Dragon NaturallySpeaking®

Version **11**

End-User Workbook

End-User Workbook (revision 1-9, March 2011)

for Dragon NaturallySpeaking® *Version 11*

Most of the material in this workbook applies to all *editions* of Dragon NaturallySpeaking 11. For details about the different editions, please see www.nuance.com.

We welcome comments or questions about this workbook and all aspects of Dragon documentation (Tutorial, User Guide, Tip of the Day, Help menu, Accuracy Center, Performance Assistant, Sidebar, etc.) Please use the Feedback form at www.nuance.com/dragon/feature-request.

This workbook reflects the Dragon 11.0 information available at the time of publishing. The **Knowledge Base** at **nuance.com** contains the latest information written by Technical Support for Version 11 and previous versions. The **Support** area of the website also includes printable **documentation** (User Guides, cheat sheets…) and listings of microphones, recorders, and other **hardware** tested by Nuance for use with Dragon.

The Nuance website offers many other resources, including tips, videos, Frequently Asked Questions, Customer Service information, and a **feature matrix** of Dragon's editions.

It also lists Value-Added Resellers who provide **training and customization services** for Dragon (in person or remotely). These Nuance partners can address *your* environment, equipment, goals and needs; this is particularly efficient for very busy people, people new to computers, children, and in case of issues with hearing, vision, mobility and dyslexia.

Goals and Prerequisites

Dragon NaturallySpeaking lets you *speak naturally* to perform actions such as creating or editing documents, using e-mail, searching your computer, finding on the Internet maps, news, images, and more. By reducing keyboard and mouse usage, you can gain productivity AND avoid strain on your wrists, shoulders, neck, and eyes.

This workbook aims to efficiently present what an end-user should know — not every aspect of Dragon (the resources in Dragon's Help menu and on www.nuance.com contain many details). It aims to help learn **how to**:

"Type by voice" naturally and efficiently, which includes:

> Dictating *anything (*including prices, dates, phone numbers, URLs, symbols, punctuation, part numbers, acronyms, Roman numerals, etc.)

> Personalizing Dragon's Vocabulary with custom words and phrases, **spoken forms** (pronunciations) and **written forms**, to ensure that it is able to transcribe exactly what you want, even if what you said could be written in different ways.

> **Correcting Dragon's errors** when needed so that the software can learn from them and avoid them in the future.

> Formatting, editing, and revising text (however that text was created).

> Creating **custom commands** to insert boilerplate content (commands of the type "Text-and-Graphics," available in editions *Premium* and higher).

"Command and control" your computer by voice, which includes:

> Saying commands to use the Internet and e-mail, search your computer, open programs, click menus and buttons, close or minimize windows, switch between windows, etc.

> "Voice-pressing" a key (or key combination) on your keyboard.

Efficiency and Hands-Free Usage

We strongly recommend *going through this workbook in order*. If you used previous versions of Dragon, you may wish to read the What's New section first.

TIP When directed to "click" items (buttons, menus, checkboxes…), feel free to instead use your voice, or keyboard shortcuts (underlined letters, Tab, spacebar…). If hands-free usage is important to you, start by reading the lesson **Controlling the Operating System and Applications** and see the Help about Dragon's *MouseGrid* and **commands for moving, clicking, and dragging** the mouse**.**

To perform the exercises in this workbook, you should have basic familiarity with:

- Using Microsoft® Windows® to start or exit applications, open or save files, maximize windows, close dialog boxes, copy or move items, browse to folders, cut and paste, etc.
- Simple word-processing concepts such as bullets, font size and font style, bolding and italicizing, right-aligning and centering, etc.

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Creating a User Profile

Dragon NaturallySpeaking is *speaker-dependent* software. To recognize your speech accurately, it must have information including how you sound and what words you use often, as well as what optional settings you have and what audio device(s) you use. The data it uses to recognize what you say is stored in a set of files referred to collectively as your "user profile," or "profile" for short.

Your profile is very important; the more personalized it is, the better your experience will be. It's worth creating it carefully (or upgrading it if eligible) so you can have the best possible start with Dragon, as described in this lesson. (As you will see later, there are many ways for your profile to be refined over time, and some of them don't even require action on your part.)

Note: Profiles from Version 9 or 10 can be brought into Version 11. Dragon's Upgrade Wizard can automatically detect existing profiles. (It is available any time from the Windows Start menu, under **Dragon NaturallySpeaking tools**.)

IMPORTANT: The Wizard will list ALL available profiles; use its **Remove** button as needed before clicking Next. After the upgrade completes, we recommend running Accuracy Tuning. See the Help for details.
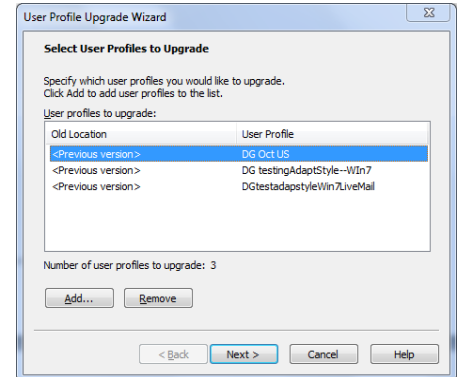
A series of screens will walk you through the profile-creation process. This includes indicating your microphone's type and verifying your sound system, as well as *general training,* an optional step where you read aloud for a few minutes so Dragon start adapting its *acoustic model* to the unique way you sound.

Here are important tips to help you achieve high accuracy right from the start.

- Consistency matters! For best results, create your profile in your "normal" environment, with the same background noise and equipment as when you will usually do your dictations.

- If you want to test your microphone *independently of Dragon*, you can use Sound Recorder, a Windows accessory accessible from the Start menu (usually located at the bottom left corner of the screen).

- If you already have a Dragon profile and want to use another type of audio input device, *add a source* to your profile instead of creating a separate *profile*. (Open the DragonBar's Profile menu and choose **"Add audio source to current User Profile."** Details are below.)

Step 1: Connect your microphone (all the way in) and position it correctly. If using a headset, adjust its size so that it feels stable and comfortable (it should not press your glasses)**.** The microphone's listening side must **face the corner** of your mouth (not the front) about **an inch away.** It must not touch your hair or catch **breathing sounds**. Bend the "boom" if needed. You might experiment a bit to find what works best for you. When you use Dragon, aim for consistency in your microphone position!

IMPORTANT NOTES:

- Noise-canceling microphones only listen on one side; check that your microphone's listening side is *parallel to your face, **not tilted up**.* That side is often marked by a (raised) dot or the word TALK, *which on some models is not visible unless you lift the foam cover slightly.*

- If your model has a *mute* switch, make sure it is in the ON position!

- Some computers, after you connect a microphone, automatically bring up a small window associated with this "audio system event". That window may be hidden behind other windows. Before closing this window, verify that what is highlighted on it is the **Microphone** item (and not the **Line In** item).
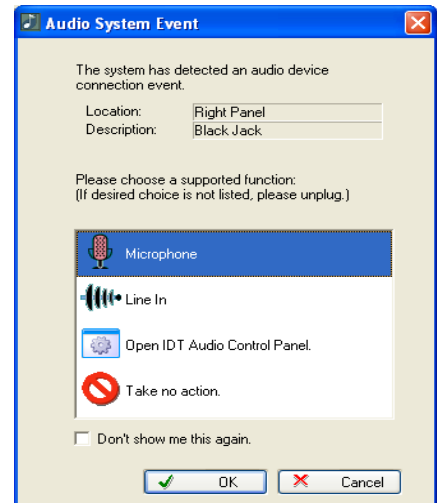
Step 2: Launch Dragon (you can double-click its desktop icon). If Dragon has never been used before on this computer, this automatically starts the *Profile Creation Wizard* (otherwise, choose New User Profile in the DragonBar's Profile menu.)

Step 3: Answer the questions presented by the wizard's screens. (No need to overthink the profile naming, but you may want to reflect the date or month of creation, for instance MJones-Oct2010).

Since Dragon contains an acoustic model optimized for "young voices," answering the age question can really improve your accuracy if you are under 13.
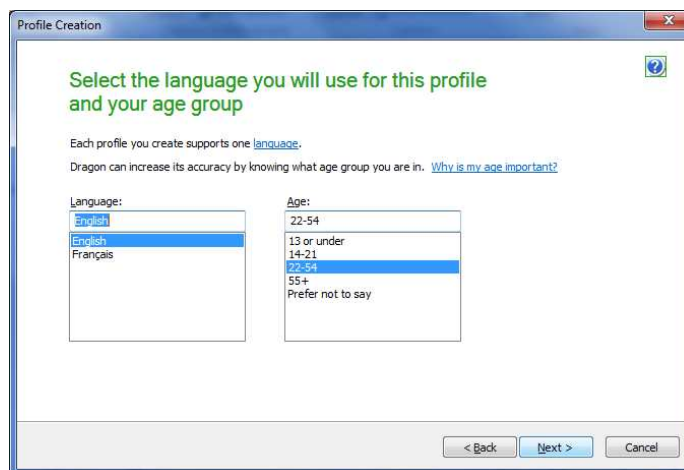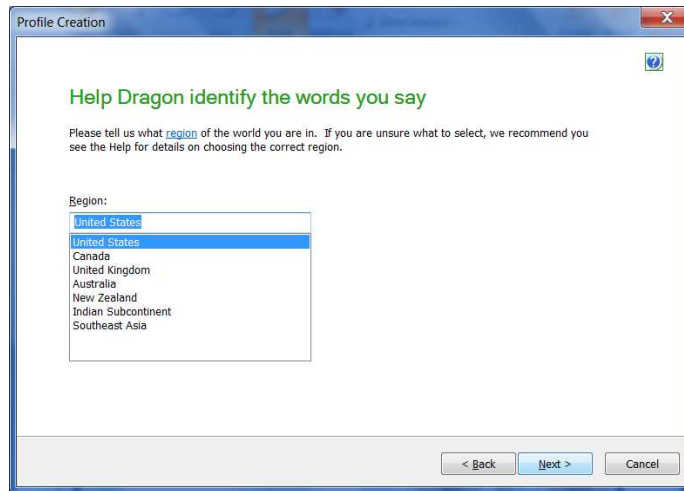
Version 11 has special *acoustic models* for a number of broad *"accents"* (this is particularly important for natives of the UK or the Indian sub-continent). If unsure which one to pick, see the Help.
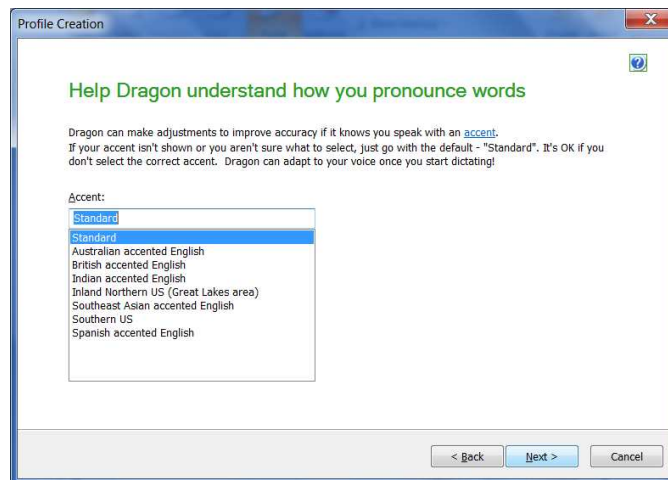
Step 5: You are asked to select your ***Dictation source***. The default is a microphone plugged into the **Mic-In** jack. If you use a USB adapter on a standard headset, be sure to select **USB**.
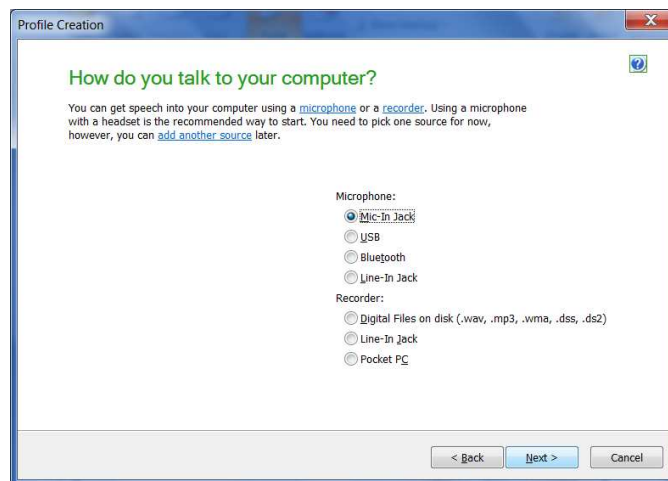
Note: If you use a docking station, you may get better results if you connect the microphone to *the USB port on your laptop itself*, not on the station.

About dictation sources, including recorders

The Help provides details on using special dictation sources such as portable devices, and the *Hardware Compatibility List* on the Nuance website contains specific notes from Nuance's testing, such as the recommended settings for specific recorder models.

The Nuance website also contains resources on recorder usage. Recorders can be particularly useful to transcribe notes dictated after a meeting, class, or field inspection. If your recording was very "rough", or if it contained voices other than yours, consider the practice of **"echoing"** (you dictate while listening to the recording, pausing it as needed). Dragon works with **one voice at a time**, so you cannot transcribe interviews or meetings directly.

Before using Dragon with a recorder, note that:

- Some digital recorders come with special software to manage recordings (including transferring them from recorder to computer and converting their format if necessary.) Check your recorder's documentation and install its software if required.

- You will want to be familiar with your recorder's essential functions (starting and stopping recordings, for instance) and make sure the recorder is set with the correct time and date as well as *optimal settings for speech recognition* (see http://support.nuance.com/compatibility).

- We recommend first using Dragon for real-time transcription because this gives you a chance to practice dictating (and punctuating!) your thoughts, since you get feedback in real time from what you see Dragon transcribe as you dictate. It also gives you the opportunity to personalize your profile, for instance by adding personal jargon or nicknames, and letting Dragon analyze representative text. This *prevents* many recognition errors. More on this important notion further in this workbook!

IMPORTANT: If you already have a Dragon profile and want to use another type of audio input device, *add a source* to your profile instead of creating a separate *profile*: open the DragonBar's Profile menu and choose "**Add audio source to current User Profile.**"

This is important! Having sources *within a profile* enables the same V*ocabulary* to be used — **and refined** — each time you use Dragon, no matter which audio input device you use. (As you will learn, personalizing the Vocabulary early and often is one of the keys to getting Dragon's full benefits.)
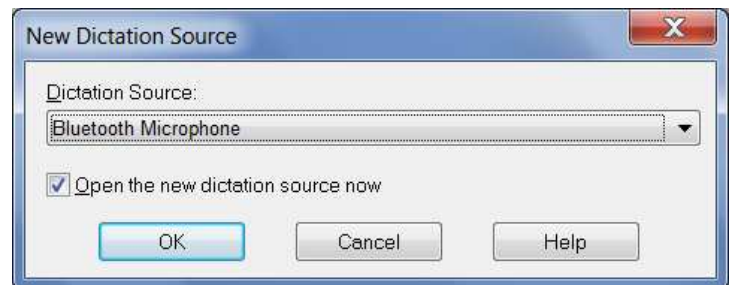
Step 6: Next, Dragon checks your audio system and calibrates the volume setting. Click "Start Volume Check" (at bottom left) and read aloud the text in the gray box in a clear but natural voice. Punctuation is not required here, but feel free to say it to get into the habit.

When Dragon lets you know it has heard enough, click Next. The next screen is

similar; click its start button and read aloud. Dragon then verifies that your sound system is acceptable for speech recognition. (For details, see Help and the technotes at support.nuance.com.)
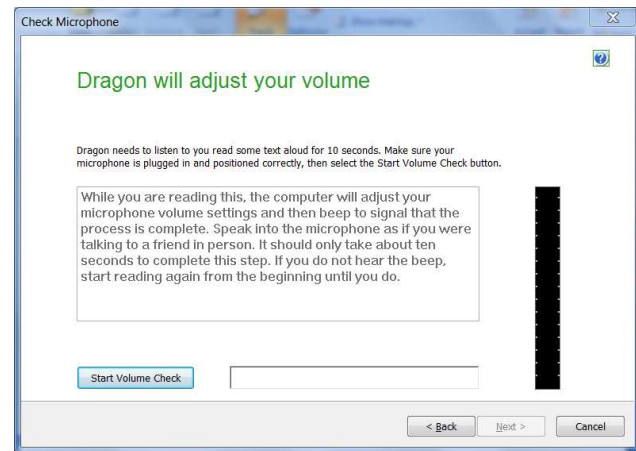
Step 7: If you did not choose to skip the initial training reading, Dragon then presents a prompt. Click <u>G</u>o, then say the short sentence displayed. When the "Select Text" box appears, choose one of the texts and click OK. (If you wish to read another text later, you can do so from the DragonBar's Audio menu, or from the Accuracy Center.)

The following describes the default process, which presents the text *one prompt at a time*. The Help contains details on the "**Without prompting**" alternative, which presents the text as one whole document for you to read at your own pace, from the screen or from a printed page.

Step 8: Click the Go button (bottom left) and proceed through the training text by reading it exactly as it is displayed. (Once you finish reading a prompt, Dragon will automatically present the next one.) The words will turn gray once Dragon has "heard" them, but there is no need to wait for this to happen: just speak at your normal pace, clearly and **naturally.**

TIP: During acoustic training, Dragon learns how you sound when you dictate, therefore using the **same tone, pace and volume** you are likely to use day-to-day will help Dragon recognize your future dictations most accurately.

Saying punctuation isn't necessary during this reading, but it's a good idea **to say at least the periods**, to get into the habit. (Later, you will learn to dictate all punctuation and symbols.)

Take your time. Try to read naturally but **precisely** what is on the screen.

If Dragon needs to hear you re-read something, a yellow arrow will show you where to resume.

The *Redo button* **lets you move the arrow back, which you may want to do** if you realize you just misread something**.**

If for any reason you have trouble with a particular word, use the Skip button.

If you need to take a break, cough or sneeze**,** click the **Pause button.** That button will then be labeled <u>G</u>o; click it when ready to resume.
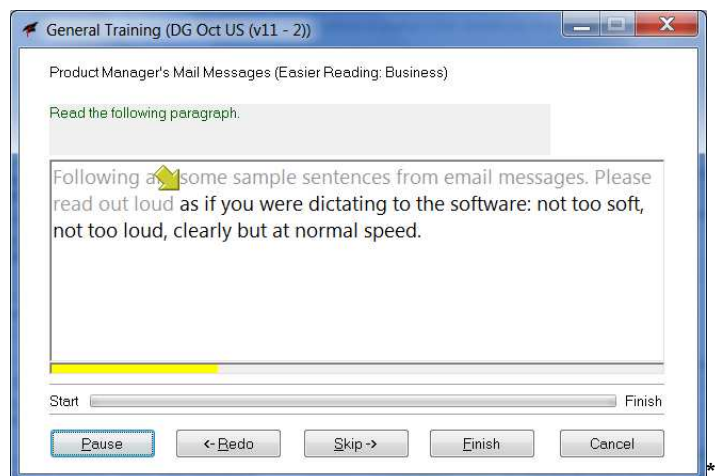
Once it has heard enough, Dragon takes a moment to process the acoustic information you just provided. Profile creation is now almost complete.

A first opportunity to adapt your profile's vocabulary

Dragon will then offer to start adapting its *Vocabulary*. This step is just a basic customization which analyzes the texts in your My Documents folder as well as your sent e-mails. Later, you will be able to designate specific documents for analysis; you do NOT need to copy documents into your My Documents folder in order to have Dragon analyze them!

Feel free to skip this basic step. We recommend that, as soon as possible after your profile is created, you take advantage of the **powerful customization tools described in the following lessons**. (For example, you can have Dragon analyze documents located in various folders, and you can import lists of custom words and phrases.)

IMPORTANT: If some of your documents and sent emails are in a different language or in a radically different style, skip this automatic step and have Dragon learn from specific documents.

Scheduling Dragon's periodic tasks

The Profile Creation Wizard will then give you the opportunity to schedule Dragon's periodic Accuracy Tuning, a process which, after you start using Dragon, can refine your profile automatically based on what you have already dictated.

IMPORTANT: Be sure to schedule Dragon's tasks for a time when your computer will be *on (not asleep, not hibernating)* but Dragon is not be active (this includes being open in its *QuickStart* mode—see the Help for more information).

For Accuracy Tuning, after you click the Change Schedule button, Dragon presents the dialog box Select Time and Frequency; be sure to also click this dialog's Language Model tab, so you can pick a suitable time for the Language Model Optimization. (Note: Language Model Optimization is typically much faster than Acoustic Optimization.)
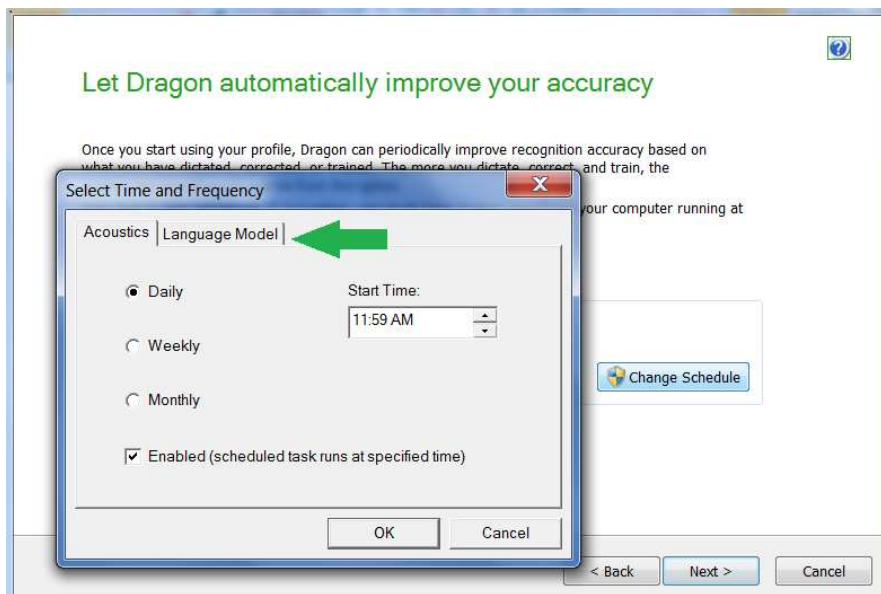
Before your profile opens — caution with desktop icons

The last screen of the Profile Creation Wizard gives you the opportunity to jump straight to Dragon's *Tutorial* (clicking the Tutorial button on that last screen will close that screen and open the Tutorial). It also contains a link to the Help article about changes between 11 and previous versions (condensed and updated in the What's New section of this workbook).

IMPORTANT: By default, the Dragon Sidebar (a thin window that presents commands and tips) is set to open automatically, docked to the right, when a user profile opens. If you typically keep desktop items on the right side of your screen, the Sidebar may move them, like other Windows sidebars would. For this reason, you may wish to rearrange your desktop items before the Sidebar opens, or set your desktop to Auto-arrange. (See the Sidebar's Help, including Floating and Auto-Hide.)

This last screen of the Profile Creation Wizard also mentions Dragon's *Options dialog*, which we encourage you to explore as soon as possible so you can choose the settings that suit your needs and preferences.

As you progress through this workbook's lessons, you will be introduced to the options that most users should consider, in order to use Dragon as conveniently and efficiently as possible. Below are two of them: the *Natural Language Commands* built in for specific applications, and the *Speed-versus-Accuracy slider*.

Important options: Natural Language Commands and Speed vs. Accuracy

After you create your profile, the program may present you with a special message if it determined that your computer's characteristics wouldn't allow optimal performance. This message informs you that Dragon has adjusted the *defaults* for two of its options:

- The *Speed versus Accuracy* **slider was moved toward speed.**

- The *Natural Language Commands* **for Microsoft Word, Excel, PowerPoint, and Corel WordPerfect were disabled**. (The lesson "Controlling your Desktop and Applications" addresses these large sets of flexible commands. Note: not all editions and languages of Dragon support these commands.)

Later, you can easily reverse these changes through Dragon's Options dialog, depending on your particular needs: you can enable or disable the Natural Language Commands for any of these four applications individually, and you can experiment with various settings of the Speed-versus-Accuracy slider (seen in the picture below). The Help provides more details, and its *Performance Assistant* offers many suggestions for optimizing Dragon's speed on your computer.

Options

Correction | Commands | View | Hot keys
Playback/Text-to-speech | Miscellaneous | Data

When the User Profile Opens
- ☑ Show the Dragon Sidebar
- ☑ Have the microphone on but asleep
- ☐ Launch DragonPad

When the User Profile Closes
- ☐ Automatically save the profile changes

Speed vs. Accuracy

Fastest Response ——————————— Most Accurate

☐ Use menus that are compatible with screen readers

☑ Voice enable menus and dialog controls

☐ Launch Dragon in QuickStart mode when Windows starts

Put the microphone to sleep after [5] minutes of silence

☑ Alert when audio quality is low   Restore defaults

OK | Cancel | Apply | Help

Dragon Performance Assistant Help

Contents | Index | Search

Type in the word(s) to search for:
speed

List Topics | Displa...

Select topic: Found: 14

Title	Lo
Welcome to the Dragon Perfor...	Dr
I want to adjust the Speed vs. A...	Dr
I don't use voice commands to ...	Dr
I don't move the mouse pointer ...	Dr
I don't control my word process...	Dr
I don't need to control older ver...	Dr
I don't need to automatically for...	Dr
I don't need to automatically ad	Dr

☐ Search previous results
☑ Match similar words
☐ Search titles only

(If you don't intend to use voice commands to format a document), or numbers only (if you are dictating in a spreadsheet). By restricting what it can expect to recognize, you can speed up Dragon. Use the following links to learn how to change the recognition mode.

I only want to dictate:
- Text (and not use voice commands)
- Numbers (for example a spreadsheet)
- Normal dictation (mixed text, numbers, and commands)

My Computer

The following links provide descriptions of the various things you can do to increase your computer's ability to run Dragon, as well as many other programs.

I want to:
- Shut down unnecessary applications
- Test the quality of my microphone and/or sound card
- See if my computer is powerful enough
- Optimize my hard drive
- Adjust the Speed vs. Accuracy slider

Now that your user profile is created, you could start dictating. Before you do, however, **we strongly recommend that you take a look at the Tutorial** and, if you have used a previous version, the What's New.

*It's also efficient to begin **personalizing the Vocabulary** as soon as possible, since this plays a crucial role in accuracy and efficiency—this workbook will cover its most important aspects.*

Key points about getting started with Dragon 11

- ✓ Each person who wants to dictate with Dragon first needs to have his or her own User profile. Creating one is a short process guided by a series of screens. Profiles from versions 10 and 9 can be upgraded to version 11 thanks to the Upgrade Wizard.

- ✓ Make sure your microphone is properly connected and positioned, and the appropriate **dictation source** is selected. The online Help contains details on special sources like recorders and wireless microphones.

- ✓ In the higher editions of Dragon, you can **add a dictation source to an existing profile** (for instance, if after using Dragon with your USB microphone you wish to also have Dragon transcribe what you dictate into a digital recorder). Whatever source is used, you will benefit from the same *vocabulary customization* (special words and phrases, pronunciations, etc.) Starting with a regular source is recommended before you use Dragon with a recorder.

- ✓ When reading the acoustic training text, speak clearly but **naturally**, using the same volume, pitch and pace you are likely to use day-to-day. Try to read what is prompted as if you were dictating it. Use the Pause button if you need to clear your throat or speak to someone… (When its microphone is on, Dragon listens to every sound coming from the microphone's listening side!)

- ✓ During profile creation, Dragon can perform a basic adaptation of your profile's vocabulary based on text it finds in your My Documents folder as well as on sent e-mails. Feel free to skip that step but be sure to **use Dragon's more targeted and powerful tools** as soon as possible after profile creation finishes.

- ✓ Dragon's **scheduled tasks** are designed to help improve accuracy over time. Be sure to schedule them for a time when your computer will be on (not asleep or hibernating) but Dragon will not be running (this includes running in QuickStart mode). Please see the Help for more information.

Learning More and Getting Help

Dragon NaturallySpeaking offers so many tools, commands, and features that it would be impossible to cover them all in detail in this workbook. This lesson presents several ways to find more information as you start using the software—be sure to take advantage of the available resources!

Note that we welcome comments about this user workbook and all aspects of Dragon's documentation and user interface (User Guide, Tutorial, Tip of the Day, Help menu, Performance Assistant, Sidebar...). Please use the **Feedback**/Feature Request form at www.nuance.com/dragon/feature-request.

IMPORTANT: By default, the Dragon Sidebar is set to open automatically when your user profile opens. If you typically keep many desktop items on the right side of your screen, know that the Sidebar may move them, like other Windows sidebars. Before the Sidebar opens, you may wish to rearrange your desktop items, or set your desktop to Auto-arrange.

The Dragon User's Guide

The latest *User's Guide* is available as a PDF on the Nuance website along with other resources. (When viewing the PDF file, you can click chapter headings to jump to specific topics, and you can print out sections as well as the entire file.)

The Accuracy Center and Accuracy Assistant

The most important features and tools of Dragon are accessible directly from the DragonBar's menus. The Accuracy Center offers a central location to access many of them and get guidance on which one to use when.

Step 1: Say **Open Accuracy Center.** You can also click the DragonBar's Help menu (or say **Switch to DragonBar** then **Help** or **Click Help)** then **Improve my Accuracy.**

Step 2: Click the link that interests you. You can also say its name immediately preceded by the word "click". ("Require 'click' for HTML" is an option enabled by default in new Dragon 11 profiles. Enabling it helps prevent unintended recognitions. See the Commands tab of the Options dialog.)

TIP You can activate links without saying their whole name: for instance, instead of **add a list of words to your vocabulary**, you could say just **add a list.**

The link **"Which tool to use first?"** opens the *Accuracy Assistant*, which presents a set of questions to help determine what you can do to increase accuracy in a given situation.

The Help and Performance Assistant

The DragonBar's Help menu gives you access to the on-screen Help topics and the Performance Assistant (as well as the Accuracy Center, the Dragon Sidebar, the Tutorial, and the Nuance website.) You can also open the Help at any time by saying commands such as **give me help.**

You can browse the Help topics, or search for specific keywords—for instance, entering the word "punctuation" brings up topics including "Dictating punctuation and symbols" and "Selecting characters and words." You can also print topics of your choice.

Dragon also provides contextual help: from its dialog boxes, the Help button or links take you directly to the relevant topic in the Help.

The Dragon Sidebar: "What Can I Say"

At any time, you can ask Dragon to display its Sidebar, a thin vertical window meant to help users discover and remember important tips and commands. When a major application such as Microsoft Word or Excel is active, this window will show in its Home tab commands for that application. Otherwise, it will show a list of commands that are not specific to one application. In addition, the Sidebar contains a hideable tab for mouse commands, as well as a tab for custom commands (a feature of the higher editions).

CAUTION: By default, the Dragon Sidebar is set to open automatically when your user profile opens. *If you typically keep many desktop items on the right side of your screen*, the Sidebar may move them, like other Windows sidebars; you may wish to rearrange your desktop items before the Sidebar opens, or set your desktop to Auto-arrange.

Step 1: Open the Dragon Sidebar. Voice commands for this include **open Dragon Sidebar, show Dragon Sidebar,** and **what can I say.** You can also use the DragonBar's H̲elp menu.

Step 2: The Sidebar opens, displaying some of the commands available in the current *context*, as well as tips. You can make it wider or thinner as well as access its links and tabs by hand or by voice. One way to access details about the Sidebar and its usage is to use the question mark icon on the top right of the Sidebar. (You can also say a search-keyword command such as "search Dragon Help for Sidebar commands.")

To access the tabs by voice, you can say "Dragon Sidebar Home," "Dragon Sidebar Global," "Dragon Sidebar MyCommands."
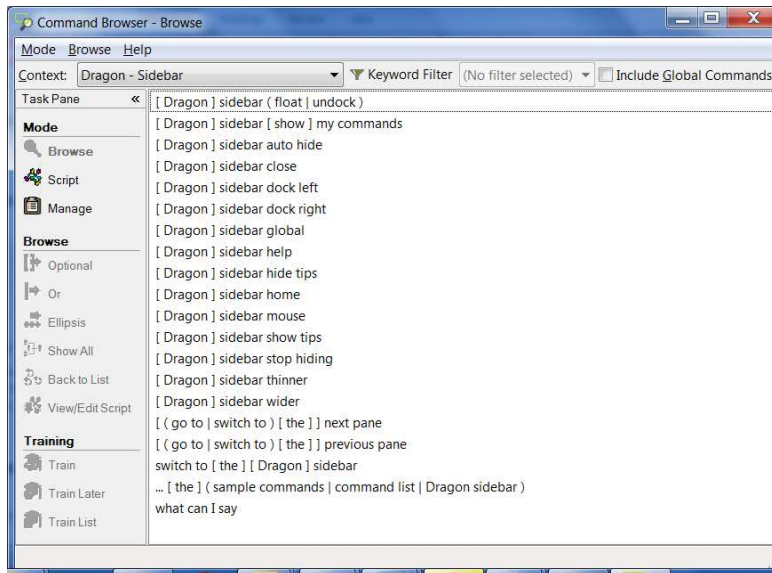
Step 3: Right-click the Dragon Sidebar. This opens its menu. Note what is available there, including hiding the Mouse tab, hiding the Tips pane, activating Auto-Hide, and printing the content.

