



Train Your Dragon Webinar Series: Formatted auto-texts



General Reminders



Thank you for attending our webinar!



You are on mute and will remain muted throughout the presentation.



If you'd like to ask a question, please submit it in the Q&A box (NOT the chat box) and we will answer during/after the presentation.



This webinar is being recorded. You may view this webinar on-demand and all other 15-minute webinars by the Friday evening following: aka.ms/TrainYourDragon.

On-going training resources

- **Our Resource Hub has moved! To find materials from the hub (quick reference guides, tutorial videos, on-demand webinars, etc.):**
 - **In Dragon Medical One:** dictate “open training” or go to the What Can You Say Menu, the hamburger menu and click training
 - For those without access to Dragon Medical One, you can request access to the resource hub in Nuance University: aka.ms/DMOadmin
- **Infohub:** aka.ms/DMOhub
 - Information to access the resource hub materials for users, trainers and administrators
 - Sign up for our quarterly newsletter
 - One-stop shop for all future educational and training opportunities: quarterly webinars, Epic and Cerner webinars (coming up in April and May!), Essentials training, and more!
- **Webinars:**
 - Quarterly webinars: aka.ms/DMOwebinars
 - Optimizing Dragon Medical One in Epic Hyperdrive or Cerner: aka.ms/DMOhub
- **Essentials training:**
 - Chat with a Dragon Expert: aka.ms/DragonExpert
 - Provider Power Hour: aka.ms/DMOPowerHour
 - Trainer Talk: aka.ms/TrainerTalk
 - NMC Lab: aka.ms/NMCLab

