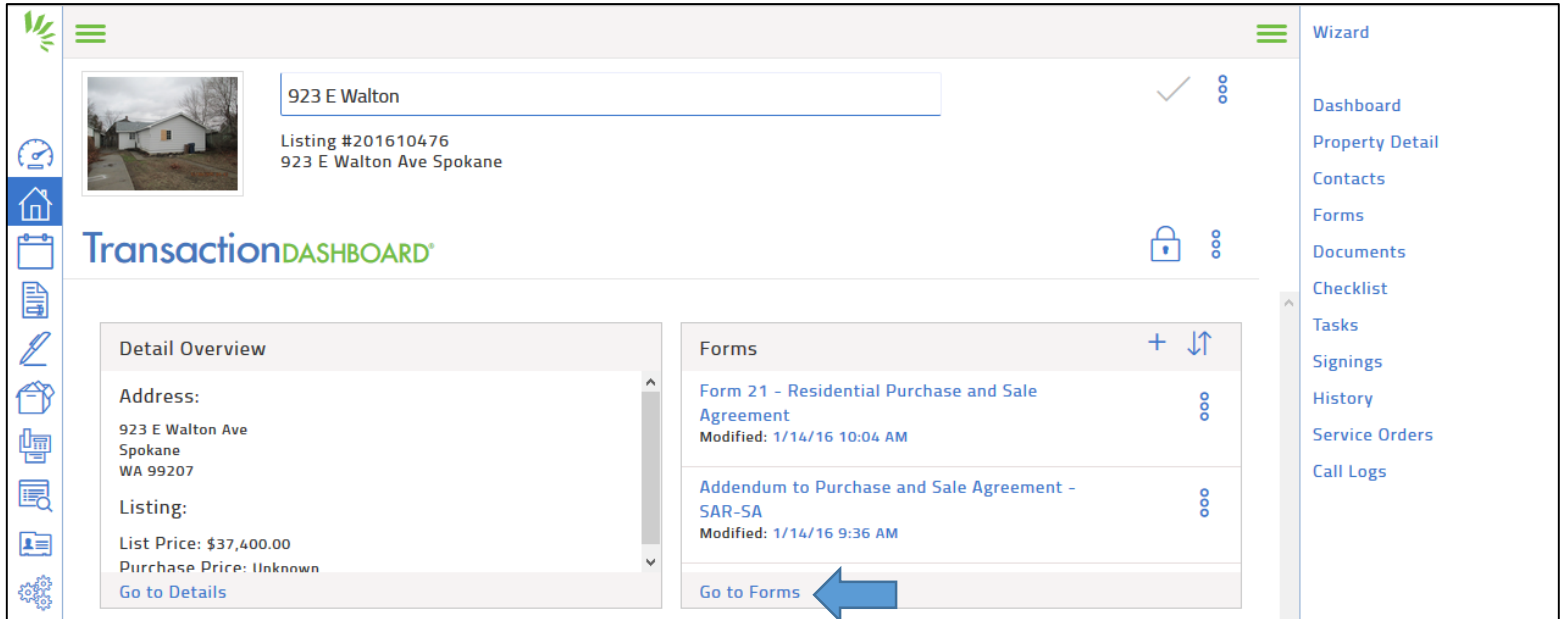


Printing Forms in TransactionDesk

How to print forms from TransactionDesk inside your transaction.

