


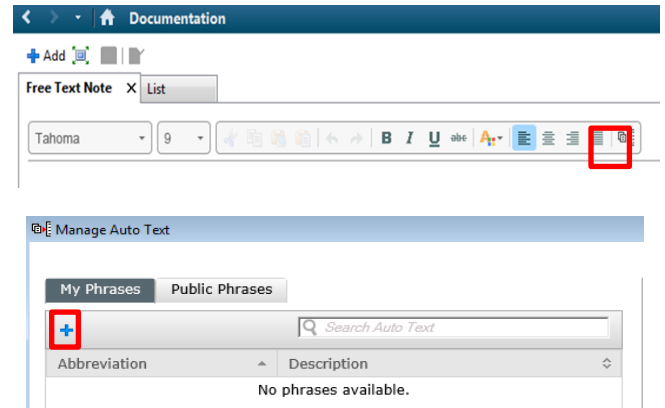
# Documentation – Set Up and Insert AutoText



## This Quick Reference Guide will explain how to:

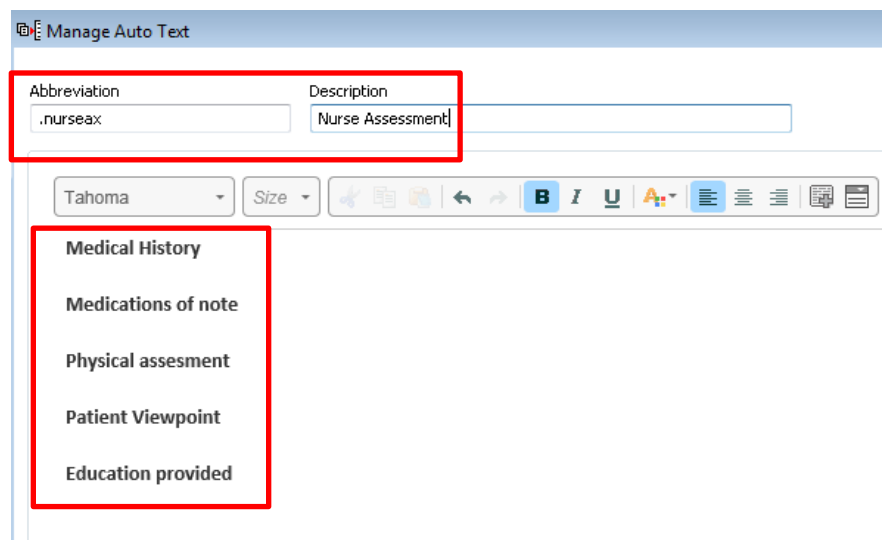
Set up and insert auto text into documentation.

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. E.g. **.nurseax**



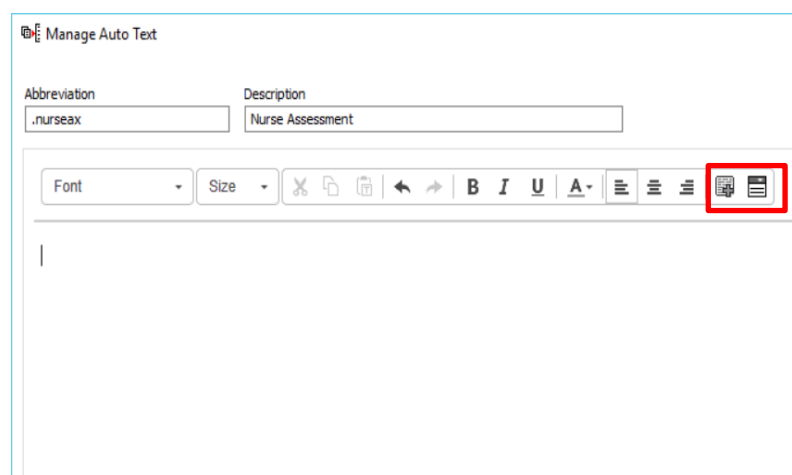
5. Add the text you want to include in your template below the text editor tool bar.

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.

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



**Important**

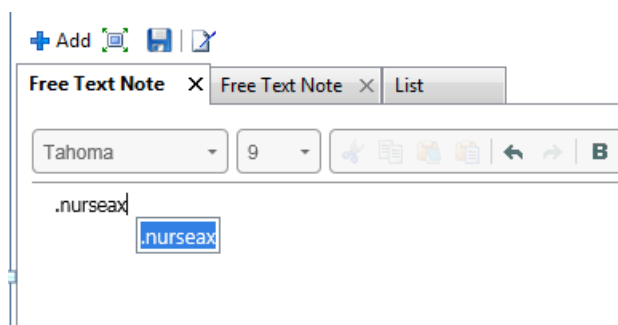
There is no option to skip backward to the previous **Underscore** and the **TAB** key is not functional in Auto text mode.

8. Select **Save** to save your Auto Text.

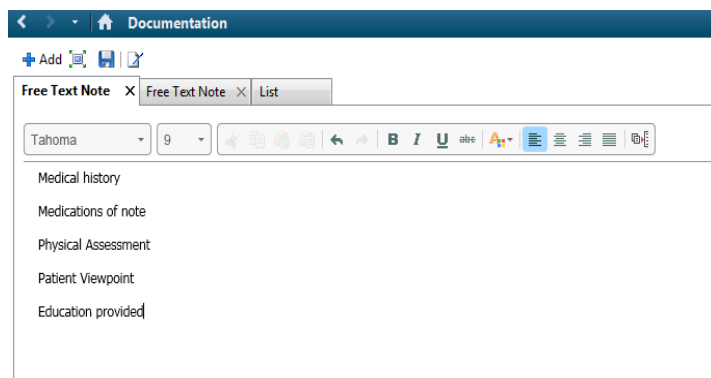


9. To insert auto text in your **Dynamic Documentation** enter the **auto text abbreviation** where you want the auto text phrase to be displayed.

Available auto text abbreviations are displayed as you type.



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



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