

# Dragon Law Enforcement Training **Guide.**

Designed to accompany Dragon Law Enforcement training.



## **Welcome to Dragon Law Enforcement (DLE).**

This training guide is specifically for patrol, investigators, and others within law enforcement to optimize the efficiencies possible by adding speech to your workflow. DLE empowers you to safely complete report documentation 3Xs faster than typing. This guide aims to provide you with an efficient introduction that will enable you to:

- Dictate reports into your RMS application while in the community and remaining situationally aware.
- Personalize your vocabulary to include acronyms and uncommon words that may not be included in Dragon's 300,000+ word vocabulary.
- Run license plates with your voice.

Remember, Dragon Law Enforcement adds speech to your existing tools; your mouse and computer keyboard are still available. Dragon is like using your voice as an external keyboard, and there are many tasks in which your voice can be a more efficient and effective tool.



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# Getting Started with Dragon Law Enforcement

Dragon has considerable accuracy out of the box. And, over time, Dragon learns from you...but sticking with it is crucial to your success.

After just a few hours of working with Dragon, you'll notice a big improvement in your ability to dictate, in your comfort level with speaking what you would normally type, and in Dragon's recognition of unusual words and phrases.

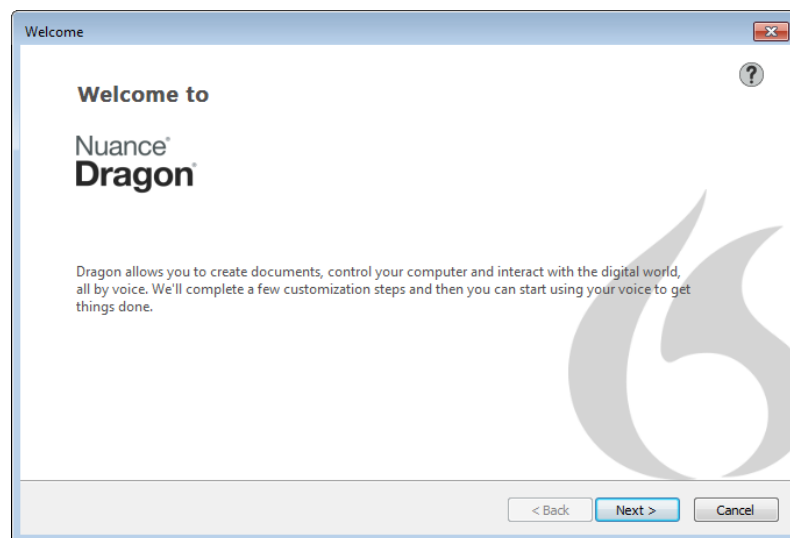
**Let's get started!**

## Creating Your Profile

The more you use Dragon, the more Dragon learns how you speak and the more accurate Dragon's output becomes. Dragon is optimized for each user. This process starts with setting up your User Profile. Dragon Law Enforcement has a set-up wizard that makes User Profile creation fast and easy. The set-up wizard automatically starts the first time you open Dragon Law Enforcement.

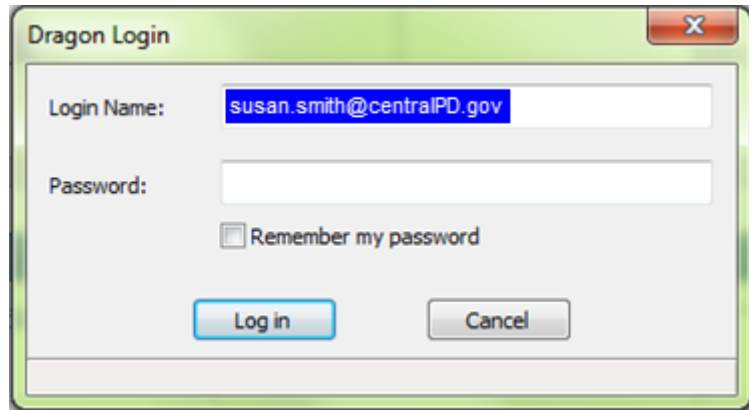
### To begin:

- 1 - Ensure your microphone or headset is plugged in and set up with your computer
- 2 - Open Dragon Law Enforcement (DLE)



**Log in.**

Most Dragon Law Enforcement users will be prompted to login to Dragon. Enter a profile name and password provided by your system administrator.

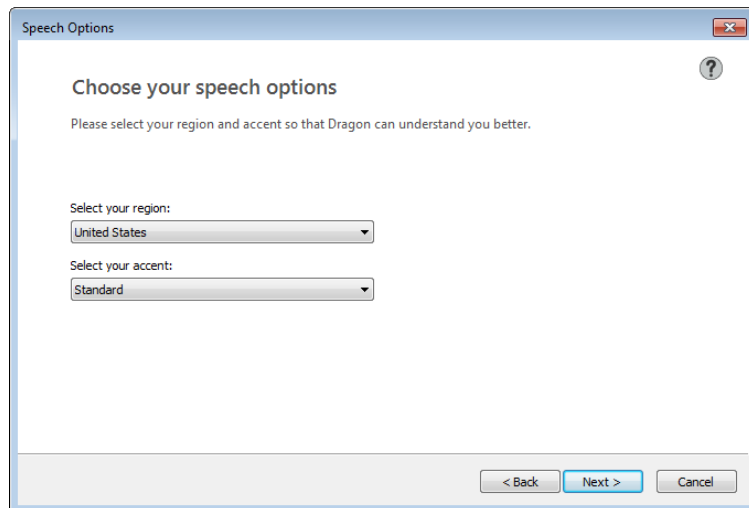


The image shows a 'Dragon Login' dialog box. It has a title bar with a close button (X). Inside, there are two text input fields: 'Login Name:' with the text 'susan.smith@centralPD.gov' and 'Password:'. Below the password field is a checkbox labeled 'Remember my password'. At the bottom are two buttons: 'Log in' and 'Cancel'.

**Choose your speech options.**

First, choose your country.

This is necessary because even countries that share a language, have country-specific vocabulary and spelling. For example, the United States uses “color” and Canada uses “colour”.

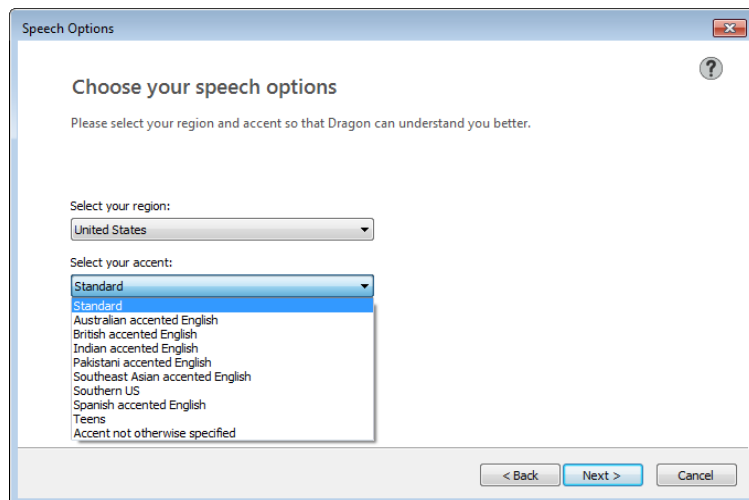


The image shows a 'Speech Options' dialog box. It has a title bar with a close button (X) and a help icon (?). The main text says 'Choose your speech options' and 'Please select your region and accent so that Dragon can understand you better.' There are two dropdown menus: 'Select your region:' with 'United States' selected, and 'Select your accent:' with 'Standard' selected. At the bottom are three buttons: '< Back', 'Next >', and 'Cancel'.

