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

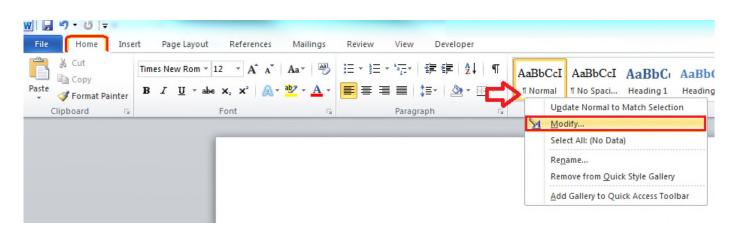
A Nuance Support Team member can assist you with this install. Visit http://nts.nuance.com/#SupportServices and select your support group for assistance.

Legal Notice

This document is the property of Nuance Communications. Unauthorized use of this information is strictly prohibited. The information contained herein is subject to change without notice. No warranties are expressed or implied and Nuance shall not be liable for technical or editorial errors or omissions contained herein.

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 <u>right</u>-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

operties	
Name:	Normal
Style type:	Paragraph
Style based on:	(no style)
Style for following parag	raph: ¶ Normal
Paragraph Previous Para Ensure that you are Following Paragraph Fo Following Paragraph Fo Following Paragraph Fo Following Paragraph Fo Following Paragraph Fo Following Paragraph Fo	Image:
Font: (Default) Times Ne	Widow/Orphan control, Style: Quick Style

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



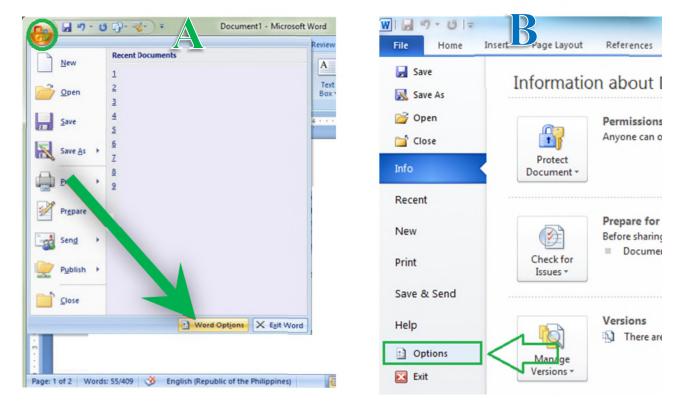
5. Set Paragraph and Spacing as illustrated in the graphic below and then click on Set As Default

aragraph			? X
Indents and Spa	acing Line and Pa	ge Breaks	
General			
Alignment:	Left	-	
Outline level:	Body Text	•	
Indentation			
Left:	0"	Special:	B <u>y</u> :
Right:	0"	(none)	·
Mirror inde	nts		
Spacing			
Before:	0 pt 🚔	Line spacing:	<u>A</u> t:
After:	0 pt 🚔	Single	-
Don't add :	spa <u>c</u> e between para	agraphs of the same st	yle
Company Prome Sample Text Bas Sample Text Bas Found Text Bas Found Text Bas Found Text Found Text Found Text Found Text Found Text Found Text Found Text Found Text	ngia Taot Sampia Taot Sampia Tao ngia Taot Sampia Taot Sampia Tao ngia Taot Sampia Taot Sampia Tao	nali benen fangele Benen fangele Earoje tex Bangle Tri Bangle Tex Bangle tex Bangle Tex Bangle Tex Sangle tex Sangle Tex Sangle Tex Fangele Fangele Fangele Billione Fangele Fangele Fangele Billione	Sample Text Sample Text Imagingh Imagingh Imagingh Imagingh Imagingh
<u>T</u> abs	Set As <u>D</u> efault	ОК	Cancel

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

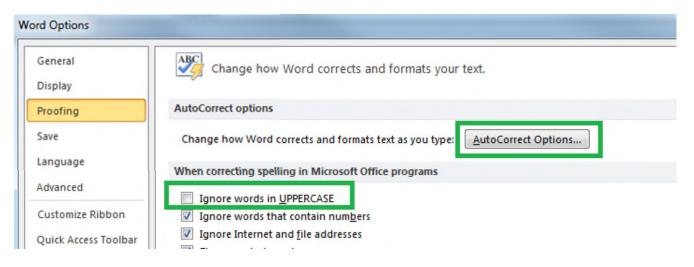
All documents based on the Normal.dotm template?	Do you want to set the default alignment, in This document only?	dentation, and spacing of the paragraphs for
		lotm template?

