

Using the Text Editor

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CareRight has a built-in text editor which is used in the following areas:

- Clinical Notes
- Letters
- Discharge Planning
- Template editing

The following functions are available in the Text Editor:

Menu	Item	Shortcut	Description
Table	Border		<ol style="list-style-type: none">1. Insert table2. Type Text i.e. Medication3. Click on table and Click Table Properties4. Change Border settings
Edit	Undo	Ctrl+Z	Undo the last action taken
Edit	Redo	Ctrl+Y	Redo the last action taken
Edit	Cut	Ctrl+X	Removes selected text and adds to the clipboard for pasting
Edit	Copy	Ctrl+C	Copies selected text and adds to the clipboard for pasting
Edit	Paste	Ctrl+V	Inserts the contents of the clipboard
Edit	Select All	Ctrl+A	Highlights all text
Insert	Insert Image		Insert an image from your computer or network drive. The image itself will be displayed in the Text Editor.
Insert	Replacement Variable		Inserts a field from the patient's record, see Replacement Variable list below
Insert	Insert Template		Insert commonly used predefined blocks of text, letters and templates.

Menu	Item	Shortcut	Description
Insert	Insert date/time		Insert date and time variations
Insert	Attachment		Insert a file from your computer or network drive. This file can be of any extension type and will be stored as a download link.
View	Visual Aids		Shows details that will not be printed such as boundaries around tables
Format	Bold	Ctrl+B	
Format	Italic	Ctrl+I	
Format	Underline	Ctrl+U	
Format	Strike through		
Format	Superscript		
Format	Subscript		
Format	Formats > Headings		Add headings
Format	Formats > Inline		Apply inline formatting
Format	Formats > Blocks		Apply paragraph formatting
Format	Formats > Alignment		Align left, right, centre, justified
Format	Clear Formatting		Removes Formatting from selected text
Table	Various		Insert and edit tables