

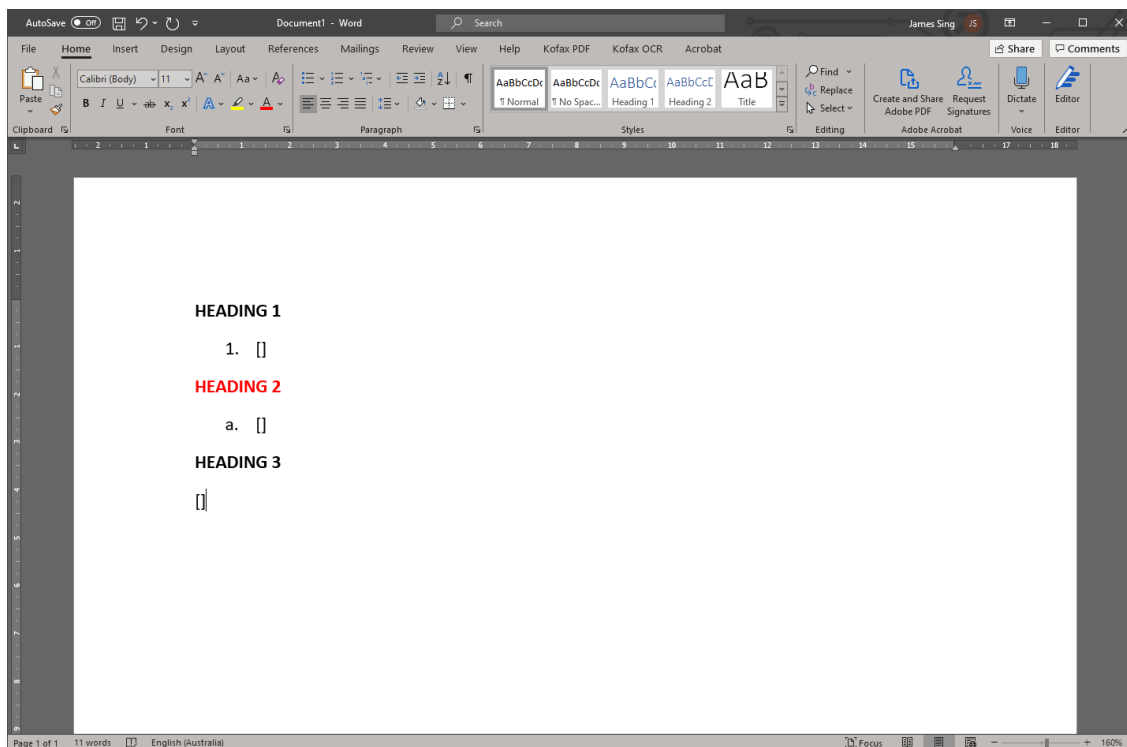
DRAGON MEDICAL ONE / DRAGON PRO ANYWHERE

HOW TO INSERT AUTOTEXT COMMANDS WITH FORMATTING

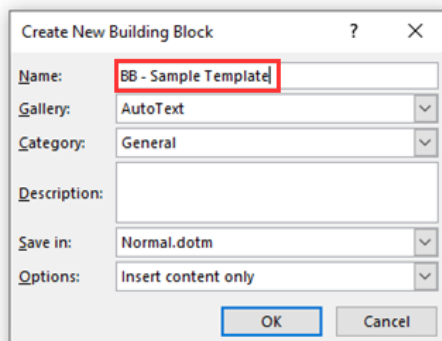
Autotext commands in DMO/DPA are saved only in plain text. This is desirable most of the time so that the inserted text matches the formatting of the destination, however there are examples where maintaining specific formatting can be helpful.

This guide details the procedure to create a **Building Block** in Microsoft Word and then create a Dragon command to execute it.

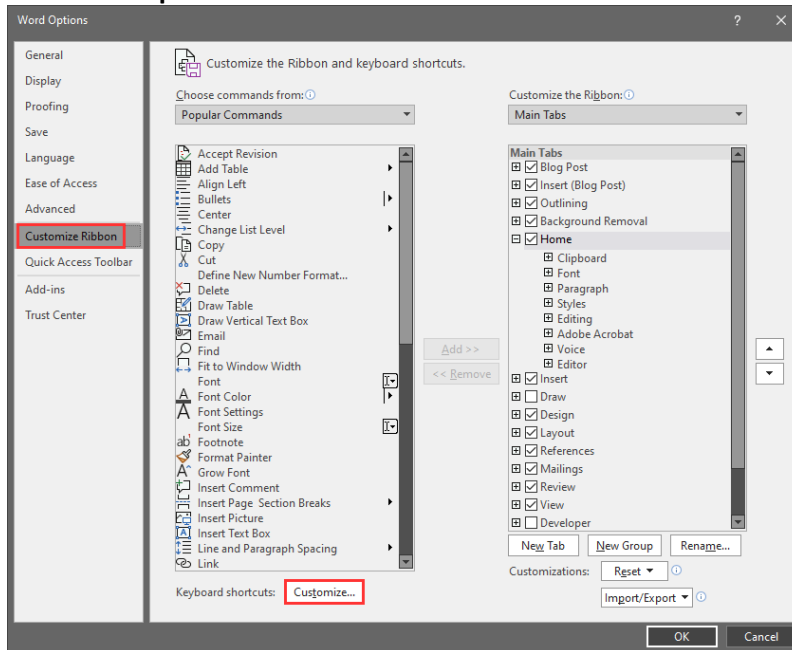
1. Open Word and dictate/type/paste the required text. Apply formatting as required, adding fields if relevant:



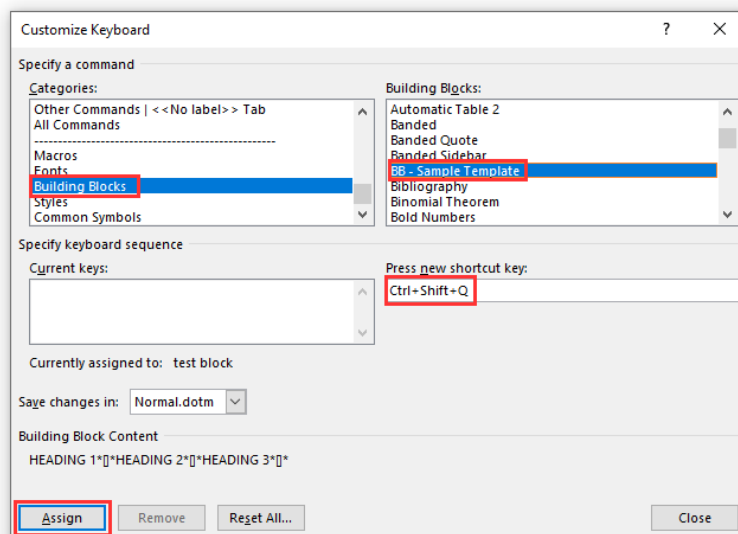
2. Copy the text and press **Alt + F3** to bring up the **Create New Building Block** dialog box
3. Name the building block something appropriate and click **OK** (leave the other settings default):



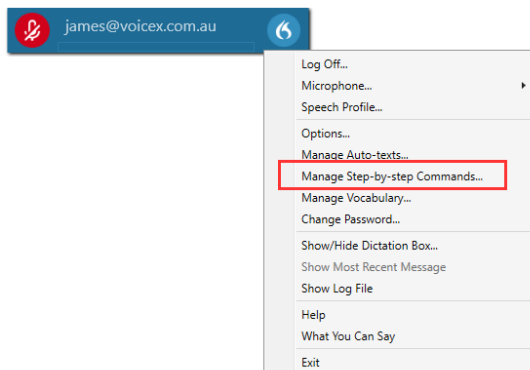
4. Click **File > Options > Customize Ribbon > Customize:**



5. Select **Building Blocks** under Categories, then select your **building block name**, assign it a key combination and press **Assign**:

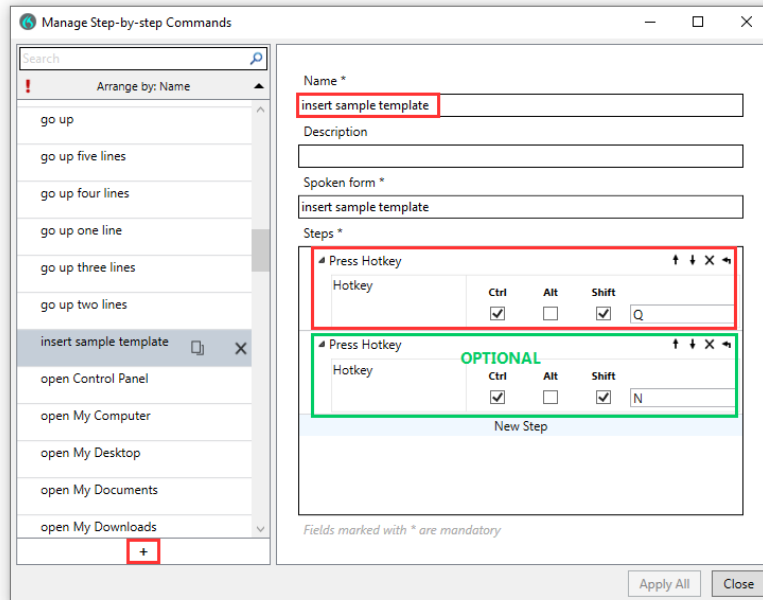


6. Next, open DMO/DPA and click **Menu > Manage Step-by-step Commands:**



7. Click the **+ sign** to create a new command and name it appropriately

8. Click **New Step** and select **Hotkey** as the step type
9. Press the key combination you assigned to the building block in step 5 above
10. If your command includes fields, click **New Step** again and insert another **Hotkey** step that matches the Next Field hotkey defined in the Dragon settings (**Ctrl + Shift + N** in this example)
11. Click **Apply All** to save the new command:



12. Repeat for other commands. Note that you can save time using the **Copy** button when creating the Dragon command and modifying the key combination:

