Dragon Anywhere

User Guide

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Getting Started

Tap to turn the microphone on and start speaking.

When you're done dictating, tap the microphone again to turn it off or say "Microphone Off".

Say:	To:
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"Scratch that"	Delete text you just dictated
"Undo that"	Undo most actions and commands
Punctuation marks	To include punctuation in your dictation
"What can I say?"	See a list of things you can say

Tap:	To:
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⌨	Type into your document
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See:	To learn about:
Dictating, editing and correcting	Voice commands for dictation, editing and correcting; including dictating punctuation, using a Bluetooth microphone and controlling the

	app by voice.
Documents	Using documents, including importing, exporting, printing and syncing with Dropbox and Evernote.
Auto-texts	Auto-Text commands for content you re-use frequently in your documents. They save time and effort, and reduce errors.
Adding new words	Adding, importing and editing custom words

Architecture

Dictation workflow

When you dictate in Dragon Anywhere, your audio is encrypted and transmitted to our recognition servers in a secure data center. The audio is converted to text, which is sent to your device. The audio for commands you speak is also sent to our servers and the resulting action is communicated to Dragon Anywhere.

Dragon Anywhere does not access content on your device, such as your contacts or your location.

You must have an active internet connection to perform dictation as well as most actions. The app makes minimal use of your internet connection. Approximately 6 kb/s are used to transfer your audio to our servers.

Custom words and auto-texts

The custom words and auto-texts you create or import are uploaded to our central server.

Help

The help pages are served from our server.

Documents

The documents you dictate are stored locally on your device. You can view your documents and edit them with the keyboard even when you're not connected to the internet. You can share your documents via email or cloud storage and communication apps if you're connected to the internet. To access a document from multiple devices, you must share the document to a cloud storage service. See Sharing your dictation for more information.

Sharing content with Dragon desktop

If you're using a version of Dragon desktop products or Dragon for Mac that connects to the central management server in the cloud, you can share custom words and auto-texts between Dragon Anywhere on your mobile device and Dragon desktop on your Windows or Macintosh PC.

To enable the connection, enter your Dragon Anywhere username and password in Dragon desktop. The desktop product will then upload custom words and auto-text commands to the central server where Dragon Anywhere can access them. The desktop product will also download any custom words or auto-text commands you've added in Dragon Anywhere. The download may not occur immediately after adding a word or auto-text. Consult the Dragon desktop help for further details.

Note: Dragon Anywhere does not support word properties you've defined in Dragon desktop.

Note: Dragon Anywhere supports plain text auto-texts.

Using multiple devices

You can use Dragon Anywhere on multiple mobile devices where you've installed the app. When you log in with your username and password, your custom words and auto-texts will be retrieved from the central server. Therefore, you will receive the same recognition experience on all of your devices.

If you want to access the document you create in Dragon Anywhere on multiple devices, share the documents to a cloud storage service, such as iCloud or Google Drive.

Multiple speakers on one device

Dragon Anywhere adapts to your voice and word usage. You should not allow other people to dictate when you are logged in with your username. Allowing other people to dictate will degrade your accuracy. Each speaker needs his or her account. See Can multiple people use Dragon Anywhere? for further details.

What can I say

To view the built-in commands, say "What Can I Say" and explore the command categories. You can also open the sidebar ☰ and choose What Can I Say.

To view the text commands you or your administrator has created, say "Show My Commands" or "Show My Auto-texts" or open the Sidebar and choose Auto-texts.

Can multiple people use Dragon Anywhere?

Only one person should dictate with each user login (email address.)

When you log in to Dragon Anywhere a profile is created for you on the server. As you dictate, the profile is tuned for your voice and the words you use. If another person dictates into the app when you are logged in, their audio will be added to your profile, which will reduce your accuracy.

Supporting multiple users

If another member of your household or office would like to use Dragon Anywhere, have them **purchase a subscription** (https://www.nuance.com/dragon/dragon-anywhere.html). They can then log in under their username (email address.) Remember to switch to the correct user on the Login screen before you begin dictating. To switch between users, open the Settings from the Sidebar and choose Log Out. You can then choose a different user on the Login screen by tapping the people icon or by entering a new username and password.

Dragon Anywhere for corporations

If you are a member of a corporation that is interested in deploying Dragon Anywhere, contact our **Corporate Sales** group (https://www.nuance.com/dragon/dragon-anywhere.html). The Corporate edition allows a site administrator to manage user accounts, words and auto-texts within an organization, as well as track usage by organization members.

Already a Dragon user?

Click	To learn about
Dragon Anywhere-specific commands	Commands that are unique to Dragon Anywhere.
Commands shared with Dragon desktop	Commands shared with Dragon desktop products and Dragon for Mac.
How Dragon Anywhere behaves differently than Dragon Desktop	Some limitations on formatting commands with Dragon Anywhere.

Commands shared with Dragon desktop

These commands function in Dragon Anywhere as well as in Dragon desktop products and Dragon for Mac:

Familiar commands
New Line	New Paragraph
Undo That	Redo That
Select Previous	Next
Select (This | Previous | Next | First | Last) (Word | Sentence | Paragraph)
Select	Unselect <text>
Correct <text>
Correct <text> through <text>
Resume With
Cap <text> (to start the next word you dictate with a capital letter)
No Space On	Off
Spacebar
Press Backspace, Backspace 2
Press Backspace, Backspace 2
Numeral	Roman Numeral
Microphone off	Stop Listening
Bold	Underline	Italicize That
Scratch That	Delete That

Familiar commands
Tab Key
Select All
Select | Unselect That
Insert Before | After
Go to Beginning | End
All Caps That (to apply all capital letters to selected text)
What Can I say (to display commands)
Give Me Help

How Dragon Anywhere behaves differently than Dragon Desktop

Unlike Dragon desktop products and Dragon for Mac, Dragon Anywhere requires text to be selected before it can be formatted. A command, like "Bold That," will not be applied automatically to the last thing you said. Select the text first, by saying "Select Text" or "Select last word" and then say a formatting command, such as "Underline That."

The Undo That command in Dragon Anywhere will undo recognized text but it will not undo formatting. To undo a formatting command by voice, select the text and issue the "Unformat That" command. For example,

Say "Select <text>"

Say "Bold That"

Say "Select <text>"

Say "Unformat That"

The text will no longer have bolding.

Dragon Anywhere-specific commands

Dragon Anywhere commands

You can use voice commands in Dragon Anywhere to perform most actions. Here's how:

Say	To
New Document	Start a new document.
Open	Open the Documents window.

Say	To
Documents	
Go To Title	Move the insertion point to the Title field of your dictation, where you can assign a file name.
Go To Dictation	Move the insertion point to the Body field.
Share Document	Send dictation via text, email, social media or a storage app.
Email Document	Open your email program and insert your current dictation.
Email as Attachment	Send your dictation as an RTF, Microsoft Word. or TXT email attachment.
Open Settings	Open the Settings window.
Transfer Text	Select all text in the Dictation window and copy it to the clipboard so you can paste it into another app.
Switch to <language>	Change the dictation language. For example, "Switch to German."
Show Keyboard	Open the keyboard.
Import Document	Import a document to use in Dragon Anywhere.
Show My Auto-texts	Show your auto-texts.
Show My Words	Show your list of custom words.
Choose Photo	Select a photo to add to your dictation.
Take a Photo	Take a photo to add to your dictation.
Give Me Help	Open the help pages.

Say "What Can I Say" to see the complete commands list.

Dictating, editing and correcting

Tap to turn the microphone on and start speaking.

When you're done dictating, tap the microphone again to turn it off or say "Microphone Off".

Tap:	To learn about:
Dictation tips	Dictating with Dragon Anywhere.
Adding lines and spaces	Dictating line breaks and spaces as you go.
Fixing mistakes	Making corrections to mis-recognitions or editing your own ideas.

