

### Important Content Update Message

We are currently updating the OP Help Center content for the release of OP 20. OP 20 (official version 20.0.x) is the certified, 2015 Edition, version of the Office Practicum software. This is displayed in your software (**Help tab > About**) and in the Help Center tab labeled Version 20.0. We appreciate your patience as we continue to update all of our content.

# Phrase Construction Page

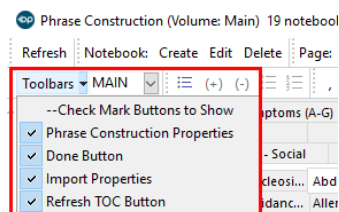
Last Modified on 12/10/2019 8:47 am EST

Version 14.19

**Path: Clinical tab > Phrases**

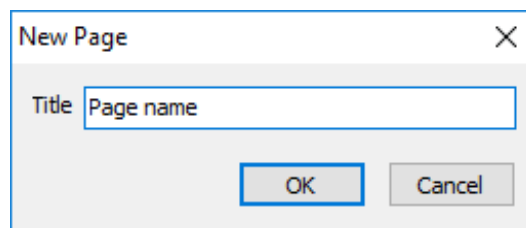
## Overview

Once Notebooks have been created, you can create pages within them to organize your phrases. Pages can be added, edited, or deleted. 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**.



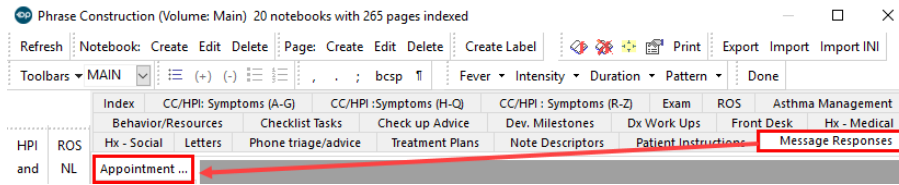
## Create a New Page

1. Navigate to the Phrase Construction window following the path above.
2. Select the Notebook to which you will add a Page.
3. Click the **Page: Create** button. The New Page window displays with "Page Name" in the Title field.



4. Change the text in the Title field to a name for the page.

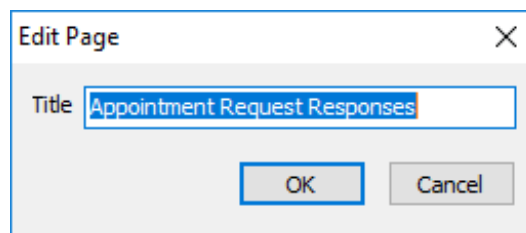
- Click the **OK** button. The new Page is added to the Notebook, and **Labels** can now be created.



- Repeat these steps to create multiple pages in a notebook.

## Edit the Name of a Page

- Navigate to the Phrase Construction window following the path above.
- Select the Notebook that contains the Page that needs to be edited from the index at the top of the window.
- Select the Page that needs to be edited.
- Click the **Page: Edit** button. The Edit Page window opens.



- Edit the name of the Page.
- Click the **OK** button. The edited Page name is displayed in the Notebook.

## Delete a Page



**Note:** When Pages are deleted from Notebooks, all of the Labels within that page are deleted.

- Navigate to the Phrase Construction window following the path above.
- Select the Notebook that contains the Page that needs to be deleted.
- Click the **Page: Delete** button. A confirmation window is displayed asking you to confirm your deletion.
- Click the **Yes** button. The Page is removed from the Notebook.
- Repeat these steps to delete multiple pages from a Notebook.

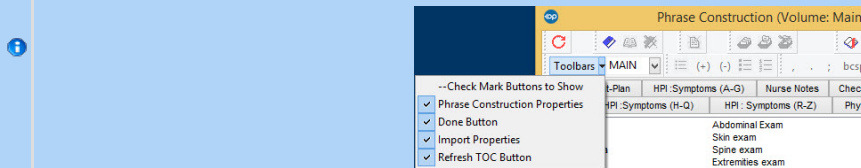
Version 14.10

**Utilities > Manage Clinical Features > Phrase Construction**


## Overview

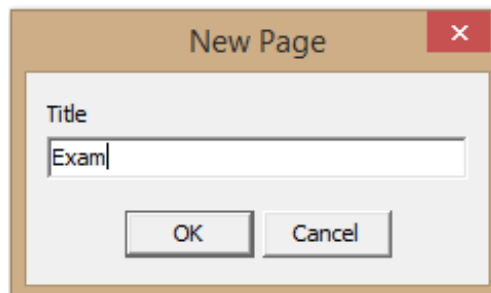
You will be instructed on how to add or change existing notebook pages to match the organization used by your practice. In addition, you will understand how to delete pages not used by your practice.

