



Using the CSV AutoText Converter Utility

Table of contents

Introduction 3

Downloading the utility 3

Using the utility 3

Running the utility..... 4

Appendix 7

Setting up the Excel file to save as a csv 7

Introduction


The CSV to InScribe AutoText Converter is a utility that converts existing third-party word expanders into InScribe AutoText.

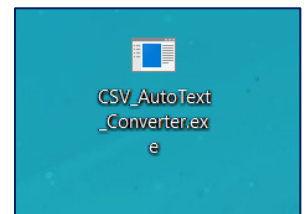
Downloading the utility

To download the utility, go to the Tools tab on the [eScription One](#) software page. Click the “CSV to InScribe AutoText Converter” link on the eScription One software page to download the file to your desktop.

Additional Tools Software Download

Click on one of the links below to download additional tools available through the system.

Tool	Manual
Runtime Components	
Runtime Components (MSI)	
Word AutoCorrect to InScribe AutoText Converter	
CSV to InScribe AutoText Converter	



Using the utility

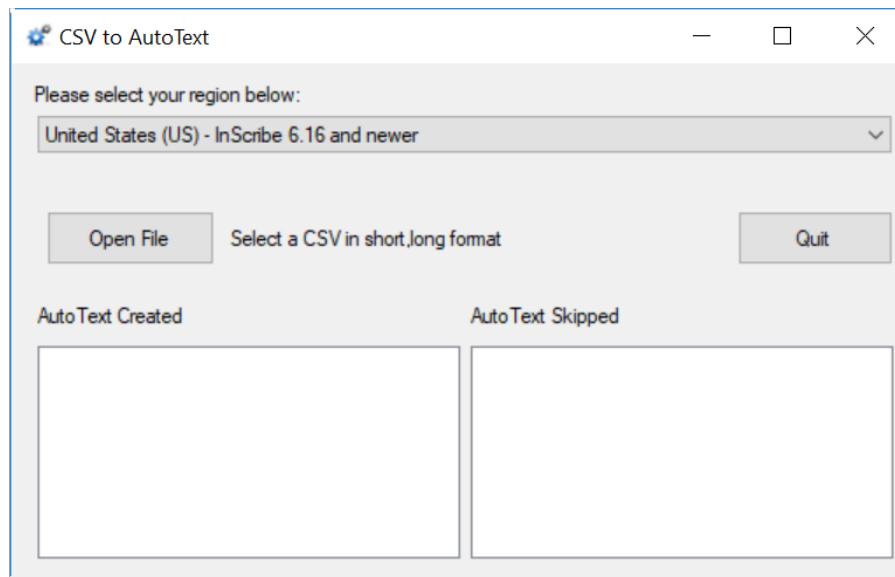
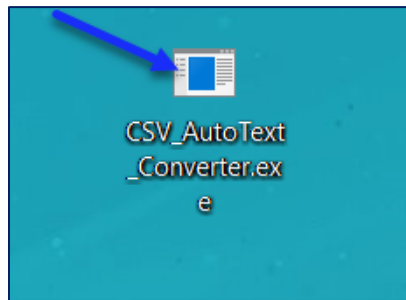
The utility assumes InScribe has already been installed. If InScribe has not been installed, please do so first. The utility also requires the list of word expansions be in a two-column csv file with a header row. The first column contains the short form and the second column contains the long form.

	A	B
1	Short	Long
2	tp	the patient
3	dob	date of birth
4	dos	date of service
		Line 1
		Line 2
5	ml	Line 3
6	abc	hello there!

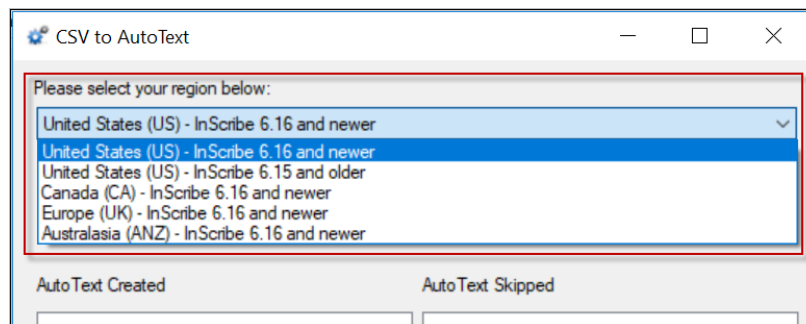
If your third-party program does not output in this format, you will need to create or modify the file; see the appendix for more information.

