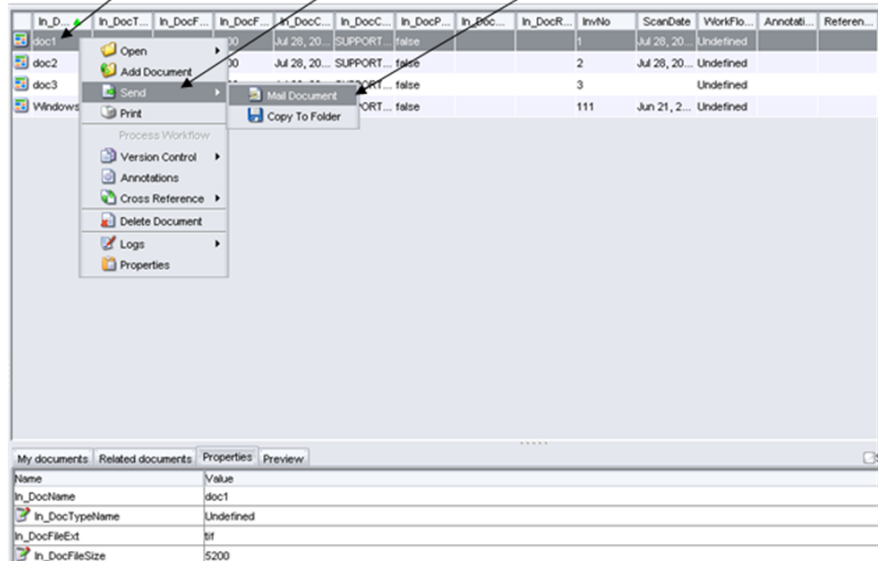


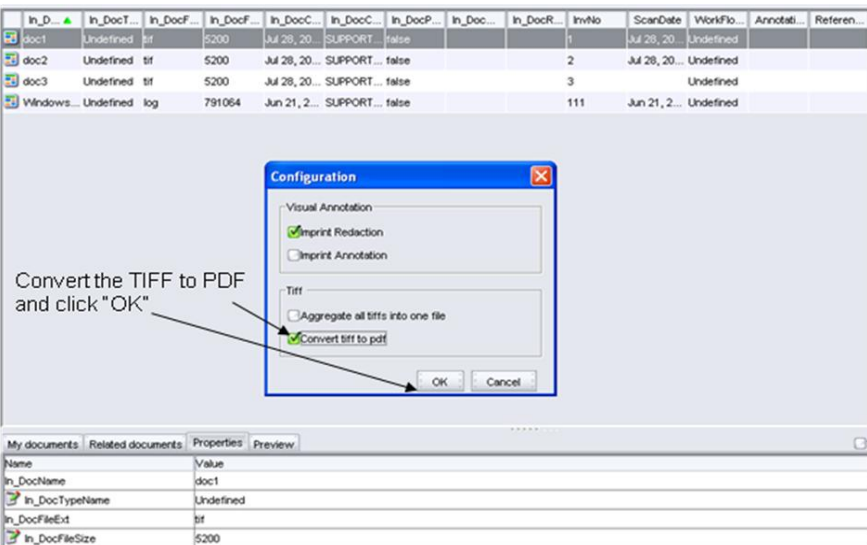
Tip 1: Follow the steps below to save time when emailing images.

Step 1:

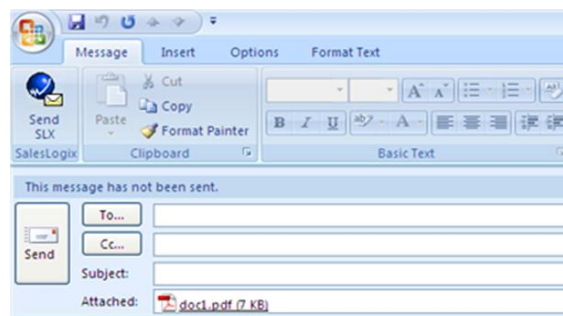
Right click the document Go to "Send" Click "Mail Document"



Step 2:



Step 3:

