

## Auto-Texts

Auto-Texts are predefined blocks of text which are frequently used in letters, memos, reports, and similar standardized documents. They help save time by not having to say the whole text every time. After inserting via a short voice command, you can edit the text as normal. Auto-Texts are sometimes called “normals” or “canned text”. These can be created preemptively or as you dictate. Using Auto-Texts reduces the time needed to record dictation and improves the consistency of documentation.

Shared Auto-Texts, managed by the organization’s DMO Administrator, are found under Auto-Texts in What You Can Say. Auto-Texts created at a user level are found under the Application Menu on the DragonBar under Manage Auto-Texts. To edit Auto-Texts, click Manage Auto-Text from the Application Menu. Select the Auto-Text you wish to edit from the left. Parameters for the Auto-Text can be changed on the right.

**Disclaimer:** The auto-text command feature is not designed for the use of PHI, PII, or credentials. Using the auto-text command for such purposes is strictly prohibited.

### Create a Basic Auto-Text

#### Exercise 5:

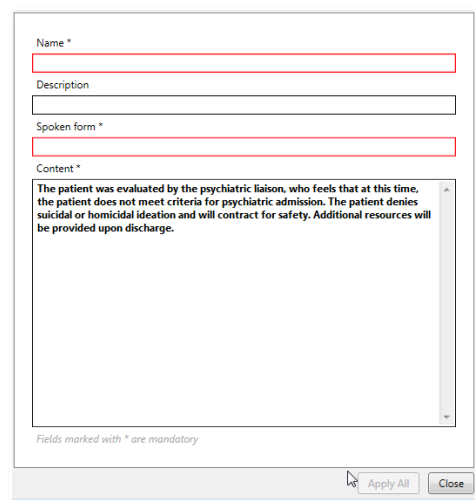
1. **Open** the dictation box
2. **Dictate** the following (remember to include punctuation):  
*The patient was evaluated by the psychiatric liaison, who feels that at this time, the patient does not meet criteria for psychiatric admission. The patient denies suicidal or homicidal ideation and will contract for safety. Additional resources will be provided upon discharge.*
3. **Say** "Select All"
4. **Say** "Make that an Auto-Text"
5. **Observe** that the Manage Auto-Text window has opened with your dictation appearing in the Content box.

There are three required fields (Name, Spoken Form, and Content), highlighted in red and marked with an asterisk.

6. **Click** in the Name field and type (or say) “My Psychiatric Discussion”
7. **Observe** that DMO entered your text into the Spoken Form field automatically. Special characters, numbers, and punctuation are not allowed in the Spoken Form field.
8. **Click** Apply All
9. **Click** Close

### Execute the Auto-Text

#### Exercise 6:



The screenshot shows a window titled "Manage Auto-Text" with the following fields:

- Name \***: A text input field with a red border.
- Description**: A text input field.
- Spoken form \***: A text input field with a red border, containing the text "The patient was evaluated by the psychiatric liaison, who feels that at this time, the patient does not meet criteria for psychiatric admission. The patient denies suicidal or homicidal ideation and will contract for safety. Additional resources will be provided upon discharge."
- Content \***: A large text area containing the same text as the Spoken form field.

At the bottom of the window, there are two buttons: "Apply All" and "Close". A small note at the bottom left of the window states "Fields marked with \* are mandatory".

1. Open your Dictation Box and clear any text that appears
2. **Say** “*My Psychiatric Discussion*”
3. **Observe** that the entire block of text populated into the Dictation Box in one action.
4. **Observe** that our Auto-Text example does not include specific references to a patient’s gender, diagnosis, or any specific treatment plan.

Basic Auto-Texts are best suited to blocks of text that do not need to be edited with each use. If you have a text template that needs to be edited with each patient interaction, you can use a Variable Auto-Text.

### **Create a Variable Auto-Text**

Variable Auto-Texts work essentially the same as Basic Auto-Texts, but also allow for quick editing of specific words or phrases. To identify which content needs to be changed, place square brackets at the beginning and end of any text.

- [ dictated as “*left bracket*” or “*open bracket*”
- ] dictated as “*right bracket*” or “*close bracket*”

Once the Variable Auto-Text is executed, we can use additional DMO features to quick navigate between the variable fields to update the content.

