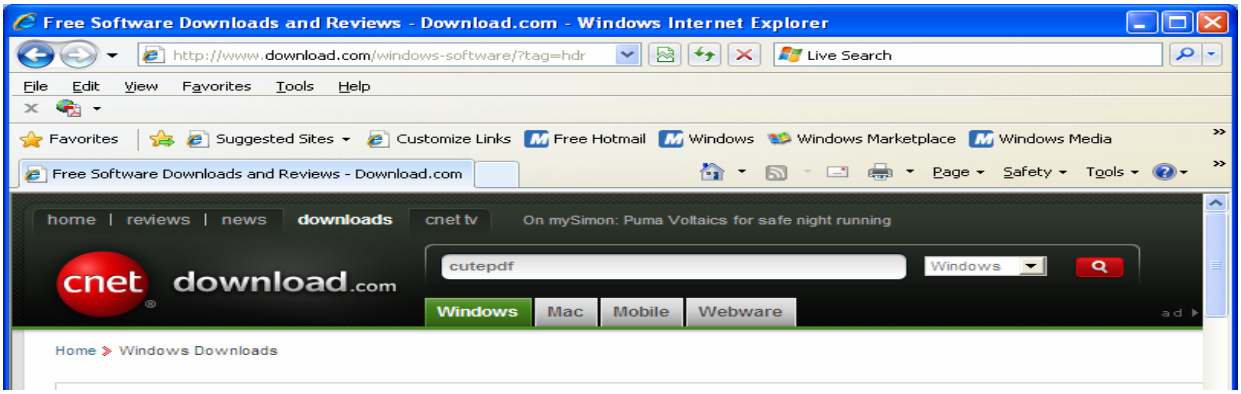
USING CutePDF Writer [version 2.7]

Overview: Portable Document Format lets you capture, view and print robust information.
For printing the Ohio death certificate to a paperless computer file and transmitting by e-mail to the physician office.

STEP 1

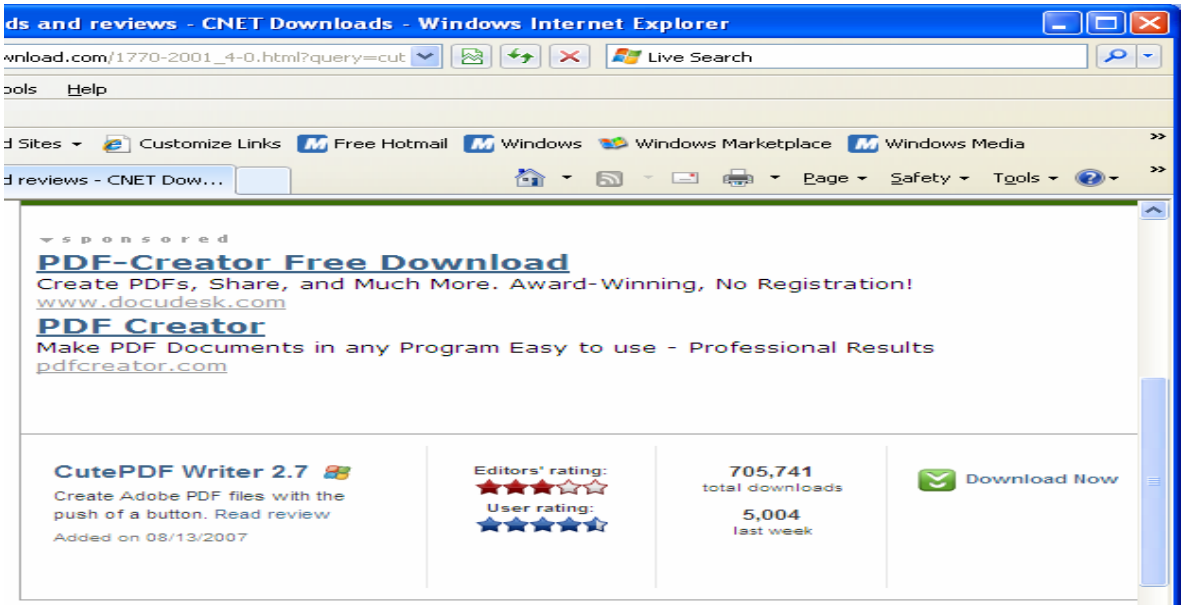
Download the freeware software program from CNET to your computer
Visit www.download.com. Next to the cnet download.com logo type in the search window 'cutepdf' ('without the ')



or use the direct hyperlink address;

http://www.download.com/CutePDF-Writer/3000-6675_4-10206470.html?tag=mncol&cdlPid=10724321

Scroll down the page and select/click CutePDF Writer 2.7 (the name CutePDF Writer 2.7 should be highlighted in blue and clickable with your mouse) Download Now Icon



A new screen window should appear and click with your mouse the 'Download Now' (1.55 MG) Blue icon.

[Note if you have enabled the windows pop-up blocker simply right click with your mouse and select download file]

Save the file to your computer, click the Save button and indicate the letter drive destination, the file name [CuteWriter.exe] should automatically be placed in the file name box of the new window.

[Note: remember where you saved the file (example - C:\desktop\CuteWriter or etc…)]

Click the save button.

