

# DRAGON MEDICAL PRACTICE EDITION QUICK REFERENCE CARD

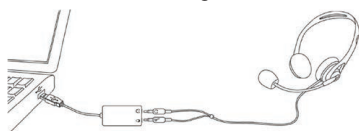


Dragon Medical Practice Edition 2  
Quick Reference Card

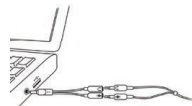
### CONNECT YOUR MICROPHONE – important notes:

• When you plug your microphone into your PC, an **“audio event”** window may open. If this happens, verify what is highlighted in that window before closing it.

• If you want to bypass your PC’s sound system (or if your PC has only one audio socket), consider using a **USB adapter** or **USB microphone**.



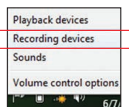
• If your PC has only one audio socket, you can use a Y-shaped adapter.



• If you use a **Bluetooth** microphone, plug its **dongle** into a USB port on your PC. After powering on the headset, make sure it is in **call mode** (see your microphone’s guide).

• Using a **built-in (array)** microphone with Dragon Medical Practice Edition is not recommended.

• You may want to verify the “recording” Sound settings in the **Control Panel** (right-click the speaker icon in the System Tray).



**IMPORTANT:** If your microphone requires plugging into a USB port, aim to always use the **same port** and **plug in before you open Dragon Medical Practice Edition**.

### INSTALL DRAGON MEDICAL PRACTICE EDITION

**NOTE:** If you have an existing version, we suggest backing up your profile first.

**1) Exit any open program.** If you’re running an **anti-virus** program, turn it off until after the installation completes.

**2) Put the Dragon DVD into your PC** (or open the downloaded file) and follow the prompts.

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**3) Enter the serial number** found on the DVD sleeve (or, if you purchased a download, in the email you received). Click Next, accepting all the recommended options.

Once installation is finished, make sure your microphone is connected, then start Dragon Medical Practice Edition (double-click its **desktop icon**).



### CREATE OR UPGRADE A USER PROFILE

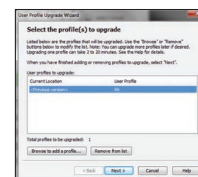
**IF YOU ARE NEW TO DRAGON MEDICAL PRACTICE EDITION...** A series of screens will guide you to create the best possible profile for you. Don’t rush through it. It will determine your initial accuracy!

Once your profile is created, Dragon Medical Practice Edition offers ways to refine it, including designating **specific text to analyze**.

#### If you used Dragon Medical 10, 11 or Dragon Medical Practice Edition 1...

Dragon Medical Practice Edition will detect profiles on your PC and start its Upgrade Wizard. (If you do not want to upgrade any profile now, close the wizard. You can launch it later from the Start menu.)

**IMPORTANT:** Once the upgrade completes, we strongly recommend you **launch Accuracy Tuning** (see the **Audio menu**) and read the **What’s New**.



### BEFORE YOU START DICTATING...

Go through the **Interactive Tutorial** (its simulations include practice for efficient editing including the **“go back”** command and **smart formatting**).

Then click the DragonBar’s Help menu and see its content, especially the regular Tutorial.



### PERSONALIZE YOUR PROFILE’S VOCABULARY

In order to dictate efficiently, you should let Dragon Medical Practice Edition learn what you use: nicknames, jargon, capitalized phrases, email addresses...

Personalizing your Profile will *prevent* many errors.

There are several means to do it including having Dragon Medical Practice Edition analyze text similar to what you plan to dictate. See “Improve my accuracy” in the Help menu.

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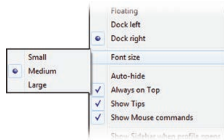
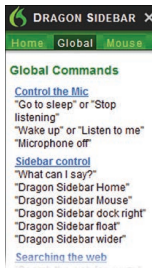
# QUICK REFERENCE CARD, CONT.

## THE DRAGON SIDEBAR

The Sidebar displays tips and sample commands (global and application-specific).

The top pane contains clickable links to related Help topics and tools.

You can open the Sidebar by saying "Open Dragon Sidebar" or "What Can I Say?"



