

## FLUENCY EDITOR AND FLUENCY EDITOR COMMAND

- M\*Modal's Fluency Editor is a text editor application with many text editing and formatting features.
- There is greater support for voice commands and overall improved speech recognition in Fluency Editor.
- After creating and editing text in Fluency Editor, you can use the voice command "**Insert Fluency Editor**" to insert the dictation into the desired editor (i.e. MS Word, EHR). This can be useful for toggling through information in different sections of a patient's note and inserting the appropriate documentation .
- Refer to the User Manual for more information about functionality, voice commands, and text editing in Fluency Editor.



**FLUENCY  
DIRECT**



## GENERAL GOOD HABITS

1. Assemble any reports, and information contained in computer systems before dictating.
2. Dictate in a quiet area, with minimal background noise.
3. Use correct verbiage and grammar – speak in full sentences, including punctuation.
4. Speak clearly, at a regular pace – articulate properly without over enunciating or speaking too slowly.
5. Exaggerate words that can be misunderstood: Abduction vs. adduction and hyper vs. hypo
6. Release the RECORD button when pausing.
7. When dictating, hold the device approximately 4 – 6 inches from your mouth.
8. Avoid using slang, acronyms, and/or coined terms.
9. Use the same etiquette for dictation as you would when speaking to another person, or giving a speech.
10. Do not allow another person to dictate under your login. This will negatively affect your recognition quality.

## HOW TO POSITION YOUR MICROPHONE

- In normal environments, place the microphone 4-6 inches of the mouth, but not directly in front of it, with the holes at the top pointing towards the face. It's important to keep the location consistent and not wave it around or move the head too much while speaking.
- Do NOT place microphone directly in front of the CENTER of the mouth, want to avoid breath noise
- The further away you hold the microphone, the worse the ratio between background noise and your own speech.
- You do not want to hold it so close that you can accidentally touch facial hair or face.
- The holes are where the sound goes in, so they should be aimed in the general direction where the sound comes from (as opposed to outwards).

### CONSISTENCY IS KEY

At least re-run microphone wizard when you change how you hold the microphone.

## COMMON VOICE COMMANDS

DICTATED COMMAND	ACTIONS
Delete That Delete Selection	Deletes <i>Selected Word(s)</i>
Undo That Undo Last	Undoes The Last Utterance/ Command
Correct (Text To Correct)	A Selection Box pops up, The User Can Choose M*Modal's Best Guess Alternatives / Speak/Type Something New In.
New Line	Cursor moves down one line
New Paragraph	Cursor moves down two lines
Select All	Selects All Text (Ctrl + A)
Select (Text To Select: word, phrase, or sentence)	Selects Specific Text
Underline That	Underlines <i>Selected Word(s)</i>
Uppercase That Uppercase Selection	Capitalizes <i>Selected Word(s)</i>
All Caps On All Caps Off	Dictation following this command will be capitalized until turned off
Paste That Paste Selection	Pastes Copied Text
Cut That Cut Selection	Cuts Selected Text
Copy That Copy Selection	Copies Selected Text
Insert Fluency Editor	Inserts Fluency Editor Text Wherever Cursor Is Located
Create Text Snippet	Brings Up A Selection Box Where The User Can Add A New Text Snippet Command