Having technical issues?
Contact the IT Help Desk: 716-898-4477

Dragon functionality questions?
Contact the EMR Hotline: 716-898-5601 option 1

1:1 Training sessions are scheduled periodically.

Training can be scheduled either by signing up at:

http://bookeo.com/ecmctraining

OR

Sending an email to TrainIT@ecmc.edu

Dragon Medical One Reference Guide

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Dictation Box

The Dictation Box a free text window into which you can dictate text which can later be transferred to a desired target document/application. The Dictation Box will open automatically if your cursor is not in a field that will accept direct dictation.

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.

Transfer text:
- Click the Transfer Text button on the Dictation Box toolbar (**1**)
- Say "Transfer Text"
- Press Transfer Text button on PowerMic
- Press Crtl+Alt+T on your keyboard

Discard Text:
- Deletes text in the Dictation Box
- Say "Discard Text" or click "trash can" icon (**3**)

Recall Text
- Re-writes text in the Dictation Box
- Say "Recall Text" or click "recall text" icon (**2**)

Closing Dictation Box
- Click "X" to close
- Say "Close Dictation Box"
- Select Show/Hide Dictation Box from the DragonBar Menu
- Press a custom PowerMic button

Auto-Texts

You can create shortcuts that enter blocks of texts or images into your document.

These phrases are called "auto-texts". These shortcuts help facilitate optimized dictation, especially if you routinely use blocks of text (**Example**: *Normal exam*)

Creating Auto-Texts

Auto-texts can be created utilizing the Manage Auto-Text menu or highlighting existing text and saying "Make that an auto-text".

1. Click on the DragonBar menu icon on the right side of the toolbar and select **Manage Auto-texts.**

2. Click on the plus sign on the bottom of the menu to add a new auto-text.

3. Type or dictate your auto-text Name. Spoken Form will copy from Name but can be edited as needed.

    a. We recommend adding 'insert" at the beginning of spoken form.

4. Add the text you want inserted by the command into the Content box.

5. Modify as necessary and click on Apply All

Adding Variable Fields

Variable fields allow for quick editing of specific words or phrases. To identify which content needs to be changed, place square brackets at the beginning and end of the text. You can place these brackets around existing words to have defaults or have brackets to allow further dictation. *Example:* Patient seen on [date] for [clinical complaint]

Navigating Variable Fields

When dictating you will use the double arrows *on your microphone to jump from* [field] *to* [field]

If you press the checkmark on the microphone, this will remove the brackets from the command text and accept the defaults.

Introduction to your Microphone

• ECMC is supplying **PowerMic** devices. These will be available on PCs that have Dragon installed on them.

• These are the default settings for your microphone.

• You can customize your microphone by going to the **Options** menu on your Dragon bar and clicking on the **PowerMic Buttons** tab

A	**Microphone** – *talk into the microphone to dictate*
B	**Transfer Text** – *Press to transfer text from Dictation Box.*
C	**Dictate** – *Press and hold this button to record your report*
D	**Previous Field** – *Move to previous variable field*
E	**Next Field** – *Move to next variable field*
F	**Stop/Play** – *Show dictation box*
G	**Enter/Select** – *Accept defaults*
H	**Left Mouse** button – *Left click on mouse*
I	**Right Mouse** button – *Right click on mouse*
J	**Pointing Device** – *works like touchpad for mouse movement*
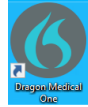
1. **Click** the appropriate icon to open DM One.
2. **User:** Enter the user name provided by the Dragon Administrator.
3. **Microphone:** Use the drop-down menu to select the appropriate recording device for dictation.
4. **Language:** Keep the default option, English (United States).
5. **Specialty:** Use the drop-down menu to select your specialty:
    a. Choose **General Medicine** or **Internal Medicine** if the desired specialty is not listed.
    b. Use **Clinical Administration** for non-medical dictating.
6. Click **OK** to start using DM One.

- When Dragon misrecognizes something you dictated, you can say "*Select that*" or "*Correct that*".
- Dragon presents variations relevant to the selected text. You can also tell Dragon to add the word to vocabulary, not to recognize the word or make the selected text an Auto-Text.
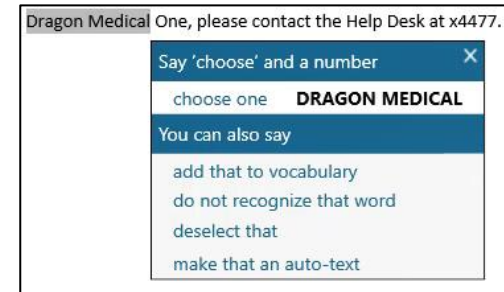
- If the correct spelling/item is on the list, choose it by clicking on the option or using voice commands (for example, say "*choose 1*").
- Choose "Add that to vocabulary" if the correct spelling/item in not on the list. This will open the Vocabulary Manager where the word/phrase can be added to the custom vocabulary.

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Manage Vocabulary

Adding new words and training Dragon to recognize a word is easy in the vocabulary manager. To open your vocabulary list, say "Manage Vocabulary" or click the DragonBar Menu icon and click "Manage Vocabulary."
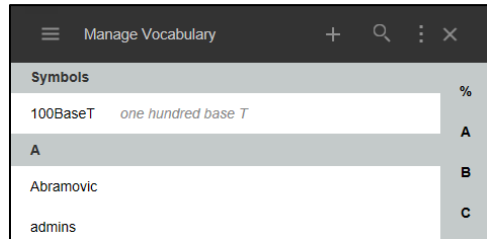
Add New Word/Phrase
1. Click + to add new word or phrase.
2. Type new word/phrase into the box.
3. If word/phrase is pronounced phonetically, click **Use Default Pronunciation**
4. If the word is not pronounced phonetically, you can select the microphone icon to train Dragon to learn the correct pronunciation.
    a. Dictate the word once the icon turns "green".
    b. Click **Confirm** once the word has been trained.

"Enter the word as you would pronounce it"
1. Can be used for a nickname, alternative pronunciation or acronyms.
2. Click "Enter the word as you would pronounce it".
3. Type in the phonetic pronunciation.
    a. For example, rather than having to say the full title "Erie County Medical Center," you can dictate "ECMC" and Dragon will transcribe "Erie County Medical Center"
4. Click **Save.**

Edit Existing Word/Phrase
1. Click entry to highlight it.
2. Click **Edit** to open the edit window if spelling needs to be changed.
3. Click **Train** to train Dragon to learn the correct pronunciation.
4. To D**elete** a term, click the "trashcan" icon on top bar confirm you would like to delete.

DragonBar

The DragonBar can be used to start/stop dictation, receive help, and configure Dragon's set up. It can be moved by clicking and dragging with your mouse. It can also be minimized on to your taskbar.
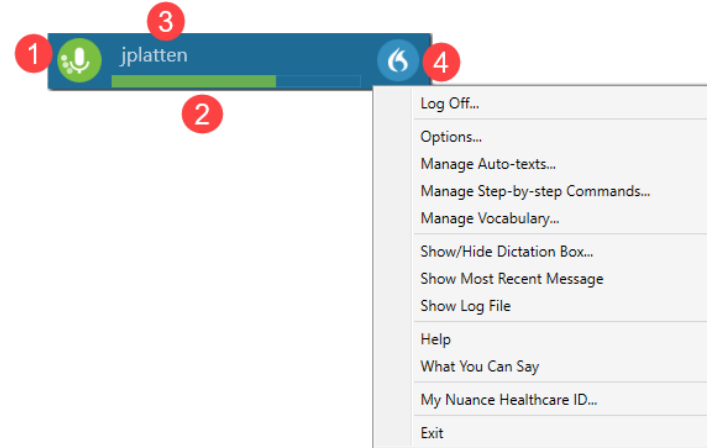
1. Microphone Status Indicator
Changes to let you know whether the microphone is listening.

 Red= Mic is off (not listening)

 Green= Mic is active (listening)

 The microphone status indicator shows a spinning motion to let you know that Dragon is listening and processing your speech.

2. Audio Quality Indicator
Indicates audio is recording and displays the volume level.

3. Current Username
Indicates the username of the person currently logged into Dragon. Users must log into Dragon as themselves of access to their individual commands and settings.

4. DragonBar Menu
Provides a menu that includes user and microphone settings and options that allow users access information about and configure the Dragon application.

DragonBar Menu

Click the DragonBar Menu Icon to see a drop-down menu of all the features in Dragon. This menu includes user and microphone settings and options that allow users to access information about and configure Dragon.
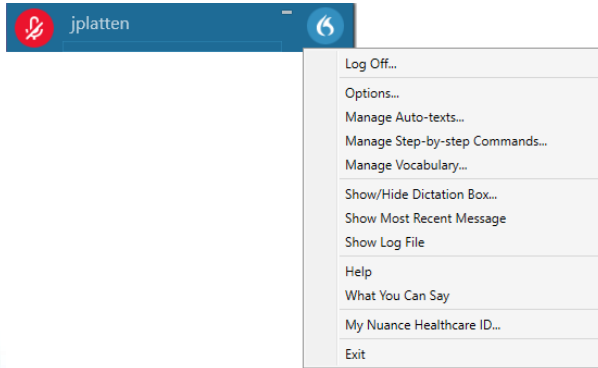
- **Log Off**: Allows you to change Users, Microphones, and Specialties without having to re-launch DM One from the desktop icon on that machine. Depending on your sign in environment, you may be required to Exit DM One and relaunch to change your settings.

