

WELFORD CHART NOTES NEWSLETTER

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All



USING THE IMAGE EDITOR (User's Manual, pgs. 1109-1112)

The Image Editor lets you annotate any image with text, arrows, and freehand drawings. You can access it from any place in the program where images are shown by right clicking on the image. Let's see it in action.

1. Press Write\New Note\Note and enter a patient's name.
2. Inside the Writer, press the right mouse button and select Image\Link.
3. Move to the Anatomy subfolder in your Chart folder.
4. Double-click the "foot.jpg" image file to place it into the Writer.
5. Press your right mouse button on the image of the foot to open the Image Editor.

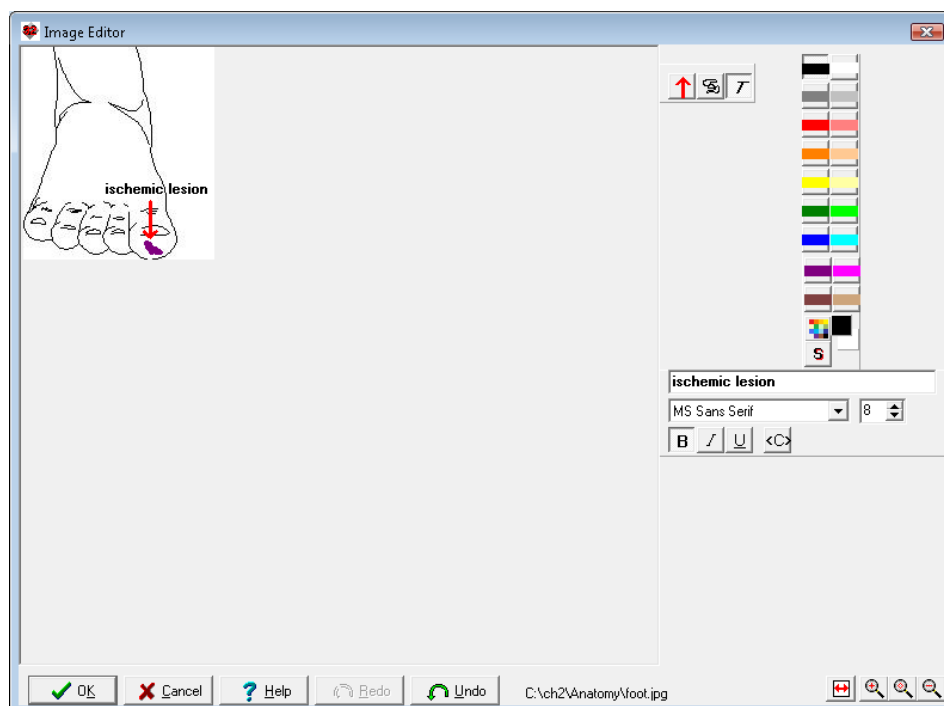
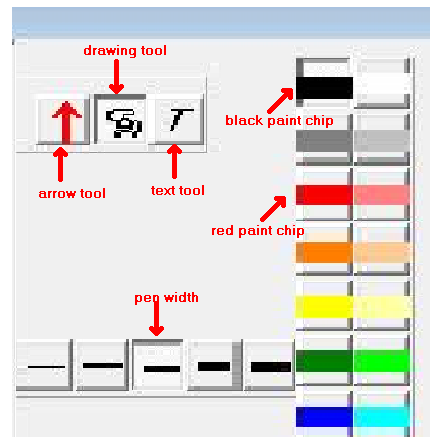
6. Click on the purple paint chip  with your left mouse button to change the foreground color to purple. (If you don't like the shade of purple on the


Colors palette, press the Custom Colors button  to select any color in the rainbow instead).






7. Click on the Draw tool. 
8. Choose the width of the pen by clicking on it with  your left mouse button.


9. Hold down your left mouse button and drag it around the tip of the great toe to create a purple splotch on the tip of the toe to indicate an ischemic lesion. Then release your left mouse button.

