

DRAGON PROFESSIONAL Version 15



BASIC TRAINING

ICE PEAK SOLUTIONS (604) 945-0057

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GENERAL DICTATION TIPS

- Speak clearly and in a normal tone of voice, don't whisper or shout.
- It is best to dictate punctuation yourself rather than use the 'automated punctuation' option.
- Correct small words as part of a phrase to improve the accuracy for Dragon.
- Think about what you want to say before saying it, your elocution will be better and more natural and the software will be more accurate.
- You can customise your Vocabulary to teach Dragon about your writing style and to add specialized terms to your vocabulary. This can significantly improve recognition accuracy. It can be found on the DragonBar under Vocabulary Menu - "Learn from specific documents".
- If you are using a headset microphone, ensure it is placed approximately 1 inch off the side of your mouth - depending on your volume when dictating. If you are using a handheld microphone, the optimum distance is typically about 4-5 inches in front of the mouth. If you are seeing extra words appearing that you didn't say, or your accuracy deteriorates - it could be caused by the microphone being situated too close or too far away from your mouth. When the microphone is too far away your accuracy deteriorates and it may be slower recognizing your dictation.
- Take the time to correct words that Dragon transcribes incorrectly - if corrected properly, Dragon will learn from these corrections, do not just delete the words that Dragon misinterprets.
- Dragon - Distinguishing Commands from Dictation
Important: Always **pause before** issuing a command, then say the full command **without pausing between the words** and **pause** again after saying the command.

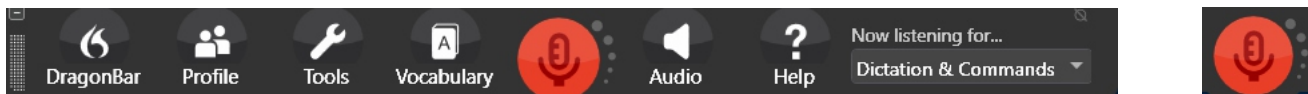
LESSON 1 - STARTING DRAGON

DragonBar: you can choose the new DragonBar or continue to use the old classic style. Start Dragon Professional Individual by clicking on the icon or launch Dragon from the Start | Programs menu. The User window will open and allow you to choose a user profile if more than one user file exists on the system. If there is only one user, it will automatically be loaded.

Classic DragonBar:

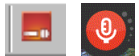


New DragonBar full and collapsed:



Once the Dragon taskbar (DragonBar) shown above appears, you are ready to start using Dragon.

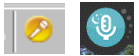
Microphone Modes:



Off: Can not be activated by voice, click on the mic icon to switch it on or assigned button



On: Ready to dictate and can “hear” what is being said.



Asleep: Does not pick up dictation but you can use the voice command “Wake Up” to turn the microphone on from this state.

To turn the microphone ON, either click on the microphone on the DragonBar with your mouse if it is switched off. If it is in Sleep Mode, Say “**Wake Up**” or “**Listen to me**”. Once the microphone is on, Dragon can hear everything you are saying so only switch it on when you are ready to dictate and the noise level around you is low.

To send it to sleep again (into Sleep Mode) use the voice command “**Go To Sleep**” or “**Stop Listening**”. To shut off the microphone, Say “**Microphone Off**” or click an assigned button on your handheld mic.

CONTROLLING PROGRAMS AND BUTTONS BY VOICE

You can open and close desktop programs by voice. You can also choose menu selections and buttons from most programs using voice commands rather than using the mouse or keyboard.

Say “**Open program name**” for example “**Open Microsoft Word**” or “**Start Microsoft Word**”.

You can typically say the name on the menu or a list to have Dragon open the menu by voice, but this will depend on compatibility of your application with Dragon Professional.

You can also use voice commands to navigate through buttons on menus

e.g. Say “**OK**” or “**Save**” or “**Cancel**” to close a program window. Depending on your settings you may need to precede with the word click i.e. “Click OK”.

To type any keyboard letter or function key by voice, Say “**Press a**” or “**Press Tab Key**” “**Press Escape**” etc.

LESSON 2 - LET'S DICTATE!

