

Search My Commands™ and Clinical Calculators™

GUIDE | v2



smc/cc | version 2.0 | L-3767 | nuance.com

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TABLE OF CONTENTS

CHAPTER 1	
SEARCH MY COMMANDS™	4
Search and New Search of a Template	5
Previewing, Using or Canceling	6
Adding Favorites	7 - 8
Configuring Favorites	9 - 10
Advanced	
About Search	11
Results Window Settings	12
Search Settings	13
CHAPTER 2	
CLINICAL CALCULATORS™	14
Opening	15
Using	15
Transferring	15
CHAPTER 3	
POWERMIC II DEVICE SETTINGS	16
Customizing the PowerMic II Device Buttons	17



Dragon[®] Medical 360 Search My Commands™

CHAPTER I

QUICKLY ACCESS AND MANAGE CUSTOM COMMANDS

- Agnostic to EMR and Dragon version
- Quick access to all commands in user's Dragon® profile
- Simple and intuitive to use with Dragon® Medical
- Quick preview of command content
- Unlocks power and usability of Dragon[®] Medical commands
- Improves productivity for users of all levels
- User-specific favorites list for commands most often utilized (starter lists available)

NUANCE SEARCH MY COMMANDS[™] GUIDE

The Search My Commands[™] utility offers users an easy way to find available commands and templates using key words. Saying, **"Search My Commands"**, will open a simple input box where the user can enter a word or a phrase to search from. The following procedure will walk the user through the use of the "Search My Commands" and the other capabilities of this utility.

SEARCH

- 1. Say **"Search My Commands"** or click on the right custom PowerMic II button. (see instructions on the PM II on page 17.)
- 2. The "Search My Commands" window will appear.
- 3. Enter the word or phrase you are searching for.
- 4. Click or Say **"OK."** The "Results For ..." window will appear. The results from the search will be listed. The type of the command will appear at the right of the name of the command.

Search Window Buttons/Items:

Advanced:

- 1. All Settings are in this area (more info on pages 11-13)
- 2. Help files (also any window that has a "?" in the right corner.)
- 3. About SMC: gives the versioning of the product.

Search in Text and Graphics content AB:

If this is checked, the search will also give results of the word/phrase within the content of all Text and Graphics and the name of the command.

Favorites: Takes the user to the Favorites screen.

Results Window Buttons:

New Search:

The user may do a "New Search" if a new search is needed. In the results window, click on **"New Search"**. This is found on the lower right of the SMC screen.

Use In Dictation Box:

- 1. Click <u>once</u> on the item and then click the button "Use in Dictation Box".
 - or
- 2. Say **"Use # in Dictation Box"**. This will enter the template into the dictation box and allow the user to make changes as needed.

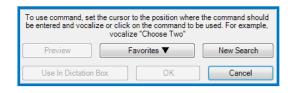
Favorites: (More information about Favorites on page 7.)

- 1. Add to Favorites
- 2. Go To Favorites
- 3. Configure Favorites

Cancel: This will close the Search My Commands windows.

Enter the terms to search for:
Search In Text and Granhics Contant 4a.
Search In Text and Graphics Content As
Advanced Favorites OK Cancel

Results For "sa": 1. Dorsal slit Template 4 2. Nasal Anterior Packing Template 4 3. Nasal Posterior Packing Template 4 4. Nasal Septal Hematoma Drainage Template 4 5. Nasal Septan Cautery Template 4 6. ROS Dysarthria 4 7. ROS Dysarthria Template 4 8. ROS Nasal Congestion 4	
2. Nasal Anterior Packing Template 4 3. Nasal Posterior Packing Template 4 4. Nasal Septal Hematoma Drainage Template 4 5. Nasal Septam Cautery Template 4 6. ROS Dysarthria 4 7. ROS Dysarthria Template 4	
3. Nasal Posterior Packing Template 4 4. Nasal Septal Hematoma Drainage Template 4 5. Nasal Septam Cautery Template 4 6. ROS Dysarthria 4 7. ROS Dysarthria Template 4	в
4. Nasal Septal Hematoma Drainage Template 4 5. Nasal Septum Cautery Template 4 6. ROS Dysarthria 4 7. ROS Dysarthria Template 4	B
5. Nasal Septum Cautery Template 4 6. ROS Dysarthria 4 7. ROS Dysarthria Template 4	в
6. ROS Dysarthria 4 7. ROS Dysarthria Template 4	в
7. ROS Dysarthria Template 4	в
	в
0. DOS Nacal Casasatian	в
8. ROS Nasal Congestion A	в
9. ROS Nasal Congestion Template 4	в
10. ROS Sexual Assault 4	в
11. sample action 🛛 🙀	ŝ
12. sample object script	a
13. sample script	3
14. sample script <1to10> <samplelist></samplelist>	a
15. sample signature A	в
16. sample steps	∎
17. sample user dialog script	a
18. Saphenous Vein Cutdown Template	в
19. Smoking Cessation Discussion Template A	Ы



