

Combining Documents

Go into the transaction that holds the documents you want to combine. From the transaction summary page, click on the “Documents” icon. Then click on the “Save as PDF” icon.

zipForm® Plus 20.04.01

zipformplus.com/Default.aspx

ALL FORMS

E-Sign Share Approval MLS-Connect Record-Connect™

Add Doc Add folder Move Apply template Print Send Save as PDF

FOLDERS

- Listing Paperwork
- Transaction Paperwork
- Show Me The Money
- Old Information / Trash
- Archive

Filters Search Sort

Sample 5 20200430104156199 Cover Sheet - [COVER_A] Listing Paperwork Transaction Paperwork

SET DUE DATE SET DUE DATE SET DUE DATE SET DUE DATE SET DUE DATE

Show Me The Money Paperwork Old Information / Trash Archive Split 1 Split 2

SET DUE DATE SET DUE DATE SET DUE DATE SET DUE DATE SET DUE DATE

Terms Accessibility Privacy Support TM & © 2020 zipLogix™ P191 Guided Help

11:43 AM 5/3/2020

Combining Documents

Choose the documents you want to combine by clicking in the box that is in the upper right-hand corner of each document. Then click “Next.”

**Note: You can combine pdfs with pdfs, fillable forms with fillable forms, and pdfs with fillable forms. They will all be finalized as pdfs.*

The screenshot displays the zipForm Plus web application interface. At the top, the browser address bar shows the URL `zipformplus.com/Default.aspx`. The page header includes the logo and navigation links. The main content area is titled "Select Documents And/Or Forms To Save Th". Below this, there are search and sort filters. A grid of document thumbnails is shown, each with a small square selection box in its top right corner. The thumbnails include PDF files (Sample 5, 20200430104156199, Split 1, Split 2) and folders (Cover Sheet - [COVER_A], Listing Paperwork, Transaction Paperwork, Show Me The Money Paperwork, Old Information / Trash, Archive). Two red callout boxes provide instructions: one points to the selection boxes with the text "First, click in this box for each document you want to combine.", and another points to the "NEXT" button with the text "When you have selected each document, click next." The footer contains links for Terms, Accessibility, Privacy, and Support, along with a "Guided Help" button. The Windows taskbar at the bottom shows the time as 11:56 AM on 5/3/2020.

