



DRAGON

# *Dictate* 1.1

*Using DragonDictate® TalkTo™ PerfectOffice™  
and DragonDictate for Windows Starter Edition*

User's Guide

First edition 1994

This publication may not include some last-minute technical changes and/or revisions to the program. Changes are periodically made to the information described here. These changes will be incorporated in future editions of this manual. For last-minute changes that did not get incorporated in this edition, refer to the README file included in your program.

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## Chapter 1

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# About DragonDictate

Welcome to DragonDictate<sup>®</sup> Talk<sup>Ô</sup>To<sup>™</sup> PerfectOffice<sup>™</sup> and the DragonDictate for Windows Starter Edition, speech-recognition products that let you run commands simply by speaking into a microphone. This guide tells you how to use both products.

DragonDictate Talk<sup>Ô</sup>To PerfectOffice lets you control Microsoft<sup>®</sup> Windows<sup>™</sup> by speech. Besides letting you control Windows by speech, the DragonDictate for Windows Starter Edition lets you dictate text into your applications.

### DragonDictate Talk<sup>Ô</sup>To PerfectOffice

DragonDictate Talk<sup>Ô</sup>To lets you use *speech commands* to navigate in Windows and work with Windows applications, like WordPerfect<sup>®</sup> for Windows.<sup>™</sup> (*Speech commands* are words or phrases you say to start or carry out actions.)

Instead of using your mouse or keyboard, use speech to

- n start an application
- n open a document
- n move within a document
- n cut, paste, and copy text in a document
- n work with menus and dialog boxes
- n save and print a document

DragonDictate Talk<sup>Ô</sup>To comes with *vocabularies*. Vocabularies are collections of speech commands for Windows tools (like File Manager), Windows accessories (like Calculator), or Windows applications (like WordPerfect for Windows). For example, the WordPerfect 6.1 vocabulary contains all the speech commands you can say when working with WordPerfect 6.1 for Windows.

**What Chapters of This Book Apply to You**

If you have DragonDictate Talk<sup>Ô</sup>To PerfectOffice, all the chapters of this book apply to you except for Chapter 4, "Dictating Text." You need the DragonDictate for Windows Starter Edition to dictate text. Contact WordPerfect for more information about purchasing it.

**Note** Refer to your WordPerfect documentation for the WordPerfect phone number and the Starter Edition order number.

**DragonDictate for Windows Starter Edition**

The Starter Edition works exactly like Talk<sup>Ô</sup>To, but adds dictation features. Besides letting you run commands, the Starter Edition also lets you dictate text in your favorite Windows applications, like WordPerfect and Borland<sup>®</sup> Quattro<sup>®</sup> Pro for Windows.

If you're a lawyer who dictates legal data, a doctor who enters patient records into a database, or a business professional who finds typing difficult, the DragonDictate Starter Edition makes it easier to get your work done.

The Starter Edition comes with a dictation vocabulary of 5,000 words, letting you do all your work in Windows by speech.

**Note** Contact WordPerfect for more information on purchasing the Starter Edition. Chapter 2 of the *DragonDictate Getting Started Guide* tells you how to install it. Chapter 3 of the *DragonDictate Getting Started Guide* tells you how to upgrade to the Starter Edition if you have already installed Talk<sup>Ô</sup>To.

**What Chapters of This Book Apply to You**

If you have the DragonDictate for Windows Starter Edition, all the chapters of this book apply to you. In particular, refer to Chapter 4, "Dictating Text."

## Supported Applications in Standard Office

DragonDictate Talk<sup>®</sup>To PerfectOffice and the DragonDictate for Windows Starter Edition work with most Windows applications.

You can use DragonDictate with any WordPerfect for Windows product, including the following applications that come with WordPerfect Standard Office:

- n WordPerfect<sup>®</sup> 6.1 for Windows,<sup>™</sup> a word processor
- n WordPerfect Presentations<sup>™</sup> 3.0 for Windows, a presentation graphics package
- n Borland<sup>®</sup> Quattro<sup>®</sup> Pro 6.0 for Windows, a spreadsheet program
- n WordPerfect InfoCentral<sup>™</sup> 1.1, a personal information manager
- n WordPerfect Envoy<sup>™</sup> 1.0a, an online viewer
- n Novell<sup>®</sup> GroupWise<sup>™</sup> 4.1 QuickLook, an electronic mail package

## Supported Applications in Professional Office

DragonDictate Talk<sup>®</sup>To PerfectOffice and the DragonDictate for Windows Starter Edition work with most Windows applications.

WordPerfect Professional Office includes all the applications that come with WordPerfect Standard Office. DragonDictate supports the following additional applications that come with WordPerfect Professional Office:

- n Borland Paradox<sup>®</sup> 5.0 for Windows, a database program
- n Visual AppBuilder<sup>™</sup> 1.0, a development tool

## Who Should Read This Manual

Dragon Systems assumes you're already familiar with DOS and Microsoft Windows. If you need help using Windows, refer to the *Microsoft Windows User's Guide*.




Dragon Systems strongly recommends that you first refer to the *DragonDictate Getting Started Guide*, which describes installing DragonDictate Talk<sup>OT</sup> to PerfectOffice or the DragonDictate for Windows Starter Edition, running the online Tutorial, and running Quick Training.

Then do the lessons in Chapter 2 of this manual. It's the ideal way to begin learning DragonDictate.

## Document Conventions

While you can speak to DragonDictate to do any task, completely hands-free use of DragonDictate is optional: you may prefer to use your keyboard or mouse. For that reason, most procedures in this book show you how to perform a task by speaking, or by mouse and keyboard.

Following are the typographical conventions you'll find in this guide:

When you see	It means
@ Say <b>Move Up</b>	Say the words "move up" without pausing between words.
@ Say <b>Bring Up</b> , then say <b>Notepad</b>	Say the words "bring up" without pausing between words, then say the word "Notepad."
 Click OK	Use the mouse to click the OK button.
 Press Ctrl+Esc	Simultaneously press the Control and Escape keys.
 Type C:\	Type the characters "C:\".
<i>icon name</i>	Replace <i>icon name</i> with the name that appears on the icon label.
Move left <i>n</i>	Replace <i>n</i> with a numeric value.

## Chapter 2

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# Working with DragonDictate

With DragonDictate installed, it's time to learn more about it. This chapter has lessons that you can go through at your own pace.

The lessons in this chapter, particularly Lesson 3, are written for DragonDictate Talk<sup>OT</sup>o PerfectOffice. Refer to chapter 4 if you have the DragonDictate Starter Edition, which lets you dictate text in Windows applications.

**Note** Dragon recommends that you run Quick Training. It improves speech recognition, making DragonDictate easier to use. Refer to “Running Quick Training” in chapter 2 of the *Getting Started Guide* or chapter 3 of this online *User's Guide*.

### What's in This Chapter

The following lessons help you to get up and running with DragonDictate.

- n Lesson 1 (Optional): Starting DragonDictate
- n Lesson 2: Working with the VoiceBar
- n Lesson 3: Running WordPerfect for Windows by Speech
- n Lesson 4: Saving User Files
- n Lesson 5 (Optional): Exiting DragonDictate by Speech

## Lesson 1 (Optional): Starting DragonDictate

Follow the steps below to start DragonDictate.



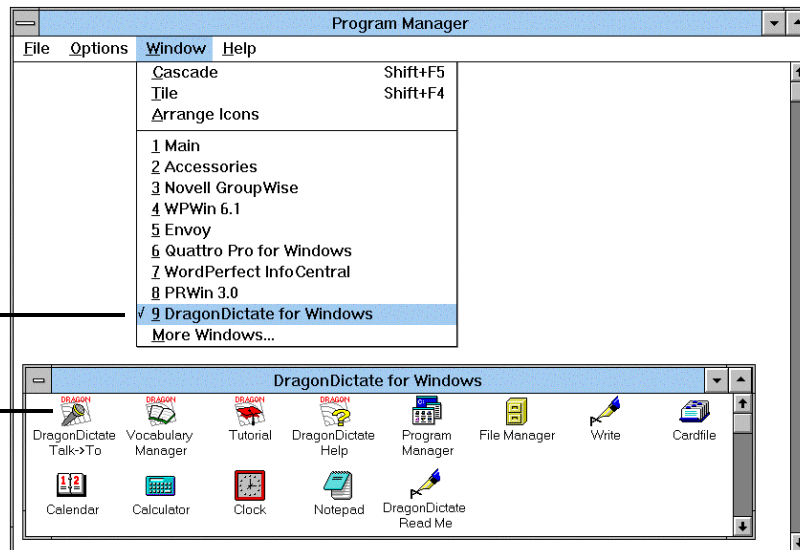
This lesson takes less than 5 minutes to complete.

**Note** You can't start DragonDictate by speech. If you want DragonDictate to start up automatically when you start Windows, refer to Chapter 7, "Fine-Tuning DragonDictate," in this *User's Guide*.

- 1 Start Windows.
- 2 Double-click the DragonDictate icon in the DragonDictate for Windows Program Group.

If you don't see the DragonDictate for Windows program group, choose DragonDictate for Windows from the Window menu. (If DragonDictate for Windows is not on the menu, choose More Windows, then choose DragonDictate for Windows.)

Double-click the DragonDictate icon.



Wait a few moments for the program to start up. Then the VoiceBar appears. That's all there is to it!



**Note** Make sure you're the current user if more than one person uses DragonDictate on your computer. For details, refer to Chapter 8, "Working with Users," in this *User's Guide*.





This lesson takes less than 10 minutes to complete.

## Lesson 2: Working with the VoiceBar

There are four parts to the VoiceBar, DragonDictate's main window.

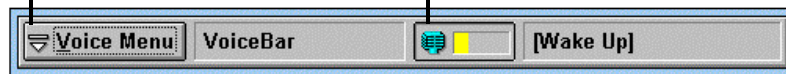
- n Voice Menu button
- n Active group field
- n Microphone button
- n Last word field

Clicking the Voice Menu button lets you choose menu commands. Then you can access the different parts of DragonDictate, including Tools, Options, and Help.

Clicking the Microphone button turns the microphone on and off.

**Voice Menu Button**  
Click to select options from the Voice Menu.

**Microphone Button**  
Click to turn the microphone on and off.



When the microphone is on, the two fields on the VoiceBar display information.

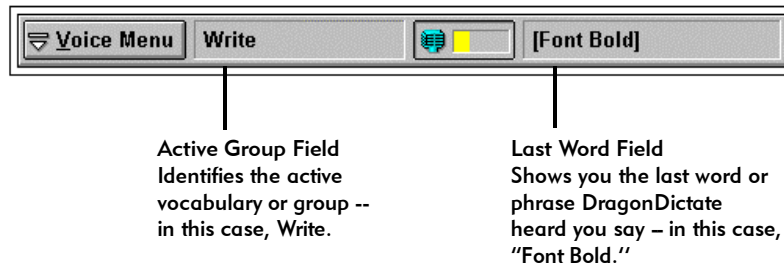
The active group field shows you the currently active vocabulary or group. The active vocabulary or group is usually for the current application you're using or the current dialog box on the screen. This active vocabulary or group usually includes commands that DragonDictate recognizes right now.

## DragonDictate User's Guide

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For example, as shown below, the Write vocabulary is currently active. It contains some commands that DragonDictate will recognize, including "Font Bold." Refer to Chapter 6 of this online *User's Guide* for more details about managing vocabularies.

If you speak a word during the current DragonDictate session, the last word field shows you the last word or phrase that DragonDictate recognizes, for example, "Font Bold."



### Commands

A *command* is a word or phrase you say that lets you control Windows and Windows applications. All commands are enclosed in brackets, [ ]. That's way [Font Bold] appears in brackets.

