PDFBlaster Installation Overview

Step 1



If you downloaded the PDFBlaster setup file (**pdfblaster.exe**) from the Internet, locate where you downloaded this file and then double-click on it to begin the installation process.

If you are installing from CD-ROM, the installation program is located in the root folder of the CD. Again, double-click on it to begin the installation process.

The first screen that appears is the PDFBlaster license agreement. Click [Yes] to accept the license agreement terms and proceed.

<u>Step 2</u>



The next step is to select the destination folder for the PDFBlaster application. You can accept the default path given or you can click the [Browse] button to select a custom path.

Step 3



At this point the setup program has enough information to start copying the necessary files to your hard drive.

By default setup will copy shortcuts to the PDFBlaster control panel to our Windows Start Menu and Startup folder so PDFBlaster will automatically start in the system tray the each time you start Windows.

Click [Next] to continue.

(Note: Depending on the current state of your system, you may have to reboot after the PDFBlaster Control Panel installation is completed. If you are prompted to reboot your system, please do so before continuing on to the next step).



The first time you start the PDFBlaster Control Panel (or if you have just rebooted your machine) the software will check to see if the PDFBlaster printer driver has been installed.

If the printer is not found you will receive a message asking if you want to install the printer now.

http://www.datafabrication.com/admin_printHelp.asp

Click [Yes] to install the printer or click [No] to install at a later time. **If you are installing PDFBlaster on a Windows NT/2000/XP machine you will need to be logged on with local Administrator rights in order for the printer driver to be installed.**

(Note: PDFBlaster will not run correctly unless the printer driver has been installed).

At this point, all the necessary software is installed and you are ready to configure your PDFBlaster Control Panel options.

Configuring The PDFBlaster Control

Step 1

PDFBlaster Control Panel v1.8 File Edit Help	Build 8		_
Outbox Settings Custom Queries	Send Log		
Send Rule:	Accounting Lin	k Settings:	
C Use email if present, otherwise use fax number	Link To:	ACCPAC Pro Series	-
C Use fax number it present,	System Path	G:VPRO60	
otherwise use email	Company ID:	99	<u>T</u> est Link
C Always send as fax	Email/Fax Settin	gs:	
C Always send as email	From Company:	Professional Software, In	IC.
	From Name:	Joe User	
C Always send both fax and email	From Email:	loe@datafabrication.com	
C Testanda esta	Cover Page:	E:\Projects'\VB\PDFBlaste	r/pdfb_cc
 Test mode only 		🔲 🕅 mit Cover Page On F	axes
SmartFind TM Options:	s they are received	C Use Default Rec	ipient Data
Send each job individually		Confirm Each Jo	b
int to the PDFBlaster printer driver to o	allect jobs in your ou	xodh	

Before you can start sending fax or email PDFs you must correctly configure the Control Panel Settings. Settings are automatically saved when you exit the program or when you click the "Save" option from the File menu.

Send Rule

The send rule option sets the default method that you will send your documents. PDFBlaster will automatically attempt to determine the contact information of the print job (which includes the fax number and email address). The send rule option you select will have a direct impact on those recipients where either the fax number or email is not on file. If PDFBlaster cannot send your print job using the defined send rule, the document will be automatically returned to you via email with a message saying the job could not be delivered. So, depending on the completeness of the information of your contact database, most likely one of the available send rules will be best-suited for your document delivery strategy.

Use email if present, otherwise use fax number:

Select this option if you want to send your documents as PDF attachments to recipients where the email address is on file, otherwise, try to use the fax number on file.

Use fax number if present, otherwise use email:

Select this option if you want to send your documents as laser-quality faxes to recipients where the fax number is on file, otherwise, try to use the email address on file.

Always send as fax

Select this option to always send your documents as faxes, regardless of the status of the email address on file

Always send as email

Select this option to always send your documents as email attachments, regardless of the status of the fax number on file

Test Mode

Select this option to practice using PDFBlaster before "going live". When the Control Panel is set to Test Mode, all document transmissions are set via email to your email address instead of the actual recipients. The email you receive will include the document as a PDF attachment and the body of the email message will contain information on where and how the document **would** have been sent had you not been in Test Mode.

Once you are comfortable using PDFBlaster you can turn off Test Mode and set the print rule to the actual mode you want to use when you "go live".

Step 2

e Edit Help	Bulla B		
Outbox Settings Custom Queries	Send Log		
Send Rule:	Accounting Lin	k Settings:	
C Use enail if present, otherwise use fax number	Link To:	ACCPAC Pro Series	-
C Use fax number it present,	System Path	G:VPRO60	
otherwise use email	Company ID:	99	<u>T</u> est Link
C Always send as fax	Ernail/Fax Settin	igs:	
C Always send as email	From Company:	Professional Software, In	IC.
	From Name:	Joe User	
C Always send both fax and email	From Email	ice@datafabrication.com	
	Cover Page:	E:\Projects\VB\PDFBlaste	r'ødfb_cc
Test mode only		🔲 🚊 mit Cover Page On F	axes
SmartFind™ Options:			
C Send print jobs automatically a	s they are received	C Use Default Rec	ipient Data
Send each job individually		Confirm Each Jo	ıb
to the POFEI actes winter chives to o	allect in he is were as	dhara	

Accounting Link Settings

To link to a specific accounting system, click the "..." (Browse) button to select the root folder of where your accounting system is installed. This can be a network directory or a local directory. Then type in the unique company identifier in the Company ID field to tell PDFBlaster which accounting company you want to use.

Optionally, if you are connecting to a SQL database, you will need to enter your login settings

instead of the path information described previously.

After you enter the System directory and the Company ID (or entered your login settings), it's a good idea to test your connection by clicking the Test Link button. If you receive an error, please verify that your path setting and company ID is correct and try again or contact your PDFBlaster VAR or system administrator for more help.

PDFBlaster Control Panel v1.8	Build 8		
ile Edit Help			
Outbox Settings Custom Guerles	Send Log		
Send Rule:	Accounting Lini	k Settings:	
C Use email if present, otherwise use fax number	Link To:	ACCPAC Pro Series	-
C Use fax number if present,	System Path	G:VPRO60	
otherwise use email	Company ID:	99	<u>T</u> est Link
C Always send as fax	Ernail/Fax Settin	gs:	
C Always send as email	From Company:	Professional Software, In	1C.
	From Name:	Joe User	
C Always send both fax and email	From Email	ice@datafabrication.com	
C Testanda esta	Cover Page:	E:\Projects'\VB\PDFBlaste	r'ipdfb_cc
 rest mode only 		🔲 Dmit Cover Page On F	axes
-SmartFind™ Options:			
C Send print jobs automatically a	s they are received	C Use Default Rec	tipient Data
Send each job individually		Confirm Each Jo	de
int to the PDFBlaster printer driver to o	ollect jobs in your ou	tbox	

Email/Fax Settings

These options will be used by PDFBlaster when delivering your documents and returning undeliverable documents to you.

From Name

Step 3

Enter your name in this field. This value will appear in the "From" part of your emails and fax cover sheets

From Email

Enter your email address in this field. This value will appear in the "From Email" part and is not used during fax transmissions.

Cover Page

By default, PDFBlaster ships with a basic cover page in RTF format that you can use with your faxes. Cover pages are not sent with email jobs.

You can edit the cover page look and feel using a standard word processing program such as Microsoft Word. Just be sure to make a backup copy first!

Omit Cover Page On Faxes

Check this box to exclude cover pages with your fax jobs.

Please note: it is extremely important that you enter a valid email address in the From Email field. Otherwise, Test Mode document deliveries and any un-deliverable documents and send confirmations will not be returned to you correctly.

Step 4

PDFBlaster Control Panel v1.8	Build 8	2
e Edit Help		
Outbox Settings Custom Queries	Send Log	
Send Rule:	- Accounting Lin	k Settings:
C Use email if present, otherwise use fax number	Link To:	ACCPAC Pro Series
C Use fax number it present,	System Path	G:VPRO60
otherwise use email	Company ID:	99 Test Link
C Always send as fax	Email/Fax Settin	08:
C Always send as email	From Company:	Professional Software, Inc.
	From Name:	Joe User
C Always send both fax and email	From Email:	ice@datafabrication.com
C	Cover Page:	E:\Projects'\/B\PDFBlaster\pdfb_cc
 Test mode only 		🔲 📴 mit Cover Page On Faxes
SmartFind™ Options:		
C Send print jobs automatically a	s they are received	C. Use Default Recipient Data
Send each job individually		Confirm Each Job

SmartFind Options

PDFBlaster has a number of convenient send options that allow you to control how the software will process your print jobs.

Send print jobs automatically as they are received

Select this option to have PDFBlaster automatically process your print jobs as they are sent to the outbox by the Control Panel. Automatic sends work only with supported PDFBlaster accounting documents. Custom jobs or reports will remain in the outbox until you send them manually.

Send Each Job Individually

Select this option to have your print jobs queued into your Outbox where they will wait until you select a job and click the "Send Now" button.

Use Default Recipient Data Select this option to tell PDFBlaster to use the recipient data derived from the linked customer or vendor file of your linked accounting system.

Confirm Each Job Select this option to display a confirmation dialog that displays the recipient information, subject and body of the email or fax as well as additional CC options. You can override the default recipient data pulled from your linked accounting system from this screen. Please note, this option is not available if you select the [Unattended Send] mode.

