

Step-by-Step Commands

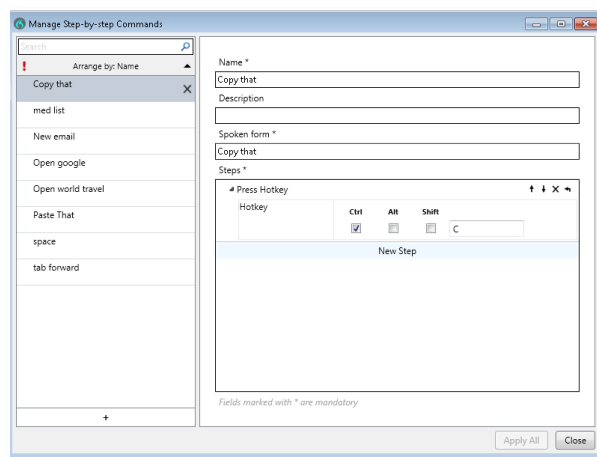
A Step-by-Step (SbS) Command is used to execute a series of predefined actions (such as accessing a website, navigating within an application, and entering text) by saying a key phrase. The concept is similar to that of an Auto-Text, but instead of entering a block of text, Step-by-Step Commands can simulate keystrokes or even turn your microphone on or off. The steps can be customized to execute a variety of functions, such as accessing a website, navigating within an application, or entering text, to help save time when accomplishing repetitive tasks.

Disclaimer: The Step-by-Step command feature is not designed for the use of PHI, PII, or credentials. Using the SbS command for such purposes is strictly prohibited.

Create a Step-by-Step Command

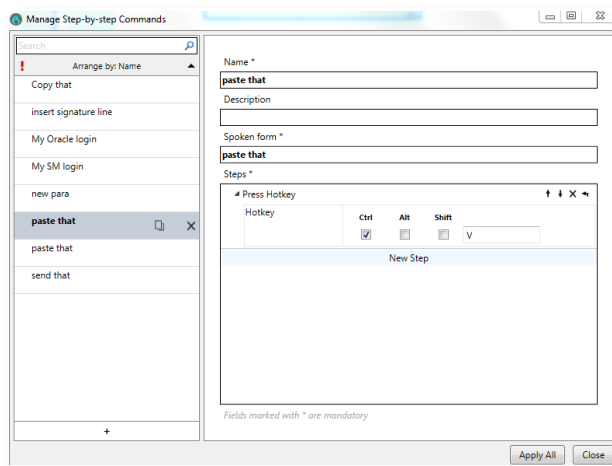
Exercise 12:

1. **Open** Manage Step-by-Step Commands through either the DragonBar Menu icon or say “*Manage Step-by-Step Commands*”
2. **Click** on the + symbol to create a new SbS Command.
3. **Click** into the Name field and type (or dictate) “Copy That”
4. In the Steps section, **click** on the New Step button
5. **Select** “Press Hotkey”
6. On your keyboard, **press** Ctrl+C
7. **Observe** that pressing Ctrl+C enters the letter C into the empty box and checks the Ctrl box modifier for you. Note: You cannot click in the Ctrl box; you must hit the keystroke combination.
8. **Click** Apply All
9. **Click** Close



Exercise 13:

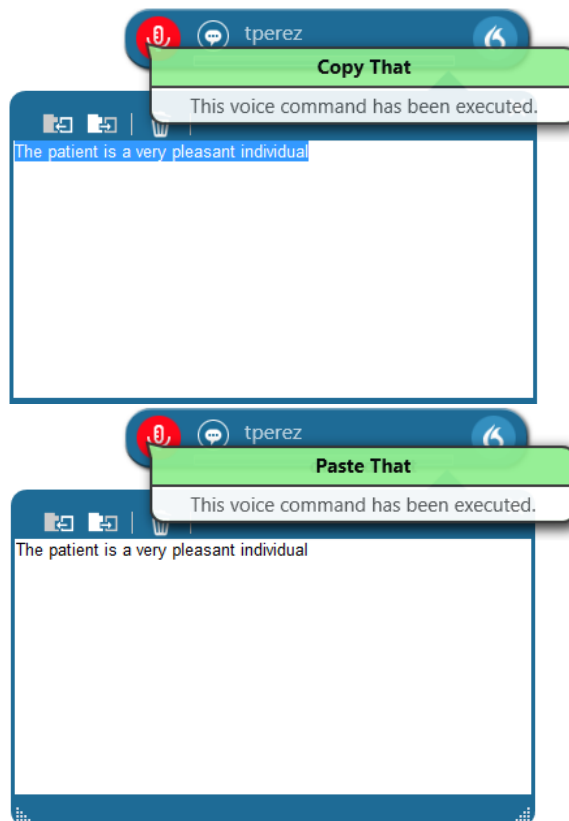
1. **Open** Manage Step-by-Step Commands through either the DragonBar Menu icon or say “*Manage Step-by-Step Commands*”
2. **Click** on the + symbol to create a new SbS Command.
3. **Click** into the Name field and type (or dictate) “Paste That”
4. In the Steps section, **click** on the New Step button
5. **Select** “Press Hotkey”
6. On your keyboard, **press** Ctrl+V
7. **Observe** that pressing Ctrl+V enters the letter V into the empty box and checks the Ctrl box modifier for you. Note: You cannot click in the Ctrl box; you must hit the keystroke combination.
8. **Click** Apply All
9. **Click** Close



Execute a Step-by-Step Command

Exercise 14:

1. **Open** the Dictation Box.
2. **Say** “*The patient is a very pleasant individual.*”
3. **Say** “*Select all*”
4. **Say** “*Copy that*”
5. **Observe** that DMO shows a popup indicating that your SbS command was executed.
6. **Say** “*Discard that*”
7. **Observe** that your text has been removed
8. **Say** “*Paste that*”
9. **Observe** the DMO shows a popup indicating that your SbS command was executed and the text previously copied has been pasted into the Dictation Box.

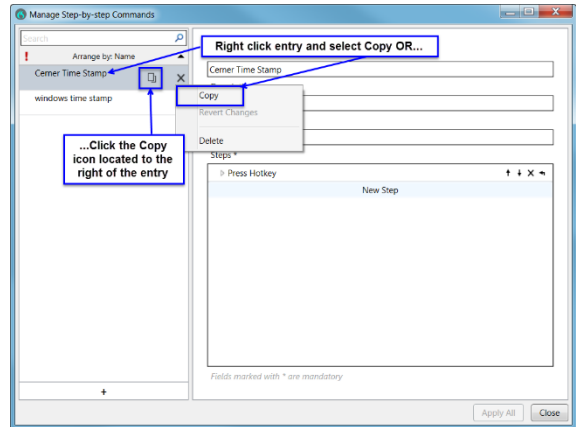


Copy a Step-by-Step Command

For those using DMO version 3.5 or higher, you can copy Step-by-Step Commands to create a duplicate entry that you can edit rather than recreate.

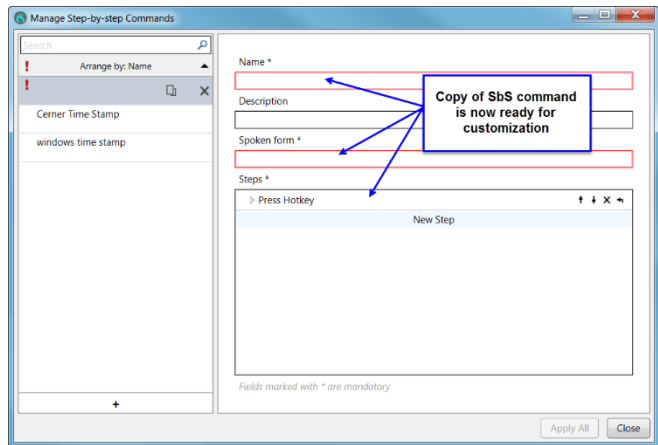
Exercise 15:

1. **Open** the Manage Step-by-Step window.
2. **Select** the Copy That SbS Command, right click on the entry and select Copy. You can also click the Copy icon located to the right of the entry.



