Dragon NaturallySpeaking—Advanced

High Tech Center Training Unit

of the California Community Colleges at the
Foothill-De Anza Community College District

21050 McClellan Road
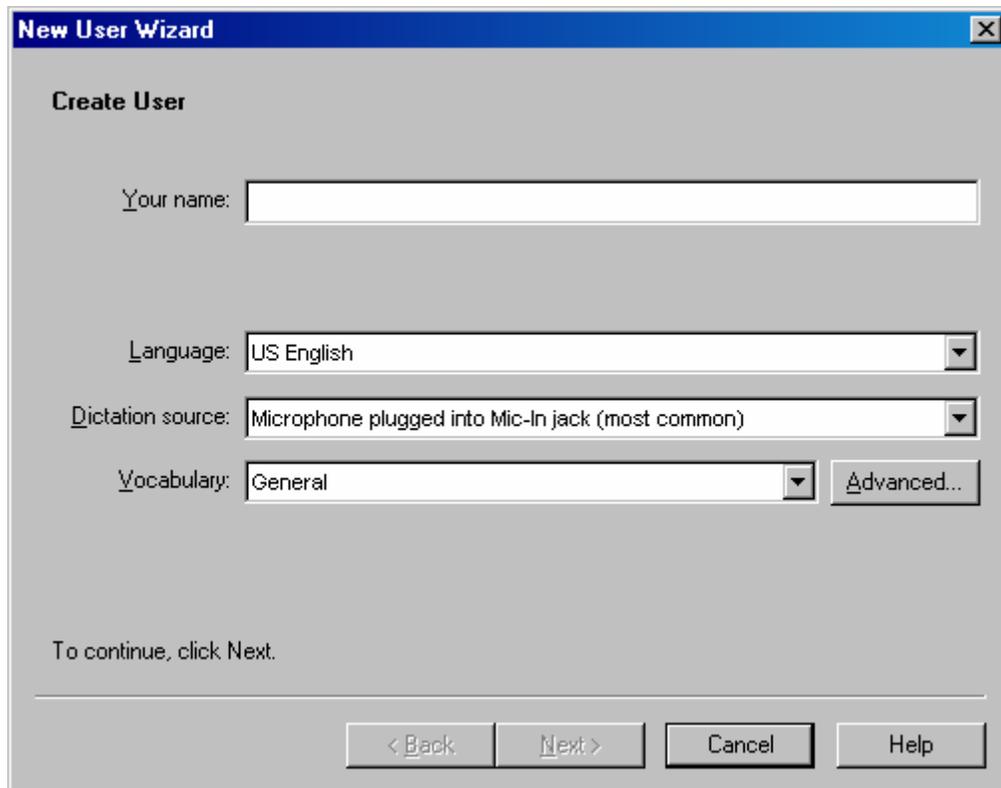Cupertino, CA 95014
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Training Dragon NaturallySpeaking

General Training

Every Dragon user must create a speech profile in order to use the program.

Note that generally you will be running Dragon from a microphone. If, however, you do wish to use a speech recorder as the dictation source, you must create a profile using the recorder. In such a case, the dictation source is the recorder, as shown below.

New User Wizard

Create User

Your name: [   ]

Language: [US English   ▼]

Dictation source: [Dragon NaturallyMobile recorder connected to serial port ▼]

Vocabulary: [General   ▼] [Advanced...]

To continue, click Next.

[< Back] [Next >] [Cancel] [Help]
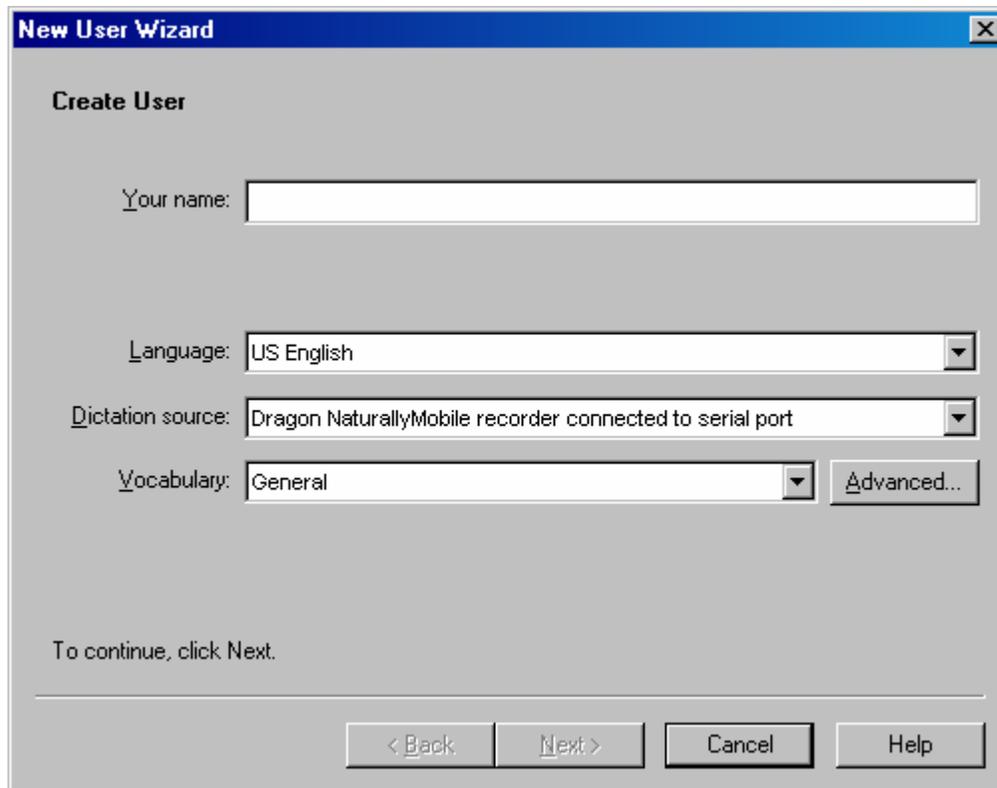
Note that if you wish to move speech files to a different computer (see "Tips"), you must run "Create User" on the new system so that Dragon creates a folder for that user. Enter the same user name that the files were created under. You can cancel at the next screen, where you begin receiving information about the microphone.

Dragon has two microphone checks: one adjusting the volume (see sample that follows) and one checking audio quality. The screens for these tests provide text to read; however, you can say anything during these tests. The actual words that you use are not important.

For students using, Jawbone, they will not hear the dictation sample in these windows, but as long as they speak until the computer beeps, the tests will work fine.
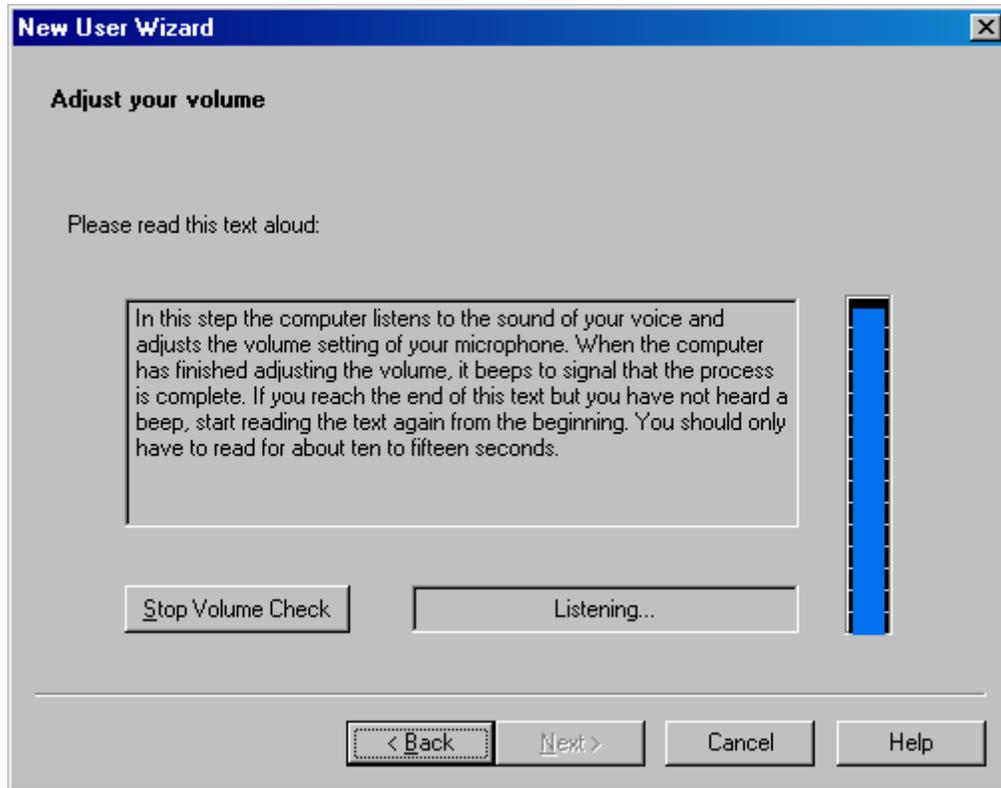
For all beginning users, we recommend using the "Talking to Your Computer" dictation choice.
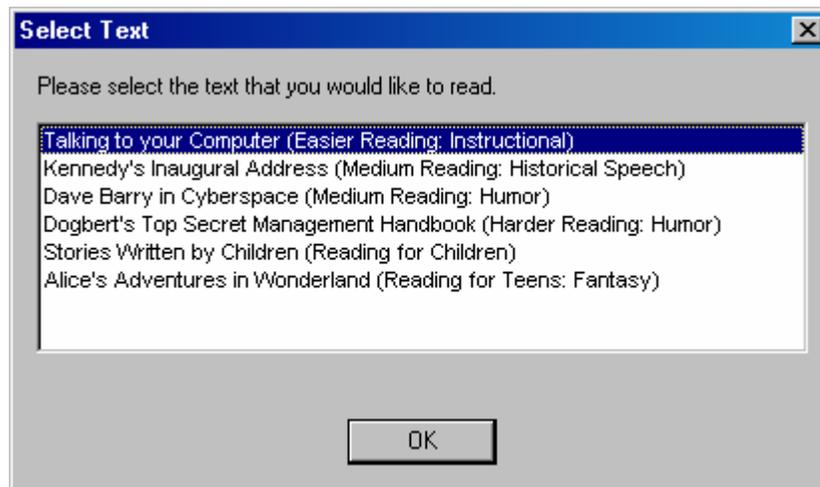
Once you have completed the general training, I recommend that a beginning user also train the dictation commands listed in the vocabulary editor.

