




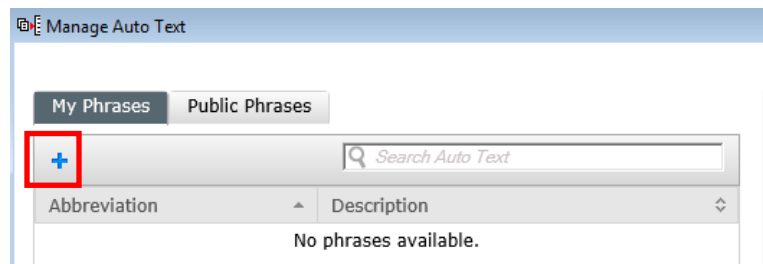
EMR Quick Reference Guide

Documentation - Set up and Insert Auto Text

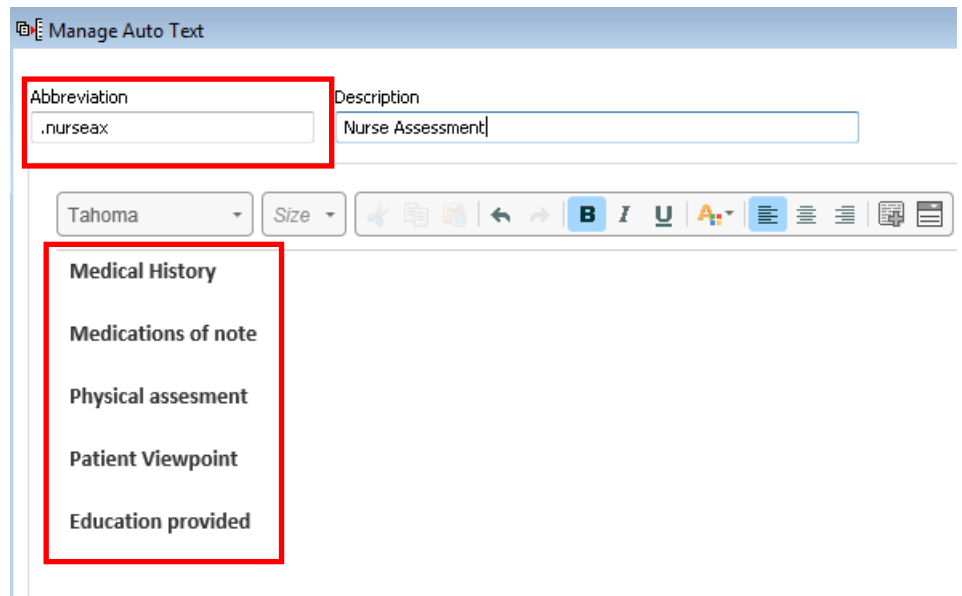
1. Open *Dynamic Documentation* note:
2. From the text editor toolbar, click the **manage auto text** button  to open the **Manage Auto Text** window.



3. Click the **+** to add a **new phrase**.



4. Enter an abbreviation and description for your text in the **Abbreviation** and **Description** boxes. The Abbreviation **must** start with a full stop. Eg: **.nurseax**

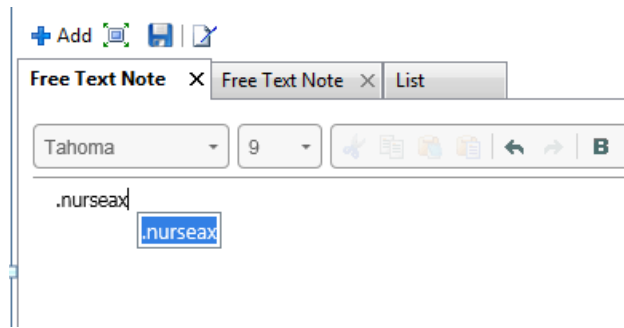


5. Add the text you want to include in your template below the text editor tool bar.
6. Select **Save** to save your Auto Text.



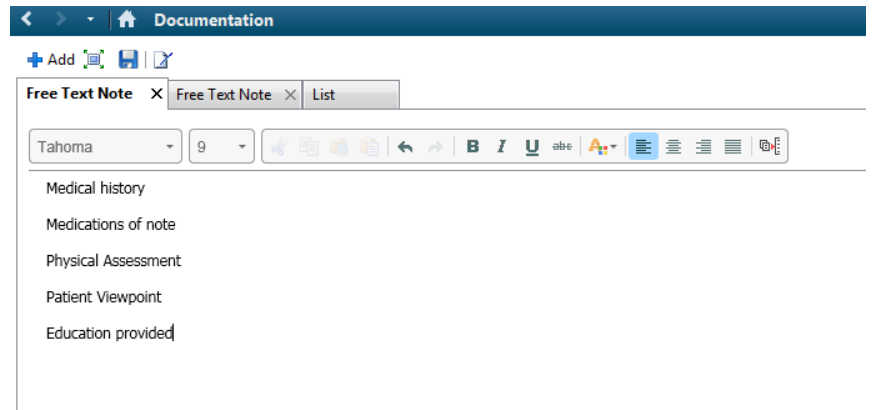
- To insert auto text in your **Dynamic Documentation** enter the **auto text abbreviation** where you want the auto text phrase to be displayed.

Available auto text abbreviations are displayed as you type.

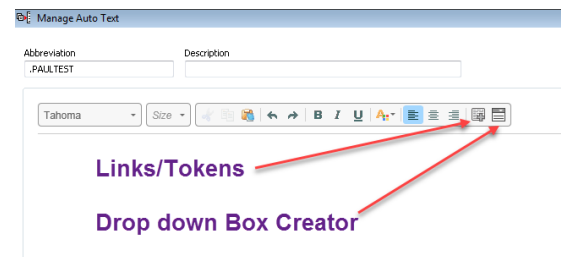


- Select the auto text abbreviation and press **ENTER**. The auto text phrase is displayed in the note.

- You can now enter the information under each heading of your template



- There a limited number of functions that allow the author to embed links and multiple choice, drop-down boxes. They are activated by the two icons shown here →



- The **Underscore** “_” is used as a placeholder in the text and the operator can skip forward to the next underscore by using the **F3** key.

Note: there is no option to skip backwards to the previous **Underscore** and the **TAB** key is not functional in the Autotext mode.