



## fluency direct

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### CLINICIAN'S GUIDE

FEBRUARY 2012  
VERSION 7.71

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## WELCOME

### OVERVIEW

**Fluency Direct** is a desktop solution for free-form dictations of medical reports into windows and web based Electronic Medical Records (EMRs).

The core of Fluency Direct is the power of **Speech Understanding**. This unique, proprietary technology combines best in class speech recognition with a powerful Natural Language Understanding (“NLU”) capability for improved accuracy by pairing language models and the context of words.

Speech Understanding allows clinicians to speak to clinical applications in conversational tones, a new paradigm M\*Modal refers to as **Conversational Documentation**. The system continually learns based on previous dictation and can even benefit from historically dictated and transcribed reports to accelerate the system’s learning and adaption process.

User and facility level customizations and trained author profiles are hosted over the internet in M\*Modal's data centers making easy access to trained author profiles from the office, clinic, nursing unit and home. This server-based model for speech processing allows for the frequent and seamless upgrade of the technology. The system is not an “install once and upgrade every three years” type of system. The backend speech-processing engine is updated and improved frequently.

### BENEFITS

- Ready to use in minutes
- Physicians can speak in conversational tones
- Instant conversion of dictation into medical reports
- Coverage across all specialties
- Continuous Learning for Continuous improvement
- Can be used with third-party software, such as MS Outlook, Word and EMRs
- Ability to define voice enabled commands to automate frequent tasks and normal text
- Ability to add new/custom vocabulary

### REQUIREMENTS

- Microsoft® Windows® XP or higher Windows OS
- Processor: Intel Core 2 CPU, 1.5 GHz, 1 GB RAM
- Microsoft® Internet Explorer Version 6 (SP1) or higher
- Philips SpeechMike Drivers v2.7 if using Phillips Speech Mike
- Minimum bandwidth for a single user: 256 Kbits/sec, recommended: 512 Kbits/sec

### ABOUT THIS GUIDE

The Clinician’s Users Guide is written for the clinical users of Fluency Direct; physicians, physician’s assistants, radiologist & imaging specialists, and other clinical professionals that dictate patient information.

This guide contains instructions regarding the use of Fluency Editor along with a complete list of dictation commands for supported applications.



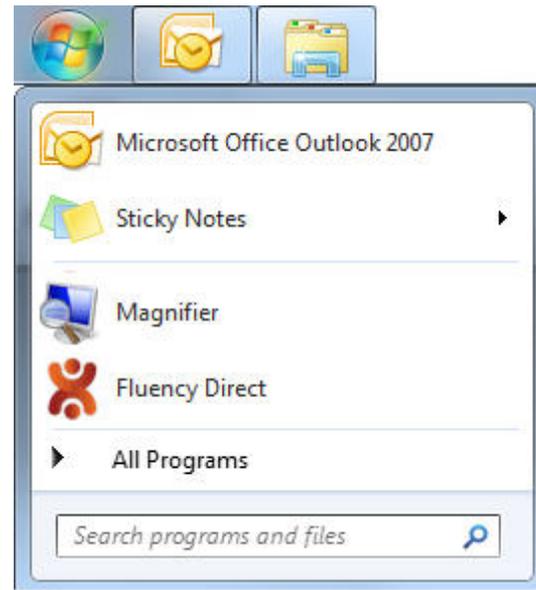
## GUIDE CONVENTIONS

<b>File names</b>	This manual uses <b>bold</b> text to indicate file names.
<b>User input</b>	This manual uses <b>bold</b> text to indicate user input.
<b>Key names</b>	A specific key on the keyboard is indicated in ALL CAPS. For example: Press ENTER to submit your password. .
<b>Commands and Prompts</b>	Screen prompts, menu and window names, fields, buttons, boxes, etc. appear in <b>bold</b> type.
<b>Menus</b>	The syntax used to demonstrate accessing a palette or submenu is <b>Menu &gt; Submenu</b> .
<b>Messages</b>	Messages in text are shown in italics as follows: <i>No Information Found</i> . This indicates that the words “No Information Found” are displayed in the application.
<b>Pressing keys simultaneously</b>	This manual uses the following format to indicate that you must press two keyboard keys simultaneously to perform the specified task: SHIFT+F5. This indicates that you must press and hold the SHIFT key, and then press the F5 key on the keyboard to perform the specified task.
<b>Ordered Procedures</b>	When you need to follow steps in a specific order, it will have numbers next to each step, as shown here: <ol style="list-style-type: none"><li>1. Do this first...</li><li>2. Next, you have to do this...</li></ol>
<b>Information, Tips, and Notes</b>	 <b>Information, Tips, and Notes</b> contain helpful advice and other information that makes the software easier and more enjoyable to use.
<b>Cautions &amp; Warnings</b>	 <b>CAUTION!</b> Cautions warn of potential problems that you will want to avoid.

## GETTING STARTED

### OPENING FLUENCY DIRECT

Once you have successfully installed Fluency Direct, you can open Fluency Direct by going to **Windows Start > MModal > Fluency Direct**.



The Fluency Direct application will open; you will see the Splash screen appear while the application loads.



Fluency Direct splashscreen

## SIGN IN

If you are signing in for the first time or if you have signed out, the Control Bar will be available for you to sign in. Enter your **Login Name** and **Password** and click the **Sign In** button to access Fluency Direct.



The Control Bar will notify users of the application status. Error Messages will appear above or below the Control Bar, depending upon the position of the Control Bar on the desktop. Error messages will be displayed for a short time before fading away.

Error Message Example:



## FLUENCY DIRECT WORKSPACE

### THE CONTROL BAR

After opening the Fluency Direct application, the Control Bar will appear on the desktop.

You can drag the Control Bar to any location on the screen or you can dock it on any edge of the screen that you prefer. To dock the Control Bar, click and drag to a screen edge (the screen edge will become highlighted when you near it). Drop it where you want the Control Bar to be docked. Fluency Direct will remember the location of the Control Bar and will open in the same position each time you log in.

From the Control Bar's drop down menu, you can access the Tools Menu, which contains all of the settings. You can also access the Help Menu for **User Guides** and **Help**, open **Fluency Editor**, view **Available Speech Commands**, **Change Password**, **Sign Out**, or **Quit** Fluency Direct.



Floating toolbar



Toolbar with open menu



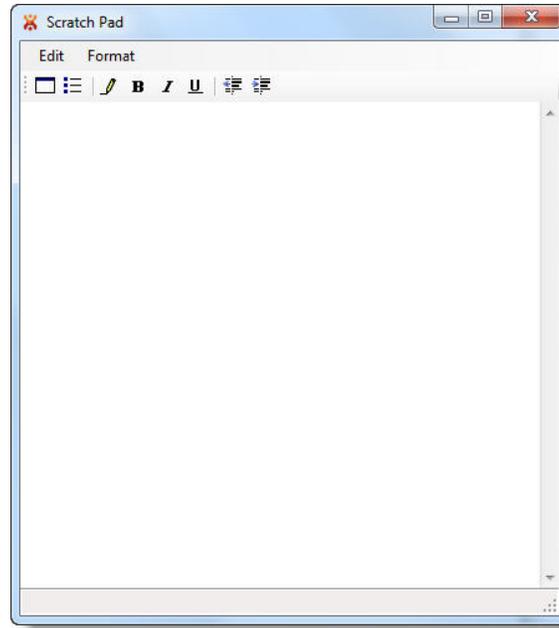
Toolbar docked to the top



Toolbar docked on the left side

## FLUENCY EDITOR

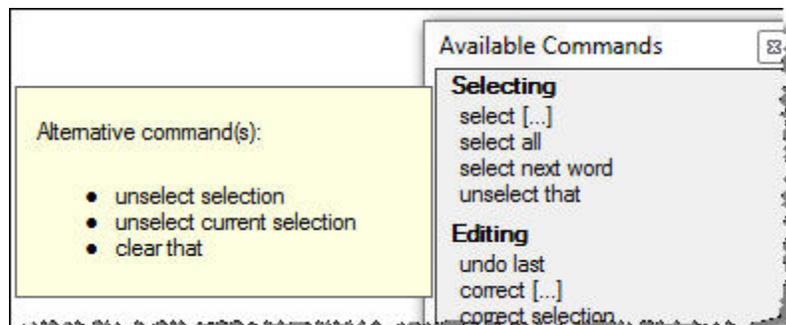
The Fluency Editor is an integrated application that allows you to dictate into, create text snippets, copy, paste, and edit. The benefit of Fluency Editor over the standard text/note pad is that Fluency Editor can also respond to a pre-defined set of voice commands.



