

Close tab to return to previous screen

Created with Nuance Power PDF Advanced

eScription - MS Word Configuration

Overview

The Dragon Medical 360 | eScription product line is designed to increase the productivity of medical transcriptionists, and is based on the simple premise that it is faster to edit than to type. EditScript MT is a robust document editor, using intelligent speech processing technology to create formatted first draft documents that you can quickly review and edit. This document provides instructions to modify the MS Word settings to work with the desktop transcription application.

Audience

These instructions are intended for authorized users who require an installation of the EditScript desktop platform.

Support

A Nuance Support Team member can assist you with this install.

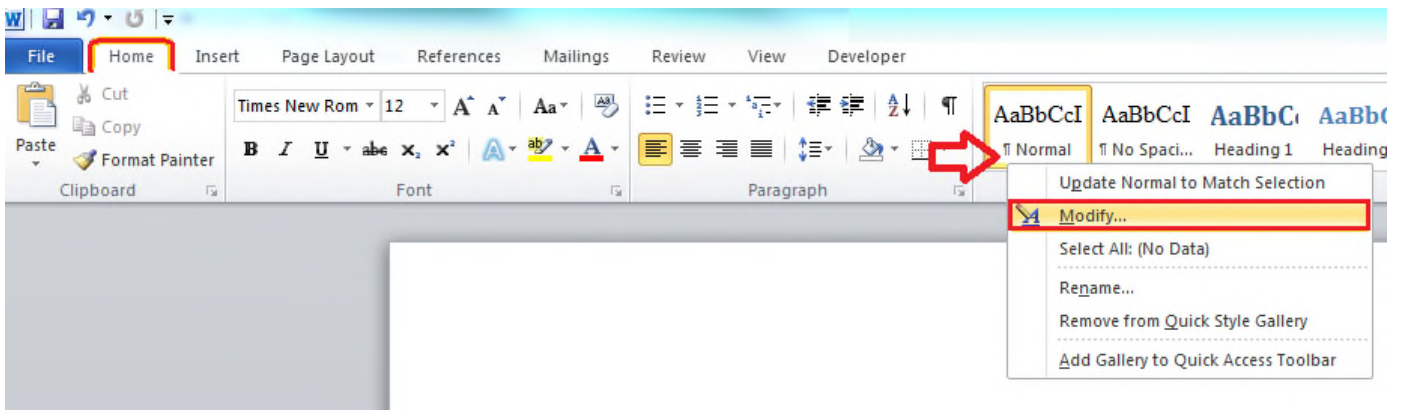
Visit <http://nts.nuance.com/#SupportServices> and select your support group for assistance.

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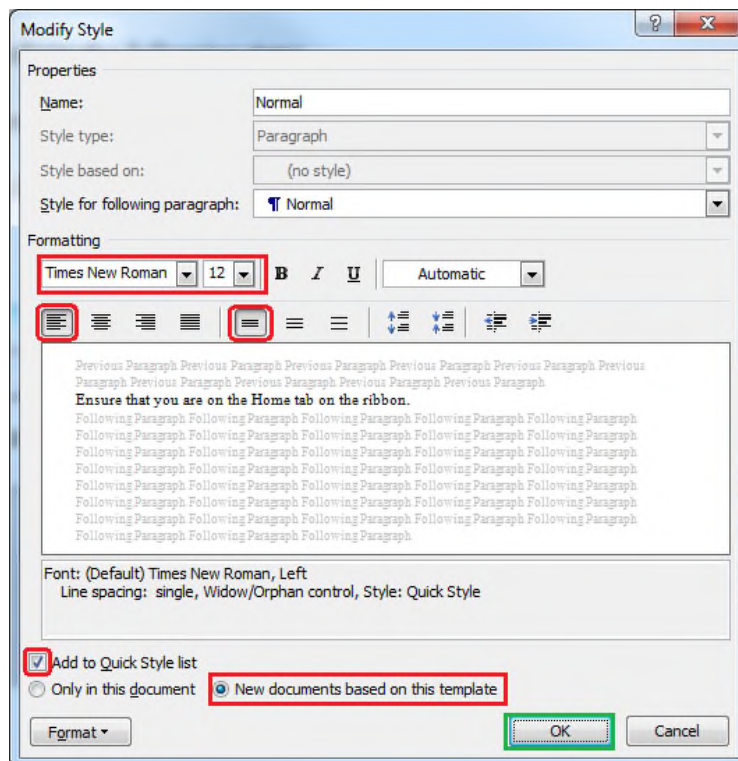
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To configure MS Word settings for EditScript, launch MS Word and perform the following steps

