Quick reference guide

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
<table>
<thead>
<tr>
<th>Say</th>
<th>To type</th>
</tr>
</thead>
<tbody>
<tr>
<td>Comma</td>
<td>,</td>
</tr>
<tr>
<td>Period or full stop</td>
<td>.</td>
</tr>
<tr>
<td>Exclamation point, exclamation mark</td>
<td>!</td>
</tr>
<tr>
<td>Question mark</td>
<td>?</td>
</tr>
<tr>
<td>Colon</td>
<td>:</td>
</tr>
<tr>
<td>Semi colon</td>
<td>;</td>
</tr>
<tr>
<td>Open quote...Close quote</td>
<td>&quot;...&quot;</td>
</tr>
<tr>
<td>Open paren...Close paren</td>
<td>(...)</td>
</tr>
</tbody>
</table>

Useful dictation box commands
- Open/close dictation box
- Transfer text
- Recall text
- Discard text

Microphone control

Standby mode
- Enter: Say Go to sleep/Stop Listening/Stop Recording
- Exit: Say Wake up

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

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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 (...)
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

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