



Dragon Medical 360 | Network Edition

Version 2.0

User Guide



Copyright

2013. Dragon Medical 360 | Network Edition

This material may not include some last-minute technical changes and/or revisions to the software. Changes are periodically made to the information described here. Future versions of this material will incorporate these changes.

Nuance Communications, Inc. may have patents or pending patent applications covering subject matter in this document. The furnishing of this document does not give you any license to such patents.

No part of this material or software may be reproduced in any form or by any means, including, without limitation, electronic or mechanical, such as photocopying or recording, or by any information storage and retrieval systems, without the express written consent of Nuance Communications, Inc. Specifications are subject to change without notice.

Copyright © 2013 Nuance Communications, Inc. All rights reserved.

Nuance, the Nuance logo, ScanSoft, Dragon, DragonBar, the Dragon logo, NaturallySpeaking, RealSpeak, Nothing But Speech (NBS), Natural Language Technology, Full Text Control, BestMatch, MouseGrid, and Vocabulary Editor are registered trademarks or trademarks of Nuance Communications, Inc. All other names and trademarks referenced herein are trademarks of Nuance Communications, Inc., or their respective owners. Many of the designations used by manufacturers and sellers to distinguish their products are claimed as trademarks, including the following:

Pentium is a registered trademark of Intel Corporation.

Adobe and Acrobat are registered trademarks of Adobe Systems Incorporated.

Corel and WordPerfect are registered trademarks of Corel Corporation.

Lotus and Lotus Notes are registered trademarks of Lotus Development Corporation.

Microsoft, Microsoft Office, Microsoft Office Live, Microsoft Outlook, Microsoft Outlook Express, Microsoft Word, Microsoft Excel, Microsoft PowerPoint, Microsoft InfoPath, Microsoft Access, Microsoft Visual Basic, Microsoft ActiveSync, Hotmail, Outlook.com, Windows Internet Explorer, Windows, Windows Live, Windows 7, Windows 7 Ultimate Server, Windows Vista, Windows XP, Windows XP Professional, Windows XP Home, Windows Server 2003, Windows Server 2008, Windows NT, Windows 2000, and Windows 2000 Server are trademarks or registered trademarks of Microsoft Corporation.

Netscape and Netscape Navigator are registered trademarks of Netscape Communications Corporation.

Mozilla, Mozilla Firefox, and Mozilla Thunderbird are trademarks or registered trademarks of the Mozilla Foundation.

Google, Google+, Google Chrome, and Gmail are trademarks of Google, Inc.

VoiceIt, the VoiceIt logo, and VoiceIt Link are trademarks or registered trademarks of VXI Corporation.

AMD is a trademark of Advanced Micro Devices, Inc.

SoundBlaster is a registered trademark of Creative Technology Ltd.

Yahoo! is a registered trademark of Yahoo! Inc.

Macromedia Flash™ is a trademark of Macromedia, Inc



Boost Software License - Version 1.0 - © Copyright August 17, 2003.



Permission is hereby granted, free of charge, to any person or organization obtaining a copy of the software and accompanying documentation covered by this license (the "Software") to use, reproduce, display, distribute, execute, and transmit the Software, and to prepare derivative works of the Software, and to permit third-parties to whom the Software is furnished to do so, all subject to the following:

The copyright notices in the Software and this entire statement, including the above license grant, this restriction and the following disclaimer, must be included in all copies of the Software, in whole or in part, and all derivative works of the Software, unless such copies or derivative works are solely in the form of machine-executable object code generated by a source language processor.

THE SOFTWARE IS PROVIDED "AS IS", WITHOUT WARRANTY OF ANY KIND, EXPRESS OR IMPLIED, INCLUDING BUT NOT LIMITED TO THE WARRANTIES OF MERCHANTABILITY, FITNESS FOR A PARTICULAR PURPOSE, TITLE AND

NON-INFRINGEMENT. IN NO EVENT SHALL THE COPYRIGHT HOLDERS OR ANYONE DISTRIBUTING THE SOFTWARE BE LIABLE FOR ANY DAMAGES OR OTHER LIABILITY, WHETHER IN CONTRACT, TORT OR OTHERWISE, ARISING FROM, OUT OF OR IN CONNECTION WITH THE SOFTWARE OR THE USE OR OTHER DEALINGS IN THE SOFTWARE.

Open Source Initiative OSI - The MIT License (MIT): Licensing



The MIT License (MIT)

Copyright © 2012 Nuance Communications, Inc.

Permission is hereby granted, free of charge, to any person obtaining a copy of this software and associated documentation files (the "Software"), to deal in the Software without restriction, including without limitation the rights to use, copy, modify, merge, publish, distribute, sublicense, and/or sell copies of the Software, and to permit persons to whom the Software is furnished to do so, subject to the following conditions:

The above copyright notice and this permission notice shall be included in all copies or substantial portions of the Software. THE SOFTWARE IS PROVIDED "AS IS", WITHOUT WARRANTY OF ANY KIND, EXPRESS OR IMPLIED, INCLUDING BUT NOT LIMITED TO THE WARRANTIES OF MERCHANTABILITY, FITNESS FOR A PARTICULAR PURPOSE AND NONINFRINGEMENT. IN NO EVENT SHALL THE AUTHORS OR COPYRIGHT HOLDERS BE LIABLE FOR ANY CLAIM, DAMAGES OR OTHER LIABILITY, WHETHER IN AN ACTION OF CONTRACT, TORT OR OTHERWISE, ARISING FROM, OUT OF OR IN CONNECTION WITH THE SOFTWARE OR THE USE OR OTHER DEALINGS IN THE SOFTWARE.

Open Source Initiative OSI - The BSD 3-Clause License. © Copyright 1988, Regents of the University of California. All rights reserved.

Redistribution and use in source and binary forms, with or without modification, are permitted provided that the following conditions are met:

- Redistributions of source code must retain the above copyright notice, this list of conditions and the following disclaimer.

- Redistributions in binary form must reproduce the above copyright notice, this list of conditions and the following disclaimer in the documentation and/or other materials provided with the distribution.
- Neither the name of the University of California, Berkeley nor the names of its contributors may be used to endorse or promote products derived from this software without specific prior written permission.

THIS SOFTWARE IS PROVIDED BY THE COPYRIGHT HOLDERS AND CONTRIBUTORS "AS IS" AND ANY EXPRESS OR IMPLIED WARRANTIES, INCLUDING, BUT NOT LIMITED TO, THE IMPLIED WARRANTIES OF MERCHANTABILITY AND FITNESS FOR A PARTICULAR PURPOSE ARE DISCLAIMED. IN NO EVENT SHALL THE COPYRIGHT HOLDER OR CONTRIBUTORS BE LIABLE FOR ANY DIRECT, INDIRECT, INCIDENTAL, SPECIAL, EXEMPLARY, OR CONSEQUENTIAL DAMAGES (INCLUDING, BUT NOT LIMITED TO, PROCUREMENT OF SUBSTITUTE GOODS OR SERVICES; LOSS OF USE, DATA, OR PROFITS; OR BUSINESS INTERRUPTION) HOWEVER CAUSED AND ON ANY THEORY OF LIABILITY, WHETHER IN CONTRACT, STRICT LIABILITY, OR TORT (INCLUDING NEGLIGENCE OR OTHERWISE) ARISING IN ANY WAY OUT OF THE USE OF THIS SOFTWARE, EVEN IF ADVISED OF THE POSSIBILITY OF SUCH DAMAGE.

Dave Barry in Cyberspace, © Copyright 1996 by Dave Barry. Published by Crown Publishers.

2001: A Space Odyssey, © Copyright 1968 by Arthur C. Clarke. Published by New American Library.

3001: The Final Odyssey, © Copyright 1997 by Arthur C. Clarke. Published by HarperCollins Publishers.

Dogbert's Top Secret Management Handbook, © Copyright 1996 by United Feature Syndicate, Inc. Published by HarperBusiness, a division of HarperCollins Publishers.

Success Is a Journey: 7 Steps to Achieving Success & in the Business of Life, © Copyright 1999 by Jeffrey J. Mayer. Published by McGraw Hill.

Charlie and the Chocolate Factory, © Copyright 1964 by Roald Dahl. Published by Alfred A. Knopf, Inc. and Penguin Books.

Charlie and the Great Glass Elevator, © Copyright 1972 by Roald Dahl. Published by Alfred A. Knopf, Inc. and Penguin Books.

To Be a Man, © Copyright 1997 by Eugene and Miranda Pool.

The Captain of Battery Park, © Copyright 1978 by Eugene Pool. Published by Addison-Wesley.

QR code is trademarked by Denso Wave, inc.

libqrencode 3.1.1 - QR Code encoding library - Copyright (C) 2006, 2007, 2008, 2009, 2010 Kentaro Fukuchi.

Reed-Solomon code encoder - Copyright (C) 2002, 2003, 2004, 2006 Phil Karn, KA9Q.

Copyright © 2007 James Newton-King

Permission is hereby granted, free of charge, to any person obtaining a copy of this software and associated documentation files (the "Software"), to deal in the Software without restriction, including without limitation the rights to use, copy, modify, merge, publish, distribute, sublicense, and/or sell copies of the Software, and to permit persons to whom the Software is furnished to do so, subject to the following conditions:

The above copyright notice and this permission notice shall be included in all copies or substantial portions of the Software.

THE SOFTWARE IS PROVIDED "AS IS", WITHOUT WARRANTY OF ANY KIND, EXPRESS OR IMPLIED, INCLUDING BUT NOT LIMITED TO THE WARRANTIES OF MERCHANTABILITY, FITNESS FOR A PARTICULAR PURPOSE AND NONINFRINGEMENT. IN NO EVENT SHALL THE AUTHORS OR COPYRIGHT HOLDERS BE LIABLE FOR ANY CLAIM, DAMAGES OR OTHER LIABILITY, WHETHER IN AN ACTION OF CONTRACT, TORT OR OTHERWISE, ARISING FROM, OUT OF OR IN CONNECTION WITH THE SOFTWARE OR THE USE OR OTHER DEALINGS IN THE SOFTWARE.

TweetSharp

Copyright (c) 2009-2013 Daniel Crenna, Jason Diller, and contributors

THE SOFTWARE IS PROVIDED "AS IS", WITHOUT WARRANTY OF ANY KIND, EXPRESS OR IMPLIED, INCLUDING BUT NOT LIMITED TO THE WARRANTIES OF MERCHANTABILITY, FITNESS FOR A PARTICULAR PURPOSE AND NONINFRINGEMENT. IN NO EVENT SHALL THE AUTHORS OR COPYRIGHT HOLDERS BE LIABLE FOR ANY CLAIM, DAMAGES OR OTHER LIABILITY, WHETHER IN AN ACTION OF CONTRACT, TORT OR OTHERWISE, ARISING FROM, OUT OF OR IN CONNECTION WITH THE SOFTWARE OR THE USE OR OTHER DEALINGS IN THE SOFTWARE.

L-3641

Contents

Copyright	ii
Chapter 1: Introduction	1
Introduction to Dragon	2
About this guide.....	2
Conventions used in this guide.....	2
What if you cannot use your mouse or keyboard?.....	3
What should you expect from Dragon?.....	3
Do you still need your keyboard and mouse?.....	4
Chapter 2: What's new in Dragon Medical 360 Network Edition	5
What's new in Dragon Medical 360 Network Edition	6
New in Dragon Medical 360 Network Edition, version 2.0 for Providers.....	7
Closing the Dragon Medical client from a command line	9
Running natspeak.exe/ShutDown during General Training.....	9
Recommended System Requirements for the Dragon Medical client	11
Connect Dragon to a specific Nuance Management Server	13
Logging into Dragon Medical client 2.0.....	14
Steps for logging in to the system from Dragon	18
To log in to the system from Dragon Medical client 2.0.....	18
User Profiles.....	20
Opening a user profile and saving user files	21
About your user profile.....	21
Accessing your user profile.....	21
Multiple instances of your user profile.....	21
Opening a user profile.....	22
Importing a user profile.....	22
Deleting and replacing your user profile.....	22
Saving your user files and user profile.....	23
Deleting a user profile and sending it to Nuance for analysis	24
To delete a user profile and send it to Nuance.....	25
About multiple dictation sources	26
Using Dragon Medical Client 2.0 without a network connection	27
Logging into Dragon Medical client 2.0 after initial setup.....	27
Changing Dragon Medical client 2.0 options without a network connection.....	27
Adding words without a network connection.....	28
Obtaining Acoustic and language model optimization updates from the server.....	28
Adding Text and Graphics Commands without a network connection.....	28
Editing Text and Graphics Commands without a network connection.....	28

Deleting Text and Graphics Commands without a network connection.....	29
Obtaining changes to user settings from the Nuance Management Server.....	29
Length of time you can use Dragon Medical client 2.0 without a network connection.....	29
Always display the Open Profile dialog box when Dragon Medical client 2.0 starts....	30
Chapter 3: Starting to Dictate.....	31
Starting to Dictate.....	32
Starting Dragon.....	32
Turning on the microphone.....	32
Sleeping and waking up the microphone.....	33
Starting to Dictate.....	33
Using Natural Punctuation.....	34
Dictating Punctuation.....	34
Starting new lines and paragraphs.....	35
Tips for dictating text.....	35
Using the Dictation Box.....	35
Printing and saving your dictated text.....	36
Getting Help.....	36
"What Can I Say"?.....	37
Tutorial.....	38
Troubleshooting.....	38
Microphone button and Volume display.....	38
The Full Text Control Indicator.....	39
Extras Toolbar.....	39
Controlling Dragon with Voice Commands.....	41
Using QuickStart.....	41
Chapter 4: Using the Dictation Box.....	43
Using Hidden Dictation Box.....	44
Basics of Using Hidden Dictation Box.....	44
Applications Where You Can Transfer Text from Hidden Dictation Box.....	44
Voice Commands Supported in Hidden Dictation Box.....	45
Limitations of Hidden Dictation Box.....	45
DragonBar menus Disabled in Hidden Dictation Box.....	45
Chapter 5: Working on your Desktop.....	47
Working on your Desktop.....	48
Programs, documents, and folders.....	48
Switching between open windows.....	48
Opening and closing menus.....	49
Selecting buttons, tabs, and options.....	50
Selecting icons on the desktop.....	51
Resizing and closing Windows.....	52

Scrolling in windows and list boxes.....	52
Opening lists and making selections.....	53
Pressing keyboard keys.....	53
Pressing letters.....	53
Capitalizing a letter.....	55
Pressing numbers.....	55
Pressing key combinations.....	55
Pressing other keys.....	56
Moving the mouse pointer and clicking the mouse.....	57
Chapter 6: Correcting and editing.....	63
Correcting and editing.....	64
Correcting mistakes.....	64
Using the Correction Menu.....	65
Correcting punctuation.....	67
Selecting text by voice.....	68
Copying, cutting, and pasting text.....	73
Deleting text.....	73
Spelling as you Dictate.....	75
Playing back your Dictation.....	76
Using text-to-speech.....	79
Chapter 7: Formatting with Dragon.....	81
Formatting with Dragon.....	82
Types of commands.....	82
Capitalizing text.....	82
Formatting text.....	84
Chapter 8: Dictating Numbers and Punctuation.....	87
Dictating Numbers and Punctuation.....	88
Dictating numbers.....	88
Punctuation.....	97
Dictating hyphenated words.....	99
Dictating compound words.....	100
Dictating names.....	101
Dictating abbreviations and acronyms.....	101
Dictating e-mail and Web addresses.....	102
Chapter 9: Dictating Special Characters.....	105
Dictating Special Characters.....	106
Dictating uncommon special characters.....	107
Switching recognition modes.....	109

Chapter 1: Introduction

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

Introduction to Dragon	2
About this guide.....	2
Conventions used in this guide.....	2
What if you cannot use your mouse or keyboard?.....	3
What should you expect from Dragon?.....	3
Do you still need your keyboard and mouse?.....	4

Introduction to Dragon

Dragon NaturallySpeaking and Dragon Medical let you talk to your computer instead of typing. As you talk, your words are transcribed onto your screen and into your 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 to:

- Compose letters, memos, and send e-mail messages--Cut and paste inside your documents as well as revise and format text. Just think about what you want to say, and then say it into the microphone.
- Enter data into forms or spreadsheets. (Available in Professional and higher editions)--Most people can dictate numbers faster than they can type. Using Dragon Professional or higher editions, you can create custom voice commands to let you move from field to field on your form by voice.
- Dictate into Electronic Health Record (EHR) applications (with Dragon Medical Professional and higher editions).
- Work on the Web--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 can then transcribe what you said.

About this guide

This guide covers all editions of Dragon, including Dragon NaturallySpeaking and Dragon Medical. Most information presented applies to all the editions, and differences between the editions are noted.

Conventions used in this guide

- This guide contains many examples of words and phrases you can say when using Dragon. These examples appear in italics with quotation marks, for example: "Format That Bold."
- Some procedures also include sample text for you to dictate. Sample text appears in a different typeface, with punctuation in square brackets.
- This guide applies to the five English dialects that ship with Dragon:
 - US English
 - UK English
 - Australian English
 - Indian English
 - Southeast Asian English

US English uses US spelling, punctuation, and time and currency formats. We recommend US English for Canadian users since this dialect formats numbers (including times, telephone numbers, and currency) in North American formats.

All other dialects use UK spelling, punctuation, and time and currency formats (some number settings depend on your Windows Regional Settings). Where multiple dialects are used in dictation examples, those dialects appear in a different font style.

You can also correct a longer phrase by saying "*Correct [text] Through [text]*" (US/Canada) or "*Correct [text] To [text]*" (Other Dialects).

This guide uses US spelling and punctuation for consistency.

This guide also includes tips and notes to help you use the software more effectively. Tips and notes appear like this:

Note: If you pause correctly, but Dragon still types a command as dictation, you can force it to recognize what you say as a command by holding down the CTRL key.

With Numbers Mode on, Dragon tries to interpret everything you say as a number. If you dictate words, the results will be unpredictable. However, you can still navigate menus and switch between programs by voice when Numbers Mode is on.

What if you cannot use your mouse or keyboard?

If using a mouse and keyboard is not an option, see Working on your Desktop.

What should you expect from Dragon?

One reason to use Dragon is to boost your productivity. Another is to reduce the strain using a computer puts on hands, eyes, shoulders, etc. Maybe you like the idea of being able to lean back in your chair, put your feet up on the desk, and still get work done.

Dragon works by using sophisticated acoustic and statistical models; it can quickly adapt to you in various ways, becoming familiar with the sound of your voice as well as the particular words you use in your dictations. For best results, you should develop simple habits such as positioning your microphone consistently, dictating punctuation, speaking clearly and evenly, pausing briefly before and after voice commands, and taking advantage of the easy tools Dragon offers to optimize accuracy: for instance, adding to Dragon's vocabulary your own jargon, acronyms, phrases or words for which you want a special pronunciation or spelling. Dragon lets you import lists of vocabulary entries all at once.

Personalizing Dragon's vocabulary is easy, and very important for productivity, since it preempts recognition errors. (If a word you dictate is not in Dragon's vocabulary, the software cannot transcribe it.) Properly correcting Dragon's errors

will also help it learn. The more you use Dragon, the more opportunities the software will have to adapt to you, both in terms of acoustics and in terms of language.

Do you still need your keyboard and mouse?

Although you can use Dragon to do almost everything on your computer by voice, some things are still easier to do using the mouse or keyboard.

If using a mouse and keyboard is an option for you, try experimenting with using your voice and using your hands for different tasks, to see what works best.

Chapter 2: What's new in Dragon Medical 360 | Network Edition

This chapter highlights the new features, functionality, and components that are available in Dragon Medical 360 | Network Edition.

The chapter discusses the new features provided by Dragon Medical 360 | Network Edition as well as the various features and components such as the Nuance Management Console that are part of Dragon Medical 360 | Network Edition.

What's new in Dragon Medical 360 Network Edition.....	6
Closing the Dragon Medical client from a command line.....	9
Recommended System Requirements for the Dragon Medical client.....	11
Connect Dragon to a specific Nuance Management Server.....	13
Steps for logging in to the system from Dragon.....	18
Opening a user profile and saving user files.....	21
Deleting a user profile and sending it to Nuance for analysis.....	24
About multiple dictation sources.....	26
Using Dragon Medical Client 2.0 without a network con- nection.....	27
Always display the Open Profile dialog box when Dragon Med- ical client 2.0 starts.....	30

What's new in Dragon Medical 360 | Network Edition

New in Dragon Medical 360 | Network Edition, version 2.0 for Providers

Feature	Description
Word Sharing	As you add new words to your vocabulary via the Dragon Medical 360 Network Edition client, your additions automatically go to your vocabulary in the cloud.
Access to custom words created by an administrator	You, the end-user, can access and use custom words (written and spoken forms only) that an NMS administrator adds to the NMS using the NMC. You do not need to manually add these words. For details, see the Nuance Management Server Administrator guide.
Access to the latest Dragon US medical vocabularies	You have access to the latest Dragon US medical vocabularies and can experience the full benefits of improved medical recognition. For details, see Choosing a Medical vocabulary to support your specialty.
Custom words added through Dragon are available in other speech applications	When you, the end-user, use Dragon to add words to a profile, these custom words are available when you log into other speech applications, like Dragon Medical 360 Direct. You do not have to enter the words twice. For details, see the Nuance Management Server Administrator guide.
Hidden Dictation Box	You can now display the Dictation Box at a level of transparency that you set. This replaces Hidden Mode from previous versions of Dragon Medical Edition. For details, see Using the Dictation Box and Using Hidden Dictation Box See "Using Hidden Dictation Box" on page
Using BestMatch V acoustic models with large vocabularies on Windows XP	You can use BestMatch V acoustic models with a medium size vocabulary on Windows XP. Note: Using large vocabularies causes an out of memory error to occur. For details, see Advanced - Choose Models.

