NUANCE

Dragon Professional Anywhere and Dragon Legal Anywhere

End User Training Guide
July 2021

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Nuance Communications
One Wayside Road
Burlington, MA 01803
www.nuance.com/healthcare

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INTRODUCTION: WHAT IS DRAGON PROFESSIONAL ANYWHERE?

Dragon Professional Anywhere is a dictation tool that makes it easy to create documents of any length, and edit, format and share them directly via e-mail or to popular cloud-hosted document services - whether visiting clients, a job site, or your local coffee shop.

Dragon's recognition engine is up to 99% accurate, and to make your documentation go even faster, you can save custom vocabulary entries and custom templates and commands.

What are the benefits of Dragon?

- Achieve faster documentation turnaround. Dragon Professional Anywhere empowers you to create high-quality documentation – all by voice

- Reduce the amount of administrative work to help you focus more on more important tasks

- Get high recognition accuracy...DPA and DLA learns and adapts to a variety of accents and environments the more you use it

- Reduce liability risks associated with inaccurate or incomplete documentation

- Quickly insert custom boilerplate text for faster, more structured document creation, like a form or a template

- Get up to speed fast: No speech profile training, so DPA is ready to use whenever you want

- Get seamless automatic updates: DPA's cloud-hosted technology ensures you are working with the "always latest" version of Dragon

Related Documentation

For supplemental information, see the following document(s):

- DPA Quick Reference Guide

- Pocket Cards

- Agendas

Agenda

Lesson plan

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www.dictationone.com

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

CHAPTER 1: GETTING STARTED WITH DRAGON PROFESSIONAL ANYWHERE

Lesson 1: Launching Dragon Professional Anywhere

Dragon is optimized for each user and becomes more personalized the more you use it. This Step-by-step process starts with setting up your User Profile.
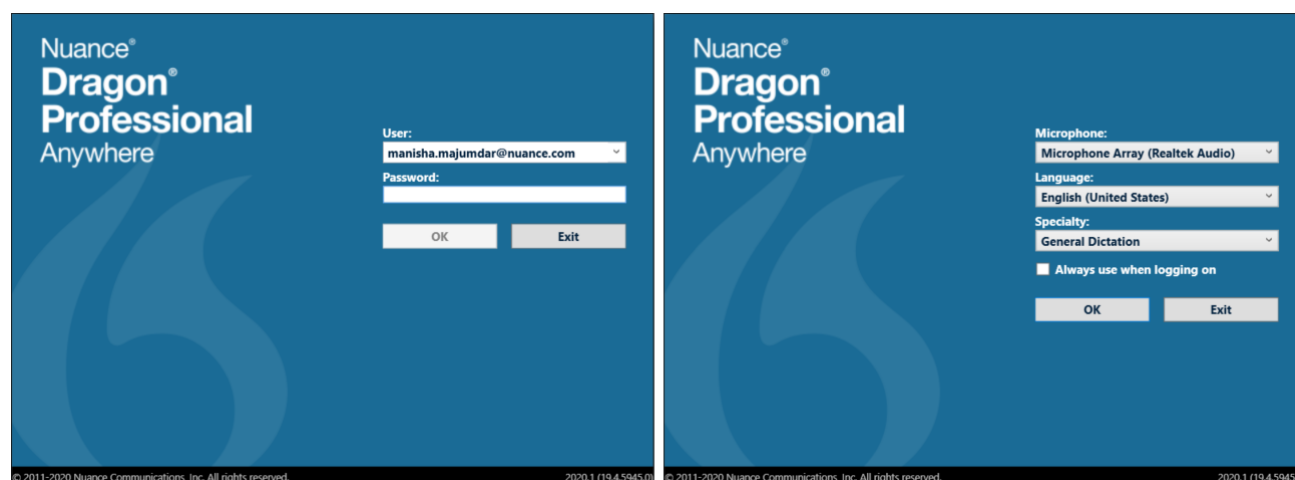

1. **Click the Dragon icon** on your desktop to open Dragon Professional Anywhere
2. **User and Password:** Enter the user name and password provided by the Dragon Administrator
   Note: If you only get prompted for a User name, be sure to use the same user name every time. If you are not prompted for user and password, your administrator may be using a different method of authentication.
3. **Microphone:** Use the drop-down menu to select the preferred recording device for dictation
4. **Language**: Use the drop-down menu to select your preference
   - Default option is English (United States)
5. **Specialty:** Use the drop-down menu to select your specialty
   - **General Dictation** will be selected by default, browse the drop down menu to select the desired specialty
6. **Get started:** Click OK to begin using DPA
   Note: Check "always use when logging on" to use these settings as the default each time you log in

Lesson 2: Starting to Dictate

This section introduces you to the DragonBar, using your microphone, and creating your first dictation.

The DragonBar

The DragonBar is used to turn the microphone on and off as well as configure and control Dragon's setup. The DragonBar can be moved by clicking and dragging with your mouse.
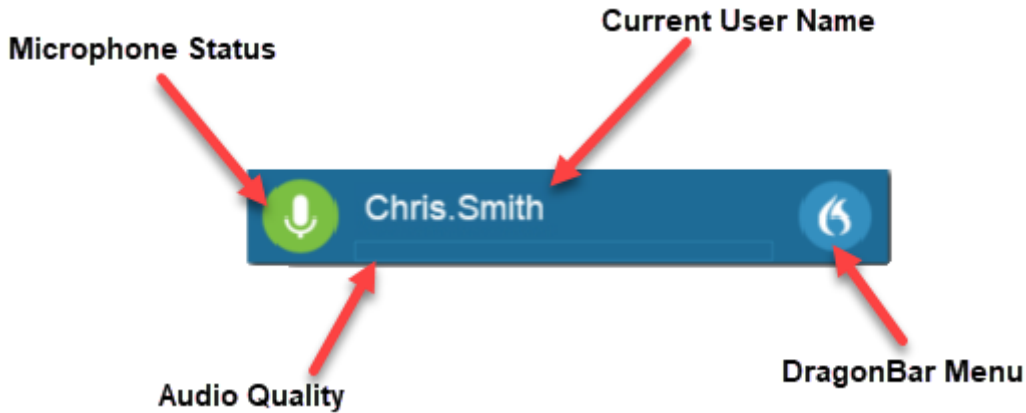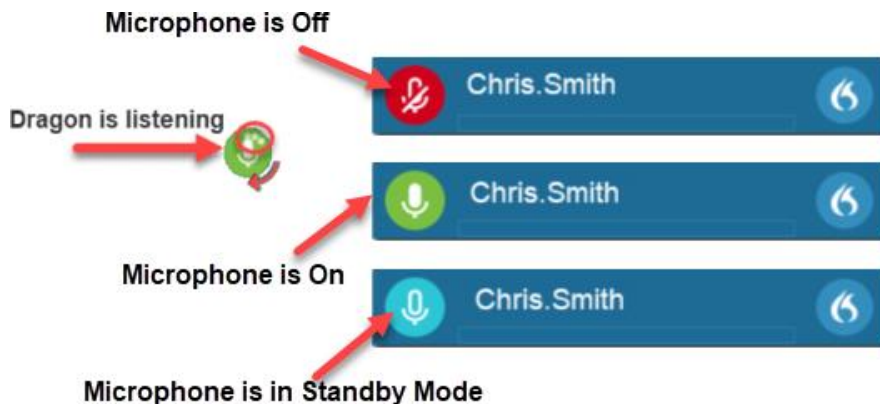

Microphone status indicator

Click the microphone button to turn the microphone on and off, or press and hold the red "record" button on the PowerMic.

Green Microphone icon = Mic is active (listening)

Red Microphone icon = Mic is off

Blue Microphone icon = Mic is in Standby Mode (ready to wake up and dictate)

The Microphone Status Indicator shows a spinning motion to let you know Dragon Professional Anywhere is listening and processing your speech or commands.

Volume control indicator

The Volume control indicator lights up and moves across the DragonBar when Dragon picks up a user's voice. The length of the bar indicates volume, and the color indicates strength.

Green indicates speaking at an appropriate level

Standby Mode and Wake-up Word

Dragon Professional Anywhere enables you to control the microphone with your voice as well. This feature is useful when you are using a headset and want to control Dragon's microphone with voice commands rather than pressing the microphone icon on the DragonBar.

Say **Go to Sleep**, **Stop Listening**, or **Stop Recording** to enter Standby Mode. You'll know Dragon is in Standby Mode when the microphone icon changes to blue:
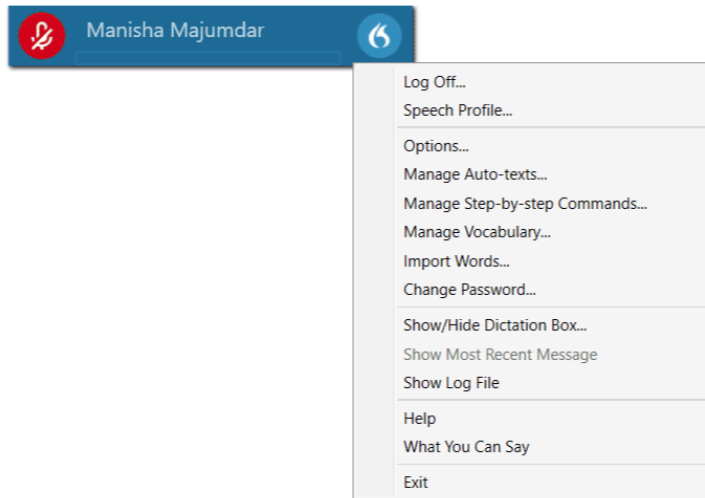
In Standby Mode, Dragon is not actively taking dictation, but it is listening for a Wake-up Word to turn the microphone back on. Dragon is waiting for you to resume dictating—just say the command **Wake Up** to turn the microphone back on.

Notes:

- By default, Dragon launches in Standby Mode. Change these settings in Options > General if desired
  - o *Note: Contact your administrator if Standby mode is disabled in Options and you want to make changes*
- Standby Mode is not possible when using Press and Hold with the PowerMic.

DragonBar Menu

Click the **Dragon Menu Icon** to see a drop-down menu of all the features in DPA. This menu includes options that enables you to access information about and configure the DPA application. The menu includes both user and microphone settings.


What does each menu item do?

Log Off	Change Users, Microphones, and Specialties without having to relaunch Dragon Professional Anywhere from the desktop icon on your workstation. When you click Log Off, you are brought to the login screen. Note: Depending on your sign-in environment, you may be required to Exit Dragon Professional Anywhere and relaunch to change your settings.
Speech Profile	Change your microphone, specialty and language once logged in
Options	Set preferences; for example, adjust hotkeys, modify the Dictation Box settings, change PowerMic button customization, etc.
Manage Auto-text	Manage and create Auto-text commands
Manage Step-by-step Commands	Manage and create Step-by-step Commands
Manage Vocabulary	Add and edit custom words or phrases for better accuracy
Import Words	Import and add your words saved in .txt or .xml format to your personal list of Vocabulary
Change Passwords	Change your current Dragon Professional Anywhere Login password
Show/Hide Dictation Box	Show/hide the free-text box that enables you to collect dictated text independent of your target application and then "Transfer Text" into your target application
Help	Dragon Help	Recognition Help. Walks you through detailed steps on how to use dictation and all the additional features Dragon Professional Anywhere offers
What You Can Say	Shows all available commands in Dragon Professional Anywhere, grouped by category
Exit	Shuts down Dragon Professional Anywhere entirely. It is recommended that you ALWAYS exit Dragon when you are finished using the application and before you shut down your computer.

Minimize the DragonBar

Hover your mouse over the DragonBar to see the **Minimize** button.

To minimize the DragonBar, click the **Minimize** button or press **Ctrl + Alt + H** on your keyboard.
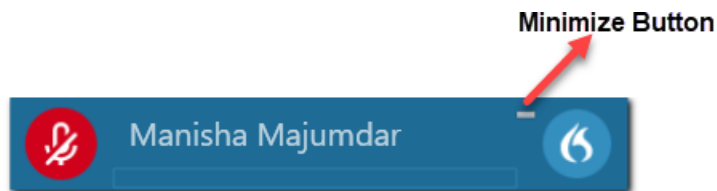

Restore the DragonBar.

Click the **Dragon flame icon** in the system tray, say **Show Dragon**, or press **Ctrl + Alt + H** on your keyboard.

Lesson 3: Dragon Anywhere Mobile integration

Launching Dragon Anywhere Mobile

1. **Download** and Install Dragon Anywhere from App Store or Google Play

2. **Launch** the Dragon Anywhere app

3. **Open** the configuration/activation link provided by your administrator

4. **Log in** to your Dragon Anywhere Mobile account using the username and password provided by your administrator for the Dragon Professional Anywhere desktop application.

5. **Start Dictating** and put your words to work!
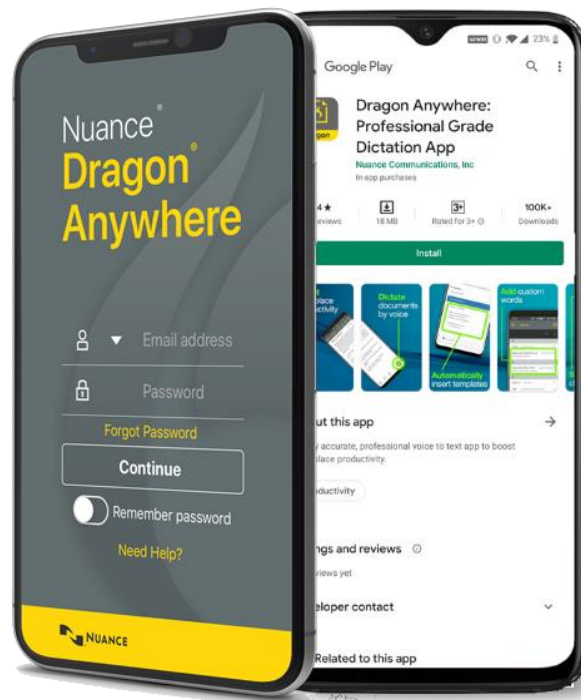
Microphone Controls

Note: Auto-texts and custom words are synced between Dragon Professional Anywhere and Dragon Anywhere Mobile. Your Dragon Professional Anywhere license includes Dragon Anywhere Mobile at no additional cost. While optional, it enables you dictate on the go using your iOS or Android device.

Best practices for dictating in Dragon Anywhere Mobile

- Hold your mobile device approximately 3" from your mouth

- Locate the microphone on your phone to avoid placing your hand or a protective case over the microphone while you dictate

- Do not allow other people to dictate with your account

  – The system adapts to your voice, therefore allowing other people to dictate into your profile will degrade your accuracy

- If you're new to dictation, the key is to pronounce your words clearly and to have a rough idea about what you want to say before you start, so that you can speak in full sentences with minimal pauses. Try to dictate phrases containing at least 3-4 words.

- In case of a misrecognition, wait until you finish your current sentence, paragraph or document; then make corrections or edits as required

- Remember to speak punctuation marks you want to appear in your document

- Remember that unless you turn off the microphone, Dragon Anywhere will record everything it hears

  – When you complete a portion of dictation, turn off the microphone or say "Microphone off" or "go to sleep"

- Dictate at a normal volume and pace. Avoid yelling, speaking slowly, or saying one word at a time

- Minimize the amount of background noise. If you can't avoid background noise, consider connecting a microphone to your mobile device, such as an earbud microphone or a Bluetooth device

Lesson 4: Dictating with Dragon Professional Anywhere

It is important to **speak clearly** and **naturally** as if you were speaking to someone in person. For best results, **speak in complete thoughts** or sentences and **dictate with punctuation**.

Dictation best practices

- Think before you speak: compose what you are going to say in your head before you begin dictating
- Use a PowerMic or headset for best recognition results
- Before dictating, position your cursor where you want your text to be typed (Note: it's helpful to think that your text will go where your cursor is blinking)
- Dictate with the PowerMic held upright and in your non-dominant hand (this frees up your mousing hand so you can dictate while using your mouse to do some navigation if desired)
- Position your microphone approximately 1" below and 1-3" away from your mouth
- Point the mic toward your mouth and speak directly into, not across, the microphone
- Dictate in complete sentences, including punctuation
- Try to dictate in phrases containing at least 3-4 words at a time
- Speak naturally and clearly, in your normal cadence; and try not to mumble or slur words
- Pause briefly after pressing the PowerMic talk button before speaking to avoid clipping your dictation
- Wait until you have finished speaking before releasing the PowerMic talk button - this helps avoid clipping as well
- Press and hold the PowerMic talk button while you are dictating, and release when you are composing your thoughts...this helps avoid ambient noise getting misrecognized as dictation
- Pause briefly before and after saying a command so Dragon knows that you are not dictating text
- If using a headset, wait until the microphone status indicator turns green to speak
- If using a headset, turn off your microphone when you are finished dictating so Dragon Professional Anywhere does not capture extraneous dictation
- ALWAYS exit Dragon when you are finished using the application

Using the Dictation Box

A **Dictation Box** will automatically open if Dragon notices you are trying to dictate in an unsupported application or if your cursor is not inside a text field. The Dictation Box stores your dictated text until you are ready to transfer it to the document.

If it does open while you are dictating, keep dictating. You can make corrections in the dictation box, then just transfer the text when you are ready. Make sure your cursor is placed where you want the text to go.

