Workbook

For v15 of:

Nuance®
Dragon® Professional
Individual

Nuance®
Dragon® Legal
Individual

NUANCE

Version 15 End-User Workbook (August 2016, revision 0)

Unless indicated otherwise, the material in this workbook applies to all editions of Dragon, and the screenshots are from the Professional Individual edition.

This workbook assumes that Dragon 15 is now installed on your PC. For details on how to install, including installing over a previous version, please see the Installation Guide on the Nuance website.

The Quick Card includes important notes about installing as well as **punctuation, numeric data, and commands**.

The online **Knowledge Base** contains the latest information written by Technical Support, the latest printable documents, as well as details on recorders and other hardware tested with Dragon.

The Nuance website (www.nuance.com/dragon, australia.nuance.com/dragon, newzealand.nuance.com/dragon, and www.nuance.co.uk/dragon) offers many other resources including videos and **Customer Service** information.

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

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Goals and Prerequisites

Dragon is software for Windows computers that lets you *speak naturally* to perform actions such as creating or editing documents, using e-mail, finding online maps, news, images, and more. By reducing keyboard and mouse usage, you can gain productivity AND avoid physical strain (on wrists, shoulders, neck, eyes…)

"Speaking to" your PC may feel strange at first. Be patient with yourself! This workbook aims to efficiently present what an end-user should know: most importantly, how to **"type by voice"** efficiently. This includes:

- Dictating *anything:* punctuation marks, prices, dates, URLs, phone or plate numbers, abbreviations, acronyms, Roman numerals, etc.
- Personalizing the Vocabulary with custom words and phrases, pronunciations, capitalization properties and more, so that Dragon can transcribe exactly what you want, even if what you said could be written in different ways.
- Correcting Dragon's errors so that it can learn from them.
- Formatting, editing, and revising text, whether or not it was created by voice.
- Creating custom commands to insert boilerplate text and/or graphics.

In addition, you can learn how to **command your computer** by voice, which includes:

- Saying commands to use the Web 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.

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, copy or move items, browse to folders, cut and paste, etc.
- Word-processing concepts such as bullets, font size and style, bolding, italicizing, and right-aligning.

Efficiency and hands-free usage

We strongly recommend *going through this workbook in order.* When a lesson directs you to click an item (button, menu…), 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 ***MouseGrid*** and commands for moving, clicking, and dragging the mouse.

IMPORTANT: Starting the Microphone Check or the Interactive Tutorial automatically **turns off Dragon's microphone**, which means a manual action is then needed to resume using Dragon. If this is a concern for you, we recommend having a helper with you when you create or upgrade a profile, use the Interactive Tutorial, or use the Microphone Check.

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Getting Started and Creating a Profile

Dragon is *speaker-dependent*. It relies on information specific to you, including what words and phrases you use often, how you sound, what audio device you use, and what settings you have; it stores this in a set of files referred to collectively as your "user profile" or just "profile."

Each person who uses Dragon must have his or her own profile. Your profile is important; the more personalized it is, the better your experience will be. To have the best start, it's worth creating your profile carefully or upgrading it from a previous version of Dragon.

This lesson will cover creating or upgrading a profile. But first, let's address what Dragon needs in order to get good audio input from you.

Positioning and connecting your microphone

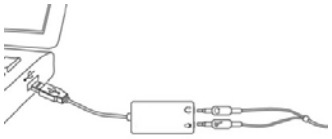
If using a headset, adjust it so that it feels stable and comfortable; it shouldn't press your temple or glasses**.** The microphone's listening side must *face the side* of your mouth, not the front**.** It mustn't touch hair or catch breathing sounds. (On standard headsets, bend the "boom" if needed.)

Most headsets can be rotated so you can place the microphone on either the left or the right side of your face.

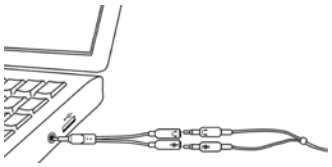
Experiment to find what works best for you then aim for consistency in your microphone position whenever you use Dragon.

IMPORTANT:

- Noise-canceling microphones only listen on one side. The listening side is often marked by a dot or the word TALK, which may not be visible unless you **lift the foam cover slightly**. Check that this side is parallel to your face, not tilted.



- If you want to bypass your computer's sound system, you can use a USB microphone, or plug your regular microphone into a USB adapter.



- If your computer has only one audio jack (socket) and you want to use a regular two-plug microphone, you must use a USB adapter or a Y-shaped adapter.

- When you plug a microphone or adapter into your PC, be sure to **push all the way** into the audio socket or USB port.

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

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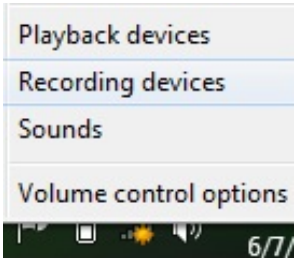
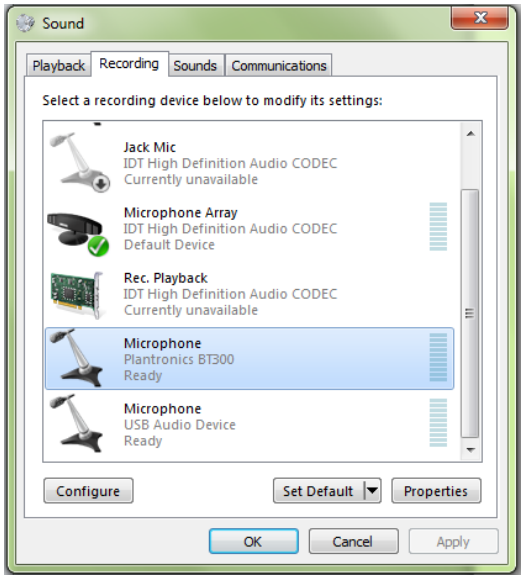
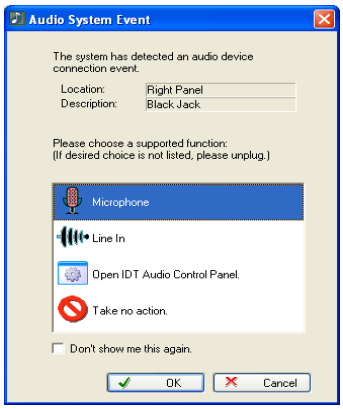
- You may also wish to check the audio settings at the level of Windows: see the “Recording devices” section of the Control Panel. This is accessible by right-clicking the loudspeaker icon on the System Tray. (In the example illustrated here, both Bluetooth and USB are available.)





- Some PCs, after you connect a microphone, automatically bring up a small window associated with this “audio system event”. (Its 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).



- If your microphone model has a **mute** switch, make sure it is in the ON position!
- If you use a Bluetooth microphone: whenever you use Dragon, make sure that it is not only powered up but also active (that is, in “call mode”). Please see your microphone’s user guide for details, including how to charge the headset and how to pair it if necessary.

Upgrading one or more profiles

Dragon 15 can upgrade profiles from **Version 13 or 14**. If you have such a profile, you should upgrade it and use it in Dragon 15; this allows you to benefit from refinements you had previously made, including acoustics, optional settings, and vocabulary, plus custom commands if applicable.

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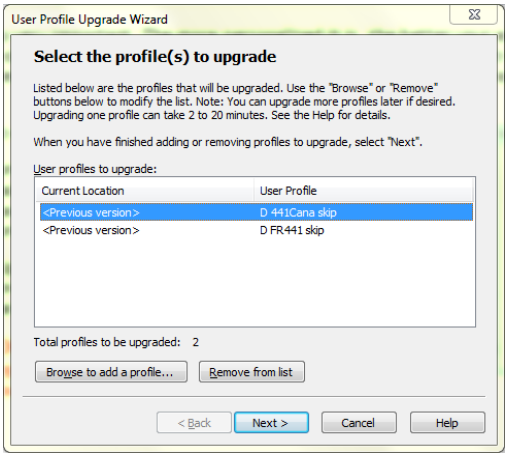
The Upgrade Wizard, available from the Start screen under Dragon Tools, can automatically detect eligible profiles on your computer. Use its **Remove** button as needed so that only the desired profiles appear.

If a profile you want to upgrade isn't in the list (for example because it is on an external disk), use the **Browse** button to designate it.

Once the list contains only the profile(s) you wish to upgrade now, click Next.



IMPORTANT: After the upgrade completes, launch *Accuracy Tuning* to ensure that your profile can benefit from *all* your previous acoustic data. See the Audio menu and Help for details.

Creating your profile—or adding an audio source

This step-by-step process includes indicating your microphone's type and verifying your sound system.

Note:

- If you already have a profile and just want to use another type of audio input device, *add a source* to your profile instead of creating a *separate profile*. (Details below.)
- Consistency matters! For best results, create your profile in your "normal" environment, with the same background noise and equipment as you will usually have when using Dragon.
- Unless you use a built-in microphone: *Before you start Dragon*, connect your microphone and, if you wish, test it by making a sample recording in Windows Sound Recorder.
- For Bluetooth wireless headsets, see the Help and the manufacturer's documentation. See how to charge your microphone, power it up, turn it on (put it in "call mode"), and ensure it is paired.

Step 1: **Launch Dragon** (double-click its desktop icon or pick it from the Start menu). If Dragon has never been used before on this PC, the *Profile Creation Wizard* opens automatically; otherwise, choose **New User Profile** in the DragonBar's Profile menu, then click New.

Step 2: Answer the questions presented. The wizard will ask you to specify a "region" so Dragon can choose your profile's underlying *Auto-Formatting options* and *Vocabulary*. For instance, this will affect whether Dragon uses the spelling "colour" instead of "color" and how it writes currencies or units such as lbs, $, USD and AUD (ISO codes).

TIP: Once your profile is created, you are free to customize it, including modifying Auto-Formatting Options and *Word Properties* as described in this workbook and the Help.

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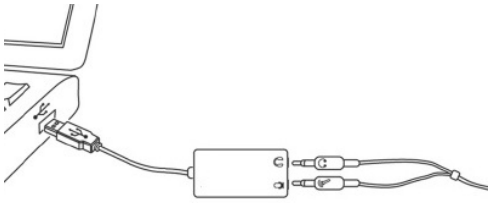
Step 3: Indicate which type of *audio source* you are about to use. *If you use a USB adapter on a standard headset*, be sure to pick the **USB** option here.



Note:

- If your PC has **only one audio socket** (like on mobile phones), use a USB adapter or a *Y-shaped adapter* (*"splitter"*) with your regular microphone, or use a USB microphone.
- If using a Bluetooth microphone, make sure it is not only powered up but also active.

The **Hardware Compatibility List** on the Nuance website contains details such as the recommended settings for a particular model of microphone or recorder.

About spoken recordings as source

Dragon works with **one voice at a time**, so it cannot transcribe interviews or meetings directly. The transcription feature can be particularly useful to exploit what you dictate while observing something (such as during a field inspection) or after an event (such as after a meeting or a class). Once you have set up your profile for transcription use, you can use Dragon to transcribe your recordings.

TIP: If your recording was "rough" or it contained voices other than yours, consider "**re-speaking**" rather than (or in addition to) transcribing the recording: while listening to the recording and pausing it as needed, you dictate to Dragon what you hear. Among other advantages, this gives you the opportunity to improve upon the original words, or add to them, including adding punctuation that hadn't been spoken.

Before recording files for Dragon to transcribe, note:

- We recommend first using Dragon to dictate directly to your PC. This gives you a chance to practice speaking clearly, in long phrases, and with punctuation. From what you see Dragon transcribe as you dictate, you get feedback on how you are dictating. You also get ideas as to how to personalize the vocabulary, for instance by noticing jargon or phrases to add so that Dragon can write them with the spelling and capitalization you want.
- Learn the essential operations of your recorder. Also, verify that the recorder is set to the correct time and date as well as *optimal settings for speech recognition* (see details on models tested by Nuance at http://support.nuance.com/compatibility).
- Some devices come with software to manage recordings including converting their format. Check your device's documentation.
- Setting up a transcription source can be done using a sample of your own recorded voice, or someone else's (you must have a profile for that person).

Adding and managing sources

If you already have a profile and want to use another type of audio input, add a *source* to your profile instead of creating a separate *profile*: open the Profile menu and choose "**Manage Dictation Sources**.**"** This opens the dialog box where you can pick the desired source.

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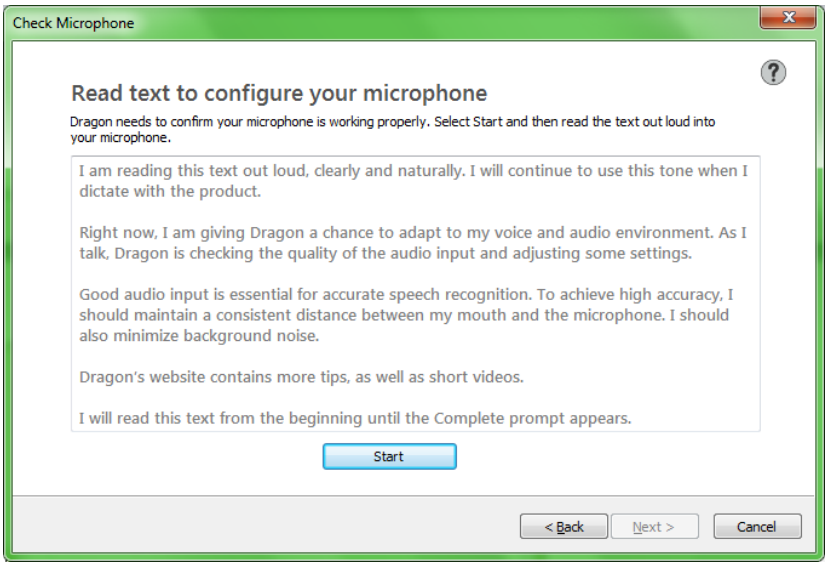
Remember: personalizing the Vocabulary is one of the keys to getting Dragon's full benefits! Having multiple sources *within a profile* means that, no matter which input device you use, the same Vocabulary will be used — and refined — each time you use Dragon. For example, the phrases and capitalization properties you taught Dragon while using the built-in array microphone as a source will also be available when you use a USB microphone, and vice versa.

Step 4: Next is the microphone check. Read the boxed text in a clear voice, the way you plan to speak when working with Dragon. Here punctuation is recommended but not required.

When Dragon lets you know it has heard enough, click Next.



It's best to read the text exactly as it is written. However, if you cannot read it, feel free to speak some sentences of your choice for about 30 seconds, in the same tone of voice you would use when dictating to your PC.

Dragon then verifies that your sound system is acceptable for speech recognition.

Note: Some computers offer several places to plug in your microphone. If you get poor results with one, consider the other (front or back, or for laptop users a docking station). Once you've identified which port works best, aim to always use that port for your microphone. (Considering marking it with tape.)

Step 5: The wizard asks whether to have your profile participate in User Experience Collection, which helps improve Dragon by collecting usage data. This data will be analyzed by Research & Development to identify trends and help prioritize features. You can start or stop participating at any time by simply going to the Options dialog.

After the last screen of profile creation, Dragon opens its Interactive Tutorial, short progressive simulations to help you discover and practice important aspects of Dragon usage. We recommend that all users take advantage of it.

We also encourage you to explore Dragon's options, including changing ***hot keys*** (particularly relevant to laptop users and people who use their numeric keypad for data entry). This workbook will progressively introduce you to options that most users should consider. Below are two of them.

Important options

After you create your profile, Dragon presents a message if it determined that your PC wouldn't allow optimal performance. This informs you that Dragon has adjusted the *defaults* for two of its options:

- The *Speed versus Accuracy* slider was moved toward speed.
- The large sets of flexible commands for Microsoft Word, Excel, PowerPoint, and Corel WordPerfect were disabled (see the lesson "Controlling your Desktop and Applications").

Later, you can reverse these changes through the Options dialog, depending on your particular needs: you can enable or disable the Natural Language Commands for individual applications and experiment with the slider.

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Note: Other options include having Dragon start in its sleep state (useful for persons who cannot use their hands), and disabling the "tracking" of menus, buttons and other interface elements or disabling the automatic Dictation Box where Dragon does not have Full Text Control (for example in PowerPoint).

Turning off some options can make Dragon work faster on your PC. Examples include the ability to open items from the Start menu or desktop even when they are not visible, and the shortcut commands to create new emails or tasks.

We recommend you take a **look at the Help menu** and begin ***personalizing the Vocabulary*** as soon as possible (this plays a crucial role in accuracy and efficiency).

Note: If you've used a previous version of Dragon, we suggest you read **What's New** in the Help.

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Key points about getting started with Dragon

- ✓ Each person who wants to use Dragon must have his or her own profile. Creating one is a short process guided by a series of screens.
- ✓ Profiles from versions 13 and 14 can be upgraded to version 15. After upgrading, launch **Accuracy Tuning** from the Audio menu.
- ✓ Make sure your microphone is properly connected and positioned, and the appropriate **audio source** is selected. See our website for details on special sources like recorders and wireless microphones.
- ✓ You can **add a *source* to an existing profile**, for instance a USB microphone and your laptop's built-in microphone. Whatever source is used, you will benefit from the same *vocabulary* and optional settings as well as custom commands, if applicable.
- ✓ When reading text for the microphone check, speak clearly but naturally using the same volume, pitch and pace you are likely to use day-to-day.
- ✓ Dragon's **scheduled tasks** are designed to help automatically improve accuracy. Schedule them for a time when your computer will be on but Dragon won't be running.

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Learning More and Getting Help

Dragon offers so much that it would be impossible to cover it all in this workbook. This lesson presents ways to find more information as you start using the software—take advantage of them!

Please see Dragon's reference card, which includes important notes about installing Dragon as well as sample commands and how to dictate special characters, dates, and more. The latest printable documentation is available for download on the Nuance website.

The Accuracy Center

The most important features of Dragon are accessible directly from the DragonBar's menus. The Accuracy Center offers a central location to access all accuracy-related features.

Step 1: Say **Open Accuracy Center**.

Step 2: Click the link that interests you or say its name immediately preceded by the word "click".

TIP: You can activate links without saying their whole name: for instance, instead of **click import a list of words or phrases**, you could say just **click import a list**.

The Help

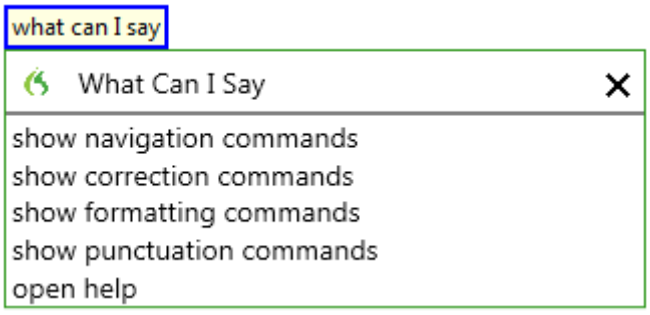
The DragonBar's Help menu gives you access to the on-screen Help topics (articles).Another way to open the Help is saying **open help.**

When entering keywords in the search field, you can indicate phrases by putting **quotation marks** around them.

To launch a Help search at any time, *no matter what is active on your screen*, you can use the shortcut command "**search Help for…**" with the word(s) to find. For instance, you could say "**search Help for Internet Explorer commands**". The search keywords you name in this command will be considered individually unless you put them in quotes: for instance, "**search Help for open-quote dictation box close-quote**."

Dragon also provides contextual help: from its dialog boxes, a button or question-mark icon takes you directly to the relevant article in the Help.

The What Can I Say command



At any time, you can say **what can I say**, and Dragon will display a list of 5 commands applicable to the current application. You can then say any of those, omitting the word "show" if you wish.

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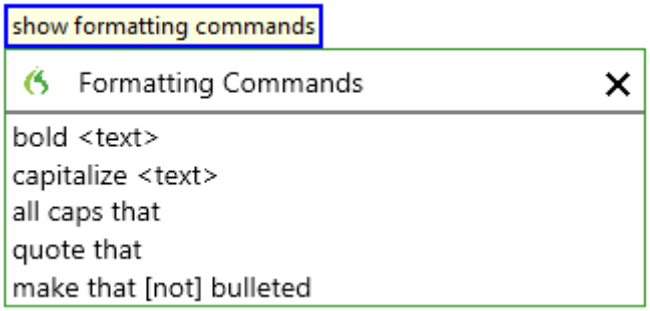
Note: you could say the listed commands anytime, without first saying **what can I say**. Saying **formatting commands**, for instance, displays a short list of commands related to formatting text:



The Interactive Tutorial

Available from the Help menu, the Interactive Tutorial contains short progressive simulations and makes you practice important habits for efficient dictating, correcting, formatting and revising, using the Web, and customizing your Dragon profile including options and vocabulary.

It includes important editing commands such as "**go back**," Dictation Commands such as "**cap**," "**all caps**," and "**numeral**…" as well an example of correcting in the Spelling Window and accepting a Smart Format Rule. We recommend that all users take advantage of it.

Note:

- When the Interactive Tutorial opens, Dragon automatically turns off its microphone. Each simulation includes turning the microphone on and off, an important habit to develop.
- While going through the simulations, you must speak *just the current prompt* and do so in one breath, not pausing within it.

The printable guides

The latest **Installation Guide** is available as a PDF on the Nuance website alongside the reference card and other resources. The Help menu gives direct access to the website's User Documentation page.

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.

Note: If you use a Bluetooth microphone, be sure to read its documentation, charge the headset, pair it if necessary, and make sure it is not only powered up but also active (that is, in "call mode")—on the Plantronics Calisto, this is done by pressing the headset's button.

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Key points about learning more and getting help

- ✓ This workbook is meant to *get you started efficiently* and cover essential concepts and tips. Other resources include the Help, the Accuracy Center, and the Nuance website.
- ✓ Be sure to explore Dragon's Help menu. You can open the Help at any time by saying a generic command such as **open help**, or "shortcut" commands that include keyword(s), such as **search Help for Roman numerals**.
- ✓ At any time, you can bring up a short list of applicable commands by saying **what can I say**. This replaces the Sidebar feature of previous versions.

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 (for instance, challenges related to motion, vision, or speech fluency.)

Now let's learn the most important aspects of using Dragon, starting with an often-overlooked but crucial one: **personalizing your profile's Vocabulary**.

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Why Personalizing the Vocabulary is Essential

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 speakers, 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 profile, you can start dictating, but note that taking a moment to start customizing the Vocabulary is a good investment to make right away, since it helps Dragon "get it right the first time" (including capitalization) and it needn't take much of 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.

