

## PDFSEND

### **Important Setup Information:**

In order to use PDFSEND, your Reflection email alias has to be set up on your current email account. You may have to work with your Tech Dept to get this is set up. The system will add @access-k12.org to your login to create your Reflection email account. Exp: Login = DIST\_ABC Reflection email alias = DIST\_ABC@access-k12.org

There are two ways to use PDFSEND. You can type in the command directly from the Menu prompt or you can go through the menu to find all available files.

### **METHOD ONE:**

To be used if you already know the name of the report that you want to email to yourself.

1. Insert the PDFSEND command + the name of the file at either the \$ prompt or the Menu prompt:

```
$ PDFSEND VALACT.TXT
```

or

```
Menu> PDFSEND VALACT.TXT
```

2. You will receive a message regarding the orientation of your report:

Your file is 132 characters wide. It will be formatted landscape.

Your PDF has been sent. It will arrive in your mailbox momentarily.

3. Check your email. You may have to check "All Mail" & the "Spam" folder.

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### **METHOD TWO:**

1. On the Menu, select:

```
LOCAL      Locally Defined Menu (Utilities, Layered Products, etc)
```

2. Hit "Enter" until you see:

```
PDFSEND    Convert text file to pdf and email to user
```

You can select the command by entering "PDFSEND" at the menu prompt or by using the associated number.

3. A list of available files will display.

```
Directory DISK$ARCRAID: [                               ]
ACCRPT.TXT;2      ACTBAL.TXT;1      ACTERR.TXT;1      ACTMOD.TXT;1
AUDRPT.TXT;1      AUTOERR_VOID.TXT;1  AUTOPOST_PAYROLL.TXT;1
AUTOPOST_VOID.TXT;1  BALCHK.TXT;2      BALMON.TXT;1      BUDDET.TXT;7
  UDDIS.TXT;3      BUDPRO.TXT;7      BUDWRK.TXT;1      CALCERR.TXT;7
CALRPT.TXT;2      CHECKS.TXT;1      CHEKPY.TXT;5      CHKFORM.TXT;2
CHKSTA.TXT;8      CHKSTR.TXT;2      CHKSTS.TXT;2      CURPAY.TXT;1
```

4. Under the files, you will see:

Enter filename to be converted to PDF:

5. Enter the filename.

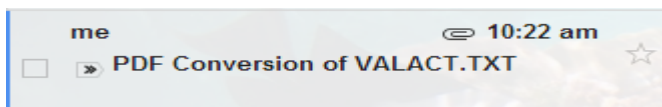
Enter filename to be converted to PDF: [valact.txt](#)

6. A message will display regarding the orientation of your report:

Your file is 132 characters wide. It will be formatted landscape.

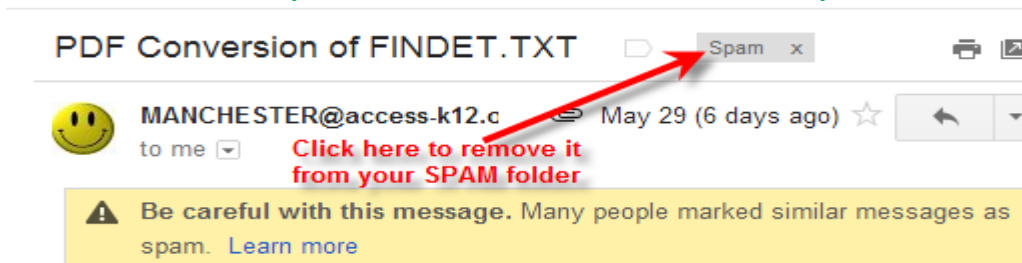
Your PDF has been sent. It will arrive in your mailbox momentarily.

7. Check your email. The message will look similar to this:



**If the message does not appear in your Inbox**

- You may have to click on “All Mail” to see it.
- You may also have to check your “Spam” folder. If you find it in your “Spam” folder, click on the “Spam X” button to move to the Inbox. Exp:



- After clicking the “X”, you will see this message:

The message has been unmarked as spam and moved to the Inbox. [Learn more](#) [Undo](#)

- Your message should now appear in your Inbox.
- If you still can't find the message, verify with your Tech Dept that your Reflection email alias is set up & that the email sent.