## AVAILABLE COMMANDS

This option will provide you with commands that you can say based on the application that you are dictating. The Available commands window can be turned on (checked) or off from the Control Bar menu.

The **Available Commands** pop-up window will appear in the bottom right-hand corner of your screen. When you hover over a command, you will see alternative commands for each available command as well.



## TOOLS

This option offers multiple functionalities for customizing your Fluency Direct experience.

Configure the *Dictionary* (Added Words, Excluded Words, Replacement Rules), select recognition *Domains*, create *Commands* (Macros), configure *Microphone* (Settings and Calibration), perform *Profile Training*, and select the *Options* for dictation display.



## HELP

### User Manual

The Fluency Direct User Guide is a comprehensive Clinician Guide for using Fluency Direct.

### Quick Start Guide

The Quick Start Guide will assist you in logging into the system and getting started with the application; microphone configuration and basic functionality.

### HELP

You can access Fluency Direct Help files by pressing the **F1** key any of the Tools windows. You can also access the Help files by going to **Help > Help** from the Control Bar.



### Feedback

This option will allow you to send an email to our Product Development Group offering specific feedback and comments regarding the applications features, functionalities, and overall use. This option is not to be used for support or service.

### About

This option will display the Fluency Direct splashscreen, which provides information regarding the current installation, and version number, which is required for support tickets.

## CHANGE PASSWORD

The **Change Password** button will allow users to change their password, as desired. Enter the Old Password, Enter the New Password, and Confirm the New Password for the changes to take effect.



The image shows a dark-themed dialog box titled "cbecker". It contains three input fields: "Old Password" (with masked characters), "New Password", and "Confirm Password". Below the fields is a list of requirements for the new password, all of which are checked with green checkmarks:

- ✓ New password confirmed
- ✓ Length between 8 and 30 characters
- ✓ At least 3 of the following:
  - Lowercase letter
  - Uppercase letter
  - Numeric digit
  - Special character such as: % # @ ! > / } [

At the bottom of the dialog are two buttons: "Apply" and "Cancel".

## SIGN OUT

Sign out from the Fluency Direct application using this option; this option will not exit the application, it will remain running on your desktop.

## QUIT

To exit the application completely (the Control bar will no longer be available on your desktop), select Quit from the Control Bar menu.

## PREPARING TO DICTATE

Before you can start dictating, there are a few steps to perform. To begin with, you will need to set up your microphone using the **Microphone Configuration** option. In addition, you will need to set your hotkeys for recording (if desired) as well as perform enrollment (optional).

### MICROPHONE SELECTION

The first time that a user logs into FLUENCY DIRECT on a workstation, they will be required to perform the **Microphone Selection**.

You can also select **Tools > Microphone > Settings** from the Control Bar to select a new microphone at any time. This will set the recording and playback device as well as set the recording microphone gain. Connect the microphone and speakers to your computer, following manufacturer's instructions.

### MICROPHONE

Select your recording device from the dropdown menu.



***If you have selected a Windows Default Device, you will receive the following warning. This is due to a device access conflict. You can continue, but if you experience problems, it is recommended that you return to the Microphone Configuration Wizard and change your settings.***



## KEYBOARD

This setting will allow you to define specific key presses for recording, commands, and dictation. Keyboard hotkeys offer you a convenient alternative for activating the record mode; hotkeys can be used with the SpeechMike or Open Mic, as well as additional recording devices.

- **Mode:** Select "**Push to Talk**" or "**Toggle to Talk**" to select your recording mode.
  - **Push to Talk** Use this option when you will be using the microphone sporadically and you wish to use the push button to activate the microphone.
  - **Toggle to Talk.** This option allows you to select a key press, which will begin your recording session; used with open microphones and headsets.
- **Record:** The "**Record**" hotkey will toggle recording mode on and off. You can set any combination of keys to use as your custom "**Record**" hotkey by selecting the current key combination and pressing the desired key combination. You can use a single key or a combination of keys, as desired. The "**Record**" hotkey is best used when working with open microphone recording mode, but is always available; even when using the push to talk mode.



**NOTE:** The "**Record**" hotkey is best used when working with open microphone recording mode, but is always available; even when using the push to talk mode.

- **Record Commands:** The "**Record Commands**" hotkey will activate the Commands Only feature. When active, all dictation will be treated as commands only.
- **Record Dictation:** The "**Record Dictation**" hotkey will activate the Dictation Only feature. When active, all dictation will be treated as dictation only.

## PHILIPS SPEECH MIKE

This setting will allow you to define specific buttons on the Philips Speech Mike for recording, commands, and dictation.

- **Mode:** Select "**Push to Talk**" or "**Toggle to Talk**" to select your recording mode.
  - **Push to Talk** Use this option when you will be using the microphone sporadically and you wish to use the push button to activate the microphone.
  - **Toggle to Talk.** This option allows you to select a key press which will begin your recording session; used with open microphones and headsets.
- **Record:** Define a SpeechMike button that will toggle recording on and off.
- **Record Commands:** Define a SpeechMike button that will activate the **Commands Only** feature. When active, all dictation will be treated as commands only.
- **Record Dictation:** Define a SpeechMike button that will activate the **Dictation Only** feature. When active, all dictation will be treated as dictation only.

## MICROPHONE CALIBRATION

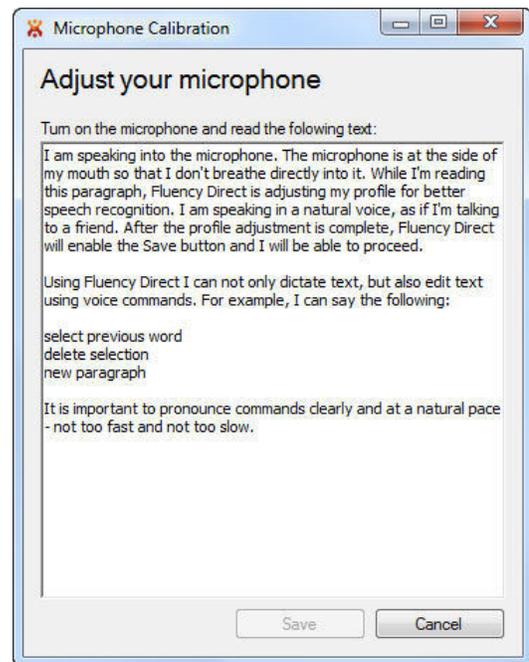
The next step will be to adjust your **microphone**. Microphone calibration will control the volume level of the input source. This is not the same as the volume slider, which controls the volume level of speakers.

The calibration process will adjust automatically as you read the paragraph included on the wizard. It will require a minimum of 20 seconds of audio to adjust the gain properly.



*At this point, you will begin recording. If you are not familiar with the recording buttons of your device, please take a few minutes to review the location of your Record button. When set to "Push to Talk" you will need to press and hold the Record button during your sessions. See page 15, the Microphone Tab for more information about recording options.*

Once you have finished reading the paragraph, you can click **Next**, which will take you to the **Voice Training**.



## TRAIN YOUR VOICE PROFILE

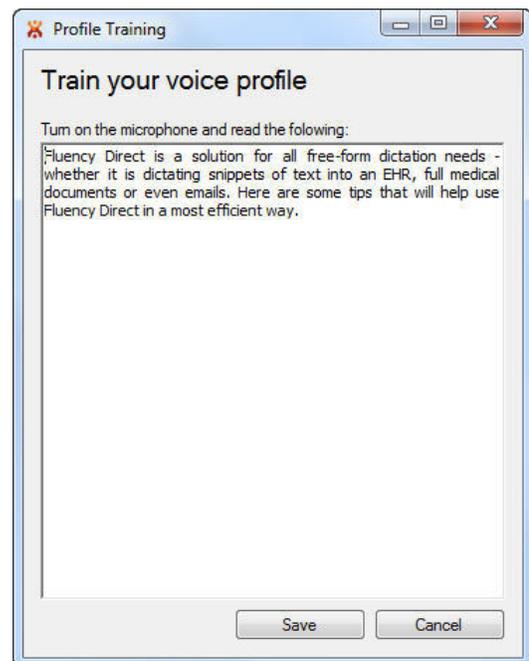
Training your voice profile, or enrollment, is a simple process. Once you login as a new user, you have the option to complete the enrollment process after you have selected and calibrated your microphone. This is recommended for best recognition results, but is not required to run the program.



