

## Print Cart

On the document details view, click **Add to Cart (Page)** to add the page being viewed to the Print Cart, or **Add to Cart (All Pages)** to add the full document to the cart. You can also add all pages to the print card from the hit list by clicking "Add to Cart". You can have only one request per document in the Print Cart, but you can adjust the page range before downloading. A single document in the Print Cart is downloaded as a PDF (Portable Document Format) file. Multiple documents are compressed and downloaded as a zip file that must be unzipped into individual PDF documents.

Click the **Print Cart** link in the shaded area at the top of your screen to view the current contents of the Print Cart. You may already have a previously used browser tab for the Print Cart; if so you can click on that tab and use the **Refresh** button to update the contents. From the Print Cart, you can return to the browser tab for the Search window.

On the Print Cart display page, click **Remove** to remove one document or **Clear Cart** to remove all documents. To adjust the page range, click **Edit Range**. Enter, separated by commas, single page numbers or contiguous ranges with a hyphen. For example enter 1,3,5,8-10,20-21 to select 8 specific pages. Click the **Refresh** button to update the cart display.

## Charges for Printing (First and Future Requests)

When you created your account the system will automatically create a payment account the first time you print.

- The payment account is set up for payment through Point and Pay, a third party service contracted by the Registry. The Order Summary will show a **Redirect to Payment** button the next time you access or refresh the Print Cart. Click that button, enter your credit card information for Point and Pay, and click the **Continue** button. Point and Pay will ask to confirm your payment details including a convenience fee and to accept terms and conditions. After you click the **Finished** button the Order Summary will then show your payment as a Credit Balance; click **Print(Credit)** to download your documents. Future printing during the same calendar year will automatically require that you click **Redirect to Payment** for the Point and Pay interface.

## Using the Zip Files

For Windows and Mac devices, you can open the zip file in your downloaded files folder to unzip it into individual PDF documents to be viewed and printed with Adobe Acrobat Reader or your browser's built-in PDF viewer. For tablets and smart phones, you will need to obtain a "Files" application from the applicable App store. You may want to search online for additional help in working with zip and PDF files.