Medical Enterprise Network Edition Version 10.1

Dragon User Guide

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Contents

Chapter 1: Introduction 1

Introduction to Dragon 2

About this guide 2

Conventions used in this guide 2

What if you cannot use your mouse or keyboard? 3

What should you expect from Dragon? 3

Do you still need your keyboard and mouse? 4

Chapter 2: What's new in Dragon Medical Client 10.1 5

What's new in Dragon Medical Client 10.1 7

Using a Windows account with access to the master user profile directory 17

Connect Dragon to a specific Nuance Management Server 18

Logging into Dragon Medical Client 10.1 19

Steps for logging in to the system from Dragon Medical Client 10.1 22

To log in to the system from the Dragon Medical Client 10.1 22

Opening a user profile and saving user files 24

Open a user profile 24

Save your user files and user profile 24

Deleting a user profile and sending it to Nuance for analysis 25

To delete a user profile and sent it to Nuance 25

Training a user profile 27

Adding or deleting a vocabulary in Dragon Medical Client 10.1 28

Add a vocabulary 29

Delete a vocabulary 29

Choosing a Medical vocabulary to support your specialty 30

Medical specialties and medical vocabularies - US and UK English Dragon Medical 30

Selecting or deleting a dictation source in Dragon Medical Client 10.1 35

Add a dictation source 35

Delete a dictation source 35

About multiple dictation sources 37

Using Dragon Medical Client 10.1 without a network connection 38

Logging into Dragon Medical Client 10.1 after initial setup 38

Changing Dragon Medical Client 10.1 options without a network connection 38

Adding words without a network connection 38

Obtaining Acoustic and language model optimization updates from the server 39

Adding Commands without a network connection 39

Obtaining changes to user settings from the Nuance Management Server 39

Length of time you can use Dragon Medical Client 10.1 without a network connection 39
Using Dragon Medical Client 10.1 client offline 40
Prerequisites to use this feature 40
Always display the Open Profile dialog box when Dragon Medical Client 10.1 starts 41
Setting Auto-Formatting Options in Dragon Medical Client 10.1 42
General Auto-Formatting options 42
Medical and other Auto-Formatting options 42
Setting playback options in Dragon Medical Client 10.1 43
Acoustic and language model optimization in Dragon Medical Client 10.1 45
Medication, command, and user profile updates in Dragon Medical Client 10.1 46
Medication and command data updates 46
User profile updates 46
The Full Text Control Indicator and published Citrix applications 47
Using the Full Text Control indicator with a local application 47
Using the Full Text Control indicator with an application published from Citrix 48
New support for Citrix 49
New for providers 49
New for administrators 49
Viewing and managing dictation with a Citrix published application 51
View an alert when the connection speed is slow between Dragon and a Citrix server 51
To switch to basic dictation mode from the Dragon Dictation Mode dialog 51
To set the hot key combination for basic dictation mode 51
To automatically switch to basic dictation mode 52
Chapter 3: Starting to Dictate 53
Starting to Dictate 54
Starting Dragon 54
Turning on the microphone 54
Sleeping and waking up the microphone 55
Starting to Dictate 55
Using Natural Punctuation 55
Dictating Punctuation 56
Starting new lines and paragraphs 56
Tips for dictating text 57
Using the Dictation Box 57
Printing and saving your dictated text 58
Getting Help 58
"What Can I Say"? 58
Tutorial 60
Troubleshooting 60

Microphone button and Volume display 60
The Full Text Control Indicator 60
Extras Toolbar 61
Controlling Dragon with Voice Commands 62
Using QuickStart 63
Chapter 4: Using the Dictation Box 65
66
Using the Dictation Box 67
Controlling how the Dictation Box operates 67
Setting the Dictation Box mode for all users 68
Setting the Dictation Box options 68
The Full Text Control Indicator 68
Dictating into non-standard windows 69
Editing text in non-standard windows using the Anchored Dictation Box 69
Hidden Mode 70
Defining how the Dictation Box works in different applications 71
Chapter 5: Working on your Desktop 73
Working on your Desktop 74
Programs, documents, and folders 74
Switching between open windows 74
Opening and closing menus 75
Selecting buttons, tabs, and options 76
Selecting icons on the desktop 77
Resizing and closing Windows 77
Scrolling in windows and list boxes 78
Opening lists and making selections 78
Pressing keyboard keys 79
Pressing letters 79
Capitalizing a letter 80
Pressing numbers 81
Pressing key combinations 81
Pressing other keys 82
Moving the mouse pointer and clicking the mouse 83
Chapter 6: Correcting and editing 87
Correcting and editing 88
Correcting mistakes 88
Using the Correction Menu 89
Correcting punctuation 91
Selecting text by voice 92

Copying, cutting, and pasting text 96
Deleting text 97
Spelling as you Dictate 98
Playing back your Dictation 99
Using text-to-speech 102
Chapter 7: Formatting with Dragon 105
Formatting with Dragon 106
Types of commands 106
Capitalizing text 106
Formatting text 108
Chapter 8: Dictating Numbers and Punctuation 111
Dictating Numbers and Punctuation 112
Dictating numbers 112
Punctuation 120
Dictating hyphenated words 122
Dictating compound words 123
Dictating names 124
Dictating abbreviations and acronyms 124
Dictating e-mail and Web addresses 125
Chapter 9: Dictating Special Characters 127
Dictating Special Characters 128
Dictating uncommon special characters 129
Switching recognition modes 131
Appendix 133
Dragon settings 134
Dragon Settings for the DME Dragon Client 135
Options - Correction tab 135
Options: Commands tab 136
Options: View tab 136
Options: Hot keys tab 136
Options - Playback/Text-to-speech tab 137
Options - Miscellaneous tab 138
Options: Dictation Box tab 139
Options: PowerMic I and PowerMic II tabs 139
Auto-Formatting: General tab 141
Dragon Settings for the Nuance Management Console 143
Organization-level settings 143
Site-level settings - Miscellaneous 143
Site-level settings - Master user profile 144

Site-level settings - Data 145
Group-level settings - Administrative Settings 145
Group-level settings - Commands 146
Group-level settings - Auto-Formatting (General) 147
Group-level settings Auto-Formatting (Capitalization) 148
Group-level settings - Auto-Formatting (Numbers Units and Dates) 149
Group-level settings - Auto-Formatting (Abbreviations) 150
Group-level settings - Auto-Formatting (Miscellaneous) 157
User Account-level settings - User Account Options 159
User Account-level settings: Auto-Formatting 159

Chapter 1: Introduction

Dragon NaturallySpeaking and Dragon Medical let you talk to your computer instead of typing. As you talk, your words are transcribed onto your screen and into your documents or e-mail messages.

Introduction to Dragon 2

About this guide 2

Conventions used in this guide 2

What if you cannot use your mouse or keyboard? 3

What should you expect from Dragon? 3

Do you still need your keyboard and mouse? 4

Introduction to Dragon

Dragon NaturallySpeaking and Dragon Medical let you talk to your computer instead of typing. As you talk, your words are transcribed onto your screen and into your documents or e-mail messages.

Talking to a computer while it types what you say is called *dictating*. You can dictate, rather than type, into any program that accepts text.

You can use Dragon to:

- Compose letters, memos, and send e-mail messages--Cut and paste inside your documents as well as revise and format text. Just think about what you want to say, and then say it into the microphone.
- Enter data into forms or spreadsheets. (Available in Professional and higher editions)--Most people can dictate numbers faster than they can type. Using Dragon Professional or higher editions, you can create custom voice commands to let you move from field to field on your form by voice.
- Dictate into Electronic Health Record (EHR) applications (with Dragon Medical Professional and higher editions).
- Work on the Web--Search the Web, access information, and navigate Web pages by speaking URLs and links.
- Start programs and open menus.
- Use handheld recorders to dictate while you are away from your computer. Dragon can then transcribe what you said.

About this guide

This guide covers all editions of Dragon, including Dragon NaturallySpeaking and Dragon Medical. Most information presented applies to all the editions, and differences between the editions are noted.

Conventions used in this guide

- This guide contains many examples of words and phrases you can say when using Dragon. These examples appear in italics with quotation marks, for example: "Format That Bold."
- Some procedures also include sample text for you to dictate. Sample text appears in a different typeface, with punctuation in square brackets.
- This guide applies to the five English dialects that ship with Dragon:
    - US English
    - UK English
    - Australian English

- Indian English
- Southeast Asian English

US English uses US spelling, punctuation, and time and currency formats. We recommend US English for Canadian users since this dialect formats numbers (including times, telephone numbers, and currency) in North American formats.

All other dialects use UK spelling, punctuation, and time and currency formats (some number settings depend on your Windows Regional Settings). Where multiple dialects are used in dictation examples, those dialects appear in a different font style.

You can also correct a longer phrase by saying *"Correct [text] Through [text]*" (US/Canada) or "Correct [text] To [text]" (Other Dialects).

This guide uses US spelling and punctuation for consistency.

This guide also includes tips and notes to help you use the software more effectively. Tips and notes appear like this:

Note: If you pause correctly, but Dragon still types a command as dictation, you can force it to recognize what you say as a command by holding down the CTRL key.

With Numbers Mode on, Dragon tries to interpret everything you say as a number. If you dictate words, the results will be unpredictable. However, you can still navigate menus and switch between programs by voice when Numbers Mode is on.

What if you cannot use your mouse or keyboard?

If using a mouse and keyboard is not an option, see Working on your Desktop.

What should you expect from Dragon?

One reason to use Dragon is to boost your productivity. Another is to reduce the strain using a computer puts on hands, eyes, shoulders, etc. Maybe you like the idea of being able to lean back in your chair, put your feet up on the desk, and still get work done.

Dragon works by using sophisticated acoustic and statistical models; it can quickly adapt to you in various ways, becoming familiar with the sound of your voice as well as the particular words you use in your dictations. For best results, you should develop simple habits such as positioning your microphone consistently, dictating punctuation, speaking clearly and evenly, pausing briefly before and after voice commands, and taking advantage of the easy tools Dragon offers to optimize accuracy: for instance, adding to Dragon's vocabulary your own jargon, acronyms, phrases or words for which you want a special pronunciation or spelling. Dragon lets you import lists of vocabulary entries all at once; you can even point Dragon to texts that are similar to what you plan to dictate and it will quickly "study" them.

Personalizing Dragon's vocabulary is easy, and very important for productivity, since it preempts recognition errors. (If a word you dictate is not in Dragon's vocabulary, the software cannot transcribe it.) Properly correcting Dragon's errors will also help it learn. The more you use Dragon, the more opportunities the software will have to adapt to you, both in terms of acoustics and in terms of language.

Do you still need your keyboard and mouse?

Although you can use Dragon to do almost everything on your computer by voice, some things are still easier to do using the mouse or keyboard.

If using a mouse and keyboard is an option for you, try experimenting with using your voice and using your hands for different tasks, to see what works best.

Chapter 2: What's new in Dragon Medical Client 10.1

Dragon Medical Enterprise - Network Edition provides components such as the Nuance Management Console that allow an administrator to perform and manage tasks related to organizations, sites, groups, user accounts, speech services, licenses, and more from a centralized, browser-based administration client. Many of the administrative settings and formatting settings that were set through the Dragon client in previous versions are now set by an administrator using the Nuance Management Console

What's new in Dragon Medical Client 10.1 7

Using a Windows account with access to the master user profile directory 17

Connect Dragon to a specific Nuance Management Server 18

Steps for logging in to the system from Dragon Medical Client 10.1 22

Opening a user profile and saving user files 24

Deleting a user profile and sending it to Nuance for analysis 25

Training a user profile 27

Adding or deleting a vocabulary in Dragon Medical Client 10.1 28

Choosing a Medical vocabulary to support your specialty 30

Selecting or deleting a dictation source in Dragon Medical Client 10.1 35

About multiple dictation sources 37

Using Dragon Medical Client 10.1 without a network connection 38

Using Dragon Medical Client 10.1 client offline 40

Always display the Open Profile dialog box when Dragon Medical Client 10.1 starts 41

Setting Auto-Formatting Options in Dragon Medical Client 10.1 42

Setting playback options in Dragon Medical Client 10.1 43

Acoustic and language model optimization in Dragon Medical Client 10.1 45

Medication, command, and user profile updates in Dragon Medical Client 10.1 46
The Full Text Control Indicator and published Citrix applications 47
New support for Citrix 49
Viewing and managing dictation with a Citrix published application 51

What's new in Dragon Medical Client 10.1

Feature	Description
New client-server architecture	Dragon Medical Enterprise - Network Edition provides components such as the Nuance Management Console that allow an administrator to perform and manage tasks related to organizations, sites, groups, user accounts, speech services, licenses, and more from a centralized, browser-based administration client. Many of the administrative settings and formatting settings that were set through the Dragon client in previous versions are now set by an administrator using the Nuance Management Console. You can still set many user options through the Dragon Medical Enterprise Network Edition 10.1 client, but an administrator can now configure the default values for user settings. See the topics in the Appendix for information on the options that can be set in the Dragon Medical Client 10.1, the Nuance Management Console, or both. The Dragon Medical Client 10.1 is part of the Dragon Medical Enterprise - Network Edition product. See the **Nuance Management Server Administrator Guide** for more information.
New support for using Dragon in a Citrix environment	The Dragon Medical Client 10.1 supports Full Text Control functionality with a published Citrix application. The Dragon Medical Client 10.1 does not support automatic accessing of menus and dialogs in Windows applications, when working with a published application. You can use the Dragon Medical Client 10.1 as if it were running on the Citrix server that hosts the published applications. To use the Full Text Control functionality in a Citrix environment, the **vSync Full Text Control Support** option must be enabled by an administrator. Also, the vSync plug-in must be installed on each Citrix server that hosts the applications you publish and use with Dragon Medical Client 10.1. See the **Dragon in a Citrix environment Administrator Guide** for more information.
Using the Full Text Control Indicator with a published Citrix application	When you use Dragon Medical Client 10.1 with a published application, the Full Text Control Indicator behaves differently than it does with a local application. See Using the Full Text Control Indicator with a published Citrix application for more information.

Feature	Description
Viewing and managing dictation with a Citrix published application	When you are dictating into a published application in Citrix, Dragon displays an error message if the speed of the connection between Dragon and the Citrix server or the vSync plug-in on the server is slow. You can use a button in the message, a hot key combination, or the "Automatically switch to Basic Dictation Control" option to move to Basic dictation mode. Using Basic dictation mode can increase the speed and efficiency of dictation over a slow connection. See Viewing and managing dictation with a Citrix published application for more information.
Windows account access to the master user profile directory	On the client computer that hosts the Dragon Medical Client 10.1, Dragon users need to log in to a Windows account with read, write, and modify access to the master user profile directory. See Using a Windows account with access to the master user profile directory for more information.
Upgrading user profiles	You can use a User Profile created using Dragon Medical or NaturallySpeaking edition, version 10 or 10.1 with Dragon Medical Client 10.1. To use a profile created in version 8 or 9 of Dragon Medical, a Nuance Management Console administrator must first upgrade the user profile. The administrator uses the profile association tool to upgrade the profile and associate the user profile with a user account. Once an administrator links the user profile with a user account, all Dragon options and settings for the user are applied to the master copy (master user profile) of the profile on the network. When a user logs into the system through the Dragon Medical Client 10.1, the Open Profile dialog displays the user profile that the user can use with Dragon Medical. The Open Profile dialog displays one instance of the profile for each dictation source or vocabulary that is associated with the profile. See the "Open Profile dialog box" topic in the Dragon Help for more information.

Feature	Description
Roaming user profiles (now called Master User Profiles)	The administrator settings for managing roaming users are now part of the Nuance Management Console. This provides administrators more power and control when managing roaming users and related functionality and makes it easier for them to perform administrative tasks. Similarly, the Dragon Medical Client 10.1 is now even more fine tuned to the users needs and easier to use than ever before. In the client-server scenario of the Dragon Medical Enterprise – Network Edition, all users are "Roaming users". Master user profile refers to the network or 'master' copy of a user profile and what used to be called a 'Roaming user profile'. An NMC administrator determines the storage location of a master user profile. Each user of Dragon Medical Client 10.1 can use their user profile on more than one client computer. A user can use their user profile on a client computer with or without a network connection. When the client computer is connected to the network, the system synchronizes the local cache with the master user profile on the network. See the **Nuance Management Server Administrator Guide** for more information.
The Open user dialog box is now the Open Profile dialog box	The **Open user** dialog box is now called the **Open Profile** dialog box. The **Open Profile** dialog box no longer contains the **New** button for creating a new user. In Dragon Medical Client 10.1, each user has one user profile. When a user logs into the system through Dragon Medical Client 10.1, the **Open Profile** dialog box displays the existing user profile for the user. If the user does not have a user profile, Dragon starts the New User Wizard to let the user create a new user profile. You open the **Open Profile** box by selecting **Dragon** > **Open Profile** from the menu bar. See the "Open Profile dialog box" topic in the Dragon Help for more information.
Display the Open Profile dialog box when Dragon starts	You can set Dragon Medical Client 10.1 to always display the Open Profile dialog box when you start Dragon. See Always display the Open Profile dialog box when Dragon Medical Client 10.1 starts for more information.

Feature	Description
The Manage User dialog box is not part of the Dragon client	In previous versions of Dragon, you could use the **Manage User** dialog box to perform tasks such as create, rename, or delete a user profile. In the Dragon Medical Client 10.1, a Nuance Administrator now performs most user profile management tasks. As a result, the Manage User dialog box is not included with the Dragon Medical Client 10.1.
The Close User menu item is now the Log-out menu item	The Close user menu item is now called Log-out. You select Log-out when you want to close the user profile you are currently using. Select **Dragon** > **Log-out** from the menu bar. You must save your user profile before you log out of Dragon Medical Client 10.1.
Saving local user profile changes to the master user profile	You must save your user profile before you log out of Dragon Medical Client 10.1. If you do not save your user profile, the updates you made when you used your local cache user profile are not applied to the Master copy of the user profile on the network.
The Open recent user menu item	The Open recent user menu item is not part of the Dragon Medical Client 10.1. The notion of a 'recent' user profile does not apply in the Dragon Medical Client 10.1 as each user has only one user profile that they can use. Like previous versions of Dragon Medical, you can add additional vocabularies and dictation sources to a user profile.
Changes to Special Training support when you run the New User Wizard on a user profile	In the Dragon Medical Client 10.1, the Special Training option does not appear when you first set up your user profile. However, you can perform additional training from the Accuracy center. See the "Using the Accuracy Center" topic in the Dragon Help for more information.
You must log into the system to use the Dragon client	When you start the Dragon Medical Client 10.1, you must log into the system using the user ID and password that an administrator assigns to you. To log into the system, you must have a valid account on the Nuance Management Server that Dragon Medical Client 10.1 connects to. See Logging into Dragon Medical Client 10.1 and Steps for logging into the system from Dragon Medical Client 10.1 for more information.

Feature	Description
Opening a user profile	If you have an author license, you can start the Dragon Medical Client 10.1 and log into the system. If you have an existing user profile, Dragon Medical Client 10.1 displays the Open Profile dialog box. You can select your user profile from the Open Profile dialog box. In the Dragon Medical Client 10.1, each Dragon user can only have one user profile. To open a user profile: On the Dragon menu, select **Open Profile**. 1. Open the **Open Profile** dialog box. 2. Select a user profile. 3. Click **Open**. If you do not already have a user profile, Dragon Medical Client 10.1 displays the New User Wizard to let you create a new user profile.
Deleting a user profile and sending it to Nuance for analysis	If you are experiencing issues with your user profile, you can have the system delete your user profile from the Nuance Management Server and the local cache on the client computer. An administrator can set the profile to be automatically sent to Nuance when the user 'deletes' it. Nuance can analyze the user profile to troubleshoot issues. See Deleting a user profile and sending it to Nuance for analysis for more information.
Acoustic optimization and language model optimization	An administrator now runs and schedules the acoustic optimizer or the language model optimizer. This means that Dragon Medical Client 10.1 requires and uses less CPU resources than ever before. More CPU resources are now available to users of the Dragon Medical Client 10.1. See Acoustic and language model optimization in Dragon Medical Client 10.1 for more information. See the topics in the Appendix for information on the options that can be set in the Dragon Medical Client 10.1, the Nuance Management Console, or both.
Receiving data or application updates	An administrator pushes application and data updates to the Dragon Medical Client 10.1. Updates include updates for the Dragon client and data updates such as new vocabularies. See Medication, command, and user profile updates in Dragon Medical Client 10.1 for more information.

Feature	Description
Running additional or supplementary training on your user profile	After you run additional training, accuracy and recognition improvements are not available until the following process occurs: i. Dragon sends the additional training data to your master user profile on the network. ii. A Nuance Management console administrator runs acoustic optimization on your profile. iii. Dragon downloads data from the optimized profile to the local cache of the client computer. The next time you use your local user profile, you should see improvements in Dragon's recognition of what you say. Contact your administrator for more information.
Users	An administrator creates a user account for a user. The administrator then assigns default user settings and options to the user account or to the group to which the user account belongs. When a user logs into their user account through the Dragon Medical Client 10.1, if the user does not already have a user profile associated with their account, Dragon Medical Client 10.1 displays the New User Wizard to let the user create a new user profile. The settings that the administrator originally set are then applied to the user profile. If a user already has an existing user profile, an administrator can associate the user account of the user with their user profile. Only an administrator can create, edit, or delete a user account. See the **Nuance Management Server Administrator Guide** for more information.
Setting the location of the Nuance Management Server from Dragon	For a user to be able to log into the system and use the Dragon Medical Client 10.1, Dragon Medical must be set to connect to a specific Nuance Management Server. In the Dragon Medical Client 10.1, you specify the network name or IP address of the server that you want to connect to when you log into the system. See Setting Dragon Medical Client 10.1 to connect to a specific Nuance Management Server for more information.

Feature	Description
Using Dragon after a license expires	To use the Dragon Medical Client 10.1 in conjunction with the Nuance Management Server, an administrator must assign a license to you. You cannot log in to the system if you do not have a license. You can use Dragon Medical Client 10.1 for up to 30 days after your license expires. After this time, using your voice or voice commands to select or correct text, and move the cursor may not work as expected. You may need to use the Dictation box for dictation or to use voice commands. See the "Using the Dictation Box" topic in the Dragon Help for more information. See the **Nuance Management Server Administrator guide** for more information.
Setting user options	An NMC administrator can set default values for Auto-Formatting options and command options. When you start Dragon Medical Client 10.1 and log into the system, your user profile contains the default values set by the administrator. However, as with previous versions of the Dragon client, you can use Dragon Medical Client 10.1 to set most user options. The changes you make will synchronize with your Master user profile on the network. Dragon Medical Client 10.1 applies the last settings that either the administrator or a Dragon user set. See "The Options dialog box" in the Dragon Help and Using Dragon Medical Client 10.1 without a network connection for more information. See the topics in the Appendix for information on the options that can be set in the Dragon Medical Client 10.1, the Nuance Management Console, or both.
Setting playback options	You can set playback options to control how Dragon Medical Client 10.1 plays back recorded speech. You set the options by selecting **Tools** > **Options** > **Playback/Text-to-speech** and setting the options in the Playback attributes section. See Setting playback options in Dragon Medical Client 10.1 for more information. See the topics in the Appendix for information on the options that can be set in the Dragon Medical Client 10.1, the Nuance Management Console, or both.

Feature	Description
Setting Auto-Formatting options	You can use the Dragon Medical Client 10.1 to set general Auto-Formatting options. All other Auto-Formatting options such as those for capitalization are set by an administrator in the Nuance Management Console. After you set Auto-Formatting options in the Dragon Medical Client 10.1, for the settings to apply to your master user profile on the network, you must save your user profile and log-out of Dragon. The changes to the Auto-Formatting options are applied to your Master user profile after you log-out of Dragon. See Setting Auto-Formatting Options in Dragon Medical Client 10.1 and "The Formatting Dialog Box" in the Dragon Help for more information on the Auto-Formatting options you can set in the Dragon Medical Client 10.1. See the topics in the Appendix for information on the options that can be set in the Dragon Medical Client 10.1, the Nuance Management Console, or both.
Setting administrative options	In the Dragon Medical Client 10.1, most of the administrative settings that you could set in earlier versions of Dragon are no longer part of the Dragon client. Most administrative settings that use to be in the Dragon client are now managed by an NMC administrator. This change further refines the Dragon Medical Client 10.1 to meet the needs of Dragon users and make the client easier to use. In the Dragon Medical Client 10.1, you can turn off Windows text services or anchor the dictation box to an application. See "Options dialog box Miscellaneous tab" in the Dragon Help for information on how to set the Disable Windows advanced text services option or information on how to set the Anchor Dictation Box to application option. See the topics in the Appendix for information on the options that can be set in the Dragon Medical Client 10.1, the Nuance Management Console, or both.
Using Dragon offline	You can set an option to work with Dragon offline. Dragon does not download the master copy of your user profile when you start Dragon. See Using Dragon Medical Client 10.1 client offline for more information.

Feature	Description
Length of time you can use Dragon without a network connection	You can use the Dragon Medical Client 10.1 when it does not have a connection to the network. This is referred to as disconnected mode. An administrator must enable the "Allow disconnected mode" option to allow a user to use Dragon Medical Client 10.1 in "disconnected mode". An administrator must also disable the "Remove local cache data after usage" option to ensure the local cache copy of a user profile (the local cache user profile) is not deleted when the user closes Dragon. If the user is working in disconnected mode, any changes they make to the local cache user profile will not synchronize with the Master user profile on the network until the user logs back into the system. To preserve changes to the local cache, the administrator must set an option to make sure Dragon Medical Client 10.1 does not remove data from the local cache of the client computer when Dragon closes. Finally, you must have permission to use your user profile in disconnected mode An administrator for the Nuance Management Console sets this permission at the site level. You can only use the Dragon Medical Client 10.1 in disconnected mode for 90 days. After 90 days, you can no longer log in to the system. See Using Dragon Medical Client 10.1 without a network connection for more information.
Using the Voctool to add words and customize a language model	In previous versions of Dragon, you could use the Voctool to perform tasks such as adding words to a vocabulary and customizing a language model. The Voctool is not included with the Dragon Medical Client 10.1. Some of the VocTool functionality is now available to administrators to let administrators add words to vocabularies and customize language models. A user can still use tools such as the Open Profile dialog box, the Vocabulary Editor, the Accuracy Center, and the Spell Dialog box to add a vocabulary, add words to a vocabulary, and perform other similar tasks. Please see the topics in the Dragon Help for more information on these areas of functionality.

Feature	Description
Using the NSAdmin tool to add words, vocabularies, and commands	In previous versions of Dragon, you could use the NSAdmin tool from a command line to perform tasks such as adding words to a vocabulary. The NMC Administrator now performs most of these tasks in the NMC using the Data Distribution Tool. See the **Nuance Management Server - Administrator Guide** for more information.
Using the data distribution tool	In previous versions of Dragon, you could use the Data Distribution Tool to make word lists, command sets, or customized vocabularies available. In the Dragon Medical Client 10.1, the Data Distribution Tool has been moved to the Nuance Management Console. An administrator now uses the Data Distribution Tool to add words, customize vocabularies, and make commands available to Dragon users. See the **Nuance Management Server - Administrator Guide** for more information.

Using a Windows account with access to the master user profile directory

On the client computer that hosts Dragon Medical Client 10.1, the user must log into a Windows account that has full read, write, and modify access to the network location of the master user profiles. This allows the user to save changes from the local cache user profile to the master user profile.

An administrator for the Nuance Management Console determines the network storage location for the master user profiles.

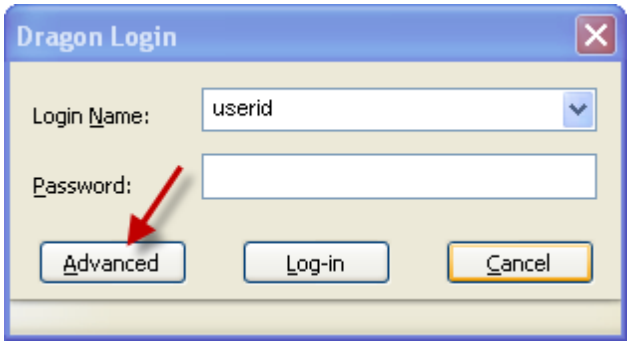
An administrator creates and configures Windows accounts on the computer that hosts Dragon Medical Client 10.1.

Contact your administrator for more information.

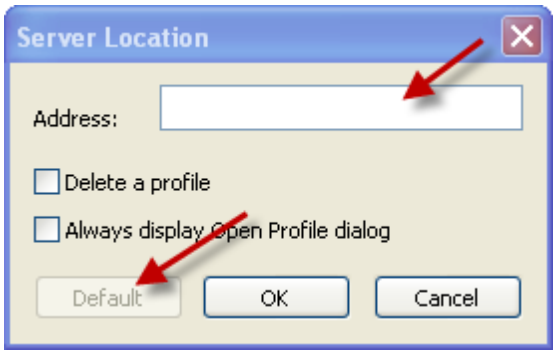
Connect Dragon to a specific Nuance Management Server

You must set Dragon Medical Enterprise Network Edition 10.1 Client to connect to a Nuance Management Server. You set the name of the server in the Dragon Medical Client 10.1. Your Nuance Management Console administrator provides you with the IP address or the network name of the server.

1. Start Dragon Medical Client 10.1.
2. On the Dragon Login window, click **Advanced**.



3. On the Server Location window, in the **Address** field, type the IP address or network name of the Nuance Management Server, or click **Default** to accept the default IP address or network name for the server.



4. Click **OK**.

If you are experiencing problems with your user profile, you can check the **Delete a profile** checkbox to have the system delete your user profile from the Nuance Management Server and delete the local cache user profile from the client computer and send the user profile to Nuance. This is not a default setting and will not happen automatically. Nuance can analyze the user profile to troubleshoot the issues.

See Deleting a user profile and sending it to Nuance for analysis for more information.