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Customizing the Vocabulary—Using the Vocabulary Editor

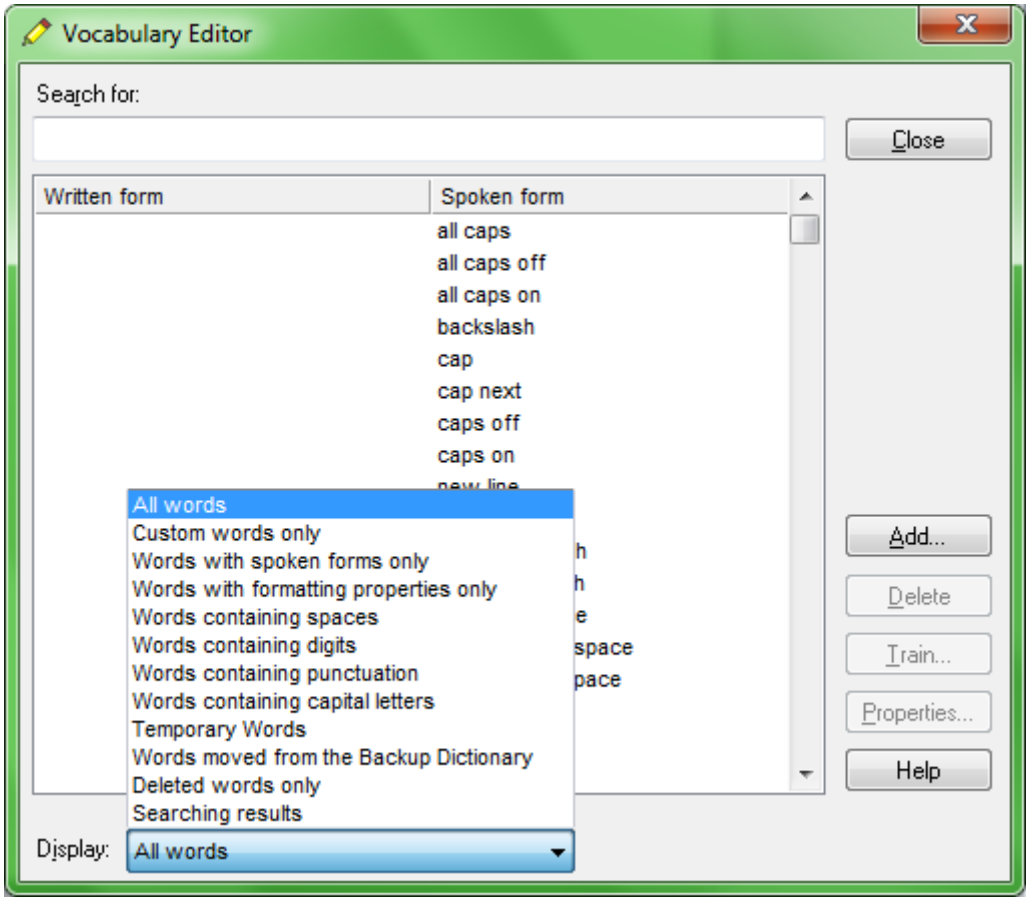
Dragon's *Vocabulary Editor* lets you view what can be transcribed from the computer's active memory; it also allows you to add new entries and edit existing entries—including their *Spoken Forms* and *Properties*.

Let's explore the Vocabulary Editor:

Step 1: Say **Edit Vocabulary** (you can also use the Vocabulary menu or the Accuracy Center). 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.

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

You can quickly search for a particular Vocabulary entry by entering it in the Search field. If it appears in the scrollable list, it is already in the active layer of the Vocabulary. If not, click Add 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.

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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 *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 phrases; this will later save you time since you won't have to adjust their spelling and capitalization after transcription.

Exercise 1: In the Vocabulary Editor, search for names such as your first and last names, your town, company, colleagues or relatives, and if they are absent, add them.

TIP: When adding names of people, consider variants such as 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 Jansen, Lizzie Jansen, Elizabeth McGee Jansen, Jennifer B. Wolff, Jennifer Wolff, Jenny Wolff, Jenn Wolff, Judge Wolff, Scooter Wolff…

This applies to more than just names. Whenever you add an item to the Vocabulary, think of its possible **variations**: singular/plural for **nouns**, conjugated forms 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 won't dictate them often!

Exercise 2: Open a word processor (such as DragonPad, available from the Tools menu or the command "open DragonPad") and start a list of Vocabulary entries relevant to you. Below are suggestions. (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 6A*, or *County Adoption Center*)
- names of **products** (such as *Latex Exterior Semi-Gloss*)
- **acronyms**, part numbers, **codes** (such as FICA, *501c(3)* or *RX-70y*)
- names of **people** (**coworkers, clients, friends, relatives**…) including combinations for names that could be spelled differently (Kristin, Gene, Steven, McGregor, Wolfe…) or are very short (Kip, Kit, Dee…) since this helps resolve acoustic ambiguities.

TIP: Consider obtaining lists such as personnel, departments, divisions, products, or trademarks, 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!

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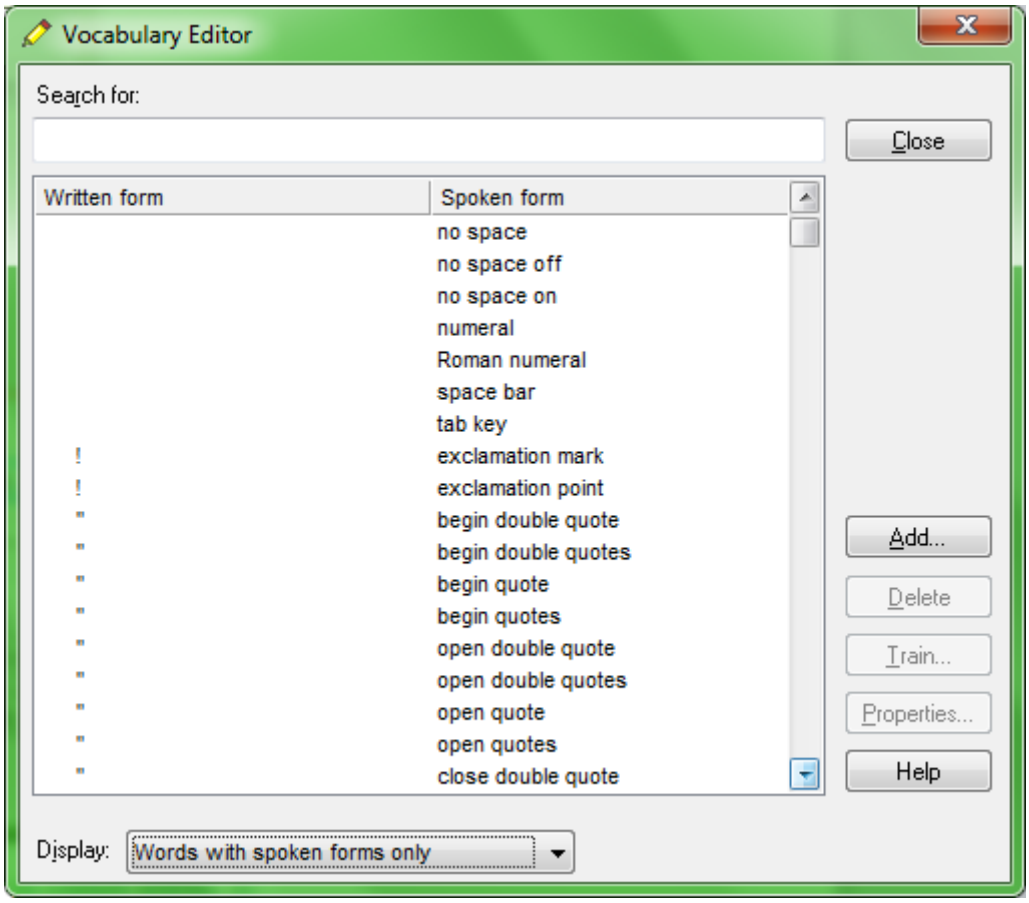
The importance of spoken forms

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 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.



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.”

Note that entries containing **symbols**, **digits**, or **unusual spacing** are particularly likely to warrant a Spoken Form so that there is no doubt as to how the item will be pronounced.

If you add e-mail addresses , giving them a Spoken Form can make them quicker to dictate: for instance, “**Alex and John at yahoo dot com”** or even just “**Alex and John at yahoo”** for AlexT&JohnB@yahoo.com.

Note: Spoken forms must not include punctuation, abbreviations, or symbols. Below 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

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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). This capability can be used to give consistency and clarity to your writings; groups can take advantage of it to help everyone comply with recommendations like avoiding abbreviations and other confusable items.

Deleting "words" and modifying word properties

If you encounter a word or phrase that Dragon does not transcribe as you would like, remember that it might warrant a spoken form or *longer entry* in the Vocabulary and Dragon may need to learn about how and how frequently you use it therefore you want to have Dragon analyze relevant text and run Accuracy Tuning (see the Accuracy Center). Also, particularly if the pronunciation contains non-English sounds, you may want to provide 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, Shaefer, 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 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 about what you are dictate, but don't spend time deleting them unless they actually cause a conflict!

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

IMPORTANT: Use the Word Properties dialog to modify the *Dictation Command* "**new line**" if you want it to trigger capitalization of the following word. Similarly, you can set the ***ellipsis*** (dot dot dot) to NOT trigger capitalization of the next word.

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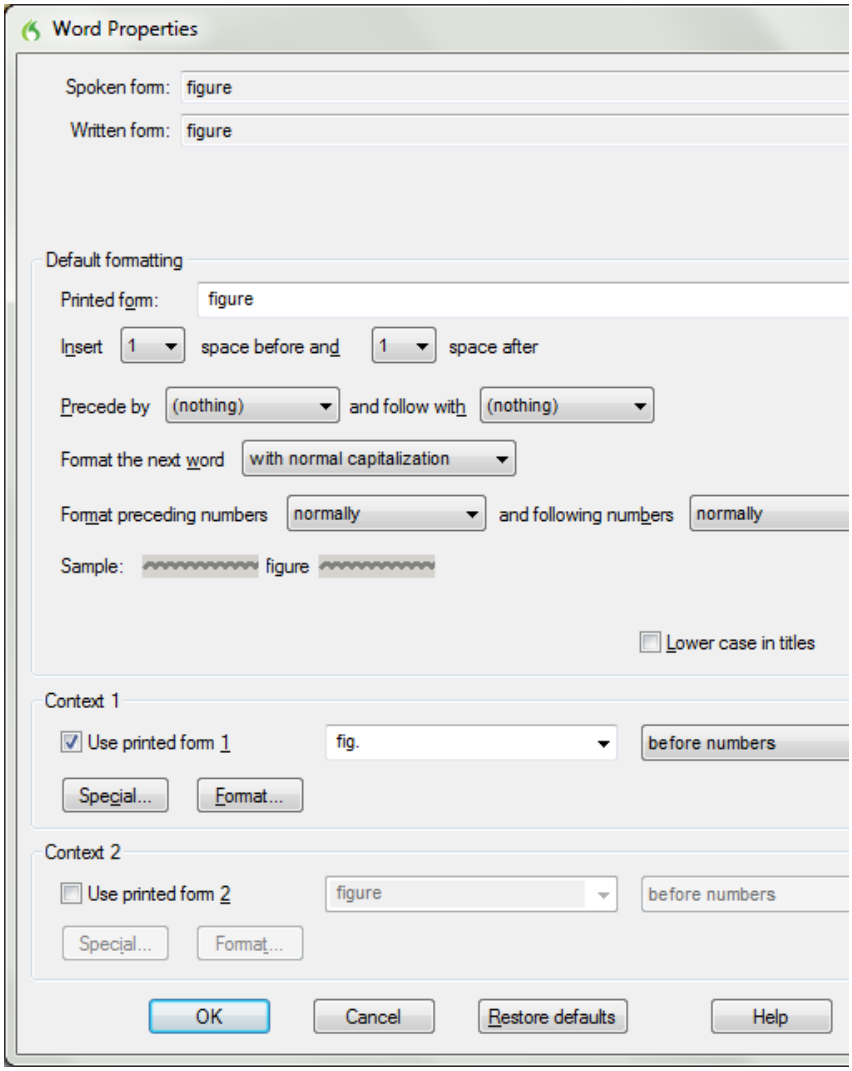
In the *Word Properties* dialog box, you can also choose one or even two ***alternate written forms*.**

For example, you may want:

the spelling "**email**" instead of the hyphenated "e-mail",

the abbreviation "fig." instead of the word "figure" *just before numbers*, as in "fig. 3",

the *title* Professor instead of its abbreviation.



Note: in the Vocabulary Editor, entries whose properties were modified are marked with a "P" icon.

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Key points about the Vocabulary Editor and Properties

- ✓ You can access the Vocabulary Editor with a command like **edit vocabulary**, through the Accuracy Center, or through the Vocabulary menu.
- ✓ Custom-added entries are marked with a plus sign; choosing **Custom Words Only** from the **Display** drop-down list allows you to see just them.
- ✓ You can locate an item by entering it in the Search field (enter either the Written form or the Spoken form). By using the 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, shorter, or easier, than their written form: you say just “E O B stat”, for instance, and Dragon types “Explanation of Benefit (EOB) statement.”
- ✓ 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 “travelled” or “traveled”, whether the ellipsis (dot dot dot) and the Dictation Command “new line” trigger capitalization of the next word.

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Importing Lists of Vocabulary Entries

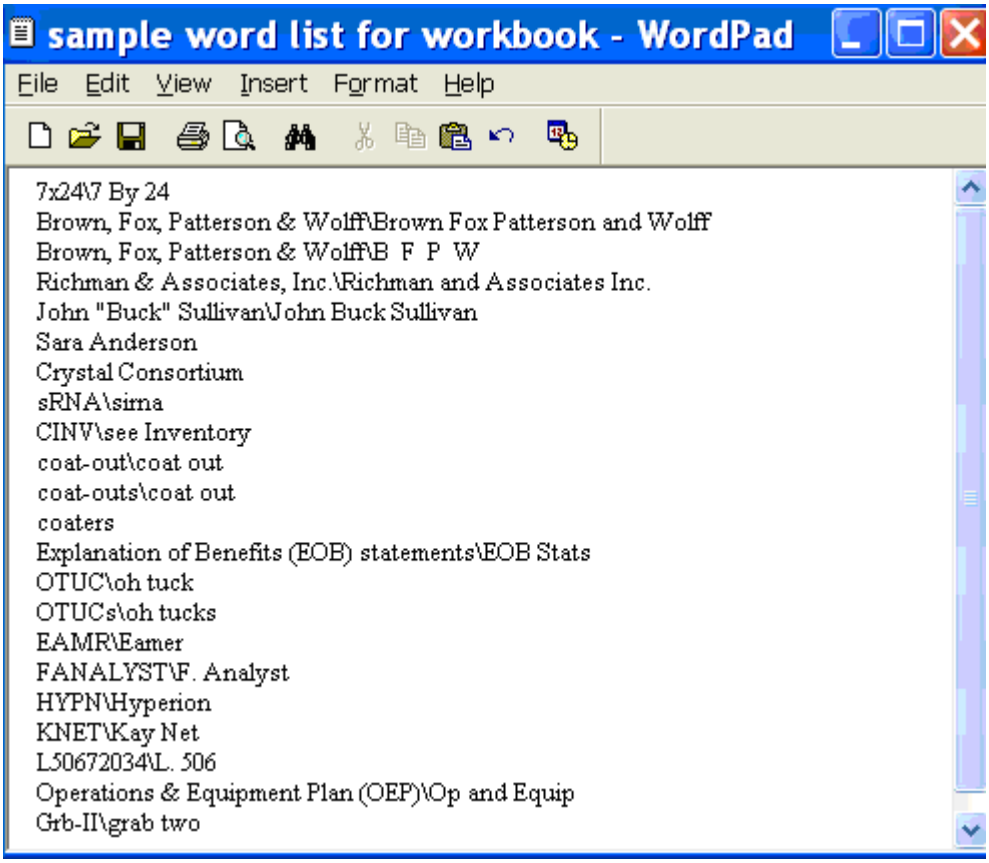
You now know how to add words and phrases one by one in the Vocabulary Editor. If you have many entries to add, this is not the most efficient method, particularly if you already have some relevant lists in electronic form. You can use the import feature to add many Vocabulary entries at once, even if 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 a **backslash** character then the Spoken Form: for example, Grb II\grab two.



Step 2: Save this document as a **.txt** file (from the File menu, choose Save As 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**."

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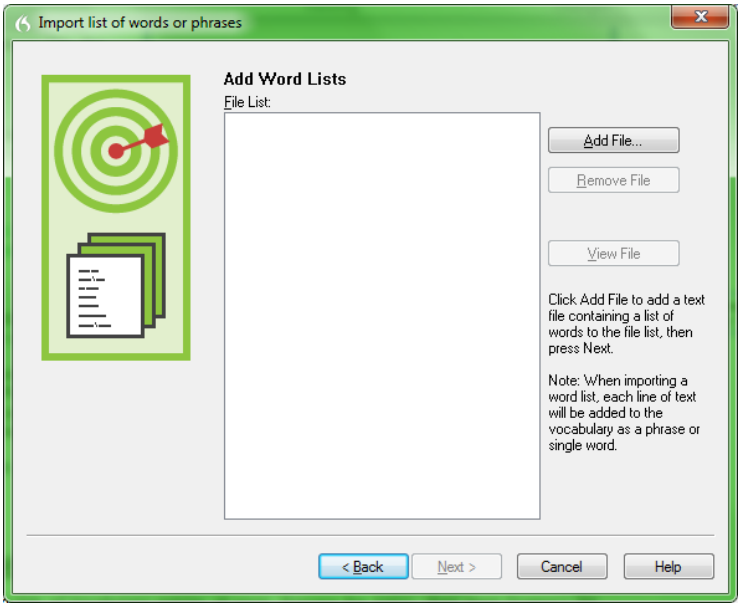
Step 4: On the resulting dialog box, click the **Add File** button.

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).

From the Vocabulary menu, you can also export all custom-added words into one file. This is useful for safe-keeping or for import in other user profiles.

Note:

- You can choose **.xml** as an export format instead of .txt, *so that Word Properties will be captured*.
- For files resulting from this export in Dragon version 11 or later, there are two items of note: the header @Version=Plato is added automatically, and spoken forms, if any, are separated by two backslashes instead of one. If you want to import such a file (as opposed to importing a file you made yourself), do not remove the header line and do not replace "\\" with "\".
- Exported word lists do not include trained pronunciations.

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 **Vocabulary menu**).
- ✓ Lists must be saved as **plain text**, and closed, before they can be imported.
- ✓ Each entry must be on its own line.
- ✓ To specify a spoken form in a word list, use a **backslash** (\) to separate it from the written form.
- ✓ You can also export all custom-added words into one file (in .txt or .xml format). This is useful for safe-keeping or for import in another profile.

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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 tool *Learn from specific documents* can 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 analyzes, the better Dragon can adapt its Vocabulary to what *you* usually dictate. (This is similar to giving a just-hired transcriptionist documents in which to observe the terms used, their spellings, their context, etc.; doing so would help the transcriptionist get ready to transcribe *your* dictations most accurately.)

The analysis tool supports Google Docs as well as 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.

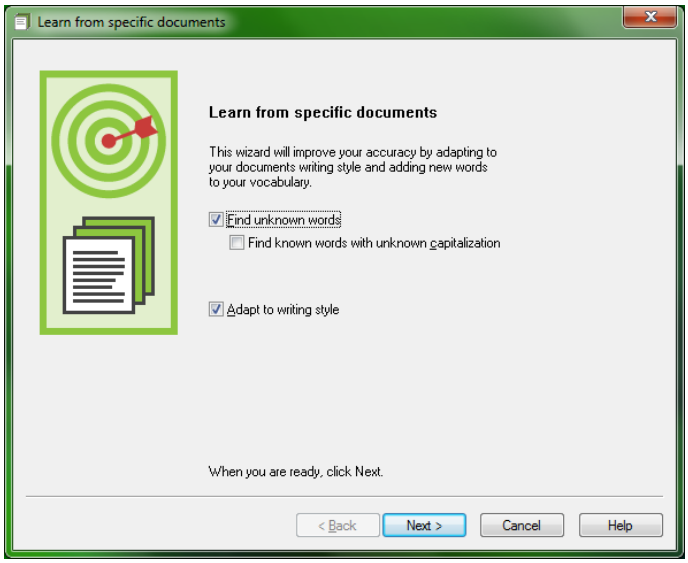
Step 2: Spell-check the documents if necessary (since Dragon would detect misspellings as unknown words.) In addition, remove any foreign-language sections that might be present. Then, **make sure the documents are closed.** The Help contains more details on this tool, including how to best prepare documents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

Now that you have texts similar to your intended dictations, let's designate them for analysis. (If you obtain more documents later, you can designate them to Dragon at that time.)

Step 3: Say "switch to DragonBar", "Vocabulary" then "learn from specific documents."

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.



Step 4: On the Add Documents box, click Add Document. On the resulting window, locate and select the relevant document(s), then click Open.

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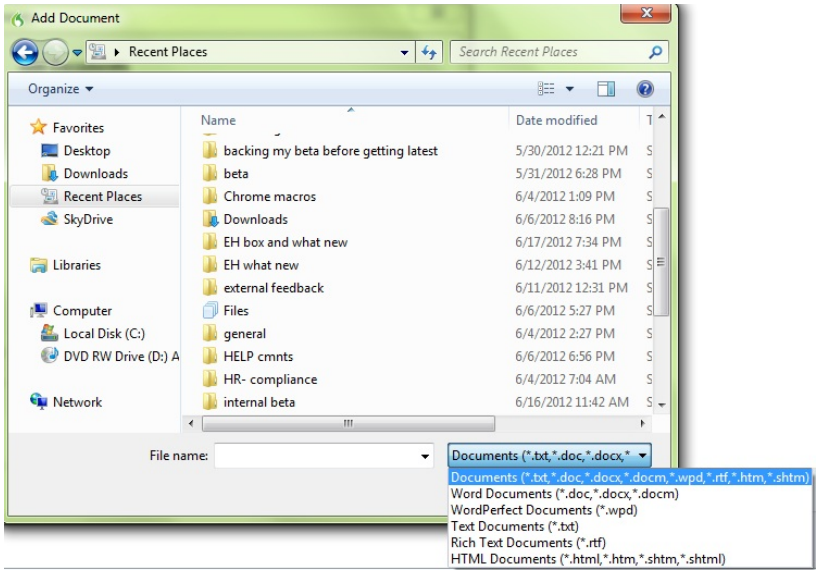
Note: You can select multiple files at once by holding down the Ctrl key. You can also press Ctrl A, the Windows hot key for “select all.”



Dragon now analyzes 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 then presents you with a list of the “unknown” words it found, with a check box next to each one, and the number of times each word was encountered. The words found most frequently are at the top since they are most likely to be relevant, unlike those that only occurred a few times.

Step 5: Adjust the list so that only the items you want to add are checked.

Note: this list may include capitalized forms of common words (such as ‘Trainer’); these are usually better left out of the Vocabulary since you can always say “cap” before a word (or capitalize after the fact, thanks to “capitalize <xyz>”), but you may want to add to the vocabulary phrases that contain them, such as ‘Senior Technical Trainer’ (remember, it’s a good idea to add to the Vocabulary the phrases you usually want capitalized).

Step 6: Edit items as warranted: if you wish to modify an item (to **make it lowercase**, or expand on it, for instance) or to give a **spoken form** to an item, make sure it’s highlighted then click **Edit**.

This opens the **Edit Word** window, which also presents a little context for the item.

