

A stylized red dragon with a long, flowing tail, positioned on the left side of the page. The dragon's body curves upwards and then downwards, with its head facing left. The tail is long and tapers to a point, with several small, clawed feet along its length.

*Dragon*TM
Naturally Speaking[®] **8**

USER'S GUIDE

ScanSoft[®]
Productivity
Without Boundaries[™]

October 2004. Version 8 Professional, Medical, and Legal, Preferred, and Standard editions.

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Introduction

Dragon NaturallySpeaking lets you talk to your computer instead of typing. As you talk, your words are transcribed onto your screen and into your documents or e-mail messages.

Talking to a computer while it types what you say is called *dictating*. You can dictate into Microsoft® Word, Corel® WordPerfect®, e-mail programs, personal information organizers, and virtually any other program in which you normally type.

You can use Dragon NaturallySpeaking to:

- Compose letters, memos, and send e-mail messages. You can cut and paste inside your documents as well as revise and format text. Just think about what you want to say, and then say it into the microphone.
- Enter data into forms or spreadsheets. Most people can dictate numbers faster than they can type. Using Dragon NaturallySpeaking Professional or higher editions, you can create custom voice commands to let you move from field to field on your form by voice.
- Work on the Web. You can search the Web, access information, and navigate Web pages by speaking URLs and links.
- Start programs and open menus.
- Use handheld recorders to dictate while you are away from your computer. Dragon NaturallySpeaking can then transcribe what you said. (Available in Preferred and higher editions.)

About this guide

This guide covers all editions of Dragon NaturallySpeaking.

Most of the information presented in this guide is applicable to all the editions. Differences between the editions is noted in the text.

Conventions used in this guide

- 1** This guide contains many examples of words and phrases you can say when using Dragon NaturallySpeaking. These examples appear in italics with quotation marks, for example: “*Format That Bold.*”
- 2** Some procedures also include sample text for you to dictate. Sample text appears in a different typeface, with punctuation in square brackets.
- 3** This guide applies to the five English dialects that ship with Dragon NaturallySpeaking:
 - US English
 - UK English
 - Australian English
 - Indian English
 - Southeast Asian English

US English uses US spelling, punctuation, and time and currency formats. We recommend US English for Canadian users since this dialect formats numbers (including times, telephone numbers, and currency) in North American formats.

All other dialects use UK spelling, punctuation, and time and currency formats (some number settings depend on your Windows Regional Settings). Where multiple dialects are used in dictation examples, those dialects appear in a different font style. For example:

You can also correct a longer phrase by saying “*Correct [text] Through [text]*” (**US/Canada**) or “*Correct [text] To [text]*” (**Other Dialects**).

- 4** This guide uses US spelling and punctuation for consistency.
- 5** This guide also includes tips and notes to help you use the software more effectively. Tips and notes appear like this:

TIP *If you pause correctly, but Dragon NaturallySpeaking still types a command as dictation, you can force it to recognize what you say as a command by holding down the CTRL key.*

NOTE With Numbers Mode on, Dragon NaturallySpeaking tries to interpret everything you say as a number. If you dictate words, the results will be unpredictable. However, you can still navigate menus and switch between programs by voice when Numbers Mode is on.

What's new in Version 8?

Dragon NaturallySpeaking Version 8 includes the following new features:

- Accuracy: Version 8 speech engine is more accurate than Version 7. Expanded language models and improved acoustic training techniques deliver a large accuracy increase over Version 7.
- Roaming Users: Dragon NaturallySpeaking Version 8 makes your user files available anywhere on the network through the Roaming User feature, and automatically synchronizes updates and adaptations centrally (Professional only).
- Upgrade user files from previous versions of Dragon NaturallySpeaking during installation or after installation from the Open User dialog box.
- Support for Palm OS®: Dictate into any device that supports the Palm OS® and have your recording transcribed by Dragon NaturallySpeaking 8 when you synchronize with your PC. This functionality is installed separately from Dragon NaturallySpeaking. See the online help for more information. (Preferred and Professional only).
- Support for Additional Input Devices: Dragon NaturallySpeaking Version 8 now supports additional digital handheld recorders, array microphones and cordless microphones.
- Multiple Dictation Sources: With Multiple Dictation Sources you can use a single vocabulary for your microphone and handheld recorder profiles. (Professional only)
- With new text formatting options you can specify how Dragon NaturallySpeaking formats dates, measurements and acronyms to meet your requirements.
- The Word Properties dialog box gives you the power to establish the specific configuration of any word in specific contexts.
- Use text and graphics commands with dynamic variables to instantly define the variables in any boilerplate text.
- The simplified Add Words from Documents wizard makes customizing your vocabulary from documents or word lists faster and easier.
- An improved Vocabulary Editor makes it easier to fine-tune custom dictionaries.
- An improved Acoustic Optimizer Scheduler makes it easier to schedule running the Acoustic Optimizer

What should I expect from Dragon NaturallySpeaking?

One reason to use Dragon NaturallySpeaking is to do your writing more quickly; creating letters, reports, and other documents by voice. Another is to reduce the stress associated with keyboarding. Or maybe you just like the idea of being able to lean back in your chair, put your feet up on the desk, and still get work done.

Dragon NaturallySpeaking is good for all these reasons, but making it work well requires some effort from you. Dragon NaturallySpeaking learns about your voice and pronunciation as you use it. When you use words the program doesn't know, it will misrecognize them. By correcting your mistakes, you help Dragon NaturallySpeaking improve its ability to recognize your way of speaking.

Do I still need my keyboard and mouse?

Although you can use Dragon NaturallySpeaking to do almost everything on your computer by voice, some things are still easier to do by mouse or keyboard.

If using a mouse and keyboard is an option for you, try experimenting with using your voice and using your hands for different tasks, to see what works best. If using a mouse and keyboard is not an option, see “Working on your Desktop” on page 27.



CHAPTER 2

Installation and Training

This chapter describes how to install, set up, and train Dragon Naturally Speaking.

System requirements

To run Dragon NaturallySpeaking, your system must meet the following requirements:

- Intel® Pentium® III 500MHz or greater (or equivalent AMD™ processor)
NOTE *Dragon NaturallySpeaking will not install on machine with a processor of less than 500MHz.*
- 512MB RAM (256 MB free minimum).
- 500MB of free hard disk space for a Custom Installation where you install only the program files and 1 set of speech files. Installations can range from 800 MB (Standard Edition) to 2.5 GB (US English Medical).
- Windows 2000 Service Pack 4 or higher, Windows XP Pro, Windows XP Home. Windows ME is supported only for Standard and Preferred editions.
- 16-bit Creative® Labs Sound Blaster®, or compatible sound card capable of and set to 16bit, 11KHz for Audio Recording.
- Microsoft® Internet Explorer® 5 or higher (free download available at www.microsoft.com).
- CD-ROM drive (8x or faster) required for installation.
- ScanSoft-approved noise-cancelling headset microphone (included).
- Speakers - optional for playback of recorded speech and text-to-speech features. (Available only in Preferred and higher editions).
- An Internet connection for product activation and automatic updates.

Multiple users on one computer

Dragon NaturallySpeaking is licensed on a “per individual” basis. You are permitted to install the software on more than one computer (for example, on a desktop and a laptop computer, or on a work computer and a home computer), although you may not use the software concurrently on more than one computer, and you are permitted to create multiple voice profiles, so long as each voice profile is for you. If someone else desires to create or use another voice profile, however, that person must purchase a separate license for Dragon NaturallySpeaking. Volume license agreements are available.

Plugging in the microphone

To use Dragon NaturallySpeaking, you will need to plug in your microphone.

- 1** Insert the microphone plug into the MIC input jack of your sound card. Microphones and sound cards vary, but the microphone jack is usually red and has a picture of a microphone. If your sound card does not have a MIC jack, use the LINE IN jack.

If you are not sure how to plug in your microphone, consult the documentation that came with your computer.

Also, if you have a USB or array microphone (supported in Preferred and higher editions), follow the instructions that came with it instead of this description.

- 2** Insert the headphone plug into the LINE OUT jack on your sound card. If your sound card does not have a LINE OUT jack, use the SPEAKER or HEADPHONE jack.

NOTE *If you already have speakers for your computer, you can also use these to playback recorded speech instead of your headphones.*

Installing the software

Before installing, modifying or upgrading Dragon NaturallySpeaking:

- Close all open applications.
- Turn off or disable any antivirus software; installation can sometimes trigger a false virus report.

NOTE You must have Administrator rights to install or uninstall Dragon NaturallySpeaking on Windows 2000 and Windows XP.

For Windows 2000 and Windows XP Professional systems with limited user accounts (users with restricted privileges), if the administrator wants to create a Dragon NaturallySpeaking user for a limited user, the administrator must log on as the limited user. If an administrator creates a Dragon NaturallySpeaking user for a limited user account from an administrator account, the limited user account will not be able to access that user. Administrator rights are not required to create a user or use the software after installation. This also applies for an upgrade installation.

Upgrading from a previous version

Upgrading from Version 6 or 7:

You can upgrade from any edition of Dragon NaturallySpeaking Version 6 or 7 to Version 8. When upgrading from Version 6 or 7, you can choose to migrate your user files and vocabularies to Version 8. Once V8 is installed, Version 6 or 7 will no longer be functional.

Directory Changes

For information on changes to the directory structure when upgrading from Version 6 or 7, see “Version 8 File Structure” on page 191 .

To install Dragon NaturallySpeaking:

- 1 Insert the Dragon NaturallySpeaking CD into your CD-ROM drive. If the installation does not start automatically, use the Windows Explorer to find and double-click *setup.exe* on your CD-ROM drive.

Follow the on-screen instructions during installation.

- 2 Provide your customer information, including the serial number supplied with your Dragon NaturallySpeaking installation.
- 3 Choose your destination location. If there are no previous version of Dragon NaturallySpeaking on your system, the default directory is:

C:\Program Files\ScanSoft\NaturallySpeaking8

If you have Version 6 or 7 on your system, Version 8 will install to the previous version's directory.

For a list of directories created by installation, see Appendix A, “Version 8 File Structure” on page 191.

- 4 Choose your Setup Type (Preferred and higher editions)

"Typical/Complete" installs all options and speech files and requires the most

disk space. "Custom" lets you select which options and speech files to install and can greatly reduce the disk space required for installation.

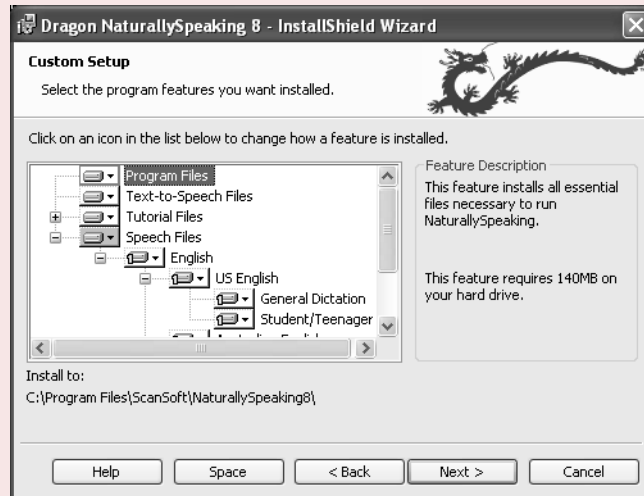
Click Next to continue.

NOTE If you decide not to install some Dragon NaturallySpeaking components by selecting Custom installation, you can install them later by running the Setup program again and choosing Modify.

Installing other languages and dialects

To install user files for the other languages or dialects supplied with your edition, choose "Custom Installation" from the setup screen and click Next.

Select the user file for the dialect you want and click Next to continue installation.



The user files for each language or dialect contain both spellings and pronunciations specific to that region. For example, users who wish to dictate US English spellings—including users with accents—should install the US (American) English user files.

- 5 You can enable the Dragon NaturallySpeaking QuickStart option. By enabling QuickStart, Dragon NaturallySpeaking launches at system startup time and adds the Dragon NaturallySpeaking QuickStart icon to the Windows task bar. For more information on the QuickStart option, see "Using QuickStart" on page 24.

- 6 (Upgrade only) If you are upgrading from Version 6 or 7, the Version 8 installation prompts you to upgrade your users. You may be prompted later to re-train some of your existing users. You can upgrade your V6 or V7 users at a later time by running the User Upgrade Wizard from the Open User dialog box once the product is installed. For more information, see “Upgrading Users” on page 138.
- 7 Continue following the on-screen instructions. The setup program will copy the files for Dragon NaturallySpeaking to your computer.
- 8 When prompted, make sure to register your copy of Dragon NaturallySpeaking. Once registered, ScanSoft can notify you of product updates and other offers.
- 9 Select "Check the Internet for program updates after setup completes." This lets you automatically update Dragon NaturallySpeaking over the Internet when updates are available. Click Finish to complete the installation. The program may ask you to reboot your computer.

Activating Dragon NaturallySpeaking

The first time you start Dragon NaturallySpeaking, you will be prompted to activate your copy of Dragon NaturallySpeaking.

If you do not activate the software, Dragon NaturallySpeaking will stop working after starting the product five times.

NOTE *You must be connected to the Internet to activate Dragon NaturallySpeaking. The activation process sends only your product serial number and a number that uniquely identifies the machine where Dragon NaturallySpeaking is being installed. No personal information is transmitted to ScanSoft.*

To activate the Dragon NaturallySpeaking:

- 1 Start Dragon NaturallySpeaking. This displays the Activation dialog box.



If you choose “Activate Later”, you will be prompted to activate each time you start Dragon NaturallySpeaking. If you start the program five times without activating, Dragon NaturallySpeaking will be disabled.

- 2 Click “Activate Now”. This displays the Activation Screen:



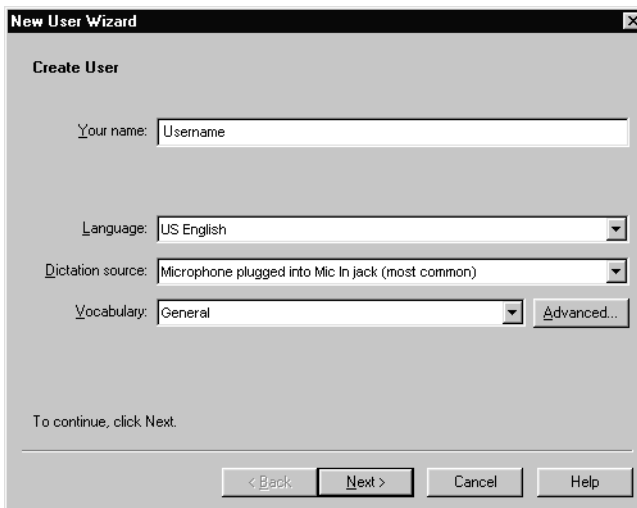
- 3 Click Activate Automatically. Clicking Activate Automatically automatically activates the Dragon NaturallySpeaking and requires no further action from you.

NOTE ScanSoft strongly recommends that activate automatically.

If you choose “Activate Manually”, the activation process will direct you to the ScanSoft product activation web site where you will be prompted to complete several steps to activate Dragon Naturally Speaking.

Creating a new user

When you launch the software for the first time, the New User Wizard starts and leads you through creating a new user. For example:



NOTE If you upgraded a single user from a previous version, Dragon NaturallySpeaking loads that user. If you upgraded multiple users, Dragon NaturallySpeaking displays the Open User dialog box.

Creating a user

- 1** To create a user, you must type a name in the *Your Name* field. The software automatically picks the best speech model and vocabulary settings for your system. For more information, see “About vocabularies and languages” below.
- 2** Select your dictation source. If you are using a USB microphone or another type of input device, choose the appropriate option from the “Dictation source” drop-down list.
- 3** Click Next to continue.

About vocabularies and languages

Languages

Some editions of Dragon NaturallySpeaking Version 8 let you to create and train users in multiple languages. If you have purchased an edition with support for more than one language, you can add additional languages by choosing "Custom Install" during Setup. For Preferred and Professional editions, if you didn't select additional languages during Setup, you can also select an additional language when you create a new user. In this instance, you will need the Dragon NaturallySpeaking CD to install the language files before you can create the user.

Vocabulary

Dragon NaturallySpeaking uses a vocabulary to recognize words correctly based not only on the sound of the words, but on their context.

Vocabulary size

When you create a set of user files, Dragon NaturallySpeaking recommends the vocabulary that best fits your computer's speed and memory. For most users, this recommendation should be followed.

Depending on your edition, you may see an Advanced button. Experienced users may want to click the Advanced button to specify a different vocabulary size:

- Medium: for computers with 128 MB of RAM.
- Large: for computers with more than 256 MB of RAM.
- Empty Dictation: a vocabulary with a language model but without any words. Empty Dictation is designed for experienced users or re-sellers who want to create highly specialized vocabularies. (Professional and higher editions)

Speech Model

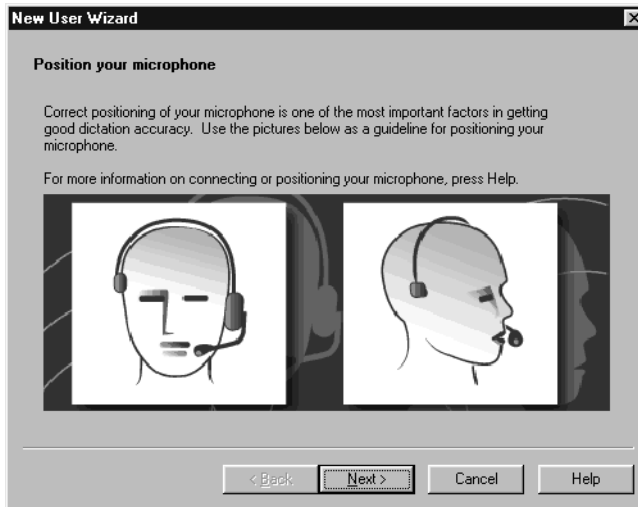
Dragon NaturallySpeaking uses the speech model to adapt to your voice during training. When you create a set of user files, Dragon NaturallySpeaking recommends the speech model that best fits your computer's speed and memory.

Setting up your microphone

Click Next to have the New User Wizard lead you through setting up your microphone.

Positioning your microphone

The New User Wizard first explains how to position your microphone:



Once you have correctly positioned the microphone, click Next to continue.

Position the microphone

Positioning the microphone is important. If the microphone is out of place, Dragon NaturallySpeaking may not be able to hear you clearly and may make more mistakes.

Consistent position is also important. Make sure that you position the microphone the same way each time you use Dragon NaturallySpeaking.

Using a headset microphone

- Position the microphone about a half-inch (approximately the width of your thumb) from your mouth and a little off to the side. The microphone should not touch your mouth, but it can be almost touching your lips.
- If you need to move the microphone out of the way, you can lift the "boom" up and over your head, rather than bending it out of position or removing the headset.

Using a handheld microphone (Preferred and Professional)

- Hold the microphone one to three inches from your mouth and a little off to the side.
- If the volume display on the DragonBar turns red, try holding the microphone slightly farther from your mouth.

Using an array microphone (Professional and higher)

- Position the array between 18 and 30 inches from and pointed at your mouth.
- Avoid blocking the path between your mouth and the array, for example by holding a book or paper in front of your face.
- Avoid having any source of noise or signal other than your voice directly facing the array within at least 15 feet.

Check your volume

When the “Adjust Your Microphone: Volume Check” screen appears, click the “Start Volume Check” button and then read aloud the text displayed in the box.

When the program beeps to indicate it has finished checking the volume, click Next.

Sound quality check

When the “Adjust Your Microphone: Quality Check” screen appears, click “Start Quality Check” and then read aloud the text displayed in the box.

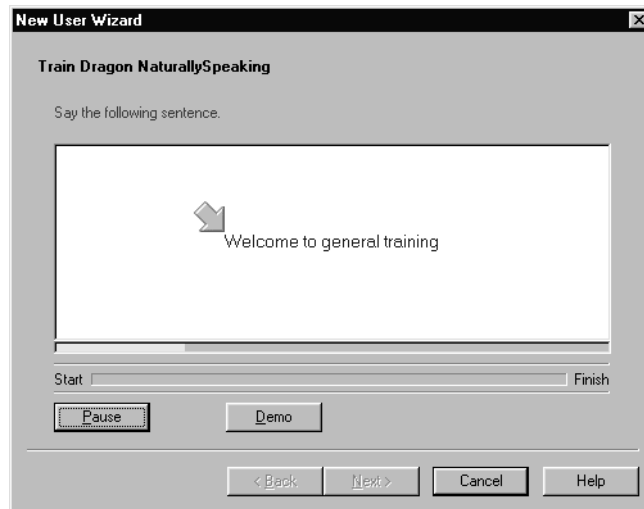
The program beeps when it has finished evaluating the sound quality of your system. If Dragon NaturallySpeaking displays “PASSED,” click the Next button to continue.

Training a new user

You must now train Dragon NaturallySpeaking to recognize your voice.

NOTE For more information on training a mobile user, see “Using Portable Recorders (Preferred and Professional)” on page 151.

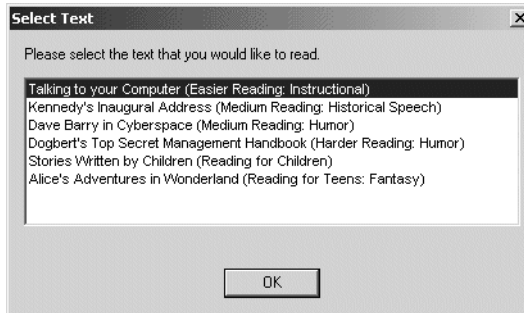
A yellow arrow shows you where to start reading. To take breaks while you're training the program, click Pause.



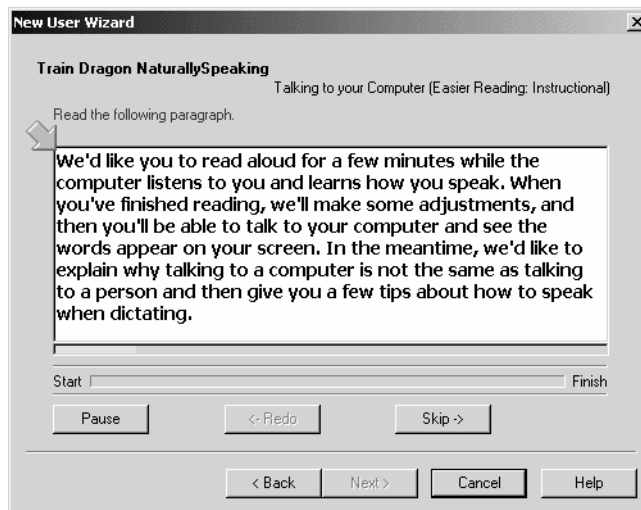
To advance through the first two screens, you must say the sentences without pausing. For the rest of the screens, it's okay to pause in the middle of a sentence.

When the words change color, it means the computer has heard and recognized them. If you keep reading the same words, and the computer still doesn't get it, just click Skip. Otherwise, click Next to continue.

Choose a text to read aloud and click OK.



You only need to read for about five minutes to train Dragon NaturallySpeaking to recognize your voice.



You can take breaks during this training by clicking Pause. Don't worry if you make mistakes or laugh. You should try to read exactly what you see on the screen, but it's okay if you read something incorrectly. The computer will either ignore the mistake or display the yellow arrow so you read the text again.

The progress bar shows how much text you have left to dictate.

NOTE During training, dictating punctuation is not necessary.

When you've read enough, the New User Wizard displays a congratulations message. When you click OK, Dragon NaturallySpeaking starts adapting to your voice.

Adapting to your writing style

After adapting to your voice, the New User Wizard prompts you to adapt Dragon NaturallySpeaking to your writing style.

Dragon NaturallySpeaking can analyze your writing style to increase your overall recognition accuracy during dictation. This tool scans documents in your *My Documents* directory. These documents include Microsoft Word, Corel WordPerfect, text files, HTML files, and rich text files (.rtf).

Adapting to your writing style can add 5 to 30 minutes to user training. Make sure all other programs are closed when you run this step.

NOTE *Though we recommend that you run this part of the New User Wizard, if you plan to skip this part of User creation, select "Skip this step" rather than Cancel.*

Click Start to continue. While scanning your system, the New User Wizard displays its status. When Dragon NaturallySpeaking is done adapting to your writing style, click Next.


You are now ready to dictate.

Starting to Dictate

Now that you've installed your software and completed training, you're ready to dictate your first sentence.

Starting Dragon NaturallySpeaking

If Dragon NaturallySpeaking is not already running, you can start it by:

- Double-clicking the Dragon NaturallySpeaking icon.
- Selecting Programs>Dragon NaturallySpeaking from the Start menu.
- Right-clicking the QuickStart taskbar tray icon and selecting Start Dragon NaturallySpeaking, if the QuickStart option is enabled.  For more information on using the QuickStart option, see “Using QuickStart” on page 24.

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.



Microphone

- 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.

The button and the volume meter on the DragonBar change to show if the microphone is off or on.



Shows that the microphone is off



Shows that the microphone is on

NOTE *Once the microphone is off, you cannot turn it on again by voice.*

Sleeping and waking up

To make Dragon NaturallySpeaking stop listening temporarily:

- 1** Say "Go to Sleep" or "Stop Listening."
Dragon NaturallySpeaking ignores everything except the "Wake Up" or "Listen To Me" commands.
- 2** To reactivate the microphone, say "Wake Up" or "Listen To Me."

You can also press the numeric (+) key to turn on the microphone.

Starting to dictate

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

DragonPad

You can use the DragonPad, a simple word processor included with Dragon NaturallySpeaking. To open the DragonPad, from the Tools menu on the DragonBar, click DragonPad.

TIP *Remember to click in the window you want to talk to before you speak.*

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

The words in the Results box may change as the program considers different interpretations of what it heard.

The Results box displays a line that changes from yellow to green as you speak, indicating the volume of your dictation.

NOTE *When Dragon NaturallySpeaking recognizes what you said as a command, the Results box displays a bold blue border.*

You can also anchor the Results box permanently in one place. From the Tools menu of the DragonBar, click Options, then click the View tab and enable the Anchor option.

Don't worry about mistakes at this point; Dragon NaturallySpeaking improves as you use it.

Using Natural Punctuation

Dragon NaturallySpeaking can automatically add periods and commas at the appropriate places in your dictation without you having to explicitly speak that punctuation. The Natural Punctuation feature can be useful in helping you get used to dictation by focusing on what you are saying rather than how your speech is punctuated.

Natural Punctuation inserts only periods and commas. You have to dictate other punctuation marks. Even with Natural Punctuation turned on, you can still dictate periods and commas. As you become more adept at dictation and want more control over where punctuation appears, you may want to explicitly dictate all your punctuation.

NOTE *You can turn Natural Punctuation on and off by voice by saying "autopunctuation on" and "autopunctuation off" or by selecting Options from the Tools menu of the DragonBar and clicking "Automatically add commas and periods" on the Formatting tab.*

For more information on Natural Punctuation see "Using Natural Punctuation" on page 91.

Dictating punctuation

You can dictate punctuation at any time while you are using Dragon NaturallySpeaking, even when Natural Punctuation is enabled.

Use the following list as a guide to dictating the most common punctuation marks. (For a complete list of punctuation, see the online help.)

TO ENTER	SAY <i>(US/Canada)</i>	SAY <i>(Other Dialects)</i>
,	comma	comma
.	period	full stop
!	exclamation point or exclamation mark	exclamation mark
?	question mark	question mark
-	hyphen	hyphen
:	colon	colon

Starting new lines and paragraph

While you are dictating, you can use the following commands to duplicate the action of pressing the Enter key once (to add a new line) or twice (to add a new paragraph).

TO	SAY
Add a new line	"New Line"
Add a new paragraph	"New Paragraph"

Saying "New Paragraph" presses the Enter key twice and capitalizes the next word you dictate.

Tips for dictating text

- To erase the last thing you said, say "Scratch That."
- You can repeat "Scratch That" to undo a sequence of phrases.
- To undo the effects of a command, say "Undo That." If "Undo That" fails to undo an action, try repeating the command until you completely undo the operation.
- To stop a recognition in progress (and turn the microphone off), click the small red button inside the Results box.
- You can change the very last phrase you spoke by saying "Bold That," "Cap That," "Correct That," and so on; you do not have to select the text first.
- To remove a trailing space after a word, you can say "Delete Previous Character."
- You can create a spoken form for words you prefer not to say aloud. For example, you can create a command that types "Snookums" whenever you say "Mary's nickname."

- To clear (deselect) your last selection, say "Unselect That."

For information on correcting any mistakes, see Chapter 5, "Correcting and Editing."

Printing and saving your dictated text

Printing

From the File menu of your word processor, use the mouse to choose Print. Or say "Click File," pause, and say "Print." You can also simply say, "Print Document" or "Print File" if the Natural Language Commands are enabled. See "Commands Options" on page 179. Also see "Using the Command Browser" on page 103.

Saving

From the File menu, choose Save. You can also say "Click File" and then say "Save." Remember, you have to pause between the "Click File" and the "Save" commands to have Dragon NaturallySpeaking recognize them as two separate commands. If the Natural Language Commands have been enabled, you can say "Save Document."

Getting Help

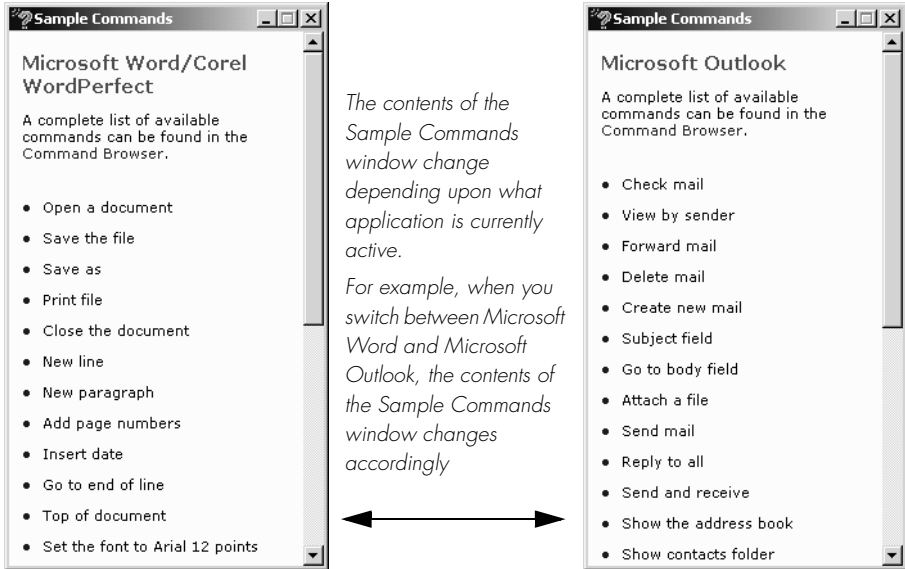
To access the online Help for Dragon NaturallySpeaking, click the Help menu on the DragonBar and choose Help Topics. Alternately, you can say "Give Me Help." You can print individual Help topics with the Print button in the Help window. To open the online Help links, just say their names. The links will be displayed next to the application window and will give you examples of the most common commands that work in the application you are currently using.

"What Can I Say?"

Saying "What Can I Say?" will bring up the Sample Commands window. The Sample Command window displays a small selection of useful commands that Dragon NaturallySpeaking recognizes for the current context, whether it is a particular program you are using or the Windows desktop.

To open the Sample Command Window

Choose Sample Commands from the Help menu on the DragonBar or say "What can I say". The Sample Commands window opens, displaying a selection of commands next to the window you are working in.



If you want to see additional commands that are available to you, click **Command Browser** at the top of the **Sample Commands** window. The **Command Browser** is described in more detail on page 103.

Notes

- A list of Global commands (available everywhere) appears if there are no sample commands available for a specific program.
- Commands marked with an asterisk (*) are available only if the **Enable Natural Language Commands** check box is selected on the **Startup/Shutdown** tab of the **Options** dialog box.

Tutorial

To start the Tutorial, choose **Tutorial** from the **Help** menu on the **DragonBar**. The Tutorial includes a number of lessons covering the basics of **Dragon NaturallySpeaking**.

Troubleshooting

If you are having problems using **Dragon NaturallySpeaking**, or if you are getting unexpected results, please refer to the “**Resolving Problems**” and “**Tips**” section of the online help.

The DragonBar

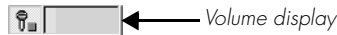
The DragonBar gives you access to Dragon NaturallySpeaking functions and features.



The Sound menu and the Extras toolbar is available only in Preferred and higher editions.

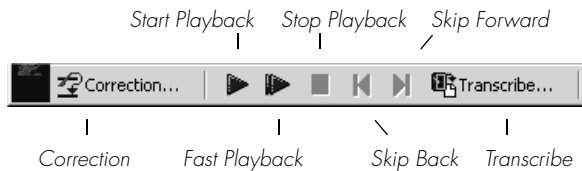
Microphone button and volume display

When the microphone is on, the Volume Display shows the sound level. Yellow means silence or that your speaking too softly, green means you are speaking at a proper level, and red means you are speaking too loudly.



Extras toolbar (Preferred and higher editions)

If present in your edition, you can click the Extras button on the far right of the DragonBar to open the Extras toolbar. The Extras toolbar displays buttons for handheld recorder transcription and playing back your dictation.



Correction

Clicking the Correction button opens the Correction menu to teach the computer what you said. See Chapter 5, “Correcting and Editing.”

Transcribe

Use this button to transcribe your speech from a handheld recorder. See Chapter 13, “Using Portable Recorders (Preferred and Professional).”

Start Playback, Fast Playback, and Stop Playback

When you select text and click the Start Playback button, you hear a recording of your dictation. A yellow arrow displays on your screen during playback, following what you said. Click the Fast Playback button to play the recording at a faster speed. Click the Start Playback button to return to a normal speed. Click the Stop Playback button to stop the recorded speech playback.

Skip Back and Skip Forward

Use these buttons to skip backward or forward one utterance. To Dragon NaturallySpeaking, an utterance is a group of words said together without pausing. The Extras menu items can be displayed in the main DragonBar. See “View options” on page 180.

Changing the DragonBar position

To change the position of the DragonBar, click the Dragon icon at the far left of the DragonBar. A menu displays which lets you move the DragonBar as follows:

SELECT...	TO...
Docked to Top mode (default)	lock the DragonBar to the top of the screen
Docked to Bottom mode	lock the DragonBar to the bottom of the screen
Floating mode	freely position the DragonBar
Cling mode	make the DragonBar appear just above the window into which you are dictating.
Tray Icon Only mode	hide the DragonBar completely and only display the Microphone icon in the Windows task bar.

NOTE You can also hide the DragonBar by saying “Switch to Tray Icon Only Mode.” To make a hidden DragonBar reappear, right-click on the small microphone in the lower right corner of the screen. From the menu that appears, click *Restore Previous DragonBar Mode*.

Controlling Dragon NaturallySpeaking with voice commands

You can operate Dragon NaturallySpeaking with voice commands. For example, to show the Extras toolbar, say “*Show Extras Bar*.” For a list of other voice commands that control Dragon NaturallySpeaking, see “Controlling the DragonBar” in the online help.

Using QuickStart



The Dragon NaturallySpeaking QuickStart taskbar tray icon gives you quick access to Dragon NaturallySpeaking and recent users. Right-clicking the QuickStart icon displays the QuickStart menu.

NOTE This option is installed at the end of Dragon NaturallySpeaking Setup process.

Enabling QuickStart

By enabling QuickStart, Dragon NaturallySpeaking launches automatically at system startup time and adds the Dragon NaturallySpeaking icon to the Windows taskbar.

There are two ways to enable QuickStart:

- During installation. The final installation screen includes the option to enable QuickStart.
- From the Options dialog box. From the Tools menu on the DragonBar, click options and then click the Startup/Shutdown tab. To enable QuickStart, select “Launch in QuickStart mode on Windows startup.” See page 25 for more information.