To have the Open dialog box open every time Dragon Medical Client 10.1 starts, you select **Always display Open Profile dialog box**. See Always display the Open Profile dialog box when Dragon Medical Client 10.1 starts for more information.

Logging into Dragon Medical Client 10.1

Logging into Dragon - Overview

If you have an author license, when you first open Dragon Medical Enterprise Network Edition 10.1 Client and log into your user account one of two things occur.

- If you do not have an existing user profile, Dragon Medical Client 10.1 displays the New User wizard to let you create a new user profile.
- If you have an existing user profile, and the **Always display Open Profile dialog** option in the Advanced tab of the login dialog is selected, Dragon Medical Client 10.1 displays the Open Profile dialog box that you can use to select your user profile.

If you have added additional vocabularies or dictation sources to your user profile, the Open Profile dialog box displays all the different instances of your user profile. To begin using Dragon Medical Client 10.1, choose an instance of your user profile from the dialog box.

An administrator can set an option on the Nuance Management Console (NMC) to delete the local cache on the client computer when Dragon Medical Client 10.1 closes. This option is not enabled by default. If the option is enabled, your local cache is removed from the client computer after you close Dragon Medical Client 10.1. If the local cache is deleted, the Dragon client must download the user profile again from the network, the next time it connects to the NMC.

See Steps for logging into the system from Dragon Medical Client 10.1 for steps for logging into Dragon Medical Client 10.1.

On the client computer that hosts Dragon Medical Client 10.1, you need to log into a Windows account with read, write, and modify access to the master user profile directory. See Using a Windows account with access to the master user profile directory for more information.

When Dragon does not display the login dialog box

If Dragon Medical Client 10.1 is configured to start from a script using a Windows user account to login, Dragon does not display the Dragon Login dialog box. Instead, the script automatically starts Dragon and sends the users Windows logon credentials to the Nuance Management Server (NMS). The NMS uses the credentials to authenticate the user. The DragonBar displays the message 'Dragon is connecting to Active Directory'.

If the Windows login user name or password is not valid, the logon fails. If the logon fails, Dragon displays the Dragon Login dialog box and asks the user for their Windows user name and password (which they normally obtain from an NMS administrator).

First login into the Dragon Medical Client 10.1 without an existing user profile

The first time you log into the Dragon Medical Client 10.1 with an author license, Dragon displays a link to the end user license agreement (EULA). You must accept this agreement before you can proceed.

After you accept the license agreement, Dragon Medical Client 10.1 downloads the default settings from the Nuance Management Server to the Dragon client. The default settings are set by an administrator.

If you do not already have a user profile, Dragon Medical Client 10.1 displays the New User wizard to let you create and train a new user profile. See Training a user profile for more information.

You can select the dictation source and vocabulary for the user profile.

Once Dragon Medical Client 10.1 creates the user profile, Dragon stores a local copy of the user profile in the local cache of the computer. This is called the local cache user profile.

First login into the Dragon Medical Client 10.1 with an existing user profile

The first time you log into the Dragon Medical Client 10.1 with an author license and with an existing profile, if Dragon Medical Client 10.1 has a network connection, Dragon Medical Client 10.1 downloads your user profile and user settings from the network storage location of your Master user profile to the client computer. Dragon stores your user profile and user settings in a local cache on the client computer.

Subsequent logins into the Dragon Medical Client 10.1 with an existing user profile

The next time you log into the Dragon Medical Client 10.1, Dragon looks for changes between your local cache user profile on the client computer, and your Master user profile on the network.

Dragon Medical Client 10.1 updates the user profile with the oldest 'last saved' date with the data from the user profile with the newest 'last saved' date. For example, if the local cache user profile was saved four days ago, and the Master user profile was last saved a week ago, Dragon Medical Client 10.1 identifies the local cache user profile as being the newest version of the profile. Dragon updates the Master user profile with the changes from the local cache user profile.

If no differences exist between the Master user profile and the local cache user profile, Dragon Medical Client 10.1 uses the local cache user profile.

Storage of user profiles in the Dragon Medical Client 10.1

A Nuance Management Console administrator determines the storage location of the Master user profile. The administrator sets the location of the master user profiles in the Site settings area of the Nuance Management Console.

Every time you use the Dragon Medical Client 10.1, Dragon makes changes to your user profile. Dragon Medical Client 10.1 stores these changes temporarily in the local cache user profile on the client computer. The next time Dragon Medical Client 10.1 synchronizes with the Nuance Management Server, the system removes the changes from the local cache and propagates the changes to the Master user profile on the network.

Automatic logout of an inactive user

An administrator can set Dragon Medical Client 10.1 to automatically log out an inactive user after a specific amount of time. Dragon Medical Client 10.1 displays a prompt that warns users that they are about to be logged out. Users can respond to the prompt to remain logged-in to the system .

Steps for logging in to the system from Dragon Medical Client 10.1

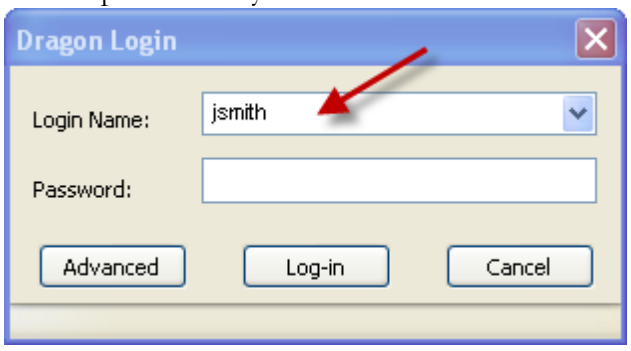
To use the Dragon Medical Enterprise Network Edition 10.1 Client with the Nuance Management Server, you must log in to the system. You must have a valid user account to log in to the system.

On the client computer that hosts Dragon Medical Client 10.1, you need to log into a windows account with read, write, and modify access to the master user profile directory.

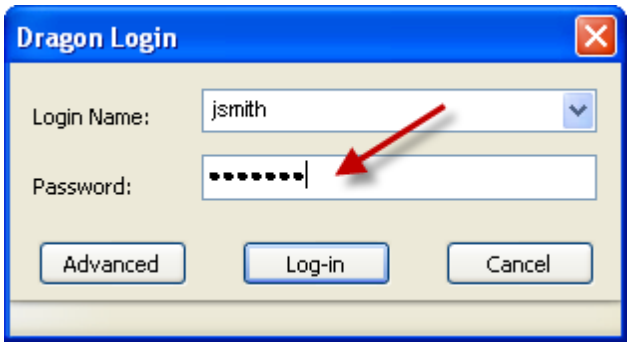
See Using a windows account with access to the master user profile directory for more information.

To log in to the system from the Dragon Medical Client 10.1

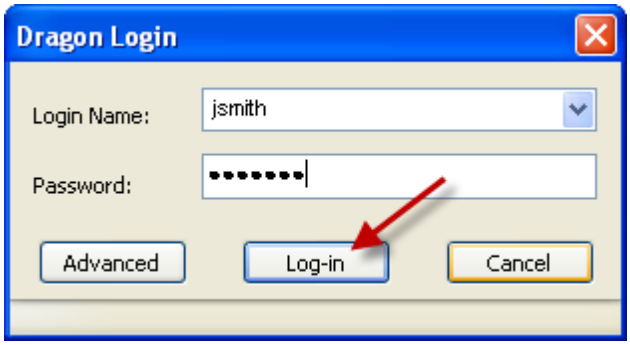
1. Start Dragon Medical Client 10.1.
2. In the Dragon Login window, in the **Login Name** field, enter the user ID that your administrator provides to you.



3. In the **Password** field, enter the password that your administrator provides to you.



4. Click **Log-in**.



Note: The first time you log-in through Dragon, you may need to set the address of the Nuance Management Server. On the Dragon Login window, click **Advanced**. In the **Address** field, type the IP address or network name of the Nuance Management Server, or click **Default** to accept the default IP address or network name. Click **OK**

See "Logging into Dragon Medical Client 10.1" in the **Dragon Help** or the **Dragon User Guide** for more information on logging in to the system through the Dragon Medical client.

After you create a user profile, you can train the profile. See Training a user profile for more information.

Opening a user profile and saving user files

After you open the Dragon Medical Enterprise Network Edition 10.1 Client and log into the network, Dragon Medical Client 10.1 displays the Open Profile dialog box. Before you can use the Dragon Medical Client 10.1, you must select an instance of a user profile. If you add a vocabulary or a dictation source to your user profile, there may be more than one instance of your user profile.

A user profile is a set of files that store acoustic information about your voice. Dragon Medical Client 10.1 uses this information to recognize what you say. User profiles contain any changes you make to the standard vocabulary, such as specialized words, names, acronyms, and abbreviations.

In the Nuance Management Console, an administrator creates a user account. If you have an existing user profile, the administrator associates the user account with the user profile. If you do not have an existing user profile, when you log into the Dragon Medical Client 10.1, Dragon display the New User Wizard to let you create and train a user profile. Unlike previous versions of the Dragon client, you cannot export or import user profiles in Dragon Medical Client 10.1.

On the client computer that hosts Dragon Medical Client 10.1, you need to log into a Windows account with read, write, and modify access to the master user profile directory. See Using a Windows account with access to the master user profile directory for more information.

The Open Profile dialog box displays all the different instances of your user profile - one for each vocabulary or dictation source you add.

Note: Dragon Medical Client 10.1 creates a new instance of the user profile with the same properties as the original but with the new dictation source or vocabulary. The new instance of the user profile is not a copy of the original user profile. Each user has one user profile to work with in Dragon Medical Client 10.1. The new instance of the user profile is the original user profile associated with a different dictation source or vocabulary.

Open a user profile

1. On the Dragon menu of the DragonBar, click **Open Profile**.
2. On the Open Profile dialog box, select a user profile from the list, and click **Open**.
3. If the user profile requires training, Dragon Medical Client 10.1 displays a message about the need to train the profile. See Training a user profile for more information.

Save your user files and user profile

- On the Dragon menu of the DragonBar, click **Save User Files**.

Deleting a user profile and sending it to Nuance for analysis

To have Nuance troubleshoot issues you may be experiencing with your user profile, you can have the system delete your user profile from the Nuance Management Server and delete the local cache user profile from the client computer. An administrator can set the profile to be automatically sent to Nuance for troubleshooting.

After you check the **Delete a profile** option and log into the system, the Nuance Management Server automatically creates a backup copy of your user profile. The system then deletes the user profile from the local cache and the network.

A Nuance Management Console administrator must enable an option to let the above process occur. Also, the user profile may not be sent to Nuance immediately. For example, the administrator may wait until a certain number of user profiles have been 'deleted' before they send the profiles to Nuance. Contact your administrator for more information.

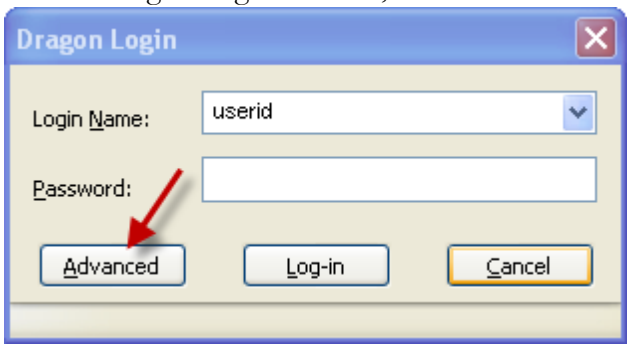
The Nuance Management Server automatically performs regular backups of user profiles.

Notes:

- After you delete the user profile, Dragon will ask you to create a new one. If you want to restore the user profile you deleted, you must contact your administrator.
- To delete a user profile without sending it to Nuance for troubleshooting (if enabled by an administrator), or to obtain a backup copy of a user profile, contact your administrator.

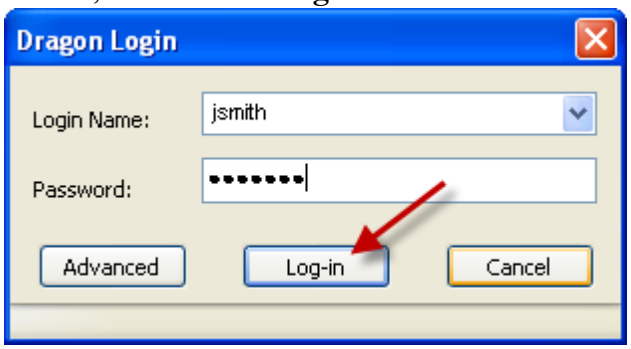
To delete a user profile and sent it to Nuance

1. Start Dragon Medical Client 10.1.
2. On the Dragon Login window, click **Advanced**.



3. Select the **Delete a profile** option.
4. Click **OK**.

5. In the Dragon Login window, enter the **Login Name** and **Password** provided by your administrator, and click the **Log-in** button.



Training a user profile

Use the New User Wizard to train a new user profile. The New User Wizard appears when you open a user profile that has not received training. For example, the wizard appears if you open a user profile to which you have just added a new vocabulary.

The New User Wizard walks you through the process of training a new user profile .

You have two options for initial training:

- None - **No Training**, where the user skips training entirely. With the No Training option, Dragon leads the user through several screens that adapts Dragon to the volume of the user's microphone and the quality of the user's sound system. If you choose the No Training option, it is important to read aloud the text exactly as presented when the New User Wizard leads you through the volume and quality checks for your microphone. The No Training option takes approximately one minute to complete. This option is not available for user profiles created with array microphones, BlueTooth microphones, or portable devices.
- Short - **Short Training**, where Dragon guides the user through reading from one of several longer passages from books, news articles, or speeches. Short Training takes approximately 5 minutes to complete and offers better initial accuracy than the No Training option. The Short Training option is the default.

Click one of the radio buttons to select the type of training you want.

The Special Training option does not appear when you first set up your user profile. However, you can perform additional training from the Accuracy center.

Notes:

- You can click **Cancel** to exit the New User Wizard. Dragon remembers the steps you have completed, so you can continue training at the current step the next time you open the user profile.
- After you run additional training, accuracy and recognition improvements are not available until the following process occurs:

    i. Dragon sends the additional training data to your master user profile on the network.
    ii. A Nuance Management console administrator runs acoustic optimization on your profile.
    iii. Dragon downloads data from the optimized profile to the local cache of the client computer.

  The next time you use your local user profile, you should see improvements in Dragon's recognition of what you say. Contact your administrator for more information.

Adding or deleting a vocabulary in Dragon Medical Client 10.1

You can use the **Open Profile dialog box** to add a Vocabulary to an existing user profile.

Dragon Medical Enterprise Network Edition 10.1 Client associates the vocabulary you choose with all dictation sources for the user profile. For example, if you have a user profile named 'Physician'. It uses a vocabulary called 'Original vocabulary' and has two dictation sources - the PowerMic and the Mic In.

The Open Profile dialog box displays the following items:

- Physician - PowerMic - Original vocabulary
- Physician - Mic In - Original vocabulary

If you add the General vocabulary to the user profile, Dragon Medical Client 10.1 creates two more instances of the user profile.

The Open Profile dialog box displays the following items:

- Physician - PowerMic - Original vocabulary
- Physician - Mic In - Original vocabulary
- Physician - PowerMic - General vocabulary
- Physician - Mic In - General vocabulary

Note: Dragon Medical Client 10.1 creates a new instance of the user profile with the same properties as the original but with the new dictation source or vocabulary. The new instance of the user profile is not a copy of the original user profile. Each user has one user profile to work with in Dragon Medical Client 10.1. The new instance of the user profile is the original user profile associated with a different dictation source or vocabulary.

In the **New Vocabulary window**, the **Based on** field only displays the vocabularies that are available for your edition of Dragon and the language your are working in.

You can choose among different types of vocabularies, such as one of the following:

- The Medical vocabularies for use with Dragon. For a list of available Medical vocabularies, see Choosing a Medical vocabulary to support your specialty.
- The General vocabulary optimized for adult and business use with applications such as e-mail applications and browsers such as Internet Explorer.

See "About Vocabularies" in the Dragon Help for information on vocabulary sizes.

See "Creating a New Vocabulary" in the Dragon Help for information on "Base" vocabularies.

Add a vocabulary

You can also add a vocabulary by selecting **Dragon** > **Manage Vocabularies**.

1. On the Open Profile dialog box, select a user profile.
2. In the Open Profile dialog box, select **Vocabulary** > **New**
3. In the New Vocabulary window, in the **Vocabulary Name** field, enter a name for the vocabulary.
4. In the **Based on** field, select a base vocabulary.
5. Click **OK**. Dragon adds the vocabulary to all dictation sources for the user profile you selected. You may have more than one instance of a user profile. For example one instance for use with a PowerMic, and another instance for use with a Microphone (Mic-In).
6. If Dragon displays the Vocabulary Optimizer dialog-box, close the dialog box.
7. The Open Profile dialog box displays the user profile with the new vocabulary.

You can now open the Accuracy Center to perform tasks including adding a word or list of words to the vocabulary, editing the vocabulary, and running the Vocabulary Optimizer.

See "The Accuracy Center Options" in the Dragon Help for more information.

Delete a vocabulary

1. On the Open Profile dialog box, select a user profile.
2. On the Open Profile dialog box, select **Vocabulary** > **Delete**.
3. Click **Yes** to delete the vocabulary.

Choosing a Medical vocabulary to support your specialty

You should select and use a vocabulary that is specific to your medical specialty. To select an appropriate vocabulary, you should know the medical vocabulary that supports your specialty.

You select a base vocabulary from the New Vocabulary dialog box.

See "New Vocabulary dialog box" and "Opening Vocabularies" in the Dragon Help for more information.

Medical specialties and medical vocabularies - US and UK English Dragon Medical

The following table correlates Medical specialties with Dragon Medical vocabularies available in US and UK English.

Physical Medicine and Rehabilitation and the Speech and Language Pathology vocabularies that are not available in UK English are marked with an asterisk (*).

Specialty	Medical Vocabulary to Choose
Addiction Psychiatry	Addiction Psychiatry
Adolescent Medicine	Family Medicine, Internal Medicine, or Pediatrics
Allergy and Immunology	Allergy and Immunology
Anesthesiology	Anesthesiology
Bariatric Surgery	Surgery
Behavioral Health	Psychiatry
Blood Banking/Transfusion Medicine	Pathology
Breast Surgery	Surgery
Cardiac Surgery	Cardiac Surgery
Cardiology	Cardiology
Cardiothoracic Surgery	Surgery
Cardiovascular Disease	Internal Medicine
Chemical Pathology	Pathology
Child and Adolescent Psychiatry	Psychiatry
Child Abuse Pediatrics	Pediatrics

Specialty	Medical Vocabulary to Choose
Clinical Cardiac Electrophysiology	Cardiology
Critical Care Medicine	Anesthesiology or Internal Medicine
Dentistry	Dentistry
Dermatology	Dermatology
Dermatopathology	Pathology
Developmental-Behavioral Pediatrics	Pediatrics
Diagnostic Radiology	Radiology
ENT	ENT
Ear, Nose, and Throat	ENT
EEG	Psychiatry
Emergency Medicine	Emergency Medicine
EMG Examinations	Neurology
Endocrinology	Endocrinology Diabetes and Metabolism
Epidemiology	Epidemiology
Family Medicine	Family Medicine
Fetal Medicine	Fetal Medicine
Forensic Pathology	Pathology
Forensic Psychiatry	Psychiatry
Gastroenterology	Gastroenterology
General Medicine	General Medicine
Geriatric Medicine	Geriatric Medicine or Family Medicine
Geriatric Psychiatry	Psychiatry
Hand Surgery	Hand Surgery or Plastic Surgery
Hematology	Hematology
Hospice and Palliative Medicine	Pain Medicine, Emergency Medicine, Family Medicine, Internal Medicine, Pediatrics, or Physical Medicine and Rehabilitation*
Infectious Disease	Infectious Disease
Internal Medicine	Internal Medicine
Interventional Cardiology	Internal Medicine
Medical Education and Writing	Medical Education and Writing

Specialty	Medical Vocabulary to Choose
Medical Microbiology	Pathology
Medical Oncology	Internal Medicine
Medical Toxicology	Emergency Medicine, Pediatrics
Mental Health	Addiction Psychiatry, Endocrinology Diabetes and Metabolism, Psychiatry, or Psychology
Midwifery	Midwifery
Neonatal and Perinatal Medicine	Neonatal and Perinatal Medicine
Nephrology	Nephrology
Neurodevelopmental Disabilities	Pediatrics
Neurology	Neurology
Neuromuscular Medicine	Physical Medicine and Rehabilitation*
Neuropathology	Pathology
Neuropsychology	Psychiatry, Neurology
Neurosurgery	Neurosurgery
Neurotology	ENT
Nuclear Medicine	Nuclear Medicine
Nuclear Radiology	Radiology
Nursing	Nursing
Obstetrics and Gynecology	Obstetrics and Gynecology
Oncology	Oncology
Ophthalmology	Ophthalmology
Oral and Facial Surgery	Oral and Facial Surgery
Orthopaedic Surgery	Orthopaedic Surgery
Osteopathy	Osteopathy
Otolaryngology	ENT
Pain Medicine	Pain Medicine
Pathology	Pathology
Pediatric Cardiology	Pediatric Cardiology
Pediatric Critical Care Medicine	Pediatrics
Pediatric Dentistry	Pediatric Dentistry
Pediatric Dermatology	Dermatology

Specialty	Medical Vocabulary to Choose
Pediatric Emergency Medicine	Emergency Medicine or Pediatrics
Pediatric Endocrinology	Pediatrics
Pediatric ENT	Pediatrics
Pediatric Gastroenterology	Pediatric Gastroenterology
Pediatric Hematology-Oncology	Pediatrics
Pediatric Infectious Diseases	Pediatrics
Pediatric Nephrology	Pediatrics
Pediatric Otolaryngology	ENT
Pediatric Pathology	Pathology
Pediatric Pulmonology	Pediatrics
Pediatric Rehabilitation Medicine	Physical Medicine and Rehabilitation*
Pediatric Rheumatology	Pediatrics
Pediatric Surgery	Surgery
Pediatric Transplant Hepatology	Pediatrics
Pediatric Urology	Urology
Pediatrics	Pediatrics
Physical Medicine and Rehabilitation	Physical Medicine and Rehabilitation*
Plastic Surgery	Plastic Surgery
Plastic Surgery within Head and Neck	ENT
Podiatry	Podiatry
Proctology	Colon and Rectal Surgery
Psychiatry	Psychiatry or Addiction Psychiatry
Psychology	Psychology
Pulmonary Disease	Pulmonary Disease
Radiation Oncology	Radiology
Radiation Therapy	Radiation Therapy
Radiologic Physics	Radiology
Radiology	Radiology or Nuclear Medicine
Rheumatology	Rheumatology
Sleep Lab	Sleep Lab

Specialty	Medical Vocabulary to Choose
Sleep Medicine	Family Medicine or ENT
Speech and Language Pathology	Speech and Language Pathology*
Spinal Cord Injury Medicine	Physical Medicine and Rehabilitation*
Sports Medicine	Emergency Medicine, Family Medicine, or Physical Medicine and Rehabilitation*
Surgery	Surgery
Thoracic Surgery	Thoracic Surgery
Transplant Hepatology	Internal Medicine
Trauma Surgery	Surgery
Undersea and Hyperbaric Medicine	Emergency Medicine
Urology	Urology
Vascular Surgery	Vascular Surgery
Vascular and Interventional Radiology	Vascular and Interventional Radiology

Selecting or deleting a dictation source in Dragon Medical Client 10.1

A dictation source is the device that you speak into when you are dictating. To use a specific dictation source, for example, a portable recorder, with a user profile, you must associate the user profile with the dictation source and adapt Dragon Medical Enterprise Network Edition 10.1 Client to the sound of your voice as it sounds when it is recorded using that dictation source.

Use the Open Profile dialog box to associate an existing user profile with a new dictation source.

You can use the new instance of the user profile and the new dictation source with the same commands you use with the original dictation source. See About multiple dictation sources for more information.

After you associate the new dictation source with an existing user profile, when you open the user profile, Dragon Medical Client 10.1 launches the New User Wizard. The wizard allows you to train Dragon Medical Client 10.1 to recognize your voice as you speak through the new dictation source.

Dragon Medical Client 10.1 reverts to the default dictation source if the original source becomes unplugged.

Add a dictation source

Ensure you install and plug-in the microphone into the computer that hosts Dragon Medical Client 10.1 before performing the following steps.

1. On the Open Profile dialog box, select a user profile.
2. On the Open Profile dialog box, select **Source** > **New**.
3. On the New Dictation Source window, in the Dictation Source drop-down list, select a dictation source.
4. In the Initial Training section, to perform initial training with the new dictation source, select **Short**. If you choose not to perform any initial training, select **None**. See Training a user profile for more information.
5. Press **OK**. Dragon Medical Client 10.1 associates a new instance of the user profile with the new dictation source. You may have more than one instance of a user profile. For example one instance for use with a PowerMic, and another instance for use with a Microphone (Mic-In).
6. If you choose the **No Training** option, Dragon Medical Client 10.1 displays a message explaining that the Audio Setup Wizard has not yet run for the user profile and the dictation source.
7. If you choose the **Short training** option, Dragon Medical Client 10.1 displays several Audio Setup Wizard screens and a screen that lets you start training the user profile.

Delete a dictation source

1. On the Open Profile dialog box, select a user profile.
2. On the Open Profile dialog box, select **Source** > **Delete**.

3. Click **Yes** to delete the dictation source.

Notes:

- Dragon Medical Client 10.1 creates a new instance of the user profile with the same properties as the original but with the new dictation source. The new instance of the user profile is not a copy of the original user profile. Each user has one user profile to work with in Dragon Medical Client 10.1. The new instance of the user profile is the original user profile associated with a different dictation source.
- The most common choice of dictation source is a headset microphone that you plug into the mic-in jack of your computer. In the New Dictation Source window, check the list to be sure that you selected the correct source. If the device does not appear in the list, you must install the appropriate recorder software on the computer.
- You can choose to skip the Short training of user profiles created with headset microphones. However, completing the training before you start dictating will increase your initial accuracy. This option is not available for user profiles created with array microphones, BlueTooth microphones, or portable devices.
- If you are using a Nuance PowerMic and you do not see the PowerMic listed as a Dictation source in the New Dictation Source window, make sure the PowerMic is plugged into the computer and that the PowerMic is set as your default recording and playback device. To set the default device, select **Start** > **Control Panel** > **Sounds and Audio Devices** and then select the **Audio** tab. On the **Audio** tab, set the PowerMic as your default Sound recording and Sound Playback device. See the following topics in the Dragon Help for more information:
  "Using the Nuance PowerMic"
  "Using the Nuance PowerMic II"

About multiple dictation sources

Some editions of Dragon allow you to train users with multiple dictation sources. For example, with the same user files, you can dictate with a headset microphone, an array microphone, or a portable recorder. This way you can keep the same custom vocabulary and training, but use the dictation style most convenient for you at that moment. For example, you might use a headset microphone at one computer, an array microphone at another, and a portable recorder that you use for transcription at a third computer. By allowing multiple dictation sources for a single set of user files, Dragon lets you move from computer to computer regardless of the microphone type or differences in ambient noise.

Using Dragon Medical Client 10.1 without a network connection

To set up and configure the Dragon Medical Enterprise Network Edition 10.1 Client, your computer must have a connection to the network. Once Dragon Medical Client 10.1 is set up, you can use Dragon when it does not have a connection to the network

To use Dragon Medical Client 10.1 without a connection to the network, an administrator must enable the "Allow disconnected mode" option for the user on the Nuance Management Console.

The administrator should disable the "Remove local cache data after usage" option before you work in disconnected mode. The "Remove local cache data after usage" option deletes the local cache user profile when you close Dragon Medical Client 10.1. Contact your administrator for more information.

If you find that you cannot use your user profile when Dragon Medical Client 10.1 is not connected to the network, contact your administrator.

On the client computer that hosts Dragon Medical Client 10.1, you need to log into a Windows account with read, write, and modify access to the master user profile directory. See Using a Windows account with access to the master user profile directory for more information.

Logging into Dragon Medical Client 10.1 after initial setup

After you set up Dragon Medical Client 10.1, if you log in to Dragon without a network connection, Dragon Medical Client 10.1 uses the user profile options from the local cache user profile. The next time Dragon Medical Client 10.1 connects to the network, the local cache user profile synchronizes with the Master user profile on the network.

Changing Dragon Medical Client 10.1 options without a network connection

You can change Dragon Medical Client 10.1 options even if Dragon does not have a network connection. The next time Dragon Medical Client 10.1 connects to the network, the changes you make are uploaded to the Nuance Management Server.

Adding words without a network connection

You can add words to a vocabulary when Dragon Medical Client 10.1 is not connected to the network. The new words synchronize with the Master user profile on the network once a network

connection is established again.

Obtaining Acoustic and language model optimization updates from the server

An administrator schedules and runs optimization for acoustic and language models. When optimization is complete, the changes are synchronized with the user profile stored on the computer with the Dragon Medical Client 10.1.

If Dragon Medical Client 10.1 does not have a connection to the network, Dragon receives the optimization updates the next time it connects to the network.

Adding Commands without a network connection

You can add Commands while Dragon Medical Client 10.1 does not have a network connection. The changes you make propagate to the Nuance Management Server the next time Dragon connects to the network.

Obtaining changes to user settings from the Nuance Management Server

Changes that an administrator makes to user settings through the Nuance Management Console are sent to the Dragon Medical Client 10.1 the next time Dragon connects to the network.

If a user changes settings through the Dragon Medical Client 10.1, the changes will override the settings set by an administrator. If an administrator makes changes to those settings, the administrator's changes will override any settings the user set in Dragon. Basically, the Dragon Medical Client 10.1 applies the settings that were set by the last person that makes changes to the settings - either the Dragon user or an administrator for the Nuance Management Console.

Length of time you can use Dragon Medical Client 10.1 without a network connection

You can use Dragon Medical Client 10.1 for up to 90 days without a connection to the Nuance Management Server as long as you have a valid license. If you try to use Dragon Medical Client 10.1 after this period, you will not be able to log into the system. Contact your NMC administrator if you cannot log into the system.

