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This is our fourth major revision of the Dragon Manual. We are pleased that so many people are using it. We would like to acknowledge the many resources we consulted in developing the first three editions of the manual and in editing this fourth edition.

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You have our permission to adapt this manual for your specific lab as long as you credit the original authors. Please contact us if you have any questions, suggestions or comments.

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January 2012

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Lesson 1

Topics Covered

- Creating a new user
- Training a new user
- Additional training
- Saving user files
- Turning the microphone on and off
- Go to Sleep and Wake Up Commands
- Adding a word
- Starting DragonPad
- Exiting Dragon NaturallySpeaking

Who Benefits from using Dragon NaturallySpeaking?

Students with physical difficulties that prevent them from using the keyboard or mouse
Students with learning differences who experience difficulties getting their thoughts down on paper
Dictation represents an easier alternative, even to typing, as it prevents the student from getting “bogged down” with spelling or losing their train of thought.

Using Dragon NaturallySpeaking

Students dictate written work.
Dragon always spells words it recognizes correctly.
Students can program in unique words from different subject areas.
Students can copy and paste text into Microsoft Word for editing.
Takes a semester to learn and train as there is a learning curve.
Students usually start dictating their own work towards the end of the semester.

Creating a New User

When you first start using Dragon NaturallySpeaking, you will need to create a new user file. This is where Dragon will store and update your speech files. After you train Dragon and use it over time, it will improve its accuracy in recognizing you.
# Starting Dragon NaturallySpeaking

<table>
<thead>
<tr>
<th>Step</th>
<th>Instruction</th>
</tr>
</thead>
<tbody>
<tr>
<td>1.</td>
<td>Double click on the <strong>Dragon Naturally Speaking</strong> icon</td>
</tr>
</tbody>
</table>
| 2.   | The Dragon Toolbar will load  
> Click **Profile**  
> Click **Manage User Profiles** |
| 3.   | Click the **New** button to start a **New User Profile** |
4. The Profile Creation window will display. Click **Next**

5. Enter your name - **First** and **Last**

6. Select your **age group**.
7. This screen identifies the region - click **United States**.

8. Identify any **accent** you may have.

9. Change the “Dictation source” to **USB** microphone (one flat plug) if you have a USB microphone on the computer OR Keep the “Dictation source” at **Mic-in (two plugs – green and pink)**.
10. Review your choices here—here you can click Back to return and change your choices. If satisfied click Create.

11. The microphone needs to be positioned on the same side of your head and in a consistent position every time you use Dragon. Keep the microphone to the side of your mouth rather than directly in front of your mouth.

12. Click the Start Volume Check button and start reading out loud the text displayed in the box, beginning with, “While you are reading this...” Speak using a relaxed voice at a comfortable volume and pace and don’t worry if you make mistakes. Just keep reading the text aloud.
13. Click the **Start Quality Check** button and start reading out loud the text displayed in the box, beginning with "For Dragon to recognize..."

Keep reading the text aloud until you hear a beep from the computer that indicates the process is complete.

If your dictation into the microphone and sound card pass the sound quality process, you will see a message such as the one shown below:

![Check Microphone: Passed](image)

If you get an error message or a message indicating that the sound level was too high or too low, check the position of your microphone.

If the message indicated that the sound level was too **high**, the microphone may be too close to your mouth or you may be talking too loudly.

If the message indicated that the sound level was too **low**, the microphone may be too far away from your mouth or you may be dictating too quietly.

After making adjustments and/or requesting assistance from your instructor, click the **Start Quality Check** button and repeat this process again.
14. Now you will be reading text aloud to train Dragon to your particular way of speaking. **Click Show text with prompting.**

15. Click the **Go** button and then read out loud the sentence shown in the box.

   The yellow arrow points to where you start reading.

16. Dragon NaturallySpeaking will automatically show you this next window when it has recognized what you dictated in the first.

   Make sure that the blue selection bar is on **What to Expect...** for this training and click **OK**
17. Now you will read the text shown in the box for approximately 10 to 15 minutes to train Dragon NaturallySpeaking to respond to your voice.

As you read the text aloud, the text that has been recognized will change color from black to gray.

It is okay if you make a mistake in reading. Either the computer will ignore the mistake or the yellow arrow will appear on the screen, indicating that you need to continue reading the text aloud from its location.

You do not need to dictate punctuation during training. Just read aloud in a relaxed and natural voice.

If you need to take a break, click the **Pause** button. Click the **Go** button when you are ready to resume dictating.

Continue reading until a message is displayed as shown below saying “Congratulations! You have finished training.”

18. Click the **OK** button and then Dragon NaturallySpeaking will start adapting the user file to your voice.
19. After this has been completed, the **Document Analysis** window will be displayed. It will ask to adapt your user file to your writing style by analyzing your emails and documents. **Uncheck both** boxes.

20. NaturallySpeaking gives you some choices about **Accuracy Training and Data Collection**. **Uncheck** “**Automatically improve accuracy**”

21. **Check “Don’t run Data Collection”**
22. Next, the program will indicate that you have completed the New User Wizard and will ask if you want to Open the Dragon tutorial.

Instead click the **Finish** button.

You are now ready to train some of the commands used in Dragon NaturallySpeaking.

**Additional Training**

After training Dragon NaturallySpeaking, you can improve the recognition accuracy even more by training some additional commands.

Click the **Vocabulary** Menu.
Click **Open Vocabulary Editor**.
The **Vocabulary Editor** window opens at words beginning with the letter *a*; however, if you click on and drag the slider bar down and then back up all the way to the top of the slider (or press and hold the up arrow on the slider bar until you see **all caps**), you will find other options.

These are the most common commands and you will now train them to your voice.

Click **all caps** at the top of the list.

Click the down arrow repeatedly until you see **apostrophe-ess** in the list. While holding the **Shift Key** down, click **apostrophe-ess**. All of these 54 commands will be selected.

Click **Train** in the **Vocabulary Editor** window.
Click **Go** and say **all caps** and then say **all caps off** when it is displayed in the **Train Words** window.

Continue to dictate the remaining commands as they are displayed in the **Train Words** window.

After training all of the commands (ending with **apostrophe-ess**), click the **Done** button.

Click the **Close** button to close the **Vocabulary Editor** window.
Saving User Files

Save your user files after you have completed the Additional Training:
Say [Switch to DragonBar]
Say [Profile]
Say [Save User Profile]

Turning On/Off the Microphone

You need to turn on the microphone before you start dictating. There are two primary ways to do this:

1 - Click the microphone button on the DragonBar.

This functions like a light switch so that when you click the microphone icon again, the microphone will turn off.

2 - Press the plus (+) key on the numeric keypad. If you press the plus (+) key again, it will turn off the microphone.

The microphone button and volume meter on the DragonBar show you when the microphone is turned on or off.

Red horizontal microphone and gray volume meter indicate that the microphone is turned off.

Green vertical microphone and yellow volume meter indicate that the microphone is turned on and waiting for you to dictate.
Go to Sleep and Wake Up Commands

After you have first turned on the microphone, you can tell Dragon NaturallySpeaking to stop listening temporarily.

[Go to Sleep] or [Stop Listening] will suspend or pause Dragon NaturallySpeaking. While Dragon is asleep, it will only respond to [Wake Up] or [Listen to Me].

Yellow angled microphone with a pause symbol above it and gray volume meter indicate that the microphone is “sleeping” or in a “pause” state.

[Wake Up] or [Listen to Me] will turn on the microphone from the sleeping or pause state and Dragon NaturallySpeaking will continue to respond to your dictations.

Best Practices
When dictating a command, it is important to say the command as one smooth phrase while pausing slightly before and slightly after you dictate the command. Dragon NaturallySpeaking is programmed to distinguish commands from dictated text by the slight pause before and after you say the words in the command. When Dragon misrecognizes a command, it usually types it out as text in your document.

Turning off the Microphone by Voice
[Microphone Off] turns the microphone off. You must press the + key on the numeric keypad to turn it back on.

Assignment 1A
Turn on your microphone and then practice putting your microphone to sleep and waking it up using the following commands:

[Go to Sleep]
[Wake Up]
[Stop Listening]
[Listen to Me]
Assignment 1B
Adding your name to Dragon NaturallySpeaking’s vocabulary.

Say [Add Word].
Type in your full name.
Say [Click Add].

Say [Click Go] in the training dialogue box.
Your name will be displayed at the top. Say your full name without pausing between your first and last name.
Say [Click Done].

We will now test it out in DragonPad, a simple word processor in Dragon NaturallySpeaking.

Say [Start DragonPad]

If DragonPad does not open, dictate the following commands to load it through the DragonBar menu:
Say [Click Tools].
Then say [Click DragonPad].

Say [Set Size 12] or [Set Size 14] to increase the font size to 12 or 14 point. The default font size for DragonPad is 10 point which is quite small.

Say [Your full name].
If it is recognized correctly, your full name should be displayed in DragonPad.
If your name is not typed correctly, ask for help from your instructor.
Exiting Dragon NaturallySpeaking

Say [Exit NaturallySpeaking]

OR Say [Exit Dragon]

The Exit Dragon NaturallySpeaking window will be displayed confirming that you want to exit the program. Say [Yes] or [Click Yes] to select the Yes button.

You will then be asked if you want to save changes to the document. This time, say [No] or [Click No] to select the No button.

Finally, you will be asked if you want to save changes to your user profile in Dragon NaturallySpeaking.

Say [Yes] or [Click Yes] to select the Yes button to save the changes to your user profile.

If you don’t save your user files, Dragon will not remember your full name the next time you dictate it (especially if it has a unique spelling and/or pronunciation) as it will not be saved in Dragon NaturallySpeaking’s vocabulary.
Lesson 2

Topics Covered:

- Key features of the DragonBar
- Opening your user files
- Checking your audio settings
- Opening and closing windows and menus
- Deleting text
- Using [Correct] and [Spell That] commands
- The radio alphabet
- Editing text

Key Commands

| Correct ... | Scratch That |
| Spell that | Select ... Unselect that |
| Choose # | Select All |
| Go To Bottom | Go to End of Line |
| Check Audio Settings |

Opening Your User Files

There are several ways to access your personal User Files, depending on your personal or lab set up.

- Click Profile on the DragonBar.
- Select Open User Profile.
- If your name is on that list, click on your name to highlight it in blue.
- Click the Open button.
- Wait for your user files to load.

Note: You will find voice commands in bold brackets [   ]. Say these commands and the program will execute the action. No words should appear on your screen.
Dragon Pad
Opening and Closing Windows and Menus

Loading DragonPad using the voice command

[Start DragonPad] or [Open DragonPad]

If Dragon has difficulty responding to the [Start DragonPad] command, try the following:
• [Switch to DragonBar]
• [Click Tools] in the DragonBar
• [DragonPad]

Sometimes DragonPad loads without occupying the entire screen
• [Click Maximize] will make DragonPad’s window fill the full screen.
• [Click Restore] will return the DragonPad window to its original size.

If Dragon NaturallySpeaking makes a mistake in recognizing what you said, you can use the command [Cancel] or [Click Cancel] to go back and undo what Dragon did. Then try saying the same command again.

Remember to pause slightly before and after saying the command. If the command contains more than one word, dictate the command as one phrase without pausing between the words.
Practice
Try opening the menus in DragonPad using the following voice commands:

[Click File] to open the File menu
[Click Edit] to open the Edit menu
[Click View] to open the View menu
[Click Format] to open the Format menu
[Click Help] to open the Help menu

Now try dictating a few of the voice commands without [Click]. For example, [File] or [Format]. Adding the [Click] in front of the name of the menu or function improves Dragon NaturallySpeaking’s accuracy in responding to the dictated commands.

After DragonPad is loaded, you will need to use [Switch to DragonBar] in order to access any of the menus in the DragonBar by voice.

Sometimes the focus moves off of DragonPad so that when you start dictating, your dictated text does not appear in your document. When this happens, notice that the title bar is grayed out.

When this happens, [Switch to DragonPad] or [Click NaturallySpeaking] makes DragonPad the active application and your dictated text will appear in your document.
Practice
Dictate the following sentences to get started. Don’t worry about mistakes right now as you will learn how to correct recognition errors in this lesson.

Check out a company before you make an investment [Period] [New Line]

Look before you leap [Period] [New Line]

The men went fishing at the crack of dawn [Period] [New Line]

The early bird catches the worm [Period] [New Line]

Being nosy can get you in trouble [Period] [New Line]

Curiosity killed the cat [Period] [New Line]

Notice also that Dragon creates line breaks with two commands: [New Line] will move you to a new line as if you pressed the enter key once. [New Paragraph] will add a double space between lines, as if you pressed the "Enter" key twice.

---

Best Practices
The key to getting good accuracy from speech recognition is to think about a sentence before you say it, and then speak in phrases.
DO - NOT - SPEAK- EACH -INDIVIDUAL- WORD.

Dragon is a natural language program and requires connected speech not individual words.
Key Features of the DragonBar

The default DragonBar is floating at the top of the screen every time that Dragon NaturallySpeaking is loaded.

The various features and functions of Dragon NaturallySpeaking that are available in the DragonBar are:

Starting on the left side of the DragonBar

The **Microphone button** and **Volume Display** show you the following:

- Microphone is **OFF** and the Volume Display is **gray** so there is on sound.

- Microphone is in **Sleep Mode**

- Microphone is **ON** and the Volume Display is **yellow** – Dragon is waiting for you to speak or you are speaking too softly.

- Microphone is **ON** and the Volume Display is **red** - You are speaking too loudly. 😞

- Microphone is **ON** and the Volume Display is **green** - You are speaking at a good volume to Dragon and it is happy. 😊

The results box is a small yellow box that typically follows the blinking cursor or is anchored in one of the corners of the window. It shows how Dragon is processing your speech for dictated text and commands. You have to turn this feature on in **Options**.
Deleting Text

Sometimes you may stumble on your words or dictate words that you don’t want included in your document. You can erase the last words you dictated before pausing using [Delete That] or [Scratch That]. When you use these deleting commands, Dragon NaturallySpeaking will erase the last sentence, phrase, or word that Dragon typed and you said before pausing.

You can use these commands up to 10 times to erase the last few things that you said. This is very helpful when you forget to turn off your microphone before asking a question.

If you want to delete a word or an entire line of text:
[Select word] then [Delete That] or [Delete word].
[Select Line] then [Delete That] or [Delete Line].

You can also clear your screen of all of the text as follows:
- [Select All]
  - Pause briefly so the computer has time to respond to this command and select all of the text on the screen.
- [Delete That] or [Scratch That]
  - Pause briefly so that the computer has time to respond to this command and delete all of the text on the screen.

Practice
You have text on the screen from your practice. Let’s delete it all using the following commands:

[Select All]
[Delete That]

Best Practices
Deleting text with [Delete That] or [Scratch That] does not change or improve your voice file.
Remember to correct misrecognitions and train.
Editing Text
You can use the [Select] command to delete text or change the words in a document completely. You can also select a phrase you would like to delete or change as follows:

- [Select phrase]
- [Delete That]

If the wrong word is selected, use the command [Unselect That].

Practice
Dictate the following sentence:

Independence Day is celebrated in August.

Change “August” to “July” as follows:
[Select August] (pause, wait for Dragon to select the text)
[July]
Your cursor will be right next to “July.” Use [Go to Bottom] to move the cursor to the end of the sentence so you are ready to continue dictating.

Dictate the following sentence:

My favorite day of the week is Friday because I spend the day relaxing with my family.

Change “Friday” to “Sunday”
[Select Friday] (pause to wait for Dragon to select the text)
[Sunday]
Move your cursor to the bottom and continue dictating.
Best Practices

Only edit text using the [Select] command when the text is correctly recognized. If Dragon made a mistake and you [Select] the text and then dictate the corrected text over top of the misrecognized text, you will reduce Dragon’s accuracy in responding to what you dictate.