### **Exercise 7:**

1. **Open** Manage Auto-Texts through either the DragonBar Menu icon or say “Manage Auto-Texts”
2. **Click** the + button to create a new Auto-Text
3. **Click** in the Name field and dictate (or type) “My Radiation Discussion.”
4. **Click** in the Content field.
5. **Say** “*A discussion with the [patient’s mother] was held regarding the risks and benefits of repeat radiation. Considering that the patient has had [several] CT scans in the past [month] and that there is no clinical evidence of [acute appendicitis] today, [the mother] has decided to decline a CT of the [abdomen/pelvis].*”

*Note: You can say “open bracket” and “close bracket” for the delimiter characters while dictating the passage, just like any other punctuation, or you can dictate the passage without the brackets and then type them into the appropriate places afterwards. Just be sure that when you are done, the text in your Content field matches the screenshot here:*

The screenshot shows a form with four fields:

- Name \***: My Radiation Discussion
- Description**: (empty)
- Spoken form \***: My Radiation Discussion
- Content \***: A discussion with the [patient’s mother] was held regarding the risks and benefits of repeat radiation. Considering that the patient has had [several] CT scans in the past [month] and that there is no clinical evidence of [acute appendicitis] today, [the mother] has decided to decline a CT of the [abdomen/pelvis].

6. Click Apply All

7. Click Close

**Execute the Variable Auto-Text**

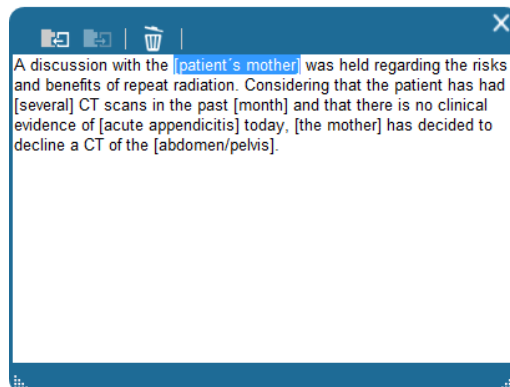
**Exercise 8:**

1. Click back into the dictation box or text document

2. Say "Insert Radiation Discussion"

**Observe** that, just like the previous example, the entire block of text populated into the Dictation Box in one action. The difference is that now, the first of the variable fields is highlighted.

3. Say "Patient's legal guardian"



We can navigate between the remaining variable fields using the "Next Field" and "Previous Field" commands. The PowerMic buttons can also be configured to execute these commands.

4. Say "Next Field" (or use the button on your PowerMic)

5. Say "seven"

6. Advance to the next field

7. Say "2 years"

8. Advance two fields



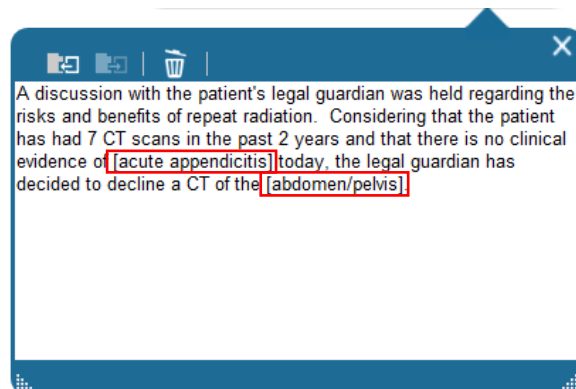
**Observe** that this leaves the [acute appendicitis] field intact

9. Say "the legal guardian"

Now that we have updated our text to reflect the appropriate values for this patient interaction, we can use the "Accept defaults" command to finalize the editing and leave unedited text as-is.

