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Have you visited the Frozen Pole? Did you hear how Nuance helped Santa complete his Naughty and Nice lists this year? (Which list were you on?) Learn all the details about Dragon saving the season, and try our free animated e-greeting cards, in this month's Dragon News section. And since it's the holiday season, our newsletter is filled with Nuance's gift to you: our best tips and tricks to make formatting text easier than ever using voice commands.

## Dragon in the News

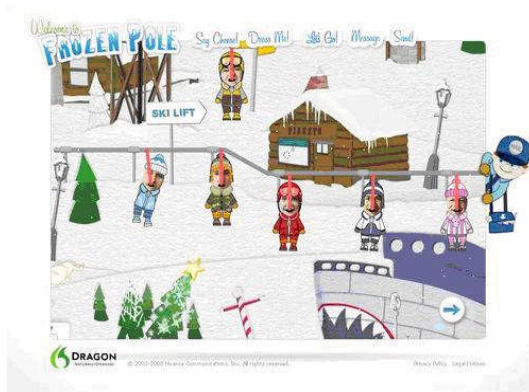
### Dragon Saves the Season



Apparently there was an accident at the North Pole, and Santa has fallen critically behind in completing his Naughty and Nice lists. Santa turns to Dragon, and the lists are completed in no time. But there are a few more names to add to the lists. A new marketing campaign launched by Nuance earlier this month allows you to create an “elf report” for your friends and family. Send them an e-greeting card and let them know which list they landed on this year. Visit [www.dragonsavestheseason.com](http://www.dragonsavestheseason.com) to get started.

### Visit the Frozen Pole

Fans of the 1983 film *A Christmas Story* likely recall the scene disputing whether or not a person's tongue will stick to a frozen flagpole – ending with Flick's tongue seriously stuck. The latest Dragon marketing campaign carries the argument one step further, simulating what would happen if your tongue was stuck to other objects. Upload a photo of yourself, dress your character and join us at the Frozen Pole where you can stick your tongue to any number of objects, such as a bell, a ski pole, an airplane, or perhaps the ball and chain dragged up a mountain by a Yeti. When you're done laughing, send an animated greeting card of your Frozen Pole adventure to a friend. Visit [www.frozenpole.com](http://www.frozenpole.com) to learn more.



## Improving Accuracy and Productivity

### Quick Voice Formatting

What happens after you've dictated your text with Dragon? What if you want to change a word, delete a sentence, or format text for emphasis? It's fast and easy to edit and format text by voice with the new Quick Voice Formatting feature introduced in Dragon 10. In addition to the many existing editing commands such as “Delete line,” Dragon 10 introduces direct commands for formatting, deleting, and copying named words and passages.

Rather than selecting the relevant word(s) or passage and commanding what to do with that text (e.g., “Select *very*, [pause] Bold that”), you can now directly name the desired text with the desired action in a single voice command, such as “Bold *very*.” You can even designate a whole passage by quoting its first and last word(s): “Bold <text> through <text>.”

### The Formatting Dialog Box

Dragon is pre-configured with a series of formatting guidelines (e.g., Dragon automatically inserts a space after a comma but not an open quote, it capitalizes at the beginning of sentences and paragraphs, etc.).

## Tell Us What You Think

### Do you currently use Dragon to format text?

a) Yes, I use voice to edit and format text just about all the time.

b) Yes, I use voice to correct misrecognized words, but not to format the text.

c) Sometimes I use voice for formatting, but other times it's faster to change the text by hand.

d) I do not use voice for formatting because it's too difficult.

e) I did not know you could format text by voice.

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Your feedback will help us prioritize new features and enhancements for future versions of the product.



The Formatting dialog box allows you to quickly customize the formatting rules to fit your own personal style. For example, Dragon now allows you to easily format numbers as numerals rather than words (e.g., numbers appear as "5" rather than spelled out as "five"). You can also set formatting preferences for titles, addresses, phone numbers, prices, dates (e.g., 12/25/08 vs. December 25, 2008), times (6:30 p.m. vs. six thirty PM), units of measure (e.g., 5'10" vs. five feet ten inches), and more.

Setting these formats in advance saves you the time of going back to format your text later. To customize your formatting options, click the Tools menu of the DragonBar and select Formatting. Then simply check the boxes that

are applicable to your personal style.

## Tips and Tricks

### Capital Letters

To capitalize a specific word, just say "cap" right before that word. (To be sure that Dragon doesn't mistakenly write out the word cap, do not pause between saying cap and the word you want capitalized.) If you have a series of words you want to appear with an initial capital letter, you can say "caps on" and the remainder of your text will be capitalized. Say "caps off" to turn this formatting feature off.

To write a word in all capital letters, say "all caps" followed by the word. You can also say "all caps on" to format your text in all capital letters. Then say "all caps off" to return to standard capitalization rules. To apply capitalization to text you have just dictated (or selected), say "Cap that" or "All caps that."

### Inserting Punctuation

You can enter any form of punctuation by voice. Beyond the standard "period," "comma," or "question mark" commands, here is a command list of some common punctuation marks and symbols:

- " " open quote; close quote
- () open paren; close paren
- / backslash or slash
- hyphen
- < > left angle bracket; right angle bracket (or less than; greater than)
- © ® copyright sign; registered sign
- :-) smiley face

### Changing Font Size or Style

You can use commands to specify any combination of font name, size and style. Simply say "set size" or "set font size" and define the font name, size, and/or style (e.g., "Set font Times" or "Set font size 12 points"). Commands that start with "Set font" change selected text and text you dictate from then on. To change only selected text or what you just said, begin your command with "format that" (e.g., "Format that Courier 18 bold" or "Format that Arial 12 points"). To remove bold, italics, underline, and strikethrough formatting, say "Format that Plain Text."

You can specify any combination of font name, size and style, but you must specify attributes in this order: name, then size, and style. If you specify only a size, you must say "points" (e.g., "Format that 12 points"). If you don't know exactly what font size number you need, try a command such as "Make it bigger" or "Make it smaller" to increase or decrease the size of selected text. Similar commands can also be used to change the color of the font (e.g., "Set font color to green in this line," "Set the color to red," or "Make it dark blue" – referring to the current word or selection).

*Note: These commands won't work if Natural Language Commands are disabled—which may have been done by Dragon if your PC was detected as under-resourced.*

## You Asked, We Answer

### You Asked:

"Sometimes I want to format a word that appears several times in a document. When I tell Dragon to select that word, it always selects the wrong one."

### Answer:

If the word or phrase you want to select appears in several places, you can use the "select <word>" command, and then say "select again" to move to the next instance.

