

Using Common Built-In Voice Commands

There are a number of built-in dictation voice commands that can be used to save time.

Say this	For this Action	Alternative Microphone Press:
Punctuation Commands		
<ul style="list-style-type: none"> • Period / Comma / Colon / Semicolon / Decimal Point / Slash • Open / Close parenthesis • Open / Close quotation mark 	Enters punctuation	
Navigation Commands		
<ul style="list-style-type: none"> • Go to next field / previous field / first field / last field • Go to end / beginning of list • Go to end / beginning of sentence • Go to end / beginning of paragraph • Go to end / beginning of document • Insert before / after <word> 	Moves <ul style="list-style-type: none"> • between fields • within a list • within a sentence • within a paragraph • within the document • before or after a word 	
Editing Commands		
<ul style="list-style-type: none"> • Select <word> • Select Next field • Select Previous field • Select <word> through <word> • Select All • Clear selection OR Unselect text OR Unselect that • Select the word or phrase to replace and dictate the replacement word or phrase in its place • Undo that OR Undo last • Delete that OR Delete current selection OR Delete selection • Select <word> • Correct <that> or <word> 	Selects: <ul style="list-style-type: none"> • a word • the next field • the previous field • a selection of text • all text in the document Clear selected text Replaces a word or phrase Undo the last command Deletes selected words To correct a word	<ul style="list-style-type: none"> • FF on mic • REW on mic

Say this	For this Action	Alternative Microphone Press:
Formatting Commands		
<ul style="list-style-type: none"> • Uppercase that OR Lowercase/Uppercase selection OR Toggle case (<i>once</i>) for Initial caps • Item 1 <item text> (<i>then</i>) Next Item • Next Item (<i>then</i>) Toggle list • New Section <heading name> • Remove all fields (this will need to be applied to each field. Fields cannot be removed for the entire document with one command) 	<p>Changes case of text</p> <p>Begins a numbered list Ends a numbered list Creates a section heading Removes square brackets in a section</p>	<ul style="list-style-type: none"> • Hit 'Enter' on the keyboard, twice.
Inserting Names into Cerner		
<ul style="list-style-type: none"> • Patient name • Patient first name • Patient last name • Primary care provider • <i>It is not necessary to say 'insert' before these commands when using Direct in Cerner.</i> 	<p>Inserts the patient's full name Inserts the patient's first name Inserts the patient's last name Inserts the primary care provider's name</p>	