CONNECT YOUR MICROPHONE – important notes:
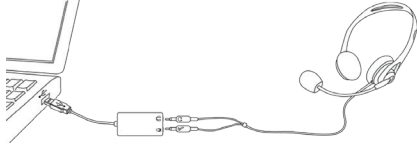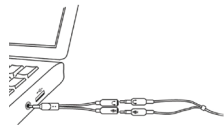
• When you plug your microphone into your PC, an **"audio event"** window may open. If this happens, verify what is highlighted in that window before closing it.
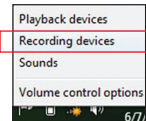
• If you want to bypass your PC's sound system (or if your PC has only one audio socket), consider using a **USB adapter** or **USB microphone**.

• If your PC has only one audio socket, you can use a Y-shaped adapter.

• If you use a Bluetooth microphone, plug its **dongle** into a USB port on your PC.

• Using a **built-in (array)** microphone with Dragon is not recommended.

• You may want to verify the "recording" Sound settings in the **Control Panel** (right-click the speaker icon in the System Tray).

> **IMPORTANT:** If your microphone requires plugging into a USB port, aim to always use the same port and **plug in before you open Dragon**.

INSTALL DRAGON

NOTE: If you have an existing version, we suggest backing up your profile first.

1) **Exit any open program**. If you're running an **anti-virus** program, turn it off until after the installation completes.

2) Put the Dragon DVD into your PC (or open the downloaded file) and follow the prompts.

3) Enter the **serial number** found on the DVD sleeve (or, if you purchased a download, in the email you received). Click Next, accepting all the recommended options.

Once installation is finished, make sure your microphone is connected, then start Dragon (double-click its **desktop icon**).
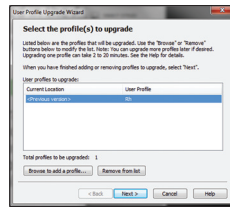
CREATE OR UPGRADE A USER PROFILE
IF YOU ARE NEW TO DRAGON... A series of screens will guide you to create the best possible profile for you. Don't rush through it. It will determine your initial accuracy!

Once your profile is created, Dragon offers ways to refine it, including designating **specific text to analyze**.
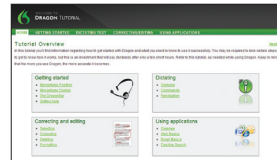
IF YOU USED DRAGON 10 or 11... Dragon 12 will detect profiles on your PC and start its Upgrade Wizard. (If you do not want to upgrade any profile now, close the wizard. You can launch it later from the Start menu.)

> **IMPORTANT:** Once the upgrade completes, we strongly recommend you **launch Accuracy Tuning** (see the **Audio** menu) and read the **What's New**.

BEFORE YOU START DICTATING...
Go through the **Interactive Tutorial** (its simulations include practice for efficient editing including the **"go back"** command and **smart formatting**).

Then click the DragonBar's Help menu and see its content, especially the regular Tutorial.

PERSONALIZE YOUR PROFILE'S VOCABULARY
In order to dictate efficiently, you should let Dragon learn what you use: nicknames, jargon, capitalized phrases, email addresses…

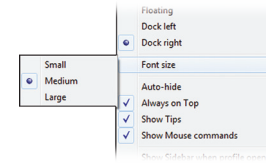Personalizing your Profile will prevent many errors.

There are several means to do it including having Dragon analyze text similar to what you plan to dictate. See "Improve my accuracy" in the Help menu.
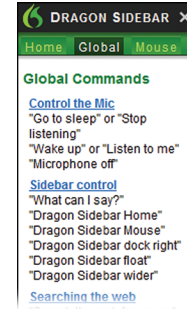
THE DRAGON SIDEBAR
The Sidebar displays tips and sample commands (global and application-specific).

The top pane contains clickable links to related Help topics and tools.

You can open the Sidebar by saying "Open Dragon Sidebar" or "What Can I Say?"

NOTE: Right-clicking the Sidebar displays a menu from which you can hide the Mouse tab, print, and more.

AN IMPORTANT HABIT: CONTROL WHETHER DRAGON LISTENS
One can control Dragon's microphone by:

• Pressing the + on your numeric keypad (this **hotkey** can be changed in Dragon's **Options** dialog).

