



Exporting Reports to PDF

PM Training Runbook

DOCUMENT TYPE	PM Training Runbook
AUDIENCE	External
VERSION	1.0
EFFECTIVE DATE	August 19, 2026

RUNBOOK

Exporting Reports to PDF

Print-to-File Export — DentiMax Classic

Applies To
DentiMax Classic

Severity
N/A

Est. Time
Under 5 Minutes

Audience
External

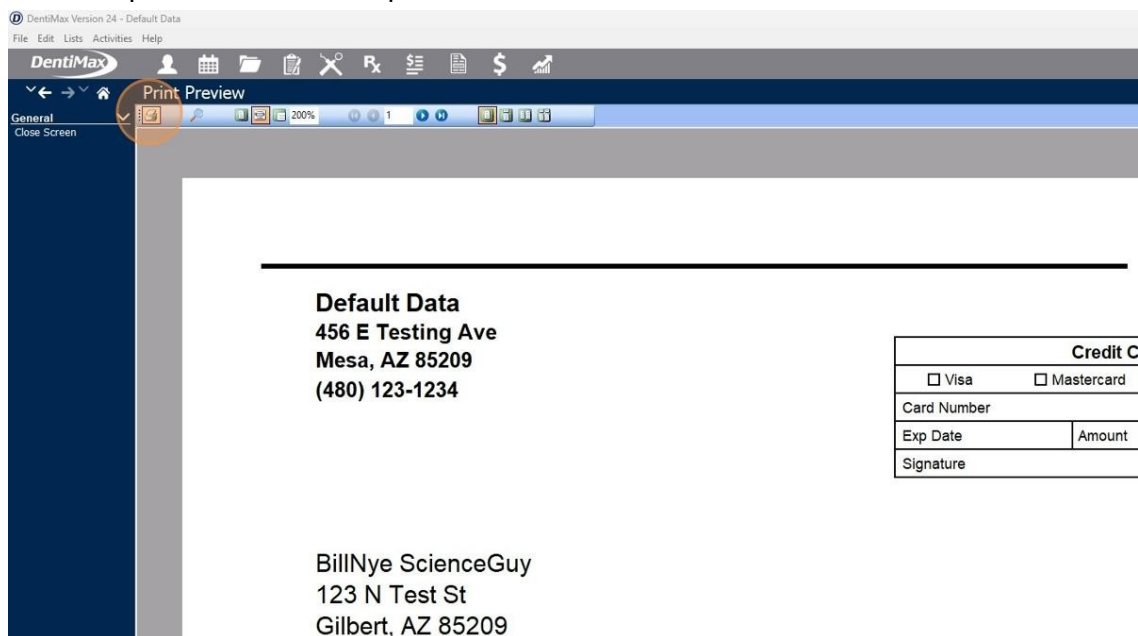
Overview

DentiMax Classic can export any report to a PDF file directly from the report's Print Preview screen, using the standard Windows print dialog's built-in **Print to File** option — no separate PDF printer or third-party software is required. This works the same way regardless of which report or module the report was generated from.

Procedure

Step 1 — Export the Report to PDF

- Click the printer icon at the top-left of the Print Preview toolbar.

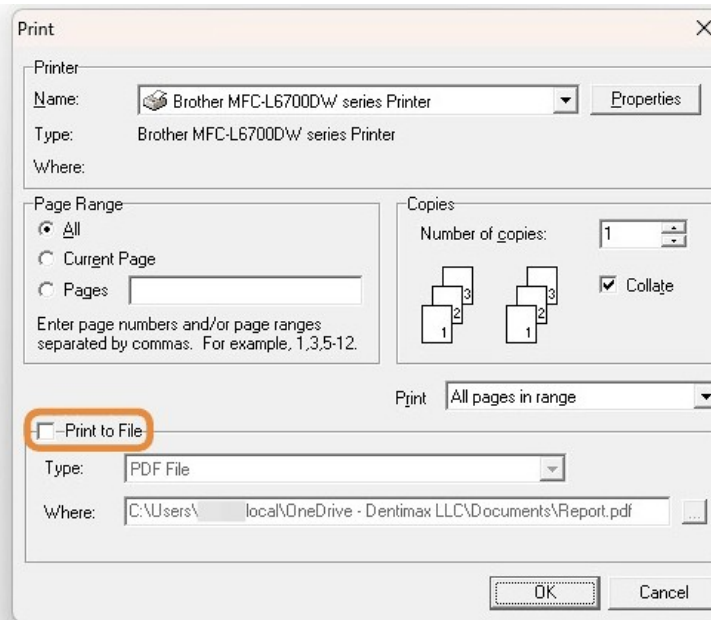


- b. In the Print dialog, check the **Print to File** box.

