

A stylized red dragon with a long, flowing tail, positioned behind the text.

# *Dragon* **Naturally Speaking<sup>®</sup> 7**

**USER'S GUIDE**



March 2003. Version 7. Professional, Medical, and Legal, Solution Series, Preferred, Standard, and Essentials editions.

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# *Introduction*

**D**ragon 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 NaturallySpeakingNaturallySpeaking. This includes:

- Essentials
- Standard
- Preferred
- Professional
- Professional Solution Series

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. For example:

US/Canada: *When talking to a computer [comma] try to say every word clearly without trailing off at the end of a sentence [period]*

Other Dialects: *When talking to a computer [comma] try to say every word clearly without trailing off at the end of a sentence [full stop]*

- 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 7?

---

Dragon NaturallySpeaking Version 7 includes the following new features:

- **New Performance Center**  
The Performance Center guides you through troubleshooting and performance optimization to be sure you're getting the most out of Dragon NaturallySpeaking.
- **Improved Command Browser**  
The new Command Browser gives you more flexibility when creating and managing your custom commands. The Command Browser is available in all editions, but functionality varies by edition.
- **Improved Text and Graphics Commands (Available only in Professional and higher editions)**  
Text and Graphics commands can now optionally match text to the font of the document you're creating or include special formatting and bitmaps, allowing you maximum flexibility.
- **Support for Additional Input Devices**  
Dragon NaturallySpeaking Version 7 now supports certified Pocket PC devices as well as additional digital handheld recorders, array microphones and cordless microphones.
- **RealSpeak V2 (Available only in Preferred and higher editions)**  
Dragon NaturallySpeaking Version 7 now includes ScanSoft's RealSpeak V2.
- **Full Support for More Applications:**
  - **Outlook Express:** Dragon NaturallySpeaking automatically learns the contact names in your Outlook Express address book. (Available only in Standard and higher editions)

- AOL 6, 7 and 8: Full Natural Language Command support.
- WordPerfect 10: Full compatibility and Natural Language Command support (Available only in Standard and higher editions)
- Microsoft Excel (Available only in Preferred and higher editions)
- Microsoft Access (Available only in Preferred and higher editions)
- Natural Punctuation (Available only in Standard and higher editions)  
You can have Dragon NaturallySpeaking automatically insert periods and commas in dictated text.
- Support for network installations and maintenance (Available only in Professional and higher editions)  
Dragon NaturallySpeaking is available with an MSI file for network installations, and has been certified for SMS and Active Directory Services environments. (Available only in Professional and higher editions)
- Ability to automatically launch NaturallySpeaking at system startup time.
- Vocabulary Optimizer (Available only in Standard and higher editions)  
The Vocabulary Optimizer examines e-mail and documents to analyze sentence structure and word use frequency, and then adjusts the recognition engine to match your writing patterns.

## 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.*
- 128 MB RAM for Essentials, Standard, and Preferred editions  
256 MB RAM for Professional edition and Solution series.
- 300 MB free hard disk space for a typical installation; 700 MB for a full installation.
- Microsoft® Windows® ME, Windows® 98SE, Windows® NT 4.0 with Service Pack 6 or higher, Windows® 2000, or Windows® XP.
- 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](http://www.microsoft.com)).
- CD-ROM drive (8x or faster) required for installation.
- ScanSoft-approved noise-canceling headset microphone (included)
- Speakers - optional for playback of recorded speech and text-to-speech features. (Available only in Preferred and higher editions)

### 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. Note the following:

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 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 NT, Windows 2000 and Windows XP. 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 5:

You can upgrade your English users from any edition of Dragon NaturallySpeaking Version 5 to Version 7. The installation automatically migrates your English Version 5 user files and vocabularies to Version 7. If you upgraded from:

- Version 5 English, the Version 5 English software will no longer be functional.
- A non-English or multilingual Version 5, the software will remain fully functional, but the English Version 5 users will no longer be available in Version 5. Your non-English users files will not be upgraded and will still be available.

### Upgrading from Version 6:

You can upgrade from any edition of Dragon NaturallySpeaking Version 6 to Version 7. When upgrading from Version 6, you can choose to automatically migrate your V6 user files and vocabularies to Version 7. Once V7 is installed, Version 6 will no longer be functional.

## 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 NaturallySpeaking installation information.
- 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\NaturallySpeaking

If you have Version 5 or 6 on your system, Version 7 will install to the previous version's directory.

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

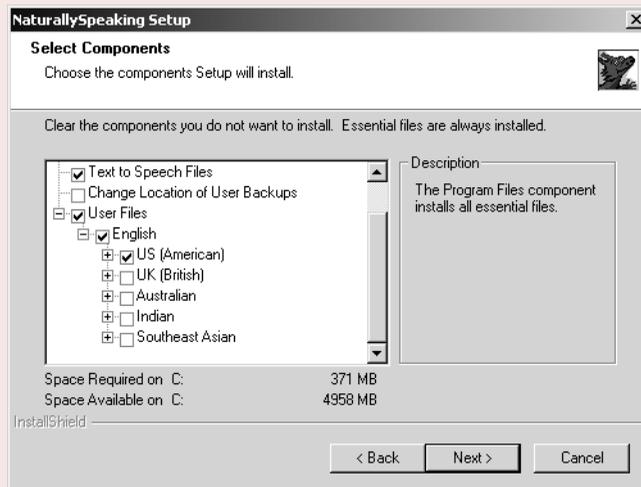
Most users in the US should choose “Typical Installation” and click Next. This installs Dragon NaturallySpeaking with the US (American) English user files. To install non-US English user files, choose “Custom Installation” and follow the instructions below. Pick *Custom Installation* if you want to have more control over which components to install.

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

### Installing non-US user files (Preferred and higher)

To install user files for UK (British) English, Australian English, Indian English, or Southeast Asian English, 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.



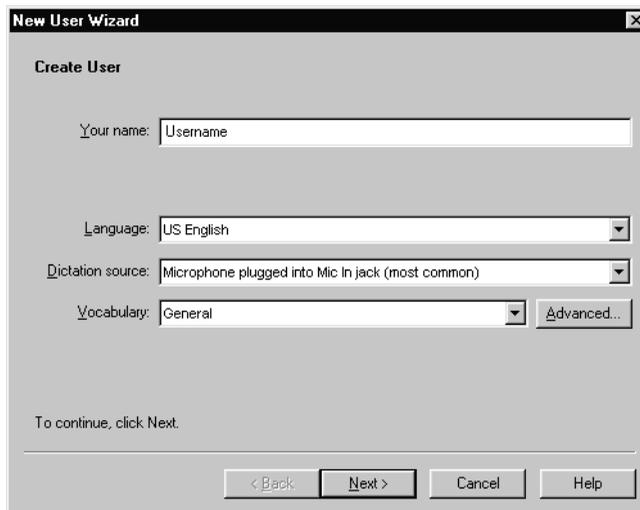
The user files for each region contain both spellings and pronunciations specific to that region. All users who wish to dictate US English spellings—including users with accents—should install the US (American) English user files.

- 5 (Upgrade only) If you are upgrading from Version 5 or 6, the Version 7 installation prompts you to upgrade your users. You may be prompted later to re-train some of your existing users.
- 6 Continue following the on-screen instructions. The setup program will copy the files for Dragon NaturallySpeaking to your computer.
- 7 When prompted, make sure to register your copy of Dragon NaturallySpeaking. Once registered, we can notify you of product updates and other offers.
- 8 At the end of the installation, you can enable the Dragon NaturallySpeaking QuickStart option. By enabling Quickstart, NaturallySpeaking launches at system startup time and adds the NaturallySpeaking Quickstart icon to the Windows task bar. For more information on the QuickStart option, see “Using QuickStart” on page 25.
- 9 Click Finish to complete the installation. The program may ask you to reboot your computer.

## 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, NaturallySpeaking loads that user. If you upgraded multiple users, 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 7 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 Professional and higher 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.

The Vocabulary list is available only if your edition and language let you choose among different types of vocabularies. Check the list to see the available choices.

### 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. Depending on your edition, you may see an Advanced button. Experienced users can use the Advanced dialog box to choose between different speech models. See the online help for more information.

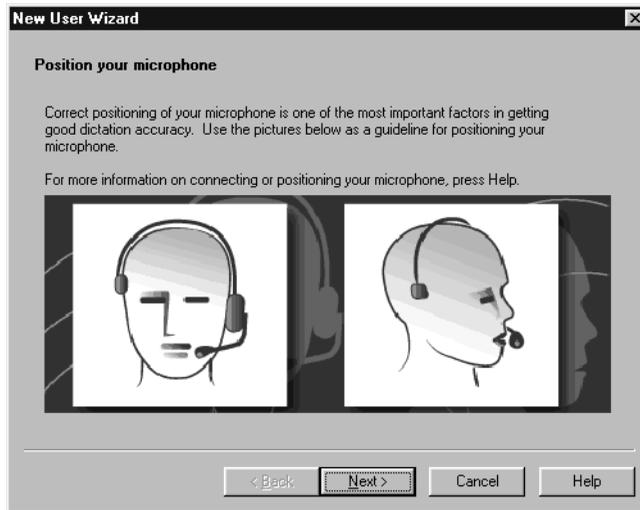
## Setting up your microphone

---

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 higher)

- 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.

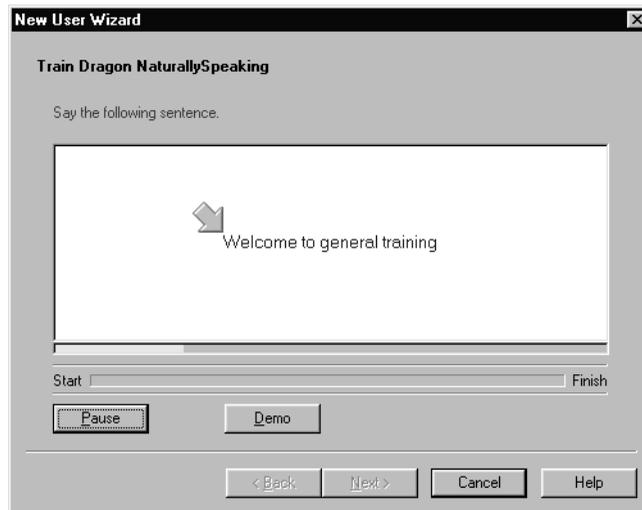
## Training a new user

---

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 higher)” on page 137.

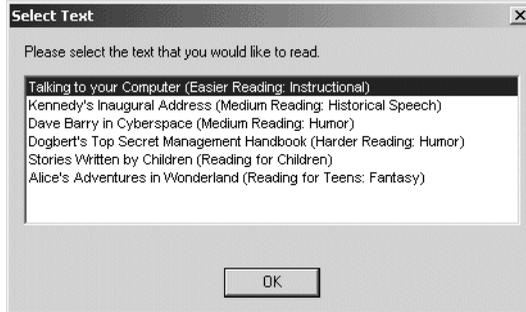
A yellow arrow shows you where to start reading. To take breaks while you're training the program, click Pause.



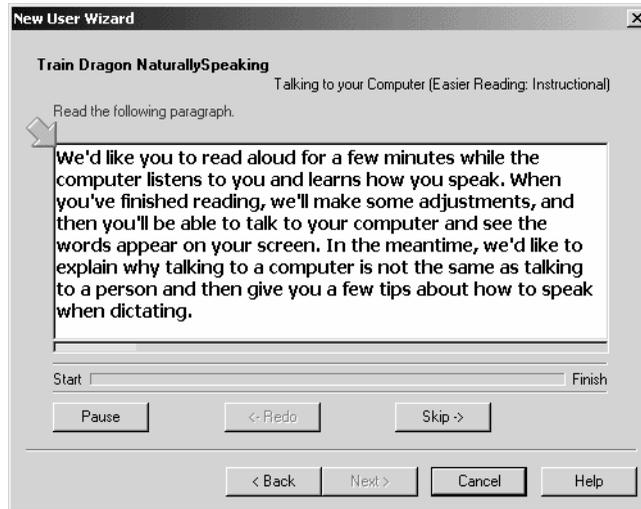
To advance through the first two screens, you must say the sentences without pausing. For the rest of the screens, it's okay to pause in the middle of a sentence.

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 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, 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 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 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 NaturallySpeaking, if the QuickStart option is enabled. For more information on using the QuickStart option, see “Using QuickStart” on page 25.

## 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 page 194.)

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 "Startup/Shutdown options" on page 163. 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.

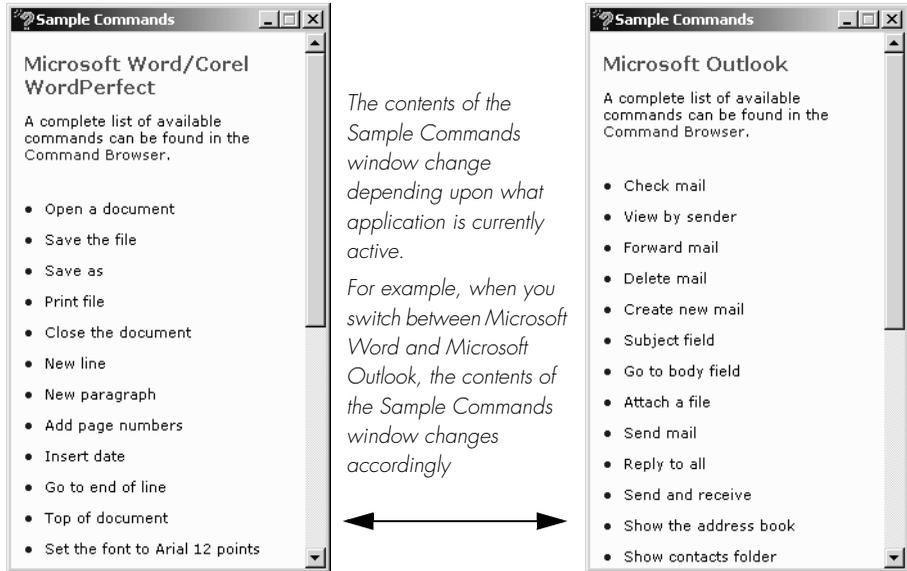
### "What Can I Say?"

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.

Additional commands are also summarized in the Commands List Appendix on page 173.

### 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.

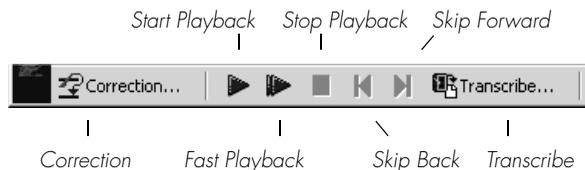
## Microphone button and volume display

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 edition)

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 4, “Correcting and Editing.”

