

Dragon Naturally Speaking Concept Review

Review your Learning 1.1

Fill in the blanks below by hand or with assistance to reinforce your learning.

1. I find the "Manage User Profiles" and "Open User Profile" options under the _____ menu on the DragonBar.
2. The microphone I'm using has the following type of plug:
_____.
3. One of the ways I can perform additional training is by going to the Improve my accuracy which is located under the _____ Menu. Then choose "View or Edit your vocabulary." The _____ window opens.
4. To save my user files (also known as voice files) after I've completed the additional training, I say " _____ ", then " _____ ."

Review your Learning 1.2

1. To turn on my microphone, I click the mouse arrow on the microphone icon on the DragonBar, or I press the ____key on the number pad.
2. To deactivate the microphone temporarily, I say the command:
_____ or ____.
3. To re-activate a sleeping microphone, I say: _____
or _____.
4. To turn the microphone completely off with my voice, I say:
_____.
5. **Circle correct word.**
If the microphone is completely off, I **can** / **cannot** turn on the microphone with my voice.
6. DragonPad is located under the _____ menu on the DragonBar.
7. I close the Dragon NaturallySpeaking program by saying
_____.

Voice Commands I have learned so far:

Review your Learning 2A

1. To open my User files, I first click _____ on the DragonBar. Depending on my computer setup, I then click on **Open User Profile** , or **Manage User Profiles**.
2. To check my audio settings, I say [_____ _____ _____].
3. The Audio Settings are located under the **Audio** menu, as" _____ _____".
4. If I have questions regarding use of the program, many answers and resources are in the DragonBar, under the _____ menu.
5. If I want to go to the **Tools** or **Words** menu and the program doesn't seem to be responding, I can say [_____ _____] first and then select the menu choice I want.
6. When dictating, I should pause slightly before saying a command, and pause again before I resume dictating - True / False
7. To select (highlight) all of the words in a document, I say [_____ _____].
8. To erase (delete) selected text, I say [_____ _____] or [_____ _____].

Review your Learning 3A

When I want to highlight text to change what I wrote or edit my work, I use the _____ command.

When I want to correct a mistake that Dragon made in recognizing my dictation, I use the _____ _____ command.

You have dictated the word "ice cream", and Dragon has misrecognized the word and written "I scream". How do you correct the error? Write down exactly what you would say, *first, if the correct words are in the correction menu choices, and second, if the correct words are NOT in the correction menu choices.*

Or

You dictated the word "chocolate" but changed your mind, and wanted "strawberry" instead. How would you make the change? Write down exactly what you would say.

Evaluate your learning!

Self Quiz – Lessons 1 and 2

1. Open User Profile, Manage User Profiles, Save User profile and Exit Dragon are found where in the Dragon Bar?
 - a. NaturallySpeaking
 - b. Tools
 - c. Profile
 - d. Help
2. What is the command to open the **Tools** menu with your voice?
 - a. [**Open Tools**]
 - b. [**Give Me Tools**]
 - c. [**Switch to DragonBar**] then [**Tools**]
3. How do you load DragonPad with your voice?
 - a. [**Start DragonPad**]
 - b. [**Switch to DragonPad**]
 - c. [**Load DragonPad**]
4. How do you exit the Dragon NaturallySpeaking program?
 - a. [**File. Exit**]
 - b. [**Exit NaturallySpeaking**]
 - c. [**Close Window**]
5. When Dragon makes a mistake and didn't write the word you dictated, it is called:
 - a. A user error
 - b. A recognition error
 - c. A dictation error
6. When Dragon makes a recognition error, the command you should use to correct its mistake is:
 - a. [**Select** (the misrecognized word)], then dictate the correct word
 - b. [**Scratch that**] then dictate the correct word
 - c. [**Correct** (the misrecognized word)], then [**Choose**] or spell the correct word in the Spell dialog box.

7. When you make a mistake in dictating or if you want to change (edit) what you dictated, the command(s) you should use to edit is:
- [**Select** (the word/s you want to change)], then [**Delete that**].
 - [**Select** (the word/s you want to change)], then dictate what you want.
 - [**Correct** (the word/s you want to change)].
 - [**Scratch that**] (immediately after dictating the word or phrase)
 - a, b, and d

8. You are dictating a letter and someone interrupts you, and you say "wait just a minute" before you remember to turn your microphone off, and Dragon writes "wait just a minute". You see it immediately. Write down exactly what you would say to eliminate this mistake you made.

