Dragon Medical One
Quick Reference Guide
Improving solution performance and user documentation efficiency

Using the DragonBar

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)

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

<table>
<thead>
<tr>
<th>Say this:</th>
<th>To type:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Comma</td>
<td>,</td>
</tr>
<tr>
<td>Period or full stop</td>
<td>.</td>
</tr>
<tr>
<td>Exclamation point/mark</td>
<td>!</td>
</tr>
<tr>
<td>Question mark</td>
<td>?</td>
</tr>
<tr>
<td>Colon</td>
<td>:</td>
</tr>
<tr>
<td>Semi colon</td>
<td>;</td>
</tr>
<tr>
<td>Open quote ... Close quote</td>
<td>“...”</td>
</tr>
<tr>
<td>Open paren ... Close paren</td>
<td>(... )</td>
</tr>
</tbody>
</table>

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

Getting help

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

STANDBY MODE

Enter: Say *Go to sleep/Stop listening/Stop recording*
Exit: Say *Wake up*

Microphone status indicator
Audio quality indicator
Current user name
DragonBar Menu icon

Standby

Press to talk
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:
— 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.
— Scan the QR code below or email CSO_Training_Help@nuance.com to speak directly to one of our Application Consultants.

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