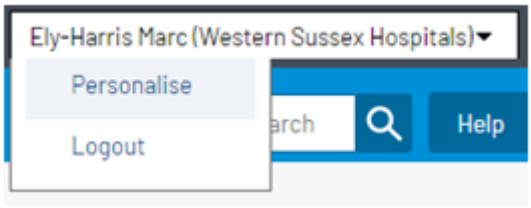
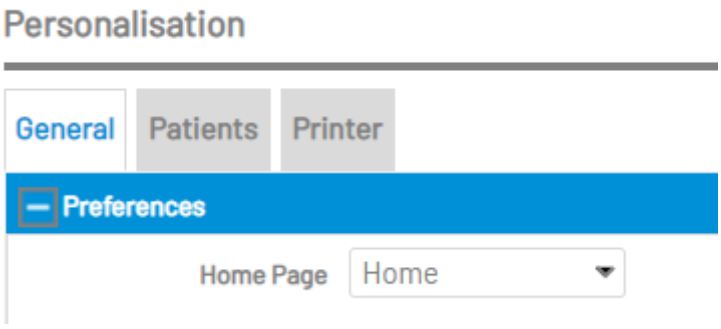
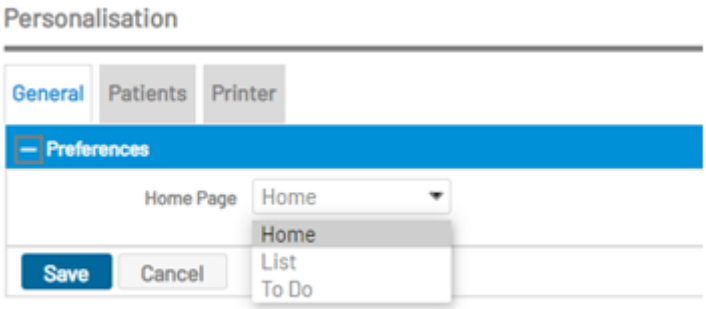
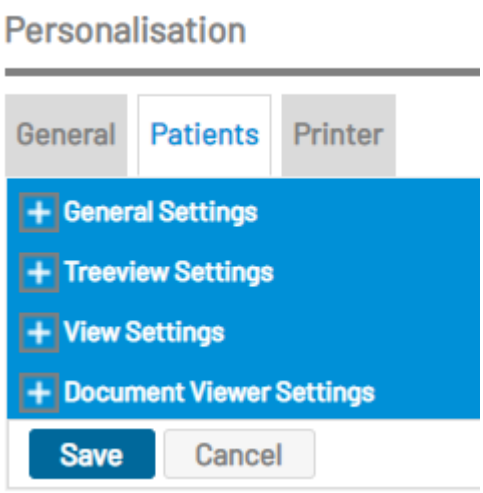
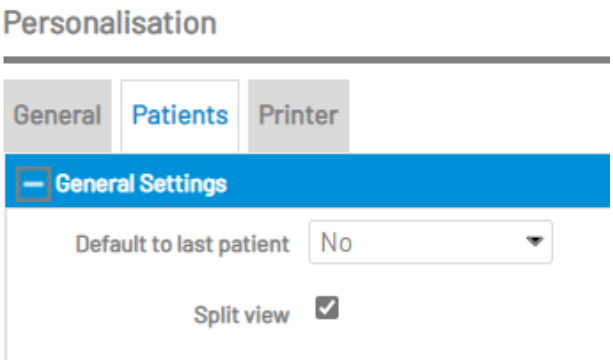
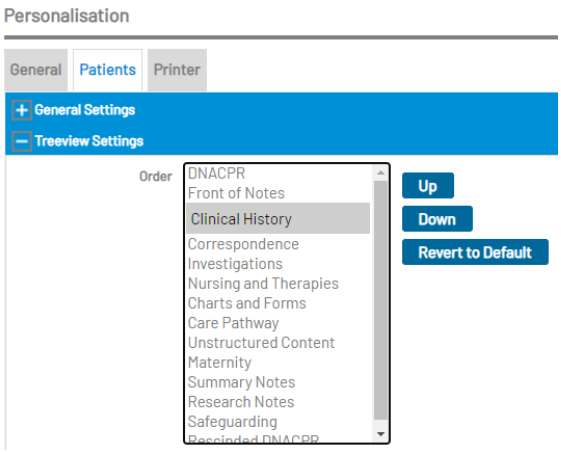
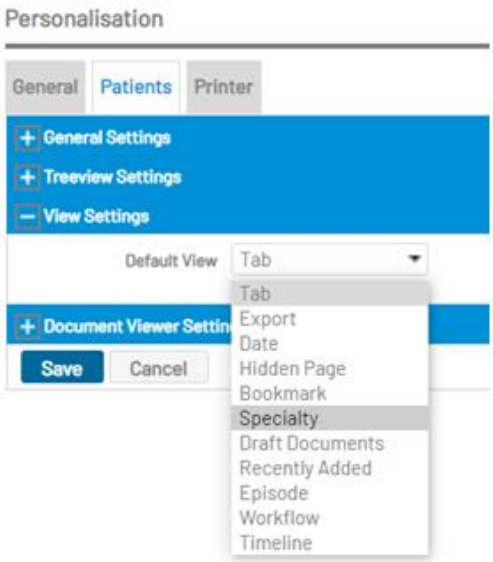
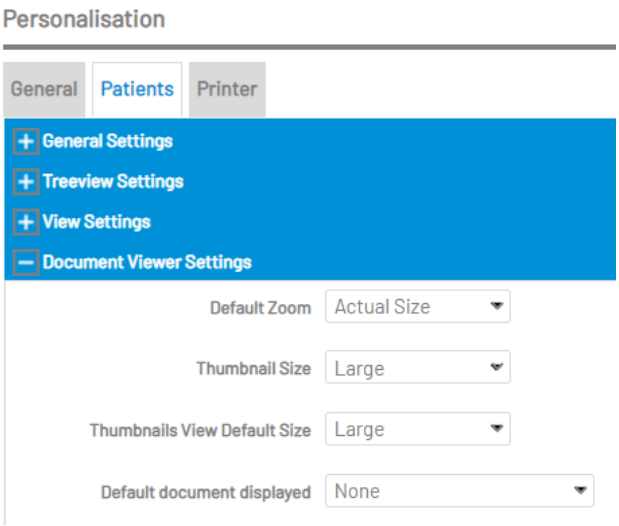
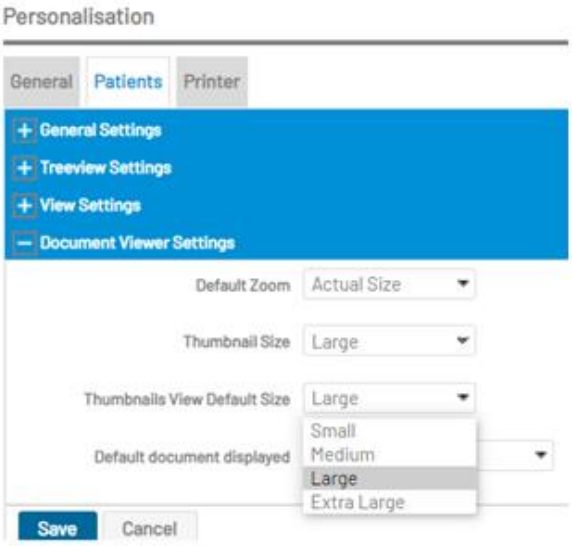
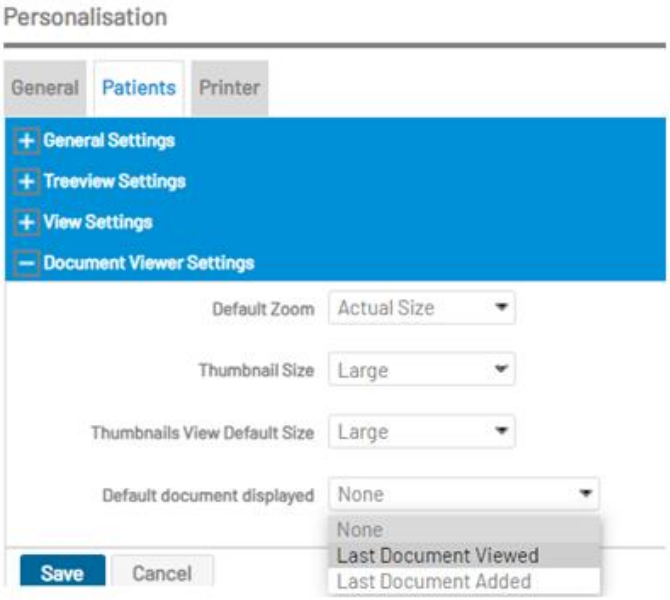
Personalising Evolve	
The following crib sheet will explain how to personalise Evolve for it to default to a specified view of your choice	
Changing your Home Page	
Click on the arrow next to your name on the top right hand side of the tool bar. Select **Personalise**	
Select **General**. Click on the arrow to reveal the drop down information	
Select the page you wish to make your new home page. This will be the first page you see when you login	
Click on **Save**	
For the changes to take affect close Evolve and reload the page	
Changing the View Settings	

