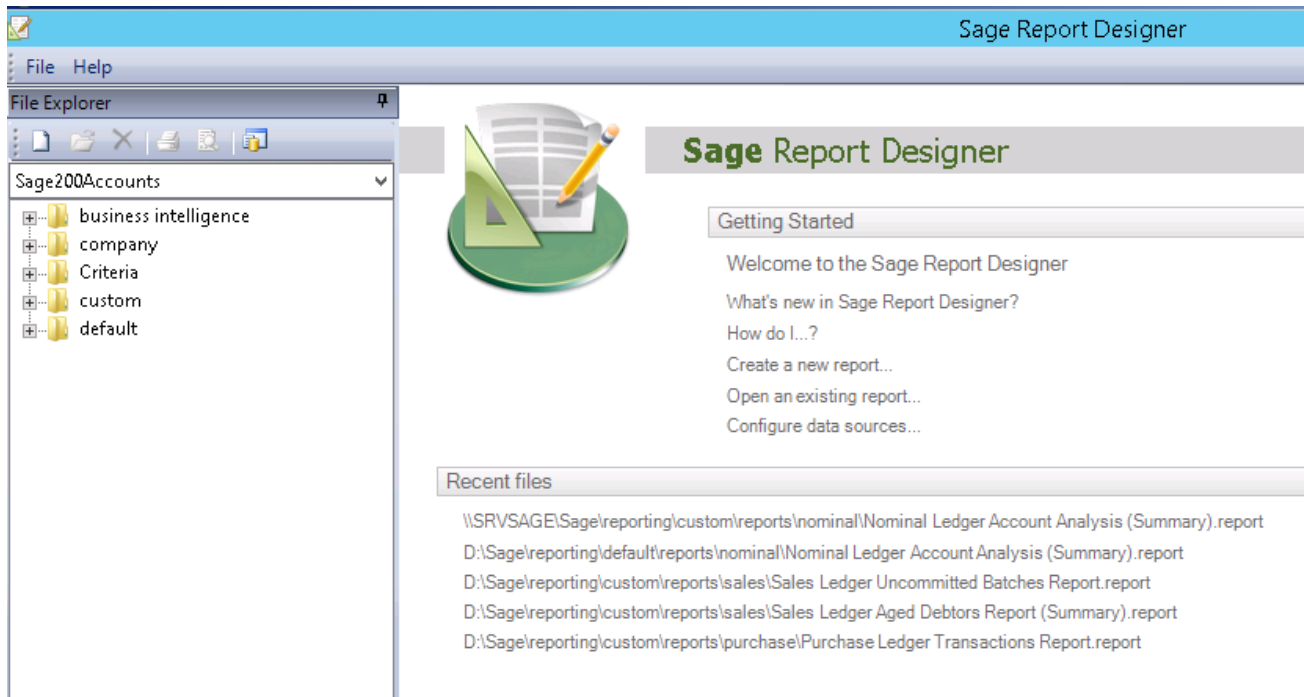
- ▶ From within Sage 200 select Report Designer from the list of modules.



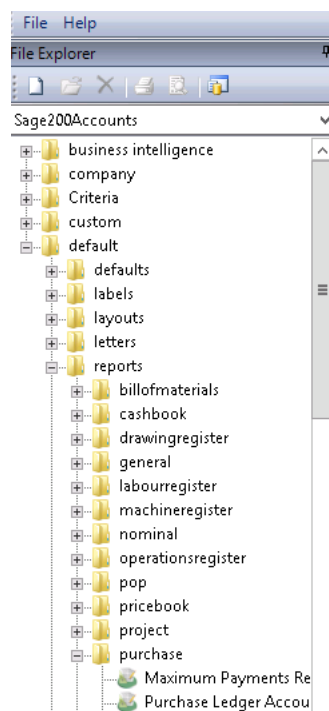
- ▶ And then select the Report Designer from the menu options.