> *Note: A blinking cursor indicates where your text will be transferred.*

To open the Dictation Box, say **Open Dictation Box** or select **Show/Hide Dictation Box** from the DragonBar Menu, or press a custom PowerMic button. Or you can simply begin dictating before placing your cursor in a text field. The Dictation Box will open automatically if required and capture your speech to be transferred into the target application.
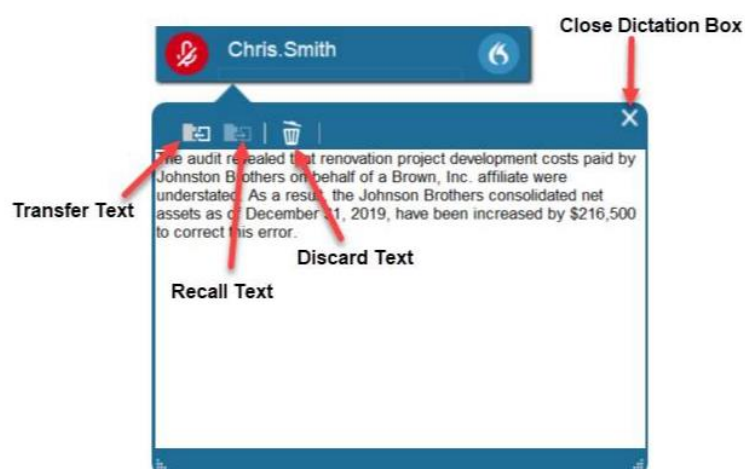
> *Note: If you close the Dictation Box and it still contains text, that text will be there when the Dictation Box is reopened.*

Transfer text moves the contents of the dictation box to the target application, placing it where your cursor is positioned.

Recall text brings the text back to the dictation box, enabling you to transfer the same text to a different application if needed.

Discard text clears your dictation box for fresh dictation. Note: by default, text is discarded automatically on transfer.

The Dictation Box can also be moved or resized to your preferences.

> *Note: Recall text does not change what's been transferred, nor does it delete the text from the target application.*

Dictating with characters

When you dictate, you need to say punctuation and characters. This table highlights the most common characters followed by what you say to include them in your text:

Character	What you say
.	Period
,	Comma
?	Question mark
!	Exclamation point or exclamation mark
:	Colon
;	Semi-colon
"	Open quote
"	Close quote
(	Open parenthesis or Open paren
)	Close parenthesis or Close paren
…	Ellipsis
&	Ampersand or and sign
--	Dash
-	Hyphen

To start a new paragraph, say "**new paragraph**". The cursor will begin at a new paragraph (as if you pressed the Enter key) and the first word of the new paragraph will automatically be capitalized.

You're ready to start your first dictation.

Best Practices for your first dictation:

- Speaking in longer, continuous phrases provide contextual clues and thus helps Dragon choose between words that sound alike but are spelled differently, like "your" and "you're".

- Punctuation is part of the dictation context - it has an impact on recognition accuracy and capitalization.

- Two very frequent dictation commands are **new line** and **new paragraph** (which skips a line before your next statement).

- First words after a period or paragraph are capitalized automatically.

- Your dictated words may take a moment to appear on the screen. This is normal.

- Many people find it better to look away from the screen while dictating so that they can focus on their thoughts and words versus what Dragon is doing.

Practice scenario: Your first dictation

Scenario 1: Dictation practice

Open Microsoft Word (If you don't have MS Word, use another application you can enter text into, like Notepad). Turn your microphone on and start to read the following text naturally.

> **Note**: When dictating, speak in full sentences or statements, including punctuation.

Turn on your microphone and say this:

Dictating in full sentences enables better speech recognition semicolon because not only does Dragon recognize your words comma it recognizes your words in the context of sentences period new paragraph And comma by including punctuation comma you'll spend less time cleaning up your dictation period You'll see better results in your reports overall period Speaking in full sentences enables dragon to recognize your words and their context comma saving time and getting you better results period

Reminder: Turn off your microphone when you're finished dictating.

Scenario 2: Additional dictation practice

Dragon users in every industry have different needs. For example, Dragon Legal Group is built with a specialized legal vocabulary, so you can streamline your client and case documentation and improve your productivity. Dragon's accuracy is very good, but sometimes, Dragon doesn't reflect what you say on the page. In these cases, you can use your voice, keyboard, or mouse to make edits. ***Choose an exercise below to practice. Or dictate your own.***

Scenario 2a: Dictation and formatting practice – Financial Services

Dictate the following including punctuation and in full sentences:

The audit revealed that renovation project development costs paid on behalf of a Brown, Inc. affiliate were understated. As a result, the consolidated net assets for Brown, Inc. as of December 31, 2013, have been increased by $216,500 to correct this error.

Remember, turn your microphone off.

Scenario 2b: Dictation and formatting practice – Insurance

Dictate the following including punctuation and in full sentences:

Inspector Brown was assigned to the scene of the incident. The cause of loss was erosion of the 20-year-old pipe. Wear and tear is excluded in this policy. A sudden and accidental discharge of water occurred, and therefore the ensuing water damage is covered. There is no coverage for the actual plumbing parts. Inspector Brown has no additional comments.

Remember, turn your microphone off.

Scenario 2c: Dictation and formatting practice – Law Enforcement

Dictate the following including punctuation and in full sentences:

Today, at approximately 2100 hrs., I was dispatched to 3191 Oak Street for a suspected burglary. I arrived at the address and I met with the responding officer. The owner, Mr. Fred Brown, had returned home from a night out to find his back door smashed-in. Mr. Brown called the police and did not enter the premises. Ofc. Smith was the responding officer, and had searched the home for intruders. No intruders were found.

Remember, turn your microphone off.

Scenario 2d: Dictation and formatting practice –Social Services

Dictate the following including punctuation and in full sentences:

Arthur Brown is a very bright, intelligent and outgoing child. He is a hard-working student both academically and behaviorally, and he cares very much about his academic performance. He goes above and beyond to make sure that his grades stay above average. To reach his full potential, Arthur needs structure and a daily routine in his life. He needs to have set boundaries and guidelines to follow.

Remember, turn your microphone off.

Scenario 2e: Dictation and formatting practice – Legal

Dictate the following including punctuation and in full sentences:

Mr. Smith: Please prepare for the Brown deposition by reviewing some commerce clause cases, particularly two eighty-nine northwest second four sixteen Minnesota 1979, as well as preemption cases such as seven sixty four federal second 463 third circuit 1999.

In the case of Brown, you may want to argue that the defendant municipality has exceeded its powers in an area of statewide concern, citing one thirty seven Atlantic second one thousand thirty 1977.

Remember, turn your microphone off.

Lesson 5: Anchor Speech Focus

Some Dragon users like to look at other websites or applications while they are documenting their notes. With Dragon Professional Anywhere's **Anchor Speech Focus** mode, you can lock your cursor in the notes screen of your documentation application and use your mouse to click through another window while dictating. Your text goes into the note, and you are free to move around the website with your mouse.

To anchor speech focus while dictating:

1. Open Dragon Professional Anywhere and the target application (the program you are dictating into)

2. Place your cursor where you want your text to be typed: your text will go where you see the blinking cursor

3. Turn on your microphone and say anchor speech focus or press Ctrl + Alt + A

4. The microphone icon will change to a lock symbol

5. Begin dictating while you navigate through other applications or websites

6. The microphone icon will change to a lock symbol inside a green circle while the microphone is on

To cancel and go back to regular dictation, say **Release Speech Focus**

Anchor Speech Focus- Mic Off

Chris.Smith

Chris.Smith

Anchor Speech Focus- Mic On

Note: *Anchor Speech Focus may not be available if the Dragon client and the application you are dictating into are not installed on the same local system. If your environment does not support Anchor Speech Focus, use the Dictation Box to capture dictation while navigating and transfer the text to your target application.*

Anchor Speech Demo

Follow these instructions:

Place your cursor where you want the text to go and dictate this text:

*A sudden and accidental discharge of water occurred comma...**anchor speech focus***

The microphone icon will change to a lock symbol. Now click the cursor outside of your document, open another window or document (such as a web browser or PDF viewer), and dictate the following:

and therefore the ensuing water damage is covered period there is no coverage for the actual plumbing parts period

Go back to the original document or say ***show anchored application.*** Then, say ***release speech focus*** or turn off the microphone. Your dictation will have been typed in your original document and the microphone icon will change back to normal

Results
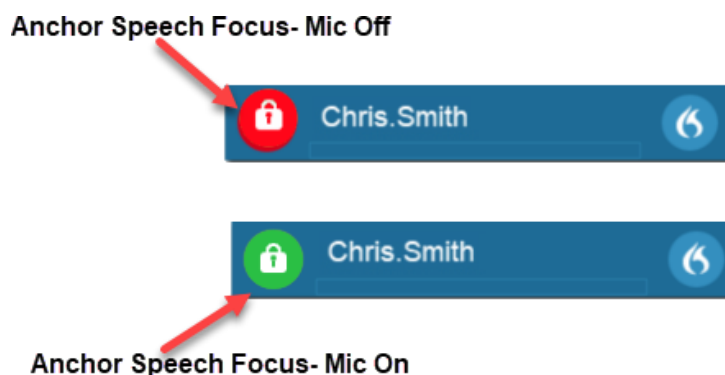
Note: *Dragon's microphone changes to a lock symbol when Anchor Speech Focus is in use.*

To save you steps, it will remain anchored, even when you turn the microphone off until you say the command, **Release Speech Focus** (or until you close the document).

Lesson 6: What Can I Say

The **What You Can Say** dialog lists all available commands grouped by functionality and describes the action that will be initiated by the respective command. Here, you'll find quick links to a list of commands for every Dragon function, including your own custom commands.

Say **What Can I Say** to display a list of available voice commands, or select **What You Can Say** from the DragonBar Menu. You will find different categories in the What You Can Say menu, or you can use the Search tool to find a specific command. Some of the most useful categories are:

- **Auto-texts** lists all the Auto-text templates you've created as well as those shared by your Dragon administrator

- **Dragon** shows you commands that help you control Dragon Professional Anywhere, such as **Show Dictation Box** or **Open Help**

- **Anchoring** shows you commands you can use with the Anchor Speech Focus feature, like **Anchor Speech Focus** or **Release Speech Focus**

- **Manage Auto-texts** gives you useful commands to help you create creating Auto-texts, e.g., **Make That an Auto-text**

- **Manage Commands** is a list of commands that help you create Step-by-step commands, for example, **Add Command** and **Manage Step-by-step Commands**

- **Correction** is a very useful list of commands you can use to manage your vocabulary and select and correct text as you dictate, for example, **Add That To Vocabulary, All Caps That, Insert Before, Select That,** and more

- **Navigation** lists the available commands you can use to move your cursor with your voice, like **Next Field, Go to End, Move to Top,** etc.

    Note: As Dragon Professional Anywhere evolves, What You Can Say is updated with additional functionality.
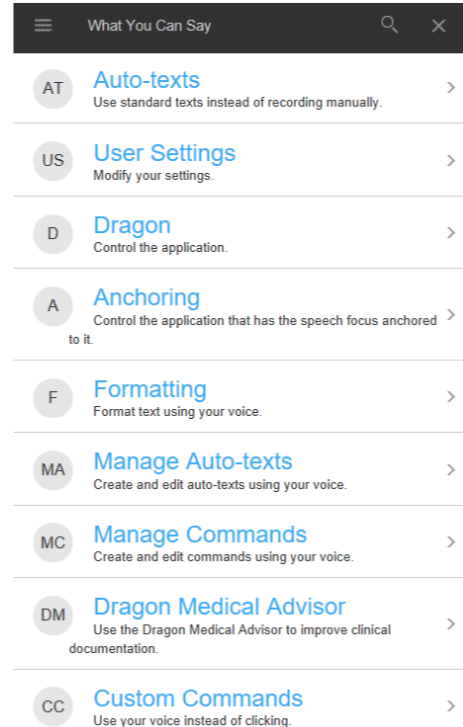
CHAPTER 2: MAXIMIZING YOUR DRAGON WORKFLOW

Dragon enables you to format text, make corrections, and navigate within your document with your voice. In this training, we will cover the most common commands.

Lesson 7: Navigation commands

Dragon recognizes a long list of commands to help you navigate your dictation and make corrections. When you say commands, remember to pause briefly between speaking your command and beginning your dictation. One of the most popular commands is **Insert Before** or **Insert After.** You will say Insert Before/After<WORD/PHRASE> or Insert Before/After <TEXT> to invoke the command.

For example, if you wanted to insert a name after the following text:

> **Original:** The appointment is at 9:30 in the morning.

> **Say:** *Insert after appointment…[pause]…with Professor Plum*

> **Result:** The appointment with Professor Plum is at 9:30 in the morning.

Some additional frequently used navigation commands include:

Command Name	Function
Go to end of paragraph	Moves the cursor to the end of the current paragraph
Go to end of sentence	Moves the cursor to the end of the current sentence
Next field	Moves the cursor to the next variable field [ ] in the template
Previous field	Moves the cursor to the previous variable field [ ] in the template
First field	Moves the cursor to first variable field [ ] in the template
Last field	Moves the cursor to last variable field [ ] in the template
Accept defaults	Keeps any default values in variable fields and removes any remaining delimeters/brackets [ ]
Field complete	Keeps the default value in the *current* variable field and removes the delimiters/brackets [ ]
Next control	Navigates to the next variable field
Previous control	Navigates to the previous variable field

Lesson 8: Correcting text using correction commands

Dragon Professional Anywhere adapts to your unique dictation style. Dragon is continuously learning; the more you use Dragon, the better its recognition...Dragon learns from corrected text to improve its accuracy.

Ways to correct dictated text with Dragon:

- **Use Voice Commands** to select words, numbers, sentences, or phrases

- **Say your corrections** instead of typing

- **Use the Correction Menu** to select from a list of suggested options or to format the text

Correcting text with voice commands

Voice commands make dictation more efficient. When Dragon hears certain phrases, it can insert text or perform an action. These phrases are called **voice commands**. You can use voice commands to:

- Correct text (select <X through Y>……<NEW TEXT>)

- Insert text (Insert before <TEXT>……<NEW TEXT>)

- Change a word choice (select <TEXT>……<NEW TEXT>)

- Add punctuation (Go to end of sentence <NEW TEXT>)

Note: *Remember to pause briefly before and after saying a command so Dragon recognizes it as a command rather than dictation. For example: "Go to end of sentence" [PAUSE] " Really exclamation point"*

Here are some examples of correcting text with your voice:

Command	Text before	Text after
select Johnston [pause] Johnson	development costs paid by Johnston Brothers	development costs paid by Johnson Brothers
Insert before coverage [pause] No	There is coverage for the actual plumbing parts	There is no coverage for the actual plumbing parts
select 20 [pause] 30	The cause of loss was erosion of the 20-year-old pipe	The cause of loss was erosion of the 30-year-old pipe
Go to end of sentence [pause] Really exclamation point	There is no coverage for the actual plumbing parts.	There is no coverage for the actual plumbing parts. Really!

Voice Commands work the same whether dictating directly into an application or into the Dictation Box.

Here are some additional correction commands that help you correct text as you dictate. Note that the **select** command is very useful, as it enables you to highlight words or phrases and then modify them as you wish.

Command Name	Function
select all	selects all text recorded
select this word	selects the word where the cursor is located
select next word	selects next word to the right
select previous word	selects next word to the left
select first word	selects the first word of the recorded text
select last word	selects the last word of the recorded text
select <TEXT>	selects the specified text
select <TEXT> to <TEXT>	selects the specified range of text
select first paragraph	selects the paragraph at the beginning of the dictation
select first sentence	selects the sentence at the beginning of your dictation
select last paragraph	selects the paragraph at the end of the dictation
select last sentence	selects the sentence at the end of the dictation
select previous paragraph	selects the previous paragraph
select previous sentence	selects the previous sentence
deselect that	cancels the selection
scratch that/delete that	deletes last bit of recorded text
scratch word/delete word	deletes the word next to the cursor
resume with <TEXT>	goes to a specific text position and deletes everything recorded after that point
go back	returns the cursor to its position prior to selection
undo/undo that	executes Ctrl + Z in the application
redo/redo that	executes Ctrl + Y in the application
insert before <TEXT>	inserts the cursor before the specified text
insert after <TEXT>	inserts the cursor after the specified text
do not recognize that word	deletes the word from the vocabulary
all caps that	formats the selected text or the last thing spoken as capital letters
cap that	capitalizes the first letter of each selected word or all words of the last thing spoken

Best practices for voice commands

- Once you have selected the text you want, use a voice command to format, replace, delete, copy, or correct it

- To format the text, say what you want to do. For example, say "**cap that"** to capitalize each word in the highlighted selection. Check out the Common Commands in Appendix 1

- Overwrite the text by saying what you want to replace for the highlighted text

Practice scenario: Dictating using voice commands

Scenario 1: Selecting and correcting text

To format text, you must first select the word(s) you want to format. Dragon acts on the selected text whether it was selected by voice or by hand. It makes no difference to Dragon so format your text whichever way is easiest for you. If you want to change a word or phrase, say *Correct <XYZ>* in which <**XYZ**> is the word or phrase that needs correcting and Dragon will highlight the word or phrase and offer suggested corrections (see exercise 1a).

Note: *Each command requires a slight pause before and after the command so Dragon knows that what you are saying is a command (something you want it to do) instead of dictation (something you want it to type).*

Let's practice a few options with the text created in the previous practice scenario.