TIP   When a Sidebar pane has the focus, a thin blue line surrounds it.

The following illustrations show the Sidebar's right-click menu, including the monitor switch, and its Mouse tab alongside a Help topic reached from the Sidebar link "Dragging the mouse."
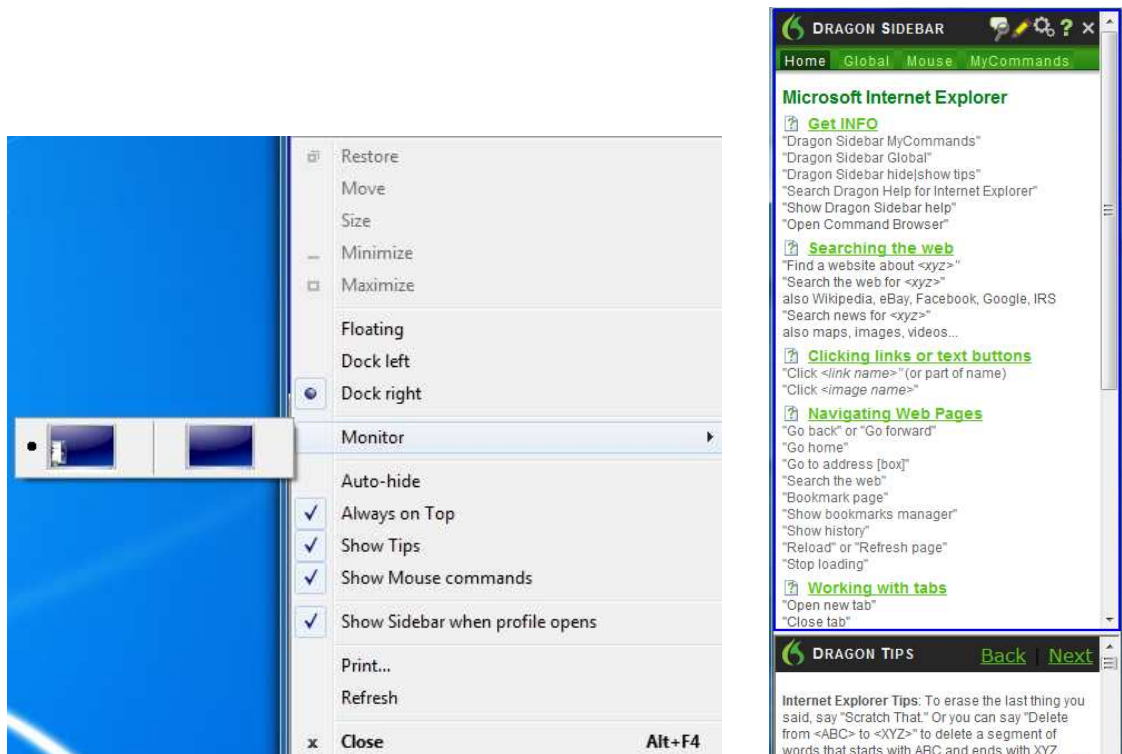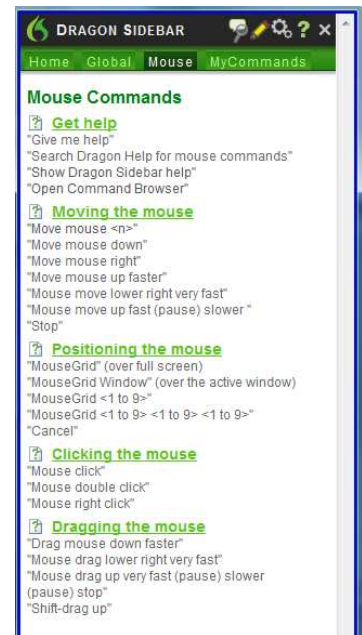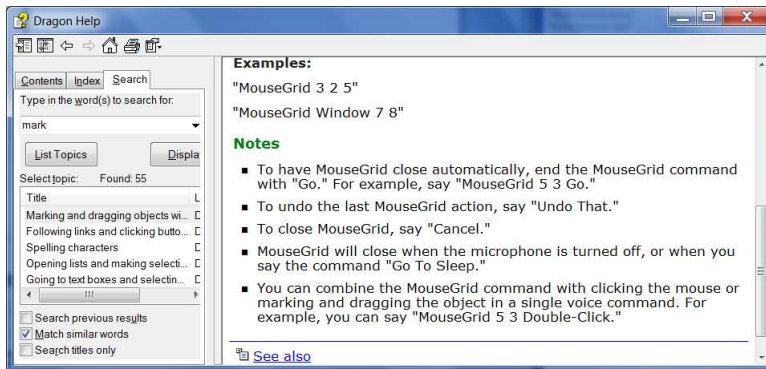
Key points about learning more and getting help

- ✓ This workbook is meant to get you started efficiently. Other resources include the Help, the Sidebar, the Accuracy Center and its Accuracy Assistant, the Performance Assistant, as well as the Nuance website which includes tips, FAQs, and the Knowledge Base of "Tech Notes".

- ✓ You can open the Help at any time with generic commands (**give me help…**) or "shortcut" commands that include the word(s) to search for, such as "**search Dragon Help for Roman numerals…**"

- ✓ The Sidebar, which you can bring up through the Help menu or by direct voice commands, displays many commands and tips. You may use mouse or voice to access its panes, tabs, and links. Its right-click menu gives access to options to change the display (including hiding the tips, hiding the Mouse tab, and auto-hide) as well as print its content. To see all its commands, use the Command Browser.

Beyond these resources, consulting an experienced Dragon trainer for specific guidance and customizations can be particularly efficient for users who have special environments, workflows, equipment, or challenges (related, for instance, to motion, vision, or speech fluency.)

Now that you know how to access many resources, let's learn Dragon's most important aspects, starting with with an often-overlooked but crucial one: **personalizing the Vocabulary**.

Why Personalizing the Vocabulary is Important

Transcribing a person's speech presents acoustic challenges, such as accent and ambient noise. There is also a *lexical* challenge: for the transcription to be precisely accurate, **familiarity with the terms used** is necessary. For instance, even an experienced medical secretary would have trouble transcribing for an attorney's office! And a newly-hired transcriptionist would have to not only get used to the voices of the various dictators, but also to learn what spellings and formatting they want, including acronyms, abbreviations, special phrases, names of people, places, products, etc.

An unusual name may seem commonplace to you because you use it frequently, but a person who hears it for the first time may not be able to spell it: that name is not yet a part of this person's *vocabulary*. Similarly, if a word or phrase is not in Dragon's active *vocabulary*, the software cannot transcribe it correctly without a little instruction.

When you created your User profile, you provided information which Dragon incorporated into its *acoustic model*. To get optimal accuracy, you should also help the software adapt its *language model* and *Vocabulary*. Lexical customization ensures that what you dictate is transcribed with the desired spelling, spacing, and even capitalization; Dragon provides many powerful tools for it, so this important investment need not take much time. The Help contains much information about personalizing the Vocabulary—including how you can even benefit from the customizations done by others.
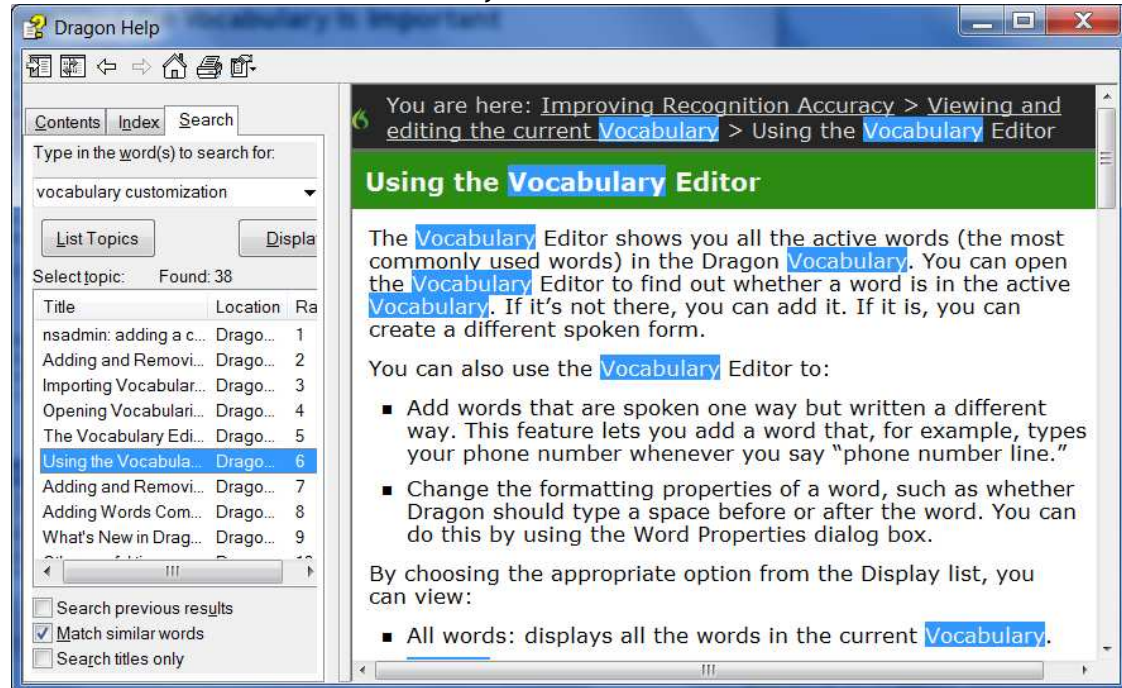
Key points about Vocabulary customization

✓ As soon as you have created a User profile, you can start dictating, but note that taking a moment to start customizing the Vocabulary for you is a good investment to make right away, since it helps Dragon "get it right the first time" (including spelling, capitalization, and spacing) and it needn't take much of your time. **Personalizing the Vocabulary** early and often **is strongly recommended**. The following pages will show you how.

✓ Dragon offers many simple and powerful Vocabulary tools to allow you to make your dictations faster and more convenient.

Customizing the Vocabulary—Using the Vocabulary Editor

Dragon's *Vocabulary Editor* lets you view what can be transcribed from the computer's active memory; it also allows you to add new entries, as well as edit existing entries—including their *Spoken Forms* and *Properties*.

Let's take a look inside the Vocabulary and discover the Vocabulary Editor's interface:

Step 1: Say **Edit Vocabulary** (you can also use the DragonBar's Vocabulary menu or the Accuracy C̲enter). The Vocabulary Editor opens; its scrollable window lists the entries currently in Dragon's active Vocabulary.

Take a moment to scroll through the list. You will see names of people, places, institutions and products, as well as common words, phrases, and abbreviations. Most entries only have a *Written Form* (left column), but some also have at least one *Spoken form* — an important feature, as you will see.
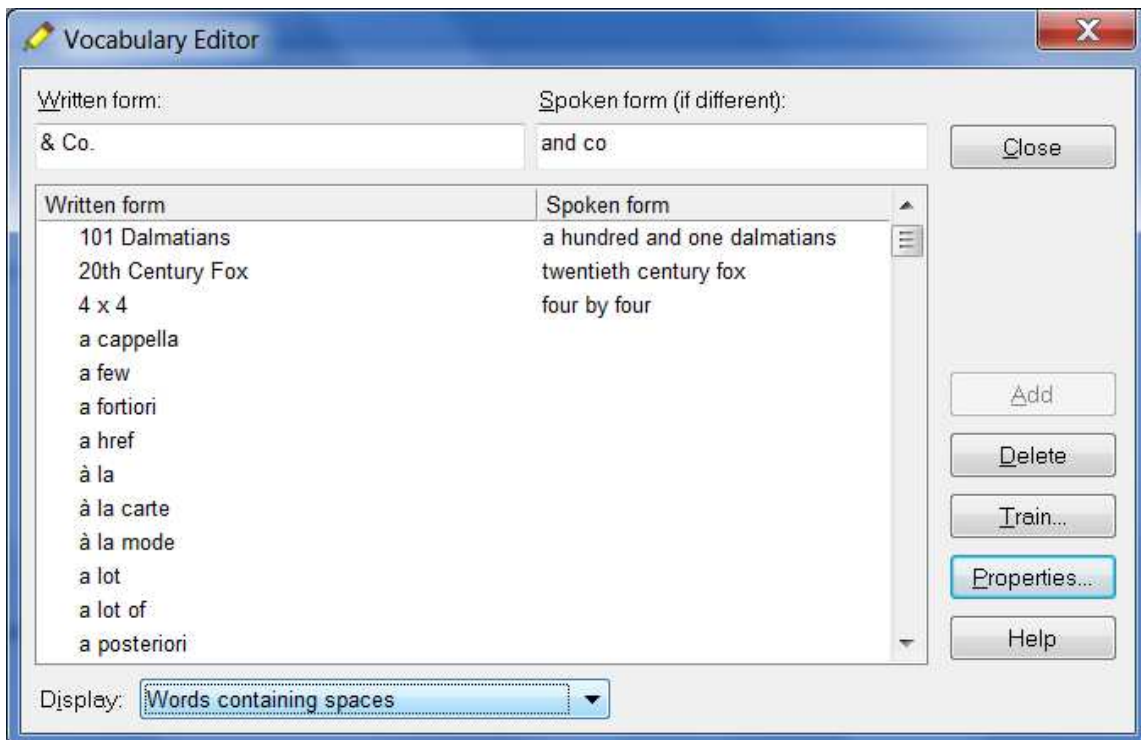
Step 2: Open the **Display** drop-down list (located at the bottom) and choose *Words Containing Spaces*. Other Vocabulary displays include *Words Containing Digits*, *Words Containing Capitalization*, and *Words with Special Properties*. By browsing these, you can learn more about what the software uses to transcribe your dictation. You also get ideas about what entries you might add or edit.

Adding Vocabulary Entries: Words, Phrases, Acronyms…

You can quickly search for a particular Vocabulary entry by entering it in the *Written Form* field. If it appears in the scrollable list, it is already in the active layer of the Vocabulary. If not, say or click A̲dd to bring it in.

> **CAUTION** When adding an entry to the Vocabulary, be sure to spell and capitalize it correctly! Otherwise, it will appear misspelled in your documents every time you dictate it.

Some of the "words" in the Vocabulary Editor aren't single words. *Of course* is listed. So is *as well as*. There are also names of people, places, products, and institutions: *Mother Teresa, Madison Square Garden, KitchenAid, Brigham and Women's Hospital, Marine Corps, Library of Congress, Babe Ruth, Accounts Payable, George Washington, Johnson & Johnson, Division I, LAN Server…*

These help the software resolve spelling and capitalization ambiguities: if the Vocabulary didn't contain the phrase *Mother Teresa,* dictating it would probably produce the transcription "mother Theresa"—because the word *mother* is usually not capitalized, and because *Theresa* is the more common spelling of the name. Having the phrase in its Vocabulary helps Dragon know that the words "Mother" and "Teresa" are likely to occur together, and hence helps Dragon choose the desired capitalization and spelling.

Also, recognizing long sounds is easier than very short sounds. *A* and *the* are acoustically very similar, as are *in* and *an*. Longer words, like "chrysanthemum", contain more acoustic information.

We strongly recommend adding personal "multi-words"; this will later save you time since you will not have to adjust their spelling and capitalization after transcription.

Exercise 1: In the Vocabulary Editor, search for a few familiar names such as your own first and last names, your town, company, colleagues or relatives; if necessary, add them using the Add button.

TIP When adding names of people, consider nicknames and diminutives as well as *formal names*, particularly for names that are very short or that can be spelled different ways: for instance, one might add Liz Hansen, Elizabeth McGee Hansen, Jennifer B. Addams, Jennifer Addams, Jenny Addams, Jenn Addams, Judge Addams, Scooter Addams…

This idea applies to more than just names. Whenever you add an item to the Vocabulary, think of its possible **variations**: singular/plural for **nouns**, present/past/gerund for **verbs**… Remember, if something is not in the Vocabulary, the software cannot recognize it, so don't hesitate to add items even if you think you will not dictate them very often!

Exercise 2: Open a word processor (such as DragonPad, available from the DragonBar's Tools menu or from the command "open DragonPad") and start a list of Vocabulary entries relevant to you; some suggestions are below. (Soon you will learn how to import these entries all at once.)

- jargon and phrases specific to your **profession** (such as *distro, site visit* and *non-State*)

- names of **places**, **facilities or organizations** (such as *Building 52*, or *County Adoption Center*)

- names of **products** (such as *MicroPore tape* or *Latex Exterior Semi-Gloss*)

- **acronyms**, part numbers, **codes** (such as FICA, *501c(3)* or *RX-70y*)

- names of **people** (**coworkers, clients, friends, relatives**…) including full combinations for names that could be spelled differently (Kristin, Gene, Steven, McGregor, Wolfe…) or are very short (Kip, Kit, Dee…) since this helps Dragon resolve acoustic ambiguities.

TIP If you are using Dragon for work, your employer may be able to give you some lists that could save you time, particularly if they are already in electronic form: lists of staff or clients, departments, units or divisions, products, trademarks, building names, as well as glossaries of terms and acronyms. Starting from such lists doesn't just save time; it may also help add these items with their official, correct spelling!

The importance of Spoken Forms

Radio programs often tell their listeners "let us know how to pronounce your name" because some names could be pronounced in several ways and some are not pronounced "the way they are written" (due to silent letters, for instance). This is true for more than just names. Acronyms are often pronounced letter by letter, but not always: ASAP is pronounced "ay sap" by many people. These facts are addressed by an important Dragon feature: the Spoken Form.

From the Display drop-down list of the Vocabulary Editor, choose "Words with spoken forms only." Take a moment to scroll through and look at existing spoken forms; you will get ideas for what kinds of entries warrant them and how they can be written.

TIP Vocabulary entries may have more than one spoken form. You may add spoken forms to custom entries as well as to existing entries, in order to be able to dictate them as comes naturally to you: for example, to enter the symbol ©, you might like to say "circle see" instead of the existing spoken form "copyright sign."
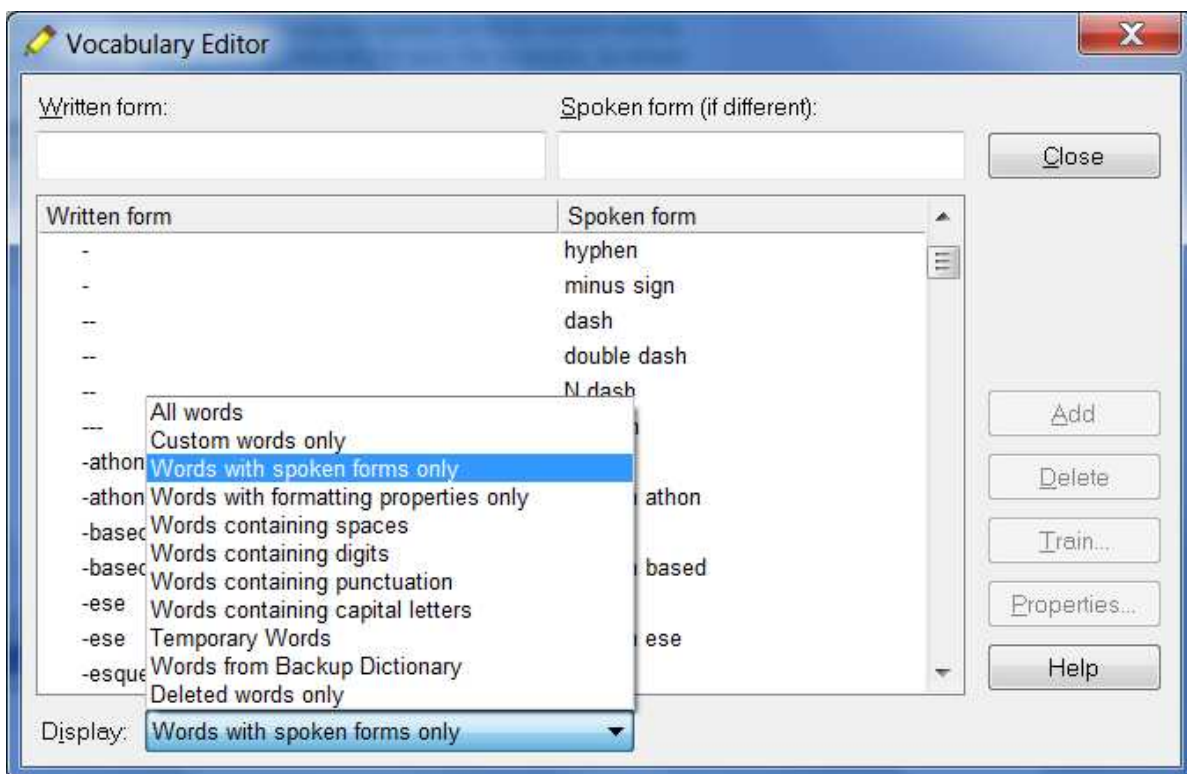
Spoken forms must not include punctuation, abbreviations, or symbols. Here are a few examples:

    Written Form: The Man from U.N.C.L.E
    Spoken Form: the man from uncle

    Written Form: St. Clement's Hospital
    Spoken Form: Saint Clements Hospital

    Written Form: Soddy-Daisy, TN.
    Spoken Form: Soddy Daisy Tennessee

Written Form: Trenton-Mercer Airport
Spoken Form: Trenton Mercer Airport
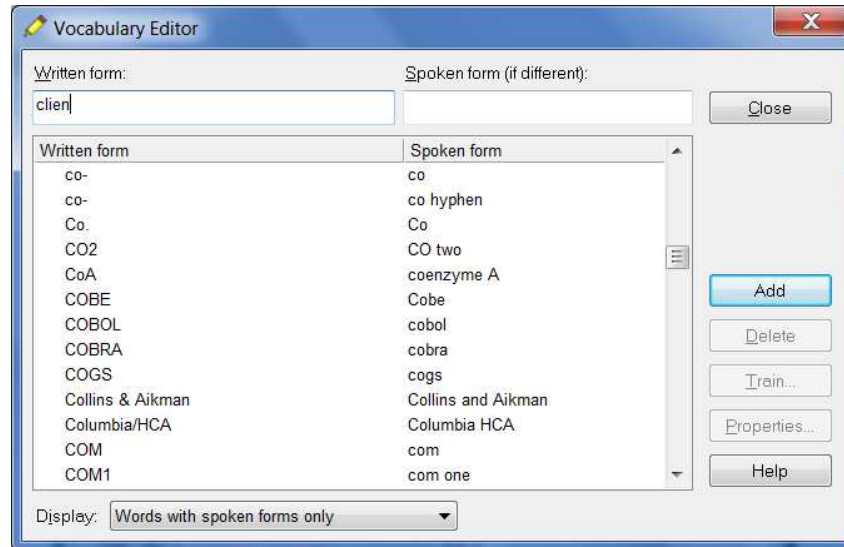
Adding Spoken Forms allows you to dictate in the way that is **most natural**, but also **quickest** for you. In addition to indicating pronunciation, Spoken Forms can be used for "vocal shorthand" and automatic substitution: you say something short and easy, and Dragon types something longer or "trickier" to say (or to remember). You will many examples in this workbook. This capability can be used to give consistency and clarity to your writings; groups can take advantage of it to help everyone easily comply with recommendations like avoiding abbreviations and potentially confusable items.

To add a Spoken Form in the Vocabulary Editor:

Step 1: First, decide what you want to say, and what Dragon should transcribe when you say it. For example, suppose Central Lexington United High School is often called CLUHS or "cluss". Do you want Dragon to type *CLUHS* or *Central Lexington United High School*?

Step 2: In the Written Form field, type what you want Dragon to write. Be careful with its capitalization, spacing, and spelling — including symbols or punctuation marks if needed, as in E*TRADE.

Step 3: In the Spoken Form field, type what you will actually say. In some cases (as in our "cluss" example), you will enter one or more "made-up words" to represent the desired sound.

Step 4: Say Add or press Enter. (If you entered a "made-up word" in the Spoken Form field, Dragon brings up a dialog box to tell you that it doesn't know that word and will therefore guess its pronunciation — this gives you a chance to catch any typo you may have made in the Spoken Form.)

TIP Entries containing **symbols**, **digits**, or **unusual spacing** are particularly likely to warrant a Spoken Form. If the written form of a word contains any punctuation, consider providing a spoken form so that there is no doubt as to how the item will be pronounced.

If you add e-mail addresses to the Vocabulary, giving them a Spoken Form can make them quicker to dictate: for instance, **"Amy and John at yahoo dot com"** or even just **"Amy and John at yahoo"** for AmyT&JohnB@yahoo.com.

Deleting "Words" and Modifying Word Properties

If you find that an item is not transcribed as you would like, remember that **it might need a spoken form, or a longer entry in the Vocabulary, and that Dragon may need to learn information about how frequently you use it and next to what words, so it's useful to let Dragon analyze relevant documents and sent emails, as well as to run the Accuracy Tuning process (see the Accuracy Center).** Also, particularly if the pronunciation contains non-English sounds, you may want to help the software with some acoustic "training"—see ["Training Words"](#).

You may also run into cases where a word you need is consistently transcribed as another word; if that other word is not important to you, deleting it from your profile's active Vocabulary will solve the conflict by removing your desired word's "competition." For instance: the names Schaeffer, Shaffer, Schaefer and Shafer all sound alike, so if you want Dragon to write "Schaefer" but it typically writes "Shafer" even though you have already corrected the recognition error, you may want to delete "Shafer" from the Vocabulary.

You can do this by finding and deleting the word in the Vocabulary Editor, or you can do it by bringing up the Correction menu over the undesired word after Dragon transcribed it.
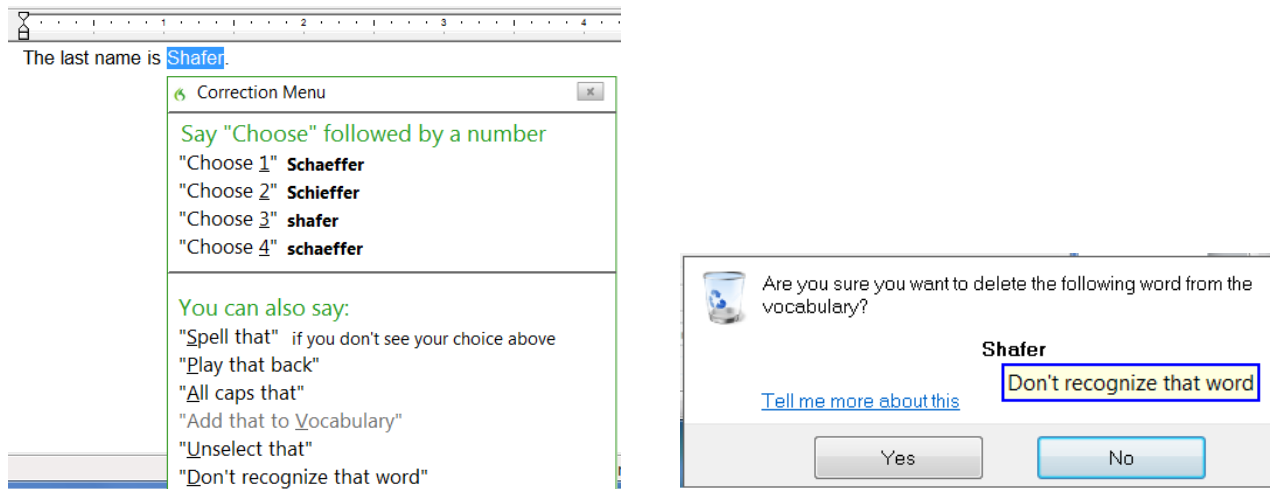
Note: Dragon's active Vocabulary comes with literally thousands of entries; as you browse the Vocabulary Editor, you will see many you are very unlikely to ever dictate, but don't spend time deleting them unless they actually cause a conflict!

TIP There's more you can do in the Vocabulary Editor! For instance, by clicking the **Properties** button, you can view or change the *capitalization, spacing and numeral properties* of an entry.

In the *Word Properties* dialog box, you can also choose one or even two **alternate written forms.** For example, you may prefer:

the spelling **"email"** over the hyphenated **"e-mail",**

the **ellipsis** (…) to NOT trigger capitalization of the next word,

the word "figure" to be written as "fig." when before numbers as in "fig. 3" for instance…
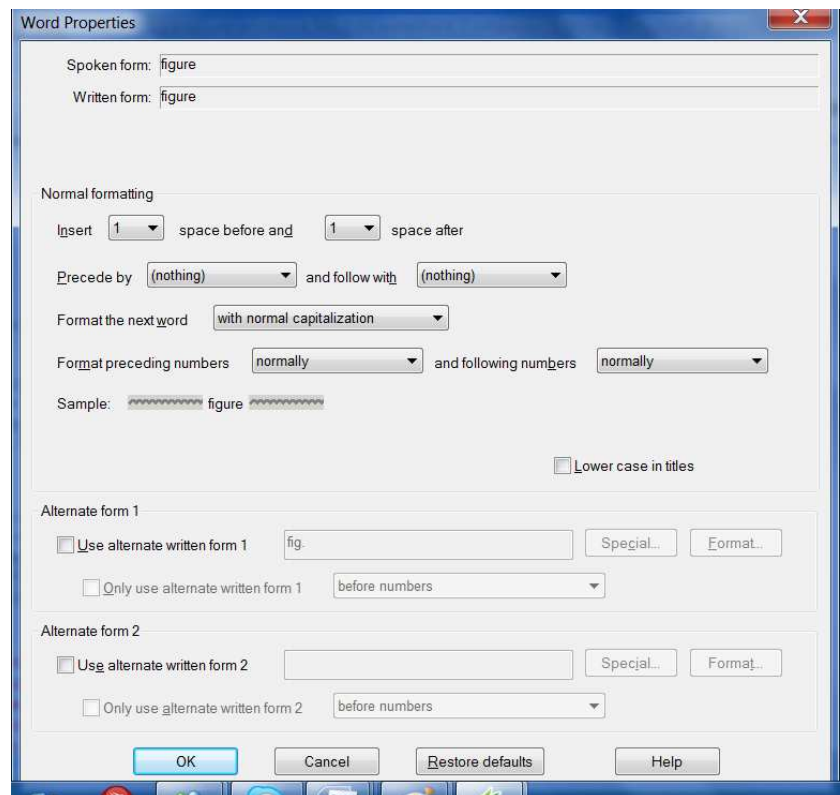
IMPORTANT You would also use the Word Properties dialog for the *dictation command* "**new line**" if you want it to trigger capitalization of the following word. (See Starting to Dictate.)

Your documentation provides more details; in particular, take a look at the Help topics "The Vocabulary Editor Dialog Box," "Deleting words," and "The Word Properties dialog box."

Key points about the Vocabulary Editor

✓ You can access the Vocabulary Editor with a command like **edit vocabulary**, through the Accuracy Center, or through the Vocabulary menu of the DragonBar.

✓ In the Vocabulary Editor, custom-added entries are marked with a red plus sign; choosing **Custom Words Only** from the **Display** drop-down list allows you to see just the custom entries.

✓ You can locate an item by entering it in the Written Form field. By using the **Display** drop-down list, you can also browse subsets like "Custom words only" and "Words containing punctuation."

✓ *Spoken Forms* are an efficient way to help Dragon transcribe "special words." You can view many examples of Spoken Forms in the Vocabulary Editor. In addition to clarifying pronunciation (particularly useful for items that contain digits, symbols, or silent letters), Spoken Forms can be used to allow the speaker to say something quite different, and much shorter and easier, than their associated written form: you say just "E O B stat", for instance, and Dragon types "Explanation of Benefit (EOB) statement."

✓ A Vocabulary entry can have several **spoken forms**, and can have one or two **alternate written forms**.

✓ If a Vocabulary entry you don't need "competes" for recognition with something you do need to dictate, you can **delete** that entry from the Vocabulary Editor (for instance, Cassidy and Cassity). To see the words that have been deleted from the vocabulary, you can choose "Deleted words only" from the Display drop-down list.

✓ You can view or change the special **Properties** of Vocabulary entries, including spacing and capitalization; for instance, you may wish to change whether Dragon uses the spelling "email" or "e-mail", whether the ellipsis (…) and the "new line" dictation command trigger capitalization of the next word…

✓ In the Vocabulary Editor, entries whose properties were modified are marked with the letter P in a blue square.

