

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?

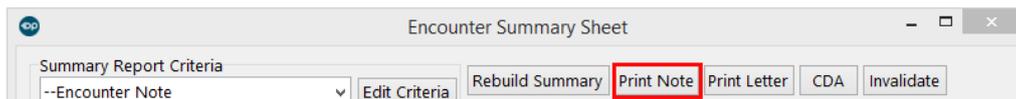
Last Modified on 08/23/2019 9:31 am EDT

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

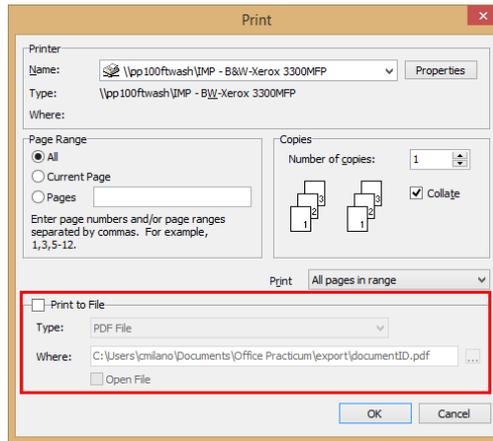
1. Change the output selection located in the upper right-hand corner of OP to **Preview**.



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.



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  to select where you want to save the PDF.



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