



Dragon Speak User Guide

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Starting To Dictate

Starting Dragon Speak

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

1. Double-clicking the Dragon icon on the desktop.
2. Selecting Start > Programs > Dragon

NaturallySpeaking 11.5 > Dragon NaturallySpeaking 11.5.

Turning on the Microphone

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

1. Click the microphone icon on the DragonBar. You can click this icon again to turn it off.
2. Press the plus (+) key on the numeric keypad to turn the microphone on, and then press it again to turn the microphone off.
3. Click 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

To make Dragon Speak stop listening temporarily:

1. Say "Go to Sleep" or "Stop Listening." Then Dragon Speak ignores everything except the "Wake Up" or "Listen To Me" commands.

2. 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

As you speak (dictate), Dragon Speak indicates that it is processing by displaying a small Dragon logo at your insertion point, and when you pause, your dictated words appear wherever you put your insertion point. Our research shows that this enables many users to dictate better. Don't worry about mistakes at this point; Dragon Speak improves as you use it.

Note: Remember to click in the window you want to talk to before you speak.

Using Natural Punctuation

Dragon Speak 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 > Auto-Formatting Options from the menu of the DragonBar and clicking automatically add commas and periods.

Dictating Punctuation

You can dictate punctuation at any time while you are using Dragon Speak, 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 Paragraph

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).

TO	SAY
Add a new line	"New Line"
Add a new paragraph	"New paragraph"

Note: Saying "New Paragraph" presses the ENTER key twice and capitalizes the next word you dictate.

Tips For Dictating Text

1. To erase the last thing you said, say "Scratch That."
2. You can repeat "Scratch That" to undo a sequence of phrases.
3. 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.
4. To stop a recognition in progress (and turn the microphone off), click the small red button inside the Results Box.
5. 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.
6. To remove a trailing space after a word, you can say "Delete Previous Character."
7. To clear (deselect) your last selection, say "Unselect That."

Using the Dictation Box

Normally you can dictate and use Dragon Speak 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:
 - a. Saying "Show Dictation Box"
 - b. Select Tools > Dictation Box from the DragonBar
 - c. Use CTRL + SHIFT + D
3. When the Dictation Box displays, you can dictate and edit text inside the Dictation Box using all Dragon Speak 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.

Getting Help

To access the online Help for Dragon Speak, click the Help menu on the DragonBar and choose Help Topics.

Alternatively, 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 display next to the application window and give you examples of the most common commands that work in the application you are currently using.

The online help includes the following information not found in this user guide:

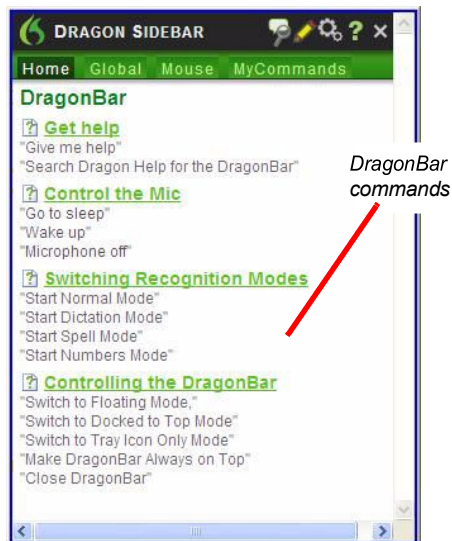
- Creating and Managing Users
- Dictation Guidelines
- Dictating using a Portable Recorder
- Dictating with a Roaming User
- Recognition Errors Revising Text
- Improving Recognition Accuracy
- Working on Your Desktop
- Working in Programs
- Creating Commands with My Commands
- Dragon Tools

“What Can I Say?”

Saying “What Can I Say?” brings up the Dragon Sidebar with Dragon Tips displaying below it. The Dragon Sidebar displays a selection of useful commands that Dragon Speak recognizes for the current context, whether it is a particular program you are using or the Windows desktop.

