Welcome to VHI's PC-Kits tutorial. The purpose of this tutorial is to give you an idea of the capabilities of this program. The demo version is a full-blown version of the program in that all the available collections and exercises are shown in this demo. Only a few of the program functions have been disabled. One restriction is that the number of exercises which can be printed is very limited. As you view the exercises, you will see that some of the exercises are Red. These are the only exercises which will print. If you try to print a routine with non-red exercises, those exercises will not appear on the printout. You can create as many patient and favorite routines as you desire. Everything can be viewed with the Print Preview function.

Please note that anything created with the demo will not transfer to the purchased program.

Starting PC-Kits

If you have not installed PC-Kits, see the attached sheet in the demo folder titled: PC-Kits Installation and Other Information. Once the program has been installed, you will have a VHI icon on the Windows desktop.

STARTING PC-KITS

1. Double-click on the VHI icon on your desktop.

2. After a few seconds the Therapist Sign In dialog box will appear.

3. Click on the Create button.
   The Therapist Properties dialog box will appear.

SIGNING IN

1. Type your name in the name fields.

2. Use the tab key to move from the first to last name field.

3. Enter your e-mail address.

4. Click on the OK button or hit Enter.
**ADDITIONAL INFORMATION**

*PC-Kits* can be used in two different modes, by Therapists or Administrator. In the Therapist Mode, data is separated by therapist, and each therapist has access to his or her patients only. When *PC-Kits* is used in the Administrator mode, everyone has access to all the data.

We recommend that *PC-Kits* be used in the Therapist mode. In the Therapist mode, the Administrator can still be used to manage data and standardize care. A full explanation of the two modes can be found in the *Help* files.

The first time *PC-Kits* is started, you will have several options to choose from.

1. If you are a new user, you will have to create yourself as a therapist in the system. (This is only done one time.)
2. If you have used *PC-Kits* before, you need only click on the arrow in the Therapist drop-down list box and click on your name.
3. You can sign in as Administrator by just clicking the Sign In button.
4. *PC-Kits* can be configured to require therapists to have passwords to log onto the system. See the *Complete User Guide* or *Help* file.

**UNDERSTANDING THE MAIN SCREEN**

The main screen is divided into two halves, the **Exercise Page** on the left and the **Routine Page** on the right. Exercise routines are created by taking exercises from the **Exercise Page** and placing them on the **Routine Page**.
THE EXERCISE PAGE

Basic Features

1. The Kit and Language currently in use.

2. The Tabs show which exercise sections are available in the current kit. (The highlighted Tab indicates which exercise section is being displayed on the Exercise Page.)
POIN[TS NOTED O[N THE EXERCISE PAGE DIAGRAM (cont’d)

3. Exercise sections may be divided into categories to make searching for specific exercises more efficient. The Exercise Category drop-down list can be used to select a category or all the exercises within a section.

4. The Therapist box indicates the therapist who is currently using the program. The Therapist drop-down list is used to switch to another therapist without restarting PC-Kits.

5. Buttons used to move through the exercises in a section.

6. Buttons used to select different numbers of exercises to be viewed on the Exercise Page.

7. Button to display exercise titles in the current language.

8. Button to change gender from male to female and visa versa.

The Exercise Page is where you will do the following tasks:

1. Select the exercise kit and section of exercises to be used.

2. Choose the section or category of exercises from a kit.

3. Browse through the exercises looking for specific exercises.

4. Select specific exercises to be placed in a routine.

ROUTINE PAGE

The Routine Page is where exercises will be placed as you create an exercise routine for a patient. PC-Kits lets you place 1, 2, 3, 4, 6, 9 or 12 exercises on a page. Routines can also have multiple pages. The layout for the routine page can be changed by clicking on a Layout button at the bottom of the Routine Page.
THE MENU BAR AND ICON BUTTONS

The Menu Bar is located at the top of the screen. The Icon buttons are located below the Menu Bar at the top of the screen and at the bottom of the Exercise Page. All functions performed in the program can be done from this area. Note: Most of the functions found on the Menu Bar can be executed from other parts of the program by right-clicking the mouse button and using the Context-Sensitive menu.

The Icon buttons are used to quickly execute commonly used features of PC-Kits. The buttons on the top are used for the following functions:

1. Create New Routine icon: used to create a new exercise routine. This button is used to clear the exercises from an existing routine and begin creating a new routine. If there are no exercises showing on the Routine Page this button does not need to be used to create a new routine. The user can just begin dragging exercises onto the Routine Page.

2. Save icon: used to save a routine as a Saved Routine or Patient History.

3. Print icon: used to print a routine.

4. E-mail icon: used to e-mail routine or tracking grid.

5. UNDO icon: used to undo actions while creating a routine.

6. REDO icon: used to recall an UNDO action.
The buttons on the bottom of the **Exercise Page** are used to perform the following actions on the **Exercise Page**.