Practice Exercise	Say	If you want…
1a	Select <XYZ> where XYZ is the word or phrase you want to change.	To select and correct a word or phrase.
1b	Select <start> through <end>	To select a chunk of text that starts with a specific word and ends with another word.

Let's practice:

Scenario 1a: Select and correct a word

Ensure your cursor is in the Word document with the paragraph we dictated in the Dictation Practice lesson (see Your First Dictation: Scenario 2).

Turn your microphone on and say *Select Brown*…[pause] *Green*. Turn your microphone off.

Dragon will search for the iteration of that word or phrase closest to the left of the cursor position. If you wish to select a different iteration of the word/phrase, say "**select next**" or "**select previous**" to select the next or previous iteration.

Observe: the instance of Brown that you selected has been changed to Green.

Reminder: Turn your microphone off when you're done dictating.

Scenario 1b: Select a block of text – Financial Services

Select a block of text by saying the first and last word of the text:

Ensure your cursor is in the Word document. Turn your microphone on and say, *select have through error*. You'll notice that the last sentence of the text is highlighted. Say, *underline that*. To underline the selected text. *Turn your microphone off when you are finished dictating.*

Scenario 1c: Select a block of text – Insurance

Select a block of text by saying the first and last word of the text:

Ensure your cursor is in the Word document. Turn your microphone on and say, *select there through parts*. You'll notice that the last sentence of the text is highlighted. Say, *underline that*. To underline the selected text. *Turn your microphone off when you are finished dictating.*

Scenario 1d: Select a block of text – Law Enforcement

Select a block of text by saying the first and last word of the text:

Ensure your cursor is in the Word document. Turn your microphone on and say, *select no through found*. You'll notice that the last sentence of the text is highlighted. Say, *underline that*. To underline the selected text. *Turn your microphone off when you are finished dictating.*

Scenario 1e: Select a block of text – Social Services

Select a block of text by saying the first and last word of the text:

Ensure your cursor is in the Word document. Turn your microphone on and say, *select structure through life*. You'll notice that the last sentence of the text is highlighted. Say, *underline that*. To underline the selected text. *Turn your microphone off when you are finished dictating.*

Scenario 1f: Select a block of text – Legal

Select a block of text by saying the first and last word of the text:

Ensure your cursor is in the Word document. Turn your microphone on and say, *select prepare through deposition*. You'll notice that the last sentence of the text is highlighted. Say, *underline that*. To underline the selected text. *Turn your microphone off when you are finished dictating.*

Common correction commands

We're going to practice making edits with your voice. To do that, we're going to add text to your Microsoft Word document that we'll use for our practice exercises.

Best practices for correction commands

- When using selecting/correcting commands, Dragon will search for the iteration of that word or phrase closest to the left of the cursor position. If you wish to select a different iteration of the word/phrase, say *select next* or *select previous* to select the next or previous iteration.

- If Dragon presents you with the correction you seek, just choose the option presented.

- If you don't see the correction you want, just re-dictate the word or type it out.

- You can always use your keyboard and mouse to make corrections.

- Dragon improves in two ways: learning from its recognition mistakes and learning from your verbal and written input.

- Training words during dictation is the best way to increase Dragon's recognition.

Scenario 2: More correction practice

Turn your microphone on, and dictate this text into MS Word:

Until further notice, the weekly team meeting will be held in room B 31 (not be 40). Special invitees this week: Stephen Haas, and Peterson, and Jean would.

Turn your microphone off.

Here's what you might see in your document:
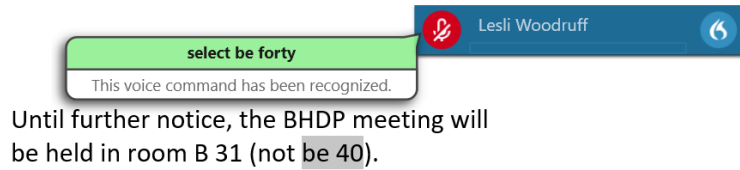
> Until further notice, the BHDP meeting will be held in room B 31 (not be 40).
>
> Special invitees this week: Stephen Hass, and Peterson, and Jean would.

These changes need to be made (using speech):
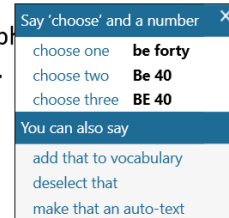
- "Be 40" should be "B-40"
- "and Peterson" should be "Anne Peterson"
- "Jean would" should be "Jean Wood"

Scenario 2a: Change "Be 40 to "B-40"

Turn on your microphone
Say: **Select be 40**

Until further notice, the BHDP meeting will
be held in room B 31 (not be 40).

Special invitees this week: Steph
and Peterson, and Jean would.

Say: **Cap be hyphen forty**   **B-40** replaces the highlighted text
Note: You could also say **"numeral**
four zero
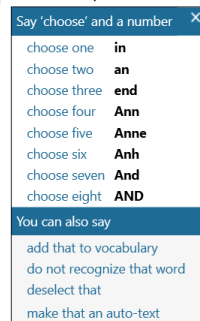
Scenario 2b: Change "and Peterson" to "Anne Peterson"

Turn on your microphone.   Observe: Dragon provides you options from which to choose
Say: **Select and**

Unt[...]ting will
be held in room B 31 (not B-40).

Special invitees this week: Stephen Hass,
and Peterson, and Jean would.

Say: **Choose Five**   Observe: your choice is accepted and Dragon replaces and with
Anne

Note: choose the number that
corresponds to the correct spelling.
If the correct spelling is not
available, you can always say the
name Anne.
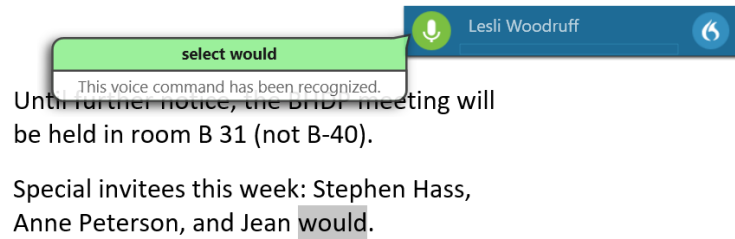
Unt[...]ting will
be held in room B 31 (not B-40).

Special invitees this week: Stephen Hass,
Anne Peterson, and Jean would.

Turn your microphone off when you're done.

Scenario 2c: Change "Jean would" to "Jean Wood"

Turn on your microphone.
Say: **Select would**

select would
This voice command has been recognized.

Lesli Woodruff

Until further notice, the BHDP meeting will be held in room B 31 (not B-40).

Special invitees this week: Stephen Hass, Anne Peterson, and Jean would.

Say 'choose' and a number ✕

choose one	**Wood**
choose two	**wood**
choose three	**Woode**
choose four	**Would**
choose five	**WOULD**

You can also say

add that to vocabulary
do not recognize that word
deselect that
make that an auto-text

Say: **Choose 1** and then turn your microphone off.

Lesson 9: Adding words to your vocabulary

Dragon will have no trouble recognizing most of your usual word choices including places and common names. Every organization, however, has certain words, phrases, or specific names that Dragon will not recognize. Sometimes it is necessary to teach Dragon new words.

Note: If your organization chooses to add specific words, you can see these in your vocabulary list alongside any words you have added yourself. Click the ellipsis in the Manage Vocabulary window to open the Filters menu, select Site or Group, and you will see these words on your vocabulary list.
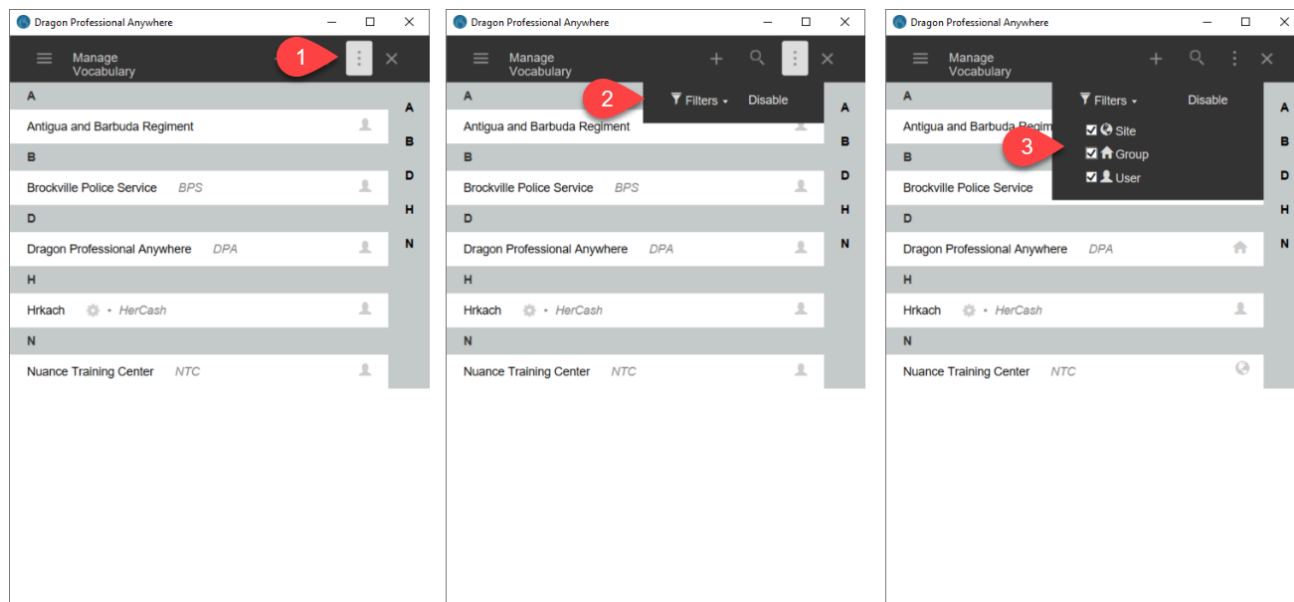
Adding custom words

Let's take a look at how it works... You can add your own custom words to the vocabulary in one of two ways:

Say **Manage Vocabulary** or select **Manage Vocabulary** from the DragonBar Menu

1. Click **+** to add a new word

2. Enter the word you want to add

3. Click **Enter the word as you would pronounce it**

4. Enter your pronunciation

5. Click **Save**
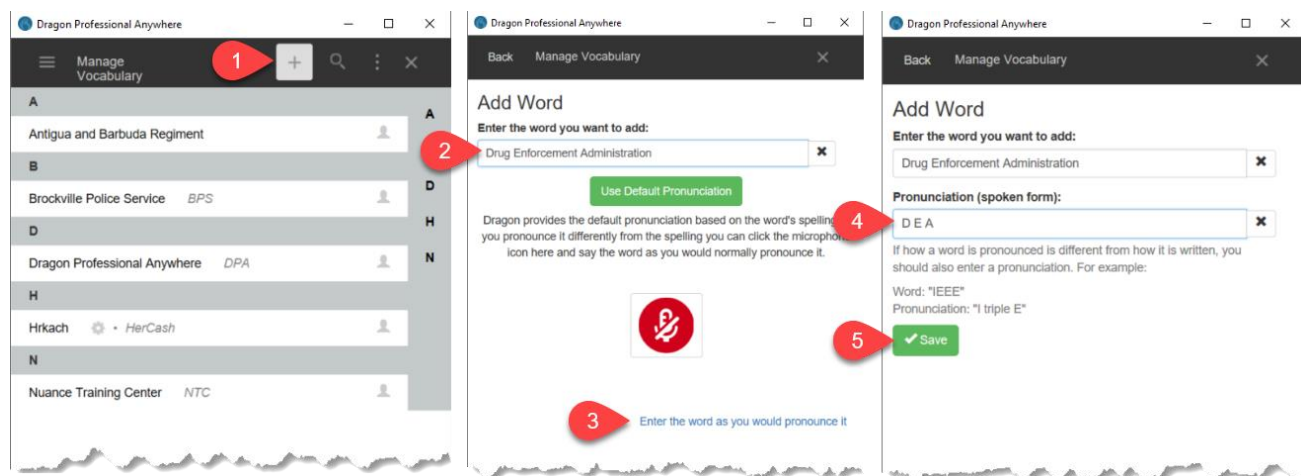
Training words

Sometimes Dragon misrecognizes what you say. When Dragon misrecognizes what you say, you can add a word and train Dragon to recognize your speech pattern so it will be correct the next time you dictate.

During dictation, select the misrecognized text, then say **Add that to Vocabulary**

Otherwise, say **Manage Vocabulary** or select **Manage Vocabulary** from the DragonBar Menu to add and train words at your convenience.
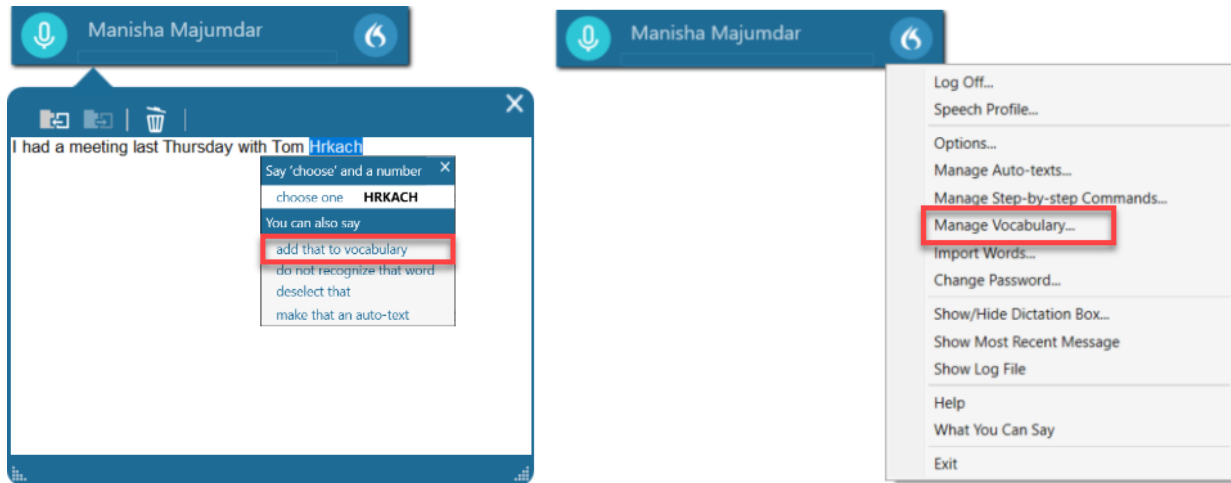
1. Type the correct spelling – this is what Dragon will type when you dictate

2. Click the microphone icon and say the word in your normal dictation voice

    Note: PowerMic users should click this icon on the screen, NOT the record button on the PowerMic. The microphone will turn green to indicate it is recording.

3. Click **Confirm** to save your trained word
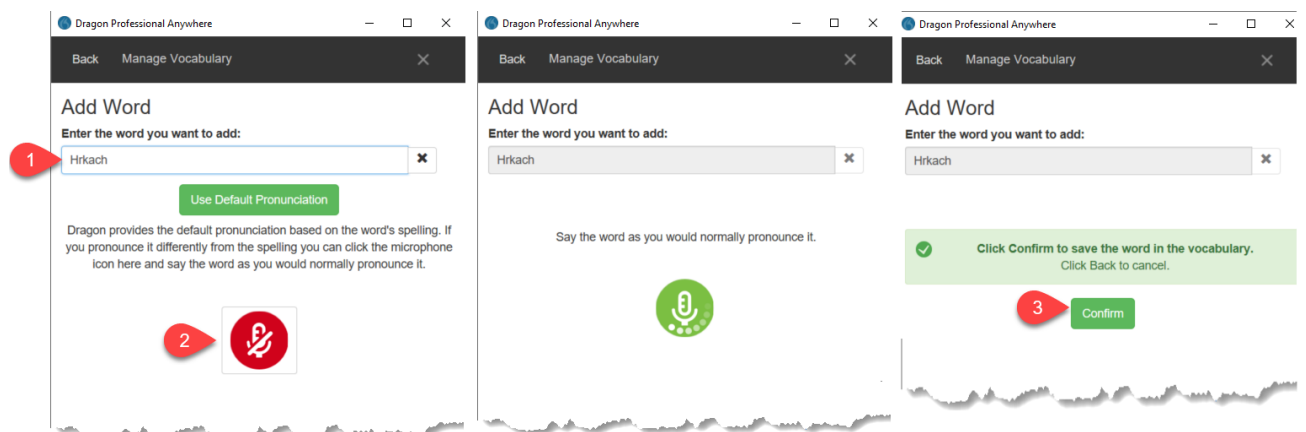
Editing custom words

Making changes to custom words you've entered is as easy as 1-2-3. First, open the Manage Vocabulary window (say **Manage Vocabulary**). Then, follow these instructions to edit a word:

1. Select a word from your vocabulary list that you would like to edit

    Note: you cannot edit a word that you have already trained, so you may need to delete and re-train in that situation.

