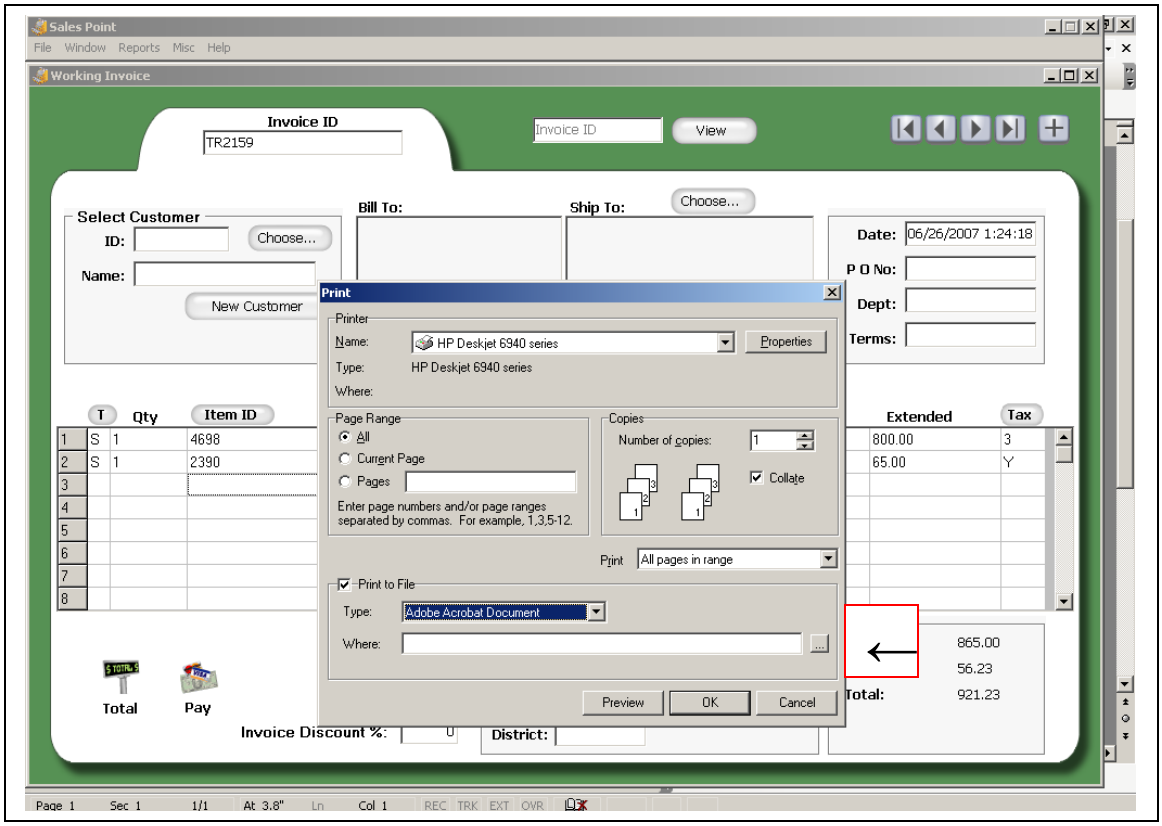
How to PDF a Document

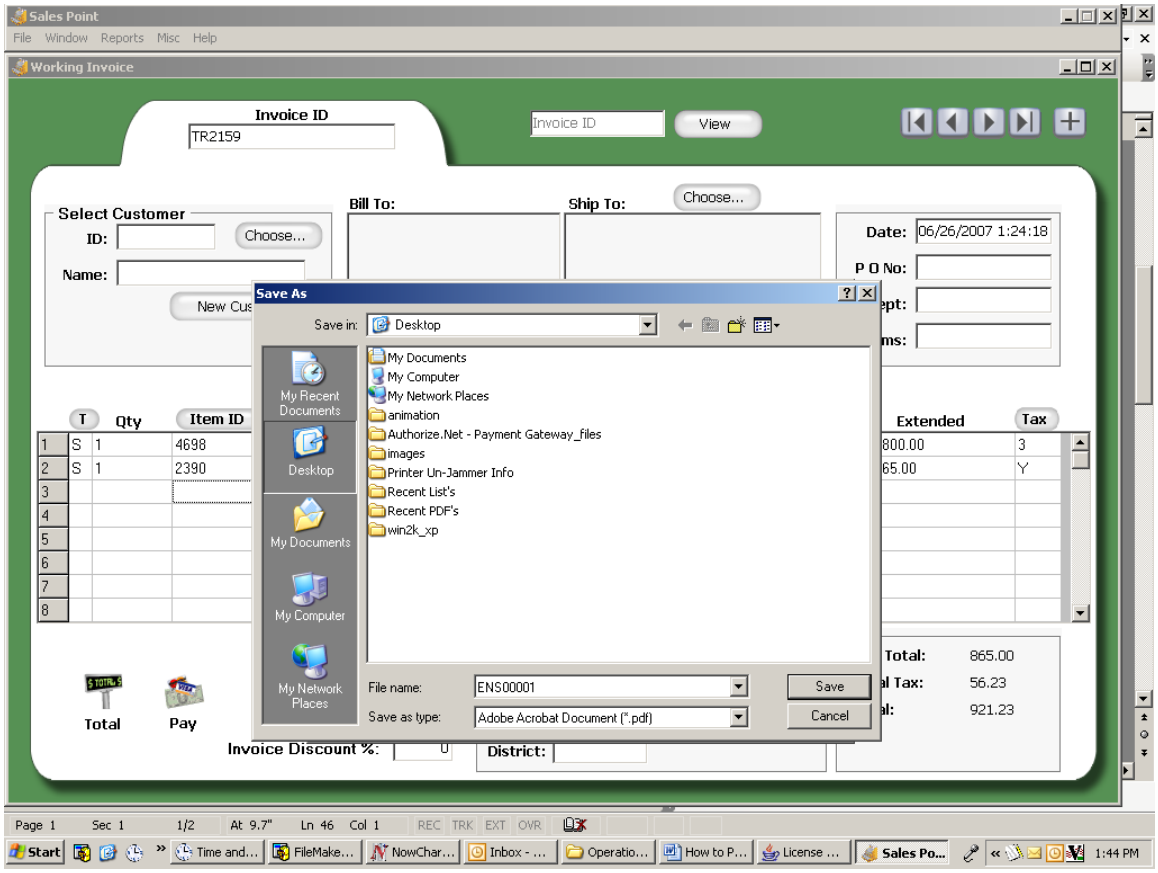
The capability to PDF a particular document or file, greatly enhances day to day business operations. PDF stands for Portable Document Format. This type of document format lets you capture and view information from any application, from any computer system, allowing you to share it with anyone as needed, such as a customer, or Accounts Payable rep. A PDF document looks exactly like the original document and preserves source file information regardless of the application used to create it.

Begin by identifying the item you want to copy in Sales Point. This item is a working invoice found in Sales Point. Right click in the shaded portion somewhere on the invoice; Select ***Print***;



Check the ***Print to file*** box; Next, choose ***Adobe Acrobat Document*** from the drop down list designating Type of File;

Next, save the file to your desktop in a convenient name that identifies the invoice. Click on the small box to the right hand side of the file designation, ***Where***; Two different boxes will come up, click OK through both of them;



Once the invoice is saved to your desktop, you may send it by attachment anywhere you need to, for example: send it in an email as an attachment to a customer. When you're finished, just delete the PDF invoice file from your desktop.