

INSTRUCTIONS for Inserting Text into Health Notes

1. In the toolbox bar of Acrobat Reader, there is an icon of a hand.
2. Click on the hand and position the T-bar next to “School”.
3. Type in the name of your school.
4. Click on the hand again and repeat for “nurse”

PLEASE NOTE: This CANNOT be saved if you do not have Acrobat Reader / Writer, but it can be printed.