



INTRODUCTION TO USING DRAGON V10

Abstract

Written as a guide for customers who want to begin to use the software.

University of Warwick Library

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What is Dragon?

Dragon is voice activated software which turns spoken words into text and executes voice commands. It will read out text to you.

Why might I use Dragon?

You may have a physical reason for wanting to use it (e.g. bad back, RSI, restricted hand movement) or you may find spelling or hand writing difficult.

Alternatively you may want to use it simply to help with note taking, writing assignments etc.

You may find reading print difficult in which case Dragon will read text from documents or email or webpages.

This document guides you through set up, trouble shooting and the basics of Dragon.

Learning the commands does take a bit of perseverance but you can get started within 15 minutes and begin to use the basic functions.

You will **always** need to create a voice profile – i.e. teach Dragon your voice

NB. you cannot successfully upload voice recordings, from lectures for example, because the software will not insert punctuation and it will not be able to recognise the voice profile. You CAN dictate something into a voice recorder, providing you include punctuation and as you would on the computer application. You then upload the file and Dragon will convert it to a Word document.

Step by step process for using Dragon

You will need a headset with good quality microphone. (You may borrow Plantronic headsets with microphone. Please ask at the Library helpdesk)

Log on to the computer in the usual way.

Click on the desktop icon for Dragon

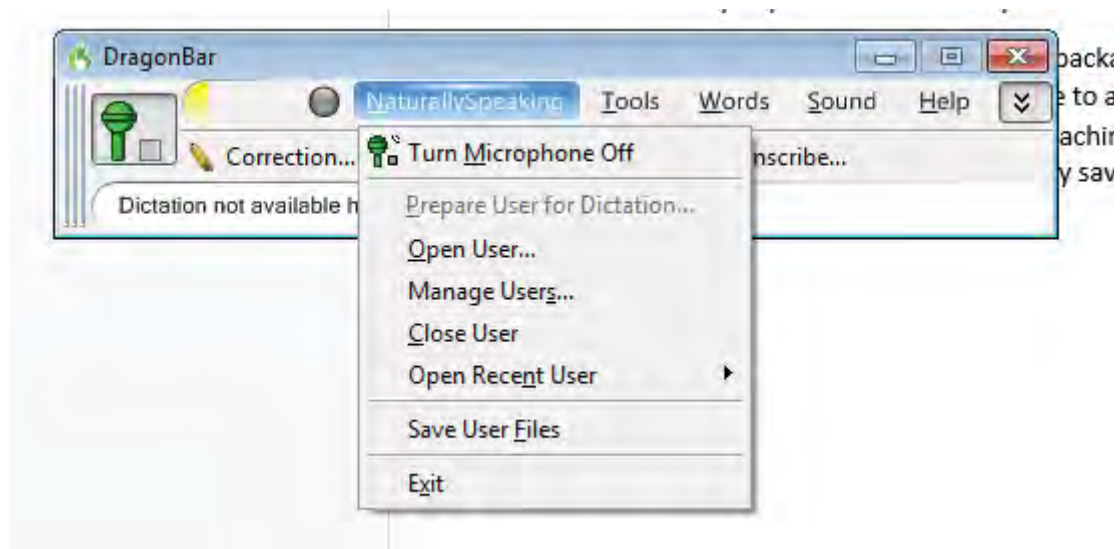


Creating your voice profile

This is a very important task which you must do the first time you use Dragon.

It only takes about 10 minutes and the package guides you through the process. When the training is complete Dragon will save your profile to a file and you will need to use that profile each time you use Dragon. Be sure that you save the profile to your H drive and/a memory stick.

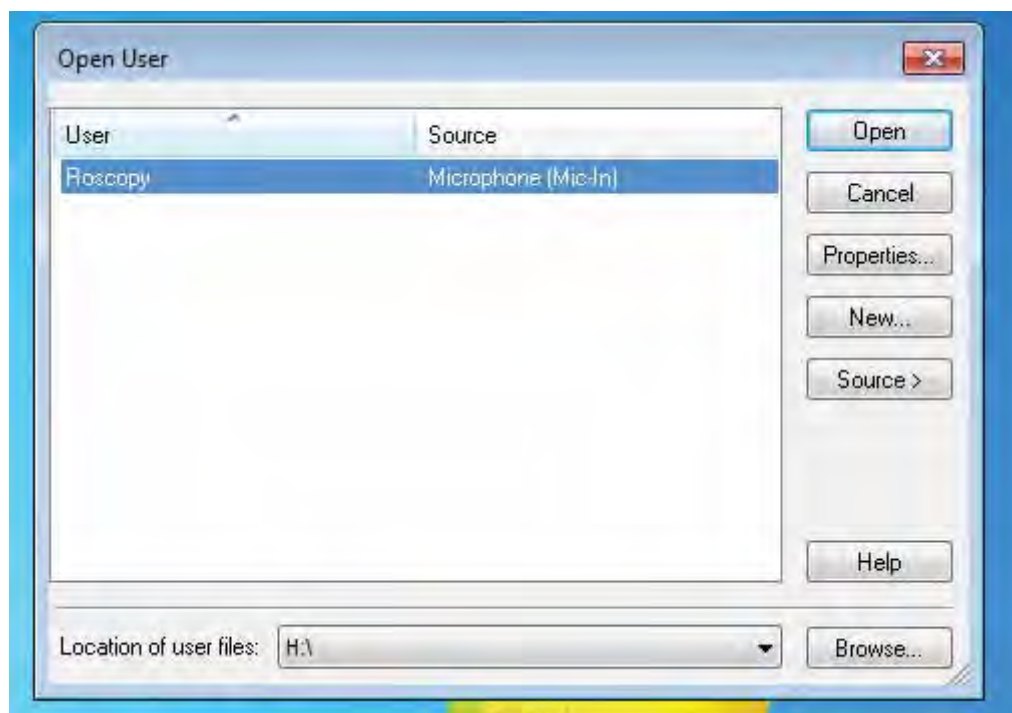
The NaturallySpeaking tool bar contains the options for dealing with profiles.



