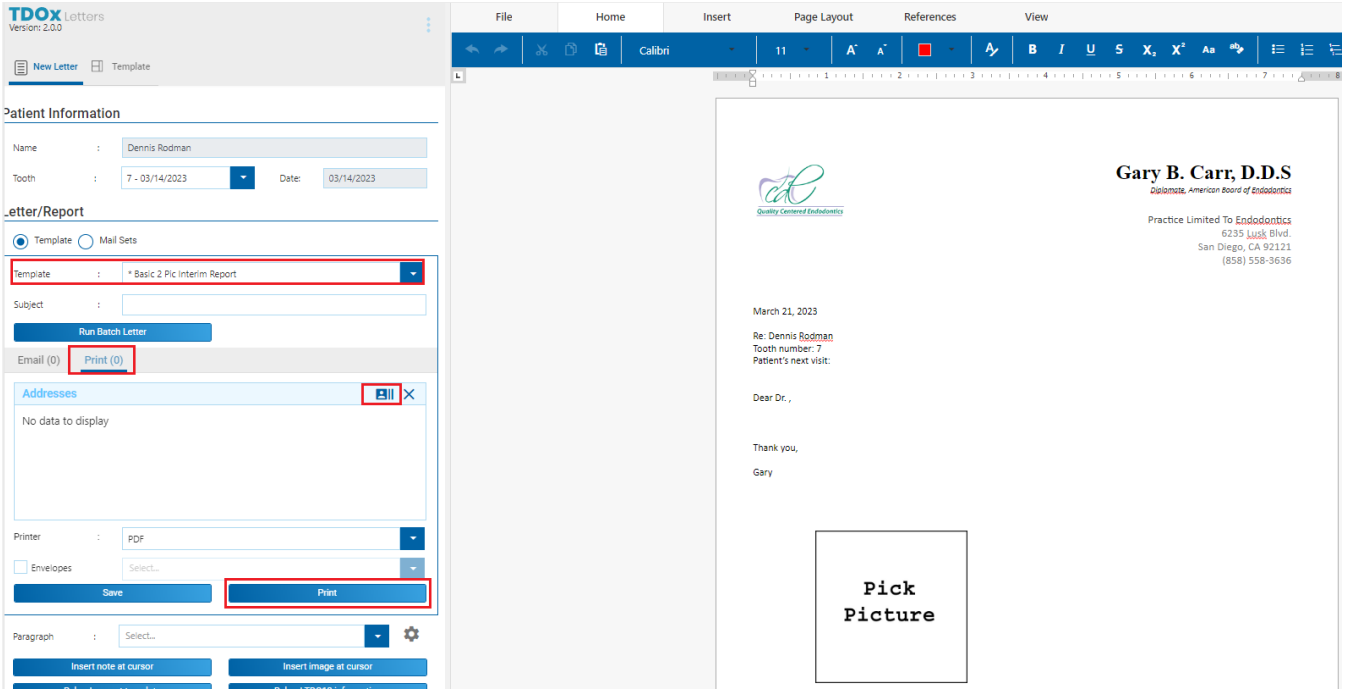
Cloud Letters - how to print or print & email simultaneously

916 TDOKB3 November 7, 2023 Cloud Ribbon Menu 3.51K

How to Print in Cloud Letters

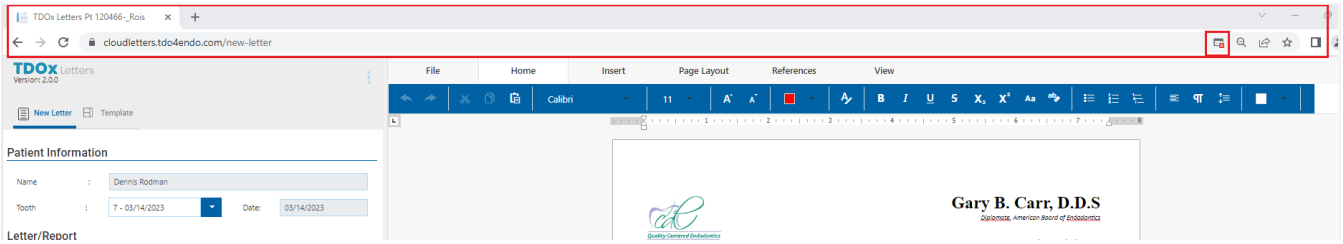
This article goes over how to print or simultaneously email and print a template from Cloud Letters as well as seeing the full list of printers

1. Launch Cloud Letters then select a template you would like to print.
2. Click on the Print tab.
3. Click on the Address Book and select an entry.
4. Click the "Print" button.

