

Tip – Using Microsoft Word to format MX Reports

It is suggested that Microsoft Excel only be used if further calculation is required on the values or it needs to be imported into another program in say csv format.

For simply presenting the reports in a better format Microsoft Word is preferable. Simply paste the output file into Word and change font to Courier New (equally spaced characters). Set page to landscape and font size to 9 point (hard to read if smaller).

This will fit the standard 132 column report format with perhaps some small adjustment to margins. Ensure that page numbering is turned off in the MX project settings or else output will be messy. In Word you can add Headers and Footers, including page numbers, to report document.