# Creating a Printing Pack

Care Plans Windows · https://cclearninghub.co.uk/docs/creating-a-printing-pack/

## Creating a Printing Pack

This guide will cover how to create a printing pack on Care Control Windows. These can be used to print a series of documents related to a service user, for example, a hospital pack.





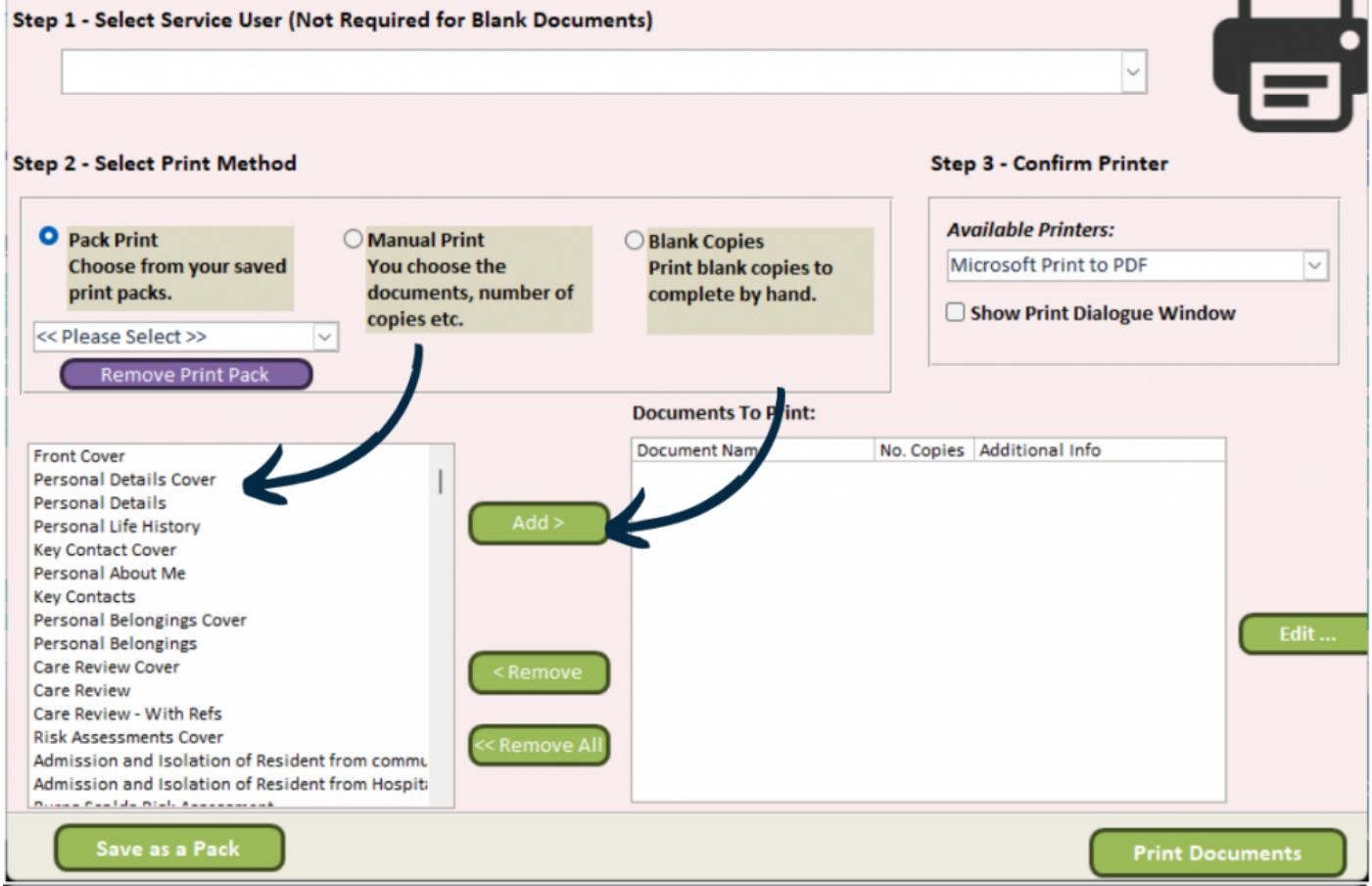

## 1

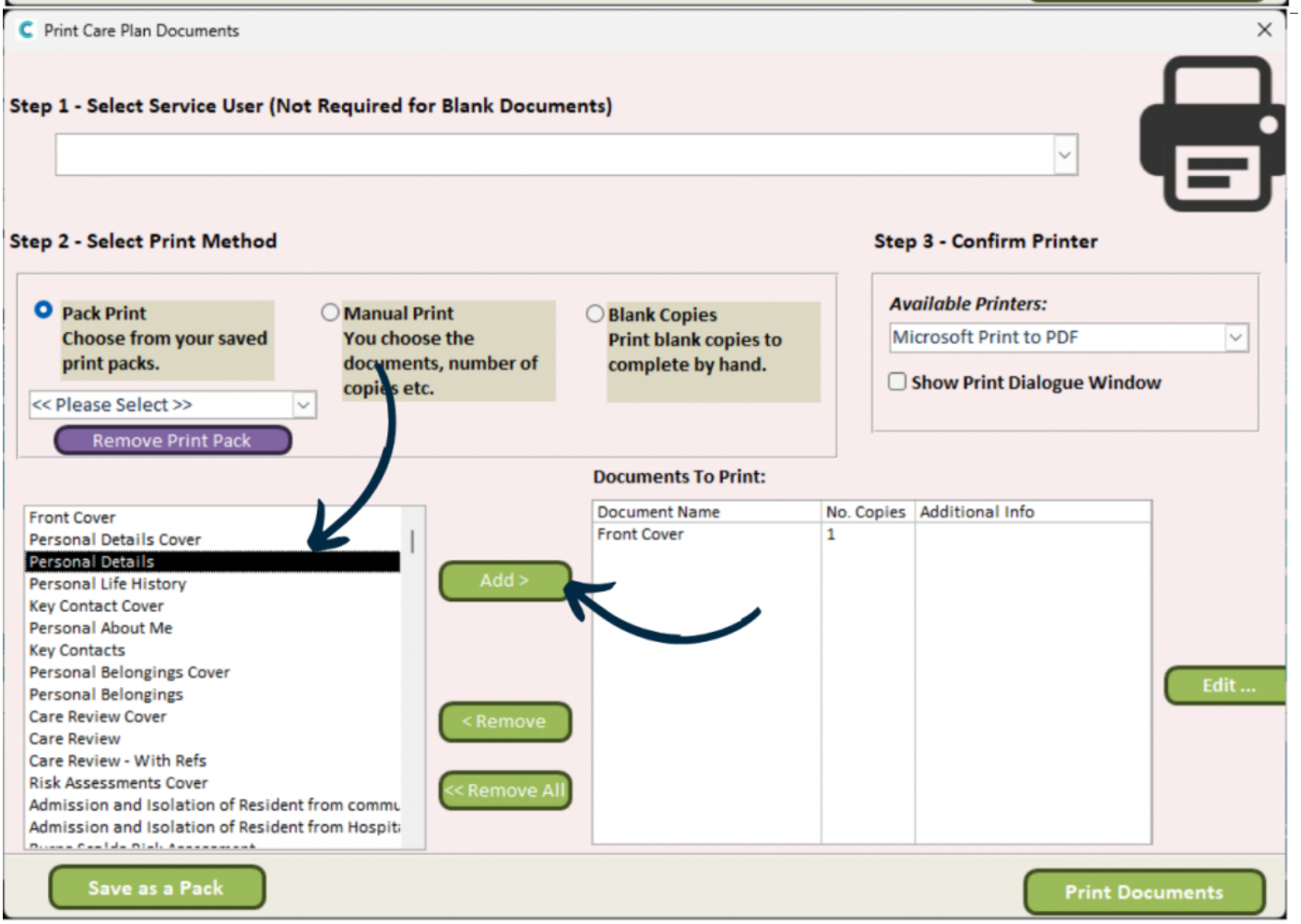
In the Administration of Care Control Windows, navigate to the '**Print Care Plan**' tool, which can be found at the bottom of the window.

