



*Dragon*  
**Naturally Speaking® 9**

**USER'S GUIDE**



July 2006. Version 9 Professional, Medical, and Legal, Preferred, Standard, 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, rather than type, into any program that accepts text.

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. (Available in Professional and higher editions) 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

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This guide covers all editions of Dragon NaturallySpeaking.

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.
- 3** Standard, Preferred, Professional and higher editions: 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 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 37.

## What’s new in Version 9?

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For a complete list of what’s new in Version 9, see the online help.



# *Installation and Training*

This chapter describes how to install, set up, and train Dragon NaturallySpeaking.

## System requirements

---

To run Dragon NaturallySpeaking, your system must meet the following requirements:

- Intel® Pentium® 4 (or equivalent AMD processor) 1GHz processor or greater. Recommended: 2.4 GHz)

**NOTE** *Dragon NaturallySpeaking will not install on machine with a processor of less than 1GHz CPU speed.*

- 1GB RAM (512 MB free minimum)
- Minimum of 650 MB of free hard disk space for a Custom Installation where you install only the program files and 1 set of speech files. Installations can range from 800 MB (US English Essentials) to 2.5 GB (US English Professional Medical).
- Windows 2000 or Windows 2000 Advanced Server (Service Pack 4 or higher), Windows Server 2003, Windows XP Pro or Windows XP Home (SP1 or SP2). Windows ME and Windows NT are not supported.

**NOTE** *Future versions of Microsoft Windows are not supported in this release.*

- 16-bit Creative® Labs Sound Blaster®, or compatible sound card capable of and set to 16 bit, 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.

- Nuance-approved noise-canceling headset microphone. A microphone is included with the full product. A microphone is not included with upgrade versions of Dragon NaturallySpeaking.
- Speakers - optional for playback of recorded speech and text-to-speech features. (Available only in Preferred and higher editions).
- An Internet connection for product activation and automatic updates.

## 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.

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, modifying or upgrading 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 2000 and Windows XP.*

*For Windows 2000 and Windows XP Professional systems with limited user accounts (users with restricted privileges), if the administrator wants to create a Dragon NaturallySpeaking user for a limited user, the administrator must log on as the limited user. If an administrator creates a Dragon NaturallySpeaking user for a limited user account from an administrator account, the limited user account will not be able to access that user. Administrator rights are not required to create a user or use the software after installation. These restrictions also apply for an upgrade installation.*

## Coexistence with other Dragon NaturallySpeaking products

### Coexistence with previous versions of Dragon NaturallySpeaking

You can have only one version of Dragon NaturallySpeaking installed on your system.

**NOTE** Running Version 7 or 8 concurrently with Version 9 is not supported.

## Coexistence with Dragon NaturallySpeaking SDK Client Edition

You can install Dragon NaturallySpeaking SDK Client Edition 9 on the same machine where Dragon NaturallySpeaking 9 is installed. In addition, Dragon NaturallySpeaking 9 and Dragon NaturallySpeaking SDK Client Edition 9 can share vocabularies and users.

You can only run one product at the same time. For example, if you are running Dragon NaturallySpeaking you cannot run any of the SDK Client tools or samples.

**NOTE** *Coexistence with Dragon NaturallySpeaking SDK Client Edition Version 8 is not supported.*

## Upgrading from a previous version

You can upgrade from Dragon NaturallySpeaking Versions 7 and 8.

During an upgrade, the V9 upgrade procedure will ask you to:

- Remove the previous Dragon NaturallySpeaking installation. If you choose not to remove the previous installation, you cannot continue to upgrade. Removing Version 7 or 8 will not remove your V7 or 8 speech files and vocabularies.
- Migrate your existing user files and vocabularies to Version 9. If you choose not to upgrade your user files and vocabularies during the upgrade, you can do so at a later time by running the Version 9 Upgrade Tool.

**NOTE** *The user files from previous versions remain untouched in case you decide to later reinstall the previous version.*

Once V9 is installed, your previous version will no longer be functional.

## Edition considerations

You must upgrade to the same edition or higher and to the same language.

For example, if you started with Version 8 German/English and you upgrade to Version 9 English only, your Version 8 German users will not be upgraded. Upgrading to Version 9 German/English will

upgrade both your German and English users. After upgrading, you can install other Version 9 languages.

## Directory Changes

For information on changes to the directory structure when upgrading from Version 7 or 8, see “Version 9 File Structure” on page 20.

## To install Dragon NaturallySpeaking:

- 1** Insert the first 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 the CD.

Depending on your installation options, you may be prompted to insert additional Dragon NaturallySpeaking CDs.

- 2** Provide your customer information, including the serial number supplied with your Dragon NaturallySpeaking installation.
- 3** Choose your installation directory. If there are no previous versions of Dragon NaturallySpeaking on your system, the default directory is:

C:\Program Files\Nuance\NaturallySpeaking9

For a list of directories created by installation, see “Version 9 File Structure” on page 20.