5

PREVIEWING & USING

- Click once on the item and then click the button "Preview". or
- 2. Say **"Preview #"** ("Preview 2"). A preview window will appear allowing you to preview the contents prior to using.

Preview Window Buttons:

To use command, set the cursor to the position where the command should be entered and vocalize or click on the command to be used. For example, vocalize "Choose Two"			
Preview	Favorites V	New Search	
Use In Dictation I	Box OK	Cancel	

Oragon Medical 360 Search My Commands ? ×	o Dictation Box
Preview Command:	
The command was protected by Nuance Communications, Inc Licensed only by Agreement Please, confact for more information.	Text: A discussion was held with the patient regarding smoking cessation. The risks of continued smoking, including hypertension, cardiac, cerebrovascular, and other end organ injury were discussed. Furthermore, the risk of emphysema, cancer, chronic bronchitis, and other pulmonary complications were emphasized. The risks and benefits of medical therapy including nicotine replacement therapy were discussed. The patient is strongly encouraged to pursue a smoking cessation program.
	482 characters
	To transfer text set the cursor to the position where the text should be transferred to and say "Transfer text" command or press hot-keys assigned to "Transfer text" command (see Options window).
To use command, set the cursor to the position where the command should be entered and vocalize or click "Use It". Use In Dictation Box] Add To Favorites Use It Close	Help Cancel

Use in Dictation Box or Use It:

 If the user wants to use the command, Click or Say "Use it" or "Use In Dictation Box". (The buttons at the bottom of the window.) The dictation box will open and display the selected command or the command will show up in the EMR where the cursor* had been located.



The user must put the cursor where you want the information to be imported in order for it to go to the correct location within the EMR.

Add To Favorites: (Adding previewed command to Favorites.)

1. This will add the item being reviewed to the users favorites screen.



6

a. The Favorites button will turn to "Adding" until the item the addition is complete.

b. If the item has already been added previously a message will appear letting the user know.

Dragon S	earch My Commands		×
Î	"TEST Command" is al	ready in Favorites list.	
		OK	
t the cursor to the position where the command should be entered and vo			d and voo
Addin	g	Use	lt

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ADDING FAVORITES

The SMC has the capabilities to have a users command/template selected and moved to a favorites screen within the SMC for guick and easy access to those commands/templates.

There are 2 ways to get to the favorites screen using the PowerMic.

- Click the **right custom button** on the PowerMic 1.
- 2. Click on the "Favorites" Button

or

Click the left custom button on the PowerMic. This will open the SMC directly to the Favorites window.



NOTE: The user may also verbalize "Search Favorites" to open the Favorites window immediately.

There will only be something in the favorite's screen if you have already moved items to your favorites within the SMC. A command that shows (???) means the name is not recognized as existing in the users Command Browser but has been added to the Favorites at one point or another. The user may have changed the name within the Command Browser or deleted it at some point but did not remove or change it within their favorites window. There are a few different ways to add items to your favorites.

The first way is:

- 1. When the 'Results' window appears from a search; highlight an item in the results window and click the button "Favorites".
- 2. Select "Add to Favorites" in the drop down.
- 3. Click "OK". The next time you go into your "Favorites" window you will see the new item(s) that you added.

To use command, set the cursor to the position where the command should be entered and vocalize or click on the command to be used. For example, vocalize "Choose Two"			
Preview Favorites V	New Search		
Use In Dictation Box OK	Cancel		

The user will get a warning window (seen below) if this is an item already NOTE: in their favorites.

