

AutoText for Providers

Objectives

In this chapter you will:

- Learn about AutoText basics, naming conventions, and best practices
- Create AutoText with:
 - Text fill-in fields
 - Numeric fill-in fields
 - Pick lists
 - Fill-in fields with default text or numeric values
 - A reference to another AutoText
 - Procedure relevancy
- Use merge fields and custom fields in AutoText
- Create default AutoText
- Search for AutoText
- Clone AutoText

Introduction to AutoText

A good place to begin learning about AutoText is by asking the following questions.

What Is AutoText?

AutoText is standard text providers or editors can insert into reports. AutoText are sometimes referred to as macros or templates. They can be of any length and can contain plain text, standard headings, numbered lists, fill-in fields, data retrieved from the RIS, or other items.

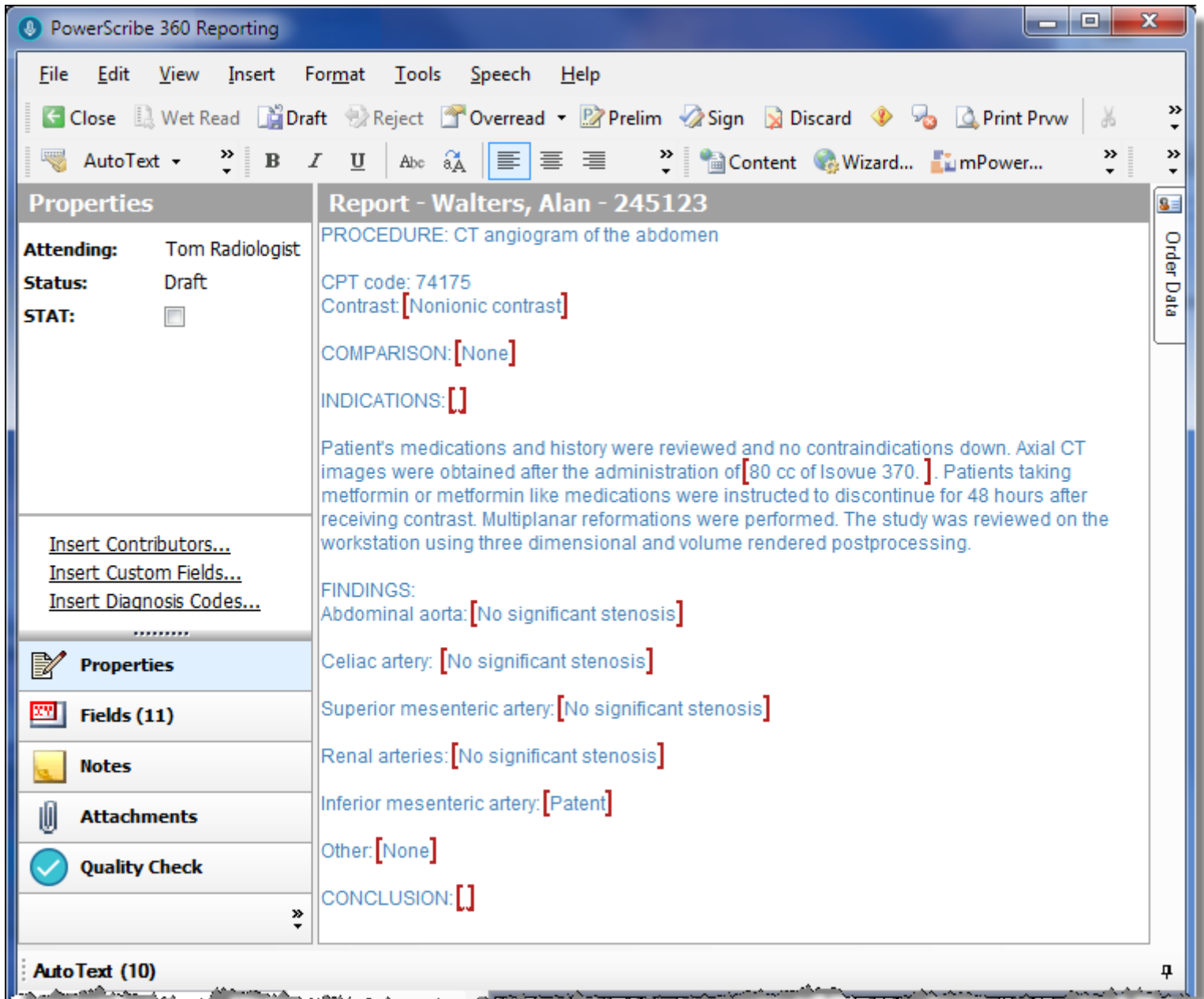
Who Can Create AutoText?

Radiologists and other providers can create their own AutoText, for sharing with other users or for their own personal use. (Administrators can create and edit AutoText on behalf of a site or a user.)

Where Do I Create AutoText?

You create AutoText in the AutoText Editor section of the *PowerScribe 360 Reporting* client application.

The illustration below shows an example report (in the Report Editor) that contains an AutoText with fill-in fields.




Note: In this example, there are brackets around some fields. You can set brackets on or off in the AutoText preferences: Select **Tools > Preferences**, and then in the **Reporting** node, select **Show brackets on fields**.

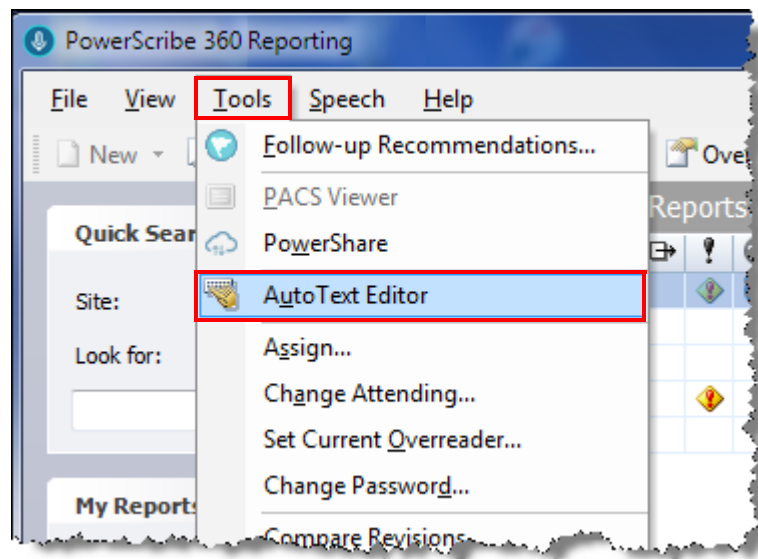
Creating an AutoText

This section provides instructions for creating an AutoText containing only text. Other sections discuss creating AutoText with fill-in fields, pick lists, merge fields, and other advanced features.

To create an AutoText, log in to the *PowerScribe 360 Reporting* client application and use the AutoText Editor.

To open the AutoText Editor:

1. Select **Tools > AutoText Editor** from the menu bar. (If you are already editing a report in Report Editor, click the AutoText icon  to open the AutoText Editor.)

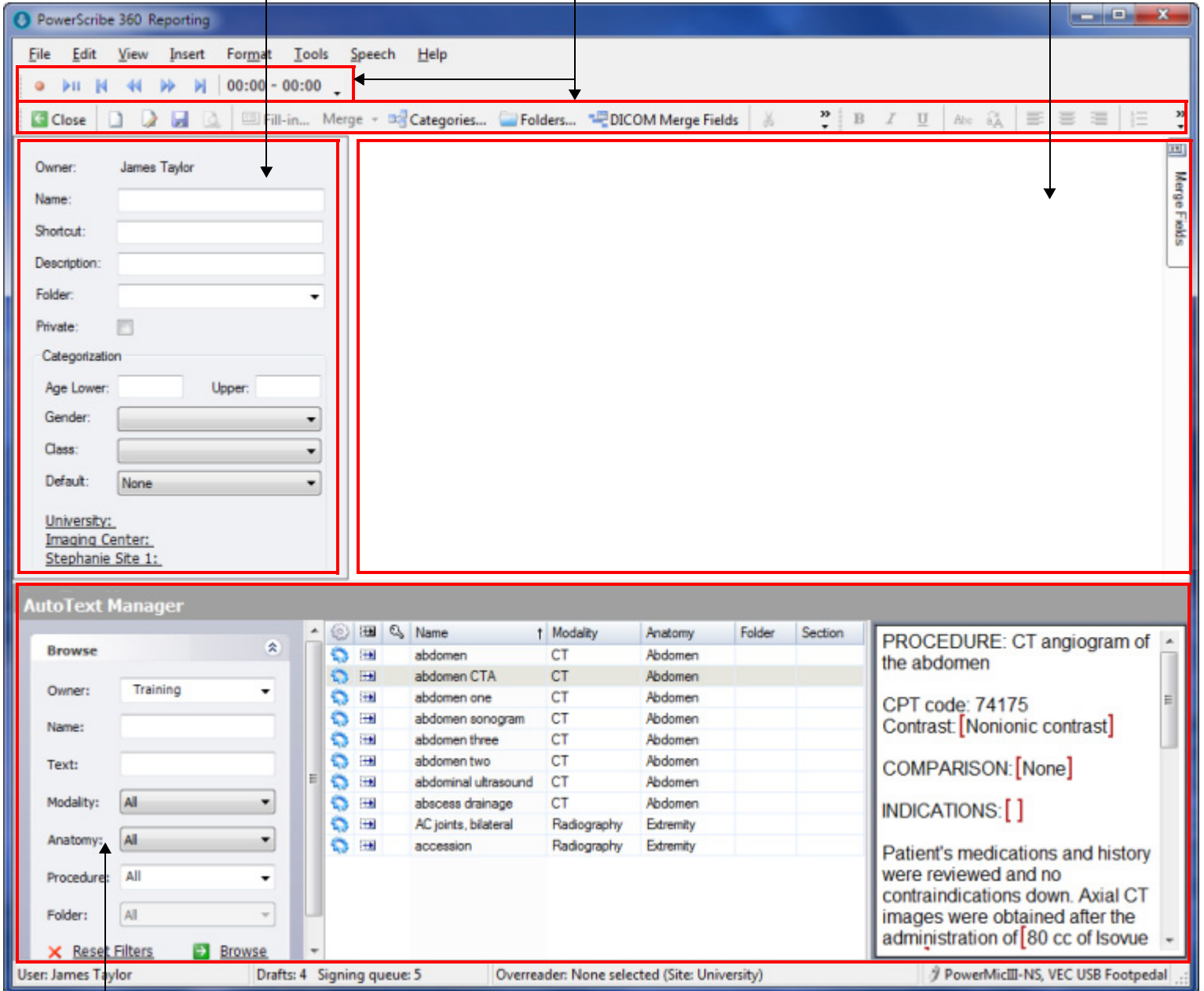


The AutoText Editor window opens.

AutoText Properties

Toolbars

AutoText Editor



AutoText Manager

2. In the AutoText Properties area, type a **Name** for the AutoText. This is the word or phrase you can dictate to invoke the AutoText.



***Tip:** Remember to follow these naming conventions to ensure that the speech software can distinguish the AutoText name from other dictation:*

- Use at least two syllables.
- Use lowercase, except for initials. For example, type **CT chest**.
- All AutoText belonging to an account must have unique names.

3. Optional: In the **Shortcut** field, type the characters the transcriptionist/editor or dictation user can type to invoke the AutoText, if applicable.



***Tip:** Remember to follow these naming conventions for shortcuts:*

- Do not include any spaces in the shortcut. (Valid examples include **ctchest**, **mrihead**)
- Shortcuts for AutoText belonging to an account must be unique.

4. Optional: Type a **Description** of the AutoText.
5. If needed, assign the AutoText to a folder using the **Folder** drop-down list. (For more information on working with folders, see [Managing AutoText Folders](#), beginning on page 259 of this guide.)
6. If needed, select the **Private** check box. Marking an AutoText as **Private** prevents other non-administrative users from seeing it.
7. Set a **Lower** and **Upper** age limit in years, if applicable. If you set an age limit, the AutoText is available only for reports where the patient's age falls within the specified range. For example, you might select a lower value of **0** and an upper value of **13** for an AutoText that is exclusively for use in pediatric reports. A range from **0** to **13** years includes all patients up to 12 years, 23 months of age.



