



# Dragon Medical One Training Guide

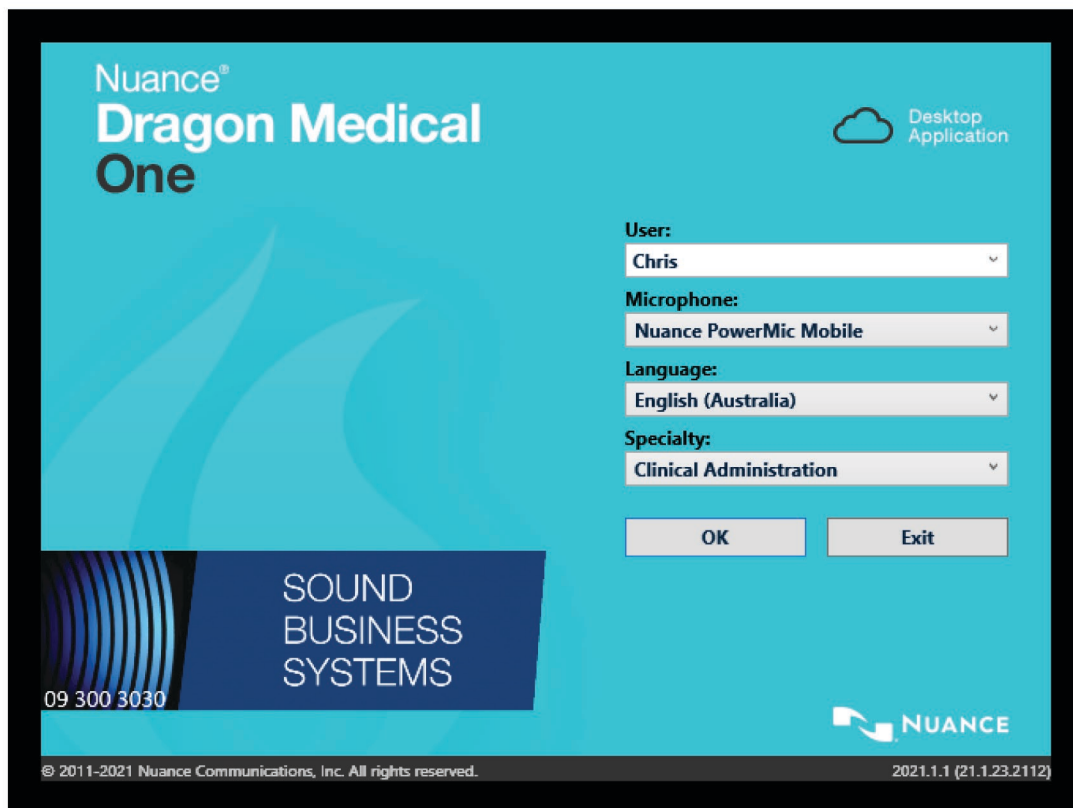
## Starting Dragon

To start using speech recognition, double-click the Dragon Medical One icon on your desktop:



This shortcut may also be called SoD.exe

You will then be greeted with the following splash screen. Select the Microphone that you will be using and change the specialty to your preference. Click OK.



This will then either create a new Dragon profile or load your user profile. This may take up to 30 seconds or so.



After clicking OK the Dragon bar will open.



## Microphone Control and Positioning

**Correct positioning and control of your microphone is crucial to getting effective use out of Dragon.** Ensure the microphone is in parallel with your mouth and just off to the side by about 2-3cm or so. If the microphone is too close, you'll be heard way louder than Dragon can handle, too far away and you'll be too quiet.

The microphone has three states:

**Off.** The microphone button is red.



The icon will change if using the PowerMic Mobile app

**On.** The microphone button is green.



**Not connected.** The microphone button is orange.



You can turn the microphone on and off in a number of ways.

- Click the Microphone button on the Dragon toolbar.
- Press the Microphone button on the PowerMic Mobile app if that's what you are using.
- Press the {Numkey+} button on your keyboard. You will not be able to use this key if you are using the PowerMic Mobile app.

If your microphone is on, any sound that you make will be picked up by Dragon and words will appear on your screen. Remember to check your microphone is on before dictating, and immediately turn it off when you have finished.



## Dictating Text

Click into the text field you'd like to start dictating into (check for the flashing cursor). Turn the microphone on and dictate.

