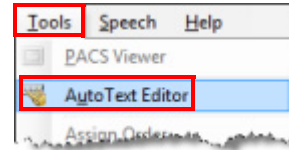# AutoText Creation Quick Reference Card for Providers

PowerScribe® 360 | Reporting

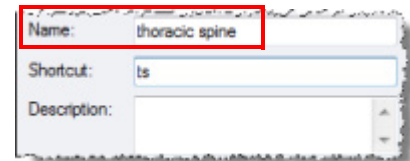### Step 1: Open the AutoText Editor

- From the **Explorer** window, click **Tools > AutoText Editor** (see illustration at right).
- From the **Report Editor** window, either:
  - click the **AutoText Editor** icon 🖳 , or
  - click **Insert > AutoText > AutoText Editor**.

Step 2: Name the AutoText

- The AutoText **Name** (required) is the word or phrase you dictate to invoke the AutoText. Use at least two syllables, and use all lowercase letters, except for acronyms.

  *Note: You must use your keyboard to enter information in the **Properties** fields (**Name**, **Shortcut**, and so on). You can use voice commands everywhere else in the AutoText Editor window.*

Step 3: Dictate the AutoText

- In the AutoText Editor, with your cursor in the work area (the upper-right, blank portion of the window), begin dictating the AutoText.
- To insert a fill-in field after **Clinical Information:**, dictate **"Insert Fill-In Field."**
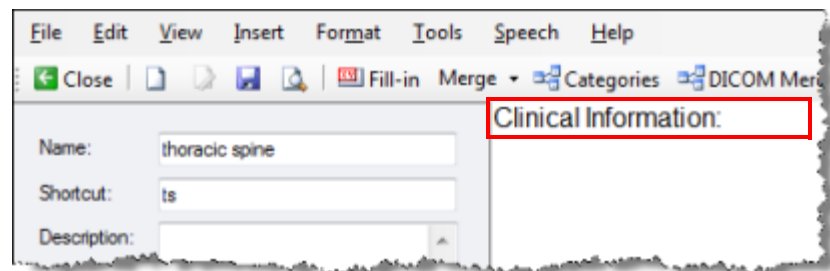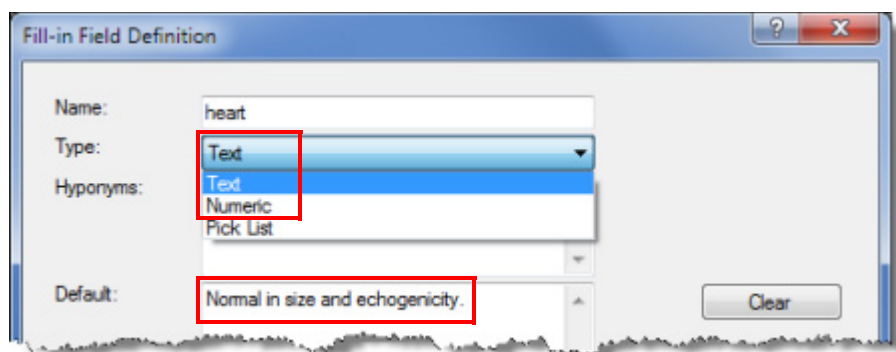
Step 4: Insert Fill-In Fields

Creating a Text or Numeric Fill-In Field

1. Dictate a **Name** for the field.
2. Select **Text** or **Numeric** from the **Type** drop-down list.
3. Tab to the **Default** text box and dictate the text that you want to appear by default for this fill-in field each time you use it.
4. Dictate **OK**. The fill-in field appears in the AutoText.

Understanding Default Values

Text that you dictate into the **Default** field is the text that initially populates the fill-in field when the AutoText is first inserted. Use this field for normal values. Note that you can still dictate over the default value if you need to do so.

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Step 4: Insert Fill-In Fields (cont.)

