Dragon NaturallySpeaking®

Version **10**

End-User Workbook

End-User Workbook (revision 2.0)

for Dragon NaturallySpeaking® *Version 10* as released in North America

The material in this workbook applies to *all editions* of Dragon, unless specified. (The screenshots were taken in the Professional edition.)

We welcome comments about Dragon documentation including the User Guide, Tutorial, Tip of the Day, "What Can I Say" window... Please email dragondoc@nuance.com.

Information in this document is subject to change. The **Knowledge Base** at www.nuance.com contains the latest technical information on the Dragon product family, including versions predating Version 10.

The **Support** area of the Nuance website also includes **documentation** (Installation Guide, User Guide …) and listings of microphones, digital voice recorders, tablet PCs, and other **compatible hardware** devices tested by Nuance and approved for use with Dragon.

The Nuance website contains many other resources, including **Frequently Asked Questions**, usage **tips**, customer stories, **Customer Service** information, and a detailed comparison between Dragon editions.

It also lists Value-Added Resellers who provide **training and customization services** for Dragon, in person or remotely. These Nuance partners can help with individualized recommendations and coaching for special equipment, environments, workflows, goals, and needs; enlisting their services is particularly efficient for very busy users, very young users, users who are new to computers, and in case of issues with hearing, vision, mobility, and dyslexia, for instance.

This Workbook's Goals

Welcome to continuous speech recognition! Dragon NaturallySpeaking lets you *speak naturally* to comfortably perform computer tasks such as creating and editing documents, using e-mail, entering prices and other numeric data, searching your computer, and quickly finding maps, products, images and more on the Internet. By reducing your use of keyboard and mouse, you can gain productivity and avoid strain on your wrists, shoulders, neck, and eyes!

This workbook aims to provide an *efficient introduction*, presenting what an end-user should be aware of as quickly as possible—not a comprehensive reference; the software's Help menu and the Nuance website offer many details. In this workbook, you will quickly learn to:

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

  - Dictating anything, including prices, phone numbers, addresses, URLs, symbols, punctuation, part numbers, acronyms, abbreviations, Roman numerals, units of measure, etc.

  - Formatting, editing, and revising text.

  - Personalizing the Vocabulary with custom entries, special **spoken forms** (pronunciations) and **written forms**, to ensure that Dragon is best able to transcribe exactly what you want written, even when what you said could be written in different ways.

  - Creating custom commands to insert boilerplate content (command type "Text & Graphics", available in editions *Preferred* and above).

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

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

  - "Voice-pressing" keys or key combinations on your keyboard.

How to Use This Workbook

Each lesson contains explanations, examples, and illustrations, as well as step-by-step instructions and practice exercises. In addition, notes and **tips** provide further details and alert you to potential pitfalls. We strongly recommend you *go through the lessons in the order they are presented*.

TIP When directed to "click" items like buttons, menus, and checkboxes, feel free to use keyboard shortcuts (underlined letters, Tab, spacebar…) or voice instead. If hands-free usage is important to you, read the chapter "Controlling the Operating System and Applications" first; you may also want to see the Help about Dragon's *MouseGrid* and commands for controlling the mouse by voice.

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

- The use of Microsoft® Windows®™: to start or exit applications, open or save files, minimize or maximize windows, close dialog boxes, copy or move items, use Windows Explorer folders, cut and paste, etc.
- Simple word-processing concepts such as spell-checking, bullet points, font size and font style, bolding and italicizing, right-aligning and centering, etc.

Table of Contents

Creating a User Profile

Dragon NaturallySpeaking is *speaker-dependant* software. To recognize your speech accurately, it must have a "profile" of you, which it stores in a set of files called *user files (*often referred to as *"a User")*.

Creating a User profile is easy. The first time you launch Dragon, the program automatically brings up its *New User Wizard*, which takes you step by step through the process of creating a profile, including choosing the right options for your microphone type and "accent". After a verification of audio hardware and noise, this wizard can present you with text to read aloud for a few minutes—this step, called *general training*, allows Dragon to adapt its *acoustic model* to the unique way you sound.

In this lesson, as you discover the New User Wizard, you learn important tips that help optimize acoustic aspects of getting high accuracy, right from the start and in all your dictations.

TIP For best results, creating a User profile should be done in your "normal" environment, with the same background noise as when you will be dictating.

Step 1: Make sure your microphone is connected and positioned correctly. If using a headset, adjust it so that it feels comfortable and stable. The microphone must face the **corner** of your mouth (not the front) about a **thumb's width away** (you can experiment with the perfect distance for your particular case.) It should not touch your skin or hair.

IMPORTANT   Noise-canceling microphones only listen on one side. Check that the listening side (often marked by a dot or the word TALK) is parallel to your face and not tilted up or down.
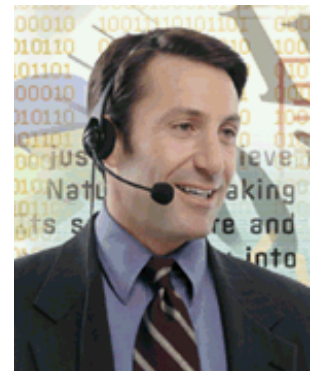
TIPS   If you want to test your microphone before using Dragon, you can use the Sound Recorder accessible from the Windows Start menu under "Accessories".

If your microphone model has a mute switch, make sure it is in the ON position.

Step 2: Launch Dragon (you can double-click its desktop icon). If Dragon has never been used before on this computer, this automatically brings up the first screen of the *New User Wizard* (otherwise, choose Manage Users in the Dragon toolbar's NaturallySpeaking menu, then click New.)

Step 3: Enter a name for your User profile: your first and last names, for instance.

Step 4: Version 10 US English has special *acoustic models* for a number of broad *"accents"* heard in the US (this is particularly important for natives of the UK or the Indian sub-continent). Open the drop-down list **Accent** to see their names; if unsure which one is best for you, just pick "General".

Step 5: Select the right ***Dictation source***. If you are not using the default (microphone plugged into the Mic-In jack), open the drop-down list and pick your device's type: for instance, USB Microphone or Bluetooth Microphone.

The Help provides details on using special dictation sources like digital recorders.

IMPORTANT: If you already have a user profile and want to use an *additional dictation source*, use the **Open User** dialog's **Source** button to *add a source* instead of creating a separate *profile* for the new device.

That way, your V*ocabulary* will be used — and refined — no matter whether you are using your USB microphone, Bluetooth microphone, digital recorder, etc.; as you will learn, ongoing vocabulary personalization is one of the keys to efficient usage.

New User Wizard

Create User

Your name: [   ]

Language: US English

Accent: General

Dictation source: Microphone plugged into Mic-In jack (most common)
- Microphone plugged into Mic-In jack (most common)
- Microphone plugged into Line-In jack
- Desktop array microphone plugged into Mic-In jack
- Desktop array microphone plugged into Line-In jack
- Andrea Superbeam array microphone
- USB Microphone
- Desktop array USB microphone
- Bluetooth Microphone
- Sony IC Recorder
- Recording device plugged into Line-In jack
- Digital recorder using sound files (.wav, .mp3, .wma) on disk

Vocabulary:

Initial training:

To continue, click N

Step 6: Next, Dragon will *check audio settings*.

Click the "Start Volume Check" button and read aloud the text in the gray box, **exactly as presented**, in a clear but natural voice. Feel free to say the punctuation if you wish. Dragon will let you know when it has heard enough.

Click Next. The next screen is similar: click "Start Quality Check", read precisely and naturally, then click Next.

Dragon will verify that your sound system is acceptable for speech recognition.

New User Wizard

Adjust Your Microphone: Volume Check

The computer needs to listen to you read some text aloud for about 15 seconds. Make sure your microphone is plugged in and positioned correctly, then click Start Volume Check.

For assistance on connecting or positioning your microphone, click Help.

In this step the computer listens to the sound of your voice and adjusts the volume setting of your microphone. When the computer has finished adjusting the volume, it beeps to signal that the process is complete. If you reach the end of this text but you have not heard a beep, start reading the text again from the beginning. You should only have to read for about ten to fifteen seconds.

Start Volume Check

[< Back] [Next >] [Cancel] [Help]

Step 7: If you did not choose to skip initial training, Dragon then presents the first prompt of "general training": click Go, then read the short sentence displayed. When the "Select Text" box appears, choose one of the texts to read (the one entitled "Talking to your Computer" is recommended) and click OK.

Step 8: Proceed through the training text by reading it exactly as it is displayed. The words will turn gray once Dragon has "heard" them, but no need to wait for this to happen—just speak at your normal pace, clearly and **naturally**

TIP Here Dragon is learning how you sound when you dictate; using the **same tone, pace and volume** you are likely to use day-to-day will help it recognize your future dictations most accurately. Saying punctuation isn't necessary during acoustic training, but it's a good idea **to say at least the periods, commas, and colons**, to get into the habit. (Later, you will learn to dictate all punctuation and symbols.)

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

If the software needs to hear you re-read something, a yellow arrow will show you where to resume. If you mis-read something, just **keep silent for a moment, then resume at the yellow arrow.**

The *Redo button* **lets you move the arrow back one "*utterance*"**—useful if you realize you just misread something**.**
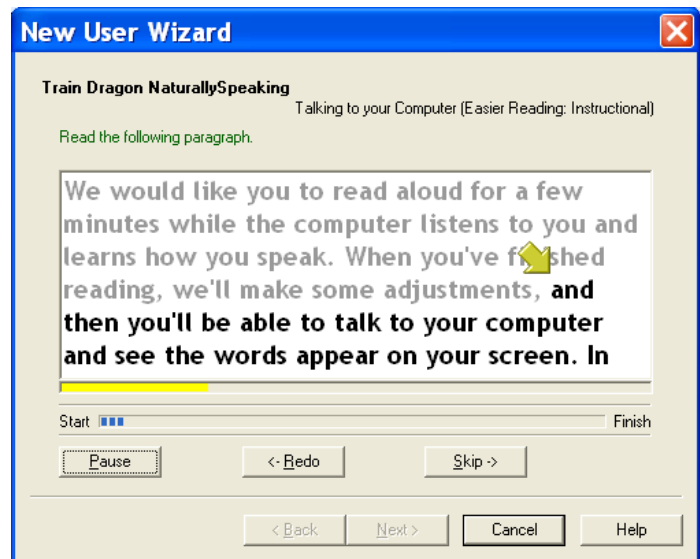
If you need to take a break, cough or sneeze**,** click the **Pause button.** That button will then be labeled **Go**; click it when ready to resume.

Once it has heard enough, Dragon takes a moment to process the acoustic information you just provided and to create your User profile.

TIP Dragon will then offer to optimize the *Vocabulary*, presenting a screen entitled "**Adapt to your writing style**". Feel free to **skip** this simplified customization; as soon as your profile is created, you can use the **powerful, targeted customization tools** explained in the following lessons.

About speed of performance: If it determines that your computer's characteristics wouldn't allow optimal performance, Dragon 10 presents a message informing you that it has adjusted the *defaults* for its *Speed versus Accuracy* slider, as well as its *Natural Language Commands* for Microsoft Word, Excel, PowerPoint, and Corel WordPerfect. (If desired, you can easily reverse these changes through Dragon's Options dialog, including re-enabling the Natural Language Commands for any of these four applications individually.)

The Help provides more details, and its *Performance Assistant* offers many suggestions for optimizing Dragon's speed on your computer.

Having given the information needed to create your User profile, you could now start dictating. Before you do, though, **we strongly recommend that you begin *personalizing the Vocabulary***, since this plays a crucial role in accuracy and efficiency—this workbook will walk you through easy steps to do just that.

Key points about creating a User profile

✓ Each person who wants to dictate with Dragon first needs to create his or her own User profile; this is a short process, guided through a series of screens called the *New User Wizard*.

✓ Be sure to choose the appropriate **dictation source** in the first screen of the New User Wizard. The online Help contains details on special sources like recorders and USB, wireless, or array microphones.

✓ You can "enroll" an **additional dictation source for an existing profile** (for instance, to be able to dictate into a recorder sometimes). Your various dictation sources will benefit from the same *vocabulary customizations* (special words and phrases, pronunciations, spellings, etc.).

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

Learning More and Getting Help

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

The Dragon User's Guide

The *User's Guide* is available as a color PDF file on your product disk as well as from the Nuance website (www.nuance.com). When viewing the PDF file, you can click chapter headings to jump to specific topics, and you can print out sections as well as the entire file.

The Accuracy Center and Accuracy Assistant

The Accuracy Center offers a central location to access many tools, and get guidance on which tool to use.

Step 1: Say **Open Accuracy Center** or, on the DragonBar, choose <u>T</u>ools, Accuracy <u>C</u>enter.
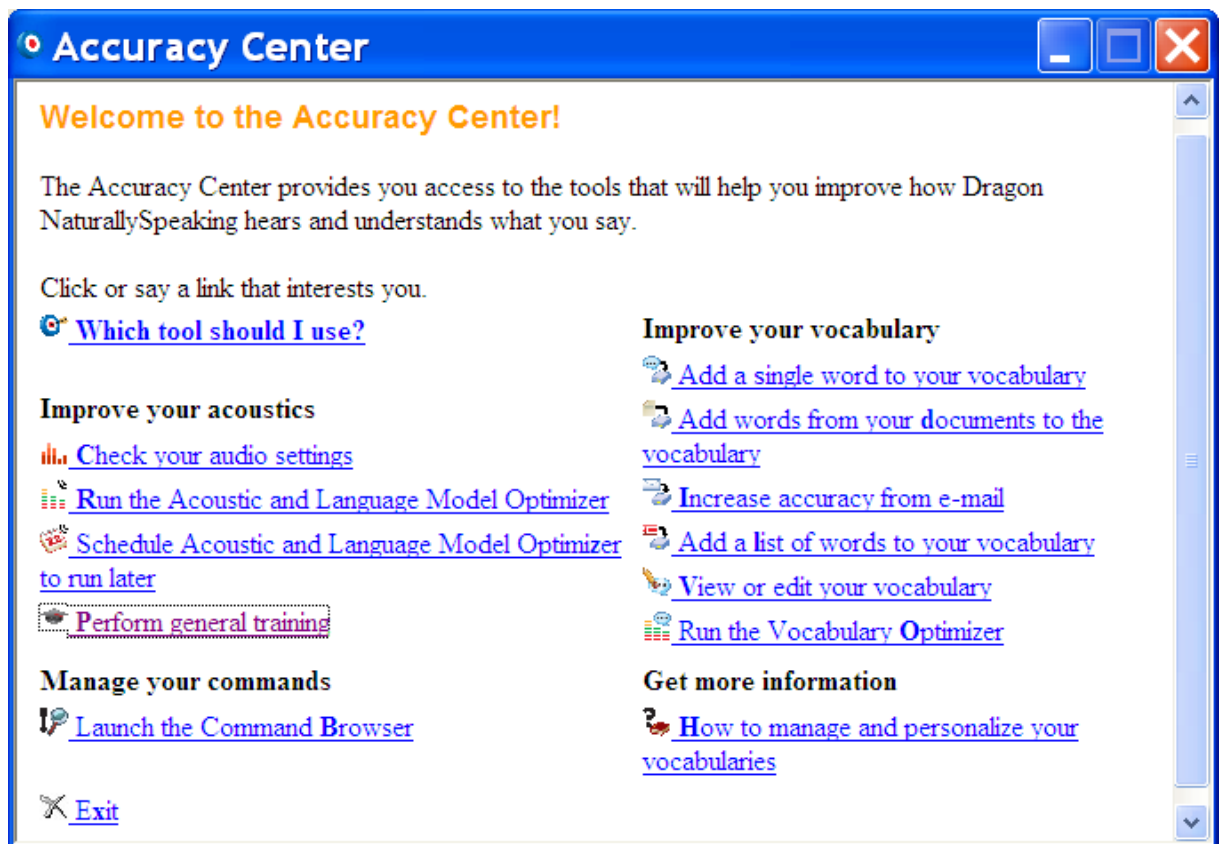
Step 2: Click or say the name of the link that interests you.

TIP As in Internet Explorer and Mozilla Firefox, you can activate links without saying their whole name: for instance, instead of **how to manage and personalize your vocabularies**, you could say just **personalize.**

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

The Online Help and Performance Assistant

The DragonBar's Help menu gives you access to the on-screen Help topics and the Performance Assistant (as well as the Accuracy Assistant, the Sample Commands window, and the Tutorial.) You can also access the Help by saying **give me help** at any time; try it soon!

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

Note: Dragon also provides contextual help for each feature: the Help button on the program's dialog boxes takes you directly to the relevant topic in the online Help.

The Sample Commands window

At any time, you can ask Dragon NaturallySpeaking to display a sample of the commands you might use.

