



# Dragon Medical Enterprise Network Edition Best Practices Guide

Version 10.1



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Dragon Medical Enterprise, Network Edition, version 10.1

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# Preface

Use this guide to learn about the recommended options and practices for getting the best possible results when using Dragon Medical Network Edition 10.1. The information in this guide applies to the general Dragon medical provider and to administrators for the Nuance Management Console and the Nuance Management Server.

The document is divided into different categories based on options you can apply from Dragon, the Nuance Management Console, or both. The NMC or Dragon location of options precedes each table of options.

There are many ways to increase dictation efficiency, add words and phrases to a vocabulary, dictate commands for navigation, and more that cannot all be listed in this document.

Nuance can send you information to your e-mail address if you register for eTips. Go to [www.nuance.com](http://www.nuance.com) – then search for eTips. Scroll down the Technical Support page for registration information and eTips archives.

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## How to use the tables in the guide

The tables show and explain the recommended settings which help improve performance or functionality in specific ways.

Column name	Description
Setting	the name of the option or setting
Default value	the preset value of the setting
Description	the functionality that the setting enables or disables
Comments	special notes about the setting, including tips, warnings, and when to enable or disable the setting

## Dictation best practices

Providers can use the following tips for optimal results when they dictate with Dragon medical.

- Collect your thoughts and plan your words before speaking.
- Remember to dictate all punctuation.
- Do not dictate into fields or text that is write-protected such as an auto-text field. Using Dragon to select or edit write-protected text can lead to unexpected results or damage to a document. Only dictate into editable fields and text.
- When using a headset microphone: If you are using the keyboard or mouse to turn on your microphone, press the key or the mouse button and then wait for approximately a half a second before you start speaking.
- Do not release the DICTATE button or turn off the headset microphone before you finish saying your last word.
- Speak naturally at your normal rate, not too quickly or slowly. You should not: T a a a l k s l o o o w w l l y y Or. Say. Only. One. Word. At. A. Time.
- Speak at a normal, constant volume, as you would to someone sitting across the desk from you.
- Enunciating the beginning and ending sounds of a word is important for recognition accuracy.
- Stop dictating and turn off your microphone when engaging in side conversations – you must be the primary speaker.
- Dragon suppresses Ums and Ahs effectively, unless they are drawn out or emphasized.
- Avoid activities such as eating or chewing gum. Stop dictating if you need to cough, clear your throat, or yawn.

We cannot stress enough the importance of correcting Dragon! **Correct** any mistakes Dragon Medical makes when it interprets dictation. Consistently making these corrections improves recognition accuracy.

## Technical resources and information

### Dragon Help & Tutorial

To access Dragon Help or the Tutorial, In the DragonBar, select **Help**.

### Nuance Healthcare Solutions Global Support Services eTIPS

eTIPS provides customers with the latest important information about new and revised software releases, tips on how to increase productivity with Nuance systems, and introduces Nuance support team members. For past issues of eTips or to register to have eTips issues sent to you by e-mail go to <http://www.nuance.com/> and search for eTips.

## **General information about USB headsets**

If a provider experiences poor accuracy with a headset plugged into the mic-in jack, or if a provider cannot pass the Audio Setup Wizard, make sure that they are using a certified USB headset. These headsets provide satisfactory operation and performance. More information can be found on <http://support.nuance.com/compatibility/>

## **iSupport**

iSupport is a powerful Internet-based support website for Nuance Healthcare customers. The portal provides Nuance customers with specific information for their organization as well as access to a searchable Knowledge Base that uses a Natural Language Search engine. Access iSupport by opening your Internet browser and navigate to <https://isupport.nuance.com>.

As a registered iSupport user, you also have access to the Dragon Medical Courseware guide, the Provider Packet guide, the Getting Started with the PowerMic II guide, and other helpful documentation.

Guest users have limited access but can search the Knowledge Base (KB).

The following are a few iSupport KB articles that may be helpful:

- 13564: Dragon Medical Recommendations for Optimizing Workstation Performance
- 12739: Preventing Speech File corruption in Dragon
- 13029: Unable to complete the Audio Setup Wizard
- 12664: General Citrix usage tips
- 13215: General Information on RealTek integrated Sound Cards

# Configuring Dragon options for multiple Dragon clients

The Dragon Medical Enterprise Network Edition Client Software DVD includes a Microsoft Windows Installer (MSI) file that you can use to install Dragon to multiple client workstations. You can use the MSI file to install Dragon to several client workstations at once using either an SMS or SCCM installation or an Active Directory Services installation.

If you want to install Dragon with pre-set Dragon options, you need to pre-set the options before you push the MSI Dragon installation to workstations. This ensures that all Dragon clients in a DMENE network use the same option settings.

## Pre-setting Dragon options for a custom MSI Dragon installation

To pre-set Dragon options and include these settings in a custom MSI file, you must use the `natspeak.exe` command-line option called `/SetDefaultOptions`. The `/SetDefaultOptions` option is part of the Dragon Medical SDK Client that you install on every computer that will host a Profile Optimizer Speech Node.

When you set Dragon options using `/SetDefaultOptions`, the new option settings are placed in the `nsdefaults.ini` file.

You use the `nsdefaults.ini` file (and the pre-set option settings in the file) as a parameter when you run the Dragon MSI installation from a command-line.

### Dragon options you can set with `SetDefaultOptions`

The `/SetDefaultOptions` command-line option displays the Options dialog box. This dialog box contains multiple tab. Each tab contains a specific set of options, for example, PowerMic II options, or Data options. Use the information in this guide to set the options in the Options dialog box.

See 'Dragon options set through the Dragon client' in the *NMS Administrator Guide* for details on the options that are set in the Dragon Options dialog box.

You can also see 'Setting Dictation Options' the *Dragon Help* for more information on setting Dragon options in the Options dialog box.

## Setting Dragon options before pushing an MSI Dragon installation

To ensure multiple Dragon clients on a DMENE network use the same Dragon option settings, you need to set the Dragon options before you push a Dragon MSI installation to multiple computers. You can set DMENE options in the Nuance Management Console, the Dragon client, or both.

### Dragon options set through the Nuance Management Console

For a list of Dragon options you can set through the Nuance Management Console, see 'Dragon Settings in Nuance Management Server' in the *NMS Administrator Guide*. This topic includes information on both the NMC and Dragon client locations of many Dragon options.

### **Dragon options set through the Dragon client**

For a list of Dragon options you can only set through the Dragon client, see 'Dragon settings in Dragon Medical Client' in the *NMS Administrator Guide*.

## **Installing the Visual C++ Runtime before you install Dragon**

Before you install Dragon using an MSI installation, you must install Visual C++ Runtime for Dragon on each dictation computer using the `vcruntime.exe` available on the product DVD. You cannot install Visual C++ Runtime as part of a typical `msiexec.exe`.

After installing the Visual C++ Runtime, the installation process will try to reboot the computer. You can suppress the reboot if, for example, the computer already requires a reboot.

Perform the following steps for each computer where you plan to install Dragon.

On the computer where you will install Dragon, open a command prompt.

To install the runtime without rebooting the computer, type the following command:

```
vcruntime.exe" /S /V"SKIP_PENDINGREBOOT_CHECK=1 /qn /l  
C:\InstallVCRuntime.log"
```

You are now ready to install Dragon to the computer using an MSI installation.

## **Obtaining more information about MSI Dragon installations**

To learn more about pre-setting Dragon options for a MSI Dragon installation, see the following topics in the *DMENE Installation guide*:

"Pushing Dragon MSI installation to multiple workstations": An overview of how to push a Dragon MSI install to multiple computers.

"Installing multiple clients with same default options using MSI": Includes sections on:

"Setting default Client options on command line before installing"

"Installing Visual C++ Runtime on the client"

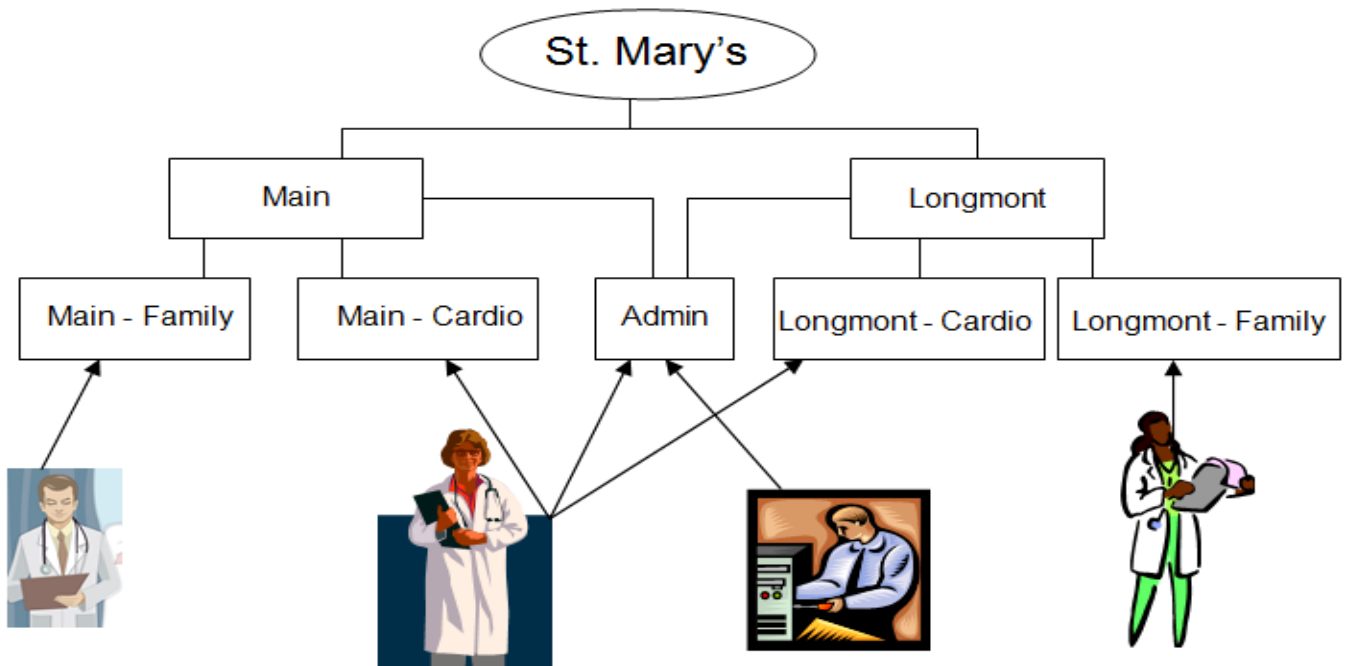
"Installing Dragon Medical Client using pre-defined options in `nsdefaults.ini`"

"Additional MSI options for use with `nsdefaults.ini` file"

# Naming conventions for Sites, Groups, and Speech nodes

A DMENE network consists of items such as Sites, Groups, user accounts, and Speech nodes. A DMENE network may have more than one Site, Group, or Speech Node. They more than likely will have more than one user account.

**Groups can belong to multiple sites and users can belong to multiple groups**



When creating and naming items such as Sites and Groups, it is important to use naming conventions that provide unique information about the item. For example, you should create site names that reflect the location of master profiles, or group names that reflect the medical specialty of the providers in the group.

Following proper naming conventions make it easier to find and manage the different items that are part of a DMENE network. Proper naming conventions can also make it easier to trouble shoot issues if they arise.

## Creating a name for a Site

It is important to assign a Site a name that reflects the storage location of the master user profiles in the DMENE network. Following this naming convention can make it easier for administrators to effectively manage users and user profiles for a site.

For more details about Sites in a DMENE network, see 'Configuring sites in DME' in the *NMS Administrator Guide*.

## Creating a name for a single Site

In an organization, a DMENE network usually contains one Site. Although the Site is often thought of as a physical location, the Site actually corresponds to the location of the Master User Profiles directory. If all Dragon client computers on a DMENE network have access to the site where the Master User Profiles directory are stored, then you only need one Master User Profiles directory.

When you create a name for a Site, the name, ensure the name corresponds to the name of the location of the Master User Profiles. For example, ‘Main Campus’, ‘Downtown Branch’, or the name of the city or town that hosts the site.

## **Creating names for multiple Sites**

In an organization with separate networks that do not communicate with each other or communicate over slow connections, a DMENE network may require two Master User Profile directories. Data synchronization between the master user profile (on the NMS server) and the local cache profile may decrease network performance on networks with slow connections. Creating a Master User Profiles directory at the local site could help resolve the issue.

For DMENE networks with two Master Profile directories, assign each Site a name that corresponds to the location of the Master User Profiles directory for each site. For example, if an organization’s DMENE network stores master user profiles at two sites: their downtown branch and at an outpatient clinic in Johnsonville, you could name the first site ‘Downtown Branch’ and name the second site “Outpatient Clinic” or ‘Johnsonville’.

## **Creating a name for a Group**

In the NMC Console you can create groups of providers or administrator and associate them with the sites within your organization. Setting up groups makes it easier to manage the settings for large numbers of similar users.

When you create a name for a Group, ensure the name corresponds to the medical specialty of the users in the group. For example, if a Group consists of providers that are Cardiologists, you could call the group ‘Cardiology’.

In a DMENE network with more than one site, makes sure each group name starts with a prefix that reflects the site that group belongs to. For example, ‘Main Campus Family Practice’ and ‘Outpatient Clinic Family Practice’.

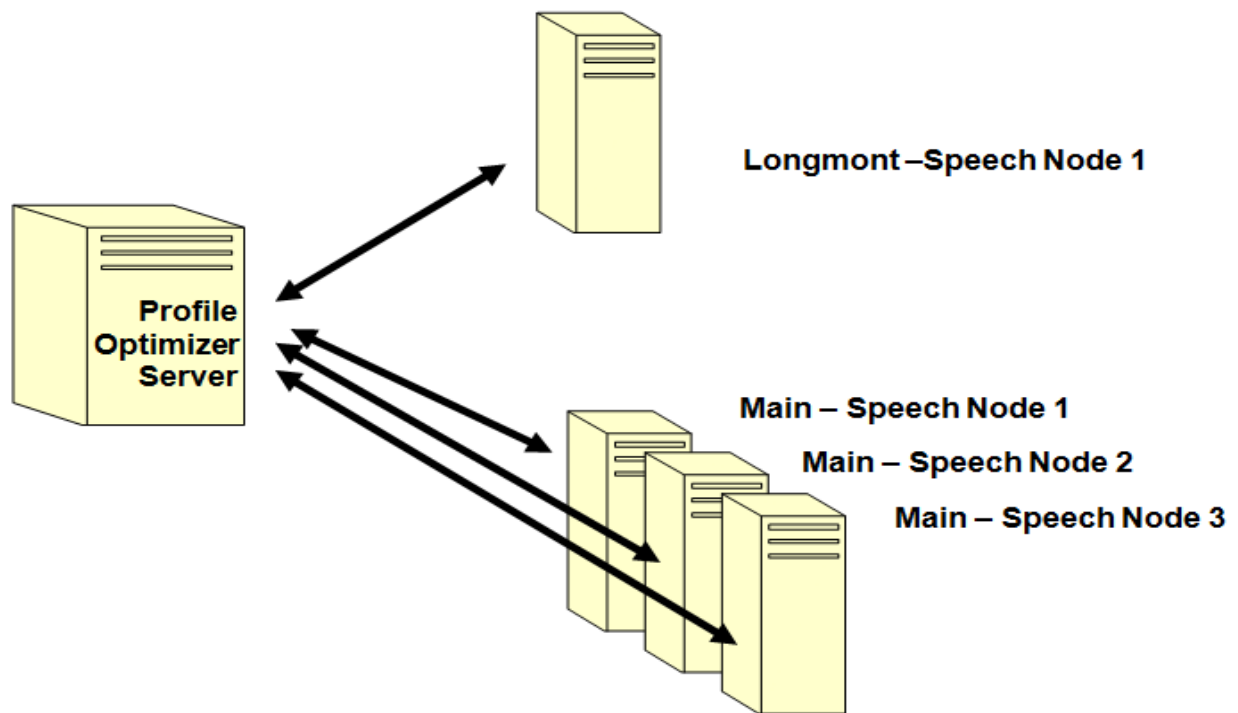
For more details about Groups in a DMENE network, see ‘Configuring groups and user accounts’ in the *NMS Administrator Guide*.

## **Creating a name for a Speech Node**

Speech Nodes are responsible for performing optimization on user profiles. One Speech Node can optimize up to 100 user profiles. As the number of profiles grows, the number of Speech Nodes required for optimization may increase.

A DMENE configuration may consist of multiple Master User Profile directories. In addition, in DMENE Service Pack 2, different groups of Speech Nodes may be assigned to optimize the profiles in each of these directories. For example, an organization with 235 users at their Main location and 60 users at their Longmont location could use the following configuration and naming conventions:

### Multiple Speech nodes for multiple sites



When you create a name for a Speech Node, ensure the name reflects the Master User Profiles directory that the node optimizes. This naming convention should make it easier manage the Speech Nodes and user profile optimization.

