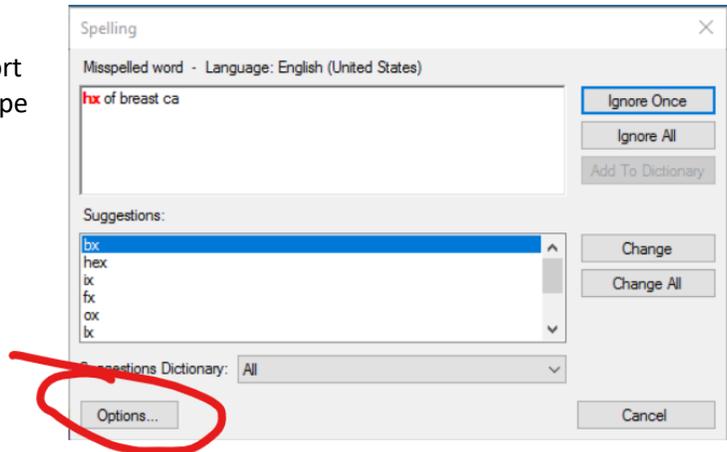


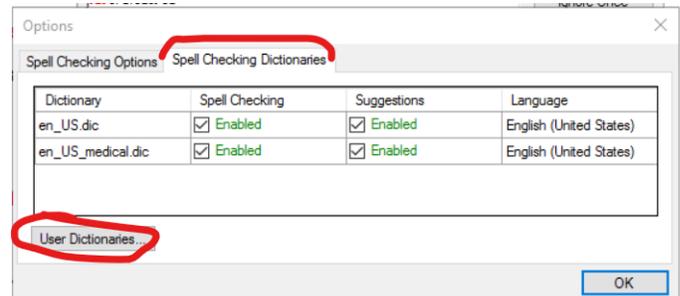
### PATHOLOGISTS

#### ADDING CUSTOM DICTIONARY (SPELL CHECK) – FIRST USER

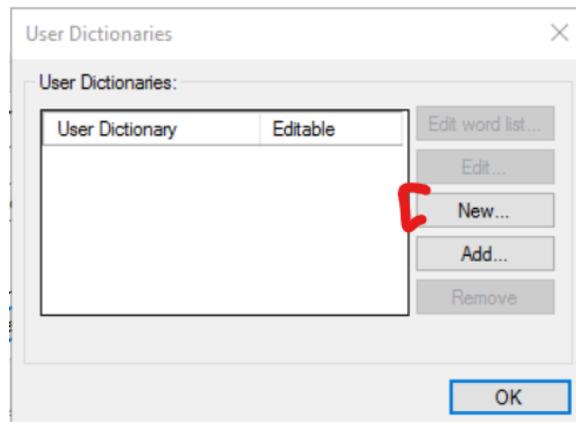
1. Open Online Review/Transcription. Open report with a “misspelled” word. If there isn’t one, type gibberish so something is misspelled and then press F7 to open spell check. Click options in bottom left of spell check window.



2. In Options window, click on Spell Checking Dictionaries tab. Then click User Dictionaries.



3. User Dictionaries window opens. Click “New”

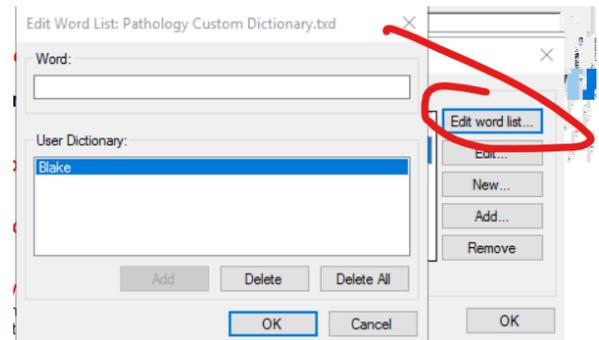


## ADDING CUSTOM DICTIONARY HOSPITAL INFORMATION SYSTEM (HIS)

4. Enter in a name of the custom dictionary, then click "OK"



5. The next window will require you to put the file somewhere. If you have a shared drive that other users can access, put the file there. If not, others won't be able to access the file. Once you add the file somewhere, you can edit the word list by adding words to the file.