2. Click **Edit**

3. Modify the word (for example, if you notice you've spelled a name incorrectly)

4. **Note:** if this is the only change you need to make, click **Save**

5. Click **Enter the word as you would pronounce it** if you need to change the spoken form

6. Make your changes to the pronunciation

7. Click **Save**
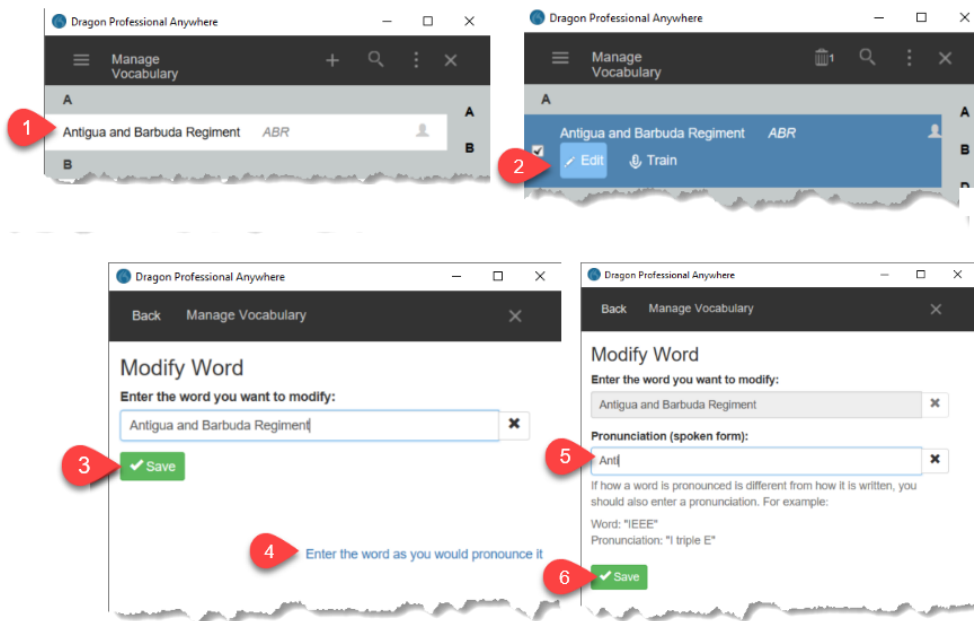
PRACTICE SCENARIOS

Scenario 1: Add a custom word

Dictate *Russell Fernsby has an appointment at three pm*

You'll notice that **Fernsby** was misrecognized as **Funds By**

Let's train Dragon to spell of Russell's name correctly.

1. Select Fernsby, and say **Add that to vocabulary**
2. Type Fernsby the way you want Dragon to type it (Dragon will type out exactly what you enter here)
3. Click the microphone button to train the word
4. Dictate "Fernsby"
5. After training, you may get a message that asks you to enter a Pronunciation. If so, Add that here.
6. Click **Confirm**

NUANCE
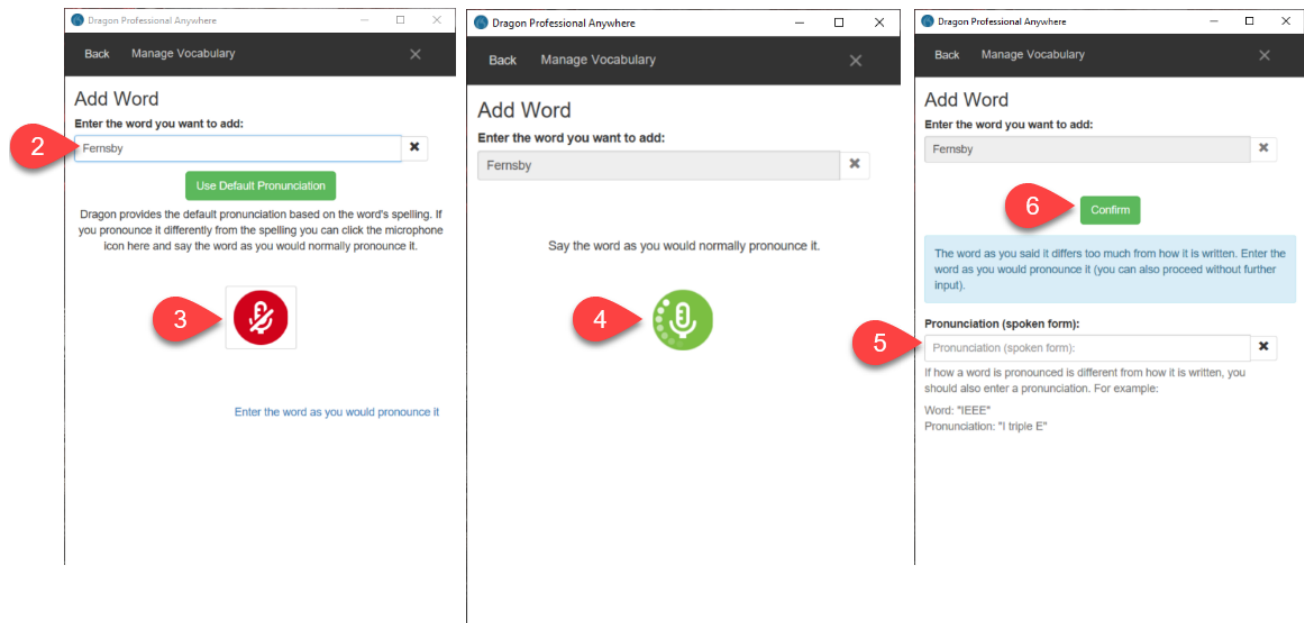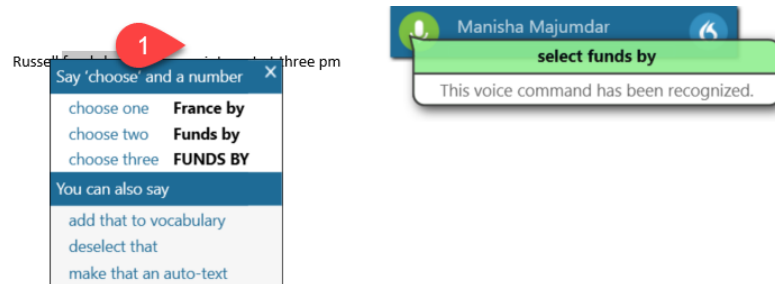
Scenario 2: Use Dragon to type out an acronym

You work at Diplomatic Security Service, which goes by the acronym of DSS. Instead of typing DSS, you want Dragon to type Diplomatic Security Service when you say DSS.

1. Say **Manage Vocabulary**

2. Click **+**

3. Type **Diplomatic Security Service** (Dragon will type out exactly what you enter here).

4. Click **Enter the word as you would pronounce it**

5. Type **DSS**

6. Click **Save**

Now, go into your document and say DSS. You will see Dragon type out "Diplomatic Security Service."
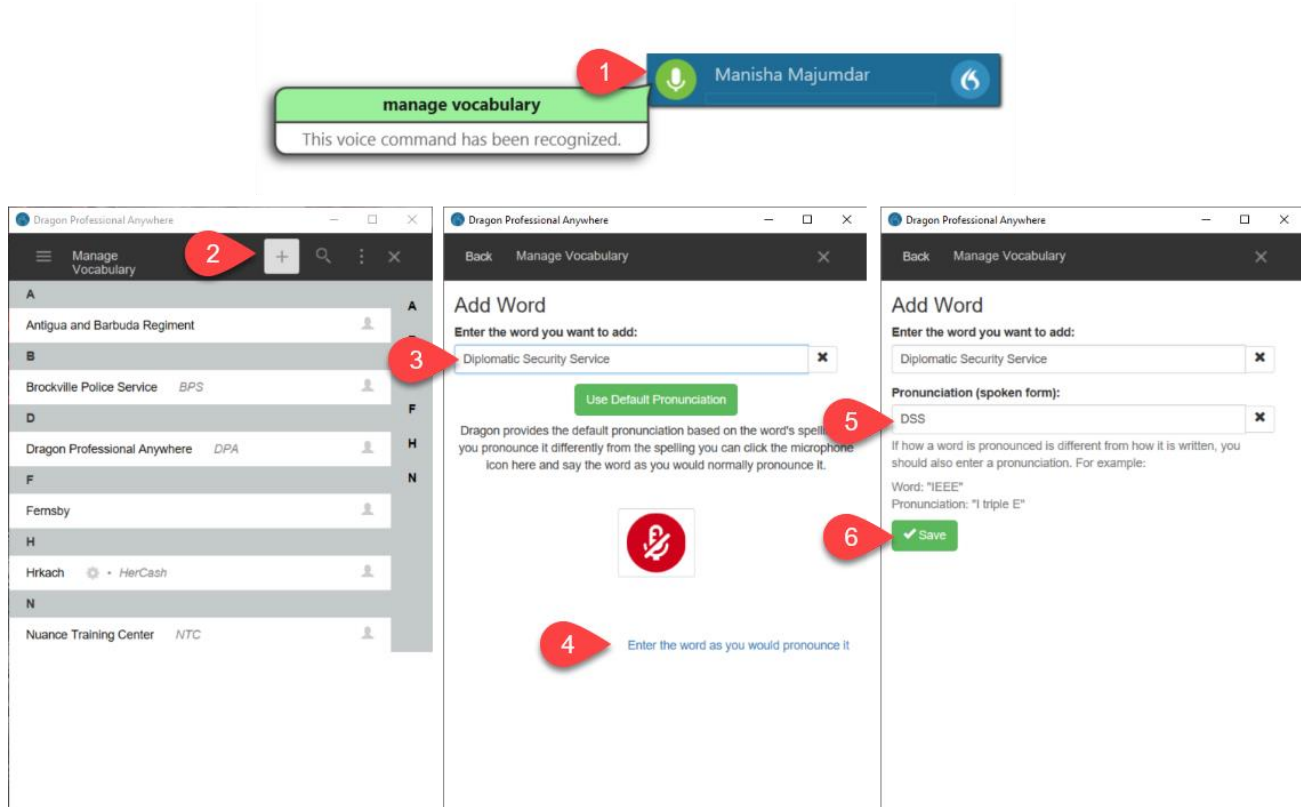
Note: If you have a need for Dragon to switch between typing DSS and Diplomatic Security Service, do not use the spoken form at all. Instead add both as written forms and say it how you need it typed.

Scenario 3: Edit a vocabulary entry

Diplomatic Security Service has changed its name to Diplomatic Security System. Now, you want Dragon to type Diplomatic Security System when you say DSS.

1. Say **Manage Vocabulary**

2. Click the name of the vocabulary entry you wish to change (Diplomatic Security System)

3. Click **Edit**

4. Make changes to the word (replace Service with System)

5. Click **Save**

Now, go into your document and say DSS. You will see Dragon types out "Diplomatic Security System."
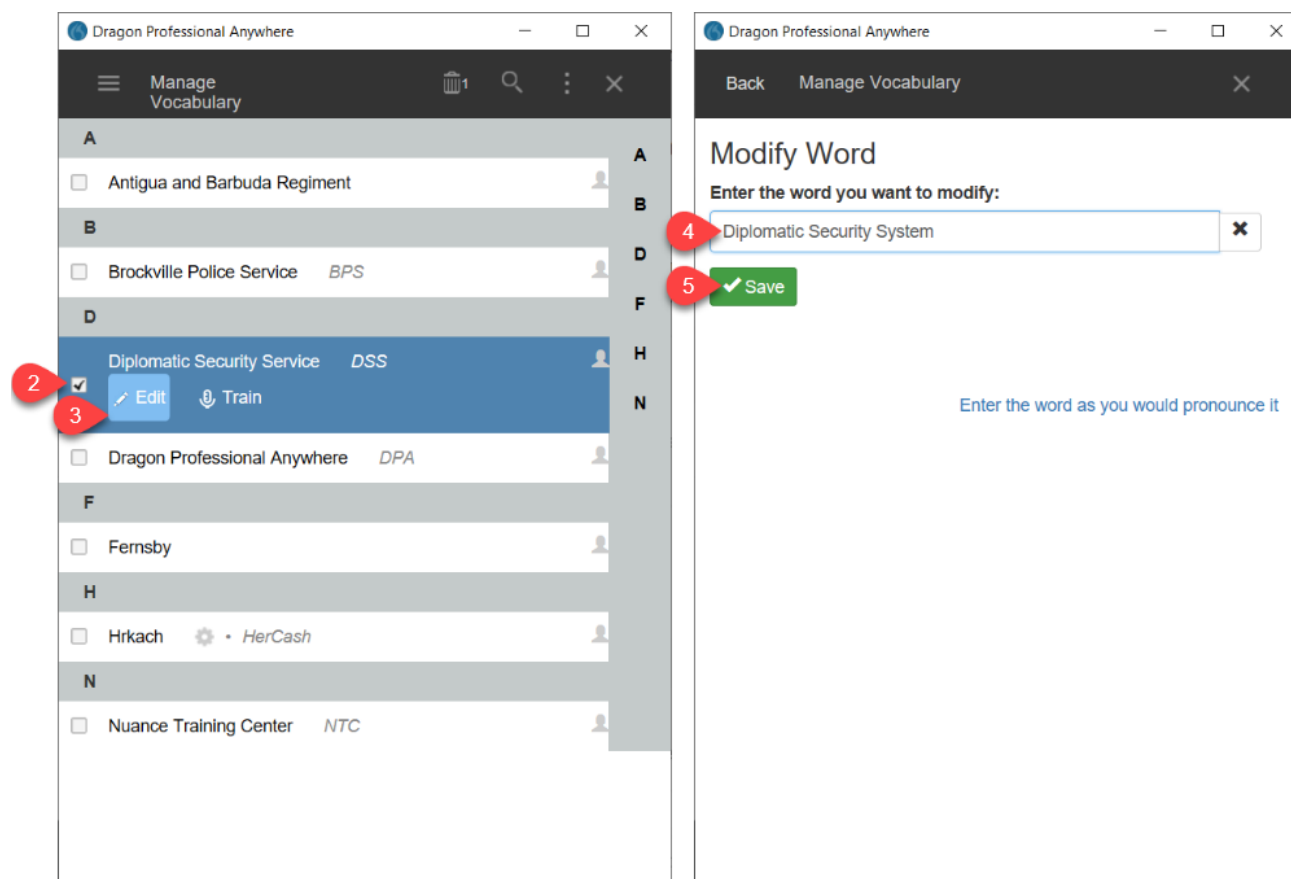
Now that you know how to add and edit custom words, try to add some of your own. If you have nicknames, hard to spell words, or acronyms you frequently use, adding custom words can help save time and increase accuracy in your dictation.

Lesson 10: Importing words

"Importing Words" is another method of adding manage vocabulary to the existing list. Here's how you can import words. All you need to do is create a .txt file that you will import into Dragon Professional Anywhere.

How to create a document to import words

1. Launch Windows Notepad or a word processor like Microsoft Word and create a new blank document.

2. On the first line of the document, type: **@version=Plato-UTF8**

3. Beginning on the next line, type a word or phrase you want to import. This will be the written form in Dragon. If you want the spoken form for it to be different, type **two backslashes "\\"** after the written form and then type the **spoken form**.
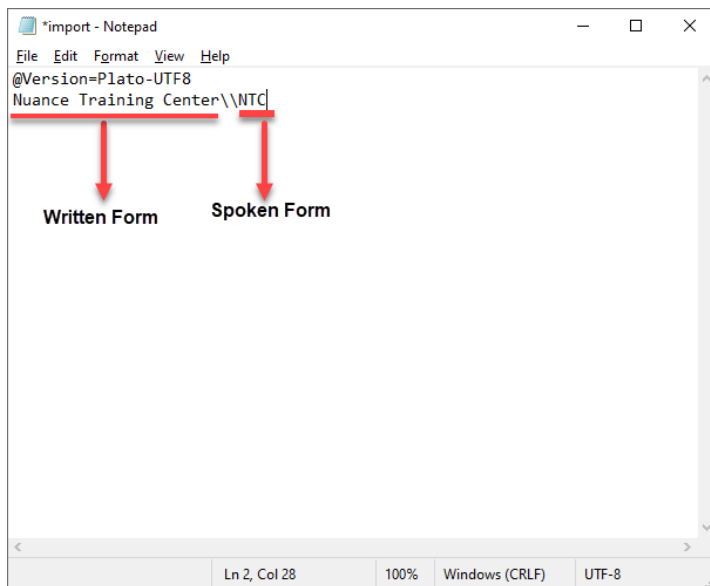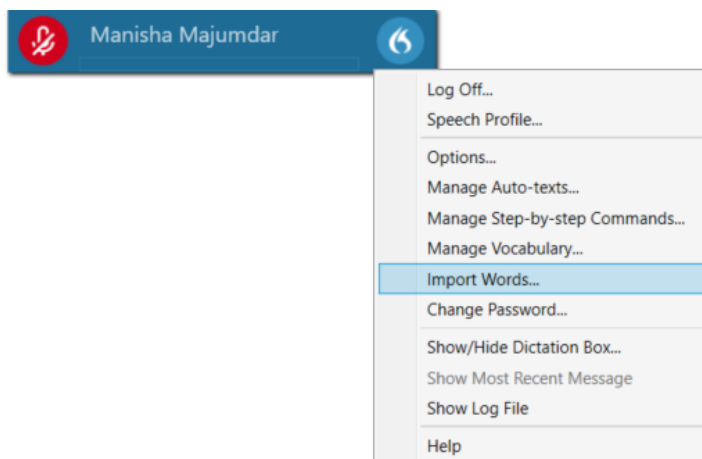

For example,

For the entry NTC, Dragon will write "Nuance Training Center" when you say "NTC"

4. Enter a line break and type the rest of the words and phrases, making sure to start each entry on a new line.

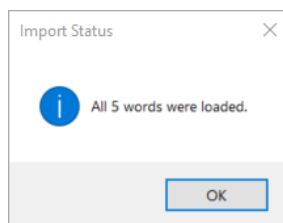5. Save the document as a **.TXT** file.

