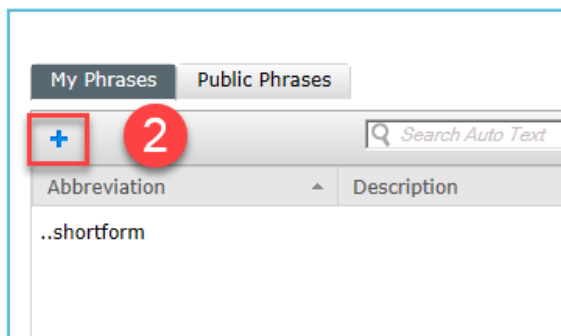## PRESCRIBERS

Create and Insert Auto Text

Auto text is an efficient way to reuse phrases or sections of documentation that are used repeatedly. Once created, the entire phrase or sections of documentation may be inserted by typing an abbreviation. Auto Texts are created through the **Manage Auto Text** window, which may be accessed in various locations, including **Dynamic Documentation** and within messages in **Message Centre**.

Create Auto Text from within Dynamic Documentation

1. Click **Manage Auto Text** icon to open the **Manage Auto Text** box. The **Manage Auto Text** window opens.
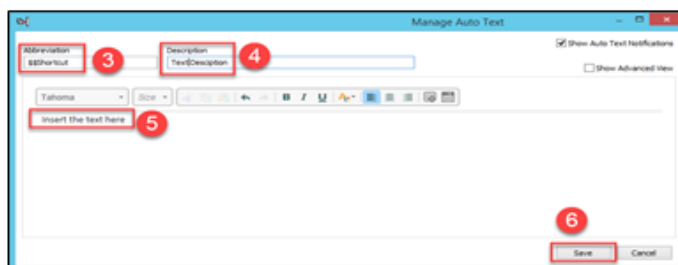
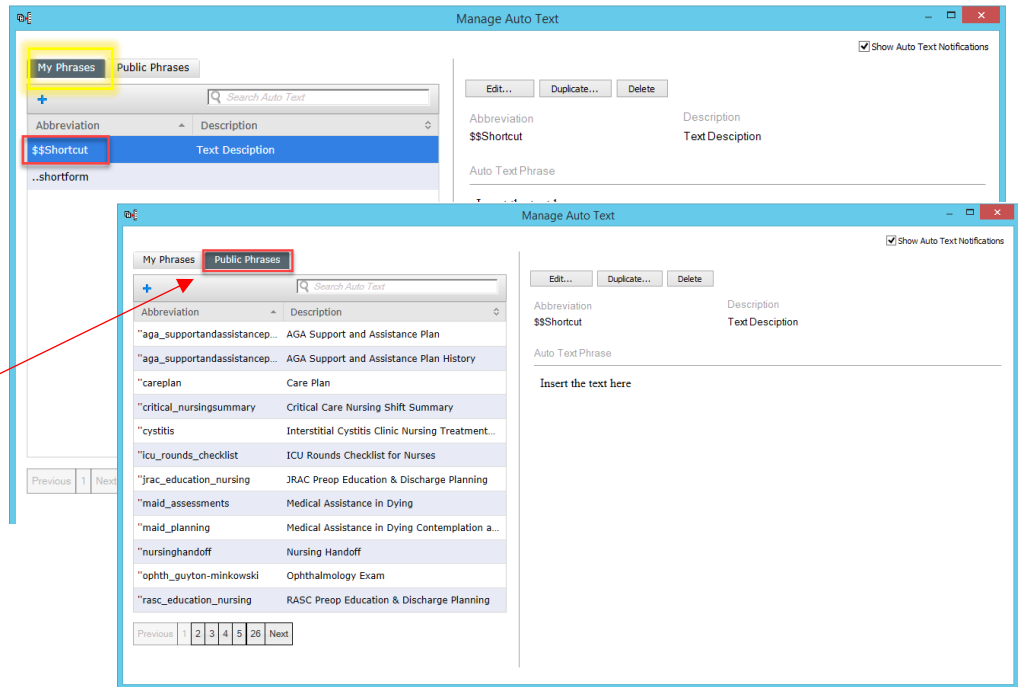2. Click the **Add +** icon to create new auto text.

