

HOW TO SEND ANY DOCUMENT BY EMAIL

The **.PDF (Adobe) File** format is easily the most popular choice in an portable, compact digital document you can share via email. Creating the PDFs is easy if your Word Processor has the PDF feature. If not, you can download PDF995 at www.pdf995.com. Be sure to download and install both files. If you like the app, it's \$9.95 ~ for the ad free version.

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If you **ALREADY** have a PDF file saved, go to **STEP 7**.

- 1) Select **File Print** from the menu.
- 2) **Change** the current printer to PDF or **PDF995** as installed.
- 3) Click **OK or Print** as needed to begin the PDF creation process.
- 4) A **File Save/Save As** window will appear.
- 5) **ENTER** a proper **file name** and save to a good location or desktop. Always save to a document folder, desktop or familiar location.
- 6) **Click OK or Save** as needed to create the new .PDF File.
- 7) Next, **Right click** on the PDF **file** and click the SEND TO option from the popup menu. Click the MAIL RECIPIENT option.
- 8) Outlook or your configured email app will load. The attachment will be present. Complete the email subject and message and send as normal.

Alternate Method:

1. Open and view PDF File by Dbl Clicking on it. Normally it will pop up and appear inside the **ADOBE** Reader (a free download btw).
2. To Email → Click the **Envelope** button, or File menu, Attach to email.
3. Outlook, GMAIL (or your designated mail app) will load automatically.**
4. Complete the email address of the receiver, and add a subject and message to describe the file contents. Good for security reasons.
5. Check your SEND folder for confirmation of send..

**** OPTION – Make GMAIL or OUTLOOK the system default email “Client”.**

TIP: Google Mail Checker Extensions and plugins can improve GMAIL functioning.

- Log in to your computer using your "Administrator" grade account.
- Launch Internet Explorer from the Start menu.
- Click on "Tools" and select "Internet Options."
- Click on the "Programs" tab.
- Click on the drop-down menu under "E-mail" and choose one from the list.
- Click on "Apply" and hit the "OK." button to finish the setup..

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