Importing words to Dragon

1. Click on the DragonBar menu and select "**Import Words**"
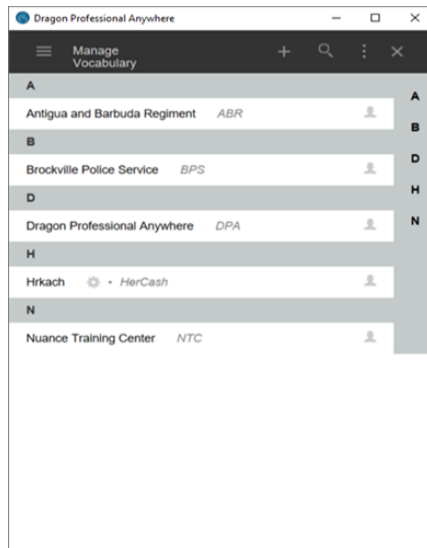

2. Select the .txt document that you have created and Click **Ok**

> Your words will be successfully loaded

To view the imported words, Click the DragonBar and select **Manage Vocabulary**. Your imported words have been added to the list.

You will see such a message in case of any error in the document that you have created to import words. Make the relevant changes and import words again.
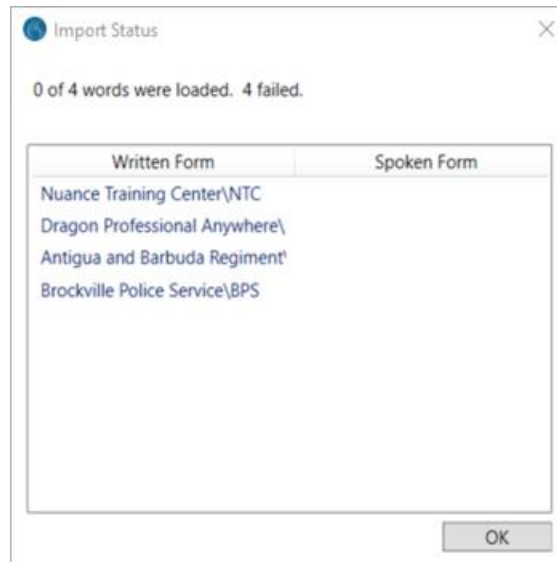
Lesson 11: Auto-text: creating and using templates

If you have a block of text that you frequently use (e.g., a Signature template) you can create an Auto-text to have Dragon automatically insert this text when you say a voice command.

Note: *Depending on your configuration, your administrators may already have pre-loaded some Auto-texts in your system. Say* **What Can I Say** *and look in the Auto-text category to see a full list of Auto-texts available to you.*

Creating an Auto-text

In just a few short steps, you can create a template to insert your frequently-used text block. Once the Auto-text is created, all you have to do is say a command and the text will be inserted.

Auto-text best practices

- Name your Auto-text something that would be easy to remember and use while you are dictating your notes
- Use a trigger word to help Dragon understand when you want to insert an Auto-text rather than just type text, for example:
    – "Insert signature" rather than "signature"
    – "Insert assessment template" rather than "assessment template"
- Pause briefly after dictating and before invoking the Auto-text so Dragon knows to treat it as a command
- Create Auto-texts for blocks of text that do not need to be edited with each use
- Select text and use the command **make that an Auto-text** to quickly and efficiently create Auto-texts from your standard dictation text
- Use delimiters/brackets [ ] to insert variable fields within a block of standard text
- Use the command **accept defaults** to clear the remaining brackets from variable fields once you are finished updating a note
- If multiple values are entered in a variable field, the first value in the list will be selected when the command **accept defaults** is used

Create your first Auto-text

First, click the Dragon Menu icon and select **Manage Auto-texts** or say **Manage Auto-texts.** The Manage Auto-texts dialog opens. Follow these steps to create your Auto-text:
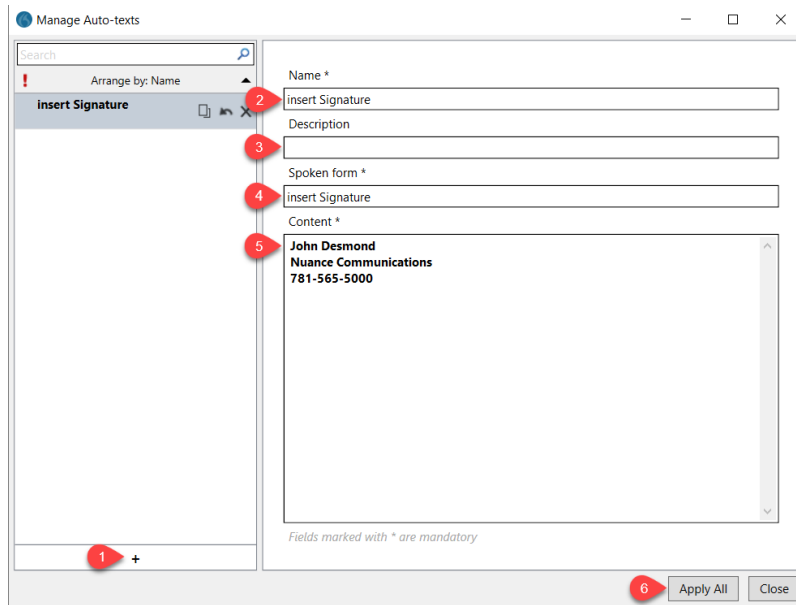
1. Click **+** to add a new Auto-text

2. **Enter a Name** (this is what your Auto-text is called)

3. **Enter a Description** (optional)

4. **Enter a Spoken Form** (this is what you will say to call up the Auto-text). The default is your Auto-text Name.

   • Note that special characters are not allowed in the Spoken Form field

   • Use a Spoken Form when the Auto-text name is pronounced differently than it is written

5. **Enter the Content** of the Auto-text (this is what will be typed out when you invoke the Auto-text)

6. Click **Apply All**

Click **Close** to close the Manage Auto-texts dialog when you are finished creating your Auto-text.

You can also use the command "**make that an Auto Text**" after selecting a word to add that to the list of Auto-text commands.
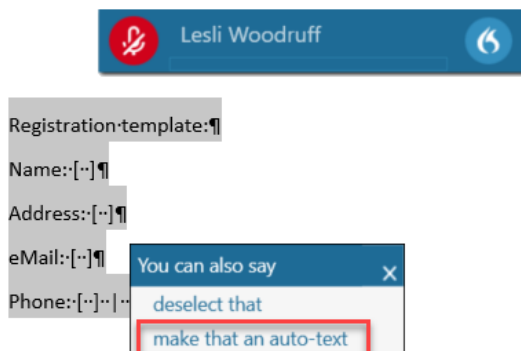
Inserting your Auto-text

To invoke your Auto-text, simply say the Spoken form in the course of your dictation, pausing briefly before and after saying the command name.

"The audit revealed that renovation project development costs paid by Johnston Brothers on behalf of a Brown comma Inc. affiliate were understated period new paragraph sincerely comma new paragraph [pause] Insert Signature"

PRACTICE SCENARIO

The following practice exercise will assist you in executing the Auto-text commands that you have created in the previous chapters.
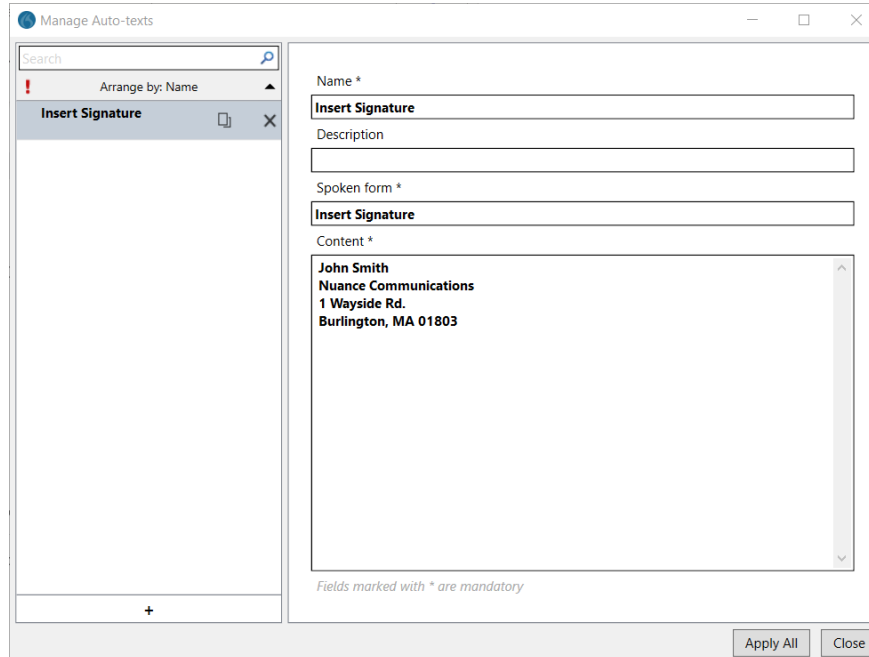
Scenario: Create an Auto-text

For this exercise, insert/dictate the text provided or use your own signature information.

John Smith
Nuance Communications
1 Wayside Rd.
Burlington, MA 01803

To make this an Auto-text,

1. Say ***Select John thorough 01803***…. [PAUSE] ***Make that an Autotext***

   - **Note:** You can also type text into the Content box

2. Enter Name ("Insert Signature")

3. Enter a Description if desired

4. Enter a Spoken Form if what you want to say to invoke the Auto-text is different (default is the Name)

5. Click Apply All

6. Click Close

Invoke the Auto-text

Now, go to the MS Word document you are using for training, click in the document where you want the signature inserted, turn on your microphone, and say, **Insert Signature**.

Observe: The signature is placed in the document at your cursor. Turn off your microphone.

Auto-texts with variable fields (delimiters)

Sometimes you have blocks of text you frequently dictate, but only specific pieces of the text need to be changed each time. These templates are useful when you must provide the same specific information each time. For example, it helps you remember details of an appointment and enables you to submit more thorough documentation overall.

Auto-texts can also contain fields. The field enables you to enter specific text in the standard block of text. Add the field to an Auto-text by typing [ ] where you will want to enter specific text. Navigate through the variable fields using the Next Field or Previous Field command. And dictate your information. Once you've completed your dictation, say, "Accept Defaults" to clear any remaining brackets.

1. Click + to add a new Auto-text

2. Enter a Name (this is what your Auto-text is called)

3. Enter a Description (optional)

4. Enter a Spoken Form (this is what you will say to call up the Auto-text). The default is your Auto-text Name. Note the following

5. In the Content section add [ ] where you would dictate free text in the context of the note

    Note: You can also add a description of the content as an option within the bracket. This is where the commands "accept defaults" and "field complete" can be useful.

PRACTICE SCENARIOS

The following practice exercise will assist you in executing the Auto-text commands that you have created in the previous chapters.

Scenario 1: Creating an Auto-text with variable fields
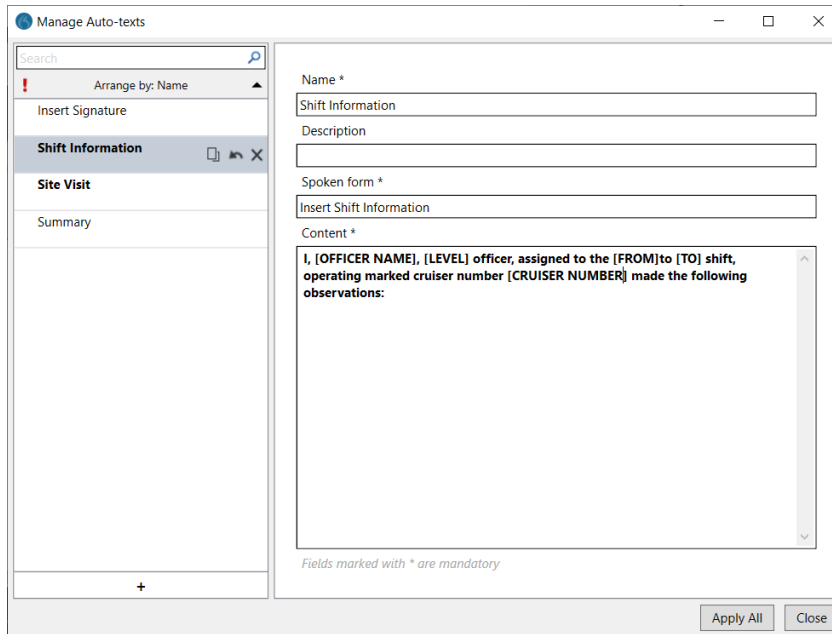
Create the Auto-text

1. Open the Dictation Box or a text document

2. Dictate the following

    Note: You can say "open bracket" and "close bracket" to insert the delimiters of the variable fields):

    I comma open bracket Officer Name close bracket comma open bracket Level] officer comma assigned to the open bracket From close bracket to open bracket To close bracket shift comma operating marked cruiser number open bracket cruiser number close bracket made the following observations colon

3. Say "Select All"

4. Say "Make that an Auto-text"

5. Name the Auto-text "Shift Information"

6. Change the Spoken form to Insert Shift Information

7. Click Apply All

8. Click Close

Scenario 1a: Execute the Auto-text

1. Click back into the Dictation Box or text document

2. Say "Insert Shift Information"

Observe: The template is placed in the document at your cursor and the first field is already selected

I, [Officer Name], [Level] officer, assigned to the [From]to [To] shift, operating marked cruiser number [cruiser number] made the following observations:

3. Say "Officer Richard Stanley"

4. Say "Next Field"

5. Say "K9"

6. Say "Next Field"

7. Say "4pm"

8. Say "Next Field,

9. Say "midnight"

10. Say "Next Field, Next Field"

   Observe the text

I, Officer Richard Stanley, K9 officer, assigned to the 4pm to midnight shift, operating marked cruiser number [cruiser number] made the following observations:

11. Say "Accept Defaults"

   Observe the text and notice how the default text remains

I, Officer Richard Stanley, K9 officer, assigned to the 4pm to midnight shift, operating marked cruiser number cruiser number made the following observations:

Scenario 2: Creating an Auto-text with variable fields

Create the Auto-text

1. Open the Dictation Box or a text document

2. Dictate the following (note that you can say "open bracket" and "close bracket" to insert the delimiters of the variable fields):

   Date colon open bracket caps on all caps date close bracket

   Location colon open bracket caps on all caps ADDRESS close bracket

   Client colon open bracket caps on all caps CLIENT slash CUSTOMER NAME close bracket

   Contact Information colon open bracket caps on all caps CLIENT slash CUSTOMER ADDRESS comma EMAIL AND PHONE close bracket
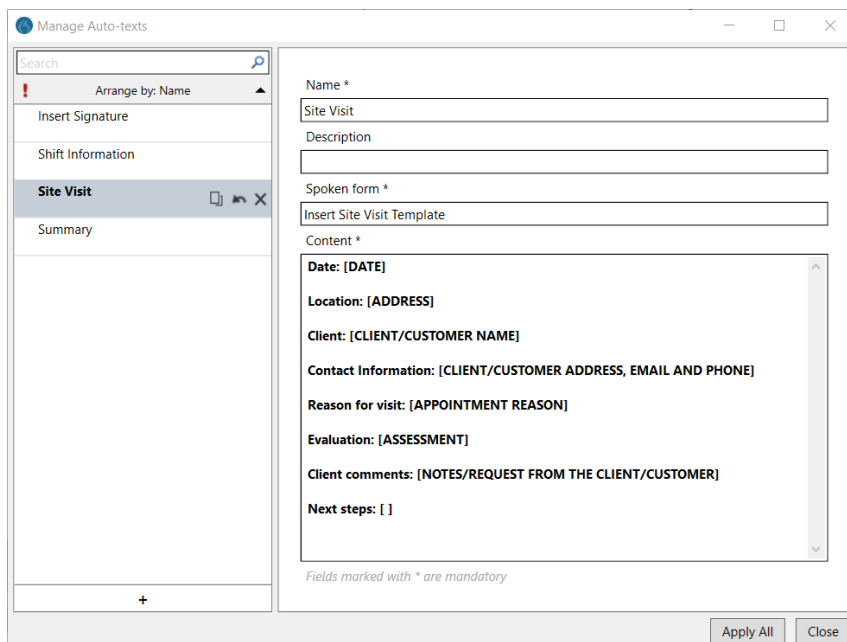
   Reason for visit colon open bracket caps on all caps APPOINTMENT REASON close bracket

   Evaluation colon open bracket caps on all caps ASSESSMENT close bracket

   Client comments colon open bracket caps on all caps NOTES slash REQUEST FROM THE CLIENT slash CUSTOMER close bracket

   Next steps colon open bracket caps on all caps NEXT STEPS close bracket

3. Say "Select All"

4. Say "Make that an Auto-text"

5. Name the Auto-text "Site Visit"

6. Change the Spoken form to Insert Site Visit Template

7. Click Apply All

8. Click Close

Scenario 2a: Execute the Auto-text

1. Click back into the Dictation Box or text document

2. Say "Insert Site Visit Template"

   Observe: The template is placed in the document at your cursor

   Date: [DATE]

   Location: [ADDRESS]

   Client: [CLIENT/CUSTOMER NAME]

   Contact Information: [CLIENT/CUSTOMER ADDRESS, EMAIL AND PHONE]

   Reason for visit: [APPOINTMENT REASON]

   Evaluation: [ASSESSMENT]

   Client comments: [NOTES/REQUEST FROM THE CLIENT/CUSTOMER]

   Next steps: [NEXT STEPS]

3. Say "May 1st 2021"

4. Say "Next Field"

5. Say "27 Burlington Way comma Woburn MA"

6. Say "Next Field"

7. Say "Larissa Bates"

8. Say "Next Field"

9. Say "1 Wayside Rd, Burlington, MA 01803, United States new line dragon@nuance.com new line 781dash555dash1234"

10. Say "Next Field"

11. Say "Accept Defaults

    Observe: the text and notice how the default text remains:
    Date: May 1st 2021

    Location: 1 Wayside Rd, Burlington, MA 01803, United States

    Client: Larissa Bates

    Contact Information: 14 Main Street
    *　　　　　　　　　　Burlington MA 01803*
    *　　　　　　　　　　dragon@nuance.com*
    *　　　　　　　　　　781-555-1234*
    Reason for visit: APPOINTMENT REASON

    Evaluation: ASSESSMENT

    Client comments: NOTES/REQUEST FROM THE CLIENT/CUSTOMER

    Next steps:

# Lesson 12: Step-by-step commands – automating keystrokes

In Dragon, you can create custom commands to automate tasks you do frequently, saving time by condensing multiple keystrokes, or text entries, into one voice command. In fact, anything that you can do with your keyboard, you can set up Dragon to perform using Step-by-step Commands.

