# How to print Picking Tickets using the Sales Order screen

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## Overview

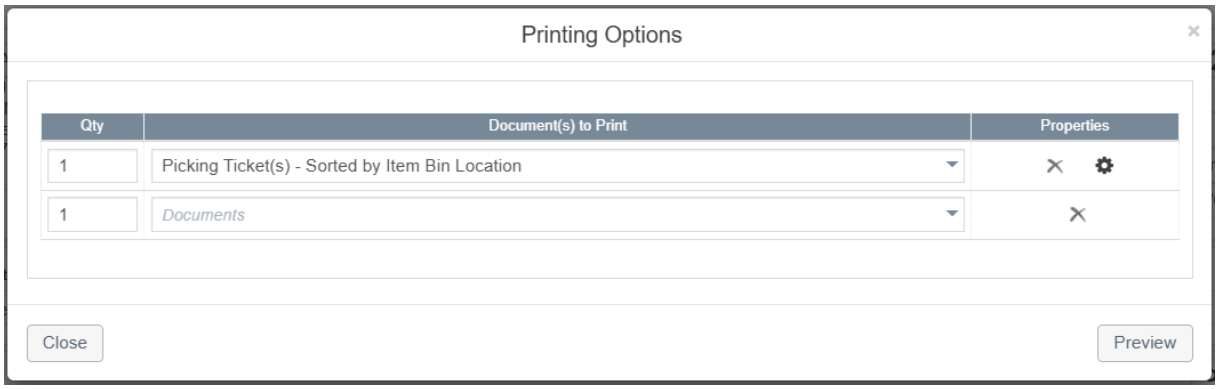
This article is an overview of the Sales Order picking process, using a printed Picking Ticket document.

## Before You Begin

This article assumes you have already created a **Sales Order**.

## Steps

1. On the **Sales Order** screen click the **Print** button. This will display the **Print Options** pop up screen.




> **Tip**: You can pre-define which **Picking Ticket, Packing Slip,** or **Item Labels** are automatically selected in the **Settings** > **System** > **Print Settings**.

2. Click **Preview**, and then click **Print**.

> **Tip**: You can double-click the **Print** button to automatically print the default **Print Options**.