

## Fluency Direct FAQs

### ***How do I make the most of Fluency Direct?***

When beginning to use Fluency Direct, it will make mistakes. When a word is obviously incorrect, take the time to correct it. It will pay off in the long run. Over time, Fluency Direct will become more accurate because of your efforts. See page 2 of the [Fluency Direct Tip Sheet](#) for word correction process.

### ***How do I exit Fluency Direct properly?***

Click your name on the Fluency Direct Control Bar and click Quit or say the command Quit Fluency. This ensures accumulated voice files, training, new words, and new commands are saved appropriately.

### ***My command (template) will not pull into my document.***

The exact name of the command must be stated.

To view command names:

1. Click on the **Fluency Direct Control Bar**.
2. Click **Commands** or say *Open Commands* to view command names.

### ***First words or tail end words of dictation are not transcribed.***

There is a slight delay after pressing the record button before the record indicator turns green (see below). Wait until the light is green before beginning to dictate. To avoid clipping the end of the dictation, do not release the button too soon.



Microphone Off



Microphone ON

### ***How do I remove [brackets]?***

On Olympus Microphone:

- Press the **PLAYSTOPTOGGLE** button.

On the PowerMic II:

- Press hotkey ✓ (checkmark)

Or say *Remove all fields* at the end of the completed document.

**Note:** Once brackets are removed, there is no undo action that will get them back.

### ***Transferred text does not appear where expected when using the Speech Box Transfer Text command.***

This is typically noted when the cursor was not in the correct location to accept the text.

1. Click in the text area where the text should display
2. Press Ctrl+V to paste.

**Note:** Transferred text is copied to the Windows clipboard allowing it to be retrieved.

Another option to correct transferred text if not where expected:

1. Open the **Speech box**.
2. Click the **Recall prior text** button in the lower right corner.
3. When the text displays, click into the new document, and say ***transfer text***.

