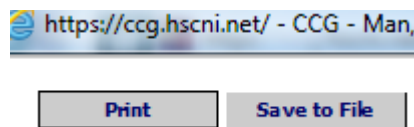


Saving a CCG Referral as a document

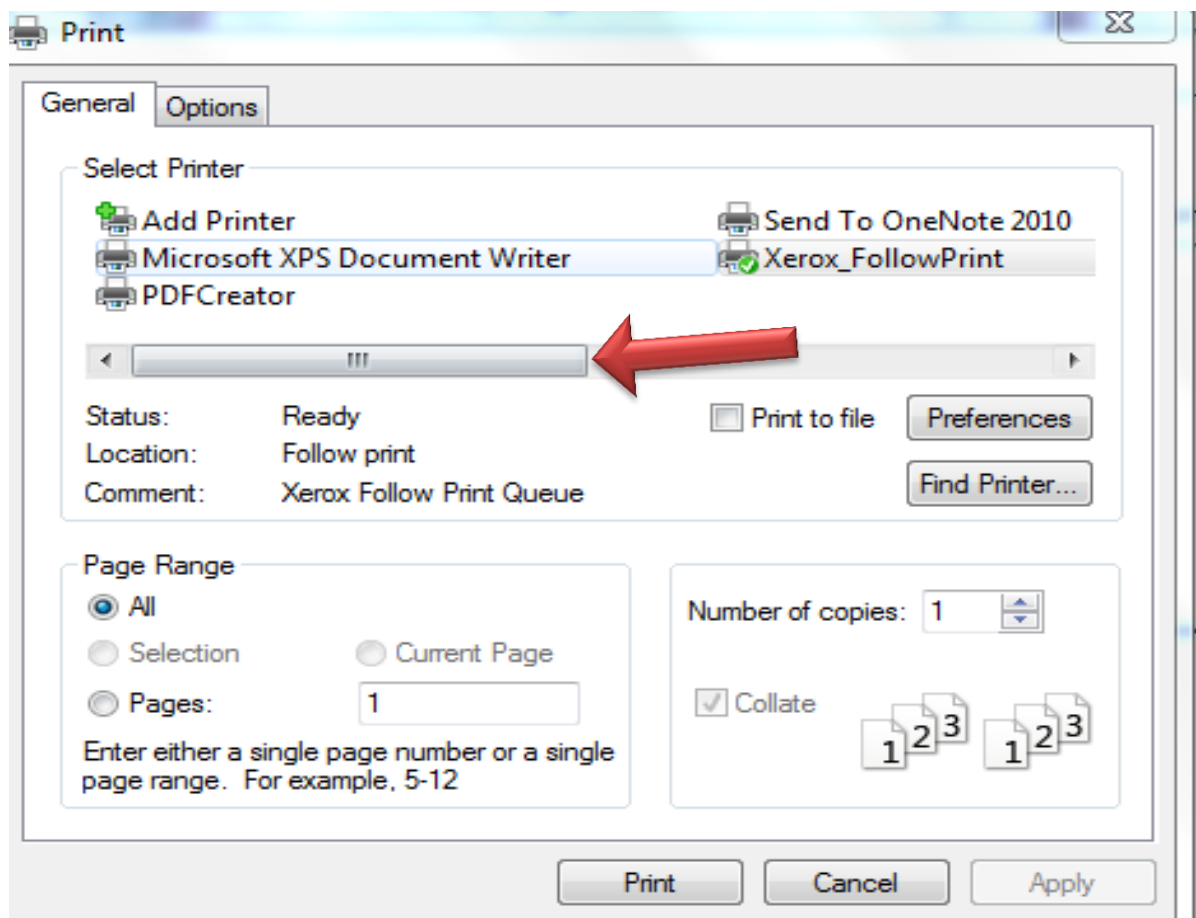
Step 1:

Choose the PRINT option at the top of the referral when opened from the referrals worklist



