

Common Voice Commands

Dictated Command	Action
Select <text to select: word, phrase, or sentence>	Selects specified text
Select <text> through <text>	Selects all text in the specified range
Delete that	Deletes selected word(s)
Undo that	Undoes the last utterance
New line	Cursor moves down one line
New paragraph	Cursor moves down two lines
Select all	Selects all text (Ctrl + A)
Go to end of sentence Go to end of paragraph	Moves cursor to the end of the current sentence or paragraph
Insert before <text> Insert after <text>	Moves cursor before or after specified text
Uppercase that	Converts selected word(s) to ALL CAPS
Lowercase that	Converts selected word(s) to lowercase letters
Capitalize that	Capitalizes first letter of each selected word
Caps On / Off	Turns on or off Caps Lock
Bold that Italicize that Underline that	Bolds highlighted text Italicizes highlighted text Underlines highlighted text
Cut that Copy that Paste that	Cuts selected text Copies selected text Pastes text to cursor location
Save this text	Brings up a selection box where the user can add a new text snippet command



Quick Reference

Seattle Children's Hospital



General Good Habits

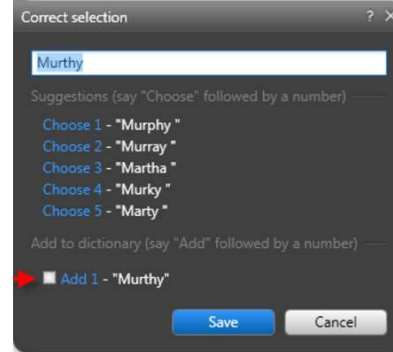
- Recalibrate your microphone if you experience a decrease in recognition quality. This could be due to a change in dictation environment.
- Gather your thoughts and assemble any pertinent information prior to dictating.
- Use correct verbiage and grammar – speak in full sentences and include punctuation.
- Enunciate words that can be misunderstood (e.g., abduction vs. adduction).
- Release the RECORD button when pausing.
- Hold the device approximately 4-6 inches off to the side of your mouth.

Editing

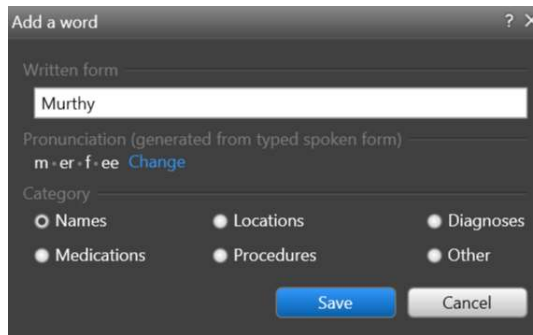
- Edits not only ensure accurate documentation, but also enable Fluency Direct to learn and improve recognition quality.
- To edit text, say “**select <text>**” and speak over highlighted text.
- The Fluency Direct speech engine assumes that you will edit mistakes; not doing so can result in continued recognition issues.
- Edits can also be made by using the keyboard and mouse. Fluency Direct is flexible in that it will learn from any type of correction method.

Creating Dictionary Entries

1. Speak the command **Correct <text>** to invoke the correction dialogue box.



2. Once the correction dialogue box appears, type in the new word with the correct capitalization and click the check box under **Add to dictionary**.
3. The new word will replace the highlighted text in your current dictation.
4. Select the proper category and adjust the pronunciation if needed.



5. To see all of your personal dictionary terms, click on the **Control Bar (your name) > Dictionary** or say **Open dictionary**. Here you can create new dictionary terms or edit existing ones.

Voice-Enabling SmartPhrases

1. Navigate to the Fluency Direct dropdown menu by clicking on your name, then **Commands**.
2. Click **+Add** in the upper right-hand corner.
3. Click into the Name text box and type your preferred command name - best practices example: *Insert Resident Attestation*.
 - a. Use an “action verb” at the beginning of each command name (e.g. “**Insert**”, “**Click**”, etc.).
 - b. Make sure the command is more than one word (e.g. “Insert resident attestation”).
4. Click on the *Keyboard Icon*.
5. With focus in the Simulate Pressing text box, type the SmartPhrase just as you would in Epic.

