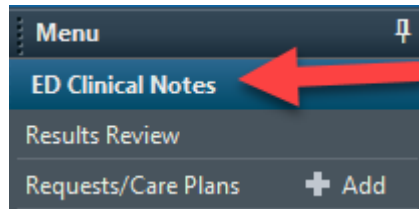# Setting Contextual View on mpages

1.	Select ED Clinical Note or Clinician Workflow from the left-hand main menu
2.	Select a tab relative to the workflow your documenting from the adjacent, top right-hand side window
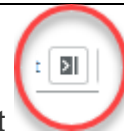
(FirstNet)

Or

(PowerChart) |
| 3. | If you are unable to see this icon to the far right of the component

Use your Ctrl and – (minus) key to reduce the resolution |

4. Select this bold arrow ⏭ to move your text segments, over to the right creating two independent columns.

5. You can now scrol down the middle column using the sliders to view, copy, tag information, while the second column remains static to document in the free text boxes.

6.	Remember you can set up **'Auto Text'** to assist you within these text boxes

7.	Should you wish to return these segments back to one column, then click back on the bold arrow icon