For example, when you say "Font Bold," you tell Write to change all the following text you type to bold.

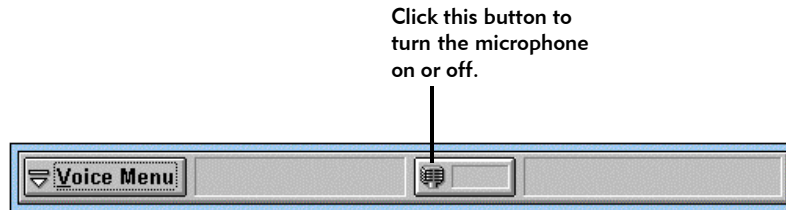
You'll learn more about commands in lesson 3.

## Chapter 2: Working with DragonDictate

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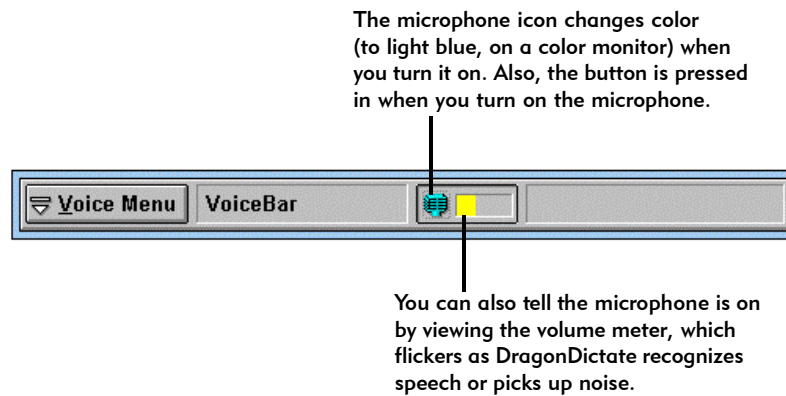
### Turning the Microphone On and Off

The VoiceBar should be up and running. Refer to Lesson 1 in this chapter if you need to start DragonDictate.



- 1 If the microphone isn't on
  - Click the microphone button.
  - Or press the + key on the numeric keypad.
- 2 To turn off the microphone, repeat step 1.

While the microphone is on, DragonDictate is listening for your speech.



## DragonDictate User's Guide

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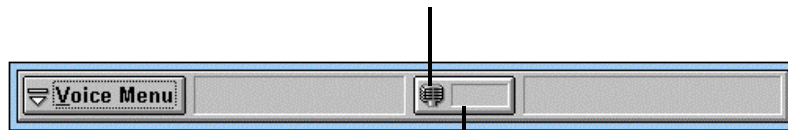
### When to Turn the Microphone Off

Turning the microphone off lets you keep DragonDictate running while you use the mouse or keyboard to work in Windows. You may also want to turn off the microphone if you want to keep DragonDictate running while you go to a meeting, when someone walks into your office, or while you talk on the phone.

Turn on the microphone when you're ready to speak to DragonDictate again.

**Note** You can also use the keyboard and mouse while the microphone is on.

The microphone icon changes color (to gray, on a color monitor) when you turn it off. Also, the button is pushed out, not pressed in, when the microphone is off.



You can also tell the microphone is off because the volume meter doesn't register sound.



This lesson takes  
about 30 minutes to  
complete.

## Lesson 3: Running WordPerfect for Windows by Speech

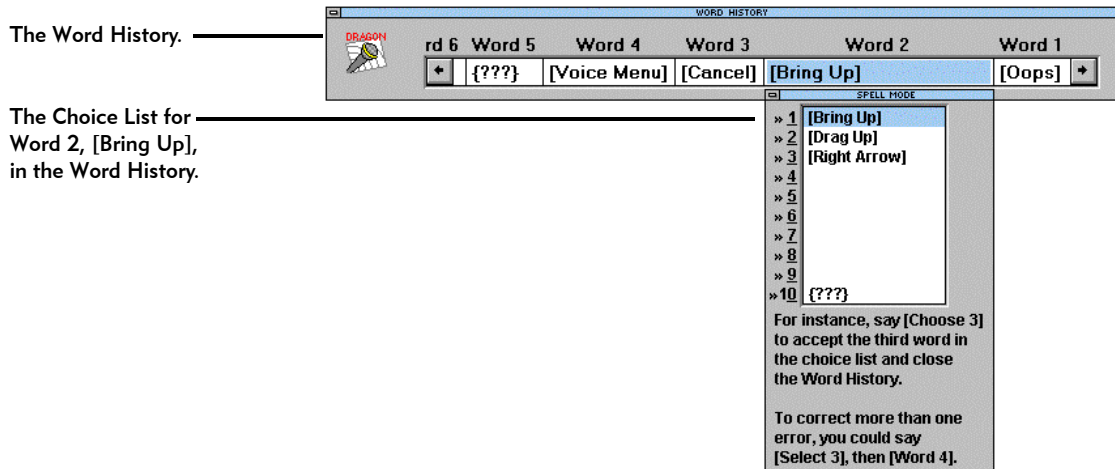
In this lesson, you learn the basics about controlling a Windows application -- in this case, WordPerfect for Windows -- by speech.

- n Why correcting mistakes is important
- n Correcting errors with the Word History
- n Copying the WordPerfect program icon
- n Changing the name of the program icon
- n Starting WordPerfect
- n Opening a document
- n Cutting and pasting text
- n Saving and printing the document, and exiting WordPerfect

### Why Correcting Mistakes Is Important

When you speak to DragonDictate, DragonDictate does its best to recognize what you said so it can carry out your commands. But there are times when DragonDictate makes a mistake. When it does, you must correct the mistake.

Correcting mistakes is important, because it helps DragonDictate to recognize *your* speech. When you correct a mistake that DragonDictate makes, you improve DragonDictate's ability to recognize the word the next time you say it.



### The Word History and Choice List

In this lesson, you use the *Word History* and *Choice List* to correct speech-recognition errors.

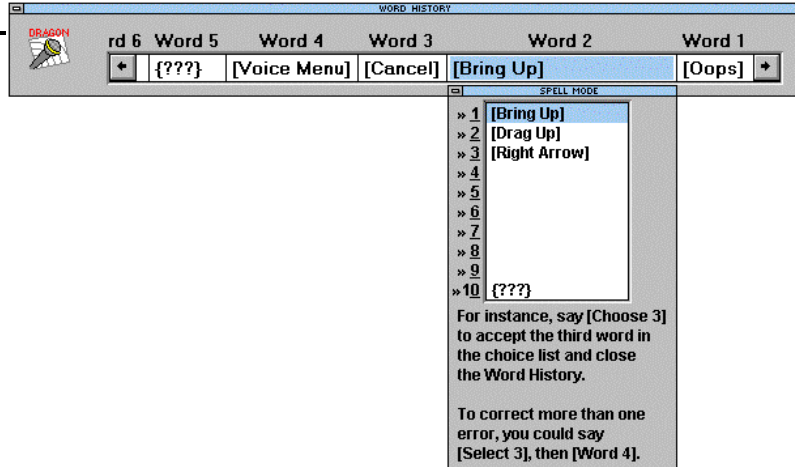
The *Word History* is a correction window that includes up to the last 12 words you said. You open the Word History by saying "Oops" or pressing the minus key on the numeric keypad.

Each word in the Word History has a *Choice List*. For example, as shown above, the Word History displays the Choice List for Word 2, [Bring Up]. The Choice List is a window containing a list of "best guesses," representing what DragonDictate thinks you said, starting with the most likely choice (choice 1).

## Chapter 2: Working with DragonDictate

The Word History.

Say Word 3 to move to the Choice List for "Cancel."



You can move to other words in the Word History if you need to correct them. For example, say "Word 3" to move to the Choice List for "[Cancel]." Or click the word "[Cancel]" under Word 3.

### The Three Question Marks on the Choice List

The tenth choice on the Choice List displays three question marks, {???}. Say "Choose 10" to reject (erase) a word you don't want.

### Don't Use the Word History to Edit Commands That DragonDictate Recognizes Correctly

Keep in mind that you should **not** use the Word History or Choice List to change a command you said that DragonDictate recognized correctly, because you'll corrupt the integrity of your user files.



**Attention**  
Use the Word History and Choice List to correct speech-recognition errors. Do not use them to edit commands that DragonDictate recognizes correctly.

For example, you say the commands "Bring Up" and "Write," which DragonDictate recognizes correctly. On second thought, you want to bring up WordPerfect. If you use the Word History or Choice List to change "Write" to "WordPerfect," DragonDictate recognizes "WordPerfect" every time you say "Write"!

In this case, exit Write by saying "Close Window." Then say "Bring Up" and "WordPerfect" to start WordPerfect.

### Correcting Errors with the Word History

You can always use the Word History to correct errors. With the Word History, you can

- n Correct a previous error, up to the last 12 commands you said
- n Correct more than one error
- n Reject (erase) a word you don't want

For instance, you want to work with the File menu in WordPerfect. You say the command "File." DragonDictate mistakes it as "Up." You need to use the Word History to correct the mistake.

Or you coughed and DragonDictate recognized a command. You need to use the Word History to reject the command.

### The Three Question Marks {???

} and Oops  
If DragonDictate can't recognize what you just said, it displays three question marks {???

This means you must correct the speech-recognition error.



**Note** If you cough, and DragonDictate displays three question marks {???

} in the last word field, *don't correct it*. But if you cough and DragonDictate displays a word in the last word field, *reject it*.  
To correct a speech-recognition error using the Word History, you say "Oops" or press the minus key (-) on the numeric keypad. Then you use the Word History to make your corrections.



## Chapter 2: Working with DragonDictate


### The Choose Command

To correct one error in the Word History, use the Choose command. For instance, say **Choose 8** to choose the eighth choice for the currently highlighted word in the Word History.


When using the Choose command, you close the Word History and return to Windows or your Windows application.

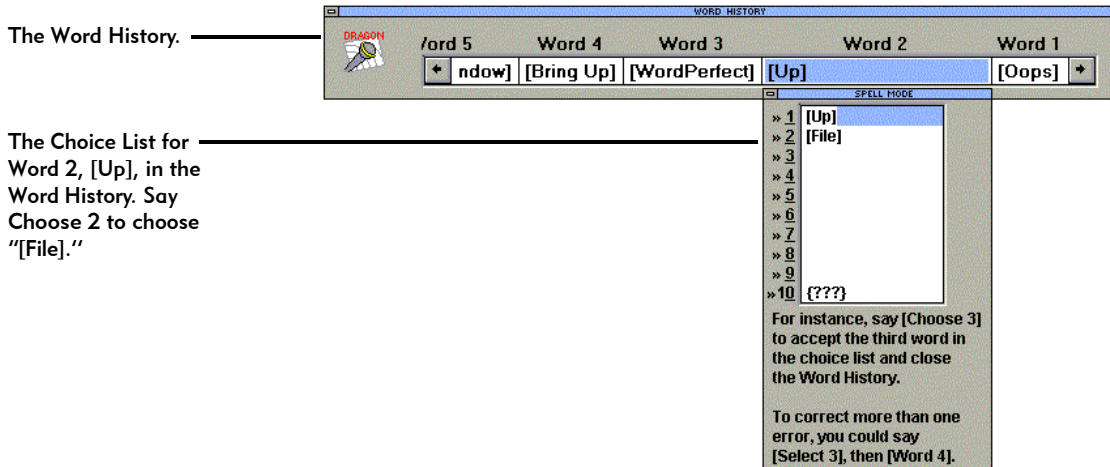
### Using the Word History to Correct Errors

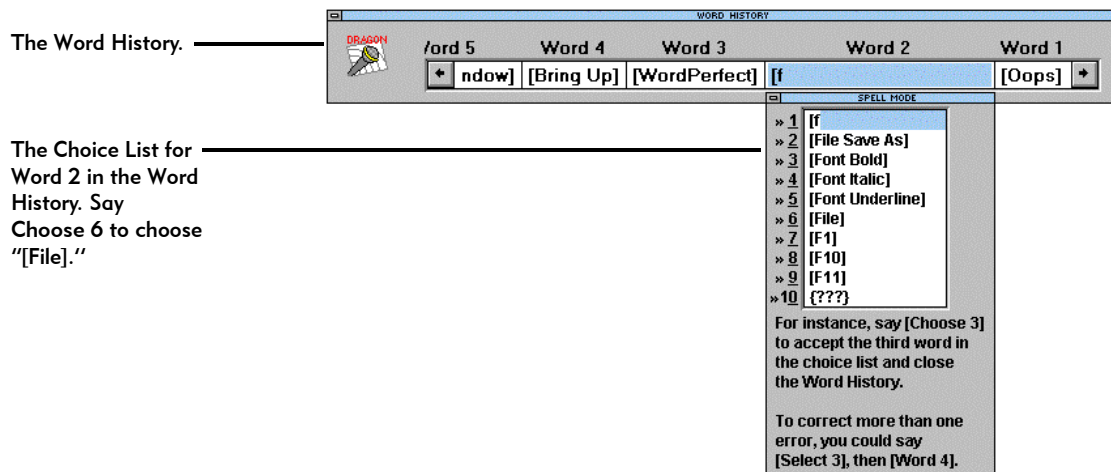
Correct errors in the Word History, as follows.