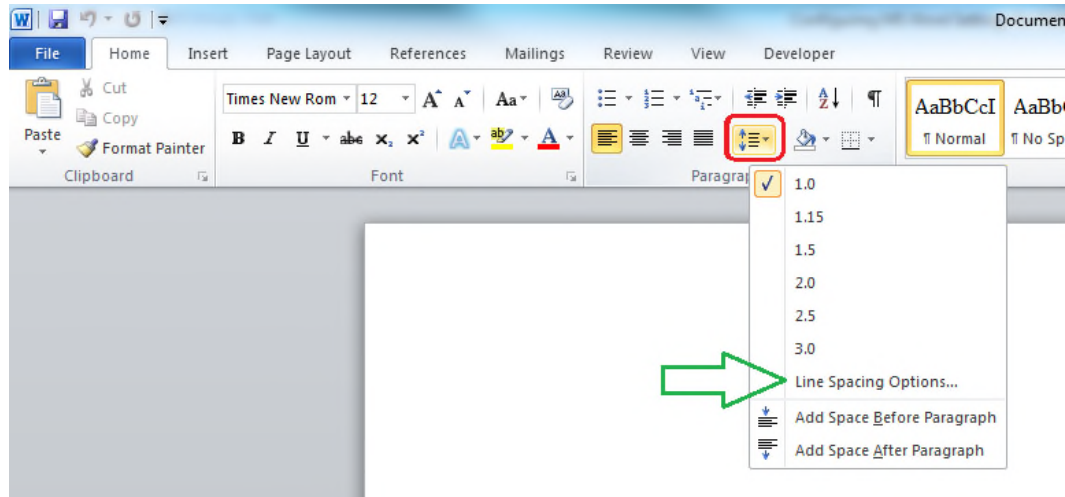
1. Ensure that you are on the **Home** tab on the ribbon.
2. Locate and right-click the **Normal** style in the Style Gallery at the top and select **Modify**.



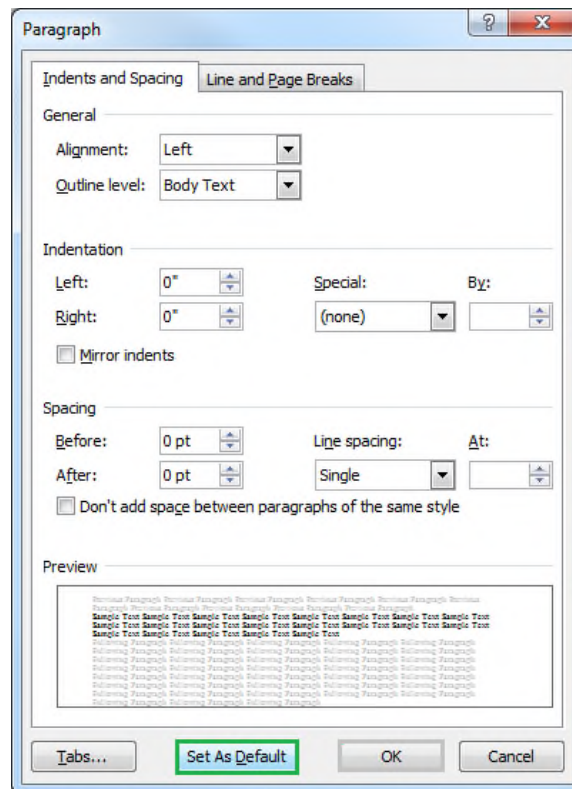
3. Modify the Style Options as illustrated in the graphic below and then click **OK**



