

Tip – Using the Send To Feature in Word 2000 and 2003

A feature in Word 2000 and Word 2003 that can be very handy is Send To.

This feature has an option that allows you to send a Word 2000 or Word 2003 document as an attachment by automatically opening a Eudora email message.

In Word 2003, Send To has additional options to send a Word Document as an Adobe PDF file, or send a document to be reviewed. It can also send a document via a Fax Modem.

Use Send To for Sending a Word Attachment

To use the Send To feature for sending a Word 2000 or Word 2003 document as an email attachment, please follow these steps:

1. Open Word 2000 or Word 2003.
2. Open the document you want to send as an attachment.
3. From the File menu, select Send To and slide to Mail Recipient (as Attachment) . . . , to automatically attach the Word document to an email message.
4. In the Eudora email message window that opens, type in the recipient(s) of the email message, and hit Send.
5. An email will be sent with the Word document as the attachment.

Whenever you need help with any computer issue, please check our Support Services website as information is constantly added and updated:

http://www.uis.harvard.edu/support_services/