To Open The Dragon Sidebar:

1. Choose Dragon Sidebar from the Help menu on the DragonBar or say either “What can I say” or “Show Sidebar.”
2. The Dragon Sidebar opens, displaying a selection of commands next to the window you are working in.



Tutorial

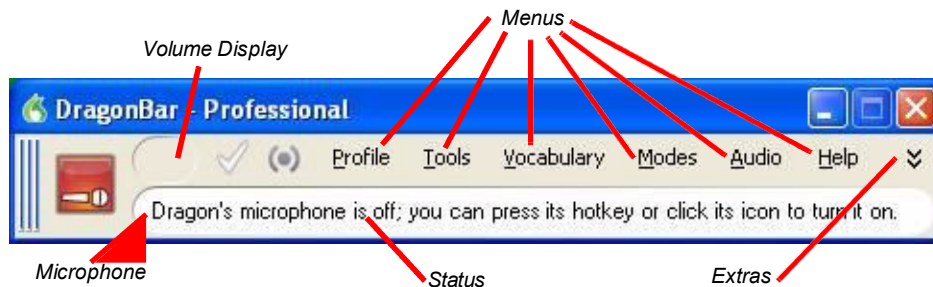
To start the Tutorial, choose Tutorial from the Help menu on the DragonBar. The Tutorial includes a number of lessons covering the basics of Dragon Speak.

Troubleshooting

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

The DragonBar

The DragonBar gives you access to Dragon Speak functions and features.



Microphone Button and Volume Display

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

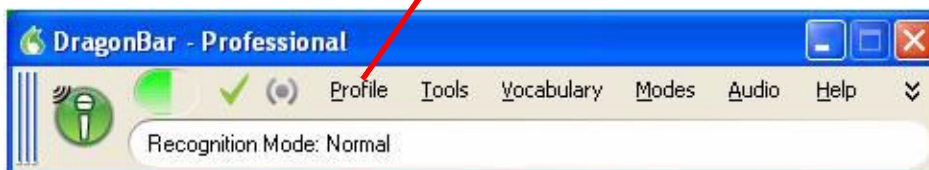
1. Yellow means silence or that you are speaking too softly.
2. Green means that you are speaking at a proper level
3. Red means that you are speaking too loudly.



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.

Full Text Control indicator (looks like check mark) displays in green to show that you can dictate.




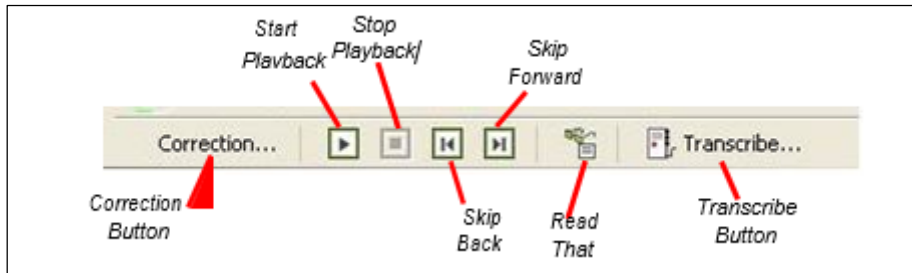
Normally you can dictate and use Dragon Speak voice commands in any text window of any application. However, you may occasionally find an application or a particular window in an application where some voice commands won't work or won't work consistently.

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 more information on using the Dictation Box.

Extras Toolbar

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



Correction

Clicking the Correction button opens the Correction menu to teach the computer what you said.

Transcribe

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

Start 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 Stop Playback button to stop the recorded speech playback.

Read That

When you select text and click the Read That button, Dragon Speak reads the text to you.

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.

You can display the Extras menu items in the main DragonBar. See the online help for more information.

Controlling Dragon with Voice Commands

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

Dictating Numbers, Punctuation, and Special Characters

Dictating Numbers

In most cases you can dictate numbers, including postal codes, as you normally say them. Dragon Speak 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:

1. 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.
2. You can use “oh” and “zero” interchangeably to get 0.
3. 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.
4. For a decimal point, say “point.”