Using Dragon Medical Client 10.1 client offline

If you are working on a slow network, you can set Dragon to let you work offline and use the local cache version of your user profile.

When working offline or working in disconnected mode, Dragon does not retrieve your master user profile from across the network. This reduces the time it takes for you to start using Dragon.

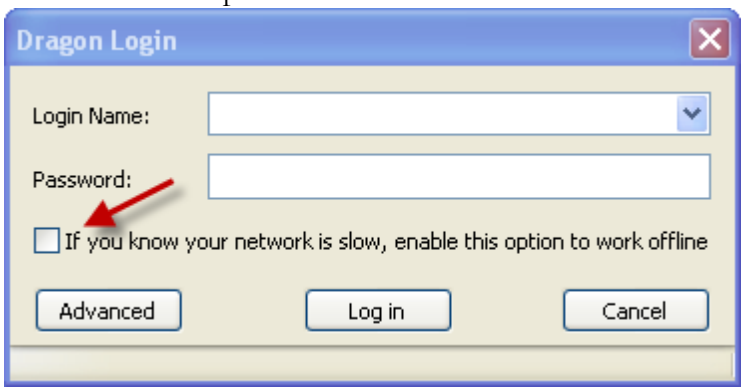
However, unlike disconnected mode, working offline requires a network connection for you to authenticate with the system before you can use Dragon.

If you set this option, it applies only to you current session. The next time you log in to the system, you must set this option again to work offline.

Prerequisites to use this feature

- An administrator must disable the **Remove local cache data after usage** option in the Nuance Management Console. Contact your administrator for more information.
- You must have logged into the system at least once prior to setting the 'work offline' option.
- You must have downloaded your user profile from the master copy at least once. This ensures that you have a local copy of your user profile to work with offline.

1. In the Dragon login dialog, check the **If you know your network is slow, enable this option to work offline** option.

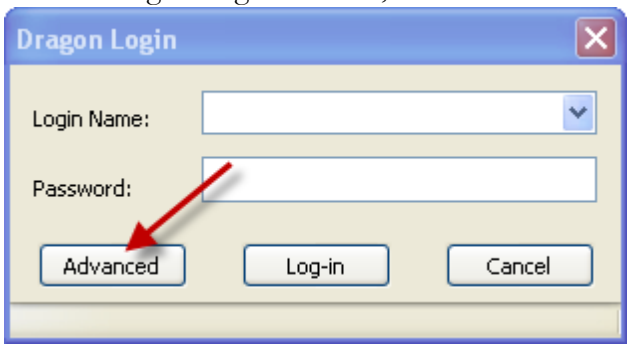


Always display the Open Profile dialog box when Dragon Medical Client 10.1 starts

You can set Dragon Medical Enterprise Network Edition 10.1 Client to always display the Open Profile dialog box when you start Dragon.

Always displaying the Open Profile dialog box lets you create a new dictation source or vocabulary, even if you did not previously complete the Getting Started Wizard for a user profile, or did not complete the Audio Setup Wizard for a new dictation source.

1. Start Dragon Medical Client 10.1.
2. On the Dragon Login window, click **Advanced**.



3. In the Server Location window, select **Always display Open Profile dialog**. Make sure the **Address** field contains the IP address or network name of the Nuance Management Server, or click **Default** to accept the default IP address or network name for the server.

4. Click **OK**.

Setting Auto-Formatting Options in Dragon Medical Client 10.1

After you set Auto-Formatting options in the Dragon Medical Client 10.1, for the settings to apply to your master user profile on the network, you must save your user profile and log-out of Dragon. The changes to the Auto-Formatting options are applied to your Master user profile after you log-out of Dragon.

General Auto-Formatting options

Auto-Formatting options in the Dragon Medical Enterprise Network Edition 10.1 Client can be set by a Dragon user, a Nuance Management Console (NMC) administrator, or both.

Changes that an administrator makes to general Auto-Formatting options on the Nuance Management Console are sent to the Dragon Medical Client 10.1 the next time Dragon connects to the network.

If a Dragon user changes general Auto-Formatting options in the Dragon Medical Client 10.1, the changes override the settings set by an administrator. If an administrator makes changes to the general Auto-Formatting options through the NMC, the administrator's changes will override the settings the user set in Dragon the next time the local cache synchronizes with the Master User Profile. Basically, Dragon applies the general Auto-Formatting option settings set by the last person that changes the settings - either the Dragon user or an NMC administrator.

For a list of the general Auto-Formatting options that a Dragon user or an administrator can set, see the "Formatting Dialog Box" topic in the Dragon Help

Perform the following steps to access the general Auto-Formatting options in Dragon Medical Client 10.1:

1. On the DragonBar, select **Tools** > **Formatting**. The Formatting dialog box appears.
2. Select the checkboxes of the Auto-Formatting options that you want to enable.
3. Click **OK** to save your changes.

Medical and other Auto-Formatting options

The administrator for the Nuance Management Console can set all Auto-Formatting options, at the Group level and at the User Account level.

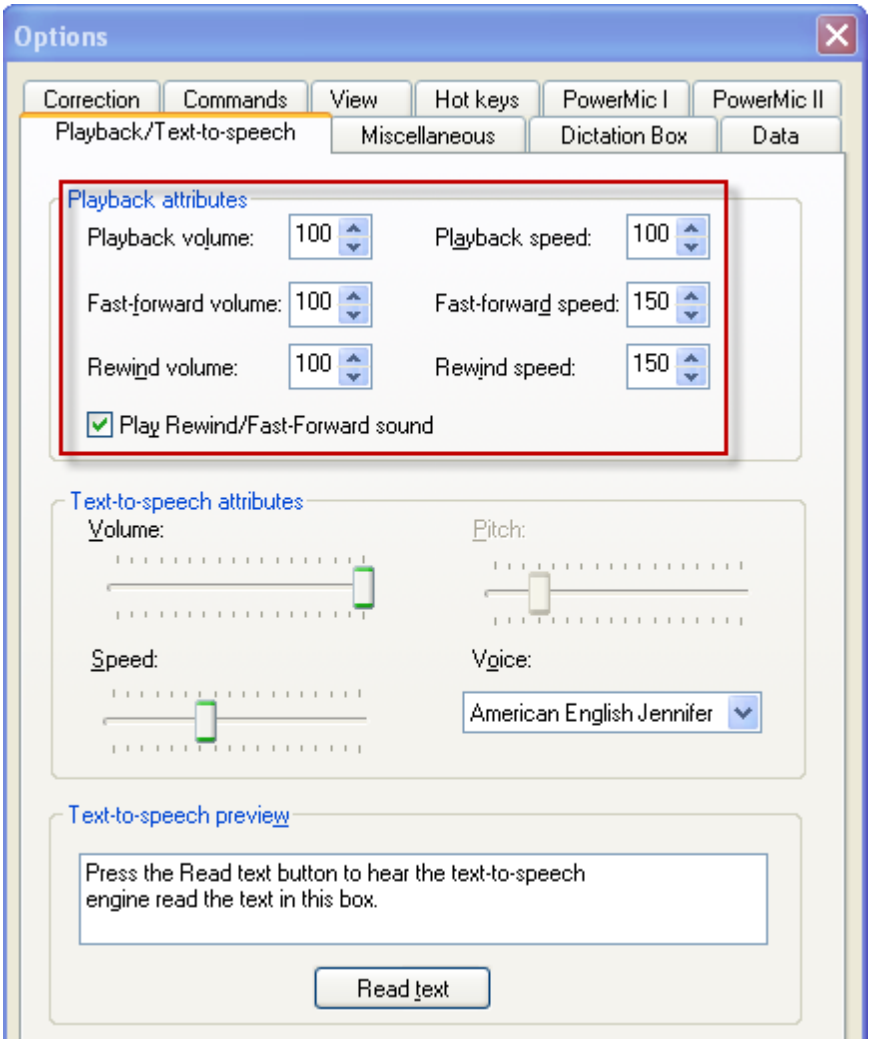
Specifically, the administrator is the only person who can set Medical Auto-Formatting options. The Dragon user can no longer set those options in the Dragon Medical Client 10.1. See the **Nuance Management Console Help** or the **Nuance Management Server Administrator Guide** for a list of the Medical Auto-Formatting options that an administrator can set.

Setting playback options in Dragon Medical Client 10.1

You can control how Dragon Medical Enterprise Network Edition 10.1 Client plays back recorded speech that corresponds to a given section of text.

You set playback options in Dragon Medical Client 10.1 by selecting **Tools** > **Options** > **Playback/Text-to-speech**, and setting the options in the **Playback attributes** section.

Note: The Playback/Text-to-speech tab also contains options for controlling how Dragon Medical Client 10.1 plays text-to-speech.



Playback volume

Set this option to control the volume Dragon Medical Client 10.1 uses when it plays back recorded speech. You can choose a value between 1 and 100.

Playback speed

Set this option to control the speed that Dragon Medical Client 10.1 uses to play back recorded speech. You can choose a value between 1 and 100.

Fast-forward volume

Set this option to control the volume that Dragon Medical Client 10.1 uses when it plays back recorded speech as it fast forwards through the recorded dictation. You can choose a value between 1 and 100.

Fast-forward speed

Set this option to control the speed that Dragon Medical Client 10.1 uses when it fast forwards through recorded speech. You can choose a value between 1 and 150.

Rewind volume

Set this option to control the volume that Dragon Medical Client 10.1 uses when it plays back speech as it rewinds the play back of recorded dictation. You can choose a value between 1 and 100.

Rewind speed

Set this option to control the speed that Dragon Medical Client 10.1 uses when it rewinds the play back of recorded speech. You can choose a value between 1 and 150.

Play Rewind/Fast-Forward sound

Set this option to set Dragon Medical Client 10.1 to play sound when it rewinds or fast-forwards through recorded speech.

Acoustic and language model optimization in Dragon Medical Client 10.1

An administrator schedules and runs acoustic or language model optimization. The optimization process stores the resulting optimization data on the Nuance Management Server. The system downloads the data to the Dragon Medical Enterprise Network Edition 10.1 Client the next time you log in to the system.

You can use Dragon Medical Client 10.1 for dictation while an administrator runs optimization for an acoustic or language model.

See the **Nuance Management Console -Administrator Guide** for more information on acoustic and language model optimization and how it contributes to Dragon's accuracy.

Medication, command, and user profile updates in Dragon Medical Client 10.1

Medication and command data updates

When medication updates for your vocabulary or command updates for user profiles (commands that Nuance creates) are available, an administrator determines when they are applied to user profiles from the Nuance Management Console. After the updates are applied to the user profiles on the network, the next time you log in to the system through the Dragon Medical Enterprise Network Edition 10.1 Client, the updates are downloaded from the server to the user profiles on the client computer.

The Nuance administrator should inform Dragon Medical Client 10.1 users when medication or command updates are applied to their user profiles and available for the users to use.

A user can still create and distribute commands in the Dragon Medical Client 10.1. See the following topics in the Dragon Help for more information:

- "Creating new commands in the Command Browser"
- "Importing and exporting commands in the Command Browser"

A Nuance Management Console administrator can use the Data Distribution Tool to share these commands with other users.

Contact your administrator for more information or see the **Nuance Management Server Administrator Guide**.

User profile updates

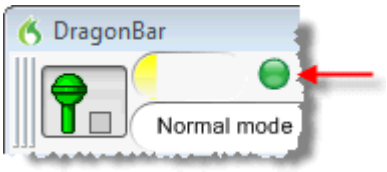
Unlike earlier versions of Dragon, you cannot use Dragon Medical Client 10.1 to upgrade user profiles. An administrator upgrades user profiles from the Nuance Management Console.

You do not have to upgrade user profiles created using Dragon Medical or NaturallySpeaking version 10 for use with the Dragon Medical Client 10.1.

During the upgrade of a user profile, you can continue to use your current user profile with Dragon Medical Client 10.1. When the upgrade of the user profile is complete, an administrator sends the updated user profile to the Dragon Medical Client 10.1. The next time you log in to the Dragon Medical Client 10.1, the upgraded user profile is available.

The Full Text Control Indicator and published Citrix applications

The Dragon Medical Client 10.1 includes the Full Text Control indicator - a ball-shaped icon that appears on the DragonBar. The Full Text Control indicator displays a color that indicates the level of dictation support that is available in the current window. The Full Text Control indicator is gray if the microphone is off.



When you use Dragon Medical Client 10.1 with an application published from Citrix, the Full Text Control Indicator behaves differently than it does with a local application.

A standard window is an application window that supports all the Full Text Control functionality of Dragon Medical Client 10.1.

A non-standard window is an application window that does not support all the Full Text Control functionality of Dragon Medical Client 10.1.

See the "The Full Text Control Indicator" topic in the Dragon Help for information on standard and non-standard windows, Full Text Control Features, and using Hidden mode.

See the "Using Hidden Mode" topic in the Dragon Help for more details about using Hidden mode.

Using the Full Text Control indicator with a local application

When you use Dragon Medical Client 10.1 with a local application, and the microphone is on, the Full Text Control indicator exhibits the following behavior:

- The Full Text Control indicator turns green when you dictate into a window that supports all Full Text Control functionality. In this type of window, Dragon Medical Client 10.1 understands where to place dictation, correction, punctuation and all commands work as expected.
- The Full Text Control indicator turns gray when you dictate into a window that does not support all Full Text Control functionality.
- The indicator turns yellow if you are working in hidden mode. You may want to use the DragonBox to perform dictation and edit text.
- See the "Using the Dictation Box" topic in the Dragon Help for more information.

Using the Full Text Control indicator with an application published from Citrix

When you use Dragon Medical Client 10.1 with an application you publish from Citrix, the Full Text Control indicator exhibits the following behavior:

- When you first turn on the microphone, the Full Text Control indicator is gray until you start dictation. You must begin dictation for Dragon Medical Client 10.1 to recognize whether the window in the published application supports all Full Text Control functionality.
- When you begin dictation, the Full Text Control indicator turns green if you are dictating into a standard window in a published application. In this type of window, Dragon Medical Client 10.1 understands where to place dictation. correction, punctuation, and all commands work as expected (except for automatic accessing of menus and dialogs in a Windows application). If it is a non-standard window, the indicator remains gray.
- If you are dictating into a non-standard window and change the focus to a standard window, the Full Text Control indicator remains gray until you start dictation again.
- The indicator turns yellow if you are working in hidden mode.

New support for Citrix

New for providers

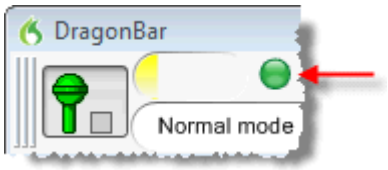
You can use the Dragon Medical Client 10.1 on a client computer and use Full Text Control features with an application published from a Citrix XenApp server. This includes support for voice navigation and text selection.

Note: You cannot select by voice a block of text that is larger than 299 characters.

To use Full Text Control with a published application, an administrator must install and enable the vSync feature in the Dragon client, and install the vSync plug-in on the Citrix server that hosts the published application.

When you use Dragon Medical Client 10.1 with an published application, the Full Text Control indicator exhibits the following behavior:

- When you first turn on the microphone, the Full Text Control indicator is gray until you start dictation.
- When you begin dictation, the Full Text Control indicator turns green if you have Full Text Control for dictation and correction.



- If you are dictating into a non-standard window and change the focus to a standard window, the Full Text Control indicator remains gray until you start dictation again.
- The indicator turns yellow if you are working in hidden mode.

New for administrators

Administrators must set up three different components to enable a Dragon Medical Client 10.1 user to use full Full Text Control features on a client computer: the vSync for EHRs feature, the vSync plug-in, and the vSync Full Text Control option.

The vSync for EHRs feature

This feature lets the Dragon Medical Client 10.1 use the vSync Full Text Control Support option to communicate with the vSync plug-in on a Citrix XenApp server. The installation process for the Dragon Medical Client 10.1 installs the vSync for EHRs feature by default.

See the **Dragon in a Citrix environment Administrator guide** for more information.

The vSync plug-in

The vSync plug-in communicates with Dragon Medical Client 10.1 and allows a user to use full Full Text Control functionality with a published application in Citrix.

The vSync plug-in starts automatically when a user starts a Citrix session. The plug-in sends and receives important data from Dragon Medical Client 10.1.

See the **Dragon in a Citrix environment Administrator guide** for more information.

The vSync Full Text Control Support option

An administrator must enable the vSync Full Text Control Support option in the Nuance Management Console.

The vSync Full Text Control Support option provides a channel that Dragon Medical Client 10.1 and vSync use to send data to each other. The vSync Full Text Control Support starts when a user starts a published application in Citrix.

See the **Dragon in a Citrix environment Administrator guide** and the **Nuance Management Server Administrator guide** for more information.

Viewing and managing dictation with a Citrix published application

View an alert when the connection speed is slow between Dragon and a Citrix server

When you are dictating into an application published from Citrix, Dragon displays a message the first time there is a connection issue between itself and the vSync plug-in on a Citrix server. Dragon also displays the message if the connection speed between Dragon and a Citrix server slows down and starts impacting dictation performance.

Dragon displays the message in the area where the Dragon microphone icon appears. The message contains information about the nature of the problem.

You can take several actions to switch to basic dictation mode and improve dictation efficiency. Once you switch to basic dictation mode, you use that mode for the rest of the current dictation session.

To switch to basic dictation mode from the Dragon Dictation Mode dialog

In the Dragon Dictation Mode dialog, you can click the **Change Mode** button to switch to basic dictation mode. This action also turns off the vSync feature and prevents Dragon from displaying further messages about the connection to the Citrix server.

If you press **Cancel** or do not respond to the dialog, Dragon hides the dialog. Dragon displays the dialog again if the connection again slows down to a point where it is impacting dictation.

To set the hot key combination for basic dictation mode

You can use a hot key combination to turn basic dictation mode on or off. You can use basic dictation mode to improve dictation into a published application on a Citrix server when the connection to the server is slow. The default hot key combination is **Ctrl**+**Shift**+**M**.

The **Basic dictation control** option is not available on sites that disable vSync or do not support vSync.

When a user uses the hot key combination to enable basic dictation mode, Dragon turns off the vSync feature and does not display further alerts.

1. In the **Options** dialog, select the **Hot keys** tab.
2. Select **Basic dictation control**.

3. Enter the characters that represent the hot key combination.

To automatically switch to basic dictation mode

For Dragon users on sites that support the vSync feature, users can check the **Automatically switch to Basic Dictation Control** option to have Dragon automatically switch them to basic dictation mode. You can use basic dictation mode to improve dictation into a published application on a Citrix server when the connection to the or the vSync plug-in is slow.

A user can set the option in the **Options** - **Miscellaneous** tab in Dragon. The option is not available on sites that disable vSync or do not support vSync.

The option is inactive by default and takes precedence over the **Ctrl+Shift+M** hot key option. For example, if the **Automatically switch to Basic Dictation Control** option is enabled, using a hot key combination to turn off the feature does not work.

Chapter 3: Starting to Dictate

You can use Dragon Medical Client 10.1 to dictate into applications with both standard and non-standard windows.

Starting to Dictate 54

Starting Dragon 54

Turning on the microphone 54

Sleeping and waking up the microphone 55

Starting to Dictate 55

Using Natural Punctuation 55

Dictating Punctuation 56

Starting new lines and paragraphs 56

Tips for dictating text 57

Using the Dictation Box 57

Printing and saving your dictated text 58

Getting Help 58

"What Can I Say"? 58

Tutorial 60

Troubleshooting 60

Microphone button and Volume display 60

The Full Text Control Indicator 60

Extras Toolbar 61

Controlling Dragon with Voice Commands 62

Using QuickStart 63

Starting to Dictate

Now that you've installed the software and completed training, you're ready to dictate your first sentence.

Starting Dragon

If Dragon NaturallySpeaking or Dragon Medical is not already running, you can start it by:

- Double-clicking the Dragon icon on the desktop.
- Selecting **Programs** > **Dragon Medical 10.1** > **Dragon Medical 10.1** from the Start menu.
- If the QuickStart option is enabled, right-clicking the **QuickStart** taskbar tray icon and selecting **Start Dragon**. For more on using the QuickStart option, see Using QuickStart.

Note: You can start Dragon over a Remote Desktop connection (Windows XP Professional and Windows XP Home), but interactive dictation is not supported. Using a Remote Desktop connection, you can access the DragonBar and transcribe dictation but you cannot use a microphone attached to the remote machine to dictate.

Turning on the microphone

Before you can dictate, you need to turn on the microphone. You turn on the microphone by:

- Click the microphone icon on the DragonBar. You can click this icon again to turn it off.

- Pressing the plus (+) key on the numeric keypad to turn the microphone on, and then press it again to turn the microphone off.
- Clicking the microphone icon in the Windows task bar.

The button and the volume meter on the DragonBar change to show if the microphone is off or on.

- Shows that the microphone is off
- Shows that the microphone is on

Note: Once the microphone is off, you cannot turn it on again by voice.

Sleeping and waking up the microphone

To make Dragon stop listening temporarily:

- Say *"Go to Sleep"* or *"Stop Listening."*. Dragon ignores everything except the *"Wake Up"* or *"Listen To Me"* commands.
- To reactivate the microphone, say *"Wake Up"* or *"Listen To Me."*

You can also press the numeric plus (+) key to turn on/off the microphone.

Starting to Dictate

To begin dictating, start a word processor (such as Microsoft® Word or Corel® WordPerfect®) and begin a new document. Make sure your text insertion point is at the start of the new document.

Notes:

- You can use the DragonPad, a simple word processor included with Dragon. To open the DragonPad, from the Tools menu on the DragonBar, click DragonPad.
- Remember to click in the window you want to talk to before you speak.

Start talking. As you talk, text displays in the Results Box while Dragon figures out what you said. The Results Box is a small yellow window that appears on-screen as you dictate.

The words in the Results Box may change as the program considers different interpretations of what it heard.

The Results Box displays a line that changes from yellow to green as you speak, indicating the volume of your dictation.

Note: When Dragon recognizes what you said as a command, the Results Box displays a bold blue border.

You can also anchor the Results Box permanently in one place. From the Tools menu of the DragonBar, click Options, then click the View tab and enable the Anchor option. Don't worry about mistakes at this point; Dragon improves as you use it.

Using Natural Punctuation

Dragon can automatically add periods and commas at the appropriate places in your dictation without you having to explicitly speak that punctuation. The Natural Punctuation feature can be useful

in helping you get used to dictation by focusing on what you are saying rather than how your speech is punctuated.

Natural Punctuation inserts only periods and commas. You have to dictate other punctuation marks. Even with Natural Punctuation turned on, you can still dictate periods and commas. As you become more adept at dictation and want more control over where punctuation appears, you may want to explicitly dictate all your punctuation.

Note: You can turn Natural Punctuation on and off by voice by saying "autopunctuation on" and "autopunctuation off" or by selecting Tools > Options from the menu of the DragonBar and clicking Automatically add commas and periods on the Formatting tab.

Dictating Punctuation

You can dictate punctuation at any time while you are using Dragon, even when Natural Punctuation is enabled.

Use the following list as a guide to dictating the most common punctuation marks. (For a complete list of punctuation, see the online help.)

To enter	Say (US/Canada)	SAY (Other Dialects)
,	comma	comma
.	period	full stop
!	exclamation point or exclamation mark	exclamation mark
?	question mark	question mark
-	hyphen	hyphen
:	colon	colon

Starting new lines and paragraphs

While you are dictating, you can use the following commands to duplicate the action of pressing the *Enter*key once (to add a new line) or twice (to add a new paragraph).

Say	To
"New Line"	Add a new line
"New Paragraph	Add a new paragraph

Saying "New Paragraph" presses the enter key twice and capitalizes the next word you dictate.

Tips for dictating text

- To erase the last thing you said, say *"Scratch That."*
- You can repeat *"Scratch That"* to undo a sequence of phrases. You cannot apply "Scratch That" to a selection that is larger than 299 characters.
- You cannot select by voice a block of text that is larger than 299 characters.
- To undo the effects of a command, say *"Undo That."* If *"Undo That"* fails to undo an action, try repeating the command until you completely undo the operation.
- To stop a recognition in progress (and turn the microphone off), click the small red button inside the Results Box.
- You can change the very last phrase you spoke by saying *"Bold That," "Cap That," "Correct That,"* and so on; you do not have to select the text first.
- To remove a trailing space after a word, you can say *"Delete Previous Character."*
- You can create a spoken form for words you prefer not to say aloud. For example, you can create a command that types "Snookums" whenever you say *"Mary's nickname."*
- To clear (deselect) your last selection, say *"Unselect That."*

For information on correcting any mistakes,see Correcting and editing.

Using the Dictation Box

Normally you can dictate and use Dragon voice commands in any text window of any application. However, you may occasionally find an application or a specific window in an application where some voice commands won't work or won't work consistently.

In these situations, you can use a special window, called the Dictation Box. You use the Dictation Box to dictate and edit text in these non-standard windows without the difficulties you might otherwise experience.

To start the Dictation Box:

1. Place you cursor where you want to put the text.
2. Start the Dictation Box by either:
   - Saying *"Show Dictation Box"*
   - Select Tools > Dictation Box from the DragonBar
   - Use CTRL + SHIFT + D
3. When the Dictation Box displays, you can dictate and edit text inside the Dictation Box using all Dragon commands.
4. Once you are done dictating and editing the text, say or click *"Transfer."* The text you dictated in the Dictation Box is transferred to the application.

For more information on using the Dictation Box with a non-standard window, see The Dictation Box and the online Help for Dragon.

Printing and saving your dictated text

Printing

From the File menu of your word processor, use the mouse to choose Print. Or say "Click File," pause, and say "Print." You can also simply say, "Print Document" or "Print File" if the Natural Language Commands are enabled. See the online help for more information.

Saving

From the File menu, choose Save. You can also say "Click File" and then say "Save." Remember, you have to pause between the "Click File" and the "Save" commands to have Dragon recognize them as two separate commands. If the Natural Language Commands have been enabled, you can say "Save Document."

Getting Help

To access the online Help for Dragon, click the Help menu on the DragonBar and choose Help Topics. Alternately, you can say "*Give Me Help.*" You can print individual Help topics with the Print button in the Help window. To open the online Help links, just say their names. The links will be displayed next to the application window and will give you examples of the most common commands that work in the application you are currently using.

The Dragon Online Help includes the following information not found in this user guide:

- Dictation Guidelines
- Dictating using a Portable Recorder
- Correcting Recognition Errors
- Revising Text
- Improving Recognition Accuracy
- Working on Your Desktop
- Working in Programs
- Creating Commands with MyCommands
- Dragon Tools

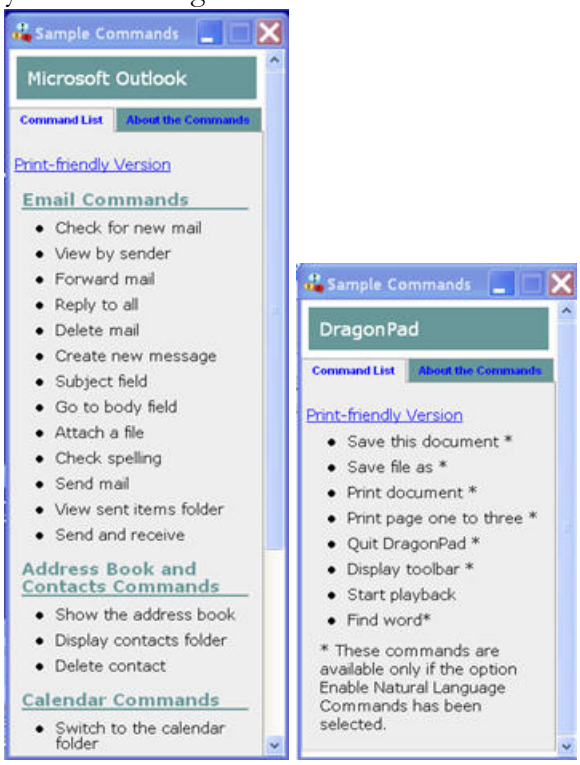
"What Can I Say"?

Saying "*What Can I Say?*" will bring up the Sample Commands window. The Sample Commands window displays a small selection of useful commands that Dragon recognizes for the current

context, whether it is a particular program you are using or the Windows desktop.

To Open the Sample Command window:

1. Choose Sample Commands from the Help menu on the DragonBar or say *"What can I say."*
2. The Sample Commands window opens, displaying a selection of commands next to the window you are working in.



The contents of the Sample Commands depending on which application is active. For example, when you switch between Microsoft Outlook and the DragonPad, the contents of the Sample Commands window changes accordingly.

To see additional commands that are available, click Command Browser at the top of the Sample Commands window. For more information, see the online help.

Note: A list of Global commands (available everywhere) appears if there are no sample commands available for a specific program.

Commands marked with an asterisk (*) are available only if your administrator sets the Enable Natural Language Commands. Contact your administrator for more information.

Tutorial

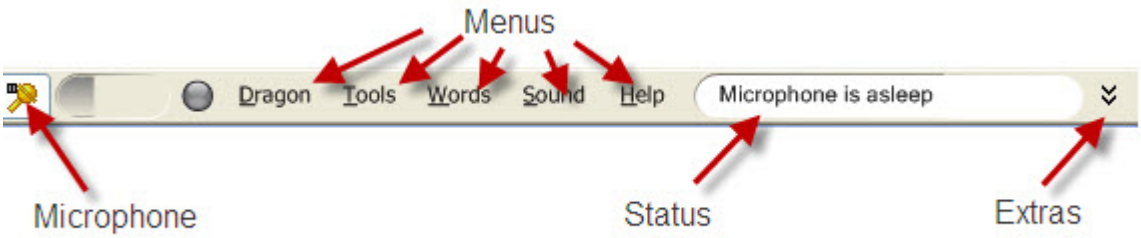
To start the Tutorial, choose Tutorial from the Help menu on the DragonBar. The Tutorial includes a number of lessons covering the basics of Dragon.

