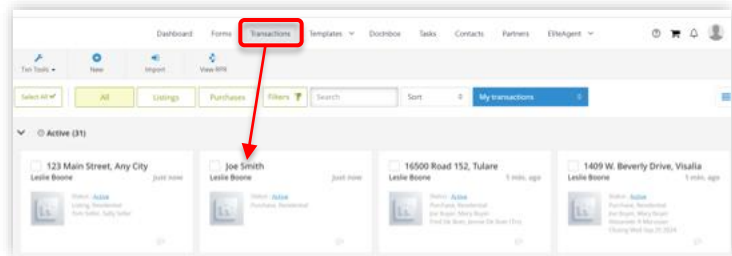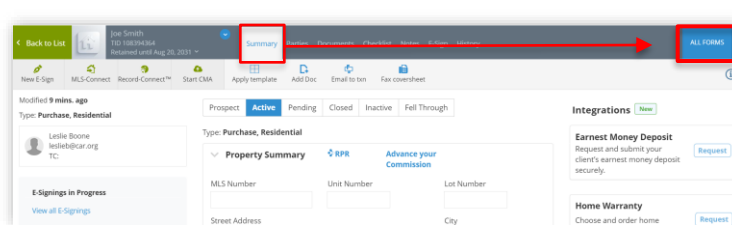# zipForm® Plus: Print or Download a Sample Form

In zipForm, forms can be printed or downloaded with the word "Sample" across the form. Follow the steps in this guide to print a sample form without entering a property address in the transaction.

Print/download a Sample Form in the 'All Forms' menu *(no property address required)*

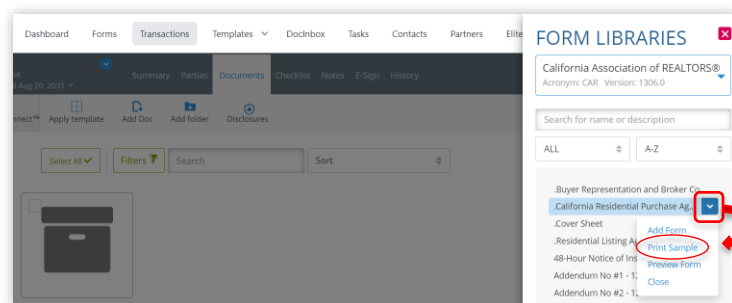|	
1. On the **Transactions** tab in your zipForm account, click the name of a transaction to open it.	
2. When the transaction opens, you will land on the **Summary** tab – *do not* enter a property address on the Summary tab. **3.** Click the blue **All Forms** button on the right side to open the Form Libraries menu.	
4. Hover over a form name and click the dropdown arrow on the right. **5.** Select **Print Sample** from the menu.	
The document will open in a window on top of your browser in PDF format. **6.** Click to ⬇ download the form to your device. **7.** Click to 🖨 print the form. **8.** When finished, click the "**X**" at the top right to close the window. Your transaction should still be open behind the window.	
9. When finished, click ❌ at the top right to close the **Form Libraries** menu and return to your transaction.	