

## Format Dates

This option determines whether the software converts dictated dates to your selected date format.

<input checked="" type="checkbox"/>	Selection	Results
<input type="checkbox"/>	Checked*	The dictated dates are placed in the format you select.
<input type="checkbox"/>	Not checked	The dates are unformatted and appear in the document as dictated.

\* = Default selection

## Date Format

This option controls how the software formats dates when the user dictates the day, month, and year.

<input checked="" type="checkbox"/>	Selection	Results
<input type="checkbox"/>	Date as spoken*	No formatting; dates appear as dictated.
<input type="checkbox"/>	Month D, YYYY	March 3, 2013
<input type="checkbox"/>	Month DD, YYYY	May 03, 2013
<input type="checkbox"/>	Mon D, YYYY	Oct 3, 2013
<input type="checkbox"/>	Mon DD, YYYY	Oct 03, 2013
<input type="checkbox"/>	M/D/YYYY	2/4/2013
<input type="checkbox"/>	M/D/YY	2/4/13
<input type="checkbox"/>	MM/DD/YYYY	02/04/2013
<input type="checkbox"/>	MM/DD/YY	02/04/13
<input type="checkbox"/>	MM-DD-YY	03-11-13
<input type="checkbox"/>	D Month, YYYY	27 March, 2013
<input type="checkbox"/>	D/M/YYYY	2/3/2013
<input type="checkbox"/>	D/M/YY	2/3/13
<input type="checkbox"/>	DD/MM/YYYY	02/03/2013
<input type="checkbox"/>	DD/MM/YY	02/03/13
<input type="checkbox"/>	YYYY-MM-DD	2013-05-23

\* = Default selection

## Format Times

Turns on automatic formatting of standard time formats. For example, if the user dictates “Six thirty PM,” the software transcribes **6:30 PM**. Dictating standard time runs on a 12-hour clock, letting the user make the distinction between AM and PM.

<input checked="" type="checkbox"/>	Selection	Results
<input type="checkbox"/>	Checked*	6:30 p.m.
<input type="checkbox"/>	Not checked	Six thirty p.m.

\* = Default selection

## Format Common English Abbreviations

This option enables the software to recognize most standard abbreviations.

<input checked="" type="checkbox"/>	Selection	Results
<input type="checkbox"/>	Checked	Dept. Inst. vs. Corp.
<input type="checkbox"/>	Not checked*	Department Institute versus Corporation

\* = Default selection

## Expand Common English Contractions

Select this option if you want the software to spell out contractions in full, rather than showing them as contractions.

In some situations, a contraction is ambiguous. For example, the phrase “**It’s always**” might mean either “**It is always**” or “**It has always**,” depending on the word that follows. In this situation, the software expands the contraction regardless of how you have set this option.

<input checked="" type="checkbox"/>	Selection	Results
<input type="checkbox"/>	Checked	He is It is
<input type="checkbox"/>	Not checked*	He’s It’s

\* = Default selection

## Abbreviate Common English Units of Measure

Use this option to turn on automatic formatting of standard units of measure such as feet and inches.

<input checked="" type="checkbox"/>	Selection	Results
<input type="checkbox"/>	Checked*	Patient weighs 150 lbs. 9 mm
<input type="checkbox"/>	Not checked	Patient weighs 150 pounds. 9 millimeters

\* = Default selection

## Format Street Addresses

Turns on automatic formatting of postal addresses.

For UK English users, this option also enables the proper formatting of UK and Canadian post codes. US English users can enable UK and Canadian post codes by selecting the **Format UK and Canadian Postcodes** option.

<input checked="" type="checkbox"/>	Selection	Results
<input type="checkbox"/>	Checked*	100 Main Street, New York, NY 10007
<input type="checkbox"/>	Not checked	100 Main Street New York New York 10007

\* = Default selection

## Format UK and Canadian Postcodes

This option applies only to US English. With the option selected, the software properly formats UK and Canadian postal codes.

<input checked="" type="checkbox"/>	Selection	Results
<input type="checkbox"/>	Checked	London, W2 4RJ Toronto, Ontario M5H 2L2
<input type="checkbox"/>	Not checked*	London, W24RJ Toronto, Ontario M5 H2 L2

\* = Default selection

## Abbreviate Titles

This option inserts abbreviations for titles.