Troubleshooting

If you are having problems using Dragon, or if you are getting unexpected results, please refer to the Resolving Problems and Tips sections of the online Help for Dragon.

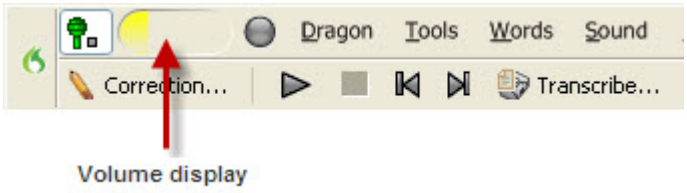
The DragonBar

The DragonBar gives you access to Dragon functions and features.



Microphone button and Volume display

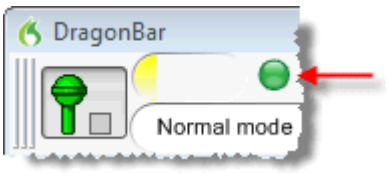
When the microphone is on, the Volume Display shows the sound level.



- Yellow means silence or that you are speaking too softly.
- Green means that you are speaking at a Proper level
- Red means that you are speaking too loudly.

The Full Text Control Indicator

The DragonBar includes a Full Text Control indicator that turns green when you are in an application or window where all of Dragon's functionality is supported. The color green indicates that you can start to dictate with Dragon.



Normally you can dictate and use Dragon voice commands in any text window of any application. However, you may occasionally find an application or a specific window in an application where some voice commands won't work or won't work consistently.

When you are in a non-standard window, the Full Text Control indicator goes out, indicating that you may have some difficulty selecting and editing dictated text.

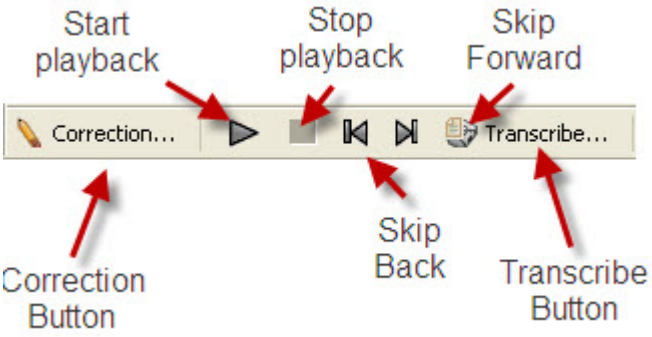
Also, when you start dictating into a non-standard window, the DragonBar will display Dictating into a non-standard window.

If you have difficulty in dictating or correcting in one of these non-standard windows, use the Dictation box.

See the online Help for Dragon for more information on using the Dictation Box.

Extras Toolbar

If present in your edition, you can click the Extras button on the far right of the DragonBar to open the Extras toolbar. The Extras toolbar displays buttons for hand-held recorder transcription and playing back your dictation.



Correction

Clicking the Correction button opens the Correction menu to teach the computer what you said. See Chapter See Correcting and Editing.

Transcribe

Use this button to transcribe your speech from a handheld recorder. See the online help for more information.

Start Playback, Fast Playback, and Stop Playback

When you select text and click the Start Playback button, you hear a recording of your dictation. A yellow arrow displays on your screen during playback, following what you said. Click the Fast Playback button to play the recording at a faster speed. Click the Start Playback button to return to a normal speed. Click the Stop Playback button to stop the recorded speech playback.

Skip Back and Skip Forward

Use these buttons to skip backward or forward one utterance. To Dragon, an utterance is a group of words said together without pausing. The Extras menu items can be displayed in the main DragonBar. See the online help for more information.

Changing the DragonBar position

To change the position of the DragonBar, click the Dragon icon at the far left of the DragonBar. A menu displays that lets you move the DragonBar as follows:

Select	To
Docked to Top mode (default)	lock the DragonBar to the top of the screen
Docked to Bottom mode	lock the DragonBar to the bottom of the screen
Floating mode	freely position the DragonBar
Cling mode	make the DragonBar appear just above the window into which you are dictating.
Tray Icon Only mode	hide the DragonBar completely and only display the Microphone icon in the Windows task bar.

Note: You can also hide the DragonBar by saying "Switch to Tray Icon Only Mode." To make a hidden DragonBar reappear, right-click on the small microphone in the lower right corner of the screen. From the menu that appears, click Restore Previous DragonBar Mode.

Controlling Dragon with Voice Commands

You can operate Dragon with voice commands. For example, to show the Extras toolbar, say *"Show Extras Bar."* For a list of other voice commands that control Dragon, see Controlling the DragonBar in the online help.

Using QuickStart

The Dragon QuickStart taskbar tray icon gives you quick access to Dragon. Right-clicking the **QuickStart** icon displays the QuickStart menu.

When in QuickStart mode, Dragon launches automatically at system startup time and adds the Dragon icon to the Windows taskbar.

To enable QuickStart

There are three ways to enable QuickStart mode:

- To set the QuickStart option, on the DragonBar, select **Tools** > **Options** > **Miscellaneous**. Then select the **Launch in QuickStart mode on Windows startup** option.
- By clicking the Dragon icon in the upper left corner of the DragonBar and selecting **Tray Icon Only Mode**. See Using QuickStart for more information.
- An administrator can enable the option. Contact your administrator for more information.

To shut off or permanently disable QuickStart

1. In the DragonBar menu, select **Tools** > **Options** and click the **Miscellaneous** tab of the Options dialog box.
2. De-select **Launch in QuickStart mode on Windows startup**.

Redisplaying the DragonBar

To display the DragonBar while the product is running in QuickStart mode, right-click on the microphone icon in the QuickStart taskbar tray and select **Restore Previous DragonBar Mode**.

Temporarily disabling QuickStart

To temporarily disable QuickStart, right-click the QuickStart taskbar tray icon and select **Exit**. This action closes Dragon and removes the QuickStart tray icon from the Windows taskbar. When you re-start Windows, the QuickStart taskbar tray icon re-displays.

Using QuickStart

You access QuickStart by right-clicking the Dragon QuickStart taskbar tray icon. This action displays the QuickStart menus, which reflects the menus in the DragonBar.

Select	To
File >	Take any of the actions you would otherwise take from the Dragon menu on the DragonBar: Turn Microphone On, Log-in, Log-out, Open Profile, Manage Vocabularies, Open Recent Vocabulary, Save User Files, Exit

Select	To
Tools >	Open any option from the Tools menu.
Words >	Open any option from the Words menu.
Sound >	Open any option from the Sound menu.
Help >	Open any option from the Help menu.
Exit	Shut down Dragon if it is currently running. You can then re-start the QuickStart feature by restarting Windows, as long as you have set the option to launch in QuickStart mode on the Miscellaneous tab.

If the QuickStart icon becomes unavailable for any reason, you can always start Dragon from the Windows Start menu.

Chapter 4: Using the Dictation Box

You can use the Dictation Box to dictate into an application window that does not support all of Dragon's features.

66

Using the Dictation Box 67

Controlling how the Dictation Box operates 67

Setting the Dictation Box mode for all users 68

Setting the Dictation Box options 68

The Full Text Control Indicator 68

Dictating into non-standard windows 69

Editing text in non-standard windows using the Anchored Dictation Box 69

Hidden Mode 70

Defining how the Dictation Box works in different applications 71

Using the Dictation Box

Normally you can dictate and use Dragon voice commands in any text window of any application. However, you may occasionally find an application or a specific window in an application where you cannot dictate and/or where some voice commands won't work or will not work consistently.

For example:

- Dictating into a complex Lotus Notes document sometimes makes Dragon hang or exhibit other unexpected behavior.
- Some Microsoft Outlook users may find that the Full Text Control editing capability does not always work.
- Some applications, such as Netscape, are not supported for Full Text Control editing at all.
- Dictating into some Electronic Medical Record applications.
- Dictating while you are browsing an Electronic Medical Record system for information or (in radiology) viewing and working in a Picture Archival System/Radiological Information System.

In these situations, you can use a special window, called the Dictation Box. The Dictation Box allows you to dictate and edit text in these non-standard windows without the difficulties you might otherwise experience.

Controlling how the Dictation Box operates

The Dictation Box can be used in two ways:

- **Anchored**: In Anchored mode, the Dictation Box is anchored to a particular application. The user must first start an application where they want to use the Dictation Box and then start the Dictation Box. Once the user dictates into the Dictation Box, the user can say "Transfer text" or click the Transfer button on the anchored Dictation Box. In Anchored mode, the Dictation Box is always visible. In addition, you can define how the Dictation Box works in different applications. When using Anchored Mode, Hidden Mode is disabled.
- **Unanchored:** In Unanchored mode, the Dictation Box is not linked to any particular application or window. The Unanchored Dictation Box can be used in two ways:
    - **Visible:** When the Unanchored dictation box is visible, the cursor has to be in the Dictation Box for dictation to appear in the Dictation Box. Once dictation is complete, the user then moves the cursor to any application and uses the "Transfer Text" voice command or a PowerMic or PowerMic II microphone button to transfer text to that application.
    - **Hidden Mode:** When the Unanchored dictation box is in Hidden Mode, the Dictation Box is active but does not display. While you are dictating in Hidden mode, all dictated text will be added to the Dictation Box regardless of where the cursor is located or which application you are clicking in. The user can then freely navigate in and between applications (like EMR or a PACS-RIS systems) while dictating. When the user is ready to transfer the text from the Dictation Box, the user selects the application, places the cursor in the appropriate place in

the application and uses the "Transfer Text" voice command or a PowerMic or PowerMic II microphone button to transfer the text to any application you have open on your screen. For more information, see Using Hidden Mode.

Setting the Dictation Box mode for all users

A Dragon user or an administrator for the Nuance Management Console can set the Dictation Box mode to cause the Dictation Box to start in Anchored mode, and anchor the Dictation Box to a particular application. A Dragon user or an administrator can also set the Dictation Box mode to not anchor the Dictation Box to any particular application or window. Finally, a Dragon user or an administrator can set the DictationBox to run in Hidden Mode.

Setting the Dictation Box options

The Dictation Box works for all applications that can accept standard keyboard shortcuts for Windows Clipboard operations. In some applications that do not accept these commands, your text may be lost or changed when you transfer text in and out of the Dictation Box. Test your application before you start. If you lose text when you try to transfer text to the application, try a different selection under the Paste options.

Notes:

- The Dictation Box can transfer text in plain or Rich Text Format (RTF). For more information on using fonts in the Dictation Box, refer to See "Using Fonts in Dictation Box".
- You cannot transfer the audio that corresponds to the text from the Dictation Box to another application. The audio is available only while the Dictation Box is open and only before you dictate the "Transfer Text" voice command.

The Full Text Control Indicator

The DragonBar includes a Full Text Control indicator that turns green when you are in an application or window where all of Dragon's functionality is supported.

When you are in a non-standard window, the Full Text Control indicator goes out, indicating that you may have some difficulty selecting and editing dictated text. Also, when you start dictating into a non-standard window, the DragonBar will display a message saying "Dictating into a non-standard window."

The commands that quote text from the screen (select <xyz>, correct <xyz>, insert after <xyz>…) work thanks to a functionality called Full Text Control. This functionality depends on Dragon's ability to constantly obtain information from the text field about its content—for instance, in order to know where words and sentences begin and end—so Dragon can apply spacing between words and capitalization at the beginning of sentences. Most standard text fields allow full Full Text Control capabilities.

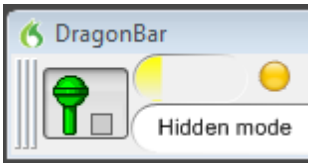
If you have difficulty in dictating or correcting in one of these non-standard windows, use the Dictation box.

Using the Full Text Control Indicator in Hidden Mode

If you are using the unanchored Dictation Box in Hidden mode, the Full Text Control indicator turns yellow.

When you are dictating in Hidden Mode, the yellow Full Text Control indicator on the DragonBar indicates whether the Dictation Box contains text or whether it is empty.

If the Dictation Box contains text, a plus sign (+) appears on the Full Text Control indicator. If the Dictation Box is empty (text has already been transferred or there has been no dictation), the plus sign does not appear.

	
Dictation Box does not contain text.	Dictation Box contains text.

Dictating into non-standard windows

1. Place you cursor where you want to put the text. If you are using Hidden Mode, see See "Using Hidden Mode"
2. Start the Dictation Box in one of following ways:
   - Say "Show Dictation Box"
   - Select Tools > Dictation Box from the DragonBar
   - Use CTRL + SHIFT + D.
3. When the Dictation Box displays, you can dictate and edit text inside the Dictation Box using all of Dragon's commands.
4. If you are using the Anchored Dictation Box, say or click "Transfer" once you have finished dictating and editing the text. The text you dictated in the Dictation Box is transferred to the application. The Dictation Box then closes.
5. If you are using the Unanchored Dictation Box, once you have finished dictating and editing the text, place your cursor in the application where you want the text to appear and say "Transfer Text" or use the Transfer Text hotkey (CTRL+SHIFT+T) defined in **the Options dialog box Hot keys** tab. The text you dictated in the Dictation Box is transferred to the application and the Dictation Box closes. You can also use a PowerMic or PowerMic II microphone button to transfer the text. For more information, see **Configuring Nuance PowerMic Microphone Buttons** or **Configuring Nuance PowerMic II Microphone Buttons** in the Online Help.

Editing text in non-standard windows using the Anchored Dictation Box

To edit text already in the non-standard window using the Anchored Dictation Box:

1. Copy the text to the Dictation Box for editing in one of these ways:
    - Select the text in the application and Say "Edit Selection" This displays the Anchored Dictation Box with the selected text.
    - Put the cursor in the application and say "Edit All". This displays the Anchored Dictation Box the select text.
2. The selected text displays in the Dictation Box.
3. Once you have finished dictating and editing the text, say or click "Transfer." The text you dictated in the Dictation Box is transferred to the application.

Note: You cannot edit text already in an application using the Unanchored Dictation Box.

Hidden Mode

The Unanchored Dictation Box can operate in Hidden mode. You set the mode by selecting Words > Hidden Mode on the DragonBar.

In Hidden mode, the Unanchored Dictation Box is active but does not display. While you are dictating in Hidden mode, all dictated text is added to the Dictation Box regardless of where the cursor is located or which application you are clicking in.

Enabling Hidden Mode

You can start Hidden mode in several ways:

- Select Words > Hidden Mode from the DragonBar.
- Use the "Start Hidden Mode" or "Hidden Mode On" voice commands.
- Use the Hidden Mode hotkey (CTRL+SHIFT+H) defined in **the Options dialog box Hot keys** tab.
- If the Dictation Box is open, use the "Hide Dictation Box" voice command

Using Hidden Mode

For more information on using Hidden mode, see See "Using Hidden Mode".

Normally you can dictate and use Dragon voice commands in any text window of any application. However, you may occasionally find an application or a specific window in an application where you cannot dictate and/or where some voice commands won't work or will not work consistently.

For example:

- Dictating into a complex Lotus Notes document sometimes makesDragon hang or exhibit other abnormal behavior.
- Some Microsoft Outlook users may find that the Full Text Control editing capability does not always work.
- Some applications, such as Netscape, are not supported for Full Text Control editing at all.

In these situations, you can use a special window, called the Dictation Box. The Dictation Box allows you to dictate and edit text in these non-standard windows without the difficulties you might otherwise experience.

If you were already working in an application when you opened the Dictation Box, you can then use the "Transfer" voice command or click the Transfer button to transfer the text into that application.

Note: The Dictation Box works for all applications that can accept standard keyboard shortcuts for Windows Clipboard operations. In some applications that do not accept these commands, your text may be lost or changed when you transfer text in and out of the dictation box. Test your application before you start and, if you lose text when you try to transfer text to the application, try different selections under the Copy and Paste options (see **Dictation Box Settings** in the Online Help).

The Dictation Box can transfer text in plain or Rich Text Format (RTF). For more information on using fonts in the Dictation Box, refer to **Using Fonts in Dictation Box**.in the Online Help.

Note: You cannot transfer the audio that corresponds to the text from the Dictation Box to another application. The audio is available only while the Dictation Box is open and only before you dictate the "Transfer" voice command.

Defining how the Dictation Box works in different applications

You can define how the Dictation Box copies and pastes text for each application where it's needed. For example, you can have different settings for AOL Instant Messenger and Microsoft PowerPoint.

To define how the Dictation Box works in a specific application:

1. Start the application or specific window and place your cursor in the application.
2. Start the Dictation Box
3. Click the "Settings..." button in the Dictation Box.
   The Dictation Box Settings dialog box displays a section named "Settings for application <application name>" where the <application name> is the name of the current application.

Chapter 5: Working on your Desktop

This chapter describes how to control almost everything on your computer with Dragon NaturallySpeaking or Dragon Medical voice commands.

Working on your Desktop 74

Programs, documents, and folders 74

Switching between open windows 74

Opening and closing menus 75

Selecting buttons, tabs, and options 76

Selecting icons on the desktop 77

Resizing and closing Windows 77

Scrolling in windows and list boxes 78

Opening lists and making selections 78

Pressing keyboard keys 79

Pressing letters 79

Capitalizing a letter 80

Pressing numbers 81

Pressing key combinations 81

Pressing other keys 82

Moving the mouse pointer and clicking the mouse 83

Working on your Desktop

This chapter describes how to control almost everything on your computer with Dragon NaturallySpeaking or Dragon Medical voice commands.

Programs, documents, and folders

Using voice commands, you can start programs and open documents and folders that appear in your Start menu or desktop.

You can't start Dragon by voice. However, you can have Dragon automatically start in Sleep mode whenever you start Windows by selecting **Microphone on (asleep)** option in the **Miscellaneous** tab of the **Options** dialog box. See the online help for more information.

Starting a program

To start a program from the Start menu, say "Start" and then the name of the program exactly as it appears on the menu or submenu of the Start menu. You can also say the name displayed below the icon on your desktop.

For example, to start Microsoft® Internet Explorer®, say "Start Internet Explorer."

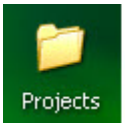
Opening documents and folders from the Start menu

To open a document or folder from the Start menu, say "Start" and then the name of the document or folder exactly as it appears on the menu.

For example, to open a document named sales.doc, you could say "Start Sales dot doc." To open a document named journal.wpd, you could say

"Start journal dot w p d."

To open a document or folder from your Windows® desktop, just say "Start" and then the name below the icon. For example, to open a folder named Projects, say "Start Projects."



Say "Start Projects"

Switching between open windows

You can switch between the windows you have open by saying "Switch to" and then say the name of the program or document window exactly as it appears in the title bar.

For example, if Microsoft® Word® is running, you can switch to it by saying "Switch to Microsoft word."

You can also switch between open windows by saying "Switch to Previous Window" (same as pressing ALT+TAB) and "Switch to Next Window" (same as pressing ALT+SHIFT+TAB).

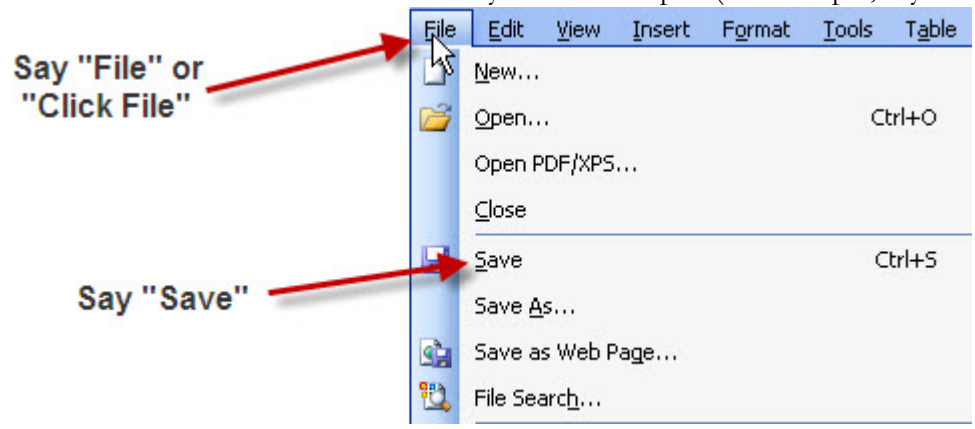
Say	To
Switch to Next Window	Switch to the next application.
Switch to Previous Window	Switch to the previous application.
Switch to Microsoft Word	Make Microsoft® Word the active application.
Switch to (name of application)	Switch to the open application you say. Say the name of the application as it appears in the title bar of the application window.

Opening and closing menus

You can activate any menu by saying the menu name.

To open a menu

1. Open a program window (for example, Microsoft® Word) and make it active. Say the name of the menu you want to open (for example, say *"File"*). If the command does not work, try saying "*Click*" and then the name of the menu you want to open (for example, say *"Click File"*).



2. In this example, the File menu should open. If the command doesn't work (for example, if the word "click" is typed into your document), you may have paused in the middle of the command.

3. Say the name of a menu item to activate it (for example, say *"Save"*).
4. To close a menu, say *"Cancel."*

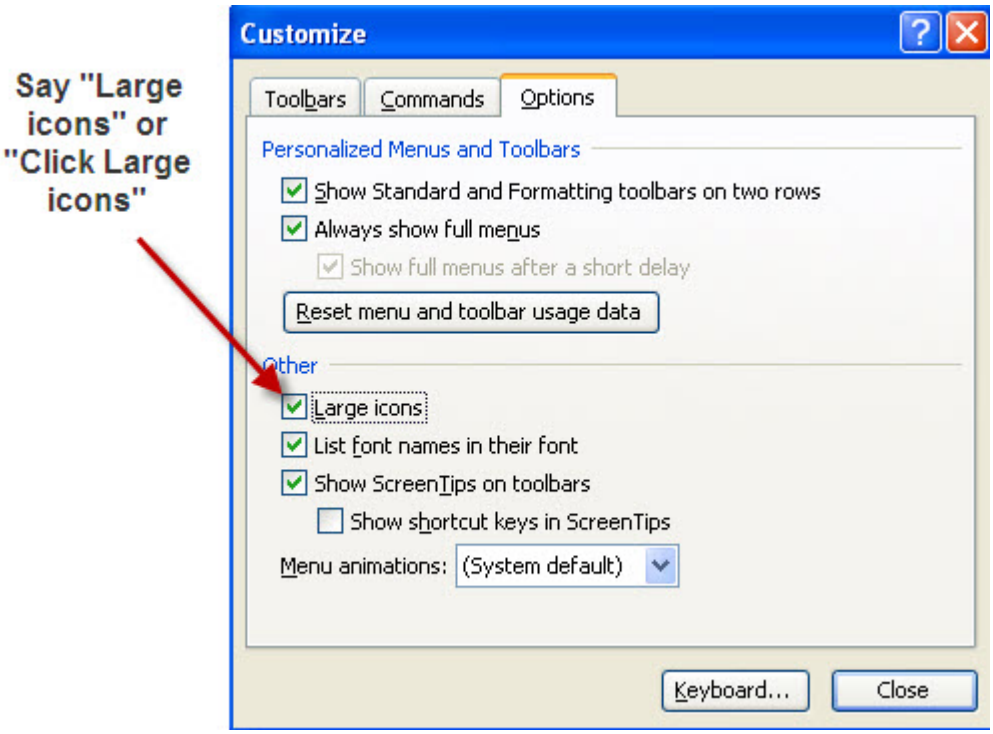
Tip:To open the Start menu, say "Click Start" or "Click Start Menu."

Note: If commands are often typed into your document instead of recognized as commands, you can make Dragon recognize commands only when they are preceded by saying "Click." To do this, select the **Require "Click" to select menus and controls** check box on the **Commands** tab of the **Options** dialog box. For more information, see the online Help for Dragon.

Selecting buttons, tabs, and options

When Dragon is running, you can select any button, check box, text box, or other dialog box option you see by saying its name. If that doesn't work, say "Click" and then its name.

For example, to select a check box labeled Toolbar, say "Toolbar" or "Click Toolbar." To clear the check box (deselect it), say its name again.



You can select tabs by saying the name of the tab, alone or preceded by "Click." In the dialog box pictured, you could say "Options" or "Click Options" to select the Options tab. You can also move between tabs by saying "Go to Next Tab" and "Go to Previous Tab."

Note: In some programs, you may not be able to select dialog box items by saying their names. If this happens, the following method of selecting items may work: say "Tab Key" repeatedly to move to the item you want, then say "Press Space Bar" to select it.

See also Moving the mouse pointer and clicking the mouse.

Selecting icons on the desktop

You can use voice commands to select icons on the Windows® desktop.

To select an icon the desktop

1. Switch to the Windows® desktop. To do this by voice, minimize all open applications and place the mouse pointer over the desktop icon. Say *"Mouse Click"* to make the desktop active.
2. Say the name of the icon (for example, "*My Computer*"). Dragon types the icon name and Windows® selects it.
3. To select another icon, say *"Move"* and then the direction (up, down, left, right) and number of icons (up to 20).

For example: Say *"Move Right 1," "Move Down 2,"* or *"Move Up 3."*

After you select an icon, you can say *"Press Enter"* to start or open the program and *"Press Shift F10"* to display its right-click menu (as if you had right-clicked the icon with the mouse).

You can also use voice commands for these actions. See **Marking and dragging objects** in this chapter.

Resizing and closing Windows

To resize and close windows, say *"Click"* and then one of the following window commands:

Say	To
Click Minimize *or* Click Control Menu	Minimize the active window.

*(pause)*Minimize	
Click Maximize *or* Click Control Menu *(pause)*Maximize	Maximize the active window.
Click Restore *or* Click Control Menu *(pause)*Restore	Restore window to previous size.
Click Close *or* Press ALT F4	Close the active program.
Press CTRL F4	Close the active document, not the whole program (works in many programs).
Click Start Menu *or* Click Start *or* Press CTRL ESC	Open the Windows® Start Menu.

Tip:"Click" is required for the Control menu commands.

Note: If you have trouble getting Dragon to recognize any of the window commands, you can first open the Control menu by saying "Click Control Menu," then say the command.

Scrolling in windows and list boxes

You can scroll vertically in a window (for example, an online Help window) or list box by saying "Move Down" and "Move Up" and then a number of scroll bar arrow clicks (up to 20). For example, say "Move Down 4" or "Move Up 10."

You can scroll horizontally by saying "Move Left" and "Move Right" and then a number of scroll bar arrow clicks (up to 20). For example, say "Move Left 10" or "Move Right 5."

Opening lists and making selections

You can activate any list box by saying the list box name.

To open a list box

1. Say the name of the list box you want to open.
2. Say *"Show Choices," "Drop List,"* or *"Open List."* The list box opens to show all the choices available in the list.

To make a selection from an open list

1. Say the full name of the selection.
2. Say *"Move Down"* or *"Move Up"* and the number of places your selection is from the current selection.

Pressing keyboard keys

You can activate Windows® menus and controls by pressing keys. With Dragon you can "press" any key on your keyboard by voice. You can press letters, numbers, modifier keys (SHIFT, CTRL,and ALT), and so on.

You can say "Press," "Press Key," or "Type"--all three voice commands work the same way.

Notes:

- Scratch That" will not erase keystrokes dictated with the Press Key commands. You must select the text by voice or mouse and delete it or say "Press Delete."
- You cannot apply "Scratch That" to a selection that is larger than 299 characters.
- You cannot select by voice a block of text that is larger than 299 characters.

Pressing letters

You can press any letter on your keyboard by saying "Press" and then the letter. When you're pressing letters, you must say "Press" before each one. For example, to enter "txt," say "Press t," "Press x," "Press t," pausing between letters.

Note: You can also spell words using Spell mode. See **Switching recognition modes** in Dictating Numbers, Punctuation, and Special Characters for more information.

For similar-sounding letters (such as B, D, and V), you can use the International Communications Alphabet to spell the letter keys, for example, "Press alpha" or "Press bravo" or say "Press d as in David" or "Press d for David," and so on) as if you were spelling to another person over the phone.

Say	Then say
Press	a
	b
	any letter a-z or any international alphabet word alpha through zulu
	a as in Albert/Alice/alpha
	b as in Bill/Buffalo/bravo

	c as in Cathy/Carl/Charlie
	d as in David/daughter/delta
	e as in Edgar/enter/echo
	f as in Frank/fancy/foxtrot
	g as in George/gopher/golf
	h as in Henry/helmet/hotel
	i as in Iris/Ireland/India
	j as in John/justice/Juliet
	k as in Karen/kitchen/kilo
	l as in Larry/lemon/lima
	m as in Mickey/magic/Mike
	n as in Nancy/nobody/November
	o as in Otto/over/Oscar
	p as in Paul/people/papa
	q as in Quentin/question/Quebec
	r as in Robert/Rachel/Romeo
	s as in Sam/Singapore/sierra
	t as in Terry/Tyler/tango
	u as in Ursula/unit/uniform
	v as in Valerie/visit/Victor
	w as in Wendy/wake/whiskey
	x as in Xavier/Xerxes/xray
	y as in Yolanda/Yvonne/yankee
	z as in Zachary/zookeeper/zulu
	(you can also say "for" instead of "as in")

Note: You can say "Press c" or "Press Charlie" but you cannot say "Press Cathy" or "Press Carl."

Capitalizing a letter

You can capitalize a letter by saying "Press Cap," then the letter.

For example, to enter "28K" say "twenty eight" and then "Press Cap K" (or "Press Cap K for Karen").

Pressing numbers

You can press numbers (0 to 9) by saying "Press" and then the number. For example, say "Press 8."

Pressing key combinations

When you're pressing keys, you can press any combination of the modifier keys (SHIFT, CTRL,and ALT) at the same time as another key, such as a letter. For example, you can say:

- *"Press Control Z"* (undoes last action)
- *"Press Alt F"* (opens File menu)
- *"Press Shift Tab"* (moves backward through dialog box options)

Note: Dragon ignores the command "Press Control Alt Delete" (the keyboard shortcut for restarting a computer).

Pressing function and numeric keypad keys

To press a function key (F1 to F12), say "Press Function" and then the name of the key. For example, say "Press Function 1" to bring up the online Help.

