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Plates

Contents

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What is "Plates"?

```
Category1
          keyword1 – string1
          Keyword2 – string2
          Keyword3 – string3
Category2
          Keyword5 – string4
          Keyword2 – string5
          Keyword8 – string6
          Keyword9 – string7
Category3
          Keyword6 – string8
```
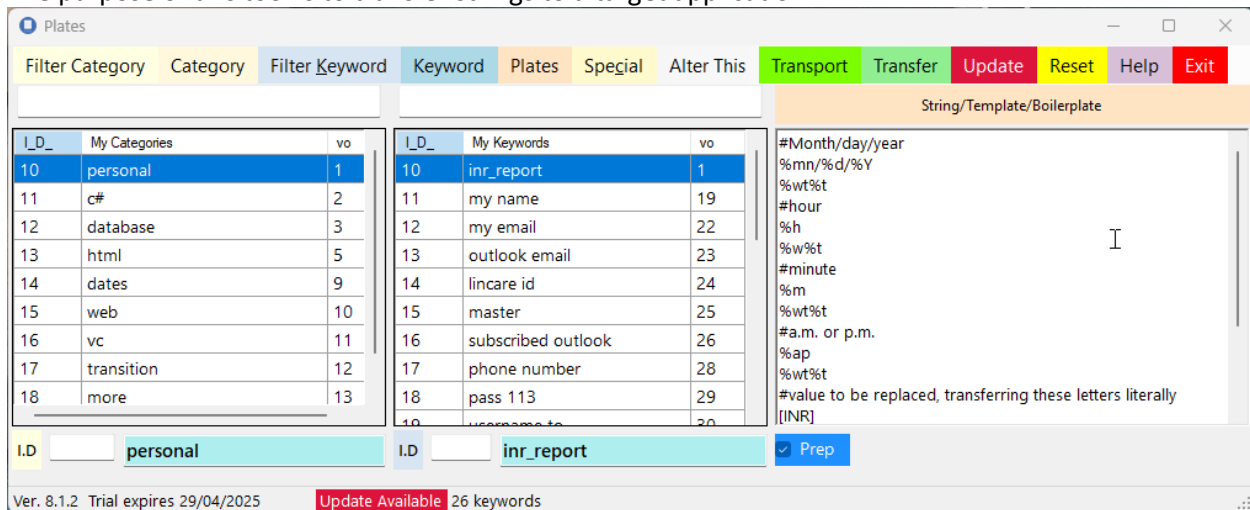
Plates will help you manage commonly used strings; perhaps they are templates, boilerplates, or strings that you just don't want to store in Dragon as a command. That is where the name "Plates" comes from. While Dragon can store some of the same sort of things, it may be difficult to recall their names easily. Then there is also a set of variables that can enhance your boilerplate.

This tool also enables us to easily modify the string when necessary to suit individual requirements before transferring the data directly into a target application. Here, we can logically organize them or categorize them and, most importantly, easily transfer them to your target document.

You organize these strings by placing them into a **Category, then the keyword, then the string itself**. Each of these are placed in their appropriate area of the tool. You can have any number of categories, then within a category, you can have any number of **Keywords**. A keyword must be unique within a category, but the same keyword name can be used in *another* category.

The purpose of this tool is to transfer strings to a target application.

Category Section   Keyword Section   String/Plates Section

The string/template can then be transferred to the last "active" window location in the same manner as you do with the **Dictation Box** tool.

