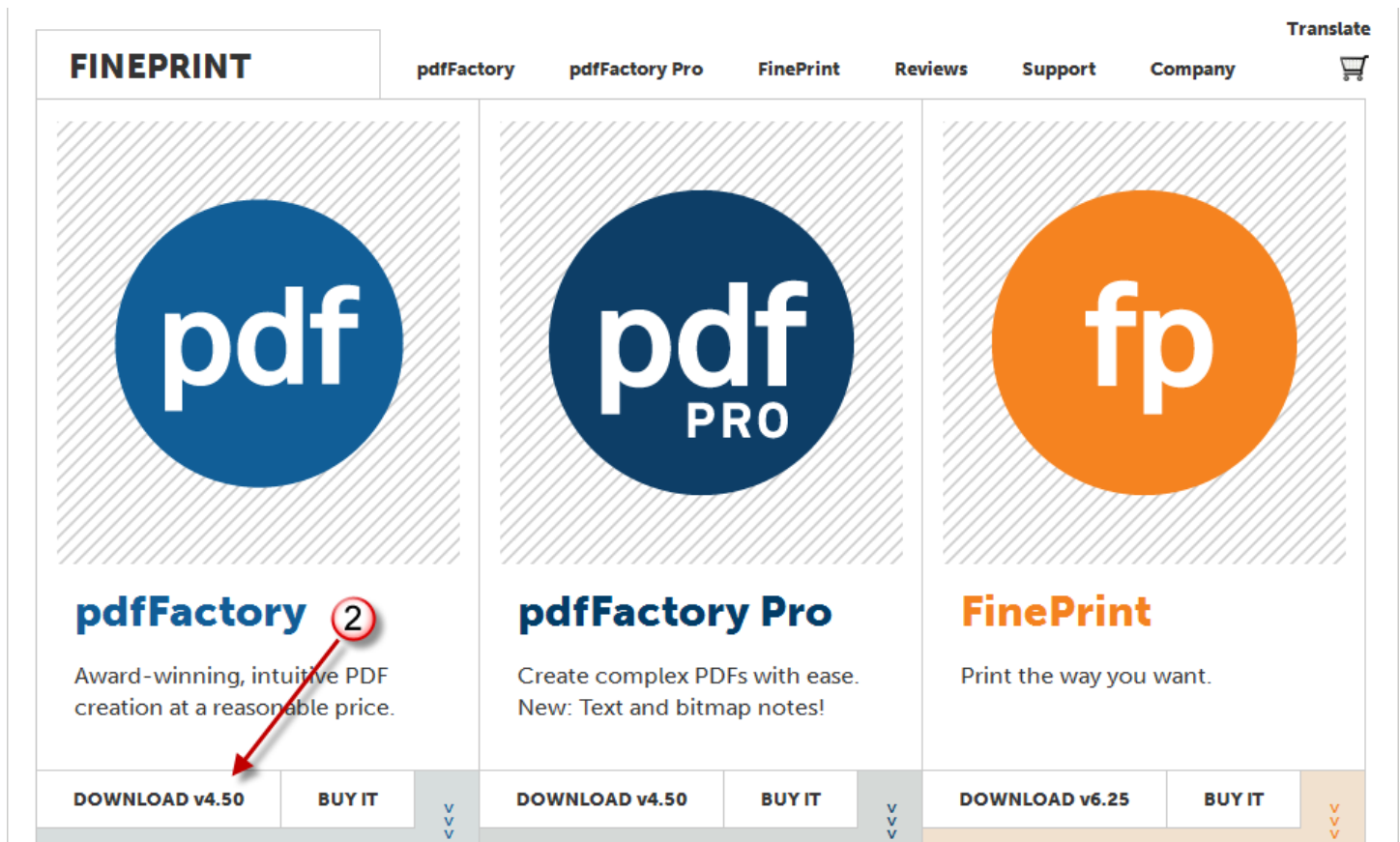
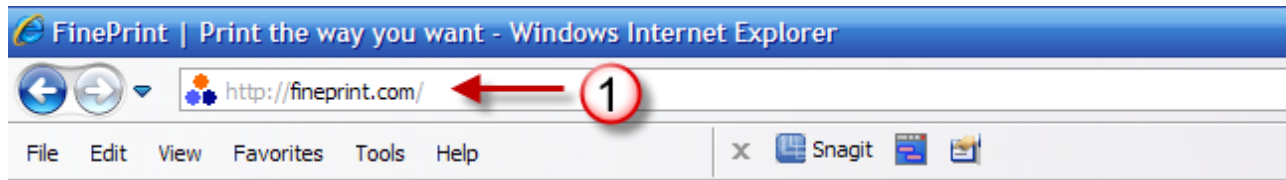