Switch the microphone on by saying **“Wake up”** (if it is in the “Sleep Mode position) or use your mouse to click on the microphone icon on the DragonBar or use a preset button on your handheld microphone.

Choose the application you want to dictate into. Example - Microsoft Word or the Dragon built in text application called the DragonPad (accessible from the Tools menu on the DragonBar) or, using a voice command, say **“Open Microsoft Word”** or **“Open DragonPad”** by voice.



Use the sample text below to dictate into your program of choice. Remember to read clearly and in a normal tone of voice.

Sample Text:

Talking to your computer is not the same as talking to other people. It is important to speak clearly, think what you want to say before you say it.

As you dictate and correct mistakes, the software will get more accurate. The best way to learn speech recognition is to practice speaking clearly and in a normal tone of voice!

Remember to use punctuation so Dragon can tell where one sentence ends and the next one begins.

At the end of each sentence, Say **“Period”**.

If you want to start a new line, Say **“New Line”**. If you want a new paragraph, Say **“New Paragraph”**.

Other common punctuation examples include:

“Exclamation Mark” or **“Exclamation Point”**, **“Open Quote”** or **“Close Quote”**, **“Comma”**, **“Open Bracket”** or **“Open Paren”**, **“Semi-Colon”**, **“Question Mark”**, **“Left Brace”**, **“Copyright sign”**.

TIP:

You can format words as you dictate by saying **“All Caps <word>”** or **“Cap <word>”** or **“No Caps <word>”**. You can also say **“No Space <word>”** to avoid unwanted hyphenation or spaces. To remove spaces, select the words and Say **“Compound That”**.

LESSON 3 - CORRECTING TEXT

CORRECTING TEXT

It is important to correct mistakes as this allows Dragon to learn what you actually said, IMPROVING your accuracy over time. You can use the “correct” command to correct any words Dragon misinterprets.

For example, if you said “that word” but Dragon incorrectly transcribed it as “the word” as shown below, you would use the Correct command to activate the Spelling Window.

To correct this, you would issue the command “**Correct the word**” (Say “**Correct**” followed by the word/s to be corrected). Because there is more than one instance of “the word”, Dragon will tag each instance with a number. To choose the one you want to correct Say “Choose 1 or 2 or 3”.

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It is important to correct mistakes in Dragon as this allows the program to learn what you actually said. This will ensure that the software gets more accurate the longer you use it. To correct **1** the word, you simply give the command CORRECT followed by **2** the word that Dragon got wrong.

For example, if I was correcting **3** the word

The Spelling window will appear with the incorrectly recognized word/s at the top. Listed in the box below is a list of alternative words to choose from - words that Dragon thinks you might have said.

Choice # 3 shows the correct words so you can Say “**Choose 3**” and Dragon will replace the incorrect words and learn from the correction.

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It is important to correct mistakes in Dragon as this allows the program to learn what you actually said. This will ensure that the software gets more accurate the longer you use it. To correct **1** the word, you simply give the command CORRECT followed by **2** the word that Dragon got wrong.

For example, if I was correcting **3** the word

Spelling Window

Spell or type what you had said or say "Choose" and a number

the word

- "Choose 1" a word
- "Choose 2" their word
- "Choose 3" that word
- "Choose 4" this word
- "Choose 5" to word
- "Choose 6" these word
- "Choose 7" the words
- "Choose 8" the Word
- "Choose 9" the ward

You can also say:

- ▶ "Play that back"
- 🔊 "Train"
- ➔ "Tell me more about this window"

OK Cancel



If the correct word is not listed as an option, you can spell out the word using natural spelling or type the word. If a letter needs to be capitalized, simply say “**Cap**” before that particular letter and “spacebar” to add a space.

LESSON 3 - CORRECTING TEXT, OPTION 2

CORRECTING TEXT

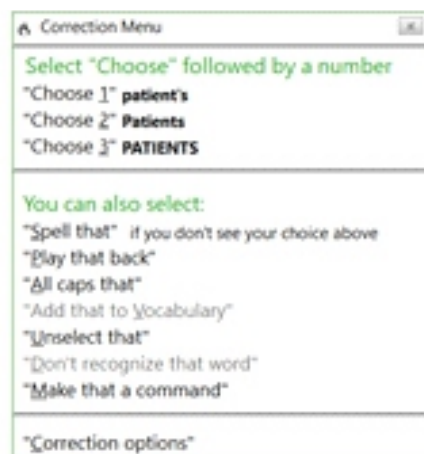
Depending on your settings in Dragon, you can choose to correct without using the spell window. This allows you to dictate the word you said again, hoping Dragon recognises it without having to spell it out. Please see setting at bottom of page.

