



Dragon Naturally Speaking Guide



Start

Voice Profile



[Voice Profile](#)

[Microphone](#)

[Basics](#)

[Punctuation](#)

[Deleting](#)

[Selecting](#)

[Corrections](#)

[Navigation](#)

[Formatting](#)

[Accuracy](#)

[Vocabulary](#)

[Commands](#)

[Word Processing](#)

[Windows](#)

[Internet](#)

[Email](#)

[Mouse](#)

[Keyboard](#)

[Transcribing](#)

[Help](#)

Creating a Voice Profile

You can create a voice profile using a number of different devices including:

- USB Headset.
- In-Built Microphone on a Laptop.
- Dragon Remote Microphone Application.
- Digital Audio Recorder.

The more you use Dragon, the more it learns how you speak and recognition accuracy improves.

Make sure you save changes to your profile when closing Dragon and back-up your profile regularly.

Performing Voice Training

To help Dragon learn your voice faster you can perform voice training. There are several pieces of text you can read and the more you do, the more accurate Dragon will be.

Access voice training by clicking the *Audio* menu and selecting, *Read Text to Improve Accuracy*.

Microphone

Voice Profile

Microphone

Basics

Punctuation

Deleting

Selecting

Corrections

Navigation

Formatting

Accuracy

Vocabulary

Commands

Word Processing

Windows

Internet

Email

Mouse

Keyboard

Transcribing

Help

Controlling the Microphone

The microphone can either be off (red), asleep (blue) or on (green) and can be controlled using either your mouse, keyboard or voice.

Practice controlling the microphone by:

- Clicking the microphone indicator button in the Dragon Toolbar.
- Pressing the hot key on your keyboard.
- Using the voice commands [**Go to Sleep**]
- [**Wake Up**] and [**Microphone Off**].

Microphone Checks

If you are experiencing any problems with your Microphone, from the *Audio* menu select the *Check Microphone* option.

Basics

Voice Profile

Microphone

Basics

Punctuation

Deleting

Selecting

Corrections

Navigation

Formatting

Accuracy

Vocabulary

Commands

Word Processing

Windows

Internet

Email

Mouse

Keyboard

Transcribing

Help

Tips for Dictation

- Speak evenly and clearly.
- Speak at a normal, steady pace.
- Speak in complete sentences.
- Be assertive when giving commands.
- Pause before and after giving commands.
- Be patient. Dragon learns quickly and will get better every time you use it.

The DragonBar

The DragonBar is your central place for using Dragon, including controlling your microphone.

It automatically expands when you hover over it and can be changed so that it can be docked to the top of your screen. It's menus include:

- **Profile** – incl. saving, backing up and creating.
- **Tools** – incl. options, command browser.
- **Vocabulary** – incl. vocab editor, adding words.
- **Audio** – incl. microphone check, voice training.
- **Help** – incl. Learning Centre, interactive tutorial.



Basics

Voice Profile

Microphone

Basics

Punctuation

Deleting

Selecting

Corrections

Navigation

Formatting

Accuracy

Vocabulary

Commands

Word Processing

Windows

Internet

Email

Mouse

Keyboard

Transcribing

Help

Basic Dictation & Commands

Dictate the following:

My name is..... [**Full Stop**] [**New Line**]

Today is..... [**Full Stop**] [**New Line**]

I am studying at [**Full Stop**] [**New Paragraph**]

Forcing Dictation and Commands

Sometimes it may be necessary to help Dragon decide what is dictation and what is a command.

You can do this by:

- Holding the **Shift Key** to force dictation.
- Holding the **Ctrl Key** to force a command.
- Changing the **Mode** used.

Try dictating the *Click References* into a Word document using this method.



Basics

Voice Profile

Microphone

Basics

Punctuation

Deleting

Selecting

Corrections

Navigation

Formatting

Accuracy

Vocabulary

Commands

Word Processing

Windows

Internet

Email

Mouse

Keyboard

Transcribing

Help

Working with Commands

When it comes to commands, there are several ways in which you can edit/format text in Dragon.