Extract the file CuteWriter

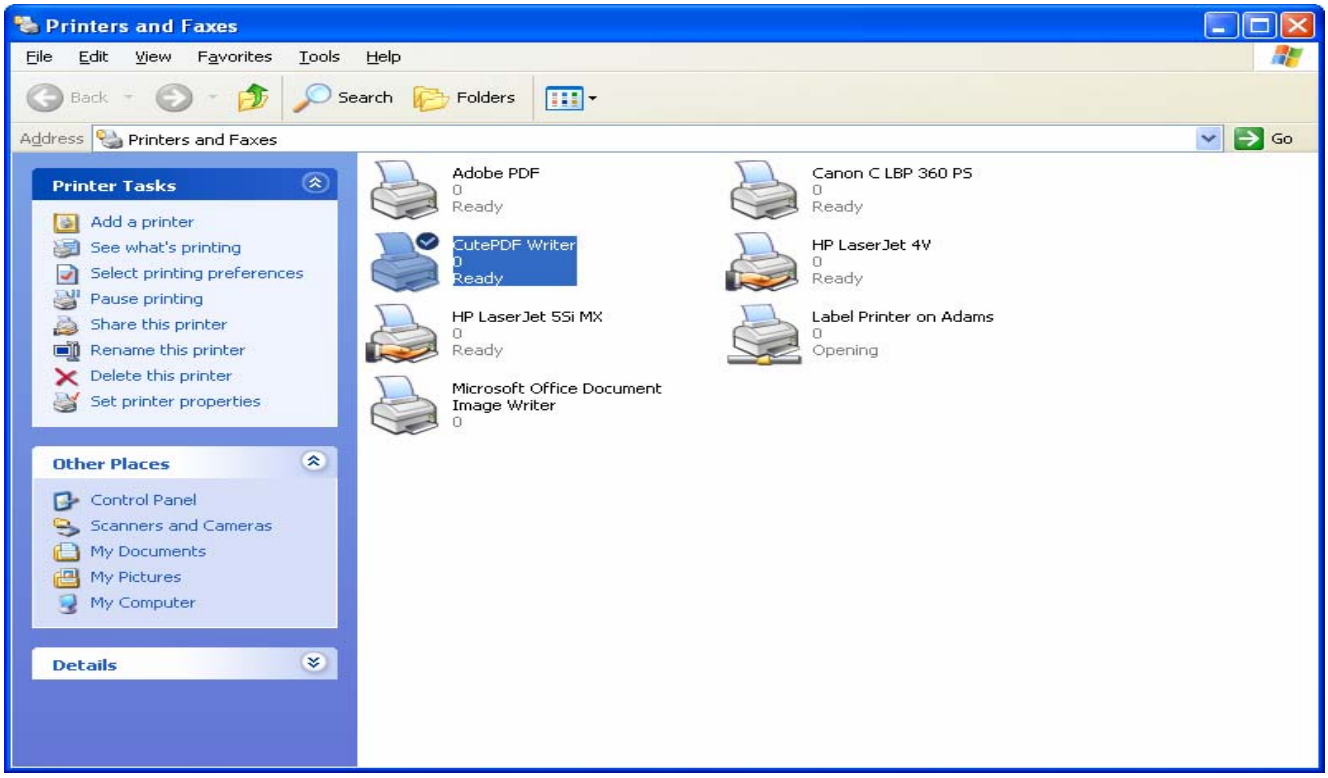
STEP 2

Using CutePDF Writer with EDRS IPHIS

First, change your default printer in Microsoft Windows to CutePDF Writer.

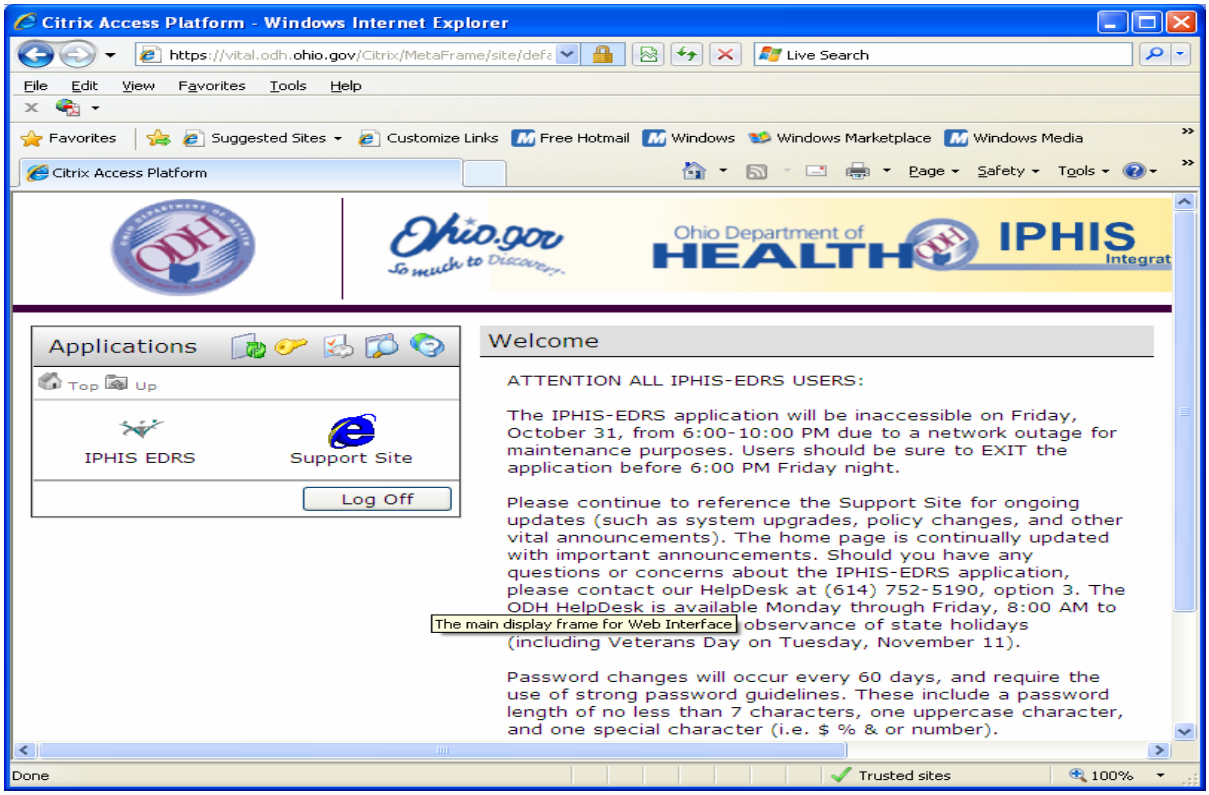
Select the 'Start' icon at the bottom of your screen in MS Window, then highlight 'Settings' with your mouse and select 'Printers and Faxes' click this with your mouse button.