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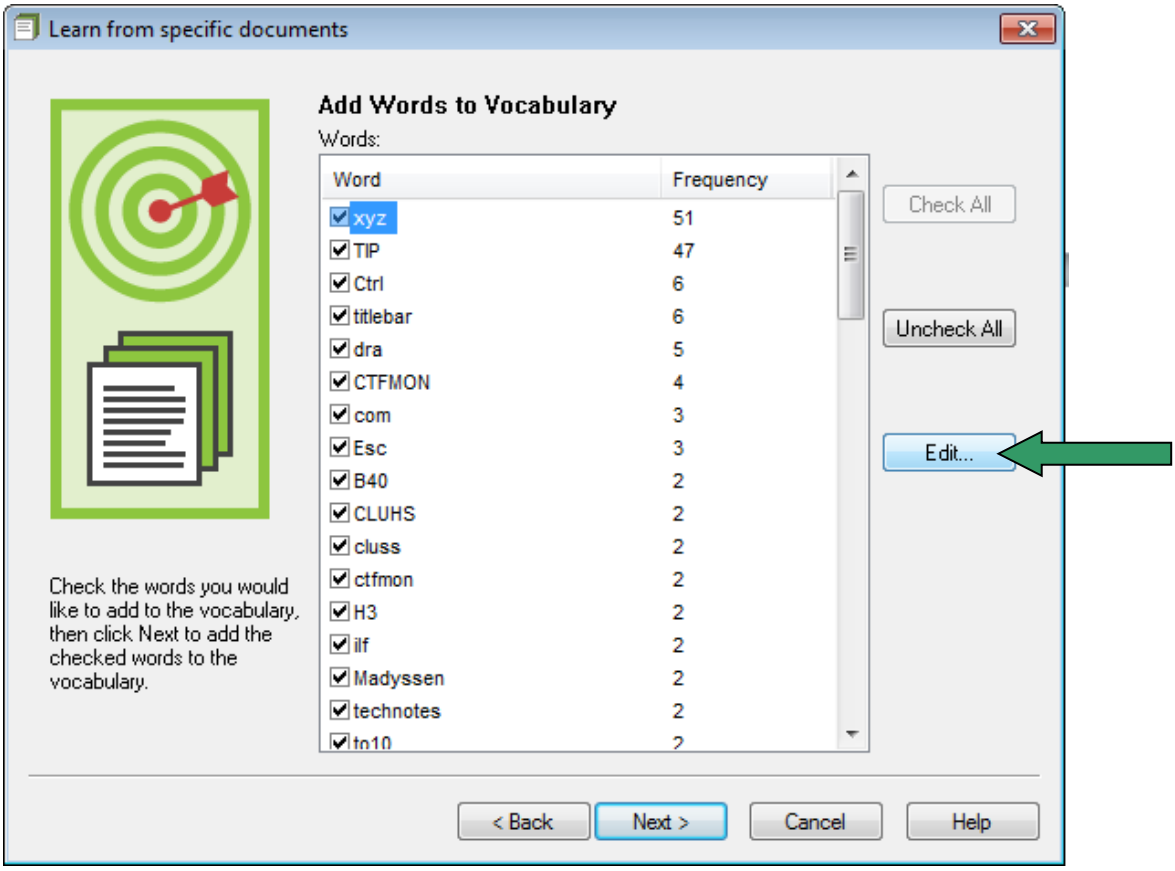

Once you click Next, Dragon gives you the option to provide acoustic training for the selected words. Feel free to take this opportunity to pronounce them, but know that you can skip this step and provide training later just for those words that seem to need it, as explained in this workbook and the Help.

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

Key points about customizing the Vocabulary from documents:

- ✓ You can launch the analysis of specific documents from the Vocabulary menu.
- ✓ 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 which words appear near each other. It’s OK to use *text written by someone else*, if it’s similar to what you plan to dictate.
- ✓ To be used in this tool, files must be text files.
- ✓ The tool can process many files at a time. You can re-run it whenever you create or find suitable text. **The more (relevant) text is analyzed, the more refined your profile becomes**.
- ✓ When presented with the unknown words the tool found, you can choose which ones to add. Thanks to the **Edit** button, you can modify their spelling as well as give them a **Spoken Form** if warranted.
- ✓ After adding terms to the Vocabulary, letting Dragon analyze text that contains them helps pre-empt recognition errors.
- ✓ Analyzing documents is only one of the ways Dragon can *adapt*; learn other ways in this workbook and the Help.

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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 e-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). This will help it transcribe your dictations more accurately.

You should take advantage of this tool as soon as possible after creating your User profile. (If you want Dragon to analyze Web-based email, make sure your computer is connected to the Internet for the duration of the analysis.)

Step 1: Say **open Accuracy Center**, then say **click Learn from sent e-mails**.

Step 2: The tool displays the names of available e-mail programs (this may take a moment). Check the checkbox of the program(s) you want Dragon to analyze.

Note: If you want to use a Web-based email program that is not listed here, select the box labeled IMAP. You will then be asked to enter configuration information including server name and port number.

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 e-mails.

The option “Improve from my e-mail writing style” will adapt the statistical language model; it is recommended *except if what you sent in that program contains a language other than the language of your profile.*

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” instead of “Consider all e-mail.”

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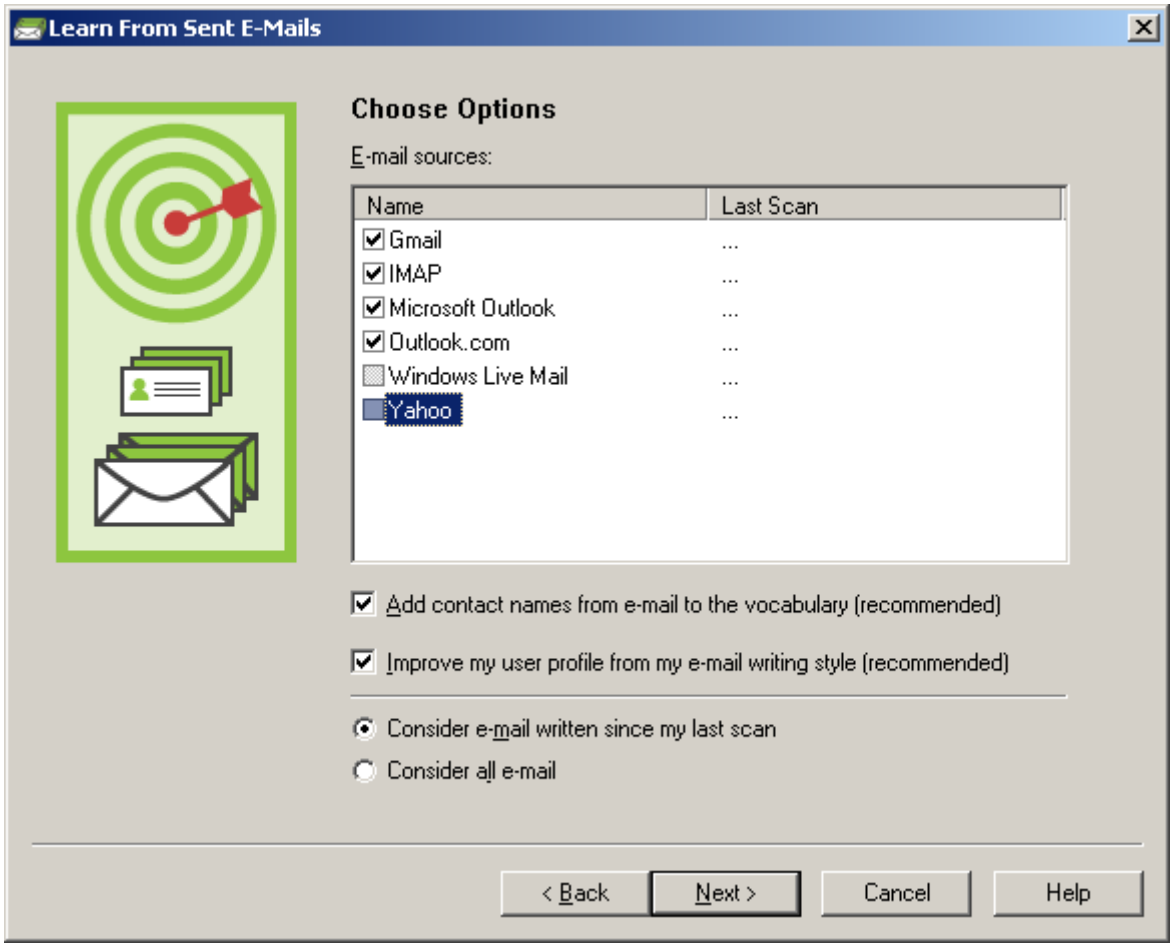

Note: When you start this process, your e-mail program may bring up a message box for you to allow Dragon to access it. If you have several windows open, this message may be hidden *under* another window.

Step 4: After its analysis, the tool displays what it identified as potentially useful additions to the vocabulary.

The rest of the process is similar to the analysis of specific documents: you can uncheck items individually or all at once, edit items, and train items acoustically if you wish, then Dragon adds to the Vocabulary the checked items -- plus it adapts its language model to the “writing style” (word frequencies and word sequences observed), if you opted for that.

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Key points about customizing the Vocabulary from e-mail:

- ✓ Dragon can quickly adapt its Vocabulary from your use of e-mail, including Outlook and Web-based email programs. If you want Dragon to analyze Web-based email, make sure your computer is connected to the Internet for the duration of the email analysis.
- ✓ Use this *as soon as possible after creating a profile,* then every few weeks so that Dragon can adapt your profile as your work evolves. After the first time, the process will be very quick.
- ✓ This process has two functions: it finds contact names to potentially add, and it analyzes your sent e-mails to refine the frequency information in the Vocabulary *.*
- ✓ When presented with the list of potential additions, you can check or uncheck them all at once. You can also edit any item: click the item, click **Edit**, then modify as needed.
- ✓ Make sure Dragon knows the pronunciations and spelling of your contact names. This is important also for shortcut commands for Outlook such as "**email the selection to…**" and "**schedule meeting with…**". .

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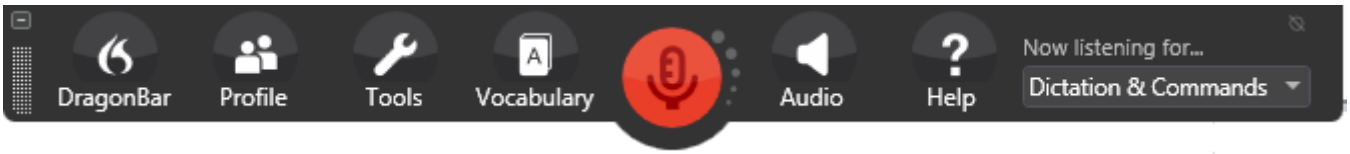
Starting to Dictate: Controlling the Microphone

Your microphone must be connected and positioned correctly, and Dragon needs to know whether to “listen.” This lesson shows ways to turn Dragon’s microphone or on off and introduces the DragonBar.

Note: If using a Bluetooth microphone, make sure that it is not only powered up, but also active (that is, in “call mode”). See your microphone’s user guide for details.

The DragonBar and the microphone icon

The DragonBar is Dragon’s toolbar. It includes menus, indicators, and a microphone icon that you click to turn Dragon’s microphone on and off. The microphone icon is also available in the system tray on the Windows Taskbar..



By default, the DragonBar is docked to the top of the screen and collapsed. If you move your mouse over it, it expands. (If you wish to disable this auto-collapse, click the DragonBar menu.) Be sure to explore the Options dialog and the ways you can modify the DragonBar’s appearance to suit your preferences, including switching to the Classic DragonBar from version 12.

If you’re familiar with Dragon and you wish to save space on your screen, set the DragonBar to **Tray Icon only**. (You can then display its content by right-clicking the icon or by saying "**open Dragon’s tray menu**.”)

See the Help for more information. Remember that you can quickly search the Help by saying a command that names search words, for example: “**search Help for DragonBar display**.”

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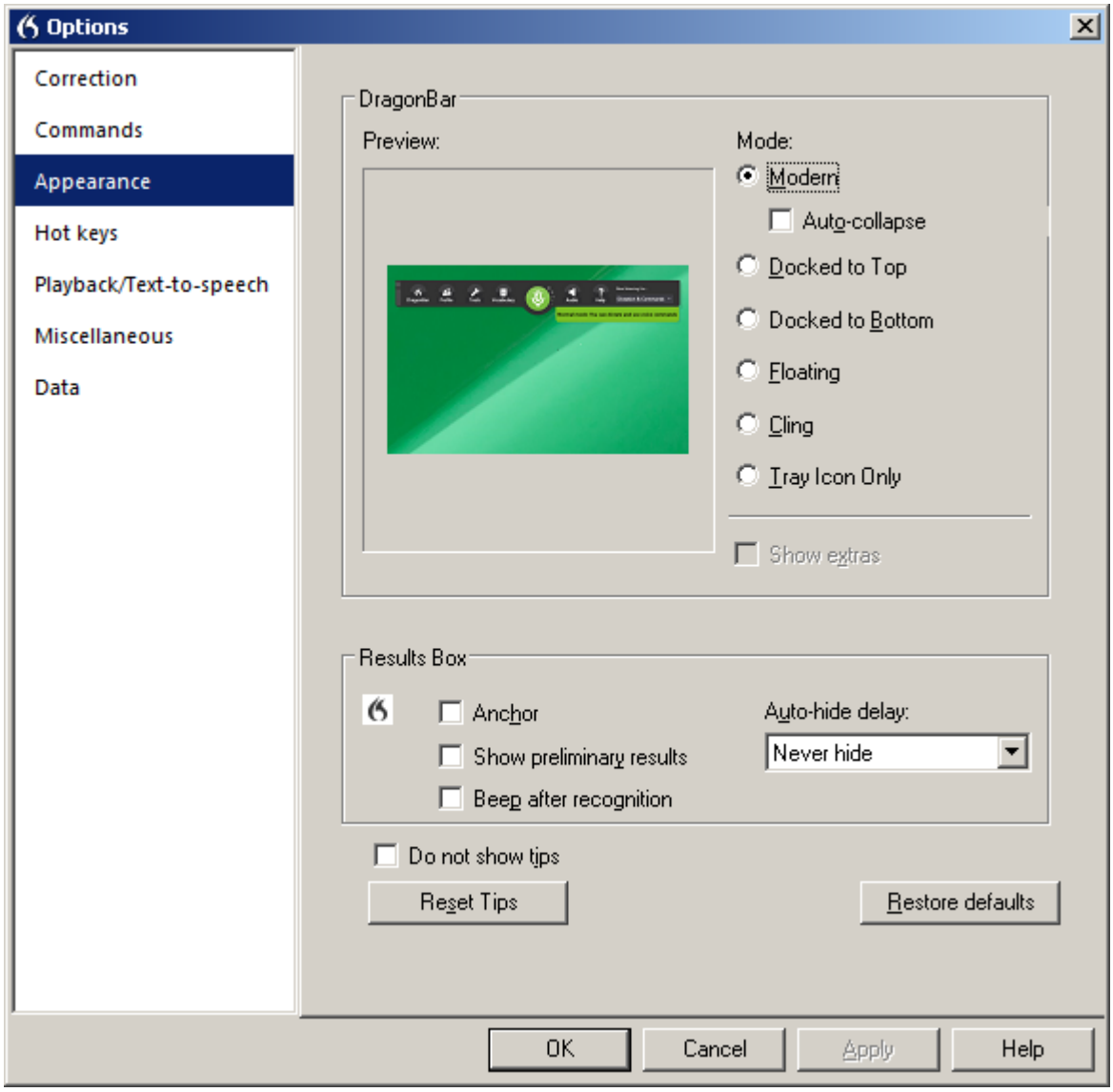

TIP: You may want to check that your operating system doesn't hide Dragon's tray icon. (The illustration below is from the Notification Area Icons section of the Control Panel in Windows 7.)

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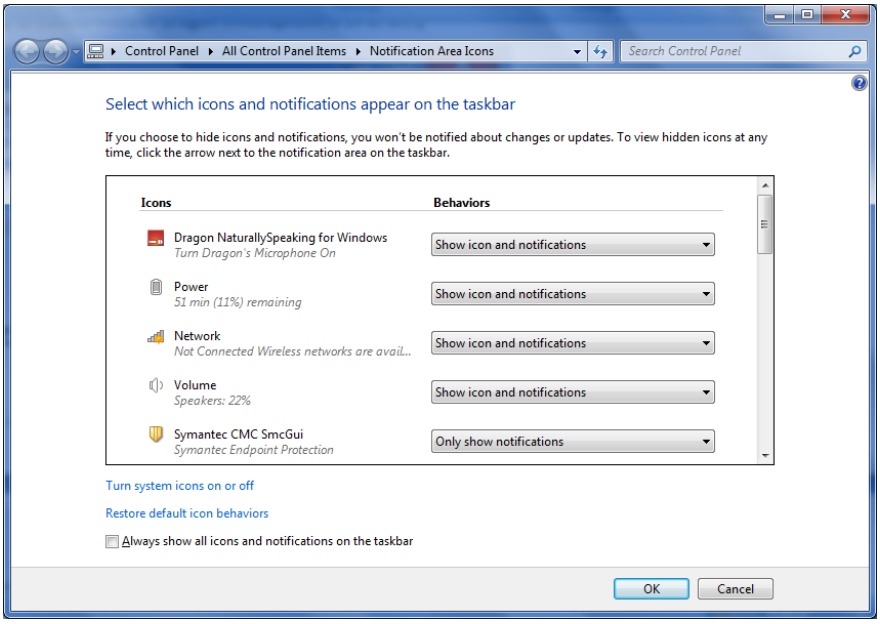

Microphone commands and sleep state

You can turn off Dragon's microphone by saying the command **microphone off**. There is no command to turn the microphone on because, when the microphone is off, it can't "hear" anything! There are, however, commands to put the microphone in and out of a "sleep" state where Dragon 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 Dragon can't recognize the command and instead transcribes the words. For example, make sure you say the words "**go to sleep**" in a natural flow, not "go… to… sleep."

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

Note: You can set Dragon to have its 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 "click Miscellaneous" then "click 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), so software programs, including operating systems, typically contain keyboard shortcuts, also called hot keys. Dragon provides hot keys for various useful tasks, including controlling 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 hot key turns Dragon's microphone on, and then pressing it again turns it off.

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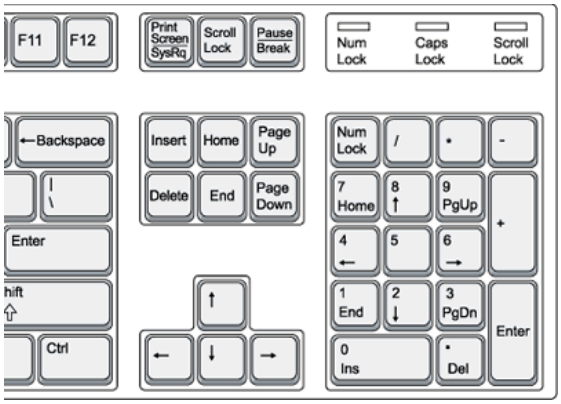


If your computer doesn't have a numeric keypad, or you wish to keep the plus key for other use, designate a new key to serve as the microphone on/off hot key. This is done through Dragon's **Options** dialog box:

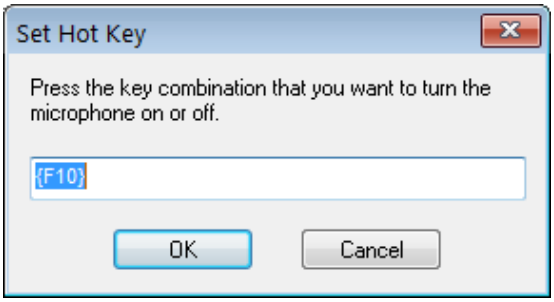
Step 1: On the DragonBar, click Tools, then Options (or say **open options dialog**). Click Hot Keys (or say **click Hot Keys**).

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

Step 3: Press the desired key or key combination, then press Enter. F10 is often a good choice.

(If the key you pressed is already assigned in another application, Dragon will let you know.)

Step 4: Back in the Options dialog box, click Apply, then OK.



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

Key points about controlling whether Dragon "listens"

- ✓ Remember to turn the **microphone off** (or put it into its sleep state) when you're not dictating, such as before answering the phone, speaking to someone, or clearing your throat; this is a simple but important habit to develop!
- ✓ Pressing its hot key is usually the fastest 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 the default hot keys in the Options dialog:.
- ✓ You can turn the microphone off by saying the command **microphone off**, but then the mouse or keyboard need to be used to turn it back on. Instead, you could say **go to sleep** or **stop listening** and then say **wake up** or **listen to me** when you wish to dictate again.
- ✓ For Dragon to recognize a command, you must pause slightly *before and after but not in the middle of the command*.
- ✓ .

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Starting to Dictate: Your First Dictation

You can use Dragon 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 (vertical bar) is where you want your dictation to appear. (Your operating system can make such visual elements easier to see.)

Dictating text and punctuation marks

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

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

For these exercises, start a word processor (for example, you can say **start DragonPad**).

Exercise 1: Look at the following sample, dictate it, then say **microphone off**. (If any word is misrecognized, ignore it for now.) 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!

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. (If you cannot use your hands, say "go to sleep" or "stop listening" instead of "microphone off.")

New line and new paragraph

With Dragon active, you can press your Enter key but also simply say the commands **new line** and **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 doesn't capitalize after **new line** or **colon.**

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**".

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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 (under Appearance in the Options dialog), you will instead see the following as in version 10 and prior:

- Your words first appear in a small horizontal rectangle 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 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 just 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.

Note: Especially if you tend to forget punctuation, or if you are writing informally, consider Dragon's option to automatically insert **commas** and **periods** as you dictate (see Auto-Formatting under the Tools menu). The Help contains details about this option and the commands to turn it on and off.

The location and behavior of the Results indicator can be customized from the Options dialog. 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.

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.

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**

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(	**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…

Note: At the moment one turns off its microphone off, Dragon may still be working on the last sounds it heard.

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, see the Options dialog under Appearance. To avoid situations where the Results indicator (icon or box) hides something on your screen, you can "anchor" the indicator. You can also change how long the indicator remains on the screen.
- ✓ Speaking in long, 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 recognition context. Be sure to dictate at least periods and commas or turn on the automatic punctuation option.
- ✓ Two important *Dictation Commands* are **new paragraph** and **new line**. By default, **new line** doesn't trigger capitalization of the following word; you can change that through the Vocabulary Editor's Properties dialog.
- ✓ The very first words you dictate may take a moment to appear on the screen. This is normal.

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Dictating Prices, Units, Dates, Times, Addresses…

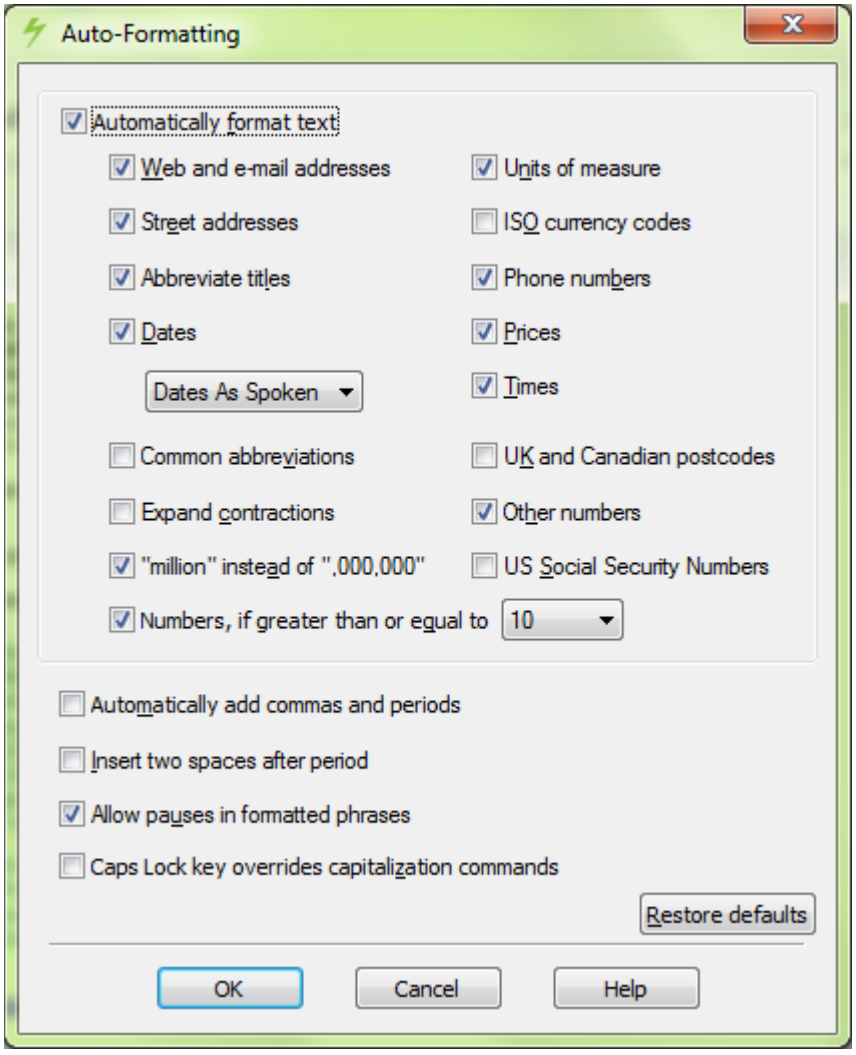
Dragon follows spacing and capitalization rules: for example, it inserts a space after commas but none before, and it capitalizes at the beginning of sentences and paragraphs.

