

# Installing the ODOOfficePro custom PDF driver

## Overview

A PDF (Portable Document Format) file contains what is essentially a visible image of what a printer would generate. Support for viewing PDF files is readily available with the free version of Adobe Acrobat. To create a PDF file, however, requires a special kind of printer driver, that takes information intended for a printer, and uses that to generate the file, instead of relaying it on to a physical-copy printer.

ODOOfficePro has support for using a PDF driver to create a PDF file wherever a *Print* button exists. By Shift-clicking (ie. holding down the Shift key, while clicking with the mouse) the *Print* button, ODOOfficePro will send the printer information to the specified PDF printer driver, instead of a physical printer driver. This setup is available by selecting *Printer Setup* from the **File** menu on any ODOOfficePro client window.

When support was added to ODOOfficePro to enable the EMailing of Prescriptions and Invoices, it required the generation of a PDF file of the chosen report. It is that PDF file that is then sent as an attachment to the EMail.

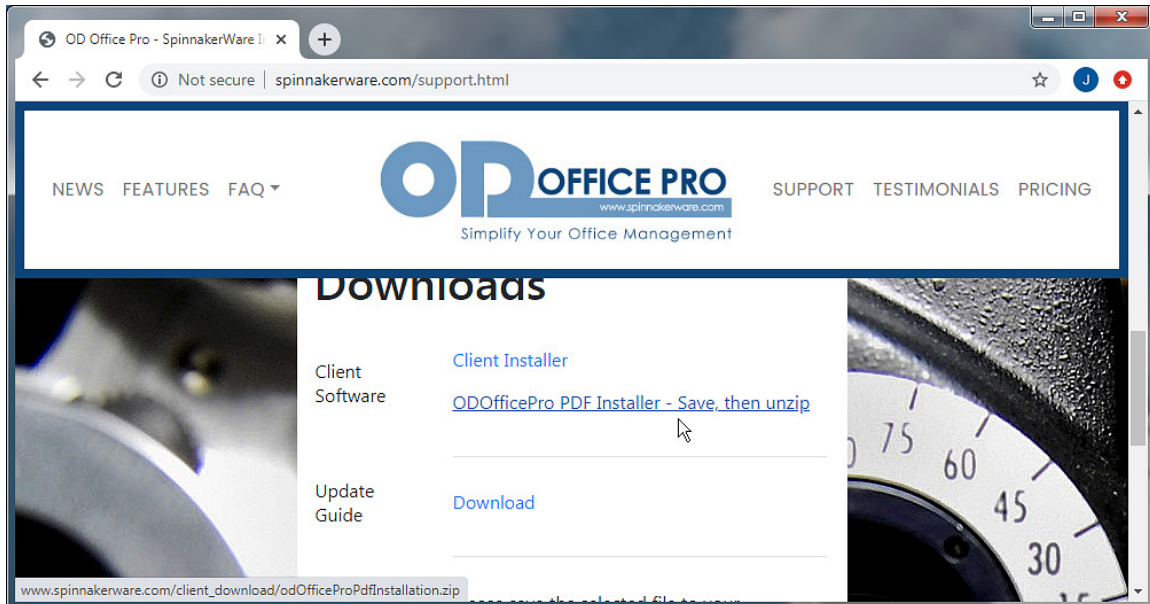
With most PDF drivers, there is no ability to specify where a PDF file should be stored, or what it should be named, which is why the driver itself prompts the user for a file name and location. Furthermore, there is no generic means by which software can obtain the selected file name and location that was entered from the driver. As a result, when Prescriptions and Invoices were originally EMailled from within ODOOfficePro, the system had to rely on the user to specify where the PDF file was saved, after allowing the PDF driver to first create the file...a 2-step procedure.

A custom PDF driver has now been purchased by the ODOOfficePro team, which allows control of file name and location ahead of time. In this manner, ODOOfficePro can specify the file information to the driver, instead of requiring the user to select it, and then know where to find it afterwards, instead of requiring the user to tell it. This permits the EMailing of printable material (ie. Invoices and Prescriptions) with only a single step...clicking on the *EMail* button. The program will then choose appropriate file details, inform this custom PDF driver, then EMail the attachment, and cleanup the file afterwards, all without prompting the user.

