# PowerChart FAST VIEW

AutoText Copy Utility

The AutoText Copy Utility allows for copying another user's autotext. Copy one, multiple or all.
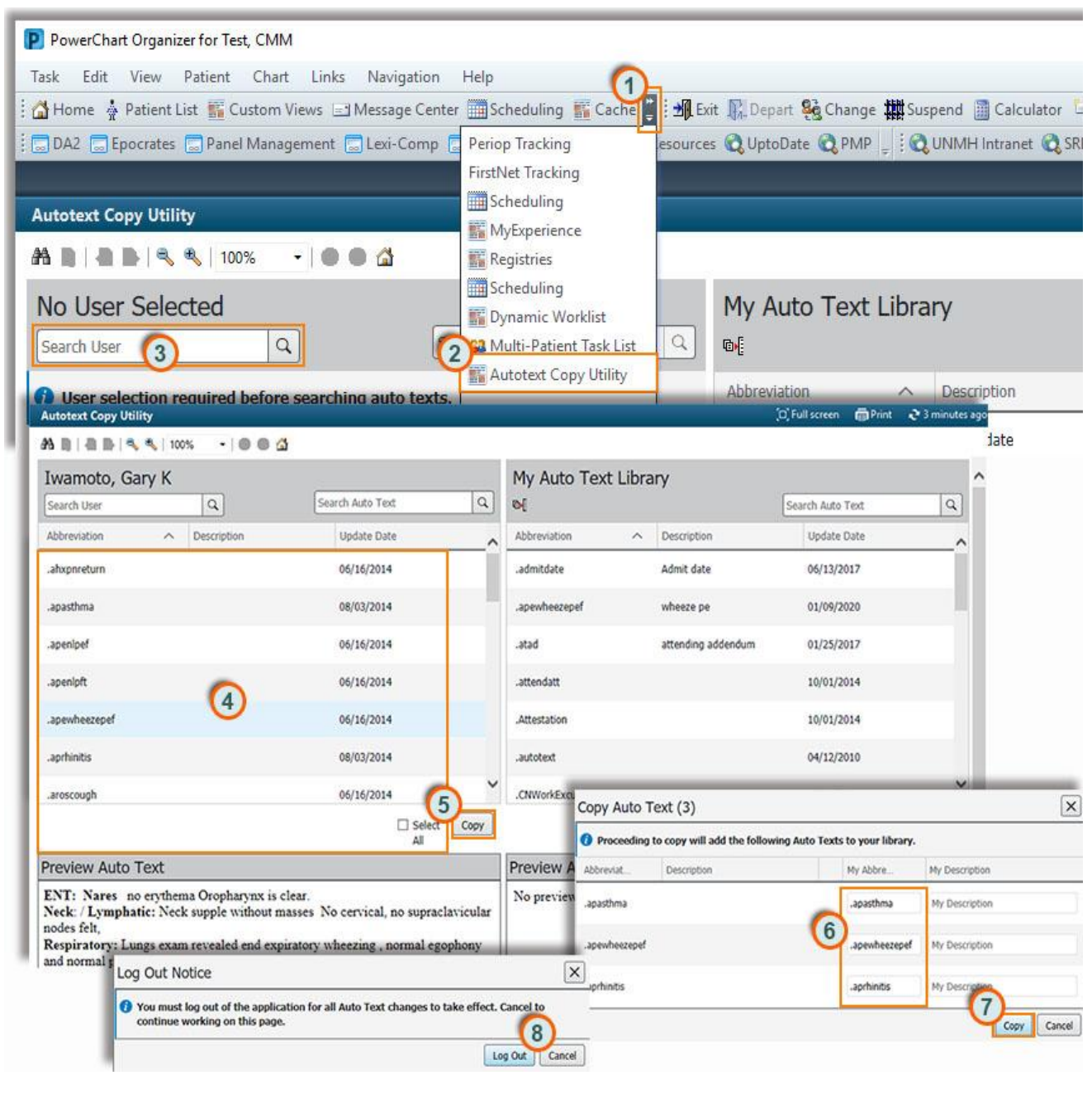
From toolbar:
1. Select drop down menu.

2. Click **Autotext Copy Utility.**

3. Type name (or partial name) in **Search User** field. As you type, the system begins to search.

4. Select one, multiples or select all to copy.

5. Click **Copy**.

Note: Any duplicate abbreviations overwrites the version in your library list unless renamed

6. AutoText abbreviations can be renamed prior to copying to your library list, but renaming is not required.

7. Click **Copy**.

8. **Log Out Notice** will appear, select **Log Out** for AutoText changes to take effect or **Cancel** to continue.

Note: To edit autotext, click [icon] icon from My Auto Text Library.