Creating Step-by-step commands

Say **Manage Commands** (or **Manage Step-by-step Commands)**, or select **Manage Step-by-step Commands** from the DragonBar menu.

Observe: The Manage Step-by-step Commands dialog opens

1. Click **+**

2. Enter a **Name** for the command

3. Enter a **Description** (optional)

4. Enter a **Spoken form** (this is what you will say to call up the Step-by-step Command). Note: The default is your command Name.

5. Click **New Step** to add your first step
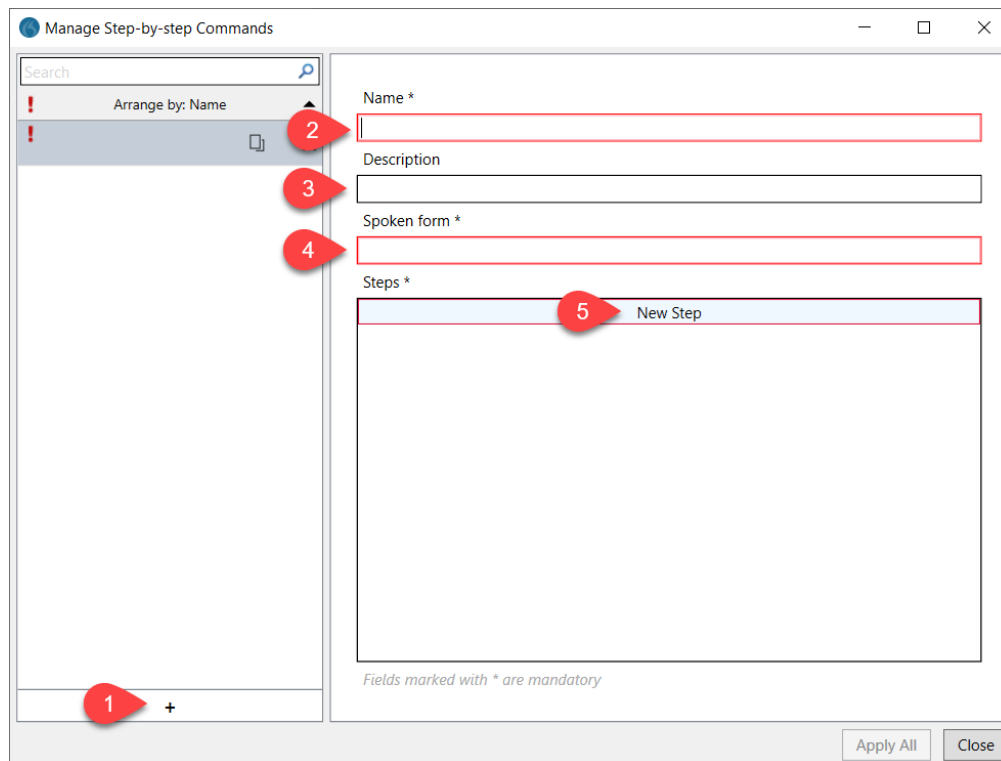
Click the DragonBar Menu Icon to view/edit commands:

- Commands created by you are in Manage Auto-text or Manage Step-by-step Commands

- Shared Commands managed by the organization's Dragon Administrator are in Custom Commands in What Can I Say

Step types

Command Name	Function
Open Application	Add this step to open a specified application. If the application is already open, the focus will switch to this application. Specify the following properties: Target – enter the full path and name to the application .exe file. Arguments – enter the command line argument needed to open the application—for example, a template. Start in – browse for the folder in which the application or file should open. Run as – select the size of the application window (normal, minimized, or maximized).
Wait	Set a waiting time in milliseconds to pause between steps—for example, 500 ms for the application to open with the specified template (range: 50-2500 ms).
Enter Text	Enter a short text block that will be written at the cursor position in the application (for larger text blocks that may be inserted regularly, use Auto-texts).
Press Keys	Enter the sequence of keys to be pressed (see options in the chart below). Entering text and combining keys with modifiers is also an option.
Press Hotkey	Enter one keyboard combination: select modifiers (optional) and press a key to enter it into the field.
Microphone On	Turn the microphone on.
Microphone Off	Turn the microphone off.

Press keys

The following keys can be entered in the Press Keys field. Curly brackets { } must be used.

Key	Input format	Key	Input format
Backspace	{BACKSPACE} or {BS}	Add	{ADD}
Break	{BREAK}	Subtract	{SUBTRACT}
Caps lock	{CAPSLOCK}	Multiply	{MULTIPLY}
Scroll lock	{SCROLLLOCK}	Divide	{DIVIDE}
Delete	{DEL} or {DELETE}	F1 - F24	{F1} to {F24}
Down arrow	{DOWN}	Return	{RETURN}
End	{END}	Help	{HELP}
Enter	{ENTER}	Decimal	{DECIMAL}
Esc	{ESCAPE} or {ESC}	Separator	{SEPARATOR}
Home	{HOME}	Space	{SPACE}
Insert	{INSERT}	Select	{SELECT}
Left arrow	{LEFT}	Print	{PRINT}
Num lock	{NUMLOCK}	Execute	{EXECUTE} or {EXEC}
Page down	{PGDN}	Snapshot	{SNAPSHOT}
Page up	{PGUP}	Cancel	{CANCEL}
Right arrow	{RIGHT}	Windows	{WINDOWS} or {WIN}
Tab	{TAB}	Applications	{APPLICATIONS} or {APPS}
Up arrow	{UP}	Left mouse button	{LBUTTON} or {LBTN}
Add	{ADD}	Right mouse button	{RBUTTON} or {RBTN}
Subtract	{SUBTRACT}	Clear	{CLEAR}
Multiply	{MULTIPLY}		

Modifiers

Modifier	Input format
Shift	+
Ctrl	^
Alt	%

PRACTICE SCENARIOS

Let's practice by creating two Step-by-step Commands: one for Copy and one for Paste. This will help you copy and paste selected text with a simple voice command.
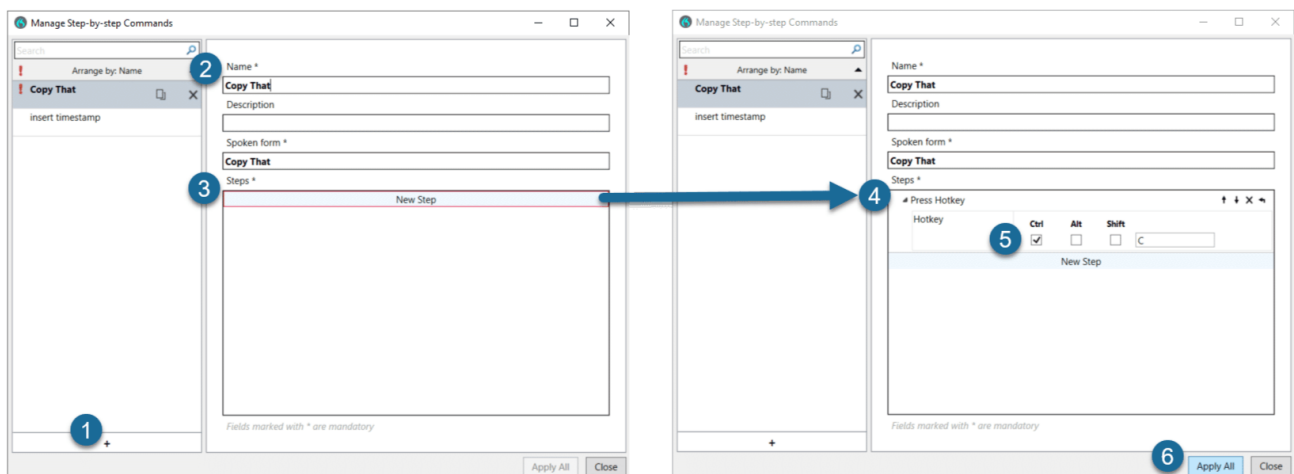
Scenario 1: Create a Step-by-step command called *Copy That*

Say Manage **Step-by-step Commands** to open the dialog box

1. Click **+**

2. Name the command **Copy That**

   - **Observe**: The Spoken Form changes to Copy That. This is what you will say to invoke the Step-by-step command.

3. Click **New Step**

4. Click **Press Hotkey**

5. Press **Ctrl-C** on your keyboard

   - **Result:** Ctrl is checked and the letter 'C' is in the box

6. Click **Apply All**

Observe: Your Step-by-step command "Copy That" is added to your list of commands.

Continue to the next exercise to create the "Paste That" command.

Scenario 2: Create a Step-by-step command called *Paste That*

With the Manage Step-by-step Commands dialog box still open,

1. Click **+**
2. Name the command **Paste That**

   - **Observe**: The Spoken Form changes to Paste That. This is what you will say to invoke the Step-by-step command.

3. Click **New Step**
4. Click **Press Hotkey**
5. Press **Ctrl-V** on your keyboard

   - **Result**: Ctrl is checked and the letter 'V' is in the box

6. Click **Apply All**
7. Click **Close**

Observe: Your Step-by-step command "Paste That" is added to your list of commands. You should see both Copy That and Paste That on your commands list.

Continue to the next exercise to practice using your new Step-by-step commands.
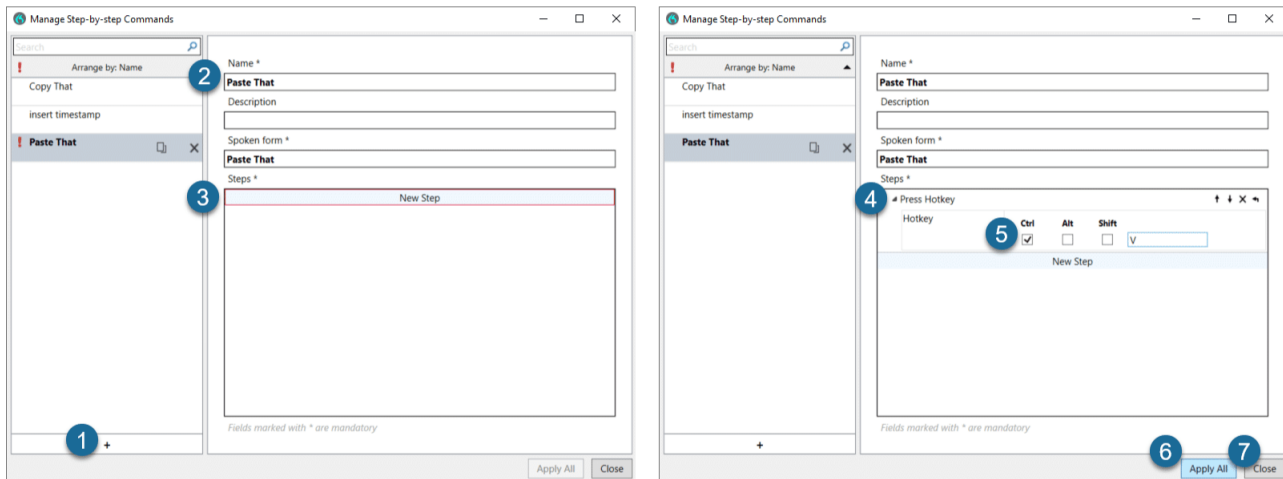
Scenario 3: Use your new Step-by-step commands

Say **Open Dictation Box** or select Show/Hide Dictation Box from the Dragon menu.

1. Say **Insert Signature**

   Note: This is the template you created in the Auto-text lesson. If you did not create this Auto-text, copy this text into the Dictation Box: John Smith Nuance Communications 1 Wayside Rd. Burlington, MA 01803

2. Say **Select John through 10803** (or select the text with your cursor)

   - **Observe:** The words John Smith Nuance Communications 1 Wayside Rd. Burlington, MA 01803 is highlighted.

3. Say **Copy That**

   - **Observe**: Dragon acknowledges the command with a message that says *this voice command has been recognized*

4. Say **Go to End** or position your cursor at the end of the text and say **Paste That**

   - **Observe**: Dragon acknowledges the command with a message that says this voice command has been recognized

Your copied text is pasted where your cursor was positioned

CHAPTER 3: OPTIONS, SETTINGS AND MORE

Lesson 13: DPA Options

The Options dialog enables you to customize your general settings, Dictation Box, Hotkeys and PowerMic buttons.

Select **Options** from the **Dragon menu** to open.

The default General settings are recommended for everyday dictation. However, if you want to change when your speech focus is anchored, where and how feedback on voice commands appears, or if you want to change the variable field delimiters, you can do that in this section.

General

This section enables you to edit several of Dragon's options.
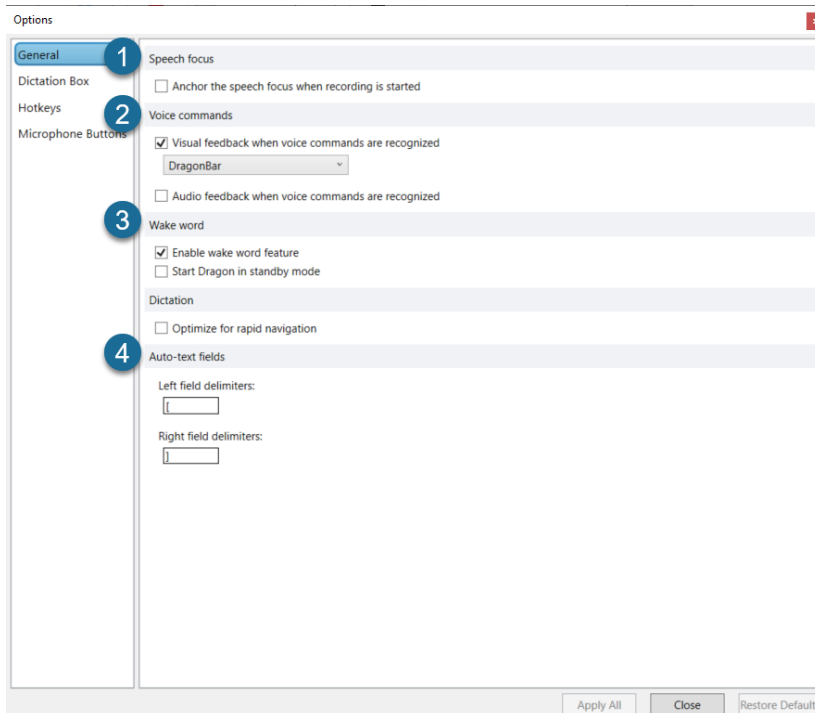
1. **Speech Focus**

Speech focus enables you to keep speaking into one application while opening and navigating through other applications.

To always anchor the speech focus when you speak, click Anchor the speech focus when recording is started.

2. **Voice Commands**

Select whether (and where) you want visual feedback when Dragon executes a command. By default, visual feedback is displayed by the DragonBar when voice commands are recognized. If "Audio feedback when voice commands are recognized" is checked, your system will play a sound every time Dragon recognizes a voice command.

3. Wake word

Use this to enable Dragon to recognize the command "stop listening" or "go to sleep" to put Dragon in standby mode, and the command "wake up" to listen for dictation. This option is disabled If you are using a PowerMic, as PowerMic starts the microphone in the "off" state.

4. Auto-text fields

Specify which delimeters you wish to use in Auto-texts with variable fields. The default delimiter is the square bracket [ ], however your preferences may vary.