***Note:** If you create an AutoText that specifies an age limit (for example, **0** to **13** years) you must create at least one additional AutoText to cover all of the remaining ages (for example, **14** to **110**).*

8. From the **Gender** drop-down list, select either **Male** or **Female**, if the AutoText is gender-specific. If you select a gender, the AutoText is available only during dictation of reports for patients of the indicated gender. Otherwise, it is available for all reports.



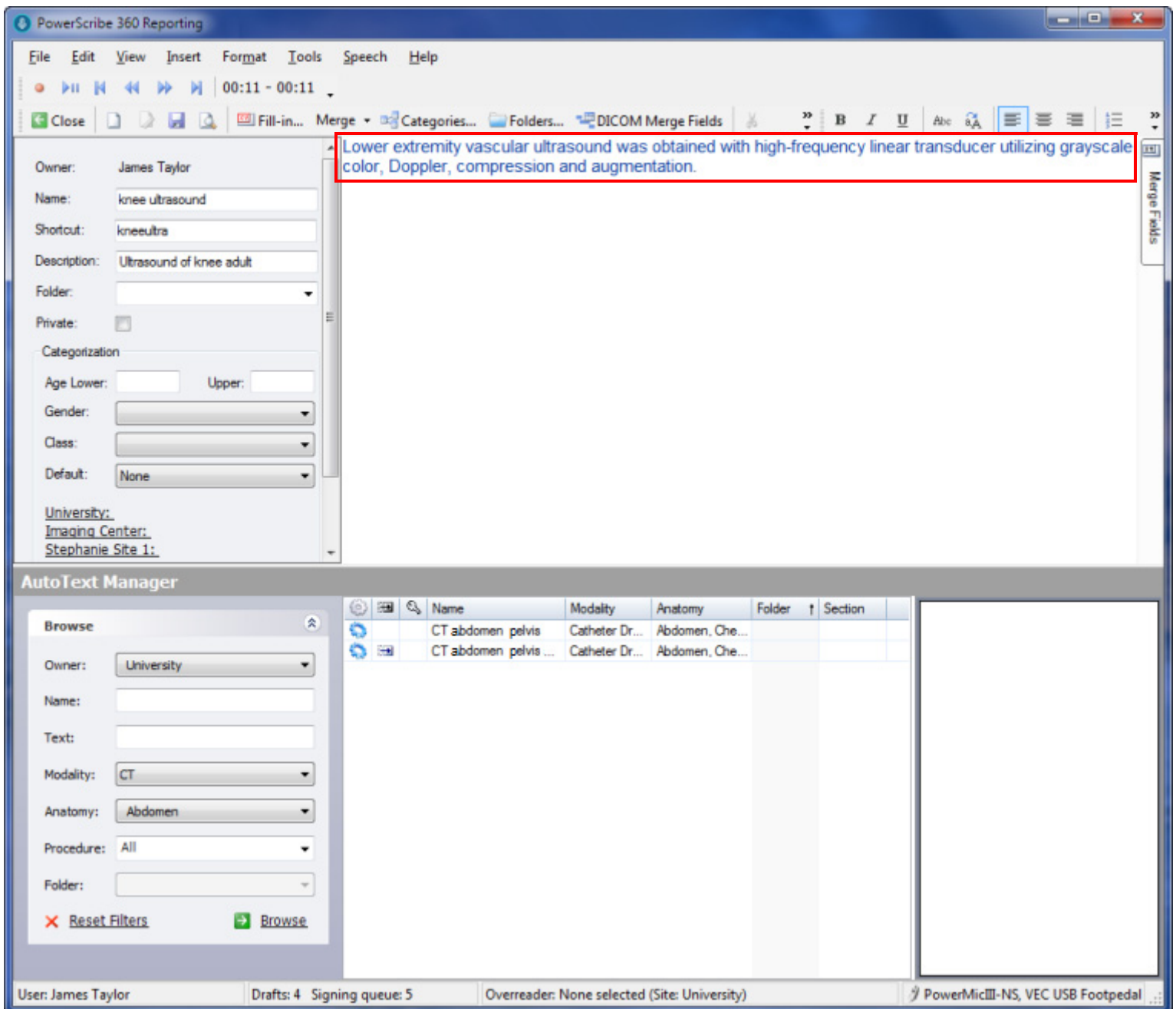
***Note:** If you create an AutoText that specifies a gender (for example, **Male**) you must create an additional AutoText for **Female**.*

9. From the **Class** drop-down list, select a patient class, if applicable.



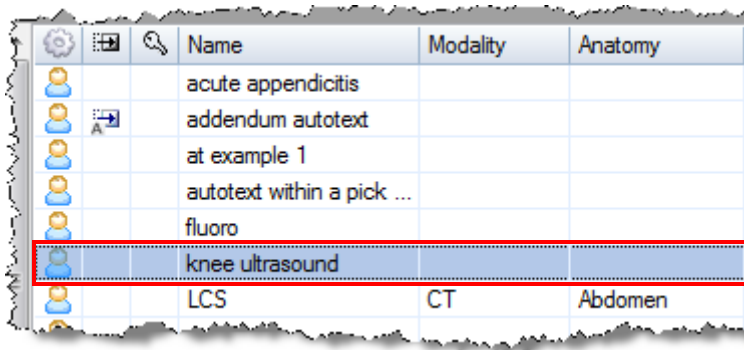
***Note:** If you create an AutoText that specifies a class (for example, **Inpatient**) you must create at least one additional AutoText and select **Not Applicable** as the class.*

10. From the **Default** drop-down list, select the appropriate item. Marking an AutoText as a default automatically launches the AutoText in Report Editor based on relevancy. Choose from the following:
 - **Addendum:** Make this AutoText a default only for an addendum.
 - **Report:** Make this AutoText a default only for a report.
 - **None:** Don't make this AutoText a default.
11. If needed, associate one or more procedure codes with the AutoText. (Refer to *Creating AutoText Relevant to a Procedure*, beginning on page 279.)
12. Dictate or type the AutoText. The text appears in the work area.



13. When you have finished defining the AutoText, say “**Save AutoText**” (or click the **Save** icon  in the toolbar, or press **Ctrl+S**).

The AutoText is stored in the system and appears in the list at the bottom of the window.



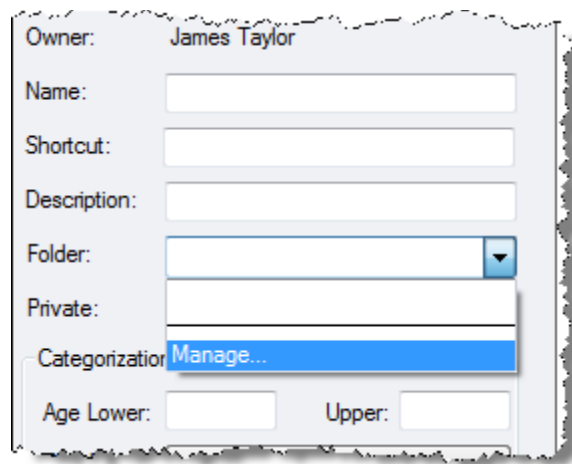
14. Test the AutoText by using it in a dictation.

Managing AutoText Folders

To help you organize your personal AutoText, you can now create one or more AutoText folders, and then assign AutoText to those folders. You can access the AutoText folders from the Report Editor window when creating and editing your reports.


Create an AutoText Folder from the AutoText Editor

1. Log in to the client application and open the AutoText Editor.
2. Click the drop-down arrow next to **Folder** and select **Manage**.



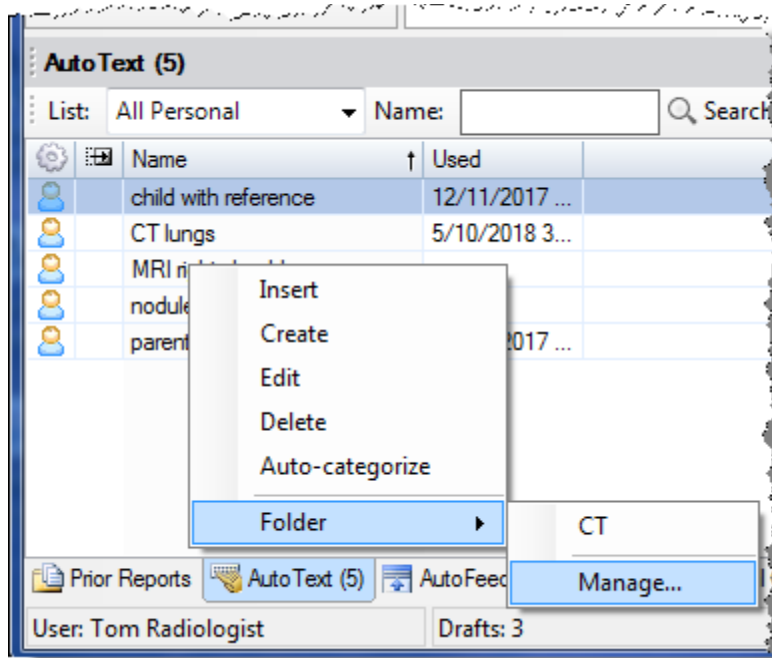
The screenshot shows a dialog box for creating an AutoText folder. The 'Owner' field is set to 'James Taylor'. The 'Name', 'Shortcut', and 'Description' fields are empty. The 'Folder' dropdown menu is open, showing a list of options with 'Manage...' selected. The 'Private' checkbox is unchecked. The 'Categorization' field is empty. The 'Age Lower' and 'Upper' fields are empty.



Note: You can also click the **Folders** button  in the task bar to open the **AutoText Folder Manager** dialog box.

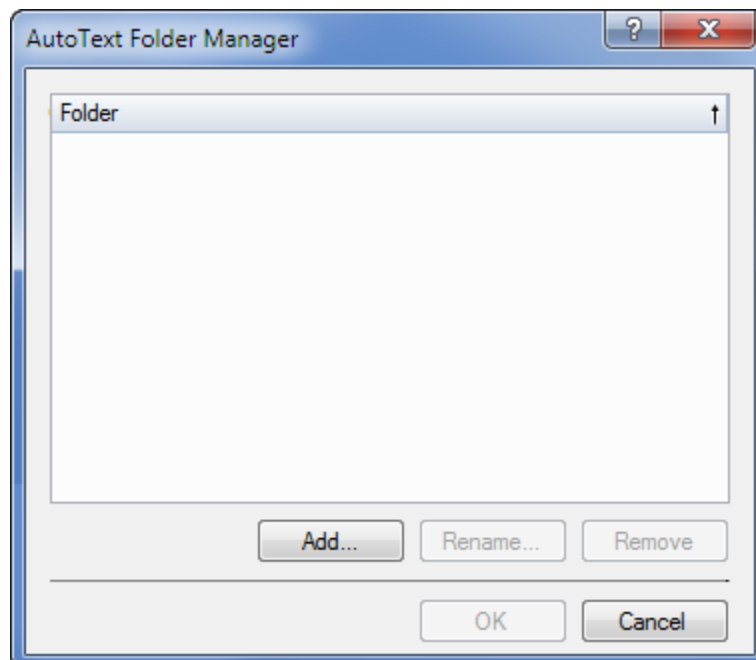
Create AutoText Folder from the Report Editor

1. From Report Editor, click the **AutoText** tab at the bottom of the window.
2. Right-click an AutoText and click **Folder**.
3. Click **Manage**.

