

PDFBlaster QuickStart Guide

For Accountmate LAN

Revised: Thursday, February 16, 2006

www.pdfblaster.com | support@pdfblaster.com

Installing PDFBlaster

🔂 PDFBlaster Setup	×
DFBLASTER	Welcome to PDFBlaster Setup Wizard The Setup Wizard will install PDFBlaster on your computer. Click Next to continue or Cancel to exit the Setup Wizard.
document delivery from accounting	data fabrication
	data_fabrication
	< Back Next > Cancel

Make sure you have already downloaded the latest version of PDFBlaster (http://www.pdfblaster.com/download) and your activation code available.

Double-click the pdfblaster.exe program to start the install.

You will be presented with the screen show above. Click Next to continue.

When asked, Click the "I accept the terms in the License Agreement" option.

Then, Click Next to continue.

Then, Choose the folder location where you want PDFBlaster to be installed. The default, which is suggested for most users, is C:\Program Files\DataFab\PDFBlaster.

Click Next again to continue.

Finally, Click the Install button to begin the installation.



Completing the PDFBlaster Setup Wizard

Once the PDFBlaster setup wizard has completed you may be prompted to reboot your computer in some cases. If this happens be sure to reboot your computer immediately to ensure that the PDFBlaster installation completes successfully.

If you don't need to reboot, you'll have the option to launch PDFBlaster by checking the appropriate check box.

Click Finish to complete the installation.

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Starting PDFBlaster For the First Time

The PDFBlaster Control Panel can be started from your Windows Start menu. Look for Start -> Program Files -> PDFBlaster -> PDFBlaster Control Panel and click on this link when you find it.

When PDFBlaster starts up for the first time, it will ask you if you want to check for updates to this program. Click "No" for now.

NOTE: In the future, It's a good idea to click "Yes" to check for any updates. This way you can be sure you have the latest version of the PDFBlaster software. If you select "No", PDFBlaster will remind you every 30 days to check for updates.

Select Your Accounting System

🕞 PDFBlaster Setup Wizard	×
intelligent document delivery from accounting	Please select the accounting system you want to link to. The selected accounting system must match the accounting system assigned to your activation code Link To: Visual Accountmate
<u>Cancel</u> <u>H</u> elp	< Back Next > Finish

If this is the first time you are running the PDFBlaster Control Panel, you will asked to complete a quick 5 step setup wizard that will help you link PDFBlaster to your accounting system, configure your email server settings (for sending PDF emails) and activate your software.

The first step is to select your accounting system from the drop-down list.

Choose Visual Accountmate

Click the Next button

🕞 PDFBlaster Setup Wizard		×
intelligent document delivery from accounting	Please enter the following information so PDFBlaster can connect to your accounting system. System Directory: C:VAMLAN Company ID: 999	
Cancel <u>H</u> elp	< Back Next > Finish	

Linking To Your Accountmate LAN Server Database

Select the root directory (folder) where your Accountmate LAN software is installed. This is typically on a network drive. If you have Accountmate LAN installed on your local computer as a stand-alone system the default folder is C:\AMLAN (for Accountmate LAN version 6.5 or greater).

Type in the company ID of the Accountmate company that you want to link to PDFBlaster. In the example above, we are using the demo company which has a company ID of 999.

Click the Next button to continue.

PDFBlaster Setup Wizard	You are now ready to test your accounting link. Click the [Test Link] button to test your settings. PDFBlaster Connection Succeeded OK	X
Cancel <u>H</u> elp	< Back Next > Finish	

Testing Your Accounting Database Link

Click the Test Link button to test the link between PDFBlaster and your accounting system.

If the information you entered is correct you will see a "Connection Succeeded" result message like the one shown above

If the test link fails, most likely you have entered in incorrect accounting database information. Please contact your network administrator to obtain the correct settings.

Click the OK button to dismiss the Connection Succeeded dialog.

Click the Next button to continue

🕞 PDFBlaster Setup Wizard			×
intelligent document delivery from accounting	information will b	Personal contact information. This e used when sending PDF email n your fax cover sheet. ABC Distribution and Service Corp. Joe Andrews jandrews@abcdistributing.com	
<u>C</u> ancel <u>H</u> elp		< Back [Next > Einish	

Entering Your Personal Contact Information

If your link to your accounting system was successful, your From Company name should be prefilled. You can override this value by typing in your Company name as you wish it be viewed when sending faxes and emails through PDFBlaster.

Enter your From Name, which is typically your personal name. However, you may want to use a more generic from name such as "ABC Sales" if you want to not have your own name appear in faxes and PDF Emails.