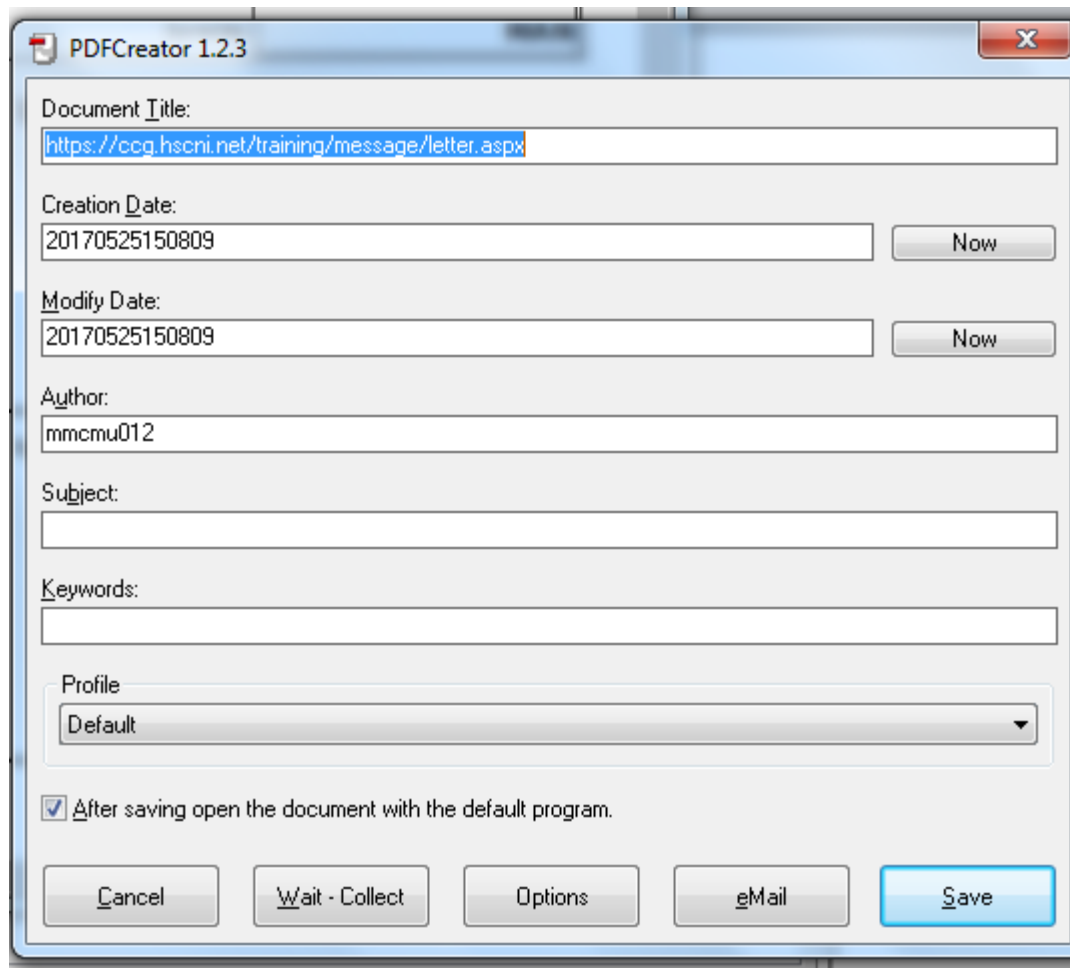
Step 2:

The following box will appear. Please use the scroll bar to scroll to the left to view the options. To save as a PDF document please click the 'PDF Creator' option (Please note you also the option to save as a XPS Document writer).



Step 3:

When PDF Creator is selected the following box will appear. Please give your referral a title / identifier and select the 'Save' option. You will be directed to the files in your PC where you can save your referral.



The image shows a screenshot of the PDFCreator 1.2.3 dialog box. The window title is "PDFCreator 1.2.3". The dialog contains the following fields and options:

- Document Title:** A text box containing the URL <https://ccq.hscni.net/training/message/letter.aspx>.
- Creation Date:** A text box containing "20170525150809" and a "Now" button.
- Modify Date:** A text box containing "20170525150809" and a "Now" button.
- Author:** A text box containing "mmcmu012".
- Subject:** An empty text box.
- Keywords:** An empty text box.
- Profile:** A dropdown menu with "Default" selected.
- After saving open the document with the default program.**

At the bottom of the dialog, there are five buttons: "Cancel", "Wait - Collect", "Options", "eMail", and "Save". The "Save" button is highlighted in blue.