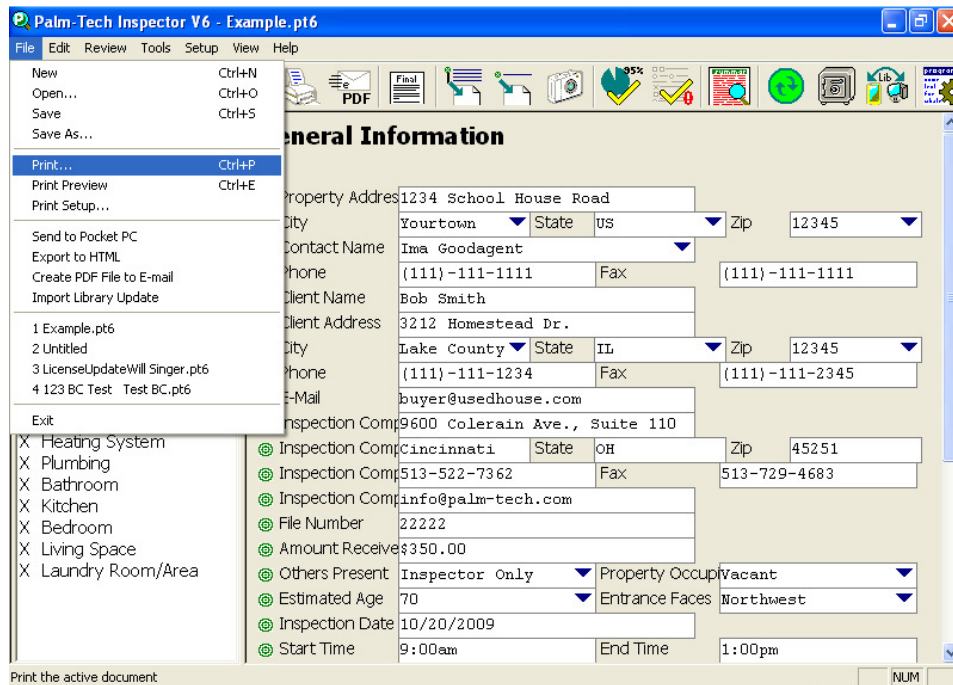


This is a step-by-step walk-through for anyone who is trying to email a single page or couple of pages of their report to a client, but don't want to email the whole report.

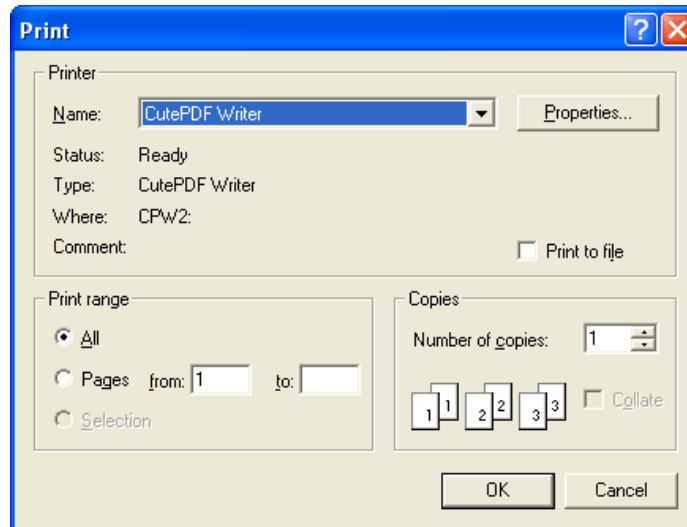
Email a Single Page or Specific Section of Report

1. To email a single page or specific section of your report to your client, you must first select the page(s) that you need and turn them into a PDF using a PDF Writer.
2. With your inspection open, click on File - > Print

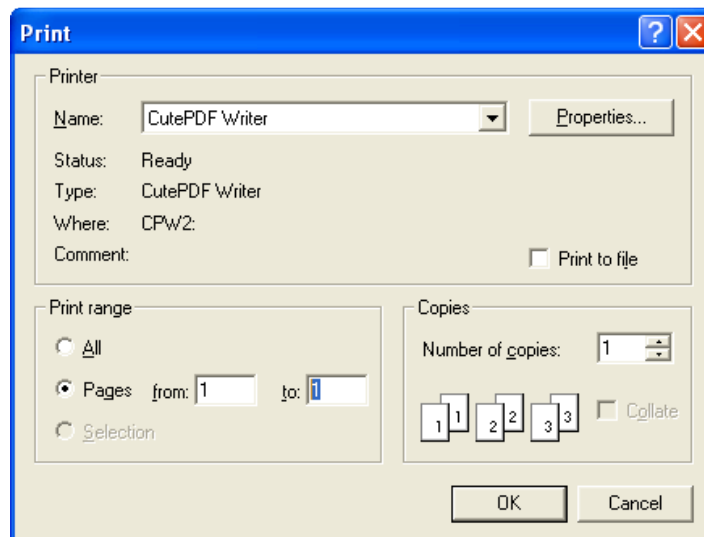


How to: Email a Single Page of Your Report

3. When the Print Box pops up, select your PDF writer in the name box.
 - a. If you do not have a PDF Writer, you can download one for free from here: <http://www.cutepdf.com/products/cutepdf/writer.asp>

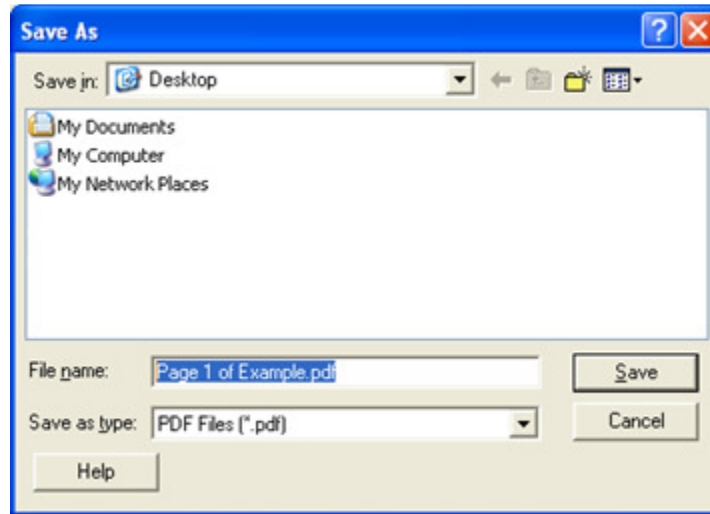


4. You will then want to select which page(s) that you specifically want to turn into PDF(s) and email, click 'OK'.



How to: Email a Single Page of Your Report

5. A 'Save As' box will pop up allowing you to save the PDF wherever you like. Make sure to save it someplace where you can find it.



6. Now that your PDF is made, just open your email and attach your new PDF and send.