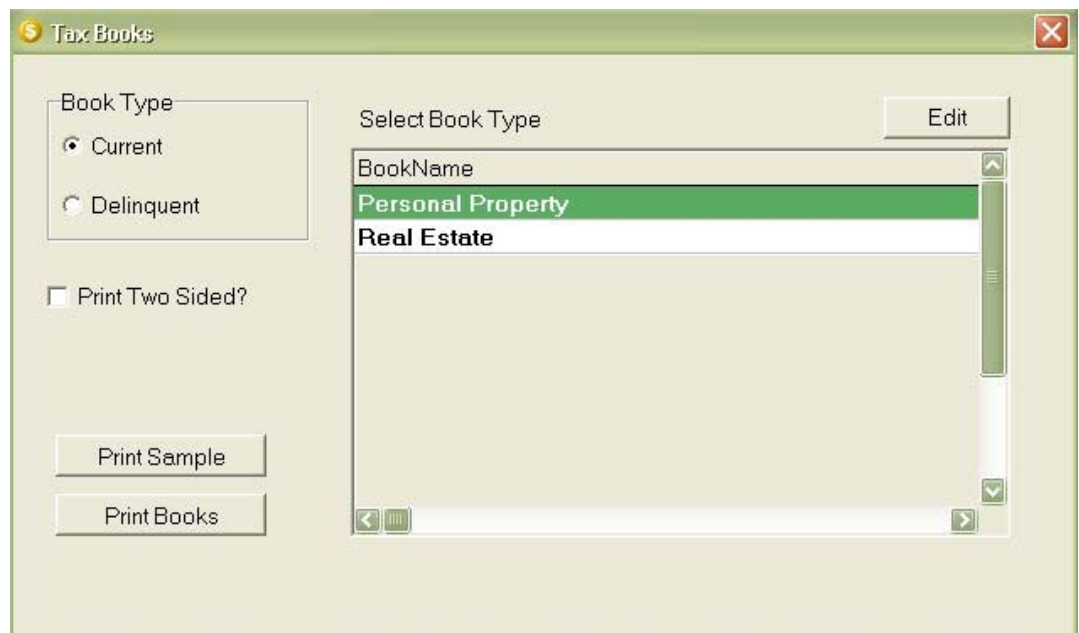


## Printing the Tax Book

Tax Book printing in WinCollect is very easy to use and flexible to setup. Each county can have multiple books that are customized to their county preferences.

To print the tax book, go to Report and select Tax Books. The Tax Book window will open, as shown below. Note that the list of Book Types will vary from county to county based on your customization needs. The Book Type will specify not only the format and appearance of the book, but also parcel ranges and sorting options. This allows you to simply select the correct book name at print time.



Once the Book Type is selected, choose whether you are printing a current or delinquent book. If your printer supports two-sided printing, check the box if you want your tax books printed front and back.

Before sending the entire tax book to the printer, it is highly recommended that you use the Print Sample button. This will select the first 50 parcels and print a couple pages of your book, so you can confirm everything is printing correctly. Once that looks good, click the Print Books button to generate the entire book.

When printing the full book, it may take a few minutes to generate the entire report. Once generated, it will appear on screen. Click the print button to send it to the printer, but do not close the window until the entire book has printed. If your printer jams, you can simply click the print button again and indicate the pages you wish to resend, and you can pick up from the jam with all your page numbers and totals still correct.