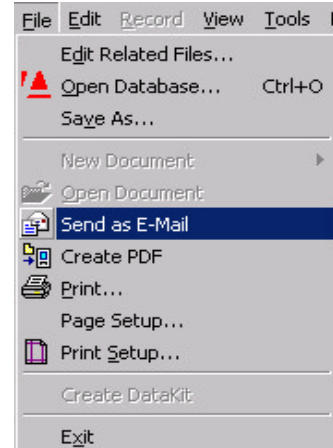
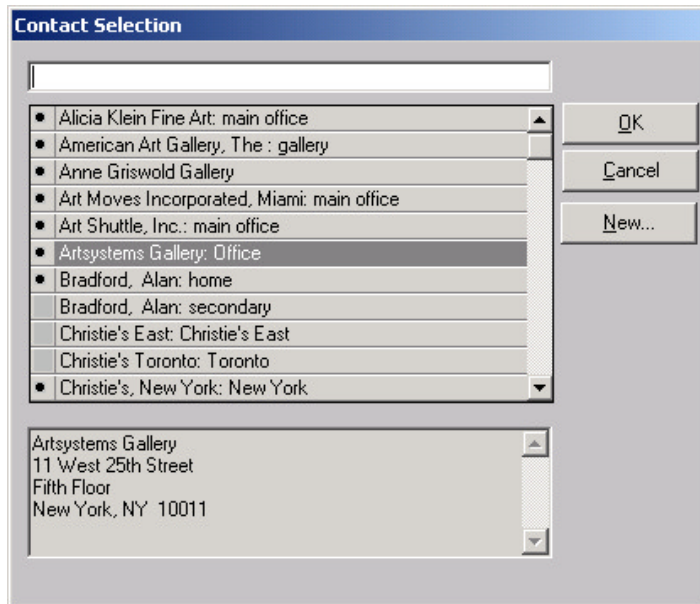


E-mailing PDF Files

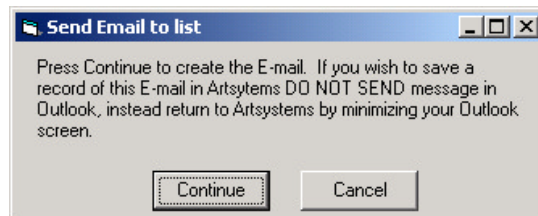
PDF files can easily be emailed from within any module reports or documents are generated.

Note: Prior to sending e-mail, please set options for this feature in Administrative Options. Once this set it will not have to be reset.

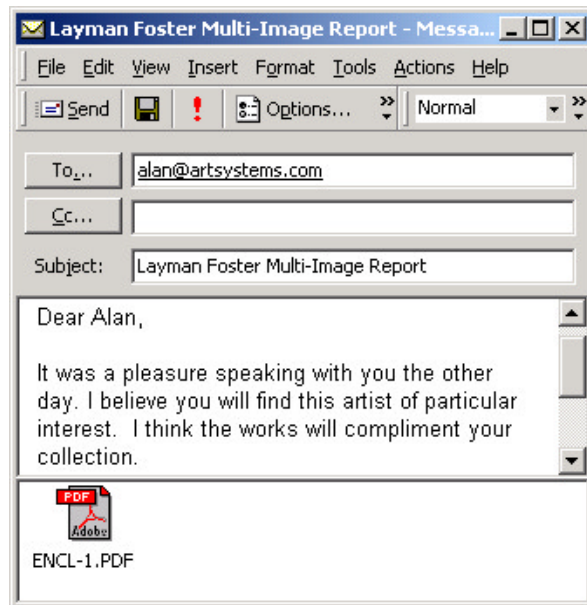
1. Once your report has processed, Report Preview will open.
2. Click File. Highlight Send as E-Mail and click.
3. A Contact Selection window opens.



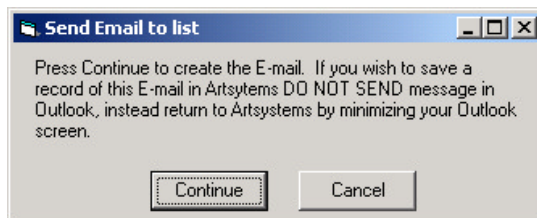
4. Make a contact selection by clicking on a contact name and clicking OK. The contact record must have an e-mail address associated.
5. A message box will appear.



6. Click Continue to open the Outlook e-mail form. If the Outlook form is not visible, it will be found on the workstation's taskbar.
7. Write the message in Outlook.



8. Once the e-mail is written, click on GalleryPro either by minimizing the Outlook email window or by clicking the GalleryPro button on the workstation's taskbar. In GalleryPro, this message will then appear.



9. Click send and the e-mail will be sent and saved to the Contact's record. If a record of this e-mail is not to be saved in GalleryPro, click Cancel and return to Outlook to send the message there.

The e-mail reference created on the Contact record is a copy of the e-mail body not the PDF attachment. To save a copy of the attachment , follow the steps for Creating a PDF File.