Today's speaker

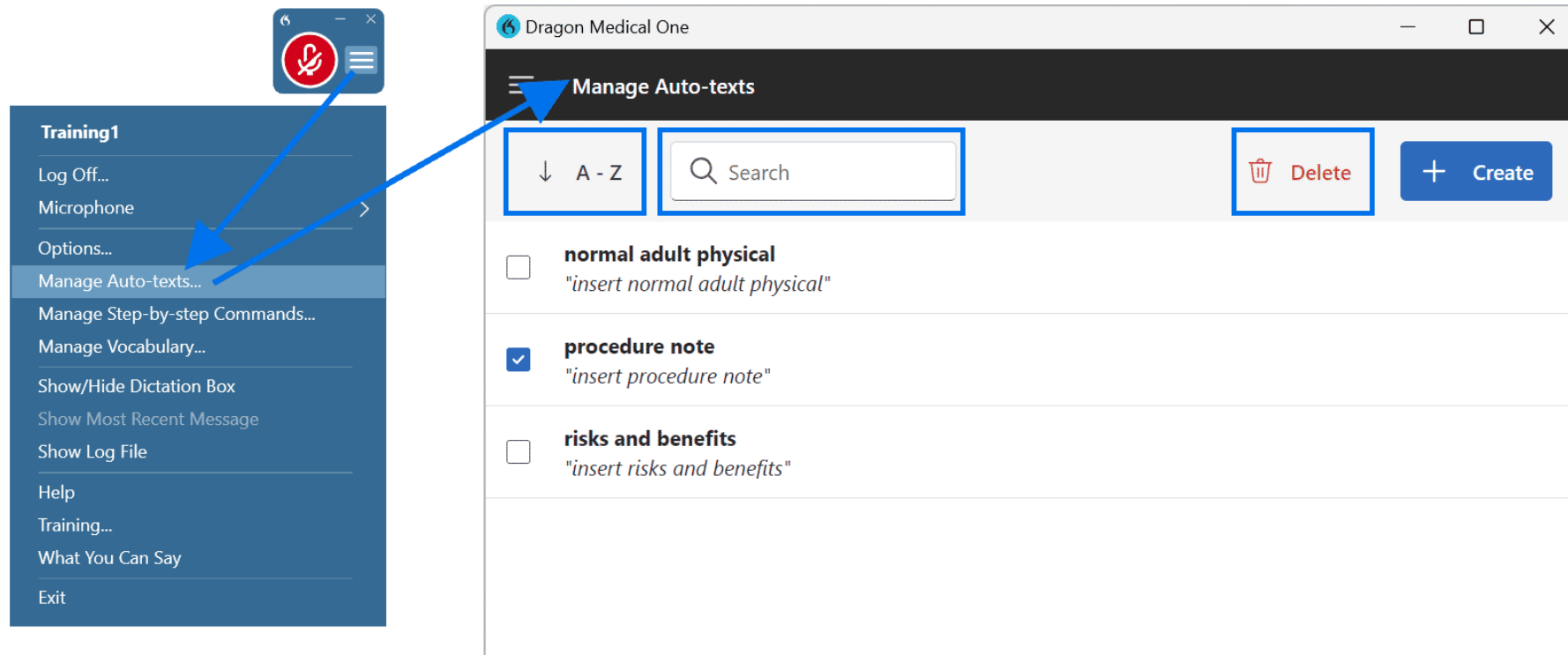


Andrea Janowski
Adoption Specialist
Microsoft

Formatted auto-texts

New Manage auto-text window

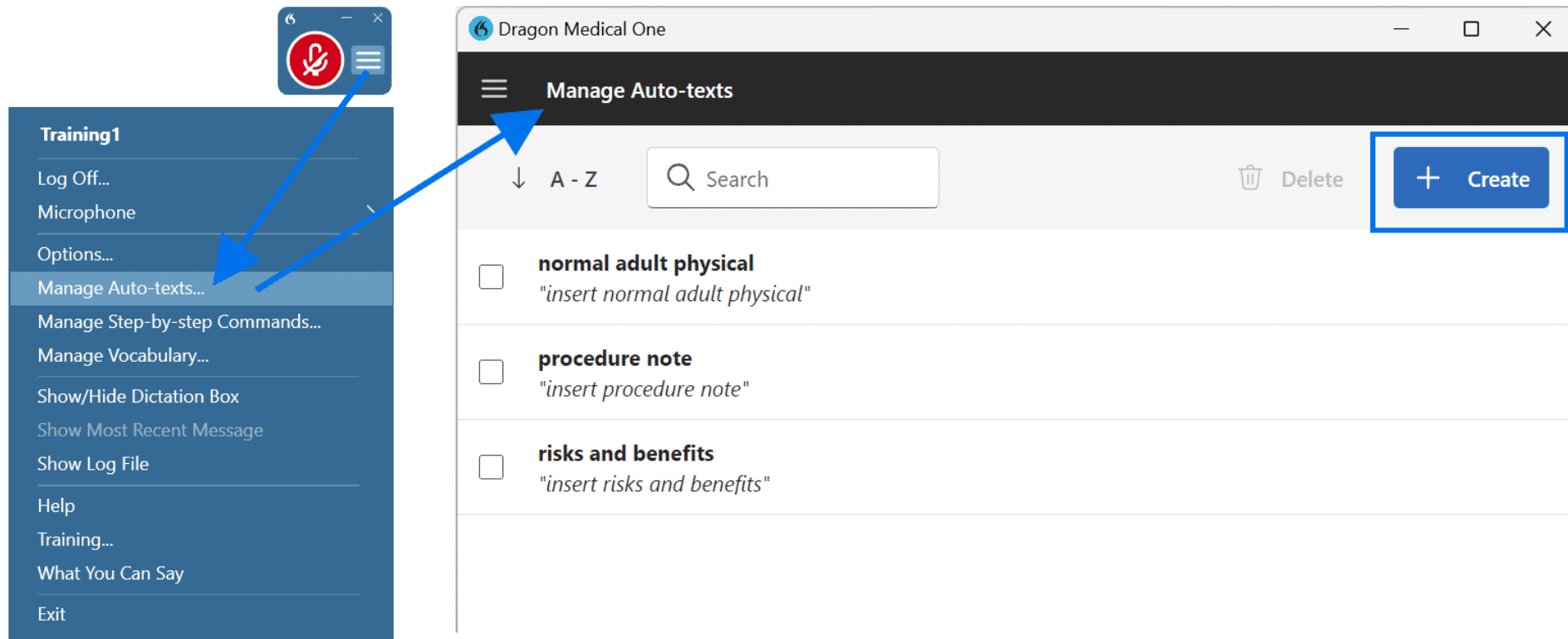
- To manage your auto-texts, say **manage auto-texts** or select **Manage Auto-texts** from the DragonBar menu.
- The new **Manage Auto-texts** window allows you to:
- **Sort** your auto-texts alphabetically for easier navigation.
- **Search** for specific auto-texts by name to quickly locate what you need.
- **Delete** any auto-texts that are no longer needed.



