

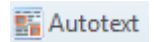
Documentation – Set Up and Insert AutoText




This Quick Reference Guide will explain how to:

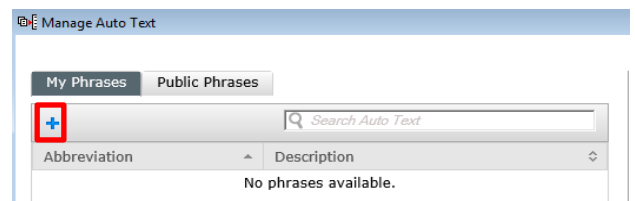
Set up and insert auto text into documentation.

1. Select **Autotext** from the Organizer bar.

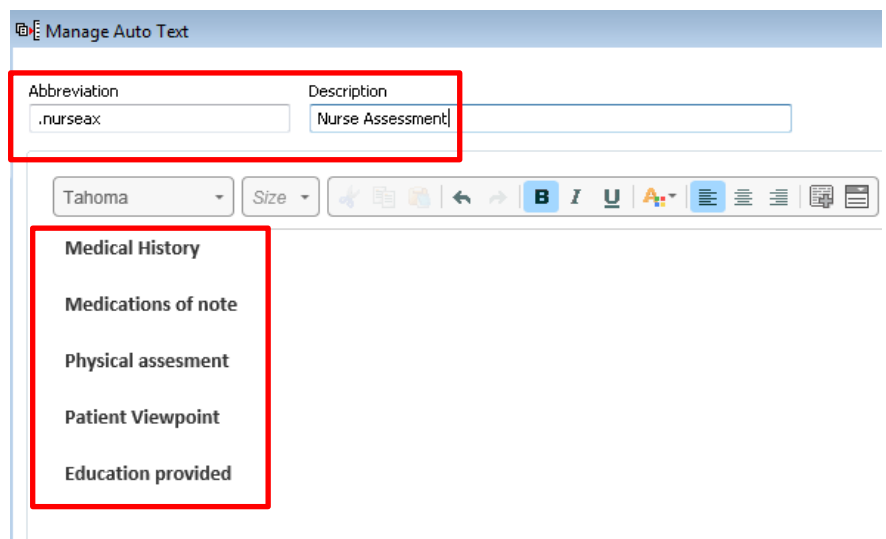


2. In My Auto Text Library, click the **manage auto text**  button to open the **Manage Auto Text** window

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.
E.g. **.nurseax**



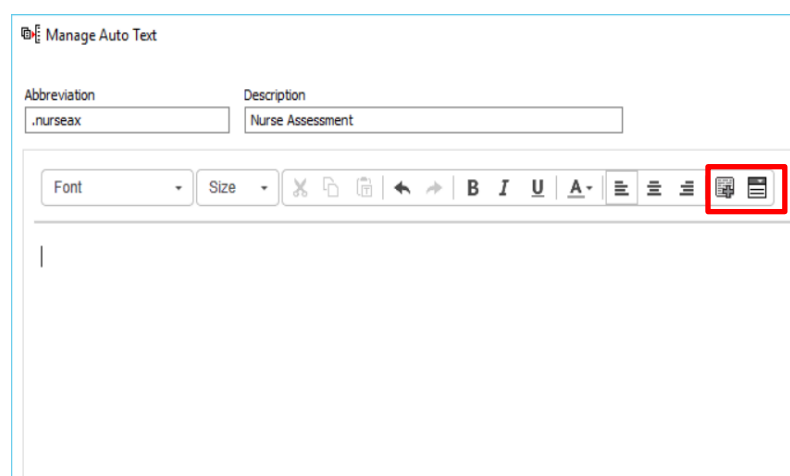
5. Add the text you want to include in your template below the text editor tool bar.

6. There are 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:

Links/Tokens



Drop down Box Creator



7. 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.

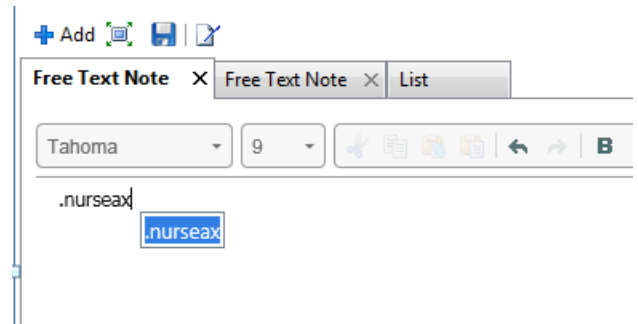
**Important**

There is no option to skip backward to the previous **Underscore** and the **TAB** key is not functional in Auto text mode.

8. Select **Save** to save your Auto Text.
9. **Refresh** the page to update to your Auto Text Library
10. 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.



11. Select the auto text abbreviation and press **ENTER**. The auto text phrase is displayed in the note.
12. You can now enter the information under each heading of your template.

