

# Creating SmartPhrases



## What is a SmartPhrase?

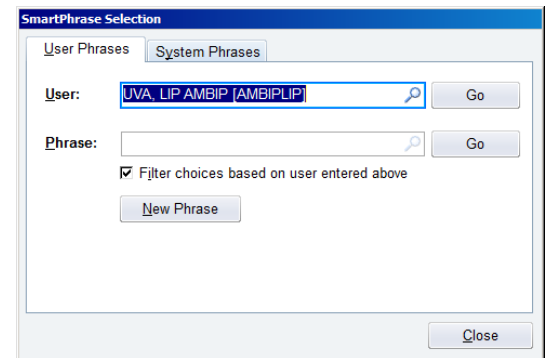
SmartPhrases are abbreviations or words used to pull long phrases or paragraphs into a note. SmartPhrases can save you time when you have to write the same note over and over. You can use SmartPhrases any time you see this toolbar:



## SmartPhrase Manager

Create SmartPhrases ahead of time to pull in to your notes later.

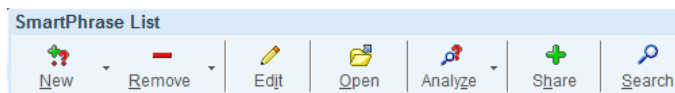
1. Click on the red Epic button – Tools – SmartPhrase Manager.
2. In the SmartPhrase selection box you can filter your choices by user or phrase to edit a phrase that has already been created or you can create a new phrase.



## My SmartPhrases

Create, edit or share your SmartPhrases in My SmartPhrases.

1. Click on the red Epic button – Tools – My SmartPhrases.
2. In the SmartPhrase List choose the action you want to take.



## In Your Note

To create a SmartPhrases on the “fly” follow these steps:

1. Type your note then highlight the items you want to include in your SmartPhrase by left clicking and dragging your mouse over the sentence.
2. Click on the green plus sign in the toolbar to “add” it to your SmartPhrases.
3. Name the SmartPhrase something that you will remember when you want to use it again and click Accept. It is saved.