Shutting off QuickStart

To permanently disable QuickStart, de-select it from the Startup/Shutdown tab of the Options dialog box.

Temporarily Disabling QuickStart

To temporarily disable QuickStart, right-click the QuickStart taskbar tray icon and select “Exit NaturallySpeaking QuickStart.” This removes the QuickStart taskbar tray icon from the Windows taskbar. When you re-start Windows, the QuickStart taskbar tray icon re-displays. You can also re-start QuickStart without re-starting Windows by selecting Start->Programs->Startup->Dragon NaturallySpeaking.

Using QuickStart

You access QuickStart by right-clicking the QuickStart taskbar tray icon. This displays the QuickStart menu.

SELECT...	TO...
Start NaturallySpeaking	Start NaturallySpeaking If you have only one user defined, NaturallySpeaking opens with that user loaded. If you have more than one user, the Open User dialog box displays and NaturallySpeaking starts once you select a user to load.
Open User...	Display the Open User dialog box. Once you select (or create) a user, NaturallySpeaking starts.
Open Recent User	Open a menu listing your most recently loaded users.
Help	Open the Help menu
Close DragonBar	Unload all users and closes the DragonBar
Exit NaturallySpeaking QuickStart	Remove the QuickStart taskbar tray icon from the Windows taskbar and closes NaturallySpeaking if it is currently running. You must re-start Windows to re-start the QuickStart feature.

If the QuickStart icon becomes unavailable for any reason, you can always start the program from the Windows Start Menu.

Dragon NaturallySpeaking Log Files, samples, and tools

You can view the NaturallySpeaking log file (dragon.log), the Dragon NaturallySpeaking setup files, and samples of structured commands from the Windows Start menu.

To view the:

- NaturallySpeaking log file (dragon.log), select Programs>Dragon NaturallySpeaking 8.0>Show Dragon Log from the Start menu.
- NaturallySpeaking setup files (dgnsetup.log), select Programs>Dragon NaturallySpeaking 8.0>Show Setup Log from the Start menu.
- Samples of structured commands, select Programs>Dragon NaturallySpeaking 8.0>Sample Commands from the Start menu. Professional editions only.
- Tools, select Programs>Dragon NaturallySpeaking 8.0>Dragon NaturallySpeaking Tools from the Start menu. Professional editions only.

Note: *If you are upgrading from NaturallySpeaking V6 or V7.0 to NaturallySpeaking V8 the upgrade initially creates a dragon.log file in same location as the relocated \Data and \Users directories (see the locations describe in "" on page). This initial dragon.log is a log of the upgrade from V6 of V7.0 to V8. Once you start using NaturallySpeaking V8, the dragon.log is maintained as described in the "Changed file locations" section and can be viewed using the new Dragon NaturallySpeaking Tools start menu choice.*

A large, faint, grey dragon logo is positioned in the background, arching across the top of the page. The dragon is stylized with a long, flowing mane and tail, and its body is curved as if in a leaping or breathing motion. The word "TM" is visible at the end of the dragon's tail.

CHAPTER 4

Working on your Desktop

This chapter describes how to control almost everything on your computer with Dragon NaturallySpeaking voice commands.

Programs, documents and folders

Using voice commands, you can start programs and open documents and folders that appear in your Start menu or desktop.

You can't start Dragon NaturallySpeaking by voice. However, you can automatically start Dragon NaturallySpeaking in sleep mode whenever you start Windows by selecting "Microphone on (asleep)" option in the Miscellaneous tab of the Options dialog box. See "Miscellaneous options" on page 184 for more information.

Starting a program

To start a program from the Start menu, say "Start" and then the name of the program exactly as it appears on the menu or submenu of the Start menu. You can also say the name displayed below the icon on your desktop.

For example, to start Microsoft® Internet Explorer®, say "Start Internet Explorer."

Opening documents and folders from the Start menu

To open a document or folder from the Start menu, say "Start" and then the name of the document or folder exactly as it appears on the menu.

For example, to open a document named sales.doc, you could say "Start Sales dot doc." To open a document named journal.wpd, you could say "Start journal dot w p d."

To open a document or folder from your Windows® desktop, just say “*Start*” and then the name below the icon. For example, to open a folder named “Projects,” say “*Start Projects.*”



Projects — Say “*Start Projects*”

Switching between open windows

You can switch between the windows you have open by saying “*Switch to*” and then say the name of the program or document window exactly as it appears in the title bar.

For example, if Microsoft® Word® is running, you can switch to it by saying “*Switch to Microsoft word.*”

You can also switch between open windows by saying “*Switch to Previous Window*” (same as pressing ALT+TAB) and “*Switch to Next Window*” (same as pressing ALT+SHIFT+TAB).

SAY THIS	TO
Switch to Next Window	Switch to the next application.
Switch to Previous Window	Switch to the previous application.
Switch to Microsoft Word	Make Microsoft® Word the active application.
Switch to (name of application)	Switch to the open application you specify. Say the name of the application as it appears in the title bar of the application window.

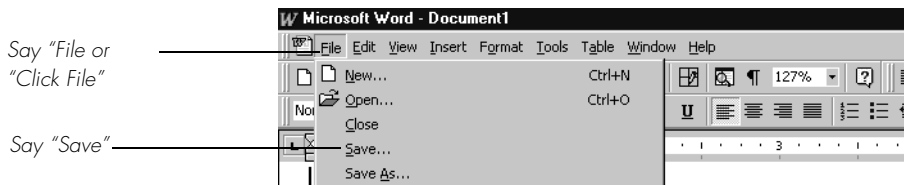
Opening and closing menus

You can activate any menu by saying the menu name.

To open a menu:

- 1 Open a program window (for example, Microsoft® Word) and make it active.

Say the name of the menu you want to open (for example, say “File”). If the command does not work, try saying “Click” and then the name of the menu you want to open (for example, say “Click File”).



- 2 In this example, the File menu should open. If the command doesn’t work (for example, if the word “click” is typed into your document), you may have paused in the middle of the command.
- 3 Say the name of a menu item to activate it (for example, say “Save”).
- 4 To close a menu, say “Cancel.”

TIP To open the Start menu, say “Click Start” or “Click Start Menu.”

NOTE If commands are often typed into your document instead of recognized as commands, you can make Dragon NaturallySpeaking recognize commands only when they are preceded by saying “Click.” To do this, select the “Require ‘Click’ to select menu or control” check box on the Commands tab of the Options dialog box, described on page 184.

Selecting buttons, tabs, and options

When Dragon NaturallySpeaking is running, you can select any button, check box, text box, or other dialog box option you see by saying its name. If that doesn’t work, say “Click” and then its name.

For example, to select a check box labeled “Toolbar,” say “Toolbar” or “Click Toolbar.” To clear the check box (deselect it), say its name again.



You can select tabs by saying the name of the tab, alone or preceded by “*Click*.” In the dialog box pictured, you could say “*Options*” or “*Click Options*” to select the Options tab. You can also move between tabs by saying “*Go to Next Tab*” and “*Go to Previous Tab*.”

NOTE In some programs, you may not be able to select dialog box items by saying their names. If this happens, the following method of selecting items may work: say “*Tab Key*” repeatedly to move to the item you want, then say “*Press Space Bar*” to select it. See also “*Moving the mouse pointer and clicking the mouse,*” on page 36.

Selecting icons on the desktop

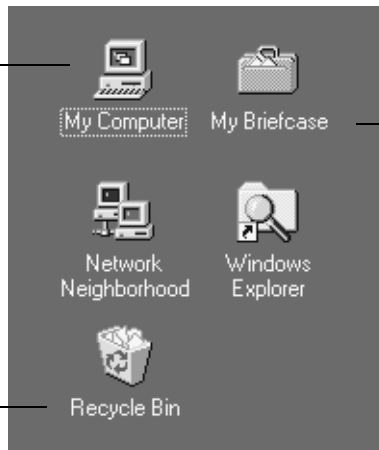
You can use voice commands to select icons on the Windows® desktop.

To select an icon on the desktop:

- 1** Switch to the Windows® desktop. To do this by voice, minimize all open applications and place the mouse pointer over the desktop icon. Say “*Mouse Click*” to make the desktop active.
- 2** Say the name of the icon (for example, “*My Computer*”). Dragon NaturallySpeaking types the icon name and Windows® selects it.
- 3** To select another icon, say “*Move*” and then the direction (up, down, left, right) and number of icons (up to 20).

For example, say “*Move Right 1,*” “*Move Down 2,*” or “*Move Up 3.*”

Say “*My Computer*”
to select My
Computer



Say “*Move Right 1*”
to select My
Briefcase

Say “*Move Down 2*”
to select Recycle Bin

After you select an icon, you can say “*Press Enter*” to start or open it and “*Press Shift F10*” to display its menu (as if you right-clicked the icon with the mouse.)

You can also use voice commands for these actions. See “Marking and dragging objects” on page 38.

Resizing and closing windows

To resize and close windows, say “Click” and then one of the following window commands:

SAY THIS	TO
Click Minimize or Click Control Menu (pause) Minimize	Minimize the active window.
Click Maximize or Click Control Menu (pause) Maximize	Maximize the active window.
Click Restore or Click Control Menu (pause) Restore	Restore window to previous size.
Click Close or Press ALT F4	Close the active program.
Press CTRL F4	Close the active document, not the whole program (works in many programs).
Click Start Menu or Click Start or Press CTRL ESC	Open the Windows® Start Menu.

NOTE “Click” is **NOT** optional for the Control menu commands.

TIP If you have trouble getting Dragon NaturallySpeaking to recognize any of the window commands, you can open the Control menu by saying “Click Control Menu” and then say them.

Scrolling in windows and list boxes

You can scroll vertically in a window (for example, an online Help window) or list box by saying “Move Down” and “Move Up” and then a number of scroll bar arrow clicks (up to 20). For example, say “Move Down 4” or “Move Up 10.”

You can scroll horizontally by saying “Move Left” and “Move Right” and then a number of scroll bar arrow clicks (up to 20). For example, say “Move Left 10” or “Move Right 5.”

Opening lists and making selections

You can activate any list box by saying the list box name.

To open a list box:

- 1 Say the name of the list box you want to open.
- 2 Say "Show Choices," "Drop List," or "Open List." The list box opens to show all the choices available in the list.

To make a selection from an open list

- 1 Say the full name of the selection.
- 2 Say "Move Down" or "Move Up" and the number of places your selection is from the current selection.

Pressing keyboard keys

You can activate Windows® menus and controls by pressing keys. With Dragon NaturallySpeaking you can “press” any key on your keyboard by voice. You can press letters, numbers, modifier keys (SHIFT, CTRL, and ALT), and so on.

You can say “Press,” “Press Key,” or “Type”—all three voice commands work the same way.

NOTE “Scratch That” will not erase keystrokes dictated with the Press Key commands. You must select the text by voice or mouse and delete it or say “Press Delete.”

Pressing letters

You can press any letter on your keyboard by saying “Press” and then the letter. When you’re pressing letters, you must say “Press” before each one. For example, to enter “txt,” say “Press t,” “Press x,” “Press t,” pausing between letters.

TIP You can also spell words using Spell mode. See “Switching Recognition Modes” on page 101 for more information.

For similar-sounding letters (such as *b*, *d*, and *v*), you can use the International Communications Alphabet to “spell” the letter keys, for example, “Press alpha” or “Press bravo” or say “Press *d* as in David,” and so on (you can also say “Press *d* for

David,” and so on) as you would if you were spelling something to another person over the phone.

SAY	THEN
Press	a
	b
	any letter a–z or any international alphabet word alpha through zulu
	a as in Albert/Alice/alpha
	b as in Bill/Buffalo/bravo
	c as in Cathy/Carl/Charlie
	d as in David/daughter/delta
	e as in Edgar/enter/echo
	f as in Frank/fancy/foxtrot
	g as in George/gopher/golf
	h as in Henry/helmet/hotel
	i as in Iris/Ireland/India
	j as in John/justice/Juliet
	k as in Karen/kitchen/kilo
	l as in Larry/lemon/lima
	m as in Mickey/magic/Mike
	n as in Nancy/nobody/November
	o as in Otto/over/Oscar
	p as in Paul/people/papa
	q as in Quentin/question/Quebec
	r as in Robert/Rachel/Romeo
	s as in Sam/Singapore/sierra
	t as in Terry/Tyler/tango
	u as in Ursula/unit/uniform
	v as in Valerie/visit/Victor
	w as in Wendy/wake/whiskey
	x as in Xavier/Xerxes/xray
	y as in Yolanda/Yvonne/yankee
	z as in Zachary/zookeeper/zulu
	(you can also say “for” instead of “as in”)

NOTE You can say “Press c” or “Press Charlie” but you cannot say “Press Cathy” or “Press Carl.”

Capitalizing a letter

You can capitalize a letter by saying “*Press Cap*” and then the letter.

For example, to enter “28K” say “*twenty eight*” and then “*Press Cap K*” (or “*Press Cap K for Karen*”).

Pressing numbers

You can press numbers (0 to 9) by saying “*Press*” and then the number. For example, say “*Press 8.*”

Pressing key combinations

When you’re pressing keys, you can press any combination of the modifier keys (SHIFT, CTRL, and ALT) at the same time as another key, such as a letter. For example, you can say:

- “*Press Control Z*” (undoes last action)
- “*Press Alt F*” (opens File menu)
- “*Press Shift Tab*” (moves backward through dialog box options)

NOTE *Dragon NaturallySpeaking ignores the command “Press Control Alt Delete” (the keyboard shortcut for restarting a computer).*

Pressing function and numeric keypad keys

To press a function key (F1 to F12), say “*Press Function*” and then the name of the key. For example, say “*Press Function 1*” to bring up the online Help.

To press the keys on the numeric keypad, say “*Press Keypad*” and then the name of the key. For example, you can say “*Press Keypad Minus*” to press the keyboard shortcut that opens the Correction Menu. See the complete list below:

SAY	THEN
Press	Keypad 1
	Keypad 9 (<i>you can say any number from 0 to 9</i>)
	All Dialects: Keypad Point (.)
	US/Canada: Keypad Period (.)
	Other Dialects: Keypad Full Stop (.)
	Keypad Slash (/)
	Keypad Asterisk (*)
	Keypad Minus (-) (<i>opens the Correction menu</i>)

SAY	THEN
	Keypad Plus (+) <i>(turns the microphone on or off)</i>
	Keypad Star (*) <i>(opens the NaturallySpeaking menu on the DragonBar)</i>
	Keypad Enter

NOTE Num Lock must be on for the “Press Keypad” commands to work. You can say “Press Num Lock” to turn Num Lock on.

Pressing other keys

Here’s a list of other keys you can press by voice:

SAY	THEN
Press	Up Arrow
	Down Arrow
	Right Arrow
	Left Arrow
	Home Key
	End Key
	Page Up
	Page Down
	Insert Key
	Delete Key
	Control Key
	Shift Key
	Alt Key
	Print Screen
	Scroll Lock
	Pause Key
	Num Lock
	Caps Lock

Moving the mouse pointer and clicking the mouse

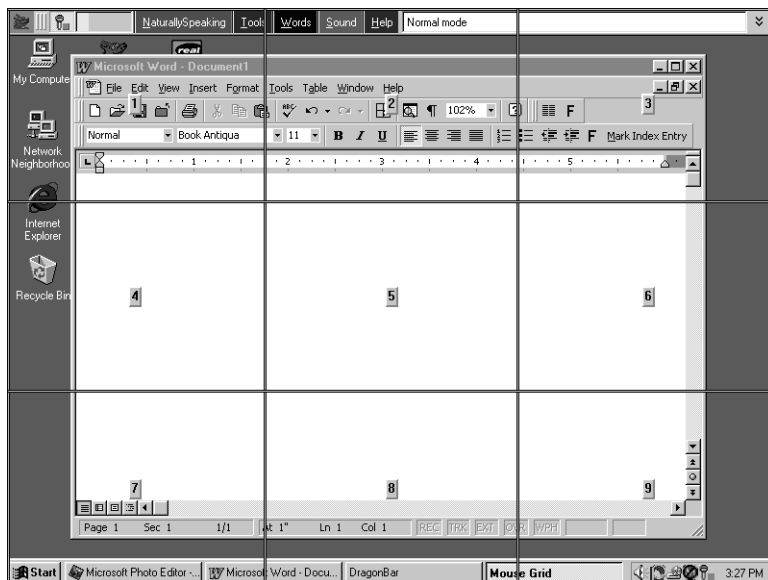
Dragon NaturallySpeaking provides hands-free mouse control with MouseGrid and the mouse motion voice commands. You can use these features to position the mouse pointer anywhere on the screen, click the mouse buttons, and drag objects—all by voice.

Moving the mouse pointer with MouseGrid

You can position the mouse pointer anywhere on the screen by using MouseGrid. You can move the pointer relative to the full screen or the active window.

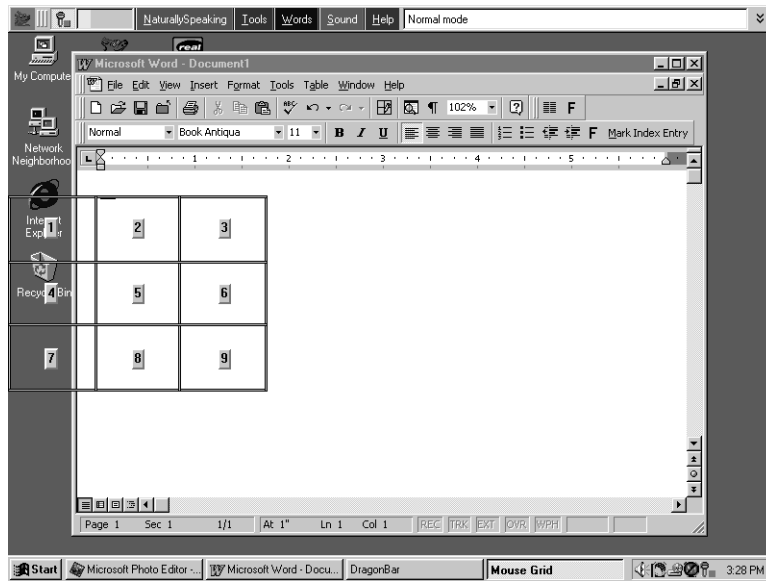
To use MouseGrid:

- 1 Say “*MouseGrid*” to place the MouseGrid over the full screen (as in this example) or say “*MouseGrid Window*” to place it over the active window. For example:



- 2 Say a grid number from 1 to 9 to position the pointer in that numbered area. In this example, to position the pointer over the Recycle Bin, say “4.” A smaller MouseGrid will appear in the chosen grid square.

Say “4” to place a smaller MouseGrid over grid square number 4.



- 3 To zoom in over the desired area, say another grid number. In this example, say “4” to place the pointer over the Recycle Bin icon.
- 4 Continue to say the respective grid number to zoom in until the mouse pointer is over an icon or other object. You can use voice commands to click the mouse or mark and drag the object. See the following sections for instructions.

TIP You can undo the last MouseGrid action by saying “Undo That.”

To close MouseGrid, say “Cancel.”

Moving the pointer with the “Mouse” command

You can move the mouse pointer up, down, left, or right a short distance (a few millimeters) by using the mouse pointer commands.

You can combine moving the mouse pointer and clicking the mouse in a single voice command. For example, you can say “*Mouse Up 3 Click*” or “*Mouse Right 2 Double Click*.”

To move the pointer:

- 1 Say “*Mouse*” followed by the direction and number of times to move it (up to 10). For example, say “*Mouse Up 5*” or “*Mouse Left 10*.”

- 2 When the pointer is over an icon or other object, you can use voice commands to click the mouse or mark and drag the object.

Clicking the mouse

You can click, double-click, left-click, and right-click the mouse buttons by voice.

To click the mouse:

- 1 Position the mouse pointer over the object you want to select (for example, say “*MouseGrid 9 1*” or “*Mouse 2*”).
- 2 Say “*Mouse Click*,” “*Mouse Double Click*,” “*Mouse Left Click*,” or “*Mouse Right Click*.”

When an object is selected, you can mark and drag the object (as described in the next section).

Marking and dragging objects

You can mark an object and drag it to a different location by voice.

To mark and drag an object:

- 1 Position the mouse over the icon or object you want to drag and then say “*Mark*” (for example, say “*MouseGrid 9 1 Mark*”).
- 2 Move the mouse pointer to where you want to drag the object and then say “*Drag*” (for example, say “*MouseGrid 6 3 Drag*”).

TIP Instead of “*Drag*,” you can also say “*Control Drag*” and “*Shift Drag*” to drag while holding down the CTRL or SHIFT key.

Moving the pointer with the mouse motion commands

In addition to the mouse movement methods described above, you can also move the mouse by using the mouse motion commands. Say, for example, “*Move Mouse Right*.” The mouse pointer will begin moving to the right and will keep moving until you say “*Stop*.”

Enabling the mouse motion commands

To use the mouse motion commands:

- 1 From the Tools menu on the DragonBar, choose Options and then the Commands tab.
- 2 Select “Enable mouse motion commands” and click OK.

- 3** Click the Speed button to choose how fast the mouse pointer moves when you use a mouse motion command.

The mouse motion commands

Here is a summary of the available mouse motion commands.

SAY	THEN A DIRECTION	THEN A SPEED (OPTIONAL)
Move Mouse	Up	Fast
Mouse Move	Down	Faster
Drag Mouse	Right	Much Faster
Mouse Drag	Left	Very Fast
	Upper Left	Slow
	Lower Left	Slower
	Upper Right	Much Slower
	Lower Right	Very Slow

While the mouse is moving, you can say any of the commands above. You can also say:

- “*Stop*” or “*Cancel*” to stop the mouse from moving
- “*Up*,” “*Down*,” “*Left*,” “*Right*,” “*Upper Left*,” “*Lower Left*,” “*Upper Right*,” or “*Lower Right*” to change the direction in which the mouse is moving
- “*Faster*,” “*Much Faster*,” “*Slower*,” or “*Much Slower*” to change the speed at which the mouse is moving
- “*Click*,” “*Double Click*,” “*Right Click*,” or “*Left Click*” to click the mouse buttons
- “*Go to Sleep*,” “*Stop Listening*,” or “*Microphone Off*” to turn the microphone off

To specify which mouse button (left, right, or center) is being held down during mouse drags or if you want the SHIFT, CTRL, or ALT key held down during the mouse drag, use one of these commands *before* saying one of the drag commands in the table above:

- *Left*
- *Middle* (requires a three-button mouse)
- *Right*
- *Shift*
- *Control*
- *Alt*
- *Right Shift*
- *Right Control*
- *Right Alt*

For example, to drag with the SHIFT key held down, you could say “*Shift Mouse Drag Up.*” To drag with the right ALT key held down (the ALT key on the right side of the keyboard), you could say “*Right Alt Drag Mouse Upper Left.*”

Correcting and Editing

When Dragon NaturallySpeaking types the wrong words, you should correct these mistakes. By giving the program the right word, you actually teach the program not to make the same mistakes again.

Correcting mistakes requires some extra effort, but it saves you time in the long run by making Dragon NaturallySpeaking more accurate. You'll probably need to correct mistakes often when you first start dictating, and then less frequently as the program learns from your corrections.

Make it a habit to correct mistakes to continue to improve the accuracy of the program. Make sure you save your speech files when prompted, to preserve the adjustments the program makes.

TIP *You must select a word before typing over it. Using the backspace key and retyping (or saying "Scratch That") will not enable the software to learn from corrections and improve recognition accuracy. For accuracy to improve, you must first select text and then correct it or overwrite it with the words you said.*Mrs.

Correcting mistakes

There are a number of ways you can correct the misrecognitions in a document. The following techniques describe the most basic methods, but you can combine these techniques in any manner that suits your working style.

Correcting text with the keyboard

- 1** Move the insertion point to the beginning of the dictation you want to correct.
- 2** Press the Correction hot key to display the Correction menu. By default, this is the minus (-) key on the numeric keypad. You can change the hot key assignment on the Hot keys tab of the Options dialog box. You can also click the Correction button on the Extras toolbar of the DragonBar.

- 3** If one of the alternatives is correct, press the Down Arrow key to highlight that choice and then press Enter to accept it. If no alternative is correct, just type or say the correct text.
- 4** Continue until all the text is correct.

Correcting text using voice commands

- 1** Say "Select" or "Correct" and the text that is incorrect, the Correction menu appears with a number of alternatives.
 - If one alternative is correct, say "Choose" and the number of that alternative.
 - If none of the alternatives is correct, say "Spell That," spell the correct word or words into the Spell dialog box, and then say "OK."

Selecting a large amount of text or an entire document and then saying "Spell That" can produce unpredictable results.

- 2** Verify that the correct text appears in the document in place of the misrecognized text and continue to the next misrecognition.

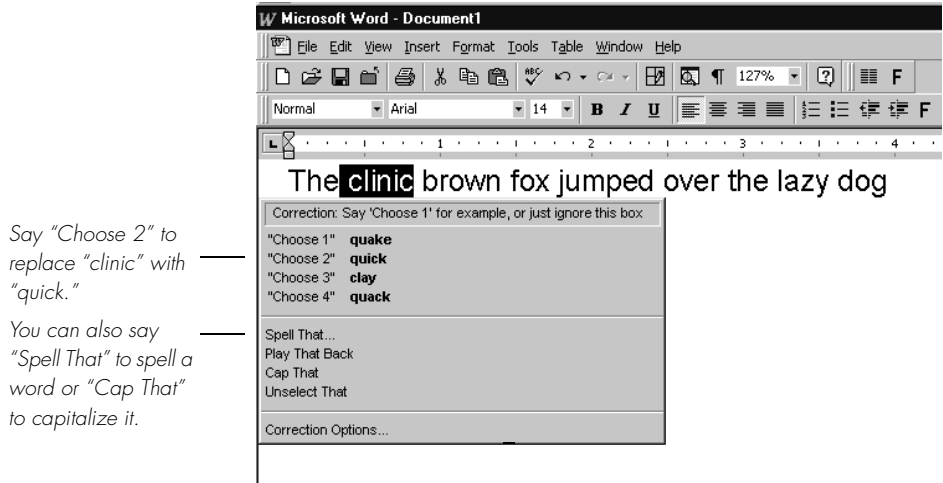
Correcting text while playing back dictation (Preferred and higher editions)

- 1** Move the insertion point to the beginning of the dictation you want to correct.
- 2** Click Play That Back on the Sound menu of the DragonBar or click the Start Playback button on the Extras toolbar. You can also say, "Play that back".
- 3** When the playback of your dictation reaches a recognition error, press the correction hot key. By default, this is the minus (-) key on the numeric keypad.
- 4** If one of the alternatives is correct, press the Down Arrow key to highlight that choice and then press Enter to accept it. If no alternative is correct, just type or say the correct text and press the Correction hot key again. Playback will continue automatically from the point where you stopped.
- 5** Continue until all the text is correct.

Using the Correction menu

The Correction menu shows Dragon NaturallySpeaking's best guess of the alternatives to the words you dictated and selected.

In the following example, Dragon NaturallySpeaking heard the word “quick” as “clinic.”



In this example, you would choose the correct word from the Correction menu by saying “Choose” and the number next to your choice.

TIP You can change the number of choices displayed to you. In the Options dialog box, click the Correction tab and increase the number in “Show no more than n choices.” If you want to display your choices without the Correction menu taking up too much space on the screen, select the “Show only the choices” option. See “Correction options” on page 178.

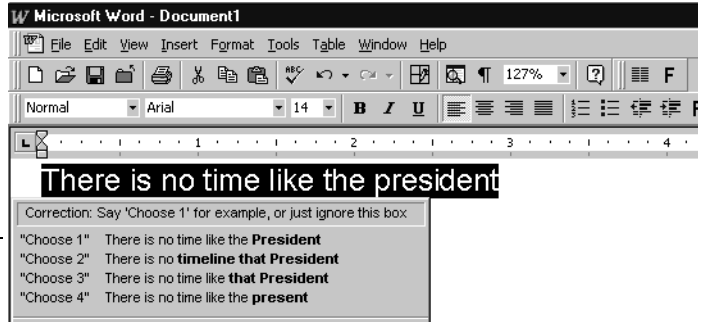
When the Correction menu list appears, you can also choose to:

- spell the word (in this example, say “*Spell That q-u-i-c-k*”). Selecting a large amount of text and then saying “Spell That” can produce unpredictable results.
- Pressing the Correction hot key (-) while the Correction menu is open will display the Spell Dialog box.
- listen to a recording of what you just said (say “*Play That Back*”)
- capitalize it (say “*Cap That,*” in this example, to get “*Clinic*”)
- say “*Unselect That*” to cancel the selection and close (dismiss) the Correction menu
- ignore the Correction list and keep dictating (in the example above, just say “*quick,*” which replaces the selected text)

TIP If you prefer not to see the Correction menu every time you select text by voice, you can turn it off. In the Options dialog box, click the Correction tab to display the Correction options, then clear the check box “Select commands bring up Correction menu.”

To help you quickly find the alternative you want, the recognition choices in the Correction menu appear in boldface where they differ from the word you’ve selected. (This is only applicable when you’ve selected more than one word at a time.)

The words that are different from the selection appear in bold, to help you find the correct alternative quickly.

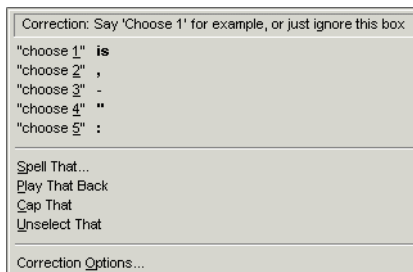


If you select any leading or trailing spaces (including paragraph marks) along with the text you want to correct, choosing one of the alternatives in the Correction menu deletes those leading and trailing spaces.

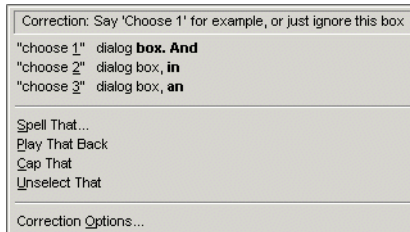
Correcting Punctuation

Note the following when correcting punctuation:

- When you select a phrase (more than one word) that has punctuation, make sure to dictate that punctuation. For example, say you initially dictated, "Today is Thursday I have a meeting at 11 o'clock" and the text was transcribed as "Today is Thursday, I have a meeting at 11 o'clock." If you want to change the comma to a period, say "Select Thursday comma". If the correct punctuation appears in the Correction menu, select it. Otherwise you can dictate over the selection, for example by saying "Thursday period".
- When you select punctuation, the Correction menu may include alternate punctuation. For example:



- If Natural Punctuation is turned on, when you select a phrase that has punctuation added by NaturallySpeaking, the choices will include punctuation changes. For example:



NOTE When you select a word that has adjacent punctuation added by the Natural Punctuation feature, the selection will extend to include that punctuation.

Selecting text by voice

Using Select-and-Say®

You can revise your dictation without correcting it by selecting the text using the “*Select*” command and then saying new words to replace the selected text.

To use Select-and-Say®:

- 1 Dictate the sentence below:

US/Canada: *Let’s meet for lunch on Tuesday* [period]

Other Dialects: *Let’s meet for lunch on Tuesday* [full stop]

- 2 Say “*Select lunch on Tuesday.*” The words “lunch on Tuesday” should be highlighted on the screen.
- 3 Say “*dinner on Wednesday.*” These words should replace “lunch on Tuesday.”

Since “Tuesday” and “Wednesday” sound completely different, Dragon NaturallySpeaking will know you are not correcting a recognition mistake but rather revising your dictated text.

TIP You can also select punctuation marks.

- 4 Say: “*Select period*” (US/Canada) or “*Select full stop*” (Other Dialects). If there’s more than one period or full stop, you can say “*Select Again*” to select a different one.

- 5** To replace the period or full stop with an exclamation mark, say “*exclamation mark.*”

TIP *It is often easier for Dragon NaturallySpeaking to find the matching text if you select a short phrase rather than individual words. If you select some words that are already correct, just say them again along with the ones you want to change.*

Selecting the same text again

If the words you’re trying to select appear more than once on the screen and Dragon NaturallySpeaking selects the wrong ones, just say “*Select Again.*” The program then looks for another instance of the same word or words.

You can also say “*Select Again*” if Dragon NaturallySpeaking selects a word that sounds like the word you want, but is not the correct one (for example, “two” instead of “too”).

Unselecting words

If the wrong text is selected, say “*Unselect That.*”

You can also “unselect” words by moving your insertion point (by mouse or voice) to another part of your document. For example, say “*Go to End of Line*” or click somewhere else in your document.

Selecting a longer phrase

You can select a longer phrase by saying “*Select [text] Through [text]*” (US/Canada) or “*Select [text] To [text]*” (Other Dialects). For [text], substitute the actual word or words at the beginning and the end of the range of wrong words. For example, you could correct the underlined words in the following sentence:

With a little practice, who will develop a habit of dictating an unclear, steady voice, and the computer will understand you better.

by saying:

(US/Canada) “*Select who Through unclear*” or “*Select who will Through an unclear*”

(Other Dialects) “*Select who To unclear*” or “*Select who will To an unclear*”

Then dictate the correct text:

“*you will develop the habit of dictating in a clear*”

The final corrected sentence reads:

With a little practice, you will develop the habit of dictating in a clear, steady voice, and the computer will understand you better.

NOTE *If you're correcting more than one word, the words must all be in sequence (next to each other). You can't use a single command to correct words that are in different parts of your document.*

Selecting your whole document

To select all the text in your document, say “*Select Document*” or “*Select All.*” This command is useful when you want to change the font or the way text is aligned.

When you want to copy all the text in a document to another window, the easiest way to do it is with the “*Copy All to Clipboard*” command.

NOTE *When a lot of text is selected, the “Scratch That” and “Cut That” commands don't work, nor can you overwrite the selection by dictating new text. This prevents you from accidentally deleting a large part of your document. To remove a large selection, you can say “Delete That” instead.*

Selecting an entire paragraph or line

You can select the current paragraph by saying “*Select Paragraph.*” To select the current line, say “*Select Line.*”

You can also select a number of paragraphs or lines (up to 20). For example, you can say “*Select Previous 5 Paragraphs.*”

SAY	THEN	THEN
Select	Next	Paragraph
	Previous	2...20 Paragraphs
	Forward	Line
	Back	2..20 Lines
	Last	

Selecting a word or character

You can select the current word by saying “*Select Word.*” To select a character, say “*Select Next Character*” or “*Select Previous Character.*”

You can also select a number of words or characters (up to 20). For example, say “*Select Previous 2 Words.*”

SAY	THEN	THEN
Select	Next	Word
	Previous	2...20 Words

SAY	THEN	THEN
	Forward	Character
	Back	2...20 Characters
	Last	

Moving around in a document

When you're editing a document, you can move around in it by voice. After you place the insertion point where you want it, you can dictate more text, select text, copy and paste, or apply formatting.

Going to the top or bottom of a page or document

You can move to the top or bottom of the current page by saying "*Page Up*" (equivalent to pressing the PAGE UP key) or "*Page Down*" (equivalent to pressing the PAGE DOWN key).

You can move to the top or bottom of your document by saying "*Go to Top*" or "*Go to Bottom*."

SAY	THEN
Go to	Top
Move to	Bottom
	Top of Document
	Beginning of Document
	Start of Document
	Bottom of Document
	End of Document

Going to the beginning or end of a line

You can move to the beginning or end of the current line by saying "*Go to Beginning of Line*" or "*Go to End of Line*."

SAY	THEN
Go to	Beginning of Line
Move to	Start of Line
	End of Line

Placing the insertion point before or after a specific word

You can place the insertion point before a specific word by saying “*Insert Before*” and then the word or words. You can place the insertion point after a word by saying “*Insert After*” and then the word or words.

After you move the insertion point where you want it, you can dictate more text, paste text, add punctuation, and so on.

To place the insertion point before a specific word:

To move the insertion point before the word “lets” in the sentence below, say “*Insert Before lets*” (or “*Insert Before lets me talk*”). Remember not to pause between any of the words.

