

## VET DENTAL REPORT CREATION IN WORD

**PLEASE NOTE: Create a separate report for each patient and send each individual, compressed .docx file to me. These reports are all stored to be retrievable by Mission and Patient name, and so cannot be sent to me grouped into one .pdf**

Prior to each mission, I will send a form with the header information for the current mission to the Mission and Team Leaders. If you do not have the form, you can download the current form from the website, under the Forms/Mission Forms tab. However, you will need to update the Header with the information on the mission.

To edit the header, you can either double L click your mouse anywhere in the slightly faded header section, or you can go to your menu bar at the top of your Word document

Windows: Choose Insert, then Header (a little over to the R side of the bar)

Mac: Choose View, then Header/Footer

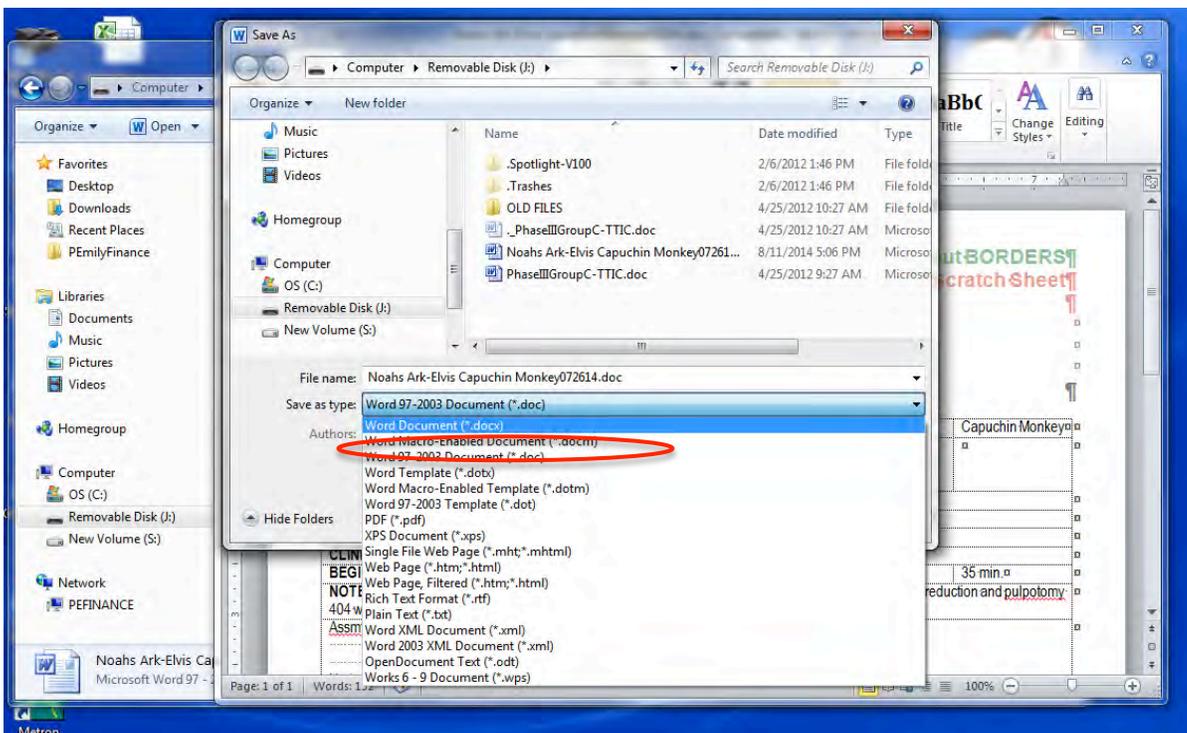
Single L click your mouse to the L of the “E” in ENTER FACILITY NAME. While holding the L button down, drag your mouse to the R until the text is highlighted. You can then just type in the sanctuary name, such as Wildlife Waystation. **Do not press enter, as you will add a line.**

Do the same for the Mission Code and the Mission Dates. To close the header, double L click anywhere in the slightly faded body section, or:

Windows: click the Close Header and Footer X at the top R of the menu bar

Mac: click on the Close X button to the bottom L of the Header section

The document must be saved in .docx format, not .doc. If it is not already in this format – which it should be - you can change the format by doing File / Save As



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When filling out the data on the patient, such as Date, Patient Name, etc., only enter information into the cells to the R of the data description. For the NOTES section, enter in formation in the box below the cell labeled “NOTES:”

The screenshot shows the Microsoft Word interface with a veterinary dental report form. The form is titled "VETERINARY DENTISTS without BORDERS Veterinary Dental Report" and features a logo for PEIVDF (Professional Equine Veterinary Dentists Without Borders) on the left. The form includes several sections for data entry:

- MISSION INFORMATION:** MISSION LOCATION, MISSION CODE, MISSION DATES.
- PATIENT INFORMATION:** DATE, PATIENT NAME, SPECIES, DOB/AGE, SEX, ORIGIN, PATIENT OCCUPATION.
- PROCEDURE INFORMATION:** WEIGHT, ANESTHESIA, SURGEONS, CLINICIAN, CARETAKERS.
- TIME INFORMATION:** BEGIN TIME, END TIME, TOTAL TIME.
- NOTES:** A large text area for recording the procedure details.

Red circles in the image highlight the input areas for the DATE, PATIENT NAME, and SPECIES fields, indicating that data should be entered to the right of the label.

When inserting photos and rads, you can add additional rows to the table by clicking in the bottom R table cell of the PHOTOGRAPH or RADIOGRAPH table, and pressing the tab button as many times as you need for as many additional rows as you need.

