Connect your microphone

- When you plug your microphone into your PC, an “audio event” window may open. If this happens, verify what is highlighted in that window before closing it.

- If you want to bypass your PC’s sound system (or if your PC has only one audio socket), consider using a USB adapter or USB microphone.

- If your PC has only one audio socket, you can use a Y-shaped adapter.

- If you use a Bluetooth® microphone, plug its dongle into a USB port on your PC and make sure it is in call mode. For information on using a Dragon Bluetooth or Plantronics® Calisto® Bluetooth headset, please see:

  nuance.com/support/dragon-naturallyspeaking/index.htm

- You may want to verify the “recording” Sound settings in the Control Panel (right-click the speaker icon in the System Tray).

Important: If your microphone requires plugging into a USB port, you can now use any port and even plug it in after you open Dragon.

Step 1: Install Dragon

Note: If you have an existing version, we suggest backing up your profile first.

- Exit any open program. If you’re running an anti-virus program, turn it off until after the installation completes.

- Put the Dragon DVD into your PC (or open the downloaded file) and follow the prompts.

- Enter the serial number found on the DVD sleeve (or, if you purchased a download, in the email you received). Click Next, accepting all the recommended options.
Step 2: Your user profile

If you are new to Dragon: A series of screens will guide you to create the best possible profile for you. Don’t rush through it. It will determine your initial accuracy.

Once your profile is created, Dragon offers ways to refine it, including designating specific text to analyze.

If you used Dragon 11 or 12: Dragon 13 will detect profiles on your PC and start its Upgrade Wizard. (If you do not want to upgrade any profile now, close the wizard. You can launch it later from the Start menu.)

Important: Once the upgrade completes, we strongly recommend you launch Accuracy Tuning (see the Audio menu) and read the What’s New.

Step 3: Before you start dictating

Go through the Interactive Tutorial (its simulations include practice for dictating, editing and using voice commands).

Then click the DragonBar’s Help menu and see its content.

Step 4: Personalize your profile’s vocabulary

In order to dictate efficiently, you should let Dragon learn what you use: nicknames, jargon, capitalized phrases, email addresses, etc.

Personalizing your Profile will prevent many errors.

There are several means to do it including having Dragon analyze text similar to what you plan to dictate. See “Improve my accuracy” in the Help menu.

The Learning Center

The Learning Center displays sample commands (global and application-specific).

It contains clickable links to related Help topics.

You can open the Learning Center by saying “Dragon Learning Center” or “What Can I Say?”

Once installation is finished, make sure your microphone is connected, then start Dragon (double-click its desktop icon).
Right-clicking the Learning Center displays a menu from which you can change the font size, print, and more.

**An important habit: Control whether Dragon listens**

You can control Dragon’s microphone by:

– Pressing the + on the numeric keypad (this hotkey can be changed in Dragon’s Options dialog).

– Clicking the microphone icon on the DragonBar or System Tray.

– Using commands such as “wake up” and “microphone off.”

**Your first dictation**

Start a word processor, make sure your cursor is in the document, then turn on the microphone and dictate sentences in a clear and natural voice. Say punctuation and commands like new paragraph.

As you dictate, a small Dragon icon indicates that the software is processing. No need to wait for Dragon to “catch up.” Dictate at a natural pace. Aim to speak long phrases, since this gives Dragon some context and leads to much better results than slow, halting speech.

**Note:** Dragon automatically handles a lot of formatting, including spacing, dates and percentages. If you want to capitalize a particular word, say “cap” or “all caps” before it.

**Correcting**

Although personalizing the vocabulary will prevent many errors, some errors are inevitable. By correcting Dragon’s errors, you can help it learn from them. Experiment with when and how to correct. Dragon lets you do it entirely by voice, but also allows typing over, pressing a hotkey, and more. (See the Options dialog.)

When Dragon misrecognizes something you dictated, you can say “Correct that” or “Correct <xyz>” -- <xyz> being the wrong word(s) on the screen.
Exiting Dragon

It’s useful to exit Dragon at least once a day: from the Profile menu, choose Exit Dragon.

If a message asks whether you want to save changes to your profile, say yes to preserve the refinements made during your session (such as analyzing text or adding a Spoken Form).

Note: Dragon may offer to also perform an optimization of your profile.

Learning more

At first, focus on getting used to dictating fluently and refining the vocabulary. Over time, you can learn to do more and more by voice.

At any time, you can search the Help with a direct command such as “Search Help for hotkey options.” You can also use the Help menu.

Many resources are on the Web including the latest guides, tips, videos, compatible hardware, partners who provide customization services and Support.

Sample characters (see Help for more)

You can search for words and adjust their properties in the Vocabulary Editor.