Improving Recognition

To run the Vocabulary Editor, go to Tools > Accuracy Center.

Welcome to the Accuracy Center!

The Accuracy Center provides you access to the tools that will help you improve how Dragon NaturallySpeaking hears and understands what you say.

Click or say a link that interests you.

Which tool should I use?

Improve your acoustics
Check your audio settings
Run the Acoustic Optimizer
Perform additional training

Improve your vocabulary
Add a single word to your vocabulary
Add words from your documents to the vocabulary
Add contact names to the vocabulary
Add a list of words to your vocabulary
View or Edit your vocabulary

Manage your commands
Launch the Command Browser
Exit

Get more information
How to manage and personalize your vocabularies

In the Accuracy Center window, choose "View or Edit your vocabulary" or go to Words > View/Edit.

Vocabulary Editor

Written form:
a

Spoken form (if different):

Written form	Spoken form
a	
a	alpha
a	letter-alpha
a cappella	
a few	
a la carte	
a la mode	
a lot	
a lot of	
a posteriori	
a priori	

Display: All words

Close
Add
Delete
Train...
Properties...
Help
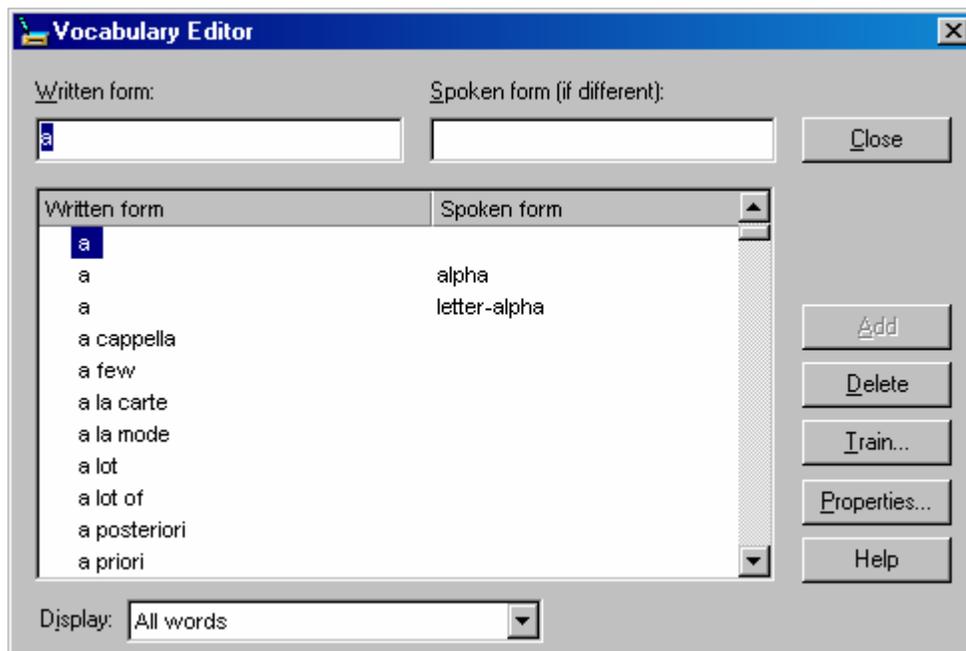
The Vocabulary Editor window opens at words beginning with the letter "a"; however, if you push the slider bar all the way to the top of the slider (or press the up arrow on the slider bar), you will find other options.

Vocabulary Editor

Written form:

a

Spoken form (if different):

Written form	Spoken form
\	backslash
	All-Caps
	All-Caps-Off
	All-Caps-On
	Cap
	Caps-Off
	Caps-On
	New-Line
	New-Paragraph
	Next-Line
	Next-Paragraph

Buttons: Close, Add, Delete, Train..., Properties..., Help

Display: All words
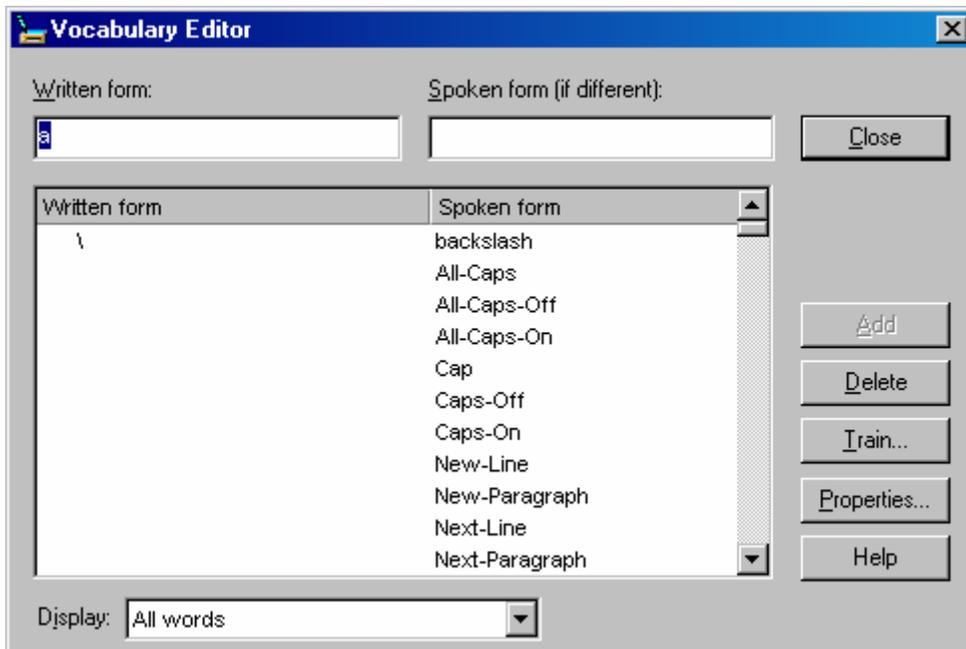
Now many of the standard Dragon commands are available. Use the shift-click technique to select everything from the "backslash" down to "single quote."

Vocabulary Editor

Written form:

\

Spoken form (if different):

backslash

Written form	Spoken form
&	ampersand
&	and-sign
& Co.	and Company
&&	logical-and
'	apostrophe
'	begin-single-quote
'	close-single-quote
'	end-single-quote
'	open-single-quote
'	single-quote
'00	

Buttons: Close, Add, Delete, Train..., Properties..., Help

Display: All words
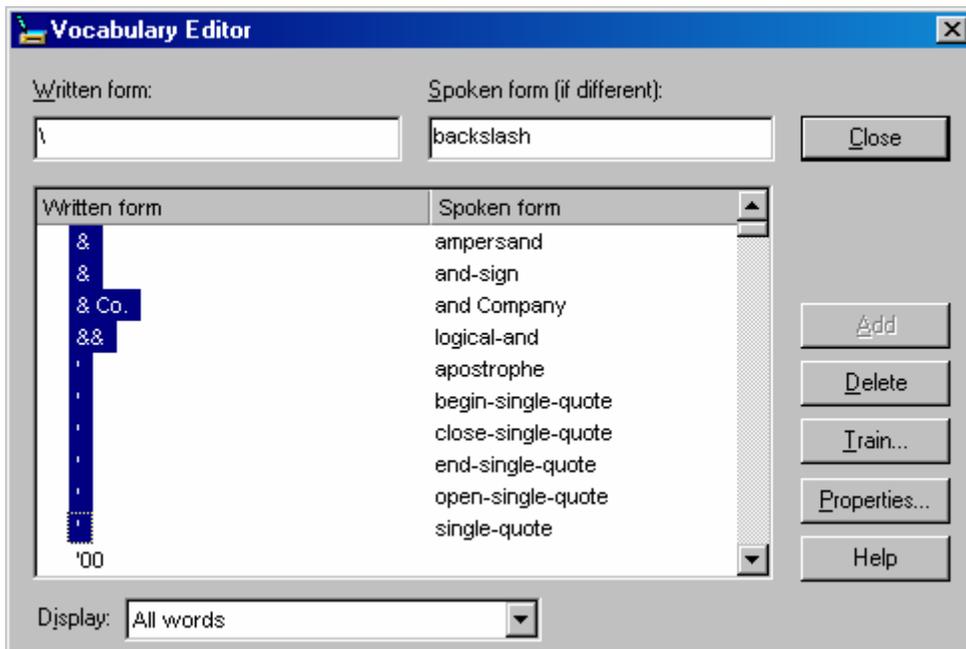
Select "train," and say all 43 of the words.

Train Words

Click Go to begin recording your speech.

backslash

Written form	Spoken form
\	backslash
	All-Caps
	All-Caps-Off
	All-Caps-On

Now training: 1 out of 43

[Go]   [Done]   [Cancel]   [Help]
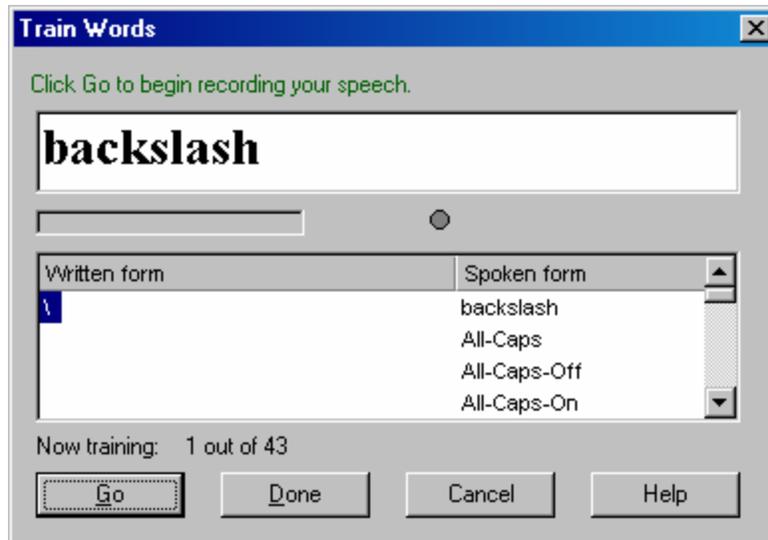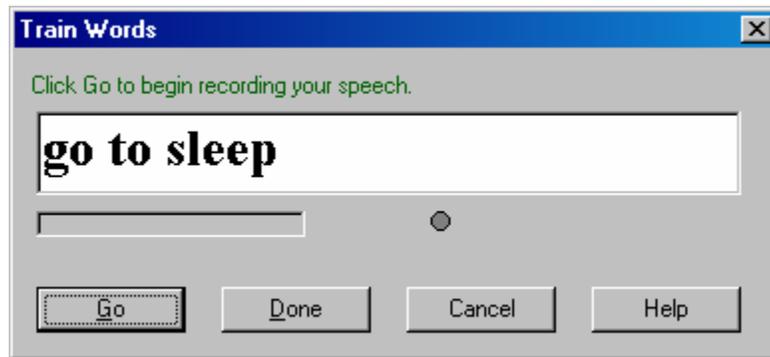
Even with this jump start, some students have problems getting Dragon to recognize commands. In that case, you can use the "Command Browser" to train specific commands. Go to Tools > Command Browser, or while in the Accuracy Center, choose Launch the Command Browser.