You can do this to:

- Text you have just dictated e.g. [**Scratch That**]
- Text you have selected e.g. [**Delete Selection**]
- Text based on the position of your cursor e.g. [**Delete The Last Line**]
- Specific text in your document e.g. [**Delete University**]

As you learn these methods you will see how easy it is to work with commands.



Punctuation

Voice Profile

Microphone

Basics

Punctuation

Deleting

Selecting

Corrections

Navigation

Formatting

Accuracy

Vocabulary

Commands

Word Processing

Windows

Internet

Email

Mouse

Keyboard

Transcribing

Help

Dictating Punctuation

If you want to insert punctuation in your work, you will need to dictate it. Most punctuation is self-explanatory. You just say what it is.

Dictate the following

What is Dragon Naturally Speaking [**Question Mark**] My trainer says [**Comma**] [**Open Quote**] It's the best speech recognition program ever made [**Full Stop**] [**Close Quote**] I can use it to dictate into my document and control my computer with my voice [**Exclamation Mark**]

Automatic Punctuation

From the *Tools* menu in *Auto-Formatting Options*, you can set Dragon to automatically insert commas and full stops while dictating.

Deleting

Voice Profile

Microphone

Basics

Punctuation

Deleting

Selecting

Corrections

Navigation

Formatting

Accuracy

Vocabulary

Commands

Word Processing

Windows

Internet

Email

Mouse

Keyboard

Transcribing

Help

Deleting Text

Due to the nature of speech recognition, it will be common that you need to make quick corrections in your work. This may be for a number of reasons.

You may:

- Have said the wrong thing.
- After looking at your sentence, decided you want to word it differently.
- Have started to stumble or stutter as you speak, producing errors.

Dictate the following

I really enjoy doing university work at the weekend **[Full Stop] [New Line]**

I would much prefer to be working than be at home relaxing with my friends **[Full Stop]**”



Deleting

Voice Profile

Microphone

Basics

Punctuation

Deleting

Selecting

Corrections

Navigation

Formatting

Accuracy

Vocabulary

Commands

Word Processing

Windows

Internet

Email

Mouse

Keyboard

Transcribing

Help

Use the following commands and note what they do to your text:

- **[Scratch That]**
- **[Undo That]**
- **[Select Enjoy] Say Hate**
- **[Delete University]**
- **[Delete Working To Home]**
- **[Delete The Last 2 Words]**
- **[Delete The Next Line]**
- **[Select All]**
- **[Delete Selection]**



Selecting

Voice Profile

Microphone

Basics

Punctuation

Deleting

Selecting

Corrections

Navigation

Formatting

Accuracy

Vocabulary

Commands

Word Processing

Windows

Internet

Email

Mouse

Keyboard

Transcribing

Help

Selecting Text

You can select text in Dragon the same as you can do with your mouse allowing you to then delete, format, replace or do whatever else you would like to do.

Dictate the following, remembering to include Punctuation

I have learned many new things about Dragon Naturally Speaking today including how to control my microphone, dictating punctuation and deleting sections of text. **[New Line]**

Soon I will learn how to make corrections, teach Dragon new words and create new voice commands.



Selecting

Voice Profile

Microphone

Basics

Punctuation

Deleting

Selecting

Corrections

Navigation

Formatting

Accuracy

Vocabulary

Commands

Word Processing

Windows

Internet

Email

Mouse

Keyboard

Transcribing

Help

Practice selecting some text in the last paragraph you dictated using the commands below.

- **[Select Microphone]**
- **[Select New Commands]**
- **[Select About to Including]**
- **[Select the First Paragraph]**
- **[Select the Last Line]**
- **[Select the Next 3 Words]**
- **[Unselect that]**



Corrections

Voice Profile

Microphone

Basics

Punctuation

Deleting

Selecting

Corrections

Navigation

Formatting

Accuracy

Vocabulary

Commands

Word Processing

Windows

Internet

Email

Mouse

Keyboard

Transcribing

Help

Making Corrections

Manually - by selecting the text and dictating over the top. Mainly used when you have made a mistake instead of Dragon.

For example, [**Select Tuesday**] Wednesday

Correction Window – selecting from a list of alternative words or phrases. Mainly used when Dragon inserts a similar or same sounding word. E.g. Graham/Graeme

Using the command [**Correct <xyz>**]

Spelling Window – teaching Dragon how you say a specific word that it doesn't recognise or isn't in its vocabulary.