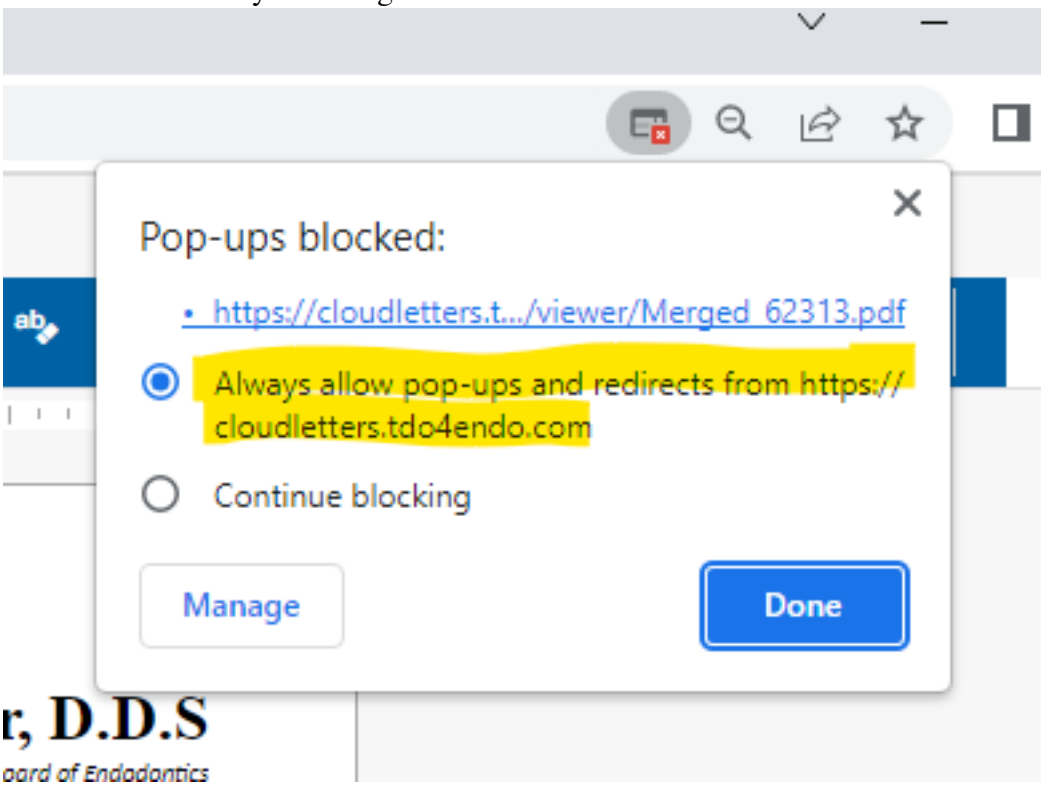


Confirm that your web browser is not blocking any popups from https://cloudletters.tdo4endo.com by:

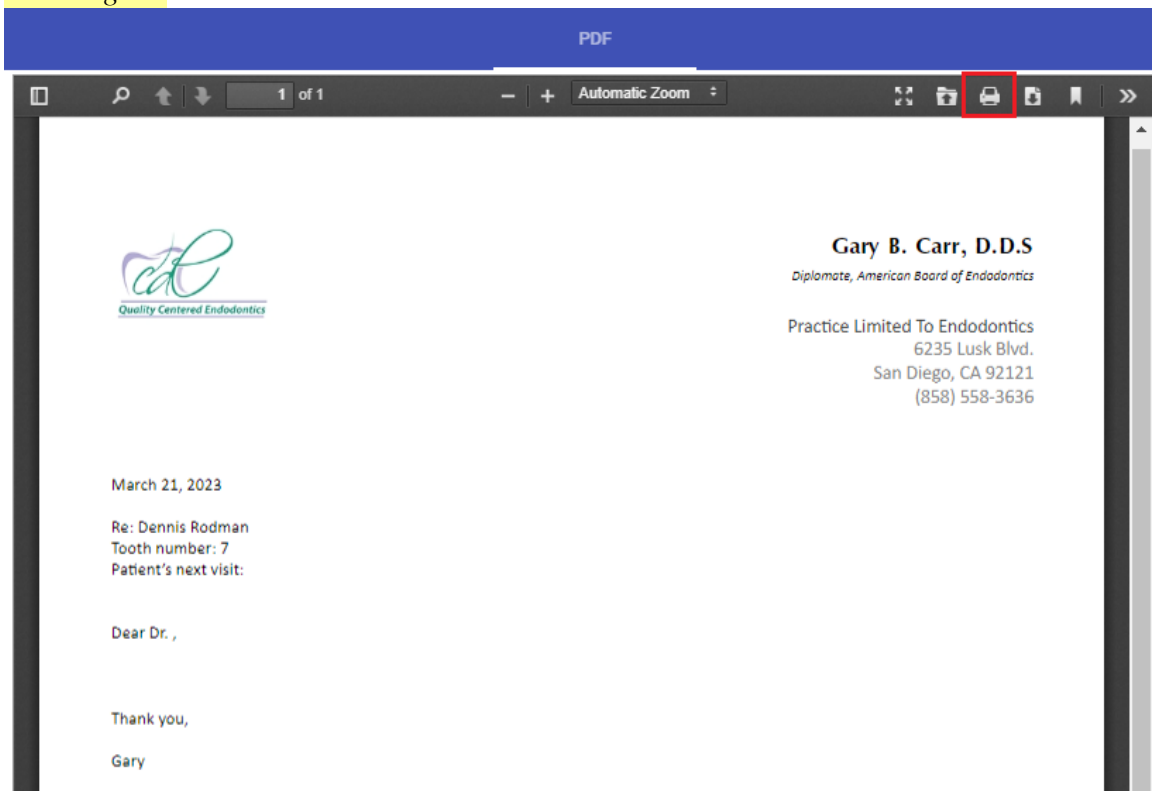
1. Looking up towards the website address bar.
2. Then look towards the right.
3. Look for an icon with a red x similar to the screenshot below. This is an indicator that your web browser has actively blocked a pop-up.
4. Click on the icon.



1. Select "Always allow pop-ups and redirects from https://cloudletters.tdo4endo.com".
2. Click Done to save your changes.

