

**PhysioVideo, Inc.
User's Manual
v3.0
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Table of Contents

1. WELCOME	4
1.1. Contacting PhysioVideo.....	4
1.2. Purchasing the Browser.....	4
1.3. Speeding Up the Program.....	5
1.4. Improving the Print Quality.....	5
2. PATIENTS	5
2.1. Selecting a Patient.....	5
2.2. Enter a New Patient.....	5
2.3. Edit a Patient's Name and ID.....	5
2.4. Delete a Patient.....	5
3. EXERCISE PROGRAMS	6
3.1. Building an Exercise Program.....	6
3.2. Adding an Exercise to the Patient's Program.....	6
3.3. Deleting an Exercise from the Patient's Program.....	6
3.4. Modifying an Exercise.....	6
3.4.1. Editing the Exercise Text.....	6
3.4.2. Play a Move of the Exercise.....	6
3.5. Viewing Specific Exercises in the Library.....	7
4. PRINTING	7
4.1. Standard Patient Handout.....	7
4.2. Large Format Patient Handout.....	7
4.3. Exercise Instruction Cover Sheet.....	7
4.4. Patient Record Report.....	8
4.5. Video Tape Order Form.....	8
4.6. Report Heading.....	8
5. PROTOCOLS	8
5.1. Protocols.....	8
5.2. Add a New Protocol.....	8
5.3. Delete an Existing Protocol.....	9
5.4. Edit an Existing Protocol.....	9
6. CONFIGURING YOUR COMPUTER	9
6.1. Epson Printer Setup.....	9
6.2. HP Printer Setup.....	9
6.3. Clinic Information.....	9
7. EXERCISE LIBRARY	10
7.1. Exercise Editor.....	10
7.2. Edit the Default Exercise Values.....	10

7.3.	Short Description.....	10
7.4.	Long Description.....	10
7.5.	Exercise Editor Joint View.....	10
7.6.	Exercise Editor Pattern View.....	10
7.7.	Exercise Editor Type View.....	10
7.8.	Specify the Exercise Icon.....	10
7.9.	Exercise Editor Picture.....	11
8.	IMAGE EDITOR.....	11
8.1.	Add a Picture to the Exercise Handout.....	11
8.2.	Import an Existing Image File.....	11
8.3.	Import an Image from a Scanner or Camera.....	11

1. Welcome

Thank you for your interest in the PhysioVideo Exercise Browser. The Browser allows you to quickly and easily build home exercise programs for your patients to follow. Some of the browsers' features include:

- Medium and large-size printouts.
- Integrated Image Editing program to add your own exercises.
- Hundreds of exercises to choose from.
- Stores frequently used exercise protocols.
- Uses three real photographs per exercises.

We suggest you review *Configuring Your Computer* for optimal browser performance and printed report quality.

Please call us at 781-255-2053 with any questions.

*Thank you,
The employees of PhysioVideo, Inc.*

1.1. Contacting PhysioVideo

Our office hours are 8:30AM to 5:00PM East Coast Time Monday through Friday.

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1.2. Purchasing the Browser

When you first install the PhysioVideo browser it will run in demo mode. In demo mode all features of the program are active for you to evaluate. The only difference is that in demo mode when you print an exercise program the browser will print a single sheet with four pre-selected exercises. When you purchase and activate the program, the browser will print all of the exercises you select.

Each time the program is started in demo mode it displays the Activation Screen. To purchase the program, press the Print Registration button. The Browser will print an activation form which you should FAX to PhysioVideo. We will FAX you back the activation codes for the Browser. When you receive the activation codes you will enter them in the two spaces on the Activation form.

1.3. Speeding Up the Program

The Exercise Browser runs best when the computer display is set to greater than 256 colors:

1. Select **Start, Settings, Control Panel**.
2. Select the **Display** Icon.
3. Select the **Settings** Tab.
4. Select the **Color Palette** pull-down list and choose an item greater than 256 colors.

1.4. Improving the Print Quality

We've found the best speed and print quality performance is obtained by using a premium InkJet quality paper (not the more expensive glossy photo paper) and setting your printer to 720 DPI.

2. Patients

2.1. Selecting a Patient

The first step in creating an exercise program is to select a patient. From the main Browser screen, push the PATIENT button. The Browser will display the patient selection screen. To select the patient, highlight their name and press OK.