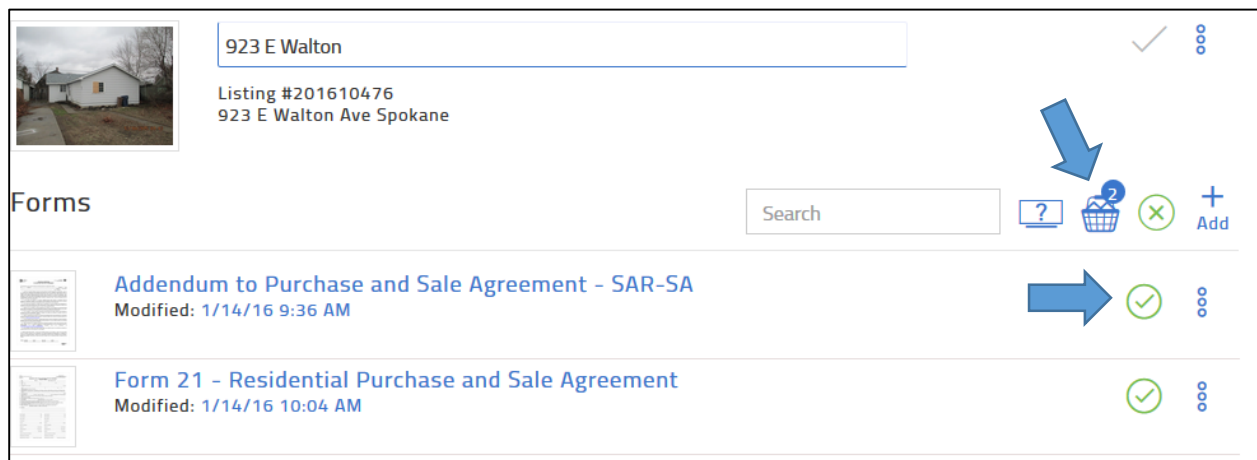
Step 1:

From your current transaction, go to the **Transaction Dashboard** and click on **Go to Forms**.



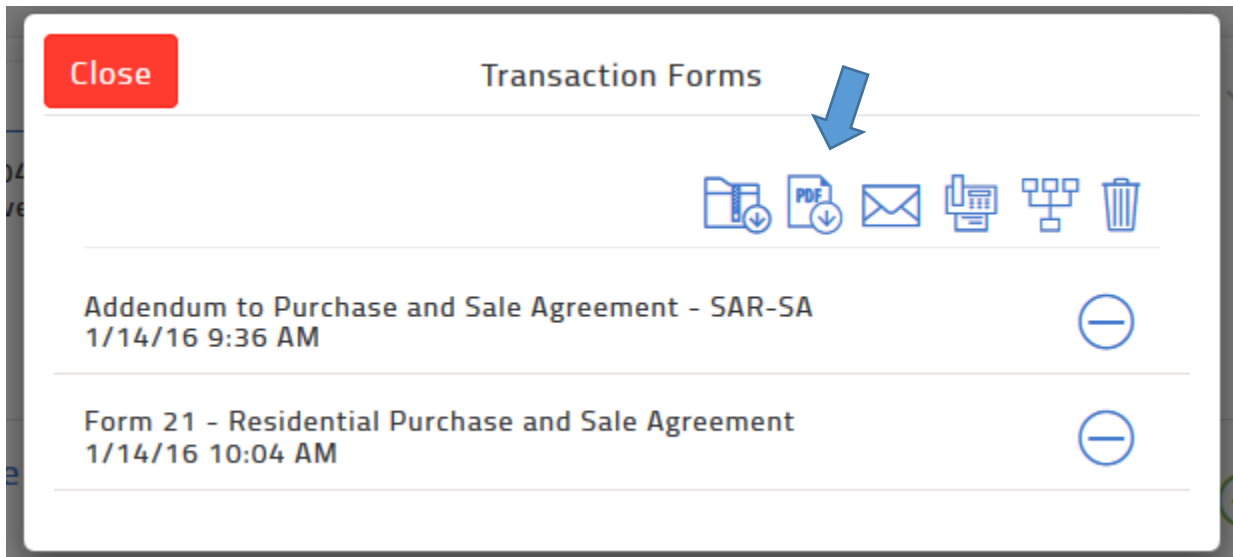
Step 2:

Select the forms you want to print by clicking the **circle select**. Then click the **Basket Icon** to bring up the basket menu.



