

## Logging in

1. On an AL computer, scan your badge.
2. If prompted on the Vergence log in screen, type your password.
3. On the Launchpad, click **Dragon** (no auto-launch).



4. The DragonBar opens.

## Setting up Profiles

The first time you log in you will need to set up a user profile.

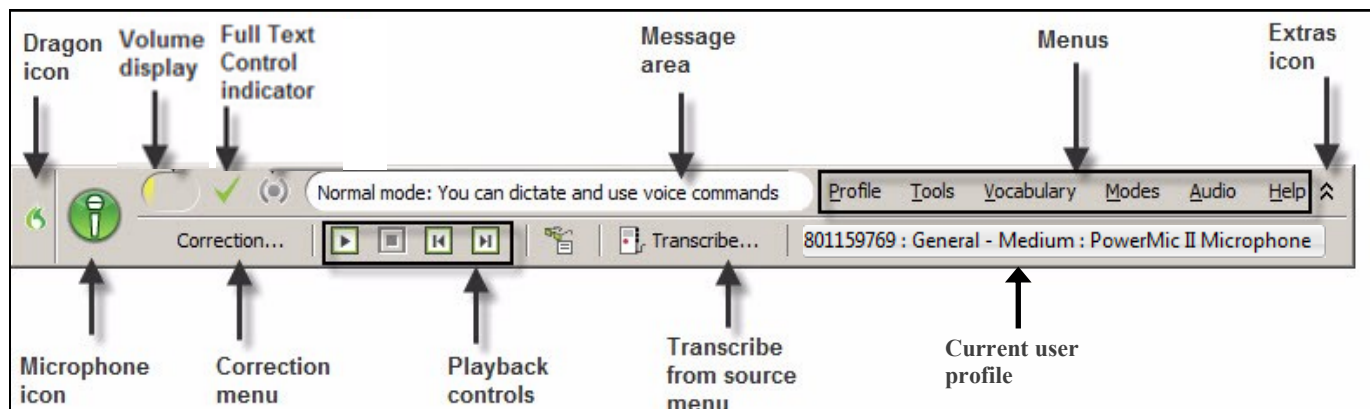
1. The **Creating a user Profile** window opens. Click **Next**.
2. On the Profile Creation screen, follow these steps, clicking **Next** after you make selections:
  - a. Select your **age group**.
  - b. On the **Choose your region** screen, select **United States** for the region.  
Under **Vocabulary**, scroll down to select the Vocabulary that best fits your specialty. If you have more than one specialty, select the one that you use most often. You can select additional vocabularies after the initial account setup.
  - c. Choose your **accent**. (Southeast Asian represents only Singapore, not China). Standard is recommended.
  - d. Choose **PowerMicII** as the speech device.
  - e. Review your choices and check the **License agreement box**. Click **Create**.
3. At the Check Microphone screen, position your microphone directly in front of your mouth with your non-mouse hand. Use the mouse to click **Next**.
  - a. Click **Start Volume Check** and read the provided text aloud.
  - b. When the check is complete, you will see *"Volume has been adjusted successfully"* and the status bar will display *Finished!* Click **Next**.
  - c. On the "Dragon will test the quality of your sound system screen", click **Start Quality Check** and read the provided text aloud.

Correct microphone positioning is important in the accuracy of your Dragon training.

## The DragonBar

The DragonBar is a special toolbar that consolidates much of the system functionality in one place.

1. Upon launch, the DragonBar will display at the top of the screen.



2. Click the **Dragon icon** to change the position of the DragonBar.

Options include:

- **Docked to the top:** stays pinned to the top of screen (**Recommended**)
- **Docked to the bottom:** stays pinned to bottom of screen.
- **Floating:** appears in a window you can drag around screen.
- **Clinging:** clings to top left of and moves with active window.
- **Tray Icon:** DragonBar becomes icon in bottom right tray and can be controlled by right clicking on the microphone icon.



To restore, right click and select **Restore Previous DragonBar mode**.