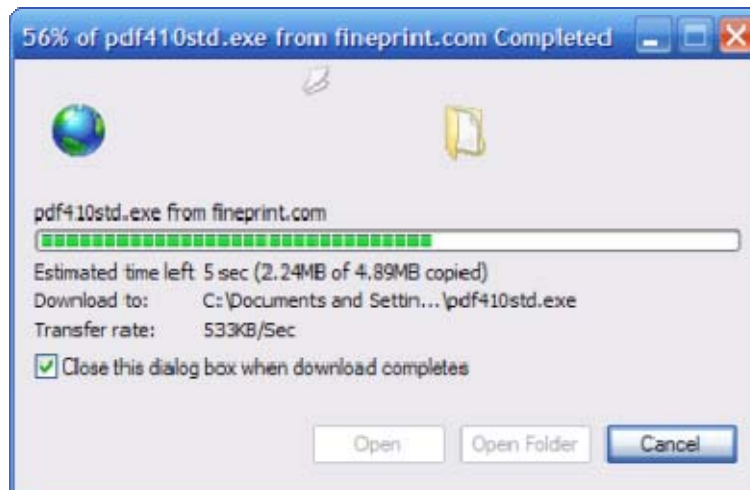
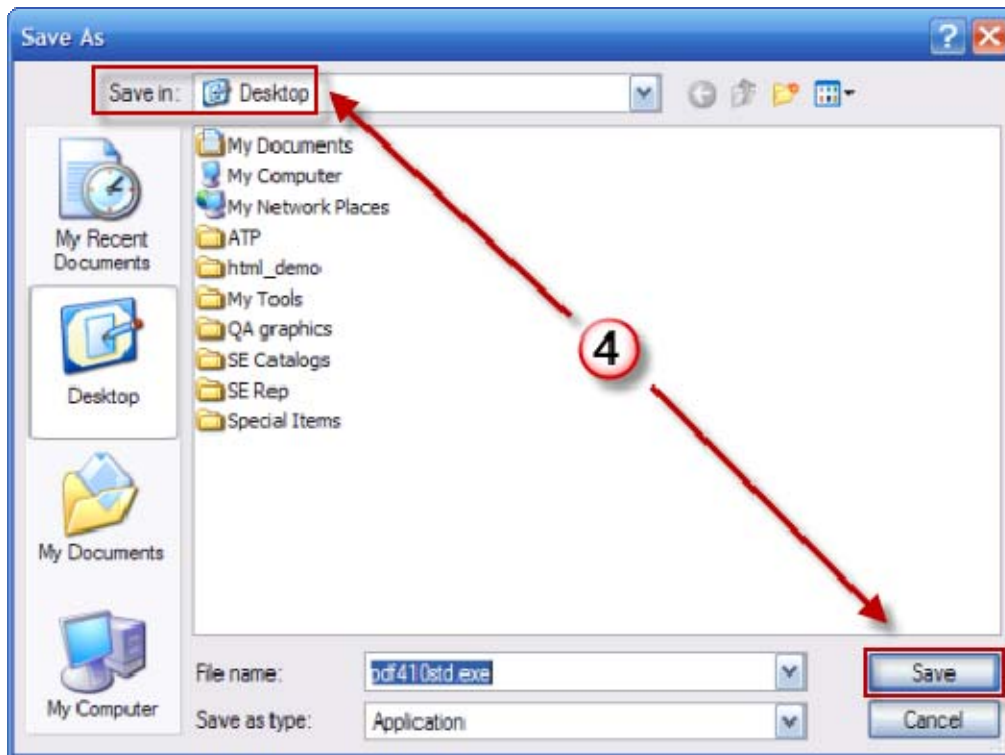


