

Dragon Dictation Tips

BASIC COMMANDS:

- **“Undo That”** or **“Scratch That”**: Reverses previous action or deletes prior utterance, i.e. goes back one step.
- **“Select _____ (word/words)”** Allows you to select (highlight) and then edit any word/words, by dictating over the highlighted text.
- **“Delete That”** Allows you to delete a word/words.
- **“Next Paragraph”** Allows you to go down 2 lines to start a new paragraph.
- **“Insert after/before _____”** (words/words/punctuation) a quick way to navigate to any word(s) or punctuation quickly”

HELPFUL COMMANDS FOR THE ANDREA MIC (IN CLINICS):

- **“Wake Up”** – turns Dragon microphone on (also can click the red microphone icon on the Dragon toolbar)
- **“Go to Sleep”** – Puts Dragon microphone in stand-by mode
- **“Next field”** – navigates to and highlights the first/next variable bracket item in a template. Each time you say ‘next field’ it moves to the next bracket item.
- **“Previous field”** – navigates and highlights the previous bracket item within a template. Each time you say ‘previous field’ it moves to the previous bracket item.
- **“Accept Defaults”** – Removes all remaining brackets from templates containing brackets.
- **“Show Dictation Box”**- Opens the dictation box.
- **“Transfer Text”** – Transfers text from the Dictation Box into a free-text area (e.g. of the EMR). *Note: Make sure your mouse cursor is placed where you want the text to go in your EMR prior to saying ‘Transfer Text’.*

- **“Paste That”** – retrieves last saved text from Dictation Box if for some reason it disappears (usually happens if the mouse cursor is not placed in a free text area when using the “Transfer Text” command.)

STEPS FOR CREATING A DRAGON SHORTCUT (QUICK WAY)

1. Open the Dictation Box
2. Dictate your command text in the Dictation Box, make corrections and add any brackets you wish to add.
3. Say “Select All” (Highlights the text)
4. Say “Make that a Shortcut”
5. Give the command a title (recommend starting with the word ‘My’)
6. Click the ‘Plain Text’ checkbox in the lower right
7. Click the Save button
8. Test the command

EDITING A DRAGON COMMAND

1. Click on ‘Tools’ on the Dragon toolbar
2. Select ‘Command Browser’
3. Click on the folder/group that holds the command (Note: your custom-made commands normally default to the folder/group titled “User-defined”)
4. Double-click on the command to open it
5. Make the desired changes and click ‘Save’.