



**Stony Brook**  
**Medicine**

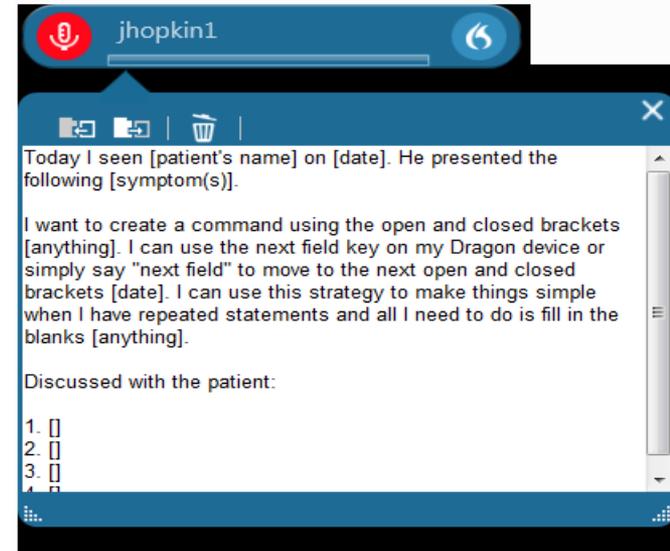
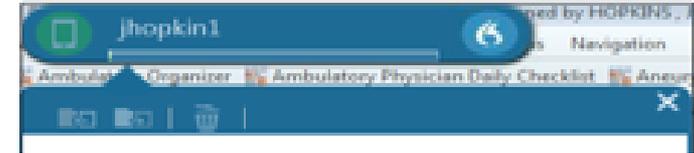


# CREATE and EDIT AUTO TEXTS



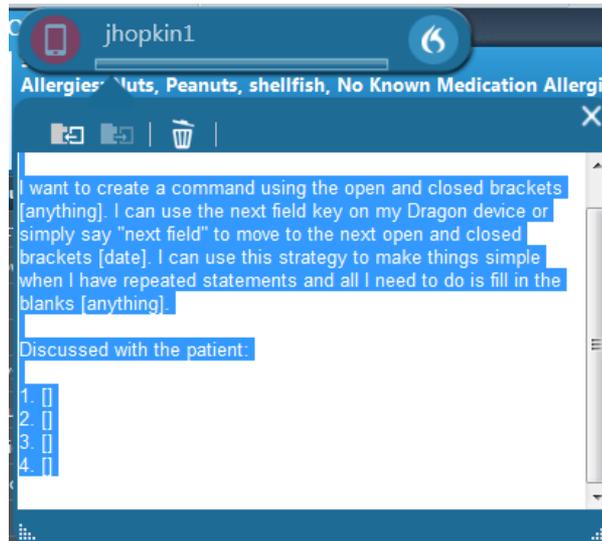
The creation of Auto-Texts process is the same when using the Dragon Mic

- Say “**Open dictation box**” or click ‘Open dictation box’ from the **DragonBar** Menu
- Type or dictate the grouping of words, sentences or paragraphs you want to create as an auto text within the note or dictation box, including the use of brackets (open/closed brackets) for variables
- Make any adjustments you need to arrange the format of the words/paragraphs





