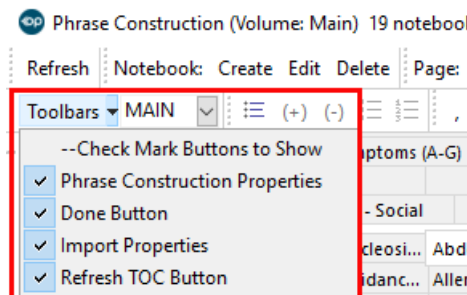# Phrase Construction Label

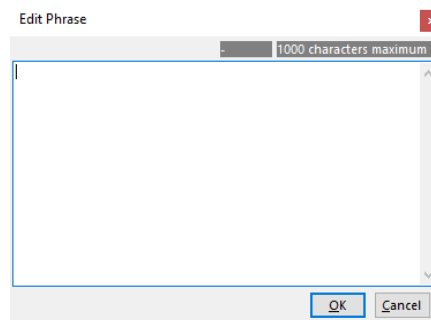Last Modified on 06/23/2020 8:45 am EDT

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Path: Clinical tab > Phrases

Once Pages have been created in Notebooks, you can begin to add Labels. Labels are the phrases that can be easily added to documentation in OP. Labels 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**.

Creating a New Label

1. Navigate to the Phrase Construction window following the path above.
2. Select the **Notebook** and **Page** to which you will add a Label.
3. Click the **Create Label** button. The Edit Phrase window is displayed allowing a phrase of up to 1000 characters.

4. Enter the **Text** of the new phrase. For readability, it is suggested to add a space following the end of the text so phrases will not run together when multiple phrases are selected.
5. Click the **OK** button.
6. Repeat these steps to create multiple Labels for a Page.

Editing a Label

1. Navigate to the Phrase Construction window following the path above.
2. Select the **Notebook** and **Page** that contains the Label that will be edited.
3. Right-click on the **Label** that will be edited, and select**Edit Label**. The Edit Phrase window is displayed.
4. Edit the phrase.

5. Click the **OK** button.
6. Repeat these steps to edit multiple Labels in a Page.

Deleting a Label (Phrase)

1. Navigate to the Phrase Construction window following the path above.
2. Select the **Notebook** and **Page** that contains the Label that will be deleted.
3. Right-click on the **Label** that will be deleted, and select **Delete Label**. The Label is deleted.
4. Repeat these steps to delete multiple Labels in a Page.
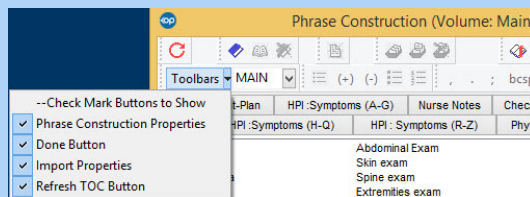
> 💡 **Tip:** The load speed of the phrase constructor directly correlates to the number of pages and phrases. We recommend that you discard any phrases/labels that aren't used frequently in order to optimize speed.

Version 14.10

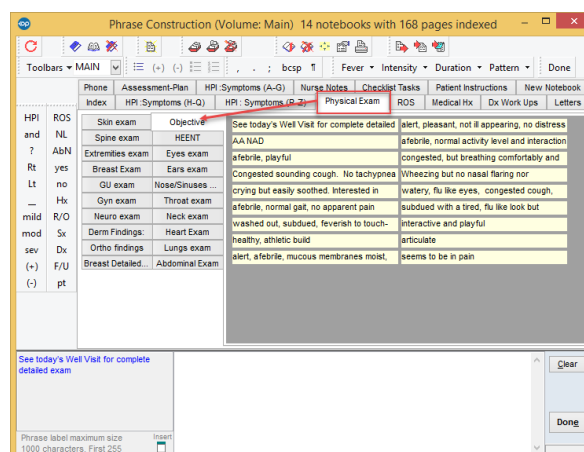> ┃ **Utilities > Manage Clinical Features > Phrase Construction**

You will be instructed on how to add phrases commonly used by your practice that are not included in the Phrase Construction area of Office Practicum. In addition, you will be shown how to edit phrases to correspond to the language of the practice and delete phrases the practice chooses not to use.

> ℹ️ If you do not see the Phrase Construction Toolbar, click the **Toolbars** drop-down menu in the upper-left corner and select **Phrase Construction Properties**.
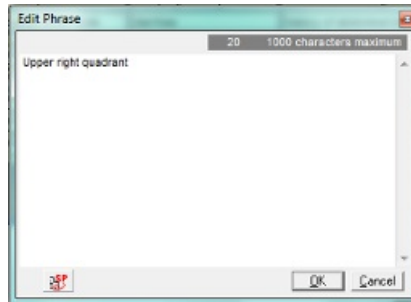>
>