1. Move to the beginning of the currently selected exercise section.
2. Move backward one screen of exercises.
3. Move forward one screen of exercises.
4. Move to the end of the currently selected exercise section.
5. View exercises one at a time.
6. View exercises four at a time.
7. View exercises six at a time.
8. View exercises nine at a time.
9. View exercises twelve at a time.
11. View exercise titles in the currently selected language.
12. Select gender.

**CREATING, PRINTING AND SAVING AN EXERCISE ROUTINE**

Now that you are familiar with the main screen in **PC-Kits**, let’s see how easy it is to create, print and save an exercise routine. Look in the **Therapist** box and be sure your name is showing. If it is not, do the following:

1. Open the drop-down list from the **Therapist** box by **clicking** on the down arrow.
2. **Click** on your name.
Let’s begin by choosing the exercises we will need to build the routine.

1. Click on the Trunk Stability tab.

2. Open the drop-down list from Exercise Category box.

3. Click once on the Basic Prone & Supine selection.

Your screen should now look like the screen below:
Creating an exercise routine in *PC-Kits* is very easy. There are two ways to move an exercise from the Exercise Page to the Routine Page.

- **Click and drag:** click on the desired exercise (with left mouse button) and drag it to the desired location on the Routine Page and release the mouse button.

  OR

- **Double-click** on the desired exercise. This will place the exercise on the next available position on the Routine Page.

Let’s begin building our routine.

1. Place the mouse pointer on the red exercise in the lower right-hand corner of the Exercise Page.

2. Move the exercise to the first position on the Routine Page with the click and drag method.

3. Once the mouse is released, the Edit Exercise box will appear. (See below.)
EDITING THE TEXT

Before the exercise is placed onto the Routine Page, you have an opportunity to edit the existing text, title, and caption. When the Edit Exercise box appears, a small square is placed over the first blank in the caption. Editing in PC-Kits is done in the following manner:

1. Fill in the desired value in the first blank.
   (This is optional; no value need be placed in the blank.)

2. Move to the next blank by hitting the tab key or, using the mouse, clicking on the blank.

3. Once all the blanks are filled in, the caption and/or title can be edited.
   (If you edit the caption or title first, the automatic blank feature will turn off.)

EDITING THE CAPTION

To edit the caption, double-click anywhere in the text. A box will appear around the caption. The cursor will be located after the last word in the caption.
1. Using the mouse, place the cursor in the desired location.

2. Edit the caption as desired.

3. When finished editing, place the cursor outside the box and click.

EDITING THE TITLE

1. Using the mouse, place the cursor in the desired location and double-click.

2. Edit the title as desired.

SPECIAL EDITING

1. You can eliminate the title with the Eliminate Title check box. You can also click on the title and edit the text if you desire.

2. You can also eliminate all of the text by clicking on the Eliminate All Text check box.

3. Try these features to see how they work.

After editing, click the Place Card button to put the exercise on the Routine Page. The exercise should appear in the first position on the Routine Page.

Place the next two red exercises showing on the Exercise Page into the routine. (Remember, only the red exercises in the demo will print on a printer.)

Click on the Move Forward One Screen of Exercises button located below the exercises on the Exercise Page. Place the fourth red exercise onto the Routine Page. When you are finished, your Routine Page should have four exercises on the page.
The **Routine Page** should look like the screen below. It may be different if you placed your exercises in a different order.
VIEWING AND RE-EDITING THE ROUTINE BEFORE SAVING OR PRINTING

Let’s view the routine that was just created.

1. From the main Menu Bar, select **File**.
2. From the File drop-down menu, select **Print Preview Routine**.
3. The **Printing Options** dialog box will appear.
4. Select **Okay**.
5. **Print Preview Routine** will display the full page of your routine, sized to fit in the window. The images and text will appear smaller than they will in the printed document.
6. While in the **Print Preview**, you can use the **Zoom** menu to enlarge the routine to see the images or text more clearly.

## ADDITIONAL INFORMATION

You can also place the mouse pointer in any exercise box on the Routine Page and right-click. A Context-Sensitive menu will appear, allowing you to choose the **Zoom** option.

7. In the **Zoom** mode, **Print Preview** might display only a portion of the page. Use the scroll bar arrows to view different portions of the page. They are located on the right and bottom side of the screen.

8. When you are finished viewing the routine, click the **Exit Preview**.

## CHANGING EXERCISE LOCATIONS ON ROUTINE PAGE

You can make additional changes to the routine before it is printed or saved. To edit any of the cards in the routine, just place the mouse pointer over a card and **double-click**. The **Edit Exercise** box will reappear. Make any desired changes to the text and place the card back into the routine.

