Dragon Naturally Speaking 8

User Manual

1. Plug in the microphone:
    a. Insert the microphone cable into the MIC input jack (usually red or a similar color) on the front or the back of the computer.
2. Plug in the headphones:
    a. Insert the headphone cable into the LINE OUT or HEADPHONE jack (usually green) on the front or the back of the computer.
3. Create a new user (only when you launch the software for the first time. Every time after that you simply open your user profile.)
    a. Type a Name
    b. Choose a language
    c. Make sure the "Dictation source" is set to the correct setting. Usually set to "Microphone plugged into Mic in jack (most common)."
    d. Click "Next"
4. Setting up your microphone
    a. Position the microphone near your mouth.
    b. Check your microphone:
        i.   When "Adjust Your Microphone: Volume Check" screen appears, click the "Start Volume Check" button and then read aloud the text displayed in the box.
        ii. When the program beeps to indicate it has finished checking the volume, click "Next."
    c. Sound quality check:
        i.   When the "Adjust Your Microphone: Quality check" screen appears, click "Start Quality Check" and then read aloud the text displayed in the box.
        ii. The programs beeps when it has finished evaluating the sound quality of your system. If Dragon NaturallySpeaking displays "PASSED," click the "Next" button to continue.
5. Training a new user:
    a. Read the sentences (starting where the arrow indicates). When the words change color, it means the computer has heard and recognized them. If you keep reading the same words, and the computer still doesn't get it, just click "Skip." Otherwise, click "Next" to continue.
    b. Choose a text to read aloud and click "OK."
    c. When you've read enough, the New User Wizard displays a congratulations message. When you click OK, Dragon NaturallySpeaking starts adapting to your voice.
6. Go to "Help" in the top toolbar. Click "Tutorial" and follow the on-screen directions to complete the Dragon tutorial.
7. Start dictating:
    a. Turn on the microphone by clicking on the microphone icon on the top toolbar
    b. To make Dragon stop listening temporarily say "Go to Sleep" or "Stop Listening" then to make it start dictating say "Wake Up" or "Listen To Me."
    c. Open Microsoft Word or Corel WordPerfect and open a new document.
    d. Start talking.
8. Shortcut Keys, etc. (See table on the following page.)

Quick Reference Card

Common Voice Commands for *Dragon NaturallySpeaking®8*

SAY . . .	TO . . .
Navigating / New Line, Paragraph	
"New Line"	Press the Enter key once
"New Paragraph"	Press the Enter key twice
"Space Bar"	Press the Space key
"Tab Key"	Press the Tab key
"Go to Bottom"	Move the insertion point to the end of your document
"Insert Before…" or "Insert After <word or words>"	Move the insertion point before or after certain text to insert text there
Selecting Text	
"Select <word or words>"	Select a particular word or words to replace, correct, or format. Example: "Select Mary had a little lamb"
"Select Again"	Select the same word or words again but in a different place
Formatting	
"Bold That"	Apply bold to selected text
"Italicize That"	Apply italics to selected text
"Underline That"	Apply underlining to selected text
"Restore That"	Remove formatting from selected text
"Cap <word>" or "Cap Next <word>"	Start the next word with a capital. Example: "Cap hot Cap dog" = Hot Dog
"All Caps <word>"	Type the next word in all capitals. Example: "All Caps yikes" = YIKES

SAY . . .	TO . . .
Cutting / Pasting / Deleting Text	
"Copy That"	Copy selected text
"Cut That"	Cut selected text
"Paste That"	Paste cut or copied text
"Scratch That"	Delete the last thing you said
Inserting Basic Punctuation	
"Period" or "Full stop"	.
"Comma"	,
"Question mark"	?
"Exclamation mark"	!
"Colon"	:
"Semicolon"	;
"Hyphen"	-
"Dash"	—
"Open quote"	"
"Close quote"	"
"Open parenthesis"	(
"Close parenthesis"	)

For more punctuation, see the online Help or the *Dragon NaturallySpeaking®8 User's Guide*.

SAY . . .	TO . . .
Accessing Sample Commands	
"What Can I Say?"	Bring up a partial list of available commands that work in the active application

For more commands, from the Tools menu, click Command Browser.

9. For more info refer to www.flc.losrios.edu/student-services/student-aid/dsps/student-forms and click on "Dragon NaturallySpeaking Shortcut Keys" or for a more in-depth user manual click on "Dragon NaturallySpeaking Full User Guide."