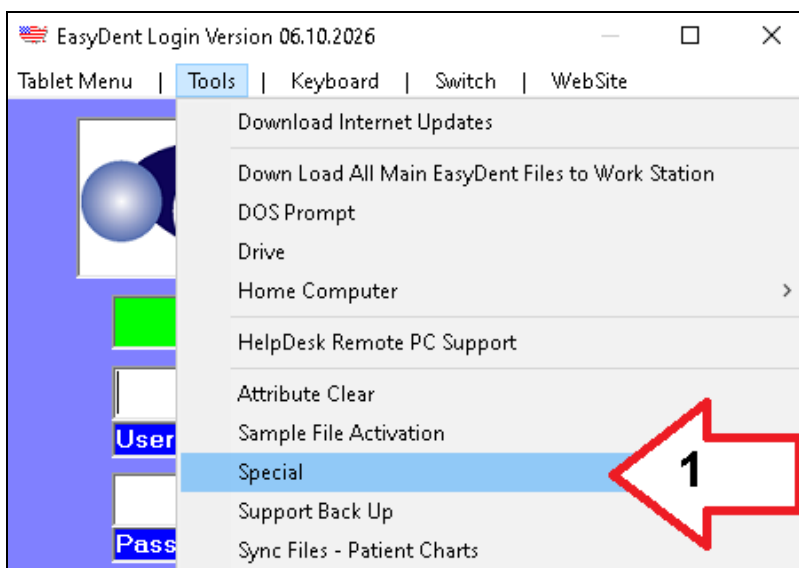




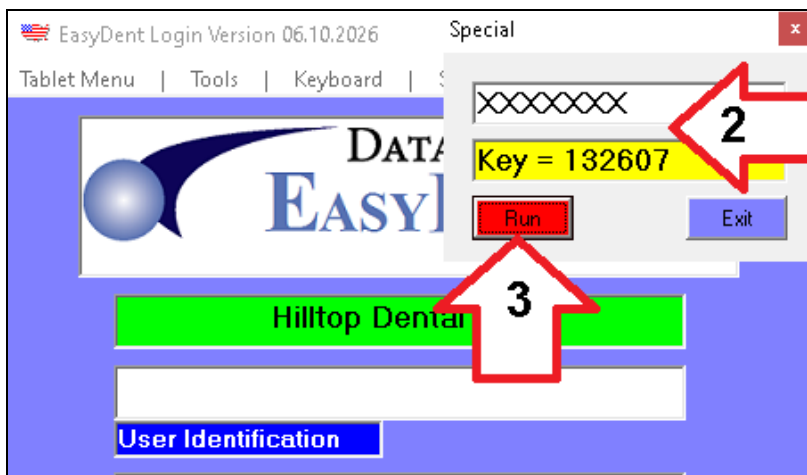
Create Patient Info PDF

A) Follow these steps.