Now, **right click** once on the icon 'CutePDF Writer' with your mouse in the 'Printers and Faxes' window; then select 'set as Default Printer'. A black circled check mark should appear next to the default printer. Now you may exit the Printers and Faxes window.

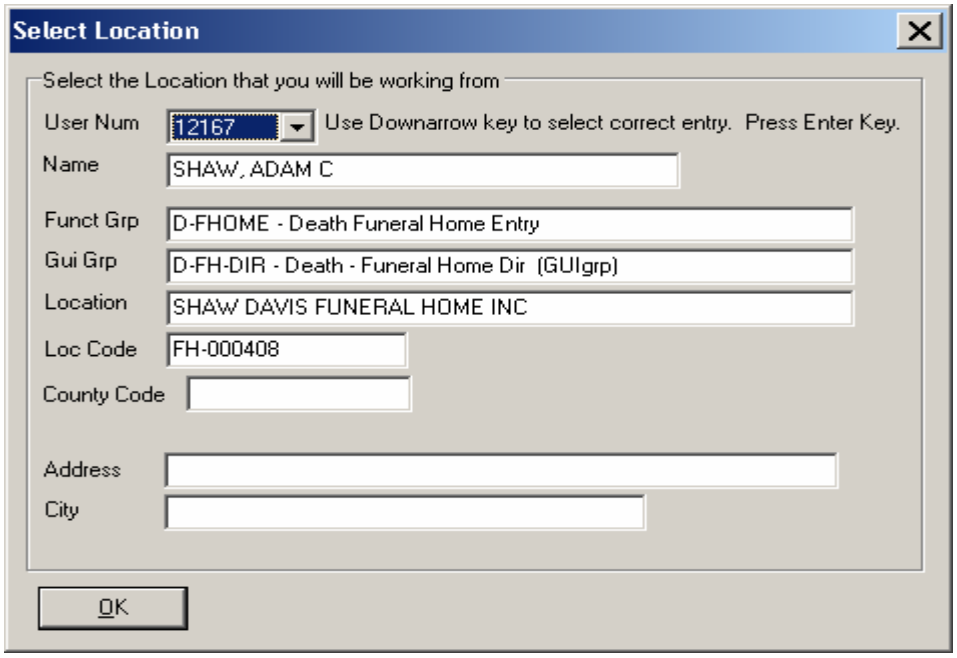


STEP 3

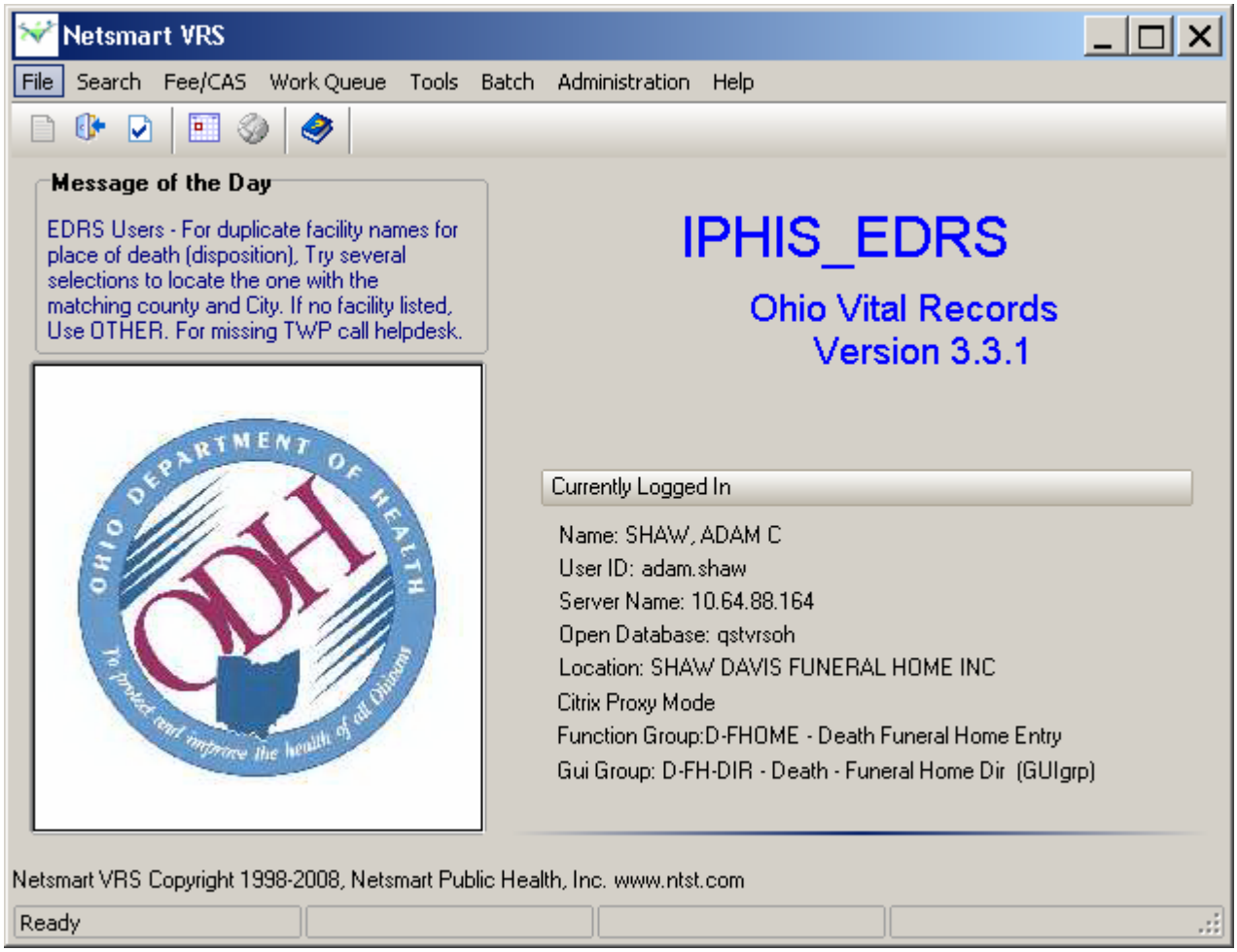
Log on to EDRS IPHIS using your user and password as you normal would, by clicking IPHIS EDRES icon.



