Install Dragon

1. **Exit any open program.** If an **anti-virus** program is running, turn it off until after the installation ends.
2. **Put the Dragon DVD** into your PC or **open your download file.**
3. **Enter the serial number** found on the DVD sleeve or, for a download, in the email you received.

Once installation ends, start Dragon (double-click its icon on the Desktop).

Choose your microphone

If applicable, **connect** your microphone; if you simply use your PC’s built-in microphone, Dragon will detect it. Dragon will list the microphones available to your PC, indicating which one is active. Choose the one to use.

Create a user profile

The first time you start it, Dragon guides you to create the best possible user profile for you.

A profile is a set of files that store information Dragon uses to transcribe what you say, such as how you sound.

Your profile will become more and more precise the more you use Dragon.

For details, click the Help icon on each screen.
Complete the Interactive Tutorial

These short progressive simulations develop essential skills including:

- pausing before and after commands
- changing a hotkey or other setting
- adding a personal word

At any time, you can exit the Tutorial then return through the Help menu.

Open the Help

The Help includes tips and instructions, including troubleshooting and how to use Dragon in various applications.

Click the DragonBar’s question mark icon (❓) then select Help Topics.
Make Dragon listen... or not

On: Dragon is listening

![Icon of DragonBar or System Tray with microphone icon and settings option]

One can control Dragon's microphone by:

- Clicking its icon on the DragonBar or System Tray.
- Pressing its hotkey (by default, the + on the numeric keypad).
- Saying commands such as “Wake up” and “Microphone off.”

Off: Dragon can't hear anything

![Icon of DragonBar or System Tray with microphone icon and settings option]

Ensuring Dragon listens when desired is an important habit!

Your first dictation

Open Microsoft Word, Notepad, or DragonPad. Make sure the cursor is in the document, turn on the microphone, think of a few sentences then dictate them. Say punctuation (colon, question mark, etc.) and practice the commands "New paragraph" and "New line".

As you speak, a small icon 🖐️ indicates that Dragon is processing. No need to wait for Dragon to “catch up.” Use a natural pace and tone. Speaking in longer phrases gives much better results than halting speech.

Correcting errors

Though you can boost accuracy by personalizing the vocabulary, some errors will occur. Dragon will learn from them if you correct them, which it lets you do several ways.

When Dragon misrecognizes what you just dictated, you can say “Correct that.” This displays the Correction Menu, which lists alternatives.

If the correct alternative is on the list, choose it.

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

To enter...  
.  
!  
's  
(  
)  
"  
@  
+  
_  
-  
;  
&  
#  

You can say...  
dot | point | period | full stop  
exclamation point | mark  
apostrophe ess  
open paren  
close paren  
close quote  
at sign  
plus sign  
underscore  
hyphen  
semi colon  
ampersand  
hashmark | number sign

Numbers, dates, times, units, prices

To enter...  
4.2  
$4.50  
4  
0.03  
4x4  
4 mm  
4°  
5423  
11/32  
781-565-5000  
8:30 PM  
200 kg  
5'3"  
May 15, 2003  
Boston, MA 02460  
1 Wayside Dr.  

You can say...  
four point two  
four dollars and fifty cents  
umeral four (or say "Spell four")  
zero point zero three  
four by four  
four millimeters  
four degrees  
five thousand four hundred twenty three  
eleven over thirty two  
seven eight one five six five five thousand  
eight thirty P M  
two hundred kilograms  
five feet three inches  
May fifteenth two thousand three  
Boston Massachusetts oh two four six oh  
One Wayside Drive
Sample commands

Say "What can I say" at any time to see suggestions. For more commands, see the Help.
To click a button, menu or other item, say its name preceded by “Click,” e.g. “Click OK.”
Pause before and after commands but not within them.

Control the microphone
Go to sleep or Stop listening
Wake up
Microphone off

Select text
Select all
Select <xyz> | line | paragraph
Select next <n> words
Select previous paragraph
Unselect that

Correct Dragon’s errors
Correct <xyz>
Correct that

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

Move in a list
Move down <n>
Press Enter
Press right arrow

Get help
What can I say
Show formatting commands
Give me help

Edit text
Resume with <xyz>
Delete <xyz> | line | paragraph
Delete last <n> words
Scratch that <n> times
Backspace <n>
Undo that
Cut | Paste that
Show Dictation Box

Spell out
Spell that
Spell <characters>, e.g. Spell cap b hyphen 5, Spell space Charlie alpha papa

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

Format
Bullet selection, Unbullet that
Bold the previous line
Underline | Capitalize <xyz>
ALL CAPS <word>
Work with windows
Switch to <window name>
List all windows
Minimize window
Show Desktop
Restore windows

Start and close items
Click Start
Start <name> (Mail | DragonPad | Microsoft Word...)
Open Control Panel
Close window or Press alt F4

Move the mouse
Move mouse up | down | right | left
Slower
Stop

Click the mouse
Mouse click | double-click | right-click
Note: To click a button, menu or other item, say its name preceded by “Click,” e.g. "Click OK."

Learning more
At first, focus on getting used to dictating fluidly and personalizing the vocabulary to include the unusual words you need.
Progressively, you'll use more capabilities. Explore tools and settings as needed.

You can always:
• say "What can I say"
• search the Help with a direct command such as “Search Help for hotkey options”
• click the ? icon and return to the Tutorial

Resources on the Web include the latest hardware, support and notes. See www.nuance.com/dragon.