



# Speech Direct 3.0 – Complete User Guide

Document Revision 1.0

## Document History

| Revision | Date       | Chapter & Changes          | Author |
|----------|------------|----------------------------|--------|
|          |            |                            |        |
|          |            |                            |        |
| 1.0      | 13/05/2025 | 1st published version      | SMC    |
| 0.4      | 09/05/2025 | Editorial & UI changes     | SMC    |
| 0.3      | 27/04/2025 | Published for internal use | SMC    |
| 0.2      | 25/04/2025 | Review                     | PMA    |
| 0.1      | 15/04/2025 | First DRAFT                | SMC    |

T-Pro • Waterloo Exchange • Ballsbridge • Dublin 4 • D04 E5W7 • Ireland

## Table of Contents

|                                       |           |
|---------------------------------------|-----------|
| <b>1 Introduction</b>                 | <b>5</b>  |
| <b>2 Accessing the Application</b>    | <b>5</b>  |
| 2.1 First Time Login                  | 7         |
| T-Pro Sign in                         | 7         |
| Active Directory (AD) Users           | 8         |
| Microsoft Sign in                     | 8         |
| EULA                                  | 9         |
| Reset Password                        | 10        |
| Active Directory (AD) Users           | 10        |
| Mobile Number                         | 11        |
| Contact Email                         | 12        |
| 2.2 Multi-factor Authentication (MFA) | 13        |
| 2.3 Account Recovery                  | 14        |
| <b>3 The User Interface</b>           | <b>16</b> |
| Moving the app window                 | 16        |
| Using Compact Mode                    | 17        |
| 3.1 How to Use for Best Performance   | 18        |
| Timeout                               | 19        |
| Notifications                         | 19        |
| 3.2 Dictation                         | 20        |
| 3.3 Commands                          | 21        |
| 3.4 Browser Extension                 | 21        |
| Use case for webform navigation       | 22        |
| Get the log file (in Google Chrome)   | 25        |
| <b>4 Working with T-Pro Speech</b>    | <b>29</b> |
| <b>5 Menu Options</b>                 | <b>33</b> |
| 5.1 Speech recognition settings       | 33        |
| 5.1.1 Formatting                      | 34        |
| 2 - General options                   | 35        |
| 3 - Currency preferences              | 36        |
| 4 - Alphanumeric locations            | 36        |
| 5 - Dictated typographic symbols      | 37        |
| 6 - Preferred spelling                | 38        |
| 7 - Spelling alphabet                 | 39        |
| 8 - Scalar ranges                     | 39        |
| 9 - Dictated alphanumeric strings     | 40        |
| 10 - Abbreviated units                | 40        |

## Speech Direct - Complete User Guide

|                                         |    |
|-----------------------------------------|----|
| 11 - Apply metric scale prefix to       | 42 |
| 12 - Recognise dates                    | 43 |
| 5.1.2 Auto Text                         | 44 |
| Owner and Actions                       | 45 |
| 5.1.3 Dictionary                        | 46 |
| Exclude words                           | 47 |
| Adding new words                        | 47 |
| 5.2 Command builder                     | 48 |
| 5.2.1 Groups                            | 49 |
| 5.2.2 Availability                      | 50 |
| 5.2.3 Add commands to a group           | 53 |
| Text command                            | 55 |
| Key                                     | 56 |
| Comment                                 | 57 |
| Window                                  | 58 |
| Command                                 | 58 |
| Script                                  | 59 |
| Mouse                                   | 60 |
| Wait                                    | 61 |
| Command chain                           | 62 |
| 5.2.4 Edit an existing group or command | 65 |
| Import & Export                         | 65 |
| Edit Commands                           | 66 |
| Duplicate Commands                      | 67 |
| Delete Commands                         | 67 |
| Delete selected commands                | 67 |
| Delete all                              | 68 |
| 5.3 Speech box                          | 69 |
| 5.4 Settings                            | 71 |
| Microphone                              | 71 |
| T-Pro Speech Remote Microphone          | 72 |
| T-Pro Speech                            | 73 |
| Inactivity timeout                      | 75 |
| Whitelist application                   | 75 |
| Dictation focus                         | 77 |
| Hot key                                 | 78 |
| 5.5 HELP                                | 79 |
| 5.6 SIGN OUT                            | 79 |

## Speech Direct - Complete User Guide

|                                  |    |
|----------------------------------|----|
| 6 Closing the application        | 80 |
| Appendix: Speech Direct Commands | 81 |

# 1 Introduction

T-Pro Speech Direct allows clinicians and legal practitioners to dictate directly into text fields within clinical or non-clinical 3rd party applications, using front-end speech recognition.

Via a small, non-intrusive window, users can access a unified voice profile anytime and use their voice to dictate into a wide variety of devices, for example:

- Update patient records, dictate notes, and fill out reports in clinical systems (e.g. PAS or EPR).
- Produce documentation in Windows-based applications (e.g. MS Word), create emails (e.g. MS Outlook) etc.
- Find, select and edit existing text using voice commands
- Use Commands to automate workflows and Auto Text to trigger text insertions.

# 2 Accessing the Application

After the installation the Speech Direct icon is available on your desktop.



*Desktop icon*

Click on it to launch the application.

**{T-PRO}** Speech Direct

## Sign in to Speech Direct

Please use the details that your organisation provided to register.

Email address

Password

☐ Remember Me

**Continue**

Don't know your password? [Click here to reset](#)

 **Continue with Microsoft**

Speech Direct | Version 3.0.0.8

*Speech Direct Login Screen (version 3.0)*

The login screen offers you the following options:

- Sign in with your T-Pro user credentials
- Reset your password (only for the T-Pro credentials)
- Sign in with your Microsoft credentials
- Remember your login

Below we explain the different access options in detail and what process to follow on your first login.

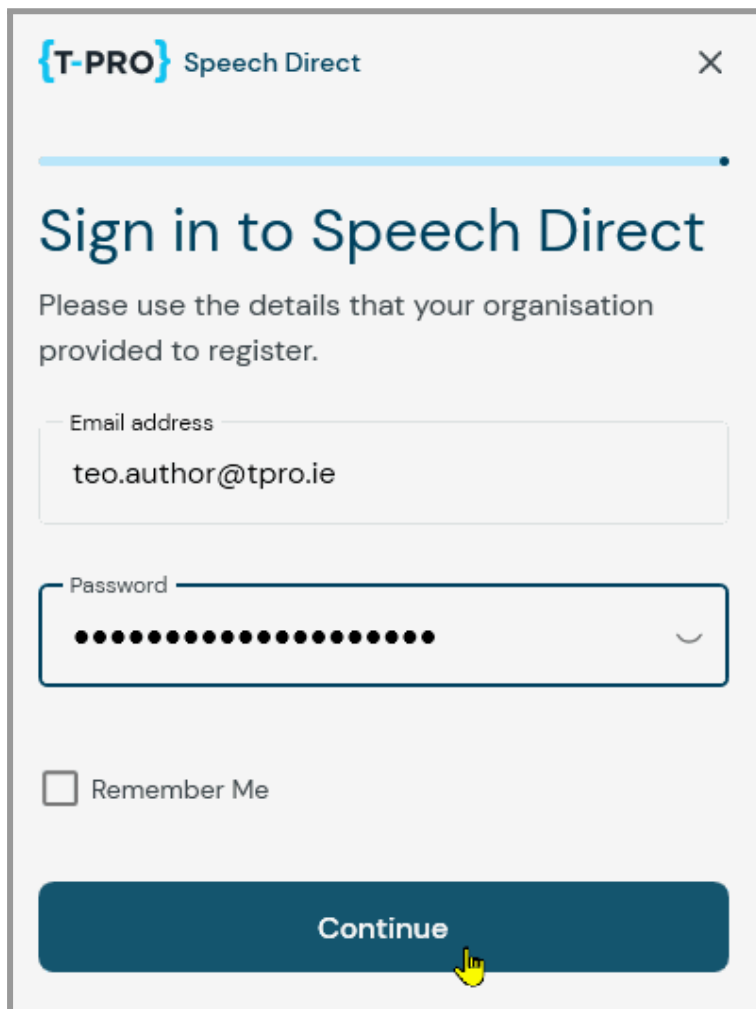
### 2.1 First Time Login

This is a one-time process to set up your account when you first start using T-Pro. The information provided during the account setup can be used for additional security measures and to recover your account without the help of an administrator.

**NOTE:** The first time login process is required for all applications but once you have completed it on one application it is recognised for other T-Pro apps (e.g. the web platform).

#### T-Pro Sign in

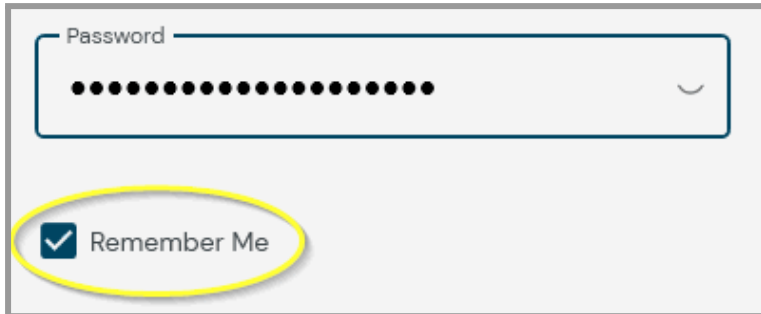
Enter your T-Pro user email and password, and click on **Continue**.

A screenshot of a web browser window titled "{T-PRO} Speech Direct". The window has a close button (X) in the top right corner. Below the title bar, there is a horizontal blue line. The main heading is "Sign in to Speech Direct" in a large, bold, dark blue font. Below this, a smaller text says "Please use the details that your organisation provided to register." There are two input fields: "Email address" with the text "teo.author@tpro.ie" and "Password" with a series of black dots. Below the password field is a checkbox labeled "Remember Me". At the bottom, there is a large blue button labeled "Continue" with a yellow hand cursor pointing at it.

*Option to sign in with T-Pro credentials*

## Speech Direct - Complete User Guide

Tick the option **Remember Me** if you want your credentials to be present at your next login.

A login form with a password field and a 'Remember Me' checkbox. The password field is a rectangular box with a blue border, containing a series of black dots and a small blue eye icon on the right. Below it, the 'Remember Me' checkbox is checked, with a blue checkmark and the text 'Remember Me' in blue. A yellow oval highlights the 'Remember Me' checkbox.

*Save your credentials*

**NOTE:** This is **not recommended on shared computers** as your credentials will be available even after signing out and closing the application.

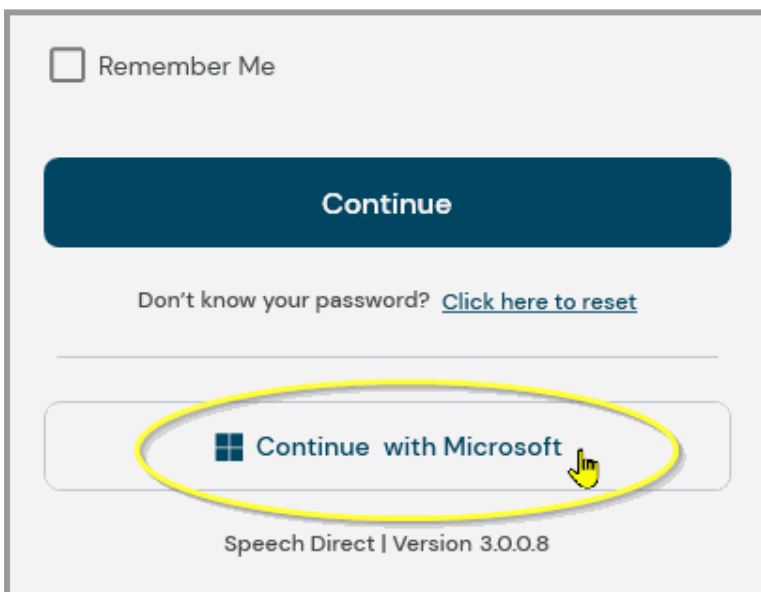
=> On your first sign in, you will be guided through the [necessary steps](#) of the FTL process.

### Active Directory (AD) Users

If your organisation uses the Microsoft Active Directory (AD) service you enter your credentials in the same way. Your T-Pro user name must be identical to your Windows AD email.

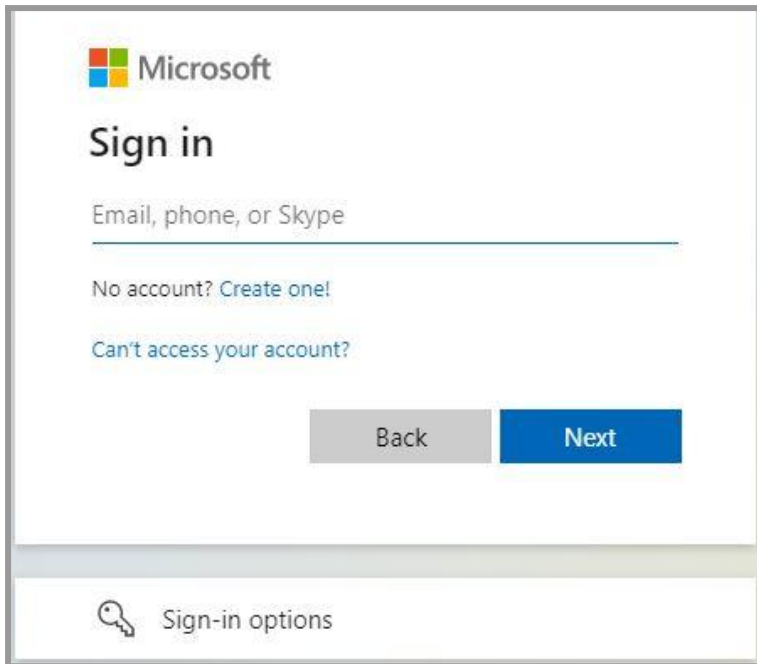
### Microsoft Sign in

If your organisation is applying the sign-on process with Microsoft email accounts, click on **Continue with Microsoft**.

A sign-in form with a 'Remember Me' checkbox, a 'Continue' button, a 'Don't know your password? Click here to reset' link, and a 'Continue with Microsoft' button. The 'Continue with Microsoft' button is highlighted with a yellow oval. The 'Remember Me' checkbox is unchecked. The 'Continue' button is a dark blue rectangle with white text. The 'Don't know your password? Click here to reset' link is in blue. The 'Continue with Microsoft' button is a light blue rectangle with a blue Microsoft logo icon and the text 'Continue with Microsoft' in blue. A yellow hand cursor is pointing at the button. At the bottom, it says 'Speech Direct | Version 3.0.0.8'.

*Switch the sign in process to use your Microsoft account*

## Speech Direct - Complete User Guide



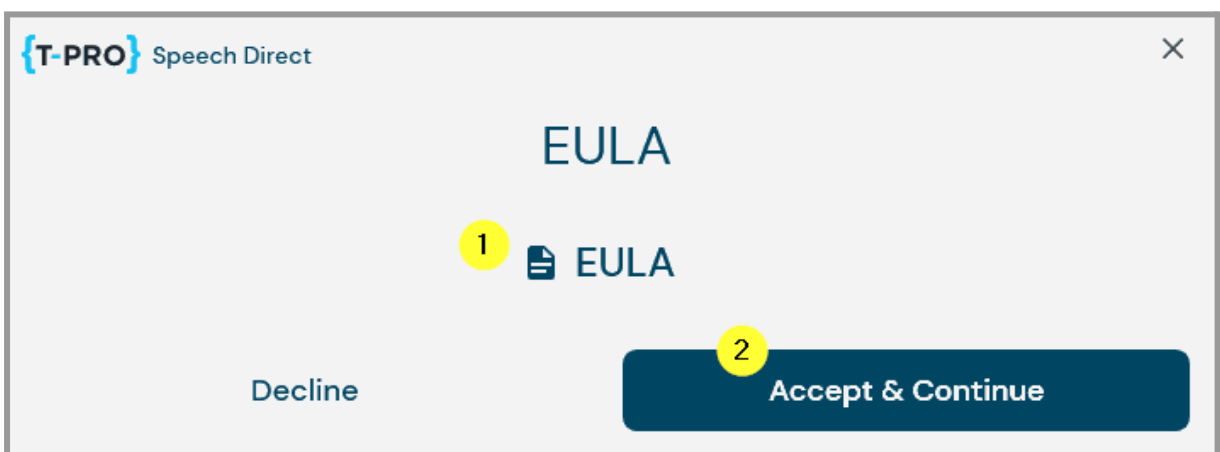
*Sign into Speech Direct with your Microsoft account*

1. Enter your Microsoft email address and click on **Next**.
2. Enter your Password and sign in.

### EULA

You need to accept the T-Pro end user licence agreement to use the application.

1. Click on EULA to view T-Pro's terms and conditions  
=> they will be displayed in your browser
2. Click on **Accept & Continue** to move to the Account Setup Workflow.

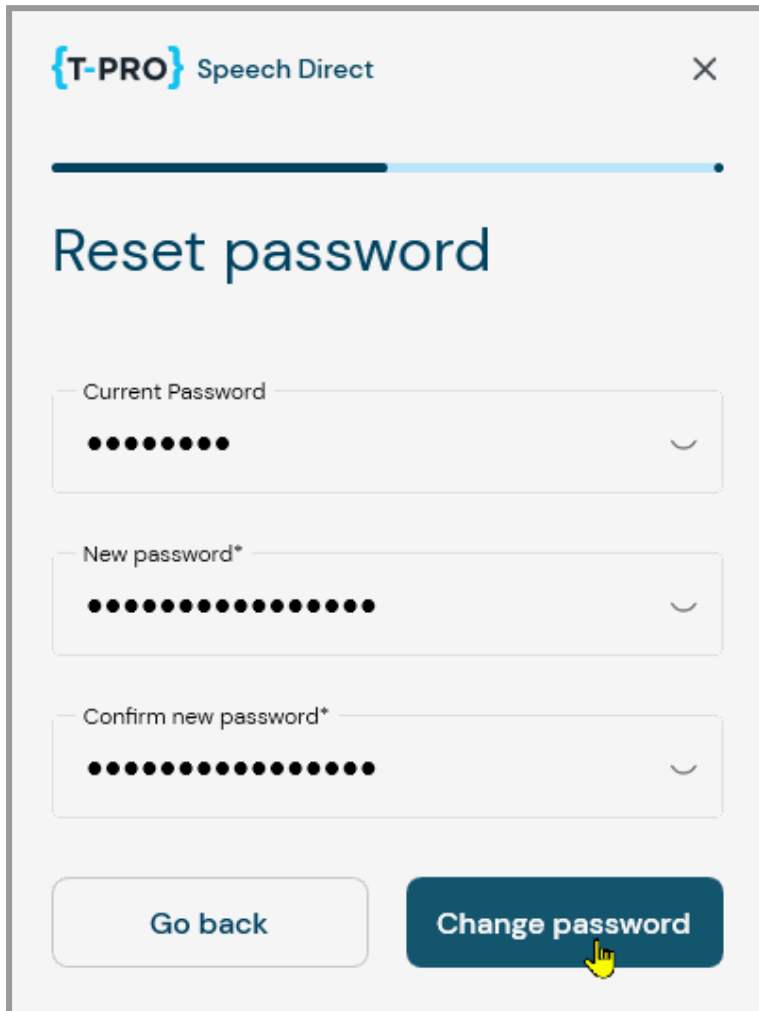


*Click to view T-Pro's end user licence agreement*

Having signed in with a Microsoft account, the below described procedure does not apply and can be [skipped](#).

### Reset Password

The temporary password you have received has to be changed to an individual password which fulfils your organisation's requirements.



*Replace your temporary password*

- This is compulsory, otherwise you cannot continue the login process.
- Your organisation might have set specific security requirements for new passwords.
- A new password must always be different from the current password.

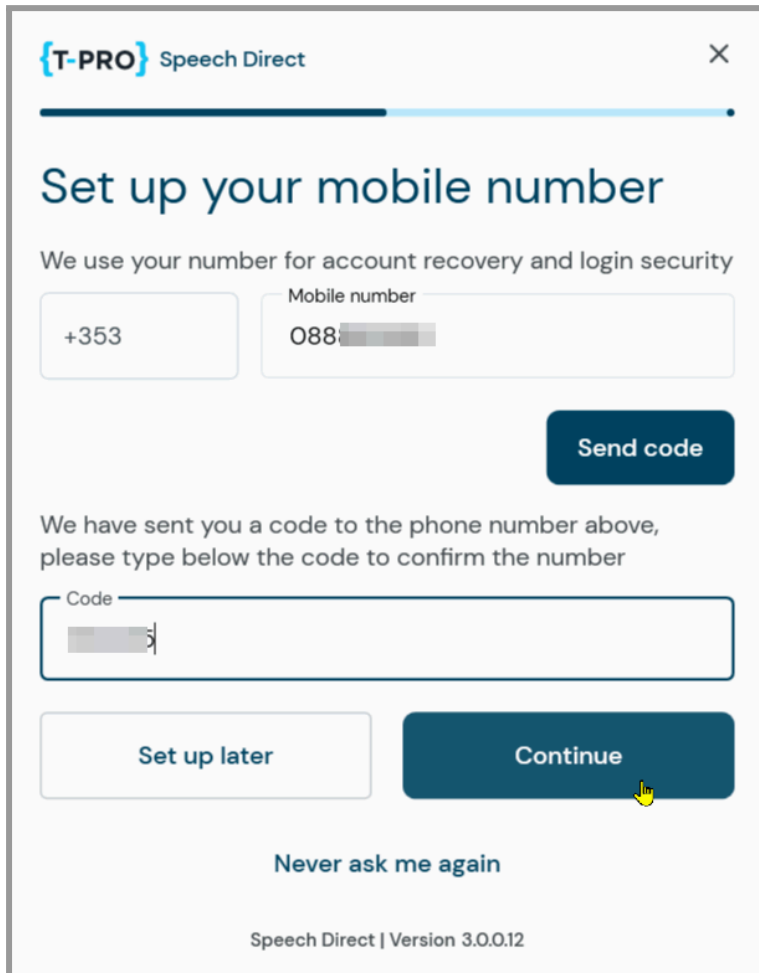
Click on RESET to continue.

### **Active Directory (AD) Users**

If your organisation uses Microsoft Active Directory (AD) service you will not get the reset password screen but continue straight away with the next step.

### Mobile Number

Enter a valid mobile number. This number can be used for additional security such as Multi Factor Authentication and notifications.



*Provide and confirm a mobile number*

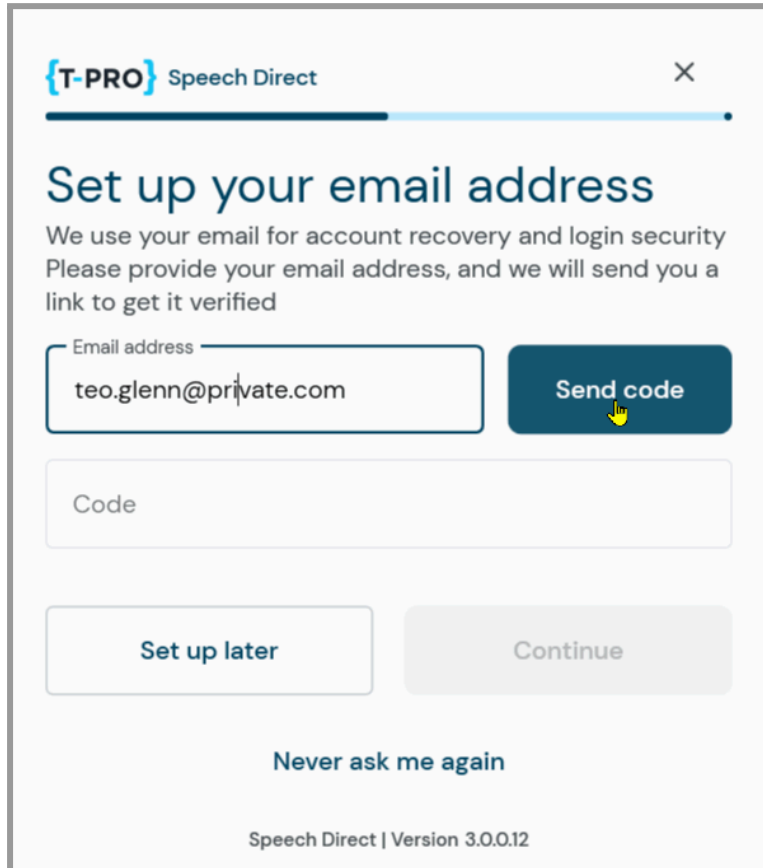
1. Select your country code and enter your mobile number
2. Click on **Send code**  
=> a verification code is sent to the number provided
3. Enter the code into the extra field
4. Click on **Continue**

**NOTE:** This number can also be used to recover your account if necessary without the help of an administrator.

## Speech Direct - Complete User Guide

### Contact Email

Enter a valid email address which is different to your user email address. Verify your email address with a code; it can then be used for security measures, account recovery, and to send you notifications.



The screenshot shows a mobile app interface for setting up an email address. At the top, there's a header with the {T-PRO} logo and 'Speech Direct' text, and a close button (X). Below the header, the title 'Set up your email address' is displayed. A subtitle explains: 'We use your email for account recovery and login security. Please provide your email address, and we will send you a link to get it verified.' There are two input fields: 'Email address' containing 'teo.glenn@private.com' and 'Code'. To the right of the email field is a blue 'Send code' button with a yellow cursor icon. Below the code field are two buttons: 'Set up later' and 'Continue'. At the bottom, there is a link 'Never ask me again' and the version 'Speech Direct | Version 3.0.0.12'.

*Enter a valid contact email address*

After using the button **Send code** you need to go to your email account, retrieve the code, and enter it into the next field.

Click on **Continue**.

At this point you have completed your account setup.

**Set up later**

In all above screens you have the option to set up the information later. When you reopen the app you will be reminded to complete this section.

**Never ask me again**

In all above screens you have also the option to select that you do not want to be reminded anymore. Remember that you can still set up your contact information in T-Pro's web application in your **PROFILE** section.