10. Click on the red paint chip

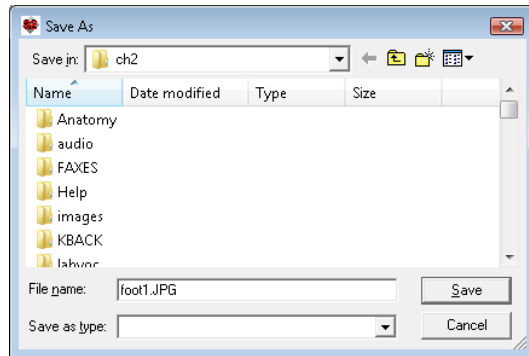


 with your left mouse button.

11. Click on the Arrow tool. 
12. Choose the arrow which points directly downward. 
13. Click your left mouse button on the picture of the foot just above the purple splotch you drew on the great toe. This inserts a red arrow pointing downward toward the purple splotch.
14. Click your left mouse button on the black paint chip. 
15. Click on the Text tool. 
16. Type the words "ischemic lesion" into the text entry box. Note that you can change the font, boldface, italics, or center the text if you wish by using the corresponding buttons. 
17. Click your left mouse button above and to the left of the red arrow. Note that the words "ischemic lesion" now appear on the picture.
18. Suppose you have placed the text in the wrong spot. Press the **Undo** button.
19. Click your left mouse button again in the spot where you want the text to appear.
20. Note that if you wish, you can press the

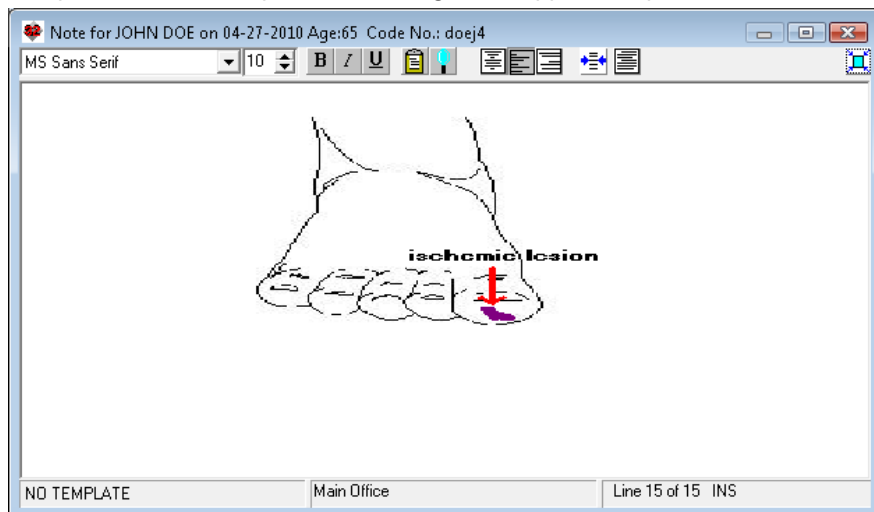
Zoom In button  in the lower right corner of the Image Editor to enlarge the image while you are working on it, in order to more precisely place text, arrows, and drawings.

21. Press **OK** to store your edited image.
22. When asked for the name of the file of your edited image, give it a new name, such as "foot1.jpg". If you give it the name of "foot.jpg" then it will overwrite the original image and you will no longer have an image of a foot without any other writing on it to use.



23. Back in the Writer, you will note that your edited image now appears in your note.

24. You can move the image anywhere you like by holding down your left mouse button on top of the image (the cursor changes to a set of



perpendicular arrows) and then dragging it around.

25. You can resize the image by moving your left mouse button to a corner or edge of the image and then dragging the left mouse button and releasing it when the image is the size you like.
26. You can repeat these steps to place as many images into a note as you wish.

SEND US YOUR TIPS

If you have tips, shortcuts, questions, or suggestions for future newsletter topics, please send them to us at:

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