You may want to change the location of the exercises after the routine has been created. To do this, do the following:

1. Place the mouse pointer over the exercise to be moved.
2. Use the **drag and click** method to move the exercise to its new location, release the mouse.
3. The **Move Exercise** box will appear.

4. **Click** on the **Swap** button and then **OK** to change the locations of the two exercises.

Practice some of the editing features on the routine before it is saved and printed.

Exercise routines can be saved under *Patient History* and/or as a **Saved Routine** that can be called up for later use.

**SAVING A PATIENT EXERCISE ROUTINE TO A PATIENT HISTORY**

The routine we just created can be saved in a Patient’s History. Choose one of the two methods listed below to save the routine.

1. **Click** on the **Save Routine** icon located below the **Menu Bar**.

   ![Save Routine Icon]

   OR

   • Place the mouse pointer in any exercise box on the **Routine Page** and **right-click**. From the **Context-Sensitive** menu, **click** on **Save As**.

   The **Save Routine** box will appear.
2. To save this routine for a new patient,

   a. Select Save in New Patient’s History and click the OK button.

   b. The Patient Properties box will appear.

   c. Fill in the information shown in the Patient Properties box. Your name should be assigned to the drop-down list.

   d. Use the tab key or mouse to move from field to field.

   e. When all the information has been entered, click OK.

3. The Patient History box will appear.

   a. Fill in the Routine Title.

   b. Enter comments. These comments are only for the Patient record. They will not appear on any printouts.

4. Click OK to complete the process.
SAVING AN EXERCISE ROUTINE AS A SAVED ROUTINE

Because you see many patients with this condition, you will want to save this routine as a Saved Routine. When another patient needs this routine, it can be retrieved and used without having to recreate it.

1. Place mouse pointer in any exercise box on the Routine Page and right-click the mouse. From the Context-Sensitive menu, select Save As.

2. The Save Routine box will appear. (See Page 13.)

3. Select Save as a New Saved Routine and click OK.

4. Fill in the fields as shown. When finished, click the OK button.

PRINTING A ROUTINE

A routine can be printed without having to be saved. Once a routine is created:

1. Click the Print Routine shortcut button located in the upper left-hand corner under the Main Menu.

2. The Printing Options dialog box will appear. (See following page.)
There are several options available when you print a routine. You can choose to:

a. **Print** a **Tracking Grid** for exercise compliance.

b. **Print** a company or personal **Logo** at the top of the page.

c. **Print** a condensed **Chart Copy** with comments for the patient record.

d. **Preview** and **modify** all the documents before they are printed.

For now, we will just print the routine. Do the following:

a. Type the name of the patient in the **Routine For** box.

b. Type in the name of the routine in the **Routine Title** box.

c. Click the **OK** button.

d. The **Print** dialog box will appear.

3. **Click** the **OK** button to print the routine.
VIEWING PATIENT HISTORIES AND SAVED ROUTINES

TO VIEW PATIENT HISTORIES

1. **Click** on the **Patients** selection on the main **Menu Bar**.

2. From the **Patients** drop-down menu, **click** **Browse Patient Histories**.

3. The **Patient Histories** screen appears.
   The screen has three areas:
   (A) This area lists all your patients.
   (B) Routines created for the highlighted patient are listed here.
   (C) Any therapists comments saved with the routine are shown here.

4. As you **click** on a routine, it appears on the **Routine Page**.

   ![Patient Histories Screen](image)

   A.

   B.

   C.

Because you only have one patient, information on that patient is all that appears.

Later, we will look at other therapists in the program who have many patients with multiple routines.
TO EXIT FROM PATIENT HISTORIES

• Click on the Exit Histories tab under the words Patient Histories.

OR

• Click the Exit Histories button to the right of your name under the Menu Bar.

TO VIEW SAVED ROUTINES

1. Click on the Routines selection on the main Menu Bar.

2. From the Routines drop-down menu, click Browse Saved Routines.

ADDITIONAL INFORMATION

When you view your saved routines, you will notice an additional routine in your area. The Administrator placed it there. The Administrator can put information in each therapist’s area. This feature allows interesting ideas and information to be shared with everyone in the clinic.

3. When you have finished browsing your Saved Routines, exit and return to the main program area.

   • Click on the Exit Routines tab under the words Saved Routines.

OR

   • Click the Exit Routines button to the right of your name under the menu bar.

