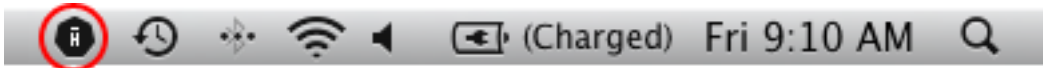


Procedure

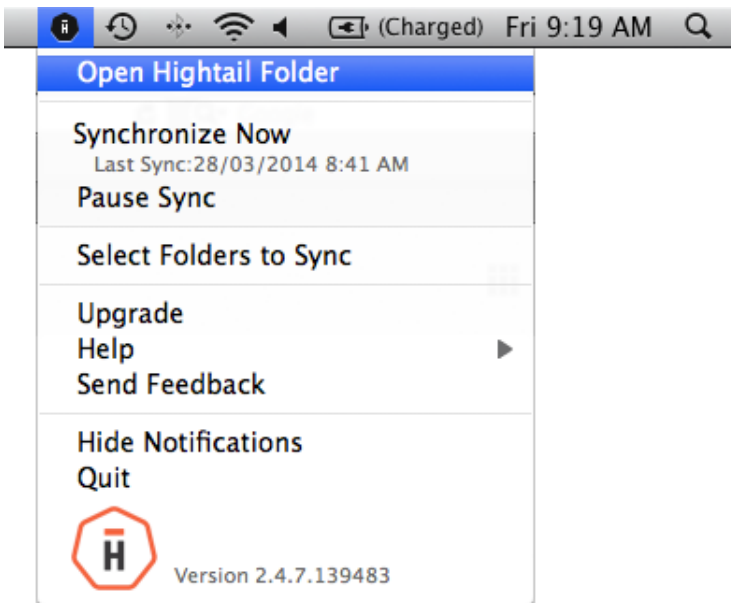
 Apple Mac Edition

Sending digital files via Hightail Desktop App

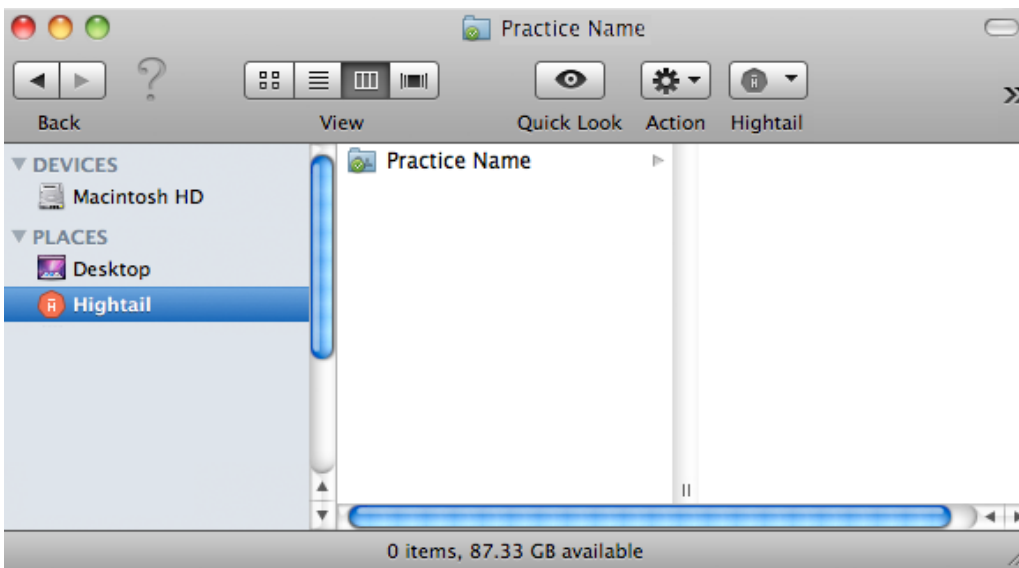
1. Click on Hightail Desktop App Icon in Mac



