Dragon NaturallySpeaking

Dragon NaturallySpeaking is a speech recognition program that allows users to dictate and edit text, and control the computer. It has thousands of words in its stored, active dictionary. Users teach the dragon to recognize and store their pronunciation of those words.

Recommendations for success:
- Consistent, clear speech
- Ability to memorize commands and proof text to determine errors
- Patience

Suggestions:
- Take the time to adjust chair and desk height to a comfortable position
- Drink water to keep mouth from getting dry; use a straw, if possible

➢ **Launching:**
1. On the desktop, double-click **Dragon NaturallySpeaking (DNS)**
2. Click **New** in User window *

   * If User window isn't displayed:

   Click **NaturallySpeaking** on DragonBar, then click **Open User**

5. In **New User** window:

   - Type your name
   - Click **Next**
   - This creates a vocabulary for you

6. **Position your microphone**
   o Should be approximately ½ - 1" in front of <u>corner</u> of mouth
   o Click **Next**

7. Adjust your microphone: Volume Check
   o Click **Start Volume Check** and read text on screen
   o Click **Next** at "Finished" message

8. **Adjust your microphone: Quality Check**
   o Click **Start Quality Check** and read text on screen
   o Click **Next** at "Audio quality check: PASSED" message

9. **<u>Set up training</u>**

- Click **Go**
- Read two statements:
  - ○ "Welcome to general training"
  - ○ "Training is about to begin"
- Choose an easy reading piece
  - ○ Suggestion: "Talking to Your Computer"
- Click **OK**

10.**<u>Train Dragon NaturallySpeaking</u>**

- Click **Pause** at first screen of text, then click **Go** when ready
- Read naturally and accurately – do not try to read too fast
- Click **Pause** or **Redo** as needed, then click **Go** to resume training
- You will read approximately 15 paragraphs/screens of text

11. Click **OK** at "Congratulations!" message

- DNS will adapt your user files to its speech model

- DNS will save your user files

- Adapt Dragon NaturallySpeaking to your writing style

    Click on screens: **Start, Next, Finish**

➢ **Exiting:**

1. Click **NaturallySpeaking** on DragonBar > **Exit**

Loading User Files & Testing Your Equipment

➢ **Loading User Files:**

1. Launch Dragon NaturallySpeaking

2. Open User dialog box:

- Click your name to select it

- Click **Open**

➢ **Testing Your Equipment**

1. Two general tips to optimize DNS use:

   - Restart the computer before launching Dragon NaturallySpeaking.
   - Test your equipment <u>every time</u> you use Dragon NaturallySpeaking.

2. Testing the equipment:

   - Use the <u>Accuracy Center</u> to check your audio system

     o **Tools > Accuracy Center > Check your audio settings**

     o Check microphone position and click **Next**

     o Click **Start Volume Check** & read onscreen text until you see *"Finished"* message. Click **Next**

     o Click **Start Quality Check** & read onscreen text until you see *"Audio quality check: PASSED"* message. Click **Finish**, then click **Exit**

➢ **Microphone Options:**

   - **Options:**
     o **Off: Horizontal**
     o **On: Vertical**
     o **Asleep: Diagonal**

Beginning Dictation

1. Open a **Word** file
2. Click **Microphone** to turn it on (ON)
3. Begin dictation (use Rainbow Passage on pg. 14 for training)
4. Say *"Stop listening"* to put it to sleep (ASLEEP)
5. Say *"Wake up"* to wake it up (ON)

DragonBar
Dragon NaturallySpeaking

Item	Main Functions
Dragon icon	Controls placement of DragonBar
Microphone	Displays microphone status • Off • On • Asleep
NaturallySpeaking	Controls users, vocabularies Saves current user file Exits DNS
Tools	Accuracy Center Controls commands
Words	Options for different dictation modes, depending on vocabulary Sets mode: • Normal • Dictation • Command • Numbers • Spell
Sound	Play that back (recording of own voice) Read that (DNS reads text aloud)
Help	Help topics Tutorial
Text box	DNS communicates with user

Using Sound Feedback Options

Dragon NaturallySpeaking offers two options to review your dictation:

- ✓ **Play That Back**
- ✓ **Read That**

➢ **Play That Back**

- ✓ **Background:**
  - Reads <u>actual recording</u> of your voice during dictation

  - Lets you hear exactly what you said & how you pronounced the words

  - Helps distinguish between misrecognition error (DNS error) & mispronunciation (user error)

- ✓ **Steps:**
  - Position cursor at beginning of document
  - **Sound > Play That Back**
  - Listen to hear your voice as you dictated text

➢ **Read That**

- ✓ **Background:**
  - Reads onscreen text aloud
  - Uses computer voice

- ✓ **Steps:**
  - Select text you want to have read aloud
  - **Sound > Read That**
  - Listen to hear document read aloud