To press the keys on the numeric keypad, say "Press Keypad" and then the name of the key. For example, you can say "Press Keypad Minus" to press the keyboard shortcut that opens the Correction menu. See the complete list below:

Say	Then say
Press	Keypad 1
	Keypad 9 *(you can say any number from 0 to 9)*
	All Dialects: Keypad Point (.) *US/Canada:* Keypad Period (.) *Other Dialects:* Keypad Full Stop (.)
	Keypad Slash (/)
	Keypad Asterisk (*)
	Keypad Minus (-) *(opens the Correction menu)*

	Keypad Plus (+) *(turns the microphone on or off)*
	Keypad Star (*) *(opens the Dragon menu on the DragonBar)*
	Keypad Enter

Note: Num Lock must be on for the "Press Keypad" commands to work. You can say "Press Num Lock" to turn Num Lock on.

Pressing other keys

Here's a list of other keys you can press by voice:

Say	Then say
Press	Up Arrow
	Down Arrow
	Right Arrow
	Left Arrow
	Home Key
	End Key
	Page Up
	Page Down
	Insert Key
	Delete Key
	Control Key
	Shift Key
	Alt Key
	Print Screen
	Scroll Lock
	Pause Key
	Num Lock
	Caps Lock

Moving the mouse pointer and clicking the mouse

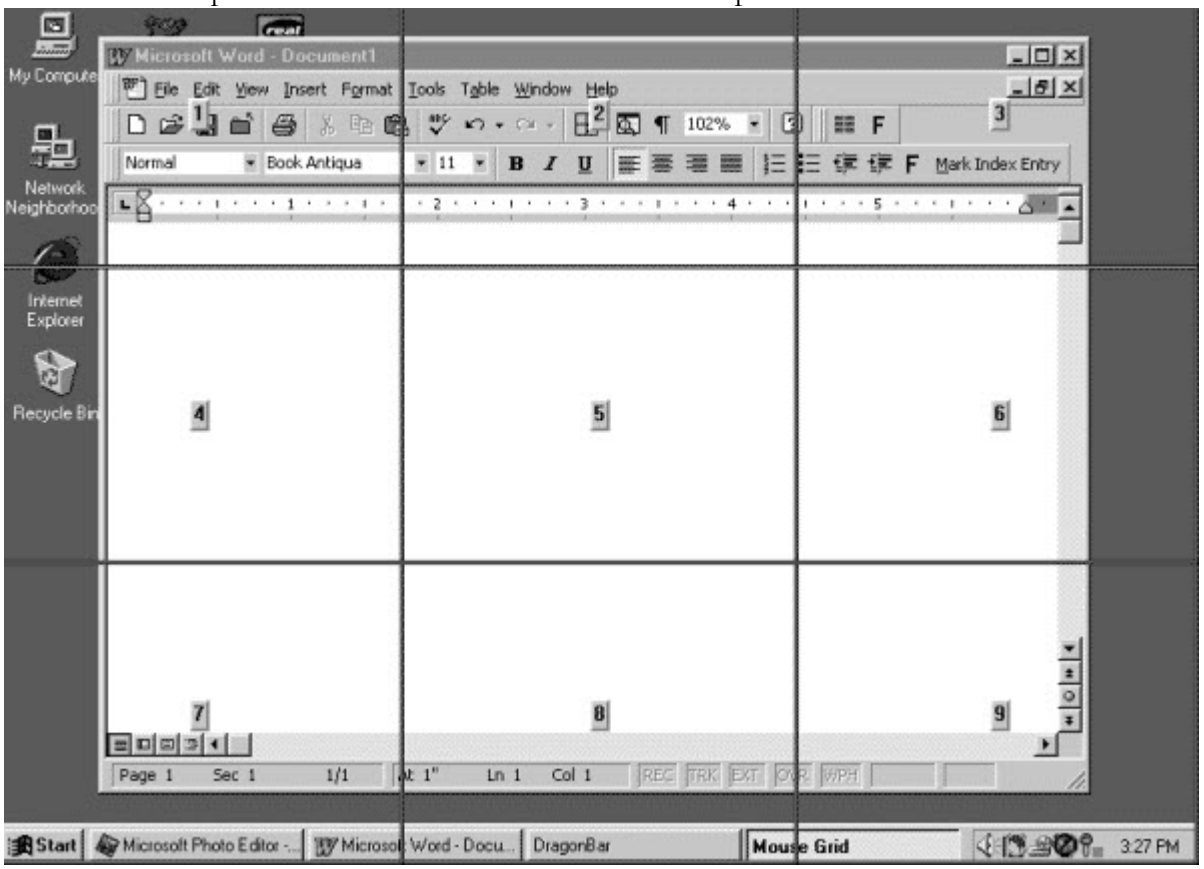
Dragon provides hands-free mouse control with MouseGrid and the mouse motion voice commands. You can use these features to position the mouse pointer anywhere on the screen, click the mouse buttons, and drag objects--all by voice.

Moving the mouse pointer with MouseGrid

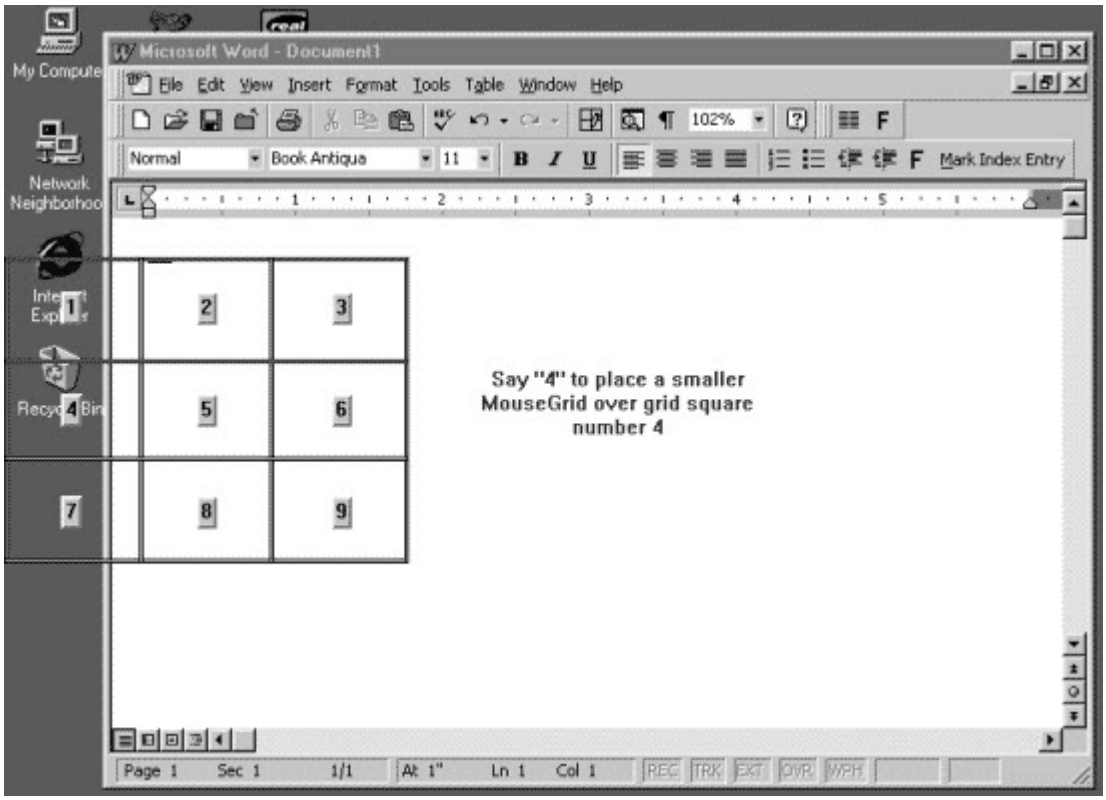
You can position the mouse pointer anywhere on the screen by using MouseGrid. You can move the pointer relative to the full screen or the active window.

To use MouseGrid

1. Say *"MouseGrid"* to place the MouseGrid over the full screen (as shown below) or say *"MouseGrid Window"* to place it over the active window. For example:



2. Say a grid number from 1 to 9 to position the pointer in that numbered area. In this example, to position the pointer over the Recycle Bin, say *"4."* A smaller MouseGrid will appear in the chosen grid square.



3. To zoom in over the desired area, say another grid number. In this example, say *"4"*to place the pointer over the Recycle Bin icon.
4. Continue to say the respective grid number to zoom in until the mouse pointer is over an icon or other object. You can use voice commands to click the mouse or mark and drag the object. See the following sections for instructions.

Notes:

- You can undo the last MouseGrid action by saying "Undo That".
- To close MouseGrid, say "Cancel."

Moving the pointer with the mouse command

You can move the mouse pointer up, down, left, or right a short distance (a few millimeters) by using the mouse pointer commands.

You can combine moving the mouse pointer and clicking the mouse in a single voice command. For example, you can say "Mouse Up 3 Click" or "Mouse Right 2 Double Click."

To move the pointer

1. Say *"Mouse"* followed by the direction and number of times to move it (up to 10). For example, say *"Mouse Up 5"* or *"Mouse Left 10."*
2. When the pointer is over an icon or other object, you can use voice commands to click the mouse or mark and drag the object.

Clicking the mouse

You can click, double-click, left-click, and right-click the mouse buttons by voice.

1. Position the mouse pointer over the object you want to select (for example, say *"MouseGrid 9 1"* or *"Mouse 2"*).
2. Say *"Mouse Click," "Mouse Double Click," "Mouse Left Click,"* or *"Mouse Right Click."*

When an object is selected, you can mark and drag the object (as described in the next section).

Marking and dragging objects

You can mark an object and drag it to a different location by voice.

1. Position the mouse over the icon or object you want to drag and then say *"Mark"* (for example, say *"MouseGrid 9 1 Mark"*).
2. Move the mouse pointer to where you want to drag the object and then say *"Drag"* (for example, say *"MouseGrid 6 3 Drag"*).

Note: Instead of "Drag," you can also say "Control Drag" and "Shift Drag" to drag while holding down the CTRL or SHIFT key.

Moving the pointer with the mouse motion commands

In addition to the mouse movement methods described above, you can also move the mouse by using the mouse motion commands. Say, for example, "*Move Mouse Right.*" The mouse pointer begins moving to the right and keeps moving until you say "*Stop.* "

Enabling the mouse motion commands

Your administrator must enable mouse motion commands. Contact your administrator for more information.

The mouse motion commands

Here is a summary of the available mouse motion commands.

Say	Then Say a direction	Then Say a speed (Optional)
Move Mouse Mouse Move Drag Mouse Mouse Drag	Up Down Right Left Upper Left Lower Left Upper Right Lower Right	Fast Faster Much Faster Very Fast Slow Slower Much Slower Very Slow

While the mouse is moving, you can say any of the commands above.

You can also say:

- "*Stop*" or "*Cancel*" to stop the mouse from moving
- "*Up*," "*Down*," "*Left,*" "*Right*," "*Upper Left*," "*Lower Left*," "*Upper Right*," or "*Lower Right*" to change the direction in which the mouse is moving
- "*Faster*," "*Much Faster*," "*Slower*," or "*Much Slower*" to change the speed at which the mouse is moving
- "*Click*," "*Double Click*," "*Right Click*," or "*Left Click*" to click the mouse buttons
- "*Go to Sleep* ," "*Stop Listening*," or "*Microphone Off*" to turn the microphone off

To specify which mouse button (left, right, or center) is being held down during mouse drags or if you want the *SHIFT*, *CTRL*, or *ALT* key held down during the mouse drag, use one of these commands before saying one of the drag commands in the preceding table:

- ***Left***
- ***Middle*** (requires three-button mouse)
- ***Right***
- ***Shift***
- ***Control***
- ***Alt***
- ***Right Shift***
- ***Right Control***
- ***Right Alt***

For example, to drag with the *Shift*key held down, you could say "*Shift Mouse Drag Up.*" To drag with the right *Alt* key held down (the *alt* key on the right side of the keyboard), you could say "*Right Alt Drag Mouse Upper Left.*"

Chapter 6: Correcting and editing

You can use Dragon to select and correct and edit text that you dictate.

Correcting and editing 88
Correcting mistakes 88
Using the Correction Menu 89
Correcting punctuation 91
Selecting text by voice 92
Copying, cutting, and pasting text 96
Deleting text 97
Spelling as you Dictate 98
Playing back your Dictation 99
Using text-to-speech 102

Correcting and editing

When Dragon NaturallySpeaking or Dragon Medical types the wrong words, you should correct these mistakes. By giving the program the right word, you actually teach the program not to make the same mistakes again.

Correcting mistakes requires some extra effort, but it saves you time in the long run by making Dragon more accurate. You'll probably need to correct mistakes often when you first start dictating, and then less frequently as the program learns from your corrections.

Make it a habit to correct mistakes to continue to improve the accuracy of the program. Make sure you save your speech files when prompted, to preserve the adjustments the program makes.

Notes:

- You must select a word before typing over it. Using the backspace key and retyping (or saying "Scratch That") will not enable the software to learn from corrections and improve recognition accuracy. For accuracy to improve, you must first select text and then correct it or overwrite it with the words you said.
- You cannot apply "Scratch That" to a selection that is larger than 299 characters.
- You cannot select by voice a block of text that is larger than 299 characters.

Correcting mistakes

There are a number of ways you can correct the misrecognitions in a document. The following techniques describe the most basic methods, but you can combine these techniques in any manner that suits your working style.

To correct text with the keyboard

1. Move the insertion point to the beginning of the dictation you want to correct.
2. Press the correction hot key to display the Correction menu. By default, this is the minus (-) key on the numeric keypad. You can change the hot key assignment on the Hot keys tab of the Options dialog box. You can also click the Correction button on the Extras toolbar of the DragonBar.
3. If one of the alternatives is correct, press the Down Arrow key to highlight that choice and then press *Enter*to accept it. If no alternative is correct, just type or say the correct text.
4. Continue until all the text is correct.

Correcting text using voice commands

1. Say *"Select"* or *"Correct"* and the text that is incorrect, the Correction menu appears with a number of alternatives.
2. If one alternative is correct, say *"Choose"* and the number of that alternative.
3. If none of the alternatives is correct, say *"Spell That,"* spell the correct word or words into the Spell dialog box, and then say *"OK."*

Selecting a large amount of text or an entire document and then saying "Spell That" can produce unpredictable results.

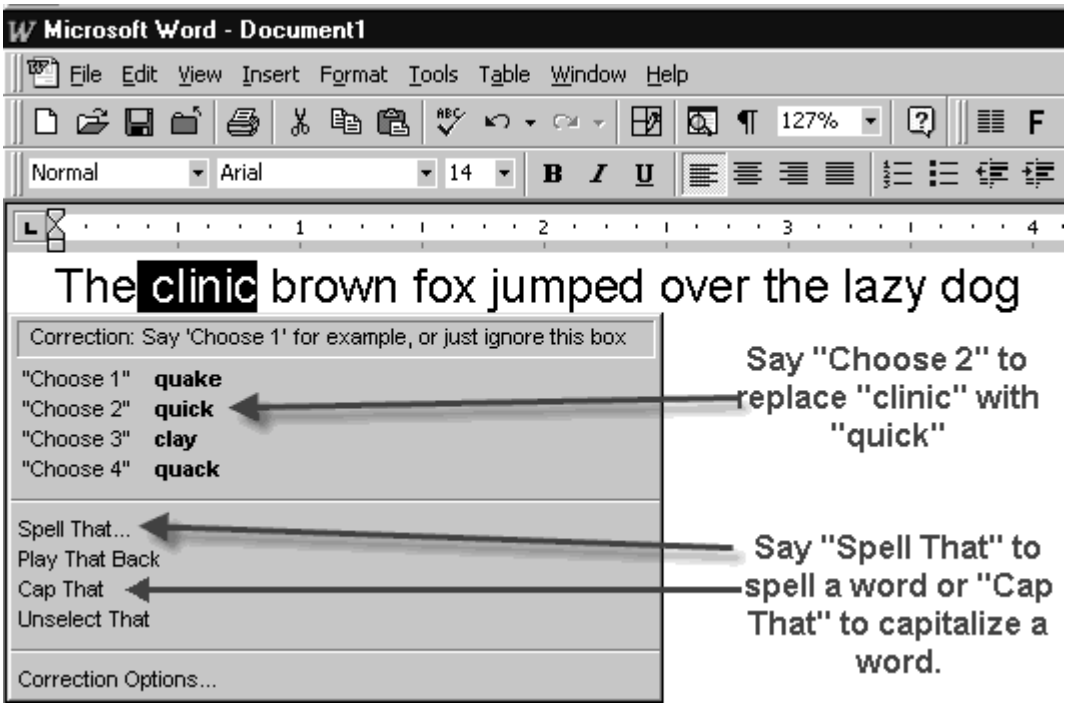
4. Verify that the correct text appears in the document in place of the misrecognized text and continue to the next incorrect recognition.

Correcting text while playing back dictation

1. Move the insertion point to the beginning of the dictation you want to correct.
2. Click Play That Back on the Sound menu of the DragonBar or click the Start Playback button on the Extras toolbar. You can also say, *"Play that back."*
3. When the playback of your dictation reaches a recognition error, press the correction hot key. By default, this is the minus (-) key on the numeric keypad.
4. If one of the alternatives is correct, press the Down Arrow key to highlight that choice and then press *Enter* to accept it. If no alternative is correct, just type or say the correct text and press the Correction hot key again. Playback continues automatically from the point where you stopped.
5. Continue until all the text is correct.

Using the Correction Menu

The Correction menu shows Dragon's best guess of the alternatives to the words you dictated and selected. In the following example, Dragon heard the word *"quick"* as *"clinic."*



You choose the correct word from the Correction menu by saying "Choose" and the number next to your choice.

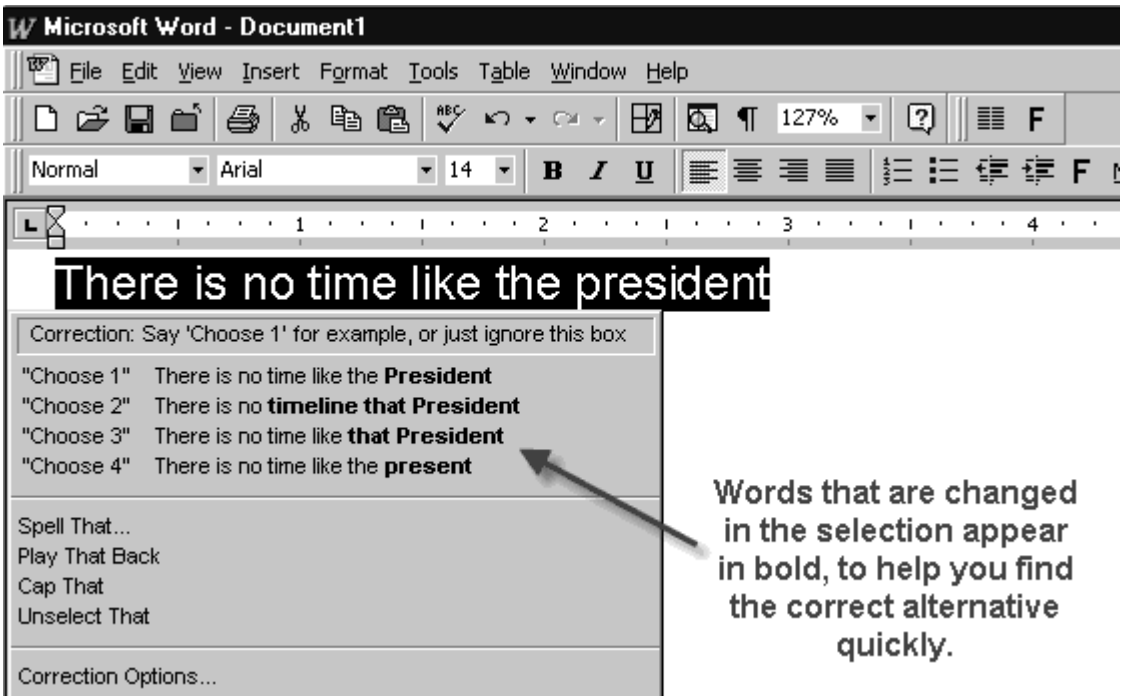
Note: You can change the number of choices displayed for you. In the Options dialog box, click the Correction tab and increase the number in Show no more than n choices. If you want to display your choices without the Correction menu taking up too much space on the screen, select the **Show only the choices** option. See the online help for more information.

When the Correction menu list appears, you can also choose to:

- Spell the word (for example, say "*Spell That q-u-i-c-k*"). Selecting a large amount of text and then saying "Spell That" can produce unpredictable results.
- Press the correction hot key (-) while the Correction menu is open will display the Spell dialog box.
- Listen to a recording of what you just said (say "*Play That Back*").
- Capitalize it (say "*Cap That,*" in this example, to get "*Clinic*")
- Say "*Unselect That*" to cancel the selection and close (dismiss) the Correction menu
- Ignore the Correction list and keep dictating (in the example above, just say "*quick*" to replace the selected text)

Note: If you prefer not to see the Correction menu every time you select text by voice, you can turn it off. In the Options dialog box, click the Correction tab to display the Correction options, then clear the check box for `Select' commands bring up Correction menu.

To help you quickly find the alternative you want, the recognition choices in the Correction menu appear in boldface where they differ from the word you've selected (applicable only when you select multiple word at one time).

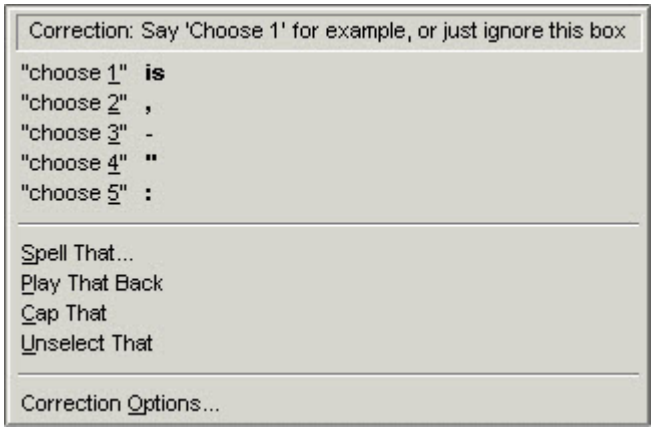


If you select any leading or trailing spaces (including paragraph marks) along with the text you want to correct, choosing one of the alternatives in the Correction menu deletes those leading and trailing spaces.

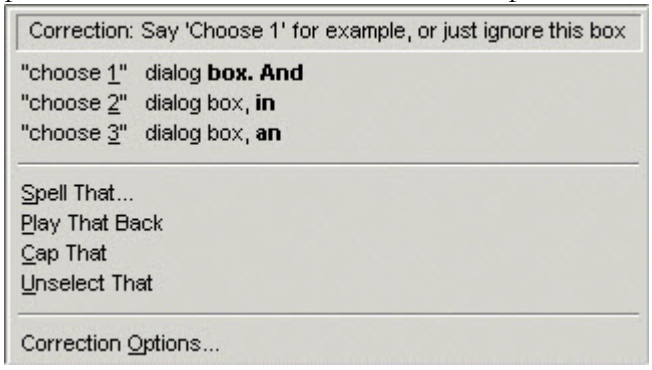
Correcting punctuation

Note the following when correcting punctuation:

- When you select a phrase (more than one word) that has punctuation, be sure to dictate that punctuation. For example, say you initially dictated, *"Today is Thursday I have a meeting at 11 o'clock"* and the text was transcribed as *"Today is Thursday, I have a meeting at 11 o'clock"*. If you want to change the comma to a period, say *"Select Thursday comma"*. If the correct punctuation appears in the Correction menu, select it. Otherwise, you can dictate over the selection by, for example, saying *"Thursday period."*
- When you select punctuation, the Correction menu might list alternate punctuation (see example to the right)



- If Natural Punctuation is turned on, when you select a phrase that Dragon has added punctuation to, the choices will include punctuation changes (see example here).



Note: When you select a word that has adjacent punctuation the Natural Punctuation feature added, the selection will extend to include that punctuation.

Selecting text by voice

Using Full Text Control

You can revise your dictation without correcting it by selecting the text using the "Select" command and then saying new words to replace the selected text.

To use Full Text Control

Dictate the sentence below:

US/Canada: "Let's meet for lunch on Tuesday [period]"

Other Dialects: "Let's meet for lunch on Tuesday [full stop]"

1. Say *"Select lunch on Tuesday."* The words lunch on Tuesday should be highlighted on the screen.
2. Say *"dinner on Wednesday."* These words should replace lunch on Tuesday.

Since "Tuesday" and "Wednesday" sound completely different, Dragon will know you are not correcting a recognition mistake but rather revising your dictated text.

1. Say: *"Select period"* (US/Canada) or *"Select full stop"* (Other Dialects). If there's more than one period or full stop, you can say *"Select Again"* to select a different one.
2. To replace the period or full stop with an exclamation mark, say *"exclamation mark."*

Notes:

- It is often easier for Dragon to find the matching text if you select a short phrase rather than individual words. If you select some words that are already correct, just say them again along with the ones you want to change.
- You can also select punctuation marks.

Selecting the same text again

If the words you're trying to select appear more than once on the screen and Dragon selects the wrong ones, just say "Select Again". The program then looks for another instance of the same word or words.

You can also say "Select Again" if Dragon selects a word that sounds like the word you want, but is not the correct one (for example, "two" instead of "too").

Unselecting words

If the wrong text is selected, say "*Unselect That.*"

You can also unselect words by moving your insertion point (by mouse or voice) to another part of your document. For example, say *"Go to End of Line"* or click somewhere else in your document.

Selecting a longer phrase

You can select a longer phrase by saying *"Select [text] Through [text]*" (US/Canada) or "*Select*[text] To [text]" (Other Dialects). For [text], substitute the actual word or words at the beginning and the end of the range of wrong words. For example, you could correct the underlined words in the following sentence:

With a little practice, who will develop a habit of dictating an unclear, steady voice, and the computer will understand you better.

by saying:

(US/Canada) *"Select who Through unclear*" or *"Select who will Through an unclear"*

(Other Dialects) *"Select who To unclear*" or *"Select who will To an unclear"*

Then dictate the correct text:

"*you will develop the habit of dictating in a clear* "

The final corrected sentence reads:

With a little practice, you will develop the habit of dictating in a clear, steady voice, and the computer will understand you better.

Note: If you're correcting more than one word, the words must all be in sequence (next to each other). You can't use a single command to correct words that are in different parts of your document.

Selecting your whole document

To select all the text in your document, say *"Select Document"* or *"Select All"*. This command is useful when you want to change the font or the way text is aligned.

When you want to copy all the text in a document to another window, the easiest way to do it is with the *"Copy All to Clipboard*" command.

Note: When a lot of text is selected, the "Scratch That" and "Cut That" commands don't work, nor can you overwrite the selection by dictating new text. This prevents you from accidentally deleting a large part of your document. To remove a large selection, you can say "Delete That" instead.

Selecting an entire paragraph or line

You can select the current paragraph by saying *"Select Paragraph"*. To select the current line, say *"Select Line."*

You can also select a number of paragraphs or lines (up to 20). For example, you can say *"Select Previous 5 Paragraphs."*

Say	Then say	Then say
Select	Next	Paragraph
	Previous	*2...20* Paragraphs
	Forward	Line
	Back	*2.20* Lines
	Last	

Selecting a word or character

You can select the current word by saying *"Select Word"*. To select a character, say *"Select Next Character"* or *"Select Previous Character."*

You can also select a number of words or characters (up to 20). For example, say *"Select Previous 2 Words."*

Say	Then say	Then say
Select	Next	Word
	Previous	*2...20* Words
	Forward	Character
	Back	*2...20* Characters
	Last	

Moving around in a document

When you're editing a document, you can move around in it by voice. After you place the insertion point where you want it, you can dictate more text, select text, copy and paste, or apply formatting.

Going to the top or bottom of a page or document

You can move to the top or bottom of the current page by saying *"Page Up"* (equivalent to pressing the *Page Up*key) or *"Page Down"* (equivalent to pressing the *Page Down*key).

You can move to the top or bottom of your document by saying *"Go to Top"* or *"Go to Bottom."*

Say	Then say
Go to	Top
Move to	Bottom
	Top of Document
	Beginning of Document
	Start of Document

Say	Then say
	Bottom of Document
	End of Document

Going to the beginning or end of a line

You can move to the beginning or end of the current line by saying *"Go to Beginning of Line"* or *"Go to End of Line."*

Say	Then say
Go to	Beginning of Line
Move to	Start of Line
	End of Line

Placing the insertion point before or after a specific word

You can place the insertion point before a specific word by saying "Insert Before" and then the word or words. You can place the insertion point after a word by saying "Insert After" and then the word or words.

After you move the insertion point where you want it, you can dictate more text, paste text, add punctuation, and so on.

To place the insertion point before a specific word

To move the insertion point before the word lets in the sentence below, say "*Insert Before lets*" (or "*Insert Before lets me talk*"). Remember not to pause between any of the words:

Dragon lets me talk instead of type.

To place the insertion point after a specific word

To move the insertion point after the word "talk" in the sentence below, say "Insert After talk" (or "Insert After lets me talk").

Dragon lets me talk instead of type.

Moving up or down a paragraph or line

You can move up or down a paragraph by saying "*Move Up a Paragraph*" or "*Move Down a Paragraph.*" You can also move up and down a number of paragraphs (up to 20). For example, you can say "*Move Up 3 Paragraphs*".

You can move up or down a line by saying "*Move Up a Line*" or "*Move Down a Line*". You can also move up and down a number of lines (up to 20). For example, you can say "*Move Down 3 Lines*," as delineated in the table below:

Say	Then say	Then say
Move	Up	a Paragraph *or* 1 Paragraph
	Back	*2...20* Paragraphs
	Down	a Line *or* 1 Line
	Forward	*2...20* Lines

Moving right or left a word or character

You can move to the right or left of a word by saying "*Move Right a Word*" or "*Move Left a Word*". You can also move right or left a number of words (up to 20). For example, you can say "*Move Right 3 Words*."