Creating a new profile

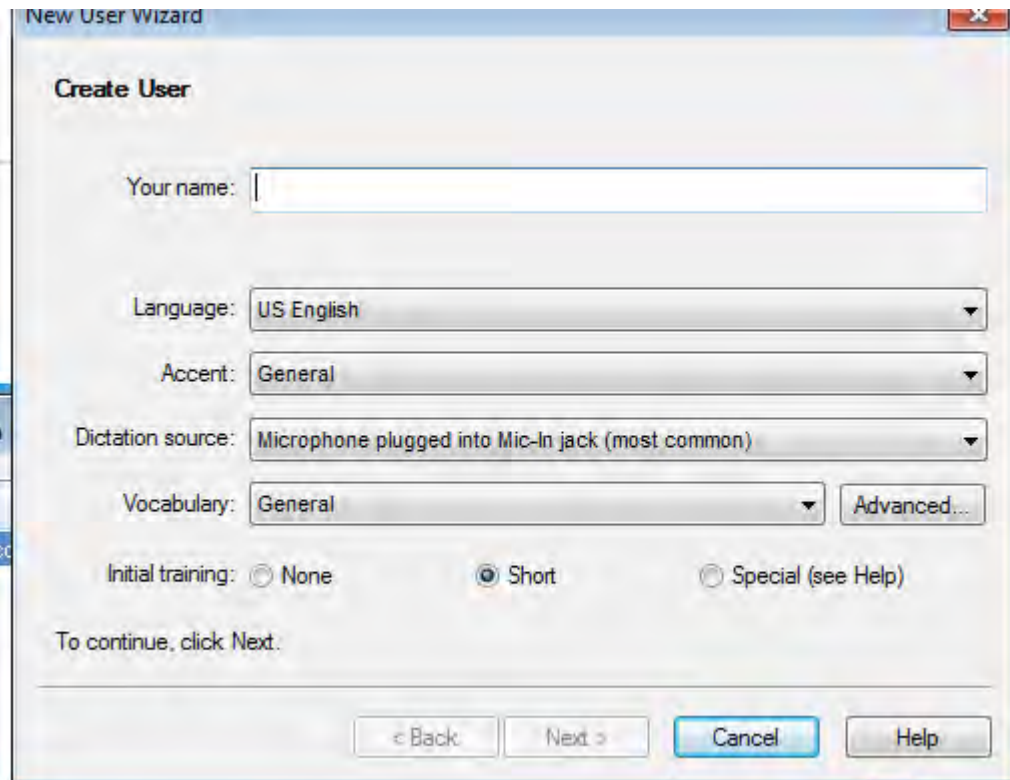
Select Open User

Select the appropriate profile from the appropriate location or create a new one.



Select New.

Then follow the instructions. They are clear and will guide you through the whole process. Use the 'Accent' option to pick which accent is most appropriate for you.



The screenshot shows the 'New User Wizard' dialog box, specifically the 'Create User' step. The dialog has a title bar with 'New User Wizard' and a close button. The main area is titled 'Create User'. It contains several fields and options:

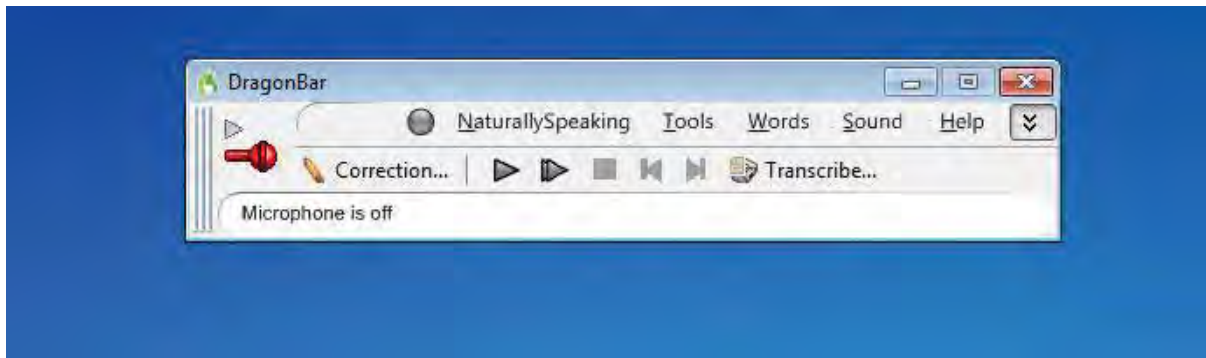
- 'Your name:' followed by a text input field.
- 'Language:' with a dropdown menu showing 'US English'.
- 'Accent:' with a dropdown menu showing 'General'.
- 'Dictation source:' with a dropdown menu showing 'Microphone plugged into Mic-In jack (most common)'.
- 'Vocabulary:' with a dropdown menu showing 'General' and an 'Advanced...' button.
- 'Initial training:' with three radio buttons: 'None', 'Short' (which is selected), and 'Special (see Help)'.
- A line of text: 'To continue, click Next.'
- At the bottom, there are four buttons: '< Back', 'Next >', 'Cancel', and 'Help'.