- 1 To open the Word History
  - @ Say **Oops**.
  -  Press the minus key (-) on the numeric keypad.

This brings up the Word History. DragonDictate highlights the last word it recognized before “Oops.”

- 2 If necessary, move to the word that DragonDictate recognized incorrectly when you said it
  - @ For instance, say **Word 2** to move to the second word in the Word History, or **Word 3** to move to the third word.
  -  Click the word under Word 2 or Word 3.





The Word History.

The Choice List for Word 2 in the Word History. Say Choose 6 to choose "[File]."

**Note** To correct commands you use while in Command Mode, such as "[Bring Up]," "[Write]," "[File]," "[Open]," you must start with an open bracket.

- 3 To correct a word you said that DragonDictate doesn't recognize correctly, if the word is in the Choice List
  - @ Choose it from the Choice List. For example, to choose "[File]," say **Choose 2**. This closes the Word History. Skip to step 4.
  - ☞ Choose the word from the Choice List by double-clicking it. This closes the Word History. Skip to step 4.



**Attention**  
If you have to spell the word completely, then you're adding a new word to your active vocabulary or group.

If the word is *not* in the Choice List

- @ Begin spelling the word by speech, using the alpha-bravo words. (The alpha-bravo words let DragonDictate better recognize the letters of the alphabet.) For example, to start spelling "File," say **Open Bracket, foxtrot, india**. When the word shows up in the Choice List, choose it. For example, say **Choose 2**. This closes the Word History. Skip to step 4.
- ☞ If the word isn't in the Choice List, start typing the word. For example, start typing [File]. Keep typing the word until it shows up in the Choice List, then choose it. If the word isn't the first choice in the list, choose it by pressing the down arrow key, then press Enter. (☞ Or choose it by double-clicking it.) This closes the Word History. Skip to step 4.

## Chapter 2: Working with DragonDictate

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To reject (erase) a word don't want

- @ Say **Choose 10**. This closes the Word History. Skip to step 4.
  - ⌘ Double-click the tenth choice. This closes the Word History. Skip to step 4.
- 4 @ Repeat the command. For example, say **File**.

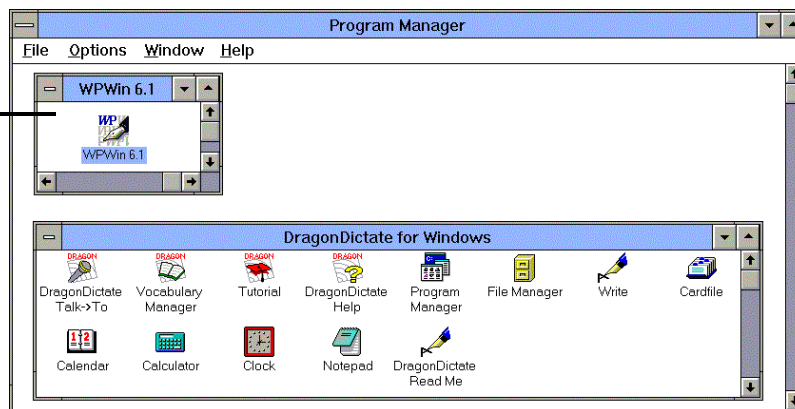
### Copying the WordPerfect Program Icon

To control a Windows application by speech, you first must copy the program icon for that application to the DragonDictate for Windows program group.

In this section, you copy the WPWin 6.1 program icon to the DragonDictate for Windows program group.

- 1 Start Windows or switch to the Windows Program Manager.

Make sure both the WPWin 6.1 and DragonDictate for Windows program groups appear in the Program Manager. Then select the WPWin 6.1 icon.



- 2 To display the DragonDictate for Windows program group, if you don't see it in the Program Manager
  - ☞ Click the Window menu. Then click the DragonDictate for Windows entry.

**Note** If DragonDictate for Windows is not on the menu, choose More Windows, then choose DragonDictate for Windows.

- 3 To display the WPWin 6.1 program group, if you don't see it in the Program Manager
  - ☞ Click the Window menu. Then click the WPWin 6.1 entry.

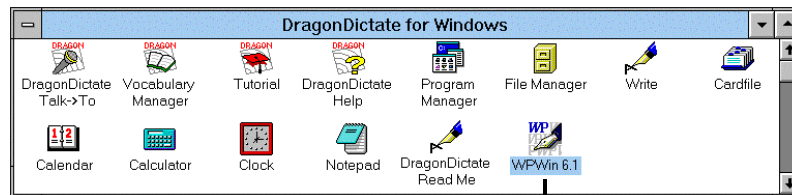
**Note** If WPWin 6.1 is not on the menu, choose More Windows, then choose WPWin 6.1.

## Chapter 2: Working with DragonDictate

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4. To select the WPWin 6.1 icon in the WPWin 6.1 program group, click it once (*don't* double-click it).
5. To copy the icon, press and hold down the Ctrl key, then click and drag the WPWin 6.1 icon to the DragonDictate for Windows program group.

The WPWin 6.1 icon now appears in the DragonDictate for Windows program group.



The WPWin 6.1 icon.

### Changing the Name of the Program Icon

To bring up an application in the DragonDictate for Windows program group, say "Bring Up," then the name of the icon.

However, the names associated with some icons are cryptic, which makes them hard to say. You can easily change the name of an icon.

This section shows you how to change the name of one program item, WPWin 6.1. The name of your program icon may differ.

- 1 Make sure you copied the WPWin 6.1 icon to the DragonDictate for Windows program group, as detailed in the previous section.
- 2 Switch to the Windows Program Manager.
- 3 To display the DragonDictate for Windows program group, if you don't see it in the Program Manager
  - ⌘ Click the Window menu. Then click the DragonDictate for Windows entry.

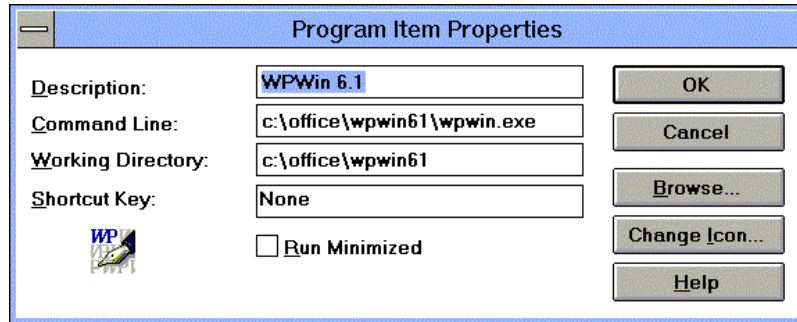
**Note** If DragonDictate for Windows is not on the menu, choose More Windows, then choose DragonDictate for Windows.



- 4 To select the WPWin 6.1 program item in the DragonDictate for Windows program group
  - ⌘ Click -- but *don't* double-click -- the WPWin 6.1 icon.
- 5 To get to the Properties dialog box
  - ⌘ Click the File menu. Then click Properties.

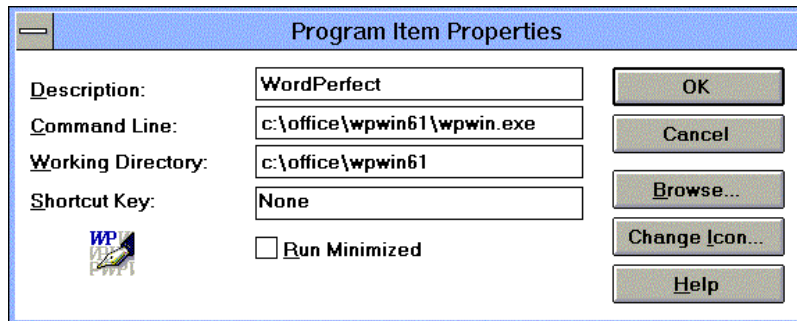
## Chapter 2: Working with DragonDictate


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The Program Item Properties dialog box appears. The description in the first text box is highlighted.



- 6 To delete the description  
 Press the Delete key.
- 7 To change the description to "WordPerfect"  
 Type WordPerfect.

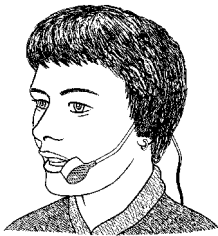


- 8 To close the dialog box  
 Click OK.

### Starting WordPerfect

You can start any application by speech, as long as the application icon is in the DragonDictate for Windows program group.

- 1 If DragonDictate is not up and running
  - ☞ Double-click the DragonDictate icon in the DragonDictate for Windows Program Group.



- 2 Make sure that you've put your microphone on and positioned it correctly.
- 3 If the microphone is not on
  - ☞ Click the microphone button.
  - ☞ Press the + key on the numeric keypad.

Remember, the microphone is on when the microphone icon changes color (to light blue on a color monitor), the microphone button is pressed in, and the volume meter flickers.



**Attention**  
If you say **Bring Up** but DragonDictate recognizes it as "Drag Up" or "Move Up," say Stop. Then refer to the section below on "Correcting Bring Up."

- 4 To bring up WordPerfect
  - @ Say **Bring Up**, without pausing between words. Then say **WordPerfect** if DragonDictate recognizes "Bring Up." (You can tell that DragonDictate recognizes it correctly because [Bring Up] appears in the last word field of the VoiceBar.)



**Last Word Field**  
Shows you the last word or phrase DragonDictate heard you say -- in this case, "Bring Up."

This brings up WordPerfect. Go to the section "Opening a Document." Otherwise, go to the next section.



## Chapter 2: Working with DragonDictate

Correcting “Bring Up” or “WordPerfect” if DragonDictate Didn’t Recognize It

Follow the steps below if DragonDictate didn’t recognize “Bring Up” or “WordPerfect” correctly.



Attention  
If you say **Oops** but DragonDictate doesn’t recognize it, say **Voice Menu**, say **Tools**, then say **Word History**.

- 1 If DragonDictate didn’t recognize “Bring Up” or “WordPerfect”

@ Say **Oops**.

Press the -- (minus) key on the numeric keypad.

