

# Dragon Medical One

## Quick Reference Guide

Improving solution performance and user documentation efficiency

### Capitalizing commands

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

### Navigating commands




- Go to top/bottom/end
- Start/end of field/sentence/paragraph
- Go back
- Insert before/after <word or phrase>

### Dictating punctuation

Say this:	To type:
Comma	,
Period or full stop	.
Exclamation point/mark	!
Question mark	?
Colon	:
Semi colon	;
Open quote ... Close quote	" ... "
Open paren ... Close paren	( ... )

### Useful dictation box commands



- Open/close dictation box
- Transfer text
- Discard text

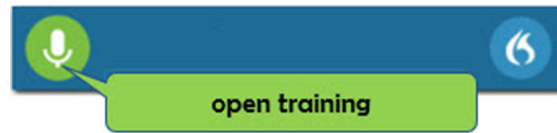
-  **Transfer text**  
Moves Dictation Box text to active field
-  **Recall text**  
Brings back the last transferred text
-  **Discard Text**  
Deletes contents of Dictation Box

### Important Reminders

- Remember to turn off the microphone when finished dictating
- Correct commonly misrecognized words to increase accuracy and save time
- Position the cursor where you want your text to go...your text will be typed in the window in which your cursor is blinking

### Training and support resources

- To get help, say *What can I say*
- Click the Dragon flame  or hamburger 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

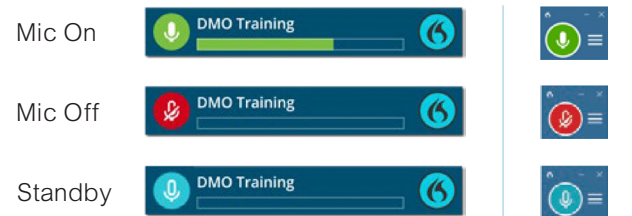
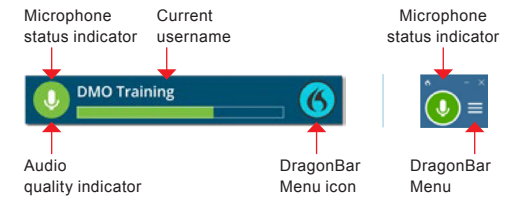


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### Using the DragonBar\*



#### Standby Mode\*

Enter: Say *Go to sleep/Stop listening/stop recording*  
Exit: Say *Wake Up*

\*Requires "Wake Word" to be enabled in Options

### Getting help

Say *Open help*  
Say *What can I say*

\* Your DragonBar may look different depending on your version of Dragon Medical One.

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## Microphone best practices

- After you turn on the microphone, pause slightly before beginning dictation. Ensure the microphone icon in the DragonBar is green before speaking.
- Speak in full sentences, including punctuation
- Position the microphone just below your mouth, approximately 2" from chin
- Pause briefly before and after saying commands

### PowerMic Mobile

- You can only start and stop recording via your mobile device; do not click the microphone in the DragonBar

When logged in with the PowerMic Mobile microphone source, the microphone icon on the DragonBar will display as a smartphone symbol.



Mic On



Mic Off



Trying to Pair/Unconnected

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## Correcting and deleting commands

- Scratch that
- Delete that
- Undo/Redo that
- Select <XYZ>
- Select that (selects last utterance)
- Select first/last/next word/all
- Select <word> through <word>
- Unselect that
- Correct <XYZ>
- Correct that
- Resume with <XYZ> (deletes text up to that word)

### Inserting lines and spaces

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

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## Managing your vocabulary

### Add words

1. Say **Add word** or say **Add that to vocabulary**
2. Type correct spelling

**Note:** you can enter a new single word, acronym or a short phrase

3. Click Default Pronunciation or click the  mic icon to TRAIN

**Note:** It is not necessary to press the talk button to train a word

### Manage your custom words

1. Say **Manage vocabulary** > search for the word/phrase to change/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

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## Step-by-step commands

Step-by-step commands are used to execute commonly used actions in an application, or open applications

### Create a step-by-step command

1. Say **Manage Commands** or **Manage Step-by-step Commands**
2. Click + and enter a name
3. Enter a Description (optional)
4. Enter a Spoken Form
5. Click **New Step** and select the step type; repeat for each step/keyboard shortcut.
6. Click **Apply All**

### Edit/delete a step-by-step command

1. Say **Manage Commands** or **Manage Step-by-step Commands**
2. Select the Command you want to edit
3. Make desired changes (or click X to delete) and click **Apply All**

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## Auto-texts

Create auto-texts to bring in blocks of text with a simple voice command

### Add an auto-text



1. Highlight desired text
2. Say **Make that an auto-text**
3. Type 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)

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## Anchor dictation

1. Open Dragon Medical One and the target application (the program you are dictating into)
2. Place your cursor where you want the text to be typed
3. Say **Anchor Dictation**
4. The microphone icon changes to 
5. Begin dictating while you navigate through other applications
6. The microphone icon changes to 
7. Say **Release Dictation**

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## Exit and log off

- Access Log Off and Exit from the DragonBar Menu
- **Log Off** to change microphone sources or specialty vocabularies
- **Exit** when finished at a workstation to protect the profile from being accessed by other providers