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 auto-formatting off and on as desired. For example, you can choose the following:

- 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.)
- Expand *contractions* (such as "won't" and "didn't"**)**.
- Insert *two spaces after periods*.



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

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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 sixteenth 2009"**.

TIP: You can change the default date format to one of those offered on the Auto-Formatting options dialog.

Monday, July 16, 2009	10/15/09 (say **slash**)	12-7-2013 (say **hyphen**)

Exercise 4: Dictate a few sentences containing prices, including the one here. (Say **four dollars and ninety cents**; Dragon will automatically format it with the dollar sign and dot.)

Suggested retail price: $4.90

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 quickly and with high accuracy.)

Laura_Miller@domain.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 want Dragon to recognize *less* than it normally does. You may want to speak only commands, or enter many numbers or characters in a row—when inputting figures or product codes into a database, for instance.

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

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

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Numbers Mode

When you are about to dictate a sequence of numeric data, consider switching to *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 **go up|down|left|right <n>** to move the focus to another line, cell, or item.

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

Spell Mode

The Spell Mode is useful for dictating character sequences which don't form pronounceable words, as is often the case for part numbers, license plate numbers, codes, usernames and passwords… 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. Of course, if you plan to use these words or phrases more than once, you should add them to the Vocabulary, with spoken form if warranted.

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. You can also say **space**. (Dragon won't automatically handle spacing 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: characters within Normal Mode

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 character comma, you could say "**spell space C O M M A**". This is also useful for the word "cap" which is also a Dictation Command (to trigger capitalization of the following word): say "spell space C A P."

Exercise 7: Dictate "access code: 75Zq/7", then practice with character 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.)

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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. Also, the **Word Properties** dialog lets you adjust spacing, capitalization, abbreviations (such as Gen. for General) and other alternate written forms (such as “honour” and other spellings used in Canada). In version 13, Dragon reaches out to you through its Smart Format Rules box when it detects that you made a change that might warrant adjusting one of its format-related settings.
- ✓ The restricted recognition modes can make dictating special text more efficient. They are accessible by voice commands (“**Numbers** M**ode on**”, “**switch to Normal Mode**”) and through the DragonBar’s Modes menu.
- ✓ Dictation Mode can be helpful if you want to dictate *as quickly as possible.*
- ✓ 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 space T W O”.
- ✓ When spelling out, you can use alternate pronunciations for the letters (such as alpha, bravo, etc.) and insert a capital letter by saying **cap** just before the letter. You can also say **space** or **spacebar**. (In Spell Mode, Dragon doesn’t handle spacing as it usually does.)

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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).

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.

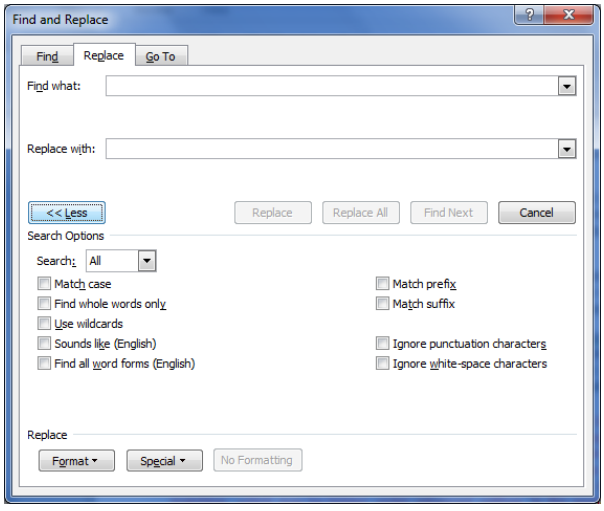
Handling multiple matches in your text

Dragon lets you directly address a specific word or phrase in your text. When you give a command such as **correct <xyz>** or **delete <xyz>** or **capitalize <xyz>** (<xyz> being the word or phrase to address) and Dragon finds several matches, Dragon places a number next to each match.

You then say the number of the desired one. If you wish to affect all instances at once, say **choose all**. (If you want the numbers to disappear, say **cancel**, click your mouse, or just keep dictating.)

Saying **undo that** undoes the change for just the last instance. To undo the change to all, say **undo all**.

Note: **choose all** cannot work for "select" or for "insert before/after". If you wish to replace several instances, you may want to explore **your application's capabilities for replacing**, including specific capitalization.



IMPORTANT: In Dragon's commands, <xyz> represents the relevant segment on the screen (which could be more than one word and could include numbers or punctuation marks). When you give the '**correct <xyz>**' command, be sure to say what *is* on the screen, not what you had *intended.*

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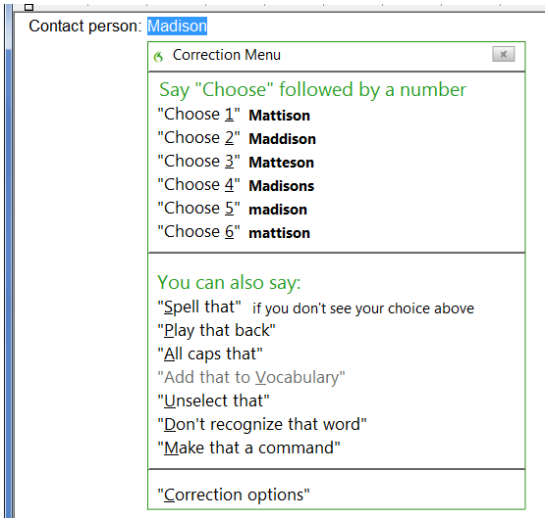
It can be useful to provide context for the word(s) you intend to change: for instance, to correct "a" in the phrase "Alex sent a request," you may want to say “correct sent a” or "correct sent a request."

The Correction Menu: the default interface

By default, when you say a command starting with the word "correct,” Dragon brings up the Correction Menu, which lists alternative transcriptions as well as a few of the commands you may wish to say. In the example illustrated below, the speaker said “correct Madison.”

- **If what you had said is in the list**, you can pick it by voice, saying **choose** and its number, or by hand (click the desired choice or use the down arrow and Enter key).

- **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 (see below).



Note that the last item on the Correction menu gives you direct access to the Options dialog’s Correction section. (As seen on that tab, another default setting you can modify is Dragon’s opening the Correction menu also 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, so they can act directly when Dragon’s choice list doesn’t show their desired transcription (instead of having to use “spell that” from the Correction menu to get to the Spelling Window).

This requires changing one of Dragon’s Correction options. Here is one way to do this: say **open Dragon options** then say **click Correct commands bring up Spelling Window** (or click that check box).

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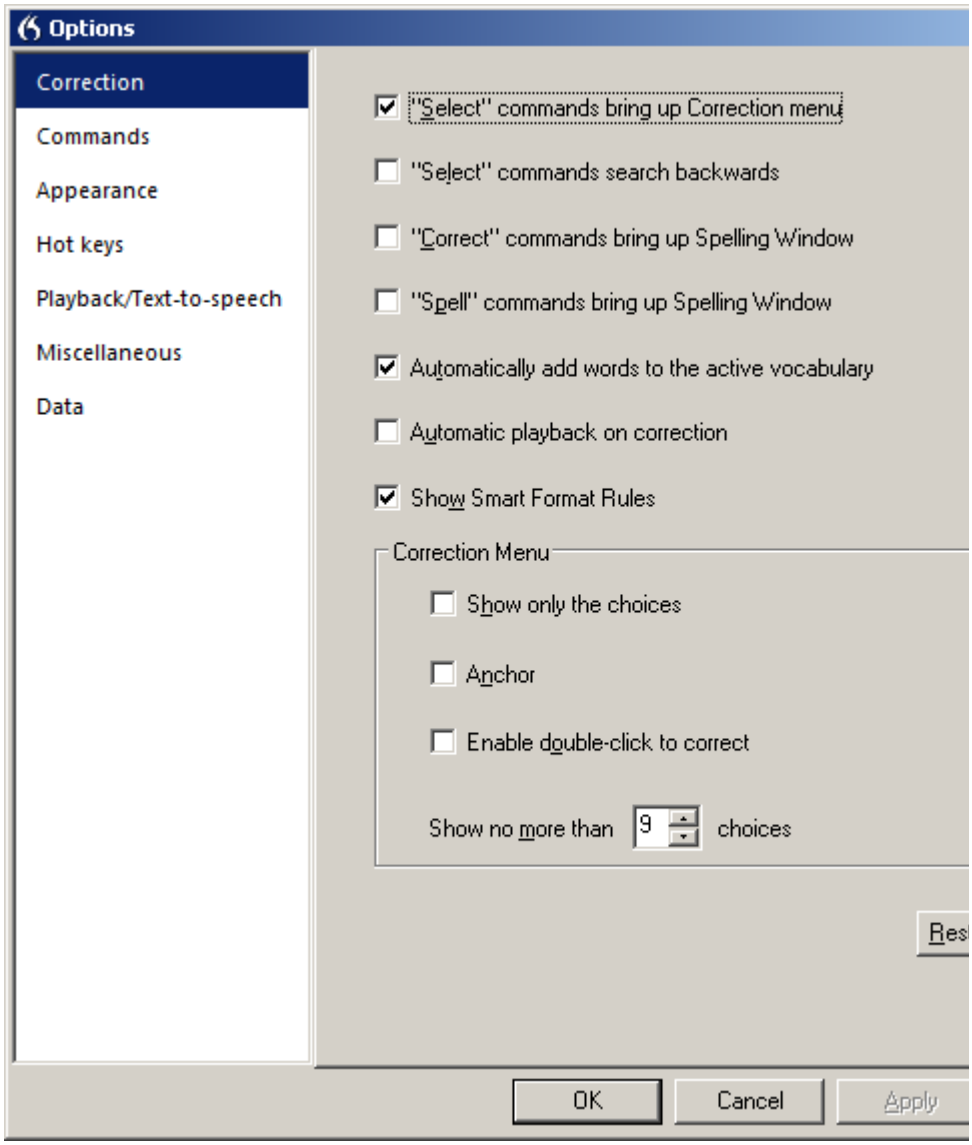
With this option set, saying commands that start with "**correct"** opens the *Spelling Window.* So does using the Correction button on the Classic DragonBar, or pressing the Correction hot key (the *numeric minus* by default).

As you will see, there are many ways to indicate in the Spelling Window what should have been recognized—including typing, or spelling out individual characters, hence the name "Spelling Window."



Here is an example. Imagine you wanted "Madyssen" (note the unusual spelling of this name) but Dragon wrote "medicine" (a word commonly used in English) instead of "Madyssen" (a relatively rare noun). To correct Dragon's error, you can say "**correct medicine"**. The Spelling Window then opens.

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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 Dragon should have transcribed is listed:

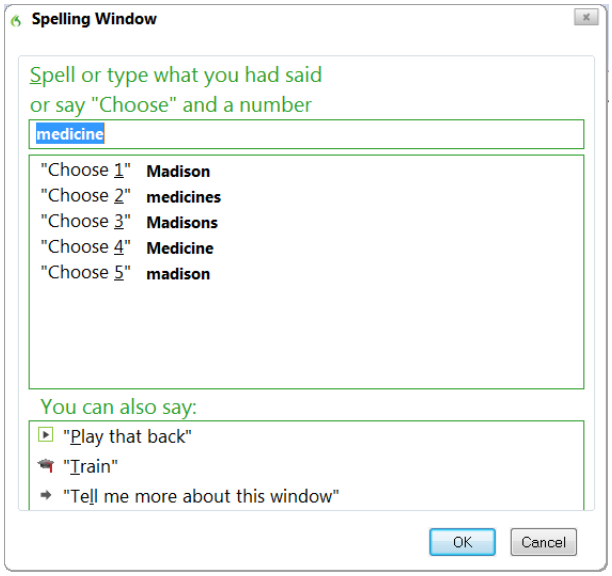
say **choose n** (the number of the correct line—you can also pick by double-clicking or using the down arrow and Enter key).

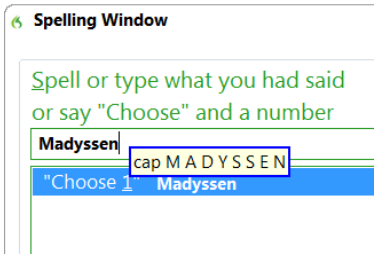
If no choice is quite correct but one is close:

save time by modifying it instead of entering it yourself: click it, or say **edit *n*** (in our illustration, you could say "edit 1" then "backspace 4" then "Y S S E N").

If what Dragon should have transcribed is NOT listed:

enter it then say **click OK** or press Enter (in our example, you could say "cap M A D Y S S E N").





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 learned a bit of information to refine your profile, and if you entered in the Spelling Window a word that wasn't 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 doesn't prohibit manual action; 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, but 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"

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

As you enter characters in the window, Dragon presents new choices in the list so you may not have to enter all characters! Here are 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 window's edit line .

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Exercise 1: Look at the following sample, dictate it, then use the **correct <xyz>** command to fix any errors. (This sample was designed to create errors! All the 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 a few sentences containing uncommon words, such as names and nicknames or product names, until a few misrecognitions appear. For each misrecognition, bring up the Spelling Window and practice spelling out what you actually said, as well as editing one of the choices from the list.

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.

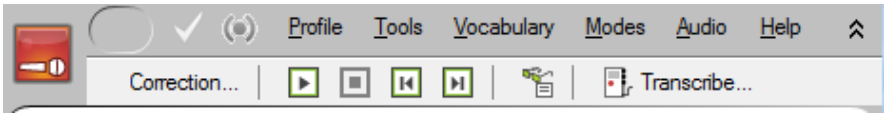
If you see that a certain word or phrase appears incorrectly, use the **correct** command to open the Spelling Window. Once it appears, click or say **Play Back** to hear the recording of your voice as you dictated that text. It may be that in fact you had misspoken or mumbled; this happens to everyone, 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. In 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 Playback to hear sections of dictation in the document itself. 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 (or using the Correction hotkey or button -- see below). Because 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.

If using the Classic DragonBar, expanding it (click its chevron or say **view extras bar**) gives access to several extras:



- 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 (useful for large sections of text) or stop playback, and skip backwards or forward.

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- The *Transcribe button* launches the transcription of recorded dictations (for details, see the Help including the *Auto-Transcribe Folder Agent*).

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

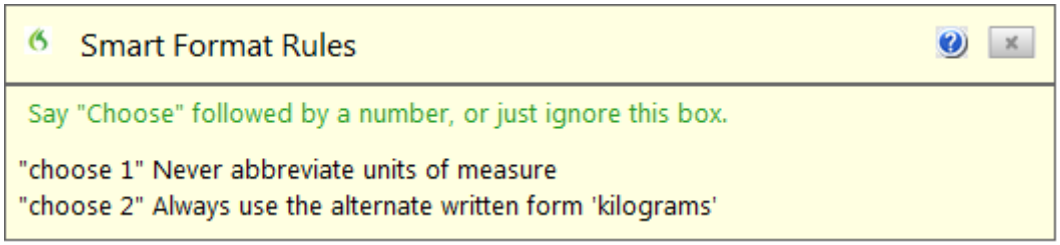
Note: As you use Dragon more, experiment with how to correct and *when* to correct. (We recommend finishing at least your current paragraph before making a correction, so that you preserve your train of thought.) Notice what seems more convenient and efficient for you.

Smart Format Rules

When you make a correction related to formatting, such as abbreviations, titles, units of measure, or alternate forms, Dragon may display its Smart Format Rules box, offering to change one of its Auto-Formatting options or Word Properties settings. You can then either accept one of the adjustments offered, or dismiss the box.

If you wish to, you can change settings yourself from the Auto-Formatting Options dialog box or the Vocabulary Editor, as in previous versions. The Smart Format Rules feature simply "reaches out" to you, making it quick and easy for you to adjust the settings you care about.

For example: When you dictate “five kilograms,” Dragon writes “5 kg” and if you then change “kilograms” to “kg” (by overtyping, or using the Correction menu or Spelling window) Dragon presents the Smart Format Rules box pictured here.



Take a moment to read what the box offers. Then, if you want one of the proposed adjustments to be made, say “choose” followed by the desired number.

If you don’t want any of the choices proposed, you can say “cancel” or just move on to whatever you would have done if the box had not come up.

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Key points about correcting recognition errors

Refining your profile can *prevent* many errors, because it helps Dragon learn *how you sound* and *what words and phrases you use often*. Add words and phrases to the Vocabulary, with *Spoken Forms* and/or *Properties* if warranted and be sure to let Dragon *see your words and phrases in context,* for instance by letting it analyze relevant documents.

Although correcting misrecognitions may 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 have the Spelling window as the default correction interface, enable the option **"Correct" Commands Bring Up Spelling Window**.

Flow is important: commands require a brief pause before and after. Do not pause at all between the word '**correct**' and the misrecognized word(s). At first, you may want to "rehearse" the whole command in your head before speaking it.

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

You can use the Spelling window to type or spell out words, but *not to dictate words directly.*

To be sure of what was said for the text segment you are correcting, use **Playback**. Another advantage of playback: it gives you feedback on how clearly you dictated.

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Editing Text by Voice

Dragon 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. (The insertion point is usually shown as a blinking vertical bar some call the *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, reading a text for acoustic training…

Navigation and selection

Note: 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 before/after** commands position the insertion point just before or after a specific word or punctuation mark in the text:

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 designate 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):

select *let me know* **select *comma* obviously *comma***

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

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

You can select one or more characters, words, lines or paragraphs at a time: **select line, select next 3 paragraphs, select previous 5 words, select next character…** as well as **select rest of line**. Note: You can use similar commands to delete (**delete line**, **delete next three words**…) and copy (**copy line**, **copy rest of line**…)

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

Note: You can “unselect” a selection by saying **unselect that**. Another way is to move the insertion point with a **move right** command, for instance.

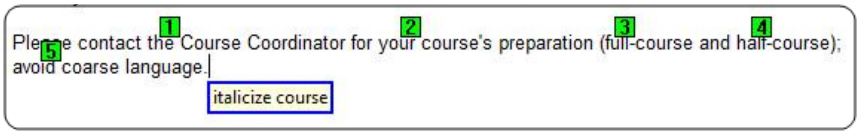
TIP: Say commands as a continuous phrase, with a brief pause before and after. For commands that *quote words from your screen*, choose your target words *before* you start to say the command. Otherwise, any hesitation will cause the words of the command to be typed on the screen. (If this happens, just say **scratch that** and give your command again, without pausing this.

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.

Handling multiple matches in text

When you give a command that quotes from your text(such as “insert before <xyz>” or “bold <xyz>”) and Dragon finds multiple matches for <xyz> (including homophones), Dragon lets you resolve that ambiguity and even take advantage of it. A number will appear next to each visible match. You can then:

- say the number of the desired instance, or
- say “**choose all**” (for commands that can apply it)



Direct editing: Bold | Underline | 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 also applies to **copy**, as well as **delete** and **cut**—note that these three can be disabled, as explained below.

Note: 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 phrase present in the text*: e.g. “bold measures” or “cut corners.” Because Dragon recognizes commands only if they are spoken as one flow between two pauses, this 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 happens, 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: clear their checkbox in the Options dialog.

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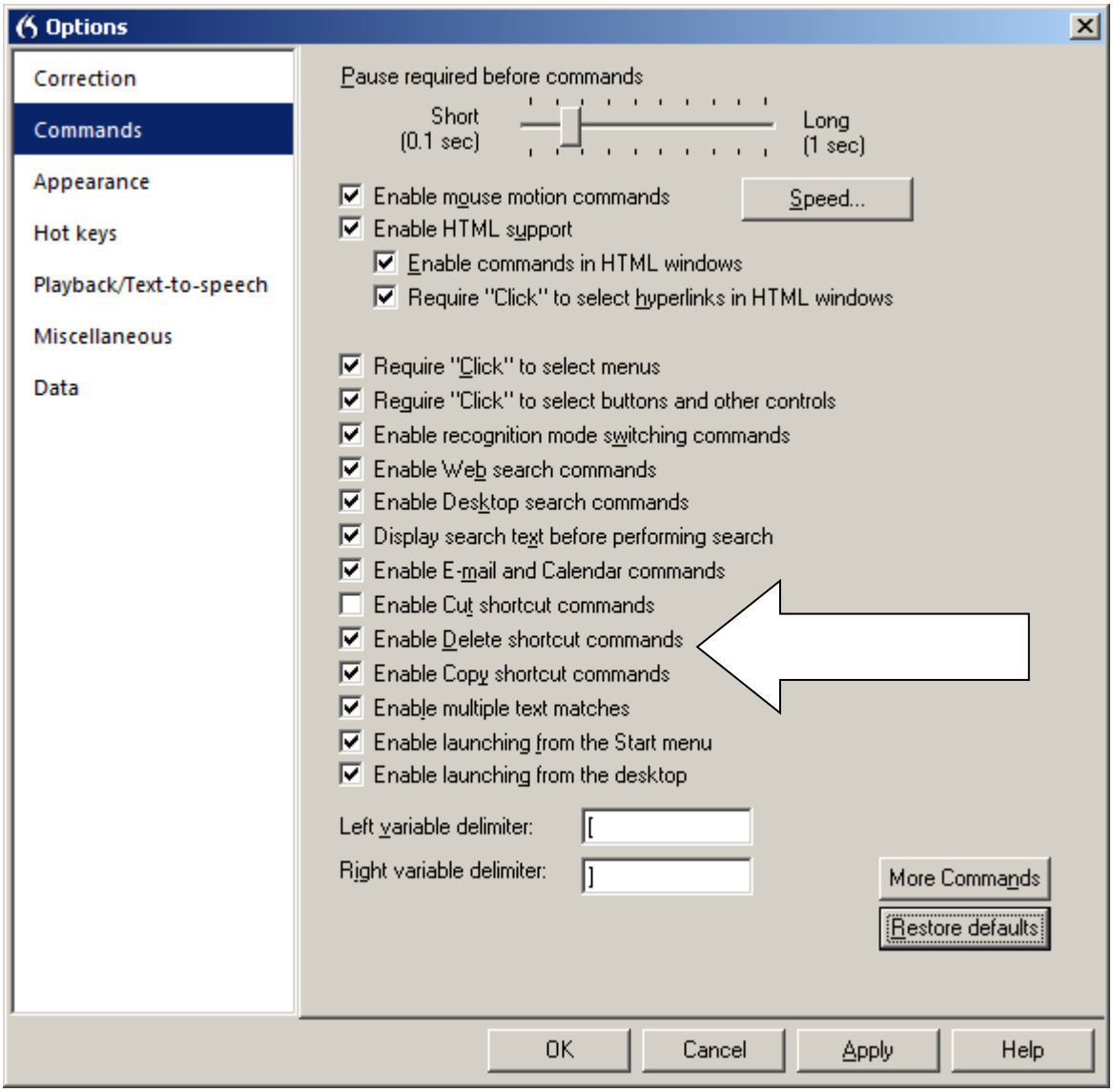

Full Text Control, “unknown” text fields and the Dictation Box

Commands such as **‘correct <xyz>’** and **‘insert after <xyz>’** (where <xyz> is a word or phrase in your text) work thanks to a Dragon functionality called *Full Text Control* or *enhanced dictation and editing* (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. It also encompasses Dragon’s ability to automatically capitalize the first word, adjust spacing after an insertion, and play back dictation.

Many popular applications build their text fields (or at least most of their fields) in a standard way, and as a result Dragon has Full Text Control in these fields.

However, you may encounter a field for which Dragon can’t have that awareness—and therefore Dragon can’t always apply all its normal capabilities. PowerPoint slides are one example. If you just dictate a flow of words, you may not notice anything unusual, especially if you start with a word that is always capitalized such as a name or the pronoun “I”.

When the insertion point is in such an “unknown” field, the DragonBar’s *Full Text Control indicator* is dimmed.