Dictation Box

These settings enable you to select options related to moving the text from the Dictation Box to the desired location and controlling what happens in the Dictation Box.
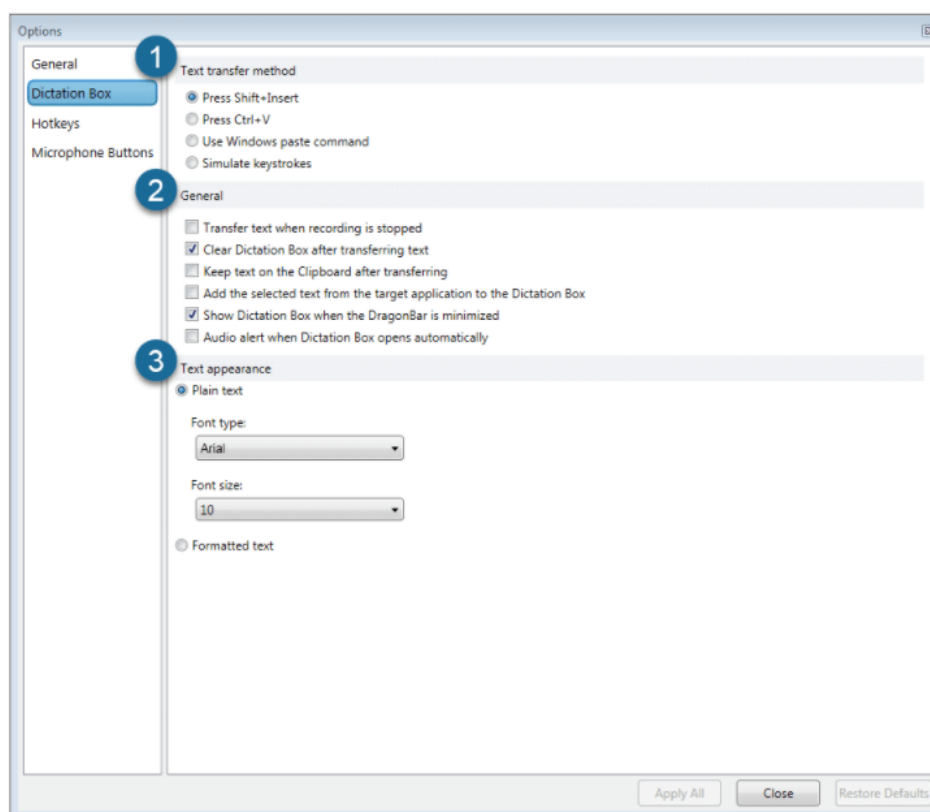
1. Text Transfer Method

You may need to change the text transfer method to give Dragon Professional Anywhere the ability to work within the target application. It is recommended to leave this setting defaulted to Press Shift + Insert.

2. General

This setting enables you to control what happens to the text in the Dictation Box after it is transferred.
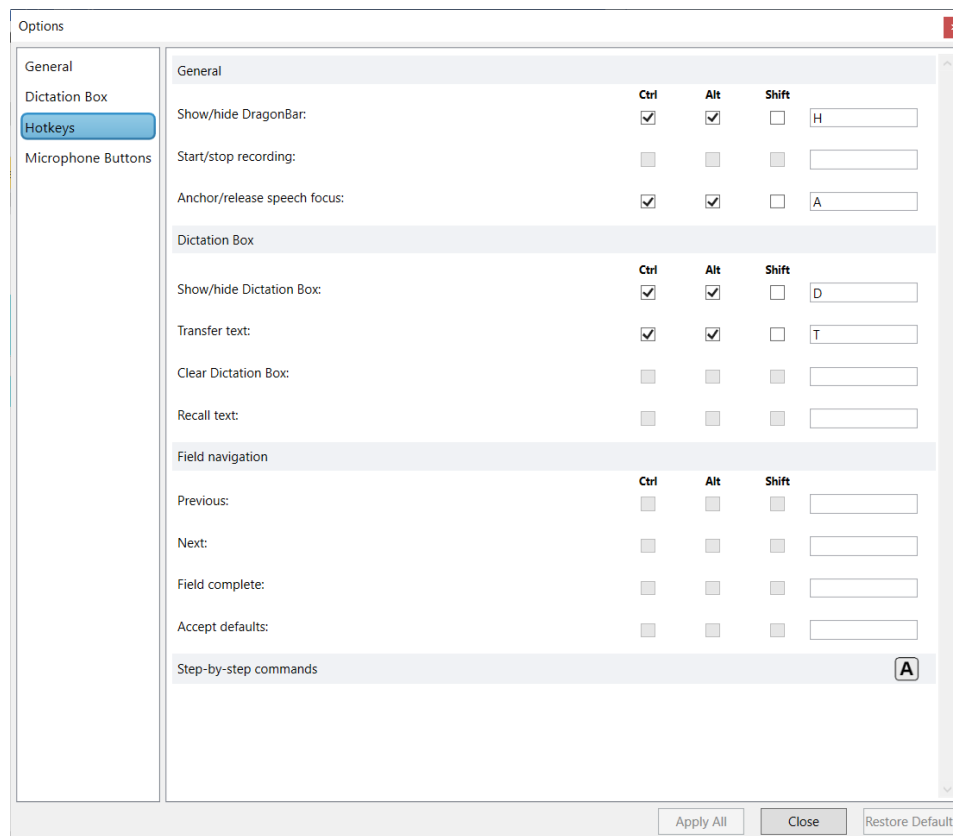
3. Text Appearance

Text appearance enables you to decide how to format the text.

- **Plain text:** The transferred text will assume the font characteristics (style, size, etc.) set in the Options menu.

- **Formatted text**: This enables the user to format the font (style, size, bold, italics) within the Dictation Box.

Hotkeys

Using a combination of keys on the keyboard (instead of clicking on the screen) to initiate an action can often speed up tasks. The Hotkeys menu enables you to assign these keyboard shortcuts.

Options					
General					
General					
Dictation Box			**Ctrl**	**Alt**	**Shift**
Hotkeys	Show/hide DragonBar:		☑	☑	☐	H
Microphone Buttons	Start/stop recording:		☐	☐	☐	
	Anchor/release speech focus:		☑	☑	☐	A
	Dictation Box				
			Ctrl	**Alt**	**Shift**
	Show/hide Dictation Box:		☑	☑	☐	D
	Transfer text:		☑	☑	☐	T
	Clear Dictation Box:		☐	☐	☐	
	Recall text:		☐	☐	☐	
	Field navigation				
			Ctrl	**Alt**	**Shift**
	Previous:		☐	☐	☐	
	Next:		☐	☐	☐	
	Field complete:		☐	☐	☐	
	Accept defaults:		☐	☐	☐	
	Step-by-step commands				A

Apply All   Close   Restore Defaults

Microphone buttons

If using a PowerMic, this menu enables you to assign actions to certain microphone buttons. Note: To use Standby Mode, you must set the press-to-talk button to Microphone On/Off. It is set to Press-and-hold by default.
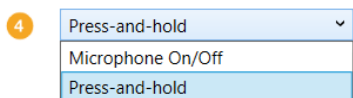
Microphone On/Off enables you to press the talk button one time to turn the microphone on

- Press the talk button again to turn it off

- The button does not need to be held while speaking

- Choose this setting to use Standby Mode

Press-and-hold requires you to press the record button to turn the microphone on and hold it while speaking

- When finished speaking, release the record button and the microphone will turn off

The Transcribe, Tab Backward, Tab Forward, Enter/Select, and Custom Right buttons on the PowerMic can all be programmed with the options on the drop-down menu.

Note: Use **Restore Defaults** to remove all the customizations you have applied

Lesson 14: Using the PowerMic

Configuring and using your PowerMic

DPA is compatible with an array of recording devices. It is recommended that you use a Nuance PowerMic if possible. The following PowerMic configuration steps are recommended:

- Click the **DragonBar Menu Icon** and choose **Options** > **Microphone Buttons**

- Use the **drop-down Microphone Buttons** arrows to view and select different options for each of the configurable PowerMic buttons.

Dragon only recognizes speech when the microphone icon is in the "on" position. To turn the PowerMic on:

Microphone
(talk here)

Press
to talk

Click **Press to Talk** on the PowerMic to begin speaking

- Remember to wait a second before speaking to avoid clipping

- Speak into the top of the PowerMic for best recognition

- Hold the microphone approx 1" from your mouth for best results

Release the button *after* you are done speaking

- Dictation may be clipped if you release the Press to Talk button too early

New programmable buttons are available for PowerMic :

Button		Default Settings
1	Rewind	Previous Field navigation
2	Fast Forward	Next Field navigation
3	Stop/Play	No default
4	Custom Left	No default

You can also program a PowerMic button to run any of your Step-by-step Commands, so once you create the Step-by-step Command you can even program your PowerMic to insert them. Just select Step-by-step Commands from the drop-down menu, select a Personal or Shared command, and click Add. Now, when you press that PowerMic button, it will execute your Step-by-step Command.

Cleaning your PowerMic

PowerMic cleaning and disinfecting guidelines

In light of efforts to protect against the spread of COVID-19, we are sharing these updated best practices for PowerMic Cleaning and Disinfecting Guidelines.

Note: Make sure the PowerMic is unplugged before cleaning. Be extremely careful not to get any liquid inside of the PowerMic.

General disinfection

While the PowerMic device is not designed for any deep cleaning where fluids would enter the unit if sprayed, it can be wiped down with a disinfectant. A specific recommendation is to use a Clorox or Lysol wipe. The PowerMic has an antimicrobial surface and has been tested using both Clorox and Lysol wipes as part of our qualification testing.

Sticky buttons

To clean without disassembly, use a Q-tip with a disinfectant cleaner and clean around the edges of the button while it is depressed.

General cleaning

Use a disinfectant cleaner on the PowerMic to wipe down the device and make sure that there is no debris in any of the crevices. The device manufacturer has provided the following guidelines regarding the types of cleaners that are safe to use on the PowerMic devices:

- Lysol
- Clorox
- Bleach
- Saline
- Hydrogen Peroxide
- Isopropyl alcohol

DO NOT USE:

- T-Spray
- Acetone
- Methyl Ethyl Ketone (MEK)

APPENDIX I: REVIEW

- **Launch and log into the Dragon Professional Anywhere application:** Use the DPA icon to launch Dragon Professional Anywhere. Enter your user name, password, select the appropriate recording device, language, and specialty, and then click the OK button to start using DPA.

- **The DragonBar**: Use the DragonBar to access the microphone (to start/stop recording) and the DragonBar Menu (to access all of DPA's options and customization functions).

- **Microphone Management and Basic Dictation/Correction:** Keep using Dragon to dictate. As you become more comfortable with basic dictation, you will see that Dragon learns from the corrections you make. Keep dictating. Keep using the correction commands.

- **Add Custom Vocabulary:** Adding custom words to your vocabulary will increase Dragon's recognition and reduce the time you spend making corrections. Adding words and phrases will only improve Dragon's accuracy over time.

- **Add Commands**: As you become more comfortable dictating and using DPA for daily dictation, you will find **Auto-texts** increasingly useful for adding frequently-used blocks of text to your notes. **Step-by-step commands** can automate routine keystrokes and tasks to make Dragon a seamless - and integral - part of your documentation workflow.

- **What Can I Say?** Use the command *What Can I Say* to open the What You Can Say menu and see available commands wherever you are dictating. Here, you can also access other features like DPA Options and Manage Vocabulary.

APPENDIX II: FREQUENTLY ASKED QUESTIONS

Will my username be on the login screen the next time I log in?

Yes. Dragon Professional Anywhere defaults to the last information that was entered. If you have Single Sign-on (SSO) enabled or if your administrator has enabled it, Dragon will automatically log you in with your Windows credentials.
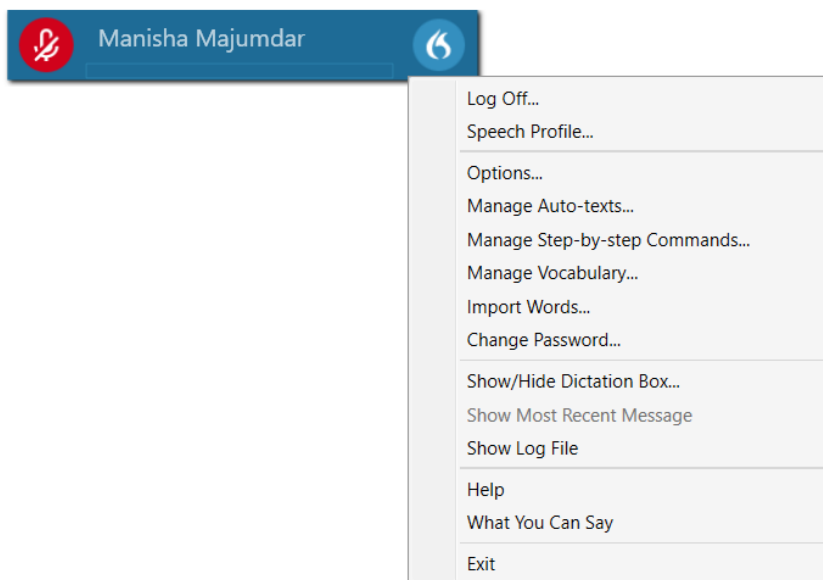
What does the DragonBar do in Dragon Professional Anywhere?

The DragonBar is used to start/stop dictation as well as configure and control Dragon's setup.

Where can I see the full list of features in Dragon Professional Anywhere?

Click the DragonBar Menu Icon to see a drop-down menu of all the features in DPA.

How will I know that Dragon is listening?

The Microphone Status Indicator shows a spinning motion to let you know Dragon Professional Anywhere is listening and processing your speech or commands.

What happens to Dragon in standby mode?

In Standby Mode, Dragon is not actively taking dictation, but it is listening for a Wake-up Word to turn the microphone back on. Dragon Professional Anywhere is ready to go when you are ready to resume dictating—just say the command **Wake Up** to turn the microphone back on.

Which commands can I use to enter Standby Mode?

Following voice commands can be used to enter Standby Mode:
- Go to Sleep
- Stop Listening
- Stop Recording

What microphone settings need to be configured for standby mode to work?

If you are using a PowerMic, Standby Mode will only work if the microphone is set to Microphone On/Off. It will not work with press-and-hold. Select Microphone On/Off. Check the box next to Enable wake word feature.
Note: If you use a headset, Standby Mode is enabled by default.
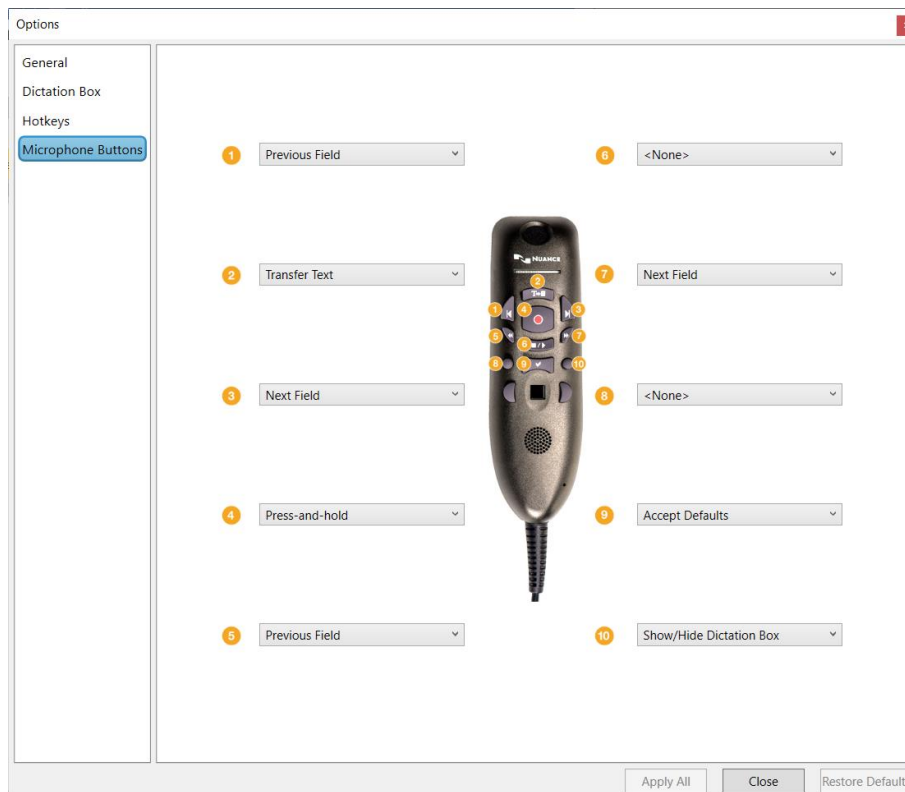
Why does the Dictation Box open when I dictate?

A Dictation Box will automatically open if Dragon notices you are trying to dictate in an unsupported application or if your cursor is not inside a text field. The Dictation Box stores your dictated text until you are ready to transfer it to your note.

Which commands can I use in the Dictation Box?

- **Transfer text** moves the contents of the dictation box to the target application, placing it where your cursor is positioned.
- **Recall text** brings the text back to the dictation box, enabling you to transfer the same text to a different application if needed.
- **Discard text** clears your dictation box for fresh dictation.

Note: All text editing, navigation, correction, and vocabulary commands work in the Dictation Box as well.

What should I do if Dragon is spelling a word incorrectly?

For one-time use, say, "**Correct <XYZ>"** and then use the "**Choose <Number>**" option on the Correction menu.

If it is a word you will use more frequently and you have not added it to your vocabulary, add it as a custom word.