**Select your accent.**

Select the option that most closely matches your accent.

Note: Many users have success by choosing “Standard”.



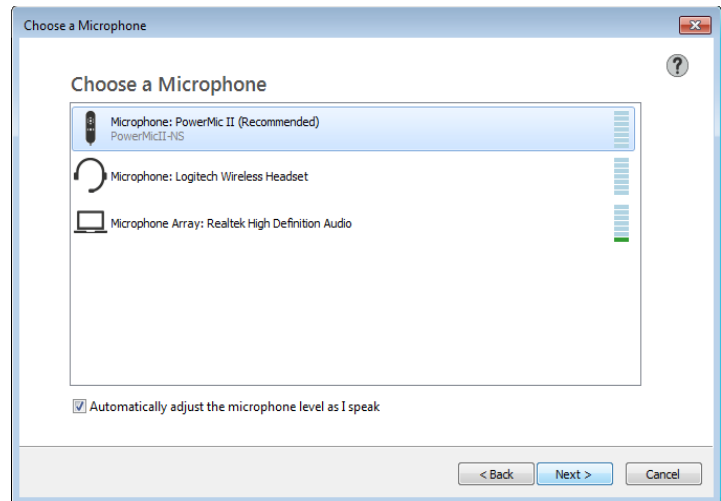
The image shows the 'Speech Options' dialog box with the 'Select your accent:' dropdown menu open. The list of accents includes: Standard, Australian accented English, British accented English, Indian accented English, Pakistani accented English, Southeast Asian accented English, Southern US, Spanish accented English, Teens, and Accent not otherwise specified. The 'Standard' option is highlighted. The other elements of the dialog box are the same as in the previous image.



### Choose your microphone.

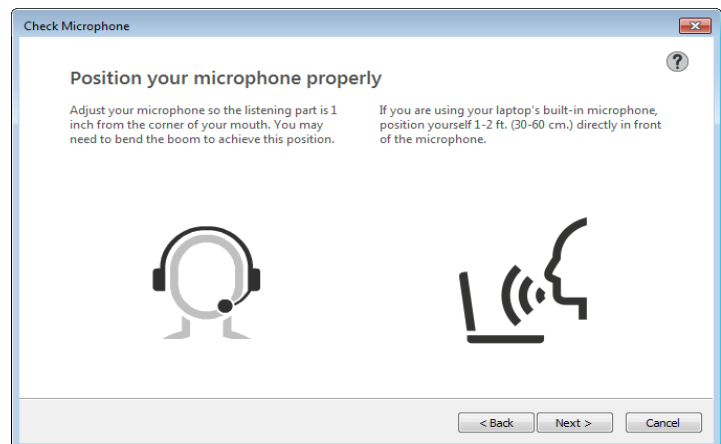
Law enforcement users most commonly use the Power Mic or a USB headset.

Select the microphone your agency has provided and click “Next”. The Wizard will only list the microphones that are connected to your computer during installation.



### Position your headset.

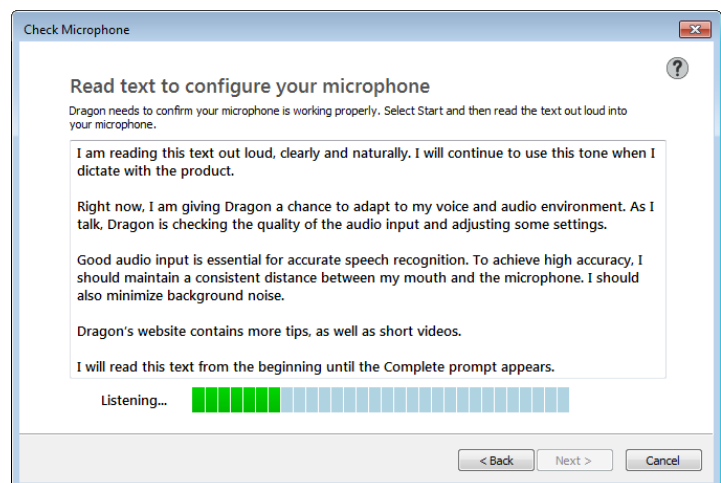
If you're using a headset, position as instructed in the set-up wizard.



### Read text to configure your microphone.

Dragon Law Enforcement will begin to calibrate your microphone by having you read text. Perform this step in your typical work environment and speak as you typically do.

If you're unable complete this step of the set-up wizard in your typical work environment, you can redo this step later when you are in your patrol car or office. Dragon lets you know when it has heard enough. Click “Next”.

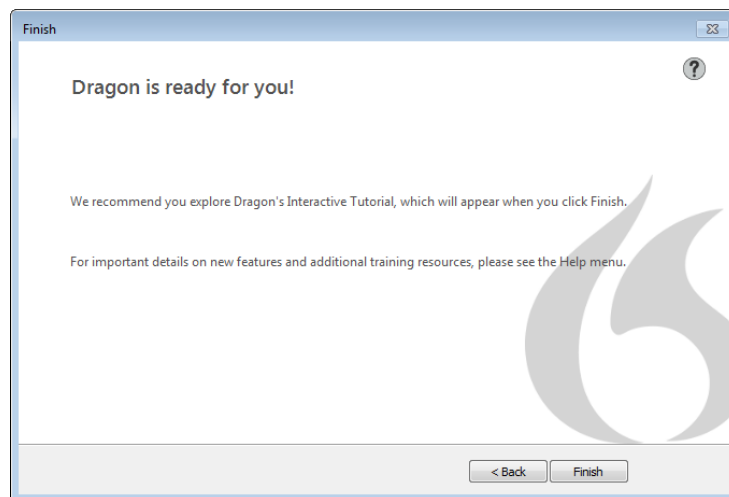


**Register your birth year.**

We ask for this information to ensure you're an adult.



The image shows a dialog box titled "Age Verification" with a close button (X) in the top right corner. The text inside reads: "To comply with privacy regulations, we need to know your age. Please enter your year of birth." Below this text is a label "Year of Birth:" followed by a text input field containing the value "1967". At the bottom of the dialog are two buttons: "OK" and "Cancel". A blue hyperlink labeled "Privacy statement" is located at the bottom left of the dialog area.