## Configure 5.9 Shop Management Software to Send e-mail Attachments

Part 1: Visit the product website and download pdfFactory (free version) to your PC.

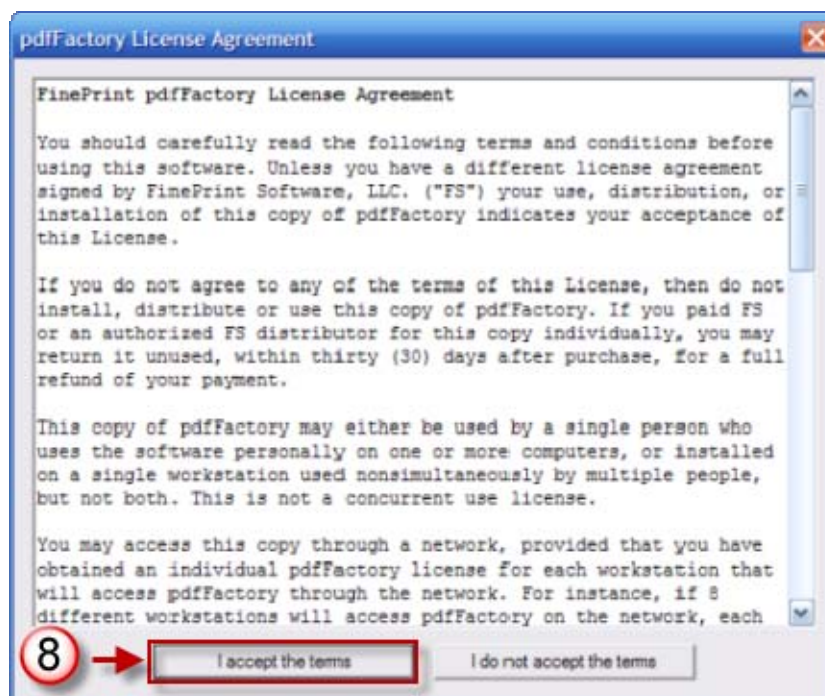
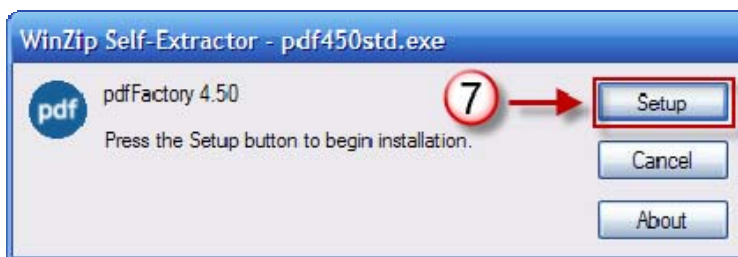
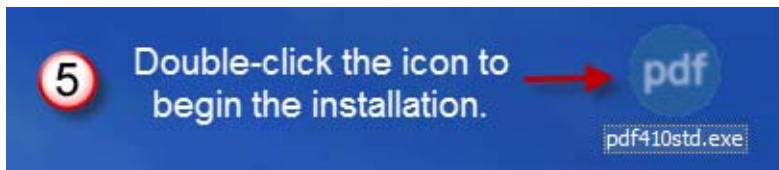


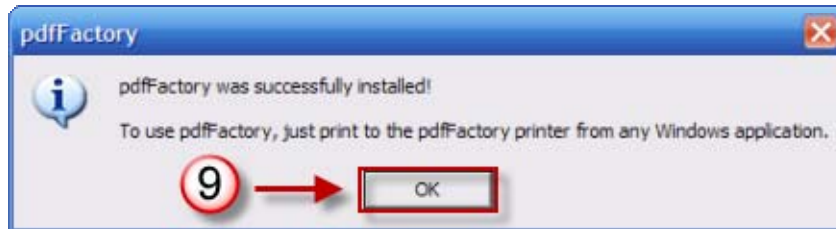
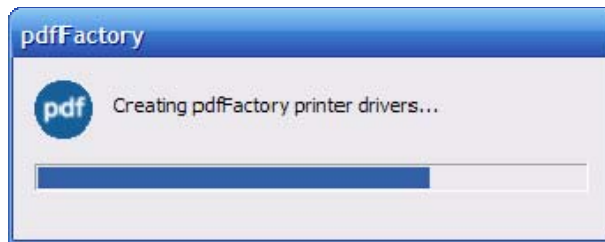


When dialog closes (automatically or clicking on Close at download completion), program creates an icon to use for the installation.