For more details about Speech Nodes in a DMENE network, see ‘Managing user profiles and Speech Nodes’ in the *NMS Administrator Guide*.

# Creating user IDs and passwords for user accounts

DMENE providers must login into the DMENE system through a Dragon client. When you create the Dragon login for a provider, make sure the user ID and password are the same as the Windows user id and password for the provider. This enables providers to use ‘single-sign on’ and log into the DMENE network when they log in to Windows on a Dragon client computer.

For more details about user accounts in a DMENE network, see ‘Configuring groups and user accounts’ in the *NMS Administrator Guide*.

For more details about Single Sign-On user accounts, see ‘Creating Single Sign-On user accounts’ in the *NMS Administrator Guide*.



# Chapter 1: Best general settings

This chapter provides information on general best practice settings you apply to improve Dragon's overall performance.

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## Best general settings

Use these settings to improve Dragon's general overall performance.

You can also see the *Dragon Medical Enterprise Network Edition 10.1 Administrator Guide* and the *Dragon Help* for more information about the settings in this section.

### NMC location: Group > Dragon Settings > Administrative Settings

Setting	Default value	Description	Comments and recommendations
Vocabulary	Blank	Set the default vocabulary for new User Profiles.	Dragon providers can still select other vocabularies. Dragon location: the New User Wizard.

### NMC location: Group > Dragon Settings > Commands

Setting	Default value	Description	Comments and recommendations
Enable mouse motion commands	Enabled	Select this option to allow mouse motion commands such as "Move Mouse left," "Faster," and "Slower."	Click the Speed button to select a mouse motion speed between 2 (slowest) and 25 (fastest). The default speed is 2. Disable this option if dictation issues occur. Enable this option only for providers that do not intend to use their hands for any command and control functions.
Enable recognition mode switching commands	Enabled	Enable this option to allow providers to dictate and switch recognition modes interchangeably using their voice.	The recognition modes include Normal mode, Command mode, Numbers mode, Spell mode, and Hidden mode. See the NMS Administrator Guide for more details. Disable this option to if there are recognition issues when a provider dictates large amounts of text. Disable this option if a provider does not need to use their voice to switch recognition modes.

**NMC location: System Settings > General**

Setting	Default value	Description	Comments and recommendations
Row limit on NMS queries	0	Enter the maximum number of rows of data a SQL query returns from the NMC SQL Database.	<p>Limiting the length of a response to a query can prevent queries from returning large chunks of data that could interfere with server efficiency</p> <p>For example, if an administrator searches for providers without limiting the size of the search results, if you limit the number of rows to 100, the NMS Server returns a list of only 100 providers even though there could be more than 100 providers in the database.</p> <p>CAUTION: Setting this option to a number less than the total number of providers on this system limits search criteria results. Search results could appear to be incomplete.</p>

**NMC location: System Settings > Dragon**

Setting	Default value	Description	Comments and recommendations
Dragon client installation URL		Enter the path to the NMS server location of the custom .msi installation file for the Dragon Medical Enterprise Client.	<p>When a provider selects the Install Dragon icon, the .msi file downloads to the client computer. See <a href="#">Dragon client installation URL</a> for more details.</p> <p>To install Dragon on a workstation</p> <p>Create a custom MSI installer for the Dragon Medical Client.</p> <p>From any network workstation with the appropriate NMC security certificates installed, access the NMC.</p> <p>Navigate to <b>NMC Utilities&gt;Dragon Install</b></p> <p>Download the Dragon Medical Client MSI installer.</p>

**NMC location: System Settings > Data Collection FTP**

Setting	Default value	Description	Comments and recommendations
Data collection FTP server password	[provided]	Enter the password that the NMS Server should use to log in to the Nuance Data Collection Server to upload collected data.	See the NMS administrator guide for more information.

## NMC location: Organization Details > Dragon Settings

Setting	Default value	Description	Comments and recommendations
Encrypt patient info	Enabled	Enable this option to encrypt interim .DRA and .enwv files, store the files in the local or master user profile directories, and help protect patient privacy.	As a best practice, enable this option. See <a href="#">Encrypt patient health information</a> for more details.

## NMC location: Site Details > Dragon Settings > Miscellaneous

Setting	Default value	Description	Comments and recommendations
Disable automatic switching of dictation source to an available default one	Disabled	<p><b>General recommendation</b> - Disable this option to allow Dragon to automatically select a dictation source when Dragon does not recognize the default dictation source for a provider.</p> <p><b>Recognition degradation</b> - Enable this option to disable automatic switching and avoid recognition degradation when Dragon switches to a different dictation source.</p>	<p>Disabling this option allows a provider to continue to dictate under certain circumstances. The disadvantage is that recognition accuracy can degrade when switching from one dictation source to another.</p> <p>Enabling this option means that a provider must manually select a dictation source if the current default dictation source is unavailable.</p>

## NMC location: Site Details &gt; Dragon Settings &gt; Data

Setting	Default value	Description	Comments and recommendations
Local: Remove local cache data after usage	Disabled	Enable this option to empty the local cache when a provider logs out.	NMC location: <b>Site &gt; Details &gt; Dragon Settings &gt; Data</b> Disable this option to decrease the amount of time to open a User Profile. Enable this option to increase the protection of health information in multi-user environments. See <a href="#">Remove local cache data after usage</a> for more information.
Server: Conserve server archive size	Disabled	Enable this option to not copy DRA files when Dragon synchronizes the local cache and Master User Profiles.	Enable this option to use less network bandwidth. If you enable this option, any accuracy improvements are not maximized because the DRA files are not added to the Master User Profile. Disable this option to allow the local .DRA files to synchronize with the Master User Profile. This also makes the .DRA files available to the Profile Optimizer when it is run on the Master User Profile locations and increases recognition accuracy. See <a href="#">Server: Conserve server archive size</a> for more information.
MB disk space reserved for network archive	500 MB	Specify the maximum size of the directory that contains the acoustic data for the Acoustic Optimizer.	The best practice is to set this option to 500 MB or greater. To set this option: The machine that runs Dragon must have a network connection. You must enable the Conserve server archive size option. To conserve disk space, reduce the default size or enable the Conserve server archive size option. However, either action can degrade recognition accuracy.

## NMC location: Site Details &gt; Dragon Settings &gt; Master user profile

Setting	Default value	Description	Comments and recommendations
Access network at user open / close only (Minimize network traffic)	Enabled	Select this option to synchronize the local Roaming User Profile and the Master Roaming User Profile only when a local Roaming User Profile opens or closes.	As a best practice and to increase Dragon performance, enable this option. Changes that synchronize include the changes a provider makes locally from the Options dialog box. If this option is not enabled, then the local changes are immediately transferred to the Master Roaming User Profile.

Setting	Default value	Description	Comments and recommendations
Ask before breaking lock on network users	Enabled	Select this option to choose to maintain or break a network lock when a master user profile opens.	<p>Enable this option to improve performance. If enabled, when a provider attempts to open a profile that is locked, Dragon displays a message that indicates the profile is locked. This message can assist in troubleshooting issues like corrupt profiles.</p> <p>Disable this option if you do not want this message to appear and instead always want to break a network lock. Breaking a lock on a profile when another provider is writing to that profile can corrupt the profile. See <a href="#">Ask before breaking lock on network users</a> for more details.</p>
Set audio levels on each machine.	Enabled	Select this option to check audio settings before your first session with a Roaming User Profile.	<p>Enable this option if your providers are dictating on different machines or on a single machine in different network locations.</p> <p>Enabling this option is the same as running the <b>Check your audio settings</b> option in the Accuracy Center and includes the volume check and the microphone quality check.</p> <p>Disable this option only if a single provider is using only one computer or is using the exact same hardware, input device, and ambient environment at multiple workstations.</p> <p>See <a href="#">Set audio levels on each machine</a> for more details.</p>
Copy Dragon log to network	Enabled	Select this option to copy the Dragon.log file from the local workstation to the master Roaming User Profile location when Dragon synchronizes the local and master Roaming User Profiles.	<p>As a best practice, enable this option as the Dragon.log contains information that you can use to troubleshoot issues.</p> <p>When this option is enabled, Dragon copies the Dragon.log to the \Current\#_Container folder and then under every subsequent \session sub-folder in the Master User Profile location.</p> <p>DMENE stores Dragon logs files for all providers in a single Master User Profiles location.</p> <p>Disable this option to decrease the time it takes to close a Roaming User Profile.</p> <p>See <a href="#">Copy Dragon log to network</a> for more information.</p>

Setting	Default value	Description	Comments and recommendations
Always copy acoustic information to network	Enabled	Enable this option to copy the provider's acoustic model to the Master User Profile location.	<p>Enable this option if you do not synchronize the master user profiles regularly. This ensures that accuracy improvements are available when the provider logs into Dragon from different network locations.</p> <p>Disable this option to decrease the amount of time it takes to log out of the Dragon client. If this option is disabled, updates to the acoustic model that providers make on one machine (for example, by correcting dictation and training words) are not available on other machines on the network until the master and local User Profiles synchronize.</p> <p>See <a href="#">Always copy acoustic information to network</a> for more details.</p>

### Dragon location: Tools > Options > Corrections

Setting	Default value	Description	Comments and recommendations
Automatically add words to vocabulary	Enabled	Enable this option to automatically add corrected words to the active vocabulary.	<p>If a provider corrects a word they dictate, either by typing over the word or with the Correction menu, and that word is not in the vocabulary, Dragon Medical adds that word to the vocabulary as a custom word.</p> <p>If you disable this option, Dragon does not add the word to the vocabulary. This can affect recognition accuracy.</p>
Enable double-click to correct	Enabled	Enable this option to open the Correction menu when a provider double-clicks a word to select it.	Double-clicking to correct is useful if the provider is revising their dictation by mouse and keyboard, rather than by voice. This is also useful if the word that is being revised is a command. This option does not work in some applications."
Show no more than x options	5	Set the maximum number of choices that can appear in the Correction menu.	The best practice is to set this option to 9. This option influences the consumption of screen real estate.

## Dragon location: Tools > Options > Commands

Setting	Default value	Description	Comments and recommendations
Pause before commands required	Enabled	Enable this option to adjust the time interval that Dragon identifies as a pause before a provider speaks commands.	The default value is 250 milliseconds (.25 second). You should leave this option at the default value. Providers should be instructed to pause before they say a command. See the Dragon Help for more information.
Require "Click" to select hyperlinks in HTML windows	Enabled	Enable this option to require providers to say "Click" to select a hyperlink.	For example, say "Click nuance.com" instead of "nuance.com".  If acceptable to the provider, enable the Click settings before enabling the Enable HTML support option. Otherwise, disable HTML recognition.  In the NMC, this setting is under <b>Group and User Account</b>

## Dragon location: Tools > Options > View

Setting	Default value	Description	Comments and recommendations
Show extras	Disabled	Enable this option to automatically display the extras toolbar when the DragonBar starts.	The best practice is to enable this option. The extras toolbar displays buttons for correction, playback, and transcribe functions. It also displays the name of the current user profile, the current vocabulary, and the current input device. A provider can also click the chevrons to show or hide the toolbar.  Disable if there are issues with screen real estate.
Results Box - Beep after recognition	Disabled	Enable this option to have Dragon beep each time it recognizes a word or phrase.	The best practice is to disable this option.  Enable this option for visually impaired providers.  The tone is different if Dragon does not understand something the provider says or if the provider cancels recognition manually.

## Dragon location: Tools > Options > Miscellaneous

Setting	Default value	Description	Comments and recommendations
Microphone on (on open user)	Disabled	Enable this option to start the microphone when a provider opens a user profile.	Enable this option for providers that work 'hands-free' such as Pathology assistants.

Setting	Default value	Description	Comments and recommendations
User Close - Automatically save user files	Disabled	Enable this option to automatically save a user profile when Dragon closes.	If you enable this option, Dragon does not prompt the provider before it saves the User Profile. Enabling this option can save the provider time and ensure that Dragon saves corrections and commands. Disable this option for providers that do not correct misrecognitions using standard Dragon correction techniques. Otherwise, recognition accuracy degradation can occur.
Speed vs Accuracy (slider)		Set the number of words and phrases that Dragon examines to find a word match during speech recognition.	The best practice is to set this option to the default value. Increasing the accuracy increases the number of words Dragon examines to find a match. Decrease the accuracy to increase the speed of speech recognition and to increase Dragon performance. As a general rule, you should move the slider farther to the right on faster machines than on slower ones. See <a href="#">Speed vs Accuracy</a> for more details.
Disable Windows Advanced Text Services	Disabled	Enable this setting to disable the Microsoft Alternative User Input Text Input Processor (CTFMon) to eliminate potential conflicts with Dragon.	Enable this option if providers are utilizing handwriting recognition on Tablet computers. This option is not available in Windows Vista and Windows 7.
Use screen reader compatible menus	Disabled	Enable this setting to allow a screen reader to read menu items out loud to vision-impaired providers.	The best practice is to disable this option. Enable this option if a screen reader application experiences difficulty reading menus. If you enable this option, the small icons next to menu items do not display.
Use Active Accessibility for menu and dialog control	Enabled	Enable this setting to use Microsoft Active Accessibility (MSAA) features and voice to control the menus and dialog boxes.	The best practice is to enable this option. Disable if controls are slow to respond or stop responding. Microsoft Active Accessibility is a Windows COM-based API. Microsoft Active Accessibility provides voice command and control for major Microsoft applications and applications that use Microsoft bog-standard controls, for example, Lotus Notes and FireFox. Dragon uses MSAA to create voice commands for application menus and buttons.

Setting	Default value	Description	Comments and recommendations
Launch in QuickStart mode on Windows setup	Disabled	Enable this option to start Dragon in the background when the computer starts or a provider logs in to DMENE.	The best practice is to disable this option. When Dragon Medical starts in QuickStart mode, the microphone icon appears in the system tray.  If you enable this option, Dragon is available for use more quickly than if Dragon starts in normal mode.
Put microphone to sleep after x minutes of silence	5 minutes	Set the number of minutes of silence that occurs before Dragon puts the microphone into sleep mode.	The best practice is to set the option to 5 minutes. Setting the microphone to sleep mode can reduce degradation of recognition accuracy. <b>Note:</b> Do not extend the setting to more than 10 minutes as this may increase the risk of Dragon recognizing ambient noises as speech. This setting is also referred to as the Sleep Timer.  You can set this option to a value between 5 and 120 minutes.

### Dragon location: Tools > Options > Dictation Box

Setting	Default value	Description	Comments and recommendations
Keep transferred text in clipboard	Enabled	Enable this setting to keep text from the Dictation Box on the Windows clipboard after a paste job fails or after the Dictation Box closes.	Enable -when transferring long instances of dictation from the Dictation Box and to provide extra protection against text transfer failures. Enable this option if providers use Dragon with Citrix or with an EHR.  Disable this option to remove private health information from the local computer.

### Dragon client installation URL

After you create a custom MSI installer for the Dragon Medical Client, you can place the file in the same folder where the NMS IIS obtains the client.xbap file for http access to the NMC:  
[http://\[NMS address\]/nmc/\[customer's .msi\]](http://[NMS address]/nmc/[customer's .msi]).

You then use the NMC to download the file to a workstation and install Dragon. The workstation must have the appropriate NMC security certificates and access to the NMC.

### Encrypt patient health information

Enable this option to encrypt .DRA and .enwv files before storing them in the local or master user profile directories. This protects patient privacy and information.

When healthcare providers dictate, Dragon automatically saves interim Dragon Recorded Audio (.DRA) files. Dragon uses the .DRA files to process dictated audio and transcribed text. If the provider corrects any of the dictation text, Dragon automatically stores interim files for the corrections in .enwv files.

Due to privacy regulations (such as the Health Insurance Portability and Accountability Act (HIPAA) in the United States and EC 95/46 Directive in Europe), only Dragon Medical can open encrypted .DRA and .enwv files for internal use. DragonPad cannot open the encrypted interim .DRA and .enwv files."

Aside from audio recordings that a provider manually saves and from FTP transmissions that Nuance uses for data collection,

Dragon Medical .DRA and .enwv files are encrypted based on Microsoft's RSA algorithm encryption method, specifically with SHA1 (160-bit hash) and 3DES (168-bit key) plus additional randomization. In cryptography, RSA is known to be suitable for signing (digital signature) as well as encryption. RSA is widely used in electronic commerce protocols, and is considered secure.

### **Ask before breaking lock on network users**

Normally, network locks prevent anyone from opening a Master User Profile at the same time that someone else is opening the same profile. While this process does not take a long time, network problems can cause a lock to become "stuck" and not release when the opening process is complete. When this happens, the next time anyone tries to open that User Profile, Dragon displays a message stating that the profile is locked and offers the option of overriding the lock.

