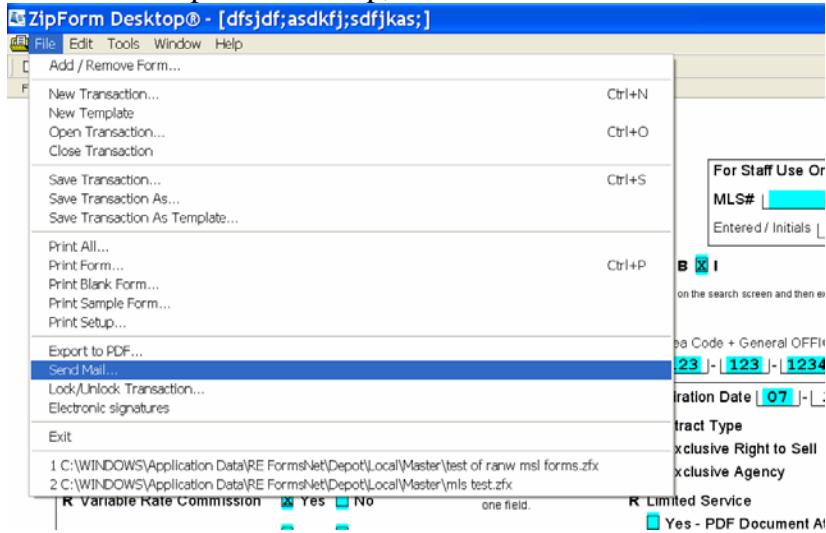


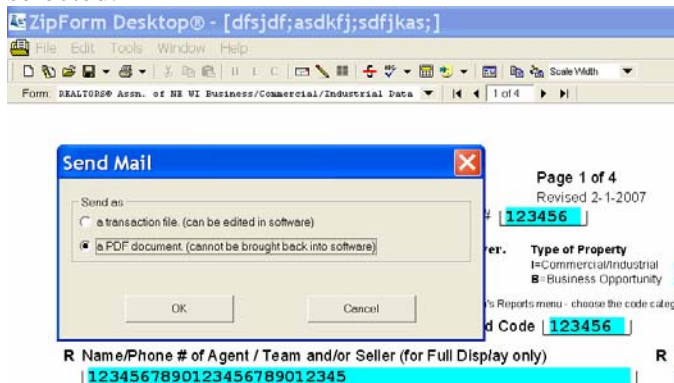
## Emailing Documents in ZipForm Desktop

Transactions can be emailed as PDF documents or ZipForm transaction files. PDF documents created by ZipForm are static and locked. They may not be opened or edited in ZipForm. If you will be emailing or sharing the transaction with someone who will use ZipForm to edit the information, send the transaction as a transaction file.

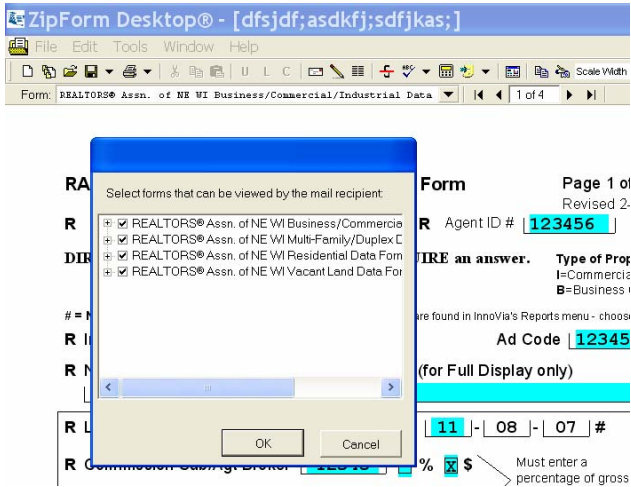
1. To email in ZipFormDesktop, select Send Mail from the File menu of the Menu Bar.



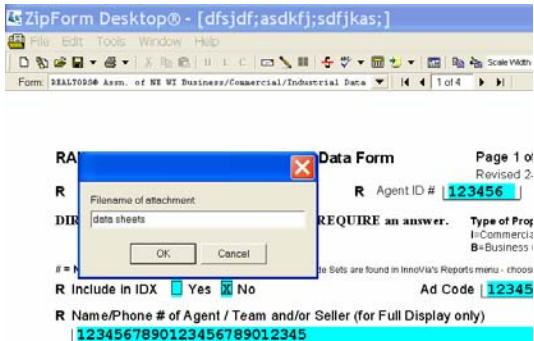
2. Next you will be prompted to choose the type of transaction you wish to send, PDF or transaction file. You will receive several other prompts related to the transaction type selected.



3. Select the forms to send.



4. Name the attachment.



5. If you use Microsoft Outlook or Outlook Express as your default email software, ZipForm will open the software and attach the documents. If however, you use another email program, you will need to manually attach the documents to your email.