Using the command [**Spell <xyz>**] or [**Spell That**] from the correction menu.



Corrections

Voice Profile

Microphone

Basics

Punctuation

Deleting

Selecting

Corrections

Navigation

Formatting

Accuracy

Vocabulary

Commands

Word Processing

Windows

Internet

Email

Mouse

Keyboard

Transcribing

Help

Dictate the following, remembering to include punctuation. Proof read and make corrections where necessary.

“Graham didn’t like writing. People said that his spelling was atrocious. It was so frustrating!

He had heard about speech recognition systems from his friend Sarah.

People talk into the computer and words would appear on screen. It looked very impressive, but there must be a catch.”

To discover whether you have made the mistake or Dragon did you will need to select the error and choose to **[Play that Back]**.



Navigation

Voice Profile

Microphone

Basics

Punctuation

Deleting

Selecting

Corrections

Navigation

Formatting

Accuracy

Vocabulary

Commands

Word Processing

Windows

Internet

Email

Mouse

Keyboard

Transcribing

Help

Navigating Through Text

You can place your cursor anywhere in your document using the following commands:

- **[Move Back 4 Words]**
- **[Move Back 1 Sentence]**
- **[Move Forward 3 Characters]**
- **[Move Back 2 Lines]**
- **[Insert Before Recognition]**
- **[Insert After Computer]**

Navigating Through the Page

To navigate around you screen, use the following commands:

- **[Go to the Start/Top]**
- **[Go to the End/Bottom]**
- **[Page Up]**
- **[Page Down]**

Formatting

Voice Profile

Microphone

Basics

Punctuation

Deleting

Selecting

Corrections

Navigation

Formatting

Accuracy

Vocabulary

Commands

Word Processing

Windows

Internet

Email

Mouse

Keyboard

Transcribing

Help

Formatting Text

Dictate the following paragraph, making corrections when necessary.

A guy walks into a bar with his pet dragon.

He orders a drink and while he's nursing it the dragon runs wild: he jumps up on the pool table, grabs a pool cue and with his fiery breath, burns it to a crisp.

The bartender is livid and says to the guy, "Did you see what your dragon just did?"



Formatting

Voice Profile

Microphone

Basics

Punctuation

Deleting

Selecting

Corrections

Navigation

Formatting

Accuracy

Vocabulary

Commands

Word Processing

Windows

Internet

Email

Mouse

Keyboard

Transcribing

Help

Capitalising

Practice using the following capitalising commands on your text:

- **[Capitalise Bartender]**
- **[Capitalise Pool Table]**
- **[Capitalise Walks to Drinks]**
- **[Capitalise the Last 3 Words]**
- **[Select Pool Table]**
- **[Lowercase That]**
- **[Select Livid]**
- **[All Caps That]**
- **[All Caps On]**
- *Say This is me shouting*
- **[All Caps Off]**



Formatting

Voice Profile

Microphone

Basics

Punctuation

Deleting

Selecting

Corrections

Navigation

Formatting

Accuracy

Vocabulary

Commands

Word Processing

Windows

Internet

Email

Mouse

Keyboard

Transcribing

Help

Bold, Italics and Underlining

Practice using the following formatting commands on your text:

- **[Select Pet Dragon]**
- **[Bold Selection]**
- **[Bold Pool Table]**
- **[Underline the Last 4 Words]**
- **[Select All]**
- **[Italicise Selection]**
- **[Bold Off]**

If a word appears more than once and you try to edit it, a number will appear next to each word. Simply say the number to choose that word.