## VET DENTAL REPORT CREATION IN WORD

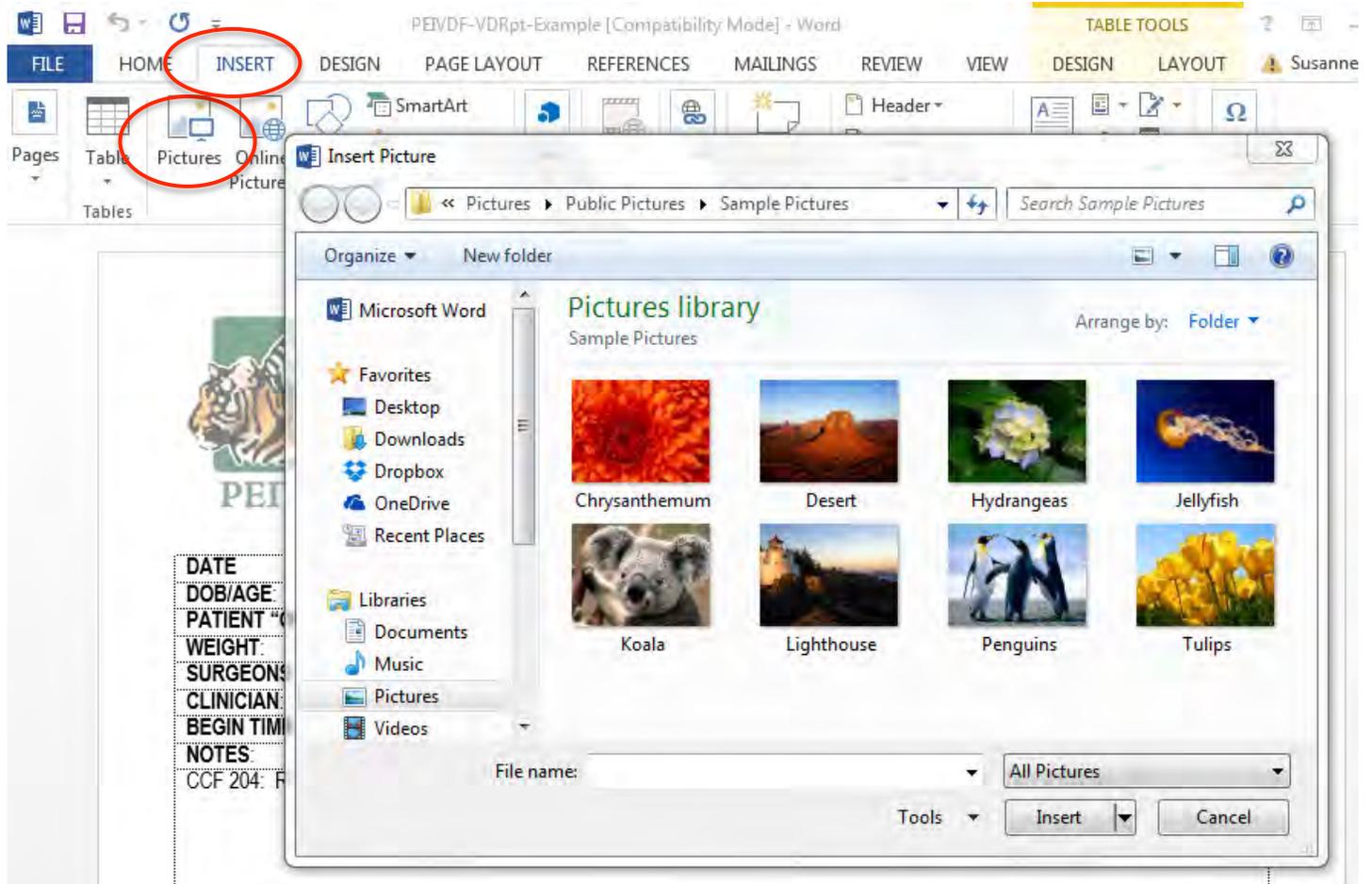
<b>NOTES:</b>	
<b>PHOTOGRAPHS:</b>	
<b>RADIOGRAPHS:</b>	
<b>PROGNOSIS:</b>	

L click your mouse here or here

To insert a photo or a rad, there are a couple of options.

L click your mouse into the table cell in which you want to place the photo.