### **Set audio levels on each machine**

When a provider changes machines or locations, the audio setup data can vary depending on differences in the microphone and sound card, as well as differences in ambient sound levels of each location. In situations where Dragon detects a significant difference between operating systems, sound cards, microphones, or other hardware, Dragon initiates the Audio Setup Wizard to run the **Check your audio settings** feature even if you have not enabled the **Set audio levels on each machine** option.

### **Copy Dragon log to network**

The Dragon.log data cumulates between dictation sessions and contains information that can help to diagnose problems that providers may encounter when they use Dragon.

On the local client machine, when the Dragon.log file reaches a size of 1MB, Dragon renames the file to have a .bak file extension and copies the file to the Master location. The time to open or close a Roaming User Profile increases slightly when copying the 1MB .bak file to the Master location.

If the "Disk space reserved for network archive"" option is enabled, Dragon does not copy the Dragon.log file to the Master location when the size of the file reaches 1MB.

### **Always copy acoustic information to network**

The best practice recommendation is to run Optimization and to not set this option.

Enable this option to improve recognition accuracy and make dictation results available immediately.

Enabling this option means corrections (correcting and training words) are immediately available and automatically synchronized when a provider logs into different network locations.

When this option is enabled, Dragon copies the provider's acoustic information (15MB, .usr and .sig files), from dictation sessions and from running the Audio Setup Wizard, to the Master

location during synchronization. The corrections are available without running the ACO. This may be useful in Sites where it is not feasible to run the ACO frequently.

Disabling this option means corrections made on one machine are not available on other machines until Optimization is run on the Master location, and the local and Master User Profiles synchronize.

Dragon creates acoustic archive files (acarchive .nwv and .enwv) for each dictation session and copies them to the Master User Profile after a user profile saves or closes.

### **Speed vs Accuracy**

If you upgrade a system or a provider increases the accuracy, verify the computer meets the recommended system requirements, especially if other speed issues are affecting performance.

Increase the accuracy if a Dragon accent model does not exist for a provider with a strong accent, After the provider works with Dragon for an initial period, set the accuracy value back to the default value.

Refer to the iSupport article 13879.

### **Remove local cache data after usage**

This setting is Under User Account in the NMC.

If you enable this option, Dragon may require more time to open a User Profile. With the local cache empty, Dragon must download data from the Master version of the profile before it opens the User Profile.

To enable this option, disable the Site details>Dragon Settings>Master User Profile>Allow disconnected mode option

Conversely, if you want to enable the Allow disconnected mode option, you must disable the Remove local cache data after usage option.

### **Server: Conserve server archive size**

DRA files contain acoustic data from a provider's most recent dictation session

There are three types of DRA files:

- Session DRA files: Dragon creates these files on locally when a provider dictates into an application. Encrypted recorded dictation requires approximately 1.5 MB of disk space/ minute of dictation
- Optimization DRA files: Dragon uses and encrypts these files for optimization.
- Document DRA files: Dragon creates these files when the Save recorded dictation with document option is enabled and a provider saves the file. Note: Dragon does not encrypt DRA files explicitly that providers save. These files do not copy to the network when they reach the maximum size allowable size. See the Disk space reserved for network archive option for more details."

# ***Chapter 2: Recognition accuracy settings***

This chapter provides information about the settings that can impact speech recognition accuracy. Use these settings to improve speech recognition and manage issues with speech degradation.

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# Recognition accuracy settings

Use these settings to improve how Dragon recognizes spoken words. For additional information, see the iSupport Knowledge Base article- *Solution 14010: It's all about accuracy*.

You can also see the *Dragon Medical Enterprise Network Edition 10.1 Administrator Guide* and the *Dragon Help* for more information about the settings in this section.

## NMC location: Group Details > Dragon Settings > Profile Optimizer Scheduler > Configure

Setting	Default value	Description	Comments and recommendations
Dragon LMO interval	Weekly	Set how often the Language Model Optimization takes place.	In the NMS, also located under User Accounts. Available intervals: <ul style="list-style-type: none"> <li>■ Disabled</li> <li>■ Every day</li> <li>■ Every other day</li> <li>■ Every third, fourth, fifth, or sixth day</li> <li>■ Weekly; Every eight, nine, 10, 11, 12, or 13 days</li> <li>■ Biweekly; Every three weeks</li> <li>■ Monthly</li> <li>■ Bi-Monthly.</li> </ul>
Dragon ACO interval	Weekly	Set how often the Acoustic Optimization takes place.	In the NMS, this option is also under User Accounts. Available intervals: <ul style="list-style-type: none"> <li>■ Disabled</li> <li>■ Every day</li> <li>■ Every other day</li> <li>■ Every third, fourth, fifth, or sixth day</li> <li>■ Weekly</li> <li>■ Every eight, nine, 10, 11, 12, or 13 days</li> <li>■ Biweekly</li> <li>■ Every three weeks</li> <li>■ Monthly</li> <li>■ Bi-Monthly</li> </ul>

**NMC location: Group Details > Dragon Settings > Commands**

Setting	Default value	Description	Comments and recommendations
Enable mouse motion commands	Enabled	Select this option to allow mouse motion commands such as "Move Mouse left," "Faster," and "Slower."	Click the Speed button to select a mouse motion speed between 2 (slowest) and 25 (fastest). The default speed is 2. Disable this option if dictation issues occur. Enable this option only for providers that do not intend to use their hands for any command and control functions.
Enable recognition mode switching commands	Enabled	Enable this option to allow providers to dictate and switch recognition modes interchangeably using their voice.	The recognition modes include Normal mode, Command mode, Numbers mode, Spell mode, and Hidden mode. See the NMS Administrator Guide for more details. Disable this option if there are recognition issues when a provider dictates large amounts of text. Disable this option if a provider does not need to use their voice to switch recognition modes.
Enable web search commands	Enabled	Enable this option to let providers search the Internet using commands that are based on their speech.	Disable this option if there are issues with recognition, recognition in EHRs, or the speed of recognition. Disable this option if providers do not require this function. See Voice Shortcuts for Web Search for more information.
Enable desktop search commands	Disabled	Enable this option to let providers search their Windows desktop using commands that are based on how they speak.	For more information on Desktop search commands, see the NMS administrator guide. Disable this option if providers do not require this function. Disable this option if there are issues with recognition, recognition in EHRs, or the speed of recognition.
Enable Email and Calendar commands	Enabled	Enable this option to let providers control Outlook's email and calendar functions using commands that are based on how they speak.	Disable this option if there are issues with recognition, recognition in EHRs, or the speed of recognition. Disable this option if the provider does not require this function. For more information on Voice Shortcuts for Email and Calendar, see the NMS administrator guide.

Setting	Default value	Description	Comments and recommendations
Enable cut shortcut commands	Disabled	Enable this option to let providers use the Cut, Copy and Delete Quick Voice Formatting Commands and select and modify text in one step.	The delete and copy voice formatting commands are enabled by default. Disable this option if providers report that parts of dictation are missing. If you disable this option, a provider must first select the text with the 'Select <text> "" command then issue a second command to perform the operation.
Enable Natural language commands - Word	Enabled	Enable this option to let providers use Natural Language commands with Microsoft Word.	Disable this option if there are issues with performance or recognition accuracy. Disable this option if the provider does not require this function. Enabling this option uses 8 MB of memory and requires providers to restart their computer to apply the setting.
Enable Natural language commands - Excel	Disabled	Enable this option to let providers use Natural Language commands with Microsoft Excel.	Disable this option if there are issues with performance or recognition accuracy. Disable this option if the provider does not require this function. Enabling this option uses 8 MB of memory and requires providers to restart their computer to apply the setting.
Enable Natural language commands - PowerPoint	Disabled	Enable this option to let providers use Natural Language commands with Microsoft PowerPoint.	Disable this option if there are issues with performance or recognition accuracy. Disable this option if the provider does not require this function. Enabling this option uses 8 MB of memory and requires providers to restart their computer to apply the setting.
Enable Natural language commands - WordPerfect	Disabled	Enable this option to let providers use Natural Language commands with WordPerfect.	Disable this option if there are issues with performance or recognition accuracy. Disable this option if the provider does not require this function. Enabling this option uses 8 MB of memory and requires providers to restart their computer to apply the setting.

## NMC location: Site Details &gt; Dragon Settings &gt; Miscellaneous

Setting	Default value	Description	Comments and recommendations
Disable automatic switching of dictation source to an available default	Disabled	<p><b>General recommendation</b> - Disable this option to allow Dragon to automatically select a dictation source when Dragon does not recognize the default dictation source for a provider.</p> <p><b>Recognition degradation</b> - Enable this option to disable automatic switching and avoid recognition degradation when Dragon switches to a different dictation source.</p>	<p>Disabling this option allows a provider to continue to dictate under certain circumstances. The disadvantage is that recognition accuracy can degrade when switching from one dictation source to another. "</p> <p>Enabling this option means that a provider must manually select a dictation source if the current default dictation source is unavailable.</p>

## NMC location: Site Details > Dragon Settings > Master user profile

Setting	Default value	Description	Comments and recommendations
Saving the user also saves local acoustics	Disabled	Enable this option to send both the acoustic model updates and the language model updates to the NMS server.	In the NMS, this option is also under <b>User Account Details &gt; Dragon Settings</b> . You can disable this option to reduce profile degradation if the provider does not correct their dictation. If not enabled, Dragon only sends language model updates (changes to words and writing style) to the NMS server. Any acoustic model updates (changes based on the provider's correction of recognized text) This setting was formerly Roaming user save acoustics.
Always copy acoustic information to network	Enabled	Select this option to copy the provider's acoustic model to the Master User Profile location.	Enable this option if you do not synchronize the master user profiles regularly. This ensures that accuracy improvements are available when the provider logs into Dragon from different network locations. However, enabling this option can increase the amount of time it takes to log out of the Dragon client. If this option is disabled, updates to the acoustic model that providers make on one machine (for example, by correcting dictation and training words) are not available on other machines on the network until the master and local User Profiles synchronize. See <a href="#">Always copy acoustic information to network</a> for more details.
Set audio levels on each machine.	Enabled	Select this option to check audio settings before a provider's first session with a Roaming User Profile.	Enable this option if a provider is dictating on different machines or on a single machine in different network locations. Enabling this option is the same as running the Check your audio settings option in the Accuracy Center and includes the volume check and the microphone quality check. Disable this option only if a single provider is using only one computer or is using the exact same hardware, input device, and ambient environment at multiple workstations. See <a href="#">Set audio levels on each machine</a> for more details.

**NMC location: Site Details > Dragon Settings > Data**

Setting	Default value	Description	Comments and recommendations
Server: Conserve server archive size	Disable	Enable this option to not copy DRA files when Dragon synchronizes the local cache and Master User Profiles.	<p>Enable this option to use less network bandwidth. If you enable this option, any accuracy improvements are not maximized because the DRA files are not added to the Master User Profile.</p> <p>Disable this option to allow the local .DRA files to synchronize with the Master User Profile. This also makes the .DRA files available to the Profile Optimizer when it is run on the Master User Profile locations and increases recognition accuracy.</p> <p>See <a href="#">Server: Conserve server archive size</a> for more information.</p>
MB disk space reserved for network archive	500 MB	Specify the maximum size of the directory that contains the acoustic data for the Acoustic Optimizer.	<p>The best practice is to set this option to 500 MB or greater.</p> <p>To set this option:</p> <p>The machine that runs Dragon must have a network connection.</p> <p>You must enable the Conserve server archive size option.</p> <p>To conserve disk space, reduce the default size or enable the Conserve server archive size option. However, either action can degrade recognition accuracy.</p>

**Dragon location: Tools > Options > Miscellaneous**

Setting	Default value	Description	Comments and recommendations
User Close - Automatically save user files	Disabled	Enable this setting to automatically save a user profile when Dragon closes.	<p>If you enable this option, Dragon does not prompt the provider before it saves the User Profile.</p> <p>In most work flows, enabling this option saves the provider time and ensures that Dragon saves corrections and commands.</p> <p>Disable this option for providers that do not correct misrecognitions using standard Dragon correction techniques. Otherwise, recognition accuracy degradation can occur.</p>
Speed vs Accuracy (slider)		Set the number of words and phrases that Dragon examines to find a word match during speech recognition.	<p>The best practice is to set this option to the default value.</p> <p>Increasing the accuracy increases the number of words Dragon examines to find a match.</p> <p>Decrease the accuracy to increase the speed of speech recognition and to increase Dragon performance.</p> <p>As a general rule, you should move the slider farther to the right on faster machines than on slower ones.</p> <p>See <a href="#">Speed vs Accuracy</a> for more details.</p>

Setting	Default value	Description	Comments and recommendations
Disable Windows Advanced Text Services	Disabled	Enable this setting to disable the Microsoft Alternative User Input Text Input Processor (CTFMon) to eliminate potential conflicts with Dragon.	Enable this option if providers are utilizing hand-writing recognition on Tablet computers. This option is no available in Windows Vista and Windows 7.
Put microphone to sleep after x minutes of silence	5 minutes	Set the number of minutes of silence that occurs before Dragon puts the microphone into sleep mode.	<p>The best practice is to set the option to 5 minutes. Setting the microphone to sleep mode can reduce degradation of recognition accuracy.</p> <p>Do not extend the setting to more than 10 minutes as this may increase the risk of Dragon recognizing ambient noises as speech. This setting is also referred to as the Sleep Timer.</p> <p>You can set this option to a value between 5 and 120 minutes.</p>

### Dragon location: Tools > Options > Commands

Setting	Default value	Description	Comments and recommendations
Pause before commands required	Enabled	Enable this option to adjust the time interval that Dragon identifies as a pause before a provider speaks commands.	The default value is 250 milliseconds (.25 second). You should leave this option at the default value. Providers should be instructed to pause before they say a command. See the Dragon Help for more information.

### Dragon location: Tools > Options > Corrections

Setting	Default value	Description	Comments and recommendations
Automatically add words to vocabulary	Enabled	Enable this option to automatically add corrected words to the active vocabulary.	<p>If a provider corrects a word they dictate, either by typing over the word or with the Correction menu, and that word is not in the vocabulary, Dragon Medical adds that word to the vocabulary as a custom word.</p> <p>If you disable this option, Dragon does not add the word to the vocabulary. This can affect recognition accuracy.</p>

### Dragon LMO interval

As of DMNE Service Pack 1, the Profile Optimizer automatically creates backups of the Master User Profiles and can automatically restore a profile after the Profile Optimizer determines the profile has become corrupted. Every time a Speech Node runs an LMO task for a user profile, the

Profile Optimizer checks the integrity of the profile for defects. If defects are found, the profile is restored using the last known good backup for that profile. Therefore, a daily interval is recommended for LMO, especially for new profiles as provider corrections/improvements are more frequent.

A daily interval will help to maintain the integrity of any profile with regard to backup and restoration activity in case of profile corruption.

LMO activity consumes significantly less resources than ACO activity.

You can manually backup of user profiles from the NMC using the Execute Now button associated with the LMO and ACO intervals.

You can also manually restore the Last Known Good copy of a user profile. In the User Account Details for the provider, click the User Profile tab and look for a button labeled Restore Last Known Good User Profile near the bottom of the page.



# ***Chapter 3: Performance settings***

This chapter provides information about the settings that can impact the performance of the Dragon client. Use these settings to improve and optimize Dragon's performance.

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## Performance settings

Use the settings in this section to improve Dragon's performance on slower computers. For additional information, see the iSupport Knowledge Base article - *13564: Dragon Medical Recommendations for Optimizing Workstation Performance*.

You can also see the *Dragon Medical Enterprise Network Edition 10.1 Administrator Guide* and the *Dragon Help* for more information about the settings in this section.

### NMC location: Site Details > Dragon Settings > Master user profile

Setting	Default value	Description	Comments and recommendations
Access network at user open / close only (Minimize network traffic)	Enabled	Select this option to synchronize the local Roaming User Profile and the Master Roaming User Profile only when a local Roaming User Profile opens or closes.	As a best practice and to increase Dragon performance, enable this option. Changes that synchronize include the changes a provider makes locally from the Options dialog box. If this option is not enabled, then the local changes are immediately transferred to the Master Roaming User Profile.
Copy Dragon log to network	Enabled	Select this option to copy the Dragon.log file from the local workstation to the master Roaming User Profile location when Dragon synchronizes the local and master Roaming User Profiles.	As a best practice, enable this option as the Dragon.log contains information that you can use to troubleshoot issues. When this option is enabled, Dragon copies the Dragon.log to the \Current\#_Container folder and then under every subsequent \session sub-folder in the Master User Profile location. DMENE stores Dragon logs files for all users in a single Master User Profiles location.  Disable this option to decrease the time it takes to close a Roaming User Profile.  See <a href="#">Copy Dragon log to network</a> for more information.