Tap:	To learn about:
Editing text	Editing text and moving the cursor.
Dictating punctuation	Dictating punctuation as you go
Using the keyboard	Enter or edit text with the keyboard.
Using a Bluetooth microphone	Using a Bluetooth microphone with Dragon Anywhere
Commands List	To see all supported commands, just say "What Can I Say"or access What Can I Say item on Sidebar ☰.
Controlling Dragon Anywhere	Controlling Dragon Anywhere by voice.
Dictation languages	Changing the language you dictate in.
Adding photos	Adding photos to your documents by voice.
Sharing your dictation	Sharing your dictated text with your other devices or colleagues.

Dictation tips

Microphone control

Tap 🔴 to turn the microphone on 🟢 and start speaking.

When you're done dictating, tap the microphone again to turn it off or say "Microphone Off".

Audio tips

- Don't allow other people to dictate with your account. The system adapts to your voice, allowing other people to dictate into your profile will degrade your accuracy. See Can multiple people use Dragon Anywhere? for more information.

- Hold your mobile device 6 to 18 inches from your mouth.

- Locate the microphone on your device and avoid placing your hand or a protective case over the microphone while you dictate.

- Dictate at a normal volume and pace. Avoid yelling, talking slowly or saying one word at a time.

- Remember that unless you turn off the microphone, Dragon Anywhere will record everything it hears. When you complete a portion of dictation, turn off the microphone or say "Microphone Off."

- Minimize the amount of background noise. If you can't avoid background noise, consider connecting a microphone to your mobile device, such as the ear bud microphone included with your phone.

Dictation tips

If you experience recognition errors in the first few minutes, keep dictating. The system will adapt to your voice after a few minutes. This adaptation phase is particularly important if you speak with an accent.

If you're new to dictation, the key is to pronounce your words clearly and to have a rough idea about what you want to say before you start, so that you can speak in full sentences with minimal pauses.

Dragon Anywhere includes an explicit command syntax to perform dictation, selection, correction and command and control activities. Refer to the Commands List in the Dictation scene for a quick look at the most common commands. To see all supported commands, just say "What Can I Say" in the Dictation scene or access the What Can I Say item on the Sidebar.

If Dragon Anywhere makes an error or you want to change something, wait until you finish your current sentence, paragraph or document; then you can proofread and make corrections or edits as required.

Remember to speak punctuation marks you want to appear in your document. See Dictating punctuation for common punctuation symbols.

Correction

It's very important to correct mistakes if Dragon Anywhere misunderstands what you say. Correcting mistakes will improve the speech recognition accuracy over time. When you complete a document, the system compares the text you dictated to the final text, after you make edits and corrections. The system adapts to your corrections and should not make the same mistakes in the future.

To correct a mistake, say "Correct <text>" or "Correct <text> through <text>" and then dictate or type the desired text.

Auto-formatted text

Dragon Anywhere will format some text automatically. For example, dates, times, measurements and numbers.

Say	To get
January first two thousand fifteen	January 1, 2015
oh one oh one two thousand fifteen	01/01/2015
ten o'clock am	10:00 am
50 milligrams	50 mg

Customizing the vocabulary

Dragon Anywhere maintains a large vocabulary of words and phrases, but it may not contain words specific to your industry, clientele or social network. If you dictate words that are not recognized correctly, you can extend the vocabulary by adding individual words (Adding custom words) or by importing a word list (Importing custom words) from Dragon desktop.

If the system recognizes a word that you are unlikely to use in your dictation, select the word and say "Do not recognize that word" to prevent the word from being recognized in the future.

Dictating without spaces

There may be times when you want to dictate a series of letters, numbers and symbols without spaces, such as license plate numbers, VIN numbers or product SKUs. In these cases, say "No Space On" prior to

dictating the sequence of symbols, as in the following example:

"No Space On"
"7550 JN"
Will result in "7550JN"

If you need to dictate more than one utterance without spaces, use the "No Space On" and "No Space Off" commands, as in the following example:

"No Space On"
"This is a sentence"
"No Space Off"
Will result in "Thisisasentence"

Adding lines and spaces

While dictating, say commands to insert common keyboard actions, including these:

Say	To
New Line	Start a new line. This is the same as pressing the Enter key once.
New Paragraph	Start a new paragraph. This is the same as pressing the Enter key twice. The next word you speak will be capitalized automatically.
Tab Key	Enter a wide space at the beginning of a line, usually to align text. This is the same as pressing the Tab key.
Space Bar	Add a space
Single Space Document Space and a Half Document Double Space Document	These commands change the line spacing when the document is displayed in Dragon Anywhere. This makes reading and editing easier. The resulting line spacing does not apply to exported text.

Fixing mistakes

Use these commands to fix mistakes.

Note: If mis-recognitions occur, it's important to correct them to allow the system to learn over time.

Say	To
Undo That	Undo most actions and commands. To undo a text formatting action, select the text and say, "Unformat That" or say a formatting command, such as "Bold That."
Correct That	Select the last utterance you dictated and display the Correction menu with correction alternatives.

Say	To
Resume With <text>	Replace all text after the specified text, with the next thing you dictate. The command acts on the previous 1000 characters dictated during the current dictation section.
	For example, you might dictate the words, "Let's meet in the lobby near the fountain," but then you get a better idea. Change your suggestion by saying, "Resume With meet." "In the Longfellow conference room."
	The final text would be: "Let's meet in the Longfellow conference room."
Select <text>	To change text, select it by voice by saying, "Select <text>" or by long-tapping the text and adjusting the selection handles. You can then dictate new text or open the keyboard ⌨ and type the revised text.
Scratch That	Remove the last thing you said. The command can be spoken multiple times to remove multiple utterances.
Press Backspace, Backspace 2	Same behavior as pressing the Backspace key on the keyboard once or twice.

Editing text

You can edit text by voice or with touch and the keyboard. See Using the keyboard

You may find that a combination of voice and touch works best.

Note: If mis-recognitions occur, it's important to correct them to allow the system to learn over time.

Control the cursor by voice.

Say	To
Go to beginning	end	Move cursor to the beginning or end of the text.
Go to end of sentence	paragraph	Move cursor to the end of the current sentence or paragraph.
Go back	Return cursor to the location before the last formatting or correction command was issued.
Go to title	Place cursor in the Title field.
Go to dictation	Place cursor in the Dictation field.

Select text by voice.

Say	To
Select <text>	Select the specified text.
Unselect That	Unselect the previously selected text.
Select <text> Through	Select a range of text.

Say	To
<text>	
Select All	Select all the text in the editor.
Select Previous | Next	Select the previous or next instance of the selected text.
Select (previous | next) (first | last) (sentence | paragraph)	Select the specified segment of text.
Delete Word	Select a word and then say "Delete Word" to remove it from the document.
Press Backspace, Backspace 2	Same behavior as pressing the Backspace key on the keyboard one or twice.

Correcting Text

Say	To
Correct <text>	Select the specified text and display the Correction menu.
Correct That	Select the last utterance you dictated and display the Correction menu.
Correct <text> Through <text>	Correct a range of text.

Format text by voice.

In addition to using voice commands, you can format text by touch. Long-tap the text you want to format, adjust the selection as needed using the text handles and then tap a formatting option on the Edit menu, such as Bold, Italic or Underline.

Note: You must select text before formatting it. For example, say "Select <text>" and then say "Bold that." A formatting command does not automatically apply to the last thing you said, as it does in the Dragon desktop products.

You can apply bold, italic, underline, color and highlights to your text with voice commands.

Say "Client failed to appear for the hearing on June 15 period"

Say "Select failed to appear"

Say "Underline that"

> Recognized text: Client <u>failed to appear</u> for the hearing on June 15.