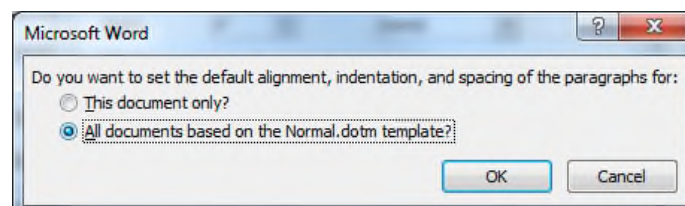
4. Click on the **Line and Paragraph Spacing** button on the ribbon and select **Line Spacing Options** as illustrated in the graphic below



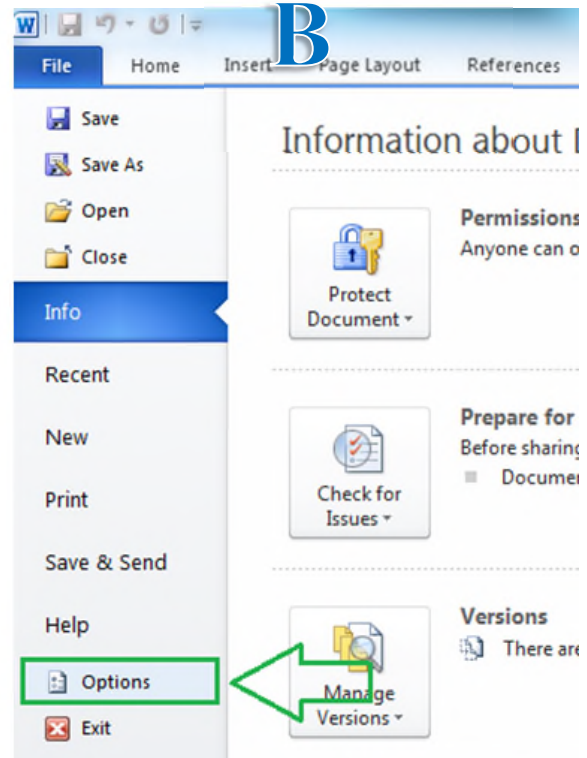
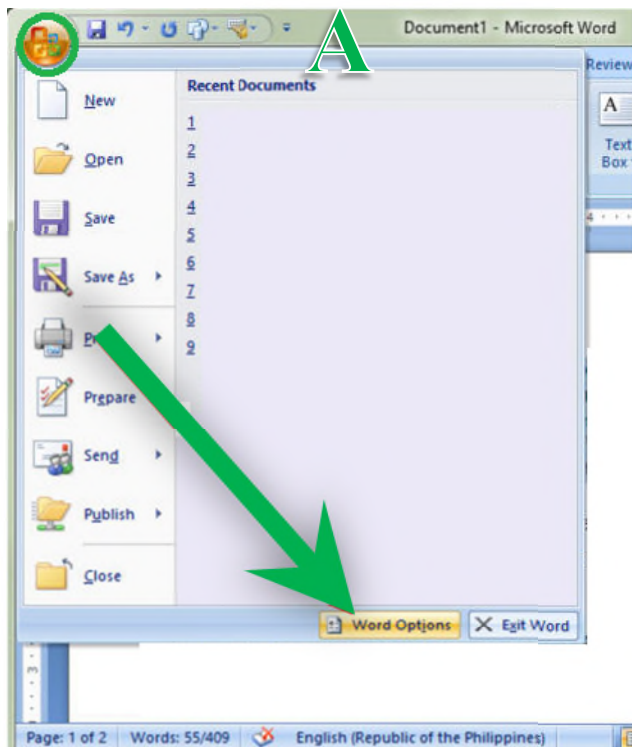
5. Set Paragraph and Spacing as illustrated in the graphic below and then click on **Set As Default**