You can move to the next or previous character by saying "*Move Right a Character*" or "*Move Left a Character*". You can also move forward and backward a number of characters (up to 20). For example, you can say "*Move Left 4 Characters*" or "*Move Back 6 Characters*," as delineated in the next table:

Say	Then say	Then say
Move	Right	a Word *or* 1 Word
	Forward	*2...20* Words
	Left	a Character *or* 1 Character
	Back	*2...20* Characters

Copying, cutting, and pasting text

You can move text from one place to another by using the "*Copy That*," "*Cut That*," and "*Paste That* " commands.

To copy, cut, or paste text

1. Select the text you want to copy or cut.
2. Say "*Copy That*" or "*Cut That.* "
3. Move the insertion point to where you want to paste the text.
4. Say "*Paste That.*"

Deleting text

Deleting the last words you dictate

You can erase the last words you dictated by saying "*Scratch That*". When you say this command, Dragon deletes the last thing it typed into your document. This may be a full sentence, a phrase, or just one word, if that's all you said before pausing.

You can say "*Scratch That*" up to 10 times to delete the last few things you said. If you repeat the command, you must pause before saying it again. You can also say, for example, "*Scratch That 5 Times*".

You cannot apply "Scratch That" to a selection that is larger than 299 characters.

Going back as you dictate

When you're dictating, sometimes you may hesitate or think of a better way to say something right after you've said it. When this happens, you can use the "*Resume With*" command to return to where you were before the mistake.

Just say "*Resume With*" followed immediately by the word or words to which you want to return. Then, continue dictating. Any text after the new position of the insertion point will be replaced with your new dictation.

Note: When using the "Resume With" command, remember not to pause in the middle. Say "Resume With" and then immediately say the words to which you want to return. These words must be in the last three or four sentences (100 characters) you said; you can't use "Resume With" to return to an earlier part of your document.

To go back as you dictate

1. Suppose you dictate this sentence: "*I have a deadline this week, but we could meet for lunch... um... er... next Wednesday*".
2. To correct the sentence, return to the last correct words you remember dictating. For example, say "*Resume With meet for lunch*". (Remember not to pause in the middle.)
3. Then, dictate the rest of the sentence. For example, say "*next Wednesday at noon*".

Deleting specific words

You can delete text by selecting it and saying "*Delete That*".

To delete text

1. Select the text you want to delete.
2. Say "*Delete That*".

Deleting the next or previous paragraph or line

You can delete the next or previous paragraph by saying "*Delete Next Paragraph*" or "*Delete Previous Paragraph"*. You can delete the next or previous line by saying "*Delete Next Line*" or "*Delete Previous*

Line".

You can also delete a number of paragraphs or lines (up to 20). For example, you can say "*Delete Previous 5 Paragraphs*". See the complete list below:

Say	Then say	Then say
Delete	Next	Paragraph
	Previous	*2...20* Paragraphs
	Forward	Line
	Back	*2...20* Lines
	Last	

Deleting the next or previous word or character

You can delete the next or previous word by saying "*Delete Next Word*" or "*Delete Previous Word*". You can delete the next or previous character by saying "*Delete Next Character*" or "*Delete Previous Character*".

You can also delete a number of words or characters (up to 20). For example, you can say "*Delete Previous 5 Words*". See the complete list below:

Say	Then say	Then say
Delete	Next	Word
	Forward	*2...20* Words
	Previous	Character
	Back	*2...20* Characters
	Last	*2...20* Characters

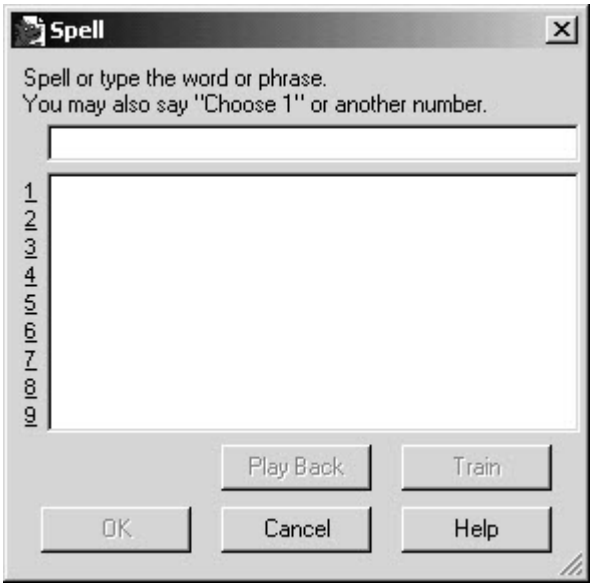
Note: Another way to delete the previous character is by saying "Backspace". This is equivalent to pressing the BACKSPACE key. You can "press" it multiple times (up to 20) by saying, for example, "Backspace 5."

Spelling as you Dictate

With the Spell command in Dragon, you can easily spell a word or phrase you want to dictate into your document. This can be useful if you are dictating a word that is not likely to be in the Dragon vocabulary, such as a proprietary term, a proper name, or a non-English word. Say, for example, "*Spell b-u-o-n space g-i-o-r-n-o.*" The word you spelled appears right in your document.

You must say "Cap" if the word contains a capital letter. For example, say "*Spell Cap R-u-m-p-e-l-s-t-i-l-s-k-i-n*" to type "*Rumpelstilskin.*"

If you say "*Spell*" by itself, without any letters after it, the Spell dialog box opens.



You can then speak the letters and Dragon will type them or you can correct any errors in the word you spelled.

When spelling, you can say numbers and special characters as well as letters. For example, to dictate an automobile license plate number, you could say "*Spell y-h-m-6-0-9*." Dragon would type yhm609. Say "*Spell Cap-m-a-c-m-i-l-l-a-n-trademark*" to get MacMillan? in your document.

Spelling a word adds that word to the active vocabulary. Words that contain numbers are not added to the vocabulary.

Note: To dictate unusual text such as automobile license plate numbers or product codes, you can also switch to Spell mode by saying "Switch To Spell Mode," and then dictate letters.

You can make the Spell dialog box appear whenever you use the Spell command by setting the "Spell" commands bring up the Spell dialog box option on the Correction tab in the Options dialog box. See the online help for more information.

You can also access the Spell dialog box when using the Select or Correct commands.

For a list of how to spell special characters, see the **Spelling** topic in the online Help.

Playing back your Dictation

Playback commands work in the DragonPad, Microsoft Word 97, 2000, 2002 and 2003, Corel WordPerfect 8 and 9, and Lotus Notes.

Although Dragon never makes a spelling mistake, the mistakes it does make can be challenging to find and fix. Sometimes, what the program types looks very different from what you actually said.

To make correcting mistakes easier, Dragon records your voice as you dictate. You can play back your voice whenever you cannot tell by looking at your document what you originally said.

Note: Unless you have Dragon Professional or a higher edition, playback is available only until you close a document. After you close a document, Dragon deletes the recorded dictation for that document. See **Dictate now, correct later** in this chapter for information on saving dictation for later correction (Professional and higher editions).

Playing back dictation from the Correction menu

When you're working in the Correction menu, click the Play Back button or say "*Play That Back*" to play the dictation that goes with the words you're correcting. Then edit the text to match what you said.

Sometimes, there's no dictation to play back. For example, you cannot play back text that wasn't entered by voice, such as words you typed or pasted into your document.

Note: Even when you have entered text by voice, you cannot play it back after you have cut it, copied it, pasted it, or otherwise moved it around in the document.

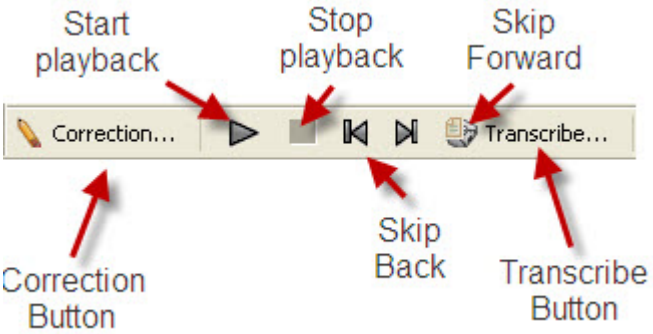
If you have Dragon Naturally Speaking Professional or Medical or a higher edition, you can save your dictation with your document for later playback (see See Dictate now, correct later in this chapter). Otherwise, you cannot play back dictation after closing a document.

If dictation is not available, the Play Back button is dimmed (grayed out). When playback is not available, you may find text-to-speech useful for checking your work. .

Playing back dictation in a document

To help you check your work for mistakes, you can play back a line, a paragraph, a selection, or the whole document. After playback starts, you can stop it as soon as you notice a mistake and automatically open the Correction menu.

The Playback toolbar is an extra section of the DragonBar that is normally hidden. To see the Playback toolbar, click the double chevron icon on the DragonBar to open the Extras toolbar.



To play back dictation

To play back dictation, do any of the following:

- Select the text you want to play back, and say "*Play That Back*."
- Click the Start Playback button on the Playback toolbar.
- Move the insertion point to the text you want to play back and say any of the following commands:

Say	To
Play Back Line	Play back dictation for the current line.
Play Back Paragraph	Play back dictation for the current paragraph.
Play Back Document	Play back dictation for the whole document.
Play Back Window	Play back dictation for the text in view.
Play Back to Here	Play back dictation from the top of the document window to the insertion point.
Play Back from Here	Play back dictation from the insertion point to the bottom of the document window.

To stop playback

To stop playback, do any of the following:

- Click the Stop Playback button on the Playback toolbar.
- Click anywhere in the document window.
- Press the *ESC* key.

(It's not possible to stop playback by voice, because the computer cannot hear speech input when it is playing back dictation.)

To skip backward or forward

You can skip backward or forward in your document by a few words by clicking the Skip Backward and Skip Forward buttons.

To stop playback and correct a mistake

To stop playback and correct a mistake, do any of the following:

- Click the Correction button on the Playback toolbar.
- Press the minus (-) key on the numeric keypad.

This stops playback and simultaneously opens the Correction menu. There you can correct the text for the last phrase played back.

Dictate now, Correct later

When you dictate into the DragonPad, you can save your dictation with your text so either you or someone else can correct it later. You must create and edit your file in the DragonPad to be able to play back dictation. This feature is available in Dragon Professional, Medical, and higher editions.

You can save dictation with your document if you select the Save recorded dictation with document box on the Data tab of the Options dialog. The first time you save a document in DragonPad during an editing session, Dragon asks you whether you want to save your speech data. If you save your speech data, you can reopen the document at a later time and play back your dictation. If you do not save your speech data, your dictation is stored only during the current editing session.

Correcting your own dictation

If you save your dictation, you can open your file later and play back and correct the text as if you had just dictated it.

Using text-to-speech

You can use text-to-speech to have text displaying on your screen (not your current dictation) read aloud in a computer voice. You can use this feature to have the product read back a document that you (or someone else) dictated while you listen for mistakes and make note of sections you might want to revise.

Text-to-speech is available only in the DragonPad, Microsoft Word, and Corel WordPerfect. You can, however, copy and paste text from other programs and then use text-to-speech.

To start text-to-speech

- Select the text you want to hear (a line, a paragraph, and so on), and then say *"Read That."*
- Select the text you want to hear, and then select Read That from the Advanced submenu (or right-click in your document and click Read That from the shortcut menu).
- Move the insertion point to the text you want to hear and say any of the following commands:

Say	To
Read Line	Read back the current line.
Read Paragraph	Read back the current paragraph.
Read Document	Read back the whole document.
Read Window	Read back the text in view.
Read to Here	Read back from the top of the document window to the insertion point.
Read from Here	Read back from the insertion point to the bottom of the document window.

To stop text-to-speech

- From the NaturallySpeaking menu, point to Advanced and click Stop Playback/Reading.
- Right-click in your document and click Stop Playback/Reading from the shortcut menu.
- Press the *ESC* key.

You can control the speed, pitch, volume, and other text-to-speech settings. From the menu, click Tools > Options and select the Text-to-Speech tab.

Chapter 7: Formatting with Dragon

You can use your voice to tell Dragon how to format text. Formatting actions you can perform include bolding text, changing font sizes and styles, and capitalizing text.

Formatting with Dragon 106

Types of commands 106

Capitalizing text 106

Formatting text 108

Formatting with Dragon

You can bold text, change font sizes and styles, capitalize text, and apply other formatting by voice.

Many Dragon NaturallySpeaking or Dragon Medical formatting commands work for text that is selected (highlighted) in your document. To select text by voice, say *"Select"* plus the words you want to select. You cannot select by voice a block of text that is larger than 299 characters.

See **Selecting text by voice** in Correcting and editing for information.

Types of commands

Most of the commands listed in this chapter are global--they are available in virtually every application. In addition to the global commands listed here, Dragon includes many commands for editing and formatting that work in common applications. For more information on finding these commands see the Dragon online help.

Note: You can change the formatting properties of a word (such as whether Dragon should type a space before or after the word, or whether the word is capitalized in a title) by using the Word Properties dialog box. See the online help for more information.

Capitalizing text

Capitalizing the first letter of the next word you dictate

Dragon capitalizes many words automatically, such as the first word in a sentence (following a period, question mark, or exclamation mark). It capitalizes the first word after you say *"New Paragraph"* (not when you say *"New Line"*) and it capitalizes proper names (when these words are already in the Dragon vocabulary in capitalized form).

Note: You can change the spacing and capitalization rules for a word in the Word Properties dialog box. See the online help for more information.

When you're dictating, you can capitalize words that aren't automatically capitalized by saying *"Cap"* and then the word. For example, say *"Cap zelda"* to get Zelda.

Note: If saying "Cap <word>" doesn't work, try say "Cap Next <word>."

To dictate the word "cap," for example, in this sentence: The company is putting a cap on salary increases, you must say "the company is putting a" then say "Spell c-a-p," and then say "on salary increases." In this way, Dragon knows that you do not want to capitalize any of the words within the sentence.

Capitalizing consecutive words

When you want to capitalize consecutive words (for example, if you're dictating a book title), you can turn capitals on and then turn them off when you're finished. This is usually easier than saying *"Cap"* before each word. Another way to do consecutive capitalization is to dictate the words, pause, and then say *"Capitalize That"* or *"Cap That."*

To capitalize the first letters of consecutive words

1. **Say "Caps On" to turn capitals on**
   When "Caps On" is active, Dragon uses title case. This means it capitalizes the first letters all words except for articles and prepositions (such as "the" and "to")..
2. Dictate the words you want capitalized. For example, say: *"success is a journey [colon] seven steps to achieving success in the business of life"*

   Dragon types:
   Success Is a Journey: Seven Steps to Achieving Success in the Business of Life
3. Say *"Caps Off"* to turn capitals off

Capitalizing names of people, departments, and drugs in Medical Edition

Your administrator can set Auto-Formatting options that tell Dragon that you want either initial caps or all caps for names of people, departments, and medications. Contact your administrator for more information.

Capitalizing critical words for emphasis in Medical Edition

Your administrator can set Auto-Formatting options that tell Dragon you want words such as ALLERGY or CODE BLUE or DO NOT INTUBATE to be in all caps for emphasis. Contact your administrator for more information.

Dictating next word in all capital letters

When you're dictating, you can enter a word in all capital letters by saying *"All Caps"* and then the word.

For example, say *"All Caps please"* to get PLEASE.

In the Medical Edition, you can choose to have important words appear in all caps automatically. See **Capitalizing critical words for emphasis in Medical Edition** in this chapter for more information.

Dictating consecutive words in all capital letters

When you want to dictate consecutive words in all capitals, you can turn all capitals on and then turn them off when you've finished.

To dictate consecutive words in all capitals

1. Say *"All Caps On"* to turn all capitals on (like pressing the *CAPS LOCK*key).
2. Dictate the words that you want to appear in all caps. For example, say "the end" and Dragon types THE END
3. Say *"All Caps Off"* to turn all capitals off

Dictating next word in all lowercase letters

When you're dictating, you can enter a word in all lowercase letters by saying "*No Caps*" and then the word.

For example, say "*No Caps Jennifer*" to get jennifer. (Dragon normally capitalizes this and other proper names.)

Dictating consecutive words in all lowercase letters

When you want to dictate consecutive words in lowercase letters (for example, names of computer files or e-mail addresses), you can turn the "no capitals" feature on and then turn it off when you are finished. This is usually easier than saying *"No Caps"* before each word.

To dictate consecutive words in all lowercase letters

1. Say *"No Caps On"* to turn no capitals on
2. Dictate the words you want to appear in all lowercase.
3. Say *"No Caps Off"* to turn no capitals off.

Capitalizing or uncapitalizing text already in your document

You can change the capitalization of text already in your document by selecting it and then saying *"Capitalize That," "Cap That,"* or *"All Caps That,"* or *"Uncapitalize That," "Uncap That,"* or *"No Caps That."*

To capitalize or uncapitalize text

1. Select the text you want to change.
2. Say "Capitalize That," "Cap That,"or "All Caps That," or "Uncapitalize That," "Uncap That,"or "No Caps That."

Formatting text

You can use voice commands to specify any combination of font name, size, and style, in that order. These commands change text you dictate from then on or text you have selected.

To set a new style for text you are about to dictate, use the *"Set Font"* and *"Set Size"* commands. To change the style of text you have already selected, use the *"Format That"* command.

Changing the font as you dictate

While dictating, you can change the font face, size, and style by saying *"Set Font"* followed by the font attributes you want. For example, you can say *"Set Font Times"* or *"Set Font Arial 12 Bold."* When you continue dictating, the new text appears with the font attributes you set.

Changing the font face

Say	Then say
Set Font	Arial
	Courier
	Courier New
	Garamond
	Helvetica
	Palatino
	Times
	Times New Roman

Changing the font size

"Set Size" and then a size from 4 to 100 points. For example, say *"Set Size 18."* Then, continue dictating.

Changing the font style

Say	Then say
Set Font	Bold
	Italics
	Bold Italics
	Underline
	Strikeout
	Plain *or* Plain Text *or* Normal *or* Regular

Changing a combination of font face, size, and style

Say *"Set Font"* and then the attributes you want (listed in the previous sections). You can specify any combination of font face, size, and style, but you must specify these attributes in that order (font face, then size, then style). See the list of examples below:

- *"Set Font Arial"*
- *"Set Font Arial 12" or "Set Font Arial 12 Point"*
- *"Set Size 12 Bold"*
- *"Set Font Arial Bold"*
- *"Set Font Bold"*

Note: If you're changing only the font size, use the "Set Size" commands, not the "Set Font" command.

Changing the font later

You can go back and change the font face, size, or style of text by selecting it and then using the *"Format That"* commands. *"Format That"* works on selected text with the same combinations of font face, size, and style as the *"Set Font"* commands (see the tables in the previous section.)

To change the font

1. Select the text you want to change.
2. Say *"Format That"* and then the font attributes you want to apply as described in the previous section. For example, say *"Format that Arial 18."*

Bold, italics, and underlining

You can apply formatting to text in your document by selecting it and then saying *"Bold That," "Italicize That,"* or *"Underline That."* You can also say *"Strikeout That."*

To add bold, italics, and underlining

1. Select the text you want to change.
2. Say *"Bold That," "Italicize That," "Underline That,"* or *"Strikeout That."*

To remove formatting

1. Select the text you want to change.
2. Say *"Restore That"* to remove formatting.

Aligning text

You can change how text is aligned by placing your insertion point in the text and saying *"Center That," "Left Align That,"* or *"Right Align That."*

To align text

1. Move the insertion point to the text you want to align.
2. Say *"Center That," "Left Align That,"*or *"Right Align That."*

You can also use the following commands on selected text: *"Format That Centered," "Format That Left Aligned,"* and *"Format That Right Aligned."*

Bulleted text

To add bullets to text, place your insertion point in the text and say *"Format that Bullet Style."* To remove bullets, say *"Format that Bullet Style"* again.

Chapter 8: Dictating Numbers and Punctuation

This chapter describes how to dictate numbers, punctuation, Web addresses, and a few other special items. For complete information on this topic, see the online help.

Dictating Numbers and Punctuation 112

Dictating numbers 112

Punctuation 120

Dictating hyphenated words 122

Dictating compound words 123

Dictating names 124

Dictating abbreviations and acronyms 124

Dictating e-mail and Web addresses 125

Dictating Numbers and Punctuation

This chapter describes how to dictate numbers, punctuation, Web addresses, and a few other special items. For complete information on this topic, see the online help.

Note: If Dragon is not formatting a word as you would like, you can change the formatting properties of the word by using the Word Properties dialog box. See the online help for more information.

Dictating numbers

In most cases you can dictate numbers, including postal codes, as you normally say them. Dragon will display either a numeral ("3") or the word ("three"), based on the context. To force recognition of digits as numerals instead of text without using the Numbers Mode, say *"Numeral"* before you say the digit, for example, say *"Numeral Three"* to get 3. When dictating numbers:

- You can use or omit the word and as part of a number. For example, say *"one hundred fifty"* instead of *"one hundred and fifty"* to get the number 150.
- You can use *"oh"* and *"zero"* interchangeably to get 0.
- If you want a comma in a four-digit number, you must speak it explicitly. Numbers with five or more digits automatically include commas, with the exception of US ZIP codes.
- For a decimal point, say *"point."*

Note: If you want to dictate only numbers, you can switch to "Numbers Mode."

See **Switching recognition modes** in Dictating Special Characters for more information.

To enter	Say
1	one numeral one
5	five numeral five
17	seventeen
23	twenty three
179	one hundred seventy nine one seventy nine
5423	five thousand four hundred and twenty three

To enter	Say
5,423	five [comma] four twenty three
12,537	twelve thousand five hundred and thirty seven
142,015	one hundred and forty two thousand and fifteen
35.23	thirty five [point] two three
0.03	All Dialects: zero [point] zero three Outside US/Canada: nought [point] nought three
43.28%	forty three [point] twenty eight [percent sign]
02460	oh two four six zero
02460-1458	oh two four six zero [hyphen] one four five eight
2 3/4	two and three fourths
11/32	eleven over thirty two
$99.50	ninety nine dollars and fifty cents
€45.35	45 Euros and thirty-five cents
£120.35	pound sterling sign one hundred and twenty point thirty five [All Dialects]

Note: If you are having problems dictating numbers, currency, times, or dates, make sure that your Regional Settings match the language (dialect) for your user profile.

Numbers mode

Any time you need to dictate a series of numbers and do not want Dragon to recognize them as words, you can turn on Numbers Mode. This could be useful, for example, if you are dictating in a spreadsheet program, such as Microsoft® Excel®.

To turn on Numbers Mode, say *"Start Numbers Mode"* or *"Numbers Mode On."* To turn off Numbers Mode, say, *"Stop Numbers Mode"* or *"Numbers Mode Off"* or *"Switch to Normal Mode."*

For more information on Numbers Mode and more ways to turn Numbers Mode on and off, see the section **Switching recognition modes** in Dictating Special Characters for more information.

Dates

You can dictate most dates the way you would normally say them. Say *"oh"* or *"zero"* to enter 0. In dialects other than US/Canada, you can also say *"nought."*

To enter	Say
22 January 1999	twenty two January nineteen ninety nine
April 9, 2001	April 9 [comma] two thousand and one
14/07/85	fourteen [slash] oh seven [slash] eighty five
3/11/02	three [slash] eleven [slash] zero two
3/11/2002	three [slash] eleven [slash] two thousand and two
April 1st	April first
March 22nd	March twenty second
the 1980s	the nineteen eighties

See **Automatic formatting of dates, times, telephone numbers** in this chapter.

Times of day

Dictate the time of day the way you would normally say it.

US/Canada: Dragon automatically types the colon (:) if you say *"a m"* or *"p m"* when dictating the time. Say *"o'clock"* or *"colon zero zero"* to enter 00.

To enter	Say
8:30	eight [colon] thirty or eight [numeric colon] thirty
7:45 AM	seven forty five a m
10:22 PM	ten twenty two p m
3:00	three o'clock or three [colon] zero zero
5:00 PM	five o'clock p m

Note: Dragon will recognize times more accurately if you say "numeric colon" instead of "colon" when dictating times.

Other Dialects: Dragon automatically types the point (.) if you say *"a m"*or *"p m"*when dictating the time, depending on the regional setting. Say *"o'clock"* or *"point zero zero"* to enter .00.

To enter	Say
8.30	eight [point] thirty
7.45 AM	seven forty five a m
10.22 PM	ten twenty two p m
3.00	three o'clock

5.00 PM	five o'clock p m

Note: The format of "a.m." and "p.m." depends on your computer's regional Windows® settings.

See **Automatic formatting of dates, times, telephone numbers** in this chapter.

Telephone numbers

North American phone numbers

Say US and Canadian phone numbers as you normally would, pausing briefly between each group of numbers.

You don't need to dictate hyphens for most phone numbers (numbers that are 7, 10, or 11 digits long). Dragon will add them automatically.

To enter	Say
965-5200	nine six five fifty two hundred
617-965-5200	six one seven nine six five fifty two oh oh
1-800-555-1212	one eight hundred five five five one two one two
(617) 965-5200	[open parenthesis] six one seven [close parenthesis] nine six five five two zero zero
1-212-555-1212	one two one two five five five one two one two

Telephone numbers outside North America

To dictate other phone numbers, including European phone numbers, you must say all the punctuation, including the hyphens, spaces, and parentheses.

To enter	Say
(01628) 894150	[open parenthesis] oh one six two eight [close parenthesis] eight nine four one five oh
027 629 8944	oh two seven [space bar] six two nine [space bar] eight nine four four
61-7-4695-2055	six one [hyphen] seven [hyphen] four six nine five [hyphen] two zero five five
(65) 2778590	[open parenthesis] six five [close parenthesis] two seven seven eight five nine zero

Note: In dialects other than US/Canada, you can say "bracket" instead of "parenthesis."

See **Automatic formatting of dates, times, telephone numbers** in this chapter.

Automatic formatting of dates, times, and telephone numbers

To indicate how you want dates, times, telephone numbers, and other numbers automatically formatted:

1. On the DragonBar, select Tools > Formatting. The Formatting dialog box appears.
2. If you have the Medical Edition, click the General tab.
3. Click the check box labeled Format dates and select the format you want from its drop-down list. For instance, select Month D, YYYY or D/M/YY.
4. Click the check box labeled Format times. Dragon then formats times based on your Regional Settings in Windows.
5. To have hyphens added to a phone number automatically, click the check box labeled Format phone numbers (Medical) or Phone numbers (all other editions).
6. You can also click check boxes for Format other numbers (Medical only) and Prefer 5 million over 5,000,000.
7. Other formats you can click check boxes for on this tab include United Kingdom and Canadian postal codes and several non-numeric formats that involve using common abbreviations, expanded contractions, abbreviations of units of measure and titles (such as Mr., Ms., Dr.), and formats for web and email addresses as well as street addresses.
8. If you have any edition other than Dragon Medical, click OK to save the settings and close the dialog box.

An administrator can set more advanced formatting settings. Contact your administrator for more information.

Fractions

You can dictate most common fractions the way you would normally say them. To dictate 1/2, 1/3, 1/4, 1/5, 1/6, 1/7, 1/8, 1/9, 1/10, and 1/16 or a multiple of these fractions, just say the fraction normally.

To enter	Say
1/2	one half
1/4	one fourth *or* one quarter
15/16	fifteen sixteenths *or* fifteen over sixteen
3 7/8	three and seven eighths *or* three and seven over eight

If the denominator (bottom number in the fraction) is greater than 10, you can enter the fraction by saying "*slash*" or "*over*" between the two numbers.

To enter	Say
9/12	nine [slash] twelve *or* nine over twelve
5 3/56	five [space bar] three [slash] fifty six
130/70	one thirty over seventy

A few common fractions can also be displayed on your computer as special characters (such as , , or) instead of two numbers separated by a slash character (such as 1/4, 1/2, or 3/4). For information about dictating fraction characters, see **Dictating uncommon special characters** in Dictating Special Characters for more information.

Ordinal numerals in Medical Edition

Your administrator can set formatting settings to have Dragon Medical format first as 1st, second as 2nd, and third as 3rd, and so on. Contact your administrator for more information.

Roman numerals

You can dictate Roman numerals by saying *"Roman numeral"* and the number. For large numbers, say the number in small combinations (as in the examples shown here).

To enter	Say
I	Roman Numeral one
IV	Roman Numeral four
V	Roman Numeral five
X	Roman Numeral ten
L	Roman Numeral fifty
C	Roman Numeral one hundred
D	Roman Numeral five hundred
M	Roman Numeral one thousand
XXIV	Roman Numeral twenty our
XXXI	Roman Numeral thirty one
MCMXCVII	Roman Numeral one thousand Roman Numeral nine hundred Roman Numeral ninety Roman Numeral seven

Note: Don't pause after the word "Roman Numeral" when you're dictating a Roman numeral. If you pause, Dragon may enter, for example, "Roman numeral three" instead of "III."

Roman Numerals in Medical Edition

Your administrator can set formatting settings to have Dragon Medical use Roman numerals for types of diabetes (Type I, Type II). Contact your administrator for more information.

Postal and ZIP Codes

Dragon can automatically formats postal codes. This feature is controlled from the Formatting tab of the Options dialog box. For more information, see the online help.

US ZIP Codes

You can dictate US five-digit ZIP codes just as you dictate any group of numbers. When dictating nine-digit ZIP codes, you must say the hyphen.

To enter	Say
01886	oh one eight eight six
94704-1150	nine four seven oh four [hyphen] one one five oh

UK and Canadian Postal Codes

You can dictate UK postcodes by saying *"Postcode"*f ollowed by the letters and numbers that make up the postcode. For Canadian postal codes, say *"Postal code"* followed by the letters and numbers that make up the postal code. Spacing and formatting will happen automatically.

