

Creating and Using Personal Auto Text for Munson Healthcare Staff

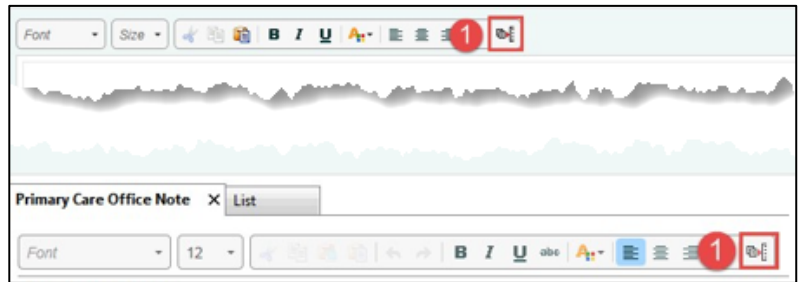
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Summary: Auto Text is a method to create a library of commonly used text, which can be used in future notes.

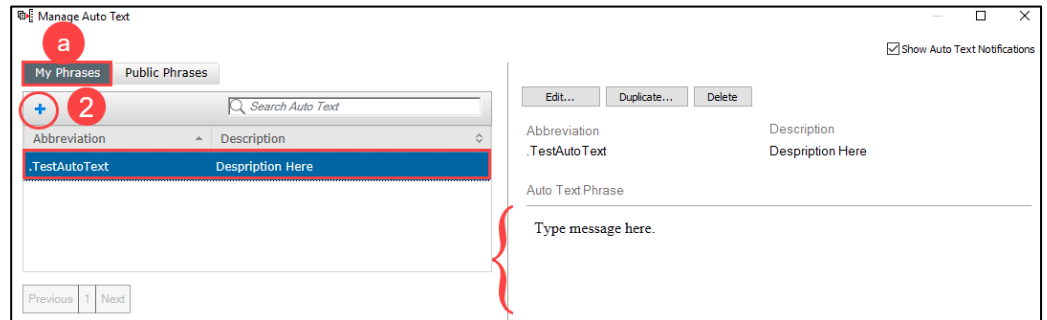
Support: Ambulatory Informatics at 231-392-0229.

Creating an Auto Text Library

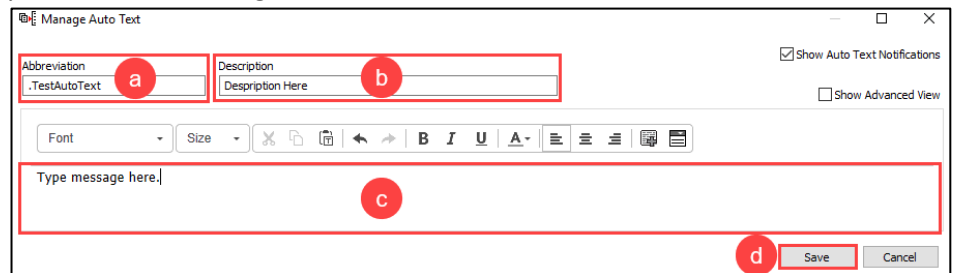
- From a Component or Dynamic Documentation, **click** the Manage Auto Text icon.



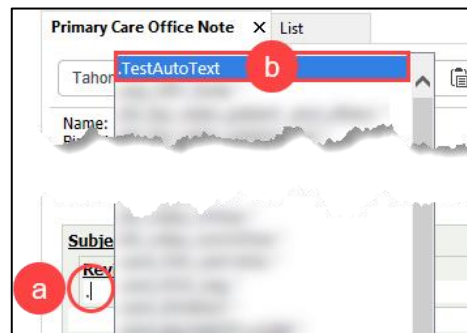
- Click **+** to add. 
 - Click My Phrases tab to view personal Auto Text.
 - Highlight an existing phrase, preview will appear to the right.



- Within Manage Auto Text:
 - Type an abbreviation for the desired phrase.
NOTE: Start with a symbol or letter to begin the abbreviation.
 - Enter a Description.
 - Type desired phrase.
 - Click Save.



- To insert within a Note or Message:
 - Enter Abbreviation and locate desired Auto Text.
 - Click to insert.

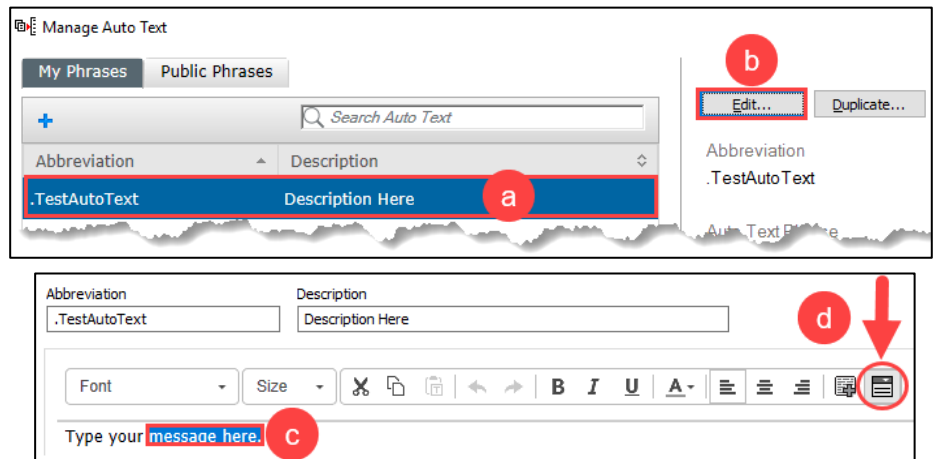


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Creating a Dropdown in Auto Text

1. From Manage Auto Text:
 - a. **Click** appropriate Auto Text.
 - b. **Click** Edit.
 - c. **Highlight** area for desired picklist.
 - d. **Click** Create Drop List.



2. Within Create Drop List window:
 - a. **Click** + to Add List Item.
 - b. **Type** desired list item
NOTE: Add as many items as necessary.
 - c. **Click** Create.

3. To use a dropdown:
 - a. **Enter** Abbreviation and locate desired Auto Text.
 - b. **Click** to insert.
 - c. Information will appear with a blue hyperlink containing the dropdown list.
 - d. **Select** appropriate information.