6. Or, you can add words as they come up misspelled.



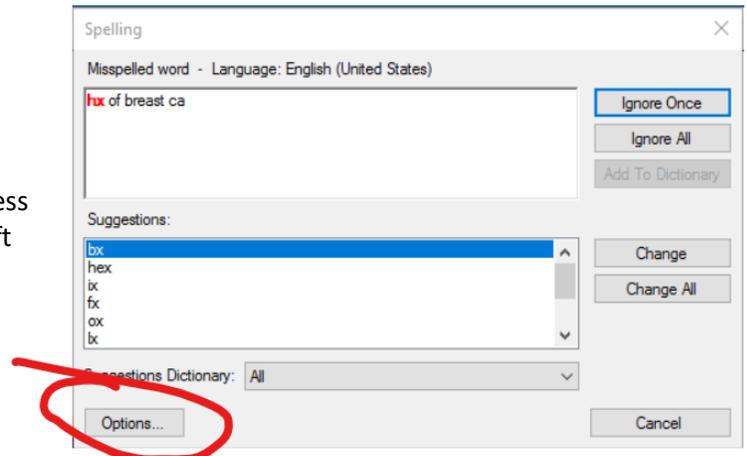
**Please note:** Multiple users can use the same custom dictionary, which is recommended to help the organization build a custom list of custom dictionaries, please follow page 2 to add to the existing dictionaries.

# ADDING CUSTOM DICTIONARY

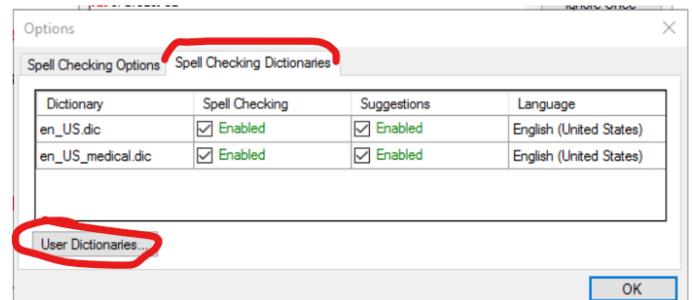
## HOSPITAL INFORMATION SYSTEM (HIS)

### ADDING TO AN EXISTING DICTIONARY (SPELL CHECK) – ADDITIONAL USER(S)

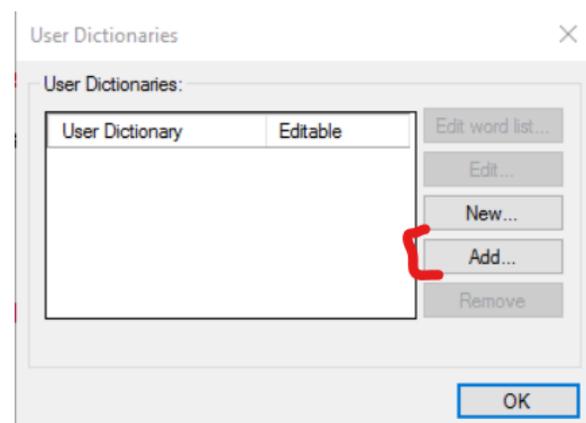
1. Open Online Review/Transcription. Open report with a “misspelled” word. If there isn’t one, type gibberish so something is misspelled and then press F7 to open spell check. Click options in bottom left of spell check window.



2. In options window, click on Spell Checking Dictionaries tab. Then click User Dictionaries.



3. User Dictionaries window opens. Click “Add”

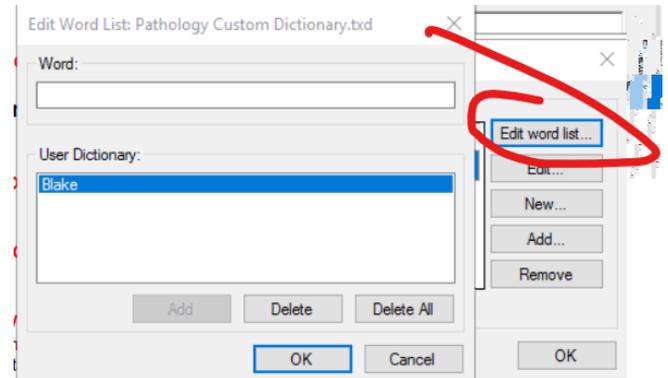


## ADDING CUSTOM DICTIONARY

### HOSPITAL INFORMATION SYSTEM (HIS)

- Find the shared drive where the custom dictionary was placed by the original user and click Open to add it.

- Now that you have added the custom dictionary, you can also add to the word list by clicking "edit word list"



- Or, you can add words as they come up misspelled