When a popular application such as Microsoft Word or Microsoft Excel is active, this window will show commands designed for that application. Otherwise, it will show a list of *global commands*—commands you can use no matter what application is currently active.

Step 1: Say **open Sample Commands**, or **what can I say** or, on the DragonBar, click <u>H</u>elp, Sample <u>C</u>ommands.

Step 2: A narrow window opens, displaying some of the commands available in the current *context*, as well as instructions. You can access the links and tabs by clicking them or saying their name.

TIP To see additional commands, you can use the Help as well as the *Command Browser* tool, which is accessible from the Tools menu or with commands like **Open Command Browser**.

Sample ... — Mozilla Firefox

Basic | Advanced

Following links or clicking a button with text

- Click *<link name>*

You don't have to say the whole link name, but say of enough of the link name to make it unique.

If more than one button matches your command, a series of numbered markers appear next to the possible matches.

Say "Choose" and the number of the marker next to the link you want to follow

Searching the web

- Search the web for *<dictation>*

  For example, "Search the web for Italian restaurants in Boston"

- Find a website about *<dictation>*

  For example, "Find a website about alternative energy"

Navigating Web Pages

- Go back

Sample ... — Global Commands

Basics | **Advanced**

Global commands are available in all applications:

Controlling the microphone
Moving in a document
Selecting and correcting
Editing and formatting text
Inserting Lines and Spaces
Capitalizing Text
Undoing and Deleting
Getting Help
Controlling Dragon's Modes
Print-friendly Version

Controlling the Microphone

Say:	To:
Go to sleep or Stop listening	Put the microphone on standby. The microphone will not send speech to Dragon until you say "Wake up" or

Key points about learning more and getting help

✓ This workbook is meant to get you started efficiently. You can learn more, get help, and find answers to many questions, by using the *User's Guide*, the online Help, the Sample Commands window, the Accuracy Center, the Accuracy Assistant, the Performance Assistant, as well as the Nuance website (www.nuance.com), including the Knowledge Base of "Tech Notes", updated regularly.

✓ You can ask Dragon for help at any time by saying commands like: **what can I say**, **give me help**, **launch the help topics**, **open Accuracy Center**, **computer improve my accuracy…**

An experienced Dragon trainer can offer specific guidance and customization; consulting one is particularly efficient for users who have special environments, workflows, equipment, or challenges (related, for instance, to motion, vision, reading or speech fluency)…

Now that you know how to access many resources, let's learn Dragon's most important aspects; we'll start with an often-overlooked but crucial one, **vocabulary customization**.
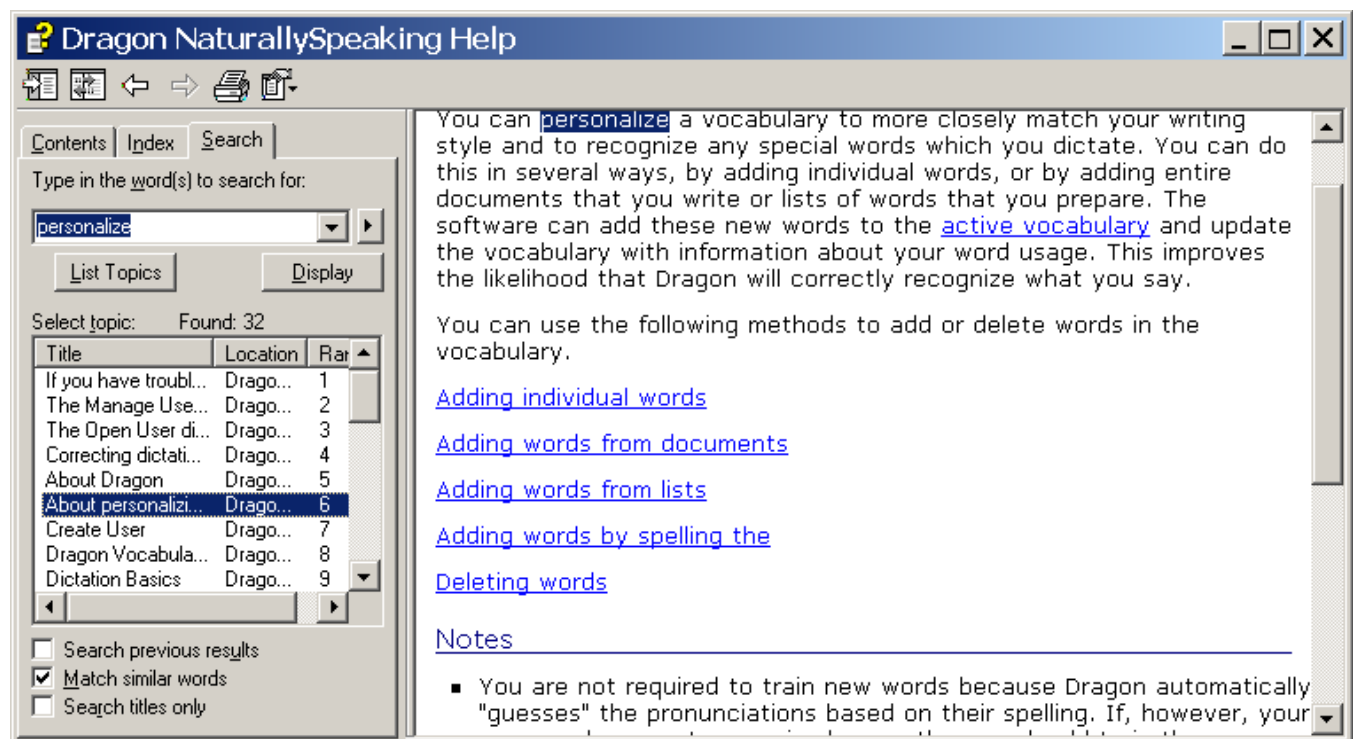
Why Customizing the Vocabulary is Important

Transcribing a person's speech presents acoustic challenges, such as accents and ambient noise. There is also a *lexical* challenge; for the transcription to be precisely accurate, **familiarity with the terms used** is necessary. Even an experienced legal secretary would have trouble transcribing an insurance executive's dictation, for instance! And a newly-hired transcriptionist would have to get used not only to the dictators' voices, but also to learn the correct spelling and formatting of what they mention, 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 recognize and 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 acoustic 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 colleagues.

Key points about Vocabulary customization

- ✓ As soon as you have created a User profile, you could start dictating. However, customizing the Vocabulary right away is efficient since it helps Dragon "get it right the first time" (including spelling, capitalization, and spacing) and it needn't take much of your time. **Personalizing the vocabulary** (as soon as possible and then occasionally later on) **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.

7

Customizing Your Vocabulary—Using the Vocabulary Editor

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

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

Step 1: Say **Edit Vocabulary** (you can also click <u>V</u>iew/Edit on the DragonBar's Words menu or **View or Edit Your Vocabulary** from the Accuracy <u>C</u>enter). The Vocabulary Editor opens; its scrollable window lists the entries currently in the active Vocabulary.

Take a moment to scroll through the list. You will see names of people, places, institutions and products, as well as common words, phrases, and abbreviations. Most entries only have a <u>Written Form</u> (left column), but some also have a <u>Spoken form</u> (right column)—this is an important feature, as you will see.
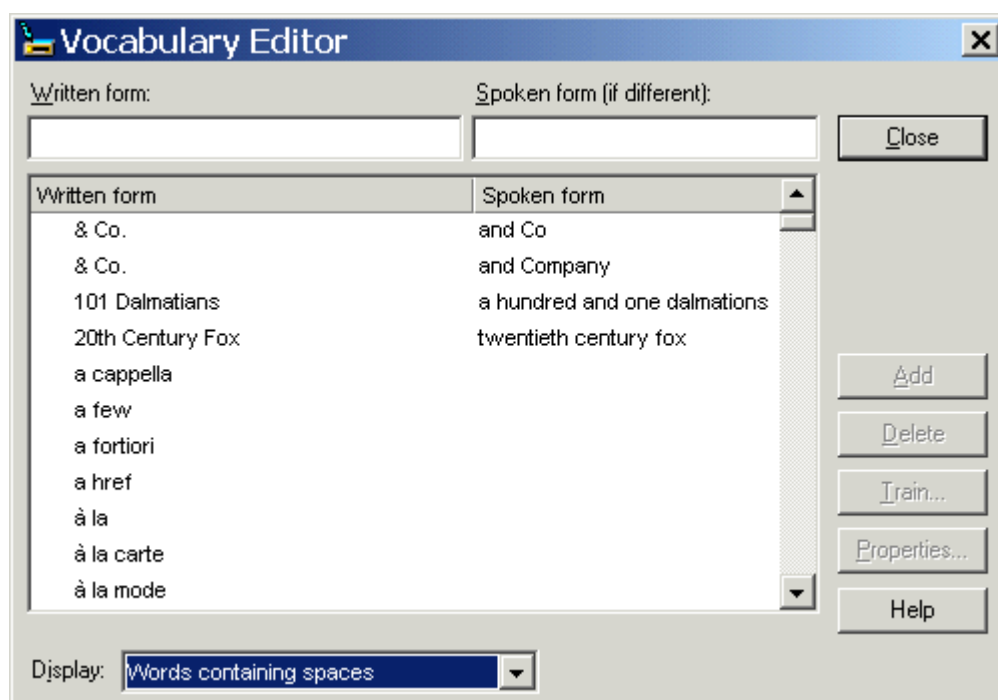
Step 2: Open the **Display** drop-down list and choose *Words Containing Spaces*.

Other Vocabulary displays include *Words Containing Digits*, *Words Containing Capitalization*, and *Words with Special Properties*. By browsing these, you can learn more about what the software uses to transcribe your dictation. You also get ideas about what entries you might add or edit.

Adding Vocabulary Entries: Words, Phrases, Acronyms…

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

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

Some of the "words" in the Vocabulary Editor aren't single words. *Of course* is listed. So is *as well as*. Some of the multi-words are 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,* the dictation would probably appear as "mother Theresa"—because the word *mother* is usually not capitalized, and because *Theresa* is the more common spelling of the name. Having the phrase in its Vocabulary helps Dragon NaturallySpeaking choose the desired capitalization and spelling.

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

We strongly recommend adding personal multi-words; they will save you time—you will not have to adjust spelling and capitalization after transcription.

Exercise 1: In the Vocabulary Editor, look for a few familiar names such as your own, the names of your town, company, colleagues or relatives; if necessary, add them.

TIP Consider adding nicknames (alone or in combination) and diminutives as well as *formal names,* particularly for names that can be spelled different ways: for instance, one might add Liz Hansen, Elizabeth McGee Hansen, Jennifer B. Addams, Jennifer Addams, Jenny Addams, Jenn Addams, Judge Addams, Scooter Addams…

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

Exercise 2: In a word processor like DragonPad, start a list of vocabulary entries relevant to you; some suggestions are below. (Soon you will learn how to import these entries all at once.)

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

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

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

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

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

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

The importance of Spoken Forms

Radio programs tell their callers "let us know how to pronounce your name"; a reason is that some names could be pronounced in several ways, and some are not pronounced "the way they are written", because of silent letters for instance. Acronyms are often pronounced letter by letter, but not always: ASAP is pronounced "ay sap" by many people. These facts are addressed by an important Dragon feature: Spoken Forms.

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

TIP Vocabulary entries may have more than one spoken form. You may add spoken forms to custom entries and to existing entries, in order to be able to dictate them as comes naturally to you—for example, to obtain the symbol ©, you might like to say "circle see" instead of the existing spoken form "copyright sign".
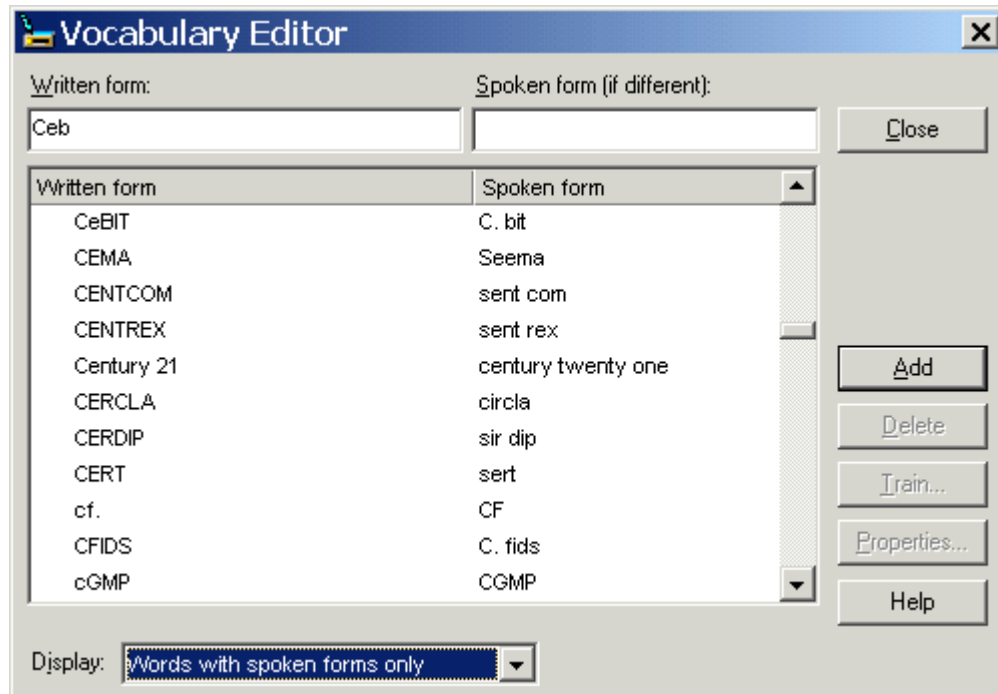
Adding Spoken Forms allows you to dictate in the way that is **most natural**, but also **quickest** for you. In addition to indicating pronunciation, spoken forms can be used for "vocal shorthand" and automatic substitution: you say something short and easy, and Dragon types something longer or "trickier" to say or remember. You will many examples in this workbook. This capability can be used to give consistency and clarity to your writings; groups can take advantage of it to help everyone easily comply with recommendations like avoiding abbreviations and potentially confusable items.

To add a Spoken Form via the Vocabulary Editor:

Step 1: First, decide what you want to say, and what Dragon should transcribe when you say it.

For example, suppose your school Central Lexington United High School is often called CLUHS or "cluss". When you dictate "cluss", do you want Dragon to type *CLUHS* or *Central Lexington United High School*?

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

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

Step 4: Say Add or press Enter.

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

TIP Entries containing **symbols**, **digits**, or **unusual spacing** are particularly likely to warrant a Spoken Form.

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

Deleting "Words" and Modifying "Word" Properties

If at some point you find that an item is not transcribed as you wished, remember that **it might need a spoken form, or a longer entry in the vocabulary.** (Also, particularly if the pronunciation contains non-English sounds, you may want to give the software additional help by "training" it acoustically—see p. 53).

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 the Vocabulary Editor will solve the conflict by removing your desired word's "competition". The names Schafer, Shaffer, Schaefer and Shafer all sound alike, for instance.

Note: Dragon comes with literally thousands of vocabulary entries; as you browse the Vocabulary Editor, you will see many you are very unlikely to ever dictate, but don't spend time deleting them unless they actually cause a conflict!

TIP There's more you can do in the Vocabulary Editor!

For instance, by clicking the **Properties** button, you can view or change the *capitalization, spacing and numeral properties* of an entry.

In the *Word Properties* dialog box, you can also choose one or even two **alternate written forms:** for instance, if you prefer the word "figure" to be written as "Fig." when before numbers (Fig. 3), or if you prefer the *dictation command* **"new line"** to trigger capitalization in addition to a blank line.

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

Key points about the Vocabulary Editor

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

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

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

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

- ✓ A vocabulary entry can have several **spoken forms**, and **alternate written forms**.

- ✓ If a vocabulary entry you don't need "competes" for recognition with something you do need to dictate, you can **delete** that entry from the Vocabulary Editor.

- ✓ You can view or change the special **Properties** of vocabulary entries, including spacing and capitalization. In the Vocabulary Editor, entries whose properties were modified are marked with a blue star.

Importing Lists of Vocabulary Entries

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

Observe the sample import list in the illustration below, and identify the motivation behind each entry.

