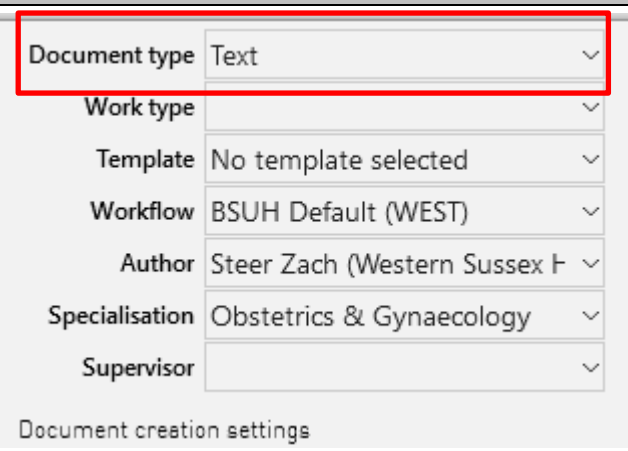


Setting up a Text Document													
<p>To type straight into a document as an author, make sure that the Document Type is set to Text</p>	 <p>Document creation settings</p>												
<p>The rest of the settings work the same for each document type</p>													
<table border="1"> <tr> <td style="width: 30%;">Work Type</td> <td>Set this based on your department templates – these templates have mail merge fields to automatically fill in details such as department, patient and GP details, ensure you pick the correct work type for your need</td> </tr> <tr> <td>Template</td> <td>This will auto-populate based on your selected Work Type and should not be changed</td> </tr> <tr> <td>Workflow</td> <td>This will auto-populate based on your selected Work Type and should not be changed</td> </tr> <tr> <td>Author</td> <td>Fills in with your own details (if you're an author) but if you're a Transcriber who can Transcribe on behalf of an Author then change this dropdown as needed</td> </tr> <tr> <td>Specialisation</td> <td>Only for authors with a Speech Recognition licence and this determines the dictionary used during Speech Recognition dictations</td> </tr> <tr> <td>Supervisor</td> <td>Set this if you have a 'Clinician-in-charge' who may need oversight of your letters</td> </tr> </table>	Work Type	Set this based on your department templates – these templates have mail merge fields to automatically fill in details such as department, patient and GP details, ensure you pick the correct work type for your need	Template	This will auto-populate based on your selected Work Type and should not be changed	Workflow	This will auto-populate based on your selected Work Type and should not be changed	Author	Fills in with your own details (if you're an author) but if you're a Transcriber who can Transcribe on behalf of an Author then change this dropdown as needed	Specialisation	Only for authors with a Speech Recognition licence and this determines the dictionary used during Speech Recognition dictations	Supervisor	Set this if you have a 'Clinician-in-charge' who may need oversight of your letters	
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