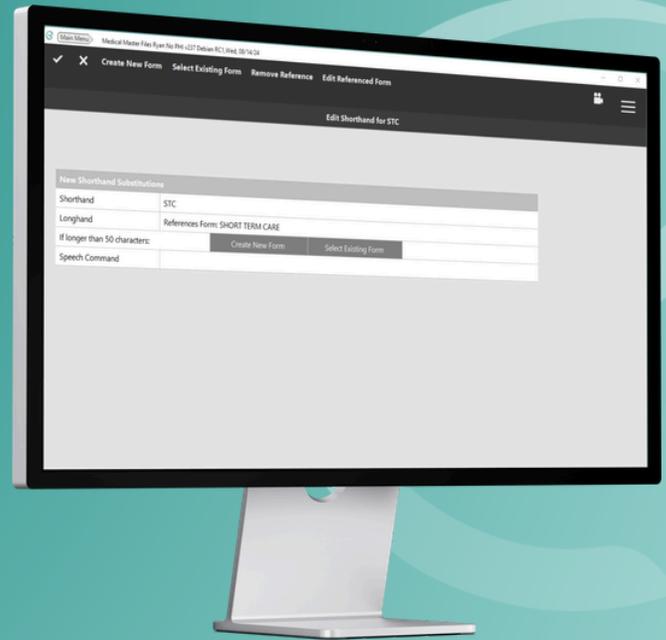# medent

So you need to set up shorthand in medent.

What's next?

Shorthand links a short code to a longhand response.

Users can choose either a Personal Shorthand File or the practice-wide Master Shorthand File. The Master Shorthand File is selected by default.

Users can copy from the Master Shorthand File or another user.

Add Shorthand Shortcut to Main Menu

- Click the magnifying glass next to Medical Records **Medical Records** and type Shorthand.
- Right-click **New/Edit Personal Shorthand File**.
- Left-click **Pin To Medical Records Menu**.

Create Personal Shorthand

- Click **New/Edit Personal Shorthand File.**
- Click **New**.
- Type in the shorthand.

Longhand Less Than 50 Characters

- Enter the text in the Longhand field.
- Click the checkmark ✔ to save.

Shorthand	.ty
Longhand	Thank you

Longhand More Than 50 Characters

- Click **Create New Form**.
- Enter the shorthand code and click Enter. (e.g. .short)
- Enter the new form name and click Enter. (e.g. short term care)
- Type the longhand that will be pulled into the document when the shorthand is typed. (e.g. short term care to be provided).
- Click the checkmark ✔ to save.

Edit Shorthand Referenced Forms

- Click **New/Edit Personal Shorthand File** and select the shorthand file to edit.
- Click **Edit Referenced Form** at the top of the screen.
- Click **Edit Master Document** and change the text as needed.
- Click the checkmark ✔ to save.

> Formattable items can be used in shorthand forms. (e.g. Primary Patient's Whole Name First Name First)

Important: When complete, the user must close their medent sessions and log back in to use new shorthand commands.

> Note: Shorthand is case-sensitive. If it is in lower- or upper-case letters, this is how it must be entered in order to use in any free text area.

Shorthand can be overridden using **[Shift + Space]**.

To set up Shorthand for another user, turn on the Shorthand Setup security option. Then, click the notification icon ≡ > Settings > Preferences > and check Use Shorthand.