**Click Finish.**

The image shows a dialog box titled "Finish" with a close button (X) in the top right corner. The text inside reads: "Dragon is ready for you!" followed by a question mark icon. Below this, it says: "We recommend you explore Dragon's Interactive Tutorial, which will appear when you click Finish." and "For important details on new features and additional training resources, please see the Help menu." A large, stylized gray flame logo is on the right side. At the bottom are two buttons: "< Back" and "Finish".

**Congratulations! Your User Profile is set up!**

After your user profile is created, Dragon will offer to optimize your vocabulary, presenting a screen entitled "Adapt to your writing style". We recommend that you skip this step.

# Starting to Dictate

This section introduces you to the DragonBar, using your microphone, and your first dictation.

## The DragonBar

The DragonBar appears each time you open the Dragon Law Enforcement application. The DragonBar contains several menus and a microphone icon.

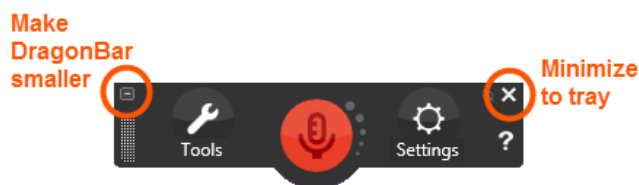


The color of the microphone on the DragonBar indicates its ability to hear your dictation. When the microphone is green, Dragon is listening for dictation. When the microphone is red, Dragon does not hear what you say until you turn it on.

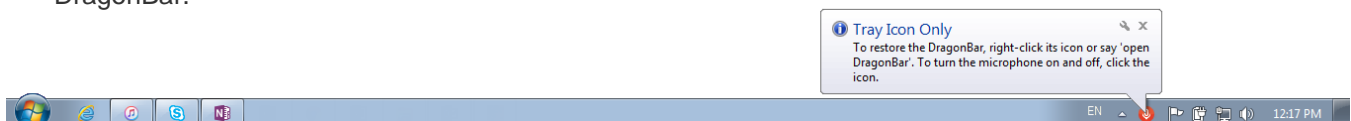
The Volume Meter measures the strength of the audio Dragon receives. The Full Text Control (FTC) indicator will be green in most applications indicating that Dragon is tightly integrated with the application. If the FTC indicator is not green, you can use the Dragon Dictation Box to dictate and then transfer your text into the application.

### Exercise #1: Minimize the DragonBar.

Click the minimize button to make the DragonBar smaller...and click it again to go back to full-size.



Now Click the X to minimize Dragon to the Windows tray...and right-click the tray icon to restore the DragonBar.



## Exercise #2: Turn on Dragon's Microphone.



**PowerMic users:** Hold down the talk button (the red button on the Power Mic). When you release it, Dragon's microphone turns off. Alternatively, you can configure the PowerMic in Dragon so you can tap the red button on the PowerMic and tap it again to turn it off ("Settings> Options> PowerMic").

**Headset users:** Click the red microphone on the DragonBar to turn on your microphone. Say, "*microphone off*" to turn your microphone off.

You'll always want to turn off the microphone when you're done dictating. Dragon "listens" whenever the microphone is on. To avoid getting unwanted text in your documents, remember to turn your microphone off when you are not dictating, like before answering the phone, speaking to someone, or clearing your throat; this is a simple but important habit you should develop quickly.

Note: Dragon supports a wide variety of microphones and headsets. Your agency will supply you with the best option for you along with Dragon software. Agencies often select the PowerMic.

## Optimizing the PowerMic

### Keep the microphone several inches from your mouth.

Placing the microphone too close to your mouth will create distortion and hamper Dragon's success at understanding you.

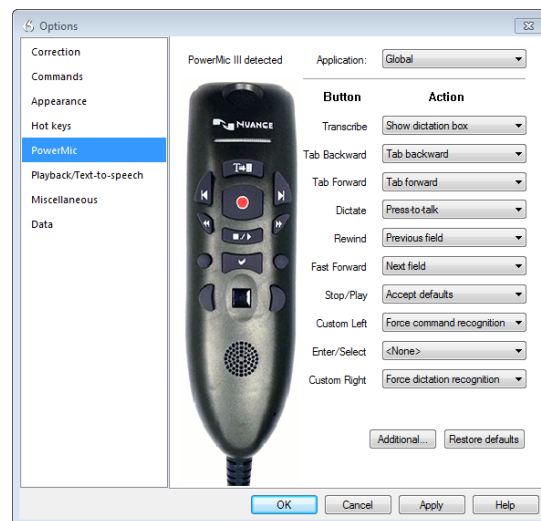
**Wait a second or two before speaking after pressing the red microphone-on button.** This ensures that you don't accidentally cut off the first part of your dictation.

The PowerMic also offers simplified, thumb-control operation for dictating, navigating, reviewing, and editing speech recognition-generated documentation.

**Use Tab Forward and Tab Backward buttons.** On either side of the microphone-on button, these make it easy to tab back and forth between fields in an RMS while holding the PowerMic.

### Use the touch pad at the bottom of the PowerMic.

Instead of a mouse or trackpad, this touch pad makes it more ergonomic to move the cursor on your MDT.



Default settings for the PowerMic are illustrated here. Your IT department may change the default settings to optimize the Power Mic's integration with your RMS.

- Settings can be individually configured
- Click Restore Defaults to reset

## Accessing Your User Profile from Multiple Computers

Many Dragon Law Enforcement users access their profile from a patrol car they are assigned to for their shift or from a shared computer at the station.

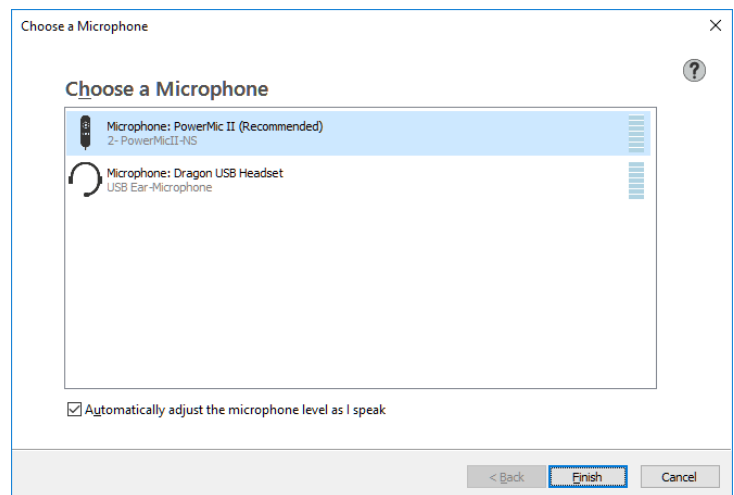
Dragon Law Enforcement, when configured with the Nuance Management Center, enables you to use Dragon from multiple systems. Configuring Dragon Law Enforcement with the Nuance Management Center (NMC) ensures that your custom words, commands, and PowerMic settings are stored in the Nuance Management Center and are accessible when you log in to your Dragon profile.