**Continue on to Part 2 for installation steps.**

Part 2: Installing pdfFactory program on your PC



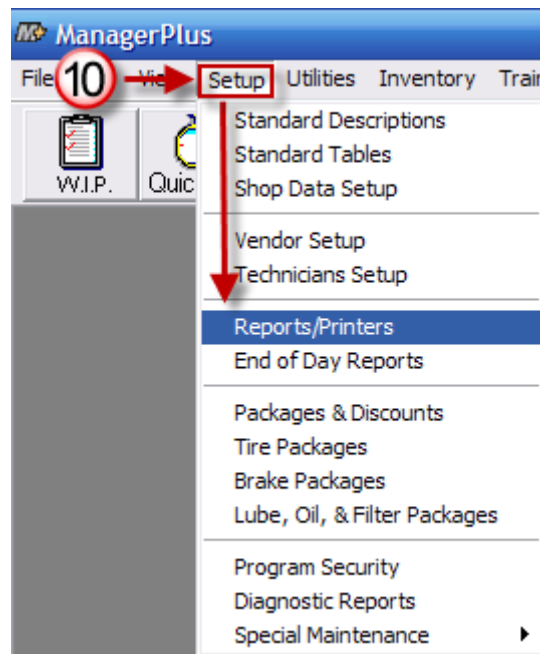


**This completes the installation of pdfFactory onto your PC.**

The next step will be to assign it to specific printing options (Print or Fax button + which document types) in your shop management software.

**Part 3: Selecting pdfFactory to use as new printer device in shop mgmt software**

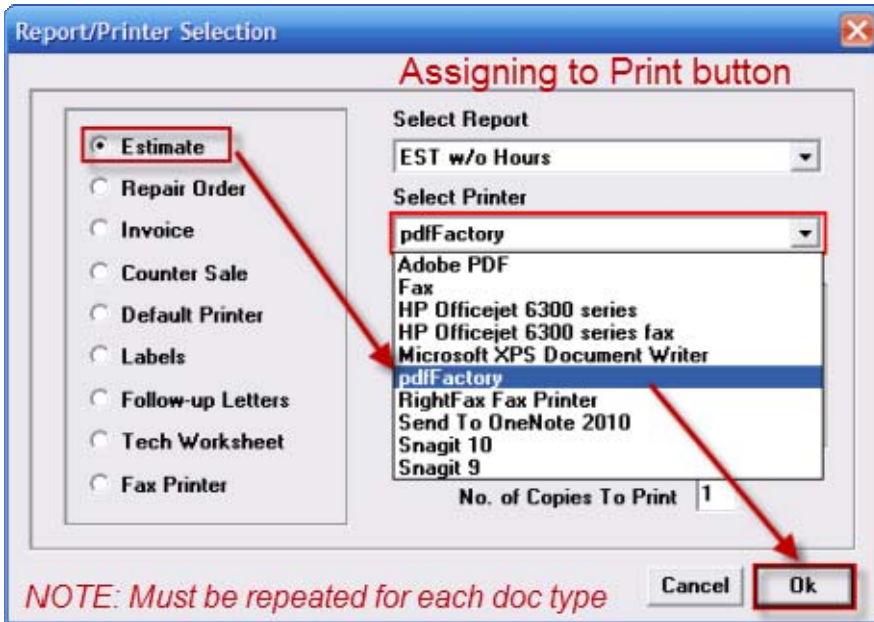
Now that pdfFactory is installed, go to your shop management software and click **Setup – Reports/Printers** to open screen to perform the assignment to the Print or Fax button.