For optimal recognition, M\*Modal recommends 10 minutes of dictation (but it is not required).

The Voice Training window will display text to be dictated. As you complete each page of narrated text, a new narrative will appear.

Once you have finished training, click Save to save your voice profile. You can return at any time to continue the training process.



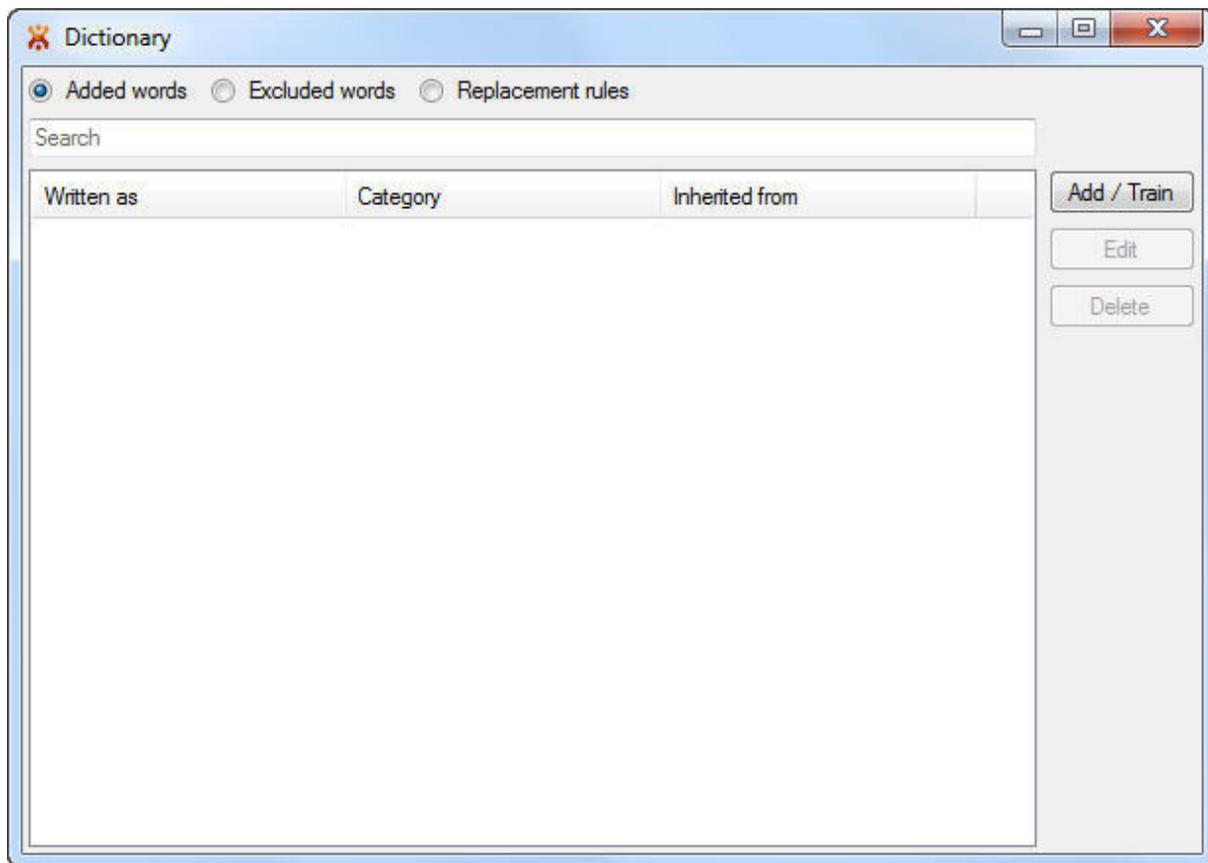
## MICROPHONE STATUS

Once you begin recording, you will see the microphone on the Control Bar light up green. A green bar will show around the bottom of the Control Bar, moving left to right, to display an indication of the microphone volume.



## DICTIONARY

The Dictionary screen allows you to **Add Words**, **Exclude Words**, and create **Replacement Rules**.



## ADDED WORDS

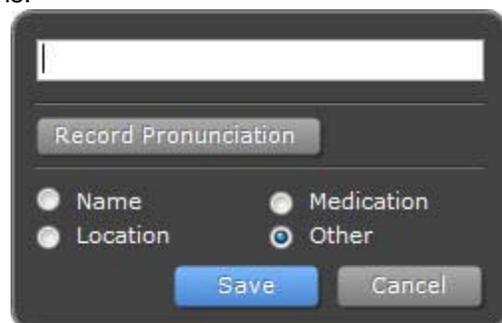
Fluency Direct allows users to create a custom dictionary of words or phrases. By adding words, users can improve recognition of names, locations, and medications.

To add a new word, select the **Added Words** radio button and click the **Add** button.

Type the word that you wish to add in the blank field.

To improve recognition you can **Record Pronunciation** of the added word. Click. This will ensure proper recognition from the system.

You can also control how the term is used by defining the type of word. You can set it as a **Name**, **Location**, **Medication**, or **Other**.



## EXCLUDED WORDS

Fluency Direct allows the user to specify words that he or she may never want to appear in the dictation, for a variety of reasons. To exclude a word, select the **Excluded Words** radio button and click **Add**.

Type the word that you do not wish to see in the dictation and click **Save**. You can edit or delete the excluded words at any time.



Written as:

Save Cancel

## REPLACEMENT RULES

Fluency Direct also allows users to create a collection of words or phrases that will be used to substitute the spoken form. To create a Replacement Rule, select the **Replacement Rules** radio button and click **Add**.



Original word:

Replace with:

Save Cancel

### Original Word

Enter the original word in this field (example: cabbage)

### Replace With

Enter the text that you want to see when that word is spoken (example: CABG)



### **WARNING!**

***Be careful when using the replacement text; it is not a substitute for training a word that receives poor recognition.***

## ERROR CORRECTION

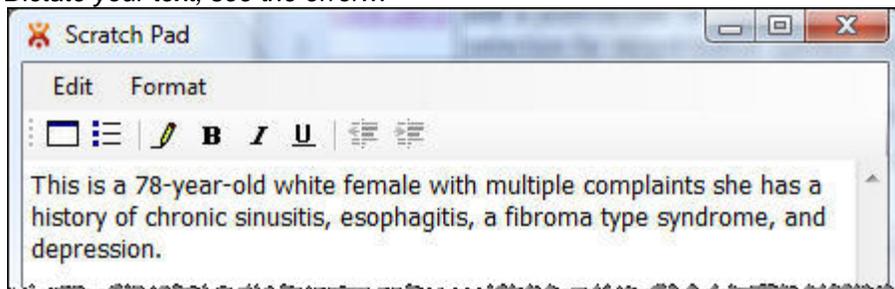
There are two ways to perform error correction with Fluency Direct: **In-Line Correction** using the phrase “Select <text>” or **Error Correction** using the phrase “Correct <text>”.

### IN-LINE CORRECTION

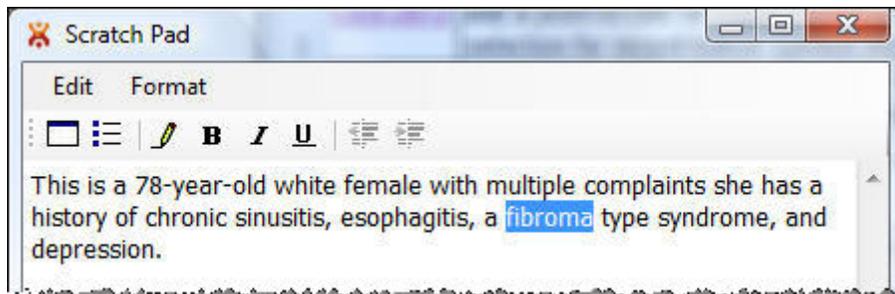
In-line correction only makes a change to the text in the current documentation. On occasion Fluency Direct might misrecognize a spoken word or phrase. This misrecognition is not necessarily, because a word or phrase is missing from the underlying vocabulary domain or user dictionary, but could be because of other factors such as background noise or spoken tone. To perform in-line error correction, you can select the text that you want to correct and then speak over the text.

