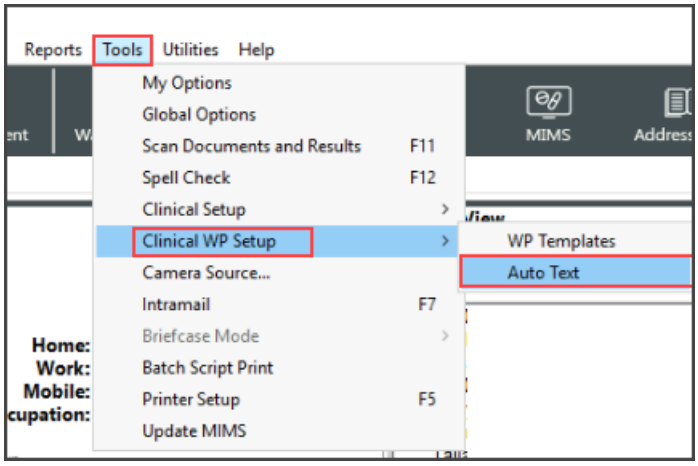
Zedmed Auto Text

Version: 1.00 | Last Modified on 31/07/2026 9:46 am AEST

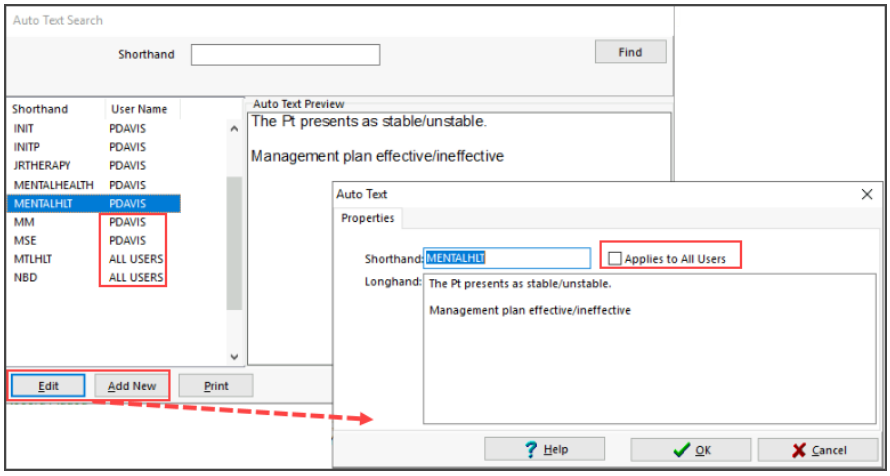
Auto text entries are paragraphs of text that can be entered by using a short name. Auto text may be used for progress notes in the Current Encounter pane or in the Letter Writer.

Create an Auto text entry:

1. Open **Clinical.**
2. Select **Tools** > **Clinical WP Setup > Auto Text**.



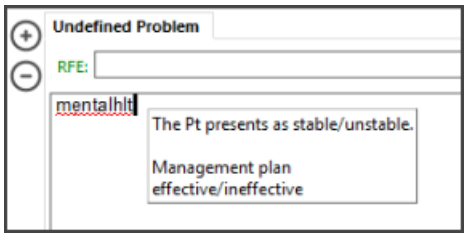
3. Select **Add New** to create an Auto Text entry.
4. Type the **Shorthand** code/word. *Tip* - make it short and memorable.
5. Type the associated text into the **Longhand** field.
6. <u>Do **not**</u> select the Applies to All Users check box unless it is required across the practice. This ensures that the entry is private and just for the use of the logged in user.
7. Select **OK** to save.

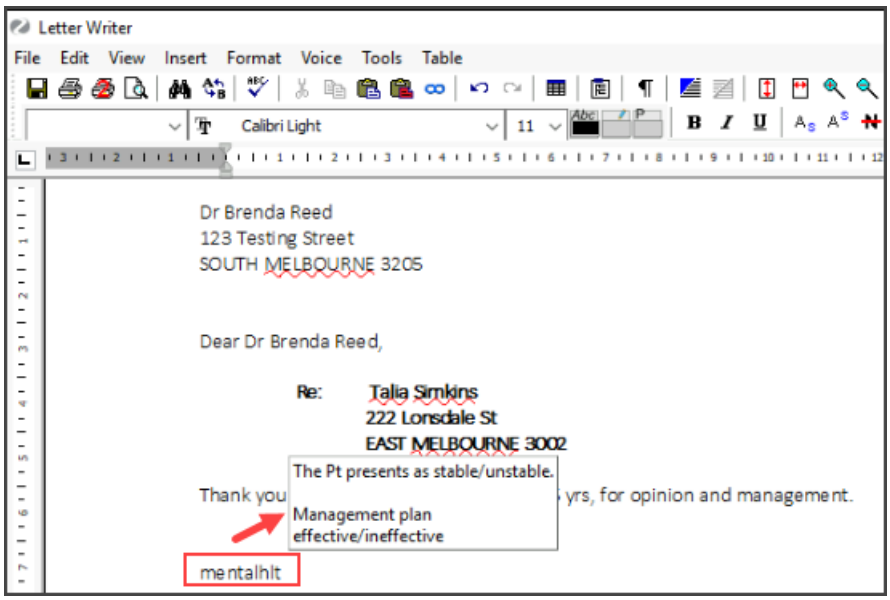


To use Auto Text:

When the 'Shorthand' code is typed in the **Current Encounter** pane or when composing a letter in **Letter Writer**, Zedmed will recognise the combination of letters and pop-up the Auto Text in a yellow box.

- To insert the Auto Text select **Enter** on your keyboard.
- To ignore the Auto Text select the **Spacebar**.





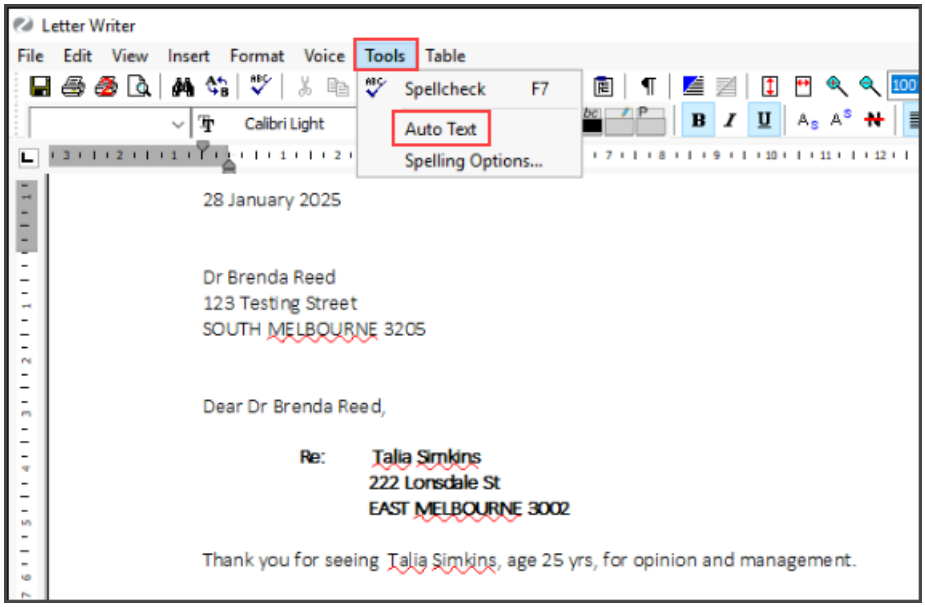
Edit an Auto text entry:

1. Select **Tools** >**Clinical WP Setup > Auto Text.**
2. Highlight the entry > select **Edit**.

Delete an Auto text entry:

1. Select **Tools** > **Clinical WP Setup > Auto Text**.
2. Highlight the entry > right-click and select **Delete.**

   The right-click menu also includes the option to Add New and Edit.
3. Auto Text entries can also be created/edited/deleted within Letter Writer by selecting Tools > Auto Text.


Letter Writer
File Edit View Insert Format Voice Tools Table
Spellcheck F7
Auto Text
Spelling Options...
Calibri Light
28 January 2025
Dr Brenda Reed
123 Testing Street
SOUTH MELBOURNE 3205
Dear Dr Brenda Reed,
Re: Talia Simkins
222 Lonsdale St
EAST MELBOURNE 3002
Thank you for seeing Talia Simkins, age 25 yrs, for opinion and management.