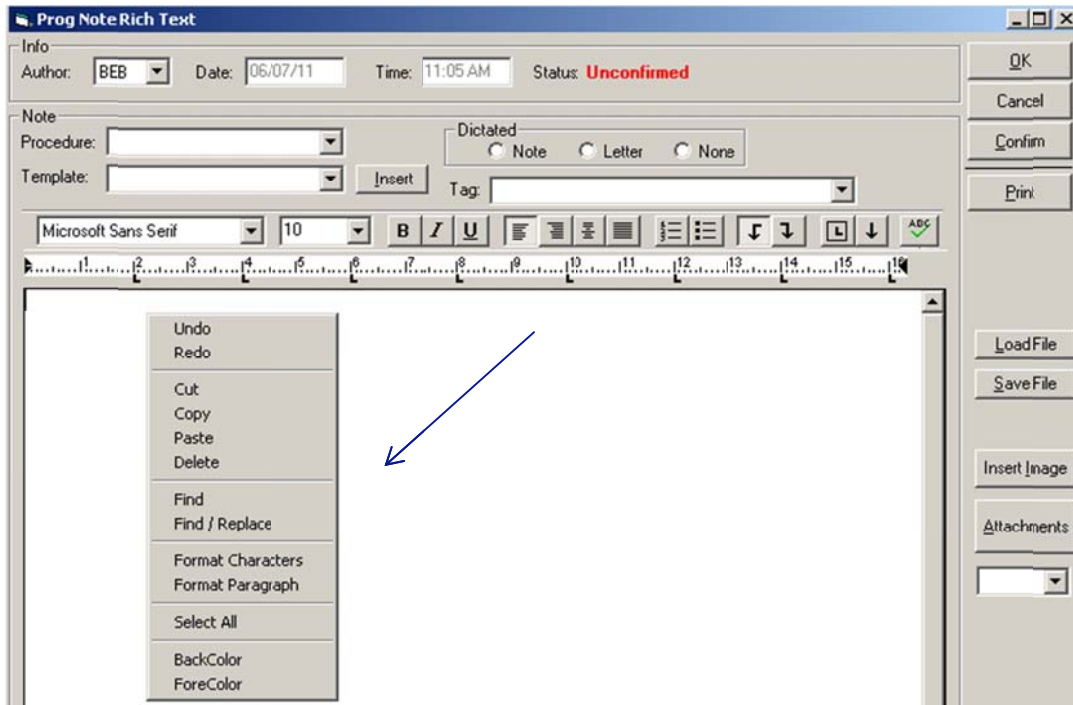


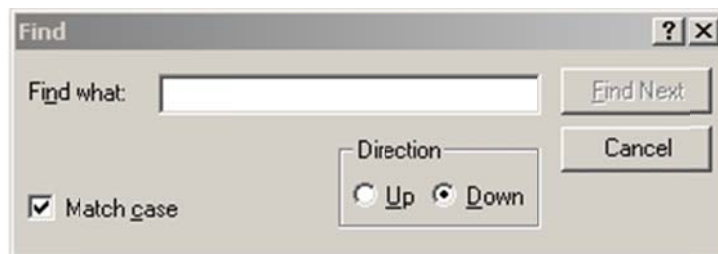
Progress Notes

Additional Editing/Formatting options

In a standard progress note, right click in the note area to display the right-click menu

