General

How to send a document to someone to read

Normally when sending a screenplay or other document to someone to read, it is done as a PDF (Portable Document Format), and sent as an email attachment.

(Note that this is different from sending a .fadein file to another Fade In user in order for them to be able to work on/edit it.)

To send a PDF copy to someone:

1. Create a PDF using either **File > Create PDF** or **File > Print > PDF**. This will create a file in the folder on your computer where you specify.
2. Attach that PDF file as an attachment to an email to the recipient.

To send a .fadein document to someone:

Normally you wouldn't be sending the actual .fadein document to someone, unless they will be editing it/making changes to the document using Fade In on their computer.

In case you need to do that, though, you will need to attach the .fadein document itself as a file attachment by selecting it from where it's saved on your computer when composing an email.

Fade in Access:

If you are a Fade In Access subscriber, you can use sharing to publish a PDF version of your document. This enables you to make sure the available version of the PDF is always up-to-date (without sending out an updated copy), and also allows you to control whether the reader can download, copy, or print the document.

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