3. Type an abbreviation (i.e. shortcut key) to name the auto text in the Abbreviation field.
   - No spaces are allowed.
   - It is suggested to start your abbreviation with a unique letter or symbol that is not commonly used in documentation. For example, two commas (,,) or two dollar signs ($$).
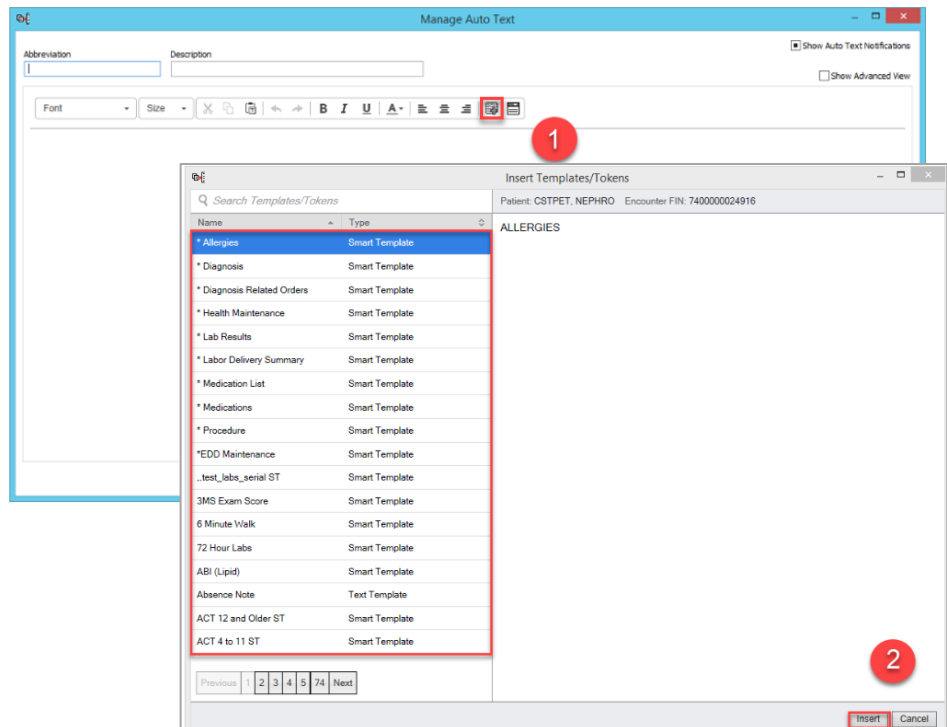
4. Enter a phrase in the **Description** field. This field is optional.
5. Type the phrase or sentences you want to create as an auto text in the text entry area.
6. Click **Save**.

- **My Phrases section:** Your auto text will now be listed in the **My Phrases** section. This section displays the phrases you have created. These are not visible to other users.

- **Public Phrases:** There is also a tab for **Public Phrases,** which are visible to and may be used by other clinicians.
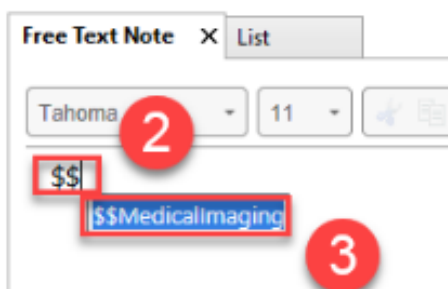
Insert Smart Template into Auto Text

1. In the **Manage Auto Text** box, click **the Insert Templates/ Tokens** icon to insert a **Smart Template** at the desired location in the Auto Text.

2. Choose from the list of **Smart Templates/ Tokens** in **the Insert Templates/Token Box** and click **Insert**.

3. Click **Save**

Insert Auto Text

1. Within a dynamic document or a message, click in the space where you want to place the text.
2. Type the abbreviation for the auto text entry.
3. Double-click on the name of the auto text you want to insert into the note or message.