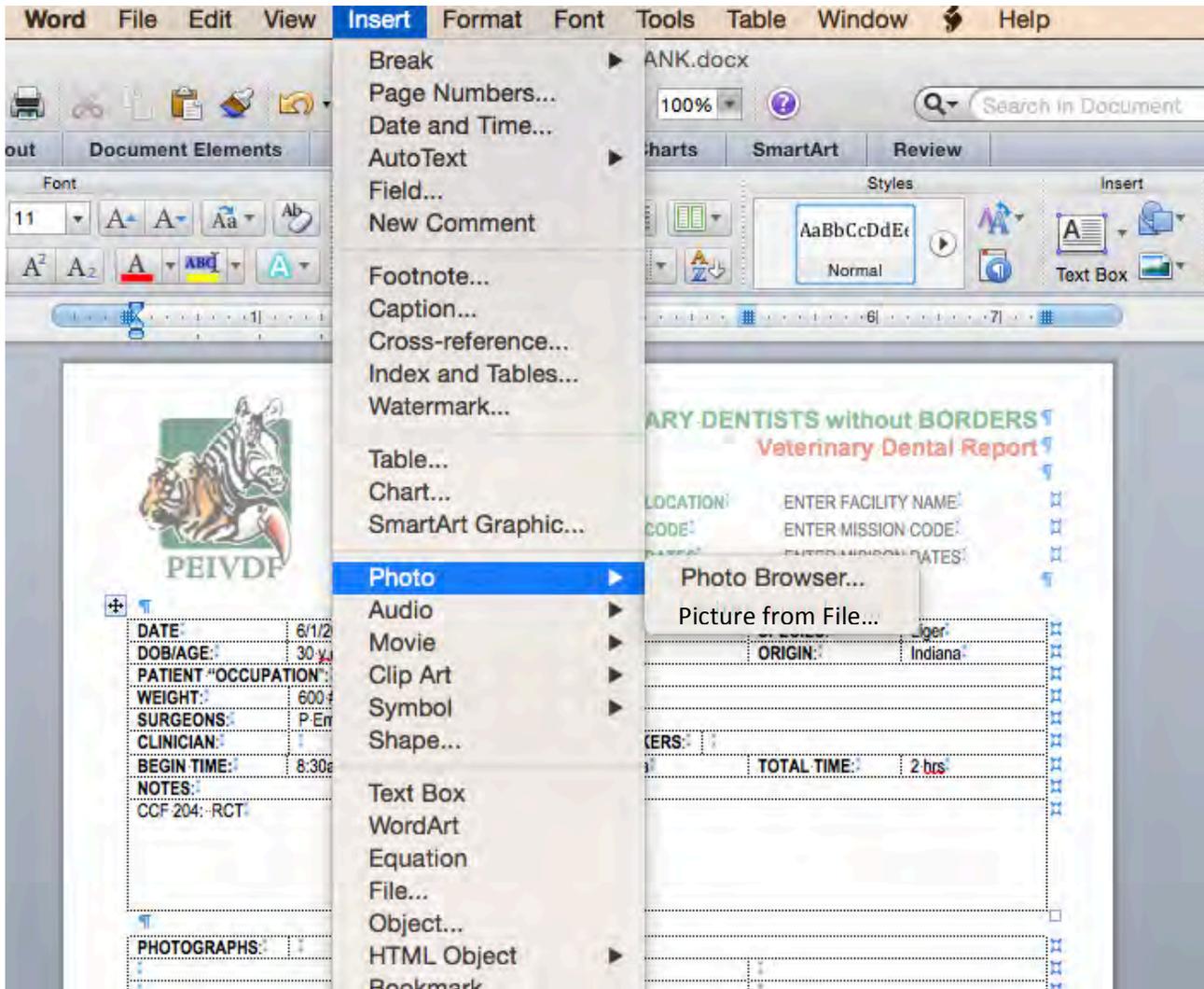
Windows: on the toolbar, click Insert, then Pictures. A File Explorer window will open. You need to remember where on your computer the pictures are saved to do this easily



# VET DENTAL REPORT CREATION IN WORD

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Mac: on the toolbar, click Insert, Photo, Picture from File. You need to remember where on your computer the pictures are saved to do this easily.