Setting Up Plates

Notice that the **Plates** application consists of 3 main areas: Category block, Keyword block, and String/Template block. Categories are your main subject areas. Keywords are your various components within a category. The **string** associated with the given category and keyword combination **is the only thing that will be transferred**.
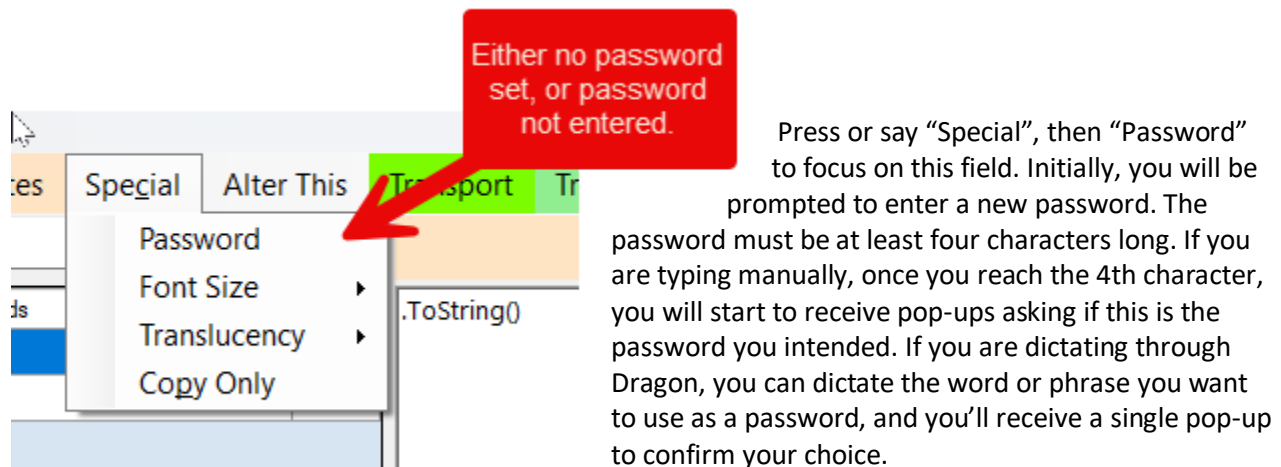
The first thing you want to do is to define some categories. **At least one category is required**. After that, associate some **keywords** with those categories. Now that you have a category **and an associated keyword, you can add your string, template, or** boilerplate. A string must have **BOTH** a category and a keyword associated with it. The section below, "How to Use Plates," explains the process.
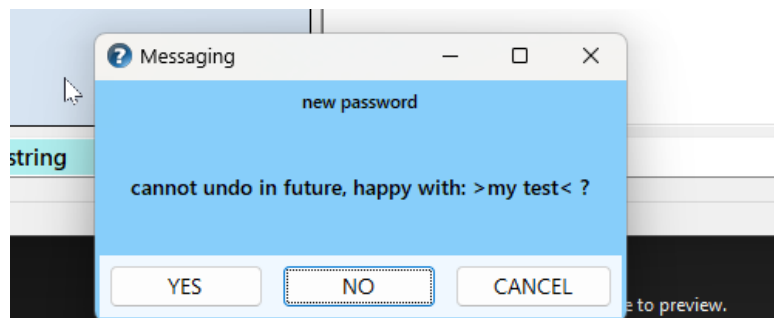
Encrypted Strings?

Encrypting strings is entirely **optional.**

Sometimes, you want to protect sensitive information, such as passwords, credit card numbers, birthdays, or any other confidential details that you may need to enter into websites or other documents repeatedly.

Either no password set, or password not entered.

Press or say "Special", then "Password" to focus on this field. Initially, you will be prompted to enter a new password. The password must be at least four characters long. If you are typing manually, once you reach the 4th character, you will start to receive pop-ups asking if this is the password you intended. If you are dictating through Dragon, you can dictate the word or phrase you want to use as a password, and you'll receive a single pop-up to confirm your choice.

Either way, when you click on the "yes" button, this

password will be converted to a unique string that will be used in the future to confirm your password. Technically, the password itself is not stored anywhere. It's only the reference to that password that is stored. So, it will be practically impossible to recover your password from this application.
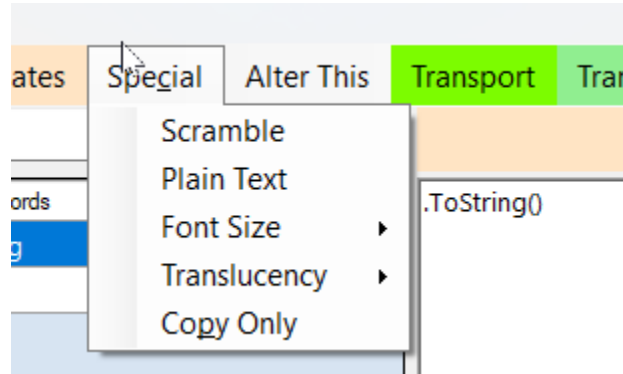

Once you accept the password of your choice, the Special menu will be altered:

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These two new buttons, "Scramble" and "Plaintext", will now appear. In the future, when you enter your password, no confirmation will be required; the **appearance of these two buttons confirms** that you have entered the correct password. Also, note that the password is automatically removed from the form when it is entered correctly.

