

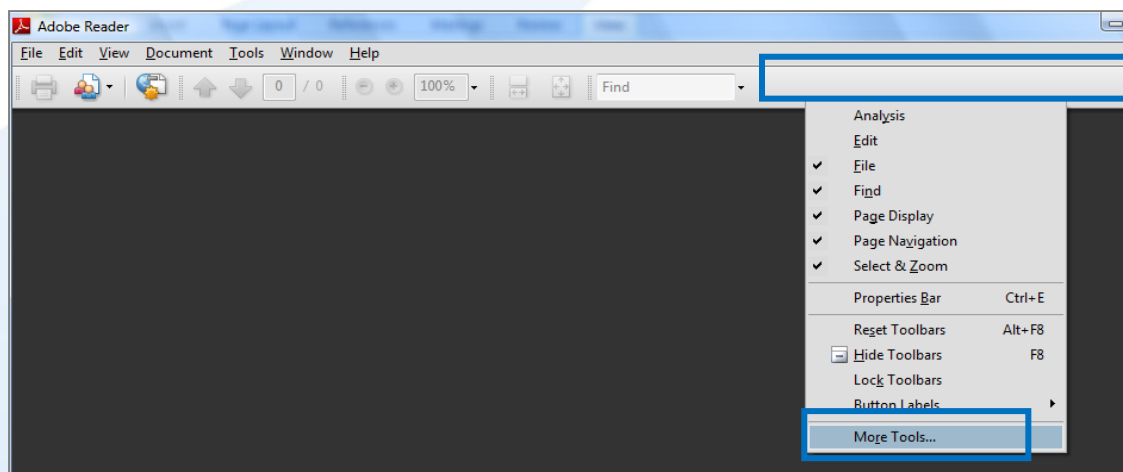
## Email with Adobe Acrobat Reader (V.9)

This help document will show you how to manage your PDFs produced on Liquid Accounts. If you have selected 'print as PDF' for your invoice, the system will create a PDF of the invoice. The document that you can see in the diagrams is the actual PDF file, which you can save, print or send.

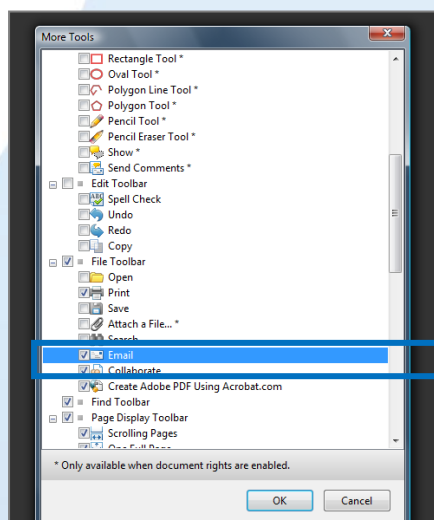
Due to recent Adobe Acrobat Reader upgrades, some users have had a problem finding the 'Send as Email' button.

### To Switch on the 'Send as Email' Button

1. Right Click (press right hand mouse button), in the grey area to the right of the menus at the top of the PDF document.



2. Then select **More Tools** from the drop down menu.
3. Select the Tick Box for Email.



4. The [Email](#) button now appears.



5. This allows you to launch your email programme and adds a copy of the PDF as an attachment (don't select the send the link only option). Type or paste the email address and you are ready to send your invoice.

