



EMAIL A PHASES PROGRAM TO A CLIENT

Open Phases Rehab
Open a client

Click the **print** button at the bottom of the screen (or File => Print Reports from the menu)

Select a PDF Printer Driver that has already been installed such as, Acrobat PDF Writer or Acrobat Distiller. This will be your "printer"

You can also download a free third party PDF Printer Driver from many different sites. Some driver developers suggest a nominal fee so please support their efforts if the drivers are helpful to you. **Please note that we cannot be responsible for third party software nor have technical support for it**

Select your PDF printer driver and click OK

Enter a file name and possibly browse to a directory you wish to save the file into

You will get one "Save As" dialogue box for each of the selected Reports to be printed (2 selected check-boxes ... 2 separate files to save)

You should enter a unique name for each Report

YOU WILL ONLY BE ABLE TO SELECT 1 Report at time
Click OK

This should open up the file in Adobe Acrobat

Click File => Save As from the Adobe Menu

Enter a file name and possibly browse to a directory to save the file into
Click the save button
You can Close Adobe

To Email, Open your email program

Create a new message

Insert a File attachment In Outlook or other email program, Click Insert => File Attachment

Browse to the file(s) you saved and select it (them) to attach them

Add recipients (if you haven't done so)

Send the message

I suggest that you might try to send yourself a message with the attachments to verify that the PDF was generated before you send it to clients.