Please note that there is currently no method to alter the password in the future.

This password reference is stored in the database described below. If you forget your password or have encrypted strings, you will need to start a new database file by renaming or deleting the existing database from your Documents folder. The application, when started again and does not find an existing database, will create a brand-new one. Keep a good backup of the database file in your documents folder to reduce issues of any kind.

When you click on the scramble button, the string in the text box will be encrypted. You would then either **add the plate**, if it's not already in the database, or **modify the plate**, if it has been previously entered.

To use the encrypted string in the future, before transferring the data to your target application, hit the plaintext button in the special menu. Any string entered in the text box will be processed to decrypt. This provides an opportunity to verify the data.

Once the data is encrypted and stored in a database, **it does not need to be encrypted again**. When you use the plaintext button, it is only temporarily decrypted in the string box so that it can be used at that point. **It is still stored as encrypted data in the database**.
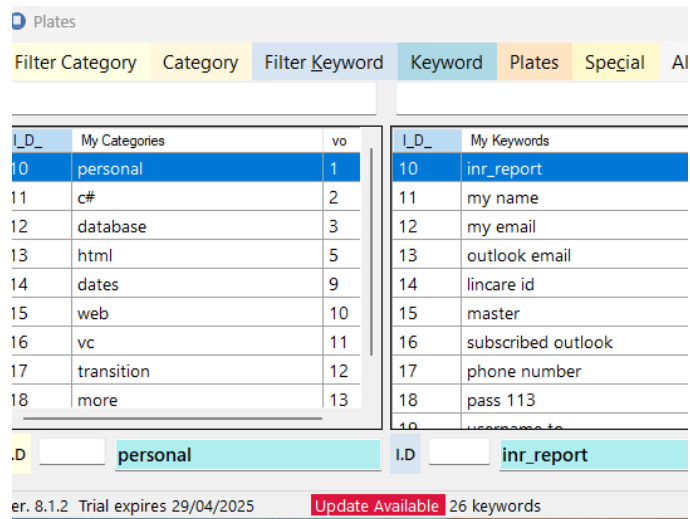
Where Is the Data Stored?

Database location: The **Plates** application uses an *SQLite* database to store your categories, keywords, and strings. The database that is **created automatically** for you is called "**plates.db**". This database will be located in your Documents folder (\ Documents\U4D\U4D_data\plates\plates**.db**). If you are starting from scratch, Plates will create a database for you with just a few entries. It is very easy to build out from there.

By the way, SQLite supports up to 140 TB of data, with records that can be up to 2 billion characters long. So, you practically have little restriction on how many records you can store.

How to Use Plates

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Categories

Categories are simply a way to organize your keywords into logical groups. You can call these categories whatever you want. The shorter the name, the easier it is to see the information on the table.

Categories must be uniquely named within the tool. The database will keep you from adding a duplicate name.

With records in the database –

To select a category, click directly on the category table using your mouse. Alternatively, say "Filter Category"; this will cause the focus to be in the text box above the list ("My Categories), where you can enter the category name. Alternatively, if you select the "ID" button, you can use the numeric ID to navigate to the category.
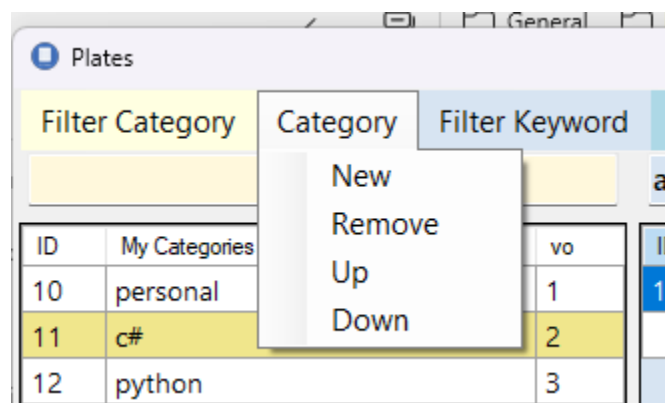
When your list becomes very long, you might want to use a combination of searching the name in the list (true for category and/or keywords) then use the ID when you can see the numbers that are of interest.