Setting	Default value	Description	Comments and recommendations
Always copy acoustic information to network	Enabled	Enable this option to copy the provider's acoustic model to the Master User Profile location.	<p>Enable this option if you do not synchronize the master user profiles regularly. This ensures that accuracy improvements are available when the provider logs into Dragon from different network locations. Disable this option to decrease the amount of time it takes to log out of the Dragon client.</p> <p>If this option is disabled, updates to the acoustic model that providers make on one machine (for example, by correcting dictation and training words) are not available on other machines on the network until the master and local User Profiles synchronize.</p> <p>See <a href="#">Always copy acoustic information to network</a> for more information.</p>

### NMC location: Site Details > Dragon Settings > Data

Setting	Default value	Description	Comments and recommendations
Local: Remove local cache data after usage	Disabled	Enable this option to empty the local cache when a provider logs out.	<p>NMC location: <b>Site &gt; Details &gt; Dragon Settings &gt; Data</b></p> <p>Disable this option to decrease the amount of time to open a User Profile.</p> <p>Enable this option to increase the protection of health information in multi-user environments.</p> <p>See <a href="#">Remove local cache data after usage</a> information.</p>
Server: Conserve server archive size	Disabled	Enable this option to not copy DRA files when Dragon synchronizes the local cache and Master User Profiles.	<p>Enable this option to use less network bandwidth. If you enable this option, any accuracy improvements are not maximized because the DRA files are not added to the Master User Profile.</p> <p>Disable this option to allow the local .DRA files to synchronize with the Master User Profile. This also makes the .DRA files available to the Profile Optimizer when it is run on the Master User Profile locations and increases recognition accuracy.</p> <p>See <a href="#">Server: Conserve server archive size</a> for more information.</p>

Setting	Default value	Description	Comments and recommendations
MB disk space reserved for network archive	500 MB	Specify the maximum size of the directory that contains the acoustic data for the Acoustic Optimizer.	<p>The best practice is to set this option to 500 MB or greater.</p> <p>To set this option:</p> <p>The machine that runs Dragon must have a network connection.</p> <p>You must enable the Conserve server archive size option.</p> <p>To conserve disk space, reduce the default size or enable the Conserve server archive size option. However, either action can degrade recognition accuracy.</p>

### NMC location: Group Details > Dragon Settings > Commands

Setting	Default value	Description	Comments and recommendations
Enable Natural language commands - Word	Enabled	Enable this option to let providers use Natural Language commands with Microsoft Word.	<p>Disable this option if there are issues with performance or recognition accuracy.</p> <p>Disable this option if the provider does not require this function.</p> <p>Enabling this option uses 8 MB of memory and requires providers to restart their computer to apply the setting.</p>
Enable Natural language commands - Excel	Disabled	Enable this option to let providers use Natural Language commands with Microsoft Excel.	<p>Disable this option if there are issues with performance or recognition accuracy.</p> <p>Disable this option if the provider does not require this function.</p> <p>Enabling this option uses 8 MB of memory and requires providers to restart their computer to apply the setting.</p>
Enable Natural language commands - PowerPoint	Disabled	Enable this option to let providers use Natural Language commands with Microsoft PowerPoint.	<p>Disable this option if there are issues with performance or recognition accuracy.</p> <p>Disable this option if the provider does not require this function.</p> <p>Enabling this option uses 8 MB of memory and requires providers to restart their computer to apply the setting.</p>
Enable Natural language commands - WordPerfect	Disabled	Enable this option to let providers use Natural Language commands with WordPerfect.	<p>Disable this option if there are issues with performance or recognition accuracy.</p> <p>Disable this option if the provider does not require this function.</p> <p>Enabling this option uses 8 MB of memory and requires providers to restart their computer to apply the setting.</p>

**Dragon location: Tools > Options > Miscellaneous**

Setting	Default value	Description	Comments and recommendations
Speed vs Accuracy (slider)		Set the number of words and phrases that Dragon examines to find a word match during speech recognition.	<p>The best practice is to set this option to the default value.</p> <p>Increasing the accuracy increases the number of words Dragon examines to find a match.</p> <p>Decrease the accuracy to increase the speed of speech recognition and to increase Dragon performance.</p> <p>As a general rule, you should move the slider farther to the right on faster machines than on slower ones.</p> <p>See <a href="#">Speed vs Accuracy</a> for more details.</p>
Disable Windows Advanced Text Services	Disabled	Enable this setting to disable the Microsoft Alternative User Input Text Input Processor (CTFMon) to eliminate potential conflicts with Dragon.	Enable this option if providers are utilizing handwriting recognition on Tablet PCs. This option is no available in Windows Vista and Windows 7.



# ***Chapter 4: Electronic Medical Record settings***

This chapter provides information about settings that can impact using Dragon with an Electronic Medical Record system. Use these settings to improve how Dragon works with an Electronic Medical Record system.

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# Electronic Medical Record settings

Use these settings when using Dragon with an Electronic Medical Record (EMR) system. Depending on the EMR system, some of the settings and recommendations may not apply. Nuance may be able to provide your organization with settings specific to your EMR setup. Contact Nuance for more information.

You can also see the *Dragon Medical Enterprise Network Edition 10.1 Administrator Guide* and the *Dragon Help* for more information about the settings in this section.

## NMC location: Group > Dragon Settings > Commands

Setting	Default value	Description	Comments and recommendations
Enable mouse motion commands	Enabled	Enable this option to allow mouse motion commands such as "Move Mouse left," "Faster," and "Slower."	Click the Speed button to select a mouse motion speed between 2 (slowest) and 25 (fastest). The default speed is 2. Disable this option if dictation issues occur. Enable this option only for providers that do not intend to use their hands for any command and control functions.
Enable HTML support	Enabled	Enable this option to allow a provider to use commands for web browsers such as Internet Explorer.	This option mostly applies to using Dragon in a browser-based EHR. Enable this option to use voice commands in certain Microsoft Outlook dialog boxes when creating or editing messages in HTML format. These dialog boxes appear with the Internet Explorer symbol in the left corner of the window header. Disable this option if troubleshooting issues such a jumping cursor, random mouse movement, loss of application focus, or insertion point. In the NMC, this option is also under User Account. In Dragon, this option is located under <b>Tools &gt; Options &gt; Commands</b> .
Enable commands in HTML windows	Enabled	Enable this option to allow a provider to use commands for web browsers such as Internet Explorer.	This option mostly applies to using Dragon in a browser-based EHR. Enable this option to use voice commands in certain Microsoft Outlook dialog boxes when creating or editing messages in HTML format. These dialog boxes appear with the Internet Explorer symbol in the left corner of the window header. Disable this option if troubleshooting issues such a jumping cursor, random mouse movement, loss of application focus, or insertion point. In the NMC, this option is also under User Account. In Dragon, this option is located under <b>Tools &gt; Options &gt; Commands</b> .

Setting	Default value	Description	Comments and recommendations
Require "Click" to select hyperlinks in HTML windows	Disabled	Enable this option to require providers to say "Click" to select a hyperlink. For example, say "Click nuance.com" instead of "nuance.com."	Setting of this option is EMR dependent. Enable this option if Dragon recognizes commands as text dictation. In the NMC, this option is also under User Account. In Dragon, this option is located under <b>Tools &gt; Options &gt; Commands</b> .
Enable web search commands	Enabled	Enable this option to let providers search the Internet using commands that are based on their speech.	Disable this option if there are issues with recognition, recognition in EHRs, or the speed of recognition. Disable this option if providers do not require this function. For more information on Web search commands, see the NMS administrator guide.
Enable desktop search commands	Disabled	Enable this option to let providers search their Windows desktop using commands that are based on how they speak.	For more information on Desktop search commands, see the NMS administrator guide. Disable this option if providers do not require this function. Disable this option if there are issues with recognition, recognition in EHRs, or the speed of recognition.

### NMC location: Organization Details > Dragon Settings

Setting	Default value	Description	Comments and recommendations
Upload user data to Nuance for research purposes	Disabled	Select this checkbox to upload data from dictation and User Profiles to Nuance.	In the NMC, this option is also under <b>User Account Details &gt; Dragon Settings &gt; User Account Options</b> . Nuance uses dictating data to improve future versions of the product and further enhance speech recognition technology. Disable this setting as a best practice, especially when dictating into an EHR.

## NMC location: Site > Dragon Settings > Miscellaneous

Setting	Default value	Description	Comments and recommendations
Insert Text & Graphics command using ____	Shift + Insert	Enable this option to let a provider insert Text & Graphics command contents into a dictation documenting the keyboard or a command.	<p>The correct setting depends on the EHR system that the provider is dictating into, the user environment, and the workflow. In most cases the default setting is sufficient.</p> <p>Use this option to insert text and graphics using one of the following:</p> <ul style="list-style-type: none"> <li>▪ Type keys (CTRL+V)</li> <li>▪ Simulate keystrokes</li> <li>▪ Type keys (Shift + Insert)</li> <li>▪ Use Windows paste command"</li> </ul>
vSync: Full Text Control	Disabled	Enable this option to turn on support for Full Text Control with published applications running on a Citrix server.	vSync does not currently support Full Text Control with certain applications such as Microsoft Word (or EHRs using MS Word as their embedded editor), Microsoft Excel, Microsoft Outlook (with Microsoft Word as the editor), and Microsoft Internet Explorer.
Prompt users to log out after ____ minutes	30 minutes  The minimum is 5 minutes.	<p>Set how long Dragon waits before prompting a provider to log off.</p> <p>Enter a value between 5 and 1,440 minutes</p>	<p>The value should be long enough to ensure that Dragon does not log off providers that are only pausing between dictations. When dictating, providers should be warned not to pause for more than the number of minutes that this option is set to.</p> <p>The general recommendation is to match other workflow limits, for instance, the timeout parameters set in an EMR or other target applications.</p>

## Dragon location: Tools > Options > Miscellaneous

Setting	Default value	Description	Comments and recommendations
Disable Windows Advanced Text Services	Disabled	Enable this setting to disable the Microsoft Alternative User Input Text Input Processor (CTFMon) to eliminate potential conflicts with Dragon.	Enable this option if providers are utilizing handwriting recognition on Tablet computers. This option is not available in Windows Vista and Windows 7.

**Dragon location: Tools > Options > Dictation Box**

Setting	Default value	Description	Comments and recommendations
Show character count	Disabled	Enable this option to display the number of characters of text currently in the Dictation Box.	Enable this option in EHRs that have text boxes with character limits.
Keep transferred text in clipboard	Enabled	Enable this setting to keep text from the Dictation Box on the Windows clipboard after a paste job fails or after the Dictation Box closes.	<p>Enable -when transferring long instances of dictation from the Dictation Box and to provide extra protection against text transfer failures. Enable this option when using Dragon with Citrix or with an EHR.</p> <p>Disable this option to remove private health information from the local computer.</p>



# Chapter 5: Specialty settings

This chapter provides information about settings that can influence a specific workflow based on provider vocabulary or medical specialization. For example, radiology or pathology. Use these settings to improve how Dragon performs in specialty workflows.

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## Specialty settings

Use these settings when providers use Dragon in work flows that are associated with a specific provider vocabulary or medical specialty.

You can also see the *Dragon Medical Enterprise Network Edition 10.1 Administrator Guide* and the *Dragon Help* for more information about the settings in this section.

### NMC location: Group Details > Dragon Settings > Auto-Formatting > General

Setting	Default value	Description	Comments and recommendations
Numbers, if greater than or equal to	2	Enable this option to have Dragon insert numbers as numerals if they are equal to or greater than the value you select from the drop-down list.	The best practice is to set this option to 0. If a number is less than the value you set, Dragon spells out the number. For example, using the default value of "10", Dragon Medical writes "five" when a provider dictates "five" and writes "11" when a provider dictates "eleven". Valid values are: 0, 2, 10, 100.

### NMC location: Group Details > Dragon Settings > Administrative Settings

Setting	Default value	Description	Comments and recommendations
Vocabulary	Blank	Set the default vocabulary for new User profiles.	Dragon providers can still select other vocabularies. Location in Dragon: New User Wizard
Anchor dictation box to application	Disabled	Enable this option to start the Dictation Box Anchored mode and link the Dictation Box to a target application.	In the NMC, this option is also under <b>User Account Details &gt; Dragon Settings &gt; User Account Options</b> .  Dragon location: <b>Tools &gt; Options &gt; Dictation Box</b> If you enable this option, the provider must start the target application before they start the Dictation Box. The Dictation Box is always visible, and Hidden Mode is disabled. See Anchor Dictation Box to application for more details. See <a href="#">Anchor Dictation Box to application</a> for more details.

**Dragon location: Tools > Options > Dictation Box**

Setting	Default value	Description	Comments and recommendations
Keep transferred text in clipboard	Enabled	Enable this setting to keep text from the Dictation Box on the Windows clipboard after a paste job fails or after the Dictation Box closes.	<p>Enable -when transferring long instances of dictation from the Dictation Box and to provide extra protection against text transfer failures. Enable this option when using Dragon with Citrix or with an EHR.</p> <p>Disable this option to remove private health information from the local computer.</p>

**Dragon location: Tools > Options > Corrections**

Setting	Default value	Description	Comments and recommendations
Automatically add words to vocabulary	Enabled	Enable this option to automatically add corrected words to the active vocabulary.	<p>If a provider corrects a word they dictate, either by typing over the word or with the Correction menu, and that word is not in the vocabulary, Dragon Medical adds that word to the vocabulary as a custom word.</p> <p>If you disable this option, Dragon does not add the word to the vocabulary. This can affect recognition accuracy.</p>

**Anchor Dictation Box to application**

If you enable this option, A provider can perform hands' free dictation. This is useful for providers that cannot click focus on the target application to transfer text. This may be useful for medical specialties such as pathology. Focus returns when the Dictation Box closes.

If you disable this option, the Dictation Box is not linked to a specific application or window and the provider can use the Dictation Box in two ways:

**Visible Mode:** dictation only appears in the Dictation Box if the Dictation Box is visible and contains the cursor. Once the provider completes a dictation, they move the cursor to a target application and say "Transfer Text" or use a PowerMic button to transfer the text from the Dictation Box to the application.

**Hidden Mode:** the Dictation Box is active but not visible to the provider. All the text the provider dictates goes into the Dictation Box regardless of the location of the cursor or the application that has focus. The provider can navigate between applications while they dictate. When the provider is ready to transfer text to an application, the provider places the cursor in the target application and says "Transfer Text" or uses a PowerMic button to transfer the text from the Dictation Box to the application.

In Hidden Mode, the following limitations exist:

- the provider can only use the following voice commands:
  - "Show Dictation Box"
  - "Display text"
  - "Play that back"
  - "Transfer text"
- the provider cannot use Custom commands created in the MyCommands Editor
- the provider cannot use any command that contains a variable field
- If the provider says ""Transfer Text"" while the cursor is in an application that the Dictation Box does not support or an application that cannot receive text using the Windows Paste method, text in the Windows clipboard is lost. To avoid this issue, enable the **Keep transferred text in clipboard when the Dictation box is closed** option.
- the provider cannot use the following DragonBar menus:
  - **Tools > Accuracy Center... / Command Browser... / Add New Command...**
  - **Words > New... / View/Edit... / Train... / Import... / Export...**
  - **Extras tool bar > Correction...**
  - **Sound > Transcribe Recording...**

# ***Chapter 6: System settings***

This chapter provides information about settings that impact system functionality. An administrator applies these settings in the Nuance Management Console.

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# System settings

Use these settings to manage the different components of the Dragon Medical Enterprise Network Edition, version 10.1.

You can also see the *Dragon Medical Enterprise Network Edition 10.1 Administrator Guide* and the *Dragon Help* for more information about the settings in this section.

## NMC location: System Settings > General

Setting	Default value	Description	Comments and recommendations
LINQ to SQL trace output	Disabled	Select this option to track database messages.	When you enable this option, the NMS Server uses LINQ to SQL technology to send database messages from the NMS SQL Database to a list. Tracing the messages allows you to monitor the messages.

## NMC location: System Settings > Dragon

Setting	Default value	Description	Comments and recommendations
Dragon admin manual URL		Enter the path to the NMS server location of the Help file for the Dragon Medical Enterprise Client.	When you use the NMC to download and install Dragon on a workstation, the NMC downloads the Help file to the workstation.
Dragon client user guide URL		Enter the path to the NMS server location of the Dragon Medical Enterprise Client User Guide.	When you use the NMC to download and install Dragon on a workstation, the NMC downloads the user guide to the workstation.

## NMC location: System Settings > Data Collection FTP

Setting	Default value	Description	Comments and recommendations
Data collection FTP server path	See Comments.	This option displays the location of the Nuance Data Collection FTP server.	The NMS Server uploads data to the Data Collection FTP server. Do not modify this value unless Nuance tells you to. Default: ftp://nasdci.nuance.com
Data collection FTP server login	nasupload	Enter the login name that the NMS Server uses to log in to the Nuance Data Collection Server. to upload collected data.	Do not modify this value unless Nuance tells you to.
Data collection FTP server password	[provided]	Enter the password that the NMS Server uses to log in to the Nuance Data Collection Server to upload collected data.	Do not modify this value unless Nuance tells you to.