### Transcribe

Use this button to transcribe your speech from a handheld recorder. See chapter 15, “Using Portable Recorders (Preferred and higher).”

### 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 165.

## 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.

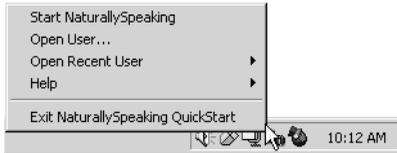
**NOTE** You can also hide the DragonBar by saying “Switch to Tray Icon Only Mode.” To make a hidden DragonBar reappear, right-click on the small microphone in the lower right corner of the screen. From the menu that appears, click *Restore Previous DragonBar Mode*.

## 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 Appendix, page 174.

## Using QuickStart

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



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

### Enabling QuickStart

By enabling QuickStart, NaturallySpeaking launches automatically at system startup time and adds the 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 26 for more information.

You must re-start Windows for the QuickStart option to take effect.

### Shutting off QuickStart

To permanently disable QuickStart, de-select it from the Startup/Shutdown tab of the Options dialog box. You must re-start Windows for this option to take effect.

### 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.



## CHAPTER 4

# *Working on your Desktop*

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

**NOTE** *If you are using Microsoft® Windows NT® version 4, you will need Service Pack 6 or later in order to be able to use most of the voice commands described in this chapter. If you are using Microsoft® Windows NT® 4 with a Service Pack lower than 6, then you will not have Active Accessibility installed on your system and an error message will appear. However, pressing keys by voice (page 32), and moving the mouse by voice (page 36) will work regardless of what Microsoft® Windows NT® Service Pack you have.*

## 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. See "Startup/Shutdown options" on page 163 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.

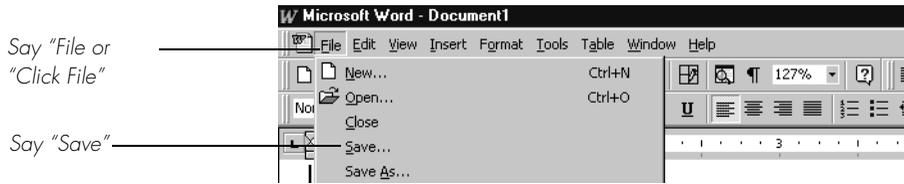
## Opening and closing menus

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.”

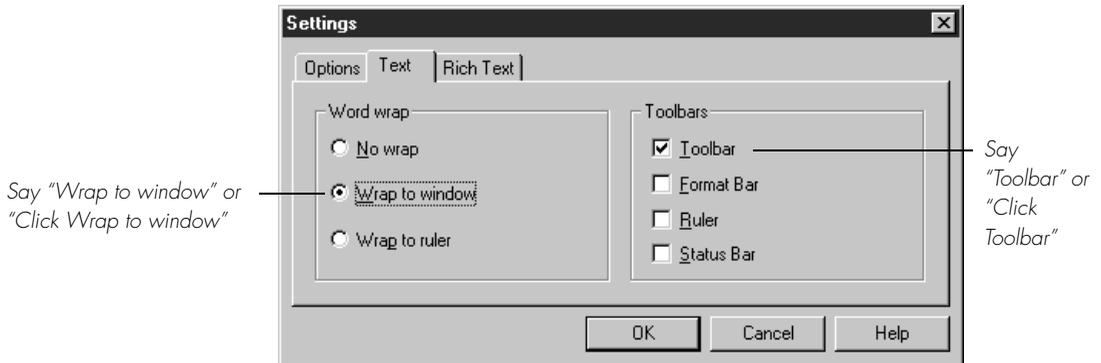
**TIP** To open the Start menu, say “Click Start” or “Click Start Menu.”

**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 Miscellaneous tab of the Options dialog box, described on page 169.

## 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

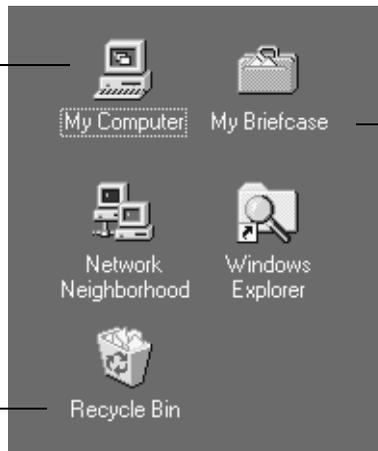
You can use voice commands to select icons on the Windows® desktop.

### 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 (page 178) 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

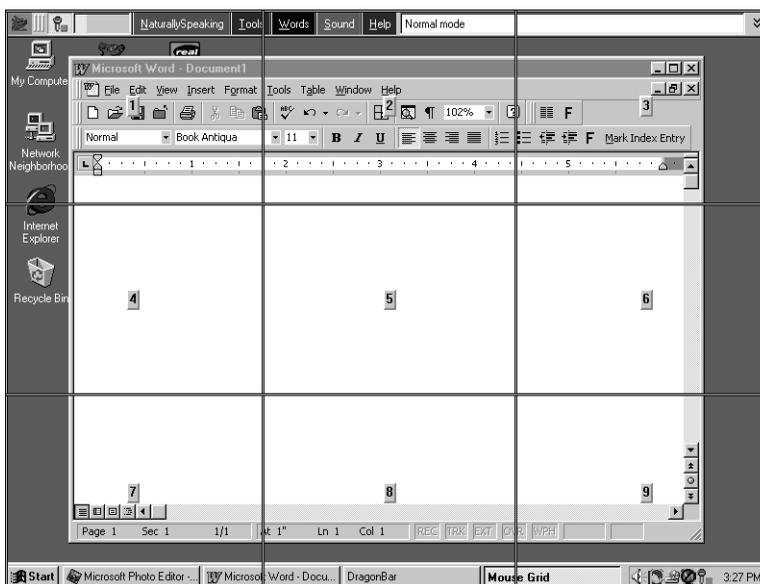
Dragon NaturallySpeaking provides hands-free mouse control with MouseGrid and the mouse motion voice commands. You can use these features to position the mouse pointer anywhere on the screen, click the mouse buttons, and drag objects—all by voice.

## 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.

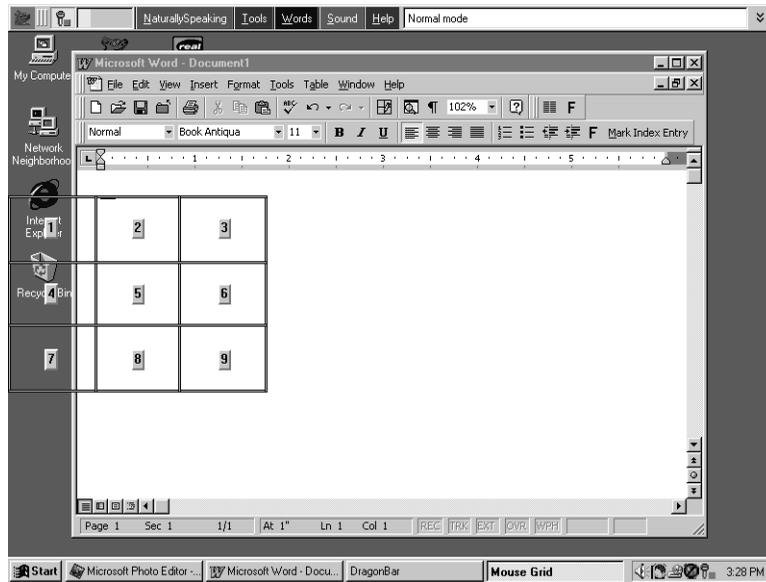
### To use MouseGrid:

- 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.
- 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 Startup/Shutdown 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

**W**hen 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.

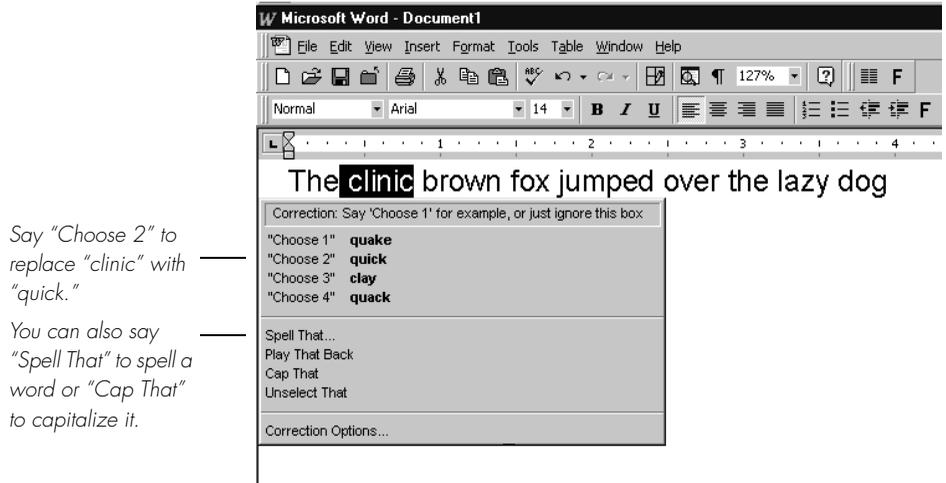
### Correcting text while playing back dictation (Preferred and higher editions)

- 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 162.

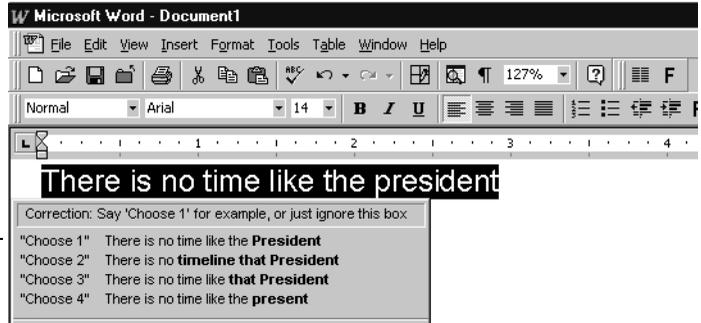
When the Correction menu list appears, you can also choose to:

- 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.

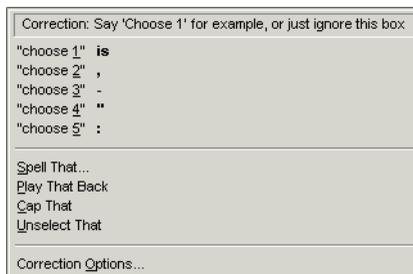


If you select any leading or trailing spaces (including paragraph marks) along with the text you want to correct, choosing one of the alternatives in the Correction dialog box deletes those leading and trailing spaces.

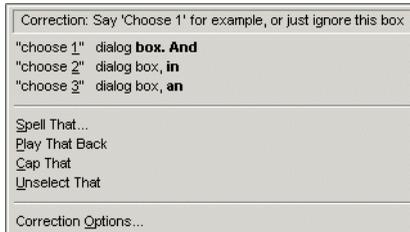
## Correcting Punctuation

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 dialog box, 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. (See “Copying text to other programs,” on page 50.)

**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

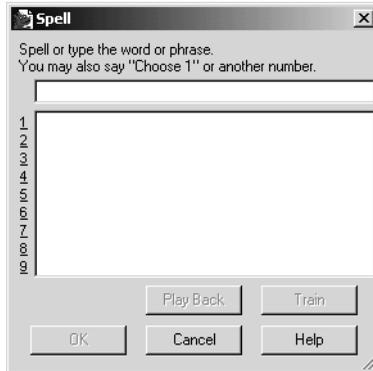
**NOTE** Another way to delete the previous character is by saying “*Backspace*.” This is equivalent to pressing the **BACKSPACE** key. You can “press” it multiple times (up to 20) by saying, for example, “*Backspace 5*.”

## 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 161 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 or the “Commands List” on page 173.

## Playing back your dictation (Preferred and higher)

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Playback commands work in the DragonPad, Microsoft Word 97, 2000 and 2002, 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 in the Correction dialog box

When you're working in the Correction dialog box, click the Play Back button or say "Play 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 dialog box. On the NaturallySpeaking menu, point to Advanced, click Options, and then click 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.*

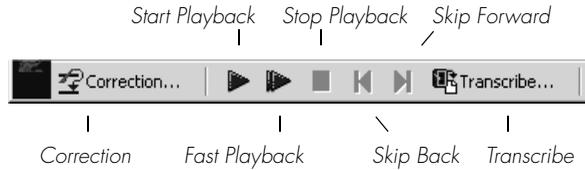
If you have Dragon Naturally Speaking Professional or a higher edition, you can save your dictation with your document for later playback (see "Dictate now, correct later" on page 56). Otherwise, you cannot play back dictation after closing a document.

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 57.

## 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 dialog box.

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 skip backward or forward, do one of the following:

## 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 dialog box. 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 NaturallySpeaking menu, point to Advanced, click Options, and then click the Miscellaneous tab. Increase the number in the "Disk space reserved for speech data" 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 Prompt to Save Dictation with Document box on the Startup/Shutdown 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 Quick Correct list or Correction dialog box. 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 Quick Correct list or Correction dialog box 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

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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 NaturallySpeaking menu, point to Advanced, click Options, and then click the 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 Quick Correct list, 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 Correction 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 dialog box
- 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 Quick Correct list 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 Miscellaneous 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 126.

## 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 126 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

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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.

**NOTE** If you are using Microsoft® Windows NT® version 4, you will need Service Pack 6 or later in order to be able to use most of the voice commands described in this chapter. If you are using Microsoft® Windows NT® 4 with a Service Pack lower than 6, then you will not have Active Accessibility installed on your system and an error message will appear. However, pressing keys by voice (page 34), and moving the mouse by voice (page 38) will work regardless of what Microsoft® Windows NT® Service Pack you have.

## 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

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

- America Online® versions 6, 7, and 8. Only one version of version 8 is supported. Please check our Web site for the correct version information: [www.ScanSoft.com/NaturallySpeaking/support/](http://www.ScanSoft.com/NaturallySpeaking/support/)
- Microsoft® Outlook® versions 97, 98, 2000, and 2002 (Professional and higher editions)
- Microsoft® Outlook® Express versions 5 and 6 (Professional and higher editions)
- Lotus® Notes® 5 and 6 (Professional and higher editions)

The e-mail commands described in this chapter are designed to work in these five 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 121.

## 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

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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.

You can also jump to a site directly by saying “*Start <site\_name>*” or “*Open <site\_name>*.”

