

These steps can be followed to create a report on a computer that does not have a printer connected or installed.

Before you can create a report you must have at least one printer installed. You can install a "dummy printer" by opening the Windows Control Panel and selecting "Printers and Faxes." Then, double click on "Add a Printer" and follow the on screen instructions to add a printer. You can select to add any of the printers supported by Windows even though you won't really be using the printer. When the printer has been installed, just follow these steps to create a Microsoft Word document that can be copied to a CD or a flash drive for transport to another computer for printing.

1. Create a summary report.
2. Hold down the "Alt" key on your keyboard and then press the "Print Screen" button.
3. Run the Microsoft "Paint" program. If you are using Windows XP, you will find this under "Accessories" after you click the "Start" and then the "All Programs" buttons.
4. Click the "Edit" option and click "Paste". This will paste the screen image into the "Paint" program.
5. Use the select tool to select/crop just the portion of the screen image you want to paste into Microsoft Word. Then, Click the "Edit" option and select "Copy".
6. Open a new Microsoft Word document and set the page for landscape orientation. Adjust the margins to be as small as possible. Click the "Edit" option and select "Paste".
7. Navigate to the next page of the report and follow steps 2 - 6 and continue until you have pasted images of each of the report pages.
8. Save the Word document to portable media and transport it to the computer with the printer.