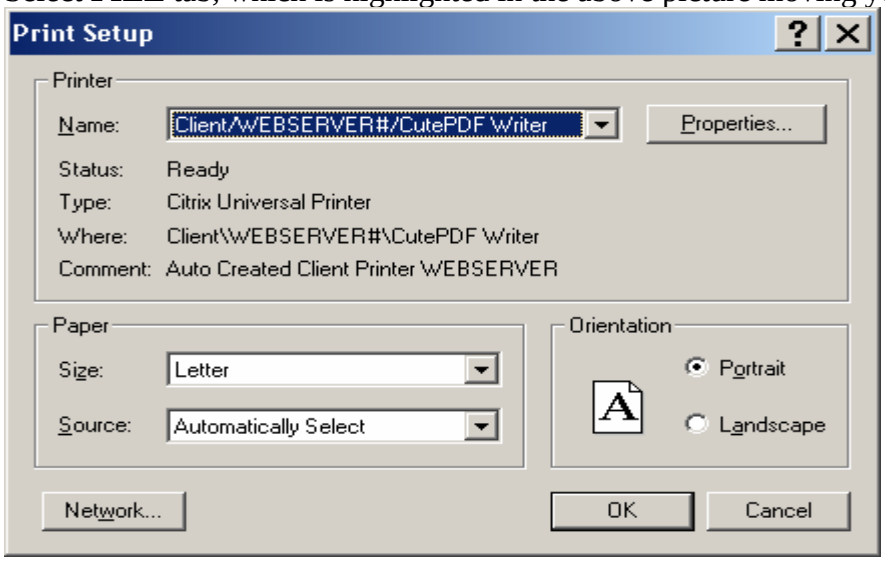
Once CITRIX connects to the server and loads click the'OK' button on the 'Select Location Box' just as you would normally.



Now, Under the NETSMART VRS window, select the FILE tab. Then move your mouse down the File tab and click Print Setup. Under the Print Setup window, change the printer 'Name' to CutePDF Writer and then click 'OK'.



Select **FILE** tab, which is highlighted in the above picture moving your mouse cursor to '**Print Setup**'.



Under the Print Setup window, change the printer '***Name***' to '**CutePDF Writer**' and then click '**OK**'.

STEP 4

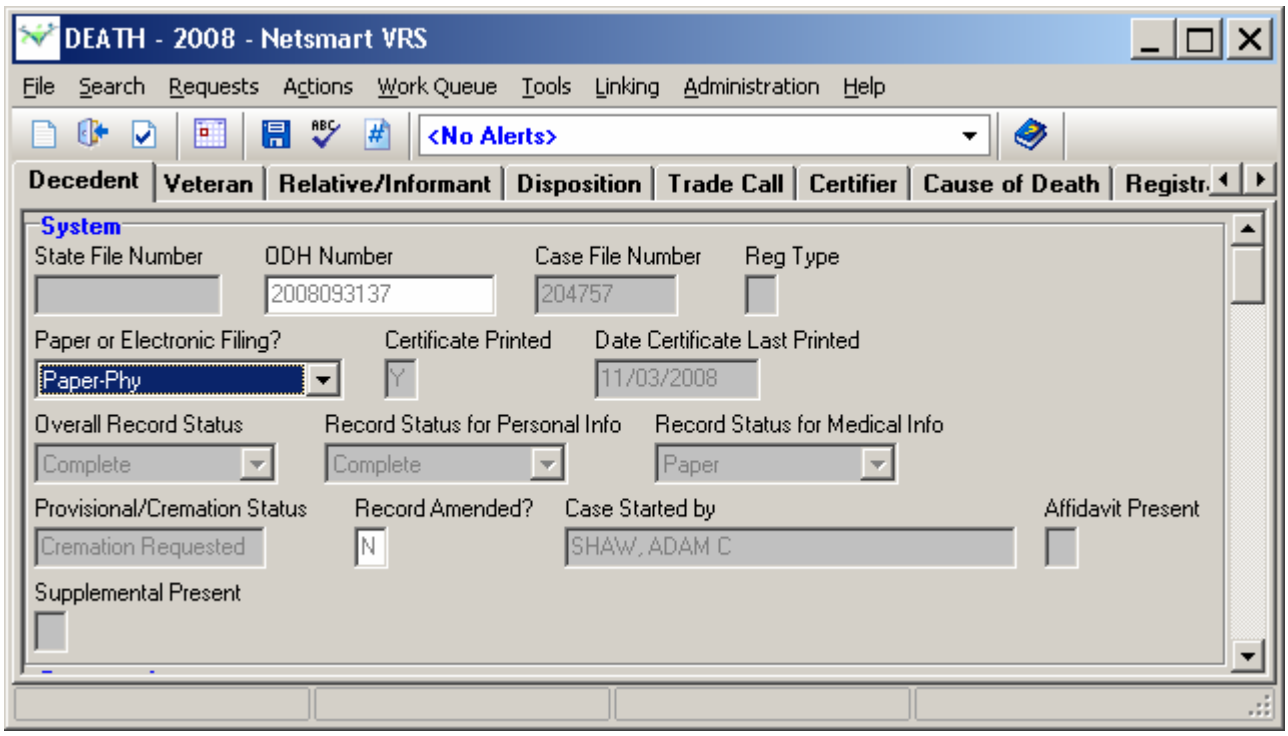
You must completely log out of ERDS for the printer setting to take effect by the EDRS Software. (For future reference, you must completely log out and log back in each time you change the printer.)

