NUANCE

Dictaphone Healthcare Solutions

Provider and Administrator Courseware and Reference Guide

Dragon® NaturallySpeaking® Medical Edition

Version 9.5

Contents

Creating and Configuring Roaming Users

Objectives

In this chapter, you will learn:

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- What's new in Version 9.5

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- Which Web servers support the **Roaming User** feature

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- How to open a **Roaming User**

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Welcome to Dragon® NaturallySpeaking® Medical Edition

Dragon NaturallySpeaking Medical Edition lets you talk to your computer instead of typing. As you talk, your words are transcribed onto your screen and into your reports, documents, or e-mail messages.

Talking to a computer while it types what you say is called *dictating*. You can dictate, rather than type, into any program that accepts text.

You can use *Dragon NaturallySpeaking* to:

*   Compose letters, memos, and reports, and send e-mail messages.

*   Cut and paste inside your documents as well as revise and format text.

*   Create custom voice commands to navigate an application, such as Microsoft® Word.

*   Enter data into forms or spreadsheets. (Most people can dictate numbers faster than they can type.)

*   Create custom voice commands to insert commonly used reports, such as a normal exam.

*   Work on the Web. You can search the Web, access information, and navigate Web pages by speaking URLs and links.

*   Start programs and open menus.

*   Use handheld recorders to dictate while you are away from your computer. (*Dragon NaturallySpeaking* can then later transcribe what you said.)

What's New in Dragon NaturallySpeaking Medical Edition Version 9.5

Dragon NaturallySpeaking Medical Edition Version 9.5 has some updated features and compatibilities over previous versions. The following table details the new or updated features and a brief description of each.

Feature	Description
Windows® Vista support	*Dragon NaturallySpeaking Medical Edition Version 9.5* is compatible with Windows Vista Home Basic and higher (32-bit only). *Dragon NaturallySpeaking Medical Edition Version 9.5* is also compatible with Windows 2000 or Windows 2000 Advanced Server (Service Pack 4 or higher), Windows Server 2003, Windows XP Professional or Windows XP Home (SP1 or SP2). *Note: Earlier versions of Dragon NaturallySpeaking Medical Edition (Version 7.x 8.x, 9.0, 9.1) will not install or run on any edition of Windows Vista.*
Microsoft Office 2007 support	*Dragon NaturallySpeaking Medical Edition Version 9.5* includes support for the Microsoft Office 2007 Ribbon menus. The traditional menus and toolbars in previous releases of Microsoft Office have been replaced by the Ribbon interface in Office 2007.
Dictaphone PowerMic support	*Dragon NaturallySpeaking Medical Edition* has built-in support for the Dictaphone PowerMic and PowerMic II.

System and Storage Requirements

System Requirements

Nuance Communications recommends the following minimum system requirements for running *Dragon NaturallySpeaking Medical Edition*:

- CPU speed 1GHz or greater (2.4 GHz is recommended).
- Windows 2000 Service Pack 4 or higher, Windows Server 2003, Windows XP Pro or Windows XP Home (SP1 or SP2), Windows Vista Home Basic and higher (32-bit only).

Note: Windows ME and Windows NT are not supported.

- 512 RAM MB free minimum (2 GB recommended).
- Minimum of 800 MB of free hard disk space for a custom installation where you install only the program files and one set of speech files. Installations can range from 800 MB (US English Standard) to 2.5 GB (US English Medical).

- Microsoft® *Internet Explorer* 5 or higher (free download available at www.microsoft.com).

- Microphone jack, if you are using a microphone that requires one.

- Nuance-approved noise-canceling microphone.

Note: For a list of all compatible headsets and microphones refer to the hardware compatibility list found at http://support.nuance.com/compatibility/default.asp. *At the site, click on the product drop-down list and select **Dragon NaturallySpeaking**, and click **Continue** to proceed.*

Storage Space Required for User Files

Adequate storage space must be available for user files that store information about each particular user's speech patterns. The space needs to exist on:

- Stand-alone installations where users work on dedicated machines.

  AND

- (Only if you have roaming users) Central machines (sometimes servers) where **Master Roaming User** files are stored.

  Having **Roaming User** files lets providers run *Dragon NaturallySpeaking* on more than one machine or device by accessing centrally stored provider-specific voice and speech information, rather than requiring that the voice information be on each machine.

For each **Master Roaming User** (user files stored on the central machine), you should plan to have this much space:

- 25 MB for each set of roaming user files

- 8 MB for each additional vocabulary you add for this user

- 18 MB for each additional dictation source you add for this user

- 500 MB for acoustic optimizer data associated with each dictation source of each user. To set how much data is stored:

  – Verify that no users are open. (On the **DragonBar**, click **NaturallySpeaking > Close User**.)

  – On the **DragonBar**, select **Tools > Administrative Settings**. The **Administrative Settings** dialog box opens.

  – Check the **Disk space reserved for network archive** option.

In addition, for the **Local Roaming User**, you should plan to have the following space on each PC where the roaming user dictates:

- 25 MB for each set of roaming user files

- 8 MB for each additional vocabulary you add for this user

- 18 MB for each additional dictation source you add for this user
- 240 MB for acoustic optimizer data associated with each dictation source of each user. How much acoustic optimizer data is retained locally is controlled by settings on the **Data** tab of the **Options** dialog box (located under the **Tools** menu):
  - To set the number of minutes of audio to retain locally, click the **Archive size** button and position the slider.
  - To turn off retaining this data locally, check the **Conserve disk space required by user files (for portability)** option.

For each non-roaming user, you should plan on approximately twice as much space as a **Local Roaming User**, because *Dragon NaturallySpeaking* periodically makes a backup copy of the files and stores it on the same machine. The product does not back up **Roaming User** files this way as they are located on a central machine that your Information Technology department should back up regularly.

About the Roaming User Feature

Most healthcare facilities use the **Roaming User** capability, which lets users dictate with *Dragon NaturallySpeaking* from different locations on the network using a variety of computing devices without having to create and train individual user files at each location.

Ideally, you enable the roaming capability before you create users, but you can also enable it after creating them and convert those users to **Roaming Users**.

Some situations that the **Roaming User** feature makes possible:

- A healthcare provider may need to dictate reports in a medical office building using a desktop computer, in a hospital room using a Tablet PC, or at home using a laptop computer. The **Roaming User** feature allows the provider to use the same set of user files containing the same vocabulary words with the acoustic information from each location.

- You have a provider who uses the same laptop at multiple offices and at home. Before leaving the office, your provider loads a set of user files from a central location on the network to his laptop. Once home, the provider dictates and corrects as he or she normally would. When the provider returns to the office and reconnects the laptop to the network, the **Roaming User** feature synchronizes the updated user files on the laptop with those at the network's central location the next time the provider loads his or her user files.

Master Roaming User and Local Roaming User

When roaming users have been set up, each *Dragon NaturallySpeaking* user has a single **Master Roaming User** that can be opened from multiple networked machines running *Dragon NaturallySpeaking*. The **Master Roaming User** is stored on a network location accessible to all users.

When a **Master Roaming User** is opened, *Dragon NaturallySpeaking* transfers a copy of that user from the central machine to the local machine where the user has been opened. That local copy is called the **Local Roaming User**.

The **Local Roaming User** is based on the **Master Roaming User** data, but also contains locally stored modifications based on corrections made to recognized dictation and other acoustic data gathered during dictation sessions on the particular local machine.

Normally, you set a central storage location to contain all your **Master Roaming User** files. By downloading his or her *Dragon NaturallySpeaking* user files from the central network location, a user can dictate on any computer where *Dragon NaturallySpeaking* is installed. When the user exits *Dragon NaturallySpeaking* and saves the changes to the user files, these changes are saved on the local machine and also copied to the central location. The next time the user runs *Dragon NaturallySpeaking*, all the changes saved are available regardless of the computer on the network that is being used to dictate.

Choosing Type of Machine for Storing Roaming User Files

Dragon NaturallySpeaking lets you store your **Master Roaming Users** on one or more of the following types of network machines:

* Peer computer (usually in a shared folder)
* File server
* Web server
* Secure web server running SSL

> *Note: You are **not** required to store **Master Roaming User** files on a server. Any shared location accessible to other computers on the network is a perfectly acceptable place to store **Master Roaming User** files.*

Web Servers That Support Roaming User Feature (Not Required)

If you want to store your **Master Roaming Users** on a web server, Internet access to **Master Roaming User** files is supported on two web servers:

- Microsoft Internet Information Services (IIS) 6.0. For this type of server:

  – You might need to install a third-party web server application called WebDAV. WebDAV software is required to access and secure *Dragon NaturallySpeaking* user profiles on the web server location. The WebDAV application is available free of charge at www.webdav.org.

  – Digest authentication through a proxy server with Internet Information Server (IIS) 6.0 is not supported.

  – If you have not already installed the WebDAV component, use **Add/Remove Programs** in **Control Panel** and run the **Windows Components Wizard**. See the Microsoft IIS documentation for details.

- Apache HTTP Server 2.0.54 and higher. For this type of server:

  – **Internet Roaming User**—Redirects must be turned on when using **Digest** authentication.

  – Be sure the server has **Web-based Distributed Authoring and Versioning** (WebDAV) turned on.

Setting Up the Roaming User Feature

On each computer where you plan to have users dictating as roaming users, you must tell that installation of *Dragon NaturallySpeaking* where the **Master Roaming User** files are located, which you do in several steps:

1. Set up and create a network storage location for the **Master Roaming User** files.

2. Allow full access to that location by all providers who dictate.

3. Gather information about the network storage location, such as how to access it.

4. Close any open users.

5. Set **Administrative Settings** that:

   a. Enable the **Roaming User** feature.

   b. Set the **Master Roaming User** network directory location(s).

      c. Set up the HTTP or SSL connection (if applicable, as a Web server is not required).

      d. (Optional) Set the **Local Roaming User** local directory location(s).

6.   Set additional **Roaming User** options.

The steps are covered in detail in the subsections that follow.

*Note: You can also set up roaming users during a network installation process by putting **Roaming User** settings into an **.ini** file and setting the DEFAULTSINI option of the MSI installer to the full path to that **.ini** file.*

Step 1: Set Up and Create Network Storage Location for Master Roaming User Files

Before setting up the **Roaming User** feature on individual machines:

1.   Set up a network location for the **Master Roaming Users**. Each location you choose must be accessible by all computers where roaming users will dictate. You can create multiple network storage locations.

2.   Set permissions on the directory that stores **Local Roaming Users** on each workstation to **Full Control** access for all Windows user accounts of providers who will be dictating with *Dragon NaturallySpeaking*. By default the directory that stores **Local Roaming Users** is **C:\Documents and Settings\All Users\Application Data\ Nuance\NaturallySpeaking9\RoamingUsers**.

    Or you can have all providers log in as administrative users, who would automatically have full access.

Dragon NaturallySpeaking lets you access your **Master Roaming Users** through four possible avenues:

- Mapped Drives—Connect to a shared network folder that has a drive letter assigned to it.

- Universal Naming Convention (UNC) Paths—Connect to a shared network folder using the UNC to locate a user. The format is: **\\servername\sharename\path\filename**

- HTTP (http:)—Connect to machine on the internet or your local intranet. The format is: **http://myserver.com/webdav**

- HTTP with SSL (https:)—Connect to machine on the internet or your local intranet with SSL. The format is: **https://myserver.com/webdav**

A couple of possible ways you can set up and manage **Roaming Users** are:

- Create a single network directory dedicated to storing **Roaming User** files of all users.

- Set up a **Roaming User** directory on each user's home drive on the network.

Before you can connect to the machine where the Master Roaming Users will reside, first gather the following information:

- The network location of the master roaming user files: You later enter the location of the user files (for an HTTP server, you supply the URL address) in the **Roaming User Network Location** dialog box.

- For a web server, the HTTP user name and password, authentication type, firewall and proxy server access information. Later, you put this information in the **Authentication** and **Firewall and Proxy Server** sections of the **HTTP Settings** dialog box.

- For a secure web server, the certificate store and certificate store type, the certificate store password, and a list of the protocols that are enabled (TLS12, SSL3, SSL2, and PCT1). If you are using OpenSSL, gather the cipher list, the location and name of the certificate authority (CA) file, and the location of the CA directory.

Step 2: Close Any Open Users

Note: You do not have to be running Dragon NaturallySpeaking to act as an administrator of the product. Instead, you can skip "Step 2: Close Any Open Users" on page 9 *and open the* **Administrative Settings** *dialog box from the command line, as explained under* "Step 3: Turn On Roaming User Feature" on page 10.

When you run *Dragon NaturallySpeaking*, you can be either a user or an administrator. To enable the **Roaming User** feature, you must be acting as an administrator. After you start the product, as long as you do not open a user, you are the local machine administrator; if a user is already open, to act as the administrator, you must first close the open user.

To close all users:

- If you are setting up a new installation and when you start *Dragon NaturallySpeaking*, the **New User Wizard** dialog box opens, click **Cancel** to close the wizard.

- If the **Open User** dialog box opens when you start *Dragon NaturallySpeaking*, click **Cancel**.

- If a user opens automatically (this occurs if only one user is available), then on the **DragonBar**, select **NaturallySpeaking > Close User**.

When you have closed any open users, proceed with the next section, "Step 3: Turn On Roaming User Feature" on page 10.

Step 3: Turn On Roaming User Feature

You must be a Windows user with administrator privileges to carry out tasks that involve opening the **Administrative Settings** dialog box in *Dragon NaturallySpeaking*. If you have administrative privileges, the following line appears in the **Dragon.log** file after you log in:

```
09:33:10 LOG (MainWin): Windows user has administrative access to NatSpeak
```

*Note: If you decide to give a provider administrative privileges on a laptop computer, note that you are giving that provider access to the **Administrative Settings** dialog box on that machine.*

To turn on the Roaming User feature:

1. If *Dragon NaturallySpeaking* is running, on the **DragonBar**, select **Tools > Administrative Settings**. The **Administrative Settings** dialog box opens (see next illustration) and you can continue with <u>Step 4</u>.

    If *Dragon NaturallySpeaking* is not running, select **Start** > **Run**.

2. Type the following command line in the **Open** text box:

    "C:\Program Files\Nuance\NaturallySpeaking9\Program\natspeak.exe" /SetDefaultAdministrativeOptions

*Note: Be sure to put a space between **natspeak.exe** and the option that follows it, **/SetDefaultAdministrativeOptions**.*

3. Click **OK** and the **Administrative Settings** dialog box opens. Initially the entire dialog box is grayed out, until you take the next step.
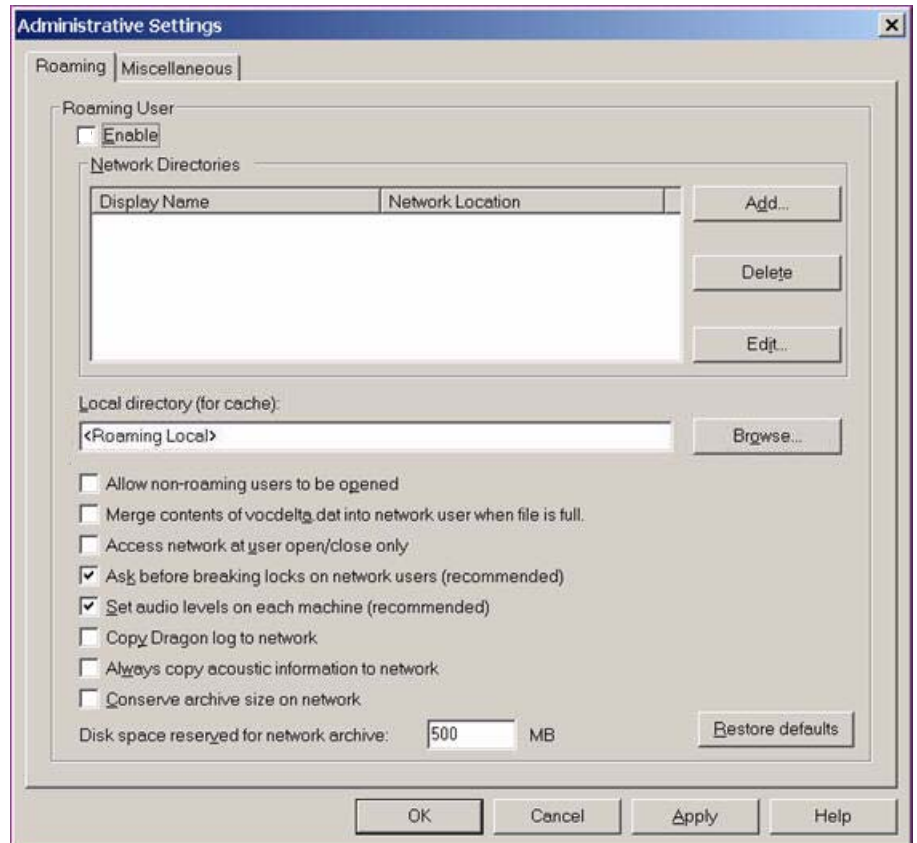
*Note: With the **Roaming User** enabled, the **Open User** dialog box displays only users in the **Roaming User** storage locations. To let the users open both local (non-roaming) and **Roaming Users**, check the **Allow non-roaming users to be opened** option in the **Administrative Settings** dialog box. Clearing this option prevents users from dictating with a non-roaming (local) user by mistake, but you should check it now to ensure you can open local users when you want to later convert them to **Roaming Users**.*

4. On the **Roaming** tab, in the **Roaming User** section, select **Enable**.
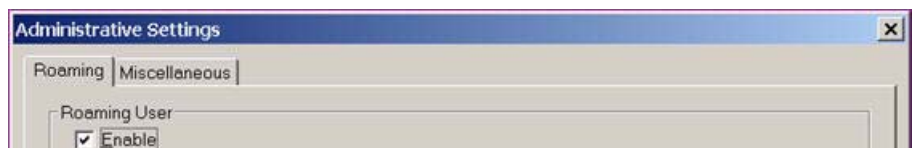
5. Click **Apply** to save the changes you made and keep the dialog box open.

6. Proceed with the next section, .

Step 4: Set Master Roaming Users Location and Connection

On each computer where providers will dictate as **Roaming Users**, you must tell that installation of *Dragon NaturallySpeaking* where the **Master Roaming User** files are located and, if necessary, create that location.

To set the location of Master Roaming User files:

1. In the **Administrative Settings** dialog box, click the **Add** button in the **Network Directories** section. The **Roaming User Network Location** dialog box opens.

2. Set the **Display Name** to the way the name of the directory should display in other product dialog boxes. That name later appears in:
   - **Roaming** tab of the **Administrative Settings** dialog box.
   - **Location of user files** text box in the **Open User** dialog box.
   - **Location of user files** text box in the **Manage Users** dialog box.

3. In the **Network Location** section, enter the path to the network location in the **Address** text box, using the appropriate format for the type of storage location:

Storage Location Type	Format of Location Path
Mapped Drive	\<drive letter:>\\\<folder name>. For example, **Y:\roaming**
UNC Path	**\\servername\sharename\path\filename**
HTTP (http:)	**http://myserver.com/webdav**
HTTP with SSL (https:)	**https://myserver.com/webdav**

> *Note: The location you choose must be accessible to all computers on the network to be available for dictation with Dragon NaturallySpeaking.*
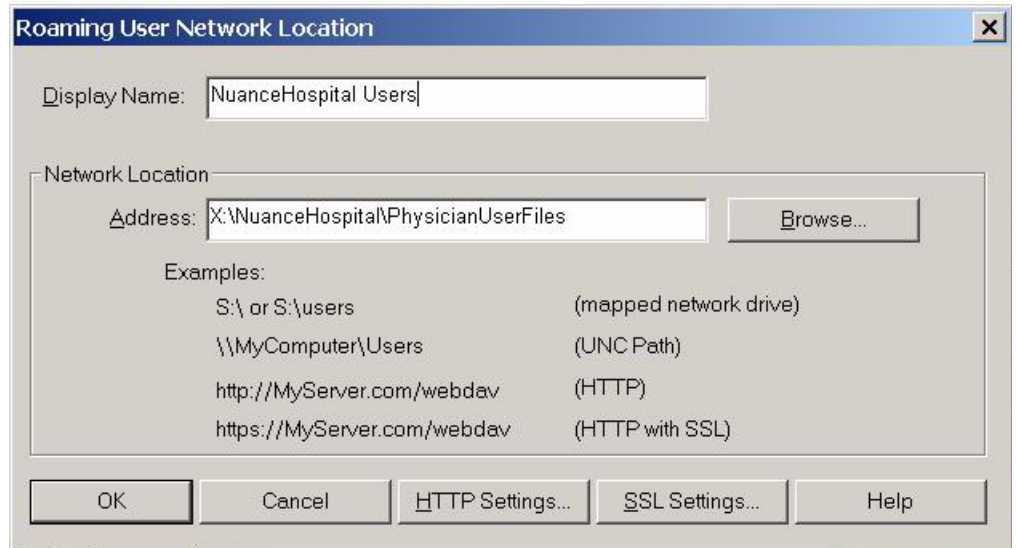
4. (Optional) If you are using a web server to store **Master Roaming User** files, click the **HTTP Settings** or **SSL Settings** button to set information specific to your HTTP or HTTPS connection and proceed with either "Setting Up HTTP Connection" on page 14 or "Setting Up SSL Connection" on page 17.

    If you are not using a web server, click **OK** in the **Roaming User Network Location** dialog box and continue with "Step 5: Set Local Roaming Users Location" on page 20.

Setting Up HTTP Connection

(Optional, non-secure web servers only) For HTTP locations, in the **HTTP Settings** dialog box, set:
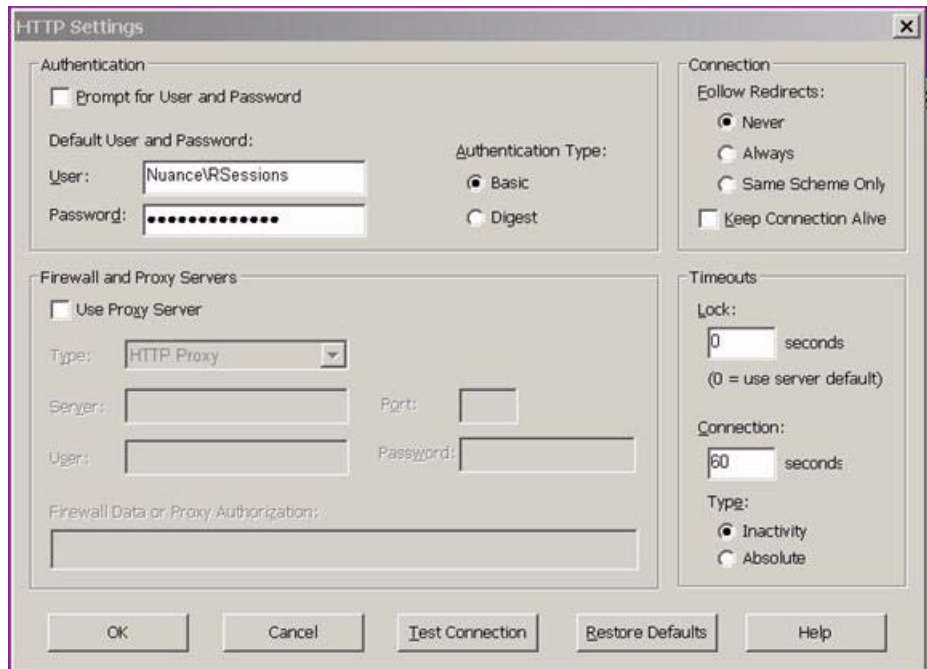
1. In the **Authentication** section, check the **Prompt for User and Password** box if you want the user to be forced to log in to the HTTP server before dictating.

2. In the **User** text box under **Default User and Password**, be sure to enter the domain name followed by a backslash before the user name, as shown in the illustration above.

3. In the **Password** text box, enter the password to log in to the HTTP server.

4. Set the **Authentication Type** to either **Basic** or **Digest**. Choose **Basic** if the HTTP server is configured for **Basic** authentication, which transmits the username and password over the network as clear text. Choose **Digest** if the server is configured for **Digest** authentication, which encrypts passwords before it transmits them across the Internet.

Note: Be sure anonymous logins are disabled on the HTTP server.

5. If you are storing **Master Roaming User** files on a server that redirects incoming connections to another location, you can set how *Dragon NaturallySpeaking* handles these redirects under **Connection**:

    -   **Never** ignores all redirects.
    -   **Always** follows all redirects.
    -   **Same Scheme Only** follows only redirects using the same scheme as the client request.

6. Click **Keep Connection Alive** to keep the connection alive after the current session ends.

7. If you are connecting to the server through a firewall or proxy server, in the **Firewall and Proxy Servers** section, select **Use Proxy Server** to connect through a proxy server.

8. In the **Type** text box, select the type of firewall used on the HTTP server from the drop-down list:

    *   **HTTP Proxy**—A proxy server that specializes in HTML (web page) transactions

    *   **Tunnel**: Select if you are connecting to the server with tunneling software.

    *   **SOCKS4**—SOCKS4 is a protocol that relays TCP sessions at a firewall host to allow application users transparent access across the firewall. SOCKS4 does not support authentication, UDP proxy. SOCKS4 clients require full Domain Name Service (DNS).

    *   **SOCKS5**—SOCKS5 is a protocol that relays TCP sessions at a firewall host to allow application users transparent access across the firewall. SOCKS5 supports multiple authentication methods. SOCKS5 clients use the SOCKS5 server to perform the DNS lookup.

9. In the **Server** text box, enter the name of the server machine.
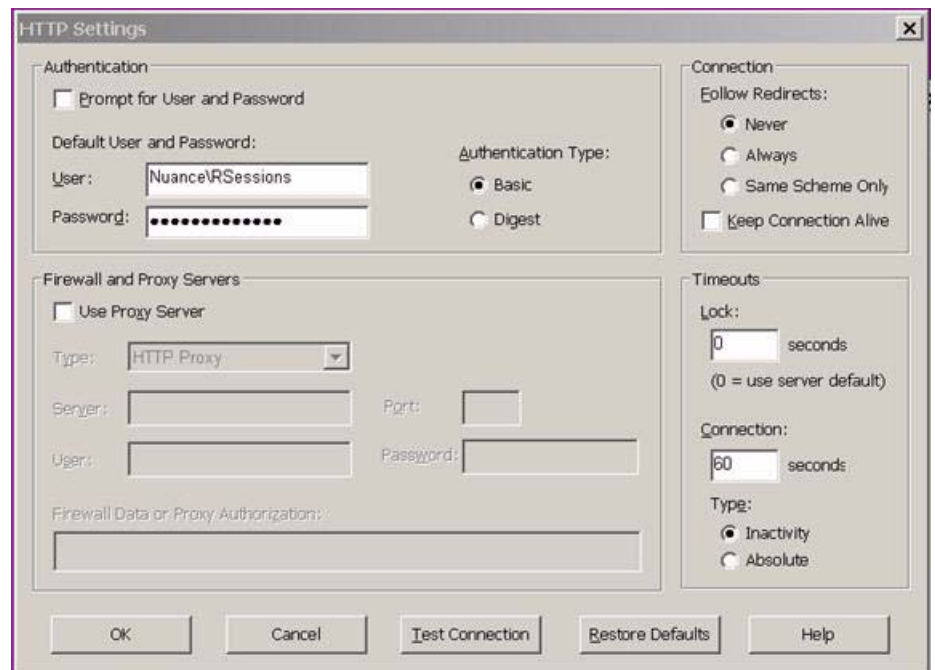
10. In the **Port** text box, enter the port that connects to the proxy server or firewall.

11. In the **User** text box, enter any user name needed for the proxy server or firewall.

12. In the **Password** text box, enter any password needed for the proxy server or firewall.

13. In the **Firewall Data or Proxy Authorization** text box, enter any special authentication string required to access the proxy server or firewall.

14. In the **Timeouts** section, set the timeout requirements:

 a. In the **Lock** text box, enter the number of seconds the server should wait before breaking the lock on any open **Master Roaming User** files. Setting the lock to **0** uses the default setting from the server. Specifying another time overrides the server default.

Note: A network lock prevents more than one user from opening a Master Roaming User at the same time. While the opening process does not take a long time, network problems can cause a lock to become stuck and not release when the open process is completed. When this happens, the next time someone tries to open that user, a message appears stating that the user is locked.

 b. In the **Connection** text box, enter the number of seconds after which to close the connection.

 c. To indicate how the number of seconds is applied, select one of the options under **Type**.

 • **Inactivity**—Close the connection if the roaming user is inactive for the number of seconds in the **Connection** text box.

 • **Absolute**—Close the connection after the number of seconds in the **Connection** text box have elapsed independent of the activity or inactivity of the user.

*Note: Nuance does not recommend you choose **Absolute**, as the connection could close during synchronization.*

15. (Optional) To restore the default settings for the HTTP connection, click **Restore Defaults**.

16. After entering the HTTP settings, click the **Test Connection** button to make sure your settings are correct. If you cannot connect, revise your settings and try the button again.

17. Click **OK** in the **HTTP Settings** dialog box.

18. Click **OK** in the **Roaming User Network Location** dialog box.

19. Click **Apply** in the **Administrative Settings** dialog box.

*Note: If you see a message asking whether to create the local roaming user directory, click **Yes**. If you already have a **C:\Documents and***

Settings\AllUsers\Application Data\Nuance\NaturallySpeaking9\ RoamingUsers directory on your machine, you do not see this message.

You have now returned to the **Administrative Settings** dialog box.

To proceed, continue with .

Setting Up SSL Connection

(Optional, secure web servers only) For SSL locations, set the following in the **SSL Settings** dialog box:
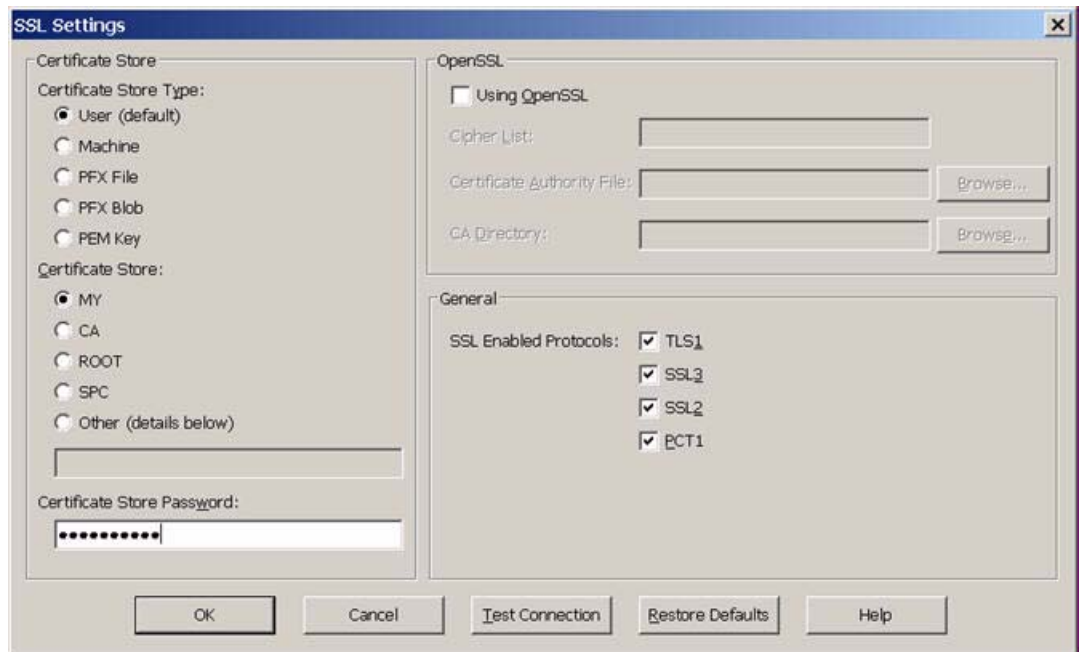
1. In the **Certificate Store** section, you indicate the type of certificate that provides server identity, certificate, and public key information to clients that try to establish a connection:

   a. **Certificate Store Type**—Select the certificate store type used for the client certificate on the local machine:

   - **User** (default)—or Windows, this specifies that the certificate store is a certificate store owned by the current user. For Java, this specifies that the certificate store is the name of a JKS (Java Key Store) file. If the provider is OpenSSL, this specifies that the certificate store is a file that contains the PEM encoded certificate and private key.

   - **Machine**—The certificate store is a machine store (not available in Java and when provider is OpenSSL).

   - **PFX File**—The certificate store is the name of a Private Key Server or PFX (PKCS12) file containing certificates. If the

provider is OpenSSL, the file can contain only one certificate and private key.

- **PFX Blob**—The certificate store is a string (binary or base64 encoded) representing a certificate store in PFX (PKCS12) format.

- **PEM Key**—The certificate store is a string or file name that contains a Privacy Enhanced Mail (PEM) encoded certificate and private key. This store type is currently not supported in Java.

Notes:

- *If you select the **Certificate Store Type** as a **PFX file**, this property must be set to the name of the file.*

- *If you select the **Certificate Store Type** as a **PFX Blob**, the property must be set to the binary contents of a PFX file (for example, the **PKCS12** certificate store).*

b. **Certificate Store**—Sets the name of the storage location (also called *certificate store*) used for the client certificate on the local machine. A certificate store will often have numerous certificates, possibly issued from a number of a different certification authorities:

- **MY**—A certificate store holding personal certificates with their associated private keys.

- **CA**—A certificate store holding Certifying Authority (CA) certificates.

- **ROOT**—A certificate store holding ROOT certificates.

- **SPC**—A certificate store holding Software Publisher Certificate (SPC) certificates.

- **Other**—Any other Certificate Store not listed above.

c. **Certificate Store Password**—Set to the password for the Certificate Store on the local machine if one is required.

2. If your HTTPS server uses Open SSL (a free non-commercial implementation of SSL) as a certificate authority, under **Open SSL**:

a. Check **Using OpenSSL**.

b. **Cipher List**—Enter a string that controls the ciphers to be used by SSL. The list must consist of one or more cipher strings separated by colons.

c. **Certificate Authority File**—Name of the file containing the list of CAs your application trusts. The file should contain a list of CA certificates in PEM format.

d. **CA Directory**—Path to a directory containing CA certificates. The path should point to a directory containing CA certificates in PEM Format.

e. Under **General**, check the SSL protocols you expect to use.

*Note: If you are using **OpenSSL**, the property must be set to the name of the file containing a certificate and a private key.*

3. In the **General** section, enable/disable the security protocols supported on the HTTPS server by checking those to enable:

a. **TLS1**—Version 1 of the Transport Layer Security (TLS) protocol.

b. **SSL3**—Version 3 of the Secure Sockets Layer (SSL) protocol.

c. **SSL2**—Version 2 of the Secure Sockets Layer (SSL) protocol.

d. **PCT1**—Version 1 of the Private Communications Transport (PCT) protocol.

Notes:

- *Although a number of sites still support SSL2, Nuance recommends that you disable it because of potential security vulnerabilities.*

- *If you select **OpenSSL**, this functionality is provided by the Cipher List.*

4. After entering the SSL settings, click the **Test Connection** button to make sure your settings are correct. If you cannot connect, revise your settings and try the button again.

5. (Optional) To restore the default settings for the SSL connection, click **Restore Defaults**.

6. After filling in the SSL settings, click the **Test Connection** button to make sure your settings are correct. If you cannot connect, revise your settings and try the button again.

7. Click **OK** in the **SSL Settings** dialog box.

8. Click **Apply** in the **Administrative Settings** dialog box.

*Note: If you see a message asking whether to create the local roaming user directory, click **Yes**. If you already have a **C:\Documents and Settings\AllUsers\Nuance\NaturallySpeaking9\RoamingUsers** directory on your machine, you do not see this message.*

You have now returned to the **Administrative Settings** dialog box.

To proceed, continue with .

Step 5: Set Local Roaming Users Location

After you complete setup of a **Master Roaming User** directory, the name of the directory appears in the list in the **Network Directories** section in the **Administrative Settings** dialog box. (You can have more than one directory of **Master Roaming Users**.) When a provider opens a **Master Roaming User**, *Dragon NaturallySpeaking* transfers a copy of the associated user files to the local machine. That local copy is called the **Local Roaming User**.
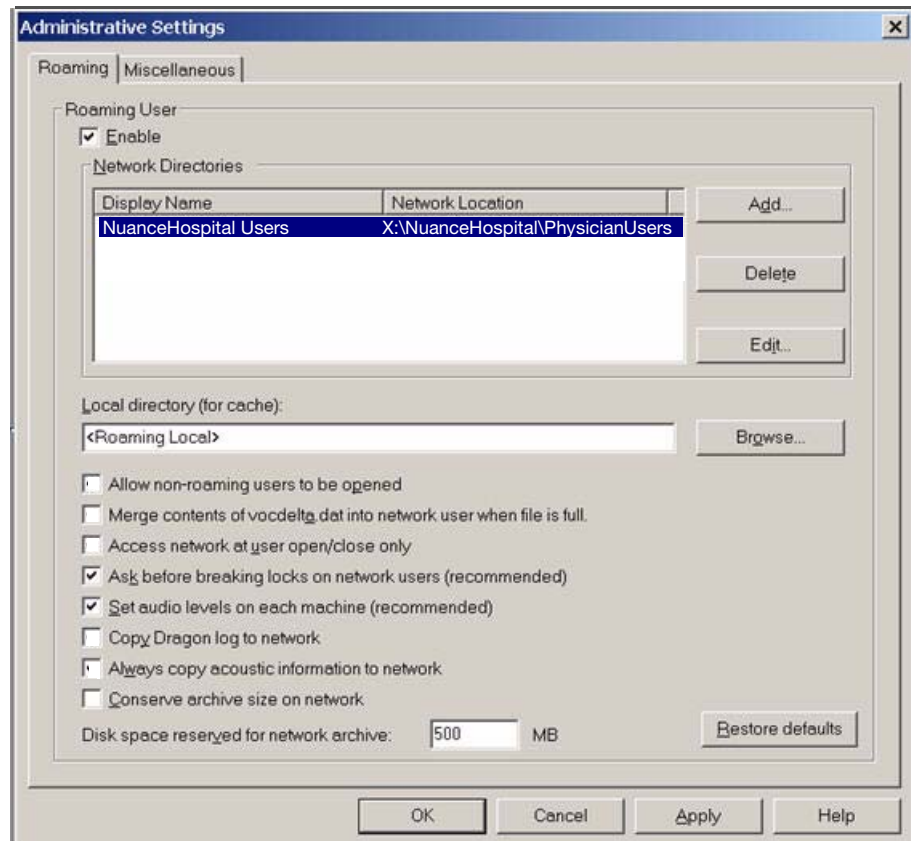
To set the location of Local Roaming User files:

1. In the **Local directory (for cache)** box in the **Administrative Settings** dialog box, accept the default **<Roaming Local>** location by leaving this setting unchanged. When you later click **OK** in the **Administrative Settings** dialog box, you are then prompted to create the default directory if it does not already exist.
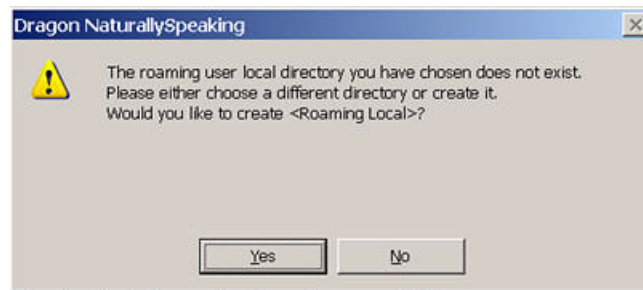
The default location of **<Roaming Local>** is **C:\Documents and Settings\All Users\Application Data\Nuance\NaturallySpeaking9\RoamingUsers\<display name>,** where **<display name>** is the name you defined for the **Master Roaming User** location in the **Roaming User Network** dialog box.

OR

To change the default local cache storage location for **Local Roaming Users**, use the **Browse** button next to **Local directory (for cache)**. When the **Browse For Folders** dialog box opens, enter the location on the computer where changes made during a dictation session, such as corrections or new acoustic data, are stored before they are synchronized with the **Master Roaming User** files stored remotely. Click **OK** to return to the **Administrative Settings** dialog box.

2. Click **Apply**.

3. Click **OK** and proceed to .

Step 6: (Optional) Set Additional Roaming User Options

The **Administrative Settings** dialog box also contains several options that affect how the **Roaming User** feature works (see below).
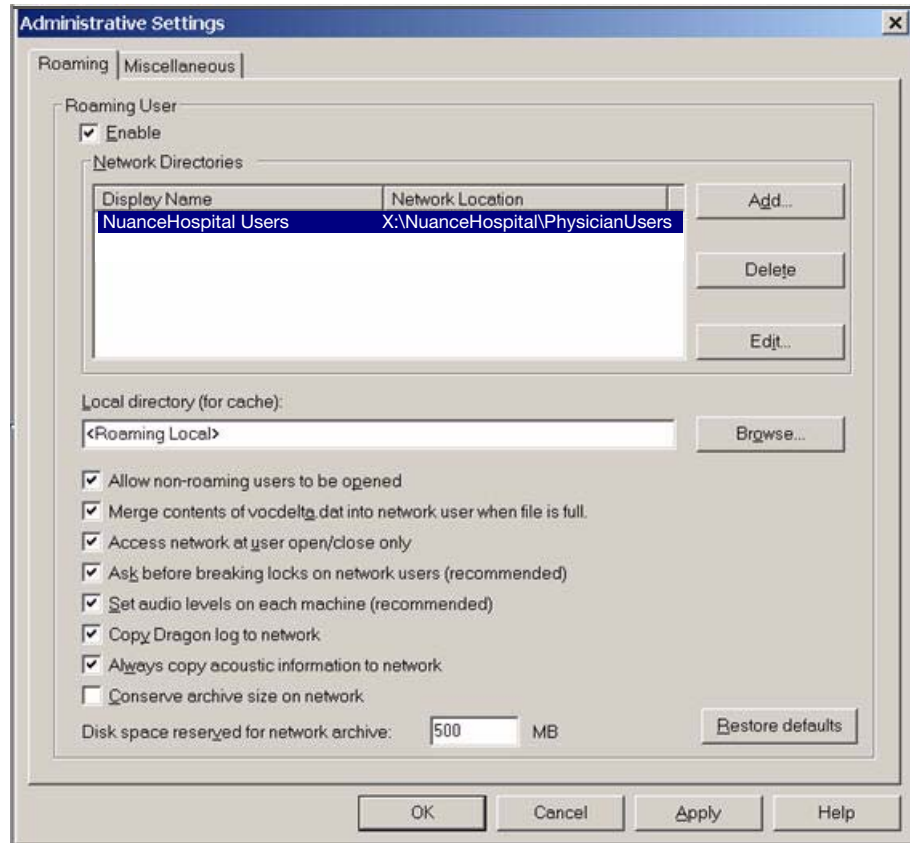
You can set the options to modify the behavior of a roaming user who dictates on this particular machine:

- **Allow non-roaming users to be opened**—Check to permit the user to open non-roaming (local) users. Clear check box to prevent anyone from dictating with a non-roaming (local) user by mistake.

- **Merge contents of vocdelta.dat into network user when file is full**—Check to copy the contents of the local **vocdelta.dat** file to both **Local** and **Master Roaming Users** whenever the file is full, without having to run the **Acoustic and Language Model Optimizer**. After copying the content, *Dragon NaturallySpeaking* empties the file so it can receive new data. The operation occurs each time you open the **Local Roaming User** and can cause several minutes of delay. (**vocdelta.dat** contains the latest changes to the user's vocabulary—including new, deleted, and modified words, as well as pronunciation and word property changes.)

- **Access network at user open/close only**—Check to synchronize user file changes made during a dictation session across the **Local Roaming User** and **Master Roaming User** only when *Dragon NaturallySpeaking* opens or closes. Otherwise, synchronization occurs each time the person dictating switches users, closes a user, or saves a user. If you experience excessive network slowdowns, checking this option may solve the problem by limiting how often user files are synchronized.

- **Ask before breaking locks on network users** (recommended for UNC and mapped drives)—Check to display the option of maintaining or breaking a network lock when opening a **Roaming User**. Network locks prevent more than one person from opening a **Roaming User** at the same time; while a program tries to break it, the lock can become "stuck" due to network problems and not release when the process is complete; then, the next time someone tries to open that user, a message states that the user is locked and gives the option of overriding that lock. To avoid display of the message and always break the network lock in this situation, clear this check box. Because a lock can indicate a problem that needs to be addressed, Nuance Communications recommends that you enable this option.

Note: *The above option is valid for users connecting to the* **Master Roaming User** *location using a mapped drive or UNC drive, but is not supported for users connecting over HTTP.*

- **Set audio levels on each machine** (recommended)—Check to run the **Check your audio settings** option from the **Accuracy Center** window before each **Roaming User** dictation session. This includes the **Volume Check** and the microphone **Quality Check**. This option is helpful if your users work on different machines or work on a single machine, like a laptop, in many different locations. When a user changes machines or locations, the audio setup data can vary depending on differences in the microphone, sound card, and ambient sound levels of the location. In situations where *Dragon NaturallySpeaking* detects a significant difference between operating systems, sound cards, microphones, or other hardware, the program prompts you to run **Check your audio settings** even if this option has not been selected.

- **Copy Dragon log to network**—Check to copy the **Dragon.log** file from the **Local Roaming User** location to the **Master Roaming User** location at the same time that the program synchronizes the **Local** and **Master Roaming Users**. **Dragon.log** contains information that can help diagnose problems with using *Dragon NaturallySpeaking*.

Note: *If you set the* **Disk space reserved for network archive** *option, the* **Dragon.log** *file is not copied once the storage reaches maximum size.*

- **Always copy acoustic information to network**—Check to copy the user's acoustic files (**.usr** and **.sig**) to the **Master Roaming User**

location as soon as the speaker's user files are saved. (The **Local Roaming User** copies of **.usr** and **.sig** files are stored in: **C:\Documents and Settings\All Users\Application Data\Nuance\ NaturallySpeaking9\RoamingUsers**\<display name>\<username> **\current\voice,** where the <display name> is the name you defined for the **Master Roaming User** location in the **Roaming User Network Location** dialog box.)

Roaming Users using the same dictation source at multiple workstations benefit from checking this option, because by always copying **.usr** and **.sig** acoustic files to the **Master Roaming User** location, you ensure that corrections and new words are consistently available at all locations and are automatically synchronized when the **Master Roaming User** is opened from another location.

Additional acoustic files (**.nwv** and **.dra**) are always copied to the **Roaming User** location, even if you do not check this option.

If this option is not checked, changes to a **Roaming User** file on one machine are not automatically available on other network machines. To make changes available across the network, after changes to user files are saved from all roaming locations, you should run the **Acoustic and Language Model Optimizer** from the **Master Roaming User** location to optimize the **Master Roaming User** files with corrections, acoustic training, and new words. These changes then become available the next time the user is opened.

*Note: Acoustic files (.**usr** and .**sig**) are always copied to the network location, even after the limit set for the **Disk space reserved for network archive** option has been reached.*

- **Conserve archive size on network**—Select this box to prevent the copying of **.DRA** files (of acoustic data from the latest dictation session) to the **Master Roaming User** location when the program synchronizes the **Local** and **Master Roaming Users**. Leaving this box unchecked lets the local **.DRA** files synchronize with the **Master Roaming User** and makes the **.DRA** files available to the **Acoustic and Language Model Optimizer** when it runs on the **Master Roaming User** files, providing increased accuracy.

  However, **.DRA** files can be large. If you experience excessive network slowdowns, checking this option may solve the problem by eliminating the copying of these files each time the **Master** and **Local Roaming Users** synchronize. Running the **Acoustic and Language Model Optimizer** on the **Master Roaming User** is then more efficient, since it does not have to process the **.DRA** files.

*Note: If you set the **Disk space reserved for network archive** option, the .**DRA** files are not copied once the maximum size is reached.*

- **Disk space reserved for network archive**—Use this option to specify the maximum size of the directory containing the acoustic data available to the **Acoustic Optimizer**. By default the archive size is 500 MB. To conserve space, you can reduce the default size and select the **Conserve archive size on network option**. For this option to work, the machine you are setting it for must be connected to the network.

Creating a Roaming User

There are three ways to create a **Roaming User**:

- Create and train a new **Roaming User**

- Convert a non-roaming local user into a **Roaming User**

- Copy an non-roaming local users to the **Master Roaming User** location

Creating and Training a New Roaming User

To create and train a new Roaming User:

1. On the **DragonBar**, select **NaturallySpeaking > Open User**. The **Open User** dialog box opens. If you do not see the user you are looking for, hit **F5** to refresh the list of users.

*Note: When the **Roaming User** feature is enabled, you can create only **Roaming Users** and the **Location of user files** field displays only the **Roaming User** locations you defined in the **Administrative Settings** dialog box, unless you checked the **Allow non-roaming users to be opened** option. If you can select both non-roaming **Local** and **Roaming Users**, or if you have set up more than one **Roaming User** location, be sure you select the correct location from the **Location of user files** drop-down list.*

2. Click **New** and begin training the user as you would any other user.

   For more information on creating and training a user, refer to Step 3 of "Creating User Files".

   When you are finished training the user, the program copies the user files into the master **Roaming User** location displaying in the **Location of user files** field.

Converting a Non-Roaming Local User into a Roaming User

You can convert an existing non-roaming local user to a **Roaming User** from the **Manage Users** dialog box. Converting a non-roaming local user copies that user to the specified **Master Roaming User** location.

To convert a non-Roaming Local User into a Roaming User:

*Note: To be able to open local users for conversion to **Roaming Users**, be sure you checked the **Allow non-roaming users to be opened** option in the **Administrative Settings** dialog box.*

1. Make sure that no local user is open; if a user is open, then on the **DragonBar**, select **NaturallySpeaking > Close User**.

2. On the **DragonBar**, select **NaturallySpeaking > Manage Users**. The **Manager Users** dialog box opens.

You might see <Previous version> if you have upgraded.

To convert a local user to a Roaming User, select <Default> in this text box.
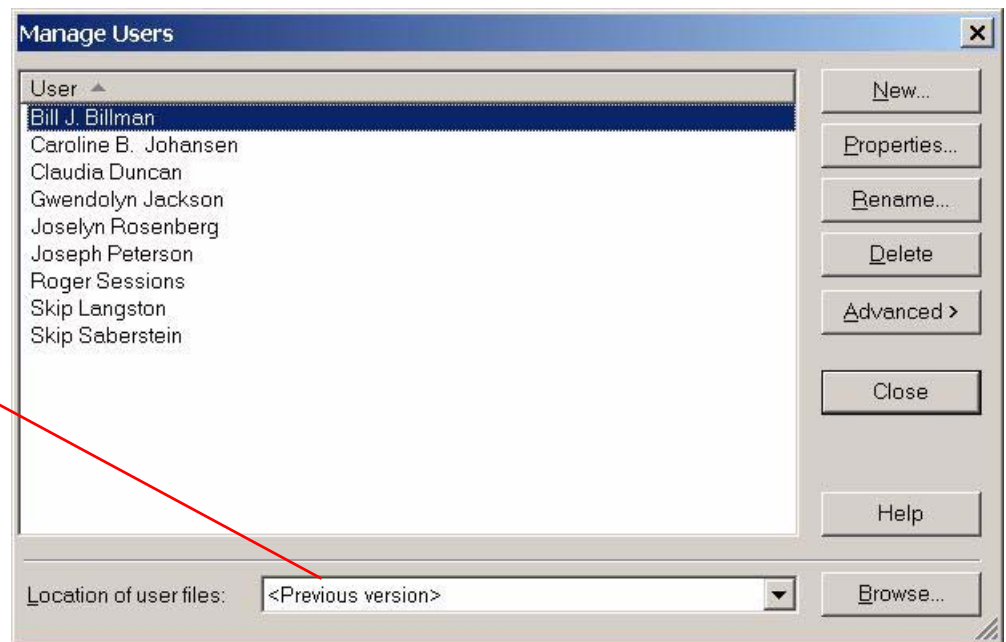
3. In the **Location of user files** drop-down list, select the location of the local user files. If you have not changed it, the location is **<Default>**.