Checking Your Audio Settings

If you are getting more misrecognitions that you expect, you can check your microphone. Turn on your microphone and say: [Check Audio Settings]

If Dragon has difficulty responding to the [Check Audio Settings] command, you can use your mouse to do the following:

- Click Audio in the DragonBar
- Select Check Microphone

Checking your audio settings is a four-step process. Follow the instructions given in the dialog boxes.

- You will need to use the mouse to click the Next buttons as you move through this process given that voice commands don’t function here. (To review, see Lesson 1)
- When finished, click the Finish button.
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 [_________________ ________].
Lesson 3

Topics Covered

- Correcting Misrecognitions
- Train Misrecognitions
- Practice dictation and correct misrecognitions
- Save document

Key Commands

<table>
<thead>
<tr>
<th>Spell</th>
<th>Train Words</th>
</tr>
</thead>
<tbody>
<tr>
<td>Correct</td>
<td>Correct That</td>
</tr>
<tr>
<td>Choose #</td>
<td>Check Audio Settings</td>
</tr>
<tr>
<td></td>
<td>Save Document</td>
</tr>
</tbody>
</table>

Getting Started

Dictate and correct the following sentences while you’re waiting for class to start.

Voice recognition software allows students to speak to their computers.

As with all technology, voice recognition technology is most effective when combined with direct instruction in punctuation and grammar.

Correct and Spell That Commands

Dragon sometimes makes mistakes in recognizing what you said. You may say "frog", and Dragon writes "dog". This is called a recognition error, and it must be corrected in the right manner in order for Dragon to learn and improve its recognition of your voice. This next section teaches you how to make corrections in the right way for better recognition!

Use the option of having the "Correct" command bring up the "Spell" dialog box in order to make corrections more quickly and efficiently. This requires you to change the “default” selections of Dragon.
Changing Default Settings

To do this, follow these steps. Use your mouse to click or say the commands.

1. [NaturallySpeaking] on the DragonBar
2. [Tools] on the DragonBar
3. [Options] from the Tools menu.
4. [Correction]
5. Uncheck [Select Commands bring up Correction Menu]
6. Check [Correct Commands bring up Spelling Window]
7. Check [“Spell” commands bring up Spelling Window]
8. [OK] button

Default DragonBar - Floating

Changed DragonBar - Docked to top of screen
While we’re here, let’s change some other options to make working with Dragon easier. If you don’t like the floating DragonBar, you can dock it to the top, as shown below (on the left). You can also change the microphone settings so it is turned on (in sleep mode) when Dragon first starts up. DragonPad can also be set to launch automatically (on the right).

Save these changes to your User Profile by saying **[Save User Files]** now.

You are ready to correct Dragon's recognition errors. The "Spell" Dialog box will appear every time you begin to correct a word or phrase in the text. The "Quick Correction Menu" will not come up when you select text to dictate a new word.
Steps for Correcting Misrecognized Words:

1. When you notice a misrecognition, pause in your dictation, and then say [Correct] and then the incorrect word or phrase. Do not pause between saying [Correct] and the incorrect word or words.

2. Dragon NaturallySpeaking will highlight the word or phrase, and the Spell menu will be displayed. There will be a list of predictions or guesses of what you said.

3. If the correct word or phrase is on the list, say [Choose] and the number of the correct word. For example, say [Choose 2].

4. If the word or phrase you dictated is not on the list, spell or type the word by using the alphabet and choose the correct word as it appears on the list, and say [Choose] and the number next to the correct word, as above.

Example:
You may have dictated:
"I can hardly wait to see the new movie, Pirates of the Caribbean." However, Dragon typed the following: "I can hardly wait to see the new movie, parts of the Caribbean."

To correct “parts” and change it to “pirates,” you would say [Correct parts] and the Spell Menu with its choices would be displayed (left)

You would start spelling the word Pirates [Cap P] [i] [r] until you see the word Pirates in the choice list. (right) [Choose 7] would select the correct word “Pirates” from the list and replace “parts” with “Pirates” in your dictated sentence.
Training Misrecognitions

If Dragon continues to not recognize the same words or phrases, you should **Train** after you have corrected the words. Follow these procedures:

1. When you notice a misrecognition, pause in your dictation, and then say **[Correct]** and then the incorrect word or phrase. *Do not pause between saying [Correct] and the incorrect word or words.*

2. Dragon NaturallySpeaking will highlight the word or phrase, and the Spell menu will be displayed. There will be a list of predictions or guesses of what you said.

3. If the correct word or phrase is on the list, say **[Select]** and the number of the correct word. For example, say **[Select 2]**.

4. If the word or phrase you dictated is not on the list, spell or type the word by using the alphabet and choose the correct word as it appears on the list, and say **[Select]** and the number next to the correct word, as above.

5. Once you have your correction in the top box, you are ready to Train before you go back to your document.

6. **[Click Train].**

7. **[Click Go].**

8. Say each word as it appears in the top box.

9. When you’re finished training, **[Click Done].**
Increasing Recognition Accuracy – 2 Ways

There are many ways to increase the accuracy of Dragon's recognition of your dictation. This far, you have learned to make corrections of recognition errors and perform additional training.

A second technique is to "train" a specific word, phrase, or command. Sometimes Dragon NaturallySpeaking will misrecognize a word or command more than once, even after you correct the program’s misrecognition. When this happens, you can use the Training Dialog box to easily train the word or command.

To train a word or phrase when you're in the Spell Dialog box:

1. Be sure the correct spelling of the word is in the top line of the Spell Dialog box, then click the "Train" button by saying [Train].
2. The "Train Words" box opens and tells you to click go to begin recording your speech. Say [Go].
3. Say the word or command you are training.
4. Follow any other instructions to say a misrecognized word for comparison.
5. When finished, say [Done].

To train a word or command by going directly to the "Train Words" dialog box:

1. [Switch to DragonBar], [Audio], [Improve recognition of word or phrase].
2. Type or spell the word or command you want to train.
3. [Train] to open the "Train Words" dialog box.
4. [Go].
5. Say the word or command you are training.
6. [Done].
Practice
Dictate the following sentence:

The only thing we have to fear is fear itself.

If there was a recognition error in the sentence, use the [Correct] command and the misrecognized word/s to bring up the Spell Dialog box and then follow the first set of directions above. If there was no error, practice the technique by correcting the word "fleece" following the first set of directions.

Now, train the word "lamb" by going to the Dragonbar and choosing the [Audio] menu and then [Improve recognition of word or phrase] and follow the second set of directions.

The Radio Alphabet
If you experience difficulty with some letters being recognized when using the Spell dialog box, you can use the Radio Alphabet to improve Dragon’s accuracy in this area.

The Radio Alphabet is one version of the alphabet that radio operators use. It is also known as the Aeronautical alphabet that is used by sailors and pilots. Each letter is assigned a different word and is used to distinguish between similar-sounding letters, like “b” and “d.” If Dragon is confusing the letters “b” and “d,” when you are spelling the correct word in the Spell dialog box, use [Bravo] instead of [b] and [Delta] instead of [d].

In the case of spelling “Pirates,” you could have used the following [Cap Papa] [India] [Romeo].

You only need to use the Radio Alphabet for letters that are commonly confused when you spell words by voice. Over time, you will learn which letters Dragon tends to confuse for you. In text (like DragonPad or Microsoft Word) and most other places (dialog boxes – the exception is the Spell dialog box in Dragon
NaturallySpeaking), you need to say \textbf{[Press Alpha]} or \textbf{[Type Alpha]} to distinguish the alphabet letter from an actual word.

\textbf{Best Practices}
Erase letters in the Spell dialog box using \textbf{[Backspace]}.

See Appendix K for the Radio Alphabet.

\textbf{Best Practices}
Check the volume display on the DragonBar to see if you are getting “red” while you’re dictating. This indicates that your voice is too loud. When it’s green, you are speaking at a good volume.

\begin{table}[h]
\centering
\begin{tabular}{p{\textwidth}}
\textbf{Practice} \\
Dictate the following two sentences. Use \textbf{[New Paragraph]} after each paragraph. Be sure and dictate any punctuation. \\
\begin{itemize}
\item Dictate continuously \textbf{[Comma]} speaking naturally without pausing between words \textbf{[Period]} \textbf{[New Paragraph]}
\item Dragon performs better when you use a quiet \textbf{[Comma]} natural sounding voice \textbf{[Period]} \textbf{[New Paragraph]}
\item Dictate a voice command along with your dictation \textbf{[Comma]} simply by pausing before and after saying a command \textbf{[Period]} \textbf{[New Paragraph]}
\end{itemize}
\end{tabular}
\end{table}

Turn off the microphone with \textbf{[Microphone Off]} or press the + key on the numeric keypad.

Stop and check your work.
Are there any misrecognized words? If so, correct these mistakes using the [Correct] Command. Be sure and turn on your microphone.

**Practice**

Dictate the following four sentences. Use [New Paragraph] after each paragraph. Be sure and dictate any punctuation.

- Fix recognition errors by using the voice.
- Fix mistakes as you go or revise later.
- Spell naturally [Comma] using the names of the letters.
- Control most of the features and functions of the Dragon NaturallySpeaking window by voice.

Turn off the microphone with [Microphone Off] or press the + key on the numeric keypad.

Stop and check your work.

Are there any misrecognized words? If so, correct these mistakes using the [Correct] Command. Be sure and turn on your microphone.
Assignment 3A
Dictate the following paragraphs and correct any recognition errors. Remember to dictate the punctuation [Comma] and [Period]. [Question Mark] will type ?

Turn off your microphone after dictating each sentence. Check the sentence you dictated for misrecognized words? If any, correct these mistakes using the [Correct] command.

Positioning and using the microphone correctly is one of the most important steps that you can take to ensure optimal recognition accuracy.

Make sure the microphone is pointing towards your mouth.

The element should not touch your mouth, but it can be almost touching.

Give yourself some time to get used to wearing the microphone, and position it consistently every time you use it.

Assignment 3B
Dictate the following note to your friend.

Dear friend,

I just started taking a new class at the college. I am learning to dictate to my computer. I always see people talking on their wireless phones and now I’m sitting and talking to my computer. It’s a challenge but I am enjoying it. [New Line]

Will write to you soon. [New Line]

Your name
Assignment 3C
Dictate the following note to your friend. It represents a note that you may dictate when sending an email.

[Exclamation Point] or [Exclamation Mark] will type !

Hi there! [New Line]
How was your vacation? I can hardly believe I’m already back in school. Where does the time go? Let’s make a date for lunch sometime this week before things get too busy. Call me when you get a chance. [New Line]
Your name

Assignment 3D
Dictate the following two paragraphs from the article, “Tech Tips: Are You Talking to Your Computer Again?” written by Terry Thompson from the University of Washington.
Check your work and correct any misrecognized words.

Speech recognition technology can benefit people with limited use of their hands or limited dexterity, people with repetitive stress injuries such as carpal tunnel syndrome, and people with learning disabilities who have difficulty writing. It allows people to speak naturally, and transcribes what they say, or at least, what you say, or at least, what it thinks they say.

[New Paragraph]
To be a successful user of speech recognition, you need to be able to identify when the computer has made a mistake, and you have to correct it. Otherwise its mistake gets reinforced, and it learns incorrectly. Think of speech recognition as an infant [Hyphen] it’s preprogrammed to understand language, but doesn’t understand anything yet, and won’t understand anything until its parent [Open Paren] you [Close Paren] works with it, teaches it, and corrects its mistakes.
If you would like to read the full article, go to the following website:

http://www.washington.edu/doit/Newsletters/Jan06/11.html

Check with your instructor about printing this assignment.

Assignment 3E: Rainbow Passage
Dictate one sentence at a time, check the recognition, then correct and train misrecognitions before you go on.

Rainbow Passage

[Tab key] When the sunlight strikes raindrops in the air, they act like a prism and form a rainbow. The rainbow is a division of white light into many beautiful colors. These take the shape of a long-round arch, with its path high above, and its two ends apparently beyond the horizon. There is, according to legend, a boiling pot of gold at one end. People look, but no one 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.

Saving your document

Saving your document in the My Documents folder.

1. Say [Save Document]. If this doesn’t bring up the Save As window, say [Click File] [Save].
2. By default, the Save As dialogue box opens to the My Documents folder. Notice My Documents or Documents at the top in the Address line.
3. The blinking cursor is in the File name box. Dictate a name for your file:
   Rainbow Passage [hyphen] your name
4. [Click Save].
Saving to a different location i.e. your memory stick.

1. Say [Save Document As]. If this doesn’t bring up the Save As window, say [Click File] [Save As].
2. By default, the Save As dialogue box opens to the My Documents folder.
3. [Click Save in] The focus now moves to the Save In line at the top of the window. The words are highlighted.
5. Move the cursor down to your memory stick. [Move down #] [Press Enter]
6. The blinking cursor is in the File name box. Dictate a name for your file:
   Rainbow Passage [hyphen] your name
7. [Click Save].

Exiting Dragon NaturallySpeaking:

- Say [Exit NaturallySpeaking].
- A dialogue box will open, asking you if you want to close Dragon NaturallySpeaking. Say [Yes].
- Usually a dialogue box will open, asking if you want to save your document. You can say [Yes] or [No] depending on what you need to do.
- The last dialogue box will ask if you want to save your user files. Say [Yes]. If you have a cold or you have not corrected Dragon’s recognition errors, say [No].
Review your Learning 3F

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.

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 profiles 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.

    _________    _________ or    _________    _________
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 Sound

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 Accuracy Center, under “Tools” 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__________ e__________ s__________

15. Spell your name using the Radio Alphabet for each letter:
Check your answers with the Self-Quiz Answer Key. See a staff member for its location. Then answer number 20.

Rate your learning so far:

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!!

The areas I need review or help with are......

Command Summary List

Learning and memorizing commands and their uses is essential for mastering Dragon NaturallySpeaking. From now on, keep a list of commands in an organized manner as you learn them according to category (e.g. Cursor movement commands, Correcting commands, Format commands, etc.). Use the Command Summary List (included at the back of this manual) to write in new commands learned in every lesson, from your instructor, and other resources. Note that we have started you off with some commands already learned. Write the command that you say on the left side, what it does on the right side, and if appropriate, the page on which it is described in the Dragon NaturallySpeaking Manual.
Lesson 4

Topics Covered
- Editing commands
- Spacing
- Dictating numbers

Key Commands

| [Delete Previous/Last 1-20 Characters/Words] | [Backspace] |
| [Insert Before *text*] | [Undo That] |
| [Insert After *text*] | |
| [Go To Top] | [Space Bar] |
| [Go To Bottom] | |
| [Save Document] | [Click Save] |

Getting Started
Dictate and correct the following sentences while you’re waiting for class to start.

Minnesota, North Dakota and Michigan have harsh winter weather.

If I was driving down Interstate Highway 280 to San Jose, I would pass through San Bruno, San Mateo, and Palo Alto.

If I was traveling from Toronto to Virginia, I would pass through New York, Pennsylvania and Maryland.

Best Practices
Dragon NaturallySpeaking 11.5 has some built in tolerance for "UM" and "AH" but it is not really capable of telling the difference between words and utterances. Again, think of a sentence carefully before you dictate it. This will help enormously.
Commands for Moving the Cursor

You can move the cursor just as you would using the arrow keys. [Move up/down 3] is like pressing the up/down arrow 3 times. [Move right/left 2] is like pressing the right/left arrow 2 times.

<table>
<thead>
<tr>
<th>Say</th>
<th>Then</th>
<th>Then</th>
<th>Then</th>
</tr>
</thead>
<tbody>
<tr>
<td>Move</td>
<td>Up/Down</td>
<td>2… 20</td>
<td>Line(s)</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>Paragraph(s)</td>
</tr>
<tr>
<td></td>
<td>Right/Left</td>
<td></td>
<td>Character(s)</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>Word(s)</td>
</tr>
<tr>
<td>Move to end of line</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Move to beginning of line</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Practice

Raspberries grow on trees [Move left 3 words] don’t [Move right 3 words] period.

Frank was listening to music on his iPod [Move left 1 word] new [Move left 4 words] classical [Go to bottom] period.