**NOTE:** Right-clicking the Sidebar displays a menu from which you can hide the Mouse tab, print, and more.

## AN IMPORTANT HABIT: CONTROL WHETHER DRAGON LISTENS

One can control Dragon's microphone by:

- Pressing the + on the numeric keypad (this **hotkey** can be changed in Dragon's **Options** dialog).
- Clicking the microphone icon on the DragonBar or System Tray.
- Using commands such as "wake up" and "microphone off."
  - On:** Dragon is listening.
  - Off:** Dragon cannot hear anything.



## YOUR FIRST DICTATION

Start a word processor and make sure your cursor is in the document, then turn on the microphone and dictate sentences in a clear and natural voice. Say punctuation and commands like **new paragraph**.

As you dictate, a small Dragon icon indicates that the software is processing. No need to wait for Dragon Medical Practice Edition to "catch up." Dictate at a natural pace. Aim to speak long phrases, since this gives Dragon Medical Practice Edition some context and leads to much better results than slow, halting speech.

**NOTE:** Dragon Medical Practice Edition automatically handles a lot of formatting, including spacing, dates and percentages. If you want to capitalize a particular word, say "cap" or "all

caps" before it.

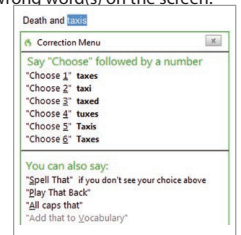
## CORRECTING ERRORS

Although personalizing the vocabulary will prevent many errors, some errors are inevitable. By correcting Dragon Medical Practice Edition's errors, you can help it learn from them. Experiment with *when* and *how* to correct. Dragon Medical Practice Edition lets you do it entirely by voice, but also allows **typing over**, pressing a **hotkey**, and more. (See the Options dialog.)

When Dragon Medical Practice Edition misrecognizes something you dictated, you can say "Correct that" or "**Correct <xyz>**" -- <xyz> being the wrong word(s) on the screen.

This will display the **Correction Menu**, which shows a list of alternatives. If what you wanted is on the list, choose it (say for instance "choose 1").

If not, you can say "Spell that" to open the Spelling window, where you can **spell or type** what Dragon should have recognized or **modify** an alternative that is almost correct.



## SHUTTING DOWN DRAGON

It's useful to **exit Dragon Medical Practice Edition** at least once a day: from the **Profile menu**, choose Exit Dragon.

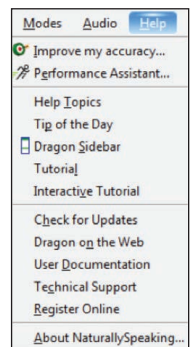
If a message asks whether you want to save changes to your profile, say yes to preserve the refinements made during your session (such as analyzing text or adding a Spoken Form). Note: Dragon may offer to also perform a **quick optimization** of your profile.

## LEARNING MORE

At first, focus on getting used to dictating fluently and **refining the vocabulary**. Over time, you can learn to do more and more by voice.

At any time, you can search the Help with a direct command such as "**Search Dragon Help for hotkey options**." You can also use Dragon Medical Practice Edition's Help menu.

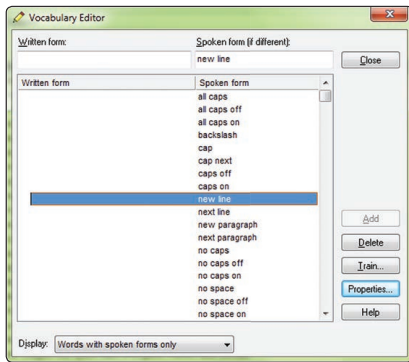
Many resources are on the Web including the latest guides, tips, videos, compatible hardware, partners who provide customization services and Support.



# QUICK REFERENCE CARD, CONT.

## SAMPLE CHARACTERS (see the Help for more Medical Practice Edition)

**NOTE:** You can adjust spoken forms and properties in the **Vocabulary Editor**.



### To Enter...

- .
- !
- 's
- (
- "
- @
- +
- 
- ;
- (s)
- ;-)
- &
- \$
- #

### You Can Say...

- dot | point | period | full stop
- exclamation point | mark
- apostrophe ess
- open paren
- close quote
- at sign
- plus sign
- underscore
- hyphen
- semi colon
- optional ess
- winky face
- ampersand
- section sign
- hashmark | number sign

## NUMBERS, DATES, TIMES, UNITS, PRICES...

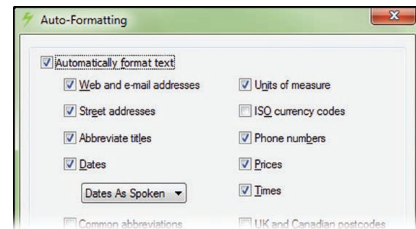
**NOTE:** You can change the way Dragon Medical Practice Edition formats numbers, abbreviations, and more. (The Vocabulary Editor lets you set **Word Properties** such as "Fig." for "figure" in front of numbers and "colour" for "color.")