4. Select the non-roaming local user you want to convert.

5. Click the **Advanced** button and then click **Save to Roaming**.
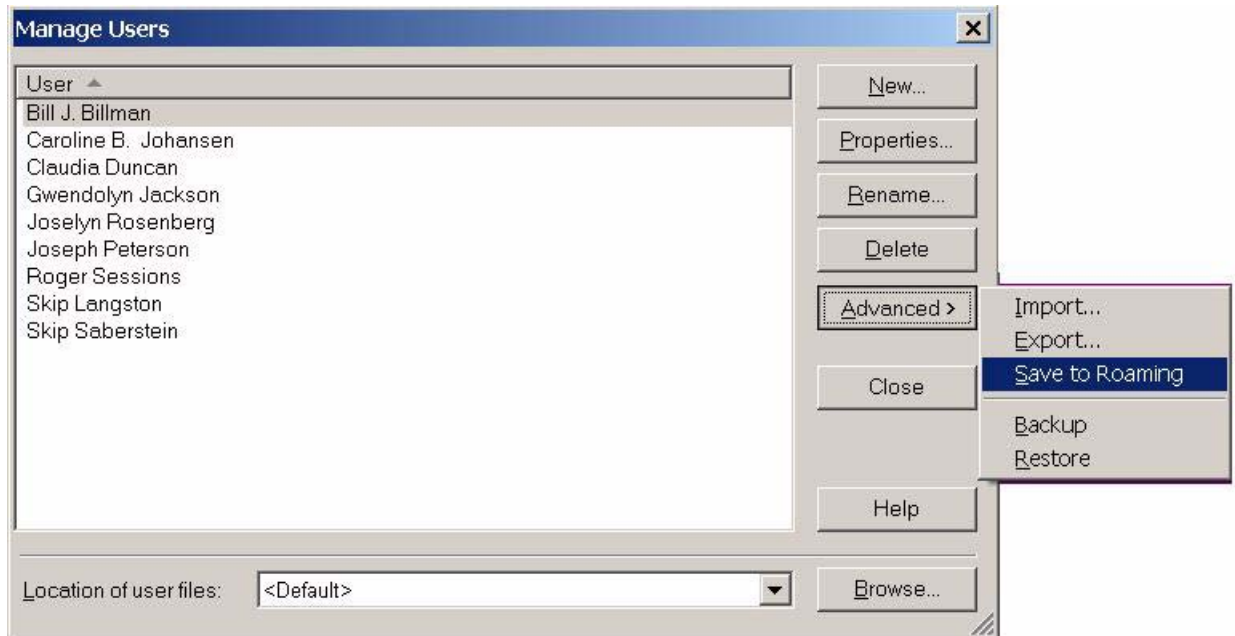
The **Save to Roaming** dialog box opens.
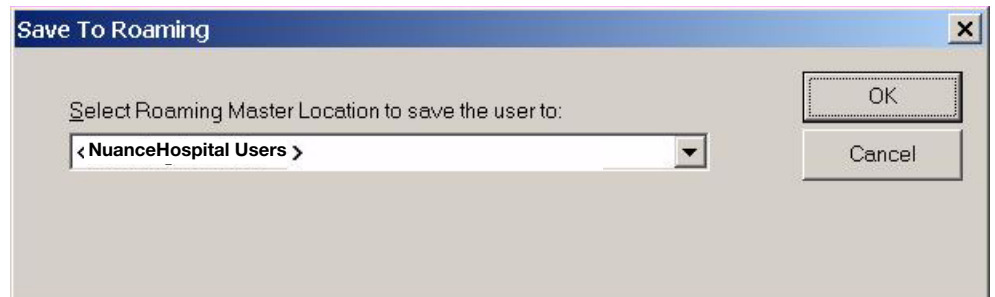
6. Select the **Master Roaming User** location where the converted user files will reside from the drop-down list and click **OK**. **Master Roaming User** locations appear in this list only if they are on machines currently available to the local machine over the network.

*Note: In the **Select Roaming Master Location to save the user to** text box, you will see the **Display Name(s)** you created in Step 2 on page 12.*

7. Repeat steps 4 through 6 for any other non-roaming local users you want to convert to **Master Roaming Users**.

8. When you have finished converting the users, while still in the **Manage Users** dialog box, you should be able to select the **Master Roaming User** location from the **Location of user files** drop-down list.

The list in the next illustration shows saving some of the local users you saw earlier to the **Master Roaming Users** location.

Here you see the name you placed in the Display Name text box of the Roaming User Network Location dialog box
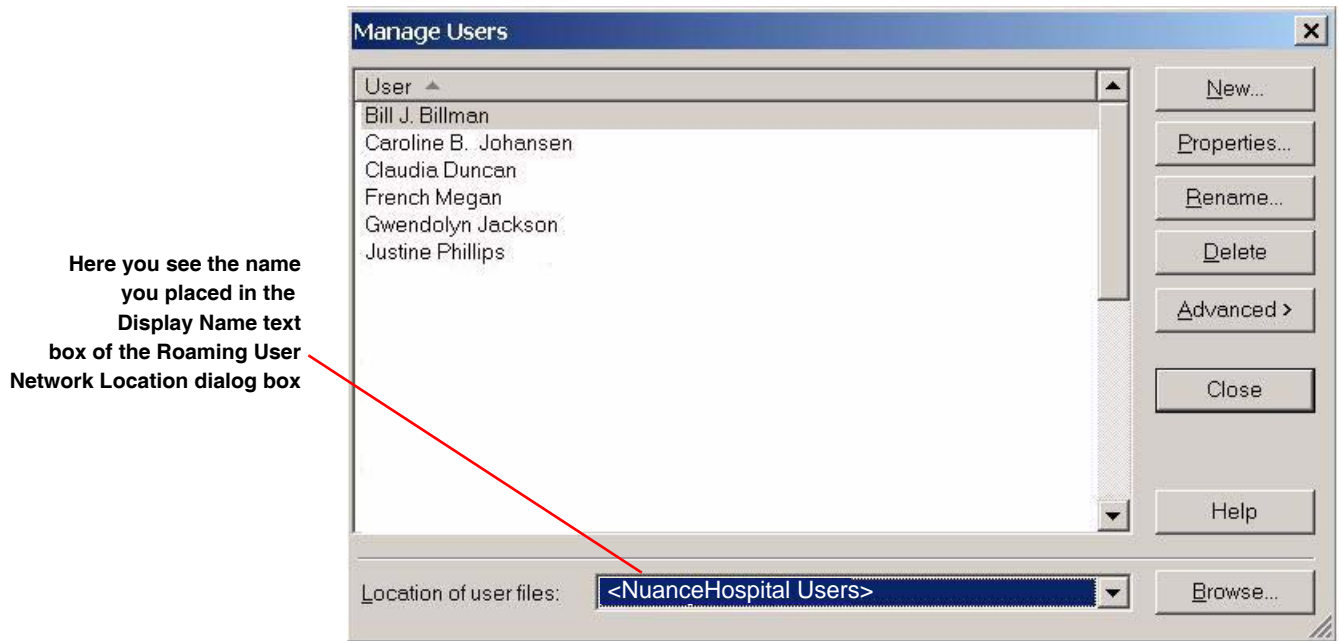
9. (Optional) Once the users are converted, to prevent providers from opening a local user instead of a roaming user, close all open users. On the **DragonBar**, select **Tools > Administrative Settings** and uncheck the **Allow non-roaming users to be opened** option, then click **Apply** and **OK**.

Copying a Non-Roaming User into the Master Roaming User Location

You can also convert a non-roaming user into a **Roaming User** by copying the user files into the network directory of the **Master Roaming Users**. This approach has the advantage of letting you convert several non-roaming users into **Master Roaming Users** at one time.

To copy a user into the Master Roaming User location:

1. If the **Master Roaming Users** are on an Apache server, skip this step. If they are on an IIS server, before you proceed, be sure you have Microsoft Web Folders functionality installed on your local machine. If it is not installed, visit http://www.microsoft.com/downloads/details.aspx?familyid=17C36612-632E-4C04-9382-987622ED1D64&displaylang=en and download the software.

Note: After you download the Web Folder functionality, you might need to try this copying action more than once before it succeeds.

2. On the local hard drive, navigate to the location of the non-roaming local user files you want to convert to **Master Roaming Users**. By default, non-roaming user files are located in **C:\Documents and Settings\All Users\Application Data\Nuance\NaturallySpeaking9\Users**. You see a folder for each non-roaming local user, as shown in the example below.
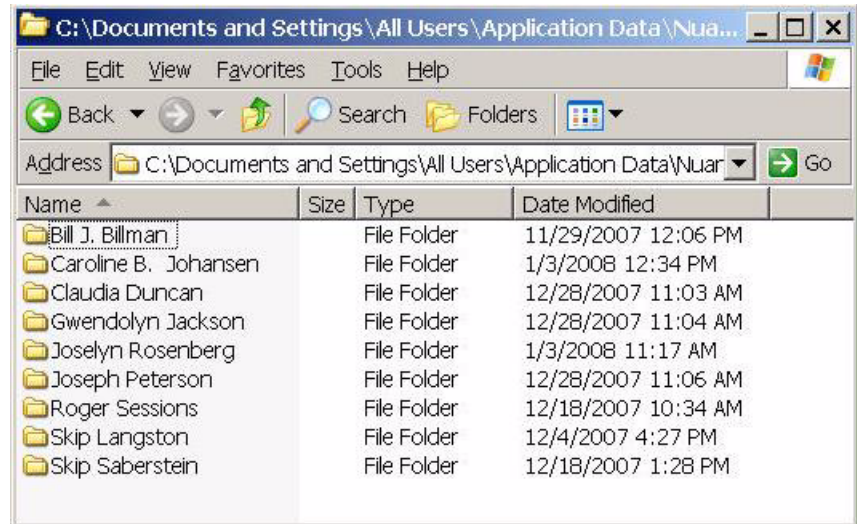
3. Select the folders of user files for each user you want to copy and copy them to the **Master Roaming User** location. Later, you see a folder for each roaming user on the **Master Roaming User** location.
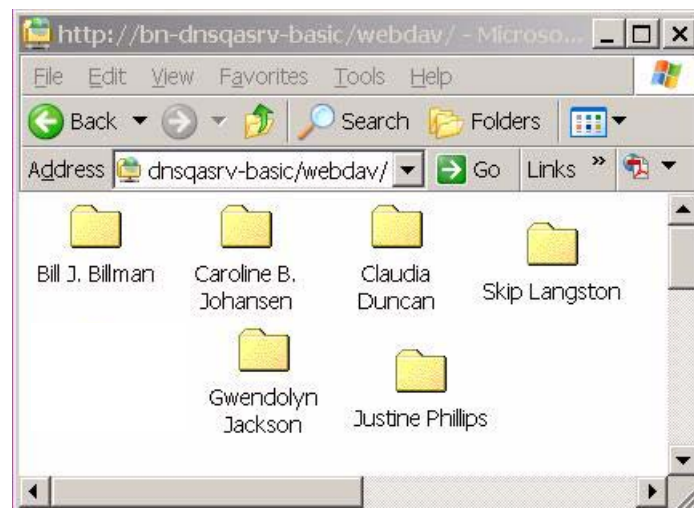
4. (Optional) Once you have copied the users to the **Roaming Users** location, to prevent providers from opening a local user instead of a roaming user, close all open users. On the **DragonBar**, select **Tools > Administrative Settings** and uncheck the **Allow non-roaming users to be opened** option, then click **Apply** and **OK**.

Opening a Roaming User

Once you have created **Roaming Users**, you can open them from any machine connected to the location where **Master Roaming User** files reside.

To open a Roaming User from any machine connected to the Master Roaming User files location:

1. On the **DragonBar**, select **NaturallySpeaking > Open User**. The **Open User** dialog box opens. If you do not see the user you are looking for, press **F5** to refresh the list of users.

    If you allow providers to select both non-roaming local and **Roaming Users**, or if you have set up more than one **Roaming User** location, be sure providers know how to select the correct location from the **Location of user files** drop-down list.

*Note: If you connect to your **Roaming User** Master Directory over HTTP or HTTP with SSL, and you find that not all your users are listed in the **Open User** dialog box, be sure that:*

*   *The .INI extension is registered in the MIME types (**ini.png**) list of your IIS server.*

*   *Access to the user's **topics.ini** file is not locked, password protected, or otherwise restricted by your server permissions.*

2. Select a user and click **Open**.

Synchronizing Master and Local Roaming Users

Dragon NaturallySpeaking makes several changes when synchronizing **Local** and **Master Roaming Users**:

*   Combines words added to the **Local Roaming User** during a dictation session with the **Master Roaming User** vocabulary.

*   Removes words deleted in the **Local Roaming User** from the **Master Roaming User** vocabulary.

*   Copies acoustic data (from **.DRA** or **.NWV** files) from the **Local Roaming User** to the **Master Roaming User** where the data becomes available to the **Acoustic and Language Model Optimizer**.

*   Copies any custom commands locally created or modified using the **MyCommands Editor** to the **Master Roaming User**.

- Saves any local user options that you changed in the **Options** dialog box to the **Master Roaming User**, except for the following options. These options are not synchronized, but remain with the local roaming user only:

Data tab

- **Conserve disk space required by user files** (for portability)
- In the **Advanced** dialog box, **Create usability log** option
- **Incremental adaptation in general training**

Formatting tab

- **Enable postal code commands**

Miscellaneous tab

- **Use Active Accessibility for menu and dialog control**
- **Launch in QuickStart mode on Windows startup**

Text-to-speech tab

- All options

Hot keys PowerMic tab

- All options

Hot keys tab

- All options

*Note: During synchronization, changes to the **Master Roaming User** overwrite any changes you made to the **Local Roaming User** that was not on the network.*

Creating and Training User Files

Objectives

In this chapter, you will learn:

- How to plug in a headset or handheld microphone

- How to start/stop *Dragon NaturallySpeaking*

- How to get help on *Dragon NaturallySpeaking*

- How to properly position the microphone

- How to control the microphone and how to set up a dictation source

- How to create user files for a provider

- How to choose the correct vocabulary

- How to select a provider name from a list

- How to add a new dictation source (audio device) for a user

- How to assign multiple vocabularies to a single user

Connecting the Headset or Handheld Microphone

You can use *Dragon NaturallySpeaking* with either a headset or a handheld microphone. A headset might be easier to use if you dictate for long periods of time. You can use both types of microphones, even switch between types of microphones, but might achieve greater recognition accuracy if you use one type most of the time. For best accuracy, add a new dictation source for each type of microphone or recording device you might use.

Your headset microphone's cord has one plug for the microphone and one for the earphone; plug the earpiece into the sound system speaker jack.

If you have multiple dictation sources, run this audio check on each:

1. On the **DragonBar**, select **Tools > Accuracy Center**.
2. In the **Accuracy Center** dialog box, click or say **"Check your audio settings."**

Microphone Jacks

Locating the microphone jacks on your computer:

- Microphone jacks are located on your computer, sound card, or monitor. Consult your computer documentation if you need help locating your microphone jack.
- Your computer might have two microphone jacks, one on the front and one on the rear. On some computers, the jack on the rear provides better sound quality than the one on the front.
- Microphone jacks are different from the **Line In** jack, which you normally should not use.

USB Microphones

USB microphones do not connect to a sound system. If you have a USB microphone, plug it into one of your computer's USB ports. If you experience trouble plugging in your USB device, follow the instructions that came with it instead of this description.

Note: Dragon NaturallySpeaking Medical Edition has built-in support for Dictaphone PowerMic and PowerMic II microphones. On Windows Vista, only newer beige PowerMics work with Dragon NaturallySpeaking Medical Edition. To use a black PowerMic II in this configuration, first download and install a firmware update for the PowerMic II.

Starting Dragon NaturallySpeaking

To start *Dragon NaturallySpeaking*:

From the Windows **Start** menu, choose **Start > Program Files > Dragon NaturallySpeaking 9.5 > Dragon NaturallySpeaking 9.5**. Or double click on the *Dragon NaturallySpeaking* icon on your desktop.

Stopping Dragon NaturallySpeaking

To stop Dragon NaturallySpeaking:

- Click the **Dragon Icon** and select **Close** or say **"Close DragonBar."**

OR

- On the **DragonBar**, select **NaturallySpeaking > Exit**.

Getting Help on Dragon NaturallySpeaking

To get help using Dragon NaturallySpeaking:

- Say **"Give me help"**

  OR

- On the **DragonBar**, select **Help** > **Help Topics**. The **Dragon NaturallySpeaking Help** dialog box opens.

Positioning a Headset Microphone

To position your headset microphone correctly and consistently for optimal speech recognition:

1. Adjust the headset so that it fits comfortably on your head.

2. Move the microphone element to the side of your mouth to avoid noise from breathing (about a thumb's width from the side of your mouth).

3. Confirm that the front of the microphone points toward the side of your mouth. The front of the microphone might be indicated by a colored dot, the word **Talk**, or some other label.

Positioning a Handheld Microphone

To position your handheld microphone correctly for optimal speech recognition:

1. Hold the microphone in a comfortable position. Be sure not to hold it in an awkward, tiring position.

2. Point the microphone head close to and directly in front of your mouth.

3. Hold the microphone consistently every time you use it.

4. Do not use a microphone stand or holder because it will be harder to keep a consistent position and the stand could conduct noise.

5. Do not dictate into the side of the microphone.

Controlling the Microphone

You can turn the microphone on and off with the mouse or keyboard. Using your voice, you can turn the microphone off or make it stop listening temporarily.

To turn the microphone on and off do one of the following:

- Press the plus key (+) on the numeric keypad.

- Click the **Microphone Icon** on the **DragonBar**.
- Click the **Microphone Icon** in the Windows taskbar.
- Press the **Dictate/Record** button on your handheld microphone.

To make the microphone stop listening temporarily:

Say **"Go to Sleep"** or **"Stop Listening**."

To reactivate the microphone:

Say **"Wake Up"** or **"Listen To Me**."

Note: If you use the built-in switch to turn a handheld microphone on and off, wait a second after you turn the microphone on before you start dictating. This ensures that Dragon NaturallySpeaking recognizes the first thing you say.

Creating User Files

Before you can begin using *Dragon NaturallySpeaking* with a microphone, headset, or portable recorder, you create a set of user files or *a user* specifically adapted to the sound of your recorded speech.

Your user files store acoustic information about your voice that *Dragon NaturallySpeaking* utilizes to recognize what you dictate. These files also store any changes you make to the standard *Dragon NaturallySpeaking* vocabulary, for example, any specialized words, names, acronyms, and abbreviations you might add.

You create a user by running the **New User Wizard** where you make several decisions about the user and type of recording device (dictation source) the user works with.

Caution: Most digital recorders require special software to transfer voice files from the recorder to the computer. Make sure that you have installed any software required by your recorder. Consult the documentation that came with your recorder for details.

To create a user:

1. On the **DragonBar,** select **NaturallySpeaking** > **Open User**.
2. In the **Open User** dialog box, click **New** to start the **New User Wizard**.

*Note: If you have not previously created a user in Dragon NaturallySpeaking, the **New User Wizard** opens automatically when you start the program.*

3. On the **Create User** page of this wizard, enter a unique name in the **Your name** field for your user files.

Note: Names can contain up to 128 characters, including spaces. Names are not case-sensitive. You cannot create names that are the same except for capitalization. For example, you cannot create both "Jean" and "jean" as user names.

4. In the **Language** box you see **US English**, the only language available in the *Medical Edition*.

5. Select the appropriate audio device from the drop down list for **Dictation source**. The type of microphone or other device you are speaking into is called the *Dictation Source*.

Note: If your device does not appear in the list, you must install the appropriate recorder software and be sure the device is connected to your computer. The list below does not show all dictation sources that you can use. For a complete list refer to the hardware compatibility list found at http://support.nuance.com/compatibility/default.asp. *At the site, click on the product drop-down list, select **Dragon NaturallySpeaking**, and click **Continue** to proceed.*

- If you have a Sony® recorder/digital voice recorder ICD-MS Series, a Sony IC recorder ICD-BP Series, a Sony IC recorder S series, a Sony IC recorder ST series, a Sony IC recorder ICD-CX Series, an Olympus® digital recorder DS-150/650, a Panasonic IC recorder, or a Pocket PC device, select that device from the list.

- If you have any other digital recorder or a Palm OS® device, select **Digital recorder using sound files (.wav, .mp3, .wma) on disk**.

- If you have an analog recorder, select **Recording device plugged into Line-In jack**.

Note: If you are using a Dictaphone PowerMic and you do not see the PowerMic listed as a dictation source, make sure that it is set as your default device for recording and playback.

To set the default device for recording and playback:

a. Select **Start > Control Panel**.

b. Find and open **Sounds and Audio Devices**.

c. Click the **Audio** tab and set the *PowerMic* as your default device under both **Sound playback** and **Sound recording**.

d. Click **Apply**.

e. Click **OK**.

6. Click the drop down list arrow for the **Vocabulary** field and select the particular vocabulary for the user from the drop down list.

Note: Commands Only is a restricted vocabulary of only command words and phrases; do not choose this vocabulary. General (US English) is a large vocabulary providing excellent recognition accuracy for general, business, and professional dictation.

Choosing the Correct Vocabulary

Medical **Vocabulary** types that Nuance Communications recommends you select are in the table below.

Specialty	Choose...	Specialty	Choose...
Addiction	MentalHealth	Neonatology	Pediatrics
Allergy	GeneralPractice	Nephrology	GeneralPractice
Anesthesia	Neurology	Neurology	Neurology
Angioplasty	Neurology	Neurosurgery	Orthopaedic
Bariatric surgery	Surgery	Nuclear medicine	Radiology
Breast surgery	Surgery	Obstetrics/Gynecology	ObGyn
Cardiac & thoracic surgery	Surgery	Oncology	GeneralPractice
Cardiology	Cardiology	Oncology	Oncology
Cardiothoracic surgery	Cardiology	Ophthalmology surgery	Orthopaedic
Cardiovascular (non-surgical)	Cardiology	Orthopedics	Orthopaedic

Specialty	Choose...	Specialty	Choose...
Chemotherapy	Cardiology	Osteopathy	GeneralPractice
Colon & rectal surgery	Surgery	Pain management	Neurology
Dentistry	Orthopaedic	Pathology	Pathology
Dermatology	GeneralPractice	Pediatric cardiology	Cardiology
Diabetes	MentalHealth	Pediatric dentistry	Pediatrics
Diagnostic radiology	Oncology	Pediatric endocrinology	Pediatrics
EEG	Neurology	Pediatric ENT	Pediatrics
Electrophysiology	Cardiology	Pediatric gastroenterology	Gastroenterology
Emergency medicine	Emergency	Pediatrics	Pediatrics
EMG	GeneralPractice	Perinatology	ObGyn
Endocrinology	GeneralPractice	Physical therapy & rehabilitation	Neurology
ENT surgery	Orthopaedic	Plastic surgery	Orthopaedic
Epidemiology	GeneralPractice	Podiatry	Orthopaedic
Family medicine	GeneralPractice	Proctology	Surgery
Fetal medicine	ObGyn	Psychiatry	MentalHealth
Gastroenterology	Gastroenterology	Pulmonary	GeneralPractice
General pediatric surgery	Surgery	Radiology	Radiology
General Practice	GeneralPractice	Radiation therapy	Oncology
Geriatric medicine (with significant cardiology content)	Cardiology	Radiology	Radiology
Geriatric medicine (general)	GeneralPractice	Reproductive endocrinology	ObGyn
Hand surgery	Orthopaedic	Rheumatology	GeneralPractice
Hematology	GeneralPractice	Sexual assault	MentalHealth
Immunology	GeneralPractice	Sleep	GeneralPractice
Infectious diseases	GeneralPractice	Speech	GeneralPractice
Internal medicine	GeneralPractice	Substance abuse	GeneralPractice
Interventional radiology	Neurology	Surgery	Surgery
Language pathology	MentalHealth	Trauma surgery	Surgery
Medical education	GeneralPractice	Urology	Surgery
Mental health	MentalHealth	Vascular surgery	Surgery
Midwifery	ObGyn	Other or multiple specialties	Medical

7. (Optional) Click the **Advanced** button to open the **Advanced** dialog box.

This provides users with information about the language you are using, the vocabulary type, and the vocabulary size. It shows the speech model recommended for your machine and lets you select an alternative one from the **Speech model** drop-down list. You can choose from a speech model (see the table below) to achieve the greatest accuracy for the language, accent, and dictation source type of the provider.

*Note: Skip the **Advanced** button unless you are dictating in English with an Indian accent; if you have an Indian accent, select the **BestMatch III Medical Indian** option from the drop-down list for **Speech model**.*

Speech Model	Achieves Greatest Accuracy for...
BestMatch Array	Speakers dictating into an array microphone.
BestMatch III	US English speakers.
BestMatch III Medical	Speakers using medical vocabularies.
BestMatch III Medical Indian	US English speakers with an Indian accent.
Bluetooth 8kHz	For US English speakers dictating into an 8 KHz Bluetooth device and transcribing audio from it.
Medical Bluetooth 8kHz	For US English speakers dictating with medical vocabularies into an 8 KHz Bluetooth device and transcribing audio from it.

The **Vocabulary size** of any medical vocabulary is usually **Large**, meaning it is designed for computers with at least 512 MB of RAM.

Note: The Empty Dictation is a vocabulary language model with no words. (Not recommended.)

8. Click **OK** if you made changes or **Cancel** to exit the dialog box.

Continuing Setup of User Files/Running Audio Tests

9. Although you can skip the initial training session of the **New User Wizard** by checking the **Skip initial training of this user** check box, before dictating medical reports, Nuance Communications advises that you perform the training. Performing the training when creating a user enhances your initial recognition accuracy. Initial training includes reading aloud for several minutes from text provided.

Notes:

- *You can choose the **Skip initial trainingof this user** option only for user files with USB microphones or microphones plugged into the **Mic In** jack of the computer, but not for user files created to work with array microphones, Bluetooth microphones, or portable devices.*

- *If you skip the initial training **of this user**, it is important to read aloud the text exactly as presented when the **New User Wizard** leads you through the volume and quality checks for your microphone. If you want to do additional training at a later date, run general training from the **DragonBar** by selecting **Tools > Accuracy Center** and selecting **Perform general training**.*

10. Click **Next**.

*Note: If you have a PowerMic microphone and forgot to select a dictation source earlier in step 5, a **Choose your sound system** screen appears where you can select the brand name of your microphone and click **Next**. If you did choose a dictation source in step 5, you do not see that screen.*

11. Click **Next** in the **Position your microphone** page of the **New User Wizard**.

12. In the **Adjust Your Microphone: Volume Check** page of the **New User Wizard**, click the **Start Volume Check** button and read the text in the box above it.
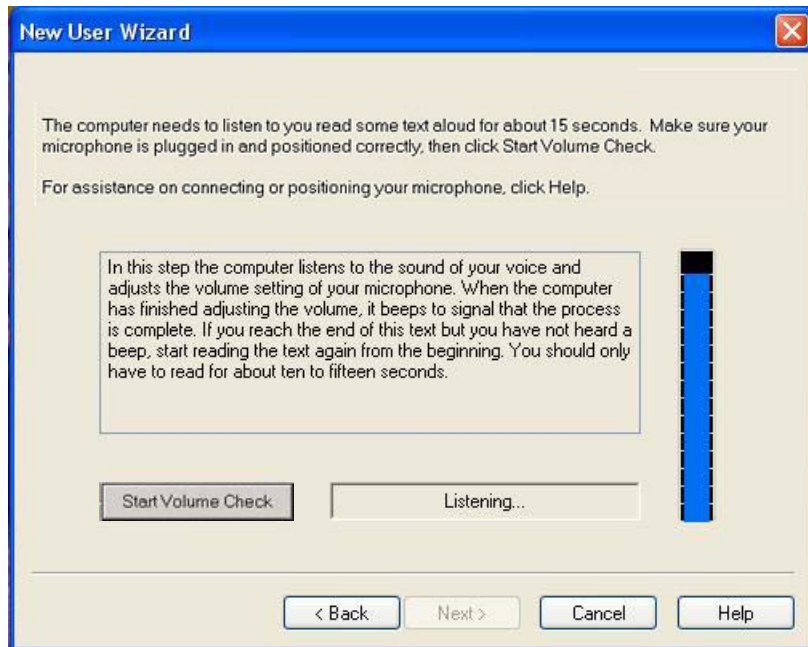
When the microphone volume has been adjusted, the product beeps and you click **Next** to continue to the next dialog box.

13. In the **Adjust Your Microphone: Quality Check** page of the **New User Wizard**, click the **Start Quality Check** button and read the text in the box above it.
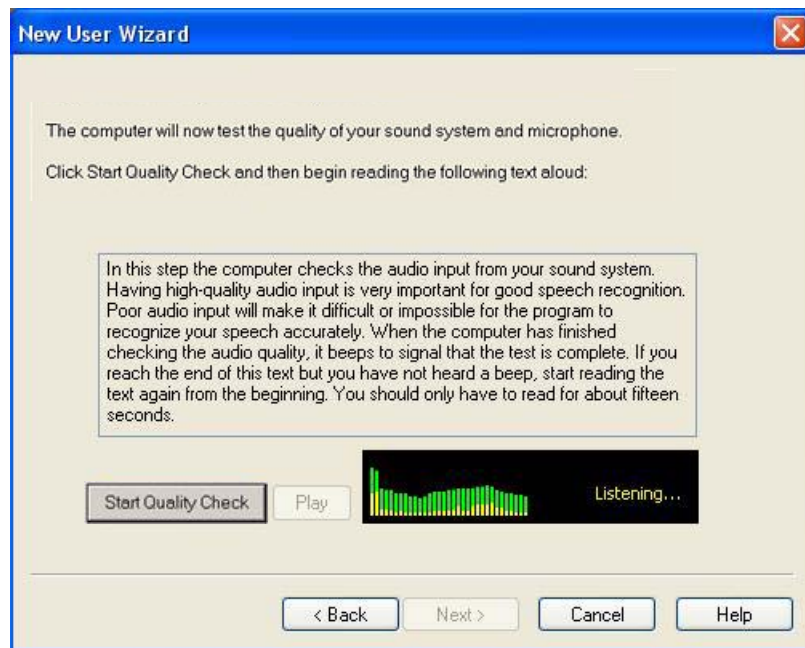
*Note: If you receive a **FAILED** in the **Quality Check** dialog box, click the **Back** button and go through the screens again.*

*Note: If you receive a warning that says **The sound level is too high, low, or unacceptable. Try running the test again.**, you should reread the text. If this warning continues to appear, there might be a problem with your sound system. You can proceed; however, you might receive poor recognition accuracy.*

When the microphone quality has been adjusted, the product beeps and you click **Next** to continue to the next dialog box.

Carrying Out Training

14. When the first **Train Dragon NaturallySpeaking** page opens, click **Go** and read the text in the box.

(There are only two dialog boxes associated with this step.)

15. When the **Select Text** dialog box opens, select the text you want to read from the list of choices and click **OK**.
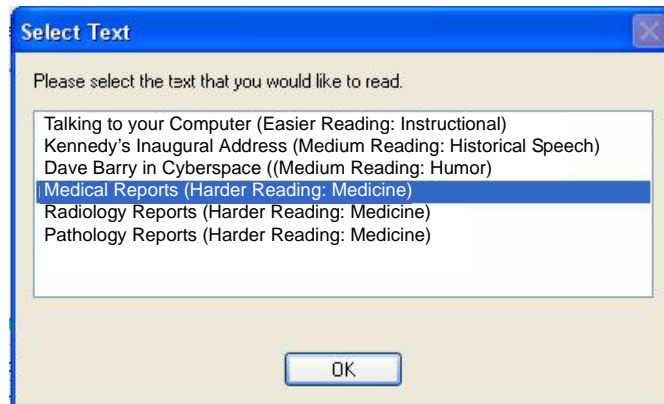
Note: Choose the text that you are most comfortable reading; it does not have to be a medical document. If you prefer to read medical text, you might find the Radiology Reports the easiest one to read.

Before you begin reading:

- Position your microphone carefully.

- Sit up straight and speak as clearly as possible.

- Try not to pause using **Um**s or **Ahh**s or any similar word.

- Speak naturally, at a comfortable pace, pausing as you do normally.

- Take your time.

- Although you do not have to dictate the punctuation marks in the **Train Dragon NaturallySpeaking** page, if you are a first time speech recognition user, you should try doing so to get familiar with dictating punctuation marks.

- Do not dictate any capitalization commands, such as **"Cap."**

16. Read the text presented on the next series of pages, which vary depending on the type of text you selected for training. For example, here is a sample **Medical Reports** training page:
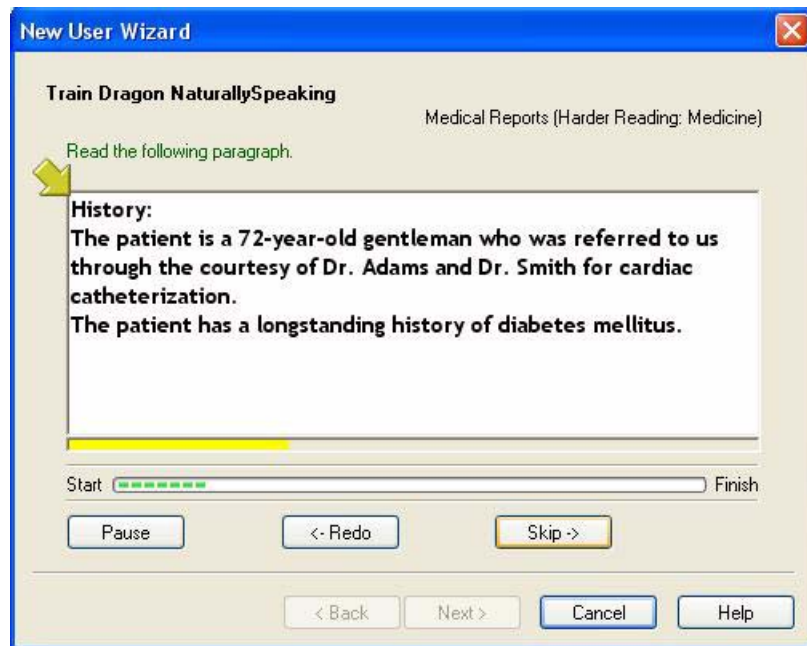
While you read, text you have read becomes gray and text to be read remains black. A yellow arrow points to where you should resume reading.

You can click **Pause** if you need to stop reading, **Redo** if you want to start the page over, or **Skip** to skip the text.

*Note: If the arrow does not advance while you are reading, try reading the text again. If the arrow still does not advance, continue by clicking the **Skip** button. You might need to click the button twice.*
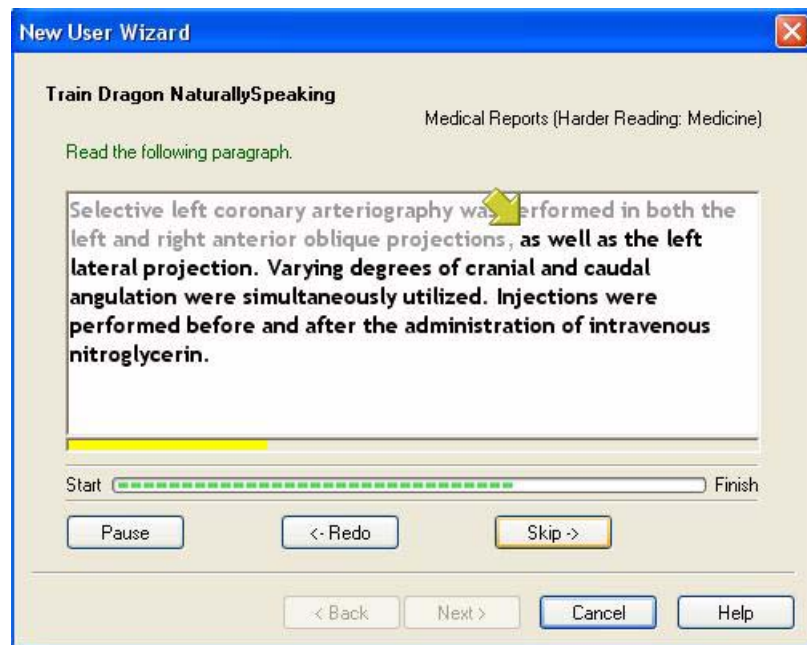
17. After you have finished reading the training passages, click **OK** in the *Dragon NaturallySpeaking* dialog box that congratulates you on completing the training.

*Note: If you skip training, the wizard displays the **Initialize user files** dialog box while it prepares you for dictation.*

Adapting Recognition to Your Writing Style

In these optional dialog boxes you can take action to further enhance the quality of recognition when you dictate email or documents.

18. In the **Adapt Dragon NaturallySpeaking to your writing style** page of the **New User Wizard**, you can select **E-mail** and/or **Documents** check boxes to indicate the data that *Dragon NaturallySpeaking* should use to adapt to your writing style.

*Note: If you check **Documents**, Dragon NaturallySpeaking adapts only to text in documents it finds in your **My Documents** folder. If there are no relevant documents in **My Documents**, uncheck this box.*

19. Because you need to wait up to 30 minutes for *Dragon NaturallySpeaking* to integrate emails and documents into your user files, Nuance Communications does not recommend you take this action in the classroom. Instead, skip this step by clicking the **Skip this**

step check box to the lower left. Or to initiate the adaptation process, click **Start**.
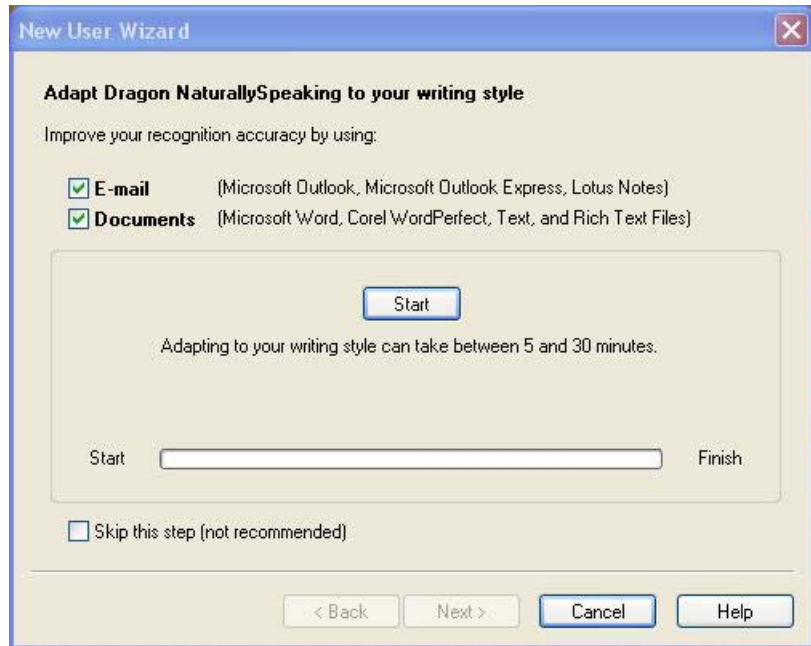
20. When either the adaptation is complete or you have clicked the **Skip this step** check box, click **Next.**

    If you skip adapting recognition to your writing style, you can return to the **New User Wizard** later and carry out the process:

    a. On the **DragonBar** select **Tools** > **Accuracy Center**.

    b. In the **Accuracy Center** dialog box, select or say either **"Add words from your documents to the vocabulary"** or **"Increase accuracy from e-mail"** and follow the instructions.

21. In the **Done** page of the **New User Wizard**, choose one of three possible actions (below):

• **Start the Tutorial** — Brings up the tutorial.

• **See what's new in Version 9** — Opens the **What's new in Dragon NaturallySpeaking version 9** dialog box in the **Help**.

• **Begin dictating** — The wizard closes and you can then start dictating commands and/or create a report in an application, such as **DragonPad**, Microsoft Word, or other application.

22. Click **Finish** to proceed with the action you chose.

Selecting a User from a List on Startup

After you have created user files for providers, when you start up *Dragon NaturallySpeaking*, the list of providers opens.
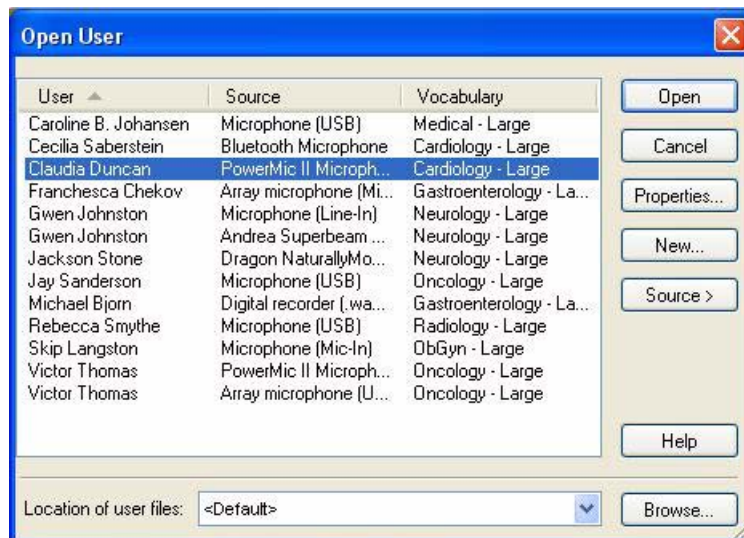
The list of users includes:

- Any user previously created on this computer.

- Any users imported from an earlier version (if your site has been upgraded to a newer version of the software).

- If your site allows roaming users, any roaming users on your system.

- If you have multiple dictation sources and/or vocabularies for a single user, multiple entries for that user.

To ensure that you are working with user files that have stored your voice model based on previous dictation, you must choose your own user name from the list.

To access your user files and begin dictating:

1. Select your name from the list and click **Open**. You can get to your name quickly by typing the first few letters.

2. After the user files have been loaded, turn on the microphone and begin dictating.

Adding a New Dictation Source (Audio Device) for a User

To add a new dictation source for a user:

1. On the **DragonBar**, select **NaturallySpeaking** > **Open User**.

2. Select the user name of the user for whom you are creating a new dictation source.

3. Click the **Source** button and then click **New**. This displays the **New Dictation Source** dialog box.

4. Select a new input device from the drop-down list in the **New Dictation Source** dialog box.
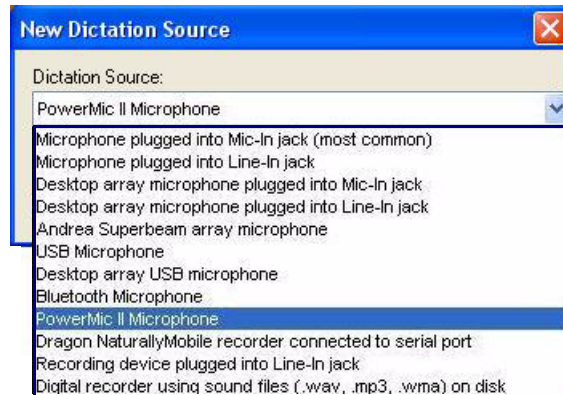
5. Do not check the **Skip initial training of this dictation source** box.

Note: Nuance recommends that you immediately train the user on the new dictation source to ensure the highest quality speech recognition.

6. Click **OK**. You return to the **Open User** dialog box.

7. Select the user who is using the dictation source you just created and click **Open**.

8. When the **New User Wizard** opens, begin training the user on this dictation source.

Assigning Multiple Vocabularies to a Single User

To assign additional vocabularies to a single user:

1. Start up *Dragon NaturallySpeaking* and open the user who you want to assign additional vocabularies.

2. On the **DragonBar**, select **NaturallySpeaking** > **Manage Vocabularies**. The **Manage Vocabularies** dialog box opens containing a list of the vocabularies currently assigned to the open user.
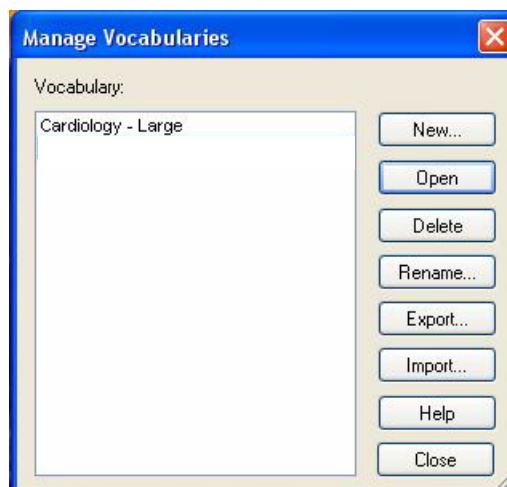
3. To assign another vocabulary to the user, you must create a new one. Click **New** and the **New Vocabulary** dialog box opens.

4. Select a vocabulary to be the base vocabulary for the new one in the **Based on** text box.
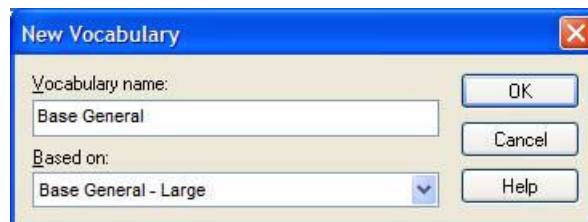
> *Note: If the new vocabulary is to be used for non-clinical documents such as email messages, choose **Base General - Large** for the base vocabulary.*

5. Assign the new vocabulary a name in the **Vocabulary name** text box. For simplicity, this name should be related to the base vocabulary name.

6. Click **OK**.

7. When the **Vocabulary Optimizer** dialog box opens, you can either click **Cancel** or click **Start** to run it. Because the optimization process can take anywhere from 5 to 30 minutes, in the classroom we recommend you skip it.
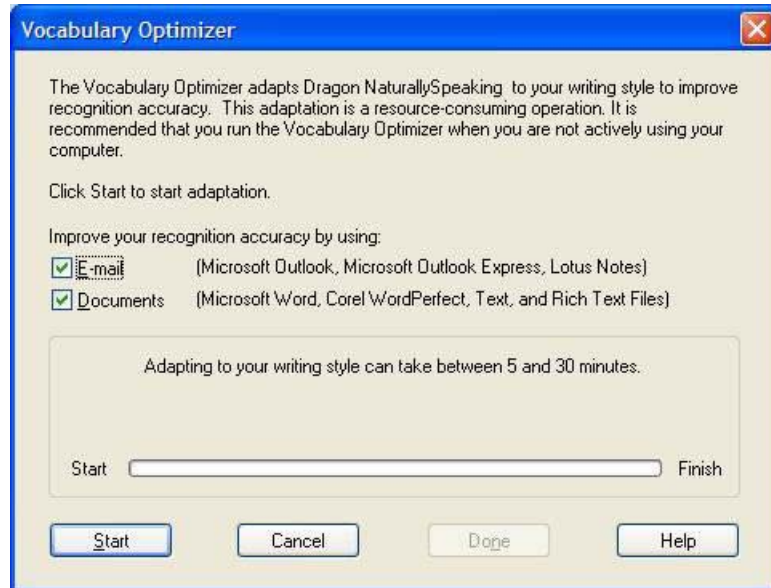
The **Manage Vocabularies** dialog box redisplays containing the additional vocabulary.
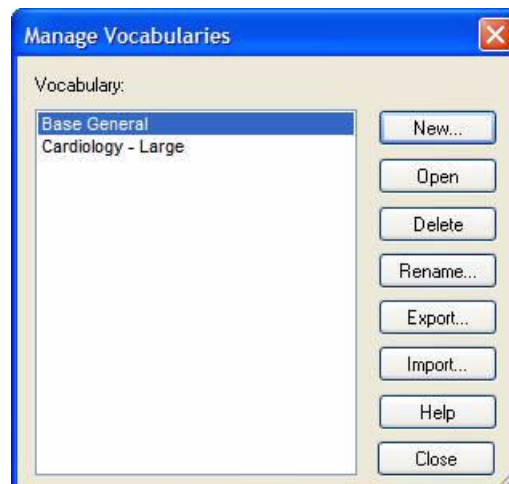
8. (Optional) To immediately use the vocabulary with the open user, highlight the vocabulary and click **Open**.

9. Repeat steps 3 through 7 for each vocabulary you want to add.

10. When you have added all the vocabularies the user needs, and if you have not immediately used a vocabulary (step 8), click **Close** to close the dialog box.

Note: If you skipped step #8, there is no dialog box to close and your new vocabulary is ready to be used.

Opening the User with New Vocabulary

To open the user and select one of the new vocabularies:

1. On the **DragonBar**, select **NaturallySpeaking** > **Open User**.

2. You now see the user listed once for each new vocabulary.
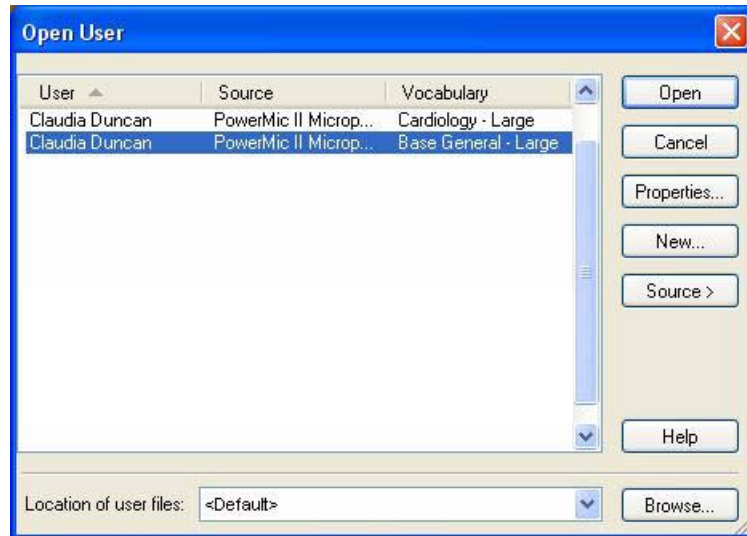
3. Select that user with the vocabulary needed for the next dictation session.

4. Click **Open** to open the user.

Switching Vocabularies for Open User

If the user is already open and you want to switch vocabularies, on the **DragonBar**, select **NaturallySpeaking > Open Recent Vocabulary** and select the vocabulary you want from the list.
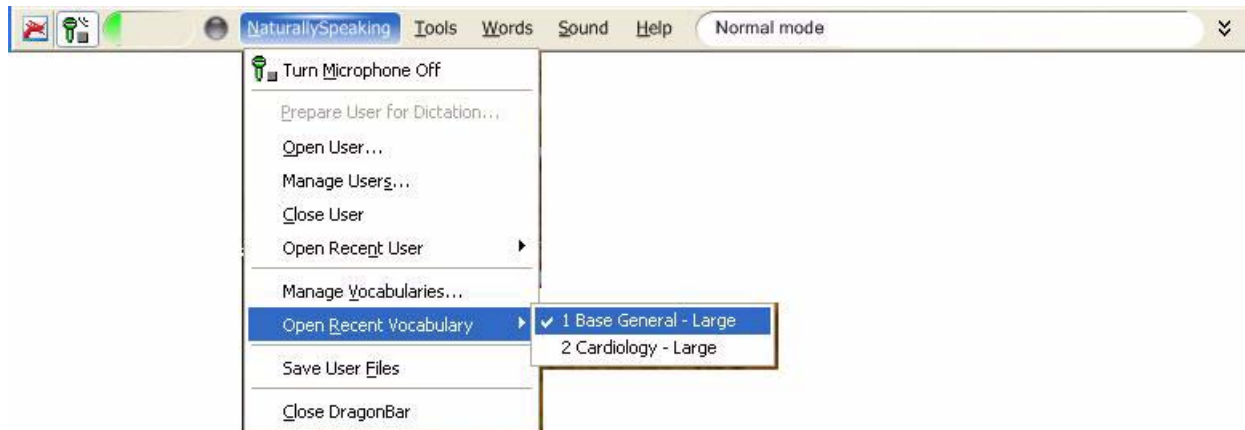
Using the DragonBar

Objectives

In this chapter, you will:

- Examine the **DragonBar**

- Identify the **Dragon Icon**

- Learn about the **Microphone Icon**

- Interpret colors on the **Volume Display**

- Work with the **Select-and-Say Indicator**

- Identify the **DragonBar** menus, **Message Area**, and **Extras** toolbar

The DragonBar

The **DragonBar** is a special toolbar in *Dragon NaturallySpeaking* that appears at the top of your screen when you start the program for the first time. You can later change its appearance and behavior to suit your working style. For instance, you can set where the **DragonBar** appears and whether or not it appears on top of other dialog boxes.

