

Fix for overdue "creep":

Try this to fix the creep problem on your overdue notices. It worked perfectly for us. We are using Windows XP and Word to view the reports. That may or may not make a difference.

Here's the simple version: if you have to move each overdue up or down the same number of spaces (that is the first is correct, the second you have to move, then after moving that you have to move the third the same number of spaces, etc.) go to the "Properties" box that comes up when you select "Finished Reports" and shorten or lengthen the page length setting by that number. Click "OK" and select your overdue report from the list. Remember to unclick the "view log" box. This may be all it takes.

If not, you may need to change the application you are using to view and print the reports. Try using Word.

A more detailed version of the above follows.

1. Open "Finished Reports" and look at the properties box that comes up. Change the "Application to view reports" to show Word (instead of Wordpad or Notepad, etc.) You can do that by clicking on the gadget and finding where Word lives on your computer. This was the trickiest step for me. Took me a while to find it. For us it was in Program Files, then MSOffice, then Office, then WINWORD.exe. It may be different for you. When you find Word with the "exe" on the end, double click on it and that will put it in the "Application to view reports" box. Do the same for Application to print reports. Then click "OK"
2. Select the overdue report you want to view. Unclick the "view log" box. This brings up the report.
3. Ours comes up in "normal view". I change this to "print layout view" by clicking on the "print layout view" little icon at the bottom left-hand side of the screen above "start". This changes the view to one with rulers and makes it easier to see how many spaces you are going to have to move up each document.
4. Next is where trial and error comes in. Our overdues at this point are divided into pages. Problem is that each overdue after the first starts further and further down the page.
5. Go to the second overdue. Count how many spaces you have to move it up to be at the top of the page. After moving it up that number of spaces, go to the next overdue. For us it was now the same number of spaces to move it up. And after moving that up, the next was the same number of spaces.
6. If this is true for you, close out of the overdue and the overdue list. Open "finished overdues" so that you are back at the properties box. Look at the page length setting. If you had to move each overdue up 9 spaces (or whatever), lower the setting by 9. If you had to move each overdue down add nine spaces. Click "OK" and cross your fingers.