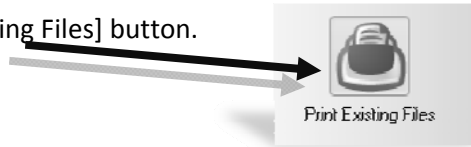


# Print Existing Files

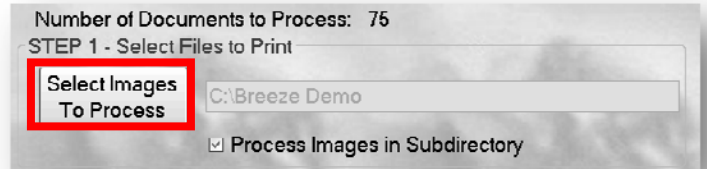
*Print Existing Files allows the user to print a directory of image files and images located in a subdirectory.*

To begin, click on the [Print Existing Files] button.



## Step 1 – Select Files to Print

- (1) Click on the [Select Images to Process] button
- (2) Browse to and select the directory you wish to print and click [OK]
- (3) Select process images in subdirectory if needed



## Step 2 – Printer Setup

- (1) Select the printer you wish to use from the pull down menu
- (2) Check mark the box next to "Print Slipsheets" and select the drawer you wish to print the slipsheets from (as shown)
- (3) Choose between printing all of the documents in the directory or a range of documents in the directory
- (4) Select [GO] to begin printing

