Printing Documents

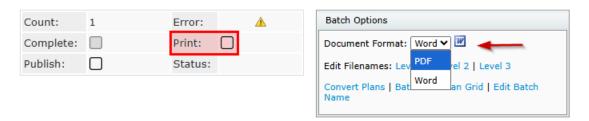
10/07/2025 2:05 pm CDT

Before printing your desired documents, you have the option to customize the file names via the Edit Filenames under the "Batch Options" menu.

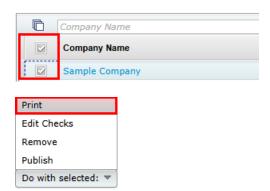
- Level 1 applies to the folder that is downloaded from DocPrint. This will contain plan folders and files for all the plans in your batch.
- Level 2 applies to the file or folder within the Zip folder in Level 1.
- Level 3 applies to all the files inside of the folders in Level 2.



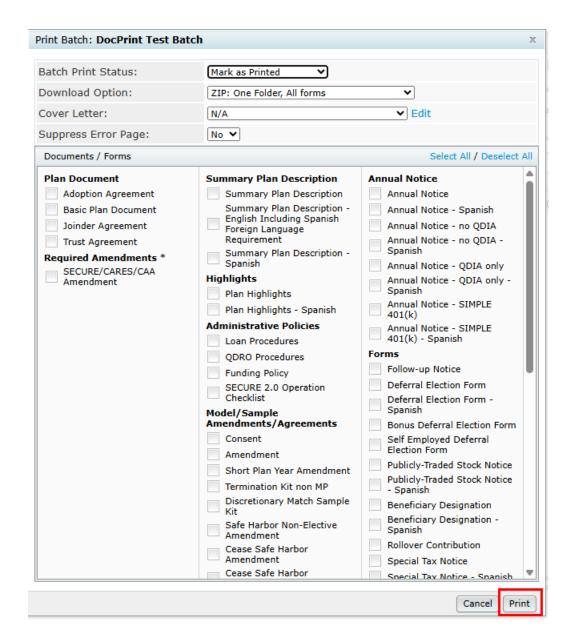
To print your desired documents/forms, select your desired format and click on the "Print" checkbox.



You can also select plans from your list, then click on the "Do with selected".

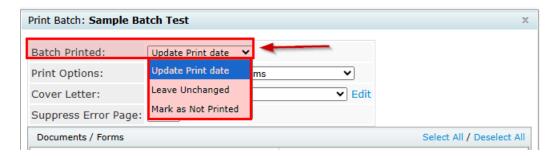


On the "Print Batch" page, you can choose which documents/forms you want to include. In addition, you can update the "Batch Printed" status, choose your download options via the "Print Options" drop down, include a cover letter, and choose to suppress the error page. Once you have made your selections, click on the "Print" button.



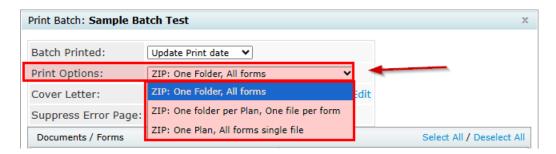
On the "Print Batch" page, there are four options available.

1. "Batch Print Status" - Updates the "Print" date on the Batch Menu. You can choose to update the printed date, leave the printed date unchanged, or choose to mark as not printed.

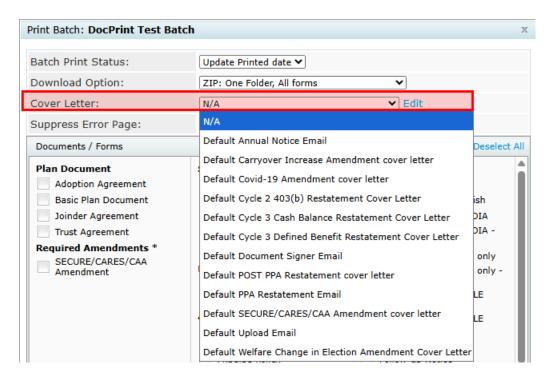


- 2. "Print Options" Provides options to choose from on how documents/forms are printed.
 - "ZIP: One Folder, All forms" generates a zip file in a single folder for all plans in the batch.

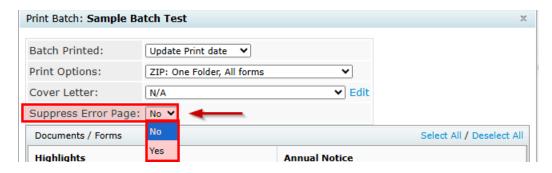
- "ZIP: One folder per Plan, One file per form" generates a zip file with individual folders for each plan in your batch
- "ZIP: One Plan, All forms single file" generates a zip file containing a single document with all selected documents/forms.



3. "Cover Letter" - Provides the option of using any of the default cover letters available. You can modify the letter by clicking on the "Edit" link next to the drop-down menu.



4. "Suppress Error Page" - gives the option of suppressing the error page. The error page generates as the first page of all documents when the checklist has not passed all edit checks.



After making your print selections, choose which supporting materials you would like to include, and click on the "Print"

button at the bottom of the menu.