**Please note, the use of this custom PDF driver is intended ONLY for internal program use (ie. direct EMailing), and is NOT able to be used as the generic PDF driver. This means that if a user attempts to select the ODOOfficePro PDF driver (which WILL show up as an available printer driver) in the *Printer Setup* window, the program will refuse to accept it.**

## Installation

The installation files can be downloaded from the support page of the SpinnakerWare website ([www.spinnakerware.com/support.html](http://www.spinnakerware.com/support.html)). There is a link in the Downloads section, next to **Client Software**, for the ODOfficePro PDF Installer.

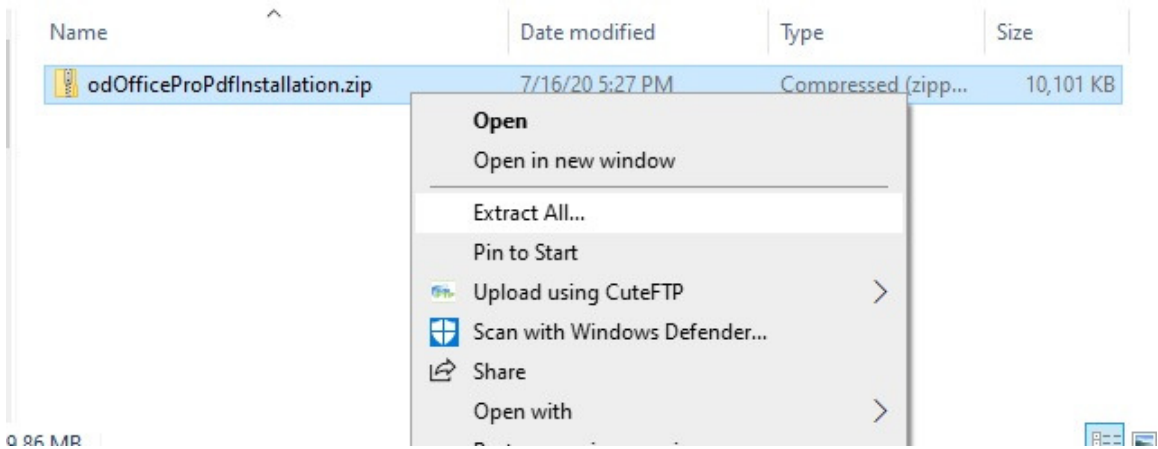
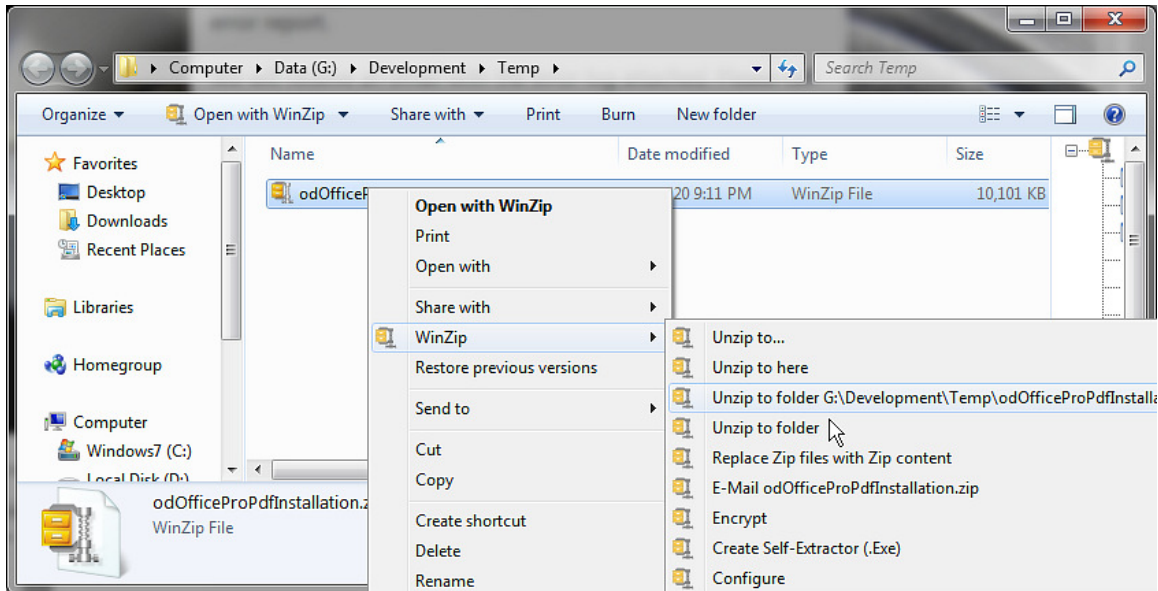


