

TaxWise® Desktop Learning Portal

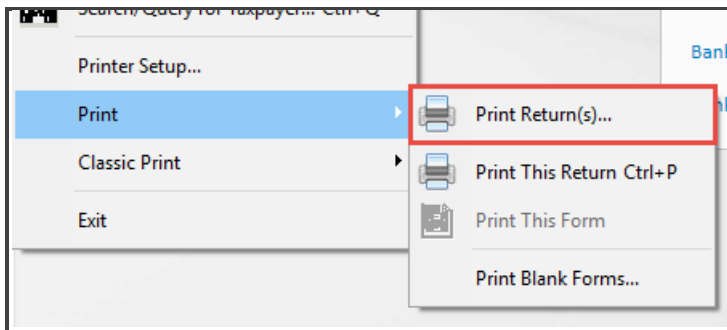
Tax & Accounting

Printing Returns

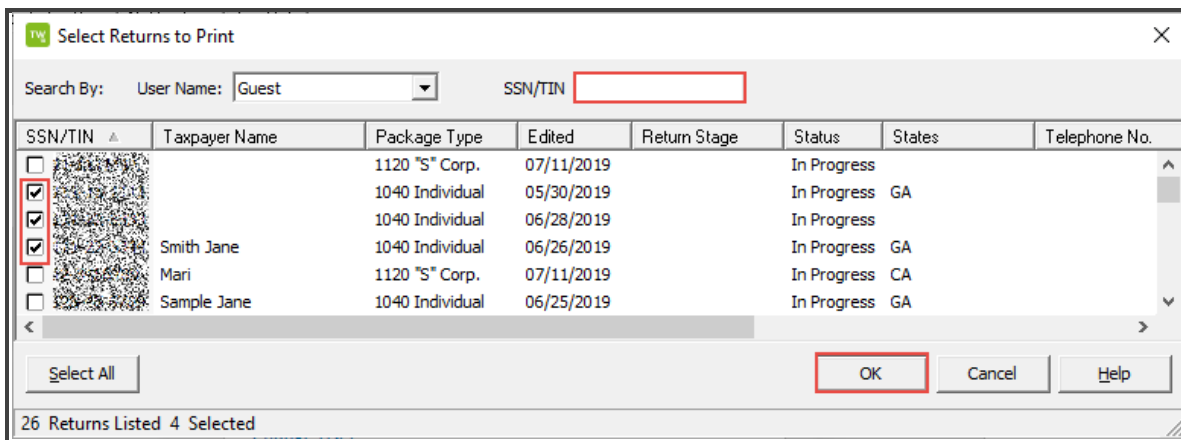
After completing information in the tax forms, print the finished return for your clients, the IRS and for your own paper back-up and archiving purposes. By default, TaxWise prints one copy of each form, schedule, worksheet, statement, scratchpad and client letter in a tax return.

Print Multiple Returns

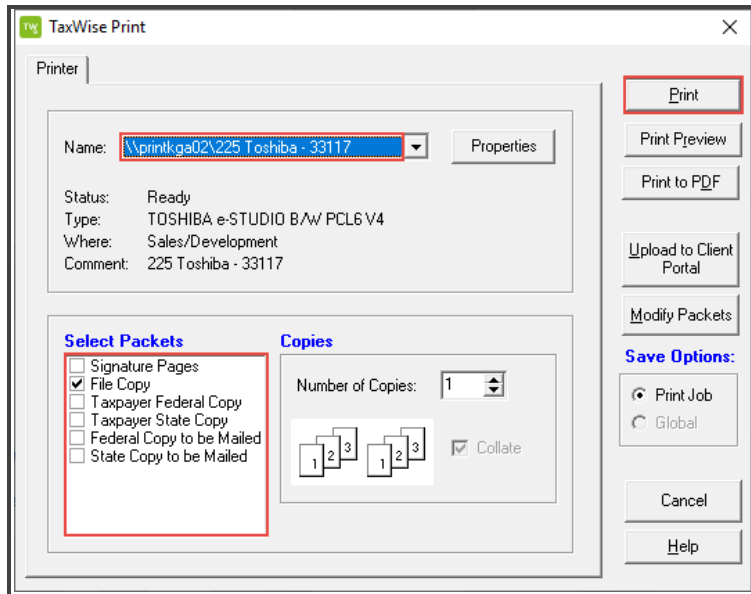
1. From the **File** menu, hover over the **Print** option, and select **Print Return(s)...**



2. TaxWise displays the Select Returns to Print dialog box. Use the **SSN/TIN** field to search for the return(s) you want to print. Select the returns and click **OK**.



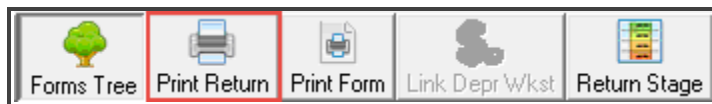
3. The program displays the TaxWise Print dialog box. Verify the printer, select the desired Print Packet(s), and click **Print**.