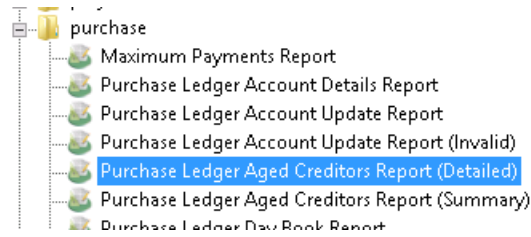
Report Designer will open separately from Sage 200.



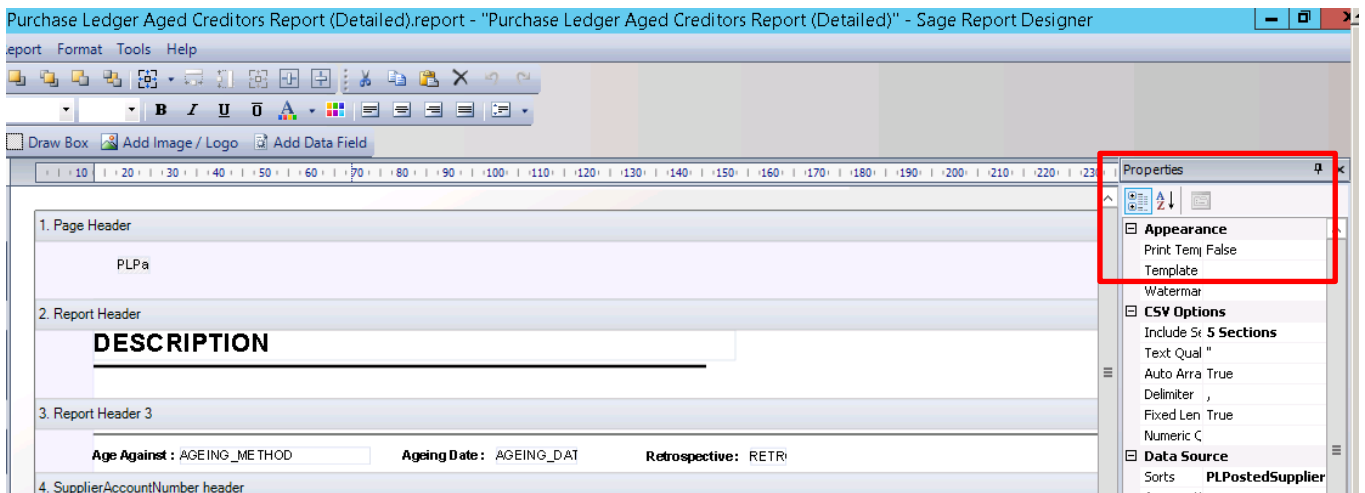
- From the list of folders expand the default folder, then reports, and the module where the report is that you want to amend.



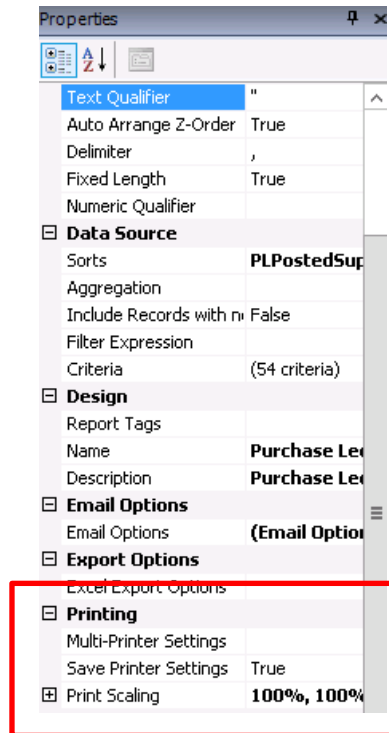
- Find the report from the list and double click on it to open.



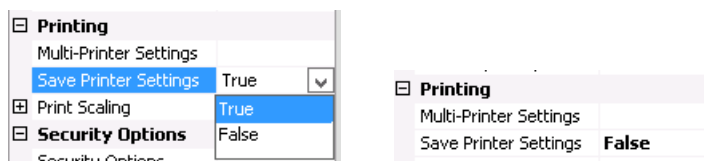
The properties pane should open on the right hand side of the report.



- ▶ Scroll down the Properties pane to find the section **Printing**.