Say	To
Bold That	Bold the selected text.
Italicize That	Italicize the selected text.
Underline That	Underline the selected text.
Set Text Color to <color>	Change the selected text to a color: red, green, yellow, blue, black, white, clear

Say	To
Set Highlight Color to <color>	Highlight the selected text: red, green, yellow, blue, black, white, clear
Undo That	Remove the last text change you made. This command does not apply to text formatting. Use the Unformat That command instead.
Redo That	Restores the last text change you made with "Undo That". This command does not apply to text formatting. Use the Unformat That command instead.
Unformat That	Remove formatting from the selected text.
Copy That	Copy the selected text to the clipboard.
Paste That	Paste the contents of the clipboard to the current cursor location in the Dictation window.

Dictating punctuation

As you dictate, remember to say punctuation marks. For example, to dictate "The deadline for the report is next week, no later than Thursday." say "The deadline for the report is next week comma no later than Thursday period."

Make sure you pause slightly before and after you dictate punctuation. This way, if you want to insert a comma and not the word "comma," Dragon Anywhere can more easily determine your intent.

Below is a list of common punctuation symbols and their names.

To Enter	Say
&	ampersand sign
'	apostrophe
@	at sign
'	begin single quote/ open single quote
"	open quote, begin quote, close quote, end quote
\	backslash
:	colon
,	comma
^	caret
--	dash, em dash
.	dot /point/ period

To Enter	Say
	Great Britain - full stop
$	dollar sign/dollar/ dollars
=	equal sign
!	U.S./Canada only: exclamation point Other Dialects: exclamation mark
£	U.S./Canada: pound sterling sign Other Dialects: pound sign pounds
®	registered sign
;	semicolon
(tab)	tab key
_	underscore
{	U.S./Canada: left brace open brace Other than U.S./Canada: left curly bracket open curly bracket
[	U.S./Canada: left bracket open bracket Other than U.S./Canada: left square bracket open square bracket
(	All Dialects: left parenthesis open parenthesis Other than U.S./Canada: left bracket open bracket
<	left angle bracket/ open angle bracket
>	right angle bracket/ close angle bracket
-	minus sign
%	percent sign
:-(	frowny face
;-)	winky face
:-)	smiley face
*	asterisk
's	apostrophe ess
`	back quote
'	close single/quote end single quote
"	close quote, end quote
/	forward slash slash
…	ellipsis
°	degree sign

To Enter	Say
.	U.S./Canada: period Other than U.S./Canada: full stop
©	copyright sign
€	euro-sign/euro/ euros
?	question mark
§	section sign
(space)	space bar
~	tilde
|	vertical bar
}	U.S./Canada: close brace right brace Other than U.S./Canada: right curly bracket close curly bracket
]	U.S./Canada: right bracket close bracket Other than U.S./Canada: right square bracket close square bracket
)	All Dialects: right parenthesis close parenthesis Other than U.S./Canada: right bracket close bracket
<	less than
>	greater than
#	U.S./Canada: pound sign number sign Other than U.S./Canada: hash sign sharp sign
+	plus sign

Using the keyboard

Use the keyboard to enter words Dragon Anywhere doesn't understand or to enter or edit text. See Adding custom words for more information.

To use the keyboard

1. In the Dictation window, do one of the following:

   - Say "Show the Keyboard," or

   - Tap the keyboard icon

2. Edit the text as required.

3. To hide the keyboard and go back to dictating,

- On a smartphone, tap Done above the keyboard.

- On a tablet, tap hide keyboard.

4. Tap the Microphone icon and continue dictating.

Using a Bluetooth microphone

Dragon Anywhere supports dictation with Bluetooth microphones. Dragon Anywhere remembers your Bluetooth microphone across sessions.

Apple devices - iOS

To pair a Bluetooth microphone with your iOS device:

1. Make sure your Bluetooth microphone is powered on and in "Discoverable" mode.

2. Launch Settings>Bluetooth and tap the name of the device you want to pair with.

Dragon Anywhere automatically uses the paired Bluetooth microphone. If you disconnect the Bluetooth microphone, Dragon Anywhere will automatically switch back to the microphone on your iOS device.

Android devices

1. Enable Bluetooth in the Android settings.

2. Pair your Bluetooth microphone with your Android device.

3. Switch to Dragon Anywhere and long-tap the microphone control to display the microphone icons.

4. Tap the small Bluetooth icon.

The icon in the middle of the microphone control changes to the Bluetooth symbol and a confirmation message appears indicating Dragon Anywhere is listening to the Bluetooth

microphone.

5. To switch back to the built-in microphone, long-tap the microphone control again and tap the small microphone icon.

If Dragon Anywhere no longer detects your Bluetooth microphone, it switches to the built-in microphone and displays an error message. To resume using a Bluetooth microphone, ensure the Bluetooth microphone is connected to your device and follow the steps outlined above.

Controlling Dragon Anywhere

You can perform many actions by voice rather than touch. The voice commands allow you to perform tasks faster than tapping multiple items on the screen. You can say these commands when you turn on the microphone.

Say "What Can I Say" for a complete list of commands.

Say	To
Give me help	Open the help pages.
New document	Save the current document and create a new, blank document.
Share document	Open the Share menu to pick a cloud storage or communication service.
Import document	Load an RTF, RTFD, DOCX, TXT or HTM file from cloud storage.
Save to Evernote	Save your dictation as a new note in your Evernote account.
Email document	Open a new email message with your dictated text placed in the message body.
Email document as attachment	Open a new email message with your dictated text attached as an RTF, DOCX or TXT attachment.
Open documents	Open the Documents screen to view and share your documents.
Show my words	Open the Words screen to view and add custom words.
Show my auto-texts	Open the Auto-texts screen to view and add text macros.
Add that to vocabulary	Add the selected word to the vocabulary by opening the Manage Words page.
Show keyboard	Display the operating system keyboard.
Show settings	Open the Settings screen.

Say	To
Log me out	Close the current session and return to the Login screen.

Dictation languages

You can use Dragon Anywhere to dictate in multiple languages.

The language of the app's user interface is independent from the dictation language. The user interface language is controlled by the Language you've selected in your device settings. The dictation language and the language of the online help is controlled by the language you select in the Dragon Anywhere settings.

Switching languages from the Dictation window

While you're dictating, you can use voice commands to change the dictation language. For example, if you currently dictating in US English and you want to switch to German, turn on the microphone and say, "Switch to German."

Switching languages in the Settings

If you want to switch the dictation language for an extended period of time, you can define the dictation language in the app settings.

1. Open the Sidebar ☰ and choose Settings.
2. Scroll to the Dictation Settings section and choose your desired language from the Language list.

Adding photos

You can add photos to your documents by voice.

1. With a document open and the microphone on, tap to place the cursor where you want to insert the photo.

   - Say "Choose photo" and choose a photo from the Photo library on your device, or
   - Say "Take photo" and use the camera on your device to take a photo.

2. If you are prompted to allow Dragon Anywhere to use the camera on your device, select Yes or Allow.

3. When you have the photo you want, tap Use. The photo appears where you placed the cursor in step 1.

Note: If you choose a high resolution photo, the image may extend off the screen to the right. You will not be able to scroll to the right to see the remainder of the image. When you share your dictation, the entire photo will be exported.

Sharing your dictation

Share your dictated text with your other devices or colleagues.

To share dictation

1. In the Dictation window, do one of the following to open the Sharing window:

   - Say "Email document," "Email as Attachment," or "Share document."

   - Tap Sharing and select "Email document," "Email as Attachment," or "Share document."

2. If you select either of the email options, a new email message appears. Enter the email address you'd like to send the message to.

   The send from account is based on the default account set for your device.

3. If you selected "Share document," you can choose from any storage app on your device (iCloud, Dropbox, Box) to send an .rtf, .rtfd, Microsoft Word or .txt copy of your dictation there.

Note: You can define a default email recipient for the Email Document command in the settings.

Documents

Click:	To learn about:
Working with documents	The basics of working with documents.
Importing a document	Importing documents into Dragon Anywhere.
Sharing and saving a document	Sharing your dictated text with your other devices or colleagues.
Setting up sharing apps	You can share your dictation by using cloud storage and communication apps installed on your device.
Exporting dictation to Evernote	Saving your dictation to Evernote.
Exporting dictation to Dropbox	Saving your dictation to Dropbox.
Printing a document (iOS version 1.5+)	Printing your documents from Dragon Anywhere.