How PDFBlaster Prints Various Documents

<u>Step 1</u>

PDFBlas	ster Control Panel v1	.8 Build 8		
File Edit I	Help		De .	
Outbox	Settings Custom Queri	les Send Log	. 0	
Unsent J	lobs:			
Job ID	Status	Document Type	Creation Date	Document Title
1	Not Sent	Invoice	14:35 6/18/2003	Visual FoxPro
2	Not Sent	Purchase Order	15:16 6/18/2003	Visual FoxPro
3	Not Sent	Statement	15:15 6/18/2003	Visual FoxPro
4	Not Sent	Custom	15:16 6/18/2003	Document
4				•
da da	ta _fabricat	tion 🚬 🔶		
deeign.or	ode.eppication.*	Delete	Retresh Outbox	Send
Print to the PD	FBlaster printer driver t	o collect jobs in your outb	000	

If you are running a version of PDFBlaster that links to a specific accounting system, it is important to understand how PDFBlaster prints different types of documents.

By default, PDFBlaster supports the following accounting documents:

- 1. Invoices
- 2. Packing Slips
- 3. Sales Orders
- 4. Bids
- 5. Pick Tickets
- 6. Purchase Orders
- 7. Customer Statements

When we say "supports" we mean that when you print one these document types, either individually or in batch mode, and then send the document, PDFBlaster will **automatically** determine who the recipient of the document is and either email it as a PDF attachment or fax it as a laser-quality Internet Fax depending on the Print Rule you have selected and the data stored in the customer/vendor database.

You are by no means limited to using PDFBlaster for these supported documents -- PDFBlaster can send print jobs from <u>any</u> Windows application as well as other standard reports generated by your linked accounting system.

These "custom" print jobs will not have their recipients automatically determined by PDFBlaster. Instead, you will have the opportunity to select a recipient from one of the following sources when you attempt to send this document:

- 1. Customer File
- 2. Vendor File
- 3. Customer Ship-To File
- 4. Manual Recipient

5. Custom Query

Let's walk through the steps required to send "supported" accounting documents and "custom" documents...

<u>Step 2</u>

D dol	Status	Document Type	Creation Date	Document Title
	Not Sent	Invoice	14:35 6/18/2003	Visual FoxPro
2	Not Sent	Purchase Order	15:16 6/18/2003	Visual FoxPro
•	Not Sent	Custom	15.15.6/16/2003	Posument
•	Hot Gerk	- Custom	13.10 0/18/2003	Cocoment
		ьč		
•				

In the following example, notice that there are four different print jobs waiting in the outbox. First, we will send the Invoice.

Click on the Invoice Job then click the "Send Now" button.

<u>Step 3</u>



Notice that PDFBlaster **automatically** determined the recipient of the invoice, uploaded the print job, and sent it to "Robert Goodman" at International Business Machines

(In all of these examples, PDFBlaster was set to test mode so the documents were not delivered. Instead they were returned to the default user. Had PDFBlaster been set to a Print Rule other than "Test Mode" the document(s) would actually be faxed/emailed accordingly.)

Now return to the outbox and click on the Statement Job. Then click the "Send Now" button.

Step 4

File Edit Heip Outbox Settings Custom Gueries Send Log Results: Statement sent via Email/Fax to Renee Lachine at American Compute Invoice sent via TEST MODE to Robert Goodman at International Bus
Outbox Settings Custom Gueries Send Log Results: 6/18/2003 3:18:46 PM Statement sent via Email/Fax to Renee Lachine at American Compute S/18/2003 2:38:41 PM Invoice sent via TEST MODE to Robert Goodman at International Bus
Results: 6/18/2003 3:18:46 PM Statement sent via Email/Fax to Renee Lachine at American Compute 6/18/2003 2:38:41 PM Invoice sent via TEST MODE to Robert Goodman at International Bus
6/18/2003 2:18:46 PM Statement sent via Email/Fax to Renee Lachine at American Compute 6/18/2003 2:38:41 PM Invoice sent via TEST MODE to Robert Goodman at International Bus
Image: All statements Image: All statements

Notice that the customer statement was automatically delivered to Mark Stone at Phoenix Computers.

Now return to the outbox and click on the Purchase Order print job. Then click the "Send Now" button.

<u>Step 5</u>

PDFBlaster Co	ntrol Panel v1.8 B	uild 8		
File Edit Help				
Outbox Settings	Custom Queries	Send Log		
Results:				
6/18/2003 3:19:2 6/18/2003 3:18:4 6/18/2003 2:38:4	9 PM Purchas 6 PM Stateme 1 PM Invoice	se Order sent via Emai ni sent via Email/Fax t sent via TEST MODE tr	iFax to tonyk@pdfblas o Renee Lachine af Ar o Robert Goodman af Ir	ster.com 📩 nerican Comput: Iternational Bus
×			erint Log	₽ ● Geor Results
Successfully created	l print job #221275			

Notice that the purchase order was automatically delivered to Angelo DiMaggio at International Data System.

Now return to the outbox and click on the "Custom" print job, which in this case, is an HTML document. Click the "Send Now" button to continue.

<u>Step 6</u>

Eustom	er File	○ Vendor File		○ <u>C</u> ustomer S	Ship-To Locations
C Custom	<u>Q</u> uery	C Microsoft Q	utiook Contacts	C Manual Rec	cipient
Select Cust	tomer:				
Cust ID	Company	,		Address1	
ACP1	American	Computer Products		443 Brannan Str	eet
ADG1	Addison,	Dutton and Grant, Inc.		Main Offices	
AED1	Atlantic E	dison		440 Electric Ave	nue
AHC1	Argentina	a Hanover Corporation	1	Av. Cramer 2999	9 🚆
A LUCH	élisona H	a afference la Rana		4.500 Mitselfsie at a	e Luesue 🗕
•					►
4 Message		1			
<	Import) lant Document Fron	n Professional	Software, Inc.	<u> </u>
< Message – Subject: Eody	Import	ant Document Fron	n Professional	Software, Inc.	

Now things are a little different than before. Since this is a "custom" print job PDFBlaster needs to know the data source you want to use in order to send the document.

Notice that your options are:

- 1. Customers
- 2. Customer Ship-To's
- 3. Vendors
- 4. Manual Recipient
- 5. Custom Query

When you click on the "Customers" Source you will see a list of customers pulled from your accounting system.

Now click on "Customer Ship-To's" to see a list of Customer Ship-To recipients.

<u>Step 7</u>

- Community	er File	C Vendor File	Quatomer Ship-To Location
C Custom	<u>Q</u> uery	C Microsoft Quilook Co	ontects 🔿 Menuel Recipient
Select Cust	omer Ship-T	0:	
Ship ID	Company		Address1
ACP1	American	Computer Products	445 Brannan Street
ADG1	Addison,	Dutton and Grant, Inc.	Main Offices
BEE11	Bay Busin	ness Enterprises	
FC011	Florida Co	imputing Resources	
•	Ecoloria	Contro Contro Anto	•
Message			
	Import	ant Document From Profes	ssional Software, Inc.
Subject:			
Subject:			
Subject: Body			

Now click on "Vendors" to see a list of available vendors

<u>Step 8</u>

conpient 5	ource:				
C Custome	r File	<u>Vendor File</u>		C Customer Sh	ip-To Locations
C Custom	<u>Q</u> uery	C Microsoft <u>O</u> uticole	Contacts	O Manual Reck	pient
ielect Vend	tor:				
Yend ID	Company			Address1	-
ABC1	ABC Supp	ily Center	1	1234 Northgate Dr	ive
ACC1	Ashland (Copy Center		4567 Northgate Dr	ive
ACP1	American	Chemical Products	4	443 Brannan Stree	x 🕺
AEX1	American	Express		1648 Market Stree	t 🚊
1 (4 ~ 4) 4	éles Moli	Courses Co		1701 Mandan Plan	
·					
dessage –					
Subject:	Import	ant Document From from	n Professi	onal Software, Ir	nc.
Body					4
					<u>×</u>
			2	1 2	×
nd Poder 🗖	rough brock through h				

Now Click on "Manual Recipient" to see the data entry form for a manual recipient.

This is where you have the option of sending the custom print job to a recipient who is not in your accounting system database, perhaps a co-worker or marketing assistant.

<u>Step 9</u>

	C Vendor File	C Customer Ship-To Location
C Custom Query	C Microsoft Qutlook Cont	tects 💽 Manual Recipient
Aanual Recipient:		
Nome:		
Company:		
Emait		
Fax Number:		
lessage		
ficssage Subject: Impor	tant Document From from Pro	ofessional Software, Inc.
Nossege Subject: Impor Body	tant Document From from Pro	ofessional Software, Inc.

Now click on "Custom Query" to see a list of your defined custom queries. Custom queries are pre-defined data sets, based on your accounting database, that allow you to group together and select a specific subset of recipients from your database using data stored in specific fields.

<u>Step 10</u>

Select Recipient:		X
Recipient Source:		
C Customer File	C Vendor File	C Quatomer Ship-To Locations
Custom Query	C Microsoft Outlook Contacts	Monual Recipient
Select Custom Query:		
AR Customers		▲ View Recipients
All ALEKE Customers		1
CFP Customers		
MAS90		
PRO Series Customers		•
Message		
Subject: Import	ant Document From from Profess	ional Software, Inc.
Postu .		
Eogy		
		w.
	_	2
and Rule: Final first than t		⊻ ⊇ ×
end Rule: Email first then f	ex I Befresh	₹ 29nd Cancel

In this example, we've set up a custom query for "All AR Customers", which is a list of every customer in our accounting system.

Click on the "All AR Customers" custom query and, just to be sure this is correct data set, click the "Test Query" button to retrieve the records for previewing.