For example:

- **[Bold Guy] [2]**
- **[Underline Guy] [Choose All]**



Formatting

Voice Profile

Microphone

Basics

Punctuation

Deleting

Selecting

Corrections

Navigation

Formatting

Accuracy

Vocabulary

Commands

Word Processing

Windows

Internet

Email

Mouse

Keyboard

Transcribing

Help

Font and Alignment

Practice using the following formatting commands on your text:

- **[Select All]**
- **[Set Font Arial]**
- **[Set Size 36]**
- **[Select All]**
- **[Right Align That]**
- **[Centre That]**
- **[Left Align That]**
- **[Justify That]**

You can also apply these changes before you start to dictate. When doing this, for aligning text use the following commands:

- **[Right Align It]**
- **[Left Align It]**



Formatting

Voice Profile

Microphone

Basics

Punctuation

Deleting

Selecting

Corrections

Navigation

Formatting

Accuracy

Vocabulary

Commands

Word Processing

Windows

Internet

Email

Mouse

Keyboard

Transcribing

Help

Cut, Copy and Paste

Practice using the following formatting commands on your text:

- **[Select the First Paragraph]**
- **[Copy That]**
- **[Go to the Bottom]**
- **[Paste That]**
- **[Select the Last Sentence]**
- **[Cut That]**
- **[Go to the Top]**
- **[Paste That]**



Formatting

Voice Profile

Microphone

Basics

Punctuation

Deleting

Selecting

Corrections

Navigation

Formatting

Accuracy

Vocabulary

Commands

Word Processing

Windows

Internet

Email

Mouse

Keyboard

Transcribing

Help

Bullets and Numbering

Practice using the following formatting commands on your text:

- **[Bullets On/Off]**
- **[Numbers On/Off]**
- **[Bullet That]**
- **[Number That]**

Use these commands to make a bullet list:

Things To Take on Holiday

- Sunglasses
- Shorts
- Money
- A good book



Formatting

Voice Profile

Microphone

Basics

Punctuation

Deleting

Selecting

Corrections

Navigation

Formatting

Accuracy

Vocabulary

Commands

Word Processing

Windows

Internet

Email

Mouse

Keyboard

Transcribing

Help

Auto Formatting

Numbers, dates, and special characters will often get formatting automatically in Dragon.

You can change Auto Formatting Options from the Tools menu.

Dictate the following to see how auto-formatting Works.

- A woman won the sum of thirty five million pounds on the Euro Millions.
- A skiing holiday costs about five hundred pounds.
- The temperature at the weekend will reach twenty five degrees Celsius
- Twelve thirty p m: Lunch with James
- www.google.co.uk
- My birthday is on (day, month, year).



Accuracy

Voice Profile

Microphone

Basics

Punctuation

Deleting

Selecting

Corrections

Navigation

Formatting

Accuracy

Vocabulary

Commands

Word Processing

Windows

Internet

Email

Mouse

Keyboard

Transcribing

Help

Improving Accuracy

To make Dragon as accurate as possible you will need to know how to use the tools in the *Accuracy Centre*, located in the *Help* menu under *Improve My Accuracy*. From here you can do the following:

- Learn from documents.
- Learn from emails.
- Import word lists.
- Perform accuracy tuning.
- Run the performance assistant.

Remember that one of the best ways to improve accuracy is to perform more voice training.

Vocabulary

Voice Profile

Microphone

Basics

Punctuation

Deleting

Selecting

Corrections

Navigation

Formatting

Accuracy

Vocabulary

Commands

Word Processing

Windows

Internet

Email

Mouse

Keyboard

Transcribing

Help

Adding New Words

Dragon has a vast vocabulary but there may be times when you need to teach it a new word.

You can do this in 2 ways.

- From the Vocabulary tab and choosing to add a new word.
- Using the 'Spell That' option from the correction menu.

Dictate the Following and teach Dragon the words it doesn't recognise.

The computer knows a lot of unusual words and proper names, like Klingon and Eminem. But it does not know Quidditch. Hoody or Ginormous.”



Vocabulary

Voice Profile

Microphone

Basics

Punctuation

Deleting

Selecting

Corrections

Navigation

Formatting

Accuracy

Vocabulary

Commands

Word Processing

Windows

Internet

Email

Mouse

Keyboard

Transcribing

Help

Improving the Vocabulary

To help improve Dragon's vocabulary you will need to know how to do the following:

- **Training Existing Words** - from the *Vocabulary Editor*.
- **Training Existing Commands** – by Improving the accuracy of a word or phrase from the *Audio* menu.
- **Changing the Spoken Form** - from the *Vocabulary Editor* for when you want to insert a word by saying something else.