When you open Dragon from any PC connected to your agency's Nuance Management Center, you will be asked for your user name and password.

You will be prompted to choose a microphone.

- The recommended device will be highlighted
- You will only see connected microphones

Click "Finish" to complete setup, or select a different device and then click "Finish". Now all of your words and settings are available on the system you are using.



Notes

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# Your First Dictation

Now that you have set up your User Profile, we'll learn the basics of dictation and dictate text. What you dictate will be inserted wherever your insertion point (cursor) is located in your document or RMS system. There are many ways of moving the insertion point by voice, but know that you can also reposition it by hand (clicking the mouse where you want it, or using your keyboard's arrow keys).

Before dictating, make sure the desired window is active and position the cursor where you want your dictation text to go.

When you dictate, you need to say punctuation and characters. This table highlights the most common characters followed by what you say to include them in your text:

Character	What you say
.	Period
,	Comma
?	Question mark
!	Exclamation point or exclamation mark
:	Colon
;	Semi-colon
"	Open quote
"	Close quote
(	Open parenthesis or Open paren
)	Close parenthesis or Close paren
...	Ellipsis
&	Ampersand or and sign
--	Dash
-	Hyphen

To start a new paragraph, say "new paragraph". The first word of the new paragraph will automatically be capitalized.

You're ready to start your first dictation.

## Exercise 3: Dictation Practice.

Open Microsoft Word, turn your microphone on, and start to 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 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

*Reminder: Turn off your microphone when you're finished dictating.*

### 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.



## Law enforcement dictation

Dragon Law Enforcement has features just for law enforcement users. In addition to the phonetic alphabet, Dragon recognizes Mexican and Canadian territories and states, and car makes and models. Dragon's vocabulary also recognizes profanity so your documentation is accurate.

### Exercise #4: More Dictation and Formatting Practice.

*Dictate the following including punctuation and in full sentences:*

On October 14, 2016, at approximately 2100 hours, I was dispatched to 3191 Oak Street for a suspected burglary. I arrived at the address and I met with the responding officer. The owner, Mr. Fred Brown, had returned home from a night out to find his back door smashed. Mr. Brown called the police and did not enter the premises. Officer Smith was the responding officer, and had searched the home for intruders. No intruders were found.

*Remember, turn your microphone off.*

Sometimes, Dragon doesn't reflect what you say on the page. You can use your voice, keyboard, or mouse to make edits. Next we will learn about formatting and editing commands.

Notes

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# Voice Commands

Dragon Law Enforcement enables you to format text, make corrections, and navigate within your document with your voice. Law enforcement reports don't typically require a lot of fancy formatting. We will cover the most common commands.

## Selecting Text

With Dragon, you add your voice to the options you have for selecting, editing, and navigating within a document. Here are some common ways you can use your voice with Dragon.

### Exercise 5: Selecting Text.

To format text, you must first select the word(s) you want to format. Dragon acts on the selected text whether it was selected by voice or by hand. It makes no difference to Dragon so format your text whichever way is easiest for you. If you want to change a word or phrase, you can say "Correct <XYZ>" in which <XYZ> is the word or phrase that needs correcting and Dragon will highlight the word or phrase and offer suggested corrections (see exercise 5a). Note: Each command requires a slight pause before and after the command so that Dragon knows what you are saying is a command (something you want it to do) instead of dictation (something you want it to type).

Let's practice a few options with the text created in Exercise 4.

Practice Exercise	Say	If you want...
5a	Correct <XYZ> where XYZ is the word or phrase you want to correct.	To select and correct a word or phrase.
5b	Select <start> through <end>	To select a chunk of text that starts with a specific word and ends with another word.

Let's practice:

### Exercise 5a: Correct a Word.

*Select and correct a word or phrase in your document:*

Ensure your cursor is in the Word document. Turn your microphone on and say "Correct Brown". Turn your microphone off.

You'll notice that each instance of "Brown" has a number. We call these numbers "disambiguation numbers". You can say "choose all" to select every instance of a word or "choose n" for a particular instance of "Brown". To change "Brown" to "Browne" say "choose all". Dragon's correction box will appear. You'll notice that "Browne" is an option Dragon presents. Choose it by saying "choose 2". Brown will be changed to Browne throughout your text. *Reminder: Turn your microphone off when you're done dictating.*

**Exercise 5b: Select a Chunk of Text.**

*Select a chunk of text by saying the first and last word of the text:*

Ensure your cursor is in the Word document. Turn your microphone on and say “select no through found”. You’ll notice that the last sentence of the text is highlighted. Say “underline that”. To underline the last sentence. *Turn your microphone off when you are finished dictating.*

**Key Voice Command Points**

- ✓ 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.

**Common Correction Command**

We’re going to practice making edits with your voice. To do that, we’re going to add text to your Microsoft Word document that we’ll use for our practice exercises.

**Exercise #6: 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.*

Here's what you might see in your document:

Until further notice, the BHDP meeting will  
be held in room B 31 (not be 40).

Special invitees this week: Stephen Hass,  
and Peterson, and Jean would.



*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"

*Change "Be 40 to "B-40":*

Turn on your microphone. **Say: "Correct be 40"**

Until further notice, the BHDP meeting will  
be held in room B 31 (not be 40).

Special invitees this week  
Anne Peterson, and Jean

correct be forty

Correction Menu

Select "Choose" followed by a number

"Choose 1" Be 40

"Choose 2" Be forty

"Choose 3" BE 40

You can also select:

"Spell that" if you don't see your choice above

"Play that back"

"All caps that"

"Add that to Vocabulary"

"Unselect that"

"Don't recognize that word"

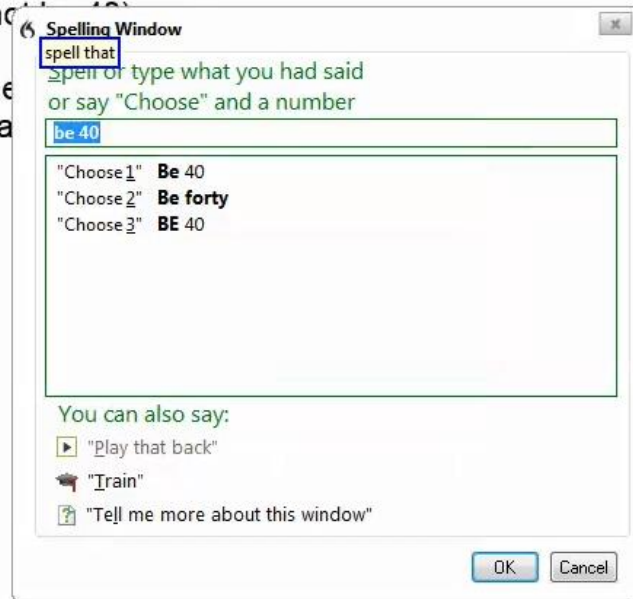
"Make that a command"

Correction options

Say: ***“Spell that”***

Until further notice, the BHDP meeting will  
be held in room B 31 (not 40).