## 2

A printing configuration window will open.

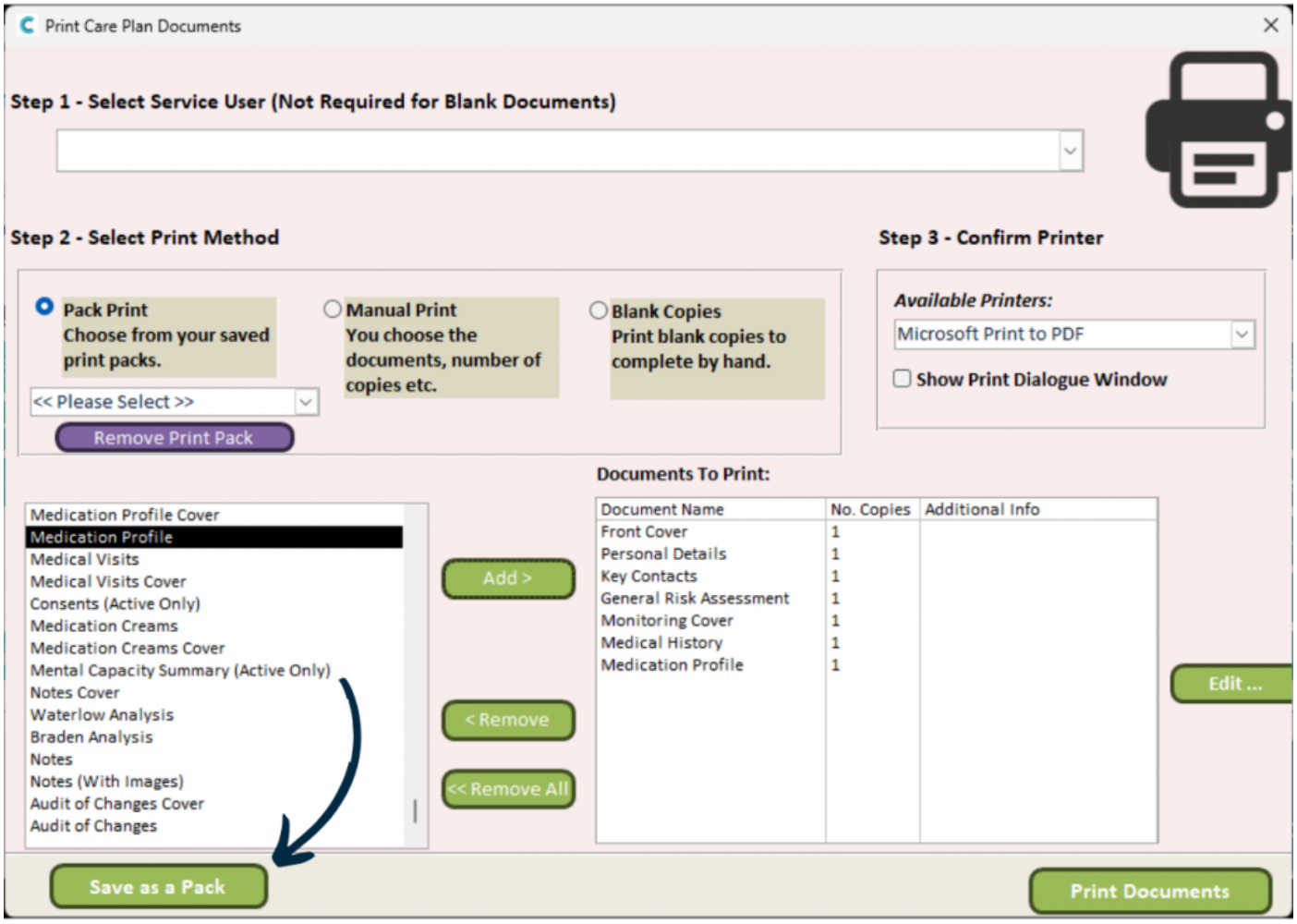
Here, you can begin building your printing back by selecting components from the left hand list, then pressing **Add** to move them to the right hand list.