#### Example:

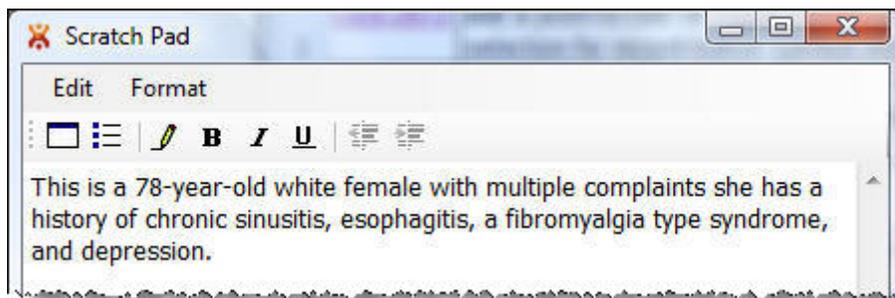
*Dictate your text; see the error...*



*Speak “Select Fibroma” or use the keyboard and mouse to highlight text...*



*Speak “Fibromyalgia” and the text is replaced...*



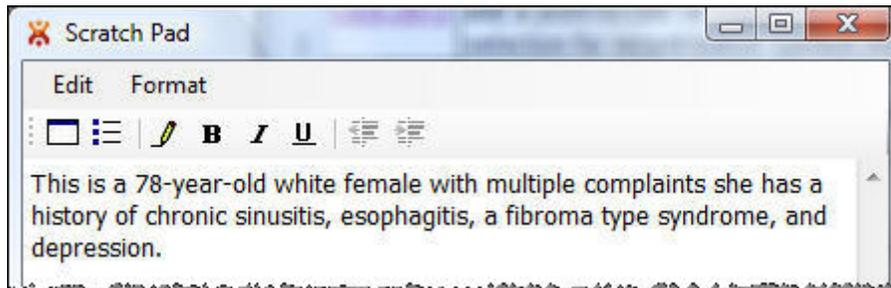
### ERROR CORRECTION WINDOW

**At this time, Error Correction is only supported in Fluency Editor, MS Word, EpicCare, Allscripts, McKesson, and Practice Partner.**

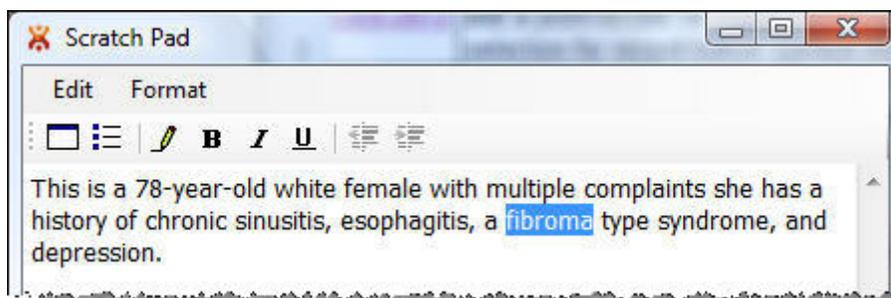
If you routinely notice the system making the same errors repeatedly, there might be a problem with the underlying vocabulary domain. The misrecognized word or phrase might not be part of the domain or the domain has never seen the desired word or phrase before in the existing context. By using the error correction window, you can force Fluency Direct to learn new words and phrases to react properly every time the newly learned utterance appears in dictation.

**Example:**

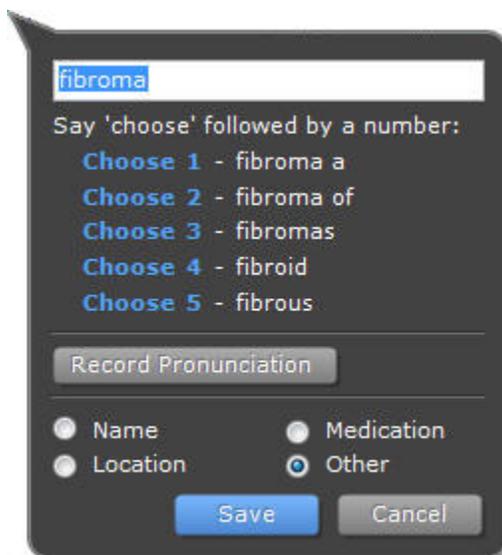
*Dictate your text; see the error...*



*Speak "Select Fibroma" or use the keyboard and mouse to highlight text...*



*Speak "Correct Selection" to trigger the error correction dialog. The Error Correction dialog will appear...*



Fluency Direct will display suggestions based on the word being corrected. From here, you can select a replacement option suggested by saying “Choose 1,” “Choose 2,” “Choose 3,” and so on.

The suggested replacements are derived from a list of words detected with a phonetic similarity and in a similar context. Over time, information is gathered regarding the specific speech patterns of the dictator as well the context of words previously spoken. In this way, the system learns not only from annunciations, but also learns from the historical context of words used by the document author.

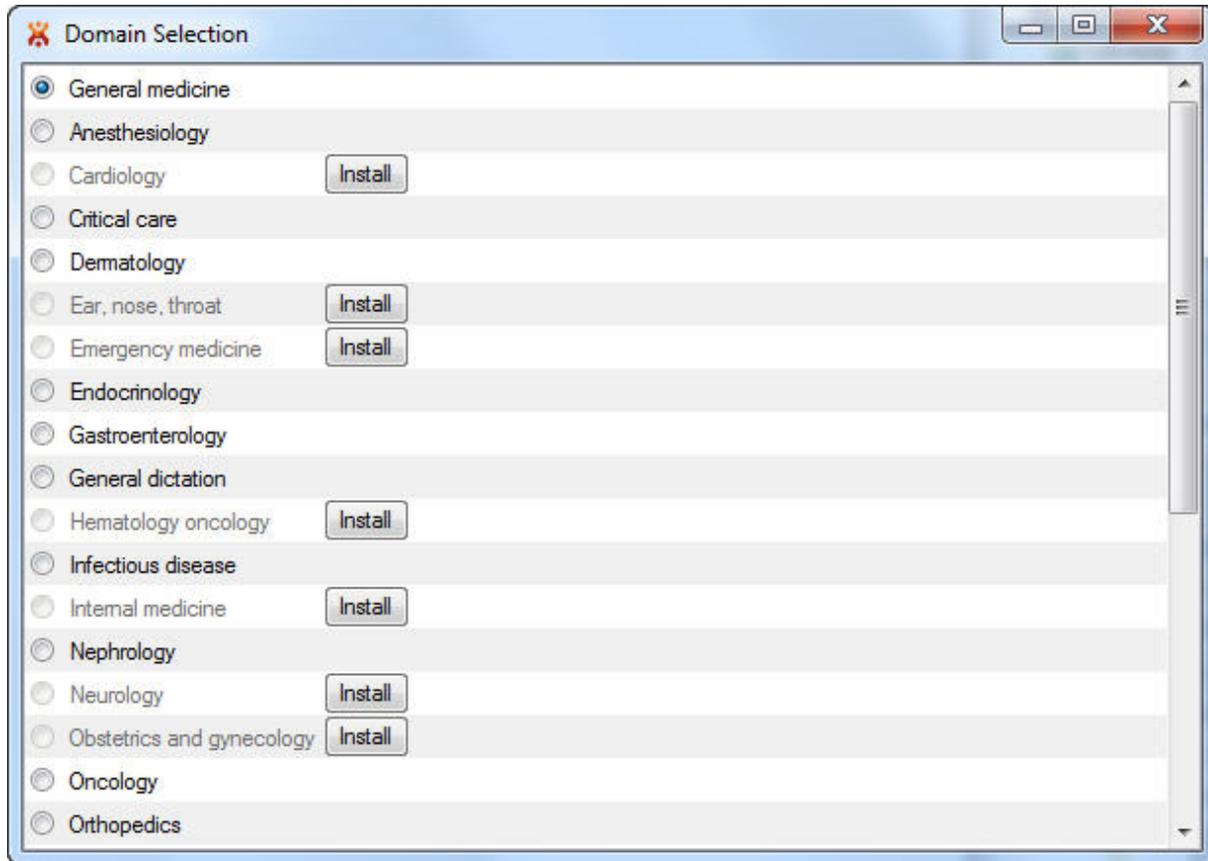
If none of the suggestions meet your needs you can type in the correction dialog using the keyboard.

As you make changes to the word or phrase, and that word or phrase is not available in the current vocabulary domain, you will be given an option to record the pronunciation, to improve recognition. Selecting the type of word will also improve future recognition.

Say “Save” or click the Save button to finish.

## DOMAIN SELECTION

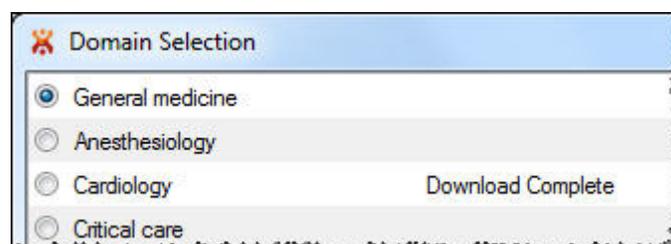
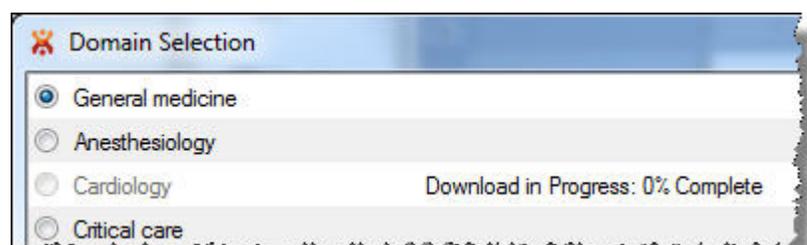
Domain Selection is used to ensure recognition. The default domain is General Medicine. Users have the option to select specific vocabulary domains related to their field. Each domain will download and install a specific recognizer that increases accuracy and speed of recognition.



We recommend that you select your specific domain, or most common domain, prior to enrollment. As you are working, you can switch domains to ensure the best recognition possible.

To install a domain, click the install button next to the desired domain. Fluency Direct will download and install that specific domain.

Once additional domains are available, you can choose the desired domain by selecting the radio button next to that domain name.

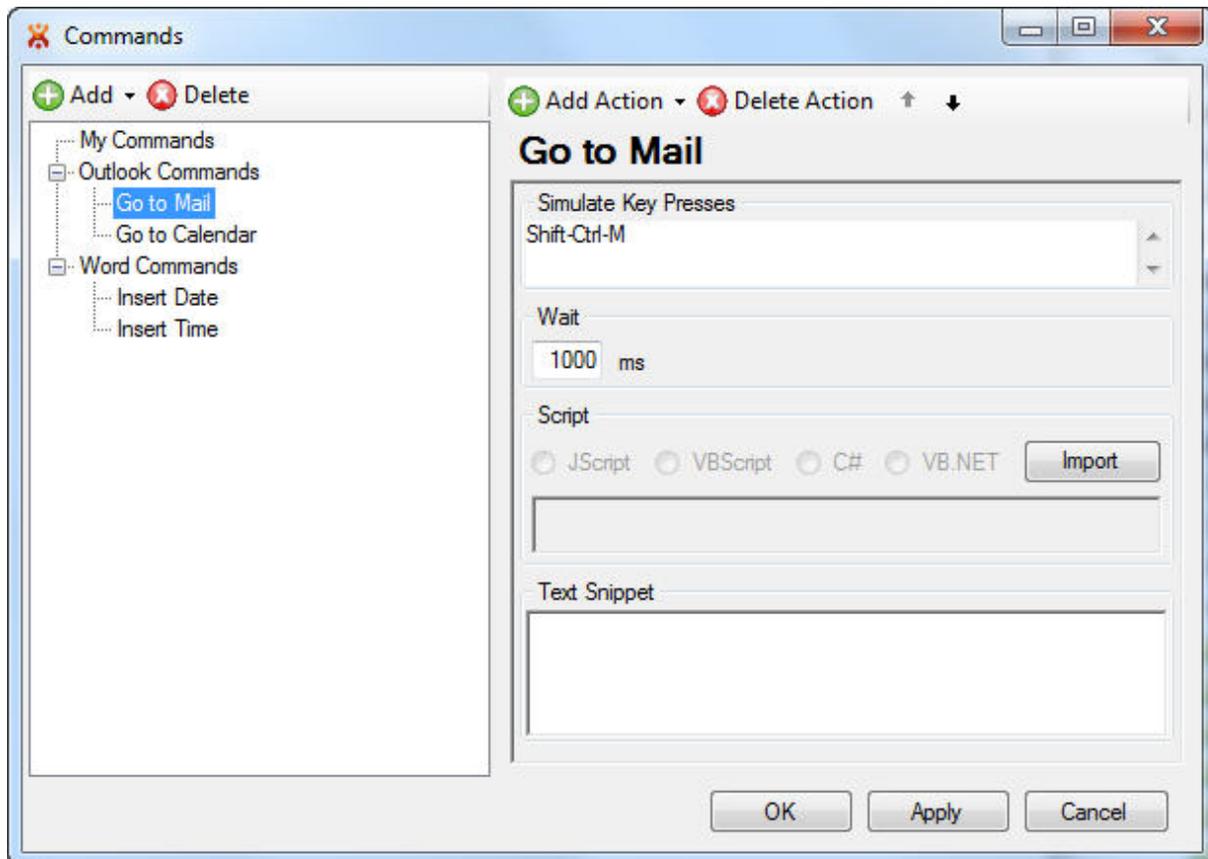


## COMMANDS

Fluency Direct offers the ability to create commands to which can be used to insert snippets of text, perform keyboard shortcuts, and more. Commands are organized by Groups. To create a Command, you must first assign it to a Command Group.

### ADD GROUP

- Click the green **Add** button arrow to create a new Command Group. Select the **Add Group** option. You will be prompted to enter a **NAME** for the new command in the list box. Once the name has been entered, click the **ENTER** key and the Group Panel will appear.



For each Group, you can enter the **Spoken Form** and the **Window Title**.

- Activation: Always Active**  
If the **Always Active** checkbox is checked this group of commands will be available for all applications or windows. If it is unchecked, then the **Window Title** option will become active, allowing you to specify the name of the window title that will activate the group of commands.
- Only for Window Title**  
Specifying a **Window Title** will enable the **Commands** associated with this group, when a window containing the title in its title bar becomes active.

## ADD COMMAND



Highlight the desired **Command Group**, and then click the green **Add** button dropdown to create a new command for that group. Select the **Add Command** option. You will be prompted to enter a **NAME** for the new command in the list box. Once the name has been entered, click the **ENTER** key and the **Actions Panel** will appear.

### Spoken Form

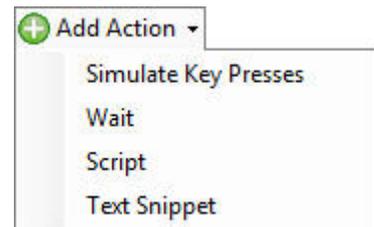
You have the option for entering a spoken form if your **Command Name** is unrecognizable. For example: "CABG" would be "cabbage" in the Spoken form.

### New Action

To enter the action for the Command, click the green **Add Action** button and choose from the following options. A command can contain multiple actions.

- **Simulate Key Presses**

This option will capture your keystrokes and record them as the command. If you wish to **change a key press**, you will need to highlight the key press that you wish to remove, and then press the new keys. If you wish to **remove a key press**, you will need to highlight the key press, right-click the mouse and select **Delete Selection**.



- **Wait**

This option will cause the system to wait for a specified amount of time before proceeding to the next action.

- **Script**

This option will insert a pre-written script of code that will allow you to perform more complicated functions.

- **Text Snippet**

This option will insert a snippet of text during dictation when you say the name of the command..

### Delete Action



To remove an action from the command, select the action in the command and click the red Delete action button.

