

## Dragon Medical 360 | Direct 1.5

### Voice commands

These commands (in **green** text) help you to perform tasks that traditionally needed button clicks or keyboard button presses.

#### Punctuation

Say all punctuation: **period**, **comma**, **colon**, **open parenthesis**, etc.

#### What You Can Say page

**what can I say** - displays the list of available commands and auto-texts, the online help and the **Manage Vocabulary** page.

#### Navigating in your application

**go to end of paragraph** - moves the cursor within the same text control.

**go to end of sentence** - moves the cursor within the same text control.

#### Auto-text navigation

**next field** - moves the cursor to next [ ] in the template.

**previous field** - moves the cursor to previous [ ] in the template.

**first field** - moves the cursor to first [ ] in the template.

**last field** - moves the cursor to last [ ] in the template.

#### Controlling Dragon

**close Dragon** - minimizes the application to task bar.

**open Dragon** - maximizes the application and Dictation Box.

**open Dictation Box** - opens the Dictation Box.

**close Dictation Box** - closes the Dictation Box.

**transfer text** - transfers text to target application.

**discard text** - deletes text in the Dictation Box.

**recall text** - re-writes text (previously transferred to your application) in the Dictation Box (but not deleted from your application).

#### Correction

**select all** - selects all text recorded.

**select this word\*** - selects the word where the cursor is located.

**select next word\*** - selects next word to the right.

**select previous word\*** - selects next word to the left.

**select first word\*** - selects the first word of the recorded text.

**select last word\*** - selects the last word of the recorded text.

\*you can also select a **sentence** or **paragraph**

**scratch that/delete that** - deletes last bit of recorded text.

**scratch word/delete word** - deletes the word next to the cursor.

**resume with <text>** - goes to a specific text position and deletes everything recorded after that point.

**go back** - returns the cursor to its position prior to selection.

**undo/undo that** - executes **Ctrl + Z** in your application.

**redo/redo that** - executes **Ctrl + Y** in your application.

**insert before <text>** - inserts the cursor before the text.

**insert after <text>** - inserts the cursor after the text.

**do not recognize that word** - deletes the word from the Vocabulary.

#### Using Select & Say voice commands for correction

Select text via voice to edit and correct it:

1. Say **select <text>** or **select <text> to <text>** to highlight text.
2. If necessary, navigate to another instance of this text:

Say **select again/select previous** to scroll backwards and **select next** to scroll forwards through the text.

3. Correct or edit text via:


- Selecting options displayed in correction mode.
- Correction voice commands.
- Over-dictating or typing new text.

### Dragon features

#### Creating an auto-text

Auto-texts are standard blocks of text that you can insert into your document with a short voice command to reduce the time you need to record and improve consistency.

To create an auto-text, do the following.


1. Click  and select **Manage Auto-texts**.
2. Click **+** and fill in the required fields (repeat as necessary).
3. Click **Save All**.

To insert an auto-text say **<auto-text name>** - in some systems a keyword is used, for example, say **insert** before the auto-text name.

#### Creating a step-by-step voice command

Step-by-step commands execute a series of actions via one voice command. For example, create a command to check the weather online; the command executes all steps you defined (open the browser, enter the URL, mute the microphone, etc.).

To create a step-by-step command, do the following:

1. Click  and select **Manage Commands**.
2. Click **+** and fill in the **Name**, **Description** and **Spoken form**.
3. Click **New Step** and select the type of step you want (repeat as necessary).
4. Click **Apply All**.

Step types:

**Open Application** - opens the specified application.

**Wait** - set a waiting time to pause between steps.

**Enter Text** - enter a text block that you want written.

**Press Keys** - enter multiple keys plus text in curly brackets.


#### Adding a word to the Vocabulary

1. Say **add that to Vocabulary** and fill in the required fields.
2. Click **Add**.

#### Anchoring the speech focus

When you are working with an application that DM360 Direct can directly write the text in, do the following:

1. Open DM360 Direct and place the cursor in your application where you want the text to be written; press CTRL + ALT + A to anchor the speech focus to your target application.
2. Open any other application you need for analysis/reference.

3. Click  or press the plus sign on your number key pad and start speaking.

The text is written directly in your application.

### Tips

For more information on these commands and features, see the DM360 Direct online help.

For more information on dictating (including automatic formatting), see: "What do you want to say?" in the 360 | SpeechAnywhere Services online help.