

Attaching a VistaDent image to an email

In order to attach an image to an email you will have to know what patient and what specific image you want to attach. All of the VistaDent images are contained in patient specific folders in your VistaDent Data directory. The first step in the process is to find out where your data is located. If you are only running on a single station then it will be the default data location of C:\VistaDent\Data. If you are running on a network then you will have to verify your data location. To verify this location start VistaDent, click on Options, Preferences, Directories Button. Whatever the Image Directory is set to is going to be the location from which you will pull your images.

After verifying this location you will be ready to attach a file.

Attaching an Image (using local data source as an example)

1. Launch your email software.
2. Compose a new email.
3. Click on the Attach button. Depending on your software the button may or may not read "Attach".
4. This will open a new window prompting you to find the file that you want to attach. You will have to change the Look In to C:, double click on Vistadent, double click on Data and then double click on the patient's folder.
5. This will open the folder to show all of the available image file names. Select the correct file name (you may have a preview option). You will see two files for each image. The JPE extension is the cropped version. You need to make sure the person receiving the e-mail can open a JPE. If they can't you will need to attach the image with the JPG file extension.
6. Click on Attach and then send your email.

If you have any questions please call the GAC TechnoCenter at 1-888-422-2376.



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