Feature	Description
Preserve user settings during upgrade.	When you, the end-user, add custom words through Dragon, they will be shared through NMS and they will be available when you log into Dragon Medical 360 Direct. You do not have to enter the words twice. For details, see the Nuance Management Server Administrator guide.
Reconnect your microphone without needing to reload your user profile.	If you disconnect your microphone and then reconnect it, you no longer need to reload your user profile.

Closing the Dragon Medical client from a command line

In Dragon Medical 360 | Network Edition, version 2.0, on any workstation where Dragon is installed, end-users can logout of Dragon and close the Dragon from the command line.

Closing Dragon from a command line is the same as closing Dragon from the Dragonbar menu and closes all Dragon related processes.

This feature is useful for customers that use Dragon in a virtual environment as it allows administrators to close Dragon without using the Task Manager.

1. Select **Start > Run...** and enter **cmd** in the **Run** dialog box that pops up.
2. Switch directories to the following path:

```
<drive>:\Program Files\Nuance\NaturallySpeaking 12\Program
```

3. To close Dragon without saving user profile changes, enter the command line shown below. This command works even if the **Automatically save user files on close** option is enabled in the Nuance Management Console.

```
natspeak.exe /ShutDown
```

4. To close Dragon and save user profile changes, enter the command line shown below. This command works even if the **Automatically save user files on close** option is disabled in the Nuance Management Console.

```
natspeak.exe /SaveandShutDown
```

Notes:

- If Dragon is running and a user profile is not open, running `natspeak.exe /ShutDown` or `natspeak.exe /SaveandShutDown` simply closes Dragon and all related processes.
- If Dragon is running and a user profile is open, running `natspeak.exe /ShutDown` closes Dragon and all related processes and **does not** save user profile changes.
- If Dragon is running and a user profile is open, running `natspeak.exe /SaveandShutDown` closes Dragon and all related processes and **saves** user profile changes.

Running `natspeak.exe/ShutDown` during General Training

If `natspeak.exe /ShutDown` executes while the General training wizard is running, Dragon displays a dialog box that asks the end-user if they want to interrupt the training session without saving changes.

Workaround 1

1. The Dragon end-user provides a 'Yes' response in the dialog. This closes the General Training wizard.
2. The Dragon end-user closes and re-starts Dragon.

Workaround 2

1. The Dragon user does not respond to the dialog box. After few seconds, Dragon hides and re-displays the dialog box several times until the DragonBar becomes hidden.
2. The Dragon user closes the General Training wizard.
3. The Dragon end-user closes and re-starts Dragon.

Recommended System Requirements for the Dragon Medical client

Bluetooth (Optional): For Bluetooth wireless microphone support, visit <http://support.nuance.com/compatibility>.

CPU: 2.4 GHz Intel Dual Core or equivalent AMD processor. (SSE2 instruction set required).

DVD-ROM: drive required for installation

Free hard disk space: 5 GB

Internet Browser: Microsoft Internet Explorer 8, 9, and 10 (free download at www.microsoft.com)

Microphone: Nuance-approved microphone (included in purchase)
For details on Bluetooth microphones, recorders, Tablet PCs, and other hardware, please go to support.nuance.com/compatibility/.

Operating system: A web connection is required for activation during installation. The software checks you system for minimum requirements. If they are not met, the software is not installed.

- Microsoft® Windows® 8, 32 bit and 64 bit
- Microsoft® Windows® 7 and higher, 32-bit and 64-bit
- Microsoft® Windows Vista® Service Pack 2, 32-bit and 64-bit
- Microsoft® Windows XP® Service Pack 3, 32-bit only
- Microsoft® Windows Server 2008, Service Pack 1, Service Pack 2, and R2, 32-bit and 64-bit
- Microsoft® Windows 2008 R2 64 bit Service Pack 2

Processor Cache: 2 MB

RAM:

- 2 GB RAM for Microsoft® Windows XP® and Microsoft® Windows Vista®.
- 4 GB for Microsoft® Windows® 7, 32-bit and 64-bit, Microsoft® Windows® 8, 32-bit and 64-bit, and for Windows Server 2008 64-bit.

Sound Card: Creative® Labs Sound Blaster® 16 or equivalent sound card supporting 16-bit recording.

Supported non-EHR Applications:

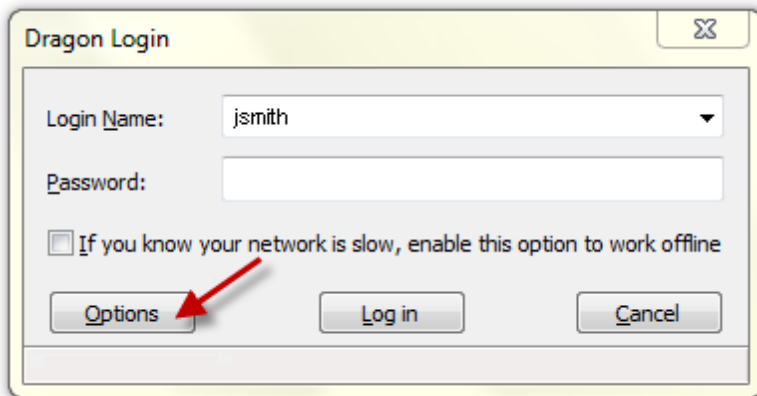
- DragonPad
- WordPad
- NotePad
- Microsoft® Word 2007, 2010 (32 & 64 bit), 2013 (32 & 64 bit)
- Microsoft® Outlook® 2007, 2010, 2013

- Microsoft® Excel® 2007, 2010, 2013
- WordPerfect® x5, x6
- Apache OpenOffice Writer 3.4
- Internet Explorer 8, 9, 10
- Rich Internet Application IE9
- Mozilla® Firefox® 8+
- Rich Internet Application Firefox® 12+
- Rich Internet Application Google Chrome 16+
- Windows Live Mail
- Mozilla® Thunderbird™ x3 and up
- Lotus Notes 8.5

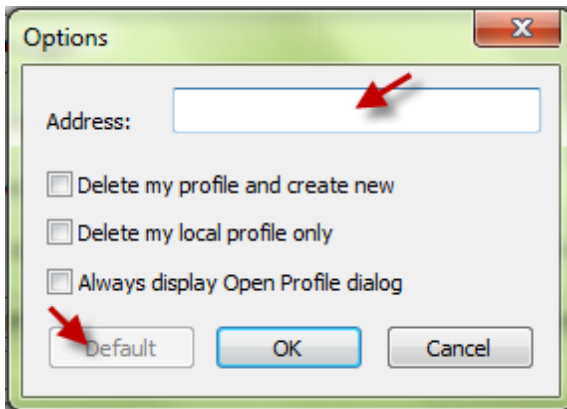
Connect Dragon to a specific Nuance Management Server

You must set the DM360 Network Edition Client to connect to a Nuance Management Server. You set the name of the server in the Dragon Medical client 2.0. Your Nuance Management Console administrator provides you with the IP address or the network name of the server.

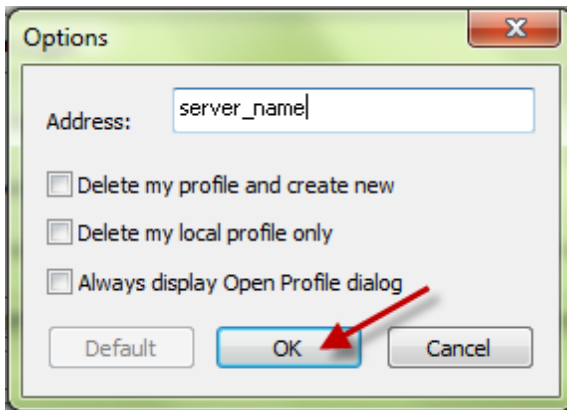
1. Start Dragon Medical client 2.0.
2. On the Dragon Login window, click **Options**.



3. On the **Options** window, in the **Address** field, type the IP address or network name of the Nuance Management Server, or click **Default** to accept the default IP address or network name for the server.



4. Click **OK**.



If you are experiencing problems with your user profile, you can check the **Delete a profile** checkbox to have the system delete your user profile from the Nuance Management Server and delete the local cache user profile from the client computer and send the user profile to Nuance. This is not a default setting and will not happen automatically. Nuance can analyze the user profile to troubleshoot the issues.

See [Deleting a user profile and sending it to Nuance for analysis](#) for more information.

To have the Open dialog box open every time Dragon Medical client 2.0 starts, you select **Always display Open Profile dialog box**. See [Always display the Open Profile dialog box when Dragon starts](#) for more information.

Logging into Dragon Medical client 2.0

Logging into Dragon - Overview

If you have an author license, when you first open DM360 Network Edition Client and log into your user account one of two things occur.

- If you do not have an existing user profile, the Dragon Medical client 2.0 displays the New User wizard to let you create a new user profile.
- If you have an existing user profile, and the **Always display Open Profile dialog** option in the Options tab of the login dialog is selected, the Dragon Medical client 2.0 displays the Open Profile dialog box that you can use to select your user profile.

If you have added additional vocabularies or dictation sources to your user profile, the Open Profile dialog box displays all the different instances of your user profile. To begin using the Dragon Medical client 2.0, choose an instance of your user profile from the dialog box.

An administrator can set an option on the Nuance Management Console to delete the local cache on the client computer when the Dragon Medical client 2.0 closes. This option is not enabled by default. If the option is enabled, your local cache is removed from the client computer after you close the Dragon Medical client 2.0. If

the local cache is deleted, the Dragon client must download the user profile again from the network, the next time it connects to the Nuance Management Console.

See [Steps for logging into the system from Dragon Medical 2.0 client](#) for steps for logging into the Dragon Medical client 2.0.

On the client computer that hosts Dragon Medical client 2.0, you need to log into a Windows account with read, write, and modify access to the master user profile directory. See [Using a Windows account with access to the master user profile directory](#) for more information.

NOTE

After your user account or the Dragon client is upgraded to Nuance Management Server (NMS) in the cloud, you must log into the system using the Dragon client in connected mode. This action authenticates you with the NMS and allows you to later use Dragon in disconnected mode. You cannot use Dragon in disconnected mode until you first login to Dragon in connected mode.

When Dragon does not display the login dialog box

If Dragon Medical client 2.0 is configured to start from a script using a Windows user account to login, Dragon does not display the Dragon Login dialog box. Instead, the script automatically starts Dragon and sends the users Windows logon credentials to the Nuance Management Server (NMS). The NMS uses the credentials to authenticate the user. The DragonBar displays the message 'Dragon is connecting to Active Directory'.

If the Windows login user name or password is not valid, the logon fails. If the logon fails, Dragon displays the Dragon Login dialog box and asks the user for their Windows user name and password (which they normally obtain from an NMS administrator).

First login into the Dragon Medical client 2.0 without an existing user profile

The first time you log into the Dragon Medical client 2.0 with an author license, Dragon displays a link to the end user license agreement (EULA). You must accept this agreement before you can proceed.

After you accept the license agreement, Dragon Medical client 2.0 downloads the default settings from the Nuance Management Server to the Dragon client. The default settings are set by an administrator.

If you do not already have a user profile, Dragon Medical client 2.0 displays the New User wizard to let you create and train a new user profile. See [Training a user profile](#) for more information.

You can select the dictation source and vocabulary for the user profile.

Once Dragon Medical client 2.0 creates the user profile, Dragon stores a local copy of the user profile in the local cache of the computer. This is called the local cache user profile.

First login into the Dragon Medical client 2.0 with an existing user profile

The first time you log into the Dragon Medical client 2.0 with an author license and with an existing profile, if Dragon Medical client 2.0 has a network connection, Dragon Medical client 2.0 downloads your user profile and user settings from the network storage location of your Master user profile to the client computer. Dragon stores your user profile and user settings in a local cache on the client computer.

Subsequent logins into the Dragon Medical client 2.0 with an existing user profile

The next time you log into the Dragon Medical client 2.0, Dragon looks for changes between your local cache user profile on the client computer, and your Master user profile on the network.

Dragon Medical client 2.0 updates the user profile with the oldest 'last saved' date with the data from the user profile with the newest 'last saved' date. For example, if the local cache user profile was saved four days ago, and the Master user profile was last saved a week ago, Dragon Medical client 2.0 identifies the local cache user profile as being the newest version of the profile. Dragon updates the Master user profile with the changes from the local cache user profile.

If no differences exist between the Master user profile and the local cache user profile, Dragon Medical client 2.0 uses the local cache user profile.

Storage of user profiles in the Dragon Medical client 2.0

A Nuance Management Console administrator determines the storage location of the Master user profile. The administrator sets the location of the master user profiles in the Site settings area of the Nuance Management Console.

Every time you use the Dragon Medical client 2.0, Dragon makes changes to your user profile. Dragon Medical client 2.0 stores these changes temporarily in the local cache user profile on the client computer. The next time Dragon Medical client 2.0 synchronizes with the Nuance Management Server, the system removes the changes from the local cache and propagates the changes to the Master user profile on the network.

Automatic logout of an inactive user

An administrator can set Dragon Medical client 2.0 to automatically log out an inactive user after a specific amount of time. Dragon Medical client 2.0 displays a

prompt that warns users that they are about to be logged out. Users can respond to the prompt to remain logged-in to the system.

Steps for logging in to the system from Dragon

To use the Dragon Medical client 2.0 with the Nuance Management Server, you must log in to the system. You must have a valid user account to log in to the system.

On the client computer that hosts Dragon Medical client 2.0, you need to log into a windows account with read, write, and modify access to the master user profile directory.

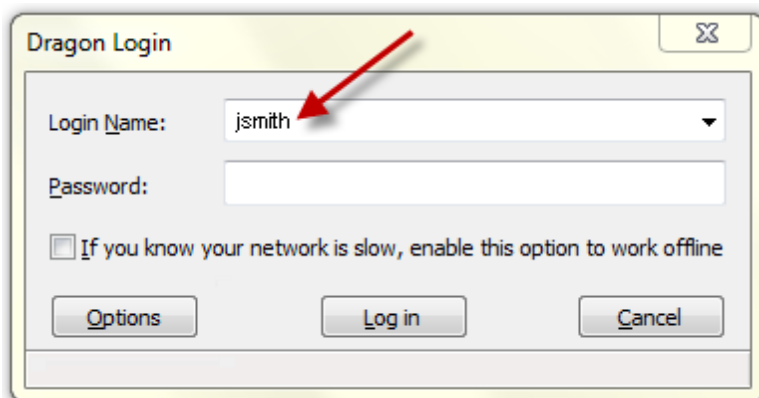
See Using a windows account with access to the master user profile directory for more information.

NOTE:

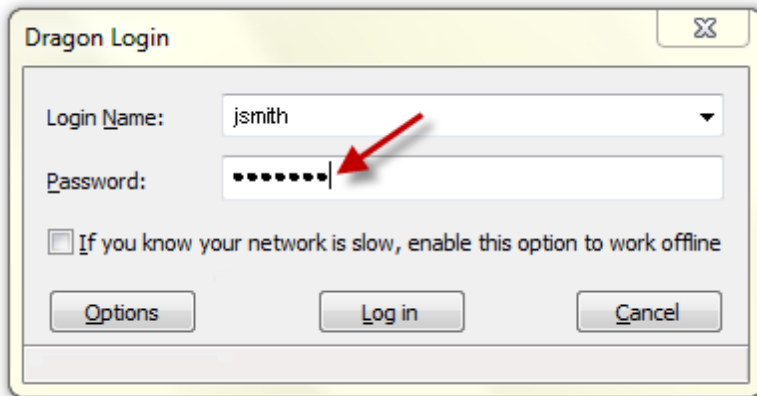
After your user account or the Dragon client is upgraded to Nuance Management Server (NMS) in the cloud, you must log into the system using the Dragon client in connected mode. This action authenticates you with the NMS and allows you to later use Dragon in disconnected mode. You cannot use Dragon in disconnected mode until you first login to Dragon in connected mode.

To log in to the system from Dragon Medical client 2.0

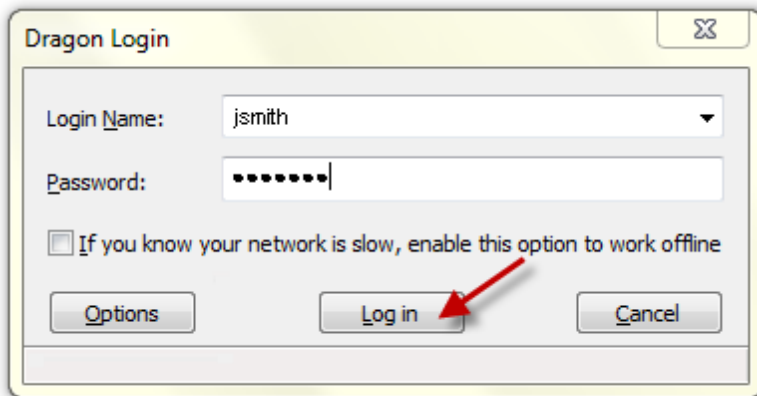
1. Start Dragon Medical client 2.0.
2. In the **Dragon Login** window, in the **Login Name** field, enter the user ID that your administrator provides to you. If your administrator also provided a domain name, enter that too, using the following syntax: **<Domain Name>\<User ID>**, where <Domain Name> and <User ID> are the domain name and user ID that your administrator provided. For example, Nuance\jsmith.



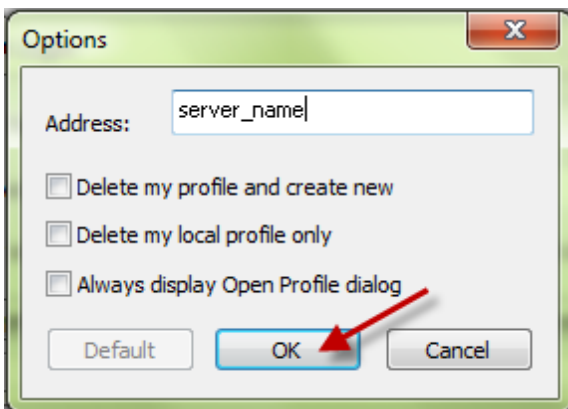
3. In the **Password** field, enter the password that your administrator provides to you.



4. Click **Log in**.



Note: The first time you log-in through Dragon or after a major upgrade, you may need to set the address of the Nuance Management Server. On the Dragon Login window, click **Options**. In the **Address** field, type the IP address or network name of the Nuance Management Server, or click **Default** to accept the default IP address or network name. Click **OK**



User Profiles

If you are a new user with this organization, Dragon will prompt you to create a user profile by completing the **New User Wizard** immediately after you log in. If you don't already have a user profile, this is where you create one. After that, you can train your new profile. See Training a user profile for more information.

If you use Dragon Medical Client elsewhere, you already have a user profile that you can import instead. To prevent the **New User Wizard** from launching when you log in so you can import your existing user profile, click **Options** in the **Dragon Login** window, then select "Always display Open Profile dialog" and click **OK**. After you log in, you'll see the **Open Profile** dialog box where you can import your user profile. For more details, see The Open Profile dialog box.

See "Logging into Dragon Medical client 2.0" in the **Dragon Help** or the **Dragon User Guide** for more information on logging in to the system through the Dragon Medical client.

Opening a user profile and saving user files

NOTE:

After your user account or the Dragon client is upgraded to Nuance Management Server (NMS) in the cloud, you must log into the system using the Dragon client in connected mode. This action authenticates you with the NMS and allows you to later use Dragon in disconnected mode. You cannot use Dragon in disconnected mode until you first login to Dragon in connected mode.

About your user profile

A user profile is a set of files that store acoustic information about your voice. Dragon Medical client 2.0 uses this information to recognize what you say. User profiles contain any changes you make to the standard vocabulary, such as specialized words, names, acronyms, and abbreviations.

Accessing your user profile

In the Nuance Management Console, an administrator creates a user account.

- If you have an existing user profile for this organization, the administrator associates it with your user account.
- If you have an existing user profile with another organization, you can export it from that system and then import it into your account with this organization. This saves you time, because you won't need to create and train a new profile.
- If you have no user profile, you'll see the New User Wizard when you log into the Dragon Medical client 2.0, which you use to create and train a new user profile for your account.

On the client computer that hosts Dragon Medical client 2.0, you need to log into a Windows account with read, write, and modify access to the master user profile directory. See *Using a Windows account with access to the master user profile directory* for more information.

Multiple instances of your user profile

You can only have one user profile with Dragon Medical client 2.0. However, if you add another vocabulary or dictation source to your profile, you may have more than one instance of it. It's important to understand that these are not copies of your profile, just versions of it that all have the same properties as the original but specify different dictation sources or vocabularies.

If you have more than one instance of your user profile, you'll see the **Open Profile** dialog box when you log in, where you must select the instance you want to use before you can proceed.

Opening a user profile

1. On the Dragon menu of the DragonBar, click **Open Profile**.
2. In the Open Profile dialog box, select a user profile from the list, and click **Open**.

If the user profile requires training, Dragon Medical client 2.0 displays a message about the need to train the profile. See Training a user profile for more information.