You can turn on voice access to the **DragonBar** menus by saying **"NaturallySpeaking"**; after that, you can dictate the name of any **DragonBar** menu and that menu opens.

The **DragonBar** contains the following elements, starting from the left side:

- **Dragon Icon**
- **Microphone Icon**
- **Volume Display**
- **Select-and-Say Indicator**
- Menus
- **Message Area**
- **Extras** toolbar icon
  - **Correction** menu
  - **Playback** toolbar
  - **Transcribe** button
  - User name

Dragon Icon ⬚

In the far upper left corner of the **DragonBar**, you see the **Dragon Icon**. You use the **Dragon Icon** to display a menu that controls how the **DragonBar** looks and acts on your screen.

Setting How DragonBar Looks/Acts

There are five different modes (or ways) for displaying the **DragonBar**.

To change the DragonBar mode:

1. Click the **Dragon Icon** on the left side of the **DragonBar** to open the **DragonBar** shortcut menu.

   OR

2. Say **"Switch To," "Change To,"** or **"Select,"** and the name of the mode if you have selected the **Enable Natural Language Commands** option on the **Commands** tab of the **Options** dialog box found under the **Tools** menu.

3. Click the mode you want:

Docked to Top Mode

Default mode. The **DragonBar** always stays at the top of the screen, elongated to stretch across the full width of the screen. The **DragonBar** appears in this mode the first time you run the application.
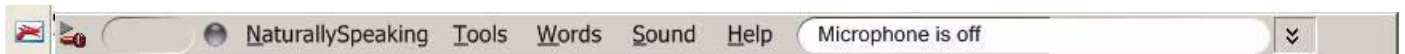
Docked to Bottom Mode

The **DragonBar** always stays at the bottom of the screen, elongated to stretch across the full width of the screen.

> *Note: If the Windows taskbar is visible at the bottom of the screen, the **DragonBar** appears just above it.*

Floating Mode

The **DragonBar** appears in a window you can drag around.
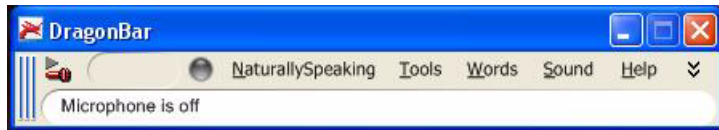
Cling Mode

The **DragonBar** *clings* to the top left of the active window. When you drag the active window to a new location on your screen, the **DragonBar** moves with it.
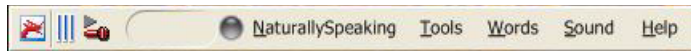
*Note: In **Cling** mode, you do not see the **Extras** toolbar icon.*

Tray Icon Only Mode

The **DragonBar** is not visible on the screen and you do not have access to the **DragonBar** menu. Only the **Microphone Icon** in the Windows system tray indicates that *Dragon NaturallySpeaking* is running. To return to the last **DragonBar** mode, right-click the **Microphone Icon** and click **Restore Previous DragonBar Mode**.

Always on Top

To make the **DragonBar** always appears in front of other windows.

To make the DragonBar appear always on top:

1. Say **"Make DragonBar Always on Top"**

   OR

1. Click the **Dragon Icon** on the **DragonBar**.
2. Select **Always on Top** from the menu.

   OR

1. Right-click anywhere on the **DragonBar**.
2. Select **Always on Top** from the menu.

*Note: To avoid having the **DragonBar** obscure windows such as the **DragonPad** and **Help** screens when you set it to **Always on Top**, you might have to move the secondary windows.*

Microphone Icon and Volume Display
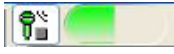
When you click the **Microphone Icon** to turn the microphone on and off, notice how the icon appearance changes:

- When the **Microphone Icon** is red and horizontal, the microphone is off.
- When the icon is green and vertical, the microphone is on.
- When the icon is yellow and slanted to the right, the microphone is in **Sleep** mode.

*Note: The microphone might be in **Sleep** mode when you first start the product, if the option has been selected under **Tools > Options** on the **Miscellaneous** tab. If the microphone is in **Sleep** mode, you must say "Wake Up" or "Listen to Me" to activate it before beginning to dictate.*

- To the right of the **Microphone Icon** is an oval-shaped **Volume Display**. The **Volume Display** indicates how well the program is hearing your voice. When the microphone is on, this bar indicates the input volume using yellow for low volume, green for normal volume, and red for high volume.

Note: If the volume is consistently low or high when you speak, you should redo the audio volume and quality check.

To check the audio volume and quality:

1. On the **DragonBar**, select **Tools > Accuracy Center**. The **Accuracy Center** dialog box opens.

   *Note: If the **Choose Your Sound System** page appears, select the brand name of your dictation source and click **Next**.*

2. Select **Check your audio settings**.
3. Click **Next** on the **Audio Setup Wizard** dialog box.
4. Click **Start Volume Check** on the **Audio Setup Wizard** and read out loud the text in the box.
5. Click **Next**.
6. Click **Start Quality Check** and read out loud the text in the box.
7. Click **Finish**.

Select-and-Say® Indicator 🟢

Normally you can dictate and use *Dragon NaturallySpeaking* voice commands in any text window of any application. However, you might occasionally find an application or a specific window where some voice commands do not work or do not work consistently. Such a window is called a *non-standard window.*

The **Select-and-Say Indicator** turns green when the cursor is in a window where all of *Dragon NaturallySpeaking*'s functionality is supported.

When you are in a non-standard window, the **Select-and-Say Indicator** goes out, indicating that you might have some difficulty selecting and editing dictated text using voice commands.

Also, when you start dictating into a non-standard window, the **DragonBar** displays an appropriate message like one of these:

Dictating into a non-standard window

No speech available

DragonBar Menus

The menus on the **DragonBar** contain the commands you can use while working in *Dragon NaturallySpeaking*.

Note: Some of these commands duplicate functions available from other parts of the DragonBar.

Message Area

To the right of the menus is a box where messages display the current status of *Dragon NaturallySpeaking*, such as:

- Whether the microphone is on or off.
- The current dictation mode.
- If there are no user files loaded.
- If you are dictating in a non-standard window or application.

   To hide the message box:

   1. On the **DragonBar**, select **Tools > Options**. The **Options** dialog box opens.
   2. Go to the **View** tab and uncheck **Show messages**.
   3. Click **Apply**.
   4. Click **OK**.

Extras Toolbar Icon

Click the down arrow icon to display the **Extras** toolbar. The **Extras** toolbar appears along the bottom of the **DragonBar** and displays buttons for transcribing audio from a handheld recorder and playing back your dictation.

Correction Menu

Click the **Correction** button to stop playback and display the **Correction** menu to correct a mistake.

Playback Toolbar

The **Playback** toolbar contains the following controls that you use to control the playback of dictation:

- Begin Playback.
- Begin Fast Playback.
- Stop Playback or Text-to-speech.
- Skip backward.
- Skip forward.

Notes:
- *Unless your computer is equipped with a full-duplex sound card, it's not possible to stop playback by voice, because the computer can't hear speech when it's playing back dictation.*

- *Playback is available only until you close a document. After you close a document, Dragon NaturallySpeaking deletes the recorded dictation for that document, unless you save the recorded dictation with the document.*

Transcribe Button

Click the **Transcribe** button to open the **Transcribe a Recording** or **Transcribe from** dialog box, where you transcribe recordings dictated on portable recorders. (See also .)

User Name

The name of the current user appears on the **Extras** toolbar. You can click this name to open the **Open User** dialog box. When the **Open User** dialog box opens, it displays a list of user names. In this dialog box, you can:

- Open another user.
- View the properties of the current user.
- Create another user.
- Create a new dictation source.
- Delete an old dictation source.
- Change the location where your user files are stored (as long as they do not belong to a roaming user).
- For more information, refer to .

Note: Depending on how you have set the options, your providers might be able to change the location where their user files are stored.

Dictating and Correcting Reports

Objectives

In this chapter, you will:

- Dictate text into **DragonPad**
- Edit recognized dictation with voice commands, keyboard, and mouse
  - Select, correct, and revise text
  - Delete text
  - Capitalize words
  - Break text into lines and paragraphs
  - Hyphenate words
- Dictate punctuation marks
- Work with the **Results Box**
- Work with the **Correction** menu
- Use voice commands in the **Correction** menu
- Spell and add words during dictation
- Spell words into your document
- Play back dictation in the **Spell** dialog box
- Use voice commands in the **Spell** dialog box

Dictating Text into DragonPad

When you start *Dragon NaturallySpeaking*, before you open an application, only commands are available; once you open an application both dictation and commands are available.

To begin dictating, start the application you want to use, such as an Electronic Medical Record (EMR), Microsoft Word, or any word processor. You will use **DragonPad** in this course. **DragonPad** is a simple word processor that provides basic formatting options and the ability to save and print documents.

Although similar to WordPad, **DragonPad** contains speech recognition features not available in WordPad, such as the ability to save dictated audio of recognized text and the ability to defer or delegate correction of the text.

To start DragonPad:

1. Say **"Start DragonPad."**

   OR

   On the **DragonBar**, select **Tools > DragonPad**.
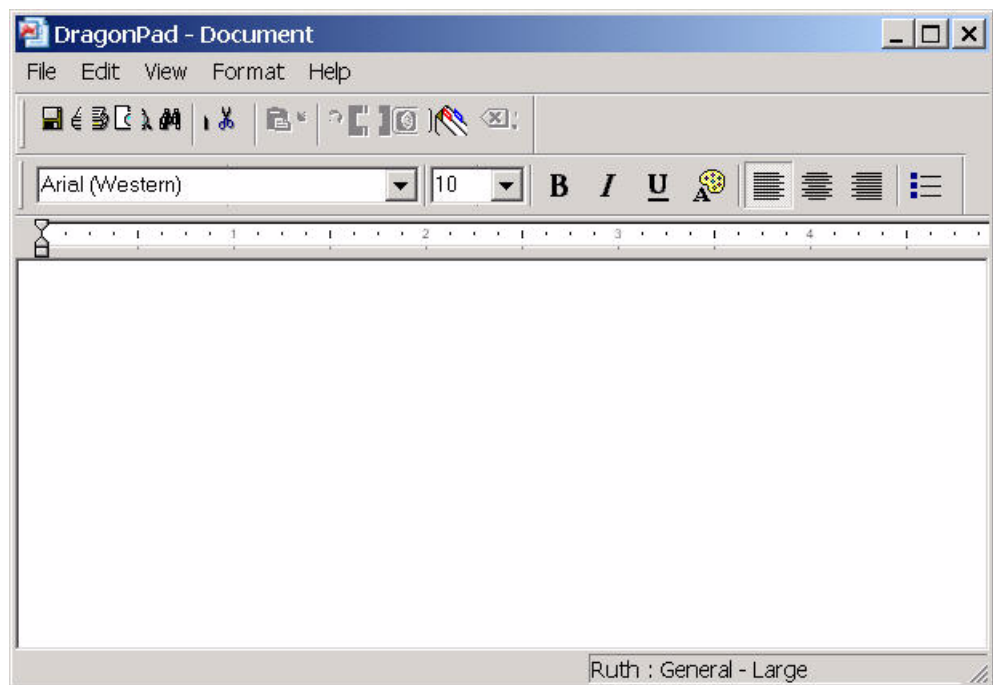
2. With your microphone turned on, begin dictating (see).

About Dictating

To dictate text:

1. Place the cursor where you want the text to go.
2. Turn on the microphone.
3. Dictate your text into the microphone.
4. Turn off the microphone.

Key points to keep in mind while dictating:

*   You do not need to capitalize the beginnings of sentences. *Dragon NaturallySpeaking* automatically capitalizes after colons and periods.

*   Dictate punctuation (period, comma, colon), new line, and new paragraph.

*   Dictate acronyms, units of measure, blood pressures, dosages, and so on as you normally would.

*   Speak in continuous phrases; this approach provides contextual clues about what you said and thus helps the software choose between homophones like ":" and "colon."

*   Your first dictated words might take a few moments to appear on the screen. This is normal.

About Playing Back Dictation

Although *Dragon NaturallySpeaking* never makes a spelling error, the errors it does make can be challenging to find and fix. Sometimes what the program types looks very different from what you actually said.

To make correcting mistakes easier, *Dragon NaturallySpeaking* records your speech as you dictate into an electronic medical record (EMR), Microsoft Word, Corel WordPerfect, or **DragonPad**, and into most parts of dialog boxes where you can enter and edit text. When you check your work in these programs, you can play back some or all of the text to hear what you said.

To play back the audio in **DragonPad**, select the corresponding text and say **"Play That Back."** Or say **"Play Back Line," "Play Back Paragraph,"** or **"Play Back Document."**

You can also insert the cursor in the recognized text and say **"Play Back to Here"** or **"Play Back from Here."**

Or you can use the *Dragon NaturallySpeaking* **Sound** menu options in **DragonPad**.

Techniques for Correcting Text

When you correct recognition errors, *Dragon NaturallySpeaking* adapts your user files, so that the same errors are less likely to occur again.

The sections that follow describe the most basic techniques for correcting the misrecognitions. You can combine these techniques to suit your working style.

Correcting Text Using Voice Commands

To correct text using voice commands:

1. Say **"Go To Beginning of Document."**

2. Look for the first misrecognition and say **"Select"** immediately followed by the text that is incorrect. *Dragon NaturallySpeaking* highlights the word or phrase.

   For example, if *Dragon NaturallySpeaking* mistakenly typed the word **turbans**, say **"select turbans."**

   The **Correction** menu opens, showing a number of alternatives:

   - If one alternative is correct, say **"Choose"** and the number of that alternative. For example, say:

     "Choose Two"

   *Note: Do not say "Choose Numeral Two" or Dragon NaturallySpeaking will transcribe the phrase as the text **Choose Numeral Two** or **Choose 2** depending on how you set the automatic formatting properties for text on the **Formatting** tab of the **Options** dialog box found on the **Tools** menu.*

   - If none of the alternatives is correct, say:

     "Spell That"

     and spell the correct word or words into the **Spell** dialog box; then say **"OK."**

3. Verify that the correct text appears in the document in place of the misrecognized text and continue to the next misrecognition.

4. Repeat the last two steps until all the text is correct.

   Notes:

   - *If you get a message in the status bar that there is nothing to correct, select the text you want to correct and say **"Correct That"** again.*

   - *If you select a phrase to correct that includes automatically added punctuation, the list of corrections that appears in the **Correction** menu includes a version without the inserted punctuation.*

- *To dictate the word "**Correct**" as the first word after a pause and not have it interpreted as a command, either say "**Correct**" and then pause, or hold down the **Shift** key while you dictate to force Dragon NaturallySpeaking to recognize the word as dictation and not as a command.*

Voice Commands for Correcting Text

To	Say
Correct the last thing you said	**"Select That"** or **"Correct That"**
Correct the selected text	**"Correct That"**
Correct a range of text	**"Correct *dark* through *night*"** where *dark* is the first word to correct and *night* is the last word to correct. You do not have to include the entire phrase when you use this command.

Correcting Text with the Keyboard

To correct text with the keyboard:

1. Use the mouse or keyboard to move the insertion point to the beginning of the dictation you want to correct.

2. Press the **Correction** hot key to display the **Correction** menu. By default, the hot key is the minus (–) key on the numeric keypad. You can also click the **Correction** button on the **Extras** toolbar of the **DragonBar**

3. Press the **Down Arrow** key until the correct alternative is highlighted and press the **Right Arrow** key to replace the incorrect text with the corrected text.

    If no alternative is correct, press the **Down Arrow** key until **Spell That** is selected and press **Enter** to open the **Spell** dialog box. Then type the correct word in the **Spell** dialog box and press **Enter**.

4. Continue until all the text is correct.

Correcting Text While Playing Back Dictation

To correct text while playing back dictation:

1. Use the mouse or keyboard to move the insertion point to the beginning of the dictation you want to correct.

2. On the **DragonBar**, select **Sound > Play That Back** or click the **Begin Playback** button on the **Extras** toolbar.

    Begin Playback Button

3. When the playback of your dictation reaches a recognition error, press the **correction** hot key.

    *Note: You can change any hot key assignment by going to the **DragonBar** and selecting **Tools > Options**, then selecting the **Hot Keys** tab. You then click the button for the action to take and press the new key or keys you want to use to take the action until the key sequence appears in the adjacent text box.*

    *If you have a PowerMic microphone, assign the hot keys in the **Hot keys PowerMic** tab. After you click the button for the action to take, press the PowerMic key you want to use to take the action until its name appears in the adjacent text box.*

4. Click the **Correction** button on the **Extras** toolbar of the **DragonBar**.
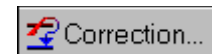
    The **Correction** menu displays *Dragon NaturallySpeaking*'s best guess of alternatives for the text you selected.

    -   If one of the alternatives is correct, press the **Down Arrow** key to highlight that choice and then press **Enter** to accept it. Playback continues automatically from the point where you stopped.

    -   If no alternative is correct, just type or say the correct text and click the **Begin Playback** button. Playback continues from the point where you stopped.

Selecting and Revising Text

When you are dictating, you can select text in several different ways.

Selecting Characters, Words, and Phrases

To select individual characters and words:

Say	Then Say	Then Say
"Select"	"Next" "Forward" "Previous" "Back" "Last"	"Character" or *<1-20>* "Characters" or "Word" or *<1-20>* "Words"
	\<text\>	"through" *<text>* or "to" *<text>*

To select specific words:

Say **"Select *<text>*"**, where *<text>* is the word or phrase you want to select. The text must be visible on the screen for you to select it.

Examples

Say: **"Select visualized"**
Say: **"Select multiple views"**

To select a phrase or range of words:

Say:

   **"Select" *<text>* "Through" *<text>*

Outside the USA or Canada, say:

   **"Select" *<text>* "To" *<text>*

Examples

To select the words *found in the thoracic spine*, in the complete sentence: *No abnormalities were found in the thoracic spine*, say:

   "Select found Through spine"

Selecting Correct Text

When you select text by dictating **Select**, then the text you want selected, *Dragon NaturallySpeaking* finds the instance of the text nearest to the current insertion point. Sometimes the program selects the wrong words or selects the right words, but not from the correct location.

When the wrong text is selected, to have Dragon NaturallySpeaking select the correct text:

- Try dictating **Select *<text>*** again. This time, *Dragon NaturallySpeaking* searches for different text with a similar pronunciation.

- Try using a longer phrase to provide *Dragon NaturallySpeaking* more information; then it is more likely to select the correct text.

- If the correct words were selected but not from the correct location, say **"Select Again"** to select the previous/next occurrence of the same text.

You can resume editing text using the **Resume with *<text>*** voice command. Then, dictate the revised text.

Notes:

- *Insertion point movement commands deselect any text that is selected.*

- *You can select punctuation marks by voice; for example, say* **"Select comma."**

- *You can cancel a selection by saying* **"Unselect That,"** *selecting different text, or moving the insertion point in the document.*

- *To dictate the word* **"Select"** *as the first word after a pause and not have it interpreted as a command, either say* **"Select"** *and then pause, or hold down the* **Shift** *key while you dictate to force Dragon NaturallySpeaking to recognize the word as dictation and not as a command.*

Deleting Dictated Text

Use the following procedure to remove text from a document.

To delete the last words you dictated:

Say: **"Scratch That"**

To delete any text:

1. Select the text.
2. Say: **"Scratch That"**
   or **"Delete That"**

*Note: You can repeat **"Scratch That"** up to ten times to delete words you just said one at a time, or you can just say **"Scratch That <2-20> Times."***

Deleting by Backspacing

To delete characters to the left of the insertion point:

Say: **"Backspace"**

or **"Backspace"** *<number of characters to delete from 2 to 20>*

Examples:

Say: **"Backspace"**

to delete one character or space.

Say: **"Backspace 5"**

to delete back 5 characters.

Note: Commands to delete by words or paragraphs do not work in programs unless those programs use the same shortcut keys as WordPad. Commands to delete by paragraph work only in Microsoft Word and Word Perfect.

Deleting Characters, Words, Lines, or Paragraphs

To delete characters, words, lines, or paragraphs:

Say	Then Say	Then Say
"Delete"	"Next"	"Character"
	"Previous"	"Character"
	"Last"	*<2-20>* "Characters"
		"Word"
		<2-20> "Words"
		"Line"
		<2-20> "Lines"
		"Paragraph"
		<2-20> "Paragraphs"

Example:

Say: **"Delete Previous 4 Lines"**

Capitalizing Text

Dictate a command without pausing to affect the word or phrase you say immediately after it.

To	Say
Start the next word with a capital, in this example, *Hemoglobin*	**"Cap *hemoglobin*"**
Start typing words with Initial Capitals	**"Caps On"**
Stop typing words with initial capitals	**"Caps Off"**
Type the next word in all uppercase, in this example, *ASSESSMENT*	**"All-Caps *assessment*"**
Start typing words in ALL UPPERCASE	**"All-Caps On"**
Stop typing words in all uppercase	**"All-Caps Off"**
Type the next word in all lowercase, in this example, *jack*	**"No-Caps *Jack*"**
Start typing words in all lowercase	**"No-Caps On"**
Stop typing words in all lowercase	**"No-Caps Off"**

To change what you just said or change the selected text:

To	Say
Capitalize The First Letter Of Each Word	**"Cap That"**
APPLY ALL UPPERCASE	**"All-Caps That"**
apply all lowercase	**"No-Caps That"**

Notes:

- *If **"Cap That"** produces the word **That**, make sure you are not in **Dictation** mode and try holding down the CTRL key to force the command to be recognized.*

- *You can also use **"Format That Caps**,**" "Format That Uppercase**,**" and **"Format That Lowercase"** in DragonPad, WordPad, Microsoft Word, Microsoft InfoPath, and Corel WordPerfect.*

Adding New Lines and Paragraphs

Adding New Paragraph or Line

While you are dictating, to simulate pressing the Enter key once (to add a new line) or twice (to add a new paragraph):

To	Say
Add a new line	**"New Line"**
Add a new paragraph	**"New Paragraph"**

Note: Saying "New Paragraph" simulates pressing the Enter key twice and capitalizes the next word you dictate.

Moving the Cursor within a Document

Moving the Insertion Point to the Beginning or End of a Document or Line

To move the text insertion point to the top or bottom of a document and the beginning or end of a line:

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

Examples

Say: **"Go to Top"**
Say: **"Move to End of Line"**

Moving the Insertion Point by Characters, Words, Lines, Sentences, or Paragraphs

To move the insertion point by characters:

Say	Then Say	Then Say
"Move"	**"Right"**	***<1-20>*** or **"a character"** or ***<1-20>*** **"characters"**
	"Left"	
	"Forward"	
	"Back"	

To move the insertion point by words:

Say	Then Say	Then Say
"Move	**"Right**	**"a Word"** or ***<1-20>*** **"Words"**
	"Left	
	"Forward	
	"Back	

To move the insertion point by lines:

Say	Then Say	Then Say
"Move	**"Up**	***<1-20>*** **"Lines"**
	"Down	

To move the insertion point by sentences:

Say	Then Say	Then Say
"Select	**"Period**	**"Select again"**

To move the insertion point by paragraphs:

Say	Then Say	Then Say
"Move	**"Up**	**"a Paragraph"** or ***<1-20>* "Paragraphs"**
	"Back	
	"Down	
	"Forward	

Examples

Say: **"Move Right 3"**

Say: **"Move Back 15 characters"**

Say: **"Move Left 3 Words"**

Say: **"Move Forward a Word"**

Say: **"Move Up 3 Lines"**

Say: **"Move Down 5"**

Say: **"Move Up a Paragraph"**

Say: **"Move Forward 8 Paragraphs"**

Moving Insertion Point to Specific Words

To move the insertion point before or after a specific word:

Say one of these phrases:

"Insert Before" *<text>*
"Insert After" *<text>*

To Say, for example	Phrase This Way
Move the insertion point before the word **thoracic**	**"Insert Before Thoracic"**
Move the insertion point after the phrase **pineal gland**	**"Insert After Pineal Gland"**

*Note: Do not pause anywhere in the middle of saying these commands. For example, **"Insert Before Esophagus"** is all one command.*

Hyphenating Words

Dragon NaturallySpeaking automatically hyphenates words based on standard usage, but you can also insert hyphens manually.

To hyphenate words:

Say **"Hyphenate That"** and the product hyphenates the last phrase you said. You can also select specific words and say **"Hyphenate That**.**"**

Spaces between words are replaced with hyphens. Any tabs or line breaks are also replaced.

Note: To hyphenate words as you dictate, say **"hyphen"** *between words.*

Dictating Punctuation Marks

Below is a list of the common punctuation marks you can dictate.

To enter	Say (for All Dialects)	Say (in Particular Dialects)
,	**"comma"**	
.	**"period"** **"dot"** **"point"** **"full stop"** [each one has different spacing characteristics]	
?	**"question mark"**	
!	**"exclamation mark"**	**"exclamation point"** (US/Canada)
"	**"open quote"** **"begin quote"**	
"	**"close quote"** **"end quote"**	
'	**"open single quote"** **"begin single quote"**	
'	**"close single quote"** **"end single quote"**	
(	**"left parenthesis"** **"open parenthesis"**	**"left paren"** (US) **"open paren"** (US)
)	**"right parenthesis"** **"close parenthesis"**	**"right paren"** (US) **"close paren"** (US)
'	**"apostrophe"**	
's	**"apostrophe-ess"**	
-	**"hyphen"** **"minus sign"**	
-- [double hyphen]	**"dash"**	
	"space bar"	
{	**"left curly brace"** **"open curly brace"**	**"left brace"** (US) **"open brace"** (US)
}	**"right curly brace"** **"close curly brace"**	**"right brace"** (US) **"close brace"** (US)
~	**"tilde"**	

To enter	Say (for All Dialects)	Say (in Particular Dialects)
[	**"open square bracket"** **"open square"**	
]	**"close square bracket"** **"close square"**	
^	**"caret"**	
&	**"ampersand"**	
<	**"less then sign"**	
>	**"greater then sign"**	
:	**"colon"**	
;	**"semicolon"**	
#	**"number sign"**	
%	**"percent sign"**	
+	**"plus sign"**	
/	**"slash"**	

*Note: You can have Dragon NaturallySpeaking automatically insert commas and periods; on the **DragonBar**, select **Tools > Options**. Under the **Formatting** tab, check **Automatically add commas and periods**. For more information see* <u>*"Formatting tab:" on page 194.*</u>

Working with the Results Box

The **Results Box** is the small, floating box that displays text or commands after you say them and while *Dragon NaturallySpeaking* is analyzing them. When *Dragon NaturallySpeaking* finishes processing, it enters the text into the document or executes the command.
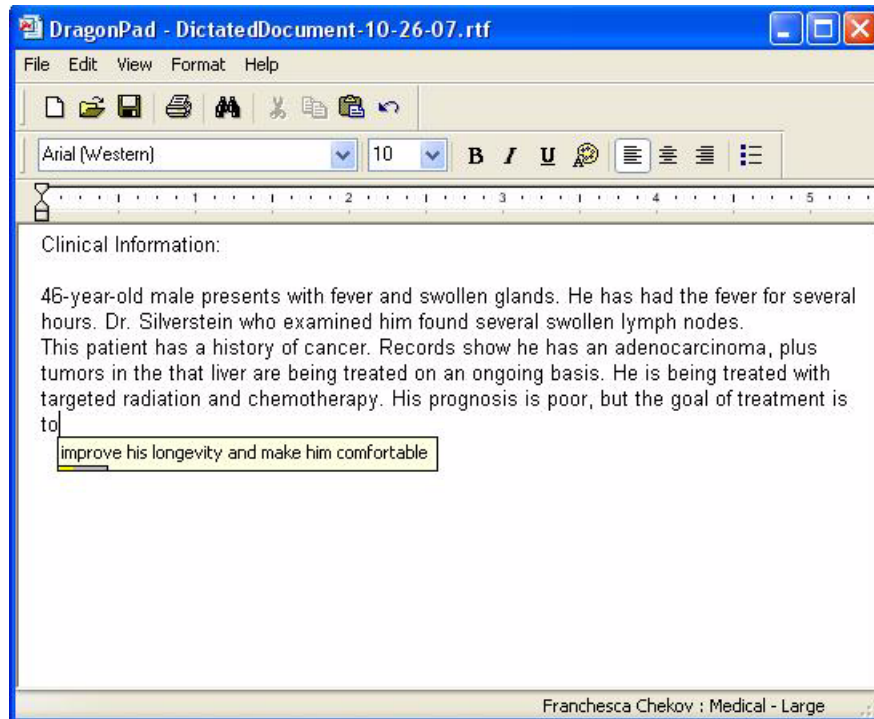
Notes:

- *The contents of the **Results Box** can change several times while Dragon NaturallySpeaking performs speech recognition.*

- *You can also move the **Results Box** anywhere on the screen, keep it in one place, and make it disappear after a recognition. For more information see* *.*

- *If the borders of the **Results Box** turn blue, then Dragon NaturallySpeaking has interpreted that dictation as a command rather than text to transcribe. The only exception to this behavior is when you say dictation commands such as **"New Line"** or **"New Paragraph."***

Stopping Recognition in Progress

You can stop recognition in process when it is taking too long and/or when you want to change what you said.

To stop recognition that is in progress:

Click the small red button inside the **Results Box**.

Dragon NaturallySpeaking stops recognition processing and turns off the microphone.

Note: The red button appears only while a recognition is in progress.

Working with the Correction Menu

To bring up the Correction menu during dictation:

1. Select the text you want to correct. For example, in the text shown below, you would say **"Select the"** (without pausing) to imitate a correction of the word **the**. The word becomes highlighted.

   The **Correction** menu automatically opens and displays several possible replacements for the selected text.

*Note: You can also click the **Correction** button in the **Extras** toolbar, located on the **DragonBar**.*
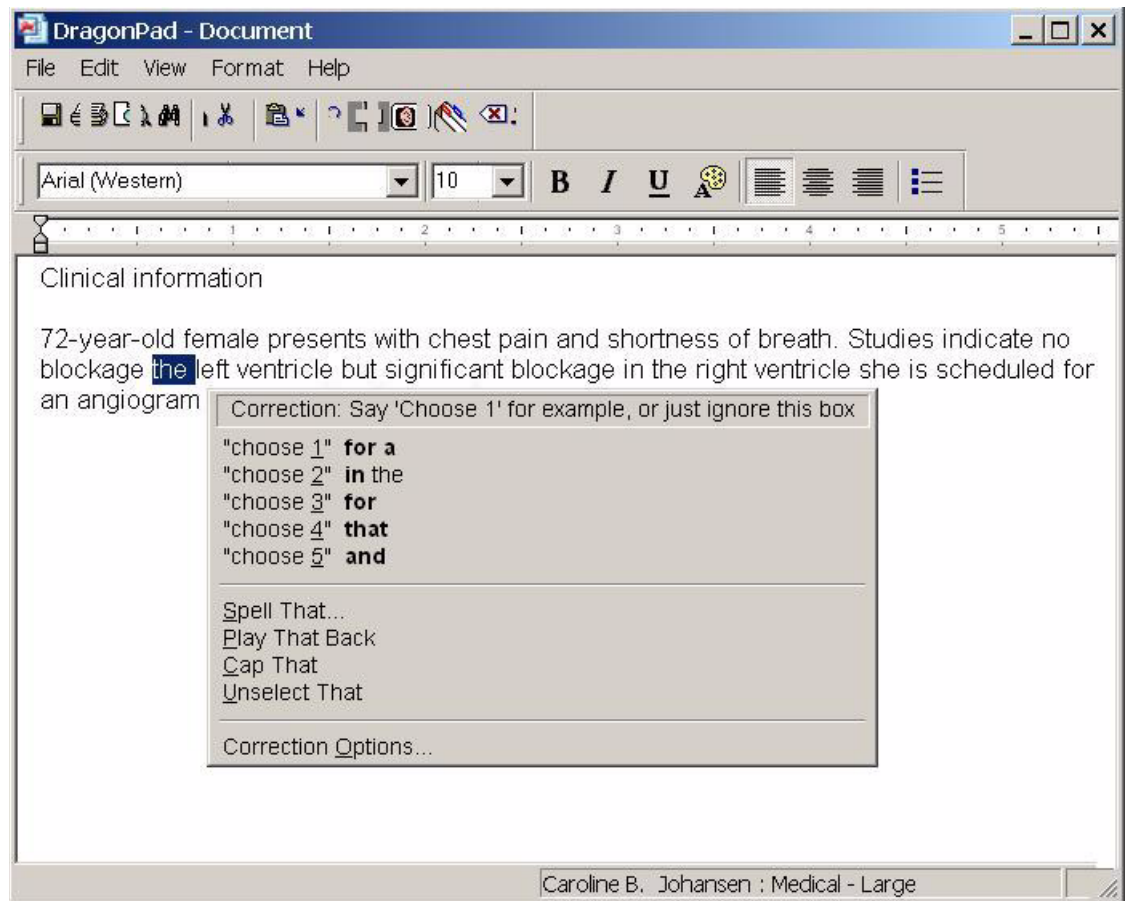
*Note: You can change the number of choices offered to you in the list. On the **DragonBar**, select **Tools > Options**. Then on the **Correction** tab, choose a number in the **Show no more than n choices** box.*

2. You can, for instance in the example shown above, say **"Choose 2"** or select that option from the menu with the mouse to correct the text.

Using Voice Commands in the Correction Menu

Correction Menu Voice Commands

Option	How to Use
"Choose" **<number from list of choices>**	If one alternative is correct, give the number of that alternative. By default, the **Correction** menu displays up to five choices.
"Spell That"	Opens the **Spell** dialog box where you can add words to the vocabulary by spelling and, if you want, by training them.
"Play That Back"	Plays back the audio for the selected text.
"Cap That"	Capitalizes the initial letter in the selected word or words.
"Unselect That"	Deselects the selected word or words.
"Correction Options"	Opens the **Correction** tab of the *Dragon NaturallySpeaking Options* dialog box, where you can modify the behavior of the **Correction** menu and specify whether saying **"Correct"** or **"Select"** opens it.

To choose a line with the correct text from the list of choices:

Say: **"Choose"** ***<n>***

where ***<n>*** is the number of the correct alternative.

The text of the numbered choice replaces the selected text and the menu closes.

If none of the choices in the list are correct:

Say: **"Spell That"**

The **Spell** dialog box opens where you can spell the word or phrase, train the pronunciation if you want, and add it to your vocabulary.

Note: The **Correction** *menu must be active (its title bar highlighted) for the voice commands to work.*

Spelling and Adding Words During Dictation

If *Dragon NaturallySpeaking* misrecognizes a word, it could be because that word is not in the program's vocabulary. You can add it to the vocabulary by spelling it in the **Spell** dialog box. You can also *train Dragon NaturallySpeaking* to recognize how you pronounce the word or phrase you spell.

To spell a word or phrase:

1. Select the word or words you want to correct, then say **"Spell That."**

   The next illustration shows the **Spell** dialog box opening and offering a list of possible corrections to the selected text.
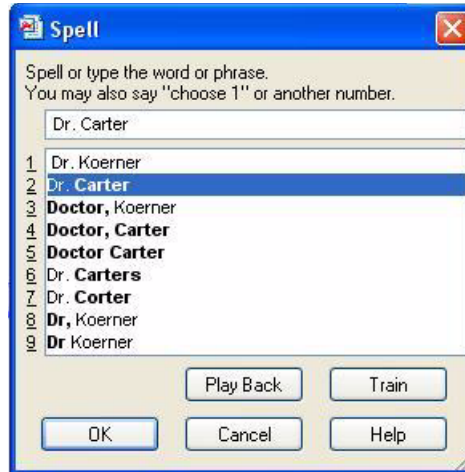
2. For this example, when the **Spell** dialog box opens; say **"Choose 2"** and the correct word replaces the misrecognized one in the document.

3. (Optional) To train the pronunciation of the word, click **Train** or say **"Click Train"** and follow the instructions in the **"Train Words"** dialog box.

4. (Optional) To play back the audio, click the **Play Back** button.

Notes:

- *You cannot use the Spell dialog box to add a word that has hyphens or spaces. The program recognizes each part of such a word as separate pieces. For example, if you tried to use the Spell dialog box to add the name **Havisham-Smythe,** you would actually be adding the names **Havisham** and **Smythe**. The next time you spoke the name you would get **Havisham Smythe** without the hyphen. To add such a*

*word or name, use the **Vocabulary Editor** dialog box (on the **DragonBar**, select **Words > View/Edit**).*

- *If you use the **"Spell That"** command, dictating the characters immediately is optional; instead, you can wait for the **Spell** dialog box to open before you begin spelling. By spelling words while the **Spell** dialog box is open, you can confirm that the word is correct before it appears in your document and you can also then train the pronunciation of the word.*

- *Normally, the **Spell** dialog box does not appear in response to the "Spell" command unless you select **Spell commands bring up Spell dialog box** option on the **Correction** tab of the **Options** dialog box found under the **Tools** menu.*

- *While you are spelling words, you must say **"Cap"** before each character you want to capitalize.*

- *You can say **"Double"** before any alphabetic character to enter two of the character, except **"Double u"** for **uu** (and not **w**). In this case, you can say **"Double Letter u"** or **"Double Zulu"** to enter **zz**.*

- *You cannot say normal forms of letters (for example **"A"**) and alpha-bravo forms of them (for example **"Zulu"**) together in a single breath (**"A Zulu"**), unless you pause before changing the spelling format.*

Spelling Words into Your Document

You can dictate numbers, letters, and punctuation or spell names or complex technical terms into your document. *Dragon NaturallySpeaking* recognizes the individual letters, numbers, and punctuation marks as you speak them.

Spelling words into your document is useful for introducing new technical terms or names that you do not want to add to the active vocabulary as well as for entering alphabetic and/or numeric identifiers.

To spell a word directly into your document without adding it to the vocabulary:

1. Say **"spacebar"** unless you do not want a space before the word.
2. Pause.
3. Say **"spell**,**"** then without pausing say the letters that make up the word.

Notes:

- *Say **"Cap"** before any letter you want to capitalize.*

- *If you neglect to say **"Cap,"** after spelling the word you can pause and say **"Cap That"** or **"All Caps That**.*"

- *Use the normal forms of letters or the alpha-bravo letters, but not both.*

- *Words you spell directly into the report while the **Spell** dialog box is closed are not added to the vocabulary.*

Examples:

To spell **Chantix** into the report without adding it to the vocabulary, say either of the following:

- **"Spell cap c h a n t i x"**
- **"Spell cap charlie hotel alpha november tango india xray"**

Playing Back Dictation in the Spell Dialog Box

If you are correcting text by spelling, you can play back the dictation that produced the text you are correcting.

To play back dictation in the Spell dialog box:

1. Click or say **"Play Back"** to play dictation for the text that is in the text-editing box.

2. When playback is complete, you can edit the text to match what you said.

*Note: If dictation audio is not available, the **Play Back** button appears dimmed. Recorded speech is not available for text that was typed or pasted into a document.*

Using Voice Commands in the Spell Dialog Box

You can use the following commands in the **Spell** dialog box to select one of the numbered alternatives.

To choose a line with the correct text from the list of choices:

Say: **"Choose"** *<1-9>*

The dialog box closes.

To select a line from the list of choices in the Spell dialog box and put it in the edit box:

1. Say: **"Select"** *<1-9>*

2. You can then change the text either by voice or typing.

To move the insertion point to a specific word or character in the edit box:

1. Say: **"Move Left"** (or **"Right"**) *<1-10>* **"Words"**

   OR

   "Move Left" (or **"Right"**) *<1-10>* **"Characters"**

   The insertion point moves to the left or right the number or words or characters.

2. Say: **"Go To End of Line"**

   OR

   "Go To Beginning of Line"

   The insertion point moves to the beginning or end of the line.

Note: When you spell, you can dictate nearly any standard Windows character as you normally say it.

Advanced Voice Commands

Objectives

Note: Not all formatting commands shown in this chapter work in all applications.

In this chapter, you will edit recognized dictation with advanced voice commands, keyboard, and mouse:

- Selecting parts of a document

- Cutting, copying, and pasting

- Formatting text and numbers

- Setting font, name, size, and style

- Aligning text and breaking into lines and paragraphs

- Joining words

Selecting Parts of a Document

To select one or more lines or paragraphs:

Say	Then say	Then say
"Select"	"Next"	"Line"
	"Forward"	or *<1-20>* "Lines"
	"Previous"	or
	"Back"	"Paragraph" or *<1-20>* "Paragraphs"
	"Document"	
	"All"	

Cutting, Copying, and Pasting

You can speak commands to cut, copy, and paste selected text to and from documents.

To cut selected text:

Say: **"Cut That"**

To copy selected text:

Say: **"Copy That"**

OR

"Copy All To Clipboard"

To paste cut or copied text:

Say: **"Paste That"**

Formatting Text

To format text you have just dictated or text you have selected:

To	Say
Apply bold	**"Bold That"** or **"Format That Bold"**
Apply italics	**"Italicize That"** or **"Format That Italics"**
Apply bold italics	**"Bold Italic That"** or **"Format That Bold Italics"**
Add underlining	**"Underline That"** or **"Format That Underline"**
Add strikeout	**"Format That Strikeout"**
Remove all bold, italics, underline, and strikeout formatting	**"Restore That** or **Format That Regular"** or **"Format That Plain"**
Change text to initial capitals	**"Format That Caps"** or **"Format That Initial Caps"**
Change text to uppercase	**"Format That Uppercase "** or **"All-Caps That"**
Change text to lowercase	**"Format That Lowercase"** or **"No-Caps That"**
Create a bulleted list	**"Format That Bullet Style"**
Put hyphens between words	**"Hyphenate That"**
Combine multiple words into one	**"Compound That"**

You can combine different formatting and font style commands. For example, you can say either one of these:

"Format That Bullet Style Italic"

Setting Font Name, Size, and Style

You can use commands to specify any combination of font name, size, and style, in that order. These commands change both selected text and text you dictate from then on.

To set a font name, size, or style:

Say one of these:

"Set Size"
"Set Font Size"
"Format That"

then the font name, size, and/or style.

Examples:

"Set Font Times"

"Set Font Size 12 Points"

"Format That Courier 18 Points Bold"

"Format That Arial 12 Points"

Notes:

- *You can specify any combination of font name, size, and style, but you must specify them in that order (name, size, style). To specify only size, you are required to dictate **"Points."***

- *Not all formatting commands work in all applications. These commands work only in applications that have rich text controls, including Microsoft Word, Microsoft InfoPath, Corel WordPerfect, DragonPad, and WordPad. Check the Command Browser for additional application-specific commands.*

- *Commands that start with **"Set Font"** change both selected text and text you dictate from then on.*

- *Commands that start with **"Format That"** change only the selected text or what you just said.*

Formatting Numbers

You can have *Dragon NaturallySpeaking* type your dictation as numerals. You can also change the format of numbers while you are dictating them or while you are editing existing numbers that you have selected.

To format dictation as numerals:

Say: **"Start Numbers Mode"**

To turn off Numbers mode:

Say: **"Stop Numbers Mode"**

To change text to numbers:

Say: **"Format That Number"**

Examples:

To change from	To	Say
Twenty-fifth	25th	**"Format That Number"**
5 million	5,000,000	**"Format That Number"**

To change numbers to text:

Say: **"Format That Spelled Out"**

Examples:

To change from	To	Say
5 million	five million	**"Format That Spelled Out"**
27	twenty-seven	**"Format That Spelled Out"**

Note: You can select text that contains several numbers separated by words. When you say one of these commands, the numbers all reformat without changing the words.

Aligning Text

To align text as you are dictating or text that you have selected:

To	Say One of These
Center text	**"Center That"** **"Format That Centered"**
Left align text	**"Left Align That"** **"Format That Left Aligned"**
Right align text	**"Right Align That"** **"Format That Right Aligned"**

*Note: In the **DragonPad**, when you use the **"Format That"** command to align an empty paragraph, the previous paragraph is aligned also. To prevent this, dictate some text in the new paragraph before saying the alignment command.*

Building a Vocabulary in Dragon NaturallySpeaking

Objectives

In this chapter, you will learn about personalizing the vocabulary of *Dragon NaturallySpeaking*:

- Personalizing your vocabulary

- Adding individual words

- Adding words through the **Vocabulary Editor**

- Training words

- Adding words from documents

- Adding lists of words

- Changing word properties

- Deleting words from the vocabulary

About Vocabularies

A vocabulary in *Dragon NaturallySpeaking* is a body of information that includes a word list and a language model. The word list includes information about all the words that the program can recognize. The language model contains usage information about those words. *Dragon NaturallySpeaking* uses a vocabulary to recognize words correctly based on not only the sound of the words, but their context as well.

When you create a new user or new vocabulary for an existing user, you select an existing vocabulary to become the basis for the vocabulary you are creating.

Understanding Vocabulary Size

When you create a set of user files, *Dragon NaturallySpeaking* recommends the vocabulary that best fits your computer's speed and memory. The size of the vocabulary is often set to **Large** to indicate it is designed for computers with at least 512 MB of RAM. A vocabulary labeled **Empty Dictation** has a language model but no words and is designed to be a starting point for creating specialized vocabularies.

About Personalizing Your Vocabulary

You can personalize a vocabulary to more closely match your writing style and to recognize any special words that you dictate. You do this in several ways:

• By adding individual words

• By adding words through the **Vocabulary Editor**

• By adding entire documents that you write

• By adding lists of words that you prepare

• By spelling words into the **Spell** dialog box

The software adds these new words to the vocabulary and updates the vocabulary with information about your word usage, improving the likelihood that *Dragon NaturallySpeaking* will correctly recognize what you say.

If you use multiple-word phrases with unusual capitalization (for example, **National Park Medical Center**), you improve recognition accuracy by adding these phrases to the vocabulary before *Dragon NaturallySpeaking* analyzes your documents. Add these phrases using the **Vocabulary Editor** dialog box (say **"Edit Vocabulary"** or on the **DragonBar** select **Words > View/Edit**) or by including them in lists that you import into the vocabulary.

Notes:

> • *You are not required to train new words because Dragon NaturallySpeaking automatically guesses the pronunciations based on their spelling. If, however, your new words are not recognized correctly, you can train them.*

> • *Be sure to save your user files after adding new words or the new words will not be saved. Save the user files by going to the **DragonBar** and selecting **NaturallySpeaking > Save User Files**.*

Adding Individual Words to Your Vocabulary

The *active vocabulary* is stored in the computer's memory and contains the words that *Dragon NaturallySpeaking* is most likely to recognize on the first try, without you taking corrective action.

If *Dragon NaturallySpeaking* gets a word wrong, it might be because the word is not in the active vocabulary. In this situation, you can use the following procedure to add that word so that it is readily recognized in the future.

> *Note: When you add individual words, they are added to the vocabulary currently in use.*

To add individual words:

1. On the **DragonBar**, select **Tools > Accuracy Center**.

2. In the **Accuracy Center** dialog box click or say **"Add a single word to your vocabulary."**

3. In the **Add Individual Word** dialog box that opens, spell (by voice) or type the word you want to add.
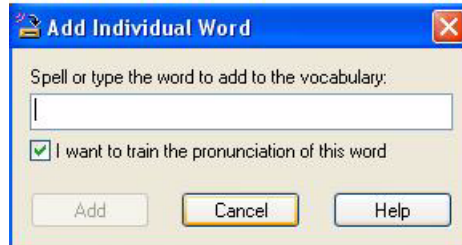
4. Click **Add**.

*Note: If you selected the **I want to train the pronunciation of this word** check box in the **Add Individual Word** dialog box, the word you entered appears in the **Train Words** dialog box, where you teach Dragon NaturallySpeaking your pronunciation of the word.*

5. Click **Go** and dictate the pronunciation of the word.

6. Click **Done** when you are finished.

Adding Words through the Vocabulary Editor

You can add words and phrases to the vocabulary or view and train dictation commands to customize your vocabulary.

You begin by viewing your active vocabulary using the **Vocabulary Editor**.

To open and work in the Vocabulary Editor:

1. On the **DragonBar**, select **Words** > **View/Edit**. The **Vocabulary Editor** dialog box opens.
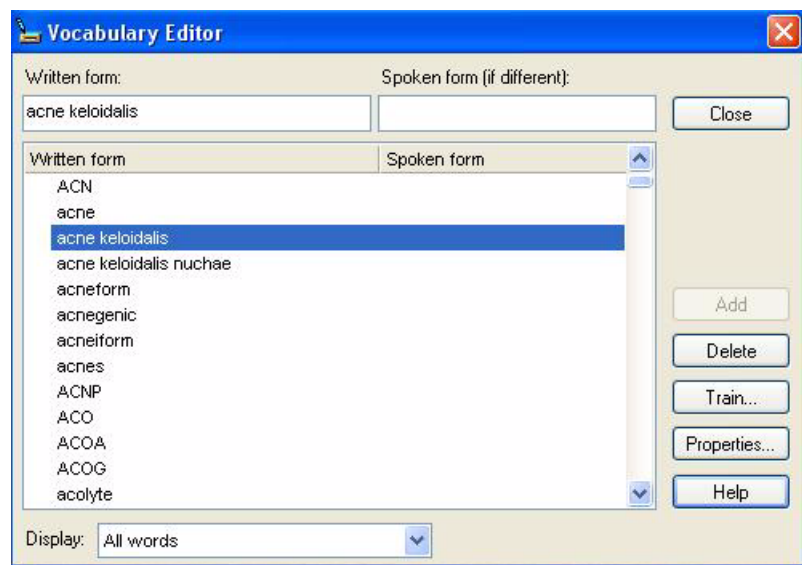
2. In the **Written form** field, you specify the word or words in the *Dragon NaturallySpeaking* vocabulary that you want to find or select by typing the word letter by letter. As you enter letters, the list of words changes. If the word is in the list, it comes to the top. You can also:

   • Scroll the list of words.

   • Click words to select them.

   • Use the **Ctrl** and **Shift** keys to select multiple words.

   • Type into the word list box to search for words.

   *Note: Words with a written form that begin with a number, such as **99th**, appear in the list before words that begin with the letter **a**.*

3. In the **Spoken form** field, specify the sound of a word or words when spoken.

   Note: If the written and spoken forms are the same (the word sounds the way it is spelled), leave this box empty.

- For initials spoken letter by letter without periods, such as *UPMC*, no spoken form is needed.

- If a spoken form requires a single letter, enter the letter with a period, for example **A.** or **B.** or use a word that sounds like the letter; for example, if the written form is **B+**, enter the spoken form as either **B. positive** or **be positive**.

- For numbers, spell out the numbers in the spoken form. For example, if the written form is **STS-7**, enter the spoken form as: **STS seven**. If the written form is **20/20**, enter the spoken form as **twenty twenty**.

- For a phrase that needs to be capitalized in a certain way, enter the phrase with the correct capitalization in the **Written form** field. You do not need to enter a spoken form. For example, add **National Park Medical Center** as the written form.

4. The list below the **Written form** and **Spoken form** fields lists all words currently in the active vocabulary.

- Dictation commands, such as **backslash**, are located at the top of the list.

- Words stored only in the backup dictionary are not listed.

- A red star ✳ next to a word indicates that it is a custom word that has been added to the vocabulary.

- A blue star ✳ next to a word indicates that the properties of the word have been changed from the default properties.

- A green star ✳ next to a word indicates that a word was moved from the backup dictionary to the active vocabulary due to a correction. (The backup dictionary contains all vocabulary words.)

*Note: To have new words automatically added to the vocabulary: On the **DragonBar**, select **Tools > Options**. When the **Options** dialog box opens, on the **Correction** tab check **Automatically add words to the vocabulary**.*

5. Use the **Display** drop-down list to select the type of words you want to appear in the list. The choices are:

- **All words**—Displays all the words in the current vocabulary.

- **Custom words only**—Displays only words added to the vocabulary by the user.

