Documentation – Sharing Auto Text Between Users
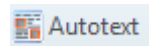
Digital Health
Quick Reference Guide

This Quick Reference Guide will explain how to:

Share personal auto text templates with other users.

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

2. Use the User Search to search for the name of the clinician's autotext library that you want to copy from.

3. Select the Auto text you would like to copy into your own library and select **Copy.**

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

5. Select **Log out** and the system will log back in.

6. You may now use your copied phrase in documentation.