Try to follow these key points when dictating:

### We recommend

- Dictate grammatically
- Dictate clearly
- Dictate punctuation
- Dictate with a natural pace
- Pronounce all syllables

### Try to avoid

- Hesitations
- Interruptions
- Unnatural pauses
- Over enunciation

### Dictation Best Practices

- Keep your style constant
  - Volume
  - Speed
  - Microphone distance
- Stop recording, if you stop dictating
- Do not stop in the middle of combined words
  - Phrases, formats or commands
- Dictate in correct order / move cursor accordingly
  - Do not Cut & Paste

### Correction Best Practices

- **Correct all recognition errors**
- Do not constantly check and correct errors
  - Finish sentence or even paragraph, then correct it
- Do not re-order report
  - Do not Cut & Paste



## Correcting Text

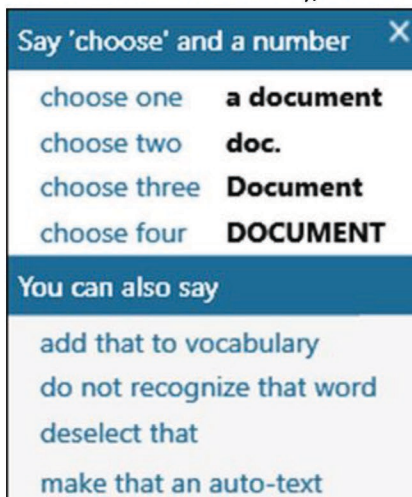
While Dragon produces accurate transcription right out of the box, its real strength is that you can tell Dragon when it has made a mistake. By correcting any 'misrecognitions', we ensure Dragon will make fewer mistakes in the future.

### How to correct text:

The following possibilities exist for correction of mis-recognized text

If a word is mis-recognized,

1. Select it by saying the voice command "correct/select <mis-recognition>" (→ alternatives are shown), **select alternative** by saying "choose number"



2. Select it (either by saying the voice command "correct/select <mis-recognition>" or by selecting it via mouse) and **over-dictate** the correct word
  3. Select it (either via voice command or mouse) and directly **over-type** the correct word via keyboard
  4. Select it (either via voice command or mouse), **delete it** and then **type word** via keyboard
- Each way is right!

### Note:

Dragon Medical One uses *context* to decide what each word in a phrase means. This means you will get much higher accuracy if you speak full phrases without unnecessary pauses.

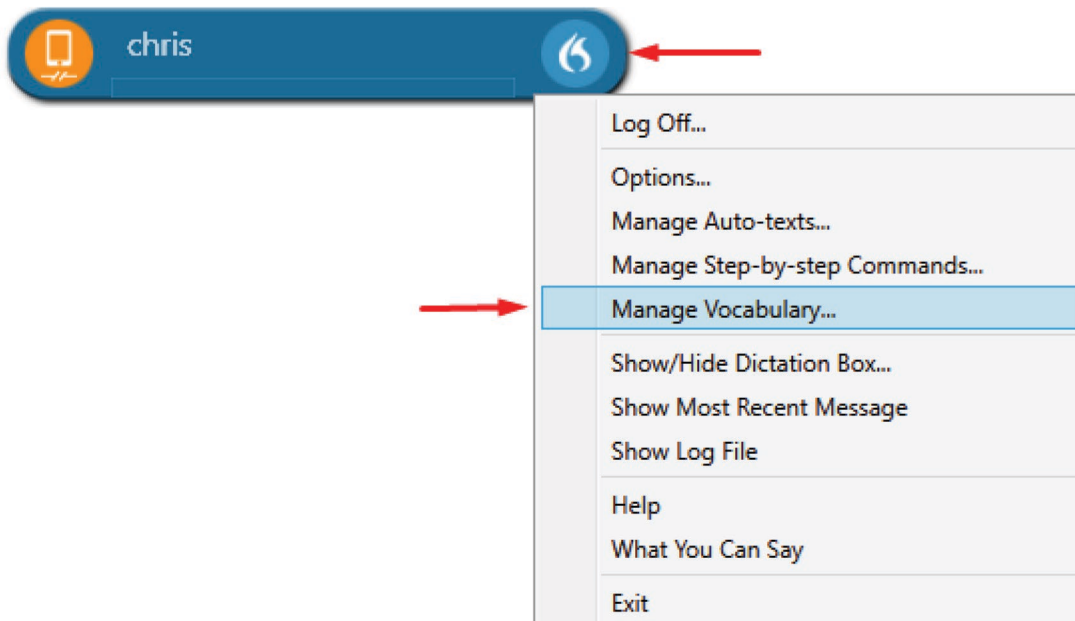


## Managing the Vocabulary

You can manage your vocabulary using Dragon’s Manage Vocabulary option. This is a very powerful tool which can be used to add, delete and train words and phrases.

