Treat Ambiguous Numeric Strings

This option determines whether the software interprets dictated strings of numbers as dates, or as ID numbers.

- If you choose **As Dates**, select the **Format dates** option on the **General** tab, and then select a format from the **Date format** drop-down list. Do not select **Dates as Spoken** as the date format.

- If you choose **As IDs**, the software converts dictated numbers to a series of digits without spaces. For example, if the user dictates **"five six oh nine**,**"** the software transcribes the string as **5609**. If the user dictates **"eight eight six seven three five five**,**"** the software transcribes it as **8867355**. The user can then punctuate the series of numbers as desired.

☑	Selection	Results
☐	As IDs	020310
☐	As Dates*	02/03/2010 (depending on date format selected)

* = Default selection

Rewrite "cc" after a number as "mL"

Inserts mL after a number if the user dictates **"cc"** followed by a number.

☑	Selection	Results
☐	Checked	3 mL
☐	Not checked*	3 cc

* = Default selection

Write "degree" and "degrees" after a number as "°" and abbreviate "Fahrenheit" and "Celsius" to "F" and "C"

Inserts correctly formatted temperatures.

☑	Selection	Results
☐	Checked	98.6° F
☐	Not checked*	98.6 degrees Fahrenheit

* = Default selection

Use Roman numerals for diabetes types

Inserts Roman numerals instead of Arabic numerals for diabetes types.

☑	Selection	Results
☐	Checked	Type II diabetes
☐	Not checked*	Type 2 diabetes

* = Default selection

Insert a hyphen between a number and the word "French"

Inserts a hyphen when the user dictates, for example, **"Five French"** to describe a type of equipment.

☑	Selection	Results
☐	Checked	19-French sheath
☐	Not checked*	19 French sheath

* = Default selection

Format of expressions involving feet and inches

Use this option to determine how the software is to format expressions with feet and inches.

☑	Selection	Results
☐	Spell out **feet** and **inches***	6 feet 2 inches
☐	Symbols with one space	6' 2"
☐	Symbols surrounded by spaces	6' 2"
☐	Symbols without spaces	6'2"

* = Default selection

Write one-digit ordinals from "third" to "ninth" in hybrid form ("3rd" to "9th")

This option determines how the software transcribes ordinal numbers.

☑	Selection	Results
☐	Checked	3rd
☐	Not checked*	third

* = Default selection

Insert a space between "mm" and "Hg"

The option determines whether the software inserts a space between the abbreviations for **"millimeter"** and **"mercury**.**"**

☑	Selection	Results
☐	Checked	mm Hg
☐	Not checked*	mmHg

* = Default selection

Write "o'clock" as a word

Use this option to specify where the software is to spell out the word **"o'clock**.**"**

☑	Selection	Results
☐	Always	At 4 o'clock, the 6 o'clock position
☐	Only before "position"	At 4:00, the 6 o'clock position
☐	Never*	At 4:00, the 6:00 position

* = Default selection

Format numbers as times when followed by phrases such as "in the morning"

Note: *This option is not fully implemented in this version.*

Inserts numbers as times when followed by phrases like **"in the morning"** or **"at night**.**"**

☑	Selection	Results
☐	Checked	Numbers followed by these phrases are formatted as times of day: "Ten at night" becomes 10:00 PM.
☐	Not checked*	Numbers followed by these phrases are formatted as times only if they end in 00, 15, 30, or 45, or if they are followed by a.m. or p.m.

* = Default selection

Military time suffix

Controls whether the software inserts the word **"hours"** or the abbreviation **"hrs"** after military time.

☑	Selection	Results
☐	Remove "hours"	17:30
☐	Keep "hours"*	17:30 hours
☐	Abbreviate as "hrs."	17:30 hrs

* = Default selection

Write "%" as "percent"

This option inserts the % symbol in place of the word **"percent."**

☑	Selection	Results
☐	Checked	100 percent
☐	Not checked*	100%

* = Default selection

Write the word "number" as "#" prior to numerals

Inserts the "#" character in place of the word number prior to a numeral.

☑	Selection	Results
☐	Checked*	#7
☐	Not checked	number 7

* = Default selection

Write plural forms of formatted numbers with an apostrophe (e.g. 50's)

For example, "A patient who was in her 50's."

☑	Selection	Results
☐	Checked	50's
☐	Not checked*	50s

* = Default selection

Write single digit + "point" in hyphenated form when not followed by another digit

Note: This option is not fully implemented in this version.

Use this option to insert a digit, a hyphen, and the word **"point"** when a dictated digit is not followed by another digit.

☑	Selection	Results
☐	Checked	Restraint changed from 3-point to 4-point
☐	Not checked*	Restraint changed from 3. to 4.

* = Default selection

Write out "positive" and "negative" before numbers and for blood types and Rh factors

If you select this option, the software inserts the word **"positive"** or **"negative"** rather than the plus or minus symbol before numbers. For blood types and Rh factors, it spells out the word **"positive"** or **"negative**.**"**

☑	Selection	Results
☐	Checked	negative 3 blood type A positive Patient is Rh positive
☐	Not checked*	-3 blood type A+ Patient is Rh+

* = Default selection

Format of each item in a numbered list

Controls the number format of your numbered lists.

☑	Selection	Results
☐	No indentation, no #*	<Text>
☐	No indentation, number preceded by #	#1
☐	Indentation, no #	<Text>
	Indentation, number preceded by #	#1

* = Default selection

Before a numbered list item, automatically insert

Controls line/paragraph break before a numbered list.

☑	Selection	Results
☐	New line*	
☐	New paragraph	
☐	Nothing	

* = Default selection

Expect temperatures to be dictated in Celsius rather than Fahrenheit

When the user dictates a temperature, the software transcribes it with the **C** abbreviation.

☑	Selection	Results
☐	Checked	Temperature is 37° C.
☐	Not checked*	Temperature is 37° F.

* = Default selection