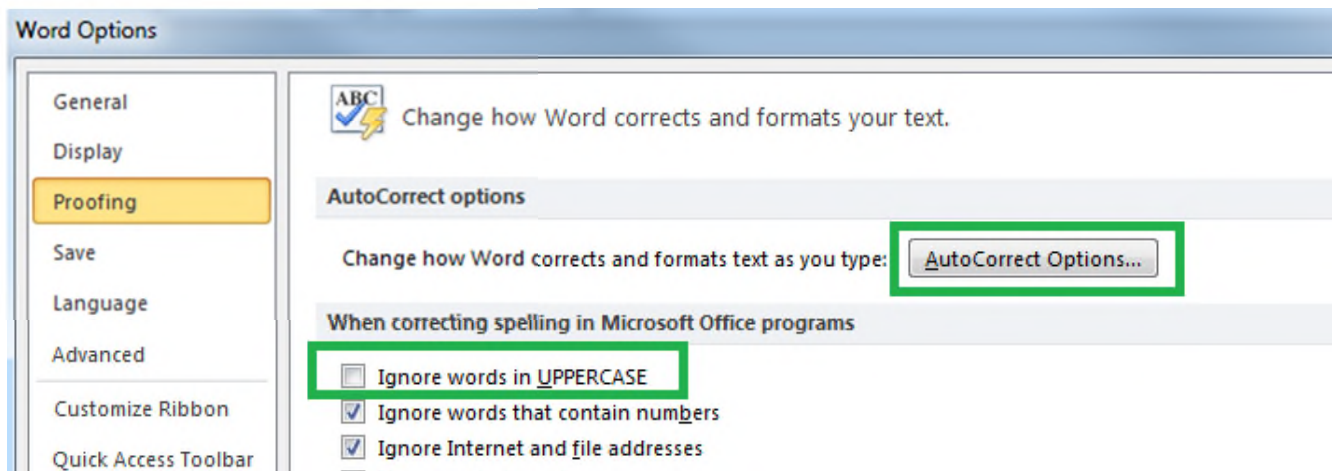
In the confirmation dialog that appears, select **All documents based on the Normal.dotm template?**



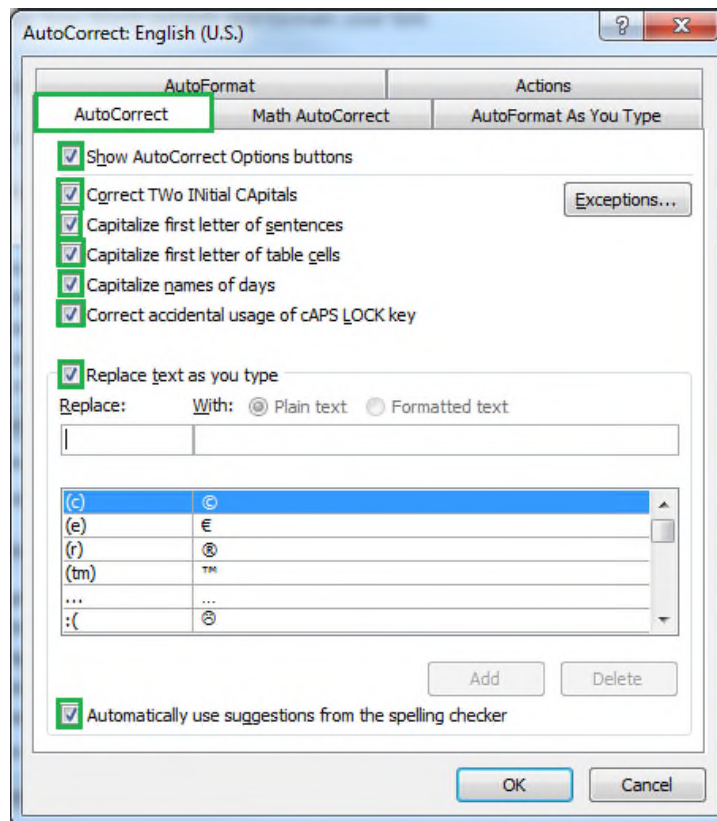
6. Next, click on the **File** menu at the top-left and select **Options** from the drop down menu
- In Word 2007 Click the Microsoft Office Button > Word Options > **Proofing** > **AutoCorrect Options** button.
 - In Word 2010/2013 click the File tab > **Options** > **Proofing** > **AutoCorrect**