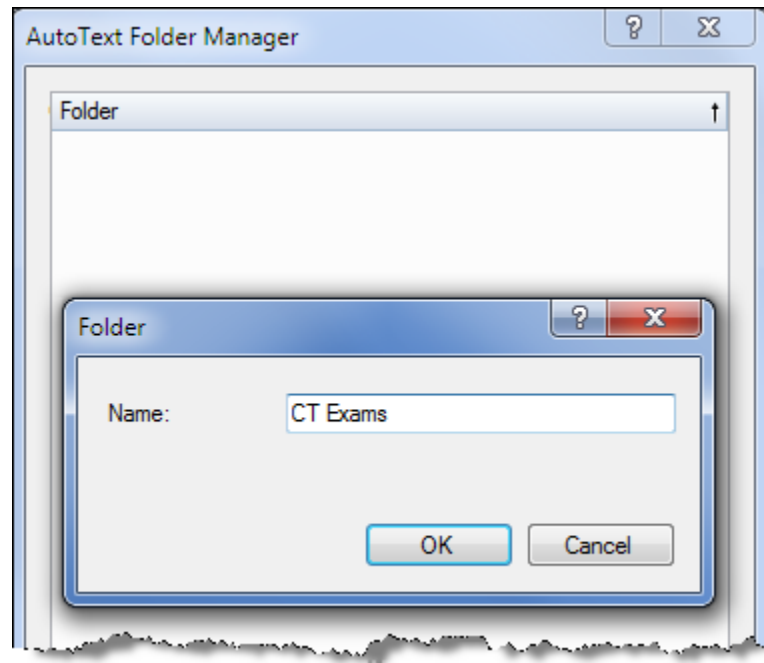


AutoText Folder Manager

1. The **AutoText Folder Manager** dialog box opens.



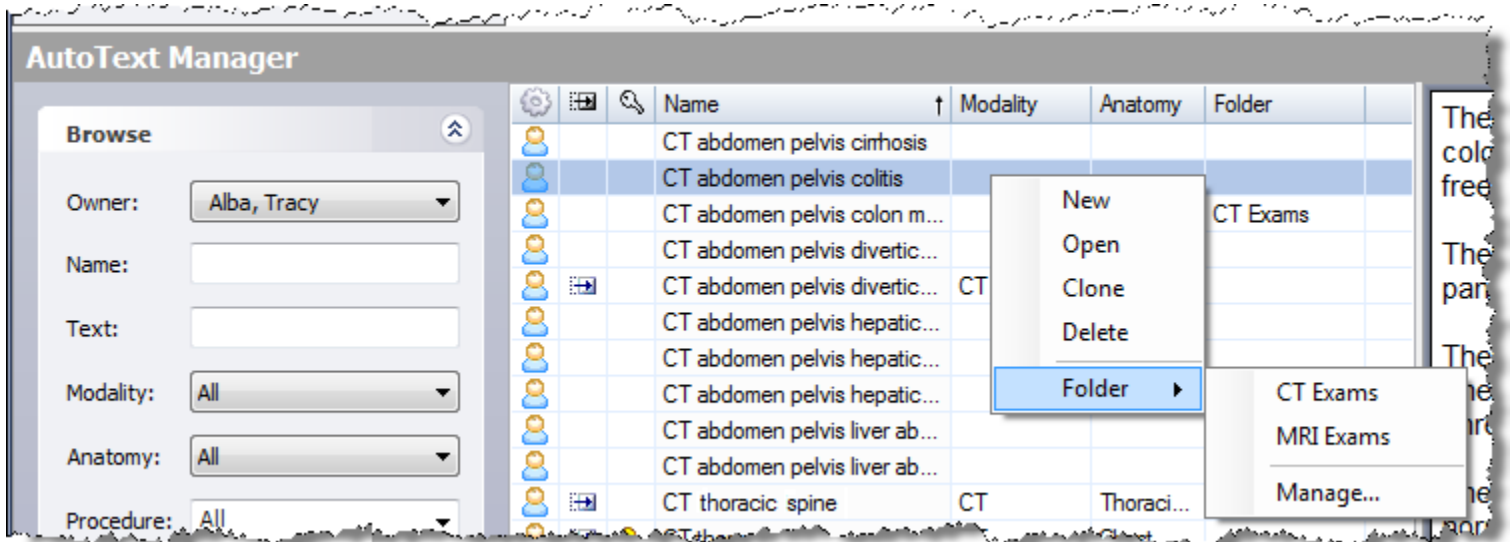
2. Click **Add**, enter a name for the folder, and click **OK**.



3. Repeat step 3 to create additional folders.
4. When finished, click **OK**. The folders you created now appear in the **Folder** drop-down list.

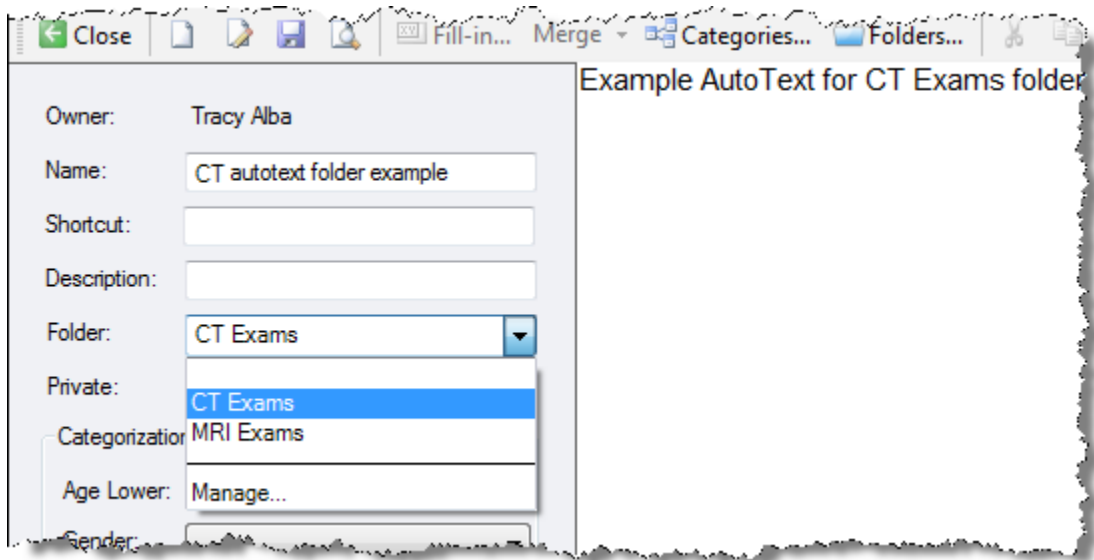
Assign an Existing AutoText to a Folder

1. From either the AutoText Editor or the Report Editor, locate the AutoText you want to assign to the folder.
2. Right-click the AutoText name and select **Folder**.
3. Select one of the folders you created. The folder name appears in the **Folder** column of the AutoText Manager table.

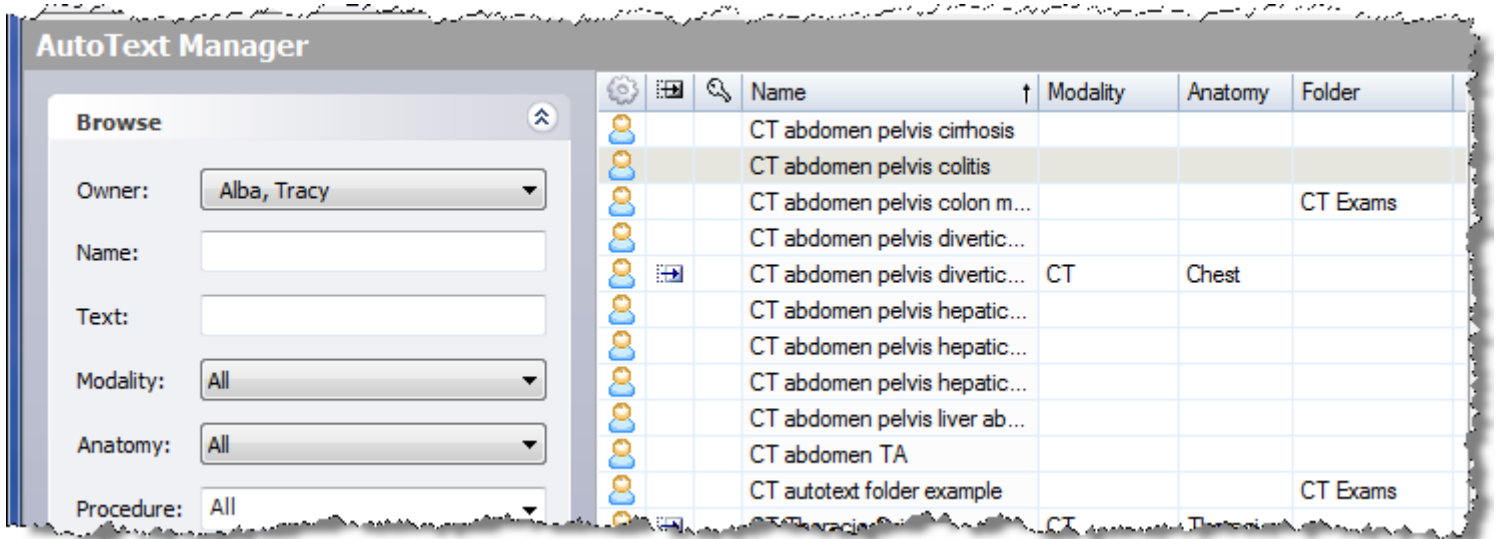


Assign a New AutoText to a Folder

1. In the AutoText Editor, create your new AutoText.
2. From the **Folder** drop-down list, select the name of the folder into which you want to place the AutoText.



3. Click **Save**. The AutoText appears in the AutoText Manager list with the folder name displayed in the **Folder** column.



Creating AutoText with Fill-In Fields

In this section you will create AutoText that contain text fill-in fields, numeric fill-in fields, pick lists, other AutoText, and default values.

A fill-in field is a simple way for you to insert variable information, for example, a dosage or a measurement, within a block of standard text. You can either dictate or type the information in the field. A fill-in field is also a way to reference other AutoText.

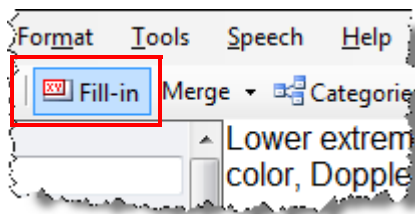
The procedures below assume that you have created a new AutoText and that the AutoText is open for editing in the *PowerScribe 360 Reporting* client application's **AutoText Editor**.

Creating a Text Fill-In Field

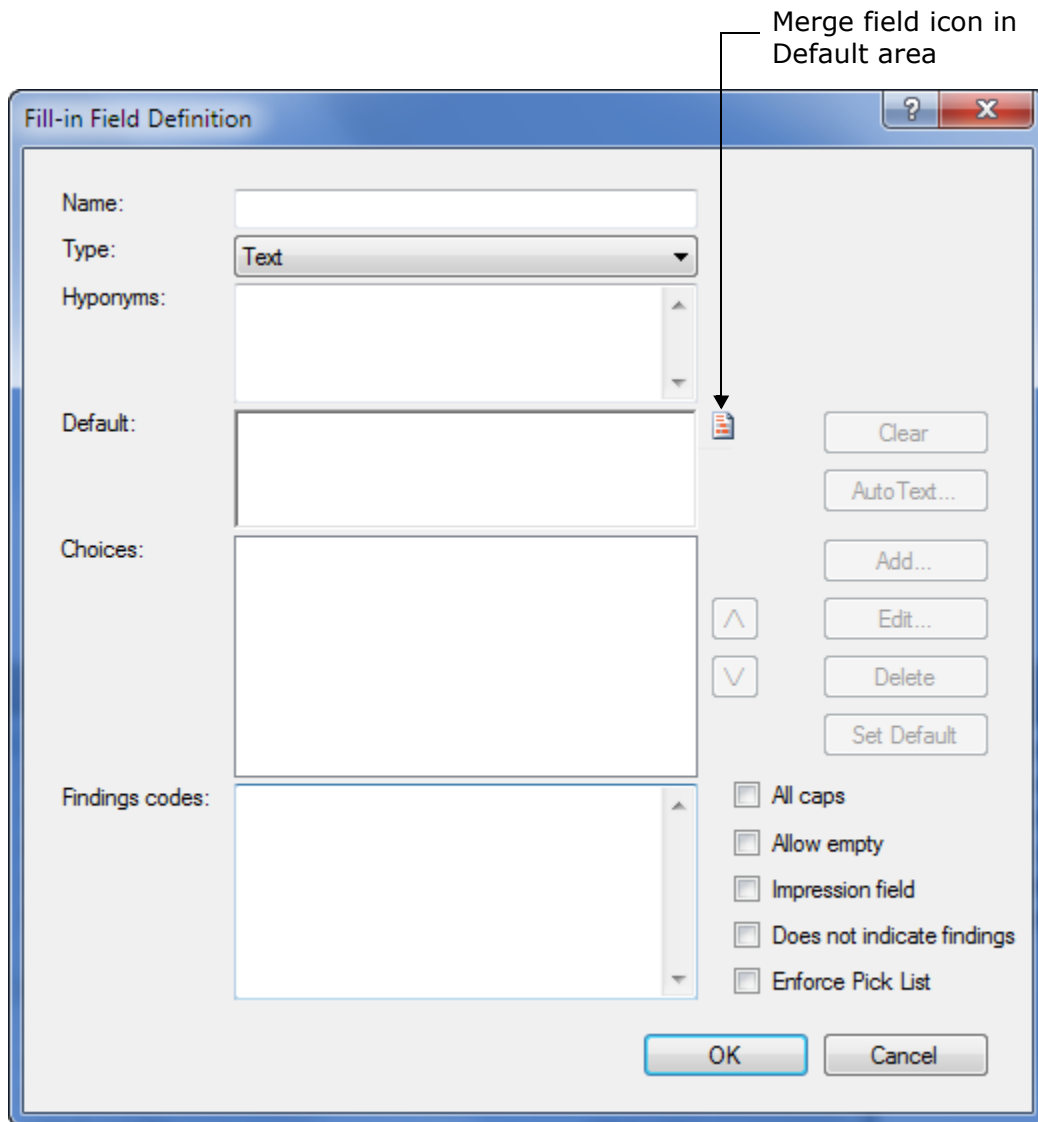
A text fill-in field contains alphanumeric characters. If you know the value you will most often enter or dictate in a particular fill-in field, you should assign a default value to the field. For more information on using default values in fields, refer to [Creating Default AutoText](#), beginning on page 276.