# ***Chapter 7: Citrix settings***

This chapter provides information about settings that can impact using Dragon with Citrix products. Use these settings when using Dragon with applications published from a Citrix server.

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## Citrix settings

Use the settings in this section to improve how Dragon performs with applications published from a Citrix server.

You can also see the *Dragon Medical Enterprise Network Edition 10.1 Administrator Guide* and the *Dragon Help* for more information about the settings in this section.

### NMC location: Site > Dragon Settings > Miscellaneous

Setting	Default value	Description	Comments and recommendations
vSync: Full Text Control	Disabled	Enable this option to turn on support for Full Text Control with published applications running on a Citrix server.	vSync does not currently support Full Text Control with certain applications such as Microsoft Word (or EHRs using MS Word as their embedded editor), Microsoft Excel, Microsoft Outlook (with Microsoft Word as the editor), and Microsoft Internet Explorer.

### Dragon location: Tools > Options > Dictation Box

Setting	Default value	Description	Comments and recommendations
Show character count	Disabled	Enable this option to display the number of characters of text currently in the Dictation Box.	Enable this option in EHRs that have text boxes with character limits.
Keep transferred text in clipboard	Enabled	Enable this setting to keep text from the Dictation Box on the Windows clipboard after a paste job fails or after the Dictation Box closes.	<p>Enable -when transferring long instances of dictation from the Dictation Box and to provide extra protection against text transfer failures. Enable this option when using Dragon with Citrix or with an EHR.</p> <p>Disable this option to remove private health information from the local computer.</p>

# ***Chapter 8: Security settings***

This chapters contains information about settings that relate to system security, health information security, and HIPAA requirements.

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# Security settings

Use these settings to manage system security, protect health information, and manage HIPAA requirements.

You can also see the *Dragon Medical Enterprise Network Edition 10.1 Administrator Guide* and the *Dragon Help* for more information about the settings in this section.

## NMC location: Organization Details > General

Setting	Default value	Description	Comments and recommendations
Organization ID:		A unique organization identifier that Nuance assigns and that the customer enters during the installation process.	<p>The Organization ID must match the "Organization Number" in the license certificate .txt file that Nuance emails to the customer</p> <p>You use the Organization ID when you import license keys.</p>

## NMC location: System Settings > Profile Optimizer Server

Setting	Default value	Description	Comments and recommendations
Profile Optimizer Server login		Enter the login name that the NMS Server uses to log in to the Profile Optimizer Server and exchange data with the server.	You should not modify this field without administrative approval.
Profile Optimizer Server password		Enter the password that the NMS Server uses to log in to the Profile Optimizer Server and exchange data with the server.	You should not modify this field without administrative approval.

### NMC location: Group Details > Dragon Settings > Administrative Settings

Setting	Default value	Description	Comments and recommendations
Disable the use of Advanced scripting commands	Disabled	Enable this setting to prevent group members from accessing Dragon Medical's Advanced scripting tools.	Enable this setting to increase system security and protect health information. See the Dragon Medical Client Help.

### NMC location: Organization Details > Dragon Settings

Setting	Default value	Description	Comments and recommendations
Upload user data to Nuance for research purposes	Disabled	Select this checkbox to upload data from dictation and user profiles to Nuance so that the company can improve future versions of the product and further enhance speech recognition technology.	In the NMC, this option is also under <b>User Account Details &gt; Dragon Settings &gt; User Account Options</b> .  Disable this setting as a best practice, especially when dictating into an EHR.

### NMC location: Site > Dragon Settings > Miscellaneous

Setting	Default value	Description	Comments and recommendations
Prompt users to log out after _ _ minutes	30 minutes  The minimum is 5 minutes.	Set how long Dragon waits before prompting a provider to log off.  Enter a value between 5 and 1,440 minutes	The value should be long enough to ensure that Dragon does not log off providers that are only pausing between dictations. When dictating, providers should be warned not to pause for more than the number of minutes that this option is set to. The general recommendation is to match other workflow limits, for instance, the timeout parameters set in an EMR or other target applications.

## NMC location: Site > Dragon Settings > Master user profile

Setting	Default value	Description	Comments and recommendations
Allow disconnected mode	Enabled	Enable this option to permit a provider to log into a Dragon Medical Client when the workstation is not connected to the network.	<p>As a security best practice, disable this option.</p> <p>Enable when, for example, healthcare provider is working off-site on a laptop, when the network is down, or when the DME's Master User Profiles Directory (where the master user profiles are stored) is unavailable.</p> <p>If your providers never dictate on a laptop, you might want to enable this option temporarily before you convert local User Profiles to Master User Profiles on the network, and then disable this setting when finished. See <a href="#">Allow disconnected mode</a> for more details.</p>

## NMC location: Site > Dragon Settings > Data > Local

Setting	Default value	Description	Comments and recommendations
Remove local cache data after usage	Disabled	Enable this option to empty the local cache when a provider logs out.	<p>NMC location: <b>Site &gt; Details &gt; Dragon Settings &gt; Data</b></p> <p>Disable this option to decrease the amount of time to open a User Profile.</p> <p>Enable this option to increase the protection of health information in multi-user environments. See <a href="#">Remove local cache data after usage</a> for more information.</p>

## NMC location: Organization Details > Dragon Settings

Setting	Default value	Description	Comments and recommendations
Encrypt patient info	Enabled	Enable this option to encrypt interim .DRA and .enwv files, store the files in the local or master user profile directories, and help protect patient privacy.	<p>As a best practice, enable this option. See <a href="#">Encrypt patient health information</a> for more details.</p>

### **Allow disconnected mode**

If you choose to allow providers to dictate in Disconnected mode, do not enable the **Remove local cache data after usage** option in the Data settings for the site. If you enable **Allow disconnected mode** and **Remove local cache data after usage**, when the provider logs out after dictating in Disconnected mode, Dragon deletes the results of the provider's dictation from the local cache.

A 90-day limit applies to using Disconnected Mode. After 90 days, authentication through NMS is required. Licensed users authenticated by NMS are not constrained by this limit.

Disconnected Mode is different from Offline Mode. Offline Mode still requires network connectivity for NMS to authenticate the DMENE Client. User Profile synchronization (file transfer) does not occur in Offline Mode. This could improve Dragon's performance on a slow network. Offline Mode is enabled by checking the following checkbox in the Dragon Login dialog: **If you know your network is slow, enable this option to work offline.**

The Single Sign-On (SSO) feature does not support Offline Mode. If SSO is on, Dragon does not display the DMNE Client login dialog.

Both Offline and Disconnected modes use the local cache profile.



# Chapter 9: Organization settings

This chapter provides information about the settings that you apply at the Organization level.

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# Organization settings

Use these settings to control functionality and set configurations at the organizational level.

You can also see the *Dragon Medical Enterprise Network Edition 10.1 Administrator Guide* and the *Dragon Help* for more information about the settings in this section.

## NMC location: Organization Details > NMC Settings

Setting	Default value	Description	Comments and recommendations
Retain audit events for ___ days	30	Enter the number of days for an event to remain in the event list before the NMS Server automatically deletes the event.	When an event occurs, the event appears in the list of events under the Audit Events tab (under Utilities). You should store the event in the list until you have performed any actions that the event requires.
Retain message events for ___ days	30	Enter the number of days for the message to remain in the list before the NMS Server automatically deletes the message.	When the NMS server creates a message, the appears in the list of messages under the Messages tab (under Utilities). You should keep the message in the list until you have performed any actions that the message requires.  <b>Note:</b> The NMS Server does not delete unread messages.

# ***Chapter 10: Site miscellaneous settings***

This chapter provides information about the miscellaneous settings that you apply at the Site level.

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## Site miscellaneous settings

Use these settings to manage various features at the Site level.

You can also see the *Dragon Medical Enterprise Network Edition 10.1 Administrator Guide* and the *Dragon Help* for more information about the settings in this section.

### NMC location: Site > Dragon Settings > Miscellaneous

Setting	Default value	Description	Comments and recommendations
Log out users who do not respond after __ seconds	60 seconds	Enter the number of seconds of silence that Dragon should detect before logging off a provider.	Set how long Dragon waits before it logs off a provider after prompting the provider to log off. This setting depends on the <b>Prompt users to log off after __ minutes</b> option.

# ***Chapter 11: Site Master User Profile settings***

This chapter provides information about the Master User Profile settings.

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# Site master User Profile settings

Use the settings in this section to manage features that impact or use master user profiles.

You can also see the *Dragon Medical Enterprise Network Edition 10.1 Administrator Guide* and the *Dragon Help* for more information about the settings in this section.

## NMC location: Site > Dragon Settings > Master user profile

Setting	Default value	Description	Comments and recommendations
Master user profile directories	Site-specific	Enter the path to the network storage location for the Master User Profiles.	<p>The following is a description of the two fields that define the location and path to the MUP storage place. In most implementations, both fields will have the same value.</p> <p><b>Location:</b> the directory on the DMENE client where the Master Profile location value is sent during login authentication. The location must be a mapped network drive on the DMNE Client workstation.</p> <p><b>NMC UNC Path:</b> the location where the Nuance Management Console looks for the Master User Profiles.</p>
Local cache directory	Blank	Enter the location on the Dragon client where Dragon stores the Local cache profile.	<p>When a provider opens a their User Profile, Dragon transfers and maintains a copy of that profile on the local machine. The local copy is called the Local cache profile.</p> <p>For example, the default path for a Windows XP Client would be:</p> <p>C:\Documents and Settings\[Windows User]\-Application Data\Nuance\NaturallySpeaking10\Cache</p>
Saving the user also saves local acoustics	Disabled	Enable this option to send both the acoustic model updates and the language model updates to the NMS server	<p>In the NMC, this option is also under <b>User Account Details &gt; Dragon Settings &gt; User Account Options</b>.</p> <p>If this option is disabled, the Dragon client only sends the language model updates (changes to words and writing styles related changes) to the server. The client does not send the acoustic model updates (changes based on the provider's correction of recognized text) and only the updates resulting from the ACO process on the profile optimizer are incorporated into the Master User Profile to avoid profile degradation.</p>

# ***Chapter 12: Formatting settings***

This chapter provides information about the many formatting settings you can apply through Dragon and the Nuance Management Console.

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## General formatting settings

Use the settings in this section to control general formatting.

You can also see the *Dragon Medical Enterprise Network Edition 10.1 Administrator Guide* and the *Dragon Help* for more information about the settings in this section.

### Location of general formatting settings

In the NMC:

- Groups > Group Details > Dragon Settings > Auto-Formatting > General
- User Accounts > User Account Details > Dragon Settings > Auto-Formatting > General

In Dragon:

- Options > Tools > Formatting > General.

Setting	Default value	Description	Comments and recommendations
Date Format	Dates As Spoken	Enable this option to control how Dragon formats dates.	Valid values are: <ul style="list-style-type: none"> <li>■ Dates as Spoken</li> <li>■ Month D,YYYY</li> <li>■ Month DD,YYYY</li> <li>■ Mon D,YYYY</li> <li>■ Mon DD,YYYY</li> <li>■ M/D/YY</li> <li>■ M/D/YYYY</li> <li>■ MM-DD-YY</li> <li>■ MM/DD/YY</li> <li>■ MM/DD/YYYY</li> <li>■ YYYY-MM-DD</li> <li>■ D Month,YYYY</li> <li>■ D/M/YY</li> <li>■ D/M/YYYY</li> <li>■ DD/MM/YYYY</li> <li>■ DD/MM/YY</li> <li>■ YY-MM-DD</li> </ul>
Format times	Enabled	Enable this option to have Dragon automatically format times, including military times.	For example, "5:00 AM" instead of "5 AM," or "0500 hours" instead of "0500 hrs." Enters "6:30" instead of "six-thirty."
Expand common English contractions	Disabled	Enable this option to recognize contractions while transcribing dictation.	If you disable this option, Dragon Medical transcribes spoken contractions in a more formal manner. For example, if a provider says "Don't go near the water", Dragon Medical transcribes "Do not go near the water."

Setting	Default value	Description	Comments and recommendations
Abbreviate common English units of measure	Enabled	Enable this option to have Dragon insert abbreviated forms of units of measure.	For example, "lb" instead of "pound" and "mm" for "millimeter".
Format street addresses	Enabled	Enable this option to have Dragon insert a properly formatted street address.	For example: 1 Wayside Road Burlington MA 01803 instead of: "1 Wayside road Burlington Massachusetts 01803".
Format UK and Canadian postcodes	Disabled	Enable this option to have Dragon properly format UK and Canadian postcodes.	For example, "N1 8HQ" instead of "n18hq", or "L3X 1A4" instead of "l3x1a4".
Abbreviate titles	Enabled	Enable this option to insert abbreviated versions of any title in the default lexicon.	For example, "Mr." instead of "Mister".
Format ISO currency codes	Disabled	Enable this option to have Dragon insert currency codes instead of currency symbols.	For example, "USD10.00" instead of "10 dollars," or "EUR50,00" instead of "50 euros".
Format prices	Enabled	Enable this option to have Dragon insert prices and currencies in the proper format with the appropriate currency symbol.	For example, "\$10.00" instead of "10 dollars," or "€50,00" instead of "50 euros".
Format phone numbers	Enabled	Enable this option to have Dragon insert phone numbers in phone number format.	For example, "1-800-877-6309" instead of "18008776309".

Setting	Default value	Description	Comments and recommendations
Format other numbers	Enabled	Enable this option to have Dragon insert properly formatted decimals, negative numbers, and fractions.	For example, "1/2" instead of "1 over 2," or "-1" instead of "negative 1".
Format web and e-mail addresses	Enabled	Enable this option to have Dragon format web and e-mail addresses.	For example, "john_doe@acmecorp.com" instead of "john_doe at acme.com".
Prefer 5 million over 5,000,000	Enabled	Enable this option to have Dragon insert numbers as a combination of text and Arabic numerals.	For example, "7 million" instead of "7,000,000".
Format US Social Security Numbers	Disabled	Enable this option to have Dragon insert hyphens in the appropriate location of a number that contains 9 digits.	When dictating a number, the provider must pause where they want Dragon to place the hyphen.
Allow pauses in formatted phrases	Enabled	Enable this option to have Dragon use number and phrase formatting when a provider pauses while speaking a number.	
Insert two spaces after period	Disabled	Enable this option to have Dragon add two spaces after the end of a sentence instead of a single space.	Having two spaces at the end of a sentence may be useful for mono-space-fonts. Disable this setting to add only one space after a sentence.

Setting	Default value	Description	Comments and recommendations
Automatically add commas and periods	Disabled	Enable this option to have Dragon automatically add commas and periods based on pause length and sentence structure.	The accuracy of automatically added punctuation is lower than the accuracy of punctuation a provider dictates. If you enable this option, if a provider pauses unintentionally, unwanted punctuation may occur.
Caps Lock key overrides capitalization commands	Disabled	Enable this option to have the keyboard Caps Lock key override spoken capitalization commands.	See <a href="#">Caps Lock key overrides capitalization commands</a> for more details.
Format common English abbreviations	Disabled	Enable this option to have Dragon insert the abbreviated forms of common words.	For example, "Inst." instead of "Institute".

### Caps Lock key overrides capitalization commands

If you enable this option, if the keyboard Caps Lock key is turned on, the following Dragon Medical capitalization commands are not active:

The following commands are active:

- "Cap That"
- "All-Caps That"
- "No-Caps That"

## Capitalization formatting settings

Use the settings in this section to control capitalization formatting.

You can also see the *Dragon Medical Enterprise Network Edition 10.1 Administrator Guide* for more information about the settings in this section.

