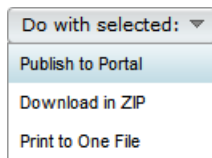# Group Print Forms and Documents

08/16/2024 3:51 pm CDT

You can select any forms and documents listed to print together as a single file, or as a collection of individual files in a .zip directory. To print a batch of forms and/or documents, select the checkbox next to each form you would like to print, or click **Select All**.
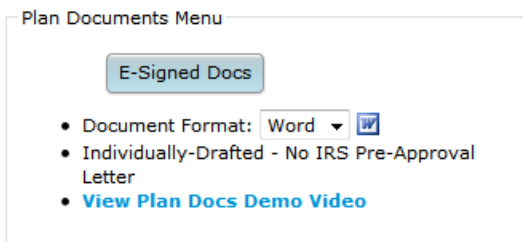
After selecting the documents/forms you wish to print, you can print the documents/forms by clicking the**Do with Selected** button and click either download option **Print to One File** or **Download in ZIP**. Additionally, Portal customers may publish plan documents directly to the Portal by clicking the **Publish to Portal** option.

Note. There is an option to select the **Document Format** in the upper-right hand side of the page. In the Plan Documents menu choose between publishing plan documents as .pdf or .Word file when using **Print to One File**, or **Download in ZIP**.