



Welcome to the TSS 'Tech Tips' full of ideas, for getting the most from your TSS Software.

all Hire - Emailing files as a PDF

If you're having problems with people reading your emailed quotes and confirmations, there are now new versions of Word - which you should consider sending them as PDF files. It's an extra step, but probably worth it.

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>
Choose it as your printer when selecting a document. When you print, it will ask where you would like to save the file. Save it to a location you can find and then email it as an attachment.

Event CAD - Emailing pictures as a PDF

This also works really well for **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 and it will ask you where you'd like to save the file. 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 jpg or bmp to email.

Did you know?

You can set the default insurance/damage waiver rate in **all Hire**, which will be used on every job from now on by:-

- Right-clicking on the **all Hire** Toolbar
- Go to **all Hire** Settings
- Fill in the insurance rate box with either a figure or a percentage.

Changing User Login Details

If you have a new user or have changed the user that is using a particular machine and it still shows the old name every time you log in - it's really easy to change.

- Fill in the new details
- Right-mouse click
- Choose Save as Default

If you would like more information on any of our software, please contact:-