<u>Step 11</u>

4	ontsuc	company	contact	bite	address1
P	ACP1	American Computer Pro-	Renee Lachine	CEO	443 Branna
14	VDG1	Addison, Dutton and Gr	Susan T. Andrews	Vice President	Main Office
P	AED1	Atlantic Edison	Jeny Penalta	Vice President	440 Electric
1	VHC1	Argentina Hanover Corp	David Culligan	Vice President	Av. Cramer
A	AHS1	Albany Hospital supplies	Henry Grover	Vice President	1500 Worth
14	ATS1	Atlanta Trust and Saving	Hank Ehrenberg	President	Main Office
E	38E1	Bay Business Enterprise	Mary Anderson	Vice President	
E	ICA1	Bellavista Computer Arts	James Devino	MIS Manager	Main Office
E	IST1	Blowtorch, Steamshove	Howard Griggs	Vice President	
F	CO1	Florida Computing Reso	George Putts	Vice President	
F	GC1	Frontera Group Compute	Jose Luis Martinez	President	
F	HS1	Hawkins Hardware and	Brian Steel	Vice President	
F	ISO1	Hughes Software	Jeff Smith	Purchasing Agent	
1	BI1	International Business In	Robert Goodman	Vice President	126, Ave. d
Þ	4CG1	Mega Computer Games	Wesley Fulano	Vice President	25 Market S
F	PC01	Phoenix Computers	Mark Stone	President	12 Thousar
ľ	MC1	Super Micro Computer	Leslie Sutton	Purchsing Manager	RABA Enir
			[

PDFBlaster will retrieve the records defined by your query from your accounting database. Depending on the size of this file this may take a few seconds.

When you select a custom query, this means that your custom print job will be delivered to all recipients in the result set.

Click the "OK" button to continue.

<u>Step 12</u>

. Custom	er File	C Vendor File		O Quatomer Shi	p-To Location
C Custom	<u>Q</u> uery	C Microsoft <u>O</u> utlook C	ontacts	C Manual Reck	lent
Select Cust	omer:				
Cust ID	Company		A	ddress1	4
ACP1 ADG1	America P Addisor	DFBlaster Control Panel		han Stree	e
AED1 AHC1	Atlantic Argentic	Are you sure you of	want to con	tinue? er 2999	
•					►
Message		Yes	No		
	Importa	nt Document From from	Professio	nal Software, In	IC.
Subject:					
Subject: Body					

You now have one more chance to actually confirm that this is the correct recipient. If you're not sure, you can click "No" to return to the custom query screen.

Click "Yes" to continue.

http://www.datafabrication.com/admin_printHelp.asp

PDFBlaster will now upload your print job and send it to all recipients in your custom query, using the defined send rule from your settings tab.

Using The PDFBlaster Outbox

<u>Step 1</u>

Job ID 1 2	Status Not Sent	Document Type	Creation Date	Document Title
1	Not Sent	Invoice		
2			14:35 6/18/2003	Visual FoxPro
-	Not Sent	Invoice	14:35 6/18/2003	Visual FoxPro
3	Not Sent	Invoice	14:35 6/18/2003	Visual FoxPro
4	Not Sent	Invoice	14:35 6/18/2003	Visual FoxPro
5	Not Sent	Invoice	14:35 6/18/2003	Visual FoxPro
6	Not Sent	Invoice	14:35 6/18/2003	Visual FoxPro
7	Not Sent	Invoice	14:35 6/18/2003	Visual FoxPro
9	Not Sent	Invoice	14:35 6/18/2003	Yisual FoxPro
10	Not Sent	Invoice	14:35 6/18/2003	Visual FoxPro
11	Not Sent	Invoice	14:35 6/18/2003	Visual FoxPro
12	Not Sent	Invoice	14:35 6/18/2003	Visual FoxPro
13	Not Sent	Invoice	14:35 6/18/2003	Visual FoxPro
14	Not Sent	Invoice	14:35 6/18/2003	Visual FexPro
15	Not Sent	Invoice	14:35 6/18/2003	Yisual FoxPro
16	Not Sent	Invoice	14:35 6/18/2003	Visual FoxPro
17	Not Sent	Invoice	14:35 6/18/2003	Yisual FoxPro
18	Not Sent	Invoice	14:35 6/18/2003	Visual FoxPro
		the second s		CONTRACTOR OF THE OWNER OWNE

When you print documents to the PDFBlaster Printer your print jobs are stored in the Outbox. If your send setting is set to "Unattended Send" PDFBlaster will handle the delivery of your print jobs automatically.

If your send setting is set to "Send on demand" you will have to send each job manually.

Please note that you must be connected to the Internet to send your print job using PDFBlaster.

Step 2

Insent	Jobs:			
Job ID:	Status	Document Type	Creation Date	Document Title
1	Not Sent	Invoice	14:35 6/18/2003	Visual FoxPro
2	Not Sent	Invoice	14:35 6/18/2003	Visual FexPro
3	Not Sent	Invoice	14:35 6/18/2003	Visual FoxPro
4	Not Sent	Invoice	14:35 6/18/2003	Visual FoxPro
5	Not Sent	Invoice	14:35 6/18/2003	Visual FoxPro
6	Not Sent	Invoice	14:35 6/18/2003	Visual FoxPro
7	Not Sent	Invoice	14:35 6/18/2003	Visual FoxPro
9	Not Sent	Invoice	14:35 6/18/2003	Visual FoxPro
10	Not Sent	Invoice	14:35 6/18/2003	Visual FoxPro
11	Not Sent	Invoice	14:35 6/18/2003	Visual FoxPro
12	Not Sent	Invoice	14:35 6/18/2003	Visual FoxPro
13	Not Sent	Invoice	14:35 6/18/2003	Visual FoxPro
14	Not Sent	Invoice	14:35 6/18/2003	Visual FoxPro
15	Not Sent	Invoice	14:35 6/18/2003	Yisual FoxPro
16	Not Sent	Invoice	14:35 6/18/2003	Visual FoxPro
17	Not Sent	Invoice	14:35 6/18/2003	Yisual FoxPro
18	Not Sent	Invoice	14:35 6/18/2003	Visual FoxPro
4				•

First, click on the print job you want to send. Then click the "Send Now" button.

Alternately, you can double-click on the selected print job to start the send sequence.

Ste	р	3

Insent	Jobs:			
Job ID	Status	Document Type	Creation Date	Document Title
1	Not Sent	Invoice	14:35 6/18/2003	Visual FoxPro
2	Not Sent	Invoice	14:35 6/18/2003	Visual FoxPro
3	Not Sent	Invoice	14:35 6/18/2003	Visual FoxPro
4	Not Sent	Invoice	14:35 6/18/2003	Visual FoxPro
5	Not Sent	Invoice	14:35 6/18/2003	Visual FoxPro
6	Not Sent	Invoice	14:35 6/18/2003	Visual FoxPro
7	Not Sent	Invoice	14:35 6/18/2003	Visual FoxPro
9	Not Sent	Invoice	14:35 6/18/2003	Visual FoxPro
10	Not Sent	Invoice	14:35 6/18/2003	Visual FoxPro
11	Not Sent	Invoice	14:35 6/18/2003	Visual FoxPro
12	Not Sent	Invoice	14:35 6/18/2003	Visual FoxPro
13	Not Sent	Invoice	14:35 6/18/2003	Visual FoxPro
14	Not Sent	Invoice	14:35 6/18/2003	Visual FoxPro
15	Not Sent	Invoice	14:35 6/18/2003	Yisual FoxPro
16	Not Sent	Invoice	14:35 6/18/2003	Visual FoxPro
17	Not Sent	Invoice	14:35 6/18/2003	Yisual FoxPro 🔅
18	Not Sent	Invoice	14:35 6/18/2003	Visual FoxPro
				•
•				

PDFBlaster will attempt to contact the master server. If you want to cancel you print job, click the [Stop Send] button now. Otherwise, the program will upload your print job to the master server.

Step 4



After the file upload is complete, PDFBlaster will deliver the document, and remove it from the outbox (after the next screen refresh, or you can manually refresh the outbox list by clicking the [Refresh Now] button).

You will then receive a confirmation in the send log results pane. You can clear the results pane at any time by clicking the [Clear Results] button or print the send log data by clicking the [Print Log] button.

To send another print job, return to the outbox tab and follow these same steps.

