

Important Content Update Message

We are currently updating the OP Help Center content for the release of OP 20. OP 20 (official version 20.0.x) is the certified, 2015 Edition, version of the Office Practicum software. This is displayed in your software (**Help tab > About**) and in the Help Center tab labeled Version 20.0. We appreciate your patience as we continue to update all of our content.

How do I add a document to an external device (USB thumb drive, external hard drive, etc.) ?

Last Modified on 02/10/2020 9:23 am EST

Overview



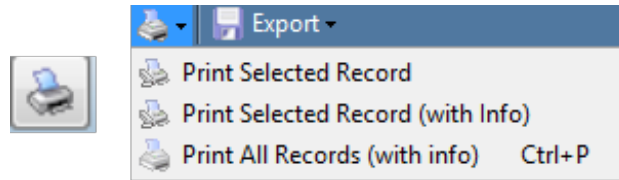
Note: Before saving a document to any external device, be certain it is connected to your computer. Also, please follow any HIPAA regulations accordingly before transferring any documents to an external device.

Any printable items within OP can be sent as file to an external device that is connected to your workstation. Please set your **output options** to Preview or Print prior to sending the document to the connected external device.

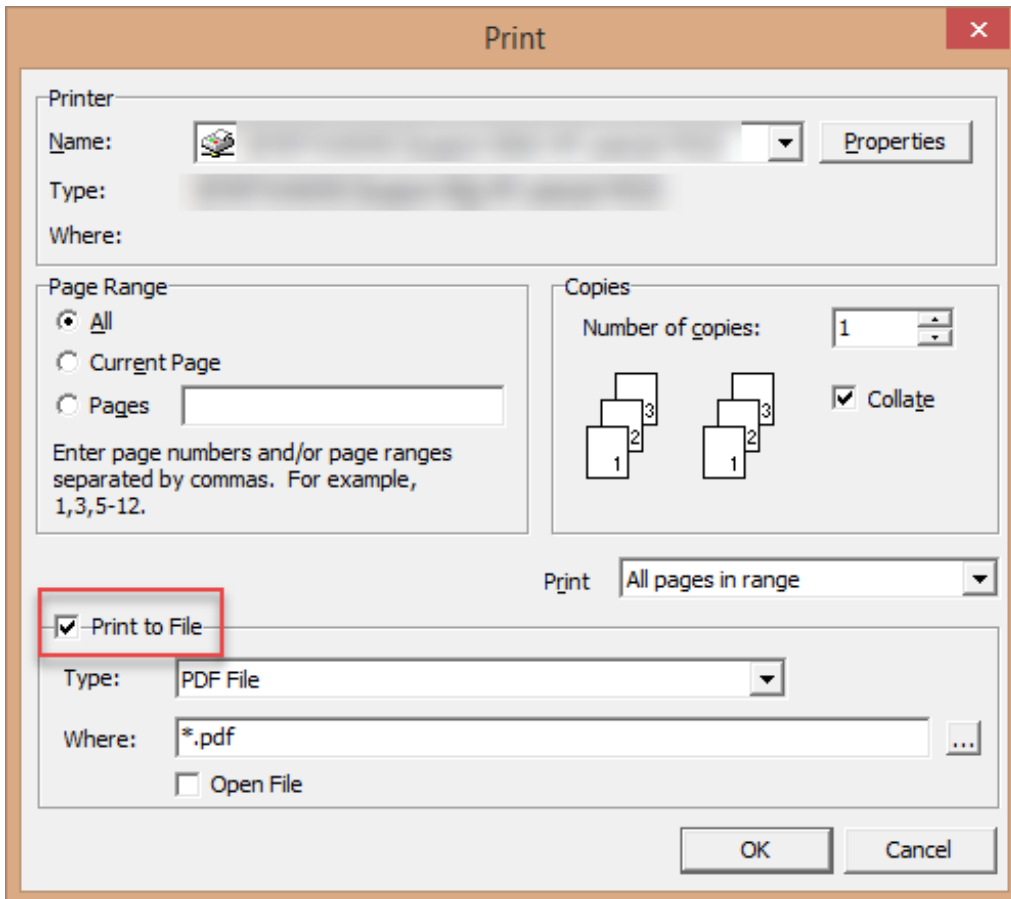
Sending a Document to an External Device using the Print Button

There are multiple ways to send a document to an external device. One way is to use the **Print** button. To send a document (like a PDF) to a connected device (USB drive, etc.), perform the following steps:

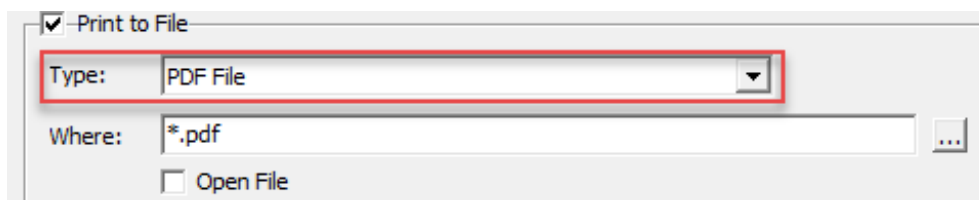
1. Open the document or window that you wish to print. Any window with a printer icon will allow some or all of the information in that window to be printed.
2. Select the printer icon in the active window. If you were in the Manage Documents window, select one of the options that appear in the dropdown when the Printer button is selected (Print Selected Record, Print Selected Record (with info), Print All Records (with info)). The Print window appears.



3. In the Print window, select the **Print to File** checkbox.



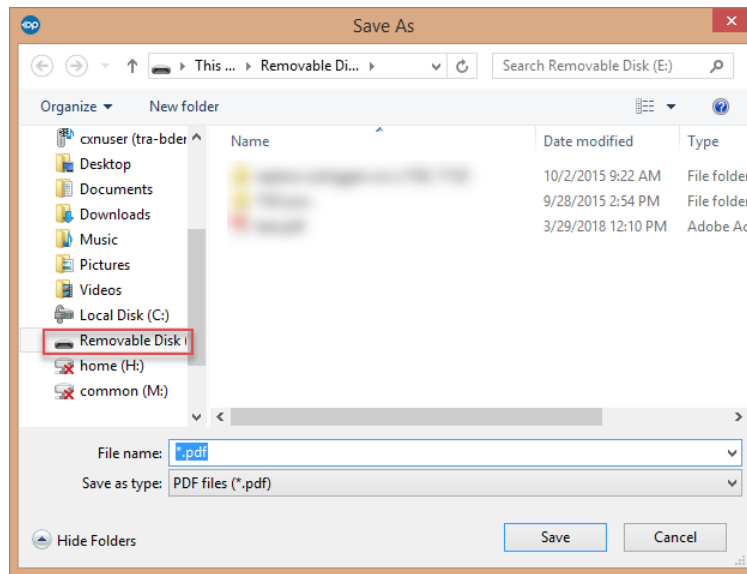
4. Select the file type to be printed in the Type dropdown (PDF, Bitmap, JPEG, GIF, etc.).



5. Click the Save As Location (...) button next to the Where field.



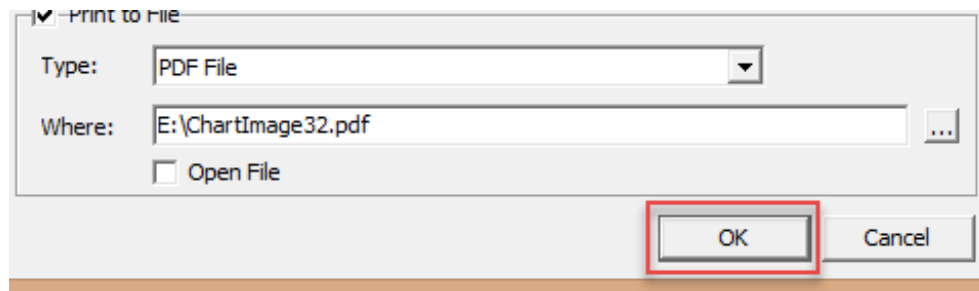
6. Select the Removable Disk/Device location.