This link will download a ZIP file to your computer. When prompted, select a location for it to be saved, then navigate to that folder, and right-click on the file.

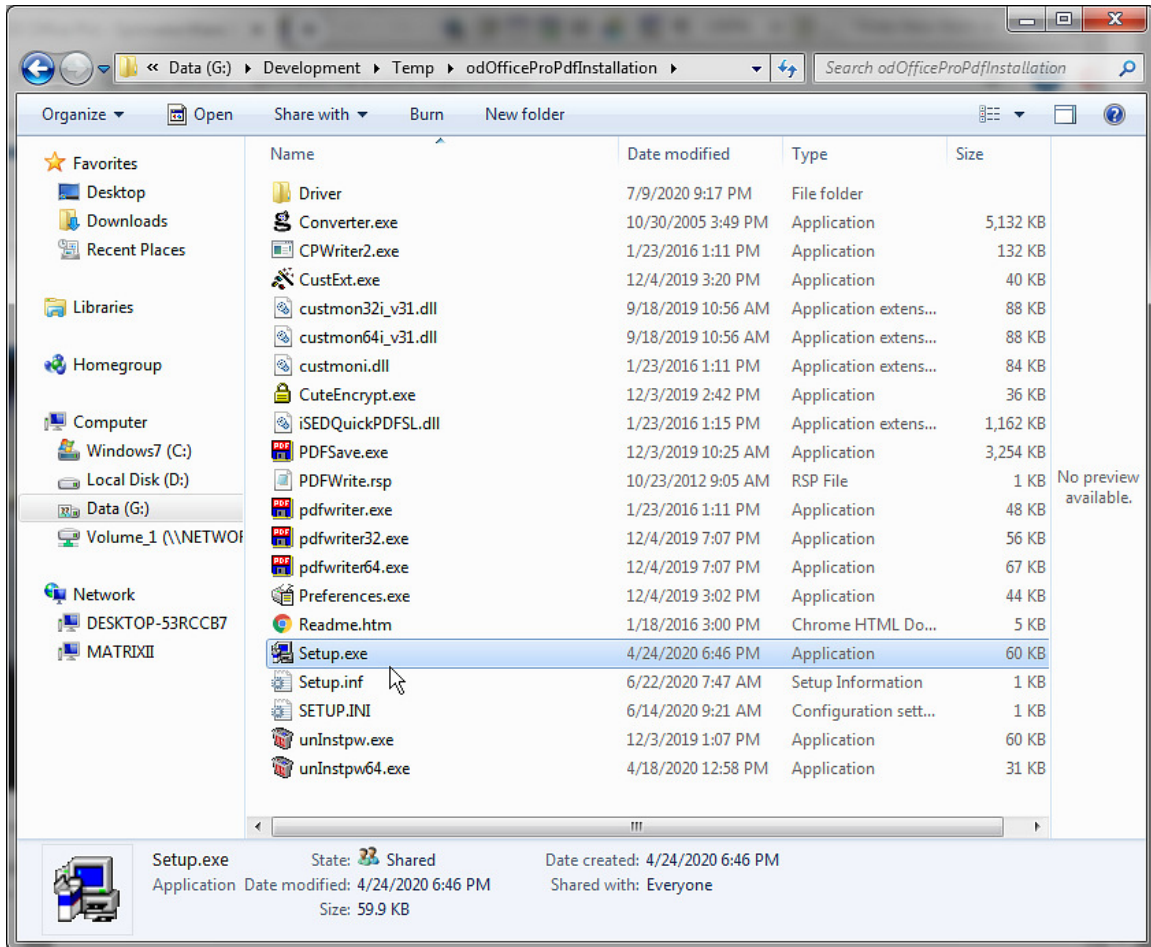
A ZIP file is a single compacted file, which contains one or more files all compressed together into the smallest possible size. This is done for convenience of download...both to provide a single entity to be selected, and to make the download as fast as possible, because of the size.

