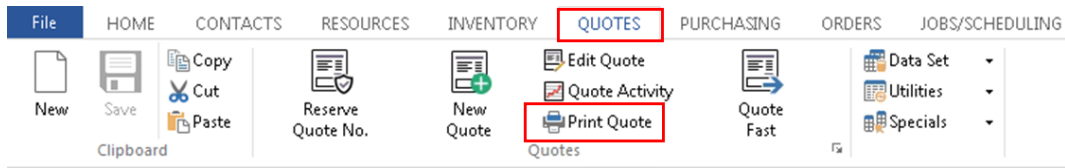


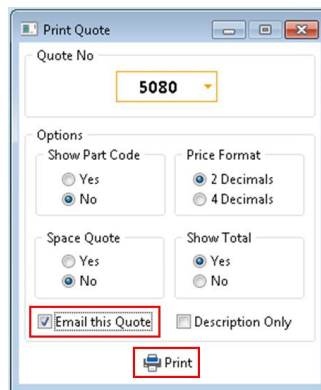
2005-104 - Print or Email a Quote

To Print a Quote

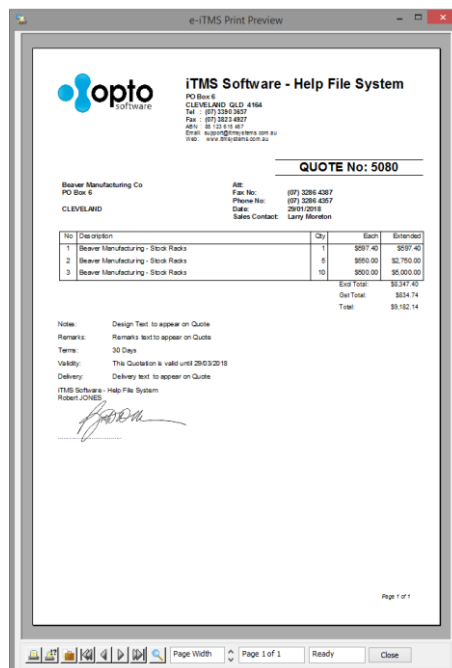
From the OPTO ribbon, select the 'Quotes' tab and **click** on the 'Print Quote' icon to display the 'Print Quote' window.



Press <F2> and select the quote to be printed from the pop-up list then **click OK**. The quote can also be emailed from this window. Tick the **Email this Quote** box and then **click** on the 'Print' icon.



A print preview window will open and then an email will open with the quote attached as a pdf file.



When the 'Print' icon is selected the 'Print Preview' window opens and the user will utilise the Toolbar at the bottom left side of the window (see below).

