



## Print Order Pdf (Magento 2)

### Online Version

An online version of this user manual can be found [here](#).

### Quick Links

This User Manual is structured in the following sections:

[Install + Set Up \(User Manual\)](#)

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# Install + Set Up (User Manual)

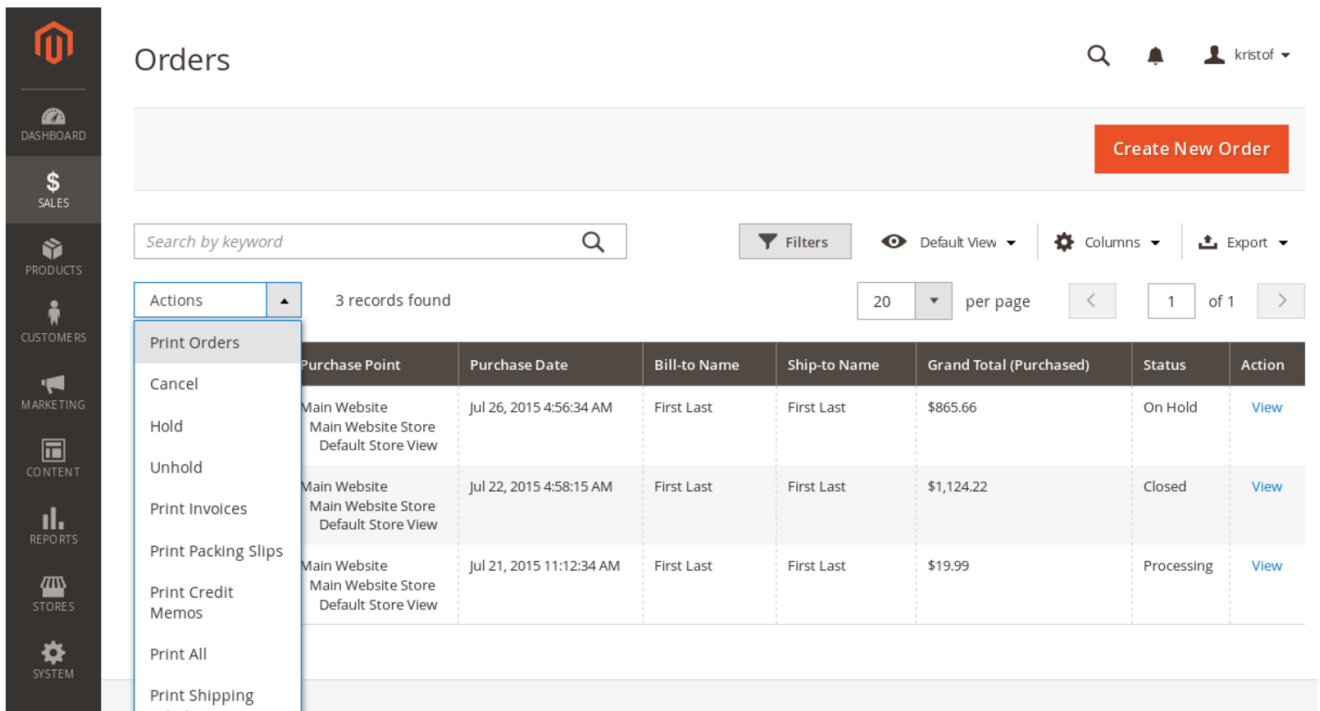
Once you have installed the extension, there are no additional Magento settings to configure. Just get started printing your order pdfs.

# Print Order Pdfs from the Magento backend

## Order Overview Page

Select the order(s) that you want to generate an Order Confirmation pdf document for, then choose “Print Orders” from the Actions dropdown list.

If you select multiple orders, the Order Confirmation for all selected orders will be displayed in the same pdf document.



The screenshot shows the Magento Order Overview page. On the left is a sidebar with navigation icons for Dashboard, Sales, Products, Customers, Marketing, Content, Reports, Stores, and System. The main content area is titled "Orders" and includes a search bar, a "Create New Order" button, and a table of orders. The table has columns for Purchase Point, Purchase Date, Bill-to Name, Ship-to Name, Grand Total (Purchased), Status, and Action. An "Actions" dropdown menu is open, showing options like "Print Orders", "Cancel", "Hold", "Unhold", "Print Invoices", "Print Packing Slips", "Print Credit Memos", "Print All", and "Print Shipping Labels".

Purchase Point	Purchase Date	Bill-to Name	Ship-to Name	Grand Total (Purchased)	Status	Action
Main Website Main Website Store Default Store View	Jul 26, 2015 4:56:34 AM	First Last	First Last	\$865.66	On Hold	<a href="#">View</a>
Main Website Main Website Store Default Store View	Jul 22, 2015 4:58:15 AM	First Last	First Last	\$1,124.22	Closed	<a href="#">View</a>
Main Website Main Website Store Default Store View	Jul 21, 2015 11:12:34 AM	First Last	First Last	\$19.99	Processing	<a href="#">View</a>

## Order View Page

You can also print an Order Confirmation document from within the Order View page for each order. Click on the “Print” button at the top of the page.



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DASHBOARD

SALES

PRODUCTS

CUSTOMERS

MARKETING

CONTENT

REPORTS



← Back

Print

Send Email

Unhold

ORDER VIEW

Information

Invoices

Credit Memos

Shipments

Comments History

Order & Account Information

Order # 000000003 (The order confirmation email is not sent)

Order Date Jul 25, 2015, 9:56:34 PM

Order Status On Hold

Purchased From Main Website  
Main Website Store  
Default Store View

Account Information

Customer Name [First Last](#)

Email [customer@fooman.co.nz](mailto:customer@fooman.co.nz)

Customer Group General

## Reporting Any Issues/Bugs

We are proud of our quality extension code - it's been widely tested and we stand by it 100%. If something does happen and you think you might be experiencing an issue or bug, please contact us via [support@fooman.co.nz](mailto:support@fooman.co.nz) and we will help you out.