Personalising Evolve	
Select the **Patients** tab and click **General Settings**	
Ensure this is defaulted to **No**. This will prevent the wrong information being stored within the wrong patient's notes	
Split view provides you with the ability to review a second document while completing an eForm or Living Form. You can untick if you don't want to use this	
Select **Treeview Settings**. This function allows you to change the order of the tabs under your user access only. It is a useful tool to use for the tabs you visit frequently. Click on a tab e.g. Clinical History and use the **Up** or **Down** buttons on the left to move into position	

<table>
<tr><th colspan="2">Personalising Evolve</th></tr>
<tr><td>Select View Settings. From the drop down select the view you wish the patients case note to open within. Selecting Tab view is favoured as this view gives better visibility of documents in the DNACPR and Front of Notes folders and is recommended by CCIO</td><td> 
</td></tr>
<tr><td colspan="2">Changing Default Zoom</td></tr>
<tr><td>To change the default zoom for every document, select the Patients tab and then Document Viewer Settings. Under Default Zoom select required option e.g. to make pages bigger by default, select Actual Size</td><td> 
</td></tr>
<tr><td colspan="2">Changing Thumbnail Views</td></tr>
</table>

Personalising Evolve	
Select **Thumbnails View Default Size**. Changing this will change the size of the documents within the viewing pane e.g. **Extra Large** will mean you won't always have to magnify to see the page	
Select **Default Document Displayed**. This will allow you to change the view for the document that was either last opened or last created	
Select **Save** to save any changes that you have made	