

# Dragon – Dictation Tips

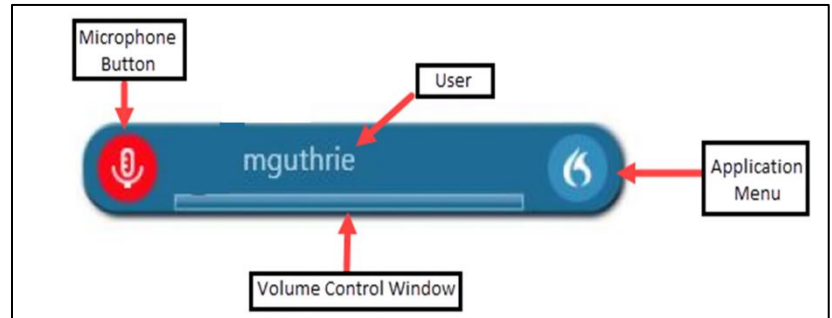


## The Dragon Bar

The **Dragon Bar** is used to start/stop dictation as well as configure and control how the system creates text by speech recognition.

The **Username** shows the person currently logged into Dragon Medical One. Make sure this displays your JHED, otherwise, your PowerMic Mobile app will not pair properly and you will not have access to your individual commands or settings.

The **Microphone Icon** indicates whether the microphone is on or off. You can control the microphone by clicking here, or from the PowerMic Mobile App or microphone.



A RED background indicates the microphone is off.



A GREEN background indicates the microphone is on.



The Activity Indicator circles around when speech recognition is taking place.

The **Volume Meter**, in the Volume Control Window, lights up and moves across the Dragon Bar when Dragon picks up a user's voice.

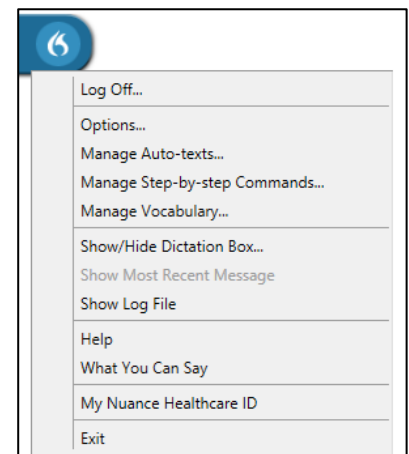
**Yellow** indicates speaking too softly or too far from the microphone

**Green** indicates speaking at an appropriate level

**Red** indicates speaking too loudly or too close to the microphone



The Dragon Bar Application Menu opens a drop-down menu. This menu includes options that allow users to access information about and configure the Dragon Medical One (DM One) applications. The Menu includes both user and microphone settings.






## Hide/Restore the Dragon Bar

1. To hide the Dragon Bar **hover the mouse** over the bar until the minimize option appears.
2. Click the Minimize option OR Say "Hide Dragon" OR Press CNTL+ALT+H



3. To restore the Dragon Bar click  in the system toolbar located at the bottom of your screen OR say "Show Dragon" OR Press CNTL+ALT+H



## Position the Microphone

Microphone position is one of the most important factors in obtaining good dictation accuracy.

The microphone should be approximately 1-3 inches away from the mouth and off to one side. Speak directly into the microphone, not across the microphone.

Note: Smartphone microphone users, it is recommended to hold the microphone like a pizza.



## Tips for Dictating

1. Think before speaking
2. Speak clearly and enunciate each word
3. Try not to mumble or slur words
4. Speak at a natural volume and pace
5. Use Help to learn what to say for automatic formatting
6. Take advantage of hands-free text correction by using the "Select" command
7. Press and hold the microphone button ½ second before beginning to dictate
8. Finish dictating before releasing the microphone button



## Dictate Punctuation

When using DM One, punctuation must be spoken. Use the following as a guide to dictate the most common punctuation marks.

Say	To Enter
Comma	,
Period or full stop	.
Exclamation point or exclamation mark	!
Question mark	?
Hyphen/dash	-
Colon	:
Semi-colon	;
Open quote	"
Closed quote	"
Open paren	(
Closed paren	)