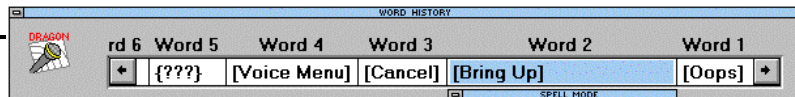
This brings up the Word History. DragonDictate highlights the last word it recognized before “Oops.”

- 2 If necessary, move to the word that DragonDictate recognized incorrectly when you said “Bring Up” or “WordPerfect”

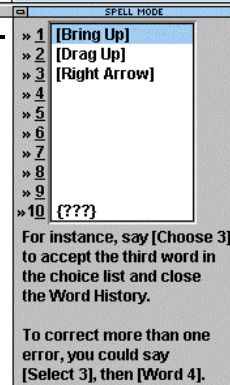
@ For instance, say **Word 2** to move to the second word, **Word 3** to move to the third word.

Click the word under Word 2 or Word 3.

The Word History.



The Choice List for Word 2, [Bring Up], in the Word History.





Attention  
Command words,  
like [Bring Up], are  
enclosed within  
brackets, []. You use  
command words to  
control Windows and  
Windows applications.

- 3 To correct “Bring Up,” if “[Bring Up]” is in the Choice List
  - @ Choose “[Bring Up]” using the “Choose *n*” command, where *n* is a number from 1 to 9. For example, say **Choose 2** if [Bring Up] is the second choice in the list.
  - ⌘ Choose “[Bring Up]” by double-clicking it.

If “[Bring Up]” is *not* in the Choice List

- @ Begin spelling it, using the *alpha-bravo words*. (The alpha-bravo words let DragonDictate better recognize the letters of the alphabet.) Say **Open Bracket, bravo, romeo, india**. Choose [Bring Up] when it shows up in the Choice List. For instance, say **Choose 2** if [Bring Up] is the second choice in the list.
- ⌨ Begin typing [Bring Up] – start with an open bracket – until [Bring Up] shows up in the Choice List. If it’s not the first choice in the list, choose it by pressing the down arrow key, then pressing the Enter key. (⌘ Or choose it by double-clicking it.)

Go to step 5.

- 4 If DragonDictate recognized “Bring Up” but doesn’t recognize “WordPerfect,” and “[WordPerfect]” is in the Choice List
  - @ Choose “[WordPerfect]” using the “Choose *n*” command, where *n* is a number from 1 to 9. For example, say **Choose 2** if [WordPerfect] is the second choice in the list.
  - ⌘ Choose “[WordPerfect]” by double-clicking it.



Attention  
[WordPerfect] is  
enclosed within  
brackets, [].

If “[WordPerfect]” is *not* in the Choice List

- @ Begin spelling it. Say **Open Bracket, whiskey, oscar**. Choose [WordPerfect] when it shows up in the Choice List. For instance, say **Choose 2** if [WordPerfect] is the second choice in the list.
- ⌨ Begin typing [WordPerfect] – start with an open bracket – until [WordPerfect] shows up in the Choice List. If it’s not the first choice in the list, choose it by pressing the down arrow key, then pressing the Enter key. (⌘ Or choose it by double-clicking it.)

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Now say both “Bring Up” and “WordPerfect” again.

- 5 To bring up WordPerfect
  - @ Say **Bring Up** again. Then say **WordPerfect**. Go back to step 1 if DragonDictate still fails to recognize “Bring Up” or “WordPerfect.”

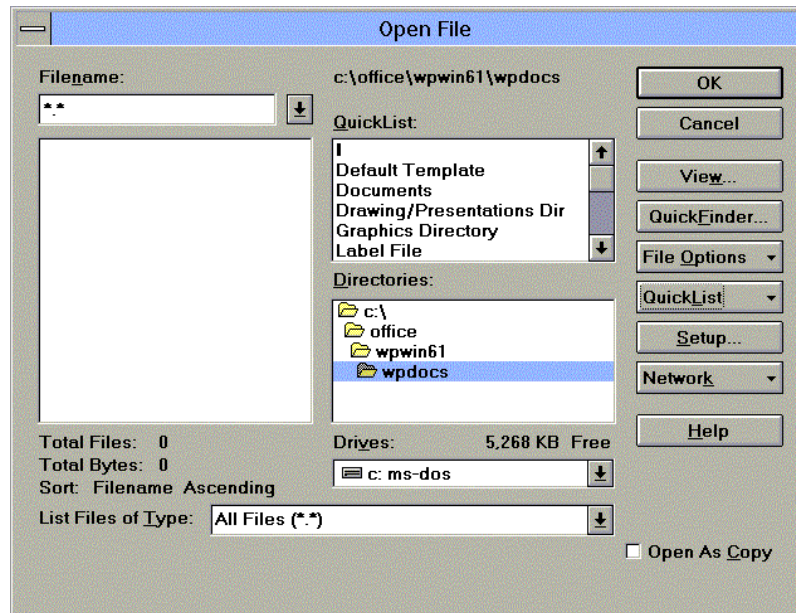
Otherwise, go to the next section, “Opening a Document.”

## Opening a Document

Now you'll open a WordPerfect template.

**Note** This section assumes you have the special.wpd template in the template folder of your wpcwin or wpcwin60 directory. If you did not install the templates, create a WordPerfect document, then go to the section, "Cutting and Pasting Text."

- 1 @ Say **File**, then say **Open**.



The Open File dialog box appears.



**Attention**  
If you say **Oops** but DragonDictate doesn't recognize it, say **Voice Menu**, say **Tools**, then say **Word History**.

If DragonDictate doesn't recognize "File"

- @ Say **Oops**. If you need to, move to the word that DragonDictate recognized incorrectly when you said "File."

Then choose "[File]" from the Choice List. This closes the Word History. Say **File** again, then say **Open**.

*If "[File]" isn't in the Choice List, say **Open Bracket, foxtrot, india, lima**. Choose "[File]" when it shows up in the Choice List. Say **File** again, then say **Open**.*

## Chapter 2: Working with DragonDictate

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If DragonDictate recognized “File” but doesn’t recognize “Open”

- @ Say **Oops**. If you need to, move to the word that DragonDictate recognized incorrectly when you said “Open.” Then choose “[Open]” from the Choice List. This closes the Word History. Say **File**, then say **Open** again.  
*If “[Open]” isn’t in the Choice List, say **Open Bracket, oscar, papa**. Choose “[Open]” when it shows up in the Choice List. Say **File**, then say **Open** again.*

You can say the name of almost any field in an open dialog box. For example, you can say “Directories” to work with the Directories box.

- 2 To work with the Directories drop-list box
  - @ Say **Directories**.

If DragonDictate doesn’t recognize “Directories”

- @ Say **Oops**. If you need to, move to the word that DragonDictate recognized incorrectly when you said “Directories.” Then choose “[Directories]” from the Choice List. This closes the Word History. Say **Directories** again.  
*If “[Directories]” isn’t in the Choice List, say **Open Bracket, delta, india, romeo**. Choose “[Directories]” when it shows up in the Choice List. Say **Directories** again.*

- 3 To open the wpwin or wpwin6n folder. For instance, if the wpwin folder is one folder above the current folder
  - @ Say **Move Up 1**. Then say **Enter Key**.

If DragonDictate doesn’t recognize “Move Up 1”

- @ Say **Oops**. If you need to, move to the word that DragonDictate recognized incorrectly when you said “Move Up 1.” Then choose “[Move Up 1]” from the Choice List. This closes the Word History. Say **Move Up 1** again, then say **Enter Key**.  
*If “[Move Up 1]” isn’t in the Choice List, say **Open Bracket, mike, oscar, victor**. Choose “[Move Up 1]” when it shows up in the Choice List. Say **Move Up 1** again, then say **Enter Key**.*

If DragonDictate recognized "Move Up 1" but doesn't recognize "Enter Key"

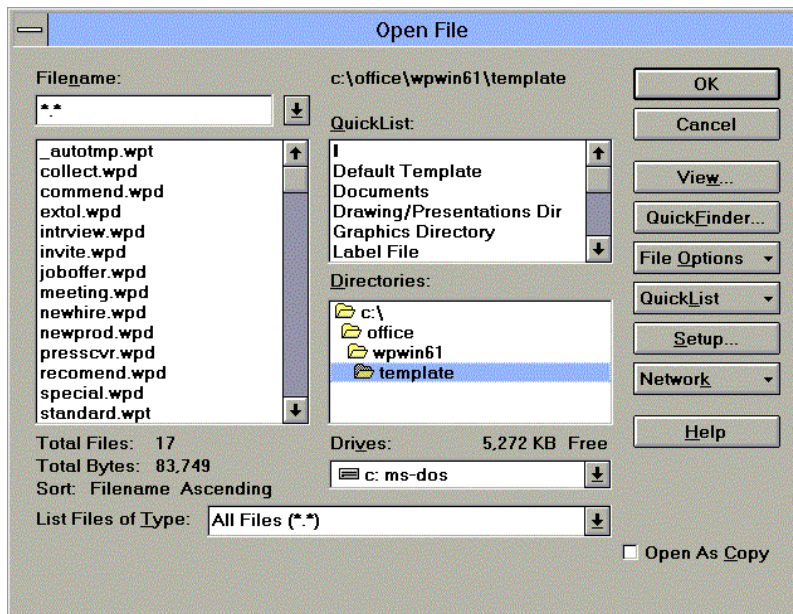
- @ Say **Oops**. If you need to, move to the word that DragonDictate recognized incorrectly when you said "Enter Key." Then choose "[Enter Key]" from the Choice List. This closes the Word History. Say **Move Up 1**, then say **Enter Key** again. *If "[Enter Key]" isn't in the Choice List, say **Open Bracket, echo, november**. Choose "[Enter Key]" when it shows up in the Choice List. Say **Move Up 1**, then say **Enter Key** again.*



Quick Tip  
Another way to select the template folder by speech, is to say tango, echo, etc., until the folder is selected. Then say

- 4 To move down to and open the template folder. For instance, if the template folder is three folders below the current folder

- @ Say **Move Down 3**. Then say **Enter Key**.



Now that you've selected the correct directory, you can select the file to open.

- 5 To work with the Filename list box

@ Say **Filename**.

If DragonDictate doesn't recognize "Filename"

@ Say **Oops**. If you need to, move to the word that DragonDictate recognized incorrectly when you said "Filename."

Then choose "[Filename]" from the Choice List. This closes the Word History. Say **Filename** again.

*If "[Filename]" isn't in the Choice List, say **Open Bracket, foxtrot, india**. Choose "[Filename]" when it shows up in the Choice List. Say **Filename** again.*

- 6 To move to the list of files

@ Say **Tab Key**.

If DragonDictate doesn't recognize "Tab Key"

@ Say **Oops**. If you need to, move to the word that DragonDictate recognized incorrectly when you said "Tab Key."

Then choose "[Tab Key]" from the Choice List. This closes the Word History. Say **Tab Key** again.

*If "[Tab Key]" isn't in the Choice List, say **Open Bracket, tango, alpha**. Choose "[Tab Key]" when it shows up in the Choice List. Say **Tab Key** again.*

- 7 To select the file special.wpd. For instance, if special.wpd is four files above the last file

@ Say **End Key**. Then say **Move Up 4**.