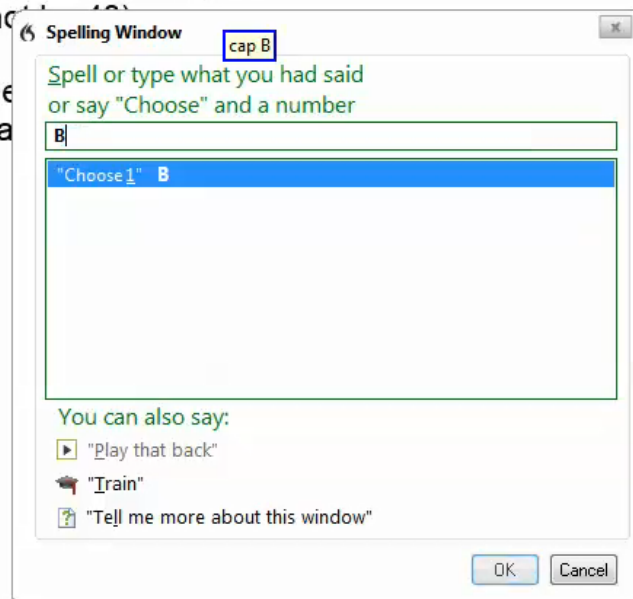
Special invitees this week are  
Anne Peterson, and Jean



Say: ***“Cap be space four zero”***

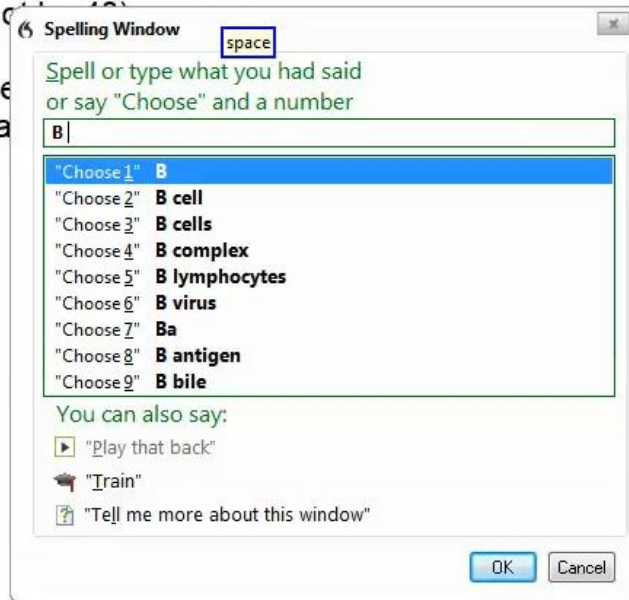
Until further notice, the BHDP meeting will  
be held in room B 31 (not 40).

Special invitees this week are  
Anne Peterson, and Jean



Until further notice, the BHDP meeting will  
be held in room B 31 (not B 13).

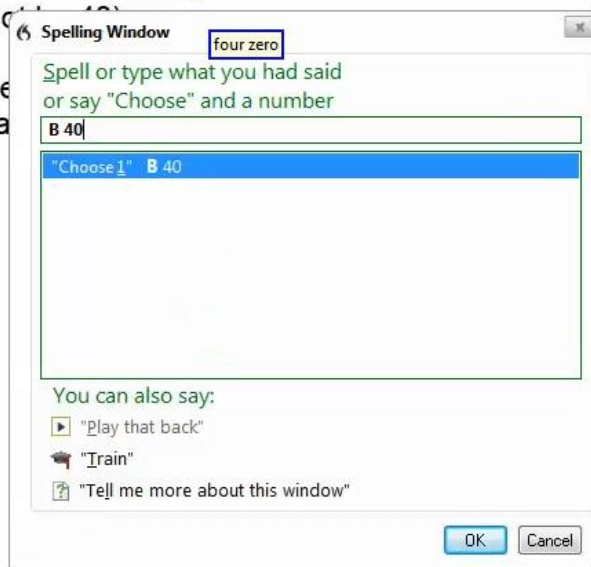
Special invitees this week are  
Anne Peterson, and Jean



[Note: You could also say *"numeral four zero"*]

Until further notice, the BHDP meeting will  
be held in room B 31 (not B 13).

Special invitees this week are  
Anne Peterson, and Jean



Say: *"Choose 1"* and then turn your microphone off.

Now, change “and Peterson” to “Anne Peterson”:

Turn on your microphone. Say: **“Correct and”**

Until further notice, the BHDP meeting will  
be held in room B 31 (not be 40).

Special invitees this week: Stephen Hass,  
**1**and Peterson,**2**and Jean would.

correct and

Pause, then say **“Choose One”**

Until further notice, the BHDP meeting will  
be held in room B 31 (not be 40).

Special invitees this week: Stephen Hass,  
and Peterson, and Jean would.

choose 1

The screenshot shows a window titled "Correction Menu" with a close button in the top right corner. The window contains the following text:

Select "Choose" followed by a number

- "Choose 1" in
- "Choose 2" an
- "Choose 3" end
- "Choose 4" Ann
- "Choose 5" Anne
- "Choose 6" Anh
- "Choose 7" And
- "Choose 8" AND

You can also select:

- "Spell that" if you don't see your choice above
- "Play that back"
- "All caps that"
- "Add that to Vocabulary"
- "Unselect that"
- "Don't recognize that word"
- "Make that a command"

Correction options"

Say: **“Choose 5”**

Turn your microphone off when you're done.

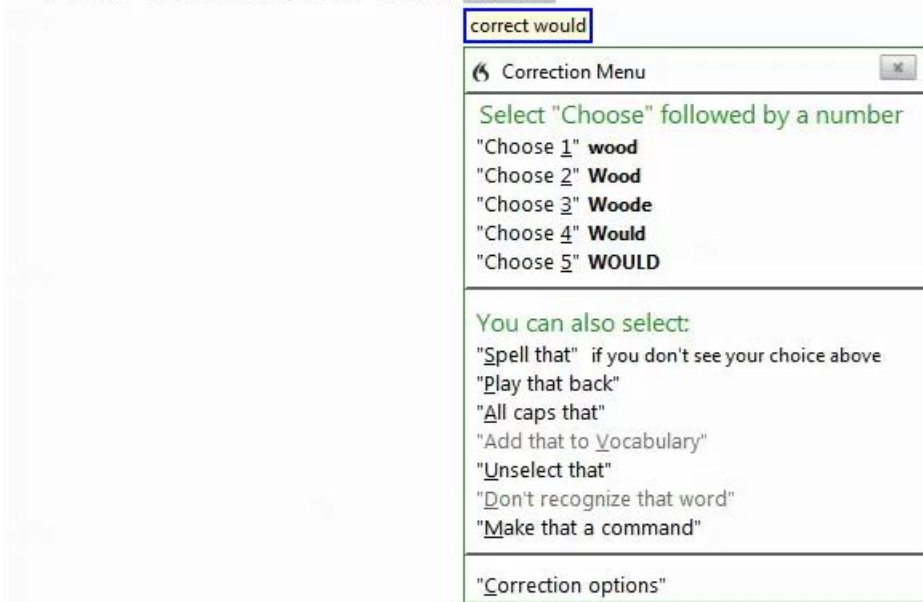


Now, change “Jean would” to “Jean Wood”:

Turn on your microphone. Say: **“Correct would”**

Until further notice, the BHDP meeting will  
be held in room B 31 (not be 40).

