Setting Up Printers in MD & PracSoft
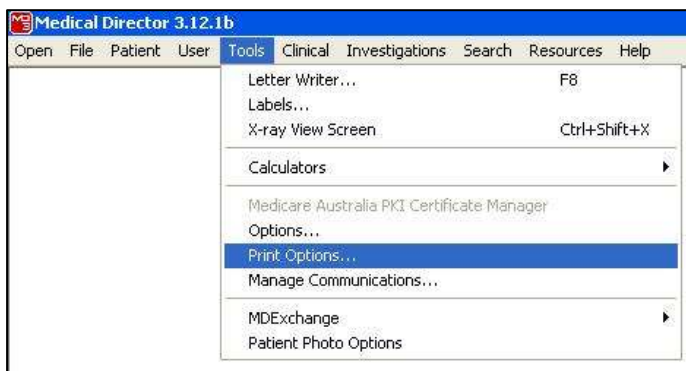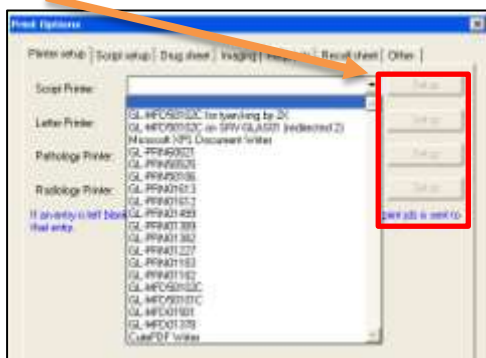
This is a Guide to help make sure that you know where your prints from MD & PracSoft are going, & will provide details of how to change the destination if required.

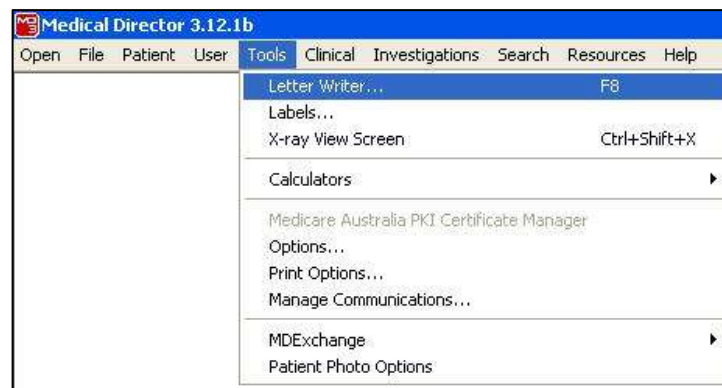### Medical Director Print Settings:

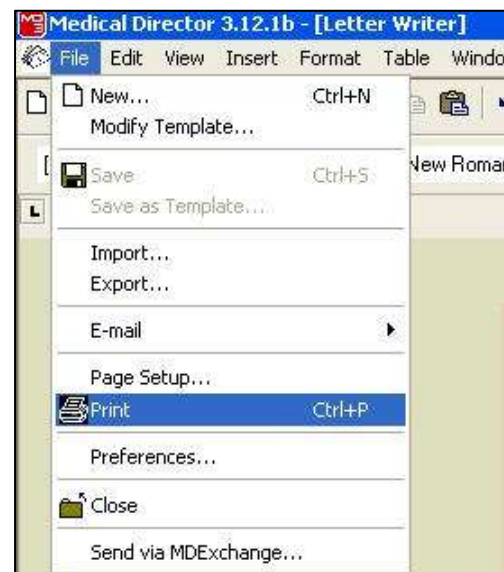1. Open 'Medical Director', click on 'Tools' & select 'Print Options'

2. The window below will appear. Set each printer to 'Blank' & all the 'Setup' buttons will be greyed-out

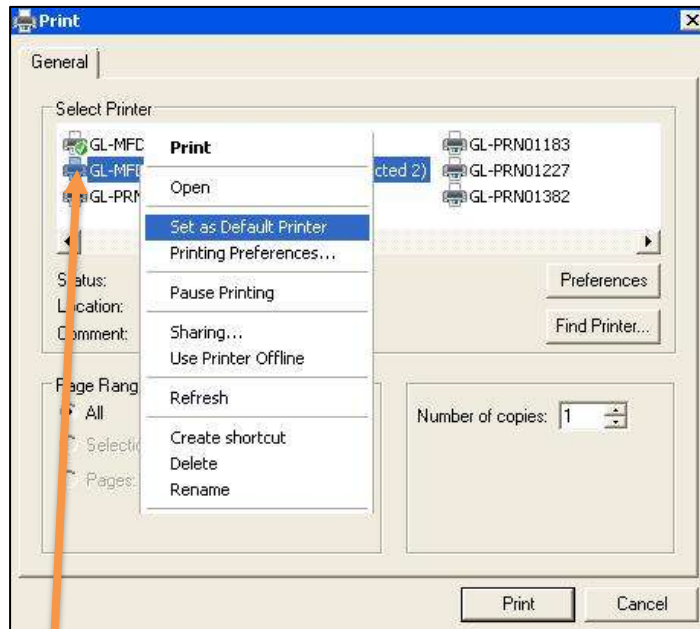3. Click on 'Tools' again & select 'Letter Writer' OR press 'F8'

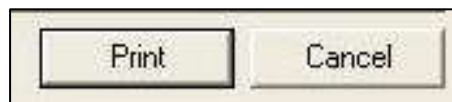4. Within 'Letter Writer', select 'File' & 'Print' OR press 'Ctrl + P'

5. Locate your local printer from within the list of printers & right-click & select 'Set as Default Printer'

6. A 'Green Tick' should now appear beside the printer name
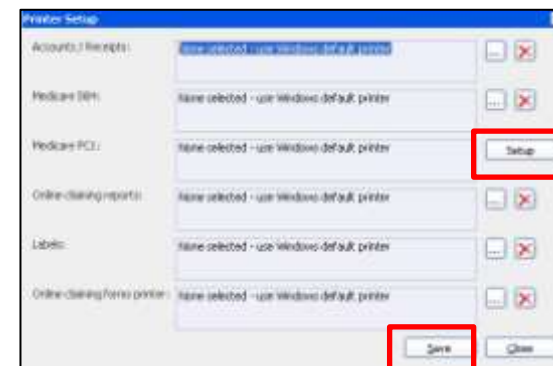
7. Click on the 'Cancel' button & close 'Letter Writer'

PracSoft Print Settings:

1. Open 'PracSoft' & click on 'Setup' & select 'Printers'

2. The window below will appear, set each printer to 'None Selected – use Windows default printer'. If not set to this, click on the 'X'

3. For the Medicare types, click on the 'Setup' button & then the 'X'
4. Click on 'Save'