To create a text fill-in field:


1. With the AutoText open for editing, click to place the insertion point at the position where you want the fill-in field.
2. Say **“Insert Field”** (or click the **Fill-in** button in the toolbar).



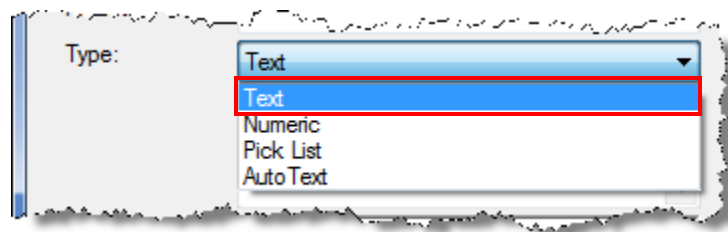
The **Fill-in Field Definition** dialog box opens.





3. Type a **Name** for this fill-in field. This name does not appear in the final document, but is used by the software to reference the field.

 **Tip:** If you select the *Enable Talking Fields* preference, the field name you provide here is announced through the *PowerMic* or *SpeechMike* when you navigate to the field. Refer to [page 69](#) for more information about talking fields.


4. Select **Text** from the **Type** drop-down list.



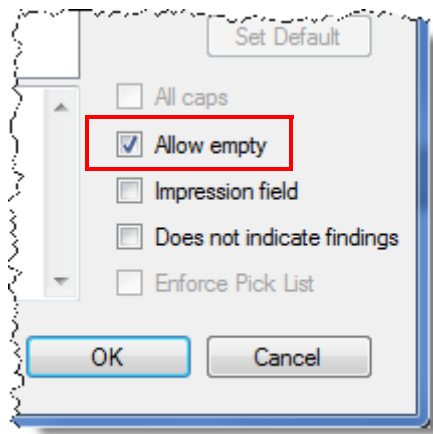
- If you want to assign a default value to this fill-in field, in the **Default** text box, type the text that is to be the default value in this fill-in field.

 **Tip:** To include a merge field as part of your default text, click the icon  to the right of the Default text box and select a merge field from the list that appears.

- Select the **All Caps** option if you want the entire contents of this field to appear in capital letters if you dictate over it.

 **Note:** In most facilities, the Impression field is in all caps. (Refer to [Creating an Impression Field](#), beginning on page 320.)


- To have the option to leave this field blank, select the **Allow Empty** check box.



- Click **OK**. The field appears in the AutoText.

Creating a Numeric Fill-In Field

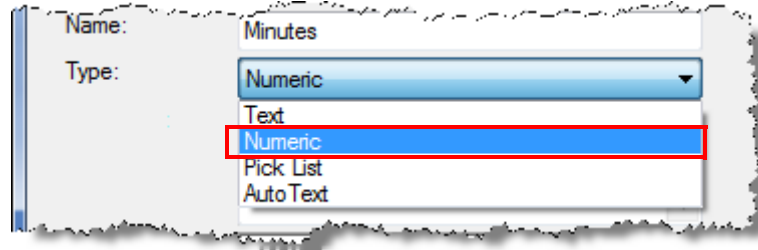
Use a numeric fill-in field to dictate a number. For example, use a numeric field for a dosage, a percentage, or a number of days.

 **Tip:** You can enter text values in numeric fill-in fields. Defining a field as numeric, however, causes the speech recognition software to expect numbers when that field is active (that is, while it contains the cursor and is accepting input), improving recognition.


To create a numeric fill-in field:

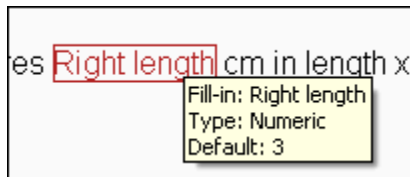
- With the AutoText open for editing, click to place the insertion point at the position where you want the fill-in field.
- Say **“Insert Field”** (or click the **Fill-in** button in the toolbar).
- Type a **Name** for this fill-in field. For example, type **Minutes** for a field in which you must indicate for how long a procedure was performed. This name does not appear in the final document, but is used by the software to reference the field and appears in the left column of the *PowerScribe 360 Reporting* client window during dictation.

4. Select **Numeric** from the **Type** drop-down list.



5. If you want to assign a default value to this fill-in field, in the **Default** text box, type the number that is to be the default value in this fill-in field.

 **Tip:** While editing the *AutoText*, float your mouse cursor over a field to see any default value you have defined for it.



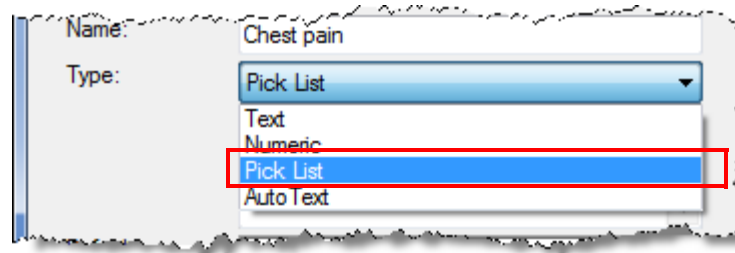
6. To have the option to leave this field blank, select the **Allow Empty** check box.
7. Click **OK**. The field appears in the *AutoText*.

Creating a Pick List Fill-in Field

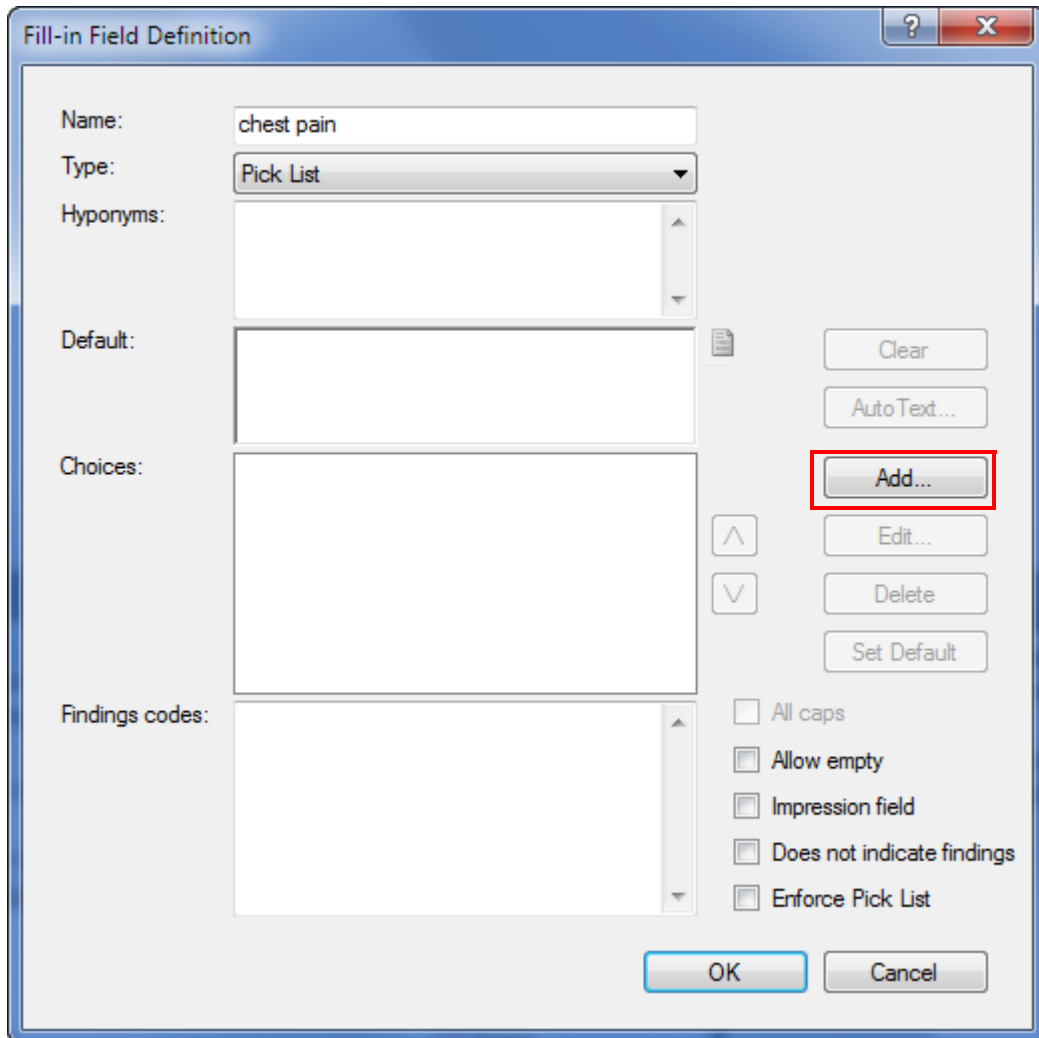
A pick list is a set of choices from which you select one. The choices appear in the AutoText, separated by slashes, while you are creating or editing it. You can then tab to the field and dictate the desired choice; while the field is selected, the available options appear in the left column of the dictation window.

To create a fill-in field with a pick list:

1. With the AutoText open for editing, click to place the insertion point at the position where you want the pick list.
2. Say “**Insert Field**” (or click the **Fill-in** button in the toolbar).
3. Type a **Name** for this pick list. This name does not appear in the final document, but is used by the software to reference the field and appears in the left column of the *PowerScribe 360 Reporting* client window during dictation.
4. Select **Pick list** from the **Type** drop-down list.



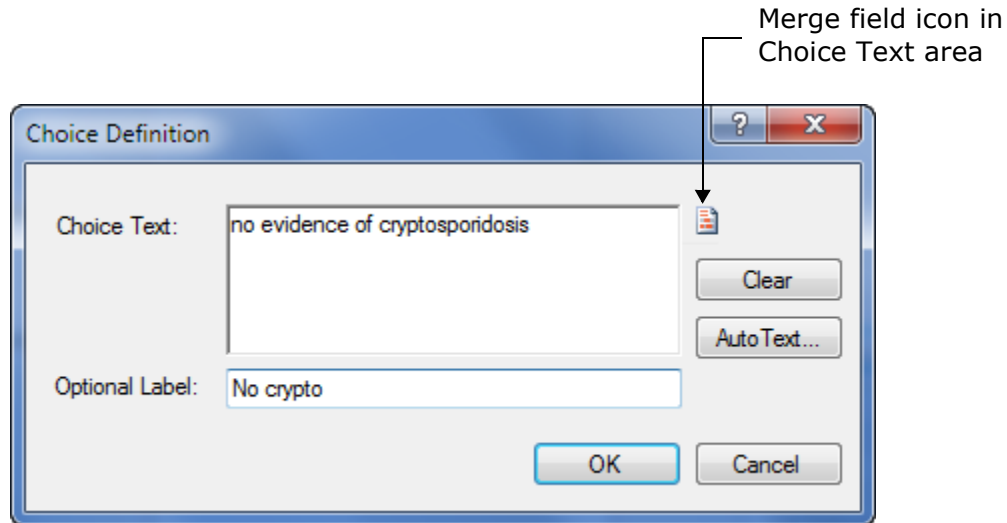
5. Click **Add**. The **Choice Definition** dialog box opens.