Enter your from email address, which is typically your own company email address. Again, if you elect to use a more generic from name, you can change this from email setting to match an email alias that has been set up on your mail server, such as sales@abcdistributing.com.

Configuring PDFBlaster To Work With Your SMTP Server

🕞 PDFBlaster Setup Wizard	×
BLASSER BLASSE	Please enter your outgoing SMTP mail server settings. If this is an evaluation copy you can skip this step for now but you will need to configure your SMTP settings once your software has been purchased. Outgoing Mail Server: mail.abcdistributing.com Outgoing Mail Server Port: 25 User Authentication Required
ፈ	Test SMTP Settings
Cancel Help	< Back Next > Finish

If you plan on sending PDF emails through PDFBlaster, you'll need to enter your outgoing mail server information in this step. If you use Microsoft Outlook as your email client you can look at the email account settings in Outlook to get the information needed here. Otherwise, if you don't know what your outgoing SMTP server settings are you will need to contact.

If your mail server requires authentication, check the appropriate box and enter your mail server login and password. You'll also need to know the "Authentication method", but in most cases, this is simply NONE. Some high-security mail servers use other methods but if you're not exactly sure what to use, try the NONE setting.

NOTE: Important note about your entered email address and your outgoing SMTP server:

Many outgoing mail servers are increasingly being "locked down" to prevent usage by unauthorized email spammers. If you have trouble connecting to your outgoing mail server from PDFBlaster, make sure that the email address you entered is already set up in your mail server configuration. For example, you may have entered sales @abcdistributing.com as you from email address, but there is no sales @abcdistributing.com email alias set up on your mail server. If this is the case, either have your mail administrator add this email address, or else use your personal company email address as your from email address in PDFBlaster.

▶ PDFBlaster Setup Wizard	×
	Please enter your outgoing SMTP mail server settings. If this is an evaluation copy you can skip this step for now but you will need to configure your SMTP settings once your software has been purchased.
LAS	Outgoing M SMTP Settings Test Was Successful!
intelligent document delivery from accounting	
4	Test SMTP Settings
Cancel <u>H</u> elp	< Back Next > Finish
Testing SMTP Settings	

Testing Your SMTP Mail Server Settings

After you enter your outgoing SMTP server settings, click the Test SMTP Settings button to test your configuration. If you settings are correct you will see a response dialog like to one shown above.

If your SMTP test fails it is most likely because one or more of your outgoing SMTP mail server settings was incorrect or that your authentication failed when PDFBlaster tried to contact your mail server. Please check with your ISP or network administrator to obtain the correct outgoing SMTP mail server settings.

If you test was successful, click Next to continue.

PDFBlaster Setup Wizard	Please enter your assigned software activation code. You must be able to connect to the Internet to proceed past this step. Activation Code: 999999-999999999
from accounting	< Back Einish

Entering Your PDFBlaster Activation Code

Please enter the activation code provided to you via email or from your PDFBlaster reseller. Make sure you enter the number exactly as it is provided, including the dash.

Click Next to continue.

After entering your activation code you will see a screen indicating that your activation code has been accepted by the system.

Then, Click the Finish button to exit the wizard.

NOTE: Important Note about failed activation attempts:

If you software activation attempt fails, it is most likely due to one of the following scenarios:

You entered an incorrect activation code You entered a valid activation code but are linking to an accounting system that is different than the one you signed up for You exceeded the allowable license count limit for your account.

If you are using PDFBlaster in trial mode, you can only install PDFBlaster on a single workstation. If you have already purchased PDFBlaster, then you may have run out of available license activations, in which case you will need to purchase more license activations.

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Printing To PDFBlaster From Accountmate LAN Server

National Office Supply, Inc. Sales Order	Final Sections	Reports	Maintenance	Housekeep
D2/16/06 My AccountMate Shortcuts My Programs My Group Shortcuts My AccountMate Help My Recent Documents My Internet Favorites		Print Sales Or Print Pick List Print Packing Advanced Billi Sales Order Reg Unventory Re Inventory Re Inventory Ty Revenue Cod Freight Repor Salesperson L Sales Tax Coo	der Slip Slip ing Reports ceports ports ports ports cts isting de Listing ing rk Listing Listing Listing	Ma AT F or Resal

Once your PDFBlaster Control Panel is linked to your accounting system and configured correctly, all you need to do is print your accounting documents (invoices, statements, purchase orders, etc.) from your accounting system and select the PDFBlaster printer as the selected printer.

For example, suppose you want to send out your sales orders from Accountmate. Open the Sales Order module and click Reports -> Print Sales Order as shown above.