<input checked="" type="checkbox"/>	Selection	Results
<input type="checkbox"/>	Checked*	Mr. Dr.
<input type="checkbox"/>	Not checked	Mister Doctor

\* = Default selection

## Format ISO Currency Codes

You can select this option if you have selected the **Format Prices** option. This setting enables the software to display currency amounts with the international code for the language you have chosen in the Windows Regional and Language Options tool in the Control Panel.

<input checked="" type="checkbox"/>	Selection	Results
<input type="checkbox"/>	Checked	USD10
<input type="checkbox"/>	Not checked*	10 dollars

\* = Default selection

## Format prices

Inserts prices and currencies in the proper format with the appropriate currency symbol.

<input checked="" type="checkbox"/>	Selection	Results
<input type="checkbox"/>	Checked*	\$200 \$200.50 €50
<input type="checkbox"/>	Not checked	200 dollars 200 dollars and 50 cents 50 euros

\* = Default selection

## Format phone numbers

Select this option to turn on automatic formatting of telephone numbers.

For US English users: Turns on automatic formatting of North American telephone numbers when the user dictates a sequence of seven or ten numbers.



**Notes:**

- *Vanity phone numbers such as 1-800-EXAMPLE are not supported.*
- *The automatic formatting of North American telephone numbers is not supported for UK English users.*

For UK English users: Turns on automatic formatting of UK telephone numbers.



**Notes:**

- *Country code +44 can be dictated as “four four,” “forty four,” or “double four” with preceding “plus” or “plus-sign.” For example, if the user dictates “plus-sign four four two nine two oh seven four seven seven four seven,” the software transcribes “+44 29 2074 7747”.*
- *Area codes that are dictated without the preceding country code must be dictated with leading zero. For example, when the user dictates “zero two nine two oh eight seven nine three two seven,” the software transcribes “029 2087 9327”.*
- *When the user dictates a 6-digit number, the software transcribes the number with no spaces. When the user dictates a seven- or eight-digit number, the software transcribes the number with a space before the last four digits.*
- *The automatic formatting of UK telephone numbers is not supported for US English users.*

<input checked="" type="checkbox"/>	Selection	Results
<input type="checkbox"/>	Checked*	212- 555-1000
<input type="checkbox"/>	Not checked	2125551000

\* = Default selection

### Format Other Numbers

This option enables formatting of all numbers not covered by other formatting options, such as negative numbers, numbers with punctuation, fractions, decimals, and Roman numerals.

<input checked="" type="checkbox"/>	Selection	Results
<input type="checkbox"/>	Checked*	1,205.7 22,500.7
<input type="checkbox"/>	Not checked	1205 .seven 22,500 .seven

\* = Default selection

## Format Web and E-mail Addresses

Web and email addresses are formatted automatically, allow the user to dictate them in a natural manner. Names are concatenated and the word **at** is converted to the @ symbol.

<input checked="" type="checkbox"/>	Selection	Results
<input type="checkbox"/>	Checked*	doctor@hospital.com
<input type="checkbox"/>	Not checked	Dr. at hospital.com

\* = Default selection

## “million” instead of “,000,000”

Inserts numbers as a combination of text and Arabic numerals.

<input checked="" type="checkbox"/>	Selection	Results
<input type="checkbox"/>	Checked*	5 million
<input type="checkbox"/>	Not checked	5,000,000

\* = Default selection

## Format US Social Security Numbers

This option applies only to US English. With this option selected, if the user dictates nine numbers in sequence, automatic formatting of social security numbers is activated.

<input checked="" type="checkbox"/>	Selection	Results
<input type="checkbox"/>	Checked	Social security number is 123-45-6789.
<input type="checkbox"/>	Not checked*	Social security number is 123456789.

\* = Default selection

## Allow Pauses in Formatted Phrases

A speaker is likely to pause while dictating a number with many digits. If you select this option, the speech recognition software does not attempt to interpret a number until the speaker finishes dictating all the digits and begins dictating the next word. Then, it uses the context to interpret the number as an MRN, a phone number, a social security number, or another type of number.

<input checked="" type="checkbox"/>	Selection	Results
<input type="checkbox"/>	Checked*	A number is not immediately formatted when the speaker pauses.
<input type="checkbox"/>	Not checked	Pauses in number dictation can result in premature number formatting.

\* = Default selection

### Rewrite “mass-effect” to “mass effect”

Removes the hyphen from the term “mass-effect.”