Creating Custom Queries

Step 1

Fie Edit Help Guttox Settings Custom Queries Send Log My Queries: -Select- Y New Deta Source: -Select- Y Query ID: 1 Edit Query Statement: Y Query Statement: Percention Statement: Pete Y Percention Statement: Percention Statement: Field Mappings (Bold text indicates required field) Save Key Field: -Select- Company Field: -Select- Help Contact Field: -Select- Address Field: -Select- Help First Name Field -Select- Address 2 Field: -Select- Help Final Field: -Select- City Field: -Select- Field Fax Field: -Select- Zip Field Select- Field	PDFBlaster Contr	ol Panel v1.8 Bu	ild 8			
Outsox Settings Custom Queries Send Log My Queries: -Select- Image: Control of the control	ile Edit Help					
My Queries: Select- Query ID: 1 New Data Source: -Select- Query ID: 1 Edit Query Statement: Query ID: 1 Edit Query Statement: Image: Control of the select	Outbox Settings	Custom Queries	iend Log			
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Ouery Statement: Image: Context Field Mappings (Bold text indicates required field) Image: Context Field State Field Mappings (Bold text indicates required field) Image: Context Field State Image: Context Field State Key Field: -Select-III Company Field State -Select-IIII Image: Context Field State Context Field: -Select-IIIIIIIIIIIIIIIIIIIIIIIIIIIIIIIIIIII	Data Source: 🕓	lect-	7	Query	y ID: 1	Edit
Field Mappings (Bold text indicates required field) Select East Query Field Mappings (Bold text indicates required field) Select Select Select Key Field: -Select Company Field: Select Select Belp Contact Field: -Select Address Field: -Select Belp First Name Field: -Select Address Field: -Select Belp Last Name Field: -Select City Field: -Select Field: Fax Field: -Select Zip Field: -Select Field:	Query Statemen	rt:				
Delete Field Mappings (Bold text indicates required field) Key Field: -Select- Contact Field: -Select- First Name Field: -Select- Contact Field: -Select- First Name Field: -Select- Contact Field: -Select- Email Field: -Select- State Field: -Select- Field: -Select- State Field: -Select-					A .	Connection Storig
Field Mappings (Bold text indicates required field) Test Query Key Field: -Select- Company Field: -Select- Save Contact Field: -Select- Address Field: -Select- Help Contact Field: -Select- Address Field: -Select- Help First Name Field: -Select- City Field: -Select- Field: Last Name Field: -Select- State Field: -Select- Field: Frax Field: -Select- Zip Field: -Select- Field:						Delete
Field Mappings (Bold text indicates required field) Select Key Field: -Select- Company Field: -Select- Elep Contact Field: -Select- Address Field: -Select- Elep First Name Field -Select- City Field: -Select- V Last Name Field -Select- V State Field: -Select- V Frax Field: -Select- X Zip Field: -Select- V	1				Ŧ	Test Query
Key Field: -Select- Y Contact Field: -Select- Y First Name Field: -Select- Y Last Name Field: -Select- Y Email Field: -Select- Y Fax Field: -Select- Y	-Field Mappings	(Bold text indicate	s required field)	I		Save
Contact Field: -Select- Address Field: -Select- Image: Select- <	Key Field:	-Select-	Company Field	: -Select-	-	Helo
First Name Field -Select- Adress2 Field -Select- Last Name Field -Select- City Field -Select- Email Field: -Select- State Field -Select- Fax Field: -Select- Zip Field -Select-	Contact Field:	-Select-	Address Field	-Select-	•	Gub
Last Name Field -Select- City Field: -Select- Image: Select- Email Field: -Select- Image: Select- Image: Select- Image: Select- Fax Field: -Select- Image: Select- Image: Select- Image: Select-	First Name Field	-Select-	Adress2 Field:	-Select-	•	
Email Field: -Select- Image: State Field: -Select- Image: Select- Fax Field: -Select- Image: Select- Image: Select- Image: Select-	Last Name Field	-Select-	City Field	-Select-	•	
Fax Field: -Select-	Email Field:	-Select-	State Field	-Select-	•	
	Fax Field:	-Select-	Zip Field	-Select-	-	

Please Note: The Custom Query tab and Word Blast! tab may not be available depending on your linked accounting system.

Creating and maintaining "custom queries" inside of PDFBlaster is a very powerful feature that allows you to quickly distribute documents to pre-defined lists of recipients on a recurring basis. Better yet, PDFBlaster supports virtually any ODBC-compliant data source in addition to any linked accounting database (if applicable). Using the custom query feature, you can maintain groups of recipients from both inside your accounting system and from external sources such as lead lists, contact manager databases (such as GoldMine and ACT!) or any other data source that contains contact information.

In this example, we are going to create a custom query that contains all customers in our linked accounting system with balances greater than zero (that is, customers who **owe** us money!

To begin, click the [Custom Query] tab on the PDFBlaster Control panel. Then, click the [New] button to begin creating your new custom query.

PDFBlaster Control Panel	×
Enter a name for this query:	OK Cancel
1	

Sten 2

Type in a name for your new query. In this example we want to create a custom query containing

http://www.datafabrication.com/admin_printHelp.asp

all customer records where open balances are greater than zero (in other words, people who owe us money!).

Type in "Customers with open balances" in the input field.

Then click the "OK" button.

Step 3

e Edit Help	Custom Queries] s	Send Log			
My Queries: Out	tomers with open b	elances		-	New
Data Source: 🔯	iect-		Qu	ery ID: 1	Edit
Query Statemer	nt:				Connection String
				*	Delete
1				<u>×</u>	Test Query
-Field Mappings	(Bold text indicate	s required field)		Save
Key Field:	-Select-	Company Field	: -Select-	-	Help
Contact Field:	-Select-	Address Field	-Select-	Ŧ	
First Name Field	-Select-	Adress2 Field	-Select-	•	
Last Name Field	-Select-	City Field	-Select-	•	
Email Field:	-Select-	State Field	-Select-	•	
Fax Field:	-Select-	Zip Field	-Select-	-	

Next, select the data source from the drop-down list. This drop-down will contain a list of all the ODBC data sources you have defined on your system, as well as an option to use the "linked accounting system".

In our example, we have previously linked PDFBlaster to ACCPAC Pro Series, and since our custom query is going to retrieve all records in our accounting system where the balance is greater than zero, we'll select "ACCPAC Pro Series" as our data source.

<u>Step 4</u>

PDFBlaster Contr	ol Panel v1.8 Bui	ld 8			
File Edit Help					
Outbox Settings	Custom Queries S	end Log			
My Queries: Ous	tomers with open be	siances		•	New
Data Source: 🔛	PAC Pro Series	•	Que	ry ID: 1	Edit
Query Statemen	rt:				Connection String
					Dalata
				v	
C	Use Customer File	C Use ⊻endor	File		Test Query
-Field Mappings	Bold text indicate	s required field)			Save
Key Field:	-Select-	Company Field	-Select-	-	Help
Contact Field:	-Select-	Address Field	-Select-	•	
First Name Field	-Select-	Adress2 Field	-Select-	•	
Last Name Field	-Select-	City Field	-Select-	•	
Email Field:	-Select-	State Field	-Select-	•	
Fax Field:	-Select-	Zip Field	-Select-	•	

You will have to know basic SQL for this step, and it helps if you know the field structure of your customer/vendor database. If you need help writing the SQL for your custom queries, contact your PDFBlaster reseller or email PDFBlaster tech support.

In our example we'll type the following SQL statement that will retrieve those customer records that have a positive balance:

select * from arcust99 where balance > 0

<u>Step 5</u>

utbox Settings	Custom Queries	Send Log			
My Queries:	ustomers with open t	alances		-	New
Data Source: 🗛	CCPAC Pro Series	•	Que	ry ID: 1	Edit
Query Stateme	ent:				Connection Stein
Select * from	arcust99 where ba	lance > 0		A.	Dalata
				-	
	Use Customer File	C Use <u>V</u> endo	File		Test Query
Field Mapping	s (Bold text indicat	es required field)		Save
Key Field:	-Select-	Company Field	: company	-	Help
Contact Field:	contact 💌	Address Field	-Select-	-	
First Name Field	-Select-	Adress2 Fieldt	address2	•	
Last Name Field	-Select-	City Field	city	•	
Email Field:	emai 💌	State Field	state	•	
Fax Field:	Select.	Zio Field	zip	-	

Click [Test Query] button to test the syntax of your SQL and retrieve your records. If you get an error message, most likely your SQL syntax is incorrect. Please verify that your SQL is valid and click the [Test Query] again to resolve the problem.

custno	company	contact	title	address1
ADG1	Addison, Dutton and Gr	Susan T. Andrews	Vice President	Main Offices
AHC1	Argentina Hanover Corp	David Culligan	Vice President	Av. Cramer 29
AHS1	Albany Hospital supplies	Henry Grover	Vice President	1500 Worthing
ATS1	Atlanta Trust and Saving	Hank Ehrenberg	President	Main Office
BBE1	Bay Business Enterprise	Mary Anderson	Vice President	
IBI1	International Business In	Robert Goodman	Vice President	126, Ave. des
0001	Phoenix Committees	Mark Stone	President	12 Thousand
PUUT	I noenw comparers	In the test of the test		
SMC1	Super Micro Computer	Lesie Sutton	Purchsing Manager	38984 Fair Oo
SMC1	Super Micro Computer	Lesie Sutton	Purchsing Manager	38984 Fair O

Step 6

PDFBlaster will retrieve your data. Depending on the size of your database and the number of records in your custom query, this step may take a few minutes. You can check the status by watching the status bar at the bottom of the screen.

When the query execution is complete, the resulting recordset will be previewed in the query results dialog box like the one shown above.

<u>Step 7</u>

PDFBlaster Contr	ol Panel v1.8 Bui	ild 8		8 8 8	
File Edit Help					
Outbox Settings	Custom Queries S	end Log			
My Queries: Ous	tomers with open be	alances		Ψ.	New
Data Source: AO	CPAC Pro Series	-	Que	ry ID: 1	Edit
Query Statemen	ıt:				Contraction Officer
Select * from a	cust99 where bal	ance > 0			Partiession scolid
					Delete
•	Use Cystomer File	C Use Vendor	Fie	Ŧ	Test Query
-Field Mappings	(Bold text indicate	s required field)			Save
Key Field:	custno 💌	Company Field	company	Ψ.	Help
Contact Field:	contact 💌	Address Field:	address1	•	
First Name Field	-Select-	Adress2 Field	address2	•	
Last Name Field	-Select-	City Field	city	•	
Email Field:	emai 💌	State Field	state	•	
Fax Field:	faxno 💌	Zip Field	zip	-	
8 records were returne	d by the query				

Now you're ready to map your customer fields so that PDFBlaster knows how to send documents to them the recipients in your custom query. Click the dropdown next to each field in the "Field Mappings" pane and set the correct field to it's PDFBlaster counterpart. In our example:

the custno field is the key field the contact field contains the contact's name the company field contains the company name the email field contains the email address and the faxno field contains the fax number.

