



# Voice Commands Quick Reference

## PowerScribe® for Radiology 5.0 SP1

### Commands for Dictating and Editing

Voice Command	Action
<b>Add</b>	Add report to the Procedure List
<b>Add Note</b>	Opens the Note dialog box
<b>All Cap That</b>	Capitalizes all letters in the selected word
<b>Approve Report</b>	Same as clicking the Approve button
<b>Auto Next</b>	Enable Auto Next
<b>Backspace</b>	Deletes previous character; moves backward one space.
<b>Batch Read</b>	Enable Batch Read
<b>Begin Report (or Dictate New Report)</b>	Start dictation for the order
<b>Beginning of Document</b>	Goes to the beginning of the current editor text
<b>Beginning of Line</b>	Sets cursor to the beginning of the current line
<b>Bold That</b>	Bolds the selected text
<b>Cap (or Capitalize) That</b>	Capitalizes the first letter of the selected word(s)
<b>Choose &lt;number&gt;</b>	Selects a numbered item from the correction menu
<b>Close History</b>	Closes the History Viewer
<b>Close Report</b>	Closes the report; same as clicking the Close button
<b>Create Shortcut</b>	Opens the Create Shortcut window
<b>Dictaphone Today</b>	Inserts today's date in the report, using your site's date format
<b>Dictaphone Tomorrow</b>	Inserts tomorrow's date in the report
<b>Dictaphone Yesterday</b>	Inserts yesterday's date in the report
<b>Down (or Up) Arrow</b>	Select next (or previous) item in the current list
<b>Edit Report</b>	Open selected report for editing
<b>Enter</b>	Same as pressing Enter on the keyboard
<b>End of Document</b>	Goes to the end of the current editor text
<b>End of Line</b>	Sets cursor in the end of the current line
<b>Find</b>	Same as clicking the Find button
<b>Finish Report</b>	Closes the displayed report

### Commands for Dictating and Editing (cont.)

Voice Command	Action
<b>Insert Cursor</b>	Inserts cursor at the end of the current selection
<b>Italics (or Italicize) That</b>	Italics the selected text
<b>Logout</b>	Exit <i>PowerScribe for Radiology</i>
<b>My Open Reports</b>	Same as clicking the My Open Reports button
<b>New Line</b>	Starts a new line; same as pressing Enter once.
<b>New Report</b>	Clears Report Queue list and places cursor in Add Accession # field
<b>Next Field</b>	Navigates to the next variable field in the editor text
<b>No Caps That</b>	Applies all lower case letters to the selected word or words
<b>Orders</b>	Selects the Orders tab
<b>Page Down</b>	Scrolls down one page of the current editor text
<b>Page Up</b>	Scrolls up one page of the current editor text
<b>Paragraph (or New Paragraph)</b>	Starts a new paragraph. Same as pressing Enter twice on the keyboard.
<b>Previous Field</b>	Navigates to the previous variable in the editor text
<b>Pronunciation Training</b>	Opens the Pronunciation Training window
<b>Reports</b>	Selects the Reports tab
<b>Return Report</b>	Begins the Return report process by opening the Create Return Note dialog box (if enabled)
<b>Save Report</b>	Saves the report without closing
<b>Scratch (or Delete) That</b>	Deletes the selected text and its audio
<b>Select &lt;word&gt;</b>	Selects a specific word or short phrase
<b>Select Again</b>	Selects the next instance of a word or short phrase
<b>Select All</b>	Selects all of the text in a report
<b>Select &lt;a&gt; Through &lt;b&gt;</b>	Selects a range of words
<b>Select Item</b>	Selects/Unselects an item in current list (Procedure/Report)
<b>Send to Editor</b>	Same as clicking the Send to Editor button (if enabled)
<b>Sign Report</b>	Same as clicking the Sign button

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### Commands for Dictating and Editing (cont.)

Voice Command	Action
<b>Start History Viewer</b>	Opens the History viewer
<b>Switch to Dictate</b>	Changes voice command mode to dictation mode
<b>Switch to Number</b>	Changes voice command mode to numbers mode
<b>Switch to Spell</b>	Changes voice command mode to spelling mode
<b>Underline That</b>	Underlines the selected text
<b>Unselect That</b>	Unselects the highlighted or selected text

### Commands for Dialog Boxes

Voice Command	Action
<b>Cancel</b>	Discards your changes and closes the dialog box
<b>Continue</b>	Activates the Continue button
<b>Done</b>	Accepts your changes and closes the dialog box
<b>Enter</b>	Accepts your changes and closes the dialog box
<b>No</b>	Rejects the answer and closes the dialog box
<b>OK</b>	Accepts your changes and closes the dialog box
<b>Replace</b>	Replaces information
<b>Tab</b>	Advance forward through the dialog box
<b>Yes</b>	Accepts the answer and closes the dialog box

### Dictating Letters and Numbers in the Diagnosis Code Fields

- You can now insert the single alphanumeric values “a” through “z” and “0” through “9”.
- You can use the international alphabet to insert letters.
- You can dictate pairs of numbers, for example, as “two eight” or “one six,” or as “twenty-eight” or “sixteen.”
- To pronounce letter-number pairs, such as “A7,” you must pause briefly between the letter and the number.

### Commands for Diagnosis Codes

Voice Command	Action
<b>Open Coding (or View Coding)</b>	Opens the Diagnosis Code window in a report with an associated order
<b>Tab</b>	Moves the insertion point to the next Diagnosis Code field
<b>Dash (or Hyphen)</b>	In a Diagnosis Code field, inserts a dash, or hyphen, at the insertion point
<b>Point</b>	In a Diagnosis Code field, inserts a decimal point at the insertion point
<b>Backspace</b>	In a Diagnosis Code field, deletes one character to the left of the insertion point
<b>Clear All</b>	Deletes all the text in the active Diagnosis Code field
<b>Next Field</b>	In the Diagnosis Code window, this moves your cursor to the next code field
<b>Previous Field</b>	In the Diagnosis Code window, this moves your cursor to the previous code field
<b>Enter (or Add)</b>	Same as pressing the Enter key on the keyboard
<b>OK</b>	In the Diagnosis Code window, this saves your changes, closes the window, and returns to the report
<b>Cancel</b>	In the Diagnosis Code window, this closes the window without saving your changes
<b>Sign Report</b>	In the Diagnosis Code window, if you are an attending provider, this saves your changes, closes the window, and starts the normal signature process
<b>Approve Report</b>	In the Diagnosis Code window, if you are a resident, this saves your changes, closes the window, and starts the normal approval process

### Commands for Vocada Veriphy and STATdx (Optional)

Voice Command	Action
<b>Start Vocada</b>	In a report, opens the Vocada Veriphy dictation window
<b>STATdx</b>	In a report, launches the link to the STATdx Web site

**Note:** For a list of other voice commands, refer to the Online Help in the PowerScribe for Radiology Dictation Client.