

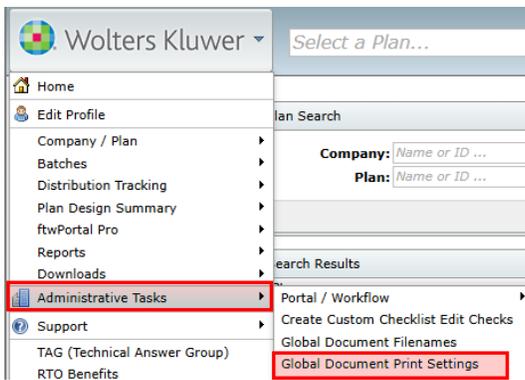
Global Document Print Settings

03/02/2026 4:10 pm CST

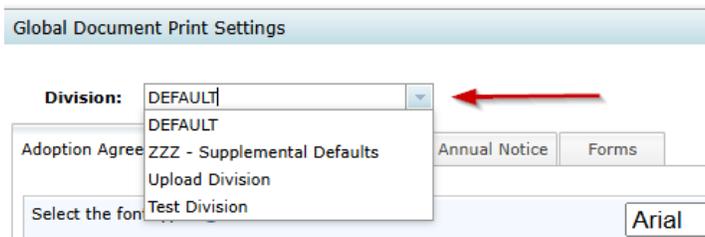
Global Document Print Settings provide centralized control over how documents are printed. Configured by Master and Designated Admin users, these settings ensure consistency and compliance by applying uniform print preferences across all documents. Whether printing individual documents, combining multiple files into a single output using "Print to One File," or downloading files collectively in a ZIP archive, the global print settings streamline the process for all users. Additionally, these settings extend to documents published on the Portal, ensuring a standardized appearance and format regardless of how the document is accessed or printed.

Follow the steps below to establish Global Print Settings.

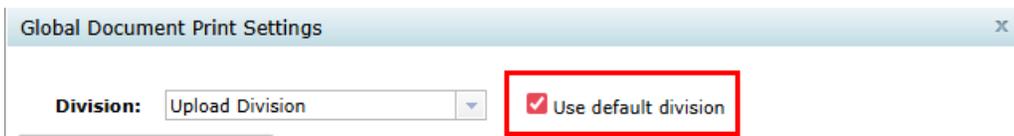
Step 1: From the Wolters Kluwer menu, select Administrative Tasks, then choose Global Document Print Settings.



Step 2: If your organization uses divisions, select the division you want to update from the available options.



NOTE: To override specific division settings to the "Default" setting, check the "Use default division" box next to the division name as shown below. By checking this box, the default settings will apply, however, they will not be visible under the specific division settings page.



Step 3: Navigate through the tabs for each document type to configure settings as needed.

Global Document Print Settings x

Division:

Adoption Agreement Plans | IDP Format | SPD and Annual Notice | Forms

Step 4: If your organization has an IRS letter in your organization's name for our document(s), you will see additional branding options to appear on footers that can be customized for your documents.

Brand name to appear on footers for pre-approved plans

With letters in your name:

In ftwilliam.com's name:

Your client's plan name

***Note: Non pre-approved plans**

Prepared by

Use logo

Step 5: After making all desired updates, click the "Save & Close" button at the bottom of the page to apply your changes.