To create and import a list of vocabulary entries:

Step 1: Create a document (or edit an existing document) listing entries 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** (\), then the Spoken Form: for example Grb II\grab two.
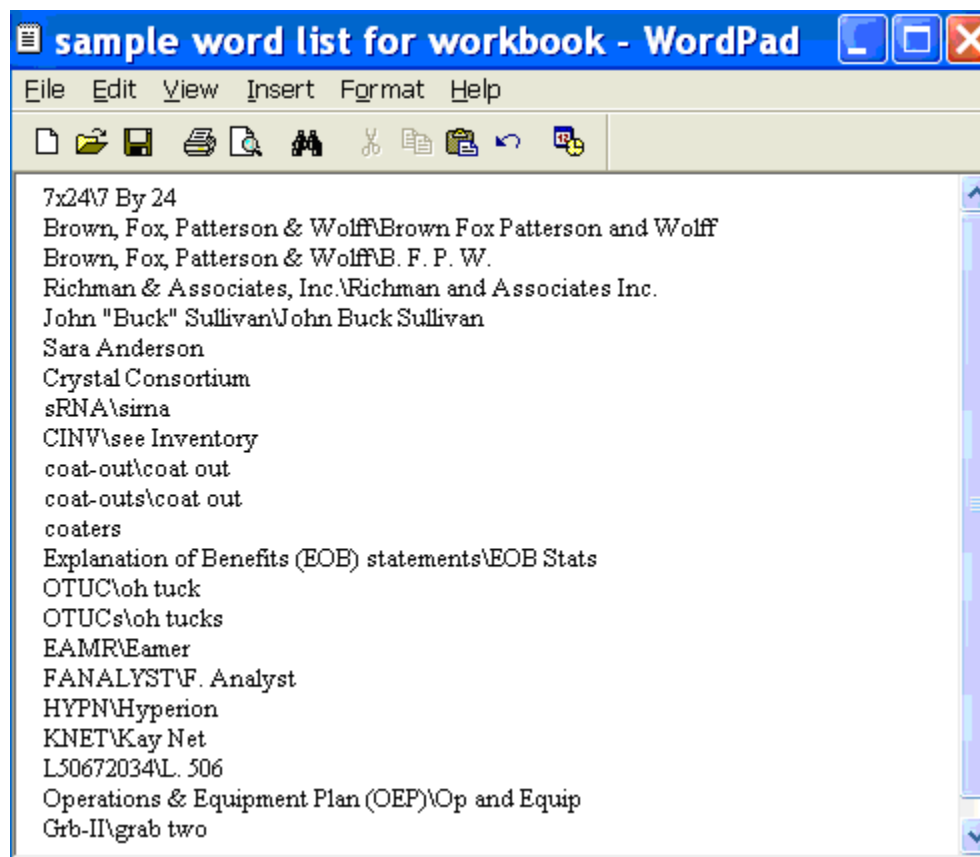
Step 2: Save this document as a plain text (**.txt**) file. (Choose <u>F</u>ile > Save <u>A</u>s, then, depending on what word processor was used, you will choose Text Document, Text Only, or Plain Text.) Close it.

Once the file is closed, you can import your word list.

Step 3: Say **import custom words** or, on the DragonBar, click <u>W</u>ords, **Import**.

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

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

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

Step 5: Click Next. The software will import the listed items into the vocabulary.

The imported entries will be viewable in the Vocabulary Editor, where they will have a red star like other custom entries.
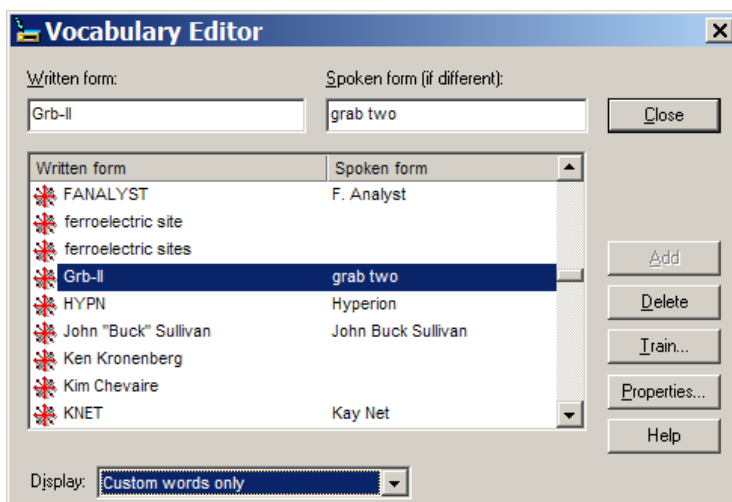
Key points about importing lists of vocabulary entries:

✓ 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 Words menu).

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

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

✓ To specify a spoken form in a word list, use a **backslash** (\) to separate it from the written form.

Customizing Your Vocabulary From Existing Documents

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

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

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

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

Step 2: Spell-check the documents if necessary (since Dragon would detect misspellings as unknown words.) In addition, remove any foreign-language sections that might be present. Then, **make sure the documents are closed.**

TIP The Help contains more details on this tool, including how to best prepare documents for analysis.

Now that you have a sample of text similar to your intended dictations, let's launch the tool and designate this sample for analysis. (If you obtain more documents later, you can run the tool again.)

Step 3: Say **add words from documents** or choose that link in the Accuracy Center.

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

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

Add Words from Documents

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

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

☑ <u>A</u>dapt to writing style

When you are ready, click Next.

‹ <u>B</u>ack | <u>N</u>ext › | Cancel | Help

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

Dragon will now analyze the text contained in the designated documents. This may take a moment—if there is a lot of text to analyze, you should run this tool when you do NOT need to use Dragon for something else.
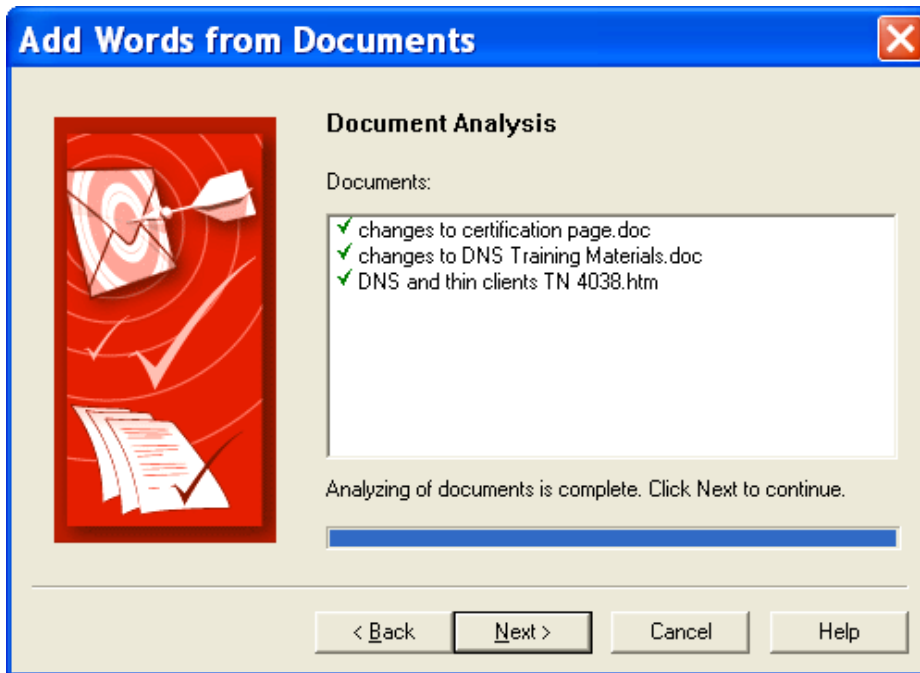
Once Dragon indicates that analysis is complete, click Next.

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

Step 5: Uncheck items you do NOT wish to add (you can take advantage of the Uncheck All button.)
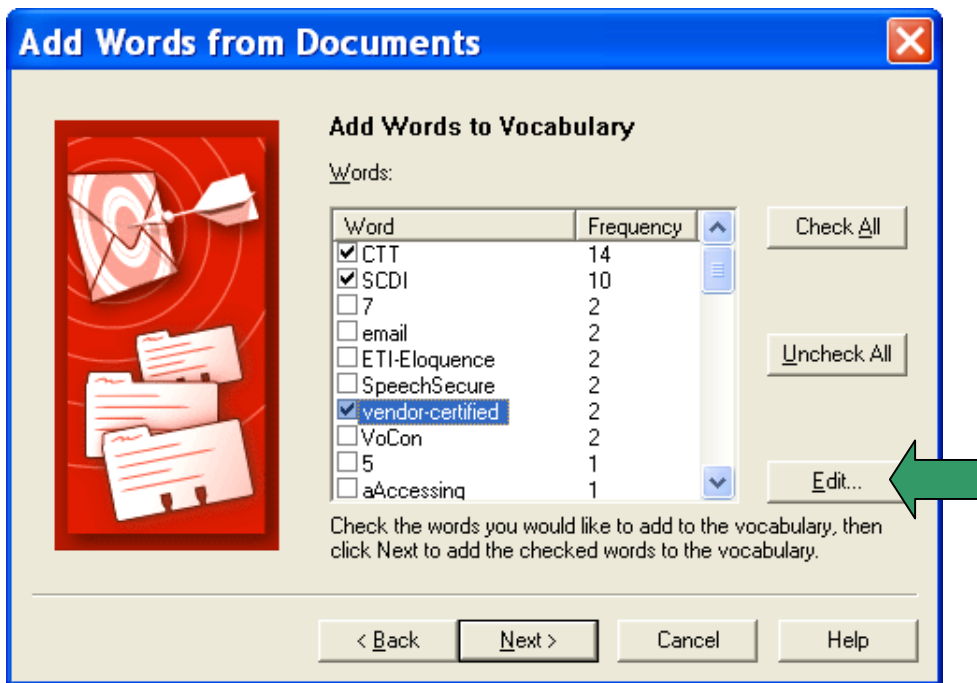
Before the words are added, you are given the option to provide acoustic training for them. You can skip this step and provide training later just for those words that seem to need it, as explained in this workbook and in the Help.

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

Key points about customizing the Vocabulary from documents:

- ✓ **Add Words From Documents** is one of the Vocabulary tools accessible from the Accuracy Center.

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

- ✓ To be used in this tool, files must be of .txt, .rtf, .doc, .wpd, or .html formats.

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

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

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

- ✓ Add Words From Documents is only one of the ways Dragon can *adapt*; you can learn others in this workbook as well as in Dragon's Help.

Customizing Your Vocabulary From Your E-Mail

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

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

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

Step 2: The tool will detect supported e-mail programs and display their names (this may take a moment). Check the box of the relevant e-mail program(s), then click **Next**.

The analysis may keep Dragon busy for a while, especially the first time. Later on, you can choose to have it consider only **e-mail written since the last scan**, which is much faster.

IMPORTANT:

Your e-mail program may bring up a message box for you to allow Dragon to access it for this process; if you have several windows open, this message may not be visible initially because it is *under* another window.
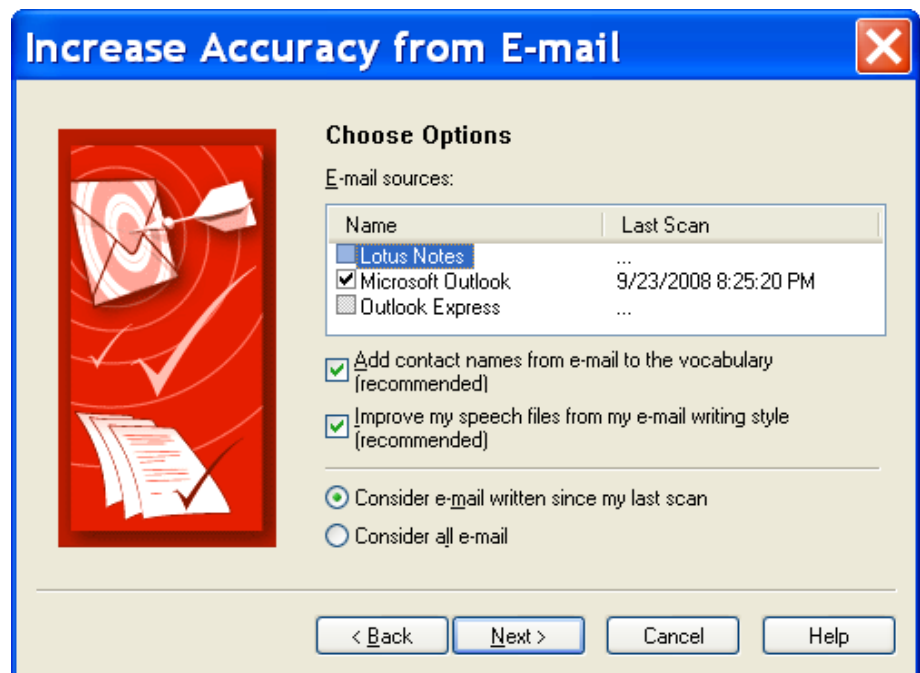
Step 3: The tool displays what it identified as potentially useful additions. The rest of the process is similar to Add Words from Documents: you can uncheck items, edit items, and train items acoustically if you wish, then Dragon adds to the Vocabulary the checked items, plus frequency information.

Key points about customizing the vocabulary from e-mail:

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

✓ This tool is presented much like the tool **Add Words From Documents**. It performs two functions: it finds and lists potentially useful contact names to add, and it also analyzes your sent e-mails to "adapt to the writing style", i.e. to refine the word usage information in the vocabulary's *Language Model*.

✓ Use this tool *as soon as possible*, then launch it every so often so Dragon can learn from any new emails or contacts you have created. Remember that Dragon needs to "know about" your contacts in order to transcribe their name correctly—this is particularly important for Version 10's direct commands "**write email to**" and "**schedule meeting with.**"

Starting to Dictate: Controlling the Microphone

When ready to dictate, you must ensure that Dragon NaturallySpeaking is able to hear you. Your device must be connected and positioned correctly of course, but the software also needs to know whether to "listen".

This lesson shows several ways to indicate that, and introduces the DragonBar—Dragon's own "tool bar".

The DragonBar and the Microphone Icon

The DragonBar appears by default as a *floating* horizontal window in Version 10 (you can change its appearance: for instance, in the Options dialog's View tab, you can choose to have it docked to the top of the screen, which was the default in previous versions.)

It contains several menus, a message area, and a microphone icon, which is horizontal when the microphone is off. If you click this icon, it becomes vertical and the sound meter next to it turns yellow, indicating that the microphone is on and Dragon is ready to listen. You can now click the icon to turn the microphone off. This is just one way to control whether Dragon's microphone is on or off.
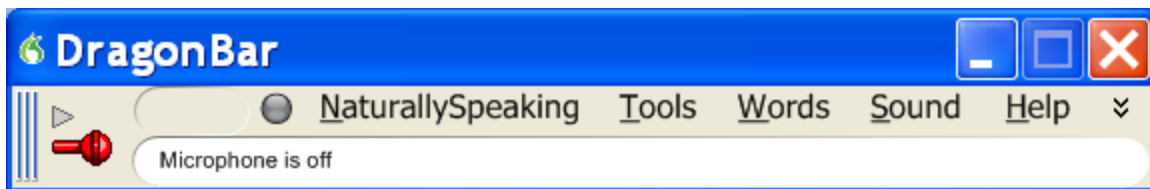
TIP Dragon's microphone icon is also available in your system tray (on your Windows Taskbar, usually in the lower-right, near the time display).

Voice Commands for the Microphone and Sleep State

One can turn off the microphone by saying the command **microphone off**. There is no command to turn the microphone on, since when the microphone is off, it can't "hear" anything! There are, however, commands to put the microphone in and out of a sleeping state, where it doesn't transcribe your words, but it *is* still listening.

To try this, turn the microphone on by clicking on its icon, then say **stop listening** or **go to sleep**.

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

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

TIP You can set Dragon to always open your User profile with the microphone asleep, waiting for your command to "wake up", so that no manual action is needed to turn it on: in the *Options dialog box*, on the Miscellaneous tab, select **Microphone on (asleep)** under User Open.

The Importance of Hot Keys, including Microphone On/Off

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

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

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

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

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

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

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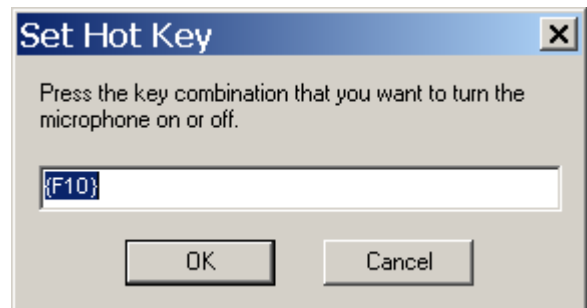
Step 4: You are back in the Options dialog box. Click Apply, then OK.

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

Key points about controlling whether Dragon "listens"

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

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

- ✓ You can change any of Dragon's default hot keys, including the microphone's, in its Options dialog.

