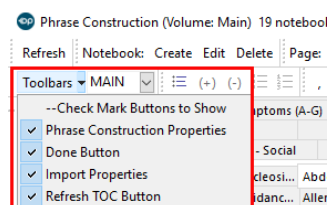# Phrase Construction Notebook

Last Modified on 09/06/2019 8:27 am EDT

Version 14.19

**Path: Clinical tab > Phrases**

Overview

Phrase notebooks can be created, edited, or deleted for your practice. Notebooks house phrases in an organized way so that they are easily accessed by users. Before getting started, ensure the Phrase Construction toolbar is displayed at the top of the window. If the toolbar is blank, click the Toolbars drop-down menu and select **Phrase Construction Properties**.


Create a Notebook

1. Navigate to the Phrase Construction window following the path above.
2. Click the **Notebook: Create** button located in the top toolbar of the window. The New Notebook title window displays with "Notebook" in the Title field.
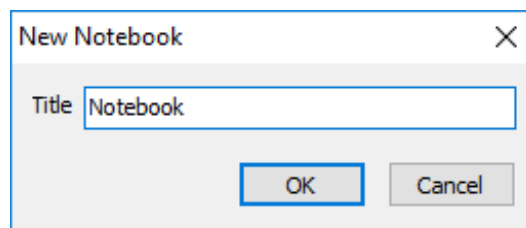

3. Change the text in the Title field to a name for the notebook.

4. Click the **OK** button. The Notebook is added to the index at the top of the window where new pages can now be added.
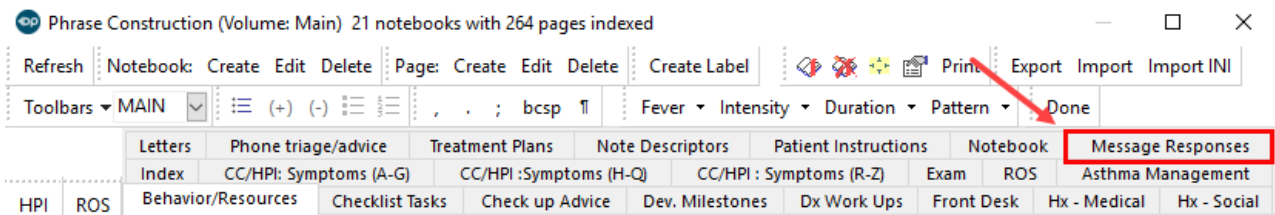
Edit the Name of a Notebook

1. Navigate to the Phrase Construction window following the path above.
2. Select the Notebook that needs to be edited from the index at the top of the window.
3. Click the **Notebook: Edit** button. The Edit Notebook window opens.
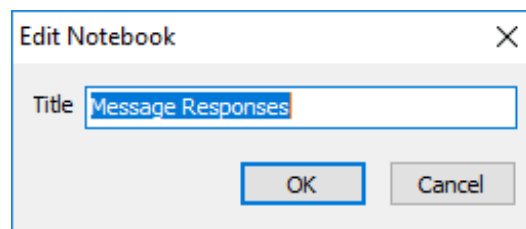
4. Edit the name of the Notebook.
5. Click the **OK** button. The edited Notebook name is displayed in the index at the top of the window.

Delete a Notebook

1. Navigate to the Phrase Construction window following the path above.
2. Select the Notebook that needs to be deleted from the index at the top of the window.
3. Click the **Notebook: Delete** button. A confirmation window is displayed asking you to confirm your deletion.
4. Click **OK**. A warning window is displayed recommending to save the Notebook so that its contents are not permanently deleted.

   - Click **Yes** to export the notebook.
   - Click **No** to continue with the deletion of the Notebook.

Version 14.10

Utilities > Manage Clinical Features > Phrase Construction

Overview

You will be instructed on how to add or change existing notebooks to match the organization used by your practice. In addition, you will understand how to delete notebooks not used by your practice.

Create a Notebook

1. Click the **Create a Notebook** button . The New Notebook title window displays.
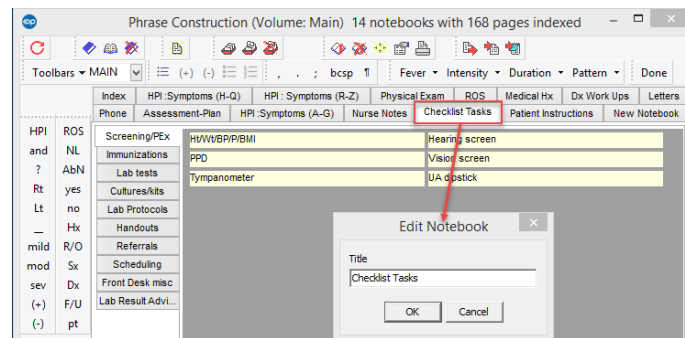2. Type the notebook title.
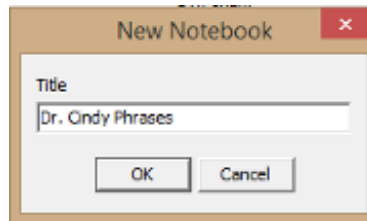
**Phrase Construction: New Notebook**

3. Click the **OK** button .

Change the Name of a Notebook

1. Click on the Notebook to change.
2. Click the **Edit Notebook** button . The edit notebook window opens .

Phrase Construction: Edit Notebook

3. Change the notebook name.
4. Click the **OK** button .