• Clicking the microphone icon on the DragonBar or System Tray.

• Using commands such as "wake up" and "microphone off."

On: Dragon is listening.   Off: Dragon cannot hear anything.

YOUR FIRST DICTATION
Start a word processor and make sure your cursor is in the document, then turn on the microphone and dictate sentences in a clear and natural voice. Say punctuation and commands like **new paragraph**.

As you dictate, a small Dragon icon indicates that the software is processing. No need to wait for Dragon to "catch up." Dictate at a natural pace. Aim to speak long phrases, since this gives Dragon some context and leads to much better results than slow, halting speech.
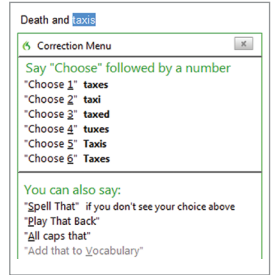
NOTE: Dragon automatically handles a lot of formatting, including spacing, dates and percentages. If you want to capitalize a particular word, say "cap" or "all caps" before it.

CORRECTING ERRORS
Although personalizing the vocabulary will prevent many errors, some errors are inevitable. By correcting Dragon's errors, you can help it learn from them. Experiment with "when" and "how" to correct. Dragon lets you do it entirely by voice, but also allows **typing over**, pressing a **hotkey**, and more. (See the Options dialog.)

When Dragon misrecognizes something you dictated, you can say "Correct that" or "**Correct <xyz>**" -- <xyz> being the wrong word(s) on the screen.

This will display the **Correction Menu**, which shows a list of alternatives. If what you wanted is on the list, choose it (say for instance "choose 1").

If not, you can say "Spell that" to open the Spelling window, where you can **spell or type** what Dragon should have recognized or **modify** an alternative that is almost correct.

SHUTTING DOWN DRAGON
It's useful to **exit Dragon** at least once a day: from the **Profile menu**, choose Exit Dragon.

If a message asks whether you want to save changes to your profile, say yes to preserve the refinements made during your session (such as analyzing text or adding a Spoken Form). Note: Dragon may offer to also perform a **quick optimization** of your profile.
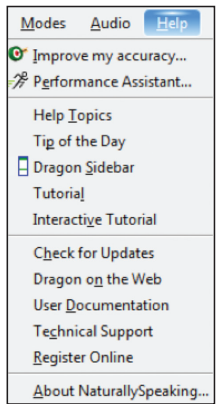
LEARNING MORE
At first, focus on getting used to dictating fluently and **refining the vocabulary**. Over time, you can learn to do more and more by voice.

At any time, you can search the Help with a direct command such as "**Search Dragon Help for** hotkey options." You can also use Dragon's Help menu.
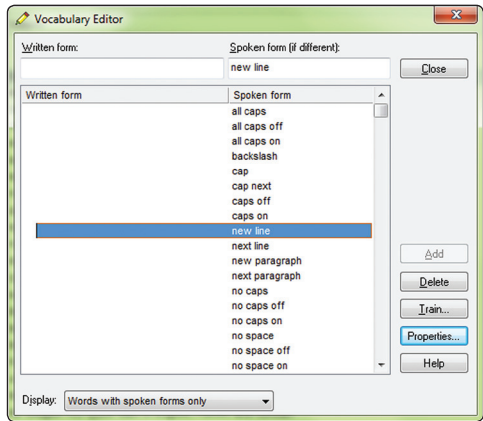
Many resources are on the Web including the latest guides, tips, videos, compatible hardware, partners who provide customization services and Support.

See www.nuance.com/dragon, australia.nuance.com/dragon, newzealand.nuance.com/dragon, www.nuance.co.uk/dragon and www.facebook.com/dragonnaturallyspeaking

SAMPLE CHARACTERS (see the Help for more)

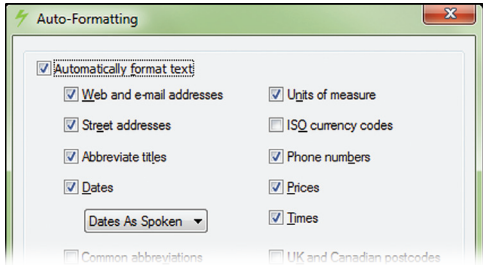NOTE: *You can adjust spoken forms and properties in the* **Vocabulary Editor**.