Once you have created a profile it will ask you if you want to teach it more about yourself though scanning your files etc. Say no. You can now start to use Dragon.

If this is the first time you have used Dragon I suggest you open Word and dictate something.

Activating your headset microphone.

Activate the microphone on your headset by clicking on the red microphone icon – it will turn green when it is on. Click on the green microphone to turn it off again.



Dictation

Once you have activated the microphone you can begin to dictate.

Simply dictate as clearly as you can and don't forget that you have to insert punctuation.

Many of the punctuation commands are the same as the punctuation names – e.g. comma, semi-colon, full-stop, dash.....

There are many commands that you can use to move the cursor around, to underline, to capitalize etc. you will probably only use a small subsection of the commands. A few of the very basic commands are listed below but for full details either look at the **online help** or use the printed manual (which is clearer than online help in V10 – please ask at the Library helpdesk - The manual is kept in a red folder in the equipment cupboard in office 107).

Say, 'new line' for a new line

Say 'new paragraph' for a new paragraph

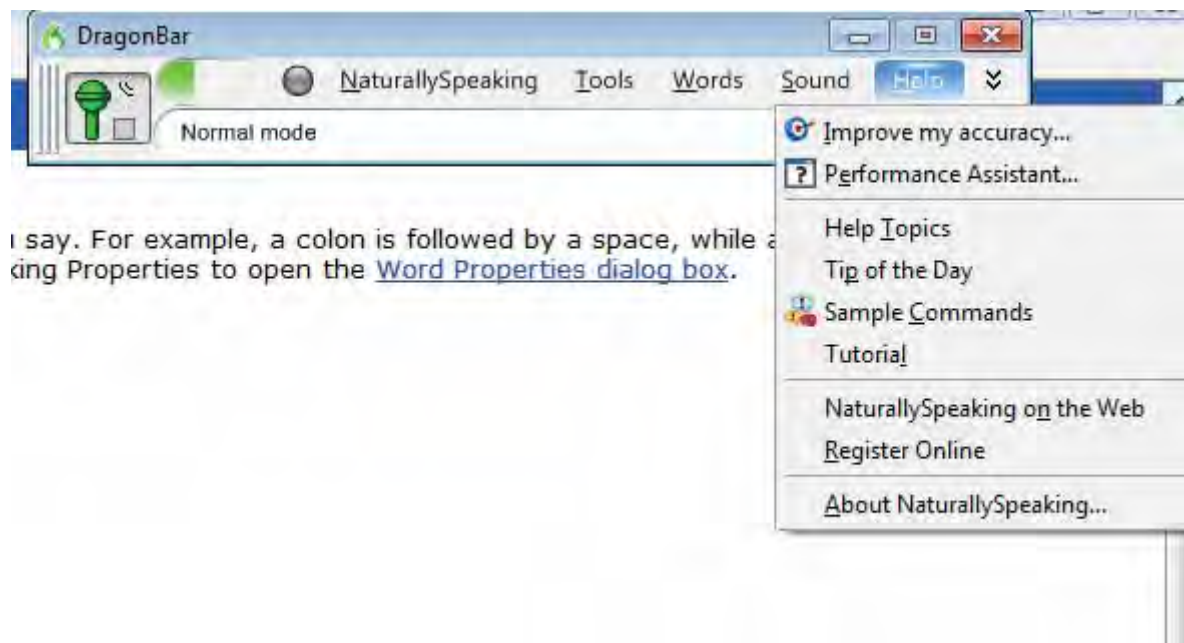
Say 'delete that' to erase the words that you have just dictated

Say 'Go to top', 'Go to bottom' to go to the top or bottom of the page

Say 'numeral 26' for example, if you want the number to appear as numbers.

Say 'caps on' to capitalise the first letter of all words after you say caps on (eg for a title) and then say 'caps off'

Use the Help tool bar and select Help Topics



Select Help Topics and you can choose which subsection you want to look at – the menu is on the right hand side – see examples below.

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Dictation commands

When you are dictating, you can say the following dictation commands without pausing.

