

From the Training and Support Office

Using Quick Voice Formatting with Dragon Medical Practice Edition

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Using Quick Voice Formatting Commands

Quick Voice Formatting allows you to:

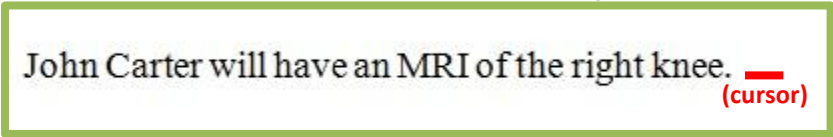
bold – italicize – underline – copy – cut – delete – capitalize
any text in a simple one step process.


You can pause in your dictation, format text, and then continue dictating without having to use additional voice commands to navigate around the document.

After you apply a Quick Voice Formatting command Dragon will return the cursor to the point where you paused in your dictation so that you can immediately continue.

For example, if you dictate the following:

“John Carter will have an MRI of the right knee.”



John Carter will have an MRI of the right knee. 
(cursor)

Then say “ Bold right knee”.

Dragon will instantly bold the text “**right knee**” and then return the cursor to the position where you stopped your dictation.



John Carter will have an MRI of the **right knee**. 
(cursor)

Using Quick Voice Formatting you can very quickly and easily format text and then immediately continue dictating.

Quick Voice Formatting commands can be used with any text in a “standard window”. The text does not have to come from dictation using Dragon.

You can disable the Quick Voice Formatting Commands
cut – copy – delete

On the DragonBar select

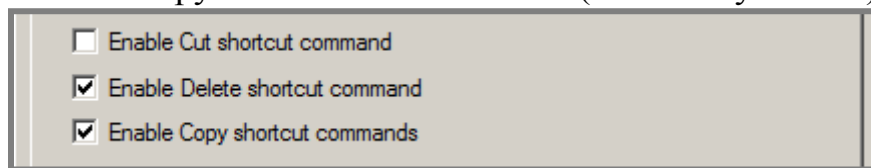
Tools > Options > and the Commands Tab

In the Commands Tab remove the check mark from these options to disable them:

“Enable Cut shortcut command” (disabled by default)

“Enable Delete shortcut command” (enabled by default)

“Enable Copy shortcut command” (enabled by default)



If you disable these Quick Voice Formatting Commands you can still cut, copy, and delete text using voice commands however, you will have to resort to the multi-step process of:

- **One** – Use the command “**Select**” to select the text.
 - If the default settings have not been changed the Correction Menu will display, which does not need to be used for this process.
- **Two** – Say the command “**cut**”, “**copy**”, or “**delete**”.
- **Three** – Say the command “**Unselect That**” to unselect the text when using the “**copy**” command.
- **Four** – Navigate back to where you want to continue with your dictation.

Using Quick Voice Formatting Commands with Multiple Instances of Text

Using Quick Voice Formatting Commands you can also quickly format multiple instances of text.

Here is a simple example of repetitive text where you could say “Bold right knee”.

John Carter will have an MRI of the right knee.
John Carter will have an MRI of the right knee.
John Carter will have an MRI of the right knee.
John Carter will have an MRI of the right knee.
John Carter will have an MRI of the right knee.
John Carter will have an MRI of the right knee.

Dragon will find all instances of the text “right knee” and place a **green numbered flag** next to each occurrence so that you can easily find the one you want to format.

John Carter will have an MRI of th¹right knee.
John Carter will have an MRI of th²right knee.
John Carter will have an MRI of th³right knee.
John Carter will have an MRI of th⁴right knee.
John Carter will have an MRI of th⁵right knee.
John Carter will have an MRI of th⁶right knee.

If you say “**Choose Three**” that flag **will turn red** indicating the recognition of your choice.

John Carter will have an MRI of th¹right knee.
John Carter will have an MRI of th²right knee.
John Carter will have an MRI of th³right knee.
John Carter will have an MRI of th⁴right knee.
John Carter will have an MRI of th⁵right knee.
John Carter will have an MRI of th⁶right knee.

And Dragon will then format that selection.

John Carter will have an MRI of the right knee.
John Carter will have an MRI of the right knee.
John Carter will have an MRI of the **right knee**.
John Carter will have an MRI of the right knee.
John Carter will have an MRI of the right knee.
John Carter will have an MRI of the right knee.

