






## Using Cegedim Cloud Printer Profiles

Within the hosted Cegedim Cloud environment, each server has five printers configured for practice use.

These printers all save files to the folders indicated below. Within each folder is a sub-folder with your username that contains the files that you send to print.

More information is provided below:

Printer	Save Location
 Print to Docman	G:\Printed to Drop A Doc
 Print to iGPR	G:\Printed to iGPR
 Print to PDF Colour	G:\Printed to PDF
 Print to TIFF	G:\Printed to TIFF
 clawPDF	G:\Printed to PDF

### Print to Docman

Select the **Print to Docman** printer to file an individual document to the patient's **Docman** record. This creates a Tag Image File Format (TIFF) file, the same way as scanning a paper copy does, and automatically triggers the **Docman Drop a Document** workflow to file into the patient record.


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 **Note** - As filing to **Docman** in colour should only be done where absolutely necessary, the file produced is greyscale, black, white and grey by default. If a colour version is required, select the **Print to PDF Colour** printer, or discuss with your local facilitation team.

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This option is useful for when you need to save something directly to a patient's **Docman** record, for example, an email.

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 **Note** - The files save to G:\Printed to Drop a Doc\\ temporarily to allow Docman to access this. Files in this folder automatically delete after 30 days.

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## Print to iGPR

Select **Print to iGPR** to create and send **iGPR** summaries.



**Training Tip** - If your role requires frequent accessing of this folder you can save a shortcut to this on your desktop. First print a blank document to the **Print to iGPR** printer so a save location generates with your hosted user name. Now, find G:\Print to iGPR\\(your.name) and on your folder, right click and select **Send to > Desktop (create shortcut)**. Now, from your hosted desktop right click on the folder you have just created, usually your hosted user name, select **Rename** and enter 'iGPR Printer'. You can delete the blank page once saved. Simply, right click on the document and select **Delete**.

## Print to PDF Colour

Select **Print to PDF Colour** to print when a colour document is required, for example, a photograph, the **Print to PDF Colour** printer automatically saves the PDF to G:\Printed to PDF\\(your.name) on the server for you to deal with as appropriate.

This is the only one of the printers that produces a colour file, so may be used for anything where the final result has to be in colour.



**Training Tip** - Once the printer is selected, check the **Print in Colour** toggle is switched on.



**Note** - Once printing is complete you should delete files from G:\Printed to PDF\\ to avoid the risk of printing the same files again. Simply, right click on the document and select **Delete**.



**Training Tip** - If your role requires frequent accessing of this folder you can save a shortcut to this on your desktop. First print a blank document to the **Print to PDF Colour** printer so a save location generates with your hosted user name. Now, find G:\Print to PDF\\(your.name) and on your folder, right click and select **Send to > Desktop (create shortcut)**. Now, from your hosted desktop right click on the folder you have just created, usually your hosted user name, select **Rename** and enter 'PDF Printer'. You can delete the blank page once saved. Simply, right click on the document and select **Delete**.

## Print to TIFF

The **Print to TIFF Printer** option has been largely superseded by the **Print to Docman** option. If, however, you need to print multiple files for different patient, without selecting all pages, selecting **Print to TIFF** is useful. The **Print to TIFF** printer saves files to G:\Printed to TIFF\\. These can then be imported into **DocMan - Batch Manager** using **Import Entire Folder**.

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**Note** - Once printing is complete you should delete files from G:\Printed to TIFF\ to avoid the risk of printing the same files again. Simply, right click on the document and select **Delete**.

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**Training Tip** - If your role requires frequent accessing of this folder you can save a shortcut to this on your desktop. First print a blank document to the **Print to TIFF** printer so a save location generates with your hosted user name. Now, find G:\Print to TIFF\*(your.name)* and on your folder, right click and select **Send to > Desktop (create shortcut)**. Now, from your hosted desktop right click on the folder you have just created, usually your hosted user name, select **Rename** and enter '*TIFF Printer*'. You can delete the blank page once saved. Simply, right click on the document and select **Delete**.

