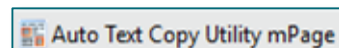
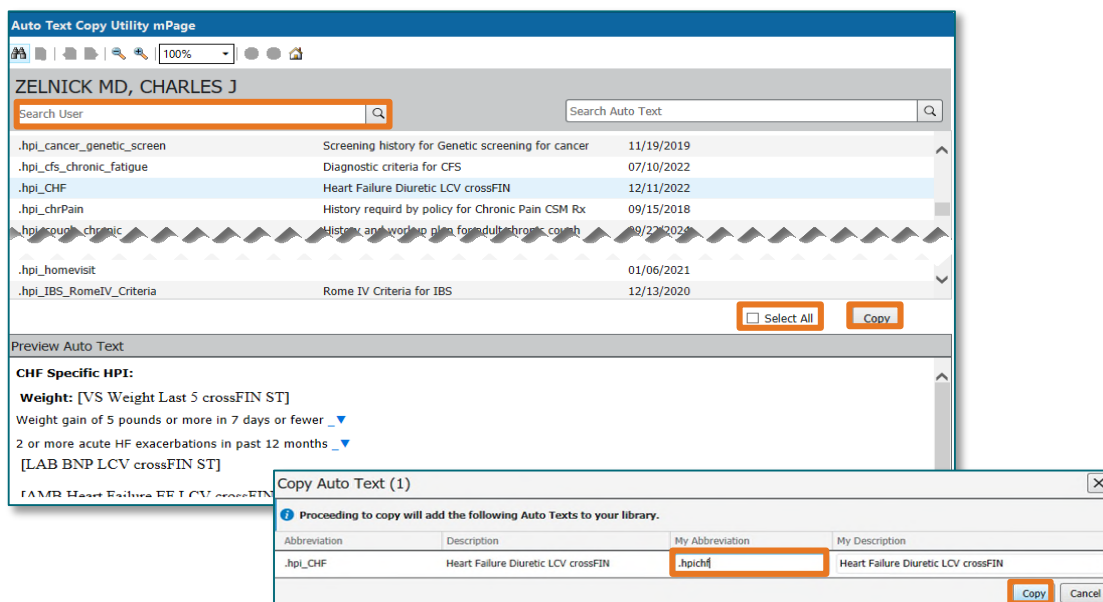


Auto Text Copy Utility allows searching for a user and copying one, multiple, or all the selected user's Auto Text library.

➤ Copying Auto Texts

- From the top toolbar in PowerChart or FirstNet, select **Auto Text Copy Utility mPage**.
- Use the **Search** bar to find user.
- Locate the Auto Text (s) to copy.
 - To select multiple Auto Texts to copy, hold the **Ctrl** key on the keyboard and select all the Auto Texts to be copied.
 - Check the **Select All** box to copy all the selected user's Auto Text.
- After selecting the Auto Texts to copy, click **Copy**.
 - All text, smart templates, data tokens, and drop lists will be copied.
- The Copy Auto Text window will appear where Auto Text Phrases can be renamed prior to copying to library, if desired.



NOTE: Any duplicate abbreviations will overwrite the version in library unless renamed.

- The My Auto Text Library screen will be updated with the newly copied Auto Text(s).

For questions regarding process and/or policies, please contact your unit's Clinical Educator. For questions regarding workflow, please [place a ticket](#) to Health Informatics. For any other questions please contact the Customer Support Center at: 207-973-7728 or 1-888-827-7728.