Special invitees this week: Stephen Hass,  
Anne Peterson, and Jean would.



Say: **“Choose 2”** and then turn your microphone off.

## 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.

## Notes

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# Add to Dragon's Vocabulary

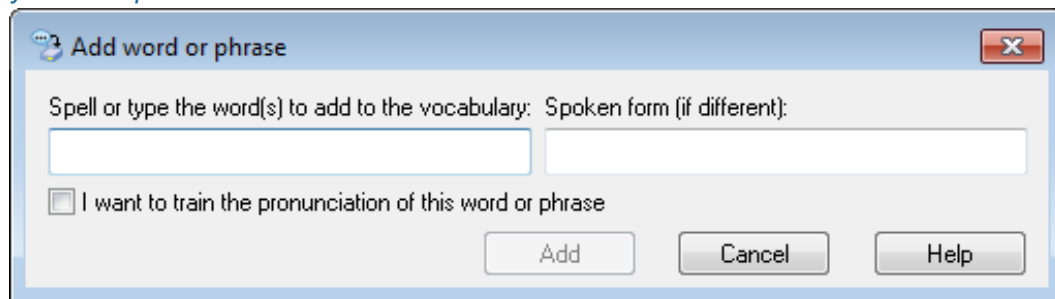
There will be names, acronyms and perhaps locations that you use in your job that are not in Dragon's vocabulary. It's easy to add these words and phrases to Dragon's vocabulary so Dragon will recognize them.

Dragon uses written forms and spoken forms of words. Written forms are how they look when typed out. Spoken forms are how they are pronounced. For example, if you say Detective Hrkach's name, Hrkach is not in Dragon's vocabulary. The closest match might be "her cash". We can add "Hrkach" to the vocabulary so that Dragon gets the written form correct. Let's practice:

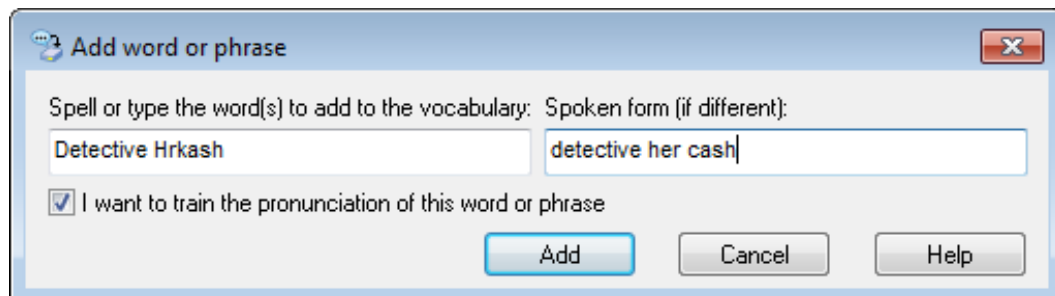
## Exercise 7: Add Words to Vocabulary

To learn how to add words into Dragon's vocabulary, let's update our vocabulary so that when we say Detective Hrkash, her name is in your vocabulary.

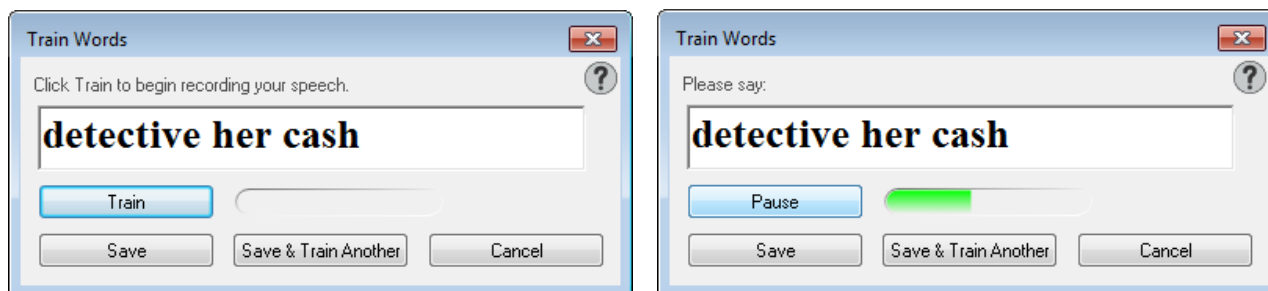
*Turn on your microphone and say: "Open vocabulary editor" then "Click add"  
Then turn your microphone off.*



Type "Detective Hrkach" in the words to add to the vocabulary. It's important that the words are written exactly as you want Dragon to type it out. Then type in how you say the word. Type in "detective her cash". Select the option "I want to train the pronunciation of this word or phrase."



*Click the "Add" button or say: "Click Add". You will be prompted to train Dragon on how to say the word. Click "Train" and then say "detective her cash". Then, click "Save".*



We are adding "Detective Hrkash" instead of just "Hrkash" for 2 reasons:

- Hrkash will always be with the title "Detective"
- Even adding one word to make it a phrase improves Dragon's ability to recognize the correct way to write the phrase.

## Key Points When Adding Words to Dragon's 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.

# Auto-Text

Many agencies have an introductory paragraph that sets up the report. Dragon Law Enforcement enables you to insert frequently used text, like an introductory paragraph, with a simple command. To create the Auto-Text, go to the Command Center in the Tools menu, and select Add New Auto-Text.