3. Click the **Extras Icon** to open/close the second row of options, including: Correction menu, Playback controls, Transcribe button and Current User profile.
4. You can control the DragonBar and get help using voice commands:

To	Say
Click a DragonBar Menu item	"Switch to DragonBar" to make the DragonBar active. The name of the menu you want to open.
Display Help	"Give Me Help"
Display common voice commands for your current program, window, or text field	"What Can I Say"
Switch the DragonBar mode	"Switch to" or "Select" and the mode name
Display the DragonBar when it is in Tray Icon only mode	"Open Dragon's tray menu"
Exit Dragon (and close DragonBar)	"Exit Dragon". If any windows appear due to changes you have made, select or say the desired option.

## The PowerMic

The Nuance Microphone (PowerMic II) provides the option to use microphone buttons or voice commands.

### Turn the microphone on and off

1. With the mouse:

- To turn the microphone **on**, click the red microphone; turns green.
- To **pause** the microphone, say, "Go to sleep".
- To turn the microphone on again, say, "Wake up".
- To turn the microphone **off**, click the green microphone; turns red.

**Note:** The microphone will time out when not in use and will "Go to sleep" (pause) on its own.

On	
Off	
Sleeping	
Microphone not detected	

2. With the keyboard:

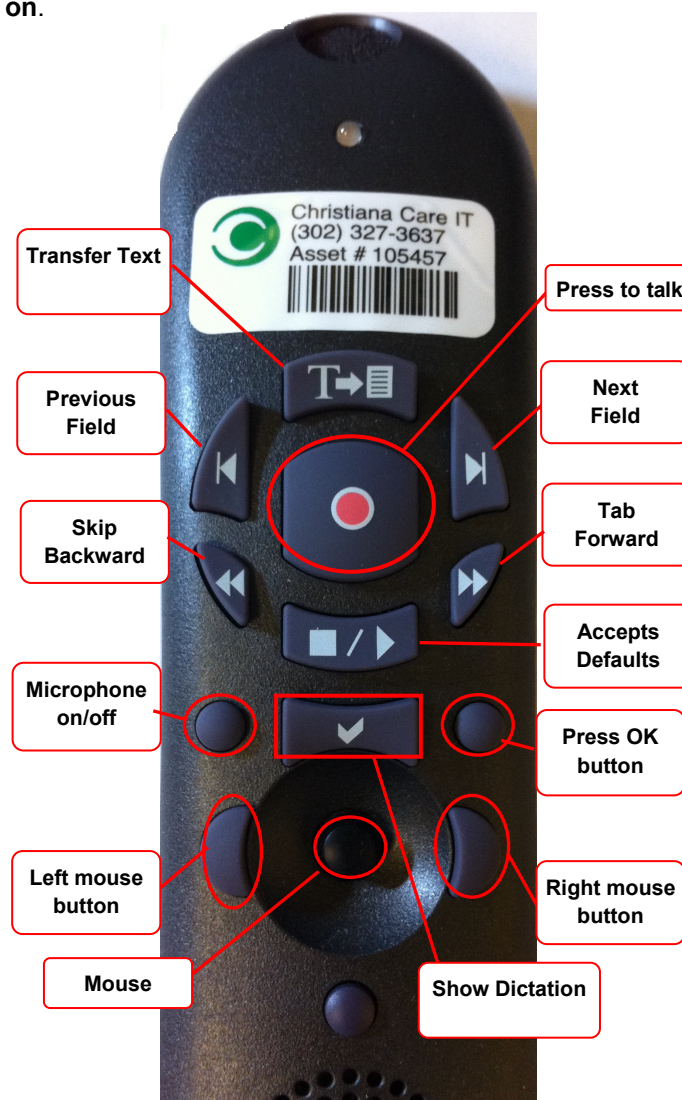
- Use the **plus sign** "+" to toggle Dragon off and on.

3. With the microphone:

- Press and hold the "Press to talk" button to turn **on**.
- Release to turn **off**.

### Microphone Button Functions

With the microphone on ( ) say...	...or press (this) Microphone button
"Transfer Text"	Transfer Text button
"Previous field"	Previous Field button
"Next field"	Next field
"Page up", "Page down", etc.	Mouse (scrolls)
"Press <button>", etc.	Mouse buttons (left click or right click)
"Accept defaults"	Accept default button



## Dragon Basic Commands

### Punctuation

For	Say	For	Say
.	Period	;	Semicolon
,	Comma	-	Hyphen
?	Question mark	!	Exclamation point
:	Colon	'	Apostrophe
/	Slash	\	Backslash
"	Open quote	"	Close quote
(	Open parenthesis	)	Close parenthesis
[	Open bracket	]	Close bracket
@	At sign	-	Minus sign
#	Number sign	+	Plus sign
\$	Dollar sign	=	Equal sign
%	Percent sign	...	Ellipsis