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

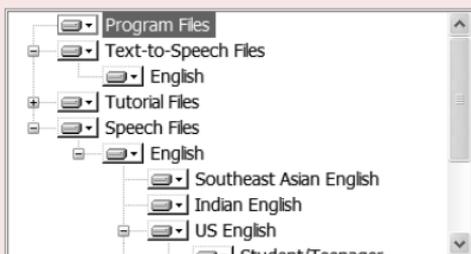
TYPE	DESCRIPTION
Typical/ Complete	Installs all options and speech files and requires the most disk space.
Custom	<p>Lets you select which options and speech files to install. Customizing your installation options can greatly reduce the disk space required for installation.</p> <p><b>Modifying options (Professional)</b></p> <p>For the Professional edition, you can modify the following settings during a custom installation. These settings are applied to all users created with this installation of Dragon NaturallySpeaking, including users created from Windows XP limited accounts:</p> <ul style="list-style-type: none"> <li>■ "Modify the application's settings for all users" displays the Options dialog box at the end of the installation. The Options dialog box lets you change Dragon NaturallySpeaking's standard behavior, including specifying hot keys, customizing how text is formatted, initial microphone settings, and setting the how often your user files are backed up.</li> <li>■ "Modify the administrative settings" displays the Administrative settings dialog box at the end of the installation. The Administrative settings dialog box lets you set up the Roaming User feature as well as well as set the backup location of your user files and restrict users from modifying commands and vocabularies.</li> </ul>

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

### Installing other languages, dialects and specialized vocabularies

To install user files for the other languages or dialects supplied with your edition, choose “Custom” from the setup screen and click Next.

Select the user file for the dialect you want and click Next to continue the installation



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

Click Next to continue.

- 5** You can enable the Dragon NaturallySpeaking QuickStart option. By enabling QuickStart, Dragon NaturallySpeaking launches at system startup time and adds the Dragon NaturallySpeaking QuickStart icon to the Windows task bar. For more information on the QuickStart option, see “Using QuickStart” on page 34.
- 6 Upgrade only:** If you are upgrading from Version 7 or 8, you can select to upgrade your users as part of the Version 9 installation by checking “Upgrade existing speech files to work with this installation.” You may be prompted later to re-train some of your existing users.

You can upgrade your V7 or V8 users at a later time by running the User Upgrade Wizard from the Open User dialog box once the product is installed. For more information, see the online help.

- 7 Continue following the on-screen instructions. The setup program will install the files for Dragon NaturallySpeaking to your computer.
- 8 When prompted, make sure to register your copy of Dragon NaturallySpeaking. Once registered, Nuance can notify you of product updates and other offers.
- 9 Select "Check the Internet for program updates after setup completes." This lets you automatically update Dragon NaturallySpeaking over the Internet when updates are available. Click Finish to complete the installation. The program may ask you to reboot your computer.

## Activating Dragon NaturallySpeaking

---

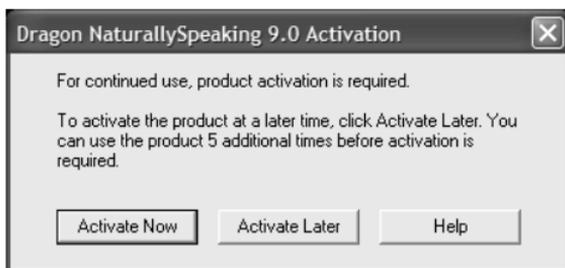
The first time you start Dragon NaturallySpeaking, you will be prompted to activate your copy of Dragon NaturallySpeaking.

If you do not activate the software, Dragon NaturallySpeaking will stop working after starting the product five times.

**NOTE** *You must be connected to the Internet to activate Dragon NaturallySpeaking. The activation process sends only your product serial number and a number that uniquely identifies the machine where Dragon NaturallySpeaking is being installed. No personal information is transmitted to Nuance.*

To activate the Dragon NaturallySpeaking:

- 1 Start Dragon NaturallySpeaking. This displays the Activation dialog box.



If you choose “Activate Later”, you will be prompted to activate each time you start Dragon NaturallySpeaking. If you start the program five times without activating, Dragon NaturallySpeaking will be disabled.

- 2 Click “Activate Now.” This displays the Activation Screen:



- 3 Click Activate Automatically. Clicking Activate Automatically automatically activates the Dragon NaturallySpeaking and requires no further action from you.

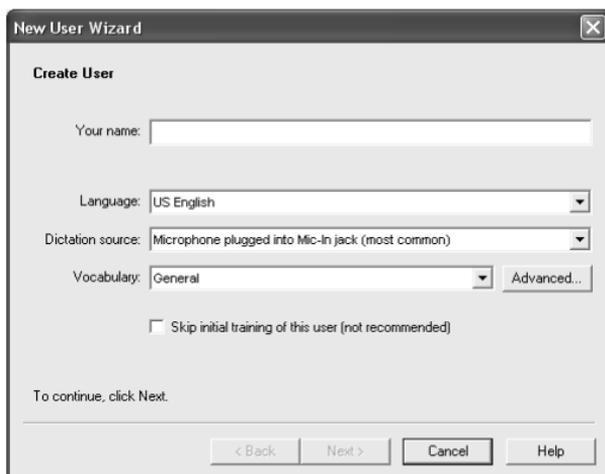
**NOTE** Nuance strongly recommends that activate automatically. If you choose “Activate Manually”, the activation process will direct you to the Nuance product activation web site where you will be prompted to complete several steps to activate Dragon NaturallySpeaking.

