# RealLegal

Batch Printing

Print multiple transcripts in condensed format, full-sized, or the Word Index at one time using batch print. For example, assume you have 10 transcripts you need to print. You need one full-sized printed copy of each transcript, three condensed printouts, and two print-outs of each Word Index. Batch printing provides an efficient method for achieving these results.

How to Batch Print

- Select the File Menu and select Batch Printing
- Add or remove transcripts from the batch print selection using the buttons provided. Click the Reset button to return to your original selection.
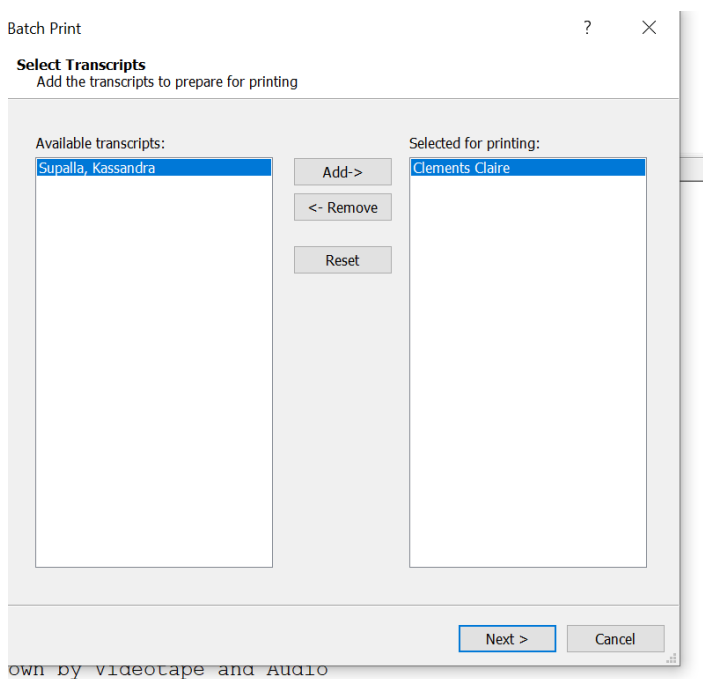
- Select Next.
- Use the Ctrl or Shift key and select one or all of the transcripts and type a number or use the arrow up/down keys to select the number of full-sized, condensed, and word indices from that selection that you want to print.
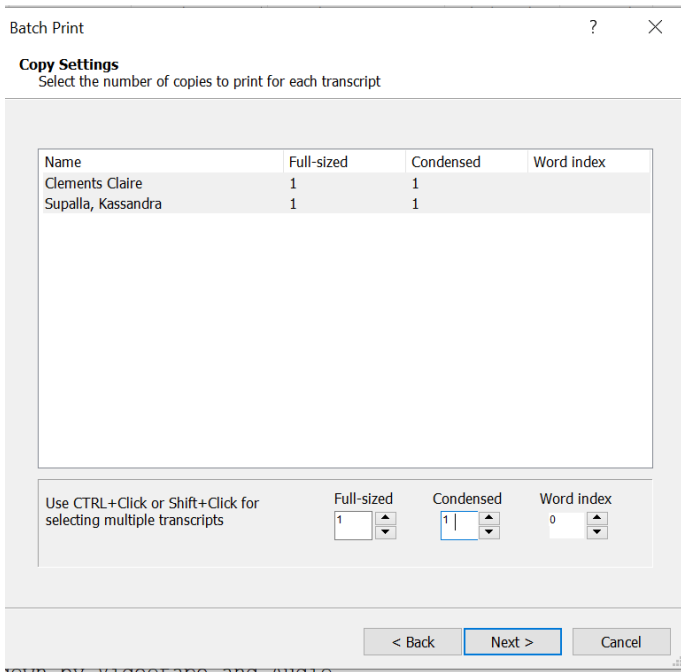
- Select Next.
- Select the theme you wish to apply to the transcripts from the Theme drop-down list and select the OK button and Select printers using the drop-down list provided. Select the Properties button to adjust printer settings (For example, change the quality of the printed page).
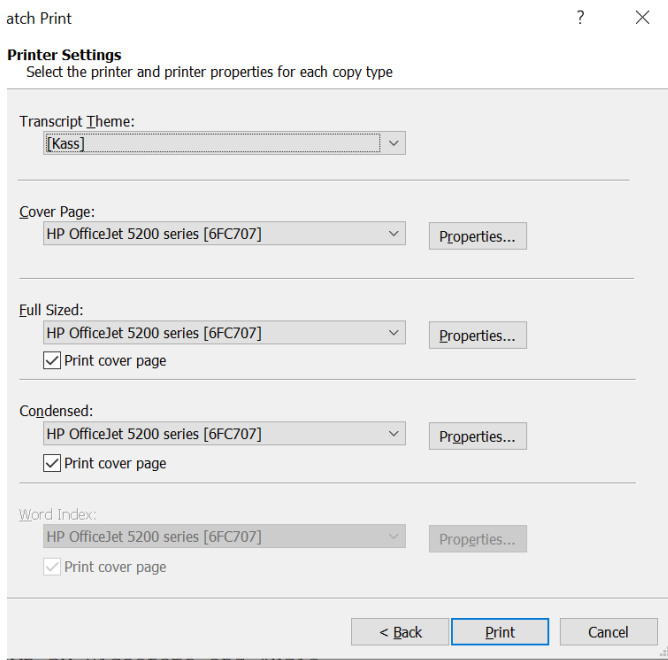
- Select Print.

Looking for more information?

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