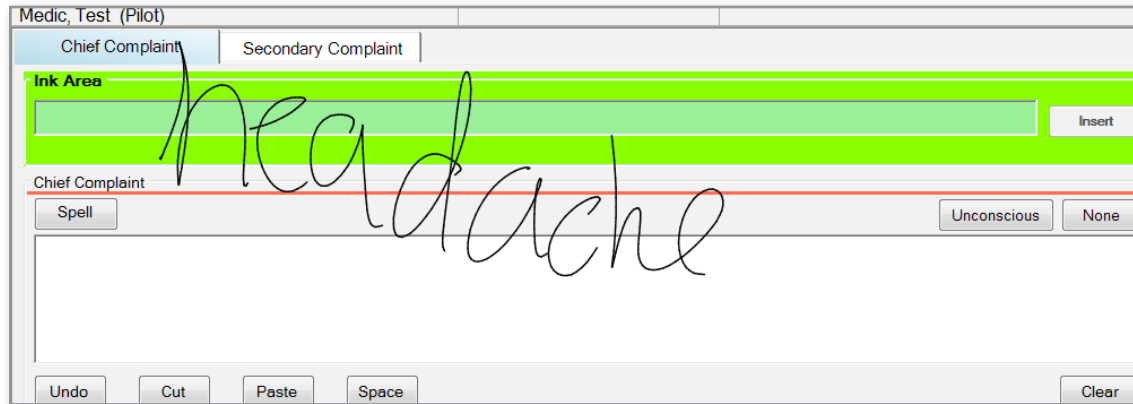


Quick Reference Guide for Inking

Using the Stylus

1. Place the tip of the stylus into the field you want to write in. You must start writing in the desired field, but you can use the entire screen to write.
2. Write the desired text.
3. Ensure that the text displays correctly within the field.
4. If additional information is required within the field, repeat this process.



Notes

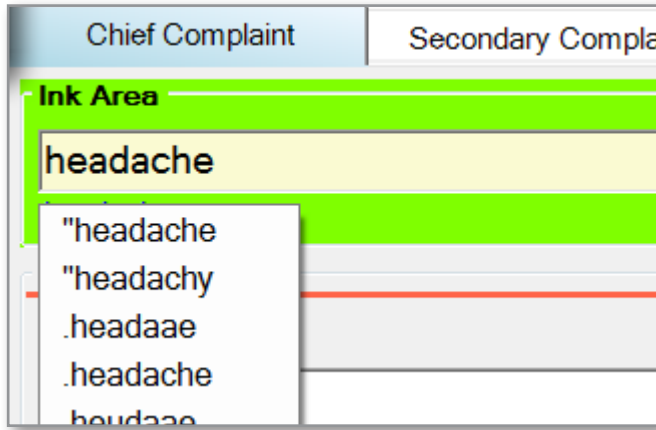
Cursive vs Handwriting

You can use cursive and regular handwriting when inking, but cursive usually works better.

Modifying Text and Numbers

If the text or number is interpreted incorrectly, perform one of the following actions:

- Tap the hyperlink below the field to open a list of possible alternatives.
Select a word from the list.



- Tap the delete (x) button by the field to erase the word, then rewrite it.
- Use the stylus to draw four continuous lines back and forth across the word to erase it, then rewrite the word.
- Type the correct word. On a Toughbook, use the keyboard or the pop-up keyboard icon. On a motion tablet, tap the keyboard icon.

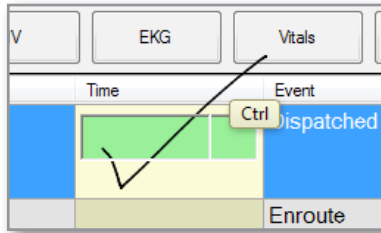
Notes

Take time to practice inking on your device to learn how to use the shortcuts quickly and easily.

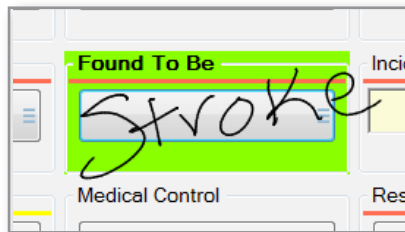
Quick Reference Guide for Inking

Inking Shortcuts

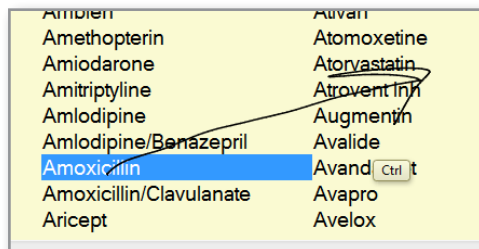
- In a text box that accepts times, writing a check mark enters the current time.



- In fields that contain pick lists, writing a letter directly on the closed pick list brings up the first option in the list that begins with that letter.



To make a selection from a list, highlight an option in the box and draw an arrow to the right without lifting the stylus from the screen to add it. This shortcut works on the **Allergies**, **History**, and **Medications** pages,



Notes

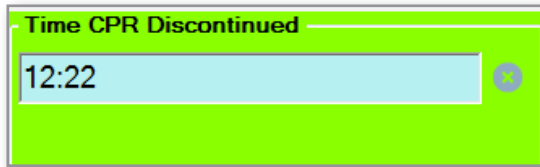
Always place your stylus within a field or pick list at the start of writing the text. You can then use the entire screen to finish writing the text.

Quick Reference Guide for Inking

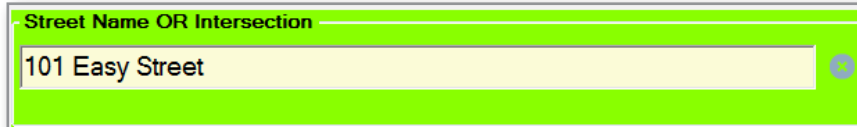
Color Codes

Use the following color codes to determine inking capabilities in each selected field.

- **Light Blue** – Indicates fields that only accept numbers.
Entering additional text overwrites existing text.



- **Cream/Yellow** – Indicates fields that accept letters and numbers.
Any additional text you enter adds to the existing text.



Notes

After you select a field with your stylus, the background of the field changes color to indicate what characters the field accepts.