Making corrections is very important when using the software as it will improve your user profile accuracy as it learns. Correction requires patience. Learning some key commands will allow you to improve your voice profile.

If you dictated the text above and Dragon transcribed your dictated word “patience incorrectly and displayed the word as “patients”.

To correct, Issue the command “**Correct Patients**” (Say “**Correct**” followed by the word/s to be corrected). The Correction Menu will appear. Listed in the box below is a list of alternative words to choose from - words that Dragon guesses you might have said. If the correct word appears in the list, Say “Choose x” where X = the correct word.

Making corrections is very important when using the software as it will improve your user profile accuracy as it learns. Correction requires **patients**. Learning some key commands will allow you to improve your voice profile.



If the correct word is not listed as an option in the list, you can try saying the word again or Say “**Spell That**” to spell out the word or type the word. This does add an extra step to the process making the previous correct configuration a better option.

NOTE:

To use Correction as depicted above with the Correction, use the following settings from the DragonBar - Tools menu | Options | Correction Menu, Uncheck the option “Correct” commands bring up Spelling Window.

LESSON 4 - PLAYING BACK YOUR DICTATION

Dragon can play back your dictation in your own voice or it can read text in a computer-generated voice. This is a handy feature for correcting text when you can't remember what you said or when an assistant is correcting your dictation and needs to verify what was said.

PlayBack Feature - Playing back in your own voice

You can play back an entire document, selected words or a specific paragraph. Use the Select command to select the words, lines or paragraphs you want to play back and issue the voice command "Play That Back".

Other variations of the PlayBack command include:

"PlayBack Line"	Plays back the entire line where the cursor is positioned
"PlayBack Document"	Plays back the entire document
"PlayBack Paragraph"	Plays back the paragraph at the current cursor position

To stop PlayBack, press Esc or Click the Stop PlayBack button on the Dragon toolbar.

You can also control the volume and playback speed under Tools / Options / Playback/Text to Speech Menu.

Text-To-Speech - Computer generated voice

To have the computer read text back to you in a computer-generated voice, select the text and Say "Read That".

You can also Say "**Read Line**" or "**Read Paragraph**" to read the entire line or paragraph.

Dragon can be set to play back automatically every time you correct a word. This can be set in the Tools menu, under Options. Under the Corrections Menu, select Automatic PlayBack on Correction.

Saving Recorded Dictation for Deferred Correction

This feature can be set in the Tools menu under Options. On the Data Menu, choose from the drop down list next to "Save Recorded Dictation with Document". The default can be set to Never, Ask me or Always.

This feature allows you to save the voice dictation/recording with the document file for correcting later. This option is available in the DragonPad and also in Microsoft Word.

Important Note: These files take up a lot of space on your hard drive so it is advisable to use this option sparingly and delete the recordings after completion. The files are saved with the same name as your document but with a file extension of .dra.

LESSON 5 - SELECTING TEXT

SELECTING TEXT

The Select command allows you to select characters, words, lines or paragraphs of text and make changes to them.

To select a word or a group of words, Say “**Select**” followed by the word or words you want to select.

Using the sample text below, Say “**Select most people can speak**”.

*Because **most people can speak** faster than they can type, speech recognition can be a valuable tool for transcribing documents, dictating e-mail messages or filling in forms.*

You can dictate directly into a word processor or if you prefer, you can use the DragonPad which is a basic word processing application that is included with Dragon.

Once you have selected the words, they become highlighted as shown above. If you want to replace/change the selected words, simply dictate the new word/s and your selected text will be replaced. To have your cursor return to the previous position to continue dictating, Say “**Go Back**”.

For example, Say “**most people can talk**”. The selected / highlighted words will be replaced with the new words.