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

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

Starting to Dictate: Your First Dictation

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

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

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

Dictating Text and Punctuation Marks

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

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

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

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

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

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

New Line and New Paragraph

When typing, you use your Enter key to start a new line or new paragraph. With Dragon NaturallySpeaking active, you can still press your Enter key, but you can also simply say **new line** and **new paragraph**—when you start dictating your new paragraph, Dragon will capitalize its first letter automatically.

TIP This is not the case for **new line**; if you prefer the **new line** command to trigger capitalization of the next word, you can modify its *Properties* in the Vocabulary Editor since it belongs to a special group of commands ("*dictation commands*", like "Cap") accessible there (they appear near the very top, and have no written form.)

The Results Box

Exercise 2: Study the following sample, then dictate it in your word processor. (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 may notice, the following happens when you dictate sentences:

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

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

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

Dragon uses the contents of the Results Box to guess what to transcribe; this is particularly important for sounds that can be spelled in different ways, like "to" and "too". If you say words in isolation, or only a few words at a time, the software has fewer or no contextual clues. For this reason, long continuous "utterances" can be recognized more accurately than short ones.

TIP 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 keyboard" for years, but you'll develop the habit once you see what a difference it makes.

Exercise 3: While looking at the Results Box, dictate four sentences on a topic of your choice. (For now, ignore any errors.)

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

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

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

TIPS You don't always have to say hyphens: thanks to its built-in vocabulary, Dragon is able to include hyphens when you say items like 3-year-old, above-mentioned, after-tax, ad-libbed, ankle-length, anti-infective, as well as famous hyphenated names like Abdul-Jabbar. (The Vocabulary's Editor "Words containing punctuation" display contains many more.) You can prevent Dragon from entering a hyphen by pausing, or saying "spacebar," where the hyphen would be.

Exercise 4: Dictate the following sample (the word "truer" is likely to be mistranscribed; ignore it for now.)

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

TIP When one turns the microphone off, Dragon may still be working on the last sounds it heard. Be patient— remember, the microphone toggles on and off, so pressing the microphone hotkey again would actually mean "turn on the microphone" to Dragon.

Key points for your first dictation:

- ✓ What you dictate will be transcribed at the *insertion point* (the blinking vertical bar), after a brief appearance in the *Results Box*.

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

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

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

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

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

As you saw in your first dictation, Dragon NaturallySpeaking automatically inserts spaces between words. It also follows spacing and capitalization rules: for example, it inserts a space after a comma but not an open quote, and it capitalizes at the beginning of sentences and paragraphs.

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

Special Text in Normal Dictation

On the Formatting dialog (available from the Tools menu), you can turn Dragon's rules of automatic formatting off and on, as desired.

For example, you can choose to have Dragon systematically transcribe numbers greater than two as numerals. (By default, Dragon follows the typographical rule that small integers should be written as words unless they appear in special contexts such as a unit of measure or an address.)

You can also choose to have Dragon automatically expand contractions such as "won't" and "didn't".

See the Help for more details.

TIP   You can also affect what Dragon "types" via the Vocabulary Editor's *Word Properties* dialog box.

Dragon can apply custom-defined contextual formatting: in the *Word Properties* dialog box, you can choose one or even two **alternate written forms** — for instance, if you prefer the word "figure" to be written as "Fig." when before numbers (as in "Fig. 3"), or if you prefer the *dictation command* "**new line**" to trigger capitalization in addition to a blank line. For more details, please see the lesson on Vocabulary customization, as well as your documentation.

Formatting

- ☑ Automatically format text
  - ☑ Web and e-mail addresses
  - ☑ Street addresses
  - ☑ Abbreviate titles
  - ☑ Dates
    - [Dates As Spoken ▾]
  - ☐ Common abbreviations
  - ☐ Expand contractions
  - ☑ Prefer 5 million over 5,000,000
  - ☑ Numbers, if greater than or equal to [10 ▾]
  - ☑ Units of measure
  - ☐ ISO currency codes
  - ☑ US Phone numbers
  - ☑ Prices
  - ☑ Times
  - ☐ UK and Canadian postcodes
  - ☑ Other numbers
  - ☐ US Social Security Numbers

- ☐ Automatically add commas and periods
- ☐ Insert two spaces after period
- ☑ Allow pauses in formatted phrases
- ☐ Caps Lock key overrides No Caps/All Caps/Cap commands

[Restore defaults]

[OK]   [Cancel]   [Help]

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

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

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

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

---

127 Evergreen Terrace

Oakland, CA 91235

Exercise 3: Dictate the following dates. Most people naturally say **"Wednesday July 16th 2009"**. By default, Dragon automatically formats this as below (turning 16th to 16 and adding the commas).

You can change this default to one of the many date formats offered on the Formatting dialog.

Wednesday, July 16, 2008   10/15/09 (say **slash**)

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

Suggested retail price: $14.90

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**. The software will automatically remove the spaces between words.

Please visit www.thebestbusiness.com for more information.

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

Laura_Miller@aol.com (say "Laura underscore Miller" and "at" or "at sign")

customerservice@electricalexperts.com ("customer service at sign electrical experts dot com")

There may be times when, rather than in the middle of regular dictation, you wish to enter *numbers, characters, or commands exclusively*: when inputting figures or product codes into a spreadsheet or database, for instance. The restricted *recognition modes* can help you accomplish that. Below are some details; the Help contains additional ones.

Numbers Mode -- Dictating Numbers Exclusively

If you will be dictating only numbers, you can turn on Dragon's *Numbers Mode*. When in this mode, the software tries to recognize everything it hears as number-related (or as a command).

Step 1: Say **numbers mode on** or click <u>W</u>ords > <u>N</u>umbers Mode on the DragonBar.
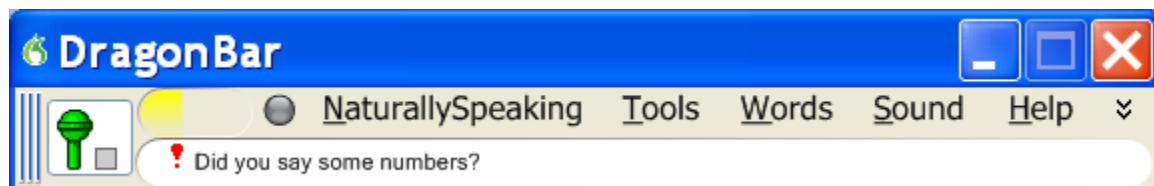
Now that Dragon NaturallySpeaking is in Numbers mode, you can:

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

Step 2: To resume regular dictation, you can say **switch to normal mode** (or click Words, Normal Mode).

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

The Spell mode is very useful for character sequences which don't form pronounceable words, as is often the case for part numbers, license plate numbers, codes…

Step 1: Say **spell mode on** or click Words, Spell Mode. The DragonBar will indicate that Spell Mode is on.

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

Step 2: You can return to normal dictating by voice (**spell mode off…**) or by hand (Words>Normal Mode).

IMPORTANT: If you need to dictate a sequence of characters in the *middle of normal dictation*, consider the **Spell** command: while in Normal Mode, say **Spell** immediately followed by a sequence of characters. See the Help for details.

Exercise 7: Dictate "access code: 75A3q/7". (Pause briefly after the colon, then say "Spell 8 6 cap A three cue slash 7". Try to not pause at all during the sequence but, if you need to pause, just say Spell again.)

Key points about dictating numbers and special text

- ✓ Dragon NaturallySpeaking can format dates, times, prices, Web addresses and other special text automatically. The **Formatting** dialog lets you turn these built-in rules off or on as desired.

- ✓ The restricted recognition modes can make dictating special text more efficient. They are accessible by voice commands ("**numbers mode on**", "**switch to normal mode**") and through the Words menu.

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

- ✓ If you will be dictating a fairly 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.)

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

Correcting Transcription Errors in Your Dictated Text

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

This is also true for Dragon NaturallySpeaking! 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 technique will significantly reduce the number of errors. Dragon's Help contains many details about Correction and the different ways to perform it—this workbook presents essential information for efficient correction, and introduces the Spell dialog box.
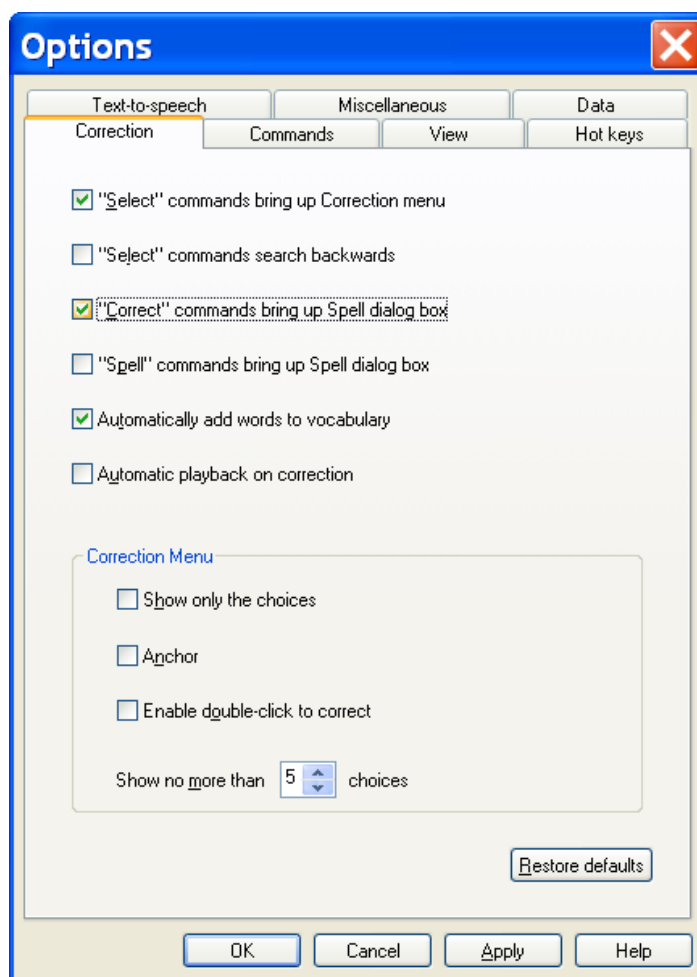
Correcting in the Spell dialog box

Before using the following correction method for the first time, open the Options dialog box, on the Correction tab, choose the option: **"Correct" commands bring up Spell dialog box**.

With this option set, you can correct misrecognitions in two simple steps:

1) Say **correct** immediately followed by the word(s) to be corrected. The *Spell dialog box* opens.

2) In it, indicate what you actually wanted.

As you will see, there are many ways to quickly indicate in the Spell dialog what should have been recognized—including spelling out characters, hence the name "Spell dialog."

IMPORTANT When you give the '**correct <xyz>**' command, be sure to use the word(s) that have actually been transcribed, not the words you had *intended*.

Here is an example. Let's say you have dictated "hotel colon the Madison", but the final word was misrecognized as "medicine". To correct Dragon's error, you can say **correct the medicine**.

The *Spell dialog box* opens, displaying what was transcribed, as well as alternate guesses, each preceded by a number.

- *If what should have been transcribed is listed:* say **choose *n*** (the number of the correct choice: in this case, **choose 3**). You can also pick the correct choice by double-clicking it (or using your keyboard's down arrow and Enter.)

- *If what should have been transcribed is NOT listed*, enter it by hand or by voice (see below), then say **OK** or press Enter.

The Spell box closes and, in the text, Dragon replaces the misrecognized segment with what you indicated was the correct match for what you had dictated.
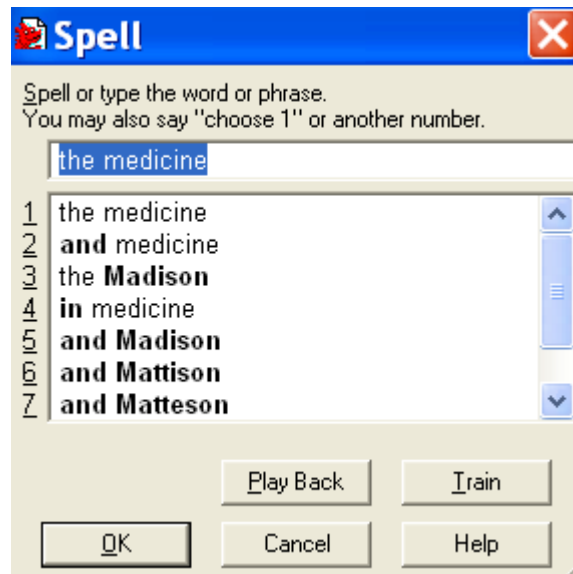
As you know, Dragon lets you use both voice and hands; at different times one may be quicker or easier than the other. In the edit line of the Spell box for instance, it can be faster to make modifications with mouse or keyboard; however you can perform correction entirely by voice.

When the Spell dialog is open, Dragon listens *only* for the following:
- Individual characters: letters, digits, symbols (see your documentation for details)
- Commands like **backspace 5**, **move right 4 characters**, **delete previous word**, **select line**

TIPS for the Spell dialog box:
- 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"…
- To insert a space, say "spacebar".
- In the Spell box, you CANNOT dictate words, but you can spell or type them.
- If no choice is quite correct but one is close, you can quickly modify it: click it once or say **select** and its number (for instance **select 5**), which brings it to the top of the Spell box, where you can edit it by hand or by voice.

Exercise 1: After dictating the following, use the **correct <xyz>** command to fix any recognition errors.

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

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

Exercise 2: Dictate uncommon words, such as nicknames or products, until a few misrecognitions appear. Use the Spell box and practice spelling out what you actually said and choosing from the list of guesses.

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 Spell dialog box. Once it appears, click or say **Play Back** to hear the recording of your voice as you dictated that text. If you realize that in fact you had misspoken or mumbled (as happens to everyone, particularly near the end of the day), close the Spell box, and dictate the word(s) again.

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

You can also use the playback to proofread. To do this, select the text you would like to hear played back. Then, say **play that back,** or choose Play That Back from the Sound menu.

If you find a misrecognition, you can stop playback by clicking the mouse. (Since speech input cannot be received during playback, you cannot stop playback by voice. If clicking the mouse is problematic for you, play small selections at a time.)

The DragonBar's expansion gives access to several useful items (click its arrow or say **view extras bar**):
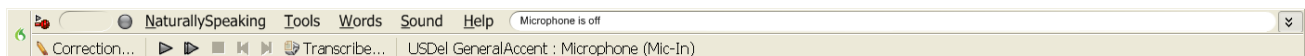
- The *Correction button* opens the correction interface (as do the Correction commands and hot key).

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

- The Transcribe button launches the transcription of recorded files (see the documentation for more details on transcribing from digital recorders, including the *Auto-Transcribe Folder Agent*).

To hide the extras bar, say **hide extras** or click again on the double arrow.

Exercise 3: Dictate a detailed paragraph—about a trip, for instance: where, how long… Then select it and play it back. If you find any misrecognitions, use the Correction button, hotkey, or commands to correct them.

Key points about correcting recognition errors

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

✓ To use the correction method described in this lesson, the option **"Correct" Commands Bring Up Spell Dialog** must be checked.

✓ In Correction commands, do not pause at all between '**correct**' and the misrecognized word(s).

✓ When the Spell box is open, you can say **choose _n_** to pick the correct choice from the list.

✓ If the word(s) you said are not in the list of choices, you can spell them by voice or type them. You cannot re-dictate the word(s) directly in the Spell dialog.

✓ If the Spell dialog is open but you are not sure of what exactly was said, click or say **play back**.

✓ To proofread using playback, first highlight the relevant text, then say **play that back** or click the playback icon. To stop playback, you can click your mouse.

Deferring Correction

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

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

Saving Recorded Dictation

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

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

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

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

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

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

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

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

One of the services experienced Dragon trainers can provide is establishing optimal options and workflows, including the management of .dra files, particularly if another person will be your "Correctionist".

Making Corrections to Someone Else's Dictation

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

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

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

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

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

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

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

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

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

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

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

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

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

Key points about deferred correction

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

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

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

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

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

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

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

Editing Text by Voice

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

Here are 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 necessary; at first, focus on dictation accuracy—speaking clearly, adapting the vocabulary, performing corrections…)

Navigation and Selection Commands

Navigation commands use the words **go** and **move** interchangeably.