Even in “unknown” text fields, one can use Dragon efficiently—knowing the following:

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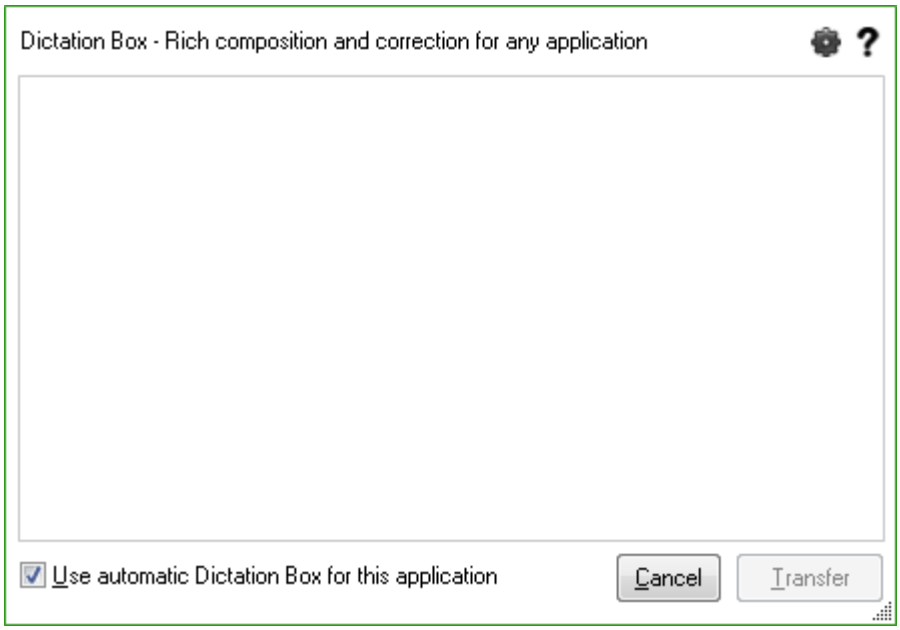
1. To dictate short entries, you may want to just use what *does* work in all text fields—dictate normally and, if and when necessary, do the following:

    - say '**spacebar**' (or press the spacebar),
    - say '**cap**' before a word to force its capitalization,
    - say generic commands like '**select line**', '**undo that**', '**go to top**' and '**move <left | right | up | down>**' or reposition the insertion point by hand, etc.

2. To dictate something substantial, consider using the *Dictation Box*, an intermediary window in which you can create, modify, and correct text. When your text is ready, use the **Transfer** button (say '**click transfer**'): Dragon then closes the box and transfers your text to where you had the insertion point.

To open the Dictation Box, you can:

- Use its hot key: Ctrl+Shift+d
- Say a command such as '**Open Dictation Box'**
- Use the Tools menu



The box comes up automatically if you speak where Dragon doesn't have Full Text Control (except in Web browsers). This default can be changed in the Options dialog, under Miscellaneous.

There is a lot of flexibility around the Dictation Box. In addition to changing its hot key, you can:

- Give its command one or more alternate names, if you prefer to open it by saying 'open Dragon box' for instance(to find the command in the *Command Browser*:, you can filter for the word 'box' with 'Global Commands' selected in the Context list).
- Modify its appearance and behavior: default font size, positioning (anchored or near the cursor), copy and paste method, whether it shows how many characters it contains…
- Have different settings for different applications. See the Help for details.

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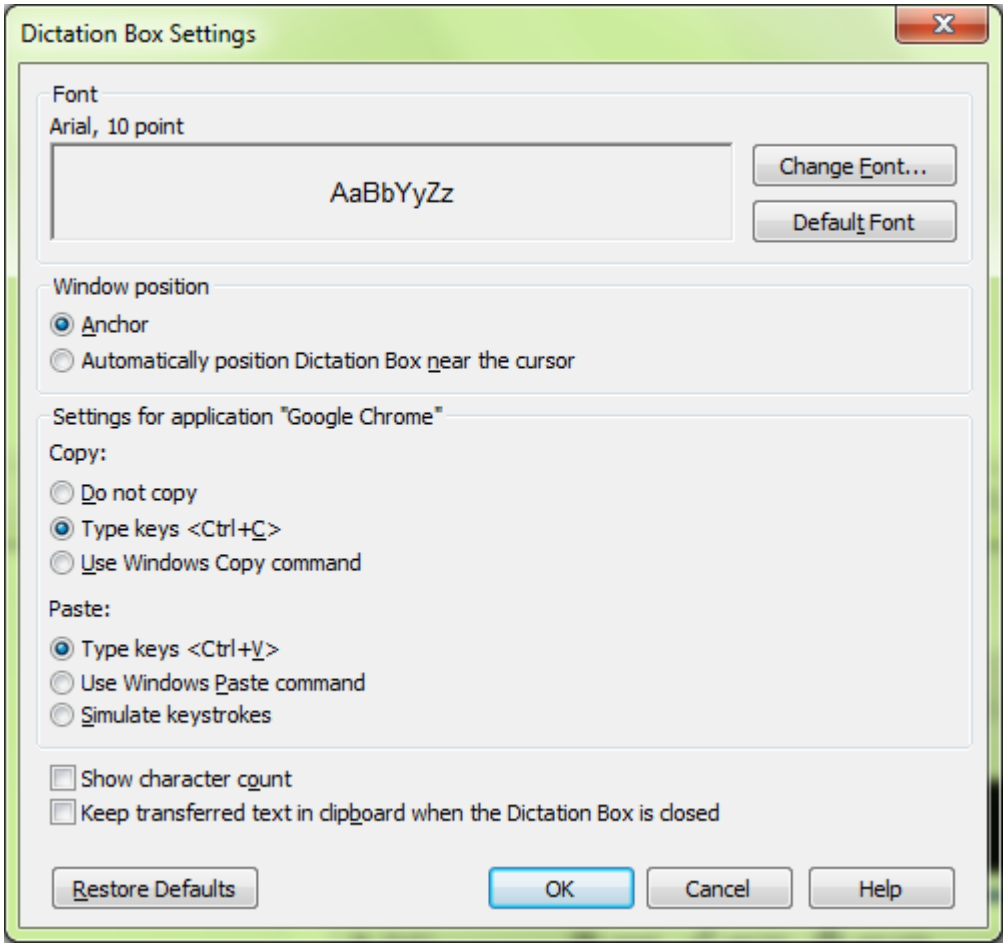

Replacing and inserting

The **select** and **correct** commands are 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, save time by using **select line, select <start> through <end>, select paragraph**… Note also that the command "**resume with**…" can be very efficient as an equivalent of selecting what you just dictated up to a particular word then deleting that segment and resume dictation; be sure to read about it in the Help and try it out.

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

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

1) Say **select lunch** → The word "lunch" is now selected.

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

2) Say **select noon**

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

3) Say **select in t*hrough* next** → The segment "in the Boston area for a few days the week after next" is highlighted.

   Say **in your area on Tuesday July fifteenth**

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

4) Notice 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. You can even say **backspace** combined with a number: for example, **backspace 5** is like pressing the backspace key 5 times.

Dragon can help you quickly edit text *whether or not this text was created by voice*. The exercise below is to be performed entirely by voice, but remember that for optimal productivity in daily work you may 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 with you last Tuesday".
- Edit the second sentence so it reads "You have some great ideas".
- Edit the third sentence so it reads "on this important project".
- Edit the third sentence so it reads "by early 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, Debra Peet-Smith".

Which commands did you find most useful in each situation?

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Key points about editing text

- ✓ You can use Dragon to edit a document by voice whether the document was dictated *or* typed.
- ✓ Dragon's many editing commands can address small or large amounts of text, even several paragraphs or the entire document (**select paragraph**, **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** <xyz>. 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.
- ✓ Commands that quote your text (**bold <xyz>**, **correct <xyz>, insert after <xyz>, capitalize <xyz>…**) work thanks to a functionality called *Full Text Control*, which depends on Dragon's ability to constantly obtain information such as where words and sentences begin, so Dragon can adjust spacing between words and capitalize the beginning of a sentence.
- ✓ If dictating in a non-standard field, remember that you can say **Cap** to start a sentence and **spacebar** to create a space, as well as use the **Dictation Box**—an intermediary window which has Full Text Control.
- ✓ In Dragon 15, the Dictation box opens automatically where Dragon doesn't have Full Text Control (except in Web browsers). You can disable this in the Options dialog.
- ✓ You can modify the Dictation Box's appearance and behavior; in addition, you can modify its **hot key** and give its command one or more alternate names.
- ✓ You can set the Dictation Box to behave differently for different applications.

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Formatting Text by Voice

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

Note: In order to preserve your train of thought, it's a good idea to prioritize dictation over formatting: first dictate your document (or at least finish dictating your paragraph, list, or idea), then revise your words if needed, and only then apply formatting.

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 the command but not within it*.

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 commands, you can say "the selection" instead of "that"—as well as "it" or "this."

Dragon's "X that" editing commands include:

cap that – capitalizes the first letter of words, e.g. Water Management

(Dragon also has "capitalize <xyz>" as seen in the section on direct editing commands)

all caps that – capitalizes all letters, e.g. EXTREMELY IMPORTANT

no caps that – puts in lowercase all words, e.g. american express

delete that (Dragon also has "delete <xyz>" as seen in the section on direct editing)

TIP To delete your few last utterances, you can repeat **scratch that** or specify a number of times (for instance, **scratch that 5 times**) but the command "**resume with**…" can be most efficient.

bold that, italicize that, underline that (Dragon also has "<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 the direct editing commands "<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

quote that – puts quotation marks around the selection or last utterance

bracket that (inserts rounded characters, not square brackets, if your profile is set to UK English)

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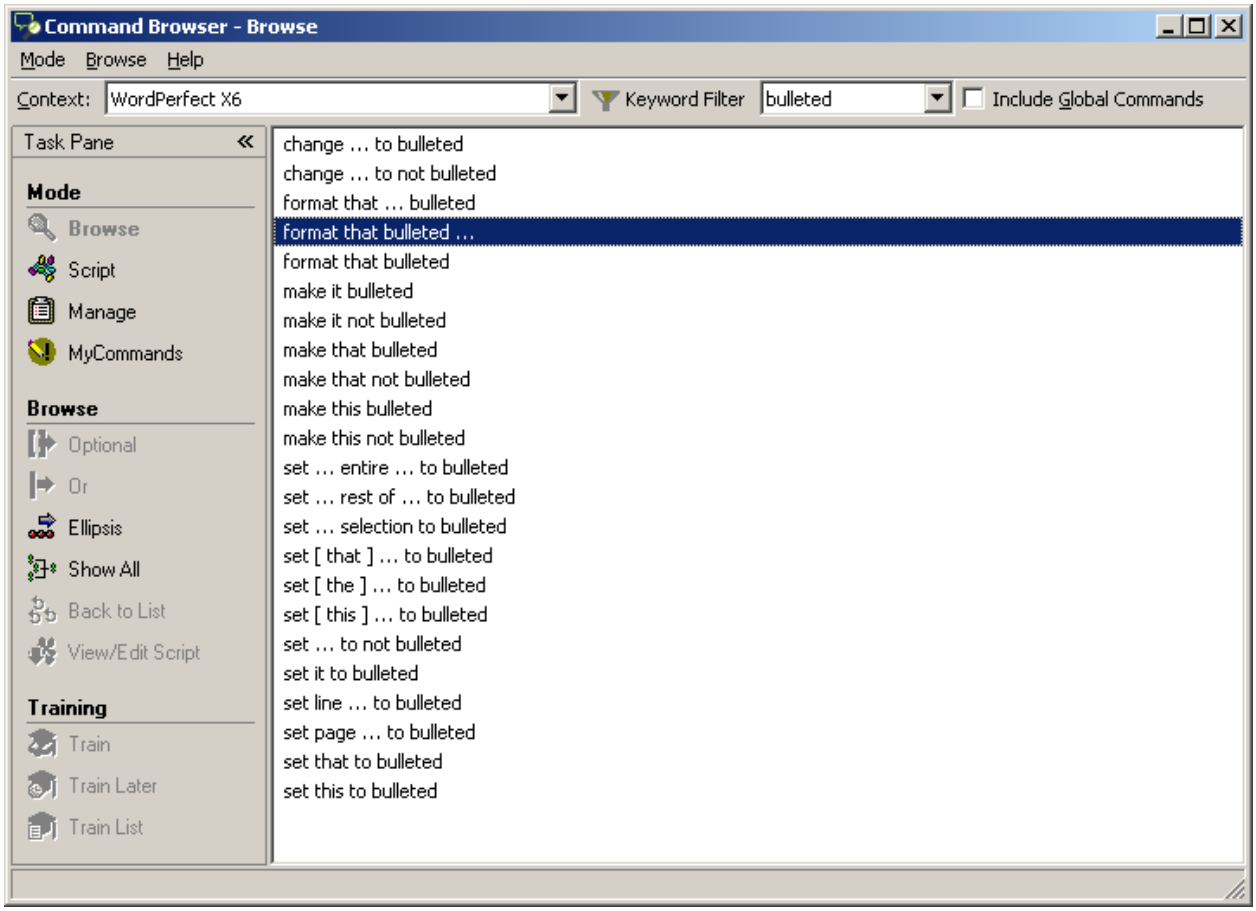
empty quotes or **empty brackets** –inserts a pair of quotation marks or brackets so you can dictate between them.

TIP: The Command Browser's Keyword Filter lets you explore additional command wordings for the applications you frequently use, as seen in this screenshot. For instance, in Word and WordPerfect, you can say "**turn bullets on**" and "**turn bullets off**" as well as "**format that bulleted and bold**."



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 (also: **bullet that** or **make that bullet style**)

format that numbered

format that centered

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

format that regular

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

format that Garamond, **format that Arial 13**, etc. –- gives the selection the font name/size specified

format that 20 point, **format that 13 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*. Although it **is** long, I read it surprisingly quickly.

TIP To undo the last action, say **undo that**. This is equivalent to the keyboard shortcut Ctrl z.

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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 Dragon heard since you last paused).
- ✓ Remember to pause briefly before and after saying a command.
- ✓ 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 from the end of your dictation back to a particular word, the command **resume with**… can be very efficient; we strongly recommend it.
- ✓ To undo the last action, you can say **undo that** (which is equivalent to **press control z**).
- ✓ For efficiency, prioritize dictation over formatting: first finish capturing your thought, then revise or correct the text if needed, and only then apply formatting.

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Controlling the Operating System and Applications

Dragon can do much more than type and format your dictated text: it lets you use your voice to find information, open a specific website, start programs, open desktop items, switch between windows, maximize windows, choose menu items, navigate dialog boxes, click buttons, press keys, move or drag the mouse pointer, etc.

IMPORTANT: When Dragon is running, it doesn't inhibit the use of your mouse and keyboard. Mouse, keyboard, and voice are three input options; use whatever is fastest and easiest for you for a given task.

Searching the computer

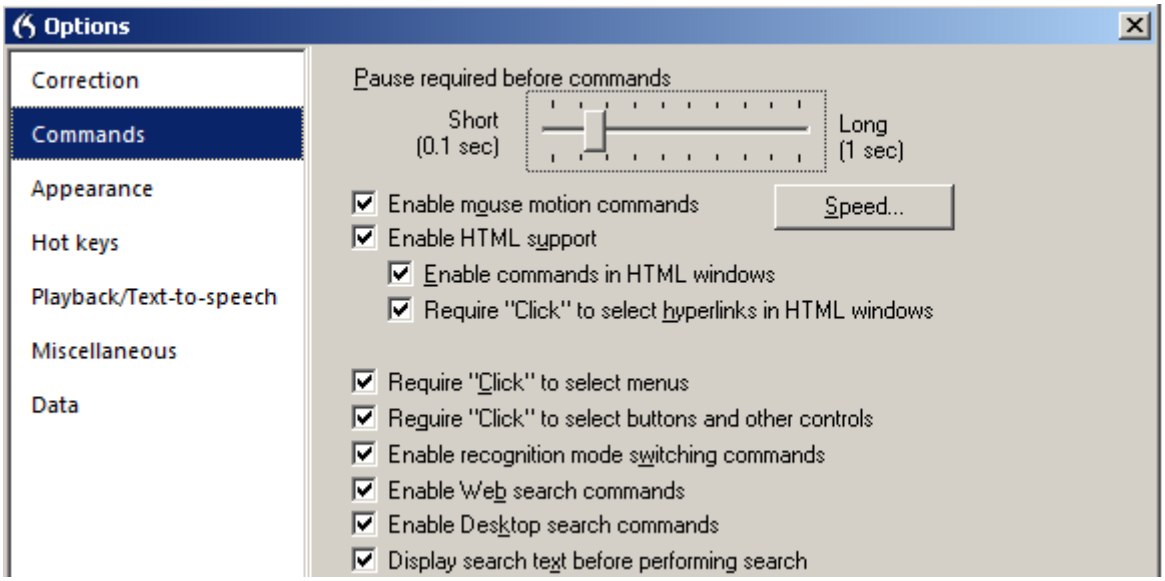
Dragon has shortcut commands to speed up a process many of us go through often: finding information that is somewhere on our computer!

At any time, *no matter what application is currently active on your screen*, these commands let you launch a search for items containing the keyword(s) you specify.

They have flexible wordings (the Command Browser lets you see all the possible ways to say them) and can be general or specific, as follows:

- **search computer for <xyz>**, <xyz> being any word or words
- **search *emails* for <xyz>**: searches just the e-mails indexed on your computer
- **search *documents* for <xyz>**: searches just the indexed files
- **search *history* for <xyz>**: searches just the indexed Web pages visited

Note: The Desktop search shortcuts can be disabled or enabled in the Options dialog, where the box "Enable Desktop search shortcuts" also controls the Help search shortcut (**search Help for**…).



Controlling programs and windows

You can use your voice to open any item present on the Desktop, including files, folders, and shortcuts: just say **open** followed by the item's name. (You can also use the verbs **start**, **launch** or **show**.) For instance, to open an

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item called “winter projects”, you could say **open winter projects**. (It’s helpful to use names that are easy to speak!)

This works at any time, even if the desktop is not visible. This is a powerful feature but if you don’t need it, consider disabling it; see under Commands in the Options dialog.

Dragon has a similar option for Start items: at any time, you can start by name any program or item present in the Start menu, saying **open Internet Explorer** or **open Control Panel**. Consider disabling this powerful feature if you don’t need it.

TIP: Do you need to say "start Word", "start Microsoft Word" or "start Microsoft Office Word 2013"? In the Start Menu, look under Programs. The name listed there is what you usually want; for popular applications, 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.

To open the Start menu, say **click Start** or **click Start menu.**

To close the active window, say **close window** or **press F4**.

Resizing and switching

To minimize the window in focus, say **minimize window**. To maximize, say **maximize window**.

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

- Say **“switch to”** followed immediately by the name of the desired *application, folder, or document*: **switch to Outlook**, **switch to Computer**, **switch to DragonBar**, **switch to winter projects**.
- Say **switch to next window** to cycle through the open windows (this is equivalent to Alt Tab).
- Say **list all windows** then say (or press) the *number of the desired window*. Note: you may wish to specify an application, saying for instance **list windows for Dragon** or **list windows for Internet Explorer**.

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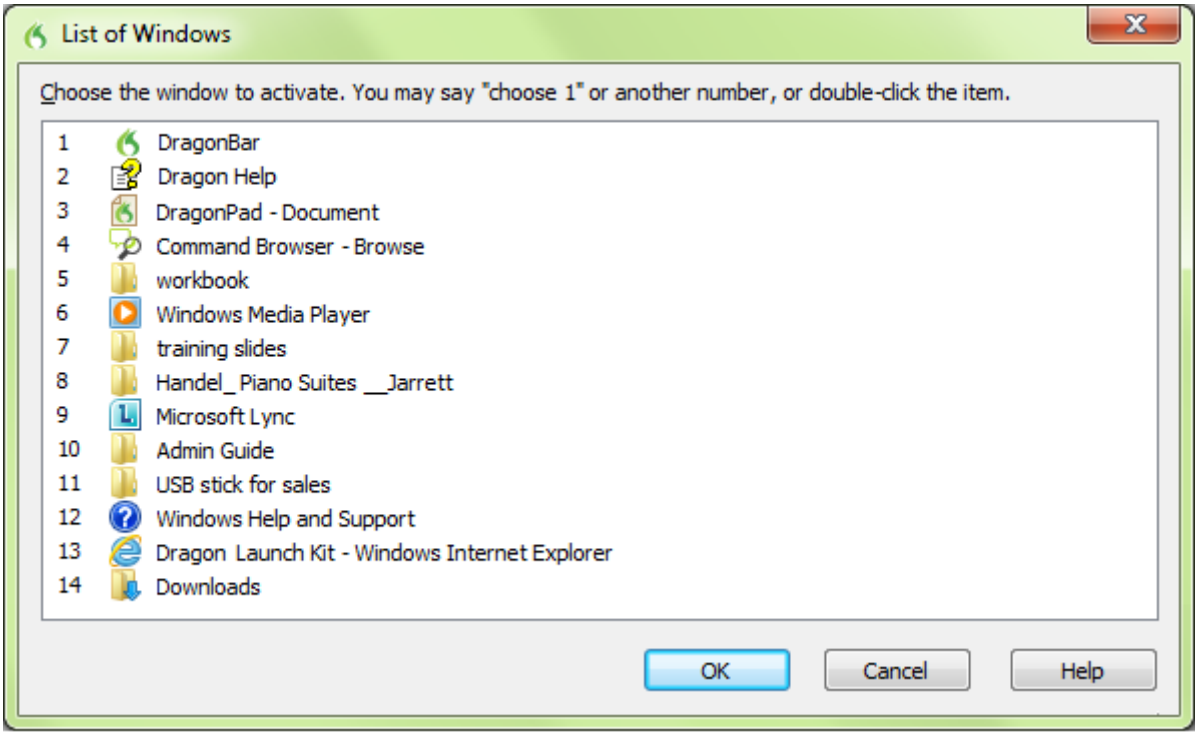

“Clicking” menus, buttons and other controls

To "click" on an application menu, just say its label preceded by the word “click” (or not—see below). For instance, for a menu labeled Insert, say **click 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 save a file under a certain name, you could say **click File**, then say **save as**.

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

Note: With Office 2010, Microsoft introduced changes to the application interface—in particular, the File tab. For this tab, you must say “file *tab*” not just “file.” With Office 2013, Microsoft also made some interface modifications. For details, see the Help. (Remember that you can quickly launch a search in Dragon’s Help by naming search keywords in a command such as “search help for office 2013.”)

In addition to menus, program interfaces may contain controls such as buttons, checkboxes, and radio buttons. How do you access these by voice? You guessed it: “say what you see” preceded by “click” if required. Please note:

- Dragon lets you require the word “click” before the names of menus independently from buttons and other interface controls.
- By default, Dragon requires the word ‘**click**’ before the name of menus as well as buttons and other controls: for instance, for a button labeled OK, you would say **click OK**. (This can be useful to prevent unintended actions such as the clicking of Send in email.) Dragon offers a similar “Require ‘Click’” option for HTML links, which applies to links in supported Web browsers, Help, and Accuracy Center. See the Commands page of the Options dialog.

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This workbook presents several of Dragon's dialog boxes, which often contain controls labeled **Cancel**, **Yes**, or **OK.** As you perform the exercises in each chapter, consider practicing clicking controls by voice.

> **Exercise 1**: Previous lessons introduced you to the Options dialog; we will use this dialog box to practice accessing buttons, tabs, and other interface *controls*.
>
> 1. Open Dragon's Options dialog, then its **Appearance** page.
> 2. Select and unselect the radio buttons and checkboxes for the DragonBar.
> 3. Restore the defaults.

IMPORTANT : Dragon lets you disable its ability to "track" the name of interface controls, in all programs or just in programs of your choice: see the checkbox and drop-down list "Voice-enable menus, buttons and other controls" on in the Options dialog under Miscellaneous.