Creating a New Label

1. Click the **Notebook** and **Page**.

2. Click the **New Label** button 📄 .
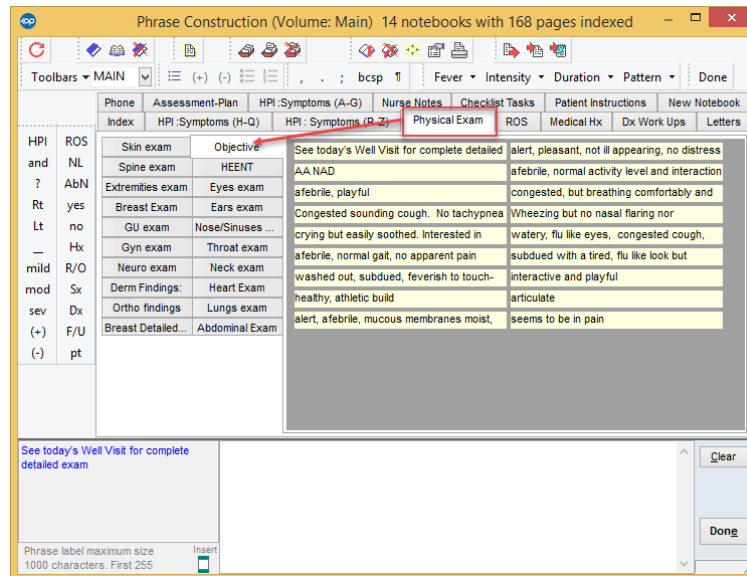3. Enter the **Text** of the new phrase.

4. Click the **OK** button.

> ℹ️ For readability, add a space following the end of the text so phrases will not run together when selecting multiples phrases.
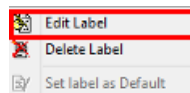
5. Repeat these steps to create multiple labels in a page.
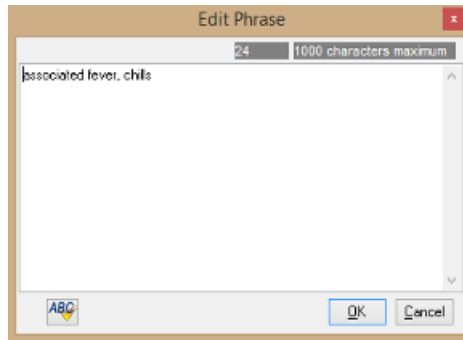
Editing a Label

1. Click the **Notebook** and **Page**.

2. Right-click on the **Label**.
3. Select **Edit label**. The Edit Phrase window is displayed.

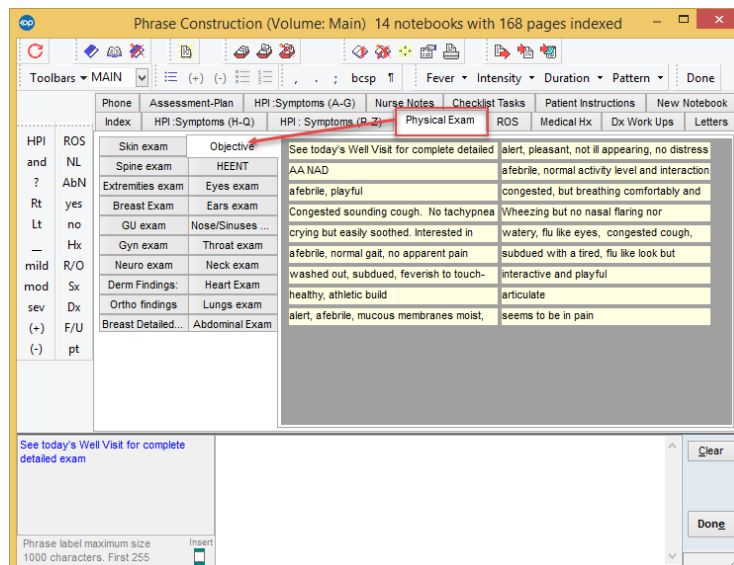

4. Edit the **Text** in the Edit Phrase window.

5. Click the **OK** button.
6. Repeat these steps to edit multiple labels in a page.
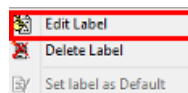
Deleting a Label (Phrase)

> **Tip:** The load speed of the phrase constructor directly correlates to the number of pages and phrases. We recommend that you discard any phrases/labels that aren't used frequently in order to optimize speed.
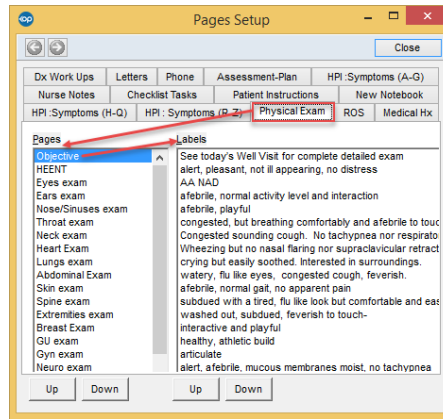
1. Click the **Notebook** and **Page**.

2. Right-click on the **Label**.
3. Select **Delete label**.

4. Repeat these steps to delete multiple labels in a page.

Changing the Position of Labels in a Page

1. Click the **Properties** button .
2. Select the **Notebook**. The Pages and Labels are displayed.

3. Highlight a **Label** and click the **Up** button to move a label up.
4. Highlight a **Label** and click the **Down** button to move a label down.
5. Click the **Close** button.