

Telephone numbers

North American phone numbers

Say US and Canadian phone numbers as you normally would, pausing briefly between each group of numbers.

You don't need to dictate hyphens for most phone numbers (numbers that are 7, 10, or 11 digits long). Dragon will add them automatically.

TO ENTER...	SAY...
965-5200	nine six five fifty two hundred
617-965-5200	six one seven nine six five fifty two oh oh
1-800-555-1 212	one eight hundred five five five one two one two
(617) 965-5200	[open parenthesis] six one seven [close parenthesis] nine six five five two zero zero
1-21 2-555-1 212	one two one two five five five one two one two

Telephone numbers outside North America

To dictate other phone numbers, including European phone numbers, you must say all the punctuation, including the hyphens, spaces, and parentheses.

TO ENTER...	SAY...
(01628) 894150	[open parenthesis] oh one six two eight [close parenthesis] eight nine four one five oh
027 629 8944	oh two seven [space bar] six two nine [space bar] eight nine four four
61-7-4695-2055	six one [hyphen] seven [hyphen] four six nine five [hyphen] two zero five five

(65) 2778590

[open parenthesis] six five [close parenthesis] two seven seven eight
five nine zero

TIP: *In dialects other than US/Canada, you can say "bracket" instead of "parenthesis."*

Automatic formatting of dates, times, telephone numbers

To indicate how you want dates, times, telephone numbers, and other numbers automatically formatted:

1. On the DragonBar, select Tools > Formatting. The Formatting dialog box appears.
2. If you have the Medical Edition, click the General tab.
3. Click the check box labeled Format Dates and select the format you want from its drop-down list. For instance, select Month D, YYYY or D/M/YY.
4. Click the check box labeled Format times. Dragon then formats times based on your Regional Settings in Windows. In the Medical Edition only, to indicate how to format times when you dictate "o'clock," "in the morning," or a military time, go to step 9.
5. To have hyphens added to a phone number automatically, click the check box labeled Format phone numbers (Medical) or Phone numbers (all other editions).
6. You can also click check boxes for Format other numbers (Medical only) and Prefer 5 million over 5,000,000.
7. Other formats you can click check boxes for on this tab include United Kingdom and Canadian postal codes and several non-numeric formats that involve using common abbreviations, expanded contractions, abbreviations of units of measure and titles (such as Mr., Ms., Dr.), and formats for web and email addresses as well as street addresses.
8. If you have any edition other than Dragon Medical, click OK to save the settings and close the dialog box. If you have Dragon Medical, you can refine automatic formatting even further, as outlined below.

Additional Automatic Formatting Options for Medical Edition only

9. Click the Numbers, Units, and Dates tab.
10. To indicate how you want "o'clock" transcribed, go to the Write "o'clock" as a word drop-down list and choose one of these: Never, Only before "position," or Always.
11. To indicate a number should be interpreted as a time when you say "in the morning" or "in the afternoon," click the check box labeled Format numbers as times when followed by phrases such as "in the morning."
12. To indicate the type of suffix that should automatically be applied when you dictate a military time ("oh eight hundred hours"), go to the Military time suffix drop-down list and select one of these: Keep "hours," Abbreviate as "hrs.," or Remove "hours."
13. Click OK to save the settings and close the dialog box.

"a.m." and "p.m." depends on your computer's regional Windows® settings.