Dragon NaturallySpeaking |lets me talk instead of type.

To place the insertion point after a specific word:

To move the insertion point after the word “talk” in the sentence below, say “*Insert After talk*” (or “*Insert After lets me talk*”).

Dragon NaturallySpeaking lets me talk| instead of type.

Moving up or down a paragraph or line

You can move up or down a paragraph by saying “*Move Up a Paragraph*” or “*Move Down a Paragraph*.” You can also move up and down a number of paragraphs (up to 20). For example, you can say “*Move Up 3 Paragraphs*.”

You can move up or down a line by saying “*Move Up a Line*” or “*Move Down a Line*.” You can also move up and down a number of lines (up to 20). For example, you can say “*Move Down 3 Lines*.”:

SAY	THEN	THEN
Move	Up	a Paragraph or 1 Paragraph
	Back	2...20 Paragraphs
	Down	a Line or 1 Line
	Forward	2...20 Lines

Moving right or left a word or character

You can move to the right or left of a word by saying “*Move Right a Word*” or “*Move Left a Word*.” You can also move right or left a number of words (up to 20). For example, you can say “*Move Right 3 Words*.”

You can move to the next or previous character by saying “*Move Right a Character*” or “*Move Left a Character*.” You can also move forward and backward a number of

characters (up to 20). For example, you can say “*Move Left 4 Characters*” or “*Move Back 6 Characters.*”

SAY	THEN	THEN
Move	Right	a Word or 1 Word
	Forward	2...20 Words
	Left	a Character or 1 Character
	Back	2...20 Characters

Copying, cutting, and pasting text

You can move text from one place to another by using the “*Copy That,*” “*Cut That,*” and “*Paste That*” commands.

To copy, cut, or paste text:

- 1 Select the text you want to copy or cut.
- 2 Say “*Copy That*” or “*Cut That.*”
- 3 Move the insertion point to where you want to paste the text.
- 4 Say “*Paste That.*”

Deleting text

Deleting the last words you dictated

You can erase the last words you dictated by saying “*Scratch That.*” When you say this command, Dragon NaturallySpeaking deletes the last thing it typed into your document. This may be a full sentence, a phrase, or just one word, if that’s all you said before pausing.

You can say “*Scratch That*” up to 10 times to delete the last few things you said. If you repeat the command, you must pause before saying it again. You can also say, for example, “*Scratch That 5 Times.*”

Going back as you dictate

When you’re dictating, sometimes you may hesitate or think of a better way to say something right after you’ve said it. When this happens, you can use the “*Resume With*” command to return to where you were before the mistake.

Just say “*Resume With*” followed immediately by the word or words to which you want to return. Then, continue dictating. Any text after the new position of the insertion point will be replaced with your new dictation.

NOTE When using the “*Resume With*” command, remember not to pause in the middle. Say “*Resume With*” and then immediately say the words to which you want to return. These words must be in the last three or four sentences (100 characters) you said; you can’t use “*Resume With*” to return to an earlier part of your document.

To go back as you dictate:

- 1** Suppose you dictate this sentence: “*I have a deadline this week, but we could meet for lunch... um... er... next Wednesday.*”
- 2** To correct the sentence, return to the last correct words you remember dictating. For example, say “*Resume With meet for lunch.*” (Remember not to pause in the middle.)
- 3** Then, dictate the rest of the sentence. For example, say “*next Wednesday at noon.*”

Deleting specific words

You can delete text by selecting it and saying “*Delete That.*”

To delete text:

- 1** Select the text you want to delete.
- 2** Say “*Delete That.*”

You can also say “*Scratch That*” to do the same thing.

Deleting the next or previous paragraph or line

You can delete the next or previous paragraph by saying “*Delete Next Paragraph*” or “*Delete Previous Paragraph.*” You can delete the next or previous line by saying “*Delete Next Line*” or “*Delete Previous Line.*”

You can also delete a number of paragraphs or lines (up to 20). For example, you can say “*Delete Previous 5 Paragraphs.*” See the complete list below:

SAY	THEN	THEN
Delete	Next	Paragraph
	Previous	2...20 Paragraphs

SAY	THEN	THEN
	Forward	Line
	Back	2...20 Lines
	Last	

Deleting the next or previous word or character

You can delete the next or previous word by saying “*Delete Next Word*” or “*Delete Previous Word*.” You can delete the next or previous character by saying “*Delete Next Character*” or “*Delete Previous Character*.”

You can also delete a number of words or characters (up to 20). For example, you can say “*Delete Previous 5 Words*.” See the complete list below:

SAY	THEN	THEN
Delete	Next	Word
	Forward	2...20 Words
	Previous	Character
	Back	2...20 Characters
	Last	2...20 Characters

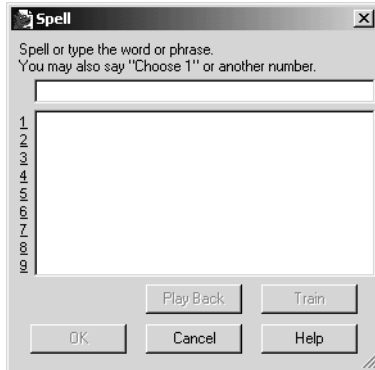
NOTE Another way to delete the previous character is by saying “*Backspace*.” This is equivalent to pressing the **BACKSPACE** key. You can “press” it multiple times (up to 20) by saying, for example, “*Backspace 5*.”

Spelling as you dictate

With the Spell command in Dragon NaturallySpeaking, you can easily spell a word or phrase you want to dictate into your document. This can be useful if you are dictating a word that is not likely to be in the Dragon NaturallySpeaking vocabulary, such as a proprietary term, a proper name, or a non-English word. Say, for example, “*Spell b-u-o-n space g-i-o-r-n-o*.” The word you spelled appears right in your document.

You must say “Cap” if the word contains a capital letter. For example, say “*Spell Cap R-u-m-p-e-l-s-t-i-l-s-k-i-n*” to type “Rumpelstilskin.”

If you say “*Spell*” by itself, without any letters after it, the Spell dialog box opens.



You can then speak the letters and Dragon NaturallySpeaking will type them or you can correct any errors in the word you spelled.

When spelling, you can say numbers and special characters as well as letters. For example, to dictate an automobile license plate number, you could say “*Spell y-h-m-6-0-9.*” Dragon NaturallySpeaking would type “yhm609.” Say “*Spell Cap-m-a-c-m-i-l-l-a-n-trademark*” to get “MacMillan™” in your document.

Spelling a word adds that word to the active vocabulary. Words that contain numbers are not added to the vocabulary.

TIP To dictate unusual text such as automobile license plate numbers or product codes, you can also switch to Spell mode by saying “Switch To Spell Mode,” and then dictate letters.

You can make the Spell dialog box appear whenever you use the Spell command by setting the “*Spell*” commands bring up the Spell dialog box option on the Correction tab in the Options dialog box. See page 177 for more information.

You can also access the Spell dialog box when using the “Select” or “Correct” commands.

For a list of how to spell special characters, see the Spelling topic in the online Help.

Playing back your dictation (Preferred and higher)

Playback commands work in the DragonPad, Microsoft Word 97, 2000, 2002 and 2003, Corel WordPerfect 8 and 9, and Lotus Notes.

Although Dragon NaturallySpeaking never makes a spelling mistake, the mistakes it does make can be challenging to find and fix. Sometimes, what the program types looks very different from what you actually said.

To make correcting mistakes easier, Dragon NaturallySpeaking records your voice as you dictate. You can play back your voice whenever you cannot tell by looking at your document what you originally said.

NOTE *Unless you have Dragon NaturallySpeaking Professional or a higher edition, playback is available only until you close a document. After you close a document, Dragon NaturallySpeaking deletes the recorded dictation for that document. See page 56 for information on saving dictation for later correction (Professional and higher editions).*

Playing back dictation from the Correction menu

When you're working in the Correction menu, click the Play Back button or say "*Play That Back*" to play the dictation that goes with the words you're correcting. Then edit the text to match what you said.

You can set up Dragon NaturallySpeaking to play back dictation automatically whenever you open the Correction menu. On the NaturallySpeaking menu, select Tools>Options>Correction tab. On the Correction tab, select "Automatic playback on correction."

Sometimes, there's no dictation to play back. For example, you cannot play back text that wasn't entered by voice, such as words you typed or pasted into your document.


NOTE *Even when you have entered text by voice, you cannot play it back after you have cut it, copied it, pasted it, or otherwise moved it around in the document.*

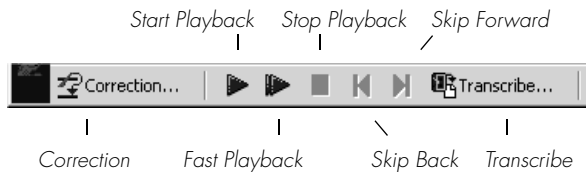
If you have Dragon Naturally Speaking Professional or a higher edition, you can save your dictation with your document for later playback (see "Dictate now, correct later" on page 56). Otherwise, you cannot play back dictation after closing a document.

If dictation is not available, the Play Back button is dimmed (grayed out). When playback is not available, you may find text-to-speech useful for checking your work. See “Using text-to-speech” on page 58.

Playing back dictation in a document

To help you check your work for mistakes, you can play back a line, a paragraph, a selection, or the whole document. After playback starts, you can stop it as soon as you notice a mistake and automatically open the Correction menu.

The Playback toolbar is an extra section of the DragonBar that is normally hidden. To see the Playback toolbar, click the double chevron icon  on the DragonBar to open the Extras toolbar (Preferred and higher editions).



To play back dictation:

To play back dictation, do any of the following:

- Select the text you want to play back, and say “*Play That Back.*”
- Click the Start Playback button on the Playback toolbar.
- Move the insertion point to the text you want to play back and say any of the following commands:

SAY	TO
Play Back Line	Play back dictation for the current line.
Play Back Paragraph	Play back dictation for the current paragraph.
Play Back Document	Play back dictation for the whole document.
Play Back Window	Play back dictation for the text in view.
Play Back to Here	Play back dictation from the top of the document window to the insertion point.
Play Back from Here	Play back dictation from the insertion point to the bottom of the document window.

To stop playback:

To stop playback, do any of the following:

- Click the Stop Playback button on the Playback toolbar.
- Click anywhere in the document window.
- Press the ESC key.

(It's not possible to stop playback by voice, because the computer cannot hear speech input when it's playing back dictation.)

To skip backward or forward:

You can skip backward or forward in your document by a few words by clicking the Skip Backward and Skip Forward buttons.

To stop playback and correct a mistake:

To stop playback and correct a mistake, do any of the following:

- Click the Correction button on the Playback toolbar.
- Press the minus (-) key on the numeric keypad.

This stops playback and simultaneously opens the Correction menu. There you can correct the text for the last phrase played back.

NOTE *By default, Dragon NaturallySpeaking stores about 30 minutes of dictation (40 MB). If you want to be able to store more dictation, you can change the amount of disk space that's set aside for storing it. On the Tools menu, click Options, and then click the Data tab. Increase the number in the "Disk space reserved for playback" box.*

Dictate now, correct later

When you dictate into the DragonPad, you can save your dictation with your text so either you or someone else can correct it later. You must create and edit your file in the DragonPad to be able to play back dictation. This feature is available in Dragon NaturallySpeaking Professional and higher editions.

You can save dictation with your document if you select the Save recorded dictation with document box on the Data tab of the Options dialog. The first time you save a document in DragonPad during an editing session, Dragon NaturallySpeaking asks you whether you want to save your speech data. If you save your speech data, you can reopen the document at a later time and play back your dictation. If you do not save your speech data, your dictation is stored only during the current editing session.

Correcting your own dictation

If you save your dictation, you can open your file later and play back and correct the text as if you had just dictated it.

Correcting someone else's dictation

You can play back someone else's dictation and correct the text to match the dictation. You can do this in two ways:

- You can correct the dictation using your user files.
- You can correct the dictation using the document author's user files.

Correcting with your user files

You should use this correction technique if you regularly correct another person's text by voice and it is not important to maximize the author's recognition accuracy.

When you use your user files, you can correct the dictation just as you would correct your own dictation, using any combination of voice commands and keyboard typing. Even though you are correcting someone else's dictation, your work won't reduce recognition accuracy for either you or the person who dictated the text. But your corrections to the other person's dictation won't improve recognition either.

Correcting with the document author's user files

You should use this correction technique if you do not need to correct by voice and it is important to maximize the author's recognition accuracy.

TIP *This technique works if all work is done on a single computer. Consult your Dragon NaturallySpeaking reseller about ways to dictate on one computer and correct on another.*

If you correct dictation using the author's user files, you must not correct by voice, or you may reduce that person's recognition accuracy. You can, however, improve the author's recognition accuracy if you make corrections by using the keyboard and mouse with the Correction Menu. See the following procedure for details.

To correct using someone else's user files:

- 1** Make sure you are not wearing the microphone headset, or that the microphone is not turned on or plugged in. This will ensure that you don't accidentally reduce the accuracy of someone else's user files by using your voice.
- 2** Make sure the DragonPad Extras toolbar is displayed so you can see the playback command buttons.
- 3** Open the user files of the person whose text you will correct.
- 4** In DragonPad, open the document to correct.
- 5** Use the buttons on the Extras toolbar to play back dictation.
- 6** Select the text you want to correct by mouse or keyboard.
- 7** Press the correction hot key (normally the minus [-] key on the numeric key pad) or click the Correct button on the DragonBar Extras toolbar. The Correction Menu appears with the selected text.
- 8** Use the keyboard to correct the text.
- 9** Save the text and the user's speech files when you are done.

Using text-to-speech

Text-to-speech is available in Dragon NaturallySpeaking Preferred and higher editions.

You can use text-to-speech to have text on your screen (not your current dictation) read aloud in a computer voice. For example, you can have a document that you (or someone else) dictated read back while you listen for mistakes and sections you may want to revise.

Text-to-speech is available only in the DragonPad, Microsoft Word, and Corel WordPerfect. You can, however, copy and paste text from other programs and then use text-to-speech.

To start text-to-speech:

To start text-to-speech, do any of the following:

- Select the text you want to hear (a line, a paragraph, and so on), and then say “*Read That.*”
- Select the text you want to hear, and then select Read That from the Advanced submenu (or right-click in your document and click Read That from the shortcut menu).
- Move the insertion point to the text you want to hear and say any of the following commands:

SAY	TO
Read Line	Read back the current line.
Read Paragraph	Read back the current paragraph.
Read Document	Read back the whole document.
Read Window	Read back the text in view.
Read to Here	Read back from the top of the document window to the insertion point.
Read from Here	Read back from the insertion point to the bottom of the document window.

To stop text-to-speech:


To stop text-to-speech, do any of the following:

- From the NaturallySpeaking menu, point to Advanced and click Stop Playback/Reading.
- Right-click in your document and click Stop Playback/Reading from the shortcut menu.
- Press the ESC key.

You can control the speed, pitch, volume, and other text-to-speech settings. From the Tools menu, click Options>Text-to-Speech Tab

Notes on correcting with another author's user files

This technique works if all work is done on a single computer. Consult your Dragon NaturallySpeaking reseller about ways to dictate on one computer and correct on another.

To display the DragonBar Extras toolbar, click the double chevron icon  on the DragonBar. You cannot display the Extras toolbar if the DragonBar is in cling mode.

In the Correction Menu, you can use the mouse or keyboard to select any of the commands displayed below the correction choices. For example, you can click “*Spell That*” to open the Spell dialog box and spell the word.

You may want to select the following on the Correction tab of the Options dialog box:

- “Correct” command brings up Correction menu
- Automatic playback on correction box

With these settings, Dragon NaturallySpeaking will automatically play back the author's dictation for each text selection you correct. The Correction Menu does not play back dictation.

When you correct someone else's dictation, make sure that the amount of disk space you have reserved for storing dictation is at least as large as the amount allocated for the user that created the text. You allocate the disk space on the Data tab of the Options dialog box.

Saving dictation with documents can take up a lot of disk space, typically more than a megabyte per minute of dictation. To save this space, delete any dictation you no longer need. Dragon NaturallySpeaking saves dictation in a file with the same name as the document, but with the extension .dra. For example, if you dictate a document called MyDoc.rtf and save your dictation, Dragon NaturallySpeaking saves your dictation in a file called MyDoc.dra in the same directory as your document.

Formatting

You can bold text, change font sizes and styles, capitalize text, and apply other formatting by voice.

Many Dragon NaturallySpeaking formatting commands work for text that is selected (highlighted) in your document. To select text by voice, say “*Select*” plus the words you want to select. See “Selecting text by voice” on page 45 for information.

Types of commands

Most of the commands listed in this chapter are *global*—they are available in virtually every application. In addition to the global commands listed here, Dragon NaturallySpeaking includes many commands for editing and formatting that work in common applications. For more information on finding these commands see page 103.

NOTE You can change the formatting properties of a word (such as whether Dragon NaturallySpeaking should type a space before or after the word, or whether the word is capitalized in a title) by using the Word Properties dialog box, described in “Changing word properties” on page 128.

Capitalizing text

Capitalizing the first letter of the next word you dictate

Dragon NaturallySpeaking capitalizes many words automatically. It capitalizes the first word in a sentence (following a period, question mark, or exclamation mark). It capitalizes the first word after you say “*New Paragraph*” (though not when you say “*New Line*”) and it capitalizes proper names (when these words are already in the Dragon NaturallySpeaking vocabulary in capitalized form).

NOTE You can change the spacing and capitalization rules for a word in the Word Properties dialog box. See “Changing word properties” on page 128 for more information.

When you're dictating, you can capitalize words that aren't automatically capitalized by saying "Cap" and then the word. For example, say "Cap *zelda*" to get "Zelda."

TIP If saying "Cap <word>" doesn't work, try say "Cap Next <word>."

TIP To dictate the word "cap," for example, in this sentence: "The company is putting a cap on salary increases," you must say "the company is putting a" then say "Spell c-a-p," and then say "on salary increases." In this way, Dragon NaturallySpeaking knows that you do not want to capitalize any of the words within the sentence.

Capitalizing consecutive words

When you want to capitalize consecutive words (for example, if you're dictating a book title), you can turn capitals on and then turn them off when you're finished. This is usually easier than saying "Cap" before each word. Another way to do consecutive capitalization is to dictate the words, pause, and then say "Capitalize That" or "Cap That."

To capitalize consecutive words:

- 1 Say "Caps On" to turn capitals on.

NOTE When "Caps On" is active, Dragon NaturallySpeaking uses title case. This means it capitalizes all words except for articles and prepositions (such as "the" and "to").

- 2 Dictate the words you want capitalized. For example, say: "*success is a journey [colon] seven steps to achieving success in the business of life*"

Dragon NaturallySpeaking types: "Success Is a Journey: Seven Steps to Achieving Success in the Business of Life"

- 3 Say "Caps Off" to turn capitals off.

Dictating the next word in all capital letters

When you're dictating, you can enter a word in all capital letters by saying "All Caps" and then the word.

For example, say "All Caps please" to get "PLEASE."

Dictating consecutive words in all capital letters

When you want to dictate consecutive words in all capitals, you can turn all capitals on and then turn them off when you've finished.

To dictate consecutive words in all capitals:

- 1 Say “*All Caps On*” to turn all capitals on (like pressing the CAPS LOCK key).
- 2 Dictate the words that you want to appear in all caps. For example, say “*the end*”. Dragon NaturallySpeaking types “THE END”
- 3 Say “*All Caps Off*” to turn all capitals off.

Dictating the next word in all lowercase letters

When you're dictating, you can enter a word in all lowercase letters by saying “*No Caps*” and then the word.

For example, say “*No Caps Jennifer*” to get “jennifer.” (Dragon NaturallySpeaking normally capitalizes this and other proper names.)

Dictating consecutive words in all lowercase letters

When you want to dictate consecutive words in lowercase letters (for example, names of computer files or e-mail addresses), you can turn the “no capitals” feature on and then turn it off when you are finished. This is usually easier than saying “*No Caps*” before each word.

To dictate consecutive words in all lowercase letters:

- 1 Say “*No Caps On*” to turn no capitals on.
- 2 Dictate the words you want to appear in all lowercase.
- 3 Say “*No Caps Off*” to turn no capitals off.

Capitalizing (or uncapitalizing) text already in your document

You can change the capitalization of text already in your document by selecting it and then saying “*Capitalize That*,” “*Cap That*,” or “*All Caps That*,” or “*Uncapitalize That*,” “*Uncap That*,” or “*No Caps That*.”

To capitalize or uncapitalize text:

- 1 Select the text you want to change.
- 2 Say “*Capitalize That*,” “*Cap That*,” or “*All Caps That*,” or “*Uncapitalize That*,” “*Uncap That*,” or “*No Caps That*.”

Formatting text

You can use voice commands to specify any combination of font name, size, and style, in that order. These commands change text you dictate from then on or text you have selected.

To set a new style for text you are about to dictate, use the “*Set Font*” and “*Set Size*” commands. To change the style of text you have already selected, use the “*Format That*” command.

Changing the font as you dictate

While dictating, you can change the font face, size, and style by saying “*Set Font*” followed by the font attributes you want. For example, you can say “*Set Font Times*” or “*Set Font Arial 12 Bold.*” When you continue dictating, the new text appears with the font attributes you set.

Changing font face

SAY	THEN
Set Font	Arial
	Courier
	Courier New
	Garamond
	Helvetica
	Palatino
	Times
	Times New Roman

Changing font size

Say “*Set Size*” and then a size from 4 to 100 points. For example, say “*Set Size 18.*” Then, continue dictating.

Changing font style

SAY	THEN
Set Font	Bold
	Italics
	Bold Italics
	Underline
	Strikeout
	Plain or Plain Text or Normal or Regular

Changing a combination of font face, size, and style

Say “*Set Font*” and then the attributes you want (listed in the previous sections). You can specify any combination of font face, size, and style, but you must specify these attributes in that order (font face, then size, then style). See the list of examples below:

- “*Set Font Arial*”
- “*Set Font Arial 12*” or “*Set Font Arial 12 Point*”
- “*Set Size 12 Bold*”
- “*Set Font Arial Bold*”
- “*Set Font Bold*”

NOTE If you’re changing only the font size, use the “*Set Size*” commands, not the “*Set Font*” command.

Changing the font later

You can go back and change the font face, size, or style of text by selecting it and then using the “*Format That*” commands. “*Format That*” works on selected text with the same combinations of font face, size, and style as the “*Set Font*” commands (see the tables in the previous section.)

To change the font:

- 1** Select the text you want to change.
- 2** Say “*Format That*” and then the font attributes you want to apply as described in the previous section. For example, say “*Format that Arial 18.*”

Bold, italics, and underlining

You can apply formatting to text in your document by selecting it and then saying “*Bold That,*” “*Italicize That,*” or “*Underline That.*” You can also say “*Strikeout That.*”

To add bold, italics, and underlining:

- 1 Select the text you want to change.
- 2 Say “*Bold That,*” “*Italicize That,*” “*Underline That,*” or “*Strikeout That.*”

To remove formatting:

- 1 Select the text you want to change.
- 2 Say “*Restore That*” to remove formatting.

Aligning text

You can change how text is aligned by placing your insertion point in the text and saying “*Center That,*” “*Left Align That,*” or “*Right Align That.*”

To align text:

- 1 Move the insertion point to the text you want to align.
- 2 Say “*Center That,*” “*Left Align That,*” or “*Right Align That.*”

You can also use the following commands on selected text: “*Format That Centered,*” “*Format That Left Aligned,*” and “*Format That Right Aligned.*”

Bulleted text

To add bullets to text, place your insertion point in the text and say “*Format that Bullet Style.*” To remove bullets, say “*Format that Bullet Style*” again.

Working with Applications

This chapter describes using Dragon NaturallySpeaking with most popular e-mail programs, Microsoft® Internet Explorer, Microsoft® Word, and Microsoft® Excel.

For information on using Microsoft® Powerpoint and Microsoft® InfoPath, see the online help.

What can I say?

Saying “*What Can I Say?*” will bring up the Sample Commands window. The Sample Command window displays a small selection of useful commands that Dragon NaturallySpeaking recognizes for the current context, whether it is a particular program you are using or the Windows desktop.

For more information, see “What Can I Say?” on page 21.

Working with e-mail

Dragon NaturallySpeaking contains built-in commands for the following e-mail applications:

- America Online® versions 8 and 9. Only one version of version 9 is supported. Please check our Web site for the correct version information: www.ScanSoft.com/NaturallySpeaking/support/
- Microsoft® Outlook® versions 2000, XP, and 2003 (Professional and higher editions)
- Microsoft® Outlook® Express versions 5 and 6 (Professional and higher editions)
- Lotus® Notes® 5, 6, and 7 (Professional and higher editions)

The e-mail commands described in this chapter are designed to work in these four applications. To use them, make sure Dragon NaturallySpeaking and your e-mail application are both running.

If you use a different e-mail program

If you use an e-mail application that is not listed above, you can still compose, edit, and send e-mail using the global (use anywhere) commands described in “Working on your Desktop” on page 27.

TIP If you use Microsoft® Outlook®, Outlook® Express, or Lotus® Notes®, you can add the contact names in your address book to your vocabulary, which improves accuracy when you dictate these names. You can also have Dragon NaturallySpeaking automatically scan your sent e-mail messages so it can better learn your writing style. For instructions on how to do this, see “Increase accuracy from e-mail” on page 123.

Checking for new e-mail

To check for new mail, say “*Check For New Mail*” or “*Check For E-Mail*.” You must be connected to the Internet to check your e-mail.

TIP You can say “*Mail*,” “*Message*,” “*Memo*,” or “*E-Mail*” interchangeably in any of the e-mail commands.

Opening and closing e-mail

To open an e-mail message, select it and say “*Open Mail*” or “*Open That*.” To close an open message, say “*Close Mail*.”

TIP You can also move to the message and select it by “*pressing*” function and arrow keys by voice (see “*Pressing keyboard keys*” on page 32) or using the mouse movement commands (see page 36).

Composing e-mail

To compose a new message, say “*New Mail*” or “*New Message*.” Once the new blank message appears, you can navigate to any field by voice and start dictating.

To navigate e-mail fields:

SAY	THEN
Go to or	To Field
Move to	CC Field
	BCC Field
	Body Field
	First Field
	Last Field
	Next Field

To dictate an e-mail message:

- 1 Say “*New Mail*.” The new message opens on your screen.
- 2 Say “*Go to To Field*.” Pause (to make sure you are in the correct field), then dictate the recipient’s e-mail address, for example, “*jeff at a-o-l dot com*.” If you are entering more than one address, separate each one by saying “*semicolon*” or “*comma*”; depending on your application.
- 3 Say “*Go to CC Field*” or “*Go to BCC Field*,” pause, and dictate the addresses of the people who should receive copies or blind copies of your message (optional).

TIP In many e-mail programs, you can also say just “*Subject*” or “*BCC*” to move to the respective field by that name.

- 4 Say “*Go to Subject Field*,” pause, and dictate the subject of your message, for example, “*Planning a trip to see you*.”
- 5 Say “*Go to Body Field*,” pause, and begin dictating the body of your message.

TIP For instructions on dictating e-mail addresses and Web URLs, see “*Dictating e-mail and Web addresses*” on page 96.

Sending and printing e-mail

Once your message is ready to send, you can simply say “*Send Mail*” to send your e-mail on its way. To print a message, say “*Print Mail*” and the message will be sent to your printer.

Forwarding and replying to e-mail

To forward a message selected in your Inbox, simply say “*Forward Mail*,” then dictate the recipient’s address in the To Field of the new message.

Select a message and say “*Reply to Mail*” to create a new message addressed to the sender. To reply to everyone on the mailing list, say “*Reply To All*.” Then move to the Body Field and dictate your reply.

Deleting mail

You can delete the currently selected message by saying “*Delete Mail*.” This command will work on all selected messages, so make sure you have selected only those you want to delete.

NOTE *If you use Microsoft® Word as your e-mail editor in Microsoft® Outlook®, some e-mail commands will not work when viewing or editing a e-mail message. In addition, you cannot select menu items by voice in the e-mail message window with Microsoft® Word as your default editor.*

Working with Microsoft Internet Explorer

You can use Dragon NaturallySpeaking to control Microsoft® Internet Explorer® and browse the Web by voice. Just say the name of a link to click on it. To use this feature, you must have Microsoft® Internet Explorer® version 5.0 or later installed.

You can use voice commands to:

- Go to any Web page on the Favorites menu
- Enter a Web address (URL) in the Address bar
- Go back to the previous Web page or forward to the next
- Click links, buttons, and images
- Scroll in a Web page
- Select check boxes and other options
- Enter text in a text box (such as a Search box)

To use Microsoft® Internet Explorer® by voice, simply start Microsoft® Internet Explorer® while Dragon NaturallySpeaking is running. To start Microsoft® Internet Explorer® “by voice, say “*Start Internet Explorer*.”

NOTE *Any program that embeds the Microsoft® Internet Explorer® application, such as the Dragon NaturallySpeaking online Help, can also be used by voice.*

Going to favorite Web pages

You can use voice commands to go to any Web site saved in your Favorites list by saying “*Click Favorites*” to displays the Favorites menu. Once the Favorites menu is displayed, simply say the site name exactly as it appears in the Favorites menu.

TIP If Dragon NaturallySpeaking misunderstands your command and opens the wrong page, you can return to where you were by saying “Go Back.”

To add a page to the Favorites menu:

- 1** Go to the page you want to add to the Favorites menu.
- 2** Say “Click Favorites” to open the Favorites menu.
- 3** Say “Add to Favorites” to open the Add Favorites dialog box.
- 4** Type or dictate a name for the page. Select a short name, so it will be easy to open the page by voice.
- 5** Save the page anywhere on the Favorites menu.
- 6** Click OK or say “Click OK” to close the Add Favorites dialog box.

Entering a Web address in the Address bar

You can dictate Web addresses (URLs) by saying “Go to Address.” Follow these steps.

To enter a Web address:

- 1** Say “Go to Address” to move to the Address bar.



- 2** Dictate the Web address (for example, say “w w w dot company dot com”). Most URLs are not case sensitive, but you may need to say “Cap” if the Web address contains capital letters. For more information about dictating Web addresses, see “Dictating e-mail and Web addresses” on page 96.
- 3** Say “Go There” to open the page (same as pressing the ENTER key).

TIP You can also say “Click Go” instead of “Go There.”

Going back to the previous Web page or forward to the next

You can Say “Go Back” or “Go Forward” to do the same the Back and Forward buttons do in Internet Explorer.

Here's a list of all the voice commands you can use to control the Microsoft® Internet Explorer® toolbar.

SAY	TO
Go To Address	Move the insertion point to the Address box.
Click Go or Go There	Go to the Web address in the Address box.
Go Back	Go back to the previous Web page (same as clicking the Back button).
Go Forward	Go forward to the next Web page (same as clicking the Forward button).
Stop Loading	Stop a Web page from loading (same as clicking the Stop button).
Refresh or Reload	Refresh the current Web page (same as clicking the Refresh button).
Go Home	Go to your home page (same as clicking the Home button).


Entering text in a text box

When Dragon NaturallySpeaking is running, you can dictate text into Search boxes and other text boxes on a Web page.

To enter text in a text box:

- 1 Say "*Type Text*" to move to the first text box on the page.

TIP You can also say "*Edit Box*" or "*Text Field*" instead of "*Type Text*."

- 2 If the page has more than one text box, they will be numbered like this . (See the following procedures for examples.) Choose the number you want, or move to the next or previous text box by saying "*Next*" or "*Previous*."

- 3 When the insertion point is in a text box, you can dictate text.


In text boxes, you can also correct recognition mistakes by voice, just as you do when you're dictating into a document.


Clicking links, buttons, and images

You can click the text links and buttons on a Web page simply by saying the link or button name.

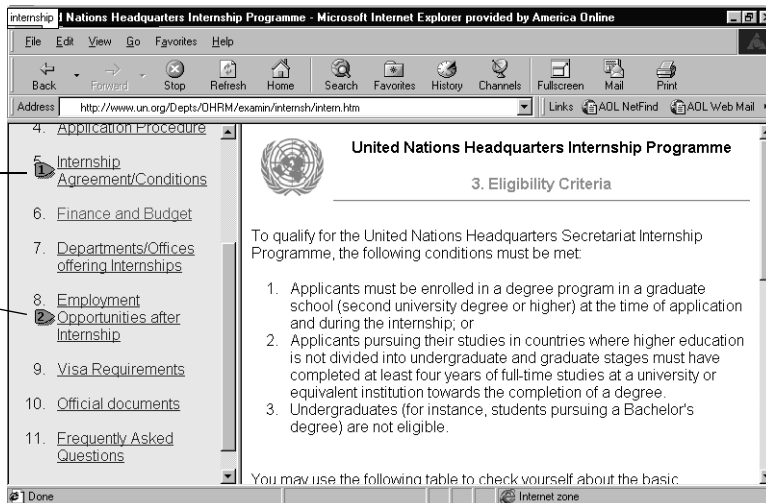
If the text link or button name is long, you don't need to say all of it. Just say enough to distinguish it from other links on the page.

To click a text link:

- 1 Say the text link (it must be visible on the screen). For example, to click the link Finance and Budget on the Web page pictured below, say “*Finance and Budget.*”
- 2 An arrow  appears briefly to indicate which link was selected and then the page opens.

TIP You can also say “Click” and then the link text. For example, you could say “Click News and Events.” Sometimes saying “Click” first is more reliable than just saying the link text alone.
- 3 If more than one link matches what you said (for example, if there are two links on the page that contain the word “Internship”), Dragon NaturallySpeaking numbers all the links on the page like this .
- 4 Say “Choose” plus the number of the link you want. For example, say “Choose 2.”

Say “Choose 1” to click the first link containing “Internship,” or say “Choose 2” to choose the second link.



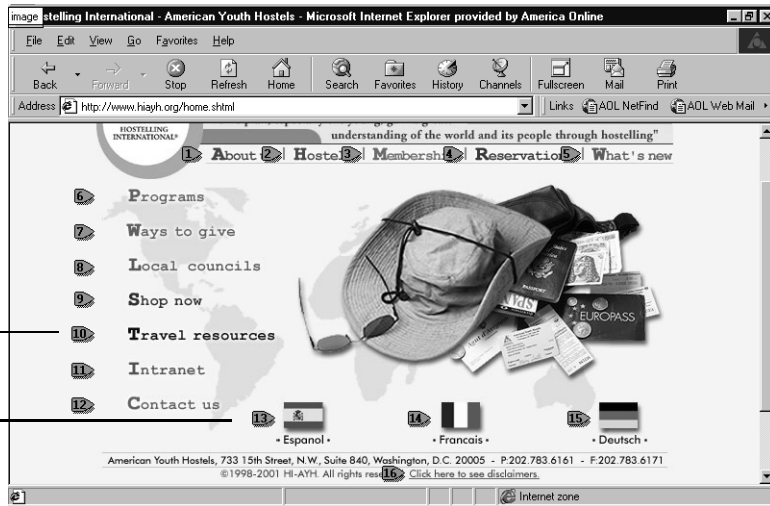
NOTE On secure Web pages this feature is disabled. You cannot select links on secure pages by voice.

To click an image:

- 1 When you say “Image” (or “Click Image”), Dragon NaturallySpeaking numbers all the images on the page like this .

Some Web pages, like this one, display text as graphic images. When you say “Image,” Dragon NaturallySpeaking numbers each image.

To click the “Travel resources” link, say “Choose 10.” To click the Spanish flag, say “Choose 13.”

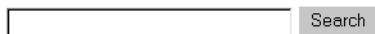


- 2 Click the image you want by saying, for example, “Choose 3.”

TIP If Dragon NaturallySpeaking misunderstands your command and opens the wrong page, you can return to where you were by saying “Go Back.”

To click a button:


Say the button name. For example, to click the button pictured below, say “Search.”