Working with documents

To start a new document:

- Tap [mic icon] and say "New Document".

- Once you've started a document, tap [icon] at the top of the window or say, "New Document."

- Open the Sidebar [icon] and choose Documents, tap [icon] at the top of the window.

[keyboard icon] opens the keyboard

[list icon] opens a short list of commands for reference

[list icon] pastes ....

As you dictate, your documents are automatically saved every 5 seconds.

To open a saved document

Open the Sidebar [icon] and choose Documents and tap a document from the list.

To rename a document

1. Tap the file name on the Dictation window to rename a document. By default, a document is named "Untitled" followed by a number.

2. Do one of the following:

  - To dictate a file name for your document, tap Microphone [mic icon] and dictate.

  - To type a file name, tap Keyboard [keyboard icon].

To sort documents

Open the Sidebar and choose Documents. Tap "Name" to sort documents alphabetically by file name, or tap "Date" to sort documents chronologically by the last-saved time stamp.

To delete, print, share or email a document

1. Swipe right-to-left on a document title.

2. Select Delete, Print, Share or Email.

3. Follow the prompts for the option you selected.

To delete one or more documents

1. Tap Select.

2. Select the documents you want to delete.

3. Tap Trash [trash icon].

4. Tap Delete to confirm.

Note: Documents you delete on mobile devices cannot be restored.

Importing a document

You can import .docx, .txt, .htm, .rtfd, and .rtf documents by saying "Import Document" or by using the Import tool ↓ .

Note: Not all features available in .docx, .rtfd and .rtf documents are supported, such as headers and footers. You'll receive a warning message if unsupported content is present in a document you want to import.

Sharing and saving a document

Share your dictated text with your other devices or colleagues.

To share dictation

1. On the Dictation screen, do one of the following to open the Sharing window:

    *   Say "Email document," "Email as Attachment," "Share document" or "Save to Evernote."

    *   Tap Sharing ⬆ and select "Email document," "Email as Attachment," "Share document" or "Save to Evernote."

2. If you select either of the email options, a new email message appears. Enter the recipient's email address.

    The "send from" account is based on the default email account defined on your device.

3. If you select "Share document," you can choose from any cloud storage app on your device (iCloud, Dropbox, Box, etc.) to store an .rtf, Microsoft Word, .rtfd or .txt copy of your dictation.

4. If you have the Microsoft Word app installed, you can choose the Open in Word/Copy to Word options from the Share menu to have your dictated text opened in Microsoft Word. You can then save your document from Microsoft Word.

Note: To access documents you created in Dragon Anywhere from multiple devices, you must share the documents to a cloud storage service.

Note: You can define a default email recipient for the Email Document command in the Settings.

Note: You can indicate the default format for sharing documents in the Settings.

To transfer text to another app

Rather than sending your dictation as an email or a document, you may want to transfer your dictated text to another app via the copy and paste functions available in your device's operating system. This procedure

is useful for replying to an email or an instant message or pasting text into a workflow app.

1. Dictate the text you plan to transfer into another app.

2. Say "Transfer Text."

   A confirmation message appears indicating your text has been copied.

3. Use your device's function to switch to the target app, such as double-tapping the Home button.

4. Long-tap in the target app and choose Paste from the pop-up menu.

Setting up sharing apps

You can share your dictation by using cloud storage and communication apps installed on your device.

Viewing your sharing apps

1. On the Dictation screen, tap the Share icon ⬆️ .

2. Scroll to see all apps that accept shared content.

3. If the app you want to use is not present, tap More, enable the desired service and tap Done.

Printing a document (iOS version 1.5+)

You can print documents from the Dictation screen, the Documents screen or from cloud storage service screens, such as Evernote.

To print from the Dictation screen, say, "Print Document", select a printer and then tap Print.

You can also print without using voice commands:

1. Long-tap a word to invoke the Edit Menu.

2. Tap Select or Select All on the Edit Menu.

3. Adjust the selection handles to select the text you want to print.

4. Tap Print Document on the Edit Menu.

You may need to scroll the Edit Menu to see the Print Document item.

To print from the Documents screen or a cloud storage service screen:

1. Open the screen and swipe right-to-left on the document you want to print.

2. Tap Print.

3. Select a printer and then tap Print.

Any changes you have made to the document within the cloud storage service will be retrieved before the document is printed.

Adding new words

Click	To learn about
Adding custom words	How to improve accuracy by adding words specific to your work and industry.
Importing custom words	Leverage custom words you have added to your Dragon desktop products.
Editing and deleting words	Remove words from the vocabulary that you don't want to have recognized or edit existing words.

Adding custom words

You can improve recognition accuracy by adding words to the vocabulary that are specific to your industry and subject matter. The words you add in Dragon Anywhere are uploaded to the central management server. If you are using a version of Dragon Desktop or Dragon for Mac that connects to the management server, these items will also be available in the Dragon desktop products.

To add a word in the Dictation window

If Dragon Anywhere mis-recognizes a word, use the keyboard to correct the word then complete the following steps to add the corrected word to the recognition vocabulary.

1. Long-tap the word to display the Edit menu.

2. Tap Select.

3. Turn on the microphone and say, "Add to vocabulary."

   The Add Word screen appears.

4. If the word's pronunciation is very close to its spelling, tap "Use Default Pronunciation."

5. If the word's pronunciation is different from its spelling or you pronounce it in a unique way, tap the microphone button and say the word.

   The system will capture your audio sample and associate it with the word.

6. If the written form contains non-alphabetic characters, you must enter a spoken form.

7. Tap the "Enter the word as you would pronounce it" link and then enter a phonetic representation for how you pronounce the word.

For example:

Written form	NASA

Spoken form	Na Sa

To add words using the Words window

1. Open the Sidebar ☰ and tap Words.
2. Tap the Plus sign.
3. Enter your word in the text field.
4. Complete the steps above to provide an audio sample or specify the pronunciation for the word.

To import words

If you have custom words in Dragon desktop products or Dragon for Mac, you can import them into Dragon Anywhere. See Importing custom words.

Dragon Anywhere Help

Getting Started   Dictating, editing and correcting

Documents   Auto-texts

Adding new words   Already a Dragon user?

Importing custom words

You can improve recognition accuracy by adding words to the vocabulary that are specific to your industry and subject matter. You must be connected to the internet to import words.

To import words

If you have custom words in Dragon desktop products or Dragon for Mac, you can import them into Dragon Anywhere.

1. To export your words from Dragon desktop products,
   - From the DragonBar, choose Vocabulary > Export Custom Word and Phrase List.
2. To export your words from Dragon for Mac,
   a. Choose the Dragon menu and choose Edit Vocabulary.
   b. Choose the user from the dropdown menu.
   c. Select the words you want to export
   d. From the Gear menu, choose Export.
3. Specify a location to save the exported file.
   Choose a location accessible from your mobile device, such as DropBox or iCloud.
4. Open the Sidebar ☰ and tap Words.

5. Tap the Plus sign and choose Import Words.

6. Select the file you exported from Dragon desktop products or Dragon for Mac.

A message appears indicating if any errors occurred during the import process. See Troubleshooting word errors.

Editing and deleting words

You can remove custom words you've added to the vocabulary as well as words included in the original vocabulary. You may want to remove an original word if it is being recognized instead of another word you want to dictate.

To delete words

1. Open the Sidebar ≡ and choose Words.

2. Tap the word(s) you want to delete.

3. Tap Delete (trash can).

   The word list is refreshed and the deleted words are no longer present.

To delete original words

You can delete original words while you're dictating or from the Words screen.

To delete words while you're dictating

1. When a word is recognized that you don't want to have recognized in the future, select the word by voice or by long-tapping the word and choosing Select from the Edit menu.

