Why You Use Folders.
Folders are storage areas where HealthSheets can be organized by topic or need. When folders are created, they can be nested up to three levels deep.

Folder Functionality.
When you have specific documents that you use often, add them to a folder you have created. This will allow users to go directly to a folder to perform the following actions on some or all of the documents in one operation:

- Add to the Education Cart
- Personalize and Print
- Print

Education Cart
Documents can be added to the Education Cart from the Folders. The documents in the Education Cart can be arranged to print in sequential order or added to a folder.

The Education Cart operates as your online “shopping cart.” It will automatically empty when you log out of the KOD program or close your Internet browser.

Add content to the Education Cart:
1. Select a document(s) that you want to add to the Education Cart from Folders.
2. Select Add to Education Cart from the Action dropdown and click Go.
3. Click on the Education Cart tab to view the content in the cart.
4. Choose an Action from the dropdown menu to apply to the documents.
**Dropdown Menus**

When viewing a HealthSheet, you have access to dropdown menus. The menus include options that can be applied to the document — Print, Add to Folder or Add to Education Cart.

**Personalize and Print a Document**

A HealthSheet can be printed with a patient’s name and instructions on the document. This section also allows you to enter your program information.

**Personalize and Print**

1. Select **Personalize and Print** from the Action dropdown and click **Go**.
2. Enter patient’s name.
3. Add notes to be included on all documents.
4. Add specific notes to each document.
5. Click on the **Print** button.

**Personalize and Print Multiple Documents**

This Action option allows you to personalize HealthSheets for a patient. You can add the patient’s name and notes, or your program contact information, to each document that is printed.

**Personalize and Print** is available in the Action dropdown menu ‘Action for Selected Items’ for documents present in a folder, education cart or search results list.

**Dropdown Menus**

When viewing a HealthSheet, you have access to dropdown menus. The menus include options that can be applied to the document — Print, Add to Folder or Add to Education Cart.

The following actions can be performed from the Action dropdown and clicking the Go button:

1. **Print** the current HealthSheet.
2. **Add to Folder** adds the current HealthSheet to a new or existing folder.
3. **Add to Education Cart** stores the HealthSheets in the cart, a temporary storage place for aggregating patient education material without permanently storing them in a folder.

**Personalize and Print a Document**

A HealthSheet can be printed with a patient’s name and instructions on the document. This section also allows you to enter your program information.

To personalize and print a sheet while you are viewing it:

1. Enter the patient’s name and instructions in the text boxes provided at the top of the document.
2. Select **Print** from the Action for Selected Items dropdown.
3. (Optional) Select the **Text Size** (the default is Normal, 12 point font).
4. Click the **Go** button to print the HealthSheet. When the print dialog box appears, click Print or OK.