You can also say “Click” and then the button name. For example, you could say “Click Search” (or “Click Search Button”).

To unselect the button, you must select a different one.

To click a check box, list box, or radio (option) button:

- 1 Say “Check Box,” “List Box,” or “Radio Button” to number the buttons like this . Then choose the number you want, as in the previous procedure.

Here is a table of commands you can use for clicking links, images, check boxes, lists, and buttons.

SAY	TO
Type Text or Edit Box	Go to the first place on a Web page where you can enter text.
Click Check Box or Check Box	Number all check boxes on the page and go to the first one.
Click Image or Image	Number all images with links on the page and go to the first one.
Choose 2	Select the image, option, button, and so on from the numbered list of choices. You can say any number that appears in the list.
Click Radio Button/Radio Button	Number all option (radio) buttons on the page and go to the first one.
Click List Box or List Box	Number all boxes with a list of choices (drop-down lists) on the page and go to the first one.
Show Choices	Open a list of choices.
Hide Choices	Close a list of choices.
Choose <i>Thursday</i> or <i>Thursday</i>	Choose an entry from a list of choices, in this example, <i>Thursday</i> .
Show Choices or Drop List or Open List	Opens the list box to show all the choices available in the list.

Frames and panes

When you're viewing a Web page that uses frames, say "*Next Frame*" or "*Previous Frame*" to move between the different frames.

To move between different Microsoft® Internet Explorer® panes, say "*Next Pane*" or "*Previous Pane*." Panes are different windows within the Microsoft® Internet Explorer® application, such as "Search" and "Tip of the Day."

Scrolling in a Web page

When Dragon NaturallySpeaking is running, you can scroll in a Web page by voice. You can use voice commands to go to the top or bottom of a page or to move up or down a screen or line at a time.

You can also start automatic scrolling by saying “*Start Scrolling Down*” or “*Start Scrolling Up*.” Automatic scrolling is convenient when you want to read a Web page without using the mouse or keyboard. See the complete list of commands below:

SAY	TO
Go to Bottom	Scroll to the end of the Web page.
Go to Top	Scroll to the beginning of the Web page.
Page Down	Scroll down one screen (same as pressing the Page Down key).
Page Up	Scroll up one screen (same as pressing the Page Up key).
Line Down	Scroll down one line (same as clicking the down arrow in the scroll bar once).
Line Up	Scroll up one line (same as clicking the up arrow in the scroll bar once).
Start Scrolling Down	Start automatic scrolling toward the end of the page.
Start Scrolling Up	Start automatic scrolling toward the beginning of the page.
Speed Up	Increase scrolling speed. (Say it again to speed up more.)
Slow Down	Decrease scrolling speed. (Say it again to slow down more.)
Stop Scrolling	Stop automatic scrolling.

While a Web page is scrolling, you can click by voice the text links and buttons you see if the page is moving slowly enough. The page will continue to scroll, however, unless you say “*Stop Scrolling*” before saying the link.

Working with Microsoft Word

Dragon NaturallySpeaking contains built-in commands for Microsoft® Word 2000, XP, and 2003.

Dragon NaturallySpeaking provides a large number of commands that work with different versions of Microsoft Word. Since the number of valid commands is so large, you should just try saying what you want to do. If you get unexpected results, say "Undo That" to undo the action and try a different way to say the command. Alternatively, you can open the Command Browser or the sample command window

For more information. The Command Browser is described in more detail on page 103.

Using other word processing programs

Dragon NaturallySpeaking works with other popular word processing programs other than Microsoft Word, for example Corel WordPerfect.

As with Microsoft Word, you should just try saying what you want to do; you can always say "Undo That." NaturallySpeaking has built-in commands that work with Corel WordPerfect as well as "global" commands that work in all applications. You can also use the Command Browser for more information on these commands; for more information see "Using the Command Browser" on page 103.

Creating, opening, and closing a document

You can use the following voice commands to perform basic document operations using Microsoft Word:

TO	SAY
Start Microsoft Word	Start Microsoft Word
Create a new document	Create New File or Open New File
Open an existing document	Open File or "<file name> dot <file extension>", for example, "My Document Dot Doc". or Click Open
Save a document as a .doc file	Save Changes <i>You may need to dictate a file name if this is the first time the file has been saved.</i> Click Save
Close a document	Close File or Close Document

Selecting text

You can use the following voice commands to select text in Microsoft Word

TO	DO THE FOLLOWING
Select a word, line, or paragraph	Move the insertion point to the word, line, or paragraph you want to select and say, "Select Word/Line/Paragraph."
Select an adjacent word, line or paragraph	Move the insertion point to either before or after the word, line, or paragraph you want to select and say, "Select Next/Previous Word/Line/Paragraph."

For more information on selecting text, see "Correcting and Editing" on page41.

Formatting text

You can use the following voice commands to format text in Microsoft Word:

TO	SAY
Change text properties	Set Word/Line/Paragraph to Strikeout or Underline this Word/Line/Paragraph or Italicize Next <number> Words or Bold This Page
Change font properties	Turn on Bold and Italics or Format That Regular or Unitalicise That
Change font name and point sizes	Set the Font to Twenty Four Points Times in the Word/Line/Paragraph or Increase/Decrease the Font Size to Eighteen or Points in the Word/Line/Paragraph or Set the Font to Courier in the Selection/Word/Line/Paragraph/Page/Section/Document or Decrease Selection by Two Points

TO	SAY
Create and delete bullet points or list numbers	Set the paragraph to Bulleted/Numbered or Delete Bullets From the Document or Unnumber the Selection

Working with tables

You can use the following voice commands to work with tables in Microsoft Word:

TO	DO THE FOLLOWING
Create a table	<i>Move the insertion point to the location where you want to create a table</i> Say "Add a Table" or Create a <number of rows and columns> Table, for example, "Create a Five by Seven Table"
Add rows and columns	Say: Add a New Row/Column or Add <number> Rows/Columns, for example, "Add Three Columns"
Delete rows and columns	Delete the <ordinal number> Column, for example, "Delete the Third Column" or "Delete this Column"
Move by cells, columns, rows, or tables	Right/Left/Up/Down <number> Columns or Right/Left/Up/Down <number> Rows or Go Right/Left/Up/Down <number> Rows or <number> rows to the Right/Left/Up/Down or Go To Last/First Cell/Row/Column or Go To Next/Previous Table

Working with Microsoft Excel (Preferred and higher)

Dragon NaturallySpeaking contains built-in commands for Microsoft® Excel 2000, XP, and 2003.

You can use Select-and-Say commands and built-in commands to enter and revise content and to navigate between cells in Microsoft Excel. For more information on using Select-and-Say, see “Selecting text by voice” on page 45.

NOTE *Dragon NaturallySpeaking provides a large number of commands to use with Microsoft Excel. Because the number of valid commands is so large, you should just try saying what you want to do. If you get unexpected results, say “Undo That” to undo the action and try a different way to speak the command. Alternatively, you can open the Command Browser or the sample command window for more information. The Command Browser is described in more detail on page 103.*

Dictation and Editing Modes

There are two modes for using voice commands in Microsoft Excel. The two modes are described below.

Dragon Quick Edit Mode

Quick Edit Mode allows you to enter new content into a cell, overwrite the current contents of a cell, or format the entire contents of a cell. When you select a cell and begin dictating, a yellow background appears to indicate that the dictated text will be inserted into the cell. If the cell currently contains text, the new dictated text will overwrite the existing text. If you want to format the contents of a cell, select the cell, or select a portion of the cell’s contents using Select-and-Say commands, and say a formatting command, such as “*Set Font Arial 10 Point Bold*”. Line and Paragraph commands, such as “*New Line*” or “*Move Left 3 Rows*” change the focus to another cell in Quick Edit Mode.

Dragon Full Edit Mode

Full Edit Mode allows you to edit the existing contents of a cell. If you want to add to or edit the current contents of a cell, select the cell and say “*Edit Cell*” or “*Press F2*” to open the cell for editing. When you enter Full Edit Mode, the background color changes to blue. Entering Full Edit Mode is analogous to double-clicking a cell. Line and Paragraph commands, such as “*New Line*” operate within the selected cell in Full Edit mode.

Using Select-and-Say

In general, Select-and-Say is available in cells except when you type something into a cell before you dictate and when you enter Full Edit Mode. For example:

- If you dictate into a cell, then type some characters, and dictate more text into that cell, Select-and-Say is available.
- If you type at the beginning of a cell and dictate some text or numbers, Select-and-Say is not available.
- Once you have edited a cell using any combination of typing and dictation, when you move back to that cell by voice, Select-and-Say is available in the entire cell.

Moving Around a Worksheet

You can use the following commands to navigate between cells in a worksheet:

COMMAND	FUNCTION
Press Left, Right, Up, Down or Move Left, Right, Up, Down	Move to the next cell. If you are currently editing the cell, saying any of these commands completes the cell entry and moves to the next cell. If the cell is open for editing, these commands move the cursor within that cell. You can also add a number to any of these commands, as in "Move Down 3 Rows".
Next/Previous Row/Column Start of Row/Column	Move to the next or previous row or column. Move to the first cell in a row or column.
Row, Column, Row/Column coordinates	Move to the specified row or column. For example, "Column H". Move to a cell defined by a column and a row. For example, "Column D, Row 30" or "D 30".
New Line	Move down one cell in Quick Edit mode. Move to new line within the current cell in Full Edit Mode.
Create New Worksheet, Workbook	Add a new worksheet or workbook.
Apply	Complete a cell entry and stay in the cell.
Press Enter	Complete a cell entry and move down one cell.
Press Escape or Press Cancel	Cancel a cell entry and remain in the cell.
Open Excel Help	View the Microsoft Excel online help.

TIP If column letters are not being recognized correctly, try using the alpha-bravo version of the letters, as in "Move to Cell Alpha 3".

Editing and Formatting Content

Use the following commands to format a worksheet and the text and numbers you enter. The following commands are samples. Other commands that use similar

words should also work, such as saying “*Make Row Height 5*” in place of “*Set Row Height 5*”

NOTE *If the numbers you dictate are transcribed as words you can switch to Numbers Mode by saying “Numbers Mode On” or by choosing Numbers Mode from the Words menu on the DragonBar.*

COMMAND	FUNCTION
Press F2, Edit Cell	Switch to Full Edit Mode. The selected cell is opened for editing and the insertion point is placed at the end of the line.
Set Row Height, Column Width	Change the height of a column or the width of a row. For example, “ <i>Set Column Width to 5</i> ”.
Right/Left/Center Align Cell, Row, Column	Format the contents of the selection right aligned, left aligned or center aligned.
Color/Shade This Cell	Open the Format Cell dialog box with the Patterns tab selected so you can choose a color.
Format This Cell, Row, Column	Open the Format Cell dialog box so you can make selections by voice.
Clear Cell/Row/Column	Clear the contents of the specified region.

Performing Operations

Use the following commands to enter formulas and to perform other Microsoft Excel operations by voice. These commands are samples. Other commands that use similar words should also work.

COMMAND	FUNCTION
Average the selected cells	Compute the average of the selected cells and enter the result in the selected cell.
Divide cell x by cell y	Divide one cell by another. For example, “ <i>Divide cell A2 by A4</i> ”.
Multiply cell x by ten percent	Multiply the contents of cell x by 10% and enter the result in the selected cell.
Compute <Formula> End Formula	Compute a formula. For example, “ <i>Compute Five Plus Seven Times Three End Formula.</i> ”
Recalculate	Recalculate the formula in the selected cell and overwrite the existing value with the new value.
Sort This Column Ascending, Descending	Sort the selected column.
Hide/Unhide selection	Hide or unhide a selection.
Lock/Unlock selection	Lock or unlock a selection.

Dictating Names, Numbers, Punctuation & Special Characters

This chapter describes how to dictate numbers, punctuation, Web addresses, and a few other special items. For complete information on this topic, see the online help.

NOTE If *Dragon NaturallySpeaking* is not formatting a word as you would like, you can change the formatting properties of the word by using the *Word Properties* dialog box. See “Changing word properties” on page 128.

Dictating numbers

In most cases you can dictate numbers, including postal codes, as you normally say them. *Dragon NaturallySpeaking* will display either a number (“3”) or the word (“three”), based on the context. To force recognition of digits as numerals instead of text without using the Numbers Mode, say “Numeral” before you say the digit, for example, say “Numeral Three” to get 3. When dictating numbers:

- You can use or omit the word “and” as part of a number. For example, say “one hundred fifty” instead of “one hundred and fifty” to get the number 150.
- You can use “oh” and “zero” interchangeably to get 0.
- If you want a comma in a four-digit number, you must speak it explicitly. Numbers with five or more digits automatically include commas, with the exception of US ZIP codes.
- For a decimal point, say “point.”

TIP If you want to dictate only numbers, you can switch to “Numbers Mode.” See “Switching Recognition Modes” on page 101 for more information.

TO ENTER	SAY
1	one numeral one
5	five numeral five
17	seventeen
23	twenty three
179	one hundred seventy nine one seventy nine
5423	five thousand four hundred and twenty three
5,423	five [comma] four twenty three
12,537	twelve thousand five hundred and thirty seven
142,015	one hundred and forty two thousand and fifteen
35.23	thirty five [point] two three
0.03	All Dialects: zero [point] zero three Outside US/Canada: nought [point] nought three
43.28%	forty three [point] twenty eight [percent sign]
02460	oh two four six zero
02460-1458	oh two four six zero [hyphen] one four five eight
2 3/4	two and three fourths
11/32	eleven over thirty two
\$99.50	ninety nine dollars and fifty cents
€45.35	45 Euros and thirty-five cents
£120.35	pound sterling sign one hundred and twenty point thirty five [All Dialects]

NOTE If you are having problems dictating numbers, currency, times, or dates, make sure that your *Regional Settings* match the language (dialect) you selected when you created your user.

Changing the format of a number

If Dragon NaturallySpeaking enters a number in a format you don't want, you can use voice commands to convert it to a numeral or to spell it out.

For example, you can change “seven dollars” to “\$7” (US/Canada) or “seven pounds” to “£7” (Other Dialects) by saying “*Format That Number.*”

And you can change “\$7” to “seven dollars” (US/Canada) or “£7” to “seven pounds” (Other Dialects) by saying “*Format That Spelled Out.*”

These commands change the last number dictated or a selected number.

SAY	TO CHANGE
Format That Number	one to 1 first to 1st nineteenth to 19th 5 million to 5,000,000 five million to 5,000,000 eight dollars to \$8 (US/Canada) seven pounds to £7 (Other Dialects)
Format That Spelled Out	4th to fourth 27 to twenty-seven 5,000,000 to five million

NOTE The “Format That Number” and “Format That Spelled Out” commands work for numerals and currency, but not for dates, times of day, telephone numbers, and most fractions.

Using Numbers Mode

Any time you need to dictate a series of numbers and do not want Dragon NaturallySpeaking to recognize them as words, you can turn on Numbers Mode. This could be useful, for example, if you are dictating in a spreadsheet program, such as Microsoft® Excel®.

To turn on Numbers Mode, say “Start Numbers Mode” or “Numbers Mode On.” To turn off Numbers Mode, say, “Stop Numbers Mode” or “Numbers Mode Off” or “Switch to Normal Mode.”

For more information on Numbers Mode and more ways to turn Numbers Mode on and off, see the section “Switching Recognition Modes” on page 101.

Dates

You can dictate most dates the way you would normally say them. Say “oh” or “zero” to enter 0. In dialects other than US/Canada, you can also say “nought.”

TO ENTER	SAY
22 January 1999	twenty two January nineteen ninety nine
April 9, 2001	April 9 [comma] two thousand and one
14/07/85	fourteen [slash] oh seven [slash] eighty five
3/11/02	three [slash] eleven [slash] zero two
3/11/2002	three [slash] eleven [slash] two thousand and two
April 1st	April first
March 22nd	March twenty second
the 1980s	the nineteen eighties

Times of day

Dictate the time of day the way you would normally say it.

US/Canada: Dragon NaturallySpeaking automatically types the colon (:) if you say “a m” or “p m” when dictating the time. Say “o’clock” or “colon zero zero” to enter:00.

TO ENTER	SAY
8:30	eight [colon] thirty or eight [numeric colon] thirty
7:45 AM	seven forty five a m
10:22 PM	ten twenty two p m
3:00	three o’clock or three [colon] zero zero
5:00 PM	five o’clock p m

TIP Dragon NaturallySpeaking will recognize times more accurately if you say “numeric colon” instead of “colon” when dictating times.

Other Dialects: Dragon NaturallySpeaking automatically types the point (.) if you say “a m” or “p m” when dictating the time, depending on the regional setting. Say “o’clock” or “point zero zero” to enter .00.

TO ENTER	SAY
8.30	eight [point] thirty
7.45 AM	seven forty five a m
10.22 PM	ten twenty two p m
3.00	three o’clock
5.00 PM	five o’clock p m

NOTE The format of “a.m.” and “p.m.” depends on your computer’s regional Windows® settings.

Telephone numbers

North American phone numbers

Say US and Canadian phone numbers as you normally would, pausing briefly between each group of numbers.

You don't need to dictate hyphens for most phone numbers (numbers that are 7, 10, or 11 digits long). Dragon NaturallySpeaking will add them automatically.

TO ENTER	SAY
965-5200	nine six five fifty two hundred
617-965-5200	six one seven nine six five fifty two oh oh
1-800-555-1212	one eight hundred five five five one two one two
(617) 965-5200	[open parenthesis] six one seven [close parenthesis] nine six five five two zero zero
1-212-555-1212	one two one two five five five one two one two

Telephone numbers outside North America

To dictate other phone numbers, including European phone numbers, you must say all the punctuation, including the hyphens, spaces, and parentheses.

TO ENTER	SAY
(01628) 894150	[open parenthesis] oh one six two eight [close parenthesis] eight nine four one five oh
027 629 8944	oh two seven [space bar] six two nine [space bar] eight nine four four
61-7-4695-2055	six one [hyphen] seven [hyphen] four six nine five [hyphen] two zero five five
(65) 2778590	[open parenthesis] six five [close parenthesis] two seven seven eight five nine zero

TIP *In dialects other than US/Canada, you can say "bracket" instead of "parenthesis."*

Fractions

You can dictate most common fractions the way you would normally say them. To dictate $1/2$, $1/3$, $1/4$, $1/5$, $1/6$, $1/7$, $1/8$, $1/9$, $1/10$, and $1/16$ or a multiple of these fractions, just say the fraction normally.

TO ENTER	SAY
$1/2$	one half
$1/4$	one fourth or one quarter
$15/16$	fifteen sixteenths or fifteen over sixteen
$3\ 7/8$	three and seven eighths or three and seven over eight

If the denominator (bottom number in the fraction) is greater than 10, you can enter the fraction by saying “*slash*” or “*over*” between the two numbers.

TO ENTER	SAY
9/12	nine [slash] twelve or nine over twelve
5 3/56	five [space bar] three [slash] fifty six
130/70	one thirty over seventy

A few common fractions can also be displayed on your computer as special characters (such as ¼, ½, or ¾) instead of two numbers separated by a slash character (such as 1/4, 1/2, or 3/4). For information about dictating fraction characters, see “Dictating uncommon special characters” on page 98.

Roman numerals

You can dictate Roman numerals by saying “*Roman numeral*” and the number. For large numbers, say the number in small combinations (as in the examples shown here).

TO ENTER	SAY
I	Roman Numeral one
IV	Roman Numeral four
V	Roman Numeral five
X	Roman Numeral ten
L	Roman Numeral fifty
C	Roman Numeral one hundred
D	Roman Numeral five hundred
M	Roman Numeral one thousand
XXIV	Roman Numeral twenty four
XXXI	Roman Numeral thirty one
MCMXCVII	Roman Numeral one thousand Roman Numeral nine hundred Roman Numeral ninety Roman Numeral seven

TIP Don't pause after the word “*Roman Numeral*” when you're dictating a Roman numeral. If you pause, Dragon NaturallySpeaking may enter, for example, “*Roman numeral three*” instead of “*III*.”

Postal and ZIP Codes

Dragon NaturallySpeaking can automatically format postal codes. This feature is controlled from the Formatting tab of the Options dialog box. For more information, see “Formatting options” on page 186.

US ZIP Codes

You can dictate US five-digit ZIP codes just as you dictate any group of numbers. When dictating nine-digit ZIP codes, you must say the hyphen.

TO ENTER	SAY
01886	oh one eight eight six
94704-1150	nine four seven oh four [hyphen] one one five oh

UK and Canadian Postal Codes

You can dictate UK postcodes by saying “*Postcode*” followed by the letters and numbers that make up the postcode. For Canadian postal codes, say “*Postal code*” followed by the letters and numbers that make up the postal code. Spacing and formatting will happen automatically.

TO ENTER	SAY
NG3 2HX	Postcode n g three two h x
E10 7BD	Postcode e ten seven b d
EC2Y 4LK	Postcode e c two y four l k
K1A 0M5	Postal code k one a zero m five
X0A 0H0	Postal code x oh a oh h oh

Currency and coin

You can dictate your own currency as you would normally say it.

Currency in US/Canada (US English dialect)

TO ENTER	SAY
\$58.00	fifty eight dollars and zero cents
\$1.75	one dollar and seventy five cents
\$5.25	five dollars and twenty five cents
\$3.9 billion	three point nine billion dollars
€ 45	forty five euros
€ 99.50	ninety-nine euros and five cents
£ 2.20	pound sterling sign two point two oh
£ 5 million	pound sterling sign five million

Currency in Other Dialects (UK, Australian, Indian, and Southeast Asian English)

TO ENTER	SAY
\$58.00	dollar sign fifty eight
\$1.75	dollar sign one point seventy five
€ 4.25	four euros and twenty five cents
€ 3.9 billion	three point nine billion euros
£ 45	forty five pounds
£ 99.50	ninety nine pounds and fifty pence
£ 2.20	two pounds twenty
£ 5 million	five million pounds

NOTE *Dragon NaturallySpeaking uses the currency symbol (\$, £, and so on) specified in your Windows Regional Settings as your default currency.*

Dictate other currencies by first saying the currency symbol followed by the digits.

US/Canada: If your Regional Settings are set to the United States or Canada, your default currency is \$ (dollar). If you want to dictate a dollar currency amount, dictate it the way you normally do. If you want to dictate a pound sterling currency amount, say, for example, “*pound sterling sign fifty eight*” (to enter £ 58), and so on.

TIP *In US/Canada, you must say “pound sterling sign” to enter £, since “pound sign” means # in the U.S. vocabulary. In all other dialects, you can say “pound sign” to type £.*

Other Dialects: If your Regional Settings are set to the United Kingdom, your default currency is £ (pound sterling). If you want to dictate a pound sterling

currency amount, dictate it the way you normally do. If you want to dictate a dollar currency amount, say, for example, “*dollar sign fifty eight*” (to enter \$58) and so on.

NOTE Australian users can say “*fifty eight dollars*” to dictate \$58, since the Australian default currency is \$ in Windows Regional Settings.

Punctuation

Using Natural Punctuation

Dragon NaturallySpeaking can automatically add commas and periods at the appropriate places in your dictation without your having to explicitly speak that punctuation. This Natural Punctuation feature can be useful in helping you get used to dictation by focusing on what you are saying rather than how your speech is punctuated.

Natural Punctuation only inserts periods and commas. You still have to dictate other punctuation marks. Even with Natural Punctuation turned on, you can still dictate periods and commas. As you become more adept at dictation and want more control over where punctuation appears, you may want to explicitly dictate all your punctuation.

For information on correcting punctuation, see Correcting Punctuation on page 44.

TIP Periods will only appear at the end of a sentence once you have started the next utterance or said “*New Line*” or “*New Paragraph*”

Enabling and disabling automatic punctuation

Natural Punctuation is turned on by default.

There are two ways of turning Natural Punctuation on and off:

- 1** Select Options from the Tools menu of the DragonBar and click “Automatically add commas and periods” on the Formatting tab. For more information on this, see page 186.
- 2** By saying “*autopunctuation on*” and “*autopunctuation off*”. Turning Natural Punctuation on and off by voice sets the option on the Formatting tab listed above. If you disable Natural Punctuation by voice, it stays disabled until to enable it again.

Dictating Punctuation

You can enter the punctuation marks and symbols listed below in text you dictate. For a list of all punctuation marks, see the online help.

TO ENTER	SAY
,	comma
.	period dot point [each one has different spacing characteristics]
?	question mark
!	exclamation mark (All Dialects) exclamation point (US/Canada)
"	open quote close quote
'	open single quote close single quote
(open paren (US/Canada) left paren (US/Canada) left parenthesis (All Dialects) open parenthesis (All Dialects)
)	close paren (US/Canada) right paren (US/Canada) right parenthesis (All Dialects) close parenthesis (All Dialects)
'	apostrophe
's	apostrophe-ess
-	hyphen minus sign
-- [double hyphen]	dash
	space bar

You can use the Vocabulary Editor to view or change the formatting properties of the punctuation. For more information, see “Changing word properties” on page 128.

Words that end with 's

To dictate a word ending with (apostrophe) 's, just say it as you normally would. Dragon NaturallySpeaking will often add it. If Dragon NaturallySpeaking doesn't include the 's, you can add it later.

TO ENTER	SAY
We took Mary's car	We took Mary's car
that's enough	that's enough
it's time to go	it's time to go

Including 's as you dictate

When you want to make sure that Dragon NaturallySpeaking types a word with 's, say *"apostrophe ess"* after saying the word. For words that already end in "s," say *"apostrophe"* after the word, as in the second example shown here.

TO ENTER	SAY
We took my brother's car	We took my brother [apostrophe ess] car
I met my friends' children	I met my friends [apostrophe] children

TIP You can add 's to a word by selecting it and then saying it again with *"apostrophe ess."*

Dictating hyphenated words

Many hyphenated words and phrases are already in the Dragon NaturallySpeaking vocabulary. To dictate a word or phrase that is usually hyphenated, just say it as you normally would.

TO ENTER	SAY
long-lasting	long lasting
up-to-date schedule	up to date schedule
Tokyo-based company	Tokyo based company
nine-year-old boy	nine year old boy

Including hyphens as you dictate

To hyphenate words that Dragon NaturallySpeaking doesn't hyphenate automatically, just say *"hyphen"* wherever you want a hyphen.

TO ENTER	SAY
speech-recognition software	speech [hyphen] recognition software
power-sharing agreement	power [hyphen] sharing agreement
Elizabeth Walker-Smith	Elizabeth Walker [hyphen] Smith

You can hyphenate words you just dictated with the command *"Hyphenate That."* Select the words you want to hyphenate and say *"Hyphenate That."* If you say this command when no words are selected, Dragon NaturallySpeaking will usually hyphenate the last few words that you said.

Removing hyphens

You can remove a hyphen by selecting it and replacing it with a space.

To remove a hyphen:

- 1 Say *"Select hyphen."*
- 2 Say *"Space Bar."*

Preventing hyphens

You can prevent Dragon NaturallySpeaking from entering a hyphen by pausing where the hyphen would normally be.

For example, to type "long lasting" (normally hyphenated) say *"long,"* then pause for a moment, and then say *"lasting."* Or you can say *"long space bar lasting"* without pausing, to insert a space in place of the hyphen.

Dictating compound words

Dragon NaturallySpeaking joins compound words (such as "notebook") automatically, based on standard usage. To dictate a compound word, just say it as you normally would.

Compounding words as you dictate

To compound words that Dragon NaturallySpeaking doesn't join automatically, just say "No Space" between the words.

TO ENTER	SAY
unitednations	united [No Space] nations
WorldWide Web	[Cap] world [No Space] [Cap] wide [Cap] web

You can also dictate consecutive words without spaces by turning "no spaces" on and then turning them off when you've finished.

To dictate consecutive words without spaces:

- 1 Say "No Space On" to turn spaces off.
- 2 Dictate the words you want to appear without spaces.
- 3 Say "No Space Off" to turn spacing back on.

Compounding words later

You can compound the last words you said or compound selected words by saying "Compound That." This command removes all spaces between selected words. Or, if no words are selected, it removes all spaces in the last utterance. Any tabs or line breaks are also removed.

To compound words:

- 1 Select the text you want to join. For example, if you want to join the words "Web TV," say "Select Web TV."
- 2 Say "Compound That."

Dictating names

Many names of people, places, and events are already in the Dragon NaturallySpeaking vocabulary. For example, you can dictate "Martin Luther King," "New York Times," and "Boston."

To dictate a name, first try dictating the name. Dragon NaturallySpeaking automatically capitalizes the names it knows. If Dragon NaturallySpeaking incorrectly types the name, correct it by keyboard or by voice (see "Correcting and Editing" on page 41).

If the program continues to type a name incorrectly after you've corrected it several times, train the word individually using the Train Word dialog box. See "Training a word or command" on page 130.

Dictating abbreviations and acronyms

Dragon NaturallySpeaking knows many common abbreviations (such as NYC and BBC) and acronyms (such as NATO). To dictate an abbreviation or acronym, just say it as you normally would.

TO ENTER	SAY
US/Canada: Dr. Other Dialects: Dr	Doctor
UK	U K <i>(say each letter)</i>
RSVP	R S V P <i>(say each letter)</i>
HTML	H T M L <i>(say each letter)</i>
8 cm	eight centimeters
US/Canada: pp. 27–33 Other Dialects: pp 27–33	pages 27 hyphen 33
NATO	NATO <i>(say as one word)</i>
NASDAQ	NASDAQ <i>(say as one word)</i>

If Dragon NaturallySpeaking types the full word instead of the abbreviation or acronym, enters the wrong word, or includes incorrect punctuation, just correct it in your document by voice or by keyboard.

Dictating e-mail and Web addresses

Dictate e-mail and Web addresses as you would normally say them. Dragon NaturallySpeaking automatically formats them for you.

TO ENTER	SAY
Virginia@aol.com	Virginia at a o l dot com
info@samplecompany.com	[No Caps On] info at sample company dot com [No Caps Off]
http://www.scansoft.com	[No Caps On] h t t p w w w dot scansoft dot com [No Caps Off]

Here are some guidelines for dictating e-mail and Web addresses:

- When you say "h t t p" or "w w w," Dragon NaturallySpeaking knows to format the next words you say as a Web address.

- Say the following abbreviations by pronouncing them as words:
“co,” “com,” “gov,” “mil,” “net,” and “org.”
- Say the following abbreviations by saying each letter:
“a c,” “b n,” “c a,” “e d u,” “ie” “h k,” “i d,” “i n,” “j p,” “m y,” “p h,” “s g,”
“t h,” and “u k.”
- Use the “No Caps On” and “No Caps Off” commands to enter an e-mail or Web address in all lowercase letters. For more information about controlling capitalization, see “Dictating consecutive words in all lowercase letters” on page 63.

TIP You can create Text and Graphics custom commands for e-mail and Web addresses you use often. See “Automate Your Work (Preferred and Professional)” on page 167.

Dictating special characters

Dictating common special characters

The following special characters are in the Dragon NaturallySpeaking vocabulary. To dictate these characters, just say their names.

TO ENTER	SAY
&	ampersand or and sign
*	asterisk
@	at sign
`	backquote
©	copyright sign
^	caret
°	degree sign
\$	dollar sign or dollar
€	euros or euro sign
%	percent sign
®	registered sign
§	section sign
™	trademark sign
+	plus sign
-	minus sign
«	open euro quote
»	close euro quote
#	All Dialects: hash sign or sharp sign US/Canada: number sign or pound sign

TO ENTER	SAY
£	US/Canada: pound sterling sign Other Dialects: pound sign or pound
:)	smiley face
:(frowny face
;-)	winky face

For more complete lists of special characters, see the online Help.

Dictating uncommon special characters

If you use uncommon special characters in your writing (for example, a double-dagger sign ‡), you can enter them by voice using the Spell command. If you use a special character frequently, you can also add it as a new word using the Vocabulary Editor.

For the complete list of special characters and their names, see the Special Characters topic in the online Help.

To dictate a special character:

- 1 Just say “*Spell*” plus the name of the character. For example, if you want to enter a double-dagger sign (‡) into your document, say “*Spell double dagger*.”

To add a special character to the vocabulary:

If you frequently want to dictate an unrecognized special character (for example, double-dagger sign - ‡) into your document, you could add “double dagger” as a new word in the Dragon NaturallySpeaking vocabulary. Follow these steps:

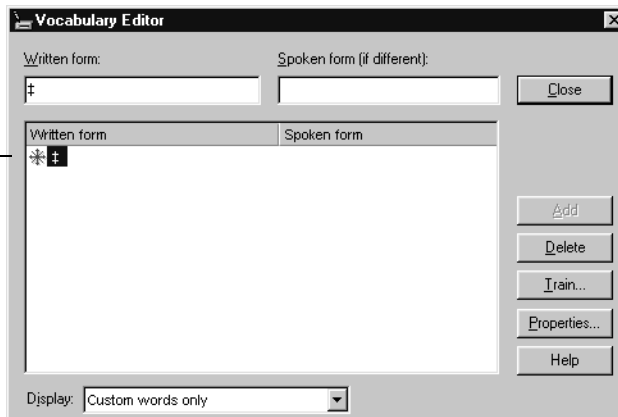
- 1 In your document, dictate the phrase you want to use to enter the special character (for example, say “*double dagger*”). Dragon NaturallySpeaking enters the words into your document.
- 2 Say “*Spell That*” to open the Spell dialog box.

- 3** Say the name of the special character. (In this example, say “*double dagger*” to enter †.)



- 4** Click or say “OK.” Dragon NaturallySpeaking types the special character (†) in your document and adds it to your vocabulary.
- 5** To give a special character a spoken form, choose View/Edit from the Words menu on the DragonBar. This opens the Vocabulary Editor.
- 6** From the Display drop-down list at the bottom of the Vocabulary Editor, choose Custom Words Only. You will see the special character you just entered under the Written Words Only, as shown in this illustration.

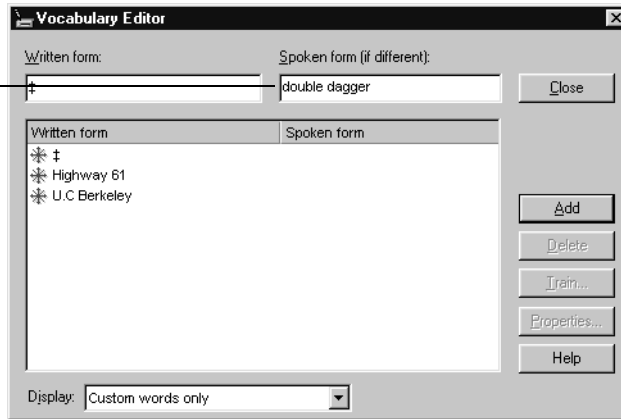
The special character you dictated is shown in the Written form column.



- 7** Click on the special character to select it. In the illustration above, the special character is already selected.

- 8** In the Spoken form field, type the name you want for this character and click Add.

Type the character's name (for example, "double dagger") in the "Spoken form" field.

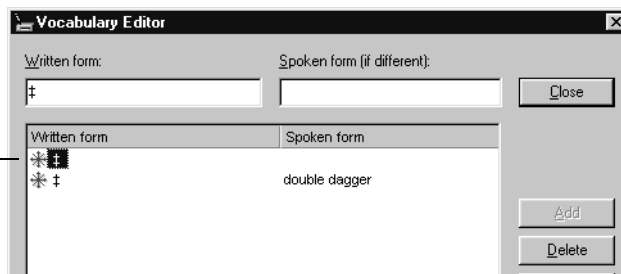


- 9** Click Train. The Train Words dialog box opens.



- 10** Click Go and say the name of the character, as shown in the Train Words dialog box. For example, say "double dagger."
- 11** Click Done to close the Train Words dialog box.
- 12** The Vocabulary Editor now has two words in the vocabulary with the same written form. One has a spoken form and one does not. Click on the word that does not have a spoken form and click Delete. This leaves the word that does have a spoken form in your vocabulary.

