

Emailing Quotes

The Bullzip Printer is used to change documents to PDF format

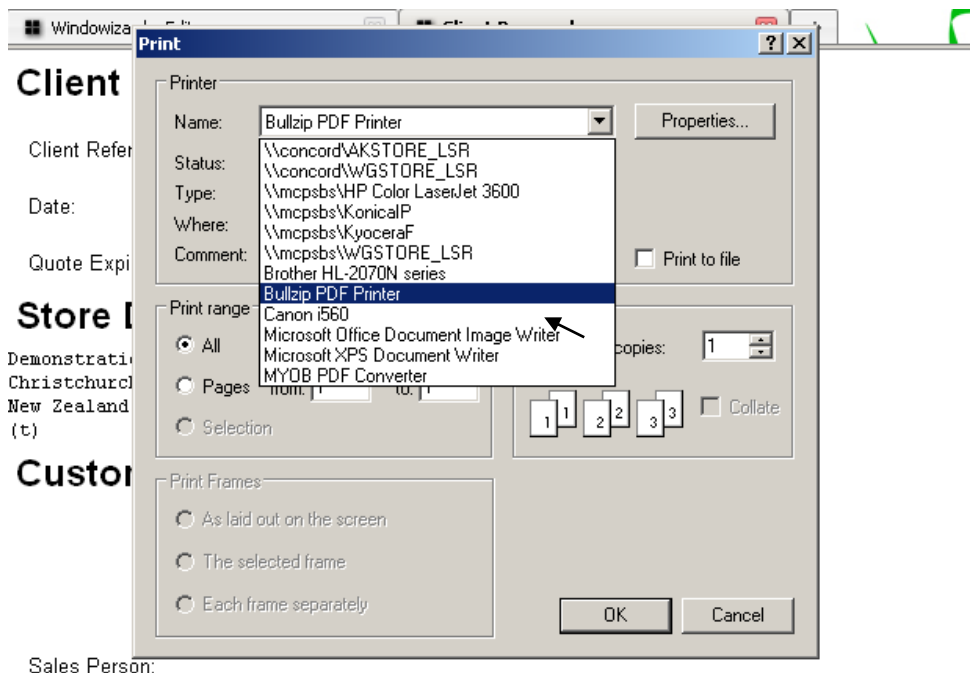
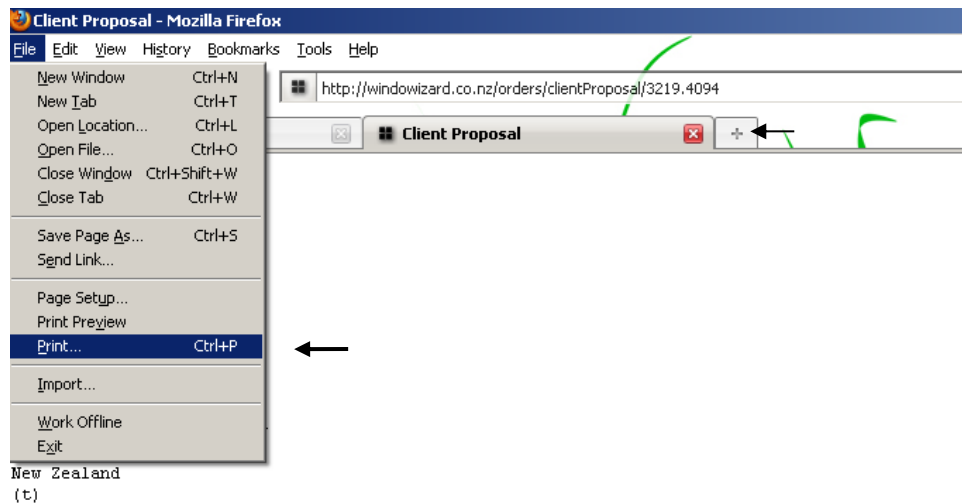
Find the document you want to send

