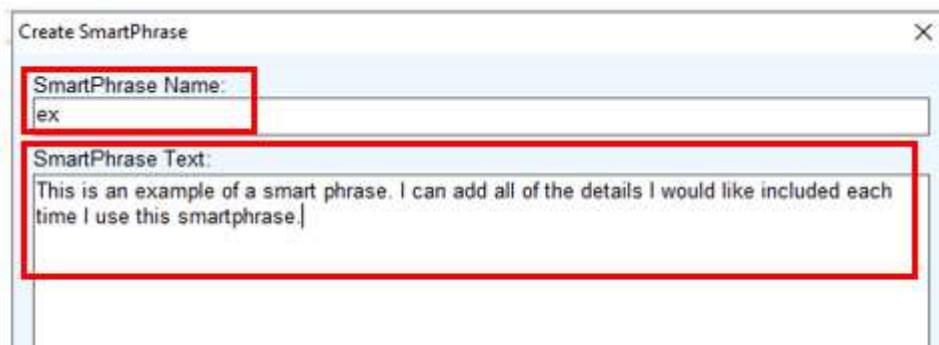# EpicEdge Tips & Tricks

Creating SmartPhrases

Sentences or phrases commonly used should be turned into SmartPhrases. A SmartPhrase that saves even a few keystrokes can save a lot of work over time.

1. Click the ✚ symbol in any SmartTool-enabled text box.

2. Give your SmartPhrase an abbreviated name of your choice and enter your SmartPhrase Text, then Accept. The SmartPhrase name can not have any spaces in it.

3. You can now use your SmartPhrase by entering a dot and the name of your SmartPhrase, for example **.ex**.