

## Common application commands

- Undo that
- Redo that
- [Open/Close] dictation box
- Transfer text (pastes text into target application)
- Discard text (discards text in dictation box)
- Recall text (undoes transfer of text)
- Close Dragon (hides Dragon)
- Open Dragon (brings Dragon to front)

## Best practices for best performance

### Dictation

- Before dictating, make sure the cursor is placed and blinking where you want to place text.
- Think about what you want to say before you start to speak.
- After you turn on the microphone, pause slightly before beginning dictation.
- Dragon Medical One speech recognition is designed to recognize conversational speech. Speak at your natural volume and pace and use natural phrases.
- Correct text that has been incorrectly recognized to teach Dragon Medical One, increase accuracy, and decrease frustration.
- Turn off your microphone when finished dictating.

### Commands

- Pause briefly before and after saying a command. This tells Dragon Medical One that you spoke a command.
- Do not pause in the middle of saying a command.
- Say “What can I say?” to display a list of available commands.

## Advanced features

- Build Auto-texts to use a voice command to insert blocks of text such as a documentation template or common assessment. Say “Manage Auto-text,” or click the flame icon on the DragonBar, and select **Manage Auto-text**.
- Build Step-by-Step Commands to use a voice command to automate common actions such as navigating to application screens or clicking buttons. Say “Manage Step-by-Step Commands,” or click the flame icon on the DragonBar, and select **Manage Commands**.

## Training and support resources

- Click the flame icon on the DragonBar and select Help to explore the Dragon Help resources and discover information on Dragon Medical One functionality, tips, best practice advice and much more.
- Short instructional videos are available through Dragon Medical One training. Say “Open training” to access the course catalogue.

### Service Desk

[servicedesk@northernhealth.ca](mailto:servicedesk@northernhealth.ca) or 1-888-558-4357

- New account requests and requests for training
- General technical support

### PowerChart Training Team

[powercharttraining@northernhealth.ca](mailto:powercharttraining@northernhealth.ca)

- Help with DMO usage in PowerChart
- General PowerChart training

### Quality Assurance Team

[rtspendingteam@northernhealth.ca](mailto:rtspendingteam@northernhealth.ca) or 1-844-565-5950

- General document support
- Support in correcting a report
- Can't find a self-authored document in PowerChart
- General DMO questions
- Printed Pocket Guides and Fast Tips pamphlet



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10-160-6106 (IND 10/21)



# Dragon Medical One FAST TIPS

Improving solution performance and  
user documentation efficiency

## Commands for working with text

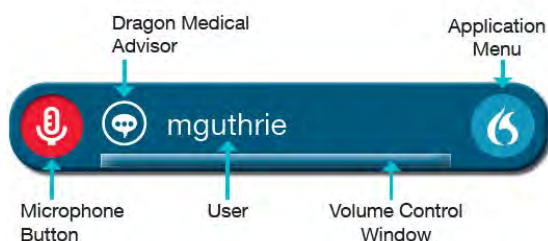
- New line/new paragraph
- Delete that/Scratch that (deletes the last dictated word(s))
- Select <word> and then delete that (to delete a specific word or phrase)
- Insert [before/after] <word>
- Select <word>
- Select <word> through <word>
- Select that (selects last utterance)
- Select [this/next/previous/first/last] [word paragraph/sentence] (“this” is determined by cursor location)
- Select all
- Unselect that
- Go to the [start/end] of [word/line/sentence/paragraph]
- Go back (returns the cursor to the previous location after using a command)
- Go to [top/bottom/end]
- Resume with <word> (deletes all text between <word> and the current cursor position)
- Cap <word>
- All caps <word>

## Commands for working with templates

- Accept defaults (uses default value and removes field delimiters of all fields)
- Field complete (uses default value and removes field delimiters of field with focus)
- [First/Last/Next/Previous] field
- [Start/End] of field

## Using the DragonBar

- When the microphone icon is red, the microphone is off.
- When the microphone icon is green, the microphone is on.
- In V2020.1 and beyond, when the microphone icon is blue, the microphone is in standby mode and listening for a trigger word to turn on. When it hears “Hey Dragon,” it will turn on and enter dictation mode. In Dragon Medical One version 5.0, the microphone is pink in standby mode.



## Using the microphone

Good microphone position is very important for good recognition accuracy. Position the microphone 1-3 inches from your mouth and speak directly into the microphone.

### Turning on a PowerMic or handheld microphone

The record button can be set to toggle recording on and off. It can also be set to require the button be pressed throughout dictation.

### Turning on a headset microphone

Press the customized hotkey or the plus key (+) on the extended keyboard.



## Dictating common punctuation

You must speak punctuation when dictating with Dragon Medical One. Below is a list of common punctuation and what to speak:

Say:	To Enter
Comma	,
Period/full stop	.
Exclamation point/exclamation mark	!
Question mark	?
Hyphen/dash	-
Colon	:
Semi-colon	;
Open quote	"
Closed quote	"
Open parenthesis	(
Closed parenthesis	)

## Adding words to your vocabulary

You can teach Dragon atypical spellings or challenging words by adding words to your vocabulary. You can also teach Dragon to spell out long forms of words when dictating acronyms, such as saying “DM2” to generate “Diabetes Mellitus type 2.”

Add a word or phrase by either selecting dictated text or accessing the “Manage Vocabulary” menu item by clicking the Dragon flame on the DragonBar:

1. **With dictated text selected**, say “Add word.” **within Manage Vocabulary**, click the plus sign (+) and enter the word exactly as Dragon Medical One should render it.
2. Click Use Default Pronunciation or click the microphone icon and say the word/phrase. PowerMic users: do not press the record button.

## Correcting text

Dragon Medical One continually learns to improve accuracy. By correcting text, words are added to the system so they will be correctly recognized in the future.

To correct a word:

1. Say “Select [incorrectly recognized word].”
2. Dragon highlights the word and displays word or spelling alternatives.
3. Make your selection by saying “Choose <number of alternative>.”
4. If none of the alternatives are appropriate, manually correct the text, select it, and add it to your vocabulary by saying “Add word.”

## Anchor Speech Focus

With Anchor Speech Focus, you can dictate into one application while interacting with other applications. Note: Dragon Medical One must be able to place text directly into the application to use this feature.

- To anchor speech focus, click where you want to dictate text and say, “Anchor Speech Focus.” Dragon Medical One will place text where you anchored the speech focus, but you are free to switch to other applications.
- When Anchor Speech Focus is active, the microphone icon changes to a lock.
- To release the anchor, say, “Release Speech Focus.”
- You can program a PowerMic button to toggle Anchor Speech Focus on and off.

## Exit and Log Off

Log Off or Exit Dragon by clicking the flame icon on the DragonBar and selecting the menu item.

- Use Log Off to sign out and log in with a different microphone source or specialty vocabulary.
- Use Exit to quit Dragon Medical One and prevent others from accessing your personal Dragon Medical profile.