AutoText Creation Quick Reference Card for Providers

PowerScribe® One

Creating an AutoText in AutoText Editor

1. From the **Explorer** window, click **Tools > AutoText Editor** (see illustration at right).

2. From the **Report Editor** window, either:
   - click the **AutoText Editor** icon 🖫 , or
   - click **Insert > AutoText > AutoText Editor**.

3. 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.*

4. If needed, create a Shortcut (for ease of use by an Editor), and a Description.

5. Select an AutoText **Type**:
   - **Template**: The structure of the report. Includes all the elements of a structured report such as Indication, Comparison, Findings, and Impression.
   - **Module**: Building blocks or subcomponents of the report structure, also called references. Modules are excluded from AutoText search and are not voice enabled.
   - **Macro**: A user-defined, voice-enabled quick phrase or block of text inserted into the report as needed during dictation.

6. To help organize your personal AutoTexts, you can create and manage folders.
   - Click the drop-down arrow next to Folder and select **Manage** to open the AutoText Folder Manager.
   - Click **Add**, name the folder, and click **OK**.

7. If needed, select the **Private** checkbox to prevent other users from browsing and cloning this AutoText.

8. If needed, make selections in the **Categorization** fields to define the AutoText's relevancy. Both Class and Default require some additional explanation:
   - **Class**: Select a patient class from the list. Choices include Inpatient, Outpatient, Emergency, and so on.
   - **Default**: If selected, automatically inserts the AutoText into the Report Editor window when it opens. Choices are Report, Addendum, or None.

9. If you want to assign procedure codes to the AutoText for a specific site, click the site link (such as University or Imaging Center in the image shown on the right) to open the AutoText Categories window.

   Note: For information about categorizing site procedure codes and other features, refer to the AutoText Additional Features QRC, L-3924.

10. With your cursor in the work area (the upper-right portion of the window), begin dictating the AutoText.

11. When finished, say **"Save AutoText"** (or press **Ctrl+S**, or click the disk icon) to save your work.

Nuance® **PowerScribe® One**
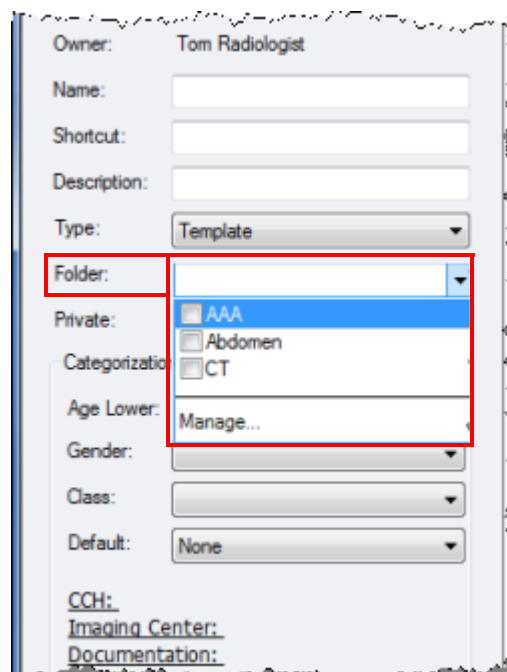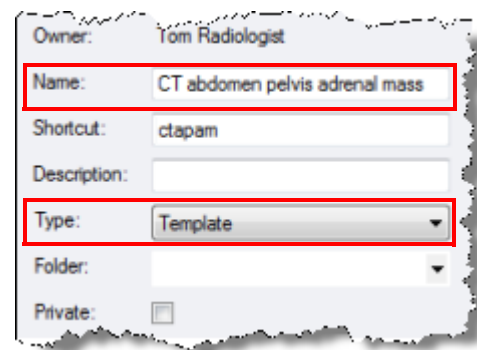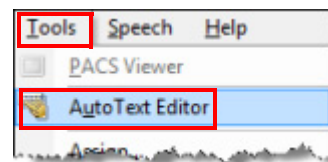
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Cloning an Existing AutoText in AutoText Editor

For a quick way to create a new AutoText from an existing AutoText, owned by you or any other owner, use the **Clone** feature.

1. In the AutoText Manager section, browse for the owner whose AutoText you want to clone.
2. Right-click the AutoText name and select **Clone**. The AutoText content appears in the main AutoText window and the original AutoText name is placed in the Name field, allowing you to rename the AutoText.
3. Follow steps 3 through 10 on the front page of this document to finish creating the AutoText.
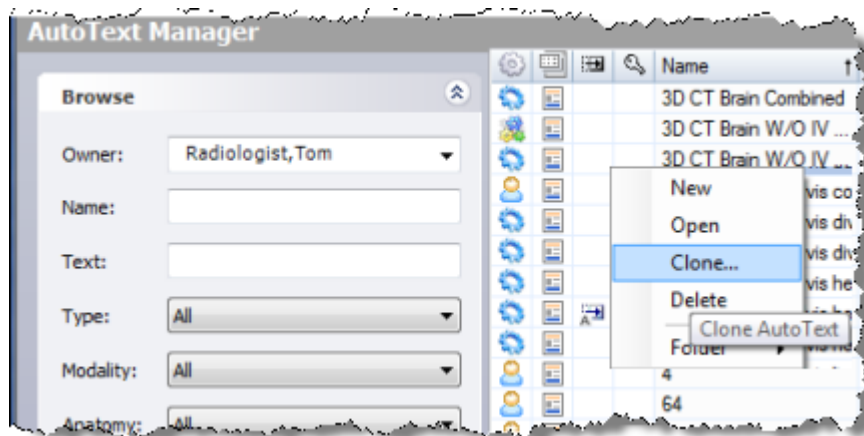
Using Text from Report Editor to Create an AutoText

You can select a block of text you frequently use in your dictations to create an AutoText.

1. In the main Report Editor window highlight the text (using a voice command or your mouse).
2. Use the voice command **"AutoText That."** The AutoText Editor opens and displays the text that you highlighted in your report.
3. Follow steps 3 through 10 on the front page of this document to finish creating the AutoText.

Testing the AutoText

1. Open a report.
2. Insert the AutoText:
   - If you made the AutoText a default, it will automatically insert the AutoText into the Report Editor window.
   - Otherwise, place your cursor where you want to insert the AutoText and 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**.)
3. 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.
4. When finished, sign (or save) your report.
5. If you need to make any modifications to the AutoText, open the AutoText Editor window and select the AutoText you want to modify. (You cannot edit an AutoText from the Report Editor window.)