Northern Light Health℠

The new 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**.

- Use the **Search** bar to find the user.

- Locate the Auto Text you wish to copy.
    - To select multiple Auto Texts to copy, hold the CTRL key on the keyboard and click the Auto Texts you wish to copy.
    - Check the **Select All** box to copy all the select 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 your library, if desired.

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

- The **Log Out Notice** window displays. Select Cancel to continue working. You do not need to log out for changes to take effect.

- The **My Auto Text Library** section will be updated with the newly copied Auto Text.