

SETTING UP SUMMIT TO GENERATE E-MAIL

CORRESPONDENCE AS PDF

Step 1

Purchase the PDF E-mail Overlay Custom Update for Summit Event Manager - Pro v.9.23 or higher.

Step 2

1. Check version of Summit Event Manager – Pro
 - Open Summit -> in top left of the screen select the Help menu -> select About Summit option.
 - If not v.9.23 or higher download and install the latest software update.
2. Install the Win2PDF software
 - Download Win2PDF software and follow prompts for installation and registration
 - Installation Notes: Accept all default settings and do not change the printer name from 'Win2PDF'.

Step 3

Set PDF as the default e-mail format and activate

1. Open Summit Event Manager - Pro
2. Open the Setup menu
3. Go to Event Options
4. Select General Settings tab and change the 'Format for E-Mailed Correspondence' option to PDF
5. Enter your Activation Code
6. Test process by e-mailing yourself a test/dummy confirmation letter from Personal Details