

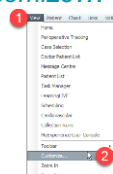
## Anaesthetist: PowerNote Customisation and Macro Creation

### Quick reference guide

#### PowerNote Customisation

The option of customising Anaesthetic *PowerNotes* can be completed so that all future logins retain the user preference of removing both the *Hide Structure/Show Structure* and *Use Free Text* options. This effectively removes the rendered appearance of the *PowerNote*. Note that free text can be added at any point of the documentation with a right click and select *Comment*.

1. With a PowerNote open click *View* from the *PowerChart* toolbar menu
2. Click to select *Cusomize...*



The *Cusomize...* window displays

3. Select the *More* tab
4. Un-tick to deselect the *Render text in Template* view tick box
5. Click *OK*

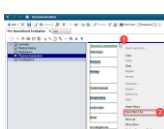


The *PowerNote* now displays with the *Hide Structure/Show Structure* and *Use Free Text* options removed; this also promotes the preferred use of codified data. Note that free text can be added at any point of the documentation with a right click and select *Comment*.

#### PowerNote Customisation: Macro Creation

The option of customising the *PowerNote* can be completed so that all future logins retain the user preference of the *Macro* created. After data has been entered into a *Paragraph* there is the option of saving this as a *Macro* for future use. This grouping of user preferences can be saved and named appropriately.

1. After the information has been recorded within a *Paragraph*, right click the *Paragraph Heading* in the right hand pane.
2. From the drop down menu displayed select *Save Macro As..*

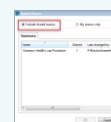


The *Save As* window displays where the *Title* can be edited to distinguish one saved *Macro* from another. The option to share the *Macro* with others is also available in this window.

3. Once the details have been entered click *Create New* to save the *Macro*. Note the box that can be ticked to *Create as shared*. Alternatively existing *Macros* can be modified or updated within the window.

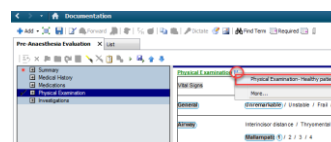


Note if a *Macro* is created and the *Create as shared* box was ticked at that time, the *Macro* will be visible under the *Include shared macros* filter and not the *My macros only*.

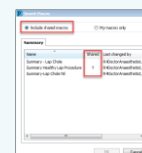


The *Paragraph Heading* now contains a *M* to signify a *Macro* is available to utilise for this *Paragraph Physical Examination M*.

4. Clicking on the *M* next to the *Paragraph Heading* displays a drop down menu showing the list of available *Macros* to select from that have been created under this user login for this specific *Paragraph*.



Clicking on the *M* next to the *Paragraph Heading* displays a drop down menu; selecting the *More* option displays the *Insert Macro* window where any created and saved *Macros* can be selected to use in the *PowerNote*.



Note the ability to filter using the radio buttons *Shared Macros* or *My macros only*. Selecting the *Shared Macros* radio button displays the users *Macros* and any *Shared Macros* from other users.

Refer to the related *Anaesthetist: Pre-Anaesthesia Evaluation PowerNote QRG* for additional information.