

# ProDoc Tech Tip

## Printing ProDoc Forms Lists

ProDoc contains a robust search function for you to find the forms you need. You can find instructions for using that feature at: <http://tinyurl.com/finding-pd-forms>

However, perhaps you prefer to print the forms lists in order to look them over. This Tech Tip shows you three different ways that create and/or print ProDoc forms lists.

### 1. Printing or Copying Forms in Alphabetical order, Menu order, or Supplemental Forms

Perform these steps to print or copy your forms:

A. At the ProDoc main menu, click **Print►Form Lists** as in *Figure 1*.

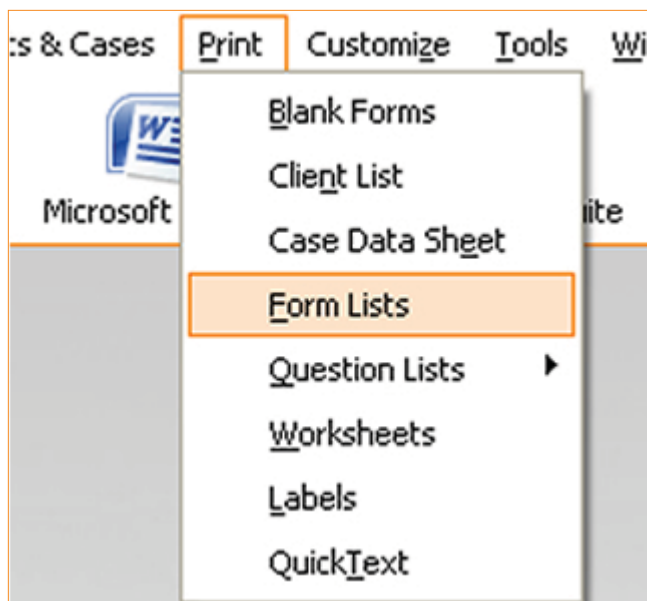


Figure 1 - Select to Print Form Lists

B. The **Form List Report** window appears. Click the Report Order dropdown to reveal your choices (*Figure 2*).

- Alphabetic** will display all the forms in alphabetical order.
- Menu Order** will display all the forms in numerical sequence by their form numbers in ProDoc.
- Supplemental** will only display any Supplemental Forms you created in the volume.

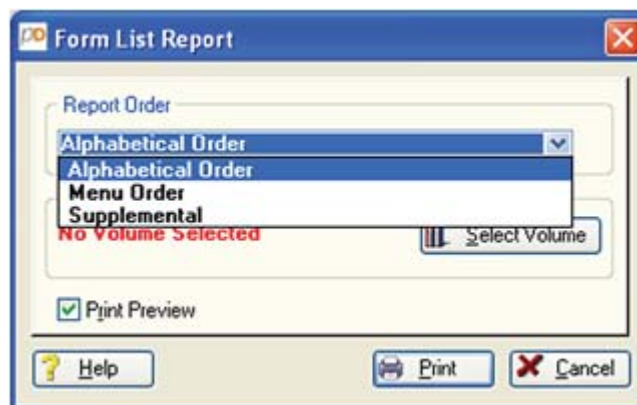


Figure 2 - Select the Report Order

C. Next, click the **Select Volume** button as shown in *Figure 2* to reveal the **Volume Selection Window**, *Figure 3*. Click on the volume of your choice and then click **OK**.



Figure 3 - Volume Selection Window

- D. You are returned to the **Form List Report** window.
- E. Check the box to select **Print Preview**.
- F. Click **Print**. The **Report Destination** window appears (Figure 4). Here you can select the printer name or, if you wish to save the list of forms as a file, check the **Print to file** check box. When you select the **Print to file** check box, and press **OK**, a **Print to File** window opens.

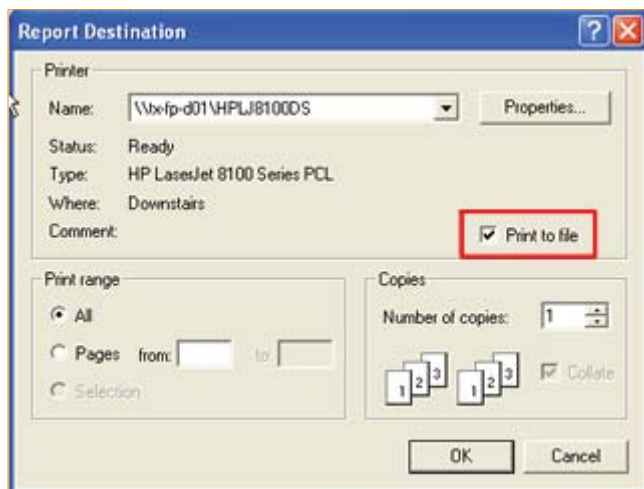


Figure 4- Select Print to file

- G. Enter a name for the file and press **Save**.
- H. After you save the file you can then open it in your word processor and format it as you desire.