Tips

- When selecting a patient, you can begin typing the patient's last name and the browser will automatically search the patient list for a match.
- To sort the list of patients by ID, simply click on the ID column header.

2.2. Enter a New Patient

1. From the PVI main window, press the PATIENT button.
2. The Browser will display the Select a Patient Screen.
3. Press the NEW button.
4. The Browser will display the Patient Information Screen.
5. Enter the patient's information and press OK.

2.3. Edit a Patient's Name and ID

Note the Browser saves a single copy of the patient name and ID. Any changes to their name and ID will appear on all of the stored exercise programs for that patient.

1. From the PVI main window, press the PATIENT button.
2. The Browser will display the Select a Patient Screen.
3. Select the desired patient.
4. Press the Edit button.
5. The Browser will display the Patient Information Screen.
6. Edit the patient's information and press OK.

2.4. Delete a Patient

Note the Browser saves a single copy of the patient name and ID. Any changes to their name and ID will appear on all of the stored exercise programs for that patient.

1. From the PVI main window, press the PATIENT button.

2. The Browser will display the Select a Patient Screen.
3. Select the desired patient.
4. Press the Delete button.
5. The Browser will ask you to confirm deletion of the patient.
6. Press Yes to delete the patient and all of their stored exercise programs.

3. Exercise Programs

3.1. Building an Exercise Program

Once you have selected a patient you can enter an exercise program for them. From the main Browser Screen, press the Exercises button. The Exercise Selection Screen is divided into four major sections, the Exercise Library, the Patient's Exercise Program, the View Lists and the Command Buttons.

3.2. Adding an Exercise to the Patient's Program

There are two ways to add an exercise to the patient's program.

1. Click on an exercise in the Exercise Library.
2. While you are holding the mouse button down, drag and drop the exercise into the Patient's Exercise Program.

Or

1. Double-click on an exercise in the Exercise Library.
2. From the Exercise Parameters Window, set the number of repetitions, hold time, and sets for the patient to perform.
3. Press OK to add the exercise to the Patient's Exercise Program.

3.3. Deleting an Exercise from the Patient's Program

There are two ways to add an exercise to the patient's program.

1. Click on an exercise in the Patient's Exercise Program.
2. Press the Delete key.

Or

1. Click on an exercise in the Patient's Exercise Program.
2. While you are holding the mouse button down, drag and drop the exercise into the Exercise Library.

3.4. Modifying an Exercise

The Exercise Browser allows you to modify the number of repetitions, hold time, number of sets, and text under each exercise. To modify an exercise, double-click on the exercise picture. The Browser will display the Exercise Parameters form.

3.4.1. Editing the Exercise Text

The exercise text appears below each picture. When entering the exercise text do not press the Enter key at the end of the line. The browser will automatically word-wrap the text at the end of each line and adjust the text placement based on whether you are printing a standard or large format patient report.

3.4.2. Play a Move of the Exercise

PhysioVideo allows you to order video tapes of the patient's exercise program. The movie player control panel allows you to play a sample one-repetition movie of the exercise.

Left Arrow	Move back one frame.
Right Arrow	Move forward one frame.
Play Button	Play to the end of the movie.
Pause Button	Pause the movie.
Slider	Move forward and backward through the movie.

3.5. Viewing Specific Exercises in the Library

The Browser view lists allow you to view a sub-set of the exercises in the library. This is helpful when searching for exercises for a specific joint, pattern, or type.

Example:

- If you select Shoulder the Exercise Library will only display Shoulder Exercises.
- If you select Shoulder and Extension the Exercise Library will only display Shoulder Extension Exercises.
- If you select Shoulder and Extension and Resisted the Exercise Library will only display Resisted Shoulder Extension Exercises.

Tips:

- You can multi-select the view lists. If you click on Ankle and then hold the Ctrl key while you select knee, the Exercise Library will show both Ankle and Knee exercises.
- When you Select a Joint, the Pattern and Type view lists only show exercises for that joint. When you select a Pattern, the Type view list only shows Types for that Joint.

4. Printing

4.1. Standard Patient Handout

The PhysioVideo Browser standard patient handout shows three pictures of each exercise along with a description of each step below the photographs. The handout contains four exercises per page. To print the handout.

1. Select File, Print, Exercises 4/page.

Or

1. Press the Print button.

4.2. Large Format Patient Handout

The PhysioVideo Browser standard patient handout shows three large-size pictures of each exercise along with a description of each step below the photographs. The handout contains two exercises per page. To print the handout.

