

## How to create text macros

### What is a macro?

Macros are commands that you have created yourself, as opposed to built-in commands that are provided with the software. The terms 'macro' and 'custom command' are used interchangeably.

### What is a text macro?

A text macro is a command that will produce text, for example a signature block or a frequently used paragraph.

### Why use text macros?

Text macros will enable you to work more efficiently by voice, by producing frequently used phrases and paragraphs with a single command.

- Text macros will also save you time with proofreading. As long as the macro is recognised correctly, the text produced will always be the same.
- Because commands tend to be recognised better than vocabulary, text macros can be used for words and phrases that are difficult for Dragon to recognise.
- Frequently used phrases can also be added to the vocabulary, but there you are limited to 128 characters. Use a macro rather than the *Vocabulary Editor* for frequently used text when you need more than one line, and/or special spacing and formatting e.g. bold, italics.

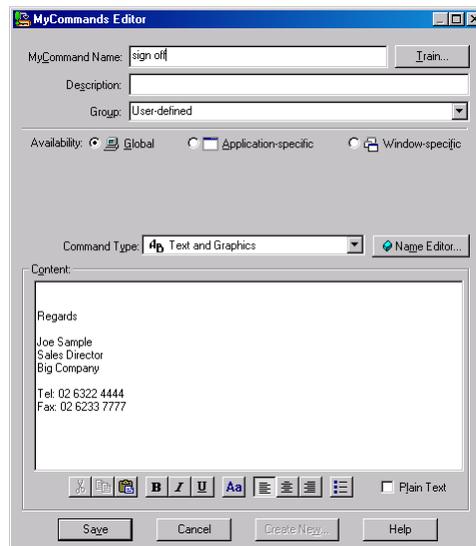
### Tips

- Remember that macros are commands and require a pause before and after.
- Because macros are commands rather than vocabulary, you won't get an automatic space before the text. However you can include a space in the macro if appropriate.
- Keep a list of any macros you create so you can easily recall them when needed.

## Example

Follow this example to create a signature block or “sign off”:

1. say "ADD NEW COMMAND", or go to Dragon bar / tools / add new command.
2. In the MyCommandsEditor, give your macro a name, eg "sign off". You can call the macro whatever you like. Choose a name that is easy for Dragon to recognise and easy for you to remember. It can be a good idea to use the same prefix for all your text macros for example "insert signature", "insert finance paragraph". Avoid phrases that you are likely to use in other circumstances.
3. Availability — consider whether your macro should be global so it will work in any application or application-specific, e.g. Microsoft Word or Outlook. If you choose application-specific, that application must be open when you create the macro.
4. To make a macro application-specific click or say “APPLICATION SPECIFIC” then "APPLICATION" and ensure the appropriate application is selected from the drop-down list (say “MOVE DOWN <No.>” to navigate the list).
5. In a Word document, dictate the text for your macro e.g. name, title, section and Employer, tel no etc. Copy and paste this text into the ‘content’ field of the MyCommands Editor. Say "CONTENT" to move the cursor to that field.
6. Say “CLICK SAVE”



7. Now try your new macro in Word by saying “SIGN OFF”

**Tip:** Create your text in Microsoft Word, then copy and paste into the MyCommands Editor. This will save you from having to adjust the font in the MyCommands Editor where the default is MS Sans Serif 8.

Alternatively, if you check the 'plain text' option, the text will appear in your document with the same font as the preceding text. Note however that if you check the 'plain text' option, you will generally lose any special formatting such as bold and italics.

## **Command browser**

You might need to locate your macro in the Command Browser to edit, train or delete it.

To do this, Say "Open the Command Browser" or go to Dragon Bar > Tools > Command Browser

Click or say "manage"

Expand the appropriate folder — 'Global' for global macros and 'Microsoft Word' for macros specific to that application etc

Select the macro in the list (single click on the macro)

Click or say 'To Script'

To open the macro to make changes or train the command name:

- click or say 'Edit'
- Make any changes
- click or say 'Save'

To copy the macro:

- click or say 'New Copy'
- rename and make any changes
- click or say 'Save'

To delete the macro

- click the square box to the left of the macro
- Click or say 'Delete'

Say "Close Window" to close the Command Browser