The contents of a ZIP file may be viewable in Windows, but the file must be "unzipped" or "extracted" to make those files accessible.

Depending on what is installed on your computer, you may see an option for **WinZip**, or you may see an option labeled **Extract All**. Either of these options will work, and will extract the required files, from the file that was downloaded.



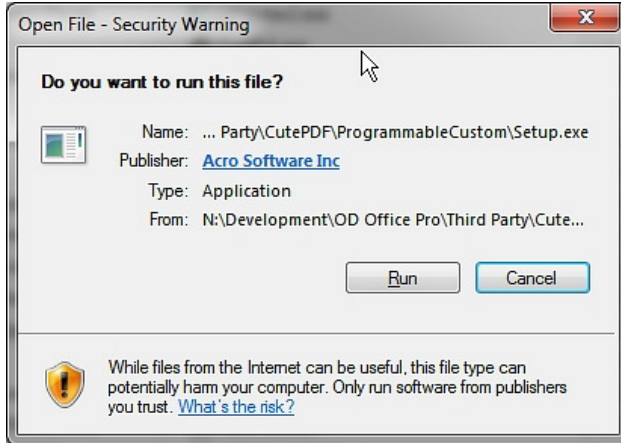
Once the files have been extracted, you will be able to see them in a list.  
Double-click on the **Setup** file.



This will install the driver for you.

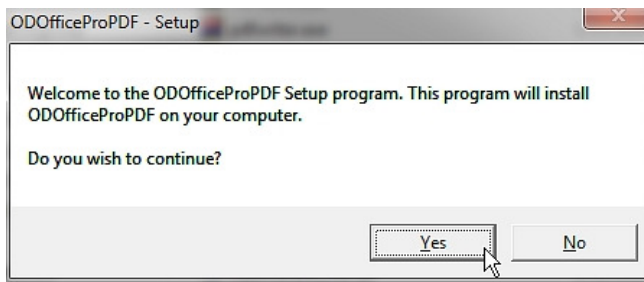
**Please note: these steps must be followed on each client computer that will send EMAILS with Invoices and Prescriptions, if you want to use the 1-step procedure.**

You will first see prompts to confirm you want to install the program.

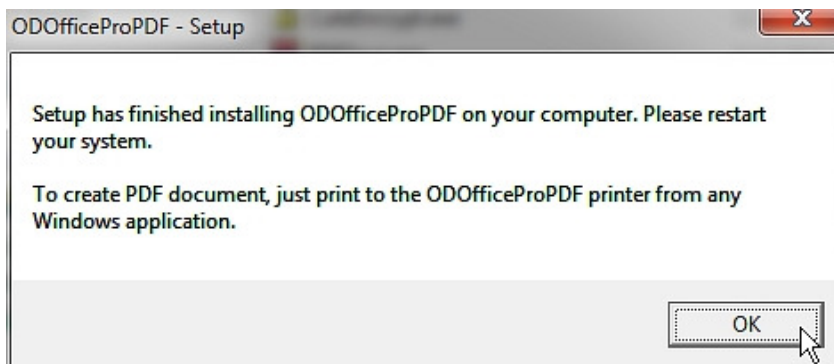
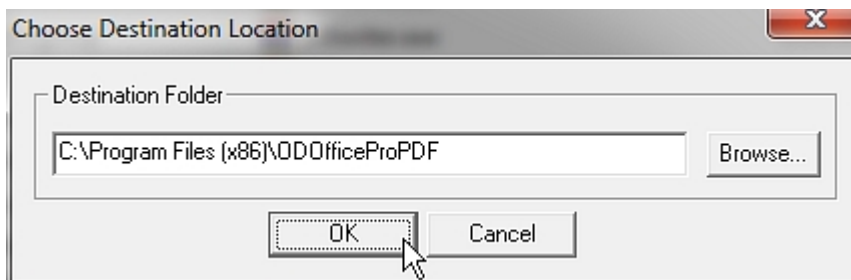


Click on *Run*, to start the installation process.