- Some **move** the insertion point to a certain place in the document, regardless of its starting location:

    move to top, **move to start of document** –- moves to the beginning of the document

    move to bottom –- moves to the end of the document

- Others move the insertion point relative to its present location:

    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**

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

- The **insert** commands reposition the insertion point just before or after a specific word or punctuation mark in the text:

    insert before *call Mary* –- moves the insertion point before the phrase "John Miller"

    insert after *your office period* -– moves the insertion point at the end of that sentence

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

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

TIP For words (or phrases) that appear many times in your document, you can use the command **select again** to move the highlighting until the desired instance is selected. Also, for commands that quote from the screen, it can be useful to name more than just one word, to avoid possible ambiguity: e.g. to select "a" in "received a request," you may want to select "received a" or "a request."
- Very useful for longer phrases: you can specify a *range* by naming its beginning and end:

    select *do let* **THROUGH** *convenience* – "do let me know please at your earliest convenience"
- You can select one or more lines or paragraphs at a time: **select line**, **select previous 3 paragraphs…**
- You can select around the insertion point: **select previous 5 words**, **select next character…**

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

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

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

Direct Editing: Bold|Underline|Italicize|Copy|Delete|Cut <xyz>

Version 10 introduced commands that let you perform frequent editing tasks faster than ever: just like you can quote from your text in the commands **select <xyz>** and **select <start> thru <end>**, you can say the verbs **bold**, **underline**, **italicize** immediately followed by the desired word(s) or range. This "Quick Voice Formatting" also applies to **copy**, as well as **delete** and **cut**—these three commands can be disabled under Options.

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

Remember in particular the possibility of unintended recognition of **cut <xyz>** and **delete <xyz>,** *especially if you dictate without looking at the screen*; disable them if you prefer to avoid this risk—just clear their checkbox on the Commands tab of the Options dialog.
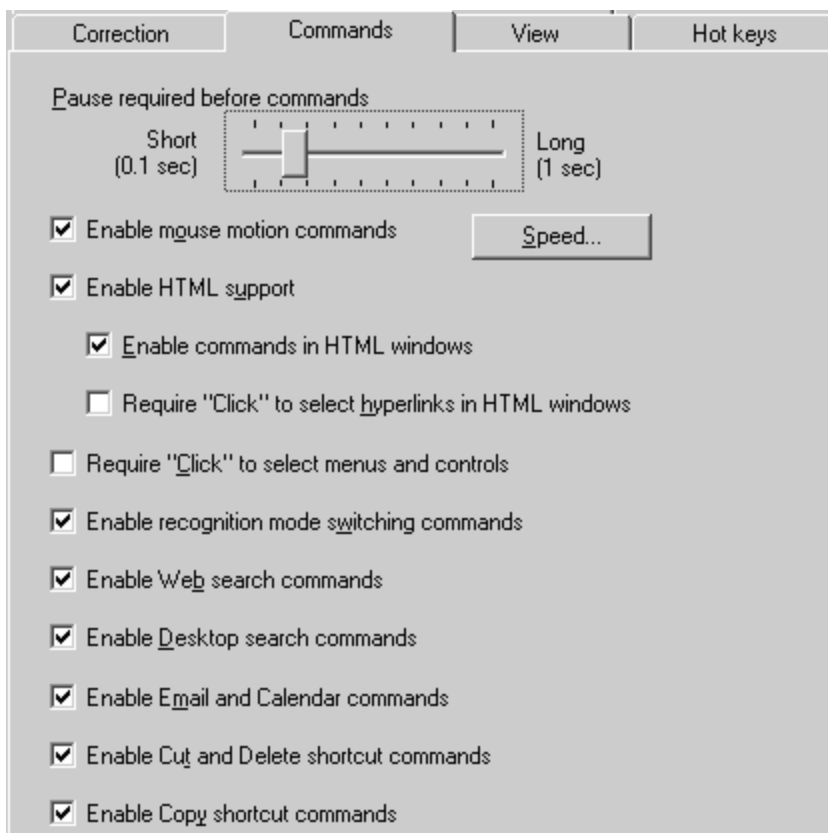
Select-and-Say™, non-standard windows, and the Dictation Box

Commands like **'correct <xyz>', 'insert after <xyz>',** and **'italicize <xyz>',** which quote from the active text field, work thanks to a Dragon functionality called *Select-and-Say*. This functionality requires the text field to constantly let Dragon see information about its content—such as where words (and sentences) begin and end, so Dragon can automatically apply spacing between words and capitalization at the beginning of sentences...

Many popular applications build most (if not all) of their text fields in a standard way. However, you may sometimes encounter a text field from which Dragon cannot constantly get information—and therefore cannot always apply its normal capabilities. You may not notice anything if you just dictate, but if you take actions like correcting or inserting text within a sentence, Dragon may not be able to execute its <xyz> commands and to apply spacing as it usually does.

When the insertion point is in such an area, the DragonBar displays the message "Dictating in a *non-standard window*" and its *Select-and-Say indicator*, a large bright green dot on the DragonBar next to the NaturallySpeaking menu, will turn grey.

Even in non-standard windows, one can use Dragon efficiently, knowing the following:

1. Many users, if dictating short entries, just apply what *does* work everywhere: they dictate normally, and, if necessary, say '**spacebar**' or press the spacebar, say '**Cap**' to force capitalization, say '**move <left|right|up|down>**' commands or reposition the insertion point by hand, etc.

2. You can use Dragon's *Dictation Box*, an intermediary in which you can create, modify, and correct text as usual; you can even use boilerplate custom commands to paste text.

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

   To open the Dictation Box, you can:

   - Say a command like '**Open Dictation Box'**

   - Use the DragonBar's Tools menu

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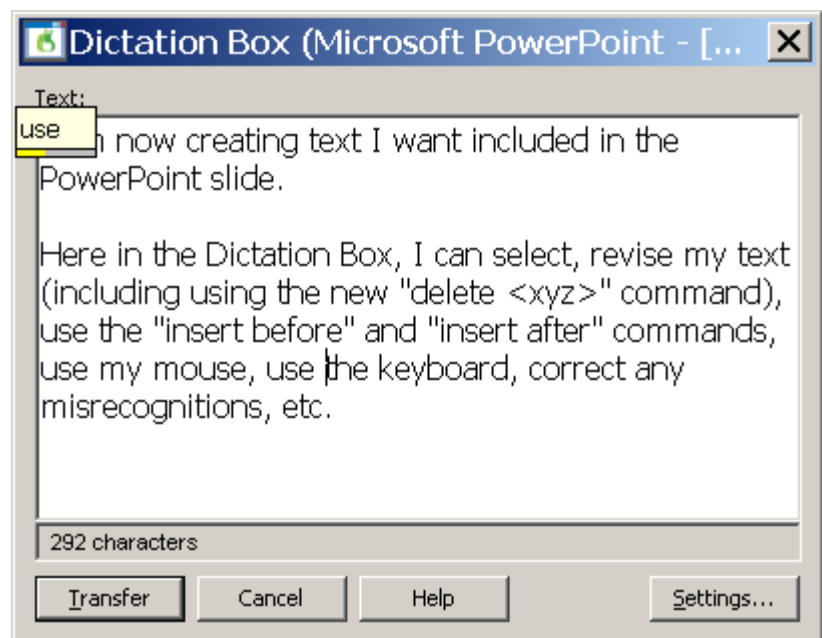
There is a lot of flexibility around the Dictation Box. In addition to changing its hot key in the Options dialog, you can:

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

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

Dictation Box Settings

Font
Tahoma, 12 point

AaBbYyZz

Change Font...

Default

Window position
- ● Anchor
- ○ Automatically position Dictation Box near the cursor

Settings for application "Firefox":
Copy:
- ○ Do not copy
- ● Type keys <Ctrl+C>
- ○ Use Windows Copy command

Paste:
- ● Type keys <Ctrl+V>
- ○ Use Windows Paste command
- ○ Simulate keystrokes

- ☐ Show character count
- ☐ Keep transferred text in clipboard when the Dictation box is closed

Restore Defaults   OK   Cancel   Help

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

The Help contains more details about the Dictation Box.
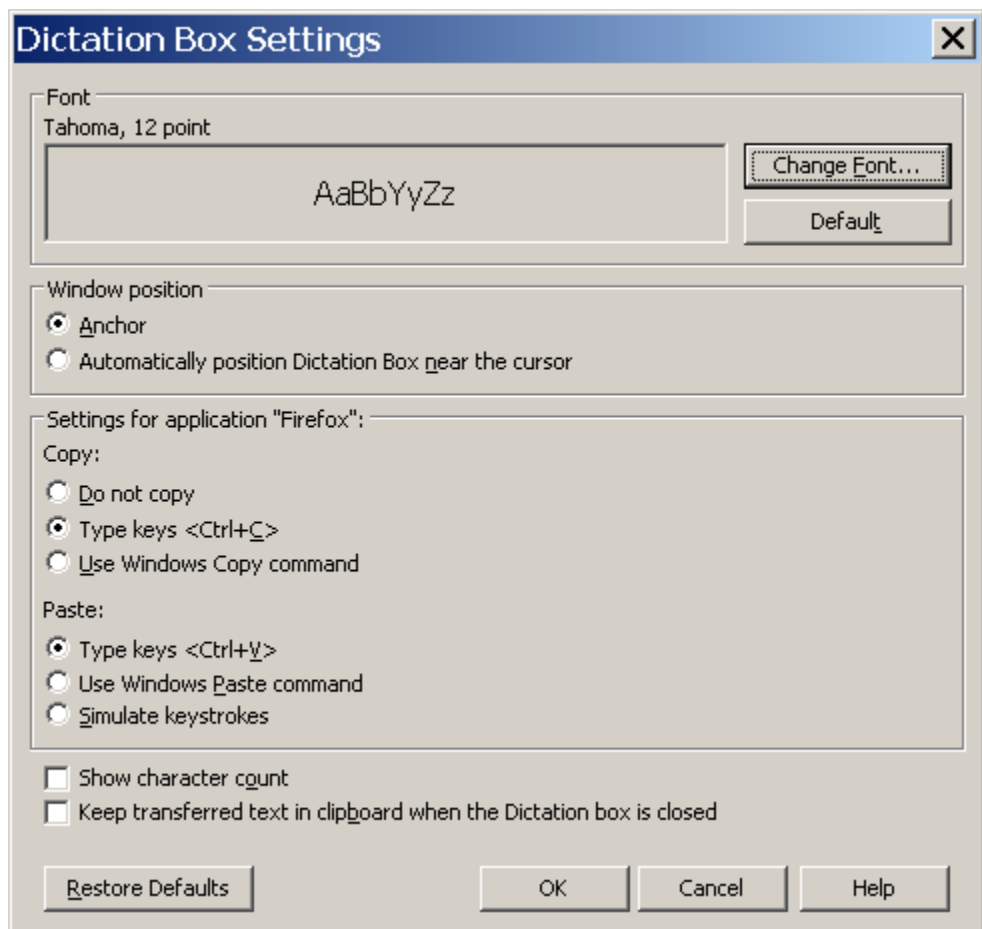
Replacing and Inserting Words

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

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

TIP For larger passages, take advantage of **select line, select <start> through <end>, select paragraph…**

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

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

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

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

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

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

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

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

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

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

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

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

Dragon's many selection and navigation commands can help you quickly edit text—whether or not this text was created by voice.

Here is another exercise. Perform it entirely by voice, but remember that for optimal productivity in daily work, you can use a combination of voice and keyboard/mouse.

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

Dear Ms. Cooper,

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

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

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

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

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

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

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

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

Which commands did you find most useful in each situation?

Key points about editing text by voice

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

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

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

✓ If the word or phrase you want to select appears in several places, you can use **select <xyz>**, followed by the command **select again** to move to the next instance.

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

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

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

Formatting Text by Voice

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

The "X that" Convention

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

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

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

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

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

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

Dragon's "X that" formatting commands include:

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

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

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

delete that (Dragon Version 10 also lets you do this as "delete <XYZ>")

scratch that

bold that, italicize that, underline that (Version 10 also lets you do this as "<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 (Version 10 also lets you do this as "copy <XYZ>")

cut that (Version 10 also offers "cut <xyz>")

paste that

hyphenate that – puts hyphens in the spaces within the segment

compound that – removes spaces between words in the segment

TIP You can repeat **delete that** or **scratch that** to delete the last utterances you said. You can also say **scratch that 3 times**, **scratch that 8 times**, etc.

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.)

"Format that" commands include:

format that bullet style –- bullets the designated text (you can also say **bullet that**)

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

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

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

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

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

TIP To undo the last action, say **undo that**. This is equivalent to Undo in the Edit menu, or {Ctrl Z}.

Key points about formatting documents

- ✓ The "X that" commands apply to the current selection, or if there is none, to the last utterance (what was dictated since the speaker last paused.)

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

- ✓ You can repeat **delete that** or **scratch that** up to 10 times to delete the last things you said—you can also say **scratch that 3 times**, **scratch that 7 times**...

- ✓ To undo the last action, you can say **undo that**.

Controlling the Operating System and Applications

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

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

Let's start with a very frequent task made fast and easy thanks to Version 10: searching your computer.

Naming Words to Find in "Desktop Searches"

Dragon 10's "Voice Shortcuts for Desktop Search" let you quickly launch searches for items containing the keyword(s) you specify; they use indexing software (including Google Desktop, which is freely downloadable from Google's website). These commands have flexible wordings and can be general (**search computer for <xyz>**), or specific:

- **Search email for <xyz>**: searches for the keyword(s) in just the indexed **e-mails**

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

- **Search history for <xyz>**: searches just the indexed **web pages visited**

Note: These commands can be disabled or enabled on the **Commands** tab of Dragon's Options dialog box.

Opening and Closing Programs and Windows

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

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

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

Similarly, you can open any item you see on your desktop (including files and folders): just say **open** followed by its name. For instance, to open an item called "winter projects", you could say **open winter projects**. (Here too, you may want to provide an easily recognizable name.)

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

Resizing Windows and Switching Between Them

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

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

Say **switch to** followed by the name of the desired application or folder: for example, **switch to DragonPad**, **switch to Lotus Notes**, **switch to My Computer**, **switch to NaturallySpeaking**.

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

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

"Clicking" Menus, Submenus, and Dialog Box Controls

To "click" on an application menu or submenu, just say its name. For instance, for a menu labeled Insert, say **Insert**.

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

To close an open menu, you can just say **cancel** or **press Escape**.

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

Note: To voice-click menus and "controls", you can choose to say **click** before the name: for a button labeled "Go Next", you could say **go next** or **click go next**.

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

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

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

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

3. Restore the defaults.

"Voice-Pressing" Keys

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

TIP Common accelerator keys include Esc to close a window, Enter to select items, Tab to move the focus forward, Shift+Tab to move the focus backward. (You can search your application's Help for specific ones; many websites also list useful hot keys). Most buttons, menus and checkboxes have an underlined letter in their label: you can activate them by pressing the *underlined letter* (if the underlines are not visible, press Alt first.)

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

For instance:

Say **press spacebar**   to select or unselect a checkbox.

Say **press F5** or **press Function 5**   to refresh the view in Internet Explorer.

Say **press Alt n**	to "click" a button labeled with an underlined n.
Say **press Control f**	to open the Find dialog box in most applications.
Say **press Escape**	to "escape" out of a window.
Say **press Alt Down**	to open a drop-down list.

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

Exercise 2: Observe this Find and Replace dialog box and its controls: tabs, drop-down list, and buttons. Answer the following questions about it (think of "voice-typing" as well as "voice-clicking" options). Then open the Find dialog in your word processor and practice navigating it by voice.
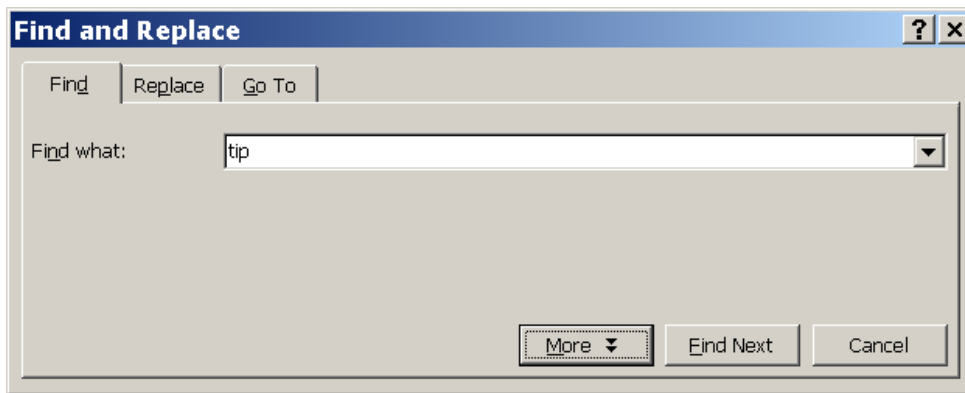
How could you place the insertion point in the Fi̲nd field? How could you go to the other tabs?

Which control currently has the focus? How could you move the focus to the F̲ind Next button? How could you close this dialog box?

