DRAGON
NATURALLYSPEAKING

DRAGON 11
QUICK REFERENCE CARD

NUANCE

Welcome to Dragon NaturallySpeaking 11.

For the latest version of the User's Guide and other resources, please see:
http://support.nuance.com/userguides

The User's Guide is also available on your installation disk,in the directory:
\documentation\enx\User Guide.pdf

INSTALL AND ACTIVATE DRAGON

Exit any open applications. If you're running an anti-virus program, turn it off until after the installation completes. There can only be one version of Dragon installed on your computer at a time.

1) Put the Dragon DVD into your DVD drive and follow the on-screen prompts.
2) Enter the serial number that is printed on the DVD sleeve.
3) Choose a Setup type. We recommend **"Typical/Complete."** Click **Next**.
4) Continue to click **Next**, taking all the recommended options.

To start Dragon, double-click the Dragon desktop icon.

You will be prompted to activate your software. When prompted, first click **"Activate Now"** and then **"Activate Automatically."** You must be connected to the Internet to activate. For more information see:
http://support.nuance.com/productactivation

CREATING OR UPGRADING A USER PROFILE
IF YOU ARE NEW TO DRAGON...

Before you can use Dragon, you will need to plug in your microphone into either the mic-in jack or a USB port, depending on the model.

The first time you start Dragon, a series of screens will walk you through the process of creating the best possible User Profile for *your* situation. Don't rush through it. It's very important, since it will determine your initial accuracy!

One of the screens will offer to perform a basic personalization of the vocabulary based on your email and documents, to help Dragon prepare to recognize the particular words and phrases *you* use. Dragon offers many other ways to refine your profile so that it can work better and better for you - be sure to take advantage of them.

If you USED DRAGON 9 OR 10...

The first time you start Dragon 11, the software will automatically detect any version 9 or 10 User Profiles on your computer and start the User Profile Upgrade Wizard. Upgrading one profile can take 10-15 minutes. If you do not want to upgrade your Profiles now, you can close the wizard and launch it later from the Windows Start menu: Start**>**All Programs**>**Dragon NaturallySpeaking 11**>**Dragon NaturallySpeaking Tools**>**Upgrade Users

1. The first screen of the wizard lists the User Profile(s) that were found. Modify the list as needed so it contains only the profile(s) you want to upgrade now.
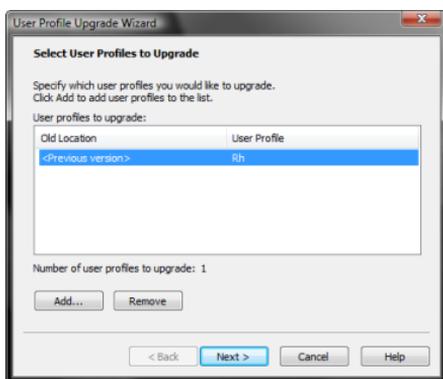
Click Next.

2. Choose the destination for your upgraded User Profile(s). Nuance recommends that you use the default location.

Click Next.

3. On the Upgrade User Profiles page click Begin to start the upgrade process.

For more information about upgrading from a previous version, click the Help button on the dialog box. You can also check the User's Guide.

BEFORE YOU START DICTATING....

After creating or upgrading your User Profile, please view the Tutorial to get started with the basics of using Dragon

We also recommend you take a look at the What's New section in the Dragon Help.
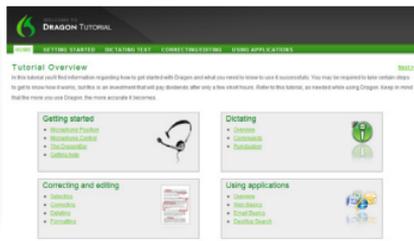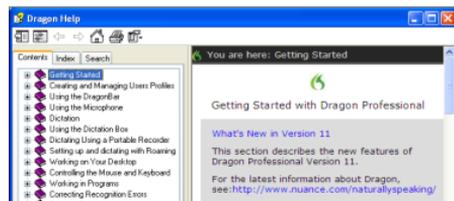
PERSONALIZING YOUR VOCABULARY

Dragon has knowledge of a large number of words and abbreviations, but in order to dictate efficiently, you should let it learn what *you* use, including nicknames, jargon, capitalized phrases, the name of your street, etc.

