DRIVER

PRINTING DOCUMENTS FROM DRIVER

Once you have accessed your selected file in DRIVER.
Click on **View/Upload Documents** in Menu on the left side of the screen.
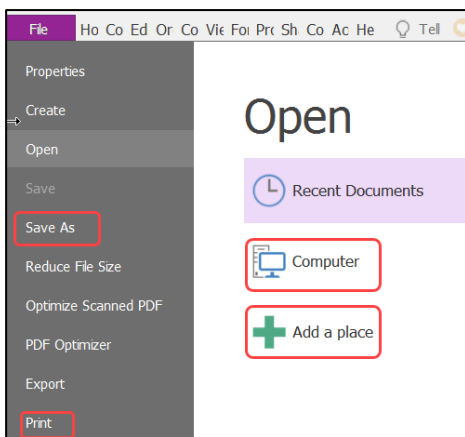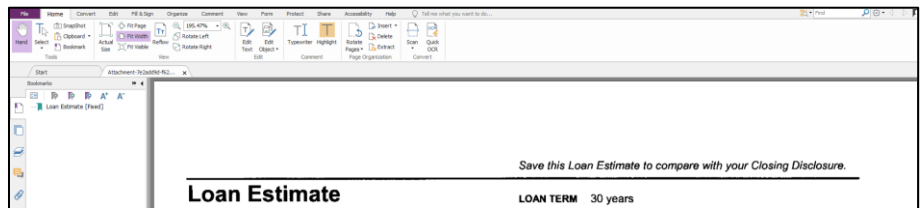

Click on "**View Documents**" radio button in the middle of the screen

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Locate the document you wish to print.
Click the **Paper Icon** to the left of the document name.

The document will open as a PDF in this case as Foxit PDF. Your view may be different but you should have similar options.
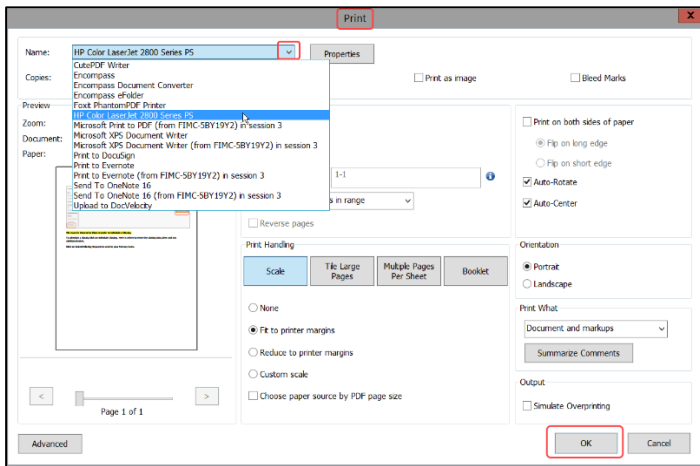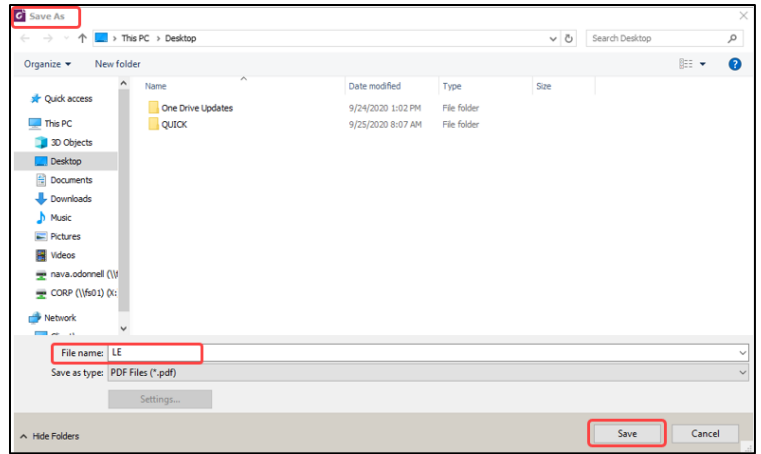

Click on **"File".**
To save the document to your computer : **Click "Save As"** then choose **"Computer"** or **"Add Place"**

To Print: Click "Print"

Save As function:

The "Save As" screen will open. **Choose** the **location** along with creating a **File Name** in the applicable field. **Click "Save"** once completed.

This document is now a PDF and will be located in your selected location on your computer.

Print Function:

The Print screen will open. If your printer's name is not already selected, **Click** on the **drop down arrow** next to **"Name"** and **select your printer**.

Click on **"OK"** when ready to print

RELATED RESOURCES

Email References:

For questions email:
help@fairwaywholesalelending.com