If you do not see the Phrase Construction Toolbar click the drop-down next to Toolbars in the upper left corner and select Phrase Construction Properties.



## Create a New Page


1. Click to highlight the desired notebook title.
2. Click the **Create Page** button . The New Page window displays.
3. Type the page name.

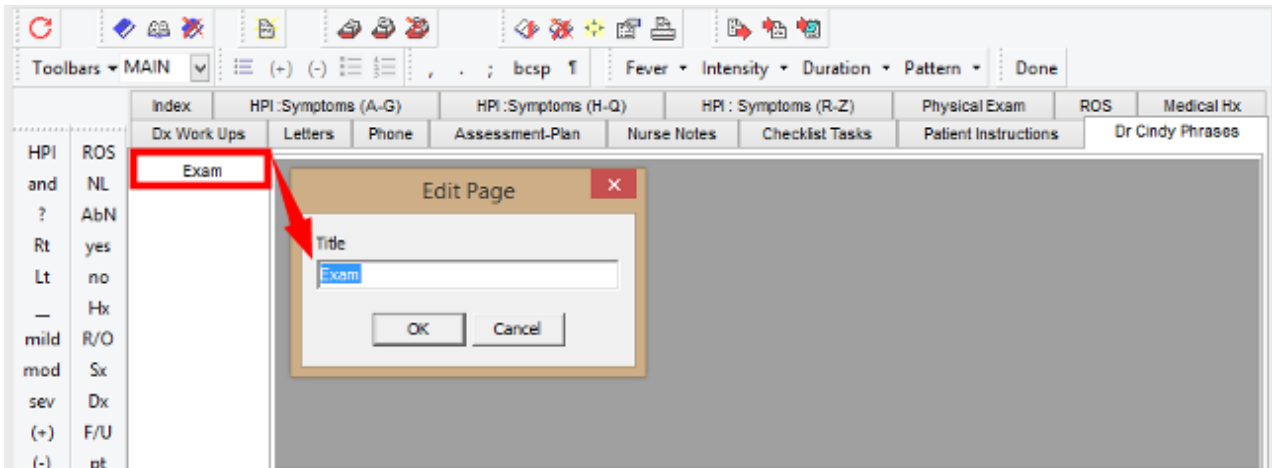


**Phrase Construction: New Page**

4. Click the **OK** button.
5. Repeat to create multiple pages in a notebook.

## Change the Name of a Page


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




### Phrase Construction: Edit Page


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

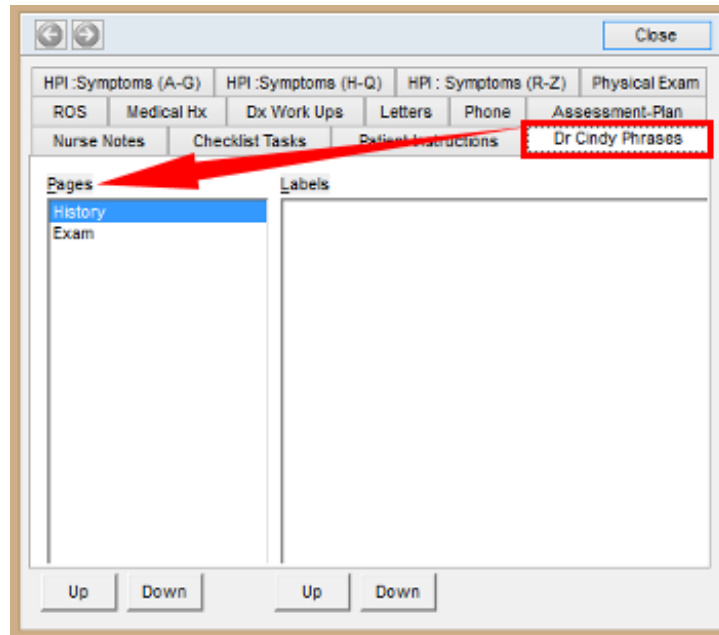
## Delete a Page

1. Click on the Notebook and page to delete.
2. Click the **Delete Page** button  .
3. The confirm delete dialog box displays.
4. Click the **Yes** button.
5. Repeat to delete multiple pages in a notebook.

 When you delete a page, all labels with that page are deleted.

## Changing the Position of Pages in a Notebook

1. Click the **Properties** button  .
2. Select the Notebook. The pages and labels display.



### Phrase Construction: Page Properties

3. Highlight a page and select the **Up** button to move a page up.
4. Highlight a page and select the **Down** button to move a page down.
5. Click the **Close** button.