Personalizing your vocabulary will prevent many recognition errors.

There are several ways of doing this, including using Dragon to analyze documents that are similar to what you plan to dictate.

Simple tools for this are available from the DragonBar menus and gathered in the Accuracy Center. For example, see "Improve my accuracy" in the DragonBar's Help menu.
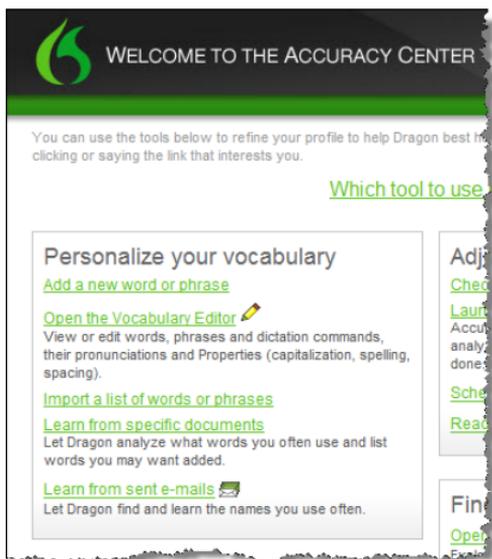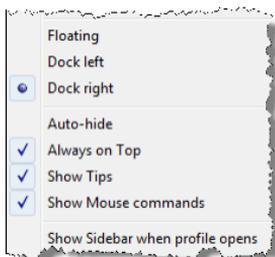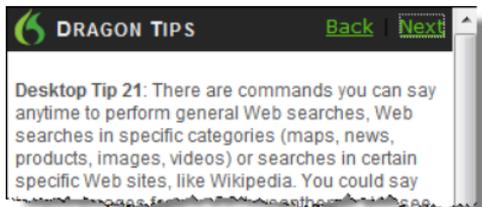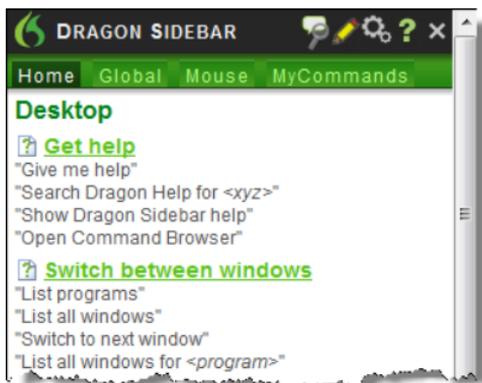

THE DRAGON SIDEBAR

The Dragon Sidebar displays a selection of popular commands, including commands that are available at any time, called "Global" commands.

The top pane contains several tabs that list commands with clickable links to the relevant Help topics. The lower pane contains tips.

Dragon offers several options for the Sidebar. Right-clicking the Sidebar displays a menu in which you can choose to print the content, hide the Mouse tab, hide the Tips pane, and more.

You can bring up the Sidebar from the Help menu, or by saying commands such as "Open Dragon Sidebar" or "What Can I Say?"

CONTROLLING THE MICROPHONE

An important habit to practice: turn ON Dragon's microphone when you want Dragon to hear you, and turn it OFF when you don't.
You can control Dragon's microphone by:
• Pressing its hotkey (by default the **plus (+) key on the numeric keypad**.)
• Clicking the microphone icon in the Windows® system tray.
• Clicking the microphone icon on the DragonBar.

On/Listening: Dragon is ready to accept dictation and commands

Off: No dictation available

YOUR FIRST DICTATION

Start a word processor and make sure that your cursor is within the document, then turn on the microphone and start dictating in a clear and natural voice, neither yelling nor whispering; remember to say punctuation "**period**", "**open quote**" and commands like "**new paragraph.**"

As you dictate, a small Dragon icon 🔥 indicates that the software is processing your speech. There is no need to wait for Dragon to "catch up" with you. Just dictate at a natural pace. Aim to dictate in longer phrases and full sentences, since this gives Dragon some context and leads to much better results than slow, halting speech.
Pause briefly before and after commands and remember to turn the microphone off when you don't want Dragon to transcribe.