TO ENTER	SAY
1	one
	numeral one
5	five
	numeral five
17	seventeen
23	twenty three
179	one hundred seventy nine 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: ought [point] nought three
43.28%	forty three [point] twenty eight [percent sign]
2460	oh two four six zero
02460-1458	oh two four six zero [hyphen] one four five eight
2 3/ 4	two and three fourths
Nov-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]

Using Numbers Mode

Any time you need to dictate a series of numbers and do not want Dragon Speak 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.”

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
9-Apr-01	April 9 [comma] two thousand and one
14/ 07/ 85	fourteen [slash] oh seven [slash] eighty five
3/11/2002	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

Times of Day

Dictate the time of day the way you would normally say it US/ Canada: Dragon Speak 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 <i>or</i> 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 <i>or</i> three [colon] zero zero
5:00 PM	five o’clock p m

Other Dialects: Dragon Speak 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
8.3	eight [point] thirty
7.45 AM	seven forty five a m
10.22 PM	ten twenty two p m
3	three o'clock
5.00 PM	five o'clock p m

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 Speak 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
1-800-5551212	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

Automatic Formatting of Dates, Times, Telephone Numbers

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

1. On the DragonBar, select Tools > Auto-Formatting. The Auto- Formatting dialog box appears.
2. 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.
3. Click the check box labeled Format times. Dragon Speak then formats times based on your Regional Settings in Windows.
4. To have hyphens added to a phone number automatically, click the check box labeled Phone numbers (all other editions).
5. You can also click the check box for Prefer 5 million over 5,000,000.
6. 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.
7. If you have any edition, click OK to save the settings and close the dialog box.

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
2-Jan	one half
4-Jan	one fourth or one quarter
15/ 16	fifteen sixteenths or fifteen over sixteen
3 7/ 8	three and seven eighths or 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
12-Sep	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).

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	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

Postal and ZIP Codes

Dragon Speak can automatically formats postal codes. This feature is controlled from the Auto-Formatting tab of the Options dialog box.

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
1886	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

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
99.5	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
£ 99.5	ninety nine pounds and fifty pence
£ 2.2	two pounds twenty
£ 5 million	five million pounds

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.

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.

Punctuation

Using Natural Punctuation

Dragon Speak 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.

Enabling and Disabling Automatic Punctuation

Natural Punctuation is turned on by default.

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

1. Select Auto-Formatting Options from the Tools menu of the DragonBar and click automatically add commas and periods.
2. By saying “autopunctuation on” and “autopunctuation off.” Turning Natural Punctuation on and off by voice sets the option above in the Auto-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]
?	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)

TO ENTER	SAY
)	close paren (US/ Canada) right paren (US/ Canada) right parenthesis(All Dialects) close parenthesis(All Dialects)
'	apostrophe
's	apostrophe-ess
- hyphen	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 Speak will often add it. If Dragon Speak 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	We took my brother [apostro- car phe ess] car
I met my friends'	I met my friends [apostrophe] children

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
TO ENTER	SAY
Tokyo-based company	Tokyo based company
nine-year-old boy	nine year old boy

Including Hyphens as You Dictate

To hyphenate words that Dragon Speak 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 Speak will usually hyphenate the last few words that you said.

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 Speak 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.

Dictating Compound Words

Dragon Speak 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 Speak 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 Speak vocabulary. For example, you can dictate "Martin Luther King," "New York Times," and "Boston."

To dictate a name, first try dictating the name. Dragon Speak automatically capitalizes the names it knows. If Dragon Speak incorrectly types the name, correct it by keyboard or by voice.

