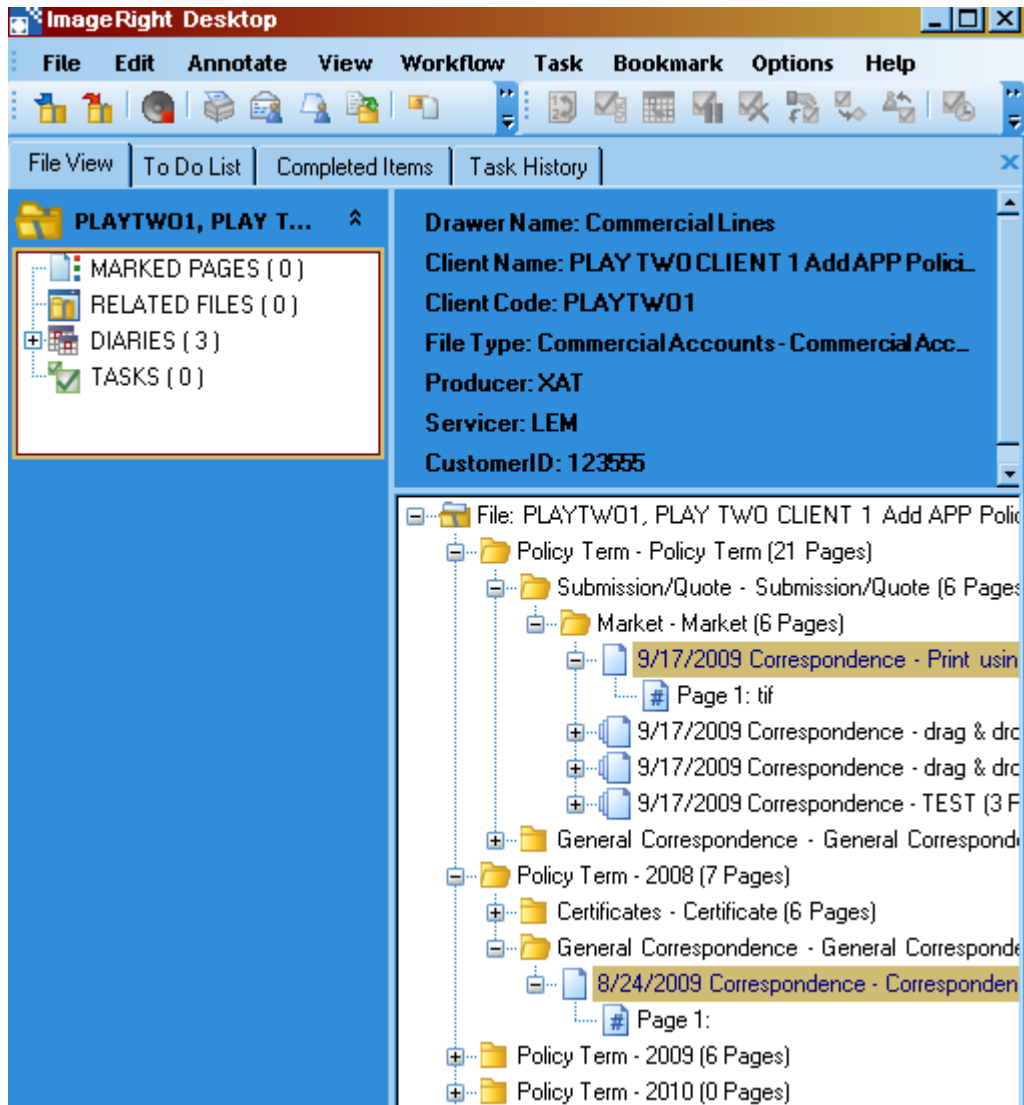
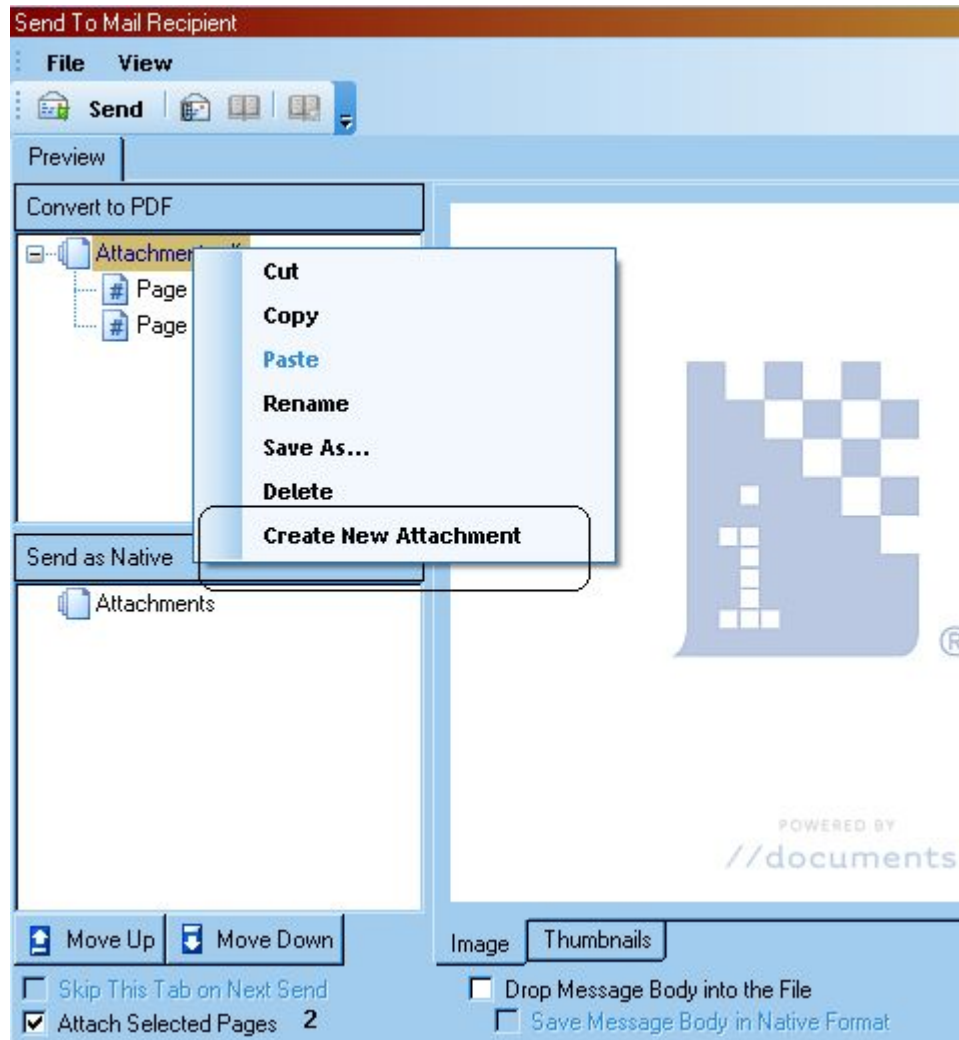