"Go to sleep" is a problem command for some people. So let's train that phrase. Choose the "Custom" tab in the Command Browser, and enter "sleep" as the keyword.

Command Browser

Command Browser - Custom Commands
Global Commands

Built-In   **Custom**   Train | New | Delete | Export | Import

Keyword
`sleep`

Name	Description
1 ☑ go to sleep	

Group
`All Groups`

Application
`Global`

Advanced options...

[Search]

<< Previous | Next >>
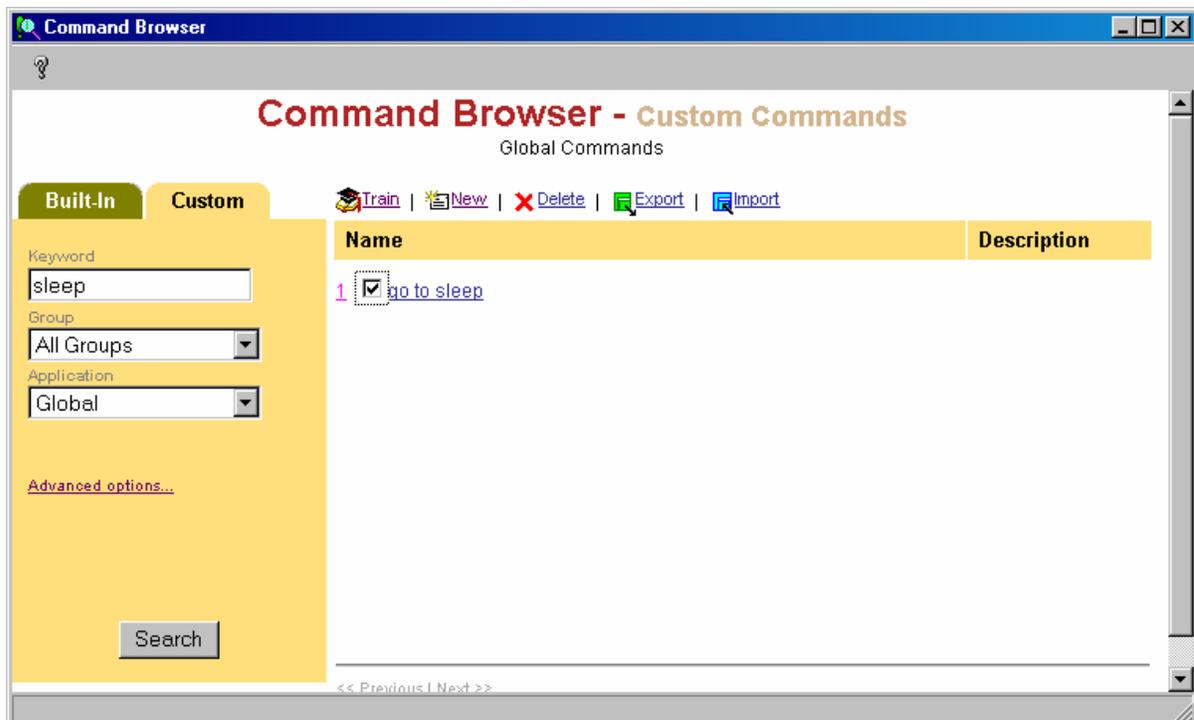
Check the box for "Go to sleep," and click "Train."

Train Words ×

Click Go to begin recording your speech.

go to sleep

| Go | Done | Cancel | Help |

Remember, too, that you can always hold down the Control key to force Dragon to recognize that you are voicing a command. Also, for people for whom "go to sleep" is problematic, you can use the alternate phrase "stop listening." The alternate for "wake up" is "listen to me." Finally, some people find that it is easier to use the plus key on the numeric keypad to turn the microphone on and off. Remember also that once the microphone is turned off, you cannot turn it on just by voice.

Adding Readings to General Training

Following are the directions for importing a training file called Rainbow Passage into Dragon NaturallySpeaking version 6.

Step 1: Save the file rainbow passage to a text file as data45.bin.
Step 2 : Place the file into the folder C:\program files\Dragon\naturallyspeaking\training\enx.
Step 3: Launch Dragonpad
Step 4: Browse to C:\program files\Dragon\naturallyspeaking\training\enx
Step 5: Open enroll0.bin as a text file.
Step 6: Type "rainbow passage (training file)" without the quotation marks.
Step 7: Hit the enter key and type "data45.bin" without the quotation marks.
Step 8: Open enroll1.bin as a text file (in the same folder as above) and repeat steps 6 and 7 from above.

Just a note, make sure that you have no more than five lines of text without an enter key, otherwise it will be too much text in the training window. You can create your own training file by following the above steps making sure that you name the file data(number higher than 45).bin and correcting the two files above.

Thanks to Daryl R. Murphy, Adaptive Computer Technician Specialist, College of the Desert, for these directions

Why the Rainbow Passage?

The Rainbow Passage is a standard piece of text used by speech pathologists when working with speech students as it contains every sound in the English

language. We suggest including it as a training passage to help Dragon recognize all the different sound combinations it may encounter.

Once you have added the Rainbow Passage, you can run it by choosing Tools > Accuracy Center then selecting "Perform additional training." A window will provide training option selections, and the Rainbow Passage will be the last one in the list.
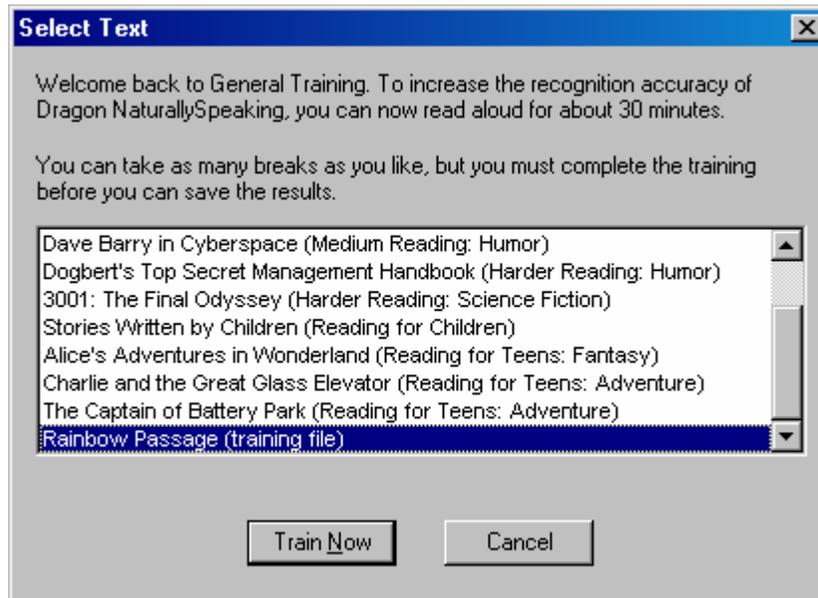
The actual passage is shown below.

Rainbow Passage

When the sunlight strikes raindrops in the atmosphere, they act like a prism and form a rainbow. The rainbow is a division of white light into various beautiful colors. These take the shape of a long round arch, with its path towering above, and its two extremities apparently beyond the horizon.

There is, according to legend, a boiling pot of gold at one end. People look, but no human ever finds it. When a man looks for something beyond his reach, his friends say he is looking for the pot of gold at the end of the rainbow.

Throughout the centuries people have explained the rainbow in various ways. Nations have accepted it as a miracle without physical explanation.

For certain groups it was taken that there would be no more general floods. The Norsemen considered the rainbow as a bridge over which the Gods passed from earth to their dwelling in the sky. Aristotle thought that the rainbow was caused by reflection of the sun's rays by the rain.

The difference in the rainbow depends considerably upon the size of the water drops, and the width of the colored band increases as the size of the drops increases.

Adding Special Vocabulary

Dragon comes with an extensive vocabulary list and I have seen students in both the medical and legal fields use the standard vocabulary without needing to add any specialized words. You may, however, come across words that are unusual that you wish Dragon to learn.

Although you can add words as part of the regular dictation process by using the correction and train options, words that you know will not be recognized you can add in advance. If you want to check whether a word is already part of Dragon's vocabulary, you can look in the vocabulary editor.

Many first names come standard as part of Dragon's vocabulary, but you can add your last name to its memory. If you have a common last name, like Smith or Black, please feel free to use my name.

To add individual words, go to Words > New or to Tools > Accuracy Center and select "Add a single word to your vocabulary." Type in or spell by voice the word you want to add. Make sure the training option is selected.
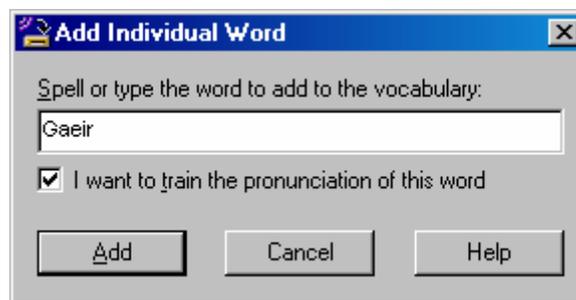
If you have a list of words to add, for example, a list of names (family, coworkers, students, etc.), you can list them in a text file (.txt) and choose "Add a list of words to your vocabulary" in the Accuracy Center or go to Words > Import. You will not, however, have the option to train the pronunciation at the time you add the words.

Personalizing Speaking Style

A Dragon user who has samples of his or her writing can add those samples to Dragon to be analyzed. Dragon will look for unknown words and capitalized words.

Under Tools, choose Accuracy Center then "Add words from your documents to the vocabulary."

Add Words from Documents

Click 'Add Document' or 'Add Folder' to add documents or folders to the list. Then click 'Add Words' to add the new words contained in those documents to the vocabulary and teach the computer your writing style.