### Moving Action



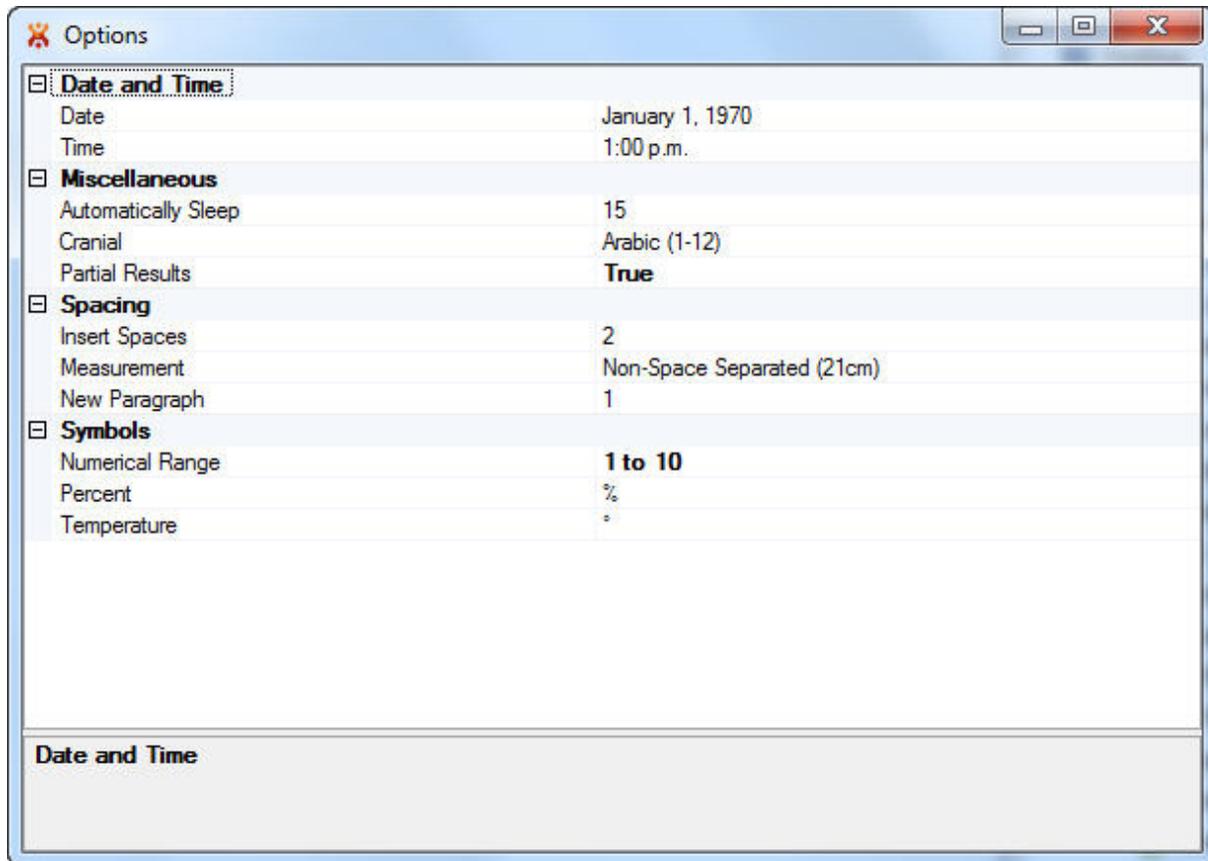
To move an action up or down in the action list, select the action and click the up or down arrow buttons. For example, you entered the canned text for the command and then added the open mail command; you can add the key presses and move the action to the top of the action list.

## DELETE

Click the red Delete button to delete the selected command or group.

## OPTIONS

The Options tab provides additional options related to the display and rendering of the dictation and draft text. More options may be added in the future.



### DATE AND TIME

- **Date**  
Select the format that you wish to see dates appear in your dictation
- **Time**  
Select the format that you wish to see times appear in your dictation. You can choose 12hr or 24hr format

### MISCELLANEOUS

- **Automatically Sleep**  
This option will set the number of minutes of recorded silence before the system will automatically go to sleep. Enter "0" to disable this option.
- **Cranial**  
Select Arabic (1-12) or Roman (I – XII) for the formatting of cranial nerve numbers
- **Partial Results**  
Select True to display partial recognition results at the cursor instead of at the bottom-right corner of the screen. Select False to turn off Partial Results

### SPACING

- **Insert Spaces**  
Set the number of spaces (1 or 2) to insert at the end of sentence punctuation, between sentences.
- **Measurement**  
Select Space Separated (21 cm) or Non-Space Separated (21cm) for the display of measurements
- **New Paragraph**  
Set the number of <Return> key presses that will be inserted when you say "New paragraph"

## SYMBOLS

- **Numerical Range**  
Select the display of numerical ranges: 1-10, 1 to 10, or one to ten
- **Percent**  
Choose to display the percent symbol " %" or the text "percent"
- **Temperature**  
Choose to display the degree symbol " °" or the text "degree"

## SUGGESTED DICTATION HABITS

### HANDHELD DICTATION DEVICES

- If using a handheld dictation device, place in the palm of your hand with the thumb on the 4-position switch and your index finger across the trigger underneath.
- When dictating, hold the device approximately 1 inch from your mouth. When turning your head, please remember to move keep the microphone near your mouth.
- When using the Push-To-Talk mode, pause slightly before speaking when starting your recorder and pause briefly before stopping recording. This prevents words from being "clipped."

## SPEECH COMMANDS

The following is the list of commands supported in Microsoft Word and Fluency Editor.

SAY THIS...	TO DO THIS...
<b>select &lt;word sequence&gt;</b>	Select a word or group of words; 5 word limit, including punctuation
<b>Correct &lt;that&gt;</b>	Correct a selected word or phrase
<b>Boldface &lt;that&gt;</b>	Apply boldface formatting to a selected word or phrase
<b>Copy &lt;that&gt;</b>	Copy a selected word or phrase
<b>Paste &lt;that&gt;</b>	Paste a selected word or phrase
<b>Delete &lt;that&gt;</b>	Delete a selected word or phrase
<b>Undo &lt;that&gt;</b>	Undo the previous action
<b>Uppercase &lt;that&gt;</b>	Apply Uppercase formatting to a selected word or phrase
<b>Lowercase &lt;that&gt;</b>	Apply lowercase formatting to a selected word or phrase
<b>New Line / Paragraph</b>	Start selected text on a new line/paragraph or create a new line/paragraph at the current cursor position
<b>Next Line / Paragraph</b>	Move to the next line/paragraph following the current line/paragraph.
<b>Insert Line / Paragraph</b>	Insert a new line/paragraph from the cursor position.

## ADDITIONAL SPEECH COMMANDS

The following is a list of commands supported in Epic, Allscripts, McKesson, and Practice Partner.

SAY THIS...	TO DO THIS...
<b>select &lt;word sequence&gt;</b>	Select a word or group of words; 5 word limit, including punctuation
<b>Correct &lt;that&gt;</b>	Correct a selected word or phrase
<b>Correct selection</b>	Correct a selected word or phrase

<b>Copy &lt;that&gt;</b>	Copy a selected word or phrase
<b>Paste &lt;that&gt;</b>	Paste a selected word or phrase
<b>Delete &lt;that&gt;</b>	Delete a selected word or phrase
<b>Undo &lt;that&gt;</b>	Undo the previous action

## PUNCTUATION & SYMBOLS SPEECH COMMANDS

The following is the list of commands for dictating punctuation and symbols.

<b>SAY THIS...</b>	<b>TO DO THIS...</b>
<b>colon</b>	Insert a colon : in the dictation
<b>semi colon</b>	Insert a semi-colon ; in the dictation
<b>open parentheses</b>	Insert the open parentheses ( in the dictation
<b>Closed parentheses</b>	Insert the closed parentheses ) in the dictation
<b>Opening quotation</b>	Insert the opening quotation marks “ in the dictation
<b>Closing quotation</b>	Insert the closing quotation marks ” in the dictation
<b>Period</b>	Insert a period . in the dictation
<b>Slash</b>	Insert a slash \ in the dictation
<b>Question mark</b>	Insert a question mark ? in the dictation
<b>Exclamation mark</b>	Insert an exclamation ! mark in the dictation
<b>point</b>	Insert a period for temperatures (ex. 98.6, say ninety-eight point six)

## M\*MODAL FLUENCY EDITOR

### EDIT MENU

The Edit menu allows you to access the editing options for use in the draft document.