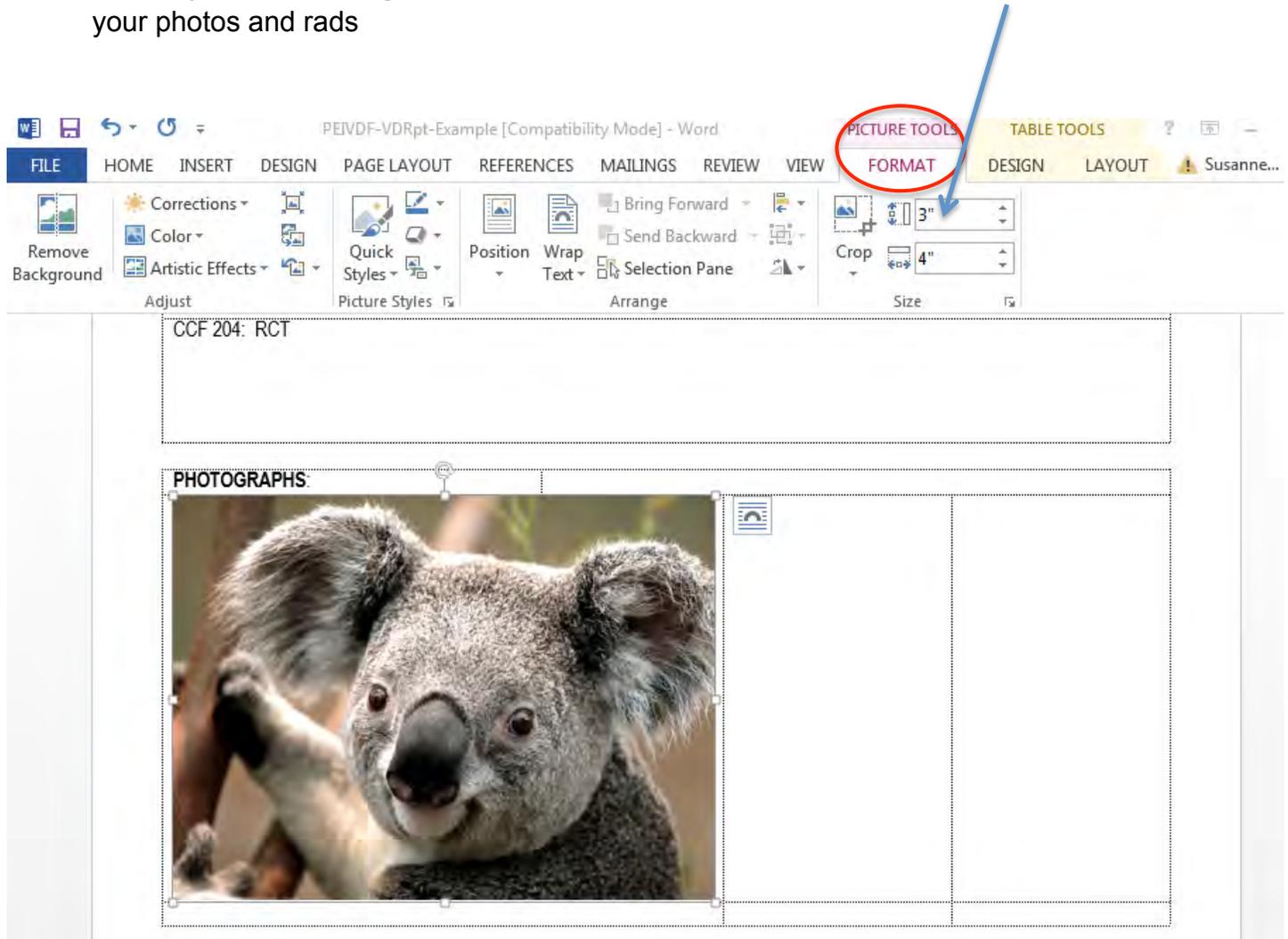


Another option is to Drag and drop a photo from your Finder (Mac) or File Explorer (Windows)

## VET DENTAL REPORT CREATION IN WORD

Once you insert your photo or rad, single click on it to select it.

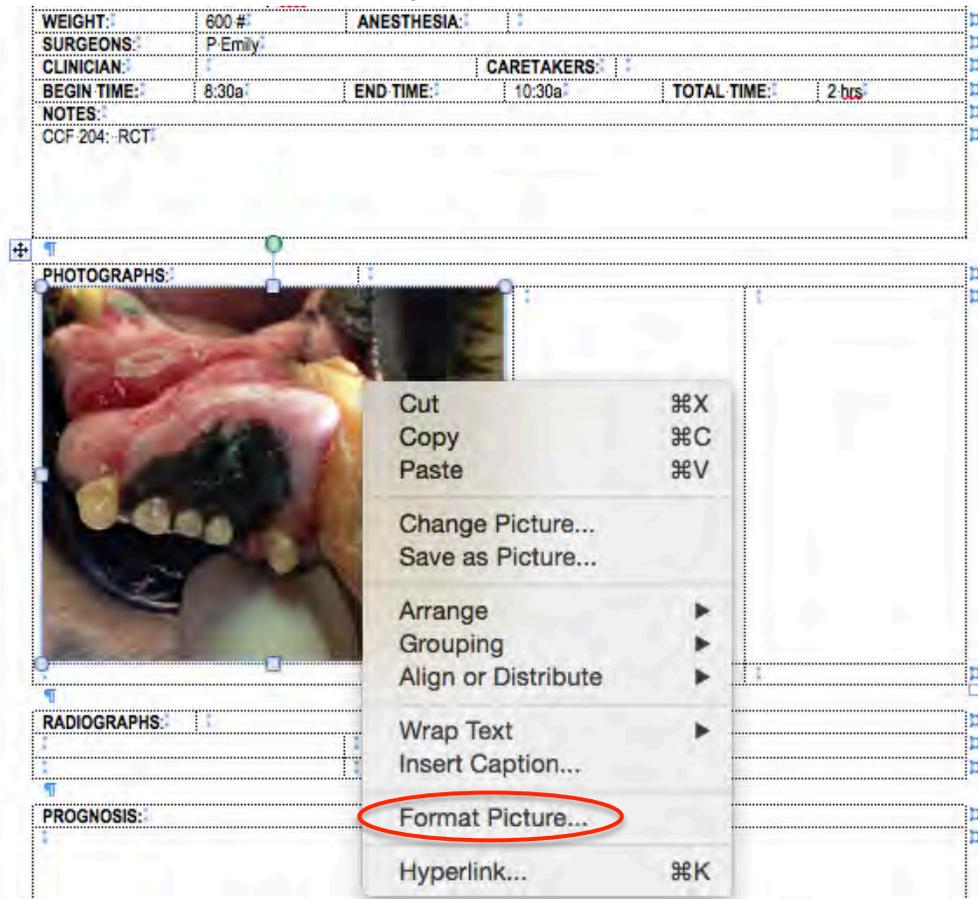
Windows: a FORMAT tab will appear at the R side of the toolbar. Click on that tab and at the R side, you will see height and width measurements. Set the width to 2.32. Do this for all your photos and rads