**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.

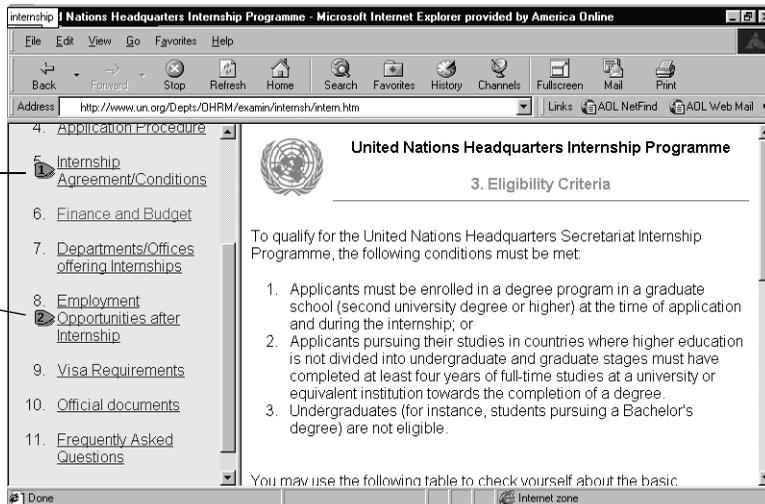
If the text link or button name is long, you don't need to say all of it. Just say enough to distinguish it from other links on the page.

## 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.



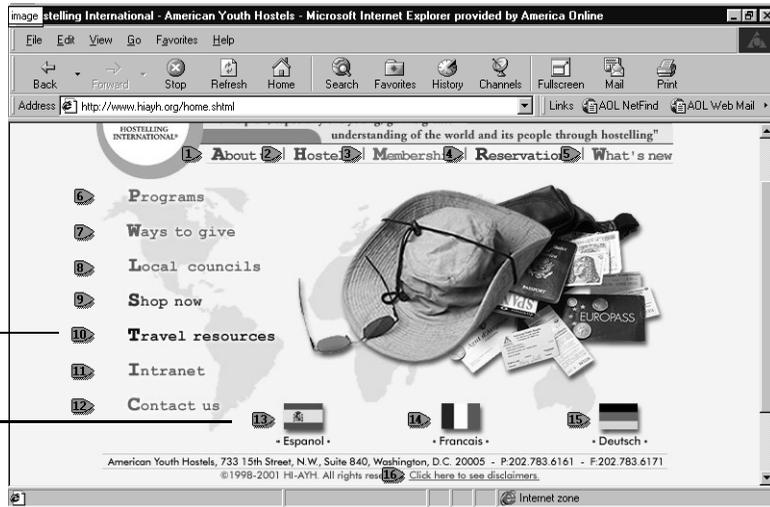
**NOTE** On secure Web pages this feature is disabled. You cannot select links on secure pages by voice.

## 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:

<b>SAY</b>	<b>TO</b>
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

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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 built-in commands that work with Corel WordPerfect as well as "global" commands that work in all applications. To see a list of these commands, see the "Commands List" appendix of page 173. 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)

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Dragon NaturallySpeaking provides a large number of commands to use with different versions of Microsoft Excel. Using these commands, you can avoid the multiple menu-selection and mouse-movement steps associated with the traditional Microsoft Windows interface. 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.

You can also 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.

## 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 Made by saying “Numbers Mode On” or by choosing Numbers Made 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.

**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 126.

## Dictating numbers

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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	<b>All Dialects:</b> zero [point] zero three <b>Outside US/Canada:</b> 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 Roman four
XXXI	Roman Numeral thirty Roman 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 170.

**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

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## 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 170.
- 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 page 194 in the Appendix.

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 126.

## 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

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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 129.

## 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 higher)” on page 153.

## 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 “Entering punctuation and special characters” on page 194 or 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 and the following sections in the Appendix:

- “Publishing symbols” on page 179
- “Accented and international characters” on page 181
- “Mathematical symbols” on page 181
- “Currency symbols” on page 179

### To dictate a special character:

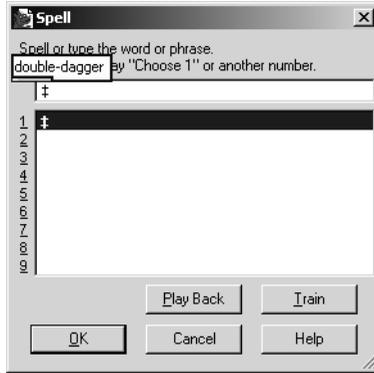
- 1 Just say “*Spell*” plus the name of the character. For example, if you want to enter a double-dagger sign (‡) into your document, say “*Spell double dagger.*”

### 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:

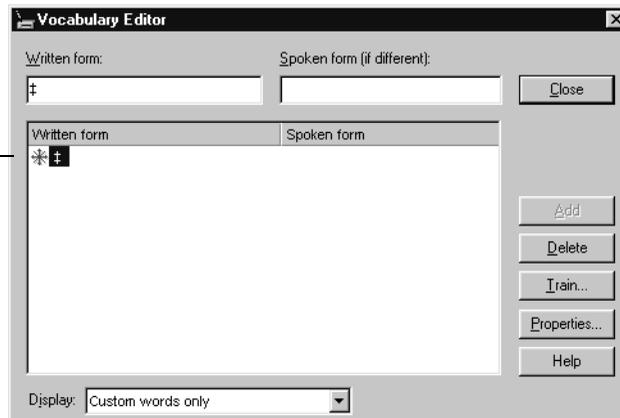
- 1 In your document, dictate the phrase you want to use to enter the special character (for example, say “*double dagger*”). Dragon NaturallySpeaking enters the words into your document.
- 2 Say “*Spell That*” to open the Spell dialog box.

- 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.

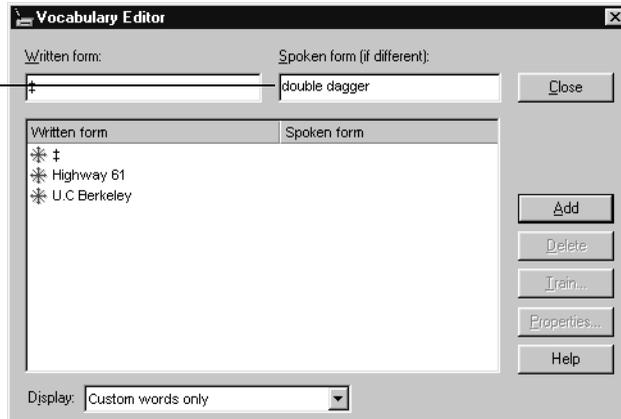
The special character you dictated is shown in the Written form column.



- 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.

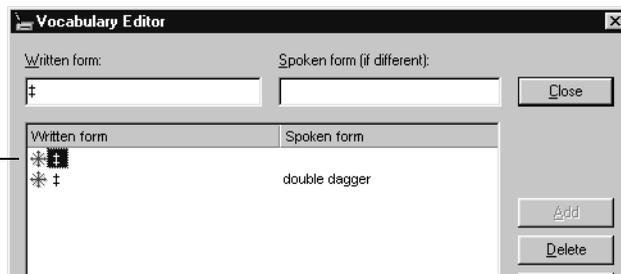


- 9** Click Train. The Train Words dialog box opens.



- 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 126.

## 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:

<b>MODE</b>	<b>TO TURN ON, SAY</b>	<b>TO TURN OFF, SAY</b>
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® 6, 7, and 8
- Corel® WordPerfect® 10 (Standard Edition and higher)
- DragonPad and DragonBar
- Lotus® Notes 5 (Professional Edition and higher)
- Microsoft® Chat
- Microsoft® Excel 97, XP, and 2000 (Preferred Edition and higher)

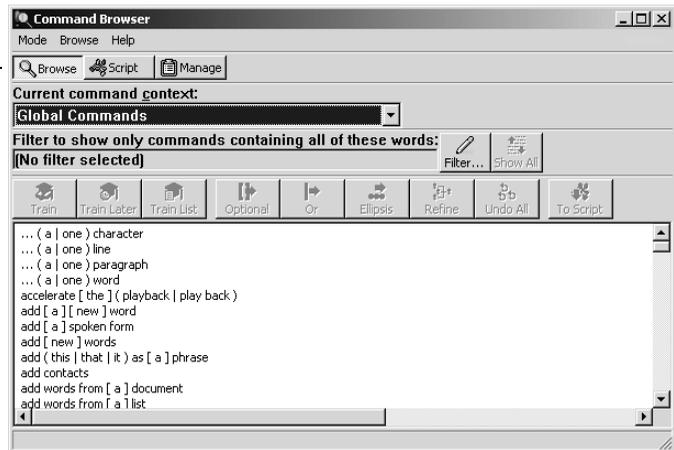
- Microsoft® Express 5 and 6 (Standard Edition and higher)
- Microsoft® Internet Explorer® versions 5 and 6 (Standard Edition and higher)
- Microsoft® Outlook 98, XP, and 2000 (Professional Edition and higher)
- Microsoft® Paint
- Microsoft® Powerpoint 97, XP, and 2000 (Professional Edition and higher)
- Microsoft® Windows Explorer 98, XP, and 2000
- Microsoft® Word 97, XP, and 2000 (Standard Edition and higher)
- Microsoft® Wordpad

**NOTE** All editions display commands for these applications but support for these commands depends on your edition.

## 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.

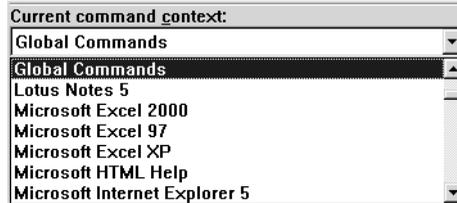
*What you see depends on your version. For example, Script and Manage are displayed only in the Preferred and higher editions.*



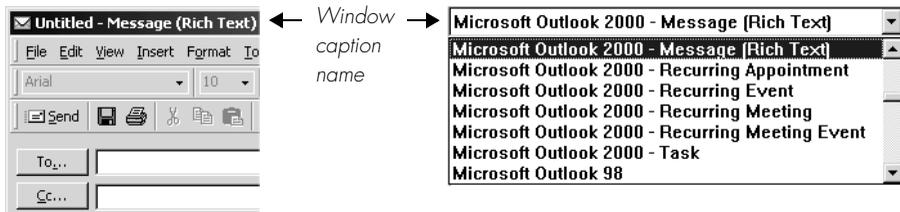
When the Command Browser starts, it first displays a list of Global Commands. Global Commands are those commands available in every application. You can train these commands so that Dragon NaturallySpeaking will understand you better, but you cannot change or remove most of these commands from your system.

## 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:



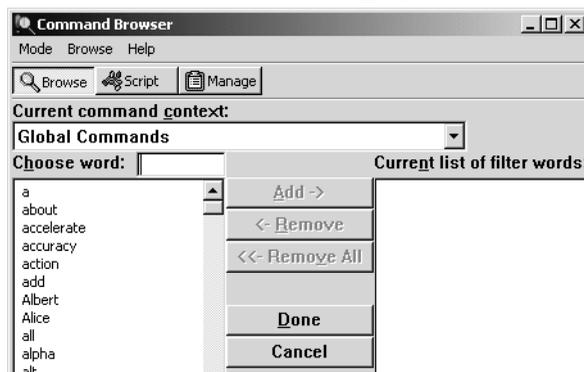
There may be more than one entry for any given application. Each entry is defined by *Application Name - Window Caption*. For example, Microsoft Outlook 2000 - Message (Rich Text) would show you the commands available in the following Outlook Message window:



### 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 Filter button. This displays the Choose Word screen:



- 3 Type or dictate in the specific command(s) you are looking for, one word at a time, in the "Choose Word" box.
- 4 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.

**If you type or dictate a word and nothing happens, this means that the word is not valid in any command in the current context.**

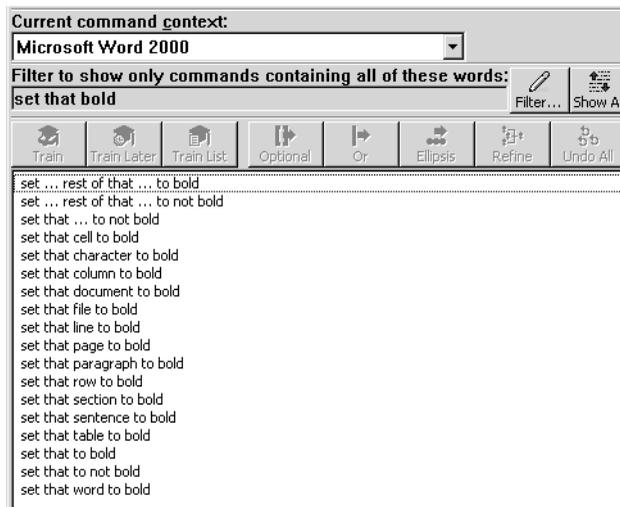
- 5 When you are finished adding keywords, click or say "Done" or press or say "Enter". This displays the commands containing the words you entered, if any.

**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 Find 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"> <li>■ command mode on</li> <li>■ dictation mode on</li> <li>■ numbers mode on</li> <li>■ spell mode on</li> </ul>
 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"> <li>■ close list</li> <li>■ close the list</li> </ul>
 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>close [the] (window   dialog   component)</i> . This expands to: <ul style="list-style-type: none"> <li>■ close component</li> <li>■ close dialog</li> <li>■ close the component</li> <li>■ close the dialog</li> <li>■ close the window</li> <li>■ close window</li> </ul>

BUTTON	ACTION	EXAMPLE
 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"> <li>■ command mode off.</li> <li>■ dictation mode off.</li> <li>■ numbers mode off.</li> <li>■ spell mode off</li> </ul>
 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 "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 "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 "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 "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
 Edit button	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.
 New Copy button	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.

**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 "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 "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 "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 "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

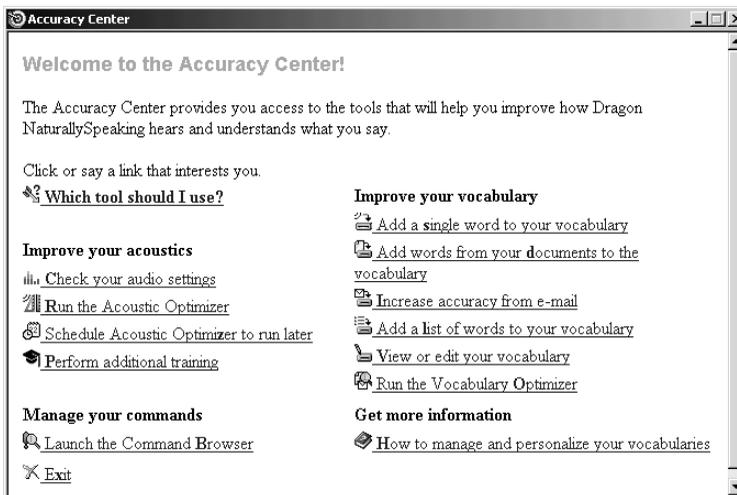
As you speak to Dragon NaturallySpeaking, it makes its best estimate as to what you are saying and it will make some mistakes. This chapter describes what you can do to improve your recognition accuracy.

