



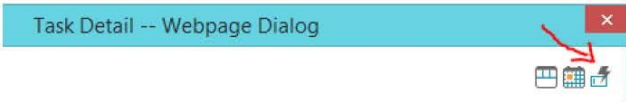
Tips & Tricks Weekly



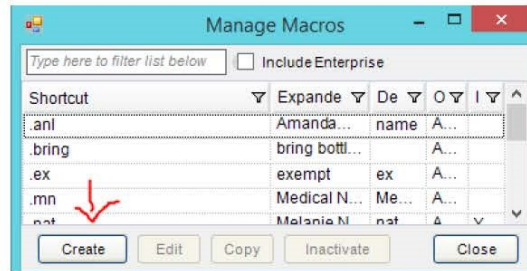
How to Create a Macro

Macros are dot phrases which allow you to quickly plug in a phrase or template you use often in your clinical documentation. The Macro Button can be found by opening up any task window.

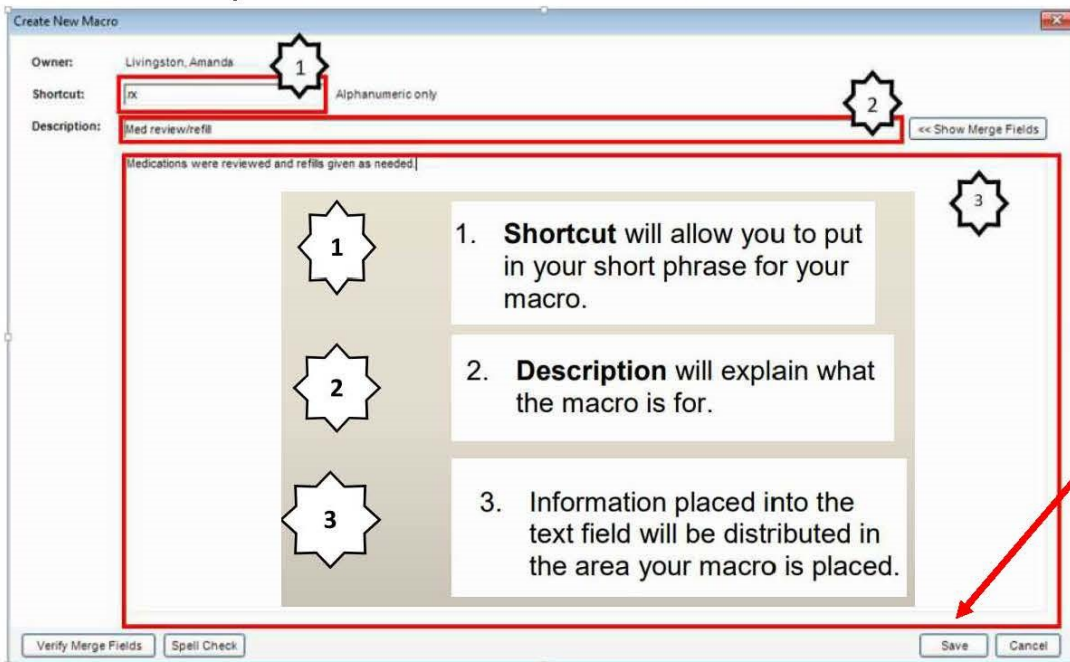
1. Click the macro button.



2. A Manage Macros box will appear. Click *Create* in the bottom left.



3. Enter your macro info in the fields.



4. Save your macro.

5. Use your macro. To add, type your shortcut, always begin with the period. Click enter to populate. Can be used in notes, tasks, letters.

