WELFORD CHART NOTES
NEWSLETTER

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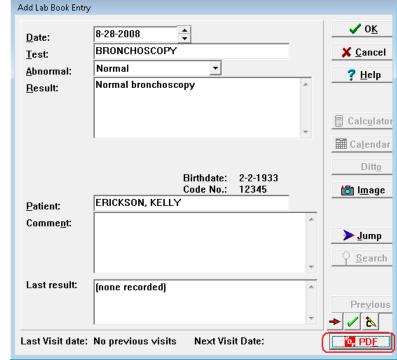**PDF SUPPORT** *(User's Manual, pgs. 1032, 1035-1036)*
PDF is a popular format for text documents. Version 5.4 of Welford Chart Notes allows you to link PDF document files into the Image Utility, Document Manager, and Lab Book. Let's try this out.

Suppose you have received the report of a bronchoscopy in PDF format, as a file called BRONCH1.PDF. You wish to record in the Lab Book that the patient has had a bronchoscopy, and link it to this file.

1. Press View\Lab Book and enter the patient's name, Kelly Erickson.
2. Press **ADD** to add a new item.
3. For **Date**, enter the date of the procedure.
4. For **Test**, enter BRONCHOSCOPY.
5. Set **Abnormal** depending upon whether the result is normal or abnormal.
6. In **Result**, type in a summary of the findings of the test.
7. Press the **PDF** button in the lower right corner of the screen.
8. Press **Path** the first time you use this feature, make sure that it points to the program that you are going to use to read PDF files. The default setting is "C:\Program Files\Adobe\Reader 8.0\Reader\AcroRd32.exe", which is where Adobe Acrobat Reader Version 8.0 is installed by default. If you are using a different program to read PDF files, or have installed it in some other location, be sure to specify the location of the program in this box. Note that the quotation marks must be included around this file path in order for it to be interpreted correctly. Press **OK**.
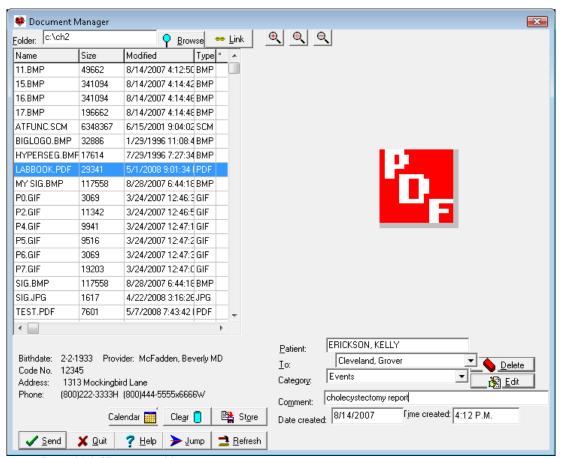9. Press **PDF\Link**.
10. Navigate to the location of the PDF file, BRONCH1.PDF, on your computer, and press **OPEN**.
11. **Welford Chart Notes** now launches Adobe Acrobat Reader (or whatever program you specified in step #8) and displays the file you have specified. This lets you verify that you have chosen the correct file name.
12. Close the program you are using to read PDF files.
13. Notice that the **PDF** button in the lower right corner of the Lab Book window has now turned red. This notifies you that a PDF file has been linked to this particular Lab Book item.

14. If you wish to see this linked PDF file again, press the **PDF** button, and choose **View**.
15. If you change your mind and don't wish to have this Lab Book item linked to this PDF file, press the **PDF** button, and choose **Unlink**.
16. Press **OK** to store this Lab Book item.

Now, let's assign a PDF file to a patient using the Document Manager:

1. Press Links\Document Manager.
2. Make sure the **Folder** field is set to the location of the PDF file.
3. Click on the PDF file name on the left hand pane where the file names are listed.
4. The right-hand pane of the Document Manager shows a large red PDF icon, signifying that this is a PDF file.
5. You can double-click the PDF icon to launch Adobe Acrobat Reader (or whatever other program you specified previously as the one you use for reading PDF files) in order to view the actual file.
6. For **Patient**, specify KELLY ERICKSON.
7. For **To**, you can send this to a user's In-box if you wish, by choosing that user's name.
8. For **Category**, specify the most appropriate Category that applies to this PDF file.
9. For **Comment**, enter a short description that will remind you what the file is about.
10. Press **STORE** to store this item, or **SEND** in order to send it to a user's In-box.

Let's see how this same document is now visible in the patient's Image Utility:
1. Press Links\Image\Search.
2. For **Patient**, enter the patient's name, KELLY ERICKSON.
3. For **Categories**, you can leave all of them checked, but if you want to filter out just those that belong to this particular Category, you can check just that Category.
4. Press **OK**.
5. Double-click the PDF file that you wish to see from the list of matching Image Search Results.
6. The Image Utility then shows the large red PDF icon. Click on this icon to launch your reader program and view the PDF file.

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