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

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## 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.

## 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. This has several advantages over normal adaptation and correction:

- The Acoustic Optimizer uses much more data to enhance the user file and is therefore more accurate.
- The Acoustic Optimizer allows you to change your mind about saving corrections and supplemental training to your user file if you find that your recognition accuracy is not enhanced or is even degraded by your changes.
- Because it can take as long as an hour to incorporate the acoustic data into your user files, you can plan to run the Acoustic Optimizer at the most convenient time for you.

If you plan to run the Acoustic Optimizer, be sure that the "Store corrections in archive" option is selected on the Miscellaneous 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.

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

several hours to complete its work, so run it at the end of your workday or when you don't need to use the computer for other tasks.



▲ 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.

To schedule the Acoustic Optimizer, click or say “Schedule Acoustic Optimizer to run later” from the Accuracy Center. Use the lists to set the date and time you want the Acoustic Optimizer to run and click OK.

**NOTE** *If your operating system requires a password to run (such as Windows NT, Windows 2000, or Windows XP) a dialog box will appear asking for your Windows user name and password. This dialog box will not appear if you are using Windows 98 or Windows ME. Dragon NaturallySpeaking does not store this username or password.*

## 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

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### 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.

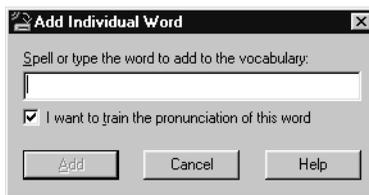
## Tools to improve your vocabulary

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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 a single word to your vocabulary." 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)
- Unexpected capitalizations of words found in the active or backup dictionaries, for example, “I’ll see you at the Meeting today”
- 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

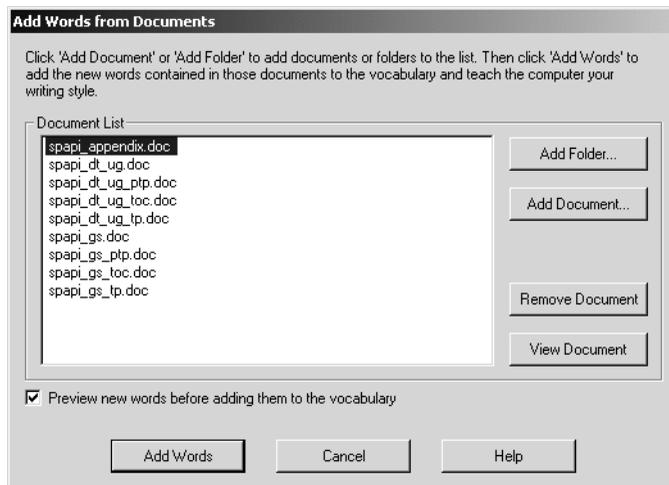
**NOTE** *The program expects to find capitals at the beginning of sentences, or in a sequence of words that are all capitalized or have initial caps, such as a book title. It does not expect to find capitals in the middle of words or sentences.*

This procedure will not add words written entirely in lowercase that are not in the backup dictionary.

### 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.

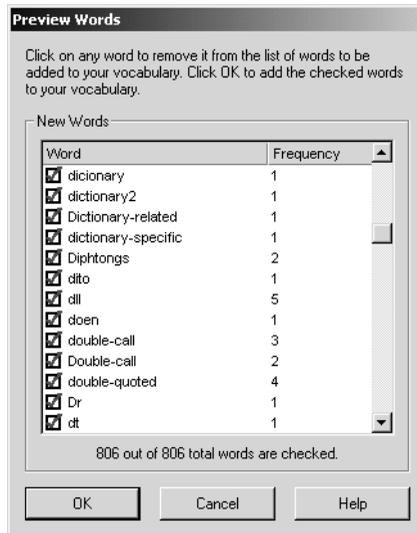
- 1 From the Accuracy Center, click or say “Add words from your documents to the vocabulary”. This displays the Add Words from Documents dialog box.
- 2 Click or say “Add Document.” Navigate to the documents you want to add and select them. For example:



- 3** (optional) Click or say “*Add Folder.*” This will add all the documents in the folder you select.

**TIP** *Once you have selected the documents, you can often achieve very good results by skipping directly to Step 6.*

- 4** (optional) To view any document in the list, select it and click or say “*View Document.*”
- 5** (optional) Check or say “*Preview new words before adding them to the vocabulary*” to open the Preview Words dialog box and display the new words found in the document.
- 6** When you are finished, click OK to continue with the Add Words process.
- 7** (optional) 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”).
- 8** Click “Done” to scan the documents for the words you want to add to the vocabulary. Your speech files will be updated and saved automatically.

## 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:

APPLICATION:	SUPPORTED IN:
Microsoft® Outlook® Express	Standard and higher editions
Microsoft® Outlook®	Professional and higher editions
Lotus® Notes®	Professional and higher editions

### To add contact names:

- From the Accuracy Center, click or say “Add contact names to the vocabulary.” The Increase Accuracy from E-mail dialog box opens. Click Next to continue.
- 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:

**Choose Options**

E-mail sources:

Name	Last Scan
<input checked="" type="checkbox"/> Lotus Notes	...
<input type="checkbox"/> Microsoft Outlook	12/4/2002 12:05:17 PM
<input type="checkbox"/> Outlook Express	...

Add contact names from e-mail to the vocabulary (recommended)

Improve my speech files from my e-mail writing style (recommended)

Consider e-mail written since my last scan

Consider all e-mail

- 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.
- 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.
  - 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.

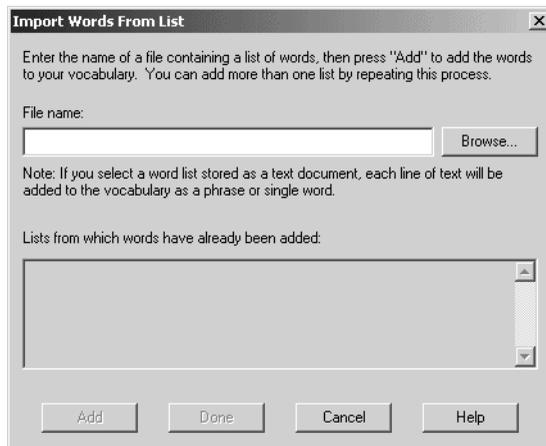
- 5 For each contact you selected to train, Dragon NaturallySpeaking brings up the Train Words dialog, where you can speak the name of the contact. Once you train a name, the next name you selected appears in the dialog box until you have trained the entire list of selected names.
- 6 Once you are done, 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.



- 3 Click Browse and select the .TXT file that contains the new words you want to add.
- 4 Click Add. 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.

- 6 When you've finished selecting and processing the documents you want, click Done.

## 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

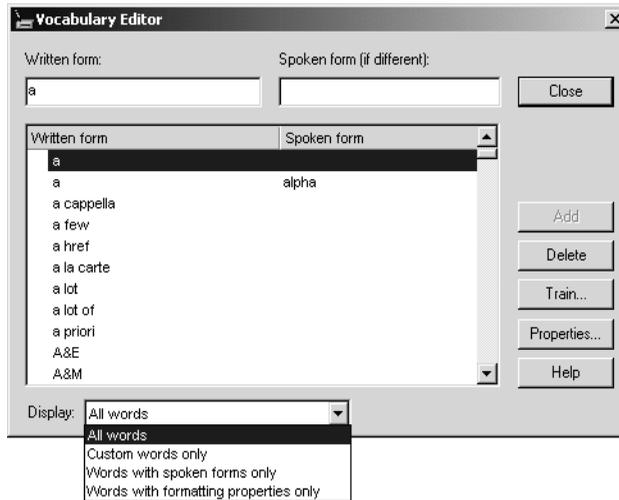
- Add words that are spoken one way but written a different way. This feature lets you add a word that, for example, types your phone number whenever you say "phone number line."
- Change the formatting properties of a word, such as whether Dragon NaturallySpeaking should type a space before or after the word. You can do this by using the Word Properties dialog box. See "Changing word properties" on page 126.

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. The Vocabulary Editor displays.



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 “Show 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.*

- 2 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 (as in the example pictured). If so, see “View or edit your vocabulary” on page 123.
- 3 Click Add
- 4 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 123.)*

- 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

WRITTEN FORM	SPOKEN FORM
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 you 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.

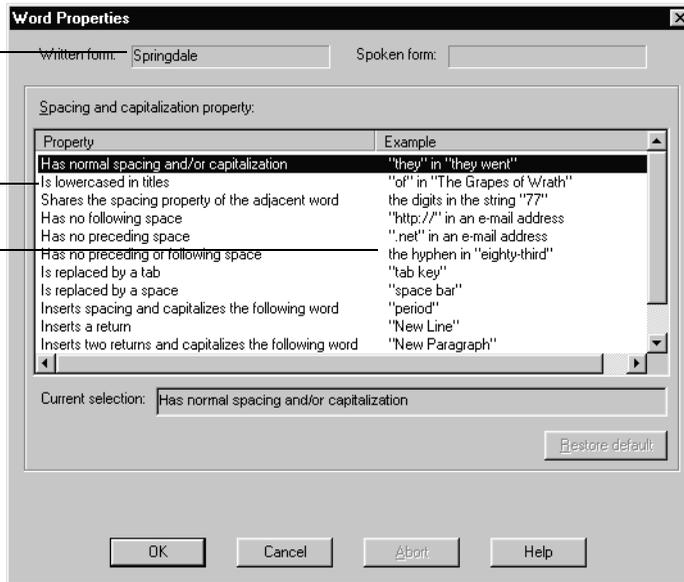
### To change the properties of a word:

- 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.



**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.

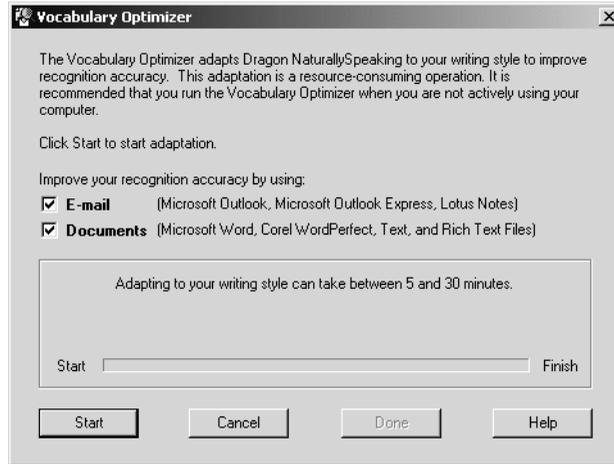
## Run the Vocabulary Optimizer

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.

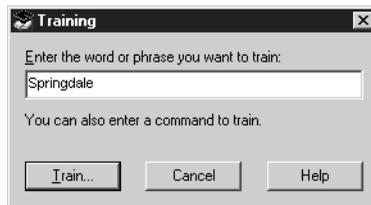
## Training a word or command

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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:

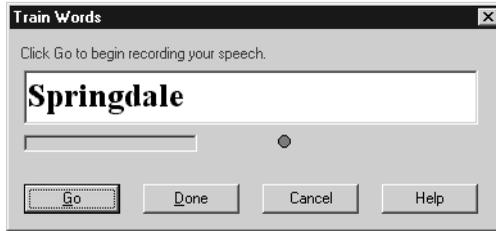
- 1 Click Train on the Words menu of the DragonBar to open the Training dialog box.
- 2 Type the word or command you want to train (capitalization does not matter).



▲ 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*

**M**ore 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 (whether you want one or two spaces after a period or a full stop, for example).

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.

## **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.

### **To create a new user:**

- 1** From the NaturallySpeaking menu, select Manage Users.
- 2** In the Manage 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 From the NaturallySpeaking menu, select Manage Users.
- 2 Click Open User from the NaturallySpeaking menu.
- 3 Select Browse and pick the appropriate location.
- 4 Click New to create the user. Follow the steps in the New User Wizard.

## Viewing user properties

Opens the User Properties dialog box, where you can view information about the selected user, including the language, dictation source, speech model, and what steps you have taken to set up this user.

Use this dialog box to view information about a user, including the language, dictation source, speech model, and what steps you have taken to set up this user. Open this dialog box by selecting a user on the Manage User dialog box and clicking Properties.

# 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 Users.
- 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.

## 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 export and then import that user. NaturallySpeaking will prompt you to change the name. You can then delete the user under the old username. See page 136 for more information.

## 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."

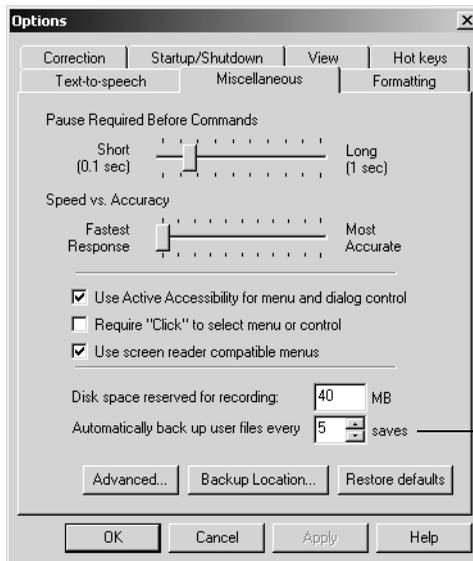
If you want to delete the current user, you must close it first by opening a different user. There must be at least one user on the computer, so if you've got only one, you can't delete it.

**NOTE** Always use the Delete button to delete users. Don't 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, point to Advanced, click Options, and then click the Miscellaneous tab.



*Change this number to set how often you want to back up your speech files automatically.*

### To back up a user:

You can only back up the current user. You cannot back up a user simply by selecting it in the Manage Users dialog box; you must open the user first.

- 1** From the NaturallySpeaking menu, select Manage Users.
- 2** In the Manage Users dialog box, select the user you want to back up.
- 3** Select Backup from the From the File menu. The File menu is located in the upper left corner of the Manage Users dialog box.

Dragon NaturallySpeaking makes a backup copy in a default location on your computer.

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 Select Restore from the From the File menu. The File menu is located in the upper left corner of the Manage Users dialog box.