- **Words with spoken forms only**—Displays only words with spoken forms that are different from their written forms.

- **Words with formatting properties only**—Displays only words with special formatting properties that influence how they appear in the transcription of dictated text.

- **Words containing spaces—**Displays only words containing spaces. For example, **anorexia nervosa**.

- **Words containing digits**—Displays only words containing digits. For example, **B12**.

- **Words containing punctuation**—Displays only words containing punctuation. For example, **X-ray**.

- **Words containing capital letters**—Displays only words containing capital letters. For example, **Zyrtec**.

- **Temporary Words**—When you reply to a message while dictating in Outlook and Outlook Express, *Dragon NaturallySpeaking* finds new words from the original email message and recognizes them. When you use these words in replying to an email, these words are added as temporary words. For example, if you reply to an email that contains the drug name **Zomaril** and you use **Zomaril** in your reply, **Zomaril** is added as a *temporary* word. When you send an email using temporary words, those words are permanently added to the vocabulary.

- **Words from the Backup Dictionary**—The backup dictionary contains all vocabulary words stored on the computer's hard drive. *Dragon NaturallySpeaking* moves frequently used words from the backup dictionary into the active vocabulary. To move the word into the active vocabulary, use the **Correction** menu to correct the error, then save the user files.

*Note: Specialized words, names, acronyms, and abbreviations might not be in the backup dictionary. You must add them manually by way of the **Vocabulary Editor**.*

6. **Close** —Closes the dialog box.

7. **Add** —Adds the specified word to the vocabulary.

8. **Delete** —Removes a word from the vocabulary.

Note: You should not delete some common words, because that would adversely affect recognition accuracy.

9. **Train** —Opens the **Train Words** dialog box, so you can train a word, phrase, or dictation command.

10. **Properties** —Opens the **Word Properties** dialog box, where you can change the way a word or phrase appears when transcribed.

Changing Word Properties

Word properties affect how *Dragon NaturallySpeaking* performs certain types of formatting such as spacing, capitalization, and spelling out numbers.

Some changes that are occasionally requested in healthcare are:

- Capitalize automatically after the **New-Line** or **Next-Line** command
- Force small numbers (1 through 9) to be formatted as digits rather than spelled out when used before or after certain words such as **times** or units of measure

To capitalize the word after a New-Line or Next-Line command:

1. On the **DragonBar**, select **Words** > **View/Edit**. The **Vocabulary Editor** dialog box opens.

2. Scroll to the top of the **Written form** list (above the word **a**) and select the word with **New-Line** as the **Spoken form**.

3. Click the **Properties** button to the lower right. The **Word Properties** dialog box opens.
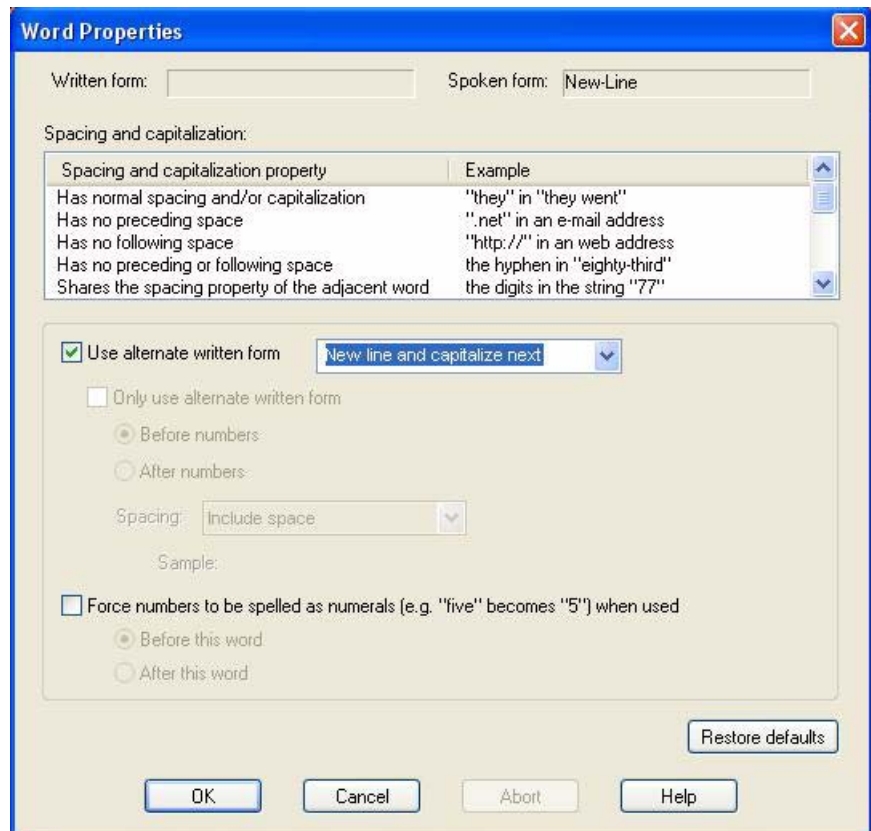
4. In the **Use alternate written form** drop-down list, select **New line and capitalize next**.

5. Click **OK**. You return to the **Vocabulary Editor** dialog box.

6. Repeat steps 2 through 5 for **Next-Line** so that it behaves the same way as **New-Line**.

Training Individual Words

If *Dragon NaturallySpeaking* is not recognizing a certain word or phrase, and you have tried correcting it at least twice, then you should train that word or phrase to teach *Dragon NaturallySpeaking* exactly how you pronounce it.

Two different ways to train words or phrases are:

• Train words and phrases immediately after dictating them.

• Train individual words and phrases at any time.

Training Words Immediately after Dictating

To train individual words and phrases immediately after dictating them:

1. Correct the misrecognized word or phrase you want to train and say **"Train That."**

2. Click **Go** in the **Train Words** dialog box and record your speech saying the word or phrase you want to train.

• Clicking **Done** ends the recording process.

• Clicking **Cancel** stops recording and erases all recording since you last clicked **Go**.

3. When you have finished recording the text, click **Done**.

Training Words at Any Time

To train individual words and phrases at any time:

1. On the **DragonBar**, select **Words** > **Train**. The **Training** dialog box opens.
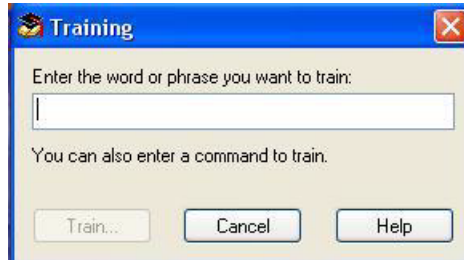
2. Type the word or phrase you want to train.

3. Click **Train** and the **Train Words** dialog box opens.

4. Click **Go** and record your speech saying the word or phrase you want to train.

5. (Optional) If you make a mistake, click **Cancel** and the recording is erased.

6. When you have finished recording the text, click **Done**.

*Note: You can also use the **Train** button in the **Vocabulary Editor** dialog box. When you train a word or phrase using the **Train Words** dialog box, you add to the acoustic data stored for later use by the **Acoustic and Language Model Optimizer**. This data includes your pronunciation and the acoustic differences between the trained correction and the misrecognized word or phrase.*

Adding Words from Documents

You can use the **Add Words From Documents** tool to add words from documents to your vocabulary. *Dragon NaturallySpeaking* uses these words and phrases to update the vocabulary with information about your word usage. To achieve the best results, remove all formatting from the documents you use.

Preparing Documents to Add Words From

To prepare documents to add words from, follow these guidelines:

- **Paragraphs:** Separate each paragraph with a blank line.
- **Tables and bulleted lists:** Unconverted content will be processed, but due to limited context, might not include useful information for determining your writing style.
- **Columns:** Convert text in two or more columns to a single column.
- **Captions:** Convert captions to text if they contain relevant information. Otherwise they will be ignored.
- **Bold or italicized text:** This text might contain coding tags that can decrease accuracy if you do not convert it.
- Remove:
  - **Graphics:** Graphics slow processing. Text within bitmap graphics is not processed.
  - **Headers, footers, and titles:** If they contain important information, move them into the body of the document, otherwise remove them.
  - **Tables containing numbers:** Numbers provide no useful input.
  - **Duplication:** Because it might adversely affect statistical information, remove duplication when possible.

Note: If you use several documents that contain the same medical text, leave that text in one document and remove it from the others.

Adding Words from Documents

To add words from documents:

1. On the **DragonBar**, select **Tools** > **Accuracy Center**.
2. In the **Accuracy Center** dialog box click or say **"Add words from your documents to the vocabulary."**

3. In the **Add Words from Documents** page of the **Add Words from Documents** wizard dialog box, place a check mark next to one or more of available options that apply:


- **Find unknown words**
  - **Find known words with unknown capitalization**
  - **Preview the list of unknown words**
- **Adapt to writing style**

4. Click **Next** and the **Add Documents** page of the wizard opens.

5. Use the **Add Folder** and **Add Document** buttons to browse and find the files. The documents then appear in the **Document List**.
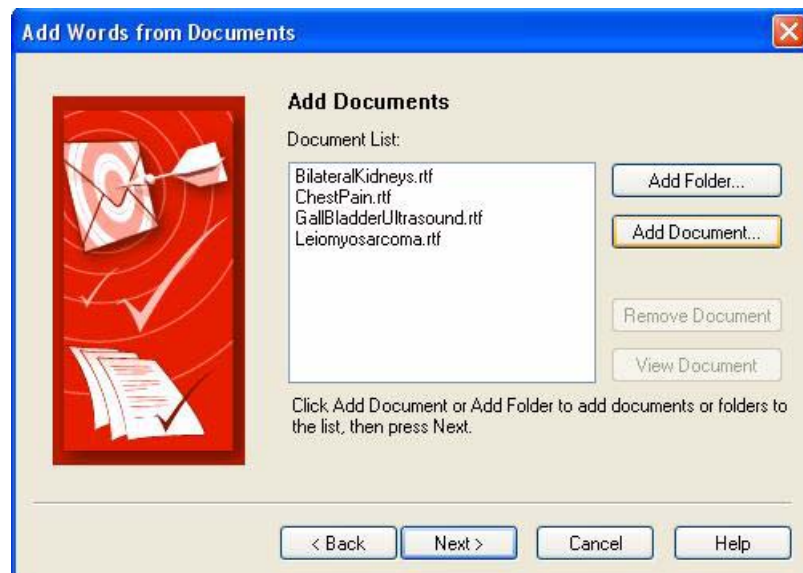
Notice that the **Remove Document** and **View Document** buttons are grayed out until you select the name of a file to remove or view.

  a. If you make a mistake, to get rid of a file you imported, click the file name in the list, then click the **Remove Document** button.

  b. To preview a document, click the file name in the list, then click the **View Document** button.

6.   Click **Next**. The **Document Analysis** dialog box displays while the analysis occurs.
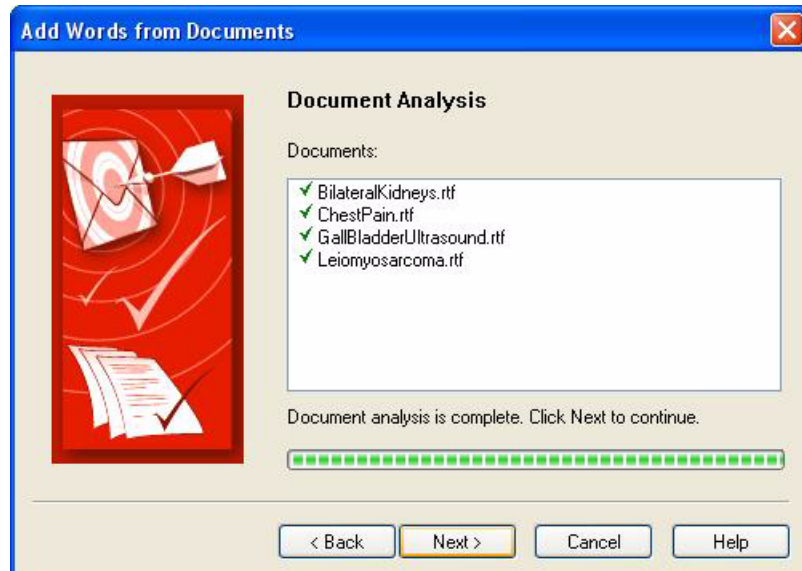
7.   When the analysis completes, click **Next**.

*Note: If Dragon NaturallySpeaking finds no new words to add, a message stating that appears. Click **OK**, then click **Next** to move to the **Summary** dialog box where you then click the **Finish** button.*

If new words were found, the **Add Words to Vocabulary** page of the wizard opens.
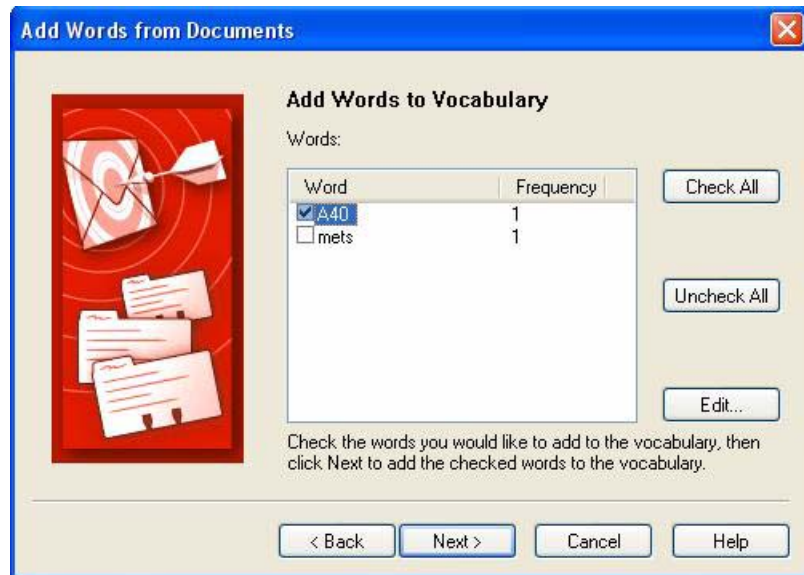
8. Place check marks next to words to be downloaded and uncheck the ones you do not want.

    a. The **Check All** or **Uncheck All** button lets you check or uncheck all words to make selecting and deselecting the words easy.

    b. Click **Edit** to edit the word before adding it to the vocabulary.

9. Click **Next**.

10. (Optional) When the **Train Words** page of the wizard opens, you have the opportunity to check off the words you want to train. If you selected words, you can now train them by clicking the **Train** button.
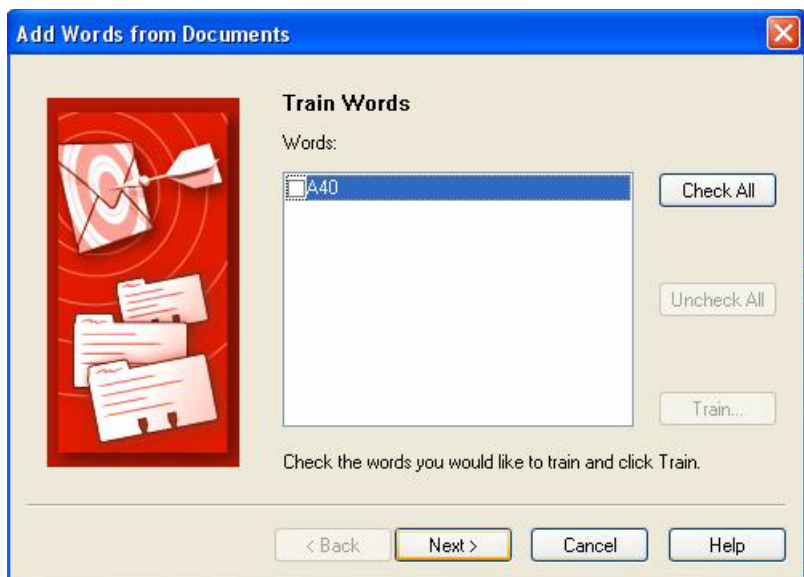
11. Whether or not you selected words to train, click **Next** and the process of adapting to your writing style begins.

12. When the adapting to your writing style completes, click **Next**. The **Summary** page of the wizard then displays the number of words found, the number of words added to the vocabulary, and a message that the adaptation of your writing style was successful.
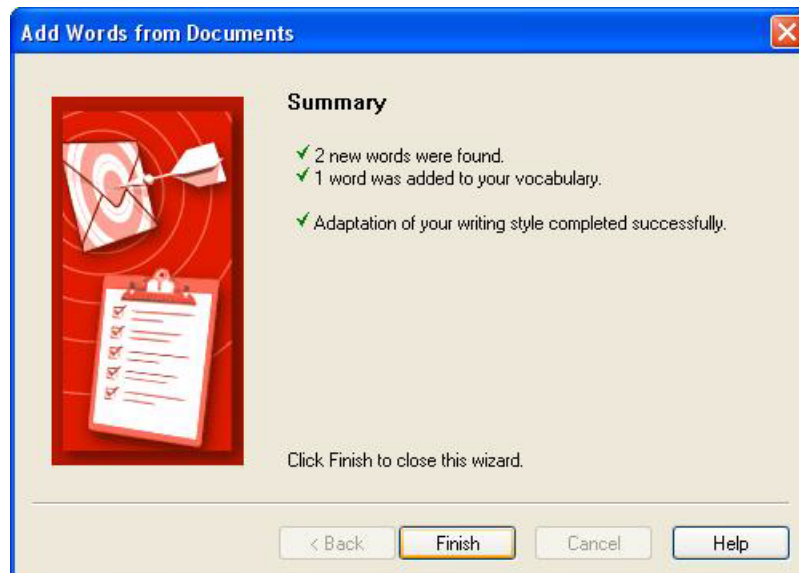
13. Click **Finish** to close the dialog box.

📌 *Notes:*

- *If you make a mistake and do not want to add the words, avoid making additional changes to the vocabulary that you want to save.*

*Then exit Dragon NaturallySpeaking. When you are prompted to save your user files, click **No**.*

- *The **Add Words from Documents** dialog box sometimes adds words that differ from words in the vocabulary only in case (upper- or lowercase). It is a good idea to use **Preview Words** to make sure you do not add any unnecessary words.*

Adding Words from Lists

You can create a list of words to add directly to your vocabulary.

Preparing Lists of Words to Add

To prepare a list of words to add to a vocabulary:

1. Create a document for the new words. You can use any word processor to create the document as long as you can save the final version as a text (**.txt**) file.

2. Enter each word on a separate line. Make sure words are spelled and capitalized correctly.

3. To add a multiple-word phrase, such as **Accu-Check Advantage**, enter it on one line.

4. To include a spoken form for a word, type the word followed by a backslash (\) and the spoken form. For example, to have *Dragon NaturallySpeaking* enter **University of Pittsburgh Medical Center** when you say **"UPMC"** type: **University of Pittsburgh Medical Center\UPMC**

5. Save the document as a text (**.txt**) file.

6. (Optional) Create a folder for storing all word lists you create.

Adding Lists of Words

To add words from a list

1. On the **DragonBar**, select **Tools** > **Accuracy Center**.

2. In the **Accuracy Center** dialog box, click or say **"Add a list of words to your vocabulary."**

3. (Optional) In the **Add Words from Word Lists** page of the **Add Words from Word Lists** wizard dialog box, place a check mark next to **Preview the list of unknown words**.

4. Click **Next**.
5. In the **Add Word Lists** page of the wizard, use the **Add File** button to browse and find files. The document names appears in the **File List**.

Notice that the **Remove File** and **View File** buttons are grayed out until you select the name of a file to remove or view.

a. If you make a mistake and want to get rid of the file you imported, click the file name in the list, then click the **Remove File** button.

b. (Optional) To preview your document, click the file name in the list, then click the **View File** button.

6. Click **Next**, then click **Next** again.

*Note: If you did not select **Preview the list of unknown words** earlier, the **Summary** dialog box now displays the number of words added to the vocabulary. Click **Finish** to close the dialog box and skip the remaining steps.*

7. If new words were found, the **Add Words to Vocabulary** dialog box opens. Place check marks next to words to be downloaded and uncheck the ones you do not want.

   a. The **Check All** or **Uncheck All** button lets you check or uncheck all words to make selecting and deselecting the words easier.

   b. Click **Edit** to edit the word before adding it to the vocabulary.
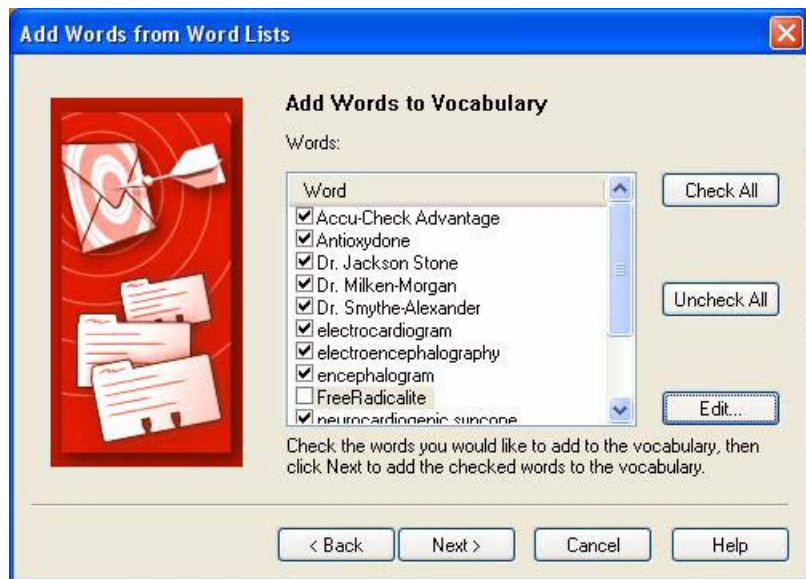
8. Click **Next**. The **Train Words** page of the wizard opens.

9. (Optional) You now have the opportunity to place check marks next to the words you want to train. If you select words to be trained, you can train them by clicking the **Train** button.

10. Whether or not you selected words to train, click **Next**. The **Summary** dialog box then displays the number of words found and the number added to the vocabulary.
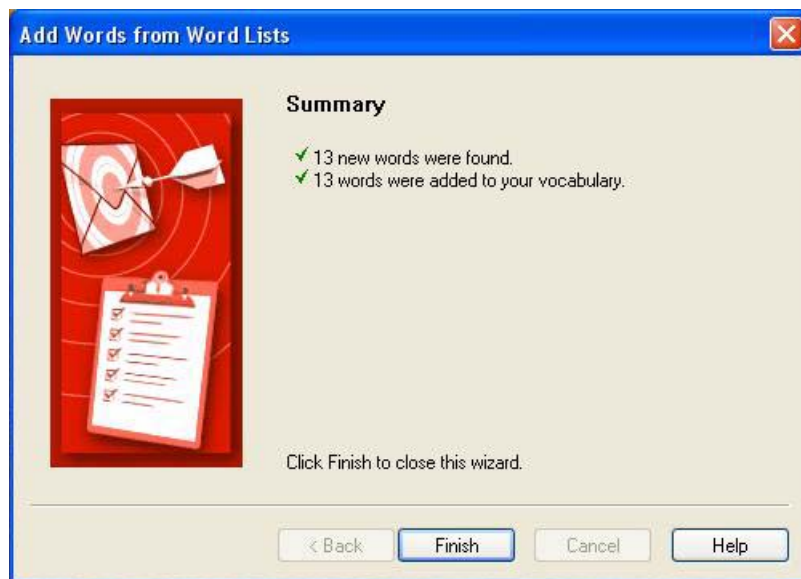
11. Click **Finish** to close the dialog box.

📝 *Notes:*

• *Use the **Add Words from Word List** wizard if you want to add multiple-word phrases to your vocabulary, even if they are used in*

*documents that you will process using the **Add Words from Documents** wizard. You should do this because the **Add Words from Word List** wizard adds words from documents as single words, not phrases.*

• *You can create a list of the custom words you have added to a user by exporting these words to a file.*

Exporting Custom Words to a File

You can create a list of the custom words that have been added for a provider by exporting these words to a **.txt** file. You can then add those words to another provider's vocabulary by importing the **.txt** file into that provider's vocabulary.

To export custom words:

1. Open the user whose custom words you want to export.

2. On the **DragonBar**, select **Words > Export**.

3. When the **Export Custom Words** dialog box opens, navigate to the directory to export the file into and assign the file a name with a **.txt** extension.

4. Click **Save** to save the file.

Importing Custom Words from Another User

Once you have exported custom words to a **.txt** file, you can add those words to another provider's vocabulary by importing the **.txt** file for that provider.

**To import custom words exported from another provider's user files:**

1. Open the user whose vocabulary you want to add the custom words to.

2. On the **DragonBar**, select **Words > Import**. The first page of the **Add Words from Word Lists** wizard opens.

3. (Optional) In the **Add Words from Word Lists** page of the **Add Words from Lists Wizard** dialog box, check **Preview List of Unknown Words**, then click **Next**. The **Add Word Lists** page of the wizard opens.
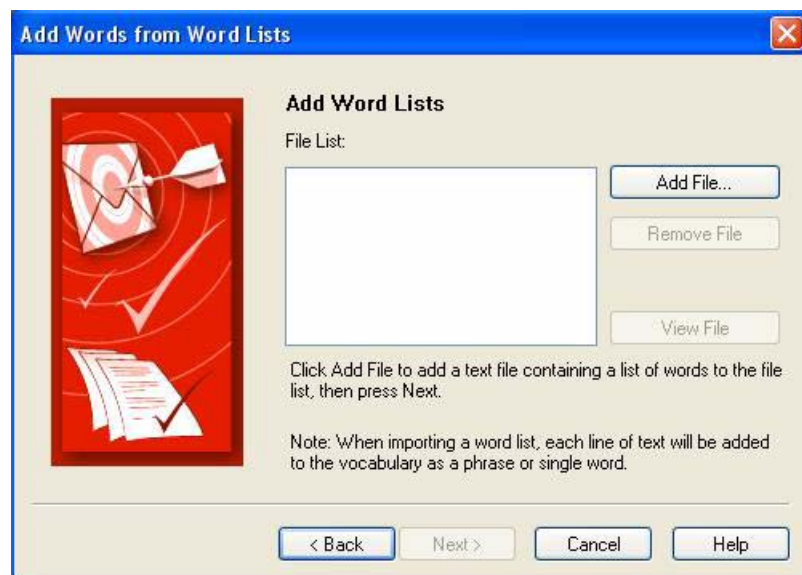
4. Use the **Add File** button to browse and find files to import into this user's vocabulary and click **Open**. The names of the files appear in the **File List**.

5. If you click on a file name in the list box, you can click the **View File** button to open and review the contents of the **.txt** file or click **Remove File** to remove a file from the list.

6. Click **Next** and the **File Analysis** dialog box of the wizard opens. Click **Next** again.

   If new words were found, the **Add Words to Vocabulary** page of the wizard opens.

7. Place check marks next to words to be downloaded and uncheck the ones you do not want.

   a. The **Check All** or **Uncheck All** button lets you check or uncheck all words to make selecting and deselecting the words easy.

   b. Click **Edit** to edit the word before adding it to the vocabulary.

8. Click **Next**.

9. (Optional) When the **Train Words** page of the wizard opens, you have the opportunity to check off the words you want to train. If you selected words, you can now train them by clicking the **Train** button.

10. Whether or not you selected words to train, click **Next** and the process of adapting to your writing style begins.
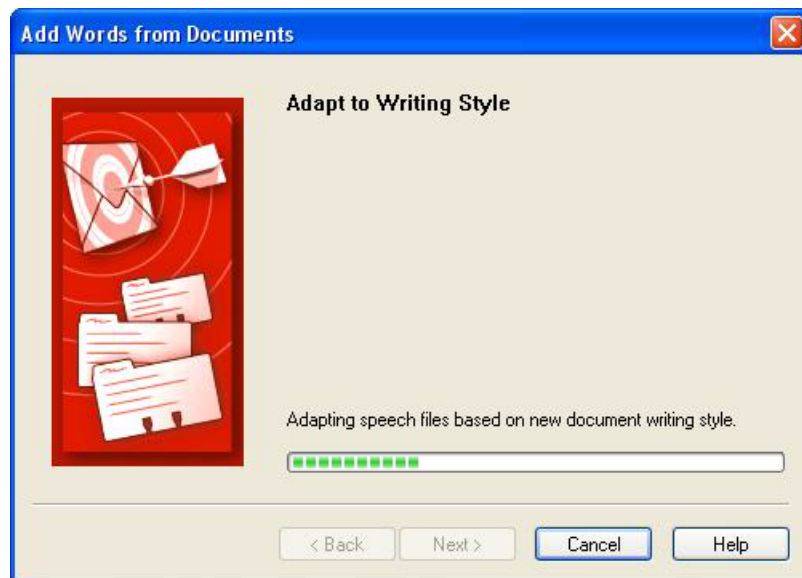
11. When the adapting to your writing style completes. The **Summary** page of the wizard then displays the number of words found, the

number of words added to the vocabulary, and a message that the adaptation of your writing style was successful.

12. Click **Finish** to close the dialog box.

*Note: If the user is a **Roaming User**, changes to the vocabulary are not copied to the network until you save the user.*

Deleting Words

Normally, you do not need to delete words from the active vocabulary. If a word is regularly confused with another one that you never use, however, you might want to delete the word you never use.

To delete words from the active vocabulary:

1. On the **DragonBar**, select **Words > View/Edit** to open the **Vocabulary Editor** dialog box.
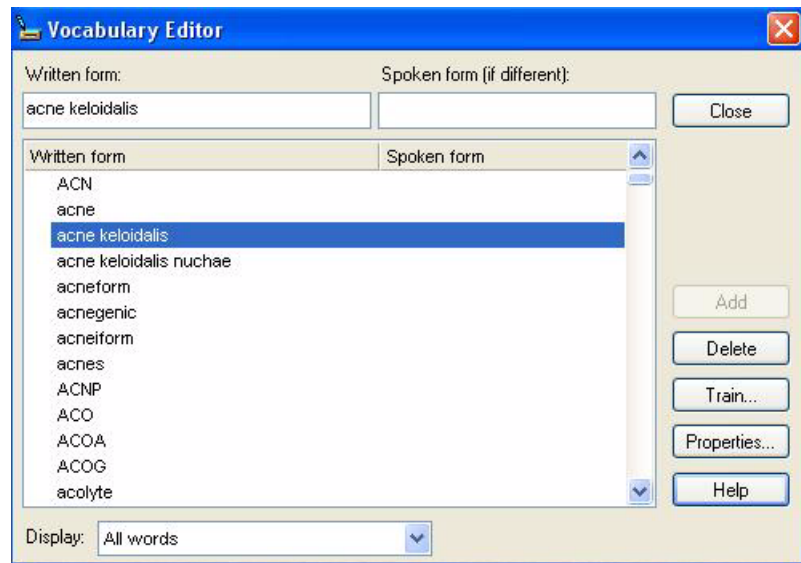
2. In the **Written form** box, type the letters of the word until the word appears in the list. Or scroll the list to find the word and select it.

3. Click **Delete** and confirm the delete operation. Then, close the **Vocabulary Editor** dialog box.

Notes:

- *If you delete a word using the **Vocabulary Editor** dialog box, but that word exists in the current document, the word might be automatically added back into your active vocabulary.*

- *There are several thousand common words in the active vocabulary that you cannot delete.*

General Application Navigation

Objectives

In this chapter, you navigate your desktop and applications using voice commands. Here are some of the actions you will take:

- Starting and exiting programs

- Opening and closing documents

- Controlling a window size

- Switching between windows

- Controlling menus

- Selecting buttons and dialog box options

- Selecting tabs in a dialog box

- Selecting and opening icons

- Scrolling in windows and lists

- Controlling the keyboard

- Positioning the mouse pointer with MouseGrid

- Moving and copying objects

Starting/Exiting Programs and Opening/Closing Documents

Note: Not all commands work in all applications.

You can use the following technique to start programs by voice that appear anywhere on your **Start** menu or your desktop. You can also open documents or folders by voice.

To start a program, including the application, or open/close a document or folder:

Say	Then say
"Start" or **"Close"**	*<name of program or item on the Start menu>*
	<name below icon on desktop>

To access some built-in items on the main section of the Windows Start menu, including Shut Down, Help, Run, and the Favorites, Find, and Settings menus:

Say	Then say
"Click Start"	*<name of each menu until you reach program you want>*
"Click Start Menu"	

Example:

To open the Recycle Bin:

Say **"Start Recycle Bin."**

To open the Windows Start menu:

Say **"Click Start Menu."**

To exit a program or close a document or folder:

Say **"Close Window."**

Or say **"System Menu"** and then **"Close."**

To close the program:

Say **"Close NaturallySpeaking"** or **"Close DragonBar."**

To start the Find Files or Folders tool:

Say **"Click Start"** and then **"Find Files or Folders."**

Note: In some versions of Windows you must close any open applications before you can exit the Windows desktop with the voice command "Shut Down Windows."

Controlling Window Size

Note: Not all commands work in all applications.

You can use voice commands to close a window, control the window size, and switch to the previous or next window of a running program.

To control a window's size:

Say one of the following commands:

- To enlarge the active window to the size of your monitor's screen:

Say	Then say
"Maximize"	"Window"

- To minimize the active window to a taskbar icon:

Say	Then say
"Minimize"	"Window"

- To return a maximize window to its original size:

Say	Then say
"Restore"	"Window"

Example:

To minimize the current window:

Say **"Minimize Window."**

Switching Between Windows

Note: Not all commands work in all applications.

To switch between windows:

Say	Then say
"Switch to"	"Previous Window"
	"Next Window"
	<program or document name>

Example:

To move the cursor to an open Microsoft Word document:

Say **"Switch to Microsoft Word"**

To move the cursor to an open Notepad document:

Say **"Switch to Notepad"**

Note: If a program shows both the program and document name in its title bar, you can say either name. You do not have to dictate both names.

Controlling Menus

*Note: Not all commands work in all applications. In some versions of Windows, a feature called Active Accessibility must be on in order for you to control certain windows menus and controls by voice. Set the **Use Active Accessibility for menu and dialog control** option on the **Miscellaneous** tab of the **Options** dialog box in order to use voice commands to control menus. This option is initially on by default.*

You can open, close, and choose items from the menus in most programs by voice. To control the menus in a window, the window must be active.

To open a menu:

Say	Then say
"Click"	*<name of the menu>*
<name of the menu>	

Example:

To open the File menu in Microsoft Word:

Say **"Click File"** or **"File"**

To choose an item from an open menu:

Say **"Click"** followed by the name of the item or just say the item.

If the **"File"** menu is open, say **"Click New"** or **"New."**

Example:

To close a menu:

Say **"Cancel"**

*Note: By default, you do not have to say **"Click"** before the name of any menu other than the **Start** menu. If you want to require that **"Click"** must be spoken, select the **Require "Click" to select menus and controls** box on the **Commands** tab of the **Options** dialog box found on the **Tools** menu.*

Caution: In Office applications on the Microsoft Windows XP operating system, you cannot control menu items by voice that have changed position in an automatically expanding menu.

For voice control of menu items at all times, turn off the expanding menu feature in the **Customize** dialog box of the *Microsoft Office XP* application you are using; for instance, in Microsoft Word.

To turn off expanding menus in Microsoft Office XP:

1. On the menu bar, select **View > Toolbars > Customize**. The **Customize** dialog box opens.
2. Click the **Options** tab.
3. Check the **Always show full menus** option.
4. Click **Close** to close the dialog box.

Selecting Buttons and Dialog Box Options

Note: Not all commands work in all applications.

You can select buttons and dialog box options by voice when the dialog box is the active window.

To select a button or option in the active window:

Say	Then say
"Click"	*<name of the button or option>*
<name of the button or option>	

Example

To change the measurement units in a Microsoft Word document, say:

1. **"Click Tools."**
2. **"Options"** (to open the Microsoft Word **Options** dialog box).
3. **"General"** (to open the **General** tab).
4. **"Measurement Units"** (to open the measurement units list).
5. **"Move *<direction and number of items>"*** (for example **"Move Up One"** to move the selection from **Centimeters** to **Millimeters**).
6. **"OK"** (to accept the new measurement unit and close the **Options** dialog box).

To open a list:

If the list is selected (the item displayed is highlighted), say **"Expand List"** or **"Drop List."**

If the list is not selected, say the name of the list. To open the next list, say **"Press Tab"** and then either **"Expand List"** or **"Drop List."**

To click the Close or OK buttons:

Say **"Close"** or **"Click Close,"** **"OK"** or **"Click OK**.**"**

Note: You cannot dictate the following items:

- *File names in dialog boxes.*
- *Folder names in dialog boxes.*
- *Names of items within list boxes.*
- *Toolbar icons.*

Selecting Tabs in a Dialog Box

Note: Not all commands work in all applications.

You can select tabs on a tabbed dialog box (such as the **Options** dialog box in *Dragon NaturallySpeaking*) in the following manner:

To	Say
Select the next tab	**"Move to Next Tab"** **"Go to Next Tab"** **"Click Next Tab"**
Select the previous tab	**"Move to Previous Tab"** **"Go to Previous Tab"** **"Click Previous Tab"**

*Note: If the tab has a caption with a shortcut key (underlined character) you can say **"Click"** followed by the name of the tab.*

Selecting and Opening Icons

Note: Not all commands work in all applications.

To select a desktop icon:

1. Point to the Windows desktop and say **"Mouse Click"** to make the desktop active.

2. Dictate the name of an icon. For example, **"My Documents**.**"**

   The icon becomes highlighted to indicate that it is selected.

3. To select another icon, say **"Move"** followed by a direction (**"Left,"** **"Right**,**"** **"Up**,**"** or **"Down"**) and the number of icons (up to 20) you want to move. For example, **"Move Right 1"** or **"Move Up 3**.**"**

To open a desktop icon for an application:

1. Point to the Windows desktop and say **"Mouse Click"** to make the desktop active.

2. Say **"Open"** and the name of an icon. For example, **"Open My Documents."**

To close an open window:

1. Point to the open window and say **"Mouse Click"** to make the window active.

2. Say **"Close Window."**

Scrolling in Windows and Lists

Note: Not all commands work in all applications.

With *Dragon NaturallySpeaking* you can scroll within a window or list in a dialog box.

To scroll vertically:

Make sure the insertion point is in the list of a dialog box and say **"Move Down"** or **"Move Up"** followed by the number of lines (up to 20) you want to scroll. This presses the Up or Down Arrow key the number of times you specify. You can also say **"Page Up"** or **"Page Down"** to press the **"Page Up"** or **"Page Down"** key.

Examples:

Say **"Move Up 10"**

Say **"Move Down 4"**

Say **"Page Up"**

To scroll horizontally:

If the list or window has a horizontal scroll bar, make sure the insertion point is in the list or dialog box and say **"Move Left"** or **"Move Right"** followed by a number (up to 20). This presses the **"Left"** or **"Right"** arrow keys the number of times you specify.

Examples:

Say **"Move Left 10"**

Say **"Move Right 5"**

Notes:

- *You can use these commands to scroll Help windows by voice.*

- *You can also go straight to a list item by saying the first letter of the item, such as* **"Press M."** *In some applications you can go to a list item by saying that item. You need to test each technique to find out whether it works in any given field.*

Controlling the Keyboard

Note: Not all commands work in all applications.

When *Dragon NaturallySpeaking* is running, you can control the keyboard by voice.

To control the keyboard:

Say	Then say
"Press"	
"Press Key"	*<name of the key or keys to press>*
"Type"	

To take any control action using the keyboard:

Say	Then say	Then say
"Press" or "Type"	"Shift"	
	"Control"	*<any letter, number, symbol, arrow key, or other key>*
	"Alt"	

To move around a dialog box or list:

Say	Then say
"Press"	"Tab"

To select items in a dialog box or list, move to the item, then:

Say	Then say
"Press"	"Enter"

Examples:

To enter the following keyboard characters say a phrase in the left column, then the name of the key(s) you want to press (right column).

Say	Then Say
"Press," "Press Key," or **"Type"**	**"Tab"**
	"Backspace"
	"Enter"
	"Escape"
	"Space Bar"
	"Print Screen"
	"Pause"
	"Up Arrow"
	"Down Arrow"
	"Right Arrow"
	"Left Arrow"
	"Home"
	"End"
	"Page Up"
	"Page Down"
	"Insert"
	"Delete"
	"Function 1" to **"Function 12"**
	"Keypad" followed by any numeric keypad key: 0...9, ., /, *, -, +, Enter).
	"Shift," "Control," or **"Alt"** (alone or in combination) followed by any other key.

Note: To undo a keystroke, say "Undo That" or "Backspace." You cannot undo a keystroke by saying "Scratch That." For example, if you say "Press Cap A" then "Scratch That," the A remains in the document. Instead, say "Undo That" or "Backspace."

Moving the Mouse Pointer

You can move the mouse pointer up, down, left, or right using the mouse pointer commands. You can also drag the mouse pointer.

Move Commands

Available at any time, these commands can move the pointer a short distance in any direction (up to 10 units).

To move the mouse pointer a short distance:

Say	Then Say	Then Say
"Mouse"	"Up" "Down" "Left" "Right"	*<1–10>*

Examples:

Say **"Mouse Down Two"**

Say **"Mouse Right Eight"**

Click Commands

To click the mouse with voice commands:

Say	Then Say
"Mouse"	"Click"
	"Double-Click"
	"Right-Click"
	"Left-Click"

Examples:

Say **"Mouse Double-Click"**

Say **"Mouse Right-Click"**

Optional Mouse Move Commands

To enable more **Move** commands:

1. On the **DragonBar**, select **Tools > Options**.
2. Click on the **Commands** tab.
3. Select the **Enable mouse motion commands** check box.

    You can then use these movement commands:

Say	Then a direction	Then a speed (optional)
"Move Mouse" or **"Mouse Move"**	**"Up"**	**"Faster"**
	"Down"	**"Very Fast"**
"Drag Mouse" (to move)	**"Left"**	**"Much Faster"**
"Mouse Drag" (to move)	**"Right"**	**"Slower"**
"Control Mouse Drag" (to copy)	**"Upper Left"**	**"Very Slow"**
	"Lower Left"	**"Much Slower"**
	"Upper Right"	
	"Lower Right"	

You can say a speed command at any time while the pointer is moving to speed the movement up or slow it down.

Note: The default mouse motion speed is 2 (on a scale from 1 to 25). You can change the default speed by clicking the Speed button on the Commands tab of the Options dialog box and selecting a new speed.

Examples:

Say **"Move Mouse Down Faster"**

Say **"Mouse Move Lower Right Very Fast"**

Say **"Mouse Move Up Very Fast"** (pause) **"Slower"** (pause) **"Stop"**

Say **"Drag Mouse Down Faster"**

Say **"Mouse Drag Lower Right Very Fast"**

Say **"Mouse Drag Up Very Fast"** (pause) **"Slower"** (pause) **"Stop"**

Say **"Shift-Drag Up**

Stopping Mouse Movement

While the mouse pointer is moving, you can stop the movement by saying one of the following:

- **"Stop"**
- **"Cancel"**

Note: You can combine moving the mouse pointer with clicking the mouse or marking and dragging the object in a single voice command.

Positioning the Mouse Pointer Using the MouseGrid

You can position the mouse pointer anywhere on the screen using the MouseGrid. The movement can be relative to the full screen or the active window.

MouseGrid divides the screen or window into nine numbered areas.

To position the pointer using the MouseGrid:

To	Say
Place the **MouseGrid** over the full screen	MouseGrid
Place the **MouseGrid** over the active window	MouseGrid Window
Position the pointer in that numbered area	<number from **1** to **9**>
Position the pointer again	<pause slightly, then say another number>
Close the **MouseGrid** after the command	<any above command> Go
	Cancel
Close the **MouseGrid** automatically by turning microphone off	Go to Sleep

Examples:

Say **"MouseGrid 3 2 5"**

Say **"MouseGrid Window 7 8"**

Say **"MouseGrid 5 3 Go"**

To combine a MouseGrid positioning command with clicking the mouse or marking and dragging the object in a single command:

Say	Then say	Then say
MouseGrid	<number 0–9>	Click
		Double-Click
		Right-Click
		Left-Click
Mouse Drag	Upper Left	
	Lower Left	
	Upper Right	
	Lower Right	

Example

Say **"MouseGrid 5 3 Double-Click"**

Say **"Mouse Drag Lower Left**";
then when the desktop icon is selected say **"Double-Click."**

Note: To undo the last MouseGrid action, say **"Undo That."**

Moving and Copying Objects

You can use the following procedure to move or copy an object (including objects on the Windows desktop) if you select the **Enable mouse motion commands** box on the Commands tab of the Options dialog box.

To move or copy an object:

To	Do	Then Say	Then say	Then a direction	Then a speed
To mark an object	Position the mouse pointer by voice	**"Mouse Click"**			
To move the object		**"Mouse Click"**	**"Mouse drag"**	**"Up"**	**"Faster"**
To copy the object		**"Mouse Click"**	**"Control Mouse drag"**	**"Down"**	**"Very Fast"**
To move more than one object		**"Mouse Click"**	**"Shift Mouse drag"**	**"Left"**	**"Much Faster"**
				"Right"	**"Slower"**
				"Upper Left"	**"Very Slow"**
				"Lower Left"	**"Much Slower"**
				"Upper Right"	
				"Lower Right"	

You can say a speed command at any time while the pointer is moving to speed the movement up or slow it down.

Examples (with the mouse positioned over the object):

"Shift Mouse Drag Down Faster"

"Control Mouse Drag Up Very Fast" (pause) **"Slower"** (pause) **"Stop"**

To stop mouse movement while the pointer is moving:

- **"Stop"**
- **"Cancel"**

Marking and Dragging Objects with MouseGrid

You can mark an object and drag it to a different location by voice using the **MouseGrid**.

To mark and drag an object:

To	Do	Then say
To select one object or the first object of multiple objects	Position the mouse pointer by voice	**"Mark"**
To move the single object	Position the mouse pointer in location to move to	**"Drag"**
To move multiple objects		**"Shift-Drag"**
To copy		**"Control-Drag"**

Examples

Say **"MouseGrid 3 6 2 Mark**, **MouseGrid 9 3 1 Drag"**

Say **"MouseGrid Window 2 1 Mark**, **MouseGrid Window 5 2 Drag"**

Say **"Mouse Up 3 Mark**, **Mouse Right 8 Shift-Drag"**

Say **"Mouse Down 9 Mark**, **Mouse Left 2 Control-Drag"**

Creating Custom Commands

Objectives

In this chapter, you will learn about creating and using custom commands:

- Understanding command types

- About grammars for commands

- Creating a custom **Text and Graphics** command

- Creating **Text and Graphics** commands with lists

- Creating a **Macro Recorder** command

- Creating a **Step-by-Step** command

- Creating an **Advanced Scripting** command

- Training **Command** names

- Dictating your command

- Editing a **Command** command

- Deleting **Command** command

Understanding Command Types

Custom commands in *Dragon NaturallySpeaking* are called **MyCommands**.

You can create four types of **MyCommands** that work inside almost any Windows application:

- **Text and Graphics** to enter text and graphics of your choosing. Useful for reporting normal exam results, recording routine procedures, developing standard treatment plans and patient instructions, or developing other documents requiring routine tasks or standard input.

- **Macro Recorder** to record a sequence of mouse and keystroke actions.

- **Step-by-Step** to activate menu and keystroke commands to control your application.

- **Advanced Scripting** to program voice commands that can perform virtually any function on the computer.

About Grammars for Commands

You create each command for a particular *grammar* that defines where the command should take effect, such as in a particular application or in all applications (including the Windows desktop). A grammar that contains commands that work in all applications is the **Global Commands** grammar.

You can assign your command to a new grammar or an already existing grammar.

Creating a Text and Graphics Command

You can use the **MyCommands Editor** to create your own custom voice commands to insert text and graphics. These commands let you automate repetitive text and graphics insertion tasks. For example, you can use this kind of command to insert standard text, drawings of relevant information, and scanned signatures in EMRs.

To create a Text and Graphics command in the MyCommands Editor dialog box:

1.   On the **DragonBar**, select **Tools** > **Add New Command** or say **"Add New Command."** The **MyCommands Editor** dialog box opens.
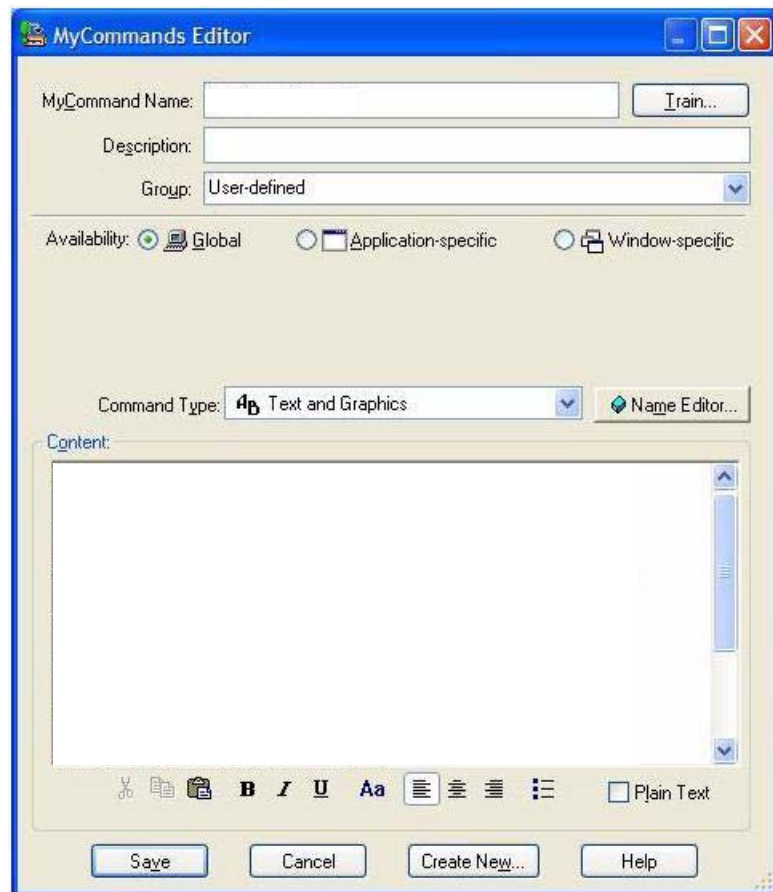
2.   Make sure the cursor is in the **MyCommand Name** box.

3. Using your microphone, dictate a name for your new command. For example, you might use a name such as **insert normal exam**.
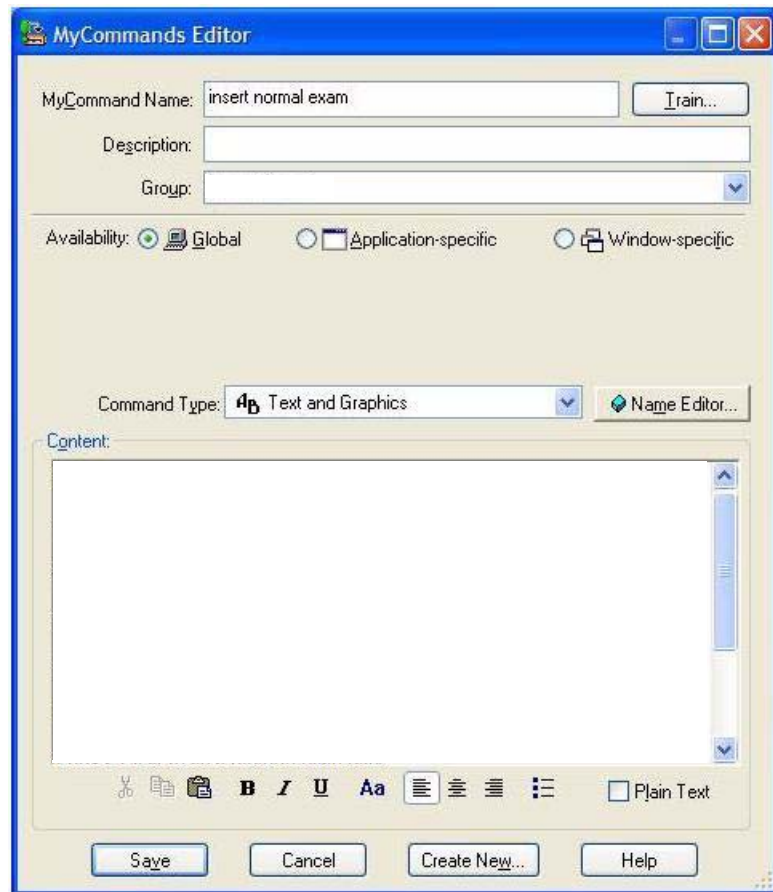
If you decide to type the command name, be sure to put spaces between multiple words. Command names can have as many as 200 characters and can contain spaces, periods, apostrophes, hyphens, numbers, and letters. However, if the command name becomes too long or complicated to say and/or type, it defeats the purpose of using custom commands. A command name cannot contain symbols, such as *, @, #, $, %, or the underscore character.