*Because **most people can talk** faster than they can type, speech recognition can be a valuable tool for transcribing documents, dictating e-mail messages or filling in forms.*

You can dictate directly into a word processor or if you prefer, you can use the DragonPad which is a basic word processing application that is included with Dragon.

Multiple Instances of Selected Word

When there are multiple instances of the word you select, Dragon will tag the words with numbers so you can choose the correct instance of the word.

To choose the one you want you Say “**Choose x**” where x is the number tag.

select Dragon

During the course of this training manual we will be covering the most common features **1**Dragon. We will also take a look at customizing **2**Dragon to your needs. The importance of good dictation practices **3**Dragon.

TIP:

Always pause before and after issuing a command and not between the command words. This is how Dragon distinguishes between words spoken as dictation from those spoken as commands.

LESSON 5 - SELECTING TEXT

You can also select specific excerpts of text using the “**Select xx through xx**” command.

Say “**Select xx through xx**” (where xxx is the first word and the last word of a section).
Dragon will select all the words in between.

For example if you said “**Select command through paragraphs**” - all the words in between will also be highlighted as shown in the example below.

select command through paragraphs

The select **command may be used to select words, characters, lines or paragraphs** within your document.

ADDITIONAL HELP

There are several Help features you can access through the software.

You can manually access additional help through the Help menu on the DragonBar or by voice by Saying “Give Me Help”. This will open the Help Window and you can search several key topics for commands and tips.

You can also Say “What Can I Say” to have Dragon pop up a Window showing the most common commands based on the application/program you currently have opened when issuing the command.

Nuance also provides online User Workbooks for Dragon Professional. On the DragonBar, Access the Help Menu, User Documentation.

LESSON 6 - FORMATTING TEXT

There are several voice commands available for replacing, deleting or formatting text by voice. These commands may vary based on the application you are working in.

QUICK VOICE FORMATTING

Use quick voice formatting to intuitively format text in your document. Some of the more common commands include:

Cut <i><text></i>	Cut from <i><text></i> to <i><text></i>	Cut <i><text></i> through <i><text></i>
Copy <i><text></i>	Copy from <i><text></i> to <i><text></i>	Copy <i><text></i> through <i><text></i>
Bold <i><text></i>	Bold from <i><text></i> to <i><text></i>	Bold <i><text></i> through <i><text></i>
Italicise <i><text></i>	Italicise from <i><text></i> to <i><text></i>	Italicise <i><text></i> through <i><text></i>
Underline <i><text></i>	Underline from <i><text></i> to <i><text></i>	Underline <i><text></i> through <i><text></i>
Capitalise <i><text></i>	Capitalise from <i><text></i> to <i><text></i>	Capitalise <i><text></i> through <i><text></i>

Delete *<text>* Command

If you want to delete highlighted/selected text, Say “**Delete That**”. You can also specify what you want deleted based on the current cursor position by Saying “**Delete last word**”, “**Delete last 3 words**”, “**Delete Paragraph**”, “**Delete next 3 characters**” or “**Delete Line**”. Using the quick voice formatting commands, you can say “**Delete From *<text>* to *<text>***” or “**Delete *<text>***” or “**Delete *<text>* through xx**”, where *<text>* is the word/s you wish to delete in the document. You can also use “backspace **5 characters**”

Scratch That Command

If you want to delete the last phrase, you can use the command “**Scratch That**”. You can also Say “**Scratch That 3 times**” to delete the last 3 phrases. A phrase is considered to start and end each time you pause.

Undo That Command

If you want to undo or reverse the last action you did, you can Say “**Undo That**” and the program will undo the last action. You can also say “**Undo That x times**”.

Resume With Command

If you want to rephrase the last sentence you dictated, use the “**Resume With**” command. You would Say “**Resume With *<text>***”, where *<text>* is the word/s you want to start with - all text from your current cursor position up to that word will be deleted. Please note this command can only be used to remove the last 100 characters.

LESSON 6 - FORMATTING TEXT

To perform basic formatting (changes) to text using voice commands, either use quick formatting commands or select the text you want to change by using the Select command, and issue a command below.