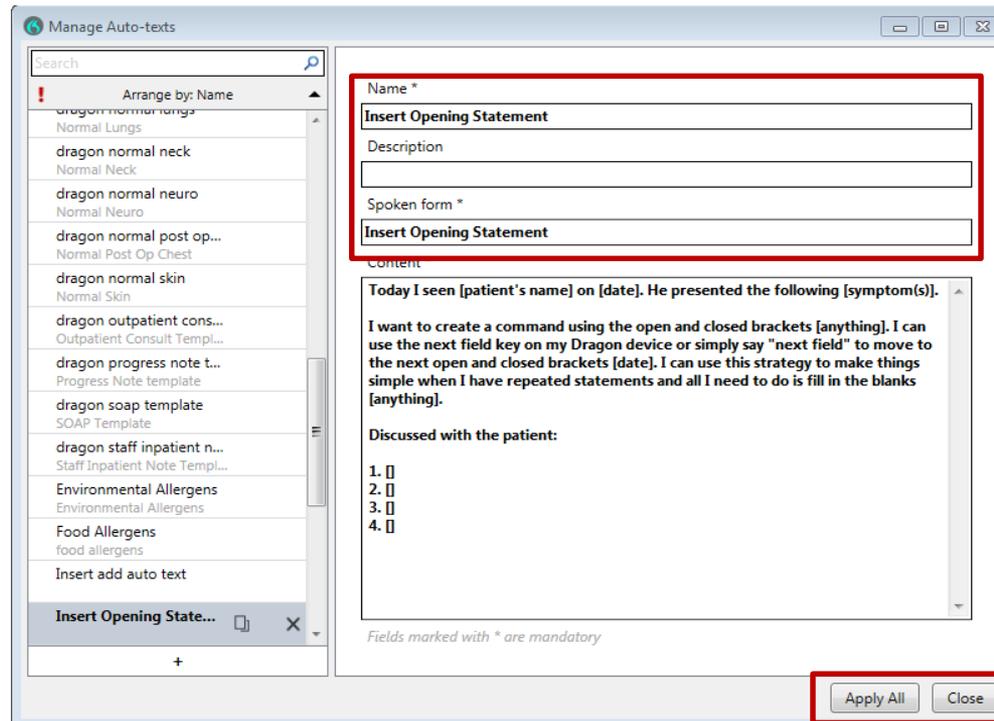
- When done, **Left click + highlight** the entire group of words or say **'select all'**
- Say **'Make that an auto text'**
  - \*NOTE: See the 'Command Tips' PowerPoint*





In the **Name\*** field:

- **'Type'** or **'Say'** the name of the auto text, ie, **'Insert opening statement'** (should always start with 'My' or 'Insert')
- Type in a **Description** to help you identify this auto text, ie, **'...for new patients'**

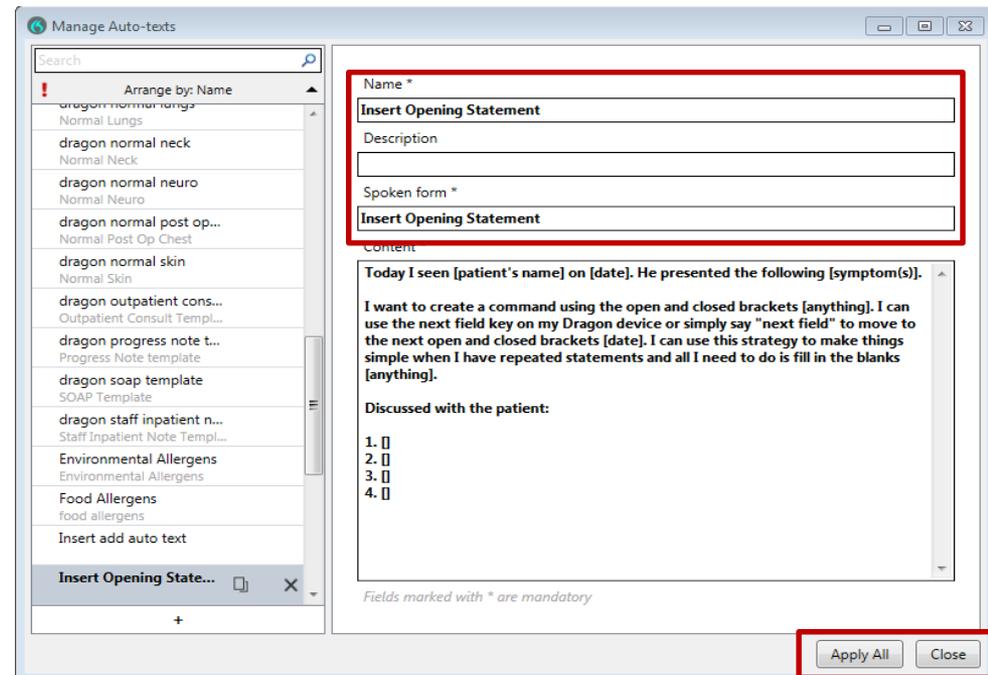




- **Spoken form\*** field and **state** the auto text (Name you will call it)

*\*NOTE: What you say in the **Spoken form\*** field is what Dragon uses to recognize this as an auto text*

- Click **Apply All**, then **Close**



- ❖ If you already have auto-texts in PowerChart, see the '**Creating a Step by Step Command**' PowerPoint to convert them to use in DMO



## Editing an Existing Auto Text

- Say 'Manage auto text'
- The window on right opens
- Select the auto text you want to edit
- Make the desired changes and edits to the auto text in the pane on right
- When done, click **Apply All** then, click **Close**