We recommend command names be two to four words in length or an acronym that is as descriptive as possible. All acronyms should be capitalized and all other words should be in lowercase for better clarity. Here are some specific examples:

- CT head
- brain scan
- MRI lumbar
- lateral chest

Notes:

- *Improper naming can lead to misrecognition, infrequent recognition, or commands that do not work properly.*

- *You can create multiple commands with the same name only if each command is specific to a certain window within an application; for instance, in Microsoft Word, if one command works in the **Print** dialog box and another in the **Paragraph** dialog box, the commands can have the same name; otherwise, Dragon NaturallySpeaking tells you that there is already a command with that name.*

4. (Optional) If you want to teach *Dragon NaturallySpeaking* your pronunciation of the command name, click the **Train** button. For more information, refer to "Training Command Names" on page 162.

5. (Optional) In the **Description** box, dictate a short description of the command's function.

6. (Optional but recommended) From the **Group** drop-down list, select a group, or create a new group. To add or change a group name, dictate or type over **User-defined** with a group name of your choosing. The new group name appears in the list the next time you create a command.

*Note: Although placing a command in a group is optional, doing so makes it easier for you to find commands in the **Command Browser** under **Manage** mode.*

7. For **Availability**, keep the default setting of **Global**. This setting ensures the command will work in all Windows applications.

8. From the **Command Type** drop-down list, select **Text and Graphics** (default).

9. In the **Content** section, dictate the text you want to enter; for example:

```
Physical Examination:
Vital signs are stable. Afebrile.
Patient appears well developed, well nourished,
in no acute distress.
HEENT: Unremarkable.
Neck: Supple with no adenopathy.
Heart: Regular rate and rhythm with no murmur, rub,
or gallop.
Lungs: Clear to auscultation bilaterally.
Abdomen: Soft, nontender, no organomegaly.
Extremities: No edema, clubbing, or cyanosis.
Neuro: Intact.
```

(If your command uses a graphic, you also insert your graphic in the **Content** section).
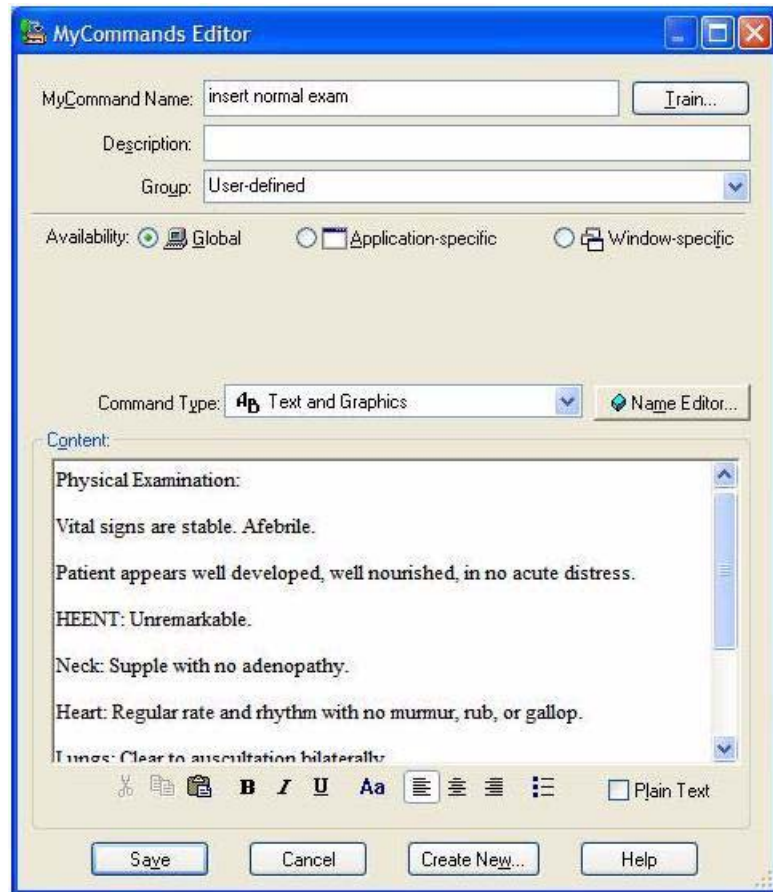
10. When you are finished, click **Save**.

Notes:

- *If you include a bitmap or formatted text in your command, to preserve the bitmap or formatting, do not select the **Plain Text** option.*

- ***Text and Graphics** commands create rich text (**.rtf**) that includes formatting that you specify. Programs that cannot accept .rtf format text, such as Notepad and many EMR systems, will show a plain text version of the command's contents.*

- *Copying **Text and Graphics** commands do not work in all window applications, in particular it does not work in **Windows Remote Desktop** windows; as an alternative, create a **Step-by-Step** or **Advanced Scripting** Command. See "Creating a Step-by-Step Command" on page 153 and/or "Creating an Advanced Scripting Command" on page 158.*

- *Select the **Plain Text** check box if you want the contents to be entered in the same font style and size as the text preceding it in the*

> *document. However, if your command contains graphics, do not select the **Plain Text** check box.*

Creating a Text and Graphics Command with Lists

When you use a **Text and Graphics** command to insert frequently used blocks of text into a report, the text can contain a list of variables that let you choose the appropriate value each time the text block is used in a particular report. A *list* is a set of valid values you can choose to replace a variable in the command.

To create a Text and Graphics command with lists in the MyCommands Editor dialog box:

1. On the **DragonBar**, select **Tools** > **Add New Command** or say **"Add New Command."** The **MyCommands Editor** dialog box opens.

2. Click the **Name Editor** button. The **MyCommands Name Editor** dialog box opens.

3. Type a name for your new command in the **MyCommand Name** box.
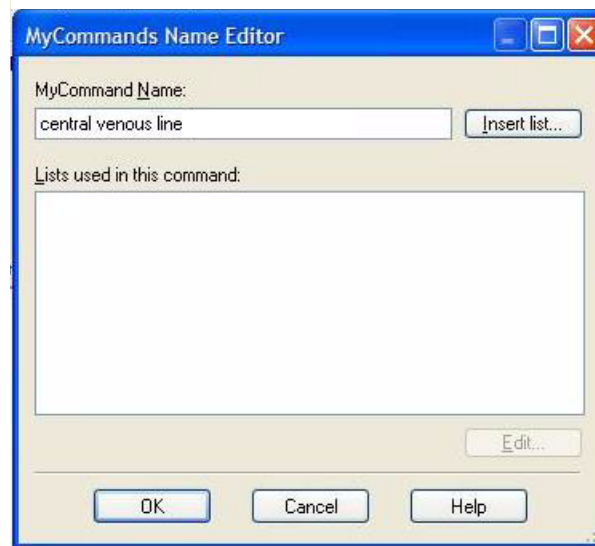
4. To add a list to the command:

   a. After (or within) the command name you just entered in the **MyCommand Name** box, type the less than angle bracket (<) to begin the list.

   b. Enter the name for the list. In this example, type **<lr**

   c. Type the greater then angle bracket (>) to end the list.

d. You now see, for this example, **<lr>** after the command name and **lr** in the **Lists used in this command** section of the dialog box.

Note: Dragon NaturallySpeaking interprets the text inside the angle bracket as a variable whose value you later choose when you dictate a report.
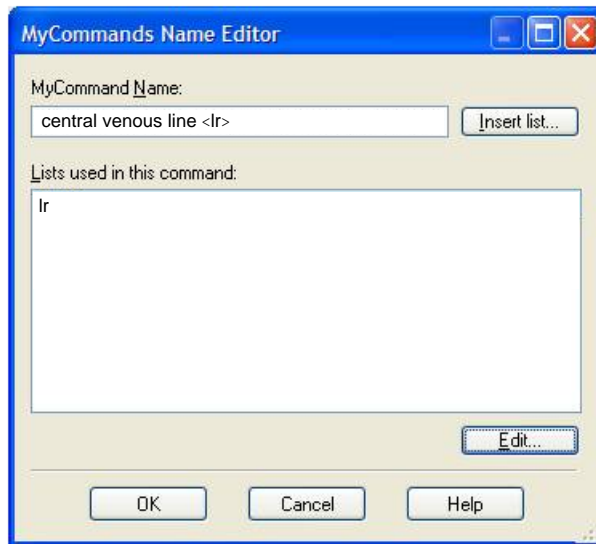
5. To complete the command for a central venous report where the side, systolic, and diastolic information changes for each patient, you would enter **central venous line <lr> <systolic> over <diastolic>**. Notice all list names appear in the **Lists used in this command** section.
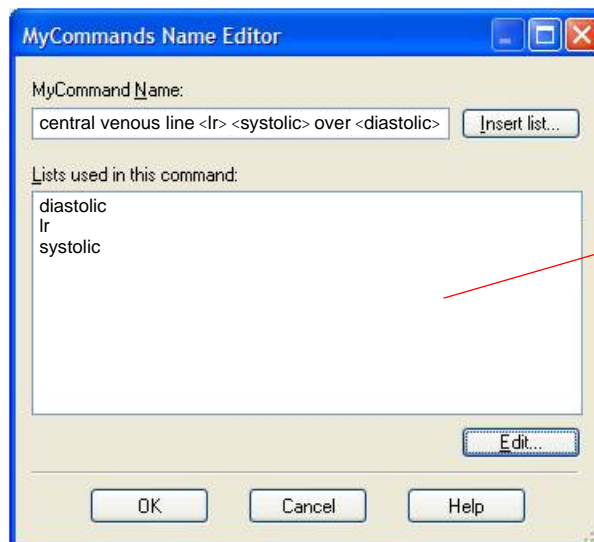
The lists in this box appear in alphabetical order rather than in the order they appear after the command.

*Note: Variables with lists of values are already available in the **MyCommands Name Editor** dialog box. To open one of those variables, click the **Insert list** button. The **Insert list** dialog box appears. Use the drop-down list to choose from several list names and view their list*

*contents. Click OK when you have found a list to use. It automatically appears in the **MyCommand Name**.*

6. Once you have entered the command name with all its lists (each within angle brackets), select the first list name and click the **Edit** button (to the lower right of **Lists used in this command**). The **View List** dialog box appears.

7. In the **View List** dialog box, enter all possible values for that list, such as the side for the **<lr>** list. In the example shown below, you see values **left** and **right** that identify the side of the body where the blood pressure was taken.

Note: *Each list value can have both a written form and a spoken form. Enter the written form first followed by a backslash (\) and then the spoken form. If you do not specify a spoken form for a value, the spoken and written forms are the same.*

8. When you are finished, click **OK**. You now return to the **MyCommands Name Editor** dialog box.

9. Repeat steps 6 through 8 for the remaining lists in the command. When there are no more lists to enter, click **OK** to return to the **MyCommands Editor** dialog box.

10. (Optional) In the **Description** box, dictate a short description of the command's function.

11. (Optional but recommended) From the **Group** drop-down list, select a group, or create a new group.

    For more information on creating a group, refer to .

12. For **Availability**, keep the default setting of **Global**. This setting ensures the command will work in all Windows applications.

13. From the **Command Type** drop-down list, select **Text and Graphics** (default).

14. In the **Content** section, dictate or type your text. (If your command uses a graphic, you also insert your graphic in the **Content** section). Within the text, place **<<list-name>>** wherever a provider should select a value from that list; for example, see the **Content** section below:
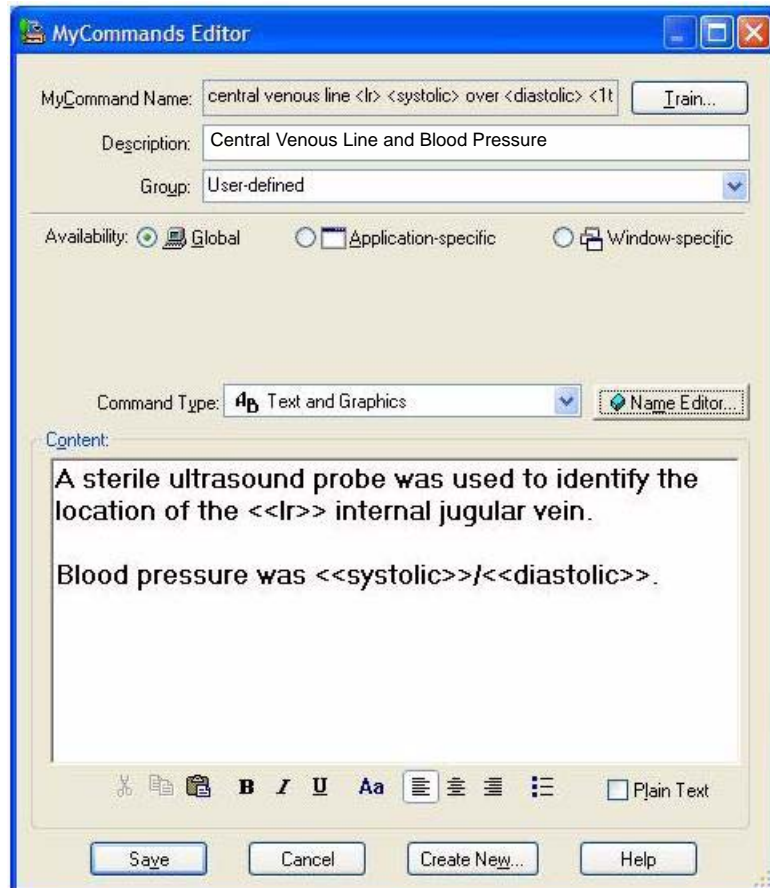
When you later execute the command, all instances of **<<list-name>>** are replaced with spoken values from the appropriate list. This use of variables makes **Text and Graphics** commands dynamic.

*Note: Select the **Plain Text** check box if you want the contents to be entered in the same font style and size as the text preceding it in the document. However, if your command contains graphics, do not select the **Plain Text** check box.*

15. When you are finished, click **Save**.

Creating a Macro Recorder Command

You can create a **Macro Recorder** command that executes a recorded sequence of mouse movements and keystrokes.

To create a Macro Recorder command:

1. On the **DragonBar**, select **Tools** > **Add New Command** or say **"Add New Command."** The **MyCommands Editor** dialog box opens.

2. Make sure the cursor is in the **MyCommand Name** box.

3. Using your microphone, dictate a name for your new command. For example, you might use a name such as **chart** to open up a patient's chart in your EMR.

    For more information on naming a command, refer to .

4. (Optional) In the **Description** box, dictate a short description of the command's function.

5. (Optional but recommended) From the **Group** drop-down list, select a group, or create a new group.

    For more information on creating a group, refer to .

6. (Optional) For **Availability**, do not select **Global** because you want this command to work only in a particular application rather than all applications. In this training module you'll see an example of an application-specific macro recorder command.

    To associate the macro with a particular application:

    a. Open the application you want the macro to work in. For example, to have the macro work in your word processor, open Microsoft Word.

    b. In the **MyCommands Editor**, select the **Application-specific** button (next to **Global**) and go to the **Application** text box that then appears just below the line of **Availability** buttons.
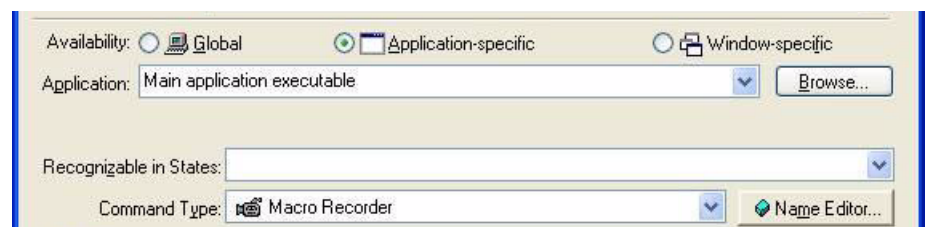
    c. Click the drop-down list, which contains only open applications; find your application in the list and select it.

    OR

7. (Optional) To have the command work in a particular dialog box of the application you chose in the previous step, such as the **Font**, **Paragraph**, or **Print** dialog box:

    a. Open the application where you want the macro to work. For example, to have the macro work in your word processor, open *Microsoft Word.*

    b. In the actual application, open the **Font**, **Paragraph**, or **Print** or other dialog box where the macro should work.

    c. Select the **Window-specific** button.

    d. In the **Application** drop down list, select the application.

    e. In the **Window** drop-down list, select the dialog box. (The list contains only open dialog boxes.)

Note: Dragon NaturallySpeaking recognizes a window or dialog box by the text in its title bar.

8. (Optional) Click the **Recognizable in States** drop-down list to select a state where the command is applicable.

9. From the **Command Type** drop-down list, select **Macro Recorder**.
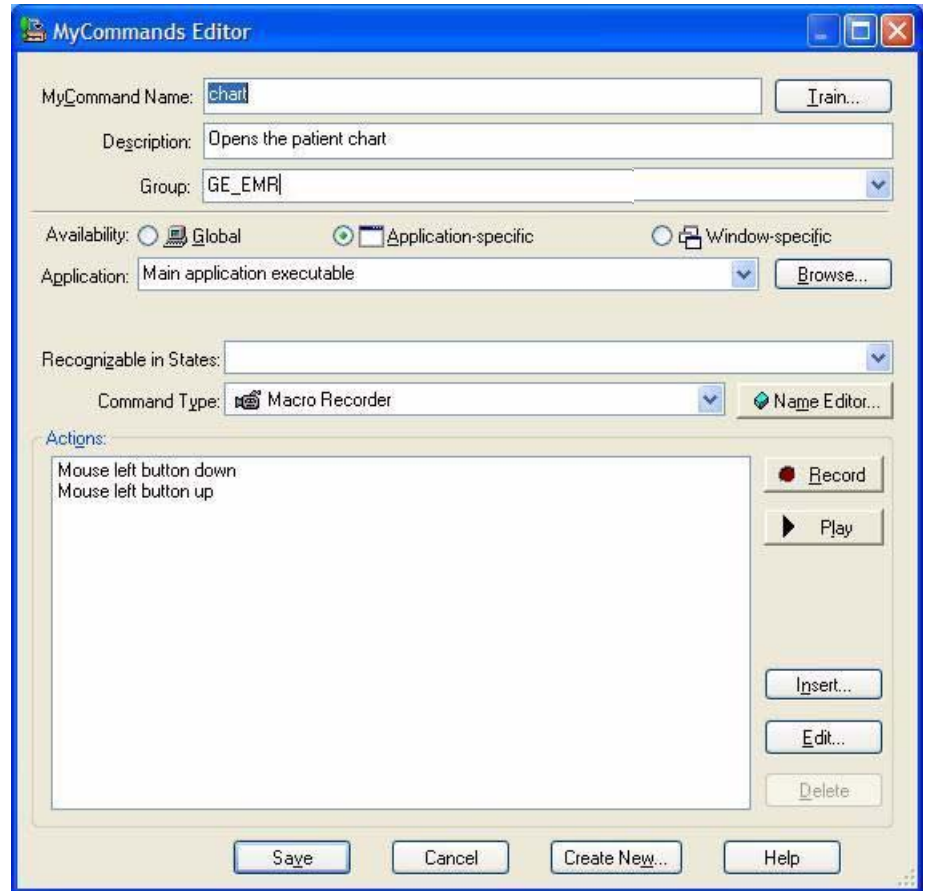
To record the macro actions:

*Note: The **Actions** section of the dialog box displays the sequence of mouse movements and keystrokes you record.*

You use the buttons to the right of the **Actions** box to control the recording process:

- **Record**—Click to begin recording.

- **Play**—Click to play back the macro.

- **Insert**—Click to open the **Macro Recorder Action** dialog box and then execute the mouse clicks and keystrokes of the macro you want recorded. You can also use the **Macro Recorder Action** dialog box in a later session to add clicks and keystrokes to the end of the sequence already in the **Actions** list or at the location of a selected step.

- **Edit**—Click to open the **Macro Recorder Action** dialog box and change the selected mouse movement or keystroke in the **Actions** list.

- **Delete**—Click to remove the selected step from the sequence of mouse movements and keystrokes in the **Actions** list.

10. Click **Record** to begin recording. The **MyCommand Editor** window minimizes, disappearing from your view.

When the **Floating Recorder** window appears, recording is already in process, so the far left (**Start**) button is disabled. You can click **Play**, **Pause**, and **Stop** as needed during recording.
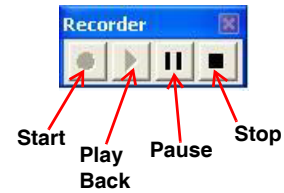
When you click the **Pause** button during recording to pause and take actions you do not want recorded as part of the macro, you can later click the **Start** button to resume recording again.

> *Note: If you click the record button while you are in the middle of recording a macro, the recorder deletes the entire sequence of keystrokes and mouse movements previously recorded in this session and begins recording a new sequence of actions. Actions in the same macro from previous sessions are not erased.*

11. When you have finished, click the **Stop** button on the **Floating Recorder**.

12. Click the **X** in the upper right corner of the **Floating Recorder** to close the recorder and redisplay the **MyCommand Editor** dialog box.

13. When you have finished, click **Save** to save the macro.

Creating a Step-by-Step Command

You can also create a **Step-by-Step** command that helps you, for instance, navigate an EMR system. This type of command carries out a series of steps where each step can take one of these actions:

• Executing keystrokes on the keyboard to enter particular characters of text.

• Executing control keys sequences on the keyboard.

• Opening an application.

• Waiting a specified number of seconds.

• Turning the microphone on and off.

• Putting *Dragon NaturallySpeaking* into a paused state (**Sleep** mode).

To create a Step-by-Step command:

1. On the **DragonBar**, select **Tools** > **Add New Command** or say **"Add New Command."** The **MyCommands Editor** dialog box opens.

2. Make sure the cursor is in the **MyCommand Name** box.

3. Using your microphone, dictate a name for your new command. For example, you might use a name such as **notes tab** to open up a patient's notes tab in your EMR.

   For more information on naming a command, refer to Step 3 on page 142.

4. (Optional) In the **Description** box, dictate a short description of the command's function.

5. (Optional but recommended) From the **Group** drop-down list, select a group, or create a new group.

   For more information on creating a group, refer to Step 6 on page 143.

6. For **Availability**, do not select **Global** because you want this command to work only in a particular application rather than all applications. In this training module you'll see an example of an application-specific step-by-step command.

   To associate the Step-by-Step command with a particular application:

   a. Open the application you want the command to work in. For example, to have the Step-by-Step command work in your EMR, open the EMR.

b. In the **MyCommands Editor**, select the **Application-specific** button (next to **Global**) and go to the **Application** text box that then appears just below the line of **Availability** buttons.
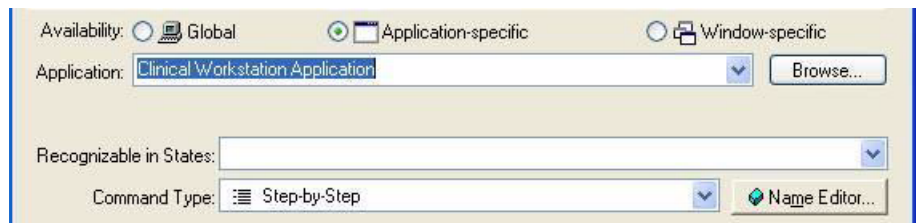
c. Click the drop-down list, which contains only open applications; find your application in the list and select it.

7. From the **Command Type** drop-down list, select **Step-by-Step**.
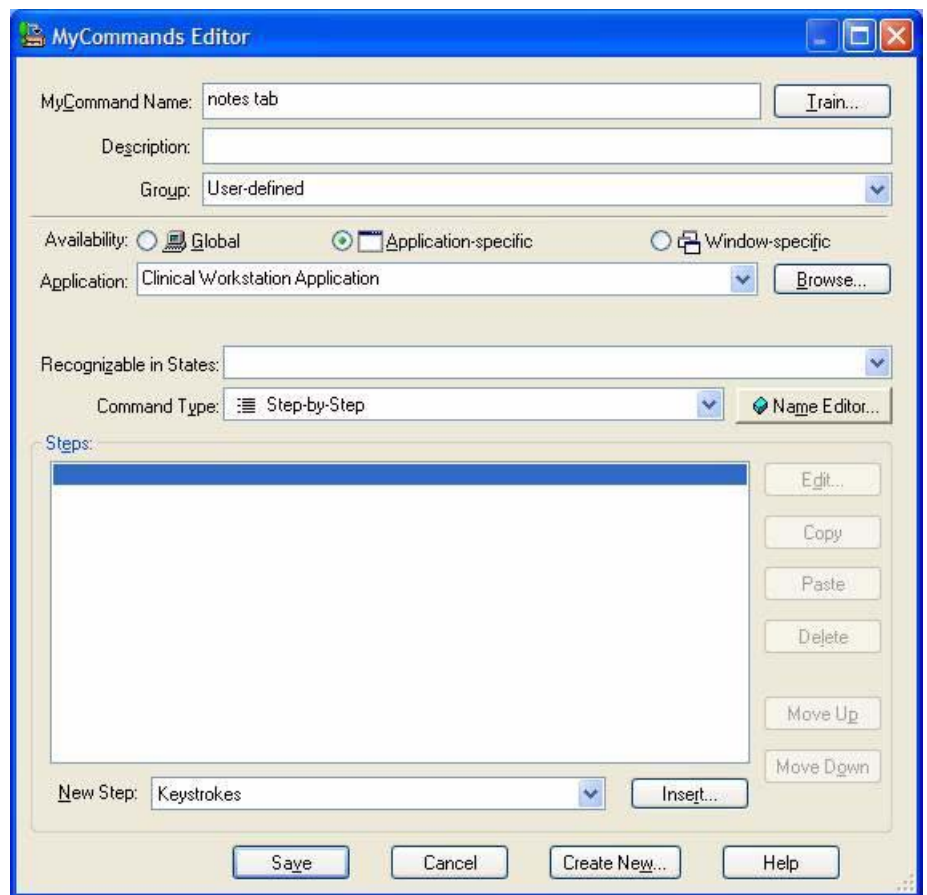
8. In the **Steps** section of the dialog box, enter the steps you want the command to take by first selecting the type of step from the **New Step** drop-down list near the bottom of the dialog box.

In the **New Step** drop-down list you see all types of actions the step could take (see below):

• **Keystrokes**—Acts as if you pressed a particular key.

- **Open (application)**—Opens a particular application or document, or switches to that application or document if it is already open.

- **Wait**—Take no action for a specified time. This step is useful when a command needs to wait for something to happen, such as an application opening.

- **Type Text**—Enters the text you specify.

- **Send Keys**—Types a sequence of keys, including **Ctrl**, **Alt**, and **Shift** key sequences.

- **Stop Listening**—Puts *Dragon NaturallySpeaking* into **Sleep** mode.

- **Microphone On**—Turns the microphone on.

- **Microphone Off**—Turns the microphone off.

In this example, you enter keystrokes (default) in the Next Step.

9. Click the **Insert** button and an appropriate dialog box appears. For **Keystrokes**, the **Send Keystrokes** dialog box appears.

10. Enter the appropriate information in the dialog box. For **Keystrokes**, type the actual keystrokes you want the step to execute; they appear in the box provided.

    For example, to have the **notes tab** command open the notes tab in an EMR using the **Ctrl** and **N** keys on the keyboard, you would press those keys and they would appear in the **Send Keystrokes** dialog box as shown below:

Ctrl + N is an example of the type of keystrokes you can enter.

11. Click **OK** in the dialog box. You can then see the keystrokes appear in the **Steps** section as **Press Ctrl + N** as shown in the illustration below.
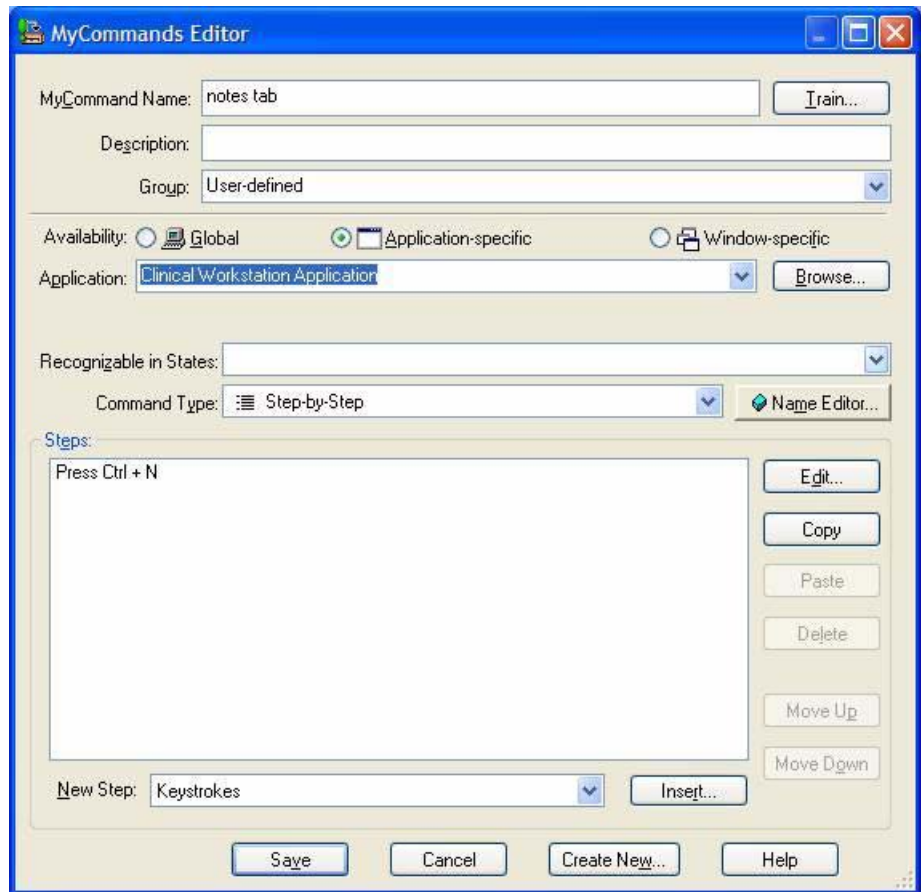
You can continue to insert and position as many New Step combinations as needed.

12. (Optional) After you have created several steps, select one of the steps in the **Steps** section and the buttons to the right of the steps then become available:

- **Edit**—Allows you to modify the step.
- **Copy**—Allows you to copy the step (and then click **Paste** to paste it).
- **Delete**—Allows you to remove the step.
- **Move Up**/**Move Down**—Allows you to move the step up or down in the list of steps.

13. Click **Save** to save the entire **Step-by-Step** command.

Adding a Step to Open an Application in a Step-by-Step Command

To create a step in the Command that opens an application:

1. On the **DragonBar**, select **Tools**>**Add New Command** or say **Add New Command**. The **MyCommands Editor** dialog box opens.

2. Make sure the cursor is in the **MyCommand Name** box.

3. Using your microphone, dictate a name for your new command.

4. (Optional) In the **Description** box, dictate a short description of the command's function.

5. (Optional but recommended) From the **Group** drop-down list, select a group, or create a new group. For more information on creating a group, refer to Step 6 on page 143.

6. For **Availability**, do not select **Global**,to allow this command to work only in a particular application rather than all applications.

   To associate the Step-by-Step command with a particular application:

   a. Open the application where you want the command to work.

   b. In the **MyCommands Editor**, select **Application-specific** (next to **Global**) and go to the **Application** text box that then appears just below the line of **Availability** buttons.

   c. Click the drop-down list, which contains only open applications; find your application in the list and select it.

7. From the **Command Type** drop-down list, select **Step-by-Step**.

8. In the **Steps** section, select **Open (application)** from the **New Step** drop-down list and click **Insert**. The **Open Application/Document Step** dialog box opens.

9. To supply a **Target** to open:

   a. Click the **Browse** button. The **Choose Application or Document** dialog box opens.

   b. Find the **.exe** file for the application to be opened and click **Open**.

10. Enter any arguments needed in the **Arguments** box.

11. In **Start in**, set where to start the application.

12. In **Run**, set the size to open the application's window to—**Normal**, **Minimized**, or **Maximized**.
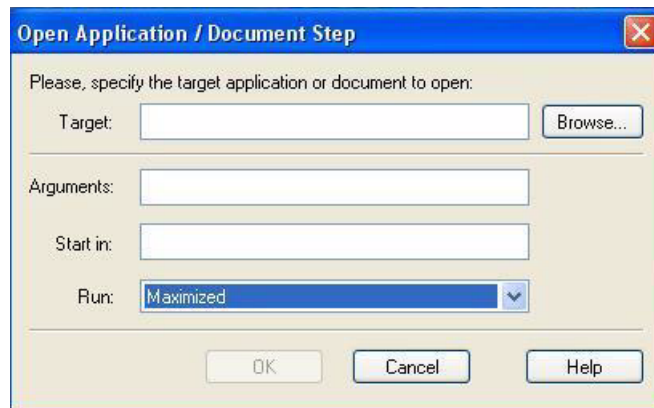
13. Click **OK** in the **Open Application/Document Step** dialog box.

    The step appears in the **Steps** section.

14. Click **Save** to save the entire **Step-by-Step** command.

Creating an Advanced Scripting Command

This section presents how to create an **Advanced Scripting** command. You can use this type of command to run a *script*, instructions that carry out a series of actions much the way a programming language would. *Dragon NaturallySpeaking* scripts use the Visual Basic for Applications (VBA) scripting language, embedded in Microsoft Office applications.

To create an Advanced Scripting command:

1. On the **DragonBar**, select **Tools** > **Add New Command** or say **"Add New Command."** The **MyCommands Editor** dialog box opens.

2. Make sure the cursor is in the **MyCommand Name** box.

3. Using your microphone, dictate a name for your new command. For example, you might use a name such as **standard mammo note**.

   For more information on naming a command, refer to <u>Step 3</u> on <u>page 142</u>.

4. (Optional) In the **Description** box, dictate a short description of the command's function.

5. (Optional but recommended) From the **Group** drop-down list, select a group, or create a new group.

   For more information on creating a group, refer to <u>Step 6</u> on <u>page 143</u>.

6. For **Availability**, keep the default setting of **Global**. This setting ensures the command will work in all Windows applications.

7. From the **Command Type** drop-down list, select **Advanced Scripting**.
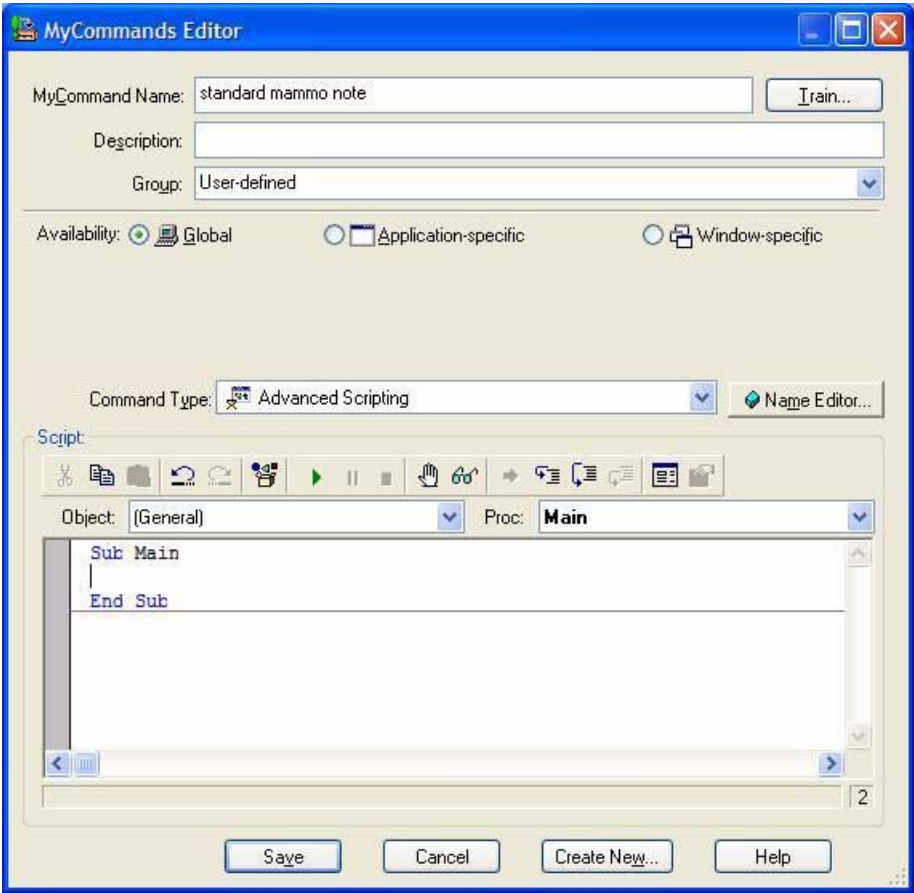
8. To indicate the action that the custom **Advanced Scripting** command should take, in the **Script** section, type statements between **Sub Main** and **End Sub** to form the script. Select action statements or keystrokes for the script following the guidelines in the next table.

Visual Basic for Applications Language Statements

Statement or Keystroke	Usage Description	Syntax/Example of Usage
' (open single quote)	Use anywhere in a line to indicate start of a comment.	'This is a comment
% (percent sign)	Acts as the **Alt** key	
^ (caret)	Acts as the **Ctrl** key	
+ (plus sign)	Acts as the **Shift** key	
Non-Printing Keys—Keyboard keys that do not correspond to any printable character.		
Enter, **Delete**, **Home**, **End**	Inserts a press of the key. The syntax requires the curly braces around each key name.	{Enter} {Delete} {Home} {End}

Statement or Keystroke	Usage Description	Syntax/Example of Usage
Up, Down, Left, Right Arrows	Inserts the press of the corresponding arrow key.	{Up} {Down} {Left} {Right}
Tab, **Esc**	Inserts the press of the corresponding key.	{Tab} {Esc}
Function Keys	Inserts a press of the corresponding function key.	{F1} {F2} {F3} and so on
Statements—Keywords that take action in the script.		
SendKeys	Sends a stroke of the key to the active window where the script is being executed, as if the key were being typed on the keyboard. Can also send a string of keys. Syntax requires double quotes around all keys or text strings entered. *Note: Commands are not case-sensitive; VBA auto-formats the line once you press Enter.*	SendKeys "The lungs are normal in size." SendKeys "^p" SendKeys "%pq" SendKeys "{Enter}"
Wait	Pauses script action for the indicated number of seconds before executing the next statement. *Note: Start with longer waits between steps, then shorten the waits as you become more familiar with the command.*	Wait .3 Wait .5
Beep	Generates the default Windows sound.	Beep
HeardWord	Makes *Dragon NaturallySpeaking* respond as if the specified word, sequence of words, or voice command were received by the recognizer. *Note: Words must be individually enclosed in double quotes. Words are case-sensitive.*	HeardWord "edit", "vocabulary"

The illustration below shows a script using some of these VBA statements. The sequence of commands in the script take these actions:

- Types the line: **This study is interpreted without clinical correlation. If any clinical sign of concern for neoplastic disease remains, MRI evaluation is recommended.**

- Selects the entire document and sets the font to bold

- After a 0.5 second wait, puts the cursor on the next line and beeps to indicate that the command executed successfully.
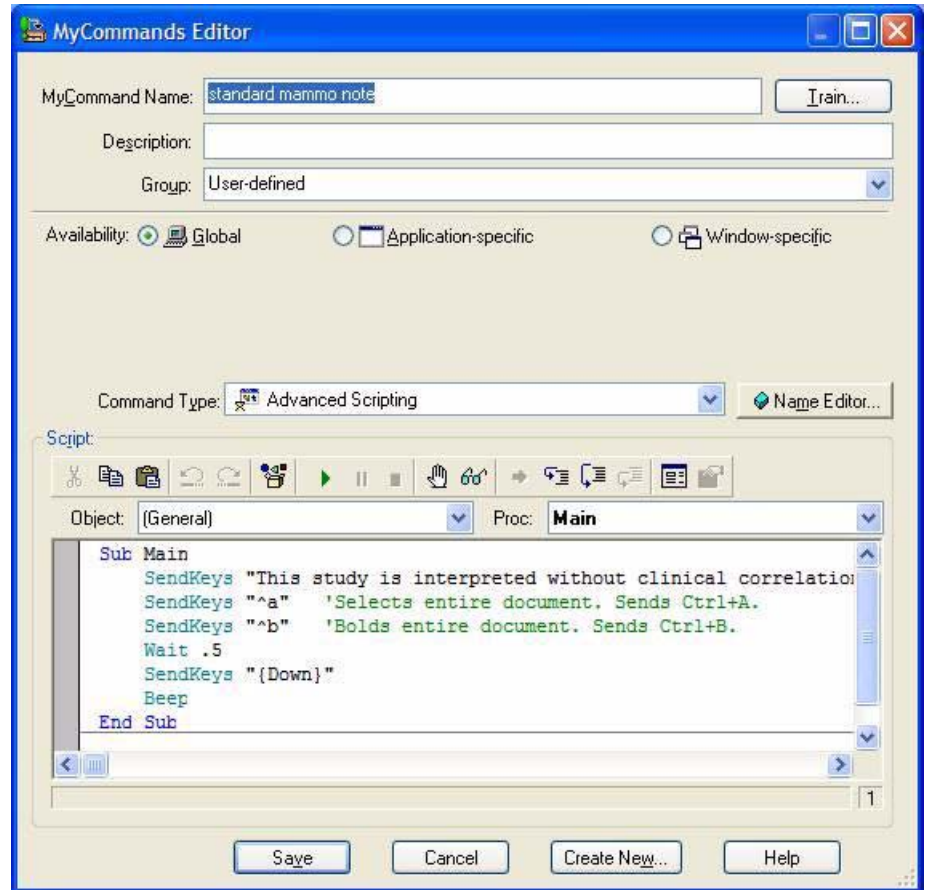
The **Script** section of the dialog box contains a row of icons for formatting, editing, debugging, and other aspects of developing your script. Below the **Script** section are several buttons. More detail on the **Advanced Scripting** feature is available in the **Help** file. Look under the following topics for more information:

- **Advanced Scripting** menu
- **Script Editor** toolbar
- **Object and Proc** lists
- **Break Bar**
- **Script Editing** window
- **Status Bar**
- **Object Browser**
- **Reference** dialog box
- **MyCommands Editor** dialog box

9. Click **Save** to save the command.

Note: If you entered any incorrect syntax in the command, when you save the command, VBA highlights the line or lines in red and presents a dialog box that displays this message: **Please, correct syntax error(s) before saving a macro**. *Click* **OK** *in the dialog box, make the corrections, and save the command again.*

Training Command Names

These steps apply to training a custom command name inside the **MyCommands Editor** dialog box.

To train Dragon NaturallySpeaking on how you pronounce your new command (while the MyCommands Editor dialog box is open):

1. Click the **Train** button adjacent to the **MyCommand Name**. The **Train Words** dialog box opens.

2. Click **Go** and dictate the command name.
3. When you are finished, click **Done**. The **Train Words** dialog box closes.

To later train Dragon NaturallySpeaking to understand how you pronounce a command name, in the Command Browser:

1. On the **DragonBar**, select **Tools** > **Command Browser** or say **"Open Command Browser."**
2. Click the **Script** button in the task pane to the left. This action displays the custom commands that are available. By default, the custom **Global Commands** are displayed.

    To view a different command grammar, select one from the **Grammar** drop-down list.

3. Find and select the command.
4. Click **Edit** and the **MyCommands Editor** dialog box opens.
5. Click **Train** and the **Train Words** dialog box opens.
6. Click **Go** and dictate the command name.
7. When your finished, click **Done**. The **Train Words** dialog box closes.
8. Click **Save**.
9. Click the **X** in the upper right corner of the **Command Browser** to exit.

Dictating Your Command

To use a text and graphics, step-by-step, macro recorder, and/or an advanced scripting command that you have created:

1. Open the application you want to use and position the cursor where you want the results of the command to appear.

2. With your microphone turned on, dictate the command name that you want to use. The result of the command appears on your screen.

Example

You can call three of the commands created earlier in this chapter by saying:

"insert normal exam" (see)

"chart" (see)

"notes tab" (see)

Examples

Here is an example of a command with one list and the two ways to say this command:

Command: Patient consent <mf>

"Patient consent male"

"Patient consent female"

Here is an example of a command with more then one list and three ways to say this command:

Command: central venous line <lr> <systolic> over <diastolic>

"central venous line left 110 over 71" (see)

"central venous line right 140 over 80"

"central venous line left 104 over 68"

Note: Do not pause before or after dictating any of the list values.

Editing Commands in the Command Browser

You can edit existing voice commands.

To open the Command Browser and edit a command:

1. On the **DragonBar**, select **Tools** > **Command Browser** or say **"Open Command Browser."**

2. Click on the **Script** button in the task pane to the left. This action displays the command grammars where custom commands are available. By default, the custom **Global Commands** are displayed.

   To view a different command grammar, select one from the **Grammar** drop-down list.

To edit a specific command:

1. Select the command you want to edit and click **Edit** in the task pane to the left.

2. The **MyCommands Editor** dialog box opens with the command in it, ready for you to edit.

3. Modify the command as you see fit.

4. When you have finished modifying the command, click **Save** to save the command. The **MyCommands Editor** dialog box closes.

5. Click the **X** in the upper right corner of the **Command Browser** to exit.

Creating a New Command by Copying of an Existing Command

To create a new command by starting with a copy of an existing command:

1. On the **DragonBar**, select **Tools** > **Command Browser** or say **"Open Command Browser."**

2. Click the **Script** button in the task pane to the left. This action displays the command grammars where custom commands are available. By default, the custom **Global Commands** are displayed.

   To view a different command grammar, select one from the **Grammar** drop-down list.

3. Select the command you want to copy.

4. Click **New Copy** in the task pane to the left. The **MyCommands Editor** dialog box opens with a copy of the current command ready for you to edit.

5. Rename the command in the **MyCommand Name** box. If the command name includes variables, the **MyCommand Name** box appears grayed out. Click the **Name Editor** button and make changes as necessary.

6. (Optional) Modify the description of the command in the **Description** box.

7. (Optional, but recommended) From the **Group** drop-down list, select a group or create a new group.

8. Modify the command as you see fit.

9. When you have finished modifying the command, select **Save** to save the command.

10. Click the **X** in the upper right corner of the **Command Browser** to exit.

Deleting Commands in the Command Browser

You can use the **Command Browser** to delete commands that you have either created or imported into *Dragon NaturallySpeaking*.

To delete a command:

1. On the **DragonBar**, select **Tools** > **Command Browser** or say **"Open Command Browser."**
2. Click the **Script** button in the task pane to the left. This action displays the command grammars where custom commands are available. By default, the custom **Global Commands** are displayed.

    To view a different command grammar, select one from the **Grammar** drop-down list.
3. Select the command you want to delete and click **Delete** in the task pane at the left.
4. Click **YES** to confirm that you want to delete the command.
5. Click the **X** in the upper right corner of the **Command Browser** to exit.

DragonBar Menus

Objectives

In this chapter, you will explore the **DragonBar** menus:

- **NaturallySpeaking**
- **Tools**
- **Words**
- **Sound**
- **Help**

NaturallySpeaking Menu

Turn Microphone On/Off

Toggles the microphone on or off.

Prepare User for Dictation

If the user is not fully trained, this menu option becomes available. Use it to initiate training of the user.

Open User

Brings up a list of users to choose from.
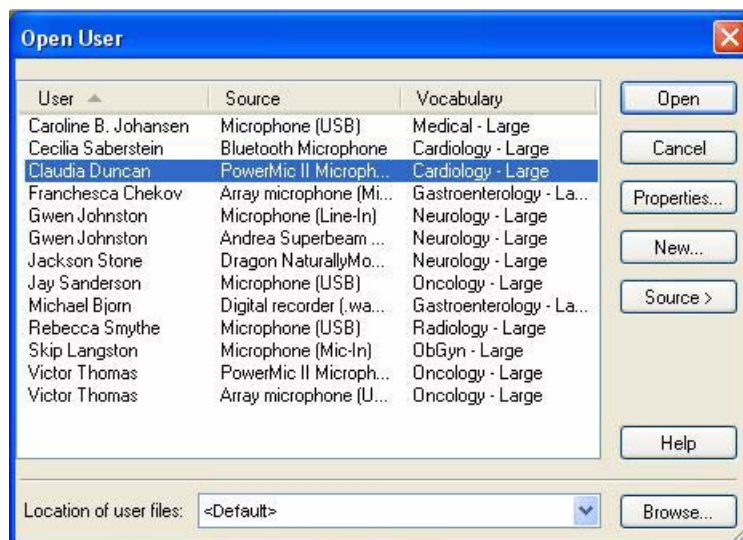
- **Open**—Loads the user files and vocabulary for the user you select from the list. That user can then begin dictating.
- **Cancel**—Closes the dialog box.

- **Properties**—Opens the **User Properties** dialog box, displaying property values for the selected user.

- **New**—Opens the **New User Wizard** dialog box.
- **Source**—Provides **New** and **Delete** options:
  - **New** lets you select a new dictation source.
  - **Delete** lets you delete a dictation source.
- **Help**—Opens the **Dragon NaturallySpeaking Help** to the page about this menu's selections.
- **Browse**—Lets you browse for a location to store your user files.
- **Location of user files** — From this drop-down list, select a new location to retrieve/store user files. If the site has more then one **Master Roaming User** directory, the drop-down list is available and displays all the locations. However, if there is only one **Master Roaming User** location and the administrator has not checked the **Allow non-roaming users to be opened** option, the providers see this text box grayed out.

Manage Users

Allows administrators to manage system users; for example, create, delete, convert a user to a roaming user, or rename a user, as well as view properties of the current user or change the location where the user files are stored. For providers, brings up a list of users to choose from.

- **New**—Opens the **New User Wizard** dialog box where you can create a user.

- **Properties**—Opens the **User Properties** dialog box, displaying information about the selected user, including language, dictation source, speech model, vocabulary being used, and whether or not the user has performed training.

- **Rename**—Opens the **Rename User** dialog box where you can rename the user.

- **Delete**—Deletes the selected user from *Dragon NaturallySpeaking*. You cannot delete a user that is open.

- **Advanced**—Provides a menu of choices:

  - **Import** — Opens the **Browse For Folder** dialog box where you find the folder you want to import, select the folder, and click **OK**.

  - **Export** — Opens the **Browse For Folder** dialog box where you select the folder to store a copy of the user file you want to export (or make a new folder), select the folder, and click **OK**.

  - **Save to Roaming** — (Select after you set the **Location of user files** to the **Master Roaming Users** directory.) Saves the selected user to the **Master Roaming Users** directory.

- **Backup** — Makes a backup copy of the user file for the selected user in the directory indicated in the **Administrative Settings** dialog box.

- **Restore** — Restores any backed up user file and adds the user to the list of users with the word **Restored** added to the end of the name.

- **Close** — Closes the dialog box.

• **Help**—Opens the *Dragon NaturallySpeaking* **Help** to the page about this menu's selections.

• **Browse**—Lets you browse for user files.

• **Location of user files**—From this drop-down list, select a new location to retrieve/store user files. If the site has more then one **Master Roaming User** directory, the drop-down list is available and displays all the locations. However, if there is only one **Master Roaming User** location and the administrator has not checked the **Allow non-roaming users to be opened** option, the providers see this text box grayed out.

Close User

When a user has finished dictating, you select this menu option to close the user.

Note: The menu selection does not exit Dragon NaturallySpeaking; it only closes the current user's session.