4. If any exercises exist on the Routine Page, clear the page by clicking on the Create a New Routine icon.

You can see how easy it is to create, save, and print routines in PC-Kits. In the next section you will be shown some other powerful features of this program.
Exploring Other Program Features

CHANGING THE LAYOUTS ON THE ROUTINE PAGE

There are seven different page layouts which can be used to create exercise routines on the Routine Page. Page layouts can be changed at any time. Changing the page layout can be done by clicking on a Layout button at the bottom of the Routine Page, from the Menu Bar, or using the Context-Sensitive menu. Let’s try changing the page layout using the Context-Sensitive menu.

1. Place the mouse pointer in any exercise box on the Routine Page.
2. Right-click the mouse.
4. Move the pointer to the Layouts option.
5. Another menu will appear to the side.
6. You can click on any layout you desire.

Try changing the layouts. This will give you an idea of the many possibilities available to you when you are creating routines.

ADDITIONAL INFORMATION

Layouts can be changed at any time. You can even change the layout of an existing routine. If you are changing from 6 exercises per page to 2 exercises per page, PC-Kits will make all the changes. It will add additional pages and move the exercises. (For complete details see the Help files.) If you change a layout and decide it is not what you desired, you need only hit the UNDO button to return to the previous layout.

The split layout (3 exercises per page) is a special layout. It is designed to allow you to enter a greater amount of text on a card than can be entered on other layouts. Using this layout also changes how cards are edited. We will look at an example on page 25. Complete details can be found by reading the Complete User Guide or Help files.
SELECTING KITS

*PC-Kits* contains different exercise collections created by VHI. Your version will contain those collections you have purchased. The demo contains all the collections you choose to install. There are two ways to change to another kit you wish to use. You can select kits from the main *Menu Bar* or from a *Context-Sensitive* menu.

1. From the **Menu Bar**, click on **Kits**.
2. The **Kits** drop-down menu will display the kits.
3. Click on the desired collection.
4. Another drop-down menu will display the available languages.
5. Click on the desired language.

This same process can be done from a *Context-Sensitive* menu.

1. Place the mouse pointer in any exercise on the **Exercise Page**.
2. Right-click the mouse.
3. Click on the **Kits** selection.
4. Choose the desired collection and then the desired language.

BROWSING EXERCISES ON THE EXERCISE PAGE

There are six different browsing modes available to view exercises on the **Exercise Page**. Exercises can be viewed 1, 4, 6, 9, or 12 exercises at a time, or by title. The icons at the bottom of the Exercise Page are used to select the desired method of browsing.

Click on the different browsing icons 1, 4, 6, 9, or 12, and watch what happens. When viewing exercises one at a time, the text will appear with the picture.

The four icons on the far left are used to move through the exercise screens in a section or category. (See Page 6 for review.)
Viewing exercises by title will change the screen. (See below.)

When you click on a title, the exercise will appear in the box at the bottom. Exercises can be placed in the routine by the same methods used in the other browsing modes, click and drag or double-click on the exercise title.

The exercise titles in this listing will always first appear in English. If the selected language is Spanish, the titles can be displayed in Spanish by clicking the Native Language Titles icon. NOTE: This icon affects ONLY this title list. Titles on the cards are always in the selected language. Try viewing exercises by title, and see what happens.

When you are finished, click on the Browse Four Exercises at a Time icon.
SEARCHING FOR EXERCISES

TO SEARCH USING KEYWORDS

In addition to finding exercises by browsing the exercise kits and categories, you can also find exercises using keyword searches. For example, to search for balance exercises using tubing, perform the following steps:

1. Click on the Search button located on the toolbar.

![SEARCH BUTTON](image1)

2. In the box labeled Search For, type the list of keywords you wish to search for. For example, type “balance tubing” (without the quotes) to find balance exercises using tubing. With the default demo kits installed, you will have 33 exercises matching these keywords.

![SEARCH FOR](image2)

3. The Exercise Page will be replaced with the results of the keyword search, as shown in the following graphic.
4. You can then use the exercises exactly as you did when selecting them from an exercise kit shown previously. The exercises are shown in order of how well they match your search keywords. Only the first 1000 matches are shown.
TO SEARCH USING FILTERS

Another way to find exercises is by applying filters to the exercise kits based on exercise properties. As an example, we will search for standing balance exercises with hand weights.

1. Click on the Filter button located on the toolbar.

2. The Exercise Page will be replaced with a set of tabs showing categories for filtering as shown below.

3. Click on the Equipment tab and then the Hand Weight check box. This filters out all but the hand weight exercises. If there are more check boxes than can fit on one screen, there will be scroll arrows to the left and right of the check boxes.

4. Click on the Exercise Type tab and then the Balance, Standing check box.

5. Click Go.

6. The Exercise Page will be replaced with the results of the keyword search, as shown in the following graphic.
7. You can then use the exercises exactly as you did when selecting them from an exercise kit shown previously. The exercises are shown in order of how well they match your search keywords. Only the first 1000 matches are shown.

