



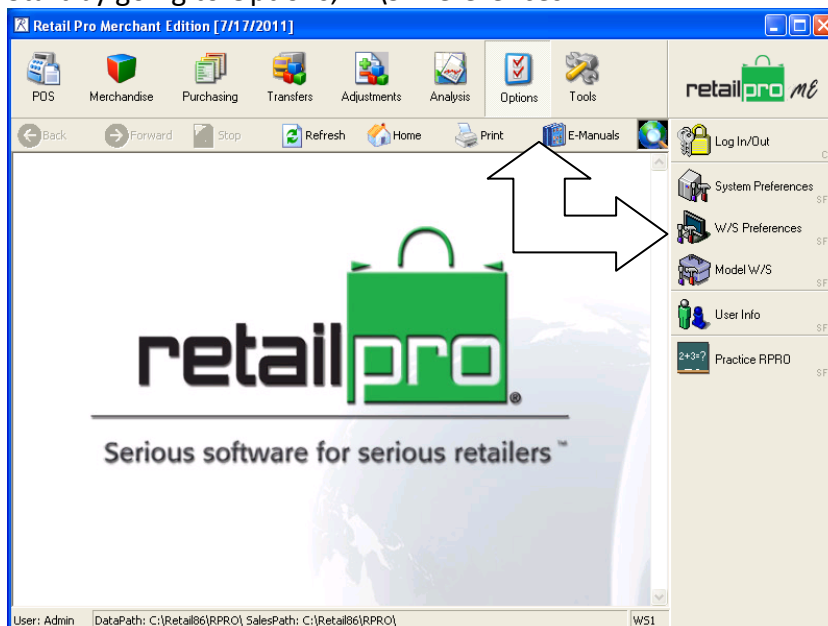
FEATURE OF THE MONTH AUGUST, 2011

Reduce you Carbon Foot Print by Sending your PO's or Other Documents in PDF

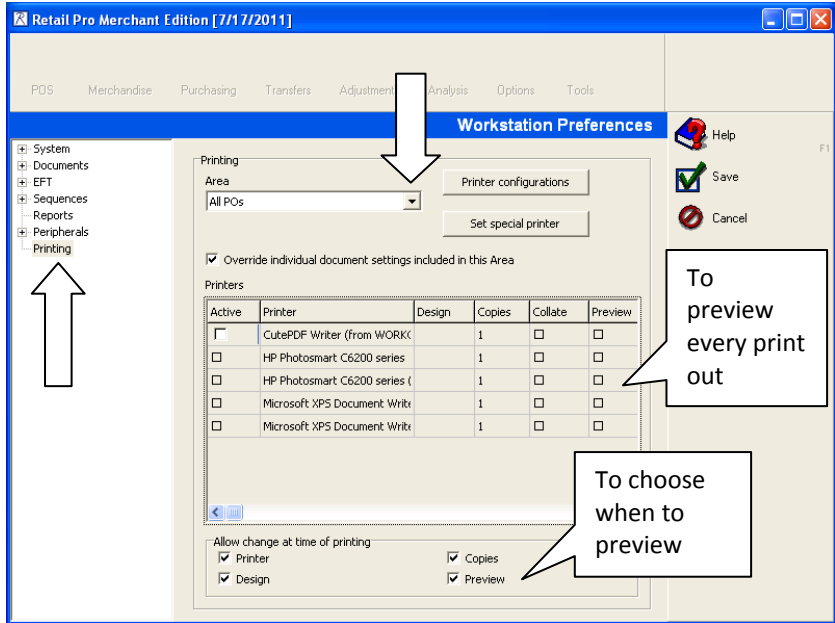
Prerequisites

- Retail pro 8.52 or Higher
- Adobe Acrobat Reader (or equivalent)
- Pre Configured Email Program in windows
- User right to Access W\S Preferences

Start by going to Options, W\S Preferences.



Next go to Printing
Select the Printing area



From the dropdown area select the area that you would like to be able to save the document as PDF

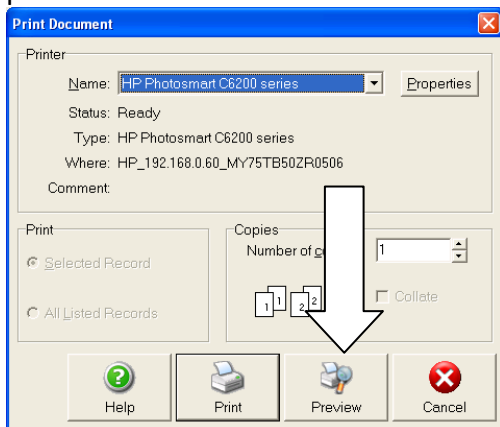
You can have one of two options,

- If you want to preview the document first before printing , select the active printer and check off the preview check box
- If you want to have the option to preview the document at the time of printing select the preview option “Allow change at time of printing”

Select save when you done.

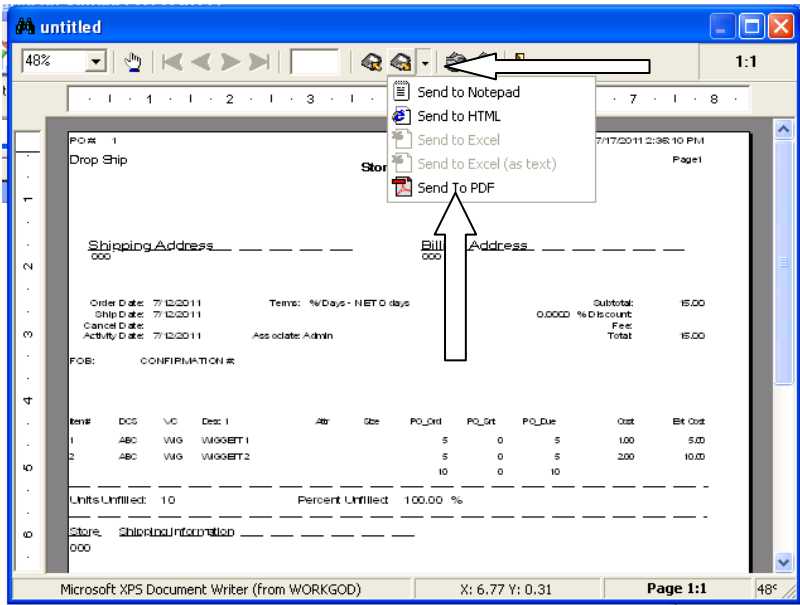
Go to your former documents

If you chose to preview your document at the time of printing your screen should have a preview button



If you chose to preview you document every time it will go right to the preview screen.

To export your document out to PDF, select send to PDF



Your document will be sent to the installed PDF reader and from there you can have the option to either send the PDF to your installed email client or save a copy and attach to your webmail client.

