**UW Medicine - Pathology**

8000-01-01-01

Enter Speed Phrases or Autotext in Word Documents

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| Adopted Date: 06/29/01  Revision Date: 10/18/10 |

PURPOSE

To enter speed phrases/autotext in Word documents

PROCEDURE

1. When doing transcription for surgical cases and autopsies, speed phrases (or

“autocorrect” phrases) can be used to speed data entry. Autocorrect phrases are

entered by each transcriptionist on his/her own computer and are for his/her own use.

1. To enter an "autocorrect" phrase, open a blank document in "Word". Autocorrect phrases cannot be entered while working on a report.
2. To open Autocorrect screen, click on "Tools" and then "Autocorrect". There are two fields: Replace [ ] With [ ]. The convention we are recommending is to use the "`" symbol to start each autocorrect phrase (since it does not get used for much else, you will not end up accidentally making phrases you did not want) (e.g. `gms could be used to designate "Gomori Methenamine silver stain").
3. Check the speed phrase. Once you have entered a speed phrase, test it to make sure it works. You should be able to type the "code" such as "`gms", hit the space bar, and the entire phrase "Gomori Methenamine silver stain" should appear in your document. Correct the phrase if needed.
4. To correct the phrase (or delete it), click "Tools", "Autocorrect", and enter your code for the phrase in the "Replace" field. At the bottom of the screen, you will see a list of phrases. Highlight the phrase you want to correct and it will appear in the "With" field box. You can then make corrections in that box or click the "delete" button and the phrase will be deleted.
5. Remember that these phrases are you own to manage. You can add any phrase you wish, but it will only be available on your computer with your login. It will not be available to any other transcriptionist.
   1. When transcribing a report, it may be necessary to add a header line such as "IMMUNOFLUORESCENCE MICROSCOPY" or "ADDENDUM FINAL DIAGNOSIS". Rather than typing out the entire header, you can create a speed phrase for that as well.
6. Open a blank word document and type in the header exactly as you want it to appear in the report (i.e. correct font type and size, bolded).
7. Use you mouse to highlight the header and then to to the tool bar and select "Autocorrect". Your speed phrase/header should appear in the "With" [ ] field. Enter the first few letters of the header and select "add".
8. When in an actual report, you should be able to begin typing the header and then hit the space bar. The header should fill in for you.

Written/Revised By: Director Approval:

Sandi Lachica (Signature and Date)

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