



Introduction to Dragon NaturallySpeaking®

Relative to Dragon (NaturallySpeaking) version 14+

The information contained in this document covers features and options for the full Dragon NaturallySpeaking Professional, Legal and Dragon Medical editions. However, most of the information will also apply to the light consumer editions.

Basic Concepts: Understanding and using Dragon Effectively

Dragon NaturallySpeaking & Dragon Medical from Nuance Communications

What is Dragon NaturallySpeaking? Think of Dragon as a **verbal keyboard**.

Note: Using your Dragon should not interfere with the existing keyboard and mouse operation.

What Dragon can do: *(when operating and operated correctly)*

- Transcribe as fast as you can dictate clearly (**not slowly**).
- Transcribe what you say (not what you meant to say).
- Start programs and navigate applications and menus by voice.
- Add and change document and character formatting.
- Allows corrections and revisions by voice.
- Provides dictation into most Windows applications including email.
- Allows browsing the web by voice using Internet Explorer and other browsers.
- Transcribe at rates exceeding 100 words per minute.
- Transcribe with accuracy rates exceeding 98% for most users.
- Operate the mouse by voice.
- Create custom commands to increase productivity and accuracy.
- Adapt to any vocabulary.

What Dragon cannot do:

- Fix punctuation.
- Fix grammar.
- Transcribe something other than what you said.
- Transcribe accurately with poor sound or dictation quality.

What can you expect? How will Dragon work?

If you are not happy with how Dragon is working for you, ***it is not working properly!***
Get some help!

Our Primary Training and Support Goal:

***To help you get the most FROM NaturallySpeaking
while spending the minimum amount of time ON NaturallySpeaking.***

Effective Dictation Strategies:

- Speak in longer phrases (called utterances) when possible.
- In the beginning, close your eyes, compose what you want to say, then say it.
- Speak as fast as you want; as you can still articulate the words clearly
- When you are no longer sure what you want to say, simply *stop talking*.

Important things to keep in mind

- **Dragon is a verbal keyboard** that allows you to talk instead of type to do what you normally do with the programs that you normally use.
- **Dragon will type words** unless it is in a “Spelling Mode”. Generally Dragon thinks you are composing a document, that you are saying WORDS (not letters).
- **You can press any key on the keyboard by voice** by saying “Press” or “Type” then the key that you want. For Example:
 - “Press a”
 - “Type F8”
 - “Press shift b”
 - “Type Enter”
 - “Type Alt Shift r”



- If you are not sure how to say something, just say it the “normal” way.
- If something seems to be difficult or awkward, there is probably a better way to do it.
- **Close NaturallySpeaking *BEFORE* you shut down Windows or user file corruption may occur.** (on the Dragon Bar click **Dragon** or **Profile**, then **Exit**)

Formatting

- Capitalization: **Cap word** (capitalizes next word), **Cap That** (capitalizes last utterance)
- **Caps On / Caps Off:** to change capitalization while dictating.
- Use **Numeral number**, to force a number, i.e. **numeral three** to get “3”
- **While dictating**, hold down the “Shift” key to force Dragon to only transcribe words, or hold down the “Ctrl” key to force Dragon to only recognize commands.

Application Navigation by voice -- as a general rule, commands that start with:

- **Start or Open ...** are commands that start or **launch programs**. These commands act on Desktop icons or entries in the Start Menu System. For example **Start Microsoft Word** or **Open Internet Explorer**.
Note: you must say the icon name or menu option *exactly* as listed on the Desktop or in the Menu System.
- **Switch to ...** are commands that move **between programs** that are already running (started). They normally, but not always, work with the names that are displayed when the mouse is placed over the running program icons in the Windows Task Bar at the bottom of the screen. For example: *Switch to Microsoft Word* or *Switch to Internet Explorer*.
- **Move or Go to ...** are commands that move **inside a program** to specific locations. For example: *Go To Top* and *Move Down Three*.

Dragon Recognition Modes

Recognition Modes provide recognition of only the specified type of Dictation. For example, in **Spell Mode** only letters and numbers are recognized, not words.



