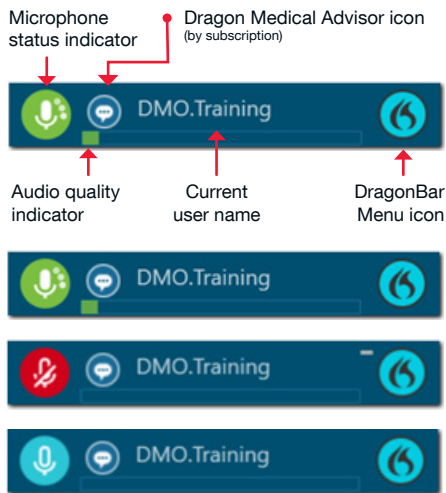




# Dragon Medical One Quick Reference Guide

Improving solution performance and user documentation efficiency

## Using the DragonBar



### STANDBY MODE

Enter: Say *Go to sleep/Stop listening/Stop recording*

Exit: Say *Wake up*

## 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 DragonBar to talk
- Click the **green** mic to stop recording or say **Stop Listening**
- 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>

## Capitalizing

- 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/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

### 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 Dictation

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 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*


## Exit and Log Off

- Access 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...your text will be typed in the window in which your cursor is blinking

## Training & Support Resources

- Click the flame 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.
- Short instructional videos are available through Dragon Medical One training. Say *Open training* to access the course catalogue.



**1-929-575-4500**

**sales@dictationone.com**



#1 in dictation & speech recognition

**www.dictationone.com**

**www.DictationOne.com/support**  
**support@dictationone.com**  
**1-929-575-4500 Ext. 128**