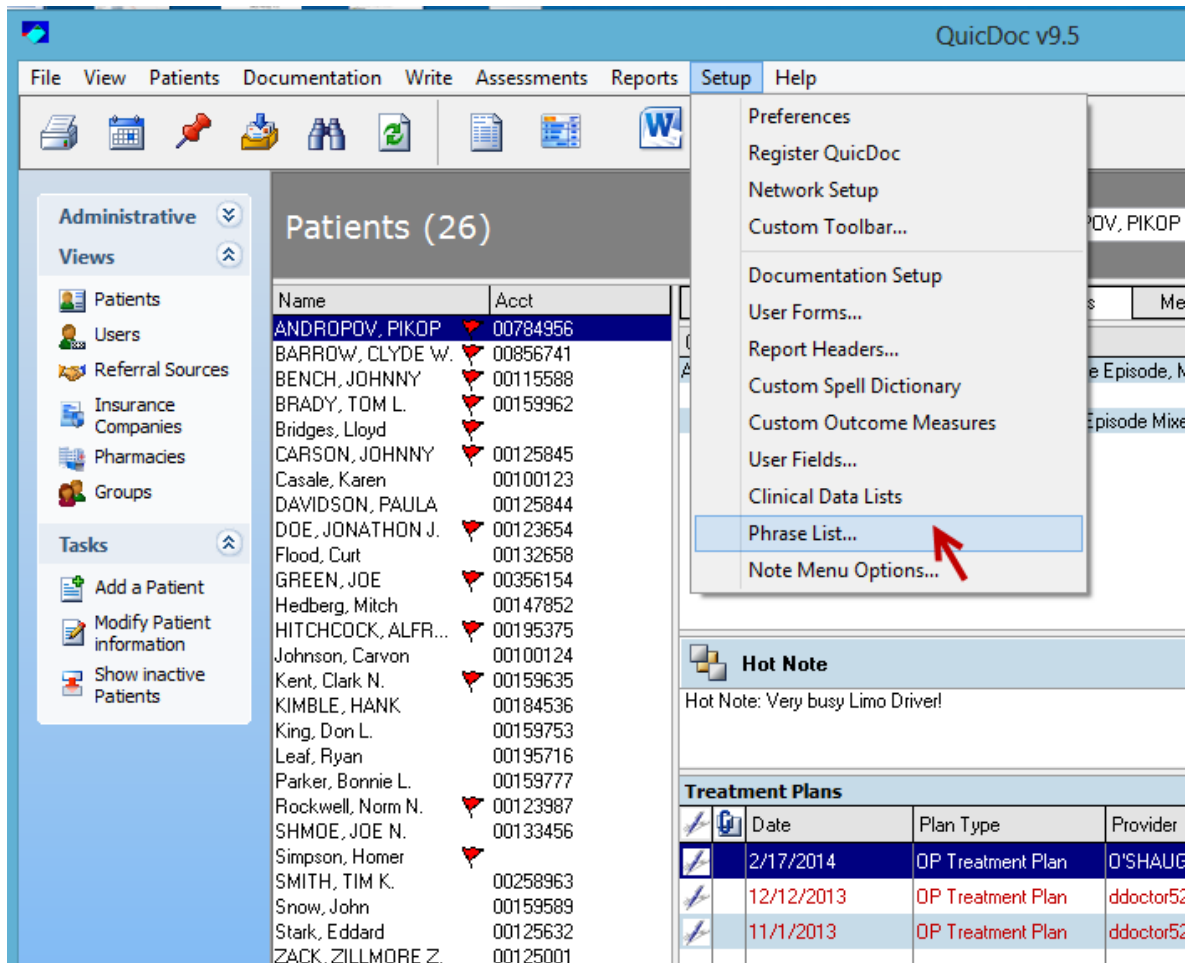# Inserting Phrases into QuicDoc Pro

QuicDoc 9.5.5

First, you will want to build your list of phrases. To do so, login into QuicDoc Pro as the Admin User.
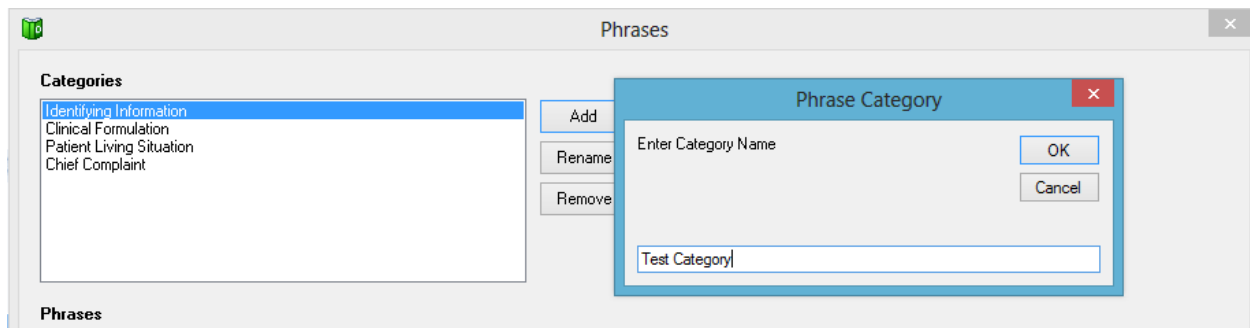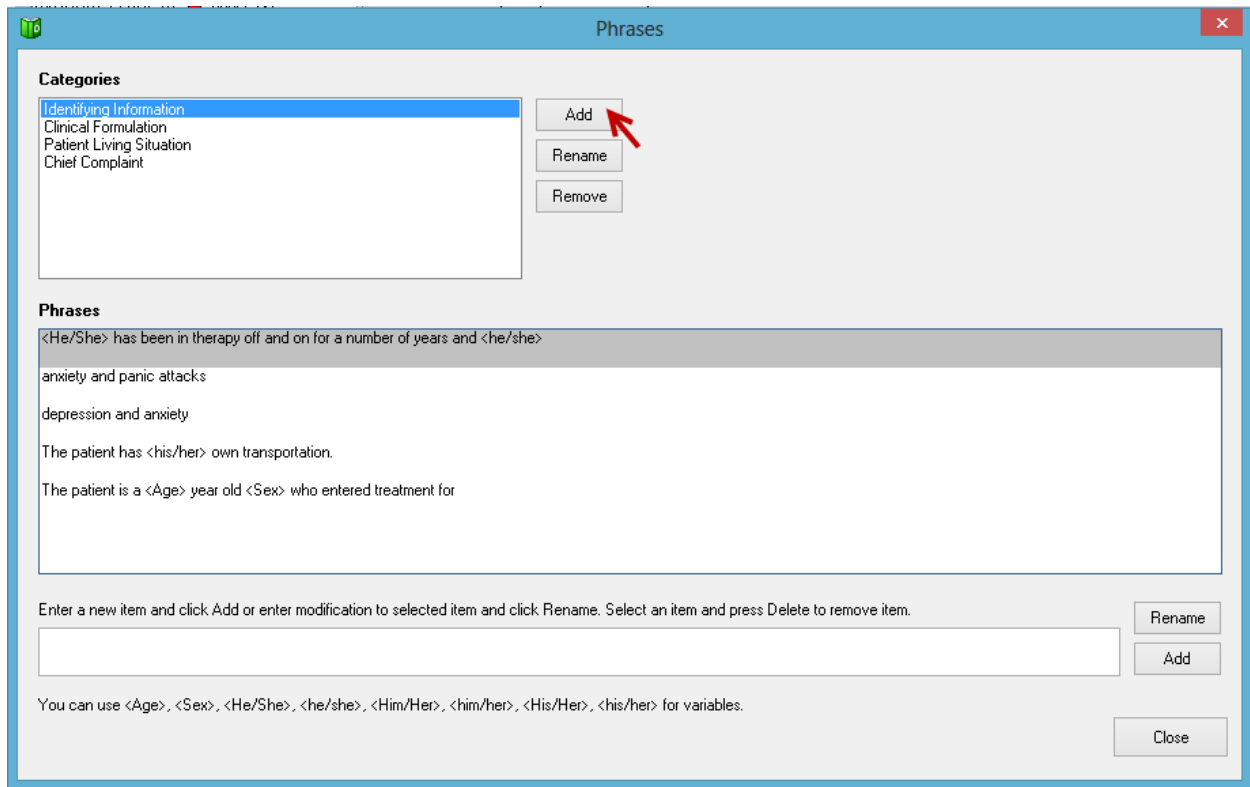
Go to Setup – Phrase List

I have already created a few categories of phrases as you can see.

We are going to add a TEST Category by clicking on the Add Button next to the Categories Section.

Now you can create any number of phrases to use under this category.

