Edit Text

DMO adapts to the way individuals use vocabulary and their unique dictation style. DMO is continuously learning; the more DMO is used, the better its recognition. It is essential to edit misrecognitions and correct words or phrases that DMO did not get quite right. Voice commands can be used to select different words, numbers, sentences or phrases.

There are three ways to edit dictated text:

- Manually edit dictated text to correct any misrecognized words

- Use voice commands to select words, numbers, sentences, or phrases

- Use the correction menu

Selecting Text:

Place the cursor within the text to use voice commands. Voice commands can be used to select spoken or typed text. Users can select:

- Single words

- Phrases

- Whole sentences

- Paragraphs

- Punctuation marks

Pause briefly before saying commands. The pause lets DMO know the phrase is a command. Do not pause while speaking a command. For example, when speaking the command "Select Patient," do not pause between the words "Select" and "Patient."

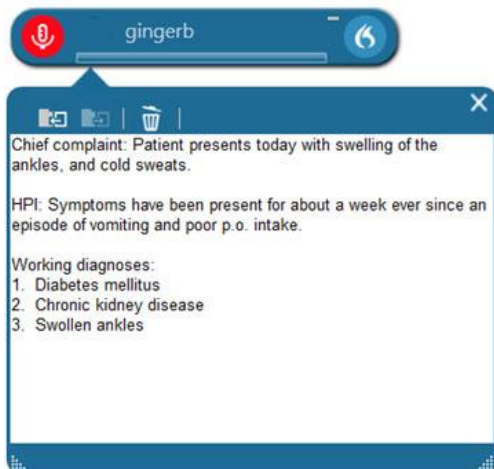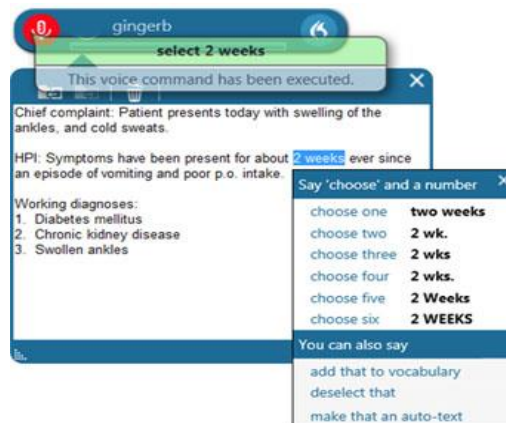| Command Name	Function
Select [word]	Select a single word
Select [word] through [word]	Select a string of words
Select this sentence	Select the sentence the cursor is placed in
Select this paragraph	Select the paragraph the cursor is placed in

Common Voice Commands

Command Name	Function
Scratch that	Erase the last word or phrase spoken
Deselect that or Unselect that	Deselect highlighted text
Undo That	The same as pressing CTRL+Z to undo the last action
Redo That	The same as pressing CTRL+Y to redo the last action
Go back	Return the cursor to the position prior to the selection command
Bold that	Bold the selected text
Select again **or Select previous**	Scroll backwards through the text to select a different occurrence of the selected text

Exercise 2:

Using the dictation from Exercise 1, we will demonstrate how to make some changes using the "Correct <text>" or "Select <text>" command. Either word can be used in the following scenarios.
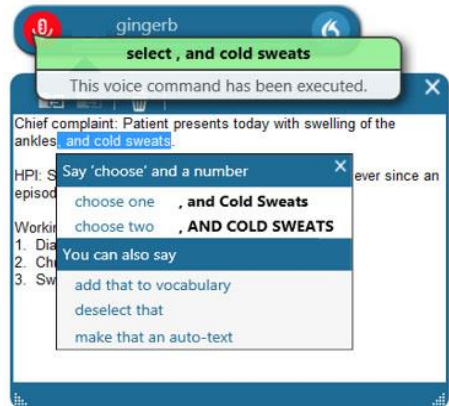
Correction #1: 2 weeks should be *one week*

1. **Say** "*Correct (or Select) 2 weeks*"

2. **Observe:** DMO presents variations relevant to the selected text. If you wanted to change the format of how the text appears, you could make a selection from the correction menu (such as "*Choose two*" or "*Choose six*") to automatically make the change.

3. **Say** "*one week*"

NUANCE

Correction #2: *Cold* sweats should not have been included in chief complaints.

1. **Say** "*Select comma and cold sweats*"

2. **Say** "*Delete that*"

3. **Observe** that although "*Delete That*" is not listed in the choices presented, saying the command deletes the selected text.

Correction #3: *A word was omitted from the HPI section.*

1. **Say** "*Insert before vomiting*"

2. **Say** "*prolonged*"

3. **Observe** that DMO has inserted "prolonged" in the proper location.