Options and Settings

Click the DragonBar Menu icon and select Options from the Dragon Menu to change user settings.

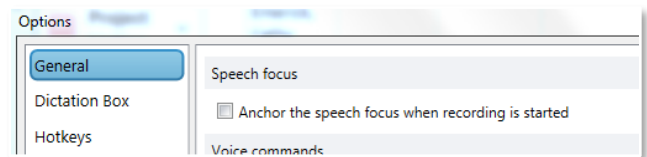## Options

The **Options** dialog enables the user to customize Speech focus, the Dictation Box, Hotkeys and Microphone buttons.

General

Speech Focus

Speech focus allows a user to keep dictating into one application while opening and navigating through other applications. This function does not work with all EHRs.

To always anchor the speech focus when you dictate, click **Anchor the speech focus when recording is started** on the *General* page. Note: this is not the recommended best practice.
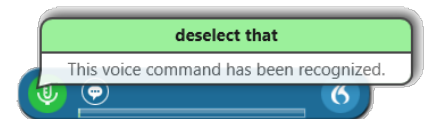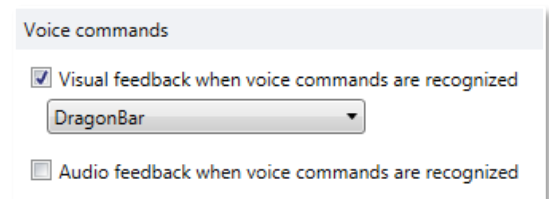

To anchor speech focus while dictating:

- **Open** DMO and the target application (the program you are dictating *into*)
- **Place** your cursor where you want your text to be typed
- **Say** "*anchor speech focus*" or press **CTRL+ALT+A**

- The microphone icon will change to
- Begin dictating while you navigate through other applications (ex: PACS)
- The microphone icon will change to

Voice Commands

Checking the box for **Visual feedback when voice commands are recognized** will result in a pop-up window displaying on the screen when Dragon completes a command. The user can select where the visual feedback appears. The options are:

- DragonBar
- Mouse
- Text
- System Tray

Checking the box for **Audio feedback when voice commands are recognized** will result in a sound indicating DMO completed a command.

Wake-Up word

Depending on your version of Dragon Medical, "Enable wake word feature"
and "Start Dragon in standby mode" may be available.

Enable wake word feature will allow the user to use voice commands to start
and stop recording.

Start Dragon in standby mode will start DMO in Always Listening mode, reducing the number of steps a user
will need to start dictation.

You may need to restart DMO if changes are made for these to take effect. To disable, uncheck the box.
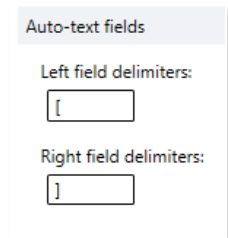
Auto-Text fields

Users can specify the character that is used to indicate Auto-Text variable fields.
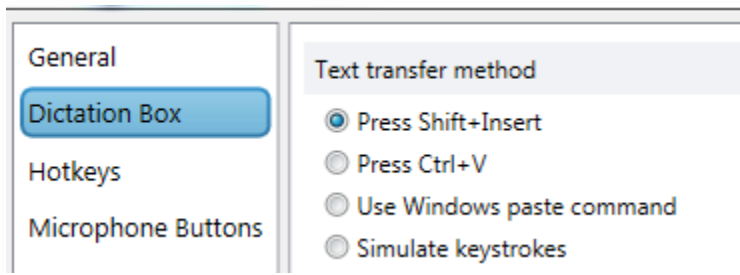The default is square brackets [ ].

