

# How to adjust the font size in Patient Notes

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## Overview

This feature will allow the staff and providers to increase the font size on the 'Patient Notes'. Note: this setting is per workstation. In the Patient Note form users will also find a Calendar button to add the date the note is being added in one click.

**Note:** This feature is available in TDO 12.351d and above.

## Detailed Steps

On the Patient page, click on "Create Note".



The screenshot shows a patient information form. At the top, there are fields for 'Last Name' (containing 'World'), 'First Name' (containing 'Hello'), and 'Phone'. To the right of these fields are checkboxes for 'T1', 'T2', and 'T3'. Below the 'Phone' field is a 'Hide' checkbox and a right-pointing arrow. Further right are buttons for 'R', 'Alerts', 'Create Note' (which is highlighted with a yellow circle), and 'Menu'. At the bottom of the form, there are two rows of buttons. The first row contains 'Patient', 'Appointments', 'Fees', and 'Ledger'. The second row contains 'Case Presentation' (with a yellow vertical bar), 'Treatment' (with a red vertical bar), and 'Final Report' (with a blue vertical bar).

The 'Calendar' button and 'Font Size' dropdown will be located at the bottom of the window.

Patient Note

7/14/2021 -

Font Size: 24

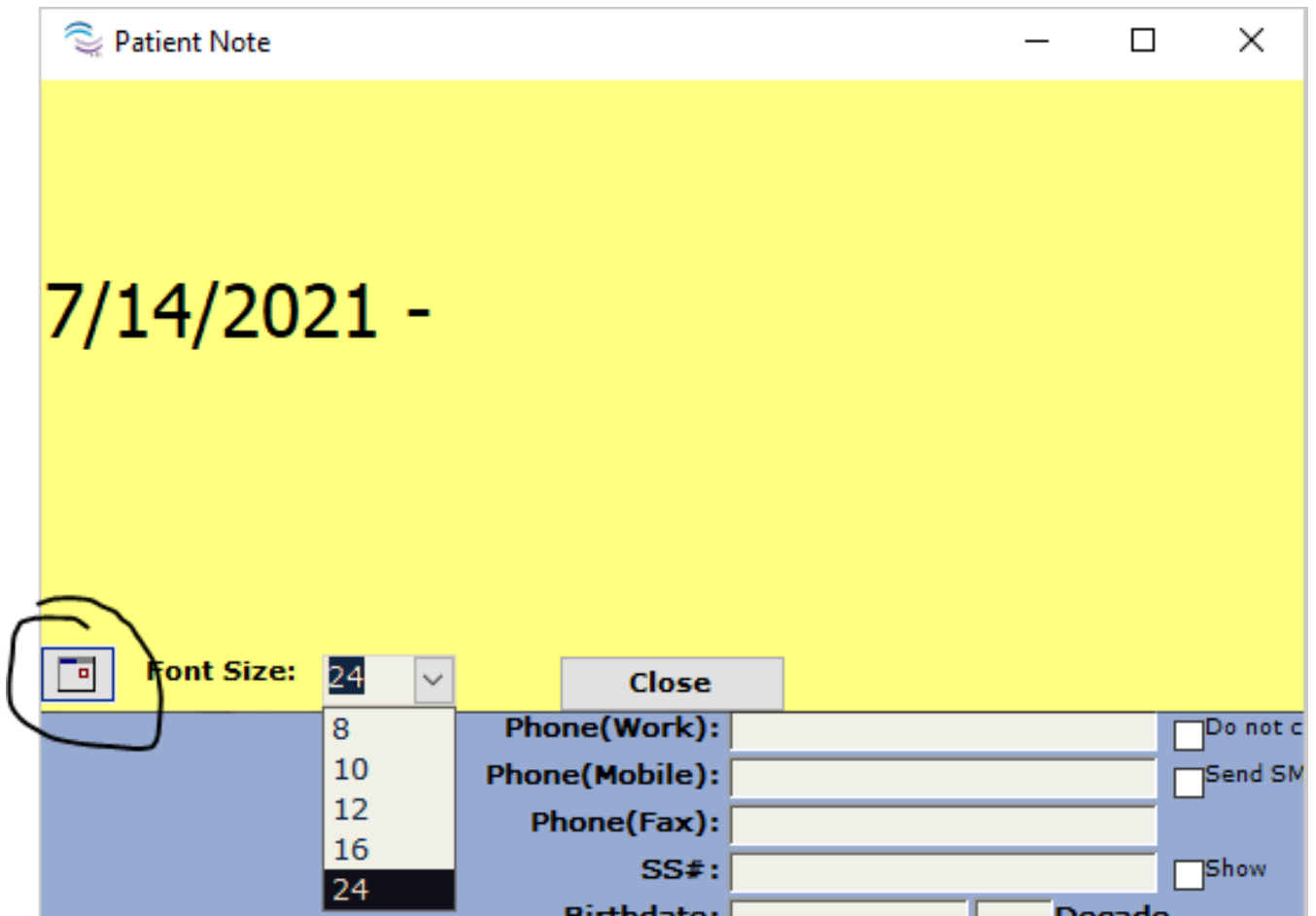
Close

8  
10  
12  
16  
24

Phone(Work):  
Phone(Mobile):  
Phone(Fax):  
SS#:  
Birthdate: Decade

☐ Do not c  
☐ Send SM  
☐ Show

Clicking on the Calendar button will automatically add the current day in the note.



Clicking on the Font size will allow users to increase/decrease the size for easy view of the note(s) written. Font size available: 8 (default), 10, 12, 16, 24.

Online URL: <https://kb.tdo4endo.com/article.php?id=772>