

# Nuance® Dragon® Law Enforcement

Best practices and common commands.

## Microphone control

- Click the red microphone button in Dragon to enable the microphone
- Click the green microphone button in Dragon to disable the microphone
- Press the microphone on/off hotkey to enable/disable
- Press and hold the Push-to-talk hotkey to enable and release the hotkey to disable
- Set hotkeys in Dragon in “Tools> Options> Hotkeys”

## PowerMic control

- Press and hold the red PowerMic talk button to enable the microphone; release the button to turn off the microphone

## Dictation best practices

- Speak in full sentences
- Include punctuation
- Pause briefly before and after saying a command
- Treat “new line”, “new paragraph” and punctuation as regular dictation—no pause required

Note: Dragon automatically capitalizes the first word after a period or paragraph

## Dictating characters

Character	What you say	Character	What you say
.	Period	(	Open parenthesis or Open paren
,	Comma	)	Close parenthesis or Close paren
?	Question mark	&	Ampersand or and sign
:	Colon	!	Exclamation point or exclamation mark
;	Semi-colon	–	Hyphen
“	Open quote	--	Dash
”	Closed quote		

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Command	What it does
Cap <XYZ>	Capitalizes the first letter of dictated text ["Cap good morning" > "Good morning"]
Correct <XYZ>	Opens the correction menu for the selected text
Select <XYZ through XYZ>	Selects a range of text and opens the correction menu
Delete <XYZ>	Deletes the selected text
Scratch that	Deletes the last dictated text
Undo that	Reverses the last action (like using ctrl-z on your keyboard)
New line	Inserts a new line and begins typing as a continuation of the previous text (the first sentence is not capitalized unless it follows a period)
New paragraph	Inserts two lines and begins typing as a new paragraph (the first sentence is capitalized regardless of the previous text)
Go to end of line	Cursor goes to the end of the current line
Go to end	Cursor goes to the end of the text on the current page
What can I say	Opens the What Can I Say dialog box, displaying available navigation/correction/formatting/punctuation commands

## To run plates or VINs

- To start: "Enter plate" or "Enter VIN". Use phonetic alphabet, numbers or "plus", "dash", "slash" or "space".
- To exit: Any key or mouse click restores dictation and command mode or say "End plate" or "End VIN"