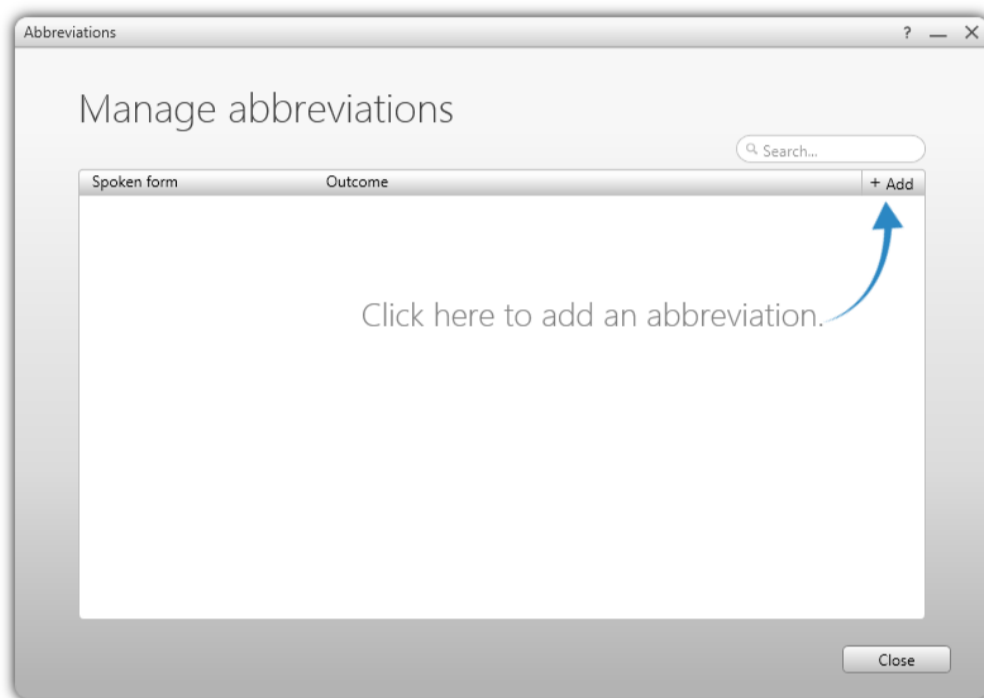




Fluency Direct also allows users to create a collection of abbreviations. This is a list of words or phrases that you use repeatedly but abbreviate when speaking.



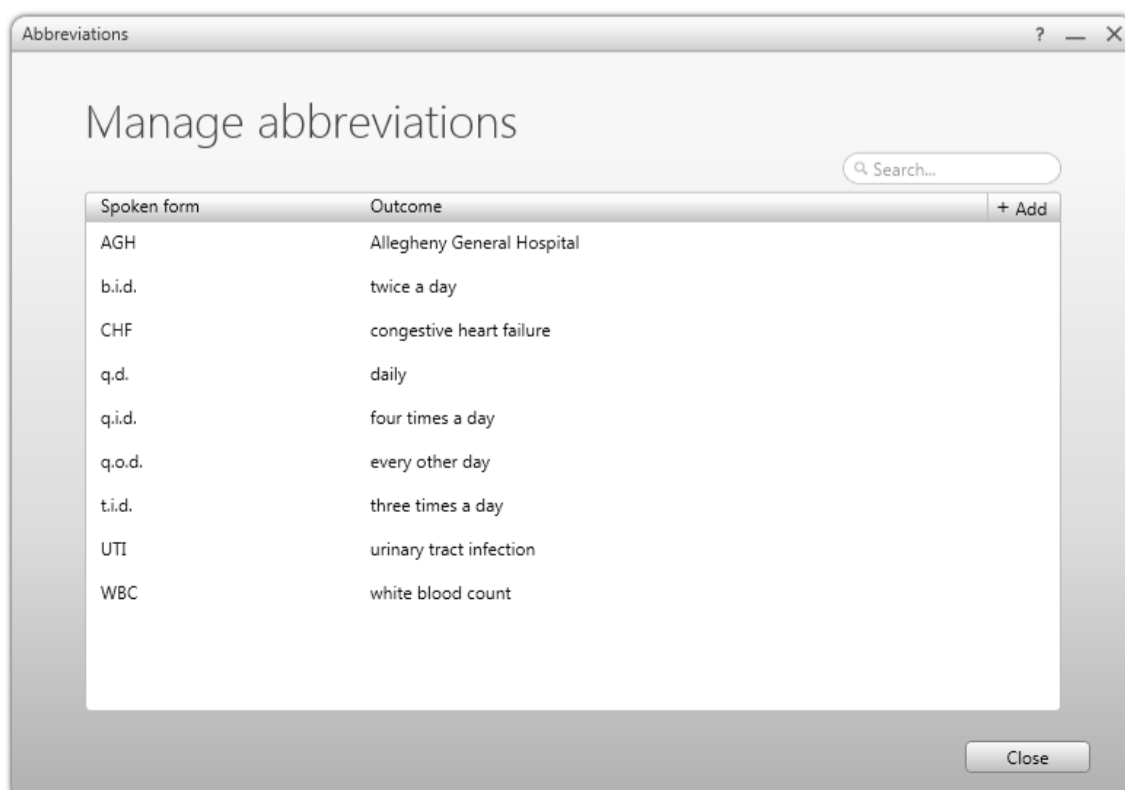
## First Time Use

The first time you open the Abbreviations dialog, the screen will appear like the one below. To begin using the Abbreviations, you will click the +Add button that the arrow is pointing at. This window will only appear the first time that you use the Abbreviations.

## Managing your Abbreviations

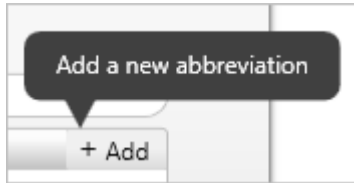
After you have populated your library, when you open it, it will open to the screen below. From here you can add or edit your Abbreviations as needed.

- When adding abbreviations, use caution and be sure to not expect the original word to be dictated elsewhere in the system; it will always provide the replacement word.
- When adding common medical abbreviations such as "b.i.d.", it is recommended to dictate it into the Original field in order to achieve the best result.
- When adding an acronym like "UMC" for "University Medical Center", be sure to capitalize "UMC." Also, "UMC" may need to be added to the Dictionary as a location.



## Adding an Abbreviation

To add an abbreviation click on the +ADD button towards the top right.



The following screen will appear, enter the Original (dictated abbreviation) and the Replacement (full text to appear in the report). Click Save to save the abbreviation. To add additional abbreviations, just click the Add Button again.

## Edit Abbreviation

Abbreviation entries can be edited by clicking on the item to open it. Make your changes and click OK to save and close the dialog.

## Delete Abbreviation

To delete an abbreviation entry, select the word and click the Delete icon to the far right.



## Published Abbreviations

Published Abbreviations are those abbreviations that have been published by an administrator for use across a company or facility. These items will be available in the Abbreviations dialog but will contain a lock symbol to the right of them. If you are an admin, then the tool tip will display 'Published via <Group name>'. Non-admin FD Users will see a tool tip stating 'Published by a Published Abbreviations administrator'.



When an abbreviation has been published, it is locked from both editing and deleting. Only an administrator can remove published items.

## Search

The search option is available for you to search through your abbreviations. As you type in the search term, the abbreviations will automatically filter out the terms that don't match.