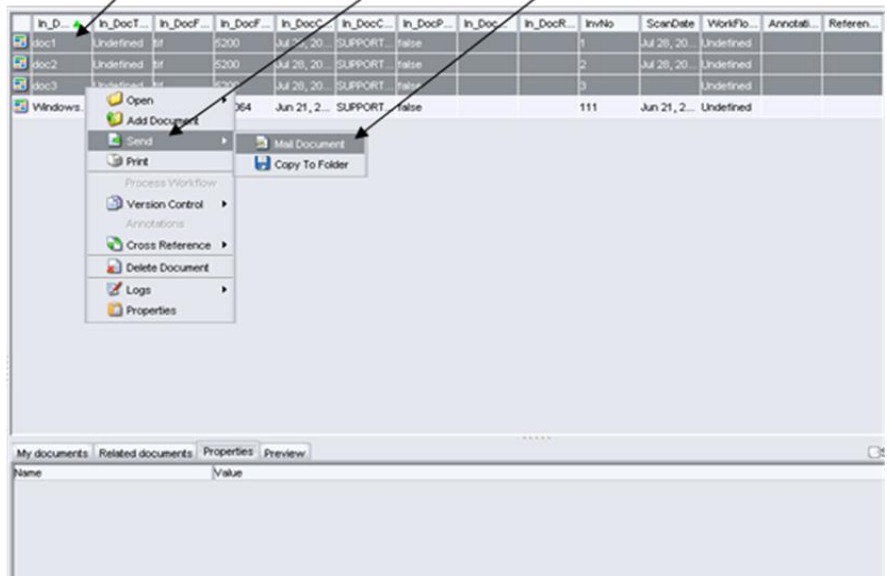


The PDF automatically appears in Outlook

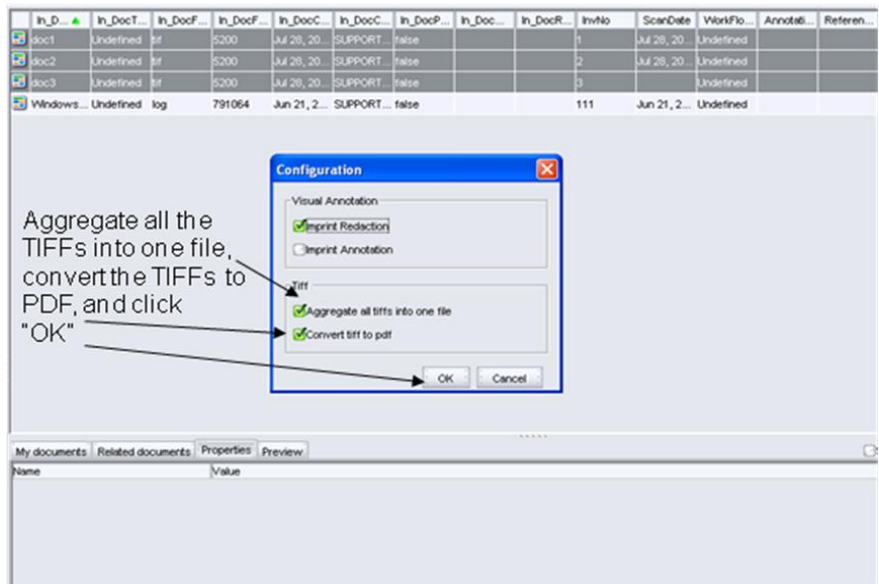
Tip 2: Follow the steps below to aggregate multiple TIFF documents and convert them to a single email as one PDF attachment.

Step 1:

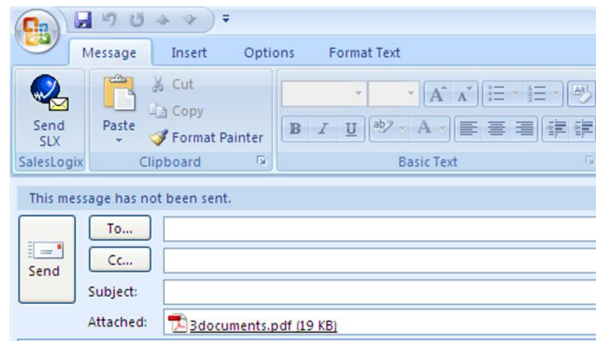
Hold "Ctrl" and select multiple documents Right click and go to "Send" Click "Mail Document"



Step 2:



Step 3:



The single PDF with all three TIFFs automatically appears in Outlook