The auto text will appear in the note or message.

NOTE: You may also add auto text by right-clicking in the desired field and selecting **Insert Auto Text**.
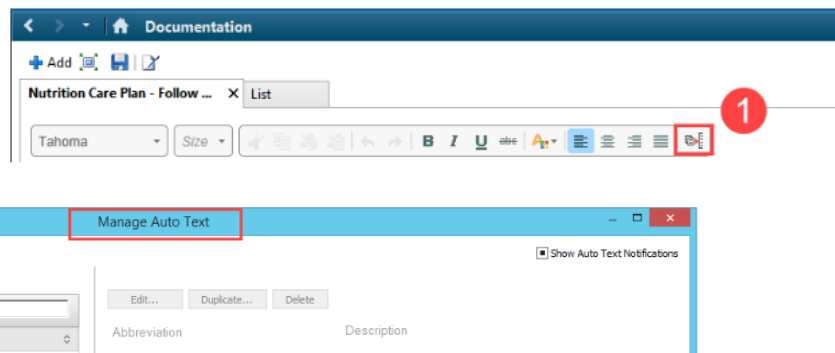
NOTE: Speak to your peers or professional practice lead to learn if there are specific auto text available for your discipline. For example, Mental Health Auto Texts Abbreviations start with ,,mh (two commas followed by MH).

NOTE: If using an auto-text care plan in dynamic documentation, you will need to copy the previously completed care plan to a new document before modifying the content. Once signed, the document may only be altered by creating an addendum.
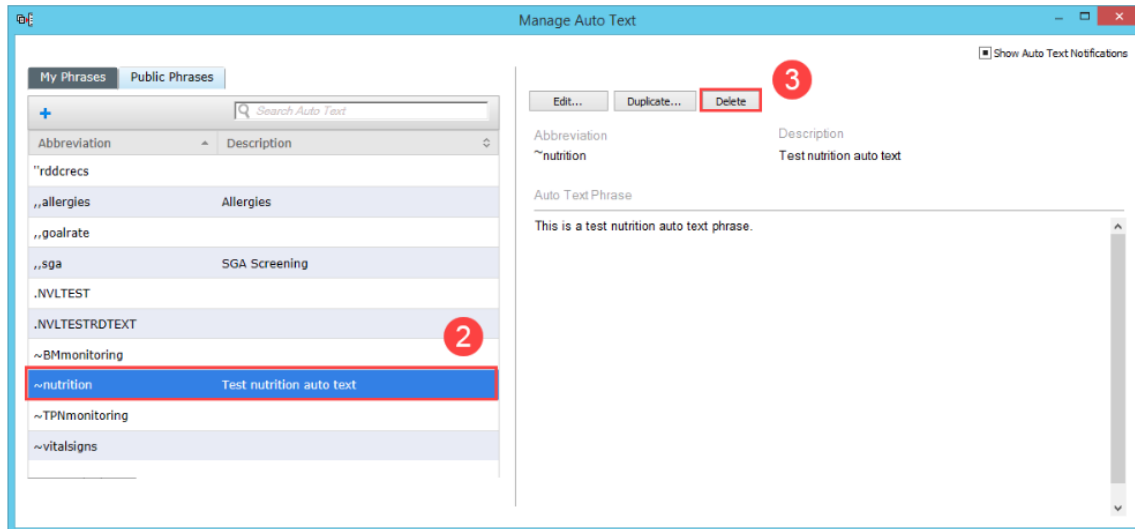
Delete an Auto Text from within Dynamic Documentation

Auto texts are deleted through the **Manage Auto Text** window, which may be accessed through Dynamic Documentation and in Message Centre.

1. Click **Manage Auto Text** icon to open the **Manage Auto Text** box from Dynamic Documentation. The **Manage Auto Text** window opens:

2. Select the phrase you want to delete from the list of phrases on the left side of the **Manage Auto Text** window.

3. Click **Delete.**
4. Click **Yes** to confirm deletion.