Fluency Direct

Interior Health

Microphone Overview

Record

Remove all brackets

Undo that

Next Field

Left Click (Mouse)

Right Click (Mouse)

Unassigned

Unassigned

Adding a Word to the Dictionary

1. From the control menu, select **Dictionary** from the menu. The Manage Dictionary screen will display.

   Microphone setup
   Speech box
   Dictionary
   Commands
   Abbreviations
   Device button mappings

2. Choose a category on the left column (e.g. Medication) and click **+ Add**

3. Type the word in the **Written Form** box and click **Save**

   Add a word
   Written form
   chemosis
   Pronunciation (generated from written form)
   k · ee · m · oh · s · i · s Change

   Note: If the ⚠ symbol appears, the word has already been added. Proceed to step five to update the pronunciation.

4. Click **Close**

5. If the word is still not being picked up by dictation, then go back to the **Dictionary** and use the search bar in the top right corner to find the word.

6. Click the word and then click **Change** under Pronunciation.

7. Click the **Record Pronunciation tab** and follow the instructions on the screen. Be sure to say the word exactly how you usually say it so the system can recognize the word when it is said in the future.

8. Click **Save**

Log in to Fluency Direct

1. Click the Fluency Direct icon on the desktop.

2. Click on the **Please sign in** button.

3. Enter and username and password and click Sign In. Note that the username must be in **ALL CAPS** as it is case-sensitive.

4. If you are using Fluency Direct for the first time, you will need to answer security questions and Calibrate the microphone.

Voice Commands

Next Field / Previous Field — Moves the cursor to the next or previous fields (defined by square brackets)

Undo That — Undoes the last command

New Line — Creates a new line beneath the cursor and moves the cursor to it

New Paragraph — Creates two new lines beneath the cursor and moves the cursor to the bottom line

Number 1 — Starts a new numbered list

Correct <word> — Opens a box with alternatives to the chosen word

Select <word, phrase, or sentence> — Selects a specific word, phrase or sentence within the document
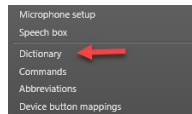
Comma — Inserts a comma into the document

Period — Inserts a period into the document

Open bracket / Close bracket — Inserts open/close round brackets into the document

For a complete list of Commands go to the Fluency Direct Speech Commands section of Online Help.
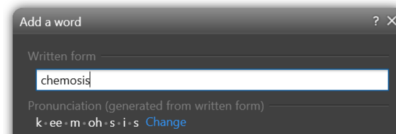
Access Online Help

1. From the control menu, under **Help,** select **Online help**.

2. A new window will open with the online help menu.

3. Scroll through the blue menu on the right to navigate the help categories.

Creating, Editing and Deleting Commands (Templates)

Templates can be created to simplify the documenting process.

To Create a Command

1. From the control menu, select **Commands**.

2. Click + Add in the top right corner.

3. In the **Name** box at the top, name the command something that is unique and easy to remember, always preceding the name with an action verb.
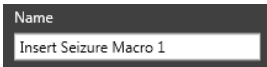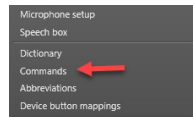
> **Note:** Use an action verb at the beginning of each command (e.g. "Insert"). This will prevent the command from being inadvertently triggered. Make sure the command name is meaningful and easy to remember.

4. Click Aa Text to create the template. Headings need to be formatted in ALL CAPS with square brackets [] under each heading for text insertion.

5. Click Save

6. After the command is created, position the cursor where you want the template to appear and dictate the command name.

To Edit a Command

1. Click on the command to open the **Edit the command** window. Make the required changed and click OK to save your changes.

To Delete a Command

1. Hover over the command name in the commands list.

2. Click the **X** delete icon on the far right and select Yes

Maintaining Your Personal Abbreviations

You can add frequently spoken abbreviations using the **Abbreviations** function so they appear in the full expanded format in your report.

1. From the control menu, select **Abbreviations.**

2. Click + Add

3. Enter the abbreviation in the top box and the expanded form in the bottom box.

4. Click Save
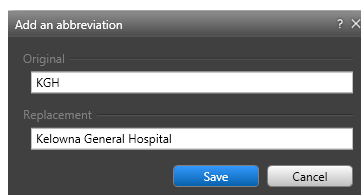
Additional Commands

IH has distributed a set of commands which cannot be deleted. These are designated by the 🔒 symbol.

1. **"Macro list"**

This command opens a list of all IH Macros, which can be used for reference.

2. **Form commands**

These commands open forms which can be opened when transitioning to paper documentation. They use form references from the form database in InsideNet (e.g. "*Form 4*").

3. **Launch commands**

These commands launch various websites and programs (e.g. "*Launch Google*").

4. **Calculate commands**

These commands load calculations based out of the website MD Calc. With an MD Calc account, you can copy the results and paste in your document (e.g. *"Calculate Wells' DVT"*).

5. **Handout commands**

These commands open patient handouts (documents to give to patients) (e.g. *"Handout Abdominal Pain"*).

Making a Correction

Replacing Text

1. Speak the command 'Select' followed by the word or words you would like to change.

2. Speak the new word or phrase you want to replace the selected text.

Changing a word to a similar word

1. Speak the command "Correct" then the word to change.

2. Say "Choose" and the number of the correct option.

3. Speak the command "Save" to replace the word.

Manage Device Buttons

You can customize specific microphone buttons to execute certain commands.

1. From the control menu, select **Device button mappings**.

2. Click on the correct row to edit.

3. Select the desired **Action** from the drop down menu.

4. Click Save