

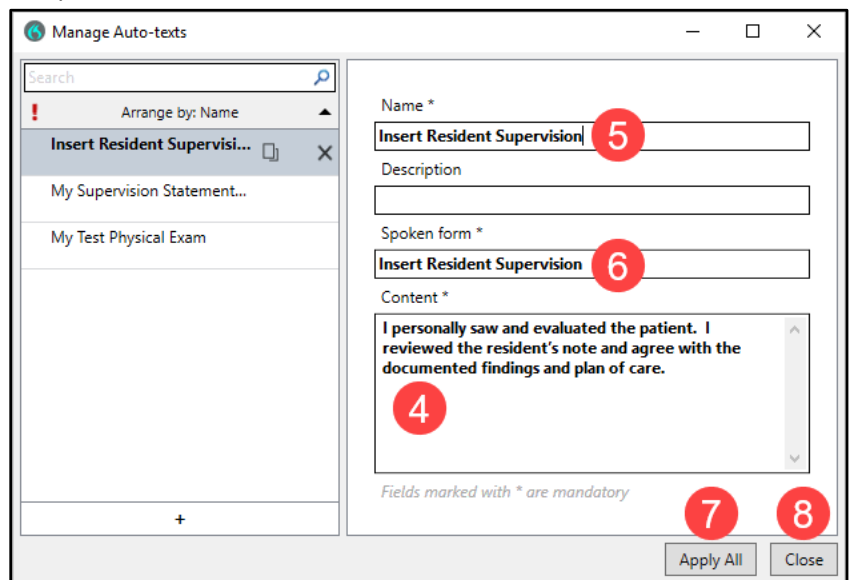
Manage Auto-texts

DMO Auto-texts are frequently used predefined blocks of text. Auto-texts allow providers to say a simple voice command to have Dragon transcribe an entire block/paragraph of words.

- **Note:** Auto-texts content cannot have the following text formatting: bold, underline, or italicize.

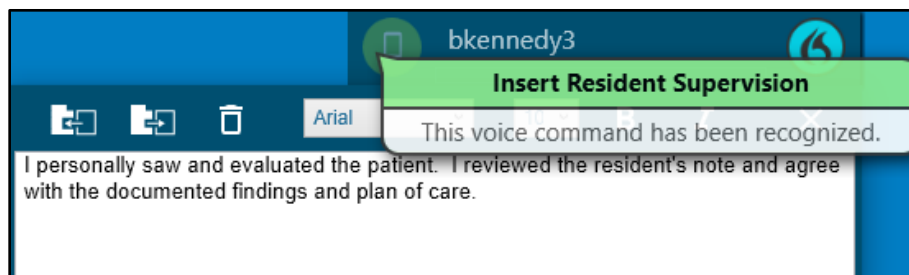
Creating a Basic Auto-text Practice:

1. Dictate the following: "I personally saw and evaluated the patient. I reviewed the resident's note and agree with the documented findings and plan of care."
 - a. Remember to dictate punctuation.
2. Say "Select All".
3. Say "Make that an Auto-text".
4. Observe that the Manage Auto-Text window opened with the selected text in the Content field.
5. Click in the Name field. Type or say, "Insert Resident Supervision".
 - a. **Important:** Best practice when naming an Auto-text is to put an initial trigger word, such as **Insert** at the beginning of each Auto-text.
 - b. **Note:** The Dictation Box must be closed before dictating in the Name field.
6. Observe that DMO automatically entered the text into the Spoken form field.
7. Click **Apply All**.
8. Click **Close**.



Executing a Basic Auto-Text:

1. Place the cursor in a free text component within PowerChart or FirstNet.
2. Say "Insert Resident Supervision".
3. Observe the entire block of text populated in one action.



Creating a Variable Auto-text:

Variable Auto-text are created the same way as a Basic Auto-text, but with variable fields added. Variable Auto-texts allow for quick editing of specific fields where there may be variation among patients, such as gender, age, or physical exam.

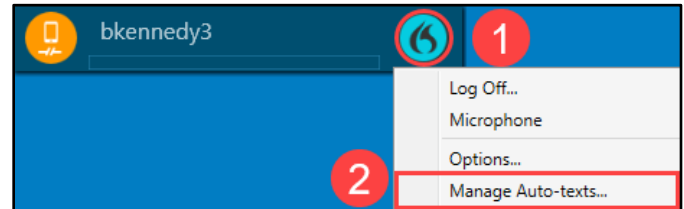
- To create these fields, use the square/flat brackets []:
 - At the beginning: [which is dictated as “left bracket” or “open bracket”.
 - At the end:] which is dictated as “right bracket” or “close bracket”.
- When a variable Auto-text is inserted, DMO has features which allow for quick navigation to the variable fields to insert or modify content. Variable fields can be used 3 different ways:

Executing a Variable Auto-text Practice:

- Place the cursor in a free text component within PowerChart or FirstNet.
- Say “Insert HPI”.
 - Observe that the entire block of text populates, and the first variable field is highlighted.
- Say “9”.
 - This will replace the 10 with 9.
 - Important:** To navigate between the variable fields, say “Next Field” and “Previous Field” voice commands, or click the corresponding PowerMic buttons (top arrows on the microphone).
- Say “Next Field”.
- Say “male”.
- Repeat step 4 and 5, if applicable.
- When finished, say “Accept defaults” or click the corresponding PowerMic buttons (check mark on the microphone).
 - This will keep the defaulted text and remove all remaining brackets.

Editing an Auto-text:

1. Click the DragonBar Menu.
2. Select **Manage Auto-text**.
3. Click on an Auto-text to edit.
4. Click into any available field and make changes.
 - a. **Note:** If a change is made to the Name field, manually change the Spoken form field to match.
5. Once complete, click **Apply All** to save.



Delete or Copy an Auto-text:

1. Within the Manage Auto-text window, select the desired Auto-text to delete or copy.
2. **To delete:** Click the X or right-click and select Delete.
3. **To copy:** Click the copy icon or right-click and select Copy.
 - a. This will create a copy of the Auto-text that is ready for customization.
 - b. Complete required fields.
4. Click on Apply All to finalize.
 - a. **Note:** The Auto-text will not be deleted until Apply All is selected.
 - b. **Note:** The Revert Changes feature reverts **all** recent modifications and changes back to their original state.