If DragonDictate doesn't recognize "End Key"

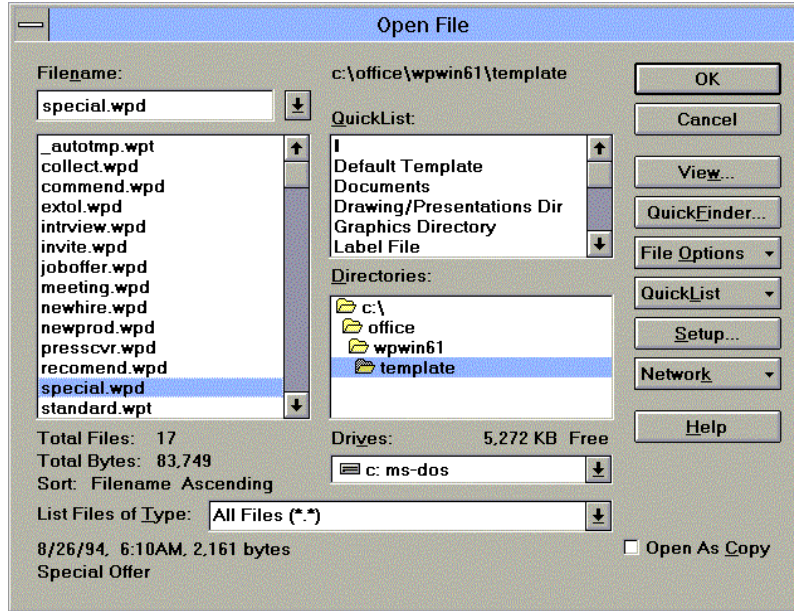
@ Say **Oops**. If you need to, move to the word that DragonDictate recognized incorrectly when you said "End Key."

Then choose "[End Key]" from the Choice List. This closes the Word History. Say **End Key** again, then say **Move Up 4**.

*If "[End Key]" isn't in the Choice List, say **Open Bracket, echo, november**. Choose "[End Key]" when it shows up in the Choice List. Say **End Key** again, then say **Move Up 4**.*



**Quick Tip**  
Another way to select the file special.wpd by speech, is to say **sierra, papa, etc.**, until the file is selected.



If DragonDictate recognized “End Key” but doesn’t recognize “Move Up 4”

- @ Say **Oops**. If you need to, move to the word that DragonDictate recognized incorrectly when you said “Move Up 4.” Then choose “[Move Up 4]” from the Choice List. This closes the Word History. Say **End Key**, then say **Move Up 4** again. *If “[Move Up 4]” isn't in the Choice List, say **Open Bracket, mike, oscar**. Choose “[Move Up 4]” when it shows up in the Choice List. Say **End Key**, then say **Move Up 4** again.*

8 To open the file and close the dialog box

- @ Say **OK**.

If DragonDictate doesn’t recognize “OK”

- @ Say **Oops**. If you need to, move to the word that DragonDictate recognized incorrectly when you said “OK.” Then choose “[OK]” from the Choice List. Say **OK** again. *If “[OK]” isn't in the Choice List, say **Open Bracket, oscar**. Choose “[OK]” when it shows up. Say **OK** again.*



We have a free [[Free item]] for you. Just come in with this letter before [[Deadline]] to pick it up.

Why are we giving you something for nothing? We're hoping that when you come in to get your free[[Free item]], you'll take a look at our unparalleled selection of reasonably priced, high-quality [[Product carried]].

And we think once you take a look at what we have to offer, you'll discover [[Your company name]] is your one-stop [[Products carried]] company. Come by, pick up your free [[Free item]], and have one of our [[Title of sales help]] show you around. The [[Free item]] is free, and the selection is fantastic.

Come in today.

### Cutting and Pasting Text

Now you'll highlight a paragraph of text, cut it, and paste it at another point in the document.

The cursor should be at the top of the template.

- 1 To move the cursor to the second paragraph  
@ Say **Move Down 3**.

If DragonDictate doesn't recognize "Move Down 3"

- @ Say **Oops**. If you need to, move to the word that DragonDictate recognized incorrectly when you said "Move Down 3."  
Then choose "[Move Down 3]" from the Choice List. This closes the Word History. Say **Move Down 3** again.  
*If "[Move Down 3]" isn't in the Choice List, say **Open Bracket, mike, oscar, victor**. Choose "[Move Down 3]" when it shows up in the Choice List. Say **Move Down 3** again.*



Attention  
If DragonDictate made a mistake recognizing your speech, the cursor may have moved without highlighting the text.

If the cursor moved, say **Top of Document**, then repeat steps 1 and 2.

- 2 To highlight the second paragraph
  - @ Say **Edit**. Say **Select**. Then say **Paragraph**.

If DragonDictate doesn't recognize "Edit"

- @ Say **Oops**. If you need to, move to the word that DragonDictate recognized incorrectly when you said "Edit."  
Then choose "[Edit]" from the Choice List. This closes the Word History. Repeat step 2.  
*If "[Edit]" isn't in the Choice List, say **Open Bracket, echo, delta**. Choose "[Edit]" when it shows up in the Choice List.*  
Repeat step 2.

If DragonDictate recognized "Edit" but doesn't recognize "Select"

- @ Say **Oops**. If you need to, move to the word that DragonDictate recognized incorrectly when you said "Select."  
Then choose "[Select]" from the Choice List. This closes the Word History. Repeat step 2.  
*If "[Select]" isn't in the Choice List, say **Open Bracket, sierra, echo**. Choose "[Select]" when it shows up in the Choice List.*  
Repeat Step 2.

If DragonDictate recognized "Edit" and "Select" but doesn't recognize "Paragraph"

- @ Say **Oops**. If you need to, move to the word that DragonDictate recognized incorrectly when you said "Paragraph."  
Then choose "[Paragraph]" from the Choice List. This closes the Word History. Repeat step 2.  
*If "[Paragraph]" isn't in the Choice List, say **Open Bracket, papa, alpha**. Choose "[Paragraph]" when it shows up in the Choice List.*  
Repeat Step 2.

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We have a free [[Free item]] for you. Just come in with this letter before [[Deadline]] to pick it up.

Why are we giving you something for nothing? We're hoping that when you come in to get your free[[Free item]], you'll take a look at our unparalleled selection of reasonably priced, high-quality [[Product carried]].

And we think once you take a look at what we have to offer, you'll discover [[Your company name]] is your one-stop [[Products carried]] company. Come by, pick up your free [[Free item]], and have one of our [[Title of sales help]] show you around. The [[Free item]] is free, and the selection is fantastic.

Come in today.

### 3 To cut the text

@ Say **Edit**. Then say **Cut**.

If DragonDictate doesn't recognize "Edit"

@ Say **Oops**. If you need to, move to the word that DragonDictate recognized incorrectly when you said "Edit."

Then choose "[Edit]" from the Choice List. This closes the Word History. Say **Edit** again, then say **Cut**.

*If "[Edit]" isn't in the Choice List, say **Open Bracket, echo, delta**. Choose "[Edit]" when it shows up in the Choice List. Say **Edit** again, then say **Cut**.*

If DragonDictate recognized "Edit" but doesn't recognize "Cut"

@ Say **Oops**. If you need to, move to the word that DragonDictate recognized incorrectly when you said "Cut."

Then choose "[Cut]" from the Choice List. This closes the Word History. Say **Edit**, then say **Cut** again.

*If "[Cut]" isn't in the Choice List, say **Open Bracket, charlie, uniform**. Choose "[Cut]" when it shows up in the Choice List. Say **Edit**, then say **Cut** again.*

We have a free [[Free item]] for you. Just come in with this letter before [[Deadline]] to pick it up.

And we think once you take a look at what we have to offer, you'll discover [[Your company name]] is your one-stop [[Products carried]] company. Come by, pick up your free [[Free item]], and have one of our [[Title of sales help]] show you around. The [[Free item]] is free, and the selection is fantastic.

Come in today.

The cursor is in front of the "A" in "And."

- 4 To move the cursor in front of the "C" in the last paragraph  
@ Say **Move Down 5**.

If DragonDictate doesn't recognize "Move Down 5"

- @ Say **Oops**. If you need to, move to the word that DragonDictate recognized incorrectly when you said "Move Down 5."  
Then choose "[Move Down 5]" from the Choice List. This closes the Word History. Say **Move Down 5** again.  
*If "[Move Down 5]" isn't in the Choice List, say **Open Bracket, mike, oscar, victor**. Choose "[Move Down 5]" when it shows up in the Choice List. Say **Move Down 5** again.*

- 5 To paste the text in the new location  
@ Say **Edit**. Then say **Paste**.

If DragonDictate doesn't recognize "Edit"

- @ Say **Oops**. If you need to, move to the word that DragonDictate recognized incorrectly when you said "Edit."  
Then choose "[Edit]" from the Choice List. This closes the Word History. Say **Edit** again, then say **Paste**.  
*If "[Edit]" isn't in the Choice List, say **Open Bracket, echo, delta**. Choose "[Edit]" when it shows up in the Choice List. Say **Edit** again, then say **Paste**.*

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If DragonDictate recognized “Edit” but doesn’t recognize “Paste”

@ Say **Oops**. If you need to, move to the word that DragonDictate recognized incorrectly when you said “Paste.”

Then choose “[Paste]” from the Choice List. This closes the Word History. Say **Edit**, then say **Paste** again.

*If “[Paste]” isn’t in the Choice List, say **Open Bracket, papa, alpha**. Choose “[Paste]” when it shows up in the Choice List. Say **Edit**, then say **Paste** again.*

We have a free [[Free item]] for you. Just come in with this letter before [[Deadline]] to pick it up.

And we think once you take a look at what we have to offer, you’ll discover [[Your company name]] is your one-stop [[Products carried]] company. Come by, pick up your free [[Free item]], and have one of our [[Title of sales help]] show you around. The [[Free item]] is free, and the selection is fantastic.

Why are we giving you something for nothing? We’re hoping that when you come in to get your free[[Free item]], you’ll take a look at our unparalleled selection of reasonably priced, high-quality [[Product carried]].

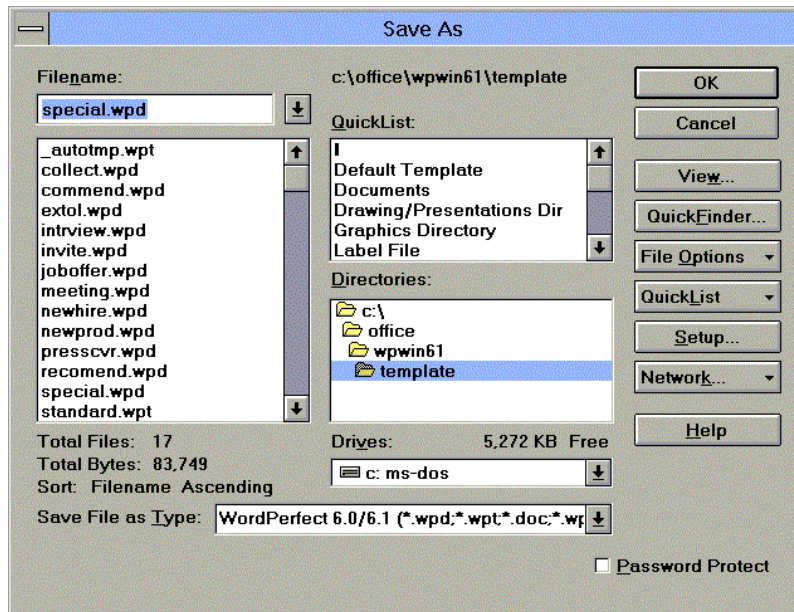
Come in today.

## Saving and Printing the Document, and Exiting WordPerfect

Next, you'll save the document as a new template, then print it.

- 1 @ Say **File**. Then say **Save As**.

The Save As dialog box appears.



If DragonDictate doesn't recognize "File"

- @ Say **Oops**. If you need to, move to the word that DragonDictate recognized incorrectly when you said "File."

Then choose "[File]" from the Choice List. This closes the Word History. Say **File** again, then say **Save As**.

