

Dictating Abbreviations and Acronyms

Dragon knows many common abbreviations (such as NYC and BBC) and acronyms (such as NATO). To dictate an abbreviation or acronym, just say it as you normally would.

If Dragon types the full word instead of the abbreviation or acronym, enters the wrong word, or includes incorrect punctuation, just correct it in your document by voice or by keyboard.

Abbreviations and spelled-out words in Dragon Medical

You can set up Dragon Medical to automatically use special abbreviations or spell out words that would otherwise be abbreviated or replaced by symbols but should not be in a medical context. To set up these types of special formats in Dragon Medical:

1. On the DragonBar, select Tools > Formatting.
2. In the Formatting dialog box, click the Numbers, Units, and Dates tab.
3. Click the check boxes that indicate the usage you would like:
 1. Rewrite "cc" after a number as "mL"
 2. Rewrite "U" after a number as "units"
 3. Write "degree" and "degrees" after a number as " "
 4. Insert a space between "mm" and "Hg"
 5. Write "%" as "percent"
 6. Write out "positive" and "negative" before numbers and for blood types and Rh factors
 7. Expect temperatures to be dictated in Celsius rather than Fahrenheit
4. Click the Abbreviations tab.
5. Click the check boxes that indicate the usage you would like. Here are some examples of check boxes on the tab:
 0. Expand "ACL" to "anterior cruciate ligament"
 1. Expand "ADHD" to "attention deficit/hyperactivity disorder" or
 2. Click Select All to select all check boxes on the tab or click Deselect All to deselect all check boxes on the tab.
6. Click the Miscellaneous tab.
7. Click the check boxes that indicate the usage you would like. Here are some examples of check boxes on the tab:
 0. "new paragraph" should insert one new line, not two
 1. Dosage abbreviations with period
 2. Insert commas into oncology "T N M" expressions
 3. Replace "&" with "and"
 4. Treat "bracket" as equivalent to "parenthesis"
 5. Write accented characters with their non-accented forms
 6. Write "AP" before the word "diameter" as "A-P"
 7. Spell "orthopedics" and related words with "ae"
 8. Rewrite "q.d.", "q. day," or "q.daily" as "daily"
8. Click OK to save the settings.