Commands

Voice Profile

Microphone

Basics

Punctuation

Deleting

Selecting

Corrections

Navigation

Formatting

Accuracy

Vocabulary

Commands

Word Processing

Windows

Internet

Email

Mouse

Keyboard

Transcribing

Help

Creating New Commands

From the *Tools* menu choose *Add New Command* or say *Add New Command* and you can create a command to quickly insert text and graphics.

Practice doing the following:

Say **[Add New Command]**

Type in the name of your command in the My Command Name field. i.e. '*Insert My Address*'
Under Description, explain what the new command will do i.e. inserts address into document.

Type your home address and click *Save*.

Go to a blank Word document and then say **[Insert My Address]** to test your new command.

Word Processing

Voice Profile

Microphone

Basics

Punctuation

Deleting

Selecting

Corrections

Navigation

Formatting

Accuracy

Vocabulary

Commands

Word Processing

Windows

Internet

Email

Mouse

Keyboard

Transcribing

Help

Using Microsoft Word

Dragon is integrated into Microsoft Word allowing you to perform many tasks.

Practise using some of the commands below.

- **[Start Microsoft Word]**
- **[Insert Date]**
- **[Add Page Numbers]**
- **[Check Spelling]**
- **[Zoom to 50%]**
- **[Save Document]**
- **[Print Document]**
- **[New Document]**
- **[Open Document]**



Word Processing



Voice Profile

Microphone

Basics

Punctuation

Deleting

Selecting

Corrections

Navigation

Formatting

Accuracy

Vocabulary

Commands

Word Processing

Windows

Internet

Email

Mouse

Keyboard

Transcribing

Help

Using Dragon Pad

Dragon has its own word processor called Dragon Pad, located in the Tools menu.

You can use most of the basic commands in Dragon Pad as you can in Microsoft Word.

Dictation Box

If you want to dictate into a window but Dragon will not allow it, you may have to use the Dictation Box, located in the Tools menu.

Ensure you have the window you want to dictate in active and say **[Open Dictation Box]**.

Dictate your text and then say **[Transfer]**.

The text will be transferred into the active window.



Windows

Voice Profile

Microphone

Basics

Punctuation

Deleting

Selecting

Corrections

Navigation

Formatting

Accuracy

Vocabulary

Commands

Word Processing

Windows

Internet

Email

Mouse

Keyboard

Transcribing

Help

Opening/Closing Programs

With Dragon you can open and close most programs by using the Start, Open and Close commands. Practise with these examples.

- **[Start Microsoft Excel]**
- **[Open Windows Explorer]**
- **[Close Microsoft Excel]**

Working with Windows

You can also switch between programs and control the size of open windows. Practise with these examples.

- **[Switch to Microsoft Word]**
- **[Minimise Window]**
- **[Maximise Window]**
- **[Show Desktop]**
- **[List All Windows]**



Windows

Voice Profile

Microphone

Basics

Punctuation

Deleting

Selecting

Corrections

Navigation

Formatting

Accuracy

Vocabulary

Commands

Word Processing

Windows

Internet

Email

Mouse

Keyboard

Transcribing

Help

Searching the Computer

With Dragon you can find anything on your computer with voice commands. Practise with the following.

- **[Search Computer for <xyz>]**
- **[Search Documents for <xyz>]**
- **[Search Email for <xyz>]**

Other Useful Commands

There are a number of other commands you can use when working in Windows. Practise with these examples.

- **[Open Control Panel]**
- **[Open Task Manager]**
- **[Restart Computer]**
- **[Shut Down Computer]**



Internet

Voice Profile

Microphone

Basics

Punctuation

Deleting

Selecting

Corrections

Navigation

Formatting

Accuracy

Vocabulary

Commands

Word Processing

Windows

Internet

Email

Mouse

Keyboard

Transcribing

Help

Searching the Web

Practise with the following.

- **[Search the Web for <xyz>]**
- **[Search Wikipedia/Facebook/Google/eBay for <xyz>]**
- **[Search News/Map/Images/Videos for <xyz>]**

Navigating on Web Pages

Practise with these examples.

