Dictation Cues

**Punctuation**
Say all punctuation: period, comma, colon, open parenthesis, etc.

**Navigation**
Stop listening: turns off microphone
Copy that: copies selection
Paste that: pastes from clipboard
Go to end of paragraph: moves the cursor within the same text control.
Go to end of sentence: moves the cursor within the same text control.
Start of field: moves the cursor to the beginning of your dictation
End of field: moves the cursor to the end of your dictation
New line (or next line): jumps cursor to a new line
New paragraph (or next paragraph): jumps cursor down two lines to start a new paragraph
Tab that: tabs through fields

**Selection**
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.

*you can also select a sentence or paragraph

**Correction**
Edit Vocabulary: opens vocabulary management screen
Undo that: undo the most recent action
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.

**Controlling Dragon**
Close Dragon: minimizes the application to task bar.
Open Dragon: maximizes the application and Dictation Box.
Open Dictation Box: opens the Dictation Box.
Close Dictation Box: closes the Dictation Box.
Transfer text: transfers text to target application.
Discard text: deletes text in the Dictation Box.
Recall text: re-writes text (previously transferred to your application) in the Dictation Box (but not deleted from your application).

**Auto-text navigation**
Next field: moves the cursor to next [ ] in the template.
Previous field: moves the cursor to previous [ ] in the template.
First field: moves the cursor to first [ ] in the template.
Last field: moves the cursor to last [ ] in the template.

**What You Can Say page**
What can I say: displays the list of available commands, autotexts, the online help, and the Manage Vocabulary pages.
Managing Auto-texts

**Auto-texts**: Standard blocks of text that you can insert into your document with a short voice command.

After selecting desired text, you can state, “Make that an auto text.”

Managing Commands

**Commands**: Step-by-step commands execute a series of actions via one voice command.
Nuance Dragon Training

- **Orientation**
  - Microphone
    - Hold Speaker button when talking: mic icon will turn green
    - Hold 3-5 inches from your mouth (Audio bar should be green)
  - Software
    - Log-in: use your UNID
      - Protect your log-in. System learns your speaking patterns: don’t share
        - Eventually can transcribe at up to 160 WPM
      - Optimization happens at log-off
    - Wherever you can type, you should be able to dictate
      - Dictation box if you have problems

- **Basic commands/cues**
  - Select and correct
    - Select + word/phrase highlights and brings up correction menu
      - Using the correction menu allows the software to learn: typing over does not
      - You must be consistent
    - After selected, overwrite
    - Deselect that removes the selection
    - Select __ through __
  - Insert before (also “insert after”) once the cursor moves you can add
    - Automatically spaces
    - Automatically capitalizes if you end a sentence
  - Scratch vs undo
    - Available up to 10 times
    - Recognizes previous states or natural pauses
    - Scratch that (also “delete”) deletes
    - Undo that returns to previous state/pause
  - New line (also “next line”): 1 hard return
  - New paragraph (also “next paragraph”): 2 hard returns

- **Manage vocabulary**
  - Edit vocabulary: allows you to edit your personal vocabulary
    - Written form: what you want transcribed
    - Spoken form: what verbal trigger you want it to recognize
      - This should be phonetic but does not have to be perfect
    - Can be used for acronyms (PCH > Primary Children’s Hospital)
  - Vocabulary updated every 60 days
    - New medication
    - Add to vocabulary and try again
    - Delete from vocabulary
      - Vocabularies and settings are individual
      - You can delete commonly mistaken words if they become problematic

- **Auto text**
  - “Select all”
    - Make that an auto text: Add new (see separate handout)
  - Add fields
    - Add square brackets to [mother], [several], [month]
  - Manage commands: Add new (see separate handout)
  - “Next field” skips to next bracketed phrase
  - “Accept defaults” is coming January 2015

- **Commands**
  - Options
    - Open Microsoft Word
    - Open ___ website