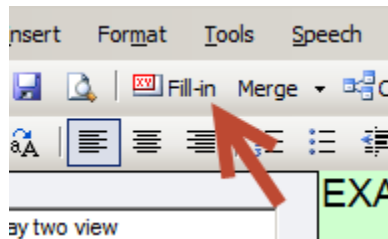# How to Insert a Fill-in Field when Creating an AutoText

1. A Fill-in Field in an AutoText allows you to have words, sentences, and numbers or pick lists within portions of the report. Using Fill-in Fields allows you to navigate through your AutoText with minimal dictation if the exam is normal, but can be changed if the exam is abnormal or needs additional information mentioned.
2. When creating your AutoText and you are at a point where you would like to insert a Fill-in Field click on Fill-In from the Toolbar.


3. The Fill-in Field Definition box will appear.

4. Begin by naming your field. You will not be allowed to save the field if you do not have a name for it. Keep in mind if you enable the talking fields it will speak the names of each

field to help you know which field you are on without having to look at the Powerscribe screen.
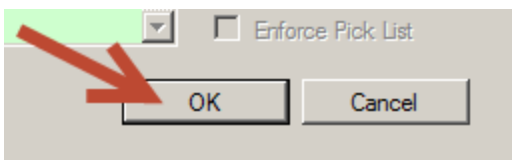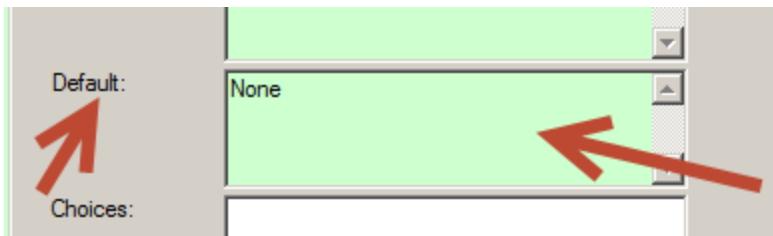
Fill-in Field Definition

Name: Comparison
Type: Text
Hyponyms:
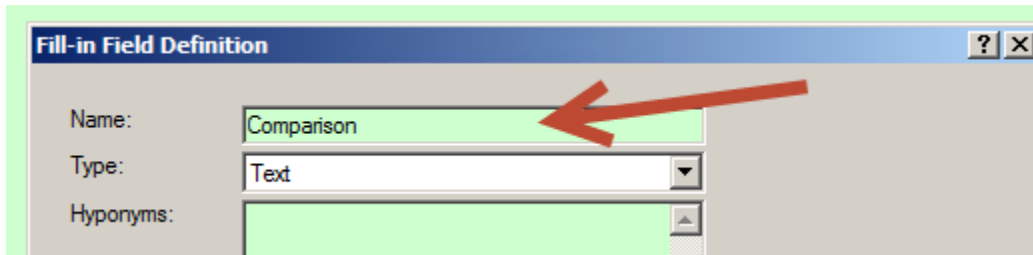
5. Select Text, Numeric or Pick List from the Type menu.

Type: Text
Hyponyms:
  Text
  Numeric
  Pick List

A. Text

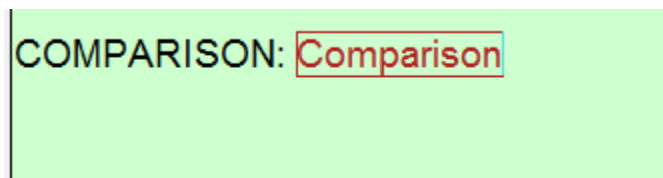   a. When you select Text then type what you want the default text to be in the Default box. This can be a word to a paragraph. Then click OK.

Default: None

Choices:

☐ Enforce Pick List

OK   Cancel

   b. You will then see the Title of the Fill-in field in a red box on your AutoText.

COMPARISON: Comparison

   c. When you use the AutoText it will appear with red brackets and the default text showing inside.