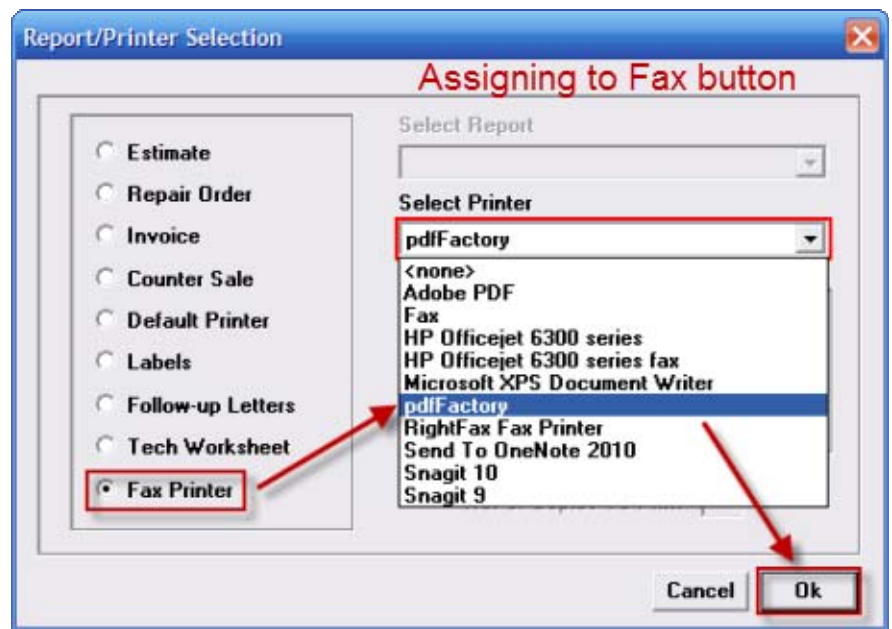
**TIP:** If you're not sending faxes often anymore, assigning pdfFactory to the FAX button makes sense. This would preserve your current shop management Print button behavior.



DECISION: Assignment to Print or Fax button

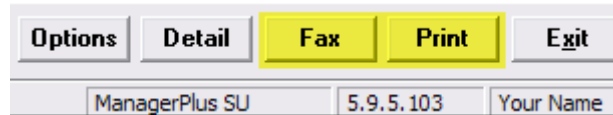


- OR -



**Part 4: Using the pdfFactory option with your document**

**1. Click the button you assigned to pdfFactory (in Setup – Reports/Printers)**



**Jobs**

Job	Pages
Seagate Crystal Reports - repair1...	1

**SEND**

Encrypt PDF file  
 Embed all fonts

Title: Seagate Crystal Reports - repair11st.rpt

**Title will be your email attachment name; keep or change to desired text like 'Rene's A/C RO'**

---

**Forward Thinking Automotive**  
 1115 Main St  
 Poway, CA 90210  
 Phone - 650-855-1212 Fax - 650-855-1312  
 You Work Hard For Your Money, So Do We!

SIPA 122454 P  
 BAR 122458 T

**REPAIR ORDER #: 146753**      Orig. Est. #: 002659      Print Date: 06/14/2011

Xavier, Rene and Ivana      2004 Chevrolet - Impala  
 8876 Nebula Way      Engine: 3.4L V6 VIN (E)  
 Santa Ysabel, CA 92070      Vin #: 1M17G8M72K13120839  
 Home 619-789-4466      MFG Date: 06/09/2003  
 Cust ID : 6179      Ref #:      Ret #:      Lic #: XJLMD1      Unit #:        
 Last Service : 01/04/2011      Current Odometer : 61254      Previous Odometer : 56432      Elapsed Mileage : 4822

Labor Requested / Part Number	Parts		Total	Labor	Extended
	Qty	List			
A/C Recharge & Leak Test System			24.00	60.00	84.00
FR-80N      Freeze	1.00	24.00			
Inspect belts and determine cause of squeal				45.00	45.00
Symptom: Drive belt(s) are squealing					
Inspect charging system			43.56	90.00	133.56
Symptom: Charging System Warning Lights Come on/Glow					
38-023      Remanufactured Water Pump	1.00	31.99			
32403      WATER PUMP	1.00	11.87			
** SHOP SUPPLIES		7.48	7.48		7.48
Environmental Fee				3.00	3.00
			**** Taxes		****
			< Main Tax		\$ 3.26 >

---

Parts : \$ 75.34      Labor : \$ 198.00      Tax : \$ 5.26      Total : \$ 278.60

