SFH Dragon Tip Sheet: The Basics

Use this tip sheet to get started using Dragon and to reference basic commands using the PowerMic II or an alternate dictation source.

✅ Starting to Dictate

1. Turn on the microphone using the following method
    a. Press and hold the record button on the PowerMic II
2. Microphone icon is green when Microphone is on
3. Microphone icon is red when Microphone is off
4. Click in a note in EpiCare or anywhere else you want to insert dictated text (notepad, email, word document etc…)
5. When dictating, dictate all punctuation
6. To erase the last thing you said, say "delete that"
7. Pause briefly before and after punctuation
    a. If you don't pause Dragon might type the punctuation as text
8. To undo the effects of a command, say "undo that"
9. If you make a mistake, say "select that" or "select [words to be corrected]'
10. If Dragon makes a mistake, correct it so Dragon will learn by saying "correct that", or "correct [words to be corrected]"

Note: Reference the ***Correcting Errors Tip Sheet*** for more information on how to correct errors.

✅ Dictating Punctuation

To Insert	Say
,	Comma
.	Period
!	Exclamation point or exclamation mark
?	Question mark
-	Hyphen
:	Colon
"	Open quote Close quote
`	Open single quote Close single quote
(	Open parenthesis
)	Closed parenthesis

✅ Starting New Lines or Paragraphs

To	Say
Add a new line	New line
Add a new paragraph	New paragraph

✅ Navigating a Document

Say	To Go To
Go to Top	The top of the document
Go to Beginning of line	The beginning of the line
Go to End of line	The end of the line
Go to End	The end of the document
Insert before [word]	Inserts before desired word
Insert after [word]	Inserts after desired word

✅ Using the Audio Set Up Wizard

When you are dictating, pay close attention to the volume indicator, which has a direct effect on how well Dragon recognizes what you are dictating.

- A yellow indicator means you are speaking too softly (speak louder).

- A green indicator means you are at a proper level.

- A red indicator either means you are speaking too loud (speak softer) or the microphone is not calibrated properly. If speaking softer does not work, follow the steps below.

Run the **Audio Setup Wizard** to correct this:

1. In the **Dragon Toolbar**, click **Audio>Microphone**

2. Follow the prompts to complete the volume and quality check

DO NOT PRESS THE RECORD BUTTON ON THE POWERMIC II. IF YOU'VE USING A DIFFERENT SPEECH SOURCE, DO NOT TURN THE MICROPHONE ON. DRAGON WILL LISTEN AUTOMATICALLY.

✅ Adding Words Dragon Doesn't Know

1. Click **Vocabulary** on Dragon Toolbar
2. Click **Open Vocabulary Editor**
3. **(You can also say the command "Open Vocabulary Editor)**
4. Type word in field titled "Written form" (use Spoken Form if not phonetically the same as the written form)
   For example, if you want Dragon to recognize "Yale New Haven Cancer Center" everytime you dictate "Smilow", use the Written and Spoken Forms.

Vocabulary Editor

Written form: Yale New Haven Cancer Center
Spoken form (if different): Smilow
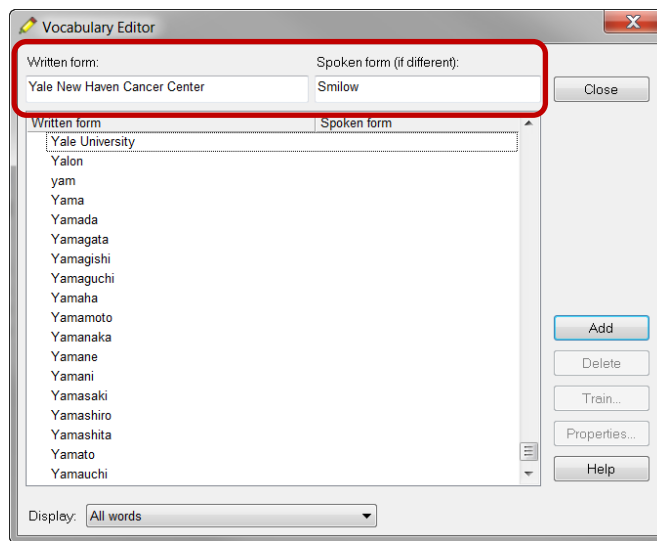
5. If the word does not appear in the vocabulary list below, click **Add**

Note: Consider using the **Train** button in the vocabulary editor to assist Dragon in recognizing the word in the future when dictated. Click **Go** and dictate the word as it appears.

DO NOT PRESS THE RECORD BUTTON ON THE POWERMIC II WHEN TRAINING DRAGON. IF YOU'VE USING A DIFFERENT SPEECH SOURCE, DO NOT TURN THE MICROPHONE ON.

✅ PowerMic II Features

The PowerMic II is configured with action buttons that will assist in more efficient workflow. Once logged into Dragon, access the **Dragon Toolbar>Tools>Options>PowerMic.**

The picture below displays the default settings for the action buttons. For example, when you press the button labeled ***Press F2,*** it will advance you to the next field in your note in Epi*Care* (just as if you had pressed F2 on your keyboard). The **Custom Left** and **Custom Right** buttons can be configured to your preference.

✓ Formatting in Dragon

Bold, Italics, and Underlining

Select the text you want to change
Say, "**Bold That**," "**Italicize that**," "**Underline That**"

Capitalizing Consecutive Words

Say, "**Caps On**" to turn on capitalization
Say, "**Caps Off**" to turn capitals off

Capitalizing First Letter of One Word

Say, "**Cap**"

Capitalizing All Letters of One Word

Say, "**All Caps That**"

Copying, Cutting, and Pasting

Move text from one place to another by selecting text and then using "**Copy That**," "**Cut That**," and "**Paste That**" commands

1. To select entire document, say, "**Select Document**" or "**Select All**"
2. To select current paragraph, say, "**Select Paragraph**"
3. to select current sentence, say, "**Select Sentence**"
4. To select current line, say, "**Select Line**"
5. Say, "**Copy That**" or "**Cut That**" after selecting text
6. Insert cursor where you want to paste text
7. Say, "**Paste That**"