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

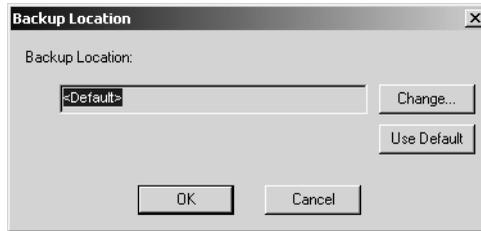
You can specify where NaturallySpeaking stores your user files and backs them up. You can define any location for which you have read and write permissions, including portable or removable drives and CD burners.

**NOTE** *You can use a network device for the backup location but not for a portable user location.*

To set a back up location:

- 1 Select Options from the Tools menu
- 2 Select the Miscellaneous tab.

- 3 Select the Backup Location button. This displays the Backup Location dialog box:



- 4 Click Change to pick a different location. This displays the “Browse for Folder” dialog box.
- 5 Select the location where you want to back up your user files and click OK. The default backup location is  
C:\Program Files\ScanSoft\NaturallySpeaking\Users\user\_name\

## Importing and exporting users

---

Importing and exporting users is available only in the Preferred and higher editions.

### To export a user:

- 1 From the NaturallySpeaking menu, select Manage Users.
- 2 In the Manage Users dialog box, select the user you want to export.
- 3 Select Export from the From the File menu. The File menu is located in the upper left corner of the Manage Users dialog box. This displays the “Browse for Folder” dialog box.

Dragon NaturallySpeaking makes a backup copy in a default location on your computer.

## *Using Portable Recorders (Preferred and higher)*

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® recorders, including the Sony® Memory Stick® IC recorder ICD-MS, the Sony® IC recorder ICD-BP, and the Sony® ICD-R100.
- Many Panasonic recorders, including RR-US and RR-XR series.
- 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.)

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® ICD-BP recorder, you must install the Sony® Digital Voice Editor software. For more information, see the documentation that came with your recorder.
- Sony® Memory Stick™ IC Recorder ICD-MS, you must install the Sony® Memory Stick™ Voice Editor or the Sony® Digital Voice Editor Version 2.01. For more information, see the documentation that came with your recorder.
- Sony® ICD-R100 recorder, you must install the ICD-PCLINK 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.
- A Pocket PC (for example, a Compaq iPAQ), you must install the ScanSoft Voice Recorder software. See below for more information.
- A Dragon NaturallyMobile recorder, you can install the Voice It® Link software, which is not required, but can enhance the recorder's usability. This software is available on your Dragon NaturallySpeaking CD but it is not automatically installed when you install Dragon NaturallySpeaking. See below for more information.

Use the Voice It® Link software to perform functions for your Dragon NaturallyMobile recorder that you can't perform from the Dragon NaturallySpeaking Transcribe dialog box. Note that for normal transcription from the Dragon NaturallyMobile recorder, you don't need to have this software installed.

### 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/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** 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.

### **Dragon NaturallyMobile recorder: Installing Voice It Link**

- 1** Put the Dragon NaturallySpeaking CD in the CD-ROM drive of your computer.
- 2** Using Windows® Explorer, go to the VOICEIT folder of the Dragon NaturallySpeaking CD. The folder is on the top-level directory of the Dragon NaturallySpeaking CD.
- 3** Double-click Setup and follow the instructions of the Setup Wizard.

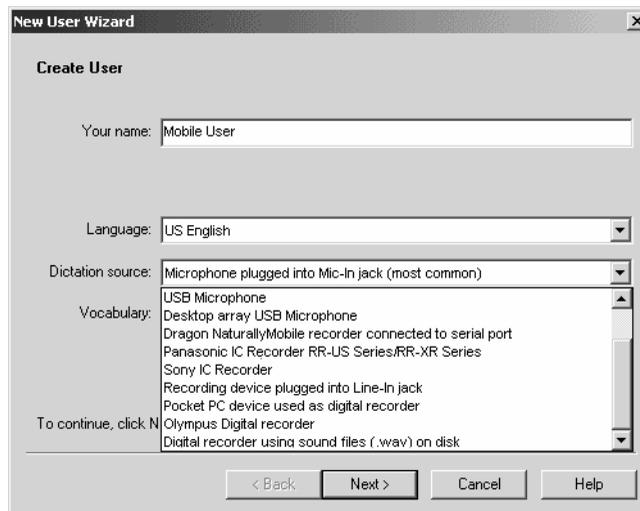
## Creating a user adapted to your recorded speech

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.

### 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.

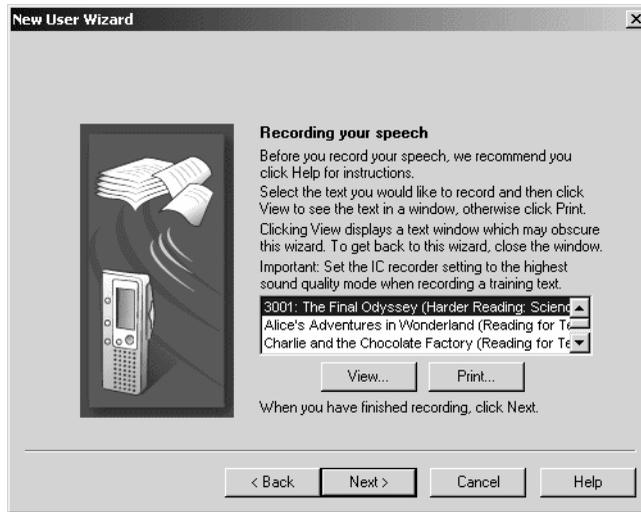
DICTATION SOURCE	HOW TO PROCEED
Dragon NaturallyMobile recorder connected to serial port	Use the recorder as a microphone attached to your computer with the supplied serial cable. Do not proceed any further with the training instructions in this chapter. Instead, use the instructions for new user training that begin on page 13. Also see "Using the Dragon NaturallyMobile recorder as a microphone" on page 151.
Sony® IC recorders	Go to step 4.
Panasonic IC recorder	Go to step 4.
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 text 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® Memory Stick™ IC Recorder ICD-MS	Click the "Sony Memory Stick Voice Editor" or "Sony Digital Voice Editor" button and follow the instructions on the screen.
Sony® ICD-BP recorder	Click the "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.
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	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.
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 148.

## Transcribing recorded dictation

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### 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, 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 Pocket PC, Panasonic IC recorder, or a Sony 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:)

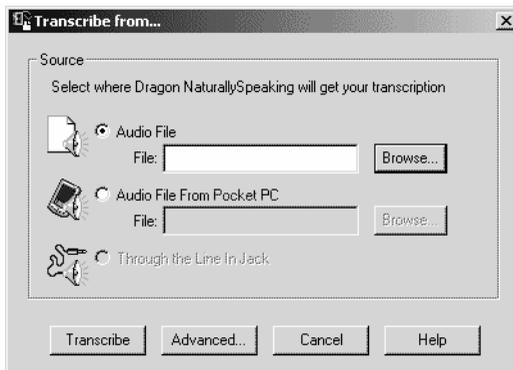


Click the recorder icon.

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 148.

#### Transcribe From... dialog box

If you have recorder 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.

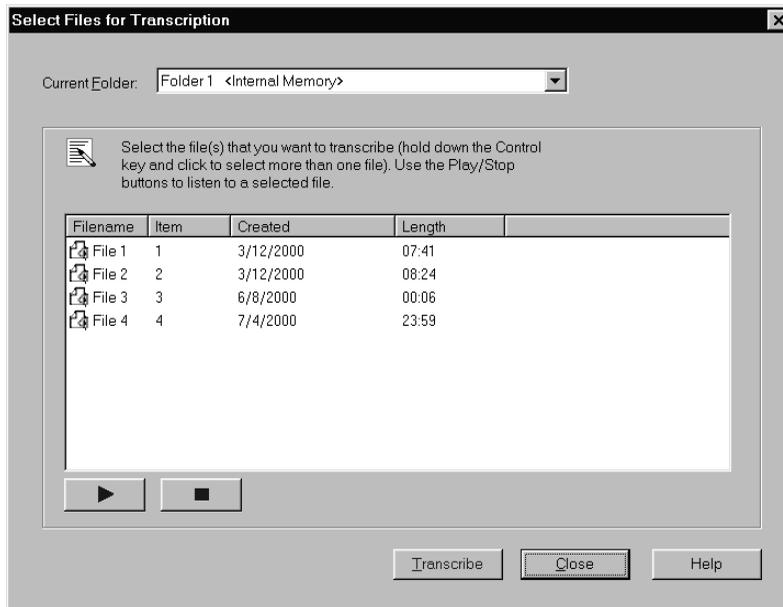
If you want to change the target window of the transcription, specify which commands Dragon NaturallySpeaking will understand or change the recorder-specific options and click the Advanced button. For a more detailed description of the options, see the “The Advanced Settings dialog box” on page 148.

**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 150.

### 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.uwv 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 .uwv format from the this dialog box. To transcribe .wav or .aur 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.*

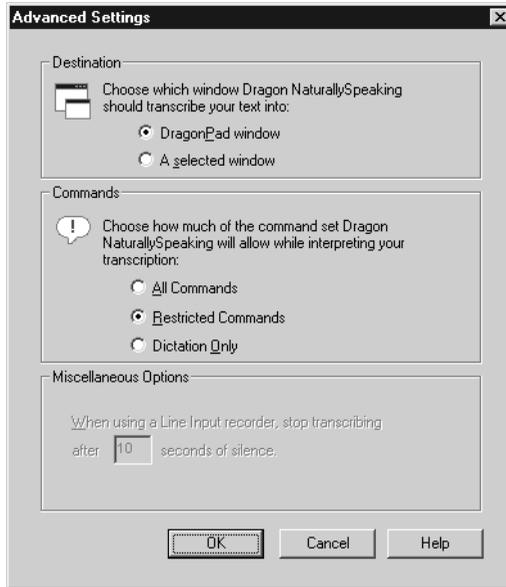
## Drag-and-drop transcription

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 144.
- “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.
- If you are having difficulties transcribing text from the Dragon NaturallyMobile recorder, consult the troubleshooting section of the online Help files for the Voice It® Link software. See the procedure “Dragon NaturallyMobile recorder: Installing Voice It Link” on page 139 for information on installing the Voice It® Link software.

## Correcting mistakes

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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 higher)*

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 four 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)

**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 215.*

**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 123. 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...
Essentials & Standard	Not supported
Preferred	The creation of Text and Graphics commands only.
Professional and above	All custom command types

## Viewing and editing commands

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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

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There are two ways to create a new command:

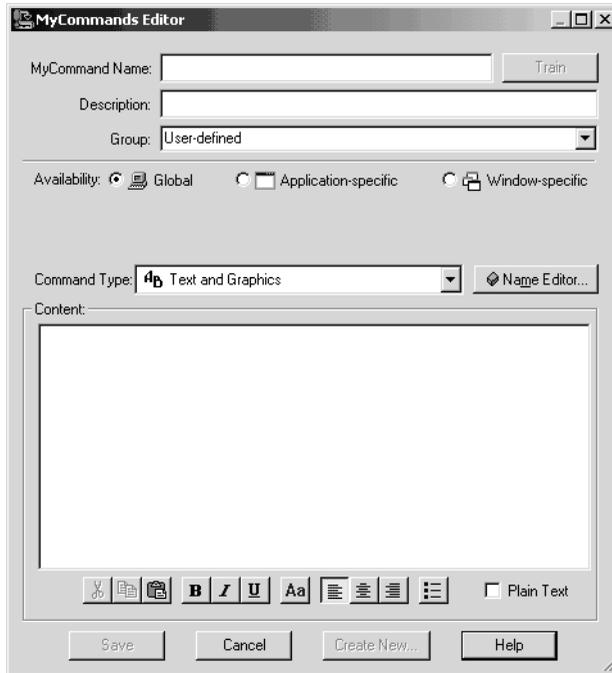
- Using the Command Browser. For more information, see “Creating a new command” on page 110.
- Select Tools>Add New Command from the DragonBar.

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.*

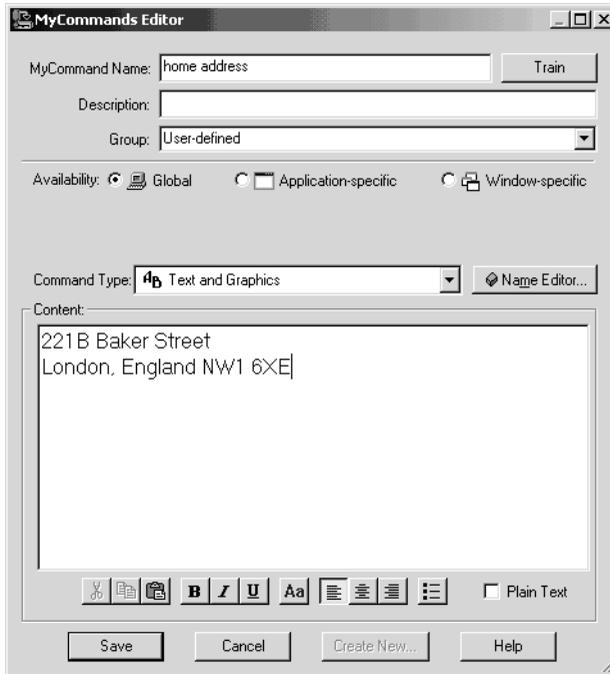
## Creating Text and Graphics commands (Preferred and higher)

To create a Text and Graphics command, begin by following the steps in “Creating new commands” on page 154. 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 (.RTF format) text 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

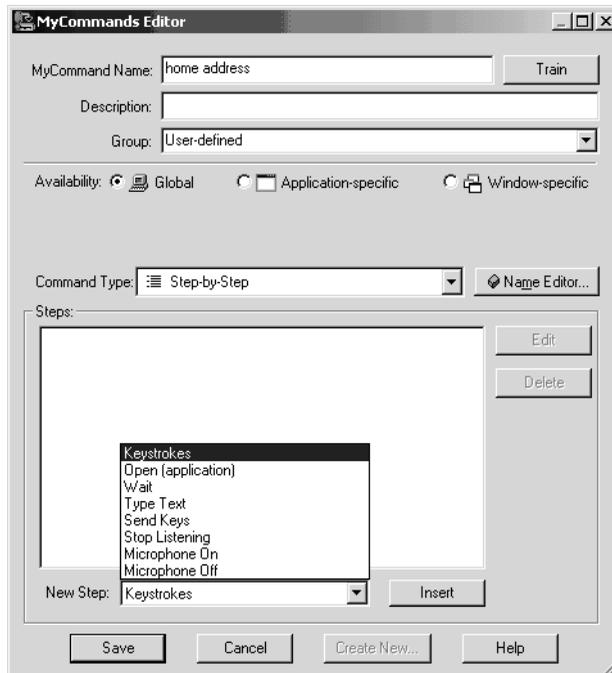
does not accept keystrokes. Also, application-specific commands work only in the specific applications for which they were defined.