*If "[File]" isn't in the Choice List, say **Open Bracket, foxtrot, india, lima**. Choose "[File]" when it shows up in the Choice List. Say **File** again, then say **Save As**.*

If DragonDictate recognized "File" but doesn't recognize "Save As"

- @ Say **Oops**. If you need to, move to the word that DragonDictate recognized incorrectly when you said "Save As."

Then choose "[Save As]" from the Choice List. This closes the

Word History. Say **File**, then say **Save As** again.

*If “[Save As]” isn’t in the Choice List, say **Open Bracket, sierra, alpha**. Choose “[Save As]” when it shows up in the Choice List. Say **File**, then say **Save As** again.*

The current template name, special.wpd, is highlighted in the Filename list box. You’ll save the template as special1.wpd.

- 2 To move back and delete the last four characters in the file name  
@ Say **End Key**. Then say **Back 4**.



**Quick Tip**  
To use the mouse to choose “[End Key]” from the Choice List, double-click it.

If it’s not in the Choice List, begin typing [End Key], then double-click it when it shows up in the list.

If DragonDictate doesn’t recognize “End Key”

@ Say **Oops**. If you need to, move to the word that DragonDictate recognized incorrectly when you said “End Key.”

Then choose “[End Key]” from the Choice List. This closes the Word History. Say **End Key** again, then say **Back 4**.


*If “[End Key]” isn’t in the Choice List, say **Open Bracket, echo, november**. Choose “[End Key]” when it shows up in the Choice List. Say **End Key** again, then say **Back 4**.*

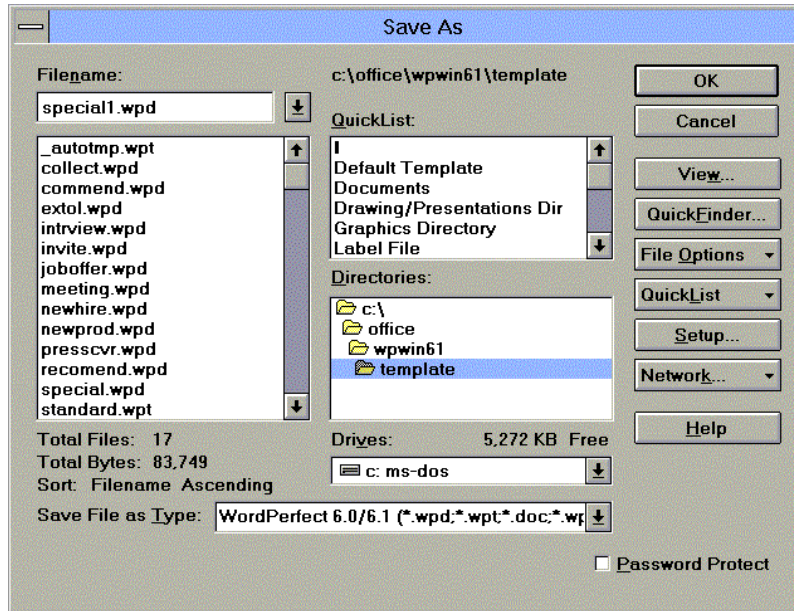
If DragonDictate recognized “End Key” but doesn’t recognize “Back 4”

@ Say **Oops**. If you need to, move to the word that DragonDictate recognized incorrectly.

Then choose “[Back 4]” from the Choice List. Say **End Key**, then say **Back 4** again.

*If “[Back 4]” isn’t in the Choice List, say **Open Bracket, bravo, alpha**. Choose “[Back 4]” when it shows up. Say **End Key**, then say **Back 4** again.*

- 3 To enter the new file name  
@ Say **1**. Say **dot**. Say **whiskey**, say **papa**, and say **delta**.  
 Type 1.wpd.



- 4 To save the new template and close the dialog box  
@ Say **OK**.

If DragonDictate doesn't recognize "OK"

- @ Say **Oops**. If you need to, move to the word that DragonDictate recognized incorrectly when you said "OK."  
Then choose "[OK]" from the Choice List. Say **OK** again.  
*If "[OK]" isn't in the Choice List, say **Open Bracket, oscar**.*  
Choose "[OK]" when it shows up. Say **OK** again.



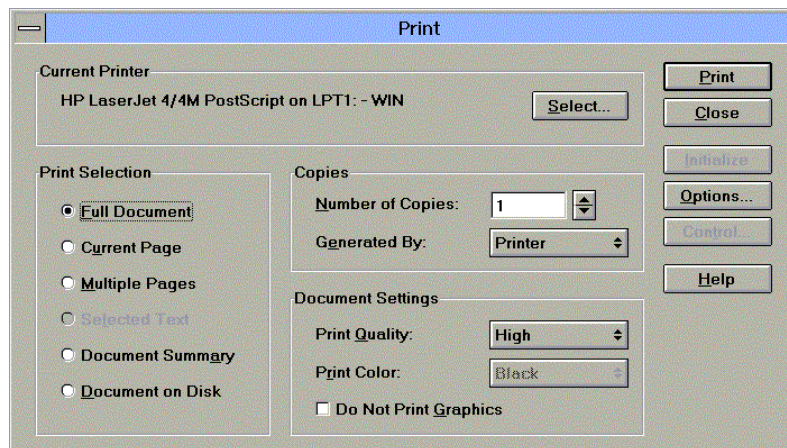
## Chapter 2: Working with DragonDictate

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Next, you'll print the file. Make sure your printer is correctly set up. Skip to step 7 if you don't want to print the document.

- 5 @ Say **File**. Then say **Print**.

The Print dialog box appears.



If DragonDictate doesn't recognize "File"

- @ Say **Oops**. If you need to, move to the word that DragonDictate recognized incorrectly when you said "File."

Then choose "[File]" from the Choice List. Say **File** again, then say **Print**.

*If "[File]" isn't in the Choice List, say **Open Bracket, foxtrot, india**. Choose "[File]" when it shows up in the Choice List. Say **File** again, then say **Print**.*

If DragonDictate recognized "File" but doesn't recognize "Print"

- @ Say **Oops**. If you need to, move to the word that DragonDictate recognized incorrectly when you said "Print."

Then choose "[Print]" from the Choice List. Say **File**, then say **Print** again.

*If "[Print]" isn't in the Choice List, say **Open Bracket, papa, romeo**. Choose "[Print]" when it shows up in the Choice List. Say **File**, then say **Print** again.*

- 6 If all the settings in the Print dialog box are correct  
@ Say **Print**.

If DragonDictate doesn't recognize "Print"

- @ Say **Oops**. If you need to, move to the word that DragonDictate recognized incorrectly when you said "Print."  
Then choose "[Print]" from the Choice List. Say **Print** again.  
*If "[Print]" isn't in the Choice List, say **Open Bracket, papa**.*  
Choose "[Print]" when it shows up. Say **Print** again.

You can exit WordPerfect by saying "Close Window."

- 7 @ Say **Close Window**, without pausing between words.

If DragonDictate doesn't recognize "Close Window"

- @ Say **Oops**. If you need to, move to the word that DragonDictate recognized incorrectly when you said "Close Window."  
Then choose "[Close Window]" from the Choice List. Say **Close Window** again.  
*If "[Close Window]" isn't in the Choice List, say **Open Bracket, charlie, lima**.* Choose "[Close Window]" when it shows up. Say **Close Window** again.

- 8 If WordPerfect tells you that the document has changed, and asks you to save current changes  
@ Say **yes please**, without pausing between words.

If DragonDictate doesn't recognize "yes please"

- @ Say **Oops**. If you need to, move to the word that DragonDictate recognized incorrectly when you said "yes please."  
Then choose "y [yes please]" from the Choice List. Say **yes please** again.  
*If "y [yes please]" isn't in the Choice List, say **yankee, Space Bar, Open Bracket**.* Choose "y [yes please]" when it shows up. Say **yes please** again.



This lesson takes less than 10 minutes to complete.

## Lesson 4: Saving User Files

Just as you save documents often, it's a good idea to save your user files. Among other things, your user files contain important information about the way you pronounce words.

### When Not to Save User Files

Do *not* save your user files if you have *not* corrected errors that DragonDictate makes. You can corrupt your user files if you save them without correcting errors.

### When to Save User Files

Save user files if you corrected errors or added words to a vocabulary while running DragonDictate.

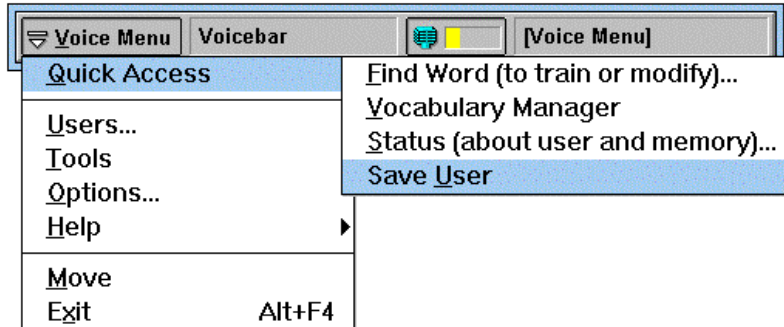
Follow the steps below. The VoiceBar should be up and running.

- 1 Make sure that you've put your microphone on and positioned it correctly.
- 2 If the microphone isn't on
  - ⌘ Click the microphone button.
  - ⌘ Or press the + key on the numeric keypad.

Remember, the microphone is on when the microphone icon changes color (to light blue on a color monitor), the microphone button is pressed in, and the volume meter flickers.

- 3 To save your user files, if you corrected errors during the current DragonDictate session
  - @ Say **Voice Menu**, without pausing between words. Then say **Save User**, without pausing between words.
  - ⌘ Or click the Voice Menu button. Then click Save User.

**Note** If the Save User command is grayed out on the menu, there is no new user information for DragonDictate to save. In this case, simply close the Voice Menu: say **Cancel**, or click the Voice Menu button.



If DragonDictate doesn't recognize "Voice Menu"

- @ Say **Oops**. If you need to, move to the word that DragonDictate recognized incorrectly when you said "Voice Menu." Then choose "[Voice Menu]" from the Choice List. Say **Voice Menu** again, then say **Save User**.  
*If "[Voice Menu]" isn't in the Choice List, say **Open Bracket, victor, oscar**. Choose "[Voice Menu]" when it shows up in the Choice List. Say **Voice Menu** again, then say **Save User**.*

If DragonDictate recognized "Voice Menu" but doesn't recognize "Save User"



- @ Say **Oops**. If you need to, move to the word that DragonDictate recognized incorrectly when you said "Save User." Then choose "[Save User]" from the Choice List. Say **Voice Menu**, then say **Save User** again.  
*If "[Save User]" isn't in the Choice List, say **Open Bracket, sierra, alpha**. Choose "[Save User]" when it shows up in the Choice List. Say **Voice Menu**, then say **Save User** again.*




This lesson takes less than 5 minutes to complete.

## Lesson 5 (Optional): Exiting DragonDictate by Speech

To exit DragonDictate, follow the steps below.

- 1 Make sure that you've put your microphone on and positioned it correctly.
- 2 If the microphone isn't on
  -  Click the microphone button.
  -  Or press the + key on the numeric keypad.

Remember, the microphone is on when the microphone icon changes color (to light blue on a color monitor), the microphone button is pressed in, and the volume meter flickers.

- 3 To exit DragonDictate
  - @ Say **Voice Menu**, without pausing between words. Then say **Exit**.
  -  Or click the Voice Menu button. Then click Exit.