Sample commands: Punctuation

<table>
<thead>
<tr>
<th>To enter...</th>
<th>You can say...</th>
</tr>
</thead>
<tbody>
<tr>
<td>.</td>
<td>dot</td>
</tr>
<tr>
<td>!</td>
<td>exclamation point</td>
</tr>
<tr>
<td>'s</td>
<td>apostrophe ess</td>
</tr>
<tr>
<td>(</td>
<td>open paren</td>
</tr>
<tr>
<td>”</td>
<td>close quote</td>
</tr>
<tr>
<td>@</td>
<td>at sign</td>
</tr>
<tr>
<td>+</td>
<td>plus sign</td>
</tr>
<tr>
<td>_</td>
<td>underscore</td>
</tr>
<tr>
<td>-</td>
<td>hyphen</td>
</tr>
<tr>
<td>;</td>
<td>semi colon</td>
</tr>
<tr>
<td>(s)</td>
<td>optional ess</td>
</tr>
<tr>
<td>;-)</td>
<td>winky face</td>
</tr>
<tr>
<td>&amp;</td>
<td>ampersand</td>
</tr>
<tr>
<td>§</td>
<td>section sign</td>
</tr>
<tr>
<td>#</td>
<td>hashmark</td>
</tr>
</tbody>
</table>
Sample commands: Numbers, dates, times, units, prices

You can change the way Dragon formats numbers, abbreviations, and more. (The Vocabulary Editor lets you set Word Properties such as “Fig.” for “figure” in front of numbers and “colour” for “color.”)

<table>
<thead>
<tr>
<th>To enter...</th>
<th>You can say...</th>
</tr>
</thead>
<tbody>
<tr>
<td>4.2</td>
<td>four point two</td>
</tr>
<tr>
<td>$4.50</td>
<td>four dollars and fifty cents</td>
</tr>
<tr>
<td>4</td>
<td>numeral four (or say spell four)</td>
</tr>
<tr>
<td>MMIV</td>
<td>Roman numeral two thousand four</td>
</tr>
<tr>
<td>0.03</td>
<td>zero point zero three</td>
</tr>
<tr>
<td>4x4</td>
<td>four by four</td>
</tr>
<tr>
<td>4mm</td>
<td>four millimeters</td>
</tr>
<tr>
<td>4°</td>
<td>four degrees</td>
</tr>
<tr>
<td>179</td>
<td>one hundred seventy nine or one seventy nine or one hundred and seventy-nine</td>
</tr>
<tr>
<td>5423</td>
<td>five thousand four hundred twenty three</td>
</tr>
<tr>
<td>11/32</td>
<td>eleven over thirty two</td>
</tr>
<tr>
<td>781-565-5000</td>
<td>seven eight one five six five five thousand</td>
</tr>
<tr>
<td>8:30 PM</td>
<td>eight thirty P M</td>
</tr>
<tr>
<td>200 kg</td>
<td>two hundred kilograms</td>
</tr>
<tr>
<td>5'3&quot;</td>
<td>five feet three inches</td>
</tr>
<tr>
<td>05/20/2014</td>
<td>oh five slash twenty slash two thousand fourteen</td>
</tr>
<tr>
<td>May 15, 2003</td>
<td>May fifteenth two thousand three (“comma” is optional)</td>
</tr>
<tr>
<td>Boston, MA 02460</td>
<td>Boston Massachusetts oh two four six oh</td>
</tr>
<tr>
<td>1 Wayside Dr.</td>
<td>One Wayside Drive</td>
</tr>
</tbody>
</table>
Sample commands (see Learning Center, Help, and Command Browser)

To click a button or other interface item, say its name preceded by “click” (see the Commands tab of the Options dialog).

Pause before and after commands but not within them.

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

Search the Web
Open top site for...
Search Google for 7 divided by 12
Search Wikipedia for...
Search maps for...
Search news for...

Email
Open top site for Gmail | Outlook.com
Open top site for Yahoo mail
Click Inbox
Click Drafts
Click Compose
Click Reply
Click Text Field

Select text
Select all
Select <xyz>
Select next <n> words
Select <start> through <end>
Select previous paragraph
Select document
Unselect that

Correct Dragon’s errors
Correct <xyz>
Correct that

Get help
Give me help
What can I say
Dragon Learning Center
Search Dragon Help for...

Search the computer
(requires a desktop search engine)
Search the computer for...
Search documents for...
Search email for...

Surf the Web
Go to Address Bar, Press alt d
Click Go, Press Enter
Refresh page, Press F5
Open new tab, Press control t
Find on this page, Press control f
Open top site for Nuance Communications

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

Spell out
Spell that
Spell <cap b a hyphen 5>
Spell <space Charlie alpha papa>
Switch to Spell mode
**Move the insertion point**
- Insert before <xyz>
- Go back
- Go to top | bottom
- Move down <n> lines
- Go to end of line
- Move left <n> characters
- Page up | down

**Move in a list**
- Move down <n>
- Go to bottom | top
- Press Enter
- Press right arrow

**Work with windows**
- Switch to <window name>
- Show Desktop
- List all windows
- Minimize window
- Restore windows
- List windows for <program>

**Start and close items**
(see the options for Start menu and Desktop)
- Click Start
- Start <item name>
- Start Mail
- Open Control Panel
- Start DragonPad
- Start Microsoft Word
- Start Internet Explorer
- Close window, Press alt F4

**Move the mouse**
- Move mouse up
- Move mouse right
- Move mouse down slower
- Stop

**Add lines and spaces**
- New line
- New paragraph
- Press Enter
- Press Tab key
- Tab <n> times

**Format**
- Bullet selection, Unbullet that
- Bold the previous line
- Underline <xyz>, Capitalize <xyz>
- Make this uppercase, Uncap that
- All caps on | off

**Position the mouse**
- MouseGrid
- MouseGrid window
- MouseGrid <1 to 9><1 to 9>
- Cancel

**Drag the mouse**
- Drag mouse down faster
- Mouse drag lower right very fast
- Mouse drag up very fast

**Click the mouse**
- Mouse click
- Mouse double click
- Mouse right click