Dragon S	earch My Commands	23
À	All of the command chosen are alre added.	ady in Favorites. None have been
		ОК

Dragon Search My Commands	
Selected command(s) are already in Favorites list.	
ОК	

🐣 Dragon Medical	360 Search My Con	nmands	8 X
Enter the terms t	o search for:		
Se	arch in Text and Gr	aphics Cont	ent ⁴ B
Advanced	Favorites	ОК	Cancel

伤 Dragon Medical 360 Search My Com 🤗	Х		
Favorites:			
********** REVIEW OF SYSTEMS ********			
1. ROS Adult	AB		
2. ROS Adult Template	AB		
************** PHYSICAL EXAMS ************	-		
3. Physical Exam Adult Template	AB		
4. Physical Exam Adult Limited Level Three Templa	AB		
DISCUSSIONS			
5. Anxiety Discussion Template	AB		
6. Code Status Discussion Template	AB		
7. Diabetes Type Two Discussion Template	AB		
8. Hypertension Discussion Template	AB =		
PROCEDURE NOTES			
9. CVP Access Internal Jugular Template	AB		
10. Lumbar Puncture Template	А _В		
CRITICAL CARE NOTES			
11. Critical Care Cardiac Template	AB		
12. Critical Care Respiratory Template AB			
13. Clinical Calculators			
	2 Z		
14. TIMI for UA NSTEMI			
15. Nasal Anterior Packing Template	А _В		
16. sample script four horses	чD M		
CHANGE	8		
17. TIMI for STEMI	2 ¹⁰		
18. Abscess Incision and Drainage Template	ÅB		
19. Adult Exam Limited Template	AB +		
< III	•		
To use command, set the cursor to the position where the command should be entered and vocalize or click on the command to be used. For example, vocalize "Choose Two" Preview Configure Preview Ravorites			
Use In Dictation Box OK Can	icel		

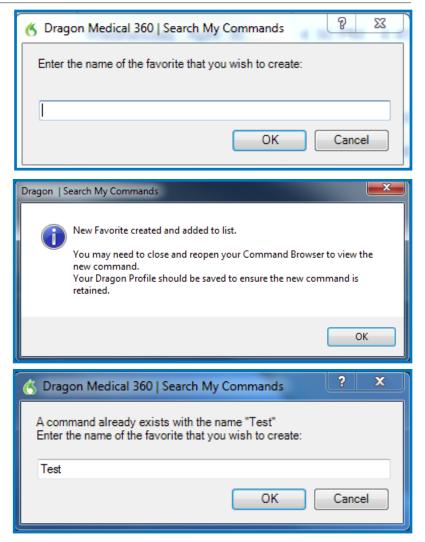
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ADDING FAVORITES

The second way is:

When creating a command, highlight the information to save, instead of saying "Make that a Shortcut" a user can say "Make that favorite". The user will go through the following steps to complete the favorites process for doing it this way:

- A. The window below will appear. Enter the name of the command.
- B. Click "OK".
- C. The window below will appear to let you know that the favorite has been created and added to the users favorite list. Another window if that name has already been used.
- NOTE: User may need to close and reopen your Command Browser to view the new command. The Users Dragon profile should be saved to ensure the new command is retained.

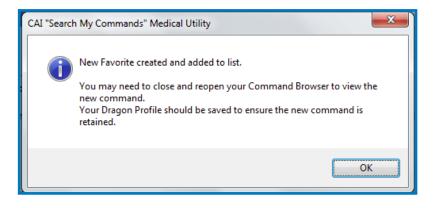


The third way is:

Open a command/template within the Command Browser of the users profile.

- A. Click within the Content of the command.
- B. Say "Make that favorite".
- C. Click "OK".
- D. The window to the right will appear to let you know that the favorite has been created and added to the users favorite list.

NOTE: User may need to close and reopen your Command Browser to view the new command. The Users Dragon profile should be saved to ensure the new command is retained. If a client / user has a previous CAI PowerPack product, they can move favorites from the prior PP version to the new SMC by opening their profile and then saying " Copy PowerPack Favorites".



8

CONFIGURE FAVORITES

A user is able to configure the favorites by clicking on the **"Configure Favorites"** button when the user is in the Favorites window.

Configure Favorites:

Move Up/Down: Highlight the item on the left side of the window. Click on the "Move Up" or "Move Down" buttons to move the item to the place preferred within the window.