2. Click 'Open Hightail Folder' - this will open a Finder window



3. Double Click on the folder with your practice name



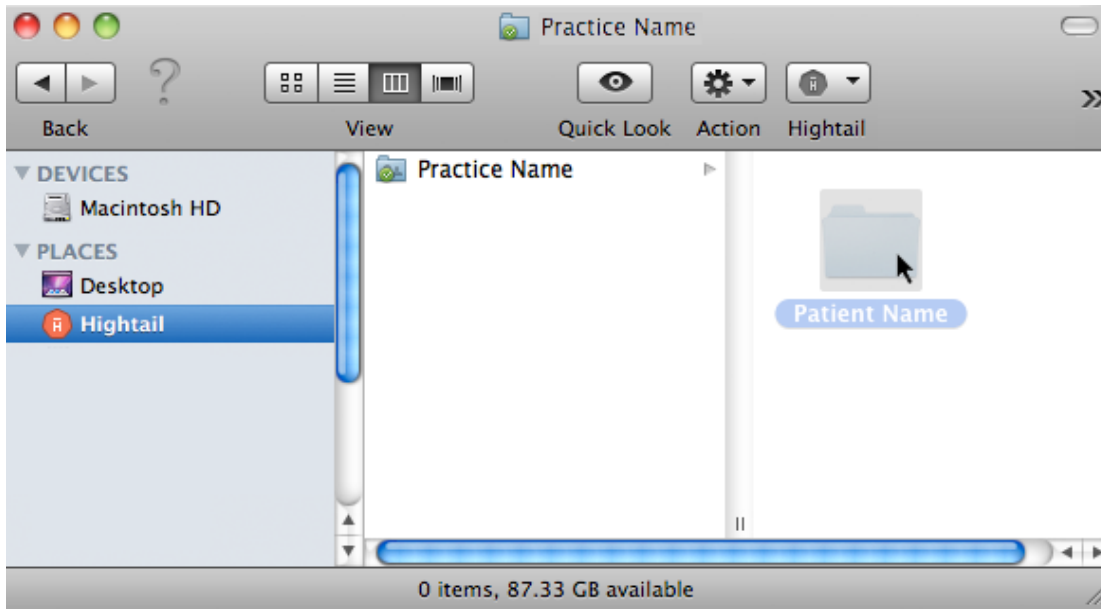
This is a shared folder that only your practice and tdl Precision Orthodontics can see or has access to.

Procedure



Apple Mac Edition

4. Drag and drop your folders and files into your shared folder - like you would with any other Finder window.



Ensure all the patient files are contained within a folder with the patient's names.

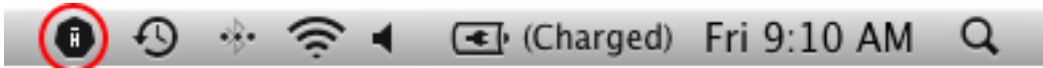
5. Send an email to temp@tdl.net.au to notify us that you have added new files into the shared folder

Procedure

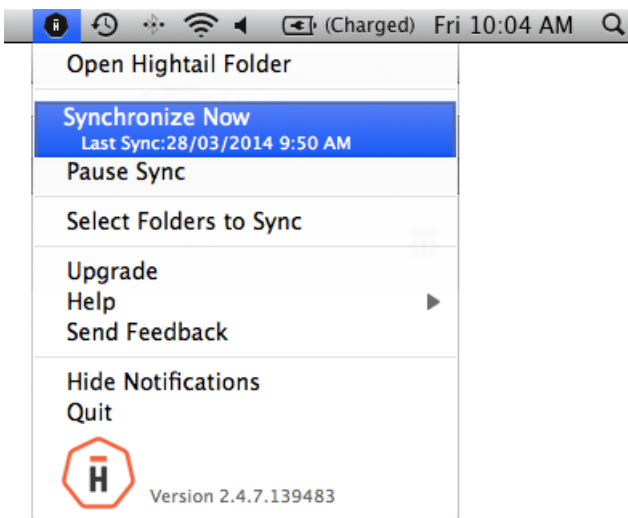
 Apple Mac Edition

Receiving digital files via Hightail Desktop App

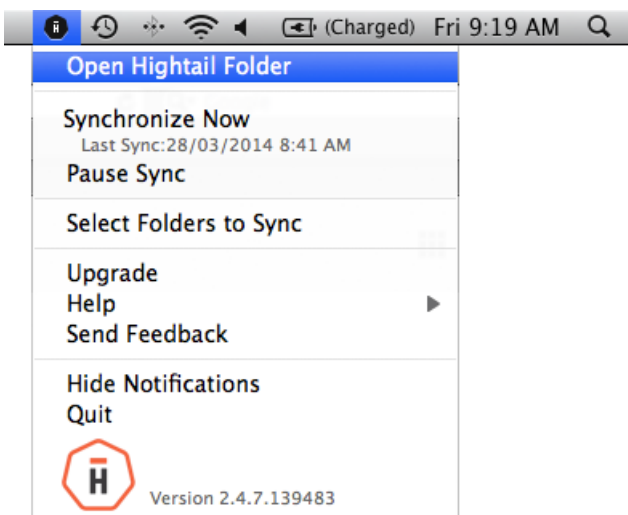
1. We will send you an email notification when your files are ready
2. Click on Hightail Desktop App Icon