Now log back into EDRS IPHIS and the new print driver should be activated.

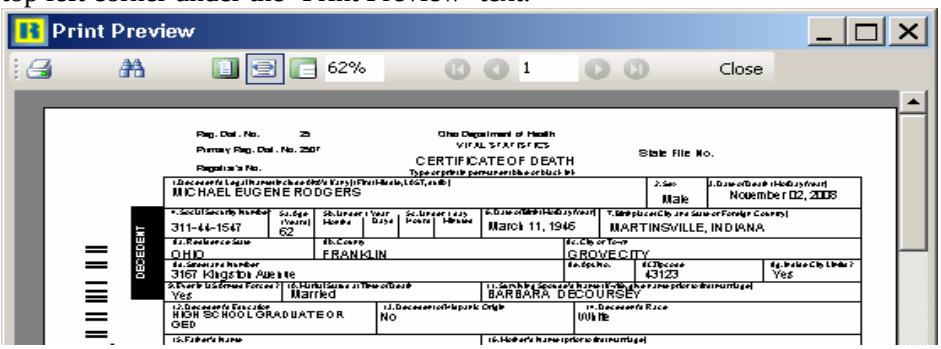
STEP 5

Using 'CutePDF Writer' to generate the paperless death certificate for an email attachment.

Now that the CutePDF Writer is set as your printer you can print a paperless certificate. [HELPFUL REMINDER: You can always double check that CutePDF Writer is still the selected printer by selecting the FILE tab then PRINTER SETUP on the screen pictured below. But you still may have to log out then re log back into the system] Click '**REQUESTS**' tab



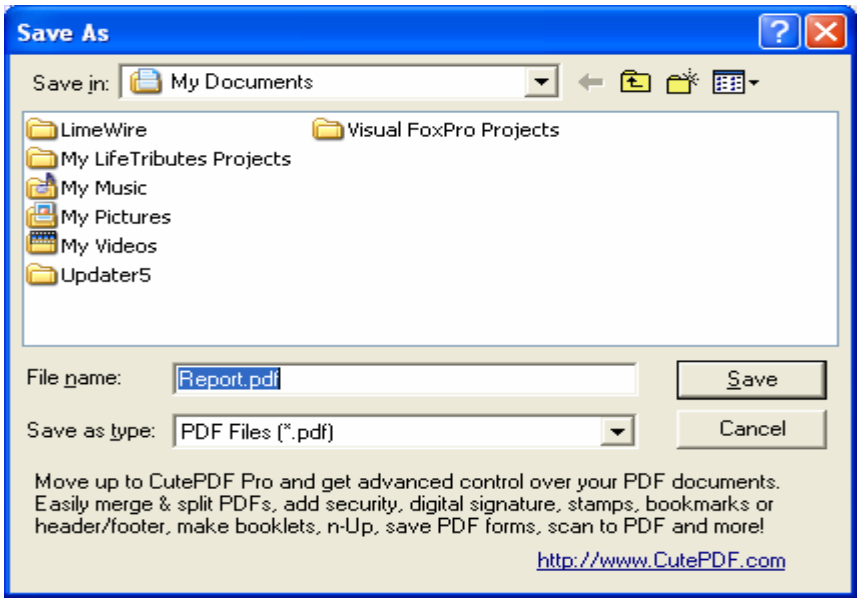
Under the '**REQUESTS**' tab, highlight and click '**Print: Death Certificate Paper**'
You will then see the Print Preview window as shown in the picture below. Now click the printer button icon in the top left corner under the 'Print Preview' text.



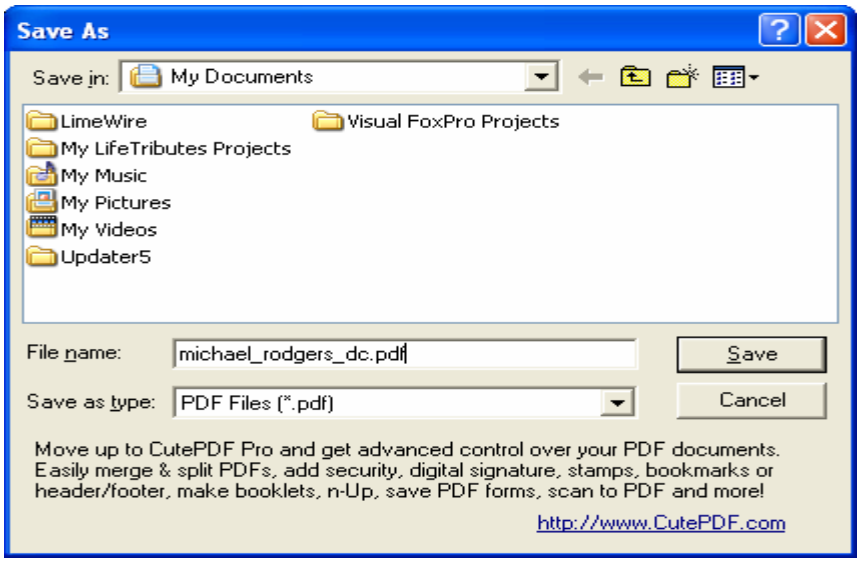
STEP 6

Saving the PDF file name to your computer.