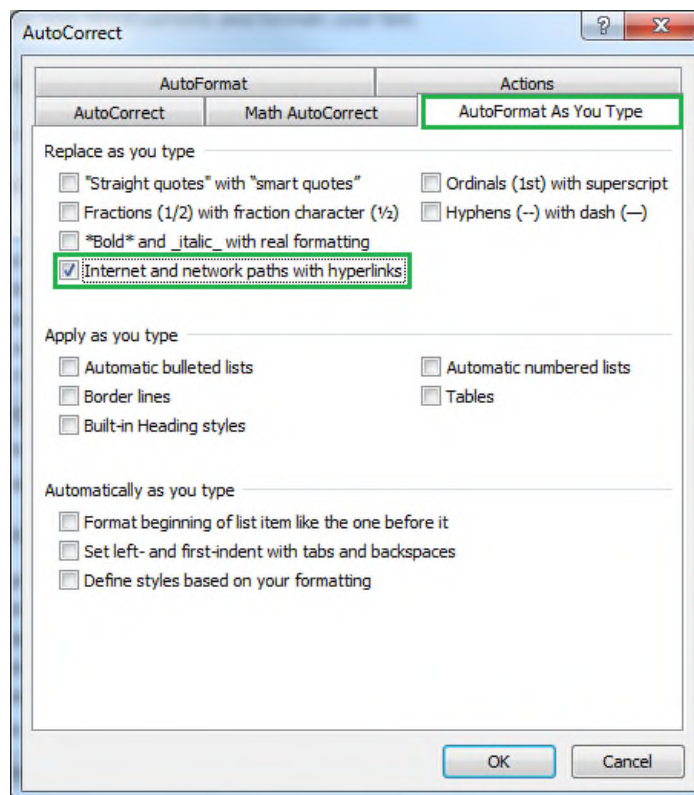
7. Uncheck **Ignore Words in UPPERCASE**.



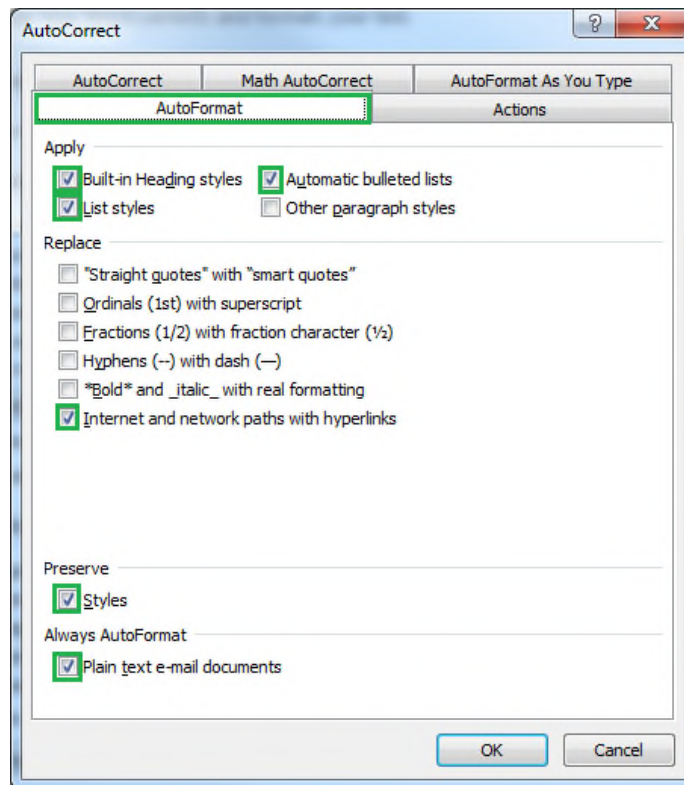
8. On the **AutoCorrect** tab, set the options as illustrated in the graphic below