Step 1 - Select Service User (Not Required for Blank Documents)
Step 2 - Select Print Method
Pack Print
Choose from your saved print packs.
Manual Print
You choose the documents, number of copies etc.
Blank Copies
Print blank copies to complete by hand.
<< Please Select >>
Remove Print Pack
Step 3 - Confirm Printer
Available Printers:
Microsoft Print to PDF
Show Print Dialogue Window
Documents To Print:
Document Nam
No. Copies
Additional Info
Front Cover
Personal Details Cover
Personal Details
Personal Life History
Key Contact Cover
Personal About Me
Key Contacts
Personal Belongings Cover
Personal Belongings
Care Review Cover
Care Review
Care Review - With Refs
Risk Assessments Cover
Admission and Isolation of Resident from commu
Admission and Isolation of Resident from Hospit
Add >
< Remove
<< Remove All
Edit ...
Save as a Pack
Print Documents


Print Care Plan Documents
Step 1 - Select Service User (Not Required for Blank Documents)
Step 2 - Select Print Method
Pack Print
Choose from your saved print packs.
Manual Print
You choose the documents, number of copies etc.
Blank Copies
Print blank copies to complete by hand.
<< Please Select >>
Remove Print Pack
Step 3 - Confirm Printer
Available Printers:
Microsoft Print to PDF
Show Print Dialogue Window
Documents To Print:
Document Name
No. Copies
Additional Info
Front Cover
1
Front Cover
Personal Details Cover
Personal Details
Personal Life History
Key Contact Cover
Personal About Me
Key Contacts
Personal Belongings Cover
Personal Belongings
Care Review Cover
Care Review
Care Review - With Refs
Risk Assessments Cover
Admission and Isolation of Resident from commu
Admission and Isolation of Resident from Hospit
Add >
< Remove
<< Remove All
Edit ...
Save as a Pack
Print Documents