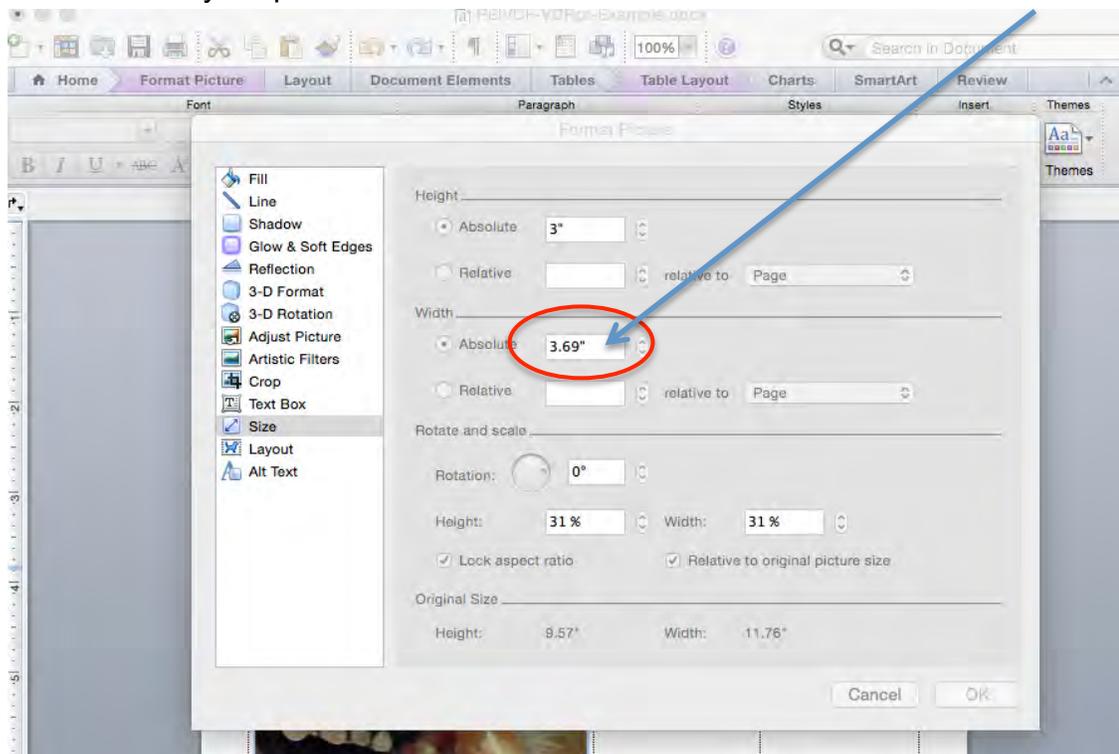
The screenshot displays the Microsoft Word interface. The title bar reads "PEVDF-VDRpt-Example [Compatibility Mode] - Word". The ribbon includes FILE, HOME, INSERT, DESIGN, PAGE LAYOUT, REFERENCES, MAILINGS, REVIEW, and VIEW. The "PICTURE TOOLS" contextual tab is active, with the "FORMAT" sub-tab selected. The "Size" group in the "FORMAT" sub-tab shows a width of 3" and a height of 4". A blue arrow points to the "FORMAT" sub-tab. Below the ribbon, a table is visible. The first row is labeled "CCF 204: RCT". The second row is labeled "PHOTOGRAPHS:" and contains a photograph of a koala. The photo is selected, and a small "Picture Tools" icon is visible in the top right corner of the image frame.

## VET DENTAL REPORT CREATION IN WORD

Mac: R click over the photo and select Format Picture.



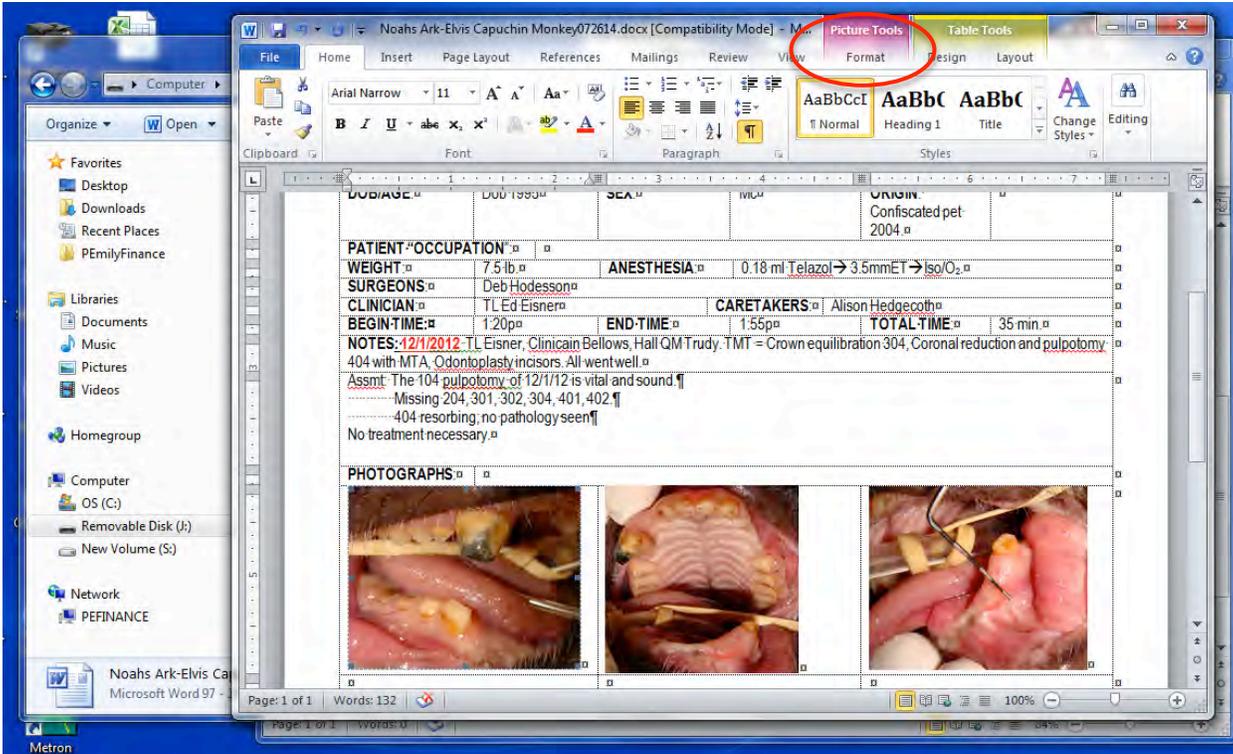
Mac: At the bottom left of the window that pops up, select size. Set the width to 2.32 and click OK. Do this for all your photos and rads.



