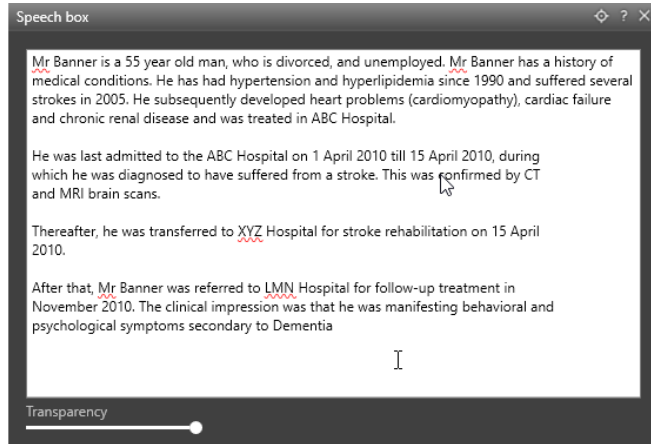# Speech Box

The Speech Box is an integrated application that allows you to dictate into, and then transfer the text to any application. Start by mouse-clicking in the EMR text box where the user would like the text to end up. Invoke the Speech Box, then dictation can begin, text can be edited with voice commands, voice-activated templates can be brought in, and fields can be filled out. When the body of text is complete, the user can then transfer text into the EMR. The process repeats with the next EMR text box.

OPENING THE SPEECH BOX

There are several ways to access the Speech Box. These configurations can be used for defining how to open Speech Box in either mode as well.

Voice Command

To open the Speech Box you can say:

- "Speech Box"
- "Show Speech Box"
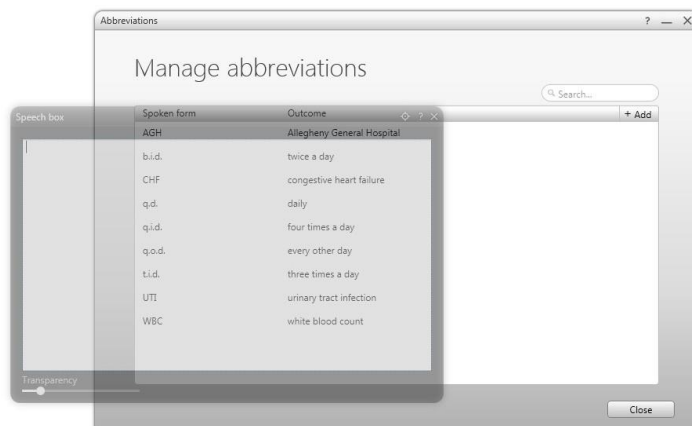- "Open Speech Box"

Speech mike Button

You can map a specific button on your SpeechMike to open the Speech Box. The first button press will open Speech Box in In-Line Mode. Double pressing will convert it to Floating Mode.

NOTE: If you open the Speech Box in the In-Line mode and dictate, then press the Speech Box button again, the Floating mode will become active and the dictated text will still be available.

TRANSPARENCY

Using the Transparency slider in the bottom left of the Speech Box, you can adjust the transparency level of the Speech Box. This feature allows you to dictate into the Speech Box while having document(s) open behind the Speech Box, still visible.

MODES

There are two modes to the Speech Box; In-Line and Floating. Depending on how you dictate will determine the best method for you.

In-Line

In this mode, the Speech Box will capture dictated text and then transfer the dictated text into the application where the cursor was previously located.

This mode prevents the user from moving the cursor focus to any other window including those from other applications.
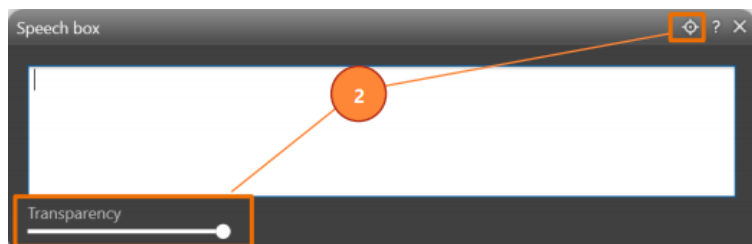
Floating

If a user wants the ability to access other applications or launch different windows in the existing one while the Speech Box is open, then this is when the Floating Speech Box is used. When the user transfers the dictated text, it will transfer to the text editor that has focus AT THAT TIME. This is important because if you are switching between multiple applications, you need to be sure you have focus on the correct application before transferring the text.

