

Setting up documents for processing is essential before using this program.

FIRST	SECOND	THIRD
Install Eburst tags on each page of existing business documents and reports. A PDF file is then created.	Create a PDF file with Eburst tags. The PDF file serves as a bridge between your software and PEB2.	PEB2 evaluates the PDF file searching for eburst: tags. Based on the tags eburst sends your business documents (now PDF pages) to e-mail.

The most important step before starting is planning the **setup of your business documents as PDF files**. A little planning will save problems in the future.

Below are several examples of setting up reports and documents before converting to PDF files.

If sending a converted document by **e-mail**, format the tag (eburst:) + E-mail recipient. See example below:

eburst: bill@someserver.com

If sending a converted document **by fax** the format will be tag (eburst:) + fax number. See example below:

eburst: somefaxnumber@somefaxservice.com

In the above example let's assume you have an account with a fax service provider.

If you don't have an E-mail address and will not be using a fax service then **print** those documents without addresses and fax numbers; the format will be tag (eburst:) + print. See example below:

eburst: PRINT

Another option would be if you don't have an e-mail address or a fax number for a client, then use your **own E-mail address**.

Example, eburst: myemail@someserver.com

In this example all PDF pages without a fax number or E-mail address would be sent back to you for special handling such as printing.