Say	To
"New Line"	Press the Enter key once
"New Paragraph"	Press the Enter key twice, capitalize next word.
"Cap <word>"	Type <word> with an initial capital
"Caps On"	Start typing words with initial capitals
"Caps Off"	Stop typing words with initial capitals
"All Caps <word>"	Type <word> in all uppercase
"All Caps On"	Start typing words in all uppercase
"All Caps Off"	Stop typing words in all uppercase
"No Caps <word>"	Type <word> in all lowercase
"No Caps On"	Start typing words in all lowercase
"No Caps Off"	Stop typing words in all lowercase
"No Space <word>"	Do not put a space before <word>
"No Space On"	Stop putting spaces between words
"No Space Off"	Start putting spaces between words

Notes

- To enter the word "cap" (as in "baseball cap"), pause after saying "cap."
- The capitalization and spacing modes are automatically canceled if you move around your document.
- If you move the cursor (insertion point) by mouse or keyboard, or change windows, the next word you say will not be capitalized.
- You can set the Caps Lock key overrides capitalization commands option in the [Formatting dialog](#). With this option enabled, the following commands are not active: "Cap <word>", "Caps On", "Caps Off", "All-Caps <word>", "All-Caps On", "All-Caps Off", "No-Caps <word>", "No-Caps On", "No-Caps Off". The following commands are still active: "Cap That", "All-Caps That" and "No-Caps That".

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Punctuation and symbols you can dictate

You can enter the punctuation marks and symbols listed below in text you dictate.

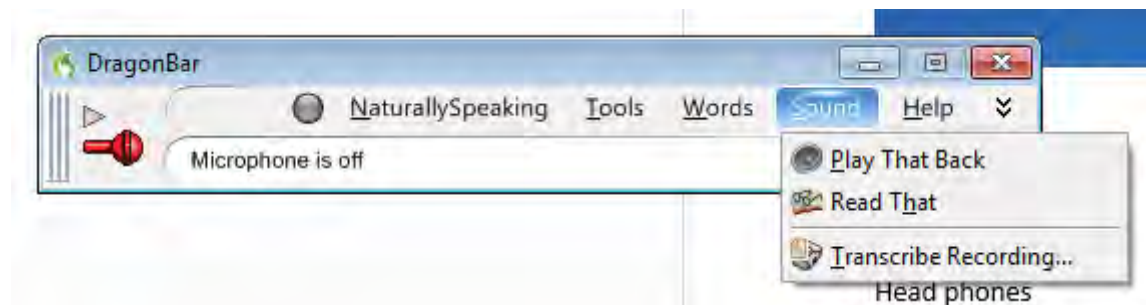
Some punctuation marks appear more than once in this list because Dragon treats them differently depending on the context. You can view these properties by opening the [Vocabulary Editor dialog box](#), selecting the punctuation mark you want to edit.

To enter	Say	To enter	Say
&	ampersand	*	asterisk
'	apostrophe	's	apostrophe ess
@	at sign	"	backquote
'	begin single quote	'	close single quote
'	open single quote	'	end single quote
"	open quote	"	close quote
"	begin quote	"	end quote
\	backslash	/	forward slash
:	colon	:	numeric colon
,	comma (optional)	,	numeric comma
^	caret	...	ellipsis
--	dash	°	degree sign
.	dot	~	US/Canada: tilde (optional) Other than US/Canada: full stop (optional)
.	point	©	copyright sign
\$	dollar sign, or dollar, or dollars	€	euro sign or euro or euros
=	equal sign	-	hyphen
!	US/Canada only: exclamation point All other dialects: exclamation mark	-	nonbreaking hyphen
£	US/Canada: pound sterling sign Other dialects: pound sign	?	question mark
®	registered sign	§	section sign
;	semicolon	(space)	space bar
(tab)	tab key	~	tilde
_	underscore		vertical bar

There are also useful clips on YouTube explaining how to use Dragon.

Reading text out loud

If you want to have the text read out then select Sound on the tool bar.



Use 'Play that Back' in order to hear your own voice and commands that you said.

