

Email Balance Due Statements

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The pdffactory program can also be used to email Balance Due Statements to customers. The settings are a bit different so follow these steps:

- 1) Select **Balance Due Statements** as your document
- 2) Change the output selector to **Report to Printer**
- 3) Select **pdffactory** from the Printer drop-list
- 4) Click on **Print**.
- 5) Select **All** to generate the Balance Due statements

A preview displays the first of the statements for user processing. (use the scrollbar to select other customer statements)

6) Click on **Send** in preview window to launch Outlook or Outlook Express email; type or select recipient and then click **Send** in your email program window. Repeat this process for each of the other balance due statements.

NOTES: Save will keep the pdf as a file; Print is used to create hard copy.

Full details about pdffactory download and setup:

<http://m1faqs.com/knowledgemanager/questions.php?questionid=100>

Posted by: [Tim McDonnell](#) - Tue, Apr 7, 2009 at 9:10 PM. This article has been viewed 4085 times.

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