Emailing Awards From Computer Programs

Perfect Secretary:

The process to save the reports in the PDF format is quick and easy. Follow these simple steps.
1. Select the report you want to use. (see the list below for the reports that can be saved in the PDF Format)
2. Click on Print.
3. Click on Report on the menu bar. You can also click on the PDF icon on the tool bar.
4. Select Save as.
5. Click on PDF.
6. Select the directory where you want the file saved. (The default is your current league directory.)
7. Type in a File Name
8. PDF Files (*.pdf) is already pre-selected as the file type.
9. Select the PDF viewer you want to use to view the report. Your choices are Launch the Default External PDF Viewer (i.d. Adobe Acrobat Reader) or Launch the Treasure Software PDF Viewer. Check to box for Do not Launch the Viewer if you do not want to view the converted report.
10. Check the box for Upload the Results of Conversion to a FTP/Web Site if you want to upload the PDF report.
 *Note: you must have previously entered the upload settings under Options on the opening screen of the program to use this option.
11. Click on Save.

You can attach this saved file to an email and send it to Tina or Jerry.

BLS:

Do your regular weekly duties, enter scores, run standing sheet.
1. Go to "awards earned this week"
2. Select "usbc awards"
3. Select " print award forms"
4. After report is generated and forms that are completed are on your computer screen go to "File" (top left hand corner of computer screen)
5. Select "attach to email"
6. Type in fwba@frontier.com for Tina or Jerry
7. This will send by Microsoft outlook.
8. Type message and send.

PDF Files:
If you are looking for a program to make reports into pdf files, go to the internet and download a FREE program from "CutePDFWriter.com".
Afterwards, any form, word, excel file, etc. when you go to "Print" just change printer selection to CutePdf and save to desktop. You can then attach to any email.