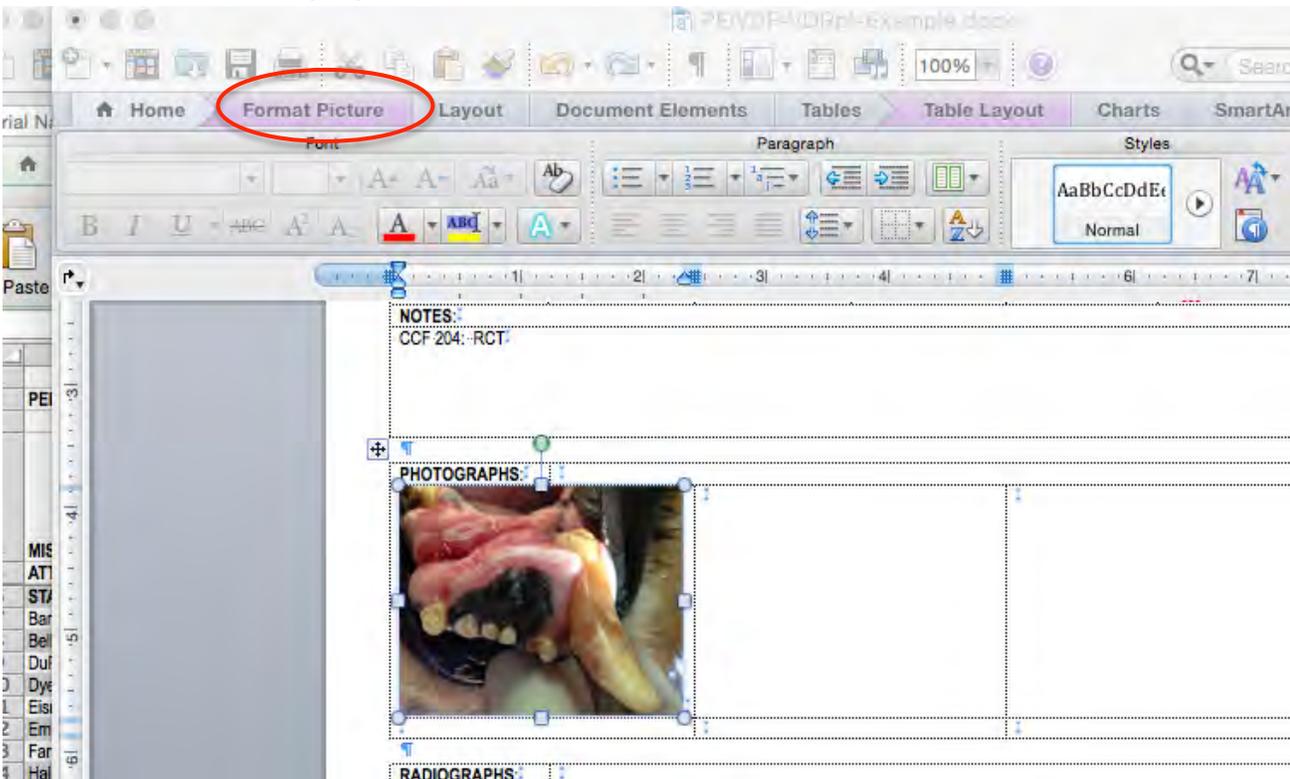
## VET DENTAL REPORT CREATION IN WORD

Scroll to display any one of your photos or rads inserted into the document and correctly-sized to 2.32" width. Single left click to select any one of your photos or rads.

Windows: A PINK "Picture Tools" tab appears toward the Right.

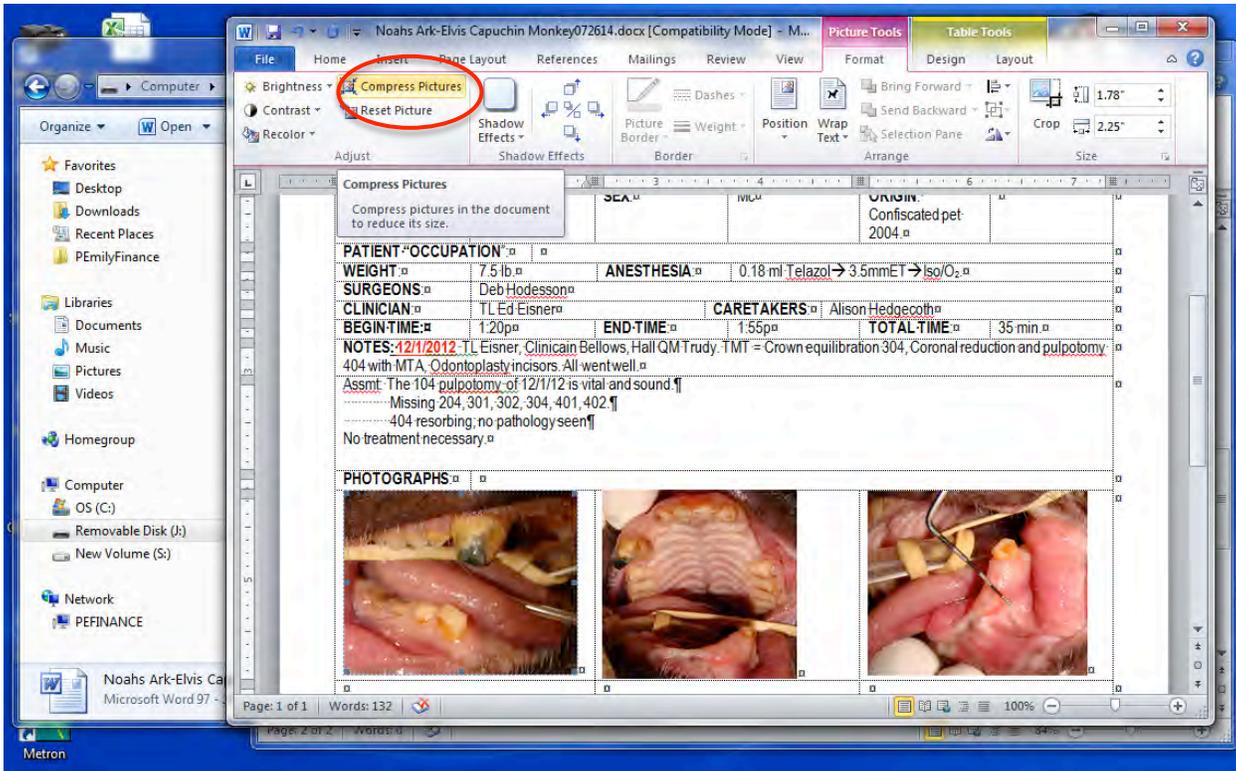


MAC users will see a purple Format Picture tab toward the Left.