Commands and Dictation: Words, Numbers and Commands are recognized, not individual letters unless it is an acronym (ie. PGA)

Dictation: Only words recognized, no commands. (ie. **Go to Bottom**).

Commands: Only commands recognized.

Numbers: Only numbers recognized.

Spell: Only letters, numbers and some commands are recognized.

The “Standard Dictation Environment” Indicator

Full Dragon functionality is only available in a “Standard Dictation Environment” or Dragon friendly application. MS Word, Outlook, the Dragon Pad and many other applications are Standard Dictation Environments and are indicated by the Green Dot to the right of the Microphone Icon.



Specifically, Select, Correct and the other “Select and Say Commands” will work reliably only in a Standard Dictation Environment. When the Check Mark (or Dot) is “grayed out”, some Dragon features may no longer work reliably or may not work at all.



Accuracy Tuning; The Acoustic and Language Optimizers

For Best Performance we recommend that the optimizers be run once a week for the first 4-6 weeks and once a month after that.

What are the optimizers? The accuracy and performance results that you experience when using Dragon depend to a large extent on the quality of the acoustic and language model statistics being used by the Dragon Engine Recognizer. These statistics are collected and update with each word you say and each correction you make and are stored in your Voice Profile.

Higher accuracy can be achieved if these statistics are optimized from time to time. The Dragon Optimizer utility is designed to provide this function and is available on the Professional versions of Dragon products (Professional, Legal & Medical).

The Optimizers can be scheduled to run automatically, however this may not be a viable option in some situation as administrative permissions may be required and the computer must be running at the scheduled optimization time.

The Optimizers can be run manually from the Dragon Bar for Local Profiles. The Optimization Scheduler must be used for manual optimizing of Roaming Profiles.

For Local Profiles, depending on the version of Dragon you have, the Optimizer can be found on the Dragon bar under **Audio, Launch Accuracy Tuning ...** or under **Tools, Accuracy Center**.

Roaming Users can find the Optimizer Scheduler in the Windows Start Menu in the **Dragon NaturallySpeaking** or **Dragon Medical** folders.

Optimization generally takes 10-20 minutes but depending on the amount of data to process, optimization can take from a few minutes to over an hour.

Dragon Configurations

Suggested User Profile Configuration Changes

These changes will help NaturallySpeaking be more helpful for most users. For other options, the **Help** button in the Options dialog box is actually very helpful in determining if other setting changes might be appropriate to your needs.

On the DragonBar click on **Tools**, then **Options ...**:

Correction Tab

- Check: **Correct” Commands bring up Spelling Window**
- Uncheck: **Spell Commands bring up the Spelling Window**

Commands Tab

- **Uncheck** all the boxes starting with: **Require “Click”**
Note: if unwanted commands or buttons are recognized during dictation you may want to re-enable some of the Required Click commands.
- Uncheck: **Enable Delete shortcut Command** and **Enable Cut shortcut Command**
- Click the **More Commands** button: disable any commands not needed.

View Tab

- In the **Results Box** section, set **Auto-hide delay:** to **5** seconds
- Check the box next to **Anchor**
When using Dragon, a small **Results Box** is displayed somewhere on the screen. The Results Box is a useful tool to see when Dragon does something unexpected. By “Anchoring” the box, when it is displayed, you can now use the mouse to drag the box to a location on the screen where it will not be in the way. Down near the clock in the System Tray on the Windows Task Bar is usually a good location.
- Check the box next to **Show Primary Results**
This provides additional real time visual feedback on what Dragon is “thinking” and provides clues as to what is happening if unexpected results are being experienced.

Hot Keys Tab Laptops do not have the numeric “+ key” used by Dragon to turn the microphone On and Off and some people need to use these keys for data entry. To select another key to turn the microphone on and off:

- Click the **Microphone on/off ...** button, then click **Edit**.
- Press the key you would like to use to turn the microphone on and off (the Insert or Num Lock keys work well for most people). . Click **OK**.
- To disable a hotkey, click on the hotkey, then click **Edit**, then press **Back Space** key. Click **OK**.
- Click **OK**

Miscellaneous Tab (Dragon 12+ & DragonMedical Practice Edition 2+ only)

- Uncheck **Automatically use Dictation Box for non-standard applications**
This compatibility tool can be accessed whenever needed by saying **Show Dictation Box** or **Open Dictation Box**. You can use the Dictation Box to dictate into programs where normal Dragon dictation and correction features do not seem to be working.