Dictation Box

These settings allow the user to select options related to moving the text from the
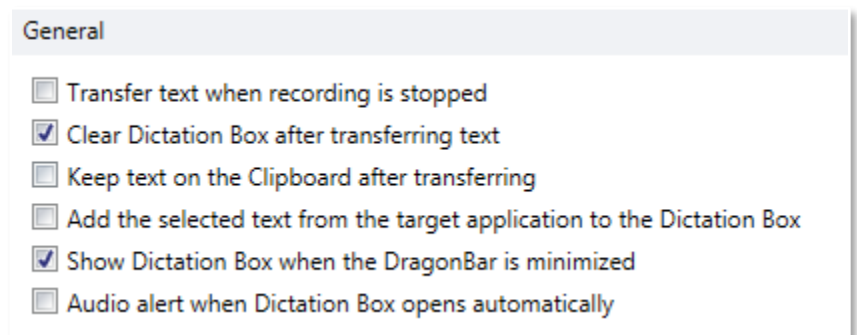Dictation Box to the desired location and controlling what happens in the Dictation
Box.

Text Transfer Method

Users may need to change the text transfer method to give DMO the ability to work within the EHR. It is
recommended to leave this setting defaulted to **Press Shift+Insert**.
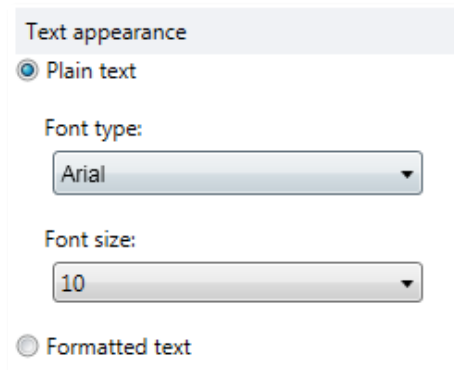
General

This setting allows the user to control
what happens to the text in the *Dictation
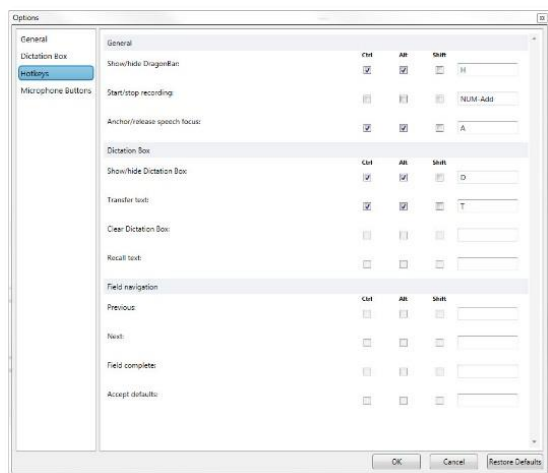Box* **after** it is transferred.

Text Appearance

Text Appearance allows the user to decide how to format the text, if the EHR allows different font types.

- **Plain Text**: the transferred text will assume the font characteristics (style, size, etc.) set in the *Options* menu.

- **Formatted Text:** This enables the user to format the font (style, size, bold, italics) within the *Dictation Box.*

Hotkeys

Using a combination of keys on the keyboard (instead of clicking on the screen) to initiate an action can often speed up tasks.   The Hotkeys menu enables the user to assign these keyboard shortcuts.

Microphone Buttons

If using a PowerMic™ II or III, this menu allows users to assign actions to certain microphone buttons.

Microphone On/Off: Enables the user to press the record button one time to turn the microphone on
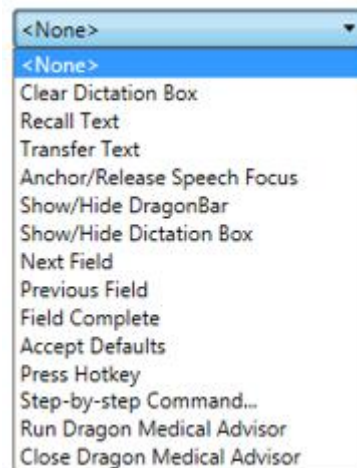

- Press the microphone again to turn it off

- The button does not need to be held while dictating

- Note: This setting must be enabled for Wake-on-Word functionality.

Press-and-hold: Requires the user to press the record button to turn the microphone on, and hold it while dictating

- When finished dictating, release the record button and the microphone will turn off

Additional actions can be programmed with the options on the drop-down menu.

Restore Defaults

Click Restore Defaults to apply the original settings to all tabs within the Options window. Be sure to click Apply All to save any changes.