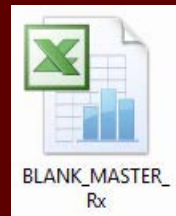
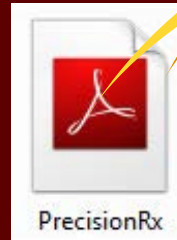
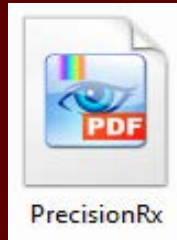


# Using PDF viewer & Adobe Reader

A more friendly and easy to fill out Prescription Rx form in PDF format  
 BASIC INSTRUCTIONS—JANUARY, 2012



**On this tutorial**

- Overview of the Precision Rx P.1
- Using PDF X Viewer P.2
- Using Adobe Reader 9 & X P.3
- Contact Us P.3

## Overview of the PrecisionRx PDF form

- |                       |                         |                          |
|-----------------------|-------------------------|--------------------------|
| 1. Date & scan number | 5. Posting instructions | 9. Special padding       |
| 2. Patient info       | 6. Supplies             | 10. Special instructions |
| 3. Account info       | 7. Design instructions  | 11. Plantar view         |
| 4. Orthotic type      | 8. Cover & extensions   | 12. Save or print        |

## CUSTOM SOLUTIONS

The PrecisionRx form is another option to our standard Excel form.

Just like the blank Excel form you can prefill the form with your account information and save it so you do not have to type this info each time that our prescription form is open.

## FREE SOFTWARE

The Adobe Reader and the PDF-Xchange viewer are free programs available for download at their respective web sites.

[www.adobe.com](http://www.adobe.com)

[www.pdfxviewer.com](http://www.pdfxviewer.com)

Many computers have installed a version of Adobe Reader, we recommend to update your version to the latest Reader, however Reader will let you **print only**, We highly recommend you to install Pdf-Xchange viewer so you can save your form under new names and save the file for archiving or e-mailing purposes.

# Getting started—PDF Xchange viewer

After installing PDF viewer locate the PrecisionRx file that we send you as an attachment previously saved on your desktop or other location

## FIND THE PRECISIONRX ICON

If your icon looks like this



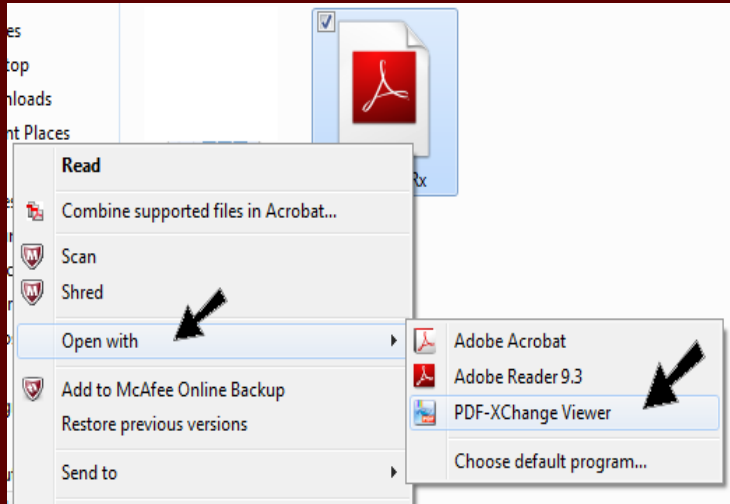
It means you are ready to start working using the PDF Xchange viewer just double click it.

If your icon looks like this



It means that the form will be open with Adobe Acrobat Reader and you will be allowed to fill the form and **print your work only**, not save, Print Only. If you have installed the PDF Xviewer you can choose it by right clicking the icon

and selecting *Open with >>>PDF Xchange Viewer* or select default program



Once the form is open just click a field and start typing

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 International Tel 01-856-848-6226

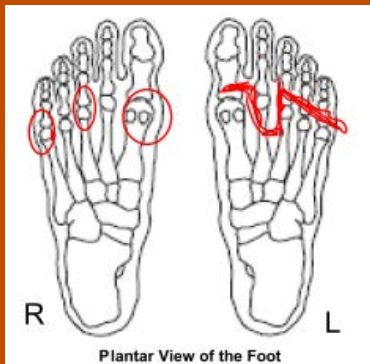
PATIENT INFORMATION

Name: [Red Box] [Red Box]  
 Age Sex WL Shoe Size Shoe Type  
 Occupation Activity Level  
 Symptoms/Diagnosis

