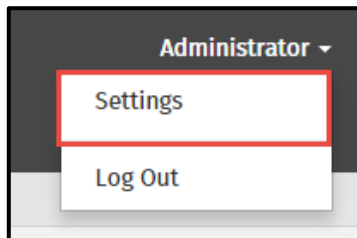


Print Settings

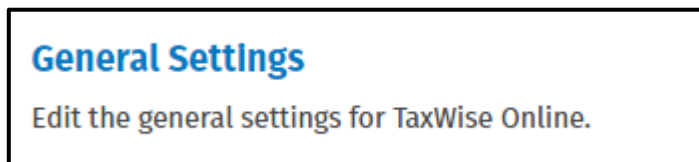
Save time when printing returns by setting a default set of forms to print with each return. When logged in as the admin user or another user with access to these settings, you can create printing defaults.

To set print settings:

1. From the menu icon, click **Settings**.



2. Click **General Settings**.



3. From the General Settings page, click **Print Sets**. Next, select the check boxes for the forms you want to include in your print packets. To customize the print settings further, click **Edit My Print Set**.

Print Sets

Select the collections of forms to be printed each time you print.

- Primary Forms**
Prints completed federal and state forms excluding main information, interview sheet, and other worksheets
- Completed Forms**
Prints all completed federal and state forms
- Signature Forms**
Prints the federal signature forms
- ERO Defined**
Custom Print Set

4. Here, you can adjust the number of copies of forms, add or remove forms from your selected forms, and rearrange the order in which the forms print.

Print Sets

Custom Print Sets

Available Forms		Selected Forms	
1040 Wkt4	<input type="button" value="Add >"/> <input type="button" value="Add All >>"/> <input type="button" value="< Remove"/> <input type="button" value="<< Remove All"/>	1040 Wkt2 (1)	<input type="button" value="▲"/> <input type="button" value="▼"/>
1040 Wkt5		1040 Aff Wkt (1)	
1040 Wkt6		1040 Pg 1 (2)	<input type="button" value="+1 Copy"/> <input type="button" value="-1 Copy"/>
1040 Wkt7		1040 Pg 2 (1)	
1040A Pg 1		1040 Wkt1 (1)	
1040A Pg 2	1040 Wkt3 (1)		
1040ES Pg 1		1040 MCA Wkt (1)	
1040ES Pg 2			
1040ES Pg 3			
1040ES Pg 4			
1040EZ			
1040NR Pg 1			
1040NR Pg 2			
1040NR Pg 3			
1040NR Pg 4			
1040NR Pg 5			

5. Click **Save and Close**.