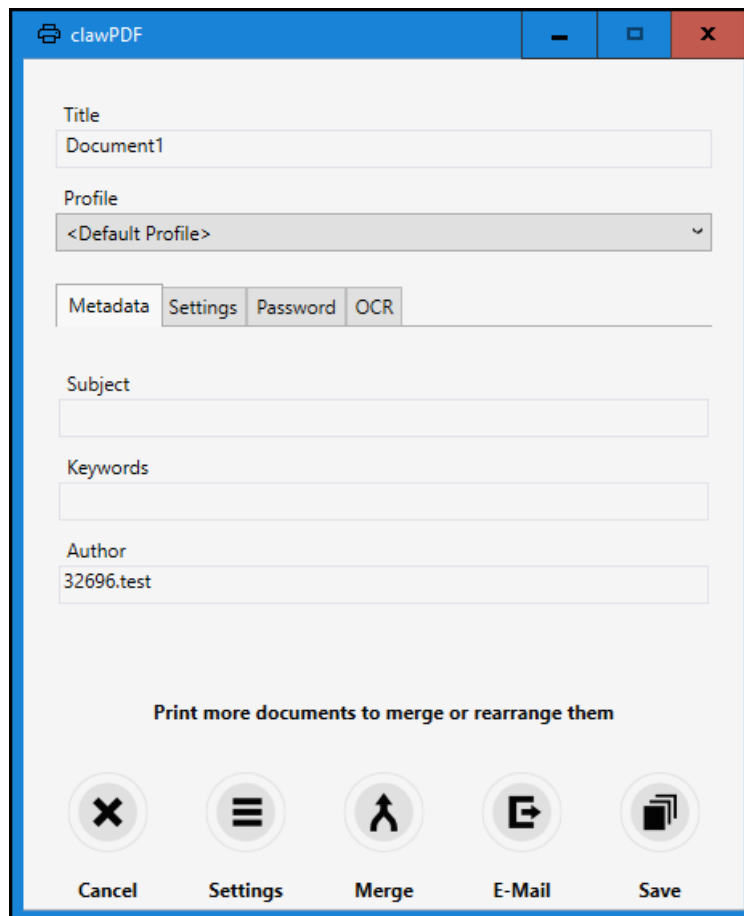
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## clawPDF

**clawPDF** is a PDF printer that allows you to process the document in various ways, including the following:

- **Save to a custom location**, see [Save to a custom location](#) on page 4 for details.
- **Watermark/Stamp the document**, see [Watermark/Stamp the document](#) on page 5 for details.
- **Password Protect/Encrypt** - Especially useful when emailing documents, see [Password Protect/Encrypt](#) on page 6 for details.
- **Merge Documents (PDF Only)**, see [Merge Documents](#) on page 7 for details.

When you select **clawPDF**, the **clawPDF** screen displays:



Select from the following as required:

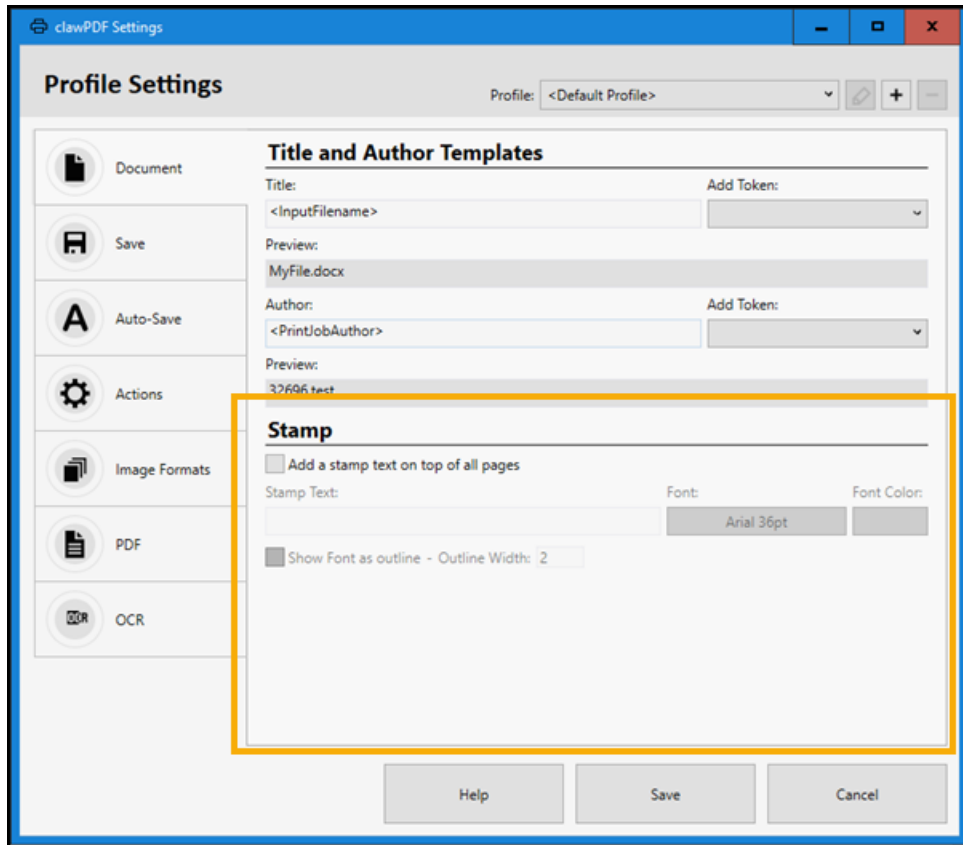
### Save to a custom location

Select **Save**  and choose the location you wish to save the file to.