2. Turn on the microphone and say, "Do not recognize that word."

3. On the Delete Word page, tap Delete (trash can).

4. Return to the Dictation screen and delete the word from your document.

Troubleshooting word errors

After you import a word list, Dragon Anywhere uploads it to the central management server. You will receive a message if any errors occurred during the upload process. Use the following checklist to troubleshoot errors.

- Word lists exported from Dragon NaturallySpeaking must contain the header line: "@Version=Plato-UTF8"

- Each word must appear on a separate line in the text file.

- Each line must include the word's written form followed by the spoken form separated by two backslash characters, as in the following example:

  Hershey, PA\\Her she Pennsylvania

Auto-texts

Auto-texts are macros that allow you to generate a block of text by saying a single utterance. Auto-texts allow you to create more consistent documentation faster than typing or dictating all of the text.

The auto-texts you add in Dragon Anywhere are uploaded to the central management server. If you are using a version of Dragon desktop products or Dragon for Mac that connects to the management server, these items will also be available in the Dragon desktop products.

You can use auto-texts to:

- Insert your signature block
- Generate a standard set of instructions
- Insert a form that you complete by voice
- Apply standardized assessment text

Dragon Anywhere supports plain text in newly created and imported auto-texts.

Click	To learn about
Managing auto-texts	Creating, editing and deleting auto-texts.
Importing auto-texts	Import auto-texts from your Dragon desktop products to avoid having to dictate text you use repeatedly
Resolving Auto-text errors	When importing auto-text commands from Dragon desktop products, errors may occur. Below are explanations for the most common errors.

Managing auto-texts

Creating auto-texts

1. Open the Sidebar ☰ and tap Auto-texts.

2. Tap the Plus sign ✚ or click **Add**.

3. Enter the utterance you want to say to invoke the auto-text in the Name field.

   You may want to include an action verb in the auto-text name. For example, if the name of your auto-text is "Signature," you may choose to enter the spoken form "Insert Signature." Adding an action verb improves the accuracy of auto-texts, particularly when the auto-text name is a single word.

4. Enter an optional description. The description can help you or other users understand or remember the purpose of the auto-text.

5. Enter an optional phonetic pronunciation for the auto-text name, such as "NA SA" for "NASA."

6. Enter your text in the Auto-text Content area.

7. Hide the keyboard.

8. Tap Save.

Rules for auto-text spoken forms

If the way you say the auto-text name is very different from how it's spelled, enter a pronunciation that represents how you say the name. You can only use alphabetic characters in the pronunciation. For acronyms that are spelled out use capital letters, separated by spaces.

For the pronunciation, do not use:

- Very short phrases (such as one syllable only)
- Capital letters (except for acronyms, for example, C I A)
- Abbreviations
- Digits (use "twelve" instead of "12")
- Punctuation marks (e.g., !, ?, :)
- Symbols (e.g., +, *, $)

Using auto-text fields

If you're creating a form, you can add form fields to an auto-text by tapping the Insert Field button. The "[ ]" characters will appear in the Content area. You can enter a description or default value for the field, such as "[Date]" or leave the field empty.

When you say the spoken title of the auto-text, the form fields will appear in the document. You navigate the form fields by saying "Next Input Field" and "Previous Input Field." To accept the description or default value you specified for a field, say "Accept Default" when the field is selected.

Using auto-texts during dictation

You can use auto-texts at any time when the focus is in the Body field on the Dictation screen. To invoke the auto-text, say the name that you entered in the Name field on the Add Auto-text page. You do not need to say additional words, such as "auto-text," "macro," or "create."

If your auto-text includes form fields, the first form field will be selected by default.

Editing and deleting auto-texts

1. Open the Sidebar ≡ and tap Auto-texts.

2. Tap the auto-text(s) you want to delete or the single auto-text you want to edit.

3. Tap Delete (trash can) or Edit.

Importing auto-texts

Import auto-texts from your Dragon desktop products to avoid having to dictate text you use repeatedly, such as form or template data. You first export your auto-texts from the desktop product and then import them into Dragon Anywhere. You must be connected to the internet to import auto-texts.

To export auto-texts from Dragon desktop products

1. From the DragonBar choose Tools > Command Browser.

2. Choose Mode > Manage.

3. Use the Group list to select the command group containing the text commands you want to export.

   Note: Dragon Anywhere supports plain text commands.

4. Click on the plus sign (+) to expand the list if needed to find the command(s) you want to export.

5. Click the check box to the left of each command you want to export.

6. Choose Manage > Export.

   Note: When exporting auto-texts from Dragon desktop products, save the file in .xml format. Save the file to a location you can access from your mobile device, such as Dropbox or Google Drive.

   Note: If Dragon desktop products cannot write to the cloud storage location, save the XML file to another location, such as the Desktop and then use Windows Explorer to copy the XML file to your cloud service folder.

To export auto-texts from Dragon for Mac

1. Choose the Dragon menu > Show Commands.

2. Click the Gear icon and choose Export.

3. Select the commands you want to export and click Export.

   Save the exported files to a location accessible from your mobile device, such as iCloud or Google Drive.

To import auto-texts

1. On the Dragon Anywhere Sidebar, select Auto-texts.

2. Tap the Plus sign and then tap "Import Auto-texts."

3. Select the cloud storage service where you saved the auto-texts file in the export procedure.

   Note: If you do not see your XML file in the list, choose the "Show All File Types" option in the cloud storage app.

4. Select the auto-text file you want to import.

   A confirmation message appears with details on which auto-texts were imported successfully and if any errors occurred. See Resolving Auto-text errors for more information.

Resolving Auto-text errors

When importing auto-text commands from Dragon desktop products, errors may occur. Below are explanations for the most common errors.

Unsupported command types

Dragon Anywhere supports auto-text commands. Step-by-Step, Macro Recorder and Advanced Scripting commands are not supported. If you select an XML file to import into Dragon Anywhere that contains these unsupported command types, they will be ignored.

Text Formatting

Dragon Anywhere supports plain text auto-text commands. If you select an XML file to import that contain rich text formatting, Dragon Anywhere will select the plain text version of the command contained in the XML file.

Exporting dictation to Dropbox

You have two options for sharing your dictation with Dropbox:

- Export your dictation as a document to Dropbox. This is a one-time, uni-directional method of sharing. This means that after you share the document, you will be able to edit it in another app, but it will not be possible to sync the changes back to Dragon Anywhere. See below for details.

- Sync a document to the "Apps\Dragon Anywhere" folder in your Dropbox account. Any future changes you make to the document in another app, will be synced to Dragon Anywhere. See Syncing documents with Dropbox (iOS version 1.0.7+) for details.

To export your dictation as a document to Dropbox, you need to have a Dropbox account. Dragon Anywhere performs authentication through Dropbox and does not store your credentials.

Exporting to Dropbox

1. Dictate your document, say "Share document" and then choose Dropbox on the list of sharing applications.

   You can also tap the Share tool , choose Share Document and then choose a Dropbox option.

2. If Dropbox requests you to authorize Dragon Anywhere to use your Dropbox account, enter your Dropbox credentials, select an authorization period and tap Authorize or tap Allow.

3. Specify a name for the new document in the File field.

   By default, the document will use the name from the Title field on the Dragon Anywhere Dictation screen.

4. Select the Dropbox folder where you want to create the new document from the Save Location list or tap Choose a Different Folder to select another folder.

5. Tap Save.

Note: A folder cannot contain two documents with the same name. If this scenario occurs, you will be prompted to replace the existing document or to rename the document you are saving.

You'll receive a confirmation message when your document has been saved.

Syncing documents with Dropbox (iOS version 1.0.7+)

You have two options for sharing your dictation with Dropbox:

- Sync a document to the "Apps\Dragon Anywhere" folder in your Dropbox account. Any future changes you make to the document in another app will be synced to Dragon Anywhere. See below for details.

- Export your dictation as a document to Dropbox. This is a one-time, uni-directional method of sharing. This means that after you export the document, you will be able to edit it in another app, but it will not be possible to sync the changes back to Dragon Anywhere. See Exporting dictation to Dropbox for details.