Click "Save" to save your query. You'll now be able so select this new custom query titled "Customers with open balances" as a recipient list each and every time you want to do a fax or email broadcast.

(Note: only the fields highlighted in **bold** are required fields. In this example, the customer database does **not** contain specific fields for <u>first name</u> and <u>last name</u> so we'll just leave the field mappings blank.

<u>Step 8</u>

PDFBlaster Cont	rol Panel v1.8 Bu	ild 8			
File Edit Help					
Outbox Settings	Custom Queries	end Log			
My Queries:	stomers with open by	alances			New
Data Source: AC	CPAC Pro Series	•	Query	ID: 1	Edit
Query Statemer	nt:				Competing Street
Select * from a	rcust99 where bal	ance > 0		.44	portroomer sorrige
					Delete
	Use Customer File	C Use Vendor	Fie		Test Query
-Field Mappings	(Bold text indicate	s required field)		Save
Key Field:	custno 💌	Company Field	: company	•	Help
Contact Field:	contact 💌	Address Field	address1	-	
First Name Field	-Select-	Adress2 Field	address2	•	
Last Name Field	-Select-	City Field	city	•	
Email Field:	emai 💌	State Field	state	•	
Fax Field:	faxno 💌	Zip Field	zip	•	
Query saved					

Once your field mappings have been assigned, click the [Save] button to save your custom query.

You can now use this query any time you want to deliver an email or fax broadcast to those customers whose balance is greater than zero!

PDFBlaster Advanced Options

<u>Step 1</u>

Software Hegistration Since Accounting Specific Dotions	end Log		
Advanced Options	Document Type	Creation Date	Document Title
٠[
data_fabrication	n X Delete	Retresh Outbox	E7 Send

PDFBlaster includes some convenient additional configuration options that you may find useful.

To access the advanced options screen select [Advanced Options] from the Edit menu on the PDFBlaster Control Panel

Step 2

PDFBlaster Advanced Options	×
Disable Reseller Branding	
Error Logging	
Always Start Minimized	
Show Control Panel if outbox is not empty	
CC me on all sent print jobs	
Allow attachments to be added to fax jobs	
Enable PDFBlaster Toolbar for Microsoft Word	
Save And Exit Cancel	

Disable Reseller Branding

Your PDFBlaster software may be linked to your reseller's Web site in order to inform you of timely marketing or technical support information. If your reseller has done this you will see a small logo in the lower left of the PDFBlaster Control Panel screen. If you wish to disable this feature, check this check box.

Error Logging

If instructed to do some from PDFBlaster technical support, you may need to turn on error logging by checking this box.

Always Start Minimized

By default PDFBlaster starts up each time you start your computer in normal screen viewing mode. To start PDFBlaster minimized in your system tray, check this box.

Show Control Panel if outbox is not empty

If there are unsent print jobs in your outbox, checking this box will force PDFBlaster to be the topmost window on your screen until you either send the jobs or delete them.

CC me on all sent print jobs

If you want to receive a copy of each fax or email job you send using PDFBlaster, check this box. CC'd emails will be sent to the email address identified in your Email/Fax settings on the PDFBlaster Control Panel.

Allow attachments to be added to fax jobs

Check this box if you want to enable the ability to include additional attachments with your accounting documents when faxing. In order to use this feature, you must set the SmartFind option in the PDFBlaster Control Panel to "Confirm Each Job".

Enable PDFBlaster Toolbar for Microsoft Word

If you want to use the WordBlast! feature in PDFBlaster, check this box. See the support topic regarding WordBlasts! for more detailed information.

When finished choosing your advanced options, click the [Save And Exit] button to save your changes.

Registering Your Software

Step 1

Software Registration	Send Log			
Accounting Specific Options	Accounting Lini	k Settings:		
Advanced Options	Link To:	ACCPAC Pro Series	¥	
 Use fax number if present. 	System Path	G:VPRO60		
C otherwise use email	Company ID:	99	<u>T</u> est Link	
C Always send as fax	Ernail/Fax Settin	gs:		
C Always send as email	From Company:	Professional Software, Inc.		
	From Name:	Joe User		
C Always send both fax and email	From Email:	ice@datafabrication.com		
	Cover Page:	E:\Projects\VB\PDFBlaste	ʻlpdfb_cc	
Test mode only		Dmit Cover Page On F	axes	
SmartFind™ Options:				
C Send print jobs automatically a	s they are received	C Use Default Rec	ipient Data	
Send each job individually		Confirm Each Jo	ь	

When you downloaded your copy of PDFBlaster, you should have received a 30-day trial activation code via email. You **must** enter this temporary registration code before you can generate PDFs and send them as email attachments during your trial period.

The trial-license allows you to generate PDFs as email attachments for thirty days. You will not be able to send actual faxes during the PDFBlaster trial period. This option is available only to fully licensed versions of the product. Instead PDFBlaster will send your "test faxes" as email attachments to your email address and will include information on the who/where/when of the document transmission if it was being sent using the full version of PDFBlaster.

To activate your 30-day trial license, first click on the [Help] menu on the PDFBlaster control

panel and then select [Software Registration].

<u>Step 2</u>

PDFBlaster Registration					
You need to enter your assigned software activation code in order to send faxes or emails. If you do not know your activation code please contact your reseller.					
You must be able to connect to the Internet to register your software.					
Activation Code:					
<u>R</u> egister <u>C</u> ancel					

The next screen you will see is the Registration screen show above.

Locate the 30-day trial activation code you received via email when you downloaded PDFBlaster before moving on to the next step.

Step 3

PDFBlaster Registration						
You need to enter your assigned software activation code in order to send faxes or emails. If you do not know your activation code please contact your reseller.						
You must be able to connect to the Internet to register your software.						
Activation Code: 999999-99999999						
<u>R</u> egister <u>C</u> ancel						

Type in (or cut and paste) the trial version activation code into the dialog box provided.

Then click the [Register] button to validate your code.

(Note: you must be able to access the Internet from your computer in order for validation to work).

<u>Step 4</u>



If you receive an error dialog like the one shown above, most likely you typed in your activation code incorrectly. Try typing it in again or, better yet, cut and paste the code from the email you received and then click the [Register] button again.

If you still get an error message, please contact PDFBlaster technical support at the email address provided.

<u>Step 5</u>

PDFBlaster Re	gistration	
You need to e in order to se activation coc	nter your assigned software active PDFBlaster Control Panel X	ation code now your
You must be ak	Registration succeeded.	our software.
Activation	ОК	
-	<u>R</u> egister <u>C</u> ancel	

Once your activation code has been accepted and registration succeeds your 30-day trial license has now been activated.

Checking For Program Updates

Step 1

PDFBlaster Control Panel v1.8	Build 8				
File Edit Help			et de la companya de		
Save Settings Now Delete All Uncent Print Jobs	Send Log				
Check For Updates	Accounting Lini	c Settings:			
Online Fax Reports	Link To:	ACCPAC Pro Series	<u>×</u>		
Save Settings and Exit	System Path	G:IPRO60			
otherwise use email	Company ID:	<u>39</u>	Iest Link		
C Always send as fax	Email/Fax Settin	gs:			
C there and a small	From Company:	Professional Software, Inc.			
 Anvays send as email 	From Name:	Joe User			
C Always send both fax and email	From Email	joe@datafabrication.com			
	Cover Page:	E Projects WBIPDFBlaster	pottb_cc		
(Test mode only		🔲 Omit Cover Page On Fa	ixes		
SmartFind [™] Options:					
O Send print jobs automatically as they are received C Use Default Recipient Data					
Send each job individually		Confirm Each Job	,		

It is a good idea to periodically check for updates to the PDFBlaster software. This can be conveniently done by selecting the "Check For Updates" option on the PDFBlaster Control Panel File Menu.

<u>Step 2</u>

File Dow	nload	×	[
?	Some files can harm your computer. If the file informat looks suspicious, or you do not fully trust the source, o save this file.	ion below do not open or	
	File name: pdfblaster_update.exe		
	File type: Application	PDFBlast	er
	From: server2.dfhosting.com	File Edit He	elp
	A This type of file could harm your computer if it co	Outbox Se	etti
	malicious code.	-Send Ru	le
	Would you like to open the file or save it to your comp	C Use e	em wi
	Open Save Cancel	Use f	
	Always ask before opening this type of file	C Use f	wi

If a program update is found you will be able to download the update program to your local hard drive. The download process will automatically close your PDFBlaster program so you can download and install the update automatically.

Click [Save] to save the update program to your hard disk.

Step 3

Save As						? X
Save in:	🔁 Temp		•	0 🕫	•ی 🤨	
My Recent Documents C Desktop						
My Documents						
My Computer						_
My Network Places						
	File name:	pdfblaster_upd	late.exe		•	Save
	Save as type:	Application			•	Cancel

It's a good idea to download the update into a temporary folder such as c:\temp. Click the [Save] button to begin downloading the update file from the Internet.

<u>Step 4</u>

27% of pdfblaster	_update.exe Completed
3	
Saving:	
pdfblaster_update.e	exe from www.datafabrication.com
Estimated time left: Download to: Transfer rate:	3 sec (307 KB of 1.10 MB copied) G:\Temp\pdfblaster_update.exe 218 KB/Sec
🗆 Close this dialog	box when download completes
	Open Open Folder Cancel

The update program is much smaller than the full version PDFBlaster install program. Depending on the speed of your internet connection, the download process will take only a few minutes.