SELECT ORTHOTIC TYPE  
 LAB STANDARD WILL APPLY WHERE ORDERED

XCELA Functional continuous fiber reinforced composite 2.0mm  
 semi-flexible  rigid  ULT

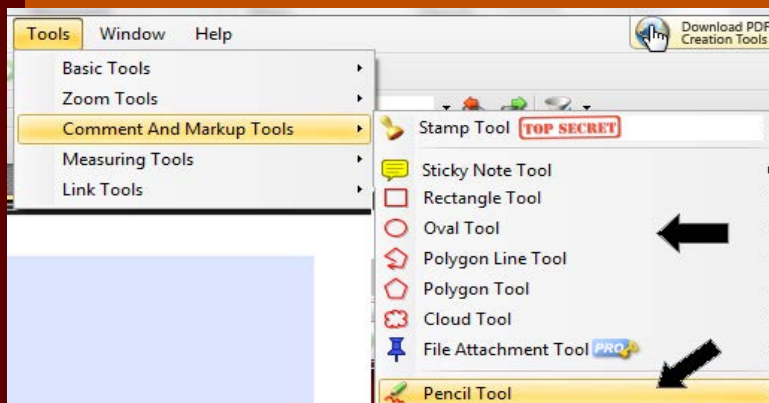
Also you can draw circles or use the pencil to place marks on the *Plantar View of the Foot*.



Just go to *Tools >>> Comments and Markup Tools >>> Oval Tool or Pencil Tool*

After marking you can move the marks or undo the mark by selecting *Edit >>> Undo (Ctrl + Z)*.

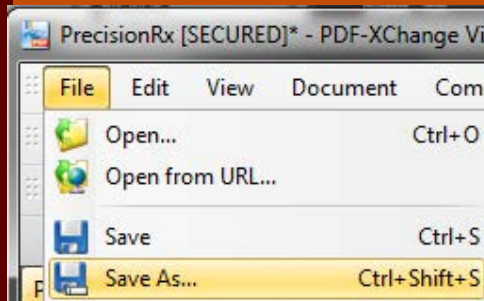
After drawing cancel the Oval or Pencil Tool by clicking the *Hand Tool* or the *Select Tool* Located In *Tools >>> Basic Tools*.



Once the form is completed you can select *Print or Save As* by clicking the buttons at the end of the form.



Also you can do it by selecting *File >>> Save As*



Remember to Change the name and if you are sending a scan file too type the number or name in the *Scan or Practice Log number* Field located at

the top right corner of the form. Please do not use sticky notes on the form because they will get lost when printing, only use the designed areas.

# Using Adobe Reader

## Adobe Reader 9 & X

Just double click the icon and click on a field and start typing and checking the appropriate boxes.



All the versions of *Reader* will allow you to fill up the PrecisionRx form but you will not be allowed to draw and place marks on the *Plantar View of the Foot*.

You will not be allowed to save your form or change name to the form, *Only Print*. Unless you have a full version of Adobe Reader.

A second file is available called PrecisionRx2 , This is a plain PDF file that allows to type and save with no form fields, to use it you will need to open the file with Adobe Reader and go to:

View >>> Sign >>> Add Text

then just click in the area where you want to type, once done typing go to the menu bar and select

View >>> Sign >>> Finalize Changes

This will merge your typing into the form and you will be able to save the file under a new name. Do not use the Sticky Note Tool because it will not print.

\*A copy of the PrecisionRx form is available upon request for evaluation or use. This is a Prescription form for use with Precision Orthotic Lab International of New Jersey USA

\*\*current customers only.

## We need your help

Let us do an Excellent job for you by sending us a fully completed form .

Incomplete forms increase chances for errors, for example a missing shoe size can lead to a smaller length of the required size, take in mind that some people like to wear their shoes really fit and others like to wear them lose by a few sizes bigger.

Also knowing the gender, the patient's weight and age can help us to accommodate the patient's overall needs.

Well taken scans or well imprinted foams/cast and/or drawings showing measurements and locations for pockets are a plus

A table of shoe sizes is available upon request or at our web site in the products page in the link US Sizes.

**For comments or questions write to:  
Garcia@precisionorthotic.com**

**Precision Rx PDF Form  
JANUARY, 2012**

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