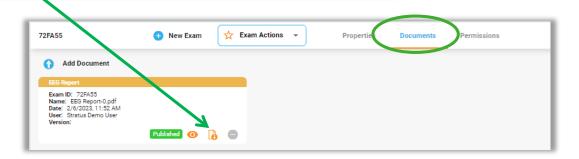
## **PATIENT FOLDER:**



## The Documents Tab – Downloading a PDF vs. Word Document

## 1 DOWNLOADING A PDF ONLY:

- Click the Documents tab to locate the Published report Document Box
- Click the Download icon to download the PDF version of the Published report



## 2 DOWNLOADING A WORD DOCUMENT OR A PDF:

- 1. Click the **Exam Actions** dropdown arrow to view the menu
- 2. Click Preview Report to open the New Report popup window
- 3. Select the preferred report and click the **Preview** button
- 4. Click the **Download** icon at the bottom of the **Preview Report** page and select the preferred file type:
  - · Plain Text
  - Word Document
  - PDF

