Dragon Naturally Speaking

98% accuracy – well that is what it says on the box
Sensitivity – can be a problem if there's a noisy background

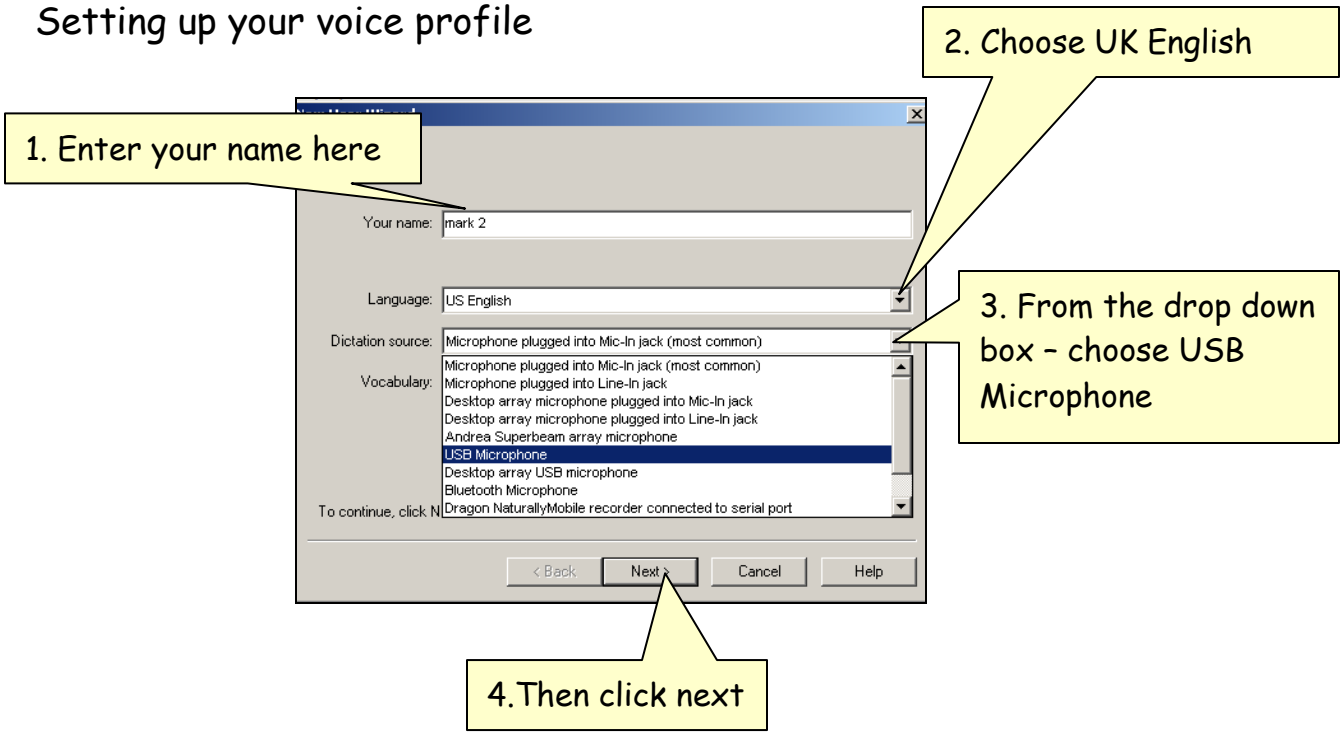
Setting up

1. Connect the microphone to the USB port
2. Click on Dragon Naturally Speaking icon

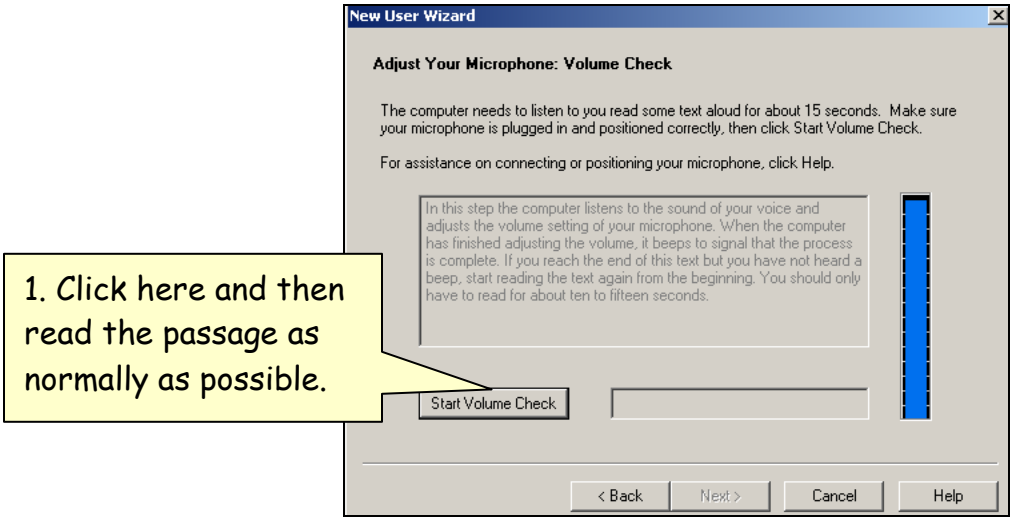
Contents

Setting up your voice profile	p2-p4
Tutorials	p5
General use	p6
Dictating into inspiration	p7