3. Click 'Synchronize Now' and wait for the synchronize to finish



4. Click 'Open Hightail Folder' – this will open a Finder window

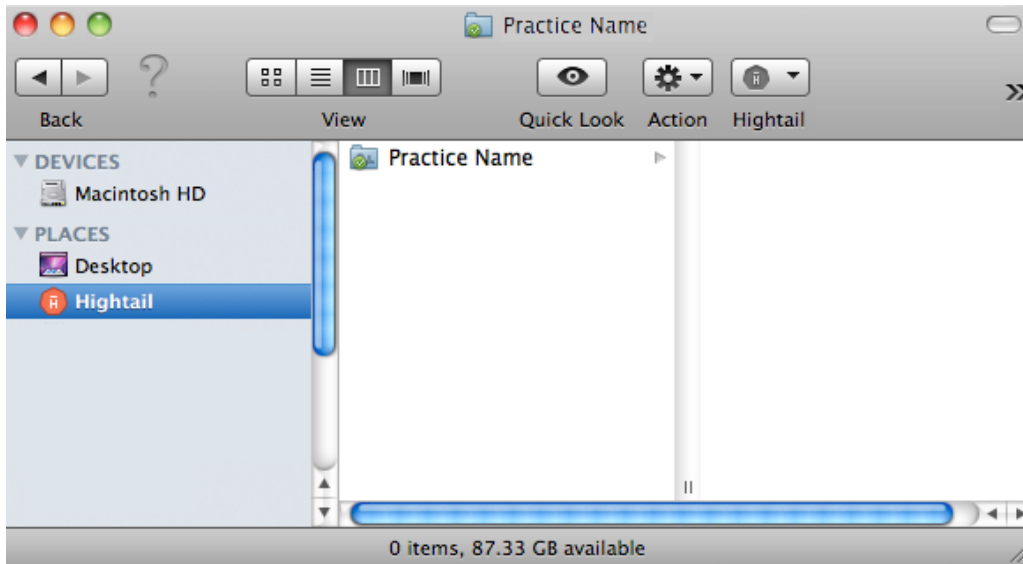


Procedure

Apple Mac Edition

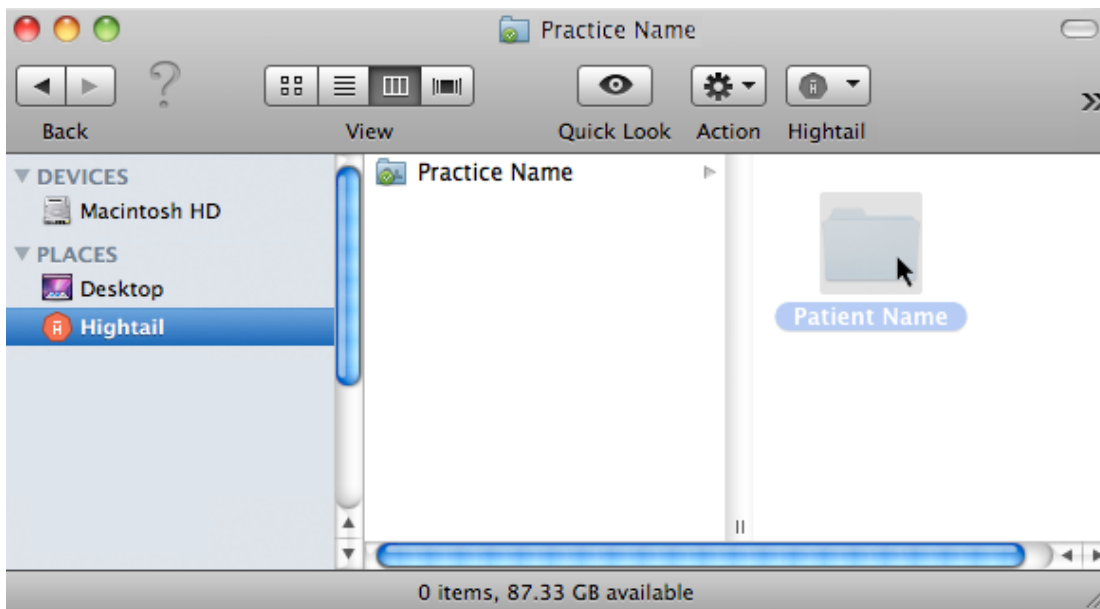


5. Double Click on the folder with your practice name



This is a shared folder which only tdl and your practice can see or has access to

6. Drag and drop the files and folders into your desired location of your Mac.



Ensure all the patient files (including a scanned copy of the lab request form) are contained within a folder with the patient's names.

6. Send an email to temp@tdl.net.au to notify us that you have added new files into the shared folder