9. On the **AutoFormat As You Type** tab, set the options as illustrated in the graphic below

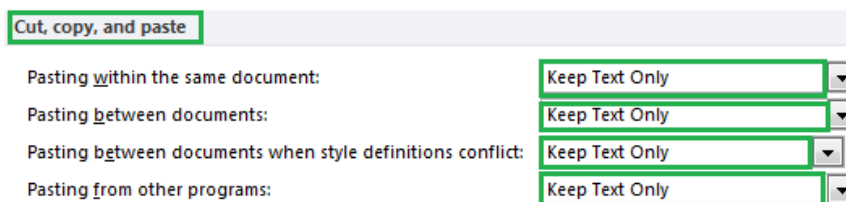


10. On the AutoFormat tab, set the options as illustrated in the graphic below

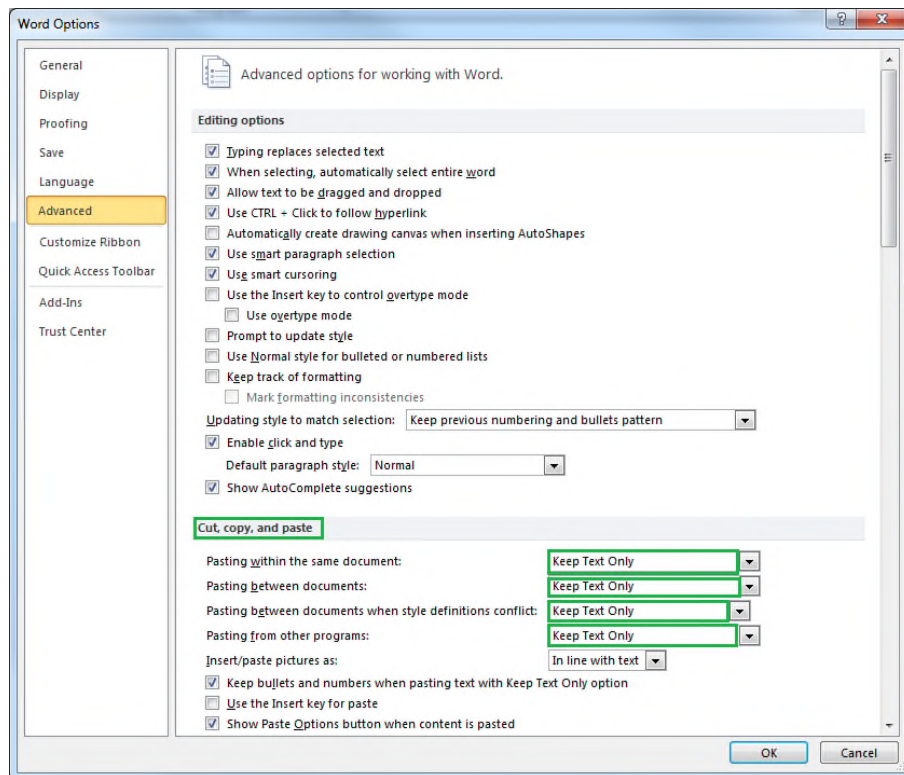


Copy/Paste (Hidden formatting)

1. To adjust the Cut, copy, and paste options perform the following steps (see illustration below)
 - a. In Word 2007 Click the Microsoft Office Button > **Word Options** > **Advanced**
 - b. In Word 2010 click the **File tab** > **Options** > **Advanced**
2. Find "Cut, copy and paste" options (see illustrations below)
3. Change the following “**Cut, copy and paste**” options to “**Keep Text Only**”
 - "Pasting within the same document"
 - "Pasting between documents"
 - "Pasting between documents when style definitions conflict"
 - "Pasting from other programs"