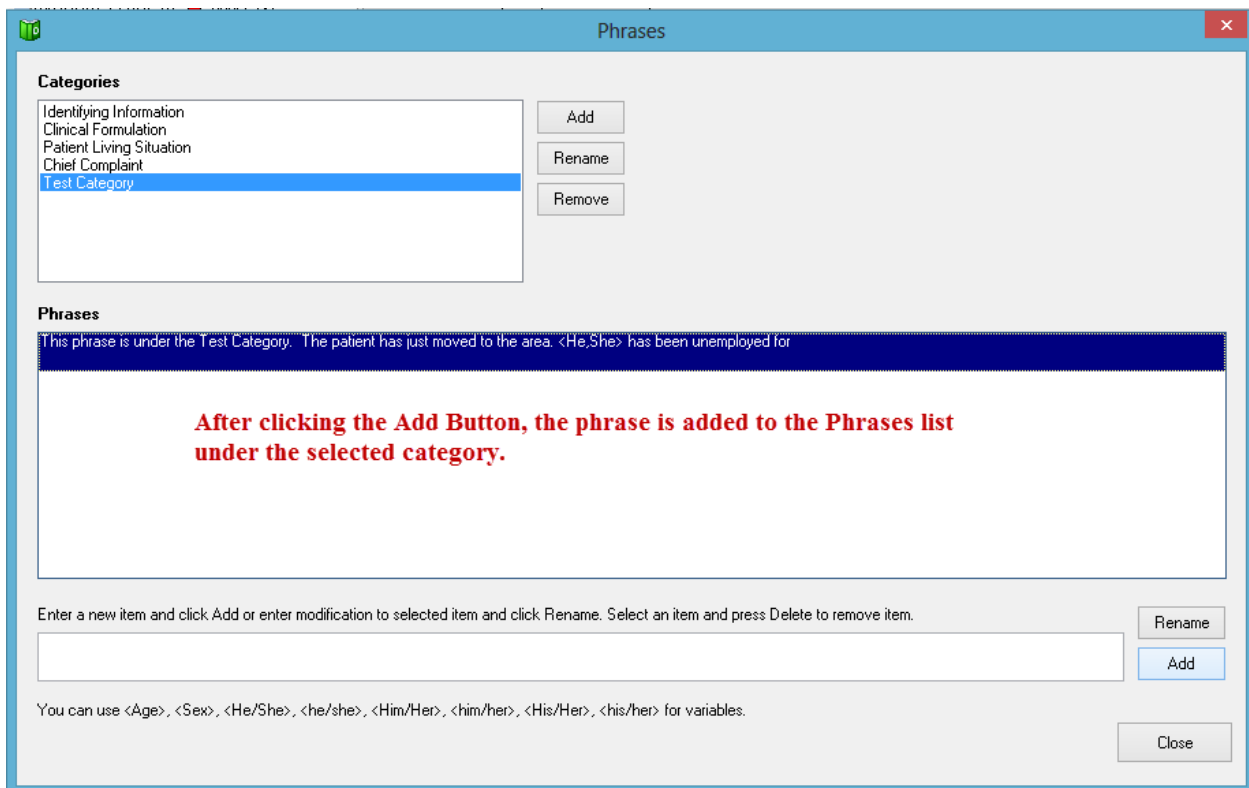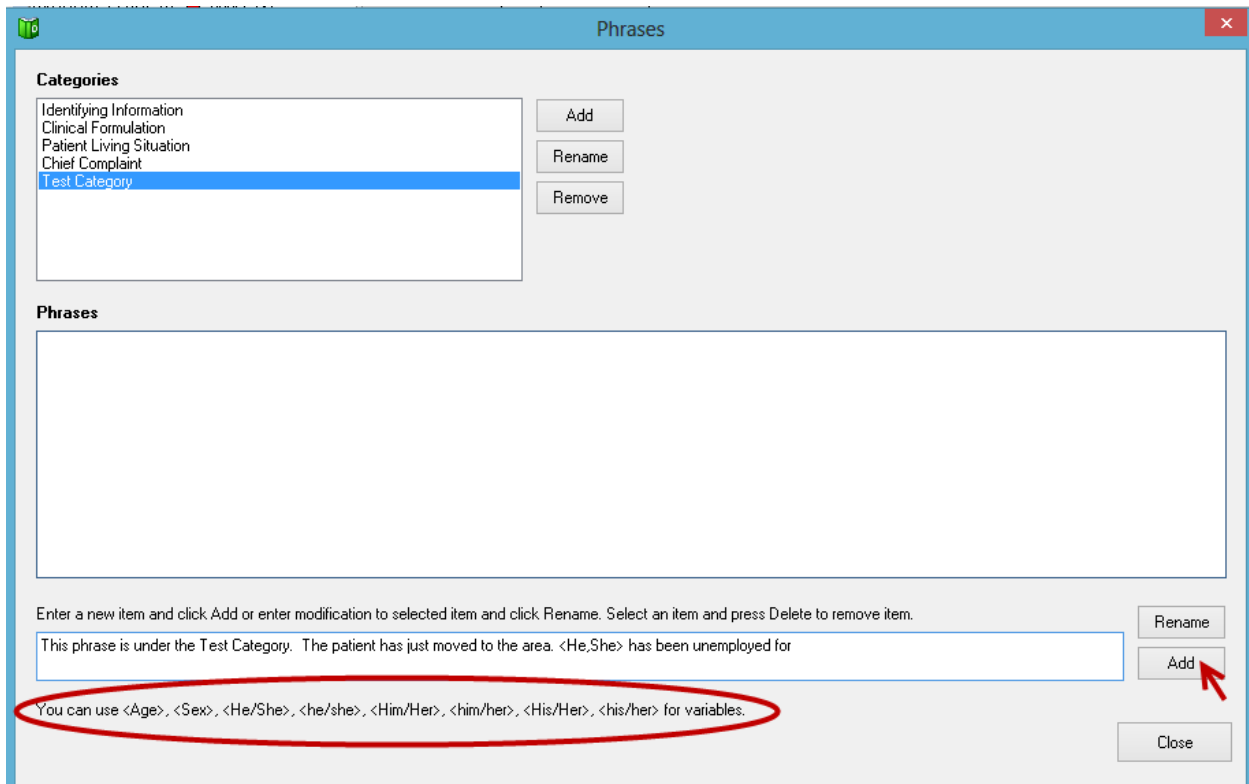Type a new phrase into the "Enter a new item… " box and click the Add button.

