Saving a PDF in the Image Organizer or Acquire

357 TDOKB1 February 26, 2026 Acquire, Acquire, Organizer, Organizer 13.12K

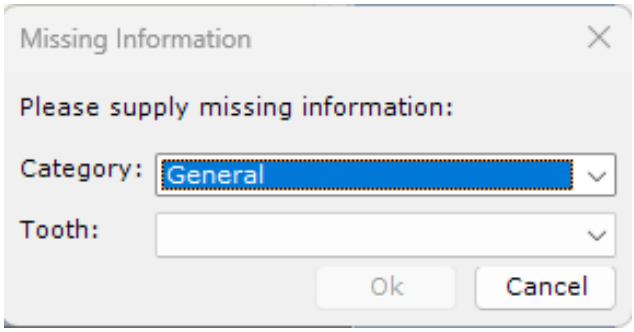
Overview

Options to save a PDF in TDO

Before saving a PDF in TDO, the PDF should already be saved somewhere on your computer and have a unique name. This is needed to prevent files from overwriting when the default name convention maxes out the character limit.

Saving using Image Organizer

- Open the **Organizer**
- Open the location on the computer where the PDF is saved
- Drag & drop the desired PDF into the **Organizer**
- A pop-up window titled **Missing Information** will open, requiring that you select the **Category** and **Tooth** to be associated with the PDF



- Click **Ok**
- A pop-up will appear briefly confirming that the PDF has been saved - you should be able to see the PDF in the Image Organizer now

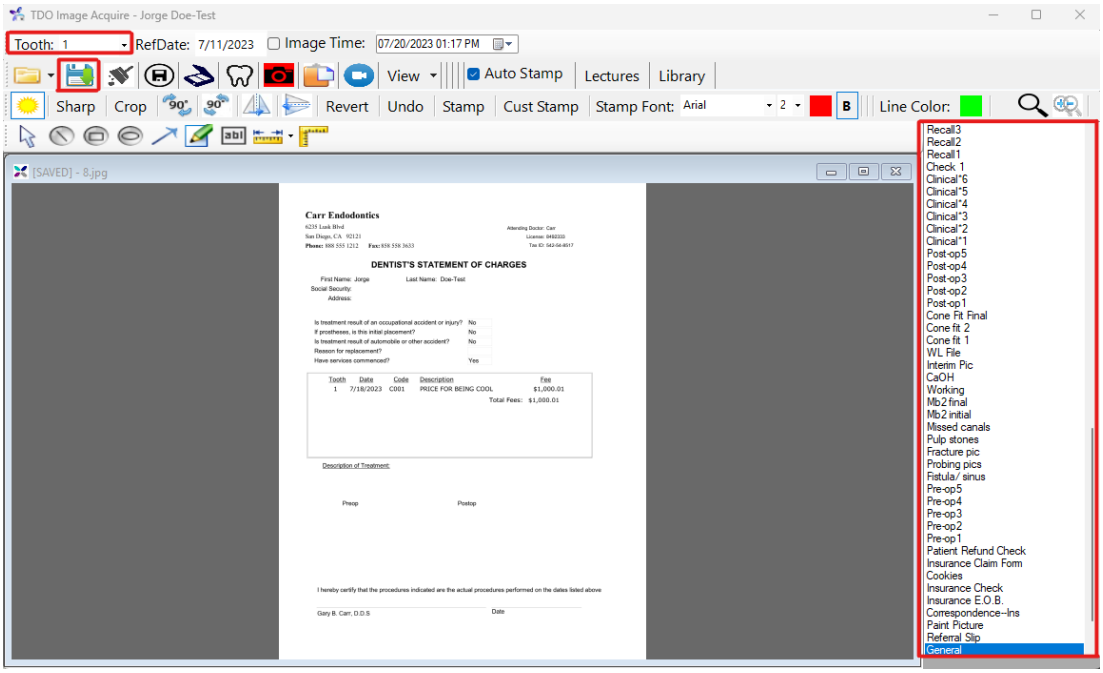
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Saving using Acquire

