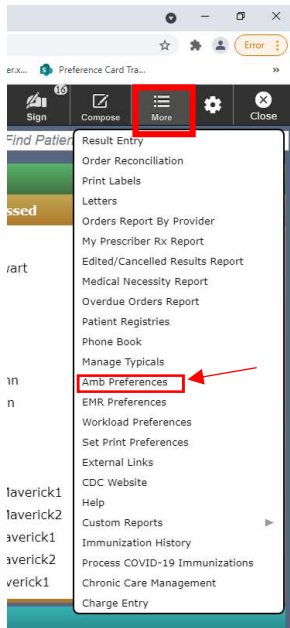


CARE4 MODULE NAME: Quick Text

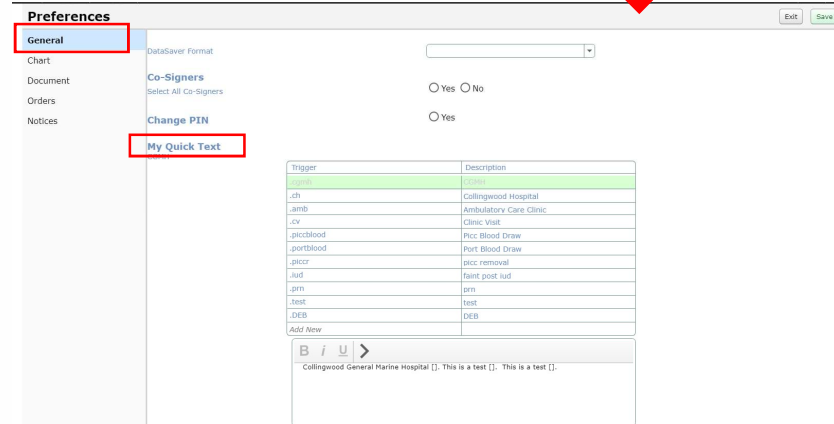
Overview

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

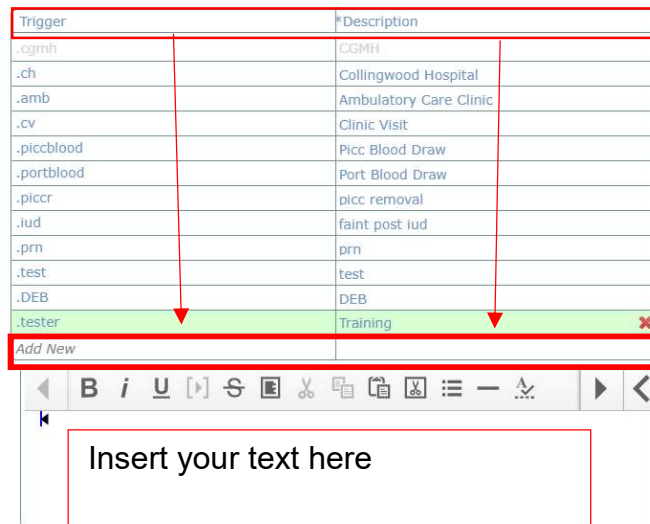


1. From your clinical home screen go the **“More”** button on the right top of the black navigation bar.
2. Then click on Amb Preferences.
3. You will get a pop up that looks like this:



My Quick Text

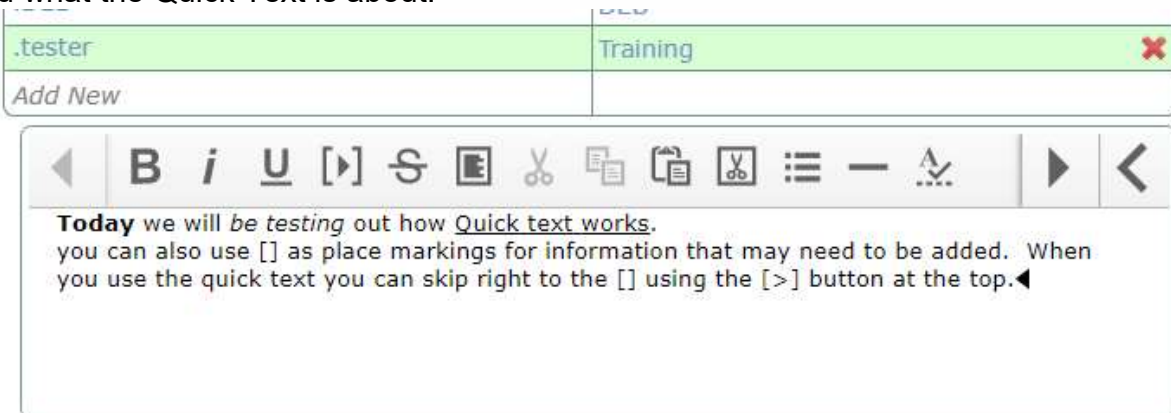
CGMH



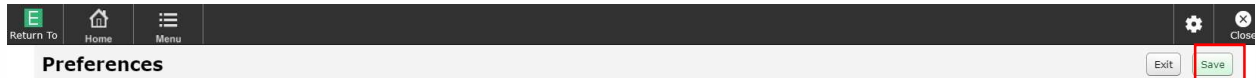
You will see that there is an “Add New” box, this is for a new “Trigger” word. A trigger word is a word that when typed will prompt the “Quick Text” associated with it to appear in the text box you are working in.