### Create new paragraphs, lines, spaces

Say:	To:
New Paragraph	Press the Enter key twice
New Line	Press the Enter key once
Tab	Press the Tab key
Space	Press the Space bar

### Move around in a document

Say:	To:
Go to Bottom	Move the cursor to the end of the document
Go to Top	Move the cursor to the beginning of the document
Press Home	Move the cursor to the start of the current line
Press End	Move the cursor to the end of the current line
Insert After (text)	Place the cursor after a specific word/words (must be visible on the screen)
Insert Before (text)	Place the cursor before a specific word or words (must be visible on the screen)

### Correct and Edit Text

Say:	To:
Select [text]	Select a specific word or words (must be visible on screen). Used to dictate substitute words or phrases.
Select again	Select the same text again but in a different place (must be visible on the screen). Searches backwards.
Correct that	Correct after the last word/phrase dictated or selected text.
Correct [text]	Correct specific word/words (must be visible on the screen).
Cap That	Capitalizes the dictated word
All Caps that	Capitalizes all letters in a dictated word or phrase
No Caps that	Removes the capitalization from a selected word
Copy that	Copies selected or dictated word or phrase
Cut that	Cuts the selected or dictated word or phrase (available for pasting)
Paste that	Pastes the selected or dictated word or phrase

### Delete text and undo actions

Say:	To:
Scratch that	Erase the last thing you said. You can say, "Scratch that" more than once to keep erasing previous words or phrases.
Delete that	Delete selected text.
Undo that	Undo the last action (useful for undoing commands).
Backspace	Press the Backspace key. To press it more than once say, "Backspace [#]" Example, "Backspace [6]". (Up to 20)
Delete <text> Delete <b>from</b> <text> <b>to</b> <text> Delete <text> <b>through</b> <text>	<b>Delete</b> the specified text or range of text. Also applicable for: <b>Bold</b> <b>Italicize</b> <b>Underline</b> <b>Select</b>

## What can I say?

Use the command "**What can I say**" to open the Dragon sidebar and display common voice commands for your current program, window, or text field.



## How does Dragon know if I am saying a command or dictating a word?

The pace at which you dictate and make a request to Dragon can impact whether it is interpreted as dictation or a request. Dragon Medical uses the length of pauses between words to determine if you are saying a command or dictating.

For example:

Uttering “the class will select a president next Tuesday” without a pause will be interpreted as dictation while (pause) “Select president next Tuesday” will highlight the words “president next Tuesday.”

## What if Dragon doesn't recognize a word I say?

Teach Dragon the word you said.

1. Select the word.
2. Say “Correct that” or “Spell that”.
3. The Spelling Window displays.
4. If the correct version of the word is listed say “Choose <#>.”
5. If the correct word is not listed, type the word you were trying to say in the field.
6. Then say, “Train”.
7. On the Train Words window, click **Go** and speak the word (no need to press the talk button).
8. Repeat steps 6 two more time.
9. Click **Done**.

