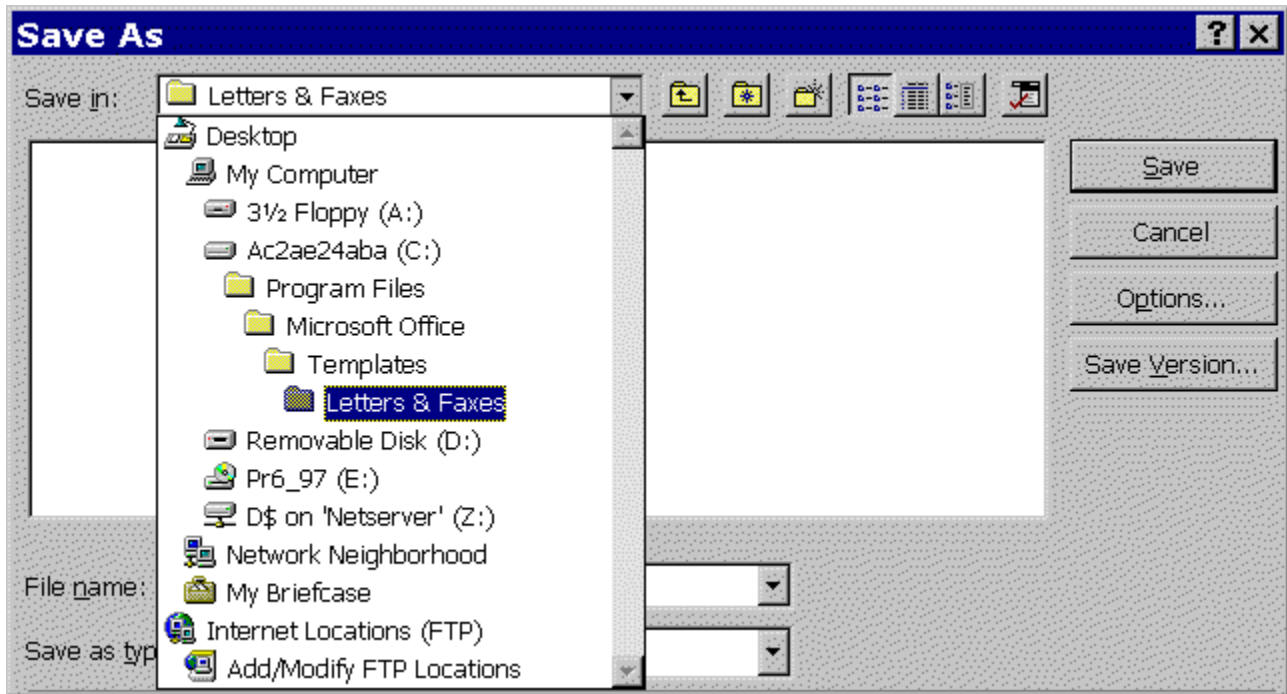


## Download this MS Word fax template to use with your pcLink software.

To download the MS Word fax template, go to [www.DataconDental.com/downloads](http://www.DataconDental.com/downloads) and click on *Download Now* next to MS Word Fax Form. You will get a "Save As..." window. You need to save the document in the following folder on your PC (or wherever your installation of MS Word stores templates):  
C:\program files\microsoft office\templates\letters & faxes



Once the fax template, `pclinkfaxform.dot`, is in the correct folder on your PC, you are ready to use it. This fax form is all set up to pull your Doctor's name, address and phone number into the heading of the document, and the account name and your user name from your Datacon data. Also, the date is filled in automatically from your PC, and you can click in the fax document to type the recipient's fax number, subject, number of pages, and your notes on the fax.

To use the fax document:

- Open your pcLink session, log into Datacon, and bring up the account you want to send a fax to.
- For the fields on the fax form to fill in automatically, you need to start out with your Datacon screen either on the account screen or any patient screen within the account. It will be the account name that is pulled into the fax form, even if your screen is on a patient.

NOTE: When you open a new MS Word document from a template (like we did here), you will notice Word doesn't open the original template document, but rather it opens a copy with a different name. You never have to worry about "messing up" your original fax template this way!

Now, open your new fax document in MS Word:

- Open MS Word (in pcLink click *Go..* then *MS Word*, or double click your MS Word icon on your desktop)
  - In Word, click *File*, then *New* (don't use the icon for a new document)
  - Click the *Letters & Faxes* tab
  - Double click *pclinkfaxform*
  - Wait a moment for Word to load the form and update the fields
  - You should now see the data from Datacon in the fax form
  - Click where prompted in the document to enter the fax number, subject, number of pages and notes
  - Print the document from Word, and you're done! Since you don't need to save this document, just verify that it prints properly and then just close the document and click *No* to save your changes. (If you do want to save it, click *File* then *Save As...*)
- 
- If you want to send a second fax, don't close the document:
    - Change your Datacon screen to the next account
    - In Word, click *Edit* then *Select All*. Your whole document should be highlighted
    - Now RIGHT click anywhere in the highlighted area, then click *Update Field*. Wait a moment for Word to update the fields.
    - Edit your fax number, subject, pages and notes. Print and you're done!