Click the word (the special character) with no spoken form.



- 13** Click Close to close the Vocabulary Editor.

Now when you dictate the character name (in this example, “*double dagger*”), Dragon NaturallySpeaking should enter the special character, not the words.

TIP You can perform this operation more quickly by directly opening the Vocabulary Editor, and directly adding the written and spoken form.

NOTE You can change the formatting properties of a word (such as whether Dragon NaturallySpeaking should type a space before or after the word) by using the Word Properties dialog box. See “Changing word properties” on page 128.

Switching Recognition Modes

Dragon NaturallySpeaking lets you use different recognition modes in your dictation. Dragon NaturallySpeaking uses *normal mode* by default. In normal mode, the program distinguishes between words, numbers, and commands.

In addition to normal mode, there are four additional modes:

- Numbers mode—The software recognizes only numbers, commands, and punctuation. If you are dictating only numbers (including currencies), working in this mode will increase recognition accuracy.
- Spell mode—The software recognizes only letters, numbers, commands, and punctuation. In Spell Mode, Dragon NaturallySpeaking allows you to say any combination of letters, digits, or symbols you might need dictate part numbers or license plate numbers. You can also say keystrokes such as space bar or backspace key. Spell Mode is also useful for dictating internet or Web addresses.
- Command mode—The software interprets everything you say as a command and nothing is interpreted as dictated text.
- Dictation mode—The software interprets everything you say as dictation and nothing is interpreted as a command, except for a few commands such as “*New Line*” and “*New Paragraph*.”

To change modes, you can:

- 1 Select the Words menu on the DragonBar and click the name of the mode you want.

2 Switch modes by voice by saying one of these commands:

MODE	TO TURN ON, SAY	TO TURN OFF, SAY
Numbers Mode	Numbers Mode On or Start Numbers Mode or Switch to Numbers Mode	Numbers Mode Off or Stop Numbers Mode or Switch to Normal Mode
Spell Mode	Spell Mode On or Start Spell Mode or Switch to Spell Mode	Spell Mode Off or Stop Spell Mode or Switch to Normal Mode
Command Mode	Command Mode On or Start Command Mode or Switch to Command Mode	Command Mode Off or Stop Command Mode or Switch to Normal Mode
Dictation Mode	Dictation Mode On or Start Dictation Mode or Switch to Dictation Mode	Dictation Mode Off or Stop Dictation Mode or Switch to Normal Mode

Turning a mode off by voice is the same as switching back to normal mode.

NOTE *You cannot dictate fractions in number mode.*

Using the Command Browser

The Command Browser is the most comprehensive place to find which command work in Dragon NaturallySpeaking. The Command Browser lets you view both “global” (available everywhere) commands and application-specific commands for editing, formatting, and controlling specific applications. These application-specific commands let you avoid the multiple menu-selection and mouse-movement steps associated with the traditional Microsoft Windows interface.

Since the number of valid commands is large, you should just try saying what you want to do. Try finding a way of saying commands that is easy to remember and that works in Dragon NaturallySpeaking.

You use the Command Browser to:

- View and train both global and application-specific commands. Global Commands are the commands Dragon NaturallySpeaking recognizes regardless of the context. Application-specific commands let you control the applications on your computer.
- Create and modify custom commands. Custom commands are commands that have been added to the built-in command set. (Preferred and higher editions)
- Change the availability of custom commands. (Preferred and higher editions)
- Import and export custom commands. (Professional and higher editions)

Supported Applications

In addition to the global commands, the Command Browser displays commands for the following applications:

- America Online® 8 and 9
- Corel® WordPerfect® 10, 11, 12 (Standard Edition and higher)
- DragonPad and DragonBar
- Lotus® Notes 5, 6, and 7 (Professional editions)
- Microsoft® Chat
- Microsoft® Excel 2000, XP, and 2003 (Preferred and Professional editions)

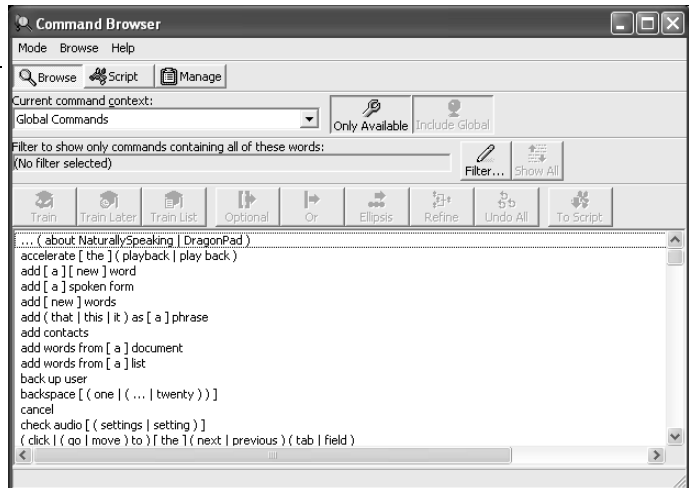
- Microsoft® Outlook Express 5 and 6
- Microsoft® Internet Explorer® versions 5 and higher
- Microsoft® Outlook 2000, XP, and 2003 (Professional Edition and higher)
- Microsoft® Paint
- Microsoft® Powerpoint 2000, XP, and 2003 (Professional Edition and higher)
- Microsoft® Windows Explorer 2000, XP, and 2003
- Microsoft® Word 2000, XP, and 2003
- Microsoft® Wordpad

NOTE *The Command Browser only displays commands for applications currently installed on your computer. In Professional and higher, you can also display commands for all applications supported by the Command Browser.*

Starting the Command Browser

To open the Command Browser, click Command Browser from the Tools menu on the DragonBar. To launch the Command Browser by voice, say "*Start the Command Browser.*" You can also start the Command Browser from the Accuracy Center.

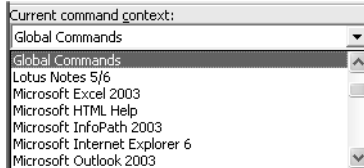
What you see depends on your version. For example, Script and Manage are displayed only in the Preferred and higher editions.



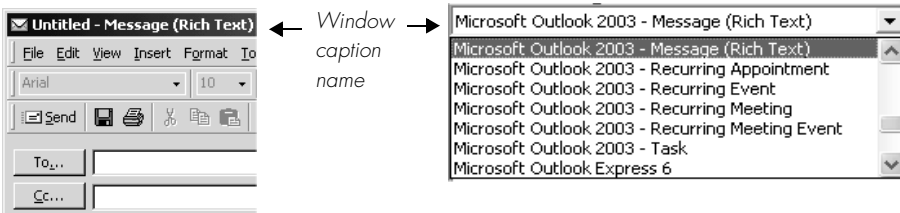
When the Command Browser starts, it first displays a list of Global Commands. Global Commands are those commands available in every application. You can train these commands so that Dragon NaturallySpeaking will understand you better, but you cannot change or remove most of these commands from your system.

Finding specific commands

To see what commands are available for specific applications, click the pull-down menu next to the field labeled *Current command context*. For example:



There may be more than one entry for any given application. Each entry is defined by *Application Name - Window Caption*. For example, Microsoft Outlook 2003 - Message (Rich Text) would show you the commands available in the following Outlook Message window:

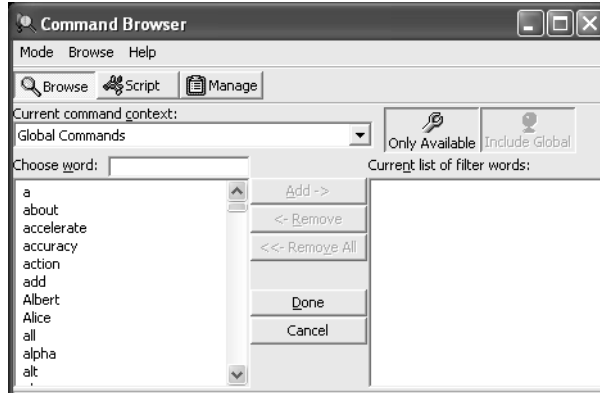


Finding commands

To see if a specific command is available:

- 1 Click the pull-down menu for the *Current command context* and select the appropriate application context. The Command Browser displays all the commands supported in the selected context.
- 2 Click the “Only Available” button (Professional and higher) or the “Include Global” button depending on which commands you want to see.
 - “Only Available” (Professional and higher) shows only the commands for those applications currently installed on your computer. You can click “Only Available” to display commands for all applications supported by Dragon NaturallySpeaking, not just those currently installed on your machine.
 - “Include Global” shows all the commands that are available in the current command context, including global commands available in all contexts.

- 3** Click the Filter button. This displays the Choose Word screen:



- 4** Type or dictate in the specific command(s) you are looking for, one word at a time, in the "Choose Word" box. The list below the box scrolls to find that word in the list. If the word exists, it is selected. If the word does not appear, then there is no command in the current context that uses that word.
- 5** Press the space bar or click Add until you have added as much of the specific command as you can to the "Current list of words" box.
- 6** When you are finished adding keywords, click or say "Done" or press or say "Enter". This displays the commands containing the words you entered, if any.

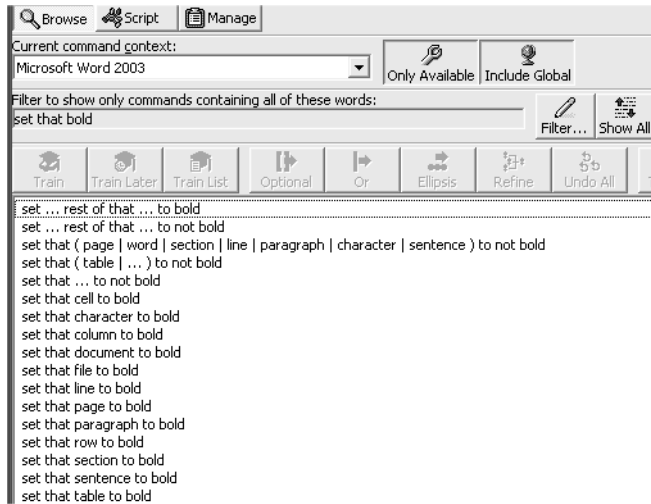
TIP Try to be as specific as possible when entering commands.

Example

To see if the command "set that to bold" exists in Microsoft Word 2000:

- 1** Select Microsoft Word 2000 - Message from the *Current command context* menu.
- 2** Click Filter.
- 3** Type or dictate the words "set", "that", and "bold" one word at a time in the "Choose Word" field.

- 4 Click Done or press Enter. The Command Browser displays the set of commands valid in the chosen context; in this case all those commands that contain the words “set,” “that” and “bold”:








Expanding commands

Some commands will not be fully expanded; either due to their complexity or because only partial information was entered in "Choose Word" field. To expand a command:

- 1 Select the command in the Command Browser.




- 2 Use one of the following buttons to act on the selected command. The examples all assume that Global Commands is selected in the *Current command context*.

BUTTON	ACTION	EXAMPLE
 Refine	Refine shows just the current selection and expands the selection. At this point, the selection can resolve to a single command or a list of similar commands that you may need to refine further. Using refine may be helpful if you have many displayed commands and want to look at only one. In many cases, clicking Refine will show you the commands you want.	Scroll down the list of Global Commands and select <i>...mode on</i> . Click Refine. <i>...mode on</i> refines to: <ul style="list-style-type: none"> ■ command mode on· ■ dictation mode on· ■ numbers mode on· ■ spell mode on
 Optional	Optional expands optional statements. Optional statements are parts of the command you don't have to say for the command to work. Optional statements are shown in brackets: [].	Scroll down the list of Global Commands and select <i>close [the] list</i> . This expands to: <ul style="list-style-type: none"> ■ close list· ■ close the list
 Or	Or expands Or statements. Or statements are used to indicate a number of alternative commands. Or statements are usually preceded or followed by other commands. Or statements are shown by a separator bar, , and are usually enclosed by parenthesis.	Scroll down the list of Global Commands and select <i>page (up down)</i> . This expands to: <ul style="list-style-type: none"> ■ page down ■ page up
 Ellipses	Ellipses expands ellipsis. Ellipses indicate that more expansion is possible.	Scroll down the list of Global Commands and select <i>...mode off</i> . This expands to: <ul style="list-style-type: none"> ■ command mode off· ■ dictation mode off· ■ numbers mode off· ■ spell mode off
 Undo All	Undo All reverses all operations and re-displays the list of commands in the currently selected context with your filtering criteria in place.	Click or say "Undo All" for any of the examples above. The full list of global commands display.

Training commands

If Dragon NaturallySpeaking consistently misrecognizes a specific voice command (for example, it hears "Paste That" as "Paste dot"), you can train it to recognize your pronunciation of the command.

- 1** Open the Command Browser (say "Start Command Browser" or click Command Browser on the Tools menu of the DragonBar).
- 2** In the Command Browser, select the current command context from the Current command context list.
- 3** Locate the command you want to train and select it using the steps described in the Finding specific Commands section.
- 4** Click:

BUTTON	TO
 Train	To immediately train the selected command. Follow the directions on the Train Words dialog box that appears.
 Train Later	Adds the command to a list of commands to the Train List for later training. By selecting Train Later, you activate the Train List button.
 Train List	Displays the Train Words dialog box with a list of commands to be trained. Note: If you close the Command Browser while you still have words in the Train List, you will be warned that you could lose those commands.

Working with Custom Commands (Preferred and higher)





Dragon NaturallySpeaking comes with a limited set of custom commands that you can use "as is" to fit your needs.

You can view these custom commands only in the Preferred and higher editions. The ability to create, modify, delete, import, and export custom commands depends on your edition. The differences in editions is listed in each section.

Viewing Custom Commands

- 1 Open the Command Browser (say "Start Command Browser" or click Command Browser on the Tools menu of the DragonBar).
- 2 Click the Script button. This displays the command grammars where custom commands are available. By default, the custom global commands are displayed.
- 3 To change the command grammar, select a grammar from the Current command grammar list.

The Scripting window shows the following types of custom commands:

ICON	DESCRIPTION
	Advanced Scripting, which allows people familiar with programming languages such as Microsoft® VBA to program commands that can perform virtually any function on the computer with voice commands. (Professional and higher editions)
	Text and Graphics, which you can use to enter text and graphics of your choosing. (Preferred and higher editions)
	Step-by-Step, which lets you activate menu and keystroke commands to control your application. (Professional and higher editions)
	Macro Recorder, which lets you record a sequence of mouse movements and keystrokes. (Professional and higher editions)

You can expand each command by clicking the plus sign next to that command or by double-clicking the command name. The name of the command is what you say to execute that command. A variable in the commands is shown in brackets <>. The command name can be displayed as two parts:

- Parts of the command name
- Values for any variables

NOTE *The displayed command name corresponds to the MyCommand name in the MyCommands Editor.*

Creating a new command

You can automate your work by creating custom commands that let you type text, insert graphics, or activate menu and keystroke commands in any application. (Preferred and higher editions)

- 1 Open the Command Browser (say "Start Command Browser" or click Command Browser on the Tools menu of the DragonBar).

- 2** Click the Script button. This displays the command grammars where custom commands are available. By default, the custom global commands are displayed.
- 3** Select a grammar from the Current command grammar list to select a context where the new command will be used.
- 4** Click the New button. This displays the MyCommands Editor. Use the editor to name the command and assign properties to it. For information on how to use the MyCommands dialog box, click the Help button on the dialog box, or see the MyCommands section listed below.

You can also base a new command on an existing command. For more information, see *Modifying a command* below.



You can also use *Tools>Add New Command* from the DragonBar to create a new command.

Modifying a command

To modify an existing command:

- 1** Open the Command Browser (say "Start Command Browser" or click Command Browser on the Tools menu of the DragonBar).
- 2** Click the Script button. This displays the command grammars where custom commands are available. By default, the custom global commands are displayed.
- 3** Use the Current command grammar list to select the program or context in which the command is found. A list of commands display.
- 4** From the list, select the command that you want to modify.

5 Click:

BUTTON	DESCRIPTION
 <p>Edit button</p>	<p>This displays the MyCommands Editor with current command. Use the editor to modify the command's properties. For information on how to use the MyCommands dialog box, click the Help button on the dialog box, or see the MyCommands section listed below.</p>
 <p>New Copy button</p>	<p>This displays the MyCommands Editor with current command, but with a unique name. For example, if you chose go to sleep in Global Commands, the new copy would be named go to sleep 2. Use the editor to modify the command's properties. For information on how to use the MyCommands dialog box, click the Help button on the dialog box, or see the MyCommands section.</p>

6 Click Save when you are done.

Deleting a command

You can delete commands that you have either created or imported.

- 1** Open the Command Browser (say "Start Command Browser" or click Command Browser on the Tools menu of the DragonBar).
- 2** Click the Script button. This displays the command grammars where custom commands are available. By default, the custom global commands are displayed.
- 3** Use the Current command grammar list to select the program or context in which the command is found. A list of commands display.
- 4** From the list, select the command that you want to delete.
- 5** Click the Delete button
- 6** Confirm that you want to delete the command. The command disappears from the Command Browser.

NOTE You cannot delete many application-specific commands, Natural Language Commands, or other built-in commands.

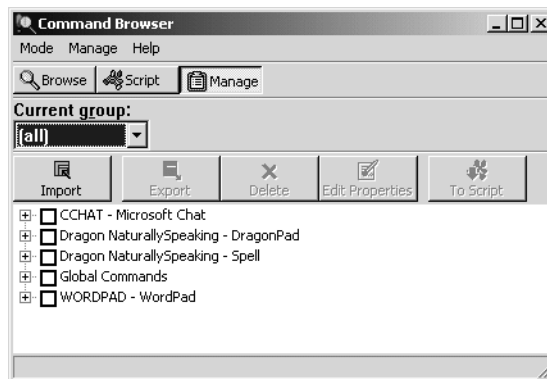
Importing and exporting commands (Professional and higher editions)

You can share custom commands with other users by exporting them to a file and then having the other user import that file. If you have created several users on your computer, this allows you to use these commands no matter which user you currently have open.

The ability to import and export commands is available only in Professional and higher editions.

Exporting commands

- 1 Open the Command Browser (say "Start Command Browser" or click Command Browser on the Tools menu of the DragonBar).
- 2 Click the Manage button. This displays the groups where custom commands are available. By default, the groups Dragon, User-defined, and all are available. Use the plus (+) icon to expand the commands. For example:



- 3 Select one or more commands to export by selecting the box to the left of the command name; causing a check to appear.

NOTE You can select an entire group by selecting the box to the left of the group name.

- 4 Click Export:. This displays the Choose a file to export to... dialog box.
- 5 In the *Choose a File to Export to...* dialog box you can:
 - Choose a File name from the ones listed, click Save, and then Click either Overwrite, Merge, or Cancel on the Exporting MyCommands dialog box that appears. Overwrite replaces the commands in the existing file with the ones you selected. Merge adds the commands you selected to the ones already in the file.
 - Enter a new file name and click Save.

Importing Commands

- 1** Open the Command Browser (say "Start Command Browser" or click Command Browser on the Tools menu of the DragonBar).
- 2** Click the Manage button. This displays the groups where custom commands are available. By default, the groups Dragon, User-defined, and All are available.

Use the plus (+) icon to expand the commands.
- 3** Click Import
- 4** Use the "Choose a file to import from" dialog box to navigate to the location of the voice command file, for example, My_Commands.dat, which you want to import.
- 5** Click Open. The status of the import process and any error messages appear in the Import Status dialog box.
- 6** On the Importing MyCommands dialog box, select the commands you want to import and click the Import button. You may notice a delay, depending on the size of the file you are importing. For more information, click Help.

After importing a voice command file, you can use all the custom voice commands it contains in addition to any custom voice commands that were already in your voice command file. You can also edit commands that are contained in the imported file.

Changing the command group and availability

You can change the group or availability of a selected set of commands.

The command group is a category where you place the command. You use these groups to locate the command in the Command Browser. By default, the groups Dragon and User-defined are available. To create your own group, select User-defined and type over it with a group name of your choosing.

The Availability defines where the command will be available:

- **Global:** The command will be available in every application.
- **Application-specific:** The command will be available in the application you specify. When you select this option, the applications currently open appear. If the application you want is not open, use the Browse button to locate the application on your computer.
- **Window-specific:** The command will be available in the window you specify. When you select this option, the Window list appears. If the window you want is not in the list, you must close the MyCommands Editor dialog box, open the

window you want, and reopen the MyCommands Editor dialog box to see the window listed.

Changing the command group and availability

- 1** Open the Command Browser (say "Start Command Browser" or click Command Browser on the Tools menu of the DragonBar).
- 2** Click the Manage button. This displays the groups where custom commands are available. By default, the groups Dragon, User-defined, and All are available. Use the plus (+) icon to expand the commands.
- 3** Select one or more commands to modify by selecting the box to the left of the command name. A check appears when you select the command.

NOTE You can select an entire group by selecting the box to the left of the group name.

- 4** Click Edit Properties. This displays the MyCommands Properties dialog box. For more information about this, see the My Commands Properties Dialog section in MyCommands or click Help on the MyCommands Properties dialog box.
- 5** In the MyCommands Properties dialog box, you can:
 - Change the group in which the command is found.
 - Create a new group. To create your own group, select the Group name and type or dictate over it with a group name of your choosing.
 - Change where the command will be available.
- 6** When you are done, click Save.

CHAPTER 10

Improving Accuracy

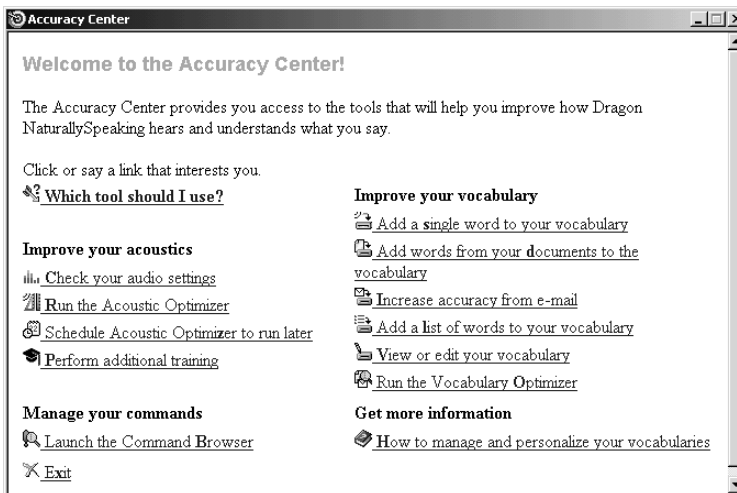
As you speak to Dragon NaturallySpeaking, it makes its best estimate as to what you are saying and it will make some mistakes. This chapter describes what you can do to improve your recognition accuracy.

You can take concrete steps toward improving your accuracy, which is one of the most important factors in using the program productively.

The Accuracy Center

The Accuracy Center provides a "home page" for taking advantage of all the Dragon NaturallySpeaking tools available to ensure excellent recognition.

From the Accuracy Center, you can access the tools that Dragon NaturallySpeaking provides to improve accuracy. To open the Accuracy Center, click Accuracy Center on the Tools menu of the DragonBar. In the Accuracy Center, either click or say the name of the link you want. Each tool in the Accuracy Center is described below.



“Which tool should I use”

If you are not sure where to begin or how to use the Accuracy Center, click the first link, “Which tool should I use?” The Accuracy Assistant will display a series of questions that will help you find the best tool for your needs.

NOTE You can also access the Accuracy Assistant by clicking *Improve my accuracy on the Help menu of the DragonBar.*

Tools to improve your acoustics

Check your audio settings

You can check the volume level of your microphone and your sound card by clicking or saying “Check your audio settings” in the Accuracy Center. This runs the Audio Setup Wizard, which checks the volume level of your microphone and sound card.

TIP You will need to run “Check your audio settings” if you change microphones or sound cards.

Run the Acoustic Optimizer

As you make corrections and perform additional training, Dragon NaturallySpeaking stores this data in an archive and uses it to enhance recognition accuracy. The Acoustic Optimizer accumulates this data from session to session. The Acoustic Optimizer uses much more data to enhance the user file and is therefore more accurate.

If you plan to run the Acoustic Optimizer, be sure that the “Store corrections in archive” option is selected on the Data tab of the Options dialog box. Otherwise you may see a message that there is not enough data for the Acoustic Optimizer to process. The “Store corrections in archive” option should be selected.

Incorporating the acoustic data into your user files can take a hour or longer; plan to run the Acoustic Optimizer at the end of your workday or when you don’t need to use the computer for other tasks.

To tell the software to make use of this information, in the Accuracy Center window, click the “Run the Acoustic Optimizer” link.



▲ Click the Go button to start the Acoustic Optimizer.

How often you should run the Acoustic Optimizer depends on how much you dictate. Run the Acoustic Optimizer about two weeks after you begin using Dragon NaturallySpeaking and then once each month as you continue to use it.

Scheduling the Acoustic Optimizer

The Acoustic Optimizer Scheduler allows you to run the Acoustic Optimizer at a time that is convenient for you. Because the Acoustic Optimizer requires a significant amount of your computer's resources to run, you should schedule the Optimizer to run at a time when the computer will not be needed for any other task.

The Acoustic Optimizer Scheduler window is divided into two parts.

- **Left Pane:** The left window pane is an expanding list similar to the list-tree in the Windows Explorer. Use this list to select a particular acoustic model for a user name. Click on the plus (+) sign to expand the list and the minus (-) sign to contract it.
- **Right Pane:** The right window pane lists the user names along with information about the Acoustic Optimizer schedule currently set for that user. As you add or modify schedules using the Select Frequency dialog box, the updated information appears in this window.

The following information on each user is available:

- **User:** The name of the user files
- **Dictation Source:** The input device used for dictation. Users can have multiple dictation sources, such as a headset microphone, an array (wide field) microphone, or a digital recorder. This field identifies which of those multiple sources the Acoustic Optimizer will be updating.
- **Frequency:** How often the Acoustic Optimizer is scheduled to run, for example, daily, weekly, or once.

- Next Run time: Date and time that the Acoustic Optimizer is scheduled to run for that user.
- Last Run Time: Date and time that the the Acoustic Optimizer last selected for that user.
- Last Result: The results of the last Acoustic Optimizer run for that user.
- Creator: Name of the Windows user that created the Dragon NaturallySpeaking user.

Opening the Acoustic Optimizer Scheduler

- 1** Open the Accuracy Center by clicking Accuracy Center on the Dragonbar tools menu or by saying "Open Accuracy Center".
- 2** On the Accuracy Center click or say "Schedule Acoustic Optimizer to run later".

Scheduling the Acoustic Optimizer

- 1** Click New Task on the File menu, click the New Task tool, or double-click the name of the user for which you want to create a schedule.
- 2** If your operating system requires a password to run (such as Windows 2000, or Windows XP) a dialog box will appear asking for your Windows user name and password.
- 3** In the Open Select Frequency dialog box select the user and dictation source for which you want to create a schedule from the User Information options if they are not already selected.
- 4** Select the frequency for the schedule and then select the start date and start time.
- 5** Click OK to return to the Acoustic Optimizer Scheduler.

For more information on the Acoustic Optimizer Scheduler, see the online help.

Perform additional training

Additional training will help to improve your recognition accuracy. Consider doing additional training when:

- You have used Dragon NaturallySpeaking for a few days. By then, you will be accustomed to dictating, and supplemental training should reflect how you actually dictate.
- You move to an environment that is significantly noisier or quieter or that has different background sounds.
- You change your microphone or sound card.

To perform additional training:

- 1 From the Accuracy Center, click or say "Perform additional training."
- 2 Follow the same guidelines as when you trained the first time.
- 3 When you are finished, click Finish.

Tools to Manage Commands

Launch the Command Browser

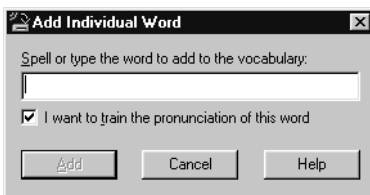
From the Accuracy Center, click or say “Launch the Command Browser” to display the Command Browser. The Command Browser lets you see many of the commands available in your edition of Dragon NaturallySpeaking. In the Command Browser, you can also create new commands customized to speed up your work. For more information on the Command Browser, see page 103.

Tools to improve your vocabulary

When Dragon NaturallySpeaking gets a word wrong, it’s often because the word is not in the vocabulary. This is more likely if the word is an uncommon name or specialized term. The tools described in this section let you teach Dragon NaturallySpeaking these new words.

Add a single word to your vocabulary

To add any word to the vocabulary, click or say “Add new word”. When the Add Individual Word dialog box appears, type or say the word you want to add and click or say “Add.”



When you check “I want to train the pronunciation of this word,” Dragon NaturallySpeaking displays the Train Word dialog box where you teach the program how you pronounce the new word you’ve added.

NOTE You can also access the Add Individual Word dialog box by clicking *New from the Words menu on the DragonBar*.

Add words from your documents to the vocabulary

You can have Dragon NaturallySpeaking analyze your documents to analyze your writing style and the words you use most often.

This procedure will add:

- Words that match backup dictionary words that have the same capitalization, for example, Punxsutawney (uppercase) or jackstraws (lowercase)
- Words with at least one uppercase letter that are not in the backup dictionary, for example, eBusiness and Brooklynese, or a name, such as Rusinow

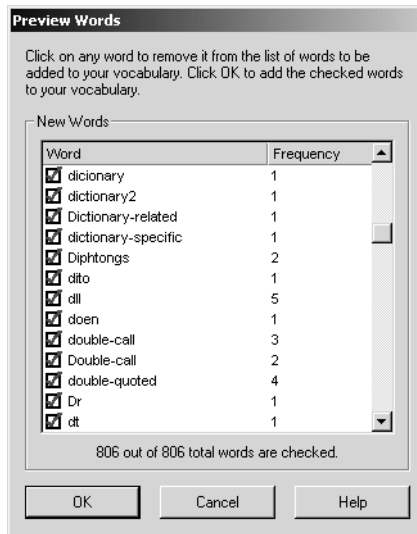
NOTE *The program expects to find capitals at the beginning of sentences, or in a sequence of words that are all capitalized or have initial caps, such as a book title. It does not expect to find capitals in the middle of words or sentences.*

To Add Words from Documents

You must have Microsoft® Word installed to process Microsoft® Word files and you must have Corel® WordPerfect® installed to process Corel® WordPerfect® files.

- 1** From the Accuracy Center, click or say “Add words from your documents to the vocabulary”. This displays the Add Words from Documents Wizard box. Once you have made your selections, click Next to display the “Add documents” screen.
- 2** On the Add Documents screen, click or say “*Add Document*” to add documents or “*Add Folder*” to add all the documents in the folder you select. Click Next to start the document analysis.
- 3** When the document analysis completes, click Next.

- 4** If you chose to preview words, a checklist of words displays (from all the documents in the list) that are not in your current vocabulary. For example:



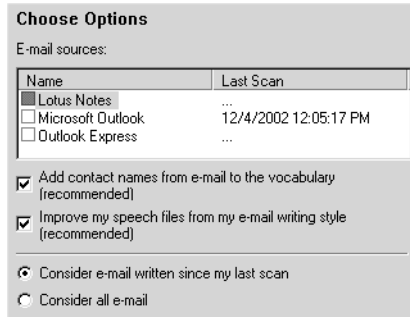
- Clear any check box to remove a word from the list.
 - Add only words you think you'll use frequently, not ones you're unlikely to need.
 - Don't add capitalized words unless you plan to dictate the capitalized form of the word often (for example, a pet's name "Fluffy").
- 5** Click Next to scan the documents for the words you want to add to the vocabulary. Your speech files will be updated and saved automatically.
- 6** You can optionally select new words to train so that the program can better recognize your pronunciation of the words you are added to the vocabulary. Click Next to continue.
- 7** The Wizard will now adapt to your writing style. In this step the wizard builds a new language model with the information that it has gathered in the preceding steps. A progress bar tells you when the process is complete. Click Next to complete and exit.

Increase accuracy from e-mail

To increase accuracy, you can analyze your sent e-mail as well as add the names of the people in your e-mail address book. The following e-mail applications are supported: Microsoft® Outlook® Express, Microsoft® Outlook®, Lotus® Notes®.

To add contact names:

- 1 From the Accuracy Center, click or say “Increase Accuracy from E-mail.” The Increase Accuracy from E-mail dialog box opens. Click Next to continue.
- 2 Select the e-mail program you use from the choices provided. After selecting one or more e-mail programs and the appropriate options, select Next. For example:



- Scanning the contents of your sent e-mail can take several minutes if you have a large amount of e-mail in your program's Sent mail folder.
 - Depending on how your system is set up, you may be prompted to supply a password.
 - The “Improve my speech files from my e-mail writing style” option lets you analyze the e-mails that you’ve already sent for your style. For best accuracy when writing e-mail, leave this option selected.
- 3 Once e-mail processing is complete, the dialog box displays a list of contact names to add to your vocabulary. Check the contacts you would like to add to your vocabulary and click Next.
 - 4 Check the contacts for which you would like to train the pronunciation and click Next. A check mark indicates that you want to train the word.
 - 5 For each contact you selected to train, Dragon NaturallySpeaking brings up the Train Words dialog, where you can speak the name of the contact. Once you train a name, the next name you selected appears in the dialog box until you have trained the entire list of selected names.
 - 6 Once you are done, Dragon NaturallySpeaking adapts your speech files based on your selections.

Add a list of words to your vocabulary

Using the “Add a list of words to your vocabulary” feature, you can add many new words to the Dragon NaturallySpeaking vocabulary at the same time. This feature is

useful when adding words from employee lists, product code lists, and similar documents.

To add a list of words:

- 1** Create a text (.txt) file and enter each word or phrase you want to add to the vocabulary on a separate line. Make sure words are spelled correctly. Each word, phrase or name that you add must be on a separate line.
- 2** From the Accuracy Center, click or say “Add a list of words to your vocabulary.” You can optionally choose to preview the words to add and find words with unknown capitalization. Click Next to continue.
- 3** Click Add File and select the .TXT file that contains the new words you want to add.
- 4** Click Next. Dragon NaturallySpeaking will add the words in the document you selected.
- 5** If you want Dragon NaturallySpeaking to add words from more documents, repeat steps 3 and 4.

View or edit your vocabulary

The Vocabulary Editor shows you all the *active* words (the most commonly used words) in the Dragon NaturallySpeaking vocabulary. You can open Vocabulary Editor to find out whether a word is in the active vocabulary. If it’s not there, you can add it. If it is, you can create a different spoken form.

You can also use the Vocabulary Editor to:

- Add words that are spoken one way but written a different way. This feature lets you add a word that, for example, types your phone number whenever you say “phone number line.”
- Change the formatting properties of a word, such as whether Dragon NaturallySpeaking should type a space before or after the word. You can do this by using the Word Properties dialog box. See “Changing word properties” on page 128.

By choosing the appropriate option from the Display list, you can view:

- All words: displays all the words in the current vocabulary.
- Custom words only: displays only words added to the vocabulary by the user.
- Words with spoken forms only: displays only words with spoken forms that are different from their written forms.
- Words with formatting properties only: displays only words with special formatting properties that influence how they appear in the transcription of dictated text.

To edit your vocabulary:

- 1 From the Accuracy Center, click or say “View or edit your vocabulary.” You can also click View/Edit on the Words menu on the DragonBar.
- 2 Words you have added are marked with a colored star ✨ (not including any words that were previously in the backup dictionary). To see only the words you have added, click “Custom words only.”

A word’s written form is what Dragon NaturallySpeaking types when you say the word. The spoken form is how you say the word. For example, the spoken form for “Sgt.” is “*Sergeant.*”

TIP *Want to check to see if a word is already in the vocabulary? Type the first few letters of the word into the Written form box. If the word is in the vocabulary, it will appear on the screen.*

- 3 Type the new word or phrase into the Written form box. Leave the Spoken form box empty, unless the word or phrase is not pronounced the way it’s spelled. If so, see “View or edit your vocabulary” on page 125.
- 4 Click Add.
- 5 Click Close to close the Vocabulary Editor.