## 2.2 Multi-factor Authentication (MFA)

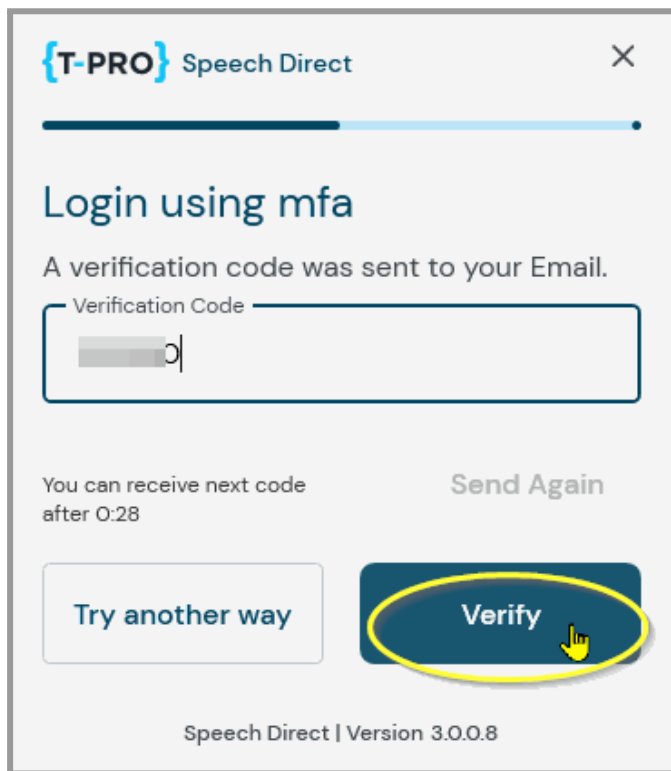
As an additional security feature, MFA can be set up.

MFA works with your registered mobile number or verified contact email (as described [above](#)).

After you sign in with your credentials, you'll be presented with the MFA screen.

The default option is that a code is sent to your registered email address.

1. Enter the 6-digit code.
2. Click on **VERIFY** to complete the login process.



MFA screen

If you have only registered a mobile number, the code is sent to you to this number.

You can resend the code if needed.

**Try another way**

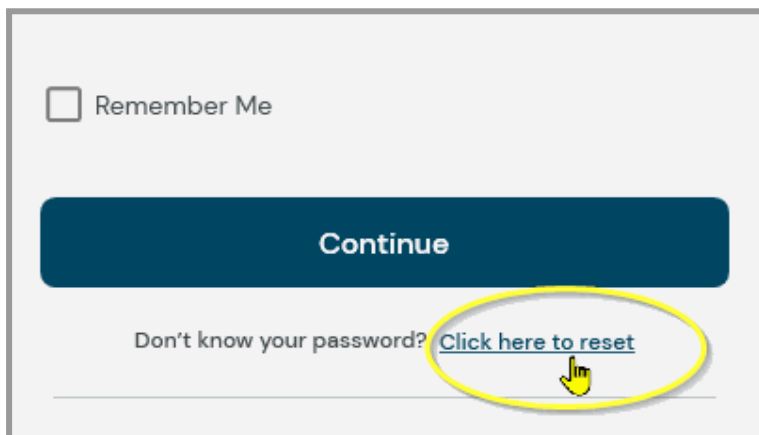
In case that the MFA code was sent to your email but you cannot access it, click on **Try another way**. It will send a new code to your mobile number instead. This also works the other way around.

=> After entering the code the application opens in a small window.

## 2.3 Account Recovery

There is one more option on the login screen: **Click here to reset** when you're having trouble with your password.

**NOTE:** This only works for your regular T-Pro credentials as T-Pro cannot reset Microsoft or Active Directory passwords.



*Click to reset your password*

The RECOVER YOUR ACCOUNT screen comes up.

## Speech Direct - Complete User Guide

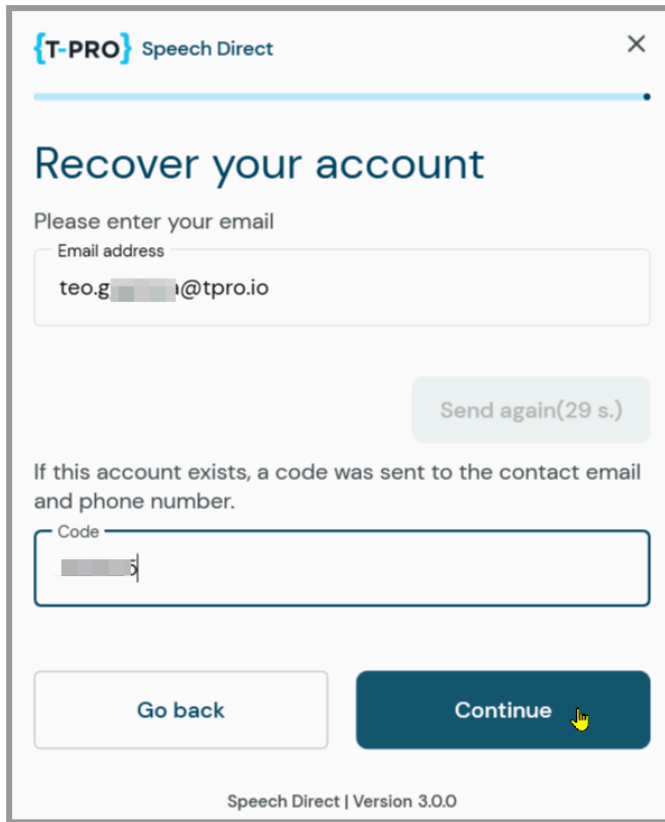
1. Enter your T-Pro user email address.

The screenshot shows the 'Recover your account' screen of the T-PRO Speech Direct application. At the top, the title bar displays the T-PRO logo and the text 'Speech Direct'. Below the title bar, the heading 'Recover your account' is followed by the instruction 'Please enter your email'. A text input field labeled 'Email address' contains the text 'teo.g[redacted]@tpro.io'. A yellow circle with the number '1' is positioned next to the email field. Below the input field, there is a dark blue button labeled 'Send code' with a yellow circle and the number '2' next to it. At the bottom of the screen, there are two buttons: 'Go back' and 'Continue'. The 'Continue' button is disabled and has a light gray background. The footer of the screen reads 'Speech Direct | Version 3.0.0'.

*Account recovery screen, part I*

2. Click on **Send code**.  
=> The code will be sent to your verified contact email or mobile number.

3. Enter this code into the next field and click on **Continue**.



**{T-PRO} Speech Direct** X

---

## Recover your account

Please enter your email

Email address

teo.g...@tpro.io

Send again(29 s.)

If this account exists, a code was sent to the contact email and phone number.

Code

0

Go back Continue

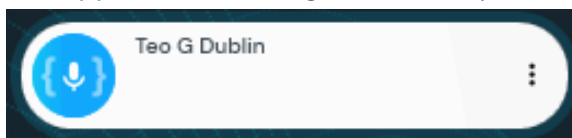
Speech Direct | Version 3.0.0

*Account recovery screen, part II*

In the next screen you can set a new password and confirm it.

## 3 The User Interface

The application opens in a small window displaying your user name. The application is designed to always be visible on top of other apps.



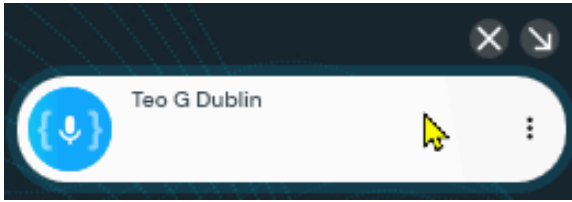
*Speech Direct user interface*

### **Moving the app window**

Move your mouse onto the app.

Click with the mouse and drag the app to another location on your screen.

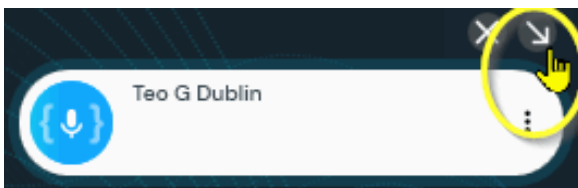
## Speech Direct - Complete User Guide



*The app can be moved*

### Using Compact Mode

When moving over with the mouse the application displays more options. Click on the down arrow to compact the window:

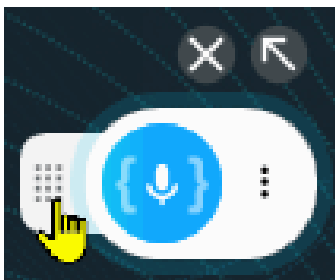


*Click to Compact*



*Compact Mode*

Move your mouse again over the microphone icon to bring up the options and the menu.

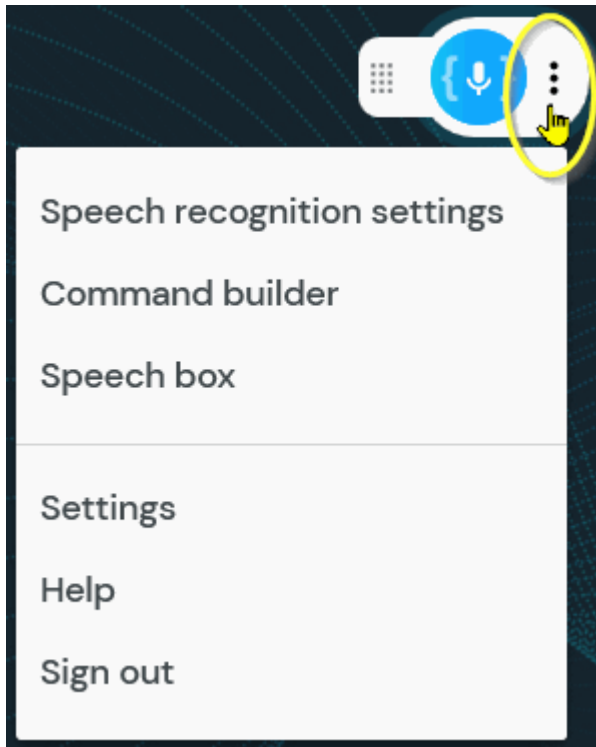


*Compact Mode with options*

Use the tab on the left to move the app on your screen (click and drag).

## Speech Direct - Complete User Guide

Click onto the three dots to the right to open the menu.



*Compact mode interface with menu*

The menu is explained further below.

Use the arrow at the top to maximise the application again.

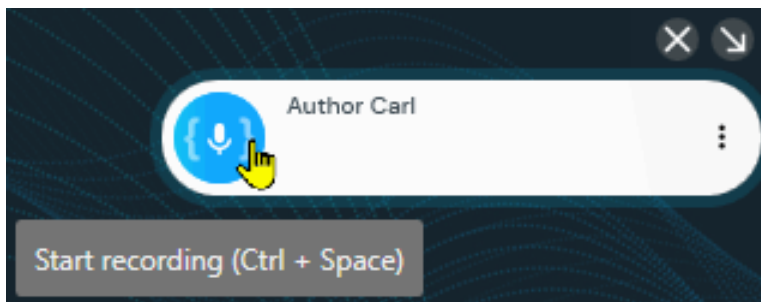
Click on the **X** to close the app.

### 3.1 How to Use for Best Performance

Place your cursor in the application where you want to insert the text.

Start recording by clicking on the microphone icon.

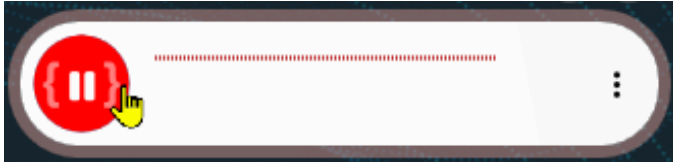
You can also use the key combination Ctrl + Space to start and stop recording.



*Click to record or use the shortcut*

## Speech Direct - Complete User Guide

- When the microphone icon is **blue**, the microphone is *off*.
- When the microphone icon is **red**, the microphone is *on*.



*Microphone activated*



*Compact mode*

**NOTE:** The microphone icon also indicates the *on/off* status when using the buttons on an external microphone.

[Follow this link for a list of compatible 3rd party microphones.](#)

While dictating you can see the input prior to processing in the application window:



*App in dictation mode*

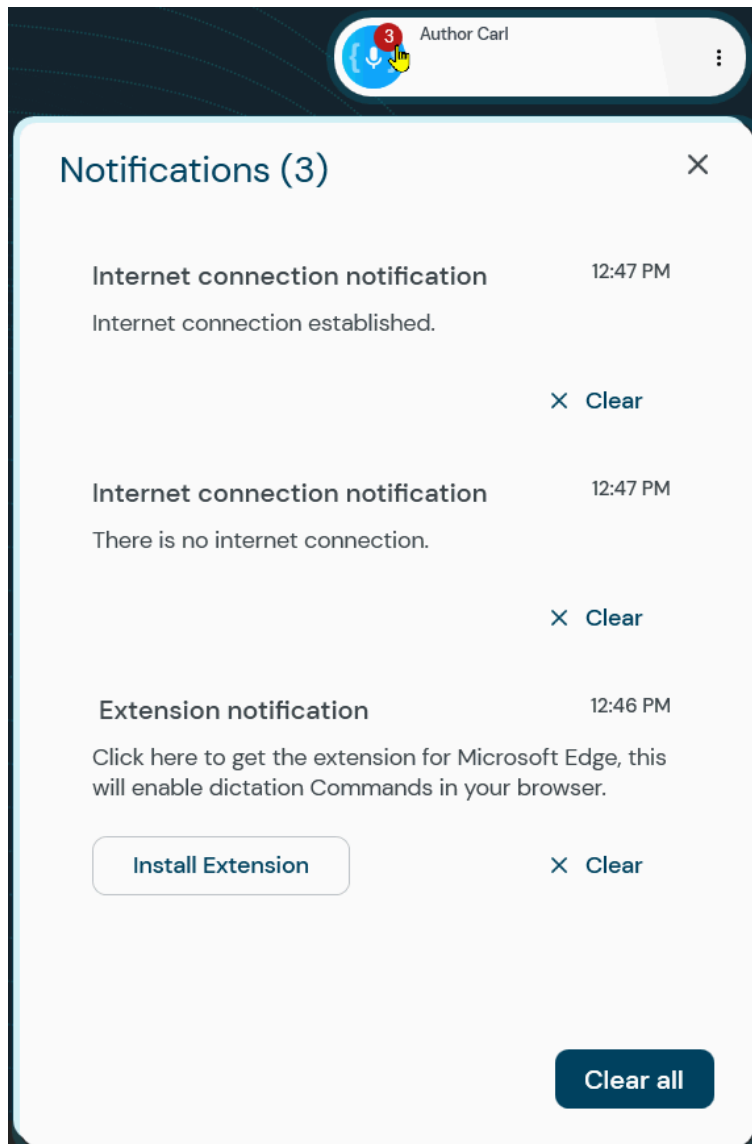
After processing your input will be inserted into the application you are currently working with.

### Timeout

There is an automatic timeout for the recorder if it does not detect any input for one minute. It switches to the pause mode and you will see a notification. The timer can be customised in Settings.

### Notifications

If the application displays a number, notifications are available. You can click on the number and view the latest information on the app.



*Information provided by the app*

Please note that if the notification is informing you about a new version of Speech Direct, you need to have administrator rights in order to complete the update.

## 3.2 Dictation

- Before dictating, make sure the cursor is placed and blinking where you want to place text.
- Think about what you want to say before you start to speak.
- After you turn on the microphone, pause slightly before beginning dictation.
- T-Pro speech recognition is designed to recognise conversational speech. Speak at your natural volume and pace and use natural phrases.

## Speech Direct - Complete User Guide

- Click to stop recording for a pause or when you finish dictating.

### 3.3 Commands

- Pause briefly before and after saying a command.
- Say the command without pausing.

You must speak punctuation when dictating with T-Pro Speech. Below is a list of common punctuation and what to speak:

| Say               | To Enter                |
|-------------------|-------------------------|
| full stop         | .                       |
| comma             | ,                       |
| question mark     | ?                       |
| exclamation point | !                       |
| open bracket      | (                       |
| close bracket     | )                       |
| colon             | :                       |
| semicolon         | ;                       |
| slash             | /                       |
| hyphen            | -                       |
| Say               | Result                  |
| New line          | Creates a new line      |
| New paragraph     | Creates a new paragraph |

An extended list of commands can be found [at the end of this document](#).

### 3.4 Browser Extension

If you want to use Speech Direct to dictate into websites you need to add the T-Pro browser extension. It's a small piece of software which enables the use of Speech Direct with browser based applications.

## Speech Direct - Complete User Guide

Currently, Speech Direct is compatible if you work with one of the following web browsers as your default browser:

- **Google Chrome** - click [here to get the add-on for Google Chrome](#)
- **Microsoft Edge** - click [here to get the add-on for MS Edge](#)

Just add the extension to your browser. When installing you need to confirm the prompt to allow Speech Direct to read and change data in your browser.

### Use case for webform navigation

Using Speech Direct on a website with various input fields and input options requires some preparation if you want to control every input with your voice.

As ever, you can navigate input fields using the mouse or keyboard (e.g. the tab key to jump to the next field).

To perform such actions with your voice you need to create the respective commands via the [Command builder](#).

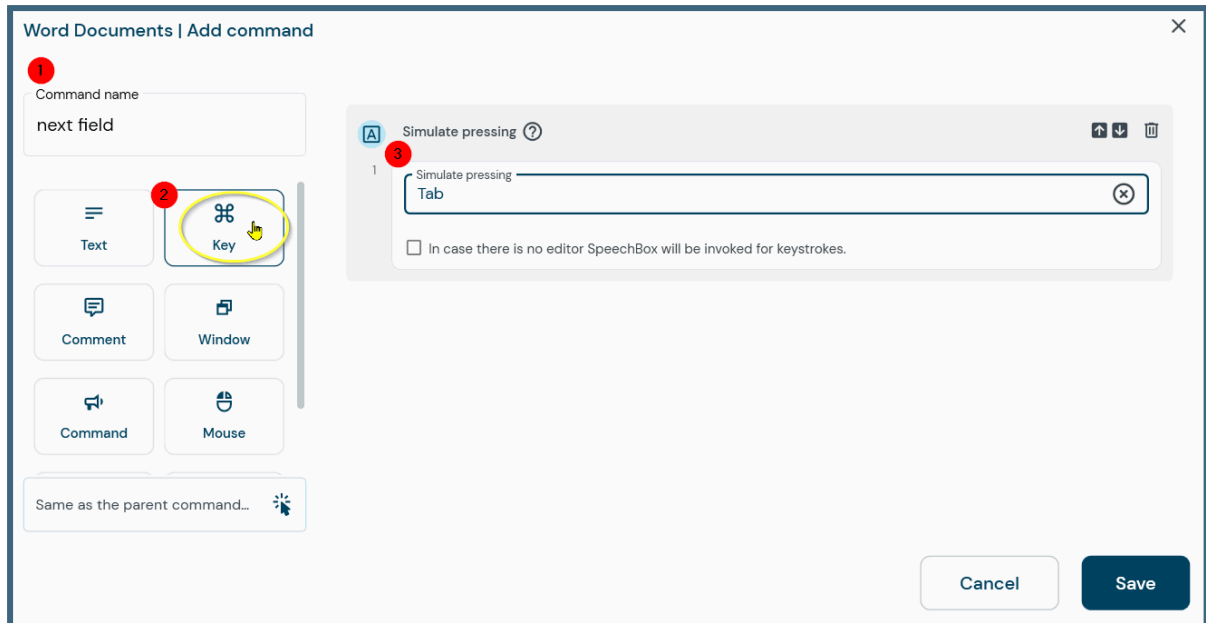
Here, we provide some common examples to get you started.

Typical commands you would use in a webform are:

- Next field
- Previous field
- Arrow down
- Arrow up

Create each as a command; name them as in the example bullet list.

## Speech Direct - Complete User Guide



### Sample of command

1. Name the command "Next field" (or what you naturally would say)
2. Select the command type **Key**
3. Place the cursor in the field and hit the respective key on your keyboard - here the tab key to jump to the next input field

Save the command. And repeat this process to set up further keyboard action commands.

Go to the website where you want to input your data with Speech Direct.

1. Activate the microphone in the Speech Direct app (click on the mic button).
2. Place the cursor in the field you want the content to go to.
3. Start dictating.

**{T-PRO}**

## Medical Tester Input and Feedback Form

For Speech Direct Extension test use only

next field

Draft saved

Tester's Name

Peter Miller

Start dictation here (long answer text, will expand)

Your answer

Webform sample

4. To move to the next field say the command name you have given for this action (here: next field).

=> The cursor will jump to the next field where you can continue your dictation.

**NOTE:** Remember to pause briefly before and after saying a command so it is clearly recognised by the app.

All standard commands work in the browser as in other applications. You'll find a complete list of commands at the [end of this document](#).

Users working with any of the supported [external microphones](#) can navigate fields (as in the above example) with the forward and rewind buttons on the device.

Forward button = [go-to-next-field]

Rewind button = [go-to-previous-field]

## Speech Direct - Complete User Guide

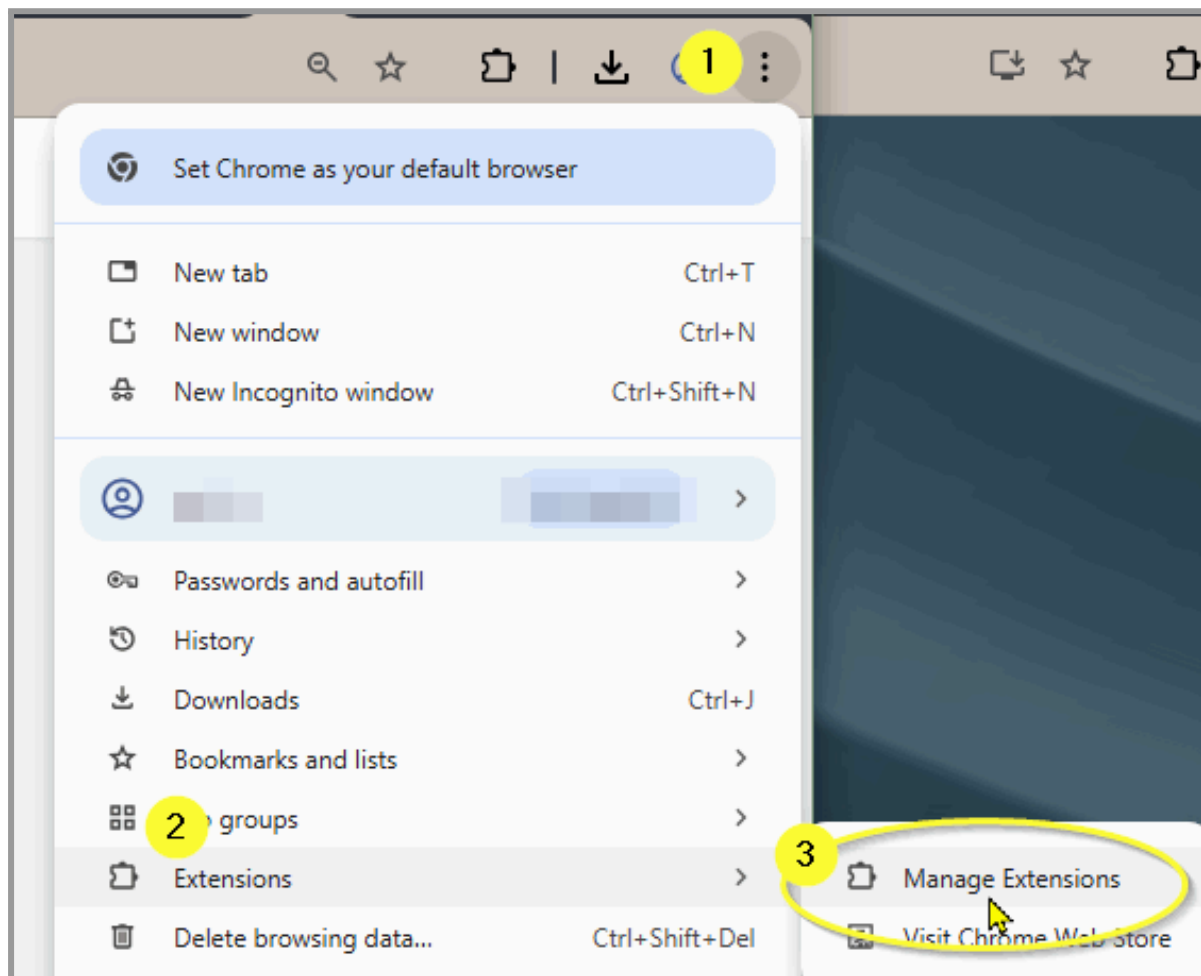
Insert/overwrite button = opens the Speechbox

EOL = [accept-all-defaults]

### Get the log file (in Google Chrome)

Should you experience a problem while using Speech Direct in the web browser, T-Pro's support team needs the **Speech Direct log file** for further investigations. You can retrieve it via the browser extension page. Just follow the below steps:

- 1 - In your Chrome browser click on the three dots in the top right
- 2 - Click on **Extensions**
- 3 - Select **Manage Extensions**

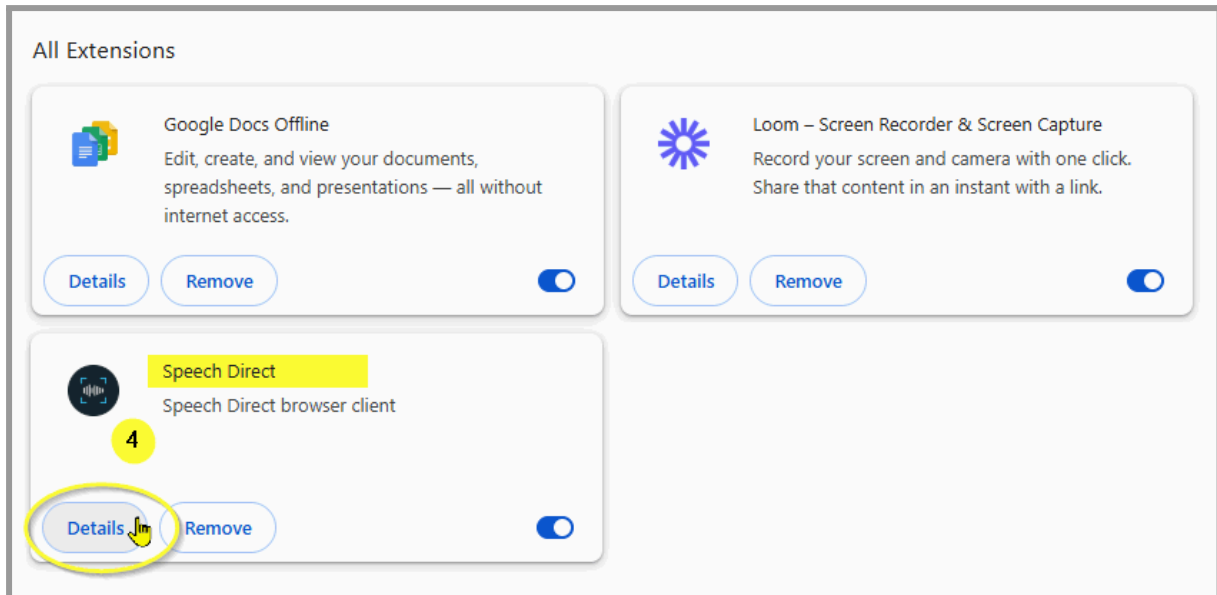


*How to easily get the Speech Direct log file (part 1)*

=> All installed extensions are displayed.