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



b. In Word 2010/2013 click the File tab > Options > Proofing > AutoCorrect

7. Uncheck Ignore Words in UPPERCASE.



8. On the <u>AutoCorrect</u> tab, set the options as illustrated in the graphic below

	AutoFormat	Actions
AutoCorrect	t Math AutoCorrect	AutoFormat As You Type
Show Auto	oCorrect Options buttons	
Correct TV	Vo INitial CApitals	Exceptions
Capitalize	first letter of sentences	
	first letter of table cells	
	names of days	
	-	
Correct ac	cidental usage of cAPS <u>L</u> OCK key	
Replace te	ext as you type	
Replace:	With: () Plain text	matted text
Cobusines.		
1		
(c)		
(c) (e)		
(e)	6	
(e) (r)	© €	
(e) (r) (tm)	© € ® ™	
(e) (r) (tm)	© € ® ™	
	© € ® ™	
(e) (r) (tm)	© € ® ™	
(e) (r) (tm)	© € ® ™	Add Delete
(e) (r) (tm) :(© € ® ™	AddDelete

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

AutoF	ormat	Actions
AutoCorrect	Math AutoCorrect	AutoFormat As You Type
Replace as you type		
Straight quotes	" with "smart quotes"	Ordinals (1st) with superscript
Fractions (1/2) v	with fraction character (1/2)	Hyphens () with dash ()
Bold and _itali	c_with real formatting	
Internet and net	work paths with hyperlinks	
Apply as you type		
Automatic bullet	ed lists	Automatic numbered lists
Border lines		Tables
Built-in Heading	styles	
Automatically as you	type	
E Format beginnin	g of list item like the one bef	ore it
Set left- and firs	t-indent with tabs and backs	spaces
Define styles ba	sed on your formatting	
		OK Cancel

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

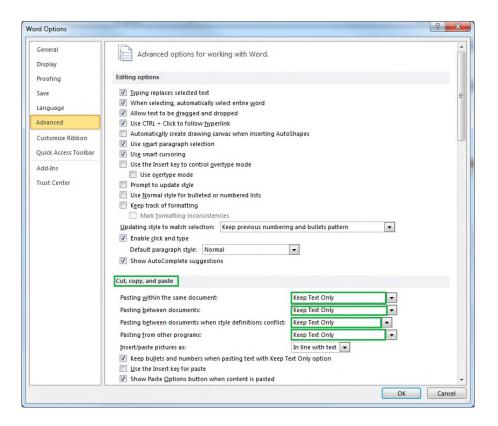
AutoCorrect	Math AutoCorrect	AutoFormat As You Type
AutoF	ormat	Actions
pply		
Built-in Heading	styles 🛛 Automatic bullete	dlists
List styles	Other paragraph	
	El o alter Earograph.	
eplace		
	s" with "smart quotes"	
Ordinals (1st) w		
	with fraction character (½)	
Hyphens () wi		
	ic_with real formatting	
Internet and ne	twork paths with hyperlinks	
reserve		
Styles		
ways AutoFormat		
ways Autor officiat		
Plain <u>t</u> ext e-mai	documents	

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"

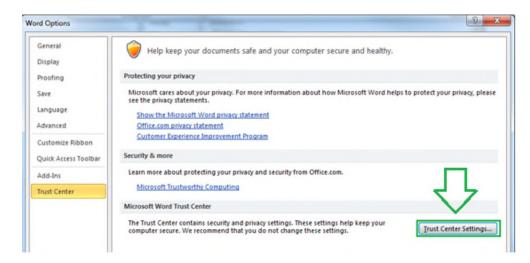
Cut, copy, and paste		
Pasting within the same document:	Keep Text Only	
Pasting <u>b</u> etween documents:	Keep Text Only 💌	
Pasting between documents when style definitions conflict:	Keep Text Only 💌	
Pasting <u>f</u> rom other programs:	Keep Text Only	

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

Trust Center	8	x
Trusted Publishers Trusted Locations Trusted Documents Add-ins ActiveX Settings Macro Settings Protected View Message Bar File Block Settings Privacy Options	Macro Settings Disable all macros with notification Disable all macros with notification Disable all macros except digitally signed macros Image: Trust access to the VBA project object model	
	OK Car	ncel

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.