Importing a user profile

Before you import a user profile, consider the following:

- You cannot import a profile if you're working offline. You must be connected to Nuance Management Server and have access to the master profile folder.
 - If you already have a user profile open, you must log out of Dragon to close it before you can import the new one.
 - You can only have one user profile at a time, which means if you already have one for this organization, the imported profile will replace it. Consider exporting the existing user profile before you import the new one, if you think you may need it later.
1. In the **Open Profile** dialog, click **Import**, then select the location of the profile you want to import and click **OK** to open the **Import User Profile** dialog box.
 2. *(Optional)* Select "Import the user with an alternate name" and enter the new name in the box. This is useful if you need to distinguish this user profile from a separate one you use elsewhere.
 3. Click **OK** to import the profile. You'll see a message when process is complete.

Synchronizing auto-texts after importing a user profile

After you import a User Profile, to synchronize your auto-texts with the Nuance Management Server (NMS), you must log out of the Dragon client. This does not have to occur right after the profile import unless you want to synchronize the auto-texts immediately after the profile import.

If the Dragon client logs you out due to a period of inactivity, your auto-texts will still synchronize with the NMS the next time your profile is loaded.

Deleting and replacing your user profile

You can easily delete and replace your user profile. This is useful if, for example, the data has become corrupt.

You must be connected to the Nuance Management Server and have access to the master profile folder.

Local vs master

You can delete just the local copy of your user profile, and leave your master profile intact, or you can delete them both.

When you delete just the local copy of your user profile, the master profile replaces it once you log in.

When you delete both the local and master copies of your user profile, you can either replace them with an imported profile or create a new one.

To delete only the local copy of your user profile:

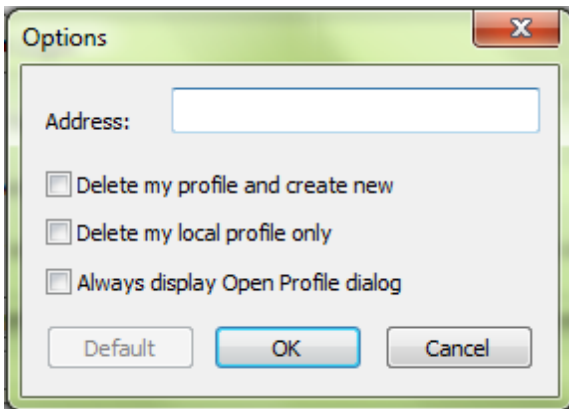
In the **Dragon Login** window, click **Options**, then select "Delete my local profile only" and click **OK**.

To delete all copies of your user profile and replace them with a new one:

In the **Dragon Login** window, click **Options**, then select "Delete my profile and create new" and click **OK**. After you log in, you'll see the **New User Wizard**.

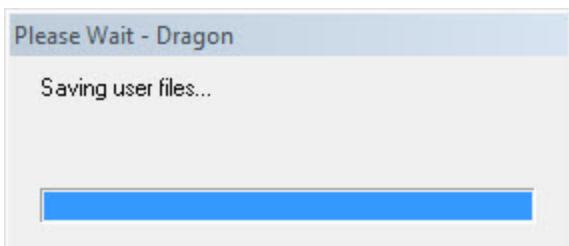
To delete all copies of your user profile and replace them with an imported one:

In the **Dragon Login** window, click **Options**. Select "Delete my profile and create new" and "Always display Open Profile dialog," then click **OK**. After you log in, you'll see the **Open Profile** dialog box where you can import your user profile. For more details, see The Open Profile dialog box.



Saving your user files and user profile

- ▶ On the Dragon menu of the DragonBar, click **Save User Files**. Dragon displays a progress bar while it saves the user profile. Do not close the computer while the progress bar is visible.



Deleting a user profile and sending it to Nuance for analysis

To have Nuance troubleshoot issues you may be experiencing with your user profile, you can have the system delete your user profile from the Nuance Management Server and delete the local cache user profile from the client computer. An administrator can set the profile to be automatically sent to Nuance for troubleshooting.

After you check the **Delete a profile** option and log into the system, the Nuance Management Server automatically creates a backup copy of your user profile. The system then deletes the user profile from the local cache and the network.

A Nuance Management Console administrator must enable an option to let the above process occur. Also, the user profile may not be sent to Nuance immediately. For example, the administrator may wait until a certain number of user profiles have been 'deleted' before they send the profiles to Nuance. Contact your administrator for more information.

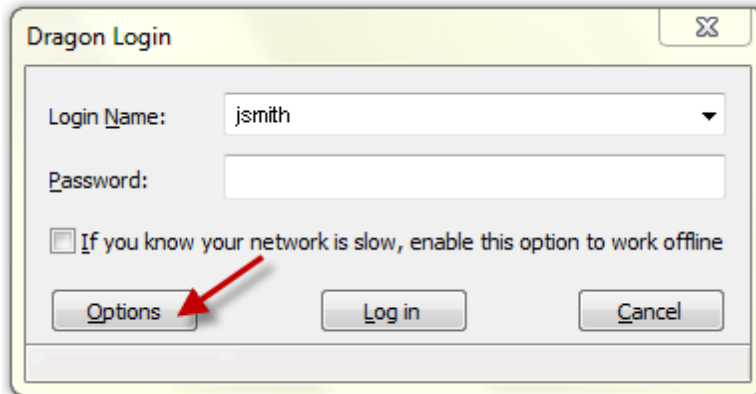
The Nuance Management Server automatically performs regular backups of user profiles.

Notes:

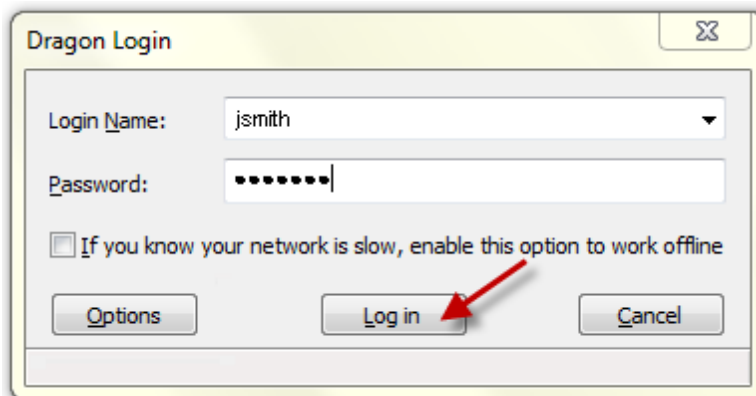
- After you delete the user profile, Dragon will ask you to create a new one. If you want to restore the user profile you deleted, you must contact your administrator.
- To delete a user profile without sending it to Nuance for troubleshooting (if enabled by an administrator), or to obtain a backup copy of a user profile, contact your administrator.

To delete a user profile and send it to Nuance

1. Start Dragon Medical client 2.0.
2. On the Dragon Login window, click **Options**.



3. Select the **Delete a profile** option.
4. Click **OK**.
5. In the Dragon Login window, enter the **Login Name** and **Password** provided by your administrator, and click the **Log-in** button.



About multiple dictation sources

Some editions of Dragon allow you to train users with multiple dictation sources. For example, with the same user files, you can dictate with a headset microphone, an array microphone, or a portable recorder. This way you can keep the same custom vocabulary and training, but use the dictation style most convenient for you at that moment. For example, you might use a headset microphone at one computer, an array microphone at another, and a portable recorder that you use for transcription at a third computer. By allowing multiple dictation sources for a single set of user files, Dragon lets you move from computer to computer regardless of the microphone type or differences in ambient noise.

Using Dragon Medical Client 2.0 without a network connection

To set up and configure the DM360 Network Edition Client, your computer must have a connection to the network. Once Dragon Medical client 2.0 is set up, you can use Dragon when it does not have a connection to the network

To use Dragon Medical client 2.0 without a connection to the network, an administrator must enable the "Allow disconnected mode" option for the user on the Nuance Management Console.

The administrator should disable the "Remove local cache data after usage" option before you work in disconnected mode. The "Remove local cache data after usage" option deletes the local cache user profile when you close Dragon Medical client 2.0. Contact your administrator for more information.

If you find that you cannot use your user profile when Dragon Medical client 2.0 is not connected to the network, contact your administrator.

On the client computer that hosts Dragon Medical client 2.0, you need to log into a Windows account with read, write, and modify access to the master user profile directory. See Using a Windows account with access to the master user profile directory for more information.

Logging into Dragon Medical client 2.0 after initial setup

After you set up Dragon Medical client 2.0, if you log in to Dragon without a network connection, Dragon Medical client 2.0 uses the user profile options from the local cache user profile. The next time Dragon Medical client 2.0 connects to the network, the local cache user profile synchronizes with the Master user profile on the network.

Changing Dragon Medical client 2.0 options without a network connection

You can change Dragon Medical client 2.0 options even if Dragon does not have a network connection. The next time Dragon Medical client 2.0 connects to the network, the changes you make are uploaded to the Nuance Management Server.

Adding words without a network connection

You can add words to a vocabulary when Dragon Medical client 2.0 is not connected to the network. The new words synchronize with the Master user profile on the network once a network connection is established again.

Obtaining Acoustic and language model optimization updates from the server

An administrator schedules and runs optimization for acoustic and language models. When optimization is complete, the changes are synchronized with the user profile stored on the computer with the Dragon Medical client 2.0.

If Dragon Medical client 2.0 does not have a connection to the network, Dragon receives the optimization updates the next time it connects to the network.

Adding Text and Graphics Commands without a network connection

You can add Text and Graphics Commands while the Dragon Medical Client does not have a network connection. The changes you make propagate to the Nuance Management Server the next time Dragon connects to the network.

Note that while the custom Text and Graphics commands that you create and save automatically go to the Nuance Management Server in the Cloud, there are some limitations:

- Commands shared to the cloud cannot contain lists.
- Commands shared to the cloud cannot be larger than 4 MB.
- Commands with alpha and blank characters are allowed. Digits are not allowed.

You can save commands that contain lists or that are larger than 4 MB to your local machine, but they will not propagate to the Management Server next time that Dragon connects to the network.

Editing Text and Graphics Commands without a network connection

You can edit Text and Graphics Commands while the Dragon Medical Client does not have a network connection. The changes you make propagate to the Nuance Management Server the next time Dragon connects to the network.

Deleting Text and Graphics Commands without a network connection

You can delete Text and Graphics Commands while the Dragon Medical Client does not have a network connection. When you delete a command when you do not have a network connection, the Dragon Medical Client displays a warning dialog, reminding you that you are disconnected and that your change will not propagate to the server until you connect, and renames the deleted command, prepending "Will delete upon reconnect - " to the command name. The next time the Dragon client connects to the network, the changes you make propagate to the Nuance Management Server, and the renamed command is deleted.

Obtaining changes to user settings from the Nuance Management Server

Changes that an administrator makes to user settings through the Nuance Management Console are sent to the Dragon Medical client 2.0 the next time Dragon connects to the network.

If a user changes settings through the Dragon Medical client 2.0, the changes will override the settings set by an administrator. If an administrator makes changes to those settings, the administrator's changes will override any settings the user set in Dragon. Basically, the Dragon Medical client 2.0 applies the settings that were set by the last person that makes changes to the settings - either the Dragon user or an administrator for the Nuance Management Console.

Length of time you can use Dragon Medical client 2.0 without a network connection

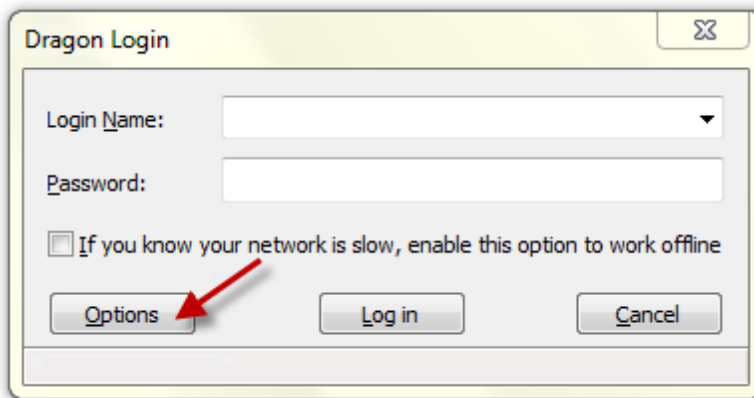
You can use Dragon Medical client 2.0 for up to 90 days without a connection to the Nuance Management Server as long as you have a valid license. If you try to use Dragon Medical client 2.0 after this period, you will not be able to log into the system. Contact your Nuance Management Console administrator if you cannot log into the system.

Always display the Open Profile dialog box when Dragon Medical client 2.0 starts

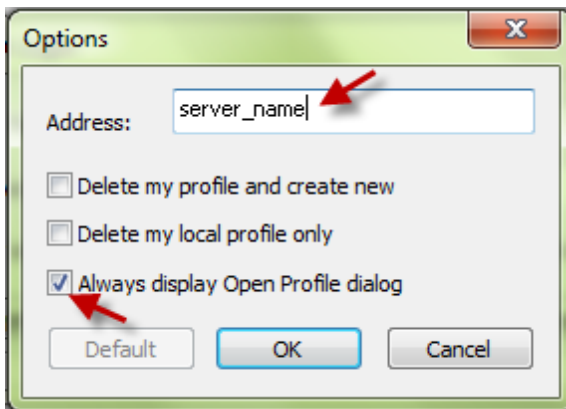
You can set the Dragon Medical client 2.0 to always display the Open Profile dialog box when you start Dragon.

Always displaying the Open Profile dialog box lets you create a new dictation source or vocabulary, even if you did not previously complete the Getting Started Wizard for a user profile, or did not complete the Audio Setup Wizard for a new dictation source.

1. Start Dragon Medical client 2.0.
2. On the Dragon Login window, click **Options**.



3. In the **Options** window, select **Always display Open Profile dialog**. Make sure the **Address** field contains the IP address or network name of the Nuance Management Server and enter it if necessary, or click **Default** to accept the default IP address or network name for the server.



4. Click **OK**.

Chapter 3: Starting to Dictate

You can use the Dragon Medical client 2.0 to dictate into applications with both standard and non-standard windows.


Starting to Dictate	32
Starting Dragon.....	32
Turning on the microphone.....	32
Sleeping and waking up the microphone.....	33
Starting to Dictate.....	33
Using Natural Punctuation.....	34
Dictating Punctuation.....	34
Starting new lines and paragraphs.....	35
Tips for dictating text.....	35
Using the Dictation Box.....	35
Printing and saving your dictated text.....	36
Getting Help.....	36
"What Can I Say".....	37
Tutorial.....	38
Troubleshooting.....	38
Microphone button and Volume display.....	38
The Full Text Control Indicator.....	39
Extras Toolbar.....	39
Controlling Dragon with Voice Commands.....	41
Using QuickStart.....	41

Starting to Dictate

Now that you've installed the software and completed training, you're ready to dictate your first sentence.

Starting Dragon

If Dragon NaturallySpeaking or Dragon Medical is not already running, you can start it by:

- Double-clicking the Network Edition icon on the desktop. 
- Selecting **Programs > Network Edition > Network Edition** from the Start menu.
- If the QuickStart option is enabled, right-clicking the **QuickStart** taskbar tray icon and selecting **Start Dragon**. For more on using the QuickStart option, see [Using QuickStart](#).

Note: You can start Dragon over a Remote Desktop connection (Windows XP Professional and Windows XP Home), but interactive dictation is not supported. Using a Remote Desktop connection, you can access the DragonBar and transcribe dictation but you cannot use a microphone attached to the remote machine to dictate.

Turning on the microphone



Before you can dictate, you need to turn on the microphone. You turn on the microphone by:

- Click the microphone icon on the DragonBar. You can click this icon again to turn it off.



- Pressing the plus (+) key on the numeric keypad to turn the microphone on, and then press it again to turn the microphone off.
- Clicking the microphone icon in the Windows task bar.

The button and the volume meter on the DragonBar change to show if the microphone is off or on.

-  Shows that the microphone is off
-  Shows that the microphone is on

Note: Once the microphone is off, you cannot turn it on again by voice.

Sleeping and waking up the microphone

To make Dragon stop listening temporarily:

- Say *"Go to Sleep"* or *"Stop Listening."* Dragon ignores everything except the *"Wake Up"* or *"Listen To Me"* commands.
- To reactivate the microphone, say *"Wake Up"* or *"Listen To Me."*

You can also press the numeric plus (+) key to turn on/off the microphone.

Starting to Dictate

To begin dictating, start a word processor (such as Microsoft® Word or Corel® WordPerfect®) and begin a new document. Make sure your text insertion point is at the start of the new document.

Notes:

- You can use the DragonPad, a simple word processor included with Dragon. To open the DragonPad, from the Tools menu on the DragonBar, click DragonPad.
- Remember to click in the window you want to talk to before you speak.

Start talking. As you talk, text displays in the Results Box while Dragon figures out what you said. The Results Box is a small yellow window that appears on-screen as you dictate.

The words in the Results Box may change as the program considers different interpretations of what it heard.

The Results Box displays a line that changes from yellow to green as you speak, indicating the volume of your dictation.

Note: When Dragon recognizes what you said as a command, the Results Box displays a bold blue border.

You can also anchor the Results Box permanently in one place. From the Tools menu of the DragonBar, click Options, then click the View tab and enable the Anchor option. Don't worry about mistakes at this point; Dragon improves as you use it.

Using Natural Punctuation

Dragon can automatically add periods and commas at the appropriate places in your dictation without you having to explicitly speak that punctuation. The Natural Punctuation feature can be useful in helping you get used to dictation by focusing on what you are saying rather than how your speech is punctuated.

Natural Punctuation inserts only periods and commas. You have to dictate other punctuation marks. Even with Natural Punctuation turned on, you can still dictate periods and commas. As you become more adept at dictation and want more control over where punctuation appears, you may want to explicitly dictate all your punctuation.

Note: You can turn Natural Punctuation on and off by voice by saying "autopunctuation on" and "autopunctuation off" or by selecting Tools > Options from the menu of the DragonBar and clicking Automatically add commas and periods on the Formatting tab.

Dictating Punctuation

You can dictate punctuation at any time while you are using Dragon, even when Natural Punctuation is enabled.

Use the following list as a guide to dictating the most common punctuation marks. (For a complete list of punctuation, see the online help.)

To enter	Say (US/Canada)	SAY (Other Dialects)
,	comma	comma
.	period	full stop
!	exclamation point or exclamation mark	exclamation mark
?	question mark	question mark
-	hyphen	hyphen
:	colon	colon

Starting new lines and paragraphs

While you are dictating, you can use the following commands to duplicate the action of pressing the *Enter* key once (to add a new line) or twice (to add a new paragraph).

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

Saying "New Paragraph" presses the enter key twice and capitalizes the next word you dictate.

Tips for dictating text

- To erase the last thing you said, say "*Scratch That.*"
- You can repeat "*Scratch That*" to undo a sequence of phrases. You cannot apply "Scratch That" to a selection that is larger than 299 characters.
- You cannot select by voice a block of text that is larger than 299 characters.
- To undo the effects of a command, say "*Undo That.*" If "*Undo That*" fails to undo an action, try repeating the command until you completely undo the operation.
- To stop a recognition in progress (and turn the microphone off), click the small red button inside the Results Box.
- You can change the very last phrase you spoke by saying "*Bold That,*" "*Cap That,*" "*Correct That,*" and so on; you do not have to select the text first.
- To remove a trailing space after a word, you can say "*Delete Previous Character.*"
- You can create a spoken form for words you prefer not to say aloud. For example, you can create a command that types "Snookums" whenever you say "*Mary's nickname.*"
- To clear (deselect) your last selection, say "*Unselect That.*"

For information on correcting any mistakes, see [Correcting and editing](#).

Using the Dictation Box

Normally you can dictate and use Dragon voice commands in any text window of any application. However, you may occasionally find an application or a specific window in an application where some voice commands won't work or won't work consistently.

In these situations, you can use a special window, called the Dictation Box. You use the Dictation Box to dictate and edit text in these non-standard windows without the difficulties you might otherwise experience.

To start the Dictation Box:

1. Place your cursor where you want to put the text.
2. Start the Dictation Box by either:
 - Saying "Show Dictation Box"
 - Select Tools > Dictation Box from the DragonBar
 - Use CTRL + SHIFT + D
3. When the Dictation Box displays, you can dictate and edit text inside the Dictation Box using all Dragon commands.
4. Once you are done dictating and editing the text, say or click "Transfer." The text you dictated in the Dictation Box is transferred to the application.

For more information on using the Dictation Box with a non-standard window, see [The Dictation Box](#) and the online Help for Dragon.

Printing and saving your dictated text

Printing

From the File menu of your word processor, use the mouse to choose Print. Or say "Click File," pause, and say "Print." You can also simply say, "Print Document" or "Print File" if the Natural Language Commands are enabled. See the online help for more information.

Saving

From the File menu, choose Save. You can also say "Click File" and then say "Save." Remember, you have to pause between the "Click File" and the "Save" commands to have Dragon recognize them as two separate commands. If the Natural Language Commands have been enabled, you can say "Save Document."

Getting Help

To access the online Help for Dragon, click the Help menu on the DragonBar and choose Help Topics. Alternately, you can say "Give Me Help." You can print individual Help topics with the Print button in the Help window. To open the online Help links, just say their names. The links will be displayed next to the application window and will give you examples of the most common commands that work in the application you are currently using.