Manage Vocabulary is accessed by clicking the white flame icon on the Dragon Toolbar and selecting ‘Manage Vocabulary’.

Alternatively, you can use the voice command *[manage vocabulary]*

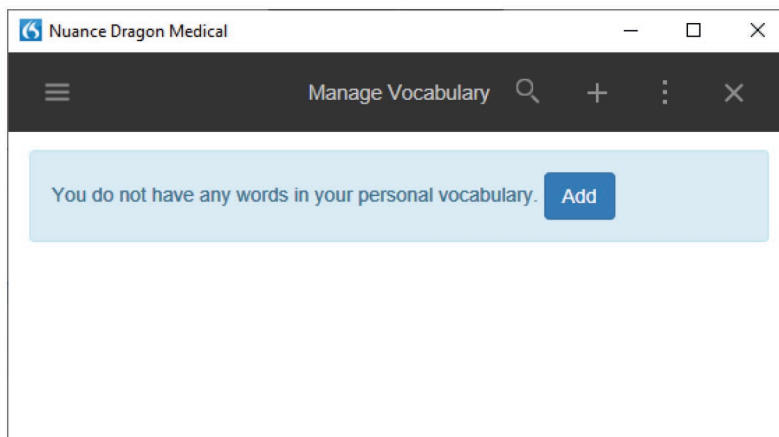


Some examples of its use are given below:

### Example 1 – Adding a Phrase

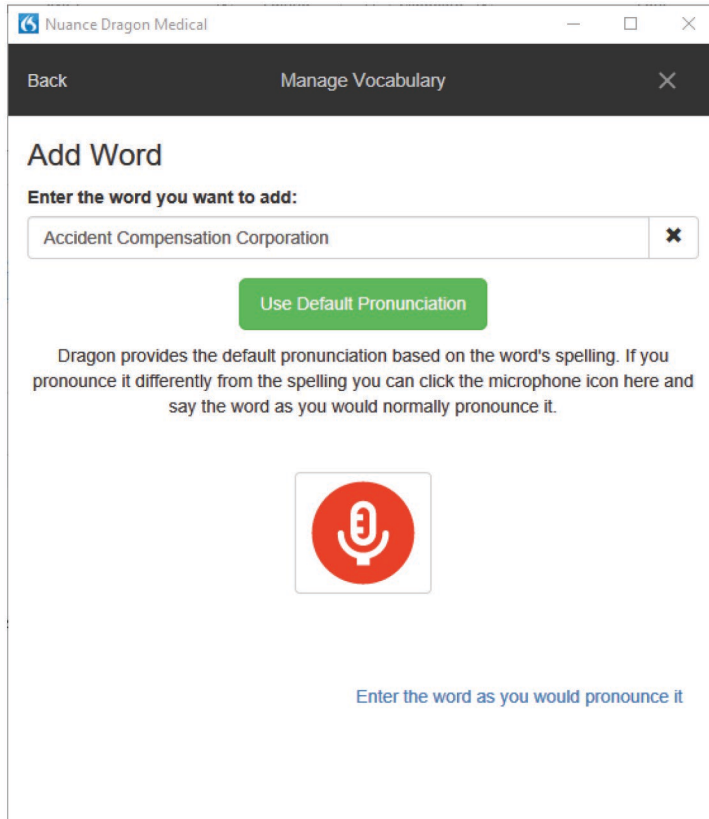
The phrase ‘Accident Compensation Corporation’ is something we may say regularly, but Dragon doesn’t know to give each word a capital letter. By adding the phrase to the vocabulary, Dragon will know to format it correctly.

