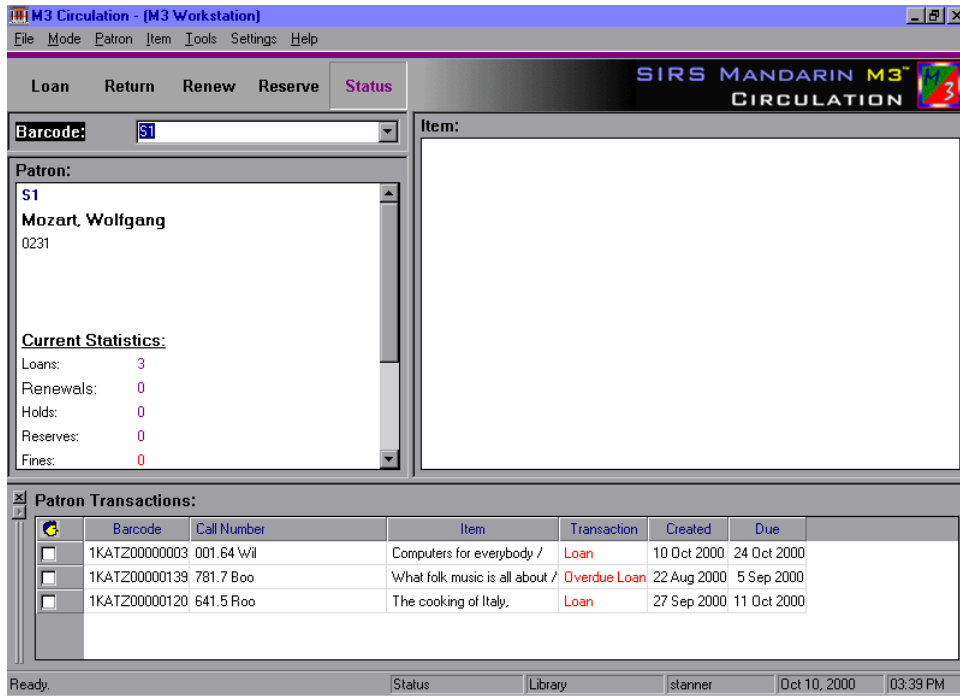
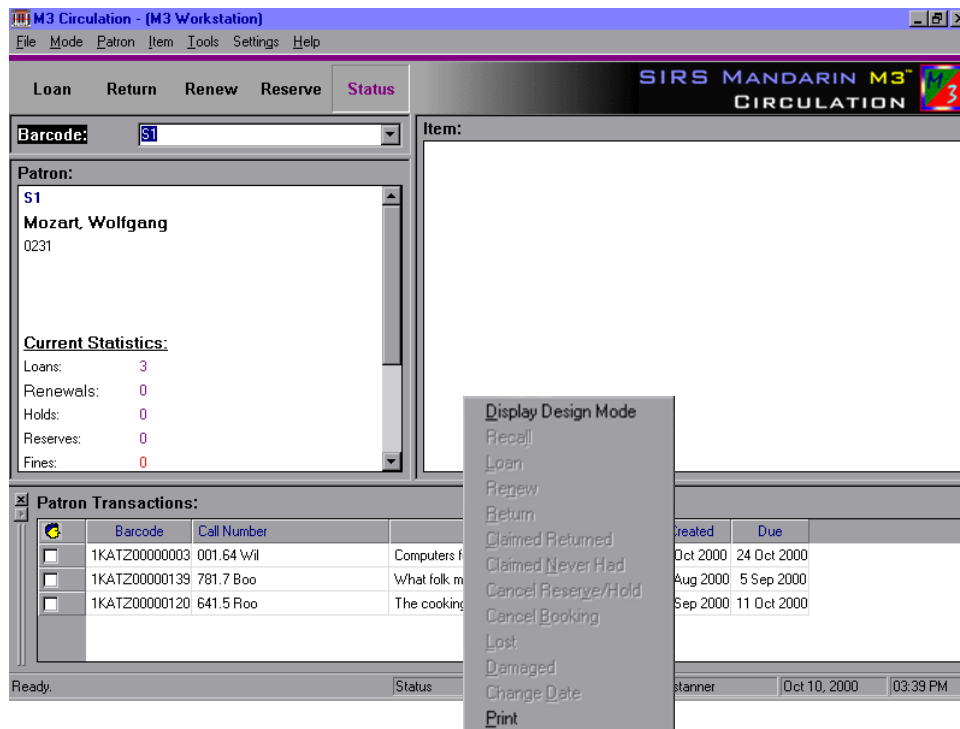


PRINTING A LIST OF ITEMS LOANED OUT TO A SPECIFIC PATRON

1. In Circulation, bring the patron up on the screen. (You can use Status mode for this.)



2. A list of the patron's transactions will appear in the bottom pane. Click your RIGHT mouse button anywhere in this pane to bring up a menu.



3. Click Print. It will bring up a printer dialog box. Choose OK to send it to your default printer.