- 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 154. 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.

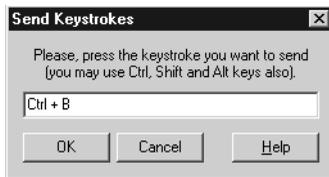
There are eight different types of steps:

- **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."*

## Deleting custom commands

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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 111.

## Importing and exporting commands

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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 112.

## 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.

For more information, see “Changing the command group and availability” on page 113.

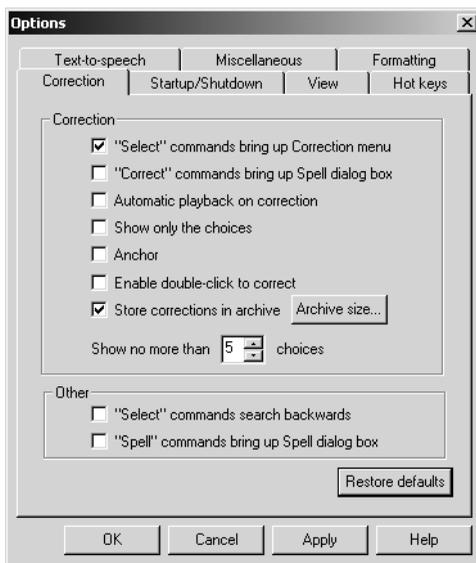
# Customizing Dragon NaturallySpeaking

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: causes the Correction menu to appear every time you select a word or phrase using "Select" in the text you are dictating.
- "Correct" commands bring up Spell dialog box: causes the Spell dialog box to appear every time you correct a word or phrase using "Correct" in the text you are dictating.
- Automatic playback on correction: automatically enables the playback of your dictation when you make a correction.
- Show only the choices: displays only the alternative words or phrases on the Correction menu rather than the additional commands. This reminds you of what you can say as well as taking up less space on your screen.
- Anchor: locks the Correction menu in its current location until you drag it to a new location. Clearing this box lets the Correction menu float around the window as you select text by voice.
- Enable double-click to correct: opens 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. Not available in all applications.
- 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 30 minutes of stored corrections (the minimum size) to 180 minutes of stored corrections (the maximum).
- Show no more than n choices: Controls the maximum number of choices that can appear in the Correction menu.

**TIP** *If you find that the Correction menu often does not contain the correct word, try increasing the number of choices displayed.*

### Other options

The second group of options in this dialog box lets you set additional correction preferences.

- "Select" commands search backwards: causes the selection commands ("Select <text>" and "Select Again") to 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.

- "Spell" commands bring up Spell dialog box: causes the Spell dialog box to appear when you speak a spelling command ("Spell <text>" or "Spell That <text>"). If you pause after saying the command "Spell" the Spell dialog box will appear even if this box is not selected.

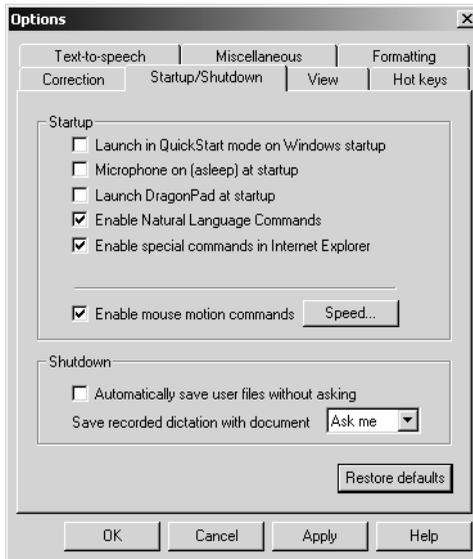
For more information about spelling commands, see "Spelling as you dictate" on page 52.

### Restore defaults

Click this button to restore the values of the Correction tab to what they were when you installed Dragon NaturallySpeaking.

## Startup/Shutdown options

Use this tab to set options that control Dragon NaturallySpeaking when it starts and when you exit the program. Unless otherwise indicated, changing these options only affects the current user; any other users keep their existing settings.



### Startup options

- Launch in QuickStart mode on Windows startup: causes 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 loaded 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. See page 25 for more information.

- **Microphone on (asleep) at startup:** 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. This option is useful if you have a trouble using the keyboard.
- **Launch DragonPad at startup:** opens DragonPad when you first start Dragon NaturallySpeaking.
- **Enable Natural Language Commands:** allows the use of commands you can use with most word processors. This feature uses an additional 16 megabytes of memory. Preferred and higher editions.
- **Enable special commands in Internet Explorer:** allows the use of commands designed specifically for use with Internet Explorer. Any change to this option does not take effect until you restart Dragon NaturallySpeaking and then start Internet Explorer.
- **Enable mouse motion commands:** allows 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). The mouse motion commands are useful if you have problems using the mouse.

For more information on mouse motion commands, see "Moving the pointer with the mouse motion commands" on page 38.

### **Shutdown options**

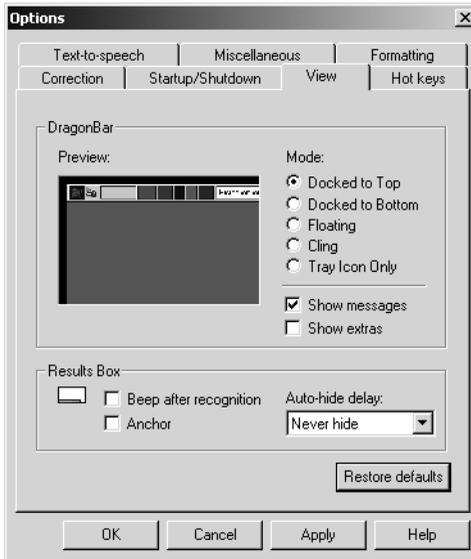
- **Automatically save user files without asking:** saves your user files when exiting Dragon NaturallySpeaking without displaying a dialog box asking you to confirm that you want the user files saved.
- **Save recorded dictation with document:** Use this list to have Dragon NaturallySpeaking always 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. Saving dictation can take up a lot of disk space, possibly over a megabyte per minute of speech. (Professional and higher editions).

### **Restore defaults**

Clicking this button restores the values of the Startup/Shutdown 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

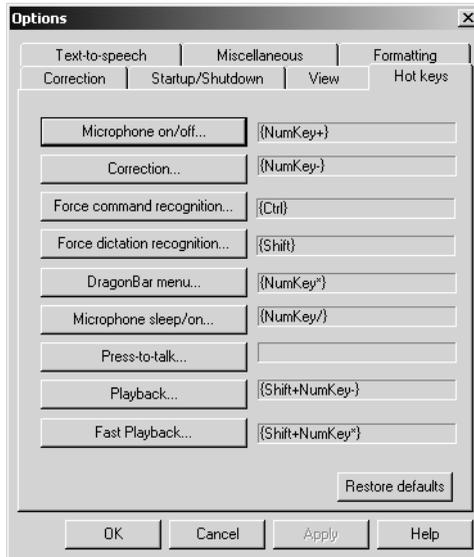
- Beep after recognition: Dragon NaturallySpeaking beeps each time it recognizes a word or phrase.
- Anchor: Locks the Results box in its current location until you drag it to a new location. Clear this check box to allow the Results box to float around the window as you dictate.
- Auto-hide delay: Adjusts 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 key 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.

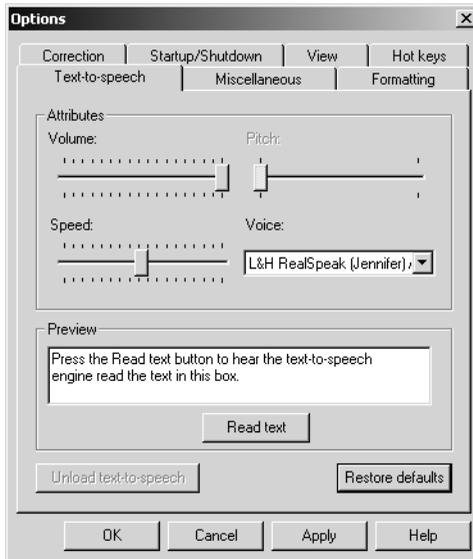
### Restore defaults

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

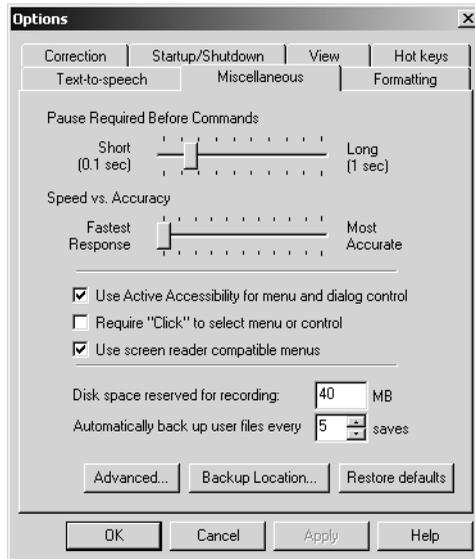
Removes the text-to-speech engine from memory. Dragon NaturallySpeaking loads the text-to-speech engine the first time you use a text-to-speech command after starting Dragon NaturallySpeaking. The text-to-speech engine should not affect performance, so generally you will not need to unload it.

### 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.



- **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.
- **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 Active Accessibility for menu and dialog control:** Selecting this check box 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.

- **Require "Click" to select menu or control:** requires you to speak the word "Click" to select a menu command or Windows control. By default, this feature is turned off.
- **Use screen reader compatible menus:** allows a screen reader to read menu items out loud to vision-impaired users. Some of 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.

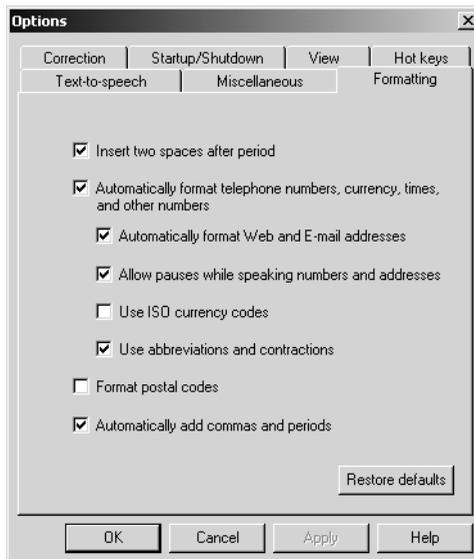
- **Disk space reserved for recording:** Adjusts the amount of disk cache space set aside for any overflow from your computer's memory (RAM) of your actual dictation. Increase the amount of disk space if you want to save more dictation data. If you do not want to keep your dictation (to conserve disk space) set the amount to 0 MB.
- **Automatically back up user files every "n" saves:** Adjusts how often your user files are automatically backed up. See “Backing up and restoring a user” on page 134 for instructions.
- **Backup Location:** Click this button to open a dialog box in which you can specify where the program will store backup user files. The default location is the Natspeak folder although you can define any location for which your version of Windows has both read and write permission, including portable devices such as Zip drives and CD burners.

### 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.



- **Insert two spaces after period:** Adds two spaces after the end of a sentence. Clear this check box to add only one space.

- Automatically format telephone numbers, currency, times, and other numbers: Turns on automatic number formatting, which lets you dictate numbers in a natural manner. If this option is not selected you must dictate most numbers, including time, telephone numbers, and currency, by explicitly specifying the digits and format characters such as commas, periods, or dollar signs. Note that the exact formatting 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 four options are available only if the "Automatically format telephone numbers, currency, times, and other numbers" option is selected.

- Automatically format Web and E-mail addresses: 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.
- Allow pauses while speaking numbers and addresses: Allows number formatting to work if you pause while speaking a number.
- Use ISO currency symbols: Select this box to have Dragon NaturallySpeaking use the currency character and format specified on the Currency tab of the Regional Settings tool in your Windows Control Panel. You can open your Windows Control Panel by clicking Start on the Windows task bar, and then clicking Control Panel.
- Use abbreviations and contractions: Select this box to have Dragon NaturallySpeaking recognize contractions and most standard abbreviations 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."

### Other Options:

- Format postal codes: Allows automatic formatting of Canadian and UK postal codes in your dictation.
- Automatically add commas and periods: tells Dragon NaturallySpeaking to add commas and periods (full stop outside US/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 they should, 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. Even with this setting turned on, you can still dictate punctuation.

### Restore defaults

The Restore defaults button restores the values of the Formatting tab to what they were when you installed Dragon NaturallySpeaking.





## *Commands List*

**T**his appendix lists some of the Dragon NaturallySpeaking commands. Most of the commands listed here are described in detail elsewhere in this guide. For more information about commands, follow the page references provided throughout the appendix. This appendix does not list all the Dragon NaturallySpeaking commands. To see many more commands, use the Sample Commands window (see page 21) and the Command Browser (see page 103).

### Which commands work in which programs?

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Some commands work only in certain types of programs. For example, “*Set Font Bold*” works only in programs where you can make text bold. The best way to find out if a command works in your application is to try it within an application. You can also use the Command Browser to see if a command will be recognized in your application. See page 103 for more information on the Command Browser.

**TIP** *If you say a command that does not work in the program you are using, the DragonBar may show a message, for example, “Formatting commands cannot be used here.”*

## Controlling the microphone

<b>SAY</b>	<b>TO</b>
Go to Sleep or Stop Listening	Make the microphone stop listening temporarily.
Wake Up or Listen to Me	Reactivate the microphone when it's sleeping.
Microphone Off	Turn the microphone off. (You cannot turn it back on by voice.)

## Controlling the DragonBar

<b>SAY</b>	<b>TO</b>
Give Me Help	Open the Dragon NaturallySpeaking online Help.
Display Sample Commands	See a list of available commands in the currently open applications.
Save Speech Files	Save your user files.
Select Tray Icon Only Mode	Hide the DragonBar. You can show it by clicking on the microphone icon in the system tray (on the lower right of most computer screens) and choosing Restore Previous DragonBar mode.
Manage Users	Open the Manage Users dialog box.
Train My User	Perform additional training to improve accuracy.
Check Audio	Open the Audio Setup Wizard.
Show The Accuracy Assistant	Open the Accuracy Assistant window.
Open Accuracy Center	Open the Accuracy Center window.
Bring Up Command Browser	Open the Command Browser window.
Create Command	Make a new command.
Modify Custom Commands	Change an existing command.
Edit Vocabulary	Open the Vocabulary Editor.
View NaturallySpeaking Options	Open the Options dialog box.