*Note that every check box you check further restricts the search. They do not add to the search. Clicking more than a couple of boxes will result in a very small search result.*

To clear a search and start again, press the **Clear** button.
RESTRICTING WHICH KITS ARE SEARCHED OR FILTERED

By default, all of the installed kits are searched. You can, however, restrict your search to a specific kit or set of kits.

1. Click the Search or Filter button to begin a search.

2. Click the Select Kits button in the upper right corner of the Exercise Page.

3. The Choose Kits to Search box will be displayed.
4. Choose *All Kits, One Kit* or *Selection of Kits* and then choose specific kits as appropriate.

5. **Click OK.** A list of kits being searched will appear at the top of the **Exercise Page**.

6. Perform searches as you normally would.
EXAMINING OTHER FEATURES

As you can see, **PC-Kits** makes it very easy to change **Layouts**, **Browsing Methods** and **Kits**. Now we will take a look at the patients of a therapist who is familiar with **PC-Kits**. This will give you the opportunity to see other features available in the program.

**SWITCHING THERAPISTS**

Once a therapist has logged on to **PC-Kits**, other therapists can use the program without logging on each time. A therapist need only use the **Therapist** drop-down list at the top of the screen under the **Menu Bar**. (See below.)

1. **Click** on the down arrow to show the list of therapists currently in the system.

2. **Click** on the therapist named Daniel Theil.

3. The name **Daniel Theil** should now be in the **Therapist** box.

Now we are going to view Daniel Theil’s patients.

1. **Click** on the **Patient** selection on the main **Menu Bar**.

2. From the **drop-down** menu, **click** **Browse Patient Histories**.

3. Your screen should look like the following screen.
This is a list of the patients treated by Daniel Theil. The first patient on the list, Miles Around, has been given three exercise routines. Those routine names are displayed in the box below the list of patient names. Any of those routines can be viewed by clicking on the name of the routine. Click on the different titles of the routines created for Miles Around. As you Click on each routine, the exercises for that routine will appear on the Routine Page. To finish this section, click on the last routine in the list titled “Early Disc Lesion”.
ADDITIONAL INFORMATION

If you look below the names of the patients, you will see a little check box on the left titled Show All Your Patients. When this box is checked, all of your patients will be listed. As your patient list grows to hundreds of patients, you may not want to hunt through the list each time looking for a particular patient. PC-Kits has a more efficient way to find patients as the size of your patient list grows.

If you uncheck the box by clicking on it, the following will happen:

1. All of the patient names will disappear.
2. The Patient Last Name box (located just above the list of names) will light up and become active.

To look for a particular patient, just be sure the Show All Your Patients check box is unchecked, then begin typing in the last name. As you type, the names that match what you are typing will begin to appear. To try this with Daniel Theil’s patients, do the following:

1. Remove the X in the Show All Your Patients check box by clicking it.
2. All the patient names should disappear.
3. A blinking cursor should appear in the Patient Last Name box.
4. Type the letter “P” and see what happens.

As you type more of the name you are looking for, the list of names appearing will become smaller.

When you have finished this section, recheck the Show All Your Patients check box so all the patients are showing.

THE OFFICE CARD

If you have not done so, click on the routine titled “Early Disc Lesion” for the patient Miles Around. Let’s view this routine with the Print Preview Routine function. (See Page 12 of the tutorial.) When finished, click on the Exit Preview button.

PC-Kits has a card called an Office Card. In this Routine, it is the card in the lower right corner. This card contains all the necessary information about the office. It also has room for additional comments. (See the Complete User Guide or Help files to learn how to set up an Office Card.)

BLANK CARDS

PC-Kits also contains blank cards. Blank cards allow you to add additional text or comments to an exercise routine. (See the Complete User Guide or Help files to learn how to use a blank card.)
EXERCISE TRACKING GRID

With PC-Kits, you can create Exercise Tracking Grids your patients can use to record their performance. The Tracking Grid can be customized to meet a variety of needs. Let’s create a Tracking Grid and see how it looks.

1. From therapist Daniel Theil, select the patient named Miles Around.
2. Click on the routine titled “Reduced Lumbar Extension.”
3. Click on the Print icon.
4. Click on the Tracking Grid box so check appears in the box.
5. Click on the Tracking Grid tab.
6. Change the Duration to 30 days.
7. Click on the Week Days button.
8. Click on the days of the week and highlight Mon, Wed, and Fri.
9. Click on the Advance Tracking Grid tab.
10. Type the following:
    a. Row 1: Reps — 5-10
    b. Row 2: Sets — 2
    c. Row 3: Twice a day
11. Click OK to finish creating the grid.
12. Click OK to print.

