

## Basic Dictation

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### Press and Hold Setting

Press and hold the red on/off button to begin dictating.

### Wake-up-Word Functionality

- Turn on the microphone by clicking the microphone icon on the DragonBar, pressing the record button on the microphone, or pressing the keyboard hotkey
- Say “Go to sleep,” “Stop listening,” or “Stop recording.” This will put the microphone in Stand-By mode. When in Stand-By mode, the microphone icon on the Dragon Bar will be red with an opaque background.
- To activate the microphone, say “Wake up.”

It is not necessary to have your cursor in an active field or to manually open the Dictation Box. As you begin to dictate, DMO will automatically open the Dictation Box and transcribe the text within if your cursor is not in a field that will accept direct dictation.

There is a very short (milliseconds) delay between the moment you press the mic button and when DMO begins to listen. Allow a short pause after activating the mic before you begin speaking. Similarly, be sure you are done speaking before releasing the mic button.

DMO can handle up to 160 words a minute and will also ignore “uhh” and “umm” sounds. It is important to dictate clearly and naturally as if you were speaking to someone in person, but not over-pronounce the words. For best results, it helps to speak in complete thoughts or sentences.

### Tips for Dictating

- Think before speaking
- Speak clearly and enunciate each word, but do not over-pronounce
- Try not to mumble or slur words
- Speak at a natural volume and pace
- Dictate **What Can I Say** to learn what to say for automatic formatting
- Take advantage of hands-free text correction by using the **“Select”** or **“Correct”** commands
- Press and hold the microphone button ½ second before beginning to dictate



### Dictating Punctuation

When using DMO, punctuation must be spoken. Use the following list as a guide to dictate the most common punctuation marks.

Say	To Enter
Comma	,
Period or full stop	.
Exclamation point or exclamation mark	!
Question mark	?
Hyphen/dash	-
Colon	:
Semi-colon	;
Open quote	"
Closed quote	"
Open paren	(
Closed paren	)

### Starting New Lines and Paragraphs

Use the following commands while dictating to replicate the action of pressing the ENTER key:

Command Name	Function
New Line	Press the ENTER key once to start a new line
New Paragraph	Press the ENTER key twice to start a new paragraph

### Dictating Within an Application

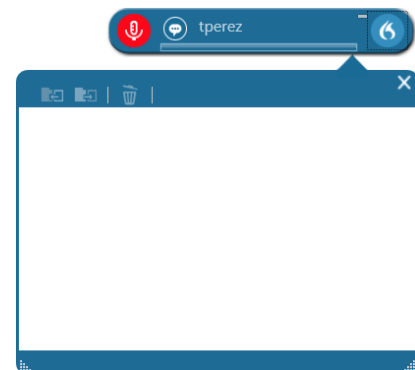
1. Open DMO
2. Place cursor where you want the text to be typed
3. Turn the microphone on
4. Begin dictating
5. Your dictation is typed directly in the application

### Using the Dictation Box

The Dictation Box opens automatically if your cursor is not in a field that will accept direct dictation. This text can be transferred into the targeted application.

You can open the Dictation Box several ways

- Say "Open Dictation Box"
- Select Show/Hide Dictation Box from the DragonBar Menu
- Press a custom PowerMic button
- Or simply begin dictating before placing your cursor in a text field. The DMO Dictation Box will open automatically and capture your speech.



**Exercise 1:**

Dictate the following selection, including punctuation and new lines/paragraphs [*Chief complaint colon Patient presents today with swelling of the ankles comma and cold sweats period new paragraph HPI colon...*]

Chief Complaint: Patient presents today with swelling of the ankles, and cold sweats.

HPI: Symptoms have been present for about 2 weeks ever since an episode of vomiting and poor PO intake.

Working Diagnoses:

1. Diabetes mellitus
2. Chronic kidney disease
3. Swollen ankles

You should notice that DMO captured your speech in the Dictation Box with a high rate of accuracy.

## Basic Text Control

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The Basic Text Control feature is an intermediate solution that allows DMO to send your dictated text right where your cursor is positioned, disabling the automatic pop-up of the Dictation Box.

In addition to highly accurate speech-to-text, you can also use all your standard auto-text commands when dictating into unsupported applications.

Most Dragon navigation, correction and formatting commands will not work in the unsupported EMR, such as "Select that", "Scratch that", "resume after", "next field." Also, you will have to manually capitalize a sentence if you use your cursor to navigate within the text.

Basic Text Control is best used for

- short dictations no more than a sentence long
- longer dictations where you are comfortable using a limited set of commands and using your keyboard to move around the text field when necessary.

**Note:** Basic Text Control is disabled by default due to its limitations. To enable this feature, please reach out to your Administrator.

### Dictating Within an Application with Basic Text Control enabled

- Open DMO
- Place cursor where you want the text to be typed
- Turn the microphone on
- Begin dictating

Dictate the following selection, including punctuation and new lines/paragraphs:

Patient is a 50-year-old female admitted with shortness of breath comma dizziness and fatigue period  
[PAUSE] New paragraph [PAUSE] her symptoms have been occurring for the past few days period  
[PAUSE] insert vitals template [TEMPLATE INSERTS]

- Your dictation is typed directly in the application.