Creating a Pick List Fill-In Field

1. Dictate or type a **Name** for the field.
2. Select **Pick List** from the **Type** drop-down list.
3. Click **New**. The **Choice Definition** dialog box opens.
4. Dictate or type a *short* value for your first item.
5. If the value you enter is longer than a couple of words, enter an **Optional Label** which takes the place of the text when the field is displayed in the **Pick List Choices** list (found on the **Fields** button in **Report Editor**).
6. Click **OK**.
7. Continue adding choices until your list is complete, using the **Edit** and **Delete** buttons to as needed.
8. To indicate a default pick list choice, select the item from the list and click **Set Default**. Your selection is copied to the **Default** section of the definition.
   The default item appears in red when the AutoText is displayed in the AutoText Editor. Once inserted into a report, you can change the default item if needed.

9. When finished, dictate **OK**. The fill-in field is inserted into the AutoText.
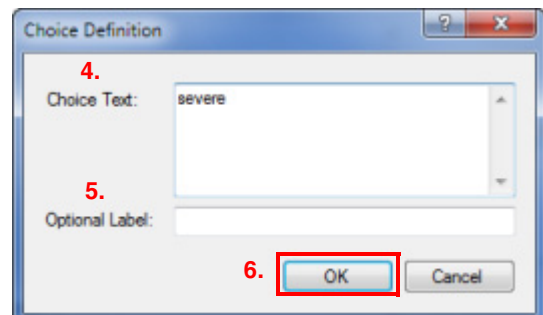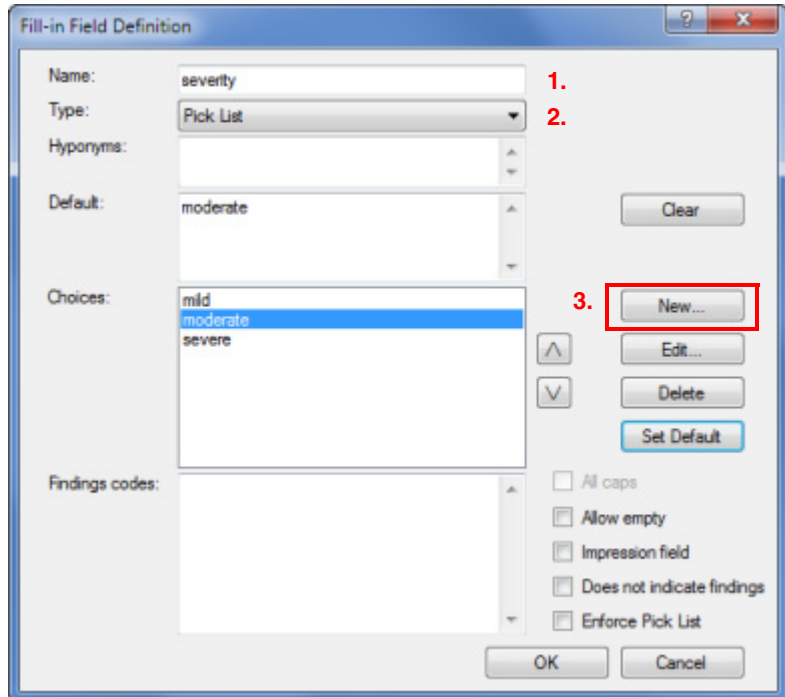
Step 5: Save the AutoText

■ When finished, say **"Save AutoText"** (or press **Ctrl+S**, or click the disk icon) to save your work. The **Explorer** window opens once again.

Step 6: Test the AutoText

1. Open a report.
2. Place your cursor where you want to insert the AutoText.
3. Say **"AutoText <name of AutoText>"** to insert the AutoText into your report. (Note that you can select a different trigger word by clicking **Tools > Preferences > Dictation** tab; in addition to **AutoText** your choices include **PowerScribe**, **Macro**, or **Dictaphone**.)
4. Use the tab buttons on your microphone (or say **"Next Field"**) to move among any fill-in fields, dictating new values in the fields as needed.
5. When finished, sign (or save) your report.