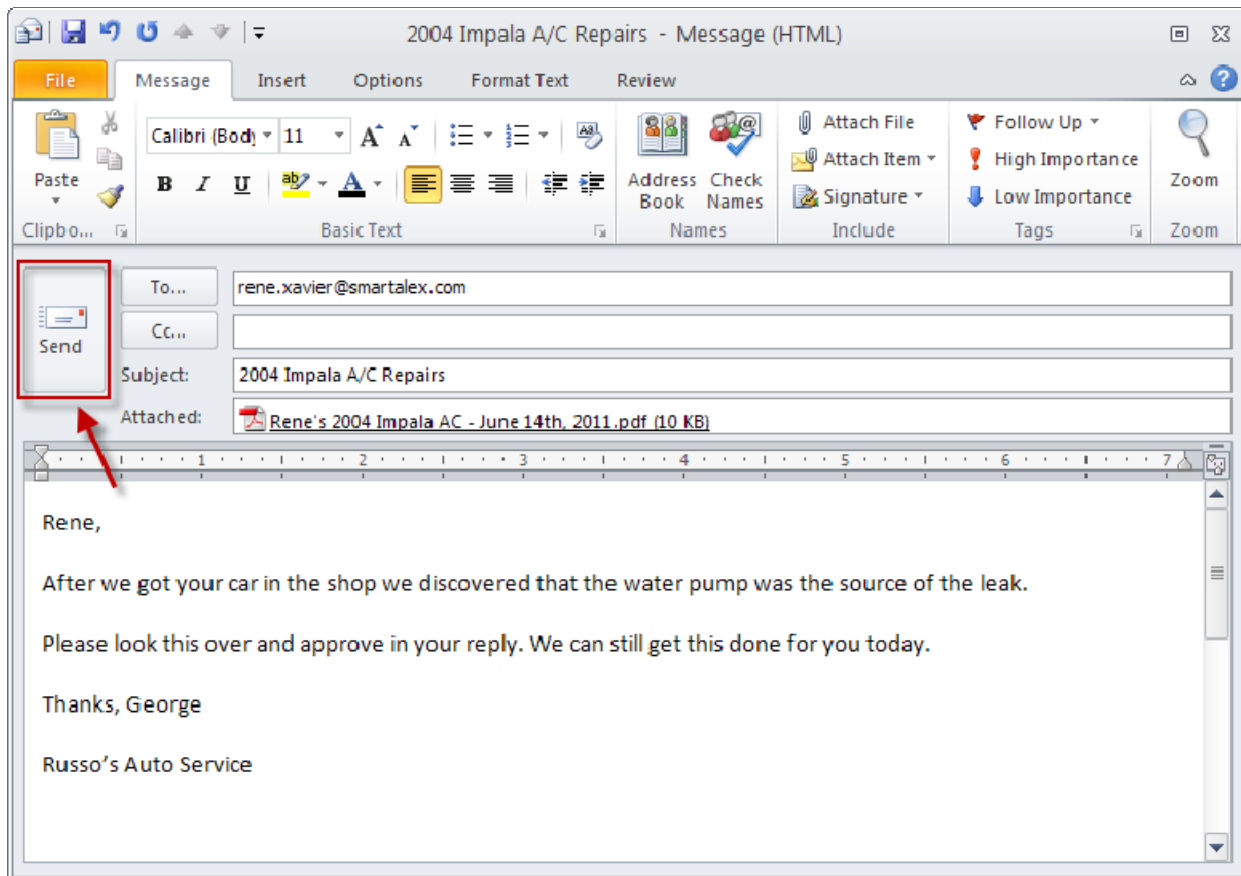
*Ask About Our Free Pick-up & Delivery Service*

TEARDOWN ESTIMATE: I understand that my vehicle will be reassembled within \_\_\_ days of the date shown above if I choose not to authorize the service recommended. All Parts removed will be discarded unless instructed otherwise. Save all Parts. NOT RESPONSIBLE FOR LOSS OR DAMAGE TO CARS OR ARTICLES LEFT IN CARS IN CASE OF FIRE, THEFT OR ANY OTHER CAUSE.

