

Using PrimoPDF to Email Reports

There are several products which can be used to create easy to email PDF reports. One of these products is PrimoPDF, which can be downloaded online at <http://www.primopdf.com/>.

This program gives you the option to create PDF versions of reports to email and/or save a report to your computer. The reports are generated in the universally accepted PDF format.

Creating the PDF File

1. When you print a Data Plus report, a windows print screen always appears, allowing you to choose the printer you wish to print the report to. Enter the path to save your report in the Save As field.
2. Once you have made your selection press OK to continue. The PDF file will be saved in the location you specified.
3. You may then browse to the location in which the PDF file was saved, print the report, or attach the report to an email!

For detailed instructions or Support for PrimoPDF please visit their website

<http://www.primopdf.com/>

If you have further questions, please visit our website www.dphs.com OR contact Data Plus Support.