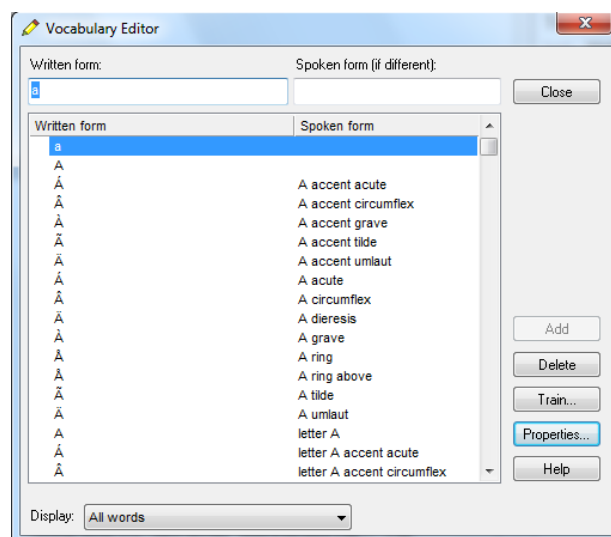
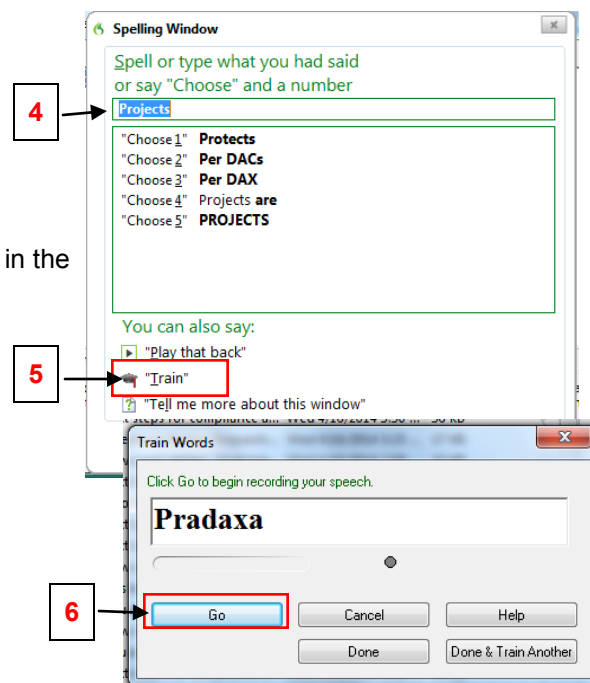
If you continue to see inaccuracy, it could be a problem with your microphone.

1. From the Menu, click **Audio**.
2. Select **Check microphone...**
3. The Check Microphone window appears.
4. Follow the steps on the screen to check your microphone.

## What if I want to add a lot of words?

Use the Vocabulary Editor to view and customize your active vocabulary.

1. From the Menu, click **Vocabulary**.
2. Select **Open Vocabulary Editor...**
3. Type the written form. Type the spoken form if different (for example, the written form is Dr. Smith, but the spoken form is doctor Smith).
4. Click **Add**. Then click **Train** to teach Dragon your new words or phrases.
5. Click **Close** when complete.



## I'm using Dragon to dictate in PowerChart and it's not working correctly. What's going on?

If commands are not working and the beginning of dictated sentences do not start with capital letters, check the **Full text indicator** in the Dragon Bar. It should be a green check mark.



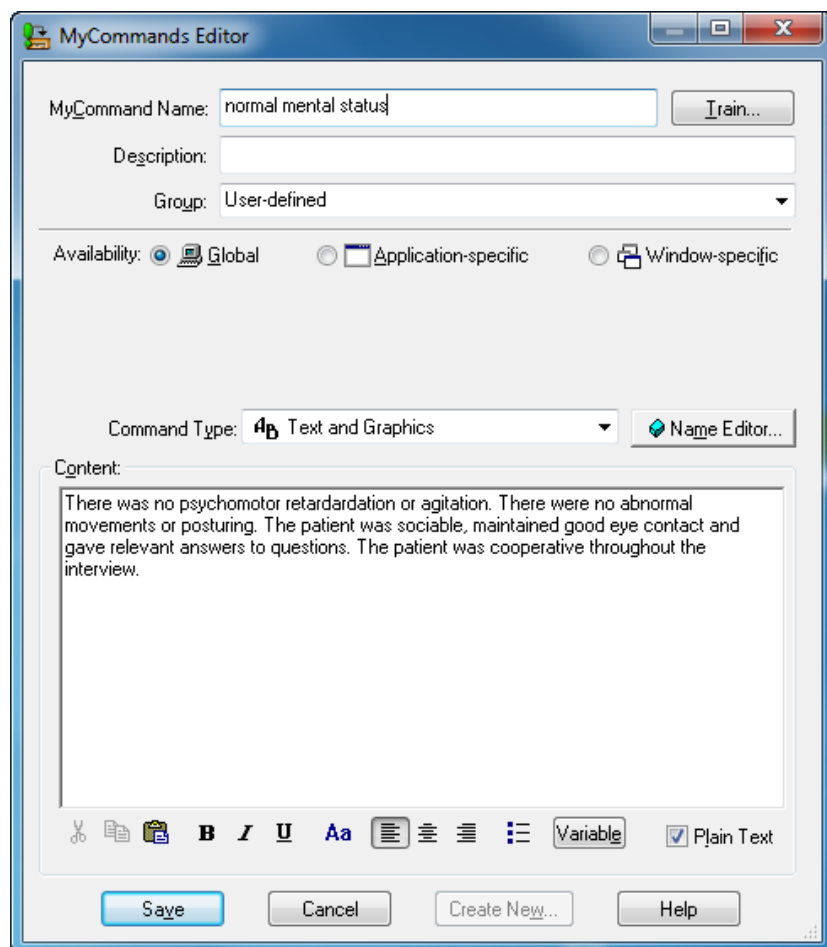
If it is a gray check mark, the VSync between Dragon and PowerChart is not working.