The Dragon Online Help includes the following information not found in this user guide:

- Dictation Guidelines
- Dictating using a Portable Recorder
- Correcting Recognition Errors
- Revising Text

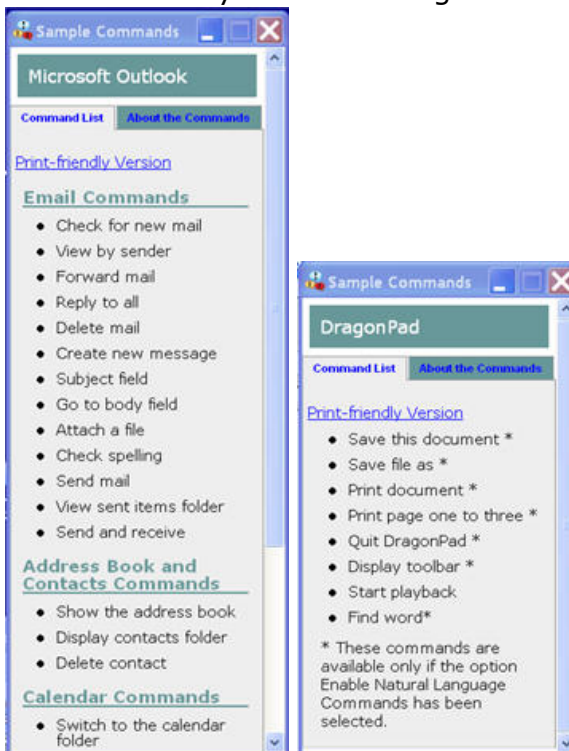
- Improving Recognition Accuracy
- Working on Your Desktop
- Working in Programs
- Creating Commands with MyCommands
- Dragon Tools

"What Can I Say"?

Saying "*What Can I Say?*" will bring up the Sample Commands window. The Sample Commands window displays a small selection of useful commands that Dragon recognizes for the current context, whether it is a particular program you are using or the Windows desktop.

To Open the Sample Command window:

1. Choose Sample Commands from the Help menu on the DragonBar or say "*What can I say.*"
2. The Sample Commands window opens, displaying a selection of commands next to the window you are working in.



The contents of the Sample Commands depending on which application is active. For example, when you switch between Microsoft Outlook and the DragonPad, the contents of the Sample Commands window changes accordingly.

To see additional commands that are available, click Command Browser at the top of the Sample Commands window. For more information, see the online help.

Note: A list of Global commands (available everywhere) appears if there are no sample commands available for a specific program.

Commands marked with an asterisk (*) are available only if your administrator sets the Enable Natural Language Commands. Contact your administrator for more information.

Tutorial

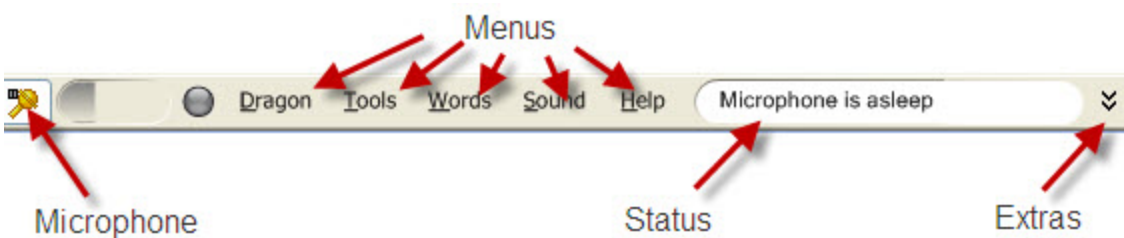
To start the Tutorial, choose Tutorial from the Help menu on the DragonBar. The Tutorial includes a number of lessons covering the basics of Dragon.

Troubleshooting

If you are having problems using Dragon, or if you are getting unexpected results, please refer to the Resolving Problems and Tips sections of the online Help for Dragon.

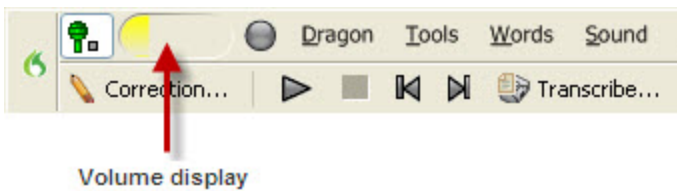
The DragonBar

The DragonBar gives you access to Dragon functions and features.



Microphone button and Volume display

When the microphone is on, the Volume Display shows the sound level.

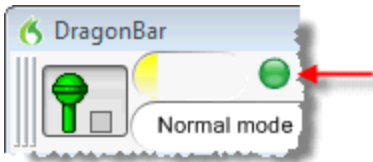


- Yellow means silence or that you are speaking too softly.
- Green means that you are speaking at a Proper level

- Red means that you are speaking too loudly.

The Full Text Control Indicator

The DragonBar includes a Full Text Control indicator that turns green when you are in an application or window where all of Dragon's functionality is supported. The color green indicates that you can start to dictate with Dragon.



Normally you can dictate and use Dragon voice commands in any text window of any application. However, you may occasionally find an application or a specific window in an application where some voice commands won't work or won't work consistently.


When you are in a non-standard window, the Full Text Control indicator goes out, indicating that you may have some difficulty selecting and editing dictated text.

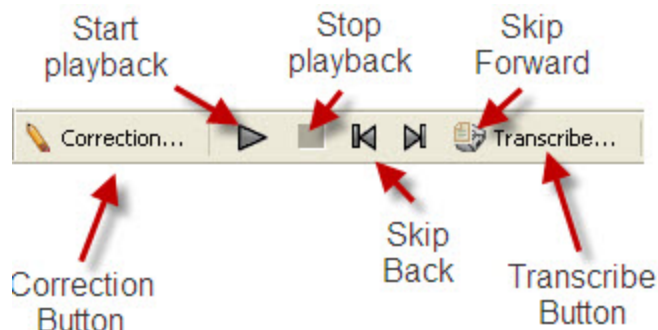
Also, when you start dictating into a non-standard window, the DragonBar will display Dictating into a non-standard window.

If you have difficulty in dictating or correcting in one of these non-standard windows, use the Dictation box.

See the online Help for Dragon for more information on using the Dictation Box.

Extras Toolbar

If present in your edition, you can click the Extras button  on the far right of the DragonBar to open the Extras toolbar. The Extras toolbar displays buttons for hand-held recorder transcription and playing back your dictation.



Correction

Clicking the Correction button opens the Correction menu to teach the computer what you said. See [Correcting and Editing](#) for more information.

Transcribe

Use this button to transcribe your speech from a handheld recorder. See the online help for more information.

Start Playback, Fast Playback, and Stop Playback

When you select text and click the Start Playback button, you hear a recording of your dictation. A yellow arrow displays on your screen during playback, following what you said. Click the Fast Playback button to play the recording at a faster speed. Click the Start Playback button to return to a normal speed. Click the Stop Playback button to stop the recorded speech playback.

Skip Back and Skip Forward

Use these buttons to skip backward or forward one utterance. To Dragon, an utterance is a group of words said together without pausing. The Extras menu items can be displayed in the main DragonBar. See the online help for more information.

Changing the DragonBar position

To change the position of the DragonBar, click the Network Edition icon at the far left of the DragonBar. A menu displays that lets you move the DragonBar as follows:

Select	To
Docked to Top mode (default)	lock the DragonBar to the top of the screen
Docked to Bottom mode	lock the DragonBar to the bottom of the screen
Floating mode	freely position the DragonBar
Cling mode	make the DragonBar appear just above the window into which you are dictating.
Tray Icon Only mode	hide the DragonBar completely and only display the Microphone icon in the Windows task bar.

Note: You can also hide the DragonBar by saying "Switch to Tray Icon Only Mode." To make a hidden DragonBar reappear, right-click on the small microphone in the lower right corner of the screen. From the menu that appears, click Restore Previous DragonBar Mode.

Controlling Dragon with Voice Commands

You can operate Dragon with voice commands. For example, to show the Extras toolbar, say *"Show Extras Bar."* For a list of other voice commands that control Dragon, see Controlling the DragonBar in the online help.

Using QuickStart

The Dragon QuickStart taskbar tray icon gives you quick access to Dragon. Right-clicking the **QuickStart** icon displays the QuickStart menu.

When in QuickStart mode, Dragon launches automatically at system startup time and adds the Network Edition icon to the Windows taskbar.

To enable QuickStart

There are three ways to enable QuickStart mode:

- To set the QuickStart option, on the DragonBar, select **Tools > Options > Miscellaneous**. Then select the **Launch in QuickStart mode on Windows startup** option.
- By clicking the Network Edition icon in the upper left corner of the DragonBar and selecting **Tray Icon Only Mode**. See [Using QuickStart](#) for more information.
- An administrator can enable the option. Contact your administrator for more information.

To shut off or permanently disable QuickStart

1. In the DragonBar menu, select **Tools > Options** and click the **Miscellaneous** tab of the Options dialog box.
2. De-select **Launch in QuickStart mode on Windows startup**.

Redisplaying the DragonBar

To display the DragonBar while the product is running in QuickStart mode, right-click on the microphone icon in the QuickStart taskbar tray and select **Restore Previous DragonBar Mode**.

Temporarily disabling QuickStart

To temporarily disable QuickStart, right-click the QuickStart taskbar tray icon and select **Exit**. This action closes Dragon and removes the QuickStart tray icon from the Windows taskbar. When you re-start Windows, the QuickStart taskbar tray icon re-displays.

Using QuickStart

You access QuickStart by right-clicking the Dragon QuickStart taskbar tray icon. This action displays the QuickStart menus, which reflects the menus in the DragonBar.

Select	To
File >	Take any of the actions you would otherwise take from the Dragon menu on the DragonBar: Turn Microphone On, Log-in, Log-out, Open Profile, Manage Vocabularies, Open Recent Vocabulary, Save User Files, Exit
Tools >	Open any option from the Tools menu.
Words >	Open any option from the Words menu.
Sound >	Open any option from the Sound menu.
Help >	Open any option from the Help menu.
Exit	Shut down Dragon if it is currently running. You can then re-start the QuickStart feature by restarting Windows, as long as you have set the option to launch in QuickStart mode on the Miscellaneous tab.

If the QuickStart icon becomes unavailable for any reason, you can always start Dragon from the Windows Start menu.

Chapter 4: Using the Dictation Box

You can use the Dictation Box to dictate into an application window that does not support all of Dragon's features.

Using Hidden Dictation Box	44
Basics of Using Hidden Dictation Box.....	44
Applications Where You Can Transfer Text from Hidden Dictation Box.....	44
Voice Commands Supported in Hidden Dictation Box.....	45
Limitations of Hidden Dictation Box.....	45
DragonBar menus Disabled in Hidden Dictation Box.....	45

Using Hidden Dictation Box

Use Hidden Dictation Box if you need to dictate while browsing in an Electronic Medical Record system for more patient data or (in Radiology) while manipulating an image in a Picture Archival System-Radiology Information System. Although the Dictation Box does not display on the screen in Hidden Dictation Box, the recognized text goes into the Dictation Box regardless of where you click. By hiding the Dictation Box, you leave more of your computer screen available for viewing other applications.

When you are dictating in Hidden Dictation Box, the Full Text Control indicator on the DragonBar now indicates whether the Dictation Box contains text or whether it is empty. Hidden Dictation Box is available only when the Dictation Box is unanchored (the default). To change the setting, close the User Profile and select Tools > Administrative Settings.

NOTE

You can have only one Dictation Box open at a time.

Basics of Using Hidden Dictation Box

You can start Hidden Dictation Box in several ways:

- Use the "Show Dictation Box" voice command.
- Use the Hidden Mode hot key (CTRL+SHIFT+T) defined in The Options dialog box Hot keys tab.
- If the Dictation Box is open, use the "Hide Dictation Box" voice command

You can then switch to or open the application you want to work in while you are dictating.

When you have finished dictating, place the cursor in the application window where the text should appear and say "Transfer Text" or use the Transfer Text hot key (CTRL+SHIFT+T) (defined in The Options dialog box Hot keys tab) to transfer the text to the selected application.

NOTES

- By default new text that you dictate starts at the end of the existing text while in Hidden Dictation Box. If, however, you play back the audio, and you move the cursor elsewhere in the text, any new text that you dictate starts from the cursor location and overwrites text to the right of the cursor.

Applications Where You Can Transfer Text from Hidden Dictation Box

You can transfer text into any application that can receive pasted text using one of the paste methods indicated in the Dictation Box settings Paste options section. Nuance recommends that you test using the Dictation Box procedure with the

application of your choice before you officially deploy the Dictation Box at your installation.

Voice Commands Supported in Hidden Dictation Box

A limited set of voice commands is available in Hidden Dictation Box:

- "Show Dictation Box"
- "Display text"
- "Read That"
- "Transfer text"
- Access to the Dragon Templates
- Text and Graphic commands
- Formatting Commands

Your custom commands created in the MyCommands Editor are not available in Hidden Dictation Box.

Limitations of Hidden Dictation Box

Hidden Dictation Box does not recognize the "Rewind" voice command; however, it does rewind the audio if you use the other tools, such as the PowerMic Rewind button, appropriate keyboard keys, or the Playback toolbar.

You cannot use Hidden Dictation Box to dictate a command with variable fields and navigate between those fields.

NOTE

If you say "Transfer Text" while the cursor is placed in an application that the Dictation Box does not support or in an application that cannot receive text using the Paste method you chose in the Dictation Box settings, the text on the Windows clipboard will be lost. To avoid this issue, enable *Keep transferred text in clipboard when the Dictation Box is closed*.

DragonBar menus Disabled in Hidden Dictation Box

In Hidden Dictation Box, several menu choices in the DragonBar become disabled:

- Tools > Command Browser...
- Tools > Add New Command...
- Tools > Transcribe Recording...
- Vocabulary > Add New Word or Phrase...
- Vocabulary > Open Vocabulary Editor...
- Vocabulary > Import List of Words or Phrases...
- Vocabulary > Export Custom Word and Phrase List...

- Audio > Improve Recognition of Word or Phrase...
- Help > Improve My Accuracy...
- Extras tool bar > Correction...

Chapter 5: Working on your Desktop

This chapter describes how to control almost everything on your computer with Dragon NaturallySpeaking or Dragon Medical voice commands.

Working on your Desktop	48
Programs, documents, and folders.....	48
Switching between open windows.....	48
Opening and closing menus.....	49
Selecting buttons, tabs, and options.....	50
Selecting icons on the desktop.....	51
Resizing and closing Windows.....	52
Scrolling in windows and list boxes.....	52
Opening lists and making selections.....	53
Pressing keyboard keys.....	53
Pressing letters.....	53
Capitalizing a letter.....	55
Pressing numbers.....	55
Pressing key combinations.....	55
Pressing other keys.....	56
Moving the mouse pointer and clicking the mouse.....	57

Working on your Desktop

This chapter describes how to control almost everything on your computer with Dragon NaturallySpeaking or Dragon Medical voice commands.

Programs, documents, and folders

Using voice commands, you can start programs and open documents and folders that appear in your Start menu or desktop.

You can't start Dragon by voice. However, you can have Dragon automatically start in Sleep mode whenever you start Windows by selecting **Microphone on (asleep)** option in the **Miscellaneous** tab of the **Options** dialog box. See the online help for more information.

Starting a program

To start a program from the Start menu, say "Start" and then the name of the program exactly as it appears on the menu or submenu of the Start menu. You can also say the name displayed below the icon on your desktop.

For example, to start Microsoft® Internet Explorer®, say "Start Internet Explorer."

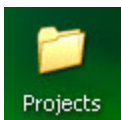
Opening documents and folders from the Start menu

To open a document or folder from the Start menu, say "Start" and then the name of the document or folder exactly as it appears on the menu.

For example, to open a document named sales.doc, you could say "Start Sales dot doc." To open a document named journal.wpd, you could say

"Start journal dot w p d."

To open a document or folder from your Windows® desktop, just say "Start" and then the name below the icon. For example, to open a folder named Projects, say "Start Projects."



Say "Start Projects"

Switching between open windows

You can switch between the windows you have open by saying "Switch to" and then say the name of the program or document window exactly as it appears in the title bar.

For example, if Microsoft® Word® is running, you can switch to it by saying "Switch to Microsoft word."

You can also switch between open windows by saying "Switch to Previous Window" (same as pressing ALT+TAB) and "Switch to Next Window" (same as pressing ALT+SHIFT+TAB).

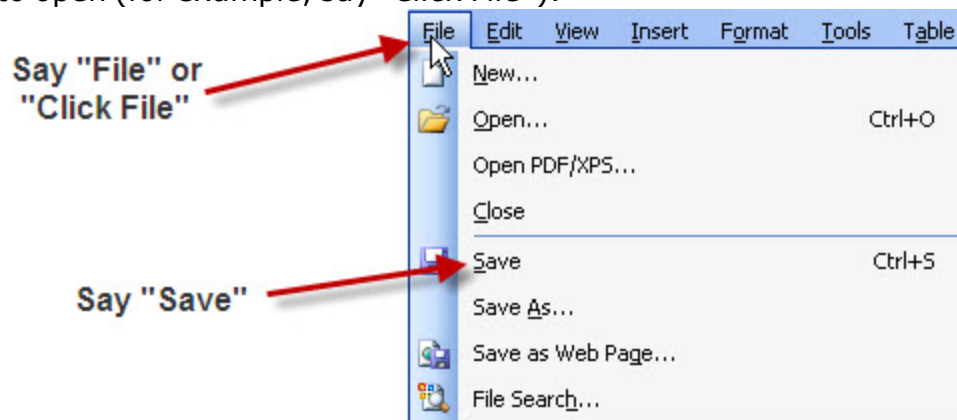
Say	To
Switch to Next Window	Switch to the next application.
Switch to Previous Window	Switch to the previous application.
Switch to Microsoft Word	Make Microsoft® Word the active application.
Switch to (name of application)	Switch to the open application you say. Say the name of the application as it appears in the title bar of the application window.

Opening and closing menus

You can activate any menu by saying the menu name.

To open a menu

1. Open a program window (for example, Microsoft® Word) and make it active. Say the name of the menu you want to open (for example, say "File"). If the command does not work, try saying "Click" and then the name of the menu you want to open (for example, say "Click File").



2. In this example, the File menu should open. If the command doesn't work (for example, if the word "click" is typed into your document), you may have paused in the middle of the command.

3. Say the name of a menu item to activate it (for example, say "Save").
4. To close a menu, say "Cancel."

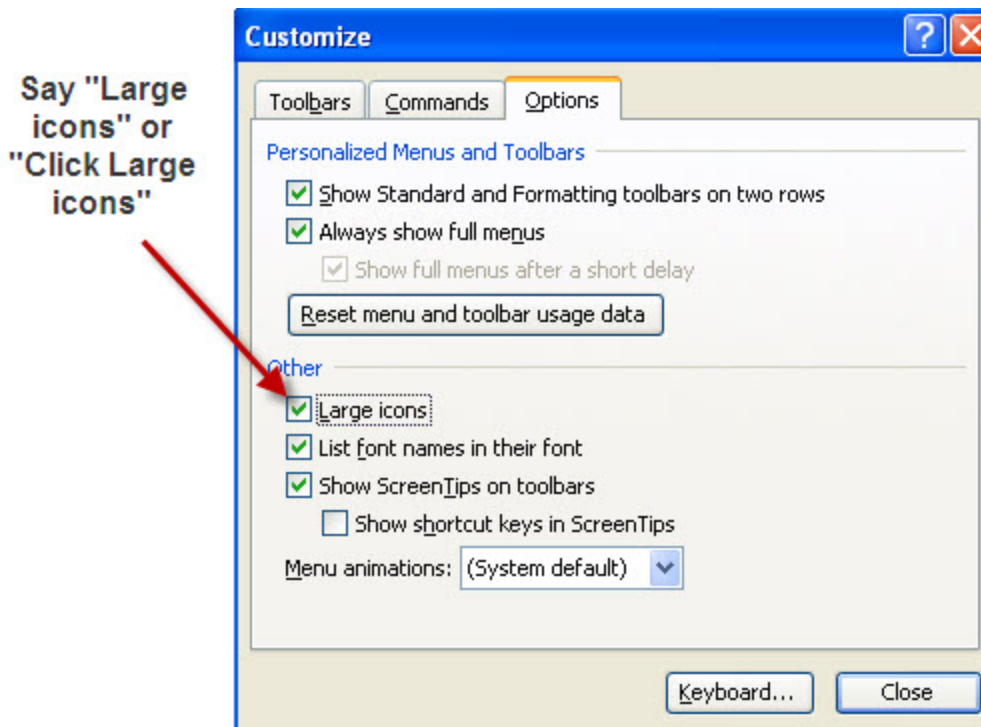
Tip: To open the Start menu, say "Click Start" or "Click Start Menu."

Note: If commands are often typed into your document instead of recognized as commands, you can make Dragon recognize commands only when they are preceded by saying "Click." To do this, select the **Require "Click" to select menus and controls** check box on the **Commands** tab of the **Options** dialog box. For more information, see the online Help for Dragon.

Selecting buttons, tabs, and options

When Dragon is running, you can select any button, check box, text box, or other dialog box option you see by saying its name. If that doesn't work, say "Click" and then its name.

For example, to select a check box labeled Toolbar, say "Toolbar" or "Click Toolbar." To clear the check box (deselect it), say its name again.



You can select tabs by saying the name of the tab, alone or preceded by "Click." In the dialog box pictured, you could say "Options" or "Click Options" to select the Options tab. You can also move between tabs by saying "Go to Next Tab" and "Go to Previous Tab."

Note: In some programs, you may not be able to select dialog box items by saying their names. If this happens, the following method of selecting items may work: say

"Tab Key" repeatedly to move to the item you want, then say "Press Space Bar" to select it.

