

Selection “Cheat Sheet” for Dragon *NaturallySpeaking*

(For NaturallySpeaking Version 13)

www.exaq.com/speech/DNS-Selection-CheatSheet.pdf

A Resource Document provided by



Sacramento, California

www.exaq.com 916-966-8313 info@exaq.com

Please give us a call for questions regarding NaturallySpeaking or Jaws for Windows

“Out of the box” NaturallySpeaking (Home, Premium, Professional, Medical, or Legal) is ideally suited for:

- Large text documents (reports, letters, etc.)
- Small Text documents (emails, memos)
- Internet Navigation and Web Browsing with Microsoft Internet Explorer
- Basic Windows Command and Control for most programs (Menu and form navigation)
- Reducing keyboarding and/or mouse usage by 50-80%

With moderate to substantial customizing and support, NaturallySpeaking (Professional, Medical, or Legal) can be extremely productive with:

- Repetitive Documents with standard phrases or paragraphs (Legal contracts, medical reports, etc.)
- Field oriented applications (database entry forms, QuickBooks, etc.)
- Command oriented applications (DesignCAD, AutoCAD, Games, etc.)
- Technical Programming Languages (Visual Basic, JAVA, HTML)
- Non-Windows applications accessed through Windows Emulation (UNIX applications, Mainframe 3270 emulation, etc.)
- Situations requiring the elimination of most, or all, keyboarding and mouse usage (reductions of 90-100%).

Factors that tend to have a negative impact on the performance, accuracy and success rates for NaturallySpeaking users (assuming a computer system and microphone that meet or exceed the Recommended System Requirements for the version on Dragon being used.):

- Speech that is very soft or whispery.
- Certain Learning Disabilities (such as long term memory retention, unable to recognize an error, difficulty or inability to remember sequences of 2 or 3 steps, and others)
- Speech that has inconsistent and/or hard startup sounds (CP, uncontrollable stuttering)
- Noisy environments (noisier than *typical* background office noise)
- Creation of classified, confidential, or sensitive documents without a private office. (Personnel files, medical records, etc.)
- Marginal microphone/sound card compatibility (poor accuracy with no apparent reason).
- Inadequate system Hardware (less than recommended hardware requirements*)

Why Premium (Lite version) vs. Home (Very Lite version)?

Premium includes the Home Edition's basic engine plus:

- Dictation Playback (essential for effective corrections on longer documents)
- Save Audio with Text (delayed correction) and Auto Transcribe Folder (recordings transcribed automatically)
- Hand held recorder transcription.
- Text and Graphics Dictation Shortcuts (for creating signature blocks, standard paragraphs, etc.).
- Create and importing custom commands
- Import/Export Word Lists and User Profiles
- Adds Extensive MS Office commands for: MS Excel and MS PowerPoint

Why Professional (Full version) vs. Preferred (Lite version)?

Professional includes features of Preferred plus:

- Tools for integration with business applications for maximum productivity
- Section 508 (federal standard) compliance for use by persons with disabilities.
- Import/export Macros (allows productivity command updates and management.)
- Import/export Vocabularies (allows updates and transferring.)
- Works with specialized vocabularies
- Dragon Templates with Voice Fields (productivity tools)
- Supports multiple contexts within a single user (provides maximum accuracy for users who create very different types of documents i.e. students creating chemistry and English papers, or doctors generating medical reports, journal articles, and private correspondence.)
- Step-by-Step commands to automate processes can be easily created by users (including users with disabilities).
- Recording commands to automate processes can be easily created by users to replay mouse movements and keystrokes.
- Scripting commands allow the creation of custom commands to deal with situations that would otherwise be difficult, tedious, or impossible to accomplish (critical for dealing with non-standard programs, working with programs like AutoCAD, or attempting 100% reduction in keyboarding.)
- Saved Audio with text dictation (for delayed corrections or a correctionist)
- Third party correction tools
- Additional Enterprise features which reduce IT installation and maintenance overhead:
 - Supports roaming users on a network.
 - Supports remote use of Dragon on computers running specific versions of Windows (***requires extensive network resources***).
 - Network Tools for centralized vocabulary and command management.

Why Medical or Legal (*Enhanced versions*) instead of Professional?

All features of Professional plus:

- A Medical or Legal vocabulary producing substantially higher out of the box accuracy when creating legal or medical documents.
- Correction Only profile (allows correctionist to use NaturallySpeaking without a microphone)
- Additional Dragon Legal features:
 - State and Federal Citations included in the base vocabulary.
 - Citation grammars provide higher accuracy for dictating citations.
- Additional Dragon Medical features:
 - Works with Electronic Medical Records Systems (EMR, HER, EIS)
Note: other versions of NaturallySpeaking may disable the microphone and dictation while in a Medical Records system.
 - Support for Dictaphone PowerMic
 - Extensive Medical formatting rules for numbers and capitalization
 - Extensive medical abbreviations
 - Customized controls for medical words conversion and usage, i.e. “dis” vs. “dys”.
 - Hidden Mode dictation box for dictation while reviewing other applications and documents

* Dragon NaturallySpeaking Minimum and Recommended Hardware Requirements

- Dragon NaturallySpeaking Editions **version 13**
www.exaq.com/KnowledgeBase/Docs/1100_13.pdf