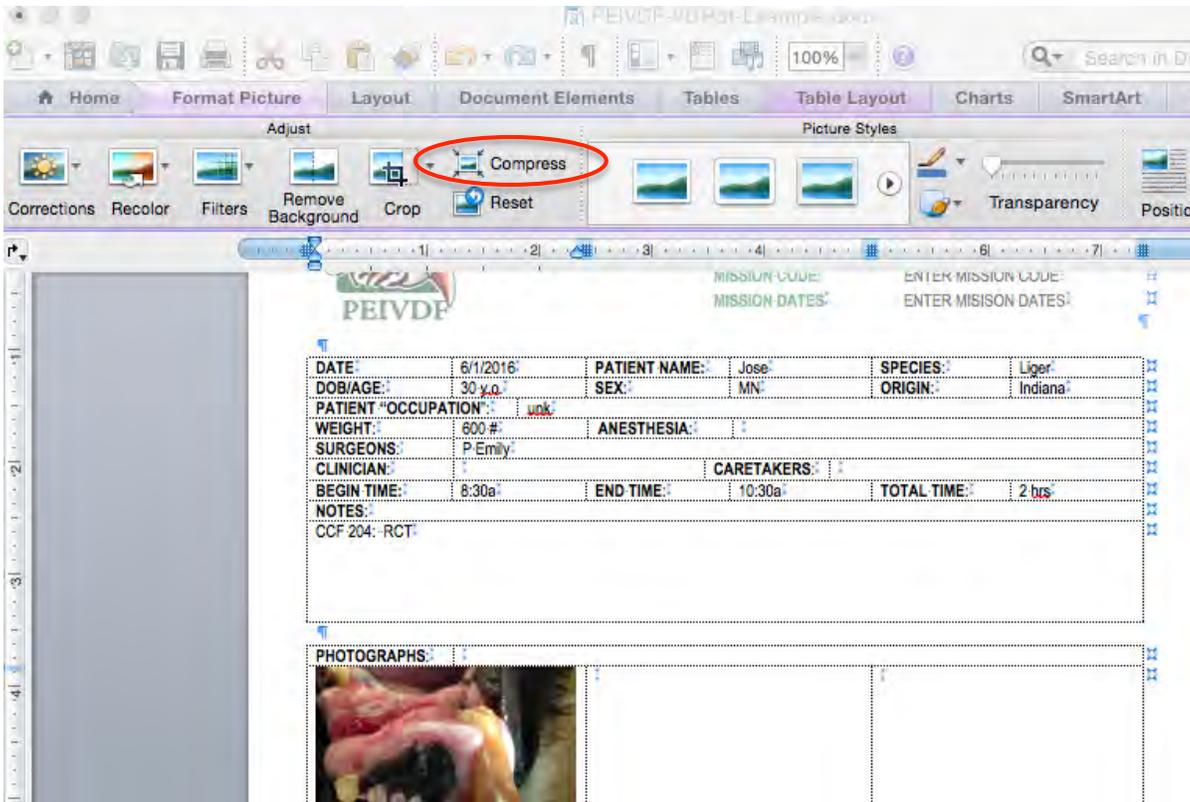


# VET DENTAL REPORT CREATION IN WORD

Windows: Click on the Picture Tools tab and select "Compress Pictures" at the Left.