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.



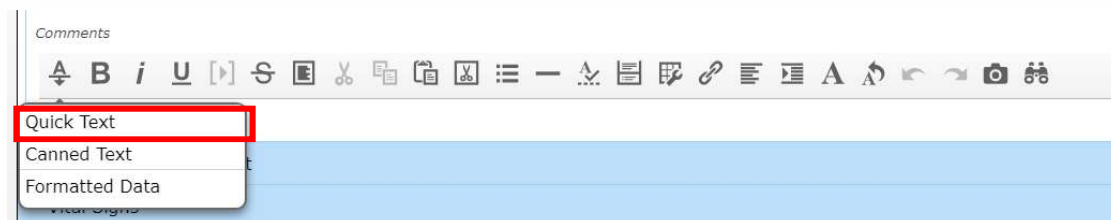
When you are finished you hit the save button in the top right. You have now created a Quick Text.



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



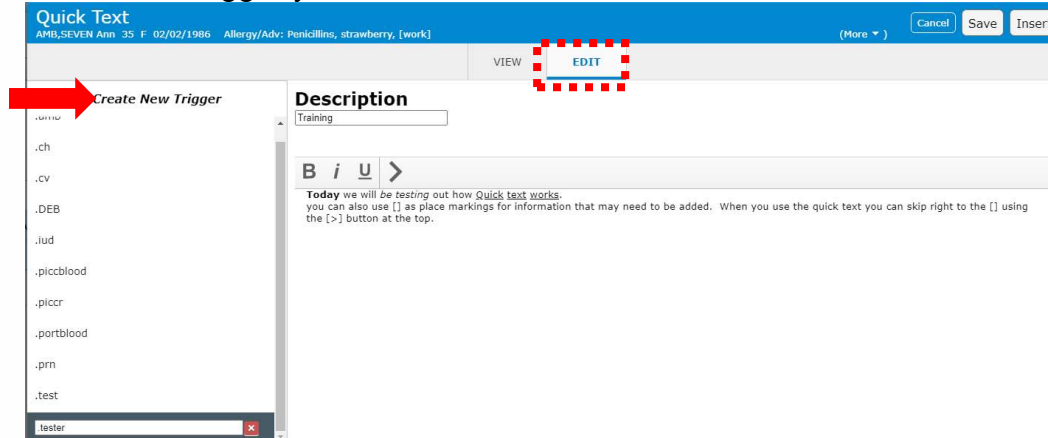
You will then click on “Quick Text” to take you to a list of Quick Text that you have previously made, and have available to use.



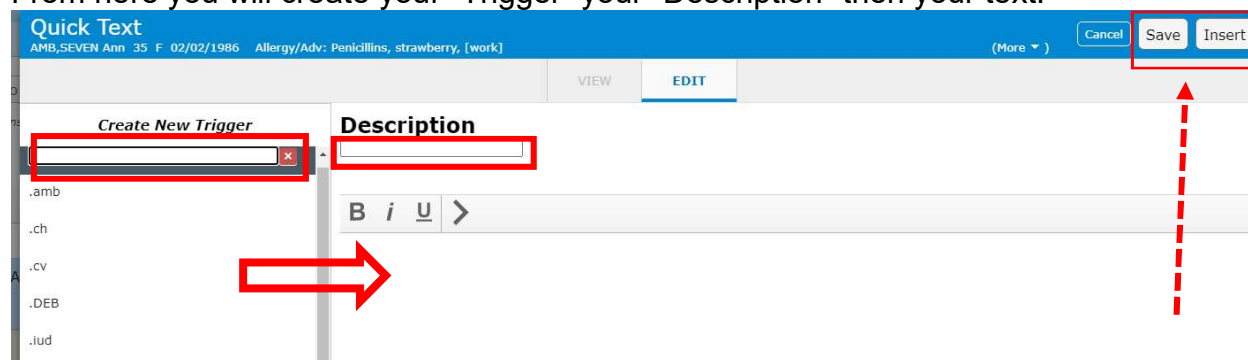
A Quick Text overlay will appear on the screen. In this overlay you have the ability add a quick text to the text box you are working in, edit a Quick Text that already exists or create a new Quick Text.

