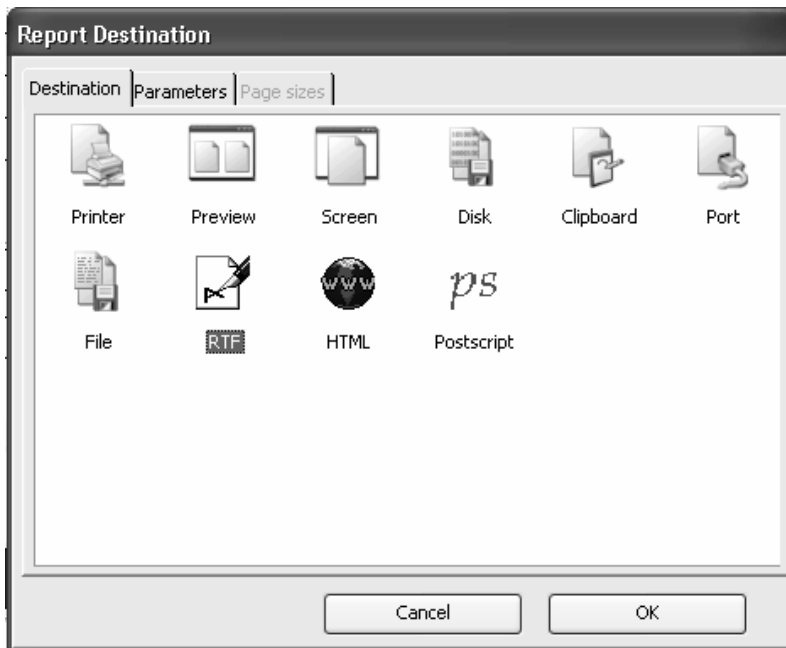


FP2 - TIP 'O THE WEEK # 30 PREPARING REPORTS TO SEND BY E-MAIL



Preparing a report for e-mail.

Sometimes you may wish to e-mail a report rather than send a printed copy. To do this, click on HTML from the Report Destination Window (below) and click "OK".



Then, in the "Save File As" window, select the location you want to save the file to and name the file accordingly (you will likely want to save documents somewhere in "My Documents" rather than in your FirePro folder.) Make sure you remember or make a note of where you saved the file.

Then, you can attach the file to any e-mail!

You may wish to preview the file yourself first before sending it just in case it doesn't look how you want. HTML files will generally hold the formatting better for you; however, you can also save reports by using "file" or "RTF" options. The "Clipboard" option may be used to copy the data to paste it in your e-mail or another program. Try them out and see what works best for you!



Quote of the week:

"The wireless music box has no imaginable commercial value. Who would pay for a message sent to nobody in particular?" -- *David Sarnoff's associates in response to his urgings for investment in the radio in the 1920s.*