Preview/Print

Documents may be previewed in-screen. From a document preview, you can either print or download the document(s).

Print a single document

Steps   *To preview or print a single document:*

1. Visit a document you wish to preview or print.
2. Click the printer icon in the right of the toolbar.
3. In the printer dropdown menu, you will see options to print/preview:
   - Full Document
   - Full Document + PDF Attachments (if any)
   - Viewing (any section(s) you are currently viewing)
   - Additional Views (if any)
4. Click the document you wish to preview/print.
5. You'll see **Print** and **Download** options in the top right next to the **Exit Preview** button.
6. Click the **Exit Preview** button to leave preview and return to editing the document.

Bulk print

Steps *To preview or print documents in bulk:*

1. Navigate to a document list page.
2. Select all documents you wish to print.
    - Use filters as necessary.
3. Click on the **Printer icon** in the top right of the screen.
4. If all selected documents are the same form type, you may select a specific print view to print. Otherwise select **Full documents**.
5. You'll see **Print**, **Download**, and **Download Zip** options in the top right next to the **Exit Preview** button.

Browser support

💡 Tip   Print options vary based on browser support.

- Chrome - When you choose **Download**, the document will download onto your computer without further prompting. You will need to manually open the file from wherever it is saved (usually your **Downloads** directory).
- Android and iPhone devices - You will see only the **Print** option, which downloads the document directly to your computer or device.