### Location of capitalization formatting settings

In the NMC:

- **Groups > Group Details > Dragon Settings > Auto-Formatting > Capitalization**
- **User Accounts > User Account Details > Dragon Settings > Auto-Formatting > Capitalization**

Setting	Default value	Description	Comments and recommendations
Person name capitalization	Standard	Enable this option to start all personal names with an upper case letter.	<p>If you enable this option, Dragon capitalizes all words in a provider's vocabulary where the <b>Special Capitalization</b> option is set to "Person name" in the Word Properties dialog box of the Vocabulary Editor. See the Dragon Help for more details.</p> <p>Valid values are:</p> <ul style="list-style-type: none"> <li>■ <b>Standard</b> - applies Dragon Medical capitalization settings as specified in the Dragon dictionary, in this case initial capitalization.</li> <li>■ All Caps</li> </ul>
Department name capitalization	Standard	Enable this option to start all department names with an upper case letter.	<p>If you enable this option, Dragon capitalizes all words in a provider's vocabulary where the <b>Special Capitalization</b> option is set to "Department name" in the Word Properties dialog box of the Vocabulary Editor. See the Dragon Help for more details.</p> <p>Valid values are:</p> <ul style="list-style-type: none"> <li>■ <b>Standard</b> - applies Dragon capitalization settings as specified in the Dragon Medical dictionary, in this case YYYY.</li> <li>■ All Caps</li> </ul>
Drug name capitalization	Standard	Enable this option to start all drug names with an upper case letter.	<p>If you enable this option, Dragon capitalizes all words in a provider's vocabulary where the <b>Special Capitalization</b> option is set to "Drug name" in the Word Properties dialog box of the Vocabulary Editor. See the Dragon Help for more details.</p> <p>Valid values are:</p> <ul style="list-style-type: none"> <li>■ <b>Standard</b></li> <li>■ Initial caps</li> <li>■ All Caps</li> </ul>

Setting	Default value	Description	Comments and recommendations
Capitalize the word after a new line	Enabled	Enable this option to start the first word of a new line with an upper case letter. .	Consider your workflow, environment, and medical specialties when you set this option.-
Capitalize "allergy" and "allergies" as "ALLERGY" and "ALLERGIES"	Disabled	Enable this option to write the words in upper case letters.	-
Capitalize "against medical advice" as "AGAINST MEDICAL ADVICE"	Enabled	Enable this option to write the words in upper case letters.	-
Capitalize "code blue" as "CODE BLUE"	Enabled	Enable this option to write the words in upper case letters.	-
Capitalize "code R" as "CODE R"	Enabled	Enable this option to write the words in upper case letters.	-
Capitalize "code status" as "CODE STATUS"	Enabled	Enable this option to write the words in upper case letters.	-
Capitalize "code S" as "CODE S"	Enabled	Enable this option to write the words in upper case letters.	-
Capitalize "code T" as "CODE T"	Enabled	Enable this option to write the words in upper case letters.	-
Capitalize "do not intubate" and "do not resuscitate" as "DO NOT INTUBATE" and "DO NOT RESUSCITATE"	Enabled	Enable this option to write the words in upper case letters.	-
Capitalize "durable power of attorney" as "DURABLE POWER OF ATTORNEY"	Enabled	Enable this option to write the words in upper case letters.	-
Capitalize "fish" as "FISH"	Disabled	Enable this option to write the words in upper case letters.	-

Setting	Default value	Description	Comments and recommendations
Capitalize "left" and "right" as "LEFT" and "RIGHT"	Disabled	Enable this option to write the words in upper case letters.	-
Capitalize "living will" as "LIVING WILL"	Disabled	Enable this option to write the words in upper case letters.	-
Spell "PO2" and "PCO2" as "pO2" and "pCO2"	Enabled	Enable this option to write the words in upper case letters.	-
Capitalize "RBC/hpf" and "WBC/hpf" as "RBC/HPF" and "WBC/HPF"	Disabled	Enable this option to write the words in upper case letters.	-
Capitalize "trauma alert" as "TRAUMA ALERT"	Enabled	Enable this option to write the words in upper case letters.	-

## Number, Units, and Dates formatting settings

Use the settings in this section to set formatting for numbers, unit values, and date information.

You can also see the *Dragon Medical Enterprise Network Edition 10.1 Administrator Guide* for more information about the settings in this section.

### Location of Number, Units, and Dates formatting settings

In the NMC:

- Groups > Group Details > Dragon Settings > Auto-Formatting > Numbers, Units and Dates
- User Accounts > User Account Details > Dragon Settings > Auto-Formatting > Numbers, Units and Dates

Setting	Default value	Description	Comments and recommendations
Treat ambiguous numeric strings as dates	As dates	Enable this option to format any ambiguous strings of numbers as dates. Select one of the values from the drop-down list: <ul style="list-style-type: none"> <li>■ As Dates</li> <li>■ As IDs</li> </ul>	If you enable this option, you should configure the Date format from the list in General settings. Do not select Dates as Spoken. If you do, when a provider says "five five oh eight" Dragon Medical writes 5508. However, if you select "'Month D, YYYY'" for the Format Dates option, then say "five five oh eight", Dragon writes "May 5, 2008."
Rewrite "cc" after a number as "ml"	Disabled	Enable this option to insert mL after a number if the provider dictates "'cc'" followed by a number.	For example, "10 mL" instead of "10 cc".
Write "degree" and "degrees" after a number as "°" (and abbreviate "Fahrenheit" and "Celsius" to "F" and "C")	Enabled	Enable this setting to insert correctly formatted temperatures.	For example, "98.6°F" instead of "98.6 degrees Fahrenheit" and "37°C" instead of "37 degrees Celsius".
Use Roman numerals for diabetes types	Disabled	Enable this option to insert Roman numerals instead of Arabic numerals for diabetes types.	For example, "type II diabetes" instead of "type 2 diabetes".

Setting	Default value	Description	Comments and recommendations
Insert a hyphen between a number and the word "French" "	Disabled	Enable this option to insert a hyphen when a provider says a number followed by the word "French" to describe a type of equipment.	For example, "5-French" instead of "5 French".
Format of expressions involving feet and inches	Leave unchanged	Enable this option to set how Dragon formats expressions that contain feet and inches.	Valid values in the drop-down list are: <ul style="list-style-type: none"> <li>■ Leave unchanged (5 feet 8 inches)</li> <li>■ Symbols with Spaces (5' 8")</li> <li>■ Symbols without Spaces (5'8")</li> </ul>
Write one-digit ordinals from "third" to "ninth" into hybrid form ("3rd" to "9th")	Disabled	Enable this option to insert ordinals in hybrid form.	For example, "3rd" instead of "third".
Insert a space between "mm" and "Hg"	Disabled	Enable this option to insert a space between the letters in the abbreviations mm and Hg for "millimeter of mercury".	This option applies to millimeter of mercury measurements.
Write "o'clock" as a word	Never	Enable this option to set when Dragon inserts the word "o'clock".	Valid values in the drop-down list are: <ul style="list-style-type: none"> <li>■ Never</li> <li>■ Always</li> <li>■ Before "position"</li> </ul>
Format numbers as times when followed by phrases such as "in the morning"	Disabled	Enable this option to insert numbers as times when followed by phrases like "in the morning" or "at night".	For example, for "ten o'clock at night," Dragon transcribes "10:00 PM".
Military time suffix	Abbreviate as "hrs"	Enable this option to set Dragon to insert "hours" or "hrs" after military time.	For example, "24:00 Hours". Valid values are: <ul style="list-style-type: none"> <li>■ Abbreviate As "hrs."</li> <li>■ None</li> </ul>
Write "%" as "percent"	Disabled	Enable this setting to insert the % symbol instead of the word "percent".	For example, "25 %" instead of "25 percent".

Setting	Default value	Description	Comments and recommendations
Write the word "number" as "#" prior to numerals	Enabled	Enable this option to insert a hash symbol before a number.	For example, "#28" instead of "number 28".
Write single digit + "point" in hyphenated form when not followed by another digit	Disabled	Enable this option to insert a digit, a hyphen, and the word "point" when not followed by another digit.	For example, "5-point" instead of "5".
Write out "positive" and "negative" before numbers and for blood types and Rh factors	Disabled	Enable this option to insert the word "positive" or "negative" before numbers, and for blood types and Rh factors.	For example, "negative 6" instead of "-6" or "A positive" instead of "A+".
Expect temperatures to be dictated in Celsius rather than Fahrenheit	Disabled	Enable this option to insert all temperatures as Celsius.	For example, "37°C".

## Abbreviations formatting settings

Use the settings in this section to set formatting for abbreviations.

You can also see the *Dragon Medical Enterprise Network Edition 10.1 Administrator Guide* for more information about the settings in this section.

### Location of Abbreviations formatting settings

In the NMC:

- **Groups > Group Details > Dragon Settings > Auto-Formatting > Abbreviations**
- **User Accounts > User Account Details > Dragon Settings > Auto-Formatting > Abbreviations**

Setting	Default value	Comments and recommendations
Expand "ACL" to "anterior cruciate ligament"	Disabled	Disabled or user preference
Expand "ADHD" to "attention deficit/hyperactivity disorder"	Disabled	Disabled or user preference
Expand "ADL" to "activities of daily living"	Disabled	Disabled or user preference
Expand "AEC" to "aortic ejection click"	Disabled	Disabled or user preference
Expand "AICD" to "automatic implantable cardiac defibrillator"	Disabled	Disabled or user preference
Expand "AKA" to "above-knee amputation"	Disabled	Disabled or user preference
Expand "ALF" to "assisted living facility"	Disabled	Disabled or user preference
Expand "alk phos" to "alkaline phosphatase"	Enabled	Enabled or user preference
Expand "ALS" to "amyotrophic lateral sclerosis"	Disabled	Disabled or user preference
Expand "AMI" to "acute myocardial infarction"	Disabled	Disabled or user preference
Expand "AOC" to "aortic opening click"	Disabled	Disabled or user preference
Expand "ASAP" to "as soon as possible"	Disabled	Disabled or user preference
Expand "ASHD" to "atherosclerotic heart disease"	Disabled	Disabled or user preference
Expand "ASM" to "atrial systolic murmur"	Disabled	Disabled or user preference
Expand "AST" to "aspartate aminotransferase"	Disabled	Disabled or user preference
Expand "AUS" to "artificial urinary sphincter"	Disabled	Disabled or user preference

Setting	Default value	Comments and recommendations
Expand "AVD" to "aortic valve disease"	Disabled	Disabled or user preference
Expand "BCG" to "bacille Calmette-Gue- rin"	Disabled	Disabled or user preference
Expand "BHP" to "benign hyperplasia prostate"	Disabled	Disabled or user preference
Expand "bicarb" to "bicarbonate"	Enabled	Enabled or user preference
Expand "bili" to "bilirubin"	Disabled	Disabled or user preference
Expand "BKA" to "below-knee ampu- tation"	Disabled	Disabled or user preference
Expand "BM" to "bowel movement"	Disabled	Disabled or user preference
Expand "BPH" to "benign prostatic hyper- trophy"	Disabled	Disabled or user preference
Expand "BP" to "blood pressure"	Disabled	Disabled or user preference
Expand "BSO" to "bilateral salpingo- oophorectomy"	Disabled	Disabled or user preference
Expand "BX" to "biopsy"	Disabled	Disabled or user preference
Expand "CABG" to "coronary artery bypass graft"	Disabled	Disabled or user preference
Expand "CAD" to "coronary artery dis- ease"	Disabled	Disabled or user preference
Expand "CAF" to "chronic atrial fibril- lation"	Disabled	Disabled or user preference
Expand "cath" to "catheter"	Enabled	Enabled or user preference
Expand "CAT scan" to "computed axial tomography scan"	Disabled	Disabled or user preference
Expand "CBC" to "complete blood count"	Disabled	Disabled or user preference
Expand "CCU" to "Critical Care Unit"	Disabled	Disabled or user preference
Expand "chemo" to "chemotherapy"	Enabled	Enabled or user preference
Expand "CHF" to "congestive heart fail- ure"	Disabled	Disabled or user preference
Expand "CMP" to "complete metabolic panel"	Disabled	Disabled or user preference
Expand "CNS" to "central nervous sys- tem"	Disabled	Disabled or user preference
Expand "coag" to "coagulation"	Disabled	Disabled or user preference
Expand "COPD" to "chronic obstructive pulmonary disease"	Disabled	Disabled or user preference

Setting	Default value	Comments and recommendations
Expand "CPK" to "creatine phosphokinase"	Disabled	Disabled or user preference
Expand "CPR" to "cardiopulmonary resuscitation"	Disabled	Disabled or user preference
Expand "crit" to "hematocrit"	Disabled	Disabled or user preference
Expand "CT scan" to "computed tomography scan"	Disabled	Disabled or user preference
Expand "CVA" to "costovertebral angle"	Disabled	Disabled or user preference
Expand "C. diff." to "C. difficile"	Enabled	Enabled or user preference
Expand "D&C" to "dilatation and curettage"	Disabled	Disabled or user preference
Expand "DESD" to "detrusor-external sphincter dyssynergia"	Disabled	Disabled or user preference
Expand "DJD" to "degenerative joint disease"	Disabled	Disabled or user preference
Expand "DM" to "diastolic murmur"	Disabled	Disabled or user preference
Expand "DRE" to "digital rectal exam"	Disabled	Disabled or user preference
Expand "DSM" to "delayed systolic murmur"	Disabled	Disabled or user preference
Expand "DTR" to "deep tendon reflex"	Disabled	Disabled or user preference
Expand "DVT" to "deep vein thrombosis"	Disabled	Disabled or user preference
Expand "EBL" to "estimated blood loss"	Disabled	Disabled or user preference
Expand "EBV" to "Epstein-Barr virus"	Disabled	Disabled or user preference
Expand "ECG" to "electrocardiogram"	Disabled	Disabled or user preference
Expand "EC" to "ejection click"	Disabled	Disabled or user preference
Expand "E. coli" to "Escherichia coli"	Enabled	Enabled or user preference
Expand "ED" to "Emergency Department"	Disabled	Disabled or user preference
Expand "EES" to "erythromycin ethylsuccinate"	Disabled	Disabled or user preference
Expand "EF" to "ejection fraction"	Disabled	Disabled or user preference
Expand "EKG" to "electrocardiogram"	Disabled	Disabled or user preference
Expand "EOMI" to "extraocular movements are intact"	Disabled	Disabled or user preference
Expand "EPSS" to "E point to septal separation"	Disabled	Disabled or user preference

Setting	Default value	Comments and recommendations
Expand "ERT" to "estrogen replacement therapy"	Disabled	Disabled or user preference
Expand "ER" to "Emergency Room"	Disabled	Disabled or user preference
Expand "ESM" to "ejection systolic murmur"	Disabled	Disabled or user preference
Expand "ESWL" to "extracorporeal shock wave lithotripsy"	Disabled	Disabled or user preference
Expand "ex lap" to "exploratory laparoscopy"	Enabled	Enabled or user preference
Expand "gastroc" to "gastrocnemius"	Disabled	Disabled or user preference
Expand "fem-pop" to "femoropopliteal"	Enabled	Enabled or user preference
Expand "flex sig" to "flexible sigmoidoscopy"	Enabled	Enabled or user preference
Expand "GERD" to "gastroesophageal reflux disease"	Disabled	Disabled or user preference
Expand "GI" to "gastrointestinal"	Disabled	Disabled or user preference
Expand "GSW" to "gunshot wound"	Disabled	Disabled or user preference
Expand "GU" to "genitourinary"	Disabled	Disabled or user preference
Expand "H&H" to "hemoglobin and hematocrit"	Disabled	Disabled or user preference
Expand "HCTZ" to "hydrochlorothiazide"	Disabled	Disabled or user preference
Expand "HHD" to "hypertensive heart disease"	Disabled	Disabled or user preference
Expand "HIV" to "human immunodeficiency virus"	Disabled	Disabled or user preference
Expand "HPI" to "history of present illness"	Enabled	Enabled or user preference
Expand "HPV" to "human papilloma virus"	Disabled	Disabled or user preference
Expand "H. pylori" to "Helicobacter pylori"	Disabled	Disabled or user preference
Expand "HRT" to "hormone replacement therapy"	Disabled	Disabled or user preference
Expand "IBS" to "irritable bowel syndrome"	Disabled	Disabled or user preference
Expand "ICA" to "internal carotid artery"	Disabled	Disabled or user preference
Expand "ICD" to "implantable cardiac defibrillator"	Disabled	Disabled or user preference

Setting	Default value	Comments and recommendations
Expand "ICU" to "Intensive Care Unit"	Disabled	Disabled or user preference
Expand "IC" to "internal carotid"	Disabled	Disabled or user preference
Expand "IDA" to "iron deficiency anemia"	Disabled	Disabled or user preference
Expand "IDDM" to "insulin-dependent diabetes mellitus"	Disabled	Disabled or user preference
Expand "IDM" to "immediate diastolic murmur"	Disabled	Disabled or user preference
Expand "IHD" to "ischemic heart disease"	Disabled	Disabled or user preference
Expand "IHSS" to "idiopathic hypertrophic subaortic stenosis"	Disabled	Disabled or user preference
Expand "IMCU" to "Intermediate Care Unit"	Disabled	Disabled or user preference
Expand "IM" to "intramuscular"	Disabled	Disabled or user preference
Expand "ISD" to "intrinsic sphincter deficiency"	Disabled	Disabled or user preference
Expand "ITP" to "idiopathic thrombocytopenia purpura"	Disabled	Disabled or user preference
Expand "IU" to "international units"	Enabled	Enabled or user preference
Expand "IUD" to "intrauterine device"	Disabled	Disabled or user preference
Expand "IVP" to "intravenous pyelogram"	Disabled	Disabled or user preference
Expand "KCl" to "potassium chloride"	Disabled	Disabled or user preference
Expand "KUB" to "kidney, ureter, and bladder"	Disabled	Disabled or user preference
Expand "LAD" to "left anterior descending"	Disabled	Disabled or user preference
Expand "LAE" to "left atrial enlargement"	Disabled	Disabled or user preference
Expand "LAH" to "left anterior hemiblock"	Disabled	Disabled or user preference
Expand "lap chole" to "laparoscopic cholecystectomy"	Enabled	Enabled or user preference
Expand "LBBB" to "left bundle branch block"	Disabled	Disabled or user preference
Expand "LCL" to "lateral collateral ligament"	Disabled	Disabled or user preference
Expand "leuk trase" to "leukocyte esterase"	Disabled	Disabled or user preference