Document List

Add Folder...

Add Document...

Remove Document

View Document

☑ Preview new words before adding them to the vocabulary

Add Words   Cancel   Help
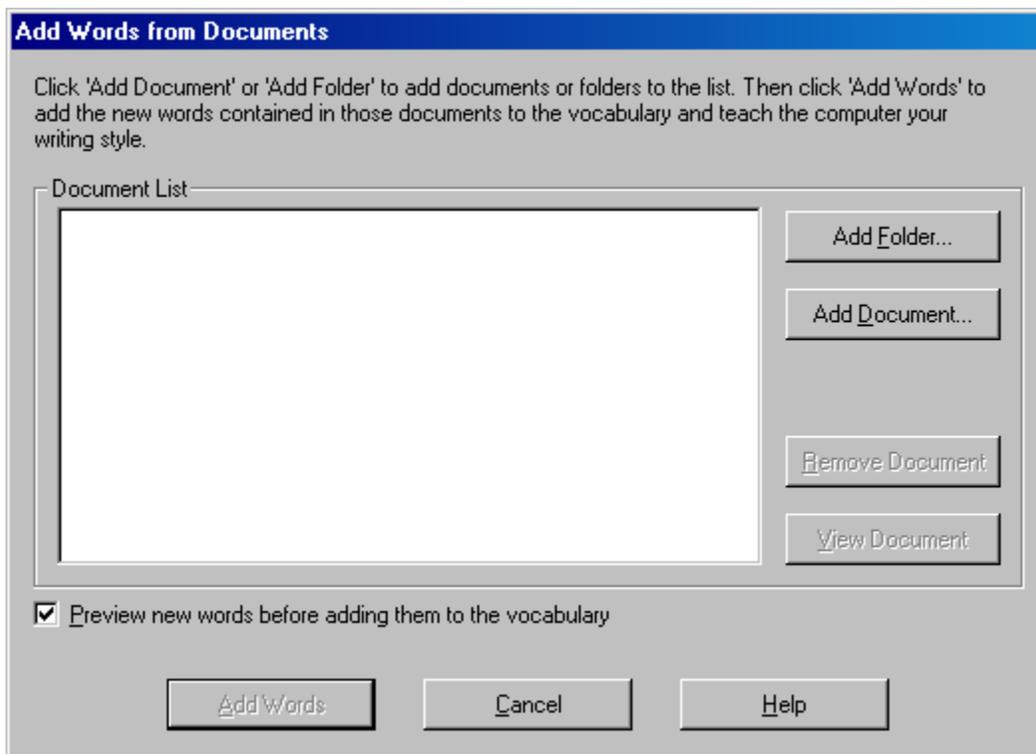
You can browse to your documents. I recommend that you collect all the documents that you want to add into one folder so that you can just add the folder.

Browse for Folder

HTCTU Misc
  Bid
  FAQs
  Gaeirs trainings
  Galvan Review
  htctu workplan 2001-
  KESI project
  Kurzweil partnership
  RFA
  Schedules
  Shoebox
  Signs for office

OK   Cancel
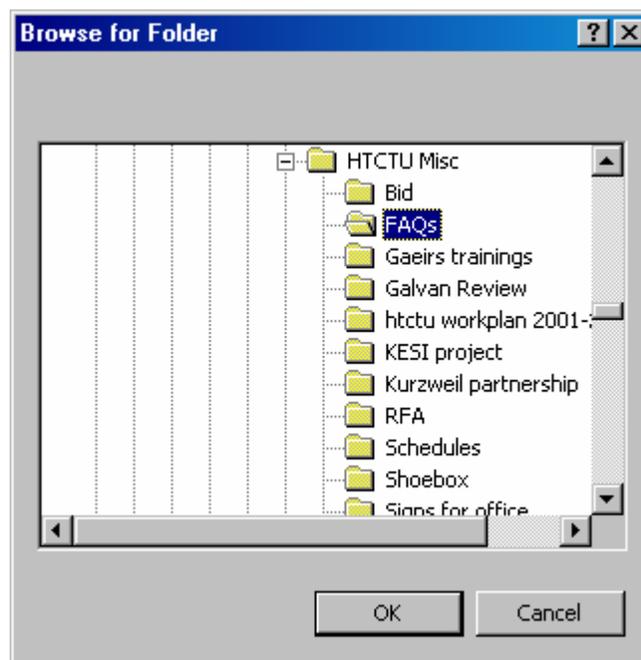
Once you have selected the folder, Dragon will add all the documents it finds in that folder.

Add Words from Documents

Click 'Add Document' or 'Add Folder' to add documents or folders to the list. Then click 'Add Words' to add the new words contained in those documents to the vocabulary and teach the computer your writing style.

Document List

AB 422 Student Requirements.doc
Canon 5020 vs 5080C.doc
Foreign films.doc
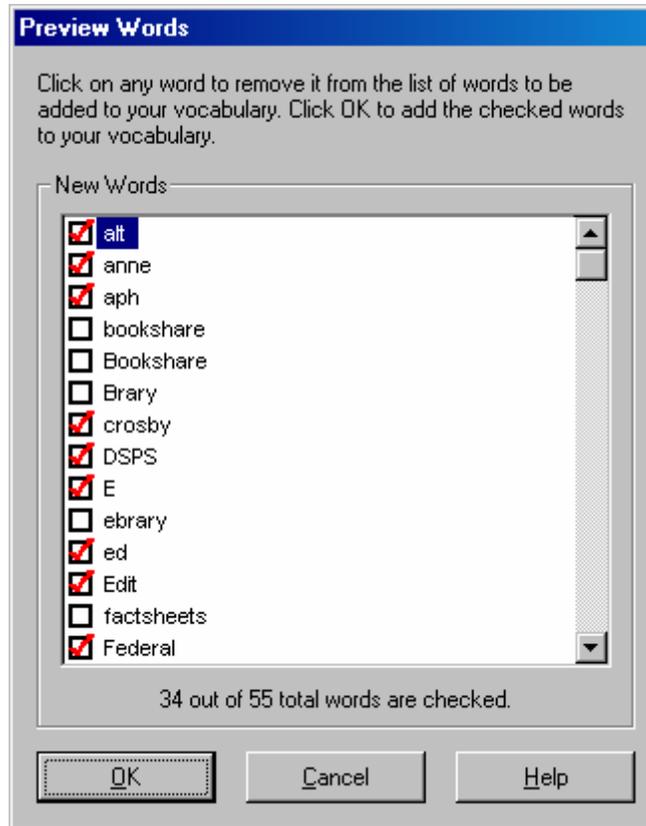OmniPage hyphens.doc
OmniPage textboxes.doc
Page Number.doc
Password Protection in Word.doc
Producing Nontextbooks.doc
RE captioning question.txt
RE captioning question2.txt
RE Dragon NaturallySpeaking.txt

Add Folder...

Add Document...

Remove Document

View Document

☑ Preview new words before adding them to the vocabulary

Add Words   Cancel   Help

I recommend checking the preview option in the "Add Words from Documents" window--especially if you are adding e-mail, as words found in e-mail are frequently nonstandard, and you probably do not want Dragon copying them.

Preview Words

Click on any word to remove it from the list of words to be
added to your vocabulary. Click OK to add the checked words
to your vocabulary.

New Words

- ☑ alt
- ☑ anne
- ☑ aph
- ☐ bookshare
- ☐ Bookshare
- ☐ Brary
- ☑ crosby
- ☑ DSPS
- ☑ E
- ☐ ebrary
- ☑ ed
- ☑ Edit
- ☐ factsheets
- ☑ Federal

34 out of 55 total words are checked.

[<u>O</u>K] [<u>C</u>ancel] [<u>H</u>elp]

Getting the Most Out of Dragon

Optimization Tip #1

You will sometimes have students for whom you think Dragon should be working
better, and you just cannot figure out why it isn't. In those cases, try this tip. Go to
Tools > Options and choose the Miscellaneous tab. You will find two slider bars
(see below): one for "Pause Required before Commands" and one for "Speed vs.
Accuracy." Try changing the settings on these bars.
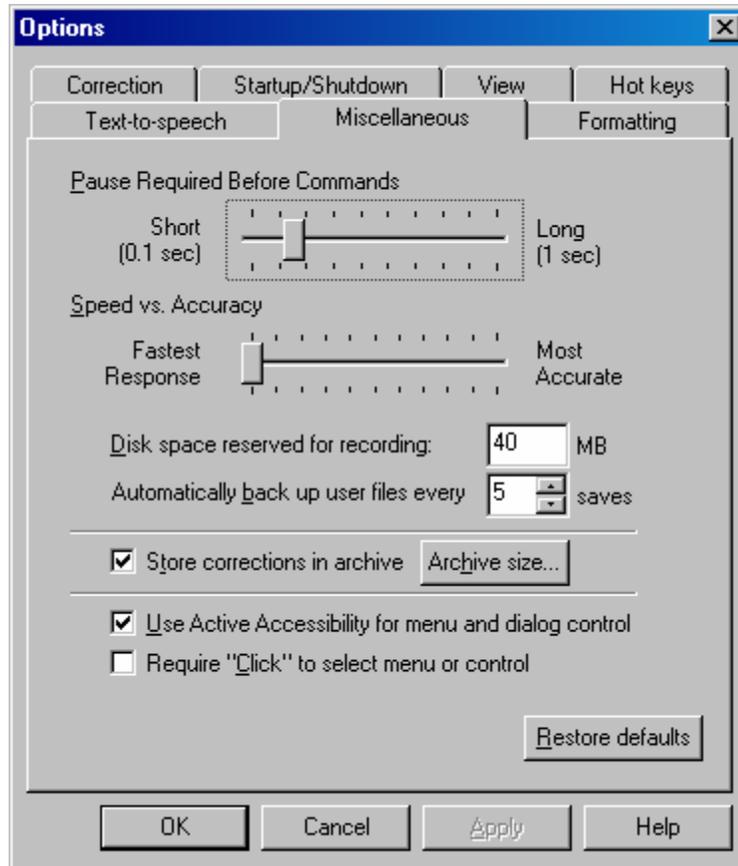
Optimization Tip #2

Turn it off! You will notice that on computers for which the power is always left on, Dragon will run increasingly slowly over time. To optimize the program, you need to shut down the computer it is on...not restart, shut down. You'll be amazed at the difference. (It likes lots of RAM, too--512 is just a start for Dragon.)

