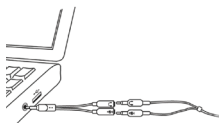
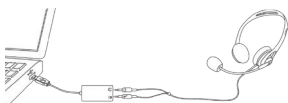


# Nuance® Dragon® NaturallySpeaking

## Quickstart Guide



### Connect your microphone

- When you plug your microphone into your PC, an “audio event” window may open. If this happens, verify what is highlighted in that window before closing it.
- If you want to bypass your PC’s sound system (or if your PC has only one audio socket), consider using a USB adapter or USB microphone.
- If your PC has only one audio socket, you can use a Y-shaped adapter.
- If you use a Bluetooth® microphone, plug its dongle into a USB port on your PC and make sure it is in call mode. For information on using a Dragon Bluetooth or Plantronics® Calisto® Bluetooth headset, please see:

[nuance.com/support/dragon-naturallyspeaking/index.htm](http://nuance.com/support/dragon-naturallyspeaking/index.htm)

- You may want to verify the “recording” Sound settings in the Control Panel (right-click the speaker icon in the System Tray).

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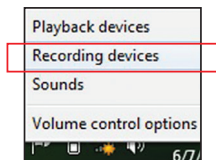
**Important:** If your microphone requires plugging into a USB port, you can now use any port and even plug it in after you open Dragon.

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### Step 1: Install Dragon

**Note:** If you have an existing version, we suggest backing up your profile first.

- Exit any open program. If you’re running an anti-virus program, turn it off until after the installation completes.
- Put the Dragon DVD into your PC (or open the downloaded file) and follow the prompts.
- Enter the serial number found on the DVD sleeve (or, if you purchased a download, in the email you received). Click Next, accepting all the recommended options.





Once installation is finished, make sure your microphone is connected, then start Dragon (double-click its desktop icon).

## Step 2: Your user profile

**If you are new to Dragon:** A series of screens will guide you to create the best possible profile for you. Don't rush through it. It will determine your initial accuracy.

Once your profile is created, Dragon offers ways to refine it, including designating specific text to analyze.

**If you used Dragon 11 or 12:** Dragon 13 will detect profiles on your PC and start its Upgrade Wizard. (If you do not want to upgrade any profile now, close the wizard. You can launch it later from the Start menu.)

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**Important:** Once the upgrade completes, we strongly recommend you launch Accuracy Tuning (see the Audio menu) and read the What's New.

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## Step 3: Before you start dictating

Go through the Interactive Tutorial (its simulations include practice for dictating, editing and using voice commands).

Then click the DragonBar's Help menu and see its content.

## Step 4: Personalize your profile's vocabulary

In order to dictate efficiently, you should let Dragon learn what you use: nicknames, jargon, capitalized phrases, email addresses, etc.

Personalizing your Profile will prevent many errors.

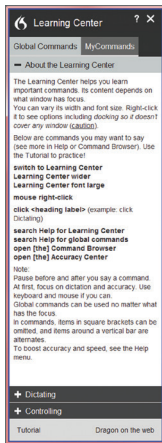
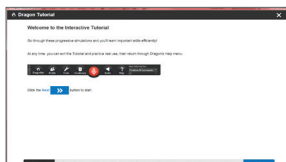
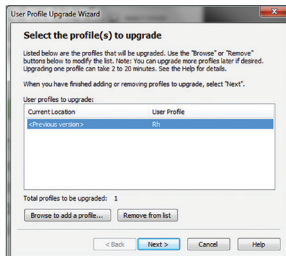
There are several means to do it including having Dragon analyze text similar to what you plan to dictate. See "Improve my accuracy" in the Help menu.

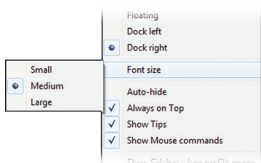
## The Learning Center

The Learning Center displays sample commands (global and application-specific).

It contains clickable links to related Help topics.

You can open the Learning Center by saying "Dragon Learning Center" or "What Can I Say?"





Right-clicking the Learning Center displays a menu from which you can change the font size, print, and more.

