

Log in

To use Dragon Medical Client for dictating into PowerNote, you must first log in.

1. Double click **Dragon Network Edition**.
2. Log in using your HSC Net Id and password.



Create Profile

A profile must be created the first time you log in. Answer each question and click **Next**. On the last slide, check the "I have read and agree" box and then click **Create**. During profile creation, **do not press** the microphone button.

3. Select **Microphone Source** and click **Open**:
Hand held microphone = PowerMic II
Head set = USB microphone
4. Read "How to position microphone." Click **Next**.
5. Read to perform volume check. Click **Start Volume Check** to begin. Click **Next** when done.
6. Read to perform quality check. Click **Start Quality Check** to begin. Click **Next** when done.
7. Click **Finish**. Profile will initialize.

Create a Second Profile

If using both a hand held microphone and a head set you will need to create a second profile. The first time you use the new device, follow these steps:

1. Log in.
2. Click **Profile**, then click **Open User Profile** window.
3. Click **Source**, then click **New**.
4. Select **Microphone Source** and click **OK**.
5. Complete Profile set up by answering the series of questions. Click **Next** to get to the next slide.
6. Click **Finish**.

Log Out

Log out when done using Dragon! If someone else dictates using your profile it may become corrupt and will need to be recreated.

1. From the DragonBar, click **Profile**.
2. Click **Exit Dragon**.

Controlling the Microphone

PowerMic II:

Press and hold the **Dictate/Record** button when dictating. Release to make it stop listening.



Head set:

Use the Microphone Icon on the DragonBar. Click to turn it on. Click again to turn it off.

Dictating into PowerNote

After you have logged into Dragon:

1. Log into FirstNet.
2. Navigate to PowerNote or a clinical note.
3. Click in the text area.
4. Turn on the microphone and start dictating.

Dragon Dictation Box

Use the dictation box as an alternative to dictating directly into PowerNote.

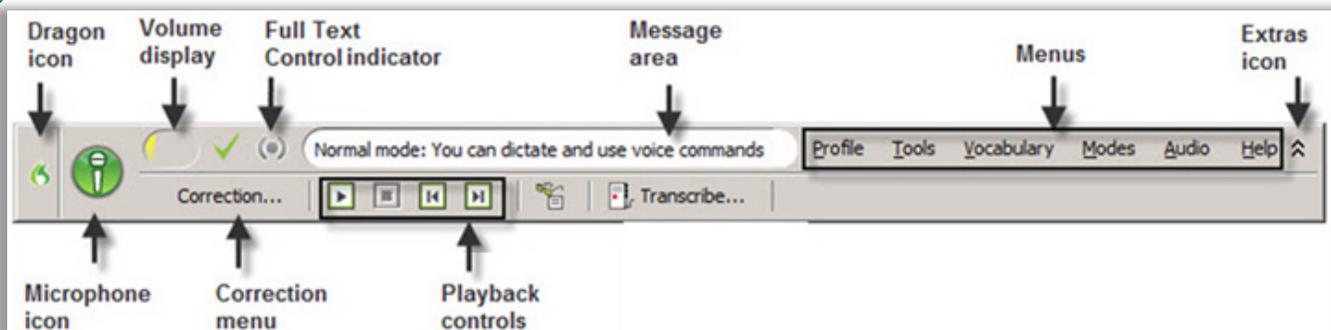
1. Click the **T** button on the microphone to open or say "open dictation box."
2. Dictate as needed.
3. When done, click into the area of PowerNote where the text is to be placed and say "Transfer text."

Improve Accuracy - Strongly Recommended

It is recommended that you train the system to understand how you speak. This can be done as many times as desired. Each time, it will improve accuracy. This will take about 5 - 10 minutes.

1. Click **Audio**.
2. Click **Read text to improve accuracy**.
3. Click **Go** and read the sentence.
4. Select text from list and click **OK**.
5. Read the content. When done, click **OK**.

DragonBar



The DragonBar is the system toolbar. It is "Docked to the Top" by default. To change the tool bar location:

1. Click the **Dragon Icon**.
2. Select Docked to Bottom; Floating Mode (move it anywhere); Cling Mode (clings to the top of the program in use); or Tray Icon Only Mode (DragonBar will only be accessible from the icon tray in the lower right corner of the computer's toolbar, not recommended).

Commands

- Punctuation must be dictated. This is a partial list.

Say	To enter
“comma”	,
“period”	.
“question mark”	?
“exclamation mark”	!

- To start a new line or new paragraph, say “**New Line**” or “**New Paragraph**”.
- To move to a specific part of the document:

Say	Then Say
“Go to”	“Top”
	“Bottom”
	“Beginning of Line” or “Start of Line”
	“End of Line”

- To highlight text, say “**Select**” and then the text that needs to be highlighted. Say “**Select x through y**” to highlight a long section of text.

To change the selected text:

Say	To
“Cap That”	Capitalize The First Letter of Each Word
“All-Caps That”	APPLY ALL UPPERCASE
“No-Caps That”	apply all lowercase
“Bold That”	Bold
“Italicize That”	<i>Italics</i>
“Underline That”	<u>Underline</u>
“Quote That”	Insert quotations around selection
“Bracket That”	Insert brackets around selection
“Unselect that”	Unselect the text without deleting it
“Select All”	Select all text in active text area

- Additional text commands

Say	To
“Insert before x”	Insert cursor before a word
“Insert after x”	Insert cursor after a word
“Delete last word”	Delete last word dictated (Dragon sees punctuation as a word)
“Delete last # of words”	Delete more than one word (For example, “Delete last 4 words” will remove last four items dictated, including punctuation.)
“Undo”	Undo last thing done (like Ctrl + z function)

Important Tips

- You cannot be logged into Dragon on more than one computer. It will lock your profile!
 - If you do need to use a different computer, log out of Dragon on the current machine and then log in on the other computer.
 - If your profile does get locked, please use the “force unlock” option. Although there is a small chance that the profile may break, it is unlikely. Unlocking the profile will save customizations.
 - If the profile does not unlock or if it does break, please contact the HelpDesk.
- Do not plug in mobile devices. Dragon will try to use the microphone from the device instead of the PowerMic or headset.
- Do not stream any media while dictating. This includes but is not limited to Pandora, iTunes, Spotify, etc.

Key Points to Remember When Dictating

- The first words you dictate may take a few moments to appear on the screen. This is normal. Don't wait for the words to appear.
- Speak in continuous phrases to provide contextual clues about what was said and help Dragon choose between homophones like “:” the punctuation mark and “colon” the body part.
- Speak naturally at a normal rate, not too quickly or too slowly. You should not:
 - Taaaalksloooowwwlyyy.
 - Or. Say. Only. One. Word. At. A. Time.
- Turn the microphone off when you are not speaking to prevent voice profile corruption.
- You do not need to capitalize the first word of a sentence. Dragon automatically capitalizes after colons and periods.
- Fast dictation is acceptable as long as words are enunciated and spoken clearly.
- Pause slightly before and after small words such as “a” and “the” if they are being lost or misrecognized.
- Speak in cadences of 6-8 word phrases followed by a brief pause.
- Try to avoid clearing your throat and yawning while you are dictating.

Additional Dragon Help

Please email powerchartsynergy@salud.unm.edu to set up a one-on-one training session.

For account, hardware or software issues, please contact the HelpDesk 272-3282.

Note: Dragon is only available to physicians, medical students and mid-level providers.