To Enter...	You Can Say...
.	dot | point | period | full stop
!	exclamation point | mark
's	apostrophe ess
(	open paren
"	close quote
@	at sign
+	plus sign
–	underscore
-	hyphen
;	semi colon
(s)	optional ess
;-)	winky face
&	ampersand
§	section sign
#	hashmark | number sign

NUMBERS, DATES, TIMES, UNITS, PRICES…

NOTE: *You can change the way Dragon formats numbers, abbreviations, and more. (The Vocabulary Editor lets you set* **Word Properties** *such as "Fig." for "figure" in front of numbers and "colour" for "color.")*

To Enter...	You Can Say...
4.2	four point two
$4.50	four dollars and fifty cents
4	numeral four (*or say* spell four)
MMIV	Roman numeral two thousand four
0.03	zero point zero three
4 x 4	four by four
4 mm	four millimeters
4°	four degrees
179	one hundred seventy nine *or* one seventy nine *or* one hundred and seventy-nine
5423	five thousand four hundred twenty three
11/32	eleven over thirty two
781-565-5000	seven eight one five six five five thousand
8:30 PM	eight thirty P M
200 kg	two hundred kilograms
5'3"	five feet three inches
May 15, 2003	May fifteenth two thousand three ("comma" is optional)
Boston, MA 02460	Boston Massachusetts oh two four six oh
1 Wayside Dr.	One Wayside Drive

SAMPLE COMMANDS (see Sidebar, Help and Command Browser)

PRINCIPLES:
- To click a button or other interface item, say its **name preceded by "click"** (see the Commands tab of the Options dialog).
- **Pause** before and after commands but not within them.

Control the Microphone
Go to sleep | Stop listening
Wake up
Microphone off

Search the Web
Open top site for…
Search Google for 7 divided by 12
Search Wikipedia for...
Search maps for...
Search news for...

Gmail and Hotmail
Open top site for Gmail | Hotmail
Show site commands
Click hide commands
Click Inbox | Drafts…
Compose new email
Go to Subject | Body | To

Select Text
Select all
Select <xyz>
Select next <n> words
Select <start> through <end>
Select previous paragraph
Select document
Unselect that

Correct Dragon's Errors
Correct <xyz>
Correct that

Get Help
Give me help
What can I say
Dragon Sidebar Help
Search Dragon Help for…

Search the Computer
(requires a desktop search engine)
Search the computer for...
Search documents for...
Search email for...

Surf in Internet Explorer and Firefox
Go to address, Press alt d
Go there, Press Enter
Refresh page, Press F5
Open new tab, Press control t
Find on this page, Press control f
Open top site for Nuance Communications

Edit Text
Resume with <xyz>
Delete line
Delete last <n> words
Scratch that <n> times
Backspace <n>
Undo that
Cut that
Paste that
Show Dictation Box

Spell Out
Spell that
Spell <cap b a hyphen 5>
Spell <space Charlie alpha papa>
Switch to Spell mode

Move the Insertion Point
Insert before <xyz>
Go back
Go to top | bottom
Move down <n> lines
Go to end of line
Move left <n> characters
Page up | down

Move in a list
Move down <n>
Go to bottom | top
Press Enter
Press right arrow

Work with Windows
Switch to <window name>
Show Desktop
List all windows

Start and Close Items (see the options for Start menu and Desktop)
Click Start
Start <item name>
Start Mail
Open Control Panel

Move the Mouse
Move mouse up
Move mouse right
Move mouse down slower
Stop

Click the Mouse
Mouse click
Mouse double click
Mouse right click

Add Lines and Spaces
New line
New paragraph
Press Enter
Press Tab key
Tab <n> times

Format
Bullet selection, Unbullet that
Bold the previous line
Underline <xyz>, Capitalize <xyz>
Make this uppercase, Uncap that
All caps on | off

Minimize window
Restore windows
List windows for <program>

Start DragonPad
Start Microsoft Word
Start Internet Explorer
Close window, Press alt F4

Position the Mouse
MouseGrid
MouseGrid window
MouseGrid <1 to 9><1 to 9>
Cancel

Drag the Mouse
Drag mouse down faster
Mouse drag lower right very fast
Mouse drag up very fast