## Speech Direct - Complete User Guide

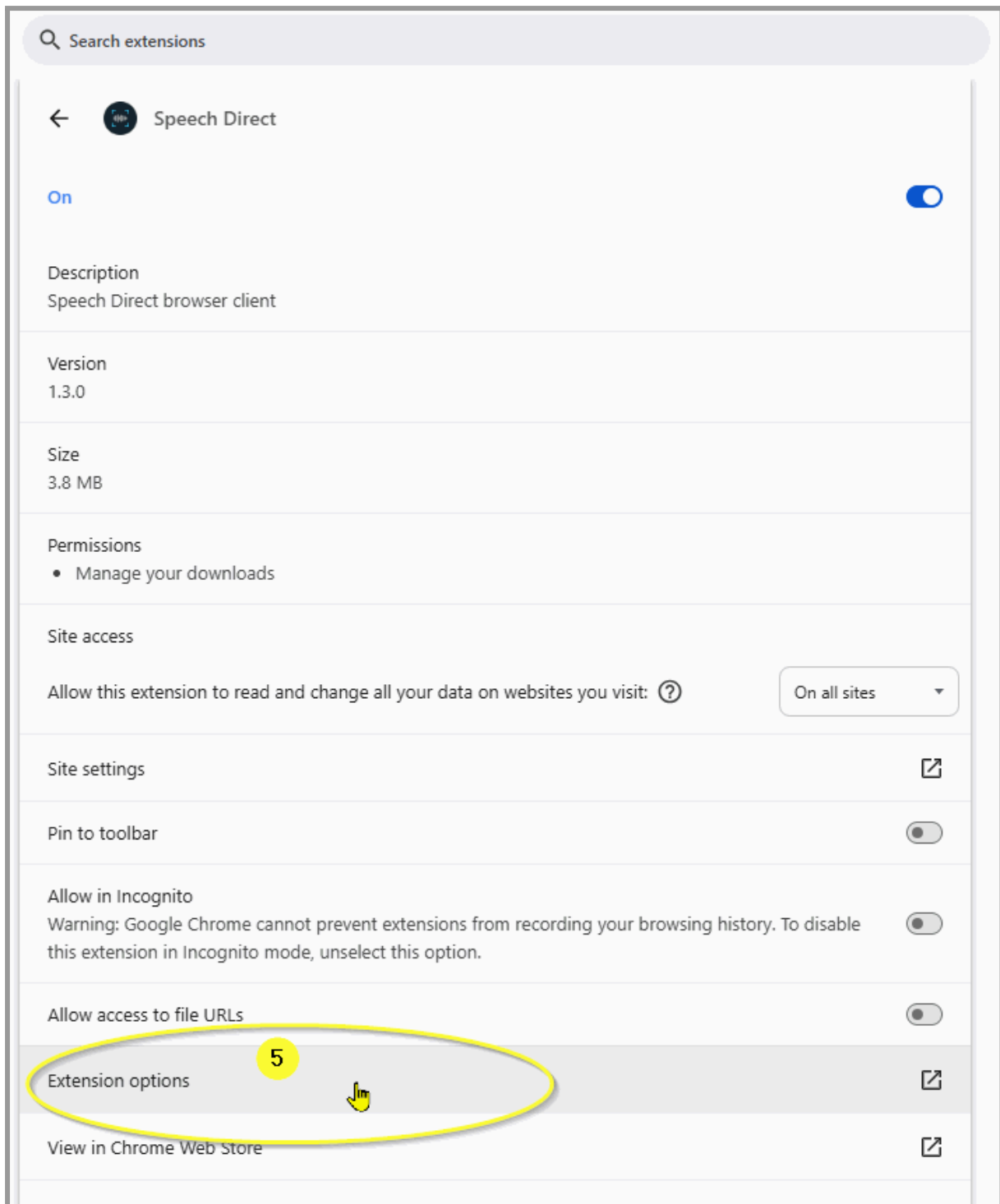
4 - Go to the Speech Direct extension and click on **Details**



*Get the Speech Direct log file (part 2)*

## Speech Direct - Complete User Guide

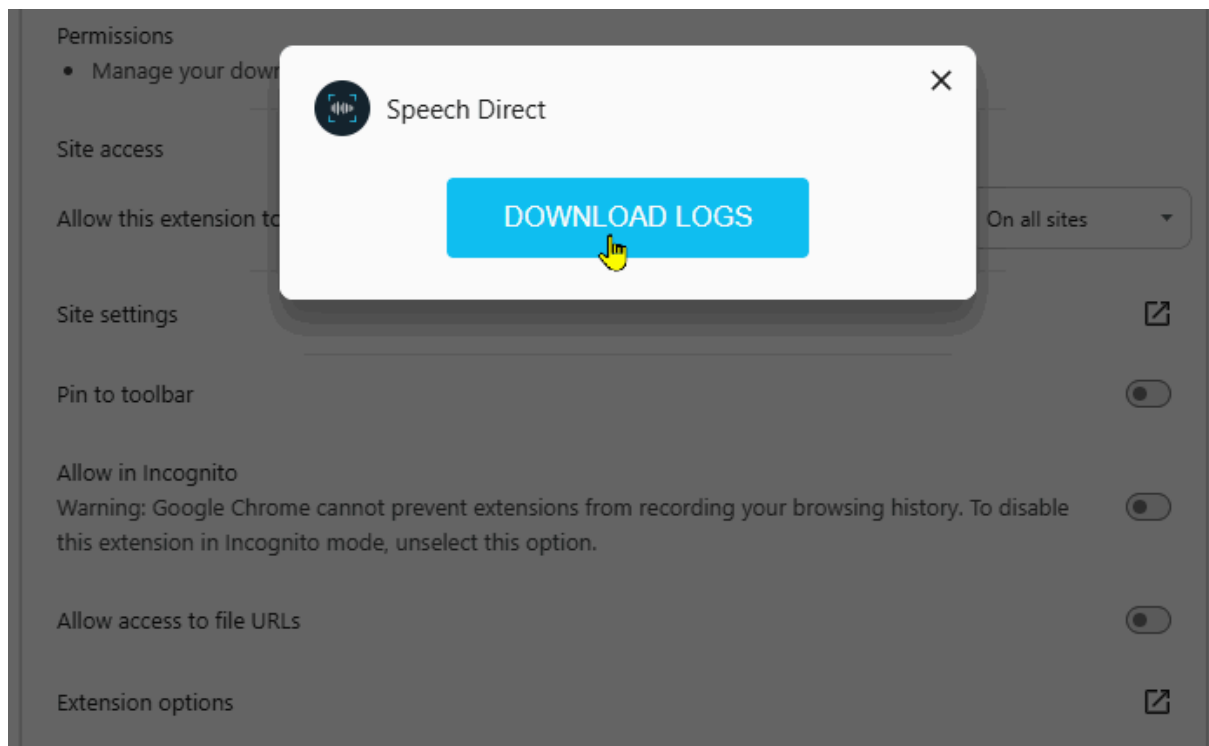
5 - On this page select **Extension options**



*Get the Speech Direct log file (part 3)*

=> You receive a button to download the log file.

## Speech Direct - Complete User Guide



*Click to download the log file*

The log file is a .txt file which you can download to a location of your choice.  
Example:



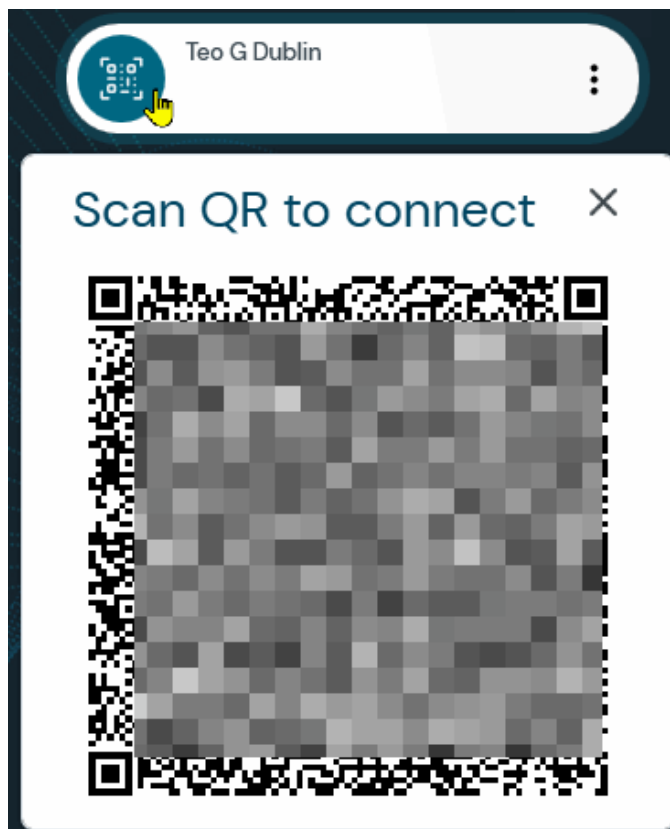
**log-[25-2-2025].txt**

## 4 Working with T-Pro Speech

See the [Microphone Setup](#) section below to enable this feature (T-Pro Speech Remote Microphone).

Once the Remote Microphone is enabled the Speech Direct interface displays a QR code icon.

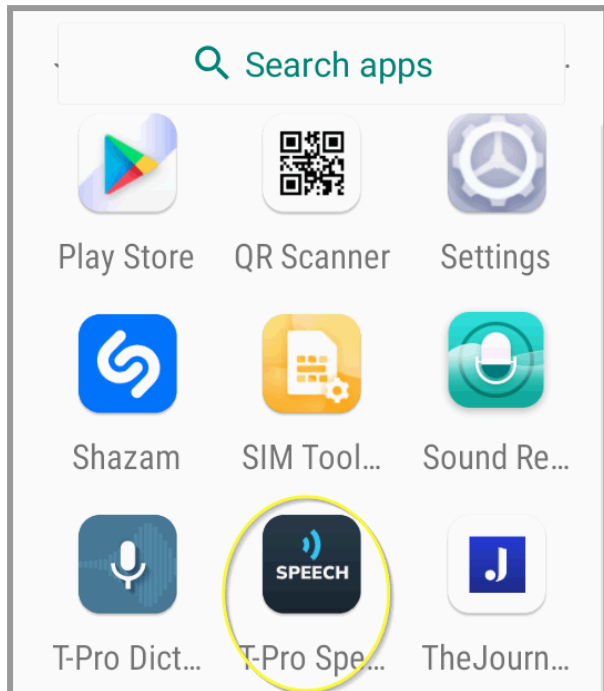
Click on the icon to create a new QR code.



*QR code to connect your mobile device to Speech Direct*

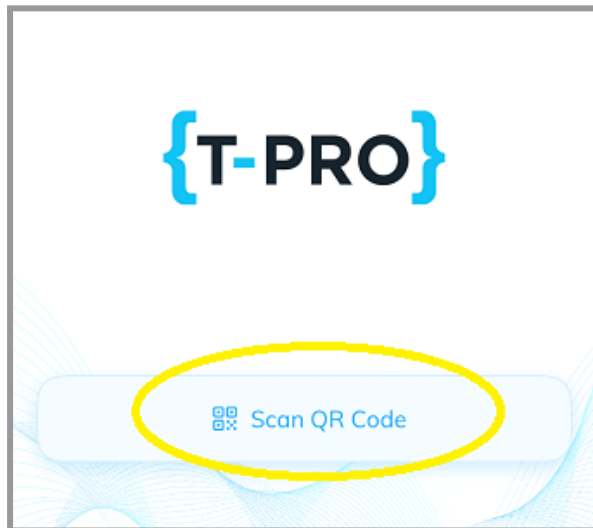
On your mobile device tap on the app icon to open T-Pro Speech.

## Speech Direct - Complete User Guide



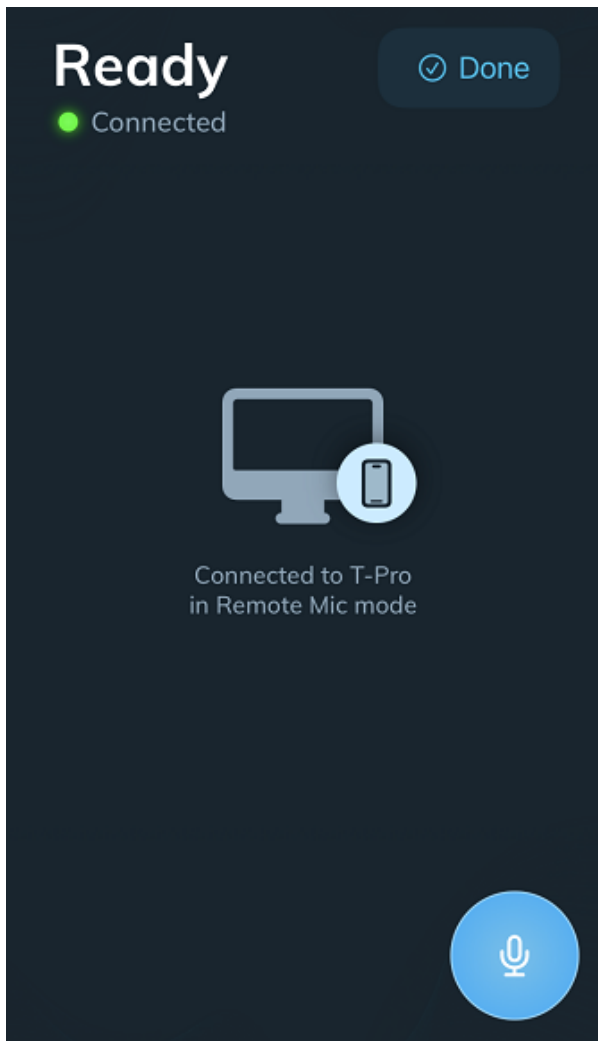
*T-Pro Speech app icon on a mobile*

Scan the QR code using the app T-Pro Speech on your mobile phone to establish a connection to Speech Direct.



*Scan the code with T-Pro's Speech app*

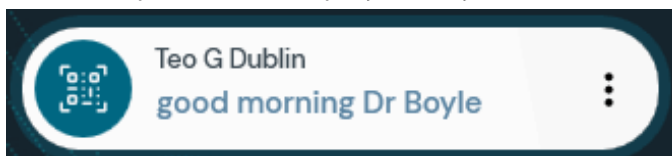
Your mobile device is connected and ready when the blue icon displays the microphone.



*Speech app interface on your mobile device*

- > Tap on the blue icon to activate the microphone.
- > Set your cursor in the application you want to dictate into (e.g. MS Word).
- > Start dictating as normal.

=> Your input will be displayed as you talk.



*Spoken text appears in the app*

=> Your dictation will be inserted into your selected application.  
While in Recording mode you have the option to pause your dictation.  
Tap on the icon on your mobile phone.

## Speech Direct - Complete User Guide

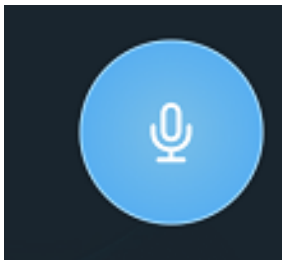


*iPhone*



*Android*

To resume, press the icon again.

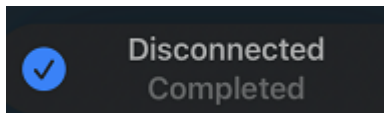


*Tap to record*

Tap on **Done** at the top of your mobile device screen when you have finished your dictation.

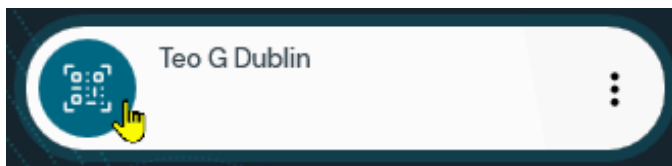


=> Speech cuts the connection.



=> The connection from your device to Speech Direct has been terminated.

The next time you want to use Speech Direct, click on the QR code icon to create a new connection.

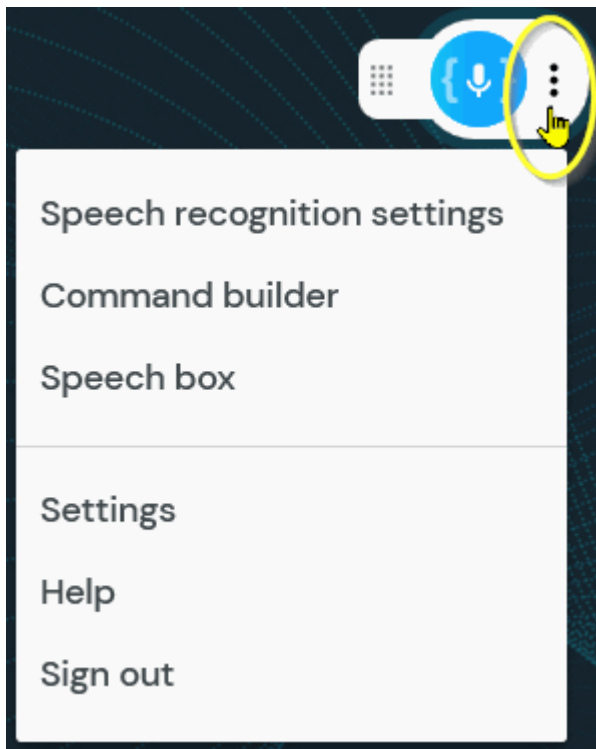


*Create a new QR code*

If you want to go back to using a standard microphone go back to the **Settings** menu and choose your desired recording device.

## 5 Menu Options

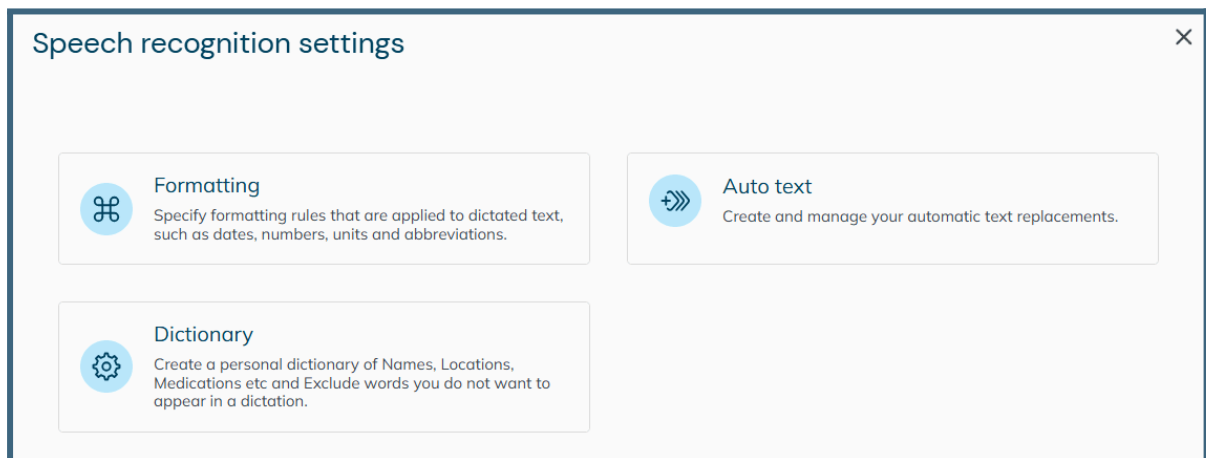
Speech Direct offers various possibilities to customise your dictation process. Click on the three dots to open the options.



*Menu options to configure the application*

### 5.1 Speech recognition settings

Go here to configure various settings in relation to the speech recognition of the application.



*SR settings start menu*

### 5.1.1 Formatting

Select **Formatting** on the menu bar to the left to view the various formatting options. You can specify automatic formatting rules that Speech Direct applies to text for dates, units, punctuation, etc.

**NOTE:** Changing these options affects only the current user profile.

The screenshot shows the 'Post processing settings' screen. On the left, a menu bar lists several options: 'Auto Text', 'Formatting' (highlighted with a yellow circle), 'Post processing settings' (marked with a yellow circle 1), 'General options' (marked with a yellow circle 2), 'Currency preferences' (marked with a yellow circle 3), 'Alphanumeric locations' (marked with a yellow circle 4), 'Dictated typographic symbols' (marked with a yellow circle 5), 'Preferred spelling' (marked with a yellow circle 6), 'Spelling alphabet' (marked with a yellow circle 7), and 'Scalar ranges' (marked with a yellow circle 8). The main content area is titled 'Post processing settings' and contains the following options:

- 'Integer numbers in the text' with a toggle switch that is turned on.
- 'Minimum cardinal value to be displayed numerically' with a text input field containing the number '3'.
- 'Ordinal numbers in the text' with a toggle switch that is turned on.
- 'Minimum ordinal value to be displayed numerically' with a text input field containing the number '3'.
- 'Numerical ranges' with a toggle switch that is turned on.
- 'Add missing units to area or volume dimensions' with a toggle switch that is turned on.

*Post processing settings screen I*

The screenshot shows the bottom section of the 'Post processing settings' screen. It includes the following options:

- 'Spelling alphabet' with a toggle switch that is turned on.
- 'Add missing units to area or volume dimensions' with a toggle switch that is turned on.
- 'Scalar ranges' with a toggle switch that is turned on.
- 'Dictated alphanumeric strings' (marked with a yellow circle 9) with a toggle switch that is turned on.
- 'Abbreviated units' (marked with a yellow circle 10) with a toggle switch that is turned on.
- 'Apply metric scale prefix to' (marked with a yellow circle 11) with a toggle switch that is turned on.
- 'Recognise dates' (marked with a yellow circle 12) with a toggle switch that is turned on.

At the bottom right, there are two buttons: 'Reset' and 'Save'.

*Post processing settings screen II*

We explain each setting below in the order as they appear in the menu.

## Speech Direct - Complete User Guide

### 1 - Post processing settings

| Setting                                                   | Setting explained                                                                                                                                            | Default setting |
|-----------------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------|
| <b>Integer numbers in the text</b>                        | Whole numbers will be presented numerically, e.g. saying 'one' will be presented in the dictation as '1'                                                     | On              |
| <b>Minimum cardinal value to be displayed numerically</b> | Set the smallest number that will be shown as an actual number                                                                                               | 3               |
| <b>Ordinal number in the text</b>                         | Spoken ordinal numbers like "fourth" or "fifth" will be presented numerically as '4th' and '5th'                                                             | On              |
| <b>Minimum ordinal value to be displayed numerically</b>  | Any spoken number 3 or over will be listed as above. E.g. "Patient number two was second in line for service, patient number 3 was 3rd in line for service." | 3               |
| <b>Numerical ranges</b>                                   | Numerical ranges like 'five to six times' are expressed as numbers '5-6' separated by a dash                                                                 | On              |
| <b>Add missing units to area or volume dimensions</b>     | E.g. if you say "the wound measured three by 6 centimetres", this will be represented as 'The wound measured 3cm x 6cm                                       | On              |

### 2 - General options

| Setting                                  | Setting explained                                                                                                            | Default setting |
|------------------------------------------|------------------------------------------------------------------------------------------------------------------------------|-----------------|
| <b>Format Roman dictated numbers</b>     | Precede any number with 'Roman' to automatically output your dictation as a roman numeral e.g. "Roman five" is output as "V" | On              |
| <b>Use [cap] to capitalise next word</b> | Activates a standard command to start the next word with a capital letter                                                    | On              |

## Speech Direct - Complete User Guide

### 3 - Currency preferences

| Setting                                         | Setting explained                                                                                                 | Default setting |
|-------------------------------------------------|-------------------------------------------------------------------------------------------------------------------|-----------------|
| <b>Default settings</b>                         | Set your default currency                                                                                         | Euro            |
| <b>Euro format</b>                              | Set the preferred format for Euro currency                                                                        | €0.00           |
| <b>Dollar amount</b>                            | Set the preferred format for Dollar currency                                                                      | \$0.00          |
| <b>Pounds amount</b>                            | Set the preferred format for Pound currency                                                                       | plain           |
| <b>Cents in currency format</b>                 | E.g. "the cost was three euro and twenty one" will be output as 'the cost was €3.21'                              | On              |
| <b>Amount per period shown as amount/period</b> | E.g. "the estimated cost was three hundred euro per year" will be output as 'The estimated cost was €300.00/year' | On              |

### 4 - Alphanumeric locations

| Setting                                                           | Setting explained                                                                                      | Default setting |
|-------------------------------------------------------------------|--------------------------------------------------------------------------------------------------------|-----------------|
| <b>"A1 and A2" as "A1 - A2"</b>                                   | Set to present your dictation of e.g. "A1 and A2" automatically as "A1 - A2"                           | On              |
| <b>"Between A1 and A1" as "between A1 - A1"</b>                   | Set to present your dictation of e.g. "between" followed by a range automatically as "between X1 - X3" | On              |
| <b>"A1 to 5" as "A1 - 5"</b>                                      |                                                                                                        | On              |
| <b>Don't format if it could be an article e.g. "a 5 year old"</b> | Prevents automatic formatting to "A5 ..." if the "a" is being used as an article, e.g. "a 5 year old"  | On              |