Contact the help desk (3637) to check your settings.

## How do I make my own commands?

If you have information you regularly dictate that's not available as a defined command, you can create a voice command.

1. Open PowerChart.
2. Dictate the information.
3. With your microphone turned on, say "**Select All**" to select the text you just dictated.
4. Say "**Make that a command.**" The My Commands Editor dialog box opens and the text you selected appears in the Content section.
5. Make sure the cursor is in the My CommandName box.
6. Using your microphone, dictate the name for your new command.
7. Say "**Plain text**" to select the Plain text check box.
8. When finished, click **Save**.



MyCommands Editor

MyCommand Name: normal mental status [Train...]

Description: [ ]

Group: User-defined [v]

Availability: ☒ Global ☐ Application-specific ☐ Window-specific

Command Type: **Text and Graphics** [Name Editor...]

Content:

There was no psychomotor retardation or agitation. There were no abnormal movements or posturing. The patient was sociable, maintained good eye contact and gave relevant answers to questions. The patient was cooperative throughout the interview.

[Save] [Cancel] [Create New...] [Help]

### Recommended:

- Use command names that are two to four words in length.
- If you decide to type the command name, be sure to use spaces between multiple words.
- Do not use special characters like \*, @, #, \$, % or *underscore*.

## Switching between users

If you badge in while another user's session is open, there will be a delay, while their session closes and yours begins. The DragonBar will display this:



After the other user's session closes, your session will open. Check the DragonBar for the current user profile.

## Logging out

When you are finished working in Dragon, log out by clicking the red **X** on the right of the Launchpad.



**Failure to logout could risk the corruption of your user profile, which could prevent you from logging into a new session, or compromise the performance of Dragon.**

If you think your profile has been corrupted, contact the **Help Desk (3637)**.

Repair of your profile could take anywhere from 5 minutes to 2 hours.

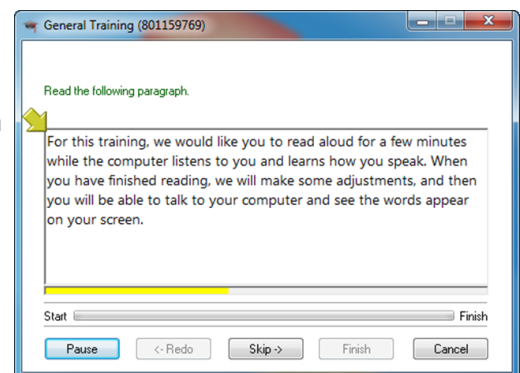
## Automatic Dragon timeout

After a certain period of time of inactivity (currently 45 minutes), Dragon will automatically close the profile and force you to log in again. *It is recommended that you log out when complete instead of timeout.*

## General Training

**To improve the voice recognition of Dragon, it is recommended that you perform additional training of the system at a later time.**

1. In the menu, click **Audio**. Select **Read text to improve accuracy**.
2. The General Training window appears. Click **Go**.
3. Read the text as it appears in the display box. *Note: There is no need press any buttons on the PowerMic II in this general training.*
4. Select the text you would like to read. Suggested: What to Expect from Speech Recognition (Easier Reading: Instructional)
5. Click **OK**.
6. With the microphone positioned near your mouth, begin reading the text as it appears in the display area just as you would dictate the information to a transcriber.
  - Text that you have read appears in gray.
  - Unread text appears in black.
  - The yellow arrow indicates your location in the text.
  - The green line in the Start-Finish area indicates your progress through the text.
7. When you are finished, the Congratulations screen displays. Click **OK**. Dragon will adapt your user profile. When complete, your profile is ready to use.



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