See also [Moving the mouse pointer and clicking the mouse](#).

Selecting icons on the desktop

You can use voice commands to select icons on the Windows® desktop.

To select an icon the desktop

1. Switch to the Windows® desktop. To do this by voice, minimize all open applications and place the mouse pointer over the desktop icon. Say "Mouse Click" to make the desktop active.
2. Say the name of the icon (for example, "My Computer"). Dragon types the icon name and Windows® selects it.
3. To select another icon, say "Move" and then the direction (up, down, left, right) and number of icons (up to 20).

For example: Say "Move Right 1," "Move Down 2," or "Move Up 3."



After you select an icon, you can say "Press Enter" to start or open the program and "Press Shift F10" to display its right-click menu (as if you had right-clicked the icon with the mouse).

You can also use voice commands for these actions. See **Marking and dragging objects** in this chapter.

Resizing and closing Windows

To resize and close windows, say "Click" and then one of the following window commands:

Say	To
Click Minimize <i>or</i> Click Control Menu (<i>pause</i>)Minimize	Minimize the active window.
Click Maximize <i>or</i> Click Control Menu (<i>pause</i>)Maximize	Maximize the active window.
Click Restore <i>or</i> Click Control Menu (<i>pause</i>)Restore	Restore window to previous size.
Click Close <i>or</i> Press ALT F4	Close the active program.
Press CTRL F4	Close the active document, not the whole program (works in many programs).
Click Start Menu <i>or</i> Click Start <i>or</i> Press CTRL ESC	Open the Windows® Start Menu.

Tip: "Click" is required for the Control menu commands.

Note: If you have trouble getting Dragon to recognize any of the window commands, you can first open the Control menu by saying "Click Control Menu," then say the command.

Scrolling in windows and list boxes

You can scroll vertically in a window (for example, an online Help window) or list box by saying "Move Down" and "Move Up" and then a number of scroll bar arrow clicks (up to 20). For example, say "Move Down 4" or "Move Up 10."

You can scroll horizontally by saying "Move Left" and "Move Right" and then a number of scroll bar arrow clicks (up to 20). For example, say "Move Left 10" or "Move Right 5."

Opening lists and making selections

You can activate any list box by saying the list box name.

To open a list box

1. Say the name of the list box you want to open.
2. Say *"Show Choices," "Drop List,"* or *"Open List."* The list box opens to show all the choices available in the list.

To make a selection from an open list

1. Say the full name of the selection.
2. Say *"Move Down"* or *"Move Up"* and the number of places your selection is from the current selection.

Pressing keyboard keys

You can activate Windows® menus and controls by pressing keys. With Dragon you can "press" any key on your keyboard by voice. You can press letters, numbers, modifier keys (SHIFT, CTRL, and ALT), and so on.

You can say "Press," "Press Key," or "Type"--all three voice commands work the same way.

Notes:

- Scratch That" will not erase keystrokes dictated with the Press Key commands. You must select the text by voice or mouse and delete it or say "Press Delete."
- You cannot apply "Scratch That" to a selection that is larger than 299 characters.
- You cannot select by voice a block of text that is larger than 299 characters.

Pressing letters

You can press any letter on your keyboard by saying "Press" and then the letter. When you're pressing letters, you must say "Press" before each one. For example, to enter "txt," say "Press t," "Press x," "Press t," pausing between letters.

Note: You can also spell words using Spell mode. See **Switching recognition modes** in [Dictating Numbers and Punctuation](#) for more information.

For similar-sounding letters (such as B, D, and V), you can use the International Communications Alphabet to spell the letter keys, for example, "Press alpha" or "Press bravo" or say "Press d as in David" or "Press d for David," and so on) as if you were spelling to another person over the phone.

Say

Then say

Press	a
	b
	<i>any letter a-z or any international alphabet word alpha through zulu</i>
	a as in Albert/Alice/alpha
	b as in Bill/Buffalo/bravo
	c as in Cathy/Carl/Charlie
	d as in David/daughter/delta
	e as in Edgar/enter/echo
	f as in Frank/fancy/foxtrot
	g as in George/gopher/golf
	h as in Henry/helmet/hotel
	i as in Iris/Ireland/India
	j as in John/justice/Juliet
	k as in Karen/kitchen/kilo
	l as in Larry/lemon/lima
	m as in Mickey/magic/Mike
	n as in Nancy/nobody/November
	o as in Otto/over/Oscar
	p as in Paul/people/papa
	q as in Quentin/question/Quebec
	r as in Robert/Rachel/Romeo
	s as in Sam/Singapore/sierra
	t as in Terry/Tyler/tango
	u as in Ursula/unit/uniform
	v as in Valerie/visit/Victor
	w as in Wendy/wake/whiskey
	x as in Xavier/Xerxes/xray
	y as in Yolanda/Yvonne/yankee
	z as in Zachary/zookeeper/zulu
	(you can also say "for" instead of "as in")

Note: You can say "Press c" or "Press Charlie" but you cannot say "Press Cathy" or "Press Carl."

Capitalizing a letter

You can capitalize a letter by saying "Press Cap," then the letter.

For example, to enter "28K" say "twenty eight" and then "Press Cap K" (or "Press Cap K for Karen").

Pressing numbers

You can press numbers (0 to 9) by saying "Press" and then the number. For example, say "Press 8."

Pressing key combinations

When you're pressing keys, you can press any combination of the modifier keys (SHIFT, CTRL, and ALT) at the same time as another key, such as a letter. For example, you can say:

- *"Press Control Z"* (undoes last action)
- *"Press Alt F"* (opens File menu)
- *"Press Shift Tab"* (moves backward through dialog box options)

Note: Dragon ignores the command "Press Control Alt Delete" (the keyboard shortcut for restarting a computer).

Pressing function and numeric keypad keys

To press a function key (F1 to F12), say "Press Function" and then the name of the key. For example, say "Press Function 1" to bring up the online Help.

To press the keys on the numeric keypad, say "Press Keypad" and then the name of the key. For example, you can say "Press Keypad Minus" to press the keyboard shortcut that opens the Correction menu. See the complete list below:

Say	Then say
Press	Keypad 1

	Keypad 9 (<i>you can say any number from 0 to 9</i>)
	<i>All Dialects: Keypad Point (.)</i> <i>US/Canada: Keypad Period (.)</i> <i>Other Dialects: Keypad Full Stop (.)</i>
	Keypad Slash (/)
	Keypad Asterisk (*)
	Keypad Minus (-) (<i>opens the Correction menu</i>)
	Keypad Plus (+) (<i>turns the microphone on or off</i>)
	Keypad Star (*) (<i>opens the Dragon menu on the DragonBar</i>)
	Keypad Enter

Note: Num Lock must be on for the "Press Keypad" commands to work. You can say "Press Num Lock" to turn Num Lock on.

Pressing other keys

Here's a list of other keys you can press by voice:

Say	Then say
Press	Up Arrow
	Down Arrow
	Right Arrow
	Left Arrow
	Home Key
	End Key
	Page Up
	Page Down
	Insert Key
	Delete Key

	Control Key
	Shift Key
	Alt Key
	Print Screen
	Scroll Lock
	Pause Key
	Num Lock
	Caps Lock

Moving the mouse pointer and clicking the mouse

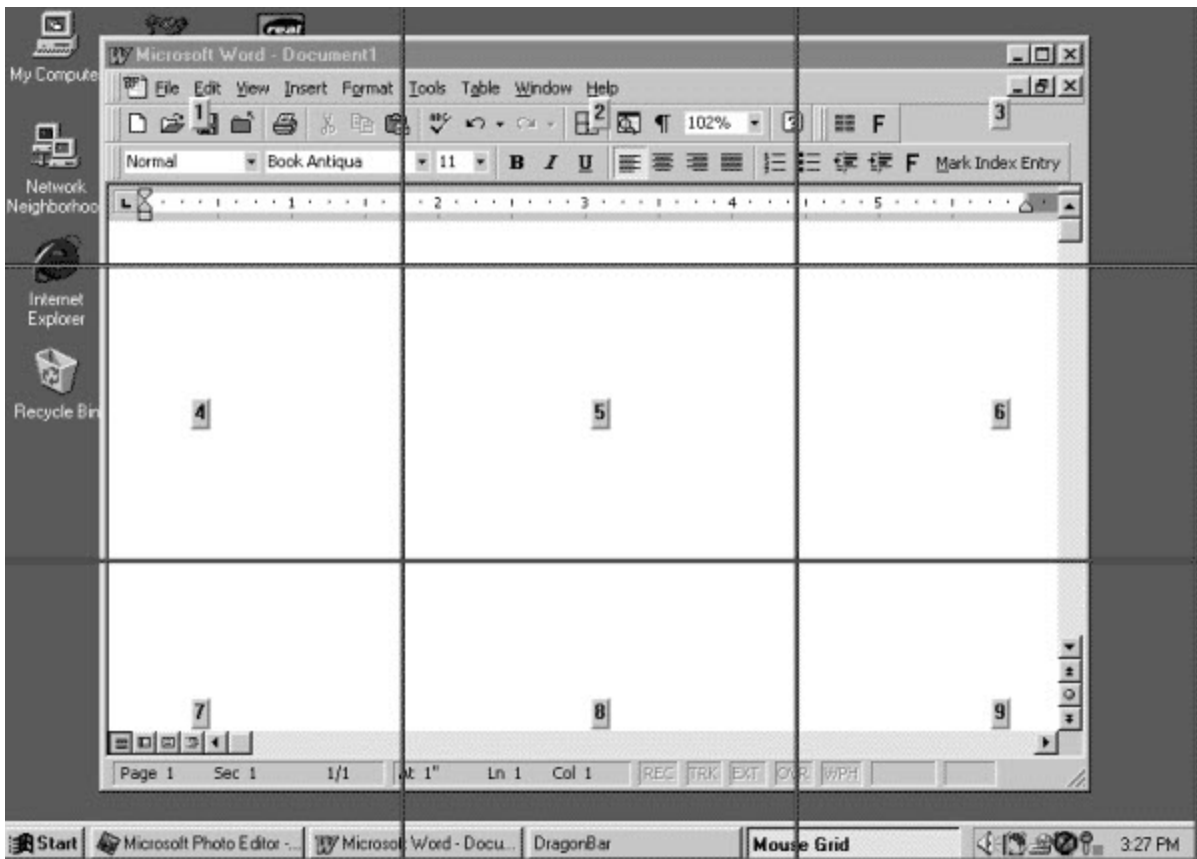
Dragon provides hands-free mouse control with MouseGrid and the mouse motion voice commands. You can use these features to position the mouse pointer anywhere on the screen, click the mouse buttons, and drag objects--all by voice.

Moving the mouse pointer with MouseGrid

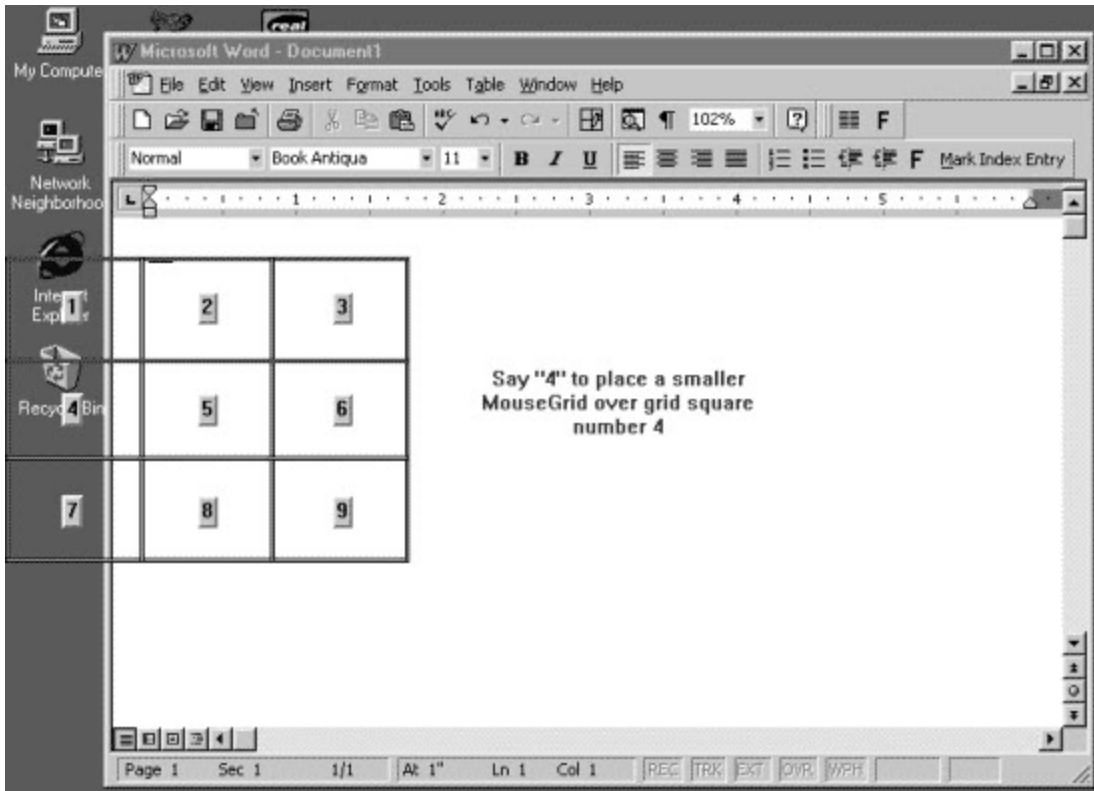
You can position the mouse pointer anywhere on the screen by using MouseGrid. You can move the pointer relative to the full screen or the active window.

To use MouseGrid

1. Say *"MouseGrid"* to place the MouseGrid over the full screen (as shown below) or say *"MouseGrid Window"* to place it over the active window. For example:



2. Say a grid number from 1 to 9 to position the pointer in that numbered area. In this example, to position the pointer over the Recycle Bin, say "4." A smaller MouseGrid will appear in the chosen grid square.



3. To zoom in over the desired area, say another grid number. In this example, say "4" to place the pointer over the Recycle Bin icon.
4. Continue to say the respective grid number to zoom in until the mouse pointer is over an icon or other object. You can use voice commands to click the mouse or mark and drag the object. See the following sections for instructions.

Notes:

- You can undo the last MouseGrid action by saying "Undo That".
- To close MouseGrid, say "Cancel."

Moving the pointer with the mouse command

You can move the mouse pointer up, down, left, or right a short distance (a few millimeters) by using the mouse pointer commands.

You can combine moving the mouse pointer and clicking the mouse in a single voice command. For example, you can say "Mouse Up 3 Click" or "Mouse Right 2 Double Click."

To move the pointer

1. Say "Mouse" followed by the direction and number of times to move it (up to 10). For example, say "Mouse Up 5" or "Mouse Left 10."
2. When the pointer is over an icon or other object, you can use voice commands to click the mouse or mark and drag the object.

Clicking the mouse

You can click, double-click, left-click, and right-click the mouse buttons by voice.

1. Position the mouse pointer over the object you want to select (for example, say "MouseGrid 9 1" or "Mouse 2").
2. Say "Mouse Click," "Mouse Double Click," "Mouse Left Click," or "Mouse Right Click."

When an object is selected, you can mark and drag the object (as described in the next section).

Marking and dragging objects

You can mark an object and drag it to a different location by voice.

1. Position the mouse over the icon or object you want to drag and then say "Mark" (for example, say "MouseGrid 9 1 Mark").
2. Move the mouse pointer to where you want to drag the object and then say "Drag" (for example, say "MouseGrid 6 3 Drag").

Note: Instead of "Drag," you can also say "Control Drag" and "Shift Drag" to drag while holding down the CTRL or SHIFT key.

Moving the pointer with the mouse motion commands

In addition to the mouse movement methods described above, you can also move the mouse by using the mouse motion commands. Say, for example, "Move Mouse Right." The mouse pointer begins moving to the right and keeps moving until you say "Stop. "

Enabling the mouse motion commands

Your administrator must enable mouse motion commands. Contact your administrator for more information.

The mouse motion commands

Here is a summary of the available mouse motion commands.

Say	Then Say a direction	Then Say a speed (Optional)
Move Mouse	Up	Fast
	Down	Faster
Mouse Move	Right	Much Faster
	Left	Very Fast
Drag Mouse	Upper Left	Slow
	Lower Left	Slower

Say	Then Say a direction	Then Say a speed (Optional)
Mouse Drag	Upper Right Lower Right	Much Slower Very Slow

While the mouse is moving, you can say any of the commands above.

You can also say:

- "Stop" or "Cancel" to stop the mouse from moving
- "Up," "Down," "Left," "Right," "Upper Left," "Lower Left," "Upper Right," or "Lower Right" to change the direction in which the mouse is moving
- "Faster," "Much Faster," "Slower," or "Much Slower" to change the speed at which the mouse is moving
- "Click," "Double Click," "Right Click," or "Left Click" to click the mouse buttons
- "Go to Sleep," "Stop Listening," or "Microphone Off" to turn the microphone off

To specify which mouse button (left, right, or center) is being held down during mouse drags or if you want the *SHIFT*, *CTRL*, or *ALT* key held down during the mouse drag, use one of these commands before saying one of the drag commands in the preceding table:

- | | | |
|---|------------------|------------------------|
| ■ <i>Left</i> | ■ <i>Right</i> | ■ <i>Right Shift</i> |
| ■ <i>Middle</i> (requires three-button mouse) | ■ <i>Shift</i> | ■ <i>Right Control</i> |
| | ■ <i>Control</i> | ■ <i>Right Alt</i> |
| | ■ <i>Alt</i> | |

For example, to drag with the *Shift* key held down, you could say "*Shift Mouse Drag Up*." To drag with the right *Alt* key held down (the *alt* key on the right side of the keyboard), you could say "*Right Alt Drag Mouse Upper Left*."

Chapter 6: Correcting and editing

You can use Dragon to select and correct and edit text that you dictate.

Correcting and editing	64
Correcting mistakes.....	64
Using the Correction Menu.....	65
Correcting punctuation.....	67
Selecting text by voice.....	68
Copying, cutting, and pasting text.....	73
Deleting text.....	73
Spelling as you Dictate.....	75
Playing back your Dictation.....	76
Using text-to-speech.....	79

Correcting and editing

When Dragon NaturallySpeaking or Dragon Medical types the wrong words, you should correct these mistakes. By giving the program the right word, you actually teach the program not to make the same mistakes again.

Correcting mistakes requires some extra effort, but it saves you time in the long run by making Dragon more accurate. You'll probably need to correct mistakes often when you first start dictating, and then less frequently as the program learns from your corrections.

Make it a habit to correct mistakes to continue to improve the accuracy of the program. Make sure you save your speech files when prompted, to preserve the adjustments the program makes.

Notes:

- You must select a word before typing over it. Using the backspace key and retyping (or saying "Scratch That") will not enable the software to learn from corrections and improve recognition accuracy. For accuracy to improve, you must first select text and then correct it or overwrite it with the words you said.
- You cannot apply "Scratch That" to a selection that is larger than 299 characters.
- You cannot select by voice a block of text that is larger than 299 characters.

Correcting mistakes

There are a number of ways you can correct the misrecognitions in a document. The following techniques describe the most basic methods, but you can combine these techniques in any manner that suits your working style.

To correct text with the keyboard

1. 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, this is the minus (-) key on the numeric keypad. You can change the hot key assignment on the Hot keys tab of the Options dialog box. You can also click the Correction button on the Extras toolbar of the DragonBar.
3. If one of the alternatives is correct, press the Down Arrow key to highlight that choice and then press *Enter* to accept it. If no alternative is correct, just type or say the correct text.
4. Continue until all the text is correct.

Correcting text using voice commands

1. Say "Select" or "Correct" and the text that is incorrect, the Correction menu appears with a number of alternatives.
2. If one alternative is correct, say "Choose" and the number of that alternative.

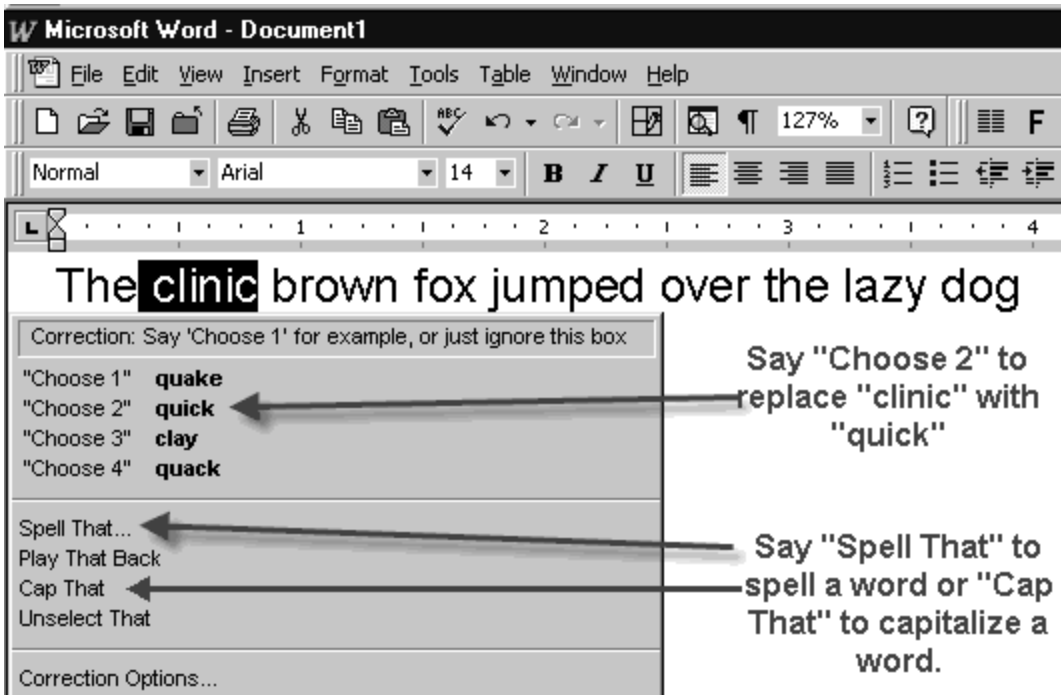
3. If none of the alternatives is correct, say "Spell That," spell the correct word or words into the Spell dialog box, and then say "OK."
Selecting a large amount of text or an entire document and then saying "Spell That" can produce unpredictable results.
4. Verify that the correct text appears in the document in place of the misrecognized text and continue to the next incorrect recognition.