FUNCTION	SHORTCUT	DESCRIPTION
Undo	CTRL + Z	Use this function to undo the last action done.
Redo	CTRL + Y	Use this function to redo a function that you have undone.
Cut	CTRL + X	Use this function to cut selected text from the document.
Copy	CTRL + C	Use this function to copy selected text from the document.
Paste	CTRL + V	Use this function to paste selected text into the document that has been cut or copied.
Delete	DEL	Use the Delete key on your keyboard or this option to delete the selected text.
Select All	CTRL + A	Use this function to select all text in the document.
Find	CTRL + F	Use this function to find a specific word or phrase.
Delete Left Word		Use this function to delete the word to the immediate left of the cursor.
Delete Right Word	CTRL + DEL	Use this function to delete the word to the immediate right of the cursor.
Auto Complete	TAB	When editing, as you are typing Fluency Direct will offer suggestions based on your word entry. To use the suggestion provided, press TAB and it will automatically complete the word for you.
Auto Complete Popup	SHIFT + TAB	Fluency Direct will only show one suggestion based on your word entry; by pressing SHIFT + TAB, you will see a popup window with multiple suggestions that you can choose from. Use your mouse to select.
Correct Left Errors	BACKSLASH	Automatically corrects spelling errors to the left of the cursor. <b>WARNING! This feature will not provide options, be sure that it is correcting to the word that you want to appear.</b>

## FORMAT MENU

The Format menu allows you to access the formatting options that can be applied to the draft document.

FUNCTION	SHORTCUT	DESCRIPTION
List	CTRL + L	This function will create a list for the selected text or from where the cursor is placed. The shortcut key for this function is CTRL+L.
Bookmark	CTRL + SHIFT + F5	This function will insert a highlighted bookmark of the selected text for QA. This bookmark can be typed freeform as opposed to the pre-defined bookmarks located under the Insert menu. The shortcut key for this function is CTRL+B.
Bold	CTRL + B	This function will make the selected text Bold.
Italic	CTRL + I	This function will make the selected text Italicized.
Underline	CTRL + U	This function will make the selected text Underlined.
Toggle Case	SHIFT + F3	This function will toggle selected text between lower case, Title Case, and UPPER CASE. The shortcut for this function is CTRL+U.
Decrease Indent	CTRL + SHIFT + M	This function will decrease the indent of a listed item. The shortcut key for this function is CTRL+Shift+M.
Increase Indent	CTRL + M	This function will increase the indent of a listed item. The shortcut key for this function is CTRL+M.

## TOOLBAR

The toolbar offers quick access through icons to the most commonly used functions in the Format menu.



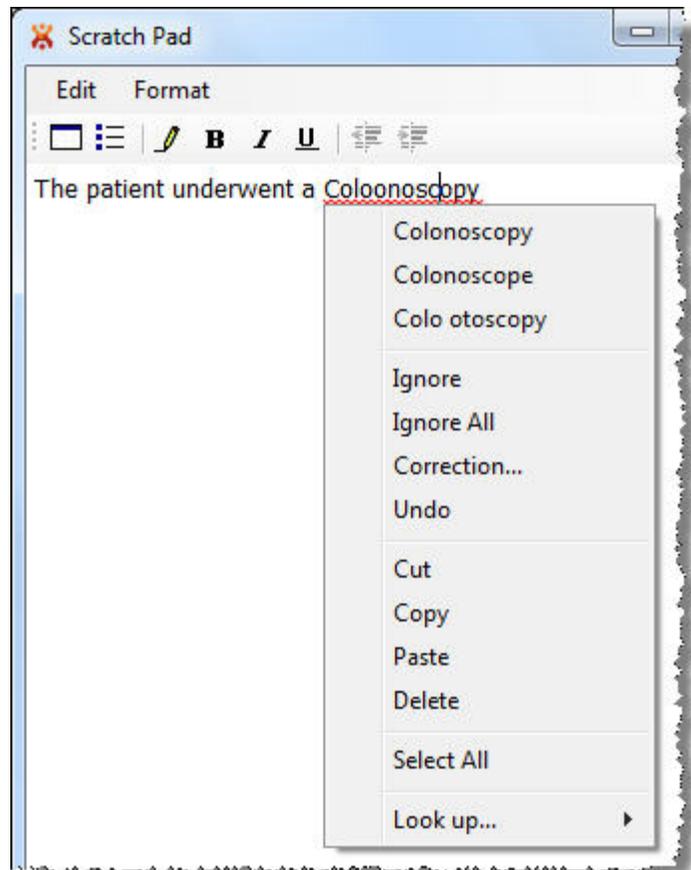
FUNCTION	SHORTCUT	DESCRIPTION
List	CTRL + L	This function will create a list for the selected text or from where the cursor is placed. The shortcut key for this function is CTRL+L.
Bookmark	CTRL + SHIFT + F5	This function will insert a highlighted bookmark of the selected text for QA. This bookmark can be typed freeform as opposed to the pre-defined bookmarks located under the Insert menu. The shortcut key for this function is CTRL+B.
Bold	CTRL + B	This function will make the selected text Bold.
Italic	CTRL + I	This function will make the selected text Italicized.
Underline	CTRL + U	This function will make the selected text Underlined.

<b>Decrease Indent</b>	<b>CTRL + SHIFT + M</b>	This function will decrease the indent of a listed item. The shortcut key for this function is CTRL+Shift+M.
<b>Increase Indent</b>	<b>CTRL + M</b>	This function will increase the indent of a listed item. The shortcut key for this function is CTRL+M.

## CONTEXT MENU

You can access the **Context** menu by **right clicking** on any text the **Fluency Editor workspace**.

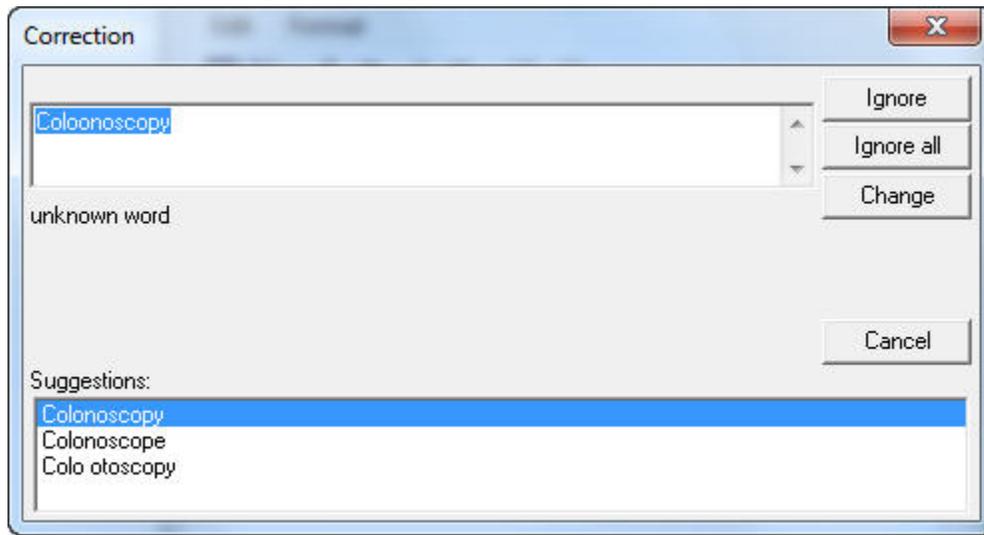
The Context menu will provide you with available spelling options (if the cursor is placed in a misspelled word). Additional spelling options allow you to **Ignore**, **Ignore All**, **Correction** (this will open the spelling Correction dialog), **Undo**, **Cut**, **Copy**, **Paste**, **Delete**, **Select All**, or **Lookup**. Lookup option will allow you to search the word online.



## SPELL CHECK CORRECTION

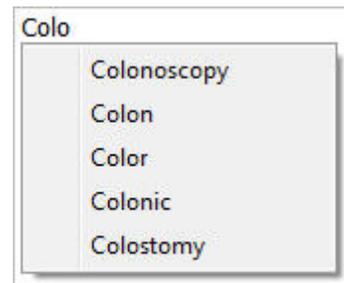
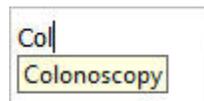
The Fluency Editor offers a built in spell check correction that; you can access spell check by right clicking on the word and selecting **Correction**. The following window will appear.

From here you can select the correct word from the **Suggestions** box, choose to **Ignore** a single word or **All** instances of a word or you can enter a new spelling and click **Change**.