10. Say "accept defaults"

**Observe** that the Accept Defaults command removed all the remaining brackets within the passage.

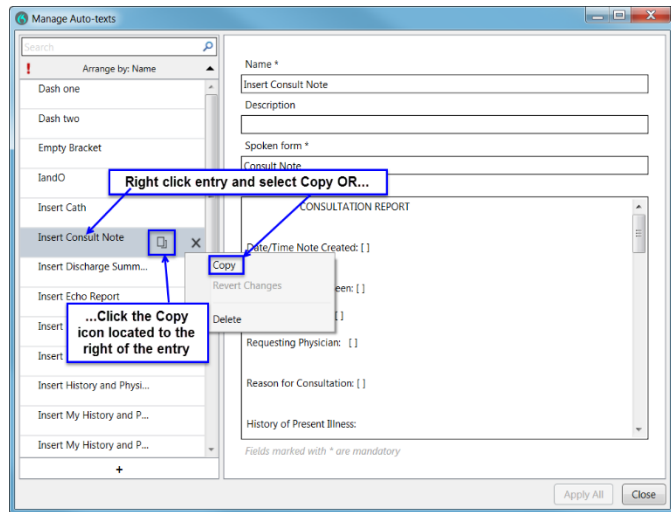


### Copy an Auto-Text

For those using DMO version 3.5 or higher, you can copy Auto-Texts to create a duplicate entry that you can easily edit rather than recreate.

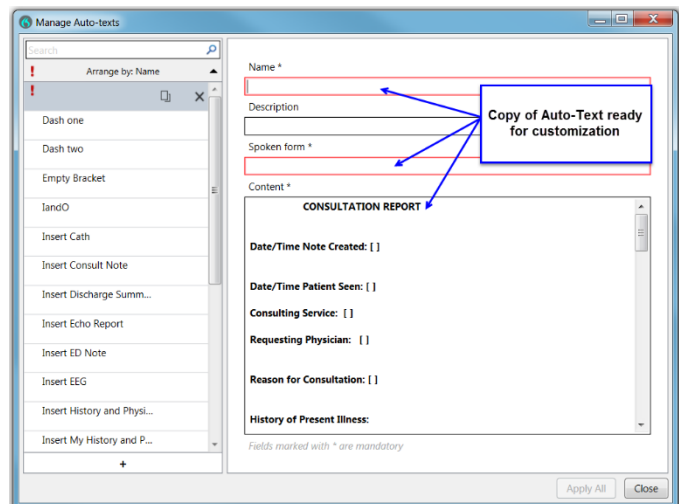
#### Exercise 9:

1. **Open** the Manage Auto-Text window.
2. **Identify** the Auto-Text you would like to copy, right click on the entry and select Copy. You can also click the Copy icon located to the right of the entry.



**Note:** The “Revert Changes” feature reverts ALL recent modifications and changes back to its original state.

3. This will create a copy of the Auto-Text that is ready for customization.

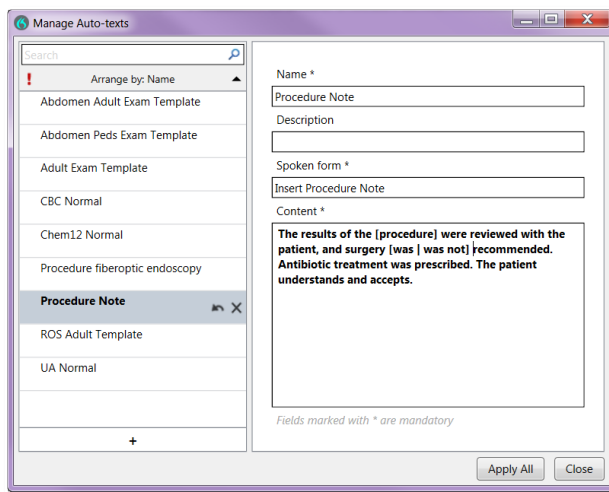


### Edit/Delete an Auto-Text

Once an Auto-Text has been created, you can always go back and edit the Name, Spoken Form, or Content fields. You can also delete Auto-Texts that you no longer need.

#### **Exercise 10:**

1. Say “Manage Auto-Text”
2. Click on the Auto-Text you would like to edit in the list on the left
3. Click into any of the available fields and make the necessary changes.  
**Note:** As you make changes, all text will appear in bold.
4. Once you are done making changes to an Auto-Text, click **Apply All**



#### **Exercise 11:**

1. Say “Manage Auto-Text”
2. Click on the Auto-Text you would like to delete.
3. Click the X icon to the right of the Auto-Text name  
**Note:** The Auto-Text will not be removed from your list until you click the **Apply All** button. This feature is helpful to avoid accidentally deleting Auto-Texts. If you accidentally delete an Auto-Text, you can use the arrow icon to restore it (only if you have not yet clicked Apply All).
4. Click Apply All

