STEP 1: Take the cap off your MDI and shake the MDI well.

STEP 2: Sit up straight or stand up. Exhale fully, emptying your lungs as much as possible.

STEP 3: Hold the inhaler upright with the mouthpiece at the bottom and the top pointing up. Position it in or in front of your mouth. Be sure to keep your tongue out of the way of the spray.

STEP 4: Begin to inhale slowly and then activate the inhaler a split second later. Keep inhaling slowly and steadily for 3 to 5 seconds or until your lungs are full.

STEP 5: Hold your breath for 10 seconds. If you cannot hold your breath for 10 seconds, hold your breath as long as you can.

STEP 6: If you need to take another puff of medicine, wait 1 minute. After 1 minute, shake the MDI again and repeat steps 2 through 5.

STEP 7: Recap the MDI. If your medicine is a corticosteroid, rinse your mouth out with water after you have taken your last puff of medicine. Make sure you spit the water out—DO NOT SWALLOW IT.