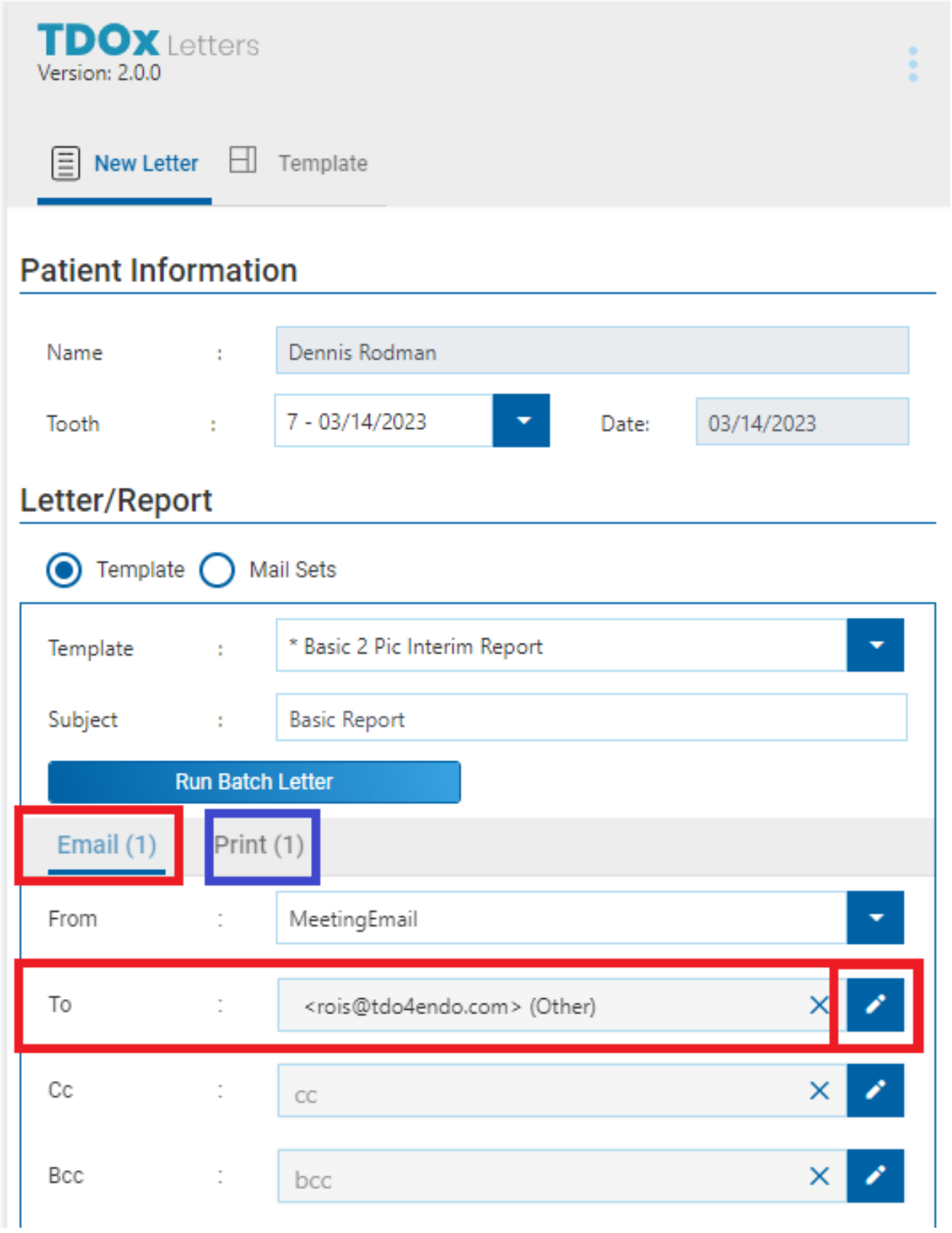


3. In the new tab that automatically comes up, click on the print icon then choose your designated printer.
    i. *Please note that if you had to allow pop-ups from TDO, then you must click on the print button again.*