**On:** Dragon is listening.



**Off:** Dragon cannot hear anything



## An important habit: Control whether Dragon listens

You can control Dragon's microphone by:

- Pressing the + on the numeric keypad (this hotkey can be changed in Dragon's Options dialog).
- Clicking the microphone icon on the DragonBar or System Tray.
- Using commands such as "wake up" and "microphone off."

## Your first dictation

Start a word processor, make sure your cursor is in the document, then turn on the microphone and dictate sentences in a clear and natural voice. Say punctuation and commands like new paragraph.

As you dictate, a small Dragon icon indicates that the software is processing. No need to wait for Dragon to "catch up." Dictate at a natural pace. Aim to speak long phrases, since this gives Dragon some context and leads to much better results than slow, halting speech.

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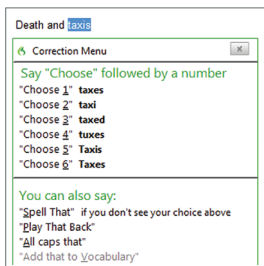
**Note:** Dragon automatically handles a lot of formatting, including spacing, dates and percentages. If you want to capitalize a particular word, say "cap" or "all caps" before it.

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## Correcting

Although personalizing the vocabulary will prevent many errors, some errors are inevitable. By correcting Dragon's errors, you can help it learn from them. Experiment with when and how to correct. Dragon lets you do it entirely by voice, but also allows typing over, pressing a hotkey, and more. (See the Options dialog.)

When Dragon misrecognizes something you dictated, you can say "Correct that" or "Correct <xyz>" -- <xyz> being the wrong word(s) on the screen.



This will display the Correction Menu, which shows a list of alternatives. If what you wanted is on the list, choose it (say for instance “choose 1”).

If not, you can say “Spell that” to open the Spelling window, where you can spell or type what Dragon should have recognized or modify an alternative that is almost correct.

## Exiting Dragon

It’s useful to exit Dragon at least once a day: from the Profile menu, choose Exit Dragon.

If a message asks whether you want to save changes to your profile, say yes to preserve the refinements made during your session (such as analyzing text or adding a Spoken Form).

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**Note:** Dragon may offer to also perform an optimization of your profile.

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## Learning more

At first, focus on getting used to dictating fluently and refining the vocabulary. Over time, you can learn to do more and more by voice.

At any time, you can search the Help with a direct command such as “Search Help for hotkey options.” You can also use the Help menu.

Many resources are on the Web including the latest guides, tips, videos, compatible hardware, partners who provide customization services and Support.

See [www.nuance.com/dragon](http://www.nuance.com/dragon),  
[australia.nuance.com/dragon](http://australia.nuance.com/dragon),  
[newzealand.nuance.com/dragon](http://newzealand.nuance.com/dragon),  
[www.nuance.co.uk/dragon](http://www.nuance.co.uk/dragon) and  
[www.facebook.com/dragonnaturallyspeaking](http://www.facebook.com/dragonnaturallyspeaking)

Improve my Accuracy...

Performance Assistant...

Help Topics

Learning Center

Interactive Tutorial

Check for Updates

Dragon on the Web

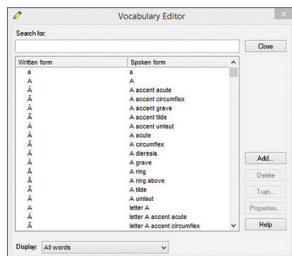
User Documentation

Technical Support

Register Online

About NaturallySpeaking...

## Sample characters (see Help for more)

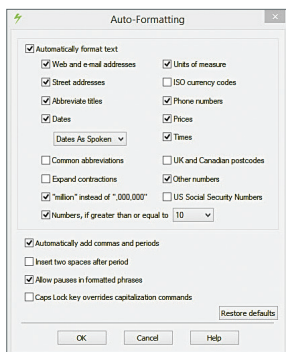


You can search for words and adjust their properties in the Vocabulary Editor.