MULTI-PAGE ROUTINES

From therapist Daniel Theil, click on the patient Carl Johnson. He has only one routine, which is partially displayed on the Routine Page. Notice at the top of the routine, there are two page tabs. To view the exercises on page 2, click on the Page #2 tab. If you would like, view this routine with Print Preview. (To create multiple-page routines, see the Complete User Guide or Help files.)

SPLIT CARD LAYOUT

From therapist Daniel Theil, click on the patient Sally Ferguson. She has only one routine, which is displayed on the Routine Page. Her routine was created with a Split Layout. You can Print or Print Preview this routine. As mentioned earlier, the Split Layout is used when a lot of additional text must accompany an exercise. (See Help files for creating exercise routines with the Split Layout.)
1. Exit Patient Histories by clicking on the End Browsing tab or the Exit Histories button next to the Therapist box.

2. If the Routine Page is not blank, click on the Create New Routine icon to clear the routine (next to Print icon). You may also place the mouse on the Routine Page and use the Context-Sensitive menu and select the New Routine option.

BOOKMARKS
(Be sure Daniel Theil is the currently selected Therapist)

Daniel has been using PC-Kits for some time. There are many exercises he uses frequently. He does not like to have to search for these exercises every time he needs them. By Bookmarking his favorite exercises, he can retrieve them directly without having to search the database of exercises. Here is how it is done.

1. Go to the main Menu Bar and click on Bookmarks.
2. From the drop-down menu, click on View Bookmarks.
3. The View Bookmarks dialog box will appear.

When this dialog first appears, all the bookmarks saved by Daniel Theil are listed. Each therapist sees only the bookmarks they have saved. The Kits and Sections drop-down list boxes, located at the top, are used to find specific bookmarks. There is a Lumbar Rotation exercise Daniel frequently gives to patients. Let’s use the bookmark feature to find this exercise. With the View Bookmarks dialog box showing:

1. Click on the arrow on the Kits drop-down list box.
2. Click on Orthopedic.
3. Click on the arrow on the Sections drop-down list box.
4. Click on Back.
The second exercise in the list on the left is the exercise Daniel wishes to use.

5. **Click** on the *Lumbar Rotation Non-Weight Bearing* title.

6. **Click** on the **Use Card** button.

7. The **Edit Exercise** dialog box will appear. (See below.)

**CUSTOMIZED CARDS**
Not only does Daniel use this exercise frequently, he uses four different variations of this exercise. *PC-Kits* lets the therapist modify a card and save those modifications with the original exercise card. These modified cards are called *Customized Cards*. Daniel has created four different versions of this card and saved them as customized cards.

When an exercise card contains customized cards, the *Customized Cards* drop-down list appears above the card, just above the *Edit Text* tab. *Clicking* on the arrow of the drop-down list box displays the names of the customized cards. When you *click* on a name, that customized card will appear in the *Edit Exercise* dialog box.

![Edit Exercise dialog box](image)

This lets the therapist choose a modified card for immediate use. It is not necessary to retype the modifications every time a card is needed.

Any modifications made to a card by a therapist are only seen by the therapist who made the modifications. The Administrator can modify cards in such a way that they will appear in every therapist’s area. (See the *Help* file sections on *Customized Cards* and *Administrator*.)

*Click* on the arrow to look at the list of customized cards Daniel has created for this exercise. When you are done examining these cards, do the following to prepare for the next section.
To prepare for the next section:

1. Close the **Edit Exercise** box by **clicking** on the **Cancel** button.

2. Close the **View Bookmarks** box by **clicking** on the **Close** button.

3. If there are any exercises on the **Routine Page**, clear them by **clicking** on the **Create New Routine** icon and **clicking** on the **NO** button.

4. Go to the **Therapist** drop-down list box, open the list of therapists, and **click** on your name.

5. Your name should now be showing in the **Therapist** box.

6. Be sure the **Orthopedic Kit** is the selected kit.
   If it is not, select it and select **English** language.

7. **Click** on the **Shoulder** tab.

**CREATING A BOOKMARK**

1. From the **Menu Bar**, **click** on **Bookmarks**.

2. If you click on **View Bookmarks** you will get the message saying **No exercises have been bookmarked**. This is because you have not yet created any bookmarks.

Bookmarks can be created from many different places in **PC-Kits**. Let’s bookmark two exercises from different places in **PC-Kits**.

**A. From the Exercise Page**

1. **Click** on a shoulder exercise on the **Exercise Page**.
   That exercise should become highlighted.

2. **Click** on the small **Paper Clip** icon in the lower right corner of the **Exercise Page**. This is the **Bookmark** icon.
3. The **Set Bookmark** dialog box will appear.

