

# Email a Tax Cert

A Tax Cert should be sent as a PDF. If you are unsure how to create a PDF, follow these steps:

## PDF Creator

The following steps will allow you to save any report to a PDF so that you can email it.

1. Create the report as you usually would.
2. Click on the File menu item then Print, or Ctrl-P as you would normally to print.
3. In the print dialog, use the pull down to select PDF Creator as the printer then click OK.
4. Click on the eMail button
5. PDF Creator will prompt you for a file name to save and provide a default.
6. After you click Save, PDF Creator will open an email for you with the report as an attachment. Add the appropriate email address to the To... box and a helpful description in the subject line such as your township name and the name of the report.
7. If you are sending your files in on a CD, you can still use this to send your reports. In step 4, instead of clicking on eMail click on Save to save the file on your hard drive then copy the file to your CD, using the same process as you do for the export payment report.

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