My how you have grown [Move left 3 words] much [Go to bottom] [Exclamation point]

You can also jump the cursor to a new position just as you would with the mouse.

[Insert Before] Lets you move the cursor to just before a word/phrase in the text.
[Insert After] Lets you move the cursor to just after a word/phrase.
[Go To Top] Moves cursor to beginning of document
[Go To Bottom] Moves cursor to bottom of document
[PageUp] Moves cursor up one screen
[PageDown] Moves cursor down one screen
Practice
Dictate the following sentences and commands.

The Asian country of Kenya offers a unique wildlife tour to its visitors. [Insert Before Asian] [Delete next word] African [Go to bottom]

The tourists ride through a reservation in jeeps and get to see unique animals such as gazelles unicorns and dodo birds. [Insert After gazelles]comma [Insert After unicorns] comma [Go to bottom]

Do you think unicorns exist? [Insert Before exist] really [Go to bottom]

Your text should now read: The African country of Kenya offers a unique wildlife tour to its visitors. The tourists ride through a reservation in jeeps and get to see unique animals such as gazelles, unicorns, and dodo birds. Do you think unicorns really exist?

Deleting/Selecting letters, words and spaces
Use this chart to put together a command to delete or select:

<table>
<thead>
<tr>
<th>Say</th>
<th>Then</th>
<th>Then</th>
<th>Then</th>
</tr>
</thead>
<tbody>
<tr>
<td>Delete</td>
<td>Next/Forward</td>
<td>2... 20</td>
<td>Character(s)</td>
</tr>
<tr>
<td>Select</td>
<td>Last/Previous</td>
<td></td>
<td>Word(s)</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>Line(s)</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>Paragraph(s)</td>
</tr>
</tbody>
</table>

Deleting the last phrase/word you dictated - [Delete That]
Delete certain word/letters
[Select word or phrase] [Delete That]
Be more specific:
[Select word through word] Example: Do you think unicorns really exist? [Select do you through exist question mark]. You have now selected the sentence. [Delete last # words] [Delete last # characters] [Delete next # lines]
Practice

Dictate the following sentences.

A car moves faster than a plane
   Now change the sentence:
   [Delete Last Word]
   [train]

Cotton fabric will keep you warm
   Now change the sentence:
   [Delete Last 4 characters]
   [cool]

To erase this line and start over:
   [Delete line]

Practice

Dictate the sentence, make the change, and then undo the change with the command [Undo That].

The actor seemed tired [Select tired] exhausted.
   You should now have:The actor seemed exhausted.

To undo your last action, use the command [Undo That].
Now your back to your original sentence:
   The actor seemed tired.

Note: In DragonPad, you only have one (1) [Undo That].
Numbers

You can usually dictate numbers as you normally say them, like dates, phone numbers, zip codes, and money.

Dragon will usually recognize a number from 1-9 as text. If you want a digit in your document and Dragon prints the word, say [Numeral] before the number.

Practice dictating numbers

<table>
<thead>
<tr>
<th>To get</th>
<th>Say</th>
<th>Try these</th>
</tr>
</thead>
<tbody>
<tr>
<td>6</td>
<td>Six</td>
<td>8 4 2</td>
</tr>
<tr>
<td></td>
<td>Numeral six</td>
<td></td>
</tr>
<tr>
<td>15</td>
<td>Fifteen</td>
<td>63 59 12 54</td>
</tr>
<tr>
<td>148</td>
<td>One hundred forty eight</td>
<td>423 867 601</td>
</tr>
<tr>
<td></td>
<td>One forty eight</td>
<td></td>
</tr>
<tr>
<td>4926</td>
<td>Four thousand nine hundred twenty six</td>
<td>9276 4713 6154</td>
</tr>
<tr>
<td></td>
<td>Four nine two six</td>
<td></td>
</tr>
<tr>
<td>4,926</td>
<td>Four comma nine two six</td>
<td>5,209 7,276 8,276</td>
</tr>
<tr>
<td>43,856</td>
<td>Forty three thousand eight hundred fifty six</td>
<td>12,089 45,911 67,312</td>
</tr>
<tr>
<td>312,978</td>
<td>Three hundred twelve thousand nine hundred seventy eight</td>
<td>857,254 125,000</td>
</tr>
<tr>
<td>50%</td>
<td>Fifty percent</td>
<td>75% 100% 25%</td>
</tr>
<tr>
<td>2 ½</td>
<td>Two and one half</td>
<td>4 ¾ 5 ¼ 8 ¾</td>
</tr>
<tr>
<td>$5.25</td>
<td>Five dollars and twenty five cents</td>
<td>$99.99 $10.95 $.75</td>
</tr>
<tr>
<td>8.75</td>
<td>Eight point seventy five</td>
<td>7.5 1.5 .0875</td>
</tr>
</tbody>
</table>

Practice

Emily invited 12 girls to sleep at her house. They had to order three pizzas that cost $54.23. Ten girls came to my party. (Use [Correct 10] to change to “Ten.”)
**Dates**

Dictate dates the way you would normally say them.

<table>
<thead>
<tr>
<th>To get</th>
<th>Say</th>
<th>Try these</th>
</tr>
</thead>
<tbody>
<tr>
<td>May 23, 2011</td>
<td>May twenty third two thousand eleven</td>
<td>Your birth date</td>
</tr>
<tr>
<td></td>
<td></td>
<td>July 4, 1990</td>
</tr>
<tr>
<td></td>
<td></td>
<td>December 7, 1982</td>
</tr>
<tr>
<td>9/23/10</td>
<td>Nine slash twenty three slash ten</td>
<td>7/4/10 12/12/12</td>
</tr>
<tr>
<td>24 June 2012</td>
<td>Twenty four June two thousand twelve</td>
<td>17 September 2011</td>
</tr>
<tr>
<td></td>
<td></td>
<td>26 November 2010</td>
</tr>
</tbody>
</table>

**Telephone Numbers**

For telephone numbers, say all 7 numbers without pauses.

574-6432 738-4497 574-6698

**Practice**

Add parentheses for area codes:

- \[Open Paren\] 650 \[Close Paren\] 574-6161
- \[Open Paren\] 415 \[Close Paren\] 470-4534

Or just say all 10 numbers:

6505746161 You should see 650-574-6161

**Zip Codes**

Dictate the five numbers. If you’re using the longer zip code, dictate the five numbers [hyphen] four numbers.

**Practice**

94402
94526-4612 [nine four five two six hyphen four six one two]
San Bruno, CA 94066
San Mateo, CA 94402
Sacramento, CA 95825
Social Security Numbers
You can set the formatting of Social Security numbers.
- Go to Tools, Auto-Formatting Options.
- Check US Social Security Numbers.

Dictate a made up Social Security Number.

If you don’t set the formatting, you can dictate the numbers with hyphens in the correct places.
569-42-1098  [five six nine hyphen four two hyphen one zero nine eight]

Try dictating your College ID number: G00818818.

Time
Use a.m. or p.m. and the colon will be inserted. If you don’t use a.m. or p.m., you need to dictate the colon.

<table>
<thead>
<tr>
<th>Practice</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>[seven forty five p m]</td>
<td>7:45  p.m.</td>
</tr>
<tr>
<td>[seven colon forty five]</td>
<td>7:45</td>
</tr>
<tr>
<td>[nine o’clock]</td>
<td>Nine o’clock</td>
</tr>
<tr>
<td>[nine colon zero zero]</td>
<td>9:00</td>
</tr>
<tr>
<td>[nine o’clock a m)</td>
<td>9:00 a.m.</td>
</tr>
<tr>
<td>[eleven a m]</td>
<td>11 a.m.</td>
</tr>
</tbody>
</table>
Practice

Dictate the following sentences:

1. Your insurance policy is effective in 90 days.
2. That second medication should be taken every six hours.
3. If a magazine is published every two weeks, we get 24 copies in a year.
4. On June 26, 2006, we will celebrate our 12th anniversary.
5. Agnes invited 132 people to the party but only 75 showed up.
6. What four coins do you need to get $.85?
7. BART now costs $1.35 to go one stop.
8. Let’s meet for dinner at 7:00 PM.
9. A friend is picking you up for lunch at 11:30, so be back by 10:45.
10. If Jake is picking you up at 10:00, make sure you’re back home by 1:00 a.m.
11. Do you think there are more than 25,500,250 people in the United States?
12. What are you going to do for your 30th birthday?
Assignment 4A
Dictate this memo, paying particular attention to the numbers and correcting as you go along. (Note: [tab key] once or twice after the colons [:] so the names, subject and date will line up.

Memo
To: Hector Barbosa
From: Jack Sparrow
Re: Interviews
Date: June 9, 2011

On Monday, June 19, 2011, we will be having interviews for our junior partner. I had hoped that we would have had more applicants. There were 67 last year. I know our company posted a deficit of $529,000 this year but we are still solvent.

Here is the information on the job we posted:
Junior Executive, with advancement opportunities
Starting salary: $120,000
Benefits: $674 per month (medical, dental and vision)
Travel Benefits: All expenses paid for six ocean voyages per year. Voyages usually last from 21 to 32 days.

I would like to review the qualifications of each applicant and possibly develop a list of questions. Please review the list with the names and data on the five people coming for an interview.

Liz Swan, date of birth September 21, 1981, 310-419-8712
J. Norrington, date of birth May 1, 1955, 415-234-8594
Ron Murtogg, date of birth July 3, 1942, 650-545-0455
Lorenzo Pintel, date of birth June 4, 1952, 415-412-0123

Call me at (415) 243-9812 before 9:30 p.m. if you have any questions.

Save your document.
Print your document

1. Say [Print document]. If this doesn’t bring up the Print dialogue box, say [Click File – Print].
2. By default, the entire document will print.
3. [Click OK].

**Please have your instructor check your work rather than print assignments.

When you print your assignments, you may only print one copy. There are copy machines on campus if you need more than one copy.
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 [____________  __________  ____________].
Lesson 5

Topics Covered:
- Capitalization
- Punctuation
- Controlling menus by voice
- Saving documents
- Working in dialogue boxes

Key Commands

<table>
<thead>
<tr>
<th>Command 1</th>
<th>Command 2</th>
</tr>
</thead>
<tbody>
<tr>
<td>[Cap]</td>
<td>[Spell That]</td>
</tr>
<tr>
<td>[All Caps That]</td>
<td>[No Caps That]</td>
</tr>
<tr>
<td>[Click]</td>
<td>[Save Document]</td>
</tr>
<tr>
<td>[Press F4] or [Open List]</td>
<td>[Tab key] [Press Tab key]</td>
</tr>
</tbody>
</table>

Getting Started
Dictate and correct the following sentences while you’re waiting for class to start.

- If you really want the prize, you will win the race.
- Where there’s a will, there’s a way.
- Take advantage of the current situation.
- Strike while the iron is hot.
- Don’t buy the car until you have the money.
- Don’t count your chickens before they’re hatched.

Best Practices
Pronouncing carefully and speaking in a consistent and even tone of voice helps Dragon understand you better.

Capitalization
There are a few different ways to capitalize words and title using Dragon NaturallySpeaking. However, Dragon will automatically capitalize the first words in a sentence, days of
the week, months of the year, some holidays, and some proper names.

---

**Best Practices**
Remember to pause after a command to give Dragon a chance to interpret what you have just said.

---

**Practice**
Dictate these sentences and note the words that are automatically capitalized.

- It is important to identify when the computer makes a mistake and you have to correct it.

- Otherwise, if you don’t fix the mistake on Monday, it will make the same mistake on Friday.

- At this college, students begin classes in August and January.

- She likes music by the Beatles and the Grateful Dead.

- Have you ever been to Disneyland?

- My brother, Bob, and I went to Mendocino when he was visiting from Texas.

- In the Bay Area of Northern California, there are colleges in Sonoma County, Marin County, San Francisco, San Mateo County, Santa Clara County and Alameda County, to mention a few!

Notice how Dragon will capitalize the first word in a sentence without you commanding it.
The [Cap That] Command— Use After Dictation
Dictate these sentences then go back, select the word that needs a capital letter, and say [Cap That].

My friend is superintendent of schools in cool, California.
[Select superintendent of schools] [Cap That], [Select cool] [Cap That] [Go to Bottom]

Now your sentence should look like this:
My friend is Superintendent of Schools in Cool, California.

Have you seen the acclaimed movie, hurt locker?
[Select hurt locker] [Cap That] [Go to Bottom]

Now your sentence looks like this:
Have you seen the acclaimed movie, Hurt Locker?

Using [Cap That] with Titles
Dictate these book and movie titles by saying the movie or book title in one phrase. Pause after dictating the movie or book title and then use [Cap That] to capitalize each word of the title.

Pirates of the Caribbean [Colon] On Stranger Tides (Pause) [Cap That] was released on DVD in November.

This summer I read (Pause) Water for Elephants [Cap That].

Use the [All Caps That] command
This command capitalizes every letter of the word or phrase.

Grumpy (Pause) [All Caps That] and (Pause) sleepy (Pause)[All Caps That] are two of Snow White’s seven friends.

Result: GRUMPY and SLEEPY are two of Snow White’s seven friends.
The cheesecake factory has every type of cheesecake you can imagine.

**Best Practices**
If you get words capitalized that you don’t want capitalized, select them and use the command **[No Caps That]**.

**Practice**
Dictate the following sentences, using the various techniques to dictate capitals. Be sure to turn the capitalization function off when you are finished.

- MASH is one of my all time favorite television shows.
- When my mom was a kid, she listened to THE LONE RANGER on the radio.
- Have you ever gone swimming in the Russian River?
- Wow, that dog was really HUGE and scary!
- I was REALLY impressed with the movie I saw recently, Blindside.
Punctuation
Here are some punctuation marks that you might not know. Practice dictating them.

<table>
<thead>
<tr>
<th>Character</th>
<th>Dictate as...</th>
</tr>
</thead>
<tbody>
<tr>
<td>:</td>
<td>Colon</td>
</tr>
<tr>
<td>;</td>
<td>Semicolon</td>
</tr>
<tr>
<td>!</td>
<td>Exclamation Point or Exclamation Mark</td>
</tr>
<tr>
<td>-</td>
<td>Hyphen</td>
</tr>
<tr>
<td>‘s</td>
<td>Apostrophe S</td>
</tr>
<tr>
<td>/</td>
<td>Slash or Forward Slash</td>
</tr>
<tr>
<td>“</td>
<td>Open Quote or Begin Quotes</td>
</tr>
<tr>
<td>”</td>
<td>Close Quote or End Quotes</td>
</tr>
<tr>
<td>(</td>
<td>Open Paren</td>
</tr>
<tr>
<td>)</td>
<td>Close Paren</td>
</tr>
<tr>
<td>@</td>
<td>At sign</td>
</tr>
<tr>
<td>&amp;</td>
<td>And Sign</td>
</tr>
</tbody>
</table>

Practice

That movie was great! It was pretty high-tech!

Sam & I went "body surfing."

Her address has this symbol in it: @.

When (if ever) will they come?

The man said, “Don’t forget to have enough gas in your car before you cross a bridge!”
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 [__________].
Lesson 6

Topics Covered

- Formatting documents
- Tabs
- Bulleted list

Key Commands

- **Bold That**
- **Center That**
- **Italicize That**
- **Left Align That**
- **Underline That**
- **Right Align That**
- **Set Font Plain**
- **Restore That**
- **Set Size #**
- **Bullet Style**
- **Press F4**
- **Open List**

Getting Started

Dictate and correct the following sentences while you’re waiting for class to start. Dictate the answer.

The gasoline tank in your car holds 15 gallons. Your car gets approximately 20 miles per gallon. How far can you travel on three tanks of gas?

A relative was born on February 29, 1980. Since February 29 comes only every four years, how many years has he been able to celebrate his birthday on the actual date that he was born?