Acoustic Optimizer

After a student has been using Dragon for a while, it will have records of all the corrections that the user has made. Acoustic Optimizer sorts and analyzes that information to improve accuracy. The Dragon manual recommends running the Optimizer after a couple weeks for a new user and monthly thereafter. Be aware that the Optimizer can take an hour or more to work!

To access the Optimizer, go to Tools > Accuracy Center and select "Run the acoustic optimizer."
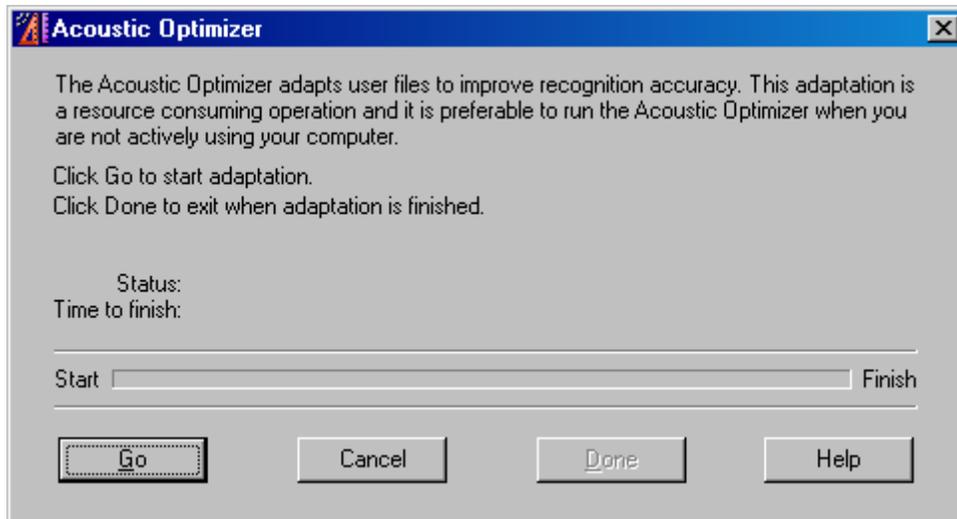
Automating Dragon

Creating Commands

Dragon allows you to enter text (and even graphics) that you can then have it enter all at once based on a simple voice command.

The Dragon manual suggests the following list of helpful commands:
- Home address
- Business address
- Address to someone to whom you write regularly
- Signature block
- Letter closing

As an example, I will create a command to enter the contact information for the HTCTU.
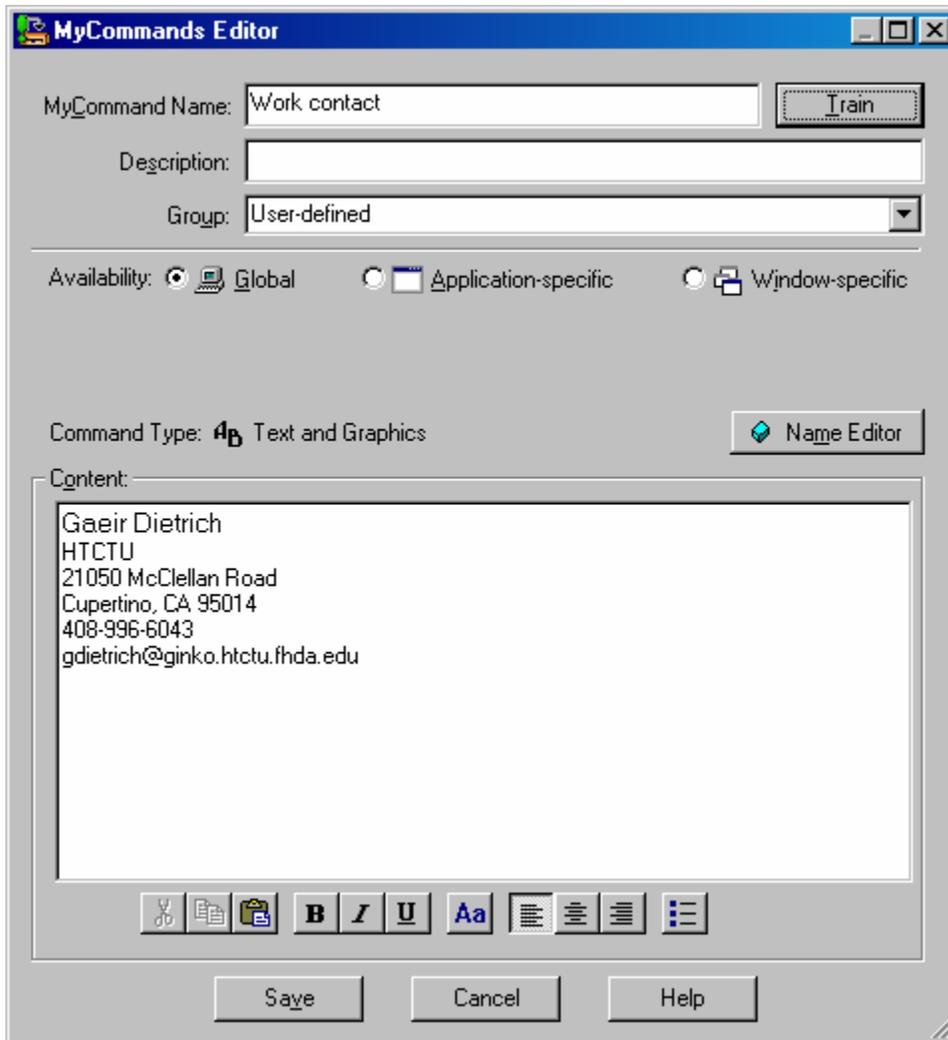
From the Tools menu, select Add New Command. The MyCommands Editor window will open.
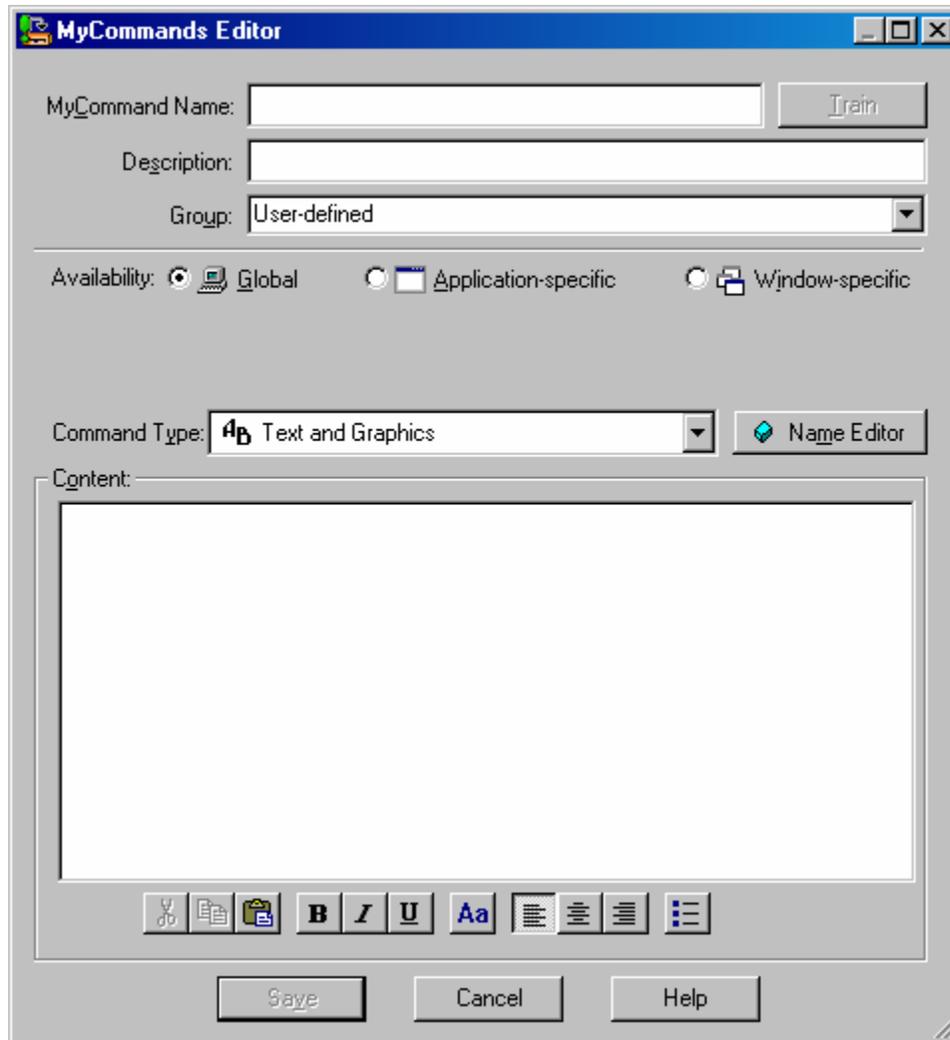
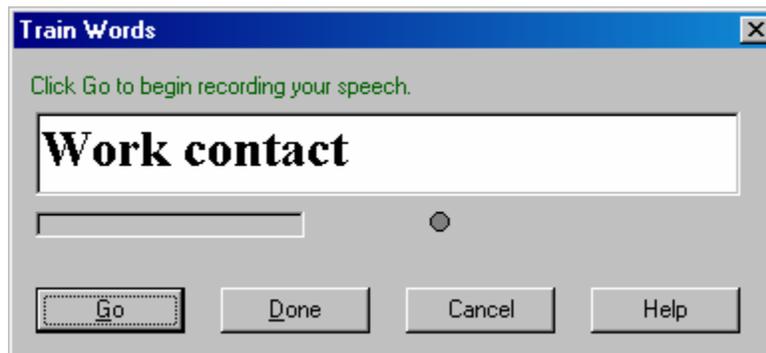In the field for MyCommand Name, I enter the words I want to say to access the command. It is best to use a name that is easy to remember but will not be used as part of regular dictation.

In the Content field, I will enter the text that I want Dragon to write. Note that I can even format the text if I wish to.

When I dictate the name of the command, Dragon will write the text that appears in the content field.

MyCommands Editor

MyCommand Name: Work contact   [Train]

Description: [   ]

Group: User-defined

Availability: ⦿ Global   ○ Application-specific   ○ Window-specific

Command Type: **AB** Text and Graphics   [◆ Name Editor]

Content:

Gaeir Dietrich
HTCTU
21050 McClellan Road
Cupertino, CA 95014
408-996-6043
gdietrich@ginko.htctu.fhda.edu

[Save] [Cancel] [Help]

Note that I also have the option to train the title I have chosen for the command.

