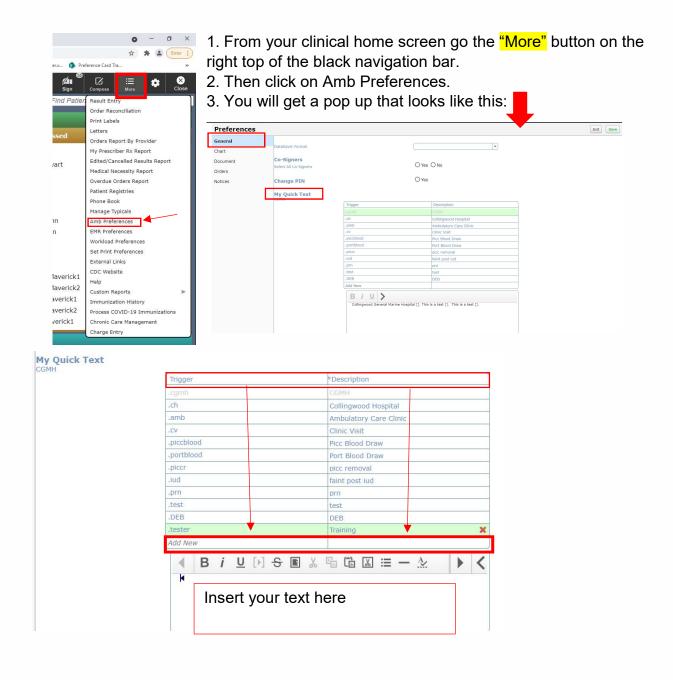
CARE4 MODULE NAME: Quick Text

Overview

Quick Text is a pre typed text that a user has made to insert into any Text box type query or dictation box. A Quick text can only be used by the person who created the quick text.

How Make a Quick Text

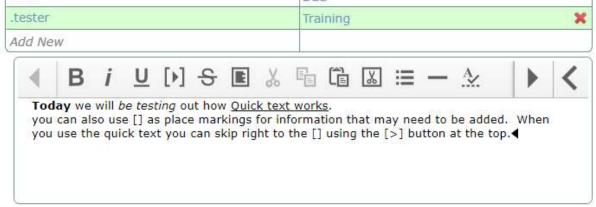




You will see that there is an "Add New" box, this is for a new "Trigger" word. A trigger word is a word that when typed will prompt the "Quick Text" associated with it to appear in the text box you are working in.

Note that your "Trigger" should start with, a period (.) as not to be triggered by accident

You will also be prompted to insert a "Description" which is really used for you to remind you what the Quick Text is about.



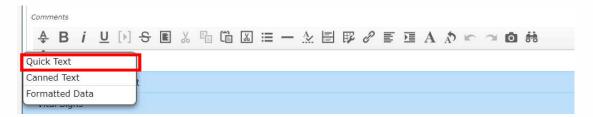
When you are finished you hit the save button in the top right. You have now created a Quick Text.

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Preferences	Exit	Save	e
The other way	to proote a "Outlet Text" is by appearing the quick text ention from the α		

The other way to create a "Quick Text" is by accessing the quick text option from the text box in a document or note. You know you can use Quick Text when the tool bar below is available when you click in the text box



You will then click on "Quick Text" to take you to a list of Quick Text that you have previously made, and have available to use.



A Quick Text overlay will appear on the screen. In this overlay you have the ability add a quick text to the text box you are working in, edit a Quick Text that already exists or create a new Quick Text.

To create a new Quick Text you click on "Edit" on the top middle of the pop up, then click on "*Creat New Trigger*".



Or if you want to edit a Quick Text that already excists then instead of creat new trigger, click on the trigger you want to edit and then edit it.

Quick Text AMB,SEVEN Ann 35 F 02/02/1986 Allergy/A	dv: Penicillins, strawberry, [work]	(More V) Cancel Save Insert
	VIEW EDIT	
Create New Trigger	Description	
.ch	Training	
.cv	B i U >	
.DEB	Today we will be testing out how <u>Quick text works</u> . you can also use [] as place markings for information that may need to be added. the [] button at the top.	When you use the quick text you can skip right to the [] using
.iud	the [>] button at the top.	
.piccblood		
.piccr		
.portblood		
.prn		
.test		
.tester	×	

From here you will create your "Trigger" your "Description" then your text.

Quick Text AMB,SEVEN Ann 35 F 02/02/1986 Allergy/Adv	r: Penicillins, strawberry, [work]			(More 🔻)	Cancel	Save Insert
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When you are finished, you can hit "Save" at the top right, then you can insert that text from here by clicking "Insert".

Inserting Quick Text into a Document

Quick Text is only available in "Text Boxes" that have this header when clicked into.

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There are two ways you can add a "quick text" to a text box:

1. You can click on the A and a drop down box will appear. Pick quick text, then select the quick text you would like to add, and select "Insert". This will insert the quick text into your document.

Note that the quick text can be edited from the document after being inserted if needed.



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Ouic	k Text								Cancel
gress Add ca AMB,EIG	HT 30 F 03/02/1991 Allergy/Adv: clindamycin	i, house dust			ľ				
eatment Pro			VIEW	EDIT					T
tive .amb		Description							
B i L.cgmh		test							
.ch		[] on today's date [] for the following use	er [], is this user	set us [ves/no]					
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jective									

2. Or, you can type the trigger and hit space bar, and your quick text will appear.

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you	can a								that r	nay ne	eed to	be a	dded.	Whe	n you	use t	he qu	ick te:	xt you	can	skip r	ight to	o the [] using the [>] button at the top.

Points to Remember

- These quick text are only for your use, they will not be available for everyone to use, if you create it you are the only one who can use it.
- ✓ Using [] to indicate missing information that needs to be added at time of use, helps making filling in the missing information quicker by using the [>] button on the tool bar.
- \checkmark The quick text can be edited from the document after being inserted.
- \checkmark The quick Text can be edited at any time and resaved.
- \checkmark Start your "Trigger" with, a . as not to be triggered by accident.