Correcting text while playing back dictation

1. Move the insertion point to the beginning of the dictation you want to correct.
2. Click Play That Back on the Sound menu of the DragonBar or click the Start Playback button on the Extras toolbar. You can also say, "Play that back."
3. When the playback of your dictation reaches a recognition error, press the correction hot key. By default, this is the minus (-) key on the numeric keypad.
4. If one of the alternatives is correct, press the Down Arrow key to highlight that choice and then press *Enter* to accept it. If no alternative is correct, just type or say the correct text and press the Correction hot key again. Playback continues automatically from the point where you stopped.
5. Continue until all the text is correct.

Using the Correction Menu

The Correction menu shows Dragon's best guess of the alternatives to the words you dictated and selected. In the following example, Dragon heard the word "quick" as "clinic."



You choose the correct word from the Correction menu by saying "Choose" and the number next to your choice.

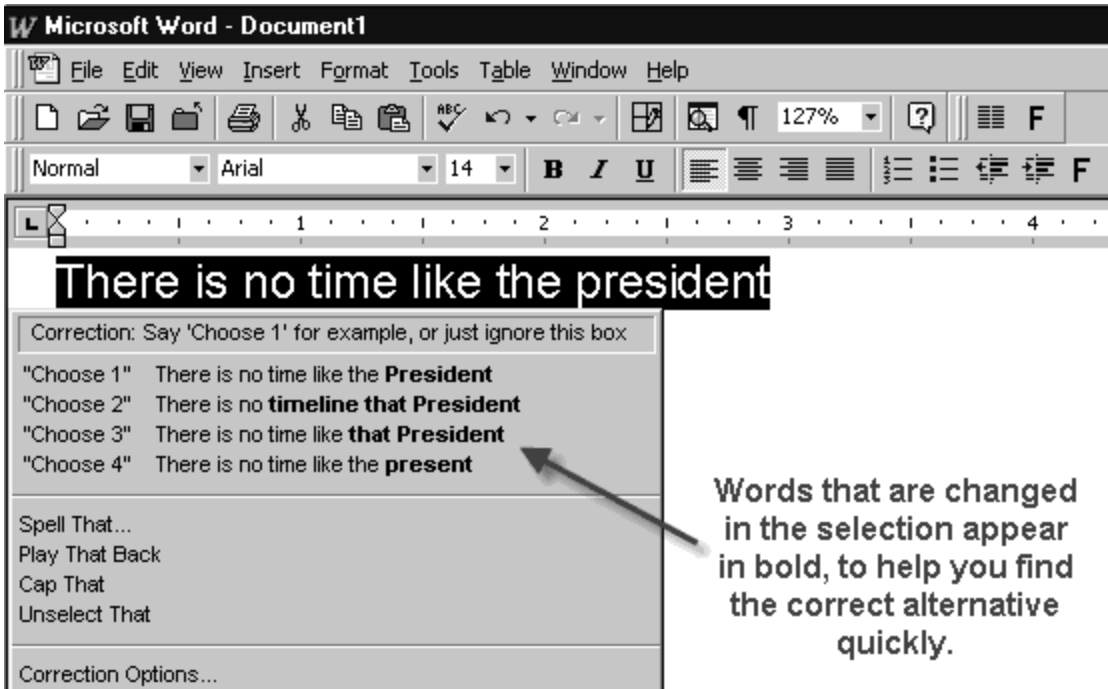
Note: You can change the number of choices displayed for you. In the Options dialog box, click the Correction tab and increase the number in Show no more than n choices. If you want to display your choices without the Correction menu taking up too much space on the screen, select the **Show only the choices** option. See the online help for more information.

When the Correction menu list appears, you can also choose to:

- Spell the word (for example, say "*Spell That q-u-i-c-k*"). Selecting a large amount of text and then saying "Spell That" can produce unpredictable results.
- Press the correction hot key (-) while the Correction menu is open will display the Spell dialog box.
- Listen to a recording of what you just said (say "*Play That Back*").
- Capitalize it (say "*Cap That*," in this example, to get "*Clinic*")
- Say "*Unselect That*" to cancel the selection and close (dismiss) the Correction menu
- Ignore the Correction list and keep dictating (in the example above, just say "*quick*" to replace the selected text)

Note: If you prefer not to see the Correction menu every time you select text by voice, you can turn it off. In the Options dialog box, click the Correction tab to display the Correction options, then clear the check box for `Select' commands bring up Correction menu.

To help you quickly find the alternative you want, the recognition choices in the Correction menu appear in boldface where they differ from the word you've selected (applicable only when you select multiple word at one time).

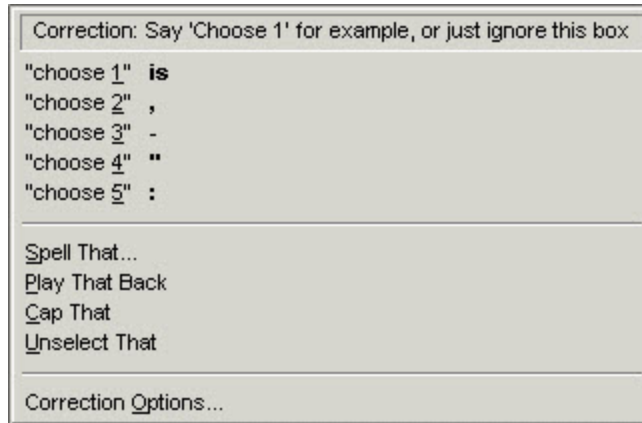


If you select any leading or trailing spaces (including paragraph marks) along with the text you want to correct, choosing one of the alternatives in the Correction menu deletes those leading and trailing spaces.

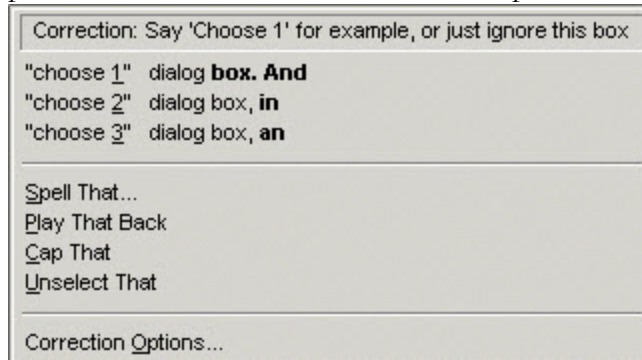
Correcting punctuation

Note the following when correcting punctuation:

- When you select a phrase (more than one word) that has punctuation, be sure to dictate that punctuation. For example, say you initially dictated, *"Today is Thursday I have a meeting at 11 o'clock"* and the text was transcribed as *"Today is Thursday, I have a meeting at 11 o'clock"*. If you want to change the comma to a period, say *"Select Thursday comma"*. If the correct punctuation appears in the Correction menu, select it. Otherwise, you can dictate over the selection by, for example, saying *"Thursday period."*
- When you select punctuation, the Correction menu might list alternate punctuation (see example to the right)



- If Natural Punctuation is turned on, when you select a phrase that Dragon has added punctuation to, the choices will include punctuation changes (see example here).



Note: When you select a word that has adjacent punctuation the Natural Punctuation feature added, the selection will extend to include that punctuation.

Selecting text by voice

Using Full Text Control

You can revise your dictation without correcting it by selecting the text using the "Select" command and then saying new words to replace the selected text.

To use Full Text Control

Dictate the sentence below:

US/Canada: "Let's meet for lunch on Tuesday [period]"

Other Dialects: "Let's meet for lunch on Tuesday [full stop]"

1. Say "Select lunch on Tuesday." The words lunch on Tuesday should be highlighted on the screen.
2. Say "dinner on Wednesday." These words should replace lunch on Tuesday.

Since "Tuesday" and "Wednesday" sound completely different, Dragon will know you are not correcting a recognition mistake but rather revising your dictated text.

1. Say: *"Select period"* (US/Canada) or *"Select full stop"* (Other Dialects). If there's more than one period or full stop, you can say *"Select Again"* to select a different one.
2. To replace the period or full stop with an exclamation mark, say *"exclamation mark."*

Notes:

- It is often easier for Dragon to find the matching text if you select a short phrase rather than individual words. If you select some words that are already correct, just say them again along with the ones you want to change.
- You can also select punctuation marks.

Selecting the same text again

If the words you're trying to select appear more than once on the screen and Dragon selects the wrong ones, just say "Select Again". The program then looks for another instance of the same word or words.

You can also say "Select Again" if Dragon selects a word that sounds like the word you want, but is not the correct one (for example, "two" instead of "too").

Unselecting words

If the wrong text is selected, say *"Unselect That."*

You can also unselect words by moving your insertion point (by mouse or voice) to another part of your document. For example, say *"Go to End of Line"* or click somewhere else in your document.

Selecting a longer phrase

You can select a longer phrase by saying *"Select [text] Through [text]"* (US/Canada) or *"Select [text] To [text]"* (Other Dialects). For [text], substitute the actual word or words at the beginning and the end of the range of wrong words. For example, you could correct the underlined words in the following sentence:

With a little practice, who will develop a habit of dictating an unclear, steady voice, and the computer will understand you better.

by saying:

(US/Canada) *"Select who Through unclear"* or *"Select who will Through an unclear"*

(Other Dialects) *"Select who To unclear"* or *"Select who will To an unclear"*

Then dictate the correct text:

"you will develop the habit of dictating in a clear "

The final corrected sentence reads:

With a little practice, you will develop the habit of dictating in a clear, steady voice, and the computer will understand you better.

Note: If you're correcting more than one word, the words must all be in sequence (next to each other). You can't use a single command to correct words that are in different parts of your document.

Selecting your whole document

To select all the text in your document, say *"Select Document"* or *"Select All"*. This command is useful when you want to change the font or the way text is aligned.

When you want to copy all the text in a document to another window, the easiest way to do it is with the *"Copy All to Clipboard"* command.

Note: When a lot of text is selected, the "Scratch That" and "Cut That" commands don't work, nor can you overwrite the selection by dictating new text. This prevents you from accidentally deleting a large part of your document. To remove a large selection, you can say "Delete That" instead.

Selecting an entire paragraph or line

You can select the current paragraph by saying *"Select Paragraph"*. To select the current line, say *"Select Line."*

You can also select a number of paragraphs or lines (up to 20). For example, you can say *"Select Previous 5 Paragraphs."*

Say	Then say	Then say
Select	Next	Paragraph
	Previous	2...20 Paragraphs
	Forward	Line
	Back	2.20 Lines
	Last	

Selecting a word or character

You can select the current word by saying *"Select Word"*. To select a character, say *"Select Next Character"* or *"Select Previous Character."*

You can also select a number of words or characters (up to 20). For example, say *"Select Previous 2 Words."*

Say	Then say	Then say
-----	----------	----------

Select	Next	Word
	Previous	2...20 Words
	Forward	Character
	Back	2...20 Characters
	Last	

Moving around in a document

When you're editing a document, you can move around in it by voice. After you place the insertion point where you want it, you can dictate more text, select text, copy and paste, or apply formatting.

Going to the top or bottom of a page or document

You can move to the top or bottom of the current page by saying "Page Up" (equivalent to pressing the *Page Up* key) or "Page Down" (equivalent to pressing the *Page Down* key).

You can move to the top or bottom of your document by saying "Go to Top" or "Go to Bottom."

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

Going to the beginning or end of a line

You can move to the beginning or end of the current line by saying "Go to Beginning of Line" or "Go to End of Line."

Say	Then say
Go to	Beginning of Line
Move to	Start of Line
	End of Line

Placing the insertion point before or after a specific word

You can place the insertion point before a specific word by saying "Insert Before" and then the word or words. You can place the insertion point after a word by saying "Insert After" and then the word or words.

After you move the insertion point where you want it, you can dictate more text, paste text, add punctuation, and so on.

To place the insertion point before a specific word

To move the insertion point before the word *lets* in the sentence below, say "*Insert Before lets*" (or "*Insert Before lets me talk*"). Remember not to pause between any of the words:

Dragon **l**lets me talk instead of type.

To place the insertion point after a specific word

To move the insertion point after the word "talk" in the sentence below, say "Insert After talk" (or "Insert After lets me talk").

Dragon lets me talk**l**instead of type.

Moving up or down a paragraph or line

You can move up or down a paragraph by saying "*Move Up a Paragraph*" or "*Move Down a Paragraph*." You can also move up and down a number of paragraphs (up to 20). For example, you can say "*Move Up 3 Paragraphs*".

You can move up or down a line by saying "*Move Up a Line*" or "*Move Down a Line*". You can also move up and down a number of lines (up to 20). For example, you can say "*Move Down 3 Lines*," as delineated in the table below:

Say	Then say	Then say
Move	Up	a Paragraph <i>or</i> 1 Paragraph
	Back	2...20 Paragraphs
	Down	a Line <i>or</i> 1 Line
	Forward	2...20 Lines

Moving right or left a word or character

You can move to the right or left of a word by saying "*Move Right a Word*" or "*Move Left a Word*". You can also move right or left a number of words (up to 20). For example, you can say "*Move Right 3 Words*."

You can move to the next or previous character by saying "*Move Right a Character*" or "*Move Left a Character*". You can also move forward and backward a number of characters (up to 20). For example, you can say "*Move Left 4 Characters*" or "*Move Back 6 Characters*," as delineated in the next table:

Say	Then say	Then say
Move	Right	a Word <i>or</i> 1 Word
	Forward	2...20 Words
	Left	a Character <i>or</i> 1 Character
	Back	2...20 Characters

Copying, cutting, and pasting text

You can move text from one place to another by using the "*Copy That*," "*Cut That*," and "*Paste That*" commands.

To copy, cut, or paste text

1. Select the text you want to copy or cut.
2. Say "*Copy That*" or "*Cut That*."
3. Move the insertion point to where you want to paste the text.
4. Say "*Paste That*."

Deleting text

Deleting the last words you dictate

You can erase the last words you dictated by saying "*Scratch That*". When you say this command, Dragon deletes the last thing it typed into your document. This may be a full sentence, a phrase, or just one word, if that's all you said before pausing.

You can say "*Scratch That*" up to 10 times to delete the last few things you said. If you repeat the command, you must pause before saying it again. You can also say, for example, "*Scratch That 5 Times*".

You cannot apply "*Scratch That*" to a selection that is larger than 299 characters.

Going back as you dictate

When you're dictating, sometimes you may hesitate or think of a better way to say something right after you've said it. When this happens, you can use the "*Resume With*" command to return to where you were before the mistake.

Just say "*Resume With*" followed immediately by the word or words to which you want to return. Then, continue dictating. Any text after the new position of the insertion point will be replaced with your new dictation.

Note: When using the "Resume With" command, remember not to pause in the middle. Say "Resume With" and then immediately say the words to which you want to return. These words must be in the last three or four sentences (100 characters) you said; you can't use "Resume With" to return to an earlier part of your document.

To go back as you dictate

1. Suppose you dictate this sentence: *"I have a deadline this week, but we could meet for lunch... um... er... next Wednesday"*.
2. To correct the sentence, return to the last correct words you remember dictating. For example, say *"Resume With meet for lunch"*. (Remember not to pause in the middle.)
3. Then, dictate the rest of the sentence. For example, say *"next Wednesday at noon"*.

Deleting specific words

You can delete text by selecting it and saying *"Delete That"*.

To delete text

1. Select the text you want to delete.
2. Say *"Delete That"*.

Deleting the next or previous paragraph or line

You can delete the next or previous paragraph by saying *"Delete Next Paragraph"* or *"Delete Previous Paragraph"*. You can delete the next or previous line by saying *"Delete Next Line"* or *"Delete Previous Line"*.

You can also delete a number of paragraphs or lines (up to 20). For example, you can say *"Delete Previous 5 Paragraphs"*. See the complete list below:

Say	Then say	Then say
Delete	Next	Paragraph
	Previous	2...20 Paragraphs
	Forward	Line
	Back	2...20 Lines
	Last	

Deleting the next or previous word or character

You can delete the next or previous word by saying *"Delete Next Word"* or *"Delete Previous Word"*. You can delete the next or previous character by saying *"Delete Next Character"* or *"Delete Previous Character"*.

You can also delete a number of words or characters (up to 20). For example, you can say *"Delete Previous 5 Words"*. See the complete list below:

Say	Then say	Then say
Delete	Next	Word
	Forward	2...20 Words
	Previous	Character
	Back	2...20 Characters
	Last	2...20 Characters

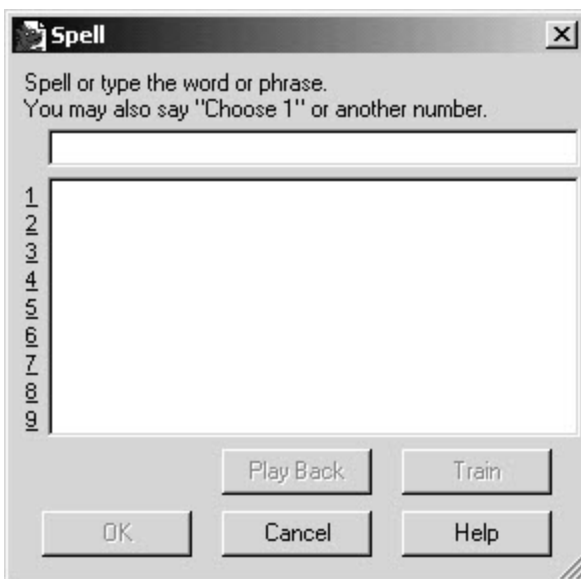
Note: Another way to delete the previous character is by saying "Backspace". This is equivalent to pressing the BACKSPACE key. You can "press" it multiple times (up to 20) by saying, for example, "Backspace 5."

Spelling as you Dictate

With the Spell command in Dragon, you can easily spell a word or phrase you want to dictate into your document. This can be useful if you are dictating a word that is not likely to be in the Dragon vocabulary, such as a proprietary term, a proper name, or a non-English word. Say, for example, *"Spell b-u-o-n space g-i-o-r-n-o."* The word you spelled appears right in your document.

You must say "Cap" if the word contains a capital letter. For example, say *"Spell Cap R-u-m-p-e-l-s-t-i-l-s-k-i-n"* to type *"Rumpelstilskin."*

If you say "Spell" by itself, without any letters after it, the Spell dialog box opens.



You can then speak the letters and Dragon will type them or you can correct any errors in the word you spelled.

When spelling, you can say numbers and special characters as well as letters. For example, to dictate an automobile license plate number, you could say "Spell y-h-m-6-0-9." Dragon would type yhm609. Say "Spell Cap-m-a-c-m-i-l-l-a-n-trademark" to get MacMillan? in your document.

Spelling a word adds that word to the active vocabulary. Words that contain numbers are not added to the vocabulary.

Note: To dictate unusual text such as automobile license plate numbers or product codes, you can also switch to Spell mode by saying "Switch To Spell Mode," and then dictate letters.

You can make the Spell dialog box appear whenever you use the Spell command by setting the "Spell" commands bring up the Spell dialog box option on the Correction tab in the Options dialog box. See the online help for more information.

You can also access the Spell dialog box when using the Select or Correct commands.

For a list of how to spell special characters, see the **Spelling** topic in the online Help.

Playing back your Dictation

Playback commands work in the DragonPad, Microsoft Word 97, 2000, 2002 and 2003, Corel WordPerfect 8 and 9, and Lotus Notes.

Although Dragon never makes a spelling mistake, the mistakes 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 records your voice as you dictate. You can play back your voice whenever you cannot tell by looking at your document what you originally said.

Note: Unless you have Dragon Professional or a higher edition, playback is available only until you close a document. After you close a document, Dragon deletes the recorded dictation for that document. See **Dictate now, correct later** in this chapter for information on saving dictation for later correction (Professional and higher editions).

Playing back dictation from the Correction menu

When you're working in the Correction menu, click the Play Back button or say "Play That Back" to play the dictation that goes with the words you're correcting. Then

edit the text to match what you said.

Sometimes, there's no dictation to play back. For example, you cannot play back text that wasn't entered by voice, such as words you typed or pasted into your document.


Note: Even when you have entered text by voice, you cannot play it back after you have cut it, copied it, pasted it, or otherwise moved it around in the document.

