



EMail Treatment Plans

- 1) You would need to install a PDF Printer Driver, for example Adobe Acrobat or a free one like PrimoPDF available from www.primopdf.com (for the **free** version be sure to download and install the PrimoPDF program not the NitroPro software).
- 2) Print your Treatment Plan, using the drop down printer error and select your PDF Printer Driver, i.e. PrimoPDF. The process should allow you to create the PDF file in a folder you specify, like C:\Temp
- 3) Once you have created your Treatment Plan PDF File, you will need to send it securely to the recipient. EasyDent has an **Encrypt** button on the Primary Menu you can use to Encrypt the PDF before you send it as an email attachment. You will assign a Password to the Encrypted PDF and tell the person receiving the email verbally.

The Encrypt screen has a toolbar "Help Video" link that will teach you how to Encrypt files easily. Please watch this 5 ½ minute video.

- 4) You would attach the Encrypted .zip file to your email. Some email servers display a warning when an attached file is encrypted, just ignore the warning. Remember **DO NOT** include the Password in your email, just remind the receiving party to call your office for it.