To enter	Say
NG3 2HX	Postcode n g three two h x
E10 7BD	Postcode e ten seven b d
EC2Y 4LK	Postcode e c two y four l k
K1A 0M5	Postal code k one a zero m five
X0A 0H0	Postal code x oh a oh h oh

To indicate that you want United Kingdom and Canadian postal codes formatted automatically in Dragon Medical, refer to **Automatic formatting of dates, times, telephone numbers** in this chapter.

Currency and coin

You dictate your own currency as you would normally say it.

Currency in US.Canada (US English dialect)

To enter	Say
$58.00	fifty eight dollars and zero cents
$1.75	one dollar and seventy five cents
$5.25	five dollars and twenty five cents
$3.9 billion	three point nine billion dollars
€45	forty five euros
€99.50	ninety-nine euros and five cents
£2.20	pound sterling sign two point two oh
£5 million	pound sterling sign five million

Currency in Other Dialects (UK, Australian, Indian, and Southeast Asian English)

To enter	Say
$58.00	dollar sign fifty eight
$1.75	dollar sign one point seventy five
€4.25	four euros and twenty five cents
€3.9 billion	three point nine billion euros
£45	forty five pounds
£99.50	ninety nine pounds and fifty pence
£2.20	two pounds twenty
£5 million	five million pounds

Note: Dragon uses the currency symbol ($, £, and so on) specified in your Windows Regional Settings as your default currency.

Dictate other currencies by first saying the currency symbol followed by the digits.

US/Canada: If your Regional Settings are set to the United States or Canada, your default currency is $ (dollar). If you want to dictate a dollar currency amount, dictate it the way you normally do. If you want to dictate a pound sterling currency amount, say, for example, *"pound sterling sign fifty eight"* (to enter £58), and so on.

Note: In US/Canada, you must say "pound sterling sign" to enter £, since "pound sign" means # in the U.S. vocabulary. In all other dialects, you can say "pound sign" to type £.

*Other Dialects:*If your Regional Settings are set to the United Kingdom, your default currency is £ (pound sterling). If you want to dictate a pound sterling currency amount, dictate it the way you normally do. If you want to dictate a dollar currency amount, say, for example, *"dollar sign fifty eight"* (to enter $58) and so on.

Note: Australian users can say "fifty eight dollars" to dictate $58, since the Australian default currency is $ in Windows Regional Settings.

Punctuation

Using Natural Punctuation

Dragon can automatically add commas and periods at the appropriate places in your dictation without your having to explicitly speak that punctuation. This Natural Punctuation feature can be useful in helping you get used to dictation by focusing on what you are saying rather than how your speech is punctuated.

Natural Punctuation only inserts periods and commas. You still have to dictate other punctuation marks. Even with Natural Punctuation turned on, you can still dictate periods and commas. As you become more adept at dictation and want more control over where punctuation appears, you may want to explicitly dictate all your punctuation.

For information on correcting punctuation, see Correcting Punctuation in Correcting and editing.

Note: Periods will only appear at the end of a sentence once you have started the next utterance or said "New Line" or "New Paragraph."

Enabling and disabling automatic punctuation

Natural Punctuation is turned on by default.

There are two ways of turning Natural Punctuation on and off:

- Select Formatting from the Tools menu of the DragonBar and click Automatically add commas and periods. In the Medical edition, this check box is under the General tab of the Formatting dialog box.
- By saying *"autopunctuation on"* and *"autopunctuation off."* Turning Natural Punctuation on and off by voice sets the option above in the Formatting dialog box. If you disable Natural Punctuation by voice, it stays disabled until you enable it again.

Dictating Punctuation

You can enter the punctuation marks and symbols listed below in text you dictate. For a list of all punctuation marks, see the online help.

To enter	Say
,	comma
.	period dot point [each one has different spacing characteristics]
?	question mark
!	exclamation mark (All Dialects) exclamation point (US/Canada)
"	open quote close quote
`	open single quote close single quote
(	open paren (US/Canada) left paren (US/Canada) left parenthesis (All Dialects) open parenthesis (All Dialects)
)	close paren (US/Canada) right paren (US/Canada) right parenthesis (All Dialects) close parenthesis (All Dialects)
`	apostrophe
`s	apostrophe-ess
-	hyphen minus sign
-- [double hyphen]	dash
	space bar

You can use the Vocabulary Editor to view or change the formatting properties of the punctuation.

Words that end with 's

To dictate a word ending with apostrophe S ('s), just say it as you normally would. Dragon will often add it. If Dragon doesn't include the 's, you can add it later.

To enter	Say
We took Mary's car	We took Mary's car
that's enough	that's enough
it's time to go	it's time to go

Including 's as you dictate

When you want to make sure that Dragon types a word with 's, say *"apostrophe ess"* after saying the word. For words that already end in "s," say *"apostrophe"* after the word, as in the second example shown here.

To enter	Say
We took my brother's car	We took my brother [apostrophe ess] car
I met my friends' children	I met my friends [apostrophe] children

Note: You can add `s to a word by selecting it and then saying it again with "apostrophe ess.

Dictating hyphenated words

Many hyphenated words and phrases are already in the Dragon vocabulary. To dictate a word or phrase that is usually hyphenated, just say it as you normally would.

To enter	Say
long-lasting	long lasting
up-to-date schedule	up to date schedule
Tokyo-based company	Tokyo based company
nine-year-old boy	nine year old boy

Including hyphens as you dictate

To hyphenate words that Dragon doesn't hyphenate automatically, just say *"hyphen"* wherever you want a hyphen.

To enter	Say
speech-recognition soft-ware	speech [hyphen] recognition software
power-sharing agree-ment	power [hyphen] sharing agreement
Elizabeth Walker-Smith	Elizabeth Walker [hyphen] Smith

You can hyphenate words you just dictated with the command *"Hyphenate That."* Select the words you want to hyphenate and say *"Hyphenate That."* If you say this command when no words are selected, Dragon will usually hyphenate the last few words that you said. You cannot select by voice a block of text that is larger than 299 characters.

Removing hyphens

You can remove a hyphen by selecting it and replacing it with a space.

To remove a hyphen

1. Say *"Select hyphen."*
2. Say *"Space Bar."*

Preventing hyphens

You can prevent Dragon from entering a hyphen by pausing where the hyphen would normally be.

For example, to type "long lasting" (normally hyphenated) say *"long,"* then pause for a moment, and then say *"lasting."* Or you can say *"long space bar lasting"* without pausing, to insert a space in place of the hyphen .

Hyphens and dashes in Medical Edition

Your administrator can set formatting settings to have Dragon Medical edition place a hyphen between a number and the word French or place a hyphen between a single digit and point when no other digit follows. Contact your administrator for more information.

Dictating compound words

Dragon joins compound words (such as "note" and "book" to form "notebook") automatically, based on standard usage. To dictate a compound word, just say it as you normally would.

Compounding words as you dictate

To compound words that Dragon doesn't join automatically, just say *"No Space"* between the words.

To enter	Say
unitednations	united [No Space] nations

WorldWide Web	[Cap] world [No Space] [Cap] wide [Cap] web

You can also dictate consecutive words without spaces by turning No spaces on and then turning them off when you've finished.

To dictate consecutive words without spaces

1. Say *"No Space On"* to turn spaces off.
2. Dictate the words you want to appear without spaces.
3. Say *"No Space Off"* to turn spacing back on.

Compounding words later

You can compound the last words you said or compound selected words by saying *"Compound That."* This command removes all spaces between selected words. Or, if no words are selected, it removes all spaces in the last utterance. Any tabs or line breaks are also removed.

To compound words

1. Select the text you want to join. For example, if you want to join the words "Web TV," say *"Select Web TV."*
2. Say *"Compound That."*

Dictating names

Many names of people, places, and events are already in the Dragon vocabulary. For example, you can dictate*"Martin Luther King," "New York Times,"* and "*Boston*."

To dictate a name, first try dictating the name. Dragon automatically capitalizes the names it knows. If Dragon incorrectly types the name, correct it by keyboard or by voice (see Correcting and editing).

If the program continues to type a name incorrectly after you've corrected it several times, train the word individually using the Train Word dialog box. See the online help for more information.

Dictating abbreviations and acronyms

Dragon knows many common abbreviations (such as NYC and BBC) and acronyms (such as NATO). To dictate an abbreviation or acronym, just say it as you normally would.

To enter	Say
US/Canada: Dr. *Other Dialects:* Dr	Doctor
UK	U K *(say each letter)*
RSVP	R S V P *(say each letter)*
HTML	H T M L *(say each letter)*

8 cm	eight centimeters
US/Canada: pp. 27-33 *Other Dialects:* pp 27-33	pages 27 hyphen 33
NATO	NATO *(say as one word)*
NASDAQ	NASDAQ *(say as one word)*

If Dragon types the full word instead of the abbreviation or acronym, enters the wrong word, or includes incorrect punctuation, just correct it in your document by voice or by keyboard.

Abbreviations and spelled-out words in Dragon Medical

Your administrator can set formatting settings to have Dragon Medical automatically use special abbreviations or spell out words that would otherwise be abbreviated or replaced by symbols but should not be in a medical context. Contact your administrator for more information.

Dictating e-mail and Web addresses

Dictate e-mail and Web addresses as you would normally say them. Dragon automatically formats them for you.

To enter	Say
Virginia@aol.com	Virginia at a o l dot com
info@sa-mplecompany.com	[No Caps On] info at sample company dot com [No Caps Off]
http://ww-w.nuance.com	[No Caps On] h t t p w w w dot nuance dot com [No Caps Off]

Here are some guidelines for dictating e-mail and Web addresses:

- When you say *"h t t p"* or *"w w w,"* Dragon knows to format the next words you say as a Web address.
- Say the following abbreviations by pronouncing them as words:
  "co," "com," "gov," "mil," "net," and *"org."*
- Say the following abbreviations by saying each letter:
  "a c," "b n," "c a," "e d u," "ie," "h k," "i d," "i n," "j p," "m y," "p h," "s g," "t h," and *"u k."*
- Use the *"No Caps On"* and *"No Caps Off"* commands to enter an e-mail or Web address in all lowercase letters. For more information about controlling capitalization, see Dictating consecutive words in all lowercase letters in Formatting with Dragon.

Note: You can create Text and Graphics custom commands for e-mail and Web addresses you use often. See the online help for more information.

Dragon Medical can automatically format web and e-mail addresses as you dictate them. For more on how to set up automatic formatting, see **Automatic formatting of dates, times, telephone numbers** in this chapter.

Chapter 9: Dictating Special Characters

This chapter describes how you can use your voice to dictate and work with special characters.

Dictating Special Characters 128
Dictating uncommon special characters 129
Switching recognition modes 131

Dictating Special Characters

The following special characters are in the Dragon vocabulary. To dictate these characters, just say their names.

To enter	Say
&	ampersand or and sign
*	asterisk
@	at sign
`	backquote
©	copyright sign
^	caret
°	degree sign
$	dollar sign or dollar
€	euros or euro sign
%	percent sign
®	registered sign
§	section sign
?	trademark sign
+	plus sign
-	minus sign
«	open euro quote
»	close euro quote
#	*All Dialects:* hash sign or sharp sign *US/Canada:*number sign or pound sign
£	*US/Canada:* pound sterling sign *Other Dialects:* pound sign or pound
:-)	smiley face
:-(	frowny face
;-)	winky face

For complete lists of special characters, see the online Help.

Dictating uncommon special characters

If you use uncommon special characters in your writing (for example, a double-dagger sign ?), you can enter them by voice using the *"Spell"* command. If you use a special character frequently, you can also add it as a new word using the Vocabulary Editor.

For the complete list of special characters and their names, see the **Special Characters** topic in the online Help.

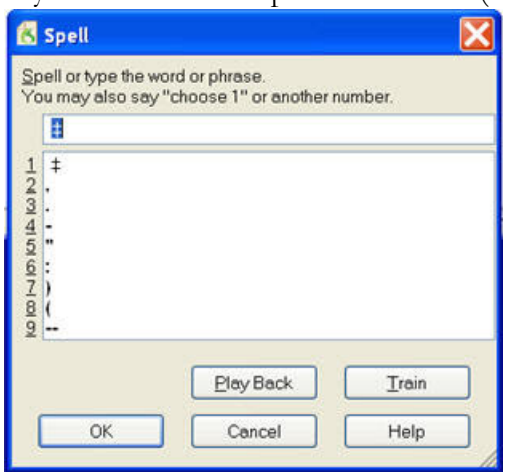
To dictate a special character

Just say *"Spell"* plus the name of the character. For example, if you want to enter a double-dagger sign (?) into your document, say *"Spell double dagger."*

To add a special character to the vocabulary

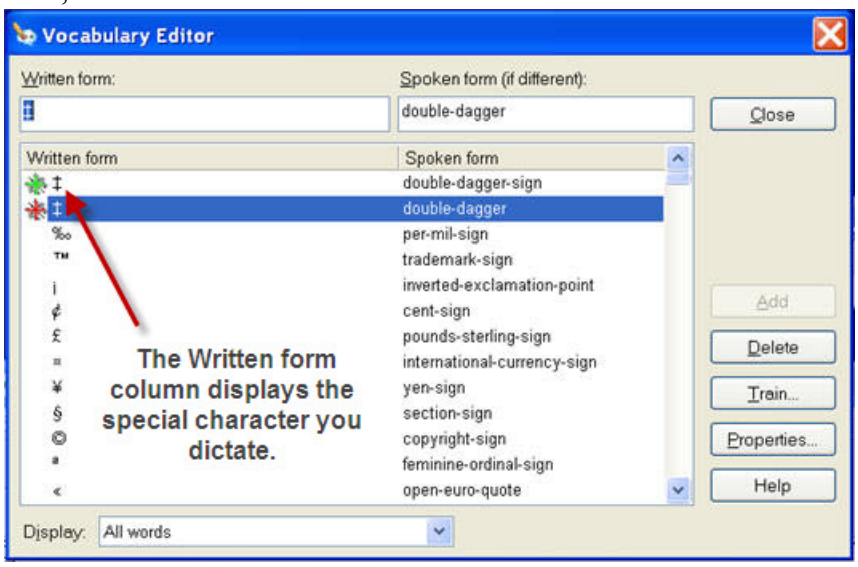
If you frequently want to dictate an unrecognized special character (for example, double-dagger sign -- ?) into your document, you could add "double dagger" as a new word to the Dragon vocabulary. Follow these steps:

1. In your document, dictate the phrase you want to use to enter the special character (for example, say *"double dagger"*). Dragon enters the words into your document.
2. Say *"Spell That"* to open the Spell dialog box.
3. Say the name of the special character. (In this example, say *"double dagger"* to enter the ?.)

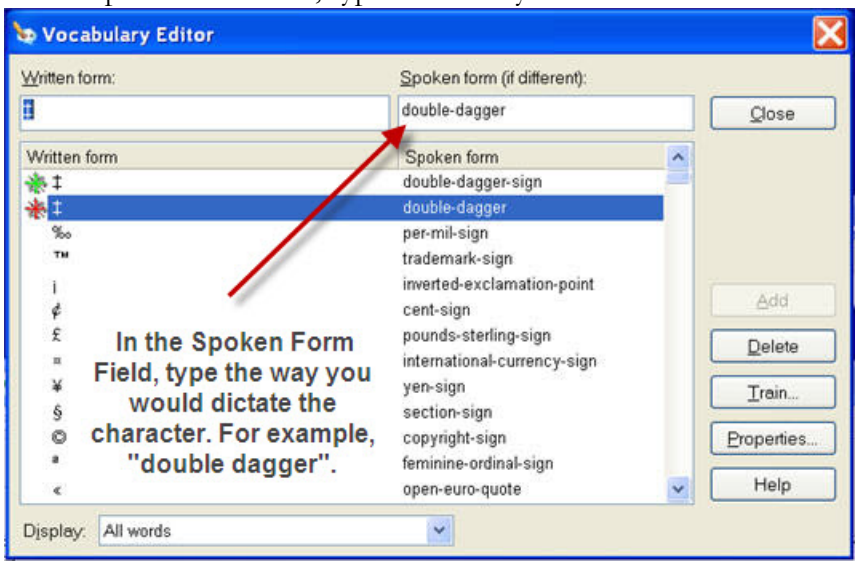


4. Click or say *"OK."* Dragon types the special character (?) in your document and adds it to your vocabulary.
5. To give a special character a spoken form, choose View/Edit from the Words menu on the DragonBar. This action opens the Vocabulary Editor.
6. From the Display drop-down list at the bottom of the Vocabulary Editor, choose Custom Words Only. You then see the special character you just entered under the Written form col-

umn, as shown in this illustration.



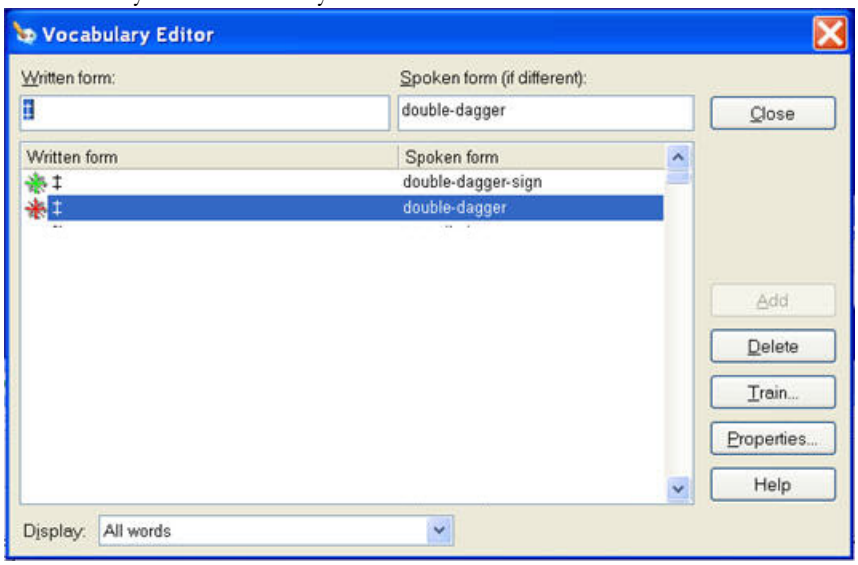
7. Click on the special character to select it. In the illustration above, the special character is already selected.
8. In the Spoken form field, type the name you want to dictate for this character and click Add.



9. Click Train. The Train Words dialog box opens.

10. Click Go and say the name of the character, as shown in the Train Words dialog box. For example, say *"double dagger."*

11. Click Done to close the Train Words dialog box.
12. The Vocabulary Editor might now have two words in the vocabulary with the same written form. If one has a spoken form and one does not, click on the word that does not have a spoken form and click Delete. This leaves the word that does have a spoken form in your vocabulary. It is okay to have two spoken forms for a single word or symbol, as you see here for the double dagger symbol. You can have multiple alternative spoken forms for the same symbol that coexist in your vocabulary.



13. Click Close to close the Vocabulary Editor.

Now when you dictate the character name (in this example, *"double dagger"*), Dragon should enter the special character, not the words.

Notes:

- You can perform this operation more quickly by directly opening the Vocabulary Editor, and directly adding the written and spoken form.
- You can change the formatting properties of a word (such as whether Dragon should type a space before or after the word) by clicking **Properties** to open the Word Properties dialog box. See the online help for more information.

Switching recognition modes

Dragon lets you use different recognition modes in your dictation. Dragon uses normal mode by default. In normal mode, the program distinguishes between words, numbers, and commands.

In addition to normal mode, there are other modes:

- Numbers mode--The software recognizes only numbers, commands, and punctuation. If you are dictating only numbers (including currencies), working in this mode increases recognition accuracy.
- Spell mode--The software recognizes only letters, numbers, commands, and punctuation. In Spell mode, Dragon allows you to say any combination of letters, digits, or symbols you might

need dictate part numbers or license plate numbers. You can also say keystrokes such as space bar or backspace key. Spell mode is also useful for dictating internet or Web addresses.

- Command mode--The software interprets everything you say as a command and nothing is interpreted as dictated text.
- Dictation mode--The software interprets everything you say as dictation and nothing is interpreted as a command, except for a few commands such as *"New Line"* and *"New Paragraph."*
- Hidden mode (Medical Edition only) --Like Normal mode, but always sends recognized text to the Dictation Box. In this mode, the Dictation Box is active, but does not display. All recognized text is added to the Dictation Box regardless of the cursor location.

To change modes

1. Select the Words menu on the DragonBar and click the name of the mode you want.
2. Switch modes by voice by saying one of these commands:

Mode	To turn on, say	To turn off, say
Numbers mode	Numbers mode On or Start Numbers Mode or Switch to Numbers mode	Numbers mode Off or Stop Numbers mode or Switch to Normal mode
Spell mode	Spell mode On or Start Spell mode or Switch to Spell mode	Spell Mode Off orStop Spell Mode orSwitch to Normal mode
Command mode	Command mode On or Start Command mode or Switch to Command mode	Command mode Off or Stop Command mode or Switch to Normal mode
Dictation mode	Dictation mode On or Start Dictation mode or Switch to Dictation mode	Dictation mode Off or Stop Dictation mode or Switch to Normal mode

Turning a mode off by voice is the same as switching back to Normal mode.

Note: You cannot dictate fractions in Number mode.

Appendix

This section contains information on Options that can be set in the Dragon client and in the Nuance Management console.

Dragon settings 134

Dragon Settings for the DME Dragon Client 135

Dragon Settings for the Nuance Management Console 143

Dragon settings

Configuring the *Dragon Medical Enterprise (DME) Network Edition*) requires the selection of many options that can be set at different levels in the Nuance Management Console and/or in the Dragon Client. This appendix covers all the options, where they can be configured and the default settings for each. You can use these tables as checklists to record the selections that work best for your organization.

Dragon Settings for the DME Dragon Client

Options - Correction tab

None of the correction options are set in the NMC.

Dragon settings	Setting location: Dragon Medical Client	Default settings	Your settings
Select commands bring up selection menu	Tools>Options>Correction tab	Enabled	
Select commands search backwards	Tools>Options>Correction tab	Disabled	
Correct commands bring up Spell dialogue box	Tools>Options>Correction tab	Disabled	
Spell commands bring up Spell dialogue box	Tools>Options>Correction tab	Disabled	
Automatically add words to vocabulary	Tools>Options>Correction tab	Enabled	
Automatic playback on correction	Tools>Options>Correction tab	Disabled	
Correction menu - Show only the choices	Tools>Options>Correction tab	Disabled	
Correction menu - Anchor	Tools>Options>Correction tab	Disabled	
Correction menu - Enable double-click to correct	Tools>Options>Correction tab	Enabled	
Correction menu - show no more than x options	Tools>Options>Correction tab	5	

Options: Commands tab

Dragon settings	Setting location: NMC	Setting location: Dragon Medical Client	Default settings	Your settings
Pause before commands required		Tools > Options > Commands tab	Enabled	
Enable HTML support	Group and User Account	Tools > Options > Commands tab	Enabled	
Enable commands in HTML windows	Group and User Account	Tools >Options > Commands tab	Enabled	
Require "Click" to select hyperlinks in HTML windows	Group and User Account	Tools >Options > Commands tab	Enabled	
Require "Click" to select menus and controls		Tools > Options > Commands tab	Disabled	
Left and right variable delimiters	Group and User Account	Tools > Options > Commands tab	[and]	

Options: View tab

None of the View options are set in the NMC.

Dragon settings	Setting location: Dragon Medical Client	Default settings	Your settings
DragonBar mode: ■ Docked to Top ■ Docked to Bottom ■ Floating ■ Cling ■ Tray Icon Only	Tools>Options>View	Docked to Top	
Show messages	Tools>Options>View	Enabled	
Show extras	Tools>Options>View	Disabled	
Results Box - Beep after recognition	Tools>Options>View	Disabled	
Results Box - Anchor	Tools>Options>View	Disabled	
Results Box - Auto-hide delay	Tools>Options>View	1 second	

Options: Hot keys tab

None of the Hot keys options are set in the NMC.

Dragon settings	Setting location: Dragon Medical Client	Default settings	Your settings
Microphone on/off	Tools>Options>Hot keys tab	{NumKey+}	
Correction	Tools>Options>Hot keys tab	{NumKey-}	
Force command recognition	Tools>Options>Hot keys tab	{Ctrl}	
Force dictation recognition	Tools>Options>Hot keys tab	{Shift}	
DragonBar menu	Tools>Options>Hot keys tab	{NumKey*}	
Microphone sleep/on	Tools>Options>Hot keys tab	{NumKey/}	
Press-to-talk	Tools>Options>Hot keys tab		
Dictation Box	Tools>Options>Hot keys tab	{Ctrl+Shift+D}	
Playback	Tools>Options>Hot keys tab	{Shift+NumKey-}	
Fast Playback	Tools>Options>Hot keys tab	{Shift+NumKey*}	
Next Field	Tools>Options>Hot keys tab	{Ctrl+Shift+N}	
Transfer Text	Tools>Options>Hot keys tab	{Ctrl+Shift+T}	
Hidden Mode	Tools>Options>Hot keys tab	{Ctrl+Shift+H}	

Options - Playback/Text-to-speech tab

None of the Playback/Text-to-speech options are set in the NMC.

Dragon settings	Setting location: Dragon Medical Client	Default settings	Your settings
Playback volume	Tools>Options>Playback/Text-to-Speech	100	
Playback speed	Tools>Options>Playback/Text-to-Speech	100	
Fast-forward volume	Tools>Options>Playback/Text-to-Speech	100	
Fast-forward speed	Tools>Options>Playback/Text-to-Speech	150	
Rewind volume	Tools>Options>Playback/Text-to-Speech	100	
Rewind speed	Tools>Options>Playback/Text-to-Speech	150	
Play rewind/Fast-forward sound	Tools>Options>Playback/Text-to-Speech	Enabled	
volume slider	Tools>Options>Playback/Text-to-Speech	maximum	

Dragon settings	Setting location: Dragon Medical Client	Default settings	Your settings
speed slider	Tools>Options>Playback/Text-to-Speech	minimum	
voice	Tools>Options>Playback/Text-to-Speech	Jennifer	
read text preview	Tools>Options>Playback/Text-to-Speech		

Options - Miscellaneous tab

None of the Miscellaneous options are set in the NMC.

Dragon settings	Setting location: Dragon Medical Client	Default settings	Your settings
Microphone on (on open user)	Tools > Options > Miscellaneous tab	Disabled	
Launch DragonPad (on open user)	Tools > Options > Miscellaneous tab	Disabled	
User Close - Automatically save user files	User Options > Miscellaneous tab	Disabled	
Speed vs Accuracy (slider)	Tools > Options > Miscellaneous tab		
Disable Windows Advanced Text Services	Tools > Options > Miscellaneous tab	Disabled	
Use screen reader compatible menus	Tools > Options > Miscellaneous tab	Disabled	
Use Active Accessibility for menu and dialog control	Tools > Options > Miscellaneous tab	Enabled	
Launch in QuickStart mode on Windows setup	Tools > Options > Miscellaneous tab	Disabled	
Put microphone to sleep after x minutes of silence	User Options > Miscellaneous tab	5 minutes	
Save recorded dictation with document	Tools >Options > Miscellaneous tab	Ask me	

Options: Dictation Box tab

Dragon settings	Setting location: NMC	Setting location: Dragon Medical Client	Default settings	Your settings
Anchor Dictation Box to application	Group and User Account	Tools>Options>Dictation Box	Disabled	
Change Font		Tools>Options>Dictation Box	Tahoma 8	
Paste options: ■ Type keys <Ctrl+V> ■ Use Windows Paste command ■ Simulate keystrokes		Tools>Options>Dictation Box	Type keys	
Dictation Box Open: ■ Always visible ■ Always hidden		Tools>Options>Dictation Box	Always visible	
Show character count		Tools>Options>Dictation Box	Disabled	
Keep transferred text in clipboard		Tools>Options>Dictation Box	Enabled	
Exit Dictation Box after transferring text		Tools>Options>Dictation Box	Disabled	

Options: PowerMic I and PowerMic II tabs

None of the PowerMic options are set in the NMC.

The following settings are available for the buttons on the PowerMic I and PowerMic II. The table shows the default settings for each button:

Application settings:

- Show DragonBar menu
- Show Dictation Box
- Global

Dictation settings:

- Microphone on/off
- Show Correction Window
- Microphone sleep/on
- Press-to-talk
- Train new word
- Transcribe recording
- Transfer text

Navigation settings:

- Skip back
- Skip forward
- Press OK button
- Press Cancel button
- Tab forward
- Select previous variable field
- Select next variable field
- Clear delimiting characters

Recognition modes settings:

- Force Normal recognition
- Force Dictation recognition
- Force Command recognition
- Force Numbers recognition
- Force Spell recognition
- Hidden mode on/off

Playback settings:

- Playback
- Fast Playback

User Commands:

Assign a recently recognized voice command to a button

PowerMic I settings:

PowerMic 1 Application/setting	Setting location: Dragon Medical Client	Default settings	Your settings
Application	Tools>Options>PowerMic I tab	Global	
Dictate	Tools>Options>PowerMic I tab	Press-to-talk	
Top Left	Tools>Options>PowerMic I tab	Show dictation box	
Fast forward	Tools>Options>PowerMic I tab	Skip forward	
Top Right	Tools>Options>PowerMic I tab	None	
Stop/Play	Tools>Options>PowerMic I tab	Playback	
Lower Left	Tools>Options>PowerMic I tab	Press OK button	

PowerMic 1 Application/setting	Setting location: Dragon Medical Client	Default settings	Your settings
Rewind	Tools>Options>PowerMic I tab	Skip backward	
Lower Right	Tools>Options>PowerMic I tab	Show correction window	

PowerMic II settings

PowerMic II Application/Setting	Setting location: Dragon Medical Client	Default settings	Your settings
Application	Tools>Options>PowerMic II tab	Global	
Transcribe	Tools>Options>PowerMic II tab	Transfer Text	
Tab Backward	Tools>Options>PowerMic II tab	Show correction window	
Tab Forward	Tools>Options>PowerMic II tab	Tab forward	
Dictate	Tools>Options>PowerMic II tab	Press-to-talk	
Rewind	Tools>Options>PowerMic II tab	Skip backwards	
Fast Forward	Tools>Options>PowerMic II tab	Skip forward	
Stop/Play	Tools>Options>PowerMic II tab	Playback	
Custom Left	Tools>Options>PowerMic II tab	Force command recognition	
Enter/Select	Tools>Options>PowerMic II tab	Show dictation box	
Custom Right	Tools>Options>PowerMic II tab	Force dictation recognition	

Auto-Formatting: General tab

General formatting options are the only formatting options that can be set in the Dragon Client.

