

How do I print out one of my Authority File lists? I want to see all of the terms on the list.

Version 4.0

1. On the main menu, click the Reports button.
2. Click the button on the left for Authority Files.
3. Choose the Authority file you want to print from the list on the screen.
4. Click Run Report, then Preview or Print the report.

If you have any questions, please contact our Support Office at (800)562-6080. Thank you for using PastPerfect!