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Dragon Naturally Speaking Quick Reference Guide



Profile Setup

When you first log in to Dragon Naturally Speaking you will be asked to create a user profile. This increases accuracy by enabling Dragon to learn how you speak and to adapt to your accent and colloquialisms.

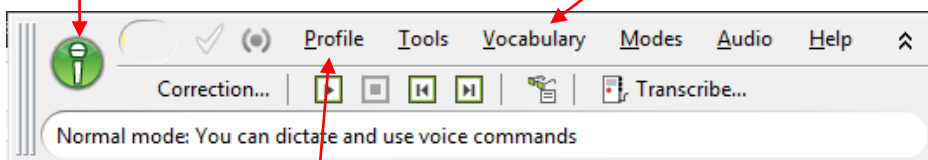
If you are using a Dictaphone or a different microphone this will effect the way Dragon hears your voice. You may want to set up another user profile for each microphone you use . You can do this by choosing the 'Profile' option on the Dragon Toolbar and choosing the 'New User Profile' option. This can take 15-20 minutes to setup.

DragonBar

The Dragon Toolbar (DragonBar) lies along the top of your screen and enables you you turn the microphone on and off and change various settings within dragon.

Toggle the microphone on and off by clicking here. You can also use commands such as 'Stop Listening' and 'Listen to me' to control the microphone.

Vocabulary offers you a range of ways to add to or update the words that Dragon will recognise



'Profile' lets you choose which user profile you use or to set up a new one. You can also exit dragon.

Improving accuracy

You may find that dragon does not recognise everything you say, or that there are certain phrases it's not recognising accurately. There are several ways you can improve accuracy.

- 1) Go to the 'Audio' menu in the DragonBar and select 'read text to improve accuracy' and then 'read text to help dragon learn your voice'
- 2) Always use your own individual profile. Sharing profiles reduces accuracy
- 3) Go to the 'Vocabulary' menu in the DragonBar and select 'Add a new word or phrase' to add phrases Dragon isn't recognising or to add shortcuts (e.g. Say 'WCC' to type 'Warwickshire County Council')
- 4) Speak clearly. Speak in sentences. Dragon recognises common phrases so may find individual words harder to recognise. Try to speak with an even tone and pace.
- 5) Your Microphone should be to one side of your mouth—so it won't be affected by your breathing. It should be about 1 inch away from your face. Look online for examples—or in the documentation that came with your dragon disk.

Speed

Dragon works best when you have fewer programs open. You can improve speed by closed unnecessary program windows.

Say:	Will Type:
Go To Bottom	Move insertion point to end of the document
Insert before/Insert after <text>	Move the insertion point before or after specified text
Select <text>	Highlight Specified text
Select again	Highlight the same text but in a different place
Bold That	Apply 'bold' to selected text
Underline that	Underline selected text
Restore that	Remove formatting from selected text
Cap <word>	Start the word with a capital
All Caps <word>	Type the word in all capitals
What can I say?	Provides a list of some of the most common commands for the current application

Correcting Errors

If text is misrecognised or misspelt you can correct it by using the command "correct <text>" .

This could be an individual word or a phrase.—for example, when correcting the spelling of a name (Thompson or Thomson) Dragon is more likely to get this correct in the future if the surname is corrected with the first name.

When you ask to correct a word Dragon will offer you several alternatives.



You can select one of these by saying 'select <number>'

Alternatively if none of the options are the word you require, say "spell that". You can spell your wording using either the phonetic alphabet or standard letter names.

Once you have corrected the word Dragon will learn for future sessions.

Moving the pointer with the Mouse command

You can move the mouse pointer up, down, left, or right a short distance (a few millimeters) by using the mouse pointer commands.

You can combine moving the mouse pointer and clicking the mouse in a single voice command. For example, you can say "Mouse Up 3 Click" or "Mouse Right 2 Double Click."

To move the pointer:

1. Say "Mouse" followed by the direction and number of times to move it. For example, say "Mouse Up 5" or "Mouse Left 10." Numbers can be up to 10.
2. When the pointer is over an icon or other object, you can use voice commands to click the mouse or mark and drag the object.

Clicking the mouse

You can click, double-click, left-click, and right-click the mouse buttons:

1. Position the mouse pointer over the object you want to select (for example, say "MouseGrid 9 3" or "Mouse 1").
2. You can say "Mouse Click," "Mouse Double Click," "Mouse Left Click," or "Mouse Right Click."

Marking and dragging objects

You can select an object and drag it to a different location:

1. Position the mouse over the object you want to drag and then say "Mark" (for example, say "MouseGrid 4 2 Mark").
2. Move the mouse pointer to where you want to drag the object and then say "Drag" (for example, say "Mouse Grid 5 9 Drag").

Instead of "Drag," you can also say "Control Drag" and "Shift Drag" to drag while holding down the CTRL or SHIFT key.

Say:	Will Type:
Period or Full Stop	.
Comma	,
Question Mark	?
Exclamation Point	!
Colon	:
Semicolon	;
Hyphen	-
Open quote	"
Close quote	"
Open Parenthesis	(
Close Parenthesis)
Paste That	Paste cut or copied text
Scratch That	Delete the last thing that was said
Copy That	Copy Selected text
Cut That	Cut selected text
Paste That	Paste cut or copied text
New Line	Press the Enter Key once
New Paragraph	Press the Enter Key twice
Space Bar	Press the Space Bar
Tab Key	Press the Tab Key