Notes:

- If the spoken form is blank, you must say the written form for the word to be recognized.
- Some special words have a blank written form. These words are special dictation words built into Dragon NaturallySpeaking. You cannot add your own words with a blank written form.
- Words with a written form that begins with a number (for example, "99th" or a fraction like "½") appear in the list before words that begin with the letter "a". To see these words, you must scroll the list up.

To create a spoken form for a word or phrase:

Creating a spoken form can be useful in automating some words or phrases that you dictate frequently. To create a spoken form:

- 1 Find the word you want in the list by typing the first few letters in the Written form box of the Vocabulary Editor.

NOTE *If the word you want to edit doesn’t appear in Vocabulary Editor, it means the word isn’t in the active vocabulary. You need to add it to the active vocabulary before you can edit it. (See “View or edit your vocabulary” on page 125.)*

- 2 Select the word.

- 3** Type the new spoken form into the Spoken Form box. Make sure you type it exactly as is it pronounced.
- 4** (optional) Make any changes, such as punctuation or capitalization, to the Written Form box.
- 5** Click Add. This adds the word with your changes.

If the word was already in the active vocabulary before you edited it, you should then delete the original word.

Creating a spoken form can be useful in automating some words or phrases that you dictate frequently. For example, you can define a spoken form for a phone number that you frequently use instead of dictating a string of numbers.

Here are some examples of words with different written and spoken forms. Look in the Vocabulary Editor window for more examples.

WRITTEN FORM	SPOKEN FORM
eBusiness	ee business
Daniell	Daniel with two ells
Niamh	Nev
CINCPAC	sink pack
mdbowman@company.com	my e-mail address
Robert F. Kennedy	R. F. K.
Waldron, Lichtin & Foust	Waldron Lichtin and Foust
(617) 965-5200	my phone number

To delete a custom word from your vocabulary

Normally, you do not need to delete words from the active vocabulary. If a word is regularly confused with another one that you never use, however, you might want to delete the word you never use.

To delete a word, select it and click Delete. (You can select multiple words by holding down the CTRL key while you click. Clicking while holding the SHIFT key will select consecutive words.)

Some common words (like “the”) cannot be deleted, since Dragon NaturallySpeaking wouldn’t understand you very well without them.

Changing word properties

You can use the Vocabulary Editor to change the formatting properties of a word. For example, you can change whether Dragon NaturallySpeaking should type a space before or after the word, or whether the word should be capitalized when used in a title. For complete information on this feature, see the online help.

To change the properties of a word:

- 1** From the Accuracy Center, click or say “View or edit your vocabulary.” You can also click View/Edit on the Words menu on the DragonBar. The Vocabulary Editor displays.
- 2** Find the word whose properties you want to modify and select it,
- 3** Click the Properties button to open the Word Properties dialog box. The Property column lists the different possible properties for a word, namely, the spacing, capitalization, and other ways a word behaves when it is recognized and printed in your document.

The word whose properties you are editing.

Click on the word property you want in the Properties column.

The Example column lists example words for each Property.

Spacing and capitalization property	Example
Has normal spacing and/or capitalization	"they" in "they went"
Has no preceding space	".net" in an e-mail address
Has no following space	"http://" in a web address
Has no preceding or following space	the hyphen in "eighty-third"
Shares the spacing property of the adjacent word	the digits in the string "77"

- 4** Click OK to close the Word Properties dialog box.

- 5** Click Close to close the Vocabulary Editor.

For more information on word properties, see the Dragon NaturallySpeaking online Help.

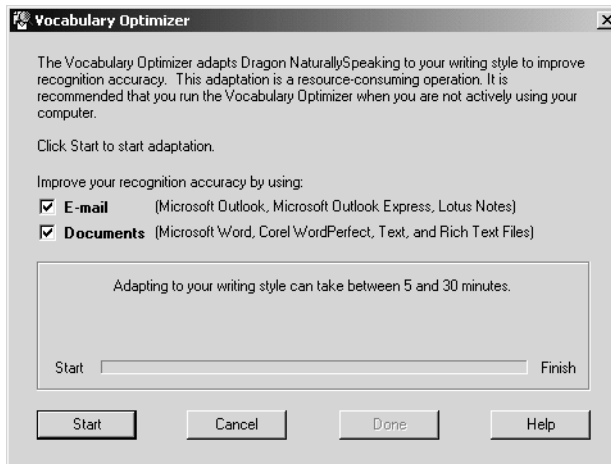
Run the Vocabulary Optimizer

The Vocabulary Optimizer analyzes your writing style to increase your recognition accuracy during dictation. This tool scans the following for appropriate words to use when building the vocabulary:

- Documents in your My Documents directory. This includes Microsoft Word, Corel WordPerfect, text and rich text files (.rtf).
- E-mail you have sent from Microsoft Outlook, Microsoft Outlook Express, and Lotus Notes.

To start the Vocabulary Optimizer:

- 1 On the Tools menu of the DragonBar, click or say “Accuracy Center.”
- 2 In the Accuracy Center click or say "Run the Vocabulary Optimizer." This displays the Vocabulary Optimizer dialog box:



- 3 Select:
 - E-mail to have Dragon NaturallySpeaking build a language model from the contents of your sent e-mail, so that it can better recognize the phrasing and word order you typically use in your communication.
 - Documents to have Dragon NaturallySpeaking build a language model from the contents of any Microsoft Word, Corel WordPerfect, text and rich text format file in your MyDocuments folder.
- 4 Click or say “Start” to continue. A status bar displays while the Vocabulary Optimizer scans your system.
- 5 Click or say “Done” when the Vocabulary Optimizer finishes.

Notes:

- Your sent e-mail must be from either Microsoft Outlook, Microsoft Outlook Express, or Lotus Notes or the Vocabulary Optimizer cannot scan it.
- Documents older than 90 day and documents less than 512 bytes are not processed.
- Because the scanning process can take a long time and use much of your computer's memory and processing power, it is best to run the Vocabulary Optimizer only when you are not using your computer for other purposes.

Managing your vocabularies

Click the last link in the Accuracy Center, “How to manage and personalize your vocabularies,” to open an online Help topic about vocabularies. (To display the Accuracy Center, click Accuracy Center on the Tools menu of the DragonBar.)

The Professional and higher editions of Dragon NaturallySpeaking allow one user to create multiple vocabularies. This can be useful if you dictate on several unrelated topics—for example, if you dictate medical reports part of the time and dictate a e-mail at other times. In this case, you could create separate vocabularies for medical dictation and for your personal writing, thereby increasing accuracy.

Multiple vocabularies share the same pronunciations but have different words and word usage information. This means that you do not need to train for each vocabulary. Your acoustic information resides in your user files. You can imagine vocabularies as subdirectories of your user files, with one set of acoustic files that works across all your vocabularies. For additional information about using multiple vocabularies, see the online Help.

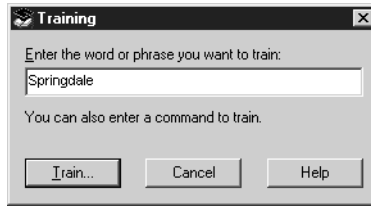
Training a word or command

Sometimes Dragon NaturallySpeaking will misrecognize a word or command more than once, even after you correct the program's misrecognition. When this happens, use the Training dialog box to easily train the word or command.

To train a word or command:

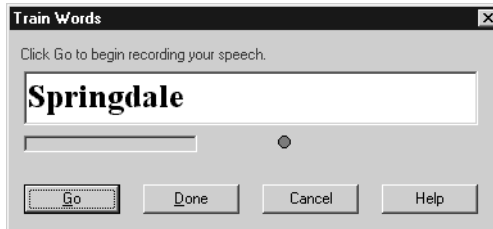
- 1 Click Train on the Words menu of the DragonBar to open the Training dialog box.

- 2 Type the word or command you want to train (capitalization does not matter).



▲ In this example, the word to be trained is "Springdale."

- 3 Click Train to open the Train Words dialog box.



- 4 Click Go.
- 5 Say the word or command you are training.
- 6 Click Done.

Using the Performance Assistant

The Performance Assistant helps you determine how to increase the speed with which Dragon NaturallySpeaking recognizes your speech.

The Performance Assistant is presented as a series of questions. As you answer questions about how you normally use Dragon NaturallySpeaking and click or say the corresponding link, you will get help with specific techniques to customize Dragon NaturallySpeaking for better performance.

To start the Performance Assistant, click or say "Performance Assistant" from the Dragon Bar Help menu.

As you answer questions about how you normally use Dragon NaturallySpeaking and click or say the corresponding link, you will get help with specific techniques to customize Dragon NaturallySpeaking for better performance.

Managing Users

More than one person can use Dragon NaturallySpeaking on the same computer. You can even dictate in different languages or dialects (Preferred and higher editions).

Each person who wants to use the program needs to create a new set of user speech files and train Dragon NaturallySpeaking to understand his or her voice. A single person might want to have more than one set of user speech files (called a *user*) if, for example, you dictate into a mobile recorder or in more than one language.

What are user speech files?

Your user speech files contain all the information that Dragon NaturallySpeaking gathers about you: your pronunciation, your vocabulary, how often you use certain words, and your preferences.

This chapter explains how to set up Dragon NaturallySpeaking so that more than one person can use it, and describes how to open, rename, delete, back up, and restore users. This chapter also describes setting up multiple dictation sources for a user.

Creating a new user

When someone new wants to use Dragon NaturallySpeaking, that person needs to follow the steps described in this section to create a new user.

NOTE Preferred and Professional editions of Dragon NaturallySpeaking allow you to create and train users with multiple dictation sources. For example, with a single set of user files you can dictate with a headset microphone, an array microphone, or a portable recorder. This way you can keep the same custom vocabulary and training, but use the dictation source most convenient for you at that moment. For more information, see “Creating Multiple Dictation Sources” on page 140.

To create a new user:

- 1 From the NaturallySpeaking menu, select Open Users.

- 2** In the Open Users dialog box, click New.
- 3** Follow the steps in the New User Wizard.

Creating a user on a portable device

You can create a user on a portable device or removable device, such as a Zip drive. Before creating the user, make sure the device is attached to your computer.

- 1** Click Open User from the NaturallySpeaking menu.
- 2** Select Browse and pick the appropriate location.
- 3** Click New to create the user. Follow the steps in the New User Wizard.

Opening a user

When someone else has been using Dragon NaturallySpeaking, you need to open your own user before you start using the program. Or, if you have more than one user of your own (for example, you have a separate user for your portable recorder), always remember to switch to the appropriate user before you start.

To open a user:

- 1** From the NaturallySpeaking menu, select Open User.
- 2** Select a user and click Open.

This loads your speech files. These files include information about your pronunciation that Dragon NaturallySpeaking needs to recognize your voice.

Viewing user properties

Clicking Properties... on the Open User dialog opens the User Properties dialog box. The User Properties dialog box lets you view information about the selected user, including the language, dictation source, speech model, and what steps you have taken to set up this user.

Closing a user

You can close the currently active user.

To close the currently active user, select Close User from the NaturallySpeaking menu.

When there is no user loaded, most of the NaturallySpeaking menu items are disabled.

Renaming a user

You can change the name of a user at any time.

To rename a user:

- 1 From the NaturallySpeaking menu, select Manage Users. The Manage Users dialog box opens.
- 2 Select a user and click Rename.
- 3 Type a new name and click OK.

The name can contain up to 128 characters, including spaces. Special characters are not allowed in user names.

- 4 To close the Manage Users dialog box, click Cancel.

TIP You cannot rename the currently open user. If you have only one user and want to rename that user, you must first close that user. For more information see “Closing a user” on page 135.

Deleting a user

If you know you will not need a user that you have created, you can delete it and free up hard-disk space. Removing a user can't be undone, so make sure you don't need it before you remove it.

To delete a user:

- 1 From the NaturallySpeaking menu, select Manage Users. The Manage Users dialog box opens.
- 2 In the Manage Users dialog box, select the user you want to delete and click Delete.

- 3 A dialog box will appear asking if you really want to permanently remove this user. To confirm, click “Yes.” To cancel, click “No.”

You cannot delete the currently open user. If you want to delete the currently open user, you must first close that user. For more information see “Closing a user” on page 135.

NOTE *Always use the Delete button to delete users. Do not remove folders from the \...NaturallySpeaking\Users folder on your hard disk. Using the Delete button is the only way to completely remove all information about a user from your computer.*

Backing up and restoring a user

When you make changes to your user (for example, by adding words to the vocabulary), Dragon NaturallySpeaking prompts you to save your user speech files. The program automatically makes a backup copy every fifth time you save your speech files.

You can change the frequency of automatic backups or turn this feature off. On the NaturallySpeaking menu, click Tools>Options>Data tab.

Using the “Automatically back up user files every “n” saves” option, you can set how often you want to automatically back up your speech files.

NOTE *This feature is not available with a roaming user.*

To back up a user:

To back up a user:

- 1 From the NaturallySpeaking menu, select Manage Users.
- 2 In the Manage Users dialog box, select the user you want to back up.
- 3 Click the Advanced> button and then select Backup.

This backs up the selected user in the location specified in the Backup location dialog box. The default location, <default>, is the individual user's folder. You can change the Backup location to any directory where Windows has both read and write permissions, including portable devices such as Zip drives and CD burners. If you change the location, backups for all users will be located in the same directory. For information on changing the default location, see “Changing the backup location” on page 137.

If you made recent changes to your user (for example, added words to the vocabulary), Dragon NaturallySpeaking prompts you to save these changes before it makes the backup.

Restoring a backup copy of a user

If you make unwanted changes to your speech files (for example, you process the wrong documents in Vocabulary Builder), you can restore the last backup copy of your user.

To restore a user:

- 1 From the NaturallySpeaking menu, select Manage Users.
- 2 In the Manage Users dialog box, select the user you want to restore. For example, “Elmo.”
- 3 Click the Advanced> button and then select Restore.

Dragon NaturallySpeaking restores the last backup that was made and saves it with a different name, for example, “Elmo - Restored1.”

- 4 Open the restored user to begin working with it.

Delete the older version (in this example, the user named “Elmo”) and rename the one you just restored.

Changing the backup location

You can specify where NaturallySpeaking stores your user files and backs them up. You can define any location for which you have read and write permissions, including portable or removable drives and CD burners.

NOTE *You can use a network device for the backup location but not for a portable user location. This feature is not available with a roaming user.*

To set a back up location:

- 1 Close the currently open user by select “Close User” from the NaturallySpeaking menu.
- 2 From the Tools menu, select “Administrative Settings”. This displays the Administrative Settings diaog box.
- 3 Click the Change button to open a dialog box in which you can specify a new location. If you change the location, backups for all users will be located in the same directory.



- 4 Select the location where you want to back up your user files and click OK. The default backup location is:
`\Documents and Settings\All Users\Application Data\ScanSoft\NaturallySpeaking8\Users\<username>\`

NOTE On Windows XP and 2000, you must have administrator privileges to change the Backup Location. This field is grayed out for restricted users. Dragon NaturallySpeaking will not let restricted users create backup files in directories reserved for the operating system (for example, the `\Windows` directory). When specifying a backup location, make sure that directory can be accessed by all users.

Importing and exporting users

Importing and exporting users is available only in the Preferred and higher editions.

To import or export a user:

- 1 From the NaturallySpeaking menu, select Manage Users.
- 2 In the Manage Users dialog box, select the user you want to import or export.
- 3 Click the Advanced> button and then select Import or Export; depending on what action you want to take. This opens a Windows Browse dialog box that you can use to specify a location for the imported or exported user.

Upgrading Users

If you did not upgrade your Version 6 or Version 7 users during the V8 installation, you can use the Upgrade Wizard tool to upgrade these users.

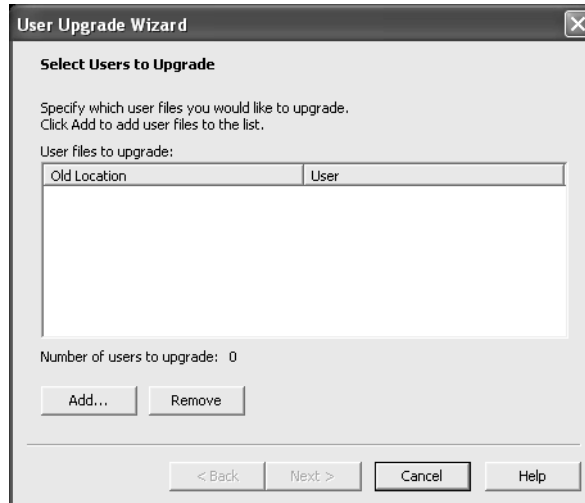
At the same time that the User Upgrade Wizard modifies your user files to work with Dragon NaturallySpeaking version 8, it can move a copy of the upgraded user to another location while keeping the old files untouched. This allows you to return to the old user files in case you need them again.

NOTE If you did not upgrade your V6 or V7 installation, you may need to copy the V6/V7 users to the computer where installed NaturallySpeaking V8, or alternately, an accessible network location. This location must have read/write permissions.

You must have a drive letter mapped to the network location to access the user files from the Open User dialog box. UNC paths are not supported.

To upgrade V6/V7 users:

- 1 From the Windows Start Menu, select Dragon NaturallySpeaking 8>Dragon NaturallySpeaking Tools>Upgrade. This displays the User Upgrade Wizard dialog box:



- 2 Click Add to open a dialog box where you can specify the location of the users to upgrade. Once you have selected the users, click Next.
- 3 For the users selected, the Upgrade Wizard lets you specify to upgrade only the selected user, all users in the directory you selected, or choose which users should be upgraded. Once you have selected the user files to upgrade, click Next.
- 4 The Upgrade Wizard lets you choose where the upgraded users are to be stored.

The <Default> location is:

Documents and Settings\All Users\Application
Data\ScanSoft\NaturallySpeaking8\Users directory.

Click the Browse button to navigate to another directory to use a directory other than <Default>.

Click the Advanced button to specify different target directories for different users and to select new base vocabularies for the upgraded users.

Click Next to continue.

- 5** The New User Wizard displays the users to upgrade.

When you have confirmed that the wizard will upgrade the correct number of users, click the Begin button. The progress bar lets you know how far along the upgrade process has gone. When the upgrade process is complete, the Finish button becomes active so that you can close the wizard. If you want to stop the upgrade process, click the Cancel button.

NOTE You can also launch the User Upgrade Wizard using the Open User dialog box on the NaturallySpeaking menu.

Creating Multiple Dictation Sources

Some editions of Dragon NaturallySpeaking allow you to create and train users with multiple dictation sources. For example, with a single set of user files you can dictate with a headset microphone, an array microphone, or a portable recorder. This way you can keep the same custom vocabulary and training, but use the dictation style most convenient for you at that moment.

This ability is especially useful for a roaming user that you use for dictation at different locations using a variety of computing devices and microphones. For example, you might use a headset microphone at one computer, an array microphone at another, and a portable recorder that you use for transcription at a third computer. By allowing multiple dictation sources for a single set of user files, Dragon NaturallySpeaking lets you move from computer to computer regardless of the microphone type or differences in ambient noise.

You can add dictation sources to a user in the following way:

To add a new dictation source to a user

- 1** On the Open User dialog box, select the User for which you want to create a new dictation source.
- 2** Click the Source button and then click New.
- 3** On the New Dictation Source dialog box that appears, select a new input device for your dictation from the list. For example, you can choose from among different microphone or recorder types.
- 4** Click OK. You return to the Open User dialog box.

- 5** Select the user you just modified and click Open. If you have not previously trained the user with the new dictation source, the New User wizard appears and you can begin training.

CHAPTER 12

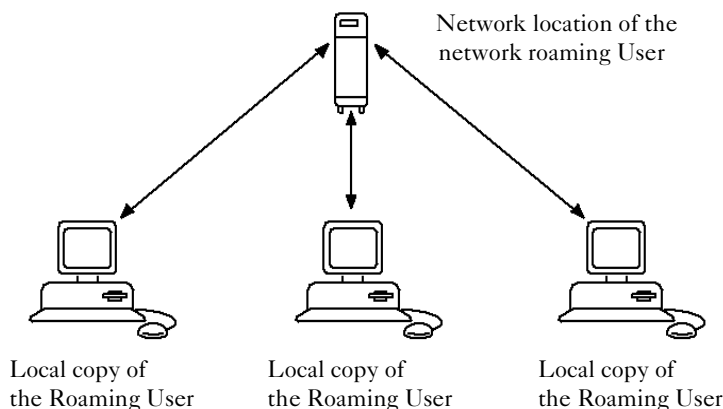
Setting Up Roaming Users

The Roaming User feature let a single user dictate at different locations using a variety of computing devices connected to a network, without having to create and train individual user files at each location. For example, a doctor may need to dictate reports in a medical office building using a desktop computer, in a hospital room using a Tablet PC, or even at home using a laptop computer. In each case the Roaming User feature allows the doctor to use the same set of user files containing the same vocabulary words and acoustic information.

Roaming User Concepts

The Roaming User feature works by employing a single network (or master) user that can be opened from multiple networked machines running Dragon NaturallySpeaking. When you first open the network roaming user, the program makes a copy of it in a directory on your computer. You can then disconnect your computer from the network and dictate with that user.

The local roaming user is a copy of the user data taken originally from the network user but modified locally by corrections and acoustic data gathered during a dictation session.



When you exit Dragon NaturallySpeaking, switch users, close a user, or save a user, the program saves changes to the local roaming user and synchronizes these changes with the network (or master) roaming user. In a situation where you are always connected to a network, this occurs at the time you perform one of these operations. When you dictate using a portable computer not currently connected to a network, synchronization occurs when you reattach the computer to the network containing the network roaming user and open that user again.

Roaming User Scenarios

Some situations that the Roaming User feature makes possible:

- Among a group of networked computers, a central storage device can contain all the user files. You can load a user from the central location across the network and dictate at any computer on which Dragon NaturallySpeaking is installed. When you exit Dragon NaturallySpeaking and save the changes to your user files, these changes are saved in the central location. The next time you run Dragon NaturallySpeaking with that user, all the changes you saved are available to you regardless of which computer on the network you use for dictation.
- You have a laptop, tablet, or other portable computer for which you have a network connection but which you want to use disconnected from that network. The Roaming User feature maintains consistency for all the user files once you reconnect your portable device to the network.

For example, say you want take your laptop, which is networked at the office, home for the evening. Before leaving the office you load the user you want from a central location on the network to your laptop. Once home, you complete a dictation session and save new corrections and acoustic data on the laptop. When you return to the office, you reconnect the laptop to the network and the Roaming User feature synchronizes the updated user files on the laptop with those at the network's central location the next time you load that user.

Setting up the Roaming User feature

You must perform the following steps to enable the Roaming User feature:

- Turn the Roaming User feature on
- Tell Dragon NaturallySpeaking where the network roaming user is located
- Tell Dragon NaturallySpeaking where the local roaming user is located
- Choose the roaming user options you want

To turn the Roaming User feature on

- 1** Start Dragon NaturallySpeaking. If the Open User dialog box appears, click Cancel. If a user file opens automatically (Dragon NaturallySpeaking will do this if there is only one user available), click Close User on the Dragonbar NaturallySpeaking menu.
- 2** Click Administrative Settings on the Dragonbar Tools menu.
- 3** On the open Administrative Settings dialog box, select the Enable check box.

Selecting the check box makes the other options in the Roaming User group available.

To specify the location of the network roaming user

On each computer where someone will be dictating with a roaming user, you must tell that installation of Dragon NaturallySpeaking where the network roaming user is located, and if necessary, create that location. You do this on the Administrative Setting dialog box as follows:

- 1** On the open Administrative Settings dialog box, click the Browse button to the right of the Network directory box.
- 2** Use the Browse for Folder dialog box to open a location where you want to store the network roaming user. It should be in a location accessible to all computers on the network that you want available for dictation with Dragon NaturallySpeaking.
- 3** If the directory does not currently exist, click Make New Folder and type a name for the new folder. The new directory can have any name, but calling it something meaningful, such as *network roaming User*, will make the folder easier to find in the future.
- 4** Click OK.

To specify the location of a local roaming user

Dragon NaturallySpeaking must also know where to store a local copy of the network roaming user.

- 1** On the open Administrative Settings dialog box. The default location is <Roaming local>. If you want to change this path, click the Browse button to the right of the Local directory box.
- 2** Use the Browse for Folder dialog box to open a location where you want to store the network roaming user. This is the location on the computer where changes made during dictation, such as corrections or new acoustic data are stored before they are synchronized with the network roaming user.

- 3 If the directory does not currently exist, click Make New Folder and type a name for the new folder. The new directory can have any name, but calling it something meaningful, such as *Local Roaming User*, will make the folder easier to find in the future.
- 4 Click OK.

Roaming user options

The Administrative Settings dialog box also contains several options that affect how the roaming user feature works. You can select from among the following options to modify the behavior of a roaming user:

- **Copy Dragon Log to Network:** Select this box to copy the file, *Dragon.log* from the local roaming user folder to the network roaming user folder at the same time that the program synchronizes the local and the network roaming user. *Dragon.log* contains information that can help to diagnose problems that you might encounter using *Dragon NaturallySpeaking*.
- **Access network at user open/close only:** Select this box to transfer local roaming user changes to the Options dialog box to the network roaming user when the program synchronizes the local and the network roaming user.
- **Enable access to non-roaming users:** Select this box to permit opening a non-roaming user for a *Dragon NaturallySpeaking* session. Clear this option to prevent anyone from dictating with a non-roaming (local) user by accident.
- **Conserve archive size on network:** Select this box to prevent making the files that contain the acoustic data from the latest ion available to the Acoustic Optimizer when the program synchronizes the local and the network roaming user. The roaming user feature prevents the Acoustic Optimizer from running on a local roaming user, so copying these files to the network roaming user allows the Acoustic Optimizer update the network roaming user with this acoustic data. If you do not wish to retain this information, you can use this option to prevent the transfer.
- **Set audio levels on each machine (recommended):** Select this box to run the *Check your audio settings* option from the Accuracy Assistant window before before the first session with a roaming user. This includes the volume check and the microphone quality check. Because the audio setup data can vary depending on differences in the microphone, sound card, and ambient sound levels at each roaming user location, ScanSoft recommends that you select this option.
- **Ask before breaking locks on network users (recommended):** Select this box to keep the option of maintaining or breaking a network lock when opening a roaming user. Normally, network locks prevent anyone from opening a roaming user at the same time someone else is opening that user. While this process does not take a long time, network problems can cause a lock to become “stuck” and not release when the open process is completed. When this happens, the next time anyone tries to open that user, they will see a message informing them of the lock and giving them the option of overriding it. If you do not wish anyone

to be bothered by this message and always want to break a network lock in this situation, you can clear this option to prevent the message from appearing. Because the presence of a lock can indicate a problem that needs to be addressed, ScanSoft recommends that you select this option.

Creating a roaming user

There are three ways to create a roaming user:

- Train a new user with the Roaming User feature turned on
- Copy an existing local user into the network roaming user location
- Convert an existing user into a roaming user with the Manage User dialog box

To train a new roaming user

- 1** Make sure that no local user is open. Click Close User on the Dragonbar NaturallySpeaking menu if one is open.
- 2** Open the Administrative Settings dialog box by clicking Administrative Settings on the Dragonbar Tools menu.
- 3** Select the Enable check box and make sure the network directory for the network roaming user and the local directory for the local roaming user are set (see the procedures in the section *Setting up the Roaming User feature*).
- 4** Click OK.
- 5** Open either the Open User or the Manage User dialog box and make sure that the Location of user files box points to the network directory location of the network roaming user. If it does not, click the arrow and select the correct location from the list, or click the Browse button to locate the directory using the browse for folder dialog box.
- 6** Click New and begin training the user as you would any other user. See the chapter (reference here to chapter on getting started) for more information. When you are finished training the user, the program copies the user files into the network roaming user location specified in the Location of user files box.

You can also copy a local user into the network directory of the network roaming user. This has the advantage of allowing you to turn a number of local users into roaming user with a single operation.

To copy a user into the network user location

- 1** Double-click the My Computer icon and navigate to the location of the local user files you want to convert to roaming users.

- 2 Select the files you want to copy, right click, and click Copy from the shortcut menu that appears.
- 3 Navigate to the network directory for the network roaming user, right click, and click Paste from the shortcut menu that appears.

You can also convert an existing local user to a roaming user with the Manage Users dialog box.

To convert a local user into a roaming user

- 1 Open the Manage User dialog box. (Click Manage Users on the Dragonbar NaturallySpeaking menu.)
- 2 Use the list in the Location of user files box to select the location of the local user you want to convert to a network roaming user.
- 3 Select the user you want to convert.
- 4 Click the Advanced button and then click Save to Roaming. The program will save the user in the location specified as the Network directory in the Administrative Settings dialog box.
- 5 Repeat the process for any other local users you want to convert to network roaming users.

Opening a Roaming User

You open a roaming user by telling Dragon NaturallySpeaking where the network roaming user is located and the location you want for the local roaming user.

To opening a roaming user

- 1 If a local user is open, close it by clicking Close User on the Dragonbar NaturallySpeaking menu.
- 2 Click Administrative Settings on the Dragonbar Tools menu.
- 3 Select the Enable check box in the Roaming User group. This allows you to set the other roaming user options.
- 4 Set the location of the Network directory, the Local directory, and any other roaming options you want (see the section *Setting up the Roaming User feature* for procedures for setting the directories and descriptions of the options).
- 5 Click OK.

- 6 Click Open User on the Dragonbar NaturallySpeaking menu. The users displayed on the list are the network roaming users available in the network directory location specified in the Administrative Settings dialog box.
- 7 Select the user you want and click Open.

Synchronizing roaming users

When you complete a dictation session with a roaming user and exit Dragon NaturallySpeaking, the program attempts to synchronize the changes you have made to the local roaming user with the network roaming user. If your computer is connected to the network, synchronization happens automatically at the time you exit. If your computer is not currently connected to the network (such as when you use a laptop in a remote location), changes are saved with the local roaming user. The next time you connect to the network and load the network roaming user, the program synchronizes the local and the network roaming users before it loads the network roaming user.

The following changes take place when you synchronize roaming users:

- Words added to the local roaming user during a dictation session are combined with the network roaming user vocabulary, while words deleted from the local roaming user are removed from the network roaming user vocabulary.
- Acoustic data (files with a .DRA extension) is copied from the local roaming user and added to the network roaming user where the data is available to the Acoustic Optimizer.
- Custom commands you have created or modified using the MyCommands editor are copied to the network roaming user.
- Any user options that you changed on the Options dialog box that are normally saved with the user are saved to the network roaming user. The only options that are not synchronized, but remain with the local roaming user, are the *Use Active Accessibility for menu and dialog control* option on the Miscellaneous tab, the *Conserve disk space used by speech files* option on the Data tab, and the *Create usability log* option on the Advance dialog box that opens from the Data tab.

Scheduling the Acoustic Optimizer for a roaming user

Even though you can only run the Acoustic Optimizer for a network roaming user, the Roaming User feature allows you to schedule the Acoustic Optimizer to run even while you are using a local user. Doing this requires that you have administrator privileges for operating systems that require them, such as Windows XP Pro.

To set the Acoustic Optimizer Scheduler

- 1 Open the Accuracy Center (say “Open Accuracy Center” or click Accuracy Center on the Dragonbar Tools menu)

- 2** On the Accuracy Center, click or say “Schedule Acoustic Optimizer to run later.”
- 3** On the tree pane of the Acoustic Optimizer Scheduler window, select the user and, if available, the acoustic profile you want to schedule for optimization.
- 4** Say “New Task” or click the New Task button. If your operating system requires a password (such as Windows NT, Windows 2000, or Windows XP), a dialog box will appear asking for your Windows user name and password.
- 5** On the Select Frequency dialog box, make sure that the user you want to schedule and acoustic model is selected on the User Name list
- 6** Select the frequency for the schedule and then select the start date and start time.
- 7** Click OK to return to the Acoustic Optimizer Scheduler.

Using Portable Recorders (Preferred and Professional)

If you have Dragon NaturallySpeaking Preferred or a higher edition, you can dictate into a portable recorder and then use Dragon NaturallySpeaking to transcribe your recorded speech.

To prepare Dragon NaturallySpeaking for use with a recorder, follow these steps:

- Install the recorder software (required only for certain recorders).
- Create a user specifically adapted to the sound of your recorded speech.

Once you have created a user, follow these steps whenever you want to use your recorder with Dragon NaturallySpeaking:

- Dictate into your recorder
- Transcribe the recorded dictation
- Correct mistakes

Supported recorders

Dragon NaturallySpeaking supports specific recorders that have been certified by ScanSoft, including:

- Dragon NaturallyMobile recorder
- Many Sony® IC recorders.
- Many Panasonic IC recorders, including RR-US and RR-XR series.
- Many Olympus recorders.
- Pocket PC devices, including the Compaq iPAQ. (If you are using a iPAQ 3830 with 32 MB of memory, you may need more memory to store both the training text and additional recordings.)
- Devices that support the Palm OS®.

For a complete list of supported recorders, see the following Web site:
<http://www.scansoft.com/naturallyspeaking/support/>

Installing recorder software

Some recorders require additional software to work with Dragon NaturallySpeaking. If you are using a:

- Sony® IC recorder, you must install the Sony PC application software. For more information, see the documentation that came with your recorder
- A Panasonic® IC recorder, you must install the Panasonic® Voice Editor. For more information, see the documentation that came with your recorder.
- An Olympus recorder, you can optionally install the Olympus DSS Player or DSS Player Plus. For more information on using the Olympus DSS Player with Dragon NaturallySpeaking, see the documentation that came with your recorder and the ScanSoft Knowledge Base ScanSoft website: www.ScanSoft.com/NaturallySpeaking/support/.
- A Pocket PC (for example, a Compaq iPAQ), you must install the ScanSoft Voice Recorder software. See below for more information.
- Devices that support the Palm OS®, see the documentation that came with your recorder. This functionality is installed separately from Dragon NaturallySpeaking. See the online help for more information on installing Palm OS® using Dragon NaturallySpeaking to transcribe your recordings.
- A Dragon NaturallyMobile recorder, you can install the Voice It® Link software, which is not required, but can enhance the recorder's usability.

Pocket PC: Installing ScanSoft Voice Recorder

If you are using a Pocket PC device like the Compaq iPAQ as a mobile recorder, you can install ScanSoft Voice Recorder either at the same time you install Dragon NaturallySpeaking, or at a later time.

To install ScanSoft Voice Recorder at the same time you install Dragon NaturallySpeaking:

- 1 If you don't already have ActiveSync 3.5 on your desktop, you must install it. See <http://www.microsoft.com/windowsmobile/resources/downloads/pocketpc/activesync35.mspx> for more information.
- 2 Connect your PocketPC device to your computer using the device's USB connection.
- 3 Install Dragon NaturallySpeaking.
- 4 At the end of the installation process, a message will appear stating that the Setup program has detected a PocketPC device connected to the computer and asks if you want to install ScanSoft® Voice Recorder.

- 5 Click Yes.
- 6 Follow the instructions to install ScanSoft Voice Recorder on your device.

ScanSoft® Voice Recorder is automatically installed on your device.

Installing ScanSoft Voice Recorder after you install Dragon NaturallySpeaking:

- 1 If you don't already have ActiveSync 3.5 on your desktop, you must install it. See <http://www.microsoft.com/mobile/pocketpc/downloads/activesync35.asp> for more information.
- 2 Connect your PocketPC device to your computer using the device's USB connection (or the COM port for NT systems).
- 3 Place the Dragon NaturallySpeaking CD in your computer's CD reader.
- 4 Open the Voicerec folder on the Dragon NaturallySpeaking CD.
- 5 Double-click on Setup.exe and follow the instructions on the screen.

ScanSoft® Voice Recorder is installed on your device.