**Speech Direct - Complete User Guide****5 - Dictated typographic symbols**

| <b>Setting</b>                               | <b>Setting explained</b>                                                                                                                                               | <b>Default setting</b> |
|----------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------------|
| <b>Open/close brackets</b>                   | Activates a standard command to insert the open/close bracket character                                                                                                | On                     |
| <b>Interpretation of “comma”</b>             | Set the preferred format for “comma”; the setting ‘default’ being an automated recognition whether a dictation refers to either a punctuation mark or the word ‘comma’ | default                |
| <b>Interpretation of “colon”</b>             | Set the preferred format for “colon”, the setting “default” being an automated recognition whether it refers to punctuation mark or the word ‘colon’                   | default                |
| <b>Open/close quote</b>                      | Activates a standard command to insert the open/close quotation mark symbol                                                                                            | On                     |
| <b>Full stop</b>                             | Activates a standard command to insert the full stop character                                                                                                         | On                     |
| <b>Fullstop extra space</b>                  | Standard setting to automatically add a space after the full stop character                                                                                            | On                     |
| <b>Less than</b>                             | Activates a standard command to insert the < symbol                                                                                                                    | On                     |
| <b>Greater than</b>                          | Activates a standard command to insert the > symbol                                                                                                                    | On                     |
| <b>Capitalise after new line</b>             | Automatically starts new lines with a capital letter                                                                                                                   | On                     |
| <b>Capitalise after colon (:)</b>            | Enable to start with a capital letter after a colon                                                                                                                    | Off                    |
| <b>Capitalise after semicolon (;)</b>        | Enable to start with a capital letter after a colon semicolon                                                                                                          | Off                    |
| <b>Capitalise after quotation mark (?)</b>   | Automatically start with a capital letter after a question mark                                                                                                        | On                     |
| <b>Capitalise after exclamation mark (!)</b> | Automatically start with a capital letter after an exclamation mark                                                                                                    | On                     |

**Speech Direct - Complete User Guide****6 - Preferred spelling**

| <b>Setting</b>                                   | <b>Setting explained</b>                                                                                                                    | <b>Default setting</b> |
|--------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------|------------------------|
| <b>Literal Unit, e.g. 20 units</b>               | The spoken word "unit" will automatically be replaced with "U"                                                                              | U                      |
| <b>Literal Unit, e.g. 20 international units</b> | The spoken words "international unit" will automatically be replaced with "IU"                                                              | IU                     |
| <b>Symbol used for litre unit</b>                | The spoken word "litre" will automatically be replaced with a capital "L"                                                                   | L                      |
| <b>Apply degree notation</b>                     | The spoken word "degree" will automatically be replaced with °                                                                              | On                     |
| <b>Degree always refers to Celsius degree</b>    | Default setting prevents that "degree" only refers to degree Celsius                                                                        | Off                    |
| <b>Percentage notation</b>                       | The spoken word "percent" will automatically be replaced with %                                                                             | On                     |
| <b>Percentage symbol</b>                         | Set the preferred way of denoting "percent" in your dictations                                                                              | %                      |
| <b>How roman numbers should be displayed</b>     | Set the preferred way of denoting Roman numbers                                                                                             | I                      |
| <b>Micro μ (metric prefix)</b>                   | Set the preferred way of denoting "micro"                                                                                                   | μ                      |
| <b>"1 over 3" as "1/3"</b>                       | The spoken words "1 over 3" will be written as 1/3                                                                                          | On                     |
| <b>"1 out of 3" as "1/3"</b>                     | The spoken words "1 out of 3" will be written as 1/3                                                                                        | On                     |
| <b>Simplified spine vertebrae</b>                | Converts presentation of vertebrae location to 'Cx-Cy', e.g. "Lumbar positions L one and two" will be presented as 'Lumbar positions L1-L2' | On                     |

**Speech Direct - Complete User Guide****7 - Spelling alphabet**

| Setting                                    | Setting explained                                                                  | Default setting |
|--------------------------------------------|------------------------------------------------------------------------------------|-----------------|
| <b>Accept "L for Letter" spelling type</b> | Automatically recognises the standard phonetic alphabet (C for Charlie, etc.)      | On              |
| <b>Min length Word spelled out</b>         | Sets the minimum length of an acronym that can be spelled out "a - p" becomes 'AP' | 3               |

**8 - Scalar ranges**

| Setting                                                 | Setting explained                                                                                                                                                                               | Default setting |
|---------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------|
| <b>"1 up to 1" as "1-1"</b>                             | The spoken words "1 up to 3" will be written with a dash (1-3)                                                                                                                                  | On              |
| <b>"1 down to 1" as "1-1"</b>                           | The spoken words "3 down to 1" will be written with a dash (3-1)                                                                                                                                | On              |
| <b>"from 1 to 1" as "1-1"</b>                           | The spoken words "from 1 to 3" will be written with a dash (from 1-3)                                                                                                                           | On              |
| <b>"1 to 1" as "1-1"</b>                                | The spoken words "1 to 3" will be written with a dash (1-3)                                                                                                                                     | On              |
| <b>Add missing units to numerical ranges e.g. 1-3mm</b> | Units are automatically added after the first number within a range, e.g. the spoken words "one to three millimetres" will be changed to '1mm-3 mm' when the default setting is changed to 'On' | Off             |

## Speech Direct - Complete User Guide

### 9 - Dictated alphanumeric strings

| Setting                      | Setting explained                                                                                                                 | Default setting |
|------------------------------|-----------------------------------------------------------------------------------------------------------------------------------|-----------------|
| <b>Dot or point (.)</b>      | The spoken words “two point zero” or “two dot zero” will be written as 2.0 without any spacing                                    | On              |
| <b>Dash (-)</b>              | The spoken word “dash” between letters or numbers will be written without any spacing                                             | On              |
| <b>Slash (/)</b>             | The spoken word “slash” between letters or numbers will be written without any spacing                                            | On              |
| <b>Numbers from 10 to 19</b> | Spoken numbers in the range 10 “to” 19 will be used with a hyphen and without spacing e.g “11 to 21” will be presented as ‘11-21’ | On              |
| <b>Numbers from 20 to 99</b> | Spoken numbers in the range 20 to 99 will be used without spacing                                                                 | On              |

### 10 - Abbreviated units

| Setting                            | Setting explained             | Default setting |
|------------------------------------|-------------------------------|-----------------|
| <b>"Ampere" as "A"</b>             | Applies standard abbreviation | On              |
| <b>"Beats per minute" as "bpm"</b> | Applies standard abbreviation | On              |
| <b>"Becquerel" as "Bq"</b>         | Applies standard abbreviation | On              |
| <b>"Calorie" as "cal"</b>          | Applies standard abbreviation | On              |
| <b>"Coulomb" as "C"</b>            | Applies standard abbreviation | On              |
| <b>"Curie" as "Ci"</b>             | Applies standard abbreviation | On              |
| <b>"Decibels" as "dB"</b>          | Applies standard abbreviation | On              |
| <b>"Farad" as "F"</b>              | Applies standard abbreviation | On              |
| <b>"Foot" as "ft"</b>              | Applies standard abbreviation | On              |

**Speech Direct - Complete User Guide**

| Setting                                                | Setting explained             | Default setting |
|--------------------------------------------------------|-------------------------------|-----------------|
| "gram" as "g"                                          | Applies standard abbreviation | On              |
| "Hertz" as "Hz"                                        | Applies standard abbreviation | On              |
| "inch" as "in"                                         | Applies standard abbreviation | On              |
| "Joule" as "J"                                         | Applies standard abbreviation | On              |
| "Kelvin" as "K"                                        | Applies standard abbreviation | On              |
| "Litre" as "l"                                         | Applies standard abbreviation | On              |
| "Pounds" as "lbs"                                      | Applies standard abbreviation | On              |
| "metre" as "m"                                         | Applies standard abbreviation | On              |
| "mol" as a unit                                        | Applies standard abbreviation | On              |
| "millimetres of mercury" as "mmHg"                     | Applies standard abbreviation | On              |
| "Newton" as "N"                                        | Applies standard abbreviation | On              |
| "parts per million" as "ppm"                           | Applies standard abbreviation | On              |
| "Pascal" as "Pa"                                       | Applies standard abbreviation | On              |
| "Siemens" as "S"                                       | Applies standard abbreviation | On              |
| "Tesla" as "T"                                         | Applies standard abbreviation | On              |
| "Unit" accordingly to preferred spelling               | Applies standard abbreviation | On              |
| "International unit" accordingly to preferred spelling | Applies standard abbreviation | On              |
| "Volt" as "V"                                          | Applies standard abbreviation | On              |
| "Watt" as "W"                                          | Applies standard abbreviation | On              |
| "Electron volt" as "eV"                                | Applies standard abbreviation | On              |
| "Watt hour" as "Wh"                                    | Applies standard abbreviation | On              |

**Speech Direct - Complete User Guide****11 - Apply metric scale prefix to**

| <b>Setting</b>   | <b>Setting explained</b>                                                                        | <b>Default setting</b> |
|------------------|-------------------------------------------------------------------------------------------------|------------------------|
| <b>Ampere</b>    | Metric scale will be applied to this unit, e.g. saying 1 milliampere will be written as 0.001 A | On                     |
| <b>Bar</b>       | The above applies accordingly.                                                                  | On                     |
| <b>Becquerel</b> | The above applies accordingly.                                                                  | On                     |
| <b>Calorie</b>   | The above applies accordingly.                                                                  | On                     |
| <b>Coulomb</b>   | The above applies accordingly.                                                                  | On                     |
| <b>Curie</b>     | The above applies accordingly.                                                                  | On                     |
| <b>Farad</b>     | The above applies accordingly.                                                                  | On                     |
| <b>Gram</b>      | The above applies accordingly.                                                                  | On                     |
| <b>Hertz</b>     | The above applies accordingly.                                                                  | On                     |
| <b>Joule</b>     | The above applies accordingly.                                                                  | On                     |
| <b>Kelvin</b>    | The above applies accordingly.                                                                  | On                     |
| <b>Litre</b>     | The above applies accordingly.                                                                  | On                     |
| <b>Metre</b>     | The above applies accordingly.                                                                  | On                     |
| <b>Mol</b>       | The above applies accordingly.                                                                  | On                     |
| <b>Newton</b>    | The above applies accordingly.                                                                  | On                     |
| <b>Ohm</b>       | The above applies accordingly.                                                                  | On                     |
| <b>Pascal</b>    | The above applies accordingly.                                                                  | On                     |
| <b>Siemens</b>   | The above applies accordingly.                                                                  | On                     |
| <b>Second</b>    | The above applies accordingly.                                                                  | On                     |
| <b>Tesla</b>     | The above applies accordingly.                                                                  | On                     |
| <b>Unit</b>      | The above applies accordingly.                                                                  | On                     |
| <b>Volt</b>      | The above applies accordingly.                                                                  | On                     |

**Speech Direct - Complete User Guide**

| Setting              | Setting explained              | Default setting |
|----------------------|--------------------------------|-----------------|
| <b>Watt</b>          | The above applies accordingly. | On              |
| <b>Electron volt</b> | The above applies accordingly. | On              |
| <b>Watt hour</b>     | The above applies accordingly. | On              |

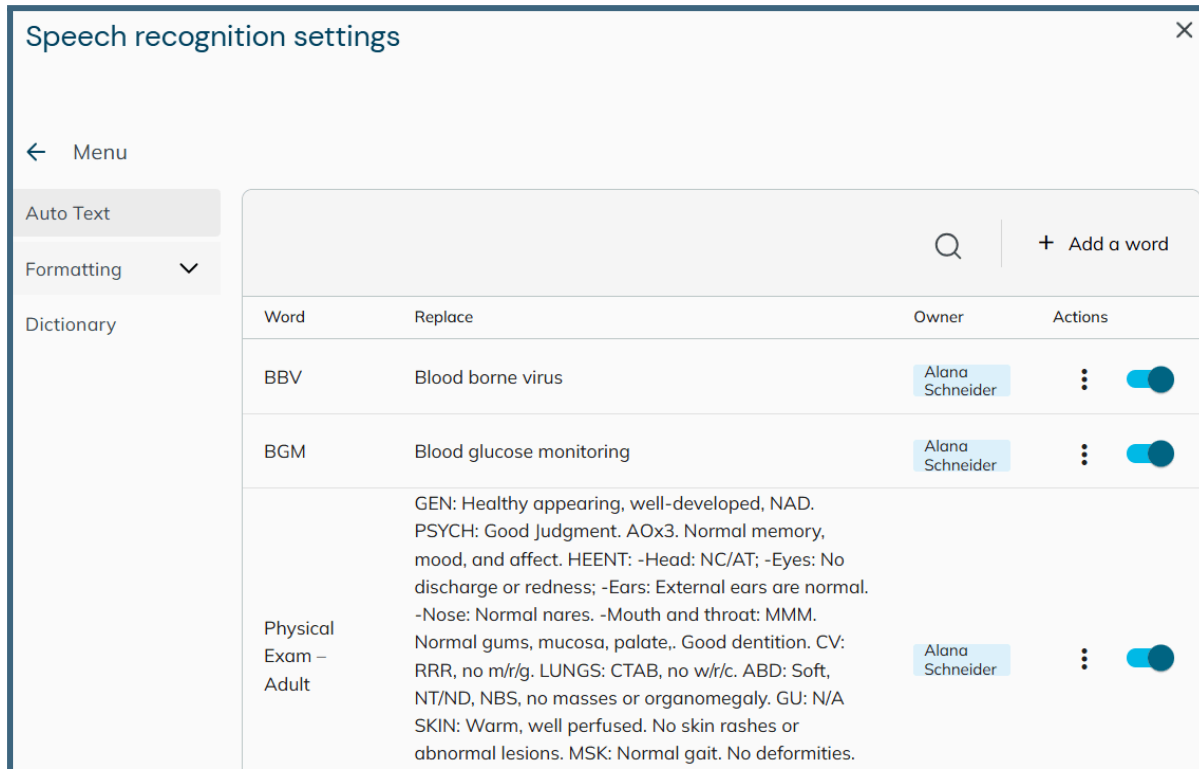
**12 - Recognise dates**

| Setting                                                       | Setting explained                                                            | Default setting |
|---------------------------------------------------------------|------------------------------------------------------------------------------|-----------------|
| <b>Well specified dates</b>                                   | Recognise dates of type day of month of year.                                | On              |
| <b>Year is in the century XIX if above</b>                    | Years without century will be placed between 1900 +x and 2000 +x             | 30              |
| <b>"4 3 2 1", means "04/03/2001" after a date preposition</b> | Recognise poorly specified dates if specified after a date preposition.      | On              |
| <b>"on" as date preposition</b>                               | Recognise poorly specified date preposition after the word "on" is dictated. | On              |
| <b>"DOB" as date preposition</b>                              | Recognise "DOB" as a date preposition.                                       | On              |
| <b>Date format</b>                                            | Click the drop down to select the date format that you prefer.               | DD/MM/YYYY      |

## Speech Direct - Complete User Guide

### 5.1.2 Auto Text

Select **Auto Text** on the menu bar.



Speech recognition settings

← Menu

Auto Text

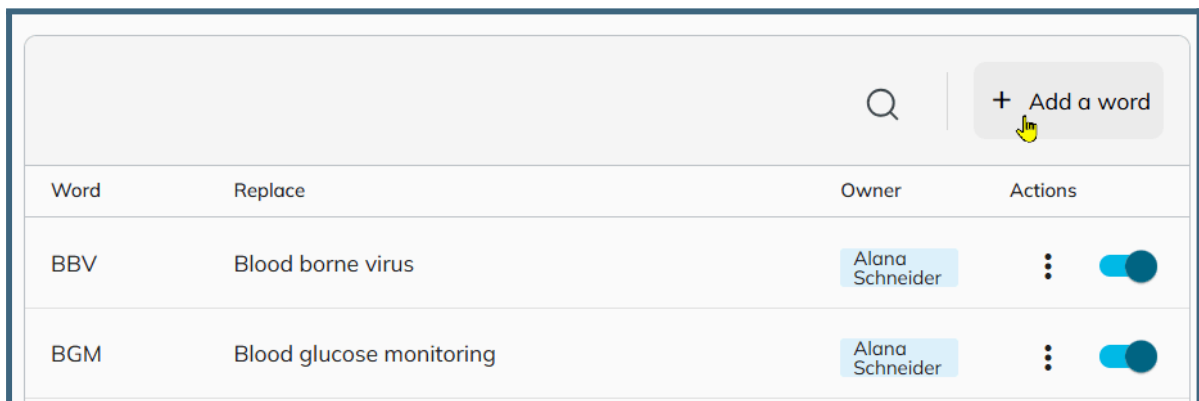
Formatting ▼

Dictionary

| Word                  | Replace                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            | Owner           | Actions                               |
|-----------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------|---------------------------------------|
| BBV                   | Blood borne virus                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  | Alana Schneider | ⋮ <input checked="" type="checkbox"/> |
| BGM                   | Blood glucose monitoring                                                                                                                                                                                                                                                                                                                                                                                                                                                                           | Alana Schneider | ⋮ <input checked="" type="checkbox"/> |
| Physical Exam – Adult | GEN: Healthy appearing, well-developed, NAD.<br>PSYCH: Good Judgment. AOx3. Normal memory, mood, and affect. HEENT: -Head: NC/AT; -Eyes: No discharge or redness; -Ears: External ears are normal. -Nose: Normal nares. -Mouth and throat: MMM. Normal gums, mucosa, palate,. Good dentition. CV: RRR, no m/r/g. LUNGS: CTAB, no w/r/c. ABD: Soft, NT/ND, NBS, no masses or organomegaly. GU: N/A SKIN: Warm, well perfused. No skin rashes or abnormal lesions. MSK: Normal gait. No deformities. | Alana Schneider | ⋮ <input checked="" type="checkbox"/> |

*Autotext option*

Here, you can build auto-texts to generate boiler-plate text using a voice command.



Search | + Add a word

| Word | Replace                  | Owner           | Actions                               |
|------|--------------------------|-----------------|---------------------------------------|
| BBV  | Blood borne virus        | Alana Schneider | ⋮ <input checked="" type="checkbox"/> |
| BGM  | Blood glucose monitoring | Alana Schneider | ⋮ <input checked="" type="checkbox"/> |

*Create a list with your own words and the replacement terms*

You can add words or abbreviations. When they are dictated, Speech Direct will automatically replace the dictated text with the term from the replacement field.

## Speech Direct - Complete User Guide

| Word                  | Replace                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         | Owner           | Actions |
|-----------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------|---------|
| Physical Exam – Adult | GEN: Healthy appearing, well-developed, NAD. PSYCH: Good Judgment. AOx3. Normal memory, mood, and affect. HEENT: -Head: NC/AT; -Eyes: No discharge or redness; -Ears: External ears are normal. -Nose: Normal nares. -Mouth and throat: MMM. Normal gums, mucosa, palate,. Good dentition. CV: RRR, no m/r/g. LUNGS: CTAB, no w/r/c. ABD: Soft, NT/ND, NBS, no masses or organomegaly. GU: N/A SKIN: Warm, well perfused. No skin rashes or abnormal lesions. MSK: Normal gait. No deformities. EXT: No clubbing, cyanosis, or edema. NEURO: Ambulating with no limitations. No focal deficits. | Alana Schneider |         |

### *Adding a new abbreviation and substitute*

Add a word and substitute text.

Click on the + icon to add it to your list.

=> The new entry will be saved automatically and added to your list.

Your replacement text could be the full version of an abbreviation as well as a boilerplate text you want to be added (depicted in the above screenshot).

### **Owner and Actions**

Each entry shows the owner of the entry. This will either be you or your organisation's manager. For your own entries an Actions menu is available.

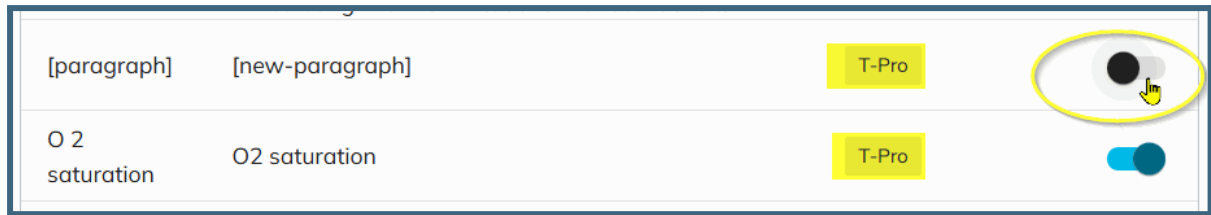
Click on the three dots in your autotext list to **Edit** or **Delete** an autotext entry.

| Word | Replace                                                                                 | Owner           | Actions |
|------|-----------------------------------------------------------------------------------------|-----------------|---------|
| BBV  | Blood borne virus                                                                       | Alana Schneider |         |
| BGM  | Blood glucose monitoring                                                                | Alana Schneider |         |
|      | GEN: Healthy appearing, well-developed, NAD. PSYCH: Good Judgment. AOx3. Normal memory, |                 |         |

### *Actions menu*

If entries have been set up on organisation level, they are available for every user. Such entries cannot be deleted but can be disabled.

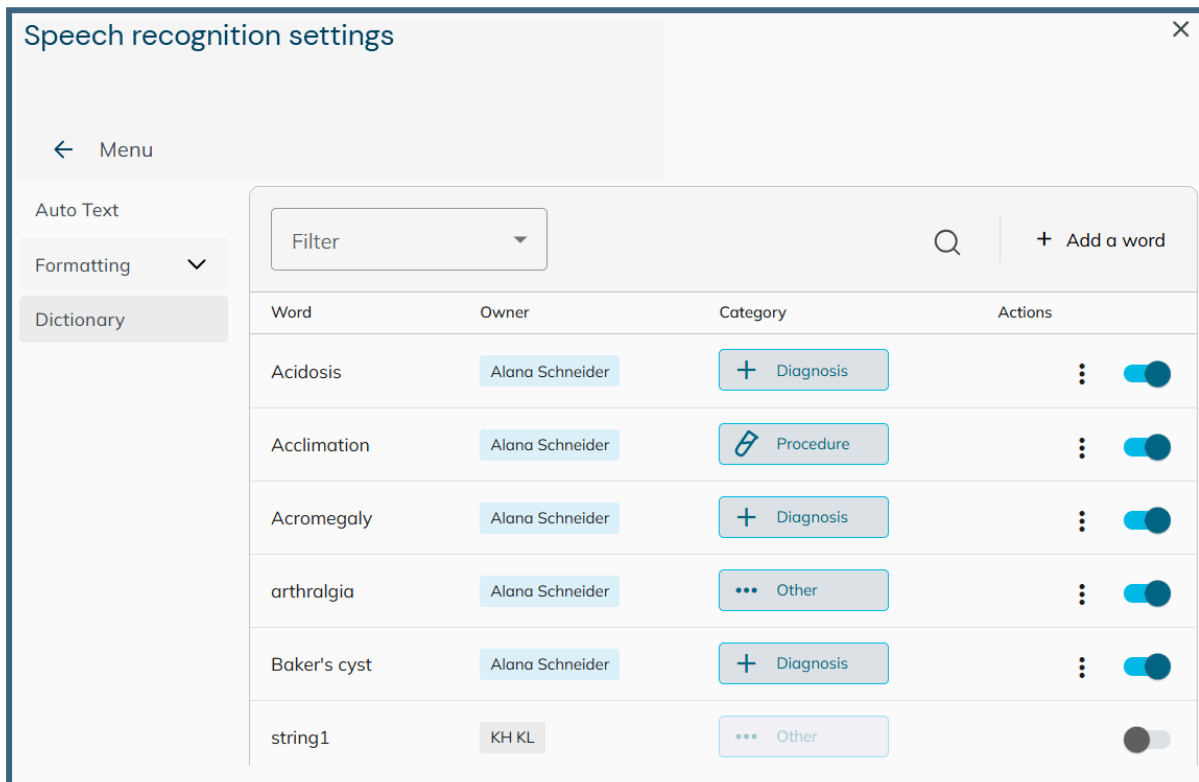
## Speech Direct - Complete User Guide



*Option to disable a company entry*

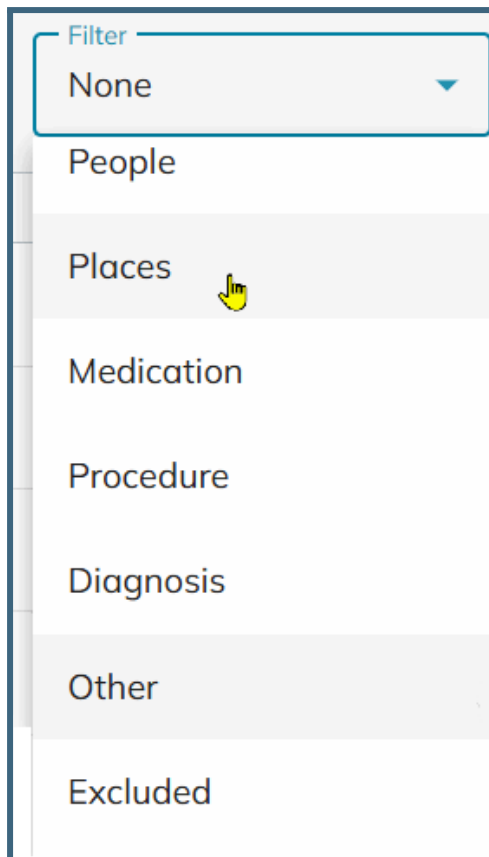
### 5.1.3 Dictionary

Move to the **Dictionary** section. This dictionary is about speech recognition rather than the meaning of a word. If a term is not easily recognised by the speech recognition system you can add it here in the correct spelling.



*Dictionary for better speech recognition*

In this section you can filter for terms of a certain category, search for terms, and add new words.



*Available categories*

### **Exclude words**

Note that the most important category is the Excluded category. If you find that a word is falsely recognised and you do not want this word to be used in transcribed text then add it to the Excluded category.

### **Adding new words**

Click on **Add a word**.

## Speech Direct - Complete User Guide

1 Word...\* Bell's palsy

2 Category\* diagnosis

3 + Add a word

Filter

| Word        | Owner           | Category    |
|-------------|-----------------|-------------|
| Acidosis    | Alana Schneider | + Diagnosis |
| Acclimation | Alana Schneider | ✎ Procedure |
| Acromegaly  | Alana Schneider | + Diagnosis |

*Three steps to add a new term*

- 1 - enter the word in the correct spelling
- 2 - select a category
- 3 - click on the + icon to save the entry to your list

- You are the owner of your entries (same as in Auto text).  
These entries can be edited or deleted (via the three dots Action menu)
- There can be entries on organisation level.  
They are available for every user (and cannot be edited or deleted)

## 5.2 Command builder

Select **Command builder** from the menu.

With this feature you can set up custom commands.

- Commands are created within groups.
- Groups can define certain scenarios, e.g. will work only with specified windows or applications.
- Groups then determine the availability of commands as they only work according to the set requirements.
- A command can consist of a combination of actions that will be executed in a sequence.  
This is most useful as you can simulate a sequence of actions you would usually perform with the keyboard and the mouse. Such a sequence can then be executed by voice.