NOTE: Drag and Drop will also work to move any item in Favorites.

Remove Item: Highlight the item on the left. Click "Remove item" to remove it from favorites.

Sort List: Highlight the items to Sort. These items will be sorted in Alpha/ numeric order. Be careful with the dividers because they will all move to the top depending on what or how you have the divider created.

NOTE:

Dividers will move to the top if a portion of the Selection being sorted.

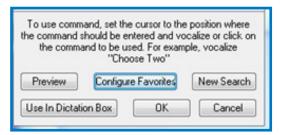
Insert Divider: This will allow you to enter characters, Numbers or letters to the name of the divider. The user may move the commands up/down to be within the divider they want.

Add Commands: This allows the user to add any type of command to their favorites within the SMC. See the next page to see further details.

Apply: Applies your changes to the favorites but allows you to continue to add more before taking the user out of the window.

OK: Applies your changes and takes the user out of the configuration window.

Cancel: Does not apply any changes made if the user hasn't clicked "Apply" and takes them out of the configuration window.



🔇 Dragon Medical 360 Search My Comma	ands ? X
The Items in Favorites:	
REVIEW OF SYSTEMS *	Move Up
1. ROS Adult AB 2. ROS Adult Template AB	Move Down
PHYSICAL EXAMS	Add Commands
3. Physical Exam Adult Template 4B 4. Physical Exam Adult Limited Level T4B	Insert Divider
5. TEST ??	
6. Anxiety Discussion Template AB	Remove Item
7. Code Status Discussion Template 4 8. Diabetes Type Two Discussion Tem 4	Sort List
9. Hypertension Discussion Template AB	Import
•••••••••••••••••••••••••••••••••••••	
11. Lumbar Puncture Template 4B	
CRITICAL CARE NOTES 12. Critical Care Cardiac Template Ap	
13. Critical Care Respiratory Template AB	
14. TIMI for UA NSTEMI	
15. Clinical Calculators	
16. Nasal Anterior Packing Template 4	
17. sample script four horses	
18. TIMI for STEMI	
19. Parkland Fluids for Burns 29. Abscess Incision and Drainage Tende	
21. Adult Exam Limited Template 4B	
2. HIV Needle Stick Assessment	Apply
23. TEST Command AB	ОК
24. dragon normal post op chest A _P ▼	Cancel

9

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CONFIGURE FAVORITES

SMC allows the user to add numerous commands/templates at once to the SMC favorites.

- 1. Within the Configuration window, click the **"Add Commands"** button.
- 2. Enter your search. A list of items will appear in the window that fit the search.
- 3. Highlight the items to add.
- 4. Click "OK".

OR

- 1. Within the Configuration window, click the **"Add Commands"** button.
- 2. Click **"View All Commands"** (bottom left corner of the new window).
- 3. A window similar to the command browser will appear. Highlight the commands to add to favorites. The User may select which folder they are found in or use the "All" group to show all commands/templates within the users profile. Otherwise a filter can be entered so only items with that filter appear.
- 4. Highlight the items to be added to the favorites window.



