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## How Do You Default the Number of Copies of a Form to Print?

Angie K - 2023-07-11 - in Tools & Controls

### How Do You Default the Number of Copies of a Form to Print?

Company Setup contains a settings button for each of the order/invoice related forms. This option is located under the Send Method.

| Send Method        | Email          | Instructions |             |                 |          |
|--------------------|----------------|--------------|-------------|-----------------|----------|
| Document           | Default Method | Email Type   | Print Type  | Optional Fields | Settings |
| Acknowledgement    | Print          | Plain Paper  | Plain Paper | Optional Fields | Settings |
| Order-Commission   | Print          | Plain Paper  | Plain Paper | Optional Fields | Settings |
| Order-Internal     | Print          | Plain Paper  | Plain Paper | Optional Fields | Settings |
| Packing List       | Print          | Plain Paper  | Plain Paper | Optional Fields | Settings |
| Purchase Order     | Print          | Plain Paper  | Plain Paper | Optional Fields | Settings |
| Invoice-Commission | Print          | Plain Paper  | Plain Paper | Optional Fields | Settings |
| Invoice            | Print          | Plain Paper  | Plain Paper | Optional Fields | Settings |

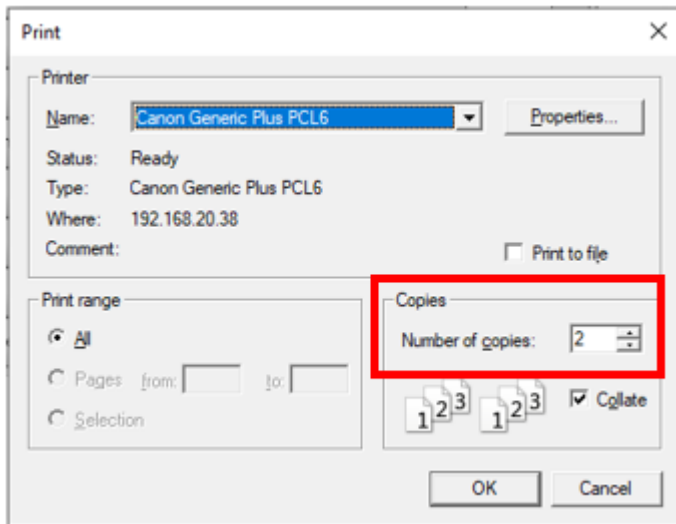
This allows setting the default number of copies to be printed.

Acknowledgement Settings - X

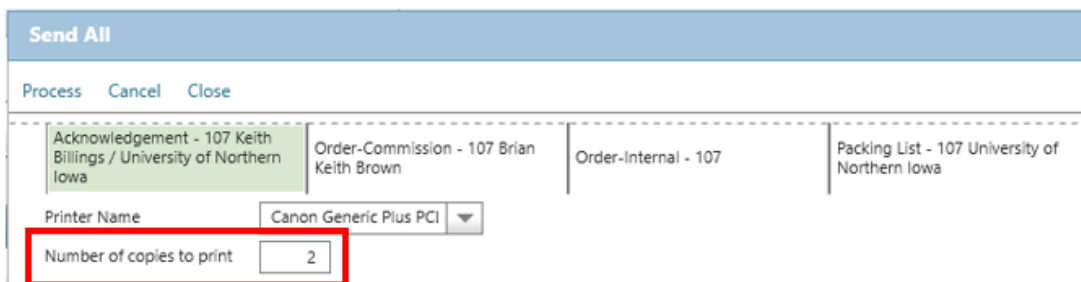
Number of copies to print

OK

When printing these forms through Order/Invoice Manage - Views - Send, your default setting will be displayed when the printer window appears if sending only one form.



In the same area if you select Send All, each form will show the number of copies to print and can be manually changed if needed.



When printing through the Send Manage menu option, the Company Setup default will be used for each form. There is no option to change it here.

Forms include Acknowledgement, Order-Commission, Order-Internal, Packing List, Purchase Order, Receiver, Invoice, Invoice-Commission and Proforma Invoice (Uses the Invoice setting).