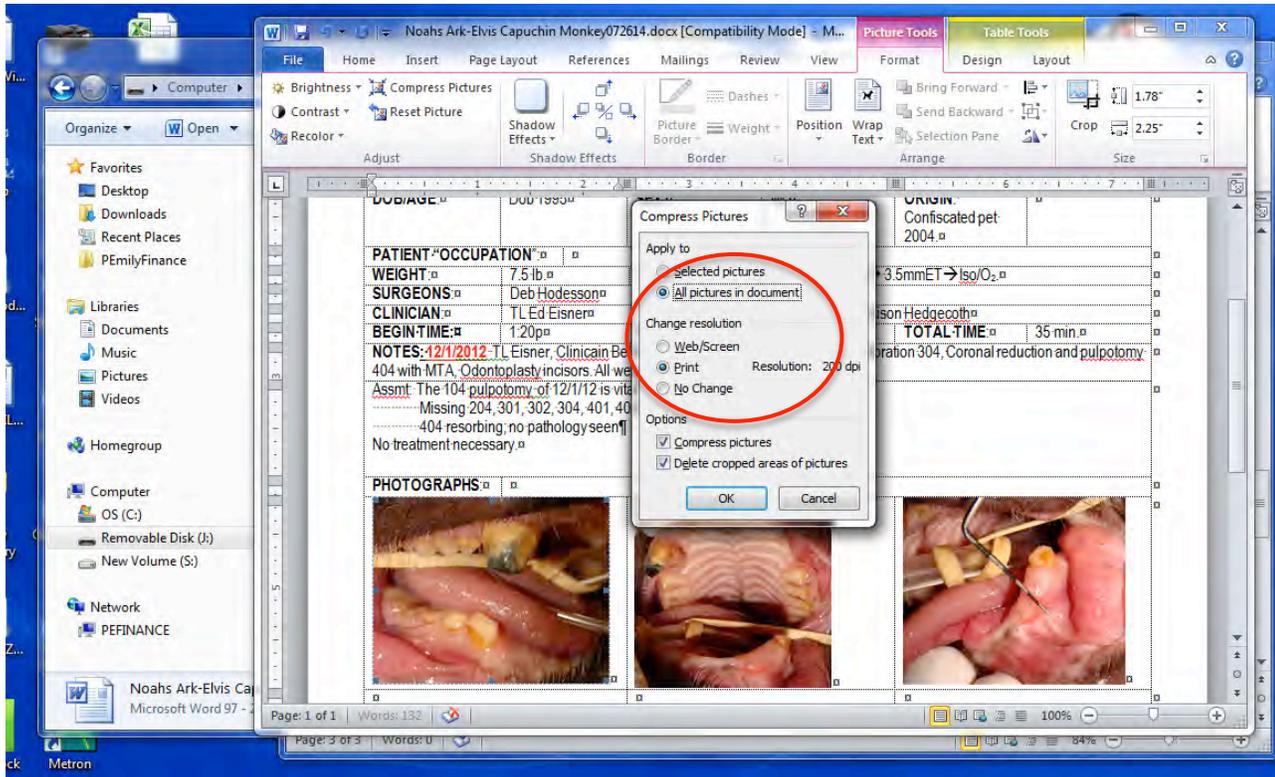


Mac: Click on the Format Picture tab and click on Compress

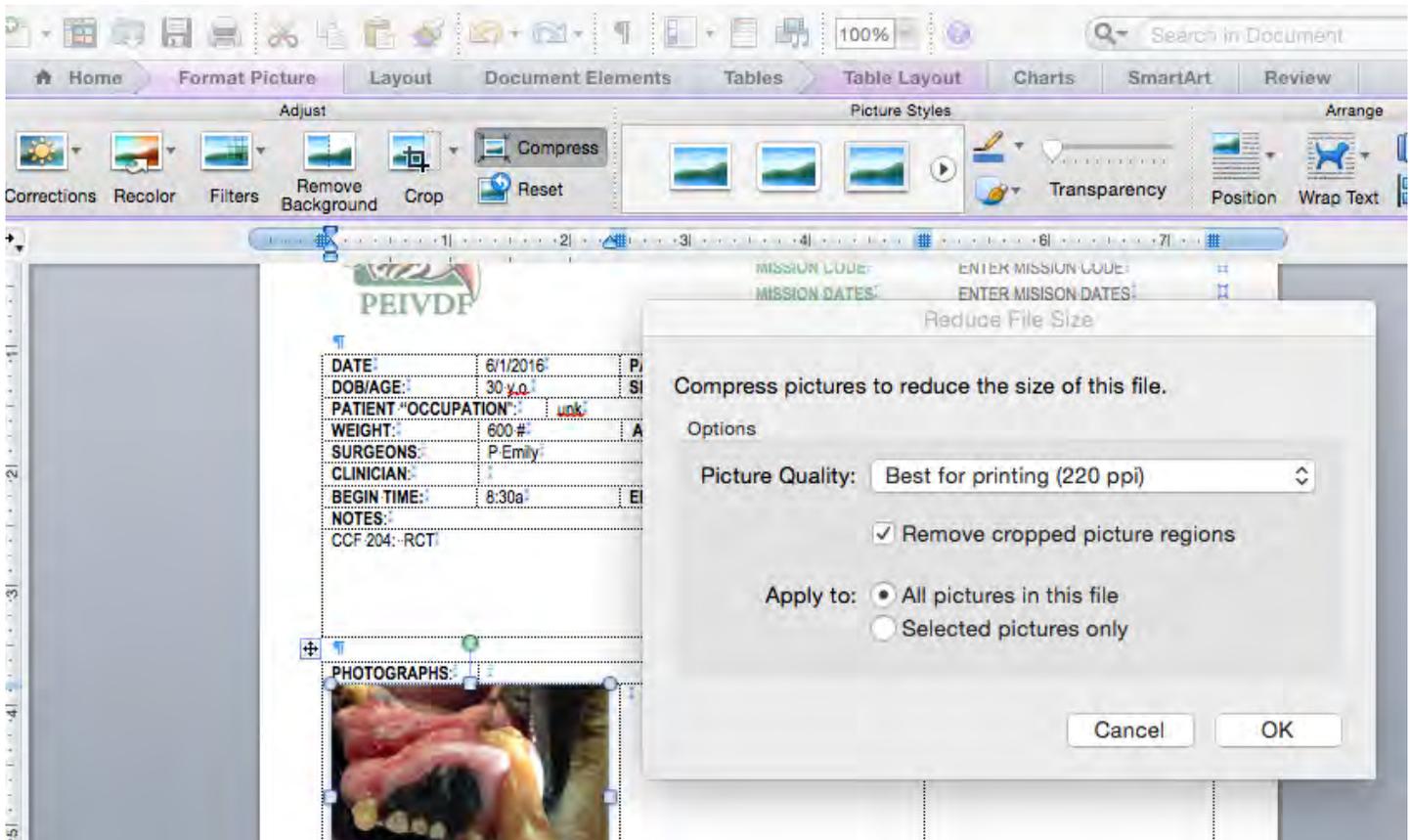


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Windows: Select "All pictures in document". Change resolution should have "print" selected by default. Press OK. It will warn you that the image quality may be reduced, press OK to accept.



Mac: a Reduce File Size window will pop up. Selected by default should be - Picture Quality: Best for printing (220 ppi) and Apply to: All pictures in this file. Click OK



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Remember to save your document.

And, that's it!