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 <your filename>.pdf file in the folder on your computer where you specify.
2. Attach that PDF file as an email to the recipient.

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