Note: The “Revert Changes” feature reverts ALL recent modifications and changes back to its original state.

3. This will create a copy of the SbS Command that is ready for customization.



Step Types

Command Name	Function
Open Application	Add this step to open a specified application. If the application is already open, the focus will switch to this application. Specify the following properties: <ul style="list-style-type: none"> • <i>Target</i> – enter the full path and name to the application .exe file. • <i>Arguments</i> – enter the command line argument needed to open the application; for example, a template. • <i>Start in</i> – browse for the folder in which the application or file should open. • <i>Run as</i> – select the size of the application window (normal, minimized, or maximized).
Wait	Set a waiting time in milliseconds to pause between steps; For example, 500 ms for the application to open with the specified template (range: 50-2500 ms).
Wait for Window	Set a waiting time in milliseconds to allow time for a specific window to open
Run Step by Step Command	Call an existing command from your personal commands or shared commands as part of a new command
Execute Voice Command	Call a built-in voice command such as a formatting command, navigation command, anchor speech focus, etc. as part of a new command
Enter Text	Enter a short text block that will be written at the cursor position in the application (for larger text blocks that may be inserted regularly, use Auto-Texts).
Press keys	Enter the sequence of keys to be pressed (see options in the chart below). Entering text and combining keys with modifiers is also an option.
Press hotkey	Enter one keyboard combination: select modifiers (optional) and press a key to enter it into the field.
Microphone on	Turn the microphone on.
Microphone off	Turn the microphone off.

Press Keys

The following keys can be entered in the press keys field. Curly brackets {} must be used

Key	Input Format
Backspace	{BACKSPACE} or {BS}
Break	{BREAK}
Caps Lock	{CAPSLOCK}
Scroll Lock	{SCROLL}
Delete	{DEL} or {DELETE}
Down Arrow	{DOWN}
End	{END}
Enter	{ENTER}
Esc	{ESCAPE} or {ESC}
Home	{HOME}
Insert	{INS}
Left arrow	{LEFT}
Num Lock	{NUMLOCK}
Page down	{PGDN}
Page up	{PGUP}
Right arrow	{RIGHT}
Tab	{TAB}
Up arrow	{UP}
Add	{ADD}

Key	Input Format
Subtract	{SUBTRACT}
Multiply	{MULTIPLY}
Divide	{DIVIDE}
F1 – F24	{F1} to {F24}
Return	{RETURN}
Help	{HELP}
Decimal	{DECIMAL}
Separator	{SEPARATOR}
Space	{SPACE}
Select	{SELECT}
Print	{PRINT}
Execute	{EXECUTE} or {EXEC}
Snapshot	{SNAPSHOT}
Cancel	{CANCEL}
Windows	{WINDOWS} or {WIN}
Applications	{APPLICATIONS} or {APPS}
Clear	{CLEAR}
NUMPAD0- NUMPAD9	{NUMPAD0} or {NP0} to {NUMPAD9} or {NP9}

Modifiers

Modifier	Input format
Shift	+
Ctrl	^
Alt	%

Edit/Delete a Step-by-Step Command

Once a Step-by-Step Command has been created, you can go back and edit the Name, Description, and Spoken Form fields. You can also delete or reorder the steps or even delete the SbS Command completely.

Exercise 16:

1. **Say** “Manage Commands”
2. **Click** on the SbS Command you wish to edit.
3. **Make changes** as desired.
 - a. The up and down buttons can be used to reorder the steps if you have more than one
 - b. The left arrow button is used to insert a new step in the middle of an existing series
 - c. The x button is used to delete a step entirely
4. **Click** Apply All when finished.

Name *
Copy that

Description
Copy that

Spoken form *
Copy that

Steps *
Press Hotkey

Hotkey	Ctrl	Alt	Shift	
	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	C

New Step

Exercise 17:

1. **Say** “Manage Commands”
2. **Click** on the SbS Command you wish to delete.
3. **Click** on the X symbol to the right of the SbS Command name
4. **Click** Apply All