Printing To PDFBlaster From Accountmate LAN Server

🗭 Print Sales Order							
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Sort By	Entry Date Order Date						[Range] [Range]
<u> </u> 50 <i>#</i>	 Sales Order Sales Quote 						,
Individual SO #	Alignment Test Only	s Orders or	Quotes				
Report Header	C All Unprinted Sales C All Printed Sales Or Printed and Unprint	ders					
✓ Include Printed By	 Hide Credit Card # Encrypt Credit Card Show Credit Card # 						

Enter and range criteria to filter your sales order output. In our example we are going to print all sales order from all dates and customers, including reprints.

Next click the Printer button.

Printing To PDFBlaster From A	Accountmate LAN Server
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Select Printer	
Add Printer PDFBlaster	
Had Frincel	
1	
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Location:	Fin <u>d</u> Printer
Comment:	
Page Range	
• All	Number of <u>c</u> opies: 1 🛨
C Selection C Current Page	
© Pages: 1-65534	
Enter either a single page number or a single	1 2 3
page range. For example, 5-12	

Make sure you select PDFBlaster as your output printer. Then click Print.

Your accounting system will then start printing your sales orders to the PDFBlaster printer

Printing To PDFBlaster

00002 a 00003 a 00004 a 00005 a 00006 a	owner dministrator dministrator dministrator dministrator dministrator	Status Not Sent Not Sent Not Sent Not Sent Not Sent	Type Sales Order Sales Order Sales Order Sales Order	To Company ADI Auto Transport ADI Auto Transport Acme Emporium Retail	To Name Jimmy Stone Jimmy Stone
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00004 av 00005 av 00006 av	dministrator dministrator	Not Sent	Sales Order		
00005 a 00006 a	dministrator			Acme Emporium Retail	
00006 a		Not Sent			Ray Chester
	dministrator		Sales Order	Capital Couriers, Ltd.	Robert Ross
UUUU/ a		Not Sent	Sales Order	Capital Couriers, Ltd.	Robert Ross
	dministrator	Not Sent	Sales Order	Access Communicatio	Mona Rice
	dministrator	Not Sent	Sales Order	Access Communicatio	Mona Rice
	dministrator	Not Sent	Sales Order	Bailey Associates	Kathy Bailey
	dministrator	Not Sent	Sales Order	Access Communicatio	Mona Rice
	dministrator	Not Sent	Sales Order	Acme Emporium Retail	Ray Chester
	dministrator	Not Sent	Sales Order	Access Communicatio	Mona Rice
	dministrator	Not Sent	Sales Order	Capital Couriers, Ltd.	Robert Ross
	dministrator	Not Sent	Sales Order	Access Communicatio	Mona Rice
00015 a	dministrator	Not Sent	Sales Order	ADI Auto Transport	Jimmy Stone
00016 a	dministrator	Not Sent	Sales Order	Archer Kitchen & Cabi	John Young
00017 a	dministrator	Not Sent	Sales Order	Acme Emporium Retail	Ray Chester
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As your sales order jobs are received by the PDFBlaster Control Panel, PDFBlaster will automatically pre-address each sales order in your outbox for you.

Highlight the first job and then click the Send button.

Printing To PDFBlaster

SmartFind™ Results:				
Company:	ADI Auto Transport			
Recipient Name:	Jimmy Stone			
Recipient Email:	jimmyb@adiauto.com			
Recipient Fax:	4156811877			
Subject:	Sales Order From Joe User at National Office Supply, Inc.			
CC Email:				
Body:	To view the attached Sales Order, you need the free Adobe Acrobat Reader, which is available from www.adobe.com.			
Archive Comments:				
Send Rule:	Always send as fax			
data_fabrication				
Please confirm the following SmartFind™ results				

Since your send option was set to "send each print job individually" and "confirm each job" you will be presented with the SmartFind Results confirmation screen shown above. At this point you can select the defaulted recipient and send rule settings, or overwrite them with your own, change the send rule for this job from the drop-down or edit the body of the message (which will appear in the email or on the fax cover sheet).

Since your global send rule was set to "send as a test to my email address" this is the default send rule for this job.

Since you want to send this sales order via fax, click the Send Rule dropdown and change the rule to "Always send as fax".

Now all you have to do is click the Send button to deliver your fax.

After your print job is sent, and entry is added to the Send Log tab, which you can view, print to clear at any time.

That's it!

Support and Purchasing

To Obtain Additional Technical Support

Visit our online support site at www.pdfblaster.com/support Email us at support@pdfblaster.com

To Purchase PDFBlaster

Contact our sales hotline at 312.264.2378 Email us at sales@pdfblaster.com

Extra Information

The following pages will give you some extra information about the PDFBlaster interface and some advanced options you have.

These items are all optional, and you don't need to configure any of these things to start sending your first trial faxes and emails.

