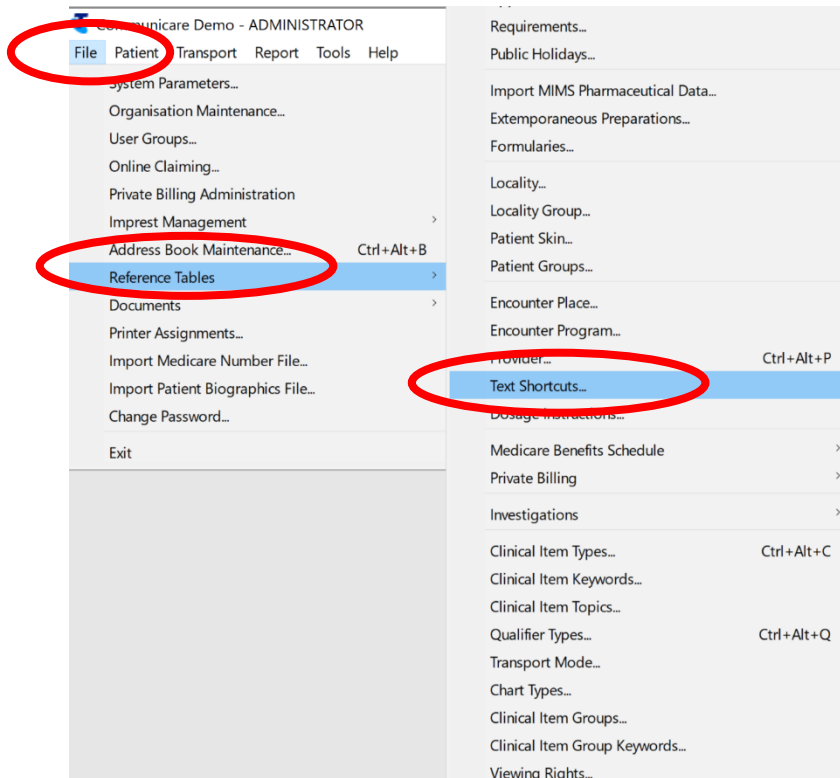


Adding Text Shortcuts in Communicare

1. Insert the USB (or have saved to your Desktop or on Computer)
2. Select **File** then **Reference Table** and then **Text Shortcuts**



3. Select the **Green Plus Sign** then add shortcut name (include a Symbol before the text shortcut, then add the **Expanded Text** in the bottom and press **Save**