COMMON FORMATTING COMMANDS

Format That "Times 20"	this changes the font type to Times Roman and the size to 20 point
Set Font "Arial"	this changes the font type to Arial font type
Format That Bullet Style or Bullet That	formats the selected text in bullet format
Format That Bold Italic	formats bold and italics
Bold That	selected text becomes bold
Italicize That	selected text is set to italics
Cap That	capitalizes the first letter of each word
Format That Initial Caps	capitalizes the first letter of each word
All Caps That	capitalizes all letters in the selected words
Underline That	underlines the selection
Indent That	indents the selection by the default set in MS Word or WordPerfect
Left/Right/Centre Align That	this changes the alignment of the selected text
Format That Plain Text or Restore That	restores the formatting to plain text on the selected text i.e. Bold, italicise, underline etc. will be removed to show plain text. Will not affect capitalisation.

To lock the Caps key say "**Caps On**" dictate your text then say "**Caps Off**" to resume with normal case.

To lock the All Caps/Uppercase key say "**All Caps On**" dictate your text then say "**All Caps Off**" to resume.

To add Quotes to a selection you can select the text you want to have in quotes and Say "**Quote That**" or to add brackets Say "**Bracket That**".

Practice by dictating the following text in the format shown below:

I am using DRAGON to *dictate* this text. It is really quick and easy to use! In addition, the **BASIC** voice training session only takes a couple of minutes. ***Speech Recognition software*** makes dictation easy.

A full list of formatting commands are available from the Help menu on the DragonBar.

TIP:

If you want Dragon to transcribe a word that is also recognised by Dragon as a command, say the word as part of a phrase without pausing before the word.

LESSON 7 - NAVIGATING AROUND A DOCUMENT

All voice navigation commands start from the cursor's current position.

Move Left / Back 2 words	<i>Moves your cursor left 2 words from its original position</i>
Move Right 6 Characters	<i>Moves right by one letter/character</i>
Move Down 1 Line	<i>Moves the cursor one line down</i>
Move Up 3 Paragraphs	<i>Moves the cursor up 3 paragraphs</i>
Go To End of Document	<i>Moves the cursor to the bottom of the document</i>
Go To End of Line	<i>Moves cursor to the end of the line that it is currently on</i>
Move To Beginning of Line	<i>Moves the cursor to the beginning of the line it is on</i>
Go To Top / Bottom	<i>Moves to the top or bottom of the document</i>
Page Up / Down	<i>Moves up one page or down one page</i>

To insert the cursor into a specific place in a document, use the following commands:

Insert Before "text" *inserts the cursor just before the word/s you say*

Insert After "text" *inserts the cursor just after the word/s you say*

where "text" = a specific word/s in your document.

TIP:

If Dragon is transcribing small words, or the program splits large words into short words, check the "Pause required before commands" setting.

It may be set at too short an interval. To increase the interval, click on the Tools menu from the DragonBar, select "Options" click on the Commands Menu.

Drag the "Pause required before command" slider to the right.

LESSON 8 - DICTATING INTO NON-STANDARD APPLICATIONS

OPTIONS FOR DICTATING INTO “NON-STANDARD” PROGRAMS

If you need to use Dragon in an application/program where you do not have full text control, you can make use of the Dictation box. The DragonBar shows a “Text Control” indicator - a green checkmark when your cursor is placed in an application or window where all of Dragon’s functionality is supported, when you are in a “non-standard” window, the checkmark indicator will show blank/grey, indicating that you do not have full text control.

The Dictation Box provides full control by allowing you to place your cursor in the desired field of a non-standard application and then using the voice command: “**Show Dictation Box**” or use **Ctrl+Shift+D** or the assigned button on your handheld microphone. When you are finished, you will say “**Transfer**” or click the Transfer button in the dictation box window.

Editing existing text in a non-standard window

Select the text in the non-standard window using voice commands or your keyboard and mouse.

Copy the text to the dictation box for editing by saying:

Saying “**Edit Selection**” Or

Saying “**Show Dictation Box**”

Defining Dictation box options in Applications

You can define how the Dictation Box copies and pastes text for each application.

1. Start the application or specific window and place your cursor where you want to dictate.
2. Start the Dictation Box - “**Show Dictation Box**”.
3. Click the “Settings/Gear icon on the top right side of the dictation box. This will open the Dictation Box Settings window. Choose your options for specific applications.

