

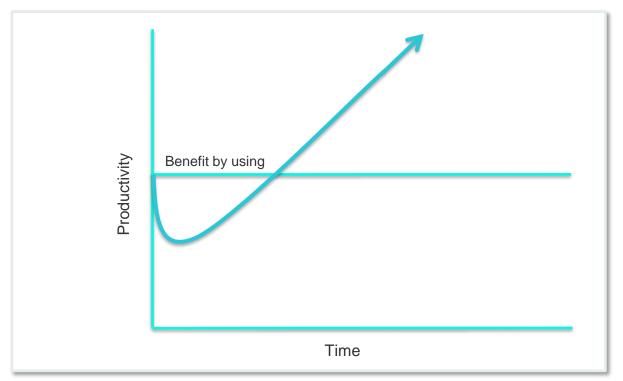
Dragon Professional Anywhere Training

Training Topics

- 1 User Profile Basics
 - 2 Using a Power Mic
 - 3 Dictation Basics
 - 4 Common Formatting Techniques
 - 5 Making Corrections
- 6 Adding Vocabulary Words + Auto-Text

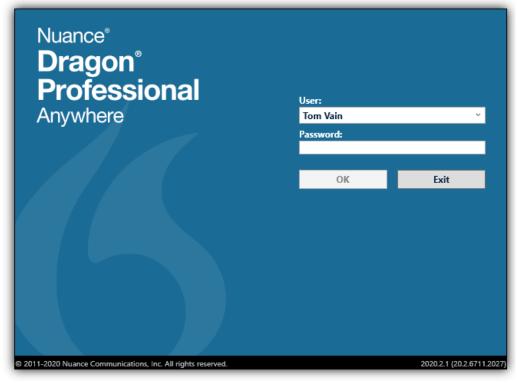


What To Expect – The Success Curve



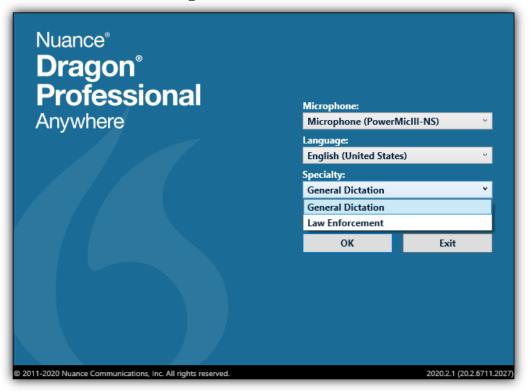


Getting Logged In



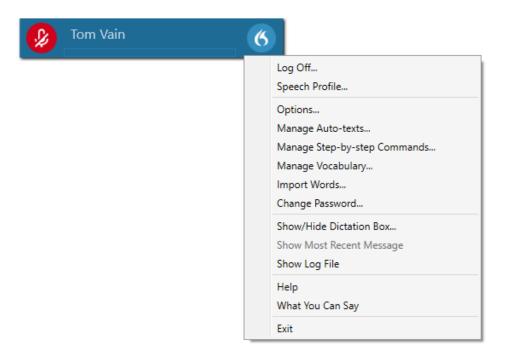


Speech Profile Options



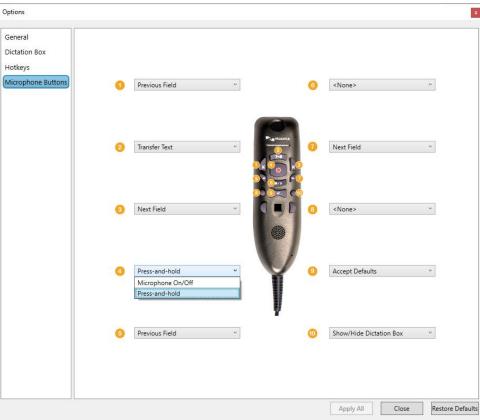


The DragonBar



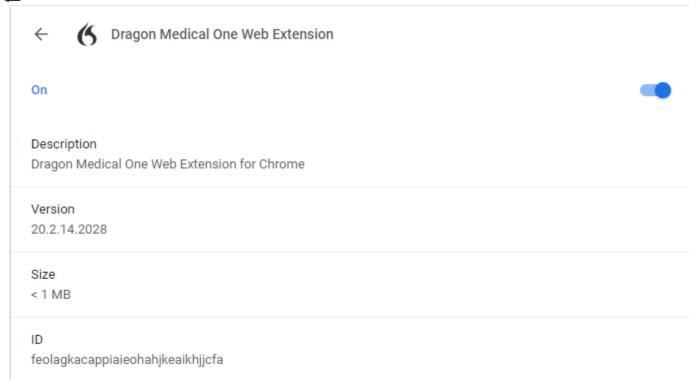


Using Your PowerMic





Dragon Medical One Web Extension





Dragon Medical One Web Extension

Home > Extensions > Dragon Medical One Web Extension



Dragon Medical One Web Extension

Offered by: Nuance Communications, Inc.