Key points about controlling your computer by voice:

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

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

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

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

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

Using Dragon NaturallySpeaking with the Internet

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

Version 10 added commands you can say anytime to perform *general Web searches*, Web searches in specific *categories* (maps, news, products, images, videos) or searches in certain *specific Web sites*, like Wikipedia. (These commands are in editions Preferred and above.) You could say for instance '**search images for chrysanthemum**' to see images found for that word by your default search engine. You can even take advantage of capabilities of specific search engines: one example is Google's conversions and calculations, as in '**search Google for 53 percent of 1100**' and '**search Google for 77 euros in dollars**'.

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

The following commands cover actions often done in HTML pages—they work with *supported Web browsers*. Dragon 10 supports Mozilla Firefox and Microsoft Internet Explorer (with minor differences.)

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

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

Say **go back** or **go forward** to click the Back or Forward buttons; say **go home** to access your browser's home page.

Say **refresh page** or **reload page,** and **stop loading.**

Say **page up, page down, start scrolling down,** or **start scrolling up** to see more of the web page.

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

TIP Dragon is always looking to match what it hears to commands. For HTML windows, you can choose to *require 'click'* before the link name, if you are concerned that words dictated in isolation may activate a link instead of being transcribed—see the Commands tab of Dragon's Options dialog.

If what you said corresponds to more than one item on the page, Dragon will display *numbered arrows* next to the items; to indicate the desired one, say **choose 3** or whatever number corresponds to your choice. (If you need the numbers to go away, just say **hide numbers**.)

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

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

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

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

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

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

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

Using Dragon NaturallySpeaking for E-mail

Dictating is in itself a great benefit of Dragon NaturallySpeaking for e-mail usage. For certain e-mail applications, you can use Dragon NaturallySpeaking beyond just dictation: below are common e-mail commands

For Microsoft Outlook, for instance, there are hundreds of commands for the Inbox (you can flag messages, for instance), the Tasks, the Calendar… Dragon 10 even offers commands to directly create Outlook messages and calendar entries, naming the recipient(s), *no matter what is currently active on your screen*: at any time, you can say, for instance, "create email to Jane Miller and Payroll", or "schedule meeting with Joe Keller".

TIP As seen earlier, users of Lotus Notes, Outlook, and Outlook Express can take advantage of Dragon's **Increase Accuracy From E-mail** tool to automatically adapt its Vocabulary and identify names of Contacts. Also, although Dragon can automatically format email addresses and URLs, consider adding to the Vocabulary the e-mail addresses and domains you use frequently (don't forget to specify Spoken Forms as needed.)

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

> **new mail** – creates a new mail message
>
> **open mail** – opens the mail message highlighted in the list
>
> **close mail** – closes the open mail message
>
> **forward mail / this** – forwards the highlighted or open mail message
>
> **reply to mail** / **this** – replies to the highlighted or open mail message
>
> **delete mail** – deletes the highlighted or open mail message
>
> **check for new mail** – checks for new mail/opens your Inbox

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

TIP In lists (of messages, of folders…), you can use navigation commands like **move down 3**, **move up 9**…

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

> **move to To [field]** – moves the cursor so that you can then dictate the recipient's address
>
> **move to CC [field]** / **move to BCC [field]** / **move to Subject [field]**
>
> **move to Body [field]** – moves the cursor to the body of the e-mail so that you can dictate the message

Key points about Dragon 10 and e-mail

- ✓ In supported e-mail programs, Dragon provides, in addition to dictation support, many voice commands to perform tasks, such as **open message**, **delete memo**, **go to Subject**…

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

- ✓ If you have Microsoft Outlook, you can use Dragon 10's direct commands like **book meeting with <contact(s)>**, **create message to <contact(s)>**, **create email about <subject>**, to quickly generate new messages or appointments, *no matter what application is active***.**

- ✓ You can see more e-mail commands in the Sample Commands window and the **Command Browser**; in addition, the Help contains many details about using Dragon with e-mail.

Dictating in Microsoft Excel

You can use your voice to dictate and edit content into Microsoft Excel spreadsheets. Many Excel-specific commands are built into Dragon—the What Can I Say window shows some, and the Command Browser lets you discover the full set. In addition, the Help describes the commands usable in Excel to change alignment, lock content, hide a row/column/cell, sort data, sum or average values, change the width of columns, etc.

In this lesson, simple steps guide you through basic tasks such as entering text, moving between cells, entering data, editing existing cells, and correcting recognition errors inside cells.

Dragon NaturallySpeaking has two editing modes in Excel: Quick Edition and Full Edition.

Select-and-Say™ in Quick Edition Mode

Here you will practice entering data into a spreadsheet and learn how to navigate, dictate, and correct text using Select-and-Say commands: **select <xyz>, correct <xyz>, insert before <xyz>.**

For this practice, the content of the spreadsheet is not important. Your instructor may provide a sample spreadsheet, or you can quickly create a similar basic spreadsheet.

Step 1: In Microsoft Excel, say **open document** and locate the relevant .xls file.

Step 2: Say **move to cell C7** (or **move to cell Charlie seven**.) Then dictate your name into the cell.

As you dictate, the cell turns pale yellow, indicating that Dragon is in Quick Edit mode.

Let's practice Correction.

Step 3: Say **move to cell C 13** (or **Charlie 13**). Dictate some text that is likely to contain unknown words, such as: "Travel to Ashtabula to provide support for Sporkatron, Inc."

Step 4: 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 5: 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 Co.)"

Now you'll practice correcting the text you dictated into both cells.

Step 6: Say **move up one** to move back to cell C13. Say a "select" or "correct" command to correct another of the errors Dragon made. Notice that the cell again turns yellow.

Continue correcting the text in both cells until it is accurate.

Step 7: 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 spreadsheet.

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 dictating in Microsoft Excel

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

- ✓ You can use Select-and-Say commands (**select <xyz>, correct <xyz>, insert before <xyz>…**) to edit and correct text in a cell.

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

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

Boosting Productivity with Custom Commands

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

There are several types of custom commands; this workbook presents the "Text-and-Graphics" type, which allows you to define boilerplate for Dragon to paste wherever you utter the command. As the name indicates, this boilerplate can contain graphics, such as logos, scanned signatures, maps… Quick and easy to create, Text-and-Graphics commands provide considerable time-savings and convenience. In Version 10, you can even include *fields* in them—a very easy way to create templates that can be both created AND navigated by voice.

Creating Boilerplate Commands: the "Text-and-Graphics" Type

Step 1: Open the MyCommands Editor—you can say **add new command** or click <u>T</u>ools>Add <u>N</u>ew Command.

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

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

When naming your custom commands:

- 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). <u>Avoid single words, and phrases you may need to dictate</u>.

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

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

Step 4: In the **Group** field, highlight the word **User-Defined**. Entering a new group name (your name, for instance, or the name of the application or task for which you are creating the custom command) will later allow you to locate and manage your custom-created commands quickly.

TIP Once you've defined a command Group, you can easily add more commands to that group, as Dragon will now display your group's name in the drop-down list Group; doing so ensures that your custom-created commands will be filed together, and *easy to manage as a group*.

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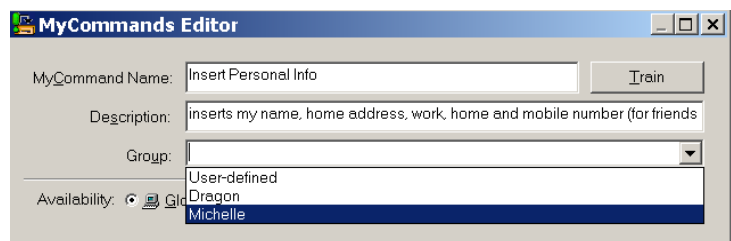
Step 5: In the **Content** field, enter what you want Dragon to paste when you say your command. (You may find it helpful to enlarge or even maximize the Editor's window so that a larger Content field is visible.)

TIP If the text you want already exists in electronic form, you can save time: highlight the desired segment in the original document, then say **make that a shortcut**. Dragon will automatically open the Editor and paste the selection in the Content field. All you have to do now is specify the command's name and attributes, and edit the Content as needed.

(You can also highlight the desired text in the existing document and press the Ctrl and C keys at the same time. Then, on the MyCommands Editor, click the Paste icon.)
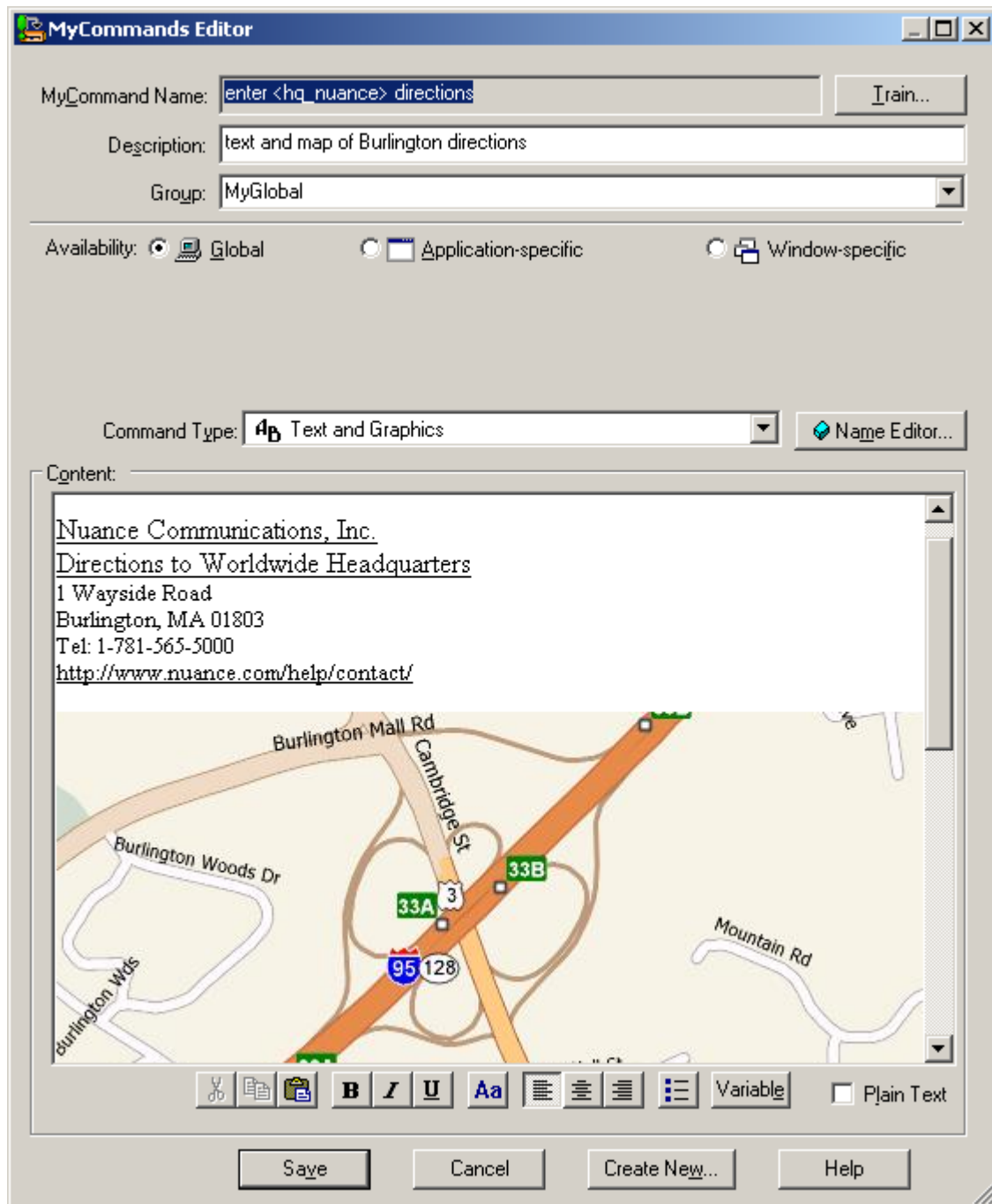
As its name suggests, this type of custom command lets you include *graphics* as well as text: you can paste images from another application into the Content field—many people include maps, logos, or scanned signatures, for instance.

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

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

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

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

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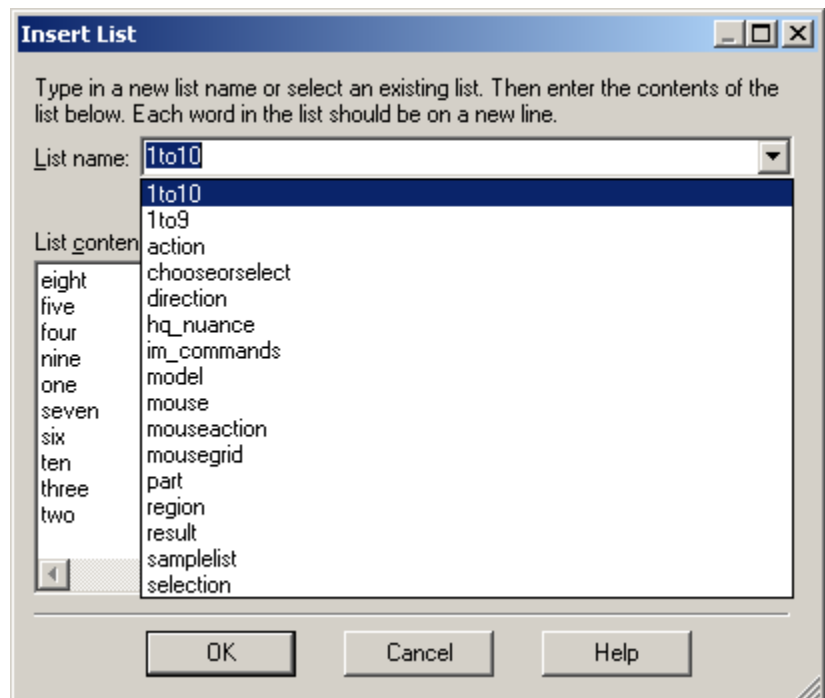
TIPS

Instead of starting from scratch, you can create a new command based on the "clone" of an existing one, by clicking **New Copy** on the Command Browser.

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.

The variables in lists can be synonyms, or they can be different values, such as **numbers from 1 to 10**—this is one of the pre-filled *lists* available through the Name Editor, but you can also make your own. See the online Help for details.

Insert List	_ □ ×

Type in a new list name or select an existing list. Then enter the contents of the list below. Each word in the list should be on a new line.

List name: `1to10` ▼

1to10	
1to9	
List conten| action	
	chooseorselect
eight	direction
five	hq_nuance
four	im_commands
nine	model
one	mouse
seven	mouseaction
six	mousegrid
ten	part
three	region
two	result
	samplelist
◄	selection

[OK] [Cancel] [Help]

"DragonTemplates": Boilerplate Commands with [Fields]

Dragon 10 added to the Text-and-Graphics command type a new capability offering a very simple way to paste a "template" whose content contains fillable [*fields*].

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

After saying the command name, which pastes the "DragonTemplate", you can:

- **type or dictate** a specific value in each placeholder -> The placeholder is overwritten, and delimiters are removed.
- **accept the default** value -> Delimiters are NOT automatically removed; you can say "Clear Variable Delimiters".

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

Managing Custom Commands

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

A tool called 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* area, as follows:

Step 1: Say **start Command Browser**. (You can also use the link in the Accuracy Center or the Tools menu).

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

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

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

Step 5: Check the box next to the desired command, then click *To Script* (which at that point will be accessible in the Manage menu.)
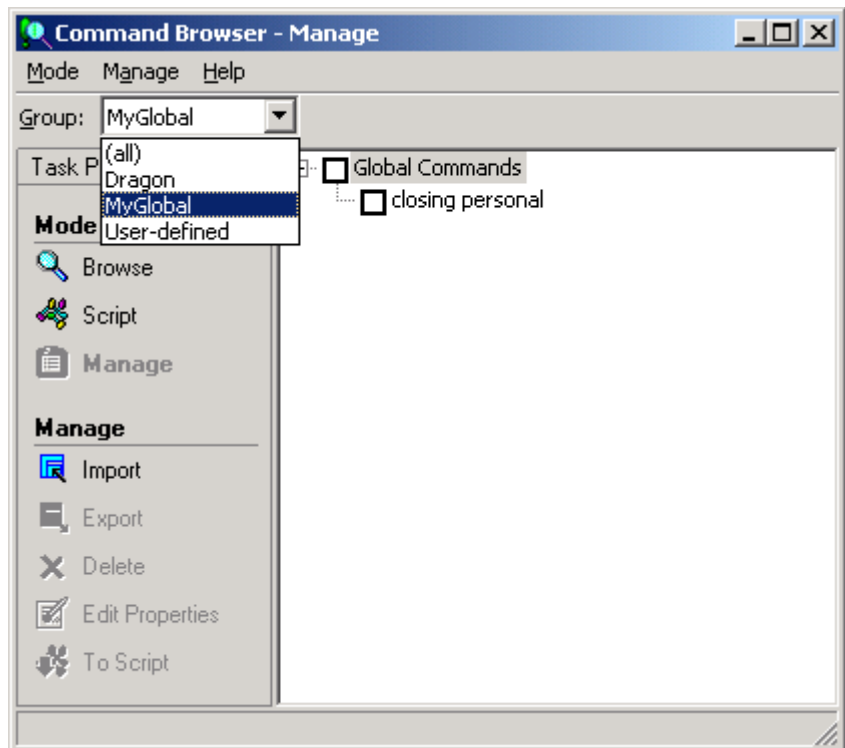
This takes you to the Command Browser's *Script* display, which shows all the modifiable commands.

