

Dragon Medical One Training Voice Commands

Navigation Commands

Voice Command	Action
“Next field”	Takes text to the next field [] in the template
“Previous field”	Takes text to the previous field [] in the template
“Last field”	Takes text to the last field [] in the template
“New line” or “Next line”	Takes text to the next line
“Next paragraph” or ‘New paragraph’	Takes text to next paragraph/creates new paragraph
“Go to end of paragraph	
“Go to end of sentence”	
‘Insert before <text>”	
‘Insert After <text>”	
“Select all”	Selects all text
“Select next paragraph”	
“Select first paragraph”	
“Select first word”	
“Select next sentence”	
“Select first sentence” (or last)	
“Cap that”	Capitalises the first letter of each word e.g Sound Business
“All Caps that”	Capitalises the entire word selected
“All Caps on”	Turns caps on to dictate all in capital letters
“All Caps off”	Turns capitalisation off
“Deselect that” or “unselect that” or or “cancel”	Undoes selection of word
“Select first paragraph”	
“Select previous paragraph”	
“Select next word”	
“Select last word”	Selects last word of sentence or paragraph
“Select previous sentence	
“Close Dragon”	Hides the Dragon icon bar
“Open Dragon”	Brings the Dragon bar to the front of the screen after being hidden

Control The Dictation Box

Voice Command	Action
“Transfer text”	Pastes text into target application
“Recall text”	Undoes transfer of text, recalls last dictation
“Open/Close Dictation Box”	Opens and closed dictation box
“Discard text”	Discards text in dictation box (or click on rubbish bin icon)

Correction Commands

Voice Command	Action
“Scratch that”	Deletes last text dictated
“Scratch word” or “Delete word”	Deletes last text dictated
“Delete that”	Deletes last action
“Undo that”	Undoes last action
“Select <text>” or “Correct <text>”	
“Select <text> to <text>” or “Select <text> through <text>” or “Correct <text> through <text>”	
“Insert before <text>”	
“Insert after <text>”	
“Resume with <text>”	Continues editing from the specified text
“Go back”	Returns the cursor focus to before the previous selection command

Formatting – ‘Select’ (Word)

Voice Command	Action
“Bold that”	Select <text> then say command
“underline that”	Select <text> then say command
“Cut that <text>”	Select text/word/phrase then cursor to where you want the text to go
“Paste that”	Cursor to where you want the text to go, then say command
Copy that	Select text/word/phrase then cursor to where you want the text to go

Add custom words to Vocabulary

Voice Command	Action
“Manage vocabulary”	to Add/Delete custom words (names locations, new medications)
“Train word”	to Add/Delete custom words (names locations, new medications)
“Add that to vocabulary”	to Add/Delete custom words (names locations, new medications)

Add Auto-Texts

Voice Command	Action
“Manage Auto-Texts”	Select the words/paragraph you would like to make an auto text and it starts the Add process.

Anchoring Dictation

Voice Command	Action
“Anchor Speech Focus” or Anchor Dictation	allows you to place the cursor where you want the dictation to go, then move around to other applications (labs, x-rays, etc.)
“Release Speech Focus” or “Release Dictation”	brings the anchored application back into focus

1. Open Dragon and place the cursor where you intend the text to be typed.

2. Say **Anchor Dictation**



3. The microphone changes to

4. Begin dictation while you navigate through other applications.



5. The microphone icon changes to when you stop recording.

6. Say **Release Dictation**

7. The microphone changes back to normal



Step by step commands:

Adding a Step-by-step Command

Voice Command	Action
“Manage step-by-step command”	Opens the dialog box to add step by step commands
“Create command” or “Add command”	Opens the dialog box to add step by step commands

How to Create “Hot Key” Commands in Step-by-step.

Hotkey commands allow you to control the active application by replicating a combination of keys on the keyboard.

Step 1 – Say ‘Manage step-by-step commands’ **OR** click on the Blue Dragon icon on the toolbar and select “Manage Step-by-Step commands”.

Step 2 – Click on the “+” icon on the bottom left-hand side of the window.

Step 3 – Enter the name of the command in the “Name” section (This will be what you need to say to activate the Hot Keys)

Step 4 – Click on “New Step” and select “Press Hotkey” from the list of options.

Step 5 – Click on the pencil icon then enter the keyboard shortcut letters in the window next to it.

Step 6 – Click on “Apply to All” to save the new command then close.

Examples to setup

Voice Command	Action/Steps
Insert bullet point	New Step Press Hotkey Ctrl + Shift + L
Enter	New Step Press Hotkey Enter
Unbold that	New Step Press Hotkey Ctrl + B
Remove Underline (You can call this command what you prefer)	New Step Press Hotkey Ctrl + U
Unitalicise that (You can call this command what you prefer)	New Step Press Hotkey Ctrl + I
Tab	New Step Press Hotkey Tab (hit the tab key on your keyboard)

Numbering lists:

Dictate e.g.:

To get this:

- Plan: 1. Self intermittent catheterisation.
2. Macrobid, chronic suppression.

You will need to dictate the below:

Plan colon new paragraph one full stop self intermittent catheterisation full stop two full stop Macrobid comma chronic suppression full stop

Additional Practice:

Dictate:

The patient is a 64-year-old male who presents with chest pain. His primary care physician is Dr (your name here). He reports the pain started 3 days ago. He describes it as sharp, midsternal pain, radiating to his right arm. He also complains of associated shortness of breath, cold sweats, nausea. He denies vomiting, rectal bleeding, or tarry stools. He denies history of a heart attack. He does have a history of COPD, CAD, arthritis, hypertension, and hyperlipidaemia. He is currently taking lisinopril for blood pressure.

SAY THESE COMMANDS

1. Say "Select days"
2. Say "Hours"
3. Say "Select right"
4. Say "left"
5. Say "Insert after breath comma"
6. Say "PND comma DOE comma diaphoresis comma"
7. Say "Select cold sweats comma"
8. Say "Delete that"
9. Say "Select vomiting"
10. Say "Bold that"
11. Say "Select hypertension"
12. Say "underline that"

DOSAGE ABBREVIATIONS:

SAY	TO GET
Q	daily
HS	bedtime
QD	daily
QS	Such as suffices
QAC	Before every meal