To access this category directly, you can say "Plates <category name>", for example, "Plates transition." This will open the tool and automatically place it in the transition category. Then, simply provide the keyword to access the desired string.

Category

To add a new category, click the "New" Category button. This will cause:

- the focus to shift to the text box immediately below the "My Categories" list
- after you finish typing in the new category, and are happy with it, say "Category" again.
- An additional menu item will appear in the Category menu labeled "Add", click it to add the category.

To remove a category, select the category in the list, ensuring it is highlighted, then click the Remove Category button and confirm your selection. **Removing a category will remove all keywords and strings associated** with that category.

Changing the Category Viewing Order

There is a column in **both** the category and the keyword tables that dictate the viewing order of each. That column is labeled "**VO**". This number is automatically placed in the database for you. It is purely a convenience function to allow the more commonly used categories are keyword to appear earlier in the list.

If you're able, you can click on the item in the list and drag it to the location that you want to see it at. Alternatively, with the item selected, you can move it up one item at a time or likewise down.

These exact principles are true for the keywords list as well.

When you add a new keyboard, you are presented a blank string page. This is where you add your new string, of course. Notice that there is a checkbox below that box, it is titled "**Prep**". This stands for "*preprocessing*". You a check this field only if you have variables that need to be worked on during the transfer process. See the sections on variables below.

Keywords

Keywords are used to identify individual strings within a category. **The keyword must be unique within the category,** but it **can be repeated** from another category.

To select a keyword, click directly on it with your mouse in the keyword list. Alternatively, type "Keyword"; this will cause the focus to shift to the text box just above the "my keywords" list. At this point, you would type in the name of the keyword.

Or, if it's simply say "**Kid**" (stands for keyword ID). Say the ID number associated with the keyword.

To add or remove keywords, refer to the description above for instructions on adding and deleting categories. The process is the same for keywords. If you remove a keyword, the string associated with that keyword will also be removed from the database.

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Strings/template/boilerplate

This is where the actual string that will get transferred to your target application is displayed.

Remember, before you can add a string (Plate), you must first select a category and a keyword.

Buttons explained:

The "Focus" button in the main menu places the focus in the text box area.

The "Plates" menu

"Get Text" will get selected text from a target application. You would typically use this to build a plate initially.

The "Modify" feature allows you to modify the string in the main text box. If successfully modified, the text box will turn green to acknowledge.

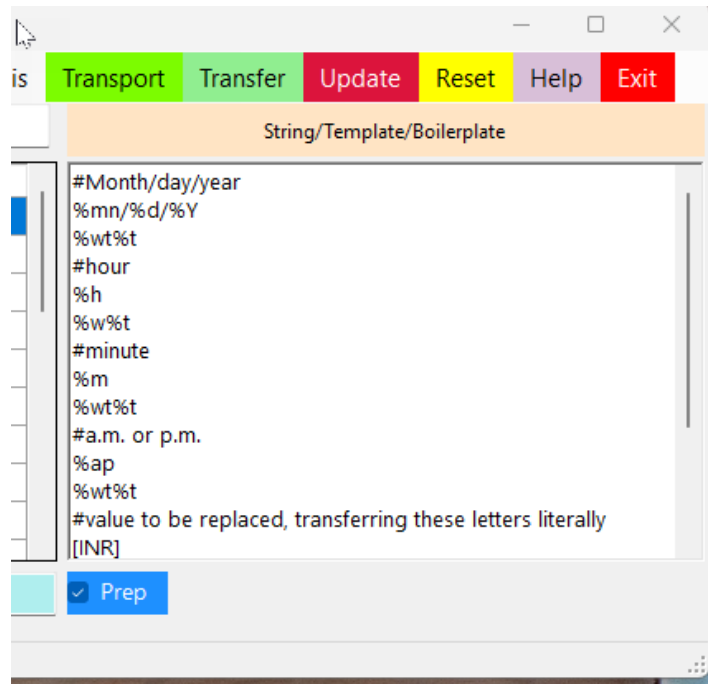"Remove" will cause the string along with its corresponding "keyword" to be deleted from the database.