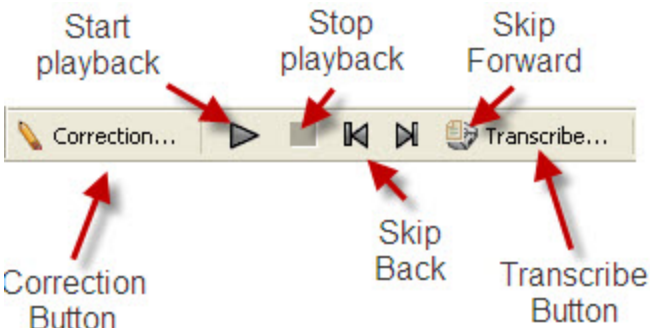
If you have Dragon Naturally Speaking Professional or Medical or a higher edition, you can save your dictation with your document for later playback (see See Dictate now, correct later in this chapter). Otherwise, you cannot play back dictation after closing a document.

If dictation is not available, the Play Back button is dimmed (grayed out). When playback is not available, you may find text-to-speech useful for checking your work. .

Playing back dictation in a document

To help you check your work for mistakes, you can play back a line, a paragraph, a selection, or the whole document. After playback starts, you can stop it as soon as you notice a mistake and automatically open the Correction menu.

The Playback toolbar is an extra section of the DragonBar that is normally hidden. To see the Playback toolbar, click the double chevron icon  on the DragonBar to open the Extras toolbar.



To play back dictation

To play back dictation, do any of the following:

- Select the text you want to play back, and say *"Play That Back ."*
- Click the Start Playback button on the Playback toolbar.
- Move the insertion point to the text you want to play back and say any of the following commands:

Say	To
Play Back Line	Play back dictation for the current line.
Play Back Paragraph	Play back dictation for the current paragraph.
Play Back Document	Play back dictation for the whole document.
Play Back Window	Play back dictation for the text in view.
Play Back to Here	Play back dictation from the top of the document window to the insertion point.
Play Back from Here	Play back dictation from the insertion point to the bottom of the document window.

To stop playback

To stop playback, do any of the following:

- Click the Stop Playback button on the Playback toolbar.
- Click anywhere in the document window.
- Press the *ESC* key.

(It's not possible to stop playback by voice, because the computer cannot hear speech input when it is playing back dictation.)

To skip backward or forward

You can skip backward or forward in your document by a few words by clicking the Skip Backward and Skip Forward buttons.

To stop playback and correct a mistake

To stop playback and correct a mistake, do any of the following:

- Click the Correction button on the Playback toolbar.
- Press the minus (-) key on the numeric keypad.

This stops playback and simultaneously opens the Correction menu. There you can correct the text for the last phrase played back.

Dictate now, Correct later

When you dictate into the DragonPad, you can save your dictation with your text so either you or someone else can correct it later. You must create and edit your file in the DragonPad to be able to play back dictation. This feature is available in Dragon Professional, Medical, and higher editions.

You can save dictation with your document if you select the Save recorded dictation with document box on the Data tab of the Options dialog. The first time you save a document in DragonPad during an editing session, Dragon asks you whether you

want to save your speech data. If you save your speech data, you can reopen the document at a later time and play back your dictation. If you do not save your speech data, your dictation is stored only during the current editing session.

Correcting your own dictation

If you save your dictation, you can open your file later and play back and correct the text as if you had just dictated it.

Using text-to-speech

You can use text-to-speech to have text displaying on your screen (not your current dictation) read aloud in a computer voice. You can use this feature to have the product read back a document that you (or someone else) dictated while you listen for mistakes and make note of sections you might want to revise.

Text-to-speech is available only in the DragonPad, Microsoft Word, and Corel WordPerfect. You can, however, copy and paste text from other programs and then use text-to-speech.

To start text-to-speech

- Select the text you want to hear (a line, a paragraph, and so on), and then say "Read That."
- Select the text you want to hear, and then select Read That from the Advanced submenu (or right-click in your document and click Read That from the shortcut menu).
- Move the insertion point to the text you want to hear and say any of the following commands:

Say	To
Read Line	Read back the current line.
Read Paragraph	Read back the current paragraph.
Read Document	Read back the whole document.
Read Window	Read back the text in view.
Read to Here	Read back from the top of the document window to the insertion point.
Read from Here	Read back from the insertion point to the bottom of the document window.

To stop text-to-speech

- From the NaturallySpeaking menu, point to Advanced and click Stop Playback/Reading.
- Right-click in your document and click Stop Playback/Reading from the shortcut menu.
- Press the *ESC* key.

You can control the speed, pitch, volume, and other text-to-speech settings. From the menu, click Tools > Options and select the Text-to-Speech tab.

Chapter 7: Formatting with Dragon

You can use your voice to tell Dragon how to format text. Formatting actions you can perform include bolding text, changing font sizes and styles, and capitalizing text.

Formatting with Dragon	82
Types of commands.....	82
Capitalizing text.....	82
Formatting text.....	84

Formatting with Dragon

You can bold text, change font sizes and styles, capitalize text, and apply other formatting by voice.

Many Dragon NaturallySpeaking or Dragon Medical formatting commands work for text that is selected (highlighted) in your document. To select text by voice, say "Select" plus the words you want to select. You cannot select by voice a block of text that is larger than 299 characters.

See **Selecting text by voice** in [Correcting and editing](#) for information.

Types of commands

Most of the commands listed in this chapter are global--they are available in virtually every application. In addition to the global commands listed here, Dragon includes many commands for editing and formatting that work in common applications. For more information on finding these commands see the Dragon online help.

Note: You can change the formatting properties of a word (such as whether Dragon should type a space before or after the word, or whether the word is capitalized in a title) by using the Word Properties dialog box. See the online help for more information.

Capitalizing text

Capitalizing the first letter of the next word you dictate

Dragon capitalizes many words automatically, such as the first word in a sentence (following a period, question mark, or exclamation mark). It capitalizes the first word after you say "New Paragraph" (not when you say "New Line") and it capitalizes proper names (when these words are already in the Dragon vocabulary in capitalized form).

Note: You can change the spacing and capitalization rules for a word in the Word Properties dialog box. See the online help for more information.

When you're dictating, you can capitalize words that aren't automatically capitalized by saying "Cap" and then the word. For example, say "Cap zelda" to get Zelda.

Note: If saying "Cap <word>" doesn't work, try say "Cap Next <word>."

To dictate the word "cap," for example, in this sentence: The company is putting a cap on salary increases, you must say "the company is putting a" then say "Spell c-a-p," and then say "on salary increases." In this way, Dragon knows that you do not want to capitalize any of the words within the sentence.

Capitalizing consecutive words

When you want to capitalize consecutive words (for example, if you're dictating a book title), you can turn capitals on and then turn them off when you're finished. This is usually easier than saying "*Cap*" before each word. Another way to do consecutive capitalization is to dictate the words, pause, and then say "*Capitalize That*" or "*Cap That*."

To capitalize the first letters of consecutive words

1. **Say "*Caps On*" to turn capitals on**

When "Caps On" is active, Dragon uses title case. This means it capitalizes the first letters all words except for articles and prepositions (such as "the" and "to")..

2. Dictate the words you want capitalized. For example, say: "*success is a journey [colon] seven steps to achieving success in the business of life*"

Dragon types:

Success Is a Journey: Seven Steps to Achieving Success in the Business of Life

3. Say "*Caps Off*" to turn capitals off

Capitalizing names of people, departments, and drugs in Medical Edition

Your administrator can set Auto-Formatting options that tell Dragon that you want either initial caps or all caps for names of people, departments, and medications. Contact your administrator for more information.

Capitalizing critical words for emphasis in Medical Edition

Your administrator can set Auto-Formatting options that tell Dragon you want words such as ALLERGY or CODE BLUE or DO NOT INTUBATE to be in all caps for emphasis. Contact your administrator for more information.

Dictating next word in all capital letters

When you're dictating, you can enter a word in all capital letters by saying "*All Caps*" and then the word.

For example, say "*All Caps please*" to get PLEASE.

In the Medical Edition, you can choose to have important words appear in all caps automatically. See **Capitalizing critical words for emphasis in Medical Edition** in this chapter for more information.

Dictating consecutive words in all capital letters

When you want to dictate consecutive words in all capitals, you can turn all capitals on and then turn them off when you've finished.

To dictate consecutive words in all capitals

1. Say *"All Caps On"* to turn all capitals on (like pressing the *CAPS LOCK* key).
2. Dictate the words that you want to appear in all caps. For example, say *"the end"* and Dragon types THE END
3. Say *"All Caps Off"* to turn all capitals off

Dictating next word in all lowercase letters

When you're dictating, you can enter a word in all lowercase letters by saying *"No Caps"* and then the word.

For example, say *"No Caps Jennifer"* to get jennifer. (Dragon normally capitalizes this and other proper names.)

Dictating consecutive words in all lowercase letters

When you want to dictate consecutive words in lowercase letters (for example, names of computer files or e-mail addresses), you can turn the "no capitals" feature on and then turn it off when you are finished. This is usually easier than saying *"No Caps"* before each word.

To dictate consecutive words in all lowercase letters

1. Say *"No Caps On"* to turn no capitals on
2. Dictate the words you want to appear in all lowercase.
3. Say *"No Caps Off"* to turn no capitals off.

Capitalizing or uncapitalizing text already in your document

You can change the capitalization of text already in your document by selecting it and then saying *"Capitalize That," "Cap That,"* or *"All Caps That,"* or *"Uncapitalize That," "Uncap That,"* or *"No Caps That."*

To capitalize or uncapitalize text

1. Select the text you want to change.
2. Say *"Capitalize That," "Cap That,"* or *"All Caps That,"* or *"Uncapitalize That," "Uncap That,"* or *"No Caps That."*

Formatting text

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

To set a new style for text you are about to dictate, use the *"Set Font"* and *"Set Size"* commands. To change the style of text you have already selected, use the *"Format That"* command.

Changing the font as you dictate

While dictating, you can change the font face, size, and style by saying *"Set Font"* followed by the font attributes you want. For example, you can say *"Set Font Times"*

or *"Set Font Arial 12 Bold."* When you continue dictating, the new text appears with the font attributes you set.

Changing the font face

Say	Then say
Set Font	Arial
	Courier
	Courier New
	Garamond
	Helvetica
	Palatino
	Times
	Times New Roman

Changing the font size

"Set Size" and then a size from 4 to 100 points. For example, say *"Set Size 18."* Then, continue dictating.

Changing the font style

Say	Then say
Set Font	Bold
	Italics
	Bold Italics
	Underline
	Strikeout
	Plain <i>or</i> Plain Text <i>or</i> Normal <i>or</i> Regular

Changing a combination of font face, size, and style

Say *"Set Font"* and then the attributes you want (listed in the previous sections). You can specify any combination of font face, size, and style, but you must specify these attributes in that order (font face, then size, then style). See the list of examples below:

- *"Set Font Arial"*
- *"Set Font Arial 12"* or *"Set Font Arial 12 Point"*
- *"Set Size 12 Bold"*
- *"Set Font Arial Bold"*
- *"Set Font Bold"*

Note: If you're changing only the font size, use the "Set Size" commands, not the "Set Font" command.

Changing the font later

You can go back and change the font face, size, or style of text by selecting it and then using the *"Format That"* commands. *"Format That"* works on selected text with the same combinations of font face, size, and style as the *"Set Font"* commands (see the tables in the previous section.)

To change the font

1. Select the text you want to change.
2. Say *"Format That"* and then the font attributes you want to apply as described in the previous section. For example, say *"Format that Arial 18."*

Bold, italics, and underlining

You can apply formatting to text in your document by selecting it and then saying *"Bold That," "Italicize That,"* or *"Underline That."* You can also say *"Strikeout That."*

To add bold, italics, and underlining

1. Select the text you want to change.
2. Say *"Bold That," "Italicize That," "Underline That,"* or *"Strikeout That."*

To remove formatting

1. Select the text you want to change.
2. Say *"Restore That"* to remove formatting.

Aligning text

You can change how text is aligned by placing your insertion point in the text and saying *"Center That," "Left Align That,"* or *"Right Align That."*

To align text

1. Move the insertion point to the text you want to align.
2. Say *"Center That," "Left Align That,"* or *"Right Align That."*

You can also use the following commands on selected text: *"Format That Centered," "Format That Left Aligned,"* and *"Format That Right Aligned."*

Bulleted text

To add bullets to text, place your insertion point in the text and say *"Format that Bullet Style."* To remove bullets, say *"Format that Bullet Style"* again.

Chapter 8: Dictating Numbers and Punctuation

This chapter describes how to dictate numbers, punctuation, Web addresses, and a few other special items. For complete information on this topic, see the online help.

Dictating Numbers and Punctuation	88
Dictating numbers.....	88
Punctuation.....	97
Dictating hyphenated words.....	99
Dictating compound words.....	100
Dictating names.....	101
Dictating abbreviations and acronyms.....	101
Dictating e-mail and Web addresses.....	102

Dictating Numbers and Punctuation

This chapter describes how to dictate numbers, punctuation, Web addresses, and a few other special items. For complete information on this topic, see the online help.

Note: If Dragon is not formatting a word as you would like, you can change the formatting properties of the word by using the Word Properties dialog box. See the online help for more information.

Dictating numbers

In most cases you can dictate numbers, including postal codes, as you normally say them. Dragon will display either a numeral ("3") or the word ("three"), based on the context. To force recognition of digits as numerals instead of text without using the Numbers Mode, say *"Numeral"* before you say the digit, for example, say *"Numeral Three"* to get 3. When dictating numbers:

- You can use or omit the word *and* as part of a number. For example, say *"one hundred fifty"* instead of *"one hundred and fifty"* to get the number 150.
- You can use *"oh"* and *"zero"* interchangeably to get 0.
- If you want a comma in a four-digit number, you must speak it explicitly. Numbers with five or more digits automatically include commas, with the exception of US ZIP codes.
- For a decimal point, say *"point."*

Note: If you want to dictate only numbers, you can switch to "Numbers Mode."

See **Switching recognition modes** in [Dictating Special Characters](#) for more information.

To enter	Say
1	one numeral one
5	five numeral five
17	seventeen
23	twenty three
179	one hundred seventy nine

To enter	Say
	one seventy nine
5423	five thousand four hundred and twenty three
5,423	five [comma] four twenty three
12,537	twelve thousand five hundred and thirty seven
142,015	one hundred and forty two thousand and fifteen
35.23	thirty five [point] two three
0.03	All Dialects: zero [point] zero three Outside US/Canada: nought [point] nought three
43.28%	forty three [point] twenty eight [percent sign]
02460	oh two four six zero
02460-1458	oh two four six zero [hyphen] one four five eight
2 3/4	two and three fourths
11/32	eleven over thirty two
\$99.50	ninety nine dollars and fifty cents
€45.35	45 Euros and thirty-five cents
£120.35	pound sterling sign one hundred and twenty point thirty five [All Dialects]

Note: If you are having problems dictating numbers, currency, times, or dates, make sure that your Regional Settings match the language (dialect) for your user profile.

Numbers mode

Any time you need to dictate a series of numbers and do not want Dragon to recognize them as words, you can turn on Numbers Mode. This could be useful, for example, if you are dictating in a spreadsheet program, such as Microsoft® Excel®.

To turn on Numbers Mode, say "Start Numbers Mode" or "Numbers Mode On." To turn off Numbers Mode, say, "Stop Numbers Mode" or "Numbers Mode Off" or "Switch to Normal Mode."

For more information on Numbers Mode and more ways to turn Numbers Mode on and off, see the section **Switching recognition modes** in [Dictating Special Characters](#) for more information.

Dates

You can dictate most dates the way you would normally say them. Say "oh" or "zero" to enter 0. In dialects other than US/Canada, you can also say "nought."

To enter	Say
22 January 1999	twenty two January nineteen ninety nine
April 9, 2001	April 9 [comma] two thousand and one
14/07/85	fourteen [slash] oh seven [slash] eighty five
3/11/02	three [slash] eleven [slash] zero two
3/11/2002	three [slash] eleven [slash] two thousand and two
April 1st	April first
March 22nd	March twenty second
the 1980s	the nineteen eighties

See **Automatic formatting of dates, times, telephone numbers** in this chapter.

Times of day

Dictate the time of day the way you would normally say it.

US/Canada: Dragon automatically types the colon (:) if you say "a m" or "p m" when dictating the time. Say "o'clock" or "colon zero zero" to enter 00.

To enter	Say
8:30	eight [colon] thirty or eight [numeric colon] thirty
7:45 AM	seven forty five a m
10:22 PM	ten twenty two p m
3:00	three o'clock or three [colon] zero zero
5:00 PM	five o'clock p m

Note: Dragon will recognize times more accurately if you say "numeric colon" instead of "colon" when dictating times.

Other Dialects: Dragon automatically types the point (.) if you say "a m" or "p m" when dictating the time, depending on the regional setting. Say "o'clock" or "point zero zero" to enter .00.

To enter	Say
8.30	eight [point] thirty
7.45 AM	seven forty five a m
10.22 PM	ten twenty two p m
3.00	three o'clock
5.00 PM	five o'clock p m

Note: The format of "a.m." and "p.m." depends on your computer's regional Windows® settings.

See **Automatic formatting of dates, times, telephone numbers** in this chapter.

Telephone numbers
North American phone numbers

Say US and Canadian phone numbers as you normally would, pausing briefly between each group of numbers.

You don't need to dictate hyphens for most phone numbers (numbers that are 7, 10, or 11 digits long). Dragon will add them automatically.

To enter	Say
965-5200	nine six five fifty two hundred
617-965-5200	six one seven nine six five fifty two oh oh
1-800-555-1212	one eight hundred five five five one two one two
(617) 965-5200	[open parenthesis] six one seven [close parenthesis] nine six five five two zero zero
1-212-555-1212	one two one two five five five one two one two

Telephone numbers outside North America

To dictate other phone numbers, including European phone numbers, you must say all the punctuation, including the hyphens, spaces, and parentheses.

To enter	Say
(01628) 894150	[open parenthesis] oh one six two eight [close parenthesis] eight nine four one five oh
027 629 8944	oh two seven [space bar] six two nine [space bar] eight nine four four
61-7-4695-2055	six one [hyphen] seven [hyphen] four six nine five [hyphen] two zero five five
(65) 2778590	[open parenthesis] six five [close parenthesis] two seven seven eight five nine zero

Note: In dialects other than US/Canada, you can say "bracket" instead of "parenthesis."

See **Automatic formatting of dates, times, telephone numbers** in this chapter.

Automatic formatting of dates, times, and telephone numbers

To indicate how you want dates, times, telephone numbers, and other numbers automatically formatted:

1. On the DragonBar, select Tools > Formatting. The Formatting dialog box appears.
2. If you have the Medical Edition, click the General tab.
3. Click the check box labeled Format dates and select the format you want from its drop-down list. For instance, select Month D, YYYY or D/M/YY.
4. Click the check box labeled Format times. Dragon then formats times based on your Regional Settings in Windows.
5. To have hyphens added to a phone number automatically, click the check box labeled Format phone numbers (Medical) or Phone numbers (all other editions).
6. You can also click check boxes for Format other numbers (Medical only) and Prefer 5 million over 5,000,000.
7. Other formats you can click check boxes for on this tab include United Kingdom and Canadian postal codes and several non-numeric formats that involve using common abbreviations, expanded contractions, abbreviations of units of measure and titles (such as Mr., Ms., Dr.), and formats for web and email addresses as well as street addresses.

- If you have any edition other than Dragon Medical, click OK to save the settings and close the dialog box.

An administrator can set more advanced formatting settings. Contact your administrator for more information.

Fractions

You can dictate most common fractions the way you would normally say them. To dictate 1/2, 1/3, 1/4, 1/5, 1/6, 1/7, 1/8, 1/9, 1/10, and 1/16 or a multiple of these fractions, just say the fraction normally.

To enter	Say
1/2	one half
1/4	one fourth <i>or</i> one quarter
15/16	fifteen sixteenths <i>or</i> fifteen over sixteen
3 7/8	three and seven eighths <i>or</i> three and seven over eight

If the denominator (bottom number in the fraction) is greater than 10, you can enter the fraction by saying "slash" or "over" between the two numbers.

To enter	Say
9/12	nine [slash] twelve <i>or</i> nine over twelve
5 3/56	five [space bar] three [slash] fifty six
130/70	one thirty over seventy

A few common fractions can also be displayed on your computer as special characters (such as $\frac{1}{4}$, $\frac{1}{2}$, or $\frac{3}{4}$) instead of two numbers separated by a slash character (such as 1/4, 1/2, or 3/4). For information about dictating fraction characters, see **Dictating uncommon special characters** in [Dictating Special Characters](#) for more information.

Ordinal numerals in Medical Edition

Your administrator can set formatting settings to have Dragon Medical format first as 1st, second as 2nd, and third as 3rd, and so on. Contact your administrator for more information.

Roman numerals

You can dictate Roman numerals by saying "Roman numeral" and the number. For large numbers, say the number in small combinations (as in the examples shown here).

To enter	Say
I	Roman Numeral one
IV	Roman Numeral four
V	Roman Numeral five
X	Roman Numeral ten
L	Roman Numeral fifty
C	Roman Numeral one hundred
D	Roman Numeral five hundred
M	Roman Numeral one thousand
XXIV	Roman Numeral twenty our
XXXI	Roman Numeral thirty one
MCMXCVII	Roman Numeral one thousand Roman Numeral nine hundred Roman Numeral ninety Roman Numeral seven

Note: Don't pause after the word "Roman Numeral" when you're dictating a Roman numeral. If you pause, Dragon may enter, for example, "Roman numeral three" instead of "III."

Roman Numerals in Medical Edition

Your administrator can set formatting settings to have Dragon Medical use Roman numerals for types of diabetes (Type I, Type II). Contact your administrator for more information.

