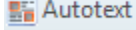




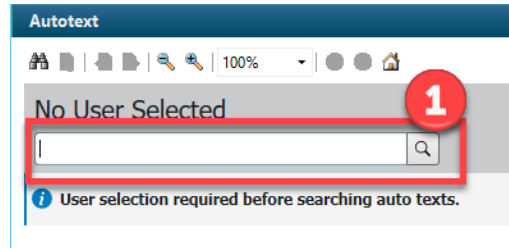
## EMR Quick Reference Guide

### Documentation - Sharing Autotext Between Users

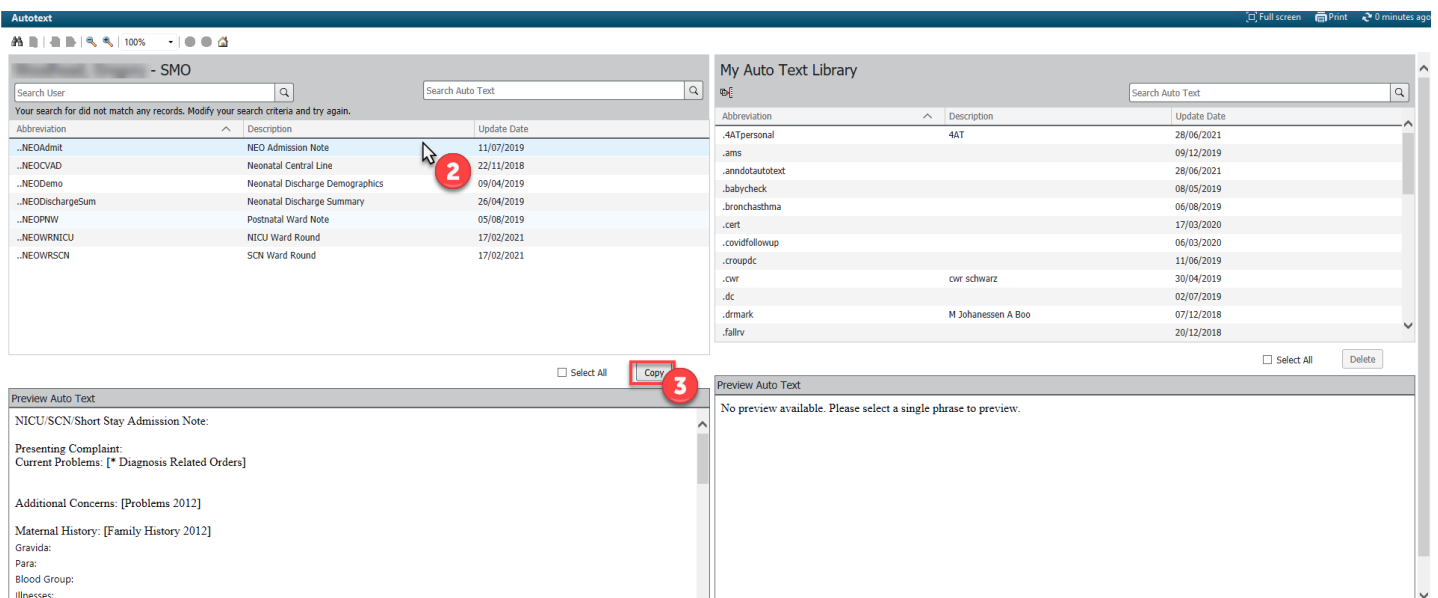
Users are now able to share personalised autotext with each other.  
This QRG will show steps to 'copy' these autotext templates

Select **Autotext** from the Organizer bar 

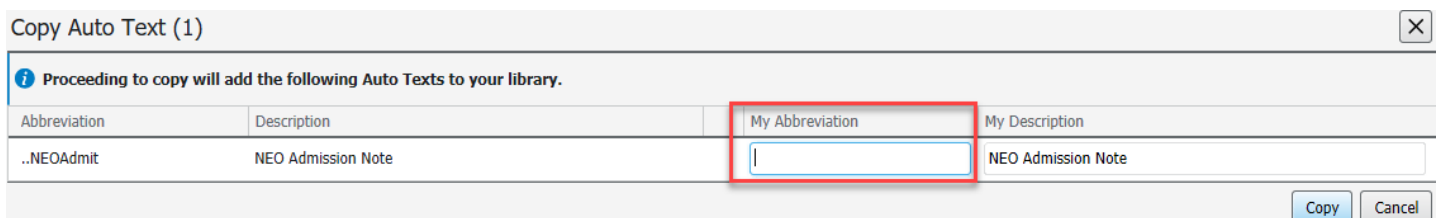
1. Use the User search to search the name of the clinician's autotext library you are after



2. Select the Autotext you would like to copy into your own library and select **Copy**



3. You may rename the abbreviation to your own preferred shortcut phrase before selecting **Copy**



4. Select **Log out** and the system will log back in.
5. You may now use your copied phrase in documentation.