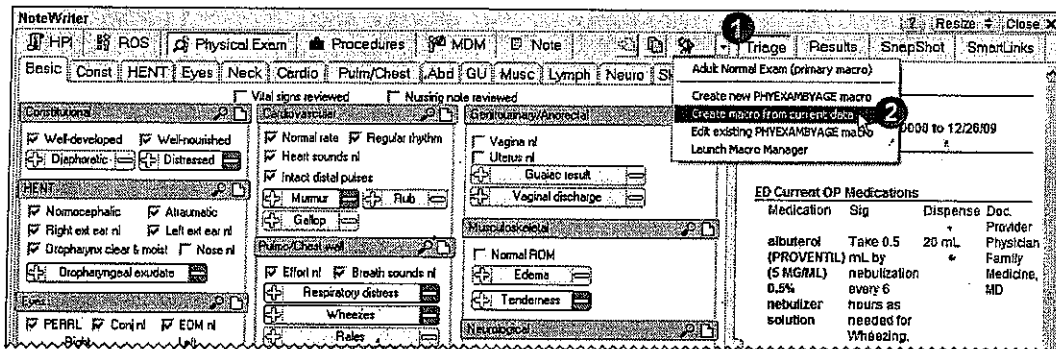### If You Have Time: Create a Macro

The best time to create a macro is after documenting a normal review of systems or a normal physical exam on a patient.

NoteWriter, creating a macro from the already-selected options on the Physical Exam form's Basic tab

Once the form looks the way you want your macro to look when it is applied to a patient in the future, follow these steps to save those settings in a macro.

☐ 1.   Click the drop-down arrow next to the **Apply macro** button

☐ 2.   Select **Create macro from current data**

   •   The Macro Selection window appears.

☐ 3.   In the **Macro** field, enter a name for your macro such as Normal Adult Female

☐ 4.   Click **Accept**

   •   The Macro Editor appears with the General tab selected.

☐ 5.   Make any changes you desire on any of the tabs of the Physical Exam form

☐ 6.   Click the Owners/Users tab at the top of the Macro Editor

   •   Here, you can identify colleagues with whom you'd like to share your macro.

   •   This feature behaves in a similar fashion to how a SmartPhrase's Owners/Users tab behaves.

☐ 7.   Select the **Active** check box

   •   This is the equivalent of the **Released** check box in many SmartTool records; you must select it in order to be able to use your macro.

- If you always want to use this macro as your default when you click the **Load primary macro** button in the NoteWriter, you can also select **Set as primary macro**.

☐ 8.   Click **Accept**