- **Options:** Allows users to set their own preferences; for example, PowerMic button customization.

- **Manage Auto-Text**: Manage and create Auto-Text commands

- **Manage Step-by-step Commands**: Manage and create Step-by-Step commands

- **Manage Vocabulary**: Add and edit custom words or phrases for better accuracy.

- **Show/Hide Dictation Box**: A free-text box that allows you to collect dictated text independent of your EHR and then "Transfer Text" into your target application.

- **Show Most Recent Message**: Will display the last recognized voice command

- **Help:** Dragon Help | Speech Recognition Help. Walks you through detailed steps on how to use dictation and all the additional features DM One offers. The Help session is searchable using Ctrl+F.

Punctuation and Symbols

When using Dragon, punctuation must be spoken. Dragon has a variety of commands to enter punctuation marks and symbols.

For example, **if you dictate:** *"I use Dragon to dictate [comma] format [comma] edit and correct all my email [period]"* **Dragon will type:** *I use Dragon to dictate, format, edit and correct all my email."*

To dictate a word ending with an ('s), just say it as you normally would. **For example,** "that's enough".

Dragon will add punctuation and appropriate capitalization in possessive words and common last names like "John's hat" or "Nancy O'Connell"

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	)

Editing

You can replace selected text simply by dictating new text.

Say…	To…
Scratch that or Delete that	Delete last action or highlighted text
Scratch word or Delete word	Delete last spoken or highlighted word
Undo that	Reverses last action
Redo that	Reverses last undo action
Resume with <xyz>	Continue editing from the selected text
Insert before <xyz>	Puts the cursor focus before the selected text
Insert after <xyz>	Puts the cursor focus after the selected text

Formatting Commands

First select text (*either using Selection Commands on Page 9 or with your mouse*)

Say…	To…
Bold that	Make the selected text bold
Italicize that	Make the selected text italic
Underline that	Make the selected text underlined
Normal that	Make the selected text normal
Cap that	Capitalize first letter of selected text
All caps that	Capitalize every letter of selected text

Dictation Basics

You can use Dragon to dictate into almost any application that allows you to type.

When you want to dictate, make sure to select the window or field where you want to enter text.

When you are ready to dictate, turn on the microphone and simply start talking. We do recommend that you wait about a second before speaking to give the system enough time to begin listening to you.

Press the Dictate button on the microphone

OR

Click on the Microphone button the DragonBar

Recommended microphone placement:

- One inch below the chin
- One to three inches from your mouth
- Off to the side of mouth

When you begin to dictate, follow these guidelines:

- 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

Voice Commands

You can use voice commands to:

- Select text
- Add lines and spaces
- Edit selected text
- Format selected text
- Navigate through document

Pause briefly before saying commands. The pause lets Dragon 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."

Adding Lines and Spaces

While dictating, you can say the following commands to duplicate various keyboard actions.

Say…	To…	Similar to…
New line	Start a new line	Pressing **Enter** key 1x
New paragraph	Start a new paragraph	Pressing **Enter** key 2x
Tab	Line up text or move to next field	Pressing **Tab** key
Space bar	Add a space	Pressing space bar on keyboard

Navigation in the Document

You have the ability to use voice commands to move the insertion point around, or you can use your mouse/keyboard.

Say…	To move insertion point…
Insert before <xyz>	Before a specific word
Go to top	Top of dictation
Go to bottom/end	End of dictation
Go to end of sentence	To the end of the current line
Go to end of paragraph	To the end of the current paragraph
Next field	To next [ ] in text field
Previous field	To previous [ ] in text field

Using Voice Commands for Selecting

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

Say…	To…
Select <xyz>	Select specific word
Select <abc> through <xyz>	Select a range of words say the first word through the last word
Select this sentence	Select the sentence the cursor is in
Select this paragraph	Select the paragraph the cursor is in
Select all	Select entire document/window
Unselect that or Deselect that	Deselect highlighted text
Select again or Select previous	Scroll backwards through the text to select a different occurrence of the selected text

Numbers, Dates, Times & Units

To Enter…	Say…
4.2	Four point two
$4.50	Four dollars and fifty cents
MMIV	Roman numeral two thousand four
0.03	Zero point zero three
4 mm	Four millimeters
74° F	Seventy four degrees Fahrenheit
200 kg	Two hundred kilograms
8:30 pm	Eight thirty pm
5'3"	Five feet three inches
120/80	One twenty over eighty
May 15, 2003	May fifteenth two thousand three ("comma" is optional)
5/15/2003	Five slash fifteen slash oh three