

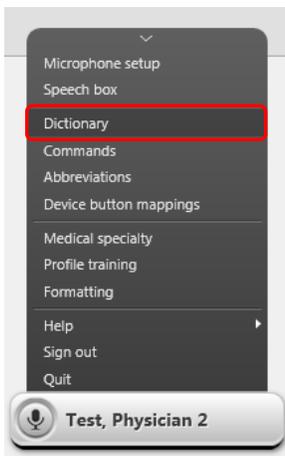
## Maintaining Your Personal Dictionary

Words can be added to the dictionary including names, locations, medications, procedures, diagnoses, other miscellaneous words, as well as, excluded words.

**Note:** *This is a personal dictionary; it is not viewable by other users. Many provider names, locations, and medications have been “pre-loaded”. As well, during microphone setup, choosing a medical specialty loads an appropriate dictionary so terminology relevant for your specialty will be recognized.*

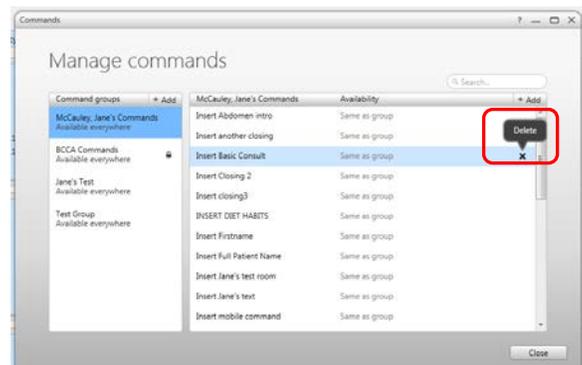
- To open the Dictionary, click on the ‘Direct control bar’ and select ‘Dictionary’ from the menu.

### To add to your dictionary



### To edit your dictionary

- Open the ‘Manage dictionary’ window.
- Double click on the item to edit.
- The ‘Edit the word’ window appears.
- Make the correction.
- Click ‘Save’.
- Click ‘Close’.



### To delete a dictionary entry

- Open the ‘Manage dictionary’ window.
- Select the category.
- Search for the word to delete.
- Hover over the word and click the Delete icon ‘X’ to the far right.
- A message appears ‘Are you sure you want to delete this word?’.
- Click ‘Yes’.
- Click ‘Close’.

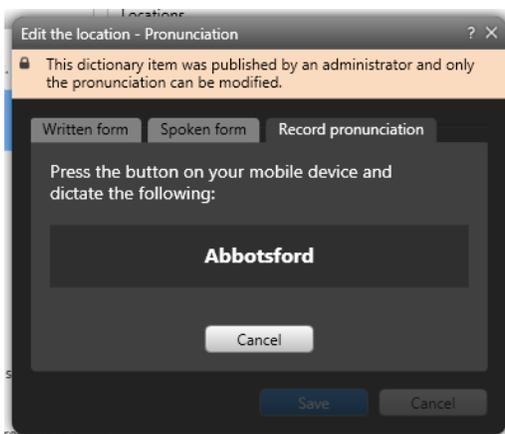
Published Dictionary terms are those words or terms that have been published by an administrator for use across a company or facility. When a dictionary term, word, etc. has been published, it is locked from both editing and deleting.

Only an administrator can remove globally published items. These items will be available in an individual's Dictionary, but will contain a **lock symbol** to the right of them.



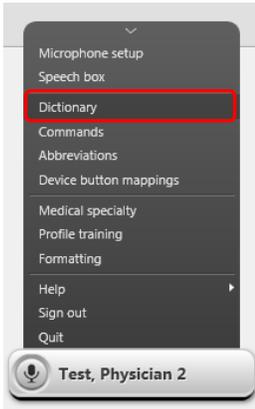
Although the Name field and the Category buttons will be disabled for editing, Published Dictionary terms **can** be recorded for pronunciation.

- Double click on the term and record the pronunciation by clicking the 'Record pronunciation' tab in the dialog.

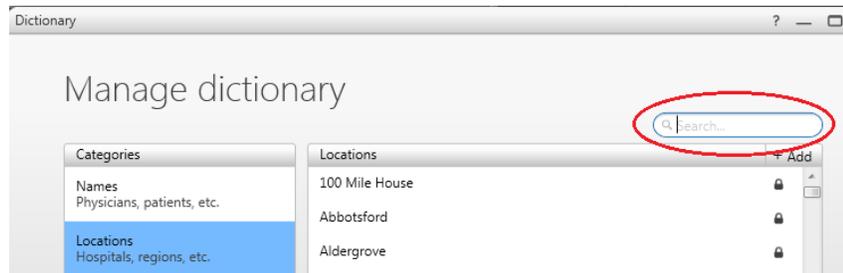


## Personalizing or correcting the pronunciation of a word

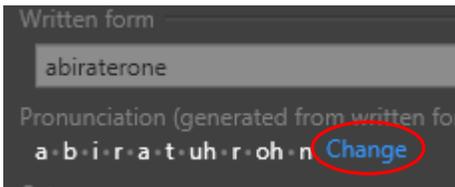
If a word is added to the dictionary and is saved in the correct category, and it still does not recognize correctly, or if the word you're trying to say has more than one pronunciation, the best way to improve recognition is by recording the word.



- Click on the 'Direct control bar' and open the dictionary.
- The 'Manage dictionary' window opens.
- Search for the word.



- Click on the 'Change' button.



- Click the 'Record Pronunciation' tab.



- Press the Record button on the microphone and dictate the word. Be sure to say the word exactly how you, individually, usually say it so the system can recognize the word when it is said in the future.
- Click 'OK'.
- Click 'Save' to save your recording.
- Click 'Close' to close the window.