

how to send records via email from gui

- **Article Type:** General
 - **Product:** Aleph
 - **Product Version:** 18.01
-

Description:

In the GUI when you retrieve records using the search function there is a Print/Send button. It only allows the Print option, while the Send E-mail and Save on Disk options are greyed out.

How can one activate these options? User rights? .ini files?

Resolution:

The most common cause of this is having the 'Preview' Print Configuration option set for the GUI client, instead of 'Normal Printing'.

While you're in the Cataloging client, right click on the small printer icon in the lower right hand corner of the window. If the Preview option is selected, change this to Normal Printing. Then check the Print/Send options again.

If this is the case, and if you want Normal Printing to be the default setting on your client, see KB record #16384-10018.

- **Article last edited:** 10/8/2013