When the download is complete, double-click on the pdfblaster_update.exe file to complete the installation of the update.

Installing The VFP ODBC Driver For Windows XP

<u>Step 1</u>

PDFBlaster Control Panel v1.8	Build 8		
File Edit Help			
Outbox Settings Custom Queries	Send Log		
Send Rule:	Accounting Link	k Settings:	
C Use email if present, otherwise use fax number	Link To:	ACCPAC Pro Series	×
C Use fax number if present,	System Path	G:PRO60	
otherwise use email	Company ID:	39	<u>T</u> est Link
C Always send as fax	Email/Fax Settin	gs:	
C. Abcover rand as amal	From Company:	Professional Software, inc.	
C Minnays solid as cilda	From Name:	Joe User	
C Always send both fax and email	From Email	joe@datafabrication.com	
	Cover Page:	E Projects'//BIPDFBlastery	pettb_cc
(* (Test mode only)		🔲 Qmit Cover Page On Far	es.
- SmartFind ¹¹⁴ Options:			
C. Send print jobs automatically as	they are received	C Use Default Recip	ient Data
Send each job individually		Contine Each Job	

If you install PDFBlaster on a fresh version of Windows XP Professional you may not be able to connect to your accounting data when you click "Test Link".

This is because Windows XP ships with an incompatible version of the Visual Foxpro ODBC driver (v 1.0.XXX). To fix this incompatibility you will need to download and install the VFP ODBC driver (v 6.0.XXX).

Click Here To Download the VFP ODBC driver install program

PDFBlaster Word Blasts

<u>Step 1</u>

PDFBlaster Control Panel v1.8	Build 8			
File Edit Help				
OL Software Registration	Send Log			
Accounting Specific Options	Accounting Lini	Accounting Link Settings:		
Advanced Options	Link To:	ACCPAC Pro Series	Y	
Other wise use tax humber	-			
 Use fax number if present, 	System Path	G: IPRO60		
otherwise use email	Company ID:	39	<u>T</u> est Link	
C Always send as fax	Ernail/Fax Settin	gs:		
C Always send as email	From Company:	Professional Software, Inc.		
	From Name:	Joe User		
C Always send both fax and email	From Email	joe@datafabrication.com		
	Cover Page:	E Projects WBIPDFBlaster	pottb_cc	
Test mode only;		🔲 Omit Cover Page On Fa	xes	
SmartFind™ Options:				
C Send print jobs automatically a	s they are received	C Use Default Recip	pient Data	
Send each job individually		Contine Each Job		

PDFBlaster provides a unique capability to create integrated mail merges using Microsoft Word (2000, XP or greater) and your accounting data. We call this feature **Word Blast!**, and once you try it, we're sure you will agree that using Word Blast! is much easier and more intuitive than MS Word's default mail merge functionality.

In order to use PDFBlaster Wordblast! you'll first need to activate the PDFBlaster toolbar in Microsoft Word. To activate the toolbar, first click the Advanced options link on the Edit Menu of the PDFBlaster Control Panel.

Please Note: in order to use Word Blast!, you'll need to defined at least one custom query using PDFBlaster. In our example, we have already created a custom query called 'Pro Series Customers' that we will use to generate a collection letter.

<u>Step 2</u>

PDFBlaster Advanced Options	×				
Disable Reseller Branding					
Error Logging					
Always Start Minimized					
Show Control Panel if outbox is not empty					
CC me on all sent print jobs					
Allow attachments to be added to fax jobs					
Enable PDFBlaster Toolbar for Microsoft Word					
Save And Exit Cancel					

Check the [Enable PDFBlaster Toolbar for Microsoft Word] checkbox and then click [Save and Exit].

<u>Step 3</u>



Now start Word. You'll notice a new toolbar has been added. This is the PDFBlaster toolbar.

Step 4

Document1 - Micr	rosoft Word	-OX
Elle Edit Yew Inse	ert Format Iools Table <u>Wi</u> ndow <u>H</u> elp	×
0 🖻 🖬 🖂 🍓	a 🖪 🛠 🖇 🗈 🛍 🍼 🗠 🖓 🝓 🔠 🗖 🖬 🚜 🖏 🖷 🕲	30 *
Normal 💌 Tim	nesNewRoman * 12 * B Z 亚 医萘诺酮 巨巨体体 🗆 *	<u>∧</u> • . ²⁰
GPDFBlaster Toobar	Fields * Led Send	
-R	1 ab Today's Date	· · · · / ·
	ab] Ful Name	
	ab] First Name	_
	abi Last Name	
	abi Title	
	abl Company	
	abl Street Address	
1	abl City	
	abl State	
1	ab] Postal Code (Zip)	
	abl Country	*1
	ab] Phone Number	
	ab) Fax Number	0
	abi Enal	ت ا
Draw = Dr G As	ytoShapes • 🛝 🍾 🍋 🔿 🔝 🐗 🕼 💁 • 🚣 • 📥 • 🚍 🚍 📮 🍯	-
Page 1 Sec 1	1/1 At 1" In 1 Col 1 REC TRY EXT OVE	- 11

The PDFBlaster toolbar has a quick and easy menu that enables you to drop form fields onto your document.

Click The Fields... button and then select the Company field, which will add a field called "COMPANY" to your document.

Step 5



Add any remaining fields you wish using the same process described in the previous step.

In our example, since we're creating a collection letter, we're going to add some text reminding the customer to pay their outstanding balance.

Step 6



Now you're ready to send your WordBlast! to a group of recipients defined in one of your custom queries.

Click the [Send] button to continue.

<u>Step 7</u>

PDFBlaster Options <u>Recipients</u> <u>Send Log</u> Send Rule: Use email if present, otherwise use lax number Use fax number if present, otherwise use email Alweys send as fax Alweys send as email Alweys send both fax and email Test mode only	Email/Fax Settin From Company: From Name: From Email: Cover Page: Subject Page/Em Subject Page/Em	inge: Professional Software, Inc. Joe User Joe@datafabrication.com E:\PtojectsWBVFDFBlaster\pdb Dumt Cover Page On Faxes nail Settings: Nue Belances	
Send Progress:		X E7 Cancel Send Nov	

The PDFBlaster toolbar will display a form with 3 tabs. The first tab lets you define your send rule, email/fax settings (along with a cover page option) as well as the subject and body of the fax cover page or email.

The settings here are similar to those found in the PDFBlaster Control panel.

Type the words "Past Due Balances" in the subject field.

<u>Step 8</u>

<u>Step 9</u>

ust	tom Query	PRO Series Customer	2		-
	custno	company	contact	title	address1 🔺
	ACP1	American Computer Pro	Renee Lachine	CEO	443 Branne
	ADG1	Addison, Dutton and Gr	Susan T. Andrews	Vice President	Main Office
	AED1	Atlantic Edison	Jerry Penata	Vice President	440 Electric
	AHC1	Argentina Hanover Cor	David Culligan	Vice President	Av. Cramer
	AHS1	Albany Hospital supplie	anry Grover	Vice President	1500 Worth
	ATS1	Atlanta Trust and Savin	Hank Ehrenberg	President	Main Office
	8861	Bay Business Enterpris	Mary Anderson	Vice President	
	BCA1	Belleviste Computer Art	James Devino	MS Manager	Main Office
	BST1	Blowtorch, Steamshove	Howard Griggs	Vice President	
	FCO1	Florida Computing Reso	Gearge Putts	Vice President	
	FGC1	Frontera Group Comput	Jose Luis Martinez	President	
4					<u> </u>
nđ	Progress:			%	873

Now click the Recipients tab and select the custom query "Pro Series Customers".

Notice that the PDFBlaster toolbar retrieved the data from your custom query and positioned the record pointer at the first record.

	2010/01/02	company	contact	title	address1
1	BCA1	Bellavista Computer Art	James Devino	MIS Manager	Main Offic
	BST1	Blowforch, Steamshove	Howard Griggs	Vice President	
1	FCO1	Florida Computing Reso	Gearge Putts	Vice President	
	FGC1	Frontera Group Comput	Jose Luis Martinez	President	
	HHS1	Hawkins Hardware and	Brian Steel	Vice President	
	HS01	Hughes Software	Jetf Smith	Purchasing Agent	3
	BH	International Business II	Robert Goodman	Vice President	126, Ave.
	MCG1	Mega Computer Games	Wesley Fulano	Vice President	25 Market
	PCO1	Phoenix Computers	Mark Stone	President	12 Thousa
	SMC1	Super Micro Computer	Leslie Sutton	Purchsing Manager	38984 Fair

WHen you click the [Send Button] PDFBlaster will automatically perform the necessary field substitution on your letter and send the document according to your selected send rule.

Click the [Send] button now to send your WordBlast!

<u>Step 10</u>

stor	n Query:	Pivo Series Customer	2		
0	ustno	company	contact	title	address1 4
A	CP1	American Computer Pro	Renee Lachine	CEO	443 Branne
× ۸	DG1	Addison, Dutton and Gr	Susan T. Andrews	Vice President	Main Office
A	ED1	Atlantic Edison	Jerry Penata	Vice President	440 Electric
A	HC1	Argentina Hanover Corr	David Culligan	Vice President	Av. Cramer
A	HS1	Albany Hospital supplie	Henry Grover	Vice President	1500 Worth
A	TS1	Atlanta Trust and Savin	Hank Ehrenberg	President	Main Office
86	861	Bay Business Enterpris	Mary Anderson	Vice President	
Э	CA1	Bellavista Computer Art	James Devino	MS Manager	Main Office
Ð.	ST1	Blowtorch, Steamshove	Howard Griggs	Vice President	
F	001	Florida Computing Reso	Gearge Putts	Vice President	
F	BC1	Frontera Group Comput	Jose Luis Martinez	President	
• 1					

PDFBlaster will display your send progress in the lower left hand area of the screen. You can cancel at any time by clicking the [Cancel] button.