Train Words

Click Go to begin recording your speech.

Work contact

[Go] [Done] [Cancel] [Help]

To manage the commands you have created, you can use the Command Browser (Tools > Command Browser or say "Command Browser"). If you choose the custom tab and set User-defined as the group, all the commands you have written will appear in the window. From here, you can edit or delete commands as desired.
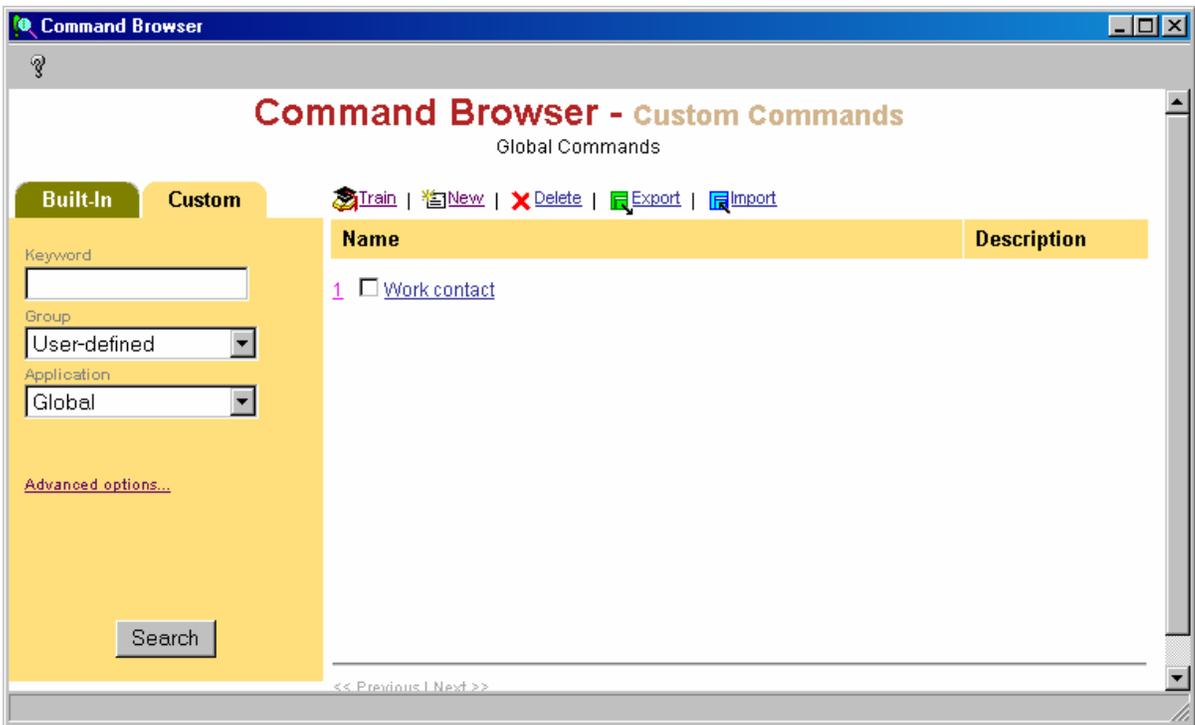
Note: Commands are only saved when you save your user files! Be sure to go to NaturallySpeaking > Save user files whenever you create a new command.

Creating Macros

A macro is a series of steps that a program performs automatically when commanded to do so. The option to create macros is available in Dragon NaturallySpeaking Professional. (No, Preferred does not have this capability. You can do text entry as shown above but not macros.)

In Dragon Professional, you can use the MyCommands Editor window to create complex macros using hot keys or mouse clicks, opening and closing programs, entering text, etc.

To create a macro, begin by launching the MyCommands Editor window (Tools > Add New Command). Notice that in the "Command Type" pop up menu, you have the options of Macro Recorder, Step-by-Step, or Advanced Scripting.

The Macro Recorder literally records a series of commands and mouse clicks as you do them. To use this option, it is best to create the macro under the same conditions under which you will be using it because factors like the time it takes to open a menu will be set in the recording. Once a macro has been recorded, you cannot edit it. If you wish to make a change, you must delete the recording and begin again.

The Step-by-Step option allows you to choose the steps that you wish the program to perform from a list of options. Although requiring a bit more thought, the advantage of this option is that you can edit it if you wish to make changes to the macro.

Finally, the Advanced Scripting option allows users of Visual Basic to create complex commands. The JawBone and MathTalk programs take advantage of this feature.
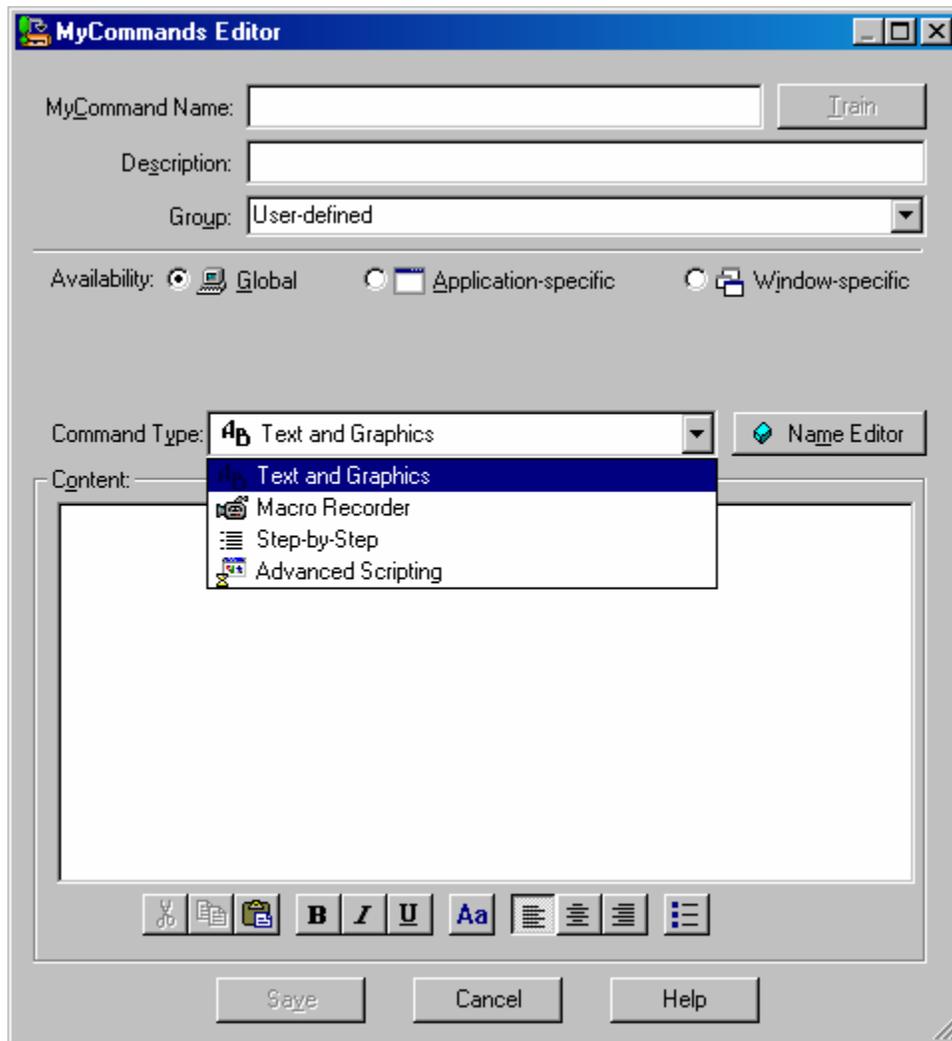
To demonstrate, I am going to create a macro to copy text from DragonPad, launch my e-mail program, paste the text into a new e-mail document, and put me in the to field so I can address my mail.
First, I launch the window and choose Step-by-Step for my macro creator. Then from the pop-up menu in the lower-left corner, I will begin my sequence by choosing keystroke.
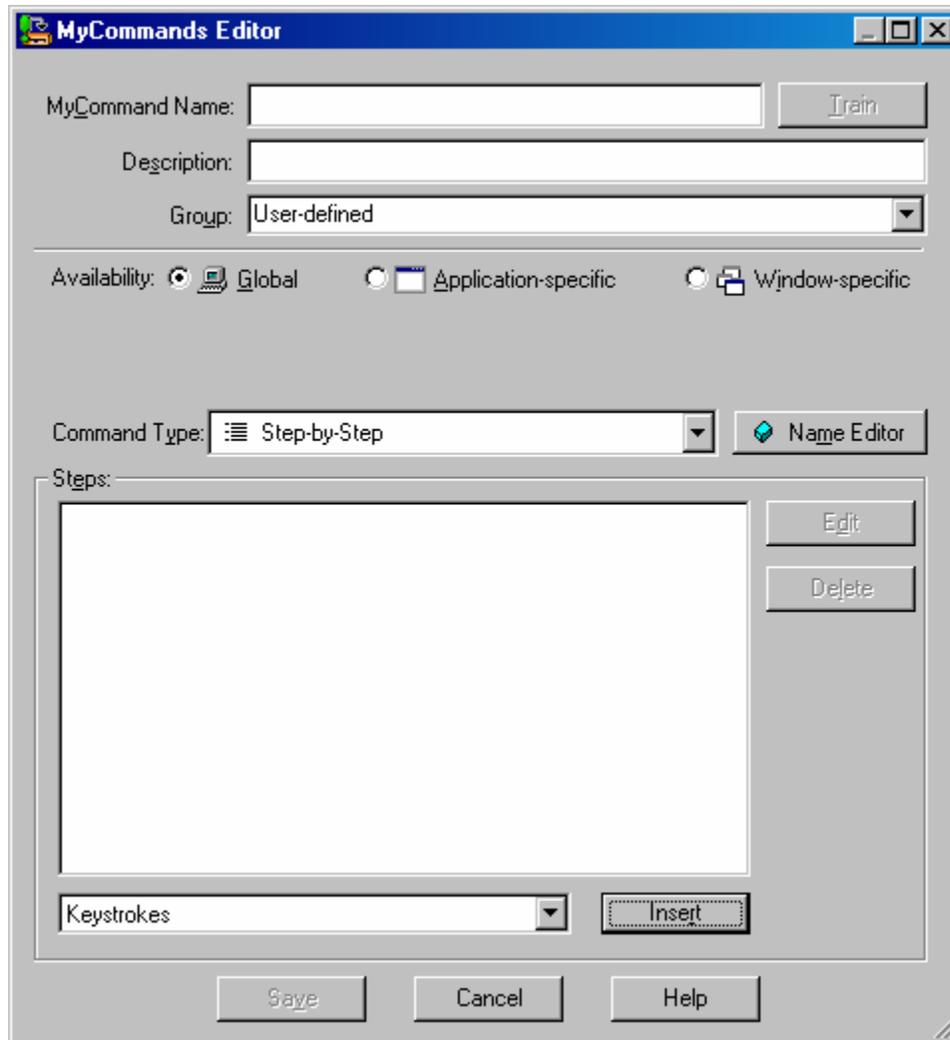
To tell Dragon what keystroke I want to use, I click Insert and enter the keystroke I want Dragon to perform. If I want to open a program or build in some wait time, I would choose insert to tell Dragon the specifics.
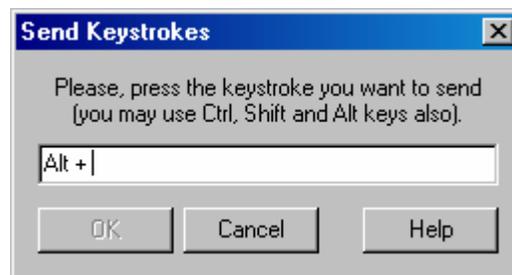
The completed macro, which copies the text from DragonPad, launched Outlook, pastes my message into the body of the e-mail, and then takes me to my contact list is shown below.
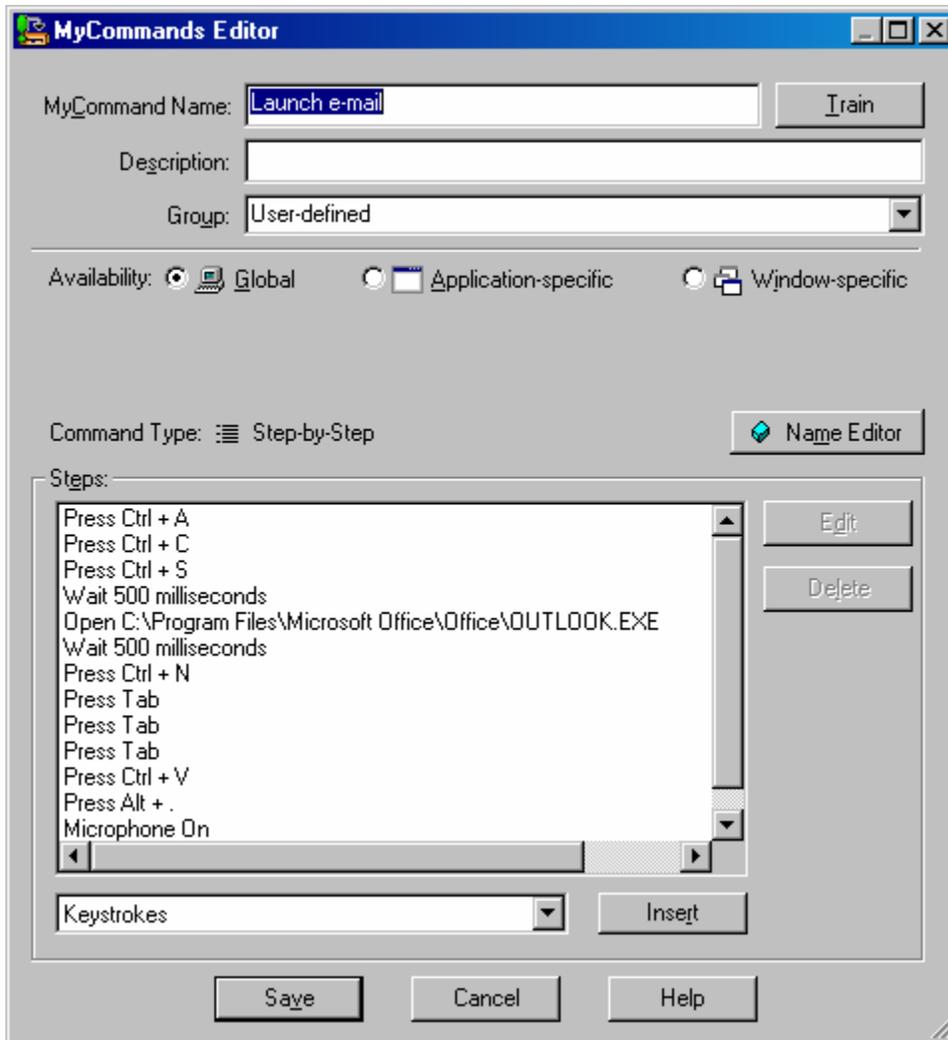
The commands and their meanings are shown below:

Command	Purpose
Press Ctrl + A	selects the text in DragonPad
Press Ctrl + C	copies the text
Press Ctrl + S	saves the text in DragonPad
Wait	allows time to save or not save changes
Open...	opens MS Outlook
Wait	allows time for program to launch
Press Ctrl + N	opens a new e-mail document
Press Tab	moves from "To" to "CC"
Press Tab	moves from "CC" to "Subject"
Press Tab	Moves from "Subject" to body of e-mail
Press Ctrl + V	pastes DragonPad text into e-mail

Command	Purpose
Press Alt + .	opens the address book
Microphone On	allows me to choose the address, fill in the subject, and send the mail

Using Dragon with Other Programs

E-Mail

Dragon works with a variety of e-mail programs, but the functionality of Dragon varies by program. In MS Outlook, Outlook Express, or Lotus Notes, you can add your contact names directly from your e-mail program.

From the menu, select Tools > Accuracy Center and choose "Add contact names to the vocabulary."
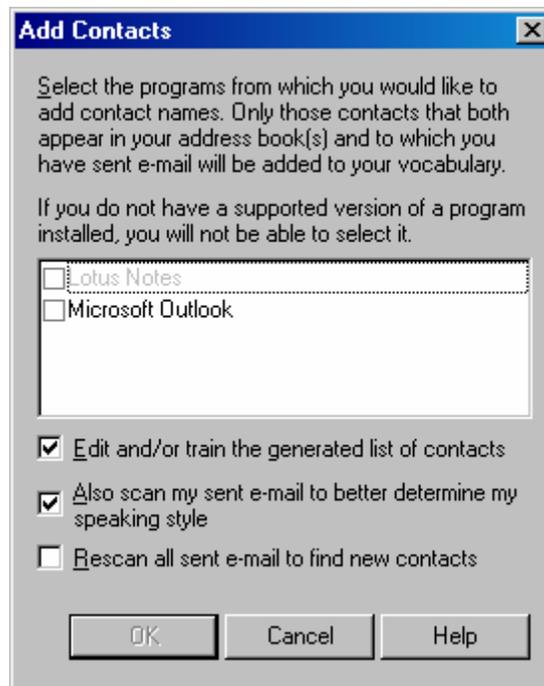
You have the option of training your contacts as they are added, as well as having Dragon analyze your e-mail for speaking style. Note that scanning e-mail can take some time and cannot be interrupted once started.

MS Outlook, Outlook Express, and Lotus Notes, as well as some versions of AOL and Eudora, allow you to use voice shortcuts for a number of commands.

Action	Dragon Command
New mail	Check for new mail or Check for e-mail
Opening mail	Open mail or Open that
Closing mail	Close mail
Composing mail	New mail or New message
Navigating fields	Go to or Move to (field name, e.g., Go to subject field)

MS Excel

The basic functions of Excel run easily under Dragon. It becomes a bit more difficult if you want to use advanced features of Excel. For some of those features, your simplest option will be to write macros in Dragon.

Dragon has a number of commands especially for use in Excel.

Action	Dragon Command
Add a row/column	Insert one (or other number) row Insert one (or other number) column
Formatting	Center (left/right) align this column Make the font (font name, e.g., Arial) Italicize/Bold selection Make a border around (selection, cell ID) Shade column/row
Functions (math)	Add up this row Sum this column Sum the values on the (left/right) Add the (ordinal #) row Add (cell ID) to (cell ID) Average Multiply Subtract Divide Percent Insert diagram

Action	Dragon Command
Manipulating text	Cut this Copy that Delete that Clear this Paste this here Undo that
Navigating cells	Move to cell (row #, column #, e.g., E6) Cell (number) in the following/previous row
Navigating columns	Next column Column (column number) Move to the (ordinal number) column
Navigating rows	Next row Row (row number) Go to the beginning of this row
Navigating worksheet	Beginning of this worksheet Page down
New sheet	Insert a new sheet
New workbook	Open a new workbook
Printing	Print this
Row/Column values	(Months, e.g., January through March) across (Numbers, e.g., one through ten) down
Save	Save this file
Selecting	Highlight (row) (numbers, e.g., one through ten) Highlight (column) (letters, e.g., A through E)
Sorting	Sort on column (letter or number identifier)

Note: The Enable Natural Language Commands must be on. Commands will vary with different versions of Excel.

Dragon NaturallySpeaking Commands

Dictating text quick reference
These are the essentials of dictating text:

Start dictating:
Say whatever you want to say, speaking normally in phrases

Start a new paragraph (press Enter twice):
Say "New Paragraph"

Start a new line (press Enter once):
Say "New Line"

Enter punctuation marks, such as (!):
Say the punctuation mark, such as "exclamation point"

Dictate symbols or special characters such as @:
Say the standard name of the symbol such as "at sign"

To dictate numbers
In most cases you can dictate numbers, including Zip codes, as you normally say them.

Examples:

To enter	Say
4	"four" or "numeral four"
23	"twenty-three"
179	"one hundred seventy nine"
5423	"five thousand four hundred twenty three"
5,423	"five comma four twenty three"
142,015	"one hundred forty two thousand and fifteen"
0.03	"zero point oh three"
2 ¾	"two and three fourths"
11/32	"eleven over thirty two"
965-5200	"nine six five fifty two hundred"
617-965-5200	"six one seven nine six five five two hundred"
$45	"forty five dollars"
$99.50	"ninety-nine dollars and fifty cents"
8:00	"eight o'clock"
8:30 p.m.	"eight thirty pm"
May 15, 2003	"May fifteen comma two thousand three"
MCMLIX	"Roman one thousand Roman one hundred Roman one thousand Roman fifty Roman nine"

Punctuation and symbols

You can enter the following punctuation marks and symbols in the text you dictate. If the same punctuation mark appears more than once, Dragon NaturallySpeaking treats the character differently depending on what you say. For example, an apostrophe immediately follows the preceding text, while an open single quote is preceded by a space.