The "Special" menu
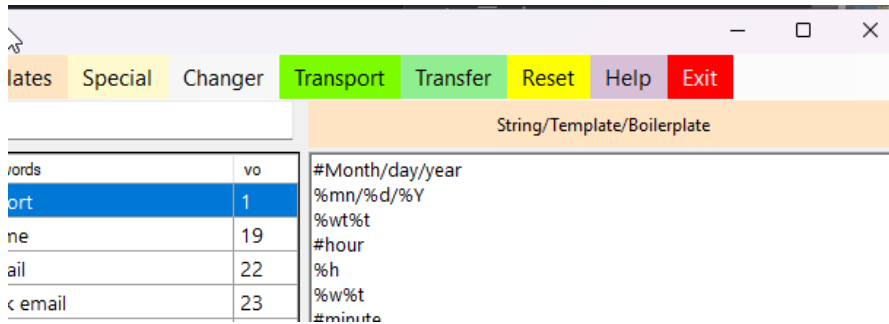
"Password" feature is engaged here as described above.

The "Font Size" option is used to adjust the font size of the displayed string. You are given different numbers to choose the size of the displayed string. This is simply for ease of reading. It does not cause the string to be displayed any larger or smaller in the target application.

"Translucency" can be used to adjust the tool to various levels of translucency, again, for your convenience. No effect on the transfer data.

Transferring Text

You have 2 options to transfer your string to the target application: "Transport" will transfer the string to the target application and will keep the **Plates** application **open**.

"Transfer" will transfer the string to the target application and will **close** the **Plates** application.

"Reset" will clear the two filter fields and place the focus on the "Filter Category" text field.

Once You Have the Database Populated

The quickest way to recall the string you are looking for is to say, "Filter Category," which will put the focus in the text box to its right. You can specify any part of the category name, and the category list will be filtered to match the specified part of the category string.

Once there is only one choice, the focus will automatically go to the "Filter Keyword" text field. Do the same with the keyword. When there is only one keyword match, the resulting string will automatically appear in the string/template box.

At any point, you can also say "ID", then give the ID number to choose that category, and likewise with the "Kid" to quickly select a keyword.

Replacing Strings

You can create your templates with Dragon field characters, typically "[" and a "]". Then you can easily use the next field call to navigate quickly to your fields that you need to change. For example:
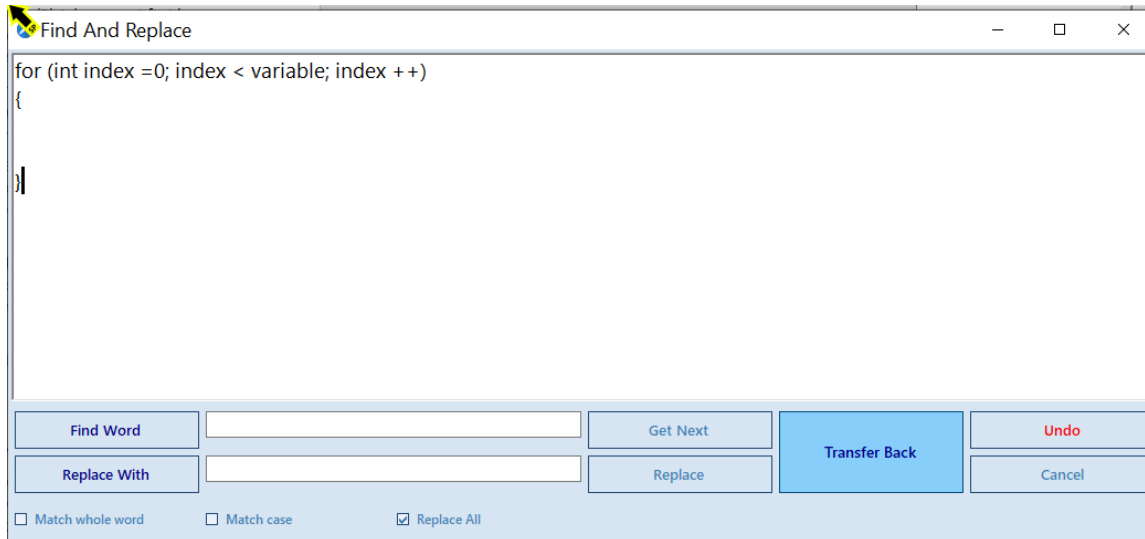
[Scope] [type] [name] ()
{