NOTE: Dragon can be set to automatically detect if you are dictating into a non-standard window and open the dictation box by default. This option may be switched on or off under Tools/Options/Miscellaneous Menu. You can also set the preferred font, the size of the font and also whether you want to retain transferred text on the clipboard - always a good idea so you do not lose any dictation.

Copying text to another application

Use this command to move dictated text into another program by voice.

With your document opened, Say “**Copy All To Clipboard**”. This will copy the entire contents of the document to the clipboard. Switch to the program you want to paste the text into by Saying “**Switch To Previous Window**” or “**Switch to Program Name**”.

When the application window opens, Say “**Paste That**”.

LESSON 9 - SELECTIVE DICTATION MODES

Selective modes are available for dictating specific tasks. They can be accessed from the Modes menu on the DragonBar or by voice using the sample commands listed below.

The available modes include: Normal, Dictation, Numbers, Commands or Spell Mode. Using selective modes can increase accuracy when performing specific tasks by voice.

Dictation Mode - Dragon recognizes words and a few basic commands phrases such as New Line or New Paragraph. No dictation will be recognized as a Command.

Normal Mode - By default, the “normal” mode (which is the mode Dragon reverts back to when switching a specific mode off) allows words, numbers and commands.

Numbers Mode - Allows you to dictate a series of numbers without Dragon recognizing them as words (i.e. recognizes “2” and not the word “two”). This is useful, for example, if you are dictating in a spreadsheet program. Commands are also recognized in this mode.

Command Mode - Dragon recognizes everything you say as a command, not regular dictation to be transcribed.

Spell Mode - Dragon only recognizes letters, commands, keystrokes, punctuation and numbers. Most navigational commands are available but no formatting commands. This mode is useful if you want to dictate a Name or unusual word using natural spelling within your document.

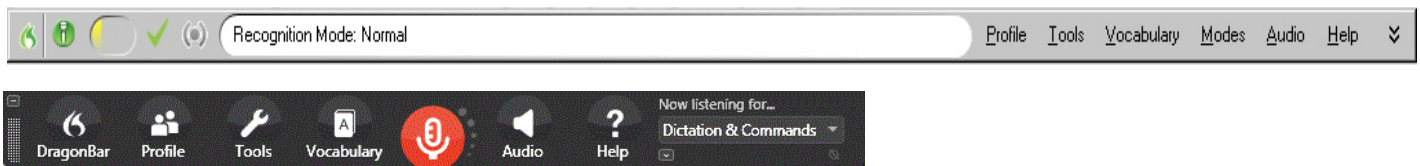
Voice Commands for switching between modes

You can switch modes on by saying “**Numbers Mode On**” or “**Start Numbers Mode**”.

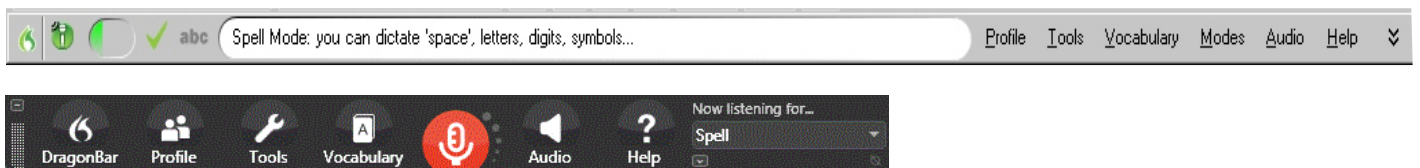
You can switch modes off by saying “**Dictation Mode Off**” or “**Stop Dictation Mode**”.

The DragonBar has an indicator that displays the mode you are in. on the new DragonBar it shows on the right - Now Listening to ...

Normal Mode:



Spell Mode:



LESSON 10 - CUSTOMIZING THE VOCABULARY

Dragon provides extensive customization options for your vocabulary. Using the available tools, the software accuracy can be greatly improved.