To enter	Say
&	ampersand
	and sign
'	apostrophe
'	begin single quote
	open single quote
'	close single quote
	end single quote
's	apostrophe ess
*	asterisk
@	at sign
`	backquote
\	backslash
^	caret
:	colon
:	numeric colon
,	comma
,	numeric comma
—	dash
$	dollar sign
.	dot
	point
.	period
…	ellipsis
=	equal sign
!	exclamation point
	exclamation mark
/	forward slash
	slash
-	hyphen
	numeric hyphen
{	left brace
	open brace
}	close brace
	right brace
[	left bracket
	open bracket
]	close bracket
	right bracket
(	left paren

	left parenthesis
	open paren
	open parenthesis
)	right paren
	right parenthesis
	close paren
	close parenthesis
<	left angle bracket
	open angle bracket
<	less than
>	close angle bracket
	right angle bracket
>	greater than
–	minus-sign
#	number sign
	pound sign
"	begin quote
	begin quotes
	open quote
	open quotes
"	close quote
	close quotes
	end quote
	end quotes
%	percent sign
+	plus sign
?	question mark
;	semicolon
	space bar
(tab)	tab key
~	tilde
_	underscore
|	vertical bar
:-(	frowny face
:-)	smiley face
;-)	winky face

To add new lines and paragraphs
While you are dictating, use the following commands:

To	Say
Start a new line (press the Enter key once)	"New Line"
Start a new paragraph (press the Enter key twice)	"New Paragraph"

- Saying "New Paragraph" is equivalent to pressing the Enter key twice (since this is what many people do when typing a document). Saying "New Line" is equivalent to pressing the Enter key once.
- New Paragraph capitalizes the next word you dictate.

- New Line does not capitalize the next word.

Dictation commands
When you are dictating, you can say the following dictation commands without pausing.

Say	To
"New Line"	Press the Enter key once
"New Paragraph"	Press the Enter key twice, capitalize next word
"Cap <word>"	Type <word> with an initial capital
"Caps On"	Start typing words with initial capitals
"Caps Off"	Stop typing words with initial capitals
"All Caps <word>"	Type <word> in all uppercase
"All Caps On"	Start typing words in all uppercase
"All Caps Off"	Stop typing words in all uppercase
"No Caps <word>"	Type <word> in all lowercase
"No Caps On"	Start typing words in all lowercase
"No Caps Off"	Stop typing words in all lowercase
"No Space <word>"	Do not put a space before <word>
"No Space On"	Stop putting spaces between words
"No Space Off"	Start putting spaces between words

- To enter the word "cap" (as in "baseball cap"), pause after saying "cap."
- The capitalization and spacing modes are automatically canceled if you move around your document.

Move to the beginning and end of documents and lines
You can use these commands to move to the top or bottom of a document and the beginning or end of a line.

Say	Then say
"Go to"	"Top"
"Move to"	"Top of Document"
	"Beginning of Document"
	"Start of Document"
	"Bottom"
	"Bottom of Document"
	"End of Document"
	"Beginning of Line"
	"Start of Line"

Say	Then say
	"End of Line"

Examples:
"Go to Top"
"Move to End of Line"

- These commands deselect any text that is selected.

Move around by lines and paragraphs
You can use these commands to move around by lines and paragraphs.

Say	Then say	Then say
"Move"	"Up"	"a Line"
	"Back"	"1 Line"
	"Down"	"2-20 Lines"
	"Forward"	"a Paragraph"
		"1 Paragraph
		"2-20 Paragraphs"

Examples:
"Move Up a Line"
"Move Down 8 Lines"

- These commands deselect any text that is selected.

Move around by words and characters
You can use these commands to move around by words and characters.

Say	Then say	Then say
"Move"	"Right"	"a Word"
	"Forward"	"1 Word"
	"Left"	"2-20 Words"
	"Back"	"a Character"
		"1 Character"
		"2-20 Characters"

Examples:
"Move Right 3 Words"
"Move Left 4 Characters"

- These commands deselect any text that is selected.

Move the cursor
You can use these commands to move the cursor up, down, left, and right. To use these commands press the corresponding arrow keys.

Say	Then say	Then say
"Move"	"Up"	1-20
	"Down"	
	"Left"	
	"Right"	

Examples:
"Move Right 3"
"Move Up 5"

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

Delete text:
Say "Scratch That"

Select text:
Say "Select <text>" where <text> is the word or phrase you want to change or "Select <text> through <text>."

Change text once you have selected it:
Say the words you want to replace the selection with.

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.

To play back dictation in a document
1. Move the cursor to or select the words you want to play back.

2. Say "Play That Back" to play selected text, or say one of the following commands:

"Play Back Line"
"Play Back Paragraph"
"Play Back Document"

"Play Back Screen"
"Play Back Window"
"Play Back to Here"
"Play Back from Here"

You can also start playback by clicking the Play That Back button on the toolbar.

1. To stop playback, click the Stop Playback button on the toolbar, press the ESC key, or click in the document window.

Since speech input cannot be received during playback, you cannot stop playback by voice.

- If dictation is not available, playback skips to the next section that has dictation available. Recorded speech is not available for text that was typed or pasted into a document or revised without using the Correction dialog box; for example, by selecting and saying.
- The Play Back Window, Play Back to Here, and Play Back from Here commands only play back dictation for text that is in view. For example, the Play Back from Here command plays back dictation from the cursor to the bottom of the window.
- You can simultaneously stop playback and open the Correction dialog box by pressing the minus key (-) on the numeric keypad. The last phrase played appears in the dialog box for you to correct.
- If the recorded speech for a document exceeds the space available, the earliest dictation is removed.
- You can use your right mouse button to click in a document, and then select commands to start and stop dictation playback.

Internet Explorer commands
"Go To Address"
Move the cursor to the Address box. You can then dictate a Web address.

"Go There" "Click Go" or "Go"
Go to a web address you just entered in the Address box.

"Go To Favorite <name>"
Load the <name> page, where <name> is the name you use for the page in your Favorites REVISE.

"Refresh" or "Reload"
Refresh the current page from the Web.

"Click <any part of a link or button name>"
Follow the link or click the button.

"Click" is optional. "Click That" "That One" or "Click That One"

Click the link or other object, such as an edit box, pointed to by the arrow.

"Next" "Next Match" or "Next Control"
> When multiple links or other objects match a command, select the next matching link or object on the page.

"Previous" "Previous Match" or "Previous Control"
> When multiple links or other objects match a command, select the previous matching link or object on the page.

"Stop Loading"
> Interrupt the loading of a Web page.

"Go Back"
> Load the previous page (if available) in the browser's history list.

"Go Forward"
> Load the next page (if available) in the browser's history list.

"Go Home"
> Load your Home page.

"Type Text" "Edit Box" "Click Edit Box" "Text Field" or "Click Text Field"
> Go to the first location on the page where you can enter text.

"Check Box" or "Click Check Box"
> Go to the first check box on the page.

"Image" or "Click Image"
> Go to the first image on the page.

"Radio Button" or "Click Radio Button"
> Go to the first radio button on the page.

"Page Down" or "Scroll Down"
> Scroll the page down by a screen.

"Page Up" or "Scroll Up"
Scroll the page up by a screen.

"Line Down"
> Scroll the page down by a few lines of text.

"Line Up"
> Scroll the page up by a few lines of text.

"Go To Top"
> Scroll to the top of the current page.

"Go To Bottom"
       Scrolls to the bottom of the current page.

"Start Scrolling Down"
       Start automatic downward scrolling of the current page.

"Start Scrolling Up"
       Start automatic upward scrolling of the current page.

"Stop Scrolling"
       Stops automatic scrolling.

"Speed Up"
       Increase the rate of automatic scrolling.

"Slow Down"
       Decrease the rate of automatic scrolling.

International Radio Codes for Alphabet

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

Tips: Dragon Naturally Speaking

Tip for Buying Dragon

Dragon comes in a variety of versions. Be aware that the main difference in the versions is not the speech recognition itself but the, often quite necessary, added features, such as multiple users, mouse grid, and macros.
Do not choose a version less expensive than Dragon Preferred (multiuser, mouse grid) for your campus, and if you can afford it, choose Dragon Professional (macros). If you want to network Dragon, choose the Enterprise version.

Tip for Improving Initial Recognition

After initial training, train the command words, punctuation words, etc. in the edit window.

- From the menu bar choose the following: Naturally Speaking > Advanced > Edit Words

Move the scroll bar slider or the scroll arrows all the way to the top of the bar. Use shift-click to choose the words and phrases from the top of the screen to the start of the number.

Tip for Working with Multiple Students

When you have multiple students working with Dragon on the same computer (and Dragon is installed locally), shut down the computer between students. Dragon responds very well to the computer being shut off (not just restarted but powered down).

Tip for Copying Speech Files

It is possible to copy speech files from one computer to another, but unless the hardware is identical, the results are not always good. The new versions of Dragon are so easy to train that it is honestly easier to set up a new speech profile than trying to transfer an old one. The only exception might be for a student who is working with a particularly technical vocabulary.
If you still want to try moving your speech files, see the following Web site: http://www.synapseadaptive.com/joel/movingaspeechafiles.htm

Tips from Ed Rosenthal

Dragon and Word XP
When installing Dragon NaturallySpeaking Professional 6.0/6.1 for the first time a small number of users may experience erratic behavior in Microsoft Word XP. There are several settings that may impact Dragon NaturallySpeaking integration and functionality in Microsoft Word XP. With Microsoft Word already installed, and prior to installing Dragon NaturallySpeaking, we believe it is advisable to turn off all of the AutoCorrect features, turn off advanced editing features, and turn off spell checker and grammar checker. The macro security level should be set to

medium. Subsequent to installing Dragon NaturallySpeaking Professional you can review whether or not the dgnword.dot add in is correctly installed and functional by going to Tools/Templates & Add-ins... this .dot file should not only show as available, but the check box should be checked it Microsoft Word is running and Dragon NaturallySpeaking has been loaded and is running.

Win XP SP1
Many of our clients are currently upgrading their Windows XP computers with SP 1. Should you need to reinstall Dragon NaturallySpeaking for some reason (and you may need to do this after installing this service packs), you will be asked about "replacing DLL files" that are older than those currently on the machine. You want to answer "yes to all" to this dialogue. This is because SP1 is putting on some new DLL files, that may or may not be compliant with Dragon NaturallySpeaking.

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