

Guide to using



with Microsoft Word

By James McEwen

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## Basic Assumptions

This manual assumes the following points:

- You have already created a voice file
- You have some knowledge of Dragon Naturally Speaking
- You are familiar with computers
- You have general use of your hands

## Starting at the Beginning

Start Dragon Naturally Speaking by double-clicking on the Dragon shaped icon on your desktop. When Dragon is ready you'll see the Dragon toolbar at the top of your screen. Open Microsoft Word as you normally would. Dragon is now ready for dictation.

To begin dictating, the microphone must be turned on. To turn the microphone on, you must click the microphone on the left of the toolbar. If you are using a standard keyboard, you can press the plus key on the number pad. Dragon is ready to dictate when the microphone on the Dragon bar is vertical and green.

Off



On



Asleep



When you want to make the microphone inactive, you can put Dragon to sleep. Saying the command “go to sleep” does this. Dragon will no longer dictate what you say, but can be wakened by saying the command “wake up.”

## Microphone Feedback

When you're dictating into Dragon you'll see the feedback bar beside the microphone changing colour as you speak. When the **feedback bar is yellow** it means that Dragon is either waiting for you to dictate or you are **speaking too softly**. When it is **green** you're speaking at the **perfect volume**. When it is red you are **speaking too loudly**.

Yellow	Waiting for you to dictate
Green	Dictating at a good volume
Red	Speaking too loudly

## Results Box

Dragon displays a result box under the microphone or near the cursor as you dictate. It displays your commands in result box as well as what it thinks you are saying.

- If you see a phrase that produces no action, looking results box. If you say a phrase that produces no action, looking results box.
- If the phrase is NOT displayed with initial uppercase characters is not a valid command.
- If your command IS valid, but you're getting no results, you are probably asking Dragon to do something it's not able to do. Asking Dragon to select text that is not visible on the screen is an example of this.

## Dictating

A few tips should be followed when dictating.

- Punctuation must be added when dictating
  - This can be done by saying the punctuation needed (Ex. comma, period, question mark, open...close parenthesis)
- When dictating, sit up straight, speak accurately and naturally, think of the way a news broadcaster present him/herself and imitate them.
- If you find Dragon is not as accurate as it has been in the past click on tools click on accuracy centre, then click on check audio settings - after following the steps your accuracy should improve.

## Inserting Basic Punctuation

“Period” or “Full stop”	.
“Comma”	,
“Question mark”	?
“Exclamation mark”	!
“Colon”	:
“Semicolon”	;
“Hyphen”	-
“Dash”	—
“Open quote”	“



many recognition errors and it can be hard to remember what you dictated. This is where you would use the “play that back” command. With this command you would be able to listen to your voice and compare it to the dictated text, enabling you to hear where the program did not recognize your words correctly.

The “read that” command is used for typical proofreading. This offers audible feedback of your document, almost as if someone was reading your work back to you. This way you can hear more easily find errors and fix them accordingly.

## Correcting Mistakes

To correct text by voice, say “select” or “correct” and the text that is incorrect. (Ex. “Select five” - and the number five will be selected) The correction menu will then appear with a number of alternative words or phrases.

- If one of the alternatives is correct, say “choose” and the number of that alternative.
- If none of the alternatives are correct say, “spell that”, then spell the word or words into the spell dialog box then say “OK.”

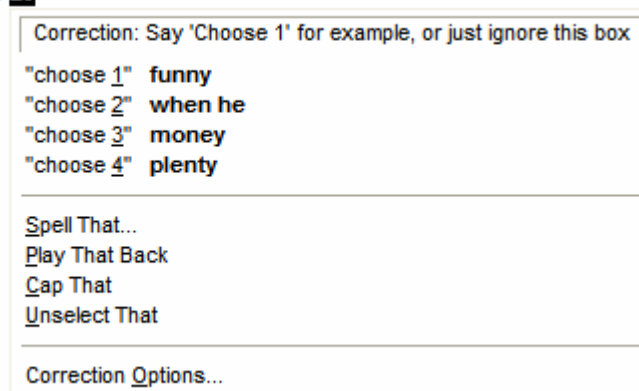
**TIP** Be careful not to select a large amount of text or the entire document and then say spell that, this can produce unpredictable results.