<input checked="" type="checkbox"/>	Selection	Results
<input type="checkbox"/>	Checked*	“mass effect”
<input type="checkbox"/>	Not checked	“mass-effect”

\* = Default selection

### Drop the number “12” in expressions “12 noon” and “12 midnight”

Removes the number 12 from time expressions, leaving only either “noon” or “midnight.”

<input checked="" type="checkbox"/>	Selection	Results
<input type="checkbox"/>	Checked	“12 noon” or “12 midnight”
<input type="checkbox"/>	Not checked*	“noon” or “midnight”

\* = Default selection

### Allow dictation of years as a sequence of 4 digits

For example, allows providers to dictate “two zero one three” to indicate the year 2013.

<input checked="" type="checkbox"/>	Selection	Results
<input type="checkbox"/>	Checked	2013
<input type="checkbox"/>	Not checked*	two zero one three

\* = Default selection

### Insert Two Spaces After Period

Adds two spaces after the end of a sentence instead of a single space.

<input checked="" type="checkbox"/>	Selection	Results
<input type="checkbox"/>	Checked	Two spaces after a period.
<input type="checkbox"/>	Not checked*	One space after a period.

\* = Default selection

## Replace profanities with variations of [expletive], delete them, or leave them as dictated

Allows you to decide how to treat profanities.

<input checked="" type="checkbox"/>	Selection	Results
<input type="checkbox"/>	Default is as dictated	Choose from as dictated; no output; [EXPLETIVE]; or [expletive]

\* = Default selection

## Use military rank abbreviations appropriate for the branch selected

Adds the appropriate rank based upon military branch selected.

<input checked="" type="checkbox"/>	Selection	Results
<input type="checkbox"/>	Default is None	Choose from Army; Navy; Air Force; Marines; or None

\* = Default selection

## Determine how “q.d.”, “q. day”, and “q. daily” are written out

Choose the preference used by your sites.

<input checked="" type="checkbox"/>	Selection	Results
<input type="checkbox"/>	Default is as dictated	Choose from q.d.; daily; q. day; q. daily; or as dictated

\* = Default selection

## Numbers, if Greater Than or Equal to

Numbers below the one you select are spelled out in full. Numbers equal to or greater than this number appear as digits.

<input checked="" type="checkbox"/>	Selection	Results
<input type="checkbox"/>	0	The dictated number “zero” appears as <i>zero</i> , and the numbers one and higher appear as 1, 2, 3, 4, and so on.

\* = Default selection

<input type="checkbox"/>	2*	The dictated numbers “zero” and “one” appears as <i>zero</i> and <i>one</i> , and the numbers two and higher appear as 2, 3, 4, and so on.
<input type="checkbox"/>	10	The dictated numbers “zero” through “nine” appears as <i>zero</i> through <i>nine</i> , and the numbers ten and higher appear as 10, 11, 12, and so on.
<input type="checkbox"/>	100	The dictated numbers “zero” through “ninety-nine” appear as <i>zero</i> through <i>ninety-nine</i> , and the numbers one hundred and higher appear as 100, 101, 102, and so on.
<input type="checkbox"/>	No formatting	All numbers are spelled out, except where another formatting rule applies to them.

\* = Default selection

### Caps Lock Key Overrides Capitalization Commands

This option provides a reliable way to enter text in all capital letters. If you select this option, when the user activates **Caps Lock** by pressing the **Caps Lock** key or pronouncing the corresponding voice command, the following capitalization commands have no effect: **Cap <word>**, **Caps On**, **Caps Off**, **All-Caps <word>**, **All-Caps On**, **All-Caps Off**, **No-Caps <word>**, **No-Caps On**, and **No-Caps Off**. The **Cap That**, **All-Caps That**, **No-Caps That** and **Capitalize <words>** commands, however, work as they normally do.

<input checked="" type="checkbox"/>	Selection	Results
<input type="checkbox"/>	Checked	While <b>Caps Lock</b> is on, the <b>Cap &lt;word&gt;</b> , <b>Caps On</b> , <b>Caps Off</b> , <b>All-Caps &lt;word&gt;</b> , <b>All-Caps On</b> , <b>All-Caps Off</b> , <b>No-Caps &lt;word&gt;</b> , <b>No-Caps On</b> , and <b>No-Caps Off</b> commands have no effect.
<input type="checkbox"/>	Not checked*	All capitalization commands work as usual while <b>Caps Lock</b> is on.

\* = Default selection