

Dragon Medical One Quick Reference Guide

Improving solution performance and user documentation efficiency

Using the DragonBar



Getting help

- Say **Give me help**
- Say **What can I say**

Microphone best practices

HEADSET

- Position the microphone just below your mouth and approximately 3-5 fingers or 2" away from chin
- Click the **red** Microphone button on the Dragon Bar to talk
- Click the **green** mic to stop recording
- Pause briefly before and after saying commands to ensure they are recognized
- Speak in full sentences, including punctuation



POWERMIC

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

Correcting and deleting

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

Inserting lines and spaces

- New paragraph
- New line
- Insert before/after <XYZ>

Capitalising

- Cap that
- Cap <XYZ>
- All caps on/off
- All caps that

Navigating

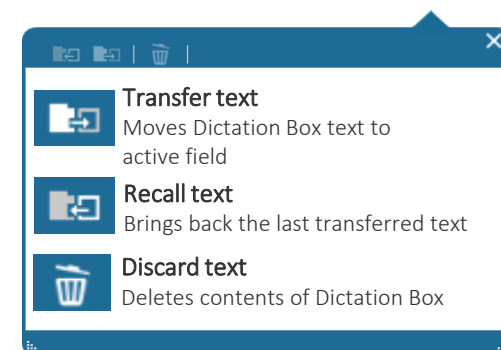
- Go to beginning/top
- End of sentence/paragraph
- Go back
- Go to bottom/end
- Insert before/after <word or phrase>

Dictate punctuation

Say this:	To type:
Comma	,
Period or full stop	.
Exclamation point, exclamation 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



Managing your vocabulary

ADDWORDS

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

MANAGE YOUR CUSTOM WORDS

1. Say [Manage vocabulary](#) > search for the word/phrase to change/delete/train > correct as needed

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

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

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. 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 DMO 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](#)

Exit and Log Off

- Access Log Off and Exit from the Dragon Bar 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...your text will be typed in the window in which your cursor is blinking

Training & Support Resources

- Click the flame icon on the Dragon Bar and select Help to explore the Dragon Help resources and discover information on Dragon Medical One functionality, tips, best practice advice. and much more.
- A short instructional video is available through Dragon Medical One. Say [Open tutorial](#) to access the course tutorial.

What can I say?

- Click the flame icon on the Dragon Bar and select 'What you can say' to explore the Dragon List of commands you can say in the DMO application. Any 'Site' or 'Group' commands created by your Administrator will exist here.
- Alternatively, Say "What can I say" to display a list of the same commands.

About Nuance Communications, Inc.

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