

Dictation Best Practices

- ✓ Use a PowerMic or headset for best recognition results; the integrated dock mic may pick up unwanted background noise
- ✓ Make sure your microphone is about 1" below and 1-3" away from your mouth when you dictate
- ✓ Speak at your normal pace and dictate with punctuation
- ✓ Pause briefly before and after you dictate commands
- ✓ Wait a second before dictating to prevent clipping; there may be a slight delay after turning on the microphone
- ✓ Complete your dictation before turning off the microphone, especially when using voice commands
- ✓ Turn off your microphone when you are finished dictating so DMO does not capture extraneous dictation
- ✓ Train misrecognitions as they arise; this will improve accuracy and save time for your future dictations
- ✓ Enter unusual words into your custom vocabulary (atypical surnames or experimental medicines, for example)
- ✓ Create Auto-Texts to quickly insert blocks of frequently-used boilerplate text
- ✓ Open Help in the DragonBar menu or say "open help" to learn more
- ✓ If you use a headset, use the default keyboard hotkey (+ sign) to talk
- ✓ If you use a PowerMic, set it to *press to talk* (press the red button to turn the microphone on/release it to turn it off)
- ✓ If you use a PowerMic, hold it in your non-dominant hand, enabling you to keep using your mouse with the other hand
- ✓ See your Administrator if you need help with microphone setup