

Win.ini configuration for Emailing Documents

Subject The configuration of the Windows win.ini file to allow FinancePlus to send Invoices and Purchase Orders via E-mail

Overview FinancePlus enables the use of the E-mail process to transmit Sales Invoices and Purchase Orders. Both documents are converted to .PDF format using Adobe Acrobat. The E-mailed document is identical in layout to the normal printed version. The use of Adobe Acrobat ensures that the emailed files cannot be altered by the recipient.

See the companion Instruction Sheet entitled Send Sales Invoices via E-mail for the process to use the E-mail facility.

Instructions

PLEASE NOTE

Each PC using the e-mail facility must have a full installed version of Adobe Acrobat, which will include Acrobat Writer. It is not sufficient to have only Acrobat Reader.

The recipient of the email copy must have Acrobat Reader installed to be able to read the emailed document. Acrobat Viewer is available as freeware off the Internet.

IMPORTANT!

As the following is a major change it is strongly recommended that viable backup of the **win.ini** file is made prior to any alterations.

Setup requirements for Win 95 and Win 98

A modification is required to be made to the **win.ini** file of every local PC that will be using the e-mail facility from FinancePlus.

The **win.ini** file is located in the Windows system directory in C:\Windows

The following must be added to the **win.ini** file.

```
[Acrobat PDFWriter]
PDFFileName=C:\FPS.PDF
BDocInfo=0
```

A sample copy of the **win.ini** file is included with this instruction to illustrate the required modification (see over).

When changes are completed, reboot each PC to which you have made the above changes.

Setup requirements for Win NT

No changes are required.

Sample win.ini file to illustrate required modification – applicable to Win 95 & Win 98 only

```
[windows]
load=
run=
NullPort=None
device=HP LaserJet 4M Plus,HPPCL5MS,\\Jedi\hp4mp

[Desktop]
Wallpaper=(None)
TileWallpaper=0
WallpaperStyle=0

[Devices]
Acrobat Distiller=ADOBEPS4,C:\Program Files\Adobe\Acrobat 4.0\PDF Output\*.pdf
Acrobat PDFWriter=PDFWRITR,LPT1:
HP LaserJet 4M Plus=HPPCL5MS,\\Jedi\hp4mp

[PrinterPorts]
Acrobat Distiller=ADOBEPS4,C:\Program Files\Adobe\Acrobat 4.0\PDF Output\*.pdf,15,45
Acrobat PDFWriter=PDFWRITR,LPT1:,15,45
HP LaserJet 4M Plus=HPPCL5MS,\\Jedi\hp4mp,15,45

[Acrobat PDFWriter]
PDFFileName=C:\FPS.PDF
bDocInfo=0

[Sounds]
SystemDefault=,

[WinZip]
Note-1=This section is required only to install the optional WinZip Internet Browser
Support build 0231.
Note-2=Removing this section of the win.ini will have no effect except preventing
installation of WinZip Internet Browser Support build 0231.
win32_version=6.3-7.0

[PostScript,C:\Program Files\Adobe\Acrobat 4.0\PDF Output\*.pdf]
ATM=placeholder
```