![Set Bookmark dialog box]

4. You must name the bookmark before it can be saved.
   
   a. You can use the name in the **Title** box. (This is the original card name.)

   **OR**

   b. You can create your own name, typing another name in the **Title** box.
   (The old name will disappear.)

5. After you have named the Bookmark, **click** on the **Set** button.

**B. From the Edit Exercise dialog box:**

1. **Double-click** on another shoulder exercise on the **Exercise Page**.
   The **Edit Exercise** dialog box will appear.

2. **Click** on the **Paper Clip** in the lower right corner of the **Edit Exercise** dialog box.

3. Finish the process described in Method A to bookmark this exercise card.

4. **Click** on the **Set** button.

*NOTE: If you want to bookmark an exercise you have edited, it must first be saved as a Customized Card. (See next page.) If the edited exercise card is not saved as a customized card before it is bookmarked, only the unedited version of the original card will be bookmarked.*

Now that you have bookmarked two exercises, try to view them. There are other ways to bookmark exercises. (See **Complete User Guide** or Help files.)
CREATING A CUSTOMIZED CARD

Creating a **Customized Card** is also very easy. By following the steps below, you will be able to create your own customized cards.

1. **Double-click** on an exercise on the **Exercise Page**.
2. The **Edit Exercise** dialog box will appear.
   
   *NOTE: All customized cards must be created from the Edit Exercise dialog box.*
3. Edit the card and make any changes you desire.
4. From the menu at the top of the **Edit Exercise** dialog box, **click** on **Customized Cards**.
5. When the drop-down menu appears, **click** on **Save As Customized Card**.
   The **Create Customized Card** dialog box will appear.

![Create Customized Card dialog box](image)

6. Give your customized card a name and **click** the **Save** button.
7. The **Customized Cards** drop-down list box will appear above the exercise.
   This list can be used to retrieve any customized cards that have been created.
   It is also used to recall the original card to use in creating other customized cards.
8. **Click** on the arrow on the **Customized Cards** drop-down list box and view the list.
9. **Click** on the titles in the list and watch the cards change in the **Edit Exercise Card** dialog box.
10. To place a customized card in a routine, select it from the drop-down list and **click** on the **Place Card** button.
11. If you did not place your customized card onto the Routine Page, close the Edit Exercise box by clicking on the Cancel button.

12. Double-click on the exercise again on the Exercise Page and view your customized card by clicking on the Customized Cards Exist drop-down list.

A therapist sees only the customized cards he or she has created. All therapists view customized cards created by the Administrator.

There are many features associated with customized cards. (See the Complete User Guide or Help files.)

MALE AND FEMALE FIGURES

Several of the exercise collections have exercise figures in both male and female versions. When a collection has this option, a Change Gender button will appear next to the Browsing buttons at the bottom of the exercise page.

Click on this button to change all the figures on the Exercise Page to male or female. The Edit Exercise dialog box comes up with the gender of the figure showing on the Exercise Page at the time the exercise was selected. The gender of an exercise figure can also be changed in the Edit Exercise dialog box by clicking on the Gender button.

The Change Gender button does not effect any exercises that appear on the Routine Page.

ADDING YOUR OWN EXERCISES TO USER CREATED CARDS

PC-Kits allows you to add your own exercises to the program. They are stored in a Kit called User Created Cards. You can store line drawings or photographs in the exercise database. This feature has been disabled in the demo. You can, however, view exercise photographs that have been stored in the User Created Cards in this demo.

1. Click on Kits in the main Menu Bar.

2. Choose the last Kit in the list, User Created Cards.

3. You can use these exercises in a routine and print them.

Therapist Robert Young has a Saved Routines made with these exercises. If you want to, switch therapists and view this routine.
E-MAILING EXERCISE ROUTINES AND TRACKING GRIDS *

*PC-Kits* has the capability of e-mailing *Exercise Routines* and *Tracking Grids* to patients. *PC-Kits* creates PDF files to be e-mailed. The recipient must have a PDF viewer to see and print the information.

The *E-Mail* feature in *PC-Kits* is designed to work with most e-mail configurations. If unable to e-mail from *PC-Kits*, see the *Complete User Guide* to configure your e-mail settings.

Let’s create a routine and e-mail it to yourself or someone you know.

1. Create an *Exercise Routine* using red exercises.

2. There are three ways to use the *PC-Kits E-mail* feature:

   a. **Click** on the E-mail icon in the upper left corner

   OR

   b. Place the mouse over the exercise routine and **right-click**, select *Send To*…

   OR

   c. Select *File* from the main menu, then select *Send To*… from the menu, then select *Recipient*.

