EDIS – Acronym Expansion

Quick Reference

1.	**Accessing Acronym Expansion**	➢ **From ED Status Board:** ▪ Click on **Prefrences** on the toolbar near the top of the screen and select **Acronym Expansion**. ➢ **From within a document:** ▪ Click on **Acronym Expansion** near the top of the document.
2.	**Add an Acronym**	➢ Click on the **ADD** button → In the **Acronym** field typ in the acronym (example, .OD) → in the **Expanded Text** field type (example, Once Daily) → Click **OK** to save **–OR–** click **Apply** to save and add another acronym
3.	**Edit an Acronym**	➢ Access the **Acronym Expansion** window from either the toolbar or within a structured note → Highlight the acroymn you want to edit → Click on the **Edit** button → Edit the **Expanded Text** field as needed → Click on **OK** to save your changes
4.	**Delete an Acronym**	➢ Access the **Acronym Expansion** window from either the toolbar or within a structured note → Highlight the acronym you want to delete → Click on the **Remove** button
5.	**Import Acronyms**	**Note**: You are able to import acronyms from other users ➢ Access the **Acronym Expansion** window from either the toolbar or within a structured note →Click on the **Import From Other User** button → In the **Select from Exisiting List** drop-down, select the user whose acronym list you want to import from → Click to place a check mark beside each of the acronyms you want to import → Click **OK**
6.	**Searching for Acronyms while in a Free Text Field**	➢ While in the free text field, enter the first few characters of an acronym followed by the * (asterisk), then the enter key Or ➢ Enter **.* or *** to display a listing of all acronyms (will display the user entire listings of those acronyms) then select the required acronym from the pop-up window that opens.