**Emailing Walkout Statement to Patients in Dentrix using Gmail**

1. In the Ledger, click on Print and choose Walkout Statement.
2. Choose the date of service the patient wants to see and click Send to Batch
3. Go into the Office Manager and double click on the Walkout Statement to open it.
4. Instead of clicking on the printer, click File and then Print Report
5. Drop down the printer list and choose Print to PDF. Click OK
6. A screen will pop up asking where you want to save the document.
   1. Choose the Temp Folder and name your document.
   2. Hit Save
7. Open your email program and Compose a new message
   1. Enter patient’s email address, Subject and message.
   2. On the bottom of the screen, click the paperclip.
   3. Choose your document from the Temp Folder to attach to the email.
8. Click Send
9. Pat yourself on the back, you did it! 😊