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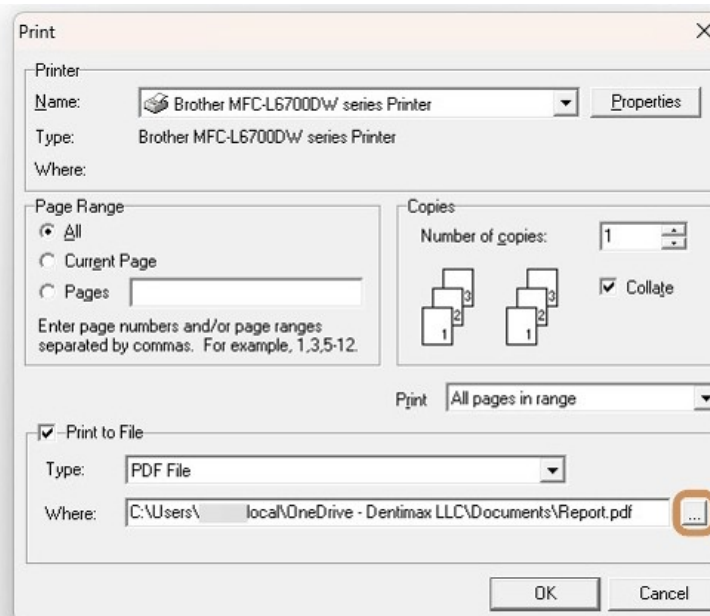


- c. A **Type** dropdown will appear below the checkbox — click it and select **PDF File**.
d. Click the ... button (next to the **Where** field).

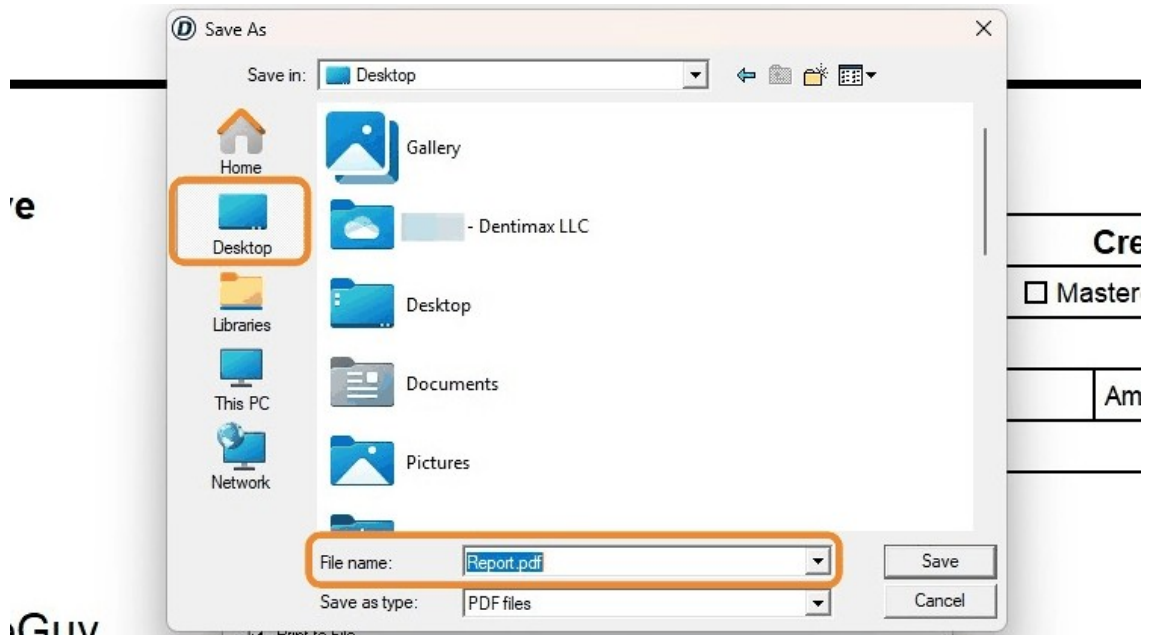
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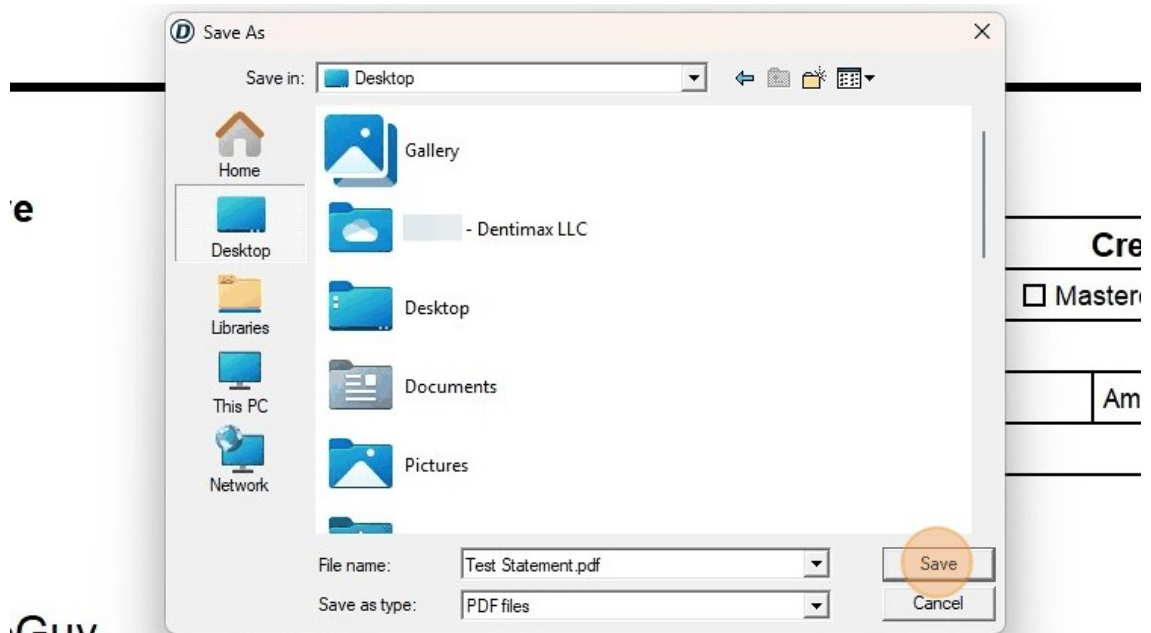
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- e. In the Save As dialog that opens, you can rename the file (**File name** field) and choose where it will be saved (e.g., Desktop, Documents).