Save Changes to the modified options by clicking the **OK** button.

MS Word “Excessive space between paragraphs issue”

For MS Word users who find that “New Paragraph” results in 3 blank lines between paragraphs instead of two. This happens because “New Paragraph” presses the “Enter” key Twice – creating two new paragraphs and MS Word has been configured to automatically place a blank line between each paragraph.

To fix this issue, Dragon needs to be configured so that “New Paragraph” only creates a single paragraph (presses the “Enter” key only once).

1. Start the Vocabulary Editor (**Dragon Bar, Words, View/Edit ...**)
2. Scroll to the very top of the word list (you may need to drag the scroll bar down a little, then all the way to the top)
3. Click on **New-Paragraph**, then **Properties**
4. Change the item “**and follow with**” from New Paragraph to New Line
5. Click OK, and close the Vocabulary editor

When in other programs (besides MS Word), if you want a blank line between paragraphs, you will now need to simply say “**New Paragraph**” twice.

Help Topics

Roaming Profiles

Available with Professional Group, Legal, Law Enforcement and Medical editions only.

NaturallySpeaking Roaming Profiles allow your voice files to be available from any computer that has NaturallySpeaking installed and has access to your Roaming Profiles. The Roaming Profiles are normally located on a Network drive but could be located at a web URL or on a flash drive. Set up Roaming Profiles if you plan to use NaturallySpeaking from multiple computers with access to the Roaming Profile location.

Once a roaming profile has been created you will have to read the Microphone Level and Sound Quality checks once on a new computer but you *should not* need to create a new user (enter name, 6 minutes of reading, etc.) If the **New User** dialog box is displayed, contact IT to find out why your voice profile is not available; *do not create a new user*.

In addition to allowing your profile to be used on multiple computers, Roaming Profiles protect your voice profile from local computer problems such as hard drive crashes or system replacements.

Other Resources:

NaturallySpeaking Hard copy Manual (available for purchase)

PDF manual: available from EXAQ.

NaturallySpeaking Help file (Dragon Bar, **Help, Help Topics**)

NaturallySpeaking Tutorial (Dragon Bar, **Help, Tutorial**)

Training and Support: Please give us a call or have your support staff contact us if you are interested in training and/or support for:

- Help gaining higher productivity rates.
- Operating your primary applications by voice.
- Problems with accuracy rates.
- Dealing with problem words.
- Creating basic templates or advanced templates (lists, etc.).
- Creating commands to automate the navigation of your applications.
- Any other problems, needs or issues.

EXAQ provides on-site and remote desktop training and support nationwide. Remote desktop sessions can be quickly and conveniently set up to accommodate your schedule. Please give us a call or have your support staff contact us for more information.

For our corporate & large organization clients: Support may be available from your internal support resources, please contact them first. If they are not able to answer your questions, have them give us a call.

www.exaq.com

(916) 966-8313

support@exaq.com

Alpha-Bravo Words

The International Phonetic Alphabet

The Alpha-Bravo words can be interchanged with individual letters whenever letters can be spoken such as when NaturallySpeaking is in “Spell Mode” or when in the Spell Dialog box. The following references can be placed on a wall or near the keyboard for easy reference. For instance, “cat” can be spelled as “C A T” or “Charlie A T”.

A	Alpha	N	November
B	Bravo	O	Oscar
C	Charlie	P	Papa
D	Delta	Q	Quebec
E	Echo	R	Romeo
F	Foxtrot	S	Sierra
G	Golf	T	Tango
H	Hotel	U	Uniform
I	India	V	Victor
J	Juliet	W	Whiskey
K	Kilo (keelo)	X	X-Ray
L	Lima	Y	Yankee
M	Mike	Z	Zulu

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M	Mike	Z	Zulu