

Online Physio Tools – Quick Reference Guide

- **Changing Language**

Select your exercise/s

Edit page → *Language* (NB it will only change the default text)

- **Changing picture to show right or left side as required**

Edit page

Select *Mirror Image* Icon 

- **Changing drawing to picture images**

Select your exercises

Edit Page – click the photograph icon

(If you right click this icon it will change the whole programme to photographs)



- **Exercise Videos**

Click on icon at top left hand corner of the exercise to play



- **Emailing Programmes**

Once you have selected your programme go to *Print preview*

On the right click *email*

Enter patient email address & validity time period (you can email both pictures & videos)

(NB this requires you to input an email address – input *noreplymskphysio@ggc.scot.nhs.uk*)

- **Importing your own pictures**

Click *Create Handout* → *New* → *Get picture* → *Browse*

Write your instructions in the text box

You can select who can see the picture:

Picture visible for:



For me



For my site: (Gartnavel General Ho...)



For all: (NHS Greater Glasgow & Clyde)

Then assign keywords & save under a particular module, then click *Finish*.



The exercise will be saved in the *My Templates and Pictures* section.

- **Selecting what you see on your home page**

In the library page, bottom right hand corner click the blue *Main Library* box

You can highlight any modules you wish to appear in your *My Library* section

- **Setting your favourites**

- Click the  at the bottom right hand corner of the exercise image to save it to your favourites section
To find your favourites, click the  on the library section