_____ or _____

9. What do the following commands do? [**Go to bottom**], [**Go to end**], [**Move to end**], [**Go to top**]

- Open a program.
- Move the blinking cursor around a document.
- Move the cursor around a paragraph.

10. What is the voice command for opening DragonPad?

- [**Start DragonPad**]
- [**Open DragonPad**]
- [**Begin DragonPad**]
- a and b

11. Under which bar is the DragonPad located?

- Under **Tools**
- Under **Words**
- Under **Sound**

12. To move from working in DragonPad to accessing menus in the Dragon Bar, I say:
- [Move to Dragon Bar]
 - [Switch to Dragon Bar]
 - [Click NaturallySpeaking]
 - b and c (see what happens if you try c above)
13. The Launch Accuracy Tuning, under "**Audio**" contains
- View or edit your vocabulary
 - Check your audio settings
 - Perform additional training
 - All of the above

14. In the Radio Alphabet, the letters for the word "yes" are:

Y _____ e _____ s _____

15. Spell your first name using the Radio Alphabet for each letter:

Check your answers with the Self-Quiz Answer Key.

Rate your learning so far:

- I have mastered all the skills in Lessons 1 and 2 and can move to the next lesson
 - I have learned a lot of the basic skills and I need to practice before moving onto the next lesson.
 - I have learned many of the basic skills and I need to review Lesson 2 to reinforce my learning.
 - I need to review both Lessons 1 and 2 as I did not do very well on the quiz.
 - I need some extra help from my instructor. I don't seem to be retaining the information. Help!!

Review your Learning 4A

1. To move the cursor to the left 3 words, I say [_____].
2. To place the cursor at the end of a line of text, I say [_____].
3. If I want to place the cursor before the word "party" in a sentence, I say [_____].
4. To move the cursor to the beginning of a document, I say [_____].
5. To move the cursor up one screen, I say [_____].
6. To move the cursor down one screen, I say [_____].
7. I can move my cursor to the end of the document by saying [_____].
8. To erase the last or previous four words that I have written, I say [_____].
9. To delete four letters or spaces after my cursor, I say [_____].
10. To delete the letter, space, or character to the left of the cursor one space, I say [**Delete last character**]. I can also say [_____].
11. To erase or delete the last word or phrase I just dictated, I say [_____] or [_____].
12. To get the number seven written in digital form, like this... 7... I say [_____] before the number.
13. Yes/No (circle correct answer): I can usually dictate numbers as I normally say them, like dates, phone numbers, zip codes, and money.
14. If I say [eleven slash twenty three slash zero six], Dragon will write (_____).

15. If I want Dragon to write "9:45 a.m.", I say [_____].
16. If I want Dragon to write "9:45", I say [_____].
17. If I want Dragon to write "10:00", I say [_____].
18. If I want Dragon to write "9 a.m.", I say [_____].
19. If I want to print the document I'm currently working on, I say [_____].
20. I can also begin the printing process by saying [_____].

Review your Learning 5A

1. To capitalize a word before I dictate that word, I say [_____] before I say the word. For instance, to capitalize the word "Title", I say [_____].
2. I can also capitalize something immediately after I have dictated it. To do that, I can say [_____] immediately after I dictate the word or phrase. I can also highlight the word or phrase and say the same thing, [_____].
3. If I want to remove the capitalization from something in the text, I first highlight the word or phrase and then say [_____].
4. True / False - Dragon will capitalize some words (names, locations, etc.) automatically.
5. To open the file menu on DragonPad I say: [_____] or [_____].

Review Your Learning 6C

1. To make a line formatted in bold, I can dictate the line first and then say [_____ line] then [_____].
2. To remove the bold formatting, I can highlight the passage and then say [_____] or [_____].
3. To create italics for the word "important", I would say [_____] then [_____].
4. To underline the words "Gone with the Wind", I would say [_____] then [_____].
5. The three commonly used alignment formats are: _____, _____, _____.
6. To center a group of words I have just dictated, I say [_____].
7. To move that group of words to left alignment, I say [_____].
8. When I want to align my name and class title to the right margin (the format for an academic paper) I say [_____] before I begin dictating.
9. To change the size of a font from 10 to 14, I say [_____].
10. The font, bullet style, paragraph, and tabs menus are located under the title _____ in the menu bar of the Dragon Pad.
11. I can open the formatting menu by saying [_____] or [_____].