Your own computer may have additional security software installed, and you will want to accept the installation, according to that software.



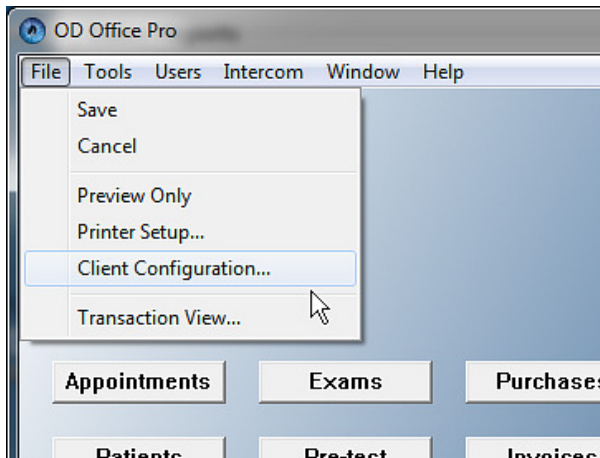
Next, a folder for where the program should be installed can be selected. The default option will usually be just fine.



This last window indicates that the installation has completed successfully.

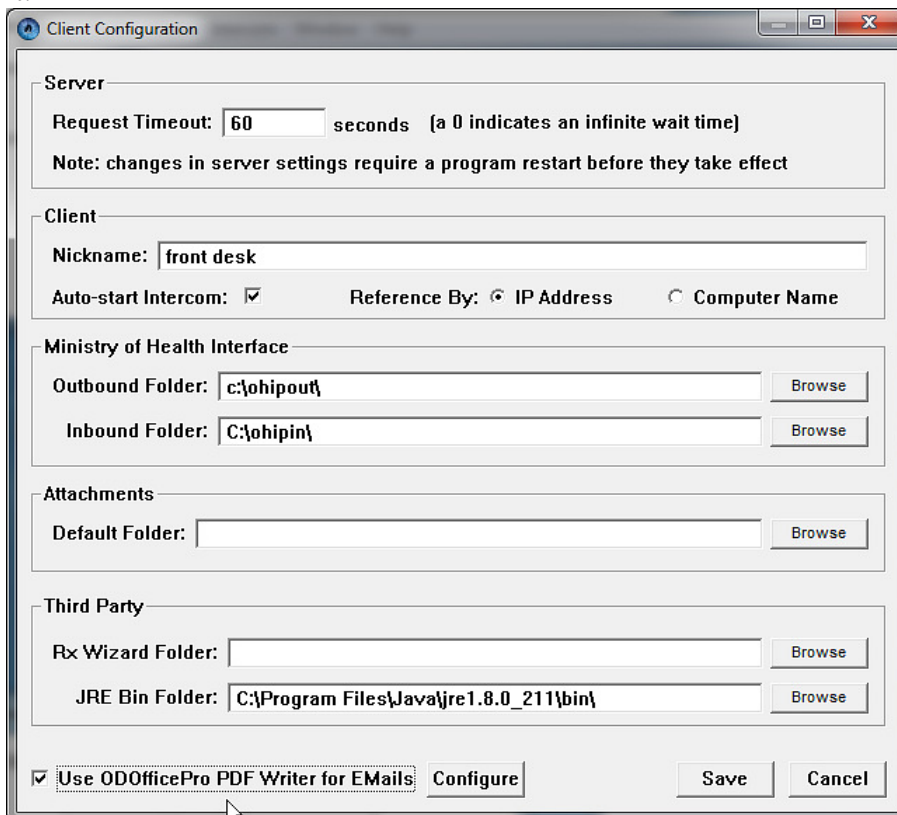
## ODOfficePro Configuration - to be done on each client computer

Once the driver has been installed, the only thing that remains, is to let ODOfficePro know that it is there, and to select a folder to use for the temporary PDF files. The location of this folder is not critical, and it does not need to be backed up. This folder will simply be used by the program to save the PDF files temporarily, so that they can be attached to an EMail. Once the program has sent the EMail, the PDF file will be deleted.