- 6 Dragon Medical 360 | Search My Commands Apply Filter Command Groups: Commands: Filter: 📄 (all) MvCommand Name Availability Type Description _Assessments_and_Plan 1. Alvarado Appendicitis Scale Advanced Scri... Global 1.9 *** Copyright Nua. Clinical Calculators 🚰 Advanced Scri... 1.9 *** Copyright Nua. 2. Centor Score for Strep Pharyngitis Global _Core_Measure_Templa 3. Central Line Insertion Practices Advanced Scri... 1.9 *** Copyright Nua. Global _Critical_Care_Template: 4. CHADS 2 Score for AFib Stroke Risk 🕅 Advanced Scri... 1.9 *** Copyright Nua. Global Discussions with Patie 5. Clinical Calculators Advanced Scri... 1.9 *** Copyright Nua. Global EKG Interpretations Advanced Scri... 6. Community-Acquired Pneumonia Severity. Global 1.9 *** Copyright Nua. Imaging Interpretations Advanced Scri... 7. Fractional Excretion of Sodium Global 1.9 *** Copyright Nua. Lab_Interpretations Advanced Scri... _Letters_To_Patients 8. Framingham Risk Score Global 1.9 *** Copyright Nua. Advanced Scri... _Letters_To_Providers 9. GCS Calculator Global 1.9 *** Copyright Nua. Advanced Scri... Other_Commands 10. HIV Needle Stick Assessment Global 1.9 *** Copyright Nua. Advanced Scri... 📄 _Physical_Exam_Templa 11. Maintenance Fluids Global 1.9 *** Copyright Nua. Procedure_Note_Temp Advanced Scri... 12. NEXUS Criteria Global 1.9 *** Copyright Nua. ______Review_of_Systems_T Advanced Scri... 13. NIH Stroke Scale 1.9 *** Copyright Nua. Global 🚞 Dragon Advanced Scri... 1.9 *** Copyright Nua. 14. Ottawa Ankle Global 🚞 Medical Normals Advanced Scri... 1.9 *** Copyright Nua. 15. Ottawa Knee Global Medical Templates Advanced Scri... 16. Parkland Fluids for Burns 1.9 *** Copyright Nua. Global 📄 My_Favorites Advanced Scri... 17. Pediatric ETT Size Global 1.9 *** Copyright Nua. Samples 18. PERC Rule for PE Advanced Scri. 1.9 *** Copyright Nua. Global 111 • 111 Show MyCommands Only OK Cancel
- 5. Click "OK".

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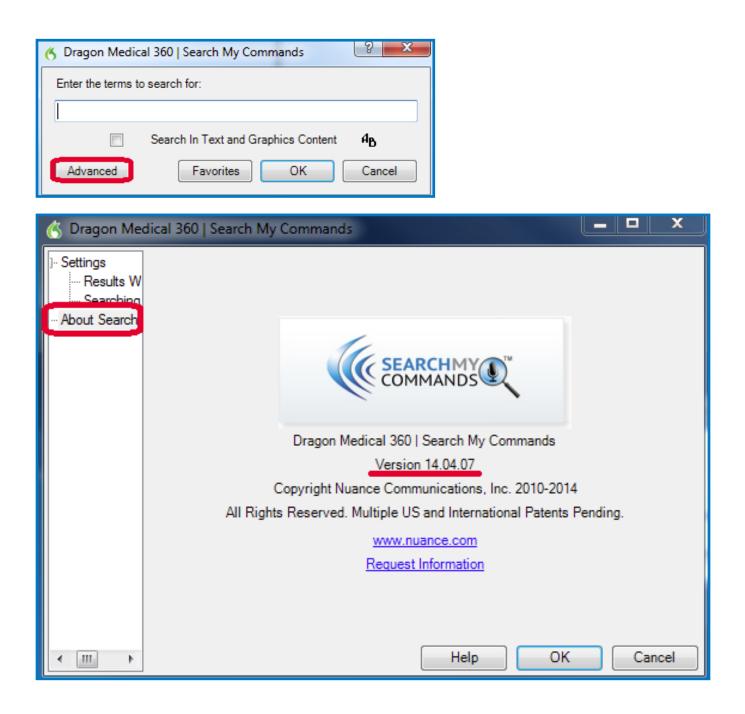
ABOUT SEARCH

Search My Commands[™] - "About" Button:

On the Search My Commands search window, there is an "About Search" area. Clicking on "About Search" will bring up the information about the Dragon 360 | Search My commands Medical Utility.

The information found on this window (below) is:

- 1. Version: This is the user's version of "Search My Command™"
- 2. Request Information: Allows the user to request additional information from Nuance on the products.



SETTINGS > RESULTS

On the Search My Commands search window, there is a "Results" area. Clicking on **"Results"** will bring up the following information seen below which will change the behavior of future searches.

- 1. "Keep Results Window Open After Using Command": The SMC will stay open and available for another search even after a result being chosen.
- 2. Window Position: The user selects where the SMC window will stay on the computer screen.
 - A. Center Window on Screen
 - B. Dock Window to Right of Screen
 - C. Dock Window to Left of Screen
- 3. **"Dock to Primary Screen Only"**: The user may click on this item if they use two screens and want the SMC to always show on the Primary Screen.

