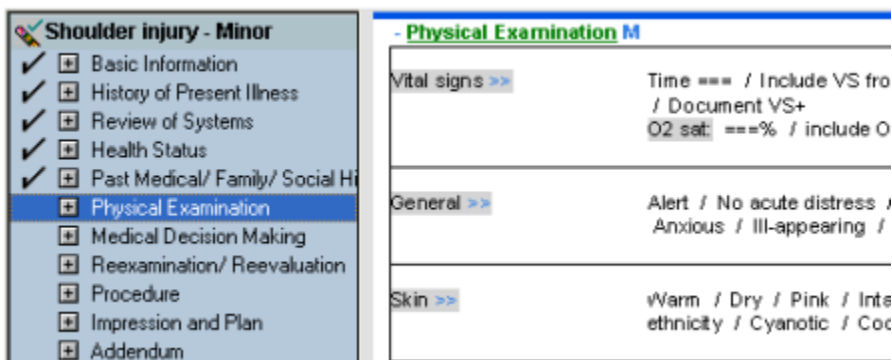


Document on a Note

1. Your mouse is the main tool for data entry. Simply move the mouse over a term or sentence and:
 - a. Click the left mouse button once to select a term **Walking**
 - b. Click twice to chart a pertinent negative. **Nausea**
 - c. The third click will clear the section.
 - d. Right-clicking on a term will give you several options, including: adding a comment, clearing the section, and negating a term.
2. Use any of the 'WHAT' or 'OTHER' boxes to enter free-text information.
3. You can also add comments at any point in the document by right-clicking on the term where you wish to include a comment **cocaine (crack)**
 - a. Right-click on the specific term and select 'Comment' or use the toolbar icon.
 - b. Enter the comment using the keyboard and click 'OK'.
 - c. The comment will be displayed in parentheses within the note.
4. Navigator bar –Used to jump quickly to a section of the note. Click on a paragraph and that paragraph is displayed at the top.
5. If a section on the navigator has been completed, a check mark is displayed.



6. When the PowerNote Ed is completed click on Sign icon in the toolbar