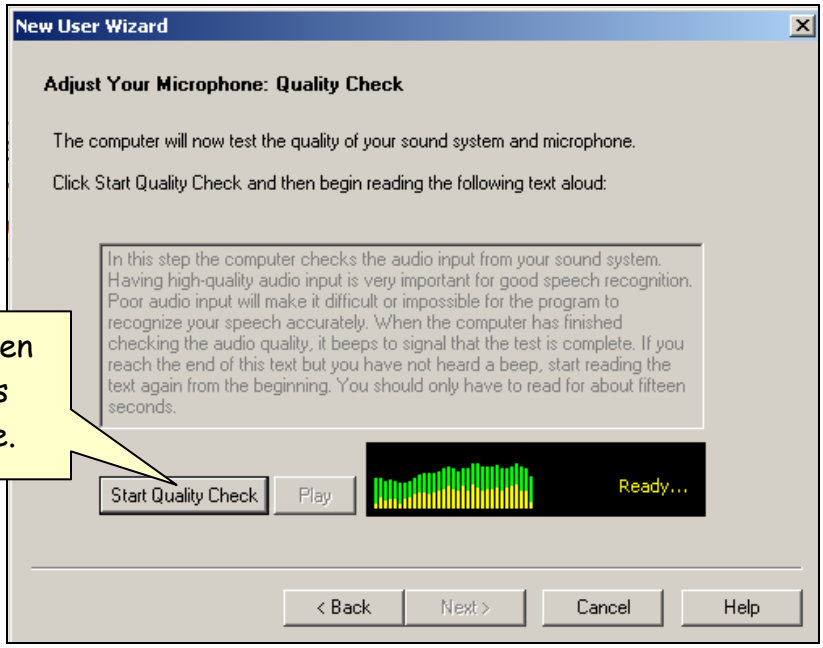
Setting up your voice profile



Volume check

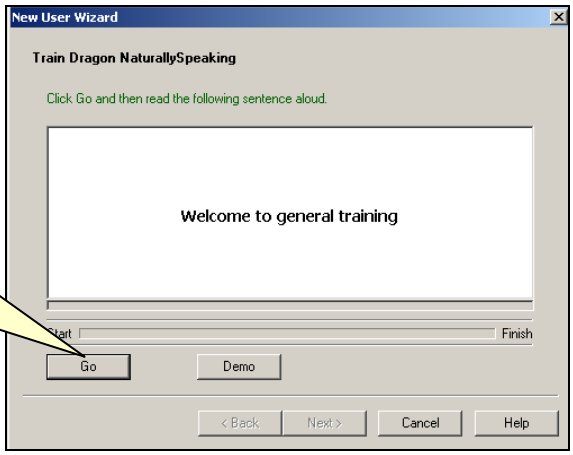


Quality check

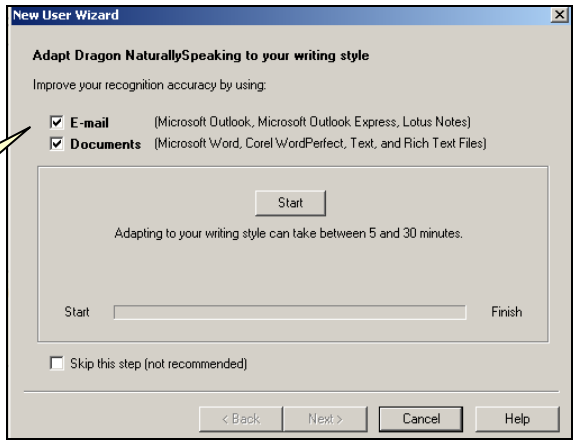


1. Click here and then read the passage as normally as possible.

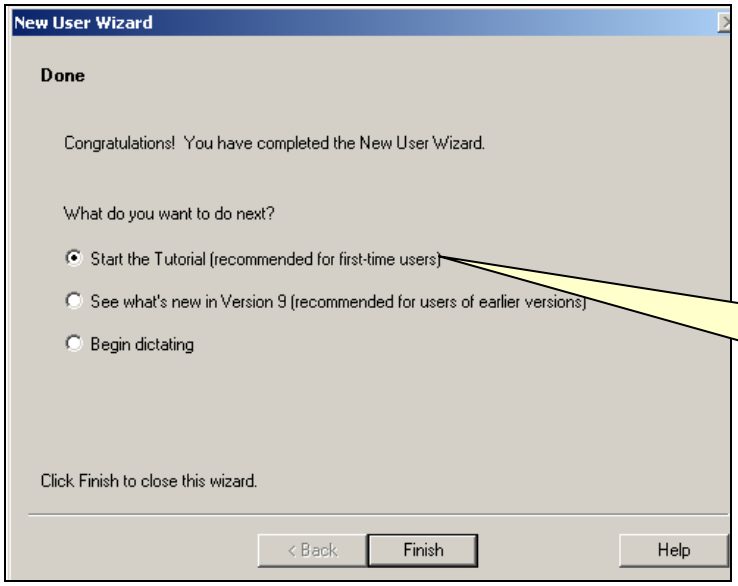
General training



1. Click here and then follow the voice training.

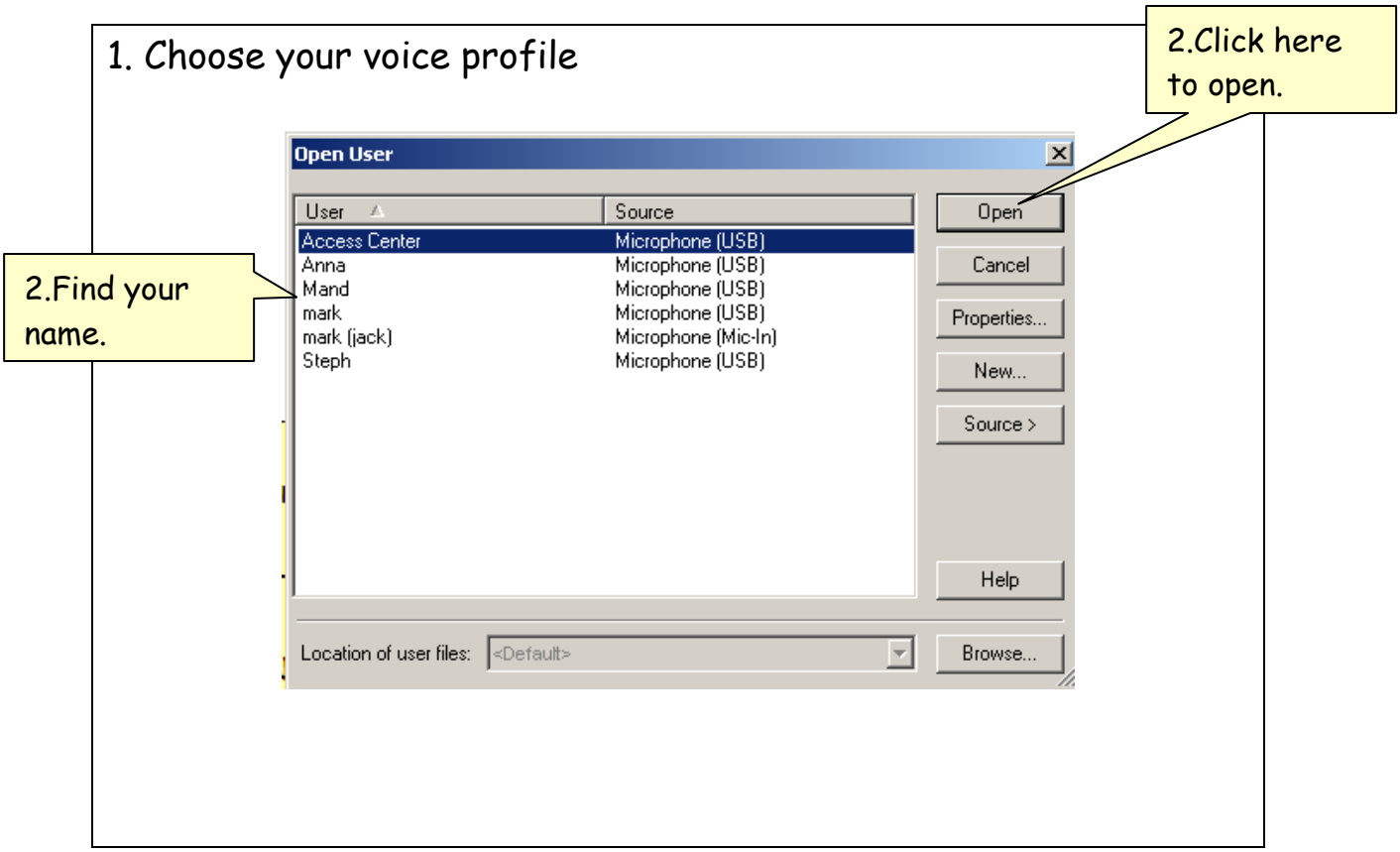


1. When you have finished you can improve the accuracy of Dragon, by letting it look at your e-mails and essays.



1. Click here to start the tutorials.

1. Choose your voice profile



Natural punctuation

You can turn Natural Punctuation on and off by voice by saying "autopunctuation on" and "autopunctuation off"

or

selecting Options from the Tools menu and clicking "Automatically add commas and periods" on the Formatting tab.

TO ENTER	**SAY**
,	comma