- ▶ Change the Save Printer Settings from True to False by clicking on the drop down.

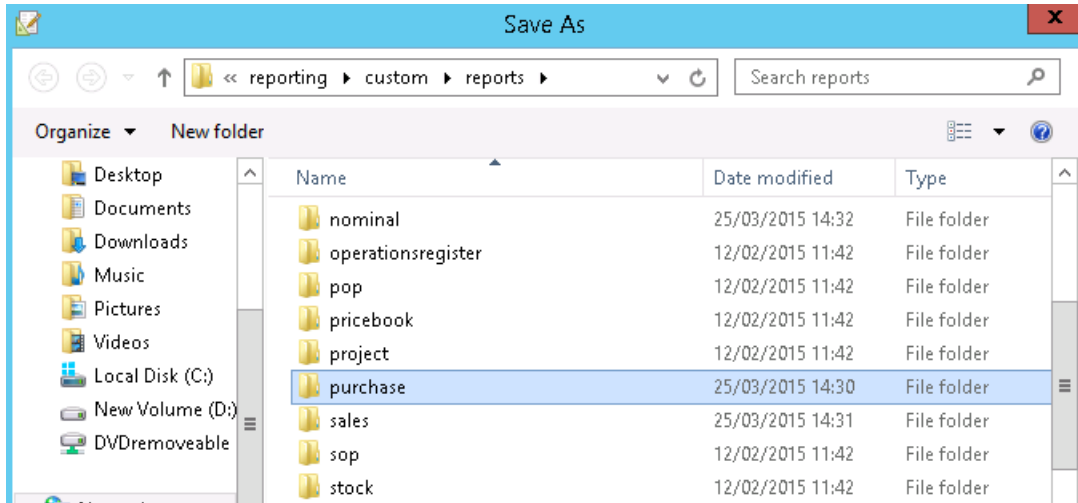


- ▶ Save the report by selecting File, Save As. You will be taken to the custom\reports folder.

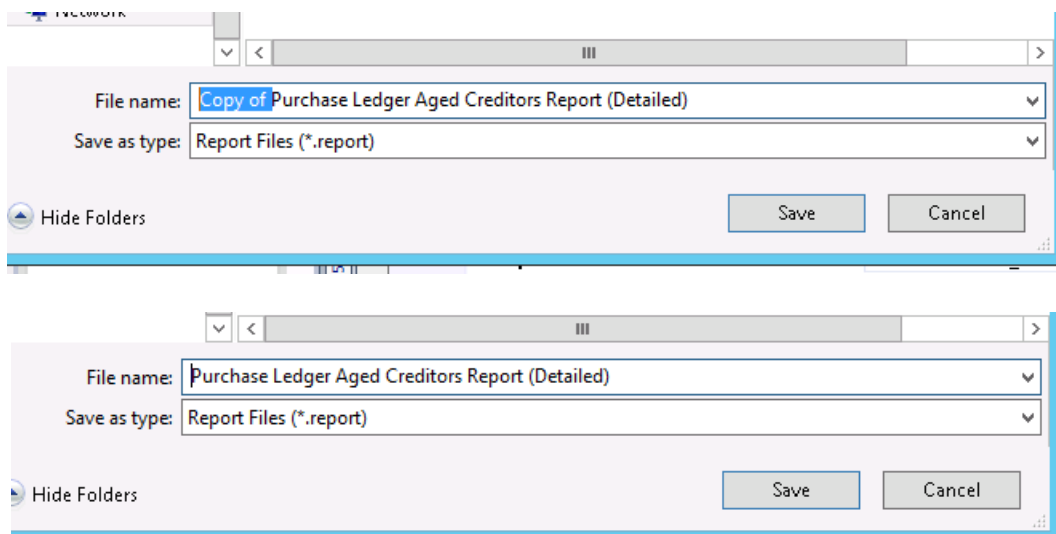


Sage 200 will not allow you to save and overwrite the default reports.

- Browse to the module folder and double click.



- Remove the Copy of from the filename.



- And then click Save. The report will now use the Windows default printer for each user.