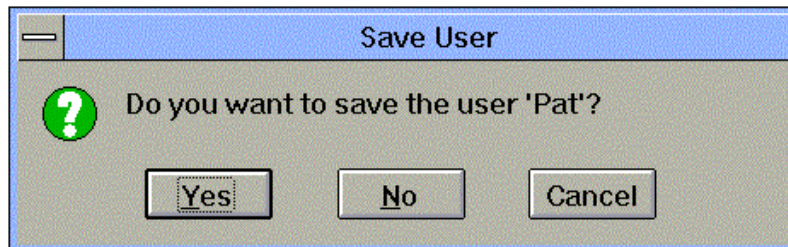
**Attention**  
The **Exit** command may be grayed out if you have too many dialog boxes and windows open. Close these dialog boxes and windows, then try exiting again.

If DragonDictate doesn't recognize "Voice Menu"

- @ Say **Oops**. If you need to, move to the word that DragonDictate recognized incorrectly when you said "Voice Menu."  
*Then choose "[Voice Menu]" from the Choice List. Say **Voice Menu** again, then say **Exit**.*  
*If "[Voice Menu]" isn't in the Choice List, say **Open Bracket, victor, oscar**. Choose "[Voice Menu]" when it shows up in the Choice List. Say **Voice Menu** again, then say **Exit**.*

If DragonDictate recognized "Voice Menu" but doesn't recognize "Exit"

- @ Say **Oops**. If you need to, move to the word that DragonDictate recognized incorrectly when you said "Exit."  
*Then choose "[Exit]" from the Choice List. Say **Voice Menu**, then say **Exit** again.*  
*If "[Exit]" isn't in the Choice List, say **Open Bracket, echo, xray**. Choose "[Exit]" when it shows up in the Choice List. Say **Voice Menu**, then say **Exit** again.*



- 4 If the Save User dialog box appears, prompting you to save all the information DragonDictate has learned about your speech during the current session
  - @ Say **yes please**, without pausing between words, if you corrected errors during the current DragonDictate session. Say **no thank you**, without pausing between words, if you have not.
  - ☞ Or click Yes if you corrected errors during the current DragonDictate session. Click No if you have not.



Quick Tip  
To use the mouse to choose "y [yes please]" from the Choice List, double-click it.

If it's not in the Choice List, start typing y [yes please], then double-click it when it shows up.

If DragonDictate doesn't recognize "yes please"

- @ Say **Oops**. If you need to, move to the word that DragonDictate recognized incorrectly when you said "yes please." Then choose "y [yes please]" from the Choice List. Say **yes please** again.  
*If "y [yes please]" isn't in the Choice List, say **yankee, Space Bar, Open Bracket**. Choose "y [yes please]" when it shows up in the Choice List. Say **yes please** again.*

If DragonDictate doesn't recognize "no thank you"

- @ Say **Oops**. If you need to, move to the word that DragonDictate recognized incorrectly when you said "no thank you." Then choose "n [no thank you]" from the Choice List. Say **no thank you** again.  
*If "n [no thank you]" isn't in the Choice List, say **november, Space Bar, Open Bracket**. Choose "n [no thank you]" when it shows up in the Choice List. Say **no thank you** again.*

- 5 When the Exit DragonDictate dialog box appears
  - @ Say **yes please**, without pausing between words.
  - ☞ Or click Yes.



If DragonDictate doesn't recognize "yes please"

- @ Say **Oops**. If you need to, move to the word that DragonDictate recognized incorrectly when you said "yes please." Then choose "y [yes please]" from the Choice List. Say **yes please** again.  
*If "y [yes please]" isn't in the Choice List, say **yankee, Space Bar, Open Bracket**. Choose "y [yes please]" when it shows up in the Choice List. Say **yes please** again.*





## Chapter 3

# DragonDictate Basics

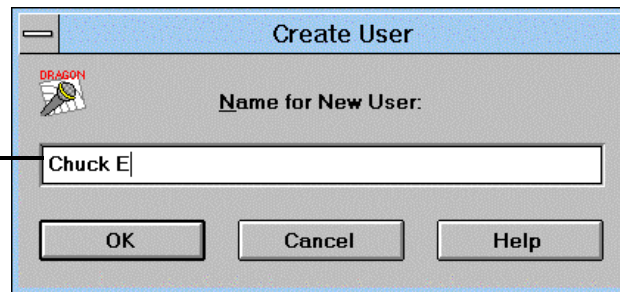
This chapter explains the basic features of DragonDictate, and includes the following information:

- n Creating users
- n Running the tutorial
- n Running Quick Training
- n Correcting command mistakes
- n Getting Help

### Creating Users



If you're starting DragonDictate for the first time, you have to create a user. Your user name can be one or more characters long. If you're on a multi-user system, you must choose a unique name. You can't share a user created by someone else. If you enter a user name that is already taken by another user, DragonDictate prompts you to enter a new name.

Enter your user name,  
then choose OK.




## DragonDictate User's Guide

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- 1 Enter your user name in the text box.
  - @ Say the alpha-bravo words to spell your user name
  -  Type your user name
- 2 Create the user.
  - @ Say **OK**
  -  Click OK

## Running the Tutorial

Run the tutorial to get an overview of DragonDictate features. The lessons start at a basic level, build upon previous lessons, and progress to more advanced topics. You can quit and restart the tutorial at any time.

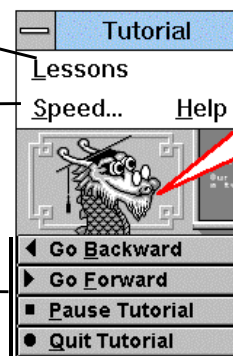
- 1 To run the tutorial
  - @ Say **Bring Up**, then say **Tutorial**
  -  Double-click the Tutorial icon (found in the DragonDictate for Windows group)

The Tutorial appears.

Choose a specific lesson.

Adjust the Tutorial to run either slower or faster.

Say **Go Forward** to skip ahead; say **Go Backward** to go back; say **Pause Tutorial** to take a break, then say **Resume Tutorial**; say **Quit Tutorial** to exit the Tutorial.



I'll take you through this tutorial by speech only, but you can still use the keyboard or the mouse whenever you want.

- 2 Follow the instructions of Alex the dragon.

## Running Quick Training

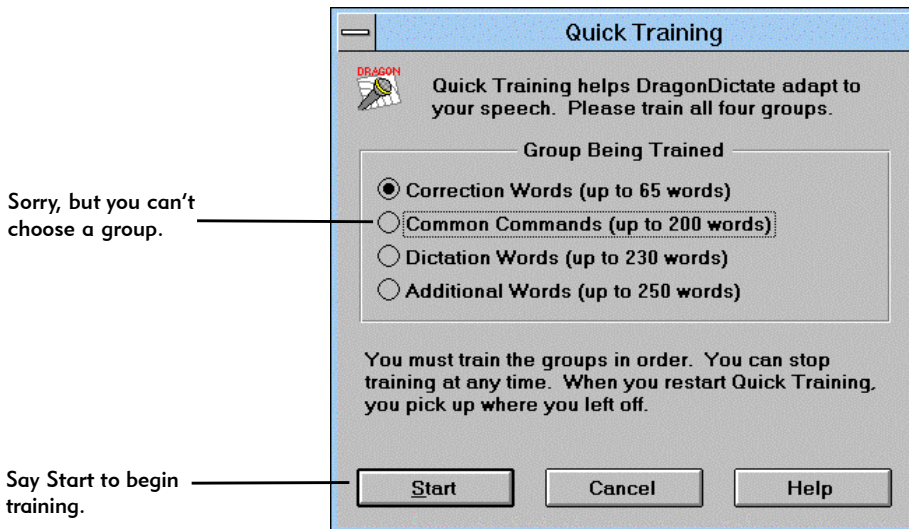
Run Quick Training to improve speech recognition performance. Training DragonDictate is like a good investment. The more time you spend training DragonDictate, the more words you can say before a mistake occurs. You become more productive with fewer mistakes.

Train all four categories that appear in the Quick Training dialog box. You can start, stop, and restart Quick Training when necessary. You never lose the training you've already done, and you always pick up training where you previously left off. Because DragonDictate constantly adapts to your speech while you're training, you may not have to train all the words in each training list. For instance, you may not have to train all 200 Common Commands. As you're training words, you may notice the word count decreasing.

  
Quick Tip  
Train DragonDictate  
to increase your  
productivity.

- 1 To run Quick Training
  - @ Say **Voice Menu**, say **Tools**, then say **Quick Training**
  - ☞ Click Voice Menu, click Tools, then click Quick Training

The Quick Training dialog box appears.



## DragonDictate User's Guide

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2 Start training the selected list.

@ Say **Start**

☞ Click Start

3 Say the words that appear in the Train Word dialog box.

The image shows two windows from the DragonDictate software. The top window is titled "Training Console" and contains settings for "Repetitions" (Light, Normal, Intense) and "Word Selection" (Minimal, Automatic, All Words). Below these are "Training Items" and a "Group" dropdown set to "Common Commands". The "Training Items" list includes symbols for exclamation mark, exclamation point, close quote, double quote, and open quote. There are "Start", "Cancel", and "Help" buttons. The bottom window is titled "Train Word" and shows "Please say:" followed by "exclamation mark" and "Word 1 of 98". It features a microphone icon, a volume slider, and a "Stop Training" button.

Increase or decrease the number of training repetitions. Intense repetition produces better results.

To begin training from a specific word, highlight the word in the list.

If you've chosen Stop Training, say Start to resume training.

Say the word shown.

Click the microphone button, or press the + key on the numeric keypad to turn the microphone on or off.

Grayed out options are currently unavailable.

Scroll the list to begin training from a word that is not currently shown.

Say Stop Training to use the Training Console or to turn off the microphone.

4 Save your user files once you've finished training.

@ Say Voice Menu, then say Save User

☞ Click Voice Menu, then click User

## Correcting Command Mistakes

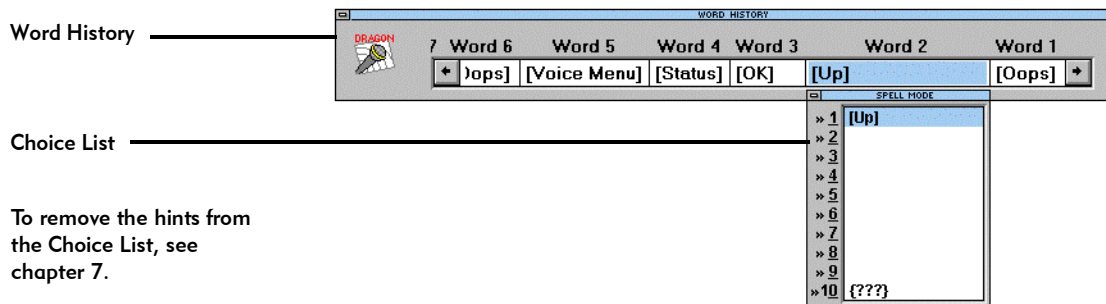
When you start DragonDictate, you're placed in Command Mode, which lets you use DragonDictate's command and control features.

Sometimes you say a command word, such as "Bring Up" or the alpha-bravo words, and a different word or {??} appears in the Last Word field of the VoiceBar. This means that DragonDictate didn't recognize what you said.

Say **Oops** or press the minus key (-) on the numeric keypad to use the Word History.

For instance, assume you say **Bring Up**, and the VoiceBar indicates that DragonDictate recognized the word [Up] instead. You could try to correct the mistake by repeating the command, but that may not work. A better way to correct the error is to say **Oops**, then move to and correct the word with the Word History. The Word History lets you move to the unrecognized word, then use the Choice List to correct it.

The Word History and Choice List windows appear as shown.