### To Enter...

- 4.2
- \$4.50
- 4
- MMIV
- 0.03
- 4 x 4
- 4 mm
- 4°
- 179
- 5423
- 11/32
- 781-565-5000
- 8:30 PM
- 200 kg
- 5'3"
- May 15, 2013
- Boston, MA 02460
- 1 Wayside Dr.

### You Can Say...

- four point two
- four dollars and fifty cents
- numeral four (or say spell four)
- Roman numeral two thousand four
- zero point zero three
- four by four
- four millimeters
- four degrees
- one hundred seventy nine or one seventy nine or one hundred and seventy-nine
- five thousand four hundred twenty three
- eleven over thirty two
- seven eight one five six five five thousand
- eight thirty P M
- two hundred kilograms
- five feet three inches
- May fifteenth two thousand thirteen ("comma" is optional)
- Boston Massachusetts oh two four six oh
- One Wayside Drive



# QUICK REFERENCE CARD, CONT.

## SAMPLE COMMANDS (see Sidebar, Help and Command Browser)

### PRINCIPLES:

- To click a button or other interface item, say its **name preceded by "click"** (see the Commands tab of the Options dialog).
- **Pause** before and after commands but not within them.

### Control the Microphone

Go to sleep | Stop listening  
Wake up  
Microphone off

### Search the Web

Open top site for...  
Search Google for 7 divided by 12  
Search Wikipedia for...  
Search maps for...  
Search news for...

### Select Text

Select all  
Select <xyz>  
Select next <n> words  
Select <start> through <end>  
Select previous paragraph  
Select document  
Unselect that

### Correct Dragon's Errors

Correct <xyz>  
Correct that

### Move the Insertion Point

Insert before <xyz>  
Go back  
Go to top | bottom  
Move down <n> lines  
Go to end of line  
Move left <n> characters  
Page up | down

### Get Help

Give me help  
What can I say  
Dragon Sidebar Help  
Search Dragon Help for...

### Search the Computer

(requires a desktop search engine)  
Search the computer for...  
Search documents for...  
Search email for...

### Edit Text

Resume with <xyz>  
Delete line  
Delete last <n> words  
Scratch that <n> times  
Backspace <n>  
Undo that  
Cut that  
Paste that  
Show Dictation Box

### Spell Out

Spell that  
Spell <cap b a hyphen 5>  
Spell <space Charlie alpha papa>  
Switch to Spell mode

### Add Lines and Spaces

New line  
New paragraph  
Press Enter  
Press Tab key  
Tab <n> times

### Move in a list

Move down <n>  
Go to bottom | top  
Press Enter  
Press right arrow

### Work with Windows

Switch to <window name>  
Show Desktop  
List all windows  
Minimize window  
Restore windows  
List windows for <program>

### Start and Close Items (see the options for Start menu and Desktop)

Click Start  
Start <item name>  
Start Mail  
Open Control Panel  
Start DragonPad  
Start Microsoft Word  
Start Internet Explorer  
Close window, Press alt F4

### Move the Mouse

Move mouse up  
Move mouse right  
Move mouse down slower  
Stop

### Click the Mouse

Mouse click  
Mouse double click  
Mouse right click

### Medical templates

Dragon brief produce template  
Dragon inpatient admit template  
Dragon new patient template  
Dragon progress note template  
Dragon discharge summary template  
etc.

### Format

Bullet selection, Unbullet that  
Bold the previous line  
Underline <xyz>, Capitalize <xyz>  
Make this uppercase, Uncap that  
All caps on | off

### Position the Mouse

MouseGrid  
MouseGrid window  
MouseGrid <1 to 9><1 to 9>  
Cancel

### Drag the Mouse

Drag mouse down faster  
Mouse drag lower right very fast  
Mouse drag up very fast

### Medical normals

Dragon brief female exam  
Dragon brief male exam  
Dragon normal chest  
Dragon normal heart  
Dragon normal skin  
etc.



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