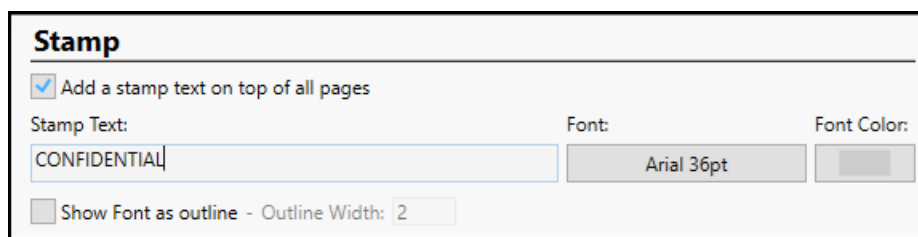
## Watermark/Stamp the document

To add a watermark or stamp to a document:

1. From the **clawPDF** screen, select **Settings**  and the **Profile Settings** screen displays:



2. Tick **Add a stamp text on top of all pages**.
3. In **Stamp Text** enter the text you wish to add, use the available formatting tools as required:



4. Select **Save** and then **Save** again on the **clawPDF** screen.

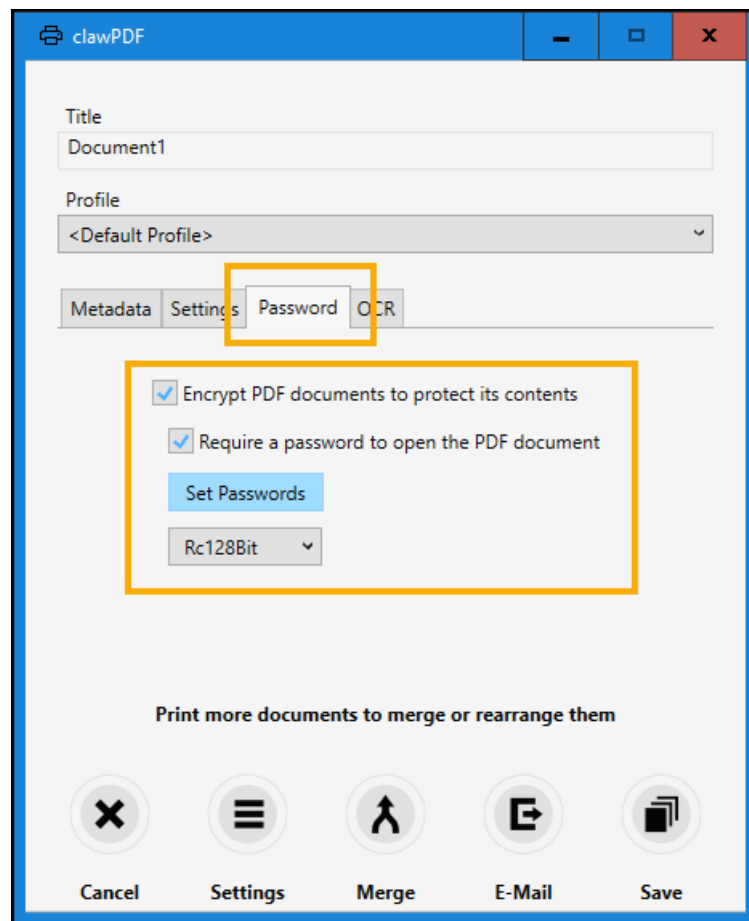


**Training Tip** - To remove a watermark/stamp, simply remove the tick in **Add a stamp text on top of all pages**.

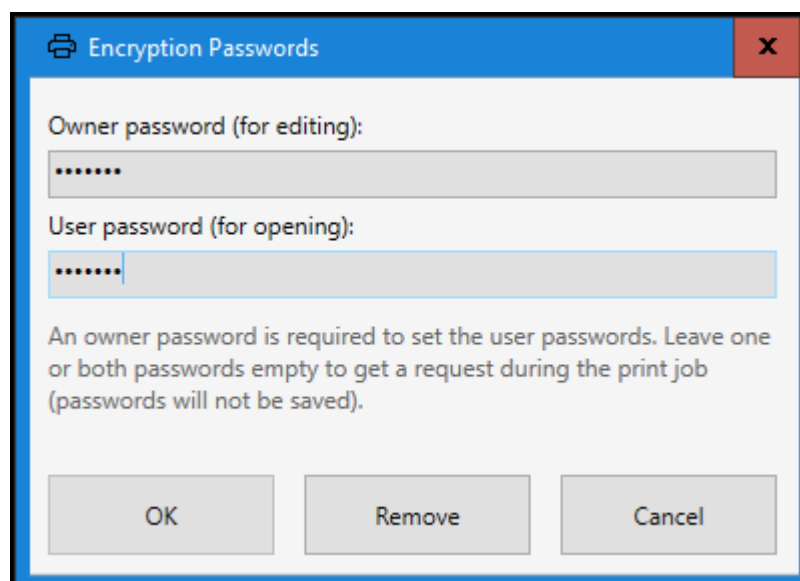
## Password Protect/Encrypt

To password protect and/or encrypt a document:

1. From the **clawPDF** screen, select the **Password** tab:



2. Tick **Encrypt PDF documents to protect its content** and **Require a password to open the PDF document**.
3. Select **Set Passwords** and the **Encryption Passwords** screen displays:



4. Enter an **Owner password** and a **User password**, as these save in a PDF format users cannot edit the PDF so they can be the same.
5. Select **OK** to save.

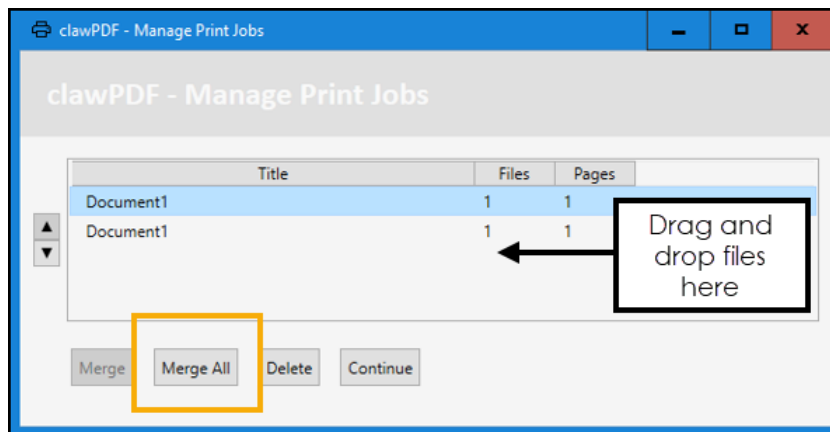


