

---

## Voice Commands Quick Reference Guide

### Voice Command

#### Commands For Correcting

Correct That

Spell That

#### Commands For Navigating

Go To Beginning of Line

Go To End of Line

Go to Top

Go to Bottom

Move Up <number> Line(s)

Move Down <number> Line(s)

#### Commands For Dictating and Editing

Select <text>

Select <text> Through <text>

Select All

Unselect That

Scratch That

Undo That

New Line

New Paragraph

Delete That

Delete <text> Through <text>

Delete Last <number> Words

Backspace <number>

Insert Before <text>

Insert After <text>

#### Commands For Formatting

All Caps That

Bold That

Cap That

Set Font <font type>

#### Commands For Dictating Punctuation

Period

Comma

Colon

Hyphen

Open Quote

Close Quote

Open Paren

Close Paren

#### Dictation Box Commands

Show Dictation Box

Hide Dictation Box

Transfer Text

## Action

Opens the **Correction** dialog box, allowing you to choose a correction option.  
Opens the **Spell** dialog box, allowing you to enter or select an alternate spelling for a word.

Moves cursor to the beginning of the current line.  
Moves cursor to the end of the current line.  
Moves the cursor to the beginning of the current document.  
Moves the cursor to the end of the current document.  
Moves up a specific <number> of lines.  
Moves down a specific <number> of lines.

Selects the word or phrase that is spoken  
Selects a continuous string of text "Select ---- through ----"  
Selects the whole document  
Unhighlights the selected text  
Deletes the selected text  
Undo the last action  
Starts a new line  
Starts a new paragraph  
Deletes the selected text or the last words or phrases dictated  
Deletes a continuous string of text. "Delete ---- through ----"  
Deletes the last number of words dictated  
Deletes the previous <number> of characters  
Inserts the cursor before the selected word(s)  
Inserts the cursor after the selected word(s)

Changes the selected words to all capital letters  
Changes the selected text to bold  
Changes the first letter of each word selected to upper-case  
Changes the current font to one of your choice.

.  
,  
:  
-  
"  
"  
(  
)

Makes the **Dictation Box** the active application.  
Allows you to dictate in **Dictation Box** while browsing in system.  
Moves the text from **Dictation Box** to the active application.

---

## Dragon Tips

1. To train an existing word in Dragon.
  - Click on *Words*→ select *train*.
  - Type the word in the box and click *Train*.

- Repeat this step 3-4 times.
  - To add a new word to the vocabulary (MD names) Go to *words* and *new* to add.
2. Turn on the microphone (look at the microphone icon in the left hand upper corner to make sure it is on)
    - Microphone on = green
    - Microphone off = red
  3. How to transfer text out of the dictation box.
    - Click in the area where the dictation is to place.
    - Make sure the curser is there.
    - You can click on the transfer button (which is the top button on the power mic with a 'T' on it.) or you can say "transfer text" using the power mic.
  4. If the text does not transfer when you say "transfer text" and the dictation box goes away; you can click into the document where you wanted the dictation to go and click 'ctrl v' to paste the text. It saves the last dictation on the clipboard.
  5. You can improve your accuracy by clicking on 'tools' in the Dragon menu bar→select accuracy center→ choose *Perform General Training*
  6. Always open up the dictation box first to record dictation.
  7. Dragon can not be open for the same user at more than on PC at a time. If you are going to switch from a write station to an office, you will need to shut down Dragon. Close dragon, by selecting Dragon on the Dragon tool bar, the select close user, wait for it to save your voice files (you may get a message stating that your voice files have been updated do you want to update, select yes or ok). Then you will need to choose Dragon on the Dragon toolbar and select "Exit."

Carolinas HealthCare System

- 
8. How to add commands in Dragon.
    - Click on the '*tools*' from the Dragon menu→ select '*add new command*'
    - Once the box populates; type the name of the command in the 'my command box' (this is what you will say so the command will populate)
    - Click the 'Train' button to train the sound of the spoken command
    - Train this command multiple times before clicking 'done'.
    - Command Type is always "Text and Graphics"
    - Type your command in the *content* box and click *save*.

## **Key Points To Remember While Dictating**

- Dictate punctuation (period, comma, etc.) new line and new paragraph.
- Dictate acronyms, units of measure, blood pressures, dosages, and so on as you normally would.
- Speak in continuous phrases.
- Turn your microphone off when you are not speaking or if you move away from it.
- Speak naturally at your normal rate, not too quickly or too slowly. You should not try to talk slowly.
- Avoid watching the screen as you dictate.
- Take more time when saying small words. Don't run the words together.
- Pause slightly before and after small words such as a, and, or the; if they are being lost or misrecognized.
- Speak in cadences of 6-8 word phrases followed by a brief pause.
- Avoid clearing your throat and yawning while dictating.
- Eliminate utterance (ahs and coughing)
- Do not chew gum or eat while dictating.