## Sample commands: Punctuation

To enter...	You can say...
.	dot   point   period   full stop
!	exclamation point   mark
's	apostrophe ess
(	open paren
”	close quote
@	at sign
+	plus sign
_	underscore
-	hyphen
;	semi colon
(s)	optional ess
;-)	winky face
&	ampersand
§	section sign
#	hashmark   number sign

## Sample commands: Numbers, dates, times, units, prices



You can change the way Dragon formats numbers, abbreviations, and more. (The Vocabulary Editor lets you set Word Properties such as “Fig.” for “figure” in front of numbers and “colour” for “color.”)

To enter...	You can say...
4.2	four point two
\$4.50	four dollars and fifty cents
4	numeral four (or say spell four)
MMIV	Roman numeral two thousand four
0.03	zero point zero three
4x4	four by four
4mm	four millimeters
4°	four degrees
179	one hundred seventy nine <i>or</i> one seventy nine <i>or</i> one hundred and seventy-nine
5423	five thousand four hundred twenty three
11/32	eleven over thirty two
781-565-5000	seven eight one five six five five thousand
8:30 PM	eight thirty P M
200 kg	two hundred kilograms
5'3"	five feet three inches
05/20/2014	oh five slash twenty slash two thousand fourteen
May 15, 2003	May fifteenth two thousand three (“comma” is optional)
Boston, MA 02460	Boston Massachusetts oh two four six oh
1 Wayside Dr.	One Wayside Drive

## Sample commands (see Learning Center, Help, and Command Browser)

To click a button or other interface item, say its name preceded by “click” (see the Commands tab of the Options dialog).

Pause before and after commands but not within them.

### Control the microphone

Go to sleep | Stop listening

Wake up

Microphone off

### Search the Web

Open top site for...

Search Google for 7 divided by 12

Search Wikipedia for...

Search maps for...

Search news for...

### Email

Open top site for Gmail | Outlook.com

Open top site for Yahoo mail

Click Inbox

Click Drafts

Click Compose

Click Reply

Click Text Field

### Select text

Select all

Select <xyz>

Select next <n> words

Select <start> through <end>

Select previous paragraph

Select document

Unselect that

### Correct Dragon's errors

Correct <xyz>

Correct that

### Get help

Give me help

What can I say

Dragon Learning Center

Search Dragon Help for...

### Search the computer

(requires a desktop search engine)

Search the computer for...

Search documents for...

Search email for...

### Surf the Web

Go to Address Bar, Press alt d

Click Go, Press Enter

Refresh page, Press F5

Open new tab, Press control t

Find on this page, Press control f

Open top site for Nuance Communications

### Edit text

Resume with <xyz>

Delete line

Delete last <n> words

Scratch that <n> times

Backspace <n>

Undo that

Cut that

Paste that

Show Dictation Box

### Spell out

Spell that

Spell <cap b a hyphen 5>

Spell <space Charlie alpha papa>

Switch to Spell mode

## Move the insertion point

Insert before <xyz>  
Go back  
Go to top | bottom  
Move down <n> lines  
Go to end of line  
Move left <n> characters  
Page up | down

## Move in a list

Move down <n>  
Go to bottom | top  
Press Enter  
Press right arrow

## Work with windows

Switch to <window name>  
Show Desktop  
List all windows  
Minimize window  
Restore windows  
List windows for <program>

## Start and close items

(see the options for Start menu and Desktop)  
Click Start  
Start <item name>  
Start Mail  
Open Control Panel  
Start DragonPad  
Start Microsoft Word  
Start Internet Explorer  
Close window, Press alt F4

## Move the mouse

Move mouse up  
Move mouse right  
Move mouse down slower  
Stop

## Add lines and spaces

New line  
New paragraph  
Press Enter  
Press Tab key  
Tab <n> times

## Format

Bullet selection, Unbullet that  
Bold the previous line  
Underline <xyz>, Capitalize <xyz>  
Make this uppercase, Uncap that  
All caps on | off

## Position the mouse

MouseGrid  
MouseGrid window  
MouseGrid <1 to 9><1 to 9>  
Cancel

## Drag the mouse

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

## Click the mouse

Mouse click  
Mouse double click  
Mouse right click