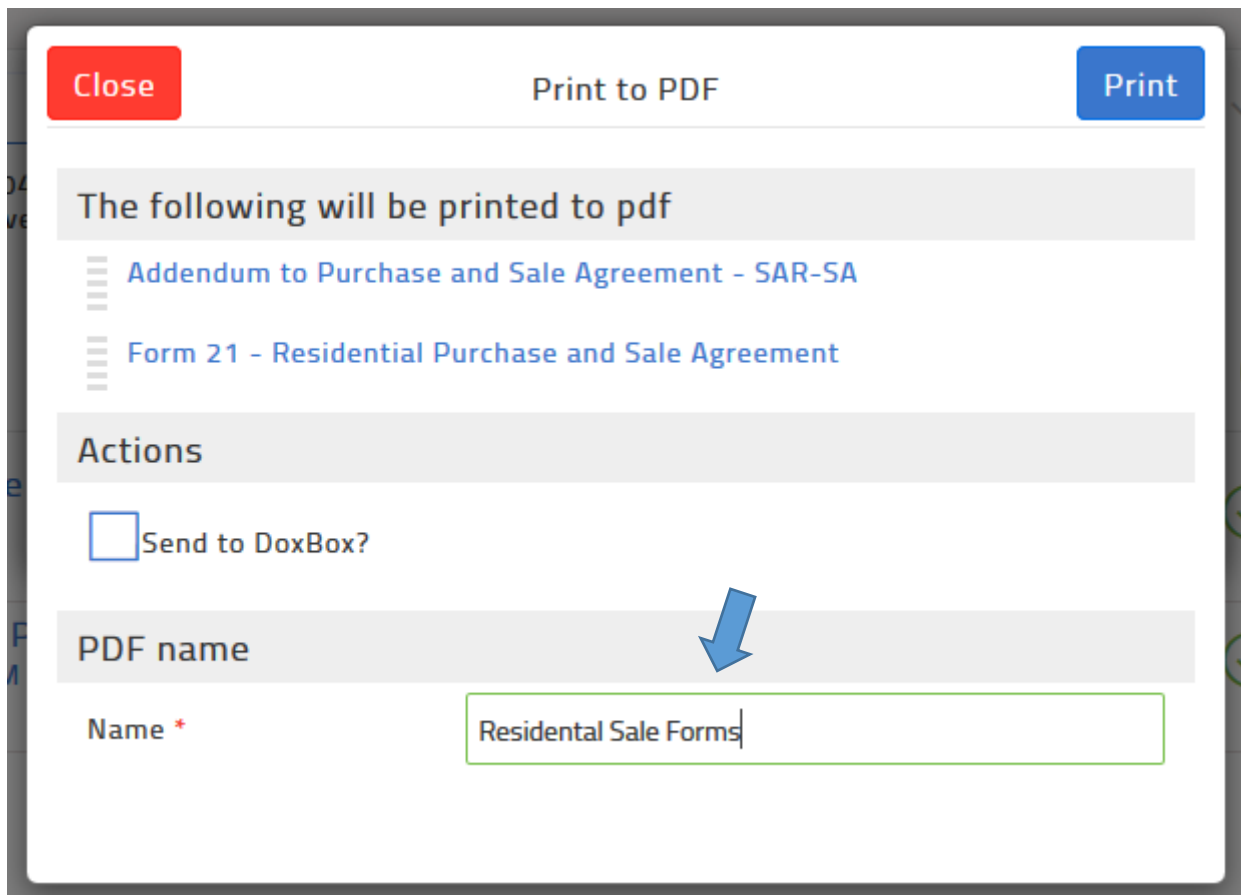
Step 3:

From the Basket menu, click on **Print to PDF**.



Step 4:

From **Print to PDF** menu, enter a pdf name under **PDF Name**. Then click the **Print** icon to download your pdf forms.



Step 5:

After clicking on the **Print** icon, you'll be prompted to download the pdf document and to open or save the pdf document. Please choose **Open with...** Depending on your web browser, you'll choose the print icon to print the pdf document.

