

How to Convert Documents to PDF

Tired of printing, scanning and faxing your patient records and office forms? Convert them to PDF!

The Portable Document File (PDF) is a universally accepted format for sending and receiving electronic files. PDFs work for Mac and PCs, desktops and smartphones. Many types of document (Word, Excel, email, photos, etc.) can be exported to PDF easily, and sent electronically via the Internet. You'll save time, waste less paper, and retain the document, just in case.

If your computer doesn't have a PDF reader or writer, you'll have to download the software first. Adobe Reader and Cute PDF are free and widely used examples, however, Hawai'i HIE does not endorse the use of these or any commercial products.



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- 2) Uncheck all optional offers
- 3) Click "Install Now"



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Health information ... when and where you need it



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