

Event CAD

Emailing a drawing as a jpeg or bmp

Have your drawing on screen to your required size:-

Click on Print/Save Image button.

Click on the middle icon (example picture shown underneath) Save Processed Image.



Click on the right hand icon (bolt of lightening) – Process Image for Printing or Saving.

Click on the middle bottom icon Save to Disc.



Give it a filename and remember where you've saved it, then press Close.

In Outlook, type your email, click on the paperclip icon and attach your saved image.

Event CAD

Emailing a drawing as a PDF

If you would like to send your drawing, including the title page, as an attachment, you will first need to make sure that you have a PDF writer installed on your system.

Simply download and install a free PDF writer. There are many free versions if you search for them, but as an example, you can download one called Cute PDF – available free for business use from <http://www.cutepdf.com/Products/CutePDF/writer.asp>

Once downloaded, install the program then close and re-open Event CAD.

Go to Print/Save Image and press the Printer button to take you into the preview screen with the template. In the printer setup choose your PDF printer.

Once you are ready to send your drawing to your customer, press Print - it will ask you where you would like to save the file. Give it a name and save it to a location you can find and then email it as an attachment.

The added bonus with this, is that a pdf file is much smaller than a jpeg or bmp to email.



T S Solutions Limited

Software Solutions for the Hire and Rental Industry

Tel: +44 (0)844 800 1232

www.tssweb.net

Email: info@tssweb.net