AUTOMATIC FORMATTING AND CAPITALIZATION

You will see that Dragon automatically handles a lot of formatting, including prices, dates, times, phone numbers and percentages (see Autoformatting Options in the DragonBar's Tools menu.)

If you want to capitalize a particular word, just say "cap" or "all caps" just before it.

CORRECTING ERRORS

Personalizing the vocabulary using the tools mentioned earlier will **prevent** many recognition errors, however, some errors are inevitable. By properly correcting Dragon's errors, you can help it learn from them, so errors are less likely to happen again. You can experiment with *when* to correct and *how* to correct. Dragon lets you do it entirely by voice, but also allows typing over, pressing the Correction hotkey, and more.

Explore the Correction tab of Dragon's Option dialog (found under the Tools menu of the DragonBar) to see what you prefer for a given situation. Also see the Help.
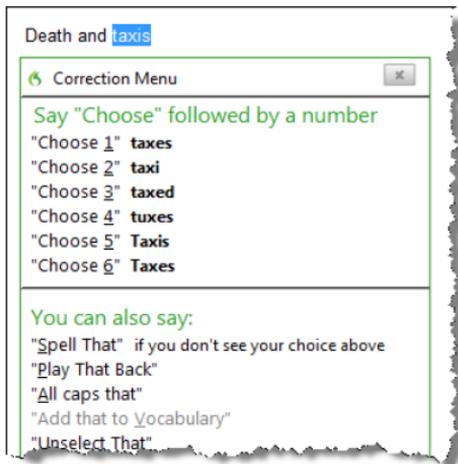
THE CORRECTION MENU

When Dragon misrecognizes something you dictate you can correct it by saying the command "Correct That".

You can also say "Correct <xyz>" where <xyz> stands for the text you want to correct.

This will display the Correction Menu, which shows a list of alternatives.

If what you intended to say is on the list say "choose" followed by the corresponding number: for instance "Choose 1."

Death and taxis

Correction Menu

Say "Choose" followed by a number
"Choose 1" **taxes**
"Choose 2" **taxi**
"Choose 3" **taxed**
"Choose 4" **tuxes**
"Choose 5" **Taxis**
"Choose 6" **Taxes**

You can also say:
"Spell That" if you don't see your choice above
"Play That Back"
"All caps that"
"Add that to Vocabulary"
"Unselect That"

You can also say "Spell that" to open the Spelling window, where you can spell out or type what Dragon should have recognized.

See the Help for details on the Correction menu and the Spelling window.

LEARNING MORE AND GETTING HELP

At first, you should focus on getting used to dictating fluently and on refining the vocabulary.

Over time, you can learn to do more and more by voice.

At anytime, you can search the Help with a direct command such as "Search Dragon Help for symbols." You can also get to the help from Dragon's Help menu.

Help

Improve my accuracy...
Performance Assistant...

Help Topics
Tip of the Day
Dragon Sidebar
Tutorial

Check for Updates
NaturallySpeaking on the Web
Register Online

The Nuance website contains many resources, including the latest documentation, FAQs, tips, instructional videos, lists of compatible microphones and recorders, partners who provide customization services, as well as contact and policy information for Technical Support. **http://support.nuance.com**
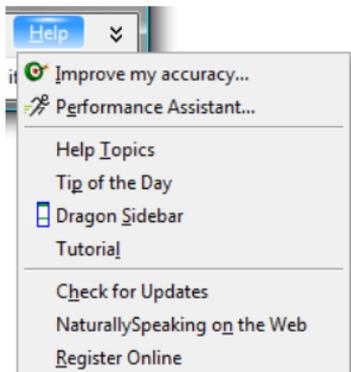
SHUTTING DOWN THE PROGRAM

It's best to **exit Dragon at least once a day**. One way to do this is to open the DragonBar's Profile menu and choose Exit Dragon.