---

Best Practices

Run the audio setup wizard once a week or when you find that the program is not responding well to your voice. Ensure that the microphone is positioned consistently at the same distance from your mouth. The microphone should be positioned about a thumb’s width from your mouth and slightly below your bottom lip.
Dressing up text

Changing the size and appearance of text is always easier after the text has been dictated and corrected. Use bold, italics or underline to add emphasis or make your text stand out.

\[\text{Set Size #} \text{ to make the text larger or smaller.}\]

Practice

\[\text{Set Size 24}\]
Dictate your name. \[\text{New Line}\]
\[\text{Set Size 14}\] Dictate your address.

\[\text{Bold That} \text{ to make the text darker and thicker.}\]

If the Bolded text is still present when you start dictating again, use \[\text{Set Font Plain}\]. This will turn off the bold when you start dictating text again.
Say \[\text{Restore That}\] to remove formatting from selected text.

Practice

Dictate the following sentences:
You should arrive on time for class.
Turn off your cell phone so you can pay attention during class.
Do not eat over the top of the computer keyboard.
Get plenty of rest so you don’t have to skip classes.
Now let’s add bold formatting:
\[\text{Select on time} \text{ [Bold That]}\]
\[\text{Select turn off your cell phone} \text{ [Bold That]}\]
\[\text{Select Do not eat} \text{ [Bold That]}\]
\[\text{Select Get plenty of rest} \text{ [Bold That]}\]
**Italicize That** to make the text slanted.

If the *Italicized* text is still present when you start dictating again, use **[Set Font Plain]**. This will turn off the *italics* when you start dictating text again.

**Practice**

Dictate the following sentence:

Don’t be late for class.
When you’re listening to your iPod, make sure the volume isn’t too loud.
Please leave your drink at the back of the computer classroom.
Remember to go to bed early if you have classes the next morning.

Now let’s add *italicized* formatting:

- **[Select don’t be late]** **[Italicize That]**
- **[Select isn’t too loud]** **[Italicize That]**
- **[Select leave your drink]** **[Italicize That]**
- **[Select Remember to go to bed early]** **[Italicize That]**

**Underline That** to make the text underlined.

Do not underline punctuation, particularly periods and colons. If the *Underlined* text is still present when you start dictating again, use **[Set Font Plain]**. This will turn off the underline when you start dictating text again.

**Practice**

Dictate the following sentences:

Keep up with assigned readings so you’re prepared for tests.
Don’t talk on your cell phone in a restaurant.

Now let’s add underlining formatting:

- **[Select Don’t talk on your cell phone ]**
- **[Underline That]**
- **[Select Keep up with assigned readings ]**
- **[Underline That]**
Practice
Dictate the following paragraph:
Mills Hospital reported the first punk rock baby born yesterday. The baby was born with one-inch long hair that was streaked with green and pink. As both parents listened to punk rock music, the doctors think that the baby took on the characteristics during her development.

[Select paragraph] [Bold That]
[Select paragraph] [Restore That] (Did you see what happened?)
[Insert before green] [Select next three words] [Italicize That]
[Select first punk rock baby] [Underline That]

Save your document.

Paragraph Alignment
Centering a title [Center That]
Align text to the left margin [Left Align That]
Align text to the right margin [Right Align That]

Practice
1. Start a new document. [Click File] [Click New]
2. In this practice, you will dictate a short paragraph and set it up just like you would a paper for an English class.
3. [Right Align That] Dictate your name. [New Line]
4. Dictate the date. [New Paragraph]
5. [Center That] A New World Record [New Paragraph]
6. [Left Align That] A new world record was set by a California resident who jet skied from San Francisco to Japan in three weeks and four days. He received fresh clothing and his meals from a boat that followed him while he skied. The athlete stated that the only concerns he had were the three shark encounters.

Save your document.

Lesson 6-4
Dragon NaturallySpeaking Manual
Fiori, Lariviere 2012
Navigating a dialogue box

Opening the font dialogue box.

[Click Format] [Font]

Moving around in a dialogue box

You can move to each of the areas in a dialogue box by pressing the Tab key or by saying [Tab key] or [Press Tab Key].

In dialog boxes, you can say the phrases that have a letter underlined. This underline indicates that there is a keyboard shortcut you can use. Say [Click] and the name of buttons to activate them.

The Font dialogue box: When you open this dialogue box, the cursor is always blinking in the font section. You can scroll through this list to find different fonts.

- You might not always know the exact name of the font, but you can move down the list with [Move down #].
- You can look through the list alphabetically. [Press C] or [Press Charlie] to go to the first font starting with the letter C. Now move up or down to the font you want.

Now move to the next section by saying the words in the label. (Tip: Labels usually have one of the letters underlined, like Font Style, Size, Strikeout, Underline.)
• [Font Style] or [Tab key]
• [Bold] or [Move down 3]

Now move to the next section by saying the words in the label:
• [Size] or [Tab key]
• [14] or [Move down 3]

Now move to the next section by saying the words in the label:
• [Strikeout] – Notice the checkbox is checked. Say [Strikeout] again and the checkbox goes off.

Now move to the next section by saying the words in the label:
• [Color]
• [Press F4 or Open List]
• [Move down #] to the color you want.
• [Close list]

[Click OK] to return to your document.
Practice

Dictate the following sentences.

Did you see any of the summer blockbuster movies?  
[Select line] [Click Format, Font]  
Your focus is in the Font box. [Press V] or [Press Victor]  
Move the blue bar down # to Verdana.  
[Color] [Open List] to open the drop down the color menu. Move down # to Teal. [Close List]  
[Click OK] to return to your document.

Format the following sentence with Copperplate Gothic, Bold and Green:  
Which was your favorite movie? Pirates of the Caribbean, At World’s End, or Harry Potter, Order of the Phoenix.
Create a Bulleted List

Bullets are used for lists that are not ordered (no 1, 2, 3 etc.)

Start a new document.
1. Dictate the following list:
   Baseball
   Basketball
   Football
   Hockey
   Golf
   [Select Baseball through Golf]
   [Bullet That]
   To unselect the list [Unselect That] or [Move right]

2. Try another way to make a bulleted list.

   Elephant
   [Click Format]
   Then [Bullet Style]
   [New Line]
   Zebra
   Lion
   Monkey
   Giraffe
   [New line]

3. Dictate a bulleted list that includes 5 items of your own such as a grocery list or a “to do” list.

   Save your document. Show your instructor your work.
Assignment 6A - Résumé
- Start a new document.
- Dictate a simple résumé using the same format as in the example below.
- Make sure you save your document when you’re done.

Jack P. Sparrow
4675 Black Pearl Lane
St. Augustine Florida 13256
Telephone: 618-490-1746
Fax: 618-490-1747
E-mail: jsparrow@bp.org
Personal home page: http://www.keeptothecode.com

Career Objective: Seeking a management position in a fast moving and progressive travel organization

HIGHLIGHTS OF EXPERIENCE
- Royal Princess Cruises, captain
- Carnival Cruises, first mate in charge of entertainment
- Norwegian Cruise Lines, galley steward

EDUCATION AND TRAINING


REFERENCES

Hector Barbosa, shipmate, 706-438-3176
John Depp, long time friend, 310-828-4987
Davy Jones, captain, 908-457-9132

Save your work!
Assignment 6B  Open-Edit-Save a Document

In this exercise, you will open the document, Rainbow Passage that you dictated and saved in Lesson 3. These instructions are written for opening a document that is saved in your Documents folder. If you’re opening from a different location, make sure the location is selected from the list on the left.

The Open Document dialog box will be displayed and the focus will be located at File Name (i.e., the cursor is located in the text box to the right of File Name). To change the focus and move the cursor to the location where your files are listed, you will use the [Shift + Tab] command. This will move the cursor or shift the focus backwards through the options in the dialog box. The Tab key is used to move the cursor or focus forward through the dialog box.


2. [Press Shift Tab] twice. If there is no response, then say [Press Shift Key Tab Key]. Now the focus will be on the first folder or file in List file box. Example ➔

3. In the example, the DSPS folder is highlighted.

4. Now [Press R] or [Type R] or [Move Down #] until the file, Rainbow Passage, is highlighted as shown in the next example.
5. Say [Click Open] to open this document.

6. After you have opened Rainbow Passage, make the following changes:

   Format the title bold and center it.

7. Save your document.

8. Ask your instructor to check your work before you close.

Note: In the Open/Save dialogue boxes, sometimes you are able to say the name of the item you want to select.

   Often it’s easier to move the mouse pointer to the part of the dialogue box that you want to select, then say [Mouse Click]. This is a good strategy to use when you encounter other places that are not accessible by voice. We will look at all the Mouse Movement Commands at the end of Lesson 9.
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 options are located under _______________ in the menu bar of 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 [___________  __________  ___________].
Lesson 7

Topics Covered:
- Copy/Cut/Paste

Key Commands

<table>
<thead>
<tr>
<th>Cut That</th>
<th>[Cut That]</th>
</tr>
</thead>
<tbody>
<tr>
<td>Play That Back</td>
<td>[Play That Back]</td>
</tr>
<tr>
<td>Read That</td>
<td>[Read That]</td>
</tr>
<tr>
<td>Paste That</td>
<td>[Paste That]</td>
</tr>
</tbody>
</table>

Getting Started
Dictate and correct the following sentences while you’re waiting for class to start.

Several Martians landed in Central Park last Wednesday. After being approached by several cult members selling flowers, seeing people sleeping on the benches, and encountering the police, it appeared the Martians decided to leave. After taking off, they wrote a message in the sky stating they would try again in 2000 years.

Best Practices
The key to getting good accuracy from speech recognition is to think about a sentence before you say it. Then speak in phrases or sentences. DO - NOT - SPEAK-EACH -INDIVIDUAL- WORD. When you correct misrecognitions, correct phrases rather than individual words.
Copy/Cut/Paste
To cut and paste text
1. [Select] the text to be copied.
2. [Cut That].
3. [Go To] or [Move] the insertion point to the location where you want to paste the text.
4. [Paste That]

Assignment 7A
Open the file named Buying Stocks. Arrange the document in the proper order.

Steps to moving text around:
1. Make sure Buying Stocks 1 is open on your desktop.
2. Move the paragraphs so they are in the correct order.
3. [Insert before stock in a company]. The cursor should be located in front of the word “stock” in the paragraph labeled 1.
4. [Select Paragraph] [Cut that]
5. [Insert before 4 period] [Paste that] The paragraph labeled 1 should be displayed before the paragraph labeled 4.
6. [New line] (so that there is a blank line between the paragraphs)
7. In order to select text, it needs to be visible. You might need to say [Go to bottom].
8. [Insert before Educate yourself] The cursor should be located in front of the word “Educate” in the paragraph labeled 2.
9. [Select Paragraph] [Cut that]
10. [Go to Top]
11. [Insert before 4 period] [Paste that]
12. [New line] (so that there is a blank line between the paragraphs)

13. In order to select text, it needs to be visible. You might need to say [Go to bottom].

14. [Insert before Determine what you want] The cursor should be located in front of the word “Determine” in the paragraph labeled 3.

15. [Select Paragraph]
   [Cut that]

16. [Go to Top]

17. [Insert before 4 period]
   [Paste that]

18. [New line] (so that there is a blank line between the paragraphs)

19. In order to select text, it needs to be visible. You might need to say [Go to bottom].

20. [Insert before Contact a broker] The cursor should be located in front of the word “Contact” in the paragraph labeled 5

21. [Select Paragraph]
   [Cut that]

22. [Go to bottom]
   [Paste that]

23. [New line] (so that there is a blank line between the paragraphs)

24. Continue until you have the rest of the paragraphs in order.

Erasing Numbers from the Paragraphs:

1. Next you are going to select and delete the numbers in front of the paragraphs by completing the following steps:

2. [Select 1 period]
   [Delete that] The 1. before the first paragraph should be erased and the text “Buying stock in a company” should be against the left margin.

3. [Select 2 period]
   [Delete that]
4. Repeat the above two commands to erase numbers 3 through 10.

5. [Save Document]

Save this document as **Buying Stocks 2**. Use the command [Save Document As]. You will use this file in the next exercise.

**Assignment 7B**
Open **Buying Stocks 2**. Format your document so that it looks like the one on the next page.

Save this formatted document as **Buying Stocks 3**.
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?

Tips:
• Ask friends or colleagues for broker or brokerage-firm recommendations. If you don't have a personal recommendation, read ads in financial publications such as "The Wall Street Journal."
• An online brokerage account is convenient and fast but can be susceptible to computer glitches. Ask if you will be able to make trades by telephone if need be.
Listening to your dictation

Because misrecognitions often look very different from what you said, Dragon NaturallySpeaking lets you play back your dictation so you can more easily identify what you meant to say. You can play back dictation while you are looking at the text in the document or while you are making corrections.

**To play back your dictation in a document**

1. Select the words you want to play back.
2. [Playback] 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]
3. You will hear your voice.
4. To stop playback, either click in the document window or press the Escape key. You cannot use any voice commands to stop.

You’ll find this command on the DragonBar Audio menu.

**Practice**

Dictate the following sentences:

After I dictate an essay, I like to listen back to what I’ve written. Dragon NaturallySpeaking has a feature that lets me listen back to my own voice. This helps me proofread my document. After I listen to the essay, I go back and make corrections.

Now listen to what you dictated: [Playback]
To read back text
You can use text-to-speech to have text on your screen read aloud by your computer.

1. Select the text you want read back.
2. [Read That] to hear the selected text, or say one of the following commands:
   [Read Line]
   [Read Paragraph]
   [Read Document]
   [Read Window] - reads only the text in view.
   [Read To Here] - reads text from the top of the document window to the insertion point
   [Read From Here] - reads from the insertion point to the bottom of the window

3. To stop the reading, press the Escape key.

You’ll find the [Read That] command on the DragonBar Audio menu.

You can control the speed, pitch, volume, and other aspects of text-to-speech output from the DragonBar, Tools menu, Options.

Practice
Go back to the Buying Stocks 3 document. Select two paragraphs then have Dragon read them to you:
[Read That]
Notes:
Lesson 8

Topics Covered
- Add new commands
- Create custom commands for your letterhead, signature line, and your email address
- Vocabulary Editor
- MyCommands Editor
- Find custom commands in the Command Browser

Key Commands

<table>
<thead>
<tr>
<th>[Start Vocabulary Editor]</th>
<th>[Spoken Form]</th>
</tr>
</thead>
<tbody>
<tr>
<td>[Written Form]</td>
<td>[Display]</td>
</tr>
<tr>
<td>[Add New Command]</td>
<td>[My Signature]</td>
</tr>
<tr>
<td>[My Letterhead]</td>
<td>[Start Command Browser]</td>
</tr>
</tbody>
</table>

Getting Started
Dictate and correct the following sentences while you’re waiting for class to start.

The Nayo Veterinary Clinic announced a surprising occurrence. They reported that four out of five kittens in a litter bark like dogs instead of meowing. The doctors think that the influence of the dogs barking in surrounding cages caused the kittens to begin barking. It is unknown why the fifth kitten did not bark. The doctors also feel that a new breed of “watch cats” has been developed.

Best Practices
Maintaining adequate hydration is important for the entire body. When the vocal folds are dry, there can be an increased need for throat clearing and coughing. Increase water intake, drink small sips throughout the day, and moderate caffeine intake as it tends to increase dehydration.
Shortcuts with Vocabulary Editor

On the Dragonbar, go to Vocabulary, Open Vocabulary Editor or just say the command [Start Vocabulary Editor]. The Vocabulary dialog box opens. Use this dialog box to view and customize your active vocabulary. One way to customize your vocabulary is to add shortcuts.

<table>
<thead>
<tr>
<th>Written Form</th>
<th>Spoken Form</th>
</tr>
</thead>
<tbody>
<tr>
<td>Example #1: <a href="mailto:jaraseta@gmail.com">jaraseta@gmail.com</a></td>
<td>My email address</td>
</tr>
<tr>
<td>You say [my email address] and Dragon prints on the screen: <a href="mailto:jaraseta@gmail.com">jaraseta@gmail.com</a></td>
<td></td>
</tr>
<tr>
<td>Example #2: If you have any questions, please do not hesitate to call me at 916-574-6432 or email me at <a href="mailto:jaraseta@gmail.com">jaraseta@gmail.com</a>. Thank you for your consideration.</td>
<td>Invitation closing paragraph</td>
</tr>
<tr>
<td>You say [invitation closing paragraph] and Dragon prints on the screen: <strong>If you have any questions, please do not hesitate to call me at 916-574-6432 or email me at <a href="mailto:jaraseta@gmail.com">jaraseta@gmail.com</a>. Thank you for your consideration.</strong></td>
<td></td>
</tr>
</tbody>
</table>

How do you make a shortcut?