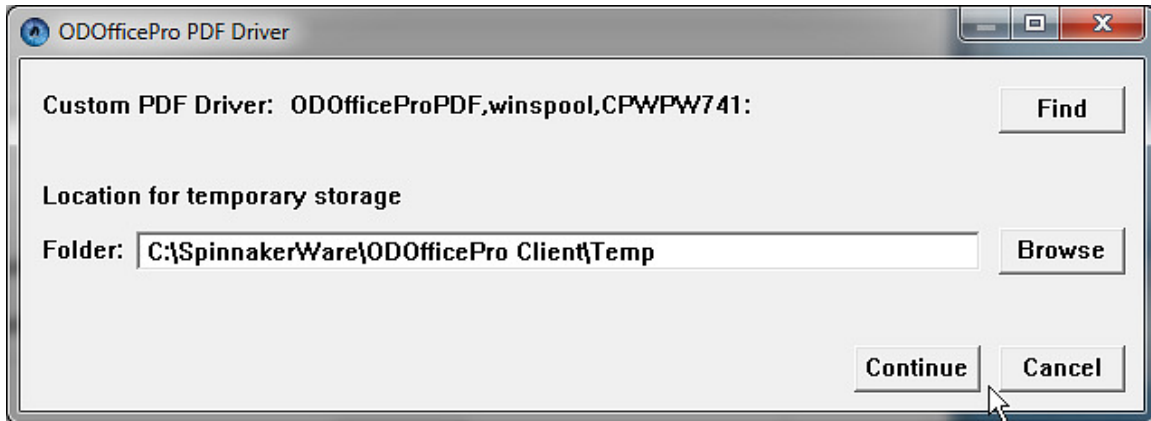


In the ODOfficePro Client program, select Client Configuration from the File menu

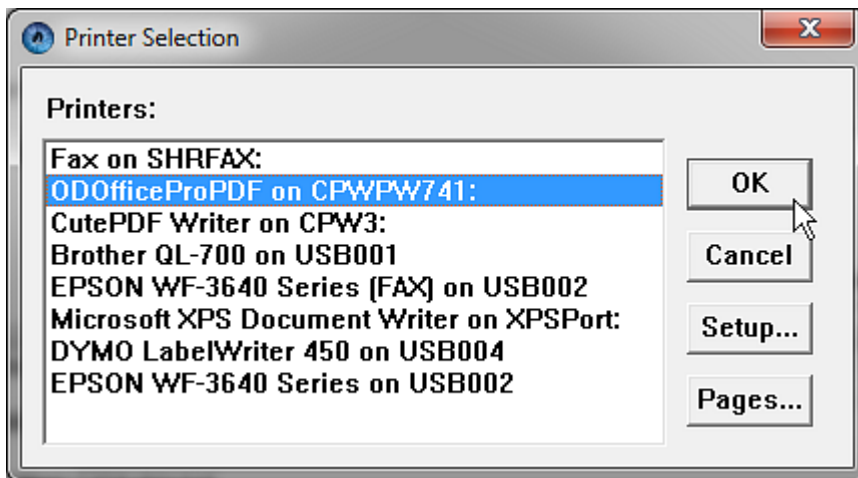
Check the box at the bottom of the **Client Configuration** window, to indicate the custom ODOfficePro PDF Writer should be used. Then click the *Configure* button right next to it.



This will open a prompter to allow the user to choose a folder for the temporary PDF files that the program will create. A default location will be suggested, and should be perfectly acceptable. But if a different location is desired, for some reason, it can be specified here.



**NOTE:** In the unlikely event that the PDF driver name does not show up, or says "Not Installed", you can use the Find button to manually select the driver. Please note you MUST select the ODOOfficeProPDF driver. All other options will be rejected.



When finished, click the *Continue* button, and then the *Save* button, to save and close the new configuration.





Once this has been completed, Invoices and Prescriptions can be Emailed to the associated Patient, simply by clicking the appropriate *E-Mail* option. There will be no prompt...only a progress window, and then a message indicating that the EMail was sent successfully.

