
Q4: Can I email a Wages Book to a client?

4.1 Yes. You can save a Wages Book to disk and then email the report as an attachment to an email.

Produce text file

1. Select a WAGES BOOK in the usual way; i.e. as if you were about to print it. When the PRINT prompt is displayed at the bottom of the screen, press SHIFT-F10 (instead of F10 to PRINT).
2. SUPERPAY pops up a window asking you to enter a file name. Enter any name which is meaningful to you with the extension **.txt** e.g. **WBW1.TXT**, **WBM1.TXT**. SUPERPAY will then store the WAGES BOOK report in the same directory as your program folder.

(If you don't know where your SUPERPAY program is stored, press ALT-F10 to display a screen of System Information. The line which begins with Program: is the directory where SUPERPAY has stored this WAGES BOOK text file.)

Send file to client

3. Using your standard Email software (e.g. Microsoft's Outlook or Hot-mail) you can now email this file to your client as an attachment.

Client views report

4. Your client can open the attachment in Notepad. The WAGES BOOK TXT file has print codes which appear on the report. In addition if the report is long, the page breaks are not necessarily at the most logical place on your client's printer. There is no way round this if you send the report as a text file.

4.2 If you can create PDF files and you use SUPERPAY's Print Helper, you can email the Wages Book in a PDF format instead of a txt format.

Change Print Helper settings

5. Double click on the green F10 PRINT HELPER icon in your SYSTEM TRAY.

6. Drop down the 'Select a printer' box and choose your PDF writer - e.g. Adobe PDF or Acrobat Distiller. If you don't understand this paragraph, then it is unlikely that you have a PDF writer available to you, so you should send the Wages Book as a text file only.
7. Select SAVE.

'Print' Wages Book

8. Select Wages Book in the usual way. When you press F10 to print, SUPERPAY saves the WAGES BOOK as a PDF file.

Save PDF file as

9. This is where your PDF writer takes over and asks you where you want to save the file and what you want to call it. The exact format of the screen display depends on which PDF writer you use and is beyond the scope of this FAQ booklet.

Send email

10. As described in 3. above, you use your standard email software to send this WAGES BOOK report to your client as an attachment to an email.

Client receives email

11. Your client can open up the attachment and print the Wages Book in a PDF format without any unwanted print codes.

Change Print Helper back to std printing

12. Don't forget to change back the setting on your PRINT HELPER to print to your printer rather than to a PDF file. (i.e. Double click on the green F10 icon in your SYSTEM TRAY and select your printer rather than your PDF writer. Then click on SAVE.