1. From EasyDent Login Screen click top toolbar "Tools", then select "Special"



2. Type in the word "special".
3. Click "Run", jot down key number it is the Special Password. later.

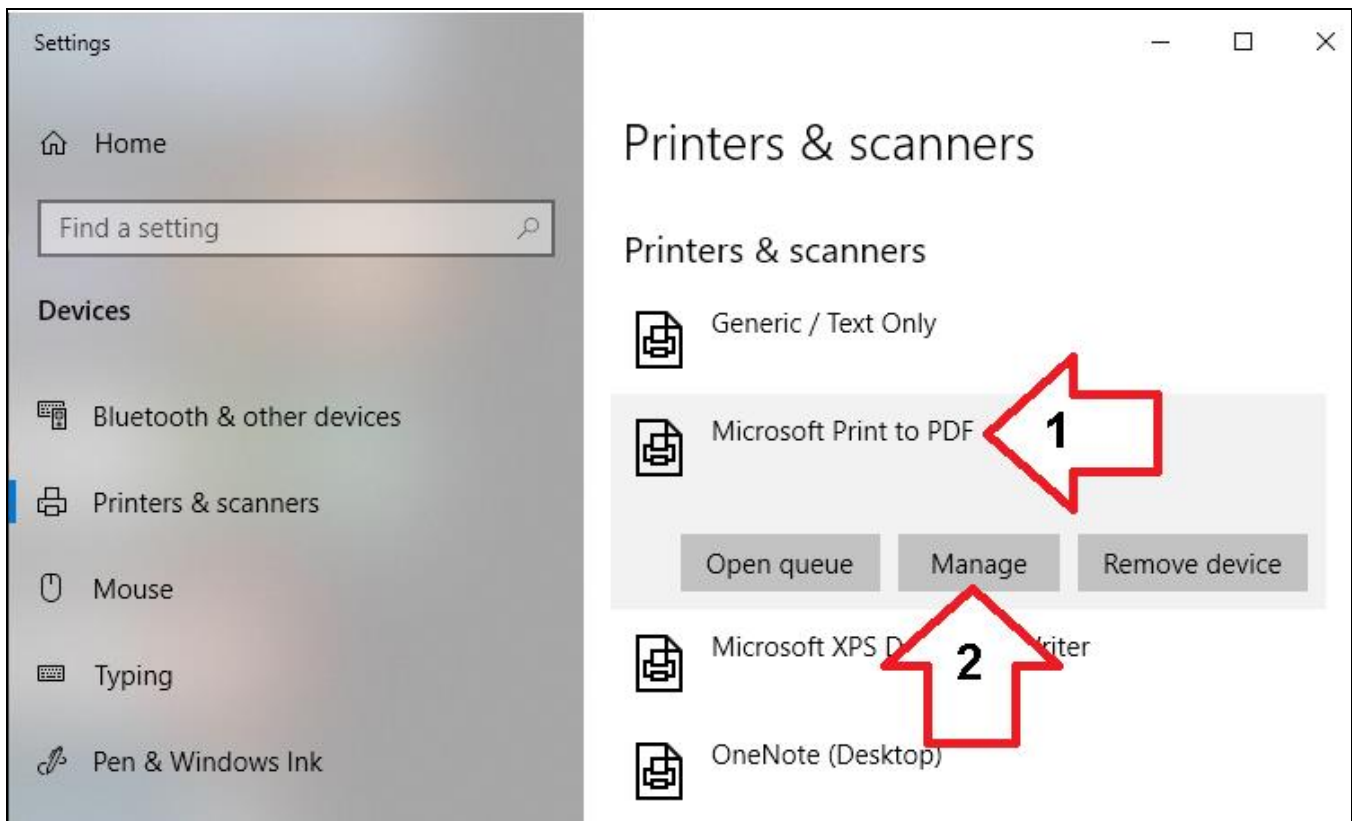


B) Jot down what of your what your current Windows default printer is so that you can Reset your computer to it when you are all done.

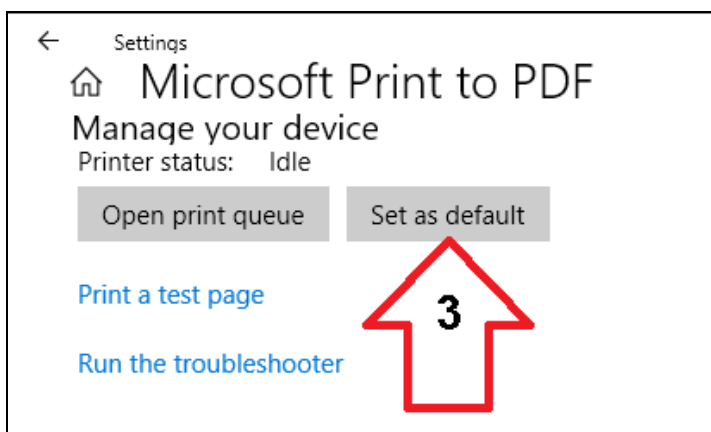
C) Set your Windows Default Printer to “Microsoft Print to PDF”.

Open your Windows “Printers & scanners” settings and:

- 1) Click on “Microsoft Print to PDF”
- 2) Click on “Manage”

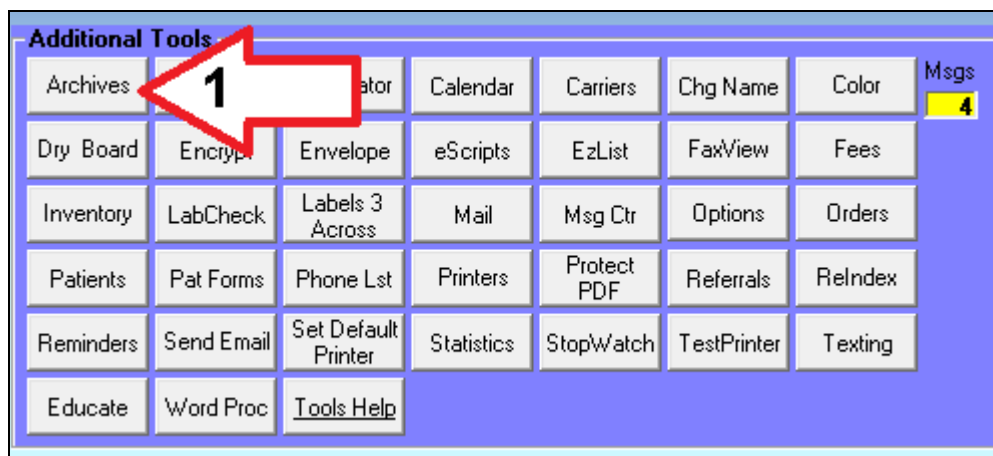


3) Click “Set as default”