🔥 Dragon Medic	al 360 Search My Commands	8 x
Enter the terms to search for:		
	Search In Text and Graphics Content	а _в
Advanced	Favorites OK	Cancel

孩 Dragon Medical 360 Search My Commands		
- Results	Its Window Settings: Keep Results Window Open After Using Command o Control Functionality and Position of the main Results Window	
Window Position		
	Center Window on Screen	
	Dock Window to Right of Screen	
	Dock Window to Left of Screen	
	Dock to Primary Screen Only	

SETTINGS > SEARCH

On the Search My Commands search window, there is a "Search" area. Clicking on **"Search"** will bring the following information described below which will change the behavior of future searches. Within the Dragon Toolbar, go to the following: Tools > Options > PowerMic II tab.

 "Search In Text and Graphics Content": Be default, only command titles are reviewed for matches. When this item is selected the value of this setting is reset to Off every time a new search is per-formed allowing matches within the Content of Text and Graphic commands.

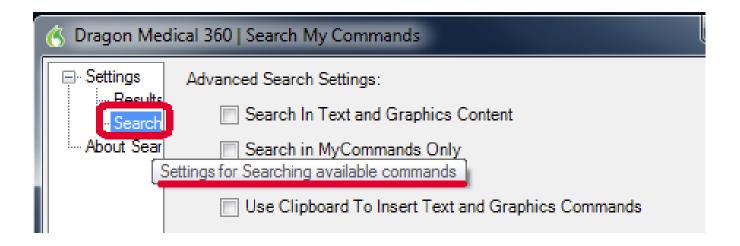
NOTE: All command titles are reviewed when this is checked. Text and Graphics content is searched in addition to command titles.

2. "Search in MyCommands Only": Newer Versions of Dragon[®] Medical 360 | Network Edition include Command Sets that are viewed separately in the Command Browser. Check this option to view only those commands that are seen in the MyCommands section within the Command Browser.

NOTE: This will have no apparent effect on versions of Dragon NaturallySpeaking that do not include the Command Sets feature.

3. "Use Clipboard To Insert Text and Graphics Commands": Dragon may have difficulty simulating the recognition of a command according to its title as seen on the Results window. Check this option to insert Text and Graphics content via the Window Clipboard instead of simulating a recognition.

伤 Dragon Medic	al 360 Search My Commands	? ×
Enter the terms to search for:		
	Search In Text and Graphics Content	А _В
Advanced	Favorites OK	Cancel





Dragon[®] Medical 360 Clinical Calculators™

CHAPTER II SUPPORT CLINICAL DECISION MAKING

- Clinical decision support tools that are based on algorithms present in established medical literature
- Directly integrated into Dragon Medical workflow
- Clinical Calculators assist with both calculation and consistent documentation

CLINICAL CALCULATORS[™]

1. Open the Menu for the Calculators by saying "Clinical Calculators".

NOTE:

Any other Advanced Scripting command must be closed v the calculators.

Double click or Say the Calculator you wish to open.

or

Highlight the item and Say or Click "OK".

	🛞 Dragon Medical 360 Powerl	Pack Clinical Calculators
	Double Click or Say the Calculator y	you wish to open:
l	Alvarado Score for Acute Appe 2 - Central Line Insertion Practices 3 - CHADS2 Score for Atrial Fibrilla	(CLIP) Adherence Monitoring Tool
closed when opening	4 - CURB-65 Severity Score for CA 5 - Endotracheal Tube (ETT) Size 6 - Fractional Excretion of Sodium 7 - Framingham Risk Score	RP for Peds
open.	8 - Glasgow Coma Scale Calculato 9 - HIV Needle Stick Risk Assessm 10 - NEXX9 - Criteria for Imaging of 11 - NIH Stroke Scale Calculator 12 - Maintenance Fluids Calculator 13 - Modified Centor Score for Stre 14 - Ottawa Ankle Rules 15 - Parkland Fluids Formula For Bi	rent Stratification Protocol (RASP) C-Spine .p Pharyngitis urns
	 PERC Rule for Pulmonary Emi 18 - Pneumonia Severity Index for, 19 - Pregnancy Due Dates Calculat 20 - Sepsis Screening Calculator 21 - Shock Index Calculator 22 - TIMI Risk Score for STEMI 23 - TIMI Risk Score for UA/NSTE 24 - Wells' Criteria for DVT 25 - Wells' Criteria for Pulmonary En 26 - Westley Croup Score 	Adult CAP itor
	<u> </u>	OK Cancel
Ø Dragon Medical 360 PowerPack Clinic	al Calculators: Glasgow Coma Scale (GC	x
Glasgow Coma Scale (GCS):		
Adult O Pediatric		
	Bost Vorbal Rosponso	Bost Motor Rosponse
	4 - Makes No Sound	9 - Makes No Movement 10 - 5 - ten inde Drie
	5 - Incomprehensible Sounds	10 - Extension to Pain
	 6 - Utters Inappropriate Words 7 - Confused, Disoriented 	 11 - Abnormal Flexion to Pain 12 - Flexes/Withdraws from Pain
	8 - Oriented, Converses Normally	13 - Localizes to Pain
		14 · Obeys Commands
Total GCS: 3 Points		
References		OK Cancel
6 Dictation Box		
Text:		
Adult Glasgow Coma Scale		
Eyes: Opens Eyes Spo Verbal: Oriented, Converses Nor Motor: Obeys Comma		
GCS Total: 15 Points		
To transfer text set the cursor to the position where the text should be transferred to and say "Transfer text" command or press hot-keys assigned to "Transfer text" command (see Options window).		
		Help Cancel