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

Dictating Abbreviations and Acronyms

Dragon Speak 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
US/ Canada: Dr.	Doctor
Other Dialects:Dr	
UK	U K (say each letter)
RSVP	R S V P(say each letter)
HTML	H T M L(say each letter)
8 cm	eight centimeters
US/ Canada: pp. 27–33	pages 27 hyphen 33
Other Dialects:pp 27–33	
NATO	NATO (say as one word)
NASDAQ	NASDAQ (say as one word)

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

Dictating E-mail and Web Addresses

Dictate e-mail and Web addresses as you would normally say them. Dragon Speak 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:

1. When you say “h t t p” or “w w w,” Dragon Speak knows to format the next words you say as a Web address.
2. Say the following abbreviations by pronouncing them as words: “co,” “com,” “gov,” “mil,” “net,” and “org.”
3. Say the following abbreviations by saying each letter: “a c,” “b n,” “c a,” “e d u,” “ie,” “h k,” “l d,” “i n,” “j p,” “m y,” “p h,” “s g,” “t h,” and “u k.”
4. Use the “No Caps On” and “No Caps Off” commands to enter an e-mail or Web address in all lowercase letters.

Dictating Special Characters

Dictating Common Special Characters

The following special characters are in the Dragon Speak 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
%	percent sign
®	registered sign
§	section sign
™	trademark sign
+ plus sign	plus sign
- minus sign	minus sign
«	open euro quote
»	close euro quote
#	All Dialects: hash sign or sharp sign US/ Canada: number sign or pound sign
£	US/ Canada: pound sterling sign Other Dialects: pound sign or pound
:-)	smiley face
:(frowny face
;-)	winky face

Switching Recognition Modes

Dragon Speak lets you use different recognition modes in your dictation. Dragon Speak 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 mode, you can:

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.

Correcting and Editing

When Dragon NaturallySpeaking 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 Speak 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.

Note: 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.

Correcting Mistakes

There are a number of ways you can correct the misrecognitions. 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.
 - a. If one alternative is correct, say "Choose" and the number of that alternative.
 - b. 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."

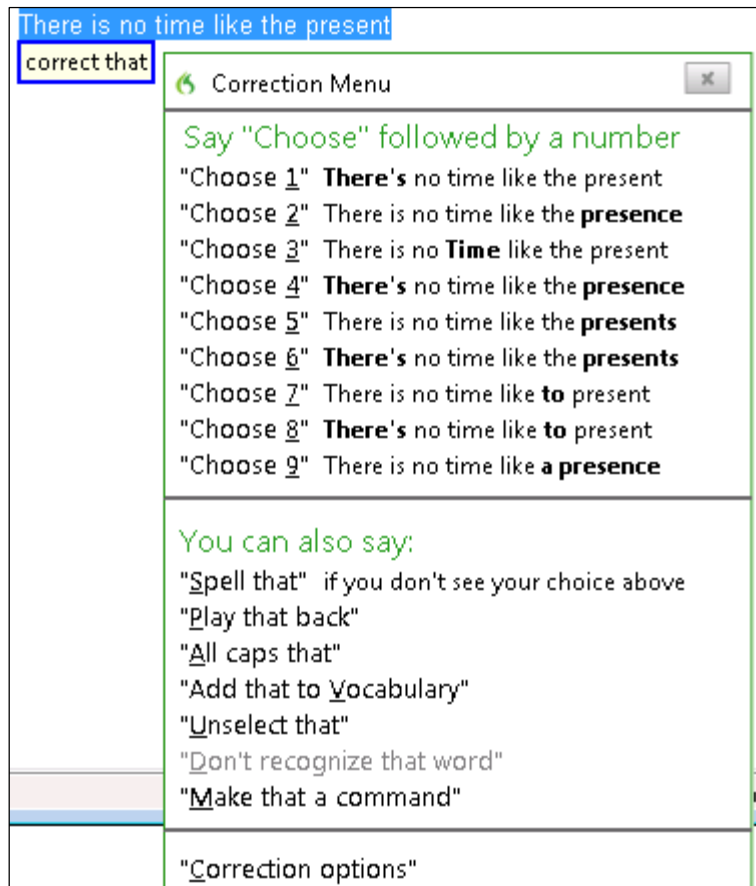
Selecting a large amount of text or an entire document and then saying "Spell That" can produce unpredictable results.
2. Verify that the correct text appears in the document in place of the misrecognized text and continue to the next misrecognition.

