

WELFORD CHART NOTES NEWSLETTER

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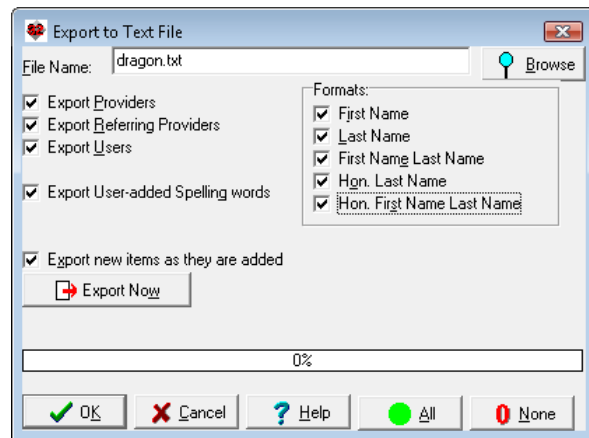
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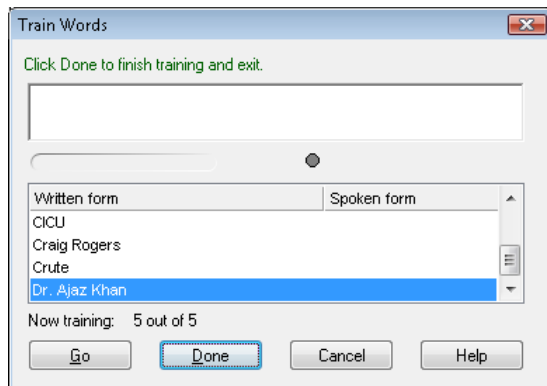
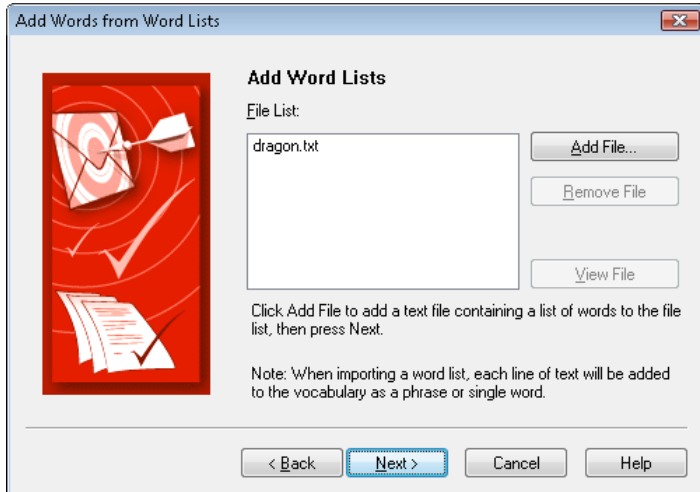
EXPORTING DATA TO DRAGON NATURALLY SPEAKING (*User's Manual, pgs. 1047-1051*)

If you use Dragon NaturallySpeaking, you can export a number of useful lists of terms from **Welford Chart Notes** into Dragon NaturallySpeaking so that it recognizes these terms.

1. Press Links\Dragon NaturallySpeaking Export.
2. Specify the **File Name** that you want sent to Dragon NaturallySpeaking. This should generally be a .TXT file (e.g. DRAGON.TXT).
3. Check **Export Providers** (stored in System\Provider Options) if you would like the names of Providers included in the file sent to Dragon.
4. Check **Export Referring Providers** (stored in View\Referrals\Providers) if you would like the name of Referring Providers included in the file.
5. Check **Export Users** (stored in System\Users) if you would like the names of your users included in the file. You would ordinarily want to check all of these, since you would like Dragon to recognize all of these names when they are spoken.
6. If you have checked any of the above three options, you then should choose which **Formats** of these names to export. Again, ordinarily, you would want to check all of them, since you might refer to these people through any of these formats. For example, suppose there is a Provider named Violetta Bruschetta, M.D. If you check **First Name**, then "Violetta" is sent to the file. If you check **Last Name** then "Bruschetta" is sent to the file. If you check **Hon. Last Name**, then "Dr. Bruschetta" is sent to the file. If you check **Hon. First Name Last Name**, then "Dr. Violetta Bruschetta" is sent to the file.
7. Check **Export User-added Spelling words** (stored in <Alt-S>pell\Edit Words when you are in the Writer) if you would like all of the Spelling words that you add to that Spelling Dictionary added to Dragon. This is generally a good idea, since many of these words will turn out to be geographical names, unusual diseases or drugs, or other terms that are unlikely to be listed in Dragon.
8. If you would like the program to continuously export these terms in the background to the file you have specified in File Name, then check **Export new items as they are added**. This is handy so that you don't have to return to this window once you have set things up the first time.



9. The first time you use this feature, or on subsequent occasions if you have not checked **Export new items as they are added**, press **EXPORT Now** in order to send the chosen terms to the file.
10. Once you have created this file, you now need to launch Dragon in order to import the terms into it. Using Dragon's menu, select Words\Import.
11. If you wish, check **Preview the list of unknown words**. Then, press **NEXT**.
12. Click the **ADD FILE** button. Choose the **File Name** you specified in step #2. Then press **NEXT**.
13. When the File Analysis is complete, press **NEXT**.
14. Review the list of words to be added. Uncheck any that you feel are misspellings or do not need to be added to Dragon. Then press **NEXT**.
15. Check all of the words on the list that you wish to Train and press **TRAIN**. If you take the time to train the words now, Dragon will be much less likely to make any errors in the future when you say these words.
16. If you choose to Train, press **Go** to start training. Say each word in turn. When you are finished, press **DONE**.
17. Back on the **Train Words** screen, press **NEXT**.
18. Press **FINISH** to close the wizard.



Note that you sometimes will need to say a new word or phrase to Dragon two or three times (and correct it if it makes an error) before it gets it correct. This is especially true if it sounds similar to another word. If Dragon hears you say the term enough times, it increases its estimate of the frequency of the term and gives that term more weight when it is deciding which of two or more competing terms to show.

NEWS ON VERSION 5.6

We are very busy putting the finishing touches on version 5.6. It allows you to retrieve prescription renewal requests from pharmacies and respond to them all electronically, markedly reducing potential for errors in this process.

SEND US YOUR TIPS

If you have tips, shortcuts, questions, or suggestions for future newsletter topics, please send them to us at:
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