Open Recent User

Displays a list of users who most recently have been using the product. You can select one of the users from this menu item to more quickly load that user.

Manage Vocabularies

Allows administrators to create, open, delete, rename, export, and import vocabularies.

Brings up a list of the vocabularies assigned to the currently open user.

You can select a vocabulary from the list and take these actions:

- **New** — Opens the **New Vocabulary** dialog box where you can create a new vocabulary based on an existing vocabulary:
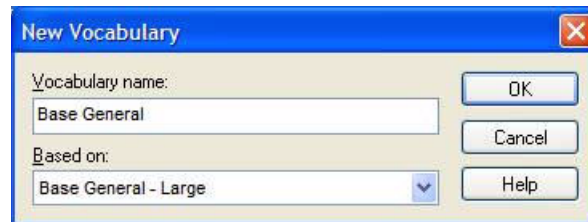
- **Open** — Opens the selected vocabulary

- **Delete** — Deletes the selected vocabulary and the folder that contains its files. You cannot delete a vocabulary that is currently in use unless you first open a different vocabulary.

- **Rename** — Open the **Rename Vocabulary** dialog box where you can rename the selected vocabulary.

- **Export** — Opens the **Save As** dialog box so you can export a copy of the selected vocabulary into a **.top** file.

- **Import** — Opens the **Open** dialog box, so you can locate a **.top** file to import a vocabulary from.

- **Close** — Closes the **Manage Vocabularies** dialog box. This button does not cancel any action you took.

Open Recent Vocabulary

Displays a list of the vocabularies for the currently open user. You can select one of these vocabularies from this menu item to more quickly load that vocabulary.
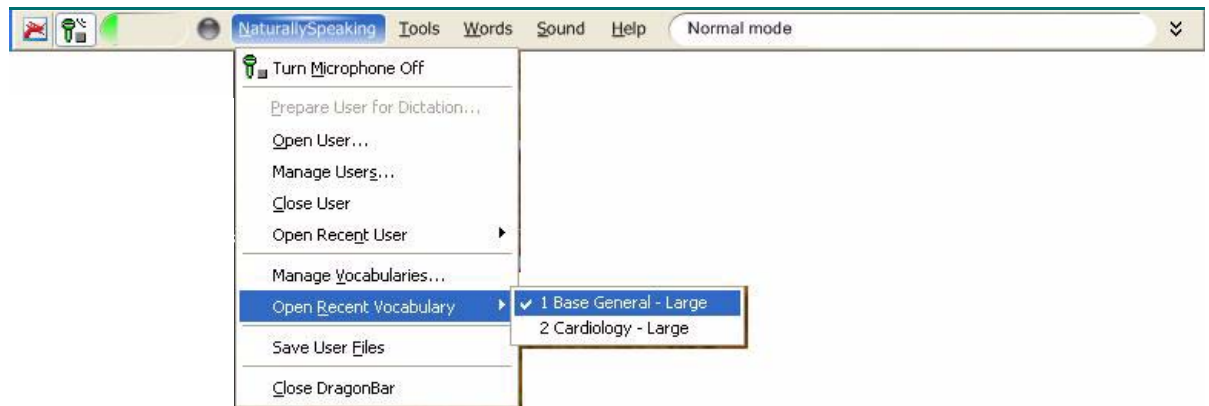
Save User Files

Saves the changes to the open user's user files. You should take this action when you know the user has dictated some reports and/or added/trained words or phrases, so that the information is integrated into the acoustic and language models for the user.

Exit

Exits *Dragon NaturallySpeaking*.

Tools Menu

Accuracy Center

Opens the **Accuracy Center** dialog box, which provides you access to the tools that help you improve how *Dragon NaturallySpeaking* hears and understands what you say.
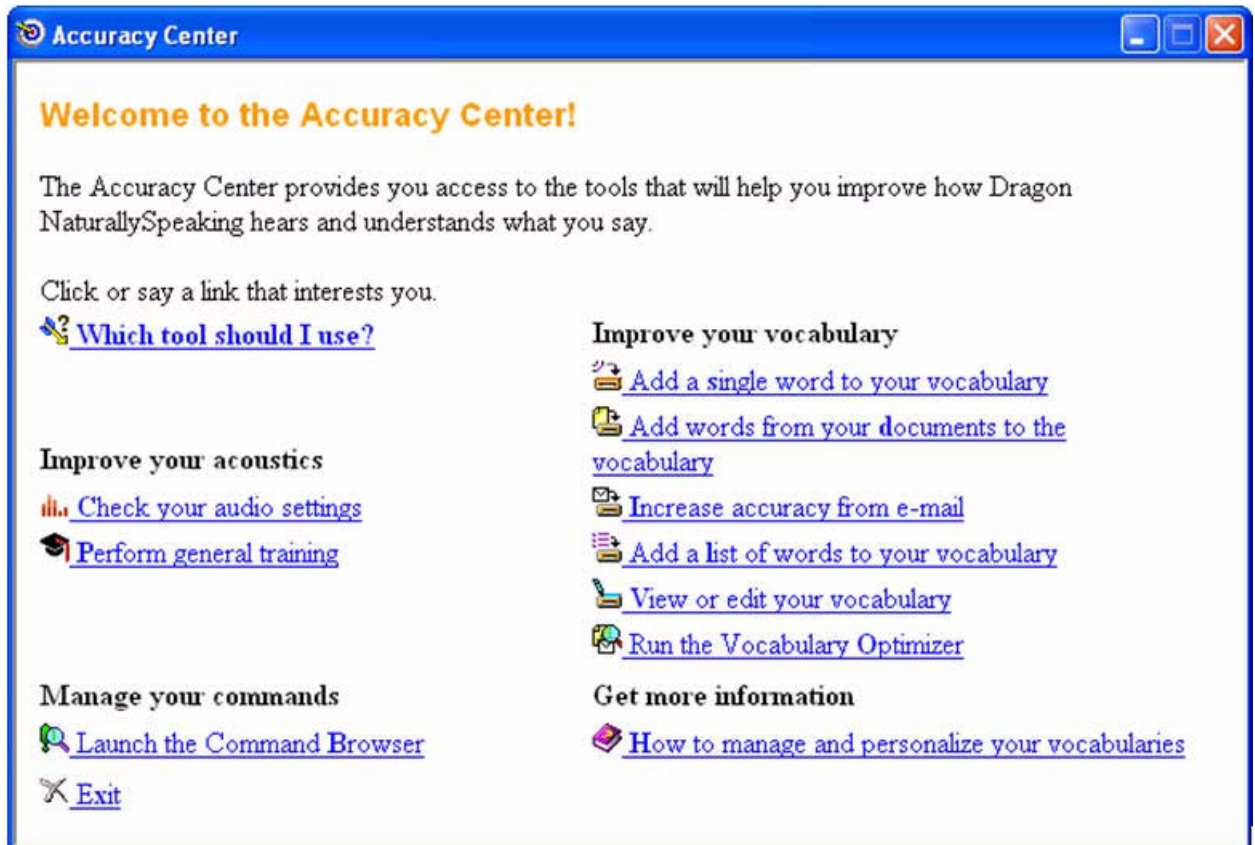
This tool offers you several options. If you click the underscored text, the **Accuracy Center** links you to the associated tool:

- Click or say a link that interests you.

  – Which tool should I use? Opens the **Dragon NaturallySpeaking Accuracy Assistant**, where you can get solutions to some problems that users might have.

- Improve your acoustics:

  – **Check your audio settings**. Opens the **Audio Setup Wizard** dialog box, where you conduct the **Volume Check** and **Quality Check** tests on your microphone and sound system. (For details on those

tests, see "Continuing Setup of User Files/Running Audio Tests" on page 43.)

– **Perform general training**. Opens the **General Training** page of the **New User Wizard** dialog box, where you train the current user. (For details on how to complete training in the **New User Wizard**, see "Carrying Out Training" on page 45.)

• Manage your commands:

– **Launch the Command Browser**. Opens the **Command Browser** dialog box. For details on the Command Browser, see "Command Browser" on page 176.

• Improve your vocabulary:

– **Add a single word to your vocabulary**. Opens the **Add Individual Word** dialog box. For more information, see "Adding Individual Words to Your Vocabulary" on page 100.

– **Add words from your documents to the vocabulary**. Opens the **Add Words from Documents** dialog box. For more information, see "Adding Words from Documents" on page 108.

– **Increase accuracy from e-mail**. Opens the **Increase Accuracy from E-Mail** dialog box. For more information, see "Adapting Recognition to Your Writing Style" on page 48.

– **Add a list of words to your vocabulary**. Opens the **Add Words from Word Lists** dialog box. For more information, see "Adding Words from Lists" on page 113.

– **View or edit your vocabulary**. Opens the **Vocabulary Editor** dialog box. For more information, see "Adding Words through the Vocabulary Editor" on page 102.

– **Run the Vocabulary Optimizer**. Opens the **Vocabulary Optimizer** dialog box. You run this optimizer during training, but can run it from here at any time. For more information, see "Adapting Recognition to Your Writing Style" on page 48.

• Get more information:

– **How to manage and personalize your vocabularies**. Opens the **Dragon NaturallySpeaking Help** to a section about vocabularies that provides more information on managing your vocabulary.

If you have not set up **Roaming Users**, you also see these options under **Improve your acoustics**:

– **Run Acoustic and Language Model Optimizer**. Opens the **Acoustic and Language Model Optimizer** dialog box**.** For more information, see "Running the Acoustic and Language Model Optimizer on Non-Roaming Users" on page 238.

–   **Schedule Acoustic and Language Model Optimizer to run later**. Opens the **Acoustic and Language Model Optimizer** dialog box. For more information, see .

Command Browser

Opens a window where you view voice commands that *Dragon NaturallySpeaking* recognizes, including commands provided with the software as well as commands you or your system administrator might have added (custom commands) in either Browse, Script or Manage mode. The **Command Browser** is the most comprehensive place to see commands available in each application.

You use the **Command Browser** to:

• View and train commands

• Create and modify commands

• Import and export commands

• Change the availability of custom commands

To view all commands available for Dragon NaturallySpeaking:

1. On the **DragonBar** select **Tools > Command Browser**. The **Command Browser** dialog box opens in **Browse** mode, displaying the global commands.
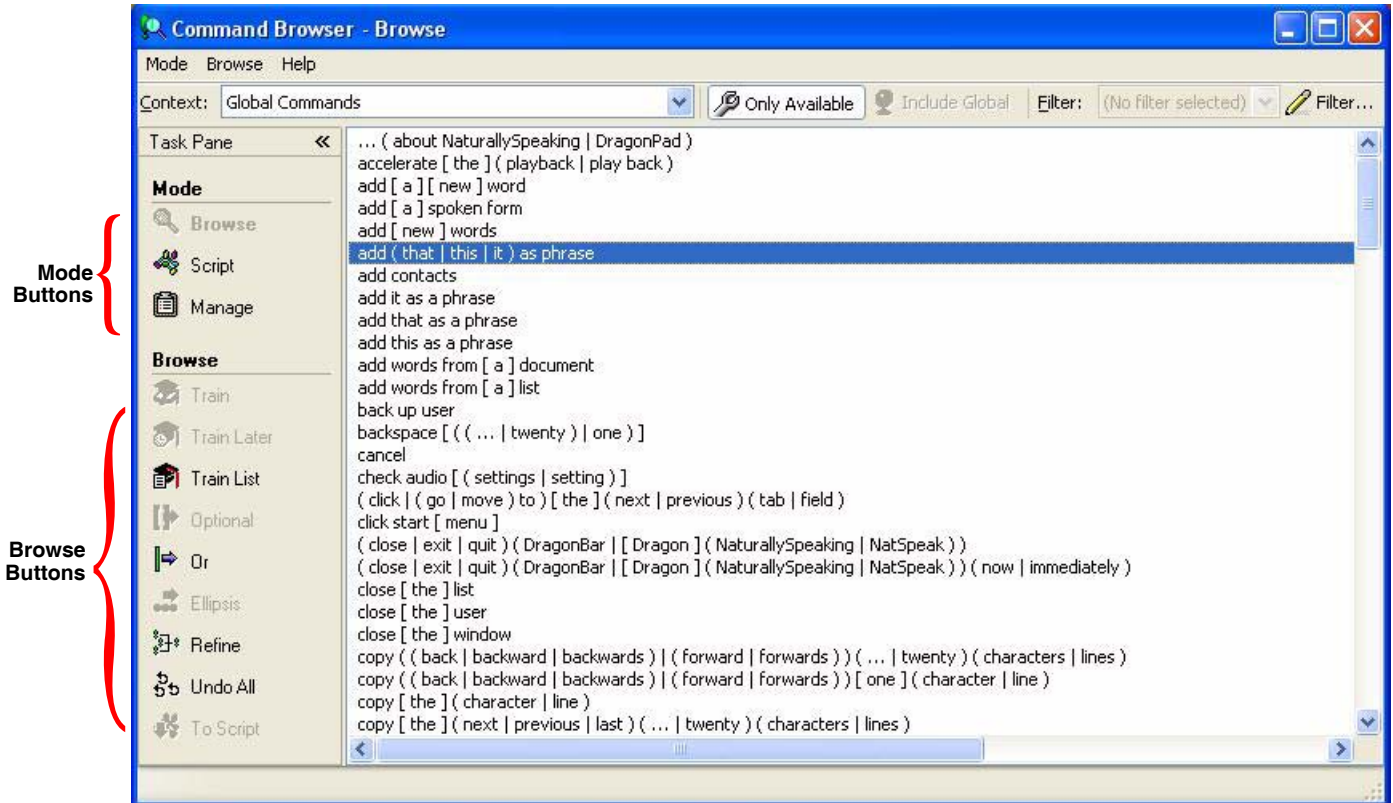
To verify you are in **Browse** mode, it should be written in the title bar of the dialog box and under **Mode** in the upper portion of the left pane. **Browse** mode also displays a list of **Browse** buttons in the lower portion of the left pane. When you select a command in the right pane, you might see more buttons become available under **Browse**. Other buttons you might see in **Browse** mode are **Train**, **Train Later**, **Optional**, **Ellipsis**, and **To Script**. Initially, only **Train List**, **Or**, **Refine**, and **Undo All** might be available.

Use the **Context** drop-down list in the far left corner, to select the application you want to view the commands for.

2. Click the **Manage** button under **Mode** in the left task pane. The **Command Browser** dialog box opens in **Manage** mode and shows a tree of command groups in the right pane.
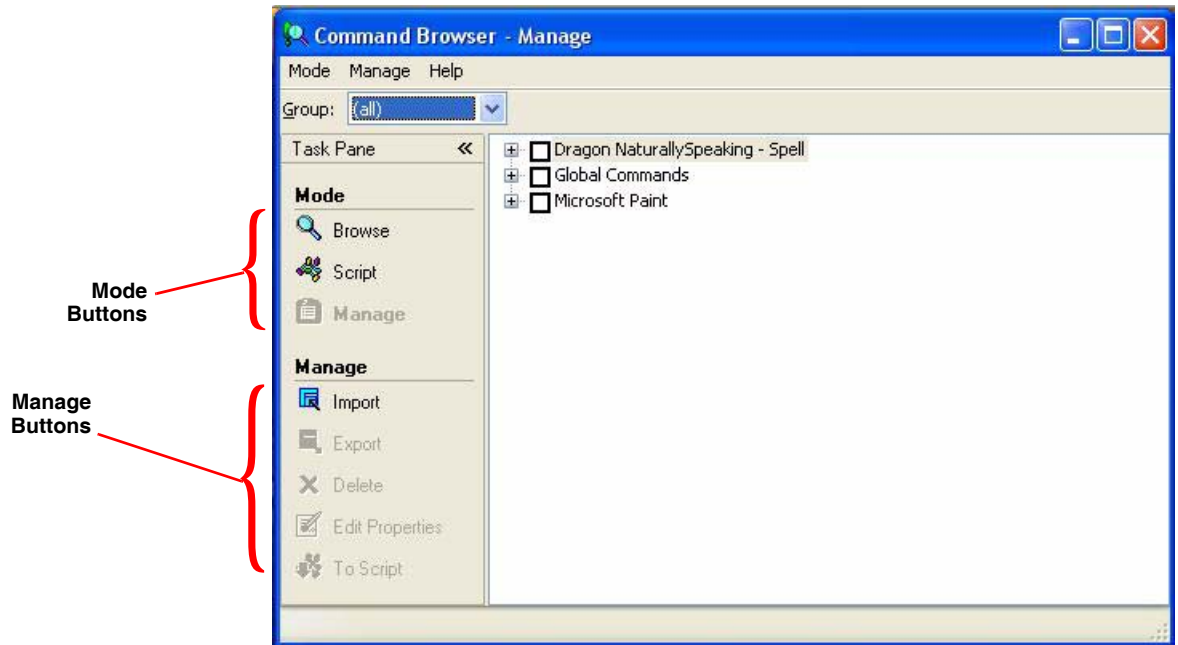
3. This view of the commands is called **Manage** mode as shown both in the title bar of the dialog box and under **Mode**. Manage mode also displays a list of **Manage** buttons in the lower half of the left pane.

Under **Manage** in the left task pane, initially only the **Import** button is available. If you check off a grammar or individual command in the right pane, the **Export**, **Delete**, and **Edit Properties** buttons become available. Script is only available when you select a command under an application name.

4. Click the **Script** button under **Mode** in the left pane. The **Command Browser** dialog box opens in **Script** mode and shows names of scripts in the right pane.
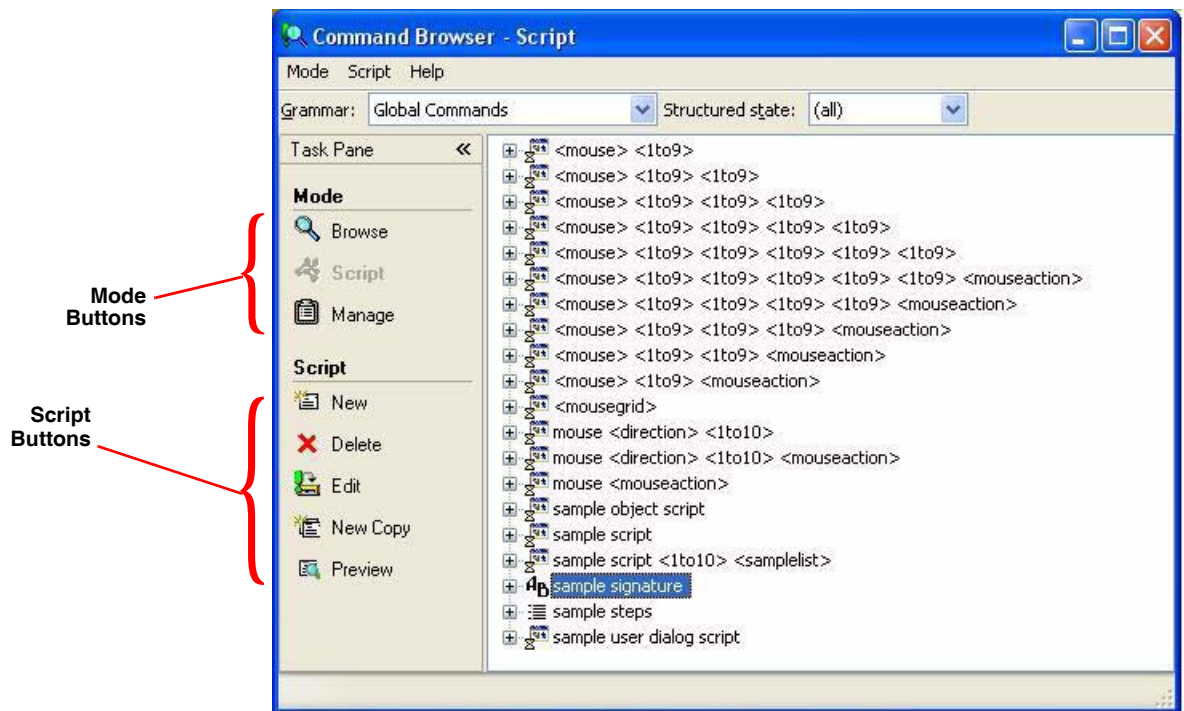
5. Under **Script** in the left pane you have options of actions you can take on the command that include **New**, **Delete**, **Edit**, **New Copy**, and **Preview**. Initially, you might see only the **New** and **Preview** buttons.

Add New Command

Select this option to add a new custom command.
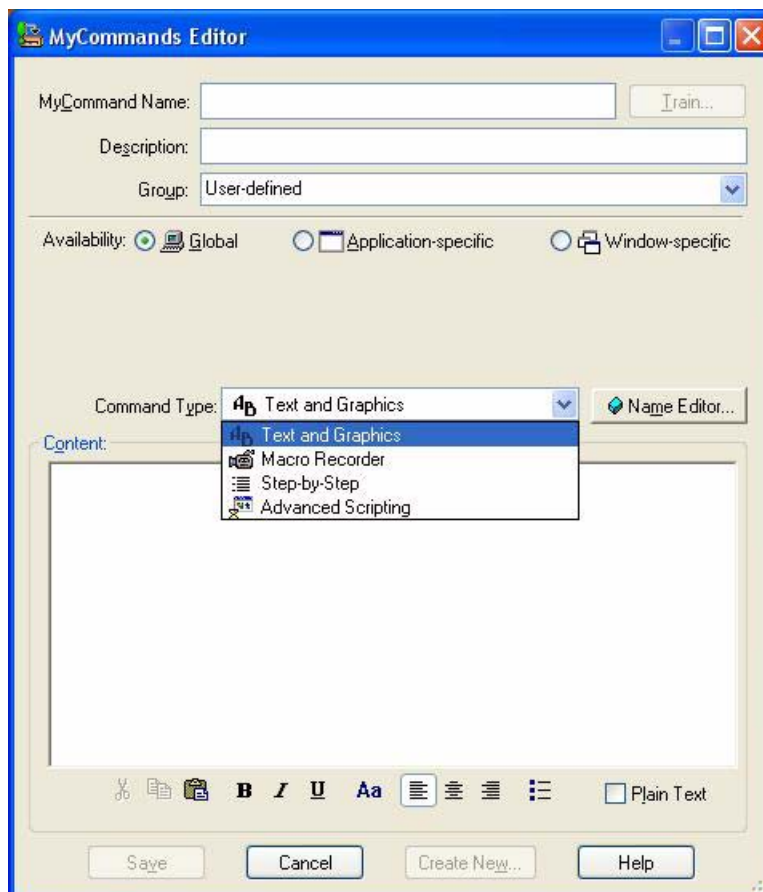
For more information about creating your own commands, refer to Chapter 8, "Creating Custom Commands" on page 139.

Dictation Box

Some applications or particular windows in applications might not support dictation or voice commands. In this situation, the **Select-and-Say Indicator** is gray rather than green and the **Message Area** displays a message stating that you are *dictating into a non-standard window*. When you see that message, you should use the **Dictation Box** to receive your new dictation or to revise misrecognized text.

To open the **Dictation Box**, on the **DragonBar** select **Tools > Dictation Box** or say **"Show Dictation Box."**

Adding Text in Dictation Box

If you have difficulty adding text in an EMR or other application:

1. Place your cursor in the active application window or document where you want the text to appear.

2. With your microphone turned on, say **"Show Dictation Box."** The **Dictation Box** opens.
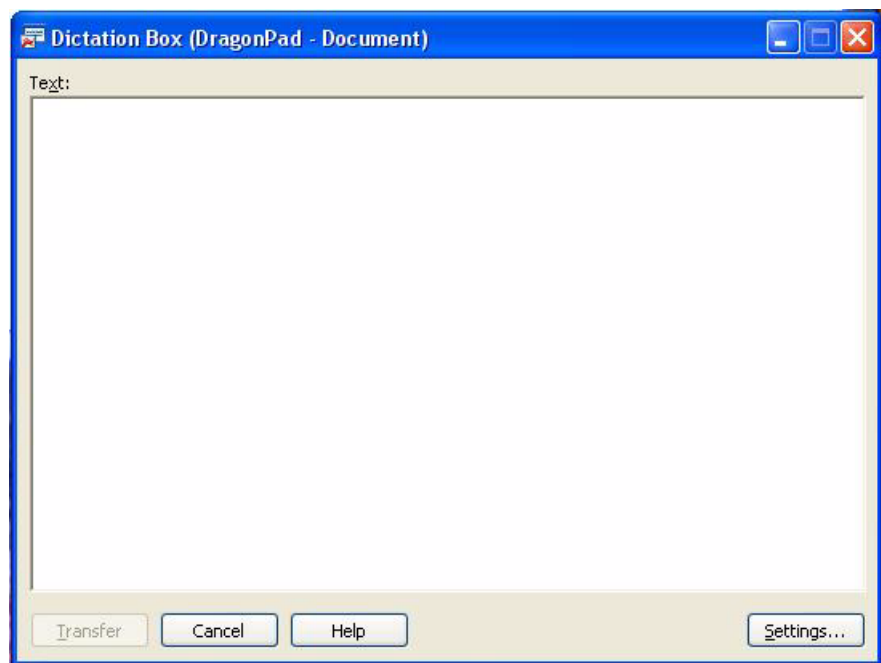
3. Dictate into the **Dictation Box**, making edits as necessary.

4. When you have finished dictating, click the **Transfer** button (or say **"Transfer"**).

   Dragon NaturallySpeaking automatically transfers recognized text to the window of the application you were using when you opened the **Dictation Box**.

Revising Text in Dictation Box

If you have difficulty revising selected text in an EMR or other application:

1. In an active application window or document, highlight the text you want to revise.

2. With your microphone turned on, say **"Edit Selection."**

    The **Dictation Box** opens, displaying the previously selected text.
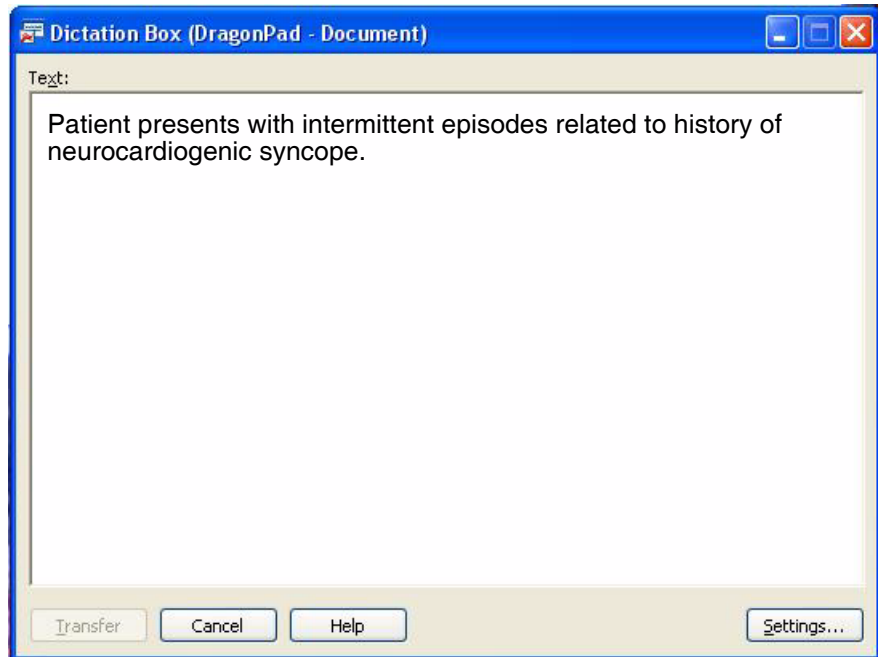
3. When you have finished revising the text, click the **Transfer** button (or say **"Transfer"**).

    Dragon NaturallySpeaking automatically transfers the corrected text to the window of the application you were using when you opened the **Dictation Box**.

Modifying Settings for the Dictation Box

The **Dictation Box** works for all applications that can accept standard shortcuts for Windows Clipboard operations. In some applications that do not accept these commands, your text may be lost or changed when transferring text in and out of the **Dictation Box**. If this happens, you can try changing the **Copy** and **Paste** settings. **Copy** and **Paste** settings can be different for each application that you use with the **Dictation Box**. For example, you can have one set of copy and paste settings for AOL Instant Messenger and another for Microsoft PowerPoint. You can also set the font and window position of the **Dictation Box**.

(Optional) To modify the font, window position, and copy and paste settings of the Dictation Box:

1. Open the application where you want the **Dictation Box** settings to apply.
2. On the **DragonBar**, select **Tools > Dictation Box**.
3. Click the **Settings** button to the lower right in the **Dictation Box**. The **Dictation Box Settings** dialog box appears.
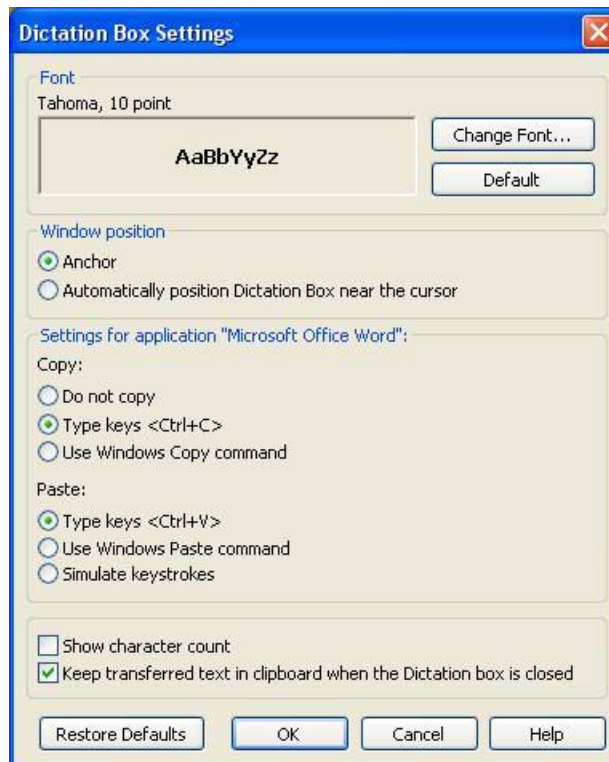
4. To set the font, in the **Font** section click **Change Font** and choose the font name, style, and size you would like and press **OK** to keep the changes. Click **Default** to return to the default font setting.
5. To set the window position, in the **Window position** section click one of these:

   - **Anchor**—To have the box appear where it was last closed. If you dragged it to a new position before closing it, the **Dictation Box** appears in the new position when you next open it.

   - **Automatically position Dictation Box near the cursor**—To have the box appear as close to the cursor as is practical.

6. In the **Settings for application "**<application name>**"** section, you set **Copy** and **Paste** settings:

   a. Under **Copy** select:

   - **Do not copy**—If you do not want an automatic copy of any text from the application when **Dictation Box** first opens.
   - **Type keys <Ctrl+C>**—If you want to use **Ctrl** + **C** to copy text from the application.
   - **Use Windows Copy command**—If you want to use the Windows **Copy** command to copy text from the application.

   b. Under **Paste** select:

   - **Type keys <Ctrl+V>**—If you want to use **Ctrl** + **V** to paste text from the **Dictation Box** to the application.
   - **Use Windows Paste command**—If you want to use the Windows **Paste** command to paste text from the application.
   - **Simulate keystrokes**—If you want keystrokes sent from the **Dictation Box** to the application. Choose this option when other methods of pasting text fail.

7. To have the **Dictation Box** show the number of characters of recognized text, click the **Show character count** check box.

8. To retain text on the Windows Clipboard even after you close the **Dictation box**, click the **Keep transferred text in clipboard when the Dictation box is closed** check box.

DragonPad

Select this option to open the *Dragon NaturallySpeaking* built in word processor where you can dictate a report or document.
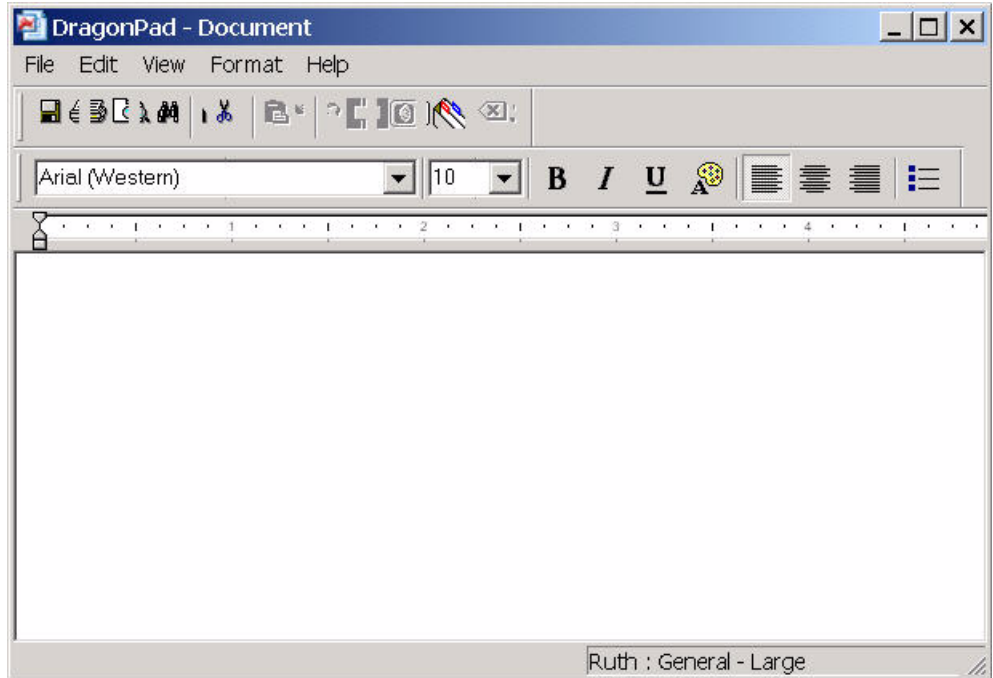
For more information on the **DragonPad**, refer to "Dictating Text into DragonPad" on page 66.

Options

Select this option to modify settings of the functions on the tabs shown below in the **Options** dialog box.

Correction tab:
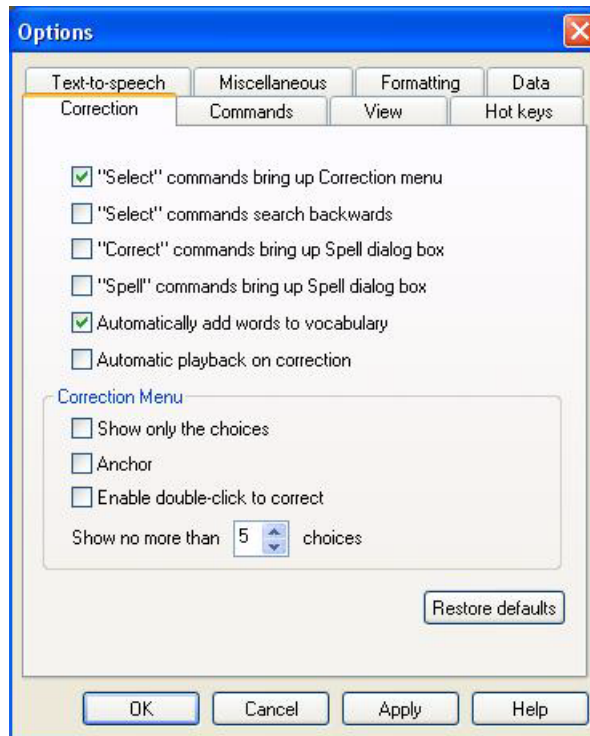
Settings shown in this illustration are the defaults on this tab.

> *Note: Changing these options only affects the current user; any other users keep their existing settings.*

The **Correction** tab offers you options to select and correct recognized text:

- How the **Select**, **Correct**, and **Spell** commands behave.

- Whether or not words are automatically added to the vocabulary.

- Whether or not recognized audio is automatically played back on correction.

- **Correction** menu — How the menu is displayed:

  – **Show only the choices** — Check to display only correction choices.

  – **Anchor** — Check to lock the **Correction** menu in its current location until you drag it to a new location.

  – **Enable double-click to correct** —Check to open the **Correction** menu by double-clicking words with your mouse. We recommend

you check it to allow use of the mouse for correcting. This feature does not work in all applications.

– **Show no more than # choices**— Controls the number of choices the **Correction** menu will display. We recommend when you first start that you maximize the setting to **9** to display more options for users to choose from.

• **Restore defaults** button — Restores original settings for the C**orrection** tab.

Commands tab:
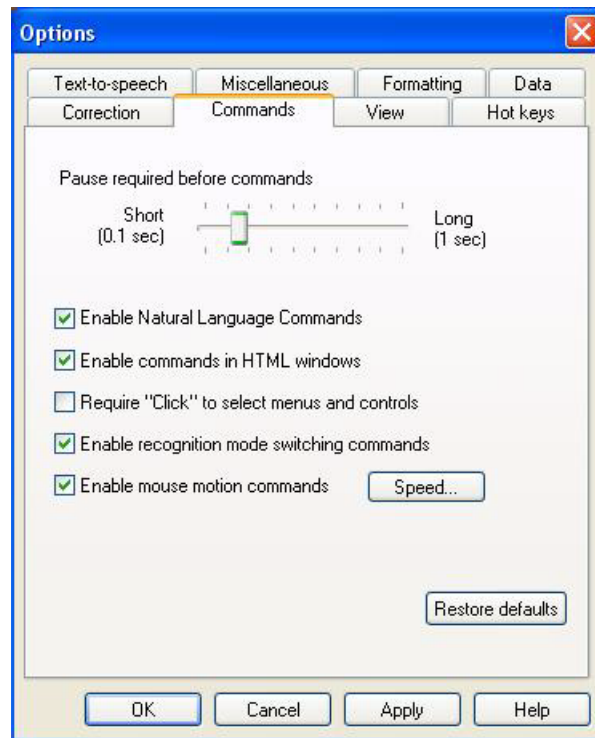
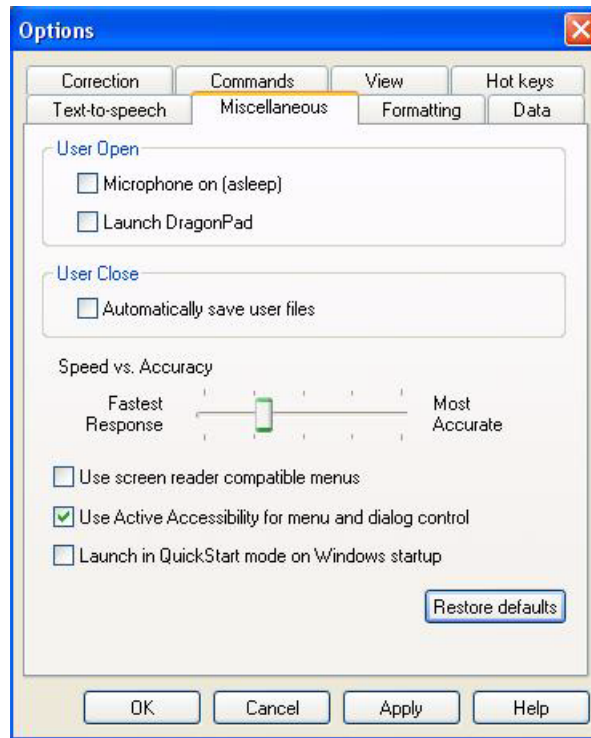Settings shown in this illustration are the defaults on this tab.

![Note icon] *Note: Changing these options only affects the current user; any other users keep their existing settings.*

The **Commands** tab offers you options to customize how you work with commands:

• **Pause required before commands** — Length of silence to precede a command. Default is 250 milliseconds (.25 second).

• **Enable Natural Language Commands** — Allows commands that you can use with a variety of applications such as Microsoft Word, Corel WordPerfect, AOL, and Microsoft PowerPoint.

• **Enable commands in HTML windows** — Allows commands designed specifically for web browsers like Internet Explorer.

- **Require "Click" to select menus and controls** — Requires you speak the word **Click** to select a hyperlink, menu option, or control.

- **Enable recognition mode switching commands** — Lets you dictate and say mode commands interchangeably.

- **Enable mouse motion commands** — Lets you state commands that move the mouse, such as **"Mouse left."**

- The **Speed** button lets you set the speed of the mouse motion voice commands.

- **Restore defaults** button — Restores original settings for the **Commands** tab.

View tab:
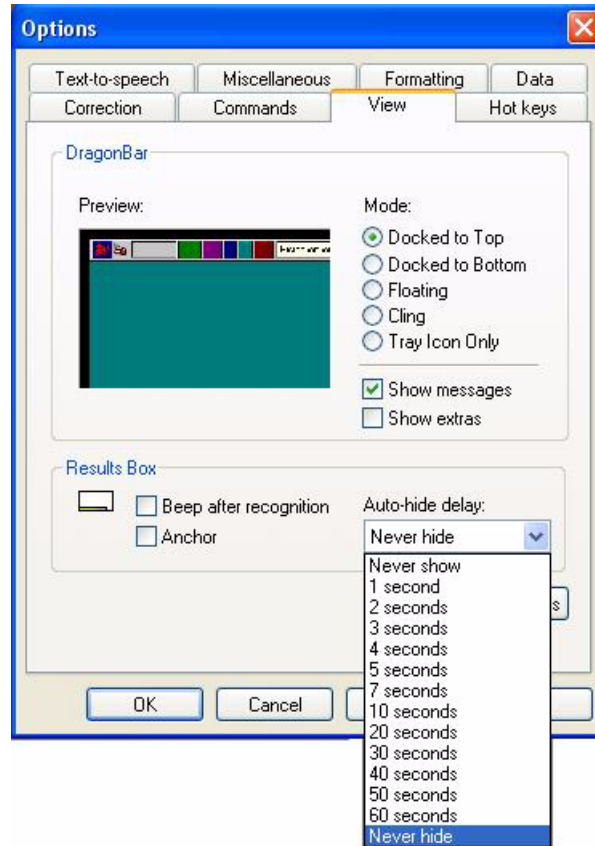
Settings shown in this illustration are the defaults on this tab.

Note: Changing these options only affects the current user; any other users keep their existing settings.

The **View** tab offers you options to control the look and behavior of:

- **DragonBar**:

– **Mode** — Set to how you want the **DragonBar** positioned: **Docked to Top** , **Docked to Bottom**, **Floating**, **Cling**ing to current window, or sitting in the **Tray Icon Only**. (For more information, see "Setting How DragonBar Looks/Acts" on page 59.)

– **Show messages** — Check to see messages in the **DragonBar Message Area**.

– **Show extras** — Check to see the **Extras** toolbar automatically every time you start *Dragon NaturallySpeaking*.

• **Results Box:**

– **Beep after recognition** — Check to have a beep occur after a phrase is recognized and uncheck to have it stop occurring.

– **Anchor** — Locks the **Results Box** in its current location until you drag it to a new location.

– **Auto-hide delay** — Select how many seconds to delay hiding the **Results Box** after dictation stops. We recommend **5 seconds** rather than **Never hide**, so that the **Results Box** does disappear and allow the provider access to the application you are working in without moving the box.

• **Restore defaults** button — Restores original settings for the **View** tab.

Hot keys tab:
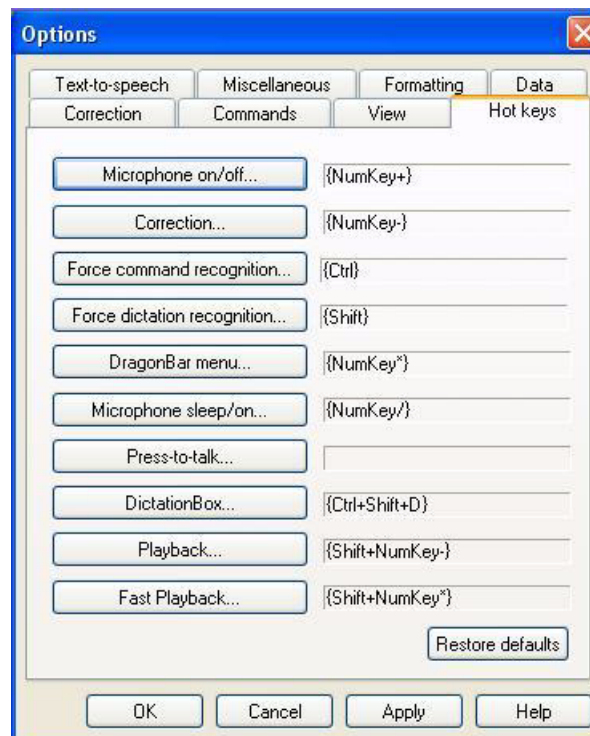
Settings shown in this illustration are the defaults on this tab.

Note: Changing these options only affects the current user; any other users keep their existing settings.

The **Hot keys** tab lets you modify the hot keys:

- **Microphone on/off** {NumKey+} — Toggles the microphone on/off. For example if you are using a Philips SpeechMike, you can use the SpeechMike control utility to associate a microphone button with a keystroke, and then on the **Hot Keys** tab you can associate a *Dragon NaturallySpeaking* function with that same key.

- **Correction** {NumKey–}— Brings up the **Correction** menu.

- **Force command recognition** {Ctrl}— Forces spoken words to be recognized as commands rather than dictated text.

- **Force dictation recognition** {Shift}— Forces words to be recognized as dictation rather than as commands.

- **DragonBar** menu {NumKey*}— Opens **NaturallySpeaking** menu on the **DragonBar**.

- **Microphone sleep/on** {NumKey/}— Toggles microphone between sleep and wake states.

- **Press-to-talk** — Holding down this key keeps the microphone on until you release it.

- **DictationBox** {Ctrl+Shift+D}— Opens the **DictationBox** dialog box.

- **Playback** {Shift+NumKey–}— Starts playback of the audio.

- **Fast Playback** {Shift+NumKey*}— Increases the playback speed.

- **Restore defaults** button — Restores original settings for the **Hot keys** tab.

Hot keys PowerMic
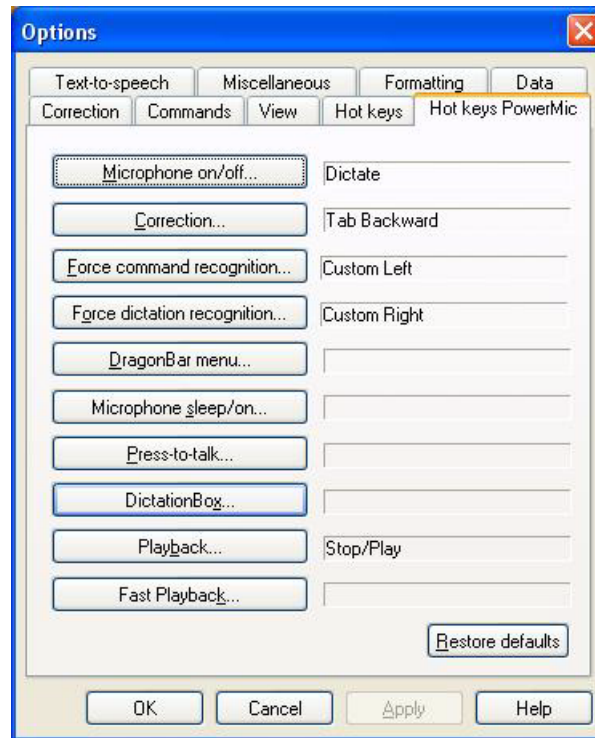
Settings shown in this illustration are the defaults on this tab.

![pushpin note icon] *Note: Changing these options only affects the current user; any other users keep their existing settings.*

Only if a *PowerMic* or *PowerMic II* is connected to your computer does the **Hot keys PowerMic** tab appear. On this tab you indicate the button on the *PowerMic* that performs each function. For instance, in the illustration above, the **Tab Backward** button opens the **Correction** menu.

- **Microphone on/off** (**Dictate**) — Toggles the microphone on/off.

- **Correction** (**Tab Backward**) — Brings up the **Correction** menu.

- **Force command recognition** (**Custom Left**) — Forces spoken words to be recognized as commands rather than dictated text.

- **Force dictation recognition** (**Custom Right**) — Forces subsequent spoken words to be recognized as dictation rather than as commands.

- **DragonBar** menu () — Opens the NaturallySpeaking menu on the **DragonBar**.

- **Microphone sleep/on** () — Toggles microphone between sleep and wake states.

- **Press-to-talk** ()— Holding down this key keeps the microphone on until you release it.

- **DictationBox** ()— Opens the **DictationBox** dialog box.

- **Playback** (**Stop/Play**) — Starts playback of the audio.

- **Fast Playback** ()— Increases the playback speed.
- **Restore defaults** button — Restores original settings for the **Hot keys PowerMic** tab.

Refer to the *PowerMic* and *PowerMic II* quick references for the names of the buttons on each microphone.

Text-to-speech tab:
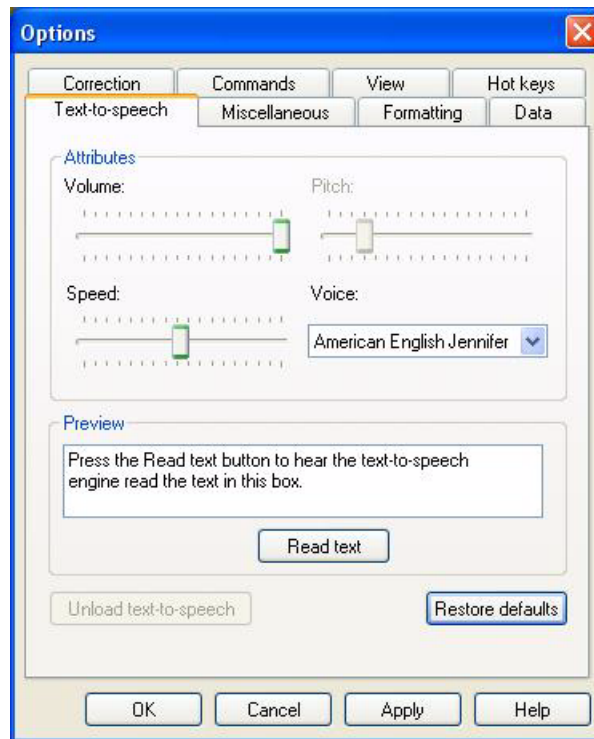
Settings shown in this illustration are the defaults on this tab.

Note: *Changing these options only affects the current user; any other users keep their existing settings.*

The **Text-to-speech** tab lets you adjust the attributes of **Text-to-speech** playback.

- **Attributes** — Sets the audio characteristics applied when the product reads back text, including **Volume**, **Speed**, **Pitch**, and **Voice**.
- **Preview —** Enter or paste text in this box to preview **Text-to-speech** playback.
  - **Read text** button — Click to hear a sample reading of the text in the **Preview** box using the settings you selected.
- **Unload text-to-speech** button — Turns off the feature.
- **Restore defaults** button — Restores original settings for the **Text-to-speech** tab.

Miscellaneous tab:

Settings shown in this illustration are the defaults on this tab.

Note: *Changing these options only affects the current user; any other users keep their existing settings.*

The **Miscellaneous** tab lets you set the miscellaneous options.

- **User Open**:
  - **Microphone on (asleep)** — Check to have the microphone automatically turn on in sleep mode when you open a user. Check this option only if the user cannot use his or her hands to turn the microphone on/off.
  - **Launch DragonPad** — Check to have **DragonPad** start automatically when you open a user.

- **User Close**:
  - **Automatically save user files** — Check to automatically save the user files when closing a user without displaying a dialog box asking you to confirm that you want the user files saved.
  - **Speed vs. Accuracy**—You can have faster recognition that is not quite as accurate or slower recognition that is extremely accurate. Most of the time, you want a balance of the two.
  - **Use screen reader compatible menus**—Check to have a screen reader to read menu items out loud to vision-impaired users. Some screen readers have trouble reading menus unless this option is

turned on. If this option is on, the small icons next to menu items disappear.

– **Use Active Accessibility for menu and dialog control**—Check to have *Dragon NaturallySpeaking* use Microsoft **Active Accessibility** features, required by some versions of Windows to control the menus and dialog boxes of certain applications by voice.

*Note: This option is dimmed if **Active Accessibility** is not installed or if your version of Windows does not require it. This setting affects all users.*

– **Launch in QuickStart mode on Windows startup**—Check to have *Dragon NaturallySpeaking* load in the background when you start your computer or log in to your operating system, depending on your version of Windows.