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

Remember that the **Description** field is useful for entering comments, such as where and when the command should be used, or a reminder like "make variations of this ASAP" or "change this once we move to the new building". These comments may seem obvious at the time, but they really help later!

TIP You can **delete** commands visible through the Script or Manage displays: check the box next to the desired command(s), then choose **Delete** (from the menu).
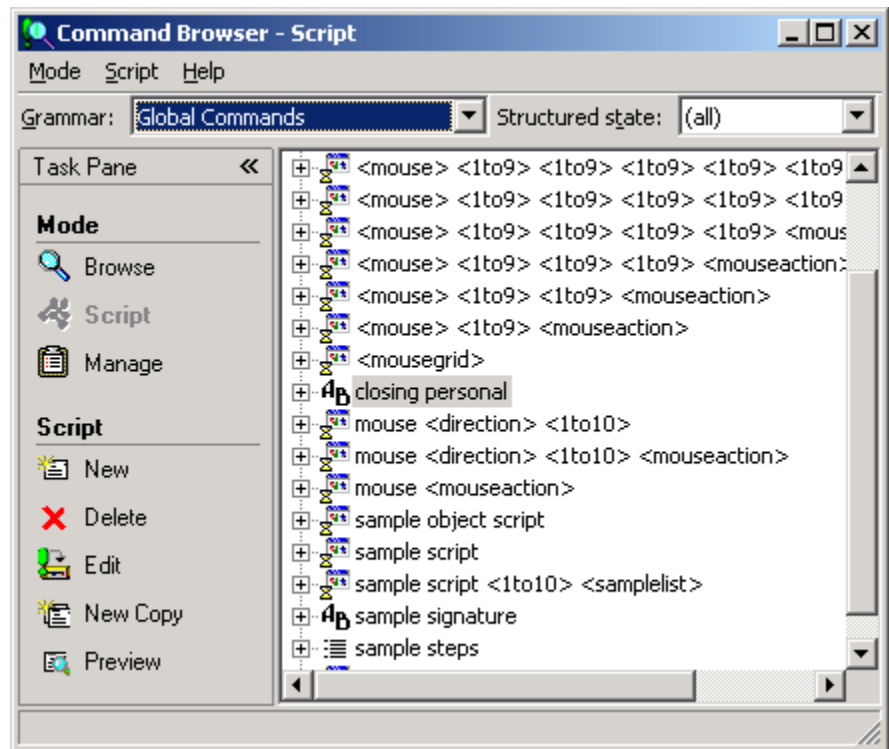

Finding commands via the Command Browser's "Filter"

One of the ways you can find commands in the Command Browser is by using its keyword Filter: choose *Filter* from the Command Browser's toolbar (visible in the upper-right corner when in Browse Mode) to specify one or more words contained in the command's name. The Filter button is useful for finding custom commands (particularly if they were not filed under a convenient group name), and also for finding built-in commands, since Dragon contains far too many to list even in the online Help. It's a good idea to explore the Command Browser for commands related to items you might like to address by voice: for instance, border, indent, double space, table, row, column…

The results of the Filter search often contain … () and <>, in order to fit in the space despite the many optional and alternate elements, like "the" and "a". You can view the full wordings by using the Browse menu's items— **Refine** and **Undo All** are particularly useful.

To practice, pick Microsoft Word in the Context drop-down list, and use the Filter to find commands on items you often use in this application. (The illustration below shows the result of filtering for the words "rest" and "paragraph" in Microsoft Word 2003.)
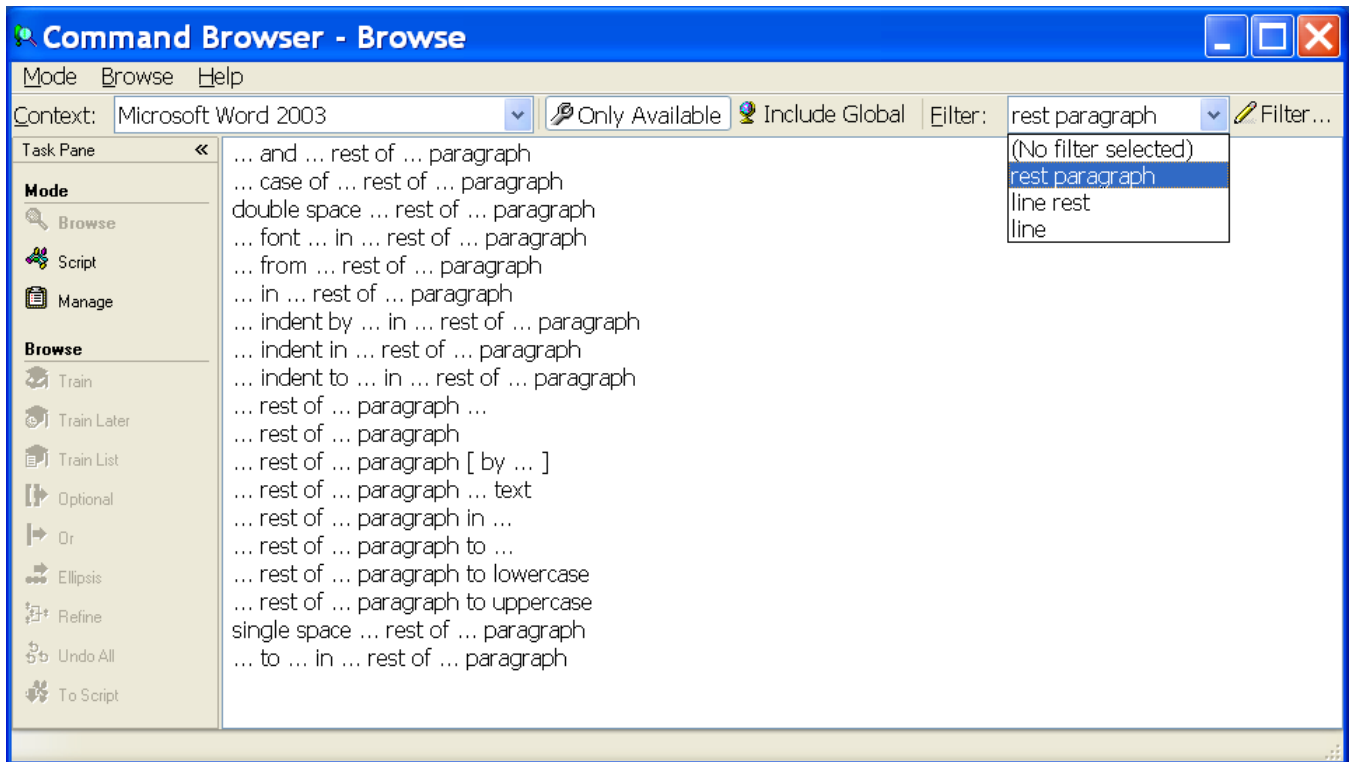
Key points about custom commands

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

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

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

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

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

- ✓ You can add [Fields] to your boilerplate commands to create "DragonTemplates" which can be navigated and filled out by voice.

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

Performing Audio Checks and Acoustic Training

You already know that customizing the vocabulary is a small investment of time that makes a big difference in how accurately the software can transcribe your speech. You also know that using proper correction technique to fix misrecognitions allows Dragon NaturallySpeaking to learn from its mistakes.

In certain cases—if you are adding a new word with an unusual pronunciation, if a certain word is consistently misrecognized, or if your overall accuracy is lower than you expect, you can also perform additional acoustic training to improve accuracy.

This lesson presents how to use the Train Words window and bring up a supplemental training text. You also learn to check your acoustic settings, a short but important task!

Training Words from the Vocabulary Editor

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

If you suspect that the software needs help recognizing a tricky word (particularly a foreign word whose sounds you cannot represent in a Spoken Form), you can acoustically train that word's pronunciation.

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

Step 2: Click the word in the list so it is highlighted. Then, click Train. The *Train Words window* opens. Are you ready? (If you need to clear you throat, do it first!). Click Go, and read the prompt in your *normal* speaking voice.

Step 3: You may have to wait a second for this acoustic information to be incorporated. Be patient! Then, you can say or click **Done** to close the Train Words window.
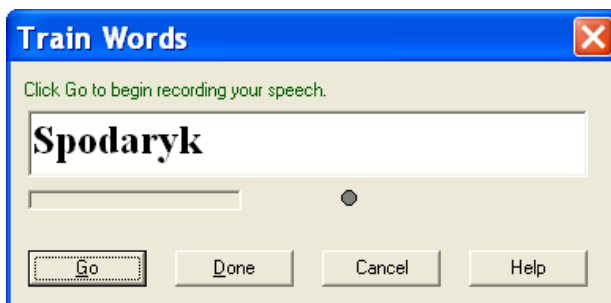
IMPORTANT: When training Dragon on your pronunciation of an individual item, be sure to use your natural dictation voice: relax, and speak clearly, but not louder or slower than you would when dictating that item in a sentence. If you over-enunciate in the Train Words window, you give the software acoustic data that isn't quite accurate. Remember, when you are training the software to recognize your speech, you must represent your speech accurately!

Training While Correcting

If Dragon misrecognizes what you said, correcting the mistake contributes to the overall accuracy and makes it unlikely that this mistake will happen again. As you know, adding a Spoken Form is often a quick solution.

To help the recognition of a word, you can provide acoustic training right as you correct it in the Spell dialog box.

Step 1: Begin as you normally would, by saying **correct** immediately followed by the incorrect word(s) Dragon placed on your screen. The Spell dialog box will appear as usual.

Step 2: Because you wish to train the pronunciation of this word, proceed slightly differently than usual:

If the correct choice appears in the list, say **select 2** (or whatever number corresponds to the choice) <u>rather than **choose 2** as you normally would</u>. This will highlight the correct choice but will not close the Spell dialog.

If the correct choice does not appear in the list, type the desired word(s) or spell out by voice, <u>but do not click OK or press Enter as you normally would</u>.

Step 3: The Spell dialog contains a Train button. Click it or say **Train.**
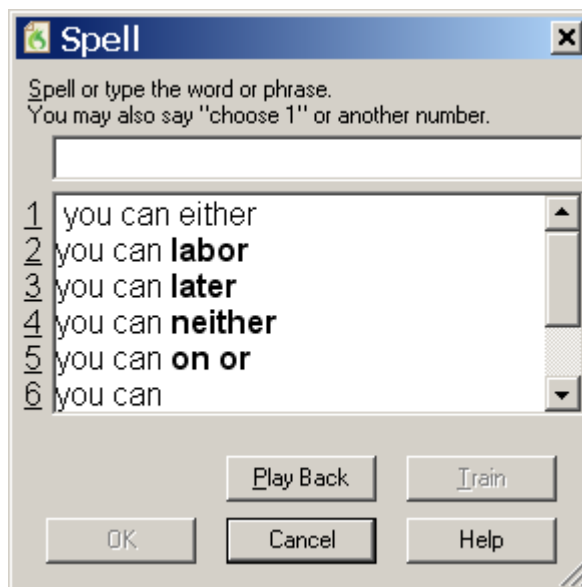
Step 4: The Train Words window opens. Say or click <u>G</u>o. You will be prompted first to pronounce the correct word(s) and then to pronounce the incorrect word(s) Dragon placed on your screen.

After reading the second line, click or say **Done** to close the window.
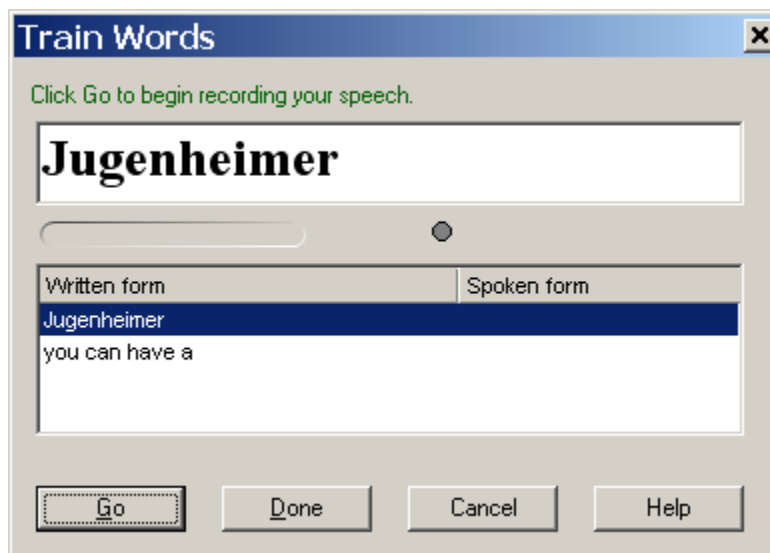
IMPORTANT: When providing acoustic training for a specific word or phrase (and especially when this occurs after a misrecognition), there is a temptation to over-enunciate. Be sure to avoid this. Since you won't over-enunciate in your normal dictations, doing so in the Train Words window would provide Dragon with non-representative acoustic data. Instead, speak the word or phrase as you normally dictate.

Checking Acoustic Settings

Use Dragon's audio check if something in your environment has changed: your hardware, the ambient noise… Also, if your overall accuracy is lower than expected, perform this check to verify that your audio hardware is functioning correctly.

Step 1: From the Accuracy Center, click or say **Check your Acoustic Settings**. The *Audio Setup Wizard* opens. (You can also access the Audio Setup Wizard directly by saying **check audio settings**.)

Note that opening the Audio Setup Wizard automatically turns off the microphone.

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

If it failed, verify that your microphone is plugged in correctly and that its listening side is facing your mouth. If these are correct, there is probably a problem with your audio hardware; see the online Help.

If it passed, click <u>F</u>inish. If accuracy is still lower than expected, use the Accuracy Assistant.

Performing Additional Training

Everyone should consider providing some reading for acoustic training after the first few days of practicing dictation: by then, speaking clearly into the microphone will be familiar, and acoustic training should reflect how one actually dictates.

If your speech presents a challenge for Dragon, due to an Italian or French accent for instance, you should perform additional training as soon as possible.

Step 1: Say **start Accuracy Center**. Click or say **Perform Additional Training**.

Step 2: When the Select Text window opens, choose a text, then click OK. The General Training window will open. Click <u>G</u>o to begin reading.

IMPORTANT: Remember, try to speak clearly but naturally and read *exactly* what is on the screen. If the software needs to hear you read something again, a yellow arrow will show you where to resume reading. If necessary, click <u>P</u>ause, then click <u>G</u>o when you are ready to resume.

Key points about acoustic training

- ✓ In general, the best thing you can do to make Dragon recognize your speech even better is to use the software regularly, personalizing the Vocabulary and correcting misrecognitions.

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

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

- ✓ When providing acoustic training, remember to speak as in your regular dictation. This is particularly important when you train a corrected segment and the original misrecognition (avoid over-enunciating the difference between the two alternatives.)

- ✓ At any time, if you feel that the accuracy is not as high as usual, you can access Dragon's **Audio Check** to verify that there is not a problem with your audio hardware—through the Accuracy Center, or by saying a command like **Check Audio**.

- ✓ If your audio quality check passes but accuracy is not as high as expected, take a moment to perform some reading for acoustic training—you can do this via the Accuracy Center.