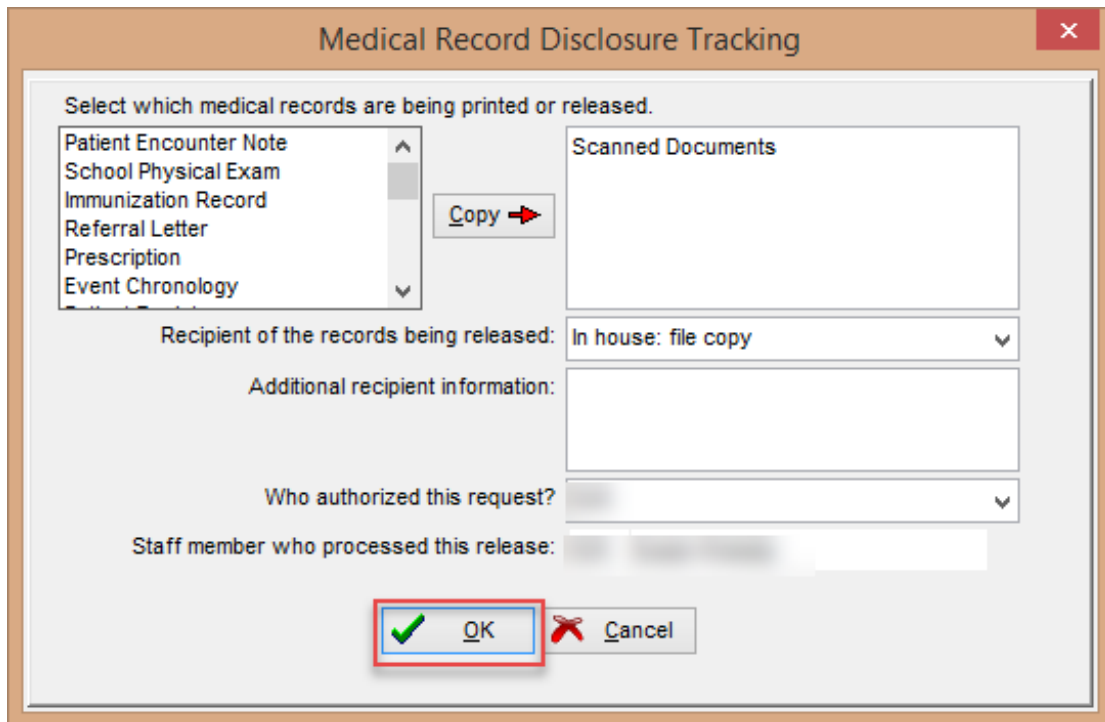
7. Enter the document name in the File Name field.

8. Click the **Save** button. The path where the file will be saved will appear in the Where field.

9. Click the **OK** button. The Medical Disclosure Tracking window will appear.



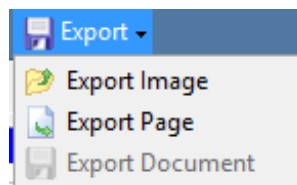
10. Click the **OK** button. The file will be saved onto the external device.



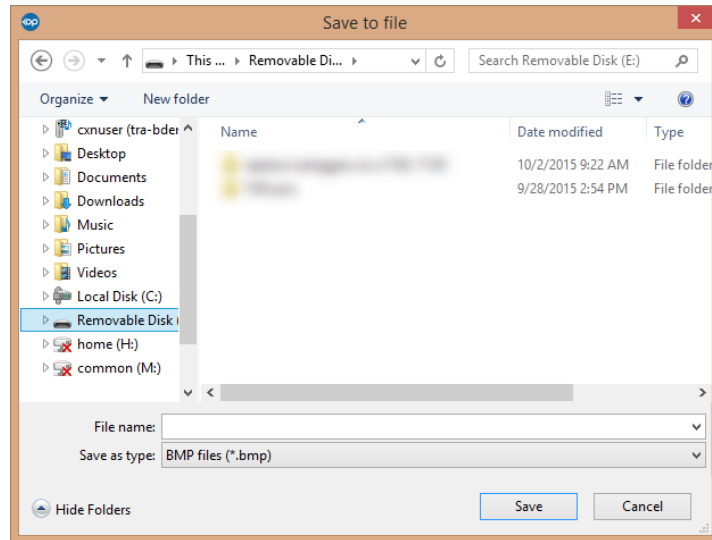
Export as an Image or Page from the Manage Documents Window

There are multiple ways to send a document to an external device. One way is to Export a document from the Manage Documents window by clicking the Export button. To export a document to an connected device (USB drive, etc.) as an image, perform the following steps:

1. Click the **Docs** button.
2. Locate and select the image you wish to export.
3. Select the Export dropdown and choose either Export Image or Export Page. The Save to File window appears.



4. Select the Removable Disk/Device location.



5. Enter the name of the file into the File Name field.
6. Select the file type in the Save as Type dropdown.
7. Click the **Save** button. The image will be saved to the removable external device.