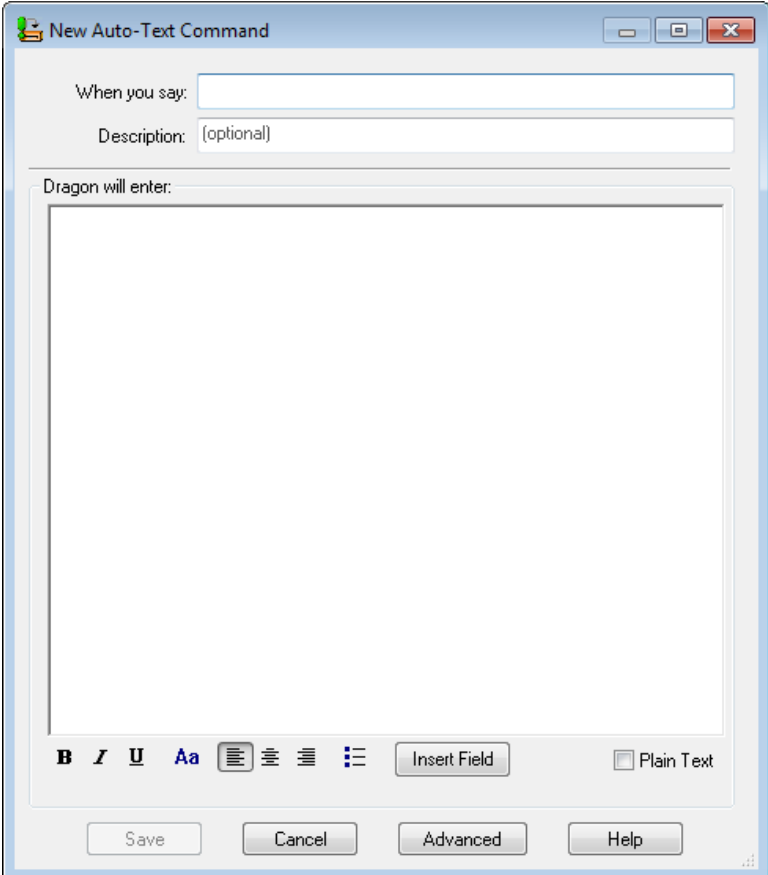
## Add a new Auto-Text.

In the *When You Say* field, enter what you will say to have Dragon insert this text in the future. Then copy and paste or type your text in the box.

Note that you can add basic formatting, but this will only appear in applications where formatted text is supported.

*Check **Plain Text** to have your font always match the font of the program in which you're working.*

Then *click **Save***.



The screenshot shows the 'New Auto-Text Command' dialog box. It has a title bar with standard window controls. Inside, there are two text input fields: 'When you say:' and 'Description: [optional]'. Below these is a large text area labeled 'Dragon will enter:'. At the bottom of the dialog, there is a toolbar with formatting icons for bold (B), italic (I), underline (U), font color (Aa), bulleted list, numbered list, and indented list. To the right of the toolbar is an 'Insert Field' button and a checkbox labeled 'Plain Text'. At the very bottom are four buttons: 'Save', 'Cancel', 'Advanced', and 'Help'.

Let's practice creating an Auto-Text for a report introduction.

## Exercise #8 – Creating an Auto-Text Command to Insert an Introduction

### Insert Intro.

To create the Auto-Text, go to the Command Center in the Tools menu, and **select Add New Auto-Text**.

You can insert the Exercise text or use a report introduction statement you typically use.

To insert the text in the “Dragon will enter:” area you can copy it from another source, type it, or turn on your microphone and dictate your introduction statement.

The screenshot shows the 'New Auto-Text Command' dialog box. It has a title bar with a small icon and standard window controls. The main area contains two text input fields: 'When you say:' with the text 'Insert Intro' and 'Description:' with the text '(optional)'. Below these is a large text area labeled 'Dragon will enter:'. At the bottom of the dialog, there is a toolbar with icons for bold (B), italic (I), underline (U), font color (Aa), bulleted list, numbered list, decrease indent, and increase indent. To the right of the toolbar is an 'Insert Field' button and a checkbox labeled 'Plain Text'. At the very bottom of the dialog are four buttons: 'Save', 'Cancel', 'Advanced', and 'Help'.

**Sample text for intro statement Auto-Text:**

I, Officer Richard Stanley, K9 officer, assigned to the 4pm to midnight shift, operating marked cruiser number 427 made the following observations:

*Click Save.*

New Auto-Text Command

When you say: Insert Intro

Description: (optional)

Dragon will enter:

I, Officer Richard Stanley, K9 officer, assigned to the 4pm to midnight shift, operating marked cruiser number 427 made the following observations:

**B I U Aa** [List Icons] [Insert Field] ☐ Plain Text

[Save] [Cancel] [Advanced] [Help]

*If you used your microphone to enter the introduction, remember to turn it off after dictating.*

Now, go to the MS Word document we are using for training, click in the document where you want the introduction inserted, turn on your microphone, and say “Insert Intro”. The introductory paragraph will appear in the document. Turn off your microphone.

**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

## Notes

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# Run a License Plate

Dragon Law Enforcement enables patrol officers to run plates with Dragon. Using your voice to run plates can enable you to stay situationally aware while running a plate. There are a variety of ways to run a plate. The process to run plates is generally the same for all applications. Start by putting your cursor in the field where you're entering the plate number. Then say "Enter plate" and say the plate letters and numbers. For example, "alpha bravo Charlie one two three" will run plate ABC123. Letters will appear capitalized.

To leave the plate mode of Dragon Law Enforcement, say "end plate". Pressing any key on your keyboard or a mouse click will exit plate mode. This switches you back to your previous dictation mode where Dragon is listening for normal words and commands versus phonetic letters and numbers.

Dragon Law Enforcement ships with an understanding of the "NATO" phonetic alphabet. Your agency can enable any phonetic alphabet to work. Ask your system administrator to add your preferred phonetic alphabet if it's different from the NATO option (see Appendix 2).

Once you are in the license plate application,

## Key Points to Run License Plates

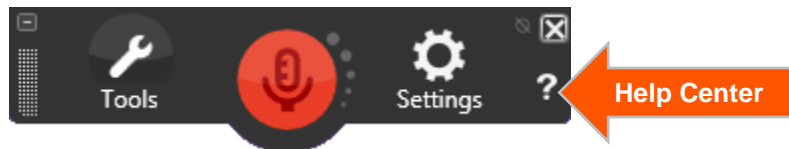
- ✓ Say "enter plate" to switch Dragon to be in Plate Mode. This will ensure Dragon listens for letters, numbers, dashes, and spaces.
- ✓ Say "end plate" to go back to your normal dictation mode.
- ✓ Letters will be capitalized