1. Select File, Print, Exercises 2/page.

4.3. Exercise Instruction Cover Sheet

The PhysioVideo browser can print a cover sheet with each exercise program. The cover sheet provides basic guidelines for the patient to follow while exercising. To enable printing of the cover sheet.

1. Select File, Preferences.
2. Select the Print Patient's Cover Sheet option.

To Edit the Exercise Instruction Cover Sheet.

1. Select File, Preferences.
2. Select the Edit button..
3. The browser will start the notepad editor.
4. Make any changes to the cover sheet and select File, Save then File, Exit.

4.4. Patient Record Report

The patient record report contains the:

- Patient name.
- Provider name
- Date of exercise prescription
- Frequency the exercises are to be performed.
- List of exercises prescribed.

This provides a convenient report to be placed in the patient's chart.

4.5. Video Tape Order Form

Many of the exercises included with the PhysioVideo browser are available on video tape. The video tape order form contains the billing and shipping information along with the items ordered. To print the Video Tape Order Form:

1. Press the Video button to enter the shipping and billing information for the video tape order.
2. Select File, Print, Video Order.
3. FAX the video tape order to PhysioVideo. The FAX number printed at the bottom of the video tape order page.

4.6. Report Heading

The Report Heading is set from the Clinic Information page.

5. Protocols

5.1. Protocols

Protocols are stored collections of exercises which can be quickly recalled for patients. Typically providers create protocols for specific pathologies, e.g. ACL Phase I or Low Back Strengthening. You can Add, Edit, and Delete protocols from the Protocol Editor. To start the Editor, select Tools, Protocol Editor from the Browser Menu Bar.

5.2. Add a New Protocol

1. Select Tools, Protocol Editor for the Browser Menu Bar. The Browser display the Protocol Editor screen.
2. Press the New button to add a new protocol. The Browser will display the exercise selection screen.
3. Select the desired exercises and press OK from the Exercise Selection Screen.
4. The Browser will ask for a name for the new protocol. Enter the name and press OK.

5.3. Delete an Existing Protocol

When you delete a protocol, the browser delete the protocol from the protocol database. All previous patient records which used that protocol will remain unchanged.

1. Select Tools, Protocol Editor for the Browser Menu Bar. The Browser display the Protocol Editor screen.
2. Use the pull-down Name list to select the protocol you want to delete.
3. Press the Delete button. The Browser will delete the protocol.

5.4. Edit an Existing Protocol

When you edit a protocol, the browser edits the protocol in the protocol database. All previous patient records which used that protocol will remain unchanged.

1. Select Tools, Protocol Editor for the Browser Menu Bar. The Browser display the Protocol Editor screen.
2. Use the pull-down Name list to select the protocol you want to edit.
3. Press the Edit button. The Browser will display the protocol in the exercise selection screen.
4. Select the desired exercises and press OK from the Exercise Selection Screen.
5. The Browser update the protocol with the new list of exercises.

6. Configuring Your Computer

The browser utilizes high-resolution color images for the patient sheets. For the best program operation, please review the following two topics.

6.1. Epson Printer Setup

The following procedure describes how to set the paper and printer quality for the Epson 640 Color-Inkjet printer. The procedure for other Epson inkjet printers should be similar.

1. Select **Start, Setting, Printers**.
2. Right-click on your InkJet printer and select **Properties**.
3. Select the **Main** tab.
4. Set the **Media Type** to Photo Quality Ink Jet Paper.
5. Set the **Speed** to 720dpi.

6.2. HP Printer Setup

The following procedure describes how to set the paper and printer quality for the HP 600C Color-Inkjet printer. The procedure for other HP inkjet printers should be similar.

1. Select **Start, Setting, Printers**.
2. Right-click on your InkJet printer and select **Properties**.
3. Select the **Details** tab.
4. Set the **Paper Type** to Photo Quality Ink Jet Paper.
5. Set the **Print Quality** to Best.

6.3. Clinic Information

The clinic information page contains:

- Name and phone number to be printed at the top of each handout.
- Default Shipping and Billing information used for Video Tape orders.

To set the clinic information:

1. Select File, Clinic Information.

Note: The Shipping and Billing information are limited to 5 lines.

7. Exercise Library

The PhysioVideo Exercise Library contains hundreds of exercises for you to choose from. You can add new exercises to the library, edit the existing exercises, or delete exercises.