1. When you open this dialog box, the cursor is in the Written Form edit box.
2. Dictate what you want to be printed on the screen. Use “Spell” if you need to do something like an email address that has no spaces and is not a real word.
3. [Tab] to get to the Spoken Form edit box or say [Spoken Form] and dictate your shortcut.
4. [Click Add]
5. [Click Train]
Assignment 8A

Add a shortcut for your email address.

1. **Written Form:**
   - [Spell] Spell your email address.
   - [Click OK].

2. **[Spoken Form]:** Dictate your shortcut ("my email address" or "my yahoo address")
   Make sure it’s something you can remember.

3. [Click Add]
4. [Click Train]
5. [Click OK]
6. Now go to a blank document and try out your shortcut.
7. You can use this shortcut when we get to the next lesson on the Internet.

Display

This list block lets you find any words that you have added to the vocabulary. **All words:** displays all the words in the current vocabulary. **Custom words only:** displays only words added to the vocabulary by the user.

1. **[Display]** By saying this command, the focus moves to the Display edit box.
2. **[Open List]** This command drops open the list so you can see the choices.
3. **[Move down one]** moves the focus to Custom Words only.
4. You will see your shortcuts with a big red star next to it.
5. You cannot edit these shortcuts. You have to delete and make a new one.
Add New Commands

You can add text and graphics to create custom commands. Some examples of useful custom commands are: signature line, name/address for letterhead, repetitive paragraphs. **Add New Commands** is good for multiple line shortcuts while the shortcuts made in the Vocabulary Editor are better for one line entries.

You can create and format custom commands in DragonPad then paste them into MyCommandEditor. Or you can dictate and format directly in the editor.

**Assignment 8B**
Create a Custom Command (cut and paste)
1. In DragonPad, dictate your signature line. Format it bold and size 14.
2. Select the email address and copy it.
3. [Switch to DragonBar] to change focus. [Tools] or [Click Tools]. [Add New Command] to open the MyCommands Editor window.
4. In the MyCommand Name box, dictate a name for your new command: my signature. This is going to be the command you use for adding your email address to a document.
5. [Description] moves the cursor down to this text box beside Description:
6. Dictate: Types my signature line.
7. [Content] to move the cursor to this text box.
8. [Paste that] to paste your email address into the Content text box.
9. [Click Train] in the upper right-hand corner of the window. Train your command name at least three times. [Click Done]. The window will close.
10. [Click Save] in the MyCommands Editor window. The window will close. See next page for example.
**Test Your Command**
Close the Command Browser, and go to DragonPad or Microsoft Word. When you have a new document open, dictate your command.

---

**Assignment 8C**
Creating a Custom Command (dictation in editor)

1. **[Switch to DragonBar]** to change focus. **[Tools]** or **[Click Tools]**. **[Add New Command]** to load the MyCommands Editor window with the cursor positioned at My Command Name. **OR** you can just say **[Add New Command]** to open the MyCommands Editor window.

2. **[My Letterhead]** This is going to be the command you use for adding your name, address, home number and email address as a complete unit to a document.

3. **[Description]** moves the cursor down to this text box beside Description: Dictate: **Types my name, home address, phone number and email address**

4. **[Content]** to move the cursor to this text box. This is where you dictate the text you want Dragon to add to your document when you say the Command Name. (i.e., my letterhead)
Your first and last name
[New Line]
Your street address
[New Line]
City, State and zip code for your home address
[New Line]
Your phone number
[New Line]
[Spell], Spell out your email address
[Choose 1] or [OK]
[New Line]

Now, let’s change the default font and size of the text. To change these settings, [Select All] to select the text in your letterhead.

1. [Press Control-D] or [Press Control Delta] to activate the Font button at the bottom and open the Font dialog box.
2. Arrow down to [Comic] which is the Name of the Font you want.
   [Size] to move to the text box beside Size.
   [12] or [numeral 12] or the size of font you normally use in DragonPad.
3. [OK] or [Click OK] after the correct font and size is displayed in the text boxes in the Font dialog box. You will now return to My Commands Editor window.
4. [Move right 1] or [Unselect That] to unselect the text. Position your cursor on the first line of your letterhead.
5. [Select Line] [Bold That] or [Press Control B]
6. [Train] so you can train the Command Name.
7. [Go] or [Click Go].
8. **[My Letterhead]** (or the command displayed in the Train window.
9. **[Done]** or **[Click Done]** to close the Train window.
10. **[Save]** to save the Command you just added.

In DragonPad, test out the new command **[My Letterhead]** to automatically add the information contained in your letterhead command to the document. If it doesn’t work, you can force the command to be recognized by holding down the Control key while dictating the command **[My Letterhead]**.

### Saving Your User Files

After you have added and tested these commands in DragonPad, you need to save your User File to save the custom commands you just created.

- **[NaturallySpeaking]**
- **[Save User Files]**
Editing a Custom Command

1. [Switch to DragonBar]

2. [Tools] or [Click Tools]

3. [Command Browser]
   OR
   just say [Start Command Browser]

4. After you dictate this, wait for at least 30 seconds as it takes a while to load.

5. [Script] to click the Script button
6. **[Go to Sleep]** or **[Stop Listening]** or use the **Keyboard**: Press + key on the Numeric Keypad to turn OFF the microphone.

7. Scroll down to move down through the list until you find the Command Name for the customized phrase (i.e., my current email which will look as follows

```
+ db
my current e-mail
```

8. Click the Command Name (i.e., my current email

```
+ db
my current e-mail
```

9. **[Wake Up]** or **[Listen to Me]** or use the **Keyboard**: Press the + key on the Numeric Keypad to turn ON the microphone.

10. **[Edit]** to click the Edit button. MyCommands Editor window will open with the command you want to edit.

11. Make the necessary changes to the command and **[Save]** the changes.

12. **[Click Close]** to close the Command Browser.
Notes:
Lesson 9

Topics Covered

• Starting Internet Explorer
• Navigation Bar
• URL - Address Bar
• Links and Images
• Buttons, Check Boxes and Text Boxes
• MouseGrid

Key Commands

<table>
<thead>
<tr>
<th>[Go To Address Bar]</th>
<th>[Go There] or [Press Enter]</th>
</tr>
</thead>
<tbody>
<tr>
<td>[Start Scrolling Down/Up]</td>
<td>[Click Go Back] [Click Go Forward]</td>
</tr>
<tr>
<td>[Click Image]</td>
<td>[Click Type Text], [Click Edit box], [Click Text Field]</td>
</tr>
<tr>
<td>[Click Link]</td>
<td></td>
</tr>
<tr>
<td>[Click List Box]</td>
<td>[Click Radio Button]</td>
</tr>
<tr>
<td>[Open List] [Close List]</td>
<td></td>
</tr>
<tr>
<td>[Click Checkbox]</td>
<td>[Show Dictation Box]</td>
</tr>
</tbody>
</table>

Internet Explorer

Internet Explorer is Microsoft’s program that lets you browse (look at) the Internet. Another browser that is used frequently is Mozilla’s Firefox. This section is written based on using Dragon 10.1 and Internet Explorer 8 running on a Windows 7 computer. We have had inconsistent results using Dragon 10.1 and Internet Explorer 8 running on a computer with Vista. (particularly the “choose” arrows)

Not all web pages are accessible with assistive technology so be prepared to do some problem solving.

To start Internet Explorer, [Start Internet Explorer].
Website Addresses

A web address usually starts with www. TV and radio programs and magazines advertise their websites, “Go to www.pbs.org for more information.” You type this in the address bar located above the webpage. Click on the Address bar to highlight what’s already there. [Go To Address Bar].

Now you’re ready to enter the address. The most direct way is to say the address (no need to include http://www.). Example: cnn dot com (www.cnn.com). Say this all together without pausing. If it’s too difficult or doesn’t work, open the Spell box. Spell out the address. DO NOT TRAIN! [Click OK].
[Spell] Spell out the whole address. You don’t need to include http://
[OK]

Now you’re back to the webpage with the address correctly typed in (no spaces). Now, [Go There] or [Press Enter], and you’ll be taken to the page you entered!

Moving through web pages

<table>
<thead>
<tr>
<th>Voice Command</th>
<th>Action</th>
</tr>
</thead>
<tbody>
<tr>
<td>[Go to Bottom]</td>
<td>Jumps to the end of the web page.</td>
</tr>
<tr>
<td>[Go to Top]</td>
<td>Jumps to the beginning of the page.</td>
</tr>
<tr>
<td>[Page up]</td>
<td>Moves up one screen.</td>
</tr>
<tr>
<td>[Line Down]</td>
<td>Moves down one line.</td>
</tr>
<tr>
<td>[Line up]</td>
<td>Moves up one line.</td>
</tr>
<tr>
<td>[Start Scrolling Down]</td>
<td>Start automatic scrolling down.</td>
</tr>
<tr>
<td>[Start Scrolling Up]</td>
<td>Start automatic scrolling up.</td>
</tr>
<tr>
<td>[Speed Up]</td>
<td>Increase scrolling speed. Repeat.</td>
</tr>
<tr>
<td>[Slow Down]</td>
<td>Decrease scrolling speed. Repeat.</td>
</tr>
<tr>
<td>[Stop Scrolling]</td>
<td>Stop automatic scrolling.</td>
</tr>
</tbody>
</table>
Practice
Go to your college’s homepage and practice moving through the page using the above commands.

Using the Toolbar

<table>
<thead>
<tr>
<th>Voice Command</th>
<th>Action</th>
</tr>
</thead>
<tbody>
<tr>
<td>[Go Back]</td>
<td>Goes back one page</td>
</tr>
<tr>
<td>[Go Forward]</td>
<td>Goes forward one page</td>
</tr>
<tr>
<td>[Stop Loading]</td>
<td>Stops page from loading</td>
</tr>
<tr>
<td>[Click Refresh]</td>
<td>Reloads the page</td>
</tr>
<tr>
<td>[Go Home]</td>
<td>Reloads Home page</td>
</tr>
</tbody>
</table>

Practice
From the home page, say the name of the first link on the left. A red arrow may appear, or not, and then in a few seconds the page should load into the browser window.

[Go Back] You should be returned to the home page.
[Go Forward] The previous page should come back.
[Go Home] The home page will come back.
**Text Links and Image Links**

Links are *usually* underlined and take you from page to page. They usually have text (words) that you can say to activate them. A link can also be an image (picture). To see which images are links, **[Click Image]**. All the image links will be numbered and you **[Choose #]** the one you want to activate.

<table>
<thead>
<tr>
<th>Voice Command</th>
<th>Action</th>
</tr>
</thead>
</table>
| **[Click Name of Link]** on the screen | Activates the Link  
Example: Book Search                                                      |
| **[Click Link]**                       | Numbers the links. Activates the text link if there is only 1 on the page or numbers multiple text links with the same starting word. |
| **[Click Image]**                      | Activates the Image Link if there is only 1 on the page or numbers multiple image links. |
| **[Choose #]**                         | If links are numbered, choose the number of the link you want.          |
Assignment 9.A

- Go to sfgate.com.
  
  [Go to Address Bar] [s f g a t e d o t c o m]
  [Click Go] or say the whole address: [www dot sfgate dot com]
  
  If pop-ups appear, say [Click Close].
  
  You may also have to respond to the yellow Information Bar. [Press Control November] Allow pop-ups.

- To see this page in full, [Start Scrolling Down].
  
  To stop at any point, [Stop Scrolling].
  
  To continue [Start Scrolling Down].

- After the page reaches the bottom, go back to the top with [Start Scrolling Up]. [Speed Up] and [Slow Down] also work while scrolling.

- Tip: You can only dictate a link or image that can be seen on the screen. Knowing how to move the pages up and down is essential, especially for longer webpages.

- Some pages won’t scroll but you can make them move with [Page Up] and [Page Down] commands. Try these commands now, repeating them until you get to the bottom and back up to the top of the page.

- A third way to move pages up and down is with [Go to Top] and [Go to Bottom] commands. Try these commands now.

- If you have any trouble with the commands, try switching to Command mode, and try it again. [Switch to Command Mode]
Buttons and Boxes

Text boxes let you type in text. Typically you find these in forms, when entering in a phrase to search for or when entering email addresses and passwords.

Named buttons like Search, OK, Submit are activated by saying the name on the button. If the button is an image, you may need to [Click Image] and choose the number. You can also tab to a button. When the focus is there, [Press Enter].

Check boxes, radio buttons, and list boxes let you make choices from selections on the screen or from a menu that pops open.

<table>
<thead>
<tr>
<th>Voice Command</th>
<th>Action</th>
</tr>
</thead>
<tbody>
<tr>
<td>[Click Type Text],</td>
<td>Moves the cursor to a text box or numbers multiple boxes</td>
</tr>
<tr>
<td>[Click Text Field]</td>
<td></td>
</tr>
<tr>
<td>or [Click Edit Box]</td>
<td></td>
</tr>
<tr>
<td>[Choose #&gt;]</td>
<td>Choose the number next to the box you want to move to.</td>
</tr>
<tr>
<td>[Press Tab Key]</td>
<td>Moves from item to item on the screen.</td>
</tr>
<tr>
<td>[Click List Box]</td>
<td>Goes to the first list box or numbers multiple boxes.</td>
</tr>
<tr>
<td>[Open List]</td>
<td>Opens/closes the list box. To choose an item in a list, say</td>
</tr>
<tr>
<td>[Close List]</td>
<td>the name of the item or [Press first letter].</td>
</tr>
</tbody>
</table>
| [Click Check Box]              | Numbers the check boxes on a page and goes to the first one.
|                                | You can choose one or many check boxes.                     |
| [Click Radio Button]           | Numbers the radio buttons on a page. You may only choose    |
|                                | one radio button in each grouping.                          |
| [Press Alt key N]              | Moves focus to yellow Information box.                      |
| [Press Spacebar]               | Clicks the Information box.                                 |

Lesson 9-6

Dragon NaturallySpeaking Manual
Fiori, Lariviere 2012
Assignment 9B
Go to the following website to get practice with list boxes, text boxes, radio buttons and check boxes.

http://collegeofsanmateo.edu/atac
Click on the Student Pages link then on the Dragon NaturallySpeaking websites link

Search for a used Ford, model Explorer, maximum price $15,000, within 100 miles of zip code 94402

---

Best Practices
If you are having an especially hard time entering text into text boxes, you can [Switch to Spell Mode] or [Spell].

Assignment 9C
Look up your class schedule for the current semester through WebSmart at www.skylinecollege.edu or www.collegeofsanmateo.edu.

