

# Set the default forms to use when emailing or printing

## Known issue AccountRight 2019.2

Some clients using AccountRight 2019.2 are finding the wrong form is being used when emailing or printing (regardless of which one you set as the default).

**This issue has been fixed in AccountRight 2019.2.1.** See [Getting the latest version for update instructions](#).

Once you've [designed](#) and saved a form template, you can make it the default template to use when printing or emailing forms.

You can set a default form template in two places:

- in the **Advanced Filters** window, accessible when printing or emailing a batch of documents.
- in the customer or supplier card—this form will be used when printing or emailing an individual sale or purchase (from the transaction window)

You can also choose a different form template when emailing or printing from within a transaction.

Want to change the default subject or message used when emailing? See [Set up your default email settings](#).

To set the default form template in the Advanced Filters window

To set the default form template in a card

To choose a different form template when printing or emailing a sale or purchase

Learn more about [printing from AccountRight](#) and [sending emails](#).

### Related topics

[Set up your default email settings](#)

[Sending emails using Microsoft Outlook](#)

[Printing from AccountRight](#)

[Save a personalised form](#)

[Personalising forms](#)

[Sending emails](#)

**From the community**

**Setting Customised Form as default**  
**Customised Pay Slip will not set as default**  
**Emailing payslips - not working since switching to STP?**  
**Account Right 2018.3 Forms not printing correct**  
**Customising purchase order forms**

More »