

Changing AudBase Print Forms Default or for Single Log-In

To Assign Default Print Form(s)

- From either the Home Window or Subject List window, select “File” from the top toolbar
- Click “Preferences”
- From the left side menu, select “Audiology (3)”
- On the right side menu, click “Audiology Single Print Forms”
- In the Audiogram Print Style window, click the form(s) title you wish to have as your default from the left side list and drag them into the right side window
 - o Audiogram, Std style #2 is the most popular graphical audiogram
 - o Audiogram, Std style #DOD1- is the DOD tabular report
 - If there is a form title in the right side window that you do not wish to have as your default, simply click on it and drag it to the bottom right “trash can” and drop it there
- Once you have set your default reports, click “Update” at the bottom of the window
- Click “Close” in the Preferences window

To Change Print Forms on the Fly (Default forms will reload on next log in)

- Once in a patients audiogram, click “File” from the top toolbar
- Select “Audiology Print Forms”
- In the Audiogram Print Style window, click the form(s) title you wish to have as your default from the left side list and drag them into the right side window
 - o Audiogram, Std style #2 is the most popular graphical audiogram
 - o Audiogram, Std style #DOD1- is the DOD tabular report
 - If there is a form title in the right side window that you do not wish to have as your default, simply click on it and drag it to the bottom right “trash can” and drop it there
- Once you have set your default reports, click “Update” at the bottom of the window
- These Print Form/Report setting will be used until your next log-in, or until you change them again during current log in.