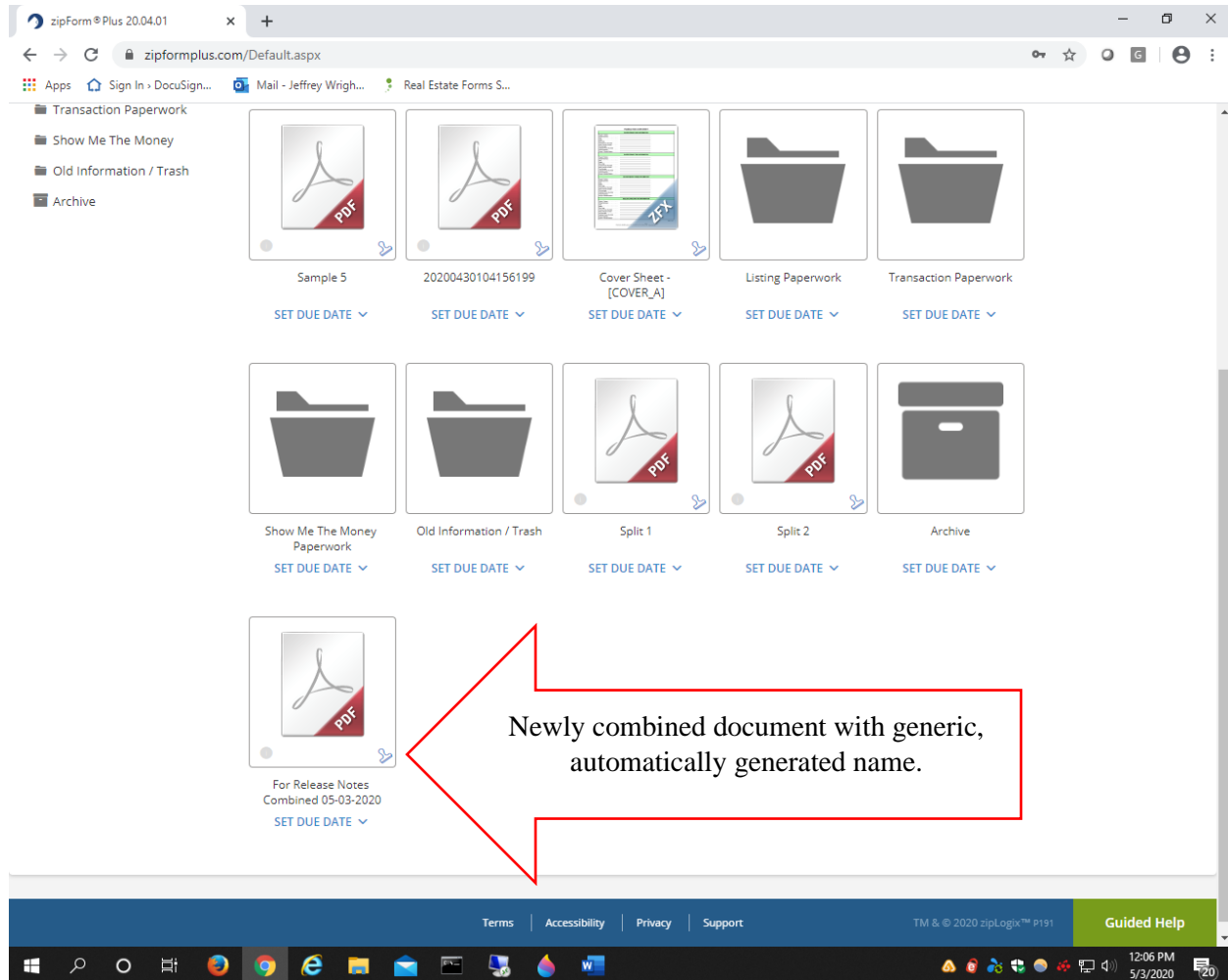
Combining Documents

On the next page, you will be able to save your documents as one combined document. You need to make sure that you have chosen the “Single PDF File” option. If you don’t do this, they will not combine. Also, make sure you have chosen “Save in Transaction.” If you choose “Save in Device” it will save to your computer hard drive, not the transaction. Click “Save” to complete combining.

The screenshot displays the zipForm Plus web application interface. At the top, the browser address bar shows the URL `zipformplus.com/Default.aspx`. The application header includes the logo, navigation icons, and a user profile. Below the header, a section titled "Select Save Options Below" contains three radio button options: "Save in transaction" (selected), "Single PDF file (forms only)", and "Include Form Sticky Notes". A red arrow points to these options with the text "Make sure these are checked." Below the options is a document list area with the heading "Drag and Drop to change the order of documents". The list contains two items: "Sample 5" and "20200430104156199". A red arrow points to a green "SAVE" button on the right side of the interface with the text "Save button." The footer of the page includes links for "Terms", "Accessibility", "Privacy", and "Support", along with a "Guided Help" button. The Windows taskbar at the bottom shows the system clock as 12:00 PM on 5/3/2020.

Combining Documents

After saving, you automatically return to the documents home page, and your newly combined document will be given a generic name such as, “(Name of Transaction) Combined 05-03-2020.” It is recommended that you rename this newly combined document so that you know what it is.



The screenshot displays the zipForm Plus 20.04.01 web application interface. The browser address bar shows the URL zipformplus.com/Default.aspx. The left sidebar contains a navigation menu with items: Transaction Paperwork, Show Me The Money, Old Information / Trash, and Archive. The main content area shows a grid of document thumbnails. Each thumbnail includes a file icon (PDF or ZFX), a title, and a 'SET DUE DATE' dropdown menu. The documents listed are: Sample 5, 20200430104156199, Cover Sheet - [COVER_A], Listing Paperwork, Transaction Paperwork, Show Me The Money Paperwork, Old Information / Trash, Split 1, Split 2, and Archive. A red arrow points from a callout box to a document titled 'For Release Notes Combined 05-03-2020'. The callout box contains the text: 'Newly combined document with generic, automatically generated name.' The footer of the page includes links for Terms, Accessibility, Privacy, and Support, along with a 'Guided Help' button. The system tray at the bottom shows the date and time as 12:06 PM on 5/3/2020.