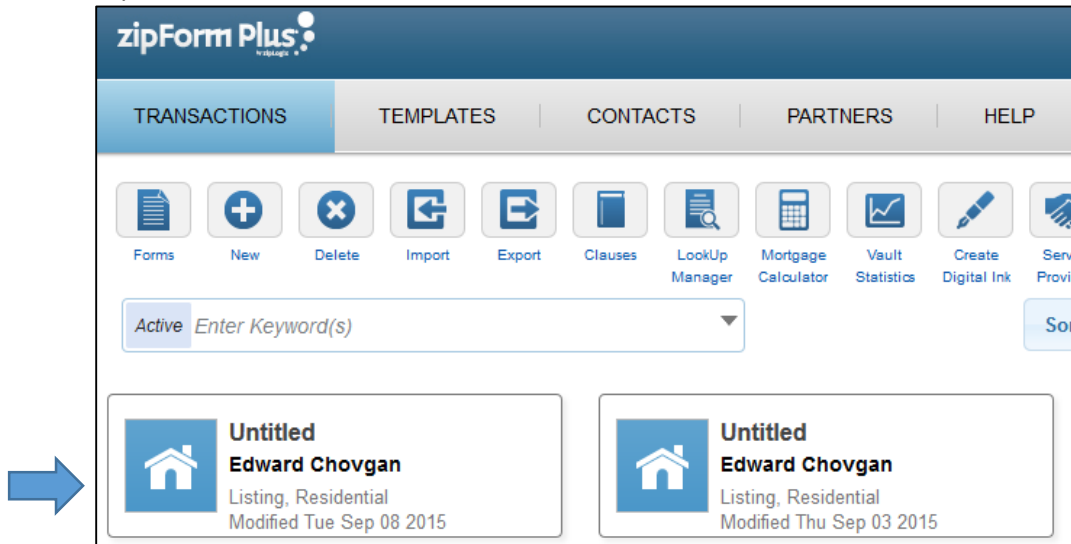


Exporting Transactions from Zipforms

How to export your transactions to a pdf file.

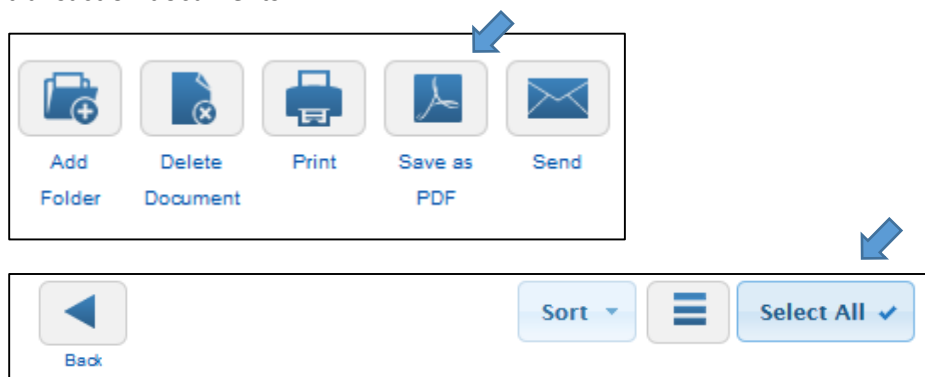
Step 1:

Click on the **Transactions** tab to bring up the transactions menu. Then click on a transaction you want to export.



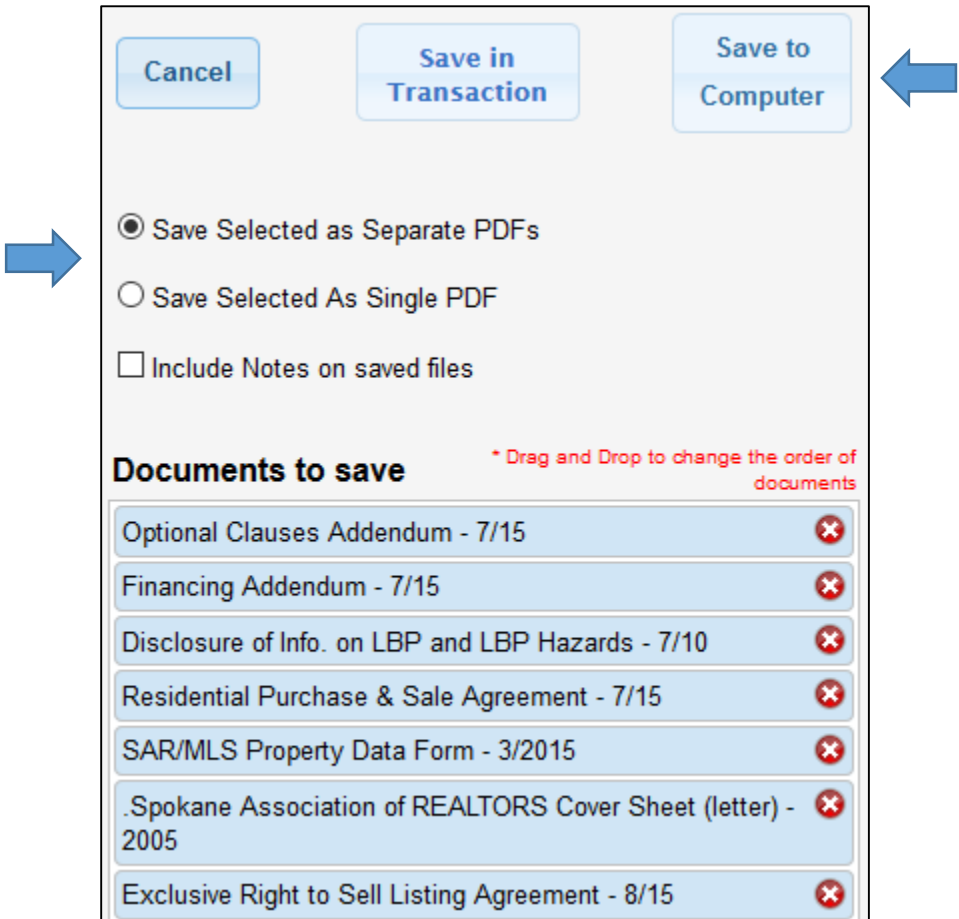
Step 2:

From the transaction, click the **Save as PDF** icon. Then click **Select All** button to select all of your transaction documents.



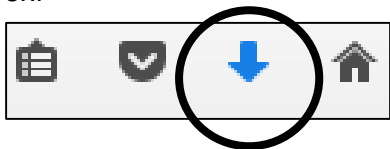
Step 3:

From the save menu on the right, choose “**Save Selected as Separate PDFs**” or “**Save Selected as Single PDF**” option. Then click **Save to Computer** to download the pdf documents.

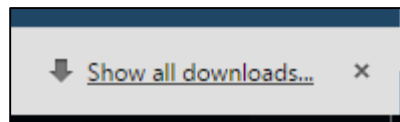


The downloaded files will be saved to your commuter. You can find them by looking in your:

Firefox:



Chrome:



Internet Explorer:



Safari:



Will allow you to choose a folder location.