

# WELFORD CHART NOTES NEWSLETTER

Volume 44, No. 3



September, 2013


copyright 2013, Welford Medical Computing, Inc.

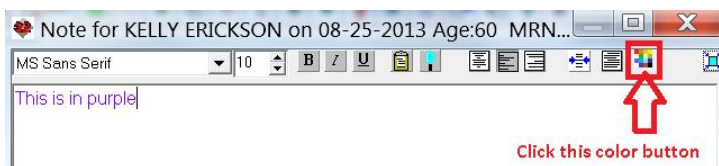
All rights reserved



## COLOR YOUR NOTES! (User's Manual, pg. 1318)

You can make any of the text in your notes appear on the screen and print on a color printer in any color. You can also apply color to the text in your Templates, so that it carries through into the notes that use those Templates. Let's see how this is done.

1. Press Write\New Note\Note.
2. Enter the name of any patient, such as Kelly Erickson.
3. Once you're in the Writer, suppose you wish to start typing the chief complaint text in purple.
4. Click on the color button  near the upper right corner of the Writer.

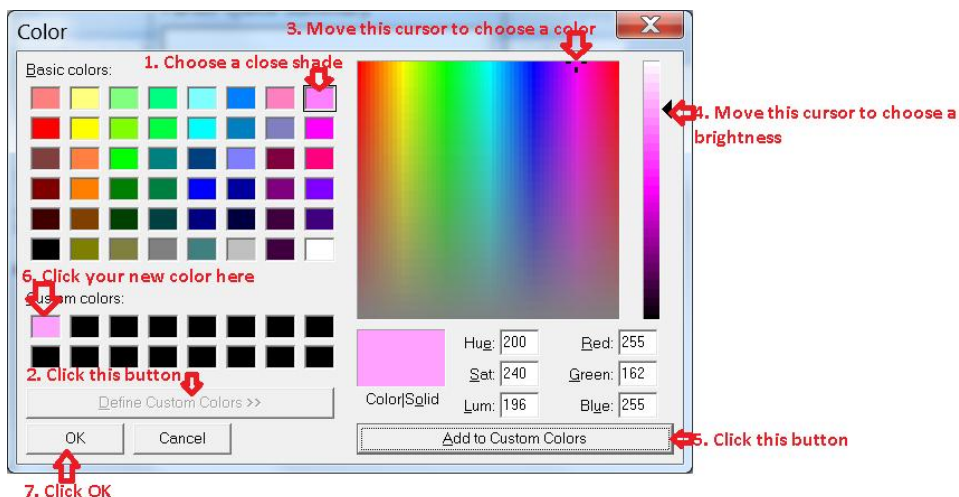


5. This opens a Color window, with 48 color chips in the **Basic colors** section. Suppose you wish to use one of these basic colors. Click on the purple chip and press **OK**.

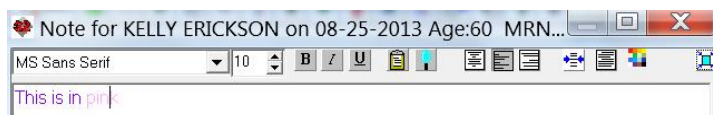


6. Start typing in your note. Notice that all the text you type is now in purple. Type in the words: "this is in purple".

7. Suppose you wish to change the word "purple" to read "pink" and change its color to pink. Place your cursor over the word "purple". Type over it with the word "pink". Place your cursor anywhere within the word (not past it), or highlight the word with your cursor. (If you highlight a block of text, the color is applied to that entire block of text. Otherwise, the color is applied to the particular word where your cursor is currently located). Then click the color button again.
8. Suppose you don't like any of the shades of pink in the **Basic colors** and wish to create one of your own. First, choose a **Basic color** which is a pink that is close to the one you want to use. Then click the **Define Custom Colors** button.



9. Move the cursor anywhere within the rainbow pane to select a different shade. Move the slider up and down on the far right-hand side to adjust the brightness of the color. When you're finished, press the **Add to Custom Colors** button. Note that you can create up to 16 different custom colors by first clicking on one of the 16 **Custom colors** positions, then specifying its color in the right half of the screen. The program remembers all of the **Custom colors** that you create until you close the Writer.
10. Click on your new **Custom color** to highlight it.
11. Press **OK**. This closes the Color window and applies your **Custom color** to the text in your note.



12. If you want to change text back to black, choose the black **Basic color** (the lower left corner of the grid of 48 **Basic colors**). If your cursor was inside a word or a highlighted block of text, that text changes to black. Otherwise, new text that you start to type at the current cursor position will be in black.

If you have checked System\Spelling Options\Show Misspellings in Red, the program shows misspelled words automatically in a special shade of red. The misspelled word changes to black once you type over it or use the Spelling Checker to correct the misspelling. If you leave the word misspelled, the program still turns its color to black before storing the note. This has no effect, however, on any other words which you may have specifically designated to be in red using the Color button.

## NEWS ON VERSION 6.5

We are hard at work on version 6.5. It will include support for SNOMED codes. If there are particular features you would like to see in version 6.5, please contact us.

## SEND US YOUR TIPS

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

Welford Medical Computing, Inc.  
3779 Hermitage Trail  
Rockford, IL 6111

or MEDCOM Information Systems  
2117 Stonington Avenue  
Hoffman Estates, IL 60195