

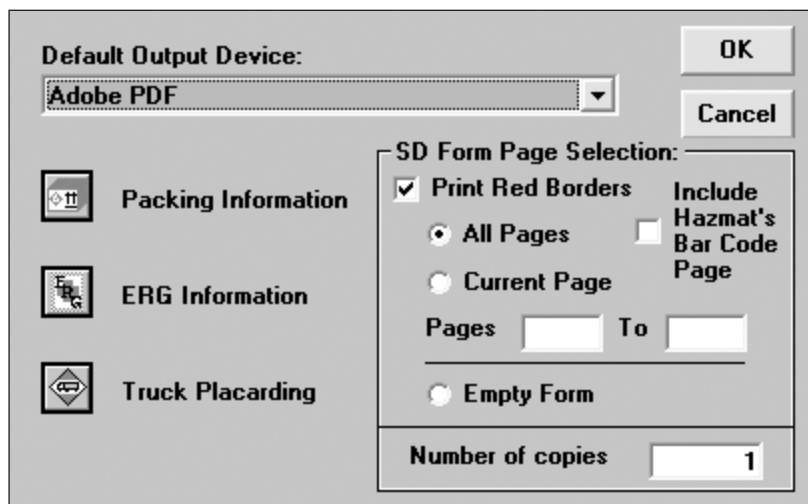
# ShipHazmat® Tutorials & Helpful Hints

## Print multiple copies of a shipper's declaration form

Users can print multiple copies of a declaration form, either required by a competent authority or for record retention purposes.

To print multiple copies, follow the steps outlined below:

1. After completing a declaration form, go to the **Shipment** menu and select the **Print** option



The screenshot shows a dialog box with the following elements:

- Default Output Device:** A dropdown menu showing "Adobe PDF".
- Buttons:** "OK" and "Cancel" buttons.
- Form Selections:** Three icons on the left represent "Packing Information", "ERG Information", and "Truck Placarding".
- SD Form Page Selection:** A section containing:
  - Print Red Borders**
  - All Pages**
  - Current Page**
  - Empty Form**
  - Include Hazmat's Bar Code Page**
  - Pages** [ ] **To** [ ]
- Number of copies:** A text field containing the number "1".

Figure 1 - To print multiple copies, enter the desired number of copies in the Number of copies text field

2. Enter the desired number of copies to be printed in the **Number of copies** text field
3. Select any additional options necessary
4. Click the **OK** button to print