Setting	Default value	Comments and recommendations
Expand "lites" to "electrolytes"	Disabled	Disabled or user preference
Expand "LLQ" to "left lower quadrant"	Disabled	Disabled or user preference
Expand "LSM" to "late systolic murmur"	Disabled	Disabled or user preference
Expand "LUQ" to "left upper quadrant"	Disabled	Disabled or user preference
Expand "LVEDP" to "left ventricular end-diastolic pressure"	Disabled	Disabled or user preference
Expand "LVH" to "left ventricular hypertrophy"	Disabled	Disabled or user preference
Expand "MCL" to "medial collateral ligament"	Disabled	Disabled or user preference
Expand "MDI" to "metered dose inhaler"	Disabled	Disabled or user preference
Expand "meds" to "medications"	Disabled	Disabled or user preference
Expand "MI" to "myocardial infarction"	Disabled	Disabled or user preference
Expand "MMR" to "measles/mumps/rubella"	Disabled	Disabled or user preference
Expand "MOM" to "Milk of Magnesia"	Disabled	Disabled or user preference
Expand "MRI" to "magnetic resonance imaging"	Disabled	Disabled or user preference
Expand "MVA" to "motor vehicle accident"	Disabled	Disabled or user preference
Expand "MVP" to "mitral valve prolapse"	Disabled	Disabled or user preference
Expand "MVR" to "mitral valve replacement"	Disabled	Disabled or user preference
Expand "neb" to "nebulizer"	Disabled	Disabled or user preference
Expand "NEC" to "nonejection click"	Disabled	Disabled or user preference
Expand "NICU" to "Neonatal Intensive Care Unit"	Disabled	Disabled or user preference
Expand "NIDDM" to "non-insulin-dependent diabetes mellitus"	Disabled	Disabled or user preference
Expand "nitro" to "nitroglycerin"	Enabled	Enabled or user preference
Expand "NSAID" to "nonsteroidal anti-inflammatory drug"	Disabled	Disabled or user preference
Expand "NSR" to "normal sinus rhythm"	Disabled	Disabled or user preference
Expand "NSVD" to "normal spontaneous vaginal delivery"	Disabled	Disabled or user preference
Expand "O2" to "oxygen"	Disabled	Disabled or user preference
"ObGyn" written "OB/GYN"	Enabled	Enabled or user preference

Setting	Default value	Comments and recommendations
Expand "OR" to "Operating Room"	Disabled	Disabled or user preference
Expand "OS" to "opening snap"	Disabled	Disabled or user preference
Expand "OTC" to "over-the-counter"	Disabled	Disabled or user preference
Expand "PAF" to "paroxysmal atrial fibrillation"	Disabled	Disabled or user preference
Expand "PCL" to "posterior cruciate ligament"	Disabled	Disabled or user preference
Expand "PCN" to "percutaneous nephrolithotomy"	Disabled	Disabled or user preference
Expand "PEC" to "pulmonary ejection click"	Disabled	Disabled or user preference
Expand "PERRLA" to "pupils are equal, round and reactive to light and accommodation"	Disabled	Disabled or user preference
Expand "PFT" to "pulmonary function test"	Disabled	Disabled or user preference
Expand "PID" to "pelvic inflammatory disease"	Disabled	Disabled or user preference
Expand "PIH" to "pregnancy-induced hypertension"	Disabled	Disabled or user preference
Expand "PMI" to "point of maximal impulse"	Disabled	Disabled or user preference
Expand "postop" to "postoperative"	Disabled	Disabled or user preference
Expand "PRI" to "PR interval"	Disabled	Disabled or user preference
Expand "pro time" to "prothrombin time"	Disabled	Disabled or user preference
Expand "PSA" to "prostate-specific antigen"	Disabled	Disabled or user preference
Expand "PSIS" to "posterior superior iliac spine"	Disabled	Disabled or user preference
Expand "PSM" to "pansystolic murmur"	Disabled	Disabled or user preference
Expand "PTCA" to "percutaneous transluminal coronary angioplasty"	Disabled	Disabled or user preference
Expand "pulse ox" to "pulse oximetry"	Disabled	Disabled or user preference
Expand "PVR" to "post-void residual"	Disabled	Disabled or user preference
Expand "RBBB" to "right bundle branch block"	Disabled	Disabled or user preference
Expand "rehab" to "rehabilitation"	Enabled	Enabled or user preference

Setting	Default value	Comments and recommendations
Expand "RLQ" to "right lower quadrant"	Disabled	Disabled or user preference
Expand "RPOC" to "retained products of conception"	Disabled	Disabled or user preference
Expand "RPR" to "RPR test"	Disabled	Disabled or user preference
Expand "RSR" to "regular sinus rhythm"	Disabled	Disabled or user preference
Expand "RSV" to "respiratory syncytial virus"	Disabled	Disabled or user preference
Expand "RUQ" to "right upper quadrant"	Disabled	Disabled or user preference
Expand "SBE" to "subacute bacterial endocarditis"	Disabled	Disabled or user preference
Expand "SC" to "systolic click"	Disabled	Disabled or user preference
Expand "SDM" to "systolic-diastolic murmur"	Disabled	Disabled or user preference
Expand "sed rate" to "sedimentation rate"	Enabled	Enabled or user preference
Expand "segs" to "segments"	Disabled	Disabled or user preference
Expand "SEM" to "systolic-ejection murmur"	Disabled	Disabled or user preference
Expand "SIDS" to "Sudden Infant Death Syndrome"	Disabled	Disabled or user preference
Expand "SI" to "sacroiliac"	Disabled	Disabled or user preference
Expand "SLE" to "systemic lupus erythematosus"	Disabled	Disabled or user preference
Expand "SLR" to "straight leg raising"	Disabled	Disabled or user preference
Expand "SM" to "systolic murmur"	Disabled	Disabled or user preference
Expand "SOB" to "shortness of breath"	Disabled	Disabled or user preference
Expand "SSRI" to "selective serotonin reuptake inhibitor"	Disabled	Disabled or user preference
Expand "SS" to "summation sound"	Disabled	Disabled or user preference
Expand "STD" to "sexually transmitted disease"	Disabled	Disabled or user preference
Expand "subcu" to "subcutaneous"	Enabled	Enabled or user preference
Expand "SVD" to "spontaneous vaginal delivery"	Disabled	Disabled or user preference
Expand "SVG" to "saphenous vein graft"	Disabled	Disabled or user preference
Expand "SVT" to "supraventricular tachycardia"	Disabled	Disabled or user preference
Expand "T&A" to "adenotonsillectomy"	Disabled	Disabled or user preference

Setting	Default value	Comments and recommendations
Expand "TAH/BSO" to "total abdominal hysterectomy with bilateral salpingo-oophorectomy"	Disabled	Disabled or user preference
Expand "TAH" to "total abdominal hysterectomy"	Disabled	Disabled or user preference
Expand "TB" to "tuberculosis"	Disabled	Disabled or user preference
Expand "TEE" to "transesophageal echocardiogram"	Disabled	Disabled or user preference
Expand "temp" before a number to "temperature"	Disabled	Disabled or user preference
Expand "TIA" to "transient ischemic attack"	Disabled	Disabled or user preference
Expand "tib-fib" to "tibia-fibula"	Disabled	Disabled or user preference
Expand "T-max" and "T-current" to "MAXIMUM TEMPERATURE" and "CURRENT TEMPERATURE"	Enabled	Enabled or user preference
Expand "TMJ" to "temporomandibular joint"	Disabled	Disabled or user preference
Expand "TM" to "tympanic membrane"	Disabled	Disabled or user preference
Expand "TSH" to "thyroid-stimulating hormone"	Disabled	Disabled or user preference
Expand "TTE" to "transthoracic echocardiogram"	Disabled	Disabled or user preference
Expand "TURB" to "transurethral resection of the bladder"	Disabled	Disabled or user preference
Expand "TURP" to "transurethral resection of the prostate"	Disabled	Disabled or user preference
Expand "UA" to "urinalysis"	Disabled	Disabled or user preference
Expand "UC" to "urinary culture"	Disabled	Disabled or user preference
Expand "URI" to "upper respiratory infection"	Disabled	Disabled or user preference
Expand "UTI" to "urinary tract infection"	Disabled	Disabled or user preference
Expand "VBAC" to "vaginal birth after cesarean section"	Disabled	Disabled or user preference
Expand "VCUG" to "voiding cystourethrogram"	Disabled	Disabled or user preference
Expand "A fib" and "V fib" to "atrial fibrillation" and "ventricular fibrillation"	Disabled	Disabled or user preference
Expand "VL" to "vastus lateralis"	Disabled	Disabled or user preference

Setting	Default value	Comments and recommendations
Expand "VMO" to "vastus medialis oblique"	Disabled	Disabled or user preference
Expand "V tach" and "sinus tach" to "ventricular tachycardia" and "sinus tachycardia"	Disabled	Disabled or user preference
Expand "WNL" to "within normal limits"	Disabled	Disabled or user preference

# Miscellaneous formatting settings

Use the settings in this section to set formatting for paragraphs and special characters and set how certain words are written.

You can also see the *Dragon Medical Enterprise Network Edition 10.1 Administrator Guide* for more information about the settings in this section.

## Location of Miscellaneous formatting settings

In the NMC:

- Groups > Group Details > Dragon Settings > Auto-Formatting > Miscellaneous
- User Accounts > User Account Details > Dragon Settings > Auto-Formatting > Miscellaneous

In Dragon:

- Options> Tools > Formatting > Miscellaneous.

Setting	Default value	Description	Comments and recommendations
Treat "paragraph" as a paragraph break, not as the word	Enabled	Enable this option to insert a new line when a provider says "New paragraph" or "paragraph".	Disable this setting to insert two new lines when a provider says "New paragraph" or "paragraph".
Treat paragraph breaks as equivalent to line breaks	Disabled	Enable this option to insert a line break instead of a paragraph break when a provider says "New paragraph".	When this setting is enabled, it overrides the <b>Treat "paragraph" as a paragraph break, not as the word</b> setting.
Insert commas into oncology "T N M" expressions	Enabled	Enable this option to use commas to separate T N M parameters.	For example, "pT1, pN0, M0, R0, G1" instead of "pT1 pN0 M0 R0 G1".
Replace "&" with "and"	Disabled	Enable this option to replace ampersands with the word "and".	
Treat "bracket" as equivalent to "parenthesis"	Disabled	Enable this option to insert a parenthesis when the provider dictates "bracket".	
Write accented characters with their non-accented forms	Disabled	Enable this option to insert accented characters in their non-accented forms. For example, "e" instead of "ê".	

Setting	Default value	Description	Comments and recommendations
Write "dash" as	Single hyphen	Enable this option to set what Dragon inserts when a provider dictates the word "dash".	Valid values are: <ul style="list-style-type: none"> <li>Single hyphen</li> <li>Single hyphen surrounded by spaces</li> <li>Double hyphen</li> <li>Double hyphen surrounded by spaces</li> </ul>
Remove hyphen from words starting with "re-", such as "re-create"	Enabled	Enable this option to remove the hyphen from the "re-" prefix from words in a provider's vocabulary that are written with a hyphen.	For instance, "re-purpose" would become "repurpose".
Remove hyphen from words ending with "-up", such as "close-up"	Enabled	Enable this option to remove the hyphen from the "-up" suffix from words in a provider's vocabulary that are written with a hyphen.	For instance, "follow-up" would become "followup".
Remove periods from dosage abbreviations	Disabled	Enable this option to insert the full word when the provider dictates a dosage abbreviation.	For example, "qd" is written "once a day."
Write "AP" before the word "diameter" as "A-P"	Disabled	Enable this option to insert "A-P" when a provider dictates "AP diameter".	
Spell "BI-RADS" as "BIRADS"	Disabled	Enable this option to insert "BI-RADS" when a provider dictates "BIRADS".	
Spell "calyx" and related words with an "i"	Disabled	Enable this option to spell "calyx" and related words with an "i".	For example, "calix" instead of "calyx".
Spell "disc" and related words with a "k"	Disabled	Enable this option to spell "disc" and related words with a "k".	For example, "disk" instead of "disc".
Spell "orthopedics" and related words with "ae"	Disabled	Enable this option to spell "orthopedics" and related words with "ae".	For example, "orthopaedics" instead of "orthopedics".

Setting	Default value	Description	Comments and recommendations
Rewrite "dad", "kid", "mom", "sib", as "father", "child", "mother", "sibling"	Disabled	Enable this option to insert "father," "child," "mother," or "sibling" when a provider dictates "dad," "kid," "mom," or "sib".	
Rewrite "off of" as "off"	Disabled	Enable this option to insert "off" when a provider dictates "off of".	
Expand dosage abbreviations	Enabled	Enable this option to insert the full word when the provider dictates a dosage abbreviation.	
Automatically insert second letter into vertebra range when not dictated	Disabled	Enable this option to automatically insert the second letter in a range of spine vertebra.	For example, "C four five" for a range of cervical spine vertebra and have it appear formatted in the document as C4-C5. This setting applies to any section of the spine.

# Chapter 13: Options settings

This chapter provides information about Dragon options in addition to the information in other chapters of this guide.

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## Correction settings

Use the settings in the Dragon **Options - Correction** tab to control how the Correction menu and the correction and spelling features work.

See the *Dragon Help* for more information on the settings in this section.

### Dragon location: Tools > Options > Correction

Setting	Default value	Description	Comments and recommendations
"Select" commands bring up Correction menu	Enabled	Enable this option to make the Correction menu appear every time a provider selects a word or phrase by voice in the text a provider dictates.	If disabled, when a provider selects a word or phrase by voice, Dragon highlights the word or phrase but does not display the Correction menu.
"Select" commands search backwards	Disabled	Enable this option to have the selection commands ("Select <text>" and "Select Again") search for matching text backward from the insertion point.	Disable this option to have the "Select <text>" commands search for the nearest occurrence from the insertion point.  Use the <b>Select Again</b> commands to continue searching in the resultant direction.
"Correct" commands bring up Spell dialog box	Disabled	Enable this option to make the Spell dialog box appear every time a provider corrects a word or phrase in the text they dictate.	
"Spell" commands bring up Spell dialog box	Disabled	Enable this option to have the Spell dialog box appear when a provider speaks a spelling command ("Spell <letters>" or "Spell That <letters>").	If a provider pauses after saying the command "Spell" the Spell dialog box appears even if they do not enable this option.

Setting	Default value	Description	Comments and recommendations
Show only the choices	Disabled	Enable this option to display only the alternative words or phrases on the Correction menu rather than the additional commands.	Enable this setting to have the Correction menu take up less screen space.
Anchor	Disabled	Enable this option to lock the Correction menu in its current location until the provider drags it to a new location.	Disable this setting to allow the Correction menu to move around the window as the provider selects text by voice.

## Command settings

Use these settings to control how Dragon interprets commands. Unless otherwise indicated, changing these options only affects the current User Profile. Other User Profiles keep their existing settings.

You can also see the *Dragon Medical Enterprise Network Edition 10.1 Administrator Guide* and the *Dragon Help* for more information about the settings in this section.

### NMC location: Group Details > Dragon Settings > Commands

Setting	Default value	Description	Comments and recommendations
Enable delete shortcut commands	Enabled	Enable this option to let providers use the Delete Quick Voice Formatting Command and select and delete text in one step.	Disable this option if providers report that parts of dictation are missing. If you disable this option, providers must first select the text with the 'Select <text>' command then issue a second command to delete the text.
Enable Copy shortcut commands	Enabled	Enable this option to let providers use the Copy Quick Voice Formatting Command and select and copy text in one step.	Disable this option if providers report that parts of dictation are missing. If you disable this option, providers must first select the text with the 'Select <text>' command then issue a second command to copy the text.
Left and right variable delimiters	[ and ]	Specify the delimiting characters used by Text and graphics commands that incorporate Voice (variable) Fields.	In the NMS, this option is also under User Account. In Dragon, this option is under <b>Tools &gt; Options &gt; Commands</b> tab. A provider provides values for Voice Fields. Voice Fields are variable fields where a provider can later type or dictate a specific value. By default, Voice Fields use the [ ] characters to indicate the presence of a variable field. To change the variable delimiting characters, specify a character for the left and right delimiters. The delimiting ""characters"" can each be up to 5 characters long. The left and right delimiters must not be the same.