Note: You use certain variables to pick up the appropriate pronoun, age, or gender.

For instance in place of **He started a new venture …** or **She started a new venture…**

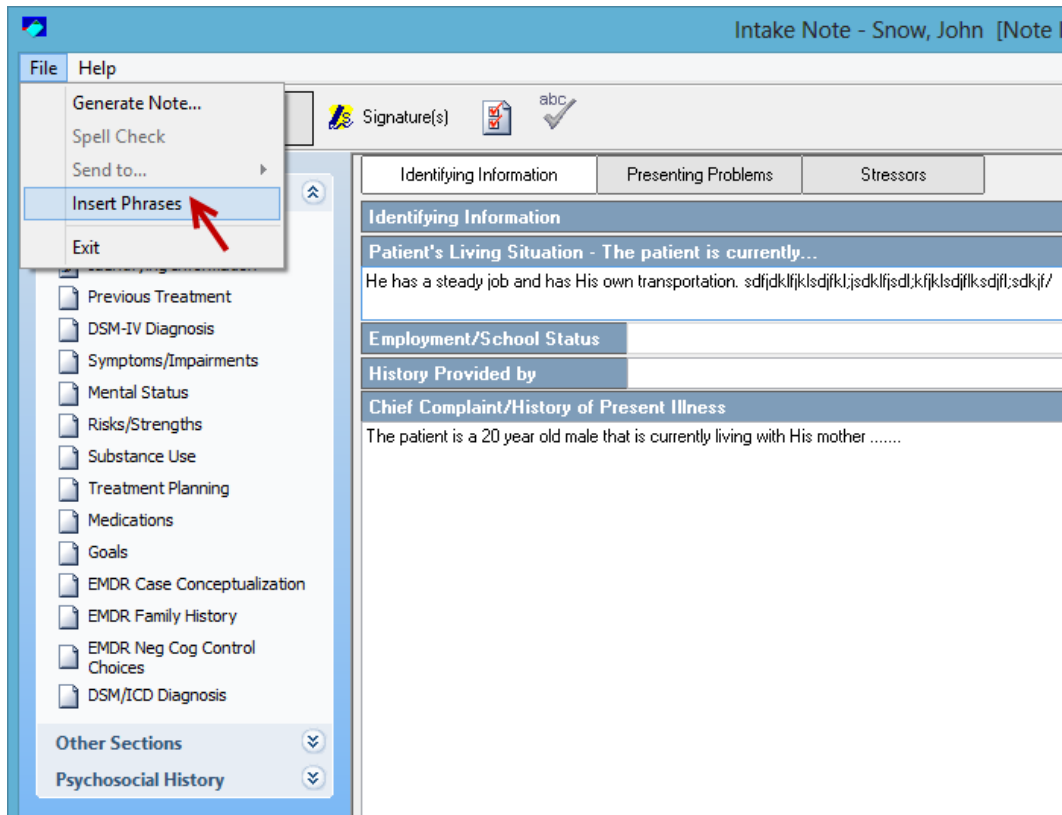You would enter the phrase **<He/She> started a new venture…**

After you have created your phrases, make sure to log in as a Provider to insert the phrases into a Note.