1. Go to the address bar, [Go to Address Bar] [Spell].
2. Start at the My.SMCCD.edu page. [my dot smccd dot edu]. You may need to correct the recognition or use the [Spell] command.
3. [Go There] or [Press Enter]
4. To look up your class schedule, you need to go to WebSmart. [Click Image] [Choose #].
5. The WebSmart screen should now be displayed.
6. To move the cursor to the text boxes beside User ID: or Pin, [Click Type Text].
   If a Security Information message box is displayed saying “This page contains both secure and nonsecure items. Do you want to display the nonsecure items?” [Yes] to activate the Yes button.
7. Two numbers in green or red arrows pointing to the text boxes beside User ID: and Pin: will be displayed.
8. [Choose 1] will select the text box beside User ID: and the cursor will jump to the first text box.
9. Dictate your Student ID without pauses
   OR
   [Spell] [Your Student ID]
10. [Tab Key] will move the cursor to the text box beside Pin.
    [Spell] Type your PIN number. [Click OK]. You will only see the ***.
11. [Login] After you activate the Login button, a welcome message with your name will be displayed.
12. Activate the link to Student Services & Financial Aid [Click Student Services].
13. If a Security Information message box is displayed, indicate [Yes] to activate the Yes button.
14. Two numbers in green or red arrows pointing to the two Student Services and Financial Aid links will be displayed.
15. [Choose #] that corresponds to one of the links.
16. Activate the Registration link [Click Registration] and then Select the term [Select Term].
17. If the current semester (i.e., Fall 2010 or Spring 2011) is displayed, [Click Submit] to activate the Submit button.
18. If the current semester is NOT displayed [Click List Box] to move the focus to the list box beside Select a Term.
19. To see a listing of terms, [Open List] or [Move down #] and then [Current Semester] (i.e., Fall 2010) to select it.
20. Activate the Submit button [Click Submit].
21. Activate the Your Class Schedule Summary link [Your Class Schedule].
22. Your Class Schedule for the current semester should be displayed.
23. You may need to [Start Scrolling Down] to see the class schedule.
24. To logout of WebSmart, [Start Scrolling Up] and then activate the exit link [Click Exit] at the top right.

MouseGrid
- You can move the pointer around the screen using [MouseGrid] or other moving commands.
  [Move Mouse Right/Left/Up/Down]
  [Move Mouse Upper Right/Lower Left]
  (See the last page of this manual.)
- MouseGrid lets you position the pointer by dividing the screen into 9 sections. You say the number of the section where you want the pointer to move. Keep choosing a section until your pointer is exactly where you want it.
- Click the mouse using your voice:
  [MouseClick]
  [Mouse Right Click]
  [Mouse Double Click]
- To undo your last MouseGrid action: [Undo That].
- To close MouseGrid: [Cancel]

Assignment 9D
Go to one of the practice websites you have done in this lesson. Practice using [MouseGrid] to access different buttons, toolbars or scroll arrows. The desktop is another good place to practice using MouseGrid. Try playing a game of Solitaire using just [MouseGrid] and mouse movement commands. This will test your patience!
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. When you close the Dictation Box, the text in it is automatically transferred into the application window where you were working when you opened the box.

1. Place you cursor where you want to put the text
2. Start the Dictation Box by either:
   [Show Dictation Box] OR
   [Switch to DragonBar] [Select Tools] [Dictation Box]
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, [Click Transfer]. The text you dictated in the Dictation Box is transferred to the application.

Practice
Go to your Internet email account. Use the Internet Commands to address an email to someone. When you are ready, use the Dictation Box to dictate and edit your text. [Click Transfer] to insert the text from the Dictation Box into your email.

Ask your instructor to check your work.
Lesson 10

Topics Covered

- Dragon with Microsoft Word
- Natural Language Commands
- Formatting text.
- Selecting text.
- Formatting text.
- Checking spelling and printing.
- Tables.

Microsoft Word

While you can dictate and edit in virtually any program, NaturallySpeaking includes many additional commands for easy editing and formatting in Microsoft Word. These "natural language commands" work on the assumption that you can give the computer commands "naturally," without having to remember what specific command to say. Since the number of valid commands is so large, just try saying what you want to do. If you get unexpected results say [Undo That] and try a different way to say the command.

To make NaturallySpeaking do what you want, however, you can't say just anything. Consider what you would instinctively say to have the computer make a table. Would it be one of these phrases?

"insert a table"
"create a table"
"make a new table"
"start a table"

If you would say one of these phrases, NaturallySpeaking will do what you want. But if your natural command is "put a new table here," the program won't recognize it. It's not necessary or useful to learn every voice command variation available. Find a way of saying commands that's easy to remember and that works for NaturallySpeaking. To make a
table, for example, say whatever phrase comes to mind. If it doesn't work, say \[\textbf{Undo That} \ (\textbf{Ctrl}+\textbf{Z})\] to undo and say the command another way. When you find a variation that works, keep using it. Below are some commands that do work, to give you ideas.

If you have saved a document in DragonPad, it was saved as an .\texttt{rtf} (Rich Text File). Make sure the document is not open in DragonPad. (Sometimes Word doesn’t let you have the same file open with two programs.). When you go to open your .\texttt{rtf} file, make sure to change the file type if it doesn’t appear in the list. Choosing All Files will give you a list of all the files you have saved in the particular location.
To start Microsoft, say [Start Microsoft Word].

**Accessing the Ribbon**

There are no more menus in Microsoft Word 2007 and 2010. What appears at the top of the window is called a **Ribbon**.

To access the Ribbon with your voice:

- Make your choice by saying [Press letter]

See the image below.

Example:

- To choose the **File menu**, [Press F] or [Press Foxtrot]
- To choose **Save**, [Press S] or [Press Sierra]
Let’s get to Margins in the Page Layout tab.

- To choose the **Page Layout** tab, **[Press Alt key]**, **[Press P/Papa]**
- **[Press M/Mike]**
- **[Move down # to the setting you want.]**

You can also say the name of the item. Use the label that pops up when you move your mouse over an item on the ribbon.
Let’s change the alignment in the Home tab.

- To choose the **Home** tab, **[Press Alt key]**, **[Press H/Hotel]**
  
  Notice that you now have some double letters. By pressing the letter A, you narrow down your choices to just the double letter combinations that start with A.

- **[Press A/Alpha]**
  
  Now choose the second letter in the pair to make your next choice.

- **[Press R/Romeo]** to choose right alignment
File Management

<table>
<thead>
<tr>
<th>Voice Command</th>
<th>Action</th>
</tr>
</thead>
<tbody>
<tr>
<td>[Start Microsoft Word]</td>
<td>Start Microsoft Word (if the program has been renamed in the Start Menu).</td>
</tr>
<tr>
<td>[Open File].</td>
<td>Open an existing document.</td>
</tr>
<tr>
<td>[Save Changes]</td>
<td>Save a document as a .docx file.</td>
</tr>
<tr>
<td>You may need to dictate a file name if this is the first time the file has been saved.</td>
<td></td>
</tr>
</tbody>
</table>

Selecting Text

<table>
<thead>
<tr>
<th>Voice Command</th>
<th>Action</th>
</tr>
</thead>
<tbody>
<tr>
<td>Move the insertion point to the word, line, sentence or paragraph you want to select and say, [Select Word/Line/Sentence/Paragraph].</td>
<td>Select a word, line, sentence or paragraph.</td>
</tr>
<tr>
<td>Move the insertion point to either before or after the word, line, or paragraph you want to select and say, [Select Next/Previous Word/Line/Sentence/Paragraph].</td>
<td>Select the next word, line or paragraph.</td>
</tr>
</tbody>
</table>
Practice

Open the Buying Stocks 3 document or a longer document that you have written. Try these commands.

[Select Next 10 Paragraphs]
[Cut Selection]
[Copy This Page]
[Delete Next Paragraph]
[Move Next 5 Lines to Top of Document]
[Move Next 4 Sentences Down 3 Paragraphs]
[Move Up 5 Pages]
[Go to Last Page]
[Delete the Previous 2 Sentences]
### Formatting Text

<table>
<thead>
<tr>
<th><strong>Voice Command</strong></th>
<th><strong>Action</strong></th>
</tr>
</thead>
<tbody>
<tr>
<td>[Set Word/Line/Sentence/Paragraph to Strikeout]</td>
<td>Change text properties.</td>
</tr>
<tr>
<td>[Underline this Word/Line/Paragraph]</td>
<td></td>
</tr>
<tr>
<td>[Italicize Next number Words]</td>
<td></td>
</tr>
<tr>
<td>[Bold This Page]</td>
<td></td>
</tr>
<tr>
<td>[Turn on Bold and Italics]</td>
<td>Change font properties.</td>
</tr>
<tr>
<td>[Unitalicize That]</td>
<td></td>
</tr>
<tr>
<td>[Set the Font to Twenty Four Points in the Word/Line/Paragraph]</td>
<td></td>
</tr>
<tr>
<td>[Increase/Decrease the Font Size to Eighteen Points in the Word/Line/Paragraph]</td>
<td></td>
</tr>
<tr>
<td>[Set the Font to Courier in the Selection/Word/Line/Paragraph/Page/Selection/Document]</td>
<td></td>
</tr>
<tr>
<td>[Decrease Selection by Two Points]</td>
<td></td>
</tr>
<tr>
<td>[Set the paragraph to Bulleted/Numbered]</td>
<td>Create and delete bullet points or list numbers.</td>
</tr>
<tr>
<td>[Delete Bullets from the document]</td>
<td></td>
</tr>
<tr>
<td>[Unnumber the Selection]</td>
<td></td>
</tr>
</tbody>
</table>
Practice

Formatting Commands:

[Capitalize This Line]
[Double Space This Paragraph]
[Add Border]
[Start New Page]
[Insert Page Numbers]
[Double Space the Last Three Paragraphs]

Spelling, Grammar, and Printing

The Spell Check will check your spelling, not Dragon’s!

[Check Spelling]
[Run Spell Check]
[Check Grammar]
[Print Pages 1 Through 5](can use numbers up to 100)
[Print This Page]
[Print Document]
Tables
Tables are used to display data and layout text on a page. There are several ways to build them in Word. Begin by placing the cursor where you want the table to appear in the document.

To insert a table using menus:
[Table] on the menu bar, then [Insert] [Table]. Select the number of rows and columns for the table. [OK]

Working with tables

<table>
<thead>
<tr>
<th>Voice Command</th>
<th>Action</th>
</tr>
</thead>
<tbody>
<tr>
<td>Move the insertion point to the location where you want to create a table [Add a Table] [Create a Five by Seven Table]</td>
<td>Create a table.</td>
</tr>
<tr>
<td>[Add a New Row/Column] [Add Three Columns]</td>
<td>Add rows and columns.</td>
</tr>
<tr>
<td>[Delete the Third Column] [Delete this Column]</td>
<td>Delete rows and columns.</td>
</tr>
<tr>
<td>[Move Right/Left/Up/Down number Columns/Rows] [Go Right/Left/Up/Down # Rows] [Go To Last/First Cell/Row/Column] [Go To Next/Previous Table]</td>
<td>Move by cells, columns, rows, or tables.</td>
</tr>
</tbody>
</table>
Practice

[Insert a 2 by 7 Table].
[Add a Table With 4 Rows and 3 Columns].
[Cut This Column].
[Insert a Row].
[Insert 4 Rows].

Assignment 10A
My Appointment Schedule:
• Type in the title, skip a line, then insert the table.
• To center the days: [Select Row] [Center That] [Bold That].
• To center times: [Select Column] [Center That] [Bold That].

My Appointment Schedule

<table>
<thead>
<tr>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>8:00</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>9:00</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>10:00</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>11:00</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>12:00</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>1:00</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>2:00</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>3:00</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
Troubleshooting Natural Language Commands in Microsoft Word

- Using Natural Language Commands can be frustrating. Often you'll say a command that doesn't work as expected.
- When a command does the wrong thing, use [Undo That] or press Ctrl+Z. You can undo many times in Word, unlike the one undo available in Dragon.
- Stay away from commands that select and act in the same command. (For example, [Delete Next 7 Paragraphs].) The computer might select the wrong text, then act on it anyway. It might delete 17 paragraphs. Instead, use two commands—-one to select and the other to act. Say [Select Next 7 Paragraphs] Check that the computer did it correctly, then say [Delete That].
- Run only Dragon NaturallySpeaking and Word, with no other programs open.
- Divide large documents into smaller documents of 50 pages or less.
- Watch the Results box to see if NaturallySpeaking recognized your command accurately. This helps determine whether you said a command that does not exist, whether NaturallySpeaking misrecognized your words, or whether it recognized your words correctly but executed incorrectly.
- If the Results box shows words other than what you said, use [Train Words] to teach NaturallySpeaking how you say the command. Then try again. Make sure to capitalize each word in the command you’re training.
- Hold down the Ctrl key as you speak to force NaturallySpeaking to recognize what you say as a command. If you say a command with the Ctrl-key held down and nothing happens, that command is probably not available.
Selecting

Selecting and Re-Dictating

1. Select the text you want to change.
2. Say the new text.

You can only select text that is visible on the screen. Selecting and re-dictating edits your document, but does not change your voice file.

By default Naturally Speaking looks for the text you want to select by starting at your cursor position and moving backwards.

Selection Commands

<table>
<thead>
<tr>
<th>Command</th>
</tr>
</thead>
<tbody>
<tr>
<td>[Select text]</td>
</tr>
<tr>
<td>[Select again]</td>
</tr>
<tr>
<td>[Select word through word]</td>
</tr>
<tr>
<td>[Select Next/Forward/1-20 Characters]</td>
</tr>
<tr>
<td>[Select Next/Forward/1-20 Words]</td>
</tr>
<tr>
<td>[Select Next/Forward/1-20 Paragraphs]</td>
</tr>
<tr>
<td>[Select Previous/Last/Back 1-20 Characters]</td>
</tr>
<tr>
<td>[Select Previous/Last/Back 1-20 Words]</td>
</tr>
<tr>
<td>[Select Previous/Last/Back 1-20 Paragraphs]</td>
</tr>
</tbody>
</table>

Select Again

[Select Again] chooses the next instance of the text you wanted to select, moving backwards through your document.
# Correcting

## Correcting Dragon’s Mistakes

<table>
<thead>
<tr>
<th>To do this</th>
<th>Use this Voice Command</th>
</tr>
</thead>
<tbody>
<tr>
<td>Dragon misunderstood what you said and you want to immediately make a</td>
<td>[Correct That] opens the Quick Correct box.</td>
</tr>
<tr>
<td>correction.</td>
<td>[Spell That] goes to Spell box to spell and train.</td>
</tr>
<tr>
<td>Dragon misunderstood what you said, but you don’t want to use the</td>
<td>[Select words] and Re-dictate</td>
</tr>
<tr>
<td>correction commands.</td>
<td></td>
</tr>
<tr>
<td>You said a command, but Dragon typed the text.</td>
<td>[Delete That] OR Hold down the CTRL key and repeat the command.</td>
</tr>
<tr>
<td>You said text, but Dragon thought the text was a command.</td>
<td>[Undo That] Hold down the SHIFT key and repeat the text.</td>
</tr>
</tbody>
</table>

## Correcting Your Mistakes

<table>
<thead>
<tr>
<th>To do this</th>
<th>Use this Voice Command</th>
</tr>
</thead>
<tbody>
<tr>
<td>Dragon understood what you said, but you don’t want that word or phrase</td>
<td>[Delete That] This command must be said immediately after dictating the word or phrase.</td>
</tr>
<tr>
<td>Dragon understood what you said, but you don’t want that word or phrase,</td>
<td>[Select word or phrase][Delete That]</td>
</tr>
<tr>
<td>and it is too late to say Scratch That</td>
<td></td>
</tr>
<tr>
<td>You dictated a command, but didn’t like the result</td>
<td>[Undo That]</td>
</tr>
</tbody>
</table>
Navigation Commands

When the number One is included in a command, remember that you can use numbers between 1 and 20 (and sometimes more). Example: Move up 12.

