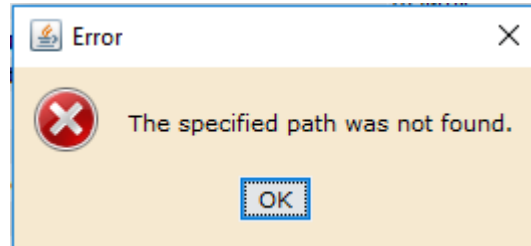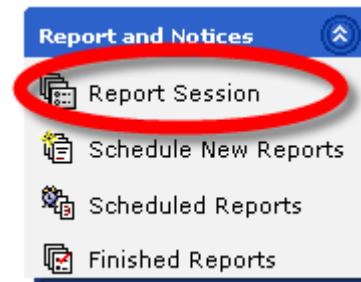# The specified Path was not found

Receiving the message of "The specified path was not found" when opening a report indicates that WorkFlows does not know where MS Word is located on your computer.
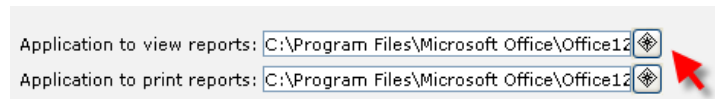
In WorkFlows all reports are opened in another program for viewing and printing.

1. Under REPORT AND NOTICES
2. Click on REPORT SESSION

3. You will need to set the both the
    "Application to view reports"
    And
    "Application to print reports"
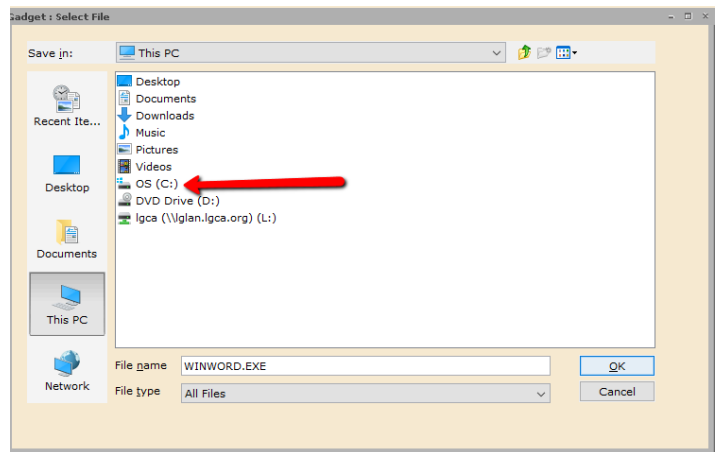   to Microsoft Word

If your school does not use Microsoft Word, substitute the word document program that your school uses.

4. Click on the gizmo on the right

5. Click on the MY COMPUTER or THIS COMPUTER icon on the left
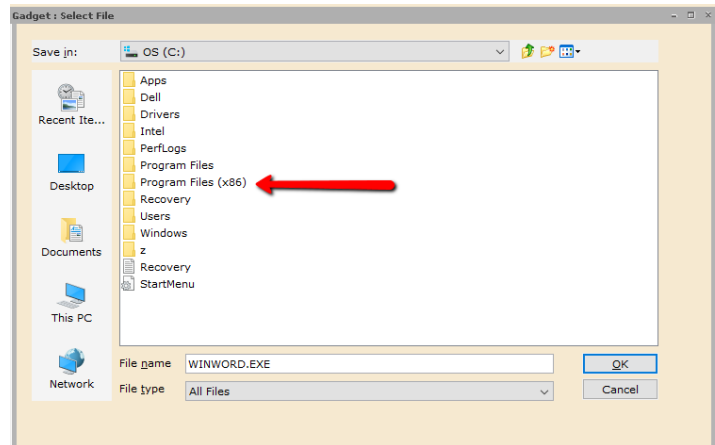   (exact wording depends on which version of Windows you are using)
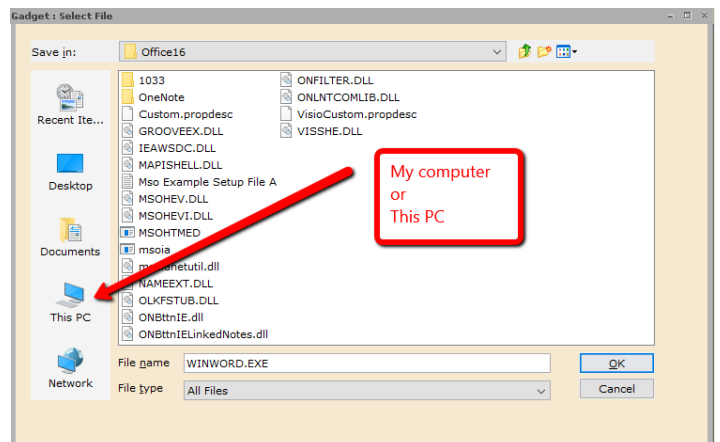
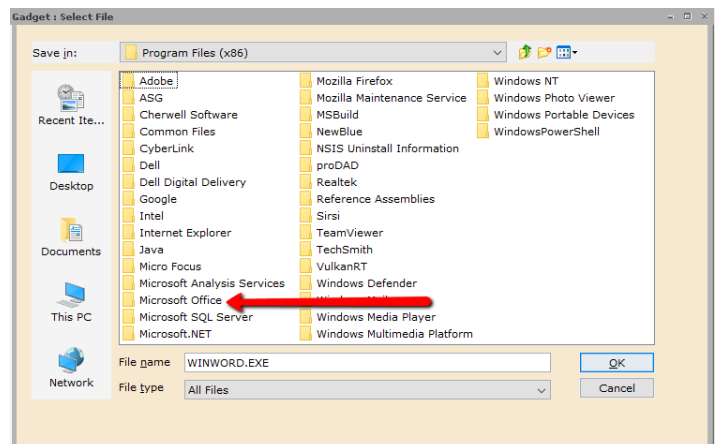6. Open the C drive
   (in my example it is also called OS)

7. Locate the folder PROGRAM FILES (x86)
8. Open the folder

Note: On some computers there will be folders labeled both "Program Files" and "Program Files(x86)"

When the Program Files (x86) folder exists, most of the time it is the correct folder to use

9. Locate the folder MICROSOFT OFFICE
10. Open the folder

11. This step depends on what version of Microsoft Word that you have.

   Locate the folder OFFICE, OFFICE14, OFFICE15 or OFFICE16, etc
   (if you have more than one of the above, typically it is the folder with the highest number)

12. Open the folder

13. Scroll all the way to the right/bottom

14. Locate the file WINWORD or WINWORD.EXE

   a. If you cannot locate WINWORD or WINWORD.EXE go back to step 11 and try another OFFICE# folder
   b. If you cannot locate WINWORD or WINWORD.EXE in any of the OFFICE# folders, go back to step 7 and choose PROGRAM FILES folder

15. Select the file

16. Click on OK button

   17. Done
Repeat the above steps for "Application to print reports"

When you exit WorkFlows you will be prompted to save your settings.