

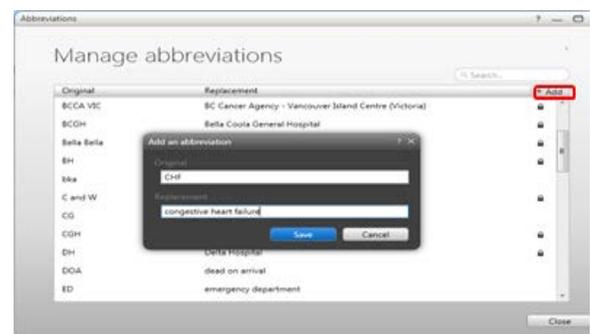
Maintaining Your Personal Abbreviations

You can add frequently spoken abbreviations using the 'Abbreviations' function, so they appear in the full expanded format in your report.

e.g. say the abbreviation 'CHF' and 'Congestive Heart Failure' will appear in your report.

To Add to your Abbreviations

- Click on the name on the 'Direct control bar'.
- Select 'Abbreviations' from the drop down list.
- Search for any abbreviation before adding a new one so there are no duplicates (as the search term is entered, the dictionary will automatically filter out the terms that don't match).
- Click 'Add'.
- The 'Add an Abbreviation' window appears.
- Type in the abbreviation (top box).
- Type in the expanded form (bottom box).
- Click 'Save'.
- Click 'Close' to exit 'Manage abbreviations' window.



To Edit an Abbreviation

- Select Abbreviations from the drop down list.
- Search for the item to edit.
- Double click on the item.
- The 'Edit' window appears.
- Make any correction/s.
- Click 'Save'.
- Click 'Close'.

To Delete an Abbreviation

- Select Abbreviations from the drop down list.
- Search for the word.
- Hover over the word.
- Click on the delete icon 'X' - to the far right of the word.