3. Any of these methods will bring up the *Exporting Options* dialog box.

   The *Header Information* will print out on the Routine and Tracking Grid. In the *Printout Selection* box, you must check which information you will e-mail. When finished specifying the information, click **OK**.
4. The **E-mail Routine** box will appear.

You can choose to provide an e-mail address or select a patient who has had an e-mail address entered as part of their patient information record. Patients who have not had their e-mail address entered as part of their record will not appear in this list.

Once you have completed specifying the desired information, **click OK**. Your e-mail program will appear. Type in any other information and send the e-mail to your client.

* Not available when running on a Mac.
VISUAL INDEXES AND THE GENERATE ROUTINE FUNCTION

PRINTING VISUAL INDEXES

Visual Indexes for each exercise collection can be printed. The Visual Index contains small drawings of all the exercises cards in a collection. Each drawing has a corresponding number. Let’s print a Visual Index. The Closed Chain Collection is the only collection in the demo that will allow a Visual Index to be printed. Do the following:

1. Go to the Kits menu.
2. Select the Closed Chain collection.
3. Select Print Visual Index...

It will take a little time to print the Visual Index. We will use this index for the Generate Routine function.

GENERATE ROUTINE FUNCTION

Let’s begin by clearing the Routine page. Click on the New Routine icon located in the upper left corner of the screen under the File selection in the main menu.

This function lets you enter the numbers from the Visual Index into the Generate Routine box and have PC-Kits create the routine for you. Let’s create a routine using the Visual Index and the Generate Routine function. Be sure the current Kit is the Closed Chain Collection.

1. Select Routines from the Main Menu.
2. Click on Generate Routine.
3. The Generate Routine box will appear.
4. Click on the Create Routine button.
5. Enter some numbers from the Visual Index into the Generate Routine box. Be sure spaces or commas separate the numbers. When finished, click on OK.

The routine will appear on the Exercise Page.

You can print a special form from the Generate Routine box to record the Kit and which exercise numbers you wish to use in the routine. This form has directions on the bottom. Once you fill out the desired information on the form, it can be given to an assistant or office staff to create the routine.
SUGGESTED SPORT ROUTINES AND TIP SHEETS

Many of the exercise collections contain Suggested Sport Routines or Tip Sheets. They are accessed by clicking on the Routines menu selection on the main Menu Bar then clicking on the Browse Suggested Routines menu item.

The Suggested Routines listing will appear on the Exercise Page, and the selected routine will appear on the Routine Page, as shown below.
The following options are available when working with Suggested Routines and Tip Sheets:

1. The Sections drop-down list box is used to select the desired Sport Routines or Tip Sheets.

2. The Languages drop-down list box is for selecting the language of a routine. 
   NOTE: Once the Use Routine tab is selected, the Languages drop-down list box will not alter the routine. The desired language must be selected before the routine is used.

3. The Change Gender button changes the figures in the routine to and from male and female. NOTE: Once the Use Routine tab is selected, the Change Gender button will not alter the routine. The desired gender must be selected before the routine is used.

The default layout for suggested routines is six exercises per page. This can be changed at any time by right-clicking on the routines and choosing another layout. However, it is suggested the changes be made before the Use Routine tab is selected. Changing layouts in the suggested routines before the routine is selected offers some options not available in changing the layouts once the Use Routine tab has been selected.

Now that you have been introduced to the basic features of PC-Kits, go ahead and create some of your own routines. Remember, only the red exercises will print on a printer. All routines created with any exercises can be viewed with the Print Preview function. Good Luck!
ADDITIONAL FEATURES OF PC-KITS

The features presented in this guide are the basic functions necessary to create, store, and print exercise routines. There are numerous other features designed to make the process easier, quicker, and more efficient.

Bookmarks

Bookmark your favorite exercises to quickly recall them when you want to use them to create an exercise routine.

Custom Cards

When you edit the caption of an exercise you can save those changes by creating a custom card. No need to re-edit an exercise every time you need to use it for a routine.

Generate Routine Feature

Use the Generate Routine feature to let your staff easily create an exercise routine for your patient. Spend more time with your patients, less time with administrative tasks.

Add Your Own Special Exercises to the Exercise Database

You can add your own exercises to PC-Kits. You can add digital photos or line drawings of your own exercises to the exercise database. Look at the user cards in the Demo and you will see photos that have been added to PC-Kits.

HIPAA Compliancy Features

PC-Kits has password protection and an audit log for full HIPAA compliancy.

Other Features Include:

- Deactivate or Purge Inactive Patients
- Backup & Restore Utility
- Chart Copy for Patient Records
- Multiple Tracking Grids
- Custom Card Viewer
- Export Exercise Routines as PDF Files
- Printable Visual Index
- Network Version

See the Help file or PDF Complete User Guide to learn how to use these features.