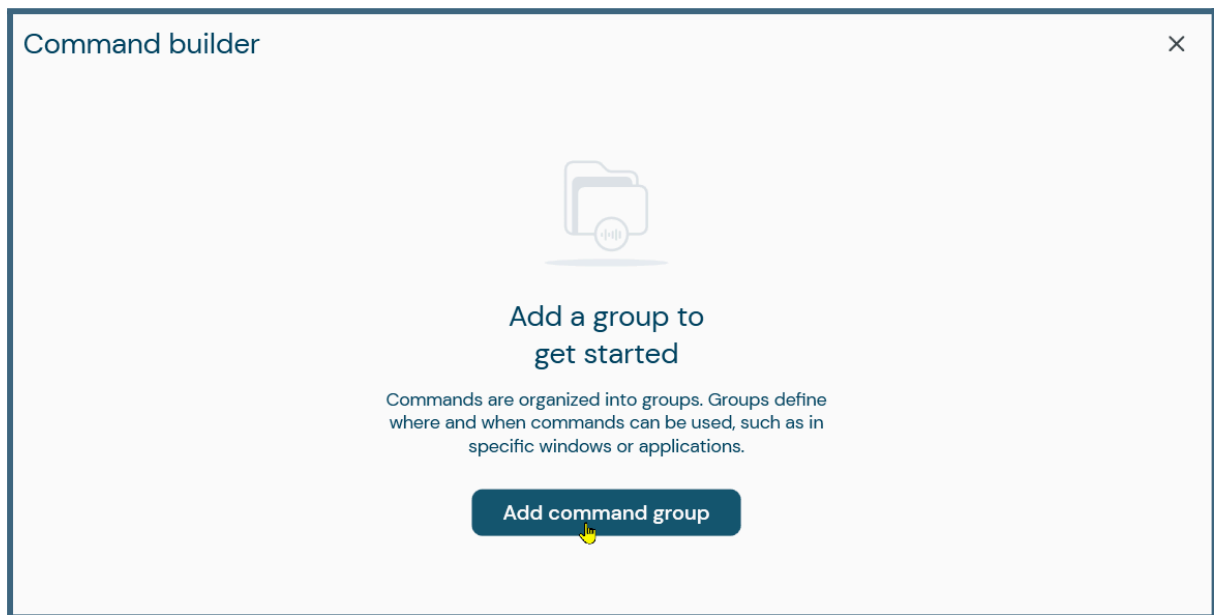
## Speech Direct - Complete User Guide

- Commands are connected to your user profile, so if you are working with different devices/PCs your commands are always available.

The command builder offers various command types.  
See an introduction of each [below](#).

We then look at the [command chains](#) / set of commands you can create by combining the command types.

When you start working with the Command builder it looks like this:



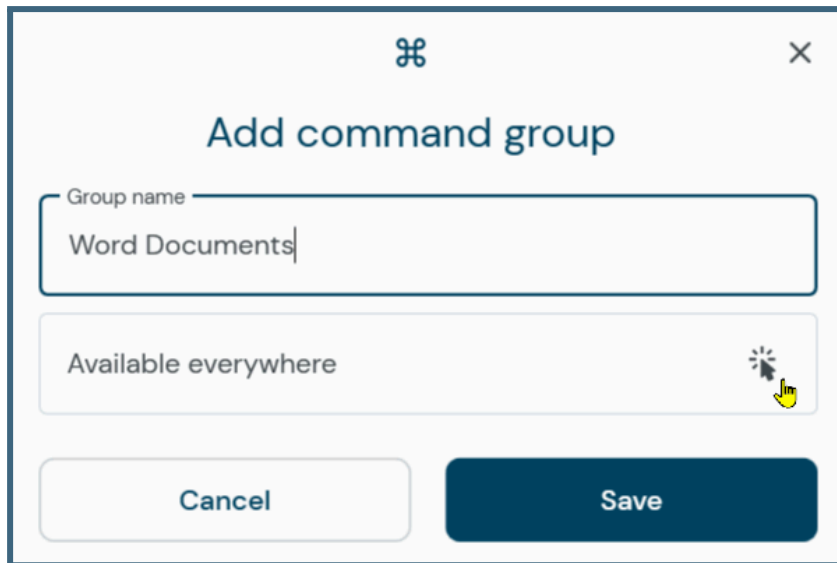
*Command builder window (without entries)*

### 5.2.1 Groups

Commands need to be created within the groups to which they apply.  
Start with setting up a group.

1. Click on **Add command group**.  
=> A new window opens.

2. Give the new group a name.

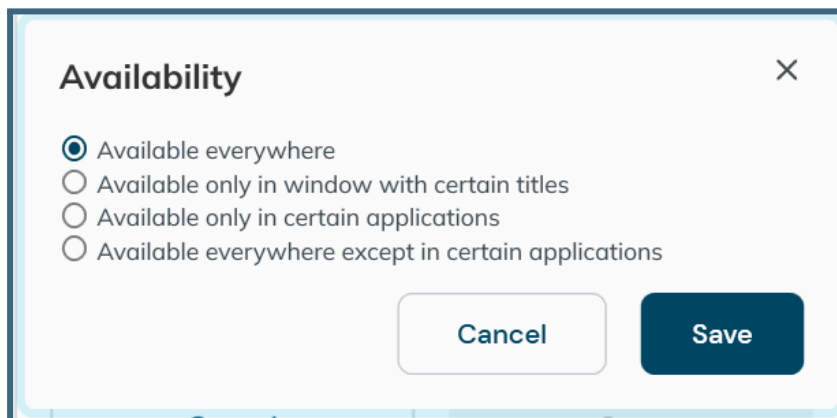


The screenshot shows a dialog box titled "Add command group" with a close button (X) in the top right corner. Inside the dialog, there is a text input field labeled "Group name" containing the text "Word Documents". Below the input field is a button labeled "Available everywhere" with a small gear icon to its right. At the bottom of the dialog are two buttons: "Cancel" and "Save".

### 5.2.2 Availability

Set the scenario in which the command should be available. The default setting is **Available everywhere**.

3. Click into the field if you want to change the availability.
4. Select one of the options.



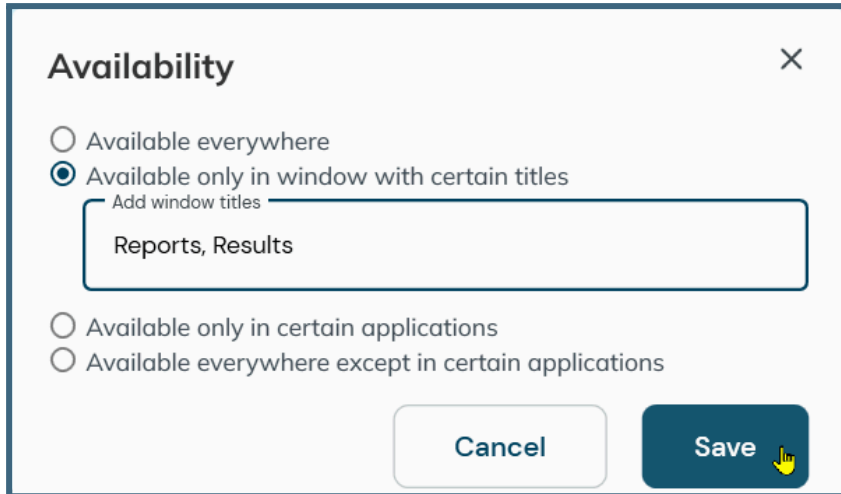
The screenshot shows a dialog box titled "Availability" with a close button (X) in the top right corner. Inside the dialog, there are four radio button options:

- ☒ Available everywhere
- ☐ Available only in window with certain titles
- ☐ Available only in certain applications
- ☐ Available everywhere except in certain applications

At the bottom of the dialog are two buttons: "Cancel" and "Save".

## Speech Direct - Complete User Guide

- **Available only in window with certain titles** - enter the title names of the windows where you want the commands to work



**Availability** [X]

☐ Available everywhere

☒ Available only in window with certain titles

Add window titles

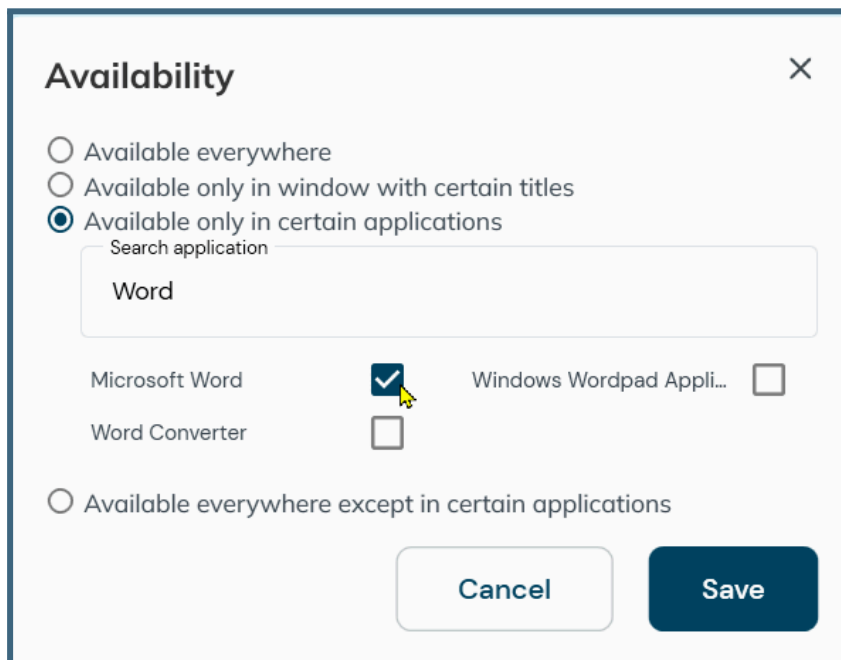
Reports, Results

☐ Available only in certain applications

☐ Available everywhere except in certain applications

Cancel Save

- **Available only in certain applications** - use the search field (1) or scroll through the list to select the relevant application(s) (2).  
Tick the box in front of the application(s).



**Availability** [X]

☐ Available everywhere

☐ Available only in window with certain titles

☒ Available only in certain applications

Search application

Word

Microsoft Word ☒ Windows Wordpad Appli... ☐

Word Converter ☐

☐ Available everywhere except in certain applications

Cancel Save

Search field option (1)

## Speech Direct - Complete User Guide

### Availability

×

☐ Available everywhere

☐ Available only in window with certain titles

☒ Available only in certain applications

Search application

|                            |                                     |                            |                                     |
|----------------------------|-------------------------------------|----------------------------|-------------------------------------|
| Microsoft Edge             | <input checked="" type="checkbox"/> | Microsoft Excel            | <input checked="" type="checkbox"/> |
| Microsoft Office           | <input checked="" type="checkbox"/> | Microsoft Word             | <input checked="" type="checkbox"/> |
| Acrobat Distiller          | <input type="checkbox"/>            | Acrobat Licensing Service  | <input type="checkbox"/>            |
| AcroScanBroker Module      | <input type="checkbox"/>            | AcroTextExtractor          | <input type="checkbox"/>            |
| ADeIRCP Dynamic Link Li... | <input type="checkbox"/>            | Adobe Acrobat              | <input type="checkbox"/>            |
| Adobe Acrobat              | <input type="checkbox"/>            | Adobe Acrobat Diagnosti... | <input type="checkbox"/>            |
| Adobe Acrobat Elements     | <input type="checkbox"/>            | Adobe Acrobat Share Tar... | <input type="checkbox"/>            |
| Adobe Acrobat SpeedLau...  | <input type="checkbox"/>            | Adobe AcroCEF              | <input type="checkbox"/>            |

☐ Available everywhere except in certain applications

Cancel

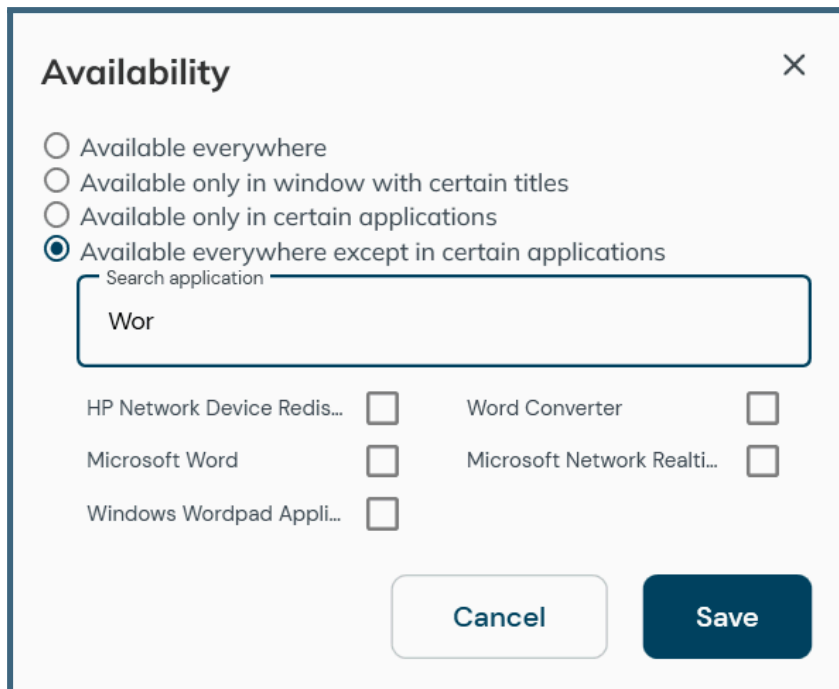
Save

Scroll down the list (2)

**NOTE:** The selected applications are moved right to the start of the list for better overview.

## Speech Direct - Complete User Guide

- **Available everywhere except in certain applications** - select as above by ticking the box in front of the application to exclude those



The 'Availability' dialog box contains four radio button options. The first three are 'Available everywhere', 'Available only in window with certain titles', and 'Available only in certain applications'. The fourth option, 'Available everywhere except in certain applications', is selected. Below these options is a search bar labeled 'Search application' with the text 'Wor' entered. Under the search bar is a list of applications with checkboxes: 'HP Network Device Redis...', 'Word Converter', 'Microsoft Word', 'Microsoft Network Realti...', and 'Windows Wordpad Appli...'. At the bottom are 'Cancel' and 'Save' buttons.

**Availability** [X]

☐ Available everywhere

☐ Available only in window with certain titles

☐ Available only in certain applications

☒ Available everywhere except in certain applications

Search application

Wor

HP Network Device Redis... ☐ Word Converter ☐

Microsoft Word ☐ Microsoft Network Realti... ☐

Windows Wordpad Appli... ☐

Cancel Save

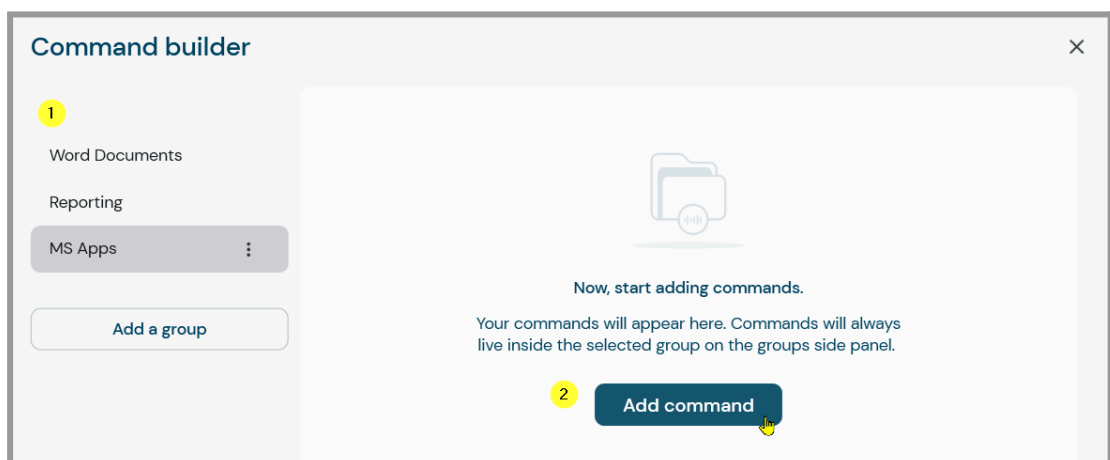
**NOTE:** The selected applications are moved right to the start of the list.

5. **Save** your new settings.

### 5.2.3 Add commands to a group

In the next step you select the group you want to define new commands for.

1. Click on a group to select it, it'll be marked in grey.
2. Click on **Add command**.



The 'Command builder' dialog box has a left sidebar with a list of groups: 'Word Documents', 'Reporting', and 'MS Apps'. 'MS Apps' is selected and highlighted in grey. Below the list is an 'Add a group' button. The main area contains a folder icon with a speech bubble, the text 'Now, start adding commands.', and a paragraph: 'Your commands will appear here. Commands will always live inside the selected group on the groups side panel.' At the bottom right is an 'Add command' button, which is highlighted with a yellow circle and a mouse cursor.

**Command builder** [X]

1

Word Documents

Reporting

MS Apps

Add a group

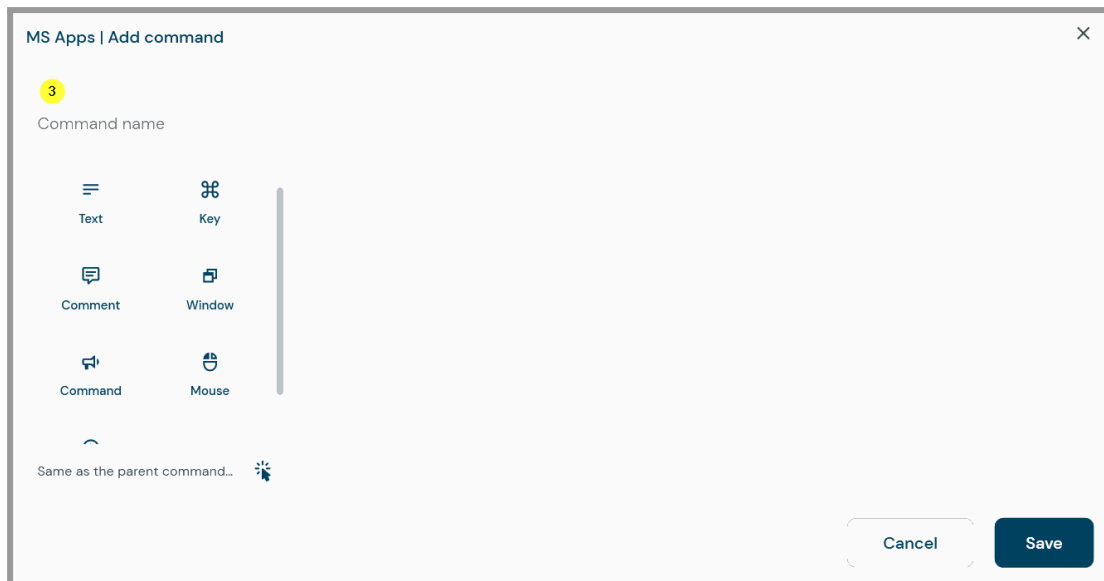
Now, start adding commands.

Your commands will appear here. Commands will always live inside the selected group on the groups side panel.

2 Add command

## Speech Direct - Complete User Guide

3. A new window appears; here you define each command.



4. Enter a command name.

For example you could start each command name with a word indicating the purpose of the command:

“**Insert**” when inserting template text (“Insert SOAP note”) or

“**Keyboard**” when creating commands simulating keyboard action (“keyboard tab”).

**NOTE:** The command name should be easy to use as you need to say the name to execute the command. It should also be easy to remember and descriptive for the action the command is used for.

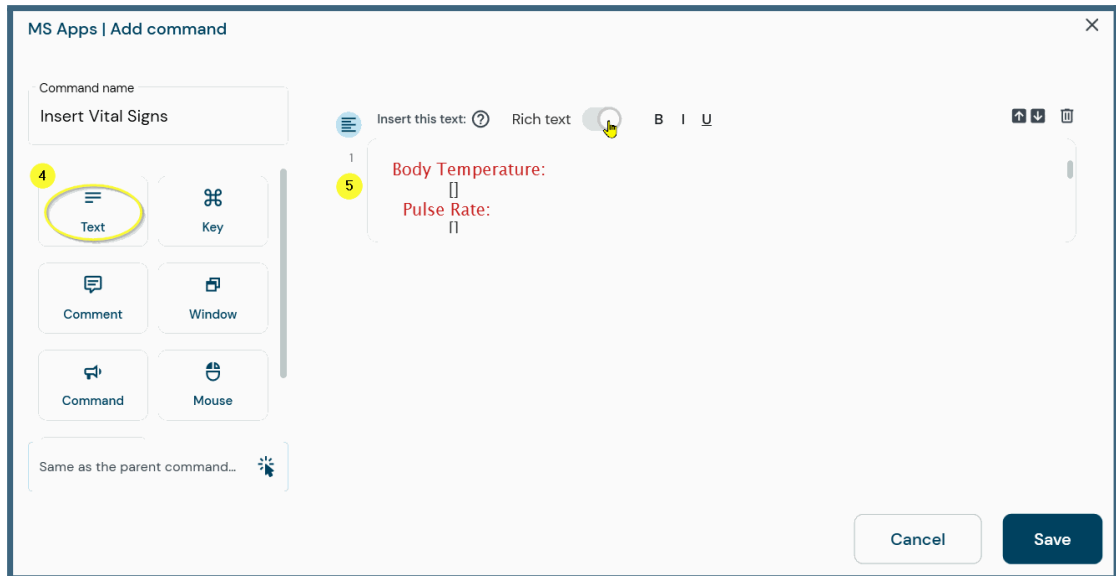
The command builder offers the following command types:

- Text
- Key
- Comment
- Window
- Command
- Mouse
- Wait

## Speech Direct - Complete User Guide

### Text command

5. Select the command type from the panel to define your command.



6. Type your text into the text box or copy and paste an existing text.  
You can activate Rich text with the slider at the top.

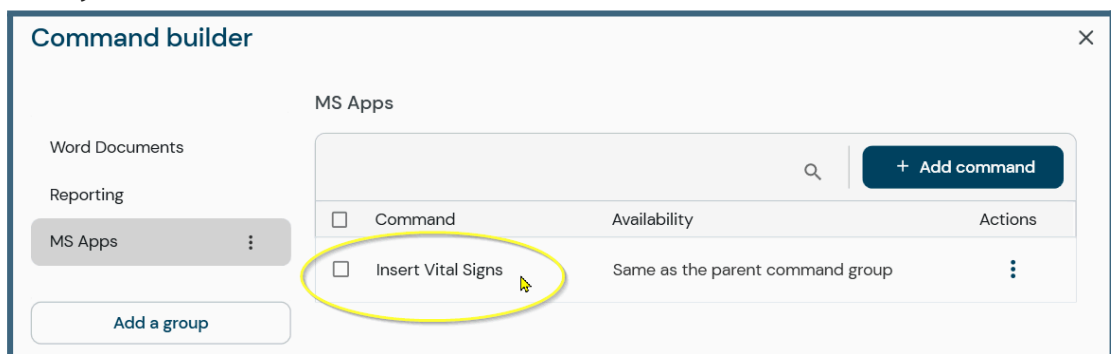


This will keep all formatting of the copied text such as coloured or italic text.

**NOTE:** As in other word processing applications use the following key combination to start a new line or a new paragraph when setting up your text command:

- Shift + Enter = New line
- Enter = New paragraph

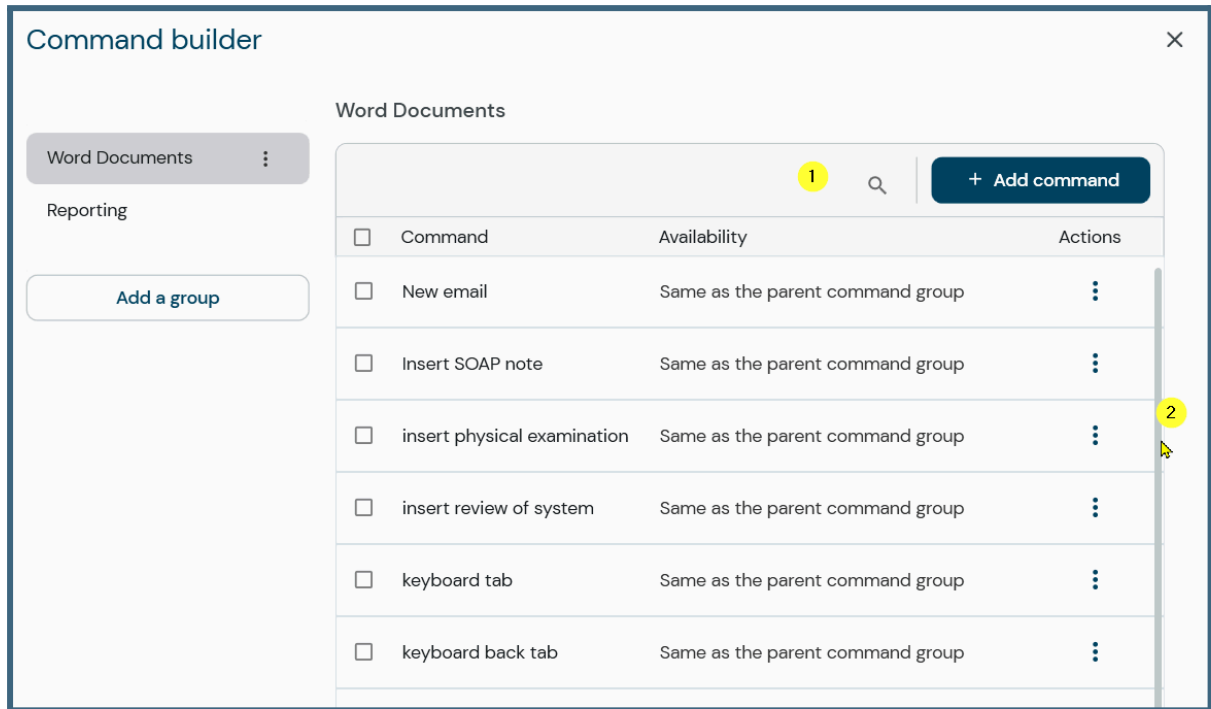
7. **Save** your command.



## Speech Direct - Complete User Guide

=> The new command is available within the selected group.

You can use the search field (1) to search for a certain command or just scroll through the list with the scroll bar (2).



*Overview of commands per group*

### Key

With the key command you can perform defined keystrokes, e.g. Ctrl+C to copy with your voice.

## Speech Direct - Complete User Guide

Click into the field and perform the required keystroke; it will be captured in the field.