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 Page Break.

As you will notice, command names tend to describe the desired action, starting with the verb.

- To read about the commands for a specific application, say **open help** or launch a Help search on keywords with a command such as "**search Help for Internet Explorer commands.**"
- To see all the commands and their variations (optional words, alternate words, etc.), open the *Command Browser* and use its *Context* list and *Keyword Filter* to display just the commands that contain a particular word and are active in a particular application. When you see a command that looks interesting, make sure it's highlighted then use the Command Browser's menu to show all its wordings (for instance, to include all optional words or expand ellipses).

IMPORTANT: If it detected that your PC's resources would not allow it to perform with both maximum 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.

Note that if you enable the Natural Language Commands for Word, for instance, Dragon's speed may decrease within Word.

"Voice-pressing" keys

At times, you may wish to use your voice to press a key or key combination on your keyboard.

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

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underlined letter (if underlines are not visible, press Alt first.) For keyboard shortcuts specific to a particular application, search the application's Help or the Internet.

Dragon lets you "voice-type" keys 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, Windows... For instance:

Say **press spacebar**	to select or unselect a checkbox.
Say **press F5**	to refresh the view.
Say **press Alt e**	to "click" a control labeled with an underlined 'e'.
Say **press Control f**	to open the Find field in most applications.
Say **press Escape**	to "escape" out of a window.
Say **press Alt Down**	to open a drop-down list.
Say **press Windows D**	to show the desktop.

Note: 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?

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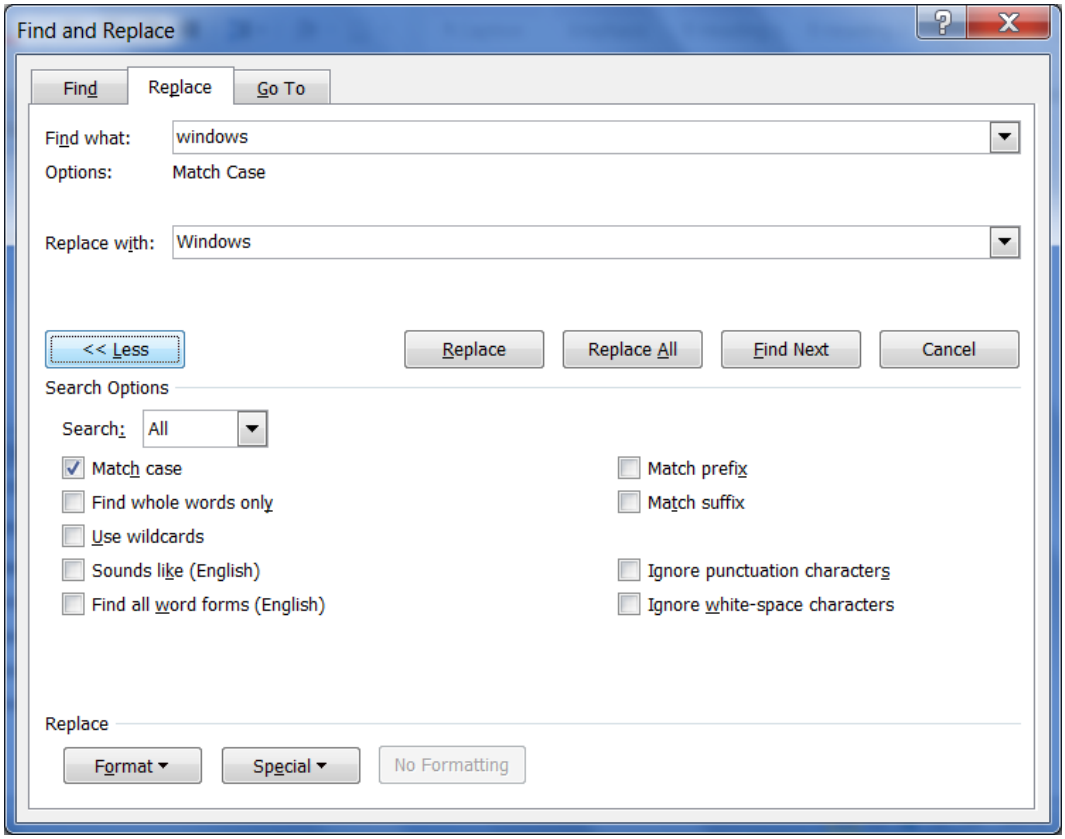

Remarks for Windows 8 and 10

With Windows 8, Microsoft introduced major changes compared to previous operating systems, but it offers an interface similar to the familiar desktop. Applications such as Word and Excel open in that "classic" interface.

The Start menu of previous operating systems doesn't exist in Windows 8, but equivalent functionality is provided by the Charms bar and the Start screen. You can use the commands "**open Charms bar**" and "**open Start screen**." (To see the expanded view of the Start screen, you can give commands including "**show all applications**.")

To perform actions, you can take advantage of Dragon's ability to press keys. For example, you can give the command "**press Windows key**."

For the latest on using Dragon with a particular operating system, please see the Support page and Knowledgebase on the Nuance website (www.nuance.com/support/dragon-naturallyspeaking).

Key points about controlling your computer by voice

- ✓ At any time, no matter what is visible, you can open a Start menu or desktop item by saying **start** or **open** immediately followed by the name of the item. These two powerful capabilities can each be disabled or enabled from the Options dialog.
- ✓ You can switch between open windows with commands like **switch to Internet Explorer** and **list windows for Dragon**.
- ✓ To click menus, buttons, and other *controls*, you can "*say what you see.*"

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- ✓ By default, Dragon requires the word '**click'** just before the name of menus, buttons, and other controls: for a button labeled "OK", say **click OK**. This can be useful to prevent unintended actions such as clicking Send in an email. Dragon offers a similar "Require 'Click'" option for HTML links.
- ✓ You can "voice-press" one or more keys by saying **press** followed by the name of the key(s).
- ✓ Dragon offers "shortcut commands" to search your computer for items containing the word(s) you specify.. For instance, to find all indexed e-mails containing the words "Canada" and "budget", you could say **search email for Canada budget**.
- ✓ If it detected that your PC'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 you wish to use Natural Language Commands in one or all of these applications, enable them via the Option dialog.

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Using Dragon with the Internet

This lesson introduces commands for typical Web-related actions, including shortcut commands. The Command Browser lists many more. Be sure to see the Help for details about using your voice on the Web and about Web-related options.

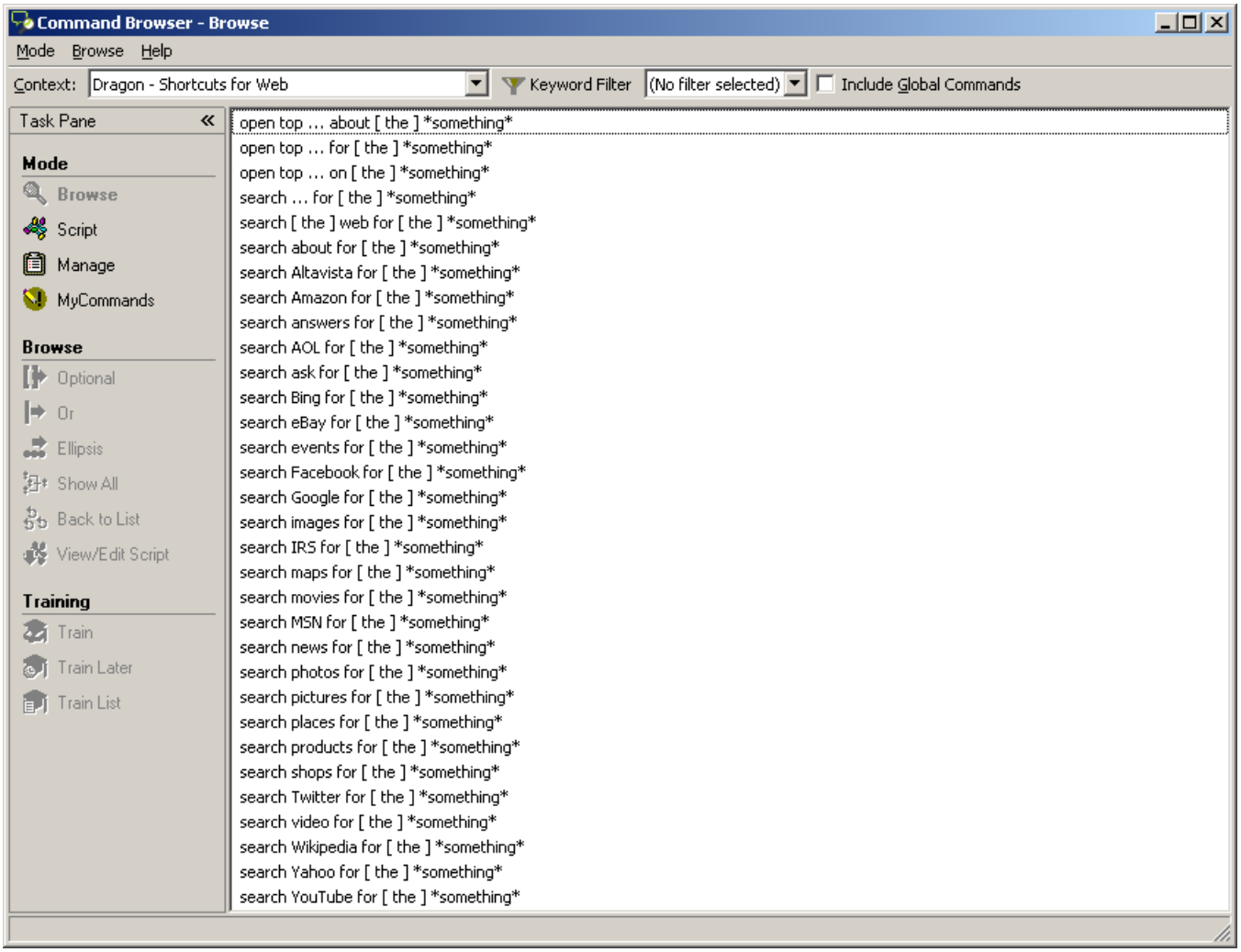
Note: Some commands that are supported in Internet Explorer are not supported in Chrome. See the Command Browser for each browser.

The Web shortcuts

Dragon includes commands you can say anytime to perform *general* Web searches, as well as searches in specific *categories* (**maps, news, products, images, videos**) or specific *websites*, such as Wikipedia.

You could say for instance '**search images for purple chrysanthemum**.' Dragon will then present, in your *default Web browser*, the results your default *search engine* found for those words in its image category.

A key benefit of these "Web search shortcuts" is that they can be used *no matter what program is currently active on your screen.* No need to first open or switch to your browser!



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TIP: These commands let you take advantage of capabilities of search engines. For example: conversions and calculations, as in '**search the Web for 61 percent of 1500**' and '**search Bing for 77 euros in dollars**'.

These shortcut commands can be disabled or enabled in the Options dialog. Controlled by the same option is a different type of Web shortcut command: **open top site for**… Instead of presenting search results, this command directly opens the website corresponding to the top result of the keywords you included in the command. Using such a command can be the quickest way to open the site for an institution or Web-based application: for example, you could say "open top site for Gmail" or "open top site for Nuance Communications."

Before these shortcut commands are executed, Dragon opens a small dialog box to let you revise, replace, or augment your keywords. Thanks to this, you make your searches very precise, which means you will find more quickly what you wanted.

This Edit Search Keywords box is controlled by an option, enabled by default for Web and Desktop shortcut commands. Note: If you turn this option off, you may not see any action right away after giving one of these commands; the search engine needs a moment to complete the requested action.

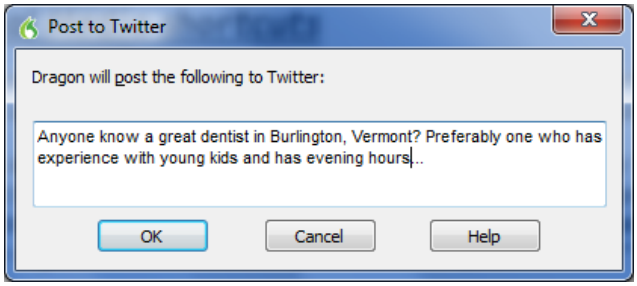
Social Media

Dragon offers commands to quickly post to Facebook or Twitter. (If you wish to disable these, you can do so from the Options dialog.)

There are two ways to create your post:

- select some text *in an editable document*, then say "Post that to Facebook" or "Post that to Twitter."
- append dictation directly in your command, as in the Web search shortcuts: say "Post to Facebook" or "Post to Twitter" immediately followed by the text you want to post. For example, "post to Twitter anyone know a great dentist in Burlington Vermont question mark."

Dragon then brings up a box where you can verify, complete or modify your text. Once you click OK, Dragon makes the post for you.



Note: What Dragon executes with these commands is just making the post, as opposed to opening the Facebook or Twitter websites. Showing you the post itself in its site is not part of the command's execution. If you wish to see your new post using voice commands, you could say "open top site for Facebook" and then say "refresh page."

The browser extensions

The following sections cover actions often performed in HTML pages. There are many more commands; see the Help and Command Browser. Whenever you use Dragon on the Web (whether for email or for something else), your experience will depend on several factors, including:

- the particular settings in your browser and in the Web-based application,

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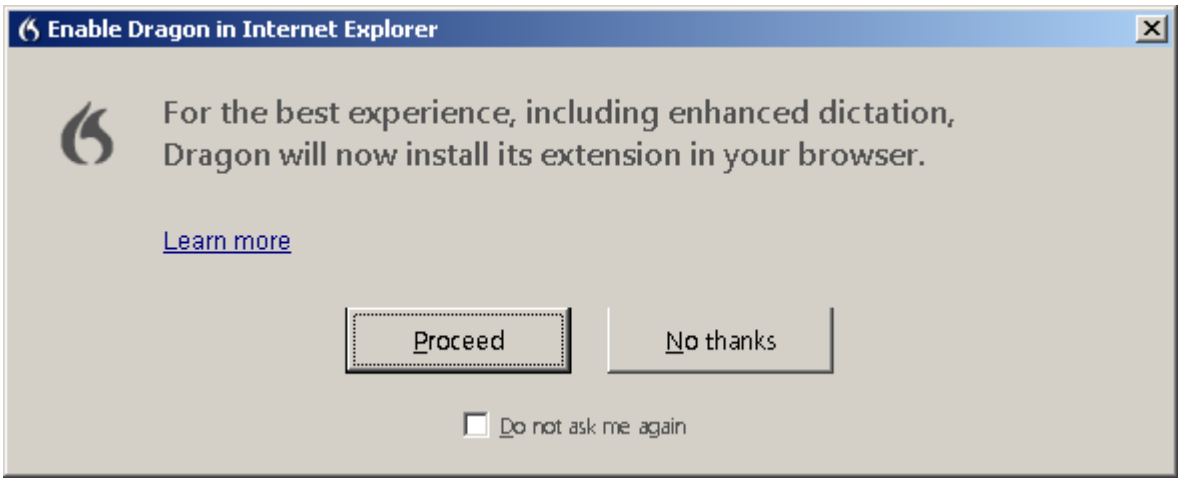
- the design of the particular web page,
- the browser you use.

For Internet Explorer and Chrome, Dragon offers its full functionality, including the ability to click objects by name, thanks to its Web extension, a small component you download for your browser. Please see the KnowledgeBase at support.nuance.com for the latest details.

Your browser will present a message asking for authorization to install the Dragon extension.



What Dragon can do differs among browsers. For example, in Chrome, Dragon doesn't support the command "go to address bar".

Navigating to and within a Web page (Internet Explorer)

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** (to stop a page load, you can say **stop loading**).

Say **page down** or **start scrolling down** (then say **stop scrolling**).

Say **open new tab, switch to previous tab, close tab**…

Say **next frame, previous frame, next pane**…

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

Accessing a specific item on a Web page

These commands require the setting "Enable commands in HTML windows," which is on by default and can be found in the Options dialog under Commands.

IMPORTANT: Dragon is always looking to match what it hears to possible commands. For HTML windows, you can choose to *require* ***'click'***, because saying a word or phrase in isolation may activate a link instead of being transcribed—see the Options dialog. This option is on by default.

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For all the following commands, if what you said matches multiple items on the screen, Dragon displays numbers next to them; to indicate the desired item, say **choose 3** or the number of your choice. (If you need the numbers to go away, just say **hide numbers**.)

You can click inks or other objects by saying their name or *just part of it*, preceded by the word '**click**' or not.

You can also click objects by saying their type:

click text field

click image (note: some items look like text but are actually images.)

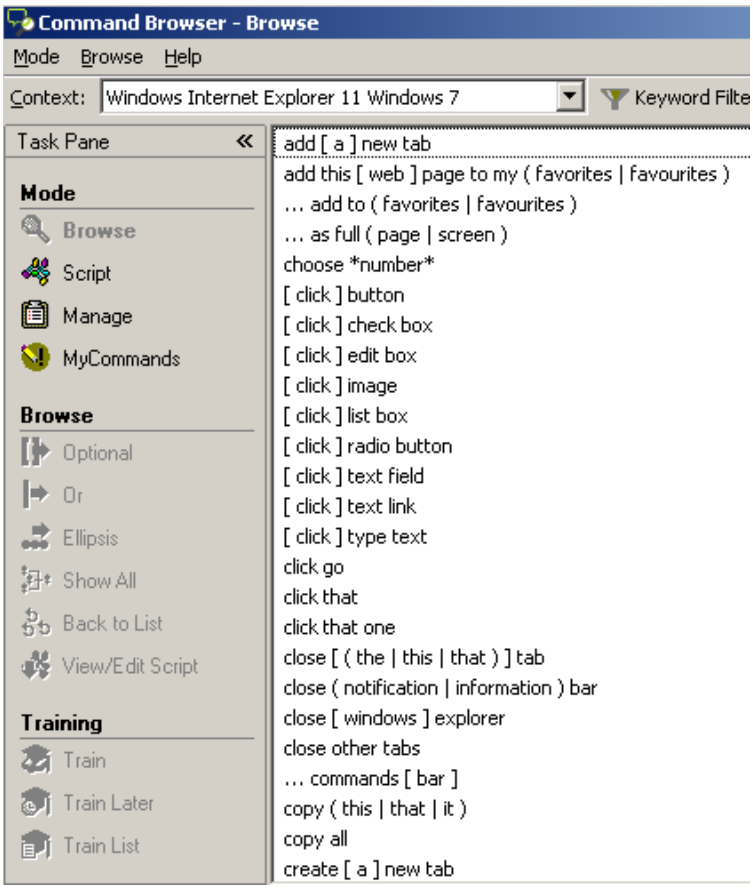
click button

click radio button (small circle)

click check box to select *or unselect* a check box.

click list box then **show choices** to display the list (to highlight list items, you can use **go down *n***)

You can also say **show links**, which numbers all clickable items on the page



Key points about Dragon and the Web

- ✓ Dragon includes commands you can say anytime to perform *general* Web searches, as well as searches in specific *categories* (maps, news, products, images, videos) or specific *websites*, such as Wikipedia.
- ✓ The shortcut command "open top site for…" can be the quickest way to open the site of an institution or service, no matter what is active on your screen.
- ✓ The shortcut commands can be disabled in the Options dialog.
- ✓ Before executing these commands, Dragon opens a box which lets you revise, replace, or augment your keywords; this box can be disabled in the Options dialog.
- ✓ Dragon offers commands to post to Facebook or Twitter; you can disable these from the Options dialog.
- ✓ Dragon is always looking to match what it hears to possible commands. For links, Dragon requires first saying 'click' because saying a word or phrase in isolation could activate a link inadvertently. (This requirement can be turned off in the Options dialog.)
- ✓ Dragon will prompt you to download the Dragon Web Extension for your browser.
- ✓ For specifics on what Dragon can do in each Web browser, see the Help and the Command Browser.

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Using Dragon for E-mail

"Voice-typing" in itself is a great benefit for e-mail usage, but for certain e-mail applications, Dragon lets you do much more. This lesson introduces important commands and tips for using Dragon with e-mail, including *shortcut commands* and popular *Web-based email programs*.

IMPORTANT: Although Dragon can automatically format email addresses and URLs as you dictate them, it can be efficient to add to the Vocabulary addresses and domains you use frequently (specify Spoken Forms as needed). Take advantage of Dragon's tool for adapting the Vocabulary based on sent emails and finding Contact names to add. (See the Help menu's Improve my Accuracy.)

Shortcut commands

Dragon has many commands for use in Microsoft Outlook, including in the Inbox (to forward, move, or flag messages, for instance) and in the Calendar.

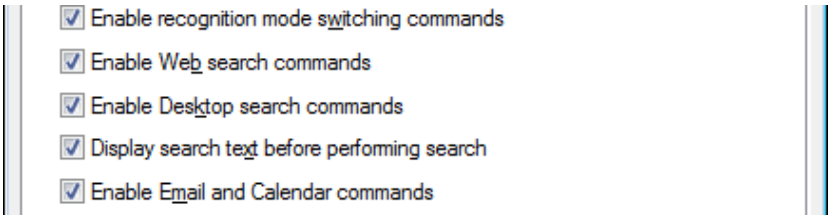
For creating messages, appointments, meetings and tasks quickly, Dragon offers "shortcut" commands that work *no matter what is active on your screen.* At any time, you can say for instance:

- **create email to Jane Miller and Payroll**
- **schedule meeting with Joe Keller and Jane Brown**
- **create appointment at noon**
- **schedule appointment on August fifteenth**
- **create task about office supply inventory**
- **email the selection to Jane Miller** ("the selection" being the selected text or file).

You can see all wordings for these in the Command Browser's "Dragon – Shortcuts for E-mail" Context.

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

These shortcut commands can be disabled or enabled from the checkbox "Enable E-mail and Calendar commands" in the Options dialog.



To see more commands, take advantage of the Help: for instance, say "search help for Outlook calendar."

Commands for your installed email program

You can start your default e-mail program by saying **Start mail**.

With the program's inbox open, you can say:

new mail – creates a new mail message

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open mail – opens the mail message highlighted in the list

close mail – closes the open mail message

forward mail – forwards the highlighted or open mail message

reply to mail – 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

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

TIP: In lists of messages or folders, you can use navigation commands like **go up 4** as well as **go to top** and **page down**.

When in a message, you can move between its fields by saying **Tab** or the following commands naming the desired field (the word "field" is optional):

go to To [field]

go to CC | BCC [field]

go to Subject | Body [field]

Dragon has hundreds of mail-related commands. To find wordings for an action that interests you in a particular mail program, use the Command Browser: in its Browse mode, use the "Context" drop-down list to pick the program, then use "Keyword Filter" to enter one or more words related to that action.

In Outlook, you can also use your voice to move the selected email to a particular folder. For example, if you have an Outlook folder called "Ideas" and want to move the selected email to it, you could say "move selection to ideas folder". (To see more wordings, see the Command Browser under "Dragon – Shortcuts for MS Outlook.")

Web-based email and the Dragon extension

Whenever you use Dragon on the Web, your experience will depend on several factors, including:

- The design of the particular web page at that time
- The particular settings in your browser and in the Web-based application
- What browser you use. For example, you can't the command "Go to Address Bar" in Chrome.

For full functionality, Dragon will prompt you to install its Web Extension (a small component) in your browser.

Full Text Control and the Dictation Box

On most web pages, you have Full Text Control: Dragon capitalizes the first word, adjusts spacing, supports Playback, and supports commands that quote from your text, such as "insert before <xyz>" and "correct <xyz>."

In places without Full Text Control, such as in Google Docs, you can work through the Dictation Box. You can also work directly, in which case you will benefit from the following:

- Say "**cap**" before the first word
- If you need to insert within existing text, say "**spacebar**" to add a space.

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Navigate fields and folders

To access a particular folder, such as Drafts or Inbox, say “click” followed by the label.