Making Corrections

Dragon NaturallySpeaking learns when you make corrections

- **This increases recognition accuracy**

➢ **Two main kinds of corrections:**

(1) Dragon recognized what you said – you want to CHANGE WORDING

Dragon misrecognized what you said – you need to TRAIN DRAGON

Situation (1): DNS <u>recognized</u> what you said; you want to change wording

Action: Select the text you want to change: *"Select _____"*
               Dictate the new wording

Example: You change wording from November to December
               "I would like to meet with you in November."
               "Select November"
               "December"

Situation (2): DNS <u>misrecognized</u> what you said

You have the opportunity to TRAIN DRAGON–result will be improved accuracy

<u>Two possibilities</u>:

Action: In either case, you first select the text you want to change:
               SAY: *"Select _____"*

               You will see the **Correction menu**
               - If the word(s) you want <u>appear</u> on the list, say *"Choose + the number next to the correct text"*

               - If the word(s) you want <u>do not appear</u> on the list, say *"Spell That,"* then spell the new text letter by letter

➢ **Making corrections:**

- Once you select text, you can correct it by:
  - o Typing correct text
  - o Dictating correct text
  - o Use choices in Correction menu
- DNS keeps track of <u>all</u> corrections you make, whether you type, dictate, or use the Correction menu.
- DNS keeps track of the corrections you make and adapts your user files accordingly when you save user files.

➢ **Correction menu options:**

- *"Spell That:"*   You spell desired text
- *"Play That Back:"* Plays recording of your voice
- *"Cap That:"*   Capitalizes first letter of text
- *"Unselect That:"*   Cancels selection & closes Correction menu
- *"Choose ___ " (item number in menu):* Replaces text with that item
- Select-and-Say feature: Select item & say the correct text

Deleting text:

1.   Select text (according to above instructions)
2.   *"Delete That"*

Scratch That:

Deletes last utterance

An "utterance" is a group of words spoken together without pause

Can say *"Scratch That"* up to 10 times

Selecting Text:

To select:	Say:
Entire document	*"Select Document"* or *"Select All"*
Current Paragraph	*"Select Paragraph"*
Current Sentence	*"Select Sentence"*
Current Line	*"Select Line"*
Current Word	*"Select Word"*

If the word you want appears more than once, and it is not selected the first time, say, "*Select Again"*

Character	*"Select Previous/Next Character"*
To unselect text, say:	*"Unselect that"*

Navigating Text

Be consistent in the wording you choose

Example: Don't switch between *"Move to Bottom"* and *"Go to Bottom"*

To move to:	Say:
Top of screen	*"Page Up"*
Bottom of screen	*"Page Down"*
Top of document	*"Move / Go to Top"* *"Move / Go to Top of Document"* *"Move / Go to Beginning of Document"*
Bottom of document	*"Move / Go to Bottom"* *"Move / Go to Bottom of Document"* *"Move / Go to End of Document"*
Beginning of line	*"Move / Go to Beginning of Line"*
End of line	*"Move / Go to End of Line"*
Paragraphs/lines	*"Move / Go + Up/Down + 1. . . 20 Paragraphs or lines"*
Words/characters	*"Move / Go + right/left + 1. . . 20 Words or characters"*

Punctuation

TO ENTER:	SAY:
,	comma
.	Period (inserts 1 space after)
.	Dot (no space inserted)
?	Question mark
!	Exclamation mark <OR> exclamation point
"	Open quote
"	Close quote
(	Open paren
)	Close paren
'	Apostrophe
's	Apostrophe s
-	Hyphen
—	Dash (double hyphen)
	Spacebar (inserts a blank space)

Dictating numbers:

- For <u>single</u> numbers:
    - ✓ Say the number
    - ✓ *Example: "Five"* DNS will type either "5" or "five," depending on context
    - ✓ To force a numeral, say *"Numeral 2" (or 3, 4 . . . 0)*
    - ✓ *NOTE: You can say "and" as part of a number*
        - ▪ *Example: three hundred and fifteen*
- To dictate <u>only</u> numbers:
    - ✓ Say *"Start Numbers Mode,"* then dictate the numbers and special characters (e.g., copyright mark)
    - ✓ When finished, say *"Stop Numbers Mode"*

➢ **Dates:**
  ✓ Dictate most dates the way they should appear: *"April 24, 2002"*
  ✓ (For examples, refer to attached table from DNS manual)

➢ **Time:**
  ✓ Dictate time of day the way you normally say it
  ✓ (For examples, refer to attached table from DNS manual)