Importing Lists of Vocabulary Entries

You now know how to add words and phrases one by one in the Vocabulary Editor. If you have many entries to add, this is not the most efficient method, particularly if you already have some relevant lists in electronic form. Dragon's Word Import feature allows adding many Vocabulary entries at once, even if they have Spoken Forms.

Observe the sample import list in the illustration below, and identify the motivation behind each entry. You can then make and import one or more lists of your own, as described below.

To create and import lists of "words":

Step 1: Create a document (or edit an existing document) listing entries you want to add to the Vocabulary. You can do it in any word processor as long as you can *save this document as plain text*.

- Have each entry on a *separate line*.
- Make sure everything is *spelled, capitalized and spaced* correctly.
- To include a Spoken Form, follow the Written Form with two **backslash** characters then the Spoken Form: for example, Grb II\\grab two.
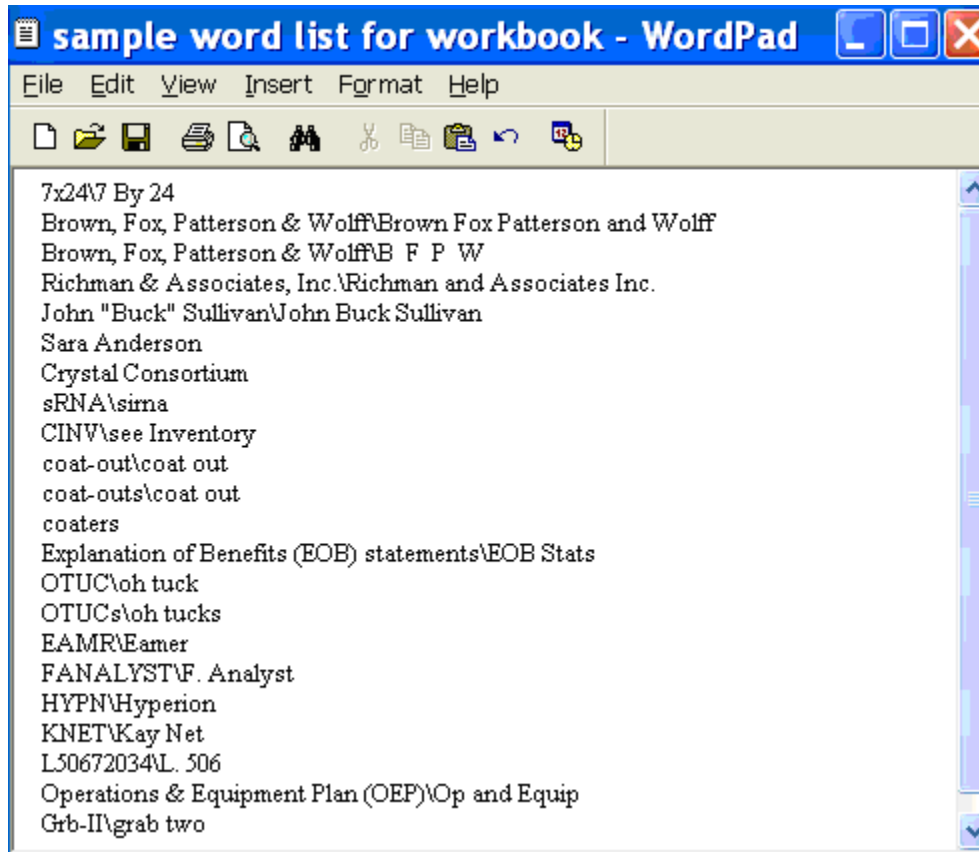
Step 2: Save this document as a **.txt** file (from the <u>F</u>ile menu, choose Save <u>A</u>s and, depending on the word processor, choose Text Document, Text Only, or Plain Text), then close the file.

Repeat as necessary with other lists. (You may find it convenient to make several lists, such as a list of friends and relatives, a list of professional contacts, a list of product names, a list of local landmarks, etc.)

Step 3: Say **import custom words,** or use the DragonBar's Vocabulary menu to pick "**Import list of words or phrases**."

Step 4: On the *Add Words from Word Lists* dialog, click the **Add File** button.

The Add File window appears. Locate the file containing your list and click Open; the name of the file you designated is now displayed in the File List.

If you have other lists to import, add their files in the same way.

Step 5: Click Next. The software will import the listed items into the Vocabulary.
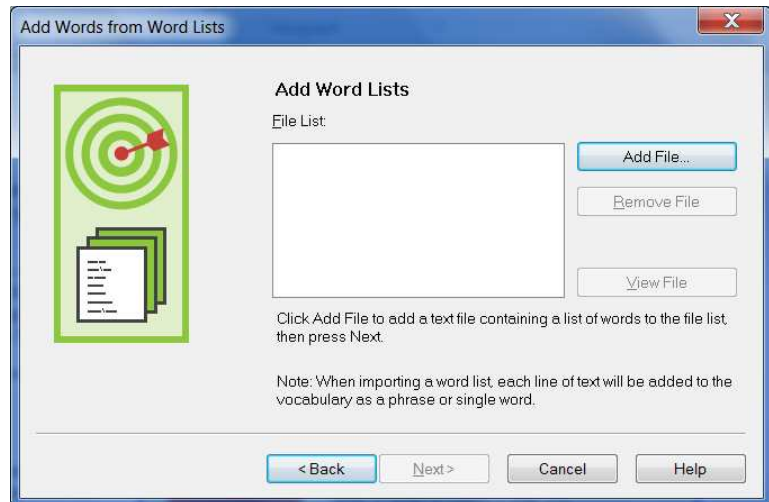
The imported entries will be viewable in the Vocabulary Editor, where a **red plus-sign** appears next to them (like for entries that were added by means other than an import list).

Key points about importing Vocabulary lists:

- ✓ You can add whole lists of Vocabulary entries at once. Prepare the list(s), then open Dragon's list import dialog (you can say **import words,** or choose from the Accuracy Center or the DragonBar's **Vocabulary menu**).

- ✓ Word lists must be saved as **plain text**, and closed, before they can be imported.

- ✓ Each word list entry must be on its own line.

- ✓ To specify a spoken form in a word list, use two **backslashes** to separate it from the written form.

Customizing the Vocabulary from Existing Documents

You now know about importing lists of entries into the Vocabulary. Another efficient way to boost your accuracy is to let Dragon analyze text that is similar to what you are likely to dictate: the *Add Words From Documents* tool use many documents at once to "harvest" potential words to add to the Vocabulary, as well as to "adapt to the writing style" (i.e., learn frequency information). The greater the amount of relevant text Dragon gets to analyze, the better it can adapt its Vocabulary to what *you* usually need to dictate. (This is similar to giving a just-hired transcriptionist many documents in which to observe the terms used, their spellings, the words that often appear before or after, etc.; doing so would help the transcriptionist get ready to transcribe *your* dictations most accurately, right from the start.)

Dragon can perform its text analysis on files of the following types: **.txt** (plain text), **.rtf** (Rich Text), **.doc(x)** (Microsoft Word), **.wpd** (Corel WordPerfect), and **HTML** formats**.**

TIP If significant text exists only in an application that doesn't normally produce files of these types (PowerPoint is an example), see whether this application lets you copy text so you can paste it in the DragonPad and save it from there, or whether it offers a way to extract plain text (it could be called "export" or "save as outline" for instance.) Also, if essential text only exists as PDF or in paper form, consider using Optical Character Recognition software such as OmniPage to convert into one of the accepted formats.

Step 1: Locate some electronic documents you have written—think of reports, letters, memos, proposals... (As long as they are similar to what you intend to dictate, you can also use documents written by someone else.) The more closely these documents match the dictation you will usually be doing, the better.

Step 2: Spell-check the documents if necessary (since Dragon would detect misspellings as unknown words.) In addition, remove any foreign-language sections that might be present. Then, **make sure the documents are closed.** The Help contains more details on this tool, including how to best prepare documents for analysis.

Now that you have a sample of text similar to your intended dictations, let's designate this sample for analysis. (If you obtain more documents later, you can designate them to Dragon later.)

Step 3: Say "switch to DragonBar", then "vocabulary" to open the menu, then "learn from specific documents."(There are other ways to do, by voice or by hand.)

Make sure that the box "**Preview the list of unknown words**" is checked, and click <u>N</u>ext.

Checking the box "**Adapt to writing style**" will make Dragon learn frequency information, which increases accuracy since it helps differentiate between homophones like "world" and "whirled". Leave this box checked unless you only want to "harvest" potential custom words— for instance, if the text is very different from your normal style, or contains a foreign language.

Add Words from Documents

This wizard will improve your accuracy by adapting to your documents writing style and adding new words to your vocabulary.

☑ <u>F</u>ind unknown words
☐ Find known words with unknown <u>c</u>apitalization
☑ <u>P</u>review the list of unknown words

☑ <u>A</u>dapt to writing style

When you are ready, click Next.

< <u>B</u>ack   <u>N</u>ext >   Cancel   Help

Step 4: On the Add Documents box, click Add <u>D</u>ocument. On the resulting window, locate and select the relevant document(s), then click <u>O</u>pen.

> **TIP** You can select multiple files at once by holding down the Ctrl key or by pressing Ctrl A (the Windows keyboard shortcut to "select all").
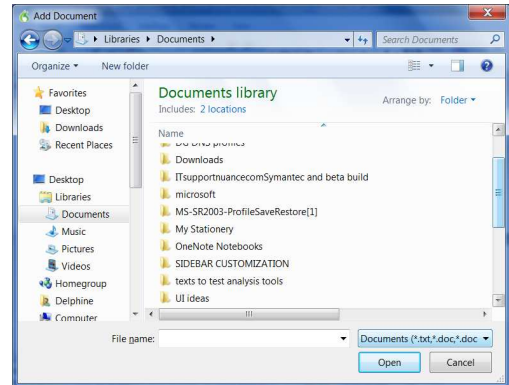
Dragon will now analyze the text contained in the designated documents. This may take a moment—if there is a lot of text to analyze, you should run this tool when you do NOT need to use Dragon for something else. Once Dragon indicates that the analysis is complete, click Next.

Dragon will then present you with a list of the "unknown" words it found, with a checkbox next to each one, and the number of times each word was encountered (the words found most frequently are presented at the top since they are most likely to be relevant, unlike those that only occurred a few times.)

Step 5: Uncheck items you do NOT wish to add (using the **<u>Uncheck All</u>** button typically saves time).

> **TIP** This list may include capitalized forms of common words; these are usually better left out of the Vocabulary since you can always say "cap" before a word, but you may want to include them in a phrase entry, such as 'Senior Technical Trainer' (remember, it's a good idea to add to the Vocabulary the phrases you like to see capitalized).
>
> If you wish to modify an item (to **make it lowercase**, or expand on it, for instance) or you wish to give a **spoken form** to an item, highlight it then click or say **<u>Edit</u>**. This button opens the **Edit Word** window, which also presents a little context for the item.
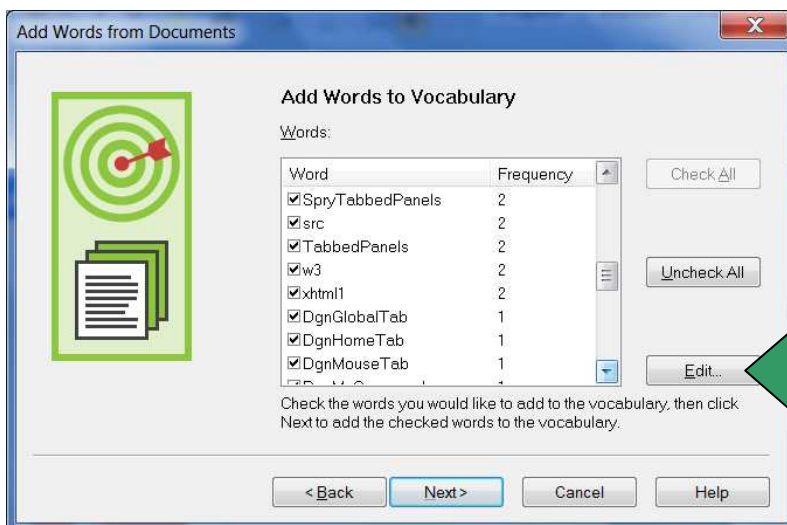
Before the words are added, you are given the option to provide acoustic training for them. Feel free to take this opportunity to pronounce them, but know that you can skip this step and provide training later just for those words that seem to need it, as explained in this workbook and in the Help.

Finally, Dragon will adapt its word-frequency and context information based on the text analyzed (unless you unchecked the box "Adapt to writing style" on the first screen of this tool); this will allow it to better choose between words that sound alike.

Key points about customizing the Vocabulary from documents:

- ✓ **Add Words From Documents** is accessible from the DragonBar and Accuracy Center.

- ✓ This tool can analyze existing documents to learn about the "writing style" you plan to use—meaning, which words are used with what frequency, and what words appear near each other. You can also use as input *documents written by someone else*, as long as they are similar to what you will dictate.

- ✓ To be used in this tool, files must be text files (see the type list in the Add Document window).

- ✓ The tool can process many files at a time. You may wish to re-run it whenever you create or find suitable text. **The more (relevant) text is processed, the more refined your profile can become**.

- ✓ When presented with the unknown words the tool found in the texts, you can choose which ones to add, and, thanks to the **Edit** button, modify their spelling and capitalization as well as give them a **Spoken Form** if warranted.

- ✓ After adding to the Vocabulary items you are likely to dictate, letting Dragon see how often and next to what you are likely to dictate them helps pre-empt recognition errors.

- ✓ Analyzing specific documents is only one of the ways Dragon can *adapt*; you can learn others in this workbook as well as in Dragon's Help.

Customizing the Vocabulary from Your E-Mail

As you learned, Dragon can adapt its Vocabulary based on designated documents. It also has the ability to quickly learn from your usage of several e-mail programs: Lotus Notes, Microsoft Outlook, Outlook Express, and Windows Mail. By "studying" the e-mails you sent as well as the recipient names, Dragon can identify potentially useful contact names to add to the Vocabulary, as well as adapt its statistical information on word usage (frequency and context).

You should take advantage of this tool as soon as possible after creating your User profile.

Step 1: Say **open Accuracy Center**, then say or click the link **Increase accuracy from e-mail**.

Step 2: The tool will detect supported e-mail programs installed on your computer and display their names (this may take a moment). Check the box of the e-mail program(s) you want Dragon to analyze here.

Step 3: Use the checkboxes to indicate whether you want Dragon to only look for *contact names* to potentially add to the Vocabulary, or whether you also want Dragon to *adapt its statistics* based on your sent mail.

The option to "Improve from my e-mail writing style" will adapt the statistical language model; it is recommended EXCEPT if what you sent in that email program contains another language.

Note:

The analysis may keep Dragon busy for a while, especially the first time; later on, it will go much faster if you choose the option button "*Consider e-mail written since my last scan*."
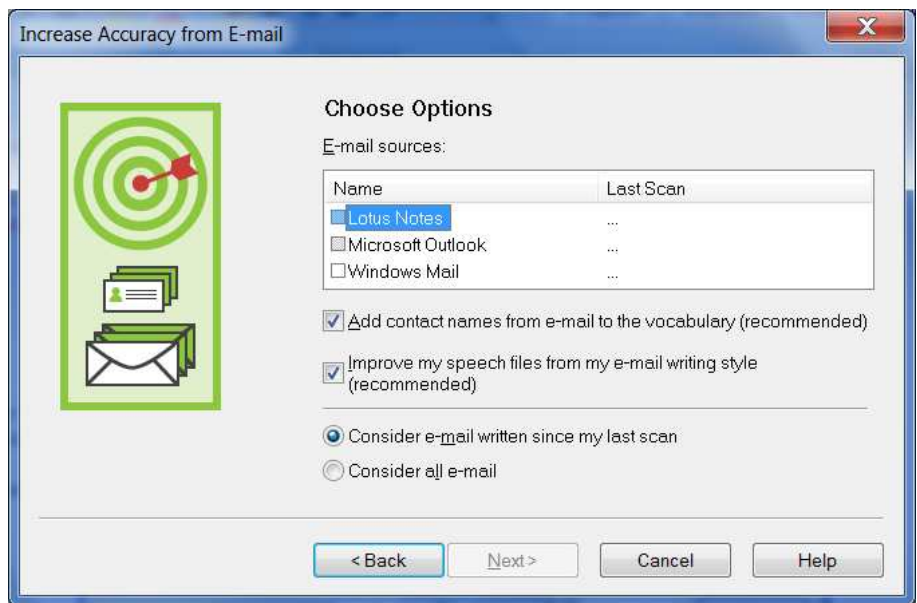
IMPORTANT: When you start this process, your e-mail program may bring up a message box for you to allow Dragon to access it; if you have several windows open, this message may not be visible initially because it is *under* another window.

Step 4: After its analysis, the tool will display what it identified as potentially useful additions.

The rest of the process is similar to the analysis of specific documents: you can uncheck items, edit items, and train items acoustically if you wish, then Dragon adds to the Vocabulary the checked items –plus adapts its language model to the word frequencies observed, if you opted for that.
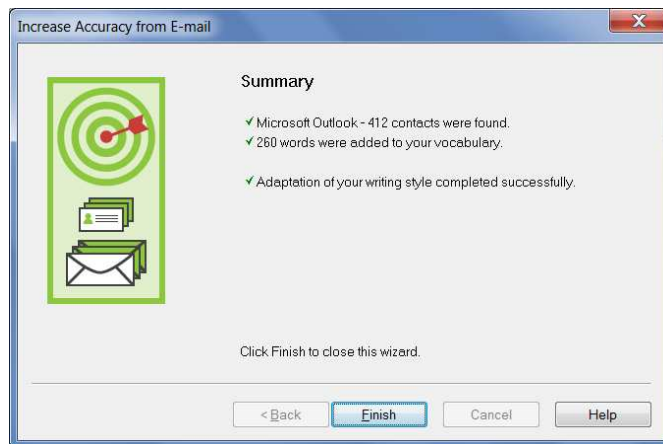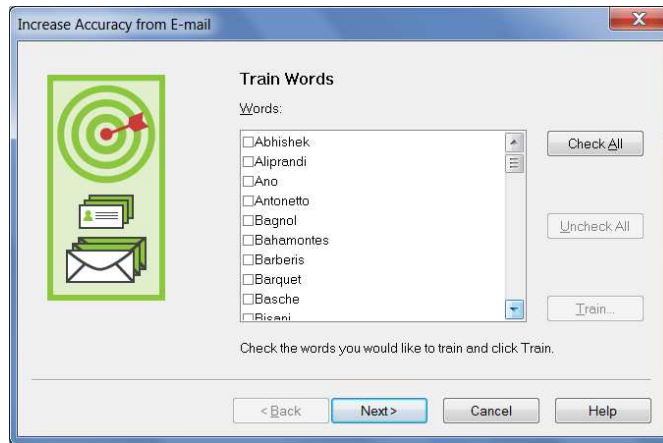
Key points about customizing the Vocabulary from e-mail:

- ✓ Dragon can quickly adapt its Vocabulary from your use of e-mail in Lotus Notes, Microsoft Outlook, Outlook Express, or Windows Mail thanks to a tool available in its Vocabulary menu and Accuracy Center: **Increase Accuracy From E-Mail**.

- ✓ This tool performs two functions: it finds and lists potentially useful contact names to add, and it also analyzes your sent e-mails to "adapt to the writing style", i.e. to refine the word usage information in the Vocabulary's *Language Model*.

- ✓ Use this tool *as soon as possible,* then launch it every so often so Dragon can learn from any new emails or contacts you have created. Remember that Dragon needs to "know about" your contacts in order to transcribe their name correctly—this is particularly important for Version 11's shortcut commands such as **"email that to…"** and **"schedule meeting with…"** (supported in Microsoft Outlook).

Starting to Dictate: Controlling the Microphone

When ready to dictate, you must ensure that Dragon NaturallySpeaking is able to hear you. Your microphone must be connected and positioned correctly of course, but the software also needs to know whether to "listen". This lesson shows several ways to turn Dragon's microphone or on off, and introduces the DragonBar.

The DragonBar and the Microphone Icon

In Version 11, the DragonBar appears by default docked to the top of the screen. Be sure to explore, in the Options dialog's View tab, the various ways that you can modify the DragonBar's appearance to suit your preferences.

If you choose "Floating", the DragonBar will be narrower but thicker than when docked to top, and you can move it anywhere on your screen; to drag it, position your mouse over the DragonBar's titlebar or over its "handle" (the gray vertical lines at left.)
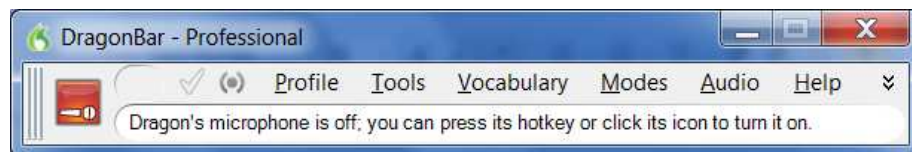
Right-clicking the DragonBar brings up its contextual menu. From there, you can say **View options** to open the Options dialog directly on its View tab, you can exit Dragon, and more.

TIP: Saying **Show titlebar** toggles the titlebar on or off. If you like the Floating display but want to save vertical space on your screen, you may wish to toggle off the DragonBar's titlebar.
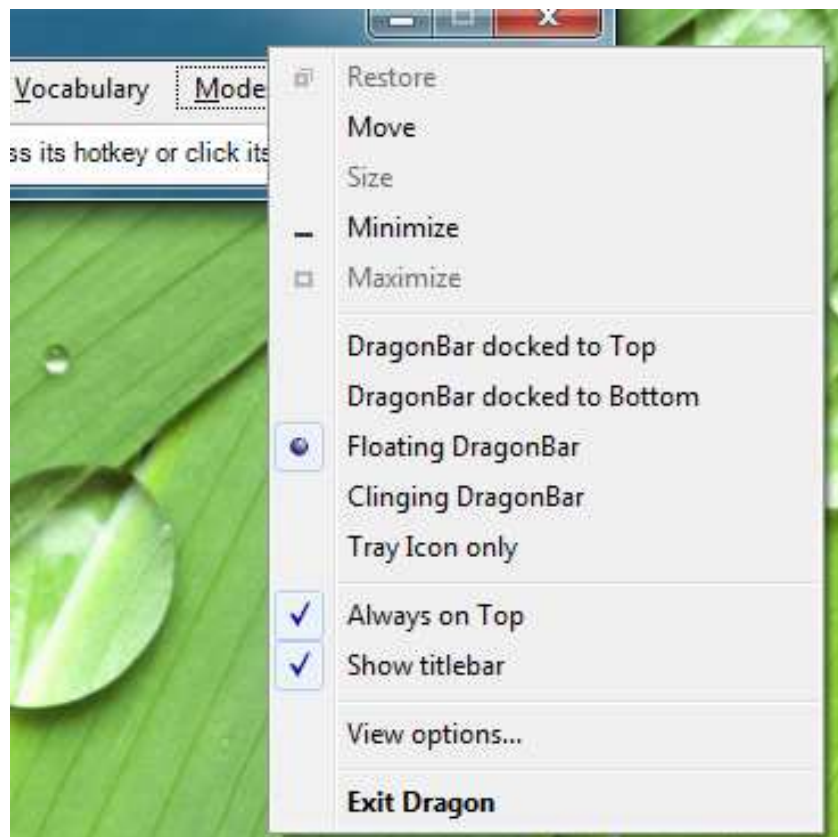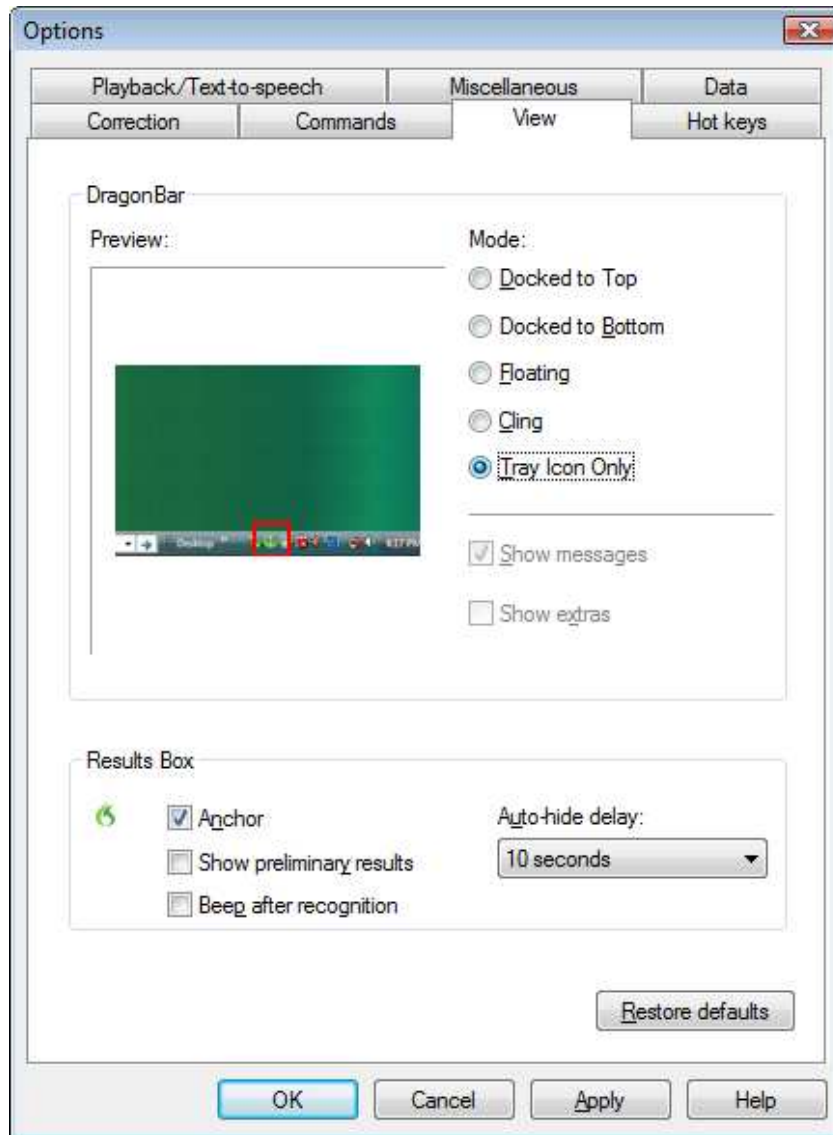
Note: If you set the DragonBar to "Always on top", it will cover secondary Dragon windows, such as the DragonPad and Help screens. For more details (including using voice commands to switch the DragonBar in and out of "Tray Icon only"), see the Help. Remember that you can quickly search Dragon 11's Help by voice by naming one or more search words or phrases, as in, for instance: "**search Dragon Help for DragonBar display.**"
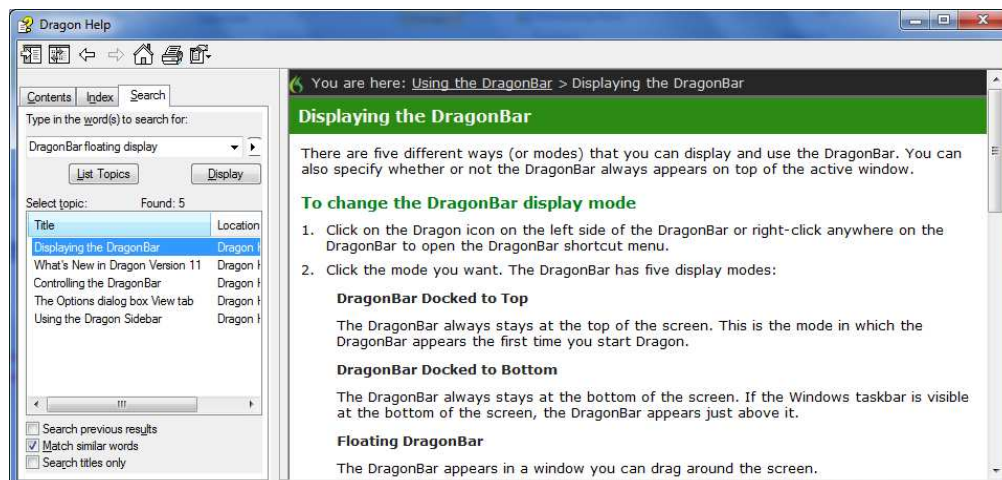
The DragonBar includes several menus, a message area, and a microphone icon which is horizontal when the microphone is off. If you click this icon, it becomes vertical: the microphone is on. You can now click the icon to turn the microphone off. This is just one way to control whether Dragon can listen or not.

Below is a screenshot of the Floating DragonBar, with its titlebar off and the microphone turned on.
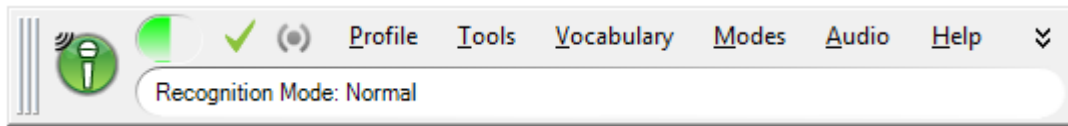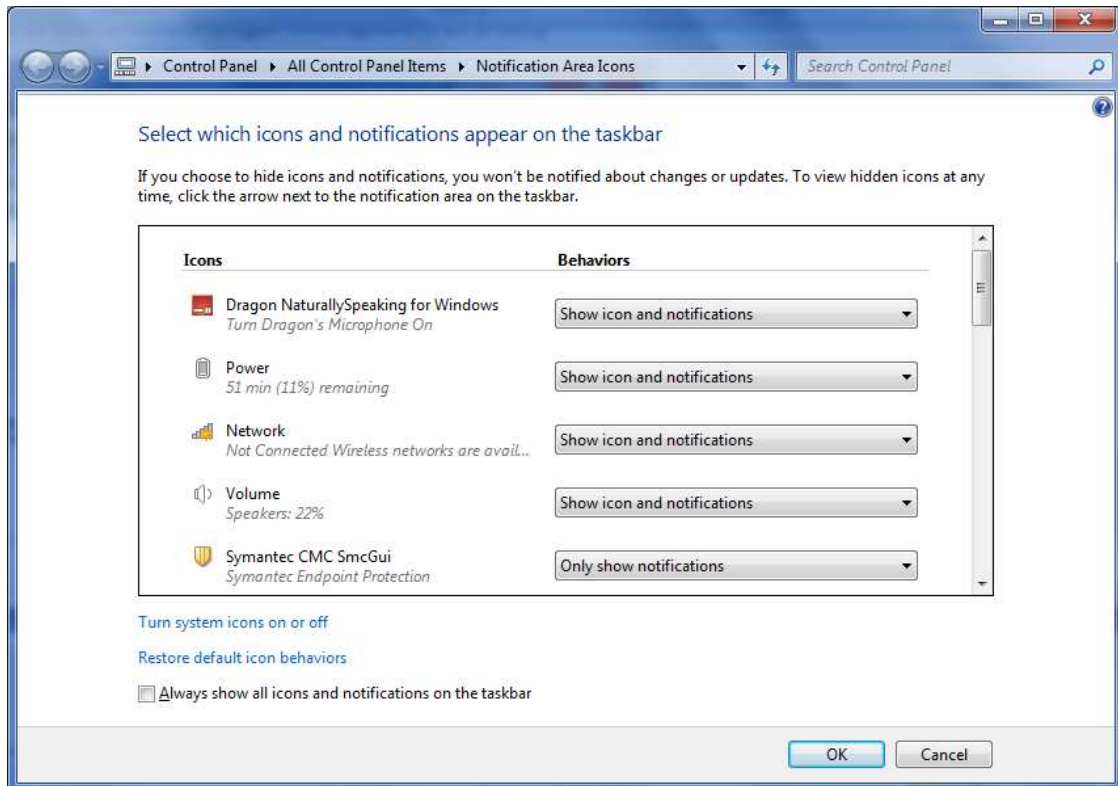
The Microphone's Commands and Sleep State

One can turn off the microphone by saying the command **microphone off**. There is no command to turn the microphone on given that, when the microphone is off, it can't "hear" anything! There are, however, commands to put the microphone in and out of a "sleeping" state where it doesn't transcribe your words but it *is* still listening. To try this, turn the microphone on by clicking on its icon, then say **stop listening** or **go to sleep**.

IMPORTANT For these and all voice commands, there should be a **brief silence before and after, but none in the middle**, otherwise the program cannot recognize the command and instead transcribes the words. For example, make sure you say the words "go to sleep" together in a natural flow, not "go... to... sleep".