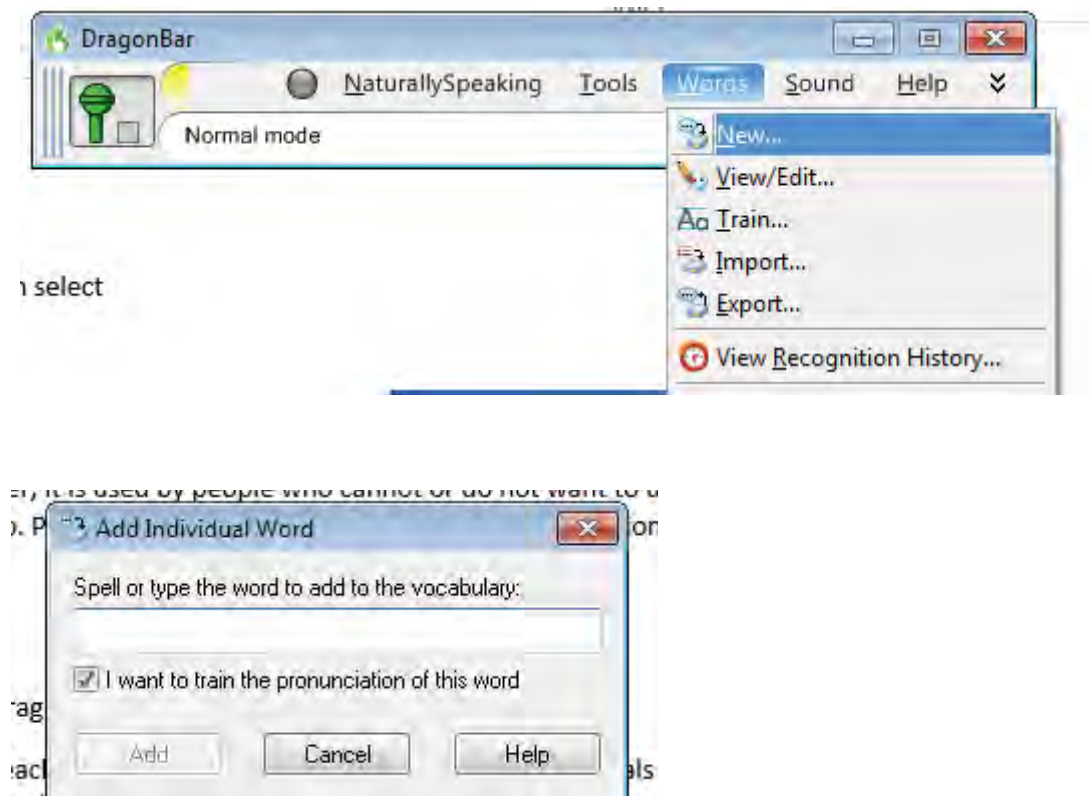
Use 'Read That' to hear the text being read by a synthetic voice. This function does not include the commands and so is appropriate for just listening to some text.

You can use Dragon on a number of applications. For example you may wish to use it to dictate e-mails, to create Word documents, or to create text files, or to issue commands and listen to webpage content. Dragon enables you to move around the desktop, make selections, send e-mails etc. without touching the keyboard. Many people use a mixture of voice commands and the keyboard and mouse to move around. You do need to learn the commands for this and have a degree of perseverance. If you cannot easily use a keyboard or mouse you are likely to need some formal training.

Other functions

New words

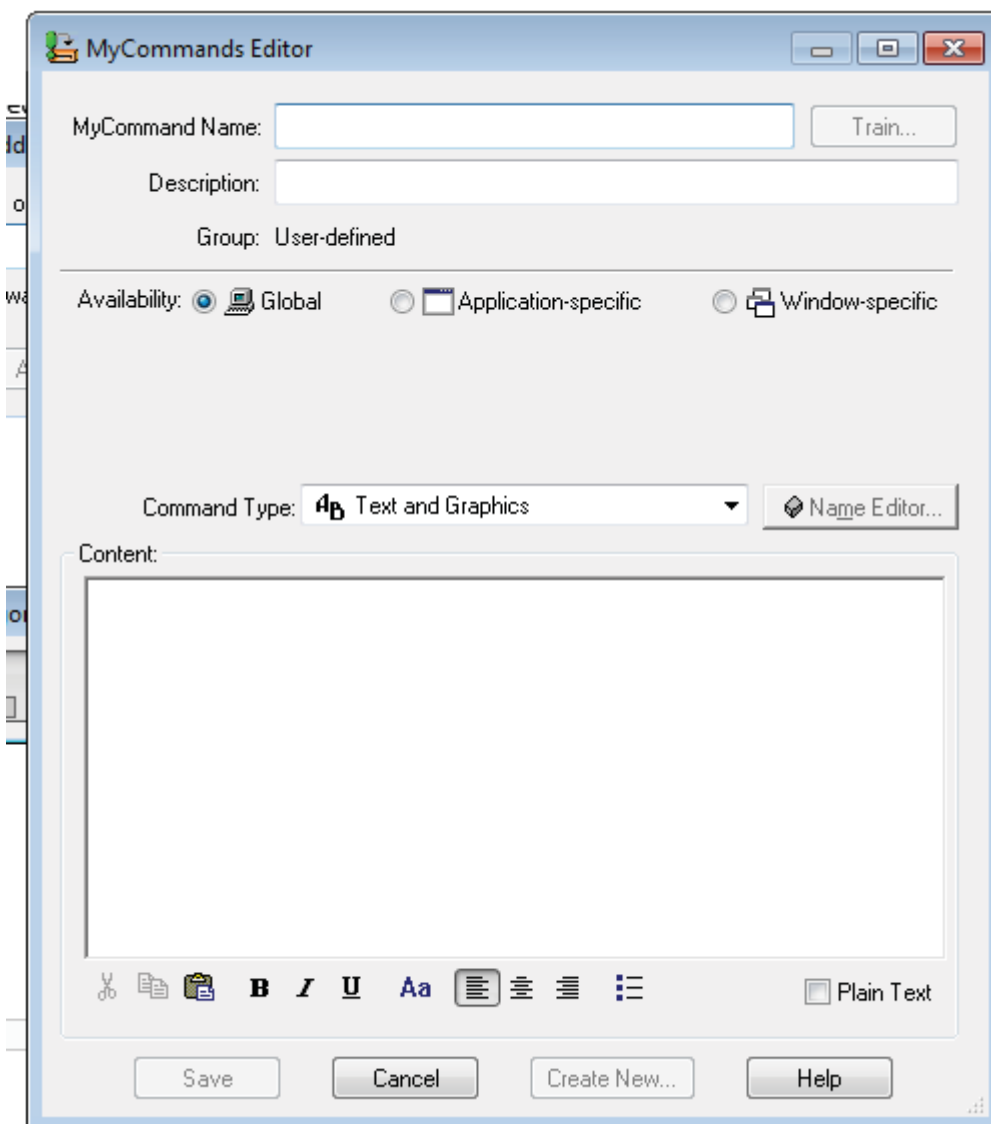
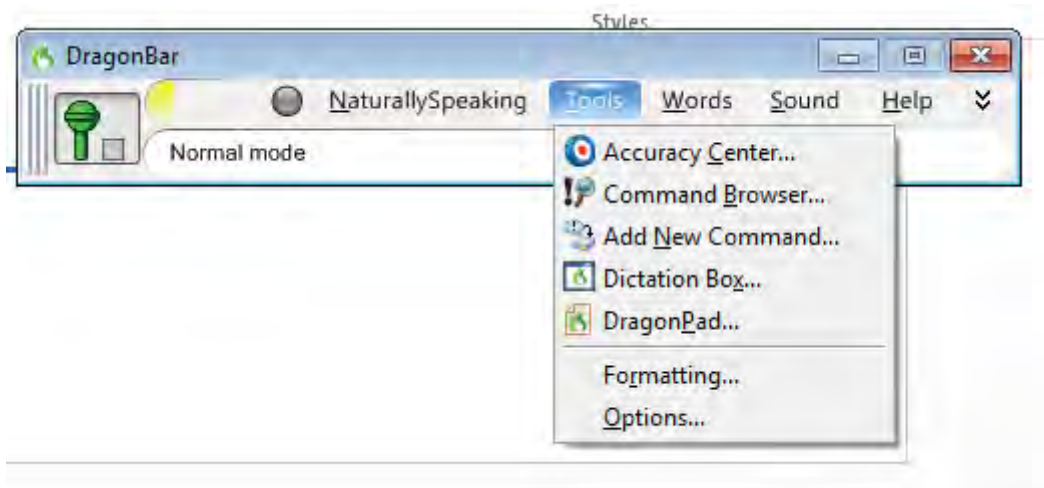
Be aware that you can teach Dragon new words, jargon etc. In general it deals very well with technical and quite unusual words.