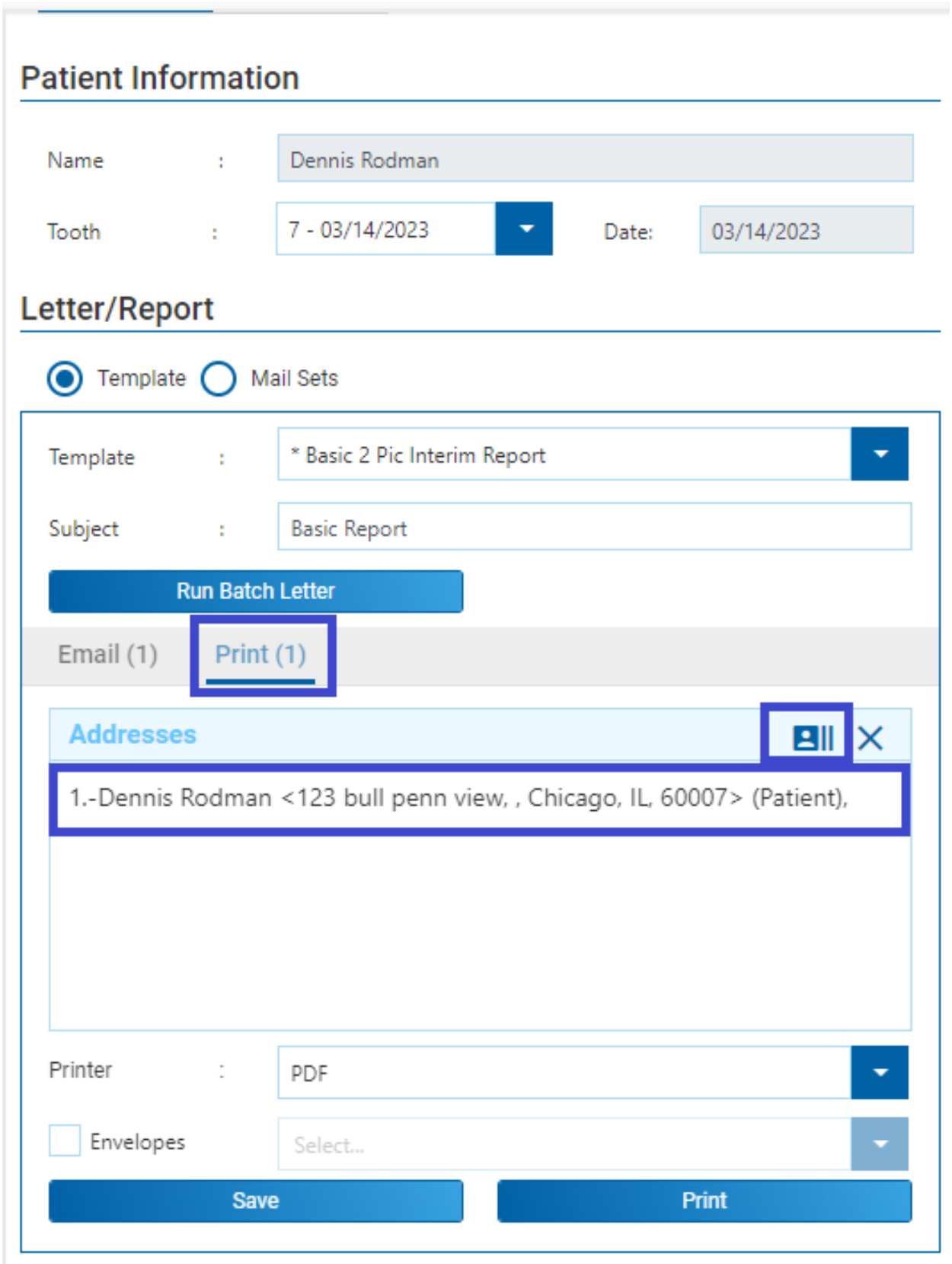


How to Print & Email simultaneously in Cloud Letters

1. Under the Email section, ensure there is an email address. If not, click on the pen Icon on the right to add one.

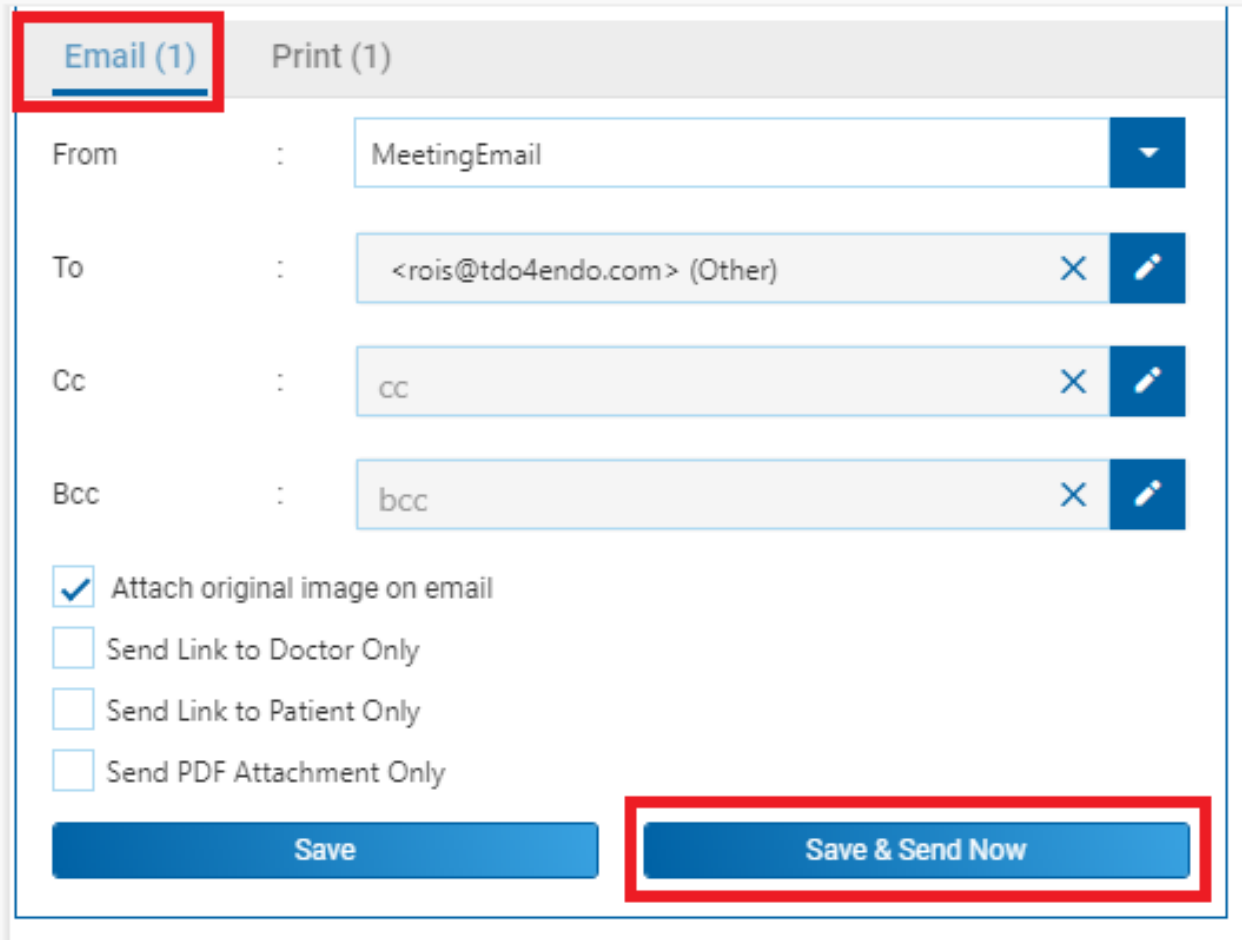


2. Under the Print section, ensure there is a selected address. If