Running the utility

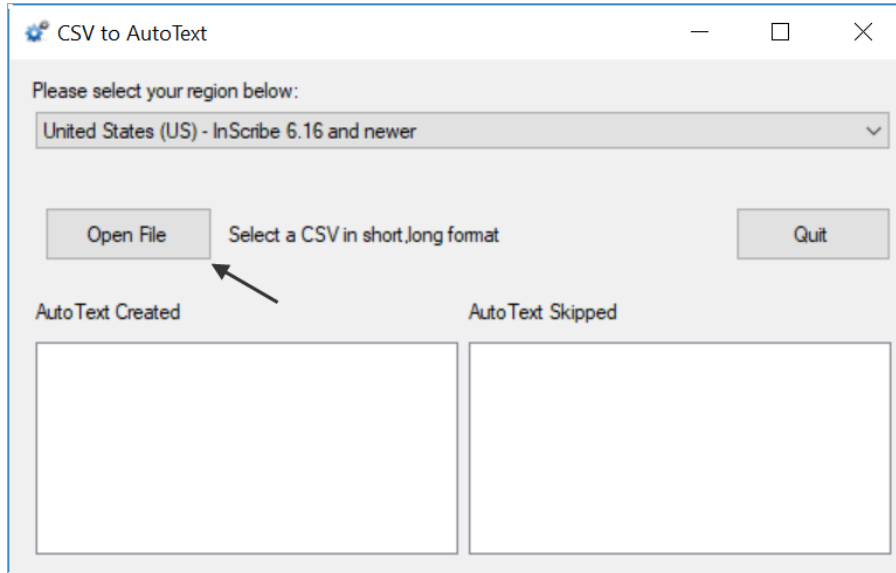
1. Double-click the icon on the desktop to run the utility.



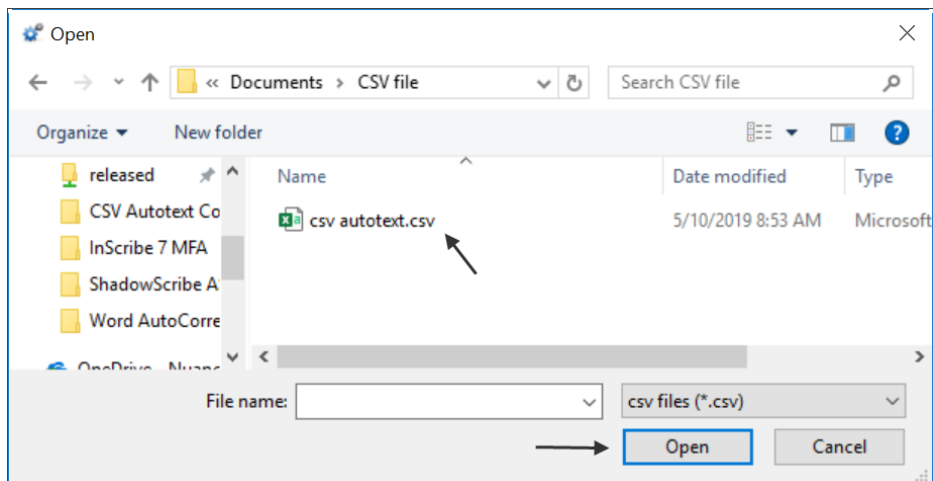
2. Select your region from the drop-down menu. This ensures that the AutoText files are placed in the correct folder.