.	full stop
!	exclamation mark
?	question mark
-	hyphen
:	colon

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

To delete	"Scratch That."
You can say "scratch that" up to ten times to keep on deleting.	
To undo	"Undo That."
To cap To switch on Caps Lock To switch off Caps Lock	"Cap That" "All caps on" "All caps off"
To select	"Select That"
To unselect	"Unselect that"
To print	"click file" then pause "print"
To save	"click file" then pause "save"

Dictating spellings
To spell words out (for example Dwygyfylchi) Say "Spell D-W-Y-G-Y-F-Y-L-C-H-I"

Font & Alignment

Example - To change the font to Arial
Say "Set Font" and then "Arial"

Example - To change the font size to 18pts
Say "Set size 18"

To italicize	"Italicize That,"
To underline	"Underline That."
To center	"Center That,"
To bold	"Bold That"
To left align	"Left Align That,"
To right align	"Right Align That."
To add bullet points	"Format that Bullet Style."
To copy	"copy that"
To cut	"cut that"
To paste	"paste that"
To select paragraph	"select paragraph"
To select all	"select all"

Proof reading

Say "Play that back"

Play back dictation for the current line.	"Play Back Line"
Play back dictation for the current paragraph.	"Play Back Paragraph"
Play back dictation for the whole document.	"Play Back Document"

Help

To access a list of possible commands
Say" What can I say"

Internet Explorer

To open Internet explorer	"Start Internet explorer"
To type in a web address	*"Go to Address"* (for example, say *"w w w dot company dot com"*). Say *"Go There"* to open the page

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

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
Page Up	Scroll up one screen key
Line Down	Scroll down one line
Line Up	Scroll up one line