6. In the **Choice Text** text box, type the first choice you want to place in the list.

 **Tip:** You can also click the **Merge Fields**  icon and select a merge field to use as a pick list choice.

If the choice is too long to be displayed easily in the list, enter a shorter **Optional Label**. Be sure to use a label that clearly identifies the item. When dictating a report, you can dictate the Optional Label to select the choice, and the report will display the Choice Text.



7. Click **OK**. The choice appears in the list.
8. Repeat Steps 6 and 7 for each choice you want to add to the list.

 **Tip:** You can rearrange the items in the pick list. Select an item and click the Up or Down arrow; repeat this process until the list is organized in the order you want you to see it.



9. If you want to assign a default value to this fill-in field, select the item that you want to become the default value and click the **Set Default** button.
10. If you want to enforce the pick list choices so that radiologists cannot replace the field, select the **Enforce Pick List** check box.
11. Click **OK**. The field appears in the AutoText.


Creating a Fill-in Field That References an Existing AutoText

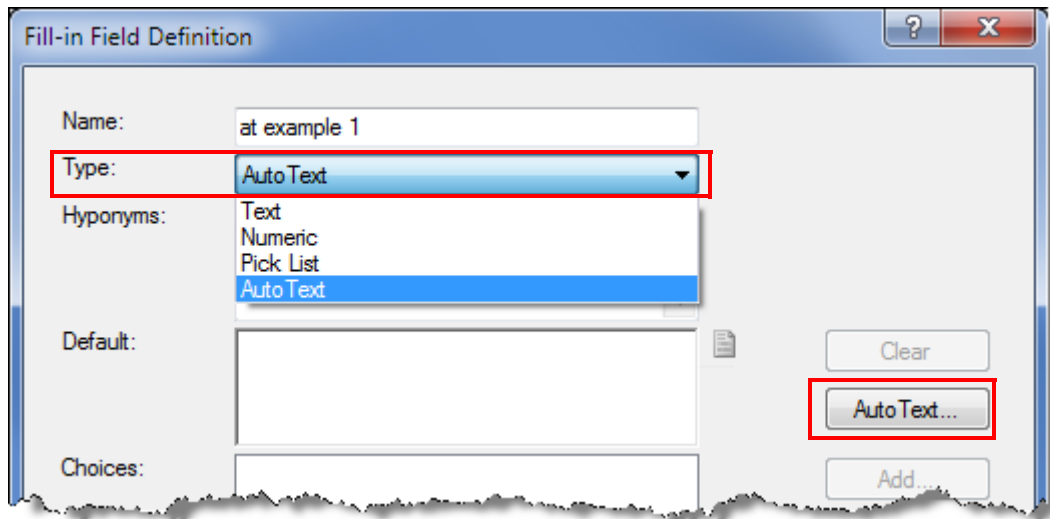
You can create fill-in fields that reference an existing AutoText allowing the referenced AutoText content to be used within the field. You can use either the **AutoText** type or the **Pick List** fill-in field type to reference an AutoText.



Note: If a referenced AutoText is deleted or renamed, the reference is no longer valid and the field will be empty when inserted into a radiology report.

Using the AutoText Type

1. Open the AutoText Editor and either start a new AutoText or open an existing one that you want to modify.
2. With your mouse cursor in the AutoText creation area, click the **Fill-in** button  **Fill-in...** to open the **Fill-in Field Definition** dialog box.
3. Give the fill-in field a name and select AutoText from the **Type** drop-down list. Notice that the **AutoText** button on the right becomes active.



4. Click the **AutoText** button to open the **AutoText Search** dialog box.

- Using the **Browse** section, search for and select an AutoText. The AutoText content opens in the preview section (bottom) of the dialog box.



Note: The AutoText Search displays only AutoText that do not contain references to other AutoText.

AutoText Search

Browse

Owner: Documentation

Name:

Text:

Modality: All

Anatomy: All

Procedure: All

Folder: All

Reset Filters Browse

	Name	Modality	Anatomy	Folder	Section
	3D CT Brain ...				
	ABI				
	additional bilat...				
	additional bilat...				
	additional unil...				
	additional unil...				
	ankle				
	ankle arthrogr...				
	ankle injection				
	ankle left				
	ankle limited				
	ankle right				
	aorta marked				
	aorta mild				
	aorta moderate				
	CT ...				

ANKLE , MINIMUM THREE VIEWS

CPT CODE: 73610

HISTORY: [Injury with pain]

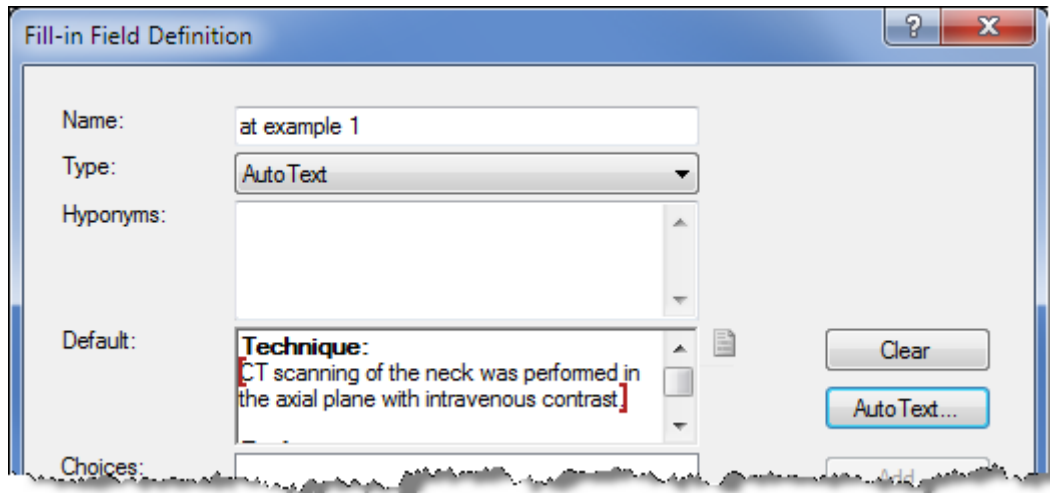
COMPARISON: [None]

FINDINGS:

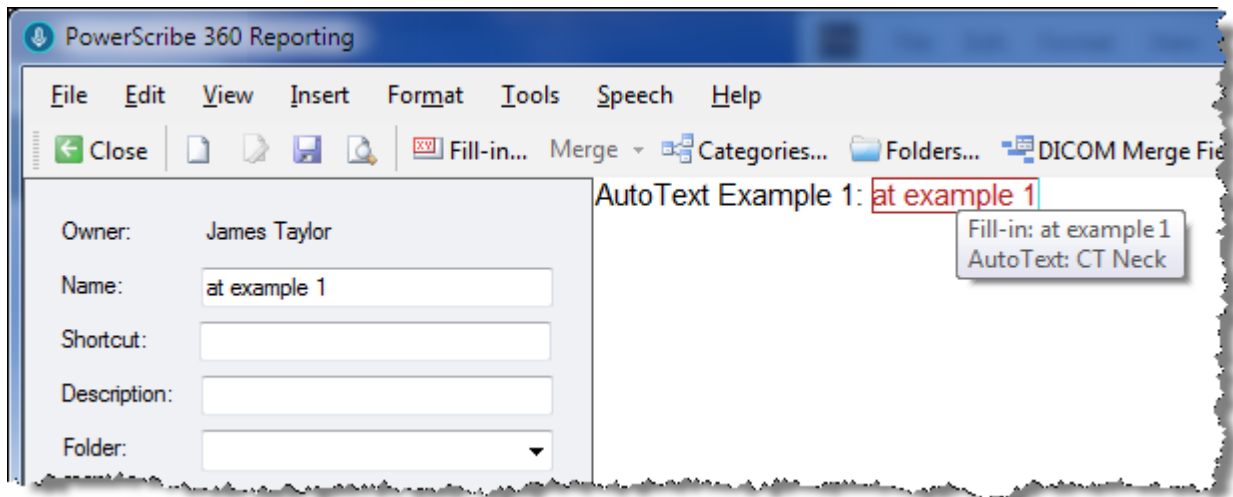
AP, lateral and oblique views of the ankle were obtained.

OK Cancel


- When finished, click **OK** to place the selected AutoText into the **Default** portion of your fill-in field definition.



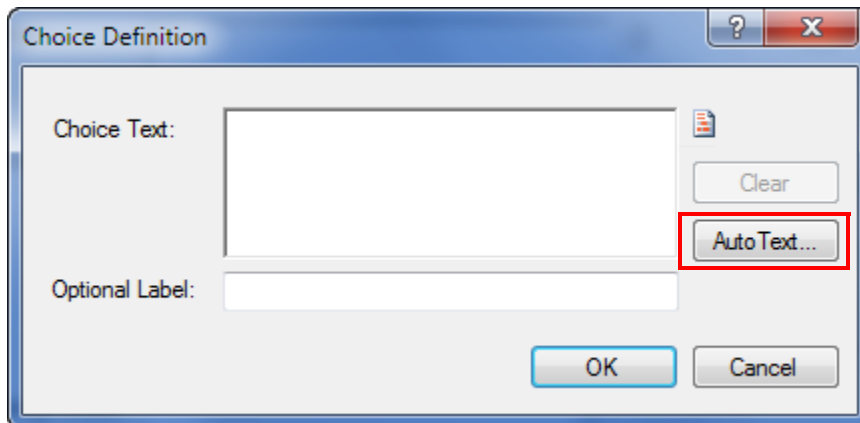
- Click **OK** to return to your AutoText Editor. The fill-in field definition you just created appears in your AutoText at your cursor location. Placing your mouse cursor over the field displays the type and content.



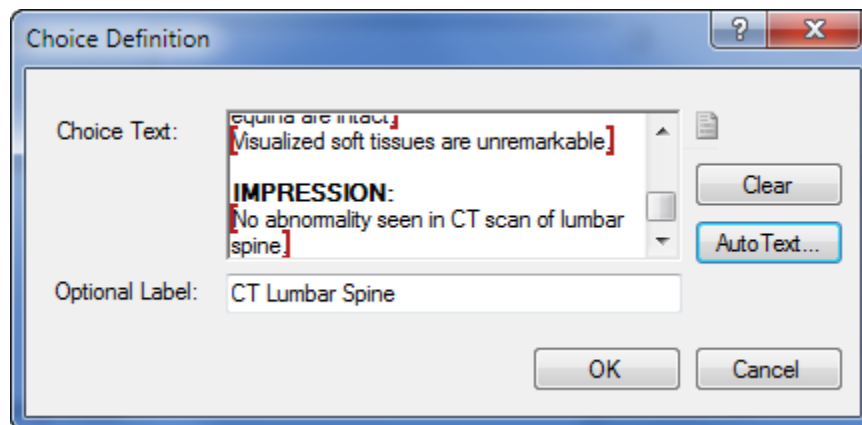
Using the Pick List Type

- Open the AutoText Editor and either start a new AutoText or open an existing one that you want to modify.
- With your mouse cursor in the AutoText creation area, click the **Fill-in** button  to open the **Fill-in Field Definition** dialog box.
- Give the fill-in field a name and select **Pick List** from the **Type** drop-down list.

- Click the **Add** button to open the **Choice Definition** dialog box.