EXAM: Chest X-ray 2 Views

HISTORY: [Cough]

TECHNIQUE: [PA and Lateral] view

COMPARISON: [None]

FINDINGS:

Heart: [Normal]

B. Numeric

    a. When you select Numeric the default has to be a number. This is good to use for measurements. You can save it without a default as well. You can only dictate a number into a Numeric Fill-in field.

Fill-in Field Definition ? ×

Name: Measurement

Type: Numeric
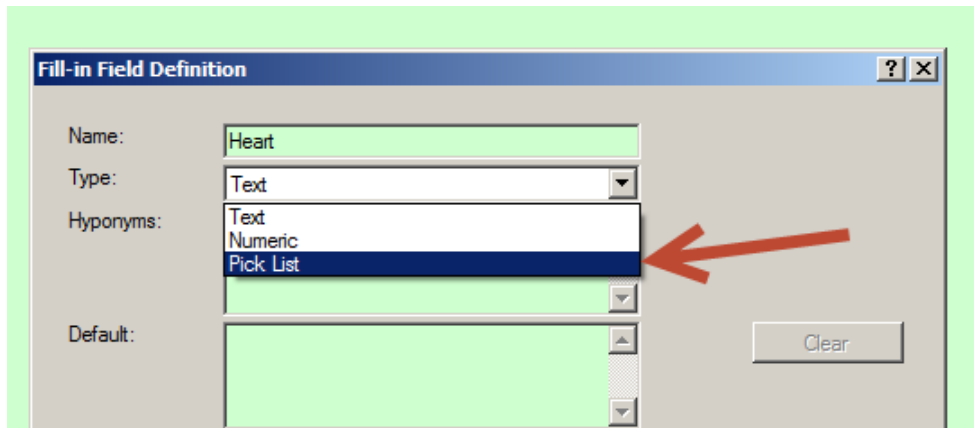
Hyponyms:
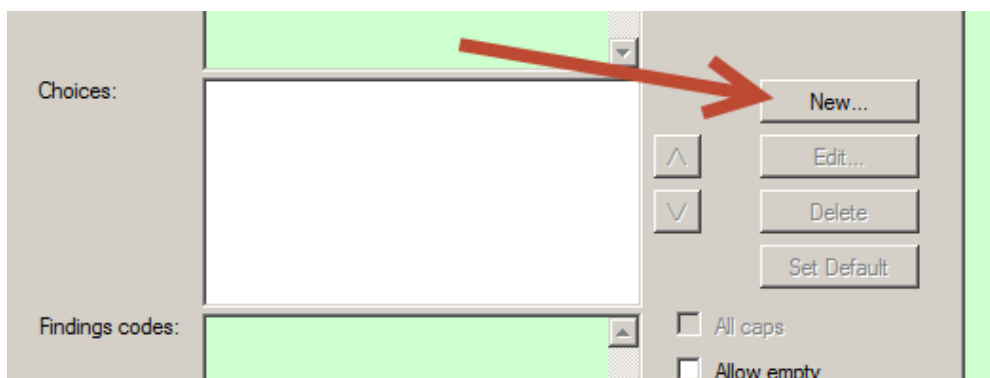
Default: 0   Clear

Choices: New...

    ∧   Edit...

C. Pick List

    a. The third option for Fill-in fields is a Pick List. A Pick List allows you to create a list of options to choose from to fill in the field.

b. After selecting Pick List click on the New button to enter list items.