Below is an example of how one of the calculators works. The concept is the same for all the calculators.

The window (below) will appear when the Glasgow Coma Scale Calculator item is selected.

1. Click on either "Adult" or "Pediatric". The user may also say the item "Adult" or "Pediatric".

The windows are slightly different NOTE: depending on the patient type selected.

- 2. Complete the window as appropriate. Notice that the Total Score will change as the items are selected - giving the user the total score as items are selected.
- 3. When complete, click "OK".
- **NOTE:** User may verbalize any item they want to select. For example: User says "1" or "Does Not Open Eyes".
- 4. Click into the area of the patients chart/document where this information is to be entered.
- 5. Say "Transfer Text" or Click the appropriate PowerMic button (T) to transfer the information to the EMR document.

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CHAPTER III

POWERMIC RECOMMENDATIONS

The PowerMic Settings on the following page are recommended for all Customers that will be taking the Search My Commands product. The settings selected for each button will be able to be vocalized by the user or they may use the selected button.

NOTE:

All PowerMic II button settings may be set at the group level within the Nuance Management Console or set at the User Profile level through the Users Dragon Profile > Tools > Options.

POWERMIC II BUTTON SETTINGS:

Selecting a new action for a PowerMic

Il button: (Recommended buttons shown below)

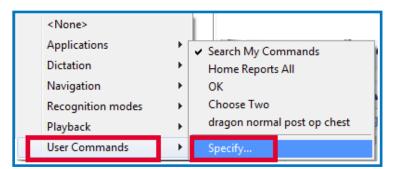
- NOTE: The process shown below will work for customizing any button that needs customizing. Recommended for "Search My Commands" and "Clinical Calculators".
- Within the Dragon Toolbar, go to the following: Tools > Options > Power-Mic II tab.
- 2. Click on the down arrow next to the button you want to use once the PMII button is specified with that command.

0	Application
Distantian	Button
Dicta <u>phone</u>	Transcrib
T+B	Tab Backward
KON	Tab Forward
*	Dictate
	Rewind
	Fast Forward
U UT	Stop/Pla
•	Custom Lef
	Enter/Selec
	Custom Righ

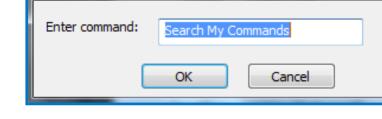
Application:	Global 👻
Button	Action
Transcribe	Transfer Text 🔹
Tab Backward	Tab backward 🔹
Tab Forward	Tab forward 🔹
Dictate	Press-to-talk 🔹
Rewind	Previous field 🔹
Fast Forward	Next field
Stop/Play	Show dictation box
Custom Left	Search Favorites 🔹
Enter/Select	Accept defaults
Custom Right	Search My Commands 🔹

X

- 3. Select "User Commands".
- 4. Click on "Specify".



- 5. Within the "Enter User Command" type "Search My Commands". The entry MUST be exactly as the name of the command. This includes capitalization.
- 6. Click **"OK"**.



NOTE: The other PowerMic II buttons can be changed to meet the screen print above by selecting from the drop downs.

Enter User Command