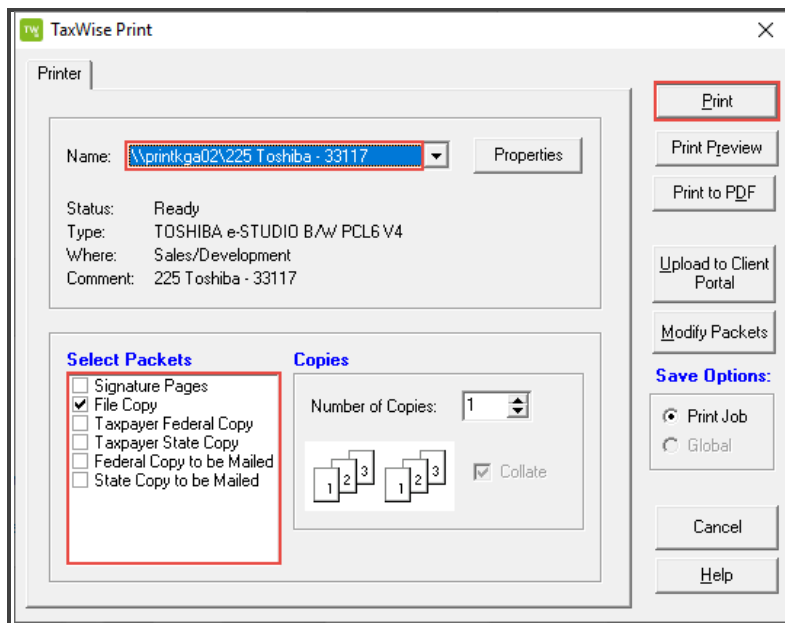
Print an Open Return

To print from inside the return:

1. In the open return, click **Print Return** on the toolbar.

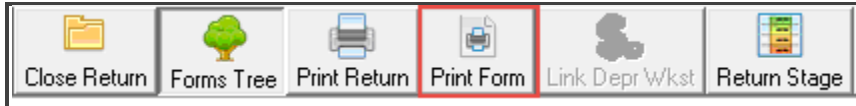


2. The program displays the TaxWise Print dialog box. Verify the printer, select the desired Print Packet(s), and click **Print**.



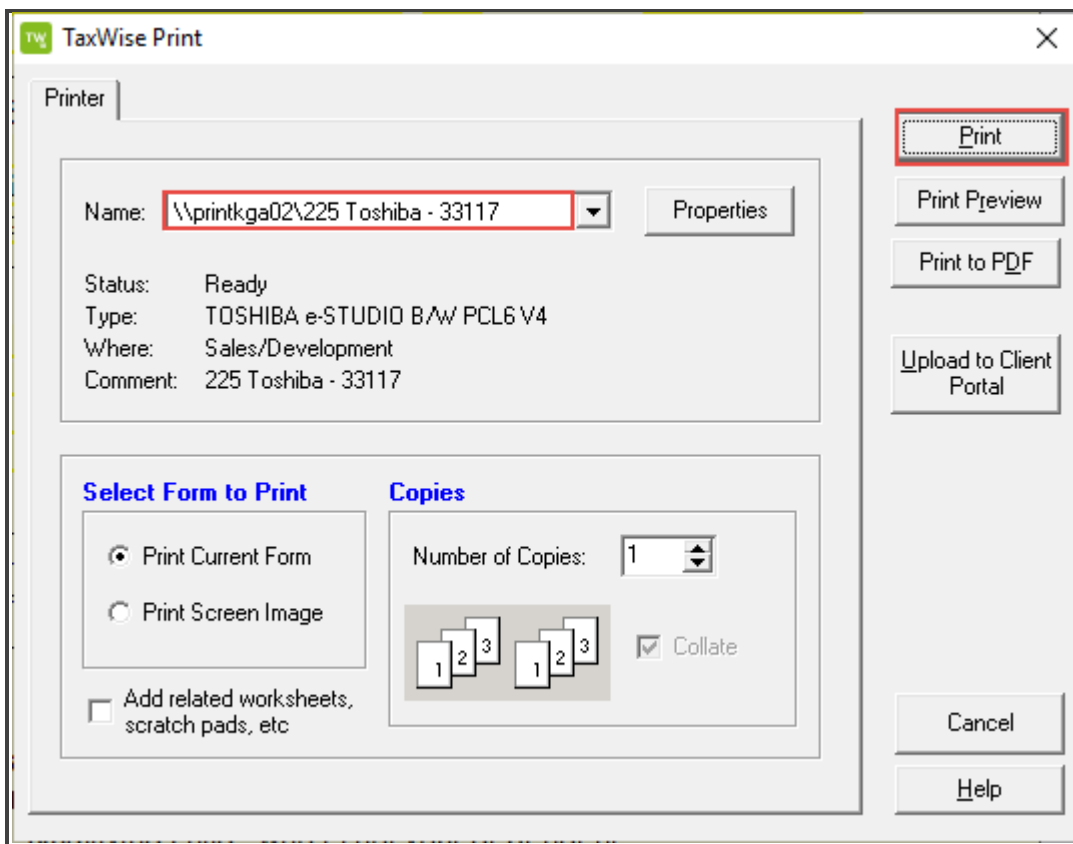
Print Form

The Print Form option is available from within an open return only. You can access it from the **File** menu or by using the **Print Form** icon in the toolbar.



This option prints your active form selected in the Forms Tree. To print from within the open return:

1. Select the form and click the **Print Form** icon.
2. Taxwise displays the TaxWise Print Dialog box. Select your printer and click **Print**.



- i** When using Print Form, the TaxWise Print dialog box gives you the option to Print Current Form or Print Screen Image. You can also select the check box to add related worksheets and scratch pads.