Click the ‘Add’ button accident compensation Corporation

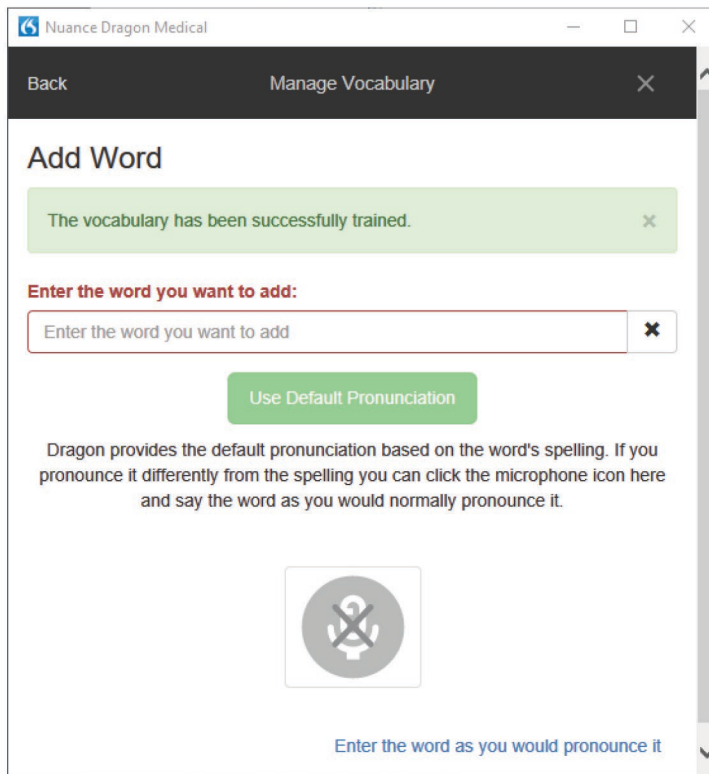




Type the phrase into the field provided. We also should train Dragon on how we pronounce this phrase. Click the large red microphone icon inside the manage vocabulary window and speak the phrase.

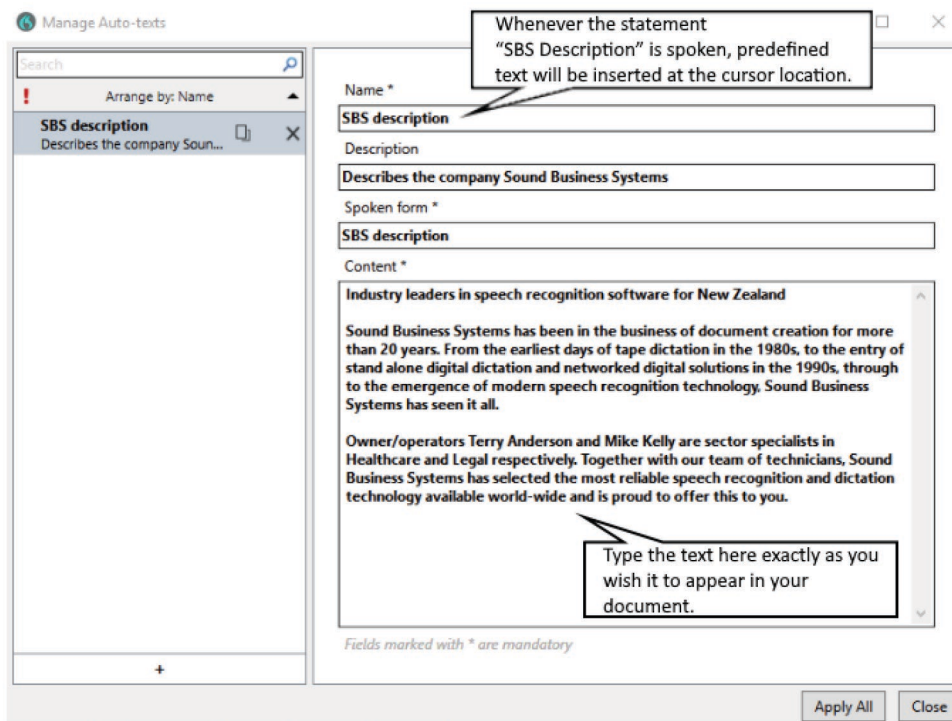
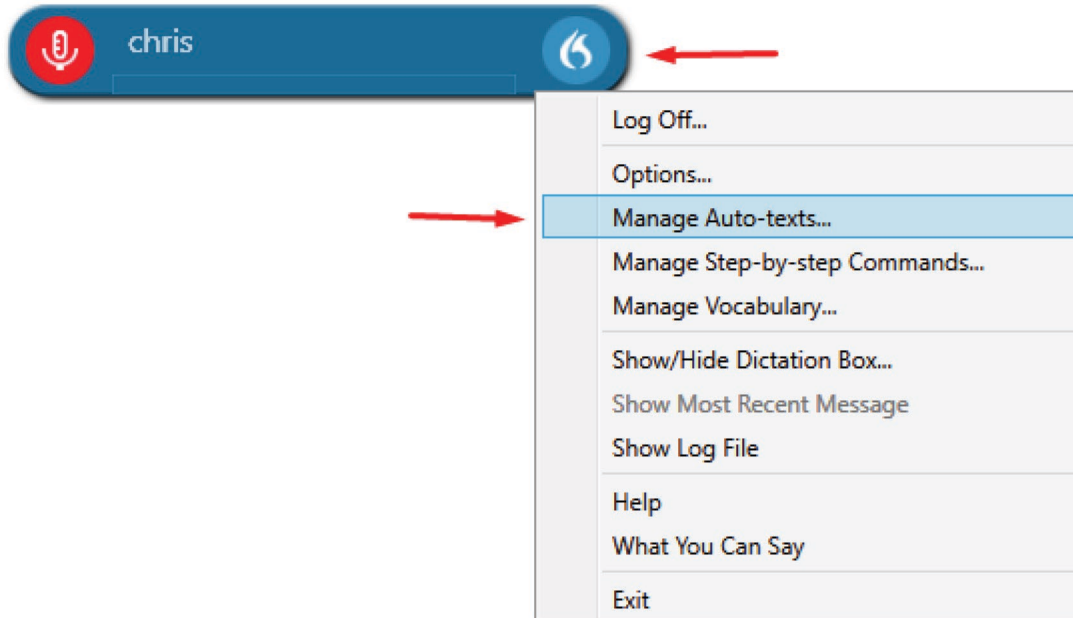