## Creating a new user

---

Before you can begin using Dragon NaturallySpeaking, you must create a user.

Your user files store acoustic information about your voice that Dragon NaturallySpeaking uses to recognize what you say. These files also store any changes you make to the standard Dragon NaturallySpeaking vocabulary, for example, any specialized words, names, acronyms, and abbreviations you might add. 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, Dragon NaturallySpeaking loads that user. If you upgraded multiple users, Dragon NaturallySpeaking displays all the upgraded users in 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 (the type of device into which you will be speaking). The most common choice is a headset microphone plugged into the mic-in jack of your computer. Check the list to be sure that you have selected the correct source.
- 3** Initial Training: You can select to skip initial training for the user you are creating. Initial training includes reading aloud for several

minutes from a list of available texts and will enhance your initial recognition accuracy.

You can select "Skip initial training of this user" to skip the initial training session of the New User Wizard. When you skip the initial training, it is important to read the text exactly as presented when the New User Wizard leads you through the volume and quality checks for your microphone. If you want to do additional training later, you can run Perform Additional Training from the Accuracy Center.

- 4 Click Next to continue.

## About vocabularies and languages

### Languages (Preferred, Professional, and higher editions)

Some editions of Dragon NaturallySpeaking Version 9 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 Preferred and Professional 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.

### 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:

- Large: for computers with more than 512MB of RAM.

- **Empty Dictation:** a vocabulary with a language model but without any words. Empty Dictation is designed for experienced users or resellers 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. See the online help for more information on speech models.

# 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 Professional)

- 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 will not be prompted to start General Training if you elected to skip initial training when you created the user.

Performing the training when creating a user will enhance your initial recognition accuracy. Initial training includes reading aloud for several minutes from a list of available texts.

**NOTE** For more information on training a mobile user, see the online help.

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



Welcome to general training

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 Dragon 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, Dragon 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 files, html files, 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 Dragon NaturallySpeaking is done adapting to your writing style, click Next.

You are now ready to dictate.

## Version 9 File Structure

---

Upgrading from Dragon NaturallySpeaking V7 or V8 to V9 will automatically relocate some NaturallySpeaking directories and files.

**Note:** *The following directory structures and file locations assume an installation to a default location.*

### V7.0 Directory structure for all supported Windows operating systems

The V7.0 directory structure before upgrading to V9:

```
C:\Program Files\ScanSoft\NaturallySpeaking
  \Custom
  \Data
  \Help
  \Program
  \Results
  \Training
  \Tutorial (optional installation)
  \Users
```

**Note:** *The \Custom directory is present only if you use nsadmin to create custom words, commands, or vocabularies. The Dragon NaturallySpeaking V7.3 directory structure is the same as V8.*

### V8 Windows 2000/XP Pro/XP Home directory structure

The V8 directory structure before upgrading to V9:

```
C:\Program Files\ScanSoft\NaturallySpeaking
  \Help
  \Program
  \Tutorial (optional)
C:\Documents and Settings\All Users\Application
Data\ScanSoft\NaturallySpeaking\
  \Custom
  \Data
```

```

    \Data\Training
    \Users
C:\Documents and Settings\\Application
Data\ScanSoft\NaturallySpeaking\
    \Results

```

## **V9 Windows 2000/XP Pro/XP Home/ Windows Server 2003 directory structure**

The Directory structure after installing V9 on Windows 2000/XP Pro/XP Home/Windows 2000 Advanced Server/Windows Server 2003:

```

C:\Program Files\Nuance\NaturallySpeaking9
    \Help
    \Program
    \Tutorial (optional)
C:\Documents and Settings\All Users\Application
Data\Nuance\NaturallySpeaking9\
    \Custom
    \Data
        \Data\Training
        \Users
C:\Documents and Settings\\Application
Data\Nuance\NaturallySpeaking9\
    \Results

```

## **Uninstalling on XP Professional or XP Home**

The following files will remain on your machine after you uninstall Dragon NaturallySpeaking:

```

C:\Windows\Speech
    VText.dll
    Vdict.dll
    WrapSAPI.dll
    XTel.Dll
    Xcommand.dll
    Xlisten.dll
    Xvoice.dll
    spchtel.dll
    speech.cnt
    speech.dll
    vcauto.tlb
    vcmd.exe
    vcmshl.dll

```

vtxtauto.tlb

Dragon NaturallySpeaking installed these files for Microsoft SAPI4 support. If you do not have other speech applications that require SAPI4, you can safely remove these files manually. If have installed other speech applications that require SAPI4 support, you may need to re-install those applications if you remove the files.