New Command

You can also add a 'New Command' which is useful when you have standard paragraphs or salutation, for example, that you like to include in documents.

Select Tools and then Add New Command



Type or dictate in a name for your command – something uncommon – it can consist of several words. Eg. 'my special paragraph'.

Give it a description

Then either dictate or type in the text you want to appear when you say the command.

E.g. When I say 'my special paragraph' Dragon will insert the text associated with that command.

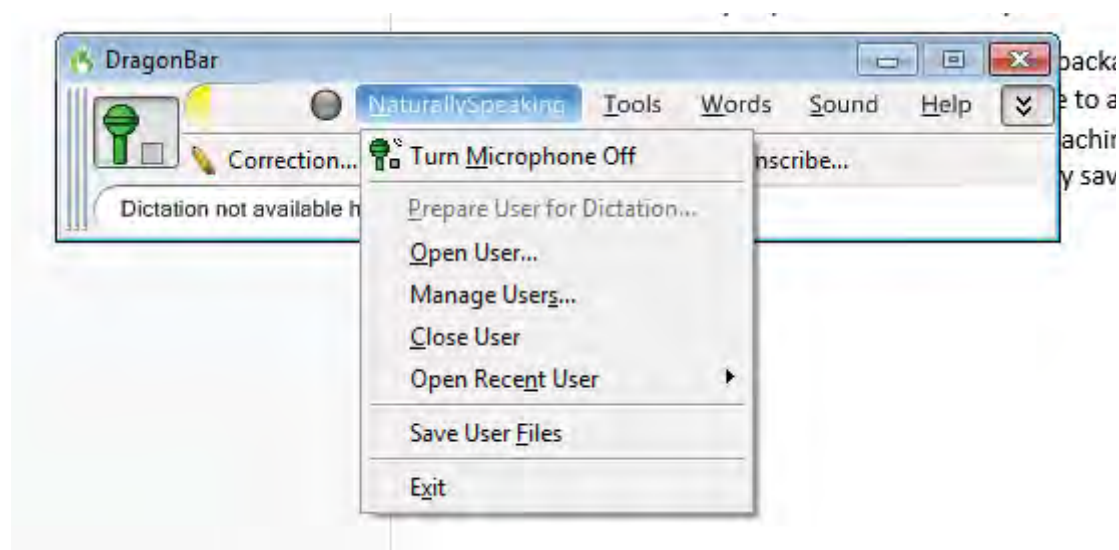
Maybe you always include this same words at the end of a letter, for example.
So it may go something like this -- I hope that this answers your question and that you are able to find the materials that you looking for. However if you require any more assistance please do not hesitate to contact me.
Kind regards,

