

## Building Macros

How to create Macros in a PowerNote.

To create a macro for a PowerNote term:

1. Click selection and then right-click on green text.
2. Click **Save Macro As....**
3. Change title if desired.
4. Click **Create New**.

**Note:** An **M** will appear next to the term and indicates a macro has been created.

To create a macro for a PowerNote section:

5. Make all desired selections within a section.
6. Right-click on the section title.
7. Click **Save Macro As...**
8. Follow steps 3 and 4 above.

**Note:** To use a macro, click on **M** and then click title to insert saved macro. (If the macro list is not visible, click **More...**)

**To Edit/Delete macros see PowerNote Quick Reference.**

The screenshot illustrates the process of creating macros in a PowerNote. It shows a medical chart with various sections like Cardiovascular, Gastrointestinal, and Neurologic. The 'Normal bowel sounds' term is highlighted in green, and a context menu is shown with 'Save Macro As...' selected. A 'Save As...' dialog box is open, showing the title 'Normal bowel sounds' and the 'Create New' option. Another section, 'Normal mouth', is also highlighted in green, and its context menu is shown with 'Save Macro As...' selected. The interface includes buttons for 'Sign', 'Save', 'Save & Close', and 'Cancel'.