c. Enter your Choice Text then Click OK. Repeat this for every item you wish to enter for that list. Keep in mind that if you hit Enter on your keyboard after you type the word/phrase before you click OK that will start a new line in your report if you select that option when dictating.
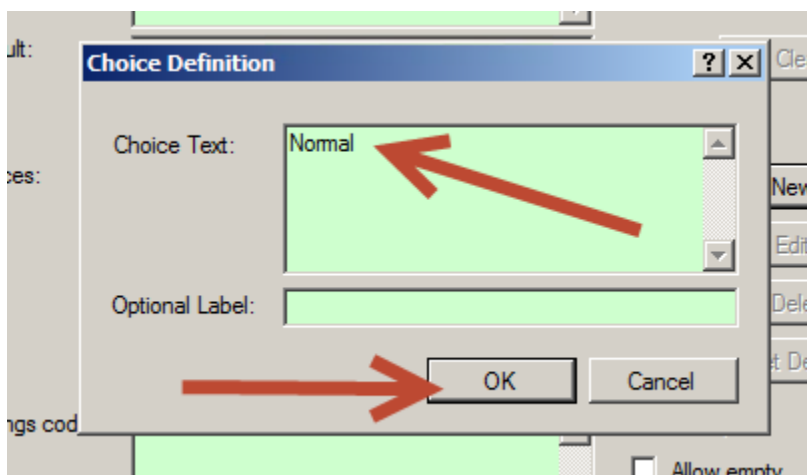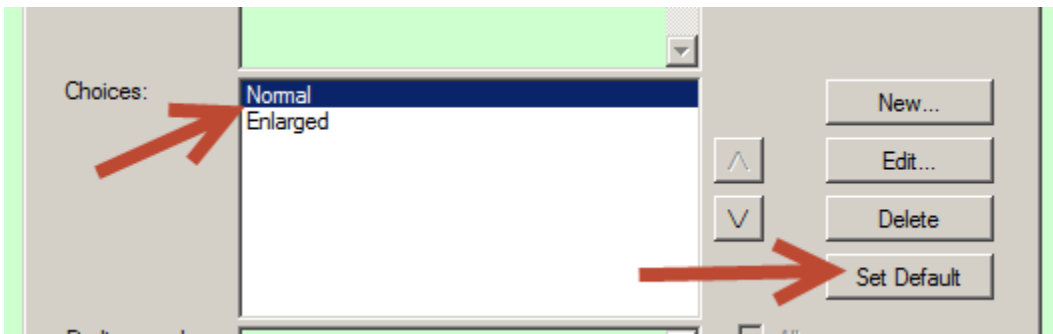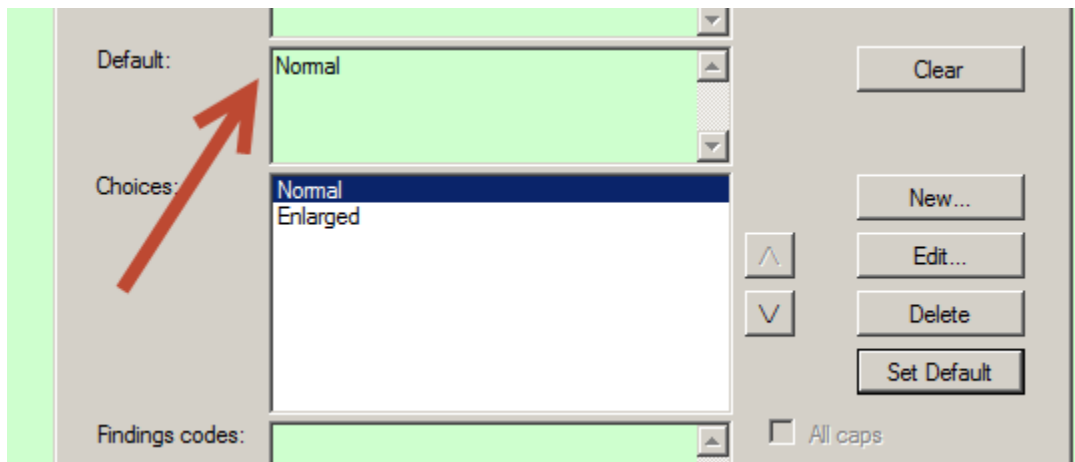
Heart: Normal

If you press enter when creating Pick List. Bracket disappears, new line will start

d. After you have enter all of your selections for your list you can set one as your default. Highlight the selection you wish to be your default and click Set Default.

Choices:
Normal
Enlarged

New...
Edit...
Delete
Set Default

e. You will see you selection populate the Default box and after you click okay you will see the default selection in red.