After the printer button icon has been clicked, it will appear that the data is being transmitted to your printer as you have normally printed a hardcopy death certificate in the past. However, several seconds will pass and the following screen should appear.

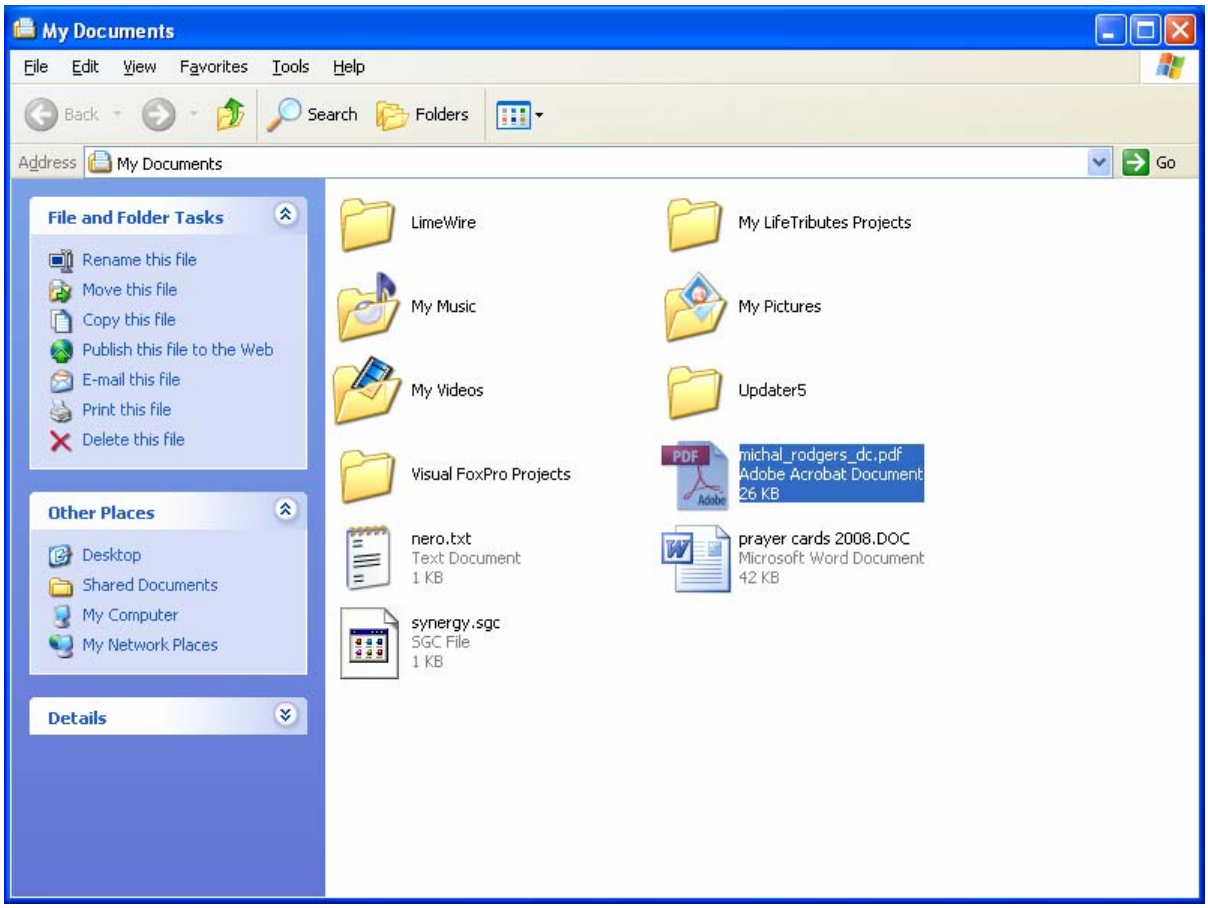


Now, change the file name in the file name box [highlight in the above picture] to the name of the death certificate for easy reference. You may type any name you'd like. In the example below I have used the underscore character to separate the first and last name and added the words dc before the .pdf file extension. [NOTE : if you delete the entire name first you must add the .pdf extension at the end of the file name before saving the file.] This helps the physician's office recognize the attachment inside your email.

