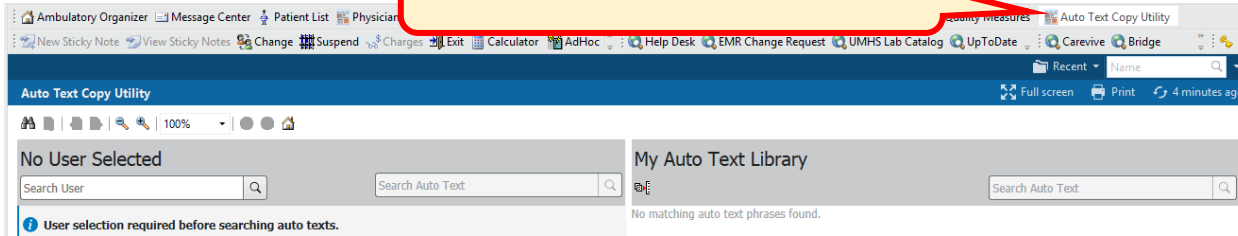


# AutoText Copy Utility

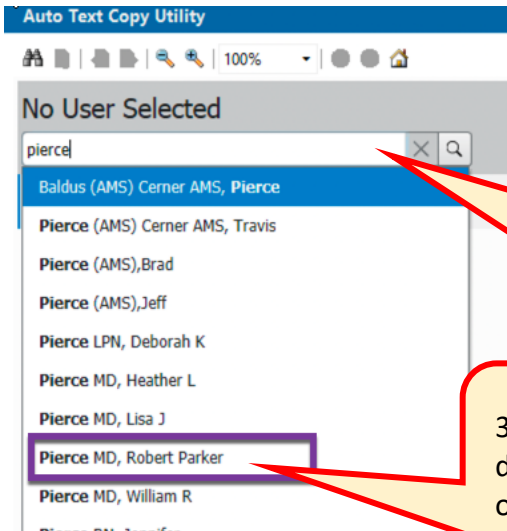
Powerchart now has the ability to search for other users' AutoText. The below instructions will walk through how to use this new function.

1. Select **Auto Text Copy Utility**



The left side user search panel does have an extended loading time, you will see the *Loading* wheel until the profiles are loaded.

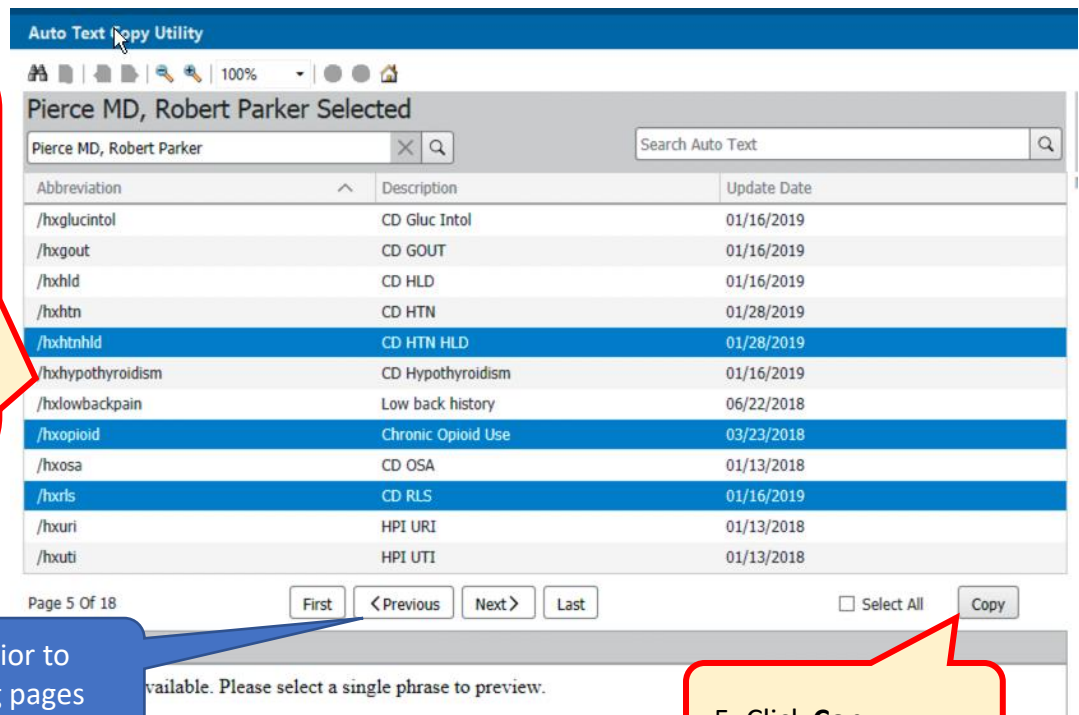
2. Type the user's last name in the *Search User* search box



3. Select the desired user from the search dropdown by clicking the user's name. This opens the selected user's autotext library

4. Use the mouse to select Individual Phrases

Use **Shift-Click** to select a range  
Use **Ctrl-Click** to select more than one individual phrases



Copy prior to changing pages

5. Click **Copy**

Copy Auto Text

Proceeding to copy

Abbreviation	Description	My Abbreviation	My Description
..urirecschild		..urirecschild	My Description
Done		Done	My Description
HCY12-13	Well Child Content 12 - 13 years	HCY12-13	Well Child Content 12 - 13 years

Copy Close

6. Modify your abbreviation for the autotext, if desired

7. Modify the description of the autotext, if desired

8. Click **Copy** when modifications are done

Log Out Notice

You must log out of the application for all Auto Text changes to take effect. Cancel to continue working on this page.

Log Out Cancel

9. You will be prompted to Log Out so that the new changes can be adopted for future usage

Complete all desired autotext copies prior to logging out of the session. To complete additional autotext copies, you will click **Cancel** to return to the tool. Log out is required prior to using the newly obtained autotext.

If using Single Sign On, you will be logged back into PowerChart automatically within a few seconds.