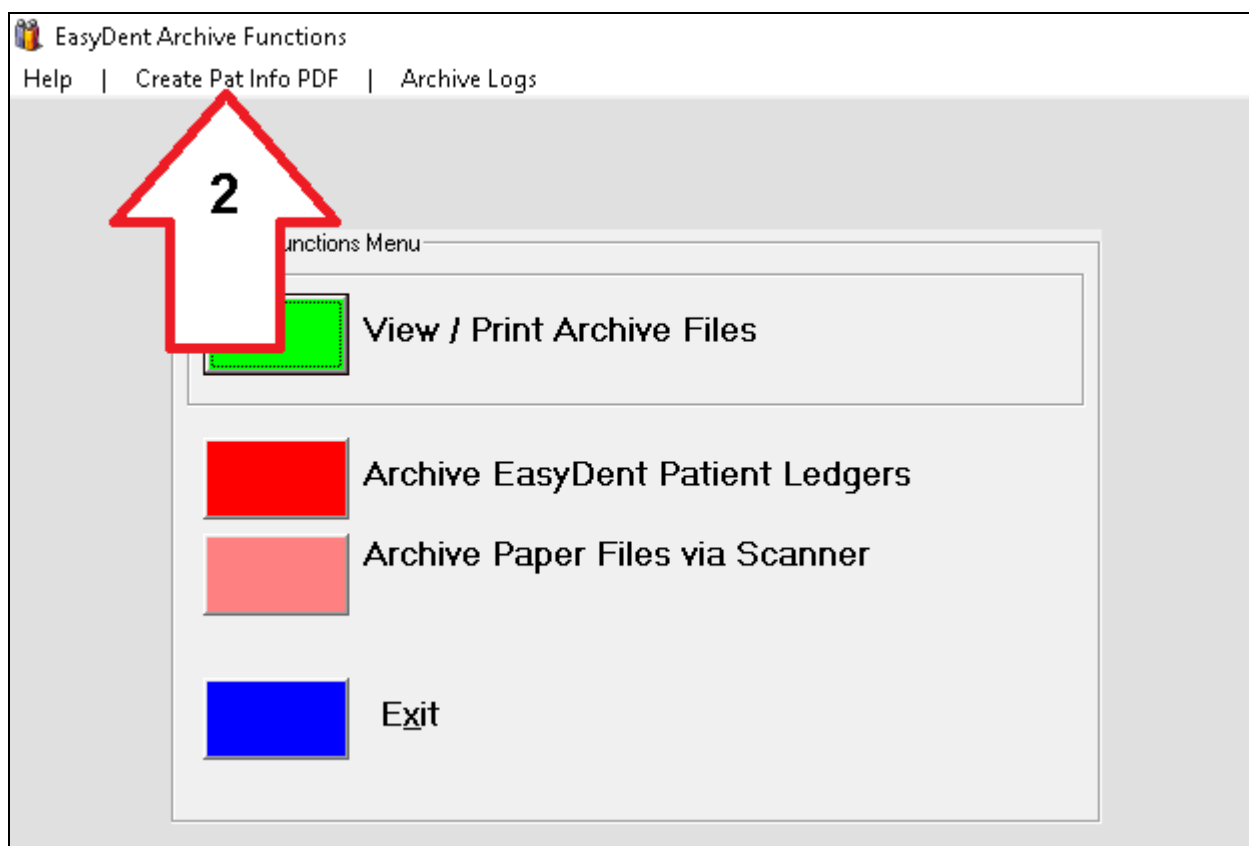


D) Open the feature to create the PDF(s).

1. Login to EasyDent, from the Primary Menu select the “Archives” button.



2. Click “Create Pat Info PDF”.



E) Create one or multiple PDFs.

1. You can have one for all “All Patients”, although that might make it too big. You can create smaller PFDs by selecting ranges of the patient’s last name beginning letter.
2. Then Click “Run Step 1”, this will tell you how many patients would be in your selected type of PDF.

Print Patient Info & Ledgers to PDF Printer Driver

Start Time: End Time:

Notes:
1) You must have a PDF Printer Driver as your Current Windows Default Printer.
2) We recommend using Microsoft Print To PDF

Patient Status
☒ Active ☒ Deceased
☒ In-Active ☒ Non-Patients

Alpha Range Select
☒ All Names ☐ A-E ☐ F-K ☐ L-R ☐ S-Z

A B C D E F G H I J K L M
N O P Q R S T U V W X Y Z

1 →

Run Step 1 ← **2**

Exit

3. Click “Print Step 2” to actually create the PDF; you will be prompted to enter the “Special” password you jotted down earlier. You will also be prompted by the Microsoft PDF Printer to select a folder where to store your PDF(s) and what you want to name them; for example “AllPatients” or “PatientsA-E”, “PatientsF-K”, etc.

Print Patient Info & Ledgers to PDF Printer Driver

Number of Account Numbers in Acctwork File:

Start Time: End Time:

Notes:
1) You must have a PDF Printer Driver as your Current Windows Default Printer.
2) We recommend using Microsoft Print To PDF

Patient Status
☒ Active ☒ Deceased
☒ In-Active ☒ Non-Patients

Alpha Range Select
☒ All Names ☐ A-E ☐ F-K ☐ L-R ☐ S-Z

A B C D E F G H I J K L M
N O P Q R S T U V W X Y Z

Run Step 1 **Print Step 2** ← **3**

Exit

Remember to reset your computer to it’s original Default Windows Printer! 😊