

Instructions for Use of the Writeable-pdf Care Planning Tool

1. Open the file. You'll see a number of icons indicating the various components of the tool;
 - a. Patient tool
 - b. Medications
 - c. Appointments
2. You can select the form you wish to update by clicking on it (may take a few moments to load).
3. For the patient tool, selecting 'view' and then 'rotate clockwise' will ensure the tool is viewed with the proper orientation.
4. Enter in updated fields as necessary. Ensure that the file is saved.
5. All documents are intended to be printed double-sided, in colour, on legal paper. The patient tool folds 3 ways like a brochure. The medications and appointments sheet have lines where the document may be cut. They should fit into the centre panel of the folded patient tool document.