## 3

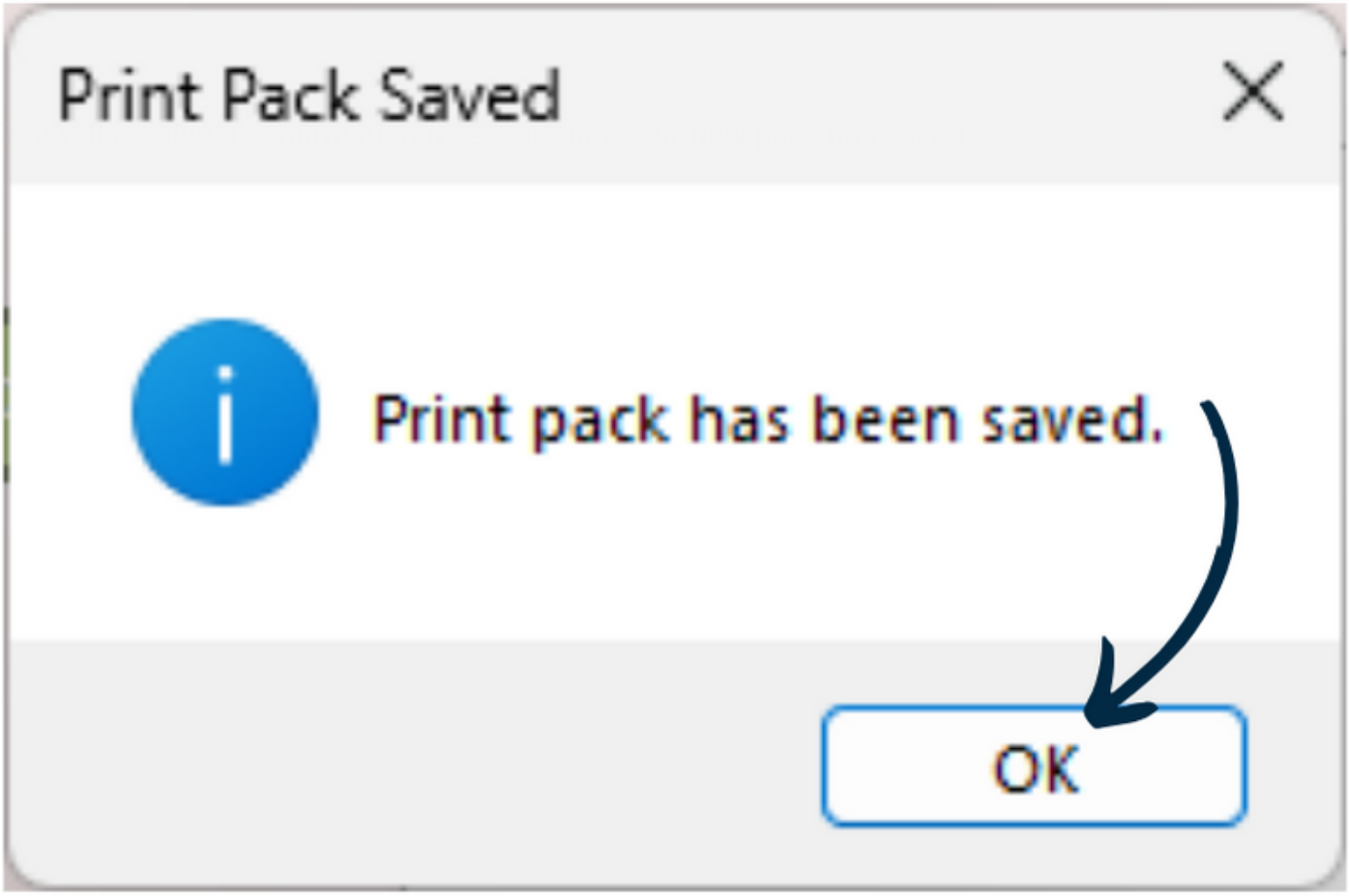
In this example, we are creating an *Important Information* pack, so we are including some key components of a service users Care Plan.