MS Apps | Add command

Command name  
Copy

Text Key Comment Window Command Mouse

Same as the parent command...

Simulate pressing ?

1 Simulate pressing  
Ctrl + C

☐ In case there is no editor SpeechBox will be invoked for keystrokes.

Cancel Save

*Key command for copying*

**Save** the new command.

=> When you say the command name the defined keystroke will be simulated.

### Comment

Use this option to add comments to the worksteps. This option would not be used on its own but in a command chain.

Word Documents | Add command

Command name  
Copy & Paste

Text Key Comment Window Command Mouse

Same as the parent command...

2 Wait for time ☒ Wait for Window ☐  
Wait time 10 Milliseconds

Comment ?

3 Comment  
Quick note...

Run this Built-in Command ?

4 go to next paragraph

Cancel Save

*Integrate a comment for clarification*

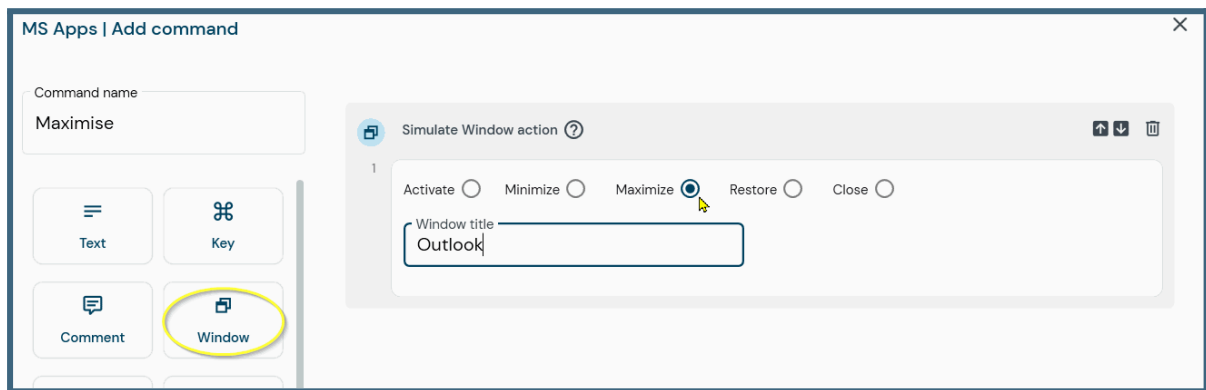
## Speech Direct - Complete User Guide

### Window

Set up a command for window action.

Window actions include:

- Activation/Display
- Minimise/Maximise
- Restore
- Close



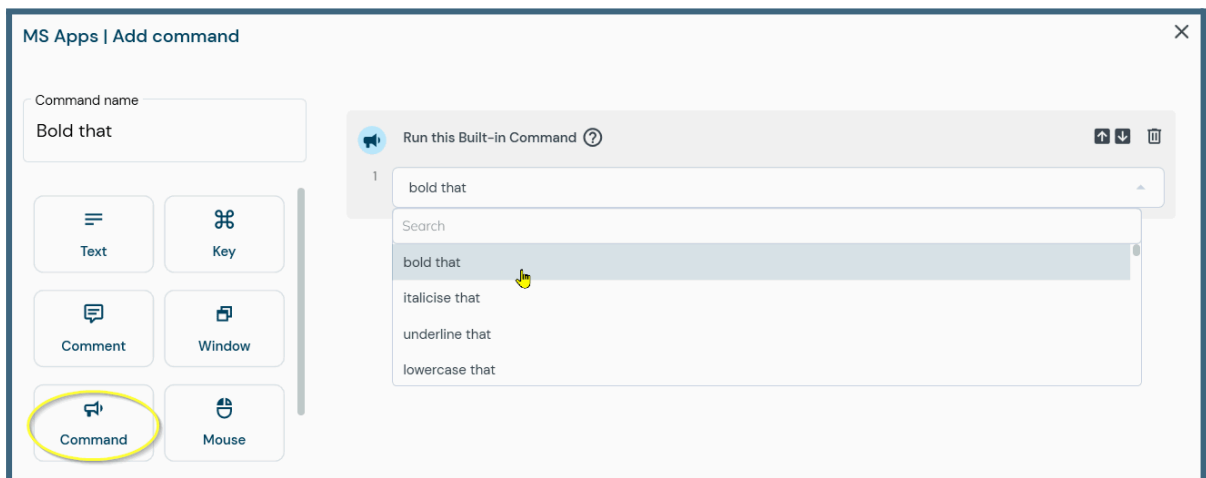
Configure *window action as a command*

Enter the window title for the action and **Save** your command.

**NOTE:** The application must be open; otherwise these commands will not work.

### Command

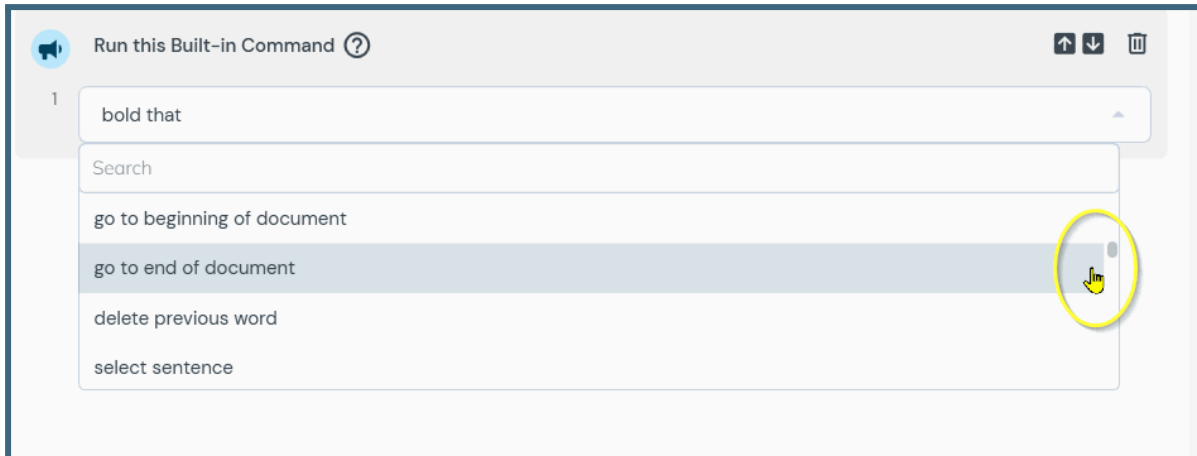
Build-in commands are the standard editing and navigation commands for Speech Direct. You would typically integrate them into a set of actions when setting up new commands. This option would not be used on its own.



*Speech Direct command in a set of actions*

## Speech Direct - Complete User Guide

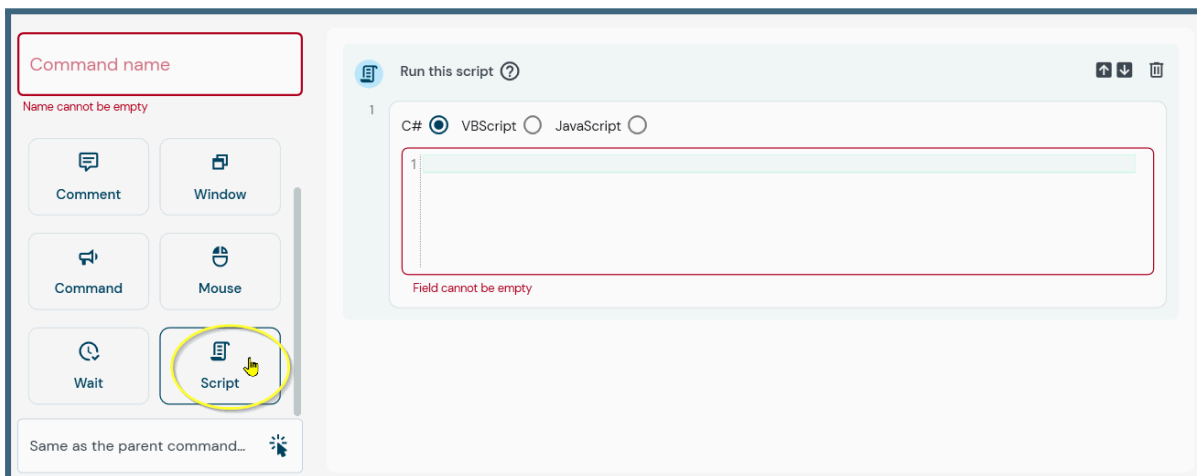
The available standard command can be selected from a dropdown list. Scroll down to view all available commands.



*Build-in commands list*

### Script

Set up commands to run scripts. This would typically be used by advanced users or IT admins.



*Command option to implement scripts*

This option can work with:

C#

JavaScript

VBScript

After inserting the script into the field **Save** your command.

=> The new script will directly be passing the command into the browser extension if the browser tab is in focus.

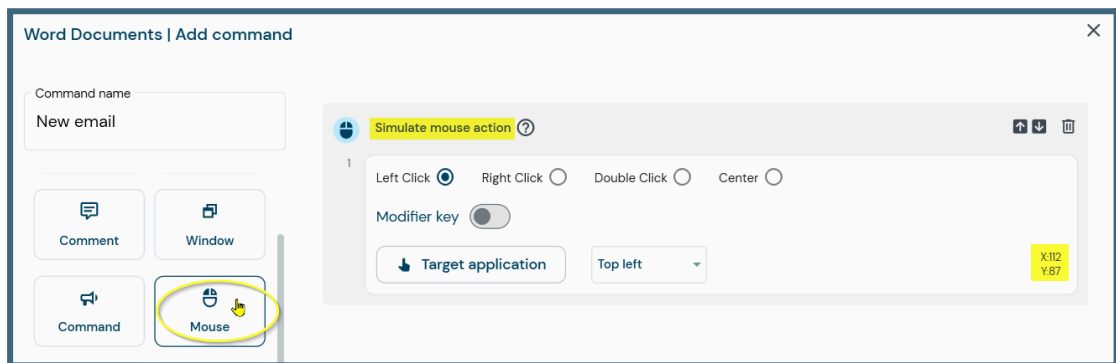
## Speech Direct - Complete User Guide

### Mouse

With this option you can configure mouse movement to work via voice commands. This is useful for applications where you need to use buttons to perform certain actions, e.g. in MS Outlook where you open a new email and send an email (normally via mouse click).

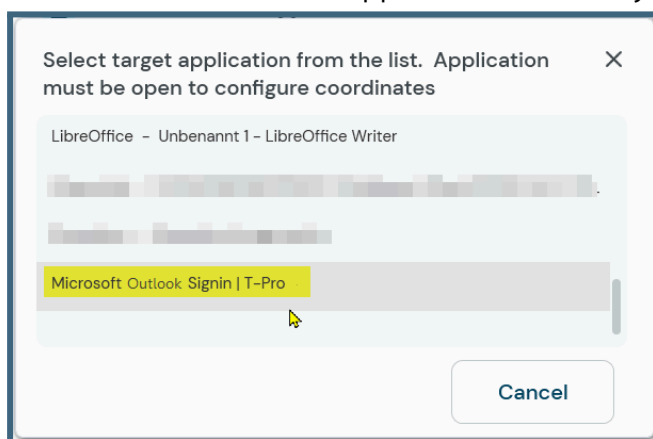
Instead of interrupting your dictation, move with the mouse to a certain window and click a certain button, such actions can be configured and then executed via voice commands.

1. Select the Mouse in the command panel.
2. Select the type of mouse action you want to use.  
A left click would be a normal button action.  
A right click to access menus.



3. Next, click on **Target application**.  
This is to set the coordinates for the mouse action.

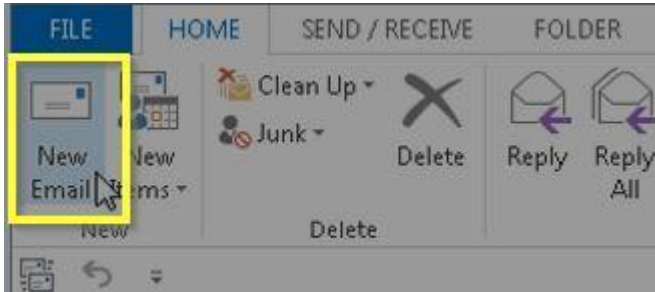
The new window lists all application windows you have currently open.



4. Select the required window from the list.  
Your selection will appear in a transparent window with a green outline.  
We use MS Outlook again as a sample application:

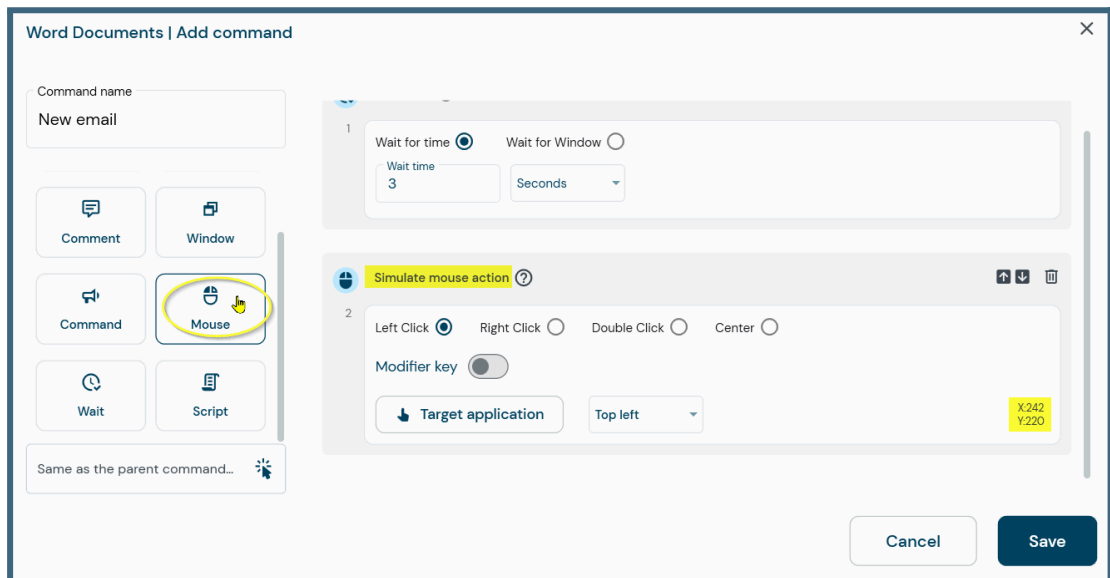
## Speech Direct - Complete User Guide

5. You want to define the mouse action for creating a new email.  
Click in the button area for **New Email**.



=> The Outlook window closes and the coordinates of the mouse action are saved to your command.

6. Click again on the mouse icon if you want to set up a sequence of mouse actions.



7. **Save** your command.

**NOTE:** The coordinates are saved in relation to the top left of any window to ensure the command works any time even when resizing the window.

### Wait

This option will cause the system to wait for a specified amount of time before proceeding to the next action. It is used when configuring a set of actions.

## Speech Direct - Complete User Guide

Word Documents | Add command

Command name  
New email

Modifier key ☐ ☐

Target application Top left

Comment Window

Command Mouse

Wait Script

Same as the parent command...

Wait time ?

2 Wait for time ☒ Wait for Window ☐

Wait time 3 Seconds

Simulate mouse action ?

3 Left Click Right Click Double Click Center

Cancel Save

*Waiting command in command action set*

You have the options to wait for a certain time duration or for a window to get active before the next step can be performed.

Wait time ?

2 Wait for time ☐ Wait for Window ☒

Window title  
T-Pro Reports

Maximum Wait Time (sec) 5

☒ In case of timeout, ignore the remaining command steps.

*Option to wait for a specific application window*

Enter the title of the window and set the waiting time in seconds.

You can select to ignore further command steps in case of timeout.

### Command chain

See the use case for better understanding how to set up an entire set of commands, e.g. a chain consisting of several actions to be executed one after the other.

## Speech Direct - Complete User Guide

We set up a SOAP note containing a standard text followed by navigation commands. Speech Direct will understand that square brackets `[]` denote an input field. With the navigation commands you can move from one field to the next and insert your input.

1. Name the command **Insert SOAP note**.
2. Select the command type **Text**, then insert the your text in the input box

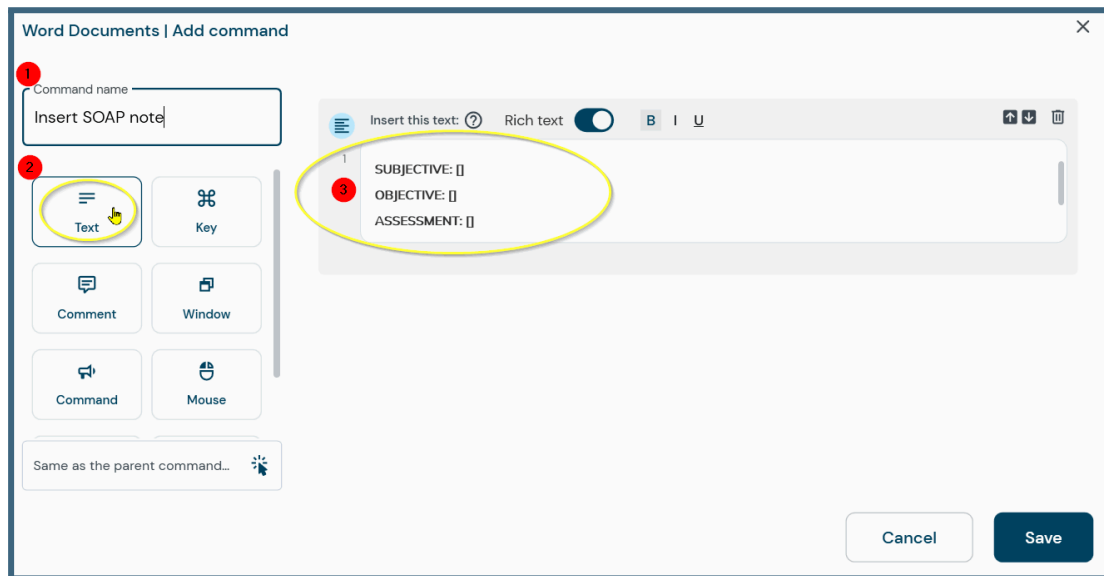
Sample text:

**SUBJECTIVE:** []

**OBJECTIVE:** []

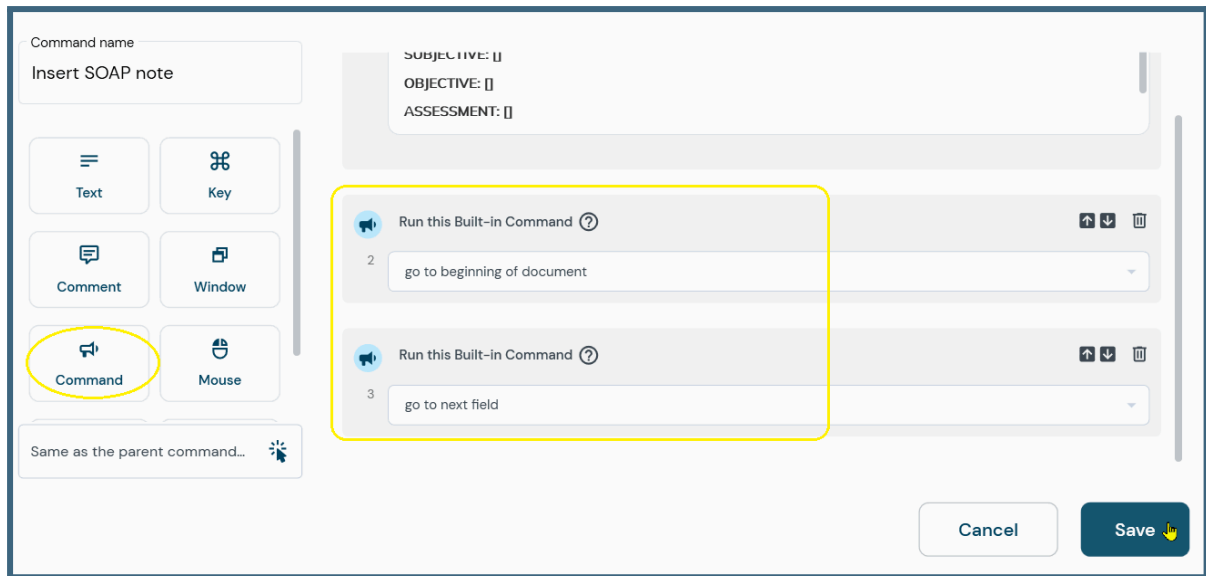
**ASSESSMENT:** []

**PLAN:** []



3. Add the next step - select **Command**.  
In this case, you will want Speech Direct to take you to the first possible place for your input.
4. Select **go to beginning of document** from the dropdown list.
5. Select **Command** again to add another step.
6. This time select **go to next field** from the dropdown list.

## Speech Direct - Complete User Guide

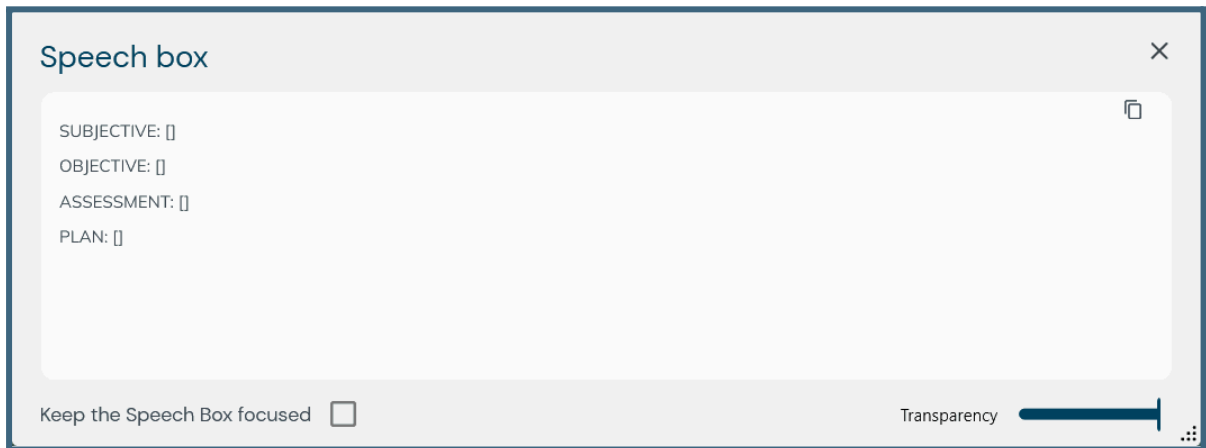


Two navigation commands added

7. **Save** the command.

=> To execute the command say: **Insert SOAP note**

The result would look like this:



SOAP note sample

=> The entire text has been implemented into your selected application at the start of the document and the first field is active for input.

When you want to move to the second field (next square brackets) say “go to next field” and so on.

With the standard command “accept-default” you confirm an existing input.

Example:

**SUBJECTIVE: [Chest pain]**

## Speech Direct - Complete User Guide

If the input “Chest pain” is what you need then say “accept-default” when the cursor is in this field. The result looks like this:

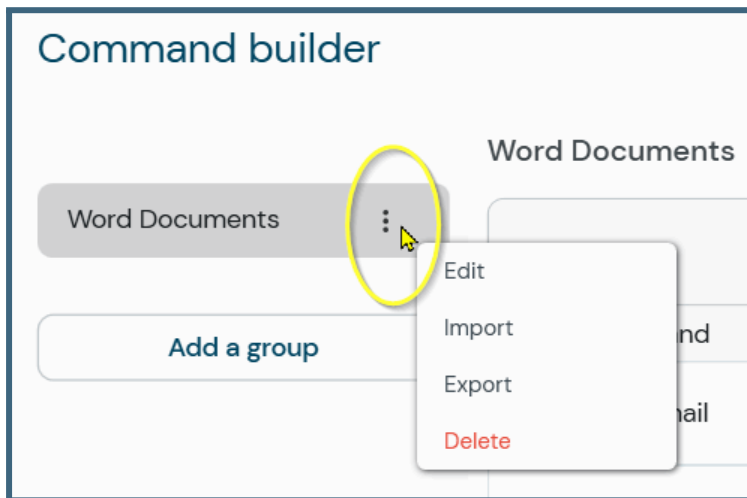
**SUBJECTIVE: Chest pain**

Accepting the input will remove the brackets and the input appears as normal text.

### 5.2.4 Edit an existing group or command

Once you have created one or more command groups and commands you can edit them.

Click on the three dots to see your options.



*Options for groups*

#### Import & Export

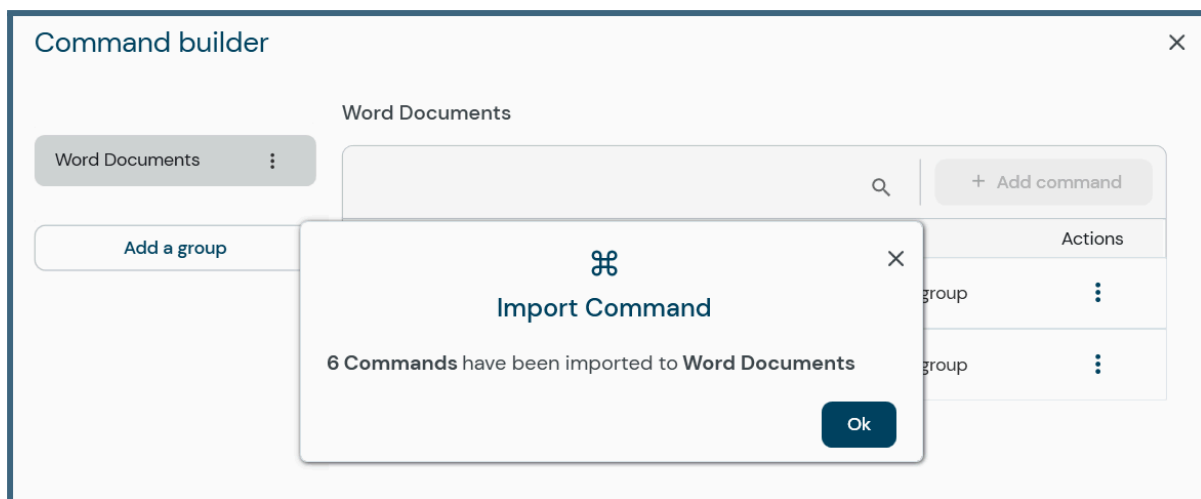
The commands of a selected group can be saved as a bundle in a .json file.

