Installation and Training

Installing Dragon NaturallySpeaking

1. If you're running a virus checker, turn it off.

2. Put the Dragon NaturallySpeaking CD into your CD-ROM drive. Setup begins automatically. If it doesn't, double-click Setup.exe on your CD-ROM.

3. Follow the on-screen instructions. If you need help, click the Help button.

4. Choose your Setup Type. Most users in the US should choose "Typical Installation" and click Next.

5. At the end of the installation, you can enable the QuickStart option. QuickStart launches Dragon NaturallySpeaking at system startup and adds an icon to the Windows® task bar.

6. Click Finish to complete the installation. You may be prompted to re-boot your computer.

Connecting your microphone

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

Please refer to the documentation that came with your computer or sound card for complete instructions on plugging in a microphone.

Positioning your microphone

Positioning the microphone is important in order to achieve good speech recognition.

Position the microphone about a half-inch (approximately the width of your thumb) from the corner of your mouth and a little off to the side.

Starting Dragon NaturallySpeaking

Start Dragon NaturallySpeaking by either:

- Double-clicking the Dragon NaturallySpeaking desktop icon:

- Selecting Programs>Dragon NaturallySpeaking from the Start menu.

- Right-clicking the QuickStart taskbar tray icon and selecting Start NaturallySpeaking, if the QuickStart option is enabled.

Teaching the program how you speak

The first time you start Dragon NaturallySpeaking, the program automatically starts the New User Wizard. You can get help at any time by clicking the Help button.

Step 1: Create a user

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

Step 2: Check your audio settings

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

Step 3: Training

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

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

Step 4: Adapting to your writing style

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

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

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

Step 5: You are ready to dictate

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

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

Turning on the microphone

Before you can dictate, you need to turn on the microphone. You turn on the microphone by:
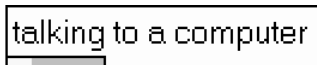
• Clicking the microphone icon on the DragonBar.

  You can click this icon again to turn it off.

• Pressing the plus (+) key on the numeric keypad to turn the microphone on, and then press it again to turn the microphone off.

• Clicking the microphone icon in the Windows task bar.

Starting to dictate

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

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

Getting help

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

Upgrading from a previous version

You can upgrade your English users from any edition of Dragon NaturallySpeaking Version 5 or 6 to Version 7.

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

\doc\enx\user guide.pdf

Quick Reference Card

Common Voice Commands for Dragon NaturallySpeaking®

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

SAY . . .	TO . . .
Cutting / Pasting / Deleting Text	
"Copy That"	Copy selected text
"Cut That"	Cut selected text
"Paste That"	Paste cut or copied text
"Scratch That"	Delete the last thing you said
Inserting Basic Punctuation	
"Period" or "Full stop"	.
"Comma"	,
"Question mark"	?
"Exclamation mark"	!
"Colon"	:
"Semicolon"	;
"Hyphen"	-
"Dash"	—
"Open quote"	"
"Close quote"	"
"Open parenthesis"	(
"Close parenthesis"	)

For more punctuation, see the online Help or the *Dragon NaturallySpeaking®7 User's Guide.*

SAY . . .	TO . . .
Accessing Sample Commands	
"What Can I Say?"	Bring up a partial list of available commands that work in the active application

For more commands, from the Tools menu, click Command Browser, or see the Appendix in your user's guide.

That's Not What I Said!

Sometimes, the program will type something that sounds like what you said but isn't quite right. But the computer is not a person, so it won't help to: YELL, t a l k s l o w l y, or. say. only. one. word. at. a. time. In fact, Dragon NaturallySpeaking®7 software does better when you say full sentences and speak in your "natural" voice.

In order to avoid the same recognition mistakes in the future, you should correct them when they occur, as described below.

Correcting Recognition Errors

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

For example, if you say:
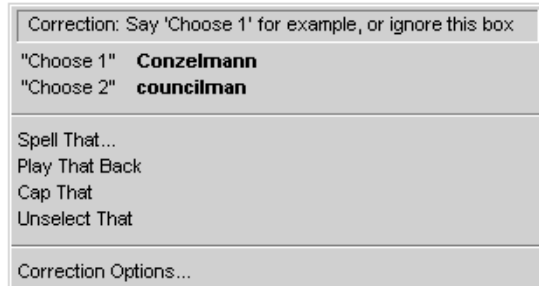*"Let's meet to discuss the Conzelmann contract."*

And the program types:

Let's meet to discuss the Councilman contract.

You can say: *"Select Councilman"*

You will see the Correction menu.

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

Correction: Say 'Choose 1' for example, or ignore this box

"Choose 1"   **Conzelmann**
"Choose 2"   **councilman**

Spell That...
Play That Back
Cap That
Unselect That

Correction Options...

You can say *"Choose1"* to select the correct choice.
You can also click on the correct choice with the mouse.

Dragon NaturallySpeaking®7 software will then correct the text in your document and will learn from your correction.

Correction Tips

Here are some more tips on how to increase accuracy and correct recognition errors. If you need more information, see the *Dragon NaturallySpeaking®7 User's Guide,* or find what you're looking for in the online Help.

- You can also get the Correction menu to appear by selecting text with the mouse or keyboard and pressing the correction hot key (by default, the minus [-] key on your numeric keypad).

- If what you really said does not appear in the list, you can say "Spell That" or just type in the correct text.

- If the text you are trying to select appears in your document more than once and the computer selects the wrong one, you can say "Select Again" and it will select a different occurrence.

- If you find yourself frequently correcting small common words, it is often more effective to select more than one word. For example, say "Select going to" instead of "Select to" even if "going" is the correct text.

- If you play back the text by selecting text and using the "Play That Back"command, you can press the correction hot key at any time to correct the text that is currently being played back. Once you choose an item from the choice list, the correction will be made and playback will resume. (Playback is available only in Preferred Edition and higher)

- If you want to go through your document and make a series of corrections, you can bring up the Correction menu, use the down arrow key to select a choice, then use the right or left arrow key to make the correction and navigate to the next correction.

- For more information on how to improve recognition accuracy, from the Tools menu, click Accuracy Center.

Dictation Tips

- Pronounce each word clearly and distinctly and say all punctuation, but speak with your natural inflection, not in a monotone voice.

- Say commands without pausing between the command words (for example, say "New Paragraph") BUT— *do* pause before and after a command (for example, say "Select last 3 words" [pause] "Bold That"). This lets the program separate commands from words to be typed.

- Be sure that your microphone is in the correct position and check it every once in a while.