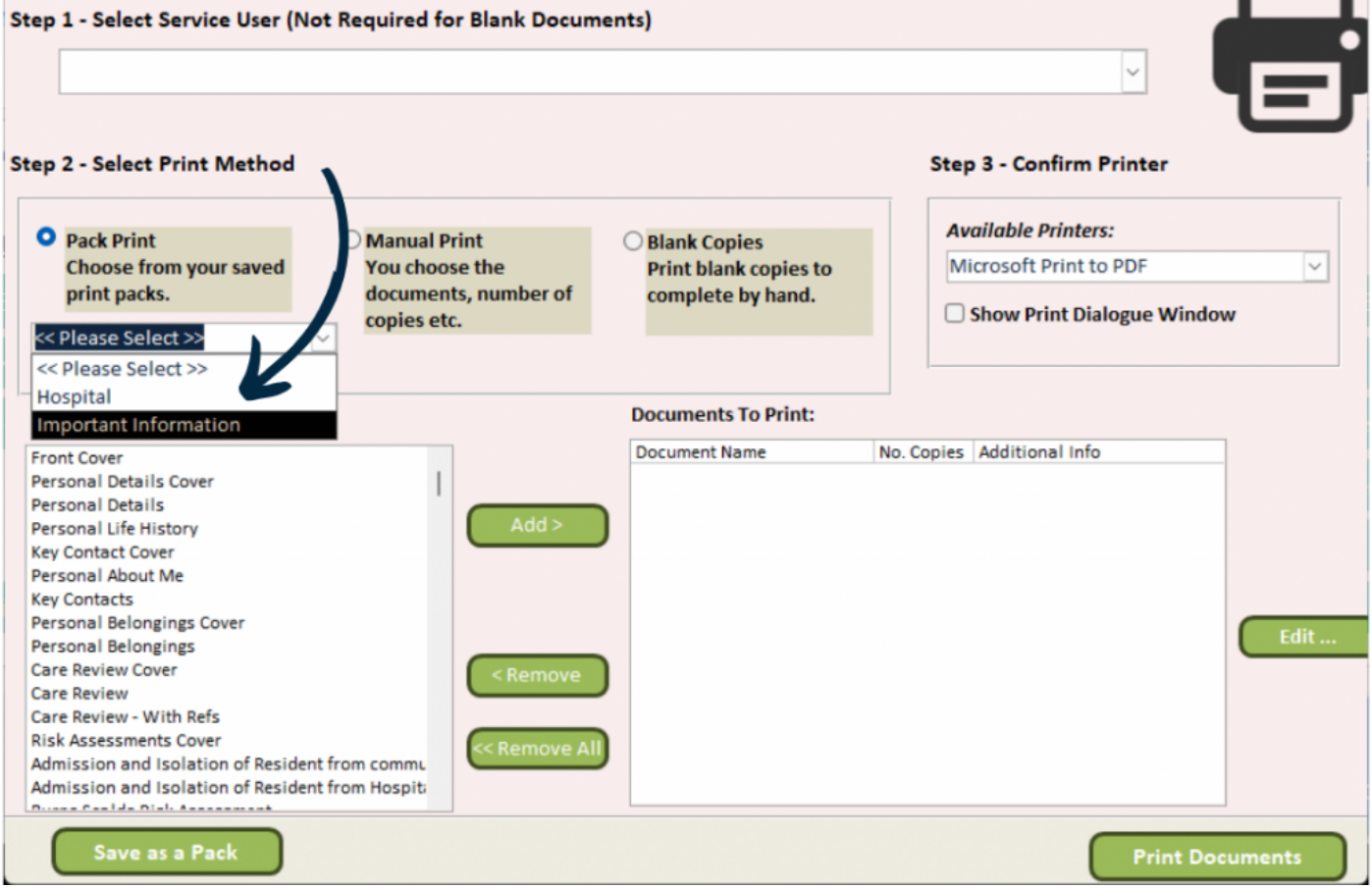





## 5

Enter a name for your new pack, then, press **OK**.