SETTING A DICTATION TARGET

Users can set windows as dictation targets. Doing so will allow all dictated text to display in the targeted window, even it it's not the window in focus. Target windows include Speech Box, Notepad, WordPad, MS Word, EMR's, etc. Once a target window has been set, it is displayed above the Control Bar. Dictation will be inserted into the target application. After cancelling a Dictation Target, dictation will be inserted into the active window.

Setting the Speech Box as a Target (*Floating Dictation Target*)

1. Open the Speech Box window by selecting it from the Control Bar or by stating "Open Speech Box" into your microphone.

2. In the Speech Box toolbar, you will see a target symbol. Select the target to set the Speech Box as a target dictation window. You can also dictate "*Set Target Window*" into your microphone. Note: You can also set the transparency of the Speech Box.
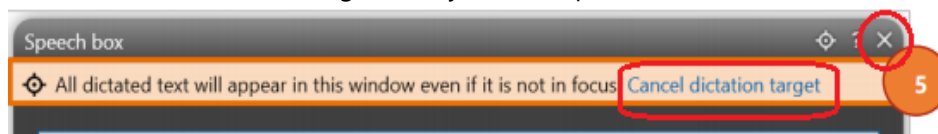

3. Once the target is set, you will see a ribbon displaying a message stating that all text will be inserted into it regardless of focus.

4. Your Fluency Direct Toolbar will display a ribbon stating the Speech Box is set as the target.
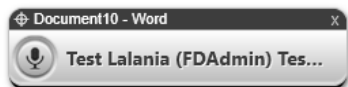

5. You can cancel the dictation target by clicking the 'X' on the control bar, clicking on the "cancel dictation target" as well as dictate "Cancel Target" into your microphone.

Setting any Window as a Target

1. Open the desired application you'd like to set as a target (ex. Microsoft Word, your EMR, etc.).

2. Set the cursor somewhere in the window you'd like to target, ensuring it's in focus.

3. Dictate "Set Target Window" into your microphone.

4. Your Fluency Direct Toolbar will display a ribbon that states the name of the window set as the target.

5. You can cancel the target setting by selecting the "X" within the ribbon, or dictating "Cancel Target" into your microphone.

<mark>Note</mark>: Closing the targeted window will also cancel the target.

SPEECH COMMANDS

Fluency Direct allows you to select the dictation target using specific voice commands. Setting a dictation target allows you complete control over your screen. By utilizing this feature, you can keep your EMR, image viewer, etc. front and center, covering the actual report. This allows you to focus on detailed patient information without having to move the report on the screen. Once a target window has been set, it is displayed above the Control Bar. The Dictation will be inserted into the target application. After cancelling a Dictation Target, the dictation will be inserted into the active window.

Set Target

- Set target window
- Set target window here
- Set this as a target window
- Target this window

Cancel Target

- Cancel target
- Clear target
- Remove target

TRANSFER TEXT

The Transfer Text command will transfer the dictated text captured by the Speech Box into the target editor. When using In-Line Mode, the text is inserted in the last location of the cursor. When using Floating Mode, the text is inserted at the location you have selected. The Speech Box will close automatically after the text has been transferred.

Transfer Text:

Map a SpeechMike button to the command "Transfer Text"

Say "Transfer Text" or click the Transfer Text button in the Speech Box

Recall Text

Say, "Recall Prior Text" or click the Recall Prior Text button. This is available only after you have used the Transfer Text command to transfer text from Speech box to another application. This feature prevents you from losing your text by allowing you to recall the text back into the Speech box.