## **Dragon NaturallySpeaking Log Files, samples, and tools**

You can view the following files from the Windows Start menu:

- NaturallySpeaking log file (dragon.log), select Programs>Dragon NaturallySpeaking 9.0>Show Dragon Log from the Start menu.
- NaturallySpeaking setup files (dgnsetup.log), select Programs>Dragon NaturallySpeaking 9.0>Show Setup Log from the Start menu.
- Samples of structured commands, select Programs>Dragon NaturallySpeaking 9.0>Sample Commands from the Start menu. (Professional editions only.)
- Tools, select Programs>Dragon NaturallySpeaking 9.0>Dragon NaturallySpeaking Tools from the Start menu. (Professional editions only.)



## *Starting to Dictate*

**N**ow 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 Dragon NaturallySpeaking, if the QuickStart option is enabled. For more information on using the QuickStart option, see “Using QuickStart” on page 34.



**NOTE** *You can start Dragon NaturallySpeaking over a Remote Desktop connection (Windows XP Professional and Windows XP Home), but interactive dictation is not supported. Using a Remote Desktop connection, you can access the DragonBar and transcribe dictation but you cannot use a microphone attached to the remote machine to dictate.*

## Turning on the microphone

---

Before you can dictate, you need to turn on the microphone. You turn on the microphone by:

- Click the microphone icon on the DragonBar. You can click this icon again to turn it off.



- Pressing the plus (+) key on the numeric keypad to turn the microphone on, and then press it again to turn the microphone off.
- Clicking the microphone icon in the Windows task bar.

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 95.

## 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 the online help.)

TO ENTER	SAY (US/Canada)	SAY (Other Dialects)
,	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."

## Using the Dictation Box

Normally you can dictate and use Dragon NaturallySpeaking voice commands in any text window of any application. However, you may occasionally find an application or a specific window in an application where some voice commands won't work or will not work consistently.

In these situations, you can use a special window, called the Dictation Box. The Dictation Box allows you to dictate and edit text in these non-standard windows without the difficulties you might otherwise experience.

To start the Dictation Box:

- 1 Place your cursor where you want to put the text.
- 2 Start the Dictation Box by either:
  - Saying "Show Dictation Box"
  - Select Tools > Dictation Box from the Dragon Bar
  - Use CTRL + SHIFT + D
- 3 When the Dictation Box displays, you can dictate and edit text inside the Dictation Box using all of Dragon NaturallySpeaking's commands.
- 4 Once you are done dictating and editing the text, say or click "Transfer". The text you dictated in the Dictation Box is transferred to the application.

For more information on using the Dictation box with a non-standard window, see the online help.

## 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 the online help for more information.

## 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.

The online help includes the following information not found in the User Guide:

- Creating and Managing Users
- Dictation Guidelines
- Dictating using a Portable Recorder (Preferred and higher editions)
- Dictating with a Roaming User (Professional and higher editions)
- Correcting Recognition Errors
- Revising Text
- Improving Recognition Accuracy
- Working on your desktop
- Working in programs
- Creating Commands with MyCommands (Professional and higher editions)
- Dragon NaturallySpeaking Tools (Professional and higher editions)

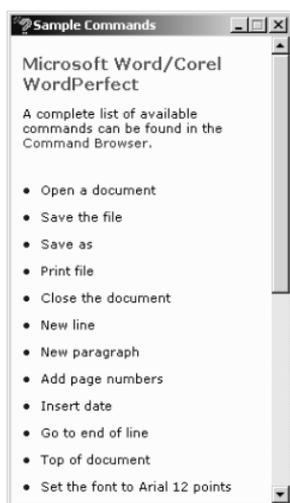
## “What Can I Say?”

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.

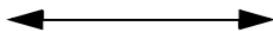
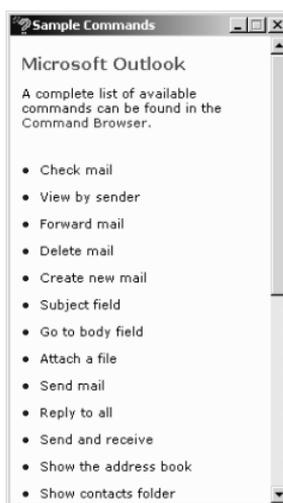
## To open the Sample Command Window

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.



*The contents of the Sample Commands window change depending upon what application is currently active.*

*For example, when you switch between Microsoft Word and Microsoft Outlook, the contents of the Sample Commands window changes accordingly*



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 in the online help.

### 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.

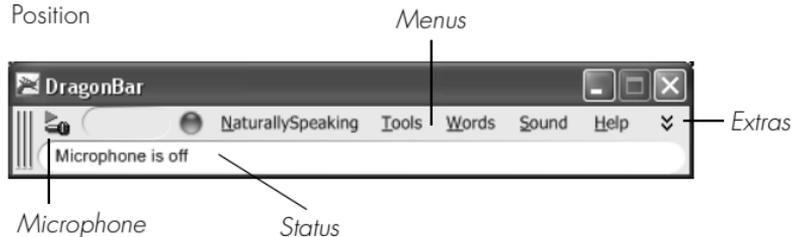
## Troubleshooting

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.

Change  
Position



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 to loudly.



## The Select-and-Say Indicator

The DragonBar includes a "Select and Say" indicator that turns green when you are in an application or window where all of NaturallySpeaking's functionality is supported.



Normally you can dictate and use Dragon NaturallySpeaking voice commands in any text window of any application. However, you may occasionally find an application or a specific window in an application where some voice commands won't work or will not work consistently.

When you are in a non-standard window, the Select-and-Say indicator goes out, indicating that you may have some difficulty selecting and editing dictated text.

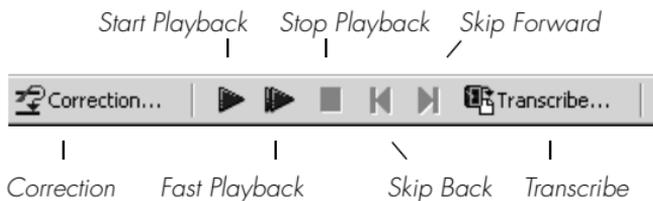
Also, when you start dictating into a non-standard window, the DragonBar will display the message, 'Dictating into a non-standard window'.

If you have difficulty in dictating or correcting in one of these non-standard windows, use the Dictation box.

See the online help for more information on using the Dictation Box.

## Extras toolbar (Preferred and higher editions)

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 hand-held 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 5, “Correcting and Editing.”

### Transcribe

Use this button to transcribe your speech from a handheld recorder. See the online help for more information.

### 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 the online help for more information.

## 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 online help.

## Using QuickStart

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

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

## Enabling QuickStart

By enabling QuickStart, Dragon NaturallySpeaking launches automatically at system startup time and adds the Dragon 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 36 for more information.

## Shutting off QuickStart

To permanently disable QuickStart, de-select it from the Startup/Shutdown tab of the Options dialog box.

## 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*

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

## 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 by selecting "Microphone on (asleep)" option in the Miscellaneous tab of the Options dialog box. See the online help 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.

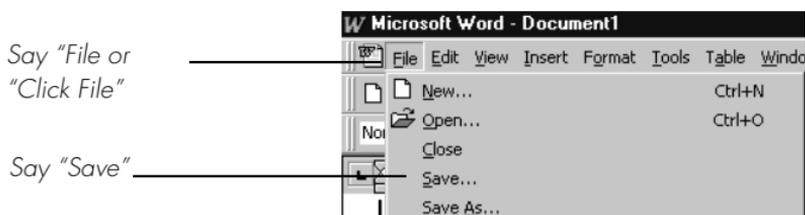
## Opening and closing menus

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.”

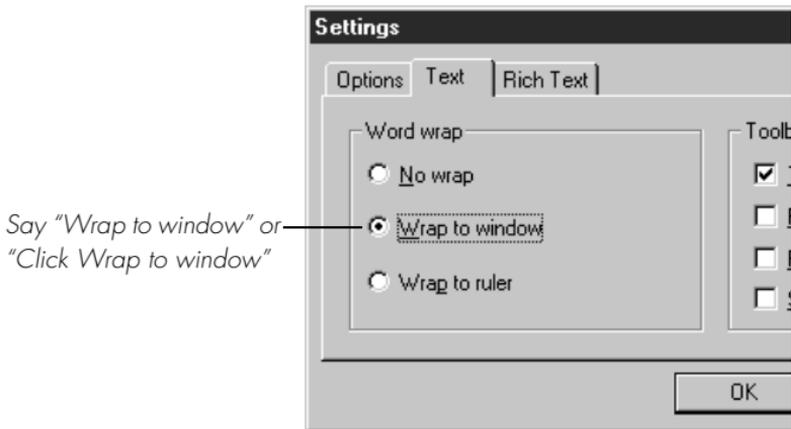
**TIP** To open the Start menu, say “Click Start” or “Click Start Menu.”

**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 Commands tab of the Options dialog box. For more information, see the online help.

## 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 48.

## 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 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 50.

## 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 108 for more information.

For similar-sounding letters (such as *b*, *d*, and *v*), you can use the International Communications Alphabet 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
	<i>any letter a–z or any international alphabet word alpha through zulu</i>
	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

SAY	THEN
	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> )
	<b>All Dialects:</b> Keypad Point (.)
	<b>US/Canada:</b> Keypad Period (.)
	<b>Other Dialects:</b> Keypad Full Stop (.)
	Keypad Slash (/)
	Keypad Asterisk (*)
	Keypad Minus (-) ( <i>opens the Correction menu</i> )
	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

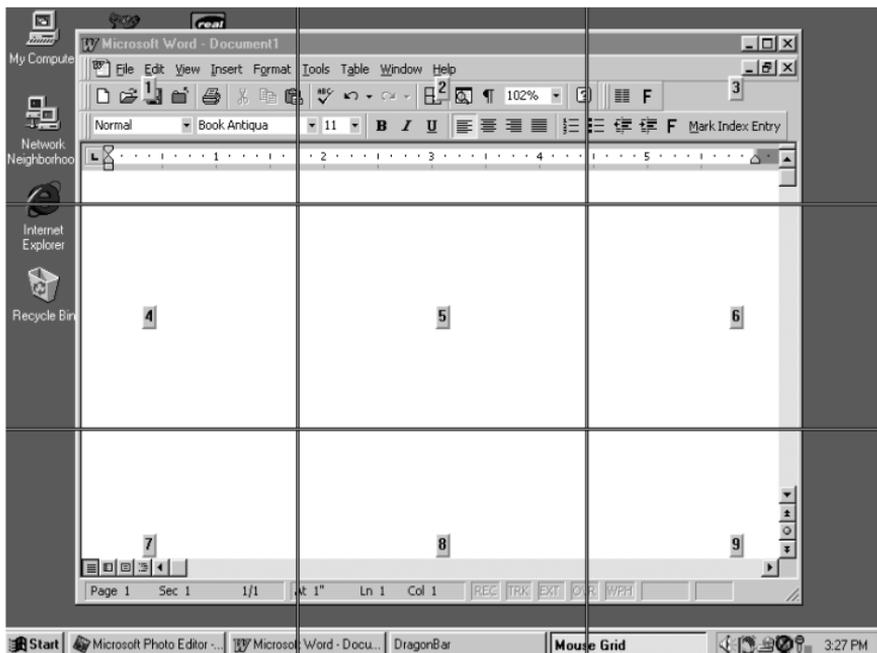
Dragon NaturallySpeaking provides hands-free mouse control with MouseGrid and the mouse motion voice commands. You can use these features to position the mouse pointer anywhere on the screen, click the mouse buttons, and drag objects—all by voice.

## 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.

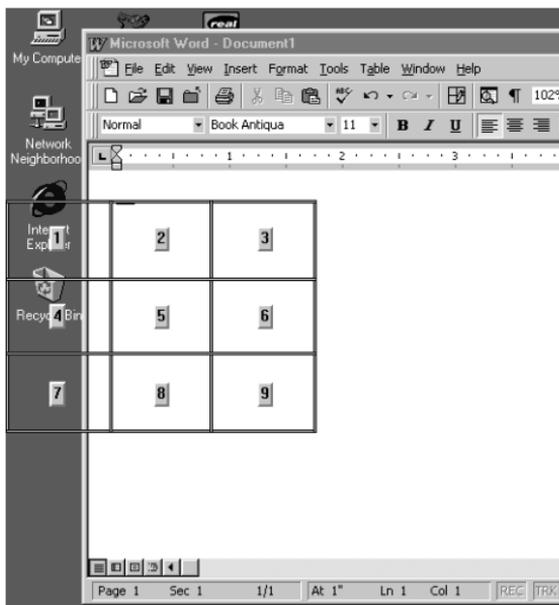
### To use MouseGrid:

- 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:



- 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.



- To zoom in over the desired area, say another grid number. In this example, say “4” to place the pointer over the Recycle Bin icon.
- 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 Commands 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**

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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.

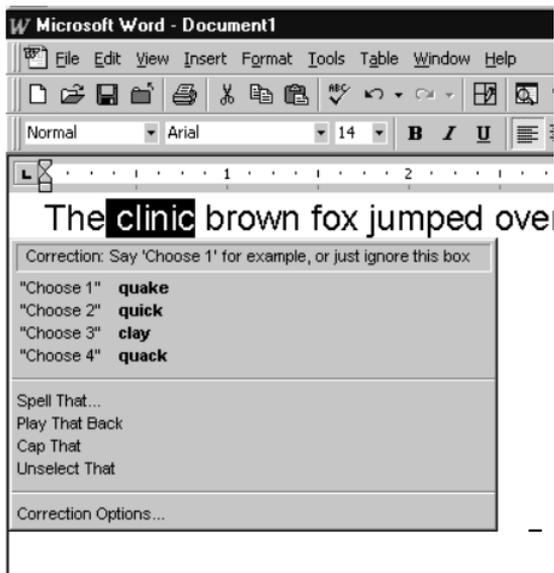
## Using the Correction menu

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.”

Say “Choose 2” to replace “clinic” with “quick.”

You can also say “Spell That” to spell a word or “Cap That” to capitalize it.



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 the online help for more information.

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

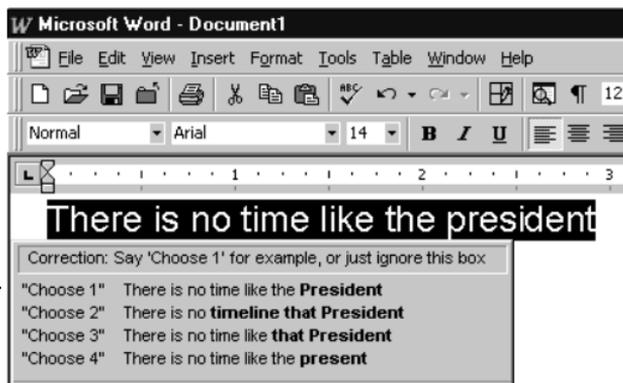
- spell the word (in this example, say “Spell That q-u-i-c-k”). Selecting a large amount of text and then saying “Spell That” can produce unpredictable results.
- Pressing the Correction hot key (-) while the Correction menu is open will display the Spell Dialog box.
- listen to a recording of what you 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.