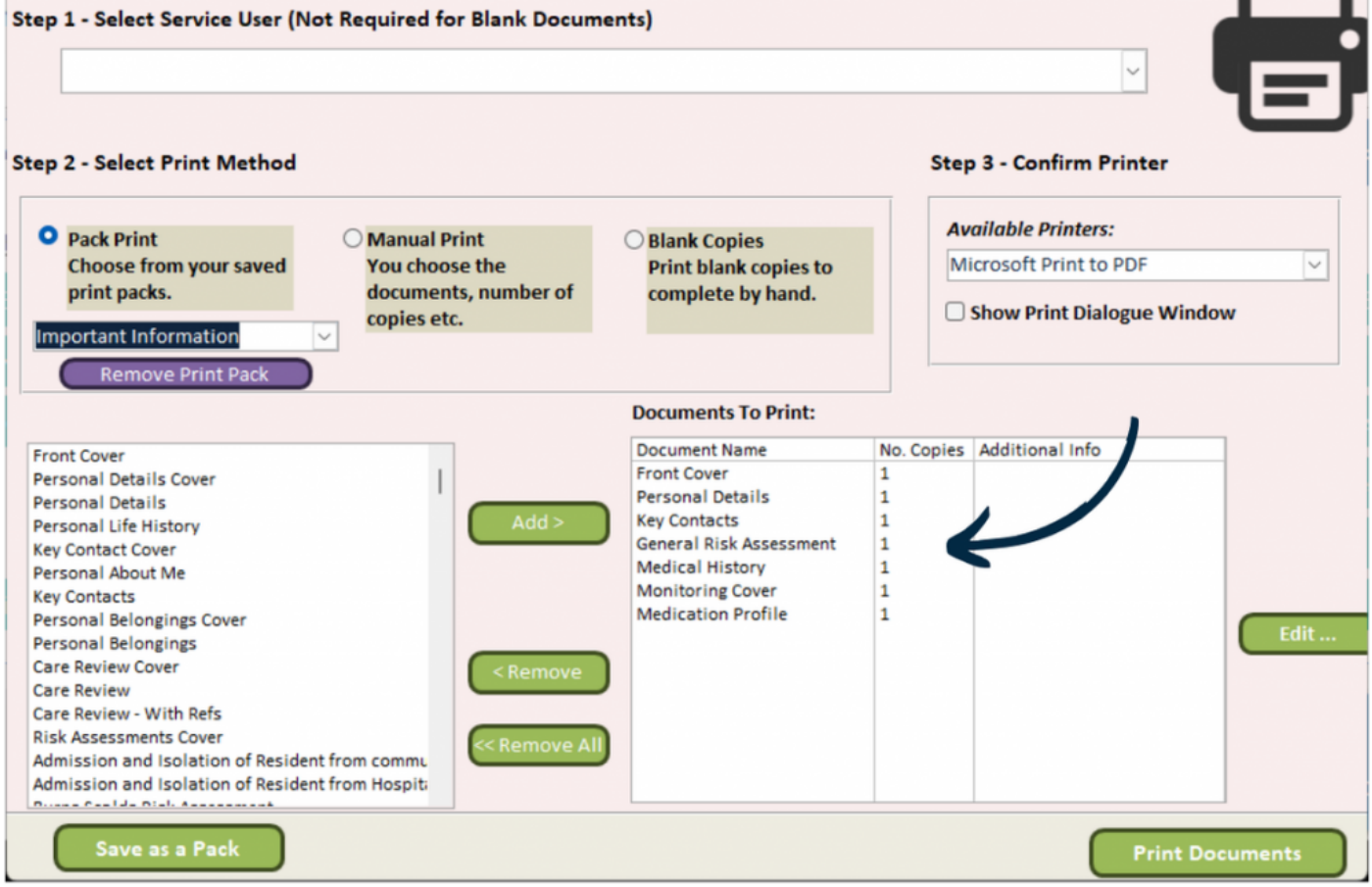



## 7

Now, when printing documents for a service user, you can select this pack from the '**Pack Print**' drop down list.

## 8

It will automatically add the pre-configured documents for the specific service user, ready to print.


Step 1 - Select Service User (Not Required for Blank Documents)
Step 2 - Select Print Method
Pack Print
Choose from your saved print packs.
Manual Print
You choose the documents, number of copies etc.
Blank Copies
Print blank copies to complete by hand.
Important Information
Remove Print Pack
Step 3 - Confirm Printer
Available Printers:
Microsoft Print to PDF
Show Print Dialogue Window
Documents To Print:
Front Cover
Personal Details Cover
Personal Details
Personal Life History
Key Contact Cover
Personal About Me
Key Contacts
Personal Belongings Cover
Personal Belongings
Care Review Cover
Care Review
Care Review - With Refs
Risk Assessments Cover
Admission and Isolation of Resident from commu
Admission and Isolation of Resident from Hospit
Add >
< Remove
<< Remove All
Document Name
No. Copies
Additional Info
Front Cover 1
Personal Details 1
Key Contacts 1
General Risk Assessment 1
Medical History 1
Monitoring Cover 1
Medication Profile 1
Edit ...
Save as a Pack
Print Documents