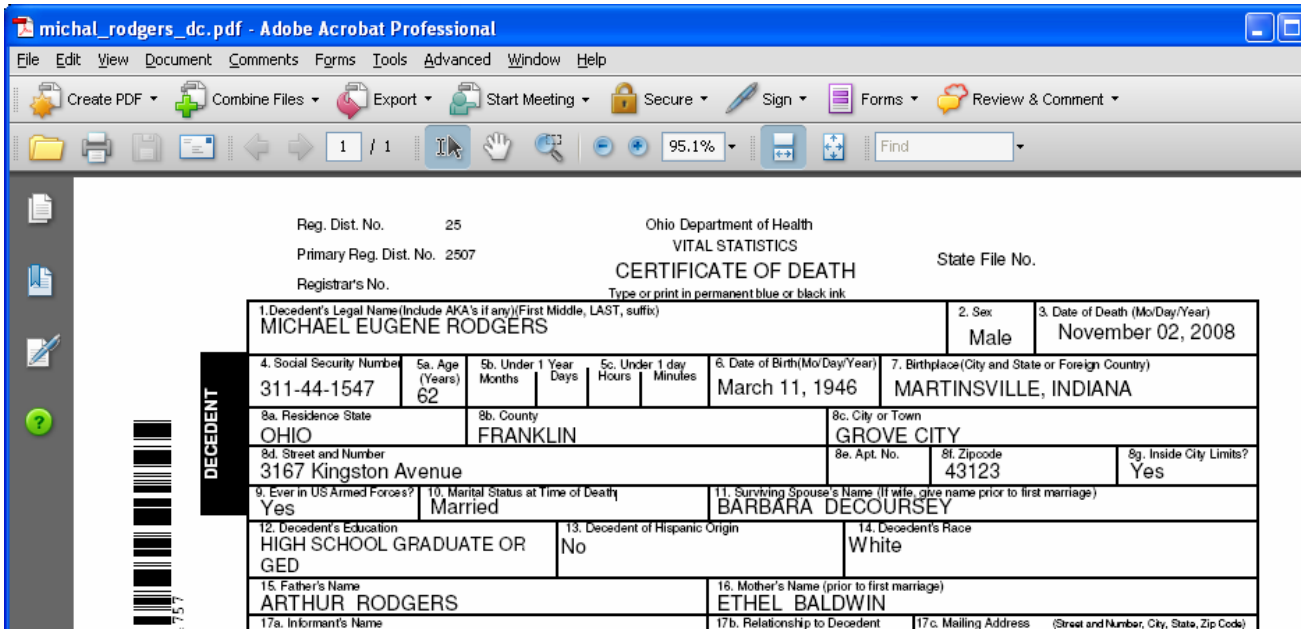


Once you have renamed your file name, click save. Remember the directory where you are saving the file. In the example above I am saving the file name Michael_rodgers_dc.pdf in My Documents.

Under the '**My Documents**' window, you should see the file you just saved as a PDF file.



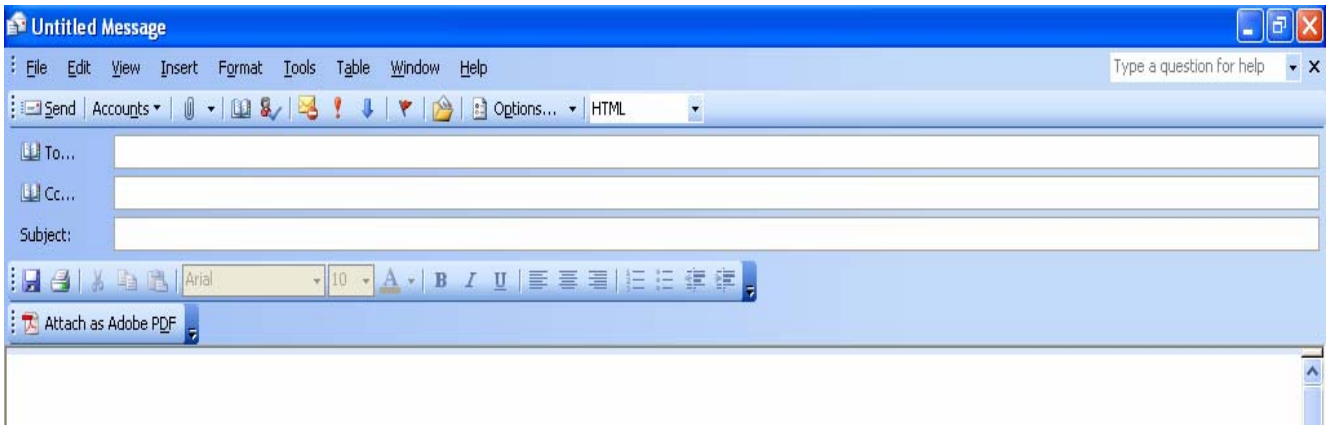
You may also click on file to examine what the PDF file looks like you just saved. Example below.



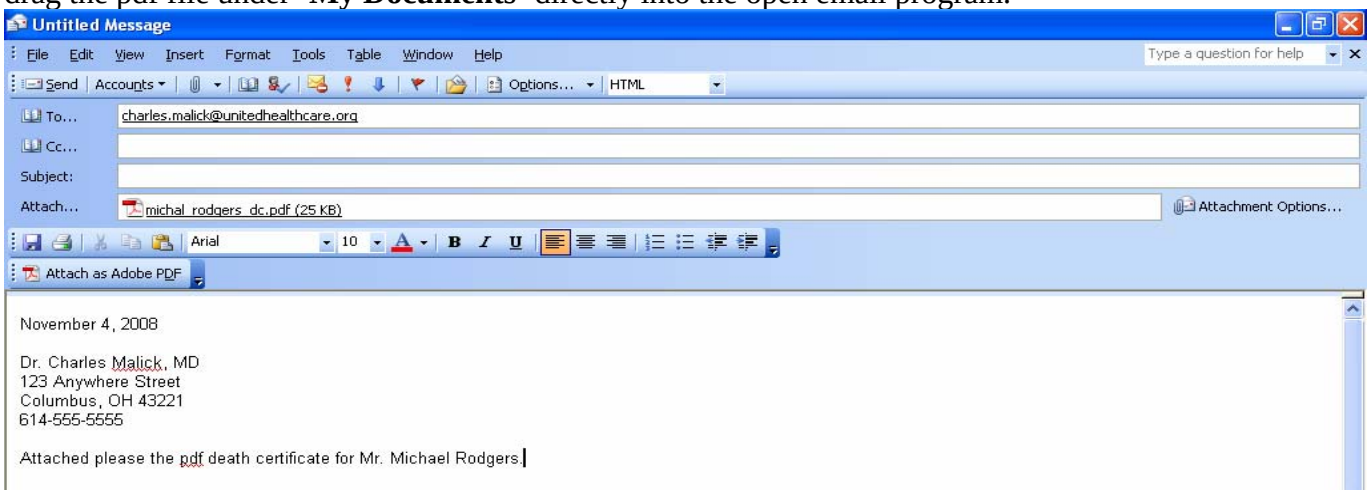
STEP 7

Attaching the pdf file to your email application for transmission to the doctor's office.