Ros
Library@warwick.ac.uk

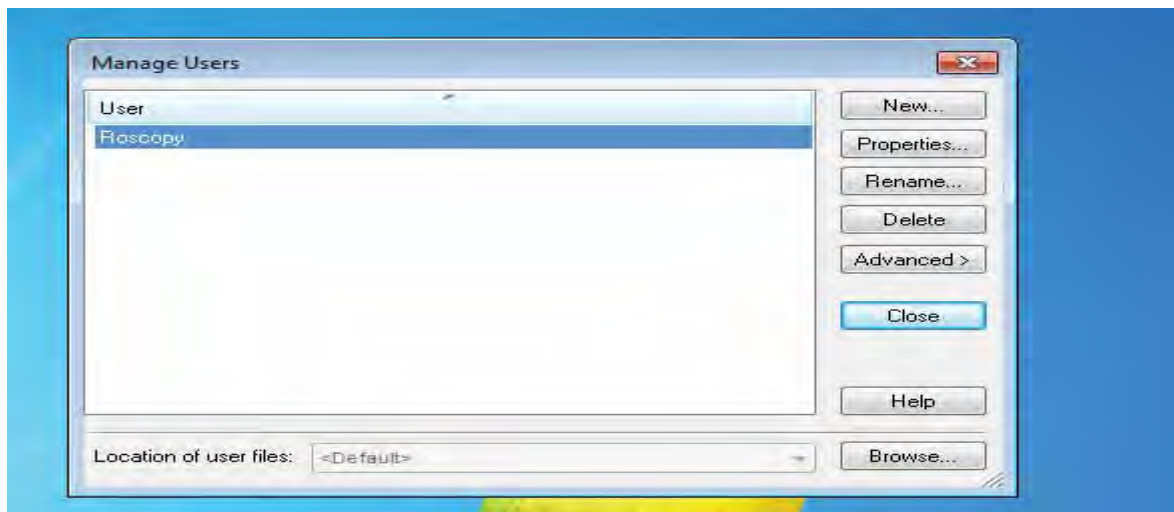
Importing and Exporting profiles

You may wish to create a profile and save it for use elsewhere or you may wish to use a profile created elsewhere.

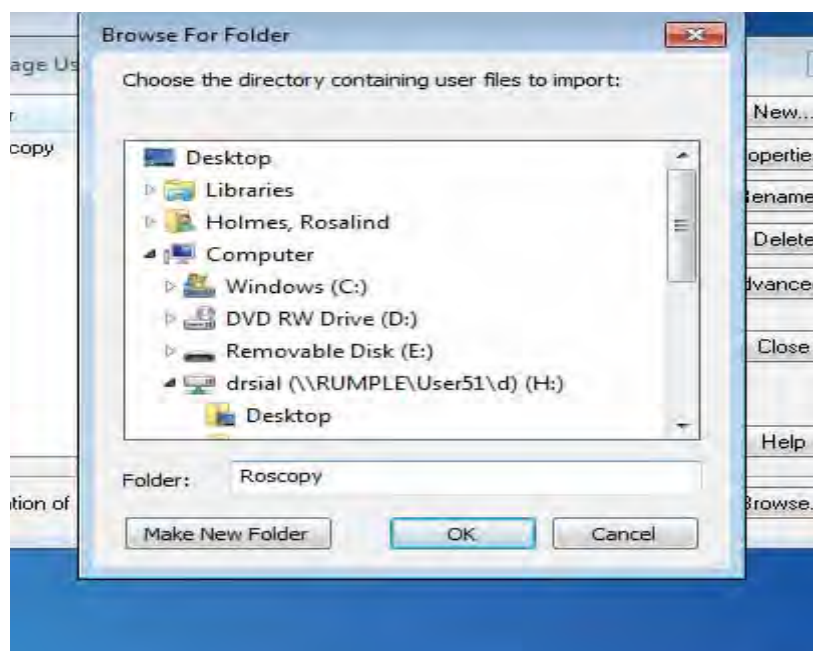
Select the Naturally Speaking option on the tool bar and then select Manage Users.



Select the Advanced button. You will be presented with options to import or export a profile.