Authorized By: \_\_\_\_\_ Date: \_\_\_\_\_ Time: \_\_\_\_\_

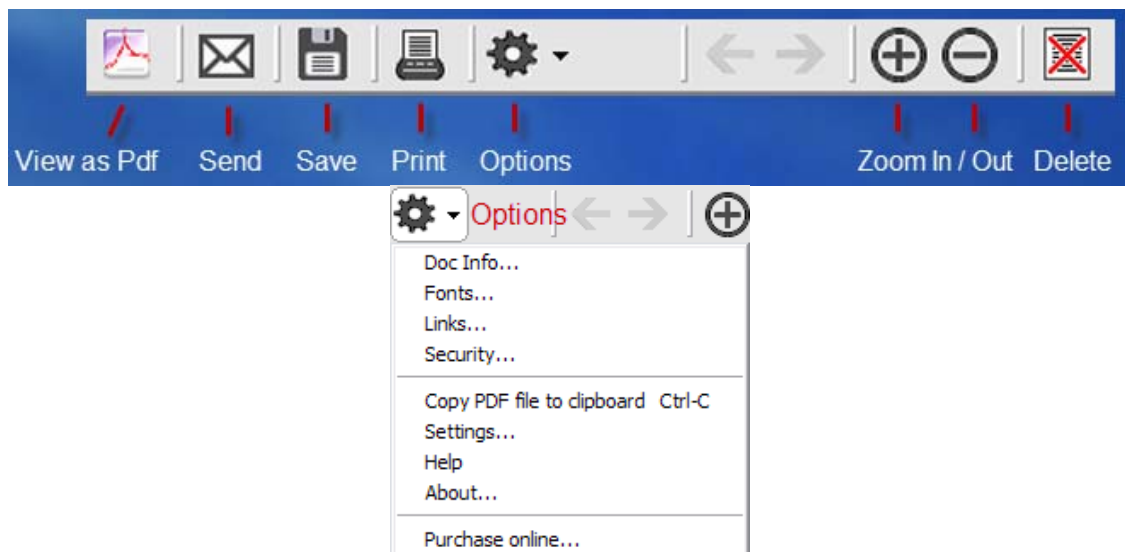
Printed with pdfFactory trial version - purchase at [www.pdffactory.com](http://www.pdffactory.com)

**2. Select the recipient from your email address book (Outlook, Outlook Express, etc)**



**3. Type any additional message text needed and then click on Send in the email window.**

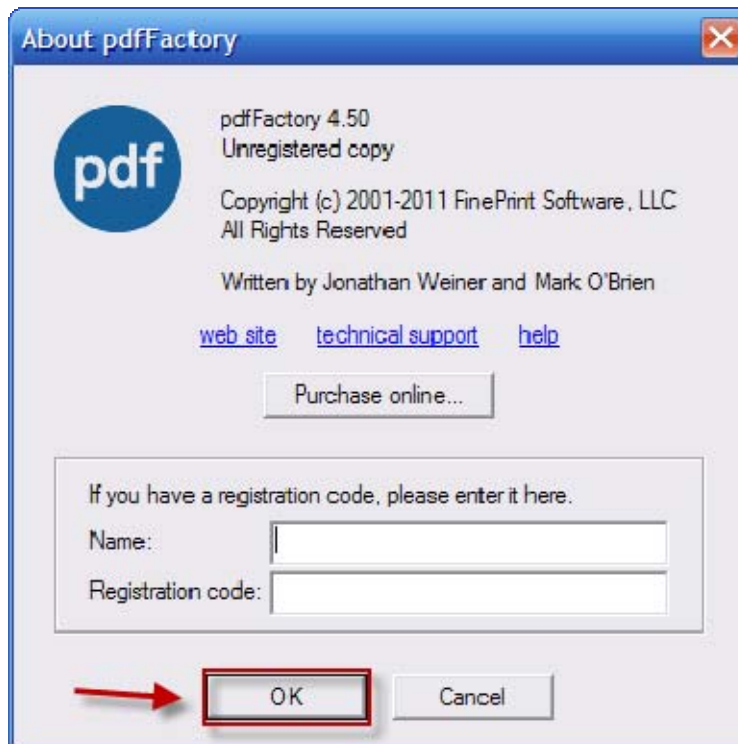
**Your pdfFactory viewer toolbar includes the following options**



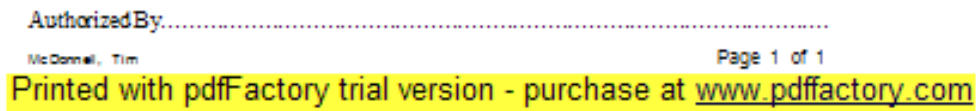
**About using the FREE version of pdfFactory**

Because the pdfFactory program as installed is being provided free of charge, it will display certain items in an effort to encourage users to upgrade to a purchased version. These include:

- a) Dialog box below; you may click OK and keep going.



- b) Print notice [highlighted below] along the bottom of your document:



If you should decide to purchase a version of pdfFactory, you may visit their website <http://fineprint.com/> and obtain a registration code.

NOTE: If you have already installed pdfFactory as the free version, you may enter that registration code in the box above. Once that is done the box and the 'trial version' will no longer appear.

As of this writing, the current version is 4.50 and purchase options start at \$49.95.