}

If the above is the stored template, when the keyword is invoked, this template will be in the strings field, and you can simply say "next field" to get to the scope field, etc. this is just the standard Dragon navigation process.

There are times when you may want to replace multiple portions of the string at once. Pressing the "Change" button provides an easy and intuitive way to change any portion or multiple portions.

Pressing the "Change" button will cause the following to display, naturally the contents are what is in the string box when you press this button:

Find And Replace

```
for (int index =0; index < variable; index ++)
{


}
```

Find Word		Get Next		Undo
Replace With		Replace	Transfer Back	Cancel

☐ Match whole word   ☐ Match case   ☑ Replace All

This will copy the string displayed on the main plate into this display's text box. Now, you have an opportunity to replace any portion of this original string. For example, here, we can replace all instances of the word index with another value. Then, we can replace the word variable with another value. This would be an example of a template.

By default, the focus should already be in the text box associated with "Find Word". Type or say the word that you want to replace.

Then, either say or click on "Replace With," and enter the new value you want. This tool can automatically replace the string that you are searching for with this new string. Please notice the checkboxes for "match whole word" and "match case".

The "Replace All" checkbox determines whether all instances of the "Find Word" are **automatically** replaced or not. If this box is not checked, you will need to use the "Get Next" and "Replace" buttons to navigate and take action.

The "Undo" button reverses the last action. You can click this button to undo each of the previous actions in the same session.

"Cancel" will close this box. No action will be taken, **nothing** will be transferred back to the **Plates**.

"Transfer Back" will replace the original text in Plates. This action does **NOT** alter the contents of the database. Only if you hit the "Modify Plate" button will the original database contents be altered.

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Variables

The following are special string sequences that can provide commonly used values in a target application.

Variable code	Optional Parameter	Description
%@		Create a tag in Microsoft Teams (see example 2)
%ap		a.m. or p.m. e.g. PM
%d		day of month (numeric) e.g. 16
%D	[n]	send a {DOWN} keystroke , optionally 'n' number of times
%e		send an {END} keystroke
%h		hour e.g. 7
%hm		send a {HOME} keystroke
%l	[n]	send a {LEFT} keystroke , optionally 'n' number of times , this is an *el, as in left*
%m		minute e.g. 50
%mn		month (numeric) e.g. 12 for December
%M		month (text) e.g. December
%n		ENTER, or carriage return
%r	[n]	send a {RIGHT} keystroke , optionally 'n' number of times
%t		TAB
%u	[n]	send an {UP} keystroke , optionally 'n' number of times
%wt		wait time (500 milliseconds, or .5 seconds), sometimes needed when transferring data to a webpage.
%wl		wait time (1second), this is a whiskey, lima character set,
%ws		wait time (.1second or 100 milliseconds), this is a whiskey, sierra character set,

