

## Table Of Contents

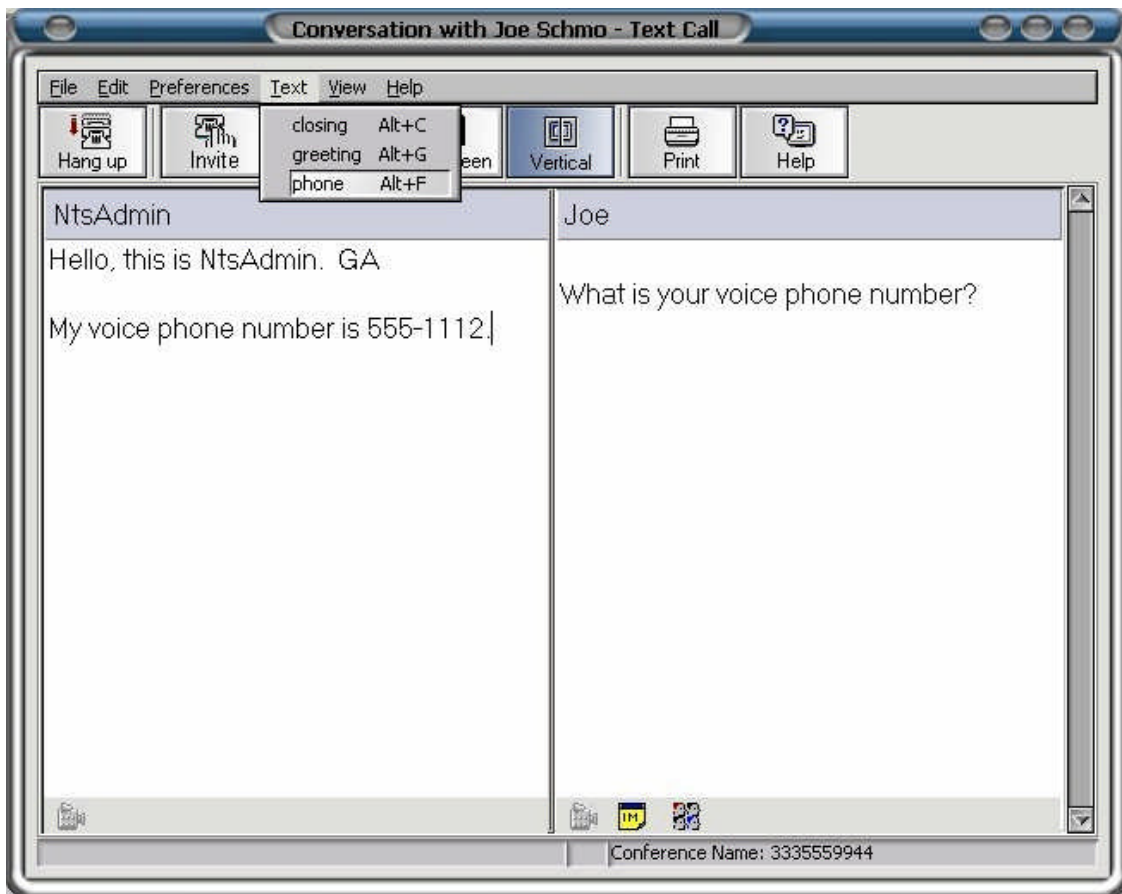
<b>PRECOMPOSED TEXT OVERVIEW .....</b>	<b>1</b>
Overview .....	1
<b>OPTIONS.....</b>	<b>2</b>
Menu Bar.....	2
File   Close .....	2
View   Always on Top .....	2
<b>USING PRECOMPOSED TEXT .....</b>	<b>3</b>
Save and Edit Precomposed Text .....	3
Insert Precomposed Text .....	4



# Precomposed Text Overview

## Overview

Precomposed Text is a feature that allows users to save frequently used text blocks for use in Text or Relay Calls. Each text block has a user-defined hot key for quick use during a call. For example, in the conversation shown below, NtsAdmin has created three precomposed text blocks and has just inserted the one titled "**phone.**"



# Options

## **Menu Bar**

File | Close

This option closes the Precomposed Text module.