Putting the microphone to sleep is useful when you need to "put on hold" Dragon for a moment. However, leaving it in that state for a long time is not recommended, so do turn the microphone off if you will not be dictating for a while (and are physically able to turn on the microphone manually.)

TIP You can set Dragon to have the microphone asleep when your profile opens, waiting for your command to "wake up", so that no manual action is needed to turn the microphone on. To set this option by voice, say "open Dragon options" then "Miscellaneous" then "Have the microphone on but asleep."

The Importance of Hot Keys, including Microphone On/Off

Pressing a key or two is usually quicker than moving and clicking the mouse (and physically easier, too)— software programs, including operating systems, typically contain keyboard shortcuts, or 'hot keys'. Dragon provides hot keys for various useful tasks, including controlling the state of its listening.

If your computer has a full-sized keyboard, press the **plus (+) key** on the numeric keypad (on the far right of the keyboard). Pressing this key turns the microphone on, and then pressing it again turns it off.

If your computer does not have a numeric keypad, or you wish to keep the plus key for other use, designate a new key to serve as the microphone on/off hot key. This is done through Dragon's **Options** dialog box:

Step 1: On the DragonBar, click Tools, then Options (you can also say **open options dialog**). Click the tab labeled Hot Keys (you can also say **Hot Keys**).

Step 2: Click the button Microphone On/Off. A window entitled Set Hot Key appears.

Step 3: Press the desired key or key combination (F10 is typically a good choice), then say OK or press Enter.

(If this key is already assigned in another application, Dragon will let you know.)
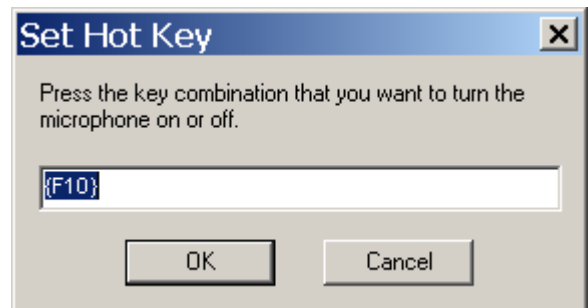
Step 4: You are back in the Options dialog box. Click Apply, then OK.

Note that Dragon also offers a hot key to toggle the microphone between sleep and listening.

Key points about controlling whether Dragon "listens"

✓ Dragon "listens" whenever its microphone is on. Remember to turn the **microphone off** (or put it into its sleeping state if appropriate) when you are not dictating, like before answering the phone, speaking to someone, or clearing your throat; this is a simple but important habit you should develop quickly.

✓ Pressing its hot key is usually the fastest and most convenient way to turn the microphone on and off; you can also click the microphone icon on the DragonBar or in the System Tray.

✓ You can change any of Dragon's default hot keys, including the microphone's, in its Options dialog (say **open options dialog**, then **hot keys**).

✓ You can turn the microphone off by saying **microphone off**, but then the mouse or keyboard need to be used to turn it back on. You can say **go to sleep** or **stop listening** to put the microphone into a sleeping state and then say **wake up** or **listen to me** when you wish to dictate again.

✓ **Microphone off**, **stop listening, go to sleep**, **listen to me** and **wake up** are all voice *commands*. In order for Dragon to recognize and execute the desired action, you must pause slightly *before and after but not in the middle of the command*.

Starting to Dictate: Your First Dictation

You can use Dragon NaturallySpeaking to dictate into virtually any Windows application. Further in this workbook, you will learn how to start programs by voice (but one doesn't need to have started a program by voice in order to dictate into it.)

What you dictate will be inserted wherever your *insertion point* (cursor) is located in your document. There are many ways of moving the insertion point by voice, but know that you can also re-position it by hand (clicking the mouse where you want it, or using your keyboard's arrow keys) just as you normally would.

TIP Before dictating, make sure the desired window is *active* (its *title bar* should not be dimmed), and the insertion point is where you want your dictation to appear. (Your operating system can make such visual elements easier to see; Windows XP's Accessibility Wizard, under Start>Programs>Accessories, walks you through various items that can be helpful, such as increasing the thickness of the insertion point.)

Dictating Text and Punctuation Marks

Here are the most common punctuation marks, followed by what you say to "voice-type" them:

.	**period**	!	**exclamation point** *or* **exclamation mark**
,	**comma**	:	**colon**
?	**question mark**	;	**semi-colon**

For these exercises, start a word processor (like DragonPad—say **start DragonPad**).

Exercise 1: Look at the following sample, dictate it, then say **microphone off**. (If any word is misrecognized, <u>ignore it for now</u>.) The very first words may take a moment to appear on the screen; this is normal.

How is this different from dictating to a person? I should try to provide clean input: speaking naturally, but without mumbling or trailing off!

CAUTION Do turn off your microphone when you finish dictating! If your last sentence reads something like "trailing off! Microphone off", you probably forgot to pause briefly before giving the command.

New Line and New Paragraph

When typing, you use your Enter key to start a new line or new paragraph. With Dragon active, you can still press your Enter key (or any other key on your keyboard), but you can also simply say commands like **new line** or **new paragraph.**

Note: When you start dictating your new paragraph, Dragon will capitalize its first letter automatically, just like it automatically capitalizes after a period, an exclamation point, or a question mark. By default, Dragon does NOT capitalize the first word after you say the command **new line.**

TIP If you prefer **new line** to trigger capitalization, you can change its default via the *Vocabulary Editor*, since **new line** belongs to a special group of commands accessible there; these so-called *dictation commands*, such as **"Cap", "Caps On"** and **"Numeral"**, appear near the very top of the Vocabulary Editor's list, with a blank Written Form field. To find them quickly, change the Display drop-down list to **"Word with spoken forms**

only". Once you've highlighted **new line** in the Vocabulary Editor, say or click **Properties**, then choose "capitalized" from the drop-down list "**Format the next word**".
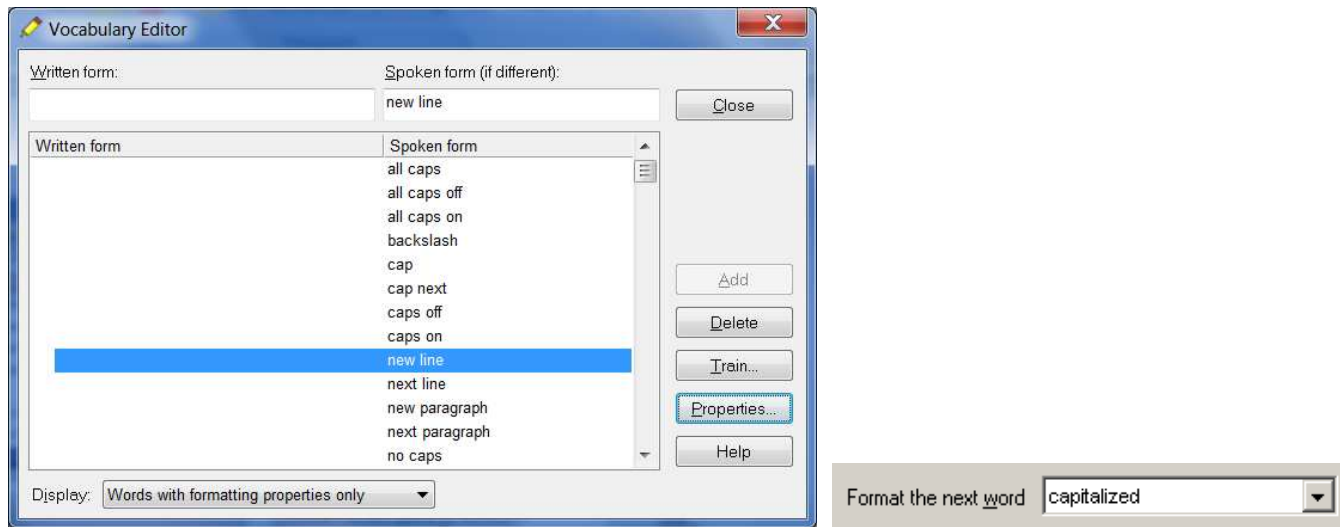
The Results Display and its Options

Exercise 2: Study the following text sample then dictate it in a blank document. (Ignore any errors for now.)

> The more I use it, the software will adapt to the way I sound and the words I use. At the same time, I will also acquire good habits like pausing optimally, keeping silent when hesitating, and turning the microphone off, or putting it into its sleep state, when necessary!

As you dictate, a small "rolling" Dragon icon appears, indicating that recognition is in progress.

If the option "show preliminary results" is enabled (on the View tab of the Options dialog), you will instead see the following as in version 10 and prior:

- Your words first appear in a small horizontal rectangle. This is called the *Results Box*.

- Words accumulate in the Results Box until you pause, at which point they appear in your document. If many words are dictated without a pause, the Results box automatically stretches out.

- The contents of the Results Box sometimes change as you speak; what first appears there may not be what is inserted in your document, since Dragon sometimes revises its original guess based on subsequent words.

Dragon uses the everything it hears between two pauses to best choose what exactly it should transcribe; this is particularly important for words that can be spelled in different ways, like "to" and "too". If you speak single words, or only a few words at a time, the software has few or no contextual clues. For this reason, long continuous "utterances" can be recognized more accurately than short ones (and long words better than short ones).

IMPORTANT Try to formulate your sentences and commands *before you start dictating them*. This can be challenging at first, particularly for those who have been "thinking through their fingers" for years, but you'll develop the habit once you see what a difference it makes.

Exercise 3: Dictate a paragraph of some four sentences on today's weather. (For now, ignore any errors.)

Did you forget to dictate punctuation in this paragraph? It can be harder to remember when we are "composing out loud" but, with practice, it will become second nature.

TIP You can take advantage of Dragon's option to automatically insert **commas** and **periods** as you dictate— see Auto-Formatting under the DragonBar's Tools menu. The Help contains details about this "Natural Punctuation" option and the commands to turn it on and off.

IMPORTANT: The location and behavior of the Results indicator can be customized from the Options dialog's View tab. Many users find it most convenient to "anchor" the indicator to a place where it's unlikely to hide anything, such as the bottom right corner of their screen; to do that, just check the "Anchor" checkbox, close the Options dialog, then drag the indicator to the desired place.

Below are other frequent punctuation marks—you may want to say them out loud once before the next exercise. Note in particular the ellipsis and the difference between **dash** and **hyphen**.

Remember that you can use the Vocabulary Editor to see punctuation and symbols with their existing spoken forms, as well as to add your own spoken forms, and to modify properties (such as "having no following space" like the open quote.)

"	**open quote**		…	**ellipsis** *or* **dot dot dot**
"	**close quote**		&	**ampersand** *or* **and sign**
(	**open paren** *or* **open parenthesis**		--	**dash**
)	**close paren** *or* **close parenthesis**		-	**hyphen**

TIP You don't always have to say hyphens: thanks to its built-in Vocabulary, Dragon can automatically include hyphens in items such as 3-year-old, above-mentioned, after-tax, ad-libbed, ankle-length, anti-infective, as well as famous hyphenated names like Abdul-Jabbar. (To see many, you can choose "Words containing punctuation" in the Vocabulary Editor's dropdown list "Display".)

You can *prevent* Dragon from entering a hyphen by pausing or saying "spacebar" where the hyphen would be.

Exercise 4: Dictate the following sample (if any recognition errors occur, ignore them for now.)

> These lessons remind me that "practice makes perfect." (Who said this, Confucius?)
>
> When it comes to speech-recognition software, truer words were never spoken…

TIP At the moment when one turns off its microphone off, Dragon may still be working on the last sounds it heard. Be patient—remember, this is an on/off toggle, so pressing the microphone hotkey again would actually tell Dragon to wake up.

Key points for your first dictation:

- ✓ What you dictate is transcribed at the *insertion point* (the blinking vertical bar), the place where characters would appear if you started to type. (Before you dictate, make sure that the desired window is not just visible, but also has the focus.)

- ✓ To modify how Dragon indicates that recognition is in progress, use the View tab of the Options dialog (to bring up this dialog, you can say "open Dragon options). To avoid situations where the Results indicator (the little Dragon icon or the stretching box) prevents you from seeing something on your screen, you can "anchor" it (check the "Anchor" checkbox, then close the Options dialog and drag the indicator to the desired place). You can also change how long it remains on the screen.

- ✓ Speaking in longer, continuous phrases provides contextual clues and thus helps Dragon choose between *homophones* like "right" and "write" or "to" and "two".

- ✓ Punctuation is part of the dictation context—it has an impact on recognition accuracy.

- ✓ Two very frequent *dictation commands* are **new paragraph** (which creates a blank line) and **new line**.

- ✓ By default, **new line** does NOT trigger capitalization of the following word; you can change that through the Vocabulary Editor's Properties dialog.

- ✓ Your very first dictated words may take a moment to appear on the screen. This is normal.

Dictating Special Text: Numbers, Dates, Addresses, Units…

As you saw in your first dictation, Dragon NaturallySpeaking automatically inserts spaces between words. It also follows spacing and capitalization rules: for example, it inserts a space after **close quote** but none after **open quote**, and it capitalizes at the beginning of sentences and paragraphs.

In this lesson, you learn about contextual *automatic formatting* that allows you to naturally dictate prices, times, dates, abbreviations, contractions, units of measure, street addresses, e-mail addresses, URLs, ISO currency codes and other special text. You also learn about *Spell Mode* and other *recognition modes*.

Automatic Text Formatting During Normal Dictation

On the Auto-Formatting Options dialog (available from the Tools menu), you can turn Dragon's rules of automatic formatting off and on, as desired. For example, you can choose to have Dragon:

- Transcribe numbers greater than two as *numerals*. (By default, Dragon follows the rule that small integers should be written as words unless in contexts such as a unit or address.) Use the drop-down list on this dialog.

- automatically *expand contractions* (such as "won't" and "didn't**").**

- insert *two spaces after periods*.

Please see the Help for details.

TIP The Vocabulary Editor's **Word Properties** dialog offers related capabilities. It lets you obtain contextual formatting: you can ask that numerals always be used after a particular word (as in "version 4") and you can set **alternate written form**s (for instance, if you prefer "figure" to be written "Fig." before numbers, as in "Fig. 3"). Note: The Vocabulary Editor also lets you change the properties of *dictation commands* (for instance, you may wish **"new line"** to trigger capitalization, as "new paragraph" does).

Please see Vocabulary Customization.
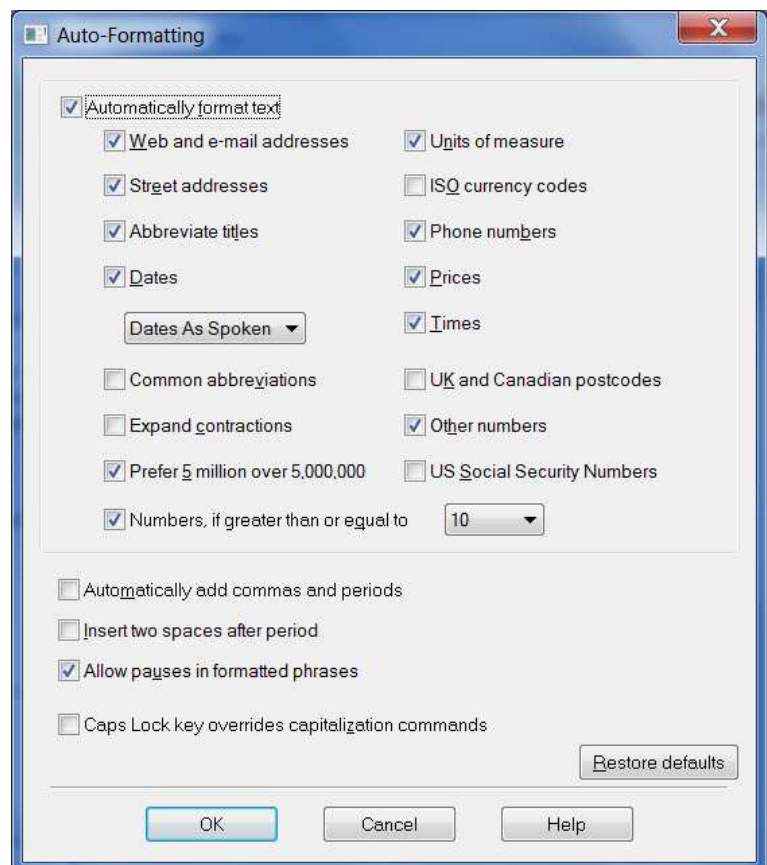
Exercise 1: Dictate some phone numbers, with and without area code; no need to say "hyphen".

Please call 607-585-3926 instead of 587-1239.	Toll free directory: 1-800-555-1212

TIP By default, Dragon applies its automatic formatting rules even if you pause within the segment (the option **"Allow pauses in formatted phrases"** lets you turn this off.) If you need to dictate sequences of 7, 10 or 11 digits and do NOT want them formatted as phone numbers, one trick is to say **"numeral"** just before.

Exercise 2: Dictate the following address. For the line containing the zip code, just say **Oakland California 9 1 2 3 5;** Dragon automatically uses the postal abbreviation for the state, and precedes it with a comma.

> 127 Evergreen Terrace
>
> Oakland, CA 91235

Exercise 3: Dictate the following dates. (Dragon automatically formats when you say, for instance, **"Monday July 16th 2009"**.

Tip: You can change the default date format to one of the many formats offered on the Auto-Formatting options dialog.

> Monday, July 16, 2009   10/15/09 (say **slash**)   11-7-2013 (say **hyphen**)

Exercise 4: Dictate the following sentence, or a similar one containing a price. Read the price as **forty dollars and ninety cents**; Dragon will automatically format it with the dollar sign and dot.

> Suggested retail price: $40.90

Exercise 5: Dictate the following sentence, or a similar one containing a URL. Pronounce the URL **w w w dot the best business dot com**. Dragon will automatically remove the spaces between words.

> Please visit www.thebestbusiness.com for more information.

Exercise 6: Dictate the following e-mail addresses. (Remember: for e-mail addresses you frequently dictate, adding them to your vocabulary will ensure that you can dictate them very quickly and with high accuracy.)

> Laura_Miller@aol.com (say "Laura underscore Miller" and "at" or "at sign")
>
> customerservice@electricalexperts.com ("customer service at sign electrical experts dot com")

The Restricted Recognition Modes

There may be times when you wish to do a special kind of dictation, giving only commands, or only dictation, or entering many numbers or characters in a row—when inputting figures or product codes into a database, for instance.

Version 11 of Dragon includes a persistent indication of the current recognition mode on the DragonBar (next to the Full Text Control checkmark).

Take a moment to explore Dragon's restricted *recognition modes*, which include Numbers Mode, Spell Mode, Command Mode and Dictation Mode. (Please see the Help for details beyond the ones below.)

TIP Dictation Mode can be helpful if you want to dictate *as quickly as possible.*

Numbers Mode -- Dictating Numbers Exclusively

When you are about to dictate a sequence of numeric data, consider switch on Dragon's *Numbers Mode*. When in this mode, the software tries to recognize everything it hears as number-related (or as a command).

Step 1: Say **numbers mode on** or choose Numbers Mode from the DragonBar's Modes menu. (Notice the status message in the DragonBar.)
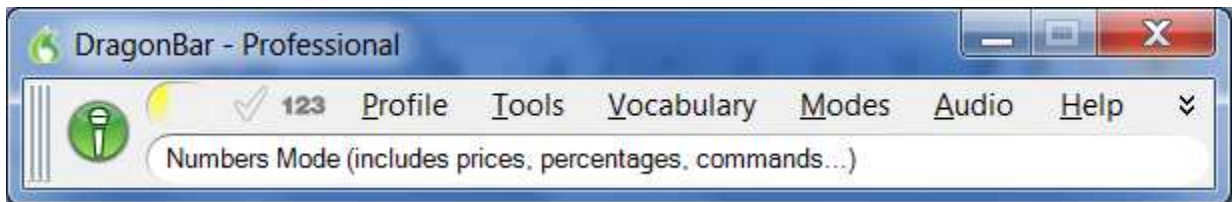
Now that Dragon is in Numbers mode, you can:

- dictate numbers and punctuation (**hyphen**, **dollar sign**…). For decimal point, say **dot** or **point**.
- say new line, new paragraph and space
- say **move up|down|left|right <number>** to move the focus in your document's lines or cells.

Step 2: To resume regular dictation, you can say a command such as **switch to normal mode,** or use the Modes menu.

Spell Mode -- Dictating Letters, Digits, and Other Characters

The Spell Mode is very useful for dictating character sequences which don't form pronounceable words, as is often the case for part numbers, license plate numbers, codes… (It's also useful for spelling out terms which you anticipate Dragon won't know, such as words in a foreign language or unusual product names.)

Step 1: Say **Spell Mode on** or **Switch to Spell Mode**. The DragonBar will indicate that Spell Mode is on.

- You can now dictate characters, including letters, **digits, and symbols**, as well as **spacebar**.
- To capitalize a letter, say **cap** immediately followed by the letter.
- As in Numbers Mode, you can use the **move <direction> <number>** commands to navigate, and say **space**. Dragon will not automatically add spaces as it usually does.
- You cannot use **new line** or **new paragraph**, but you can say **press Enter**.

Step 2: You can return to normal dictating by voice (**Spell Mode off**…) or by hand (Modes menu> Normal Mode).

TIP The Help topic "Spelling Characters" contains the list of possible pronunciations, including the **alpha-bravo-charlie** alphabet and accented characters like "n tilde" and "alpha umlaut". When spelling out, you can also say "oh" instead of "zero".

The Spell Command -- Dictating characters within Normal Mode

IMPORTANT If you need to dictate a sequence of characters in the *middle of normal dictation*, the *Spell command* is usually faster than switching in and out of Spell mode: while in Normal Mode, you can say **"spell"** *immediately* followed by a sequence of characters (digits, letters, symbols, and **space** or **spacebar**). See the Help for details.

This can also be useful in cases where you want to put on the screen a word that would normally be interpreted as a symbol or a command. For instance, if you wanted to be sure that Dragon types the word "comma" instead of the punctuation, you could say "Spell space C O M M A".

Exercise 7: Dictate "access code: 75Zq/7", then practice with similar sequences of your choice. (Pause briefly after the colon, then say **"spell 7 5 cap zee cue slash 7"**. Try to not pause at all during the sequence; if you paused, just resume by saying **"spell"** immediately followed by the rest of your sequence.)

Key points about dictating numbers and special text

- ✓ Dragon can format dates, times, prices, street addresses, phone numbers, Web addresses, units of measure, and other special text automatically. The **Auto-Formatting** options dialog (from the Tools menu) lets you turn these built-in rules off or on as desired.

- ✓ The restricted recognition modes can make dictating special text more efficient. They are accessible by voice commands (**"Numbers Mode on"**, **"switch to Normal Mode"**) and through the DragonBar's Modes menu.

- ✓ If you will be dictating only numbers and punctuation, consider turning Numbers Mode on.

- ✓ If dictating a long sequence of characters (letters, digits, punctuation, symbols), consider Spell Mode. (The Spell command is good for short sequences which you can say all at once, without pausing, such as "spell T W O".)

- ✓ When spelling out, you can insert a capital letter by saying **cap** just before the letter, and you can say **space** or **spacebar**.

Correcting Dragon's Errors in Your Dictated Text

Human beings sometimes can't recognize words correctly—especially if the speaker and the listener come from different regions, if the speaker is discussing an unfamiliar subject, or if the words are not well articulated. In addition, when we hear a word for the first time, we may not know how to **spell** it. Some people's first or last names can be spelled different ways (like Gene/Jean, Hansen/Hanson). We often must verify how a person spells his or her name.

This is also true for Dragon! The software uses contextual clues and statistical information to guess what to transcribe, but sometimes cannot guess correctly. In particular, it may not recognize uncommon words on the first try, and instead types something that was likely according to its statistics. It cannot recognize and transcribe a word it has never seen.

Fortunately, in addition to optimizing acoustic factors, taking advantage of the vocabulary customization tools and using proper correction techniques will significantly reduce the number of errors. Dragon's Help contains many details about the different ways to perform it, including by keyboard.

You can choose *when* to perform corrections. If you look at your screen while dictating and you notice that Dragon just got a word wrong, it's usually best to finish your train of thought before you correct that misrecognition: you may want to at least finish your paragraph. That being said, if the misrecognition affects a word which is likely to appear many times in your document, it's a good idea to correct it as soon as possible.

TIP: Be sure to take advantage of how Dragon 11 lets you directly address a specific word or phrase in your text. When you give a command such as "correct <xyz>" (<xyz> representing the word or phrase you wish to correct) and Dragon finds several matches for "xyz", Dragon will place a small number next to each match, so you can say the number of the desired one; if you wish to affect all matches at once, you can say **"choose all"**. (If you want the numbers to go away, you can say "cancel", click our mouse, or just keep dictating.) Also, you may want to explore your application's capabilities for replacing, including specific capitalization (the illustration below is from Microsoft Word 2010).
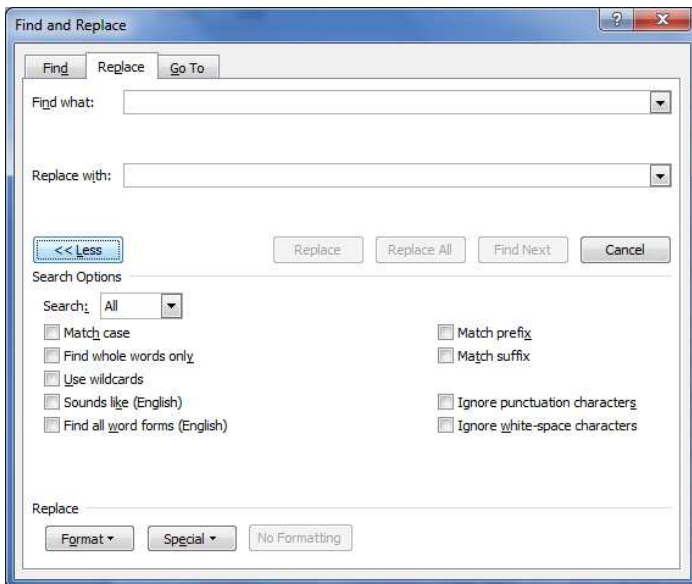
IMPORTANT: In Dragon's commands, <xyz> represents the relevant segment on the screen (which could be one or more words, and could include numbers or punctuation marks). When you give the '**correct <xyz>**' command, be sure to say what *appears* on the screen, not what you had *intended*.

Note that when performing a correction, it can be useful to provide some context for the word(s) in error: for instance, to correct "a" in "sent a request," you may want to say "correct sent a" or "correct sent a request."

The Correction Menu

By default, when you say a command starting with the word "correct," Dragon brings up the Correction Menu, which lists alternative transcriptions. (In the example illustrated below, the speaker said "correct Madison.")

- **If what you had said is in the list of choices**, you can pick it by voice (say "choose" followed by the number of the desired choice) or by hand (clicking on the desired choice, or using the down arrow).

- **If it is not**, you can click or say "**spell that**" which opens the *Spelling Window*. There, you can indicate the correct transcription using voice, keyboard, mouse, or a combination.

(Note that the last item on the Correction menu gives you direct access to the Options dialog's Correction tab. By default, the Correction menu also appears when you use the command "select <xyz>")
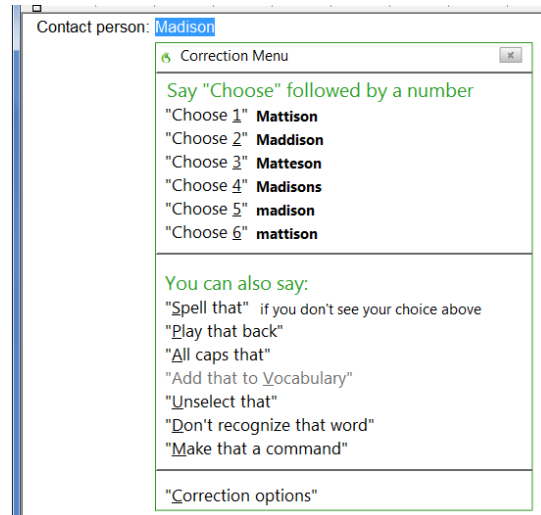
Correcting in the Spelling Window

Some users prefer the Spelling Window to be the default interface for Correction, in order to be able to act directly if Dragon doesn't show their desired transcription in its choice list (instead of having to use "spell that" from the Correction menu).

This requires making changing one of the options on the Correction tab of Dragon's Options dialog. Here is one way to do this: say "open Dragon options", then say "**Correct commands bring up Spelling Window**" (or click that option's checkbox).

With this option set, saying commands that start with "**correct**" opens the *Spelling Window*. (So do the Correction button on the expanded DragonBar and the Correction hotkey—the numeric minus by default).

As you will see, there are many ways to indicate in the Spelling Window what should have been recognized—including spelling out individual characters, hence the name "Spelling Window."
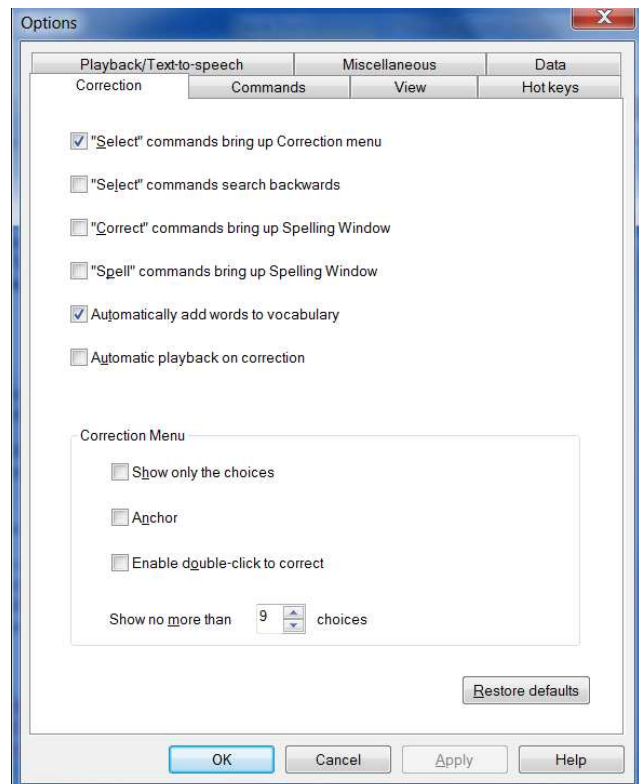
Here is an example. Let's say you dictated "contact person colon Madyssen" but Dragon wrote "medicine" instead of the name "Madyssen". To correct Dragon's error, you can say **correct medicine**.

The Spelling Window opens. At its top is what was transcribed, and below is a list of alternate transcriptions, each preceded by a number.

Here is what you can do:

If what should have been transcribed IS among the choices:

say **choose n** (the number of the correct line). You can also pick the correct choice by double-clicking it or using your keyboard's down arrow and Enter key.

If no choice is quite correct but one is close, you can save time by modifying it instead of entering it yourself: click it, or say **modify** n or **edit** *n*. In our example, you could say "edit 1" to bring up "Madison", then "backspace 4" then "Y S S E N". (See tips below.)

If what should have been transcribed is NOT listed:

enter it, then say **OK** (or click OK or press Enter). In our example, you could say "cap M A D Y S S E N" then "OK".
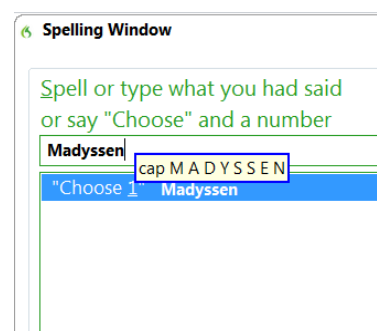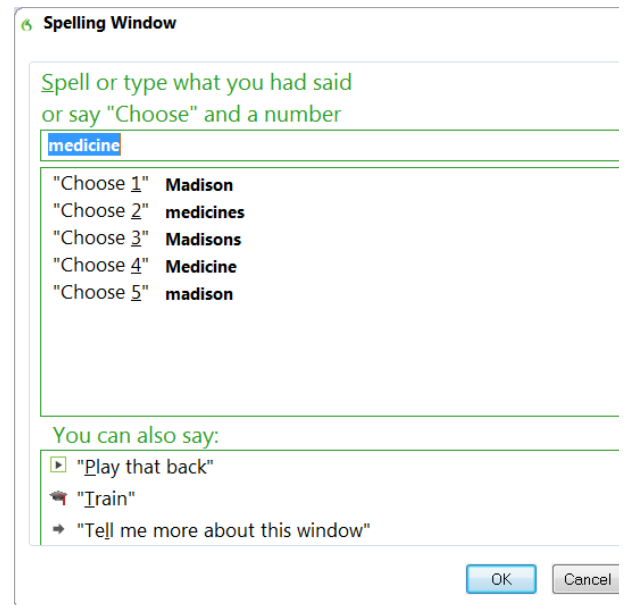
The Spelling Window then closes and, in your text, Dragon replaces the misrecognized segment with what you indicated was the correct transcription.

