

How do I...

Export info to a text file for other uses ...

Your screen may appear different than what is illustrated in the examples, but the content will be the same.

Export Patient Addresses for a printing house or other use

When it comes time to export, you will be asked if you want a found set or all the records. If you want a subset of your patients, do the find first then proceed with the export steps.

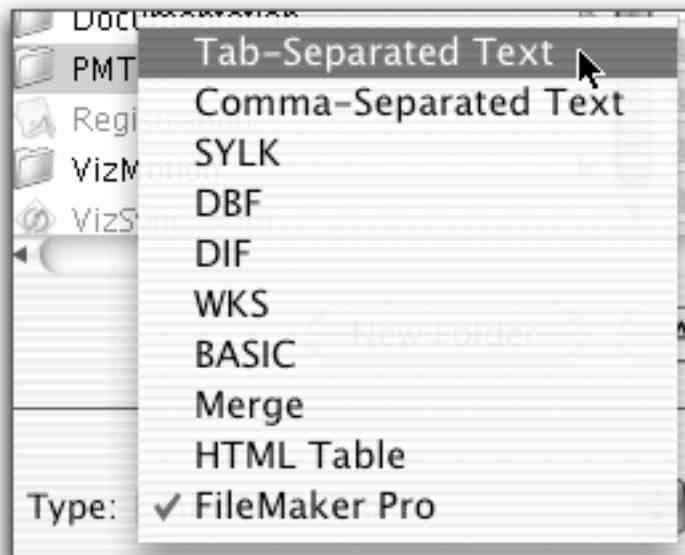
1. Go into the **Office Startup/Preferences** module.
2. Go to the **Utilities** screen, You will need to enter the Administrator's password. This is the same as the one used to go to the Admin Screen in the billing module.

3. Go to **Data Exporting**¹.



4. Follow the on-screen prompts to select the database from which to export the records.
5. You will get a prompt to name the exported file and where you would like to save it. Choose a name that reflects the purpose of the export (ie: Patients for Printer.txt) and a location where you can find it easily (ie: desktop).

6. The type should be Tab-separated text (unless your printer specified something specific that can be found on the list like comma separated text).



7. You will then be taken to a screen to select what fields to export. If there are fields in the **Field Order** section, click **Clear All** before proceeding.

8. Select the field(s) you would like in the file. If you just need the patient's address, you can just select the field **PatAddrLabel** which contains the patient name, address, city, state, and zip code. If you need additional information, select the fields from the list. The individual Patient Information fields are:

¹ If you do not have this function, you will need to contact us for assistance in exporting the data you need.

PatFName	patient's first name
PatMI	patient's middle initial
PatLName	patient's last name
PatAddr	patient's street address
PatCity	patient's city
PatSt	patient's state
PatZip	patient's zip code
PatPhone	patient's phone number

9. When you have all the fields you require, click **Export**. PracticeMaker will export the information you requested to your file.

You will get a message when it is done. If you need to give this information to a printer, you can copy it to a floppy disk or zip disk or e-mail it, whatever method you and he have agreed upon.