**Dragon location: Tools > Options > Commands**

Setting	Default value	Description	Comments and recommendations
Enable HTML support	Enabled	Enable this option to let users use commands designed specifically for use with web browsers such as Internet Explorer.	<p>You must also enable this option to let a provider use voice commands in certain Microsoft Outlook dialog boxes when providers create or edit messages in HTML format. These dialog boxes appear with the Internet Explorer symbol in the left corner of the window header.</p> <p>For browser-based EMRs, configuration of this value is EMR-dependent.</p> <p>If acceptable to the provider, enable the Click settings before enabling the Enable HTML support option. Otherwise, disable HTML recognition.</p> <p>In the NMC, this setting is under <b>Group and User Account</b>.</p>
Enable commands in HTML windows	Enabled	Enable this option to require providers to say "Click" to select a hyperlink.	<p>For example, "Click nuance.com" instead of just "nuance.com."</p> <p>In the NMC, this setting is under <b>Group and User Account</b></p>
Require "Click" to select menus and controls	Disabled	Enable this option to require providers to say "Click" to select a menu command or Windows control.	<p>For example, say "Click File" instead of "File". Configuration of this value is EMR dependent.</p>
Left and right variable delimiters	[ and ]	Specify the delimiting characters used by Text and graphics commands that incorporate Voice (variable) Fields.	<p>A provider provides values for Voice Fields. Voice Fields are variable fields where a provider can later type or dictate a specific value. By default, Voice Fields use the [ ] characters to indicate the presence of a variable field.</p> <p>To change the variable delimiting characters, specify a character for the left and right delimiters. The delimiting ""characters"" can each be up to 5 characters long.</p> <p>The left and right delimiters must not be the same.</p> <p>In the NMC, this setting is under <b>Group and User Account</b></p>

## View settings

Use the settings in the Dragon **Options - View** tab to control the behavior and appearance of the DragonBar and how Dragon displays dictation results.

See the *Dragon Help* for more information on the settings in this section.

### Dragon location: Tools > Options > View

Setting	Default value	Description	Comments and recommendations
Docked to Top	Enabled	Enable this option to display the DragonBar at the top of the screen.	To free space on the screen, enable the <b>Floating</b> setting.
Docked to Bottom	Disabled	Enable this option to display the DragonBar at the bottom of the screen.	To free space on the screen, enable the <b>Floating</b> setting.
Floating	Disabled	Enable this option to display the DragonBar as a window on top of any other open window on the computer screen.	A provider drags the DragonBar to reposition it on the screen. Enable this option if screen real estate is at a premium.
Cling	Disabled	Enable this option to display the DragonBar at the top of the currently active window.	To free space on the screen, enable the <b>Floating</b> setting.
Tray Icon Only	Disabled	Enable this option to display the DragonBar as a microphone icon in the system tray.	To free space on the screen, enable the <b>Floating</b> setting.  Disable this option if providers cannot see all Dragon indications, messages, and status  Right-click on the icon to see the DragonBar menu.
Show messages	Enabled	Enable this option for the DragonBar to periodically display messages and hints.	

Setting	Default value	Description	Comments and recommendations
Results Box - Anchor	Disabled	Enable this option to lock the Results Box in the current location.	Disable this option to allow the Results box to float around the window as a provider dictates.  Enable this option if an EMR does not support Full Text Control and the provider follows the cursor in the target application. .
Results Box - Auto-hide delay	1 second	Enable this option to set the length of time before the Results box disappears after recognition.	From a list, you can choose to never hide the Results box or never show it, or you can set a delay after which it automatically hides itself. If set to 'Never Hide', the Results Box displays in the foreground of the screen.

## Hot key settings

Use the settings in the Dragon **Options - Hot keys** tab to specify the actions that take place when a provider presses a key on a PowerMic I or PowerMic II microphone. Changing these options only affects the current User Profile, all other User Profiles keep their existing settings.

See the *Dragon Help* for more information on the settings in this section.

### Dragon location: Tools > Options > Hot keys

Setting	Default value	Description	Comments and recommendations
Microphone on/off	{NumKey+}	Enable this option to set the hot key that turns the microphone on or off.	Modify this option accordingly if providers use a keypad or a laptop.
Correction	{NumKey-}	Enable this option to change the hot key that opens the Correction menu.-	Modify this option accordingly if providers use a keypad or a laptop.
Force command recognition	{Ctrl}	Enable this option to set the hot key that forces Dragon to recognize words as commands rather than dictation words.	
Force dictation recognition	{Shift}	Enable this option to set the hot key that forces Dragon to recognize words as dictation words rather than commands.-	
DragonBar menu	{NumKey*}	Enable this option to set the hot key that opens the menu on the DragonBar.-	
Microphone sleep/on	{NumKey/}	Enable this option to set the hot key that causes the microphone to go to sleep or wake up.	When the microphone is asleep, it only recognizes the "Wake Up" command which turns the microphone back on. Modify this option accordingly if providers use a keypad or a laptop.

Setting	Default value	Description	Comments and recommendations
Press-to-talk		Enable this option to set the hot key that turns on the microphone for as long as the provider holds down the key.	
Dictation Box	{Ctrl+Shift+D}	Enable this option to set the hot key that displays the Dictation Box.	Providers use the Dictation Box to dictate and edit text in a non-standard window.
Playback	{Shift+NumKey-}	Enable this option to set the hot key that plays back dictation.	Providers play back dictation to review the words Dragon recognizes as they speak.
Fast Playback	{Shift+NumKey*}	Enable this option to set the hot key that increases the speed of dictation play back.	
Next Field	{Ctrl+Shift+N}	Enable this option to set the hot key that moves the cursor to the next field in templates.	This option is useful for providers, such as pathologists, who might not be able to use a PowerMic II button to issue the command.
Transfer Text	{Ctrl+Shift+T}	Enable this option to set the hot key that transfers text from the Dictation Box to the application with the active cursor.	
Hidden Mode	{Ctrl+Shift+H}	Enable this option to set the hot key that switches the Dictation Box to Hidden Mode.	

Setting	Default value	Description	Comments and recommendations
Basic dictation control	{Ctrl+Shift+M}	Enable this option to set the hot key that turns basic dictation mode on or off.	A provider can use basic dictation mode to improve dictation into an application published from a Citrix server when the connection to the server is slow.

## Playback/Text-to-speech settings

Use the settings in the Dragon **Options - Text-to-speech** tab to configure how Dragon converts text in words and documents into audible speech. Use the playback settings to control how Dragon plays back dictation. Changing these options only affects the current User Profile, all other User Profiles keep their existing settings.

See the *Dragon Help* for more information on the settings in this section.

### Dragon location: Options > Playback/Text-to-speech

Setting	Default value	Description	Comments and recommendations
Playback volume	100%	Enable this option to set the volume of text-to-speech playback.	Leave blank if using voice commands.
Playback speed	100	Enable this option to set the speed of text-to-speech playback.	
Fast-forward volume	100%	Enable this option to set the volume of text-to-speech playback when a provider fast forwards audio.	
Fast-forward speed	150	Enable this option to set the speed when a provider fast forwards audio.	
Rewind volume	100%	Enable this option to set the volume of text-to-speech playback when a provider rewinds audio.	
Rewind speed	150	Enable this option to set the audio rewind speed.	

Setting	Default value	Description	Comments and recommendations
Play Rewind/Fast-Forward sound	Enabled	Enable this option to set the sound Dragon plays when a provider rewinds or fast-forwards audio.	
Text-to-speech attributes: Volume	maximum	Set the volume of text-to-speech playback.	
Text-to-speech attributes: Speed	minimum	Set the pitch of text-to-speech playback.	
Text-to-speech attributes: Voice	Jennifer	Set the voice to use for text-to-speech playback.	
Text-to-speech preview: Read text		Enable this option to preview text before Dragon converts the text to speech.	

## Miscellaneous user settings

Use the settings in the Dragon **Options - Miscellaneous** tab to set options not discussed in other parts of this guide:

See the *Dragon Help* for more information on the settings in this section.

### Dragon location: Tools > Options > Miscellaneous

Setting	Default value	Description	Comments and recommendations
Launch DragonPad	Disabled	Enable this option to open the DragonPad when a provider opens a user profile.-	
Save recorded dictation with document	Ask me	Enable this option to control how Dragon saves dictation files when a provider saves a document.	<p>Use this option to have Dragon prompt or not prompt a provider before it saves dictation. You can also set Dragon to not save dictation when it saves a document.</p> <p>Saving dictation allows a provider to play back their speech after the original dictation session. See <a href="#">Save recorded dictation with document</a> for more details.</p> <p>The values are:</p> <ul style="list-style-type: none"> <li>■ Never</li> <li>■ Ask Me</li> <li>■ Always</li> </ul>

#### Save recorded dictation with document

As a recommendation, set this option to Never to meet HIPAA regulations that restrict saving patient data on a computer. The exception is if corrections are made by an assistant (the .DRA file contains wave data) in DragonPad, Word, WordPerfect). These .DRA files are separate from the local session .DRA files, and not encrypted.

Saving dictation with documents can use around 1.5 MB of disk space per minute of dictation. To free disk space, delete dictation files that the provider no longer requires.

Dragon Medical saves dictation in a file that has the same name as the document but ends with the .DRA file extension.

For example, if the provider dictates a document with the name MyDoc.rtf and saves their dictation with the document, Dragon saves the dictation in a file called MyDoc.dra in the same directory as the document.

There are three types of Dragon Recorded Audio (.DRA) files:

1. Session DRA files that Dragon creates locally when a provider dictates into an application. The system deletes these files after they are copied to the master User Profile. These files are encrypted.
2. Optimization DRA files that Dragon uses for optimization. These files are encrypted.

3. Document DRA files that Dragon creates when you enable the Save recorded dictation with document option and Dragon saves a file. Note: Dragon does not encrypt DRA files that providers explicitly save.

## Dictation Box settings

Use the settings in the Dragon **Options - Dictation Box** tab to set the appearance and behavior of the Dictation Box.

See the *Dragon Help* for more information on the settings in this section.

### Dragon location: Tools > Options > Dictation Box

Setting	Default value	Description	Comments and recommendations
Anchor Dictation Box to application	Disabled	Enable this option to start the Dictation Box Anchored mode and link the Dictation Box to a target application.	If you enable this option, a provider must start the target application before they start the Dictation Box. The Dictation Box is always visible, and Hidden Mode is disabled. See Anchor Dictation Box to application for more details. See <a href="#">Anchor Dictation Box to application</a> for more details.
Change Font	Tahoma, 8 pt.	Enable this option to set the font for the contents of the Dictation Box.	When a provider copies Rich Text and pastes it into the Dictation Box, the Dictation Box retains the font from the original target application; Dictation Box font settings are not used. See iSupport article 13212 for a discussion on font modification and preservation.
Paste options:	Type keys	Use Paste options to define how the Dictation Box pastes text in to an application.	
Type keys <Ctrl+V>		Enable this option to use Ctrl+V to copy text from the Dictation Box to an application.	
Use Windows Paste command		Enable this option to use the Windows Paste Command to copy text from the Dictation Box to an application.-	
Simulate keystrokes		Enable this option to send keystrokes from the Dictation Box to an application.-	Typically for use with terminal emulation.  Enable if other methods of pasting text do not work.

Setting	Default value	Description	Comments and recommendations
Dictation Box Open:	Always visible	Use the Dictation Box Open options to define how the Dictation Box displays when it first opens.	
Always visible	Enabled	Enable this option to display the Dictation Box when Dragon starts.-	
Always hidden	Disabled	Enable this option to start the Dictation box in hidden mode.	In hidden mode, the Dictation Box is active but not visible and Dragon adds all dictated text to the Dictation Box regardless of the cursor location. Enable - for providers, to browse an EMR or (in radiology) a PACS-RIS system while they dictate. See <a href="#">Always hidden</a> for more details on using Hidden Mode.
Exit Dictation Box after transferring text	Disabled	Enable this option to automatically exit the Dictation Box and switch to Normal Mode after transferring text.	This option is only available if the <b>Anchor Dictation Box</b> option in the <b>Administrative Settings - Miscellaneous</b> tab is not enabled.

### Always hidden

In Hidden Mode, the following limitations exist:

- The provider can only use the following voice commands:
  - "Show Dictation Box"
  - "Display text"
  - "Play that back"
  - "Transfer text"
- The provider cannot use Custom commands created in the MyCommands Editor.
- The provider cannot use any command that contains a variable field.
- If the provider says ""Transfer Text"" while the cursor is in an application that the Dictation Box does not support or an application that cannot receive text using the Windows Paste method, text in the Windows clipboard is lost. To avoid this issue, enable the **Keep transferred text in clipboard when the Dictation box is closed** option.
- The provider cannot use the following DragonBar menus:
  - **Tools > Accuracy Center... / Command Browser... / Add New Command...**
  - **Words > New... / View/Edit... / Train... / Import... /Export...**
  - **Extras tool bar > Correction...**
  - **Sound > Transcribe Recording...**

# ***Chapter 14: PowerMic settings***

This chapter provides information about the PowerMic settings you can apply through Dragon. You can set a PowerMic button to perform actions when a provider presses the button.

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# PowerMic settings

Use these settings to perform actions when a provider presses a button on a PowerMic I or PowerMic II microphone.

See the *Dragon Help* for more information on the settings in this section.

## Dragon location: Tools > Options > PowerMic I

Setting	Default value	Description	Comments and recommendations
Application	Global	Global	See the Dragon Help for more details. on this setting and the values you can set it to.
Dictate	Press-to-talk	Press-to-talk	See the Dragon Help for more details. on this setting and the values you can set it to.
Top Left	Show dictation box	Show dictation box	See the Dragon Help for more details. on this setting and the values you can set it to.
Fast forward	Skip forward	Skip forward	See the Dragon Help for more details. on this setting and the values you can set it to.
Top Right	None	None	See the Dragon Help for more details. on this setting and the values you can set it to.
Stop/Play	Playback	Playback	See the Dragon Help for more details. on this setting and the values you can set it to.
Lower Left	Press OK button	Press OK button	See the Dragon Help for more details. on this setting and the values you can set it to.
Rewind	Skip backward	Skip backward	See the Dragon Help for more details. on this setting and the values you can set it to.
Lower Right	Show correction window	Show correction window	See the Dragon Help for more details. on this setting and the values you can set it to.

## Dragon location: Tools > Options > PowerMic II

Setting	Default value	Description	Global application recommendations	Dictation Box application recommendations
Application	Global	Global		
Transcribe	Transfer Text	Transfer Text	Set this value to <b>show dictation box</b> .	Set this value to <b>transfer text</b> .
Tab Backward	Show correction window	Show correction window	Set this value to <b>press shift tab</b> .	Set this value to <b>press shift tab</b> .
Tab Forward	Tab forward	Tab forward	Set this value to <b>tab forward</b> .	Set this value to <b>tab forward</b> .

Setting	Default value	Description	Global application recommendations	Dictation Box application recommendations
Dictate	Press-to-talk	Press-to-talk	Set this value to <b>Press-to-Talk</b> .	Set this value to <b>Press-to-Talk</b> .
Rewind	Skip backward	Skip backward	Set this value to <b>previous field</b> .	Set this value to <b>previous field</b> .
Fast Forward	Skip forward	Skip forward	Set this value to <b>next field</b> .	Set this value to <b>next field</b> .
Stop/Play	Playback	Playback	Set this value to <b>accept defaults</b> .	Set this value to <b>accept defaults</b> .
Custom Left	Force command recognition	Force command recognition	Set this value to <b>delete last word</b> .	Set this value to <b>delete last word</b> .
Enter/Select	Show dictation box	Show dictation box	Set this value to <b>transfer text</b> .	Set this value to <b>Hidden mode on/off</b> .
Custom Right	Force dictation recognition	Force dictation recognition	Set this value to <b>new paragraph</b> .	Set this value to new <b>paragraph</b> .



# ***Chapter 15: Administrative settings***

This chapter provides information about the Administrative settings that you apply to a Group or User through the Nuance Management Console.

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# Administrative Settings

See the *Dragon Medical Enterprise Network Edition 10.1 Administrator Guide* and the *Dragon Help* for more information about the settings in this section.

## NMC location: Group Details > Dragon Settings > Administrative Settings

Setting	Default value	Description	Comments and recommendations
Data Distribution Location	Blank	Set the path to the folder for storing files with new words, commands and vocabularies for the group.	When a group member logs in to the Dragon client, the files download from the Data Distribution location to the client computer. See <a href="#">Data Distribution Location</a> for more details.

### Data Distribution Location

Data Distribution Tool (DDT) automatically adds new words, customized vocabularies, or new commands to multiple DMENE users through Groups you setup in the Nuance Management Console. The Data Distribution Location can be a mapped drive or a UNC path. The DDT interfaces with the Dragon nsadmin utility.

You must install the DMENE Client on all workstation that requires the Data Distribution Tool. The DDT can also run directly on the client from \Program Files\Nuance\NaturallySpeaking10\Program\nsadminw.exe.

You require a special NMC Group Security Right to run the Data Distribution Tool.

By default, on the Dragon client computer, data updates from the Data Distribution Location are sent to: C:\Documents and Settings\All Users\Application Data\Nuance\NaturallySpeaking10\custom."