12. When I see "... " (ellipsis) after a word in a drop-down menu, it means: _____
13. When in a dialogue box, I can move the focus from one area to another by saying [_____ _____]
14. I can change the color of the words WATCH OUT from black to red by saying the following (write down each step followed by a slash [/]):

_____ / _____ / _____

_____ / _____ / _____

_____ / _____ / _____

Review Your Learning 6D

1. To place bullets in front of items on a list, I can first select the list, then say
[_____ _____][_____ _____].
2. A way to spell while staying in "Normal Mode" is to: Pause in your dictation, then say [_____] which opens up the Spell Dialog Box.
3. To write an [@] sign, I say: [_____ _____].
4. To open another saved document when DragonPad is open, I say
[_____ _____].
5. To move the focus of Dragon forward through a dialog window, I say
[_____] or [_____ _____].
6. To move the focus backwards through dialog box window, I say
[_____ _____ _____].

Buying Stocks Key

Buying Stocks

Buying stock in a company is relatively easy once you've researched the stocks you're interested in and have a broker or brokerage account to handle your purchase.

Educate yourself fully about stocks before purchasing them. You can find information about stocks and brokers on the Internet.

Determine what you want in a broker or brokerage account. Do you want to meet with someone face-to-face? Will you want to be able to reach someone by phone? Do you require Internet access? Is price your only consideration?

Choose a broker or brokerage firm to purchase the stocks on your behalf based on your needs. Need a lot of advice? Start with a full-service brokerage. The least expensive brokers may not offer advice. Try an online brokerage.

Contact a broker or firm and **request an application**. Many firms offer online applications, although most require that you send a check or wire money to actually open the account.

Deliver a check in person if possible to speed up the process.

Begin buying and selling stocks once your account is open.

Review statements you receive and reevaluate your portfolio's performance. Are you moving toward your investment goals?

Dragon Naturally Speaking Concept Review

Review your Learning 1.1

Fill in the blanks below by hand or with assistance to reinforce your learning.

1. I find the "Manage User Profiles" and "Open User Profile" options under the _____ Profile _____ menu on the DragonBar.
2. The microphone I'm using has the following type of plug:
_____ Mic-in or USB _____.
3. One of the ways I can perform additional training is by going to the Vocabulary Editor which is located under the Vocabulary Menu. Then choose "Open _____ Vocabulary _____ Editor _____."
4. To save my user files (also known as voice files) after I've completed the additional training, I say "____ Switch to Dragon Bar _____", then "Profile", then Save User Profile."

Review your Learning 1.2

1. To turn on my microphone, I click the mouse arrow on the microphone icon on the DragonBar, or I press the + key on the number pad.

1. To deactivate the microphone temporarily, I say the command: Stop Listening or Go To Sleep.

2. To re-activate a sleeping microphone, I say: Listen To Me or Wake Up.

3. To turn the microphone completely off with my voice, I say: Microphone Off .

4. **Circle correct word.**

If the microphone is completely off, I **can** / **cannot** turn on the microphone with my voice.

5. DragonPad is located under the Tools menu on the DragonBar.

6. I close the Dragon NaturallySpeaking program by saying Exit NaturallySpeaking.

Voice Commands I have learned so far:

Review your Learning 2A

1. To open my User profile, I first click [Profile](#) on the DragonBar.
Depending on my computer setup, I then click on **Open User Profile** ,
or **Manage User Profiles**.
2. To check my audio settings, I say [[Check Audio Settings](#)].
3. The Audio Settings are located under the **Audio** menu, as "[Check Microphone](#)".
4. If I have questions regarding use of the program, many answers and resources are in the DragonBar, under the [Help](#) menu.
5. If I want to go to the **Tools** or **Vocabulary** menu and the program doesn't seem to be responding, I can say [[Switch To DragonBar](#)] first and then select the menu choice I want.
6. When dictating, I should pause slightly before saying a command, and pause again before I resume dictating - True / False
7. To select (highlight) all of the words in a document, I say [[Select All](#)].
8. To erase (delete) selected text, I say [[Scratch That](#)]
or [[Delete That](#)].

Review your Learning 3.1

When I want to highlight text to change what I wrote or edit my work, I use the Select command.

When I want to correct a mistake that Dragon made in recognizing my dictation, I use the Correct That command.

You have dictated the word "ice cream", and Dragon has misrecognized the word and written "I scream". How do you correct the error? Write down exactly what you would say, *first, if the correct words are in the correction menu choices, and second, if the correct words are NOT in the correction menu choices.*

Select ice cream

Correct that

Choose (number)

Or (with correct words NOT in the choices)

Select ice cream

Correct that

Spell That

Cap I – Space – s – c – r – e – a – m - OK

You dictated the word "chocolate" but changed your mind, and wanted "strawberry" instead. How would you make the change? Write down exactly what you would say.