Formatted auto-text

There may be times when you wish to include formatting, such as bold text, tables, or hyperlinks, in your auto-texts. If your organization has enabled this feature, you can.

To create a formatted auto-text, say create auto-text or select Manage Auto-texts from the DragonBar menu. Then, select + Create.



Formatted auto-text

- Toggle **Formatted text** to on.
- Complete all required fields, including **Content**.
- Apply the desired formatting options.
- Select **Save** to finalize your changes.

The screenshot shows the 'New auto-text' form in the Dragon Medical One application. The form is titled 'New auto-text' and has a 'Duplicate' button and a 'Delete' button. The form contains the following fields and options:

- Name ***: A text input field containing 'quit smoking'. A blue circle '2' is next to this field.
- Spoken form ***: A text input field containing 'insert quit smoking'. A blue circle '2' is next to this field.
- Description**: An empty text input field. A blue circle '1' is next to this field.
- Content ***: A rich text editor containing the text 'The patient was advised to quit smoking and counseled on effective smoking cessation strategies.'. A blue circle '3' is next to this field.
- Formatted text**: A toggle switch that is currently turned on. A blue circle '1' is next to this toggle.
- Formatting options**: A toolbar with options for Paragraph, Arial, 11pt, Bold (B), Italic (I), Underline (U), Text color, Background color, Bulleted list, Numbered list, Decrease indent, Increase indent, Table, Link, and Image.
- Buttons**: 'Save' and 'Cancel' buttons at the bottom. A blue circle '4' is next to the 'Save' button.

Formatted auto-text NMC configuration

In Dragon Medical One version 2024.2 and later, administrators can enable or disable auto-text formatting, using the Nuance Management Center (NMC) at the organization, site, or group levels.

To change auto-text formatting for all users in a specific organization, site, or group.

1. On the **Dragon Medical One** ribbon, select **Manage**.
2. Select an organization, site or group in the tree view.
3. In the **General** tab, select the **Support formatted auto-texts** checkbox.
4. Select **Save**

The screenshot displays the Nuance Management Center interface. The top navigation bar includes 'Organizations', 'Groups', 'User Accounts', 'Licensing', 'Utilities', 'Reports', 'Speech Recognition', 'HIM Report Administration', 'HIM Reports', 'Analytics', and 'Dragon Medical One'. The 'Dragon Medical One' ribbon is active, and the 'Manage' button is highlighted with a blue box and a '1' in a circle. Below the ribbon, the 'Manage DMO' tab is selected, and the 'Manage DMO User Options' section is visible. The 'Organization' dropdown is set to 'Nuance', and the tree view shows 'Nuance' selected with a blue box and a '2' in a circle. The 'General' tab is active, and the 'Support formatted auto-texts' checkbox is checked with a blue box and a '3' in a circle. The 'Save' button is highlighted with a blue box and a '4' in a circle.

Nuance Default Options		Lock	Source
Auto-texts			
Left field delimiters:	<input type="text"/>	<input type="checkbox"/>	Organization
Right field delimiters:	<input type="text"/>	<input type="checkbox"/>	Organization
<input checked="" type="checkbox"/> Support formatted auto-texts		<input type="checkbox"/>	Site

Formatted auto-texts Demo



Questions?



Thank you!