<table>
<thead>
<tr>
<th>Voice Command</th>
<th>Result</th>
</tr>
</thead>
<tbody>
<tr>
<td>[Move Up One]</td>
<td>Moves the cursor up One line</td>
</tr>
<tr>
<td>[Move Down One]</td>
<td>Moves the cursor down One line.</td>
</tr>
<tr>
<td>[Move Right One]</td>
<td>Moves the cursor One letter or character to the right.</td>
</tr>
<tr>
<td>[Move Left One]</td>
<td>Moves the cursor One letter to the left.</td>
</tr>
<tr>
<td>[Move Right One Word]</td>
<td>Moves the cursor to the beginning of the next word to the right.</td>
</tr>
<tr>
<td>[Move Left One Word]</td>
<td>Moves the cursor to the beginning of the next word to the left.</td>
</tr>
<tr>
<td>[Move Up (or Back) One Paragraph]</td>
<td>Moves the cursor up One paragraph.</td>
</tr>
<tr>
<td>[Move Down (or Forward) One Paragraph]</td>
<td>Moves the cursor to the beginning of the next paragraph.</td>
</tr>
<tr>
<td>[Go (or Move) to Beginning of Line]</td>
<td>Moves the cursor to beginning of the line.</td>
</tr>
<tr>
<td>[Go (or Move) to End of Line]</td>
<td>Moves the cursor to the end of the line.</td>
</tr>
<tr>
<td>[Go (or Move) to Beginning of Document] OR [Go To Top]</td>
<td>Moves the cursor to beginning of the document.</td>
</tr>
<tr>
<td>[Go (or Move) to End of Document]</td>
<td>Moves the cursor to end of document.</td>
</tr>
</tbody>
</table>
Moving the Cursor Quickly

Method 1
3. Use the Navigation Commands to move the cursor to the place where you want to add text.
4. Dictate the new text.

Method 2
5. Use one of the commands in the Chart below.
6. Dictate the new text.

<table>
<thead>
<tr>
<th>Voice Command</th>
<th>Result</th>
</tr>
</thead>
<tbody>
<tr>
<td>[Insert Before text]</td>
<td>Inserts the cursor before the text you specified</td>
</tr>
<tr>
<td>[Insert After text]</td>
<td>Inserts the cursor after the text you specified</td>
</tr>
</tbody>
</table>

Deleting Text

Method 1:
1. Select the text by using the Selection Commands.
2. [Delete That]

Method 2:
3. [Delete word(s)] example: [Delete ask the man]
## Capitalization

<table>
<thead>
<tr>
<th>Voice Command</th>
<th>Result</th>
</tr>
</thead>
<tbody>
<tr>
<td>[Cap That]</td>
<td>Capitalizes first letter of selected word</td>
</tr>
<tr>
<td>[All Caps That]</td>
<td>Capitalizes all the letter in selected text</td>
</tr>
<tr>
<td>[All Caps word]</td>
<td>Capitalizes all the letters in a word</td>
</tr>
<tr>
<td>[No Caps That]</td>
<td>Removes initial capitals from selected text</td>
</tr>
<tr>
<td>[No Caps word]</td>
<td>Prevents initial capitalization in word</td>
</tr>
</tbody>
</table>

Additional Commands not covered in Lessons

<table>
<thead>
<tr>
<th>Voice Command</th>
<th>Result</th>
</tr>
</thead>
<tbody>
<tr>
<td>[No Caps On/Off]</td>
<td>Prevents initial capitalization until you say [No Caps Off]</td>
</tr>
<tr>
<td>[Caps On/Off]</td>
<td>Capitalizes the first letter of every word you say until you say [Caps Off]</td>
</tr>
<tr>
<td>[All Caps On/Off]</td>
<td>Capitalizes each letter of every word until you say [All Caps Off]</td>
</tr>
</tbody>
</table>
## Internet Commands

<table>
<thead>
<tr>
<th>Voice Command</th>
<th>Result</th>
</tr>
</thead>
<tbody>
<tr>
<td>[Go To Address Bar]</td>
<td>Highlight the URL in the Address bar</td>
</tr>
<tr>
<td>[Go There]</td>
<td>Clicks the Go Button/Goes to Address</td>
</tr>
</tbody>
</table>

### Moving around a page

<table>
<thead>
<tr>
<th>Voice Command</th>
<th>Result</th>
</tr>
</thead>
<tbody>
<tr>
<td>[Go to Bottom]</td>
<td>Goes to the end of the web page</td>
</tr>
<tr>
<td>[Go to Top]</td>
<td>Goes to the beginning of the web page</td>
</tr>
<tr>
<td>[Page Down]</td>
<td>Jumps down one screen</td>
</tr>
<tr>
<td>[Page up]</td>
<td>Jumps up one screen</td>
</tr>
<tr>
<td>[Line Down]</td>
<td>Screen goes down one line</td>
</tr>
<tr>
<td>[Line up]</td>
<td>Screen goes up one line</td>
</tr>
<tr>
<td>[Start Scrolling Down]</td>
<td>Start automatic scrolling down the page</td>
</tr>
<tr>
<td>[Start Scrolling Up]</td>
<td>Start automatic scrolling up the page</td>
</tr>
<tr>
<td>[Speed Up]</td>
<td>Increase scrolling speed. Say it again to speed up more</td>
</tr>
<tr>
<td>[Slow Down]</td>
<td>Decrease scrolling speed. Say it again to slow down more</td>
</tr>
<tr>
<td>[Stop Scrolling]</td>
<td>Stop automatic scrolling</td>
</tr>
</tbody>
</table>

### Moving to different pages

<table>
<thead>
<tr>
<th>Voice Command</th>
<th>Result</th>
</tr>
</thead>
<tbody>
<tr>
<td>[Go Back]</td>
<td>Goes back one page</td>
</tr>
<tr>
<td>[Go Forward]</td>
<td>Goes forward one page</td>
</tr>
<tr>
<td>[Stop Loading]</td>
<td>Stops page from loading</td>
</tr>
<tr>
<td>[Refresh]</td>
<td>Reloads the page</td>
</tr>
<tr>
<td>[Go Home]</td>
<td>Reloads Home page</td>
</tr>
<tr>
<td>[Click Favorites]</td>
<td>Opens the Favorite menu. Say name of folder or link in menu.</td>
</tr>
</tbody>
</table>
### Links & Images

<table>
<thead>
<tr>
<th>Button</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>[Click Name of Link]</td>
<td>Activates the Text Link Numbers the links if more than one</td>
</tr>
<tr>
<td>[Click Link]</td>
<td>Numbers the links if more than one</td>
</tr>
<tr>
<td>[Click Image]</td>
<td>Activates all Image Links Numbers the links if more than one</td>
</tr>
<tr>
<td>When numbered arrow appear, [Choose #]</td>
<td>Selects the link you want to activate</td>
</tr>
</tbody>
</table>

### Buttons and Boxes

<table>
<thead>
<tr>
<th>Button</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>[Click Type Text], or [Click Text Field] or [Click Edit Box]</td>
<td>Moves cursor to the first Text Box on the page. Numbers boxes if more than one</td>
</tr>
<tr>
<td>[Choose #], etc.</td>
<td>Selects one of the numbered text boxes</td>
</tr>
<tr>
<td>[Press Tab Key]</td>
<td>Moves focus to the next element, such as a text box, link or list box.</td>
</tr>
<tr>
<td>[Click Check Box]</td>
<td>Numbers the Check Boxes on page. Choose the one you want to check.</td>
</tr>
<tr>
<td>[Click List Box]</td>
<td>Numbers list boxes. Choose the one you want. Then say [Open List].</td>
</tr>
<tr>
<td>[Open List]</td>
<td>Opens up/closes the lists in list boxes. To choose an item in a list, say the name of the item or move the highlight bar [Move down #].</td>
</tr>
</tbody>
</table>

### Miscellaneous

<table>
<thead>
<tr>
<th>Button</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>[Press F4]</td>
<td>Opens History list in Address Bar</td>
</tr>
<tr>
<td>[Press Alt key N/November]</td>
<td>Moves focus to the yellow Information Box.</td>
</tr>
<tr>
<td>[Press Spacebar]</td>
<td>Opens the Information Box.</td>
</tr>
</tbody>
</table>
# Natural Word Commands

<table>
<thead>
<tr>
<th>Voice Command</th>
<th>Results</th>
</tr>
</thead>
<tbody>
<tr>
<td>[Start Microsoft Word]</td>
<td>Start Microsoft Word</td>
</tr>
<tr>
<td>[Open New File]</td>
<td>Create a new document</td>
</tr>
<tr>
<td>[Open File]</td>
<td>Open an existing document</td>
</tr>
<tr>
<td>[Save Changes]</td>
<td>Save a document as a .doc file</td>
</tr>
<tr>
<td>[Close File] OR [Close Document]</td>
<td>Close a document</td>
</tr>
<tr>
<td>Move the insertion point to the word, line, sentence or paragraph you want to select [Select Word/Line/Sentence/Paragraph]</td>
<td>Select a word, line, sentence or paragraph</td>
</tr>
<tr>
<td>Move the insertion point to either before or after the word, line, or paragraph you want to select [Select Next/Previous Word/Line/Sentence/Paragraph].</td>
<td>Select an adjacent word, line or paragraph</td>
</tr>
<tr>
<td>[Set Word/Line/Sentence/Paragraph to Strikeout]</td>
<td>Change text/font properties</td>
</tr>
<tr>
<td>[Underline this Word/Line/Paragraph]</td>
<td></td>
</tr>
<tr>
<td>[Italicize Next (number) Words]</td>
<td></td>
</tr>
<tr>
<td>[Unitalicize That]</td>
<td></td>
</tr>
<tr>
<td>[Bold This Page]</td>
<td></td>
</tr>
<tr>
<td>[Turn on Bold and Italics]</td>
<td></td>
</tr>
<tr>
<td>[Format That Regular]</td>
<td></td>
</tr>
<tr>
<td>Command</td>
<td>Description</td>
</tr>
<tr>
<td>---------</td>
<td>-------------</td>
</tr>
<tr>
<td>Set the Font to Twenty Four Points Times in the Word/Line/Paragraph</td>
<td></td>
</tr>
<tr>
<td>Increase/Decrease the Font Size to Eighteen Points in the Word/Line/Paragraph</td>
<td></td>
</tr>
<tr>
<td>Set the Font to Courier in the Selection/Word/Line/Paragraph/Page/Section/Document</td>
<td></td>
</tr>
<tr>
<td>Decrease Selection by Two Points</td>
<td></td>
</tr>
<tr>
<td>Capitalize This Line</td>
<td></td>
</tr>
<tr>
<td>Double Space This Paragraph</td>
<td></td>
</tr>
<tr>
<td>Add Border</td>
<td></td>
</tr>
<tr>
<td>Start New Page</td>
<td></td>
</tr>
<tr>
<td>Insert Page Numbers</td>
<td></td>
</tr>
<tr>
<td>Double Space Last Three Paragraphs</td>
<td></td>
</tr>
<tr>
<td>Set the paragraph to Bulleted/Numbered</td>
<td></td>
</tr>
<tr>
<td>Delete Bullets from the document</td>
<td></td>
</tr>
<tr>
<td>Unnumber the Selection</td>
<td></td>
</tr>
<tr>
<td>Check Spelling</td>
<td></td>
</tr>
<tr>
<td>Run Spell Check</td>
<td></td>
</tr>
<tr>
<td>Check Grammar</td>
<td></td>
</tr>
<tr>
<td>Print This Page</td>
<td></td>
</tr>
<tr>
<td>Print Document</td>
<td></td>
</tr>
<tr>
<td>Create and delete bullet points or list numbers</td>
<td></td>
</tr>
<tr>
<td>Proof and print your document</td>
<td></td>
</tr>
</tbody>
</table>
Sample of Natural Word Commands for Tables

<table>
<thead>
<tr>
<th>Command</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Move the insertion point to the location where you want to create a table</td>
<td>Create a table</td>
</tr>
<tr>
<td>[Add a Table] or [Create a Five by Seven Table]</td>
<td></td>
</tr>
<tr>
<td>[Add a New Row/Column] or [Add Three Columns]</td>
<td>Add rows and columns</td>
</tr>
<tr>
<td>[Delete the Third Column] or [Delete this Column]</td>
<td>Delete rows and columns</td>
</tr>
<tr>
<td>[Move Right/Left/Up/Down number Columns/Rows]</td>
<td>Move by cells, columns, rows, or tables</td>
</tr>
<tr>
<td>[Go Right/Left/Up/Down number Rows]</td>
<td></td>
</tr>
<tr>
<td>[Go To Last/First]</td>
<td></td>
</tr>
<tr>
<td>[Cell/Row/Column]</td>
<td></td>
</tr>
<tr>
<td>[Go To Next/Previous Table]</td>
<td></td>
</tr>
<tr>
<td>[Insert a 2 by 7 Table]</td>
<td></td>
</tr>
<tr>
<td>[Add a Table With 4 Rows and 3 Columns]</td>
<td></td>
</tr>
<tr>
<td>[Cut This Column]</td>
<td></td>
</tr>
<tr>
<td>[Insert a Row]</td>
<td></td>
</tr>
<tr>
<td>[Insert 4 Rows]</td>
<td></td>
</tr>
</tbody>
</table>
## Radio Alphabet

<table>
<thead>
<tr>
<th>Letter</th>
<th>Word</th>
</tr>
</thead>
<tbody>
<tr>
<td>A</td>
<td>Alpha</td>
</tr>
<tr>
<td>B</td>
<td>Bravo</td>
</tr>
<tr>
<td>C</td>
<td>Charlie</td>
</tr>
<tr>
<td>D</td>
<td>Delta</td>
</tr>
<tr>
<td>E</td>
<td>Echo</td>
</tr>
<tr>
<td>F</td>
<td>Foxtrot</td>
</tr>
<tr>
<td>G</td>
<td>Golf</td>
</tr>
<tr>
<td>H</td>
<td>Hotel</td>
</tr>
<tr>
<td>I</td>
<td>India</td>
</tr>
<tr>
<td>J</td>
<td>Juliet</td>
</tr>
<tr>
<td>K</td>
<td>Kilo</td>
</tr>
<tr>
<td>L</td>
<td>Lima</td>
</tr>
<tr>
<td>M</td>
<td>Mike</td>
</tr>
<tr>
<td>N</td>
<td>November</td>
</tr>
<tr>
<td>O</td>
<td>Oscar</td>
</tr>
<tr>
<td>P</td>
<td>Papa</td>
</tr>
<tr>
<td>Q</td>
<td>Quebec</td>
</tr>
<tr>
<td>R</td>
<td>Romeo</td>
</tr>
<tr>
<td>S</td>
<td>Sierra</td>
</tr>
<tr>
<td>T</td>
<td>Tango</td>
</tr>
<tr>
<td>U</td>
<td>Uniform</td>
</tr>
<tr>
<td>V</td>
<td>Victor</td>
</tr>
<tr>
<td>W</td>
<td>Whiskey</td>
</tr>
<tr>
<td>X</td>
<td>Xray</td>
</tr>
<tr>
<td>Y</td>
<td>Yankee</td>
</tr>
<tr>
<td>Z</td>
<td>Zulu</td>
</tr>
</tbody>
</table>
# Dragon Shortcut Keys and Voice Commands

