

# Dragon Medical One – Quick Reference Guide

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| Punctuation | |
| New Line | New Paragraph |
| Full stop /stop | Comma |
| Open Bracket / Close Bracket | Question Mark / Colon / Semicolon |

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| Voice Command: “Select” | Say “Select, followed by word/words” |
| Select <WORD > | Selects one word or group of words |
| Select <WORD> through < WORD> | Selects all text between two words |
| Deselect That | De-selects a word or group of words |
| Select Again | Selects the same repeated word (Recent first) |
| Copy That / Paste That | Copies and pastes “selected” text |

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| Navigation Command: “Go to” | Navigation Command: “Insert” |
| Go to top (cursor goes to top of document ) | Insert after < WORD> |
| Go to end (cursor goes to end of document ) | Insert before <WORD> |
| Go to start of Paragraph / Go to end of Paragraph |  |
| Go to start of sentence / Go to end of sentence |  |
| Space Bar | Inserts a blank space |

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| Function Commands | |
| Delete that / Scratch that | Deletes selected word or words |
| Undo that / Redo that | Undoes your last command / Deletes last Utterance |
| Open Tutorial | Opens online tutorial |

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| Formatting Commands | |
| Cap that | Capitalises first word of selected text |
| All-Caps that | Capitalises all selected text |
| Bold that | Bolds selected text |
| Underline that | Underlines selected text |
| Italicise that | Makes selected text appear in italics |
| Format that Normal | Removes any previous formatting |

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| Autotext Commands: | |
| Manage Autotext / Add Autotext | Opens up the Autotext manage screen |
| Make that an Autotext | Select text first, then use this command to open Autotext Manager. |
| Next Field / Previous Field | To navigate to [ ] fields in Autotext |
| Accept Defaults | Accepts default values in [ ] fields |
| Field Complete | Accepts current default field, then moves to next |

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| Dictation Box | |
| Open/Show/Hide/Close Dictation Box |  |
| Transfer text | Transfers text into selected application |
| Recall text | Recalls text back into Dictation Box |
| Discard text | Deletes the text |

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| Anchoring Cursor to Application | |
| Anchor speech focus | Cursor locked into selected application |
| Release speech focus | Cursor released from selected application |

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| Vocabulary Commands | |
| Say “Manage vocabulary” | Opens the Manage Vocabulary dialogue box or select from Menu |
| Say “Add word” | Opens the Add Word dialogue window |

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| Miscellaneous Commands | |
| “What can I say” | Opens Commands list |
| Stop Recording / Microphone off / Stop listening | Turns microphone off |

Basics

Work Efficiently

* You can “select” the text and record new text.
* Use your voice instead of keyboard or mouse to perform tasks.
* You can place the cursor in the middle of text and then record/type to insert new text.
* Say “what can I say” for a list of all available commands.

Tips

* If single words are not being recognized correctly, try to avoid correcting one word at a time. Delete the whole phrase and say it again.
* Say “open settings” to configure hotkeys.

Add Custom Words

**Manage vocabulary** to Add/Delete custom words (names, locations, new medications) **Add word**

Auto-texts

Auto-text is used to insert predefined blocks of text with just a voice command to be efficient and accurate.

**Add an Auto-text:**

* Highlight desired text
* Say Make that an Auto-text
* Dictate the name (what you will say to open it)
* Click apply all, then click close