If a message asks whether you want to save the changes to your profile, say yes - that way you will preserve the refinements you made during your session, such as adding some words to the Vocabulary, correcting an error, changing an option, etc.

SAMPLE COMMANDS
Global Commands (available no matter what is active)

Control the Mic
"Go to sleep"
"Wake up"
"Microphone off"

Get Help
"Give me help"
"Search Dragon Help for <xyz>"
"Show Dragon Sidebar Help"

Search the Web
"Search the web for <xyz>"
"Find a website about <xyz>"
"Search Amazon for <xyz>"
"Search videos for <xyz>"
"Search news for <xyz>"
"Search maps for <xyz>"

Search the Computer
(requires a desktop search engine)
"Search the computer for <xyz>"
"Search documents for <xyz>"
"Search email for <xyz>"

(Note: The Search commands are not available in the Basics Edition.)

Select Text
"Select that"
"Select <xyz>"
"Select next <n> words"
"Select again"
"Select previous paragraph"
"Select document"
"Select all"
"Unselect that"

Edit Text
"Resume with"
"Delete line"
"Delete last <n> words"
"Delete that"
"Backspace <n>"
"Undo that"
"Cut that"
"Copy that"
"Paste that"
"Scratch that"

Move the cursor
"Move left <n> characters"
"Move down <n> lines"
"Go to end [of line]"
"Go to top | bottom"
"Page up | down"
"Insert before <xyz>"

Add lines and spaces
"New line"
"New paragraph"
"Press Enter"
"Press Tab key"
"Tab <n> times"

Correcting text
"Correct <xyz>"
"Correct that"

Spelling Out
"Spell that"
"Spell <cap a b t hyphen 5>"

Move and Select
"Go to end of line"
"Go to top of document"
"Select the next <number>words"

Format
"Bullet selection"
"Make this uppercase"
"Bold the previous <number>words"
"Cap that, All caps on"
"Capitalize the previous line"
"Underline this word"

Work with windows
"Switch to previous window"
"List windows"
"Maximize window"
"Show Desktop"
"List windows for <program name>"

"Switch to next window"
"List all windows"
"Minimize window"
"Restore windows"

Move the mouse
"Move mouse up"
"Move mouse right"
"Move mouse up faster"
"Move mouse down slower"
"Stop"

Position the mouse
"MouseGrid" (full screen)
"MouseGrid Window" (active window)
"MouseGrid <1 to 9>"
"Cancel"

Click the mouse
"Mouse click"
"Mouse double click"
"Mouse right click"

Drag the mouse
"Drag mouse down faster"
"Mouse drag lower right very fast"
"Mouse drag up very fast

Start and exit programs
"Start <program name>"
"Start OpenOffice Writer"
"Start Firefox"
"Close Window"

"Start Microsoft Word"
"Start Internet Explorer"
"Start Mail"

Punctuation and symbols

To Enter...	Say...
.	*dot	point	period	full stop*
,	*comma*
!	*exclamation point	exclamation mark*
(	*open paren*
's	*apostrophe ess*
"	*close quote*
@	*at sign*

To Enter...	Say...
$	dollar sign | dollar | dollars
+	plus sign
_	underscore
-	hyphen
;	semi colon
?	question mark
;-)	winky face

NUMBERS, DATES, TIMES

You can change the way Dragon formats numbers, dates, and time by setting the options on the the Auto-formatting dialog box. To open this, click Tools>Auto-Formatting Options in the DragonBar.

To Enter...	Say..
4	four
23	twenty three
179	one hundred seventy nine
5423	five thousand four hundred twenty three
5,423	five comma thousand four twenty three
0.03 "	zero point zero three
11/32	eleven over thirty two
781-565-5000	seven eight one five six five five thousand
$99.50	ninety nine dollars and fifty cents
8:30 p.m.	eight thirty pm
200 kg	200 kilograms
5'3"	five feet 3 inches
50 mm	50 millimeters
May 15, 2003	May fifteen comma two thousand three (note: saying "comma" is optional)
MMIV	Roman numeral two thousand four
Boston, MA 02460	Boston Massachusetts 02460
1 Wayside Dr.	One Wayside Drive

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