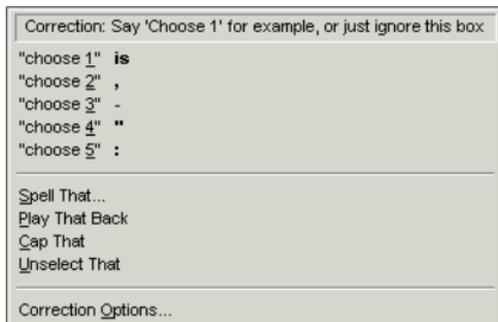
If you select any leading or trailing spaces (including paragraph marks) along with the text you want to correct, choosing one of the alternatives in the Correction menu deletes those leading and trailing spaces.

## Correcting Punctuation

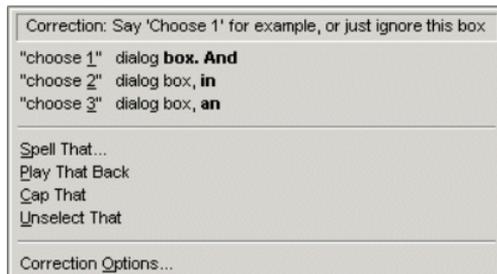
Note the following when correcting punctuation:

- 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 menu, 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

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### 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.

**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
	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

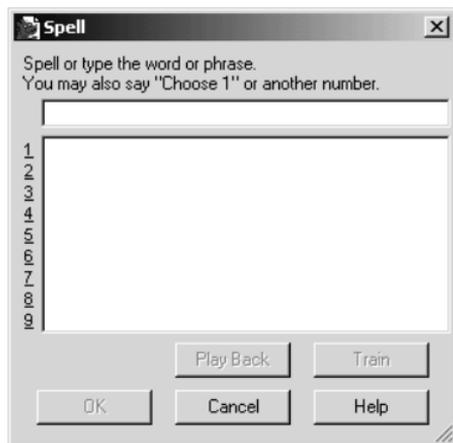
**NOTE** Another way to delete the previous character is by saying “Backspace.” This is equivalent to pressing the BACKSPACE key. You can “press” it multiple times (up to 20) by saying, for example, “Backspace 5.”

## 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 the online help 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.

## Playing back your dictation (Preferred and higher)

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Playback commands work in the DragonPad, Microsoft Word 97, 2000, 2002 and 2003, 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 72 for information on saving dictation for later correction (Professional and higher editions).*

### Playing back dictation from the Correction menu

When you're working in the Correction menu, click the Play Back button or say "Play That 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 menu. On the NaturallySpeaking menu, select Tools>Options>Correction tab. On 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.*

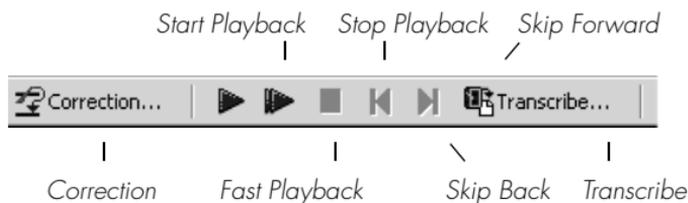
If you have Dragon Naturally Speaking Professional or a higher edition, you can save your dictation with your document for later playback (see “Dictate now, correct later” on page 72). Otherwise, you cannot play back dictation after closing a document.

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 74.

## 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 menu.

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 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 menu. 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 Tools menu, click Options, and then click the Data tab. Increase the number in the "Disk space reserved for playback" 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 Save recorded dictation with document box on the Data 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 Correction Menu. 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 Correction Menu 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.

SAY	TO
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 Tools menu, click Options>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 Correction Menu, 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 Spell 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 menu
- 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 Correction Menu 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 Data 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

**Y**ou 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 58 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 the online help.

**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. See the online help for more information.

## Capitalizing text

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### 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 the online help 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.





# *Dictating Names, Numbers, Punctuation & Special Characters*

**T**his chapter describes how to dictate numbers, punctuation, Web addresses, and a few other special items. For complete information on this topic, see the online help.

**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 the online help for more information.*

## 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 108 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

TO ENTER	SAY
\$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 108.

## 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  $\frac{1}{4}$ ,  $\frac{1}{2}$ , or  $\frac{3}{4}$ ) 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 104.

## 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 four
XXXI	Roman Numeral thirty 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 the online help.

## 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 57.

**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 the online help.
- 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 you 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 the online help.

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)

TO ENTER	SAY
)	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 the online help.

## 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

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 53).

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 the online help for more information.

## 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
<b>US/Canada:</b> Dr.	Doctor
<b>Other Dialects:</b> Dr	
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

TO ENTER	SAY
US/Canada: pp. 27–33 Other Dialects: pp 27–33	pages 27 hyphen 33
NATO	NATO (say as one word)
NASDAQ	NASDAQ (say as one word)

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.nuance.com	[No Caps On] h t t p w w w dot nuance 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 79.