If Dragon is misspelling a word already in your vocabulary, train it:

1. Open **Manage Vocabulary** and search for the incorrectly spelled word

2. Click **Train** to train the word

3. Click the **microphone button** on the screen

4. **Say the word** as you would normally pronounce it (the microphone will turn green and spin)

5. Click **Confirm**
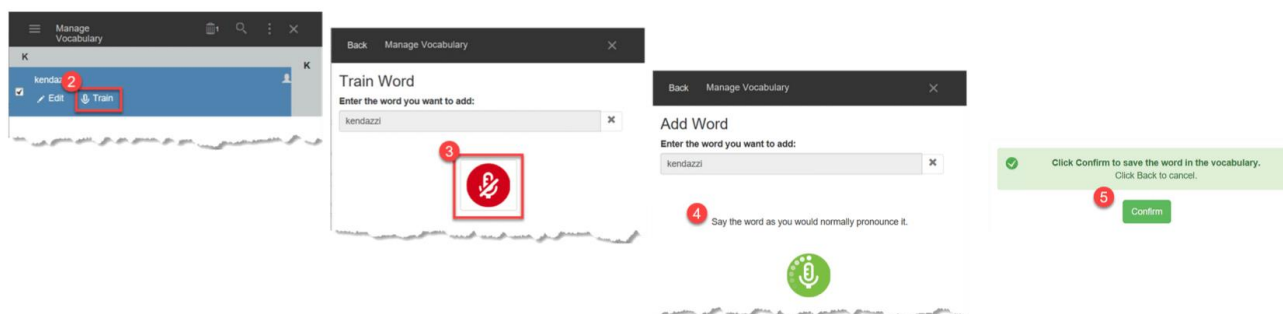
What is the best way to correct misrecognized words?

Dragon Professional Anywhere enables you to correct misrecognition in the way that suits you best. The speech recognition engine will learn from its mistakes as you use Dragon. Ways to correct dictated text with Dragon:

- **Use Voice Commands** to select words, numbers, sentences, or phrases

- **Say your corrections** instead of typing

- **Use the Correction Menu** to select from a list of suggested options or to format the text

- **Add new words to the vocabulary** this helps Dragon learn from its mistakes

How can I add custom words to my Vocabulary?

You can add a word to your vocabulary in several ways:

- Select a word and say **add that to vocabulary**

- Select a word and choose **add that to vocabulary** from the list

- Say **Manage Vocabulary** and click **+** to add a word

- Select **Manage Vocabulary** from the DragonBar Menu and click **+** to add a word

You can also choose to import words to add a list of words to your vocabulary.

How does Anchor Speech Focus help me?

With Dragon Professional Anywhere's Anchor Speech Focus mode, you can lock your cursor in the notes screen and use your mouse to click through another window while dictating.

For example, if you are reviewing a chart while dictating notes, click into the dictation notes window, say **Anchor Speech Focus**, and Dragon will continue to type your notes in the dictation notes screen, even though you are clicking into the chart for test data.

How do I cancel Anchor Speech Focus?

To cancel and go back to regular dictation, say **Release Speech Focus.**

How can I switch between different instances of the same words in my notes?

The voice commands "**Select Previous**" and "**Select Next**" will help you choose between different instances in Dragon Professional Anywhere.

My import did not work correctly. What did I do wrong?

Make sure you include the header "**@Version=Plato-UTF8**" at the top of your import document, otherwise you will see an error while importing the document to Dragon Professional Anywhere.

You will also see an error if you did not include "****" as a delimiter between the written form and the spoken form of the word.

I am unable to edit words I've added to my vocabulary list by training them. Why?

You will not be able to edit the words that you have trained by using the microphone option. Instead, you can retrain the words.

Which Auto-text parameters can I edit?

Once an Auto-text has been created, you can always go back to **Manage Auto-texts** and edit the Name, Spoken form, or Content fields. You can also delete Auto-texts that you no longer need.
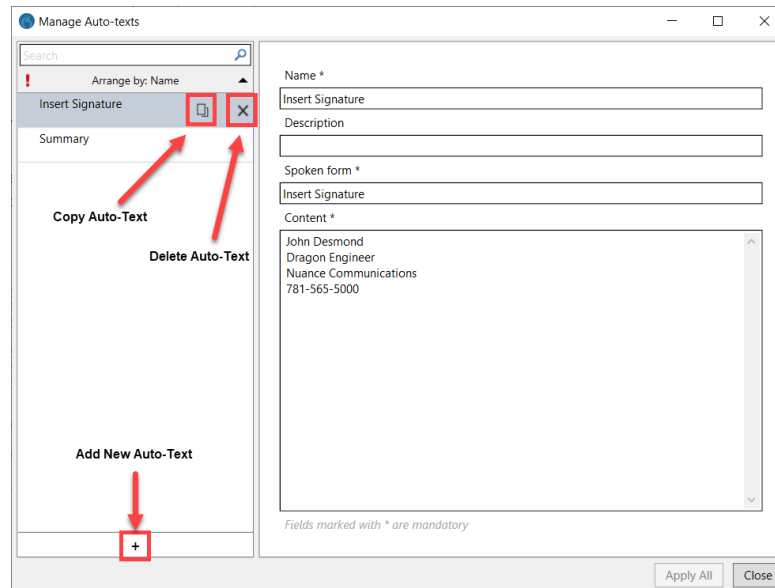

Can I dictate my Auto-text content when I create an Auto-text?

Yes. Dictate into the Auto-text Content field as you would in any document. Use the commands "left bracket" and "right bracket" or "open bracket" and "close bracket" to indicate variable fields within your dictation.

Left Bracket or Open Bracket = **[**

Right Bracket or Close Bracket = **]**

Dictate *"As a result, the Johnson Brothers assets open bracket consolidated net assets close bracket ..."* to type: *As a result, the Johnson Brothers assets [consolidated net assets]*
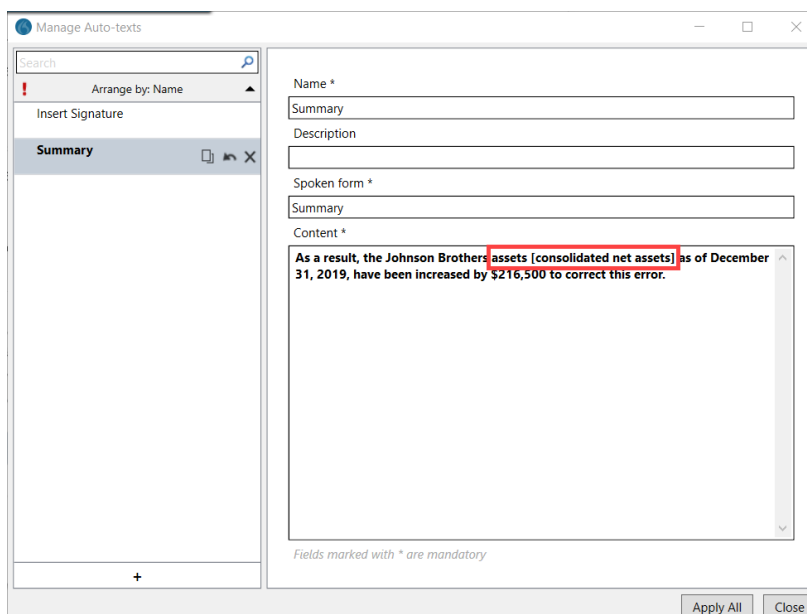
Can I create an Auto-text with a voice command?

Yes. Select a portion of text in your document and say, "**Make that an Auto-text**" to create an Auto-text with your voice.
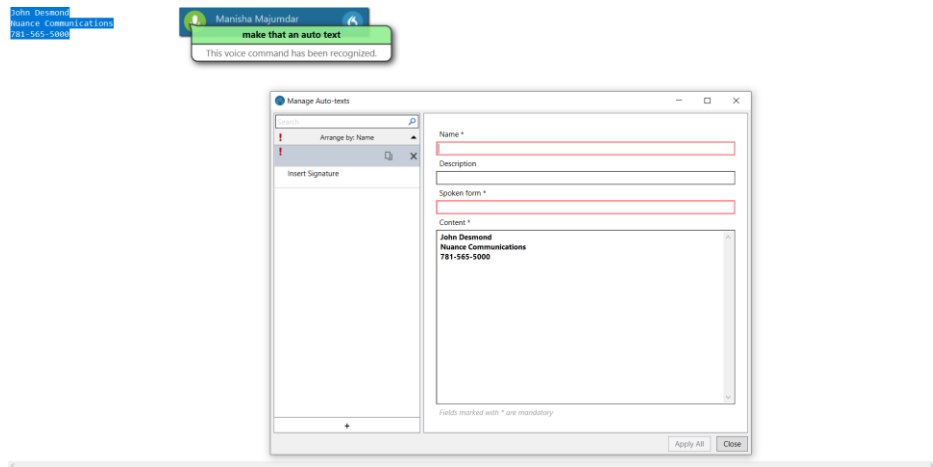
**How are Step-by-step Commands different than Auto-texts?**

The concept is similar to that of an Auto-text, but instead of simply inserting a block of text, Step-by-step Commands execute a series of actions via a single voice command. For example, a Step-by-step command can simulate keystrokes, open applications, run commands, or even turn your microphone on or off.

Can I edit a Step-by-step Command after it has been created?

Yes. Once you create a Step-by-step Command, you can always go back and edit the Name, Description, Spoken form fields, or any of the steps in the process.

Use the icons to edit your Step-by-step Commands:

- Duplicate a Step-by-step Command (use this when you have to create a similar command with multiple steps - it saves time in having to re-do all the steps)
- Delete a Step-by-step Command
- Move a step up in the sequence
- Move a step down in the sequence
- Delete a step
- Insert a step above the one you're on
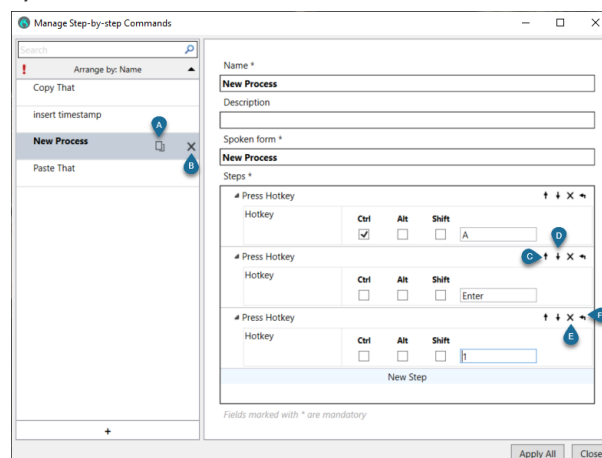
What kinds of steps can be programmed?

Use the Steps drop-down menu to select from a list of available steps you can include in creating a Step-by-step command.
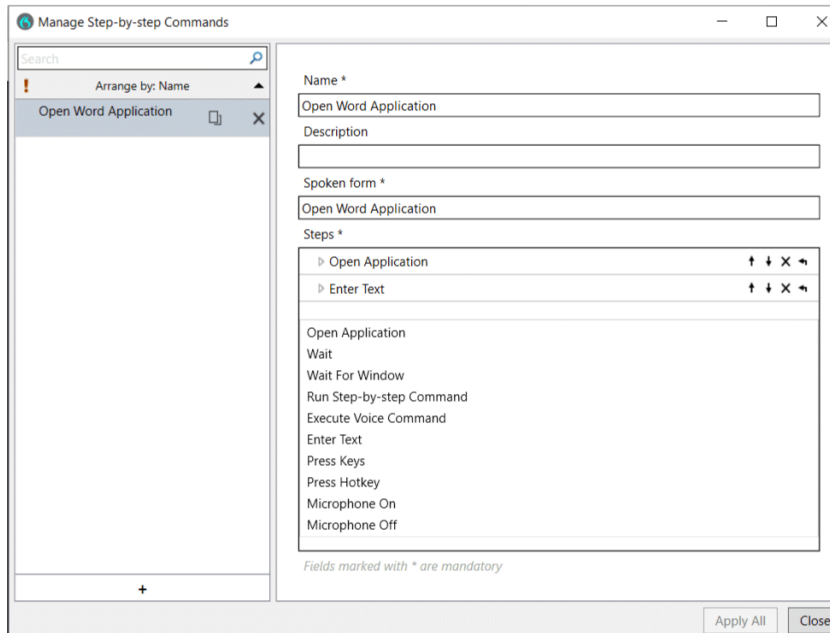
**What can I do in Options?**

The Options dialog enables you to customize your general settings, Dictation Box, Hotkeys and PowerMic buttons.

In the General tab, you can also enable/disable the Wake Word feature and starting Dragon in standby mode (when you are not using a PowerMic).
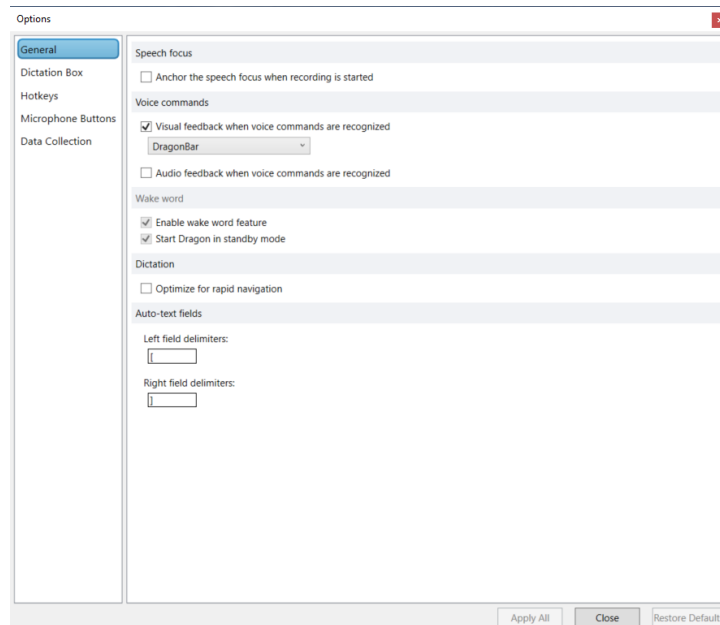
Where do I configure my PowerMic buttons?

- Click the DragonBar Menu Icon and choose **Options > Microphone Buttons**

- **Use the drop-down Microphone Buttons** arrows to view and select different options for each of the configurable PowerMic buttons.
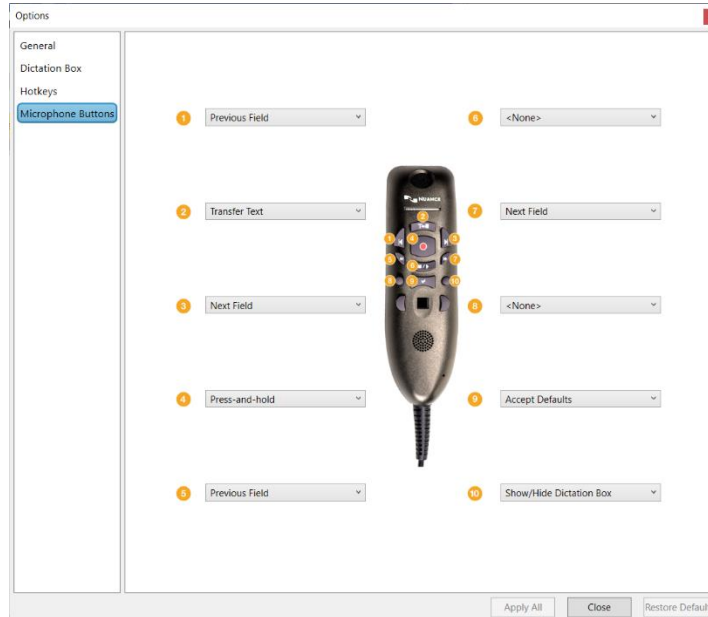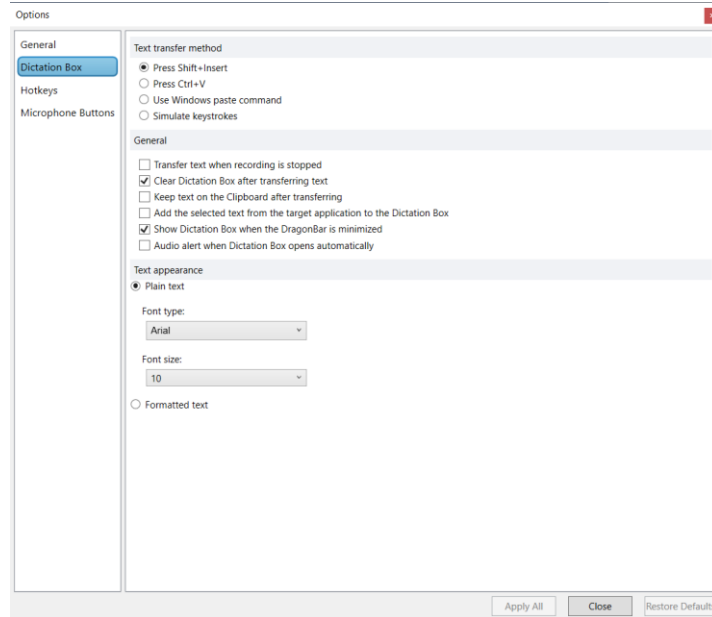

Why are some of the options grayed out?

When your administrator locks a particular setting in your organization, you will see the section grayed out in Options menu.

Can I change the options to suit my own needs if options are grayed out?

No, you will not be able to change the settings on your own if options are grayed out. Contact your administrator for assistance.

1-929-575-4500
sales@dictationone.com

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www.DictationOne.com/support
support@dictationone.com
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