not, click on the Address Book which is an icon of a person to the right of where it says "Addresses" then add an entry.



3. Click on Email to *return to the email section*.
    a. You must be in the email section to simultaneously email & print the template.

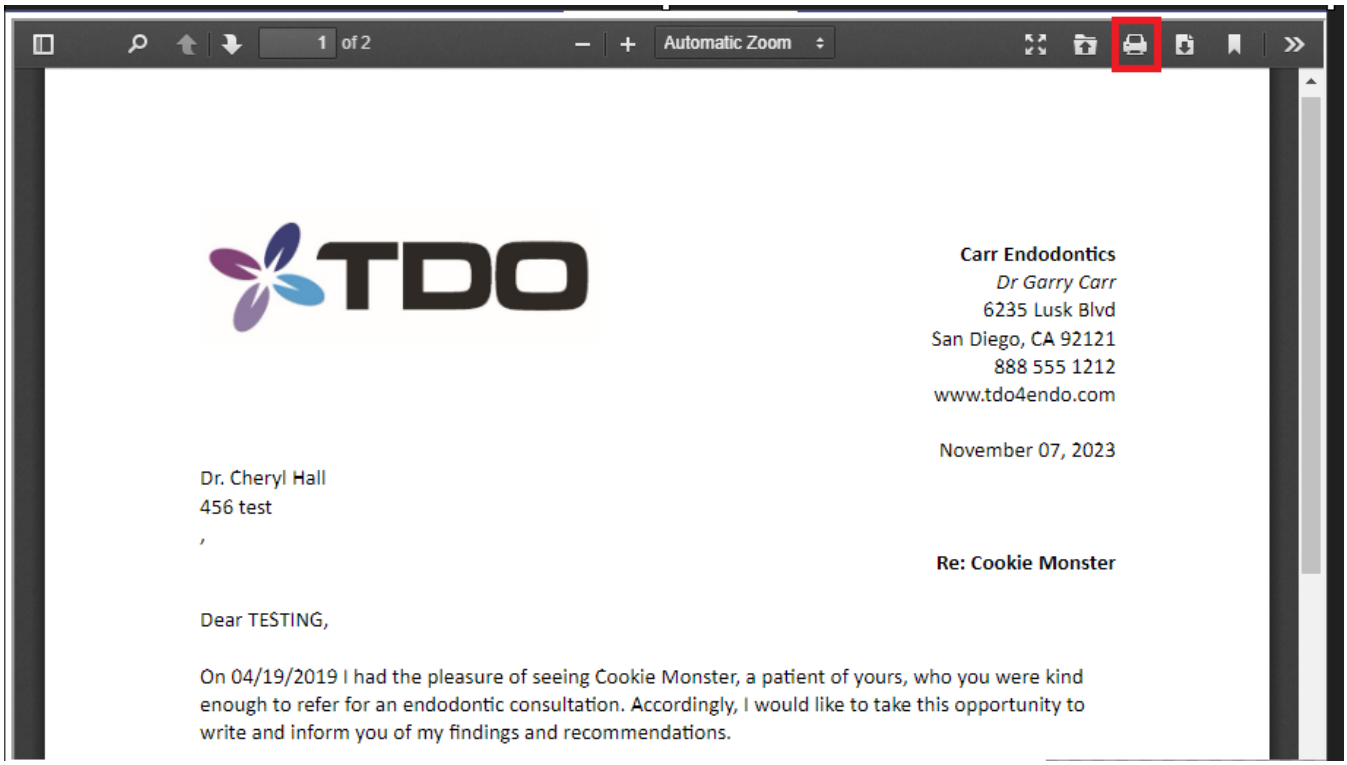
4. Click Save & Send Now.



