

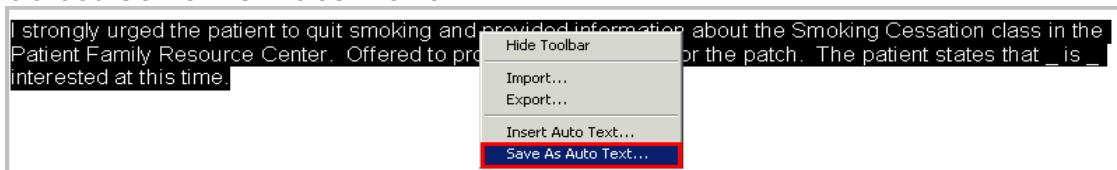
Create and Insert Auto Text

Auto Text allows you to quickly insert commonly used text into your note. The two ways to create Auto Text are described below.

Create Auto Text from within the note

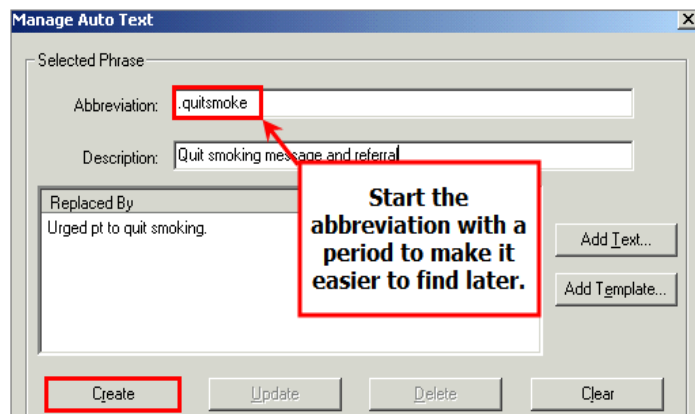
You can select useful text directly from a note you are writing and quickly create auto text which you can use in other notes.

1. Start a new note from Clinical Notes or PowerNote
2. Enter text into the note
3. Highlight the text you want to save
4. Right click on the highlighted area
5. Select **Save As Auto Text...**



6. In the Abbreviation field of the **Manage Auto Text** window, enter an easily recognizable abbreviation for the text (e.g. *.quitsmoke*)

Hint: Start all abbreviations with a period.



7. In the **Description** field, briefly describe the text
8. Click **Create**
9. Click **Close** at bottom of window

Create Autotext using the Manage Auto Text icon

This is especially useful if you wish to include templates or create spaces for patient specific information in your autotext.

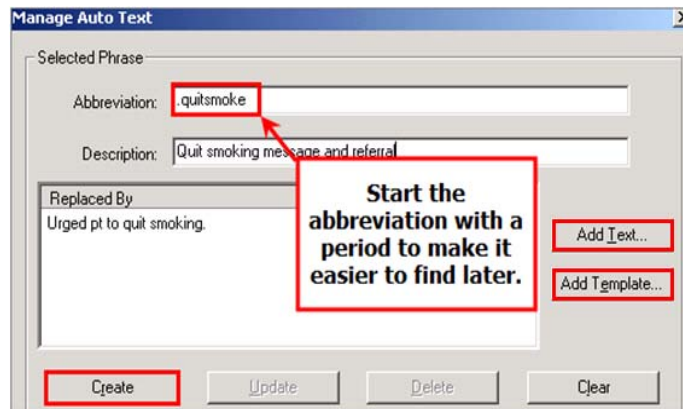
1. Start a new note from either Clinical Notes or PowerNote

- Click the **Manage Auto Text** icon



- In the Abbreviation field of the **Manage Auto Text** window, enter an easily recognizable abbreviation for the text (e.g. *.quitsmoke*)

Note: Start all abbreviations with a period



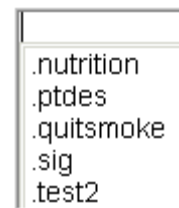
- In the **Description** field, enter a brief description of the text
- Click **Add Text**
- In the window that appears, type the text exactly as you want it to appear in your note. It can be as long or short as you want. You can paste text from another application into this window.

Hint: Insert an underscore _ anyplace you want to add patient specific information later. The F3 key can then be used to move the cursor from underscore to underscore in the note.

- You can also include a template in the Auto Text. Click **Add Template**, then select from the drop-down list. To add more text after the template, click **Add Text** and continue.
- Click **OK**
- Click **Create**
- Click **Close** at bottom of window

Insert Auto Text into Document

- In any type of note, enter the character with which you started your abbreviation (a period)
- Double click the **abbreviation** for the text you want to insert



Note: The text is now added to your note