Dragon settings	Setting location: NMC	Setting location: Dragon Medical Client	Default settings	Your settings
Abbreviate common English units of measure	Groups and User Accounts	Tools>Formatting>General tab	Enabled	

Dragon settings	Setting location: NMC	Setting location: Dragon Medical Client	Default settings	Your settings
Abbreviate titles	Groups and User Accounts	Tools>Formatting>General tab	Enabled	
Allow pauses in formatted phrases	Groups and User Accounts	Tools>Formatting>General tab	Enabled	
Automatically add commas and periods	Groups and User Accounts	Tools>Formatting>General tab	Disabled	
Caps Lock key overrides capitalization commands	Groups and User Accounts	Tools>Formatting>General tab	Disabled	
Date Format	Groups and User Accounts	Tools>Formatting>General tab	Dates as spoken	
Expand common English contractions	Groups and User Accounts	Tools>Formatting>General tab	Disabled	
Format common English abbreviations	Groups and User Accounts	Tools>Formatting>General tab	Disabled	
Format ISO currency codes	Groups and User Accounts	Tools>Formatting>General tab	Disabled	
Format numbers, if equal or greater than	Groups and User Accounts	Tools>Formatting>General tab	2	
Format other numbers	Groups and User Accounts	Tools>Formatting>General tab	Enabled	
Format phone numbers	Groups and User Accounts	Tools>Formatting>General tab	Enabled	
Format prices	Groups and User Accounts	Tools>Formatting>General tab	Enabled	
Format street addresses	Groups and User Accounts	Tools>Formatting>General tab	Enabled	
Format times	Groups and User Accounts	Tools>Formatting>General tab	Enabled	
Format UK and Canadian postcodes	Groups and User Accounts	Tools>Formatting>General tab	Disabled	
Format US Social Security Numbers	Groups and User Accounts	Tools>Formatting>General tab	Disabled	
Format web and e-mail addresses	Groups and User Accounts	Tools>Formatting>General tab	Enabled	
Insert two spaces after period	Groups and User Accounts	Tools>Formatting>General tab	Disabled	
Prefer 5 million over 5,000,000	Groups and User Accounts	Tools>Formatting>General tab	Enabled	

Dragon Settings for the Nuance Management Console

Organization-level settings

Dragon settings	Setting location: NMC	Setting location: Dragon Medical Client	Default settings	Your settings
Encrypt patient health information	Organization	No	Enabled	
Upload User data to Nuance for research purposes	Organization and User Account *New in NMC*	No	Disabled	

Site-level settings - Miscellaneous

Dragon settings	Setting location: NMC	Setting location: Dragon Medical Client	Default settings	Your settings
Prompt users to log off after x minutes	Site	No	30 minutes	
Log out users who do not respond to logout prompt after Y seconds	Site and User Account *New in NMC*	No	60 seconds	
Insert Text & Graphics command using	Site *New in NMC*	No	Shift + Insert	
Disable automatic switching dictation source to an available default one	Site *New in NMC*	No	Enabled	
vSync: Full text control support	Site *New in NMC*	No	Disabled	

Site-level settings - Master user profile

Dragon settings	Setting location: NMC	Setting location: Dragon Medical Client	Default settings	Your settings
Master user profile directories (was Roaming user directories)	Site	No	Enter the path to the location.	
Local cache directory	Site	No	Empty	
Allow disconnected mode	Site *New in NMC*	No	Enabled	
Master user profile save acoustics(save acoustics locally) Formerly "Roaming user save acoustics"	Site and User Account *New in NMC*	No	Disabled	
Access network at user open / close only (Minimize network traffic)	Site	No	Enabled	
Ask before breaking lock on network users	Site	No	Enabled	
Set audio levels on each machine.	Site	No	Enabled	
Copy Dragon log to network	Site	No	Enabled	
Always copy acoustic information to network	Site	No	Enabled	
■ Disable automatic acoustic model selection in Acoustic ■ Enable scheduled accuracy tuning ■ Enable scheduled data collection	These settings have been replaced in the NMC by the Profile Optimizer Scheduler.			

Site-level settings - Data

Dragon settings	Setting location: NMC	Setting location: Dragon Medical Client	Default settings	Your settings
Local: Store correction in archive	Site	No	Enabled	
Local: Store correction in local archive - archive size	Site	No	180 min-utes	
Local: Disk space reserved for playback	Site	No	40MB	
Local: Create usability log	Site	No	Disabled	
Local: Remove local cache data after usage	Site and User Account *New in NMC*	No	Disabled	
Server: Conserve server archive size	Site	No	500MB	

Group-level settings - Administrative Settings

Dragon settings	Setting location: NMC	Setting location: Dragon Medical Client	Default settings	Your settings
Data Distribution Location	Group	No	Blank	
Disable the use of Advanced scripting commands	Group	No	Disabled	
Anchor Dictation Box to application	Group and User Account	Tools>Options>Dictation Box	Disabled	

Group-level settings - Commands

Dragon settings	Setting location: NMC	Setting location: Dragon Medical Client	Default settings	Your settings
Enable mouse motion commands	Group	No	Enabled	
Enable HTML support	Group and User Account	Tools > Options > Commands tab	Enabled	
Enable commands in HTML windows	Group and User Account	Tools >Options > Commands tab	Enabled	
Require "Click" to select hyperlinks in HTML windows	Group and User Account	Tools >Options > Commands tab	Enabled	
Enable recognition mode switching commands	Group	No	Enabled	
Enable Web search commands	Group	No	Enabled	
Enable Desktop search commands	Group	No	Disabled	
Enable email and calendar commands	Group	No	Enabled	
Enable cut shortcut commands	Group	No	Disabled	
Enable delete shortcut commands	Group	No	Enabled	
Enable copy shortcut commands	Group	No	Enabled	
Left and right variable delimiters	Group and User Account	Tools > Options > Commands tab	[and]	
Enable Natural language commands: ■ Word, ■ Excel, ■ PowerPoint ■ WordPerfect	Group	No	Word - Enabled Others Disabled	

Group-level settings - Auto-Formatting (General)

Dragon settings	Setting location: NMC	Setting location: Dragon Medical Client	Default settings	Your settings
Abbreviate common English units of measure	Groups and User Accounts	Tools>Formatting>General tab	Enabled	
Abbreviate titles	Groups and User Accounts	Tools>Formatting>General tab	Enabled	
Allow pauses in formatted phrases	Groups and User Accounts	Tools>Formatting>General tab	Enabled	
Automatically add commas and periods	Groups and User Accounts	Tools>Formatting>General tab	Disabled	
Caps Lock key overrides capitalization commands	Groups and User Accounts	Tools>Formatting>General tab	Disabled	
Date Format	Groups and User Accounts	Tools>Formatting>General tab	Dates as spoken	
Expand common English contractions	Groups and User Accounts	Tools>Formatting>General tab	Disabled	
Format common English abbreviations	Groups and User Accounts	Tools>Formatting>General tab	Disabled	
Format ISO currency codes	Groups and User Accounts	Tools>Formatting>General tab	Disabled	
Format numbers, if equal or greater than	Groups and User Accounts	Tools>Formatting>General tab	2	
Format other numbers	Groups and User Accounts	Tools>Formatting>General tab	Enabled	
Format phone numbers	Groups and User Accounts	Tools>Formatting>General tab	Enabled	
Format prices	Groups and User Accounts	Tools>Formatting>General tab	Enabled	
Format street addresses	Groups and User Accounts	Tools>Formatting>General tab	Enabled	
Format times	Groups and User Accounts	Tools>Formatting>General tab	Enabled	
Format UK and Canadian postcodes	Groups and User Accounts	Tools>Formatting>General tab	Disabled	
Format US Social Security Numbers	Groups and User Accounts	Tools>Formatting>General tab	Disabled	
Format web and e-mail addresses	Groups and User Accounts	Tools>Formatting>General tab	Enabled	

Dragon settings	Setting location: NMC	Setting location: Dragon Medical Client	Default settings	Your settings
Insert two spaces after period	Groups and User Accounts	Tools>Formatting>General tab	Disabled	
Prefer 5 million over 5,000,000	Groups and User Accounts	Tools>Formatting>General tab	Enabled	

Group-level settings Auto-Formatting (Capitalization)

All capitalizations are set ONLY in the NMC and can be set at Group and User Account level.

Dragon settings	Setting location: NMC	Default settings	Your settings
Capitalize the word after a new line	Groups and User Accounts	Enabled	
Department name capitalization	Groups and User Accounts	Standard	
Drug name capitalization	Groups and User Accounts	Standard	
Person name capitalization	Groups and User Accounts	Standard	
Capitalize "allergy" and "allergies" as "ALLERGY" and "ALLERGIES"	Groups and User Accounts	Enabled	
Capitalize "against medical advice" as "AGAINST MEDICAL ADVICE"	Groups and User Accounts	Disabled	
Capitalize "code blue" as "CODE BLUE"	Groups and User Accounts	Enabled	
Capitalize "code R" as "CODE R"	Groups and User Accounts	Enabled	
Capitalize "code status" as "CODE STATUS"	Groups and User Accounts	Enabled	
Capitalize "code S" as "CODE S"	Groups and User Accounts	Enabled	
Capitalize "code T" as "CODE T"	Groups and User Accounts	Enabled	
Capitalize "do not intubate" and "do not resuscitate" as "DO NOT INTUBATE" and "DO NOT RESUSCITATE"	Groups and User Accounts	Enabled	
Capitalize "durable power of attorney" as "DURABLE POWER OF ATTORNEY"	Groups and User Accounts	Enabled	

Dragon settings	Setting location: NMC	Default settings	Your settings
Capitalize "fish" as "FISH"	Groups and User Accounts	Disabled	
Capitalize "left" and "right" as "LEFT" and "RIGHT"	Groups and User Accounts	Disabled	
Capitalize "living will" as "LIVING WILL"	Groups and User Accounts	Disabled	
Capitalize "PO2" and "PC02" as "pO2" and "pCO2"	Groups and User Accounts	Disabled	
Capitalize "RBC/hpf"and "WBC/hpf" as "RBC/HPF" and"WBC/HPF"	Groups and User Accounts	Enabled	
Capitalize "trauma alert" as "TRAUMA ALERT"	Groups and User Accounts	Enabled	

Group-level settings - Auto-Formatting (Numbers Units and Dates)

All number, unit and date formats are set ONLY in the NMC and can be set at Group and User Account level.

Dragon settings	Setting location: NMC	Default settings	Your settings
Treat ambiguous numeric strings as dates	Groups and User Accounts	As dates	
Write single digit + "point" in hyphenated form when not followed by another digit	Groups and User Accounts	Disabled	
Format numbers as times when followed by phrases such as "in the morning"	Groups and User Accounts	Disabled	
Write the word "number" as "#" prior to numerals	Groups and User Accounts	Enabled	
Write one digit ordinals from "third" to "ninth" into hybrid form ("3rd" to "9th")	Groups and User Accounts	Disabled	
Use Roman numerals for diabetes types	Groups and User Accounts	Disabled	
Write "degree" and "degrees" after a number as "°" (and abbreviate "Fahrenheit" and "Celsius" to "F" and "C")	Groups and User Accounts	Enabled	
Expect temperatures to be dictated in Celsius rather than Fahrenheit	Groups and User Accounts	Disabled	

Dragon settings	Setting location: NMC	Default settings	Your settings
Write "%" as "percent"	Groups and User Accounts	Disabled	
Write out "positive" and "negative" before numbers and for blood types and Rh factors	Groups and User Accounts	Disabled	
Insert a hyphen between a number and the word "French"	Groups and User Accounts	Disabled	
Insert a space between "mm" and "Hg"	Groups and User Accounts	Disabled	
Rewrite "cc" after a number as "ml"	Groups and User Accounts	Disabled	
Format of expressions involving feet and inches	Groups and User Accounts	Leave unchanged	
Write "o'clock" as a word	Groups and User Accounts	Never	
Military time suffix	Groups and User Accounts	Abbreviate as "hrs"	

Group-level settings - Auto-Formatting (Abbreviations)

All abbreviations are set ONLY in the NMC and can be set at Group and User Account level.

Dragon settings	Default settings	Your settings	Dragon Settings	Default settings	Your settings
Expand "ACL" to "anterior cruciate ligament"	Disabled		Expand "LAH" to "left anterior hemiblock"	Disabled	
Expand "ADHD" to "attention deficit/hyperactivity disorder"	Disabled		Expand "lap chole" to "laparoscopic cholecystectomy"	Enabled	
Expand "ADL" to "activities of daily living"	Disabled		Expand "LBBB" to "left bundle branch block"	Disabled	
Expand "AEC" to "aortic ejection click"	Disabled		Expand "LCL" to "lateral collateral ligament"	Disabled	
Expand "AICD" to "automatic implantable cardiac defibrillator"	Disabled		Expand "leuk trase" to "leukocyte esterase"	Disabled	

Dragon settings	Default settings	Your settings	Dragon Settings	Default settings	Your settings
Expand "AKA" to "above-knee amputation"	Disabled		Expand "lites" to "electrolytes"	Disabled	
Expand "ALF" to "assisted living facility"	Disabled		Expand "LLQ" to "left lower quadrant"	Disabled	
Expand "alk phos" to "alkaline phosphatase"	Enabled		Expand "LSM" to "late systolic murmur"	Disabled	
Expand "ALS" to "amyotrophic lateral sclerosis"	Disabled		Expand "LUQ" to "left upper quadrant"	Disabled	
Expand "AMI" to "acute myocardial infarction"	Disabled		Expand "LVEDP" to "left ventricular end-diastolic pressure"	Disabled	
Expand "AOC" to "aortic opening click"	Disabled		Expand "LVH" to "left ventricular hypertrophy"	Disabled	
Expand "ASAP" to "as soon as possible"	Disabled		Expand "MCL" to "medial collateral ligament"	Disabled	
Expand "ASHD" to "atherosclerotic heart disease"	Disabled		Expand "MDI" to "metered dose inhaler"	Disabled	
Expand "ASM" to "atrial systolic murmur"	Disabled		Expand "meds" to "medications"	Disabled	
Expand "AST" to "aspartate aminotransferase"	Disabled		Expand "MI" to "myocardial infarction"	Disabled	
Expand "AUS" to "artificial urinary sphincter"	Disabled		Expand "MMR" to "measles/mumps/rubella"	Disabled	
Expand "AVD" to "aortic valve disease"	Disabled		Expand "MOM" to "Milk of Magnesia"	Disabled	
Expand "BCG" to "bacille Calmette-Guerin"	Disabled		Expand "MRI" to "magnetic resonance imaging"	Disabled	
Expand "BHP" to "benign hyperplasia prostate"	Disabled		Expand "MVA" to "motor vehicle accident"	Disabled	
Expand "bicarb" to "bicarbonate"	Enabled		Expand "MVP" to "mitral valve prolapse"	Disabled	
Expand "bili" to "bil-	Disabled		Expand "MVR" to "mitral	Disabled	

Dragon settings	Default settings	Your settings	Dragon Settings	Default settings	Your settings
irubin"			valve replacement"		
Expand "BKA" to "below-knee amputation"	Disabled		Expand "neb" to "nebulizer"	Disabled	
Expand "BM" to "bowel movement"	Disabled		Expand "NEC" to "nonejection click"	Disabled	
Expand "BPH" to "benign prostatic hypertrophy"	Disabled		Expand "NICU" to "Neonatal Intensive Care Unit"	Disabled	
Expand "BP" to "blood pressure"	Disabled		Expand "NIDDM" to "non-insulin-dependent diabetes mellitus"	Disabled	
Expand "BSO" to "bilateral salpingo-oophorectomy"	Disabled		Expand "nitro" to "nitroglycerin"	Enabled	
Expand "BX" to "biopsy"	Disabled		Expand "NSAID" to "non-steroidal anti-inflammatory drug"	Disabled	
Expand "CABG" to "coronary artery bypass graft"	Disabled		Expand "NSR" to "normal sinus rhythm"	Disabled	
Expand "CAD" to "coronary artery disease"	Disabled		Expand "NSVD" to "normal spontaneous vaginal delivery"	Disabled	
Expand "CAF" to "chronic atrial fibrillation"	Disabled		Expand "O2" to "oxygen"	Disabled	
Expand "cath" to "catheter"	Enabled		"ObGyn" written "OB/GYN"	Enabled	
Expand "CAT scan" to "computed axial tomography scan"	Disabled		Expand "OR" to "Operating Room"	Disabled	
Expand "CBC" to "complete blood count"	Disabled		Expand "OS" to "opening snap"	Disabled	
Expand "CCU" to "Critical Care Unit"	Disabled		Expand "OTC" to "over-the-counter"	Disabled	
Expand "chemo" to "chemotherapy"	Enabled		Expand "PAF" to "paroxysmal atrial fibrillation"	Disabled	
Expand "CHF" to "congestive heart failure"	Disabled		Expand "PCL" to "posterior cruciate ligament"	Disabled	

Dragon settings	Default settings	Your settings	Dragon Settings	Default settings	Your settings
Expand "CMP" to "complete metabolic panel"	Disabled		Expand "PCN" to "percutaneous nephrolithotomy"	Disabled	
Expand "CNS" to "central nervous system"	Disabled		Expand "PEC" to "pulmonary ejection click"	Disabled	
Expand "coag" to "coagulation"	Disabled		Expand "PERRLA" to "pupils are equal, round and reactive to light and accommodation"	Disabled	
Expand "COPD" to "chronic obstructive pulmonary disease"	Disabled		Expand "PFT" to "pulmonary function test"	Disabled	
Expand "CPK" to "creatine phosphokinase"	Disabled		Expand "PID" to "pelvic inflammatory disease"	Disabled	
Expand "CPR" to "cardiopulmonary resuscitation"	Disabled		Expand "PIH" to "pregnancy-induced hypertension"	Disabled	
Expand "crit" to "hematocrit"	Disabled		Expand "PMI" to "point of maximal impulse"	Disabled	
Expand "CT scan" to "computed tomography scan"	Disabled		Expand "postop" to "postoperative"	Disabled	
Expand "CVA" to "costovertebral angle"	Disabled		Expand "PRI" to "PR interval"	Disabled	
Expand "C. diff". to "C. difficile"	Enabled		Expand "pro time" to "prothrombin time"	Disabled	
Expand "D&C" to "dilatation and curettage"	Disabled		Expand "PSA" to "prostate-specific antigen"	Disabled	
Expand "DESD" to "detrusor-external sphincter dyssynergia"	Disabled		Expand "PSIS" to "posterior superior iliac spine"	Disabled	
Expand "DJD" to "degenerative joint disease"	Disabled		Expand "PSM" to "pansystolic murmur"	Disabled	
Expand "DM" to "diastolic murmur"	Disabled		Expand "PTCA" to "percutaneous transluminal coronary angioplasty"	Disabled	
Expand "DRE" to "digital rectal exam"	Disabled		Expand "pulse ox" to "pulse oximetry"	Disabled	

Dragon settings	Default settings	Your settings	Dragon Settings	Default settings	Your settings
Expand "DSM" to "delayed systolic murmur"	Disabled		Expand "PVR" to "post-void residual"	Disabled	
Expand "DTR" to "deep tendon reflex"	Disabled		Expand "RBBB" to "right bundle branch block"	Disabled	
Expand "DVT" to "deep vein thrombosis"	Disabled		Expand "rehab" to "rehabilitation"	Enabled	
Expand "EBL" to "estimated blood loss"	Disabled		Expand "RLQ" to "right lower quadrant"	Disabled	
Expand "EBV" to "Epstein-Barr virus"	Disabled		Expand "RPOC" to "retained products of conception"	Disabled	
Expand "ECG" to "electrocardiogram"	Disabled		Expand "RPR" to "RPR test"	Disabled	
Expand "EC" to "ejection click"	Disabled		Expand "RSR" to "regular sinus rhythm"	Disabled	
Expand "E. coli" to "Escherichia coli"	Enabled		Expand "RSV" to "respiratory syncytial virus"	Disabled	
Expand "ED" to "Emergency Department"	Disabled		Expand "RUQ" to "right upper quadrant"	Disabled	
Expand "EES" to "erythromycin ethylsuccinate"	Disabled		Expand "SBE" to "subacute bacterial endocarditis"	Disabled	
Expand "EF" to "ejection fraction"	Disabled		Expand "SC" to "systolic click"	Disabled	
Expand "EKG" to "electrocardiogram"	Disabled		Expand "SDM" to "systolic-diastolic murmur"	Disabled	
Expand "EOMI" to "extraocular movements are intact"	Disabled		Expand "sed rate" to "sedimentation rate"	Enabled	
Expand "EPSS" to "E point to septal separation"	Disabled		Expand "segs" to "segments"	Disabled	
Expand "ERT" to "estrogen replacement therapy"	Disabled		Expand "SEM" to "systolic-ejection murmur"	Disabled	
Expand "ER" to "Emergency Room"	Disabled		Expand "SIDS" to "Sudden Infant Death Syndrome"	Disabled	
Expand "ESM" to "ejection systolic murmur"	Disabled		Expand "SI" to "sacroiliac"	Disabled	

Dragon settings	Default settings	Your settings	Dragon Settings	Default settings	Your settings
Expand "ESWL" to "extracorporeal shock wave lithotripsy"	Disabled		Expand "SLE" to "systemic lupus erythematosus"	Disabled	
Expand "ex lap" to "exploratory laparoscopy"	Enabled		Expand "SLR" to "straight leg raising"	Disabled	
Expand "gastroc" to "gastrocnemius"	Disabled		Expand "SM" to "systolic murmur"	Disabled	
Expand "fem-pop" to "femoropopliteal"	Enabled		Expand "SOB" to "shortness of breath"	Disabled	
Expand "flex sig" to "flexible sigmoidoscopy"	Enabled		Expand "SSRI" to "selective serotonin reuptake inhibitor"	Disabled	
Expand "GERD" to "gastroesophageal reflux disease"	Disabled		Expand "SS" to "summation sound"	Disabled	
Expand "GI" to "gastrointestinal"	Disabled		Expand "STD" to "sexually transmitted disease"	Disabled	
Expand "GSW" to "gunshot wound"	Disabled		Expand "subcu" to "subcutaneous"	Enabled	
Expand "GU" to "genitourinary"	Disabled		Expand "SVD" to "spontaneous vaginal delivery"	Disabled	
Expand "H&" to "hemoglobin and hematocrit"	Disabled		Expand "SVG" to "saphenous vein graft"	Disabled	
Expand "HCTZ" to "hydrochlorothiazide"	Disabled		Expand "SVT" to "supraventricular tachycardia"	Disabled	
Expand "HHD" to "hypertensive heart disease"	Disabled		Expand "T&A" to "adenotonsillectomy"	Disabled	
Expand "HIV" to "human immunodeficiency virus"	Disabled		Expand "TAH/BSO" to "total abdominal hysterectomy with bilateral salpingo-oophorectomy"	Disabled	
Expand "HPI" to "history of present illness"	Enabled		Expand "TAH" to "total abdominal hysterectomy"	Disabled	
Expand "HPV" to "human papilloma virus"	Disabled		Expand "TB" to "tuberculosis"	Disabled	
Expand "H. pylori" to "Helicobacter pylori"	Disabled		Expand "TEE" to "transesophageal echo-	Disabled	

Dragon settings	Default settings	Your settings	Dragon Settings	Default settings	Your settings
			cardiogram"		
Expand "HRT" to "hormone replacement therapy"	Disabled		Expand "temp" before a number to "temperature"	Disabled	
Expand "IBS" to "irritable bowel syndrome"	Disabled		Expand "TIA" to "transient ischemic attack"	Disabled	
Expand "ICA" to "internal carotid artery"	Disabled		Expand "tib-fib" to "tibia-fibula"	Disabled	
Expand "ICD" to "implantable cardiac defibrillator"	Disabled		Expand "T-max" and "T-current" to "MAXIMUM TEMPERATURE" and "CURRENT TEMPERATURE"	Enabled	
Expand "ICU" to "Intensive Care Unit"	Disabled		Expand "TMJ" to "temporomandibular joint"	Disabled	
Expand "IC" to "internal carotid"	Disabled		Expand "TM" to "tympanic membrane"	Disabled	
Expand "IDA" to "iron deficiency anemia"	Disabled		Expand "TSH" to "thyroid-stimulating hormone"	Disabled	
Expand "IDDM" to "insulin-dependent diabetes mellitus"	Disabled		Expand "TTE" to "transthoracic echocardiogram"	Disabled	
Expand "IDM" to "immediate diastolic murmur"	Disabled		Expand "TURB" to "transurethral resection of the bladder"	Disabled	
Expand "IHD" to "ischemic heart disease"	Disabled		Expand "TURP" to "transurethral resection of the prostate"	Disabled	
Expand "IHSS" to "idiopathic hypertrophic subaortic stenosis"	Disabled		Expand "UA" to "urinalysis"	Disabled	
Expand "IMCU" to "Intermediate Care Unit"	Disabled		Expand "UC" to "urinary culture"	Disabled	
Expand "IM" to "intramuscular"	Disabled		Expand "URI" to "upper respiratory infection"	Disabled	
Expand "ISD" to "intrinsic sphincter deficiency"	Disabled		Expand "UTI" to "urinary tract infection"	Disabled	

Dragon settings	Default settings	Your settings	Dragon Settings	Default settings	Your settings
Expand "ITP" to "idiopathic thrombocytopenia purpura"	Disabled		Expand "VBAC" to "vaginal birth after cesarean section"	Disabled	
Expand "IU" to "international units"	Enabled		Expand "VCUG" to "voiding cystourethrogram"	Disabled	
Expand "IUD" to "intrauterine device"	Disabled		Expand "A fib" and "V fib" to "atrial fibrillation" and "ventricular fibrillation"	Disabled	
Expand "IVP" to "intravenous pyelogram"	Disabled		Expand "VL" to "vastus lateralis"	Disabled	
Expand "KCl" to "potassium chloride"	Disabled		Expand "VMO" to "vastus medialis oblique"	Disabled	
Expand "KUB" to "kidney, ureter, and bladder"	Disabled		Expand "V tach" and "sinus tach" to "ventricular tachycardia" and "sinus tachycardia"	Disabled	
Expand "LAD" to "left anterior descending"	Disabled		Expand "WNL" to "within normal limits"	Disabled	

Group-level settings - Auto-Formatting (Miscellaneous)

All abbreviations are set ONLY in the NMC and can be set at Group and User Account level.

Dragon settings	Setting location: NMCI	Default settings	Your settings
Automatically insert second letter into vertebra range when not dictated	Groups and User Accounts	Disabled	
Expand dosage abbreviations	Groups and User Accounts	Enabled	
Insert commas into oncology "T N M" expressions	Groups and User Accounts	Enabled	
Remove hyphen from words ending with "-up," such as "close-up"	Groups and User Accounts	Enabled	
Remove hyphen from words starting with "re-," such as "re-create"	Groups and User Accounts	Enabled	
Remove periods from dosage abbreviations (DOSAGE_PERIODS)	Groups and User Accounts	Disabled	
Replace "&" with "and"	Groups and User	Disabled	

Dragon settings	Setting location: NMCI	Default settings	Your settings
	Accounts		
Rewrite "dad," "kid," "mom," "sib" as "father," "child," "mother," "sibling"	Groups and User Accounts	Disabled	
Rewrite "off of" as "off"	Groups and User Accounts	Disabled	
Spell "BI-RADS" as "BIRADS"	Groups and User Accounts	Disabled	
Spell "calyx" and related words with an "i"	Groups and User Accounts	Disabled	
Spell "disc" and related words with a "k"	Groups and User Accounts	Disabled	
Spell "disfluency" and related words with "dys"	Groups and User Accounts	Enabled	
Spell "orthopedics" and related words with "ae"	Groups and User Accounts	Disabled	
Treat "bracket" as equivalent to "parenthesis"	Groups and User Accounts	Disabled	
Treat "paragraph" as a paragraph break, not as the word	Groups and User Accounts	Enabled	
Treat paragraph breaks as equivalent to line breaks	Groups and User Accounts	Disabled	
Write "AP" before the word "diameter" as "A-P"	Groups and User Accounts	Disabled	
Write accented characters with their non-accented forms	Groups and User Accounts	Disabled	
Write "dash" as	Groups and User Accounts	Single hyphen	

User Account-level settings - User Account Options

Dragon settings	Setting location: NMC	Setting location: Dragon Medical Client	Default settings	Your settings
Anchor Dictation Box to application	User Account	Tools>Options>Dictation Box	Disabled	
Enable HTML support	User Account and Group	Tools > Options > Commands tab	Enabled	
Enable commands in HTML windows	User Account and Group	Tools >Options > Commands tab	Enabled	
Require "Click" to select hyperlinks in HTML windows	User Account and Group	Tools >Options > Commands tab	Enabled	
Left and right variable delimiters	User Account and Group	Tools > Options > Commands tab	[and]	
Master user profile save acoustics(save acoustics locally) Formerly "Roaming user save acoustics"	User Account and Site *New in NMC*	No	Disabled	
Log out users who do not respond to logout prompt after Y seconds	User Account and Site *New in NMC*	No	60 seconds	
Local: Remove local cache data after usage	User Account and Site *New in NMC*	No	Disabled	
Upload User data to Nuance for research purposes	User Account and Organization *New in NMC*	No	Disabled	

User Account-level settings: Auto-Formatting

The User Account-level Auto-Formatting settings are the same as the Group-level Auto-Formatting settings. If you customize the Auto-Formatting settings at User Account level, the User Account level settings take precedence.