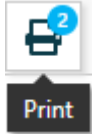
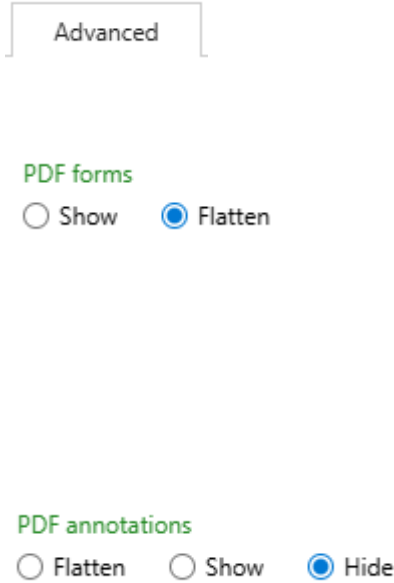


Create case printout

<p>This guide explains how to create a case printout from a case in Workzone. A case printout is a compiled set of documents from the case, used, for example, when providing access to case files.</p>		
Instruction	Explanation	Navigation
<p>Select documents for the case printout</p>	<p>Open the case from which you want to create a case printout.</p> <p>Open the Documents tab.</p> <p>Select the documents to include in the case printout.</p> <p>Click the Print button.</p> <p>After a few minutes, the case printout will be generated and either downloaded as a file in your browser or saved to the case, depending on your previous selection.</p>	
<p>Choose parameters for the case printout</p>	<p>Click the Advanced tab.</p> <p>Now choose from the following options:</p> <p>PDF forms:</p> <ul style="list-style-type: none"> • Show = The form fields can be edited and filled in the case printout. • Flatten = The form fields are converted to an image and can no longer be edited in the case printout (RECOMMENDED). <p>PDF annotations:</p> <ul style="list-style-type: none"> • Show = Strikethroughs are visible. Comments are shown with an icon and can be read in the case printout. • Flatten = Strikethroughs are visible. Comments are shown with an icon but cannot be read in the case printout (RECOMMENDED). 	

	<ul style="list-style-type: none"> • Hide = Strikethroughs and comments are not included in the case printout. <p>Word, Excel, and PowerPoint comments:</p> <ul style="list-style-type: none"> • Show = Comment bubbles are included in the case printout. • Hide = Comment bubbles are not included in the case printout. <p>Word, Excel, and PowerPoint changes:</p> <ul style="list-style-type: none"> • Show = Changes are shown in the case printout. • Accept = Changes are accepted and included in the case printout. • Reject/Hide = Changes are rejected and not included in the case printout. 	<p>Word comments <input type="radio"/> Show <input checked="" type="radio"/> Hide</p> <p>Excel comments <input type="radio"/> Show <input checked="" type="radio"/> Hide</p> <p>PowerPoint comments <input type="radio"/> Show <input checked="" type="radio"/> Hide</p> <p>Word revisions <input type="radio"/> Accept <input type="radio"/> Show <input checked="" type="radio"/> Reject</p> <p>Excel revisions <input type="radio"/> Accept <input type="radio"/> Show <input checked="" type="radio"/> Reject</p> <p>PowerPoint notes <input type="radio"/> Show <input checked="" type="radio"/> Hide</p>
<p>Print</p>	<p>Click Print and Save.</p> <p>A case printout will then be generated for the case. This may take 2–3 minutes.</p>	<div style="border: 1px solid #ccc; padding: 5px; display: inline-block;">Print and save</div>