BCS Print Menu

The next time you attempt to print, these parameters will show without clicking on the Properties button. Until SyTEC notifies us how to change the Print Default, you will need to change the print size each time you print.

1. Click on “Properties”
2. Double click on “Format”
3. You will need to change the print size in the “Other Attributes “Format”” area.
   - For BUDSTAT report, change Rows to “58” and Columns to “170” as shown.
   - For SOURCES report, Rows will default to “65”. Change Columns to “200”.
   - For ACTCOM report, change Rows to “44” and columns to “120”.
4. On the Format line, change parameters to match the Rows and Columns from above.
5. Enter a ✓ in “Show Selected Print Parameters on Initial Screen”
6. Click on ✓