## Using the Correction Menu

The correction menu shows Dragon's best alternative guess to the word/words you dictated and selected.

In the following example, Dragon heard the word “funny” as “20. ”

The text is sometimes **20**



In this example you would choose the correct word from the correction menu by saying “choose one.”

## Correcting the Program's Mistakes

WHEN	SAY
You want to fix a word that was not recognized correctly	Correct <word> (or <phrase>)
You want to fix a word that was not recognize correctly right after you say it	Correct that
Dragon types a word that is a command	Scratch that <b>OR</b> (Do Not Say This): hold down the CTRL key and repeat the command
Dragon thinks a word is a command	Undo that <b>OR</b> (Do not type this): Hold down the SHIFT key and repeat text

## Correcting Your Mistakes

WHEN	SAY
You say a word or phrase you don't want right after you say it	Scratch that
You change your mind about a word or phrase you said in your document and want to change it after-the-fact	1. Select <word> (or <phrase>) 2. Delete that
You dictate a command, but don't like the result	Undo that

## Selecting text

### Select and Say

There is another way of correcting text. This method is called "Select and Say." When you select a word/phrase, ignore the correction menu and say the correct word/phrase including the punctuation.

**TIP** It is easier for Dragon to select the correct text if you choose a short phrase (more than one word) rather than a single word.

## Selecting the same text again

If you're trying to select a word that appears more than once on the page and Dragon selects the wrong one, say “**select again.**” Dragon will select the same word in a different location.

## Unselecting Text

If the wrong text is selected, say unselect that. The word will no longer be highlighted and the correction menu will be no longer displayed.

## Selecting a Long Phrase

You can select a longer phrase by saying “Select < text > Through < text >.” For < text >, substitute the actual word or words at the beginning and at the end of the range of wrong words. For example, you could correct the underlined phrase 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:

“ Select who Through unclear” or ” Select who will Through an unclear”

This will cause the selection to be highlighted, at that point the user can decide whether to delete that section or correct it.

## Selecting a Paragraph or Line

You can select the current paragraph you are working on 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 five paragraphs*.

## Moving Around in a Document

When you're editing a document, you can move around in it by voice. This allows you to go to the end or the beginning of a document, paragraph, or sentence, as well as insert words where desired. The following table summarizes navigational commands that you might use when editing your document.

SAY	THEN
Go to (OR) Move to	Top Bottom Top of document Bottom of document  Beginning line End of line  Top of paragraph Bottom of paragraph

SAY	THEN	THEN
For paragraphs		
Move	Up Back Down Forward	a paragraph OR 1 paragraph 2... 20 paragraphs a line OR 1 line 2... 20 lines
For words or characters		
Move	Right Forward Left Back	a word or 1 word 2... 20 words a character or 1 character 2... 20 characters

## Placing an Insertion Point

You can place an insertion point before or after a specific Word by saying, "insert before" OR "insert after" and then the word or words. After the cursor has move to the insertion point, you can dictate more text, paste text, add punctuation, or dictate a command as needed.

## Formatting Text

You can use voice commands to specify any combination of font name, size, and style, in that order. These commands change text you dictate from then on or text you have selected. To set a new style for text you are about to dictate, use the “Set Font” and “Set Size” commands. To change the style of text you have already selected, use the “Format That” command.

### Changing the Font as you dictate

While dictating, you can change the font face, size, and style by saying “Set Font” followed by the font attributes you want. For example, you can say “Set Font Times” or “Set Font Arial 12 Bold.” When you continue dictating, the new text appears with the font attributes you set.

### Changing Font Size

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

SAY	THEN
Set Font	Arial Courier Courier New Garamond Helvetica Palatino Times Times New Roman

### Changing A Combination Of Font Face, Size, And Style

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

- “Set Font Arial”
- “Set Font Arial 12” or “Set Font Arial 12 Point”
- “Set Size 12 Bold”
- “Set Font Arial Bold”
- “Set Font Bold”

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

## Changing the Font Later

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

### To change the font:

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

When You Want	Say
Initial Caps	Cap That
All Uppercase	All Cap That
All Lowercase	No Cap That if
Bold	Bold That
Italics	Italicize That
Underline	Underline That
Bullets	Bullets ON/OFF