In the picture example below, I am using *Microsoft Outlook* to send this death certificate electronically.



Open the email program you use. Type in the email address in the '**TO**' box. Next you should be able to drag the pdf file under '**My Documents**' directly into the open email program.



As noted in the above example I have the doctor's email address typed in the '**TO**' box and in the 'ATTACH' box you can see the pdf death certificate file name and the size of the file. (Michael Rodgers dc.pdf [25 KB].

Before you press the send button, here are some helpful reminders.

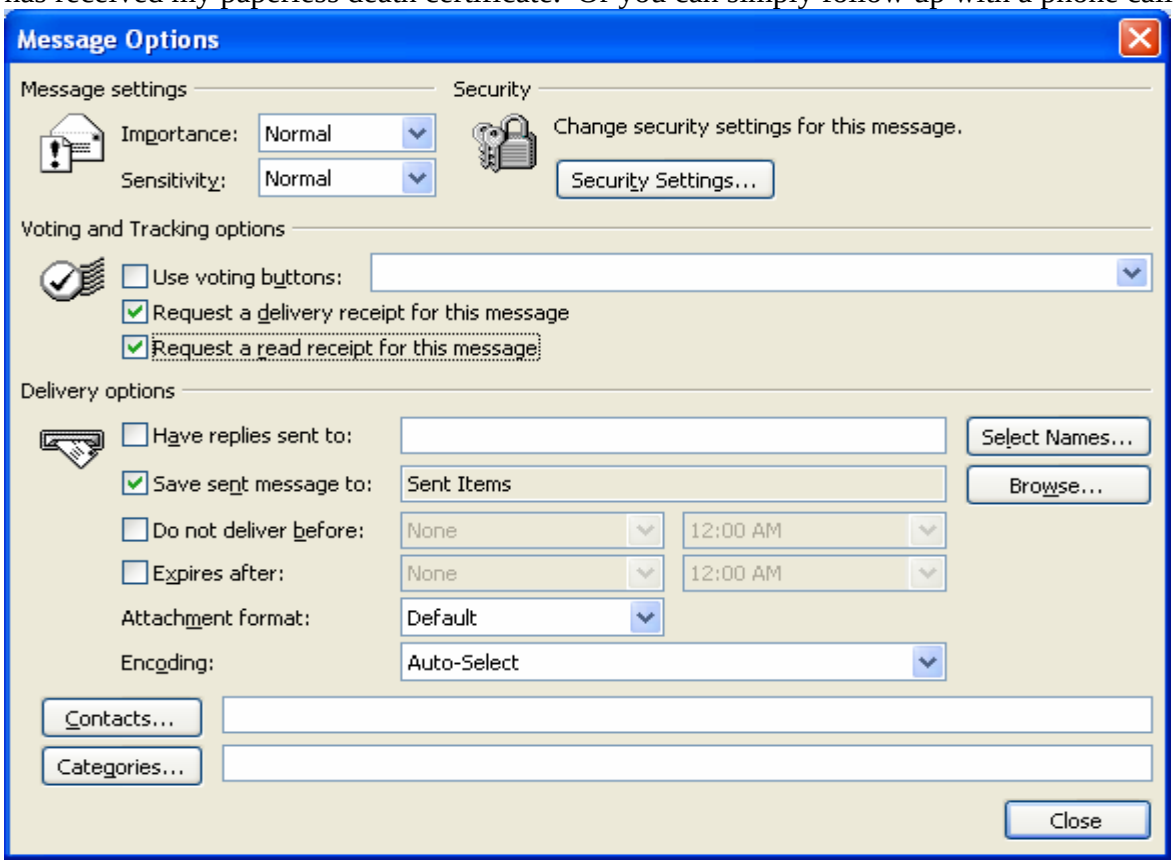
Contact the doctor's office and explain what you are trying to do. You will probably speak with the nurse or receptionist in the office. So do the following;
<u>First make sure they have internet access on their computer terminal.</u>
Ask for the secretary's / receptionist's email address
Ask if they can open a pdf file. [They probably have Abode PDF Reader which is a free software program.]
Ask if they are using a laser printer.

In the email you may want to provide the basic information for the doctor
i.e. Time of death, date of death, autopsy, etc…

Also add your greeting with your funeral home name, address and telephone number.

[NOTE: Also print to pdf the Doctor's Instruction page, which we provide with the death certificate. Just drag and drop this file as you did with the pdf death certificate as a second attachment.]

If you use Microsoft Outlook or Outlook Express as you email program, you should take advantage of the Message Options as pictured below. Viewing the options tab in Outlook [under voting and tracking options] allows you to select "request a delivery receipt for this message", which I have checked and the next box "request a read receipt for this message". Now I will receive confirmation that the doctor's office has received my paperless death certificate. Or you can simply follow up with a phone call.



<u>If you have additional questions or concerns please contact me.</u>

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