

## Adding Supplementary Text to a PowerNote

There are three ways to add extra or free text to a note.

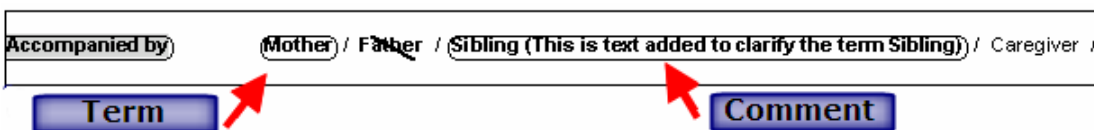
- As a comment to clarify a specific term.
- In a sentence with an **OTHER/WHAT** box.
- At the end of a paragraph.

## Adding a Comment to Clarify a Term

**Term** means clinical data which is part of a **Sentence**.

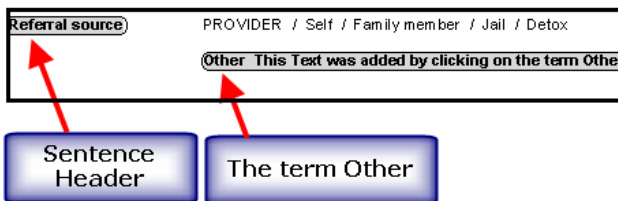
1. To clarify a specific term, select that term.
2. From the **Term** menu select **Comment**. Add text to the **Comment** dialog box.

In the completed note the text will appear in parentheses next to the clarified term.



## Adding Text to the End of a Sentence

**Sentence** means a group of **Terms** organized into a hierarchy which addresses a single topic.



- Some sentences include the term **OTHER**. Select the term **OTHER** to open a **WHAT** box.
- A **WHAT** box is a simple text editor. Text added to the **WHAT** box will appear at the end of the sentence.
- To create carriage returns for a long narrative, simultaneously press **Ctrl** (control) and **Enter**.
- When you are satisfied with the added text click **OK**.

A **WHAT** box also allows you to insert templates into the sentence.


To insert templates

1. Select the term **OTHER** to open a **WHAT** box
2. Click the **Template** (rubber stamp) icon
3. Select the desired template
4. Click **Insert**

## Adding Text to the End of a Paragraph

**Paragraphs** are indicated by bold section headers.

- Select **<Hide Structure>**
- Place your cursor at the end of the last sentence of the paragraph and click
- Begin typing

Visit Information **<Show Structure>**  
The patient was accompanied by mother, not father. 

Place your cursor here, click and start typing to add free text.