<b>SAY</b>	<b>TO</b>
Show Extras Bar	Display the Extras toolbar on the DragonBar.
Hide Extras Dar	Removes the Extras toolbar
Start DragonPad or Open DragonPad	Open the DragonPad word processor.
Give Me Help	Display Dragon NaturallySpeaking online Help.
What Can I Say	Display the Sample Commands List.
Close NaturallySpeak- ing	Exit the Dragon NaturallySpeaking program.

## Controlling the DragonPad

<b>SAY</b>	<b>TO</b>
Save Document	Save the current document.
Save File As	Save the current document in a different location or using a different name.
Print Document	Print the current document.
Print Page 1 to 3	Print the page range you specify.
Display Toolbar	Display the DragonPad toolbar.
Start Playback	Have your dictation played back to you.
Find Word	Use the Find tool.
Quit DragonPad	Exit the DragonPad.

## Adding paragraphs, lines, and spaces

<b>SAY</b>	<b>TO</b>
New Line	Press the ENTER key once.
New Paragraph	Press the ENTER key twice. (Capitalizes the next word automatically.)
Tab Key	Press the TAB key.
Space Bar	Press the space bar.

## Selecting text

### Selecting specific words

SAY	TO
Select <i>glass</i>	Select a specific word or words that are visible on screen, in this example, the word <i>glass</i> .
Select Again	Select the same text again but in a different place that is also visible on screen.
US/Canada: Select <i>It was Through night</i> Other Dialects: Select <i>It was To night</i>	Select a range of words visible on screen. In this example, <i>It was a dark and stormy night</i> is the selected text.
Unselect That	Unselect (clear) selected text.

For more information about these commands, see “Selecting text by voice” on page 45.

### Selecting an entire line or paragraph

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

For more information about these commands, see “Selecting an entire paragraph or line” on page 47.

### Selecting a word or character

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

**TIP** You can also say “Select Word,” “Select Line,” “Select Paragraph,” or “Select Character.”

For more information about these commands, see “Selecting a word or character” on page 47.

**Selecting a document**

<b>SAY</b>	<b>TO</b>
Select Document or Select All	Select all the text in your document.

**Correcting text**

<b>SAY</b>	<b>TO</b>
Select [text]	Select the text you specify and display the Correction menu.
Select That	Select the last utterance.
Correct That	Correct the selected text or the wrong utterance.
Spell	Spell a word (brings up the Spell dialog box).
Spell <i>g-l-a-s-s</i>	Spell the next word, in this example, <i>glass</i> .
Spell That <i>g-l-a-s-s</i>	Correct either the last thing you said or selected text by spelling the correction, in this example, <i>glass</i> .

For more information about these commands, see “Correcting mistakes” on page 41 and “Spelling as you dictate” on page 52.

**International Communications Alphabet**

When spelling in the Spell dialog box, you can use the International Communications Alphabet to enter letters. For a complete list of alphabet choices, see the online Help.

<b>FOR</b>	<b>SAY</b>	<b>FOR</b>	<b>SAY</b>
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	Juliett	w	Whiskey

FOR	SAY	FOR	SAY
k	Kilo	x	Xray
l	Lima	y	Yankee
m	Mike	z	Zulu

**NOTE** When spelling, you can also say “letter,” as in “letter alpha,” or “a as in alpha.”

### Publishing symbols

When spelling in the Spell dialog box, you can enter the following special characters by voice. (If the program has trouble recognizing a character, try using the longest available spoken form.)

TO ENTER	SAY
™	trademark sign or trademark
©	copyright sign or copyright
®	registered trademark sign or registered trademark or registered sign or registered
†	dagger
‡	double dagger
¶	paragraph sign or paragraph
§	section sign or section
—	em dash
–	en dash
-	soft hyphen
(nonbreaking space)	nonbreaking space or nonbreakable space or no break space or unbreakable space

### Currency symbols

When spelling in the Spell dialog box, you can enter the following special characters by voice. (If the program has trouble recognizing a character, try using the longest available spoken form.)

TO ENTER	SAY
\$	dollar sign or dollar
¢	cent sign or cent
£	pound sterling or sterling or sterling sign
¥	yen sign or yen
€ (or EUR)	euro sign or euro

TO ENTER	SAY
f	guilder sign or guilder
¤	general currency or general currency sign or international currency or international currency sign

### Accented and international characters

When spelling in the Spell dialog box, you can enter the following special characters by voice. (If the program has trouble recognizing a character, try using the longest available spoken form.)

TO ENTER	SAY
´ (acute)	accent acute or acute
` (grave)	accent grave or grave or backquote
~ (tilde)	accent tilde or tilde
¨ (umlaut)	accent umlaut or umlaut or dieresis
^ (circumflex)	accent circumflex or circumflex
¸ (cedilla)	accent cedilla or cedilla
á, Á, é, É, í, Í, ó, Ó, ú, Ú, ý, Ý	a accent acute or a acute Cap e accent acute or Cap e acute and so on
à, À, è, È, ì, Ì, ò, Ò, ù, Ù	a accent grave or a grave Cap e accent grave or Cap e grave and so on
ã, Ã, ñ, Ñ, õ, Õ	a accent tilde or a tilde Cap n accent tilde or Cap n tilde and so on
ä, Ä, ë, Ë, î, Î, ö, Ö, ü, Ü, ÿ, Ý	a accent umlaut or a umlaut Cap e accent umlaut or Cap e umlaut and so on
â, Â, ê, Ê, î, Î, ô, Ô, û, Û	a accent circumflex or a circumflex Cap o accent circumflex or Cap o circumflex and so on
ç, Ç	c accent cedilla or c cedilla Cap c accent cedilla or Cap c cedilla
å, Å	a angstrom Cap a angstrom
¡	inverted exclamation point or inverted exclamation mark
¿	inverted question mark
«	open angle quotes or begin angle quotes US/Canada: open euro quotes

TO ENTER	SAY
»	close angle quotes or end angle quotes US/Canada: close euro quotes
ß	eszet or German sharp or German sharp s or sharp s
œ	oe ligature or ligature oe or oe diphthong
æ	ae ligature or ae diphthong or ligature ae
ð	Icelandic eth or eth
þ	Icelandic thorn or thorn
º	masculine ordinal
ª	feminine ordinal
š	s wedge
„	double comma

### Mathematical symbols

When spelling in the Spell dialog box, you can enter the following special characters by voice. (If the program has trouble recognizing a character, try using the longest available spoken form.)

TO ENTER	SAY
¼	one quarter sign or one quarter or quarter sign or quarter
½	one half sign or one half or half sign or half
¾	three quarters sign or three quarters
×	multiply sign or multiply or times sign or times
÷	divide sign or divide
±	plus or minus sign or plus or minus or plus minus sign or plus minus
‰	per thousand or per mille
¦	broken vertical bar
¬	logical not sign or logical not or not sign or not
¯	macron sign or macron
°	degree sign or degree
¹	superscript 1
²	superscript 2 or squared or square
³	superscript 3 or cubed or cube
µ	Greek mu or micro

TO ENTER	SAY
∅	o slash
.	centered dot or middle dot or center dot
,	alternate comma

## Deleting and undoing

SAY	TO
Delete That	Delete selected text. <i>(For more information, see “Deleting specific words” on page 51.)</i>
Backspace	Press the BACKSPACE key. To press it more than once, say <i>Backspace 2</i> , <i>Backspace 3</i> , and so on (up to 20).
Undo That or Undo Last Action	Undo the last action.
Scratch That	Erase the last thing you said or selected text. You can say “Scratch That” up to 10 times to keep erasing previous words or phrases. <i>(For more information, see “Deleting the last words you dictated” on page 50.)</i>
Resume With <i>Dear Susan</i>	Search backward to find a specific word or words, so you can continue dictating from that point. In this example, resume dictating with <i>Dear Susan</i> . <i>(For more information, see “Going back as you dictate” on page 50.)</i>

## Deleting the next or previous line or paragraph

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

For more information about these commands, see “Deleting the next or previous paragraph or line” on page 51.

### Deleting the next or previous word or character

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

For more information about these commands, see “Deleting the next or previous word or character” on page 52.

## Moving around in a document

### Going to the top or bottom of a document

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

### Going to the top or bottom of a page

SAY	TO
Page Up	Move up one page (equivalent to pressing the PAGE UP key).
Page Down	Move down one page (equivalent to pressing the PAGE DOWN key).

For more information about these commands, see “Going to the top or bottom of a page or document” on page 48.

### Going to the beginning or end of a line

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

For more information about these commands, see “Going to the beginning or end of a line” on page 48.

### Placing the insertion point before or after a specific word

SAY	TO
Insert Before <i>glass</i>	Place the insertion point before a specific word or words that are visible on screen. In this example, the insertion point is placed before <i>glass</i> .
Insert After <i>glass</i>	Place the insertion point after a specific word or words that are visible on screen. In this example, the insertion point is placed after <i>glass</i> .
Insert Before That	Place the insertion point before selected text that is visible on screen.
Insert After That	Place the insertion point after selected text that is visible on screen.

For more information about these commands, see “Placing the insertion point before or after a specific word” on page 49.

### Moving up or down a paragraph

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

For example, you can say “*Move Up a Paragraph*” or “*Move Down 6 Paragraphs*.” For more information about these commands, see “Moving up or down a paragraph or line” on page 49.

**Moving up or down a line**

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

For example, you can say “*Move Up a Line*” or “*Move Down 6 Lines*.” For more information about these commands, see “Moving up or down a paragraph or line” on page 49.

**Moving right or left a word**

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

For example, you can say “*Move Right a Word*” or “*Move Forward 6 Words*.” For more information about these commands, see “Moving right or left a word or character” on page 49.

**Moving right or left a character**

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

For example, you can say “*Move Right a Character*” or “*Move Left 6*.” For more information about these commands, see “Moving right or left a word or character” on page 49.

## Copying, cutting, and pasting text

SAY	TO
Copy Selection	Copy selected text to the Clipboard.
Cut Selection	Cut selected text.
Copy That	Copy the selected text to the Clipboard.
Cut That	Cut the selected text.
Paste That	Paste the contents of the Clipboard.
Copy All to Clipboard	Copy all the text in your document to the Clipboard.

For more information about these commands, see “Copying, cutting, and pasting text” on page 50.

## Capitalizing text

### Capitalizing or uncapitalizing text already in your document

SAY	TO
Cap That or Capitalize That	Capitalize the selected text or the last thing you said.
Format That Capitals or Format That Initial Caps or Format That Cap or Format That Caps	Capitalize the selected text.
All Caps That	Make the selected text all capitals.
Format That All Caps or Format That Uppercase	Make the selected text all capitals.
No Caps That	Make the selected text lowercase.
Format That No Caps or Format That Lowercase or Uncapitalize That or Uncap That	Make the selected text all lowercase.

For more information about these commands, see “Capitalizing (or uncapitalizing) text already in your document” on page 63.

**NOTE** *In many applications the commands “Cap That,” “Capitalize That,” “All Cap That,” and “No Caps That” work on the selection and on the last thing you said. All other capitalization commands work only on selected text.*

### Capitalizing or uncapitalizing the next word you say

SAY	TO
Cap <i>glass</i> or Cap Next <i>glass</i>	Start the next word with a capital, in this example, <i>Glass</i> .
All Caps <i>glass</i>	Type the next word in all capitals, in this example, <i>GLASS</i> .
No Caps <i>Jack</i>	Type the next word in all lowercase, in this example, <i>jack</i> .
No Space <i>glass</i>	Type the next word without a space before it; for example, <i>window No Space glass = windowglass</i> .

For more information about these commands, see “Capitalizing text” on page 61.

### Capitalizing or uncapitalizing consecutive words

SAY	TO
Caps On	Turn initial caps on.
Caps Off	Turn initial caps off.
All Caps On	Turn all capitals on.
All Caps Off	Turn all capitals off.
No Caps On	Turn all lowercase on.
No Caps Off	Turn all lowercase off.
No Space On	Turn no spaces on.
No Space Off	Turn no spaces off.

For more information about these commands, see “Capitalizing text” on page 61.

### Hyphenating or compounding text

SAY	TO
Hyphenate That	Hyphenate either the last thing you said or the selected text.
Format That With Hyphens	Hyphenate the selected text.
Compound That	Compound either the last thing you said or the selected text.
Format That Without Spaces	Compound the selected text.

### Formatting text

#### Adding or removing bold, italics, and underlining

SAY	TO
Bold That	Apply bold to the selected text.
Italicize That	Apply italics to the selected text.
Bold Italicize That	Apply bold and italics to the selected text.
Underline That	Apply underlining to the selected text.
Restore That or Format That Plain or Format That Normal or Format That Regular	Remove formatting from the selected text.

For more information about these commands, see “Bold, italics, and underlining” on page 66.

#### Changing font face

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

For more information about these commands, see “Changing font face” on page 64.

**Changing font size**

<b>SAY</b>	<b>THEN</b>
Set Size	8
Format That Size	10 point
Set Font Size	12
	<i>any point size from 4 to 100, as well as 120</i>

For more information about these commands, see “Changing font size” on page 64.

**Changing font style**

<b>SAY</b>	<b>THEN</b>
Set Font	Bold
Format That	Italics
	Bold Italics
	Underline
	Strikeout
	Plain or Plain Text or Normal or Regular

For more information about these commands, see “Changing font style” on page 65.

**Changing a combination of font face, size, and style**

<b>SAY</b>	<b>THEN</b>	<b>THEN</b>	<b>THEN</b>
Set Font	Times	8	Bold
Format That	Times New Roman	10 point	Italics
	Times New Roman	<i>(any point size from 4 to 100, as well as 120)</i>	Bold Italics
	Arial	<i>(any point size from 4 to 100, as well as 120)</i>	Underline
	Courier	<i>(any point size from 4 to 100, as well as 120)</i>	Plain or Plain Text or Normal or Regular

For more information about these commands, see “Changing a combination of font face, size, and style” on page 65.

**Aligning text**

<b>SAY</b>	<b>TO</b>
Center That or Format That Centered	Center the current paragraph.
Left Align That or Format That Left Aligned	Left align the current paragraph.
Right Align That or Format That Right Aligned	Right align the current paragraph.

For more information about these commands, see “Aligning text” on page 66.

