How to Create Quick Picks
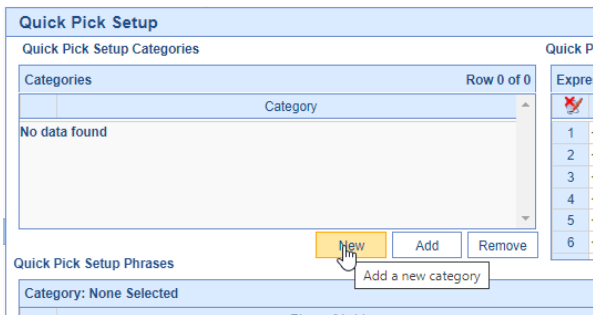
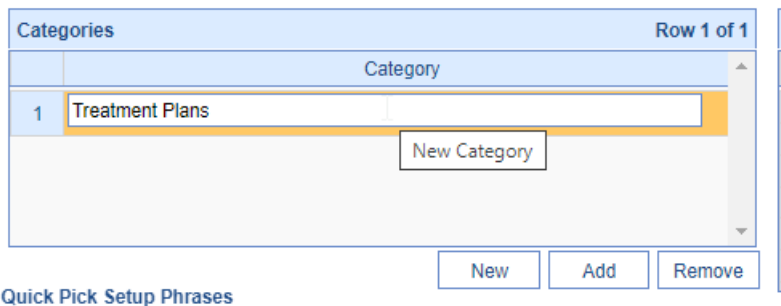Quick Picks are displayed by categories.

1. Select the pencil icon
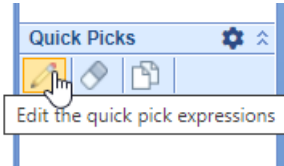
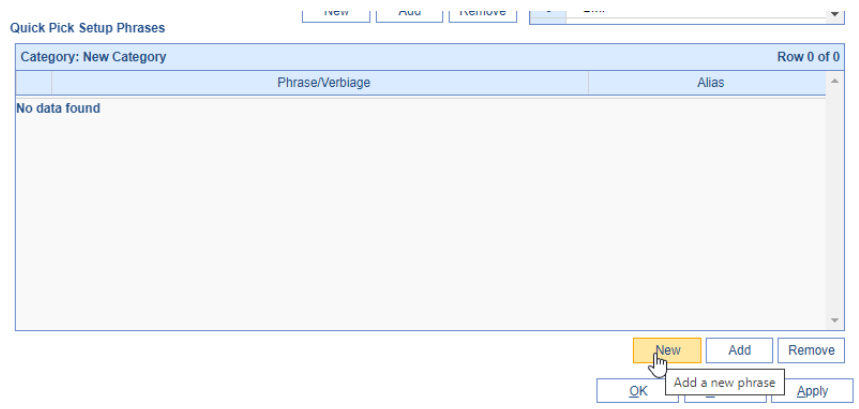2. Select the New button to generate a new category

3. Type in the desired category name

Phrases are then built under designated categories.

1. Select the New button

2. Enter the desired phrase *(This is what will be pasted)*

3. Enter a brief alias that describes the phrase *(This is what is displayed in the Quick Picks menu)*

4. Select OK to save changes and close window