7.1. Exercise Editor

The Exercise Editor allows you to specify all of the parameters associated with an exercise. It is divided into four major sections: Description, View, Options, and Pictures and Text.

7.2. Edit the Default Exercise Values

When you change an exercise in the Exercise Selection form the new values are saved with the current patient's exercise program. Use the Tools, Library Editor command to change the default exercise selection so the new values appear with every patient.

7.3. Short Description

The Short Description appears under the exercise icons in the Exercise Selection form. The Short Description is limited to 15 characters.

7.4. Long Description

The Long Description appears on the printed patient exercise hand-outs. The Long Description is also displayed on the status bar when you move the mouse over an exercise in the Exercise Selection form. The Long Description can be up to 50 characters.

7.5. Exercise Editor Joint View

Select the appropriate joints from the Joint view list. You can enter an exercise under multiple joints by multi-selecting the Joint list. For example, you might add Hip Flexion in Supine under Knee and Hip. When selecting exercises for the patient if you select Knee or Hip the Hip Flexion exercise would be displayed in the Exercise Choices window. To add a new Joint to the list of options press the Add button. After adding a new joint to the list you must still highlight the joint to associate it with the current exercise.

7.6. Exercise Editor Pattern View

Select the appropriate pattern from the Pattern pull-down list. To add a new Pattern to the list of options, simply type it into the pull-down list.

7.7. Exercise Editor Type View

Select the appropriate Type from the Type pull-down list. To add a new Type to the list of options, simply type it into the pull-down list.

7.8. Specify the Exercise Icon

The Exercise Library displays a small picture for each exercise. The Used Selected Icon button allows you to specify which picture will be displayed in the Exercise Selection window.

7.9. Exercise Editor Picture

The exercise editor Picture allows you to select the picture which appears on the patient hand-out. To select a picture, double-click on the picture and switch to the Image Editor Program.

8. Image Editor

The PhysioVideo Image Editor is a full-feature graphic import and image editing program.

8.1. Add a Picture to the Exercise Handout

1. From the Exercise Editor, double-click in the box for the picture you want to add. This tells the Image Editor where to save the new picture.
2. Switch to the Image Editor program.
3. Use the Image Editor File, Open command to open a picture from your Hard Disk or CD-ROM. Use the Twain command to import a picture directly from a digital camera or scanner.
4. Edit the picture using the Image Editor.
5. Use the File, Update Library command to save the picture in the Exercise Library.

8.2. Import an Existing Image File

The Image Editor can accept files in a number of different graphics formats, including, BMP, TIFF, PCD, and FPX.

1. From the Image Editor select File, Open.
2. Use the Open dialog box to search for the desired file.

8.3. Import an Image from a Scanner or Camera

The Image Editor supports the TWAIN protocol for image interchange. To import an image:

1. Select File, Select TWAIN Select Source.
2. The program will display a list of TWAIN devices registered on your system. Select the device you want to use.
3. Select TWAIN acquire.
4. Use the application software from your TWAIN source to select and transfer the image.

Index

A	
Add a New Protocol.....	10
Adding an Exercise to the Patient's Program.....	7
B	
Building an Exercise Program.....	7
C	
Clinic Information	12
Configuring Your Computer	10
Contacting PhysioVideo.....	4
D	
Delete a Patient.....	6
Delete an Existing Protocol.....	10
Deleting an Exercise from the Patient's Program.....	7
E	
Edit a Patient's Name and ID.....	6
Edit an Existing Protocol.....	10
Enter a New Patient.....	6
Epson Printer Setup	11
Exercise Editor	13
Exercise Editor Description	14
Exercise Editor Options	15
Exercise Editor Pictures and Text	15
Exercise Editor View	14
Exercise Instruction Cover Sheet.....	9
Exercise Library	13
H	
HP Printer Setup	11
I	
Image Editor	14
Improving the Print Quality.....	5
L	
Large Format Patient Handout.....	8
M	
Modifying an Exercise.....	7
N	
NewTopic 1.....	10
P	
Patient Record Report.....	9

Protocols.....	10
Purchasing the Browser.....	4
R	
Report Heading.....	9
S	
Selecting a Patient.....	6
Speeding Up the Program.....	5
Standard Patient Handout.....	8
V	
Video Tape Order Form.....	9
Viewing Specific Exercises in the Library.....	8
W	
Welcome.....	4