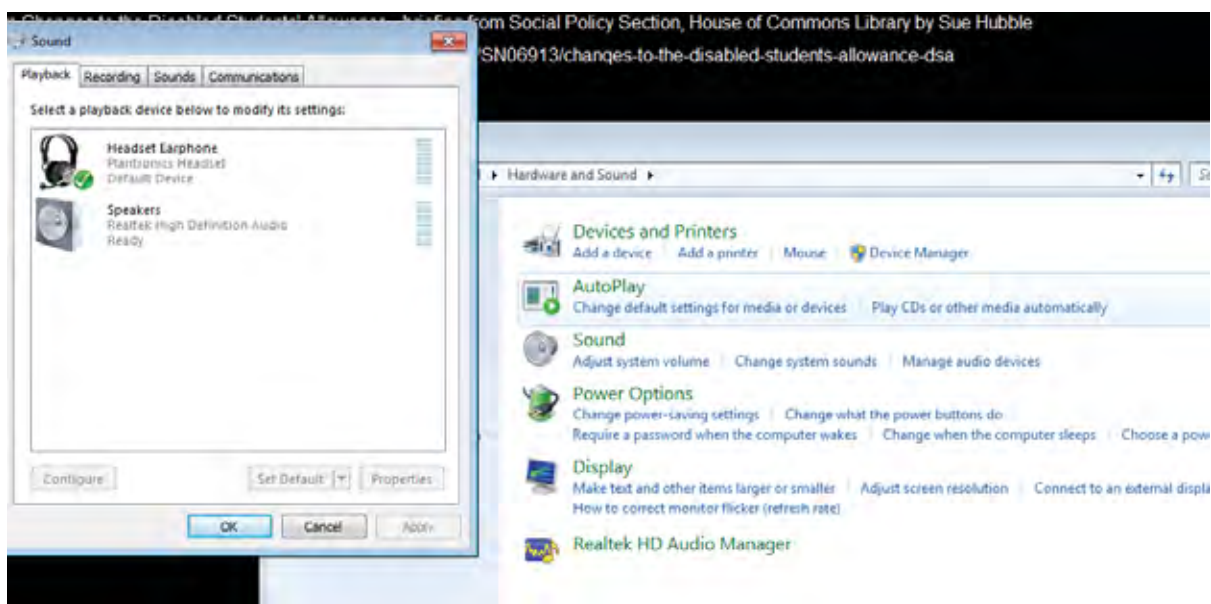
Choose where you want to import your file from or export it to using the usual Windows drop down window. It is probably best to keep a profile on your H drive if you are just using Dragon on campus. Alternatively save it to a memory stick. NB: Dragon updates your profile whenever you use it so don't forget to save it at the end and export a copy.

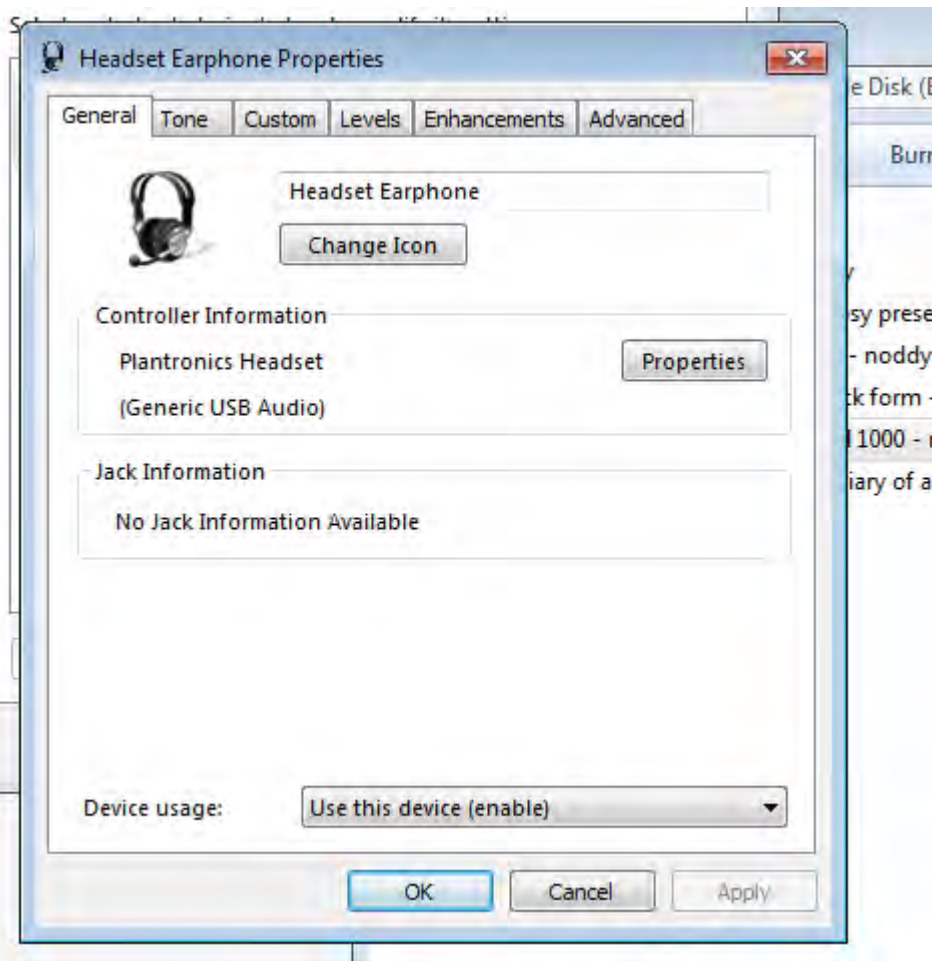


Trouble shooting

If you want to find out more about Dragon's functions then use the Help function or use a search engine to find guidance issued by Nuance, user forums etc. There are many clips on YouTube.

If your headphones are not working check that the Plantronic headphones are activated on the Windows control panel.





If you still cannot hear through the headphones check that the volume is turned up either on the desktop or on the actual headphones which have a volume button



If you cannot get Dragon to understand you then try and speak clearly but naturally. You can give it additional training with your voice -- see accuracy training under the tools option. Do not try and use Dragon without creating your own voice profile.

If it is not responding to your dictation check that you have clicked on the microphone icon and that it is green and not red!