

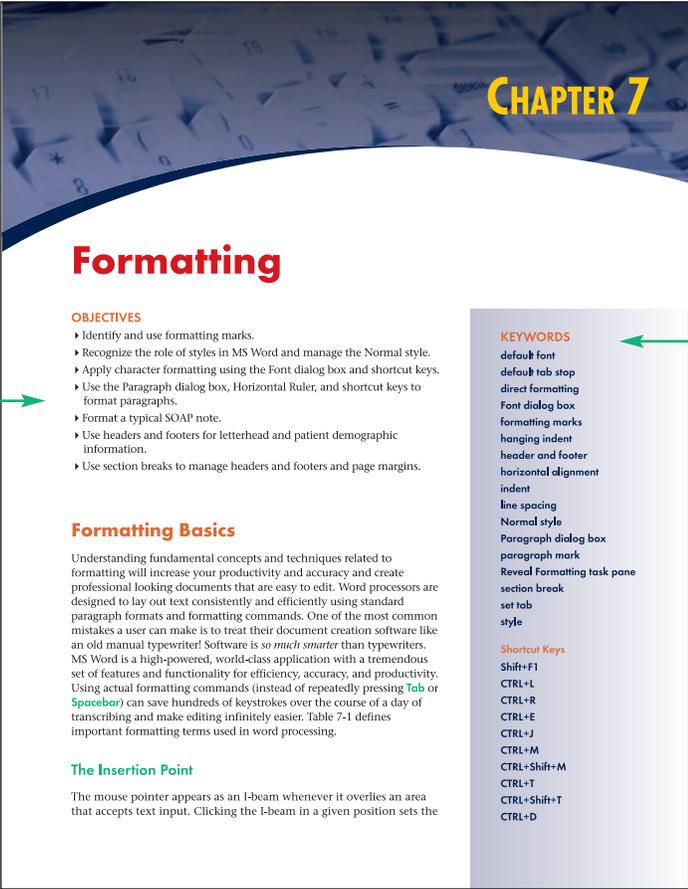


USER'S GUIDE

Microsoft Word for Healthcare Documentation: A Guide for Transcriptionists, Editors, and Health Information Professionals helps you work more efficiently by showing you how to use Microsoft Word's built-in tools to your utmost advantage.

This User's Guide introduces you to the helpful features that enable you to quickly master new concepts and put your new skills into practice.

Objectives help you concentrate on the most important information to glean from each chapter.



Keywords help you focus on the important terms that you should master.

Formatting

OBJECTIVES

- ▶ Identify and use formatting marks.
- ▶ Recognize the role of styles in MS Word and manage the Normal style.
- ▶ Apply character formatting using the Font dialog box and shortcut keys.
- ▶ Use the Paragraph dialog box, Horizontal Ruler, and shortcut keys to format paragraphs.
- ▶ Format a typical SOAP note.
- ▶ Use headers and footers for letterhead and patient demographic information.
- ▶ Use section breaks to manage headers and footers and page margins.

Formatting Basics

Understanding fundamental concepts and techniques related to formatting will increase your productivity and accuracy and create professional looking documents that are easy to edit. Word processors are designed to lay out text consistently and efficiently using standard paragraph formats and formatting commands. One of the most common mistakes a user can make is to treat their document creation software like an old manual typewriter! Software is *so much smarter* than typewriters. MS Word is a high-powered, world-class application with a tremendous set of features and functionality for efficiency, accuracy, and productivity. Using actual formatting commands (instead of repeatedly pressing **Tab** or **Spacebar**) can save hundreds of keystrokes over the course of a day of transcribing and make editing infinitely easier. Table 7-1 defines important formatting terms used in word processing.

The Insertion Point

The mouse pointer appears as an I-beam whenever it overlies an area that accepts text input. Clicking the I-beam in a given position sets the

KEYWORDS

- default font
- default tab stop
- direct formatting
- Font dialog box
- formatting marks
- hanging indent
- header and footer
- horizontal alignment
- indent
- line spacing
- Normal style
- Paragraph dialog box
- paragraph mark
- Reveal Formatting task pane
- section break
- set tab
- style
- Shortcut Keys**
- Shift+F1
- CTRL+L
- CTRL+R
- CTRL+E
- CTRL+J
- CTRL+M
- CTRL+Shift+M
- CTRL+T
- CTRL+Shift+T
- CTRL+D



Special formatting has been applied to the text to improve readability and comprehension. You will recognize common Windows elements by their font.

Menu names and menu commands are typed in blue.

Galleries in Word 2007 are typed in blue.

Button names and **tabs within dialog boxes** are bold with a box around them.

Tabs on the ribbon in Word 2007 are bold with a box around them.

Dialog box names and **folder names** are blue and bold.