When *Dragon NaturallySpeaking* is launched in **QuickStart** mode the **Microphone** icon appears in the system tray and is available for use more quickly than when you start it in **Normal** mode.

• **Restore defaults** button — Restores original settings for the **Miscellaneous** tab.

Formatting tab:
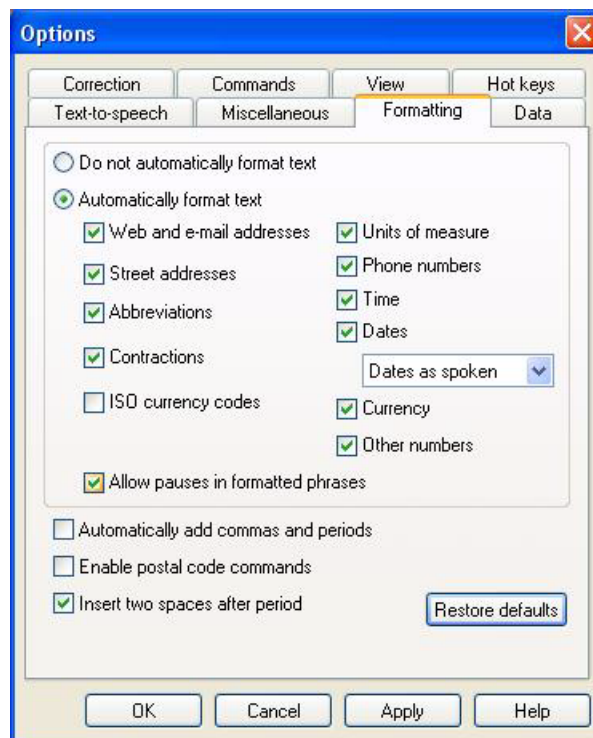
Settings shown in this illustration are the defaults on this tab.

Note: Changing these options only affects the current user; any other users keep their existing settings.

The **Formatting** tab lets you set the default formatting for various types of data; for instance, you can have automatic formatting of web addresses, phone numbers, and dates and times. Here are the types of data whose default format you can set:

- **Do not automatically format text** — Turns off automatic number formatting; still lets you dictate numbers by saying **"Numeral"** before the number, but you must explicitly specify digits and punctuation.

Note: Punctuation of numbers and currency depends on the settings on the ***Number and Currency*** *format of the Windows Control Panel Regional Settings Properties.*

- **Automatically format text** — Turns on different forms of automatic number formatting; lets you dictate numbers in a natural way and format abbreviations, contractions, and e-mail addresses.

  Makes several options available, shown in the table below.

Automatically Format Text Options/Formatting Tab of Options Dialog Box

Formatting Option	Purpose
Web and e-mail addresses	Automatically formats e-mail and Web address; lets you dictate these addresses in a natural manner. Concatenates names in Web and e-mail addresses and recognizes the word at as the @ sign.
Street addresses	Automatically formats postal addresses; for example, if you say **"49 Orchard Lane, Boston, Massachusetts Oh Two Four Four Six"**, transcribes **49 Orchard Lane, Boston, MA 02446**.
Abbreviations	Recognizes most standard abbreviations while transcribing dictation if you say **"Abbreviated"** after the word. For example, if you say **"February Abbreviated"** transcribes **Feb.** If you clear this box, transcribes spoken abbreviations in a more formal manner. For example, if you say **"Ltd,"** transcribes **Limited**.
Contractions	Recognize contractions while transcribing dictation. If you clear this box, transcribes spoken contractions in a more formal manner. For example, if you say **"Don't go near the water,"** transcribes **Do not go near the water**.
ISO currency codes	Goes with **Currency** option; displays currency amounts with the international symbol for the language set in the **Windows Regional and Language Options** tool. For example, if you have United States English selected and say **"Ten Dollars,"** transcribes **USD10**.
Units of measure	Automatically formats standard units of measure, such as feet and inches. For example, if you say **"Six Feet Three Inches,"** transcribes **6'3"**. If you say **"two by three millimeters,"** transcribes **2 x 3 mm**. For **"twenty five milligrams,"** transcribes **25 mg**.
Phone numbers	Automatically formats telephone numbers when you speak a sequence of seven or ten numbers. For example, if you say **"7815551234,"** transcribes **781-555-1234**.
Time	Turns on standard time formats. For example, if you say **"Six Thirty PM,"** transcribes **6:30 p.m.**

Formatting Option	Purpose
Dates	Automatically formats dates using the format you select in the drop down below it. For example, if you select **MM/DD/YY** from the list and say **"May Sixth, 2005"** or **"Sixth of May, 2005,"** transcribes **05/06/05**. Choosing **"Dates as spoken"** transcribes the date exactly as you dictate it. For example, **"Sixth of May, 2005"** transcribes as **6th of May, 2005**. *Note: One exception to the MM/DD/YY format is a date from early in the previous century. For example, if you say "May Sixth, 1905" Dragon NaturallySpeaking transcribes 05/06/1905 to avoid confusion with the year 2005.*
Currency	Automatically formats standard forms of currency, such as dollars. For example, if you say **"Six Dollars and Seventy Five Cents,"** transcribes **$6.75**.
Other numbers	Automatically formats all numbers not covered by other options on this dialog box, such as negative numbers, numbers with punctuation, fractions, decimals, and roman numerals. For example, if you say **"Ten Thousand,"** transcribes 10,000.
Allow pauses in formatted phrases	Formats numbers and phrases to work together if you pause while speaking a number.

- **Automatically add commas and periods** — Adds commas and periods (full stop outside USA or Canada) at the appropriate places in your dictation. Dictation with this feature turned on adds commas and periods for the same natural pauses that you typically use in conversational speech.

Note: This option is not recommended for clinical documentation.

- **Enable postal code commands** — Sets the format of Canadian and UK postal codes in your dictation. For example, to format a postal code in Toronto, say **"Toronto Comma Ontario Post Code M Five H Two L Two"** to enter **Toronto, Ontario M5H 2L2**.

*Note: You must save, then reload your user files before a change to this option actually takes effect. On the **DragonBar**, select **NaturallySpeaking > Save User Files**; then select **NaturallySpeaking > Open User**. Be sure to select the correct user (the current user is selected by default), then click **Open**.*

- **Insert two spaces after period** — Puts two spaces at the end of a sentence instead of a single space. Clear this check box to add only one space.

- **Restore defaults** — Clicking this button restores the values of the **Formatting** tab to settings originally installed.

- **Restore defaults** button — Restores original settings for the **Formatting** tab.

Data tab:
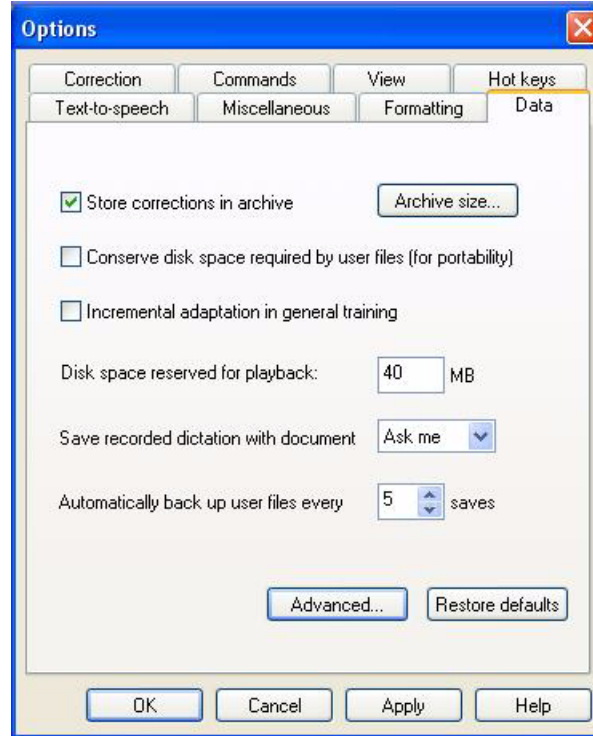
**Settings
shown in this
illustration are
the defaults
on this tab.**

 Note: Changing these options only affects the current user; any other users keep their existing settings.

The **Data** tab offers you options to customize how data is stored, archived, and backed up:

- **Store corrections in archive** — Check to save a list of your corrections in an archive.

- **Archive size** button — Opens the **Archive Size** dialog box, where a slider lets you adjust the number of corrections stored in the archive to between 30 and 180 minutes.
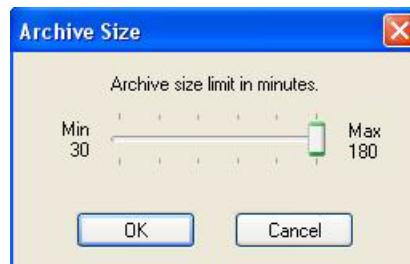
- **Conserve disk space required by user files (for portability)** — Check to save a smaller set of user files for easy portability.

- **Incremental adaptation in general training** — Check to run the acoustic optimizer after a provider performs additional training but to

use only the data gathered from the training session, rather than using all of that provider's dictation, for adapting the acoustic model.

- **Disk space reserved for playback** — Enter number of megabytes of disk space to reserve for audio playback.

- **Save recorded dictation with document** — To automatically save dictated audio when you save the document, without prompting you. Change to **Never** in most cases when working in Anatomic Pathology or EMR applications that use only a text editor to populate database.

- **Automatically back up user files every "n" saves** — Indicate the number of times data should be saved between explicit backups of user files. In a roaming user environment, this setting has no effect, because *Dragon NaturallySpeaking* does not back up a **Roaming User**.

- **Advanced** button — Opens the **Advanced** dialog box, where you can choose to:

  - **Create usability log** — Log of all the menu commands, toolbar buttons, and voice commands used during the current session.

  - **Always preserve wave data** — Saves every audio file dictated.

  - **Collect data** — Collect acoustic data for accuracy enhancement purposes.
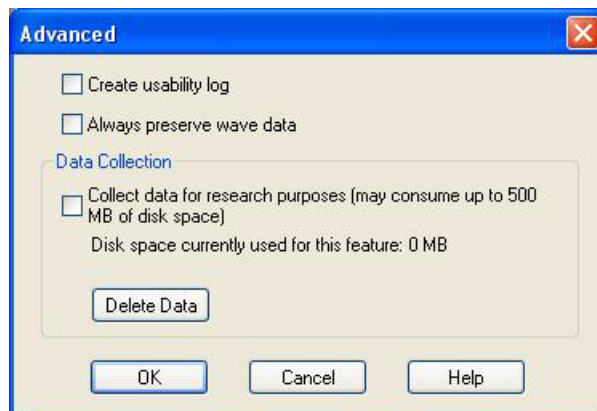
–   **Delete data** — Remove all usability log, audio file, and acoustic data that is currently stored for this session. Click this button to remove any accumulated data from your hard drive.
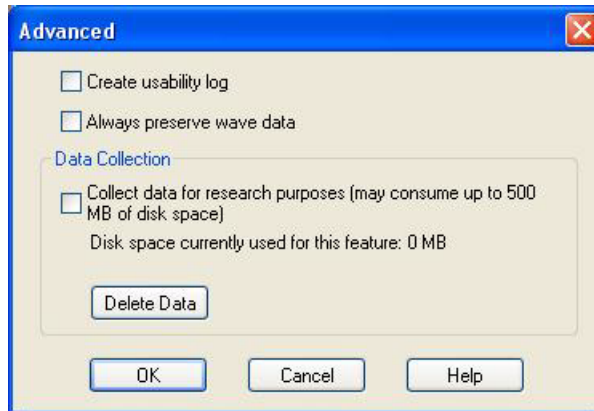
•   **Restore defaults** button — Restores original settings for the **Data** tab.

Words Menu

New

Opens the **Add Individual Word** dialog box to add new words to the open user's vocabulary. For more information refer to "Adding Individual Words to Your Vocabulary" on page 100.

View/Edit

Opens the **Vocabulary Editor** dialog box to view and edit the open user's vocabulary. For more information, refer to "Adding Words through the Vocabulary Editor" on page 102.

Train

Opens the **Training** dialog box to train a word in the user's voice. For more information, refer to "Training Words at Any Time" on page 107.

Import

Opens the **Add Words from Word Lists** dialog box to import a list of words into the open user's vocabulary. For more information, refer to "Importing Custom Words from Another User" on page 118.

Export

Opens the **Export Custom Words** dialog box where you select the path and enter the name of the file to export the words into. For more information, refer to "Exporting Custom Words to a File" on page 117.

View Recognition History

Opens the **Recognition History** dialog box to view a list of what *Dragon NaturallySpeaking* transcribed during a dictation session. This information is useful if you have been dictating without looking at the screen and you

discover some recognition errors. Use the **Save** button too save the user's recognition history.

*Note: The **Recognition History** window provides information only; you cannot correct recognition errors in it.*

Dictation Modes

You can change the dictation mode by saying:

1. **"Start** *<name>* **mode"**
2. **"***<name>* **mode on"**
3. **"***<name>* **mode off"**

*Note: To switch between modes, say **"Switch to** *<name>* **mode."** For example **"Switch to Numbers Mode."***

Normal Mode

Default mode. In this mode, *Dragon NaturallySpeaking* distinguishes dictation from commands by analyzing what you said between pauses.

Dictation Mode

In this mode, *Dragon NaturallySpeaking* interprets everything you say as dictation and nothing as a command.

Command Mode

In this mode, *Dragon NaturallySpeaking* interprets every word you dictate as a command and none of it as dictated text.

Numbers Mode

In this mode, *Dragon NaturallySpeaking* interprets every word you dictate as numeric digits.

Spell Mode

In this mode, *Dragon NaturallySpeaking* lets you spell words using a combination of letters, digits, and symbols. Useful for dictating acronyms and digit- and character-specific items. You can also dictate keystrokes such as **"space bar"** or **"backspace key**.**"**

Sound Menu

Play That Back

Plays back the audio for the text you have selected in the application where you have been dictating.

Read That

Reads the text you have selected using the computer's voice.

Transcribe Recording

Opens the **Transcribe a Recording** dialog box, where you transcribe audio you dictated into a recording device and set **Transcribe** options.

Note: The first screen displayed varies based on the type of recorder you are using.

To transcribe audio dictated into a recording device:

1. If your installation has been set up to use **DragonPad**, you do not have to open **DragonPad** unless you are adding to an already existing document. If you want to transcribe the dictation into an existing document in **DragonPad** or into a document in another application, open that document and insert the cursor where you want the transcribed text to begin.

2. On the **DragonBar**, select **Sound > Transcribe Recording**

3. The **Transcribe a Recording** dialog box appears. If you have wave files to transcribe or do not have a recorder attached, click the **Other Source** button to the right and proceed to the next step.

    If you have a recording device attached to your computer (or the recorder's removable memory is inserted into a reader connected to the computer), you see a large button to the left labeled with the name of the recording device (see the Sony Digital Voice Editor in the preceding illustration). To retrieve audio from that recorder:

    a. Click the large button and follow the instructions in the recorder software to select the file that you want to transcribe.

    b. Click the button in the recorder software that starts the transcription (the name of the button depends on the particular recorder type). If the **Transcription Options** dialog box opens, select the window where transcribed text will appear, how *Dragon NaturallySpeaking* will interpret the command words in the transcription, and other options depending on what type of recorder you are using.and proceed to the steps on receiving the resulting text under either .
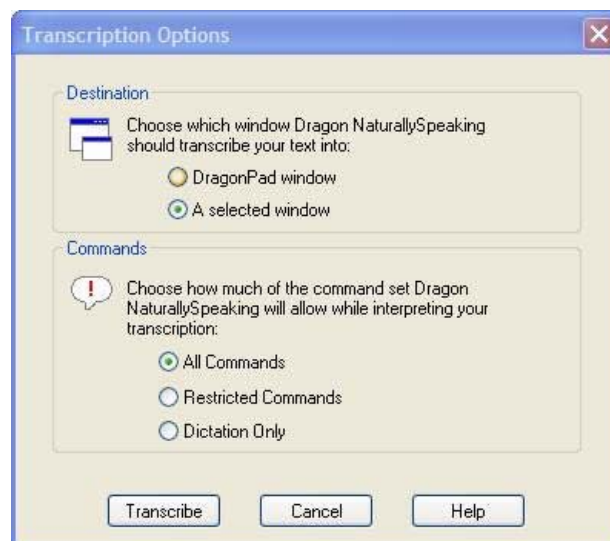
4. Click the **Transcribe** button in the **Transcription Options** dialog box. This will open the **Transcribing** dialog box and start the process when you click the mouse in the application that should receive the transcribed dictation. Transcription then begins and during the process you see the **Transcribing** dialog box.

Note: Do not touch the mouse or keyboard during the transcription process.The Transcribe from dialog box opens.

5. Click **Audio File** or, if you are using audio from a pocket PC, click **Audio File From Pocket PC**.

    Or if you are sending audio directly through the **Line In** jack, select **Through the Line In Jack** and proceed to Step 7.

6. Click the **Browse** button to the right of the **File** text box**,** find the **.wav** file containing the recorded audio, and click **Open**. The name of the wave file should appear in the **File** text box under **Audio File**.

7. Click the **Transcribe** button to initiate the transcription process. What you do next depends on whether you are receiving the text in **DragonPad** or another application.

Note: To modify which application receives the results of transcribing recorded audio, see "Setting Where Audio Should Be Transcribed" on page 206.

In DragonPad

If your installation is set up to use **DragonPad**, and **DragonPad** is not open, it opens automatically and you need not take any other action. The text resulting from recognition appears in the **DragonPad** text area, starting at the top of the document (if the document is empty) or at

the location of the cursor (if the document already contains other text). During the transcription process, you see the **Transcribing** dialog box.

Note: Do not touch the mouse or keyboard during the transcription process.

a. Depending on the application you are using, it might be different. If, for example, you are using **DragonPad**, select **File > Save**. A message box pops up asking if you want to save the audio file for later playback and advising you on the amount of space the audio requires on your hard drive.

b. Click **Yes** to save the recording or **No** to discard it. After you respond to this dialog box, the **Sound** menu again becomes available for you to transcribe another recording.

In an Application Other Than DragonPad

If your installation is *not* set up to use **DragonPad**, after the name of the wave file appears in the **File** text box and you click the **Transcribe** button to start the process, you must then click the mouse in the application that should receive the transcribed dictation. Transcription then begins and during the process you see the **Transcribing** dialog box.
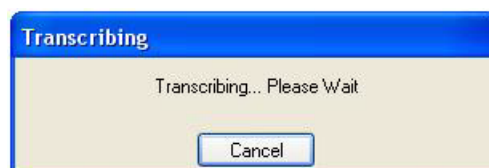
The text resulting from recognition appears in the open document where the cursor is, starting at the location of the cursor.

Note: Do not touch the mouse or keyboard during the transcription process.

    c. In the application, select **File > Save** (or the equivalent). A dialog box pops up asking if you want to save the audio file for later playback and advising you on the amount of space the audio requires on your hard drive.

    d. Click **Yes** to save the recording or **No** to discard it. After you respond to this dialog box, the **Sound** menu again becomes available for you to transcribe another recording.

8. You can close the document or leave it open to receive transcription of another audio file.

Setting Where Audio Should Be Transcribed

To set transcribe options that indicate where the audio should be transcribed (DragonPad or another application):

1. On the **DragonBar**, select **Sounds > Transcribe Recording**

2. In the **Transcribe a Recording** dialog box, click the **Advanced** button and the **Advanced Settings** dialog box opens.
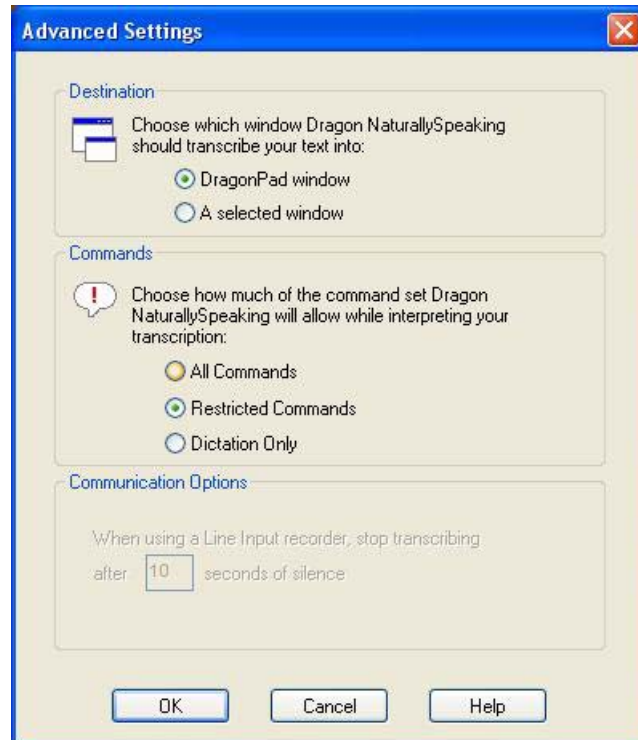
3. Under **Destination**, choose a window to receive the transcribed audio, by selecting either **DragonPad** or, for any other application, by selecting **a selected window**.

Under **Commands**, select how you want *Dragon NaturallySpeaking* to interpret the recorded audio, as commands or as dictation. Choose from:

- **All Commands** — Enables all *Dragon NaturallySpeaking* commands during dictation to be recognized when the recording is carried out.

- **Restricted Commands** — Disables all but restricted commands set during transcription. Look in **Help** for further information on this option.

- **Dictation Only**. — Disables all commands during transcription, except fo dictation commands. If a recording has commands, they are entered as text in the document.

4. (Optional) If you have a line input recorder, set the number of seconds of silence that indicates the end of the recording, under **Communication Options**.

5. Click **OK** to save the settings and close the **Advanced Settings** dialog box.

Help Menu

Improve my accuracy

Select to open the **Accuracy Assistant** dialog box.
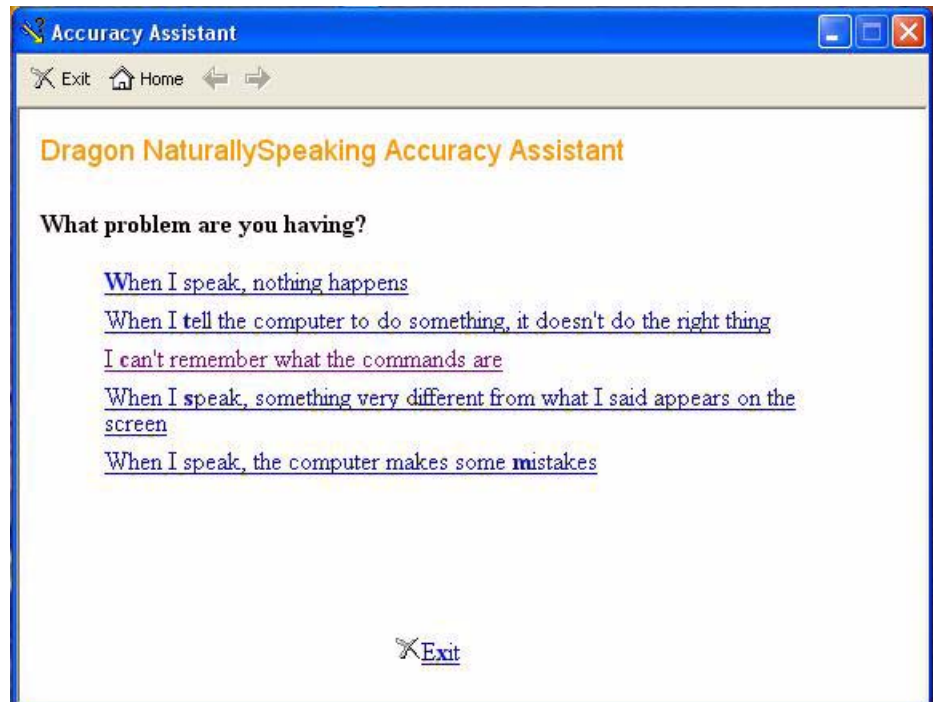
Performance Assistant

Select to open the **Dragon NaturallySpeaking Help** dialog box to the
Performance Assistant section that instructs you on how to use this
capability to improve the speed of recognition.
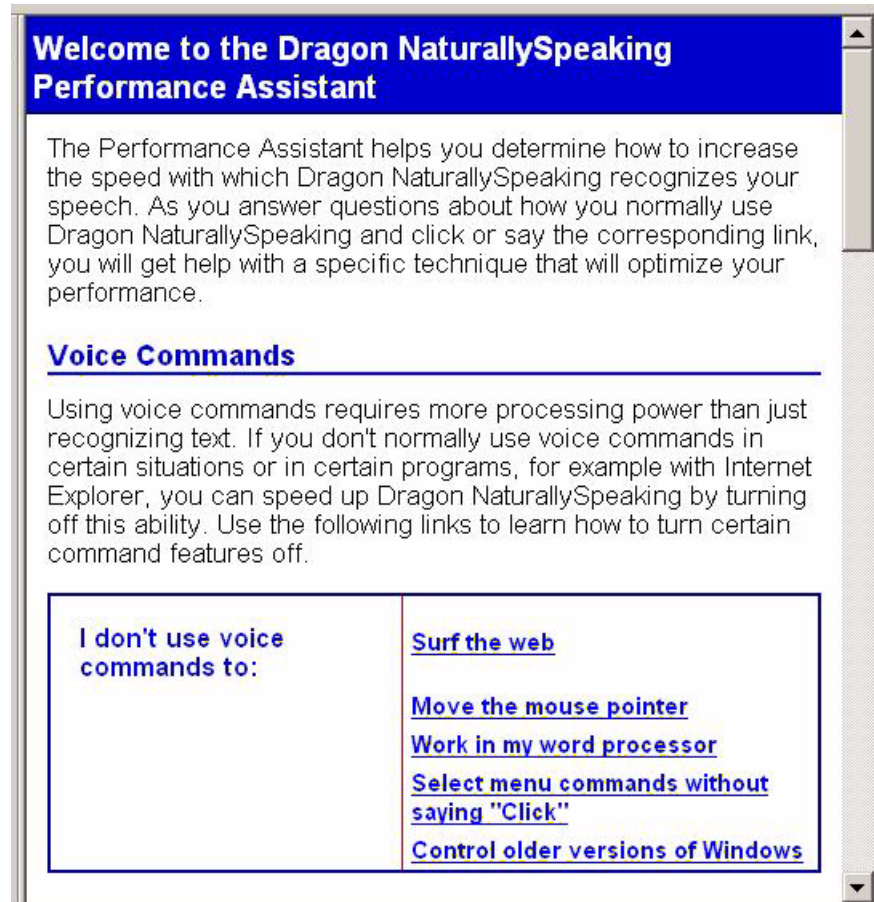
Help Topics

Select to open the **Dragon NaturallySpeaking Help** dialog box contents.
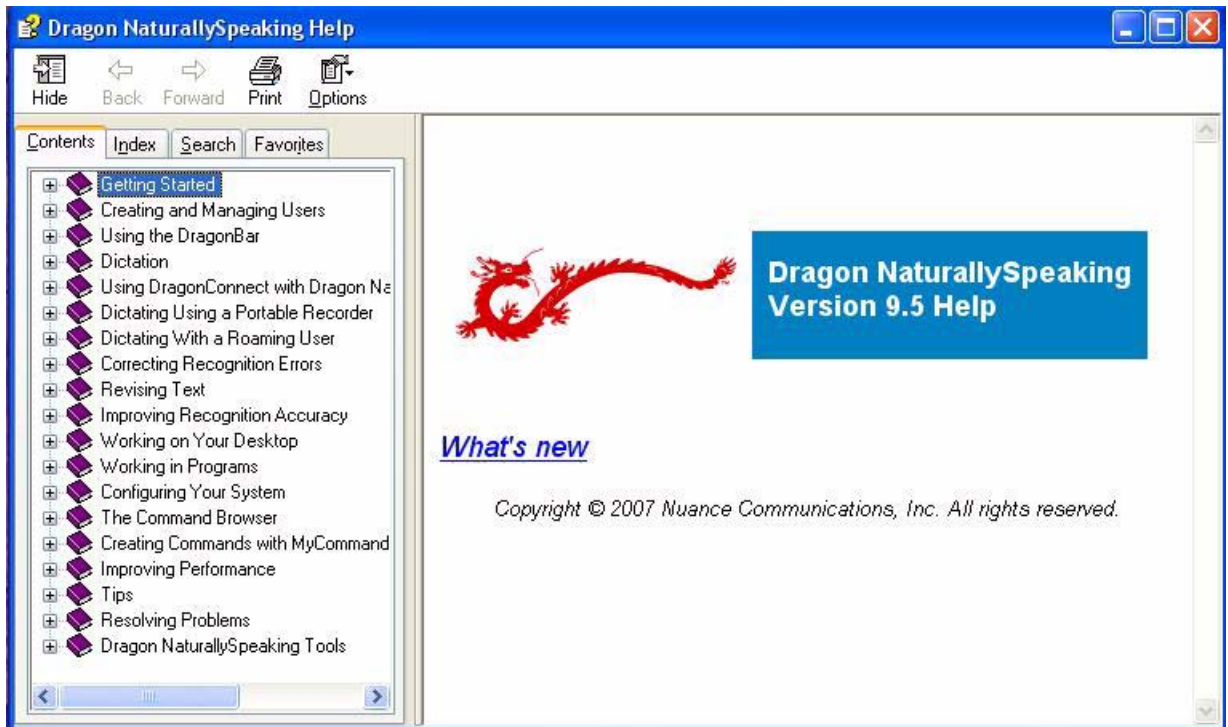
Tip of the Day

Select to open the **Tip of the Day** dialog box. Each tip teaches you a bit of information about *Dragon NaturallySpeaking*. If you open this dialog box and check **Show Tips at Startup**, you see a tip every time you start the product.
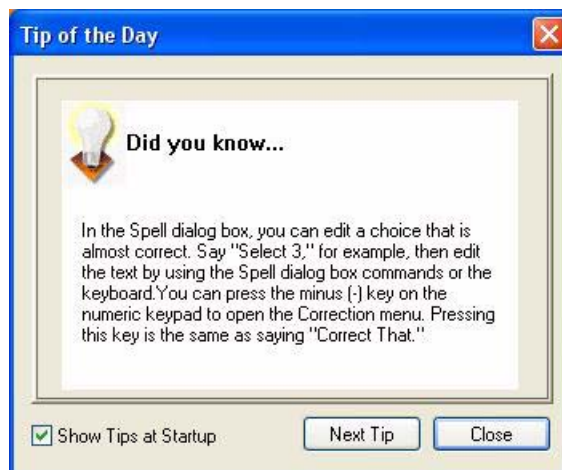
Note: To stop the **Tip of the Day** dialog box from appearing, uncheck the **Show Tips at Startup** box.

Sample Commands

Open the **Sample Commands** dialog box to view available application commands you can use for the particular application you have opened..

The **Sample Commands** box appears and you can leave it open while you test some of the commands. For example, if you open the **Sample Commands** dialog box with no application open, you might see the information shown at the right.

- **Controlling the Microphone**

  Test commands to control the microphone. For instance, say **"Microphone off"** and then look in the **DragonBar** to see that the microphone has, in fact, been turned off.

- **Controlling Modes**

  You are automatically in **Normal** mode when you start up **DragonPad**. Switch to **Command** mode and try some commands or switch to **Spell** mode and try spelling some words.

- **Getting Help**

  Say **"Give me Help"** to open the **Help**.

- **Selecting and Correcting Text**

  In the **DragonPad**, dictate a few paragraphs of a report. Then use the selecting and correcting commands to select a particular character or series of characters and replace them.

- **Inserting Lines and Spaces**

  Test the **New line, New paragraph**, **Press Enter**, and **Press Tab** key commands.

Sample Commands

Global Commands

A more complete list of commands can be found in the Command Browser.
Controlling the Microphone:

- Go to sleep/Stop listening
- Wake up/Listen to me
- Microphone off

Controlling Modes:

- Start command mode
- Stop numbers mode
- Spell mode off
- Dictation mode on
- Switch to normal mode

Getting Help:

- Give me help
- What can I say
- Display sample commands

Selecting and Correcting:

- Select *<xyz>*
- Select again
- Select the next five characters
- Select previous paragraph
- Select document
- Correct *<word>*
- Select all
- Unselect that

Inserting Lines and Spaces:

- New line
- New paragraph
- Press Enter
- Press Tab key

Tutorial

Select to open the tutorial.
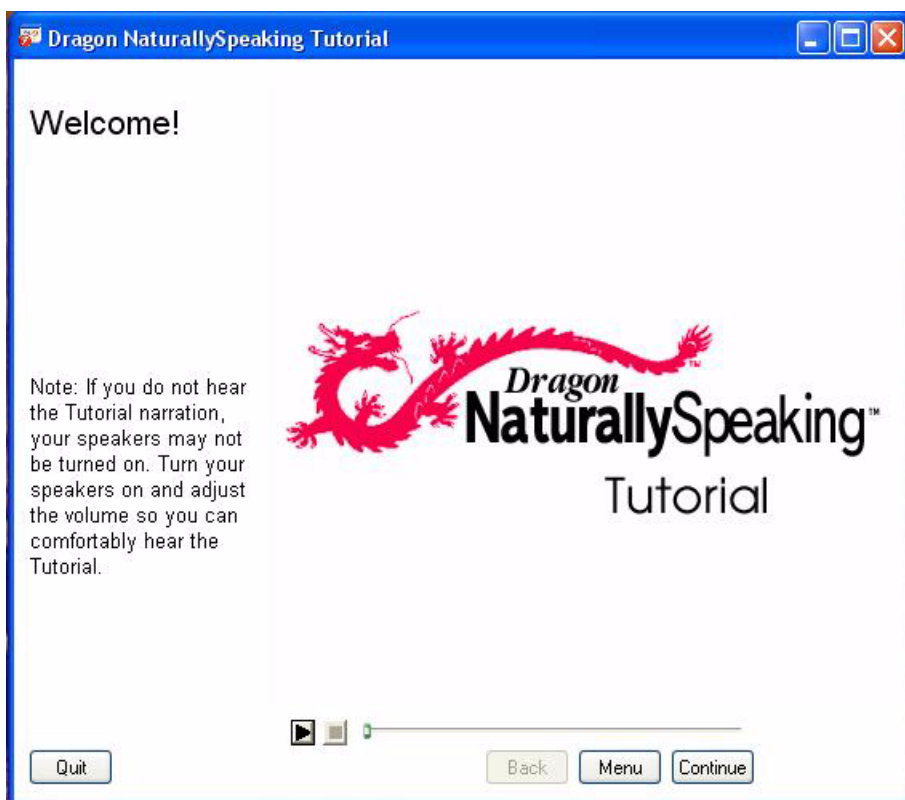
The tutorial introduces you to *Dragon NaturallySpeaking*, guiding you through the fundamentals of using the product.

It has two main parts:

- **Getting Started with Dictation**
- **Working in Applications and Advanced Topics**

Getting Started with Dictation

Click the **Menu** button in the **Getting Started with Dictation** part of the tutorial to see a list of covered topics:

- Learning about the DragonBar
- Turning the microphone on and off
- Using Natural Punctuation
- Beginning to dictate
- Starting a new paragraph, line, or tab
- Using Commands

- Selecting Words

- Select and Quick Correct

- Select and Spell

- Select-and-Say™

- Deleting Words

- Deleting Words and Characters

- Inserting Words

- Formatting Words

After you listen to the narration for a particular topic:

- Click **Continue** to proceed to the next topic.

- Click the **Pause** button to temporarily pause the tutorial; later, click the **Play** button to resume.

- Click **Stop** to start the recording from the beginning of the topic.

- Click the **Back** button to return to the previous topic.

- Click the **Quit** button when you are finished.

When you want to try the feature after the tutorial demonstrates it, click the **Try It** button. The tutorial opens **DragonPad** with instructions for how to try the feature to the left.

Working in Applications and Advanced Topics

Click the **Menu** button in the **Working in Applications and Advanced Topics** tutorial to see the list of advanced topics:

- Boosting productivity with custom commands

- Using *Dragon NaturallySpeaking* with E-mail

- Using portable recorders

- Using Internet Explorer

- Dictating in non-standard Window

Check for Updates

Select to go to the **Update Service** for *Dragon NaturallySpeaking* where you can download any available updates to your version of the application.

NaturallySpeaking on the Web

Select to go to the *Dragon NaturallySpeaking* Web page on the Nuance Communications Web site where you can obtain additional information about *Dragon NaturallySpeaking*.

About NaturallySpeaking

Select to see the version information for your installed version of *Dragon NaturallySpeaking*.

Distributing Vocabularies and Commands Across Multiple Users

Objectives

In this chapter, you will learn:

- About the Data Distribution Tool
- Creating a data distribution directory
- Using the Data Distribution Tool
- Distributing custom words
- Distributing custom commands
- Distributing customized vocabularies

About Data Distribution Tool

You use the *Dragon NaturallySpeaking* Data Distribution Tool when you want to make new words, customized vocabularies, or new commands available to all users on a particular *Dragon NaturallySpeaking* installation.

You can use this tool to work locally or across a network.

Creating a Data Distribution Directory

When you create a data distribution directory where you place word lists and commands to be distributed to multiple users, *Dragon NaturallySpeaking* automatically imports those words and commands into the user files of a provider no matter where the provider dictates as soon as that provider opens that user file.

Note: After a default installation, custom words for existing Dragon NaturallySpeaking users are located in C:\Documents and Settings\All Users\Application Data\Nuance\NaturallySpeaking9\custom\<language>

To create a data distribution directory in a location other than the default:

1. (Optional) Create a directory on the network and give all providers who are dictating with *Dragon NaturallySpeaking* access to the directory. Set the permissions so that providers who dictate can read it and only administrators can write to the directory.

2. If *Dragon NaturallySpeaking* is running, on the **DragonBar**, select **Tools > Administrative Settings**. The **Administrative Settings** dialog box opens and you can continue with Step 3.

    OR

    If *Dragon NaturallySpeaking* is not running, select **Start** > **Run**. The **Run** dialog box opens.

    Type the following command line in the **Open** text box:

    C:\Program Files\Nuance\NaturallySpeaking9\Program\natspeak.exe /SetDefaultAdministrativeOptions

Note: Be sure to put a space between "natspeak.exe" and the slash mark that precedes the name of the option.

3. Click **OK**.

4. When the **Open User** dialog box appears, click the **Miscellaneous** tab.
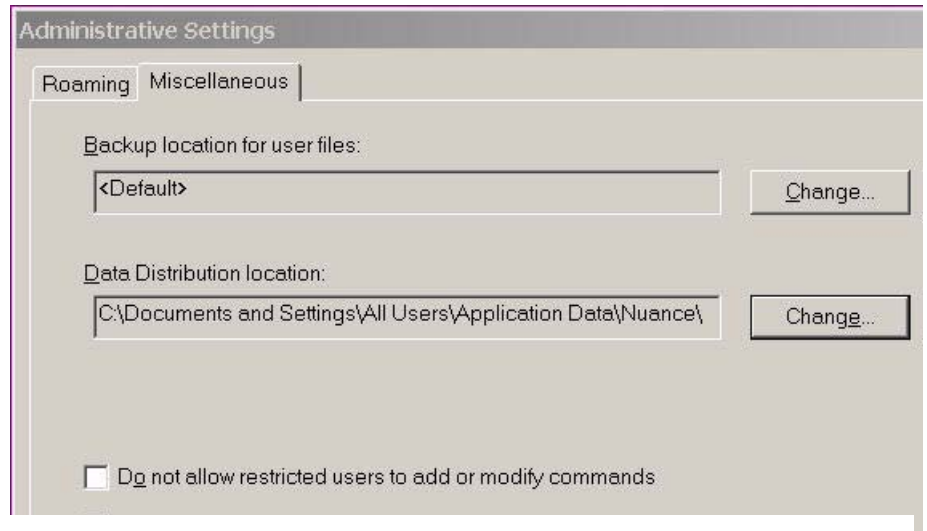
5. (Optional) In the **Data Distribution location** text box, to set the location where *Dragon NaturallySpeaking* stores customized words and commands, usually on a central machine, click **Change** and browse to the new location.

    By default the location is **C:\Documents and Settings\All Users\Application Data\Nuance \NaturallySpeaking9\custom\<language>**. If you have changed the location and then want to restore it to the default, click the **Use Default** button.

6. Click **Apply** to save the changes.

7. Click **OK** to close the dialog box.

8. Repeat steps 2 through 6 for each workstation that should share the distributed words or commands.

Using the Data Distribution Tool

You run the Data Distribution Tool on each *Dragon NaturallySpeaking* installation where you want to make new words, commands, or vocabularies available to your *Dragon NaturallySpeaking* users.

You carry out several actions in the next three major sections:

- Distributing added words across vocabularies

- Distributing and removing shared commands

- Distributing and removing customized vocabularies for use as base vocabularies

Note: Both mapped drives and UNC paths are supported.

Using Data Distribution Tool to Distribute Custom Words

If you are adding a set of custom words to a vocabulary, you can add the same words on multiple *Dragon NaturallySpeaking* installations by using the Data Distribution Tool.

To add a set of custom words (for example, a list of new drug names) to the data distribution directory (to be distributed to all machines on the network):

1. Prepare a list of custom words to add.

2. Start the Data Distribution Tool.

3. Make the appropriate selections in the tool to add the words to the data distribution directory.

Preparing List of Custom Words

To prepare a list of custom words to add:

Prepare the text file of words to add in one of two ways:

- Create a text (**.txt**) file with each word, phrase, or name you want to add to the vocabulary on a separate line. Double check the spellings.

  To add a multiple-word phrase, such as **neurocardiogenic syncope**, enter it on one line.

To include a spoken form for a word, append the word with a backslash (\), then the spoken form. For example, to have **electrocardiogram** transcribed when you say **"EKG"** type **electrocardiogram\EKG**.

For more detail, see <u>"Adding Words from Lists" on page 113</u>.

- Working with an existing installation of *Dragon NaturallySpeaking*, create the words and export the words to a **.txt** file. For information on exporting words, refer to <u>"Exporting Custom Words to a File" on page 117</u>.

Adding Words

After you have a text file containing the words to add, you start the Data Distribution Tool:

1. Select **Start > All Programs > Dragon NaturallySpeaking9.5 > Dragon NaturallySpeaking Tools > Data Distribution Tool**.

   The first screen of the **Data Distribution Tool** wizard displays.

   ![Dragon NaturallySpeaking Data Distribution Tool wizard showing options: Add or remove base vocabularies, Add or remove shared commands, Add or remove words to share across vocabularies (selected).]
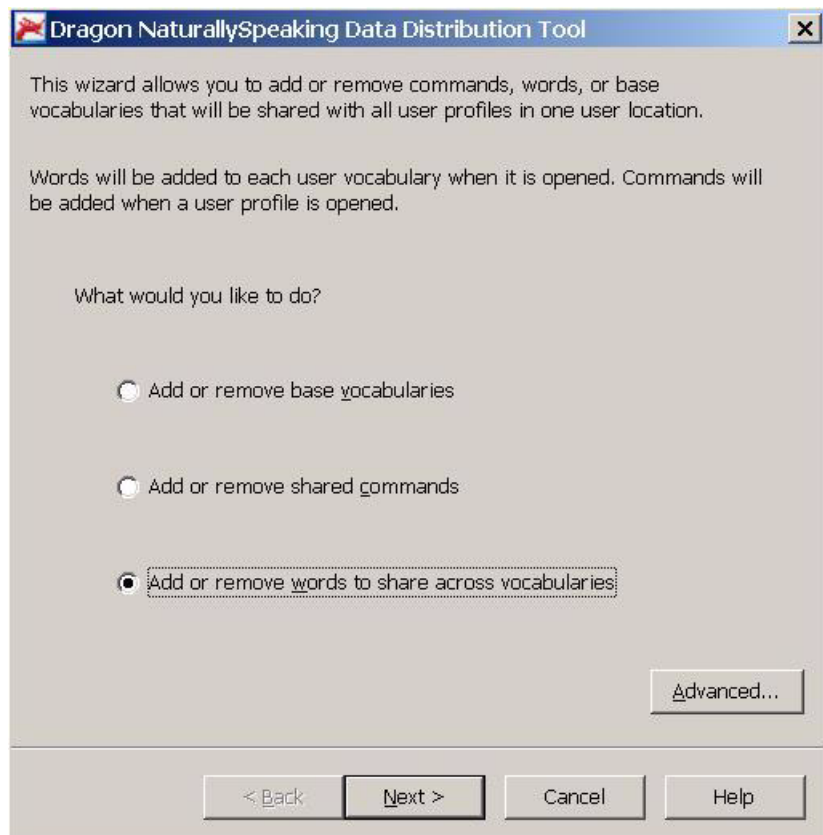
2. Select **Add or remove words to share across vocabularies**. If you have already set up the data distribution directory, proceed to step 5.

   Notes:

- *When you choose **Add or remove**, you can add or remove word lists to or from the data distribution directory, but previously distributed words remain in the user files that contain them, even after those word lists are removed from the data distribution directory. Only vocabularies created later do not contain the removed words.*

- *Skip steps 3 and 4 if you have already set up the data distribution directory on the machine where you are carrying out this process. You might want to click the Advanced button (in step 3), however, just to verify that the location has been set correctly.*

3. Click the **Advanced** button to open the **Advanced Settings** dialog box and verify the location where the local installation of *Dragon NaturallySpeaking* stores customized words.
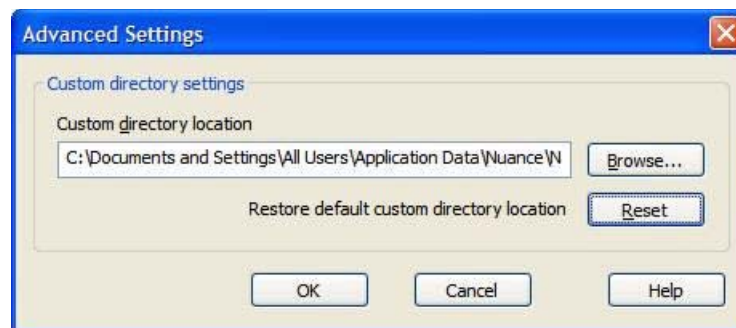
The default location is **C:\Documents and Settings\All Users\Application Data\Nuance\ NaturallySpeaking9\ custom\<language>**.

In this dialog box, you can change the data distribution directory or set it if you have not already set it. If you set the data distribution directory earlier and have not changed it here, click **Cancel**.

4. Otherwise, click **OK** to save the new/changed data distribution directory and close the **Advanced Settings** dialog box.

5. Click **Next** in the wizard.
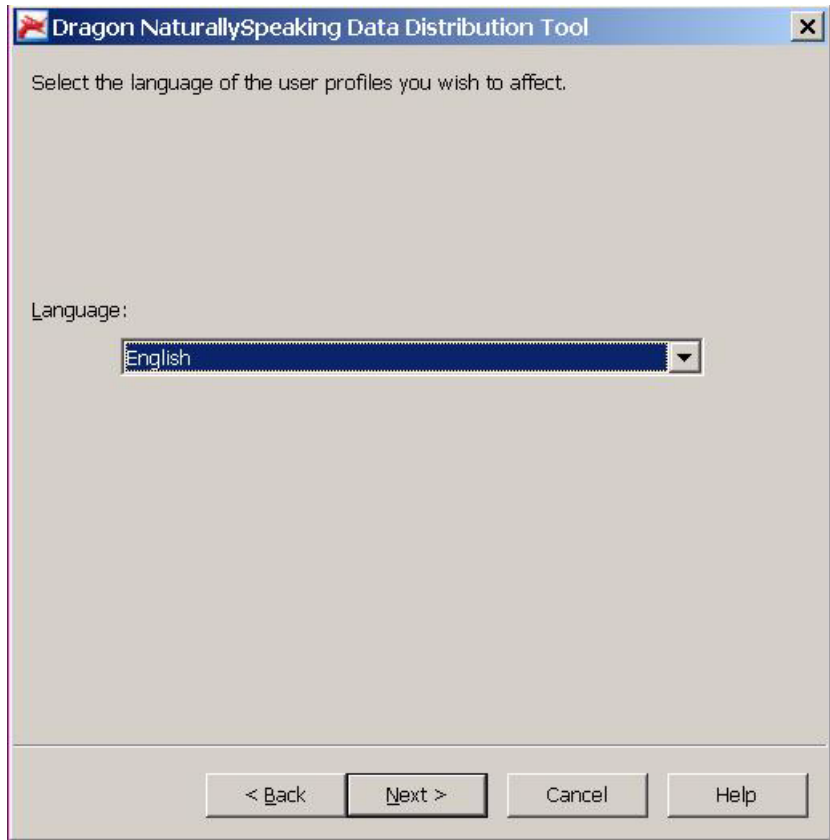
6. In the drop-down list, for language select **English (Default)** and click **Next**.

7. Click the **Import** button, to open the **Open Custom Words** dialog box and browse to the appropriate directory, and select the text files containing the custom words you want to add.
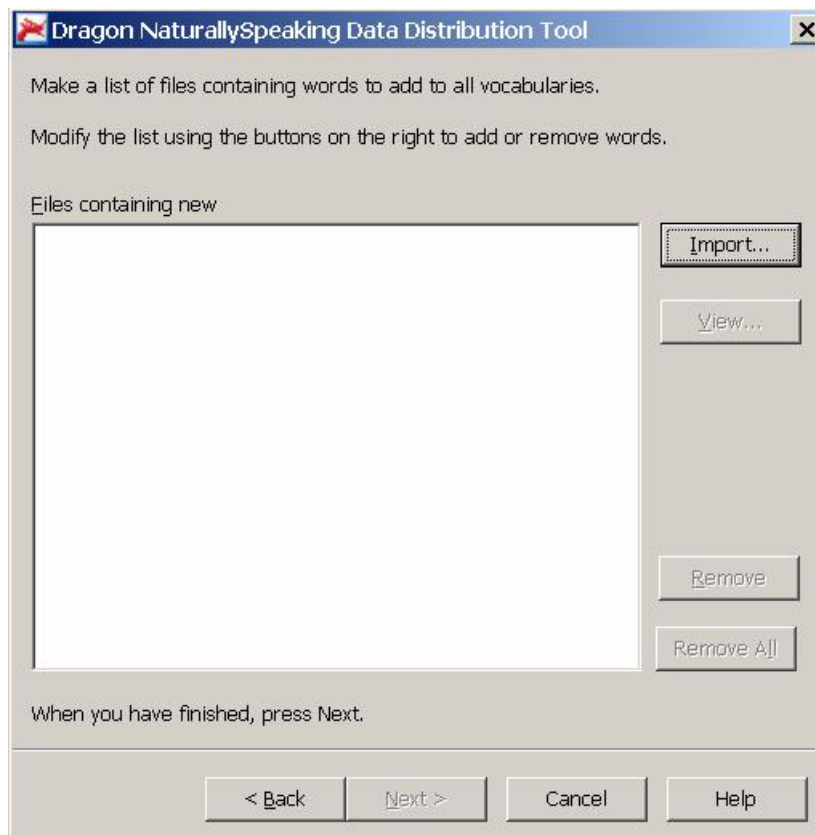
8. Click **Open** and the file name appears in the **Files Containing New** list.
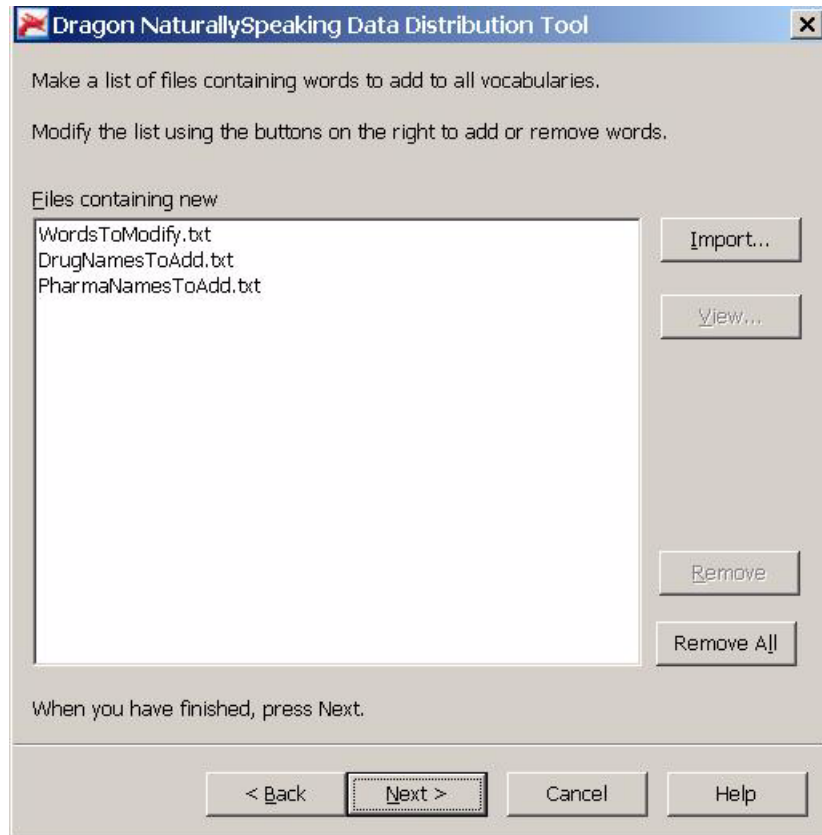
9. You can add as many text files as you have to the list by repeating steps 7 and 8.

