



### **Controlling the Microphone**

Use plus (+) key on keypad to turn microphone on or off, or say:

Go to Sleep  
Wake Up

### **Dictating**

New Line  
New Paragraph  
Numeral 1, etc.

### **Navigating**

Select <word or words>  
Select Again  
Insert Before <word or words>  
Insert After <word or words>  
Go to End  
Tab

### **Correcting and Editing Text**

Spell That  
Choose <number>  
Scratch That  
Backspace <number>  
Delete Last <number> Words  
Delete Line  
Cap That  
Undo That

### **Inserting Punctuation**

Period	.
Comma	,
Colon	:
Hyphen	-
Open quote	“
Close quote	”
Open paren	(
Close paren	)

### **Custom Commands**

*To create a command, click Tools, Add New Command, or select text and say “make that a shortcut.” Write your command names here.*

*To change a command, click Tools, Command Browser or say “start command browser.” Click Script, select the command, and click Edit.*

*To add custom words and phrases, click Words, View/Edit or say “start vocabulary editor.”*

## ***Navigating in CPRS***

To “click” almost any button, say the name of the button.

CPRS command set (CPRSCOMMANDS.dat) must be imported for the following commands to work.

To “click” a tab, say:

**Consults Tab**  
**Cover Sheet Tab**  
**Discharge Summaries Tab**  
**Labs Tab**  
**Medications Tab**  
**Notes Tab**  
**Orders Tab**  
**Problems Tab**  
**Reports Tab**  
**Surgery Tab**

Other commands:

**Add comment**  
**Alert when results**  
**Annotate problem**  
**Change medication**  
**Change order**  
**Change problem**  
**Change title**  
**Complete order**  
**Complete update results**  
**Copy to new order**  
**Delete discharge summary**  
**Delete progress note**  
**Discontinue medication**  
**Discontinue order**  
**Display details**  
**Display results**  
**Display SF 513**  
**Edit discharge summary**  
**Edit progress note**  
**Flag order**  
**Hold medication**  
**Hold order**

**Inactivate problem**  
**Identify additional signers**  
**Lab test information**  
**Make Addendum**  
**MD Consult**  
**Micromedix**  
**New consult**  
**New Medication**  
**New problem**  
**New procedure**  
**Refill medication**  
**Reload boilerplate text**  
**Remove problem**  
**Renew medication**  
**Restore problem**  
**Review sign changes**  
**Save without signature**  
**Select new patient**  
**Sign discharge summary now**  
**Sign note now**  
**Sign order**  
**Significant findings**  
**Unflag order**  
**Unsigned notes**  
**View details**