★★★★ 17 | **Productivity** | **2** 200,000+ users

Add to Chrome



Dictation

Key points for your first dictation:

- > Speaking in longer, continuous phrases provides contextual clues and thus helps Dragon choose between homophones like "your" and "you're".
- Punctuation is part of the dictation context it has an impact on recognition accuracy.
- > Two very frequent dictation commands are **new line** and **new paragraph** (which skips a line before your next statement).
- > First words after a period or paragraph are capitalized automatically.
- Your dictated words may take a moment to appear on the screen. This is normal.
- Many people find it better to look away from the screen while dictating so that they can focus on their thoughts and words versus what Dragon is doing.



Dictation Practice Exercise

- 1 Open Microsoft Word
- 2 Turn your microphone on
- 3 Read the following text naturally.

Note: When dictating, speak in full sentences or statements, including punctuation. *Say this:*

Dictating in full sentences enables better speech recognition semicolon because not only does Dragon recognize your words comma it recognizes your words in the context of sentences period new paragraph And comma by including punctuation comma you'll spend less time cleaning up your dictation period You'll see better results in your reports overall period Speaking in full sentences enables dragon to recognize your words and their context comma saving time and getting you better results period



Selecting Text - Practice

Select the last sentence of the text and underline it.



Key Points to Remember:

- Once you have selected the text you want, you can now format it, replace it, delete it, copy it, or correct it.
- ➤ To format the text, say what you want to do. For example, you can say "cap that" to capitalize each word in the highlighted selection. Check out the Common Commands in Appendix 1
- You can also overwrite the text by saying what you want to replace for the highlighted text.



More Correction Practice

Turn your microphone on, and dictate this text into MS Word:

Until further notice, the weekly team meeting will be held in room B 31 (not be 40). Special invitees this week: Stephen Haas, and Peterson, and Jean would.

Turn your microphone off.



More Correction Practice

These changes need to be made (using speech):

- "Be 40" should be "B-40"
- "and Peterson" should be "Anne Peterson"
- "Jean would" should be "Jean Wood"



Key Correction Points

- Dragon enables you to correct a specific instance of a word or every instance of a word. We call the numbers that enable you to select the word to correct "disambiguation numbers." You can choose an instance by selecting the number that appears by the word or "choose all".
- If Dragon presents you with the correction you seek, you can choose the option presented.
- If you don't see the correction you want, you can spell it.
- You can always use your keyboard and mouse to make corrections.
- Dragon improves in two ways: learning from its recognition mistakes and learning from your verbal and written input.
- Training words during dictation is the best way to increase Dragon's recognition.



Adding To Dragon's Vocabulary

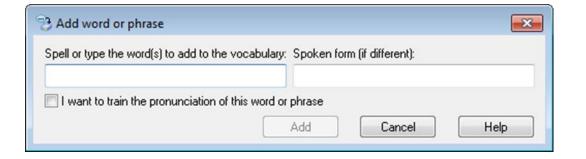
Dragon's vocabulary has 300,000 words!

However, it's likely that you'll still need to add names and acronyms to your vocabulary.



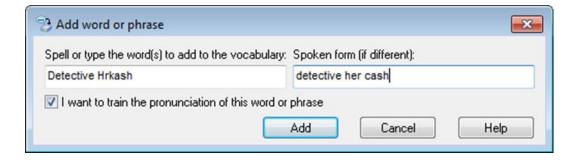
Add Words

Go to Tools, Vocabulary Center, Vocabulary Editor





Adding Words - Practice



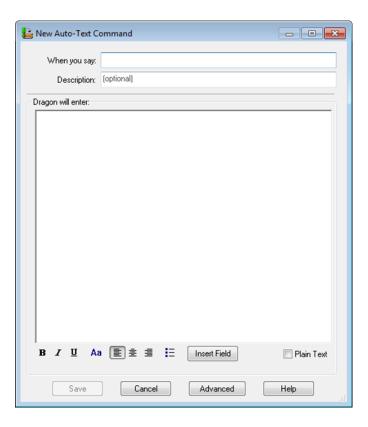


Key Points When Adding Vocabulary

- Use a written and spoken form of the word.
- ➤ If the word you're adding to the vocabulary will always be used with another word, add them to the vocabulary together. For example, "Detective Hrkach" can be added together versus just adding "Hrkach". The process is the same.
- ➤ Taking a moment to train Dragon on the spoken form of the word will help Dragon recognize the word or phrase when you use it.

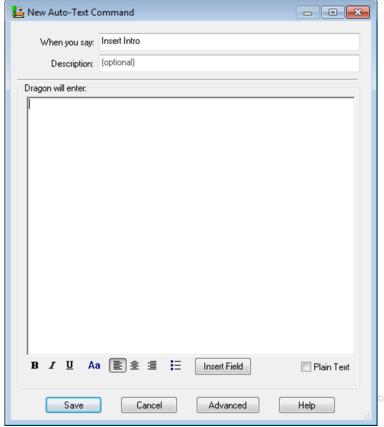


Add Auto-Text





Auto-Text Practice





Key Points When Creating Auto Text

Key Points When Creating Auto-Text

- Name your Auto-Text what you'll say to call it up. E.g. "insert intro"
- Place your cursor where you want to insert your Auto-Text and then say the Auto-Text command like "Insert intro"
- Use an easy to remember command



How to Get Help







Questions?