Dragon Medical One Quick Reference Guide

Correcting and deleting

- Scratch that
- Delete that
- Undo/redo that
- Select [TEXT]
- Select that (selects last dictated text)

- Select first/last/next word/all
- Select [TEXT] through [TEXT]
- Deselect that
- Correct [TEXT]
- Correct that

Inserting lines and spaces

- New paragraph
- New line
- Insert before/after [TEXT]

Capitalizing

- Cap that
- All caps that
- All caps on/off

Navigating

- Go to top
- Go to end
- Go to beginning of sentence/paragraph

- Go to end of sentence/paragraph
- Go back
- Insert before/after [TEXT]

Get help and dictate punctuation

Help

- Open help
- What can I say

DragonBar menu*

Open the DragonBar menu to change options, manage your Auto-texts and commands, manage your vocabulary and access Help.
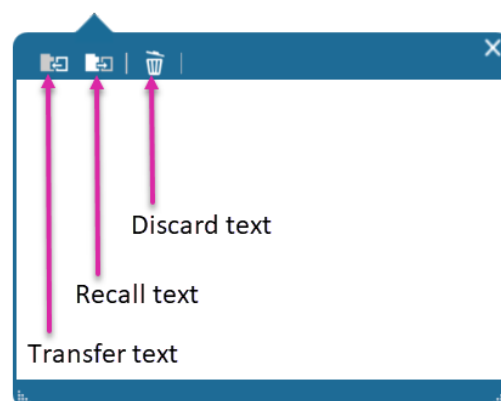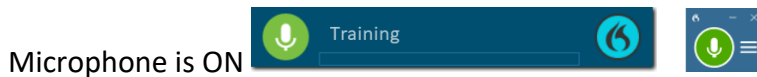
Dictate punctuation

Say	To type
Comma	,
Period	.
Exclamation mark	!
Question mark	?
Colon	:
Semicolon	;
Open quote … close quote	"…"
Open paren … close paren	(…)

Useful Dictation Box commands

- **Open/close Dictation Box:** Opens or closes the Dictation Box
- **Transfer text:** Moves dictation box text to where your cursor is positioned
- **Recall text:** Brings back the last transferred text

Discard text: Deletes content of the Dictation Box

Microphone control*

Microphone is ON

Microphone is OFF

Microphone best practices

PowerMic:

- − Hold microphone in non-dominant hand
- − Press and hold red talk button to dictate
- − Release button to turn microphone off

Microphone (talk here)

Press to talk

Headset:

- − Position the microphone just below your mouth and approximately 3-5 fingers or 5 cm away from your chin
- − Click the Microphone icon on the DragonBar to talk
- − Pause briefly before and after saying commands to ensure they are recognized
- − Speak in full sentences, including punctuation

Managing Your Vocabulary

Add words:

1. Say **Add word** or **Add that to vocabulary**
2. Type correct spelling
3. Click **Default Pronunciation** or click the mic icon to train a word.
   Note: It is not necessary to press the talk button on your PowerMic to train a word.

Manage your custom words:

1. Say **Manage vocabulary** > search for the word/phrase to change/train > correct as needed
2. Click **+** to add a new word/phrase

Step-by-step commands

Step-by-step commands may 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 **+**
3. Enter a Name
4. Enter a Description (optional)
5. Enter a Spoken Form
6. Click **New Step** and select the step type; repeat for each step/keyboard shortcut
7. Click **Apply All**

Edit a Step-by-step command:

1. Say **Manage commands** or **Manage Step-by-step commands**
2. Select the Step-by-step commands you want to edit
3. Make desired changes
4. Click **Apply All**

Delete a Step-by-step command:

1. Say **Manage commands** or **Manage Step-by-step commands**
2. Select the Step-by-step commands you want to delete
3. Click **X**
4. Click **Apply All**

Auto-texts

Create Auto-text 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. Dictate the name (what you will say to open it)
4. Click **Apply All**, then click **Close**

Useful Auto-text commands:

- Add word to vocabulary
- Next/previous field
- First/last field
- Accept defaults (clears all brackets and accepts ALL default text)
- Field complete (removes brackets and accepts text only in the CURRENT variable field)

Anchor speech focus

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 speech focus**
4. The microphone icon changes to
5. Begin dictating while you navigate through other applications
6. The microphone icon changes to
7. Say **Release speech focus**

Important reminders

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

Exit and log off

- Access **Log Off** and **Exit** from the DragonBar menu
- Select **Log Off** to change specialty vocabularies
- Select **Exit** when finished at a workstation to protect the profile from being accessed by other clinicians

*Your DragonBar may look different depending on your version of Dragon Medical One.