## 2. Printing or Copying Volume Forms Organized by Sections and Sub-Sections

Perform these steps to print or copy your forms:

- A. At the ProDoc program initial screen, click **Help▶ About the Volumes** (Figure 5). The ProDoc [state] Volumes window appears



Figure 5 - Go to About the Volume

- B. Click on the volume of law you wish (for example, Family Law) as shown in Figure 6.



Figure 6 - Select Area of law

- C. Click the Forms List link on the volume window (Figure 7).

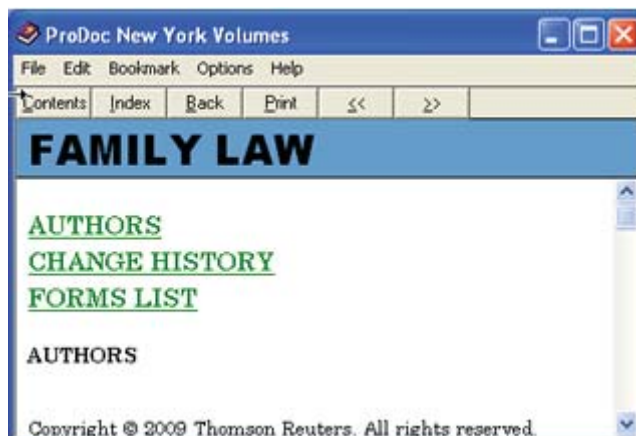


Figure 7 - Click the Forms List link

- D. Select by highlighting (**CTRL +A to select all**) the forms (Figure 8) and paste then into a blank page in your word processor.

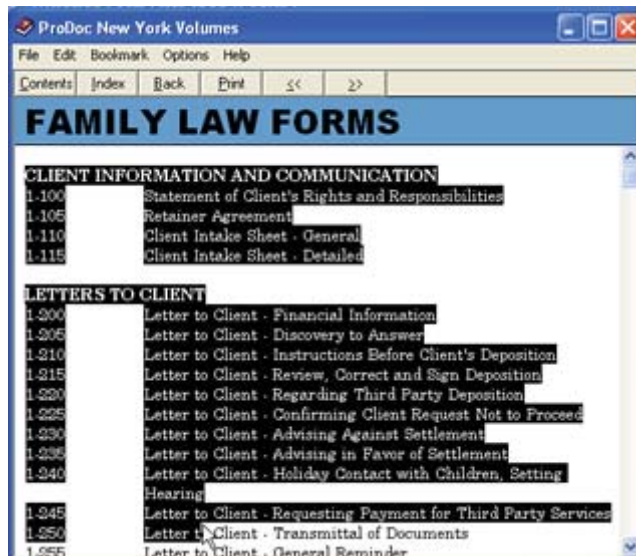


Figure 8 - Copy the Forms List to Copy and Paste

E. You can now format the list as you wish.

### 3. Print a PDF Form list by Volume

The previous two methods only allow you to print a list of the forms in the volumes contained in your ProDoc subscription. They do not enable you to print a list of forms in other ProDoc volumes you might wish to study. This method enables you to print the forms lists for every volume ProDoc provides. Perform these steps to print a PDF copy of your selected volume(s):

- A. Go to the ProDoc web site index page for your jurisdiction of choice:
  - a. For California, go to [www.prodoc.com/cal/](http://www.prodoc.com/cal/)
  - b. For Florida, go to [www.prodoc.com/florida/](http://www.prodoc.com/florida/)
  - c. For National, go to [www.prodoc.com/bts/](http://www.prodoc.com/bts/)
  - d. For New York, go to [www.prodoc.com/ny/](http://www.prodoc.com/ny/)
  - e. For Texas, go to [www.prodoc.com/texas/](http://www.prodoc.com/texas/)
- B. Select the volume of law in which you are interested.
- C. Click **Forms List** for that volume. The PDF file is displayed in a separate window.
- D. Print the PDF file on your printer.