## How to email multiple pdf documents as separate email attachment in IR?

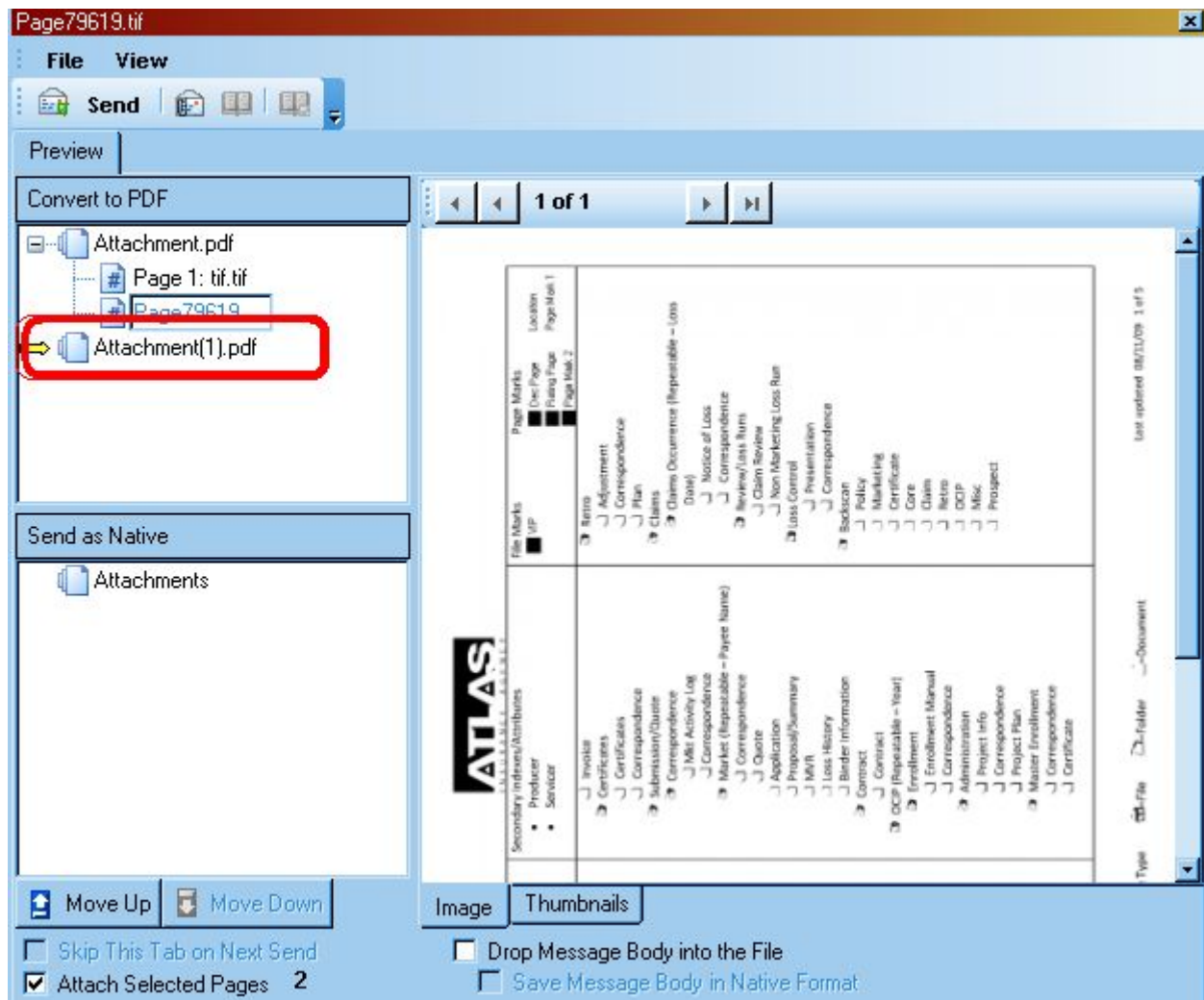
- Question:
  - How do I email multiple documents as separate attachments in one email message from IR's email function?
- Resolution:
  - This is possible by highlighting multiple documents or pages.



- o Then, go to File, Send To, Mail Recipient, in the "Convert to PDF" section. The order in which the doc is selected will be the order they will appear in "Send to Mail Recipient" window.
- o Right click the word "Attachment" doc, then select "Create New Attachment".



- o An "Attachment(1).pdf" folder is created.



- [illegible]

- o Now, you're able to email multiple documents in one email, but as separate attachments.