We also should train Dragon on how we pronounce this phrase. Click the large red microphone icon inside the manage vocabulary window and speak the phrase.



## Creating Auto-Texts

To create a new Auto-Text, click the white flame icon on the Dragon Toolbar and select 'Manage Auto-texts', or simply say **[create auto-Text]**



Once you have entered your new Auto-Text, Click the **'Apply All'** button and your command will be ready to use!



## Using Variables

It is possible to create fields inside the text of your Auto-Text, which you can move through by hot-key, or voice commands such as **[next field]** and **[previous field]**.

To do this, position the cursor where you want the field to appear and type '[default value]'. If you wish to have a default value for the field, you can change it, or remove the text completely, leaving [] if you do not require a default value.

## Editing Auto-Texts & Commands

To edit existing commands or Auto-Texts, including the sample commands provided, use the **Manage Auto-text** tool or say **[manage commands]**.

This will take you back to the Manage Auto-text's window:

The screenshot shows the 'Manage Auto-texts' window. On the left, there is a search bar and a list of auto-texts. The selected auto-text is 'SBS description' with a description 'Describes the company Soun...'. On the right, the details for this auto-text are shown in a form with the following fields:

- Name \***: SBS description
- Description**: Describes the company Sound Business Systems
- Spoken form \***: SBS description
- Content \***: Industry leaders in speech recognition software for New Zealand  
Sound Business Systems has been in the business of document creation for more than 20 years. From the earliest days of tape dictation in the 1980s, to the entry of stand alone digital dictation and networked digital solutions in the 1990s, through to the emergence of modern speech recognition technology, Sound Business Systems has seen it all.  
Owner/operators Terry Anderson and Mike Kelly are sector specialists in Healthcare and Legal respectively. Together with our team of technicians, Sound Business Systems has selected the most reliable speech recognition and dictation technology available world-wide and is proud to offer this to you.

