

## Log in

To use Dragon Medical Client to dictate directly into PowerChart, you must first log in.



1. Double click **Dragon Network Edition**.
2. Log in using your HSC Net Id and password.  
**Note:** A profile must be created the first time you log in. This can take up to 15 minutes. Answer the series of questions. Click **Next** to get to the next slide. 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  
**Note:** On the last slide, check the "I have read and agree" box and then click **Create**.
4. Read screen "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. This may take a few seconds.
8. Begin using Dragon to dictate into PowerChart.

## Log Out

You must log out when done using Dragon. If someone else dictates into your profile it may corrupt your profile and you will need to recreate it.

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

## DragonBar

The DragonBar is the system toolbar. It is "Docked to the Top" by default. This means it will be located at the top of the screen. To change the tool bar location:

1. Log in to Dragon and 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).

## Create a Second Profile

If using both the hand held microphone and a head set, a profile will need to be created for both. The first time you use the new device you will need to 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. Walk through Profile set up. Answer the series of questions. Click **Next** to get to the next slide.
6. Click **Finish**.

## 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 you want. 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**.

## Controlling the Microphone

### Hand held microphone:

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



OR

Use the Microphone Icon on the DragonBar. Click to turn it on. Click again to turn it off. You do not need to use the dictate button when using the DragonBar microphone icon.

**Green** – Active, **Yellow** – Asleep, **Red** – Off.

### In either mode:

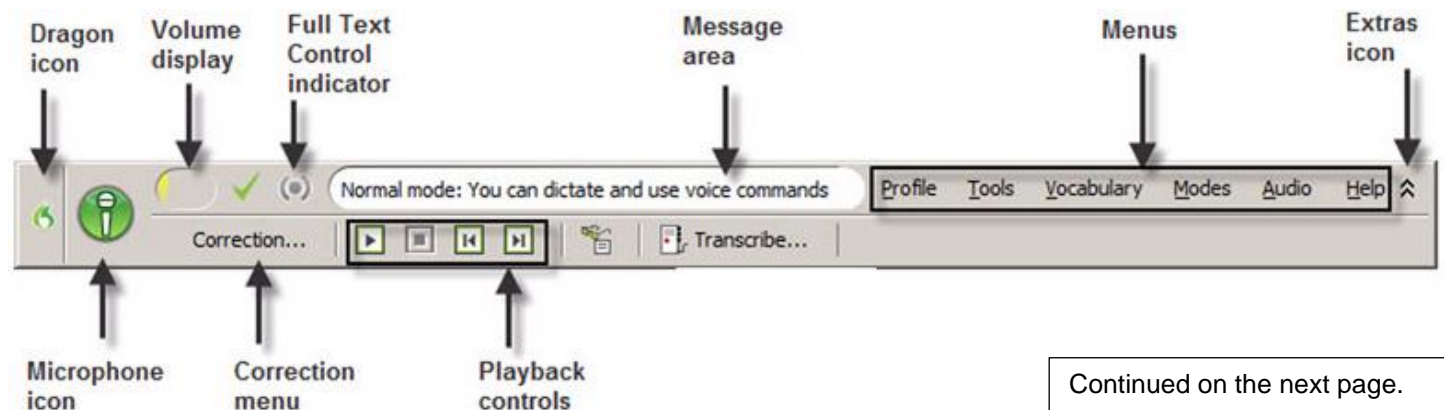
To make the microphone stop listening temporarily:

- Say "Go to Sleep" or "Stop Listening."

To reactivate the microphone:

- Say "Wake Up."

## DragonBar



## Controlling the Microphone

### Head set:

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

To make the microphone stop listening temporarily:

- Say “Go to Sleep” or “Stop Listening.”

To reactivate the microphone:

- Say “Wake Up.”

### Commands

- To dictate punctuation (this is a partial list):

To enter	Say
,	“comma”
.	“period”
?	“question mark”
!	“exclamation mark”
“	“open quote” or “begin quote”
”	“close quote” or “end quote”
‘	“open single quote”
’	“close single quote”
(	“open parenthesis” or “left parenthesis”
)	“close parenthesis” or “right parenthesis”

- Dictate a new line or new paragraph by saying “**New Line**” or “**New Paragraph**”.

- To move to a specific part of the document:

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

- Select a specific word or phrase by saying “**Select**” followed by the text. To unselect the text without deleting it, say “**Unselect that**”.

- To change what you said or change the selected text:

To	Say
Capitalize The First Letter of Each Word	“Cap That”
APPLY ALL UPPERCASE	“All-Caps That”
apply all lowercase	“No-Caps That”
<b>Bold</b>	“Bold That”
<i>Italics</i>	“Italicize That”
<u>Underline</u>	“Underline That”

## Key Points to Remember When Dictating

- The first words you dictate may take a few moments to appear on the screen. This is normal.
- Speak in continuous phrases to provide contextual clues about what you said and help Dragon choose between homophones like “.” the punctuation mark, and “colon” the body part.
- Speak naturally at your 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 or if you move away from it 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 the words are spoken clearly and not slurred.
- 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.
- Avoid clearing your throat and yawning while you are dictating.
- Eliminate utterances (urs, ahs, coughing) and similar sounds.

## Dictating into PowerChart

After you have logged into Dragon:

1. Log in to PowerChart.
2. Navigate to a new clinical note, dynamic document or Workflow Mpage section.
3. Click into the text area.
4. Turn on the microphone and start dictating.

## Additional Dragon Help

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.