**TIP** *You can create Text and Graphics custom commands for e-mail and Web addresses you use often. See the online help for more information.*

## 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

TO ENTER	SAY
»	close euro quote
#	<b>All Dialects:</b> hash sign or sharp sign <b>US/Canada:</b> number sign or pound sign
£	<b>US/Canada:</b> pound sterling sign <b>Other Dialects:</b> pound sign or pound
::)	smiley face
::{	frowny face
;-)	winky face

For more complete lists of special characters, see 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.

### To dictate a special character:

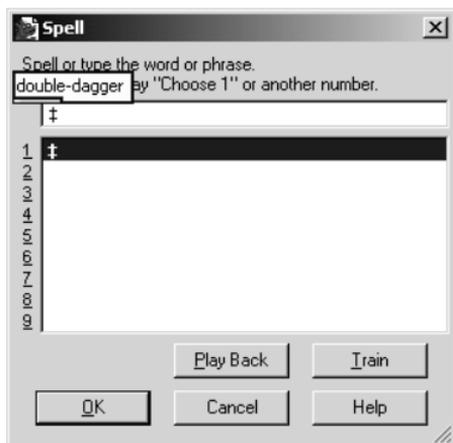
- 1 Just say “*Spell*” plus the name of the character. For example, if you want to enter a double-dagger sign (‡) into your document, say “*Spell double dagger.*”

### 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.

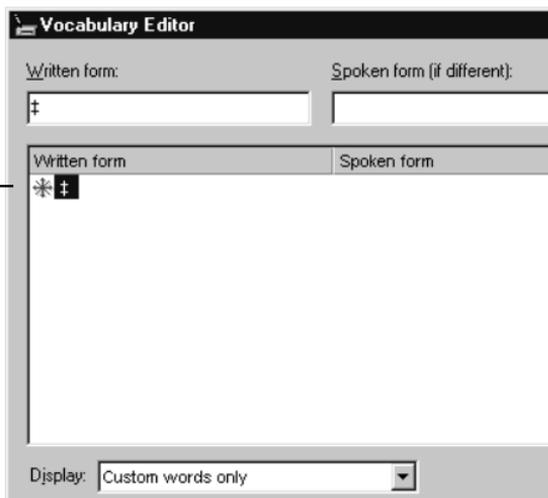
- 2 Say “*Spell That*” to open the Spell dialog box.
- 3 Say the name of the special character. (In this example, say “*double dagger*” to enter †.)



- 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 form column, as shown in this illustration.

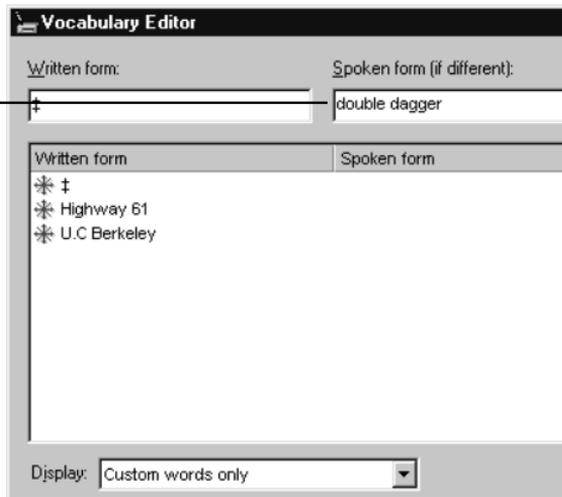
The special character you dictated is shown in the Written form column.



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.

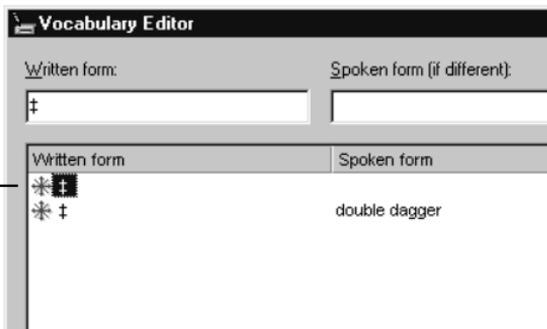


- 10 Click Go and say the name of the character, as shown in the Train Words dialog box. For example, say “*double dagger*.”

- 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 the online help for more information.

## 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.*



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# Technical Support

If you purchased your product directly from a certified Dragon NaturallySpeaking Certified Solution Providers, contact them directly for technical support.

The answers to many Dragon NaturallySpeaking technical support questions can be found on our Web site at [www.nuance.com/NaturallySpeaking/support/](http://www.nuance.com/NaturallySpeaking/support/)

## Information and Sales

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## **Training and Customization**

Professional training and customization services from a Dragon NaturallySpeaking Certified Solution Provider can help you achieve the maximum return on your investment. If you would like to unleash the full potential of Dragon NaturallySpeaking software, please contact one of our Providers for training, customization, and more.

Dragon NaturallySpeaking Certified Solution Providers are the best in the industry; distinguished by their expertise, experience, and commitment to providing top-level services for Dragon NaturallySpeaking speech recognition products.

For details on Dragon NaturallySpeaking Certified Solution Providers near you, please visit:

<http://www.nuance.com/partners/solutions/locator/>