Note: In addition to adjusting your document, Dragon also learned a bit of information to refine your profile, and if you entered in the Spelling Window a word that was not in its active vocabulary, Dragon has now *added that word to its active vocabulary* (you could now see that word in the Vocabulary Editor).

Remember that Dragon allows the use of voice but does not prohibit the use of hands; at different times one may be quicker or easier than the other. In the edit line of the Spelling Window, it can be faster to make modifications with mouse or keyboard; however you can perform correction entirely by voice.

You cannot dictate words in the Spelling Window. However, you can dictate:
- Individual characters: letters, digits, space, symbols (see your documentation for details)
- Commands like **"backspace 5"**, **"move right 4 characters"**, **"delete next word"**, **"select line"**

As you enter characters, Dragon presents new choices in the list, so you may not have to enter all characters!

TIPS for spelling out:

- To spell a capital letter, just say **"cap"** followed by the letter.
- You can use alternate pronunciations to spell letters: "alpha", "letter alpha", "letter a", "bravo", "charlie", "delta", "echo", "foxtrot", etc. (see the Help for the full list)
- To insert a space, say **"space"** or "**spacebar**".
- If one of the choices listed is close, you can save time by modifying it: say modify and its number, which brings it to the top of the Spelling window.

Exercise 1: Look at the following sample, dictate it, then use the **correct <xyz>** command to fix any errors. (Of course, this sample was designed to create errors! All the first and last names here could be spelled in different ways.)

> Until further notice, the BHDP meeting will be held in room B31 (*not* B40).
>
> Special invitees this week: Stephen Hess, Anne Petersen, and Gene Wood.

TIP If several consecutive words are incorrect, correct them together. For instance, if "B40" were recognized as "before tea," you would say **correct before tea**.

Exercise 2: Dictate uncommon words, such as nicknames or product names, until a few misrecognitions appear. Use the Spelling Window and practice spelling out what you actually said, as well as editing from the list.

TIP In the Spelling Window, Backspace and Delete commands should be used instead of **scratch that**, especially if Press Key commands are used.

Using Playback to Aid Correction

Sometimes, especially if you dictate a significant amount of text before correcting, you may not remember exactly what you actually said. Dragon's *playback* feature is very helpful in these instances. You can take advantage of it in several ways.

If you see that a certain word or phrase appears incorrectly, use the **correct** command to open the Spelling Window. Once it appears, click or say **Play Back** to hear the recording of your voice as you dictated that text. It may be that in fact you had misspoken or mumbled; this happens to everyone, particularly near the end of the day! In that case, close the Spelling window (you can say **click cancel**) and dictate the word(s) again.

TIP You can have playback occur automatically with Correction. On the Correction tab of the Options dialog, check **Automatic Playback on Correction**. This is particularly helpful as you first learn to use Dragon; you may want to turn it off after a few weeks of practice.

You can also use the playback to hear sections of dictation in the document itself (if your edition of Dragon supports this feature). To do this, select the editable text you would like to hear played back. Then, say **play that back,** or use the DragonBar's Audio menu. If you find a misrecognition, you can stop playback by clicking the mouse. (Since speech input cannot be received during playback, you cannot stop playback by voice. If clicking the mouse is problematic for you, play small selections at a time.)

Note: You may wish to explore the Playback attributes in the Options dialog.
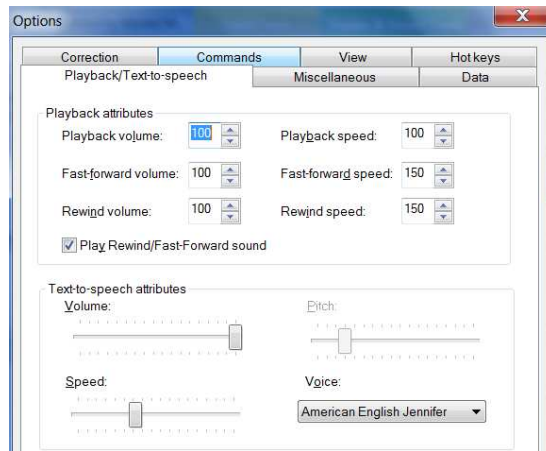
The DragonBar can be expanded (click its chevron or say **view extras bar;** to hide the extras bar, say **hide extras** or click the chevron again). Its extras bar gives access to several items (depending on your edition):

- The *Correction button* opens the correction interface (as do the Correction commands and hot key).

- The playback icons, similar to those on a music player, allow you to begin playback, speed up playback (useful for large sections of text), stop playback, and skip backwards or forward.

- The *Transcribe button* launches the transcription of recorded files (see the documentation for details on transcribing spoken-word recordings, including using the *Auto-Transcribe Folder Agent*).

Exercise 3: Dictate a detailed paragraph about the people you speak to most often. Then select it and play it back. If you find any misrecognitions, use the Correction button, hotkey, or commands to correct them.

Key points about correcting recognition errors

✓ Refining your profile using the features gathered in the Accuracy Center can *prevent* many recognitions errors, since it will help Dragon be more familiar with how you sound and what words you use. Be sure to explore the Vocabulary Editor and let Dragon analyze relevant documents, for instance.

✓ Although correcting misrecognitions can seem time-consuming at first, it will result in increased accuracy, which in turn means that there will be fewer and fewer misrecognitions to address.

✓ To use the second method described in this lesson, the option **"Correct" Commands Bring Up Spelling Window** must be enabled.

✓ Flow matters: do not pause at all between '**correct**' and the misrecognized word(s).

✓ When the Spelling Window is open, you can say **choose *n*** to pick the correct choice from the list. If no choice is quite correct but one is close, you can quickly modify it: click it once or say **edit** and its number (for instance **edit 5**), which brings it to the top of the Spelling Window, where you can edit it by hand or by voice.

✓ If the word(s) you dictated are not in the Spelling Window's list of choices, you can spell them or type them. *You cannot dictate words directly in the Spelling Window.*

✓ To be sure of what exactly was said, click or say **play back**.

✓ To proofread using playback, first highlight the relevant text, then say **play that back**, use the DragonBar's Audio menu, or click the playback icon on the DragonBar's Extras bar.

Deferring Correction

You know now that correcting recognition errors helps Dragon NaturallySpeaking adapt to your speech and recognize it more accurately. However, sometimes, you may not have time to correct errors before closing the document you dictated; if you dictate in DragonPad, Microsoft Word or Corel WordPerfect, the opportunity to correct misrecognition is not lost: Dragon can save what it heard in synchronization with the text you dictated, so you can later play it back and make corrections as needed.

This "Deferred Correction" feature also allows you to let *someone else* correct misrecognitions in your dictated documents—which means your profile gets refined without any effort on your part.

Saving Recorded Dictation (.DRA)

Step 1: Dictate into DragonPad, Microsoft Word or Corel WordPerfect. (If you wish to make any corrections now, do so.) When you are finished dictating, save the document as you normally would.

Step 2: Dragon asks whether you want to save the associated *recording*. (Your word-processor's Auto-Save feature may even trigger this message earlier). If you or someone else will be Correcting in this document later, choose Yes.

Dragon will automatically save, in the same location as your text document, a file bearing the same name, with the *extension .DRA*.

You may now exit the word processor and Dragon if you wish, even shut down the computer.

TIP By default, whenever a word-processor document is saved, Dragon asks whether you want to save the recording; in the Options dialog, you can change that setting to *always* save, or on the contrary, *never* save. Recorded dictation files can get very large, so you should only save them if Correction is to take place at a later time; without the recorded dictation, you can still edit and format the document as usual.

Step 3: When you are ready to correct misrecognitions, start the application in which you dictated the document and open the document. You can now correct recognition errors. Select some text anywhere in the document and play them back. As you can see, the audio is still associated with your text.

Once finished correcting misrecognitions in your document, you may delete the associated *.DRA file*. (You will no longer be able to use playback on this document but you will still be able to edit and format.)

> **IMPORTANT** When using a .dra file, it is best to proceed *in order, from the top of the document*.

One of the services an experience Dragon trainer can provide is establishing optimal options and workflows, including the management of .dra files, particularly if another person will be your "Correctionist." (See the Correction Only option available in the higher edition.)

Making Corrections to Someone Else's Dictation

As you have learned, correcting misrecognitions helps ensure that your accuracy increases. However, especially at first, and depending on the quality of the dictation, Correction can be time-consuming.

The Save Recorded Dictation feature allows you to have someone else perform this important task for you. There are several ways to take advantage of it, particularly if the *Roaming User* feature is used—details are available in the online Help and IT Administrator's Guide.

The following is an example of *third-party correction*: Jane has tasked her assistant, Bob, with performing Correction on her dictated documents, using his own computer.

IMPORTANT: The dictator's profile must be accessible from both computers. Copying profiles onto another computer is easy, but if the profiles are in a Roaming configuration, it is not necessary: their Master copy resides on the network, making them usable from any connected computer.

Step 1: Jane dictates her reports. When she is finished, she saves the documents to a network location Bob can access from his computer. When Dragon asks whether she wants to save the audio, she chooses <u>Y</u>es. If she wishes, she can now exit Dragon and/or her word processor, and shut down her computer.

Step 2: On his own computer, Bob starts Dragon; when prompted to open a User profile, he chooses Jane's.

Step 3: Bob starts the word processor Jane used, and opens the first report. He is now ready to perform Correction in this document.

Step 4: Starting from the top, Bob looks for "abnormal" text and highlights it manually. On the expanded DragonBar, he clicks the Playback icon (Bob should NOT use his voice here.)

Step 5: Watching the screen, Bob listens and as soon as he hears an error, he clicks the Correction button or presses the Correction hot key, which brings up the Spell dialog.

> *If not quite sure of what Jane actually said*, he clicks <u>P</u>lay Back to hear her recorded voice. If the input is not "clean" (people sometimes make unintended sounds, stumble on a word…), he clicks Cancel and deletes the mis-spoken segment in the document before typing what was intended.

> *If the correct alternate appears in the choice list*, he clicks it with his mouse then clicks OK.

> *If the correct choice does not appear in the list*, he types it in, then clicks OK or presses Enter.

When he has finished checking the document (and made any cosmetic modifications as warranted), Bob saves it. Now not only is the document finalized, but Jane's profile has been refined through the corrections performed, which will help the accuracy of her future dictation.

The following is only necessary if *Roaming* is not used: Bob *exports* Jane's profile to the network (through the *Manage User Profiles* dialog); from there, Jane can *import* her newly-refined profile.

Key points about deferred correction

✓ When you dictate in Word, WordPerfect or DragonPad, Dragon can save the recording associated with your text so misrecognitions can be corrected later, as if you had just dictated it.

✓ If you choose to save your recorded dictation, you can use Correction and Playback features later: simply start the word-processor in which you dictated the document, then open the document.

✓ You can postpone Correction, or delegate it to a third party—your assistant, for instance.

✓ When saving your document's recording, Dragon creates a file in the same directory as your text document; both files have the same name, but the synchronized recording has the extension *.dra*.

✓ Dictation files can get very large, so only save them if necessary. Also, when you are finished making corrections to a document, you may wish to delete the associated .dra file; you will still be able to edit the document normally, and you will save disk space.

✓ The "Correctionist" must open the speaker's profile but not speak into it. One can bring up the Correction interface by clicking the DragonBar's Correction button or pressing the Correction hotkey (by default, the minus key on the numeric keypad).

✓ To be used for Correction, the .dra file must be in the same folder as the document itself.

Editing Text by Voice

Dragon NaturallySpeaking lets you use your voice to move around within a document and edit the contents—*whether or not that document was originally created by voice*. As you learned, the software transcribes your dictation wherever the insertion point is (usually shown as a thin blinking vertical bar some call *cursor*.)

This lesson presents some of the commands to select text and move the insertion point. Mouse and keyboard can still be used, of course. Don't try to do everything by voice unless you have to; at first, focus on getting optimal accuracy in your dictations — speaking clearly, adapting the vocabulary, performing corrections as needed…

IMPORTANT: When you give a command like "delete <xyz>" or "select <xyz>" and Dragon 11 finds multiple matches for the <xyz> word or phrase in your document, the software lets you handle that ambiguity and even take advantage of it. It shows a number next to each visible match, so you can say the desired number or (for commands that can apply it) say "**choose all.**" (The message area of the DragonBar offers a reminder of this instruction when the numbers are displayed.)
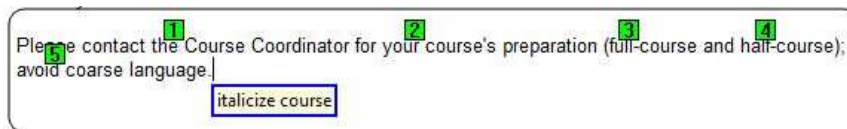
Navigation and Selection Commands

TIP Navigation commands use the words **go** and **move** interchangeably, and a space counts as one character.

Some commands **move** the insertion point regardless of its starting location:

> **move to top**, or **go to start of document** –– moves to the beginning of the document

> **move to bottom** –– moves to the end of the document

Other commands move the insertion point relative to its present location:

> **move to *end of line*** (the current line, the one containing the insertion point)

> **move *up(down)* 1-20 line(s)** *or* **paragraph(s)** –– e.g. **move up 3 lines**

> **move *left(back)* 1-20 word(s)** or **character(s)** –– e.g. **move left 7 words**

> **move *right(forward)* 1-20 word(s) or character(s)** –– e.g. **move forward 3 characters**

The **insert** commands position the insertion point just before or just after a specific word or punctuation mark:

> **insert before *your office*** –– moves the insertion point to just before the phrase "your office"

> **insert after *Joe comma*** –– moves to just after the comma following the word "Joe"

The **select** commands let you "highlight" editable text visible on the screen. Below are just some of them. You can say **select** followed by what you wish to highlight (include punctuation as needed):

<div align="center">

select next 2 words   **select** *let me know*   **select** *comma* obviously *comma*

</div>

Very useful for longer phrases, you can specify a *range* by naming its beginning and ending word(s):

<div align="center">

select *do let* THROUGH *convenience* – "do let me know at your earliest convenience"

</div>

You can select one or more characters, words, lines or paragraphs at a time: select line, select previous 3 paragraphs, select *previous* 5 *words*, select *next character*…

You can also select the entire content of the field or document: **select all.**

You can "unselect" a selection by saying **unselect that** or **deselect that**. (Another way is to move the insertion point with a **move right** command, for instance.)

TIP As with all commands, you must say these as a continuous phrase, with a brief pause before and after. For commands that *quote words from your screen*, choose your target words <u>before</u> you start to say the command. Otherwise, any hesitation will cause the words of the command to be typed on the screen. (If this happens, just say **scratch that** and try again, without pausing this time.)

One should always strive to dictate in complete phrases, since context helps the recognition of text. When it comes to commands, formulating the whole phrase and dictating it without pauses isn't just helpful, it's essential. The exercises below will provide plenty of practice.

Direct Editing: Bold|Underline|Italicize|Capitalize|Copy|Delete|Cut…

Dragon lets you perform frequent editing tasks quickly: like you can quote from editable text in the commands **select <xyz>** and **select <start> thru <end>**, you can say the verbs **bold**, **underline**, **italicize** as well as **capitalize,** immediately followed by the desired word(s). This "Quick Voice Formatting" also applies to **copy**, as well as **delete** and **cut**—these three can be disabled under Options.

IMPORTANT: *If* these commands are enabled, Dragon will try to recognize as one of them *any phrase starting with one of these verbs followed by a word (or words) present in the text*: e.g. "bold measures" or "cut corners." Since Dragon recognizes commands only if they are spoken as one flow between two pauses, this won't happen if the phrase is within a sentence or if one pauses within the phrase, but it could happen if the phrase is said in isolation—for instance, if the speaker is creating a list or had just hesitated as one often does when composing out loud. (If this does happen, one can say **undo that.**)

Remember in particular the possibility of unintended recognition of **cut <xyz>** and **delete <xyz>,** *especially if you dictate without looking at the screen*. If you prefer to avoid this risk, disable these commands by clearing their checkbox on the Commands tab of Dragon's Options dialog.
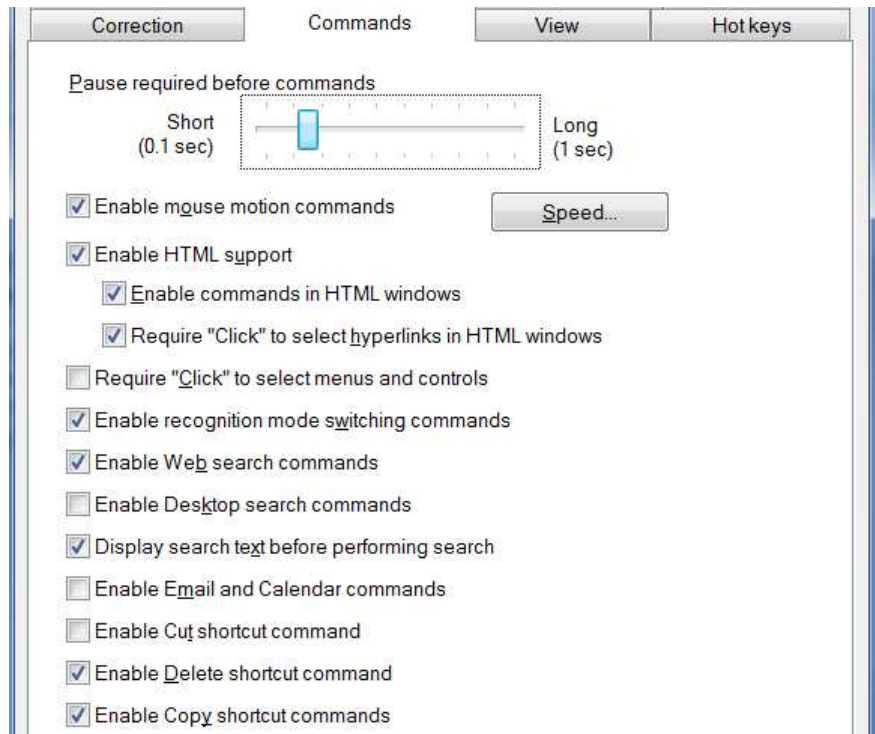
Full Text Control, "non-standard" fields, and the Dictation Box

Commands such as **'correct <xyz>'** and **'insert after <xyz>'**, which quote words from the active text field, work thanks to a Dragon functionality called _Full Text Control_ (formerly _"Select-and-Say")_. This functionality requires the text field to let Dragon be aware of its content—such as where words and sentences begin and end.

Many popular applications build their text fields (or at least most of their fields) in a standard way, and as a result Dragon always has Full Text Control in these fields. However, you may sometimes encounter a text field for which Dragon cannot have awareness—and therefore Dragon cannot always apply all its normal capabilities. (For instance, it may not capitalize the first word you dictate in that field.) You may not notice anything unusual if you just dictate a flow of words (especially if you start with a word that is always capitalized, such as a name or the subject pronoun "I"). However, if you take actions on the text (such as correcting a misrecognition or inserting text _within_ a sentence), Dragon may not be able to execute its "<verb> <xyz>" commands or apply spacing as it usually does.

When the insertion point is in such a text field, the DragonBar displays a special message and its _Text Control indicator_ is dimmed.

Even in "unknown" ("non-standard") text fields, one can use Dragon efficiently, knowing the following:

1. If dictating short entries, you may want to just apply what _does_ work in all text fields: dictate normally and, if necessary, say **'spacebar'** (or press the spacebar), say **'cap'** before a word to force its capitalization (you can also address capitalization after completing your dictation, using the commands "cap that" or "capitalize <xyz>"), say **'move <left|right|up|down>'** commands or reposition the insertion point by hand, etc.

2. If you want to dictate something substantial, consider using Dragon's *Dictation Box*, an intermediary window containing a text field in which you can create, modify, and correct text as usual, with Full Text Control. (If your edition supports them, you can even use boilerplate custom commands to paste text.)

When the text is ready, just say or click the **Transfer** button: Dragon closes the Dictation Box and transfers your text to where you had the cursor.

Dictation Box (Find Answers - Mozilla Firefox)

Here you can dictate and use commands including 'Correct <XYZ>' and 'Delete <XYZ>'; when done, say or click 'Transfer'.
Be sure to see the Help for details about all you can do with this Box, including customizing its display and behavior.

Text:

Transfer   Cancel   Help   Settings...

To open the Dictation Box, you can:

- Say a command such as '**Open Dictation Box**'

- Use the DragonBar's Tools menu

- Use its hot key: Ctrl+Shift+d
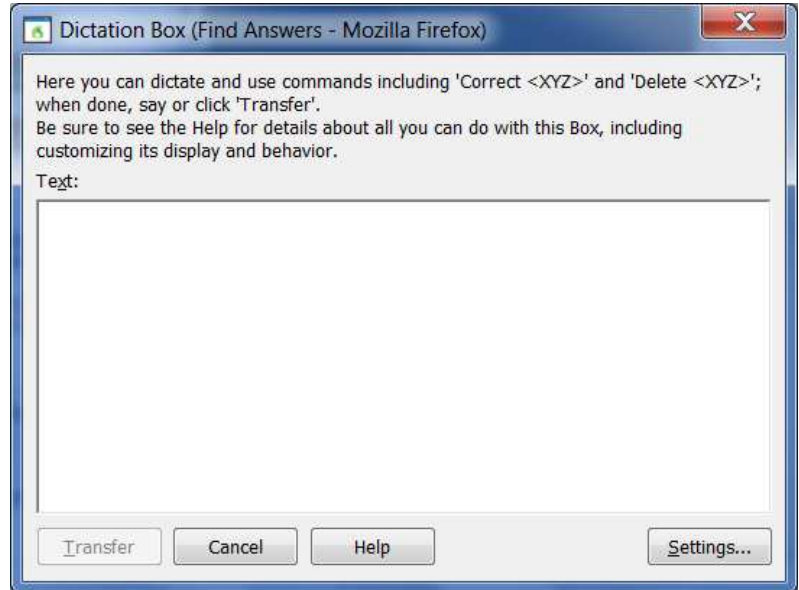
There is a lot of flexibility around the Dictation Box. In addition to changing its hot key in the Options dialog, you can:

- Give its command one or more alternate names (from the *Command Browser*: to find the command, you can filter for the word 'box', with 'Global Commands' selected in the Context list).

- Modify its appearance and behavior, via its **Settings** button: default font size, positioning (anchored, or near the cursor), whether it shows how many characters it contains…

TIP: You can have different settings for different applications. Also, you can have multiple Dictation Boxes open at one time.

The Help contains more details.
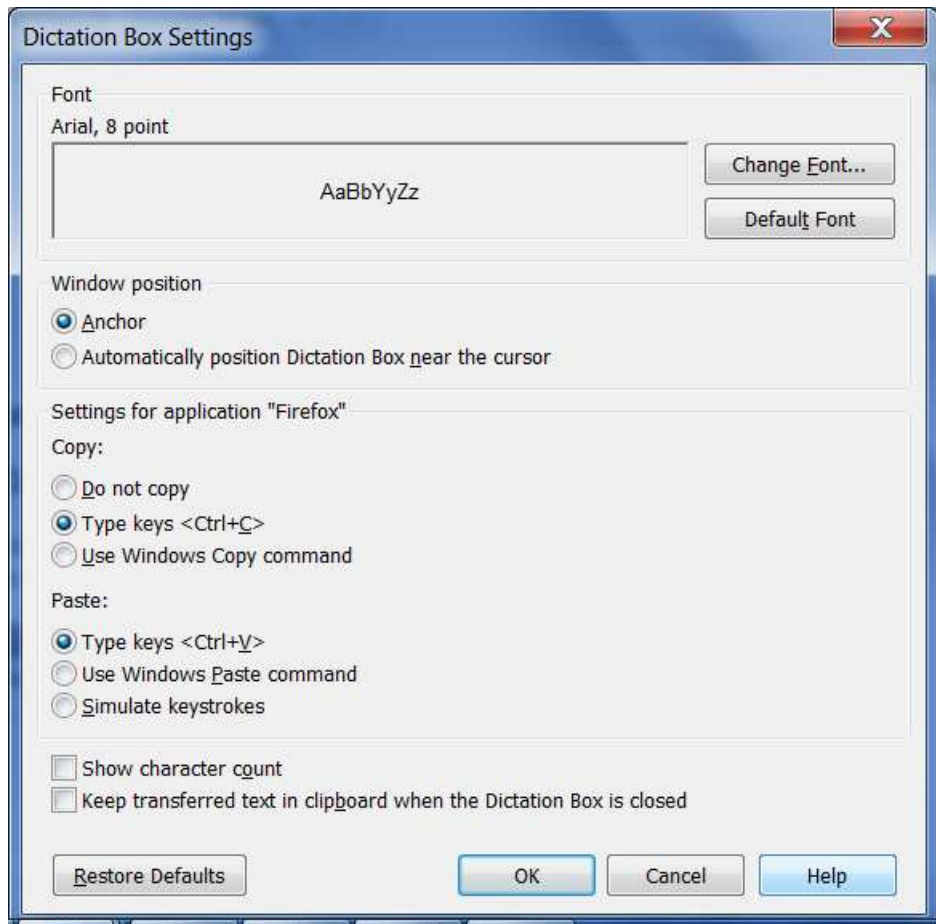
Replacing and Inserting Words

The **select** commands are very useful when you wish to change some of the text on your screen. As you would with mouse or keyboard, you select the relevant segment, then you overwrite it—by dictating or typing.

For instance, if your text reads "100 Main Street" but you wish to change it to "500 Washington Street", say **select 100 Main** (pause) **500 Washington**.

TIP For larger passages, take advantage of **select line, select <start> through <end>, select paragraph…** The command **"resume with…"** can also be very efficient as an equivalent of selecting then deleting what you have just dictated up to a particular word; be sure to read about it in the Help and try it out.

Exercise 1: Practice "overwriting" by voice. Observe then dictate the following paragraph.

> I will be in Boston for a few days next week, and would love to get together for lunch. We could meet at your office at noon. I'll be staying at the Madison downtown; give me a call. Talk to you soon!

1) Say **select lunch**. → You should see the word "lunch" highlighted.

   Say **an early dinner**. → The sentence should now read "get together for an early dinner."

2) Say **select noon**. → You should now see the word "noon" highlighted.

   Say **six o'clock**. → The sentence should now read "We could meet at your office at 6:00."

3) Say **select in t*hrough* week**. → The words "in Boston for a few days next week" are highlighted.

Say **in your area on Tuesday**. → The sentence should now read "I will be in your area on Tuesday…"

Let's say we now want to add a few words inside this paragraph.

4) Observe the insertion point's current position. Say **insert after dinner,** then say **if you have time.**

5) Say **insert before exclamation mark** (observe the move), then say **comma I hope**.

TIP If, after doing some editing in your text, you need to remove trailing white space, you can use commands such as **backspace** or **delete next character** for a single space. A good trick is saying **backspace** combined with a number: **backspace 5** is like pressing the backspace key 5 times.

Dragon's many selection and navigation commands can help you quickly edit text—*whether or not this text was created by voice*. Below is another exercise, to be performed entirely by voice, but remember that for optimal productivity in daily work, you can use a combination of voice and keyboard/mouse.

Exercise 2: Look at the following text, dictate it, then edit it by voice as described below.

Dear Ms. Cooper,

It was nice meeting you Tuesday. I think you have some good ideas about the Johnson project! Let's get the team focused on this project by February. When you have time, could you write up your comments and email them to me? I would really appreciate it.

- Edit the first sentence so it reads "meeting <u>with</u> you <u>last</u> Tuesday".

- Edit the second sentence so it reads "<u>Y</u>ou have some <u>great</u> ideas".

- Edit the third sentence so it reads "on this <u>important </u>project".

- Edit the third sentence so it reads "by <u>early</u> February", and insert a blank line after it.

- Change the fourth sentence to "Could you please write up your notes and email them to me ASAP?"

- Edit the salutation, changing "Ms. Cooper" to "Allison".

- Edit the last sentence, removing "really", and add a closing line of "Sincerely, Susan Martinez".

Which commands did you find most useful in each situation?

Key points about editing text by voice

✓ You can use Dragon to edit a document by voice whether the document was dictated *or* typed.

✓ The editing commands can address small or large amounts of text, even several paragraphs or the entire document (**select all**).

✓ At first, uttering the whole command can be tricky for commands that quote words from your text, such as **select… through…** and **insert before….** As usual, deciding what you are going to say before starting to speak is recommended. If you paused mid-command, just say **scratch that**, pause, and give the complete command again.

✓ The commands that quote your text (**select <xyz>**, **bold <xyz>**, **correct <xyz>, insert after <xyz>…**) work thanks to a functionality called *Full Text Control* (formerly *Select-and-Say)*, which depends on Dragon's ability to constantly obtain information from the text field—for instance, in order to know where words and sentences begin and end, so Dragon can apply spacing between words and capitalization at the beginning of a sentence…

✓ If the text area in which you are dictating is "*unknown*", remember that if needed you can say **Cap** to start a sentence and **spacebar** to create a space, as well as use the **Dictation Box**—a text window that has Full Text Control: when you are finished, the content is transferred to your original location. (See the Help for more details.)

✓ You can modify the Dictation Box's appearance and behavior from its **Settings** button; in addition, you can modify its **hot key** in the Options dialog and give its command one or more alternate names.

✓ You can set the Dictation Box to behave differently depending on the application from which you opened it.

Formatting Text by Voice

Whether text was originally dictated or typed, Dragon NaturallySpeaking lets you use your voice to control font (Arial, Courier…), font style (bold, underline…), font size, alignment (center, right-align…), color, and more.

The "X that" Convention

Dragon has many commands to tell the computer to perform a certain action on a certain item. Many are phrased as "X *that*", with X being a verb for the desired action: for instance, **italicize that** and **delete that**.

Remember, for commands to be recognized, you must pause before and after but not in the middle.

When Dragon hears an "X that" command, it decides what "*that*" is as follows:

1) If anything on the screen is highlighted (whether by voice or by hand), Dragon performs the action on that selection. (It can be one or more characters or words.)

2) If nothing is highlighted, Dragon performs the action on whatever you dictated since you last paused—in n other words, the contents of the Results box, the *last utterance*.

Note: In Dragon's commands, you can say "the selection" instead of "that".

