

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.

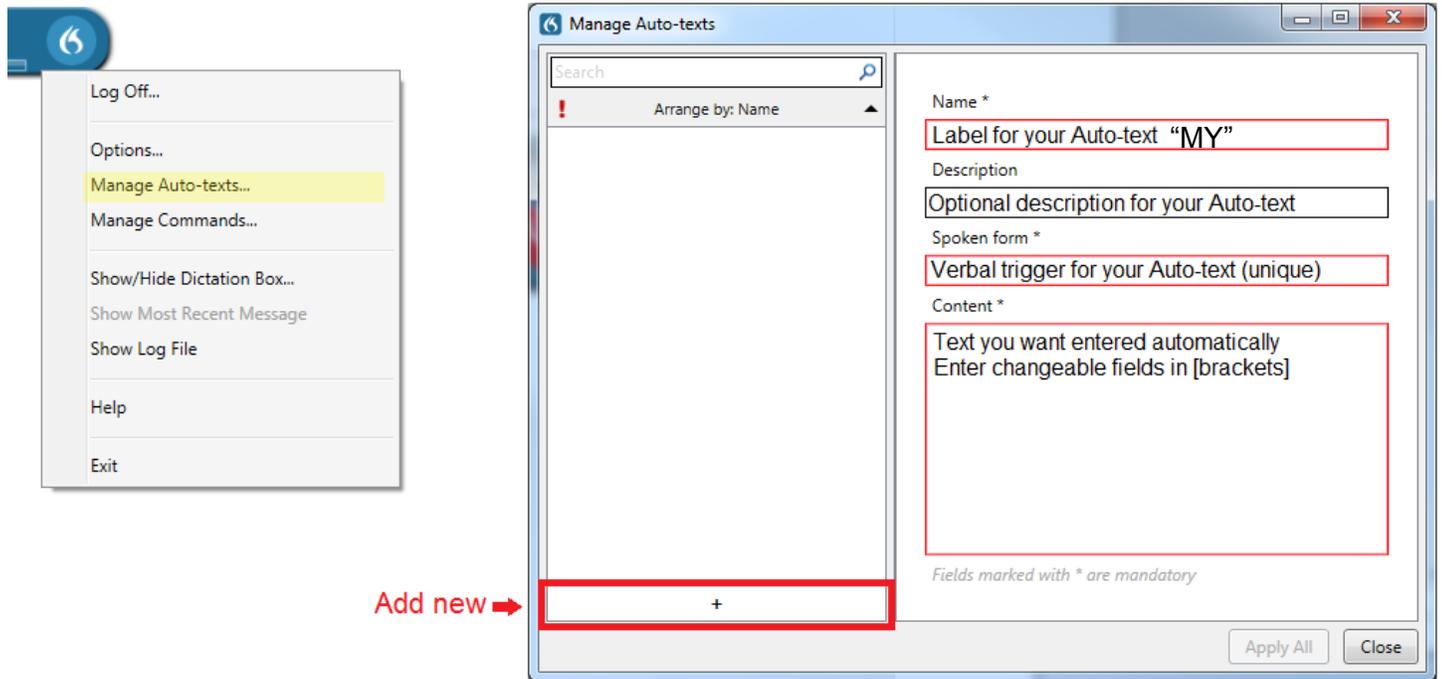
What You Can Say page

What can I say: displays the list of available commands, autotexts, the online help, and the Manage Vocabulary pages

Managing Auto-texts

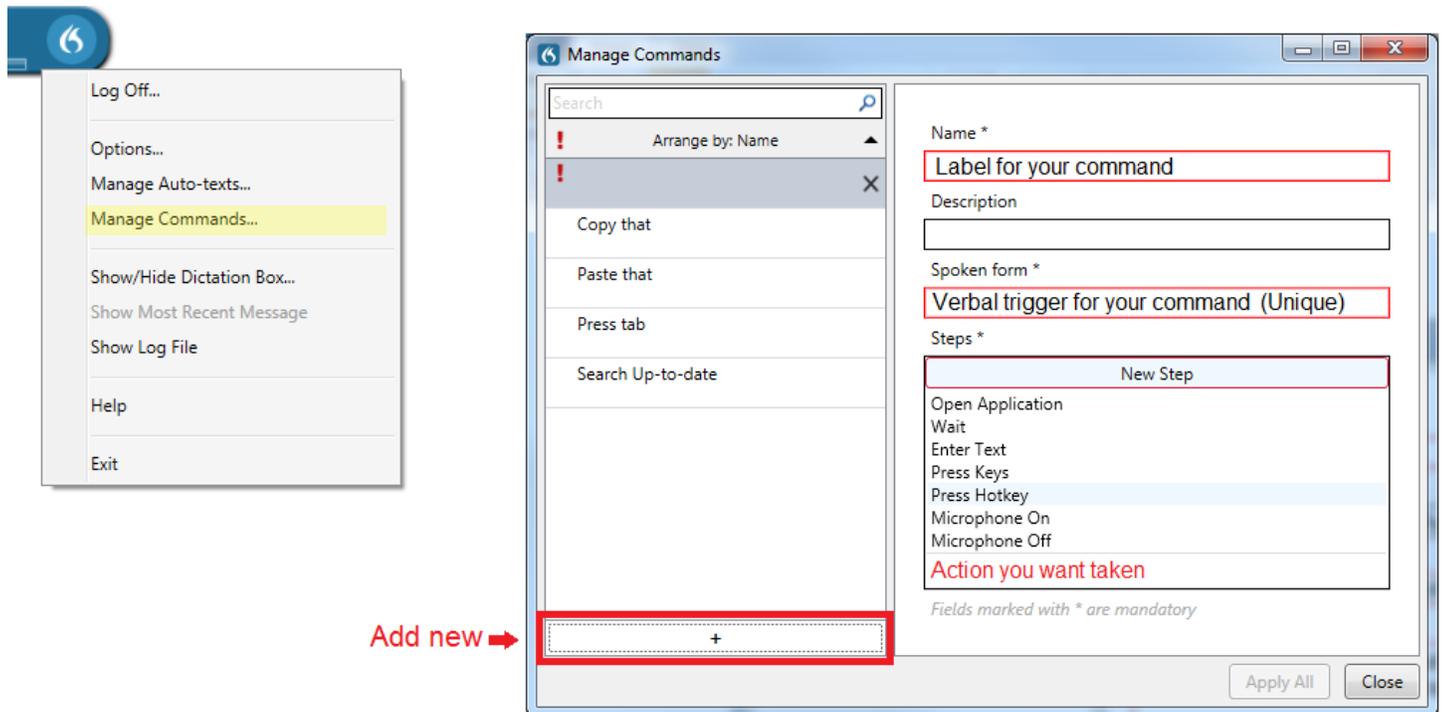
Auto-texts: Standard blocks of text that you can insert into your document with a short voice command

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