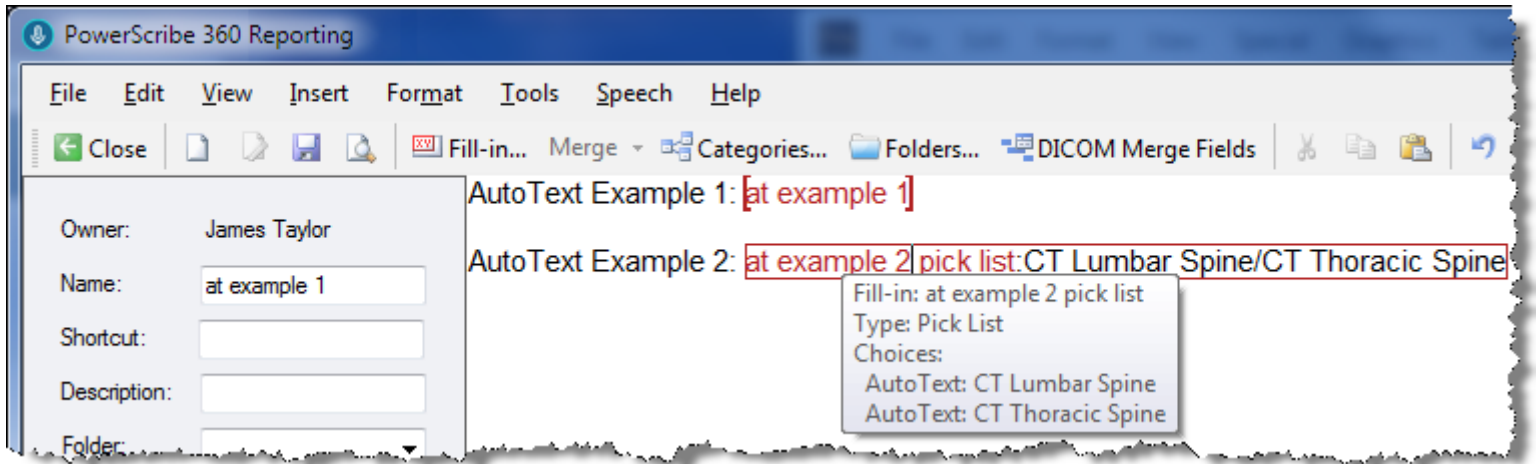


- Click the **AutoText** button to open the **AutoText Search** dialog box.
- Using the **Browse** section, search for and select an AutoText. The AutoText content opens in the preview section (bottom) of the dialog box.
- When finished, click **OK** to return to the **Choice Definition** dialog box. The AutoText appears in the **Choice Text** area.



- Click **OK** to return to the **Fill-in Field Definition** dialog box.
- Repeat steps 4 through 8 to create one or more additional pick list choices.

- When finished, click **OK** to return to your AutoText Editor. The fill-in field definition you just created appears in your AutoText at your cursor location. Placing your mouse cursor over the field displays the type and choices.

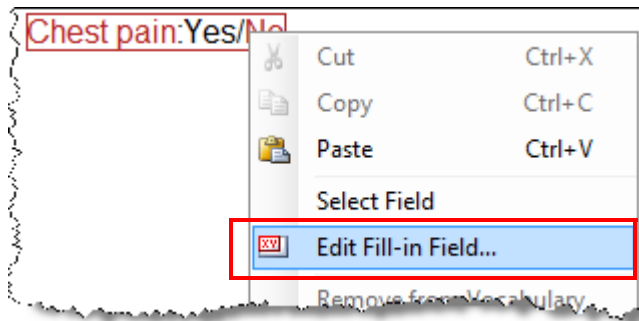


Editing a Fill-In Field

You can modify the properties of a fill-in field you have placed in an AutoText.

To edit a fill-in field:

- Open the AutoText for editing.
- Right-click the field you want to edit.
- Select **Edit fill-in field** from the shortcut menu to open the **Fill-in Field Definition** dialog box.



- Modify the field's properties as desired.
- Click **OK** to return to the AutoText Editor.

Creating AutoText with Merge Fields

Merge fields are data items retrieved from your RIS or HIS. You can use merge fields in AutoText to display patient information or other data, eliminating the need for you to enter or dictate this information.

To create AutoText with merge fields:

1. With the AutoText open for editing, click to place the insertion point at the position where you want the merge field.

COMPARISON: None


HISTORY:

TECHNIQUE:

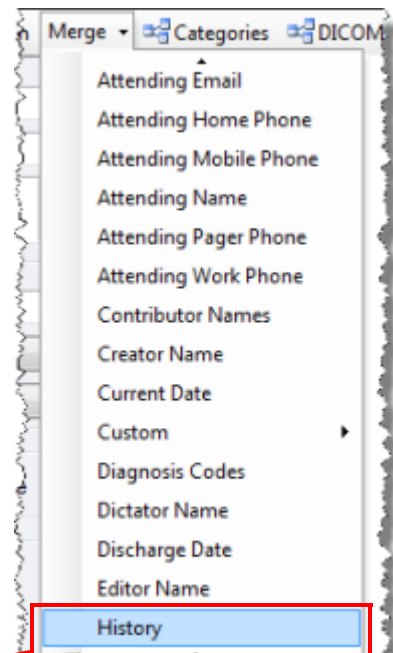
FINDINGS:
The bony structures are intact without evidence of fracture or bone destruction. Paranasal sinuses, orbital and facial soft tissues are unremarkable.

IMPRESSION: No fracture or other abnormality is seen in the facial bones.

2. Select the down arrow next to the **Merge** button in the menu bar, and select the desired item from the list of fields. (You can also drag and drop the merge fields into the AutoText.)

 **Note:** The table in Appendix A shows the full list of merge fields. Merge field data might contain data from the RIS or HIS or created in PowerScribe 360 Reporting. In addition to the fields shown here, the list might also contain custom fields; refer to [Custom Fields](#), beginning on page 325.

The name of the merge field appears in the AutoText. The data item will appear in the



COMPARISON: None

HISTORY: History

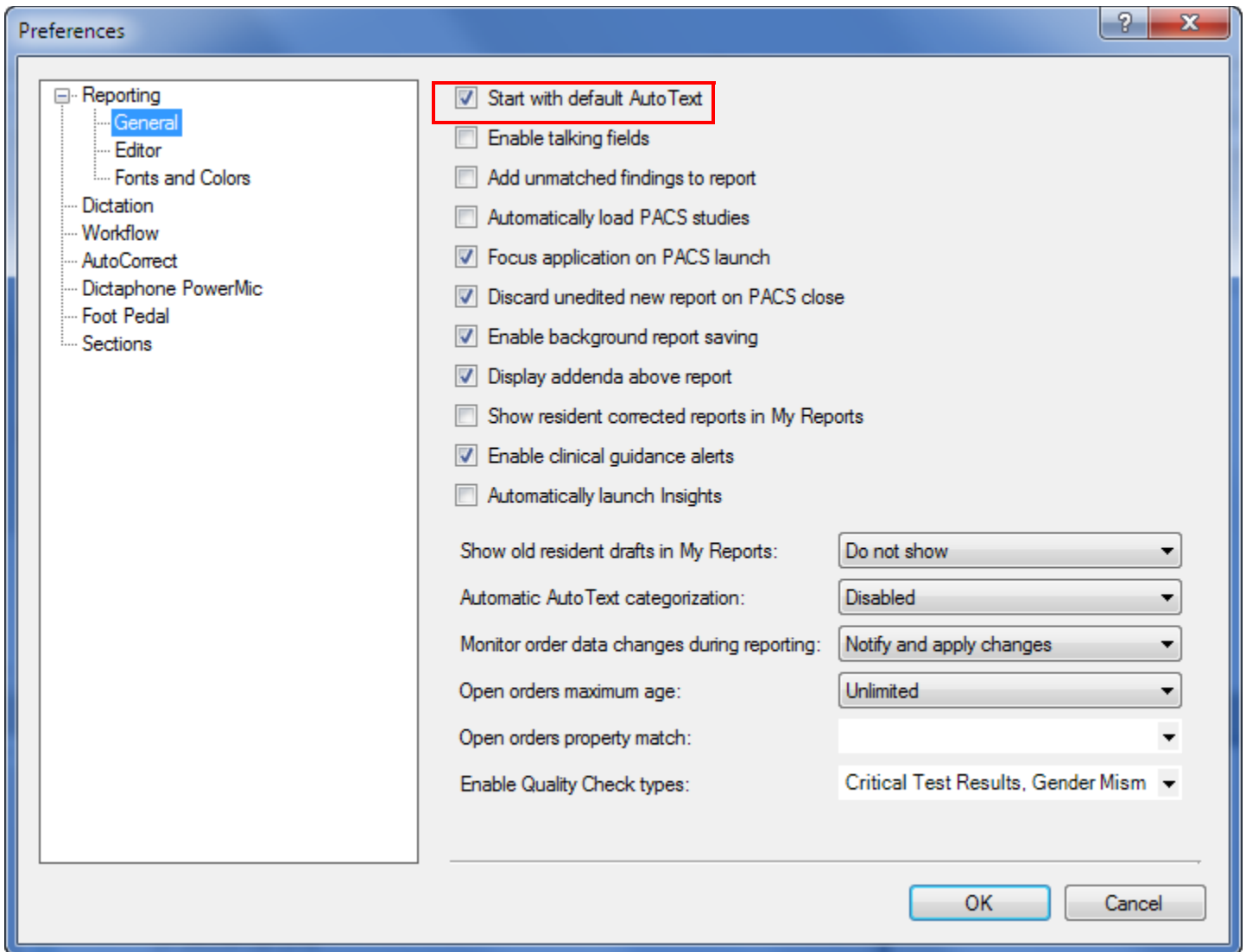
TECHNIQUE:

FINDINGS:
The bony structures are intact without evidence of fracture or bone destruction. Paranasal sinuses, orbital and facial soft tissues are unremarkable.

IMPRESSION: No fracture or other abnormality is seen in the facial bones.

Creating Default AutoText

A default AutoText is one that is invoked automatically for a particular procedure, if the **Start with default AutoText** preference (**Tools > Preferences > Reporting > General**) is enabled.

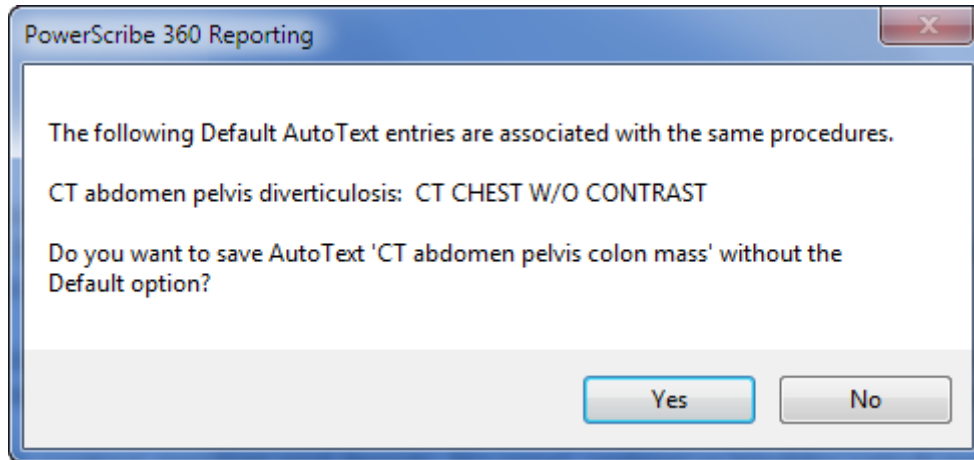


You can associate a default AutoText with a procedure code (or codes). Doing so causes the software to display the default AutoText to you when you initiate a report for the procedure.

If you do not associate an AutoText with a procedure code, the AutoText can be used as a generic or basic AutoText that can be relevant to all procedures.

**Notes:**

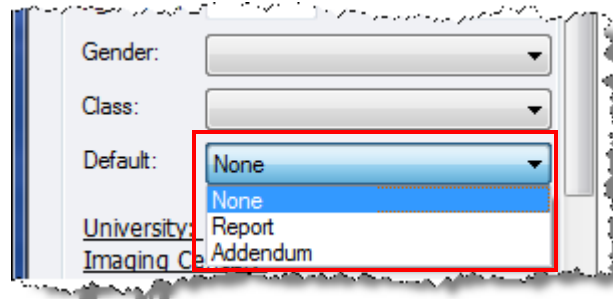
- *You cannot associate more than one default AutoText with the same procedure code, unless there exists another factor, such as age or gender, to differentiate between the AutoText. If you attempt to do so, you see a warning message similar to this one when you attempt to save the AutoText:*



- *Where a personal AutoText and a site AutoText have the same name and both are relevant to a report, if the site AutoText is marked as a default, but the personal AutoText is not, the site AutoText is used.*

To create a default AutoText:

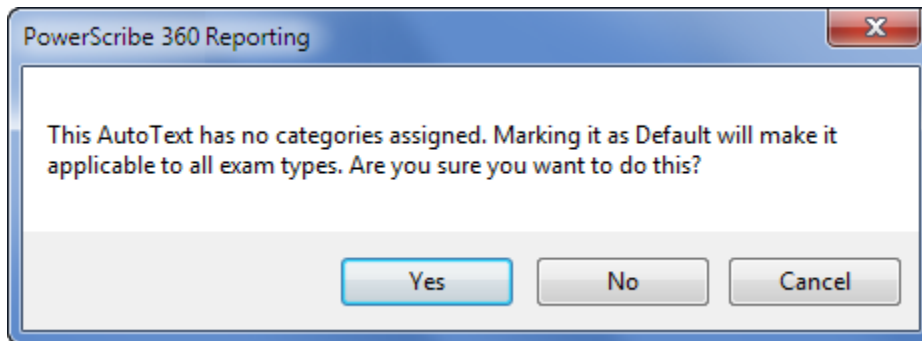
1. With the AutoText open for editing, click the **Default** drop-down list, and select either **Report** or **Addendum**.