In this example, we are entering phrases into the **Identifying Information** in an **Intake Note**.
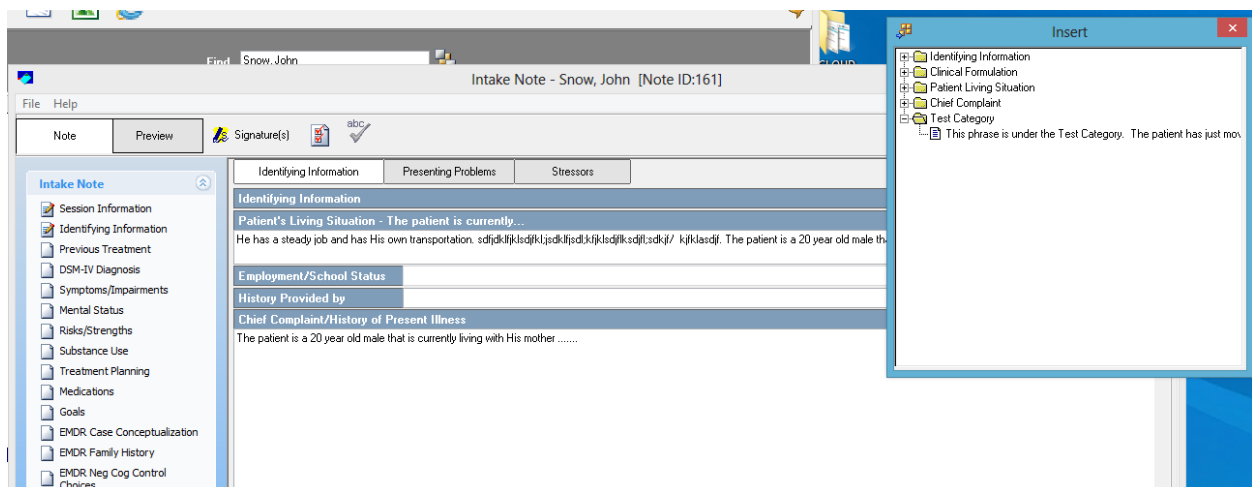
Open an Intake Note and click on the **Identifying Information Section** of the Note.
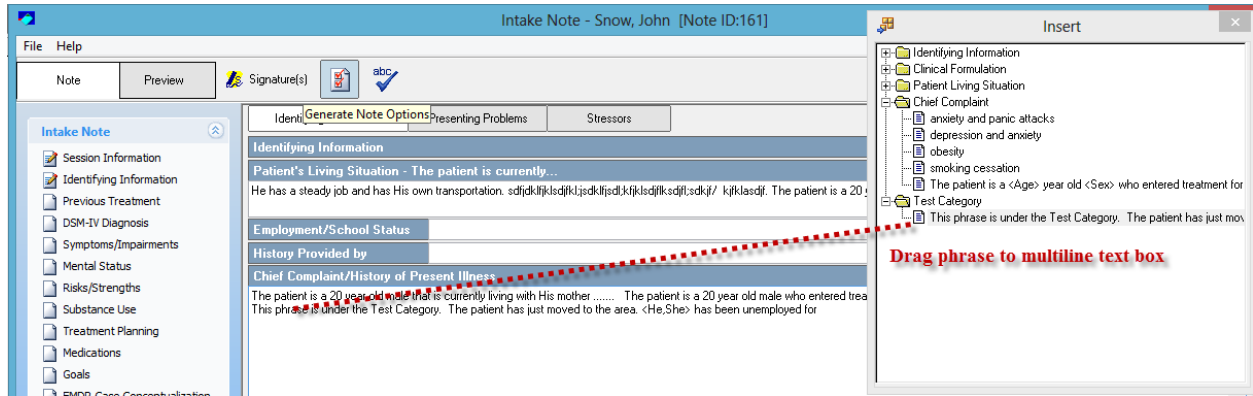
Select the Phrase List by going to **File – Insert Phrases** (as shown below)

This will bring up the Phrase List and Categories you have created. At this point you can click on the Plus Sign next the categories and Drag-and-Drop the appropriate phrase into the multiline text boxes in this section. You may not that you cannot drag the phrase into a single line text box.

(We will be enhancing this capability in upcoming releases to include All multiline text boxes and to also include single line text boxes [in some cases]).

You may create as many categories of phrases as you wish. You may also add any number phrases within a category.