
This Quick Reference Guide (QRG) reviews how to use the Auto-Text Copy Utility MPage.

Copy User Auto-Text Items

➤ From the Home screen in PowerChart:

STEP 1: Click the  **System Navigation Toolbar** drop-down arrow if you do not see the **Auto Text Copy Utility mPage** button. This is the drop-down arrow beside the  button.

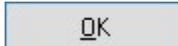
STEP 2: Click  **Auto Text Copy Utility mPage**.

- The Auto Text Copy Utility mPage opens.

NOTE: If you click the **Manage Auto Text** icon below the **My Auto Text Library** header, you can edit and create new auto text phrases. Refer to the **Manage Auto Text** course or guide for further information.

STEP 3: Type a user's name in the **Search User** field in the left pane.

- The Provider Selection window opens.

STEP 4: Click the appropriate user from the list; then click .

- The user's auto text library appears with abbreviations, descriptions, and updated dates.

NOTE: To preview the contents of an auto text item, click it; then view the **Preview Auto Text** pane of the MPage.

STEP 5: Click the auto-text item(s) you want to copy.

NOTE: You can copy multiple auto text items from another user by holding the **Ctrl** button as you click. Alternatively, you can click the **Select All** check box at the bottom of the user's pane to highlight all items.

STEP 6: Click  at the bottom of the pane.

- The Copy Auto Text window opens.

NOTE: In the **Copy Auto Text** window, you can adjust the name of the abbreviation and description of the item(s).

STEP 7: Click .

- A Log Out Notice window appears. To successfully save your newly added phrases to your library, you must log out of the system.

STEP 8: Click .