

Instructions

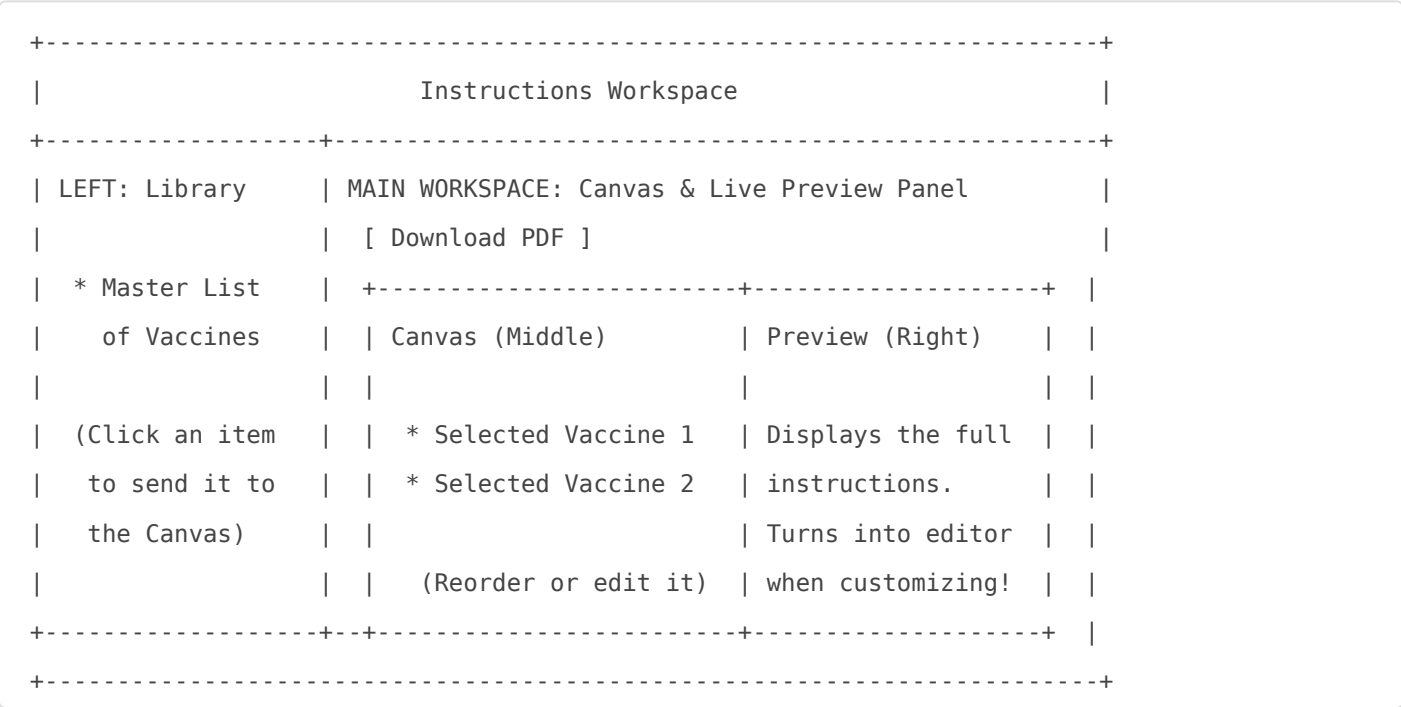
The **Instructions** workspace allows you to quickly pull standard vaccine guidelines from your library, arrange them in any order you like, and make one-time custom edits before printing them out as a clean, unified PDF document for your patient.

Any edits you make here **only affect the current document**—the master copy stored safely in your main library will remain completely unchanged.

How the Screen is Laid Out

The workspace is organized into a **Three-Part Screen Layout**:

- 1. **The Left Sidebar (Library):** A scrollable list of all master vaccines available in your clinic's database.
- 2. **The Middle Column (Canvas):** Your active project workbench showing the current list of vaccines you have chosen to compile for the printout.
- 3. **The Right Column (Preview / Live Editor):** A live reading panel showing how the instructions look. When editing, this panel turns into an active word processor.



Step-by-Step Instructions

Step 1: Select Vaccines from your Library

Look at the **Library** panel on the far left.

- Scroll through and **click directly on any vaccine** you want to hand out to the patient.
- Each time you click a vaccine, it will pop over to the **Canvas** column in the middle of the screen.

Step 2: Organize the Layout Order

Look at the **Canvas** column in the middle of the screen. The PDF will display the instructions in the exact top-to-bottom sequence you build here.

- **Shift Items Up or Down:** Click the **Up Arrow** or **Down Arrow** icons on any item to swap its position in the list.
- **Remove an Item:** Click the red **Trash Can** icon to remove that vaccine from your current document layout.

Step 3: Customize Text for This Document Only

If you need to make an ad-hoc change for a specific patient scenario (e.g., overriding a standard timeline or tailoring notes to a specific health history):

1. In the middle Canvas column, find the vaccine row you want to adjust and click its **Pencil (Edit)** icon.
2. The **Preview** pane on the right will instantly switch into a text editor displaying that vaccine's text.
3. Modify the text inside the text editor box as needed.
4. **To Lock In Changes:** Click the purple **Lock** button at the bottom right. This saves the edits to this document project.
5. **To Undo Your Changes:** Click the gray **Cancel** button. This will erase your temporary text and instantly restore the instruction back to the standard version from your library.

Step 4: Download and Save the Final PDF

Once your list is ordered correctly and any custom edits are locked into place:

1. Ensure your Canvas is not empty.
2. Click the purple **Download PDF** button at the top of the workspace.
3. The application automatically appends your facility's logo and the standard business address header (101- 444 Concession St, Hamilton, ON) to the top of the template.
4. Your computer's native file saving window will open up. Choose your local folder destination, name the file, and click save!