Say “**Edit Vocabulary**” to access the Vocabulary Editor by voice. Alternatively from the DragonBar, choose the Vocabulary menu, Open Vocabulary Editor. The Vocabulary Editor shows a list of all of the words in your vocabulary and also indicates a blue P next to words where you have changed the word’s properties. A red asterisk shows next to any custom words you have added.

Adding New Words

It is beneficial to add custom words that you use regularly into the vocabulary. If you have existing documents, Dragon can analyze them through the “Learn from specific documents” option under the Vocabulary Menu. You can also add words from an electronic list of terms and words specific to your business.

Some examples are names that you may use often containing specific capitalization such as “Surrey Memorial Hospital”, “Madison Square Garden” or “Mount Royale Hotel”. You can also add unusual names or full names, organizations that you deal with regularly, codes or names of products or procedures.

To manually add a word to your vocabulary, you can Say “**Add Word**” to bring up the dialog box to add a word. Or Say “**Edit Vocabulary**” and type the word or spell the word by voice in the white space under “Written Form”. Then Say “**Add**” or click on the Add button. Say “**Train**”, if you want to train the way you say the new word. The word will appear in the train dialogue box, Say “**Record**” and speak the word.

You can also use the Vocabulary Editor to set up shortcut words for longer phrases. For example, Add BC as the “Spoken form” with British Columbia as the “Written form”. The next time you say BC, Dragon will type “British Columbia” in full.

Deleting Words from the Vocabulary

Sometimes a word is mis-recognized, confused frequently with another similar word and you want to delete the mis-recognized word to improve recognition. In the Vocabulary Editor, under the Written form box, start typing the first few letters of the word you want to delete until it appears in the box and is highlighted, or scroll through the vocabulary list to find the word. Say “**Delete**” or press the Delete button.

You can also select the word you want to delete within your document and Say “**Don’t Recognize That Word**” - this removes the selected word from your active Vocabulary, so that Dragon won’t recognize it again.

TIP:

A quick way to add a word or phrase that you have dictated into your vocabulary is to highlight/select the word or phrase and Say “**Make this a Phrase**” or “**Make That a Phrase**”.

LESSON 10 - CUSTOMIZING THE VOCABULARY

Using Spoken Forms and Written Forms

In the Vocabulary Editor you have the option to add a “spoken form” for a word. This can be used where words are not pronounced the way they are written or in instances where you want to add a dictation shortcut. For example to get “**eBusiness**” I can add a spoken form of “ee business” and a written form of “eBusiness”.

It can also be used to transcribe abbreviated forms of a word that you would normally dictate in full. For example you may want to say University of British Columbia but have Dragon transcribe it as “UBC”. The Written form would be “UBC” and the Spoken form would be the full name.

It can also be used to set up “shortcuts” such as a Spoken Form of “**My E-mail Address**” can have the Written Form of “**JoeP@abclnc.com**” or Spoken Form “My Phone Number” can have the Written Form of “(604)900-0000”.

Modifying Properties

If you select a word in the Vocabulary Editor and click on the Properties button, you can set specific formatting properties for that word. You can also choose an “alternative written form” for a specific word, for example set the word “defense” as an alternative written form of “defence” for **Canadian spelling** or “color” to “colour”.

Multiple Vocabularies

In the Professional, Medical and Legal software you can create multiple, custom vocabularies. These are handy when you dictate two or more very different topics and use specific terms in each.

You can build custom vocabularies using the same user file. You can also share these vocabularies with other users with the same version of Dragon.

Manage your vocabularies by voice by Saying “**Manage Vocabulary**”. You can create, delete, rename, import or export vocabularies.

TIP:

Be sure when adding custom words to your vocabulary that the words are spelled correctly, otherwise the word will appear incorrectly in your transcription. To check a list of your custom words, say “Edit Vocabulary” and select Custom Words from the display list.

LESSON 11 - BASIC MACRO COMMANDS

Dragon allows you to create your own voice commands to perform time consuming or repetitive tasks.

You can create commands to automatically transcribe long passages of text or create a macro that executes a number of keystroke commands. More complex scripting commands can be used to open customized templates to save time on formatting, including repetitive text and common template layouts.

Creating a New Text Command

To create a new command, choose the Tools menu from the DragonBar and select “Add New Auto-text” or “Add New Command” or Say “**Add New Command**”.