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 ENT ER 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.



To correct a word or phrase with the Correction menu:

1. When you notice a mistake, pause in your dictation, and then say "Select" and the incorrect word or phrase. If the error is in the last thing you said, you can just say "Select That." Dragon Speak highlights the word or phrase, and the Correction menu appears.
2. If the correct word or phrase is on the list, start spelling to choose it, or say "Choose" and the number of that choice. For example, say "Choose 2." Do not say "Choose Numeral Two" or Dragon Speak will transcribe the phrase as the text "Choose Numeral Two" or "Choose 2" depending on how you set the number formatting options on the Auto-formatting dialog box.
3. If the word or phrase you want is not on the list, spell the word, or say "Spell That," or just say the word again correction dialog items.

The Correction menu contains the items listed below. You can choose them by voice, mouse, or using the down arrow and pressing Enter.

Do not say "Choose Numeral Two" or Dragon Speak will transcribe the phrase as the text "Choose Numeral Two" or "Choose 2" depending on how you set the number formatting options on the Auto-formatting dialog box.

Numbered List of Alternative Recognitions

Lists alternatives to what Dragon Speak thinks it heard. If one alternative is correct, say "Choose" and the number of that alternative. For example, "Choose Two."

Spell That

Saying "Spell That" opens the Spelling window, where you can enter the correct word or phrase by spelling it or typing it. Use the Spelling window to play back a segment of dictation, modify an alternative that is almost correct, or provide acoustic training so that Dragon Speak better "hears" the difference between what you said and what it had originally transcribed.

Note that if you enter a word in the Spelling window that is unknown to Dragon Speak, Dragon Speak adds the word to its Vocabulary.

Play That Back

Plays back recorded dictation of the selected word or phrase.

All Caps That

Capitalizes the initial letter in the selected word or words.

Add That to Vocabulary

Displays the "Add Individual Word" dialog so you can add the selected word or phrase to the vocabulary. Adding the word or phrase will help Dragon Speak recognize it in the future.

Unselect That

Deselects the selected word or words.

Don't Recognize That Word

Removes the selected word from your active Vocabulary, so that Dragon Speak won't recognize it again. This can save you time if Dragon Speak repeatedly replaces words you dictate with words you don't use.

For example, if you dictate the name "Cassity" often and Dragon Speak always hears "Cassidy," you could use Don't Recognize That Word from the Correction menu to turn off recognition of Cassidy. If you decide later that you do need to use the word, you can add it back using the Vocabulary Editor.

Make That a Command

Displays the MyCommands Editor to make the currently selected word or phrase a Dragon Speak Command. With this option, you can associate up to 70 characters of dictation that you reuse frequently with a single command. That way, you don't need to retype it or retrieve it from a file location on your computer when you want to reuse it.

Correction Options

Opens the Correction tab of the Dragon Speak Options dialog box where you can modify the behavior of the Correction menu and specify which command is used to bring it up, "Correct" or "Select."

Correcting Punctuation

Note the following when correcting punctuation:

1. 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."
2. When you select punctuation, the Correction menu might list alternate punctuation.
3. If Natural Punctuation is turned on, when you select a phrase that Dragon Speak has added punctuation to, the choices will include punctuation changes.

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

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

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

4. 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. To replace the period or full stop with an exclamation mark, say “exclamation mark.”

Selecting the Same Text Again

If the words you’re trying to select appear more than once on the screen and Dragon Speak 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 Speak 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	THEN
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	THEN
Select	Next	Word
	Previous	2...20 Words
	Forward	Character
	Back	2...20
		Characters
Last		

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 Dictated

You can erase the last words you dictated by saying “Scratch That.” When you say this command, Dragon Speak 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.”

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.
Say “Delete That.”
2. You can also say “Scratch That” to do the same thing.

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	THEN
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	THEN
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.”