\*\* If you use an underscore symbol like this: \_ anywhere in your saved templates, you can move from underscore to underscore by just hitting F3\*\*

1. Open a patient chart.
	1. Use ZZTEST, TEN if you’re worried about accidentally saving something to a real person’s chart



1. Open up any note in PowerNote, Dynamic Documentation or Clinical Note
2. Once in the note, click anywhere to start free texting
3. Once you start typing, you will see a button in the toolbar above the note that says “Manage Auto Text” when you hover over it. Click it.



1. Once in the auto text manager (DOT phrase manager), you can see your personal phrases or the public phrases that anyone can use



1. Click the blue (+) sign under My Phrases to add a new phrase.



1. Enter the abbreviation which you will type in to trigger the dot phrase popping up. (THIS IS CASE SENSITIVE).



* 1. Some people like ..nameoftemplate
	2. Some people like symbols that they don’t really use often in their notes (@, $, ^, etc).
	3. I would avoid using the symbol #, becase we all use that a ton in our notes, and every time you type it, the dotphrase menu will show up.
1. Title the dot phrase something that makes sense to you



1. Type what you want to automatically show up when you enter the dot phrase in the large box.



1. You can customize your dot phrases with smart templates that automatically pull info from the chart into your note.
2. Save your phrase. You can go back to edit it at any time if needed.