<table>
<thead>
<tr>
<th>Action (What happens)</th>
<th>Keyboard Command</th>
<th>Voice Command</th>
</tr>
</thead>
<tbody>
<tr>
<td>Open the Start Menu</td>
<td>Ctrl + Esc</td>
<td>[Start Menu]</td>
</tr>
<tr>
<td>Open program's Control Menu</td>
<td>Alt + Spacebar</td>
<td></td>
</tr>
<tr>
<td>Maximize a window</td>
<td>Alt + Spacebar, X</td>
<td>[Click Maximize]</td>
</tr>
<tr>
<td>Restore a maximized window (change window to previous smaller size)</td>
<td>Alt + Spacebar, R</td>
<td>[Click Restore]</td>
</tr>
<tr>
<td>Close window</td>
<td>Alt + F4</td>
<td>[Click Close]</td>
</tr>
<tr>
<td>Minimize an open window (hide window on Taskbar)</td>
<td>Alt + Spacebar, N</td>
<td>[Click Minimize]</td>
</tr>
<tr>
<td>Switch to previous window</td>
<td>Alt + Tab</td>
<td>[Switch to Microsoft Word] for example</td>
</tr>
<tr>
<td>Move through menu items, combo boxes, lists</td>
<td>↑↓</td>
<td>[Move up # ] [Move Down # ]</td>
</tr>
<tr>
<td>Move forward through dialog box controls in order</td>
<td>Tab</td>
<td>[Tab key]</td>
</tr>
<tr>
<td>Move backward through dialog box controls in reverse order</td>
<td>Shift + Tab</td>
<td>[Press Shift key Tab key]</td>
</tr>
<tr>
<td>Move forward through pages in a dialog box (tabs on top like file folders)</td>
<td>Ctrl + Tab</td>
<td>Say the words on the tab</td>
</tr>
<tr>
<td>To open a combo box</td>
<td>F4 or Alt + ↓</td>
<td>[Press F4]</td>
</tr>
<tr>
<td><strong>Action (What happens)</strong></td>
<td><strong>Keyboard Command</strong></td>
<td><strong>Voice Command</strong></td>
</tr>
<tr>
<td>-------------------------------------------</td>
<td>--------------------------------------------</td>
<td>----------------------------------------</td>
</tr>
<tr>
<td>Go to specific control in dialog box</td>
<td>Alt + underlined letter</td>
<td>[Press Alt key letter] Use the Radio Alphabet.</td>
</tr>
<tr>
<td>Go to the top of a document, web page, worksheet</td>
<td>Ctrl + Home</td>
<td>[Go to top of document] [Go to top]</td>
</tr>
<tr>
<td>Go to the bottom of a document, web page, worksheet</td>
<td>Ctrl + End</td>
<td>[Go to bottom of document] or [Go to bottom]</td>
</tr>
<tr>
<td>Undo action</td>
<td>Ctrl + Z</td>
<td>[Undo That]</td>
</tr>
<tr>
<td>Select all</td>
<td>Ctrl + A</td>
<td>[Select All]</td>
</tr>
<tr>
<td>Help</td>
<td>F1</td>
<td></td>
</tr>
<tr>
<td>Rename an item</td>
<td>F2</td>
<td></td>
</tr>
<tr>
<td>Find Files</td>
<td>F3</td>
<td></td>
</tr>
<tr>
<td>Refresh contents of window</td>
<td>F5</td>
<td></td>
</tr>
<tr>
<td>Activate menu bar</td>
<td>F 10</td>
<td></td>
</tr>
<tr>
<td>Display shortcut menu for selected item (right click – Properties menu)</td>
<td>Shift + F 10</td>
<td>Say name of menu</td>
</tr>
</tbody>
</table>

**General Word Processing Shortcut Keys**

<p>| <strong>Moves one word to left</strong>                | Ctrl + ←                                   | [Move left one word]                   |
| <strong>Moves one word to right</strong>               | Ctrl + →                                   | [Move right one word]                  |
| <strong>Moves up on paragraph</strong>                 | Ctrl + ↑                                   | [Move up one paragraph]                |
| <strong>Moves down one paragraph</strong>              | Ctrl + ↓                                   | [Move down one paragraph]              |</p>
<table>
<thead>
<tr>
<th>Action (What happens)</th>
<th>Keyboard Command</th>
<th>Voice Command</th>
</tr>
</thead>
<tbody>
<tr>
<td>Highlights one word to left</td>
<td>Ctrl + Shift + ←</td>
<td>[Select last word]</td>
</tr>
<tr>
<td>Highlights one word to right</td>
<td>Ctrl + Shift + →</td>
<td>[Select next word]</td>
</tr>
<tr>
<td>Moves cursor to beginning of line</td>
<td>Home</td>
<td>[Go to beginning of line]</td>
</tr>
<tr>
<td>Moves cursor to the end of line</td>
<td>End</td>
<td>[Go to end of line]</td>
</tr>
<tr>
<td>Moves cursor down one screen</td>
<td>Page Down</td>
<td></td>
</tr>
<tr>
<td>Moves cursor up one screen</td>
<td>Page Up</td>
<td></td>
</tr>
<tr>
<td>Makes letters italic</td>
<td>Ctrl + I</td>
<td>[Select xxx Italicize That]</td>
</tr>
<tr>
<td>Makes letters bold</td>
<td>Ctrl + B</td>
<td>[Select xxx Bold That]</td>
</tr>
<tr>
<td>Underline</td>
<td>Ctrl + U</td>
<td>[Select xxx Underline That]</td>
</tr>
<tr>
<td>Center Alignment</td>
<td>Ctrl + E</td>
<td>Dictate [Center That]</td>
</tr>
<tr>
<td>Left Alignment</td>
<td>Ctrl + L</td>
<td>Dictate [Left Align That]</td>
</tr>
<tr>
<td>Right Alignment</td>
<td>Ctrl + R</td>
<td>Dictate [Right Align That]</td>
</tr>
<tr>
<td>Cut Selected Text</td>
<td>Ctrl + X</td>
<td>[Select xxx Cut That]</td>
</tr>
<tr>
<td>Copies Selected Text</td>
<td>Ctrl + C</td>
<td>[Select xxx Copy That]</td>
</tr>
<tr>
<td>Paste Text</td>
<td>Ctrl + V</td>
<td>Move cursor to new location. [Paste That]</td>
</tr>
<tr>
<td>New File</td>
<td>Ctrl + N</td>
<td>[File New OK]</td>
</tr>
<tr>
<td>Open File</td>
<td>Ctrl + O</td>
<td>[File Open] or [Open Document]</td>
</tr>
<tr>
<td>Save Document</td>
<td>Ctrl + S</td>
<td>[File Save] or [Save Document]</td>
</tr>
<tr>
<td>Print</td>
<td>Ctrl + P</td>
<td>[File Print OK]</td>
</tr>
<tr>
<td>Find</td>
<td>Ctrl + F</td>
<td>[Edit Find]</td>
</tr>
<tr>
<td>Action (What happens)</td>
<td>Keyboard Command</td>
<td>Voice Command</td>
</tr>
<tr>
<td>-------------------------------</td>
<td>------------------</td>
<td>---------------</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Microsoft Word Only</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Go to the ribbon</td>
<td>Alt</td>
<td>[Press Alt key]</td>
</tr>
<tr>
<td>Make selection on ribbon</td>
<td>Press the letter next to the item</td>
<td>[Press letter]</td>
</tr>
<tr>
<td>Page Brake (Hard)</td>
<td>Ctrl + Enter</td>
<td></td>
</tr>
<tr>
<td>Start Spell Check</td>
<td>F7</td>
<td></td>
</tr>
<tr>
<td>Thesaurus</td>
<td>Shift + F7</td>
<td></td>
</tr>
<tr>
<td>Make selected font one size larger</td>
<td>Ctrl + Shift + &gt;</td>
<td>[Increase the font size to X points]</td>
</tr>
<tr>
<td>Make selected font one size smaller</td>
<td>Ctrl + Shift + &lt;</td>
<td>[Decrease the font size to X points]</td>
</tr>
<tr>
<td>Select Table</td>
<td>Alt + Num 5 (num lock off)</td>
<td>[Select Table]</td>
</tr>
<tr>
<td>Go To</td>
<td>Ctrl + G</td>
<td>[Edit Go to] or [Go to page X]</td>
</tr>
</tbody>
</table>
## Dragon Internet Explorer Commands

<table>
<thead>
<tr>
<th>Action (What Happens)</th>
<th>Keyboard Commands</th>
<th>Voice Commands</th>
</tr>
</thead>
<tbody>
<tr>
<td>Cursor goes to Address bar</td>
<td>Alt + D</td>
<td>[Go to Address Bar]</td>
</tr>
<tr>
<td>To enter in an address. Spell out the address. <strong>DO NOT TRAIN!</strong></td>
<td>Press Enter</td>
<td>[Spell]</td>
</tr>
<tr>
<td>Activating URL in address bar. Goes to Web address that is in the address bar.</td>
<td>Press Enter</td>
<td>[Go There]</td>
</tr>
<tr>
<td>Check Boxes</td>
<td>Press Tab Key Press Spacebar to place a checkmark in Checkboxes.</td>
<td>[Click Check Box] [Choose #]</td>
</tr>
<tr>
<td>Radio Buttons</td>
<td>Press Tab Key Arrow up or down</td>
<td>[Click Radio button] [Choose #]</td>
</tr>
<tr>
<td>Text Boxes (Edit Fields)</td>
<td>Press Tab Key Enter Data</td>
<td>[Click Text Field, Click Type Text, or Click Edit Box] then [Choose #]</td>
</tr>
<tr>
<td>Lists Boxes or Combo Boxes</td>
<td>Press Tab Key (to get to box) Alt+down arrow (to open list)</td>
<td>[Click List Box] [Choose #] then [Open List] [Close List] [Move up or down #]</td>
</tr>
<tr>
<td>Moves you forwards or backwards thru Web pages.</td>
<td>Alt + Lt. Arrow or Backspace, Alt + Rt. Arrow</td>
<td>[Go Back] [Go Forward]</td>
</tr>
<tr>
<td>Goes to your designated</td>
<td>Alt + Home</td>
<td>[Go Home]</td>
</tr>
<tr>
<td><strong>Action (What Happens)</strong></td>
<td><strong>Keyboard Commands</strong></td>
<td><strong>Voice Commands</strong></td>
</tr>
<tr>
<td>-----------------------------------------------------------------------------------------</td>
<td>-------------------------------</td>
<td>-------------------------------------</td>
</tr>
<tr>
<td>homepage</td>
<td></td>
<td>Say a word or words that are in the link. [Click Link], if more than one, then [Choose #]</td>
</tr>
<tr>
<td>Selecting Links. Dragon will automatically activate the link.</td>
<td>Press Tab Key</td>
<td>[Click Image]</td>
</tr>
<tr>
<td></td>
<td>Press Enter</td>
<td>If more than one, [Choose #]</td>
</tr>
<tr>
<td>Selecting Image Links</td>
<td>Press Tab Key</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Press Enter</td>
<td></td>
</tr>
<tr>
<td>Scrolling in a Web Page</td>
<td>Down Arrow</td>
<td>[Start Scrolling Down]</td>
</tr>
<tr>
<td></td>
<td>Up Arrow</td>
<td>[Start Scrolling Up]</td>
</tr>
<tr>
<td></td>
<td>Page Down</td>
<td>[Line Down][Line Up]</td>
</tr>
<tr>
<td></td>
<td>Page Up</td>
<td>[Page Down]</td>
</tr>
<tr>
<td></td>
<td>End</td>
<td>[Page Up]</td>
</tr>
<tr>
<td></td>
<td>Home</td>
<td>[Go To Bottom]</td>
</tr>
<tr>
<td></td>
<td></td>
<td>[Go To Top]</td>
</tr>
<tr>
<td>Changing Scrolling Speed</td>
<td></td>
<td>[Speed Up]</td>
</tr>
<tr>
<td></td>
<td></td>
<td>[Slow Down]</td>
</tr>
<tr>
<td></td>
<td></td>
<td>[Stop Scrolling]</td>
</tr>
<tr>
<td>Activating Buttons</td>
<td>Tab to button - press Enter</td>
<td>Say name of button. Or [Click Button] then [Choose #]</td>
</tr>
<tr>
<td>Refreshing the Screen</td>
<td>F5 or CTRL + R</td>
<td>[Refresh] or [Reload]</td>
</tr>
<tr>
<td>Close Current Window</td>
<td>CTRL + W</td>
<td>[Click Close]</td>
</tr>
</tbody>
</table>
Mouse Movements

[MOVE MOUSE UPPER LEFT] [Move mouse up] [MOVE MOUSE UPPER RIGHT]
[DRAG MOUSE UPPER LEFT] [Drag mouse up] [DRAG MOUSE UPPER RIGHT]

While mouse is moving:
[FAST, FASTER, MUCH FASTER, VERY FAST]
[SLOW, SLOWER, MUCH SLOWER, VERY SLOW]

To select:
[MICE CLICK]
[MOUSE RIGHT CLICK]
[MICE DOUBLE CLICK]
Appendix A - Advanced Features

Changing the Default Font and Font Size in DragonPad (XP)

Make sure that NaturallySpeaking is NOT running.

- Double-click **My Computer**.
- Double-click **Local Disk (C:)** then **Documents and Settings then All Users then Applications Data**. (This is a hidden file so “Show hidden files” in folder options has to be checked.)
- Double-click the **Program Files** folder.
- Click **Show the Contents of this folder**.
- Double-click the **ScanSoft** or **Nuance** folder.
- Double-click the **NaturallySpeaking** folder.
- Double-click the **Users** folder.
- Double-click **Your folder name**.
- Double-click the **Current** folder.
- Double-click on the file called **options.ini**.
- The **options** file will open in **NotePad**.

- Under the heading, [Options]
  - Type in the following lines to change the default font and font size:
    - **enx Default font=Arial(Western)** (NOTE: Spelling of the font name must match the spelling used in the DragonPad font menu)
    - **enx Default font size=280** (NOTE: this is for 14 point type, you multiply the desired font size by 20 so 12 point would be 240)

- Click **File** and then **Save**.
- Click **File** and then **Exit**.
Changing the Default Font and Font Size in DragonPad (Vista & Windows 7)

Make sure that NaturallySpeaking is NOT running.

- Double-click **Computer**.
- Open the **Local Disk (C:)** (Figure 1)
- Open the **Program Data** folder. (Figure 1)
- Open the **Nuance** Folder. (Figure 2)
- Open the **NaturallySpeaking 11** folder. (Figure 2)
- Open the **Users** folder. (Figure 2)
- Open **Your folder**. (Figure 2)
- Click the **Current** folder so the contents are displayed in the right pane. (Figure 2)
- Double-click on the file called **options** to open it
- The **options** file will open in **NotePad**. Make the following additions:

  - Under the heading, [Options]
    - Type in the following lines to change the default font and font size:
      - `enx Default font=Arial(Western)` (NOTE: Spelling of the font name must match the spelling used in the DragonPad font menu)
      - `enx Default font size=280` (NOTE: this is for 14 point type, you multiply the desired font size by 20 so 12 point would be 240)

- Click **File** and then **Save**.
- Click **File** and then **Exit**.
- Close all the windows. When you open Dragon, your default font should be changed.
Setting up a digital recorder

You can record your thoughts on a digital recorder then send the file to Dragon to transcribe. You must set up a voice file with your voice that was recorded on your digital recorder. You can use any of these formats: .wav, .mp3, or .wma files.

1. Go to the **Profile** menu, choose **Manage User Profiles**. Click **New**.

2. Give your digital recorder file a name different from your voice file.

3. Select your age group.
4. This screen identifies the region- click United States.

5. This screen identifies any accent you may have.

6. Identify the type of recorder you are using- ask if you need help.
7. Review your choices here- you can always go back to edit.

8. The next screen shows the steps.

1. Configure your recorder.
2. Read text into your recorder.
3. Connect your recorder to your computer.
4. Transfer your recording.
   a. Let Dragon train your user profile.

9. Choose a text- you will read it into your digital recorder, then transfer it into Dragon- this allows Dragon to get familiar with your voice.
10. Select the passage that you want to read. Click **View** to see the text. Press the record button on your recorder and start reading the passage. Read for 5 minutes. **Note:** It is a good idea to read this passage ahead of time to familiarize yourself with the reading.

11. Once you have finished recording the passage, transfer it as an **.mp3** file from your recorder to your computer. Browse to where you have the file saved and select it.
12. Click **Start Training** and let Dragon train your user profile.

13. After this has been completed, the personalize vocabulary box will come up. It will ask to adapt your user file to your writing style by analyzing your emails and documents. **Uncheck both** boxes.

15. Check “Don’t run Data Collection.”

16. Next, the program will indicate that you have completed the New User Wizard and will offer a link to “What’s new in Dragon?”

Instead click the Finish button.

---

**Best Practices**

As you become more familiar with using Dragon to transcribe your recordings, you can insert [New Line] or [New Paragraph] commands as you are recording. This will break up your text and make it easier to edit.
Transcribing a recording

1. Make a recording on your digital recorder. Transfer it from your recorder to the computer that has Dragon NaturallySpeaking. Use .mp3 or wma.

2. Open DragonPad.

3. Go to the Tools menu and choose Transcribe Recording.

4. Browse to your file.

5. Click Transcribe text into DragonPad.

6. Then click the Next button.

7. Browse to where you saved the file you want transcribed.

8. Click the Transcribe button

9. Your words will be transcribed in DragonPad.