Method 1: Drag + Drop

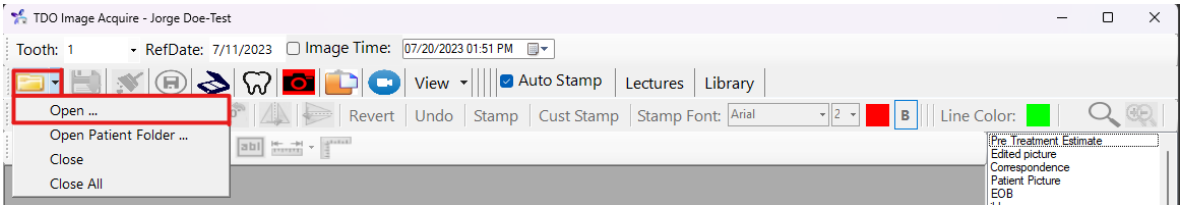
- Open **Acquire**
- Open the location on the computer where the PDF is saved
- Drag & drop the desired PDF into the **Acquire** window
- Select the desired **Category** (on the right) to be associated with the PDF (if none are selected it will revert to the default Category)
- Select the desired tooth number using the dropdown in the top left corner labelled **Tooth**

- Click the floppy disk with a green downward arrow icon to **Save** the PDF

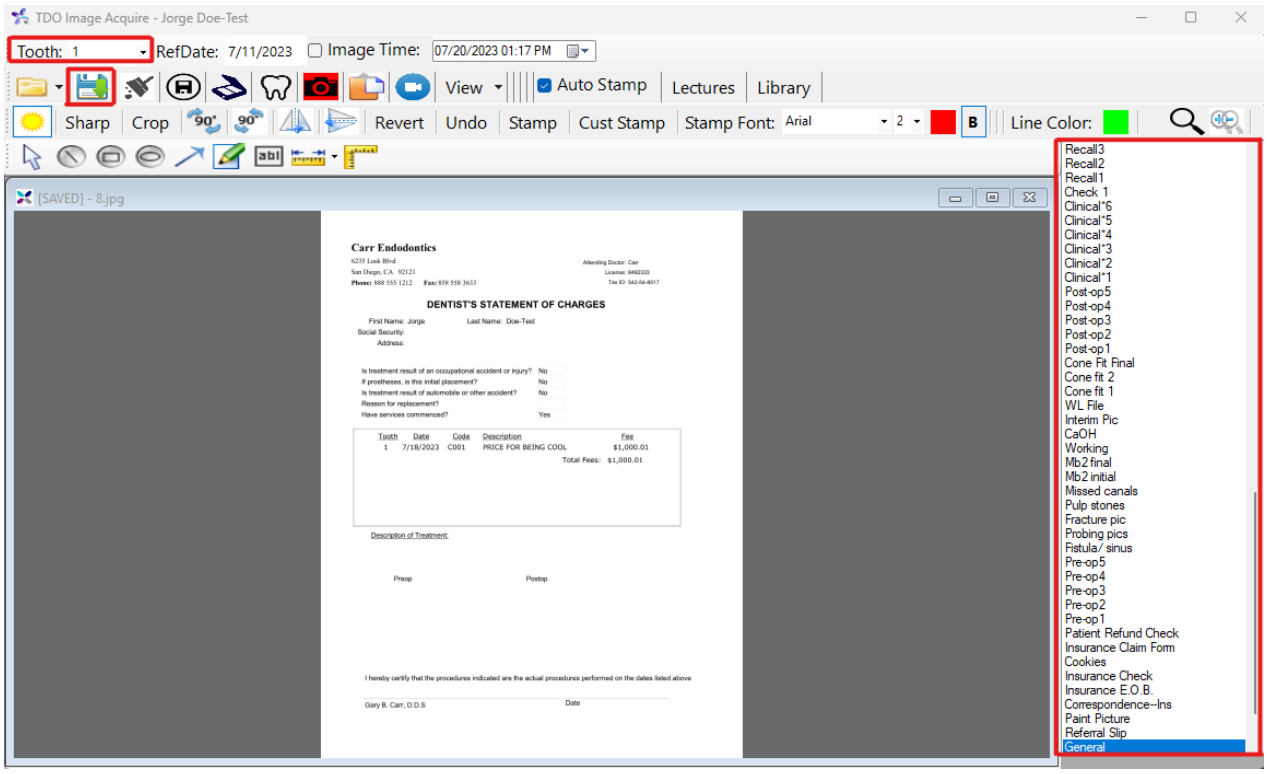


Method 2: Open File Explorer through Acquire

- Open **Acquire**
- Click on the **yellow envelope icon** in the upper left
- Click **Open ...** - this will open up FIle Explorer from your computer



- Navigate to the desired PDF in File Explorer, once found, click on it and click **Open**
- Select the desired **Category** (on the right) to be associated with the PDF (if none are selected it will revert to the default Category)
- Select the desired tooth number using the dropdown in the top left corner labelled **Tooth**
- Click the floppy disk with a green downward arrow icon to **Save** the PDF



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