**Training Tip** - To remove the password, simply return to the **Password** tab and remove the ticks in **Encrypt PDF documents to protect its content** and **Require a password to open the PDF document**.

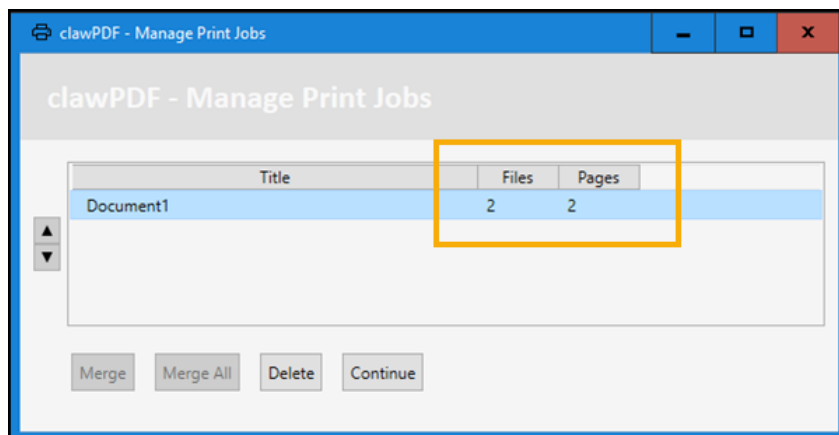
## Merge Documents

To merge multiple documents together:

1. From the **clawPDF** screen, select **Merge**  and the **clawPDF - Manage Print Jobs** screen displays:



2. Drag and drop the files you want to merge into this screen.
3. Once all of the files display, select **Merge All**. The documents merge and the page count reflects the size of the new document:



4. Select **Continue** and you are returned to the **clawPDF** screen.
5. Select **Save**.

## Useful Admin Locations

Admin Task	Folder Location
GP2GP - Import	ThisPC\Elinks(X:)\Docman\(practice code)\Import
GP2GP - Export	ThisPC\Elinks(X:)\Docman\(practice code)\Export
eMED3	(P:\WORDPROC\EMED3



**Training Tip** - If your role requires frequent accessing of this folder you can save a shortcut to this on your desktop. Find the location of the folder required, right click on it and select **Send to > Desktop (create shortcut)**. You can now rename this short cut if required, simply right click on it, select **Rename**, enter the name you require and select **Save**.