## Entering numbers

TO ENTER	SAY
5	five or numeral five
23	twenty three
179	one hundred (and) seventy nine or one seventy nine NOTE: The word "and" is optional.
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]
22 January 1999	twenty two January nineteen ninety nine
April 9, 2001	April nine comma two thousand and one
14/07/85	fourteen [slash] oh seven [slash] eighty five
6/12/00	six [slash] twelve [slash] double oh or six [slash] twelve [slash] double zero NOTE: If you say "oh oh," you must then say "Format That Number" to remove the extra space.
1/22/2000	one [slash] twenty-two [slash] two thousand
8:30	eight [colon] thirty
4:45 am	four forty five a m
10:22 pm	ten twenty two p m
5:00 PM	five o'clock p m
£45	US/Canada: pound sterling sign forty five Other Dialects: forty five pounds
\$99.50	ninety nine dollars and fifty cents
£5 million	US/Canada: pound sterling sign five million Other Dialects: five million pounds
\$3.9 billion	US/Canada: three point nine billion dollars Other Dialects: dollar sign three point nine billion
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
9/12	nine [slash] twelve or nine over twelve

TO ENTER	SAY
5 3/56	five [space bar] three [slash] fifty six
130/70	one thirty over seventy
V	Roman Numeral five
XXIV	Roman Numeral twenty Roman four

### Telephone numbers

TO ENTER	SAY
617-965-5200	six one seven nine six five fifty two hundred
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 hundred
1-212-555-1212	one two one two five five five one two one two
(01628) 894150	open parenthesis oh one six two eight close parenthesis space bar 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

**NOTE** You can say North American phone numbers (of 7, 10, or 11 digits) without hyphens by pausing briefly between each group of numbers. To dictate other phone numbers, including European phone numbers, you must say all the punctuation, including the hyphens. For more information, see "Telephone numbers" on page 86.

**Postal and ZIP codes**

<b>TO ENTER</b>	<b>SAY</b>
02460	oh two four six zero
02460-1458	oh two four six zero [hyphen] one four five eight NOTE: <i>The hyphen is not optional.</i>
K1A 0M5	Postal Code k one a oh m five or Postal Code kilo one alpha zero mike five
X0A 0H0	Postal code x oh a oh oh o or Postal code x-ray zero alpha zero hotel zero
SL7 1LW	Postal Code s l seven one l w or Postal Code sierra lima seven one lima whiskey

For more information about entering numbers, see “Dictating numbers” on page 83.

**Changing number format**

<b>SAY</b>	<b>TO</b>
Format That Number	Convert a number from text to numeric format (for example, convert <i>one hundred</i> to <i>100</i> ).
Format That Spelled Out	Convert a number from numeric to text format (for example, convert <i>100</i> to <i>one hundred</i> ).
Start Numbers Mode/ Numbers Mode On	Tell Dragon NaturallySpeaking to recognize all your dictation as numbers, typed as numerals.
Stop Numbers Mode/ Numbers Mode Off	Resume normal dictation of text and numbers.

For more information about these commands, see “Dictating numbers” on page 83.

## Entering punctuation and special characters

TO ENTER	SAY	TO ENTER	SAY
&	ampersand or and sign	*	asterisk
'	apostrophe	's	apostrophe s
@	at sign	`	backquote
'	open single quote or begin single quote	'	close single quote or end single quote
"	open quote open quotes or begin quote or begin quotes	"	close quote or close quotes or end quote or end quotes
\	backslash	/	slash or forward slash
:(space)	colon	:	numeric colon
,(space)	comma	,	numeric comma
^	caret	—	dash
.	dot or point	.	US/Canada: period Other Dialects: full stop
\$	dollar sign	...	ellipsis
=	equal sign	€	euro sign/euro
!	US/Canada: exclamation point All Dialects: exclamation mark	-	hyphen or numeric hyphen
{	open curly bracket or left curly bracket US/Canada: open brace or left brace	}	close curly bracket or right curly bracket US/Canada: close brace or right brace
[	open square bracket or left square bracket US/Canada: open bracket or left bracket	]	close square bracket or right square bracket US/Canada: close bracket or right bracket

<b>TO ENTER</b>	<b>SAY</b>	<b>TO ENTER</b>	<b>SAY</b>
(	All Dialects: open parenthesis or left parenthesis US/Canada: open paren or left paren Other Dialects: open bracket or left bracket	)	All Dialects: close parenthesis or right parenthesis US/Canada: close paren or right paren Other Dialects: close bracket or right bracket
<	open angle bracket	<	less than
>	close angle bracket	>	greater than
-	minus sign	#	number sign or hash sign or sharp sign US/Canada: number sign or pound or pound sign
%	percent sign	+	plus sign
£	US/Canada: pound sterling sign Other Dialects: pound sign or pound	?	question mark
§	section sign	;	semicolon
(space)	space bar	(tab)	tab key
~	tilde	_	underscore
	vertical bar	:-)	frowny face
:)	smiley face	;-)	winky face

## Playing back and reading text

### Playing back dictation

<b>SAY</b>	<b>TO</b>
Play That Back or Play That or Play Selection	Play back the selected text.
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 Screen	Play back dictation for the text in view.
Play Back to Here or Play Back Up to Here	Play back dictation from the top of the document window to the insertion point.
Play Back from Here or Play Back Down from Here	Play back dictation from the insertion point to the bottom of the document window.

For more information about these commands, see page 53.

### Using text-to-speech

<b>SAY</b>	<b>TO</b>
Read Line	Read back the current line.
Read Selection	Read back the selected text.
Read Paragraph	Read back the current paragraph.
Read Document	Read back the whole document.
Read Screen	Read back the text in view.
Read to Here or Read Up to Here	Read back from the top of the document window to the insertion point.
Read from Here or Read Down from Here	Read back from the insertion point to the bottom of the document window.

For more information about these commands, see page 57.

## Working with your desktop and windows

### Starting programs and opening documents and folders

SAY	TO
Start <i>Calculator</i>	Start a program on your Windows® Start menu or desktop, in this example, <i>Calculator</i> .
Start Mail	Start your default e-mail program.
Start <i>proposal.doc</i>	Open a document on your Windows® Start menu or desktop, in this example, <i>proposal.doc</i> .
Start <i>My Documents</i>	Open a folder on your Windows® Start menu or desktop, in this example, <i>My Documents</i> .
Click <i>Start</i> or Click <i>Start Menu</i>	Open a menu, in this example, the <i>Start</i> menu.
Give Me Help	Open Dragon NaturallySpeaking online Help.
What Can I Say	Display the Dragon NaturallySpeaking Sample Commands for the application you are currently working in.

For more information about these commands, see “Programs, documents and folders” on page 27 and “Opening documents and folders from the Start menu” on page 27.

### Switching windows

SAY	TO
Switch to <i>Internet Explorer</i>	Switch to a different program window, in this example, <i>Internet Explorer</i> .
Switch to Previous Window	Switch to the previous window (equivalent to pressing ALT+TAB).
Switch to Next Window	Switch to the next window (equivalent to pressing ALT+SHIFT+TAB).
Switch to DragonPad	Switch to the DragonPad window.

For more information about these commands, see “Switching between open windows” on page 28.

### Opening and closing menus

SAY	TO
Click <i>File</i> or <i>File</i>	Open a menu or activate a menu command, in this example, the <i>File</i> menu.
Cancel	Close an open menu.

For more information about these commands, see “Opening and closing menus” on page 28.

### Selecting buttons, tabs, and options

SAY	TO
Click <i>OK</i> or <i>OK</i>	Activate a button or option, in this example, <i>OK</i> .
Click <i>Properties</i> or <i>Properties</i>	Activate a tab in a tabbed dialog box, in this example, the <i>Properties</i> tab.
Go to Next Tab or Move to Next Tab or Click Next Tab or Next Tab	Switch to the next tab in a tabbed dialog box.
Go to Previous Tab or Move to Previous Tab or Click Previous Tab or Previous Tab	Switch to the previous tab in a tabbed dialog box.

For more information about these commands, see “Selecting buttons, tabs, and options” on page 29.

### Resizing and closing windows

SAY	TO
Click Maximize	Maximize the active window.
Click Minimize	Minimize the active window.
Click Restore	Restore the active window to its previous size.
Click Close	Close the active window.
Click Control Menu	Open the Control menu for the active window.
Click System Menu	Open the System menu for the active window.

For more information about these commands, see “Resizing and closing windows” on page 31.

## E-mail commands

The following commands work only when you are in a supported e-mail program. For more information, see “Working with e-mail” on page 67.

### E-mail commands

SAY	TO
Check For New Mail or Check For Mail or Check For E-mail or Check Mail or Refresh Mail	Check the Inbox for new messages.
Create Mail or Create New Mail or New Mail or New E-mail or New Message	Create a new e-mail message.
Open Mail or Open E-mail or Open That	Open the selected e-mail message.
Close Mail or Close E-mail or Close That	Close the selected e-mail message window. This command does not close your main e-mail program.

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

The following commands work if you have a message selected in your Inbox or if you are currently in an e-mail message.

### Replying to, forwarding, sending, printing, and deleting e-mail

SAY	TO
Reply Mail or Reply Message or Reply To E-Mail or Reply To Message	Reply to the sender of the current message.
Reply to All	Reply to all recipients of the current message.
Forward Mail or Forward E-Mail or Forward Message	Forward the current message.
Send Mail or Send E-Mail or Send Message	Sends the current message.
Send Now or Send Mail Now	In AOL only, sends the current message immediately.
Send Later or Send Mail Later	In AOL only, sends the current message later.
Print Mail or Print E-Mail or Print Message	Prints the current message.
Delete Mail or Delete E-Mail or Delete Message	Deletes the current message.

The following commands let you move around when editing e-mail. You can also use the regular text editing commands to compose your messages.

### Editing a message

SAY	TO
Go To To Field or To	Move to the To field. In AOL only, you can say "Send To."
Go To CC Field or CC	Move to the CC field. In AOL only, you can say "Copy To."
Go To BCC Field or BCC	Move to the BCC field.
Go To Subject Field or Subject	Move to the Subject field.

<b>SAY</b>	<b>TO</b>
Go To Body Field or Body	Move to the Body field.
Go To First Field or First	Move to the first field of the view.
Go To Next Field or Next	Move to the next field of the view.
Go To Previous Field or Previous	Move to the previous field of the view.
Go To Last Field or Last	Move to the last field of the view.

**TIP** You can also say “Move To” instead of “Go To” in any of the commands above.

## Using Lotus Notes

Lotus® Notes® commands are available only in Dragon NaturallySpeaking Professional and higher editions. These commands let you control and navigate using Lotus® Notes®.

### Basic commands

SAY	TO
Move to Tab 1..10	Move to the respective Lotus® Notes® tab.
Next Message	Open the next message in the list.
Previous Message	Open the previous message in the list.
Next Unread	Open the next unread message.
Open Document	Open the selected document.
Close Document	Close the selected document.
Click <i>Move to Folder</i>	Click the toolbar button named <i>Move to Folder</i> .
What Field Is This	Display the Notes Field ID.
Format That	Display the text properties dialog for selected text in a Notes document.
Refresh View	Update the view.

**TIP** You can say “Move To” or “Go To” the name of any Lotus® Notes® field, such as “Move To Home Phone” in your address book to go to the Home Phone field.

You can also use Dragon NaturallySpeaking e-mail commands when composing e-mail in Lotus® Notes®. Use the standard Dragon NaturallySpeaking editing commands to work with text that you enter.

**NOTE** You cannot select paragraphs in Lotus® Notes® or format text using the *Set Font and Format That* commands.

For more information about Lotus® Notes®, see the online Help.

## Using Microsoft Internet Explorer

### Navigating the Web

<b>SAY</b>	<b>TO</b>
Go to Address	Move to the Address box.
Click <i>Go</i> or <i>Go There</i>	Go to the Web page specified in the Address box (same as pressing the <b>ENTER</b> key).
Open <i>United Nations</i>	Go to a Web page on your Favorites list, in this example, <i>United Nations</i> .
Refresh or Reload	Refresh the current Web page (same as clicking the Refresh button).
Click <i>Help on Searching</i> or <i>Help on Searching</i>	Follow the link or click the button, in this example, <i>Help on Searching</i> .
Click <i>Contact Us</i> or <i>Contact Us</i>	Follow the link that appears in an image when the mouse moves over it, in this example, <i>Contact Us</i> .
Choose 2	Select an alternative from the numbered list and enter it in your document. You can say any number that appears in the list.
Next Match or Next	Select the next matching link or object on the page.
Previous Match or Previous	Select the previous matching link or object on the page.
Click <i>That</i> or <i>That One</i>	Click the selected link, edit box, and so on.
Stop Loading	Stop loading a Web page (same as clicking the Stop button).
Go Back	Load the previous Web page in your history list (same as clicking the Back button).
Go Forward	Load the next Web page in your history list (same as clicking the Forward button).
Go Home	Go to your home page (same as clicking the Home button).

### Moving around a Web page

SAY	TO
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).
Go to Top	Scroll to the beginning of the Web page.
Go to Bottom	Scroll to the end of the Web page.
Start Scrolling Down	Start automatic scrolling toward the end of the page.
Start Scrolling Up	Start automatic scrolling toward the beginning of the page.
Stop Scrolling	Stop automatic scrolling.
Speed Up	Increase scrolling speed. (Say it again to speed up more.)
Slow Down	Decrease scrolling speed. (Say it again to slow down more.)
Next Frame	Go to the next frame in a multiframe page.
Previous Frame	Go to the previous frame in a multiframe page.
Next Pane	Go to the next pane in the browser application.
Previous Pane	Go to the previous pane in the browser application.

### Working with forms

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	Enumerate all check boxes on the page and go to the first one.
Click Image or Image	Enumerate 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 enumerated list of choices. You can say any number that appears in the list.

SAY	TO
Click Radio Button/ Radio Button	Enumerate all option (radio) buttons on the page and go to the first one.
Click List Box or List Box	Enumerate all the 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.
Cancel Choices	Deactivate a list of choices, leaving the most recent choice selected.
Choose <i>Thursday</i> or <i>Thursday</i>	Choose an entry from a list of choices, in this example, <i>Thursday</i> .

You can use standard editing commands to work with text that you enter in a Web form.

For more information about Microsoft® Internet Explorer® commands, see “Working with Microsoft Internet Explorer” on page 70.

## Working hands-free

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### Pressing keyboard keys

For lists of commands you can use to press keyboard keys, see “Pressing keyboard keys” on page 32.

### Moving the mouse pointer and clicking the mouse

For lists of commands you can use to move the mouse pointer and click the mouse, see the mouse movement commands starting on page 36.



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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.

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