<u>Step 11</u>

PDFBlaster				x
Options Recipients St	ind Log			
6/18/2003 2:57:40	PM WordBlast	sent via	TEST MODE (o Hank Ehrenbe
6/18/Z003 Z:57:38	PH WordBlast	sent via	TESI MODE t	o Henry Grover
6/18/2003 2:57:37	PH WordBlast	sent via	TEST MODE t	co David Cullig
6/18/2003 2:57:35	PH WordBlast	sent via	TEST MODE t	to Jerry Penalt
6/18/2003 2:57:34	PH WordBlast	sent via	TEST MODE (to Susan 7. And
6/18/2003 2:57:32	PH WordBlast	sent via	TEST MODE (o Renee Lachin
		I		
1.1				
			e e e e e e e e e e e e e e e e e e e	(arr Beauty
			<u>Pink Log</u>	Dear Hesuits
Send Progress:			X <u>C</u> ance	Send Novel
Canceled after 6 successful	ly sent print jobs			

At the completion of your WordBlast! you can view the send log to see the results.

It's that easy!

Configuring The PDFBlaster Printer For Exact ES

<u>Step 1</u>

🎳 PDFBlaster					_ 🗆 🗵
Printer Document	View He	lp dl			
Connect			Status	Owner	Pages
 Set As Default Prin Printing Preference 	ter s				
Pause Printing					
Cancel All Documer	nts				
Sharing					
Properties					
Close					
1					
Displays the properties	of this pr	rinter.			11.

The default report forms that ship with Exact ES use the Verdana font, which is not supported directly by the PDFBlaster Printer.

Fortunately, it's easy to change the font handling of the PDFBlaster printer so that the program can automatically process your Exact ES print jobs.

The first step is to open the PDFBlaster Printer from the Start Menu -> Control Panel -> Printers section.

Click on the [Printer] menu then select [Properties]

<u>Step 2</u>

😻 PDFBlaster Properties	?×
General Sharing Ports Advanced Security Device Settings	
PDFBlaster Device Settings Available Postscript Memory: 2390 Halftone: Use Printer Halftone Halftone: Halftone: Use Printer Halftone Halftone: Use Printer Halftone Halftone: Use Printer Halftone Halftone: Use Printer Halftone Cassette: Letter / Default tray Fort Substitution: Normal Post Script Timeout Values Job Timeout: Q1 seconds Wait Timeout: 240 seconds	
OK Cancel Ap	ply

Next, click on the [Device Settings] tab and then expand the [Font Substitution] menu tree.

<u>Step 3</u>

💐 PDFBlast	er Properties	<u>?</u> ×
General S	Sharing Ports Advanced Security Device Settings	
	Times New Roman Italio: <u>Times-Italio</u>	
	Times New Roman Italic: <u>Times-Italic</u>	
	Times New Roman Italic: <u>Times-Italic</u> Times New Roman Italic: Times-Italic	
	Wingdings: <u>Download as Soft Font</u>	
	Verdana: Download as Soft Font	
	Verdana Bold: <u>Download as Soft Font</u> Verdana Italio: <u>Download as Soft Font</u>	
	Verdana Bold Italic: <u>Download as Soft Font</u> Comic Sans MS: Download as Soft Font	
	Comic Sans MS Bold: Download as Soft Font	
	Impact: <u>Download as Soft Font</u> Georgia: <u>Download as Soft Font</u>	
	Georgia Bold: <u>Download as Soft Font</u> Georgia Bold Italic: <u>Download as Soft Font</u>	
	Georgia Italic: Download as Soft Font	•
	OK Cancel App	bly

Scroll down the list until you get to the font section that lists the Verdana fonts. By default, these fonts are set to [Download as Soft Font]. This is the setting you will need to change for each of the 4 Verdana font entries.

<u>Step 4</u>

💕 PDFBla	ster Properties	<u>?</u> ×
General	Sharing Ports Advanced Security Device Settings	- 1
	Times New Roman Italic: Times-Italic	-
	Times New Roman Italic: <u>Times-Italic</u>	
	Times New Roman Italic: <u>Times-Italic</u>	
	Times New Roman Italio: <u>Times-Italio</u>	
	Times New Roman Italic: <u>Times-Italic</u>	
	Wingdings: Download as Soft Font	
	Symbol: <u>Symbol</u>	
	Verdana Bold: Helvetica-Bold	
	Werdana Italio: Helvetica-Oblique	
	Verdana Bold Italio: Helvetica-BoldOblique	
	Comic Sans MS: Download as Soft Font	
	Impact: Download as Soft Font	
	Georgia: Download as Soft Font	
	Georgia Bold: Download as Soft Font	
	Georgia Bold Italic: Download as Soft Font	
		-1
	• • • •	-
	OK Cancel App	ply

Click the dropdown and change the Verdana fonts to the following substituted fonts:

Verdana -> Helvetica Verdana Bold -> Helvetica-Bold Verdana Italic -> Helvetica-Oblique Verdana Bold Italic -> Helvetica-Bold Oblique

<u>Step 5</u>

😻 PDFBlaster Properties	? ×
General Sharing Ports Advanced Security Device Settings	
Times New Roman Italio: <u>Times-Italio</u> Times New Roman Italio: <u>Times-Italio</u> Times New Roman Italio: <u>Times-Italio</u> Times New Roman Italio: <u>Times-Italio</u> Times New Roman Italio: <u>Times-Italio</u> Wingdings: <u>Download as Soft Font</u>	
Symbol: <u>Symbol</u> Verdana: <u>Helvetica</u> Verdana Bold: <u>Helvetica-Bold</u> Verdana Italio: <u>Helvetica-Oblique</u> <u>Verdana Bold Italio:</u> Helvetica-BoldOblique <u>Verdana Bold Italio:</u> Helvetica-BoldOblique <u>Comic Sans MS: Download as Soft Font</u> Comic Sans MS Bold: <u>Download as Soft Font</u>	-
Impact: <u>Download as Soft Font</u> Georgia: <u>Download as Soft Font</u> Georgia Bold: <u>Download as Soft Font</u> Georgia Bold Italic: <u>Download as Soft Font</u> Georgia Italic: <u>Download as Soft Font</u>	•
OK Cancel Ap	ply

Your font substitution table should match the screen above.

To finish, click the [Apply] button and then [OK] to exit.

You will now be able to print Exact ES documents to the PDFBlaster Printer driver correctly.

Linking PDFBlaster To Progression Series SQL

<u>Step 1</u>

PDFBlaster Control Panel v1.8 Build 8		
File Edit Help		
Outbox Settings Custom Queries	Send Log	
Send Rule:	Accounting Lin	k Settings:
C Use email if present, otherwise use fax number	Unk To:	Select.
C Use fax number if present, otherwise use email		
C Always send as fax	Email/Fax Settin	gs:
C Always send as small	From Company:	
· Arrays send as email	From Name:	
C Always send both fax and	From Email	
oniai	Cover Page:	E:\Projects\VB\PDFBlaster\pdfb_cc
Test mode only		Dmit Cover Page On Faxes
SmartFind [™] Options:		
C Send print jobs automatically as	s they are received	C Use Default Recipient Data
Send each job individually		C Confirm Each Job
Print to the PDFBlaster printer driver to o	ollect jobs in your ou	Albox

When you start PDFBlaster for the first time, the software is not linked to any particular accounting system. To link to Exact Progression Series, click on the Settings tab and locate the section called [Link Settings]

<u>Step 2</u>

utbox Settings Custom Queries	Send Log	
Send Rule:	Accounting Lin	k Settings:
C Use email if present, otherwise use fax number	Unk To:	Macola Progression Series
C Use fax number it present, otherwise use email		Login Settings Test Link
C Always send as fax	Ernail/Fax Settin	gs:
C thursday and	From Company:	Macola Electronics, Inc.
 Always send as email 	From Name:	
C Always send both fax and	From Email	
email	Cover Page:	E:ProjectsWB'PDFBlaster/pdfb_cc
Test mode only		Dmit Cover Page On Faxes
SmartFind [™] Options:		
C Send print jobs automatically a	s they are received	C Use Default Recipient Data
Send each job individually		Confirm Each Job

Select Macola Progression Series from the drop-down list of available accounting systems.

<u>Step 3</u>

Link Login Settings	×
Server Name or IP:	
Default Database:	
User Name:	
Password:	
Use Integrated Window	ws Security
<u>o</u> k	Cancel

Next, Click the [Login Settings] button to display the screen where you will need to enter your login information in order to connect to your Macola SQL Server database.

<u>Step 4</u>

Link Login Settings	×
Server Name or IP:	(local)
Default Database:	demodata
User Name:	sa
Password:	****
Use Integrated Window	ws Security
<u>O</u> K	Cancel

Depending on your system configuration the values entered in the login settings screen will be different. The basic premise is to define the name of the SQL Server running either on your network or locally. If you are running a local copy of SQL Server, type in "local" for the server name. Otherwise, type the name of the SQL Server on your network.

The next step is to enter the name of the Macola database itself. For demo systems this is typically "demodata". For live systems this is most likely different. You may need to consult with your network administrator to obtain the name of the SQL Server database that stores your Macola Progression data.

Next, type in a user name and password that has rights to connect to the SQL Server database. This can be the default Macola user name and password or another defined login that your

database administrator set up. In our example, we will be connecting using the administrator login "sa" and password "password".