Check boxes and *options listed within dialog boxes* are orange and italic.

Keystrokes are green.

Toolbars are blue and underlined.

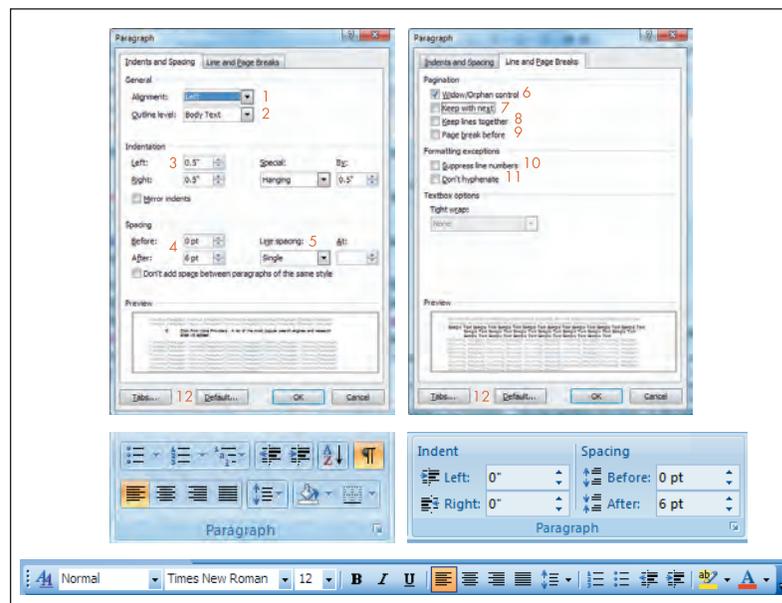
Groups within the ribbon in Word 2007 are blue and underlined.

Specific text to be typed and file extensions are Courier font.

Tables summarize key information for at-a-glance reference.

Indent	The space between the margin and the edge of the text (to move text away from the right or left margin).
Hanging indent	A format in which the first line of a paragraph is closer to the left margin compared to the second and subsequent lines of the paragraph. This format is typically used in a numbered list where the number is at the left margin and the text is lined up ¼ to ½ inch from the number.
Center	A command that aligns text in the center of the margins.
Header and Footer	The space at the upper and lower edge of a document that typically contains the letterhead, page number, and patient demographic information. The header and footer space is separated from the body of the document so the text within the body of the report can be edited without affecting the placement of the text contained within the header and footer.
Hard page break	A forced page break inserted by the user (<i>cf</i> soft page break).
Soft page break	A page break which occurs automatically when the text reaches the lower margin of the page.
Justify	A command that aligns text even with both the right and left margins.
Template	A file that is used as the basis of a new document for a given document type or report type. A template contains formatted headings and other text that appears on all documents of that type.
Set Tab	A defined position on a line that determines where the insertion point will stop when the Tab key is pressed. Pressing Tab typically moves the cursor ½ inch, but a set tab stop will move the cursor to the exact position on the line defined by the tab stop.

Screen shots show you what you'll see on your computer screen as you perform each task.



“Do It Quicker” boxes offer valuable timesavers, including shortcut keys and tips for maximizing efficiency.



Since superscripts and subscripts are cumbersome to format, create Auto-Correct entries for items you use often (see Chapter 9).

“Caution” boxes alert you to common pitfalls and how to avoid them.



Superscript and subscript characters are not compatible with all medical record systems, especially those that import text in plain-text format. Check with the provider or facility to determine which formatting characters are compatible with their document management system.

“Put It Together” boxes show you how various concepts discussed throughout the text work together.



It's easy to demonstrate how a paragraph mark actually “carries” formatting information. Selecting and copying a paragraph mark (without any text) and pasting it in a new location will apply the formatting information stored in that mark to the text immediately preceding the paragraph mark.

“How I Do It” boxes are based on the author's first-hand experience, helping you apply what you've learned to be more productive and accurate in your work.



Personally, I do not make extensive use of styles while transcribing (although they are indispensable when writing an article, a report, or a book). Instead, when starting a new account, I set up template files and apply as much formatting as possible to the template so there are very few formatting changes to make during routine transcription. Learn more about templates in Chapter 8.

Word logos are located in the margin for easily identifying keystrokes for opening dialog boxes.



Clearly marked sections for Windows XP, Windows Vista, Word 2003, and Word 2007 direct you to the information specific to your operating system and version of Word.