Installing Palm OS support

Dragon NaturallySpeaking (Preferred and higher) you can dictate into any device that supports the Palm OS® and have your recording transcribed by Dragon NaturallySpeaking when you synchronize with your PC with the Palm OS device.

This functionality is installed separately from Dragon NaturallySpeaking. See the Dragon NaturallySpeaking online help for more information installing Palm support and using a Palm OS device to transcribe your recordings.

Creating a user adapted to your recorded speech

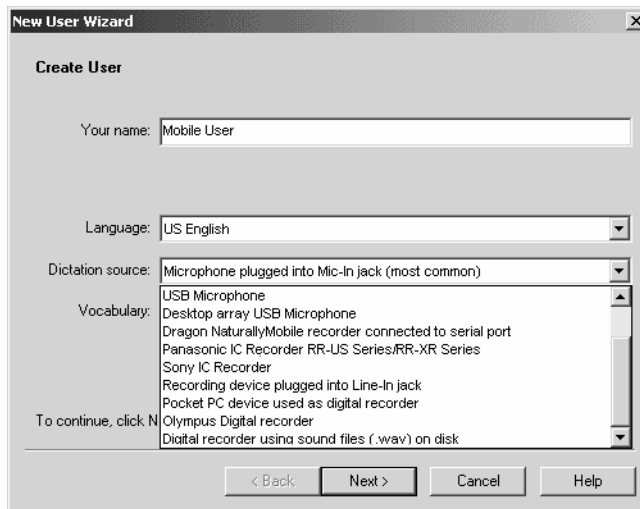
Before you can use Dragon NaturallySpeaking with a handheld recorder or mobile device, you must create a user specifically adapted to the sound of your recorded speech. You do this by running the New User Wizard and selecting one of the recorder options as the dictation source.

NOTE Steps 1 and 2 assume that you have already created a headset microphone user. If you have not previously created a user for Dragon NaturallySpeaking, then the New User Wizard will appear when you first start the program and you can skip to step 3.

NOTE Some editions of Dragon NaturallySpeaking allow you to create and train users with multiple dictation sources. For example, with a single set of user files you can dictate with a headset microphone, an array microphone, or a portable recorder. This way you can keep the same custom vocabulary and training, but use the dictation style most convenient for you at that moment. For more information, see “Creating Multiple Dictation Sources” on page 140.

To create a user:

- 1 From the NaturallySpeaking menu on the DragonBar, click or say “Open User.”
- 2 In the Open User dialog box, click or say “New.” The New User Wizard guides you through the steps of creating a user. As you complete the steps, click Next whenever you are ready to continue.
- 3 On the Create User screen, enter a unique name for the user. Then select the appropriate recorder type from the Dictation source list.



Use the following table as a guide for selecting a Dictation source and deciding what to do next.

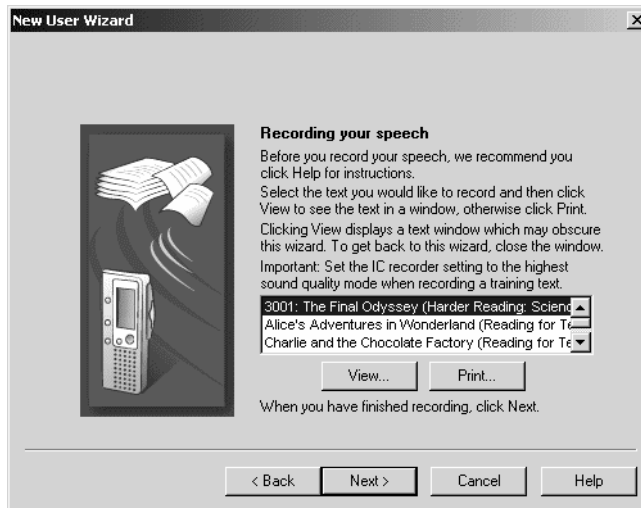
DICTATION SOURCE	HOW TO PROCEED
Dragon NaturallyMobile recorder connected to serial port	Use the recorder as a microphone attached to your computer with the supplied serial cable. Do not proceed any further with the training instructions in this chapter. Instead, use the instructions for new user training that begin on page 14. Also see “Using the Dragon NaturallyMobile recorder as a microphone” on page 165.
Sony® IC recorders	Go to step 4.
Panasonic IC recorder	Go to step 4.

DICTATION SOURCE	HOW TO PROCEED
Olympus Digital recorders	Go to step 4.
Pocket PC device used as digital recorder	Make sure that the power option "Turn off device if not used for " and "Turn off backlight if device is not used..." are not activated on your Pocket PC so that you can record for 10 minutes without interruption. Go to step 4
Recording device plugged into Line-In jack	Be sure the recorder is connected to your computer with a cable plugged into your sound card, and proceed to step 4.
Digital recorder using sound files (.wav) on disk (includes the Sony® ICD-R100 recorder)	Go to step 4.

- 4** The New User Wizard starts to guide you through training for the mobile user. Click Next to continue.

For the Pocket PC, choose the "Start a New Training Recording" option.

- 5** On the Training - Recording your speech screen, select the text you would like to read from the list of choices. Click View if you want to read the text from the screen. Click Print if you want to send the text to your printer so you can read it while away from your computer. Printing out the text you selected to read may greatly help reading the text while using a handheld recorder.



- 6 After you have recorded approximately 15 minutes of your reading the selection, click Next.

Recording with ScanSoft Voice Recorder on a Pocket PC

If you are using the ScanSoft Voice Recorder on a Pocket PC, do the following on the Pocket PC:

- Tap File and then tap Training.
- Tap the name of the text file you want to record and then tap OK.
- Tap the Record button on the screen or press your device's Record button and begin reading the text on the screen or from a print-out. Read for at least 10 minutes. Do not stop the recording when you make a mistake. You will get a message when enough training data is collected.
- Attach the Pocket PC to your computer.

NOTE If you do not have enough available memory for 10 minutes of recording, a message box will warn you. Open the Pocket PC Main menu, tap Settings, tap the System tab, and then tap the Memory icon. Drag the Memory slider to the right until you have at least 12 MB of memory free for Storage.

- 7 The screen that appears and what you do next depends on the recorder type you have selected.

RECORDER TYPE	HOW TO PROCEED
Sony® IC Recorder	Click the "Sony Memory Stick Voice Editor" or "Sony Digital Voice Editor" button and follow the instructions on the screen.
Panasonic IC recorder	Click the "Panasonic Voice Editor" button and follow the instructions on the screen.
Pocket PC	In the "Select training recording" screen, select the location of your training file. Click Next to adapt the file.

RECORDER TYPE	HOW TO PROCEED
Recording device plugged into Line-In jack	Be sure that the recorder is connected to the line-in jack on your computer and (optionally) select the Detect end of recording and automatically adapt user files box. If you do this, choose the number of seconds of silence before the wizard assumes that the recording is finished. Then click Start Recording and start your recorder to play back your dictation.
Olympus recorder	<p>If you have the most recent version of the Olympus DSS Player or DSS Player Plus installed on your system, you will see an "Olympus DSS Player" button. Click the "Olympus DSS Player" button and follow the instructions on the screen.</p> <p>Otherwise, transfer the .wav file to your computer's hard disk and then use the Browse button to locate the file. If you are not sure how to transfer recorded data to your computer, see the documentation for your recorder. Finally, click Next and follow the instructions on the screen.</p> <p>For more information on using the Olympus DSS Player or DSS Player Plus with Dragon NaturallySpeaking, see the documentation that came with your recorder and the Knowledge Base ScanSoft website: www.ScanSoft.com/NaturallySpeaking/support/.</p>
Digital recorder using sound files (.wav) on disk (includes the Sony® ICD- R100 recorder)	Transfer the .wav file to your computer's hard disk and then use the Browse button to locate the file. If you are not sure how to transfer recorded data to your computer, see the documentation for your recorder. Finally, click Next and follow the instructions on the screen.

- 8** Depending on your system, it can take up to 60 minutes to adapt your user for mobile recording. You do not have to sit at your computer while the program is adapting to your recorded voice.

Dictating into your recorder

You can start dictating once you have trained Dragon NaturallySpeaking to recognize your recorded speech.

When you dictate into your recorder, you should follow the same guidelines you use when talking directly to the computer.

Here are some additional tips for getting good results:

- If you talk directly into a built-in microphone, always hold your recorder at the same distance from your mouth. Some users report that it is easier to rest the recorder on their jaw for the most consistent results. Be sure to hold the recorder at the same distance you used when you dictated the training text.
- Don't change the recording volume setting on your recorder (if it has one). Keep the same setting you used during training.
- For a better quality recording, consider connecting your headset microphone to your recorder, rather than talking into the built-in microphone. Most recorders include connection for an external microphone a mike-in connection.

Using the ScanSoft Voice Recorder on a Pocket PC

To start ScanSoft Voice Recorder:

- On the Start menu, tap ScanSoft Voice Recorder.
- Tap the appropriate button to record, pause, stop, or play.

The amount of available recording time appears in the upper right in the Available box. The amount of available time depends on the amount of memory in your Pocket PC device.

For more information, see the ScanSoft Voice Recorder Help file on the Pocket PC.

The restricted command set

When you are dictating into a recorder, most of the Dragon NaturallySpeaking voice commands cannot be used effectively because they require that you see the results on a computer screen. The restricted command set, however, can be used without visual feedback when you are dictating into your recorder. These are the commands in the restricted command set:

- New Paragraph
- New Line
- Tab Key
- Cap [word] or Cap Next [word]
- All Caps [word]
- No Caps [word]
- No Space [word]
- Caps On/Caps Off
- All Caps On/All Caps Off
- No Caps On/No Caps Off
- No Space On/No Space Off
- Scratch That
- Resume With

TIP “Resume With” is particularly useful when you are using a recorder. It lets you return to where you want to go within a recording if you misspeak or change your mind after dictating a phrase. For more information, see “Going back as you dictate” on page 50.

Later, when you transcribe your recorded dictation, you can choose to make Dragon NaturallySpeaking ignore all commands except the restricted command set. This prevents potentially damaging recognition errors (for example, a phrase being incorrectly interpreted as the command “Delete Previous 5 Paragraphs,” which would actually delete the previous five paragraphs from your transcription). For more information on how to do this, see the “The Advanced Settings dialog box” on page 162.

Transcribing recorded dictation

Connecting a recorder to your computer

Before Dragon NaturallySpeaking can transcribe your recorded dictation, you must connect your recorder (or, in some cases, your recorder’s memory card) to your computer. Connect your recorder in the same way as you did when you created a user trained for your recorded speech.

The following procedures describe the different methods you use for transcription, depending on the type of recorder you are using. Use the method that is appropriate for your recorder.

Transcribing from a handheld recorder or Pocket PC

Dragon NaturallySpeaking has features specifically adapted to work with the Dragon NaturallyMobile recorder, Sony® IC recorders, Panasonic® IC recorders, Olympus IC recorders, Palm OS devices, and Pocket Pcs. To transfer files from these recorders, use the following procedure.

To transcribe recorded dictation:

- 1** Start Dragon NaturallySpeaking. (You don’t need to turn the microphone on.)
- 2** Open the user adapted (trained) for your recorded speech. (Click Open User from the NaturallySpeaking menu on the DragonBar, select the user you want, and click Open.)
- 3** From the Sound menu on the DragonBar, click Transcribe Recording. (If the Extras toolbar is displayed, you can click the Transcribe button instead.) What you see next depends on the type of recorder you have.

Transcribe a Recording dialog box

If you have a Pocket PC, a Panasonic IC recorder, or a Sony IC recorder, or an Olympus IC recorder, the Transcribe a Recording dialog box opens. The illustration below shows the text for Transcribe a Recording dialog box when you have a Sony® Memory Stick™ IC Recorder:

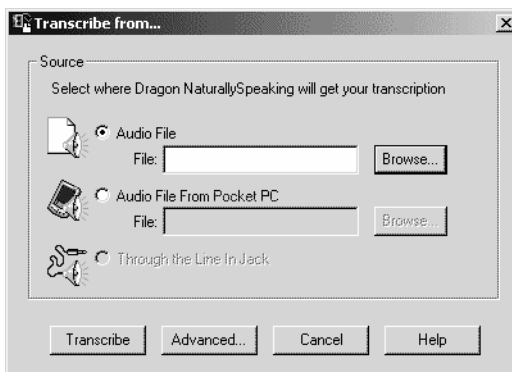


Click the recorder icon.

If you want to change the target window of the transcription, specify which commands Dragon NaturallySpeaking will understand or change the recorder-specific options, and click the Advanced button. For a more detailed description of the options, see the “The Advanced Settings dialog box” on page 162.

Transcribe From... dialog box

If you have recorded using sound files (.wav) like the Sony ICD-R100, the Transcribe From... dialog box opens. For example:



Click the Browse button to locate the sound file.

NOTE If you are transcribing a wave file, make sure the file is in the following format: PCM, 11.025 or 22.050 kHz, 16 Bit, Mono.

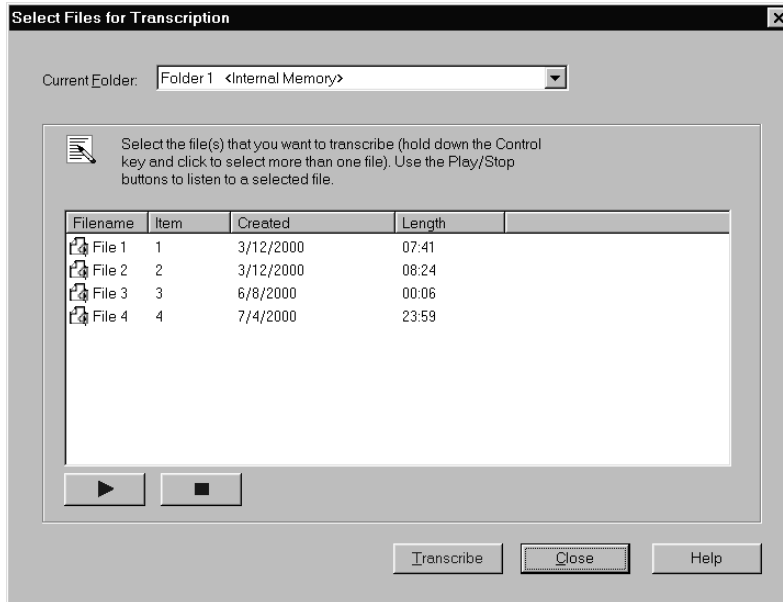
If you want to change the target window of the transcription, specify which commands Dragon NaturallySpeaking will understand or change the recorder-specific options and click the Advanced button. For a more detailed description of the options, see the “The Advanced Settings dialog box” on page 162.

4 What you see next, depends on your recorder:

NOTE After transcription, your recorded speech should appear on the screen. If text doesn't appear, see "Troubleshooting" on page 164.

Dragon NaturallyMobile recorder or the ScanSoft Voice Recorder

If you are using the Dragon NaturallyMobile recorder or the ScanSoft Voice Recorder, the Select Files for Transcription dialog box opens.



With the Dragon NaturallyMobile recorder or the ScanSoft Voice Recorder, select the file or files you want to transcribe, and click the Transcribe button. You can only transcribe the .nvw format with this dialog

You can also select the memory location of the Pocket PC folder if the file you want is not displayed in the list. You can store recording in either the device's internal memory or in a memory card, if you have one attached to your device.

Dragon NaturallyMobile recorders


With the Dragon NaturallyMobile recorder, select the file or files you want to transcribe and click the Transcribe button.

Pocket PCs

With Pocket PCs using the ScanSoft Voice Recorder, select the file or files you want to transcribe and click the Transcribe button. You can only transcribe files in the .nvw format from this dialog box. To transcribe .wav or .eur files, open the Transcribe a Recording dialog box, and choose "Other Sources" and then "Audio File from Pocket PC"

Sony Memory Stick or ICD-BP recorders

If you are using the Sony® IC Recorder, the Sony® Memory Stick™ Voice Editor or Digital Voice Editor dialog box opens.

In the Sony® Voice Editor or Digital Voice Editor screen, click the Voice Recognition tool  on the toolbar or the Voice Recognition option on the File menu.

Panasonic IC recorders

If you are using a Panasonic IC recorder, the Panasonic Voice Editor dialog box opens. In the Panasonic Voice Editor, click the Dragon button.

Recorders using sound files (.wav)

If you are using a recorder that uses sound files (.wav) and you clicked the Browse button to locate the file, the Open dialog box displays.

Locate the files you want to transcribe and click the Transcribe button to begin transcription.

Recorders plugged into the Line-In jack

If your dictation source is “Recording device plugged into Line-In jack,” press the Play button on your recorder.

NOTE *If you are playing back recorded dictation through the Line-In jack, transcription stops automatically by default as soon as the computer hears 10 seconds of silence.*

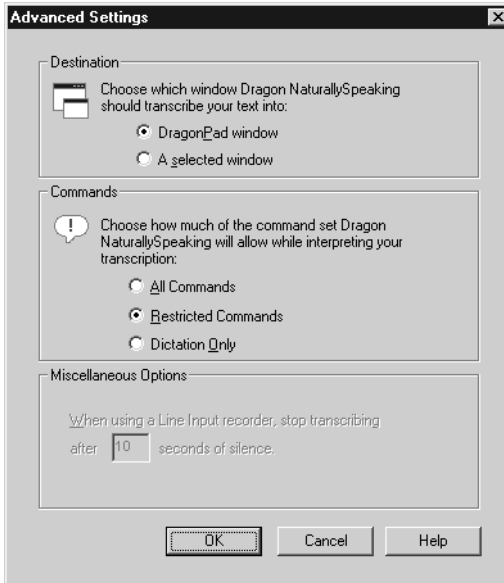
Drag-and-drop transcription

You can transcribe a wave file (.wav) by dragging the file to the DragonPad window or onto the DragonBar. By doing this, NaturallySpeaking starts to transcribe the wave file automatically.

The Advanced Settings dialog box

The Advanced Settings dialog box allows you to change how Dragon NaturallySpeaking transcribes the dictation from your recorder. The options you see when you open the dialog box depend on the type of recorder you are using. The

illustration shows the Advanced Settings dialog box that appears when you are transcribing from the Dragon NaturallyMobile recorder.



The following sections describe the options on the Advanced Settings dialog box:

Destination

You can choose to specify that the recording should be transcribed into the DragonPad window or into a selected window you click in after closing the Transcribe a Recording dialog box. Make sure the window you select accepts text.

Commands

You can choose either the All Commands, Restricted Commands, or Dictation Only option.

- “All Commands” enables all Dragon NaturallySpeaking commands during transcription. Any command recognized in the recording is carried out.
- “Restricted Commands” disables all but the restricted command set during transcription. If other commands are recognized, they are entered as text. This prevents potentially damaging misrecognitions (for example, a phrase being misrecognized as “Delete Previous Paragraph”). For more information about the restricted command set, see page 158.
- “Dictation Only” disables all commands during transcription, except for dictation commands. If the recording contains commands, they are entered as text in the document.

Communication options (for the Dragon NaturallyMobile recorder only)

- “Select the Baud Rate to connect to the Dragon NaturallyMobile recorder” specifies the communication speed between your computer and your recorder. Generally, the speed should be set to the highest number (115,200). If you are having communication errors, try selecting a lower number.
- “Dragon NaturallyMobile recorder is on <Com Port Number>” specifies the serial communications (COM) port that corresponds to the connector where you plugged in your recorder. If you have a problem connecting to your recorder, try selecting a different COM port. The default COM port is COM1.

Miscellaneous options (for Line-In recorders only)

“When using a Line-In recorder, stop transcribing after <N> seconds of silence” instructs Dragon NaturallySpeaking to finish transcribing a recording after it detects a certain number of seconds of silence. You can enter any value between 1 and 99 seconds, but it should be long enough that Dragon NaturallySpeaking will not think you have finished when you are only pausing. Then, when you are dictating, be sure not to pause for more than the number of seconds you choose. At the end of your dictation, be sure that you record silence for at least that number of seconds.

Troubleshooting

If text doesn't appear on the screen, check the following:

- If you are using the Transcribe a Recording dialog box, did you click in a window after closing it? If you aren't transcribing in the DragonPad window, you must click in the window in which you want the text to appear.
- If you selected Through the Line-In Jack as your source, did you remember to press the play button on your recorder? Is your recorder properly connected to the computer?
- Are you playing the right part of the recording? Listen to the source file to make sure it contains dictation.
- If you are using an analog recorder, have you changed the volume setting on your recorder since running training? If so, check the audio volume and quality again. From the Tools menu on the DragonBar, click Accuracy Center, then “Check your audio settings.”
- Is your recorder working properly? Check the power source. If you are using a battery, make sure it is fully charged.
- If you are transcribing a wave file, make sure the file is in the following format: PCM, 11.025 or 22.050 kHz, 16 Bit, Mono.

Correcting mistakes



After Dragon NaturallySpeaking transcribes your dictation, make sure you correct any mistakes. To help you check for mistakes, you can play back your recorded voice

as you read what Dragon NaturallySpeaking transcribed. Listening to your dictation as you read the transcription will help you identify misrecognized words or phrases. For more information, see “Correcting and Editing” on page 41.

Using the Dragon NaturallyMobile recorder as a microphone

If you have a Dragon NaturallyMobile recorder, you can use it as a microphone when it is connected to the computer. This feature is convenient for editing your transcribed text by voice.

To use the recorder as a microphone:

- 1** Open the user you created for the Dragon NaturallyMobile recorder, if it is not already open.
- 2** Make sure the recorder is connected to the serial port of your computer.
- 3** Click the Microphone button on the DragonBar so the microphone is on ().
- 4** Wait until the recorder display reads “Mic On.” This takes about two or three seconds after you click the Microphone button.
- 5** Begin speaking, holding the built-in microphone of the recorder almost touching the corner of your mouth and a bit to the side. Do not hold the recorder so that the microphone is directly in front of your mouth.
- 6** When you have finished, click the Microphone button again so the microphone is off. .

NOTE Turning off the microphone in this way does not turn off the recorder. To conserve your batteries, turn off the recorder by pressing the Power button.

Automate Your Work (Preferred and Professional)

If you have Dragon NaturallySpeaking Preferred or a higher edition, you can create your own custom voice commands using the MyCommands Editor. These commands let you automate repetitive text entry and graphics insertion tasks while working in virtually any Windows application. In some editions of Dragon NaturallySpeaking you can use the MyCommands command-and-control and advanced scripting features to create customized macros and scripts to speech-enable applications and to control them by voice.

There are five types of commands you can create.

- Text and Graphics, which you can use to enter text and graphics of your choosing. (Preferred and higher editions)
- Macro Recorder, which lets you record a sequence of mouse movements and keystrokes. (Professional and higher editions)
- Step-by-Step, which lets you activate menu and keystroke commands to control your application. Step-by-Step commands are useful for controlling applications and for multistep tasks. (Professional and higher editions)
- Advanced Scripting, which allows people familiar with programming languages such as Microsoft® VBA to program commands that can perform virtually any function on the computer with voice commands. (Professional and higher editions)
- Structured Commands are text and graphics commands with dynamic variables. You can set the values of these variables to be used as boilerplate text. (Professional and higher editions)

NOTE *If you'd like to use Step-by-Step, Macro Recorder, or Advanced Scripting commands and you have Dragon NaturallySpeaking Preferred or lower edition, you can upgrade to a higher edition of Dragon NaturallySpeaking. For more information on how to upgrade, see page 207.*

TIP *In addition to the custom commands described in this chapter, there is another way to create a command that types up to 128 characters of text. You can use the Vocabulary Editor to create a new word that has a written form that is different from its spoken form; for instructions, see "View or edit*

your vocabulary” on page 125. You can use this technique for phone numbers, URLs, and short phrases.

MyCommands edition differences

The following information will help you determine whether your edition of Dragon NaturallySpeaking supports creating and editing MyCommands.

EDITION	SUPPORTS...
Standard	Not supported
Preferred	The creation of Text and Graphics commands only.
Professional and above	All custom command types

Viewing and editing commands

You use the Command Browser to view and edit the commands available to you. These commands are the commands you create as well as the commands included with Dragon NaturallySpeaking that you can modify.

For more information, see “Working with Custom Commands (Preferred and higher)” on page 109.

Creating new commands

There are two ways to create a new command:

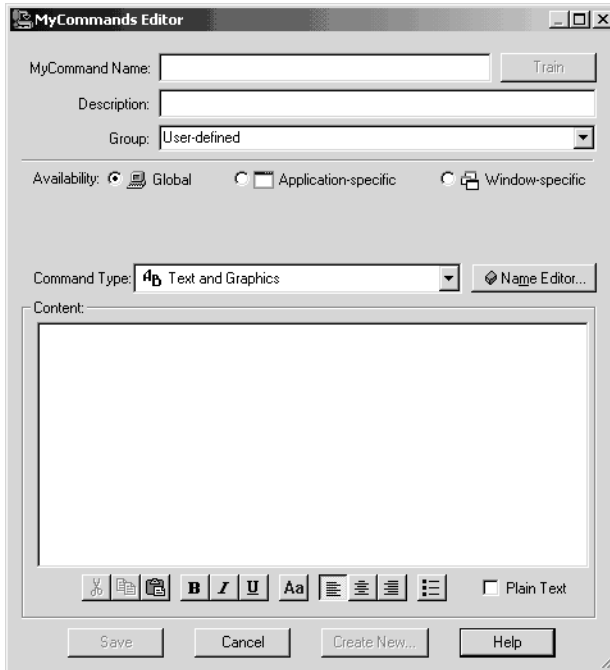
- Using the Command Browser. For more information, see “Creating a new command” on page 110.
- Select Tools>Add New Command from the DragonBar.

Both methods display the MyCommands Editor. See the section below for more information on using the MyCommands Editor.

Using the MyCommands Editor (Preferred and higher)

You use the MyCommands Editor to create and edit your voice commands. You use this dialog box to specify the command type, name, and other aspects of the command you are creating. You also can create and modify what the command does.

Note that not all command types are available in all editions of Dragon NaturallySpeaking.



To create a new command:

- 1** Type a name for your new command in the MyCommand name box. This is what you will say to execute the command.
- 2** Optionally, you can type a description for this command in the Description field.
- 3** Pick a group into which to place the command. You use these categories to locate the command in the Command Browser. By default, the groups Dragon and User-defined are available. To create your own group, select User-defined and type over it with a group name of your choosing. The new group name will appear in the list the next time you create a command.
- 4** If you plan on creating many commands, use group names that will make it easy for you to find and manage your commands.
- 5** Define the Availability, or where the command will be available:
 - Global—the command will be available in every application. For example, if you are creating a command to type your address, you probably want it to be available globally so that the command can be used in all applications.

- Application-specific—the command will be available in the application you specify. When you select this option, the Application list appears. This list displays all the applications open on your system. If the application you want is not open, use the Browse button to locate the application on your computer or open the application as you would normally.
 - Window-specific—the command will be available in the window you specify. When you select this option, both the Application list and Window list appears. If the application window you want is not in the list, open the application and check the list again.
- 6 Use the Command Type list to choose the type of command you want. The available Command Types depend on your version.
 - 7 Create the content for your command. See the sections below for more information.

For information on Macro Recorder commands or Advanced Scripting commands, see the Dragon NaturallySpeaking online Help.

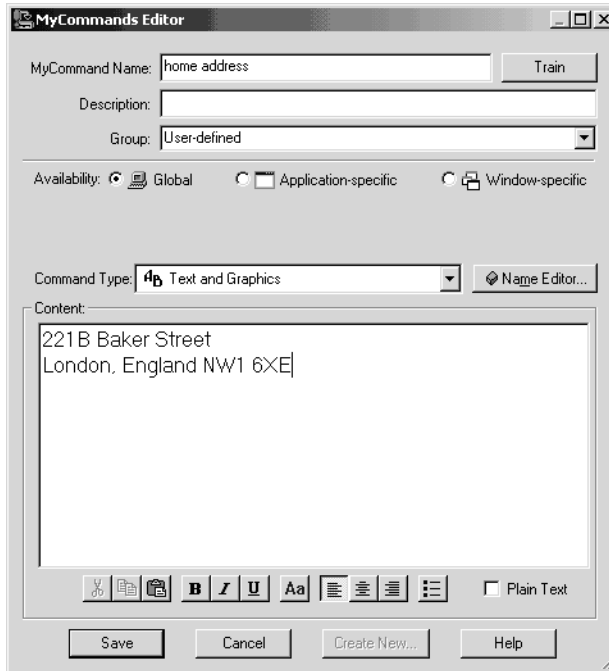
Creating Text and Graphics commands (Preferred and higher)

To create a Text and Graphics command, begin by following the steps in “Creating new commands” on page 168. Then follow the procedure described below.

- 1 In the Content box, supply the text, formatted text, bitmap, or combination of all three that this command will insert into a document.

You can type or dictate plain text into the Content box and press keys such as Tab or Enter. To format text, use the formatting buttons underneath the Content box or a keyboard shortcut, such as CTRL-b for making text bold. You can also copy formatted text from another application. For bitmaps, create the bitmap in another application and paste it here.

The example below creates a command called “home address” that types a street address.



- 2** You can change the formatting of the text in the Content box with the formatting buttons below the Content box.

To have the text in the Content: field entered into documents with the same font style and size as the text preceding it in the document, select the Plain Text check box. This setting is not valid for graphics.

- 3** Click Save to save your new command.
- 4** Switch to the application you want and test your new command by saying its name. For example, switch to Microsoft® Word and say “*home address*.” Your address should appear in your Word document. As with all commands, make sure to pause before and after saying the command.

Notes:

- Text and Graphics commands create rich text file (.RTF format) that includes formatting information that you specify. Programs that cannot accept .RTF format text, such as Notepad, will only show a plain text version of the command's contents.
- Make sure to test your command. For example, if you are in graphics program and you say “*home address*,” the command may not work if the graphics program

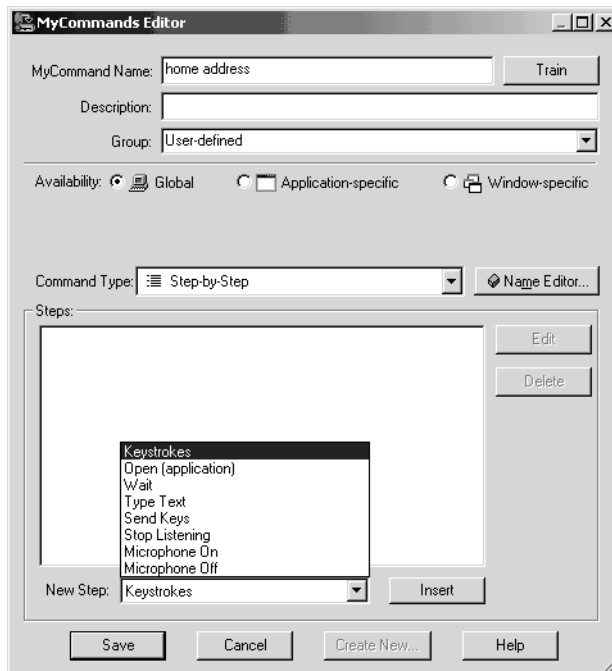
does not accept keystrokes. Also, application-specific commands work only in the specific applications for which they were defined.

- New commands are saved only when you save your user files. To save your user files, select Save User files from the NaturallySpeaking menu or say “Save User Files.”

Creating Step-by-Step commands (Professional and higher)

To create a Step-by-Step command, begin by following the steps in “Creating new commands” on page 168. Then do the following:

- 1 Select Step-by-Step in the Command Type list.
- 2 Select a type of step from the list in the lower-left corner of the MyCommands Editor dialog box, as shown below.



Select a type of step from the list.

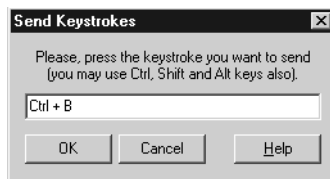
There are eight different types of steps:

- Keystrokes: acts as if you pressed a particular key.
- Open (application): Open a particular application or document or switches to that application or document if it’s already open.
- Wait: Do nothing for a specified time. This step is useful, for example, to pause while an application opens.
- Type Text: Type the text you specify.

- Send Keys: Type a sequence of keys including CTRL, ALT, and SHIFT key sequences.
- Stop Listening: Put Dragon NaturallySpeaking into sleep mode.
- Microphone On: Turn the microphone on.
- Microphone Off: Turn the microphone off.

For more information about each type of step, see the online Help.

- 3 Click the Insert button.
- 4 Depending on the type of step, Dragon NaturallySpeaking may ask you for more information. For example, for a Keystrokes step, you'll be asked to enter the keystroke you want. Press the keystroke or dictate the keystroke using the "Press" command. Click OK.



- 5 Continue adding steps (repeat items 2 through 4 above). To edit a step, select it and click Edit. To delete a step, select it and click Delete.
- 6 Click Save to save your new command.
- 7 Switch to the application in which you want to use the command and test your new command by saying its name.

NOTE *New commands are saved only when you save your user files. To save your user files, select Save User files from the NaturallySpeaking menu or say "Save User Files."*

Creating Structured Commands (Professional only)

Structured Commands are an extension to text and graphics commands that let you to set the values of variables in text blocks based on voice input.

Simple text and graphics commands with variables can be created in the MyCommands editor without having to write large amounts of code.

For complete information on structured commands, see the online help.

Application states

Structured commands let you control the action of a command based on the existence of a state in the application.

For example, when you assign a state to each field in a form, the same command can perform different actions depending on which field is activated.

You can use Advanced Scripting methods to control the states within structured commands or to set the initial state from a non-structured command. You can also create structured commands that prompt the user to select values from a predefined list.

When the user speaks a command, the user is presented with a list of pre-defined values for the command. Once the user selects a value, the value is inserted into the correct location in the macro.

Structured Commands Samples

Dragon NaturallySpeaking includes several sample text and graphics commands with variables and sample structured commands. You can import the samples into Dragon NaturallySpeaking to use them as templates for your own commands. The sample commands are fully commented.

Getting more information on structured commands

For more information on structured commands, including the samples location and how to import the samples, see the online help.

Deleting custom commands

You use the Command Browser to delete commands that you have either created or imported. By clicking the Script button, you can display and then delete these commands.

For more information, see “Deleting a command” on page 112.

Importing and exporting commands

You can share custom commands with other users by exporting them to a file and then having the other user import that file. If you have created several users on your computer, this allows you to use these commands no matter which user you currently have open.

You use the Command Browser to import and export commands. By clicking the Manage button, you can display the commands to import and export.

For more information see “Importing and exporting commands (Professional and higher editions)” on page 113.

Changing the command group and availability

You can change the group or availability of a selected set of commands.

The command group is a category where you place the command. You use these groups to locate the command in the Command Browser. By default, the groups Dragon and User-defined are available. To create your own group, select User-defined and type over it with a group name of your choosing.

The Availability defines where the command will be available:

- **Global:** The command will be available in every application.
- **Application-specific:** The command will be available in the application you specify. When you select this option, the applications currently open appear. If the application you want is not open, use the Browse button to locate the application on your computer.
- **Window-specific:** The command will be available in the window you specify. When you select this option, the Window list appears. If the window you want is not in the list, you must close the MyCommands Editor dialog box, open the window you want, and reopen the MyCommands Editor dialog box to see the window listed.

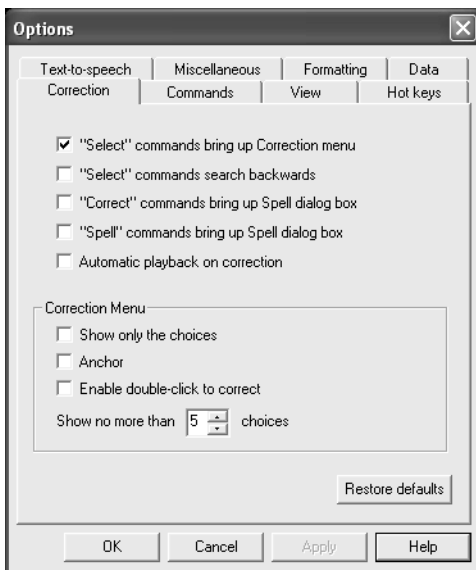
Customizing Dragon NaturallySpeaking

Using the Options dialog box, you can customize Dragon NaturallySpeaking to specify hot keys, customize how text is formatted, start Dragon NaturallySpeaking with the microphone on, change how frequently your user files are backed up, and make many other changes to the standard behavior.

