

View-Only - Affiliate User File Saving: Saving PDFs to Local Windows Device in iCentra/PowerChart

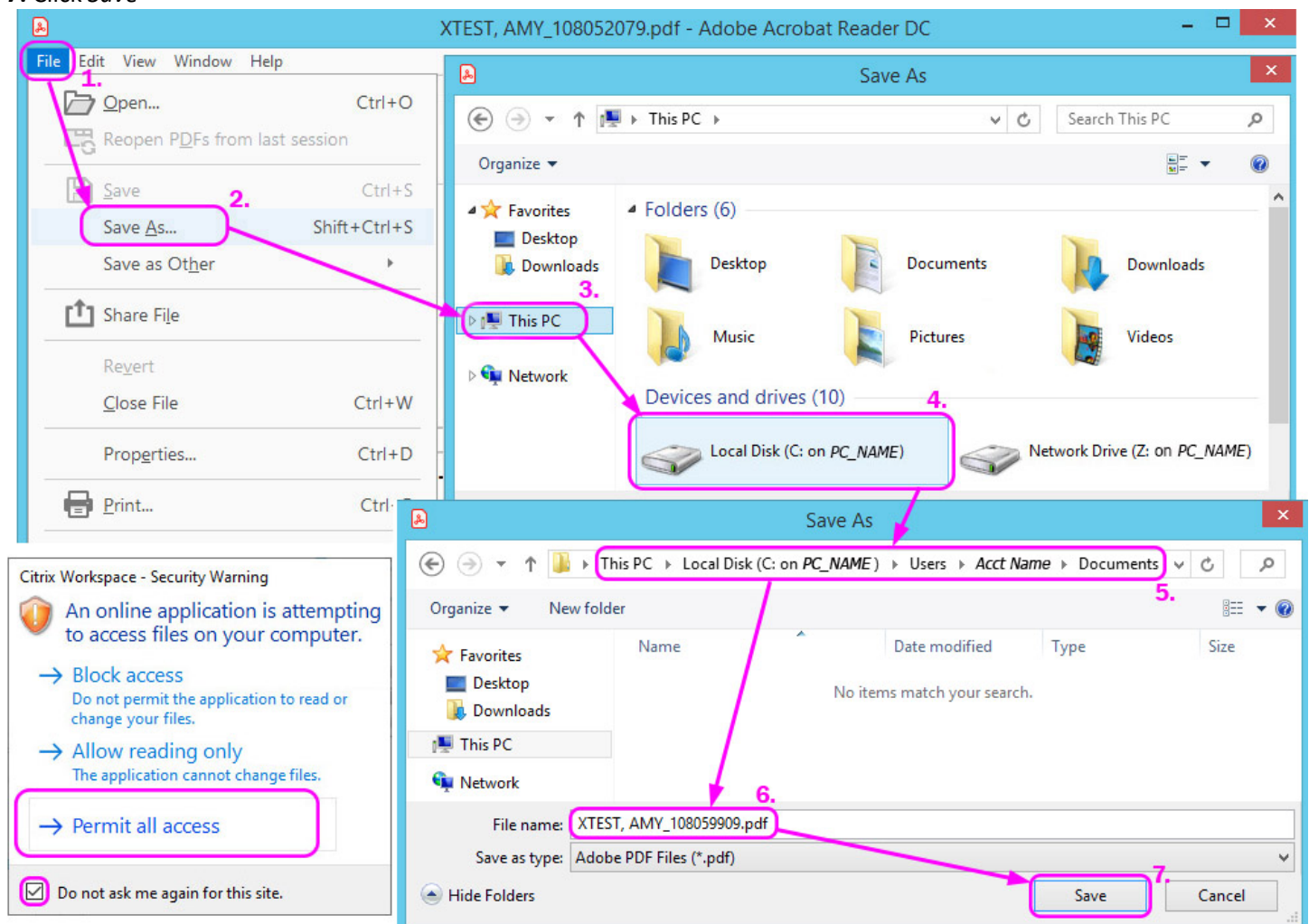
NOTE: To use this feature, you must be using a recent/current version of Citrix Workspace. If in doubt, go to the Citrix download site [here](#) and download/install the current version.

In the example given below, the PDF was created by the *Medical Record Request* module after clicking Preview, but it applies to any PDF-based document in PowerChart. Once the PDF is open in Adobe Acrobat Reader:

1. Click *File* in the upper left corner of Adobe Acrobat Reader
2. Click *Save As*

**At some point after this step, you will likely see a Citrix Workspace Security Warning like the one shown in the left corner below. You will need to choose Permit All Access in order to save files to your device/computer.*

3. In the *Save As* window, click *This PC*
4. Under *Devices and Drives*, find the drive called *Local Disk (C: on [The name of your local computer])* and click it
5. Navigate to the location on your computer where you want to save the PDF. In the example shown in the right lower corner of the screenshot below, it shows the typical location of the *Documents* folder aka *My Documents*, which is *C:/Users/[Name of the account under which you are currently logged in]/Documents*. You can choose any location or even a folder within the *Documents* folder, per your preference. It is typical practice to store PDF files in either the *Documents* folder or the *Desktop* folder.
6. Verify or change the file name of the PDF, per your preference
7. Click *Save*



Once you navigate to the location you chose on your computer, you should see the saved PDF files.