



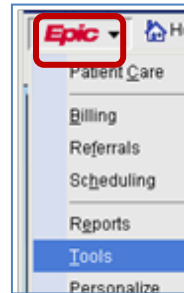
Building Personal .dot Phrases



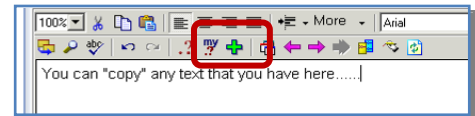
Accessing the SmartPhrase Analyzer/Editor

1. From **Epic**, click **Tools > SmartTool Editor> My SmartPhrases**.

You can also access the SmartPhrase editor from the notes activity.

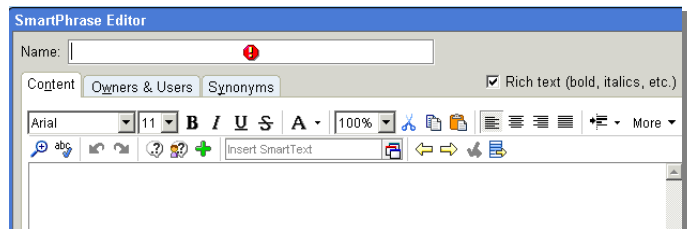
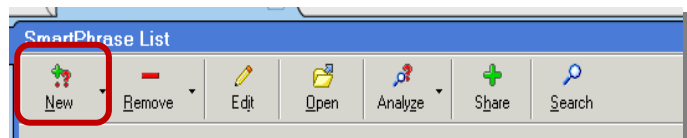


Hint: If you have created some text you would like to use for a dot phrase, copy it before clicking the green plus sign.



Creating the .dot Phrase

1. The SmartPhrase editor displays. Click **New** from the tool bar.
2. Type the name of your new SmartPhrase in the *SmartPhrase Name* field.
3. Type the desired text.
4. Click **Accept** at the bottom when finished.

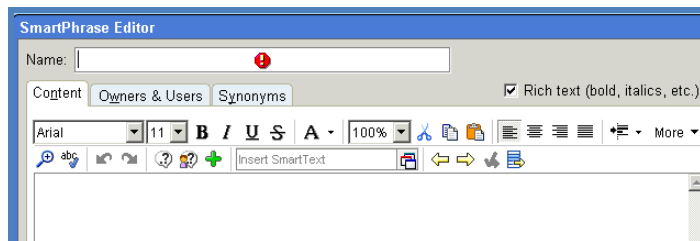


SmartLinks can be added by typing in the **dot phrase**. It then appears with an @ symbol on either side.

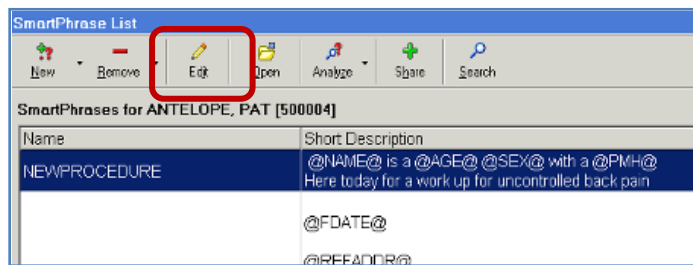
Personalizing a Smart Text



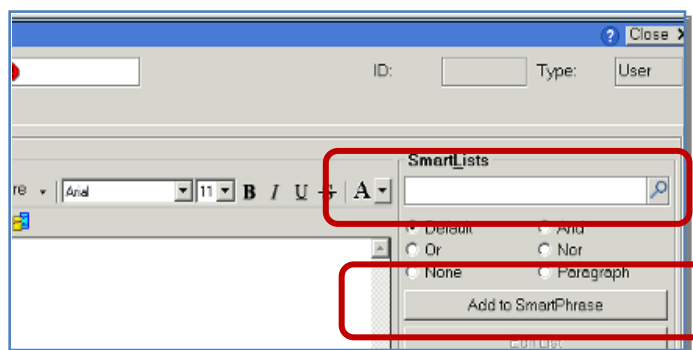
From the SmartPhrase Editor select the desired SmartText template and click **Accept**. This places it in the SmartPhrase editor field for modification.



1. To edit an already existing SmartPhrase, highlight the phrase, and click **Edit**.



2. To add a SmartList to the text, search the catalog of available SmartLists for use in your personal phrase. (Ex: type "yes" to search for a yes/no drop list. Select the desired list).



3. Place your cursor where you want to place the SmartList and click the **Add to SmartPhrase** button.

Wildcards: You can place a wild card anywhere in the text where you want to be sure to add text. Wildcards are 3 asterisks ***. When you press **F2** and arrive on a wildcard, you can 'fill in the blank'. Don't bother deleting the ***. Once highlighted (black background), they automatically disappear when you start typing.