Overview

Dragon Anywhere provides full integration with Dropbox. This allows you to easily import your existing documents to Dragon Anywhere as well as dictate new documents and save them to a folder in Dropbox.

When you link your Dropbox account to Dragon Anywhere an "Apps\Dragon Anywhere" folder is created in your Dropbox account. You can see this folder within the Dropbox app and web site. All documents you import to the Dropbox destination in Dragon Anywhere are copied to the "Apps\Dragon Anywhere" folder. All documents you create in Dragon Anywhere and save to Dropbox are also created in the "Apps\Dragon Anywhere" folder.

The "Dropbox" screen within Dragon Anywhere displays all the documents in the "Apps\Dragon Anywhere" folder.

Within the Dropbox app or web site you can move documents into the "Apps\Dragon Anywhere" folder. These documents will appear on the Dropbox screen in Dragon Anywhere.

As you dictate in a synced document, the new content is saved to Dropbox when you leave the Dictation screen or when you say the Save to Dropbox voice command or choose "Sync to Dropbox" on the Share menu. Each time the document is saved, the synced icon appears in the upper right corner of the Dictation screen .

Importing existing documents

You can import documents from any folder in your Dropbox account into Dragon Anywhere. Importing a document copies it to the "Apps\Dragon Anywhere" folder in your Dropbox account. You can also import a

document to the local Documents storage area. See Importing a document. When you open the document in Dragon Anywhere, the contents of the document are imported to your device. You can import DOCX, RTF and Text files. Dragon Anywhere stores documents in the "Apps\Dragon Anywhere" folder in DOCX format.

Note: You must have the Dropbox app installed to import documents.

Note: The names of documents saved to Dropbox must begin with a letter or a digit and cannot contain these characters (\ / : * ? " < > |). If you attempt to import or sync a document whose name contains these unsupported characters, the unsupported characters will be replaced with the letter "X".

1. Choose "Link to Dropbox" from the Sidebar ▤.

2. Tap "Link Accounts."

3. Enter your Dropbox account credentials and tap Allow.

   Note: You can also import from the Documents and Dictation screens.

4. Choose the Import tool from the toolbar ↓ .

5. Choose Dropbox from the Import menu.

6. Select the folder from which you want to import the document.

   If you have many folders, you can search for the desired folder by typing words into the "Search my Dropbox" field.

7. Choose a document to import.

8. Indicate if you want to import the document as a local document or a synced Dropbox document.

   If you choose to sync the document, it is copied to the "Apps\Dragon Anywhere" folder in your Dropbox account and appears on the Dropbox screen in the app. The document is kept in sync whether you make changes to it in another app or in Dragon Anywhere.

   If you choose to import the document as a local document, it will appear on the Documents screen in Dragon Anywhere. The document can only be edited in the app and then shared to a cloud storage service or sent via email. Further edits will not be reflected in Dropbox.

   Note: If you import a document with the same title as an existing document, a number will be appended to the document title to make the title unique in Dragon Anywhere.

Syncing new documents

To sync a new document to Dropbox, dictate your document on the Dictation screen and then say "Save to Dropbox" or "Sync to Dropbox." You can also create a new document on the Dropbox screen 🗋 . In this case, the document will be saved to Dropbox automatically, without you needing to say, "Save to Dropbox."

Once you have saved a document to Dropbox, it will be saved automatically to Dropbox whenever you leave the Dictation screen or create a new document. You do not need to keep invoking the "Save to Dropbox" command.

The Dropbox screen

The Dropbox screen, available from the Sidebar, lists all DOCX documents you have synced to Dropbox from Dragon Anywhere or that you copied into the "Apps\Dragon Anywhere" folder in Dropbox.

Tap the Sort menu to sort the list alphabetically by title or by last date updated.

Tap the magnifying glass to search for a document by title.

Swipe right-to-left over a document to delete it, save it to a cloud storage service (Share) or Email it. Sharing or emailing a document will retrieve the latest contents of the document from Dropbox.

To delete multiple documents, tap Select in the upper-right corner, tap the checkbox next to each document you want to delete and then tap the trash can icon in the upper-right corner. Documents are deleted from your device and from the "Apps\Dragon Anywhere" folder in Dropbox.

Syncing documents and sync errors

The Dropbox screen displays the title and last update date for each document in the "Apps\Dragon Anywhere" folder. Documents that you have not opened on the current device include the description, "Open to sync." Tap these documents to open them on the Dictation screen and to download their contents to the current device.

If Dragon Anywhere experiences an error trying to sync a document, the document's status on the Dropbox screen will be "Open to sync." Tap the document to load it and attempt the sync operation again.

If you make changes to a document in Dragon Anywhere and in Dropbox and then try to save the document with a voice command or the Share menu, you will receive a message requesting how you want to resolve the changes—either overwriting the Dropbox document with the version from Dragon Anywhere or creating a copy of the document in Dragon Anywhere.

Dropbox API limit error

If you perform many Dropbox synchronizations or repeatedly view the Dropbox screen within a 1-hour period, you may receive a message stating, "Save to Dropbox failed! Application reached hourly API call limit to Dropbox." When this error occurs, you are *not* locked out of your Dropbox account. You will need to wait until the beginning of the next hour before being able to update the Dropbox screen or to sync to Dropbox.

De-Authorize Dragon Anywhere to use Dropbox

If you no longer want Dragon Anywhere to access your Dropbox account, open the Settings page from the Sidebar and choose "Unlink Dropbox."

When you unlink from Dropbox, all local documents on the Dropbox screen on your device are removed. Documents in the "Apps\Dragon Anywhere" folder within your Dropbox account are retained. If you have linked Dragon Anywhere to Dropbox on multiple devices, you will need to perform the unlink operation on each device to clear all local copies of documents.

Exporting dictation to Evernote

You have two options for sharing your dictation with Evernote:

- Export your dictation as a document attached to an Evernote note. This is a one-time, uni-directional method of sharing. This means that after you share the document, you will be able to edit it in Evernote, but it will not be possible to sync the changes back to Dragon Anywhere. See below for details.

- Sync a note to the "Dragon Anywhere" notebook in your Evernote account. Any future changes you make to the note in Dragon Anywhere or in Evernote, will be synced to Dragon Anywhere. See Syncing documents with Evernote (iOS version 1.0.5+) for details.

To export your dictation as an attachment to a new note in Evernote, you need to have an Evernote account. Dragon Anywhere performs authentication through Evernote and does not store your credentials.

Exporting to Evernote on iOS

1. Dictate your document, say "Share document" and then choose Evernote on the list of sharing applications.

   You can also tap the Share menu ⬆️ , choose Share Document and then choose Evernote.

2. If Evernote requests you to authorize Dragon Anywhere to use your Evernote account, enter your Evernote credentials, select an authorization period and tap Authorize.

3. Specify a name for the new note.

   By default, the note will use the name from the Title field on the Dragon Anywhere Dictation screen.

4. Optionally enter a tag for the new note.

5. Select the notebook where you want to create the new note.

6. Tap Save.

   You'll receive a confirmation message when your note has been saved.

Exporting to Evernote on Android

1. Dictate your document, say "Share document" and then choose Evernote on the list of sharing applications.

   You can also tap the Share menu ⬆️ , choose Share Document and then choose Evernote.

2. If Evernote requests you to authorize Dragon Anywhere to use your Evernote account, enter your Evernote credentials, select an authorization period and tap Authorize.

3. To export your first note, tap the Evernote elephant icon at the bottom of the Dictation screen.

4. Select the notebook where you want to create the new note.

5. Optionally choose a tag for the note.

6. Tap the Evernote icon 🐘 .

   You'll receive the confirmation checkmark when your note has been saved.

7. When saving subsequent notes, you can change the notebook and/or tag by tapping the Evernote elephant icon while it is spinning. Make the desired changes and then tap the Evernote icon again to save the note.

