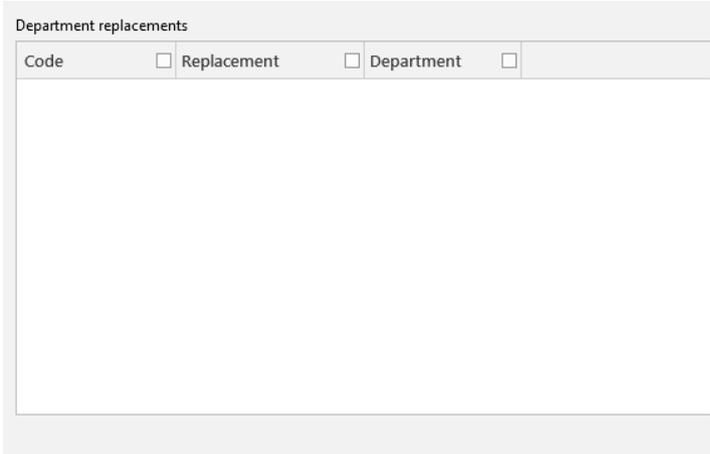
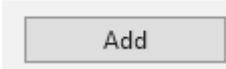
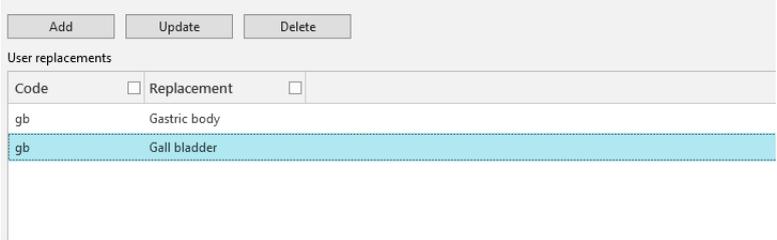
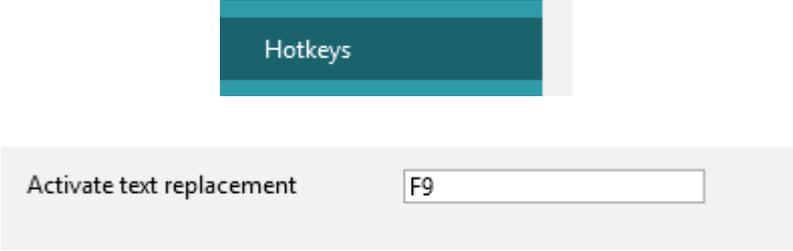


Text Replacements - Setup	
Click the Settings cog in the top right of SpeechReport	
Click on the Text Replacements Tab	
Department Text Replacements will be seen on the right-hand side	
To add your own, use the fields at the top of this screen	
Code is the shorthand version of your replacement. This is what you will type onto the letter to replace the code with the relevant text	
Replacement refers to the text that will replace your shorthand code	
Once you've typed in a code and replacement, click Add	

Text Replacements - Setup	
<p>To Update or Delete a Text Replacement, select it from the User Replacements table and either click Delete or change the code/replacement and click Update</p>	
<p>To use the Text Replacement, check your Hotkey setup in the Hotkeys tab in settings</p>	

Text Replacements - Use	
<p>Text Replacements are only available in Letter view – Not when the letter is open in 'Digital Dictation'</p>	
<p>Click on the Text Replacements Tab</p>	
<p>As soon as you've typed the Code, click your Hotkey for Text Replacements (By default this is F9) and your text will automatically be replaced.</p> <p>If you have two replacements with the same code then you get an option of which replacement you want</p>	
<p>Please note that to use function keys (Hotkeys e.g. F9) some keyboards require you to also hold an fn key at the same time.</p>	