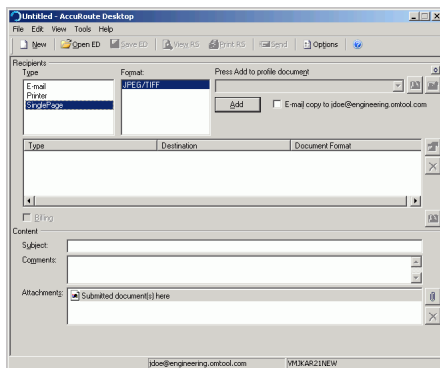


Sending a message to Single Page Image Files using AccuRoute Desktop

For detailed information on sending messages using AccuRoute Desktop, consult the user guide located at: <http://www.omtool.com/documentation/Accuroute/6.1/AccurouteDesktop/AccuRouteDesktopUserGuide.pdf>

To send a message to Single Page Image Files using AccuRoute Desktop:

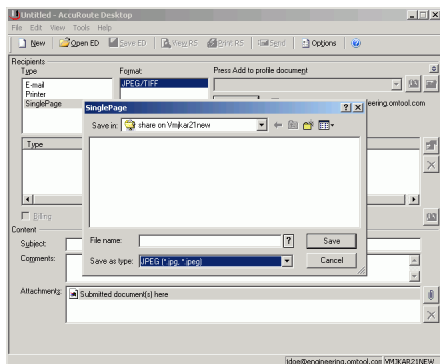
- 1 Start AccuRoute Desktop. Click **START**, go to the Upland AccuRoute programs group, and select **ACCURROUTE DESKTOP**. Log in if prompted. The application appears on your desktop.



- 2 Select the destination type **SINGLEPAGE** in the **RECIPIENTS TYPE** list.

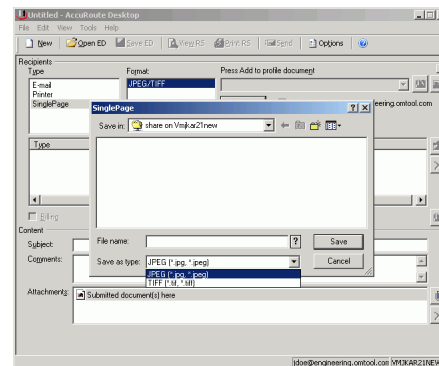
Only one file format should appear in the **FORMAT** list. If more than one format appears in the **FORMAT** list, contact your network administrator.

- 3 Click **ADD**. The SinglePage window appears.

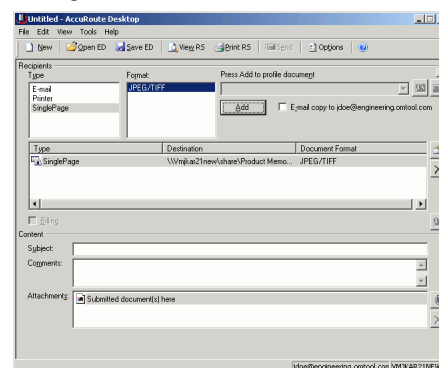


- 4 In the **FILE NAME** text box, enter the file name you wish to assign to your document. Note that you can use variables when naming files. Your network administrator can provide you information on using variables.

- 5 From the **SAVE AS TYPE** drop-down list, select either **JPEG** or **TIFF**. Note that your company may have restricted your choice to one or the other, in which case, you do not need to make any changes to this option.



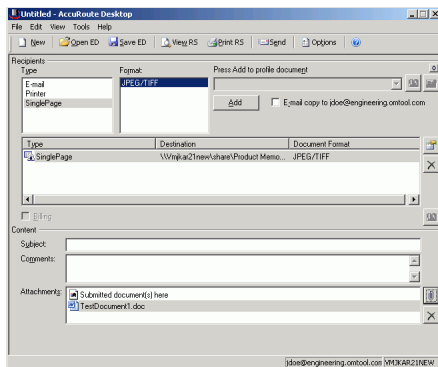
- 6 Click **SAVE**. A SinglePage destination appears in the message.



- 7 Add content to your message.
- Locate the **CONTENT** section at the bottom and type a subject and comments.
 - Add any attachments you want to send with your message. Click the paperclip icon and do one of the following:

FILE - Select this option to attach a file saved from your computer or network share. Go to the file, select it, and click **OPEN**. The file appears in the attachments list.

WEB DOCUMENT - Select this option to attach a web page from the Internet. Type the address of the web document, choose a file name for the attachment, select a file format for this attachment (such as PDF or HTML), and click **OK**.



- 8 Do any of the following:

Send the message immediately - Click **SEND** on the toolbar. A message box indicates that your message has been sent to the server. (Your message must have at least one attachment.)

Save the message as an Embedded Directive - Click **SAVE ED** on the toolbar, type a title for the Embedded Directive, and click **SAVE**.

Print a Routing Sheet that can be scanned with hard copy documents - Save the message as an Embedded Directive. Then click **PRINT RS** on the toolbar. AccuRoute Desktop creates a Routing Sheet containing the Embedded Directive and displays it as a PDF file on your desktop. Print the Routing Sheet and

include it as the first or last page of the hard copy document. Take the document to a network scanner and scan it using the instructions provided by your network administrator. (Your message can include both electronic and hard copy documents.)