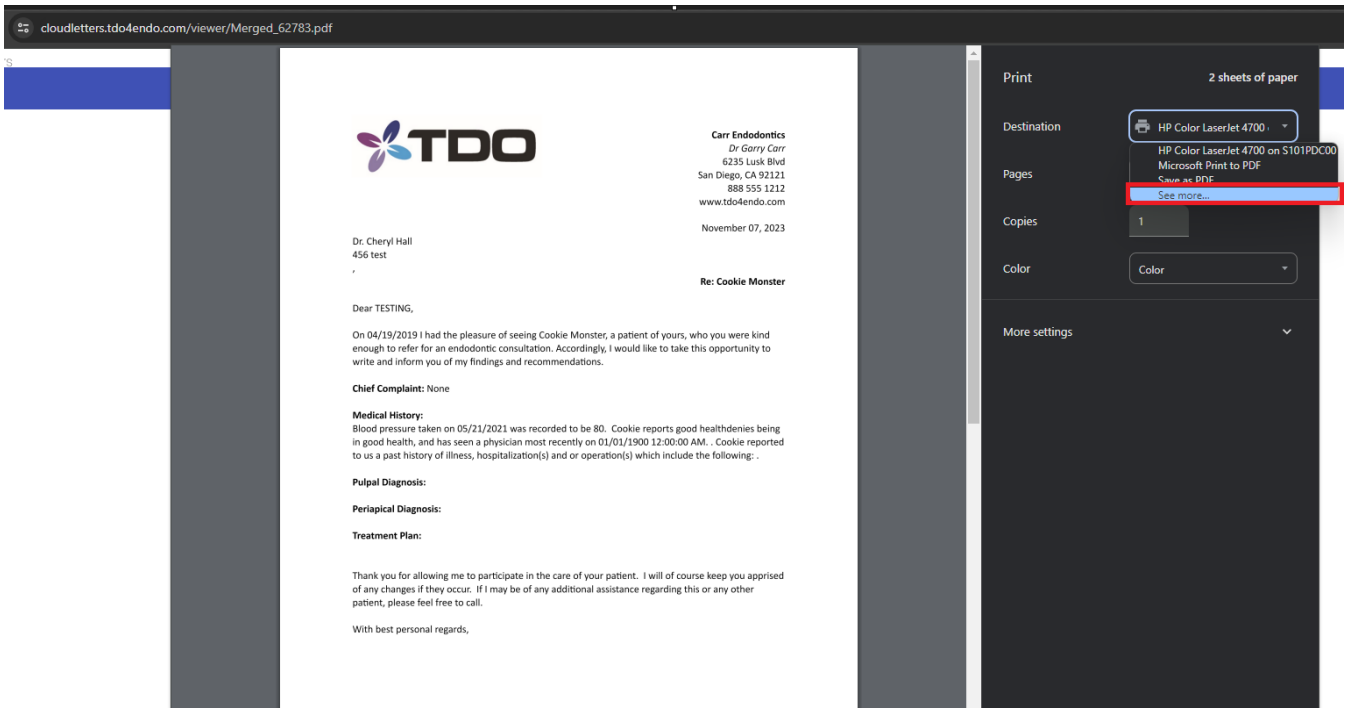
How to see the full list of printers

These instructions start after the pop-up loads the printing screen

Click on the Print icon:



Expand the list for "Destination" then select "See more..."



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