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 exists then instead of creat new trigger, click on the trigger you want to edit and then edit it.



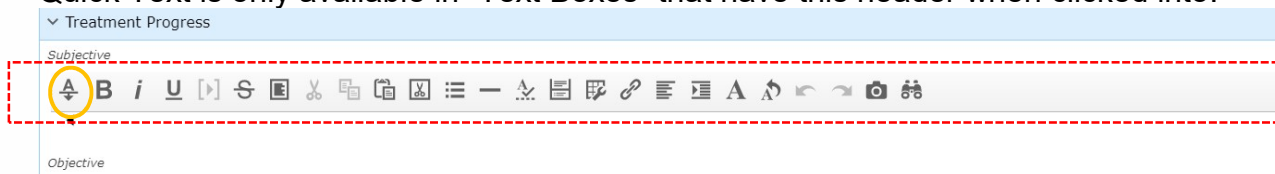
From here you will create your “Trigger” your “Description” then your text.



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

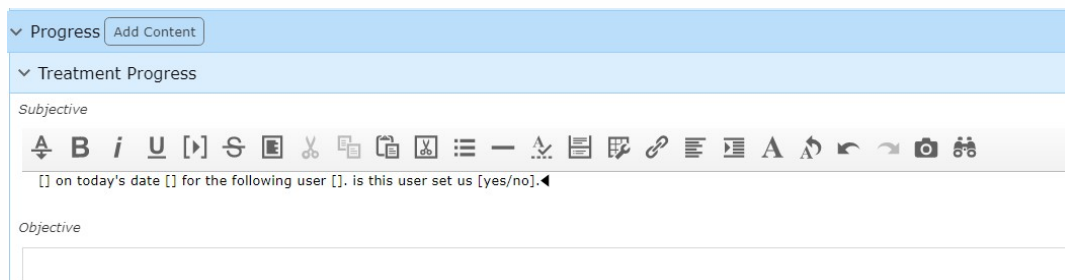
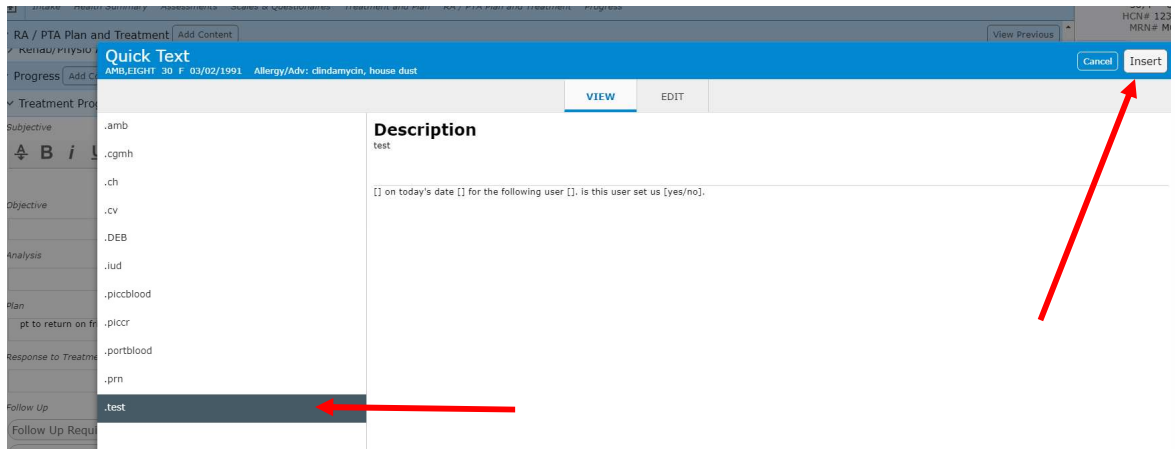
Quick Text is only available in “Text Boxes” that have this header when clicked into.



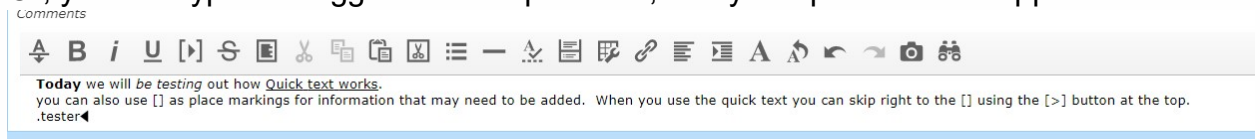
There are two ways you can add a “quick text” to a text box:

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.



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



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.
- ✓ The quick text can be edited from the document after being inserted.
- ✓ The quick Text can be edited at any time and resaved.
- ✓ Start your "Trigger" with, a **!** as not to be triggered by accident.