3. With *Different First Page* selected, you will need to enter information into both the first-page footer and the second-page footer.

manage your file system. Use Windows Explorer to copy, delete, move, rename, and create files and folders. Windows Explorer should not be confused with Internet Explorer, which is used to browse web pages. Using Windows Explorer, you can also view properties of disks, files, and folders, and perform maintenance tasks on disks (right-click a disk, file, or folder and choose *Properties*).

the contents of the first-page header to the second-page header. *This command will apply to the footer as well.*

Windows Explorer is used to see the hierarchy of folders on your computer and to manage your file system. Use Windows Explorer to copy, delete, move, rename, and create files and folders. Windows Explorer should not be confused with Internet Explorer, which is used to browse web pages. Using Windows Explorer, you can also view properties of disks, files, and folders, and perform maintenance tasks on disks (right-click a disk, file, or folder and choose *Properties*).

Access Windows Explorer by clicking the Computer icon on your Desktop or using the shortcut key **Logo+E** (see page XX for an explanation of the **Logo** key). **Computer** displays the disks and drives associated with your computer. From this

WORD 2003

XP

WORD 2007

VISTA

Content specific to Word 2003 is marked with Word 2003's icon.



Content specific to Word 2007 is marked with Word 2007's icon.



Shaded text and caution signs call special attention to critical information.

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Blue background, white text: Changes screen to appear like Word Perfect 5.1 for DOS.

Provide feedback with sound: Associates sounds with certain events such as error warnings. Sounds may be disturbing or loud when wearing a transcription headset.

Provide feedback with animation: When turned on, Word will use special pointers to indicate certain automated procedures are in progress (eg, background saves).



Critical Thinking Questions at the end of each chapter promote a deeper understanding of fundamental concepts by encouraging analysis and practical application of information presented.

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Critical Thinking Questions

1. Explain why an understanding of the paragraph mark is critical to understanding formatting and editing in MS Word. How does Word define a paragraph?

2. What are styles? How do they affect formatting in MS Word? In the context of transcription, what do you need to know about styles?

3. Define the default font and explain how to change it.

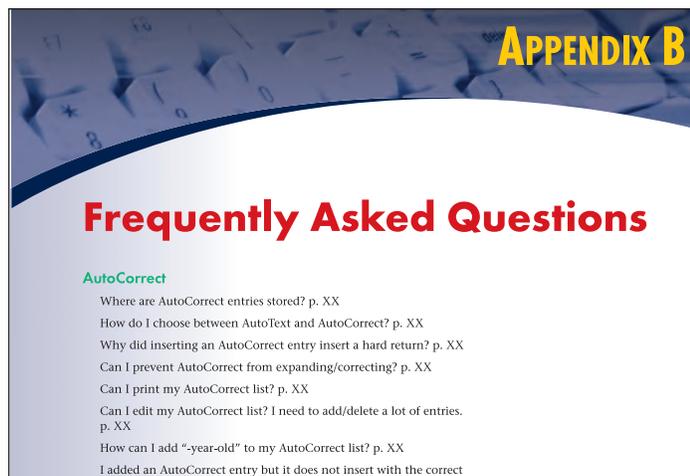


Glossary defines all the key terms used throughout the text.

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GLOSSARY	
access key	A specific key that executes a command. Access keys are displayed next to the command in a small box called a KeyTip. To display access keys, press ALT.
active window	The actual part of the screen that will respond to keyboard commands. The active window is indicated by a colored Title bar.
alpha character	The first character of a file, folder, shortcut name, or item listed in a drop-down box that serves as the hot key for accessing the item.
AppData	A folder found under each user's profile in Windows Vista that stores the user's preferences, settings, and options for a variety of applications. The Office suite of applications makes extensive use of the AppData folder.
Application Data	A folder found under each user's profile in Windows XP that stores the user's preferences, settings, and options for a variety of applications. The Office suite of applications makes extensive use of the Application Data folder.
AutoCorrect	A feature in Word designed to automatically correct typographical errors and common spelling errors. Its use has been extended to changing formatting and expanding text.
AutoFormat As You Type	A feature in Word that applies formatting as you type based on contextual clues.
automatic numbered list format	A defined format that includes the list number (as a number field), an indent, and a hanging indent. It is called "automatic" because the numbering is controlled by the formatting commands and each new list number will insert automatically.
AutoText	A productivity feature built into Word for quickly inserting words, phrases, boilerplate text, graphics, and other document elements.
boilerplate	A boilerplate is a block of text that is used repeatedly.

Frequently Asked Questions Appendix lists the questions commonly asked by users of MS Word, especially those working within healthcare documentation.



STUDENT RESOURCES

The student CD and online resource center reinforce what you learn in the text. Student resources include a question bank, templates, macros, and formatting exercises.

The Student Resource Center can be accessed at <http://thePoint.lww.com/BryanWord4e>.

INSTRUCTOR RESOURCES

The online instructor resources available for use with *Microsoft Word for Healthcare Documentation* include a test bank, an image bank, and PowerPoint slides for each chapter.