Dragon's "X that" editing commands include:

Cap that – capitalizes the first letter of each word in the segment (e.g. Water Management)

ALL CAPS that – capitalizes all the letters of each word in the segment (e.g. EXTREMELY IMPORTANT)

no caps that – puts in lowercase all the letters of each word in the segment (e.g. american express)

delete that (Version 11 also lets you use "delete <xyz>" as seen in the lesson on direct editing)

scratch that

TIP   To delete your last utterances, you can repeat **scratch that** or specify a number of times (**scratch that 3 times**, **scratch that 8 times**, etc.) but the command "**resume with…**" can be most efficient.

bold that, italicize that, underline that (Version 11 also lets you say "<verb> <xyz>")

restore that – removes all bold/italics/underline formatting from the segment

left-align that, **right-align that, center that**, **justify that**

copy that and **cut that** (you can also use "<verb> <xyz>")

paste that

hyphenate that – puts hyphens in the spaces within the segment

compound that – removes spaces between words in the segment

bullet /unbullet that (make sure you are familiar with how your particular application handles bullets)

TIP The Command Browser's Keyword Filter lets you explore additional command wordings for the application(s) you frequently use. For instance, in Word and WordPerfect, you can say "turn bullets on" and "turn bullets off."
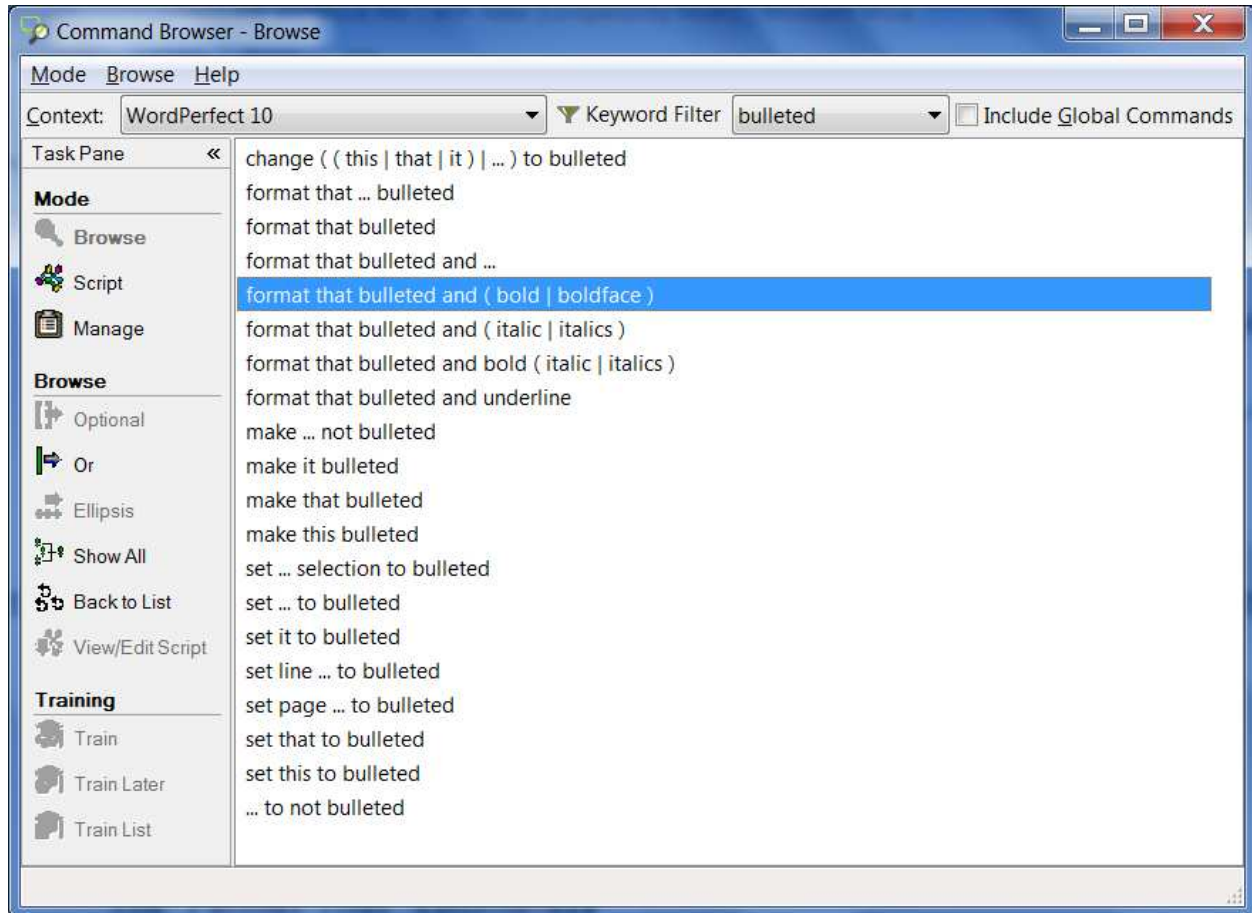
The "Format That" Commands

Not all formatting commands are worded as "X that", but all follow the same rules about what text the action is performed on: the *selection* if there is one, otherwise the last *utterance* (what was said since the last pause.)

As seen in the Command Browser, the many formatting commands include:

format that bullet style –– bullets the designated text (you can also say *set that to* or *make that* **bullet style**)

format that centered

format that regular

format that strikeout –– places a line through the selection (for example, ~~January 19~~)

Note that formatting commands can combine several indications, such as:

format that Garamond, format that Arial 12, etc. –– gives the selection the font name/size specified

format that 20 point, **format that 12 point**, etc. –- gives the selection to the point size specified

format that bold italics

format that caps bold

format that bulleted and plain

Exercise: Dictate the following to experiment with giving format commands *as* you dictate and *afterwards*.

> I finally read *The Grapes of Wrath*. It was TERRIFIC! Although it **is** long, I read it surprisingly <u>quickly</u>.

TIP To undo the last action, say **undo that**. This is equivalent to Undo in the Edit menu, or the keyboard shortcut Ctrl z.

Key points about formatting documents

- ✓ The "X that" commands apply to the current selection, or if there is no selection, to the last utterance (what was dictated since the speaker last paused.)

- ✓ As with all Dragon commands, you must pause briefly before and after saying these formatting commands.

- ✓ You can repeat **delete that** or **scratch that** up to 10 times to delete the last things you said—you can also say **scratch that 3 times**, **scratch that 7 times**… For deleting the end of your dictation up to a particular word, the command "**resume with…**" can be very efficient.

- ✓ To undo the last action, you can say **undo that** (which is equivalent to **"press control z").**

Controlling the Operating System and Applications

Dragon NaturallySpeaking can do much more than type and format your dictated text: it lets you start programs, open desktop items, switch between open windows, maximize or minimize windows, choose menu and submenu items, navigate dialog boxes, "voice-click" buttons, "voice-press" keys, move the mouse pointer, and much more, without touching the mouse or keyboard.

Of course, when Dragon is running, you can still use your mouse and keyboard. Mouse, keyboard, and voice are just three input options. Use whatever is fastest and easiest for a given task.

Let's start with a very frequent task made fast and easy thanks to Dragon: searching your computer.

Keyword-Searching the Computer

Available in the higher *editions*, the "Dragon Voice Shortcuts for Desktop Search" help speed up a process many of us go through very often: finding information that we know is somewhere on our computer!

At anytime, no matter what application is currently active on your screen, these commands let you launch the search for items containing the keyword(s) you specify. They use indexing software including Google Desktop (freely downloadable from Google's website).

They have flexible wordings (the Command Browser lets you see all the possible ways to say them) and can be general ("**search computer for <xyz>**"-- <xyz> being any word or words), or specific:

- **Search *emails* for <xyz>**: searches for the keyword(s) <xyz> in just the **e-mails** indexed on your computer

- **Search [the] *documents* for <xyz>**: searches just the indexed **files**

- **Search [the] *history* for <xyz>**: searches just the indexed **Web pages visited**

Note:

These "Desktop search" commands can be disabled or enabled on the **Commands** tab of Dragon's Options dialog.
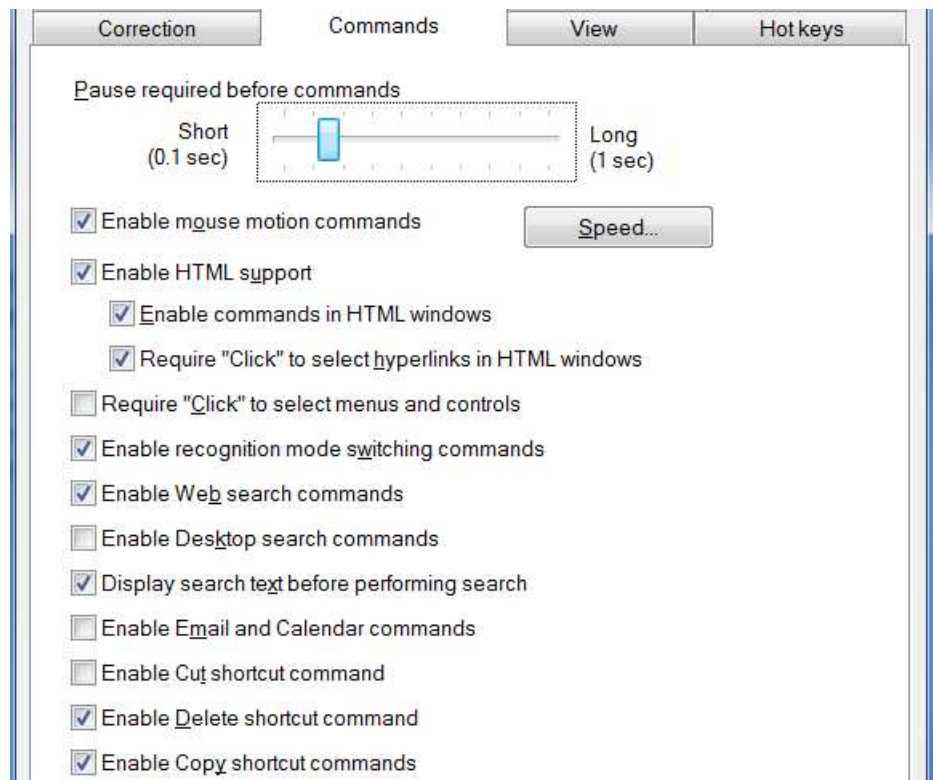
Opening and Closing Programs and Windows

To close the active window, you can say **click close**.

To start a program by voice, you can say **start** (or **open**) immediately followed by the name of the application. For instance, **start DragonPad**, **open Internet Explorer, start Notepad, start Paint,** or **start Windows Explorer.**

TIP Do you need to say "start Word", "start Microsoft Word" or "start Microsoft Office Word 2007"? In the Start Menu (on your Windows taskbar), look in Programs. Some programs require clicking a series of submenus. Whatever the *final* submenu is called is the name Dragon may expect (except for popular applications listed in the Help; for these, shorter names are supported). If you find the listed name inconvenient, you can create a *shortcut* to the application and rename that shortcut to something easy; once you have done that, you can also use the easier name to open the application.

Similarly, you can open any item you see on your desktop (including files and folders): just say **open** followed by its name. For instance, to open an item called "winter projects", you could say **open winter projects**. (Here too, it's helpful to have easily recognizable names!)

To open the Windows Start menu, say **click Start** or **click Start menu** (this and other menus can be navigated by voice, as you will see).

Resizing Windows and Switching Between Them

To minimize an active window, say **click minimize** or **minimize window** (the window remains on your screen, minimized as a taskbar icon). To maximize (enlarge to fit the screen) an active window, say **click maximize**.

If *several windows are open* on your computer, you can change which one is active and in the foreground in several ways:

- Say **list all windows** then say (or press) the *number of the desired window*. Note that, particularly if many windows are open, you may wish to specify an application, by saying **list windows for <application>,** for instance: **list windows for Internet Explorer.**)

You can also say the following:

- **"switch to"** followed immediately by the name of the desired *application, folder, or document*: e.g., **switch to DragonPad**, **switch to Lotus Notes**, **switch to My Computer**, **switch to DragonBar**, **switch to winter projects**.

- **switch to previous window** to go back to the previously active window.

- **switch to next window** as many times as necessary to cycle through all the open windows (this is equivalent to pressing Alt +Tab).

"Clicking" Menus and Controls

To "click" on an application menu or submenu, just say its name; for instance, for a menu labeled Insert, say **Insert**. (The application must have the focus, which you can usually tell by the appearance of its title bar.)

When accessing a submenu, pause briefly after the name of the menu. For instance, to see the available toolbars in applications like Word 2003, you can say **View** (pause) **Toolbars,** and to save a file under a certain name, you can say **File** (pause) **Save As**.

TIP To close an open menu, you can just say **cancel** or **press Escape** (just like pressing the Esc key at the top left of your keyboard.)

To use Office 2007 by voice, first familiarize yourself with the "Ribbon" and its ScreenTips (revealing the item's name), Quick Access Toolbar, and KeyTips (the new display of keyboard shortcuts). Note that the command to click the Office Button 🗔 (equivalent to the File menu of earlier Office versions) is "**Office button**".

With Office 2010, Microsoft introduced some changes to the applications' interface – in particular, it introduced the File Tab. The other tabs can be accessed by voice by just saying their name, but for the File Tab you must

say **"file *tab*"** (or **"click file *tab*"**.) For details on Dragon 11's support for Office 2010, please see the Help (remember that you can search it directly by naming search keywords in a command such as "search Dragon help for open quote office 2010 close quote") and the resources on www.nuance.com.
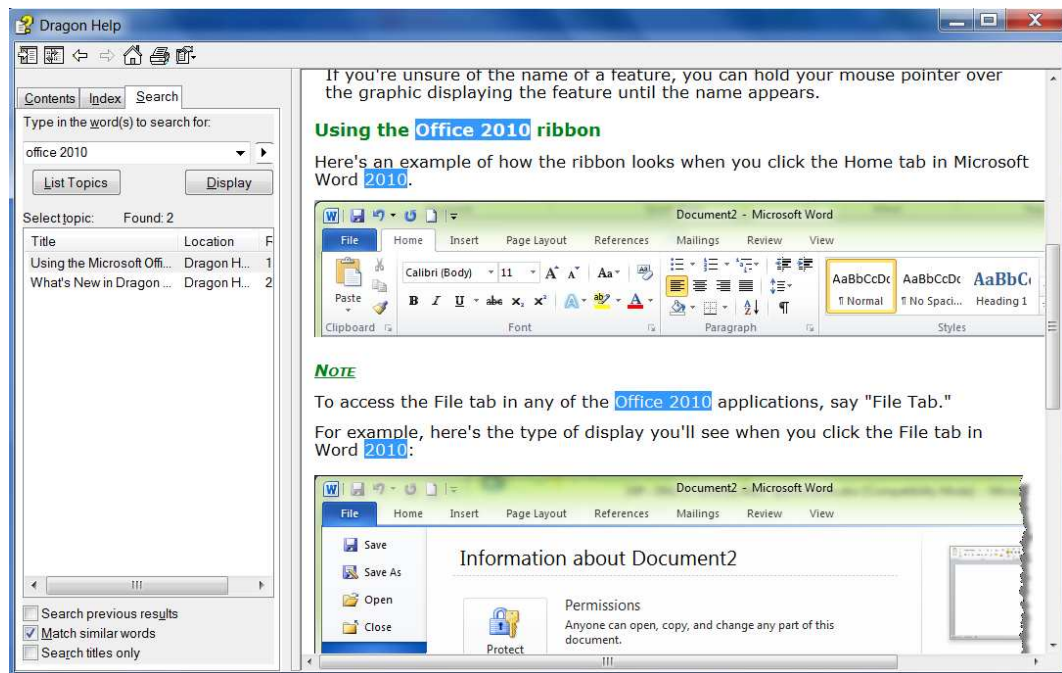
TIP By default, some Microsoft applications show only the most-used menu items. For optimal voice usage, consider changing this default (this may be located in the application's Tools menu: open the Customize dialog and check the box "Always show full menus.")

Menu items often open dialog boxes, which may contain *controls* such as buttons, checkboxes, tabs, and radio buttons. How do you access these by voice? You guessed it: "say what you see"!

IMPORTANT: You can choose to have Dragon require the word **'click'** just before the name of menus and dialog box controls: for instance, for a button labeled "OK", you would say **click OK**. This can be useful to prevent unintended recognitions, such as the inadvertent voice-clicking of the "Send" button in email. Dragon offers a similar "Require 'Click'" option for HTML links (it applies to hyperlinks in supported Web browsers as well as in the Dragon Tutorial, Sidebar, and Accuracy Center). See the Commands tab of Dragon's Options dialog.

This workbook presents several of Dragon's dialog boxes, which often contain *controls* labeled **Cancel**, **Yes**, **No,** or **OK;** as you follow the step-by-step instructions and perform the exercises in each chapter, take the opportunity to practice accessing the boxes and their controls by voice.

Exercise 1: Previous lessons introduced you to the Options dialog box; we will use this dialog box to practice accessing buttons, tabs, and other interface *controls*.

1. Open Dragon's Options dialog, then its **View** tab.

2. Select and unselect the radio buttons and checkboxes for the DragonBar.

3. Restore the defaults.

"Natural Language Commands" and the Command Browser

Dragon comes with large sets of commands that let you order actions directly, and in a natural manner, instead of going through menus, submenus, and dialog boxes: for instance, saying **"Insert Page Break"** in Microsoft Word instead of opening the "Insert" menu, then choosing the submenu "Break", then the option "Page Break".

Dragon's Sidebar contains a sampling of these commands (depending on what application is currently active, and what edition of Dragon you have.) As you will notice, Dragon's command names tend to describe the action, starting with the verb, then the object; since Dragon has so many commands, with many possible wordings, that you can try saying what you want to do -- and if you get unexpected results, say "**Undo That**".

- To read about the commands for a specific application, open the Help (you can say **give me help** or **show Help topics**), or launch a Help search directly with a command such as **"search Dragon Help for Internet Explorer commands."** You can also jump to relevant Help topics directly from the Sidebar's hyperlinks.

- To see all the commands and their variations (optional words, alternate words, etc.), open the *Command Browser* and use its Context list and Filter box to display just the commands that contain a particular word or words and are active in a particular application. When you see in the list a command that looks interesting, make sure it's highlighted in the list then use the links on the Command Browser's menu to expose its full wordings (for instance, to include all optional words or to expand ellipses.)

IMPORTANT: If it detected that your computer's resources would not allow it to perform with both speed and accuracy, Dragon may have disabled its Natural Language Command sets for Word, Excel, PowerPoint, and WordPerfect. If speed is not a priority for you, and you wish to use Natural Language Commands in one or all of these applications, enable them via the Option dialog's Commands tab. (See the Natural Language Commands button near the bottom.)

If you enable the Natural Language Commands for Microsoft Word, for instance, Dragon's speed may decrease within Microsoft Word (or Microsoft Outlook using Word as its editor).

"Voice-Pressing" Keys

At times, you may wish to press a key or two on your keyboard; you can use Dragon to "voice-press" them.

TIP Common accelerator keys for Windows operating systems include: Esc to close a window, Enter to active the item which has the focus, Tab to move the focus forward, and Shift+Tab to move the focus backward. Most buttons, menus and checkboxes have an *underlined letter* in their label: you can activate them by pressing the *underlined letter* (if underlines are not visible, press Alt first.) For accelerator keys specific to a particular application, search the application's Help or the Internet.

Dragon lets you "voice-type" any key on your keyboard. Just say **press** or **type** followed by the name of the key(s): any letter or number, but also Page Up, Home, Enter, Tab, Caps Lock, F2, Control, Alt, Shift...

For instance:

Say **press spacebar**	to select or unselect a checkbox.
Say **press F5** or **press Function 5**	to refresh the view.
Say **press Alt e**	to "click" a button labeled with an underlined 'e'.
Say **press Control f**	to open the Find dialog box in most applications.
Say **press Escape**	to "escape" out of a window.

Say **press Alt Down** to open a drop-down list.

To undo a keystroke, you can say **undo that**.

Exercise 2: Observe the Find and Replace dialog box below and its controls: tabs, drop-down lists, checkboxes, and buttons. Answer the following questions (think of "voice-typing" as well as "voice-clicking" options), then open a similar dialog in your word processor and practice navigating it by voice.

- How could you place the insertion point in the Find field? How could you go to the other tabs?

- Which control currently has the focus? How could you move the focus to the Find Next button?

- How could you close this dialog box?
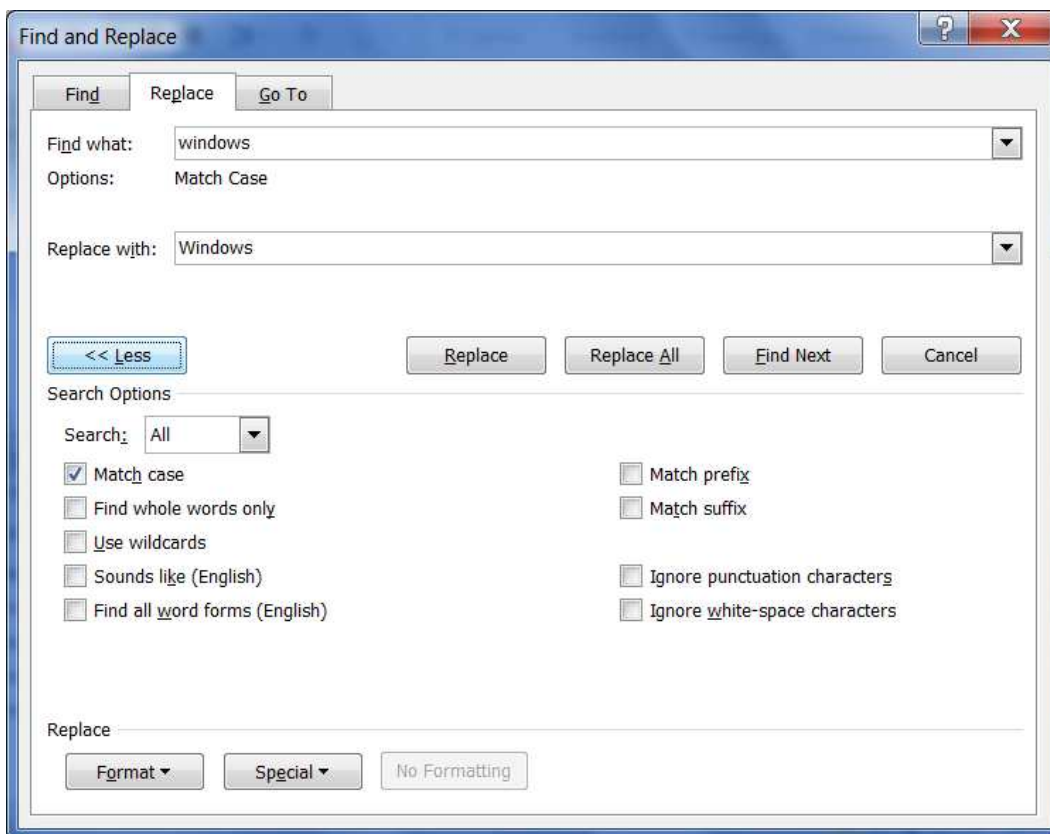
Key points about controlling your computer by voice

✓ You can open an application (or desktop item) by saying **start** or **open** immediately followed by the name of the application (or item). You may want to provide easy names for these items.

✓ You can switch between windows with commands like **switch to DragonPad**, **switch to next window**.

- ✓ To click menus, buttons, and other *controls*, you can "*say what you see*" (you can choose to say "click" right before, or not.)

- ✓ You can "voice-press" any key by saying **press** or **type** followed by the name of the key.

- ✓ Dragon 10 offers commands to search your computer for items containing the keyword(s) you specify (these commands take advantage of the indexing done by software like Google Desktop, which must be running on your computer). For instance, to find all indexed e-mails containing the words "Canada" and "budget", you can say **search email for Canada budget**.

Using Dragon NaturallySpeaking with the Internet

Below are some commands for common Internet-related tasks. The Command Browser lists many more, and the Help contains a lot of detail about using your voice on the Web and about Web-related Dragon options.

TIP Dragon includes commands you can say anytime to perform *general* Web searches, Web searches in specific *categories* (maps, news, products, images, videos) or searches in certain specific *sites*, like Wikipedia. You could say for instance '**search images for chrysanthemum**' to see images found for that word by your default search engine.

You can even take advantage of capabilities of specific engines: one example is Google's conversions and calculations, as in '**search Google for 53 percent of 1100**' and '**search Google for 77 euros in dollars**'.

A key advantage of these "Web search shortcuts" is that, like the "desktop search shortcuts", they can be used anytime, *no matter what program is currently active on your screen*; they are very convenient time-savers!

NEW: In Dragon 10, search shortcut commands executed the search automatically. In Dragon 11, you can edit the search string first: the new Edit Search Keywords dialog lets you revise, replace, or augment your dictated keywords. The option is now on by default for Web and Desktop search commands. If you turn this option off, you may not see any action on your screen right away after giving one of these search commands; this is normal since the search itself needs a moment to complete.

The following covers actions often done in HTML pages and work with *supported Web browsers* (Mozilla Firefox and Microsoft Internet Explorer). There are many more commands; please see the Help.

Navigation

Say **go to address** to go to the address bar; after entering a URL, say **go there** or **press Enter**.

Say **go back** or **go forward** to click the Back or Forward buttons; say **go home** to access the homepage.

Say **add to favorites** to add the current site to the Favorites list.

Say **refresh page** or **reload page.** (To stop a page load, you can say **stop loading**.)

Say **page down** or **start scrolling down** to see more of the web page. (You can then say **stop scrolling**.)

Accessing a specific item on a Web page

Note: For all these commands, if what you said matches multiple items on the screen, Dragon will display *numbered arrows* next to the items; to indicate the desired item, say **choose 3** or whatever number corresponds to your choice. (If you need the numbers to go away, just say **hide numbers.**)

To click a *hyperlink*, you can *say its name or just part of it*, preceded by the word '**click**' or not. (If a red arrow appears next to it, say **click that**.)

IMPORTANT: Dragon is always looking to match what it hears to possible commands. For HTML windows, you can choose to *require* '**click**' before the link name, since if you dictate a word or phrase in isolation, it may activate a link instead of being transcribed—see the Commands tab of the Options dialog; this option is on by default in Version 11.

Say **text field** or **edit box** to move the insertion point to the first text field on the screen. If you want to dictate into the next text field, you can say **next control**.

Say **click image** to click on an image (on the Web, some items may be designed to look like text buttons, but are actually images.)

Say **click check box** to select (or unselect) a check box.

Say **click radio button** to select a radio button (round option button).

Say **click list box** to select a list box, and **drop list** to display the list (to highlight list items, you can use the **move up** *n* and **move down** *n* commands)

Say **click close** or **press Escape** to close a popup window**.**

Note: These commands require the setting "Enable commands in HTML windows," which is on by default and can be found on the Command tab of the Options dialog.

Using Dragon NaturallySpeaking for E-mail

Dictating is in itself a great benefit for e-mail usage. For certain e-mail applications, you can go far beyond dictation. This lesson introduces important commands and tips for using Dragon with e-mail.
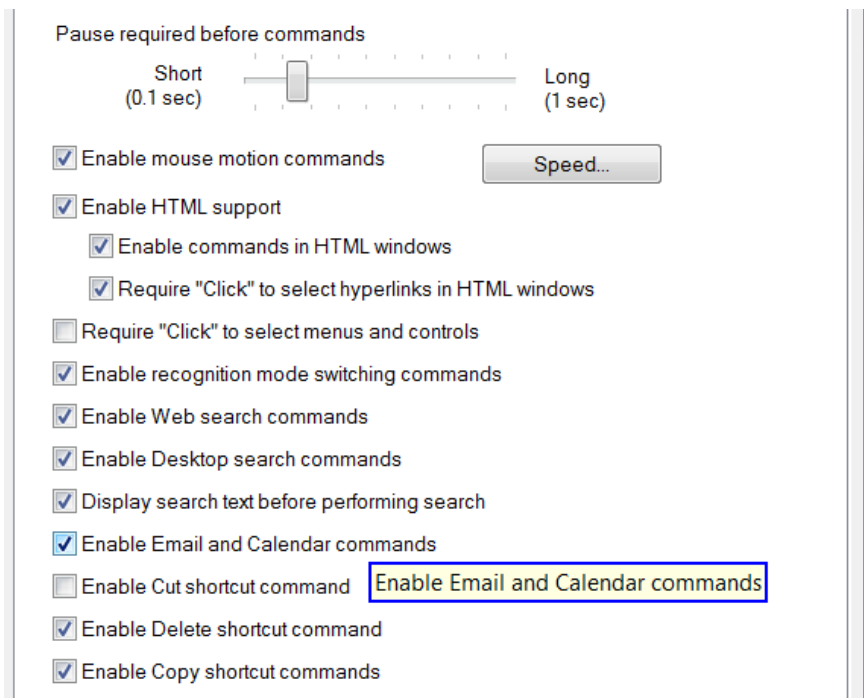
IMPORTANT Users of Lotus Notes, Outlook, Outlook Express and Windows Mail can take advantage of Dragon's '**Increase Accuracy From E-mail**' tool to automatically adapt the Vocabulary based on sent emails and to identify names of Contacts. Note that, although Dragon can automatically format email addresses and URLs as you dictate them, it can be efficient to add to the Vocabulary the e-mail addresses and domains you use frequently (do specify Spoken Forms as needed.)

Voice Shortcuts

For Microsoft Outlook, there are many commands for the Inbox (you can forward, move, or flag messages, for instance), Tasks, Calendar… For quickly creating messages, appointments, and tasks, Dragon 11 even offers "shortcut" commands that include dictation and work *no matter what is currently active on your screen*. At any time, whether or not Outlook is open, you can say for instance "create email to Jane Miller and Payroll," "schedule meeting with Joe Keller and Jane Brown," "create appointment at noon," "create task about office supply inventory," or "email that to Jane Miller" (the "that" being the selected text or file).

Before using these commands, make sure Dragon is able to recognize custom words such as the names you plan to mention (use the Accuracy Center).

Note: These shortcut commands require the option "Enable E-mail and Calendar commands" which is on the Commands tab of the Options dialog.

Pause required before commands

Short (0.1 sec) — Long (1 sec)

☑ Enable mouse motion commands   Speed...

☑ Enable HTML support
　☑ Enable commands in HTML windows
　☑ Require "Click" to select hyperlinks in HTML windows
☐ Require "Click" to select menus and controls
☑ Enable recognition mode switching commands
☑ Enable Web search commands
☑ Enable Desktop search commands
☑ Display search text before performing search
☑ Enable Email and Calendar commands
☐ Enable Cut shortcut command   Enable Email and Calendar commands
☑ Enable Delete shortcut command
☑ Enable Copy shortcut commands

Remember to explore the Command Browser's "Context" list, and take advantage of the Sidebar and the Help: for instance, you could say "search Dragon help for Outlook calendar."

Command Browser - Browse
Mode Browse Help
Context: Dragon - Shortcuts for E-mail   Keyword Filter (No filter selected) Include Global Commands

```
book ( [ an ] appointment | [ a ] meeting ) about *something*
create ( [ an ] appointment | [ a ] meeting ) about *something*
create ( [ an ] e-mail | [ a ] mail [ note ] | [ a ] message ) to *someone*
create [ a ] mail [ note ] about [ the ] *something*
create [ a ] mail [ note ] on [ the ] *something*
create [ a ] message about [ the ] *something*
create [ a ] message on [ the ] *something*
create [ a ] task ( about | on ) *something*
create [ an ] e-mail about [ the ] *something*
create [ an ] e-mail on [ the ] *something*
schedule ( [ an ] appointment | [ a ] meeting ) about *something*
( schedule | create | book ) ( [ an ] appointment | [ a ] meeting ) with *someone*
send ( [ an ] e-mail | [ a ] mail [ note ] | [ a ] message ) to *someone*
send [ a ] mail [ note ] about [ the ] *something*
send [ a ] mail [ note ] on [ the ] *something*
send [ a ] message about [ the ] *something*
send [ a ] message on [ the ] *something*
send [ an ] e-mail about [ the ] *something*
send [ an ] e-mail on [ the ] *something*
... to *someone*
```


Command Browser - Browse
Mode Browse Help
Context: Dragon - Shortcuts for MS Outlook   Keyword Filter (No filter selected) Include Global Commands

```
move e-mail to *folder name* folder
move e-mail to the *folder name* folder
move it to [ the ] *folder name* folder
move message to *folder name* folder
move message to the *folder name* folder
move selection to *folder name* folder
move selection to the *folder name* folder
move that to *folder name* folder
move that to the *folder name* folder
move the e-mail to *folder name* folder
move the e-mail to the *folder name* folder
move the message to *folder name* folder
move the message to the *folder name* folder
move the selection to *folder name* folder
move the selection to the *folder name* folder
move this to *folder name* folder
move this to the *folder name* folder
```

Commands for within the email program

Note: In e-mail commands, you can substitute **message**, **e-mail**, or **memo** for **mail**.

You can start your default e-mail program by saying **Start mail**. With the e-mail program open, you can say:

new mail – creates a new mail message

open mail – opens the mail message highlighted in the list

close mail – closes the open mail message

forward mail / this– forwards the highlighted or open mail message

reply to mail / **this** – replies to the highlighted or open mail message

delete mail – deletes the highlighted or open mail message

check for new mail – checks for new mail/opens your Inbox

As you create e-mails, you can move between fields by hand, by saying **Tab** or **Tab key**, or by saying the following (the word **field** is optional, and you can substitute **go** for **move**):

> **move to To [field]** – moves the cursor so that you can then dictate the recipient's address

> **move to CC | BCC |Subject [field]**

> **move to Body [field]** – moves the cursor to the body of the e-mail so that you can dictate the message

Note: If you wish to use Web-based email such as Gmail, be sure to familiarize yourself with Dragon 11's support for Web browsers (Internet Explorer and Mozilla Firefox). Within Gmail, you may also wish to explore the impact of switching from *Gmail's Standard* display to its *Basic HTML* display.

Key points about Dragon 11 and e-mail

- ✓ In supported e-mail programs, the higher editions of Dragon provide many voice commands to perform tasks, such as **open message**, **delete memo**, **go to Subject…**

- ✓ In e-mail commands, you can use the words **message**, **e-mail**, **memo,** or **mail** interchangeably**.**

- ✓ If you have Microsoft Outlook and your edition of Dragon supports them, you can use direct commands (the "Dragon Voice Shortcuts") like **book meeting with <contact(s)>**, **create message to <contact(s)>**, **create email about <subject>**, and **create task about <subject>**, *no matter what application is active*: there is no need to first switch to Outlook**.**

- ✓ You can see more e-mail commands in the [Command Browser](#) and the [Dragon Sidebar](#); in addition, the Help contains many details about using Dragon with e-mail. Remember that Dragon 11 contains a command that lets you name keywords to search for in the Help: for instance, you could say "search Dragon help for Outlook calendar."

Dragon NaturallySpeaking and Microsoft Word

In "Controlling the Operating System and Applications", you learned about Natural Language Commands. Since Microsoft Word is an application many people use, this chapter lists built-in commands for this word processor. Corel WordPerfect has similar commands, so it shares the same Dragon Sidebar content.