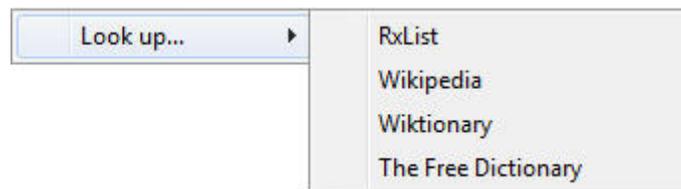
## AUTOCOMPLETE

The Fluency Editor offers an auto-complete option when typing words. As you are typing the word, suggestions will appear. Click **TAB** to select the word shown or **SHIFT+TAB** to see a selection of available words. You can select a word using the arrow keys and pressing **ENTER**.



## LOOK UP

The look-up option allows you to check medications, obtain a definition, or verify correct spelling from a list of online resources.



Right click the word and select your online source from the **Look up** option.

## FLUENCY EDITOR DICTATION COMMANDS

The following speech commands are supported in the M\*Modal Fluency Direct Fluency Editor. There is variable functionality within other word process editors and applications.

### HELP

Click **F1** from the Fluency Direct application to access the context sensitive help.

### SELECTING AND CORRECTING

SAY THIS...	TO DO THIS...	NOTE...
<b>select &lt;word sequence&gt;</b>	Select a word or group of words; 5 word limit, including punctuation	CDS Live will find exact matches, as well as any related match. It will select the first available instance after the cursor.
<b>correct &lt;word sequence&gt;</b>	Correct a word or group of words	
<b>select &lt;word&gt; through &lt;word&gt;</b>	Select the text beginning with the first word spoken through to the last word spoken.	
<b>correct &lt;word&gt; through &lt;word&gt;</b>	Correct the text beginning with the first word spoken through to the last word spoken.	
<b>select all</b>	Select all text in the entire document.	

### FOLLOW-UP SELECTION

SAY THIS...	TO DO THIS...	NOTE...
<b>select next select next one next one</b>	Select the next instance of the currently selected text.	Can be used with: Sentence, List Item, Paragraph, or Line.  This command requires the use of "Select Current <x>" first.
<b>select previous select previous one previous one</b>	Select the previous instance of the currently selected text.	Can be used with: Sentence, List Item, Paragraph, or Line  This command requires the use of "Select Current <x>" first.
<b>select next &lt;n&gt; words</b>	Select the number of words (between 2 and 9, including punctuation) to the right of the cursor.	Cannot use the Next One commands in conjunction with this command.  The cursor must be at the beginning or end of a word to use this command properly.
<b>select previous &lt;n&gt; words</b>	Select the number of words (between 2 and 9, including punctuation) to the left of the cursor.	Cannot use the Previous One commands in conjunction with this command.  The cursor must be at the beginning or end of a word to use this command properly.

## CLEAR SELECTION

SAY THIS...	TO DO THIS...	NOTE...
<b>clear selection</b>	Clear the selected text.	Cursor will be positioned at the end of the selection, once cleared.
<b>unselect text</b>	Deselect the selected text.	
<b>unselect that</b>	Deselect the selected text.	

## LIST

SAY THIS...	TO DO THIS...	NOTE...
<b>item &lt;n&gt; &lt;word sequence&gt;</b>	Begin a list at the current cursor position with the first list item.	Continue with Item <n> until complete.
<b>item number &lt;n&gt; &lt;word sequence&gt;</b>	Begin a list at the current cursor position with the first list item.	Continue with Item Number <n> until complete.
<b>&lt;word sequence&gt; next item &lt;word sequence&gt;</b>	Begin a list at the current cursor position with the first list item.	Next Item command continues the list.

## LINE AND PARAGRAPH

SAY THIS...	TO DO THIS...	NOTE...
<b>new line/paragraph</b>	Start selected text on a new line/paragraph or create a new line/paragraph at the current cursor position	
<b>next line/paragraph</b>	Move to the next line/paragraph following the current line/paragraph.	
<b>select current line/paragraph</b>	Select the current line/paragraph in which the cursor is currently positioned.	

## UNDOING AND DELETING

SAY THIS...	TO DO THIS...	NOTE...
<b>delete selection</b> <b>delete current selection</b>	Delete the currently selected text.	All delete commands ensure proper spacing and case at the location of the deletion.
<b>delete current sentence</b>	Deletes the entire sentence in which the cursor is currently positioned.	
<b>delete next &lt;n&gt; words</b>	Delete a specified number (between 2 and 10 words, including punctuation) of words to the right of the cursor position.	If the cursor is positioned within a word, it will use that word as the first word.
<b>delete previous &lt;n&gt; words</b>	Delete a specified number (between 2 and 10 words, including punctuation) of words to the left of the cursor position.	If the cursor is positioned within a word, it will use that word as the first word.

undo that  
undo last  
undo last command

Undo last command spoken.

## CAPITALIZING

SAY THIS...	TO DO THIS...	NOTE...
<b>lowercase/no caps selection</b>	Turns current selection into lowercased text	
<b>lowercase/no caps next &lt;n&gt; words</b>	Lowercases the sequence of <n> tokens to the left of the current cursor position	Can select between 2 and 10 words, including punctuation
<b>lowercase/no caps previous &lt;n&gt; words</b>	Lowercases the sequence of <n> tokens to the right of the current cursor position	Can select between 2 and 10 words, including punctuation
<b>uppercase/all caps selection</b>	Turns current selection into uppercased text	
<b>uppercase/all caps next &lt;n&gt; words</b>	Uppercases the sequence of <n> tokens to the left of the current cursor position	Can select between 2 and 10 words, including punctuation
<b>uppercase/all caps previous &lt;n&gt; words</b>	Uppercases the sequence of <n> tokens to the right of the current cursor position	Can select between 2 and 10 words, including punctuation

## EDITING AND FORMATTING TEXT

SAY THIS...	TO DO THIS...	NOTE...
<b>boldface selection</b>	Turns current selection into boldfaced text	
<b>boldface next &lt;n&gt; words</b>	Boldfaces the sequence of <n> tokens to the left of the current cursor position	Can select between 2 and 10 words, including punctuation
<b>boldface previous &lt;n&gt; words</b>	Boldfaces the sequence of <n> tokens to the right of the current cursor position	Can select between 2 and 10 words, including punctuation
<b>italicize selection</b>	Turns current selection into italicized text	
<b>italicize next &lt;n&gt; words</b>	Italicizes the sequence of <n> tokens to the right of the current cursor position	Can select between 2 and 10 words, including punctuation
<b>italicize previous &lt;n&gt; words</b>	Italicizes the sequence of <n> tokens to the left of the current cursor position	Can select between 2 and 10 words, including punctuation
<b>underline selection</b>	Turns current selection into underlined text	
<b>underline next &lt;n&gt; words</b>	Underlines the sequence of <n> tokens to the left of the current cursor position	Can select between 2 and 10 words, including punctuation
<b>underline previous &lt;n&gt; words</b>	Underlines the sequence of <n> tokens to the right of the current cursor position	Can select between 2 and 10 words, including punctuation

## NAVIGATING THE DOCUMENT

SAY THIS...	TO DO THIS...
<b>scroll up</b>	Scrolls up
<b>scroll down</b>	Scrolls down
<b>insert after &lt;word&gt;</b>	Places cursor after the given word in insert mode
<b>insert after &lt;word sequence&gt;</b>	Places cursor after the given word sequence in insert mode
<b>insert before &lt;word&gt;</b>	Places cursor before the given word in insert mode
<b>insert before &lt;word sequence&gt;</b>	Places cursor before the given word in insert mode
<b>go to &lt;start/begin/beginning&gt; of &lt;sentence/paragraph&gt;</b>	Places cursor at the beginning of the current sentence, paragraph, or list
<b>move to &lt;start/begin/beginning&gt; of &lt;sentence/line/paragraph&gt;</b>	Places cursor at the beginning of the current sentence, line, paragraph, or list
<b>go to &lt;end/ending&gt; of &lt;sentence/line/paragraph&gt;</b>	Places cursor at the end of the current sentence, line, paragraph, or list
<b>move to &lt;end/ending&gt; of &lt;sentence/line/paragraph&gt;</b>	Places cursor at the end of the current sentence, line, paragraph, or list