



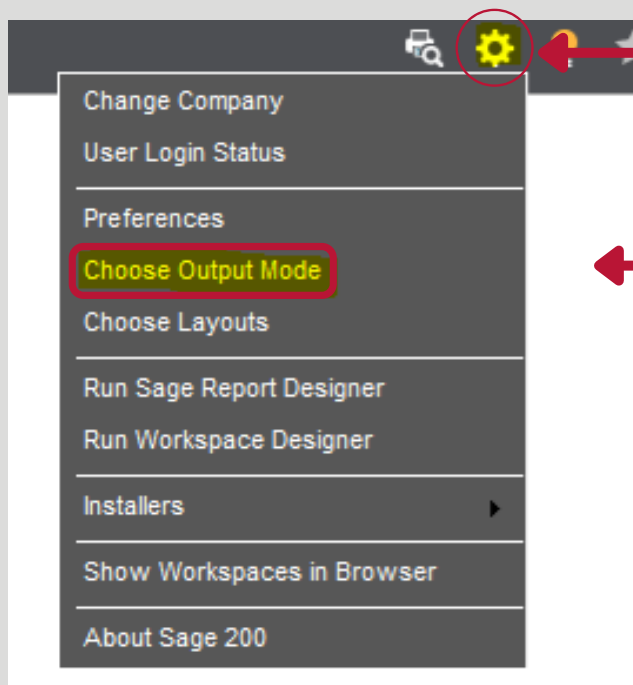
HOW TO SET UP OUTPUT MODE TO YOUR PRINTER

When setting up a new user on Sage 200, the **Output Mode** is automatically set to **Spooler**. This causes the printed reports/layouts to be stored in the Spooler instead of sending them to your **Printer**.

Follow the simple steps below to set up the Output Mode to go to your printer:

1

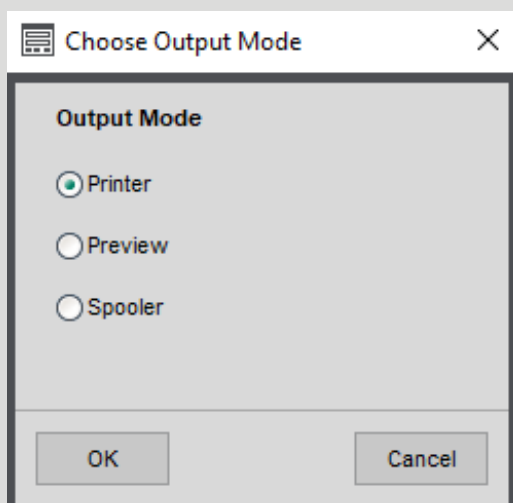
Navigate to the following in Sage 200:



- Click on the Tools cog at the top right of the screen

- Select the required output

2



- Select the required output

END