Fields marked with \* are mandatory

Buttons: Apply All, Close

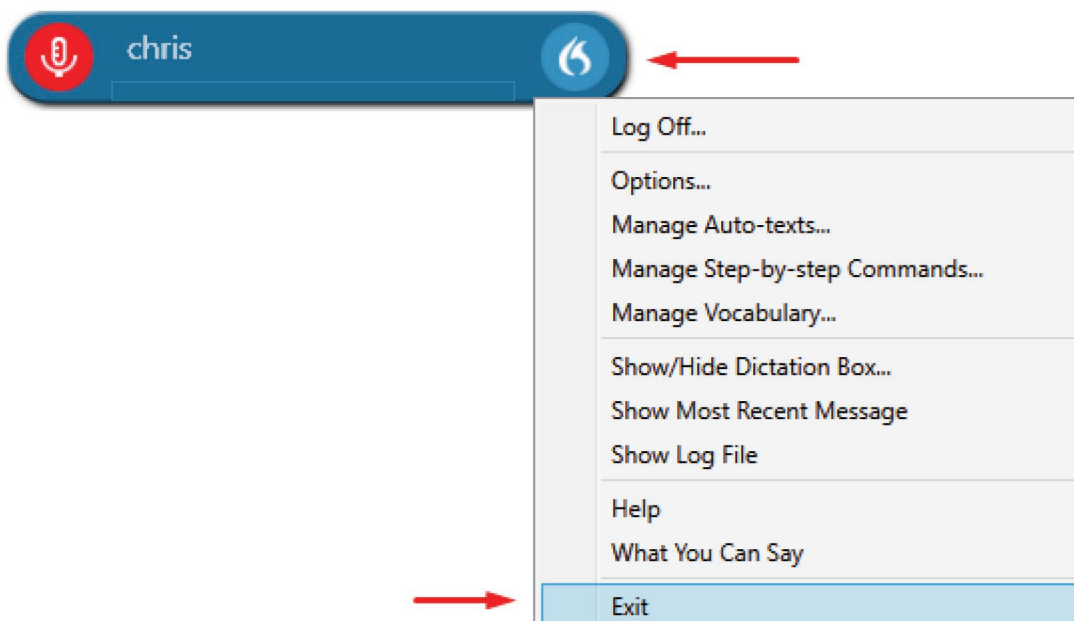
Make sure to click **'Apply All'** after making any changes that you want to keep.



## Closing Dragon

At the end of the day it is important to shut down Dragon before turning off your computer. This will ensure that all the information Dragon has learnt about your voice during the session is saved correctly.

Click the white flame icon on the Dragon Toolbar and select 'Exit'.



### [Warning]:

**You may experience complications if you force the computer to shut down without closing Dragon first. There is a chance that your User Profile may become corrupt and potentially unrecoverable. If this situation occurs please call 0800 342 828.**



## How to Contact Us

Sound Business Systems ensure a high level of support for customers with Volume License Agreements. Our support team can help via phone walk-through, remote access to your PC or onsite call outs within Auckland and Wellington CBD's.

You can reach our support staff via the following methods:

- **0800 DICTATE (0800 34 2828)** – and select the support option from the list
- Email [support@soundbusiness.co.nz](mailto:support@soundbusiness.co.nz)

Support team are available on Business Days from **8:30 am – 5:00 pm**.

Should you require support outside these hours, you will need to pre-arrange / schedule a suitable time with the support team.

## Protecting Your Voice

1. Maintain an upright, relaxed body posture while at your workstation, or working on your laptop. Check that your keyboard, screen and seat is at a good height.
2. Try not to throat clear & cough, instead try swallowing to clear your throat.
3. Do not strain your voice by trying to say too much on one breath, pace your speech by taking regular breaths.
4. Monitor the amount you use your voice and ensure you take regular breaks which are nonspeaking times (i.e. not chatting to a friend or on the phone).  
*Micro break-10 seconds every minute; Macro break-one minute every 10 minutes; Mega break-5 minutes every hour of use.*
5. Ensure your vocal tract is kept moist by drinking water regularly. Caffeinated drinks such as coffee, tea & some fizzy drinks are likely to dry the throat/mouth.
6. Avoid working in a noisy environment where possible, as this will affect voice recognition and place a strain on your voice as you will increase your voice volume.
7. Be aware of when you're feeling tired or ill or heavily stressed as it also will affect your voice. If possible avoid using voice activated software when ill, if this is not possible be sure to rest your voice at more regular intervals and drink more water than you normally would.
8. Relaxation exercises for your head, shoulders, neck and facial muscles. Even gentle stretching is beneficial.
9. If the computer is not recognising the word you are saying, try to avoid increasing your volume as the problem is likely not to be how loud you are talking but rather the way you are pronouncing the word.
10. If you are having any difficulties with your voice (e.g. hoarseness/vocal fatigue/breathlessness) take a break of at least 30 mins from voice recognition.