Voice Commands Quick Reference

PowerScribe® 360, Version 1.0

Commands for Dictating and Editing

Voice Command	Action
"All Caps That"	Capitalizes all letters in the selected word
"Apply Findings"	Applies findings to template
"Approve Report"	Approves the report (used by resident providers to return a report to an attending for final review and signature)
"AutoFeed"	Toggles the AutoFeed feature on/off
"AutoText <name>"	Inserts named AutoText, if relevant
"AutoText That" or **"Macro That"**	Creates new AutoText, using selected text
"Backspace"	Deletes the previous character; moves backward one space
"Beginning of Document"	Moves the cursor to the beginning of the current report
"Beginning of Line"	Moves the cursor to the beginning of the current line
"BIRADS Code <code>"	Inserts BIRADS code, or codes, in report header
"Bold That"	Changes the selected text to bold typeface
"Capitalize That"	Capitalizes the first letter of each word of the selected text
"Capture Image"	Activates image capture mode
"Check Spelling"	Runs spell check; opens the **Spell Check** dialog box if errors are found
"Close Report"	Prompts to save report and returns to Explorer window
"Correct <word>"	Opens the **Correction** dialog box, with dictated word in the Correction window
"Correct Report" or **"Send to Editor"**	Sends selected report to editor for correction
"Correct That"	Opens **Correction** dialog box, with the selected text in the Correction window
"Dictaphone Today"	Inserts today's date into the report
"Dictaphone Yesterday"	Inserts yesterday's date into the report
"Discard Report"	Deletes the report without saving changes
"End of Document"	Moves the cursor to the end of the current report
"End of Line"	Moves the cursor to the end of the current line
"Exit Field"	Positions cursor outside current field

Commands for Dictating and Editing (cont.)

Voice Command	Action
"Get PACS Image"	Gets PACS image
"Insert Contributors"	Opens **Contributors** window
"Insert Custom Fields"	Opens **Custom Fields** window
"Insert Diagnosis Codes"	Opens **Diagnosis Codes** window
"Insert No Change Report"	Inserts selected prior report and a no change statement
"Insert No Change Statement"	Inserts a no change statement
"Insert Note"	Inserts a report/patient note
"Insert Prior"	Inserts selected prior report
"Italics That" or **"Italicize That"**	Italicizes the selected text
"Launch Find"	Same as clicking the Find button
"Launch PACS"	Opens PACS
"Macro <AutoText>"	Inserts the (existing) AutoText that you name
"Macro <name>"	Inserts named AutoText, if relevant
"New AutoText" or **"New Macro"**	Creates new AutoText
"New Line"	Inserts a new line
"No Caps That"	Makes all selected text lower case
"Normal Report"	Associates report with appropriate AutoText, and prompts for signing as a normal report
"Numeral <x>"	Types number rather than word
"Paragraph" or **"New Paragraph"**	Inserts a new paragraph
"Print Report"	Prints the selected report
"Pronunciation Training" or **"Train Phrase"**	Opens the **Training** dialog box, allowing you to spell and train a word. If you select a word or phrase before speaking the command, opens the **Train Words** dialog box.
"Redo That"	Re-applies the undone function
"Reject Report" or **"Return Report"**	Returns the selected report to the resident or editor; opens the **Note** dialog box to allow you to add a note

Commands for Dictating and Editing (cont.)

Voice Command	Action
"Save as Draft" or **"Draft Report"**	Saves the current report in the **Drafts** folder under **My Reports**
"Save as Wet Read" or **"Wet Read Report"**	Saves the current report in the **Wet Reads** folder under **My Reports**
"Save Report"	Saves the current report without closing
"Scratch That"	Removes last dictated phrase; replaces former text if dictation was a replacement
"Select <text>"	Highlights the specified text
"Select <text> Through <text>"	Highlights the range of selected text
"Select Again"	Highlights next instance of selected text
"Select All"	Highlights entire document
"Sign as Preliminary"	Signs report as **Preliminary** and saves it in your **Signing** queue
"Sign Report"	Signs the current report
"Spell That"	Opens the Spell dialog box, allowing you to dictate or type the word or phrase, or select a word or phrase from a list
"Start Bullets" **"Stop Bullets"**	Starts Bullet mode; Stops Bullet mode
"Start Dictation" **"Stop Dictation"**	Enter Dictation mode; Exit Dictation mode
"Start Numbering" **"Stop Numbering"**	Starts Numbering mode; Stops Numbering mode
"Transcribe Report"	Transcribes the current dictation in the report
"Underline That"	Underlines the selected text
"Undo That"	Undoes the last dictated utterance or last command

Navigation Commands

Voice Command	Action
"Communicate Critical Findings" or **"Start Veriphy"**	Opens **Critical Message** dialog box (Veriphy)
"Exit Field"	Moves the cursor outside of, and to the right of, the previously selected field
"Enter Findings" or **"Enter Findings Mode"**	Enter Findings mode

Navigation Commands (cont.)

Voice Command	Action
"Exit Findings" or **"Exit Findings Mode"**	Exit Findings mode
"Field <field name>"	Selects dictated field name
"Launch Content"	Opens **Assisted Diagnosis** window
"Launch Wizard"	Opens Content Wizard dialog box
"Next Field"	Highlights next field
"Page Down"	Scrolls down one page in the current report
"Page Up"	Scrolls up one page in the current report
"Previous Field"	Highlights previous field

AutoText Commands

Voice Command	Action
"AutoText Categories"	Opens the **Categories** dialog box
"Clone AutoText"	Copies selected AutoText, opens copy for editing
"Close AutoText"	Prompts to save open AutoText and returns to previous mode (**Explorer** or **Report Editor**)
"Create AutoText"	Creates new AutoText
"Delete AutoText"	Deletes selected AutoText
"Open AutoText"	Opens selected AutoText
"Print AutoText"	Prints selected AutoText
"Save AutoText"	Saves open AutoText

Note: For a list of other voice commands, refer to the Online Help in the PowerScribe 360 Dictation Client.