Notes

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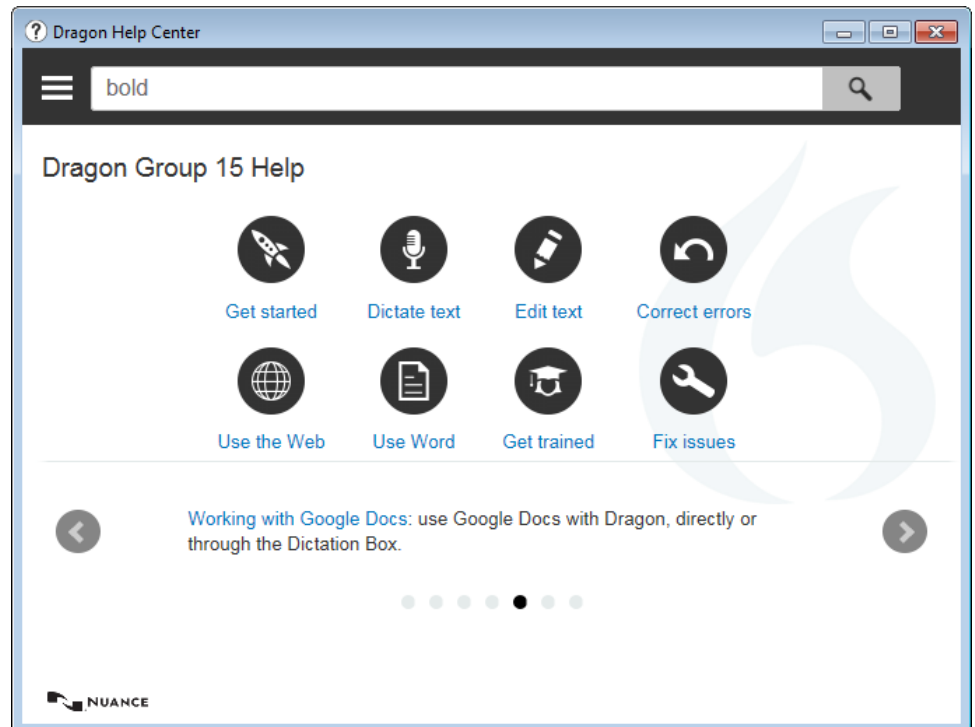
# Getting Help

Dragon Law Enforcement comes with significant Help options. To open the Dragon Help Center, just click the question mark on the DragonBar or say, “give me help”.



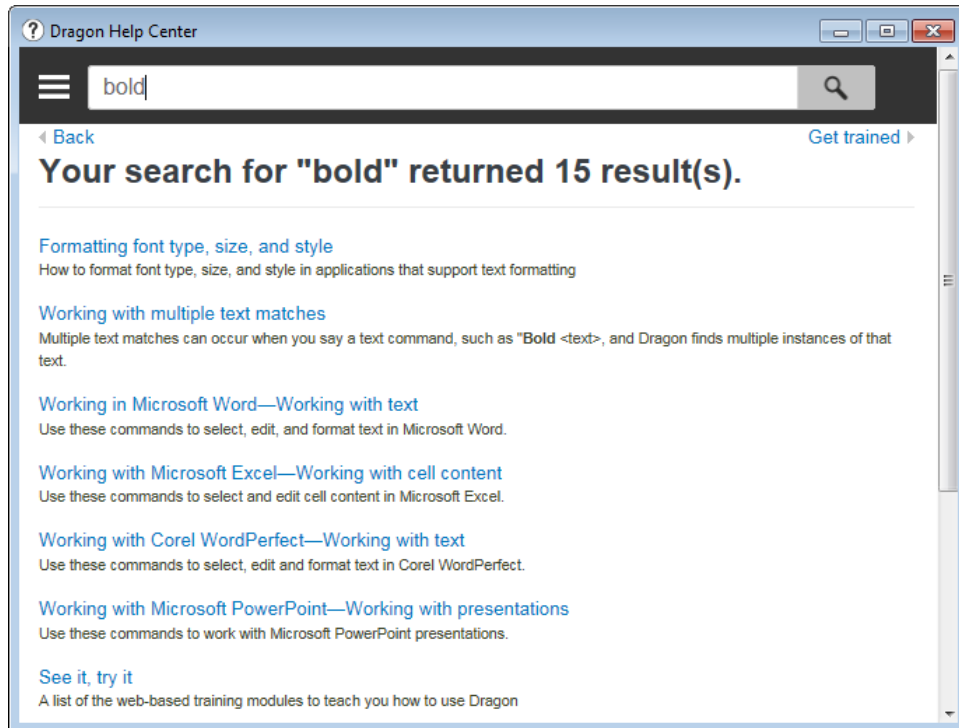
## Search words.

If you're interested in learning how to bold text, you can type or say “bold”.



**Search results.**

The Help Center will search all content related to bold:



*NOTE THAT HELP ONLY WORKS IF YOU ARE CONNECTED TO THE INTERNET.*

We recommend that you spend time clicking through the Help Center. You'll notice interactive tutorials and other fantastic resources. Also you can always say **"What can I say"** and Dragon will pull up help that is related to the application in which you're working.

# APPENDIX I

## Best Practices

### Headset control.

- ✓ Click the red microphone button in Dragon to enable the microphone
- ✓ Click the green microphone button in Dragon to disable the microphone
- ✓ Press the microphone on/off hotkey to enable/disable
- ✓ Press and hold the Push-to-talk hotkey to enable and release the hotkey to disable
- ✓ Set hotkeys in Dragon in “Tools> Options> Hotkeys”

### PowerMic control.

- ✓ Press and hold the red PowerMic talk button to enable the microphone; release the button to turn off the microphone

### Dictation best practices.

- ✓ Speak in full sentences
- ✓ Include punctuation
- ✓ Pause briefly before and after saying a command
- ✓ Treat “new line”, “new paragraph” and punctuation as regular dictation—no pause required

Note: Dragon automatically capitalizes the first word after a period or paragraph

## Common Commands

Command	What it does
Cap <XYZ>	Capitalizes the first letter of dictated text [“Cap good morning” → “Good morning”]
Correct <XYZ>	Opens the correction menu for the selected text
Select <XYZ through XYZ>	Selects a range of text and opens the correction menu
Delete <XYZ>	Deletes the selected text
Scratch that	Deletes the last dictated text
Undo that	Reverses the last action (like using ctrl-z on your keyboard)
New line	Inserts a new line and begins typing as a continuation of the previous text (the first sentence is not capitalized unless it follows a period)
New paragraph	Inserts two lines and begins typing as a new paragraph (the first sentence is capitalized regardless of the previous text)
Go to end of line	Cursor goes to the end of the current line
Go to end	Cursor goes to the end of the text on the current page
What can I say	Opens the What Can I Say dialog box, displaying available navigation/correction/formatting/punctuation commands

### To run plates or VINs.

To start: “Enter plate” or “Enter VIN”. Use phonetic alphabet, numbers or “plus”, “dash”, “slash” or “space”.

To end: Any key or mouse click restores dictation and command mode or say “End plate” or “End VIN”

## APPENDIX II

Dragon Law Enforcement comes with an understanding of the NATO phonetic alphabet. This is useful when running license plates. If your agency uses a different phonetic alphabet, your system administrator can add it to Dragon Law Enforcement so you don't need to learn a new system.

**NATO Phonetic Alphabet**

Letter	Word	Letter	Word
A	Alpha	N	November
B	Bravo	O	Oscar
C	Charlie	P	Papa
D	Delta	Q	Quebec
E	Echo	R	Romeo
F	Foxtrot	S	Sierra
G	Golf	T	Tango
H	Hotel	U	Uniform
I	India	V	Victor
J	Juliet	W	Whiskey
K	Kilo	X	X-ray
L	Lima	Y	Yankee
M	Mike	Z	Zulu