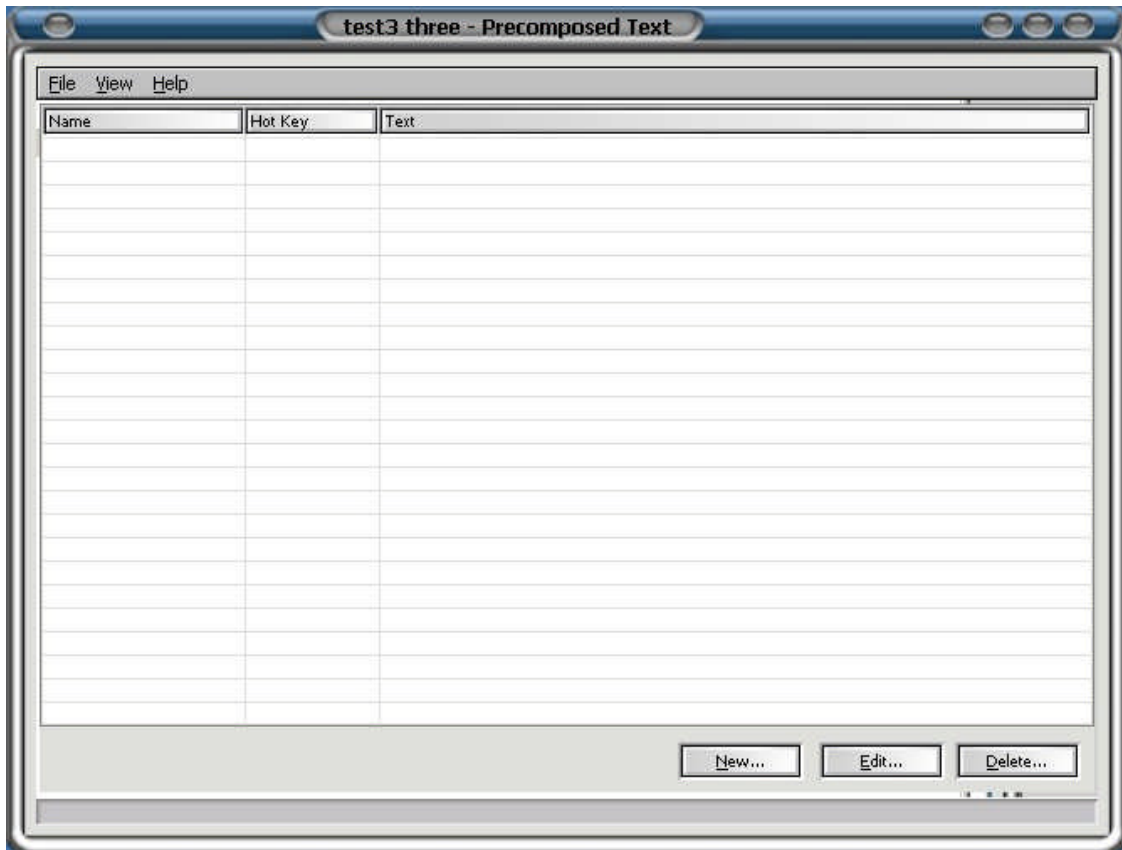
View | Always on Top

This option keeps the Precomposed Text window in front of all other open windows.

# Using Precomposed Text

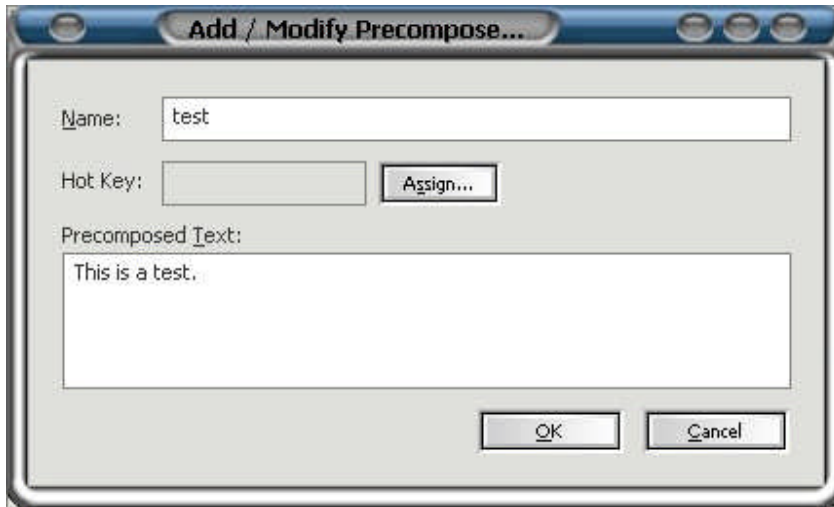
## Save and Edit Precomposed Text

Open the Precomposed Text module from the Preferences menu.



To create a new text entry, choose the New... button at the bottom of the window. A new window will pop up asking for a name and a hot key assignment for the text string. Choose a simple and easily identifiable name. Enter the pre-composed text into the box.

## Precomposed Text



To assign a hot key, choose the **Assign** button. A window will pop up and ask you to press the keys you would like to use. Typically, hot keys involve the Ctrl, Shift, and/or Alt keys. Once you have pressed the keys, the window will automatically close and the key sequence will appear in the Hot Key text box. To reassign the hot key, repeat the above. All precomposed text strings must be assigned a hot key. If the hot key you choose is already in use, you must choose a different one.



To Edit an already existing string, select an entry in the table and click on the Edit... button or double click the entry in the table. The same window seen above will open with the existing information for the pre-composed text string.

### **Insert Precomposed Text**

To use your pre-composed text in the Conversation Window, either use your hot key or choose the name of the text from the Text menu. All pre-composed text and associated hot keys will be listed in the Text menu.