10. (Optional) To view a particular file that you added to the list, select the file name and click the **View** button. You can remove a selected file from the list by clicking the **Remove** button or remove all files from the list by clicking the **Remove All** button. The **View** and **Remove** buttons are grayed out until you select a file in the list.

11. Click **Next** to continue. The Data Distribution Tool displays a log of all operations performed.
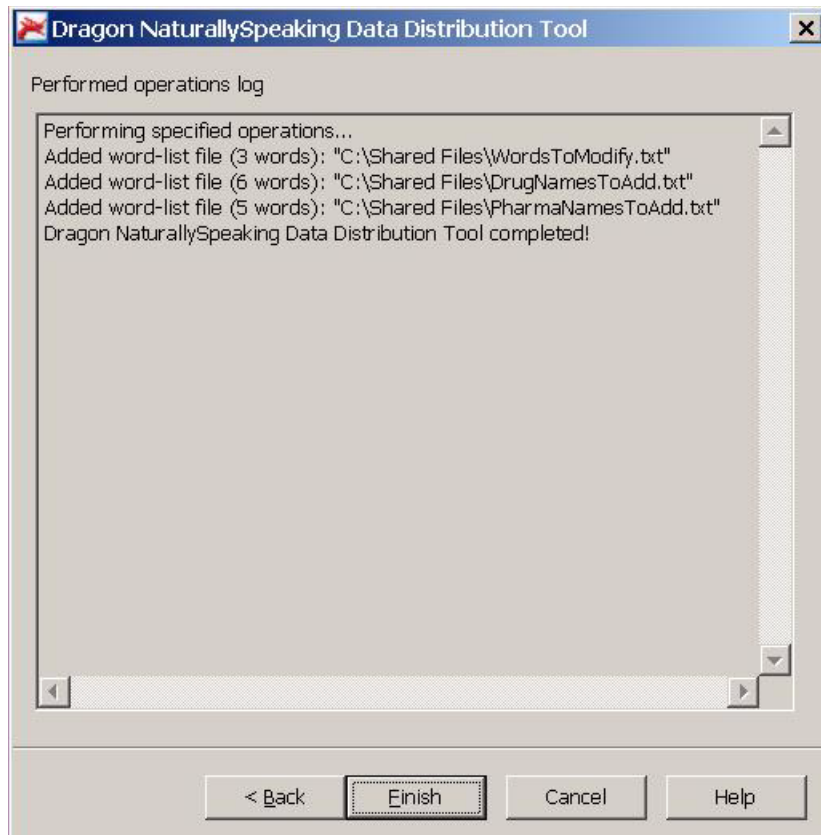
12. Click **Finish** to re-start the Data Distribution Tool or click **Cancel** to exit.

    The text file(s) are copied to the following directory:

    C:\Documents and Settings\All Users\Application Data\Nuance\NaturallySpeaking\custom\<language>

    The words are then imported into each provider's user file when the provider opens that user file to dictate.

Using Data Distribution Tool to Distribute Custom Commands

Custom commands are voice commands that you can create and modify to enter text, insert graphics, navigate within an application, or activate menus and keystrokes in any application. You can create these commands in **MyCommands Editor** or modify them using the **Command Browser**.

Using the Data Distribution Tool you can copy a set of custom commands you have created to the data distribution directory.

Creating and Exporting the Commands

Before you can give multiple users access to custom commands created for a single user, you must first create those commands, then export them to a file that you place in the data distribution directory.

To create custom commands and export them to a file:

1. Create the custom commands in *Dragon NaturallySpeaking* as outlined in Chapter 8 on "Creating Custom Commands" starting on page 139.

2. Make sure the user you want to export the commands from is open. On the **DragonBar**, select **Tools > Command Browser**.

3. Click **Manage** mode in the left task pane. In the **Group** drop-down list, select the name of a group. For instance, if you have a group of commands you created for medical reports, you might select **Medical Commands** from the list.

4. Click the plus sign next to the group name of commands you want to export to expand the list.

5. Check each command you want to export or place a check mark next to the group name to select all commands under that group.

6. Click **Export** in the left task pane. When the **Export Commands** dialog box opens, browse to the directory where you want to save as and save them to a **.dat** file and click **Save** to return to the **Command Browser** dialog box. Click the **X** button in the upper right corner of the **Command Browser** to exit.

    Either share the directory where the **.dat** file is located or copy the **.dat** file to a shared location accessible to all the computers where you want to add the commands. You can also copy from a full, local, or relative path to the source file, even from a removable medium, such as a CD-ROM, ZIP drive, or external hard drive.

Adding Custom Commands

Once you have a **.dat** file containing exported commands, you can make them available to other users.

To add the custom commands to the data distribution directory:

1. Select **Start > All Programs > NaturallySpeaking 9.5 > Dragon NaturallySpeaking Tools > Data Distribution Tool**.

    The first screen of the **Data Distribution Tool** wizard displays.
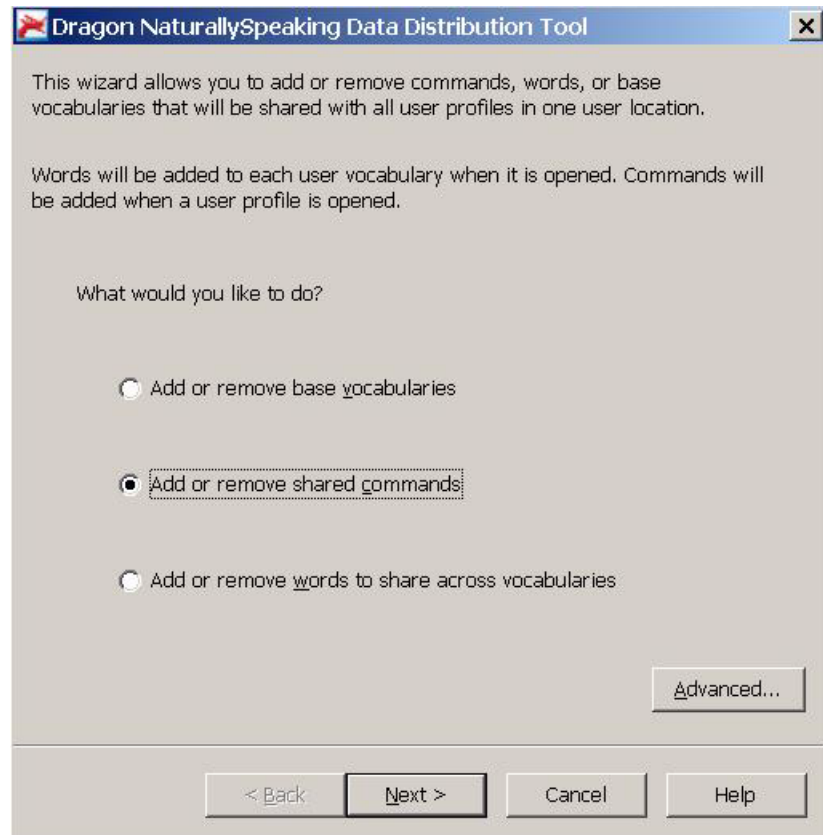
2. Select **Add or remove shared commands** and click **Next**.

3. In the drop-down box for language, select **English (Default)** and click **Next**.

4. Click the **Import** button and when the **Open Commands** dialog box opens, select the **.dat** files containing the custom commands you want to add and click **Open**.
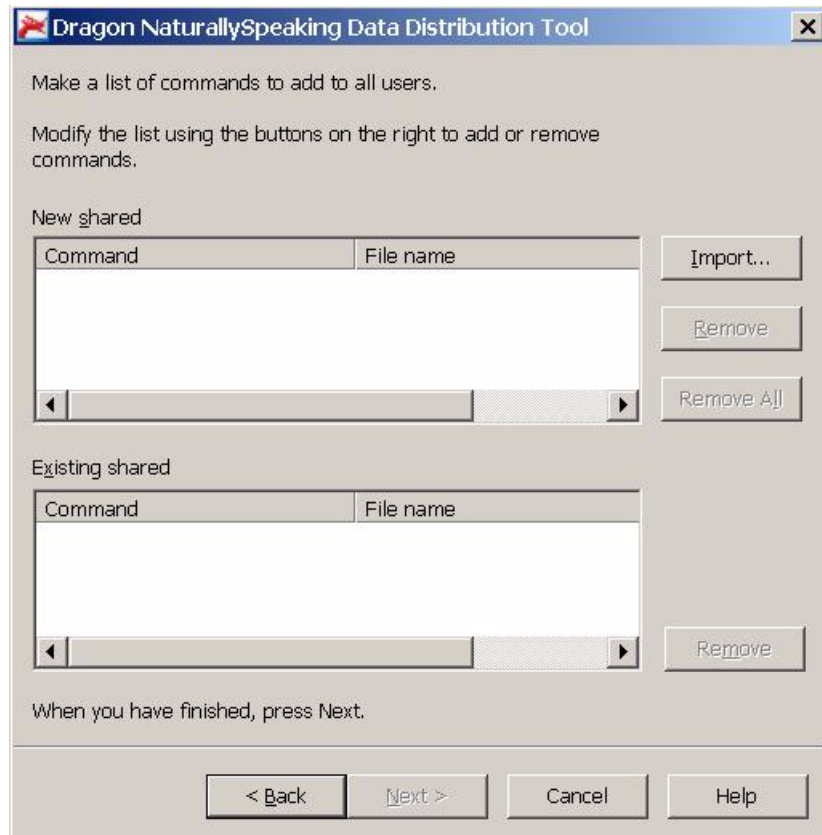
5. The list of the commands in the file appears under **New shared**.
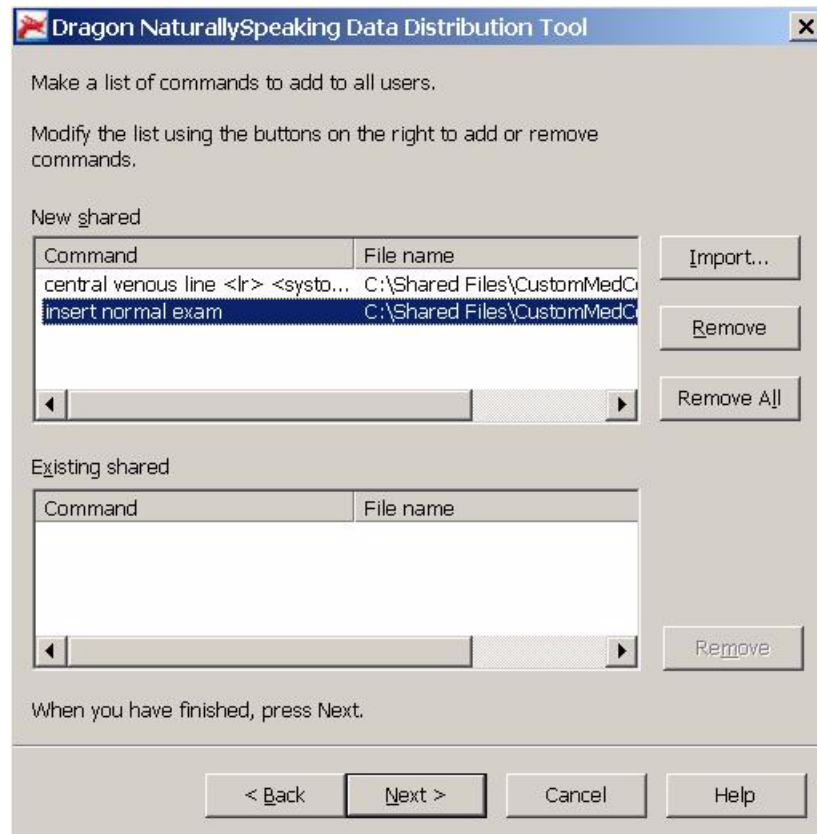
6. (Optional) Once you click on a command name in the list, you can remove it from the list by clicking the **Remove** button. Or you can remove them all from the list by clicking the **Remove All** button.

Note: The existing shared commands section provides a list of all commands previously imported and shared.

Caution: If you distribute a command with the same name as an existing command, the command you distribute will overwrite the existing copy of the command without prompting the provider to confirm it is okay.

7. Click **Next** to continue.

8. The Data Distribution Tool displays a log of all operations it performed.

9. Click **Finish** to re-start the Data Distribution Tool or click **Cancel** to exit.

    The file(s) of new commands are copied to the following directory:

    C:\Documents and Settings\All Users\Application Data\Nuance\NaturallySpeaking 9\custom\<language>

    The new commands are then imported into each provider's user file when the provider opens that user file to dictate.

Removing Custom Commands

To remove shared commands:

1. Select **Start > All Programs > Dragon NaturallySpeaking 9.5 > Dragon NaturallySpeaking Tools > Data Distribution Tool**.

    The first screen of the **Data Distribution Tool** wizard displays.

2. Select **Add or remove shared commands** and click **Next**.

3. In the drop-down box for language, select **English** (**Default)** and click **Next**.

    You see a list of the commands names that have been shared under **Existing shared**.
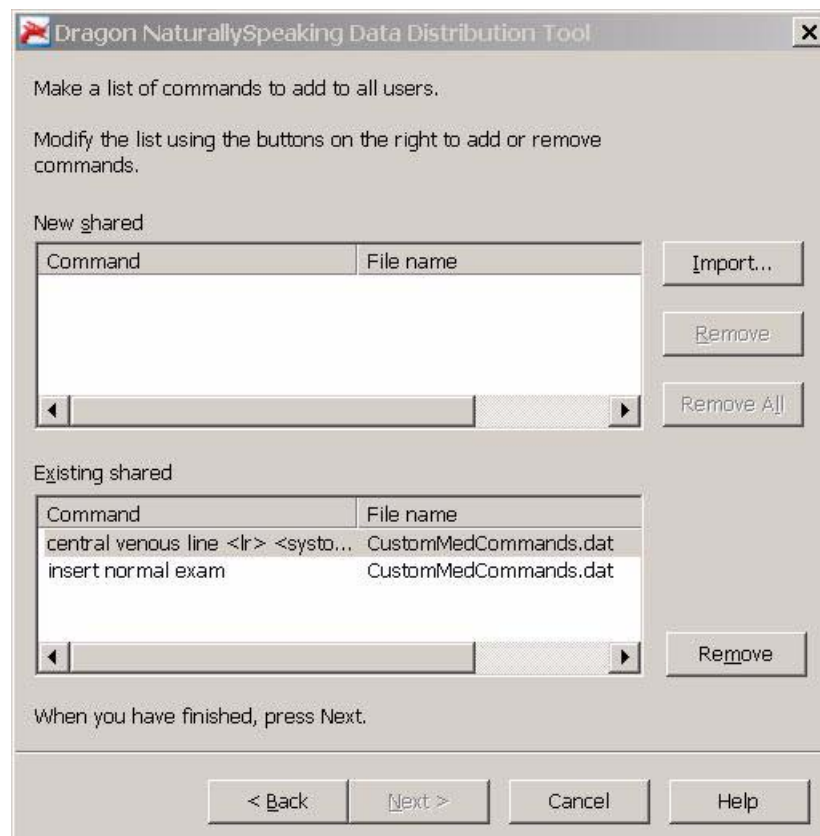
4. In the **Existing shared** list, select the name of the command to remove and click **Remove**. When a message appears, **Are you sure you want to remove the selected commands?** Click **Yes**.

5. Once all the commands are removed, click **Next**. The Data Distribution Tool displays a log of all operations it performed.

6. Click **Finish** to re-start the Data Distribution Tool or click **Cancel** to exit.

    The modified file(s) of commands are copied to the directory:

C:\Documents and Settings\All Users\Application Data\Nuance\NaturallySpeaking9\custom\<language>

The removed commands are not removed from any user files where they have already been added, but the revised set of commands (minus those removed) is now imported into each provider's user file when the provider opens that user file to dictate.

Using Data Distribution Tool to Add Customized Vocabularies

A customized vocabulary contains not only words and phrases that you have added with the **Vocabulary Editor**, but also a language model that you built with **Voctool** or with the **Add Words from Documents** feature. For example, you might create a customized vocabulary for a medical specialty that is not covered by one of the built-in vocabularies.

Using the Data Distribution Tool, you can make a customized vocabulary available to all users by adding it as a base vocabulary to a machine. A base vocabulary is available to all users on the machine where it is installed. It appears in the list of available vocabularies to choose from when you create a new user file, and also when you add a new vocabulary to an existing user file in the **Manage Vocabularies** dialog box.

Note: You must run the Data Distribution Tool on every machine where you want to install the custom vocabulary as a base vocabulary.

Adding Customized Vocabulary

After you have copied the customized vocabulary to the shared location, you start the Data Distribution Tool:

1. Before you add the customized vocabulary, copy the vocabularies to a shared location accessible to all the computers where you want to add the vocabulary. Find vocabularies in the **C:\Documents and Settings\All Users\Application Data\Nuance\NaturallySpeaking 9\Users**\<user_name>**current**\<medical specialty>\ directory. Copy all the files in that directory.

2. Select **Start > All Programs > Dragon NaturallySpeaking 9.5 > Dragon NaturallySpeaking Tools > Data Distribution Tool**.

   The first screen of the **Data Distribution Tool** wizard displays.
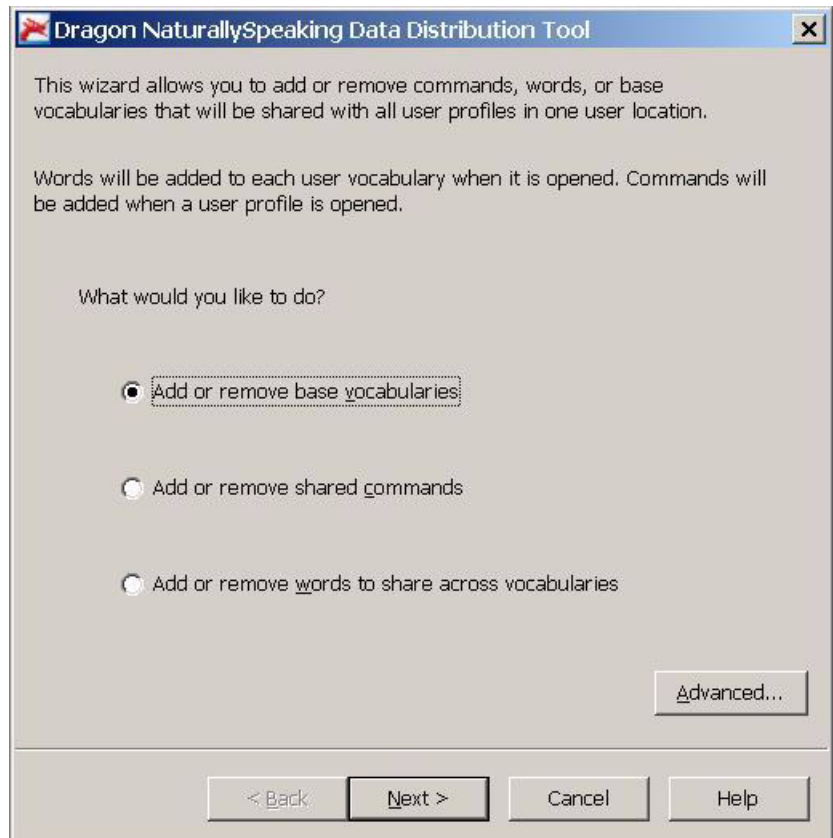
3. In the first dialog box of the wizard, select **Add or remove base vocabularies** and click **Next**. In the next dialog box of the wizard, you

see a list of vocabularies under **Existing base vocabularies**, including their IDs and names.
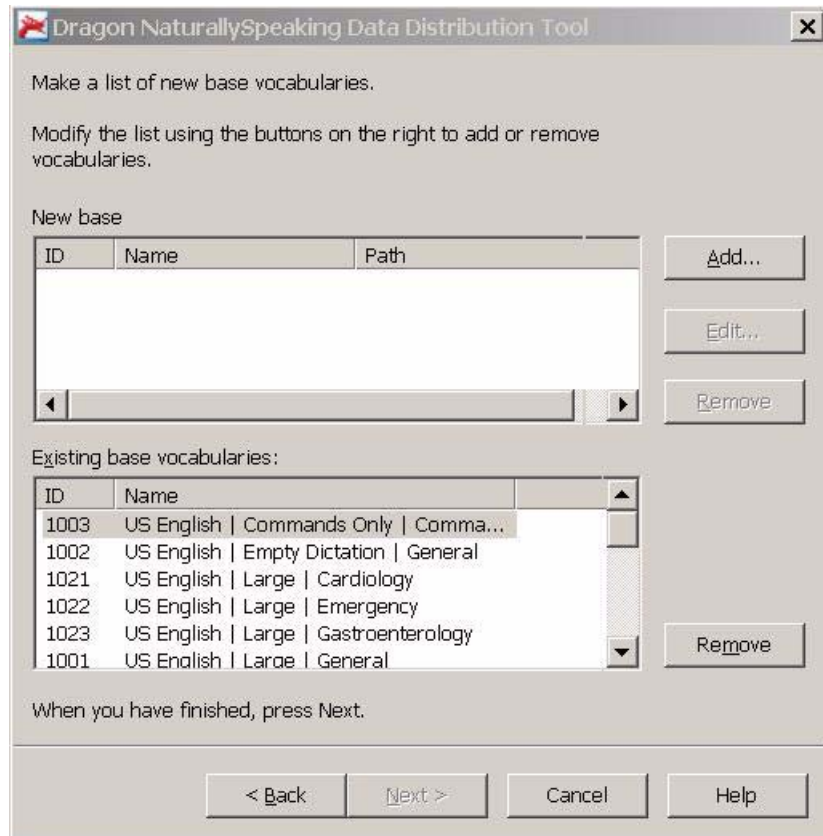
4. To add a **Base Vocabulary**, click **Add**. The **Add Base Vocabulary** dialog box displays.

5. In the **Add Base Vocabulary** dialog box:

   a. **Name**—Assign the vocabulary a unique name. The name should describe the content of the vocabulary.

   b. **Copy from**—Click **Browse** to open the **Browse For Folder** and select the location of the **.voc** file you plan to distribute to multiple machines. Click **OK**.

c. **New ID**—Give the vocabulary an unique numeric ID. Use a value between **9000** and **9999**.
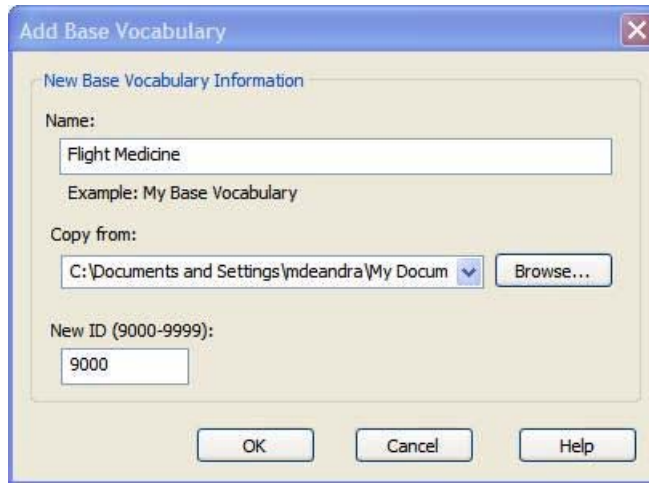
6. Click **OK** when you are done. When you see the base vocabularies list again, the ID name and path of the vocabulary you added appears in the list under **New base**.
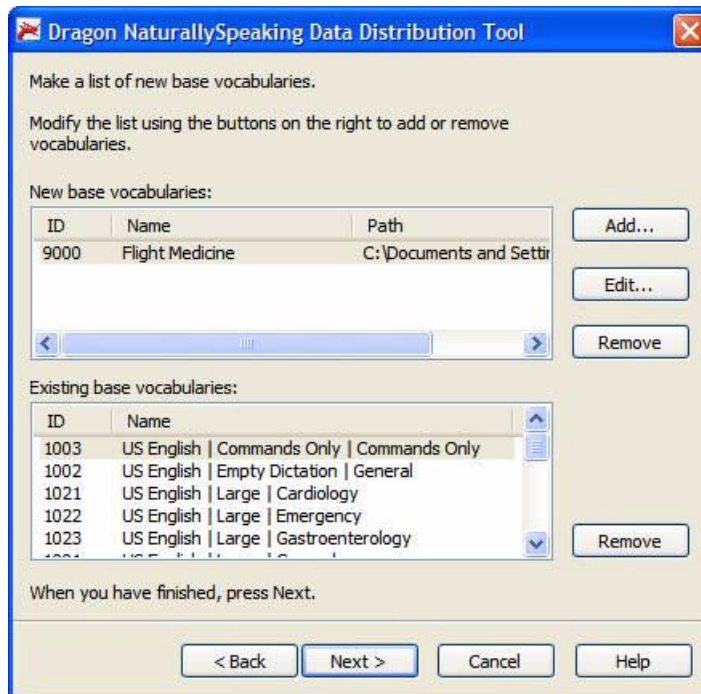
7. Click **Next**. The Data Distribution Tool displays a log of all operations performed.

8. Click **Finish** to re-start the Data Distribution Tool or click **Cancel** to exit.

You can use the new base vocabularies immediately. For instance, you can now create a new user and select your new base vocabulary in the **Vocabulary** drop-down list of the **New User Wizard**. You can also add the new vocabulary to an existing user.

Removing a Base Vocabulary

Instead of adding a base vocabulary, you can delete one:

1. Select **Start > All Programs > Dragon NaturallySpeaking 9.5 > Dragon NaturallySpeaking Tools > Data Distribution Tool**. The first screen of the **Data Distribution Tool** wizard displays.
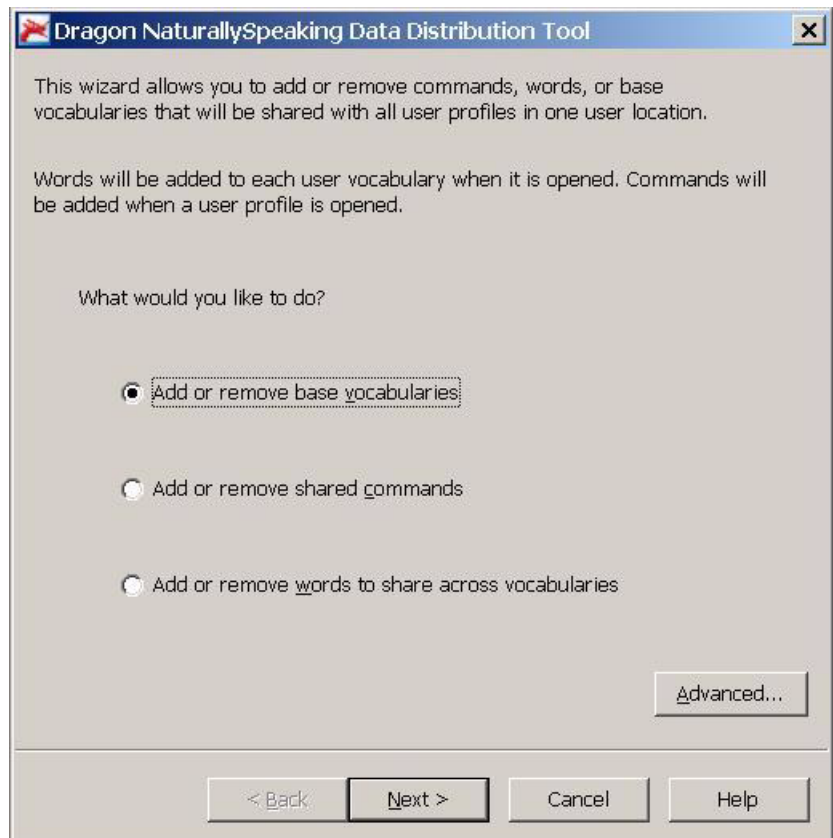
2. In the first dialog box of the wizard, select **Add or remove base vocabularies** and click **Next**. In the next dialog box of the wizard, you

see a list of vocabularies under **Existing base vocabularies**, including their IDs and names.
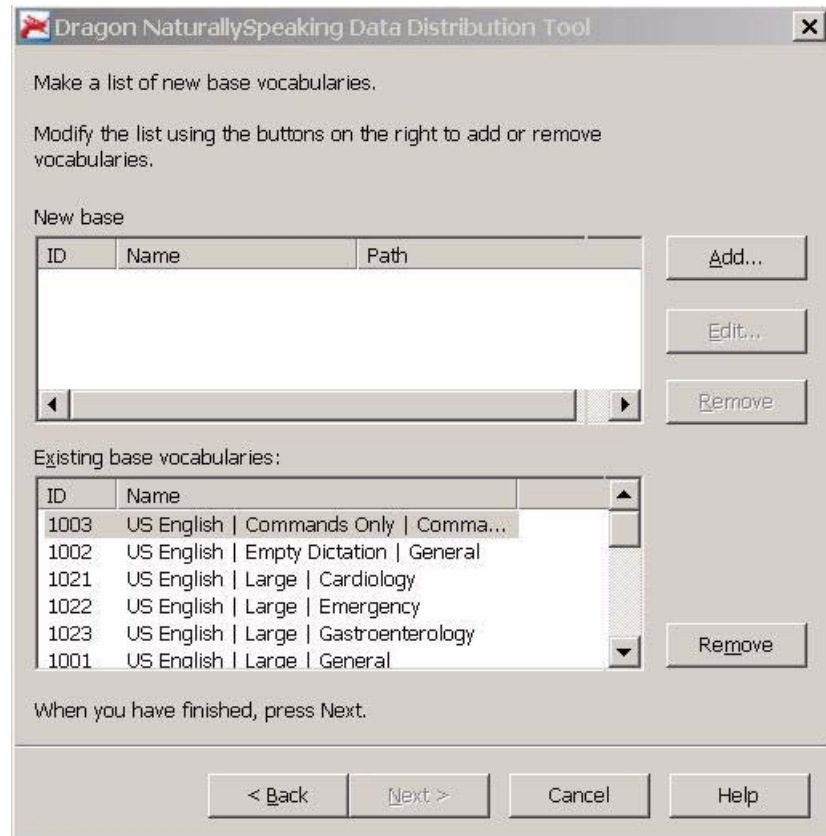
3. Scroll through the list of existing base vocabularies and select the vocabulary to delete.

4. Click **Remove** and then click **Next**. The Data Distribution Tool displays a confirmation message after the vocabulary has been deleted.

Note: You cannot delete a vocabulary that comes with the product. An error similar to this appears: Error: The vocabulary 1032 could not be deleted.

5. Click **Yes**, to confirm the deletion.

6. Click **Next**. The Data Distribution Tool displays a log of all operations performed.

7. Click **Finish** to re-start the Data Distribution Tool or click **Cancel** to exit.

Maintaining Installations

Objectives

In this chapter, you will learn:

- Running the **Acoustic and Language Model Optimizer**

- Scheduling the **Acoustic and Language Model Optimizer**

- Exporting and importing user files

- Locating **Dragon.log** file

- Creating a usability log

- Locating the *Dragon NaturallySpeaking* knowledge base

- Locating the *Dragon NaturallySpeaking* hardware compatibility list

About the Acoustic and Language Model Optimizer and Scheduler

You run **Acoustic and Language Model Optimizer Scheduler** to carry out the following tasks:

- Choose to optimize the acoustic files for the provider
- Choose to optimize the language model for the provider
- Schedule one or both types of optimization to occur on a particular day or time at particular intervals
- Enable or disable the scheduled optimizations

Running the Acoustic and Language Model Optimizer on Non-Roaming Users

An open local roaming user cannot run the optimizer tools on user files. Only you, as administrator, can run the **Acoustic and Language Model Optimizer** or the **Acoustic and Language Model Optimizer Scheduler** tools.

Notes:

- *You must have Windows Administrator privileges (at the operating system level) on the machine where you are running the **Scheduler** for the **Acoustic and Language Model Optimizer**.*

- *If you want to optimize a **Roaming User** on the machine where you are running the **Acoustic and Language Model Optimizer**, disable roaming and browse to the **Master Roaming User** file location as if it were local.*

As system administrator, you are responsible for running the **Acoustic and Language Model Optimizer** on the network location of the **Master Roaming Users**. You can install *Dragon NaturallySpeaking* on the machine where the **Master Roaming User** files are located or on any machine that has network access to the **Master Roaming User** files, then run the **Scheduler** for the **Acoustic and Language Model Optimizer**. Later, any optimizations that result from running these tools are copied to the **Local Roaming User** when *Dragon NaturallySpeaking* synchronizes it with the **Master Roaming User**.

You can run the **Acoustic and Language Model Optimizer** from the **Windows Start** menu (Select **Start > All Programs > Dragon NaturallySpeaking 9.5 > Dragon NaturallySpeaking Tools > Acoustic and Language Model Optimizer Scheduler**) without opening a user file, or you can run it from the **DragonBar > Tools** menu with a user file open as indicated here.

To run the acoustic and language model optimizers on non-roaming users:

1. On the **DragonBar**, select **NaturallySpeaking > Open User**.

2. In the **Open User** dialog box, select a user to run the optimization on and click **Open**.

3. On the **DragonBar**, select **Tools > Accuracy Center**. The **Accuracy Center** dialog box opens.

4. Click **Run the Acoustic and Language Model Optimizer**. The **Acoustic and Language Model Optimizer** dialog box opens.
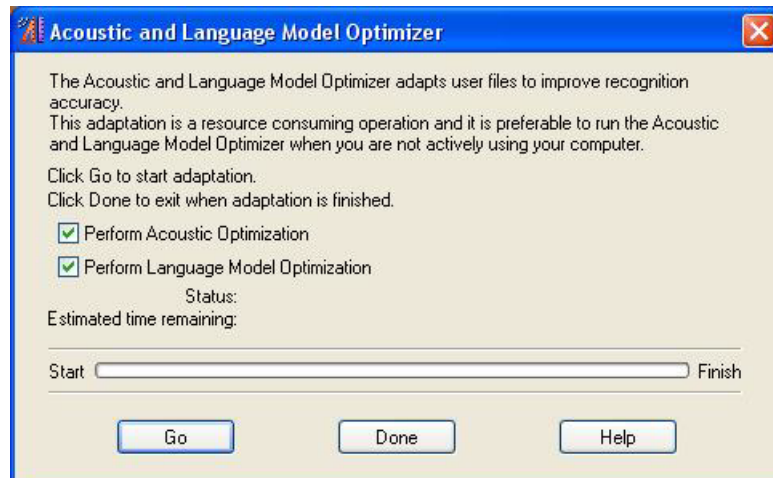
> *Note: If you have no new data the following message appears, "There is no new data in the acoustic archive. Acoustic Optimizer does not need to be rerun." Click OK. Then the Acoustic and Language Model Optimizer opens with the "Perform Acoustic Optimization" option grayed out.*

5. Check the types of optimization you want to perform, **Perform Acoustic Optimization** (to optimize the acoustic files of the user), **Perform Language Model Optimization** (to optimize the language model of the user), or both.

6. Click **Go** to start the process. The process may take some time to complete.

7. When the process completes, you receive a message notifying you that it has completed. Click **Done**. When asked if you would like to save your user files click **Yes** to return to the **Accuracy Center** dialog box.

8. Click **Exit** in the **Accuracy Center** dialog box.

Running the Acoustic and Language Model Optimizer Scheduler on Roaming Users

To run the Acoustic and Language Model Optimizer on Roaming Users:

1. Be sure that a copy of *Dragon NaturallySpeaking* is installed on the computer where you plan to run the **Acoustic and Language Model Optimizer**.

2. Select **Start > All Programs > Dragon NaturallySpeaking 9.5 > Dragon NaturallySpeaking Tools > Acoustic and Language Model Optimizer Scheduler**.

   The **Acoustic and Language Model Optimizer Scheduler** dialog box opens.
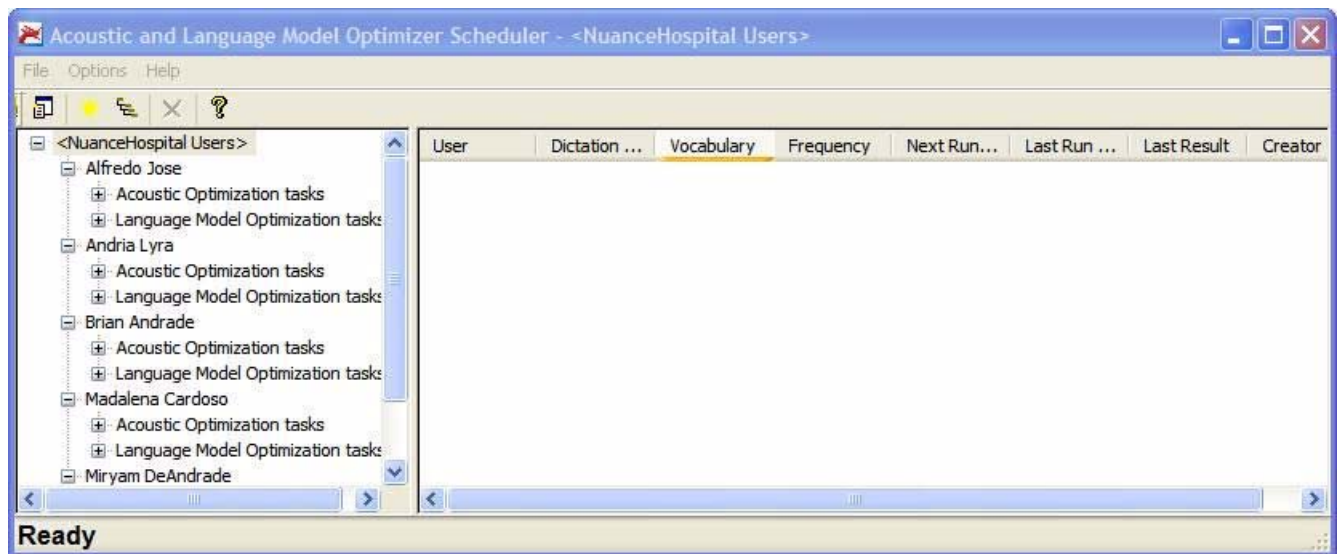
3. To access the master directory of the **Roaming Users** you want to optimize, in the **Acoustic and Language Model Optimizer Scheduler** dialog box, select **File > Set User Directory**. The **Set a Directory Containing User Files** dialog box opens.
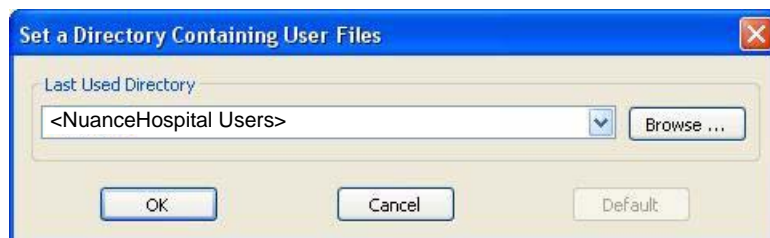
4. On the **Set a Directory Containing User Files** dialog box, either enter the path to the directory or click the **Browse** button and browse to the location of the **Master Roaming Users**, then click **OK**. If the users you want to optimize are located in multiple directories, you can later repeat the steps outlined here and change this directory to locate the additional users.
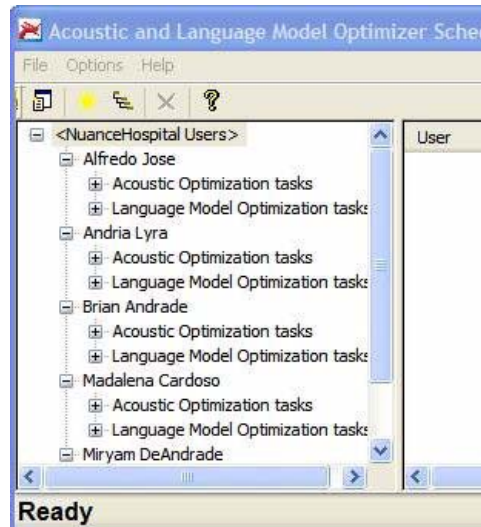
5. In the tree of users, select the user you want to optimize. Notice that if you expand that user in the tree, you see one or more dictation sources under the **Acoustic Optimization tasks** in the tree. You also see the vocabulary of the user under the **Language Model Optimization tasks**.

*Note: To expand the user list, click **Option > Expand/Collapse Users lists**.*

OR

Select **File > New Task**. The **Windows user name and password** dialog box opens. To set a schedule for running the **Acoustic and Language Model Optimizer**, either double-click on the dictation source or the language model under that user.
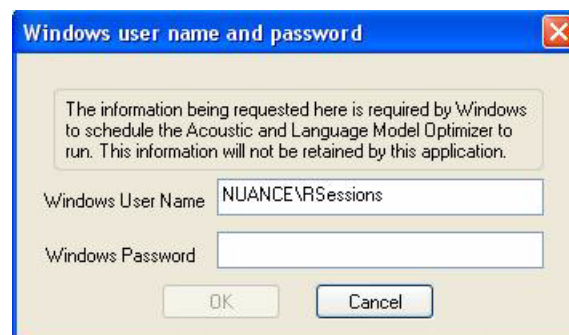
Before you can proceed, enter your Windows user name and password. If you are logged in to a domain, you must insert the domain name in

front of your user name; for example, **HospitalDB\RSessions** for the **HospitalDB** domain.

Note: You can return later to clear your password by selecting Options>Clear Windows Password Information.

6. Click **OK**. The **Select Frequency** dialog box opens.

7. Under **Optimization**, select **Perform Acoustic Optimization**, **Perform Language Model Optimization**, or both.

8. Under **User Information**, you can either select another user from the **User Name** drop-down list or, to select multiple users, click the **Multiple Users** button; the **Select Users** dialog box opens.

a. Use the **Add>** and **<Remove** buttons to put the users you want to run optimization on in the **Selected users in this task** list to the right. Or you can click **Add All >>** or **<< Remove All** to add or remove all users from the list.

b. You can also move the user up and down in the list by selecting a name and clicking the **Move Up** or **Move Down** button. When you are satisfied with the list, click **OK** to proceed.

Note: If you have selected multiple users to run the acoustic and language optimization for in the Select Users dialog box, when you return to the Select Frequency dialog box, the User Information section is grayed out. Skip Step 9 and Step 10.

9. In the **Dictation Source** text box, select a dictation source from the drop-down list.

10. In the **Vocabulary** text box, select a vocabulary from the drop-down list.

11. Under **Select Frequency and Start Date & Time**, select how often and at what time you want the optimization to run, as well as the first date it should run.

12. At the bottom of the dialog, click the **Enabled** (schedule task runs at specified time) check box to enable the optimization.

13. Click **Apply** to apply the changes.

14. Click **OK** to close the **Select Frequency** dialog box. The **Acoustic and Language Model Optimizer Scheduler** dialog box displays a list of the events scheduled in the right pane of its dialog box.

User	Dictation ...	Vocabulary	Frequency	Next Run Time	Last Run Time	Last Result	Creator
<Multiple users>	<Multiple ...	<Multiple Vocabularies>	Once	Completed	2:44 AM on 04/1/2008		NUANCE\MDeAndra
Brian Andrade	PowerMic ...	Medical - Large	Once	Completed	2:44 AM on 04/1/2008	Success	NUANCE\MDeAndra

You can create more than one optimization schedule for a single user. When you do, both optimization events appear in the schedule list.

15. Click **Files>Exit** to close the acoustic and language model optimizer scheduler

Removing One or More Schedules

To remove one or more scheduled optimizations from the scheduler:

1. Select the schedule you want to remove. You can select multiple schedules by holding the CTRL key while clicking a schedule.

2. Press the **Delete** key on your keyboard or select **Options > Delete Selected Tasks** on the toolbar.

3. Click **OK** in the confirmation prompt dialog box that appears.

   OR

4. To remove all the scheduled optimization event in the **Acoustic and Language Model Optimizer Scheduler** select **Options > Delete Displayed Tasks.**

5. Click **OK** in the confirmation prompt dialog box that appears.

Notes:

- *You can optimize multiple users on the same schedule by selecting all the users you want to share a single schedule on the **Select Users** dialog box.*

Exporting and Importing User Files

You can export user files on one machine and import them for use on another.

*Note: When you export a user to a new location, any custom words added to a **Local Roaming User** do not accompany the user files unless you first run **Add Words from Document wizard** in the **Accuracy Center**.*

Exporting User Files

To export users from Dragon NaturallySpeaking:

1. On the **DragonBar**, select **NaturallySpeaking > Manage Users**. The **Manage Users** dialog box opens.

2. Select the user in the list that you want to export.

3. Click the **Advanced** button and select **Export** from the menu that appears.

4. When the **Browse For Folder** dialog box opens, navigate to the folder where you want to store the exported user or create a new folder by clicking the **Make New Folder** button.

5. Click **OK**. A dialog box opens displaying a message indicating the export was successful; click **OK**.

6. Repeat steps 2 through 5 for each set of user files you want to export.

7. Click **Close** to close the **Manage Users** dialog box.

8. In the operating system, navigate to the directory where you exported the users. In that directory you find a separate folder for each exported user, labeled with the user name.

Importing User Files

To import users into Dragon NaturallySpeaking that you previously exported from it (usually on a different machine):

1. On the **DragonBar**, select **NaturallySpeaking > Manage Users**. The **Manage Users** dialog box opens.

2. Click the **Advanced** button and select **Import** from the menu.

3. When the **Browse For Folder** dialog box opens, navigate to the folder to retrieve a set of exported users files from.

4. Select the folder in that directory that has the name of the user to import and click **OK**.

   If the user already exists a **User already exists** dialog box opens and asks you to choose how to proceed: **Overwrite the existing user** or

Import the user with an alternate name. If you choose to import the user and assign it another name, enter the name in the text box provided and click **OK**.
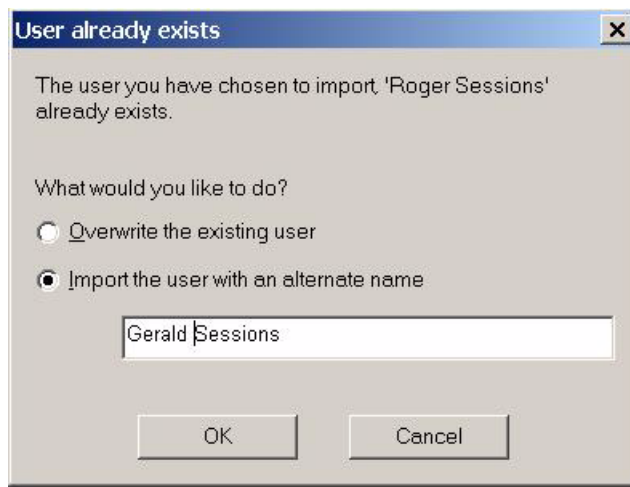
5. Repeat steps 2 through 5 for each user whose user files you want to import.

6. Click **Close** to close the **Manage Users** dialog box.

Locating Dragon.log File

The **Dragon.log** file contains information that can help diagnose problems that you might encounter using *Dragon NaturallySpeaking*. You retrieve this file when *Dragon NaturallySpeaking* displays an error message.

To locate the Dragon.log file:

1. Close the open user. On the **DragonBar**, select **NaturallySpeaking> Close User**.

2. (Optional) To exit *Dragon NaturallySpeaking*, on the **DragonBar**, select **NaturallySpeaking > Exit**.

3. To locate this file, select **Start > All Programs > Dragon NaturallySpeaking 9.5 > Show Dragon Log**. A window opens showing the contents of the folder, including a file named **Dragon.log** that you double-click to open.

    Or navigate to **C:\Documents and Settings**<username>**\ Application Data\Nuance\NaturallySpeaking9** and double-click **Dragon.log** to open the file.

4. To save the error log (Dragon.log) to a safe location: select **File>Save As**. When the **Save As** dialog box opens, give the file a name and click **Save**.

If the error message does not provide enough information, search the Nuance Knowledge Base as explained under .

Creating a Usability Log

You can set up *Dragon NaturallySpeaking* to create a usability log that logs all menu commands, toolbar buttons, and voice commands that you using during a dictation session.

To set up a usability log:

1. With a user open, on the **DragonBar**, select **Tools > Options**.
2. Click the **Data** tab.
3. Click the **Advanced** button. The **Advanced** dialog box opens.
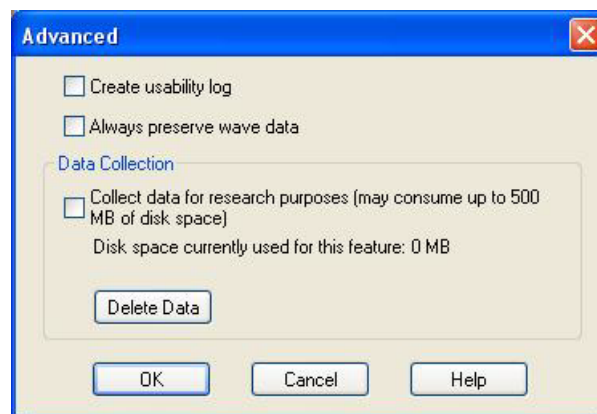
4. Check the **Create usability log** check box and click **OK** to return to the **Data** tab.
5. Click **Apply**.
6. Click **OK**, to close the **Data** tab of the **Options** dialog box.
7. Later, you can find the log under **C:\Documents and Settings** <username>**\Application Data\Nuance\NaturallySpeaking 9**.

Locating Dragon NaturallySpeaking Knowledge Base

Solutions to known problems with Dragon NaturallySpeaking are provided at the Nuance Knowledge Base, located at http://knowledgebase.Nuance.com/.

If you have problems using *Dragon NaturallySpeaking* with Microsoft Word on Windows XP (for example if the program freezes or commands stop working in a Microsoft Office XP application), it may be that the Microsoft Word XP's built-in speech recognition is interfering with *Dragon NaturallySpeaking*.

To locate and use the Dragon NaturallySpeaking Knowledge Database:

1. Navigate to http://knowledgebase.Nuance.com/.

2. In the product drop-down list, select **Dragon NaturallySpeaking** and click **Continue**.

3. In the **Dragon NaturallySpeaking TechNotes-Basic** search section you can search using:

    *   **Product version** — Select the version you are using.

    *   **Search Criteria** — Type the words that would be expected to be found in the pages that contain the answer. Do not use words such as how, why, the, in, or on.

    *   **Using**:

        *   **Any of the words** — Show pages that contain any of the words

        *   **All of the words** — Show pages that contain all of the words.

        *   **Exact phrase entered** — Show pages that contain all of the words in the exact order typed.

4. Click **Search**, to begin the search.

Locating Dragon NaturallySpeaking Hardware Compatibility List

You can find a list of headsets and microphones compatible with *Dragon NaturallySpeaking* at the Nuance Communications web site.

To find the hardware compatibility list:

1. Navigate to http://support.nuance.com/compatibility/default.asp

2. At the site, click on the product drop-down list and select **Dragon NaturallySpeaking**.

3. Then click **Continue** to proceed.

    A list of compatible hardware displays, along with a model, manufacturer, and accuracy scale **Dragon Score**.

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