- f. Click **Save**.

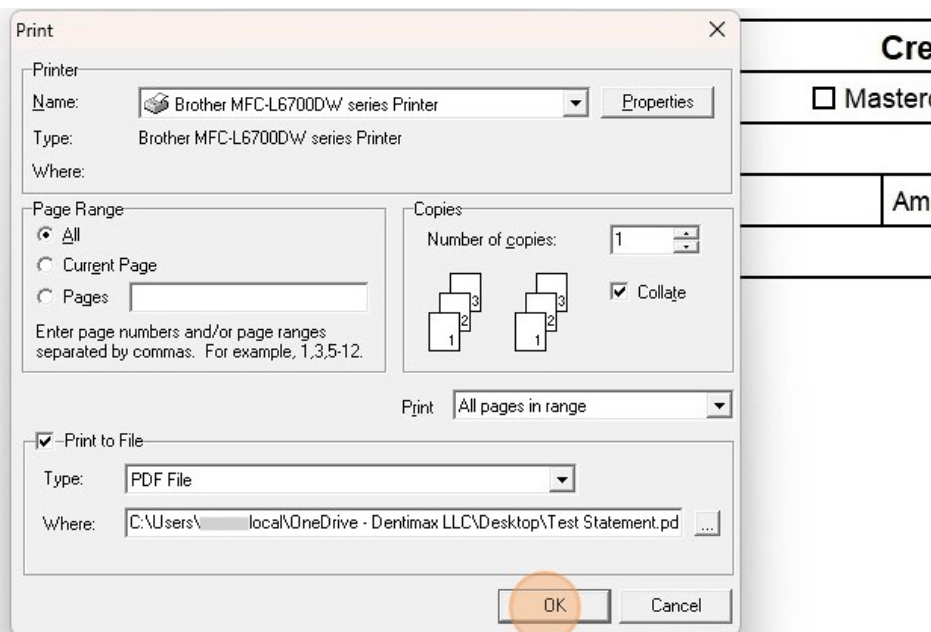


- g. Back in the Print dialog, click **OK**.

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- h. A brief "saving" progress window may appear — for a small report (about 1–10 pages), it can close too quickly to read. To confirm the PDF saved successfully, open File Explorer and navigate to the location you chose in **Step 1e**.

FOR SUPPORT — For issues not covered by this runbook, contact **DentiMax Practice Management Training** at **1 (800) 704-8494 Ext. 806** or **Training@DentiMax.com**.