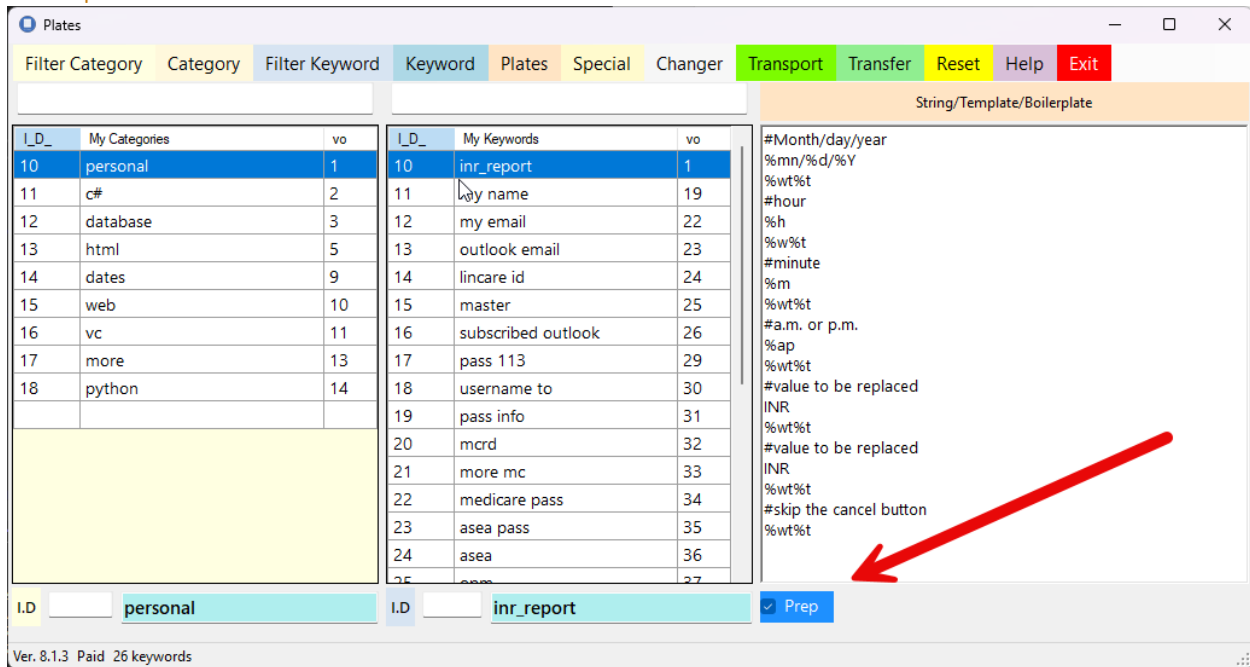| %y		2-digit year
%Y		4-digit year
#		as the 1st character of a line causes the transfer process to ignore the entire line, this is used to provide a comment.

The example below shows how these variables can be used. The **Plates** application can be used with any application that allows text insertion, and is not specifically designed for websites. It can be used with word processors, text editors. Any application that you currently dictate into.

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Variable Examples

Example 1

Remember, the prep checkbox must be selected for the variables to converted to their values.

For example, this illustration is used to fill out a web form (see illustration below). In this case, the following produces 6 fields of data as shown below:

#Month/day/year
%mn/%d/%Y
%wt%t
#hour
%h
%wt%t
#minute
%m
%wt%t
#a.m. or p.m.
%ap
%wt%t
#value to be replaced
INR
%wt%t
#value to be replaced
INR

%wt%t
#skip the cancel button
%wt%t

Produces the following output:

1/4/2020   10   36   AM   INR   INR

There are a couple of tabs that cannot be seen here to ensure the focus goes to the correct button on the form.

In this example, the INR values can be replaced with actual numbers using the "Change" function. Or, you can change the template to use the traditional "[ ]" combination to quickly change the values that you need.

These values are automatically inserted into the following website form by placing the cursor initially in the date field, then calling up the Plates application, replacing the INR strings with the actual numbers to be reported, and finally clicking on the transfer button in **Plates.** The submit button in this process is not automatically pressed, allowing the review of the form to ensure everything is correct.

(Web form snippet)

The string/template can then be transferred to the last "active" window location in the same manner as you do with the **Dictation box** tool.

Example 2

If you use Microsoft Teams, it is challenging for me to dictate the @name. I can create a template to generate my distribution list with this tool. Here is a template.

```
# The symbol to create a tag
%@
# The actual Full name to be found in the team list, at least enough of the name to find the name that
# you are looking for.
John Doe
# wait one second
%wl
# enter a carriage return to accept the name
%n
#  add a comma and a space to separate the names
,
# repeats for the next name
%@
# The actual Full name to be found in the team list
Jane Joe
%wl
%n
,
# repeats for the next name
%@
Julie Liverwurst
%wl
%n
,
# repeats for the next name, but don't need the comma and space for the last name in distro
%@
Fred Youngblood
%wl
%n
# just a few carriage returns to create an empty line after the last name in the list
%n
%n
```