➢ **Telephone numbers:**

  ✓ Dictate phone numbers the way you normally say them
  ✓ Pause briefly between each group of numbers
  ✓ DNS will add hyphens automatically

➢ **Fractions:**

  ✓ Dictate most fractions the way you normally say them
  ✓ *Examples:*
    ▪ **"One half"**   *1/2*
    ▪ *"Three fourths"*   3/4
    ▪ *"Three and seven eighths"*   3 7/8

Numbers, Dates, and Time

TO ENTER:	SAY:
NUMBERS	
315	three hundred fifteen <OR> three one five
1485	one thousand four hundred eighty-five <OR> fourteen eighty-five
1,485	one comma four hundred eighty-five <OR> one comma four eight five
809,212	eight hundred nine thousand two hundred twelve <OR> eight zero nine comma two one two

51.2	fifty one point two <OR> five one point two
.6	point six
500	five hundred
5000	five thousand
75%	seventy-five percent
$88	eighty-eight dollars
$88.10	eighty-eight dollars and ten cents
$8.2 million	eight point two million dollars
Dates	
April 9, 2009	April 9 [comma] two thousand nine
4/9/09	four [slash] nine [slash] zero nine
4/9/2009	four [slash] nine [slash] two thousand nine
the 1990s	the nineteen nineties
Times of day	
8:30	eight [colon] thirty <OR> eight [numeric colon] thirty
7:45 AM	seven forty-five am
10:22 PM	ten twenty-two pm
5:00 PM	five o'clock pm

Formatting

➢ **Capitalizing text AS YOU DICTATE:**

Say *"Cap"* before saying the word

- Consecutive words:

Say *"Caps On"* before saying the text

After dictating the text, say *"Caps Off"*

DNS will capitalize appropriate words in a title

Example: "Caps On" "The Sun Also Rises" "Caps Off"

➢ **Changing Capitalization AFTER YOU DICTATE:**

- Select text, say *"Cap That"* or *"Uncap That"*

➢ **Cutting, Copying, Pasting text:**

1. Select text

2. Say *"Cut That" or "Copy That"*

3. Move cursor to new position **OR** say, *"Insert Before (+word)"*

4. *"Paste That"*

➢ **Formatting text**

Changing fonts AS YOU DICTATE:

Say *"Set Font"* and then say font attributes you want
- Font face *Example:"Set Font Times New Roman"*
- Font size *Example: Set Font 12"*
- Font style *Example: "Set Font bold"*

Changing format AFTER text is dictated:
- Select text
- To change font face and size: Say *"Format That"* and then say attributes
  Example: "Format That Arial" then "Format That Size 12"
- To change font style: Say *"Bold That" / "Italicize That" / "Underline That"*
- To change alignment: Say *"Center That" / "Left Align That" / "Right Align That"*
- To add bullets: Say *"Format That Bullet Style"*
- To change colors: Say *"Color that blue"*

Saving User Files to Flash Drive

NOTE: Dragon will allow you to export your user files to a new location, including a network directory.

NOTE: When you export a user, any custom words you have added to a local roaming user will not accompany the user files. You need to first run Add Words from Document in the Accuracy Center.

➢ **STEPS: Exporting user files**

1. Put flash drive into USB port

2. Launch DNS and open your user files

3. Click **NaturallySpeaking > Manage Users**

4. Select your name

5. Click **Advanced**

6. Click **Export**

7. Use **Browse For Folder** dialog box to locate destination disk

8. Select destination disk & click **OK**

9. Click **OK** at message that export has been completed successfully

➢ **STEPS: Importing user files**

1. Put flash drive into USB port

2. Launch DNS and open your user files

3. Click **NaturallySpeaking > Manage Users**

4. Select your name and click **Advanced > Import**

5. Use **Browse For Folder** dialog box to locate your user files

6. Select your name & click **OK**

7. Complete the Audio Setup Wizard: Volume & Audio Quality Check

Rainbow Passage

When the sunlight strikes raindrops in the atmosphere, they act like a prism and form a rainbow. The rainbow is a division of white light into various beautiful colors. These take the shape of a long round arch, with its path towering above, and its two extremities apparently beyond the horizon. There is, according to legend, a boiling pot of gold at one end. People look, but no human ever finds it. When a man looks for something beyond his reach, his friends say he is looking for the pot of gold at the end of the rainbow.

Throughout the centuries people have explained the rainbow in various ways. Nations have accepted it as a miracle without physical explanation. For certain groups it was taken that there would be no more general floods. The Norsemen considered the rainbow as a bridge over which the Gods passed from earth to their dwelling in the sky. Aristotle thought that the rainbow was caused by reflection of the sun's rays by the rain. The difference in the rainbow depends considerably upon the size of the water drops, and the width of the colored band increases as the size of the drops increases.