

# Dragon Professional v15 Training Summary Sheet

## Best practices for dictation:

If using a headset, it should be approximately 1- 2 inches off the side of your mouth, for a handheld microphone, the microphone should always be directed at your mouth and approximately 3-4 inches in front your mouth.

## Common punctuation

Period, Full stop, Comma, Semi-colon, New Line, New Paragraph, Open Quote, Close Quote, Open Paren, Close Paren, Open Bracket, Close Bracket, & - Ampersand, for @ Say "at sign".

## Important Commands:

**CORRECT** command - use this command to make corrections if Dragon made a recognition mistake.

Dragon will learn from mistakes if you correct them properly.

To use this command, Say "**Correct xxx**" where xxx is the misrecognized word/s on your screen.

The command will launch a correction box and a number of options of what Dragon thinks you may have said, if what you said is shown in the list, simply say "**Choose x**" where X is the correct word you said.

If the correct word does not appear in the Spelling window then you can either spell it out letter by letter by voice or type it in the box.

**SELECT** command - use this command to make your own editing changes to text.

To use this command, Say "**Select xxx**" where xxx is the word that you want to edit.

The word you have selected will become highlighted on your screen and you will be able to dictate the word to replace it. To return your cursor to its previous position say "**Go Back**".

**DELETE** command - use this command to remove text from your document.

To use this command, Say "**Delete xxx**" where xxx is the word/s that you want Dragon to delete.

You can also delete words or characters etc. based on the cursor position by Saying "**Delete Last Word**" or "**Delete next 5 words**" or "**Delete Line**" or "**Delete Paragraph**" or "**Delete last 2 characters**".

## Quick Editing Commands:

**Bold** command – Say **Bold xxx** where xxx = the words in your document you want in bold typeface.

**Capitalise** command – Say **Capitalize xxx** where xxx = the words in your document you want in first letter capitals.

**Underline** command – Say **Underline xxx** where xxx = the words in your document you want underlined.

**Italicise** command – Say **Italicize xxx** where xxx = the words in your document you want in italics typeface.

**To Copy Text:** First select the text then Say **“Copy That”**

**To Cut Text:** First select the text then Say **“Cut That”** - *needs to be enabled in Command Tab.*

**To Paste Text:** Place your cursor where you want the text to go and Say **“Paste That”**

**Bullets:** Select your text, Say **“Bullet That”** -if you issue the command again it would remove the bullets.

**Numbering:** Select your text, Say **“Number That”** -if you issue the command again it would remove the numbering.

## Navigation Commands (moving the cursor by voice):

Go to Top / Move to Top / Go to Bottom / Go to End / Go Back

Move up 1 line / Move down 2 lines / Move up 3 paragraphs / Move back 4 words

## Vocabulary:

**Edit Vocabulary** command - use the **“Edit Vocabulary”** command to access your vocabulary to add new words and phrases.

**Make That a Phrase** command - use this command if you would like to add a word or phrase that is already on your screen into the vocabulary automatically.

Simply select/highlight the phrase that you wish to add and say **“Make That a Phrase”**. This will open the vocabulary editor and paste the selected text under the written form.

You can Say **“Add”**, (if a spoken form is NOT required), Say **“Add”** then **“Close”**.

You can add spoken forms for words that sound different from the written form.

## Shortcut Commands:

**Make That a Shortcut** command - use this command to create new shortcuts of common text you use or to create templates.

The easiest way to create commands is to dictate the text you want to save as a command on screen.

Select the text and Say **“Make That a Shortcut”**.

Dragon will copy everything you have selected in the MyCommands Editor and create a new voice command. You can either type or dictate the Command Name in the MyCommand box and choose plain text or format the text with a specific font and style.

*TIP: Do not make command names a single word as Dragon has a greater chance of recognizing it as dictation.*