Default: Normal

Clear

Choices:
Normal
Enlarged

New...
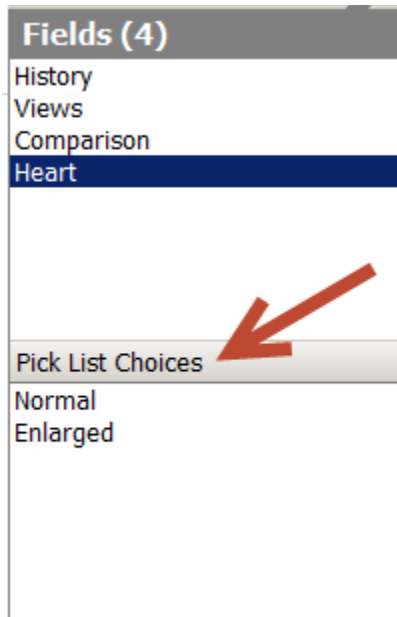Edit...
Delete
Set Default

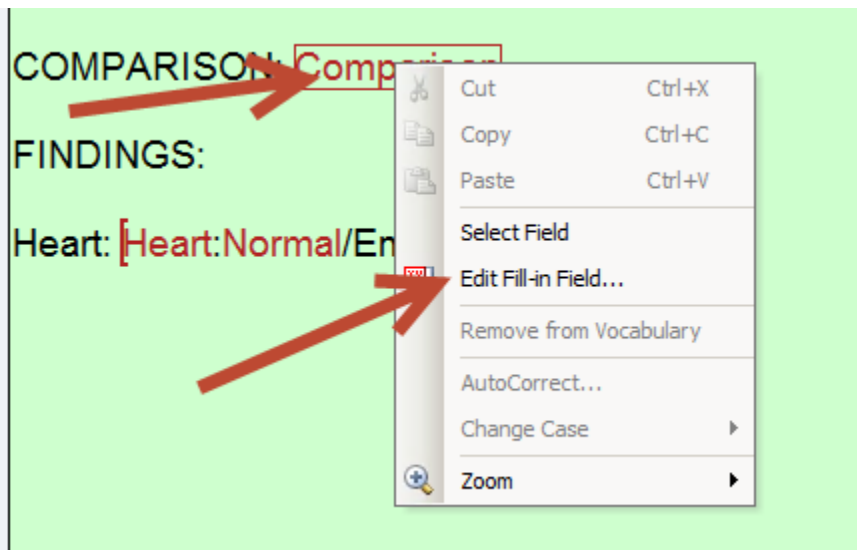Findings codes:

☐ All caps

Heart: Heart:Normal/Enlarged

Default

f. When you are dictating and you come across a fill-in field that is a pick list you will see your selections on the Fields tool bar on the left of the screen. Just dictate the selection you wish to use.

Fields (4)

History
Views
Comparison
Heart

Pick List Choices
Normal
Enlarged

6. To edit a fill-in field right click somewhere in the fill-in field box and select Edit Fill-in. It will open the Fill-in Field Definition box so you can make any changes, then click OK to save.

COMPARISON: Comparison

FINDINGS:

Heart: Heart:Normal/En

✂ Cut	Ctrl+X
▤ Copy	Ctrl+C
▤ Paste	Ctrl+V
Select Field	
Edit Fill-in Field...	
Remove from Vocabulary	
AutoCorrect...	
Change Case	▶
⊕ Zoom	▶

7. When creating or editing AutoText, if you do not recall if there is a default value in a fill-in field set hover over the red box and it will show the name, type and default value.
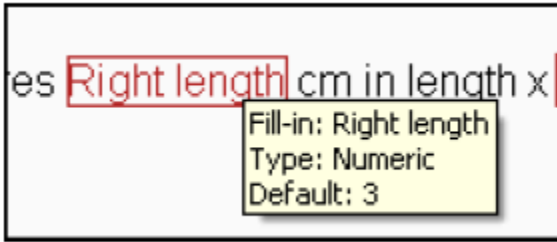
8. Save your AutoText.
9. When you bring up that AutoText you will see your Fill-in fields list on the left.