The PDFBlaster Control Panel

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	Outbox Settings Custom Queries Send Log Archiving					
	Unsent Jobs:					
[Job ID	Owner	Status	Туре	To Company	To Name
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						I
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	design.code.application.*			Delete	Right-click print j	ob for more options
PDF	PDFBlaster Control Panel					

PDFBlaster uses an "outbox metaphor" to receive print jobs from the PDFBlaster printer. These jobs will show up in your outbox screen, shown above and identified by the outbox tab at the top. Depending on your Send Rule settings, print jobs will either queue up in your outbox until you send them yourself or they will automatically be delivered as they are received. Please see the next section for more information.

The PDFBlaster Settings Tab

F PDFBlaster 📃 🗆 🗙				
<u>File Edit Custom H</u> elp				
Outbox Settings Custom Que	ries Send Log Archiving			
Global Send Rule:	Accounting Link Settings:			
Send as test to my email 💌	Link To: Best MAS90/200			
PDF Archiving				
Archive My Print Jobs	Login Settings Test Link			
My Email/Fax Settings:				
From Company:	BC Distribution and Service Corp.			
From Name: Jo	rom Name: Joe Andrews			
From Email:	e@abcdistributing.com			
Cover Page:	:\Program Files\DataFab\PDFBlaster\pdfb_cover.rtf			
Omit cover page on faxes:				
Send Settings:				
C Send print jobs automatical	y C Send <u>wi</u> thout confirming each recipient			
Send each print job individu	ally O Confirm each recipient before sending			
C Send print jobs at a specific	time each day 01 💌 : 00 💌 AM 💌			
PDFBlaster Control Panel				

The PDFBlaster Settings tab contains settings that control how you want to process print jobs in your outbox.

The Global Send rule defines your top-most preference for sending out print jobs, and these can be a combination of fax, email and hard-copy printing. Depending on the recipient data of a particular job, different send methods may be used. For example, suppose you have an invoice that will be sent to Acme Corporation and your global send rule is defined as "fax first otherwise email". The company data for Acme in your accounting system contains an email address but no fax number. When this job is sent through PDFBlaster, it will choose email as the method of delivery because there is no fax number present. Had there been a fax number, then the delivery method would have been internet fax.

The Send Settings section contains options that control how and when your print jobs are sent. If you select "send automatically" then print jobs are sent as they are received in the outbox. You can send jobs individually by highlight the job in the outbox and clicking the Send button. Lastly, you can configure PDFBlaster to send all print jobs in the outbox at a specific time each day. For details on the other options contained on the Settings tab please visit our online help center at www.pdfblaster.com/support.

PDFBlaster User Preferences

PDFBlaster User Preferences 🛛 🔀				
User Preferences				
Show Control Panel if outbox is not empty	CC me on all sent print jobs			
Enable PDFBlaster Toolbar for Microsoft Word	Error Logging			
☑ Preview PDFs when confirming each job	🔲 Always Start Minimized			
Clear default attachments after sending	Disable Reseller Branding			
Verride Outlook security and allow access to Outlook email addresses				
Disable cover page selection or editing for all users on this computer				
Allow alternate recipients for accounting document print jobs				
Fax all print jobs to a specific fax number				
Hard Copy Printing Preferences				
Print all jobs to hard copy printer after processing regardless of send rule				
Print only accounting document jobs for which there is no email and fax number				
Ask before printing each job				
Global <u>A</u> ttachments	Save And Exit Cancel			

You can access the User Preferences screen by selecting Edit -> Preferences from the PDFBlaster main menu. Most of these options are self-explanatory but the most common preferences are:

Show Control Panel if outbox is not empty – selecting this option will cause the PDFBlaster control panel to pop up as the topmost window reminding you that there are unsent print jobs. Preview PDFs when confirming each job – selecting this option will display a PDF preview using Adobe Acrobat (which must be installed on your computer) when you attempt to send each job. This setting has no effect for auto-send or send at a specific time send modes.

CC me on all print jobs – selecting this option will cause PDFBlaster to send a CC PDF email with attachment of every job you send, regardless of whether the job is a fax, email or print job. CC's are sent to the PDFBlaster From Email address.

Always start minimized – selecting this option will cause PDFBlaster to start in your system tray and out of the way until you double-click on it. Print jobs are still queued and/or processed if PDFBlaster is running in minimized mode.

Hard copy printing preferences. If you have a hard-copy printer defined as your default printer, you can configure PDFBlaster to print every print job regardless of the send rule. This option requires the Adobe Acrobat Reader to be installed on your computer.

Global Attachments – when selecting this option, the files you select as global attachments are appended to every print job you send, regardless of whether it is a fax, email or print job.

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