

Correcting and deleting

- Scratch that
- Delete that
- Undo/Redo that (will not work with all EHRs)
- Select <XYZ>
- Select that (selects last utterance)
- Select all
- Select first/last/next word
- Select <word> through <word>
- Unselect that
- Correct <XYZ>
- Correct that

Inserting lines and spaces

- New paragraph
- New line
- Insert before/after <XYZ>

Capitalizing

- Cap that
- Cap <XYZ>
- All caps on/off
- All caps that

Navigating

- Go back
- Go to bottom/end/top
- Insert before/after <word or phrase>
- Resume with <XYZ> (restarts dictation after specified word)

Getting help

- Open help
- What can I say
- Open Tutorial

Auto-Texts

Add an Auto-Text:

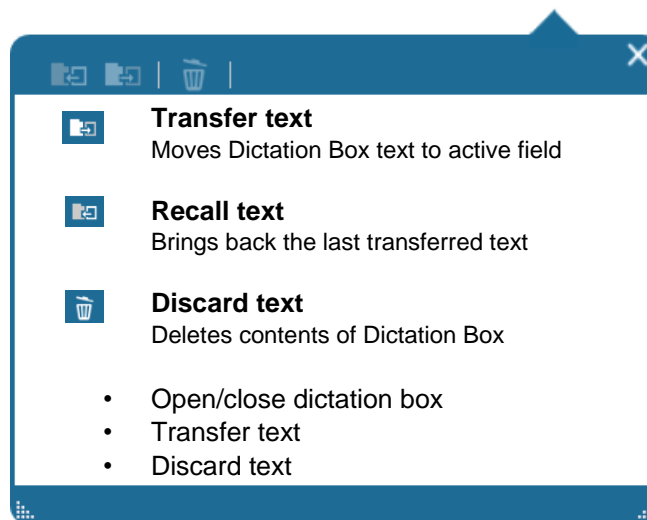
1. Highlight desired text
2. Say Make that an Auto-Text
3. Dictate the name (what you will say to open it)
4. Click apply all then click close

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)


Dictation Box

Useful Dictation Box Commands:



Managing Your Vocabulary

Add words:

Say "Add Word" > Type correct spelling > Click Default Pronunciation or Click  to TRAIN the word/phrase

Manage your custom words:

1. Say "Manage Vocabulary" > search for the word/phrase to edit/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

Microphone Control

PowerMic Best Practices

- Hold PowerMic in non-dominant hand
- Position PowerMic just below chin
- Press and hold red talk button to dictate
- Pause before and after speaking to ensure Dragon captures dictation
- Speak in full sentences, including punctuation
- Release button to turn microphone off

Best Practice PowerMic buttons:

- A** Transfer text
- B** Previous field
- C** Next field
- D** Press and hold to turn mic on (release to turn off)
- E** Accept defaults
- F** Show/Hide Dictation Box

