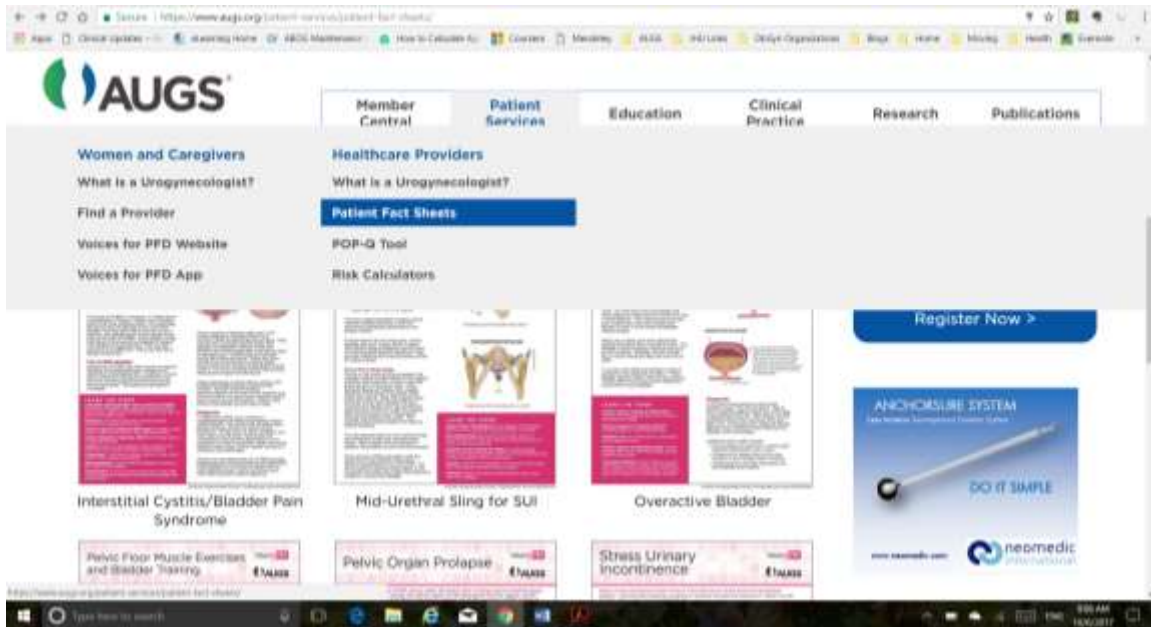**Tips for Adding Patient Fact Sheets into EPIC as a Dot (.) Phrase Using a Windows Based PC**

1. Find the patient fact sheets on the AUGS website
2. Click on the fact sheet you desire to make into a smart phrase (you must do one at a time)
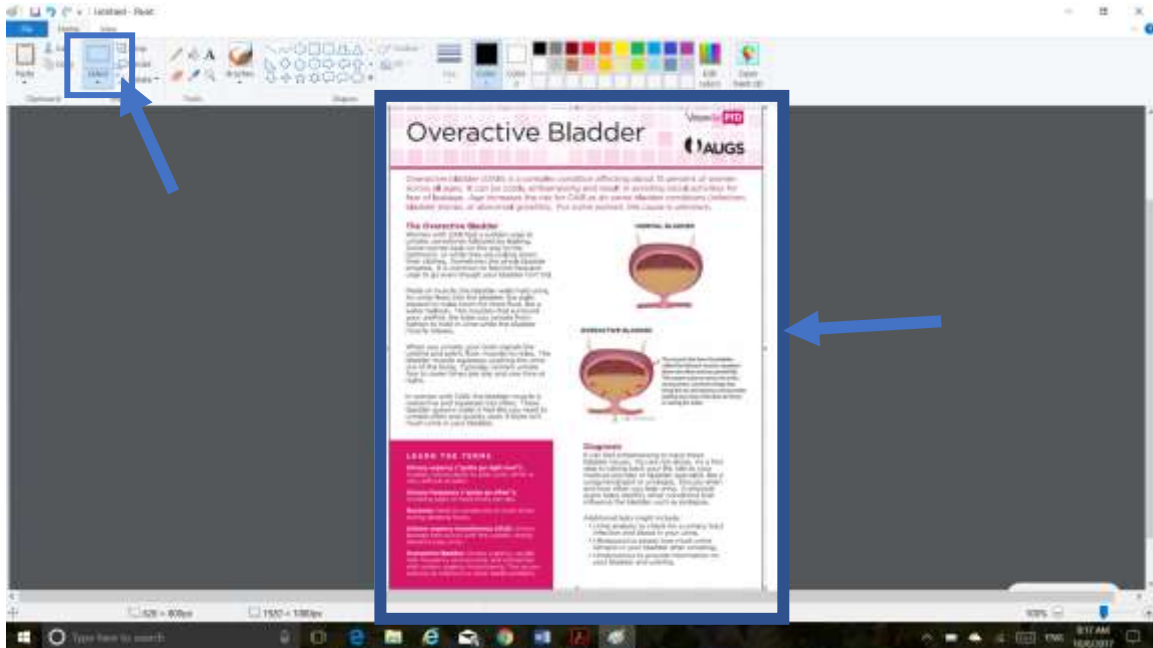

3. Once the fact sheet is open, minimize the zoom until it fits onto a single page screen shot

4. Print screen using the CTRL + PrtScr function on your keyboard
5. Open an application like Microsoft Paint and paste the image into the application using the CTRL+V function on your keyboard or the paste option in the toolbar

6. Once the document is pasted into Paint, use the scroll bar on the right of your screen to center the fact sheet in the middle of the screen
7. Using the select tool on the tool bar, drag the rectangle tool over the portion of the fact sheet you desire to copy.

8. Once selected, copy the image using the CTRL+C function on your keyboard, right clicking and choosing copy from the pop-up menu, or using the copy icon in the toolbar
9. Open EPIC MySmartPhrases/Smart Phrase Manager and select New
10. Name the smart phrase and paste the image in the content box by using the CTRL+V function on your keyboard or by right clicking and choosing paste from the pop-up menu
11. Repeat the same tasks above to select the back of the fact sheet and copy + paste into EPIC (to best get it as the second page, click on the first page image in the content bar of EPIC and then press the end key, followed by enter key)
12. Select Accept and your new smart phrase will appear.