

We are currently updating the OP Help Center content for the release of OP 14.19 or OP 19. OP 19 is a member of the certified OP 14 family of products (official version is 14.19.1), which you may see in your software (such as in Help > About) and in the Help
Center tabs labeled 14.19. You may also notice that the version number in content and videos may not match the version of your software, and some procedural content may not match the workflow in your software. We appreciate your patience and understanding as we make these enhancements.

## How do I save a PDF of a visit note?

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To save a PDF of an Encounter or Well Visit Note:

1. Change the output selection located in the upper right-hand corner of OP to Preview.



- 2. Navigate to and open the note that will be saved as a PDF.
- 3. Click the **Print Note** button. The **Print Preview** window is displayed.

•	Encounter Summary Sheet						- 🗆	×
Summary Report Criteria								
Encounter Note	~	Edit Criteria	Rebuild Summary	Print Note	Print Letter	CDA	Invalidate	

- 4. Click the **Printer** icon in the Print Preview window.
- 5. Select the Print to File checkbox and complete the Print to File fields:
  - Type: PDF File
  - Where: Use the browse button in to select where you want to save the PDF.





	Print ×					
Printer           Name: <u> <u> </u></u>						
Page Range All Current Pages Enter page separated b 1,3,5-12.	Copies Page Number of copies: 1 • Number of copies: 1 • Collate					
	Print All pages in range V					
Print to	File					
Type:	PDF File 🗸					
Where:	C: \Users \cmilano \Documents \Office Practicum \export \documentID.pdf					
	Open File					
	OK Cancel					

- 6. Click **OK**. The note is saved as a PDF in the specified location.
- 7. Complete the Medical Record Disclosure window.