To do so use the option **Export** and download the file to your computer or network drive.

This is useful if you want to share commands with other users of your group/department.

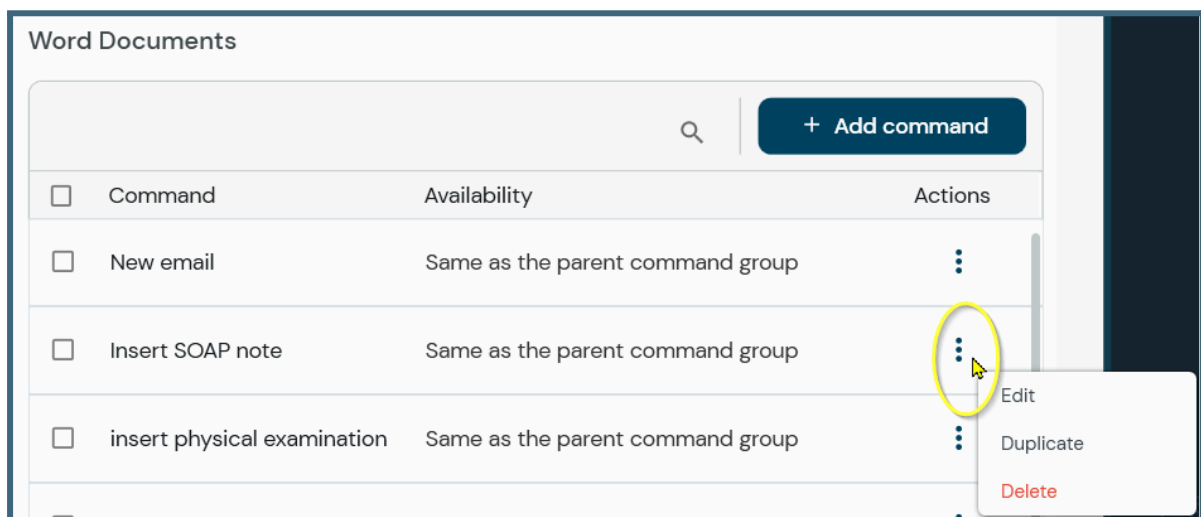
Use the **Import** option to add commands to a selected group. You can only import files in the .json format.

## Speech Direct - Complete User Guide



*Confirmation of importing commands*

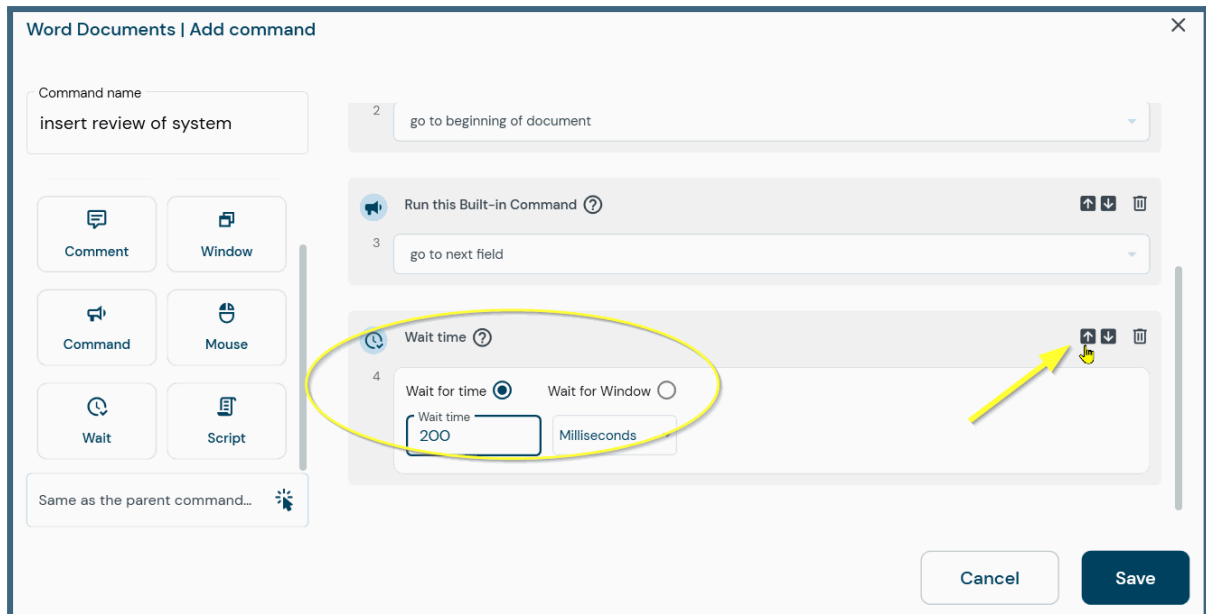
### Edit Commands



*Options for commands*

Select **Edit** to e.g. add another step to an existing command.

## Speech Direct - Complete User Guide



*Add waiting time to a command*

In the above screenshot **Waiting time** has been added.

- By default new commands go to the end of the command sequence.
- Use the small arrow up to place the new command in the required position.



with these buttons you can move commands up or down to the right order or delete them.

Always **Save** your changes when done.

### Duplicate Commands

The option to **Duplicate** a command is useful if you want to set up similar commands with a small difference. You only need to edit a part of your duplicate instead of setting the entire command up again.

### Delete Commands

If you want to delete commands you have the following options.

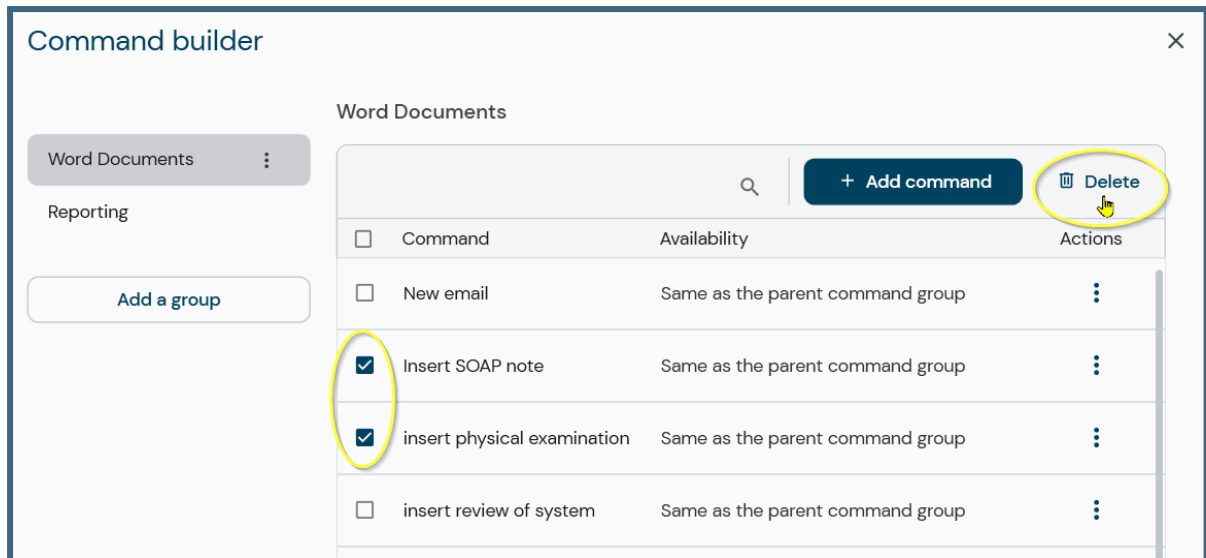
#### **Delete selected commands**

Tick the box in front of the command you want to delete.

Click on **Delete**.

You need to confirm this action.

## Speech Direct - Complete User Guide



*Delete only selected entries*

An individual command can also be deleted via the action menu.



*Click on the three dots to open the action menu*

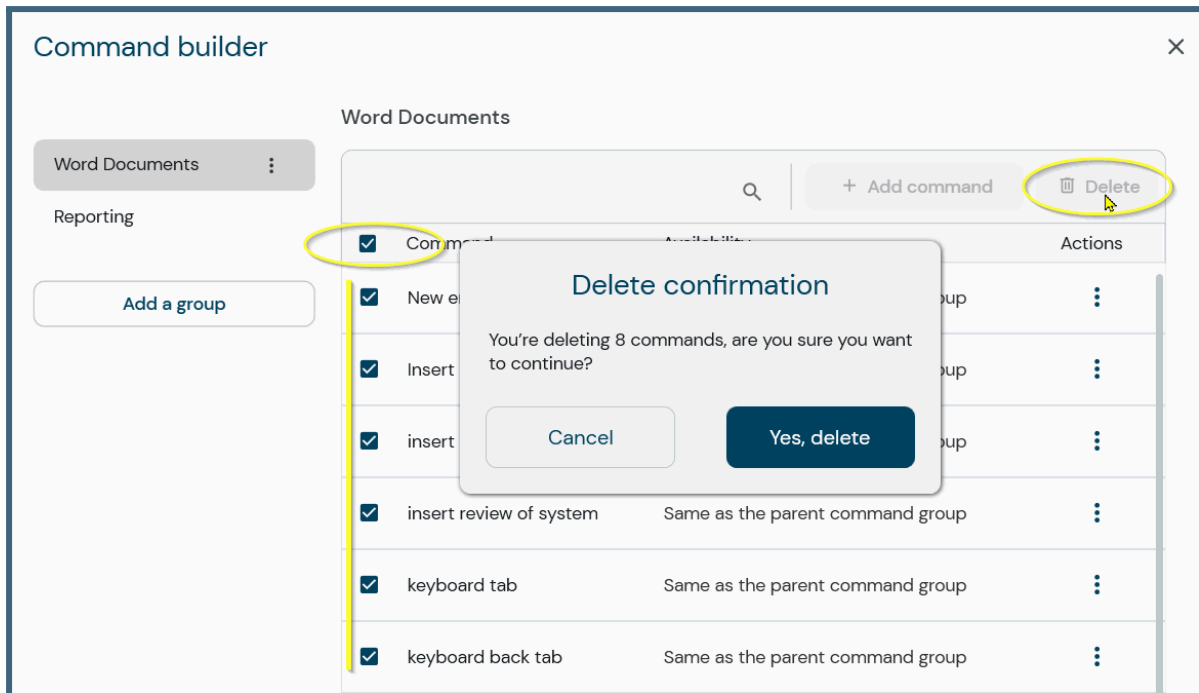
### Delete all

Tick the box in the header to select all entries of the selected group.

Click on **Delete**.

You need to confirm this action.

## Speech Direct - Complete User Guide

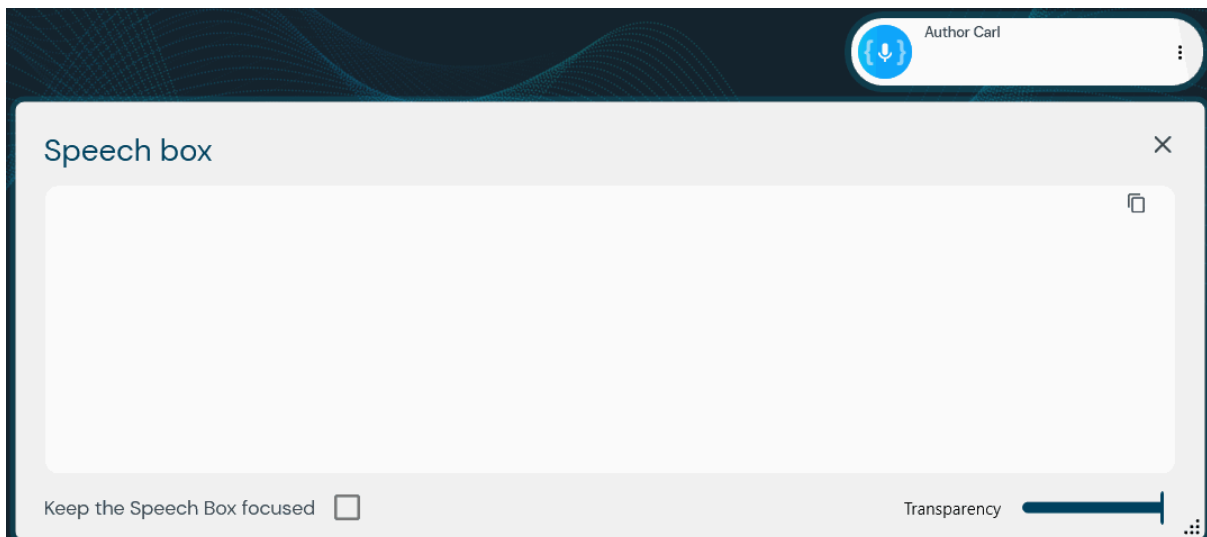


Select all entries of the selected group and delete

### 5.3 Speech box

Select **Speech box** from the menu.

A box appears below the app.



The dictated text will be captured by the speech box

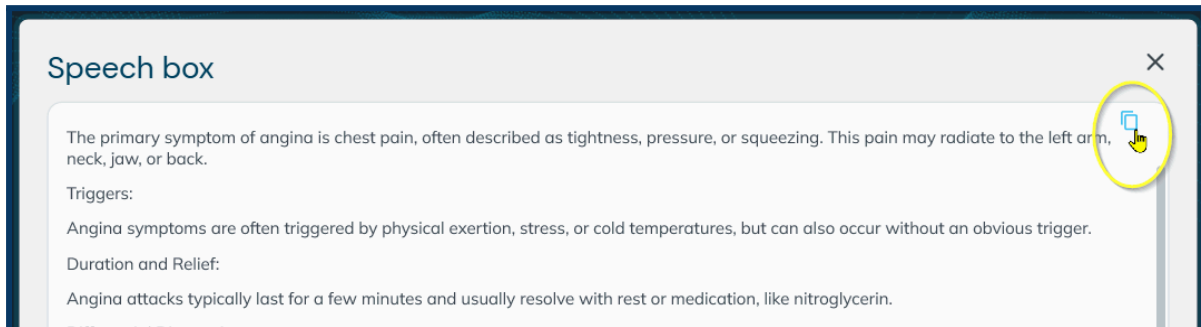
Typically, the speech box is used when working with an application which is not supported by the app. Speech Direct can detect that an unsupported application should

## Speech Direct - Complete User Guide

be used and trigger the Speech box automatically.

See the section [Whitelist application](#) below on how to add such apps.

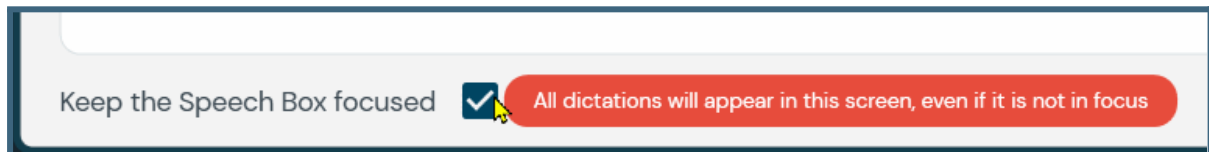
**Copy the content** - there is a copy function to easily copy the dictated text and paste it into another application.



*Click on the Copy icon to copy the entire Speech box content*

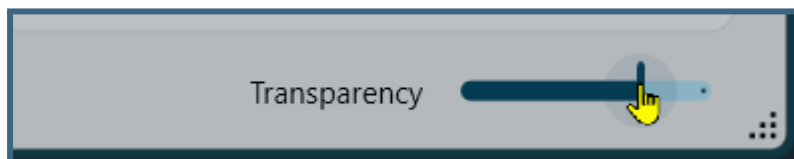
At the bottom you have the following options:

**Keep the Speech Box focused** - when activated your spoken words will always be captured in the speech box; this avoids the input being inserted accidentally into another open application.



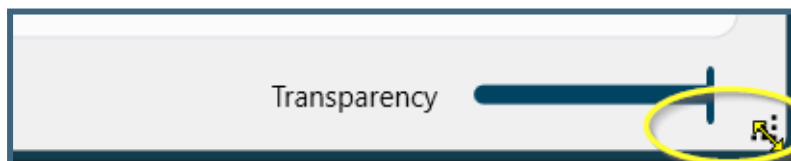
*Tick the box to activate*

**Transparency** - use the slider to increase transparency; the window gets darker and more unintrusive.



*Click on the slider and move*

**Resize** - use the mouse pointer in the lower right corner to enlarge the speech box window.



*Click and pull the box to a convenient size*

## Speech Direct - Complete User Guide

Leave and close the Speech Box with the **X** in the top right corner.

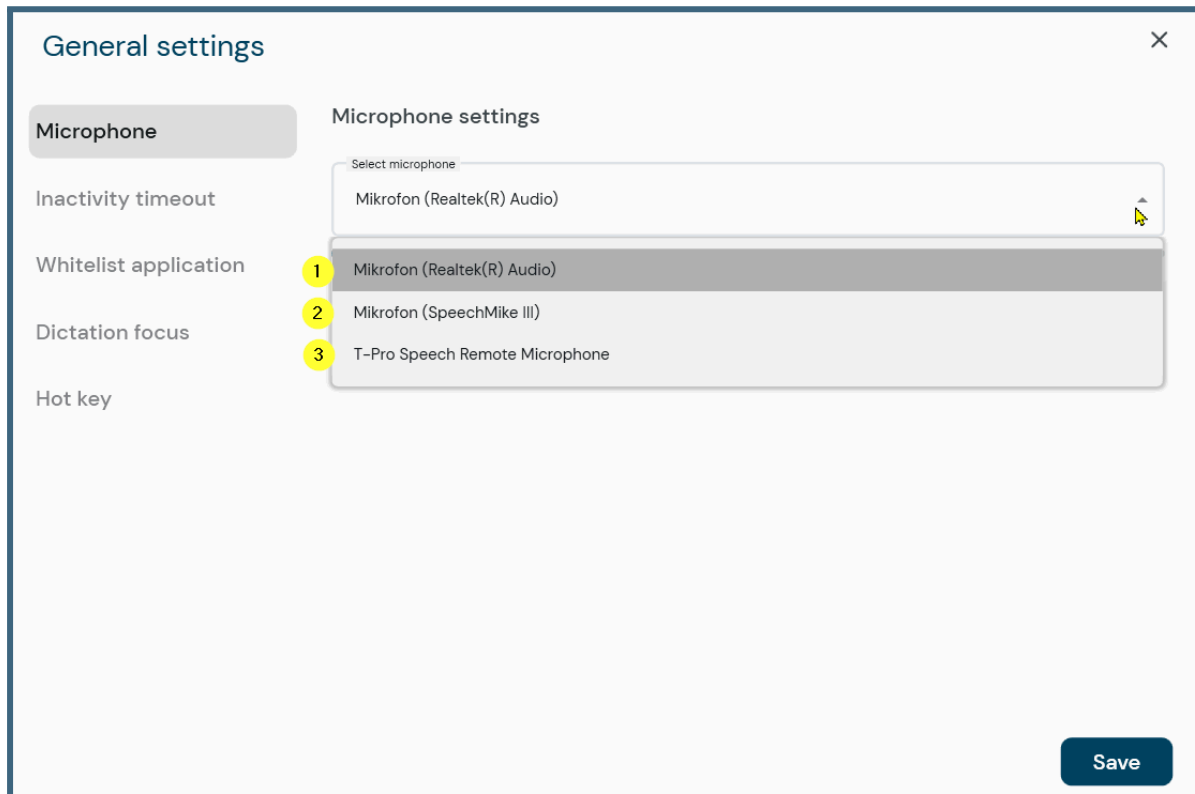
**NOTE:** The captured input will not be saved if you close the speech box. Make sure you have copied the text before closing the speech box.

### 5.4 Settings

In this section you have general settings to adjust Speech Direct for optimised performance.

#### Microphone

Select your preferred microphone from the drop down menu on the right and **Save** your settings.



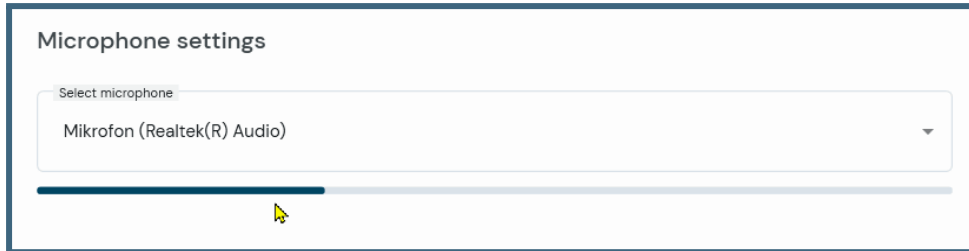
*Active microphone is displayed*

By default the internal microphone of your device is selected (1).  
If you work with e.g. an external microphone it will be listed (2).  
All users will have the T-Pro Speech Remote Microphone option (3).

**NOTE:** When connecting or unplugging an external microphone you normally do not need to manually select your microphone because it is automatically recognised. If this is not the case or you want to look up which mic is currently the default you would check these settings.

## Speech Direct - Complete User Guide

The blue bar below the drop down list indicates that the selected microphone is receiving input. Say something to test your device.



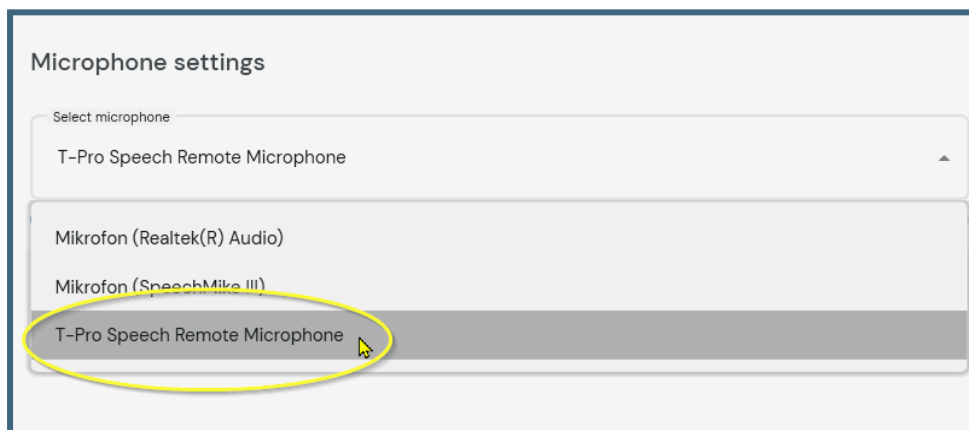
### Microphone test

The microphone which was in use last with your user profile will be remembered by the application. If the last microphone used is not available then the default microphone will be active.

## T-Pro Speech Remote Microphone

This option enables you to use your mobile phone as an external microphone for your dictations.

**NOTE:** You need to have the app T-Pro Speech installed on your mobile device. See below for further details.

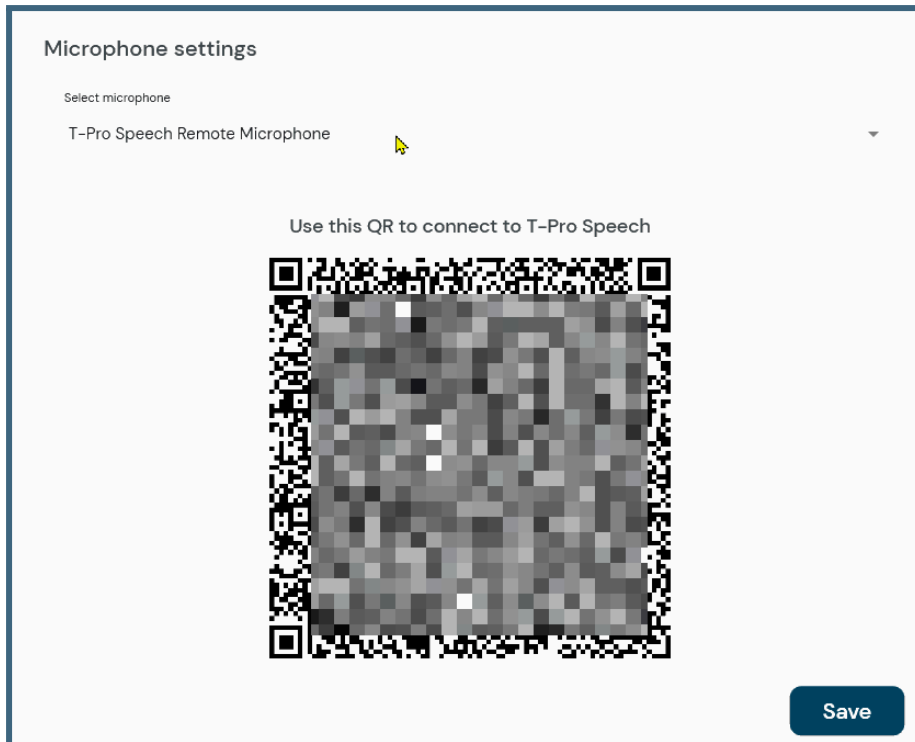


### Enable the use of T-Pro Speech

Select **T-Pro Speech Remote Microphone**.

=> A QR code is displayed.

## Speech Direct - Complete User Guide

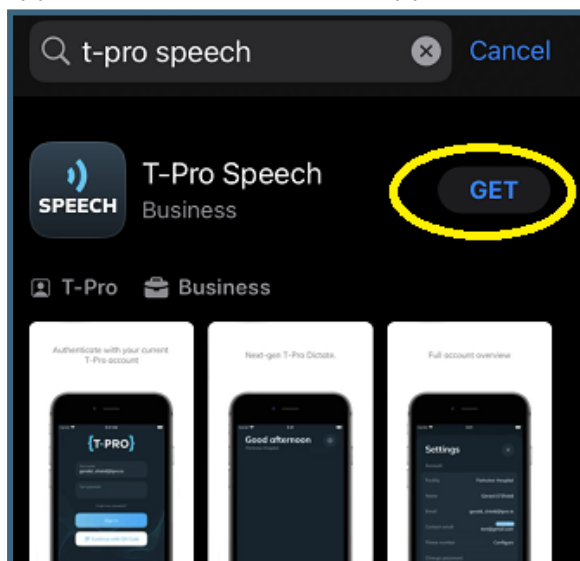


QR code to establish a connection between Speech Direct and your mobile phone

Scan this code with the T-Pro Speech app on your mobile device and **Save** the microphone settings.

### T-Pro Speech

You need to have the app T-Pro Speech installed on your mobile device. This is a free application available in the App store (for iOS) or the Play store (for Android).