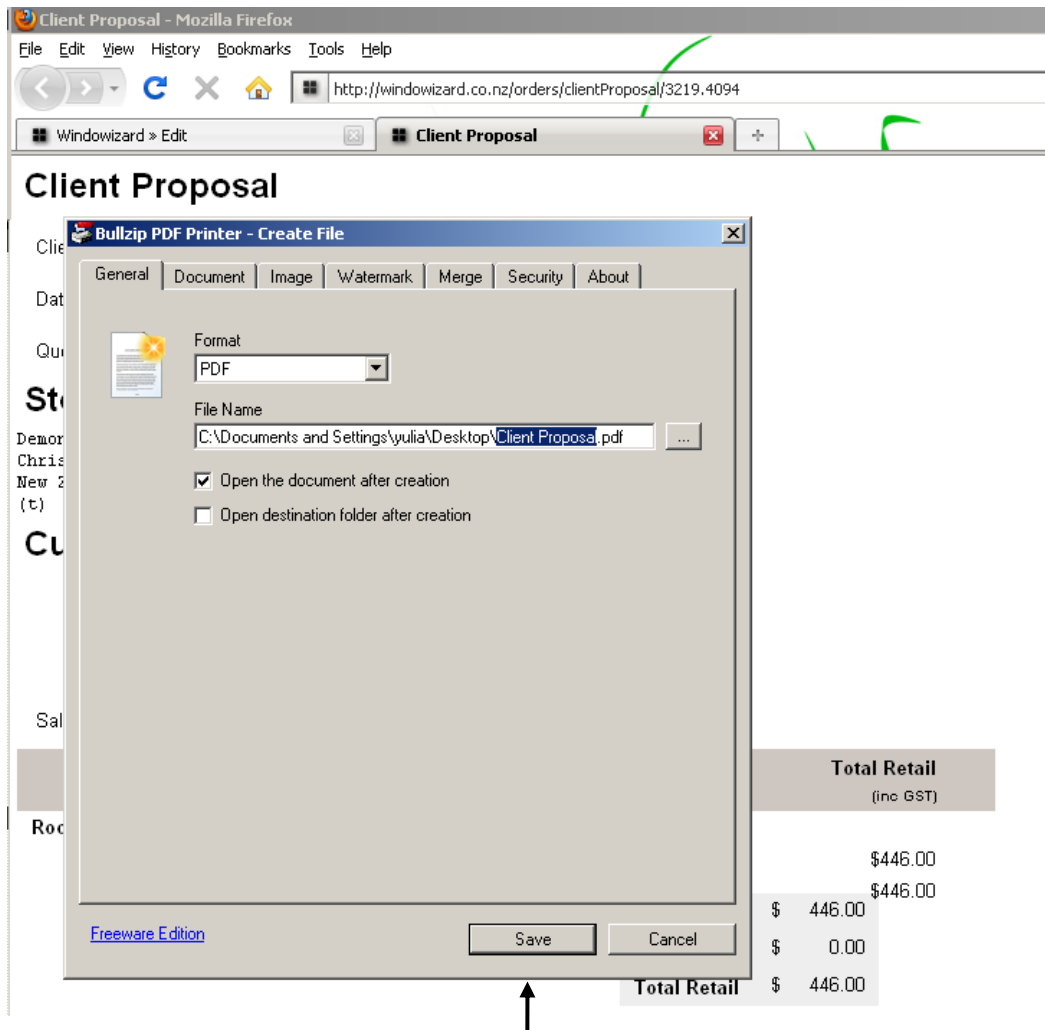
File

Print

Click drop down button and select 'Bullzip PDF Printer'

Note – This will **not** print the document





Select **'Save'**

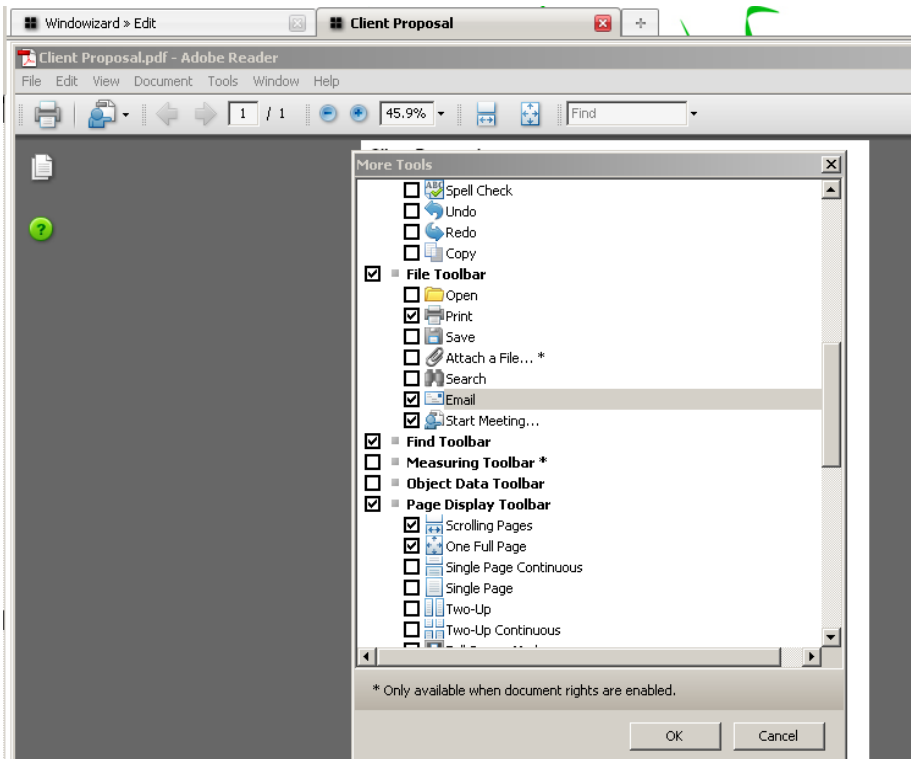
If you get a warning screen saying

Bullzip PDF Print – the PDF file already exists; do you want to overwrite it?

Select **'Yes'**

This saves the PDF file to your desktop

The first time you do this you will need to set up the task bar



Select the mail icon; this will now attach the document to email