Creating and Using Multiple Vocabularies

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

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

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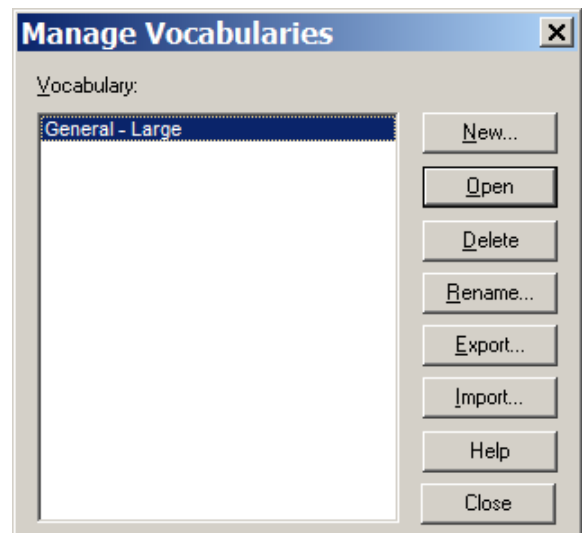
Creating a New Vocabulary

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

Step 1: Say **manage vocabularies** or, on the DragonBar, click <u>N</u>aturallySpeaking > Manage Vocabularies, then <u>N</u>ew…

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

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

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

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

Managing Multiple Vocabularies

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

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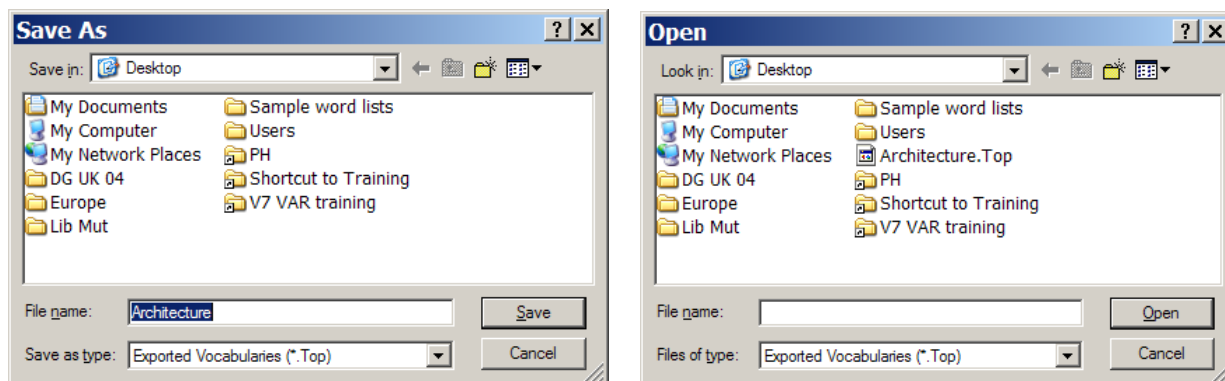
NOTE: If you have multiple Vocabularies for the same User profile, this will be reflected in the **Open User** window, which will appear when you start Dragon.

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

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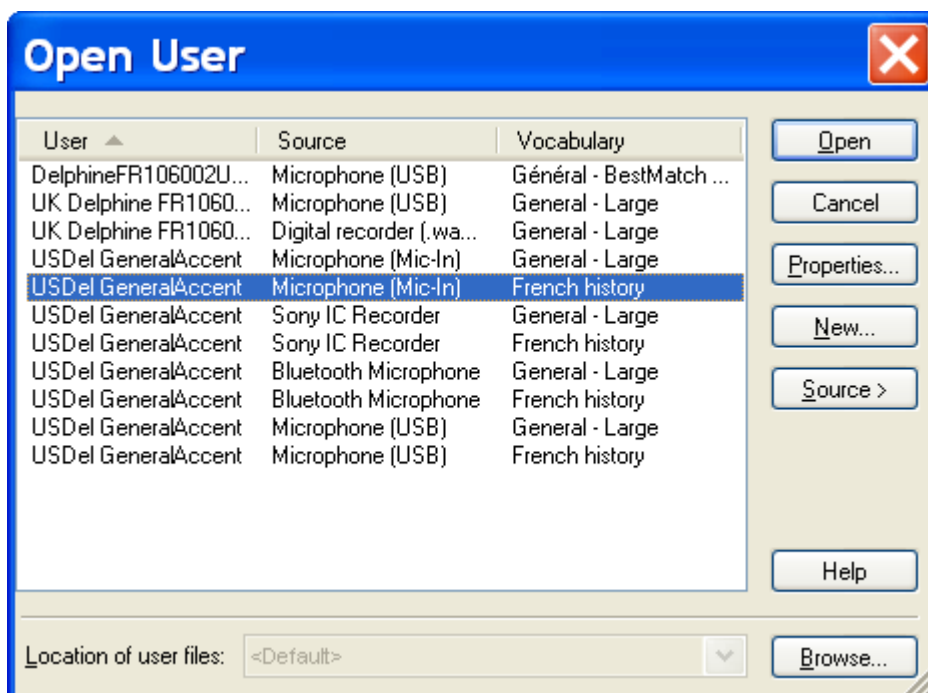
Key points about multiple vocabularies:

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

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

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

✓   With the Medical or Legal edition, one can create or import medical or legal vocabularies.

Acoustic and Language Model Optimization

Proper correction and vocabulary customization both help Dragon recognize your speech more accurately. Acoustic and Language Modeling Optimization is a functionality you can use to further "tune" the accuracy for your specific usage:

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

- It uses text extracted from your previous dictations to add frequent word sequences to the language model (the statistical information that predicts which words are most likely to occur in your speech).

This optimization can take a while, depending on your computer's resources and on the amount of data accumulated. (Before running it, Dragon automatically backs up your User profile.)

It becomes available once you have performed enough dictation, correction and training. You might run it after a few weeks of using Dragon and then about once a month.

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

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

Launching the Acoustic and/or Language Model Optimization

Step 1: In the Accuracy Center, use the link "Run the Acoustic and Language Model Optimizer."
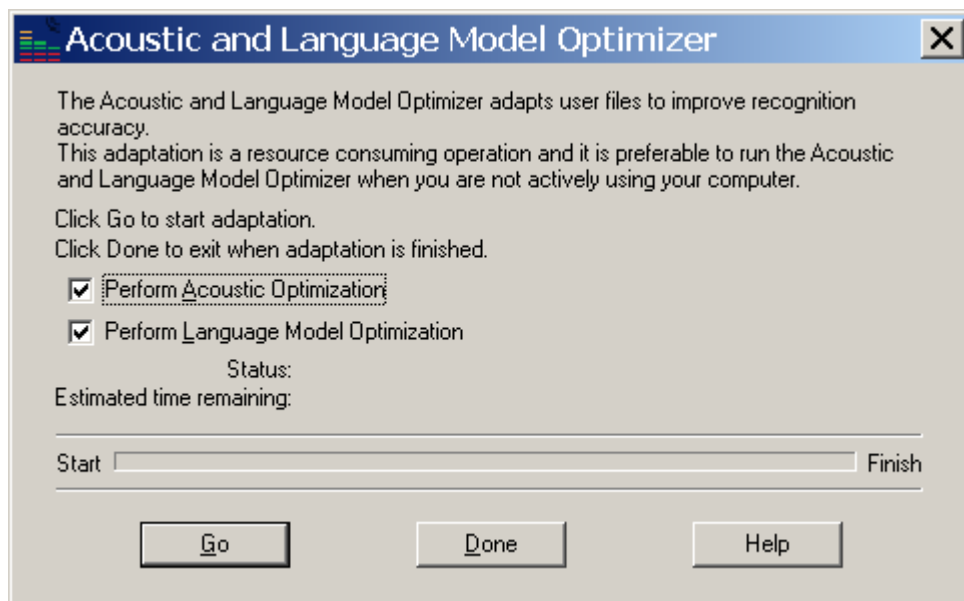

Step 2: Check the Acoustic or Language Model checkbox as desired, then click <u>G</u>o. (As the dialog box mentions, you should run this tool when your PC is not being used actively.)

Scheduling the Acoustic and Language Model Optimization

For convenience, Dragon lets you schedule a specific time and frequency for these optimizations.

The PDF User Guide contains details about access to this scheduling by both end-users and Administrators; the latest version is downloadable along with other Dragon guides and reference documents at support.nuance.com/usersguides/default.asp?UsersGuidesProduct=naturallyspeaking .

Dragon will let you know once it has collected enough data for its automatic optimization.
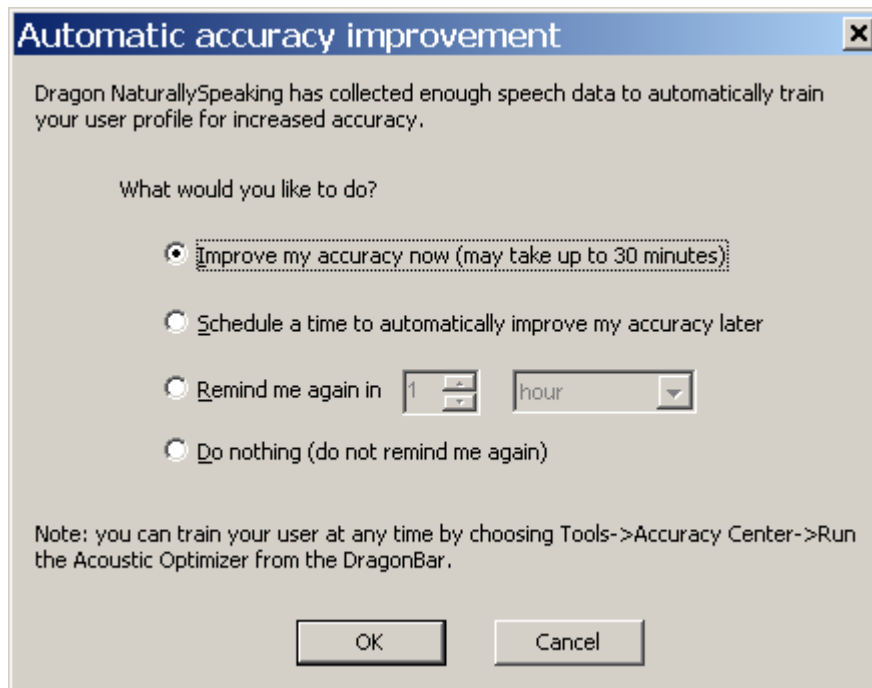
TIP: In addition to "Accuracy Tuning", another task that can be scheduled is the sending of anonymous recognition data over the Internet. This Data Collection will help Nuance's Research & Development team improve future releases of Dragon both for you and for all other users.

Note: When you schedule either Accuracy Tuning or Data Collection, you may be prompted for your Windows username and password. Dragon uses the Windows Task Scheduler to set the times when Accuracy Tuning and Data Collection run and it's the Windows Task Scheduler that may ask for your password. Dragon does not use or store your password in any way.
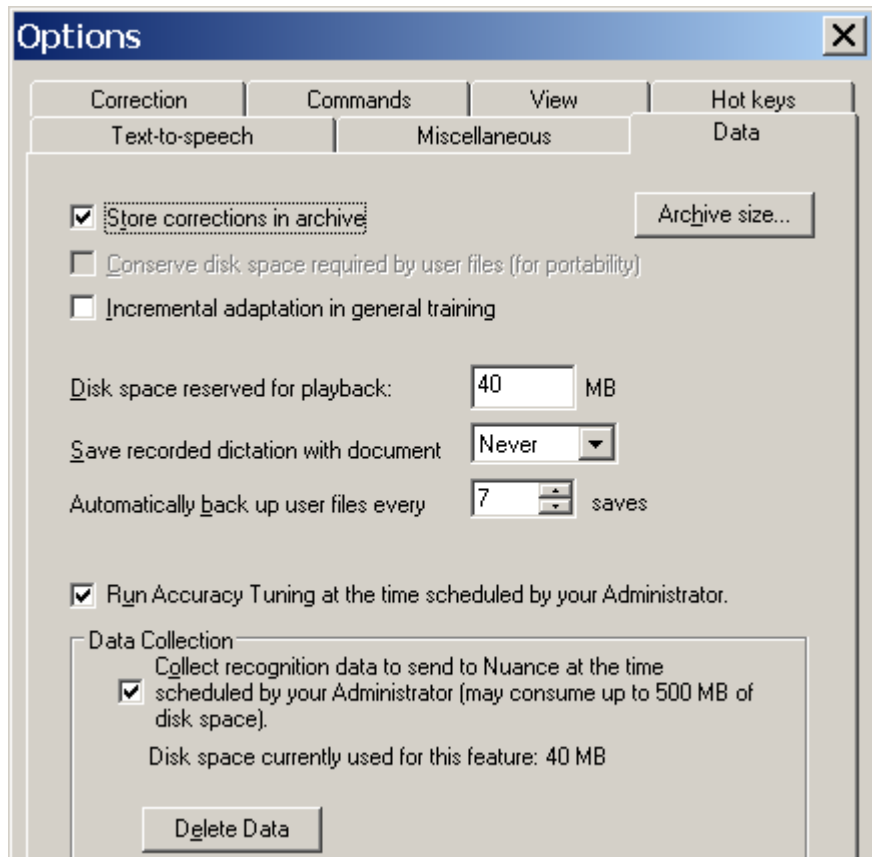
Key points about Acoustic and Language Model Optimization:

✓ The Acoustic and Language Model Optimizer can automatically "tune" Dragon by making it review all the acoustic data and/or text data it has gathered from your usage. You may wish to run it after a few weeks of using Dragon regularly, and subsequently about once a month.

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

Copying User Profiles

As you learned, each person who uses Dragon NaturallySpeaking creates a User profile, which the software holds in a set of *user files* containing, among other things, acoustic and lexical data. When you add a personalization to the Vocabulary, correct a misrecognition, read a training text, or change a setting in the Options dialog, Dragon can save these refinements in the open User profile. Although Dragon automatically creates User profile back-ups (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 and custom commands for instance, or noting what optional settings or what Word Properties you have changed...

You can also copy your whole User profile—for safe-keeping, or to make it available on another computer. Copying User profiles is a simple two-part process. You must first Export from the original computer then Import from the recipient computer. This is accomplished through the *Manage Users dialog box*.

Step 1: Say **manage users** or click NaturallySpeaking, Manage Users. The Manage Users window opens. Select the User you wish to copy, then choose Advanced > Export.

Step 2: A Browse window opens. Choose the location to which you want your User exported, then click **OK**.

If both computers are on a network with a shared drive, this network drive is probably the easiest location.

Otherwise, you can export your profile to a media storage device, such as a portable USB drive. (User profiles are too large to fit on a floppy disk.)

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

Step 1: From the second PC, open the **Manage Users** dialog box. Choose Advanced> Import.

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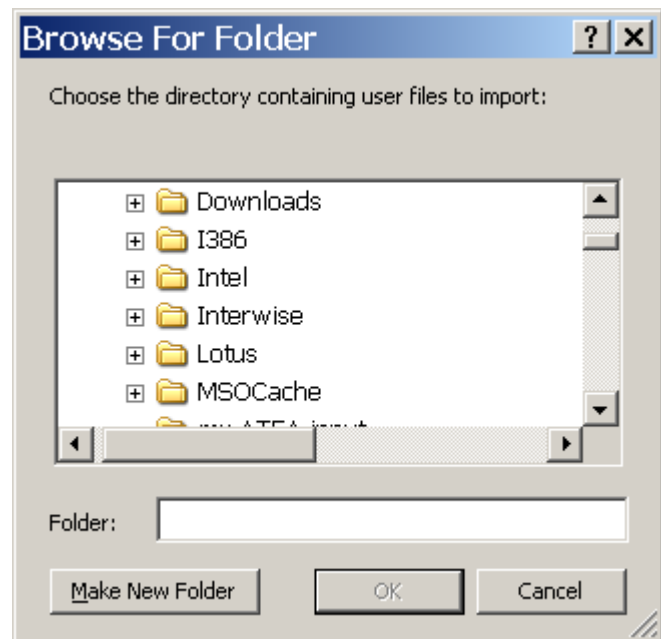
Key points about exporting and copying User profiles:

✓ You must Export the User profile from the original computer, then Import it to the recipient computer.

✓ Exporting and importing Users is done through the Manage Users dialog box—available through the NaturallySpeaking menu or by saying **manage users**.

The documentation contains more information about managing User profiles: deleting, renaming, backing up, restoring... See for instance topics on Dragon's **Roaming User** feature (available in Professional and higher editions), which is particularly useful for people who frequently dictate from different PCs connected to the same network.

Practice Exercise: Creating a Memo by Voice

Bring up DragonPad or your usual word processor. Using your new dictation and formatting skills, try to create the following document entirely by voice—feel free to replace the signature block with your own.

Take this opportunity to practice looking up keywords in the online Help or the PDF file of your User's Guide to find out more ways to accomplish a particular task by voice.

<div style="border:1px solid black; padding:1em;">

<div align="right">August 5, 2008</div>

AnyCorporation
Gene Hansen-Wolffe
P.O. Box 3299
Minneapolis, MN 67811-3299

Dear Gene,

I have reviewed the *Western* Region Report for this quarter. As of July 29, 2008, the total is:

<div align="center">**$875,500.**</div>

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

</div>