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| --- | --- | --- | --- | --- |
| **DRAGON ONE** |  | **DRAGON ONE** |  | **DRAGON ONE** |
| **DICTATION:** | **VOCAL NAVIGATION:** | **RECORDING:** |
| **Scratch That** | **Insert Before / Insert After** | **Go to Sleep** |
| **Undo That / Redo That** | **Start/End of Field** | **Wake Up** |
| **Delete That** | **Select again/previous** | **Microphone Off** |
| **Correct<text> through <text>** | **Select next** | **USER-DEFINED CUSTOM** |
| **Correct<word/phrase>** | **Resume with <text>** |  |
| **New line/paragraph** |  |  |
| **Manage Words** |  |  |
| **Cap That** | **DICTATION BOX:** |  |
| **ALL CAPS THAT** | **Show/Hide Dictation Box** |  |
| **Select <word/phrase>** | **Transfer Text** |  |
| **Select<text> through <text>** | **Recall Text** |  |
| **HELP:** | **Vocabulary** |  |
| **What Can I Say?** | **Manage Vocabulary** |  |
| **Help?** |  |  |

**TO EXECUTE A COMMAND:** Pause briefly before and after the command name.

**TO TYPE DICTATION/TEXT:** Speak in long, natural phrases without pausing between words if possible.

**NOTE:** Make sure to turn off your microphone when navigating between fields in your EHR.

**DICTATION:**

1. Open the application you wish to use with Dragon, and select a text field.
2. Turn on the microphone:

* Click the **microphone icon**  on the DragonBar
* Press the **+ key** on the keyboard’s numeric keypad.

1. Begin speaking.
2. If Dragon does not recognize the text field, the **Dictation Box** displays with your words.
3. To **transfer text**, *place your cursor into the correct field* and:

* Press the **T button** on the PowerMicII
* Say, **“Transfer Text”**
* Create and use a **keyboard hotkey** (example: - key on numeric keypad)

**CORRECTION TOOLS:**

1. Say: **correct <word/phrase>** to highlight the misrecognized word.
2. The **correction menu** will appear.
3. If the correct word/phrase appears on the menu, select it by saying: **choose <number>**
4. Continue Dictating!

If the word is not on the correction menu, but is problematic: Say “**add that to vocabulary**”**.**

1. Delete misrecognized word, type correct word in the Add Word field
2. Click Use Default Pronunciation or click microphone to say the word(s) as you would pronounce it
3. Or you can click on Enter the word as you would pronounce it link
4. Enter the word(s) as you pronounce it in the Pronunciation field, click save
5. Close pop up box
6. **Note: You must manually update the word in the document when editing the vocabulary.**

EDIT VOCABULARY:

1. Say “**Manage Words**”
2. Click the + sign
3. Type word/phrase to be added in the Add Word field
4. Click Use Default Pronunciation or click microphone to say the word(s) as you would pronounce it
5. Or you can click on Enter the word as you would pronounce it link
6. Enter the word(s) as you pronounce it in the Pronunciation field. Click Save
7. Close pop up box

CREATING/MANAGING AUTO-TEXTS

1. Say “**Manage Auto Texts**”
2. Click the + sign on the bottom of the auto-text column
3. Name the auto-text, we suggest starting it with my or insert, example: my diabetes plan
4. Click Apply All and then Save
5. To modify an existing auto-text, single left click to highlight the auto-text displayed in the column, make appropriate changes, click Apply All and then Save

Navigating variable fields: [ ]

1. Say “**next/previous field**” to move between bracketed fields
2. For empty brackets, or to replace a default value, dictate value directly into field to replace brackets
3. To release bracketed field that you are currently on, say “**field complete**”.
4. To release all brackets from entire dictation, say “**accept defaults**”.
   1. Make sure that all values have been changed or accepted prior to executing this command.

Power Mic III Preferred Settings:

