NUANCE

Nuance® Dragon® Professional Anywhere

Correcting and deleting
– Scratch that
– Delete that
– Undo/Redo that
– Select <XYZ>
– Select that (selects last utterance)
– Select first/last/next word/all
– Select <word> through <word>
– Unselect that
– Correct <XYZ>
– Correct that
– Resume with <XYZ> (deletes text up to that word)

Inserting lines and spaces
– New paragraph
– New line
– Insert before/after <XYZ>

Capitalizing
– Cap that
– Cap <XYZ>
– All caps on/off
– All caps that

Navigating
– Go to beginning/top
– End of sentence/paragraph
– Go back
– Go to bottom/end
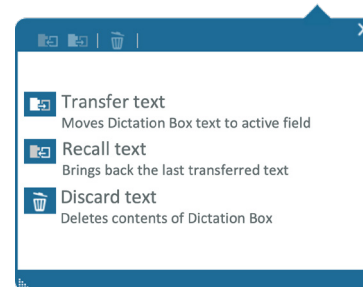– Insert before/after <word or phrase>

Getting help
– Give me help
– What can I say

Dictate punctuation

Say	To type
Comma	,
Period or full stop	.
Exclamation point, exclamation mark	!
Question mark	?
Colon	:
Semi colon	;
Open quote...Close quote	"..."
Open paren...Close paren	(...)

Useful dictation box commands
– Open/close dictation box
– Transfer text
– Discard text

Transfer text
Moves Dictation Box text to active field

Recall text
Brings back the last transferred text

Discard text
Deletes contents of Dictation Box

Microphone control
Standby mode
– Enter: Say *Go to sleep/ Stop Listening/Stop Recording*
– Exit: Say *Wake up*

Mic on — Chris.Smith
Mic off — Chris.Smith
Standby — Chris.Smith

Microphone best practices
Headset
– Position the microphone just below your mouth and approx. 3 fingers or 2" away from chin
– Click the Microphone button on the DragonBar to talk
– Click again to stop recording or say *Stop Listening*
– Pause briefly before and after saying commands to ensure they are recognized
– Speak in full sentences, including punctuation

PowerMic
– Hold PowerMic in non-dominant hand
– Press and hold red talk button to dictate
– Release button to turn microphone off

Microphone (speak here)

Press to talk

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Managing your vocabulary
Add words
1. Say *Add Word* or say *Add that to Vocabulary*
2. Type correct spelling
   Note: you can enter a new single word, acronym or a short phrase
3. Click Default Pronunciation or click the mic icon 🎤 to TRAIN
   Note: It is not necessary to press the talk button to train a word

Manage your custom words
1. Say *Manage Vocabulary* > search for the word/phrase to change/delete/train > correct as needed
   Note: if the word/phrase has already been trained, delete and re-add to correct spelling
2. Click **+** to add a new word/phrase

Step-by-step commands
Step-by-step commands may execute commonly used actions in an application, or open applications

Create a Step-by-step command
1. Say *Manage Commands* or *Manage Step-by-step Commands*
2. Click **+**
3. Enter a *Name*
4. Enter a *Description* (optional)
5. Enter a *Spoken Form*
6. Click *New Step* and select the step type; repeat for each step/ keyboard shortcut.
7. Click *Apply All*

Edit a Step-by-step command
1. Say *Manage Commands* or *Manage Step-by-step Commands*
2. Select the Step-by-step Commands you want to edit
3. Make desired changes
4. Click *Apply All*

Delete a Step-by-step command
1. Say *Manage Commands* or *Manage Step-by-step Commands*
2. Select the Step-by-step Commands you want to delete
3. Click *X*
4. Click *Apply All*

Auto-texts
Create Auto-Text to bring in blocks of text with a simple voice command

Add an Auto-text
1. Highlight desired text
2. Say *Make that an Auto-text*
3. Dictate the name (what you will say to open it)
4. Click *Apply All* then click *Close*

The DragonBar
If the microphone button is **red**, it indicates the microphone is off.

If the microphone button is **green**, it indicates the microphone is on.

Anchor Speech Focus
1. Open DPA and the target application (the program you are dictating into)
2. Place your cursor where you want the text to be typed
3. Say *Anchor Speech Focus*
4. The microphone icon changes to 🔒
5. Begin dictating while you navigate through other applications
6. The microphone icon changes to 🔒
7. Say *Release Speech Focus*

Important reminders
– Remember to turn off the microphone when finished dictating
– Correct commonly misrecognized words to increase accuracy and save time
– Position the cursor where you want your text to go...your text will be typed in the window in which your cursor is blinking

Exit and Log Off
– Access Log Off and Exit from the DragonBar Menu
– *Log Off* to change microphone sources or specialty vocabularies
– *Exit* when finished at a workstation to protect the profile from being accessed by other providers

Current user name

Microphone status indicator

Manisha Majumdar

DragonBar menu icon

Audio quality indicator