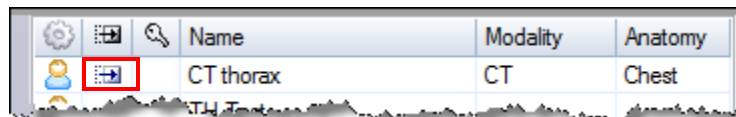
2. Follow the procedure on [Creating AutoText Relevant to a Procedure](#), beginning on page 279 to associate the AutoText with one or more procedure codes. If you take this action, the AutoText automatically loads only when you begin a report on one of those procedures.



Caution: If you do not associate this AutoText with any procedure codes, it will load when you begin any report. If you attempt to save the AutoText without associating it with any procedure codes, you see the warning message below. It is strongly recommended that you click Cancel to close the message box, and then add at least one procedure code to the AutoText before saving it unless you intend to use the AutoText as a generic or basic AutoText relevant to all procedures.




In this example, the icon to the left of the AutoText name indicates that this AutoText has been designated as the default for the procedure code (or codes) you specified.




3. Test the AutoText by using it in a report.


Creating AutoText Relevant to a Procedure

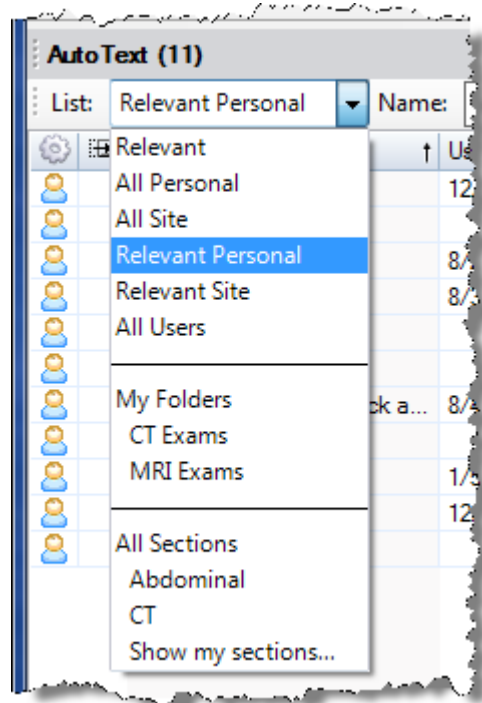
 **Note:** When an AutoText is uncategorized, it is relevant to all procedures. However, in order to gain the benefits of relevancy, we are assigning specific procedures to AutoText in this section.

You might want to insert an AutoText into a report without having to select from a large number of AutoText not related to the procedure. (See the image at right, which is the AutoText tab in the Report Editor window.) To make it easier to locate the desired AutoText, you can filter your AutoText so that only those relevant to a particular procedure appear in the drop-down list:

- **Relevant Personal:** Related to a specific procedure and belongs to a particular user.
- **Relevant Site:** Related to a specific procedure and used by any user in the site.
- **Relevant:** Both personal and site relevant.

 **Tip:** The most important relevancy criterion for an AutoText is the exam procedure, but other criteria include the patient's age and gender.

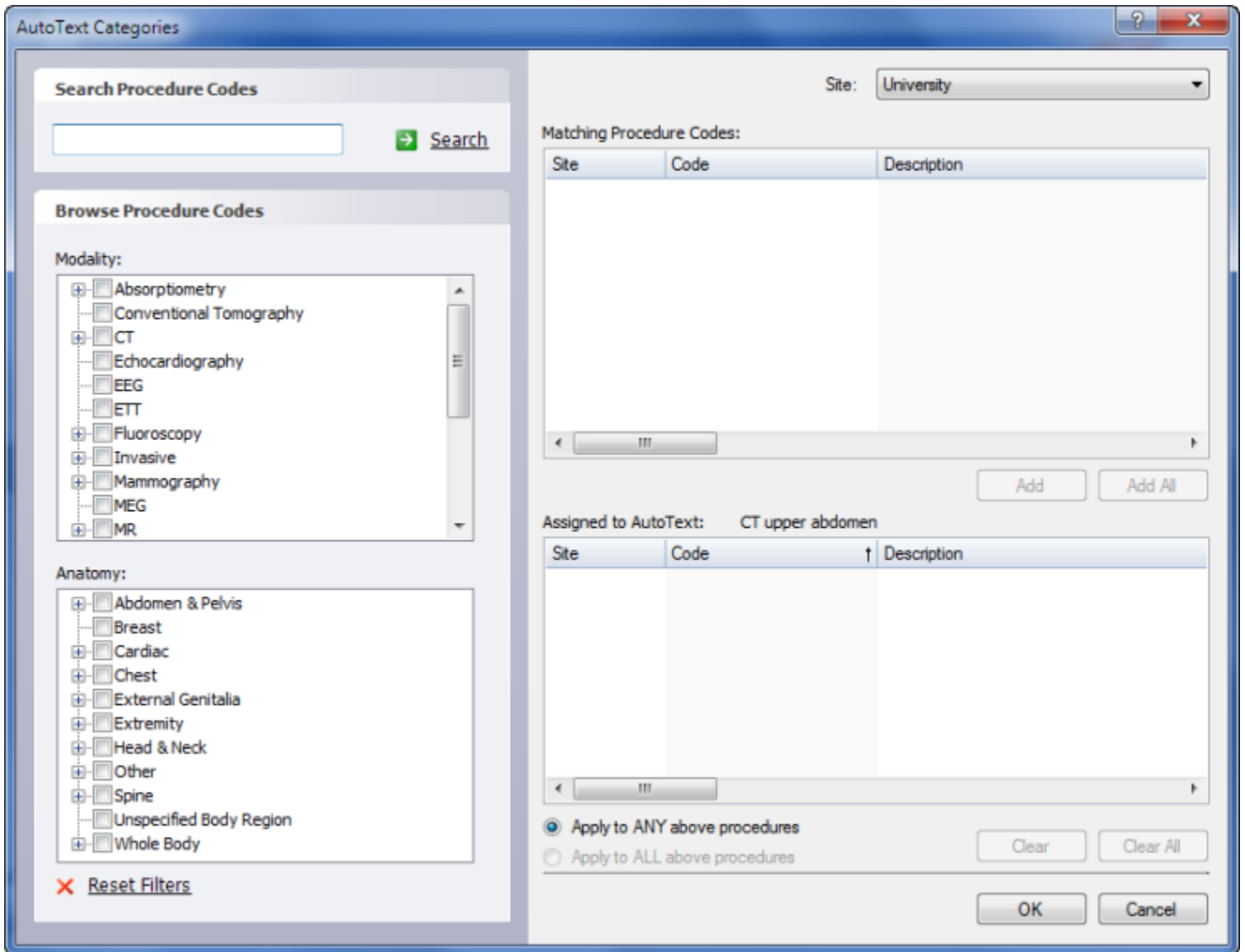
 **Note:** Where both a personal AutoText and a site AutoText have the same name, and both are relevant, the site AutoText does not appear in the Relevant Site list, but the personal AutoText appears in the Relevant Personal list. The voice command to invoke the AutoText will insert the personal AutoText.



Follow this procedure to associate an AutoText with one or more procedure codes in the AutoText Editor.

1. With the AutoText open, click the **Categories**  tool in the toolbar, or select a site name in the **Categories** group box.

The **AutoText Categories** window opens.



2. Select a site from the **Sites** drop-down list at the upper right, if the appropriate site is not already selected. (You can also select **All** to include procedure codes from all sites.)
3. Use any method to find the procedure code(s) you want to associate with this AutoText:
 - Enter all or part the procedure code or procedure name and click **Search**, OR
 - Click to place a check mark next to a **Modality**, OR
 - Click to place a check mark next to an **Anatomy**.

Any procedure codes found appear in the **Matching Procedure Codes** list at the upper right.

4. Select one or more procedures from the list. Hold down the **Ctrl** key and click each desired item, or hold down the **Shift** key and select the first and last desired item; then click **Add**. Or, click **Add All** to add the entire list. The selected procedure codes appear in the **Assigned to AutoText** list.
5. For AutoText marked as **Default**, determine whether to apply to any or all of the procedures you just selected.



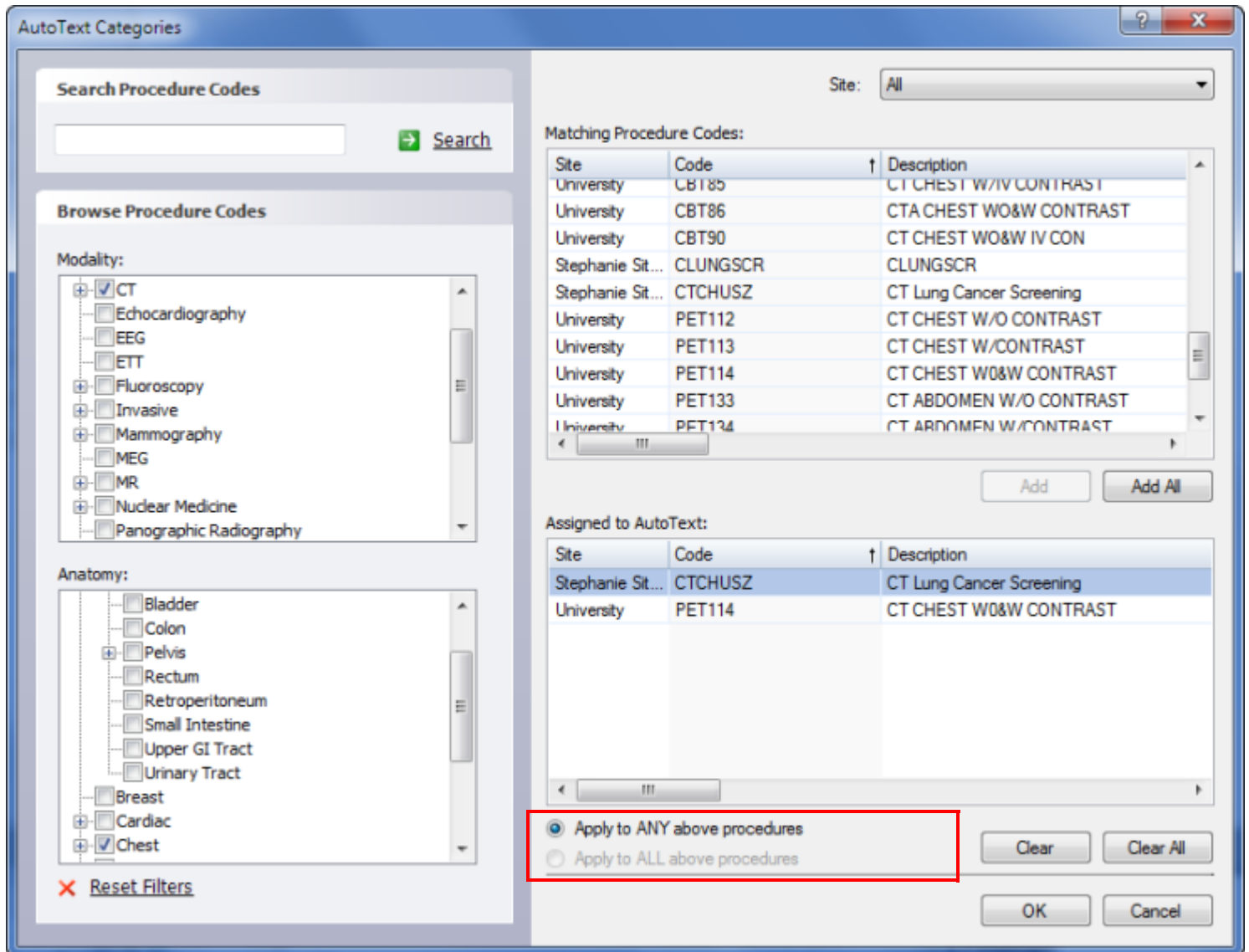
Note: *ANY* and *ALL* only apply when the **Default** value for the AutoText is either **Report** or **Addendum**.