Remember that if your system resources are low, enabling Natural Language Commands could decrease Dragon's speed. (Note also that if an application's set is disabled, the Dragon Sidebar will not show special content for that application; instead, it will show Global commands).

In addition to commands, this chapter covers special points of interest regarding Microsoft Word: ctfmon.exe and the Voice Notation feature.

Special note for Windows XP: turning off CTFMON

After installing Dragon on a Windows XP operating system, errors may start appearing when using Microsoft Word if the Microsoft Alternate User Input application (CTFMON.EXE) is also running. You can disable CTFMON.exe thanks to a simple checkbox on the Miscellaneous tab of the Administrative Settings dialog box. (Administrative Settings is in the DragonBar's Tools menu.)

"Voice Notations" in Microsoft Word documents

The higher *editions* of Dragon let you add "Voice Notations" in Word: text that can later be used with Word's Accept/Reject Change functionality. A Notation could be anything you do not want permanently in your document or you do not want transcribed, e.g. instructions you speak for the benefit of your assistant. Voice Notations are not used by the Acoustic and Language Model Optimizer.

To add a Voice Notation, press the Esc key while dictating. Voice Notations are highlighted in green and formatted as red italic text.

Commands specific to Microsoft Word

For applications like Word, Dragon has so many commands (and many different wordings for most commands), that we couldn't possibly list them all here or in the Sidebar.

If you are working in a supported application and you encounter an action you'd like to perform by voice, use the **Command Browser**'s **Context** list to pick that application and use its **Filter** to see *just the commands that contain a particular word or words*. If you see a command that looks interesting, make sure it's highlighted in the list, then use the Browse menu to uncover its full wordings (for instance, to include all optional words or expand ellipses.)

TIP: If you say what you think is a command but Dragon takes no action or just transcribes the words on the screen, look for the Results box. If you do not see your command (with a thick border around it), Dragon did not recognize what you said as a valid command for the current situation: for instance, if you say "Insert a 2 by 2 Table" when the insertion point is inside a table, nothing happens because one cannot insert a table inside a table.

Pictured below is an example of a Help topic listing commands for working in Word documents.

Basic document commands in Microsoft Word

You can use the following voice commands to perform basic document operations using Microsoft Word (click the operation you wish more information about):

▼ Creating, opening, and closing a document

▼ Saving a document

▼ Page Setup

▼ Viewing the document

▼ Printing

▼ Checking spelling and grammar

▼ Searching and replacing

▶ Inserting document segments

To	Say
Add a page	1. "Go To <location>" (to move the insertion point to where you want to insert the new page). For example, "Go To Bottom" to add a new page at the end of the current document. 2. "Add a New Page"

Many of Dragon's commands work for both Word 2003, 2007, and 2010, such as:

- **New** file

- **Save** the file. Save file as.

- Create a 3 by 7 **table**

- Add **page numbers** [at bottom left| center | right]

- **Delete next** sentence

- **Find** a word. Find and **replace**.

- Set **page orientation** to Landscape

- **Print** pages 3 to 7. Print the selection. Print [this] page

- View page **layout**. **Change view** to print layout.

- **Zoom** to 50 percent. Zoom to **full** page. Change zoom to **page width**

- Set **page width** to 8 inches

- Show|Hide **paragraph marks**

- **Double-space** the document. **Single-space** this paragraph

- Set the font color to green in this line

- Set **background** to yellow

- Show word **count**

Microsoft Word 2007 and the Ribbon

In addition to the Ribbon Interface (which organizes items by tabs instead of menus), Word 2007 introduced new capabilities for which Dragon now offers Natural Language Commands, including the ones below.

Note: To click the Office Button (which replaces Word 2003's File menu), you can say "**Office Button**."

Office Button menu
- Open/show document information [panel]
- Quick print [file/document]
- Save [document] as PDF
- Encrypt file
- Add digital signature
- Mark [the] file/document as final
- View/open/show [the] document management [task] pane
- Share [the/that/this] document/file

Common Tasks:
- Go to/Switch to/Hide/Open/Display **thumbnails**
- Turn **side by side view** off/on
- Add/create/insert [a] **special character**
- Add/create/insert [a] **hyperlink/chart**

Page Layout menu
- Create/add/insert a **watermark**
- Set the **page color**
- For **themes** :
  - **View** themes; Set **colors** of theme
  - Change the font of [that/the/this] theme
- For **line numbering** :
  - Create/add line numbering continuously
  - Delete/remove line numbering

Reference menu
- Previous **footnote**/endnote
- Create/add/insert [a] citation/caption
- Create/add/insert **index**
- Add [this/it/that] in the index

Review menu
- Show/view/open/hide/close [the] **research pane**
- Translate the first sentence/word. **Translate** the entire page
- For **comments**:
  - Create/insert/add [a] new comment
  - Erase/delete/clear all comments shown
  - Go to next/previous comment
- Hide/close [the] **review pane**
- Accept/reject **change** and go to next

Blog Post menu

- Create a new blog account
- Open a blog post
- Publish [this/that] post to [the] blog account

Mailings menu

- Create blank/new **envelope/label**
- How/view/hide **merge preview**

Dragon 11 and Microsoft Word 2010

With Office 2010, Microsoft introduced some changes to the application interface – in particular, the File tab. The other tabs can be accessed by voice by just saying their name, but for the File tab you must say "**file *tab***" (or "**click file *tab***".)

For details on support for Office 2010, please see Dragon 11's Help and website resources.
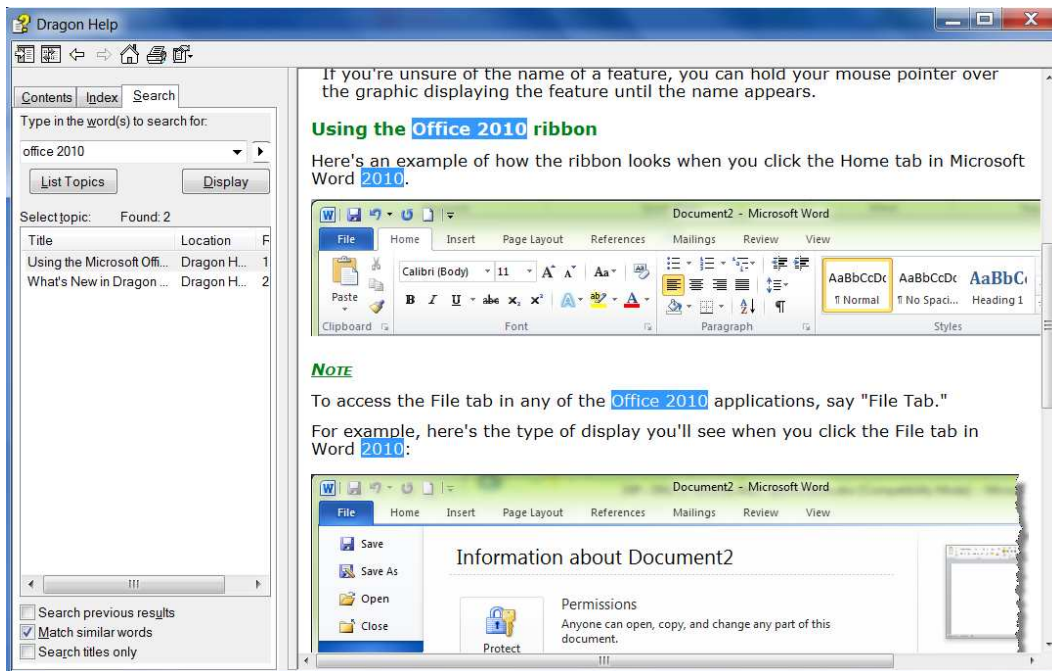
A Windows 7 note:

In Windows 7, WordPad has an unnamed button instead of a File menu. To click it, you can say **"application menu"**.

Dictating and editing in Microsoft Excel

You can use Dragon to dictate and edit content into Microsoft Excel spreadsheets. Many Excel-specific commands are built into the higher *editions*; the Dragon Sidebar window shows some, and the Command Browser lets you discover the full set. In addition, the Help describes commands usable in Excel to fill or hide rows or columns, sort, sum or average values, widen columns, and more (see Help example below.)

Remember that the Natural Language Commands for Excel may be disabled or enabled from the Options dialog.

In this lesson, sample steps guide you to practice tasks such as entering text, moving between cells, editing existing cells, and correcting recognition errors inside cells.

You can use the following voice commands to work with content in Microsoft Excel:

To	Say
Sum or average a column or row of numbers	1. Move the insertion point to the cell where you want the sum to appear 2. "Sum/Average the Values on the Right/on the Left/Above/Below"
Sort a column or row of numbers	1. Select the row, column, or range of cells you want to sort 2. "Sort the Selection"
Change contents from decimals to fractions	1. Move the insertion point to the row, column, or cell you want to change 2. "Set this Row/Column/Cell to Fractions in *<number>*", for example "Set this Cell to Fractions in Eighths"
Lock or unlock contents	1. Move the insertion point to the row, column, or cell you want to lock or unlock 2. "Lock/Unlock This Row/Column/Cell"
Fill a cell, row, or column	1. Move the insertion point to the row, column, or cell you want

IMPORTANT: If you want to mention a cell in a command (such as "move to cell D5", or "select cell B3 through cell H3"), be sure to say the word "cell". Note that, instead of the letters, you can say alpha bravo Charlie, etc.

There are two editing modes in Excel: Quick and Full. Make sure you are familiar with how your version of Excel functions, especially for editing content in cells; notice when the Status Bar (bottom left corner) indicates "Edit" and when it indicates "Enter" -- as well as when the mouse pointer changes.

- Quick Edit: To enter new content into a cell, overwrite the current content of a cell, or format the entire content of a cell. When you select a cell and begin dictating, a yellow background appears; if the cell currently contains text, the dictated text will overwrite it.

- Full Edit: To *edit* the *existing* contents of a cell. Select the cell and say "Edit Cell" or "Press F2" to open the cell for editing; the insertion point is automatically placed *at the end* of the cell. As you dictate, the background changes to blue. Commands such as "New Line" operate *within* the cell.

TIP: To quickly enter a predictable series of values, such as days or months, you can use commands such as **"Monday through Friday across"** or **"July through December down."**

Full Text Control in Quick Edits

You will want to practice entering data into a spreadsheet and navigate around the spreadsheet and within cells, as well as dictate and correct text using commands like **"correct <xyz>" (see** _Full Text Control,_ **called Select-and-Say in previous versions).**
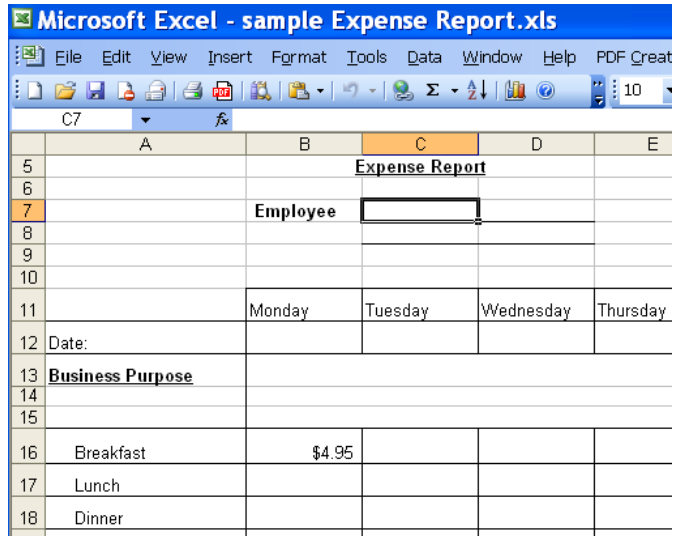
For the exercise below, the content of the spreadsheet is not important.

Step 1: Open Excel, say **open document** and locate the relevant .xls file – or use a blank file.

Step 2: Say **move to cell C7** (or **Charlie seven.**)

Step 3: Dictate your full name into the cell.

As you dictate, the cell background turns pale yellow, indicating that Dragon is doing a Quick Edit.

Let's practice correcting recognition errors so Dragon can learn from them:

Step 1: Say **move to cell C 13** (or **Charlie 13**). Dictate some text that is likely to contain unknown words, such as: "Travel to Ashtabula to provide support for Sporkatron, Inc."

Step 2: Correct one of the recognition errors. (Leave the remaining errors as they are, so you can practice coming back to this cell and correcting them later.)

Step 3: Say **move down one** to go to cell C14. Dictate some additional text that is likely to contain new words, such as: "related to last week's trip to Kenmawr—training Moosehart Insurance"

Now that you are out of the cell, practice going back to it and correcting the error(s) in it.

Step 1: Say **move up one** to move back to cell C13. Say a "correct <xyz>" command to correct another of the errors Dragon made. Notice that the cell again turns yellow.

Continue correcting the text until it is accurate.

Step 2: Say **apply.** You are no longer in Quick Edit mode; the cell you were editing is still selected.

Now let's practice entering numeric data rapidly into a row.

Step 1: Say **move to cell B16** or **move to cell Bravo 16** to move to the Breakfast row. Dictate a numeric value such as **six dollars and fifty cents.**

Step 2: Say **move right one** to move to the next Breakfast entry. Fill in the rest of the row.

Key points about editing cells in Excel

✓ You can navigate between cells using absolute commands such as **move to cell A1** or relative movement commands such as **move up one, move right two,** etc.

✓ If you want to mention a cell in a command (such as **move to cell D5** or **select cell B3 through cell H3**), be sure to say the word "cell". You can speak the letters as **alpha bravo Charlie**, etc. instead of A B C.

✓ If you wish to modify and add to the existing content of a cell, move to that cell, then say **Edit Cell** or **Press F2**; the insertion point will appear at the end of the cell's content and the cell will now have a blue background. If you say commands like New Line and New Paragraph, these commands are executed *within* the cell.

✓ If you just move to a cell and start to dictate, what you dictate will overwrite the existing content.

✓ You can use Dragon commands like **select <xyz>, correct <xyz>**, and **insert before <xyz>** to edit and correct text in a cell.

✓ To complete entry and move down one cell, say **press Enter**. To *cancel entry and remain* in the cell, say **cancel** or **press Escape**.

✓ Saying **apply** completes entry into a cell, and leaves the focus on that cell (exiting Quick Edit mode).

Boosting Productivity with Custom Commands

In previous lessons, you learned various *built-in* voice *commands* to perform actions such as formatting text, searching the Internet, creating a new e-mail, creating a new appointment… The higher editions of Dragon also allow the creation of *custom commands*.

There are several types of custom commands; this workbook presents the "Text-and-Graphics" type, which allows you to define boilerplate for Dragon to paste wherever you utter the command. As the name indicates, this boilerplate can contain graphics, such as logos, scanned signatures, maps… Quick and easy to create, Text-and-Graphics commands provide considerable time savings and convenience. In editions Professional and Legal, you can even include *fields* in them—a very easy way to create templates that can be both created AND navigated by voice.

Creating Boilerplate Commands ("Text-and-Graphics" Type)

Step 1: Open the MyCommands Editor—you can say **add new command** or choose Add New Command in the Tools menu.

Step 2: Think of a name for your command and enter it in the **MyCommand Name** field.

IMPORTANT: The command's name is the phrase you will say to cause the command to execute. Choose it well! It should be easy to remember and easy to say, like *Paste Signature Block* and *Enter Home Directions*.

- Choose a descriptive, meaningful name (as opposed to a name like "macro 3".)

- Make it neither long nor short (between 2 and 5 words is usually best). Avoid single words, and phrases you may need to dictate.

- Use words that are easily pronounced and recognized (all words in the command name should be in the Vocabulary), and avoid symbols—for instance, use "number" instead of "#", otherwise Dragon would expect to hear "number sign" or "pound sign" when you say the command.

Step 3: In the **Description** field, enter some information about your command. This is optional, but it helps remember any important details about the command (its intent, when and where you might use it…).

The following step applies only to the higher editions of Dragon.

Step 4: Optionally, choose a group. In the **Group** field, you can highlight and overwrite **the default**.

Creating custom commands groups can later allow you to locate and manage many commands quickly. Aim to name your groups meaningfully: for instance, the name of the application or task for which you are creating the command(s).

Once a command Group is defined, you can add more commands to that group (Dragon will now include it in the "Group" drop-down list).
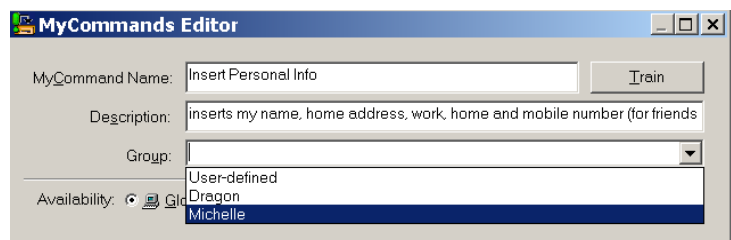
IMPORTANT: If desired, you can always assign the command to another group later. Since *the Sidebar's MyCommands tab only shows custom commands that are in the **User-Defined** group,* you can choose which commands to display there by making a "clone" of the desired command and assigning it to the User-Defined group. (See this lesson's section on cloning.)

Step 5: In the **Content** field, enter what you want Dragon to paste when you say your command. (You may find it helpful to enlarge or even maximize the Editor's window so that a larger Content field is visible.)

> **TIP** If the text you want already exists in electronic form, you can save time: highlight the desired segment in the original document, then say **"make that a command"**. Dragon will automatically open the Editor and paste the selection in the Content field. All you have to do now is specify the command's name and attributes, and edit the Content as needed.
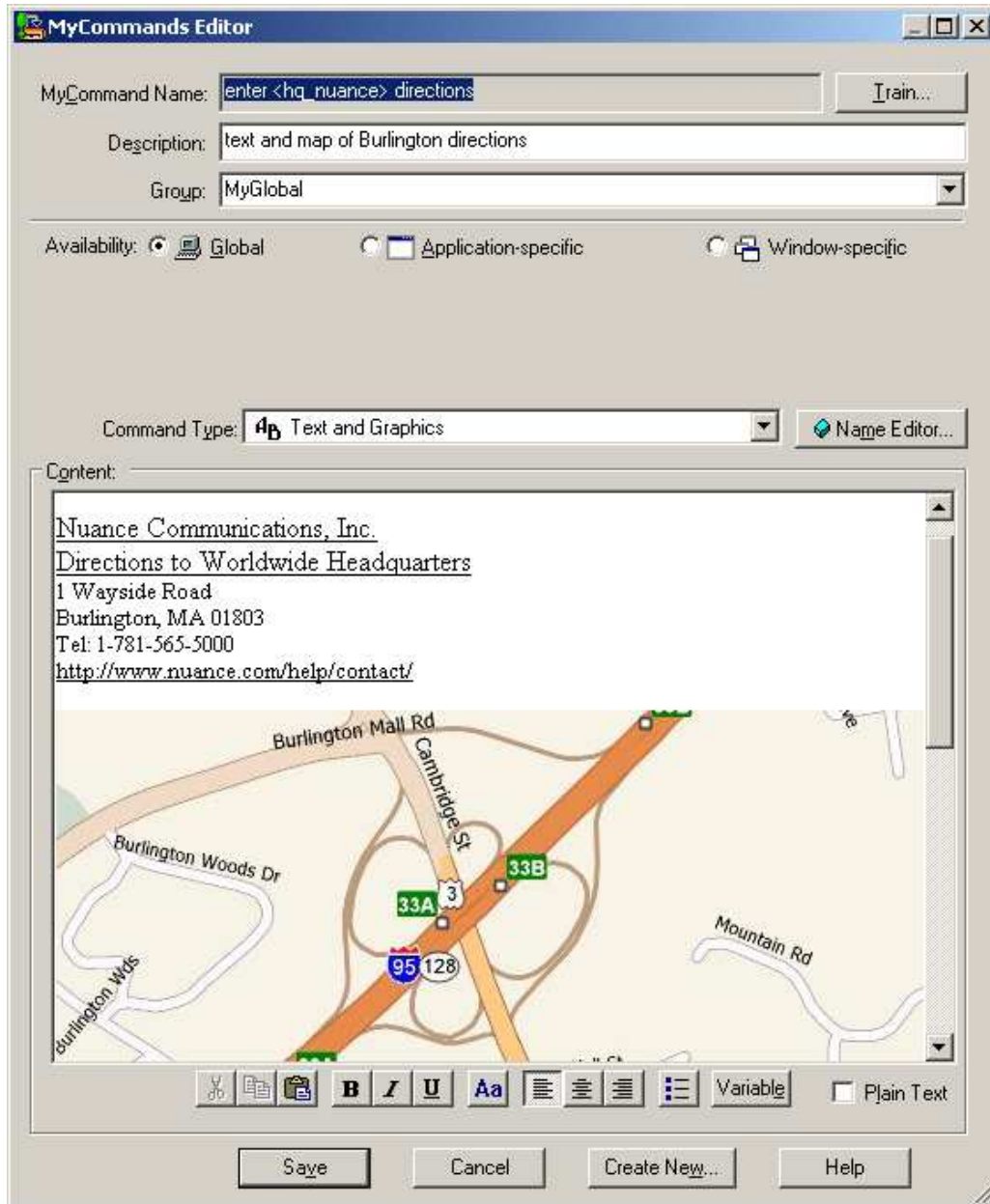
As its name suggests, this type of custom command lets you include *graphics* as well as text: you can paste images from another application into the Content field—many people include maps, logos, or scanned signatures, for instance.

Optional: If desired, format the text entered in the Content field: you can use the buttons (bold, left-align, center…) below it. Clicking the **Aa** button opens the Font window, where you can choose the desired font style, size, color, etc.

IMPORTANT: In cases where you want the content to *match the formatting of what preceded it in your document*, check the **Plain Text** checkbox (see the bottom right of the MyCommands Editor).

Step 6: Once the command is named, edited, described, grouped, and formatted as you want it, click **Save**.

Let's test your command. Say **start DragonPad**, then say your command's name. (Commands you create yourself follow the usual rule: you must pause before and after, but not in the middle!)

You may realize now that you could make your command even more convenient: for instance, by *adding a blank line before the content so your pasted content automatically starts as a new paragraph*. A section below explains how to **edit** a custom command.

## *"Cloning" Commands and Adding Name Editor Variables*

Instead of making a command from scratch, you can create a new command based on the "clone" of an existing one, by clicking **New Copy** on the Command Browser (or the **Create New** button on the Command Editor.)

In addition, the **MyCommands Editor**'s *Name Editor* allows the inclusion of *<variables>* in your command names. Variable names provide flexibility (so you can use synonyms instead of just one wording) and can make your custom commands even more useful, by letting them perform variations on the same action.

The variables can be synonyms, or they can be different values, such as **numbers from 1 to 10.**

<1to10> is one of the pre-filled *lists* available through the Name Editor, but you can also make your own (as was done for <hq_nuance> in this lesson's illustrations).

See the Help for details.
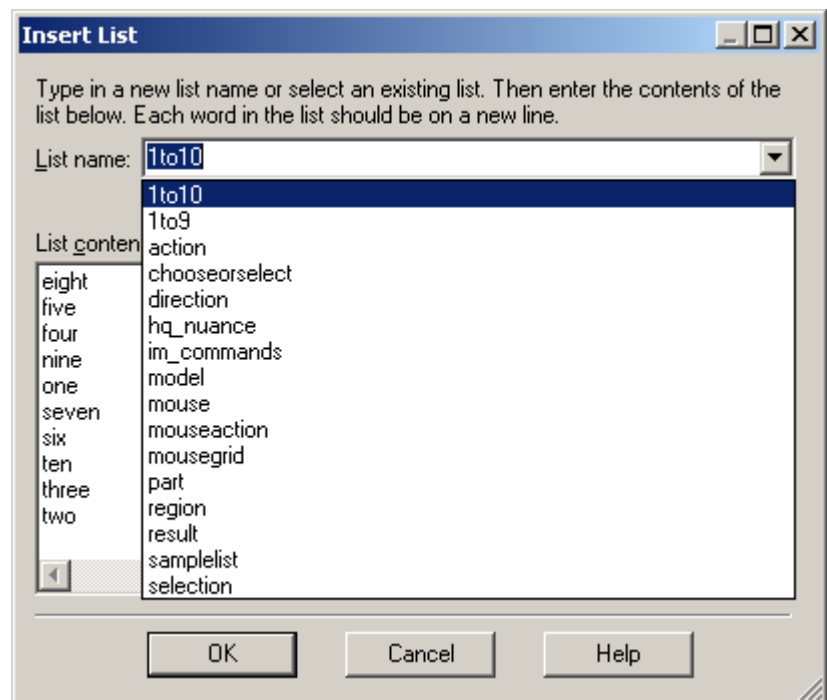
"DragonTemplates": Boilerplate Commands with [Fields]

(Higher editions only) Dragon 10 added to the Text-and-Graphics command type a new capability which gives a very simple way to paste a "voice template" containing fillable *fields*.

To create a *field* in a command's Content box, click the **Variable** button at the bottom of the MyCommands Editor. By default, each *field* appears between square brackets as "[default value]". (If you prefer delimiters other than square brackets, you can indicate that in the Commands tab of the Options dialog.)

After saying the command name, which pastes the "DragonTemplate", you can:
- **type or dictate** a specific value in each placeholder —> The placeholder is overwritten, and delimiters are removed.
- **accept the default** value —> Delimiters are NOT automatically removed; you can say "clear variable delimiters".

To navigate a DragonTemplate's Fields, you can select the desired Field with the mouse, or use the voice commands "**Next Field**" or "**Previous Field**." (These commands only work where all of Dragon's functionality is supported—where the DragonBar's *Full Text Control indicator* is green).

Managing Custom Commands

After you create commands, you may wish to edit them. If your phone number changes, for instance, you may want to edit commands containing it. You may also want to rename, delete, or copy commands.

A tool called the *Command Browser* lets you search for commands as well as manage your custom commands. In the Professional and Legal editions, deleting, renaming, modifying, exporting and importing custom commands can be done through its *Manage* "mode", as follows. (In the Premium edition, see the Script "mode".)

Step 1: Say **open Command Browser**. (You can also use the link in the Tools menu.)

Step 2: On the Mode section of its Task Pane, click **Manage** (or choose it from the Mode menu.)

Step 3: Open the **Group** drop-down list. If you created a separate group as suggested earlier, its name will appear here; choose it. Otherwise, the commands you made will be under **User-defined**.

Step 4: The Command Browser now displays only the commands in the specified group, listing them by **availability**. You can use the + symbol to expand the display.

**Step 5:** Check the box next to the desired command, then click

To Script (which at that point will be available in the Task pane.)

This takes you to the Command Browser's *Script* display, which shows all the modifiable commands.

Step 6: With your command highlighted, click **Edit** in the Task pane (or use the Script menu). The MyCommands Editor will open, displaying the command's attributes and content; you can now edit the command as desired.

Remember: the **Description** field is useful for entering comments such as where and when the command should be used, or reminders like "make variations of this ASAP" or "change this after we move"**.** Your notes may seem obvious at the time, but they really help later!

IMPORTANT You can **delete** commands visible through the Script or Manage displays: check the box next to the desired command(s) then choose **Delete** (from the menu).
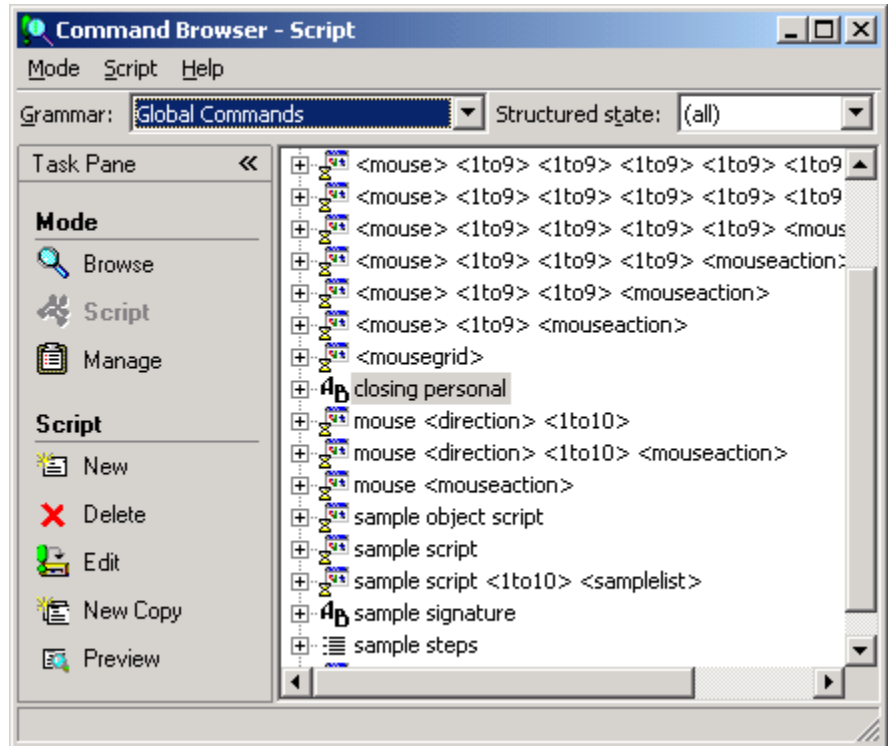
Finding commands via the Command Browser's Keyword Filter

One of the ways you can find commands in the Command Browser is by using the ability to filter the display to show only the commands whose name contains a particular word or words: choose *Filter* from the Command Browser's toolbar (visible in the upper-right corner when in Browse Mode) to specify one or more words. The Filter button is useful for finding custom commands (particularly if they were not filed under a *Group* name), and also for finding built-in commands, since Dragon contains far too many to list even in the online Help.

TIP It's a good idea to explore the Command Browser for commands related to items you might like to address by voice: you might filter for words like border, indent, double space, table, row, column…

The Command Browser's display may seem strange at first, because instead of full words some lines may contain ellipses (dot dot dot), parentheses, and <angle brackets>, in order to fit in the space and represent the many optional and alternate elements, like "the" and "a". You can view the full wordings by using the Browse menu's items—**Refine** and **Undo All** are particularly useful.

To practice, pick your usual word processor in the Context drop-down list, and use the **Filter** to find commands on items you often use in this application.
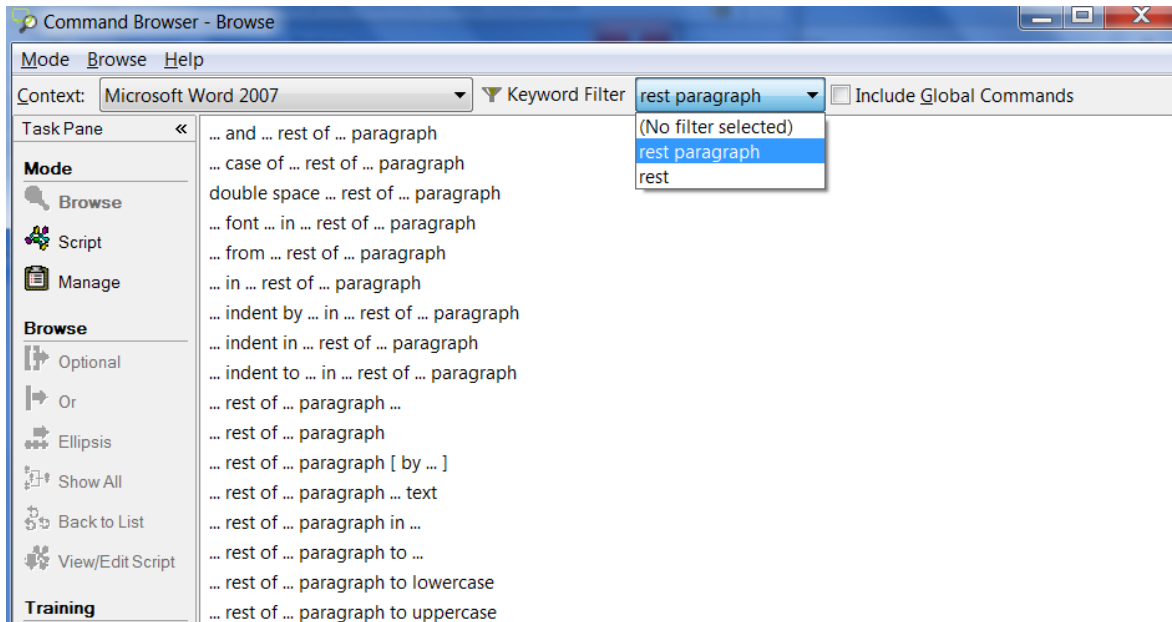
Key points about custom commands

- ✓ You can quickly create custom commands to insert blocks of text and/or graphics in your documents. This is done in the tool *MyCommands Editor*, which you can bring up by saying **add new command**.

