



How To Send A Fax Via E-mail

To send faxes via e-mail you will send an e-mail with the documents you want faxed attached to the e-mail as a PDF attachment.

If you already know how to create a PDF file of what you want to fax, or if the documents you want to fax are already in PDF format you may skip directly to step 2 "Create A New E-mail".

Otherwise start with step 1 "Create A PDF File".

1	<p>Create A PDF File: There are 2 simple ways you can create a PDF file. Try Method 1 first as it is the simplest of the two methods to both create the PDF and send the fax. If method 1 is not available in the program you created the documents in you can instead use Method 2.</p> <p>Method 1: Click on the "file" menu in the program you are using to create the documents you want to fax. Microsoft Word, Excel and some others have replaced the "file" menu with an "office" button. This will open a drop down menu. If you see a "send" option click it to see the send choices. Now see if you see an option called "e-mail as PDF attachment". If so click this option. This will automatically create a new e-mail with your currently opened document already attached as a PDF file. Now simply go to step 3 "Sending". If you do not see the above options use Method 2 below to create your PDF file.</p> <p>Method 2: Click on the "file" menu or the "office button" menu in the software program you used to create the documents you want to fax. Next click "save as". In the new window that opens change the file type to "Adobe Acrobat" or ".pdf". You may even see the option "Publish to PDF". Any of these will work. Simply save your documents as a PDF file. Once the document is saved as a PDF you can move to the "Create A New E-mail" section below.</p>
2	<p>Create A New E-mail: Create a new e-mail as you normally would to send someone an e-mail. Attach the PDF document you want to send to the e-mail. You are now ready to send. See "Sending" (step 3) below.</p>
3	<p>Sending: Send your e-mail to:</p> <p>fax+xxxxxxxxxx@pdf2fax.com replacing the x's with the 10 digit fax number you want to fax to.</p> <p>For example: to send a fax to the local fax number 923-3995 send the e-mail to:</p> <p>fax+2259233995@pdf2fax.com or fax+9233995@pdf2fax.com (225 area code is assumed).</p> <p>Faxes must be sent from your authorized e-mail account or they will be rejected. If you would like to authorize additional e-mail accounts (such as your personal account or other non authorized account) please have your company's appropriate representative contact us to request authorization.</p> <p>Feel free to add these special "fax" e-mail addresses to your e-mail address book for contacts you may fax to regularly so you can simply select the e-mail address from your contacts for future faxes you want to send via e-mail.</p>

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