Postal and ZIP Codes

Dragon can automatically formats postal codes. This feature is controlled from the Formatting tab of the Options dialog box. For more information, see the online help.

US ZIP Codes

You can dictate US five-digit ZIP codes just as you dictate any group of numbers. When dictating nine-digit ZIP codes, you must say the hyphen.

To enter	Say
01886	oh one eight eight six
94704-1150	nine four seven oh four [hyphen] one one five oh

UK and Canadian Postal Codes

You can dictate UK postcodes by saying "Postcode" followed by the letters and numbers that make up the postcode. For Canadian postal codes, say "Postal code" followed by the letters and numbers that make up the postal code. Spacing and formatting will happen automatically.

To enter	Say
NG3 2HX	Postcode n g three two h x
E10 7BD	Postcode e ten seven b d
EC2Y 4LK	Postcode e c two y four l k
K1A 0M5	Postal code k one a zero m five
X0A 0H0	Postal code x oh a oh h oh

To indicate that you want United Kingdom and Canadian postal codes formatted automatically in Dragon Medical, refer to **Automatic formatting of dates, times, telephone numbers** in this chapter.

Currency and coin

You dictate your own currency as you would normally say it.

Currency in US/Canada (US English dialect)

To enter	Say
\$58.00	fifty eight dollars and zero cents
\$1.75	one dollar and seventy five cents
\$5.25	five dollars and twenty five cents
\$3.9 billion	three point nine billion dollars
€45	forty five euros
€99.50	ninety-nine euros and five cents
£ 2.20	pound sterling sign two point two oh
£ 5 million	pound sterling sign five million

Currency in Other Dialects (UK, Australian, Indian, and Southeast Asian English)

To enter	Say
\$58.00	dollar sign fifty eight
\$1.75	dollar sign one point seventy five
€4.25	four euros and twenty five cents
€3.9 billion	three point nine billion euros
£ 45	forty five pounds
£ 99.50	ninety nine pounds and fifty pence
£ 2.20	two pounds twenty
£ 5 million	five million pounds

Note: Dragon uses the currency symbol (\$, £, and so on) specified in your Windows Regional Settings as your default currency.

Dictate other currencies by first saying the currency symbol followed by the digits.

US/Canada: If your Regional Settings are set to the United States or Canada, your default currency is \$ (dollar). If you want to dictate a dollar currency amount, dictate it the way you normally do. If you want to dictate a pound sterling currency amount, say, for example, "pound sterling sign fifty eight" (to enter £ 58), and so on.

Note: In US/Canada, you must say "pound sterling sign" to enter £, since "pound sign" means # in the U.S. vocabulary. In all other dialects, you can say "pound sign" to type £.

Other Dialects: If your Regional Settings are set to the United Kingdom, your default currency is £ (pound sterling). If you want to dictate a pound sterling currency amount, dictate it the way you normally do. If you want to dictate a dollar currency amount, say, for example, "dollar sign fifty eight" (to enter \$58) and so on.

Note: Australian users can say "fifty eight dollars" to dictate \$58, since the Australian default currency is \$ in Windows Regional Settings.

Punctuation

Using Natural Punctuation

Dragon can automatically add commas and periods at the appropriate places in your dictation without your having to explicitly speak that punctuation. This Natural Punctuation feature can be useful in helping you get used to dictation by focusing on what you are saying rather than how your speech is punctuated.

Natural Punctuation only inserts periods and commas. You still have to dictate other punctuation marks. Even with Natural Punctuation turned on, you can still dictate periods and commas. As you become more adept at dictation and want more control over where punctuation appears, you may want to explicitly dictate all your punctuation.

For information on correcting punctuation, see Correcting Punctuation in [Correcting and editing](#).

Note: Periods will only appear at the end of a sentence once you have started the next utterance or said "New Line" or "New Paragraph."

Enabling and disabling automatic punctuation

Natural Punctuation is turned on by default.

There are two ways of turning Natural Punctuation on and off:

- Select Formatting from the Tools menu of the DragonBar and click Automatically add commas and periods. In the Medical edition, this check box is under the General tab of the Formatting dialog box.
- By saying "*autopunctuation on*" and "*autopunctuation off*." Turning Natural Punctuation on and off by voice sets the option above in the Formatting dialog box. If you disable Natural Punctuation by voice, it stays disabled until you enable it again.

Dictating Punctuation

You can enter the punctuation marks and symbols listed below in text you dictate. For a list of all punctuation marks, see the online help.

To enter	Say
,	comma
.	period dot point [each one has different spacing characteristics]

To enter	Say
?	question mark
!	exclamation mark (All Dialects) exclamation point (US/Canada)
"	open quote close quote
'	open single quote close single quote
(open paren (US/Canada) left paren (US/Canada) left parenthesis (All Dialects) open parenthesis (All Dialects)
)	close paren (US/Canada) right paren (US/Canada) right parenthesis (All Dialects) close parenthesis (All Dialects)
'	apostrophe
's	apostrophe-ess
-	hyphen minus sign
-- [double hyphen]	dash
	space bar

You can use the Vocabulary Editor to view or change the formatting properties of the punctuation.

Words that end with 's

To dictate a word ending with apostrophe S ('s), just say it as you normally would. Dragon will often add it. If Dragon doesn't include the 's, you can add it later.

To enter	Say
We took Mary's car	We took Mary's car
that's enough	that's enough
it's time to go	it's time to go

Including 's as you dictate

When you want to make sure that Dragon types a word with 's, say "apostrophe ess" after saying the word. For words that already end in "s," say "apostrophe" after the word, as in the second example shown here.

To enter	Say
We took my brother's car	We took my brother [apostrophe ess] car
I met my friends' children	I met my friends [apostrophe] children

Note: You can add `s to a word by selecting it and then saying it again with "apostrophe ess."

Dictating hyphenated words

Many hyphenated words and phrases are already in the Dragon vocabulary. To dictate a word or phrase that is usually hyphenated, just say it as you normally would.

To enter	Say
long-lasting	long lasting
up-to-date schedule	up to date schedule
Tokyo-based company	Tokyo based company
nine-year-old boy	nine year old boy

Including hyphens as you dictate

To hyphenate words that Dragon doesn't hyphenate automatically, just say "hyphen" wherever you want a hyphen.

To enter	Say
speech-recognition software	speech [hyphen] recognition software

power-sharing agreement	power [hyphen] sharing agreement
Elizabeth Walker-Smith	Elizabeth Walker [hyphen] Smith

You can hyphenate words you just dictated with the command *"Hyphenate That."* Select the words you want to hyphenate and say *"Hyphenate That."* If you say this command when no words are selected, Dragon will usually hyphenate the last few words that you said. You cannot select by voice a block of text that is larger than 299 characters.

Removing hyphens

You can remove a hyphen by selecting it and replacing it with a space.

To remove a hyphen

1. Say *"Select hyphen."*
2. Say *"Space Bar."*

Preventing hyphens

You can prevent Dragon from entering a hyphen by pausing where the hyphen would normally be.

For example, to type "long lasting" (normally hyphenated) say *"long,"* then pause for a moment, and then say *"lasting."* Or you can say *"long space bar lasting"* without pausing, to insert a space in place of the hyphen .

Hyphens and dashes in Medical Edition

Your administrator can set formatting settings to have Dragon Medical edition place a hyphen between a number and the word French or place a hyphen between a single digit and point when no other digit follows. Contact your administrator for more information.

Dictating compound words

Dragon joins compound words (such as "note" and "book" to form "notebook") automatically, based on standard usage. To dictate a compound word, just say it as you normally would.

Compounding words as you dictate

To compound words that Dragon doesn't join automatically, just say *"No Space"* between the words.

To enter	Say
unitednations	united [No Space] nations

WorldWide Web

[Cap] world [No Space] [Cap] wide [Cap] web

You can also dictate consecutive words without spaces by turning No spaces on and then turning them off when you've finished.

To dictate consecutive words without spaces

1. Say *"No Space On"* to turn spaces off.
2. Dictate the words you want to appear without spaces.
3. Say *"No Space Off"* to turn spacing back on.

Compounding words later

You can compound the last words you said or compound selected words by saying *"Compound That."* This command removes all spaces between selected words. Or, if no words are selected, it removes all spaces in the last utterance. Any tabs or line breaks are also removed.

To compound words

1. Select the text you want to join. For example, if you want to join the words "Web TV," say *"Select Web TV."*
2. Say *"Compound That."*

Dictating names

Many names of people, places, and events are already in the Dragon vocabulary. For example, you can dictate *"Martin Luther King," "New York Times,"* and *"Boston."*

To dictate a name, first try dictating the name. Dragon automatically capitalizes the names it knows. If Dragon incorrectly types the name, correct it by keyboard or by voice (see [Correcting and editing](#)).

If the program continues to type a name incorrectly after you've corrected it several times, train the word individually using the Train Word dialog box. See the online help for more information.

Dictating abbreviations and acronyms

Dragon knows many common abbreviations (such as NYC and BBC) and acronyms (such as NATO). To dictate an abbreviation or acronym, just say it as you normally would.

To enter	Say
<i>US/Canada:</i> Dr. <i>Other Dialects:</i> Dr	Doctor
UK	U K (<i>say each letter</i>)

RSVP	R S V P (<i>say each letter</i>)
HTML	H T M L (<i>say each letter</i>)
8 cm	eight centimeters
<i>US/Canada:</i> pp. 27-33 <i>Other Dialects:</i> pp 27-33	pages 27 hyphen 33
NATO	NATO (<i>say as one word</i>)
NASDAQ	NASDAQ (<i>say as one word</i>)

If Dragon types the full word instead of the abbreviation or acronym, enters the wrong word, or includes incorrect punctuation, just correct it in your document by voice or by keyboard.

Abbreviations and spelled-out words in Dragon Medical

Your administrator can set formatting settings to have Dragon Medical automatically use special abbreviations or spell out words that would otherwise be abbreviated or replaced by symbols but should not be in a medical context. Contact your administrator for more information.

Dictating e-mail and Web addresses

Dictate e-mail and Web addresses as you would normally say them. Dragon automatically formats them for you.

To enter	Say
Virginia@aol.com	Virginia at a o l dot com
info@samplecompany.com	[No Caps On] info at sample company dot com [No Caps Off]
http://www.nuance.com	[No Caps On] h t t p w w w dot nuance dot com [No Caps Off]

Here are some guidelines for dictating e-mail and Web addresses:

- When you say "h t t p" or "w w w," Dragon knows to format the next words you say as a Web address.
- Say the following abbreviations by pronouncing them as words:
"co," "com," "gov," "mil," "net," and "org."
- Say the following abbreviations by saying each letter:
"a c," "b n," "c a," "e d u," "ie," "h k," "i d," "i n," "j p,"
"m y," "p h," "s g," "t h," and "u k."

- Use the *"No Caps On"* and *"No Caps Off"* commands to enter an e-mail or Web address in all lowercase letters. For more information about controlling capitalization, see Dictating consecutive words in all lowercase letters in [Formatting with Dragon](#).

Note: You can create Text and Graphics/auto-text custom commands for e-mail and Web addresses you use often. See the online help for more information.

Dragon Medical can automatically format web and e-mail addresses as you dictate them. For more on how to set up automatic formatting, see **Automatic formatting of dates, times, telephone numbers** in this chapter.

Chapter 9: Dictating Special Characters

This chapter describes how you can use your voice to dictate and work with special characters.

Dictating Special Characters	106
Dictating uncommon special characters.....	107
Switching recognition modes.....	109

Dictating Special Characters

The following special characters are in the Dragon vocabulary. To dictate these characters, just say their names.

To enter	Say
&	ampersand or and sign
*	asterisk
@	at sign
`	backquote
©	copyright sign
^	caret
°	degree sign
\$	dollar sign or dollar
€	euros or euro sign
%	percent sign
®	registered sign
§	section sign
?	trademark sign
+	plus sign
-	minus sign
«	open euro quote
»	close euro quote
#	<i>All Dialects:</i> hash sign or sharp sign <i>US/Canada:</i> number sign or pound sign
£	<i>US/Canada:</i> pound sterling sign <i>Other Dialects:</i> pound sign or pound
: -)	smiley face
: - (frowny face
; -)	winky face

For complete lists of special characters, see the online Help.

Dictating uncommon special characters

If you use uncommon special characters in your writing (for example, a double-dagger sign ?), you can enter them by voice using the "Spell" command. If you use a special character frequently, you can also add it as a new word using the Vocabulary Editor.

For the complete list of special characters and their names, see the **Special Characters** topic in the online Help.

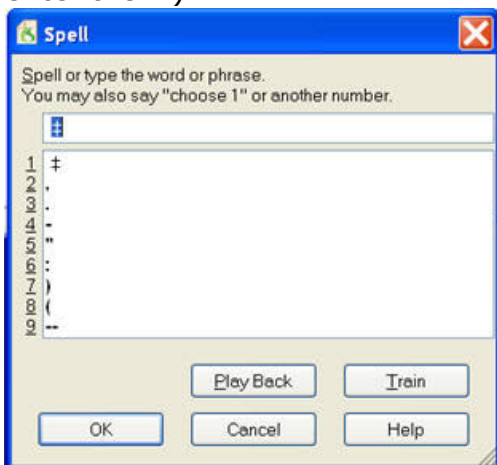
To dictate a special character

Just say "Spell" plus the name of the character. For example, if you want to enter a double-dagger sign (?) into your document, say "Spell double dagger."

To add a special character to the vocabulary

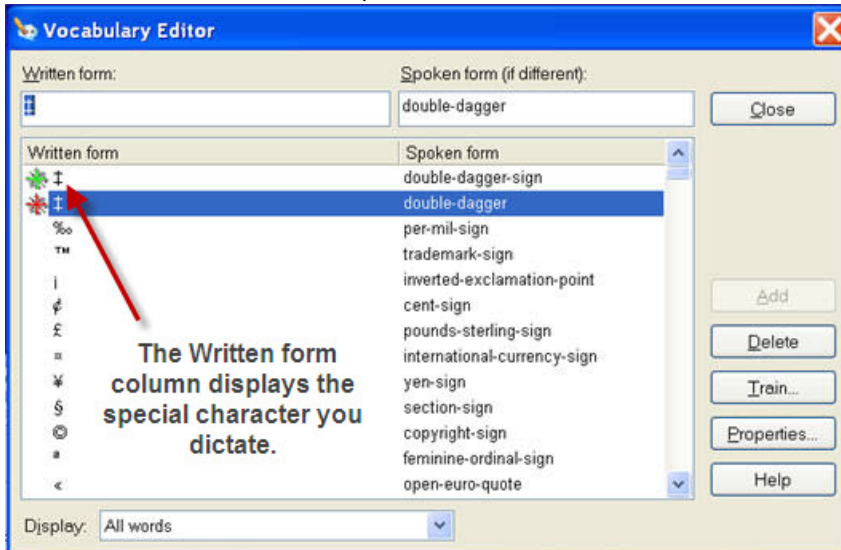
If you frequently want to dictate an unrecognized special character (for example, double-dagger sign -- ?) into your document, you could add "double dagger" as a new word to the Dragon vocabulary. Follow these steps:

1. In your document, dictate the phrase you want to use to enter the special character (for example, say "double dagger"). Dragon enters the words into your document.
2. Say "Spell That" to open the Spell dialog box.
3. Say the name of the special character. (In this example, say "double dagger" to enter the ?.)

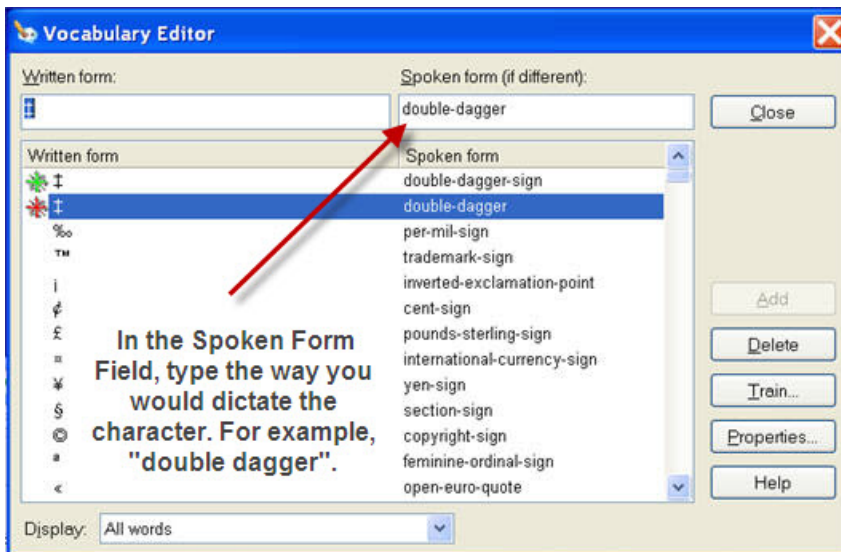


4. Click or say "OK." Dragon types the special character (?) in your document and adds it to your vocabulary.
5. To give a special character a spoken form, choose View/Edit from the Words menu on the DragonBar. This action opens the Vocabulary Editor.
6. From the Display drop-down list at the bottom of the Vocabulary Editor, choose Custom Words Only. You then see the special character you just entered under

the Written form column, as shown in this illustration.



7. Click on the special character to select it. In the illustration above, the special character is already selected.
8. In the Spoken form field, type the name you want to dictate for this character and click Add.

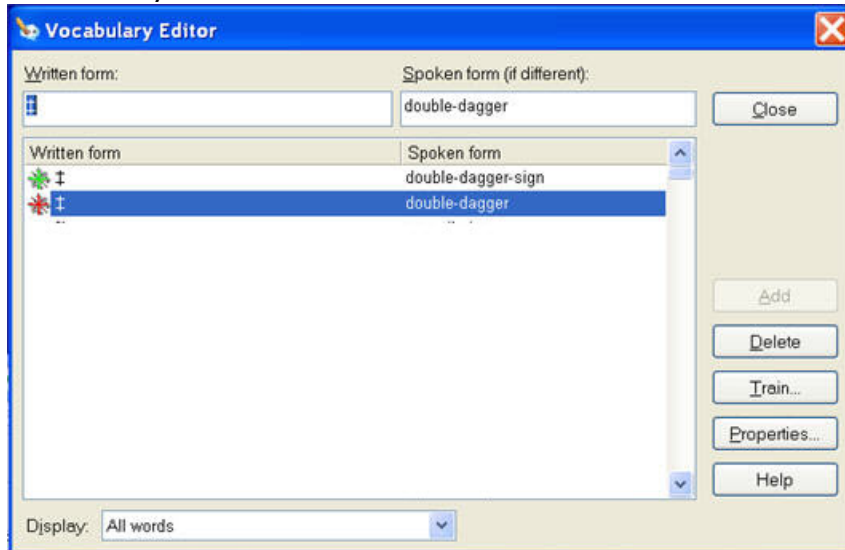


9. Click Train. The Train Words dialog box opens.



10. Click Go and say the name of the character, as shown in the Train Words dialog box. For example, say "double dagger."
11. Click Done to close the Train Words dialog box.

12. The Vocabulary Editor might now have two words in the vocabulary with the same written form. If one has a spoken form and one does not, click on the word that does not have a spoken form and click Delete. This leaves the word that does have a spoken form in your vocabulary. It is okay to have two spoken forms for a single word or symbol, as you see here for the double dagger symbol. You can have multiple alternative spoken forms for the same symbol that coexist in your vocabulary.



13. Click Close to close the Vocabulary Editor.

Now when you dictate the character name (in this example, *"double dagger"*), Dragon should enter the special character, not the words.

Notes:

- You can perform this operation more quickly by directly opening the Vocabulary Editor, and directly adding the written and spoken form.
- You can change the formatting properties of a word (such as whether Dragon should type a space before or after the word) by clicking **Properties** to open the Word Properties dialog box. See the online help for more information.

Switching recognition modes

Dragon lets you use different recognition modes in your dictation. Dragon uses normal mode by default. In normal mode, the program distinguishes between words, numbers, and commands.

In addition to normal mode, there are other modes:

- Numbers mode--The software recognizes only numbers, commands, and punctuation. If you are dictating only numbers (including currencies), working in this mode increases recognition accuracy.
- Spell mode--The software recognizes only letters, numbers, commands, and punctuation. In Spell mode, Dragon allows you to say any combination of letters, digits, or symbols you

might need dictate part numbers or license plate numbers. You can also say keystrokes such as space bar or backspace key. Spell mode is also useful for dictating internet or Web addresses.

- Command mode--The software interprets everything you say as a command and nothing is interpreted as dictated text.
- Dictation mode--The software interprets everything you say as dictation and nothing is interpreted as a command, except for a few commands such as *"New Line"* and *"New Paragraph."*

To change modes

1. Select the Words menu on the DragonBar and click the name of the mode you want.
2. Switch modes by voice by saying one of these commands:

Mode	To turn on, say	To turn off, say
Numbers mode	Numbers mode On or Start Numbers Mode or Switch to Numbers mode	Numbers mode Off or Stop Numbers mode or Switch to Normal mode
Spell mode	Spell mode On or Start Spell mode or Switch to Spell mode	Spell Mode Off or Stop Spell Mode or Switch to Normal mode
Command mode	Command mode On or Start Command mode or Switch to Command mode	Command mode Off or Stop Command mode or Switch to Normal mode
Dictation mode	Dictation mode On or Start Dictation mode or Switch to Dictation mode	Dictation mode Off or Stop Dictation mode or Switch to Normal mode

Turning a mode off by voice is the same as switching back to Normal mode.

Note: You cannot dictate fractions in Number mode.