- ✓ If the boilerplate text already exists in an electronic document, you can copy and paste it into the MyCommands Editor's Content box, or say **make that a shortcut**.

- ✓ Providing a **Group** name for your custom commands makes it quick and easy to locate and manage them later. It's also a very good idea to use the **Description** field to note a comment, a reminder…

- ✓ Names for custom commands should be memorable, intuitive, easy-to-pronounce phrases. Avoid names that could be used as dictation, such as single words.

- ✓ The **Name Editor** lets you add *<variables> in command names*, to provide synonyms or variations (using **lists** you define yourself, or existing lists such as 1to10.)

- ✓ In the *Professional and Legal editions*, you can add fillable [Fields] to your boilerplate commands to create "DragonTemplates" which can be navigated and filled out by voice.

- ✓ The Command Browser allows you to rename, modify, "clone", delete, export and import custom commands.

Performing Audio Checks and Acoustic Training

As described earlier, personalizing Dragon's vocabulary is a small investment of time that makes a big difference in how accurately the software can work for you. In addition, when misrecognitions do happen, using proper correction technique allows Dragon to learn from its mistakes.

In certain cases, you may also want to perform additional *acoustic training* to improve accuracy. This lesson presents how to train individual words or phrases and how to bring up a training text to read aloud, as well as how to use the Microphone Check, a short but important process.

IMPORTANT: When providing Dragon with acoustic training, be sure to use your natural dictation voice: relax, and speak clearly but not louder or slower than you would when dictating normally. Otherwise, you give the software acoustic data that is not representative of how you usually dictate. Remember, when you are training software to accurately recognize your speech, you must represent your speech accurately!

Microphone Check

Use Dragon's audio check if something in your environment has changed: new computer, new microphone, new room, different ambient noise… Also, if your overall accuracy is lower than expected, you want to verify that your audio hardware is functioning correctly.

Step 1: From the DragonBar's Audio menu, click or say **Check Microphone**, which opens the microphone check wizard (formerly called the *Audio Setup Wizard)*. You can also bring it up directly by saying **check microphone** or **check audio.**

*Note: Opening this Wizard automatically turns off the microphone.

Step 2: Follow the Wizard's screens as when you first created your Dragon profile: click the Start button and read the content of the gray box. Dragon will indicate whether the check passed.

- *If it failed*, verify that your microphone is plugged in correctly and that its *listening side* is facing your mouth. (On many microphone models, the listening side is marked by a dot or the word TALK, which you may have to pull out the foam cover a bit to see.) If your microphone is properly connected and positioned, there may be a problem with background noise (including "subtle" noises such as your building's temperature-control system) or with your audio hardware). Click the Help button and see the Knowledgebase of technotes at support.nuance.com if needed.

- *If it passed,* click Finish. (If, once you resume dictating, accuracy is still lower than expected, see **Improve my accuracy** from the DragonBar's Help menu.)

Training Individual Words

You have learned to add new words and phrases to the vocabulary, as well as to create **Spoken Forms** for items pronounced differently from the way they are written. Spoken Forms are often the most efficient way to ensure accurate recognition.

If you suspect that Dragon needs help recognizing a tricky word (particularly if it contains one or more sounds you cannot represent in a Spoken Form, such as a rolled r), you can acoustically "train" that word.

Step 1: In the Vocabulary Editor, locate the word you wish to train by entering it in the Written Form field. (If you have just added the word, this will not be necessary, as the word will already be displayed at the top of the list.)

Step 2: Click the word in the list so it is highlighted, then say or click Train. The *Train Words window* opens. Are you ready? (If you need to clear you throat, do it first!) Click Go, and read the prompt *in your normal speaking voice*, as if you were saying this word in the middle of a sentence.

Step 3: You may have to wait a second for this acoustic information to be incorporated -- be patient! Then you can say or click **Done** to close the Train Words window.

Reading Text to Train Dragon

Consider providing some reading for acoustic training after the first few days of practicing dictation: by then, speaking clearly into the microphone should be familiar, and reading aloud text presented by Dragon should better reflect how one actually dictates.

If your speech presents a particular challenge for speech recognition (due to a lisp or a strong accent for instance), you should perform a reading for acoustic training as soon as possible.

Step 1: From the DragonBar's Audio menu, click or say **Read a text to improve accuracy**. (You can also use the link in the Accuracy Center.)

Step 2: When the Select Text window opens, choose a text to read, then click OK. The General Training window will open. Click Go to begin reading.
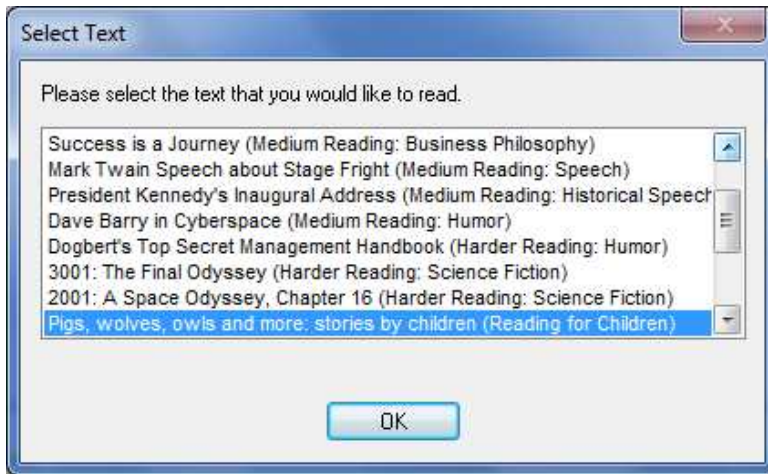
IMPORTANT: Try to speak clearly but naturally and read *exactly* what is on the screen. If the software needs to hear you read something again, a yellow arrow will show you where to resume reading. If necessary, click Pause, then click Go when you are ready to resume.

Key points about acoustic training

- ✓ In general, the best thing you can do to make Dragon recognize your speech even better is to use the software regularly, personalizing the Vocabulary (editing Spoken Forms or Word Properties as warranted, designating specific documents for Dragon to analyze, running or scheduling the Accuracy Tuning process…) and correcting misrecognitions as warranted.

- ✓ In certain cases (if a certain word is consistently misrecognized, or if overall accuracy is lower than you expected), you will want to provide Dragon some additional acoustic data.

- ✓ You can train Vocabulary entries from the Vocabulary Editor (either one at time or several at once).

- ✓ When providing acoustic training, remember to speak as you typically do when you dictate to Dragon. It's important to avoid the temptation to over-enunciate or speak loudly when training a word or phrase in isolation.

- ✓ At any time, if you feel that the accuracy is not as high as usual, you can access Dragon's **Microphone Check**—through DragonBar's Audio menu or the Accuracy Center, or by saying a command such as **Check Audio**.

- ✓ You can improve the overall accuracy of your dictations by reading aloud one of Dragon's acoustic training texts (you can go through the DragonBar's Audio menu or the Accuracy Center). Consider reading at least one training text as soon as possible.

Creating and Using Multiple Vocabularies

Every Dragon NaturallySpeaking user automatically has at least one Vocabulary. The *Professional, Legal, and Medical editions* of Dragon allow you to have several Vocabularies, although it is relatively rare for a person to need more than two or three. The advantage of having several Dragon vocabularies is being able to customize each one to perform best for very different topics or different styles of dictation.

For instance, suppose an architect uses Dragon to dictate business letters and site reports, but also frequently uses it to write a newsletter for his community theater group. In his work-related dictation, he might use formal business language and mention technical terms and brands of construction materials. He might want to add the abbreviations for building codes, as well as the names of clients, contractors and other contacts he mentions in his work. When writing for his theater group, however, his dictation style might become significantly more casual and the words he uses most frequently would be different.

Having multiple Vocabularies helps achieve optimal accuracy in different dictation types. The documentation contains many details about creating and managing vocabularies. This lesson presents the essentials.
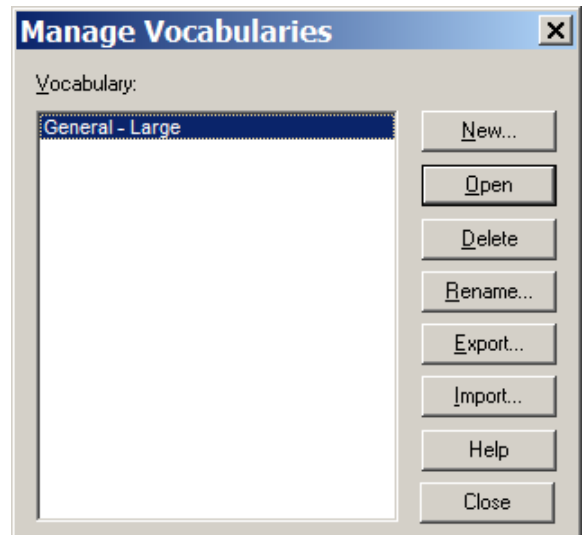
Creating a New Vocabulary

Creating a new vocabulary is very similar to customizing your original vocabulary. It starts in the Manage Vocabularies dialog box.

Step 1: Say **Manage Vocabularies** or use the DragonBar's Vocabulary menu

Step 2: In the New Vocabulary window, choose a descriptive name and enter it in the Name field. From the drop-down list, choose the vocabulary on which you want your new vocabulary based (what you see in the list varies if you have the Legal edition of Dragon):

- If you want to create a *vocabulary which already contains the custom words from your existing vocabulary*, choose this existing vocabulary from the list: e.g. General – Large.

- If you want to create a *vocabulary which does NOT contain any of the custom words from your existing vocabulary*, choose the *Base vocabulary*.

Step 3: Dragon will then offer to run the Vocabulary Optimizer. This automatic tool may take a while, and is not as powerful as the other vocabulary tools. Instead, you can choose Cancel, which exits the Vocabulary Optimizer. Then you can customize your new vocabulary using what you learned in previous lessons: **Import a list of Words**, **Increase Accuracy From Email**, **Add Words From Documents...** (see the Accuracy Center.)

Managing Multiple Vocabularies

After creating (or importing) a new Vocabulary, you may wish to *rename* or *delete* it; both are done in the **Manage Vocabularies** dialog box.

From there, you can also *Export* a Vocabulary (to burn it to a CD or save it to a USB drive, for instance). This would allow you to share it with other users; the recipient user would also access the Manage Vocabularies dialog, choose **Import** and browse for the exported Vocabulary's .*top* file. (See the Help for more details.)
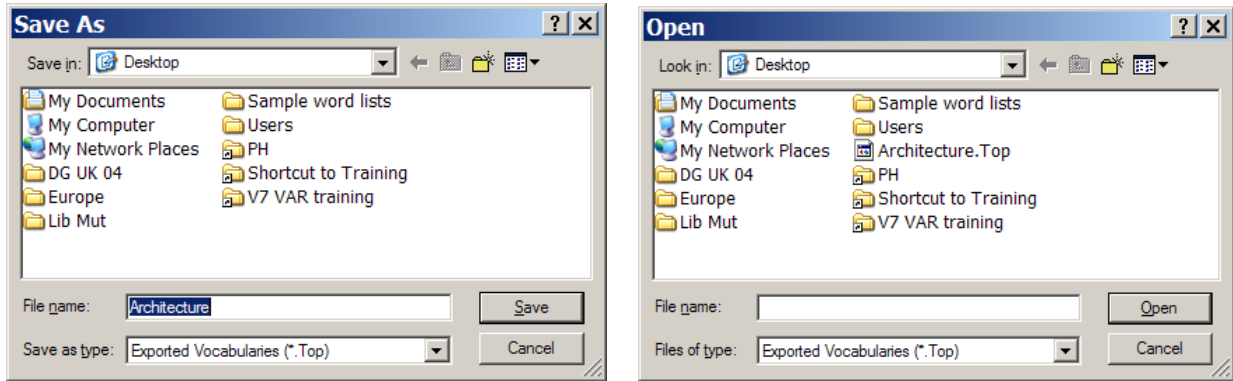
NOTE: If you have multiple Vocabularies for the same User profile, this will be reflected in the **Open User Profile** window, which will appear when you start Dragon.

The Open User Profile window also shows the different dictation source(s) that may be available for the User profile(s) present on your computer. You can pick the line containing the Vocabulary (and, if application, User and Source) you wish to open.

During your dictation session, you will be able to switch to a different Vocabulary, by saying **open recent vocabulary**, for instance.
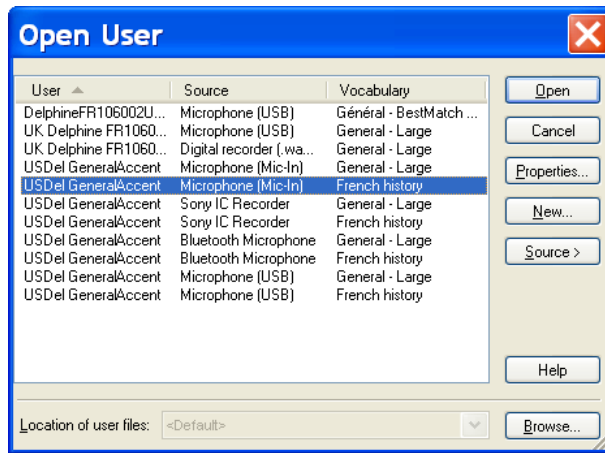
Key points about multiple Vocabularies

✓ If you dictate on two or more very different topics, using different customized Vocabularies will maximize your recognition accuracy. Each Vocabulary can be customized using the tools in the Accuracy Center—adapting to documents you designate, for instance.

✓ If you have several Vocabularies, you will be prompted to choose one when you start Dragon. You can switch to a different Vocabulary later, by saying **open recent Vocabulary**, for instance.

✓ The Manage Vocabularies dialog lets you create, delete, open, rename, import and export Vocabularies; it opens with the command **manage Vocabularies** (or from the Vocabulary menu).

Acoustic and Language Model Optimization

Vocabulary customization and proper correction of recognition errors both help Dragon recognize your dictations more accurately. "Accuracy Tuning" is a functionality you can use to further "tune" your profile's accuracy for *your* specific usage:

- It refines your User profile using the latest acoustic data archived from any corrections and acoustic training you performed.

- It uses text extracted from your previous dictations to add frequent word sequences to the Language Model (Dragon's statistical information that predicts which words are most likely to occur when you dictate).

IMPORTANT: If you have recently dictated in *a very different sound environment*, such as an airplane, you should not let Dragon perform acoustic optimization.

The Accuracy Tuning process becomes available once you have performed enough dictation, correction and training. Dragon will let you know once it has collected enough data for its automatic optimization.


The accuracy boost from Accuracy Tuning will depend on factors such as the amount and quality of the initial training and optimization (if performed during profile creation), the initial accuracy you experienced, and the amount and quality of text and audio data available for processing.

You can choose to schedule Accuracy Tuning to run periodically, at a time and frequency of your choice. You can also launch it, as shown below.

Launching the Acoustic and/or Language Model Optimization

Step 1: Use the DragonBar's Audio menu (or, in the Accuracy Center, use the link "Launch Accuracy Tuning now").
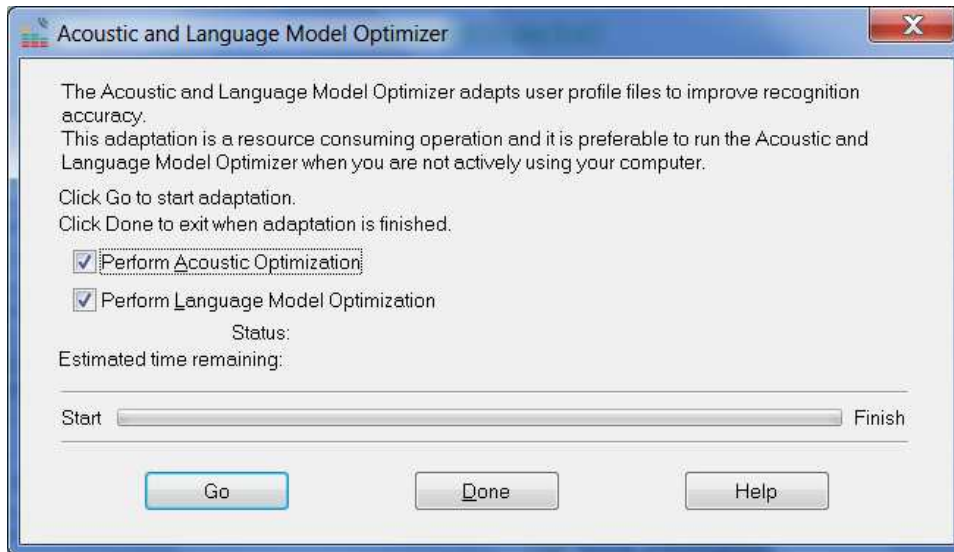
Step 2: Check the Acoustic and/or Language Model checkbox as desired, then click Go. (Note that Language Model optimization is typically much faster than Acoustic Optimization.)

Scheduling the Optimizations—and Data Collection

For convenience, Dragon lets you schedule a specific time and frequency for these optimizations. You can do this at the time you create your profile, and you can also do it later by going to the Administrative Settings dialog (available from the DragonBar's Tools menu) and using its Scheduled Tasks tab.

IMPORTANT: When you schedule a Dragon task, pick a **time when your computer will be on (not sleeping, not hibernating),** but Dragon will not be running (not even running in QuickStart mode).

The documentation contains details about how end-users and Administrators can access these optimizations and Dragon's scheduling; the latest is available along with other Dragon documents on the Nuance website.

In addition to Accuracy Tuning, you can choose to schedule another periodic task: the sending of anonymous usage data over the Internet to participate in the **Data Collection** which helps Nuance's Research & Development team improve future releases of Dragon for all.

The Data tab of the Options dialog.

Note that it includes the setting for the frequency at which Dragon makes a backup of your profile (by default, Dragon does it every five times your profile is saved).
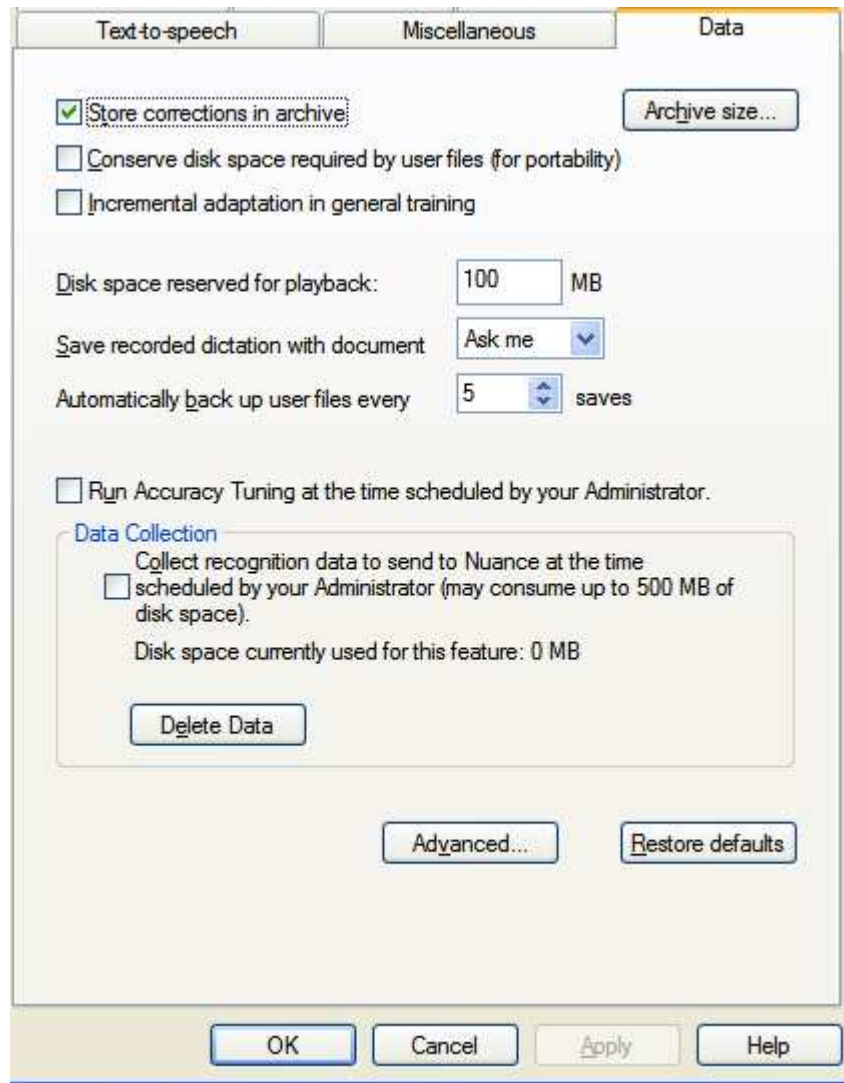
Key points about Acoustic and Language Model Optimization

✓ The Acoustic and Language Model Optimizer can automatically "tune" Dragon by making it review all the acoustic data and/or text data it has gathered from your usage.

✓ This Optimization can be launched at any time from the Audio menu or the Accuracy Center. It can also be scheduled so that Dragon performs it at a specific frequency and time.

✓ When scheduling Accuracy Tuning (and Data Collection), pick a time when your computer will be on, but Dragon will not be running (this includes running in its QuickStart mode).

Copying User Profiles

As you learned, each person who uses Dragon NaturallySpeaking creates a User profile, which the software holds in a set of files that contains, among other things, acoustic and lexical data. When you add a personalization to the Vocabulary (spoken form, alternate written form, capitalization property…), correct a recognition error, read a training text, or change an option, Dragon can save these changes in the open profile.

Although Dragon automatically creates a profile backup (by default, every five times the profile is saved), it is a good idea to keep your own record of customizations, by exporting your custom words for instance, or noting what options or Properties you have changed…

You can also copy your whole profile—for safe-keeping, or to make it available on another computer. Copying is a simple two-part process accomplished through the *Manage User Profiles dialog box*.

Step 1: Say **manage user profiles** (or choose Manage User Profiles in the Profile menu). In the Manage User Profiles dialog, select your profile, then choose <u>A</u>dvanced > <u>E</u>xport. (You may see a message about saving changes to the current profile.)


Step 2: A Browse dialog opens. Choose a destination (if you wish, make a new folder) then click OK.

> *If both computers are on a network with a shared drive*, this drive is probably the easiest location. *Otherwise*, you can export your profile to a media storage device, such as a portable USB drive.

Now that your User profile is exported, it can be imported:

Step 1: From the second computer, open the **Manage User Profiles** dialog. Choose **Advanced> <u>I</u>mport**.

Step 2: When the Browse window opens, locate the folder containing the exported profile (this folder bears your profile's name). Once it is highlighted, click **OK**.
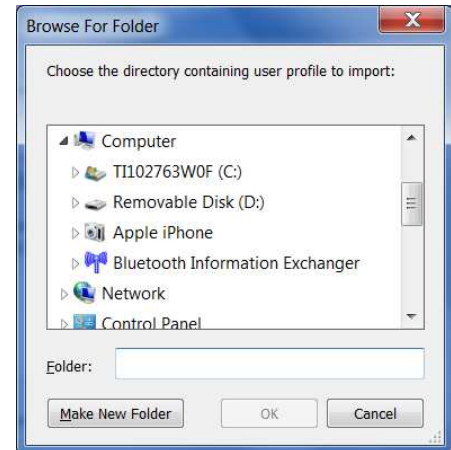
Key points about exporting and copying User profiles

✓ You must export the profile from the original computer, then import it to the recipient computer.

✓ Exporting and importing profiles is done through the Manage User Profiles dialog box—available through the DragonBar's Profile menu or by saying **manage user profiles**.

The documentation contains more information about managing User profiles: deleting, renaming, backing up, restoring… See for instance topics on Dragon's **Roaming User** feature (available in Professional and higher

editions), which presents administrative advantages and is particularly useful for people who frequently dictate from different PCs connected to the same network.

Practice Exercise: Creating a Memo by Voice

Bring up DragonPad or your usual word processor. Using your new dictation and formatting skills, try to create the following document entirely by voice. After you have created the sample signature block shown in the sample below, replace it with your own information.

Take this opportunity to practice looking up keywords in the Help to find out more ways to accomplish a particular task. Remember that you can use the Sidebar and the command "search Dragon Help for…"

<div style="margin-left: 2em; border-left: 2px solid black; padding-left: 2em;">

August 5, 2009

AnyCorporation

Gene Hansen-Wolffe

P.O. Box 3299

Minneapolis, MN 67811-3299

Dear Gene,

I am pleased to report that my team has reviewed the *Western* Region Report for this quarter. As of July 29, 2009:

the total is **$875,500.**

Please let me know your projected figures for the rest of Q3.

As always, don't hesitate to contact me at the number below.

Sincerely,

Sara Petersen
Regional Sales Manager
My Company, Inc.
202-965-5000
mobile: 715-377-1925
fax: 800-968-2231
sara.petersen@mycompany.com

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What's New in Version 11?

Ellipsis (dot dot dot) triggers capitalization of the following word

You can modify this default through the Vocabulary Editor's Properties button. If your usage of ellipsis is mostly for the end of sentences (as opposed to within a sentence), you can keep this default; to handle the cases when you do NOT want the ellipsis to trigger capitalization, you can say "no caps" right after the ellipsis.

Spoken forms do not allow punctuation

See examples in the Vocabulary Editor and the workbook.

Dictation commands (such as "cap" and "caps on") are now lowercase

This can matter for users who create or modify custom commands that refer to dictation commands, in HeardWord statements for instance. See the top of the Vocabulary Editor.

The DragonBar, its icons and menus

The DragonBar is designed to help you discover and quickly access important tools. In addition, it keeps important status indicators close together: microphone status, the Text Control indicator, the Recognition Mode indicator, and messages from Dragon.

Full Text Control (formerly called "Select-and-Say"): The Text Control Indicator shows you the level of dictation support you can expect for the text field where you currently have your cursor. In Microsoft Word or DragonPad, for instance, Dragon has Full Text Control so the DragonBar shows a green checkmark (previous versions used a green ball). By contrast, where Dragon has only Basic Text Control, such as in PowerPoint and Firefox, the checkmark is gray (previous versions used a gray ball).

The DragonBar now includes an icon indicating whether Dragon is in Normal, Dictation, Command, Numbers, or Spell Mode.

The menus are restructured provide easier access to important features. The former NaturallySpeaking menu is now called Profile; it contains only items related to your profile, including Backup and Restore. The Words menu is now Vocabulary and only includes Vocabulary-related features. The Accuracy Center has moved to the Help menu, under "Improve My Accuracy."

Dragon 11 menu name	Pre-11 menu name
Profile	NaturallySpeaking
Tools	Tools
Vocabulary	Words
Modes	Words
Audio	Sound
Help (includes Accuracy Center)	Help

Note: To access the DragonBar menus by voice, say "**Switch to DragonBar**" then the menu name. Once a menu is open, you can open any of its items by saying its name.

Dragon's control menu, accessible by clicking the Dragon logo to the left of the microphone icon, provides clearer choices (Docked to Bottom, Floating…) and direct access to the Dragon Options. The former "Close" choice is now labeled "Exit Dragon."

New Results Display, and the former Results Box

When dictating, there's no need to wait for Dragon to "catch up" with you — dictating in long phrases allows Dragon to transcribe more accurately than dictating slowly and with numerous hesitations. As you speak, Dragon 11 indicates that it is processing by displaying a small Dragon logo at your insertion point, and when you pause, your dictated words appear in your document. Our research shows that this enables many users to dictate better, without being distracted by seeing the preliminary results accumulating in the Results Box, as in previous versions. The traditional Results Box is still available from the View tab of the Options

dialog box.

New Sidebar displays commands and tips

An enhancement of the former Sample Commands window, the Dragon Sidebar provides important commands and tips at any time. You can dock it on the left or right side of the screen, set it to auto-hide, or set it to "float" like other windows, place it anywhere, and more. The Sidebar's top pane contains commands, including a tab for mouse commands, and the lower pane contains tips. By right-clicking the Sidebar, you can display a menu to print the content, hide the Mouse tab or Tips pane, or switch to another monitor. The Sidebar's content depends on which application currently has focus.

Accuracy Center is now more informative, includes links to Dragon Options and Auto-Formatting Options.

Redesigned Help and Tutorial

You can now launch a search in Dragon's Help at any time by saying "Search Dragon Help for *<words>*," where *<words>* represent your search string. Dragon opens its Help window and displays your search results.

Correct or format multiple instances of text

Now when you tell Dragon to select, correct, or format text, if there are multiple instances of the text, Dragon displays a number next to each instance. You can then choose to apply the command to one or all.

Improved switching between programs and windows

When you need to switch between windows, you can ask Dragon to display a numbered list so you can indicate your choice without needing to know the exact name of the program or document. To display a list of open windows, you can say "List all windows." To show a list of open windows for just one program, you can say "List windows for Microsoft Word."

"Require "Click"" avoids unintentional actions on HTML pages

The "Require Click" option is on by default for hyperlinks in Dragon 11. You must say "Click" before saying the name of a hyperlink, or part of the name. For example, on a Web page with a link for "Directions to our office," you could say "Click our office."

Scrolling commands in Internet Explorer, Mozilla Firefox, and Microsoft Word.

New commands in the Spelling window (formerly called the Spell dialog box)

"Modify *<1-9 >*" and "Edit *<1-9 >*," work like the command "Select *<1-9>*" (you can use them to designate an almost-correct choice so you can modify it.

Display search text before performing searches

In Dragon 10, the Web search commands executed the search automatically. In Dragon 11, you can edit the search string before it is sent to your browser. The new Edit Search Keywords dialog box provides the option to correct, revise, or augment what you said in your command. The option is on by default.

Direct searches for more Web sites: "Search *<site>* for *<word(s)>*" includes Facebook, Twitter, Bing, MySpace, and IRS.gov.

Administrative Settings menu is always available

Dragon now keeps the Administrative Settings available from the DragonBar's Tools menu, even when you have a User Profile open. The Administrative Settings dialog box contains important items, such as scheduling automatic Accuracy Tuning and choosing a custom backup location – plus, in Windows XP, the disabling of ctfmon.exe, a program which can interfere with Dragon.

Command Browser interface

Dragon 11 includes enhancements to the Command Browser that make it faster to use filter the display of commands by keywords. Also, to shorten the list of commands displayed for specific contexts, Global Commands are omitted by default. You can easily include them in the list by selecting the check box for "Include Global" on the Command Browser toolbar.

Improved recognition when multiple processors are available

Dragon now automatically detects computers with multiple processors and at least 2 GB of RAM, improving recognition by working

with this hardware. See Advanced - Choose Models for details about Advanced settings.

Don't Recognize That Word

Dragon now enables you, right from the Correction Menu, to prevent certain words from being recognized. For example, if you dictate the name "Cassity" often and Dragon always hears "Cassidy," you can use Don't Recognize That Word on Cassidy.

Audio-quality alerts

Many misrecognitions are actually caused by poor audio input. To ensure that it receives the highest quality audio, Dragon 11 detects drops in audio quality and reminds you of typical causes, including microphone placement, excessive background noise, or if your Bluetooth microphone battery is low. Dragon alerts you in various ways, depending on the severity of the problem.

Improved command and control

It's faster and easier to perform tasks such as opening applications and switching to a particular window, and Dragon 11 contains commands for Windows itself, such as showing the Desktop, Control Panel, or folders such as My Documents and My Pictures. See Windows Desktop commands for details.

Support for Microsoft Office 2010 (32-bit and 64-bit)

Dragon 11 provides compatibility with Microsoft Office 2010, including Full Text Control and Natural Language Commands. See Using the Microsoft Office ribbon for details.

Reduced memory usage during acoustic optimization

Dragon 11 uses significantly less memory than previous versions during optimization. Running the Acoustic Optimizer regularly is important for improving your User Profile's accuracy over time, and it is easier to do in Dragon 11.

Support for OpenOffice.org Writer

Dragon 11 provides Full Text Control for OpenOffice.org Writer. At any time, you can use commands like "correct <xyz>" and "insert after <xyz>."

Easier names for popular programs

Dragon now recognizes shorter names for popular Windows programs. For example, now you can say "Open Microsoft Word" rather than "Open Microsoft Office Word 2007."

Shift Ctrl mouse click voice commands

Dragon provides new voice commands for pressing the Shift and Ctrl keys by voice in conjunction with right or left clicking the mouse. These options provide greater flexibility with certain Windows programs.

More file formats for use with digital recorders

Playback options added to the Text-to-Speech Options: control playback/rewind/fast forward speed (in %) and volume (in %).

Recognition History shows commands and timestamps

The Recognition History window displays the utterances Dragon recognized in the current session. It now shows which utterances were recognized as commands, and provides a timestamp for all utterances. You can also store recognition history information in text files, which may be useful if you need to contact Support.

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