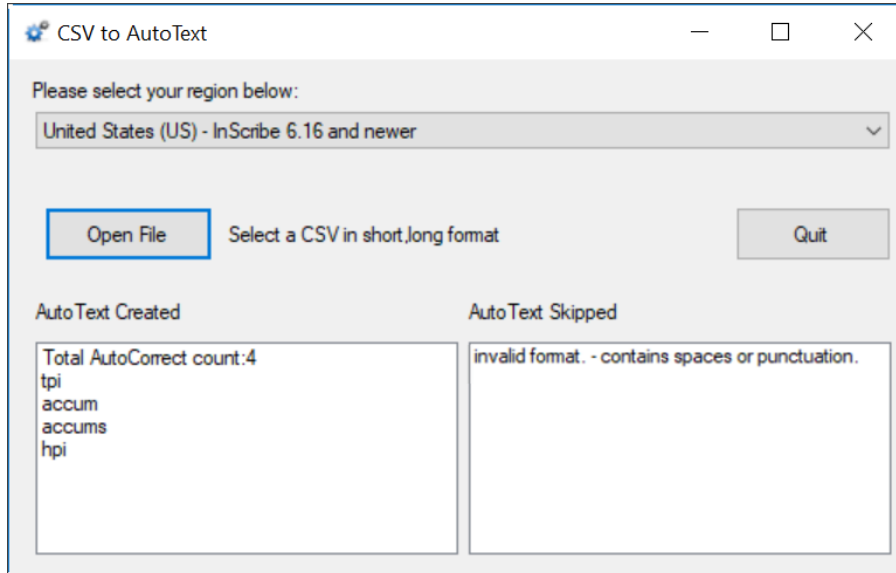
3. Click the **Open File** button to select a csv file.



4. Locate the csv file on your PC and click **Open**.



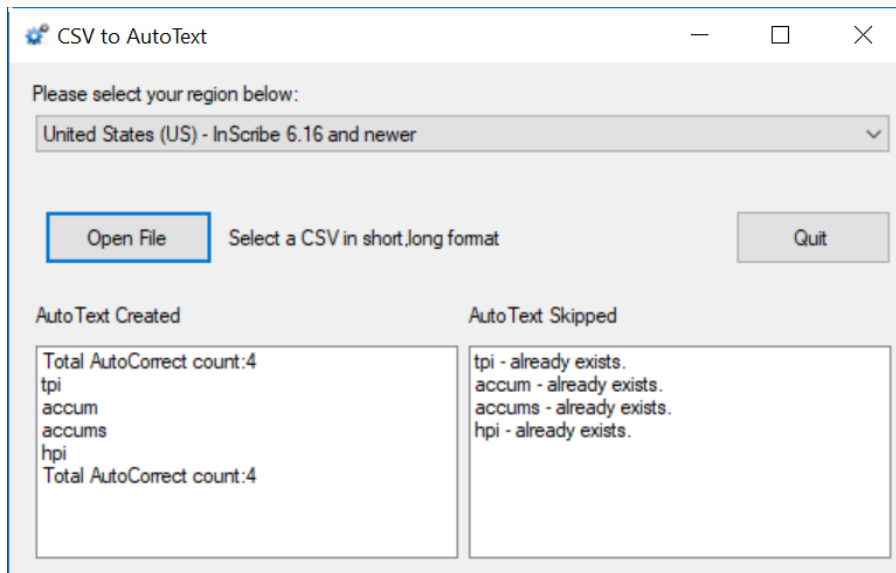
The utility will run and import your word expanders into InScribe as AutoText.



Any invalid formats will be skipped. Invalid formats contain characters that are not used by InScribe AutoText such as periods, commas, and spaces in the short form.

Once the utility has finished running, you can now use your new expanders in InScribe.

Note: Running the utility again with the same file will skip any expanders already created.



Appendix

Setting up the Excel file to save as a csv

If your third-party program does not output in this format, you will need to create the file. We recommend creating this file first as an Excel file and then saving it as a csv.

In the Excel file, the first row contains the header row with two column names “short”, which is the abbreviation to use, and “long” which is the expansion. Subsequent rows will contain the abbreviation and the expansion. Multi-line long forms are supported as you see in line 5 in the example. However, some post-formatting will be necessary in InScribe to re-add the line breaks.

	A	B
1	Short	Long
2	tp	the patient
3	dob	date of birth
4	dos	date of service
		Line 1
		Line 2
5	ml	Line 3
6	abc	hello there!

Note: The utility assumes the first row will be a header row. In files without a header row, the first row will be skipped during the import process.