

What do you want to say?

UK English

Here are some examples of the automatic formatting available; the actual recognition result depends on the components your system uses and how it is configured. The examples below are based on the default settings.

 Dates

 Date ranges

 Times

 Measurements


 Dosages

 Punctuation marks

 Symbols

 Numbers

 Enumerations

 Example



Dates

To get	Say
5 April	(the) fifth of April five April
April 5	April five April (the) fifth
April 1994	April (of) nineteen ninety four
26 April 2002	(the) twenty sixth (of) April two thousand (and) two (the) twenty sixth (of) April twenty oh two twenty six(th) April two thousand (and) two twenty six(th) April twenty oh two
April 5, 2015	April (the) fifth two thousand (and) fifteen April five (comma) two thousand (and) fifteen
01/02/2015	oh one (slash) oh two (slash) two thousand (and) fifteen
01/02/15	oh one slash oh two slash one five oh one slash oh two slash fifteen
5/5/1997	five (slash) five (slash) nineteen ninety seven



Date ranges

To get	Say
1 April - 5 June 2015	(the) first (of) April to (the) fifth (of) June two thousand (and) fifteen
April 1-5, 1999	April first to fifth nineteen ninety nine April one to five nineteen ninety nine
April 1 - June 5, 2002	April (the) first to June (the) fifth two thousand two April one to June five twenty oh two



Times

To get	Say
5:20 PM	five twenty P M
5:04 AM	five oh four A M
2:00	two o'clock
1:05	five past one
1:15	(a) quarter past one (a) quarter after one
11:45	quarter till noon
07:00 hours	oh seven hundred hours zero seven hundred hours



Measurements

To get	Say
5%	five percent
50°	fifty degrees
36.9°C	thirty six point nine degrees Celsius
98.4°F	ninety eight point four degrees Fahrenheit
50 IU	fifty international units

1.5 L	one point five litres
1 g	one gram
350 mg	three hundred and fifty milligrams
0.1 mL	point one millilitre oh point one millilitre
10.3 m/s	ten point three metres per second
3.33 ng/mL	three point thirty three nanograms per millilitre
0.74 mmol/L	point seventy four millimoles per litre oh point seventy four millimoles per litre
5 cm ²	five square centimetres
3 mm ³	three cubic millimetres
2 mL/min	two millilitres per minute
BP 125/65	B P hundred and twenty five over sixty five B P one twenty five over sixty five
BP 125/65 mmHg	B P hundred and twenty five over sixty five millimetres H G B P one twenty five over sixty five millimetres H G
125/65 mmHg	hundred and twenty five over sixty five millimetres H G one twenty five over sixty five millimetres H G hundred and twenty five over sixty five millimetres (of) mercury one twenty five over sixty five millimetres (of) mercury
blood pressure 131/65	blood pressure one thirty one over sixty five



Dosages

To get	Say
aerosol treatments every 3-4 hours	aerosol treatments every three to four hours aerosol treatments Q three to four hours aerosol treatments Q three to four H
Combivent 2 puffs every 6 hours	Combivent two puffs every six hours Combivent two puffs Q six hours Combivent two puffs Q six H
insulin 20 units at bedtime	insulin twenty units at bedtime insulin twenty units H S
Voltaren 50 mg every morning	Voltaren 50 mg every morning Voltaren fifty milligrams Q A M
aspirin 300 mg daily	aspirin three hundred milligrams daily aspirin three hundred milligrams Q D aspirin three hundred milligrams Q day
aspirin 300 mg every day	aspirin three hundred milligrams every day
Anusol suppositories as much as suffices	Anusol suppositories as much as suffices Anusol suppositories Q S
Mylanta 2 tablespoons every hour	Mylanta two tablespoons every hour Mylanta two tablespoons Q H Mylanta two tablespoons Q one hour
Isoproterinol infusions at 1 g/h	Isoproterinol infusions at one gram per hour
metoclopramide 10 mg before every meal	metoclopramide ten milligrams before every meal metoclopramide ten milligrams Q A C



Punctuation marks

You must say punctuation marks.

To get	Say
a new paragraph (equals pressing Enter twice)	new paragraph next paragraph paragraph
a new line (equals pressing Enter once)	new line next line
“	(begin) (double) quote(s) begin double inverted commas open double inverted commas open double quote(s)
”	end quote(s) end double inverted commas close double inverted commas close (double) quote(s)
'	apostrophe
's	Apostrophe ess
:	colon
;	semi-colon
,	comma
.	full stop stop period
?	question mark
!	exclamation mark exclamation point
@	at sign
...	dot dot dot ellipsis

(open brackets open parenthesis
)	close brackets close parenthesis
[left (square) bracket open (square) bracket
]	right (square) bracket close (square) bracket
{	left brace left curly bracket open brace open curly bracket
}	right brace right curly bracket close brace close curly bracket
-	dash
_	underscore
`	backquote
'	open single quote
'	close single quote
/	(forward) slash over stroke
\	backslash
^	caret
Blank	space bar
Tab	tab key



Symbols and Special Characters

To get	Say
+	plus sign add sign plus symbol
-	minus sign
÷	division sign division symbol
×	multiplication sign multiplication symbol
=	equal sign equals sign
>	greater than sign greater than symbol
<	less than sign less than symbol
#	hash mark hash sign number sign sharp sign
%	percent sign percent symbol
‰	per mil sign per mil symbol per thousand sign per thousand symbol
&	ampersand and sign and symbol
*	asterisk
°	degree symbol
~	tilde. Overhang
	vertical bar
_	underscore

@	at
\$	Dollar sign, or dollar, or dollars
©	Copyright sign
€	Euro sign or euros
£	Pound sign or pounds

Numbers

The following table provides examples of how the system formats numbers. This applies to stand-alone numbers; the system writes numbers differently when you say them as part of a phrase that has its own formatting rules ([measurements](#), [dosages](#), [dates](#), [times](#)).

To get	Say
5	five
150	one hundred fifty one hundred and fifty
201,000	two hundred and one thousand
one half	one half
8-1/2	eight and a half
3+	three plus
-11.2	minus eleven point two
0.5	oh point five zero point five

1.38	one point thirty eight one point three eight
grade is 2/6	grade is two over six
III	Roman numeral three
ninth	ninth
10th	tenth

Enumerations

Numbers (1 to 20) are formatted as enumerations when they are immediately preceded by **new line** or **new paragraph**. Dictating **new line** equals pressing Enter once; dictating **new paragraph** equals pressing Enter twice.

To get	Say
2. Medical history	new line number two medical history new paragraph number two medical history



Example

To get

The patient is a 22-year-old single woman, youngest of 3 children, parents divorced.

History of mental illness:

The patient was diagnosed with bipolar disorder 2 years ago (December 2013). She was admitted to the hospital on 3 occasions -- twice for depression and once for mania. The last admission was from 2-14 April 2015.

Treatment:

Mood stabilizing medication: Lithium SR 450 mg every 12 hours and quetiapine 300 mg at bedtime.

Say

the patient is a twenty two year old single woman comma youngest of three children comma parents divorced full stop new paragraph history of mental illness colon new line the patient was diagnosed with bipolar disorder two years ago open parenthesis December twenty thirteen close parenthesis full stop she was admitted to the hospital on three occasions dash twice for depression and once for mania full stop the last admission was from the second to the fourteenth of April twenty fifteen full stop new paragraph treatment colon new line mood stabilizing medication colon lithium S R four hundred fifty milligrams every twelve hours and quetiapine three hundred milligrams Q H full stop