![ACCURO® Electronic Medical Records]

How to save a PDF from Accuro

1. Locate the document in the patient's Virtual Chart

2. Right click on the item you would like to save and select Print

3. When the Print window appears, select "Microsoft Print to PDF" instead of a printer

4. The window to save the document to your computer will appear. Choose where you would like it to be saved. If you are ASP, your Accuro folder is hosted, so please use the following directions:

   a. Click on the 'Windows (C:)' on the top of the search bar

   b. Locate the Users folder and double click

   c. Double click on the folder that matches the name of your computer. This could be 'Reception 1', 'Front Desk', etc.

   d. Once you are in your computer's folder, chose where you would like to save the document.

5. Click Save
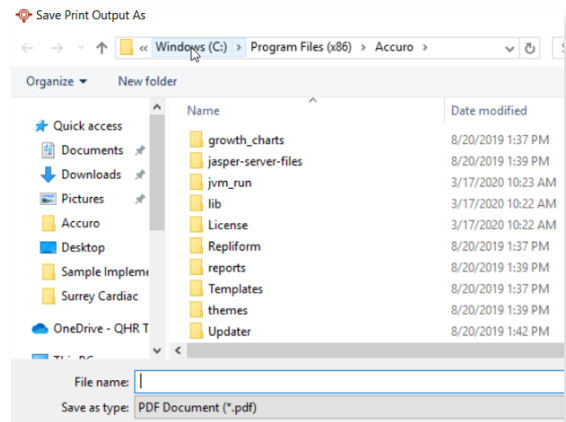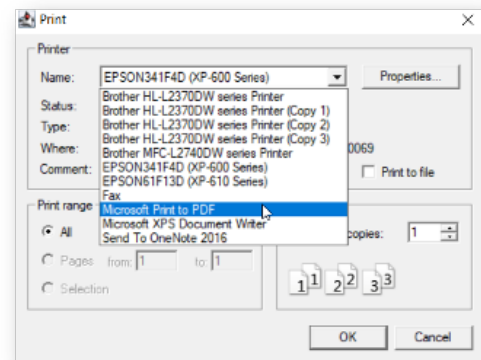
Questions? Contact Accuro Client Support:

📞 1.866.729.8889   🔗 www.AccuroEMR.com