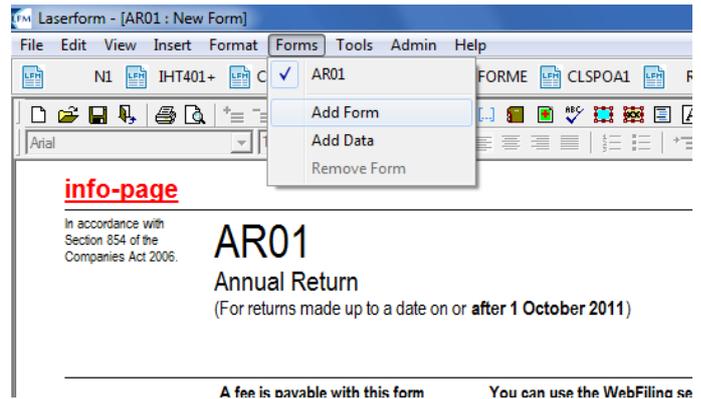


USING 'FORMS BUNDLE' FEATURE: COMPANY FORMS

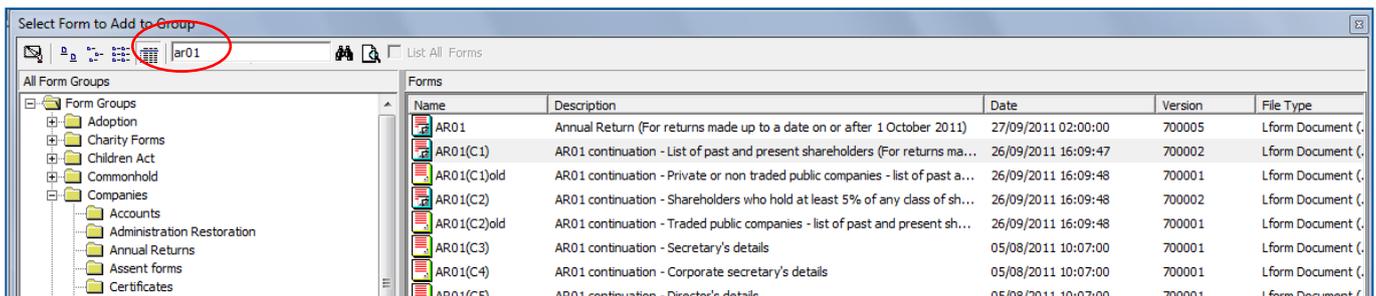
The Form Bundle feature within Laserform can be used where two or more forms need to be printed and submitted at the same time (and saved as one file). This sheet shows how to use this feature for Company forms, using an example form AR01.

1. Open form AR01, and complete the form with the relevant details. In this example a continuation page is required for additional information.

2. To add a continuation page, from the toolbar select 'Forms' and then 'Add Form'.



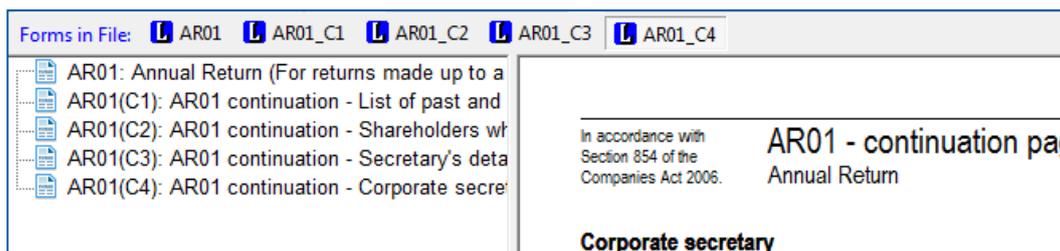
3. This opens the **Forms Explorer**. Navigate to and select the form which is required, in this case the AR01(C1). Use the search box (circled in red below) to find the form if necessary. Double-clicking on the form from the list adds it to the bundle.



4. When the AR01(C1) opens, there are now two forms in a bundle, and tabs appear at the toolbar allowing the user to switch between forms.



5. You can also switch on an index listing the forms in the bundle by clicking this toolbar icon. This is particularly useful when a larger number of forms are bundled together.



6. When printing, you can choose to print 'Current Form' which will only print the active form in the bundle, or alternatively you can print 'Form Group' which will print all of the forms in the bundle.

The same options are available when using print to convert the files to PDF format, allowing you to convert either just the active form or the whole bundle to PDF.

