

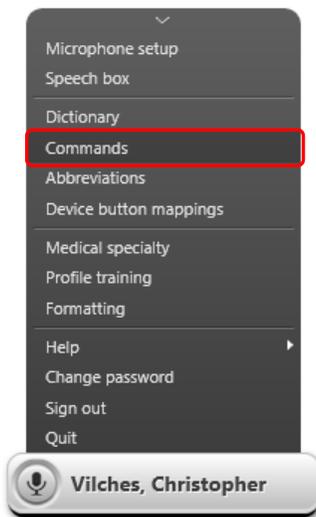
Creating, Editing and Deleting Commands

Introduction

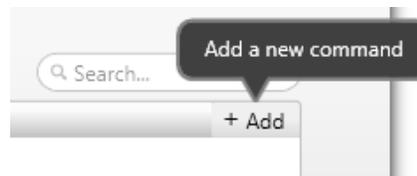
Fluency Direct offers the ability to create commands that can be used to insert snippets of text, perform keyboard shortcuts, mouse clicks, and more. This can save time by automating repetitive tasks and reducing the amount of information that must be re-dictated.

How to Create a Command

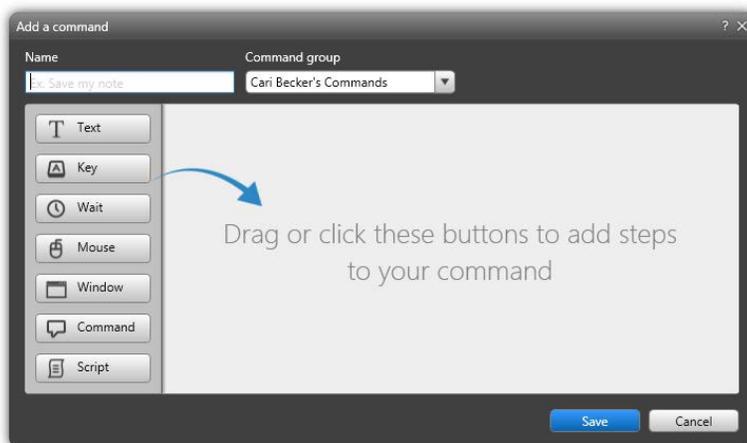
- From the Fluency 'Direct control bar', select 'Commands' from the menu.



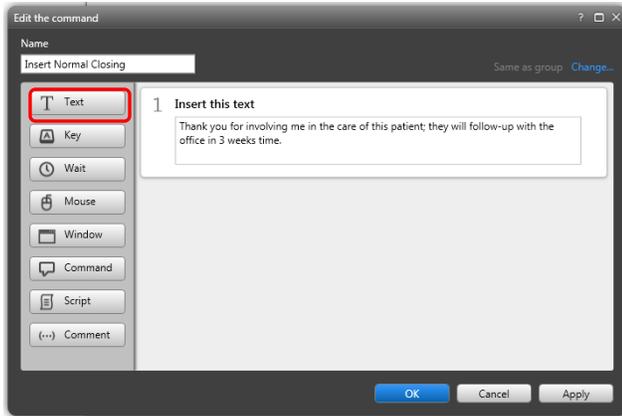
- To add a new command, click on the + Add button in the top right corner.



- The 'Add a command' window appears.



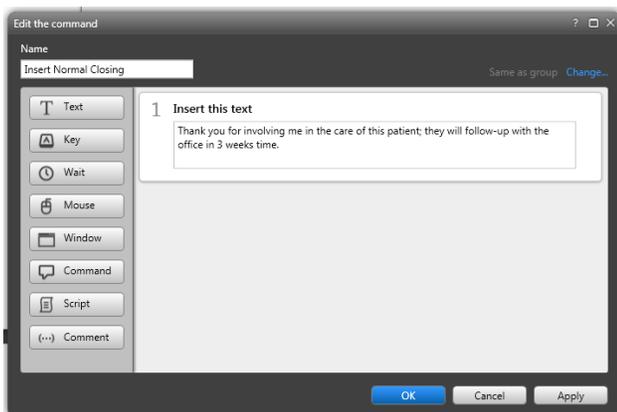
- The **command name** is an important step because this is the **speech command** (eg. what is dictated) that will activate the command. Keep command names simple and relative to the command action or results.



- The Text option allows the user to create text snippets (also referred to as autotext). A text snippet is a piece of text that is inserted into a document during dictation on a regular basis.
- Click 'OK' to save the command; clicking 'Apply' will save the command and keep the Command Details window open.

Note: 1. Use an "action verb" at the beginning of each command name (i.e. "Insert"). This will prevent the command from being inadvertently triggered.
 2. Make sure the command name is meaningful, and easy to remember it for use in the future (i.e. "Insert Physical Exam").

To Edit a Command



- To edit an existing command, click on the command to open the 'Edit the command' window. Make required changes and click 'Apply', then 'OK' to save your changes.

To Delete a Command that you have created

- Hover over the command name in the commands list.
- Click the 'X' delete icon on the far right.