For Progression Series, you should leave the "Use Integrated Windows Security" checkbox unchecked because Progression does not support this feature.

Click [OK] when finished entering you login settings.

<u>Step 5</u>

	I manual I	
Authox Settings Custom Queries	s Sena Log	
Send Rule:	Accounting Lini	k Settings:
C Use enail if present, otherwise use fax number	Link To:	Macola Progression Series 💌
C Use fax number if present, otherwise use email		Login Settings Lest Link
C Always send as fax	Email/Fax Settings:	
C Always send as email	From Company:	Macola Electronics, Inc.
	From Name:	
C Always send both fax and email	From Emailt	
	Cover Page:	E:'Projects'\/B'PDFBlaster'pdfb_cc
Test mode only		Dmit Cover Page On Faxes
SmartFind [™] Options:		
C Send print jobs automatically a	is they are received	C Lise Default Recipient Data
Send each job individually		Confirm Each Job

Now it's time to test the login settings you just entered. Click the [Test Link] button to execute the test sequence. If the test was successful you will receive a message in the status bar saying "Test Succeeded!"

If your test fails, please check with your network administrator or database administrator to make sure your login settings are correct and try again.

<u>Step 6</u>

PDFBlaster Control Panel v1.8	Build B	
File Edit Help		
Outbox Settings Custom Queries	Send Log	
Send Rule:	Accounting Link Settings:	
C Use email if present, otherwise use fax number	Link To:	Macola Progression Series
C Use fex number if present, otherwise use email		Login Settings Test Link
C Always send as fax	Email/Fax Settin	gs:
C Always send as email	From Company:	Macela Electronics, Inc.
	From Name:	Joe Macola
 Always send both fax and email 	From Email:	loe@exactsoftware.com
	Cover Page:	E:\Projects'\/B\PDFBlaster'pdfb_cc
Test mode only		Dmit Cover Page On Faxes
SmartFind [™] Options:		
C Send print jobs automatically as	they are received	C Use Default Recipient Data
Send each job individually		Confirm Each Job
Test succeeded		

After your link test is successful, PDFBlaster will retrieve the company name and pre-fill it in the "From Company" field.

Now you'll need to enter the remaining "Email/Fax Settings". These settings will be used for faxes and emails to indicate who the document is coming from as well as to provide a return email address for transmission confirmation emails and/or failures. Make sure you enter in a valid email address or you will not be able to receive these important notices.

<u>Step 7</u>

Software Registration	Send Log		
Accounting Specific Options	Accounting Link Settings:		
Advanced Options	Unk Ta	Macola Progression Series	
C Use fax number if present, otherwise use email		Login Settings Iest Link	
C Always send as fax	Email/Fax Settings:		
C thursday and a small	From Company:	Macola Electronics, Inc.	
 Always send as email 	From Name:	Joe Macola	
C Always send both fax and amail	From Email	ice@exactsoftware.com	
	Cover Page:	E:\Projects'\/B'PDFBlaster'pdfb_cc	
Test mode only:		Dmit Cover Page On Faxes	
smartFind [™] Options:			
Send print jobs automatically a	s they are received	C Lise Default Recipient Data	
Send each job individually		Continn Each Job	

The last step is to register your PDFBlaster software so you can start sending faxes and emails.

You should have received an activation code from your reseller. You will need this code in order to register your software.

Click the Edit -> Software Registration menu to begin the registration process.

<u>Step 8</u>

PDFBlaster Registration
You need to enter your assigned software activation code in order to send faxes or emails. If you do not know your activation code please contact your reseller.
You must be able to connect to the Internet to register your software.
Activation Code: 99999-9999999
<u>R</u> egister <u>C</u> ancel

Enter the activation code provided to you and click the [Register] button.

Please note that you must be able to access the Internet in order for registration to succeed.

<u>Step 9</u>

tbox Settings Custom Que	ries Send Log	
Send Rule: C Use email if present, otherwise use fax number PDFBlaster Reg	Accounting Lini	k Settinge: Macola Progression Series
C Use fa: otherw You need to en in order 1 PDF	nter your assigned so Blaster Control Pane	oftware activation code est Lini
C Alway: Activ	Registration succ	reeded. ster your software.
C Test m	<u>R</u> egister	Cancel
SmartFine		
C Send print jobs automatical	ly as they are received	C Lise Default Recipient Data
C Sand each ish induktion		Confirm Each Job

Registration takes only a few seconds. You will receive a message saying "Registration Succeeded" which indicates that your software is now registered.

If you receive a registration failure message it could be because PDFBlaster could not access the Internet, your registration code was entered incorrectly or your registration code is not valid for the linked accounting system you selected. Check with your reseller to resolve this situation, or contact PDFBlaster support at support@pdfblaster.com

utbox Settings Custom Queries Send Log				
Send Rule:	Accounting Link Settings:			
 Use email if present, otherwise use fax number 	Link Ta	Macola Progression Series 👻		
C Use fax number if present, otherwise use email		Login Settings Test Link		
C Always send as fax	Email/Fax Settings:			
C Always send as email	From Company:	Macola Electronics, Inc.		
	From Name:	Joe Macola		
C Always send both fax and	From Email	ice@exactsoftware.com		
STICH	Cover Page:	E:/Projects'//B'PDFBlaster/pdfb_cc		
C Test mode only		Dmit Cover Page On Faxes		
SmartFind [™] Options:				
C Send print jobs automatically a	s they are received	🔿 Use Default Recipient Data		
Send each job individually		Confirm Each Job		

<u>Step 10</u>

Your software is now registered and linked to Macola Progression Series. At this point you can start faxing or emailing in live mode.

Printing To PDFBlaster From Exact Progression Series

Step 1



PDFBlaster can easily fax or email documents created from inside Macola Progression Series. It is important to note that PDFBlaster can only be used with the graphical report forms that ship with Progressions Series (Crystal Reports). You can still print text-based forms to PDFBlaster but batch faxing/emailing is not supported and the resulting PDF will contain text only.

For this example, we are going to Reprint posted invoices using the Crystal Reports form. Click on Order Entry -> Trx -> Invoices/Cash and then select the "Reprint Posted Invoices" Crystal Reports version menu link.

(Make sure the PDFBlaster Control Panel is running in the system tray before continuing).

Step 2

Order Entry Invoice Form (Reprint)	X
1. Range 2. DutPut	Ok
Range Criteria	Cancel
Print By Invoice or Order	<u>R</u> estore Distaults
Invoice	Save Defaults
· _	Defer Report
Stating Doc No.	Help
	User
Ending Doc No	lonyk
99999999	Report
	DEINVERM
Comments	

Select a starting document number and/or ending document number if desired, then click the [OK] button to continue.



Crystal Report Preview File Edit View Help		
× 🖶 🏝 🔗 🏗 42%		(1+] 🏔 🛛 🌇
Preview INVOICE NO: 3720 - INVOICE NO: 3724 - INVOICE NO: 3730 - INVOICE NO: 3733 - INVOICE NO: 3733 - INVOICE NO: 3734 - INVOICE NO: 3736 - INVOICE NO: 3737	CREER PLACE Hand Targets & Arr Hand Targets	

Progression will run the invoices and display them in the Report Preview Screen. When you are

http://www.datafabrication.com/admin_printHelp.asp

ready to continue, click the [Printer] Icon to send the documents to the PDFBlaster printer.

<u>Step 4</u>



Verify that PDFBlaster is the selected printer and then click [OK].

<u>Step 5</u>

Job ID	Status	Document Type	Creation Date	Document Title
1	Not Sent	Invoice	14:49 4/17/2003	Crystal Reports Ac
2	Not Sent	Invoice	14:49 4/17/2003	Crystal Reports Ad
3	Not Sent	Invoice	14:49 4/17/2003	Crystel Reports Ac
4	Not Sent	Invoice	14:49 4/17/2003	Crystal Reports Ac
5	Not Sent	Invoice	14:49 4/17/2003	Crystel Reports Ac
6	Not Sent	Invoice	14:49 4/17/2003	Crystal Reports Ac
7	Not Sent	Invoice	14:49 4/17/2003	Crystel Reports Ac
8	Not Sent	Invoice	14:49 4/17/2003	Crystal Reports Ac
9	Not Sent	Invoice	14:49 4/17/2003	Crystal Reports Ac
10	Not Sent	Invoice	14:49 4/17/2003	Crystal Reports Ac
11	Not Sent	Invoice	14:49 4/17/2003	Crystel Reports Ac
4				

The print jobs will be sent to the PDFBlaster outbox and will remain there until you are ready to send them out.

If you've configured PDFBlaster to pop up when it receives new print jobs, the above screen will be displayed automatically. Otherwise, double-click on the small PDFBlaster icon in the system tray to activate the PDFBlaster Control Panel.

At this point you're ready to send the print jobs according to your send rule. You double-click on a specific job and, if you've set up PDFBlaster to "Confirm Each Job" you'll get to verify the send data (see the next screen).

Step 6

🛃 Print Job Deta	ils:
Company:	John Q. Windows Company
Recipient Name:	John Q. Windows
Recipient Email:	john@windows.com
Recipient Fax:	8005551212
Subject:	TEST MODE Invoice From Macola Electronics, Inc.
CC Email:	
Body:	
Send Rule:	Test mode <u>QK</u> <u>Qancel</u>

The Print Job Details screen displays the recipient data of current print job. This data is pulled on the fly from the Progression database. You can accept the information as is, edit it, or add to it. You can also change the send rule in the drop down if you want to override your global send rule setting.

Click [OK] to send your print job!