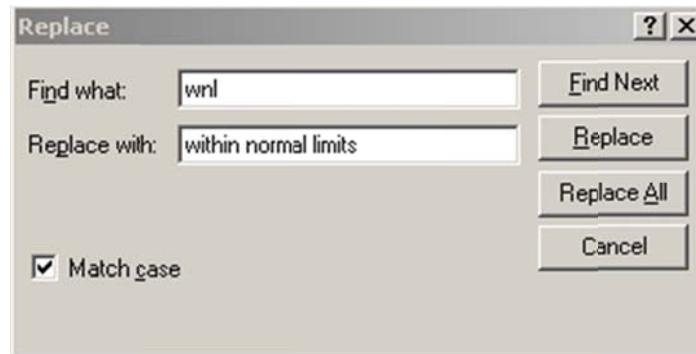


Find – selecting 'Find' will display a prompt allowing you to indicate what text to find and what direction (up or down) you would like to search the progress note. Checking off 'Match case' will make the search case sensitive, meaning capital letters and lower case letters will need to match the search criteria exactly. *You can either manually enter text into the "Find what" field, or you can highlight the desired text prior to right-clicking and selecting "Find".* Click 'Find Next' to search for the match – clicking it again will move to the next match, and so on.

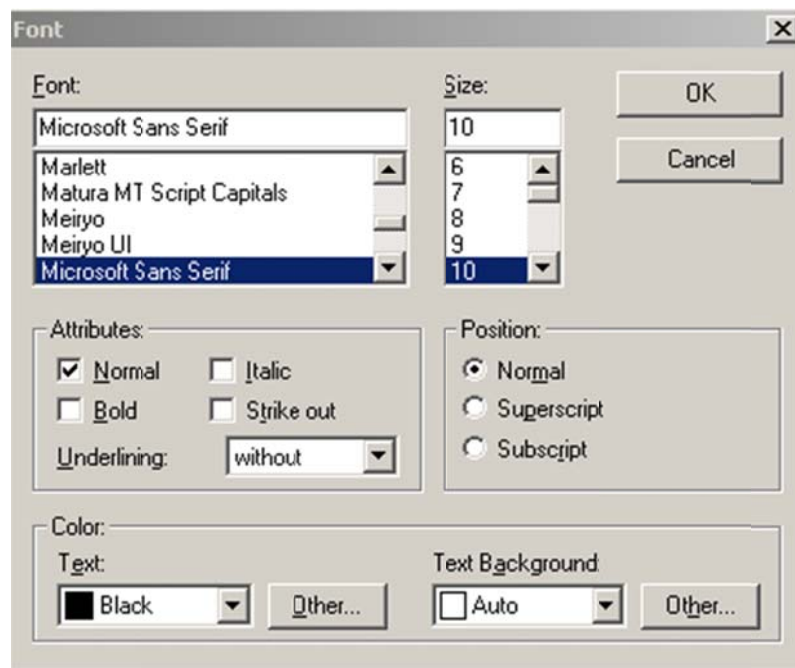


Find/Replace – selecting 'Find/Replace' will display a prompt allowing you to indicate what text to find and what text to replace it with. Checking off 'Match case' will make the search case sensitive, meaning

capital letters and lower case letters will need to match the search criteria exactly. Click 'Find Next' to search for the match – Click 'Replace' to replace that selected text with whatever is entered in the 'Replace with' field. Clicking 'Find Next' again will move to the next match, and so on. If you wish to replace all of the “find” text with the “replace” text with one click, simply click Replace All.



Format Characters – highlighting text, right clicking and selecting 'Format Characters' will display a form allowing you to format the highlighted text. You can change the font, size, attributes, position and text and background (highlight) color



Format Paragraph – brings up a form allowing you to format paragraph items such as alignment, line spacing, and indents. There are two tabs: Formatting and Indents, and Frame and Page Breaks

Paragraph ✕

Formatting and Indents | Frame and Page Breaks

Formatting

Alignment: Centered ▾

Line spacing: Single ▾ lines

Indents:

Left: 0.000 inch Right: 0.000 inch

Special: None ▾ inch

Distances:

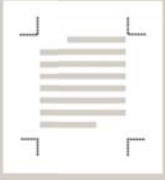
Before: 0.000 inch After: 0.000 inch

OK Cancel

Paragraph ✕

Formatting and Indents | Frame and Page Breaks

Frame:

 None Top Bottom Box

Merge boxes of multiple paragraphs

Line width: 0.75 pt Distance from Text: 0.000 inch

Pagination:

Keep lines together Keep with next

Page break before

Widow/Orphan Control: 0 lines

OK Cancel