- Selecting **ANY** assigns the AutoText as the default when any of the selected procedure codes associated with the AutoText are present in the report when initiating dictation. (Note that **ANY** is always the default selection.)
- Selecting **ALL** assigns the AutoText as the default when all of the selected procedure codes associated with the AutoText are present when initiating dictation.

Information for Both **ANY** and **ALL** Selections

- When initiating a report, if there is a relevant AutoText marked **ANY** and another relevant AutoText marked **ALL**, the AutoText marked **ALL** will take priority as the default.
 - **Example:** **AT1** is associated with **ANY** selected procedures **123** and **ABC**. **AT2** is associated with **ALL** selected procedures **123** and **ABC**. If you open an order with **123**, the default AutoText will be **AT1**. If you open an order with **ABC**, the default AutoText will be **AT1**. If you open a report with both **123** and **ABC**, the default AutoText will be **AT2**.
- The site-level preference (**Setup > System or Sites > Preferences > Workflow** tab) **Site AutoText overrides user default** takes precedence over both **ANY** and **ALL** personal AutoText matches.
 - **Example:** A site selects this preference. The site has an AutoText named **site autotext** that is associated to **ANY** of the selected procedure codes (in this example **ABC** and **123**). A user on the site has personal AutoText: **AT1** is associated to **ANY** **ABC** and **123**, and **AT2** is associated to **ALL** **ABC** and **123**. If you open an order with **ABC** and **123**, **site autotext** is used, and not your personal AutoText.
- You cannot save an **ANY** (or an **ALL**) AutoText with procedure codes that are associated previously with another **ANY** (or **ALL**) AutoText. If you attempt to do so, you receive a warning with an error that includes both the name of the conflicting AutoText and the matching procedure codes.

- If the check box for **Site AutoText overrides user default** is not selected (False), there is no scenario where a site-level AutoText should appear when there is a relevant personal AutoText.



6. Click **OK**. The procedure codes are associated with the AutoText.

Searching for AutoText

Follow the procedure below to search for one or more AutoText in the AutoText Editor.

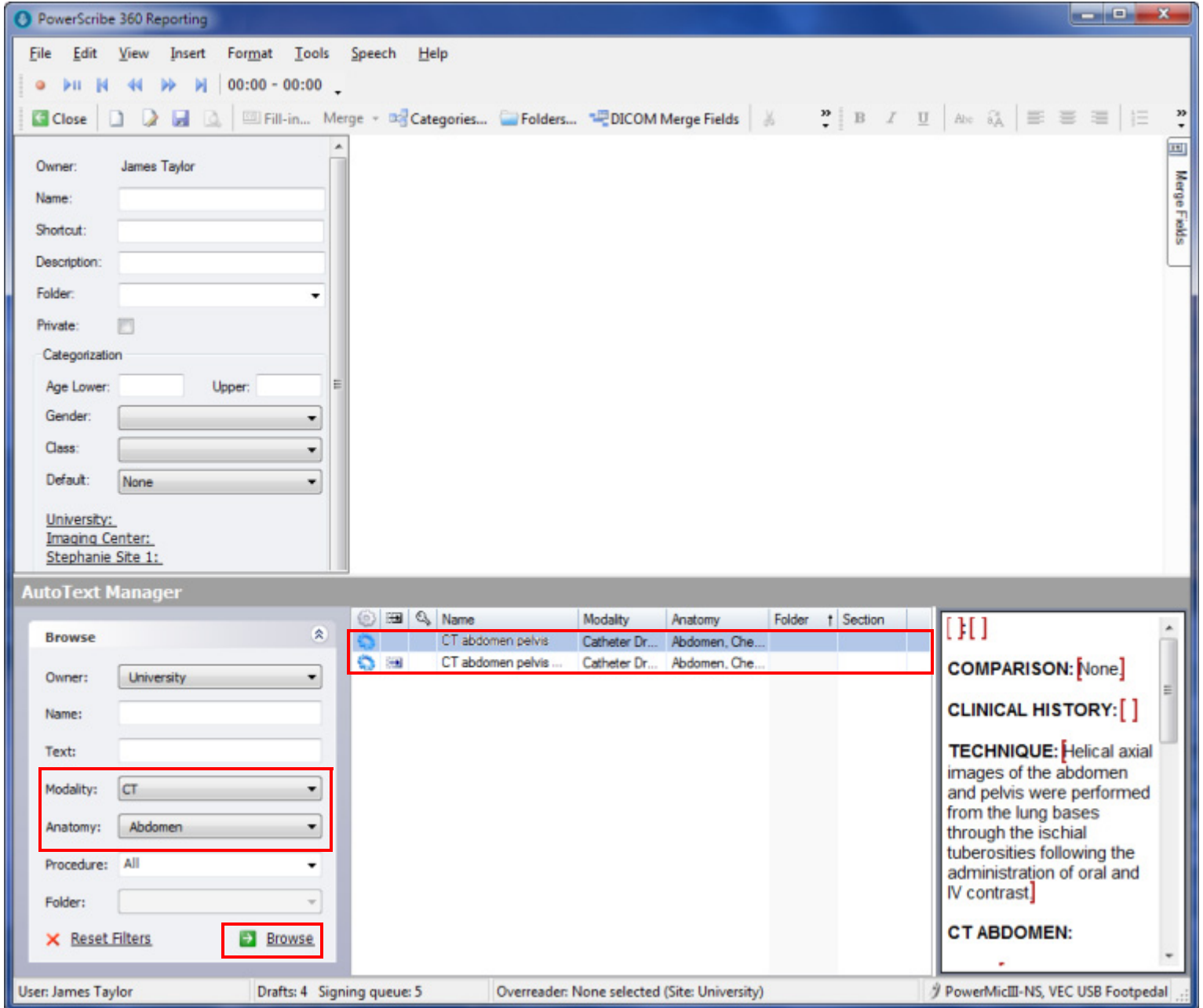
To search for AutoText:

1. Select **Tools > AutoText Editor** from the menu bar.
2. In the **Browse** pane, use one or more criteria to find the AutoText:
 - Use the **Owner** drop-down list to filter the search by AutoText owner. Choose one of the following options:
 - **All**: Searches all sites and user accounts for AutoText.
 - **All Sites**: Searches all sites for AutoText; does not search the user accounts.
 - **Multi-Site**: Searches for AutoText that are associated with more than one site.
 - **<Individual sites>**: Allows you to select an individual site to search for AutoText.
 - **All Users**: Searches all users for AutoText; does not search the sites.
 - **<Individual user accounts>**: Allows you to select an individual user account to search for AutoText.
 - Use the **Name** field to search by AutoText name or by the shortcut used to invoke it. You can use a wild-card character (*) to search by any part of the name or shortcut.
 - Use the **Text** field to search for an AutoText containing the entered search text. You can enter part of the text without using a wild-card character.
 - Use the **Modality** drop-down list to filter the search by type of exam (for example, **CT** or **MRI**).
 - Use the **Anatomy** drop-down list to filter the search by body region (for example, **Chest** or **Head & Neck**).
 - Use the **Procedure** drop-down list to filter by procedure. This list is empty if you have not selected a modality or anatomy, because without narrowing this criterion, there would be too many AutoText to fit in a drop-down list. It is also empty if there are no mappings between procedure codes and modalities/anatomies.
 - Use the **Folder** drop-down list to filter by one of the folders you or another user created.




Note: The **Folder** list is unavailable (grayed out) if you select **All Users** or any one of the **Site** options in the **Owner** drop-down list.

3. Click **Browse**. Any AutoText that meet your criteria appear in the list.

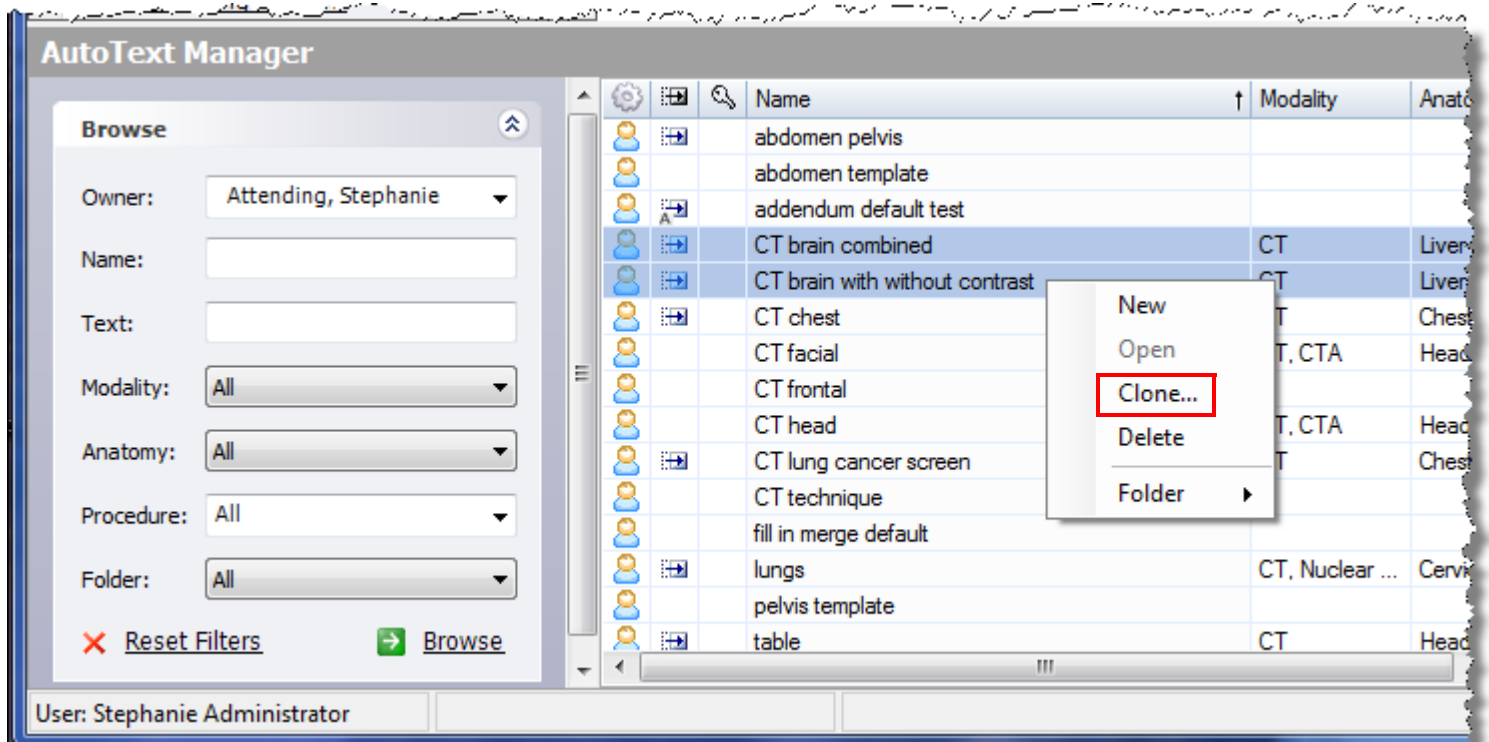


Cloning AutoText

 **Tip:** To select more than one AutoText, use your Windows Shift and/or Ctrl keys.

Cloning allows you to open (copy), modify, and save an existing AutoText from another user or another site. By cloning you can create a new AutoText without starting from scratch; the AutoText you clone acts as a template for the new one you are about to create.

1. From the AutoText Manager area, search for and select the AutoText you want to clone. You can select an AutoText from any user or site to which you have access using the **Owner** drop-down list.
2. Right-click the AutoText you selected and click **Clone**. The AutoText content appears in the edit window, and its attributes are filled in on the left side of the window.



3. Modify the content and/or attributes of the AutoText and save your changes.