To navigate between fields, say “**tab**,” “**tab *n* times**,” or “**click text field**” then the number of the desired field.

Note:

- Whether using Dragon or not, it’s prudent to leave the To field blank until you’re ready to send! (Also prudent is setting up other protection such as an delay before the program actually sends.)
- In addition to **keyboard shortcuts** of the Web browser itself, you may wish to take advantage of those of your particular Web-based email, such as “**press control enter**” to send a message in Gmail. Lists of shortcuts are available on the Web, including on the websites of Google and Microsoft.

Key points about Dragon and e-mail

- ✓ In e-mail commands, you can use the words **message**, **e-mail**, **memo,** or **mail** interchangeably**.**
- ✓ For Outlook, Dragon lets you use shortcut commands like **book meeting with <contact(s)>**, **create message to <contact(s)>**, **create email about <subject>**, and **create task about <subject>**, at any time, *no matter what application has the focus* (no need to first switch to Outlook). These commands help you quickly act on a thought with minimal interruption to what you are currently doing.
- ✓ Thanks to its Web extension for Internet Explorer and Chrome, Dragon offers Full Text Control in most websites (Google Docs and Word Online being exceptions) as well as the ability to click objects by name.
- ✓ For the Web extension to be active after you download it, close and re-open your browser.
- ✓ See more commands in the Command Browser and details in the Help (for instance, you could say “**search help for Outlook calendar**”).

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The Office Ribbon and Microsoft Word

In "Controlling the Operating System and Applications", you learned about Natural Language Commands. Since Microsoft Word is a word processor many people use, this chapter lists built-in commands for it. (Remember: if system resources are low, enabling Natural Language Commands could decrease Dragon's speed.)

In addition to commands, this chapter covers a special point of interest for Word: the Voice Notation feature.

The Ribbon interface

Starting with Office 2010, Microsoft replaced application menus with a ribbon of tabs. The tabs display the controls that are most relevant for each of the task areas in the application, such as changing the font or zooming.

This ribbon can be toggled on or off by clicking on the small arrow in the top right corner. To minimize the ribbon by voice, you can say "**minimize ribbon**" and to expand it, "**maximize ribbon**." (In ribbon commands, you can also use the verbs "pin," "show," "toggle," "collapse," "expand," "unhide," and "view".)

The File tab

The other tabs can be accessed by voice by just saying their name, but for the File tab you must include the word tab, as in "**click file *tab***".

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

Read Mode

Word 2013 introduced a new layout called Read Mode, which aims to make it easier to read documents and perform related tasks such as obtaining the definition or translation of a word.

When in Read Mode, you cannot use Dragon to dictate or perform selections or corrections in the open document, even though the DragonBar indicates that Dragon has Full Text Control. However, it is possible to dictate and perform operations when you are in a Comment field in Read Mode.

For details on support for Office, please see Dragon's Help and website.

Discovering commands

For popular 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 Help.

If you are in a supported application and you think of 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).

Note: 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 indicator. If it doesn't show your command, Dragon didn't 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 Word doesn't allow inserting a table inside a table

Here are examples of commands for Word:

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- New file
- Save the file. Save file as.
- Insert 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

Here are more commands, grouped by their tab in Word's Ribbon:

Page Layout
- Create a watermark
- Set the page color
- View themes
- Create line numbering continuously. Delete line numbering

References
- Previous footnote
- Create citation/caption/index
- Add that in index

Review
- Open research pane
- Translate first sentence. Translate entire page
- Create new comment. Delete all comments shown. Go to next comment
- Hide/close [the] review pane
- Accept change and go to next

"Voice Notations" in Word documents

In Word, Dragon lets you add "Voice Notations": 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.

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Dictating and editing in Microsoft Excel

You can use Dragon to dictate and edit content into Excel spreadsheets. Many Excel-specific commands are built in; the Command Browser lets you discover the full set. The Help describes commands to fill or hide rows or columns, sort, sum or average values, widen columns, and more.

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 errors inside cells.

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” in your command. 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) indicates “Edit” as opposed to “Enter” and 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 modify text using commands like “**correct <xyz>**” (see *Full Text Control*).

For the exercise below, the content of the spreadsheet is not important.

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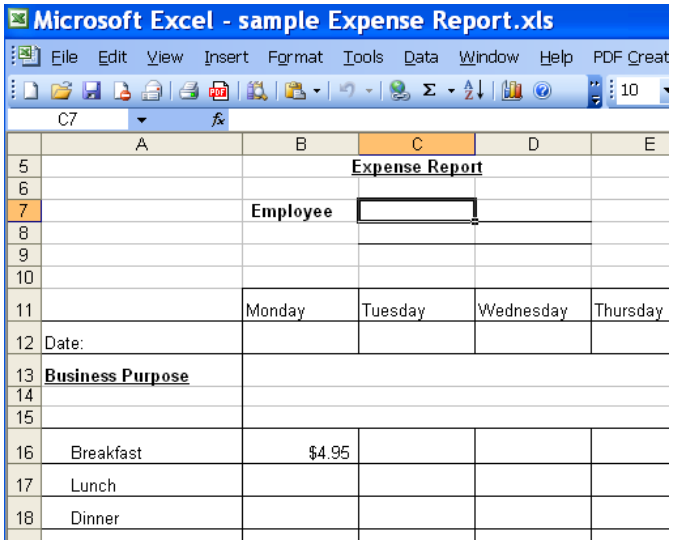
Step 1: Open Excel, say **open document** and locate the sample spreadsheet or use a blank file.

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 14** (or **Charlie 14**). 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 1**.
- ✓ 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.

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- ✓ 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 content and the cell will 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 commands like **correct <xyz>**, and **insert before <xyz>** to modify 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).

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Boosting Productivity with Custom Commands

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

There are several types of custom commands; this workbook presents the "Auto-text" ("Text-and-Graphics") type, which allows you to define boilerplate for Dragon to paste wherever you utter the command. This boilerplate can contain graphics, such as logos, scanned signatures, maps… Easy to create, these commands provide additional time savings and convenience. You can even include *fields* in them—a quick way to create templates that can be both created AND navigated by voice.

Creating boilerplate commands

Step 1: Say **add new command** or choose Add New Auto-Text or Add New Command in the Tools menu.

Step 2: Think of a name for your command and enter it. This 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* 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're likely to dictate, such as your name.
- Use words that are easily pronounced and recognized. All words in the command name must be in the Vocabulary. Don't use symbols—for instance, use "number" instead of "#", otherwise Dragon would expect to hear "number sign" or "pound sign" when you say the command.

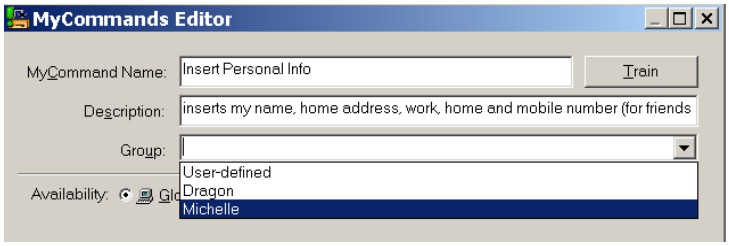
Step 3: In the **Description** field, enter information about your command. This is optional, but it helps remember any important details about the command (its intent, when and where you might use it…).

The following step applies to the MyCommands Editor as opposed to the Add New Auto-Text window.

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

If desired, you can always assign the command to another group later.



Step 5: In the body field, enter what you want Dragon to paste when you say your command. (You may find it helpful to maximize the window so that a larger field is visible.)

TIP: If the text you want already exists in electronic form, you can save time: highlight the desired segment in the document, then say "**make that a command"**. Dragon automatically opens the Editor and pastes your 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.

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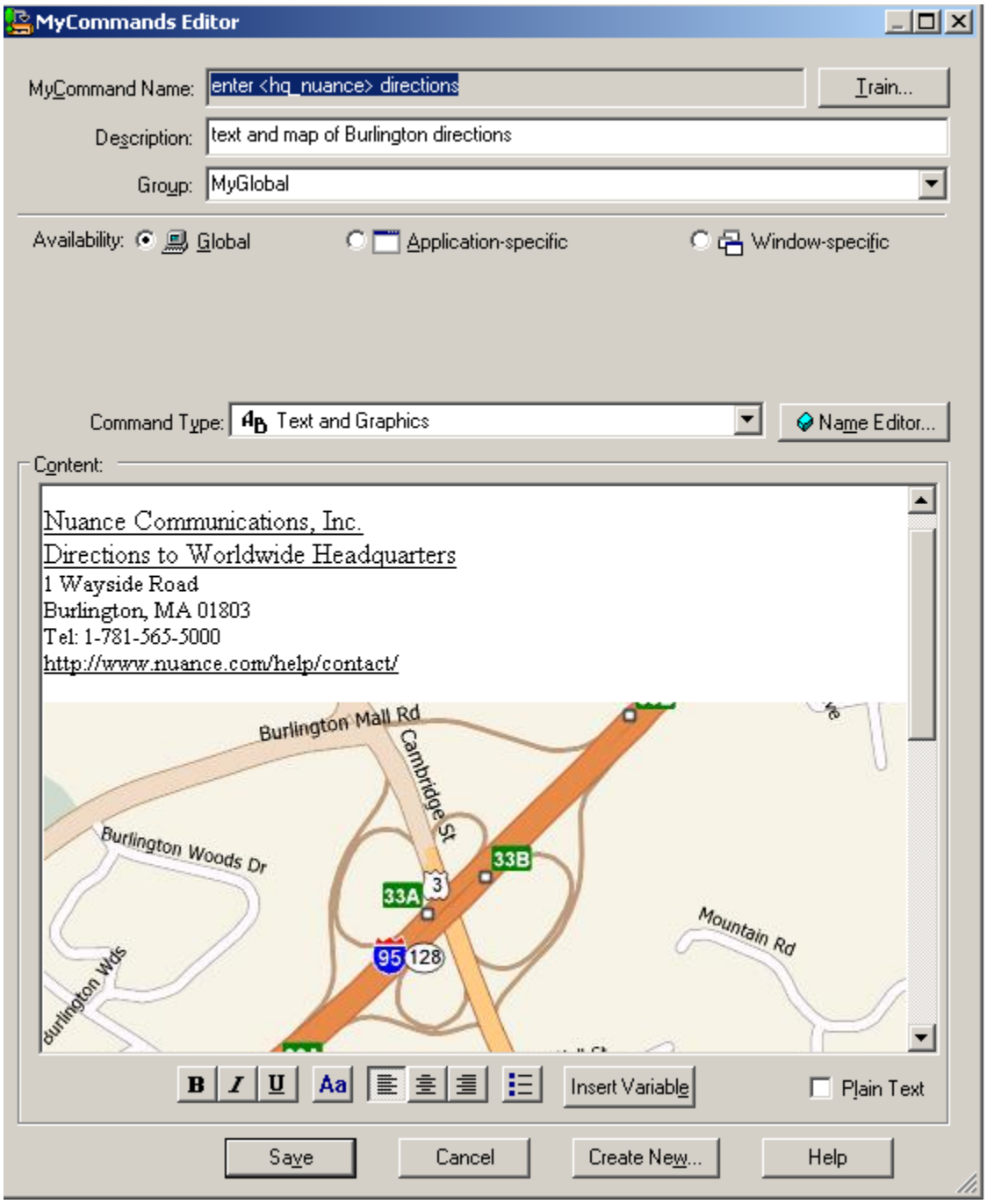
As its name suggests, this type of custom command lets you include *graphics* as well as text: you can paste images from another application into the Content field—maps, logos, or scanned signatures, for instance.

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.



TIP: If you want the content to *match the format of what precedes it in your document*, check the **Plain Text** checkbox.

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

Now let's test your command. Say **start DragonPad**, then say your command's name. (Follow the usual rule: 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 at the top* so your pasted content automatically starts as a new paragraph. The below explains how to **edit** a custom command.

"Cloning" commands and adding variables

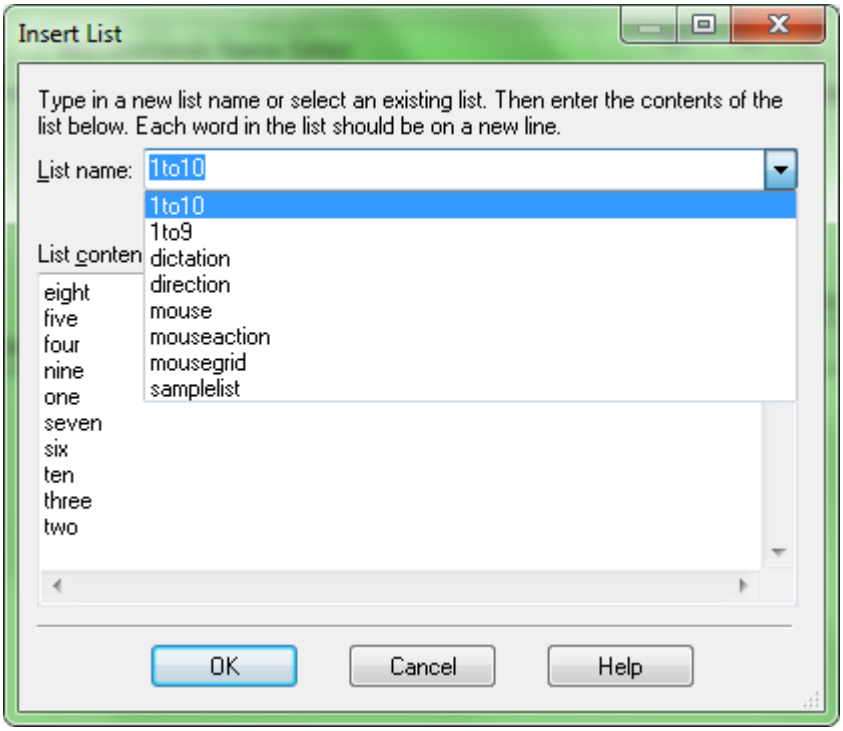
Instead of making a command from scratch, you can create a new command based on the "clone" of an existing one, by clicking **New Copy** on the Command Browser's menu or by clicking the **Create New** button on the MyCommands Editor.

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 having 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.



Boilerplate commands with fields

Dragon lets you easily paste a template containing voice-fillable *fields*. To create a field in a command's body, click the Insert Variable button in the Command 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 Options dialog.)

After saying the command's name, which pastes the template, 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".

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To navigate a template's fields, you can select the desired field with the mouse or use the 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. To do so, you can open the Manage Custom Commands dialog box, from the Tools menu.

The Command Browser lets you search for commands as well as manage your custom commands. Deleting, renaming, modifying, exporting and importing custom commands can be done through its *Manage* "mode", as follows.

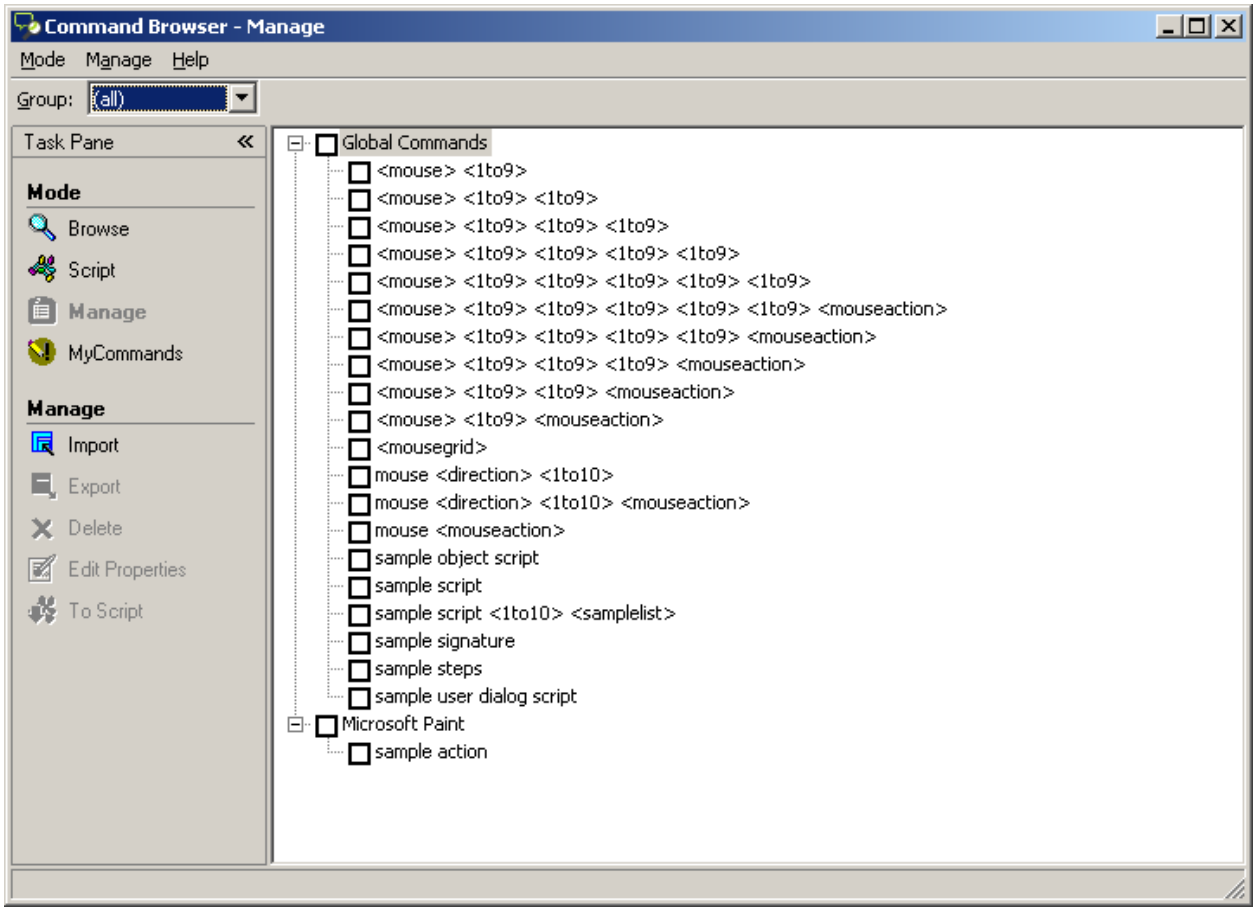
Step 1: Say **open Command Browser**. (You can also use the link in the Tools menu.)

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 mentioned 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.

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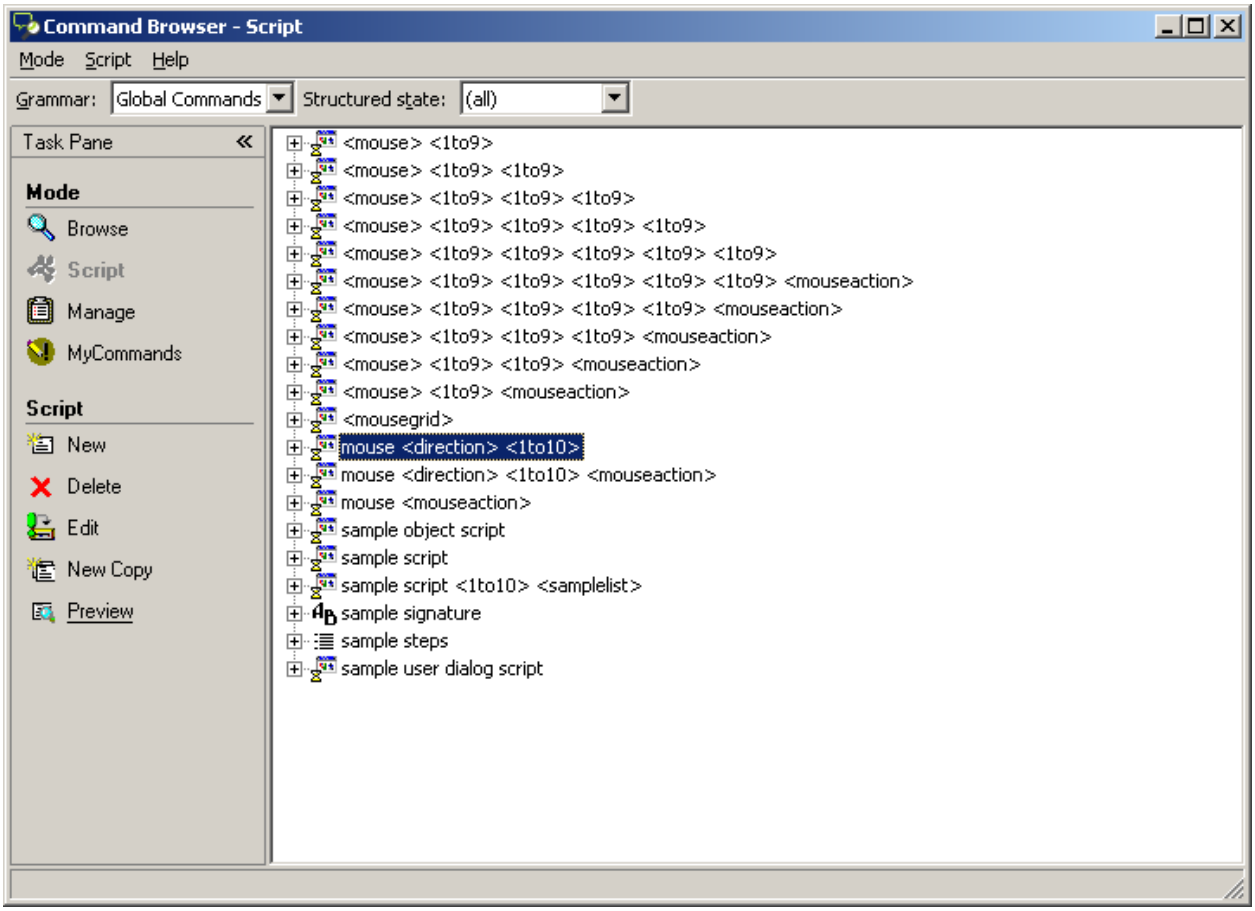

Step 6: With your command highlighted, click **Edit** in the Task pane (or use the Script menu). The MyCommands Editor will open, displaying the command's attributes and content; you can now edit them as desired.

Note:

- 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).
- Giving your command a **Description** 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 you write them, but they may really help later!

Finding commands: the 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

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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 can be done in the Add New Auto-Text Command window, from the Tools menu.
- ✓ If the boilerplate text already exists in an electronic document, you can save time when creating the command: select the text then copy and paste it or just say **make that a shortcut**.
- ✓ It’s a good idea to use the Command Editor’s **Description** field to note a comment or a reminder, for yourself or potential other users of your command.
- ✓ Names for custom commands should be memorable, intuitive, easy-to-pronounce phrases. Avoid names that Dragon could recognize in the course of your dictations, 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>.
- ✓ You can add fillable fields to your boilerplate commands to create templates which can be navigated and filled out by voice.
- ✓ You can rename, modify, copy, delete, export and import custom commands.

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Performing Audio Checks and 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, correcting them allows Dragon to learn from its mistakes.

In certain cases, you may also want to perform *acoustic training* to improve accuracy. This lesson presents how to train individual words or phrases, 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, to train the software to accurately recognize your speech, you must represent your speech accurately!

The Microphone Check

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

Note: when this Wizard opens, Dragon automatically turns off its microphone.

Step 1: From the 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**.

Step 2: As when you first created your profile, read the content of the box. Dragon will indicate whether the check passed. *If it failed,* verify that your microphone is plugged in correctly and its *listening side* is facing your mouth. (The listening side may have under the foam cover.) There may be a problem with background noise (including "subtle" noises such as your building's temperature-control system) or with your audio hardware. See the Help button.

Acoustic training in isolation

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 "train" that word.

Step 1: In the Vocabulary Editor, locate the word you wish to train.

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 Train and read the prompt *in your normal speaking voice*, as if you were saying this word in the middle of a sentence.