Select chocolate

strawberry

Evaluate your learning!

Self Quiz – Lessons 1 and 2

1. Open User Profile, Manage User Profiles, Save User profile and Exit Dragon are found where in the Dragon Bar?
 - a. NaturallySpeaking
 - b. Tools
 - c. Profile
 - d. Help
2. What is the command to open the **Tools** menu with your voice?
 - a. [**Open Tools**]
 - b. [**Give Me Tools**]
 - c. [**Switch to DragonBar**] then [**Tools**]
3. How do you load DragonPad with your voice?
 - a. [**Start DragonPad**]
 - b. [**Switch to DragonPad**]
 - c. [**Load DragonPad**]
4. How do you exit the Dragon NaturallySpeaking program?
 - a. [**File. Exit**]
 - b. [**Exit NaturallySpeaking**]
 - c. [**Close Window**]
5. When Dragon makes a mistake and didn't write the word you dictated, it is called:
 - a. A user error
 - b. A recognition error
 - c. A dictation error
6. When Dragon makes a recognition error, the command you should use to correct its mistake is:
 - a. [**Select** (the misrecognized word)], then dictate the correct word
 - b. [**Scratch that**] then dictate the correct word
 - c. [**Correct** (the misrecognized word)], then [**Choose**] or spell the correct word in the Spell dialog box.

7. When you make a mistake in dictating or if you want to change (edit) what you dictated, the command(s) you should use to edit is:
- a. [**Select** (the word/s you want to change)], then [**Delete that**].
 - b. [**Select** (the word/s you want to change)], then dictate what you want.
 - c. [**Correct** (the word/s you want to change)].
 - d. [**Scratch that**] (immediately after dictating the word or phrase)
 - e. a, b, and d

8. You are dictating a letter and someone interrupts you, and you say "wait just a minute" before you remember to turn your microphone off, and Dragon writes "wait just a minute". You see it immediately. Write down exactly what you would say to eliminate this mistake you made.

Scratch That or Delete That

9. What do the following commands do? [**Go to bottom**], [**Go to end**], [**Move to end**], [**Go to top**]
- a. Open a program.
 - b. Move the blinking cursor around a document.
 - c. Containing a swear word.
10. What is the voice command for opening DragonPad?
- a. [Start DragonPad]
 - b. [Open DragonPad]
 - c. [Begin DragonPad]
 - d. a and b
11. Under which bar is the DragonPad located?
- a. Under **Tools**
 - b. Under **Words**
 - c. Under **Audio**

12. To move from working in DragonPad to accessing menus in the Dragon Bar, I say:

- a. [Move to Dragon Bar]
- b. [Switch to Dragon Bar]
- c. [Click NaturallySpeaking]
- d.** b and c (see what happens if you try c above)

13. The Launch Accuracy Tuning, under "Audio" contains

- a. View or edit your vocabulary
- b. Check your audio settings
- c. Perform additional training
- d.** All of the above

14. In the Radio Alphabet, the letters for the word "yes" are:

Y Yankee **e** Echo **s** Sierra

15. Spell your first name using the Radio Alphabet for each letter:

Various

Rate your learning so far: Answers will vary

- a. I have mastered all the skills in Lessons 1 and 2 and can move to the next lesson
- b. I have learned a lot of the basic skills and I need to practice before moving onto the next lesson.
- c. I have learned many of the basic skills and I need to review Lesson 2 to reinforce my learning.
- d. I need to review both Lessons 1 and 2 as I did not do very well on the quiz.
- e. I need some extra help from my instructor. I don't seem to be retaining the information. Help!!

Review your Learning 4A

1. To move the cursor to the left 3 words, I say [**Move Left 3 Words**].
2. To place the cursor at the end of a line of text, I say [**Go To End Of Line**].
3. If I want to place the cursor before the word "party" in a sentence, I say [**Insert Before Party**].
4. To move the cursor to the beginning of a document, I say [**Go To Top**].
5. To move the cursor up one screen, I say [**Page Up**].
6. To move the cursor down one screen, I say [**Page Down**].
7. I can move my cursor to the end of the document by saying [**Go To Bottom**].
8. To erase the last or previous four words that I have written, I say [**Delete Last 4 Words**].
9. To delete four letters or spaces after my cursor, I say [**Delete Next 4 Characters**].
10. To delete the letter, space, or character to the left of the cursor one space, I say [**Delete last character**]. I can also say [**Delete last one character**].
11. To erase or delete the last word or phrase I just dictated, I say [**Scratch That**] or [**Delete That**].
12. To get the number seven written in digital form, like this... 7... I say [**Numeral**] before the number.
13. **Yes**/No (circle correct answer): I can usually dictate numbers as I normally say them, like dates, phone numbers, zip codes, and money.
14. If I say [eleven slash twenty three slash zero six], Dragon will write **11\23\06**.

15. If I want Dragon to write "9:45 a.m.", I say [**Nine forty-five am**]
16. If I want Dragon to write "9:45", I say [**Nine colon forty-five**].
17. If I want Dragon to write "10:00", I say [**Ten colon zero zero**]
If I want Dragon to write "9 a.m.", I say [**Nine am**].
18. If I want to print the document I'm currently working on, I say [**Print Document**].
19. I can also begin the printing process by saying [**Click File – Print**].

Review your Learning 5A

1. To capitalize a word before I dictate that word, I say [**Cap**] before I say the word. For instance, to capitalize the word "Title", I say [**Cap Title**].
2. I can also capitalize something immediately after I have dictated it. To do that, I can say [**Cap That**] immediately after I dictate the word or phrase. I can also highlight the word or phrase and say the same thing, [**Cap That**].
3. If I want to remove the capitalization from something in the text, I first highlight the word or phrase and then say [**No Caps That**].
4. **True** / False - Dragon will capitalize some words (names, locations, etc.) automatically.
5. To open the file menu on DragonPad I say:
[**Click File**] or [**File**].

Review Your Learning 6.1

1. To make a line formatted in bold, I can dictate the line first and then say [**Select** line] then [**Bold That**].
2. To remove the bold formatting, I can highlight the passage and then say [**Restore That**] or [**Set Font Plain**].
3. To create italics for the word "important", I would say [**Select important**] then [**Italicize That**].
4. To underline the words "Gone with the Wind", I would say [**Select Gone with the Wind**] then [**Italicize That**].
5. The three commonly used alignment formats are: **left, center, right**.
6. To center a group of words I have just dictated, I say [**Center That**].
7. To move that group of words to left alignment, I say [**Left Align That**].
8. When I want to align my name and class title to the right margin (the format for an academic paper) I say [**Right Align That**] before I begin dictating.
9. To change the size of a font from 10 to 14, I say [**Set Size 14**].
10. The font, bullet style, paragraph, and tabs menus are located under the title **Format** in the menu bar of the Dragon Pad.
11. I can open the formatting menu by saying [**Format**] or [**Click Format**].

12. When in a dialogue box, I can move the focus from one area to another by saying [**Tab Key**].
13. I can change the color of the words WATCH OUT (in DragonPad) from black to red by saying the following (write down each step followed by a slash [/]):
Select Watch Out/Format/Font/Color/Drop List/Go Down 9/Click OK/

Review Your Learning 6.2

1. To place bullets in front of items on a list, I can first select the list, then say
[Click Format][Bullet Style].
2. A way to spell while staying in "Normal Mode" is to: Pause in your dictation, then say [**Spell That**] which opens up the Spell Dialog Box.
3. To write an [@] sign, I say: [**At Sign**].
4. To open another saved document when DragonPad is open, I say
[Open Document].
5. To move the focus of Dragon forward through a dialog window, I say
[Tab] or [**Tab Key**].
6. To move the focus backwards through dialog box window, I say
[Shift Tab Key].

Buying Stocks Key

Buying Stocks

Buying stock in a company is relatively easy once you've researched the stocks you're interested in and have a broker or brokerage account to handle your purchase.

Educate yourself fully about stocks before purchasing them. You can find information about stocks and brokers on the Internet.

Determine what you want in a broker or brokerage account. Do you want to meet with someone face-to-face? Will you want to be able to reach someone by phone? Do you require Internet access? Is price your only consideration?

Choose a broker or brokerage firm to purchase the stocks on your behalf based on your needs. Need a lot of advice? Start with a full-service brokerage. The least expensive brokers may not offer advice. Try an online brokerage.

Contact a broker or firm and **request an application**. Many firms offer online applications, although most require that you send a check or wire money to actually open the account.

Deliver a check in person if possible to speed up the process.

Begin buying and selling stocks once your account is open.

Review statements you receive and reevaluate your portfolio's performance. Are you moving toward your investment goals?