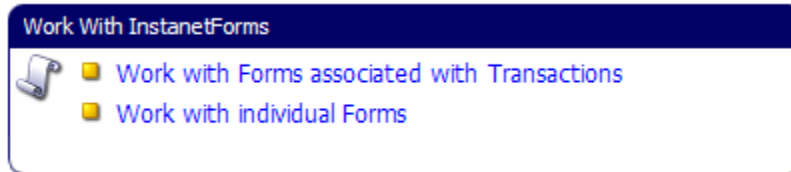
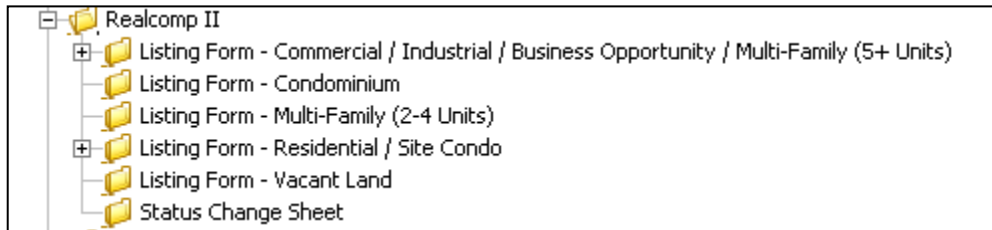


Printing an Individual Form

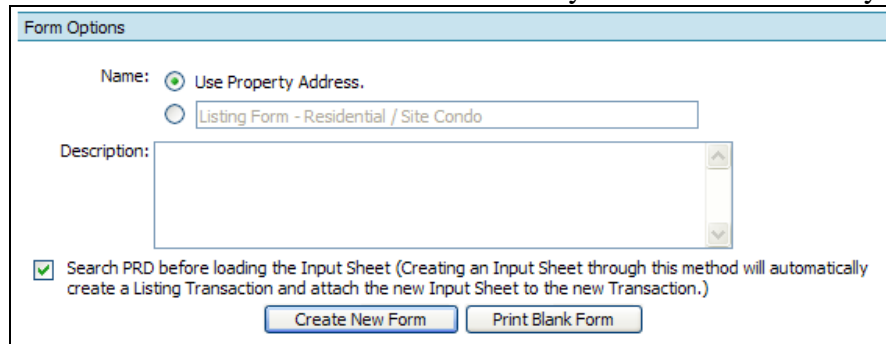
If you want to simply print a blank form without filling it in online or making it a part of a transaction, you can access Instanet Forms from the homepage by clicking the **Work with Individual Forms** link.



Once the form groups display, click the plus sign next to the group to which the desired form would belong. For example, click the plus sign next to Realcomp to access a listing profile form or a status change form.



Select the desired form and options will open to the right. Select **Create New Form** to fill out the form online. Select **Print Blank Form** if you want to fill it out by hand.

A screenshot of a "Form Options" dialog box. It has a light blue header. The "Name:" field has two radio buttons: "Use Property Address." (selected) and "Listing Form - Residential / Site Condo". The "Description:" field is a large text area. Below the text area is a checked checkbox with the text: "Search PRD before loading the Input Sheet (Creating an Input Sheet through this method will automatically create a Listing Transaction and attach the new Input Sheet to the new Transaction.)". At the bottom are two buttons: "Create New Form" and "Print Blank Form".

When the form displays, click the print icon in the Adobe window at the upper left of the page.