- **[Go Back/Forward/Home]**
- **[Go to Address Bar]**
- **[Bookmark Page]**
- **[Refresh Page]**
- **[Show History]**



Internet

Voice Profile

Microphone

Basics

Punctuation

Deleting

Selecting

Corrections

Navigation

Formatting

Accuracy

Vocabulary

Commands

Word Processing

Windows

Internet

Email

Mouse

Keyboard

Transcribing

Help

Working with Tabs

Practise with the following.

- **[Open New Tab]**
- **[Close Tab]**
- **[Switch to Previous/Next Tab]**

Entering Text and Data

Practise with these examples.

- **[Post to Facebook <xyz>]**
- **[Click Edit Box]**
- **[Click Check Box]**
- **[Click Radio Button]**
- **[Click List Box]**
- **[Expand List]**
- **[Move Up/Down]**



Email

Voice Profile

Microphone

Basics

Punctuation

Deleting

Selecting

Corrections

Navigation

Formatting

Accuracy

Vocabulary

Commands

Word Processing

Windows

Internet

Email

Mouse

Keyboard

Transcribing

Help

Microsoft Outlook

Practise with the following.

- **[Click New Email]**
- **[Click Reply]**
- **[Go to To]**
- **[Go to Subject]**
- **[Go to Body]**
- **[Attach a File]**
- **[Click Send]**

Gmail

Practise with these examples.

- **[Click Inbox]**
- **[Click Compose]**
- **[Click Reply]**
- **[Click Forward]**
- **[Click Send]**

Mouse

Voice Profile

Microphone

Basics

Punctuation

Deleting

Selecting

Corrections

Navigation

Formatting

Accuracy

Vocabulary

Commands

Word Processing

Windows

Internet

Email

Mouse

Keyboard

Transcribing

Help

Moving the Mouse

In Dragon you can click on any button by saying Click, followed by the name of the button. You can also navigate and move your mouse.

Practise with the following.

- **[Mouse Grid] [1][6]**
- **[Mouse Click]**
- **[Mouse Double Click]**
- **[Move Mouse Left/Right/Up/Down]**
- **[Drag Mouse Left/Right/Up/Down]**
- **[Stop] to stop mouse moving**
- **[Faster] to speed up movement**
- **[Mark] used instead of mouse drag in conjunction with the mouse grid**

Keyboard

Voice Profile

Microphone

Basics

Punctuation

Deleting

Selecting

Corrections

Navigation

Formatting

Accuracy

Vocabulary

Commands

Word Processing

Windows

Internet

Email

Mouse

Keyboard

Transcribing

Help

Using the Keyboard

In Dragon you can press any button on your keyboard by saying Press, followed by the name of the key.

Practise with the following.

- **[Press Escape]**
- **[Press Enter]**
- **[Press Spacebar]**
- **[Press Tab]**

If you use keyboard shortcuts you can also replicate these in Dragon.

- **[Press Ctrl A]** to select all
- **[Press Alt Tab]** to switch between windows
- **[Press Ctrl Alt Esc]** to load the task manager

Transcribing

Voice Profile

Microphone

Basics

Punctuation

Deleting

Selecting

Corrections

Navigation

Formatting

Accuracy

Vocabulary

Commands

Word Processing

Windows

Internet

Email

Mouse

Keyboard

Transcribing

Help

Transcribing Recordings

You can use Dragon to transcribe recordings made on a compatible digital recorder. In order to do this you must be able to:

- **Create a digital recorder profile.**
- **Set transcription command settings.**
- **Locate and transcribe your recording.**

If you have a digital recorder and Olympus Sonority software you can choose to transcribe a recording directly from Olympus Sonority.

Help

Voice Profile

Microphone

Basics

Punctuation

Deleting

Selecting

Corrections

Navigation

Formatting

Accuracy

Vocabulary

Commands

Word Processing

Windows

Internet

Email

Mouse

Keyboard

Transcribing

Help

Getting Help

If you get stuck, there are many things in Dragon that can help you and improve your knowledge.

These are:

- **Learning Centre.**
- **Help Menu.**
- **Tip of the Day.**

Other Things to Consider

- **Recognition History.**
- **Saving Recorded Dictation.**
- **Hot Keys.**
- **Natural Language Commands.**