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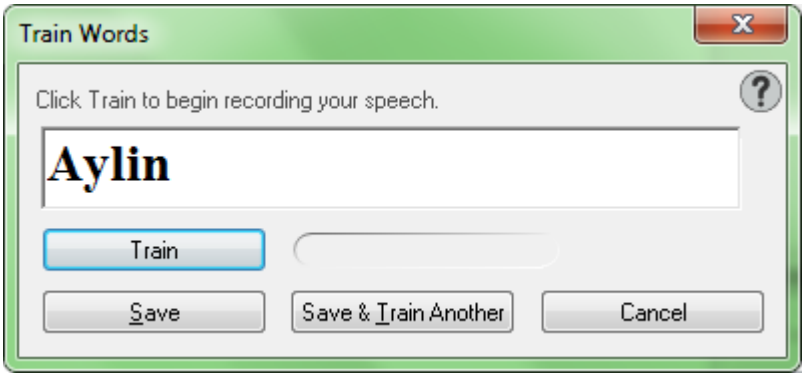
Step 3: You may have to wait a second for this acoustic information to be incorporated. Then click Save.



Key points about acoustic training

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

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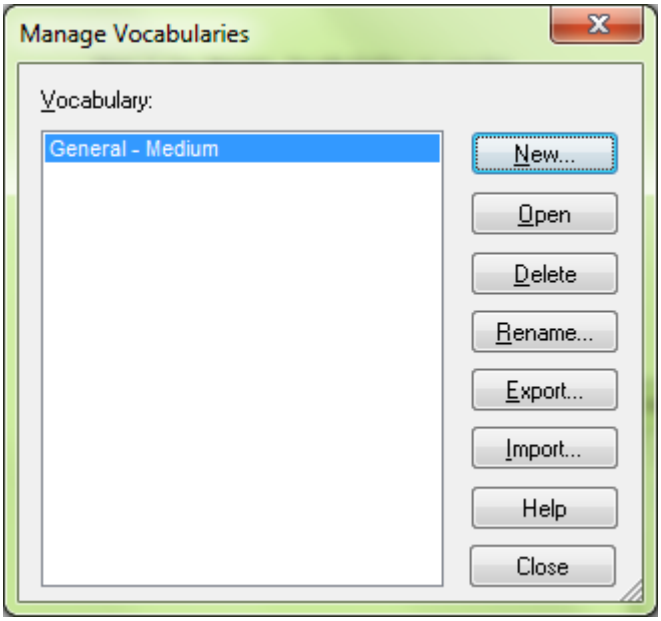
Using Multiple Vocabularies

The advantage of having several Vocabularies is being able to customize each one to perform best for very different topics or styles of dictation. For instance, suppose an architect uses Dragon to dictate business letters and site reports, but also frequently uses it for his community theater group. In his work-related dictations, he might use formal business language and mention technical terms, brands of materials, the abbreviations for building codes, as well as the names of clients, contractors and other work contacts. When writing for his theater group, however, his dictation style might be casual and the words he uses frequently would be different.

The Help contains details about creating and managing vocabularies. This lesson presents the essentials.

Creating a vocabulary

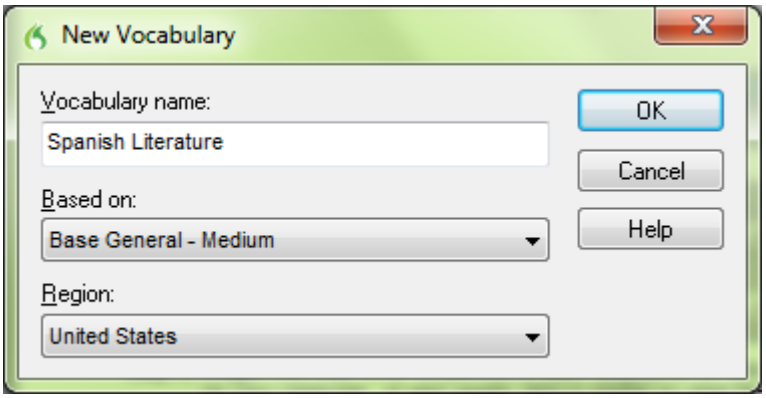
The process starts in the Manage Vocabularies dialog box.



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

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

- If you want your new vocabulary to *contain the customizations already present in your existing vocabulary*, choose this existing vocabulary: e.g. General – Large.
- Otherwise, choose the *Base vocabulary*.



Step 3: Dragon will then offer to perform a basic adaptation of this new vocabulary based on documents found on your computer, or sent emails (this is similar to what Dragon offers when you create a profile).. This automatic process may take a while, and is not as powerful and targeted as the other vocabulary tools. You can choose Cancel, then customize your new vocabulary using what you learned in previous lessons. Remember that designating documents for Dragon to analyze is particularly important for good

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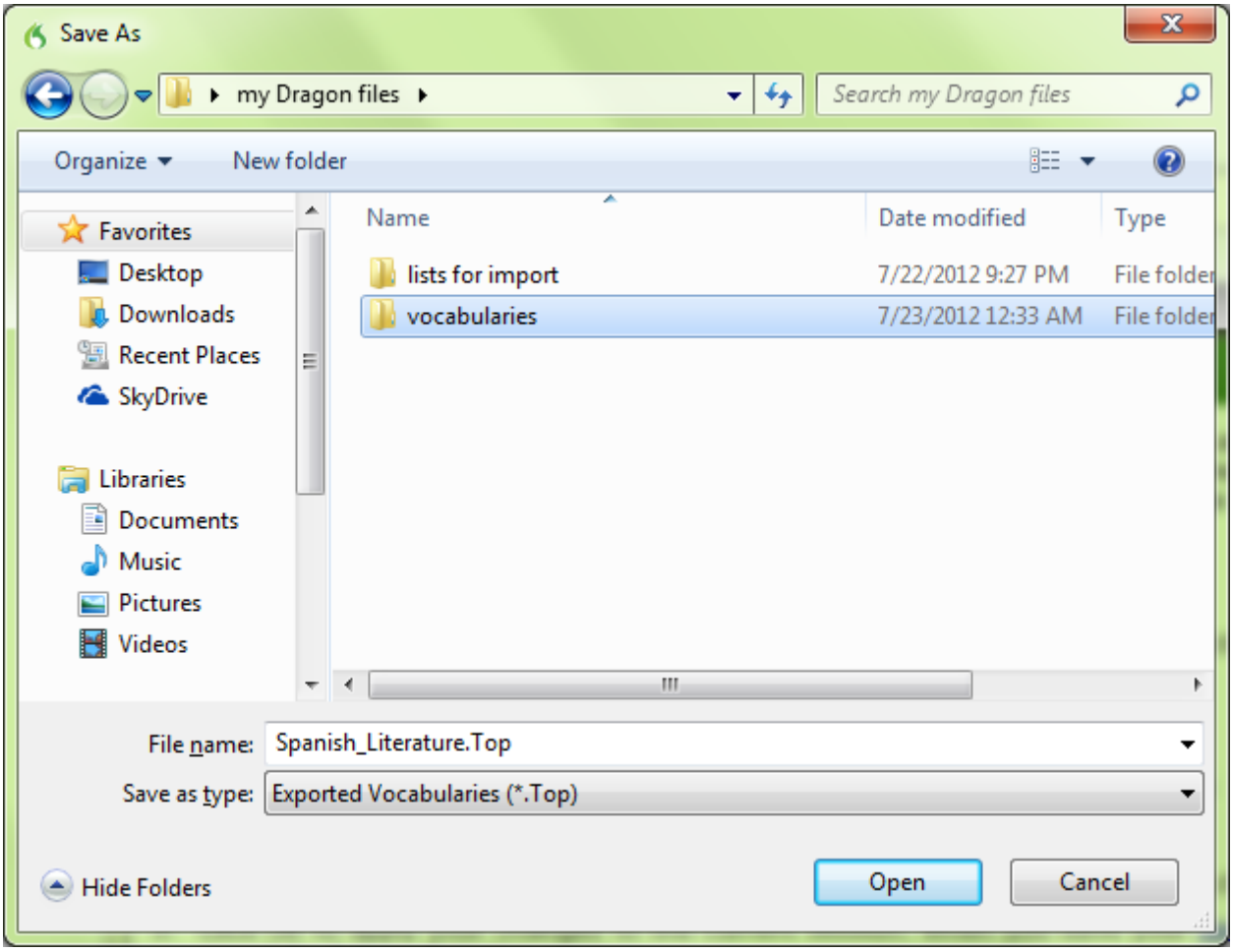
accuracy, in addition to adding written forms and spoken forms to the vocabulary… (see the Accuracy Center).

Managing 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, accessible from the DragonBar's Vocabulary menu.

From there, you can also ***Export*** a Vocabulary, to burn it to a disk or save it to a USB drive, for instance.

This would allow you to share it with other users of Dragon: the recipient user just needs to open the Manage Vocabularies dialog, choose **Import** and browse for the exported Vocabulary's *.top* file. (See the Help for more details.)



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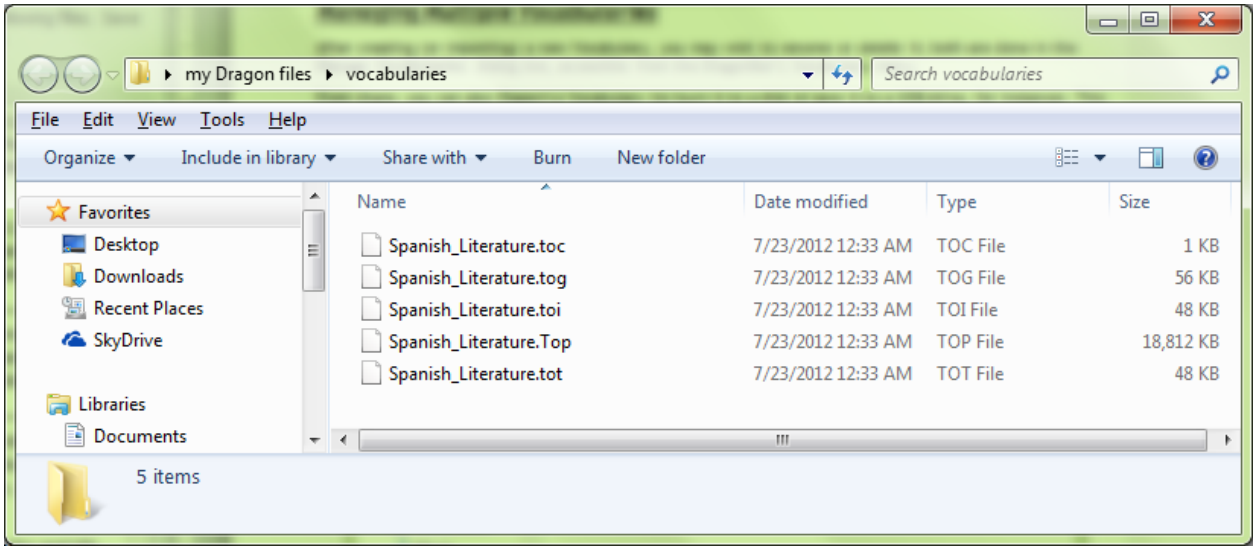

Opening a Vocabulary

During your dictation session, you can switch to a different Vocabulary by saying **open recent vocabulary**.

If you have multiple Vocabularies for the same 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 audio source(s) that may be available for the profile(s) present on your computer.

You can pick the line containing the Vocabulary you wish to open.

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).

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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 has two aspects:

- refine your profile using the latest **acoustic data** from your dictations, corrections, and transcriptions.
- use **text** from your usage to add frequent word sequences to the **Language Model** -- statistics Dragon uses to determine what words and spellings it should write 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**.

When your profile is saved (for instance, when you close Dragon or your profile), Dragon may offer to optimize the Language Model based on the text data of your recent dictations. The Save User Profile dialog box will contain a checkbox for performing “maintenance.” Note: This process takes little time. Language Model Optimization is much quicker than Acoustic Optimization because the data it processes is just text.

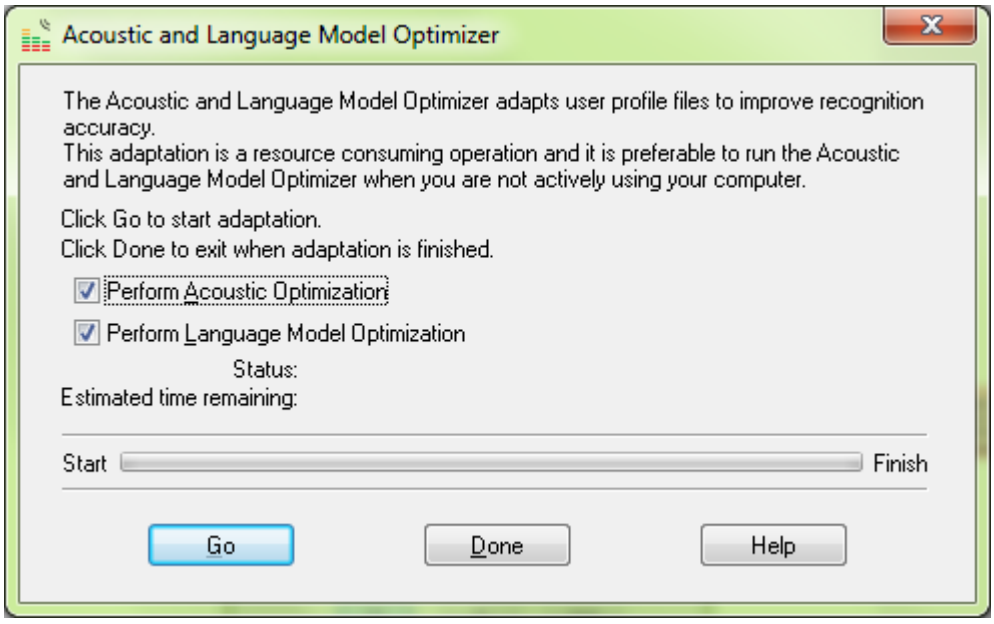
The Accuracy Tuning process becomes available once you have used Dragon for a while (the software builds up an archive when you perform dictations, corrections and training). A message box will let you know once Dragon has enough for its automatic optimization.

How much of an accuracy boost you will get 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 the two components, Acoustic Optimization and Language Model Optimization, to run periodically at a time and frequency of your choice. You can also launch one or both yourself.

Launching the Acoustic and/or Language Model Optimization

Step 1: Use the Audio menu (or the Accuracy Center’s Accuracy Tuning link).



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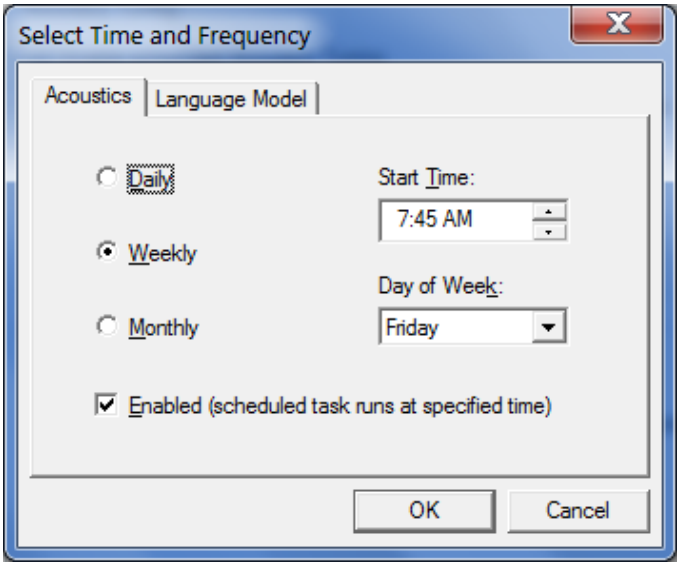
Step 2: Check the optimization(s) desired then click Go. Note: Language Model optimization is typically much faster than Acoustic Optimization.

Scheduling Optimization and User Experience 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 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 won't be running** (not even in its *QuickStart* mode).

The documentation contains details about how end-users and Administrators can access these optimizations and Dragon's scheduling (the latest documentation is available on the Nuance website).



In addition to Accuracy Tuning, Dragon allows you to enable and schedule another periodic task: the automatic collecting of anonymous data on your usage (such as which optional settings you have, which commands you use often, how often you make corrections, which language you use, which processor is on your computer, what version and edition of Dragon you have) over the Internet. This option helps Nuance's Research & Development team learn what customers around the world need, in order to improve future releases of Dragon. You can choose to disable or enable it at any time.

Take a look at the Data page 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).

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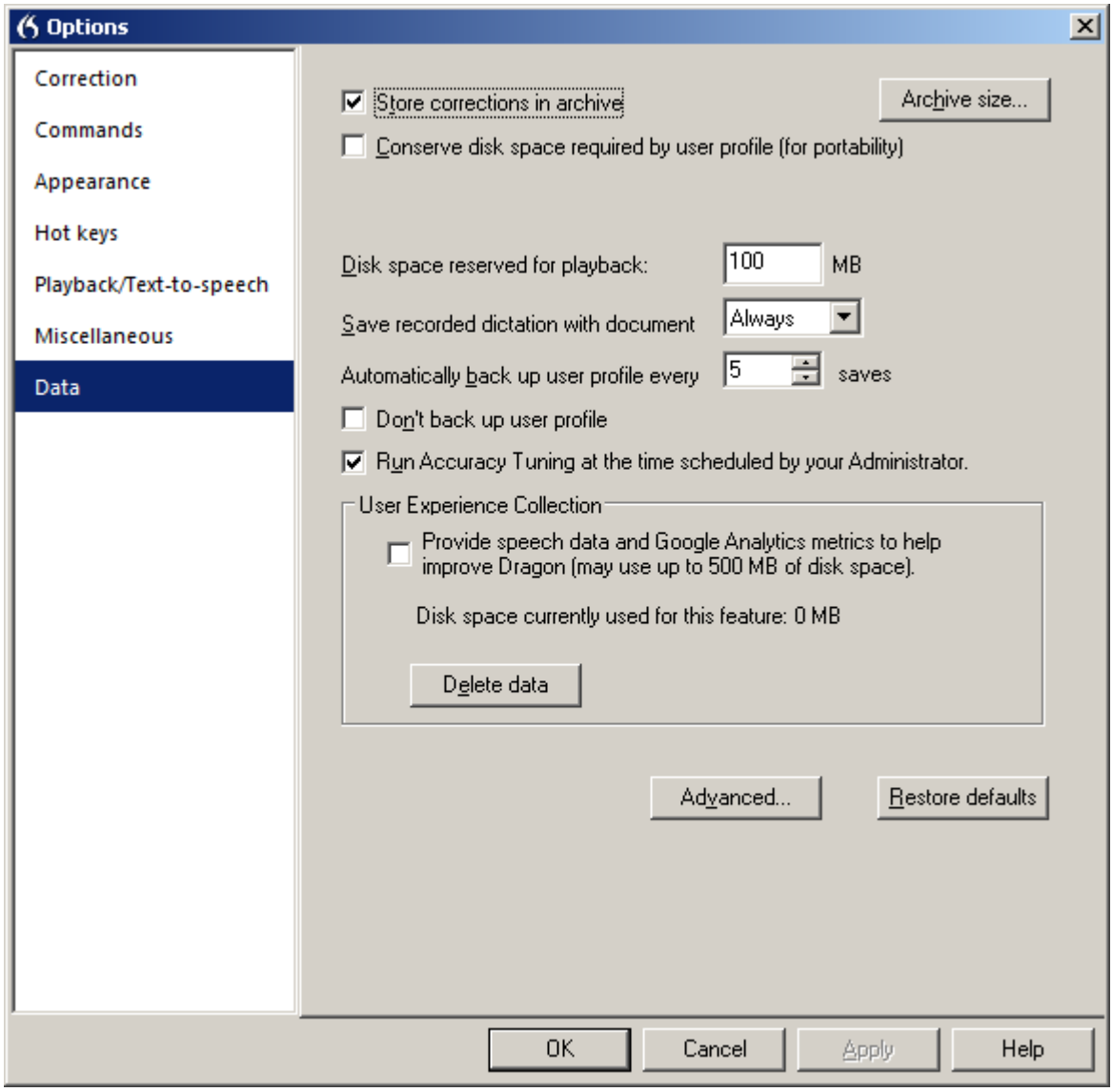

Key points about optimization

- ✓ Acoustic and Language Model Optimization can automatically “tune” your profile by “reviewing” the acoustic data and/or text data it has gathered from your usage of Dragon so far.
- ✓ 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.
- ✓ Language Model optimization is typically very fast. You can schedule it to run daily.
- ✓ When scheduling Accuracy Tuning or User Experience Collection, pick a time when your computer will be on but Dragon won’t be running.

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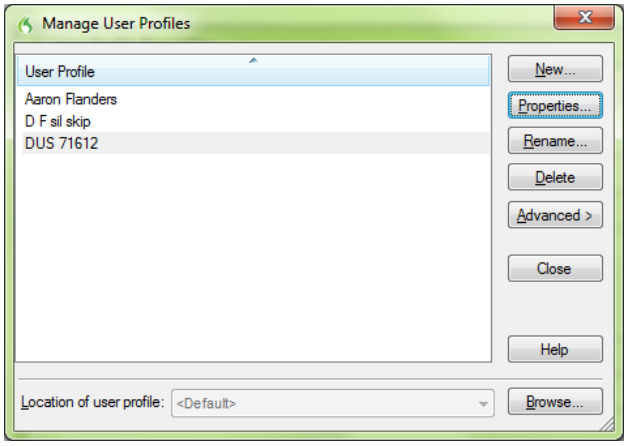
Renaming, Deleting, Copying or Transferring a Profile

As you learned, each person who uses Dragon 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 Word Properties you have changed.

You can also copy your whole profile, for safe-keeping or to make it available on another computer. Transferring a profile 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 **Advanced** then **Export**. (You may see a message about saving changes to the current profile.)

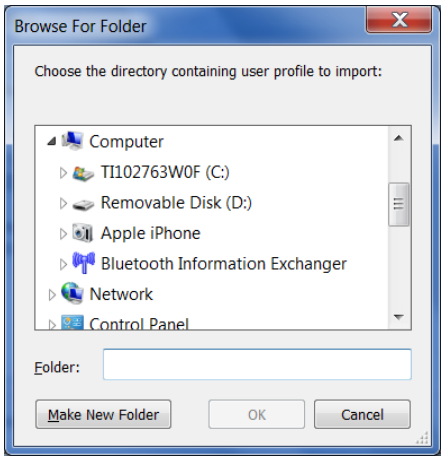
Step 2: A Browse dialog opens. Choose a destination (if you wish, make a new folder) then click OK.

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> Import**.

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**.



The Manage User Profile dialog box also enables you to rename or delete a profile, as well as to see a profile's Properties (such as its source(s), backup location, and date of last backup).

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Key points about exporting and copying a profile

- ✓ Transferring a profile is done through the Manage User Profiles dialog box—available through the Profile menu or by saying **manage user profiles**.
- ✓ You must export the profile from the original computer, then import it to the recipient computer.

The Help contains more information about managing profiles: deleting, renaming, backing up, restoring… See for instance topics on Dragon's **Roaming User** feature which presents administrative advantages and is particularly useful for people who frequently dictate from different PCs connected to the same network.

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Practice Exercise: Creating a Memo by Voice

For this exercise, open DragonPad or another supported word processor. Try to create and format the following document entirely by voice. After you create the sample signature block shown in the sample below, replace it with your own contact information.

Take this opportunity to practice looking up keywords in the Help to find out more ways to accomplish a particular task. Remember the commands "**what can I say**" and "**search Help for**…" as well as "**quote that**"!

August 5, 2016

AnyCorporation
Gene Hansen-Wolffe
P.O. Box 3299
Minneapolis, MN 67812-3299

Dear Gene,

I am pleased to report that "my" team has reviewed the *Western* Region Report for this quarter. As of July 29, 2016:

the total is **$875,500** [as we expected]**.**

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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