Microsoft

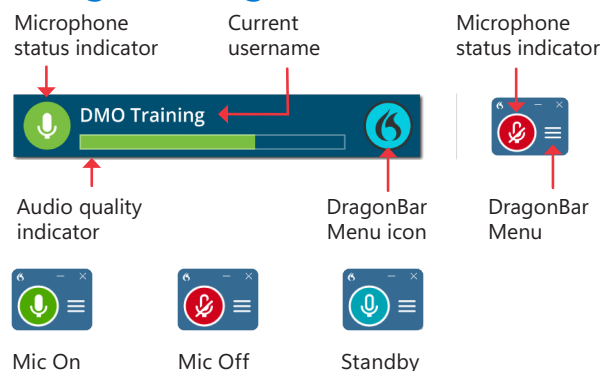# Dragon Medical One
Quick Reference Guide

Improving solution performance and user documentation efficiency

Using the DragonBar*

Microphone status indicator
Current username
Microphone status indicator

DMO Training

Audio quality indicator
DragonBar Menu icon
DragonBar Menu

Mic On   Mic Off   Standby

STANDBY MODE
Microphone on: Say *Wake Up*

Microphone off: Say *Go to sleep/Stop listening/ Stop recording*

Getting help

Say *Open help*
Say *What can I say*
Say *Open training*

Scan this QR code to discover future training and educational opportunities.

Microphone best practices

— Position the microphone just below your mouth, approximately 2" from chin.
— Pause briefly before and after saying commands.
— Speak in full sentences, including punctuation.

POWERMIC
— Hold PowerMic in non-dominant hand.
— Press and hold **red** button to dictate and keep it held while speaking.
— Release the **red** button to turn microphone off.

POWERMIC MOBILE
— Tap the microphone button on the application to start recording and tap again to turn off.

Microphone (talk here)

Press to talk

Speaker

Tap to talk

PowerMic III   PowerMic 4   PowerMic Mobile
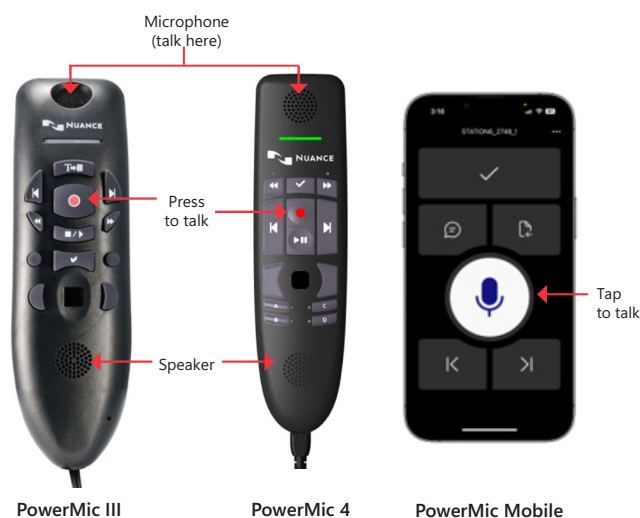
HEADSET
— On the DragonBar, click the microphone icon to start and stop recording.
— Press the plus sign on numbers keypad on your keyboard to turn the microphone on and off.

Correcting and deleting commands

— Scratch that
— Delete that
— Undo/Redo that
— Select <word or phrase>
— Select that (selects last utterance)
— Select first/last/next word/all
— Select <word> through <word>
— Unselect that
— Resume with <word> (deletes text up to that word)

INSERTING LINES AND SPACES
— New/next paragraph
— New/next line

CAPITALIZING COMMANDS
— Cap that or Cap <word>
— All caps on/off or All caps that

Navigating commands

— Go to top/bottom/end
— Start/end of field/sentence/paragraph
— Go back
— Insert before/after <word or phrase>

Dictating punctuation

Say this:	To type:
Comma	,
Period or full stop	.
Exclamation point/mark	!
Question mark	?
Colon	:
Semi colon	;
Open quote … Close quote	" … "
Open paren … Close paren	(…)

Useful dictation box commands

— Open/close dictation box
— Transfer text
— Discard text

TRANSFER TEXT: Moves Dictation Box text to active field

RECALL TEXT: Brings back the last transferred text

DISCARD TEXT: Deletes contents of Dictation Box

Managing your vocabulary

ADD WORDS
1. Say *Add word* or say *Add that to vocabulary.*
2. Type correct spelling.

Note: you can enter a new single word, acronym or a short phrase.

3. Click Default Pronunciation or click the mic icon to TRAIN.

Note: It is not necessary to press the talk button to train a word with handheld microphones.

MANAGE YOUR CUSTOM WORDS
1. Say *Manage vocabulary* > search for the word/phrase to edit/train/disable > correct as needed.

Note: if the word/phrase has already been trained, disable and re-add to correct spelling.

2. Click + to add a new word/phrase.

Anchor dictation

1. Open Dragon Medical One and the target application (the program you are dictating into).
2. Place your cursor where you want the text to be typed.
3. Say *Anchor Dictation.*
4. The microphone icon changes to
5. Begin dictating while you navigate through other applications.
6. The microphone icon changes to
7. Say *Release Dictation.*

Step-by-step commands

Step-by-step commands are used to execute commonly used actions in an application, or open applications.

CREATE A STEP-BY-STEP COMMAND
1. Say *Manage Commands* or *Manage Step-by-step Commands.*
2. Click + and enter a name.
3. Enter a Description (optional).
4. Enter a Spoken Form.
5. Click *New Step* and select the step type; repeat for each step/keyboard shortcut.
6. Click *Apply All.*

EDIT/DELETE A STEP-BY-STEP COMMAND
1. Say *Manage Commands* or *Manage Step-by-step Commands.*
2. Select the Command you want to edit.
3. Make desired changes (or click **X** to delete) and click *Apply All.*

Auto-texts

Create auto-texts to bring in blocks of text with a simple voice command.

ADD AN AUTO-TEXT:
1. Highlight desired text.
2. Say *Make that an auto-text.*
3. Type the name (what you will say to open it).
4. Click *Apply All* then click *Close.*

USEFUL AUTO-TEXT COMMANDS:
— Next/Previous field (navigates between brackets[ ]).
— First/Last field (navigates between brackets [ ]).
— Accept defaults (removes brackets [ ] and accepts ALL default text).
— Field complete (removes brackets [ ] and accepts text only in the CURRENT variable field).

Exit and log off

— Log off and exit from the DragonBar Menu.
— Log off to change microphone sources or specialty vocabularies.
— Exit when finished at a workstation to protect the profile from being accessed by other providers.

Important reminders

— Remember to turn off the microphone when finished dictating.
— Correct commonly misrecognized words to increase accuracy and save time.
— Position the cursor where you want your text to go and your text will be typed in the window in which your cursor is blinking.

Training and support resources

— To get help, say *What can I say.*
— Click the Dragon flame or hamburger icon on the DragonBar* and select Help to explore the Dragon Help resources and discover information on Dragon Medical One functionality, tips, best practice advice and much more.
— Quick tips videos, short instructional videos, quick reference guides, on-demand webinars, prior newsletters and more are available through Dragon Medical One training. Just say *Open training* or go to Training in the main DragonBar menu.
— Live virtual training support, Monday-Friday, 8am-7pm ET (excluding holidays): aka.ms/DMOHelp.