Using Quick Voice Formatting Commands with Multiple Instances of Text

You can also format all instances of some text the same.

Say “**Bold right knee**”.

John Carter will have an MRI of the right knee.
John Carter will have an MRI of the right knee.
John Carter will have an MRI of the right knee.
John Carter will have an MRI of the right knee.
John Carter will have an MRI of the right knee.
John Carter will have an MRI of the right knee.

Dragon will find all instances of the text “right knee” and place a **green numbered flag** next to each occurrence.

John Carter will have an MRI of the **1**right knee.
John Carter will have an MRI of the **2**right knee.
John Carter will have an MRI of the **3**right knee.
John Carter will have an MRI of the **4**right knee.
John Carter will have an MRI of the **5**right knee.
John Carter will have an MRI of the **6**right knee.

When all the instances of text have been recognized say the command “**Choose All**”, and Dragon will format all of the flagged text.

John Carter will have an MRI of the **1**right knee.
John Carter will have an MRI of the **2**right knee.
John Carter will have an MRI of the **3**right knee.
John Carter will have an MRI of the **4**right knee.
John Carter will have an MRI of the **5**right knee.
John Carter will have an MRI of the **6**right knee.

You can format individual flagged text or all of the flagged text, but not a subset.

John Carter will have an MRI of the **right knee**.
John Carter will have an MRI of the **right knee**.
John Carter will have an MRI of the **right knee**.
John Carter will have an MRI of the **right knee**.
John Carter will have an MRI of the **right knee**.
John Carter will have an MRI of the **right knee**.

For example – you cannot say “**Choose 1, 3, and 5**”.

Correcting Multiple Instances of Text

You can quickly correct multiple instance of text.

Once again, here is a simple example of repetitive text where you could correct all instances of “right knee”.

To correct multiple instances of text you must use the command “**Correct**”.

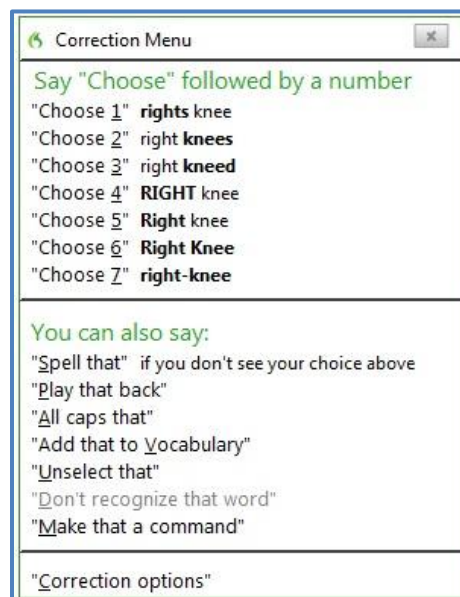
For this example say “**Correct right knee**”, and Dragon will flag all instances of “right knee”.

John Carter will have an MRI of the right knee.
John Carter will have an MRI of the right knee.
John Carter will have an MRI of the right knee.
John Carter will have an MRI of the right knee.
John Carter will have an MRI of the right knee.
John Carter will have an MRI of the right knee.

Then say “**Choose All**”, and all of the flags **will turn red** as Dragon makes the selection.

John Carter will have an MRI of th¹right knee.
John Carter will have an MRI of th²right knee.
John Carter will have an MRI of th³right knee.
John Carter will have an MRI of th⁴right knee.
John Carter will have an MRI of th⁵right knee.
John Carter will have an MRI of th⁶right knee.

After Dragon has selected all of the flags the Correction Menu will display.



In the Correction Menu say “Choose 7”.

Dragon will format all of the flagged text with the choice from the Correction Menu.

John Carter will have an MRI of the right-knee.
John Carter will have an MRI of the right-knee.
John Carter will have an MRI of the right-knee.
John Carter will have an MRI of the right-knee.
John Carter will have an MRI of the right-knee.
John Carter will have an MRI of the right-knee.

The “**Select**” command does not work for multiple corrections. For multiple corrections you must use the command “**Correct**”.

When using the “**Select**” command Dragon will not recognize the command “**Choose All**”.

Dragon will just type the words ----- Choose all

You can use the command “**Select**” to make a single correction only.

However, the command “**Correct**” can be used for individual text correction or multiple selections.

When correcting multiple instances of text, the correction that you want to use **must** be displayed in the Correction Menu.