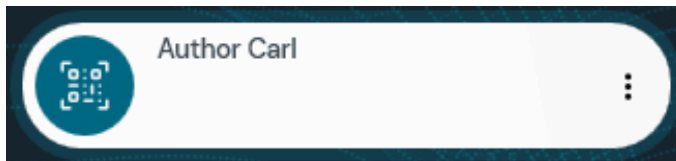
Sample from the App store

## Speech Direct - Complete User Guide

**If you are familiar with T-Pro's Speech app please continue below. If you need more information please see the user guide: [T-Pro Speech App - Remote Mic Mode](#) for either iOS or Android.**

This setting will stay when you close the app or log out until you select another microphone.

The interface of the app indicates the remote microphone by displaying a QR code icon instead of a microphone.

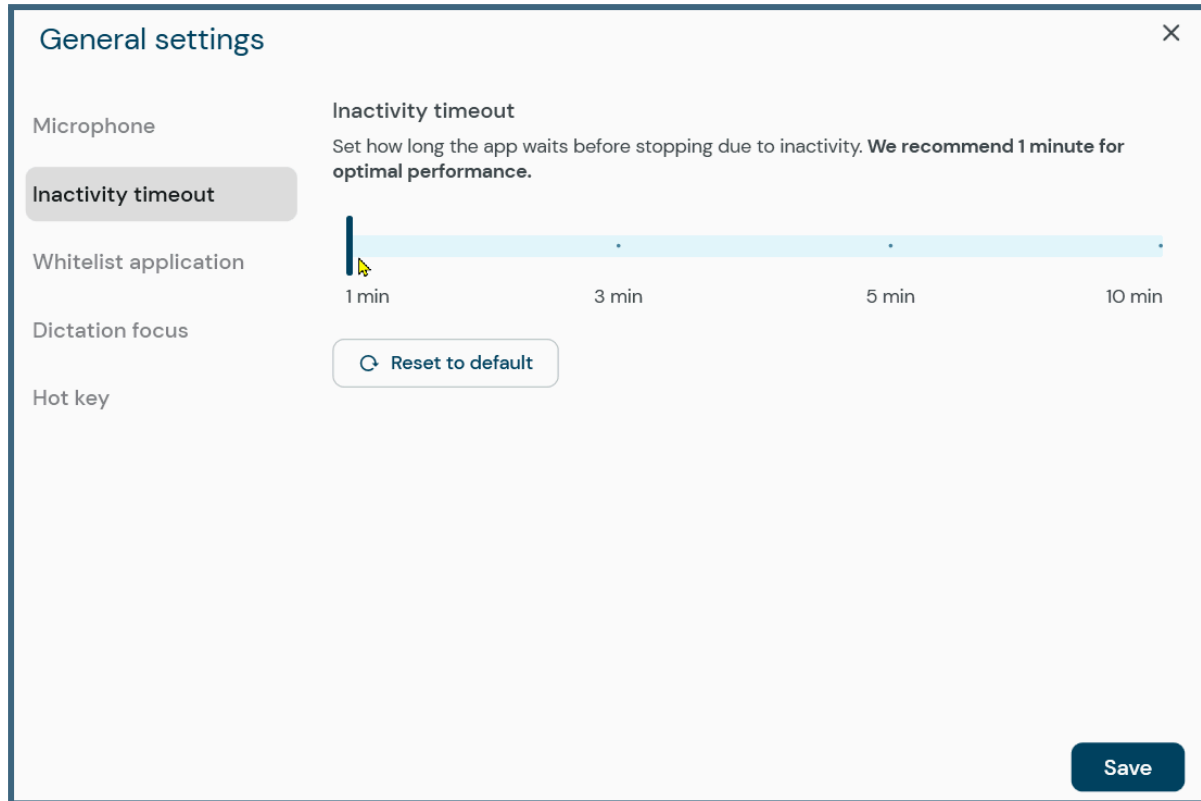


*Your mobile is set as your microphone*

Click on the blue QR code icon to create a new code if you want to establish a new connection from your mobile device to Speech Direct.

The entire workflow of using T-Pro Speech with Speech Direct is explained in the section [Working with T-Pro Speech](#).

## Inactivity timeout



*Move the slider to increase the inactivity timeout*

Use the button to restore the default setting (1 minute).

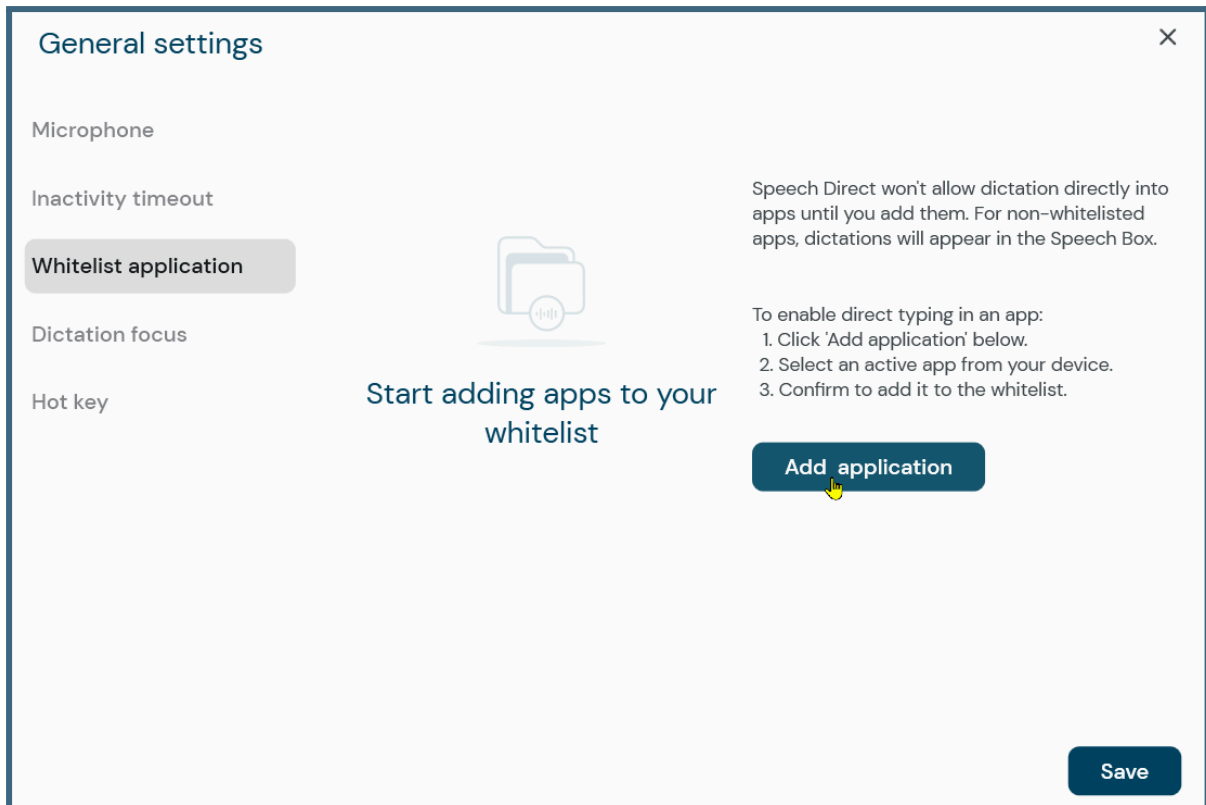
**Save** your settings.

## Whitelist application

If Speech Direct cannot recognize an application you commonly work with you can whitelist it in this area.

If an application is not listed here the Speech box will be triggered.

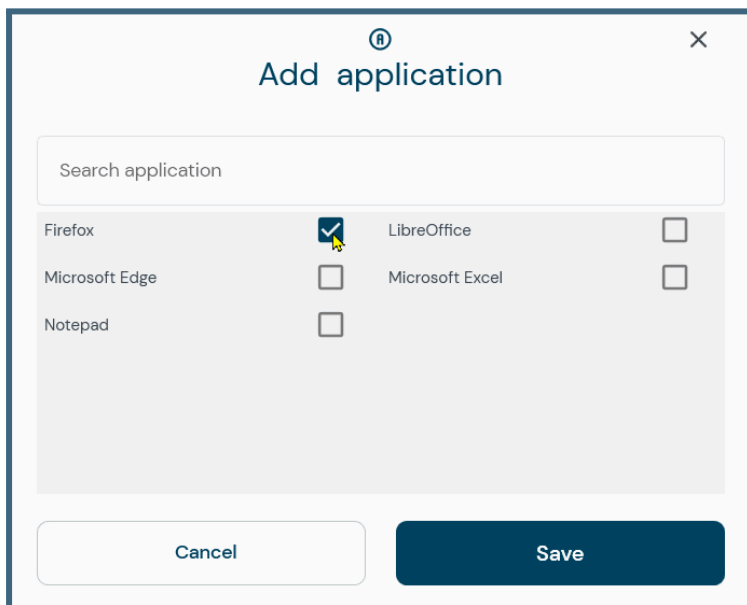
## Speech Direct - Complete User Guide



### *Whitelist your work applications*

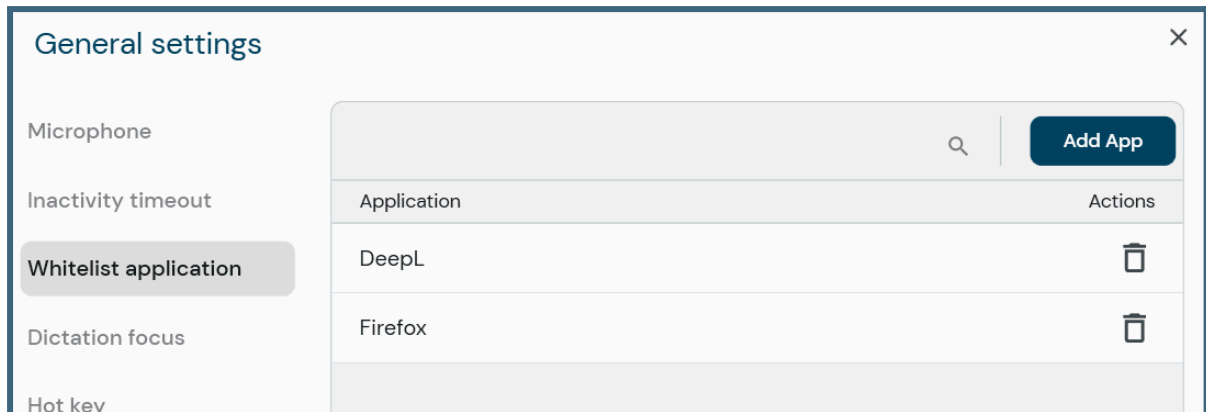
Just follow the instructions on the screen.

Applications which are currently running on your device will be displayed in a list for you to select.



### *Tick to whitelist an app*

## Speech Direct - Complete User Guide



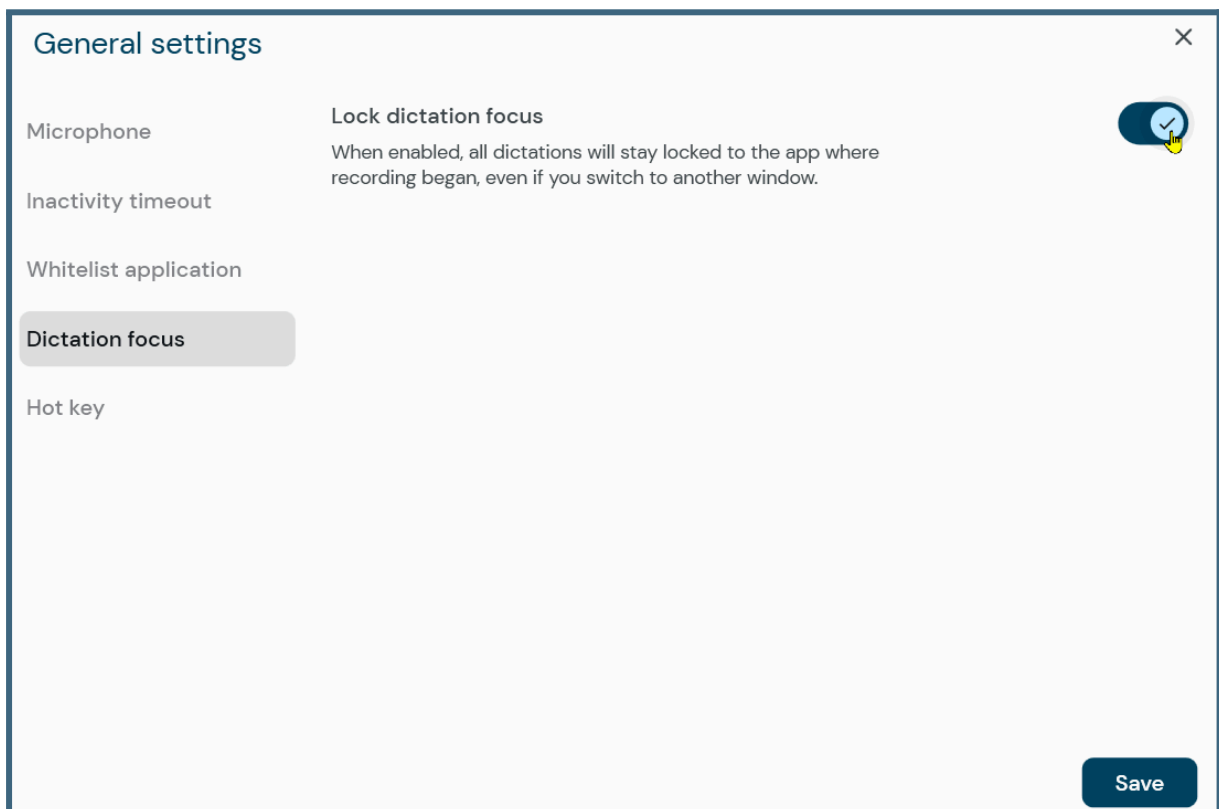
*Sample of whitelisted apps*

Always **Save** after adding new applications.

### Dictation focus

By default the dictation focus is disabled.

Use the slider to activate.



*Activated dictation focus*

## Speech Direct - Complete User Guide

=> Focus will then be locked to the first application that you dictate into. Even when switching windows, e.g. to look up information in another application you can continue your dictation and it will be inserted into the window you started with.

**NOTE:** This setting is maintained so it will have to be manually disabled.

### Hot key

You can use hot keys to start and stop recording or to minimise and maximise the Speech Direct application.

The default hot keys are displayed:

General settings

Microphone

Inactivity timeout

Whitelist application

Dictation focus

Hot key

Hotkey settings

Start and stop recording

Activate and deactivate Compact Mode

Simulate pressing

Ctrl + Space

Simulate pressing

Ctrl + M

Reset to default

Speech Direct v3.0.1

Save

### Customise a hot key

To set up an individual hot key delete the default by deleting it.

Hotkey settings

Start and stop recording

Simulate pressing

Field cannot be empty

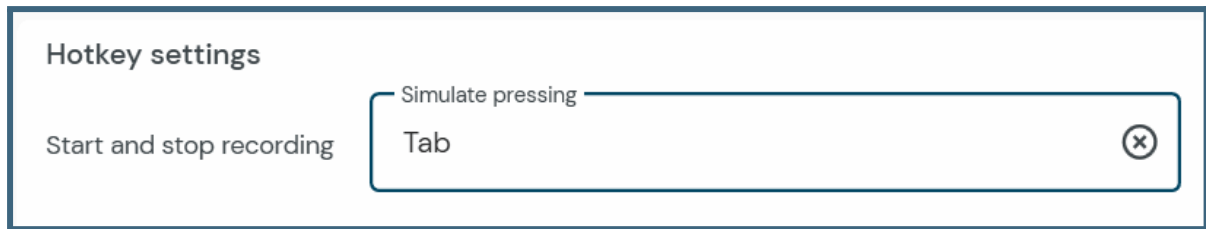
Simulate pressing

Ctrl + M

Delete the current setting with the x button

## Speech Direct - Complete User Guide

Then press the key or key combination on your keyboard to set a new hot key.



Hotkey settings

Start and stop recording

Simulate pressing

Tab

*In this example we set the Tab key to start and stop recording*

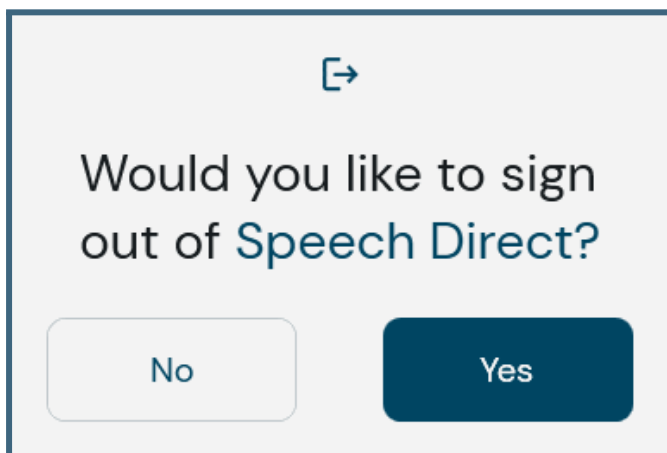
**Save** your new setting.

## 5.5 HELP

Click [here](#) to access T-Pro's support center where you can search for more articles or contact our support team.

## 5.6 SIGN OUT

Use this option if you want to sign out of the application with your username. This prevents others from accessing your personal T-Pro Speech profile.

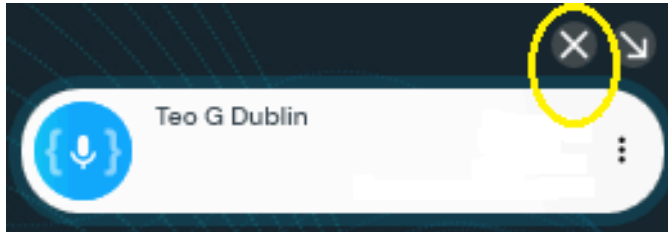


Would you like to sign out of Speech Direct?

No Yes

*Signout prompt*

## 6 Closing the application



*Click to close the application*

If you are the only user of the application you can just close it with the X in the right corner.

When you open the application the next time you do not need to sign in again.

If you have any more queries, please do not hesitate to contact our Helpdesk or [support@tpro.io](mailto:support@tpro.io).

## Appendix: Speech Direct Commands

| Speech Direct Command           | Supported in Microsoft Windows, Microsoft Notepad, Speech Box | Hotkey and Keystroke actions automatically performed in unsupported applications |
|---------------------------------|---------------------------------------------------------------|----------------------------------------------------------------------------------|
| <b>General Commands</b>         |                                                               |                                                                                  |
| [all-caps-off]                  | Yes                                                           | CapsLock                                                                         |
| [all-caps-on]                   | Yes                                                           | CapsLock                                                                         |
| [bold-that]                     | Yes                                                           | Left Ctrl + B                                                                    |
| [capitalise-that]               | Yes                                                           | Left Ctrl + C -> taking text from buffer modify it<br>-> Left Ctrl + V           |
| [copy-that]                     | Yes                                                           | Left Ctrl + C                                                                    |
| [cut-that]                      | Yes                                                           | Left Ctrl + X                                                                    |
| [delete-that]                   | Yes                                                           | BackSpace                                                                        |
| [insert-<text>]                 | Yes                                                           | n/a                                                                              |
| [italicise-that]                | Yes                                                           | Left Ctrl + I                                                                    |
| [lowercase-that]                | Yes                                                           | Left Ctrl + C -> taking text from buffer modify it<br>-> Left Ctrl + V           |
| [new-line]                      | Yes                                                           | Enter                                                                            |
| [new-paragraph]                 | Yes                                                           | Enter -> Enter                                                                   |
| [paste-that]                    | Yes                                                           | Left Ctrl + V                                                                    |
| [redo-that]                     | Yes                                                           | Left Ctrl + Y                                                                    |
| [underline-that]                | Yes                                                           | Left Ctrl + U                                                                    |
| [undo-that]                     | Yes                                                           | Left Ctrl + Z                                                                    |
| [unselect-text]                 | Yes                                                           | Left Ctrl                                                                        |
| [uppercase-that]                | Yes                                                           | Left Ctrl + C -> taking text from buffer modify it<br>-> Left Ctrl + V           |
| [accept-default]                | Yes                                                           | n/a                                                                              |
| <b>Select Command Sequences</b> |                                                               |                                                                                  |
| [select-<text>]                 | Yes                                                           | n/a                                                                              |
| [select-<text>-through-<text>]  | Yes                                                           | n/a                                                                              |
| [choose-<number>]               | Yes                                                           | n/a                                                                              |

## Speech Direct - Complete User Guide

|                                      |     |                                                                             |
|--------------------------------------|-----|-----------------------------------------------------------------------------|
| [next-match]                         | Yes | n/a                                                                         |
| [previous-match]                     | Yes | n/a                                                                         |
|                                      |     |                                                                             |
| <b>Select Commands</b>               |     |                                                                             |
| [select-all]                         | Yes | Left Ctrl + A                                                               |
| [select-current-<number>-paragraph]  | Yes | n/a                                                                         |
| [select-current-<number>-sentence]   | Yes | n/a                                                                         |
| [select-current-<number>-word]       | Yes | Left Ctrl + Arrow Left -> Left Ctrl + Left Shift + Arrow Right              |
| [select-current-word]                | Yes | Left Ctrl + Arrow Left -> Left Ctrl + Left Shift + Arrow Right              |
| [select-next-<number>-paragraph]     | Yes | n/a                                                                         |
| [select-next-<number>-sentence]      | Yes | n/a                                                                         |
| [select-next-<number>-word]          | Yes | Left Ctrl + Arrow Right -> Left Ctrl + Right Shift + Arrow Right            |
| [select-next-paragraph]              | Yes | n/a                                                                         |
| [select-next-sentence]               | Yes | n/a                                                                         |
| [select-next-word]                   | Yes | Left Ctrl + Arrow Right -> Left Ctrl + Left Shift + Arrow Right             |
| [select-paragraph]                   | Yes | n/a                                                                         |
| [select-previous-<number>-paragraph] | Yes | n/a                                                                         |
| [select-previous-<number>-sentence]  | Yes | n/a                                                                         |
| [select-previous-<number>-word]      | Yes | Left Ctrl + Arrow Left + Arrow Left -> Left Ctrl + Left Shift + Arrow Right |
| [select-previous-paragraph]          | Yes | n/a                                                                         |
| [select-previous-sentence]           | Yes | n/a                                                                         |
| [select-previous-word]               | Yes | Left Ctrl + Arrow Left + Arrow Left -> Left Ctrl + Left Shift + Arrow Right |
| [select-sentence]                    | Yes | n/a                                                                         |
|                                      |     |                                                                             |
|                                      |     |                                                                             |
|                                      |     |                                                                             |

**Speech Direct - Complete User Guide****Navigation Commands**

|                                |     |                                       |
|--------------------------------|-----|---------------------------------------|
| [go-to-beginning-of-document]  | Yes | Left Ctrl + A -> Arrow Left           |
| [go-to-beginning-of-paragraph] | Yes | n/a                                   |
| [go-to-beginning-of-sentence]  | Yes | n/a                                   |
| [go-to-end-of-document]        | Yes | Left Ctrl + A -> Arrow Right          |
| [go-to-end-of-paragraph]       | Yes | n/a                                   |
| [go-to-end-of-sentence]        | Yes | n/a                                   |
| [go-to-next-field]             | Yes | n/a                                   |
| [go-to-next-line]              | Yes | Arrow Down                            |
| [go-to-next-paragraph]         | Yes | n/a                                   |
| [go-to-next-sentence]          | Yes | n/a                                   |
| [go-to-previous-field]         | Yes | n/a                                   |
| [go-to-previous-line]          | Yes | Arrow Up                              |
| [go-to-previous-paragraph]     | Yes | n/a                                   |
| [go-to-previous-sentence]      | Yes | n/a                                   |
| [place-cursor-at]              | Yes | n/a                                   |
| [scroll-down]                  | Yes | Simulate Mouse Down Scroll 5 Ticks    |
| [scroll-to-cursor]             | Yes | Simulate Mouse Up/Down Scroll 5 Ticks |
| [scroll-up]                    | Yes | Simulate Mouse Up Scroll 5 Ticks      |
|                                |     |                                       |

**Delete Commands**

|                                     |     |                                                                              |
|-------------------------------------|-----|------------------------------------------------------------------------------|
| [delete-current-<number>-paragraph] | Yes | n/a                                                                          |
| [delete-current-<number>-sentence]  | Yes | n/a                                                                          |
| [delete-next-<number>-paragraph]    | Yes | n/a                                                                          |
| [delete-next-<number>-sentence]     | Yes | n/a                                                                          |
| [delete-next-<number>-word]         | Yes | Left Ctrl + Arrow Left -> Left Ctrl + Right Shift + Arrow Right -> BackSpace |
| [delete-next-paragraph]             | Yes | n/a                                                                          |
| [delete-next-sentence]              | Yes | n/a                                                                          |
| [delete-next-word]                  | Yes | Left Ctrl + Arrow Left -> Left Ctrl + Left Shift + Arrow Right -> BackSpace  |
| [delete-paragraph]                  | Yes | n/a                                                                          |

**Speech Direct - Complete User Guide**

|                                      |     |                                                                            |
|--------------------------------------|-----|----------------------------------------------------------------------------|
| [delete-previous-<number>-paragraph] | Yes | n/a                                                                        |
| [delete-previous-<number>-sentence]  | Yes | n/a                                                                        |
| [delete-previous-<number>-word]      | Yes | Left Ctrl + Arrow Left -> Left Ctrl + Left Shift + Arrow Left -> BackSpace |
| [delete-previous-paragraph]          | Yes | n/a                                                                        |
| [delete-previous-sentence]           | Yes | n/a                                                                        |
| [delete-previous-word]               | Yes | Left Ctrl + Arrow Left -> Left Ctrl + Left Shift + Arrow Left -> BackSpace |
| [delete-sentence]                    | Yes | n/a                                                                        |
|                                      |     |                                                                            |
| <b>Punctuation Commands</b>          |     |                                                                            |
| [single-quote]                       | Yes | CapsLock + apostrophe key                                                  |
| [close-bracket]                      | Yes | CapsLock + right bracket                                                   |
| [close-quote]                        | Yes | CapsLock + apostrophe key                                                  |
| [new-line]                           | Yes | Enter                                                                      |
| [new-paragraph]                      | Yes | Enter + Enter                                                              |
| [open-bracket]                       | Yes | CapsLock + left bracket                                                    |
| [open-quote]                         | Yes | CapsLock + apostrophe key                                                  |
|                                      |     |                                                                            |

***Effective: January 2024, SD version 2.1***

© 2022 - 2025