



Dragon Naturally Speaking is a voice recognition program. In other words, with Dragon, you talk into a microphone to give commands to the computer instead of typing on the keyboard. Dragon can be used to prevent hand fatigue from typing. It also is a great writing tool, because it is often easier to express our thoughts aloud than it is to express them in writing.

How to start Dragon from the desktop

To start Dragon, click on the Start button and select the icon labeled, "Dragon Naturally Speaking." Dragon can also be found under the Start menu, if you select Programs and then select Dragon Naturally Speaking.

Using Dragon

Each user must individually train Dragon NaturallySpeaking. Training is accomplished through use of the General Training program. Creating a voice profile and completing the training process takes about 15 minutes. NaturallySpeaking works within its own dedicated word processing environment as well as within many popular applications, including Microsoft Office. When using NaturallySpeaking, the following steps are taken:

1. Load NaturallySpeaking from the Programs menu.
2. Activate the microphone by pressing the **numeric keypad +** key.
3. Begin speaking clearly and distinctly in short phrases with brief pauses between each phrase.
4. If a phrase or word selected by NaturallySpeaking is incorrect say "**Correct**" and the word or phrase to be corrected.
5. If the correct phrase or word appears in the suggestion list, say "**Choose**" and then the number of the desired phrase or word in the selection box.
6. If the desired phrase or word does not appear in the selection box, say "**Spell That**" and begin spelling the word using the letters of the alphabet. Generally, the correct phrase or word will be identified after the first one or two letters have been spoken. When the desired phrase or word appears, say "Choose" and the number of the phrase or word.

Intermediate Use:

Users can insert punctuation marks by saying the name of the mark, (i.e. "**period**," "**comma**," "**question mark**"). A variety of options exist for selecting text. Saying "Select" then word, line, paragraph or document selects a portion of text that can then be edited or formatted in a number of ways.

Quick Reference:

SAY ...	TO ...	SAY ...	TO ...
Navigating / New Line, Paragraph		Cutting / Pasting / Deleting Text	
"New Line"	Press the Enter key once	"Copy That"	Copy selected text
"New Paragraph"	Press the Enter key twice	"Cut That"	Cut selected text
"Space Bar"	Press the Space key	"Paste That"	Paste cut or copied text
"Tab Key"	Press the Tab key	"Scratch That"	Delete the last thing you said
"Go to Bottom"	Move the insertion point to the end of your document	Inserting Basic Punctuation	
"Insert Before..." or "Insert After <word or words>"	Move the insertion point before or after certain text to insert text there	"Period" or "Full stop"	.
Selecting Text		"Comma"	,
"Select <word or words>"	Select a particular word or words to replace, correct, or format. Example: "Select Mary had a little lamb"	"Question mark"	?
"Select Again"	Select the same word or words again but in a different place	"Exclamation mark"	!
Formatting		"Colon"	:
"Bold That"	Apply bold to selected text	"Semicolon"	;
"Italicize That"	Apply italics to selected text	"Hyphen"	-
"Underline That"	Apply underlining to selected text	"Dash"	—
"Restore That"	Remove formatting from selected text	"Open quote"	"
"Cap <word>"	Start the next word with a capital. Example: "Cap hot Cap dog" = Hot Dog	"Close quote"	"
"All Caps <word>"	Type the next word in all capitals. Example: "All Caps yikes" = YIKES	"Open parenthesis"	(
		"Close parenthesis")
		For more punctuation, see the online Help or the <i>Dragon NaturallySpeaking®6 User's Guide</i> .	
		Accessing Sample Commands	
		"What Can I Say?"	Bring up a partial list of available commands that work in the active application
		For more commands, from the Tools menu, click Command Browser, or see the Appendix in your user's guide.	

Revising text:

You can revise text by voice in any of the following ways:

Delete text: Say "**Scratch That**"

Back up and resume dictating:

Say "**Resume With <word>**" where <word> is the word you want to back up to. Then, dictate the revised text.

Important: When you use these commands to revise text, Dragon NaturallySpeaking does not learn from its mistakes. If you want Dragon NaturallySpeaking to learn, so errors are less likely to recur, you should correct recognition errors.