To open the Options dialog box, click Options on the Tools menu of the DragonBar, or say "View Options."

Correction options

Use this tab to control how correction and spelling features work.



Correction options

The Correction options affect the Correction menu, which is the list of alternate recognitions that appears when you select words in your document.

- "Select" commands bring up Correction menu: Select this box to make the Correction menu appear every time you select a word or phrase by voice in the text you are dictating.
- "Select" commands search backwards: Select this box to have the selection commands ("Select <text>" and "Select Again") search for matching text backward from the insertion point. Clear this box if you want the Select <text>" commands to search for the nearest occurrence from the insertion point, and the Select Again commands to continue searching in the resultant direction.
- "Correct" commands bring up Spell dialog box: Select this box to make the Spell dialog box appear every time you correct a word or phrase in the text you are dictating.
- "Spell" commands bring up Spell dialog box: Select this box to have the Spell dialog box appear when you speak a spelling command ("Spell <letters>" or "Spell That <letters>"). Note that if you pause after saying the command "Spell" the Spell dialog box will appear even if this box is not selected.
- Automatic playback on correction: Select this box to automatically enable the playback of your dictation when you make a correction.

Correction menu

The second group of options in this dialog box lets you set additional correction preferences.

- Show only the choices: Select this box to display only the alternative words or phrases on the Correction menu rather than the additional commands. This will make the menu take up less space on your screen.
- Anchor: Select this box to lock the Correction menu in its current location until you drag it to a new location. Clear this box to allow the Correction menu to float around the window as you select text by voice.
- Enable double-click to correct: Select this box to open the Correction menu when you double-click a word to select it. Double-clicking to correct is useful if you are revising your dictation by mouse and keyboard, rather than by voice.
- Show no more than n choices: Controls the maximum number of choices that can appear in the Correction menu.

For more information about spelling commands, see “Spelling as you dictate” on page 52.

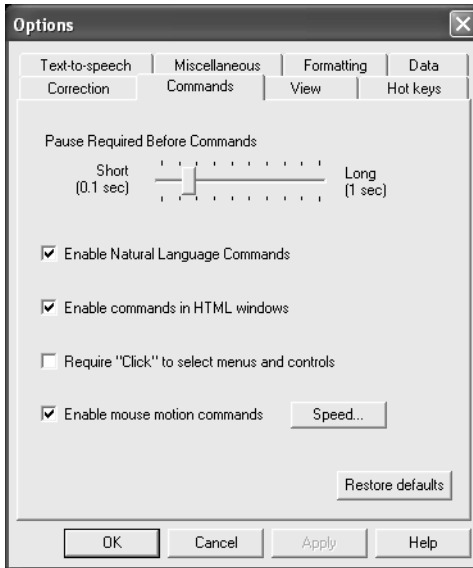
TIP *If you find that the Correction menu often does not contain the correct word, try increasing the number of choices displayed.*

Restore defaults

Click this button to restore the values of the Correction tab to what they were when you installed Dragon NaturallySpeaking.

Commands Options

Use this tab to set options that control how Dragon NaturallySpeaking interprets commands.



Commands options

- **Pause required before commands:** Adjusts the time interval considered to be a pause before you speak commands. The default setting is 250 milliseconds (.25 second). You should normally leave this at its default setting.
- **Enable Natural Language Commands:** Allows the use of Natural Language commands that you can use with a variety of applications such as Microsoft Word, Corel WordPerfect, AOL, and Microsoft Excel. This feature uses an additional 8 megabytes of memory and requires that you restart your computer before it takes effect.
- **Enable commands in HTML windows:** Allows the use of commands designed specifically for use with Internet Explorer. You must also have this option selected in order to use voice commands in certain Microsoft Outlook dialog boxes when you are creating or editing messages in HTML format. These dialog boxes appear with the Internet Explorer symbol (a small document icon with the letter "e" in it) in the right corner of the window header.

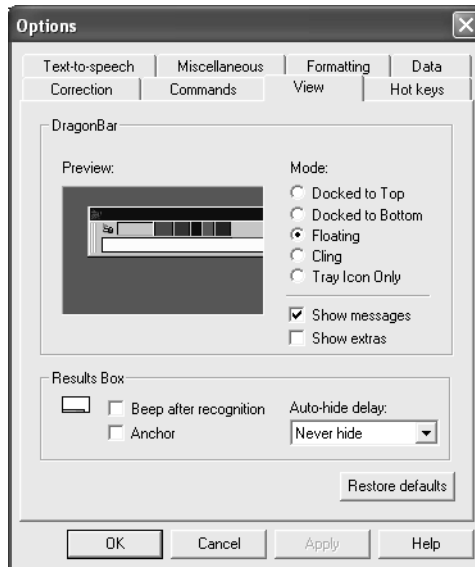
- **Require "Click"** to select menu or control: Selecting this check box requires you to speak the word "Click" to select a menu command or Windows control, such as "Click File" instead of just "File." By default, this feature is turned off.
- **Enable mouse motion commands:** Select this check box to allow you to use mouse motion commands such as "Move Mouse left," "Faster," and "Slower." Click the Speed button to select a mouse motion speed between 2 (slowest) and 25 (fastest).

Restore defaults

Clicking this button restores the values of the tab to what they were when you installed Dragon NaturallySpeaking.

View options

Use the View tab to control the behavior and appearance of the DragonBar and the Results box. Changing these options only affects the current user; any other users keep their existing settings.



DragonBar options

- **Preview:** illustrates the selected DragonBar mode.

- Mode: controls the appearance of the DragonBar. The choices are:

Docked to Top	The DragonBar appears along the top of the screen.
Docked to Bottom	The DragonBar appears along the bottom of the screen.
Floating	The DragonBar appears as a window on top of any other open window on your screen. You drag the DragonBar to reposition it.
Cling	The DragonBar is attached to the top of the currently active window.
Tray Icon Only	The DragonBar appears only as a microphone icon in the system tray. Right-click on the icon to see the DragonBar menu.

- Show messages: displays useful hints that appear in the DragonBar periodically.
- Show Extras: displays the extras toolbar automatically every time you start the DragonBar. (Preferred and higher editions)

Results Box

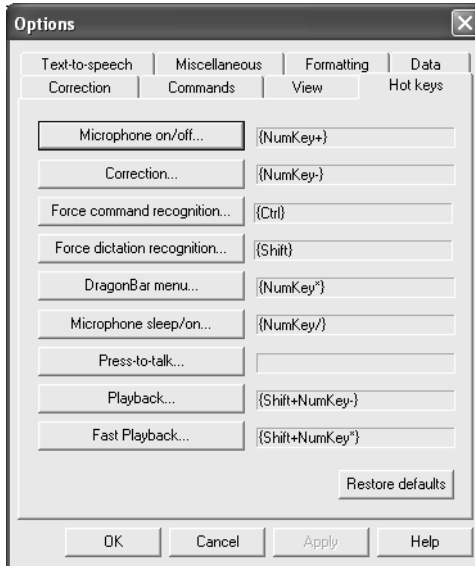
- Beep after recognition: Dragon NaturallySpeaking beep each time it recognizes a word or phrase.
- Anchor: Locks the Results box in its current location until you drag it to a new location. Clear this check box to allow the Results box to float around the window as you dictate.
- Auto-hide delay: Adjusts the length of time before the Results box disappears after a recognition. From a list, you can choose to never hide it or never show it, or you can set a delay after which it automatically hides itself. The default setting is Never Hide.

Restore defaults

The Restore defaults button restores the values of the View tab to what they were when you installed Dragon NaturallySpeaking.

Hot keys options

Use the Hot keys tab to specify hot key assignments. Changing these options only affects the current user, all other users keep their existing settings.



- Microphone on/off: Changes the hot key that turns the microphone on or off. The default is the plus key (+) on the numeric keypad.
- Correction: Changes the hot key that opens the Correction menu. The default is the minus key (-) on the numeric keypad.
- Force command recognition: Changes the hot key that forces words to be recognized as commands rather than dictation words. The default is the CTRL key.
- Force dictation recognition: Changes the hot key that forces words to be recognized as dictation words rather than commands. The default is the SHIFT key.
- DragonBar menu: Changes the hot key that opens the NaturallySpeaking menu on the DragonBar. The default is the asterisk key (*) on the numeric keypad.
- Microphone sleep/on: Changes the hot key that causes the microphone to go to sleep or wake up. When the microphone is asleep, the only command it will recognize is "Wake Up," which turns the microphone back on. The default is the slash key (/) on the numeric keypad.
- Press-to-talk: Changes the hot key that causes the microphone to turn on for as long as you hold down the key and turn off as soon as you release it.
- Playback: Changes the hot key that causes Dragon NaturallySpeaking to play back your dictation so you can more easily identify what you meant to say during

correction. The default is the SHIFT key plus the minus key (-) on the numeric keypad. Preferred and higher editions.

- **Fast Playback:** Changes the hot key that increases the play back speed. The default is the SHIFT key plus the asterisk key (*) on the numeric keypad. Preferred and higher editions.

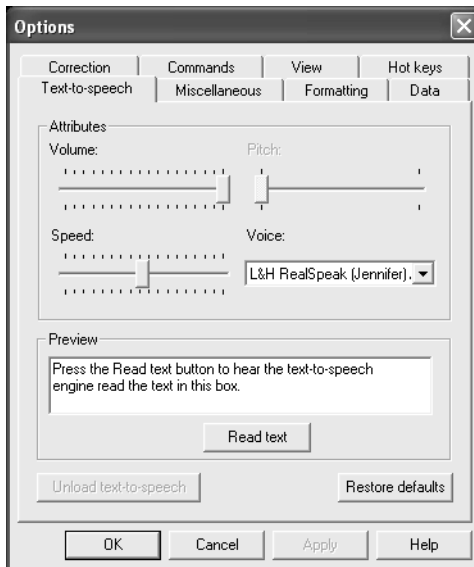
Restore defaults

The Restore defaults button restores the values of the Hot keys tab to what they were when you installed Dragon NaturallySpeaking. Click the Related Topics button to see a list of the default hot keys.

NOTE *If you are using a laptop computer that does not have a numeric keypad, you should assign different hot keys before you use them, as the defaults will be difficult to use or may not work.*

Text-to-speech options (Preferred and higher editions)

Use the Text-to-speech tab to adjust the attributes of text-to-speech playback. Changing these options only affects the current user; any other users keep their existing settings.



Attributes

- **Volume:** Adjusts the volume of text-to-speech playback.
- **Pitch:** Adjusts the pitch of text-to-speech playback if supported by your version of Text-to-Speech.

- **Speed:** Adjusts the speed of text-to-speech playback.
- **Voice:** Determines the voice to use for text-to-speech playback. You can select a voice from the list if you have more than one installed on your system.

Preview

Enter or paste text in this box to preview text-to-speech playback.

- **Read text:** Click Read Text to start playback of the text in the Preview box.

Unload text-to-speech

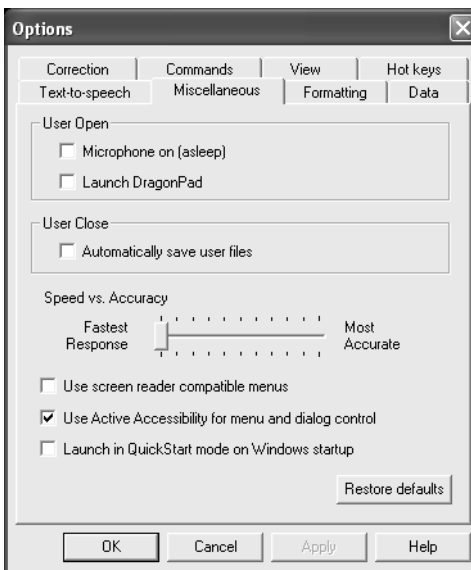
Removes the text-to-speech engine from memory. Dragon NaturallySpeaking loads the text-to-speech engine the first time you use a text-to-speech command after starting Dragon NaturallySpeaking. The text-to-speech engine should not affect performance, so generally you will not need to unload it.

Restore defaults

Clicking this button restores the values of the Text-to-speech tab to what they were when you installed Dragon NaturallySpeaking.

Miscellaneous options

Use this tab to set miscellaneous options. Unless otherwise indicated, changing an option only affects the current user; any other users keep their existing settings.



User Open

- **Microphone on (asleep):** Specifies that Dragon NaturallySpeaking automatically puts the microphone in sleep mode when you start the program. You must say

"Wake Up" or "Listen to Me" before Dragon NaturallySpeaking will recognize dictation or other commands.

- **Launch DragonPad:** Opens DragonPad when Dragon NaturallySpeaking first starts.

User Close

- **Automatically save user files:** Saves your user files when exiting Dragon NaturallySpeaking without displaying a dialog box asking you to confirm that you want the user files saved.

Other options

- **Speed vs. Accuracy:** Adjusts the number of words and phrases that the program examines in order to find a word match. The more words examined, the greater the possibility of an accurate match at the expense of using more memory and taking a longer time to recognize your speech. You can use the Speed vs. Accuracy slider to influence the performance of Dragon NaturallySpeaking. As a general rule, you should move the slider farther to the right on faster machines than on slower ones.
- **Use screen reader compatible menus:** Allows a screen reader to read menu items out loud to vision-impaired users. Some screen readers have trouble reading menus unless this option is turned on. If this option is on, the small icons next to menu items will disappear.
- **Use Active Accessibility for menu and dialog control:** Specifies that Dragon NaturallySpeaking should use Microsoft Active Accessibility features, which are required by some versions of Windows to control the menus and dialog boxes of certain applications by voice.

This option is dimmed if Active Accessibility is not installed or if your version of Windows does not require it. Changing this option affects all users.

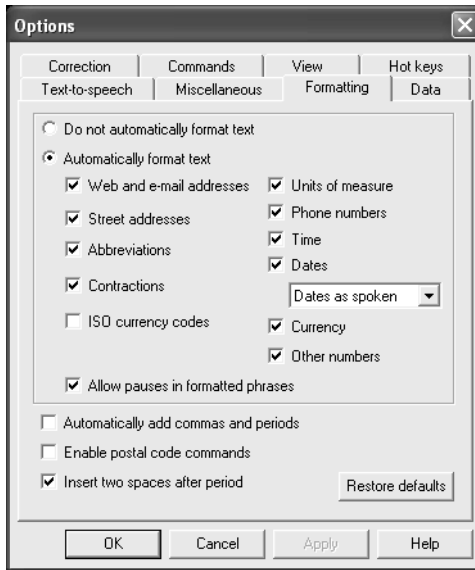
- **Launch in QuickStart mode on Windows startup:** Allows Dragon NaturallySpeaking to load in the background when you start your computer or log in to your operating system, depending on your version of Windows. When Dragon NaturallySpeaking is launched in QuickStart mode the microphone icon appears in the system tray. When you start Dragon NaturallySpeaking in QuickStart mode, it is available for use more quickly than when you start it in normal mode.

Restore defaults

Clicking the Restore defaults button restores the values of the Miscellaneous tab to what they were when you installed Dragon NaturallySpeaking.

Formatting options

Use this tab to set options that affect your dictation. Changing these options only affects the current user, all other users keep their existing settings.



- **Do not automatically format text:** Turns off different forms of automatic number formatting. With this option selected you can still dictate numbers by saying "Numeral" before the number, but you must explicitly specify the digits and format characters such as commas, periods, or dollar signs. Note that the punctuation of numbers and currency depends on the settings on the Number and Currency tabs of the Windows Control Panel Regional Settings Properties sheet.
- **Automatically format text:** Turns on different forms of automatic number formatting, which lets you dictate numbers in a natural manner and different forms of word formatting, such as abbreviations, contractions, and e-mail addresses. Note that the punctuation of numbers and currency depends on the settings on the Number and Currency tabs of the Windows Control Panel Regional Settings Properties sheet.

The following options are available only if the "Automatically format numbers and phrases" option is selected:

- **Web and E-mail:** Turns on automatic e-mail and Web address formatting, which lets you dictate these addresses in a natural manner. It concatenates names in Web and e-mail addresses and recognizes the word "at" as the @ sign.
- **Street addresses:** Turns on automatic formatting of postal addresses, such as "49 Orchard Lane, Boston, Massachusetts Oh Two".

Four Four Six", Dragon NaturallySpeaking will transcribe "49 Orchard Lane, Boston, MA 02446."

Certain addresses can be hard for Dragon NaturallySpeaking to interpret. For example, "Two Hundred Forty Fifth Street" could be interpreted as 245th Street, 200 45th Street, or 240 5th Street. In a situation like this, Dragon NaturallySpeaking uses context to try to determine what you meant. In some cases, using the word "And" can help to narrow down the choices. In the example above, saying "Two Hundred And Forty Fifth Street" would eliminate 200 45th Street as a possibility.

- **Abbreviations:** Enables Dragon NaturallySpeaking to recognize most standard abbreviations while transcribing your dictation if you say "Abbreviated" after the word. For example, if you say "February Abbreviated" Dragon NaturallySpeaking will transcribe "Feb." If you clear this box, Dragon NaturallySpeaking will transcribe spoken abbreviations in a more formal manner. For example, if you say "Ltd", Dragon NaturallySpeaking will transcribe "Limited."
- **Contractions:** Enables Dragon NaturallySpeaking to recognize contractions while transcribing your dictation. If you clear this box, Dragon NaturallySpeaking will transcribe spoken contractions in a more formal manner. For example, if you say "Don't go near the water", Dragon NaturallySpeaking will transcribe "Do not go near the water."

In some situations, the formal expression of a contraction may be ambiguous. For example, the phrase "It's always" could either mean "It is always" or "It has always" depending on the tense of the verb that follows. In this situation, Dragon NaturallySpeaking will always transcribe the contraction, regardless of how this option is set.

- **ISO currency codes:** If you have selected the Currency option, then you can select "Use ISO currency codes." This setting enables Dragon NaturallySpeaking to display currency amounts with the international symbol for the language you have chosen in the Windows Regional and Language Options tool. For example if you have United States English selected and say "Ten Dollars" Dragon NaturallySpeaking will transcribe "USD10." You can change the symbol displayed by changing the language on the Regional and Language Options tool in your Windows control panel and restarting Dragon NaturallySpeaking. You open the Windows control panel by clicking Start on the Windows task bar, pointing to Settings, and clicking Control Panel.
- **Units of measure:** Turns on automatic formatting of standard units of measure, such as feet and inches. For example, if you say "Six Feet Three Inches", Dragon NaturallySpeaking will transcribe "6'3".
- **Phone numbers:** Turns on automatic formatting of telephone numbers when you speak a sequence seven or ten numbers. For example, if you say "7815551234", Dragon NaturallySpeaking will transcribe "781-555-1234."

- **Time:** Turns on automatic formatting of standard time formats. For example, if you say "Six Thirty PM", Dragon NaturallySpeaking will transcribe "6:30 p.m."
- **Dates:** Turns on automatic formatting of dates according to the format you select in the list just below the option.
- **Currency:** Turns on automatic formatting of standard forms of currency, such as dollars. For example, if you say "Six Dollars and Seventy Five Cents", Dragon NaturallySpeaking will transcribe "\$6.75."
- **Other numbers:** Enables the formatting of all numbers not covered by other options on this dialog box, such as negative numbers, numbers with punctuation, fractions, decimals, and roman numerals. For example, if you say "Ten Thousand", Dragon NaturallySpeaking will transcribe "10,000."
- **Allow pauses while speaking numbers and phrases:** Allows number and phrase formatting to work together if you pause while speaking a number.
- **Automatically add commas and periods:** Tells Dragon NaturallySpeaking to add commas and periods (full stop outside USA or Canada) at the appropriate places in your dictation without your having to explicitly speak that punctuation. Dictation with this feature turned on should duplicate the same natural pauses for commas and periods that you typically use in conversational speech. If commas and periods consistently do not appear where you expect them, try changing the length of your pauses. For example, if you normally speak rapidly, try to lengthen the time of your pauses to indicate the need for punctuation.
- **Enable postal code commands:** Specifies the format of Canadian and UK postal codes in your dictation.

For example, to format a postal code in London, say "London Comma Post Code W Two Four R J" to enter London, W2 4RJ; and to format a postal code in Toronto, say "Toronto Comma Ontario Post Code M Five H Two L Two" to enter Toronto, Ontario M5H 2L2.

Note: You must reload your user before a change to this option will take effect.

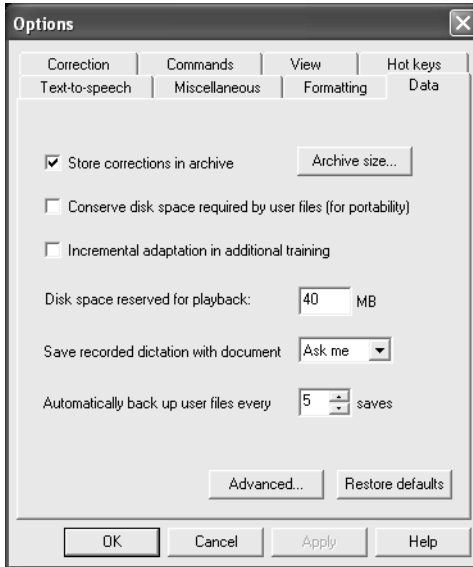
- **Insert two spaces after period:** Adds two spaces after the end of a sentence instead of a single space. Having two spaces at the end of a sentence was a standard with mono space fonts when most text was written with typewriters, but is less common with proportional fonts used in word processing programs. Clear this check box to add only one space.

Restore defaults

The Restore defaults button restores the values of the Formatting tab to what they were when you installed Dragon NaturallySpeaking.

Data Options

Use this tab to instruct Dragon NaturallySpeaking to store corrections in an archive, conserve disk space for easier portability of user files, and control how Dragon NaturallySpeaking adapts training, saves recorded dictation, and backs up user files. Unless otherwise indicated, changing an option only affects the current user; any other users keep their existing settings.



- **Store corrections in archive:** Determines whether or not a list of your corrections are stored for later incorporation into your user files by the Acoustic Optimizer. Click the Archive size button to specify how much data is stored. If this option is not selected before you run the Acoustic Optimizer, you may see a message that there is not enough data for the Acoustic Optimizer to process. Be sure that this option is selected whenever you use Dragon NaturallySpeaking for an extended period of time.

Click the Archive Size button to change the archive size by dragging a slider from 30minutes of stored corrections (the minimum size) to 80 minutes of stored corrections (the maximum).

- **Conserve disk space used by speech files (for portability):** Instructs the software to maintain a smaller set of user files so that you can more easily move them from computer to computer.
- **Incremental adaptation in additional training:** Instructs the software to run the Acoustic Optimizer after a user performs additional training using only the data gathered from the training session. If not selected, the software uses all the data collected by the acoustic optimizer for adaptation.

- **Save recorded dictation with document:** Use this list to have Dragon NaturallySpeaking always save dictation files when you save a document without asking, ask you with a prompt, or never save dictation files. Saving dictation allows you to play back your speech after the original dictation session.

When you choose to save dictation, Dragon NaturallySpeaking saves it in the same directory as the document you are dictating into in a file with the same name as your document and the extension of .DRA. Since each .DRA file takes up approximately 1.5 MB of disk space per minute of saved dictation, you should delete the file when you no longer need it for corrections.

- **Automatically back up user files every "n" saves:** Adjusts how often your user files are automatically backed up.
- **Advanced:** Click this button to open the Advanced dialog box containing options to create a usability log, conserve the amount of disk space required by user files, and to enable the collection of acoustic data that ScanSoft can use to enhance the accuracy of Dragon NaturallySpeaking.

Restore defaults

The Restore defaults button restores the values of the Data tab to what they were when you installed Dragon NaturallySpeaking.



APPENDIX A

Version 8 File Structure

Upgrading from Dragon NaturallySpeaking V6 or V7 to V8 will automatically relocate some NaturallySpeaking directories and files to ensure compatibility with the latest release of the Microsoft Windows platform.

Note: *The following directory structures and file locations assume an installation to the default location. The location of the directories and files moved by the V8 upgrade cannot be changed or specified by the user.*

V6 Directory structure for all supported Windows operating systems

The directory structure before upgrading to V8:

```
C:\Program Files\Dragon\NaturallySpeaking
  \Custom
  \Data
  \Help
  \Program
  \Results
  \Training
  \Tutorial (optional installation)
  \Users
```

Note: *The \Custom directory is present only if you use nsadmin to create custom words, commands, or vocabularies*

V7.0 Directory structure for all supported Windows operating systems

The V7.0 directory structure before upgrading to V8:

```
C:\Program Files\ScanSoft\NaturallySpeaking
  \Custom
  \Data
  \Help
  \Program
  \Results
  \Training
  \Tutorial (optional installation)
  \Users
```

Notes: *The \Custom directory is present only if you use nsadmin to create custom words, commands, or vocabularies. The Dragon NaturallySpeaking V7.3 directory structure is the same as V8.*

V8 Windows 2000/XP Pro/XP Home directory structure

The Directory structure after installing V8 on Windows 2000/XP Pro/XP Home:

```
C:\Program Files\ScanSoft\NaturallySpeaking
  \Help
  \Program
  \Tutorial (optional)
C:\Documents and Settings\All Users\Application Data\ScanSoft\NaturallySpeaking\
  \Custom
  \Data
  \Data\Training
  \Users
C:\Documents and Settings\\Application Data\ScanSoft\NaturallySpeaking\
  \Results
```

V8 Windows ME directory structure (Standard and Preferred editions only)

Directory structure after installing V8 on Windows ME:

```
C:\Program Files\ScanSoft\NaturallySpeaking
  \Help
  \Program
  \Tutorial (optional installation)
C:\Windows\Profiles\All Users\Application Data\ScanSoft\NaturallySpeaking\
  \Custom
  \Data
  \Data\Training
  \Users
C:\Windows\Profiles\\Application Data\ScanSoft\NaturallySpeaking\
  \Results
```

MSI Installation Options

Dragon NaturallySpeaking Preferred and higher editions include a native Windows Installer (MSI) that lets you customize your installations as well as install across a network to multiple client machines. In addition, you use this service to modify, repair, or remove an existing NaturallySpeaking installation.

This appendix describes:

- Command line options specific to the Microsoft Installer Service (msiexec.exe).
- Command line options specific to how InstallShield Setup (setup.exe) calls msiexec.exe.
- Command line options specific to NaturallySpeaking setup using msiexec.exe

MSI Installer location

Dragon NaturallySpeaking compiled .msi file, Dragon NaturallySpeaking 8.msi, is located on your installation CD.

Installation notes:

Unless otherwise noted

- All command line options are case insensitive and may be combined
- No options require special values based on the values of other options.

In the examples below, user-supplied information is displayed between angle brackets. Do not use angle brackets (<,>) as part of the command line.

Do not use quotation marks except when specifying a full path name with the -path command.

Windows Installer (MSI) options

All native MSI command line options are supported. All options are documented in the MSI documentation, found on:

http://msdn.microsoft.com/library/default.asp?url=/library/en-us/msi/setup/command_line_options.asp

All msixec.exe command-line options must be prefaced with a forward slash (/) only.

The following are the most useful MSI options for installing Dragon NaturallySpeaking:

OPTION	DESCRIPTION
/q or /qn	Quiet (or silent) mode installation.
/l [i w e a r u c m o p v x + ! *] Logfile	Specifies the location of an installation logfile and specifies the nature of the information to be logged: i - Status messages. w - Nonfatal warnings. e - All error messages. a - Start up of actions. r - Action-specific records. u - User requests. c - Initial UI parameters. m - Out-of-memory or fatal exit information. o - Out-of-disk-space messages. p - Terminal properties. v - Verbose output. x - Extra debugging information. Only available on Windows Server 2003. + - Append to existing file. ! - Flush each line to the log. "*" - Wildcard, log all information except for the v and x options. To include the v and x options, specify "/!*vx".
PROPERTY=VALUE	Overrides default public property value. For example, setting "XYZ=ABC" will replace the default property value of XYZ to ABC.

InstallShield (setup.exe) options

Like the Microsoft Installer Service (msiexec.exe), the InstallShield Setup program (setup.exe) can accept a number of command line options and can pass options through setup.exe to the included .msi file.

All setup.exe command-line options must be prefaced with a forward slash (/) only.

All options are documented in the InstallShield documentation:

http://helpnet.installshield.com/robo/projects/helpplibdevstudio9/IHelpSetup_EXECmdLine.htm

The following are the most useful command line options for installing NaturallySpeaking:

OPTION	DESCRIPTION
/v	<p>Passes command line and public properties options to the Windows Installer (msiexec.exe) installation.</p> <p>If you run setup.exe (rather than msiexec.exe) to install NaturallySpeaking, you can specify any Windows Installer command line options using the "/v" option. For example, for MSI quiet mode, you'll need to run <i>setup.exe /v/qn</i>. To set the public property of XYZ to "ABC", you would run <i>setup.exe /v"XYZ=ABC"</i>.</p>
/s	<p>Formerly "noui"</p> <p>Runs setup in a "silent" mode, suppressing the initialization window. However, unless the MSI installation is also specified as silent, the MSI installation will run normally.</p> <p>In order to run both setup.exe and msiexec.exe silently, you will need to combine the /s and the /v options. Use the following command line: <i>setup.exe /s /v/qn</i>. Using these options, no dialogs of any kind will be displayed during installation or uninstallation. All messages are suppressed or, if a log file is also specified, sent to the MSI log file in the user-specified temp directory.</p> <p>The "noui" command line flag is no longer supported.</p>
/l (followed by the Windows Language Code)	<p>For Multi-lingual installations, specifies the language to use for installation and bypassed the "Choose Installation Language" dialog box.</p> <p>For example to launch the installation in French, the command line would be <i>setup.exe /l1036</i>.</p>

MSI options specific to NaturallySpeaking

This section described the msiexec.exe options specific to Dragon NaturallySpeaking.

The Dragon NaturallySpeaking command line options do not need to be prefaced hyphens or slashes.

NOTE *Launching <msiexec.exe "Dragon NaturallySpeaking 8" XYZ=ABC> automatically sets the property "XYZ" to the value of "ABC" internally and continues the installation. However, installation through setup.exe will still require the "/v" command line option in order to pass the property override value on to the MSI service.*

The following table documents the supported global property overrides. Unless noted otherwise, all property values are in UPPERCASE.

OPTIONS	DESCRIPTION
SERIAL NUMBER=abcde-fgh-hij-klmo-pqrst-uv	The serial number, in the form of "abcde-fgh-hij-klmo-pqrst-uv". A serial number is required for all installations. If one is not already built into the ereg.ini file, then a valid one must be specified on the command line. Note: Specifying a serial number on the command line does not bypass the serial number checking within setup.
INSTALLDIR="c:\xyz"	The default installation directory. Long path names need to have their quote strings "escaped" (\"). If you do not use this option, NaturallySpeaking is installed to the default directory: [PROGRAMFILES]\ScanSoft\NaturallySpeaking8. If you are upgrading from a previous version, you must set INSTALLDIR to that versions installation directory.
PRODUCTUPDATEFLAG="YES" (or "")	Sets the default state of the checkbox at the end of installation to determine if the installation will automatically check the ScanSoft website for product updates. Set this to an empty string ("") if you do not want to check for updates. The default setting is "YES" (check for product updates).
RUNTIME=0 (or 1)	Enables the "runtime" features. This option suppresses the UI for shortcuts and for the product itself. The default value is "0" ("regular" UI).

OPTIONS	DESCRIPTION
RebootYesNo=No	Stops Windows from rebooting, even if the installation will not be complete until Windows is restarted. This option will also suppress the prevention of installation when a reboot is necessary. Note case: This should not be uppercased.
WEBREGISTRATION=1 (or 0)	Determines whether or not to launch the on-line product registration form. 0 disables the product registration. The default is 1 (enabled).
ROAMINGUSERINI="c:\xyz.ini	Professional only. Specifies a "roaming user ini file", which contains settings to be merged into nssystem.ini at installation time. These are the same settings as displayed in the Roaming User section of the Administrative Settings dialog box. Long path names need to have their quote strings "escaped" (\"). The default is empty (no .ini file will be used).

The Roaming User .ini file

You can create a "roaming user ini file" to change the roaming user settings at installation time. These options are the same settings as displayed in the Roaming User section of the Administrative Settings dialog box.

OPTIONS	DESCRIPTION
Roaming User On=0 (or 1)	Turns on the Roaming User feature. Default 0 = Off
Roaming User Master Directory="existing directory"	The location of the master roaming user you want to open. This directory must exist.
Roaming User Local Cache Directory="existing directory"	The location of the local copy of the roaming user. The default location is: Documents and Settings\All Users\Application Data\ScanSoft\NaturallySpeaking8\Roaming User\.
Roaming User Restrict Local User Access=1 (or 0)	Permits non-roaming user to be opened when the roaming user feature is active. Defaults to "1" which restricts access to roaming user only and prevents dictating with a non-roaming (local) user by accident.
Roaming User Copy Dragon Log=1 (or 0)	Copies the Dragon.log file from the local roaming user location to the master roaming user location at the same time that the program synchronizes the local and the master roaming user. Default 1 = On

OPTIONS	DESCRIPTION
Roaming User Limited Network Traffic=1	Transfers local user changes to the Options dialog box to the master roaming user when the program synchronizes the local and the master roaming user. Default 1= On
Roaming User Always Break Lock=0 (or 1)	Ask before breaking the locks on network users (recommended). A network lock prevents the opening of a roaming user while that user is already open. While this process does not take a long time, network problems can cause a lock to become "stuck" and not release when the open process is completed. When this happens, the next time anyone tries to open that user, they will see a message informing them of the lock and give them the option of overriding it. Default 0 = ask before breaking lock
Roaming User Max Container Size=500MB	Controls the maximum size for each container directory in the master user directory. Defaults to 500 MB, max of 10000 MB
ASW Override=0 (or 1)	Runs a Volume Check and the Microphone Quality Check each time you open a roaming user. Turn this option on if your users experience reduced accuracy because of differences in the microphone, sound card, and ambient sound levels of each roaming user location. Default 0 = off
Roaming User Do Not Copy Dragon Files=0 (or 1)	Prevents making the files that contain the acoustic data from the latest dictation session available to the Acoustic Optimizer when the program synchronizes the local and the master roaming user. This prevents the Acoustic Optimizer from running on a local roaming user. If you do not wish to retain this information, you can use this option to prevent the transfer.

Example .ini file:

```
[Settings]
Roaming User On=1
Roaming User Master Directory=G:\TEMP\user1
Roaming User Restrict Local User Access=0
Roaming User Copy Dragon Log=1
Roaming User Limited Network Traffic=1
Roaming User Local Cache Directory=D:\roam
```

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Technical Support

If you purchased your product directly from a certified ScanSoft Applications Solutions Partner, contact them directly for technical support.

The answers to many Dragon NaturallySpeaking technical support questions can be found on our Web site at www.ScanSoft.com/NaturallySpeaking/support/.

Information and Sales

ScanSoft, Inc.

9 Centennial Drive
Peabody, MA 01969
USA

Web: www.ScanSoft.com/Contact/

Training and Customization

Professional training and customization services from a ScanSoft-certified Applications Solutions Partner can help you achieve the maximum return on your investment. If you would like to unleash the full potential of Dragon NaturallySpeaking software, please contact one of our Partners for training, customization, and more.

ScanSoft Application Solution Partners are the best in the industry; distinguished by their expertise, experience, and commitment to providing top-level services for Dragon NaturallySpeaking speech recognition products.

For details on ScanSoft Application Solutions Partners near you, please visit:
www.ScanSoft.com/NaturallySpeaking/locator/