

# Using the Text Editor

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This article is part of the systems administration guide. You will require administration access to view the pages mentioned in this article.

CareRight has an inbuilt 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
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.
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	Strikethrough		
Format	Superscript		
Format	Subscript		This will put a line through any text
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	Insert Table		Insert and edit tables
Table	Cell		
Table	Row		
Table	Column		