Correcting Dragon:		**Moving Around in a Document:**	
Say	**Outcome (What DMO will enter/type)**	**Say**	**Outcome (What DMO will enter/type)**
Select <text> To either replace or delete a word	Highlight the text and option will be given on action that can occur. To replace the highlighted word, simply say the new word. To delete the highlighted word, say "Delete"	Insert before <text> Ex. Insert before chest	Cursor will go in front of the word Sample Outcome: chest
Correct <text> To either replace or delete a word	Highlight the text and option will be given on action that can occur. To replace the highlighted word, simply say the new word. To delete the highlighted word, say "Delete"	Insert after <text> Ex. Insert after chest	Cursor will go at the end of the word Sample Outcome: chest
Punctuation – Dictate Punctuation:		End of Sentence	Cursor will go to the end of the sentence
Say	**Outcome (What DMO will enter/type)**	End of Paragraph	Cursor will go to the end of the paragraph
Comma	,	Unselect That	Unselects selected text
Period or Full Stop	.	Go to Top	Cursor will go to the top of the report
Exclamation Point or Exclamation Mark	!	Go to bottom	Cursor will go to the bottom of the report where you last dictated
Question Mark	?	**Editing in a Document:**	
Hyphen or Dash	-	**Say**	**Outcome (What DMO will enter/type)**
Colon	:	New Line	Start a new line
Semi-colon	;	New Paragraph	Start a new paragraph
Open Quote	"	Delete That	Delete the last word (s) or phrase dictated
Closed Quote	"	Scratch That	Delete the last word (s) or phrase dictated
Open Parenthesis	(	Undo That	Reverses/delete last action including commands
Closed Parenthesis	)	Spell Out…(say the letter character you are spelling out)	Dragon will type the letter character that you are spelling out
Slash	/	Cap That	Capitalizes the first letter of each word that you have previously dictated

Back Slash	\	All Caps That	Capitalizes the entire phrase that you have previously dictated
Selecting Text:		**Dragon Template Navigation:**	
Say	**Outcome (What DMO will enter/type)**	**Say**	**Outcome (What DMO will enter/type)**
Select <text>	Select text that you have indicated	Next Field	Moves to the next set of brackets []
Select That	Selects last word/phrase dictated	Previous Field	Moves to the previous set of brackets []
Select All	Selects entire field	Accept Defaults	Clear all remaining brackets [] to accept the default answers
		Open Dictation Box	Opens the dictation box
Select <start of text> Through <end of text>	Selects a group of words.	Transfer Text	Transfers the dictated note to a free text field where your cursor is located
Inserting your Macro/Template command:		**Inserting your Step by Step command:**	
Say	**Outcome (What DMO will enter/type)**	**Say**	**Outcome (What DMO will enter/type)**
<name of the manage auto-text>	Dragon will insert the macro/template that you have created (e.g. – My Intro)	<name of the step by step command>	Dragon will perform the step by step command (e.g. – Open Gross. This will open your Gross description data field in the pathology desktop)