Syncing documents with Evernote (iOS version 1.0.5+)

You have two options for sharing your dictation with Evernote:

- Sync a note to the "Dragon Anywhere" notebook in your Evernote account. Any future changes you make to the note in Dragon Anywhere or in the Evernote app, will be synced to Dragon Anywhere. See below for details.

- Export your dictation as a document attached to an Evernote note. This is a one-time, uni-directional method of sharing. This means that after you share the document, you will be able to edit it in Evernote, but it will not be possible to sync the changes back to Dragon Anywhere. See Exporting dictation to Evernote for details.

Overview

Dragon Anywhere provides full integration with Evernote. This allows you to easily import your existing notes to Dragon Anywhere as well as dictate new notes and save them to a notebook in Evernote.

When you link your Evernote account to Dragon Anywhere a "Dragon Anywhere" notebook is created in your Evernote account. You can see this notebook within the Evernote app and web site. All notes you import from Evernote are copied to the "Dragon Anywhere" notebook. All documents you create in Dragon Anywhere and save to Evernote are also created in the "Dragon Anywhere" notebook.

The "Evernote" screen within Dragon Anywhere displays all the notes in the "Dragon Anywhere" notebook.

Within the Evernote app or web site you can move notes into the "Dragon Anywhere" notebook. These notes will appear on the Evernote screen in Dragon Anywhere.

As you dictate in a synced note, the new content is saved to Evernote when you leave the Dictation screen or when you say the Save to Evernote voice command or choose "Sync to Evernote" on the Share menu.

Each time the note is saved, the synced icon appears in the upper right corner of the Dictation screen .

Importing existing notes

You can import notes from any of your Evernote notebooks into Dragon Anywhere. Importing a note copies it to the "Dragon Anywhere" notebook in your Evernote account. When you open the note in Dragon Anywhere, the contents of the note are imported to your device.

1. Choose "Evernote" from the Sidebar .

    Note: You can also import from the Documents and Dictation screens.

    If you have *not* connected your Evernote account to Dragon Anywhere, choose "Link to Evernote" from the Sidebar, choose "Link Accounts" and enter your Evernote credentials.

2. Choose the Import tool from the toolbar .

3. Choose Evernote from the Import menu.

4. Select the notebook from which you want to import the note.

    If you have many notebooks, you can search for the desired notebook by typing words into the "Find Notebook" field.

5. Choose a note to import.

    A preview of the note appears.

6. If the note is correct, tap Import. If this is not the correct note, tap Back and choose another note.

7. Indicate if you want to import the note as a local document or a synced Evernote note.

    If you choose to sync the note, it is copied to the "Dragon Anywhere" notebook in your Evernote account and appears on the Evernote screen in the app. The document is kept in sync whether you make changes to it in Evernote or in Dragon Anywhere. Any existing tags on the note will be preserved when it is imported.

    If you choose to import the note as a local document, it will appear on the Documents screen in Dragon Anywhere. The document can only be edited in the app and then shared to a cloud storage service or sent via email. Further edits will not be reflected in Evernote.

    Note: If you import a note with the same title as an existing note, a number will be appended to the document title to make the title unique in Dragon Anywhere.

    Note: If the note you're importing contains an attachment, the attachment will be retained in Dragon Anywhere but you cannot edit the attachment from within Dragon Anywhere.

Syncing new notes

To sync a new note to Evernote, dictate your note on the Dictation screen and then say "Save to Evernote" or "Sync to Evernote." You can also create a new document on the Evernote screen . In this case, the document will be saved to Evernote automatically, without you needing to say, "Save to Evernote."

When you invoke the save to Evernote workflow, a preview of the note appears the first time. Subsequently saves of the note happen automatically.

1. To add tags to the note, tap the "Add tag" prompt text, type the name of the new tag and tap Enter/Return or type a comma.

    You can add up to five tags.

2. To choose from existing tags you have created in Evernote, tap the Add Tags icon .

3. Select up to five tags and then tap Done.

4. Tap Sync in the upper right corner to save your note to the "Dragon Anywhere" folder in Evernote.

    Once you have saved a note to Evernote, it will be saved automatically to Evernote whenever you leave the Dictation screen or create a new document. You do not need to keep invoking the "Save to Evernote" workflow.

The Evernote screen

The Evernote screen, available from the Sidebar, lists all notes you have synced to Evernote from Dragon Anywhere or that you copied into the "Dragon Anywhere" folder in Evernote.

Tap the Sort menu to sort the list alphabetically by title or by last date updated.

Tap the magnifying glass to search for a note by title.

Swipe right-to-left over a note to delete it, save it to a cloud storage service (Share) or Email it. Sharing or emailing a note will retrieve the latest contents of the note from Evernote.

To delete multiple notes, tap Select in the upper-right corner, tap the checkbox next to each note you want to delete and then tap the trash can icon 🗑 in the upper-right corner. Notes are deleted from your device and from the "Dragon Anywhere" notebook in Evernote.

Syncing notes and sync errors

The Evernote screen displays the title and last update date for each note in the "Dragon Anywhere" notebook. Notes that you have not opened on the current device include the description, "Open to sync." Tap these notes to open them on the Dictation screen and to download their contents to the current device.

If Dragon Anywhere experiences an error trying to sync a note, the note's status on the Evernote screen will be "not synced." Tap the note to load it and attempt the sync operation again.

If you make changes to a note in Dragon Anywhere and in Evernote and then try to save the note with a voice command or the share menu, you will receive a message requesting how you want to resolve the changes—either overwriting the Evernote note with the version from Dragon Anywhere or creating a copy of the note in Dragon Anywhere.

Evernote API limit error

If you perform many Evernote synchronizations or repeatedly view the Evernote screen within a 1-hour period, you may receive a message stating, "Save to Evernote failed! Application reached hourly API call limit to Evernote." When this error occurs, you are *not* locked out of your Evernote account. You will need to wait until the beginning of the next hour before being able to update the Evernote screen or to sync to Evernote.

When you unlink from Evernote, all local documents on the Evernote screen on your device are removed. Documents in the "Dragon Anywhere" notebook within your Evernote account are retained. If you have linked Dragon Anywhere to Evernote on multiple devices, you will need to perform the unlink operation on each device to clear all local copies of notes.

Settings

Open the Sidebar ☰ and choose Settings

Login

Changing your password

You can change your password at any time.

Enter your current password and then your new password two times.

To create a strong password, we recommend including upper and lowercase letters, numbers and punctuation symbols.

Note: The colon character (:) and the backslash character (\) are not allowed in passwords.

Logging out of the app

You can leave Dragon Anywhere running between your dictation sessions. No communication occurs with our servers unless you are actively using the app. You may choose to log out between sessions to secure your draft documents. If your documents contain sensitive data, we recommend you also define a pass code for your mobile device.

1. Choose Logout.

2. Tap OK on the confirmation message.

   You will be returned to the Login screen.

Account

Manage subscription

Dragon Anywhere supports one subscription per email address.

If you want to purchase additional subscriptions, enter a unique email address for each subscription.

Link to Evernote

For more information, see Syncing documents with Evernote (iOS version 1.0.5+)

Link to Dropbox

For more information, see Syncing documents with Dropbox (iOS version 1.0.7+)

Dictation Settings

Languages

You can use Dragon Anywhere to dictate in multiple languages.

The language of the app's user interface is independent from the dictation language. The user interface language is controlled by the Language you've selected in your device settings. The dictation language and the language of the online help is controlled by the language you select in the Dragon Anywhere settings.

For more information, see Dictation languages

Import/Export Settings

Manage import and sharing settings

1. Scroll to the Import/Export Settings section.

2. If you are working with Macintosh applications and need to output .rtfd files, turn on the "Share in Mac TextEdit format" setting.

3. If you regularly import RTF files and receive warning messages about unsupported content, you may choose to turn off the "Show document import warning" setting.

4. If you plan to send your dictated text in email to the same recipient, turn on the "Default email recipient" setting and enter the recipient's email address.

