Phrase Construction

Last Modified on 09/20/2021 1:21 pm EDT

Version 14.19

> This window map article points out some of the important aspects of the window you're working with in OP but is not intended to be instructional. To learn about topics related to using this window, see the **Related Articles** section at the bottom of this page.

About Phrase Construction
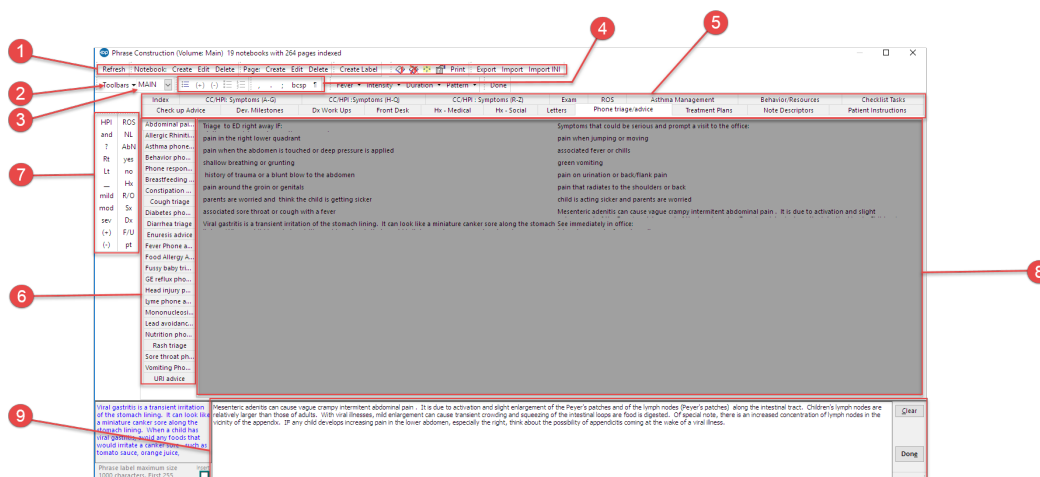
> **Path: Various > Book Icon**
> **Path: Clinical tab > Phrases**

Phrase Construction assists with the creation of notes and other text-based descriptions. The Phrase Construction Library is organized into four levels:

- **Volume**: Each volume is organized into topics (or notebooks)
- **Notebooks**: The blue tabs organize the view of the different notebooks or select a notebook from the complete list found in the index.
- **Pages**: Each notebook contains a wide array of problems, organized into sub-groups or pages.
- **Phrases**: Each page contains a number of phrases or labels that describe a problem.

> **Note**: Bookmarking pages in OP is a global setting for all users.

Phrase Construction Map

Number	Section	Description
1	Phrase Construction Toolbar	The phrase construction toolbar contains the tools to control the phrase construction volume. You can refresh the TOC, create/edit notebooks, create/edit pages, create labels, create/clear bookmarks, and import/export notebooks. Items that are displayed in the Phrase Construction toolbar are dependent upon the selection made in the Toolbars drop-down.
2	Toolbar dropdown	The Toolbar drop-down selects what toolbar controls will be visible. Selections include

		Phrase Construction Properties, Done button, Import Properties, and Refresh TOC.
3	Volume dropdown	The Volume drop-down selects the phrase construction volume that that will be used. Selections are Main, Meds, and PV1.
4	Construction buttons	The Construction buttons help create the phrases. These buttons include Auto bullets (list mode), auto-numbering (list mode), list/text toggle, positive and negative prefix, insert (comma, period, semicolon, backspace, paragraph).
5	Notebook tabs	The Notebook tabs organize the view of the different notebooks or selects a notebook from the complete list found on the index.
6	Pages	Pages are the problem sub-groups within the notebook.
7	Additional Words/Symbols	The Additional Words/Symbols help to complete the new phrase during phrase construction
8	Phrases/Labels	The Phrases or Labels used to create descriptions of items or problems
9	New Phrase	The New Phrase panel contains the phrase that you are creating. • The **Clear** button clears the phrase from the New Phrase panel and begins again. • The **Done** button saves and applies the new phrase and closes the window.

Customizing Library Volumes

Each practice can modify, reorganize or add new notebooks, pages or phrases to meet specific needs. Multi-specialty practices, for example, can have a wide range of specialized notebooks, including:

- "P.T." - Pre-written exercise instruction sheets
- "Nutrition" - Notebooks devoted to diet and nutritional protocols
- "Orthopedist" - Pre-written muscle-strengthening exercises
- "Surgeon" - Pre- and post-operative instructions

Version 14.10

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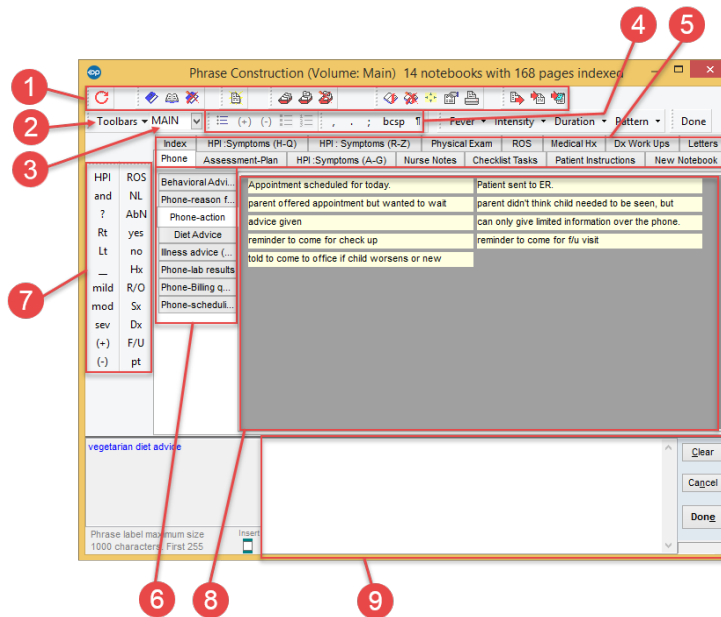
> **Path: Various > Book Icon**
> **Path: Utilities Menu > Manage Clinical Features > Phrase Construction (Keyboard Shortcut keys: [Alt][U][F][P])**

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