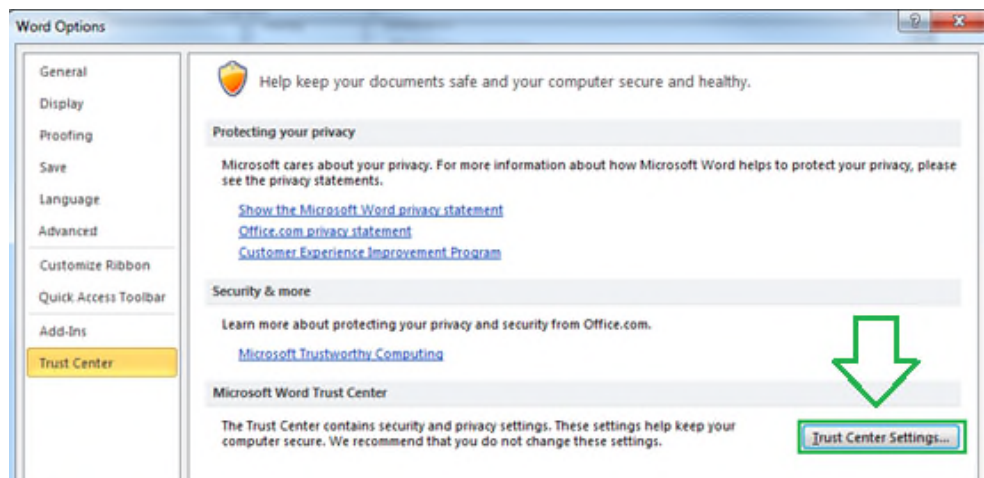


4. Click **OK** after "Cut, copy and paste" options have been set.

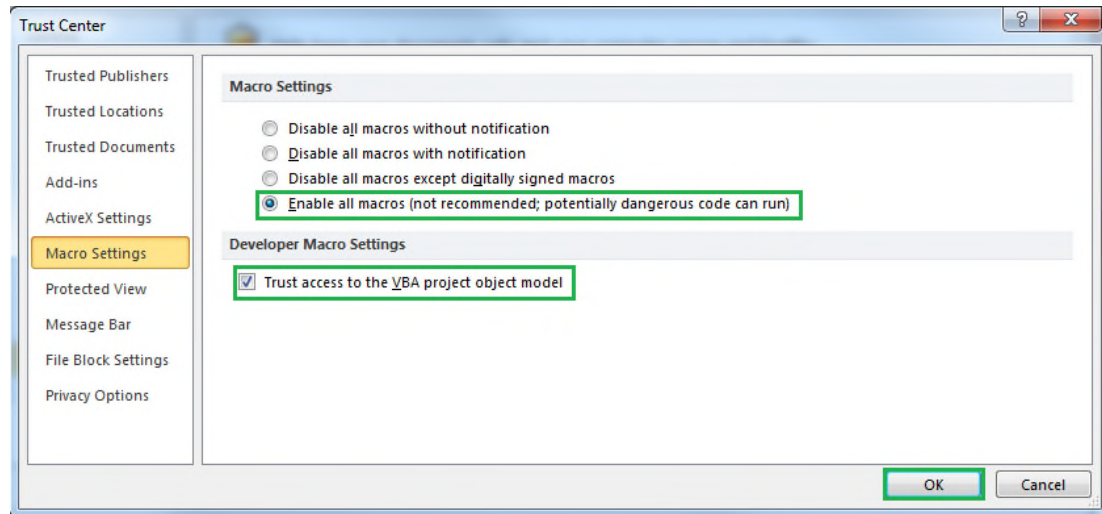


Macro Settings

1. Open **Trust Center Settings** as follows
 - a. In Word 2007 Click the Microsoft Office Button > In the Word Options dialog box > click Trust Center
 - b. In Word 2010 click the File tab > Options > Trust Center
2. Click on **Trust Center Settings**



3. Set Macros Settings as illustrated in the graphic below



4. Click **OK** to complete setting the MS Word Options for EditScript

Your version of Microsoft Word should now have the correct settings applied as a defaults. You can test this by closing Microsoft Word and opening a new document. If the document opens with the settings that you've configured, you have successfully completed setting the default options for MS Word.