

# Installation and Training

## Installing Dragon NaturallySpeaking®

1. If you're running a virus checker, turn it off.
2. Put the *Dragon NaturallySpeaking®* CD into your CD-ROM drive. Setup begins automatically. If it doesn't, double-click Setup.exe on your CD.
3. Follow the on-screen prompts.
4. Choose your Setup Type. "Typical/Complete" installs all options and speech files and requires the most disk space. "Custom" lets you select what you install. Click Next to continue.
5. You can enable the QuickStart option. QuickStart launches *Dragon NaturallySpeaking®* at system startup and adds an icon to the Windows® taskbar.
6. Select "Check the Internet for program updates after setup completes." to automatically update *NaturallySpeaking* over the Internet.
7. Click Finish to complete the installation. You may be prompted to reboot your computer.

## Activating Dragon NaturallySpeaking®


The first time you start *Dragon NaturallySpeaking®*, you will be prompted to activate your copy of *NaturallySpeaking*. If you do not activate the software, *Dragon NaturallySpeaking®* will stop working after starting the product five times.

You must be connected to the Internet to activate the product.

When prompted, click "Activate Now" and then "Activate Automatically."

## Starting Dragon NaturallySpeaking®

Start *Dragon NaturallySpeaking®* by:

- Double-clicking the *Dragon NaturallySpeaking®* desktop icon. 
- Selecting Programs>*Dragon NaturallySpeaking®* from the Start menu.
- Right-clicking the QuickStart taskbar icon and selecting Start *Dragon NaturallySpeaking®*, if the QuickStart option is enabled.

## Teaching the program how you speak

To use *Dragon NaturallySpeaking®*, you will need to plug in the microphone included with your software

The first time you start *Dragon NaturallySpeaking®*, the program automatically starts the New User Wizard.

### Step 1: Create a user

Name the user with your name or any other unique name and select your dictation source from the drop-down menu. Click Next.

### Step 2: Check your audio settings

You are prompted to check your microphone volume and sound quality. When the program beeps to indicate that it's done, click Next.

### Step 3: Training

You must now train *Dragon NaturallySpeaking®* to recognize your voice by reading aloud for several minutes.

When you are ready, click the Go button. A yellow arrow shows you where to start reading. When the words turn a different color, it means that the program has heard and recognized them. Click Next to continue and follow the on-screen instructions.

## Step 4: Adapting to your writing style

*Dragon NaturallySpeaking®* can analyze your writing style to increase your overall recognition accuracy.

Adapting to your writing style can add 5 to 30 minutes to user training. Click Start to continue.

Note: Although we recommend that you run this part of the New User Wizard, if you plan to skip this part, select "Skip this step" rather than Cancel.

## Step 5: You are ready to dictate

When you are finished training, you will get a message saying that you have completed the New User Wizard. At this point, you can start the Tutorial or begin dictating. Once you've made your choice, click Finish.

The DragonBar™ will appear on the top of your screen. You can now dictate into almost any Windows-based program on your computer.

## Turning on the microphone

Before you can dictate, you need to turn on the microphone. You turn on the microphone by:

- Clicking the microphone icon on the DragonBar.



You can click this icon again to turn it off

- Pressing the plus (+) key on the numeric keypad to turn the microphone on, and then press it again to turn the microphone off.
- Clicking the microphone icon in the Windows task bar.

## Starting to dictate

To begin dictating, start a word processor (such as Microsoft® Word) and begin a new document. Make sure your text insertion point is at the start of the new document and simply start talking.

As you talk, text displays in the Results box while *Dragon NaturallySpeaking®* figures out what you said. The Results box is a small yellow window that appears on-screen as you dictate. For example:

talking to a computer

## Getting help

To access the online Help for *Dragon NaturallySpeaking®*, click the Help menu on the DragonBar and choose Help Topics. Alternately, you can say "Give Me Help."

## Upgrading from a previous version

You can upgrade your English users from any edition of *Dragon NaturallySpeaking* Version 7 or 8 to Version 9.

For more information on upgrades, please see the User's Guide that came with your software. If your edition of *Dragon NaturallySpeaking* does not have a printed User's Guide, you can find it on your installation CD in the following location:

\\documentation\enx\user\_guide.pdf

### That's Not What I Said!

Sometimes, the program will type something that sounds like what you said but isn't quite right. It won't help to: YELL, t a l k s l o w l y, or, say, only, one, word, at, a, time. Dragon NaturallySpeaking® software does better when you say full sentences and speak in your "natural" voice.

### Correcting Recognition Errors

You should correct recognition errors when they occur.

You can correct mistakes in your text by using the "Select <word or words>" command.

For example, if you say:

*"Let's meet to discuss the Conzelmann contract."*

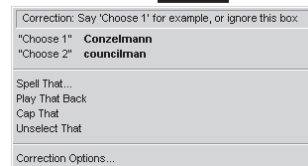
And the program types:

Let's meet to discuss the Councilman contract.

You can say: "Select Councilman"

You will see the correction menu:

Let's meet to discuss the **Councilman** contract.



You can say "Choose 1" or use the mouse to select the correct choice.

Dragon NaturallySpeaking® software will then correct the text in your document and will learn from your correction.

### Correction Tips

- You can also get the Correction menu to appear by selecting text with the mouse or keyboard and pressing the correction hot key (by default, the minus [-] key on your numeric keypad).
- If what you really said does not appear in the list, you can say "Spell That" or just type in the correct text.
- If the text you are trying to select appears in your document more than once and the computer selects the wrong one, you can say "Select Again" and it will select a different occurrence.
- If you find yourself frequently correcting small common words, it is often more effective to select more than one word. For example, say "Select going to" instead of "Select to" even if "going" is the correct text.
- For more information on how to improve recognition accuracy, from the Tools menu, click Accuracy Center.

### Dictation Tips

- Pronounce each word clearly and distinctly and say all punctuation, but speak with your natural inflection, not in a monotone voice.
- Say commands without pausing between the command words (for example, say "New Paragraph") BUT—do pause before and after a command (for example, say "Select last 3 words" [pause] "Bold That"). This lets the program separate commands from words to be typed.
- Be sure that your microphone is in the correct position and check it.

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

SAY...	TO...
<b>Cutting / Pasting / Deleting Text</b>	
Copy That	Copy selected text
Cut That	Cut selected text
Paste That	Paste cut or copied text
Scratch That	Delete the last thing you said
<b>Inserting Basic Punctuation</b>	
Period or Full stop	.
Comma	,
Question Mark	?
Exclamation point	!
Colon	:
Semicolon	;
Hyphen	-
Dash	--
Open quote	"
Close quote	"
Open parenthesis	(
Close parenthesis	)
For more information, see the User's Guide or the online help	
<b>Sample Commands</b>	
What can I say?	Brings up a partial list of available commands that work in the active application
For a complete list of commands, start the Command Browser.	

[www.Nuance.com/NaturallySpeaking](http://www.Nuance.com/NaturallySpeaking)

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