Security

Remember password

The Login screen appears each time you start the app. You will need to enter your password to proceed. You can choose to have the app remember your password on the Settings screen. This will allow you to bypass the Login screen.

Note: If you explicitly log out of the app, the Login screen will appear the next time you start the app.

1. Turn on the Remember Password setting.

Look and Feel

Text display size

You can define the size of the text that appears when you dictate. The font display setting applies only to text displayed within the app, not to the text you export from the app. The setting you choose applies to all text in the Dictation screen. You can also change the text size while you're dictating by saying one of the following voice commands: "Set font size to Small | Medium | Large"

1. Choose a text display size (Small, Medium or Large).

2. To see if your font size selection is satisfactory, switch to the Dictation screen and dictate some text.

Line spacing for display

You can define the line spacing for text you've dictated on the Dictation screen. Increasing the line spacing may make reading and editing the text easier. The line spacing setting applies only to text displayed within the app, not to the text you export from the app. You can also change the line spacing while you're dictating by saying one of the following voice commands: "Single space [the document]," "Space and a half [the] document," "Double space [the] document."

1. Choose a line spacing value (1.0, 1.5 or 2.0).

2. To see if your line spacing selection is satisfactory, switch to the Dictation screen and dictate some text.

Output font size for new documents

You can specify the size of text Dragon Anywhere creates when you email your dictation or share it as a document. The text size you choose applies to newly-created documents and will not override the text sizes in documents you import into Dragon Anywhere. By default, a new document uses 12-point text.

1. Choose an output font size for new documents (12, 14, 16).

2. When you email or share your dictation, the font size you choose will be used.

Beep when microphone turns off

If you are dictating without looking at the screen, for example when you're in the car, you may want to be informed when the microphone turns off. The microphone will turn off after 20 seconds of not receiving audio or if a command is recognized that switches the focus away from the Dictation screen. If you enable this setting, a "beep" will sound whenever the microphone turns off except for when you tap the microphone control or when you say "Microphone Off."

1. Turn on the "Beep when microphone turns off setting.

Resetting the app

You may choose to reset the app if you have many draft documents you want to clean up quickly or if you're providing the device to another person to use. Resetting the app permanently removes all local copies of your documents. If you have shared documents to cloud storage services, those shared copies will not be removed when to reset Dragon Anywhere. Resetting the app also changes all settings to their default values.

1. Tap Reset Application and then tap Reset on the confirmation message.

Frequently asked questions

Question	Answer
Do I have to enter my password every time I launch or switch to the app?	No, you can turn on the "Remember Password" option on the Settings page.
How do I dismiss the keyboard on my phone?	On phones held in portrait orientation, a Done link appears in the upper-right-hand corner of the keyboard. If the Done link is not present, rotate your phone into landscape orientate and then tap the Keyboard Dismiss button.
Is there a time limit for dictation?	No, you can dictate for as long as you want.
Is there a quick reference for common voice commands?	Yes, tap the Commands List icon ▤ on the Dictation screen to see the most common commands.
Can multiple people dictate into the app?	Yes. Each person who uses the app should have his or her own account since each account has its own speech recognition profile. See Can multiple people use Dragon Anywhere?
Can I train words in the app?	No. As you dictate words, the system will adapt automatically to your pronunciation and word usage.
Do Dragon Anywhere and Dragon desktop products share the same speech recognition profile?	No. Dragon desktop products and Dragon Anywhere use separate speech recognition profiles. It's possible to share custom words and auto-text commands between the products. See Architecture.
Can I use recognition modes, such as Spelling and Numbers?	No. Dragon Anywhere supports Dictation mode. If you need to enter a word or acronym that is not being recognized, please use the keyboard.
What cloud storage services can I use?	You can use any cloud storage service to share the documents you create in Dragon Anywhere, as long as the service is recognized on your mobile device. Popular cloud storage services include iCloud, Google Drive, Drop Box, One Drive and Box.
How do I buy multiple copies of the app for a group of users?	See our corporate sales page for details - https://www.nu-ance.com/dragon/dragon-anywhere.html

Getting help

If you encounter a problem that is not covered by the documentation, please consult the Dragon Anywhere **Support site** (https://www.nuance.com/dragon/support/dragon-anywhere-support.html).

Managing your subscription

You can purchase a monthly or annual subscription to Dragon Anywhere through Apple or Google In-App Purchase. Subscriptions are auto-renewing. You manage your subscription through your iTunes or Google Play account.

Purchase a Subscription on iOS

1. Launch the Dragon Anywhere app and choose Subscribe.

2. Select a subscription to purchase (Monthly or Annual).

    The Monthly product includes a 1-week, free trial period.

3. Enter an email address.

    The email will serve as your username to log in to Dragon Anywhere.

4. Log in to your existing iTunes account to complete the purchase or choose to create a new iTunes account.

5. Confirm the subscription you want to purchase.

6. Accept the Apple subscription terms.

7. Optionally provide your first and last name.

8. Specify a password for your Dragon Anywhere account
   Note: The colon character (:) and the backslash character (\) are not allowed in passwords.

9. You can now log in to your Dragon Anywhere account using the email address and password you specified during the purchasing process.

Purchase a Subscription on Android

1. Launch the app, accept the license agreement and choose Subscribe.

2. Select a subscription to purchase (Monthly or Yearly).

    The Monthly product includes a 1-week, free trial period.

3. Enter an email address.

The email will serve as your username to log in to Dragon Anywhere.

4. Define a password for your account.
   Note: The colon character (:) and the backslash character (\) are not allowed in passwords.

5. Optionally provide your first and last name.

6. Confirm the subscription you want to purchase.

7. Accept the Google subscription terms.

8. You can now log in to your Dragon Anywhere account using the email address and password you specified during the purchasing process.

Dictate on Multiple Devices

Once you have purchased a subscription, you can use Dragon Anywhere on multiple devices. On iOS devices, use the Restore Purchase feature on each subsequent device to install your subscription.

1. Install the Dragon Anywhere app.

2. Launch the app and choose Subscribe.

3. On iOS, choose Restore Existing Subscription at the bottom of the screen.

4. On Android, your purchase will be added to the current device based on your Google Play account. Ensure you are logged in with the same Google Play account on all devices where you want to use Dragon Anywhere.

Re-installing the App

If you have uninstalled and re-installed the app on a device, you will likely receive a message that your subscription has been restored when you launch the app. If you don't receive this message, complete the steps above to restore your subscription.

Resolving Issues

If you receive an error during the purchase process, confirm the following:

- You entered your iTunes or Google Play username and password correctly.

- You have a valid credit card associated with your iTunes or Google Play account.

If you receive a message that you've already purchased a subscription to Dragon Anywhere, tap Back and then choose Restore Existing Subscription (iOS).

Manage Your Subscription

You manage your subscription through your iTunes or Google Play account.

1. Open the Dragon Anywhere Settings page from the Sidebar menu and choose Manage Subscription.

   You can also access the iTunes **Subscription Management** site from a browser or the iTunes app.

   You can also access the Google Play **Subscription Management** site from a browser or the Play Store app.

2. Log in to your iTunes or Google Play account and choose Manage Subscriptions.

3. Select the Dragon Anywhere subscription.

4. Choose your new subscription options and then choose Done.

Need Additional Help?

If you need assistance to complete your purchase or to resolve an issue, contact our Support team. See Getting help for more information.

Commands List

Dragon Anywhere includes an explicit command syntax to perform dictation, selection, correction and command and control activities. Refer to the Commands List in the Dictation scene for quick access to the most common commands.

To see all supported commands, just say "What Can I Say" in the Dictation scene or access the What Can I Say item on the Sidebar ☰.

To access the Commands List

1. In the Dictation scene, tap the Commands List icon.

2. Scroll the list, if needed, to see all commands.

3. Tap the "View all commands" link to open the What Can I Say content that contains all supported commands, including auto-texts you have added to the system. See Managing auto-texts for more information.

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