The MyCommands Editor window opens.

Type in a command name next to the first field “MyCommand Name”
- this is what you will say to invoke the command. e.g. My Address. Try to use 2 or 3 words for the command name. If you use just one word Dragon is likely to confuse the command with dictation.

Supply a description if you choose to - although this is not required.

Assign the command to a specific group if you choose to or accept the default group of User-defined.

Select Global for the availability option as this will be a command you want to have available in all applications as we are setting up a text command. You have an option to set commands to only work when you are in specific applications or within a specific window in an application. This makes sense when you are assigning keystrokes or function keys that may act differently when pressed in different applications.

Ensure the Command Type selected is Auto-text “Text and Graphics” to create your text command.

Type your full address in the Content window.

When you are finished, set your font properties if you want the text to be transcribed in a specific font and size or use “**Plain text**” if you want the address to use the default in your application i.e. if your default setting is Times Roman point size 12 in Word, the inserted text will take on these defaults when inserted into your Word document.

Click Save to finish. Now test your command by saying “**My Address**”.

By using the Step-by-Step or Advanced Scripting command types (Professional, Medical and Legal versions), you can create more powerful commands that automate complex tasks with a single phrase.

LESSON 11 - BASIC MACRO COMMANDS

Changing Custom Commands

To edit an existing command, Click on the Tools menu (on the DragonBar), choose Command Browser or say “**Open Command Browser**”.

Click on “Manage” on the left pane.

You will see a list commands by application including Global.

Expand the Global Commands folder if you are looking for a custom command that you created for global use.

Highlight/check the command you want to edit and click on the “To Script” menu in the left pane.

Select the “Edit” menu on the next screen and your custom command will open allowing you to make changes.

If Dragon is having a problem recognizing your command, check to see that all the words in your command name exist in your vocabulary.

Adding Graphics to your Command

when creating a new text command, you have the option of adding a graphic to your dictation shortcut. You can add your graphic by simply pasting a copy of the graphic in the content area.

Now, when you say the command, Dragon will paste a copy of the text and graphic into your document.

TIP:

A quick way to add a new command when you have the text on screen is to highlight/select the text or paragraph etc. and Say “Make that a Shortcut” or Make that a Command”.

Dragon will create a new command and paste your selected text into the Content window and you can modify properties.

LESSON 12 - USING DRAGON TEMPLATES

Dragon Templates Voice Fields

You can create custom templates in Dragon using variable fields in a Text and Graphics command where you can define a default value or simply use the variables to insert text at a specific place.

By default, each Voice Field variable displays as "[default value]".

Inserting a Voice Field in a Text and Graphics command

To insert a Voice Field, click the **"Insert Variable"** button while creating a Text and Graphics command.

By default, the variable displays as "[default value]". To change the default value of the Voice Field in the MyCommands editor, edit the text between the variable delimiters.

Sample:

You can create a Text and Graphic command named "Patient's weight and height" that includes the following text: On examination, the patient's weight was [default value] and their height was [default value].

To **accept default values** in your dictation and remove delimiters, Say **"Accept Defaults"** or **"Clear Delimiting Characters"** or **"Clear Variable Delimiters"**.

Changing the Voice Field delimiting characters

By default, Voice fields use the [] characters to indicate the presence of a variable field.

To change the variable delimiting characters:

Select Tools|Options from the DragonBar. This displays the Options dialog box. Select the Commands Menu.

Specify a character or characters for the Left variable delimiter and the Right variable delimiter. The delimiting characters can be up to 5 characters long. Click Ok.

Using a Text and Graphics command with Voice Fields

The user can overwrite the default value by typing or dictating into the field, or accept the default by leaving the field's value alone.

When you dictate or type into a Voice Field, the default value is replaced with the new text and [] delimiting characters are removed.

If you accept the default value, the [] delimiting characters are not automatically removed.

Navigating Voice Fields

Select the Voice Field with the mouse

Say **"Next Variable"** or **"Previous Variable"**. You can also say **"Next Field"** or **"Previous Field."**

Note:

You can only use the "Next Variable" or "Previous Variable" voice commands in applications where all of Dragon's functionality is supported.