In this example, the correct word appears in the Choice List as choice 2. To choose [Bring Up], say **Choose 2**; double-click [Bring Up]; or press Alt+2, then press Enter. Correcting the word closes the Word History and Choice List windows. As with all command word mistakes, you need to repeat the Bring Up command after you correct it.

Choosing the correct word from the Choice List is the easiest and most common way to correct mistakes by speaking. Sometimes, however, when the correct word *does not* appear in the Choice List, you have to spell the correct word.



**Quick Tip**  
Spell the word only until it appears in the Choice List, then choose it.

When you correct a command word by spelling, you have to spell the word in brackets. For instance, when you correct the Bring Up command, you spell it as [Bring Up]. You say **Open Bracket, Shift Key, bravo, romeo . . .** or type [Br . . . until the word appears in the Choice List, then you choose the word. If you spell the word all the way to the end, it means the word doesn't exist in the active vocabulary or group. For information about adding words to vocabularies and groups, refer to adding word section of chapter 6.

One exception to spelling words within brackets is when you correct the alpha-bravo words. To correct an alpha-bravo word, you press the key that corresponds to the alpha-bravo character. For instance, press c to correct the alpha bravo word "charlie." If you consistently have problems with alpha-bravo words, and don't want to use your keyboard to correct them, you should train the entire alpha-bravo word group. For information on training groups, refer to the training groups section of chapter 6.



**Attention**  
Never use the Word History to change a word that DragonDictate correctly recognizes.

You can also reject words. For instance, you may mispronounce a command, and want to reject what you said. Say **Oops**, then choose {??} from the Choice List to reject the word.

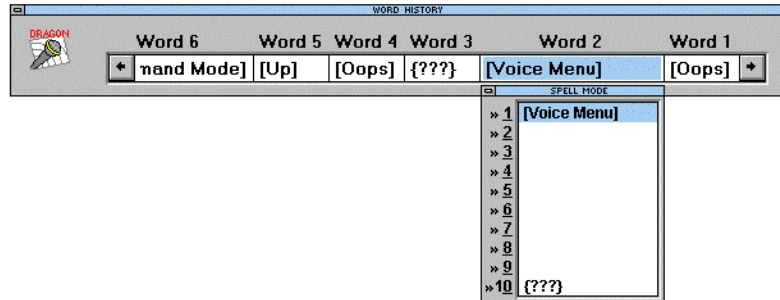
### Moving to the Incorrect Word

When the Word History window appears, DragonDictate highlights the word it thinks you want to correct. When the highlighted word is not the one you want to correct, you need to move to the incorrect word. For instance, suppose you say **Voice Menu**, then say **Options**. DragonDictate, however, recognizes "Oops" when you said "Options." The Word History appears as shown.

## Chapter 3: DragonDictate Basics

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You can press  
Ctrl+right arrow to  
move to Word 1.



In this example, you move to the incorrect word by saying **Word 1**. The Word History now displays the Choice List for Word 1, which is "Oops." Correct "[Oops]" by choosing "Options" from the Choice List.

### Getting Help

You can get DragonDictate online Help by speaking. Online Help contains context-sensitive information on a variety of DragonDictate topics. To get online Help when DragonDictate is the active application

@ Say **Get Help**

To get DragonDictate Help when DragonDictate is not the active application

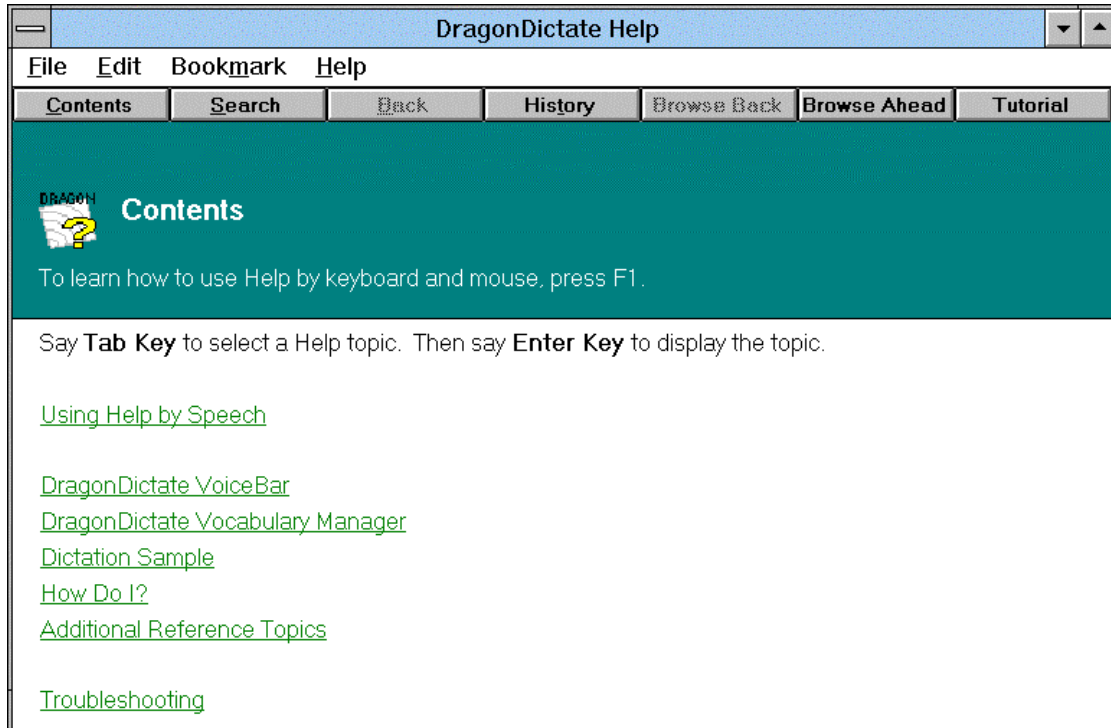
@ Say **Bring Up**, say **VoiceBar**, then say **Get Help**.

You can also get Help by choosing the Help command from the Voice Menu. To choose Help from the Voice Menu

@ Say **Voice Menu, Help**, then say **Contents**

☞ Click Voice Menu, click Help, then click Contents

The Help window appears as shown.





## Chapter 4



**Attention**  
You must upgrade to DragonDictate for Windows Starter Edition to dictate text in Windows applications.

Contact WordPerfect for more information.

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## Dictating Text

When you use DragonDictate to control Windows or applications, you expect you can say whatever appears on the screen and have the expected action take place. This chapter shows you how to use DragonDictate with Windows applications and avoid potential problems.

This chapter contains the following:

- n Starting and exiting applications
- n Adding more applications
- n Using dictation command words
- n Correcting dictation mistakes
- n Dictating text into an application

### Starting and Exiting Applications

During installation, DragonDictate copied application icons into the DragonDictate for Windows program group. If the icon for an application you use with DragonDictate isn't already in the group, refer to "Adding an Application" in this chapter.

#### Starting an Application

When you need to start an application for use with DragonDictate, you can

- @ Say **Bring Up**, then say *application icon name*. To bring up Notepad by speaking, for example, say **Bring Up**, then say **Notepad**
- ☞ Double-click the application icon

### Exiting an Application

There are two ways to exit the active application window

- @ Say **File**, then say **Exit** *or* say **Close Window**
- ☞ Click the File menu, then click the Exit command; *or* double-click the application window's Control Menu

### Adding an Application

To add an application, move or copy the application icon to the DragonDictate for Windows program group in Program Manager. Once you've added the icon to the group, you can easily start the application and use the application. To add an application

Another way to add an application is to select the program item, say **File**, then say **Copy**. At the Copy Program Item dialog box, say **Drop List**, choose the group from the group list, then say **OK**.

- 1 Select the program item icon in Program Manager.
  - @ Say **Window**, then select the program group. When the group window appears, use the mouse movement words to move the pointer to the icon
- 2 Drag and drop the icon into the DragonDictate for Windows group.
  - @ Say the drag words (for example, "Drag Right")

### Using Dictation Command Words

You can dictate words into almost any application. If you're in Command Mode, you must say **Dictate Mode** before you begin dictating. Usually you use Dictate Mode to enter text. There are, however, some special purpose words in Dictate Mode. These words are like Command Mode words because they perform an action rather than enter text. Some dictation command words apply capitalization to the text you dictate. When you say **Capitalize Next**, for example, the first letter of the next word is automatically capitalized. Other dictation command words apply formatting to what you say. When you say **New Paragraph**, for example, DragonDictate ends the current line, adds another line, then begins a third line.

**Note** Dictation command words are only available in Dictate Mode.

The following group of words apply formatting or capitalization during dictation.

## Chapter 4: Dictating Text

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Say this	To do this
[Begin Document]	Say <b>Begin Document</b> to capitalize the first letter of the next word you say, and prevent a space from appearing before the word.
[Begin No Space] and [End No Space]	Say <b>Begin No Space</b> to prevent spaces from appearing before each of the next words you say. Say <b>End No Space</b> to resume normal word spacing.
[No Space]	Say <b>No Space</b> to prevent a space from appearing before the next word you say.
[New Paragraph]	Say <b>New Paragraph</b> to press the Enter key twice. DragonDictate capitalizes the first letter of the next word you say, and prevents a space from appearing before the word.
[Scratch That]	Say <b>Scratch That</b> to reject the last word you said.
[Begin Title] and [End Title]	Say <b>Begin Title</b> to properly capitalize the next words you say for use as a title. Say <b>End Title</b> to resume normal capitalization.
[Begin Capitalize] and [End Capitalize]	Say <b>Begin Capitalize</b> to capitalize the first letter of the next words you say. Say <b>End Capitalize</b> to resume normal capitalization.
[Begin Lowercase] and [End Lowercase]	Say <b>Begin Lowercase</b> to lowercase every letter of the next words you say. Say <b>End Lowercase</b> to resume normal capitalization.
[Begin Uppercase] and [End Uppercase]	Say <b>Begin Uppercase</b> to uppercase every letter of the next words you say. Say <b>End Uppercase</b> to resume normal capitalization.
[Normal Case]	Say <b>Normal Case</b> to apply normal capitalization to the next words you say.
[Capitalize Next]	Say <b>Capitalize Next</b> to capitalize the first letter of the next word you say.
[Lowercase Next]	Say <b>Lowercase Next</b> to lowercase the next word you say.

Say this	To do this
[Uppercase Next]	Say <b>Uppercase Next</b> to uppercase the next word you say.
[Clear Flags]	Say <b>Clear Flags</b> to clear any dictation command (flag) that is set for the next word you say. Flags appear below the VoiceBar during dictation, such as "UPPER ON" that indicates uppercase capitalization turned on.

## Correcting Mistakes in Dictate Mode

When you dictate text, DragonDictate sometimes makes mistakes. You should always correct mistakes that occur while you're dictating, because DragonDictate learns from everything you say in Dictate Mode—even mistakes. For instance, suppose you dictate the word "park" and DragonDictate recognizes the word "dark" instead. If you don't correct the mistake using DragonDictate, the next time you say the word "park," DragonDictate will probably recognize the word "dark" again. In this instance, DragonDictate actually *learned* the mistake.

When DragonDictate doesn't recognize what you say

- n The wrong word appears in the last word field of the VoiceBar, which means DragonDictate recognizes what you said as another word in its vocabulary.
- n {???} appears in the last word field of the VoiceBar, which means DragonDictate didn't recognize what you said as a word in its vocabulary.

## Correcting Mistakes with the Choice List

You correct mistakes with the Choice List, which normally displays in Dictate Mode. You use the Choice List to do the following:

- n Correct the word by choosing the word
- n Correct the word by spelling the word

## Chapter 4: Dictating Text

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- n Correct the word by editing a similar word
- n Reject the word

### How to Choose the Correct Word from the Choice List

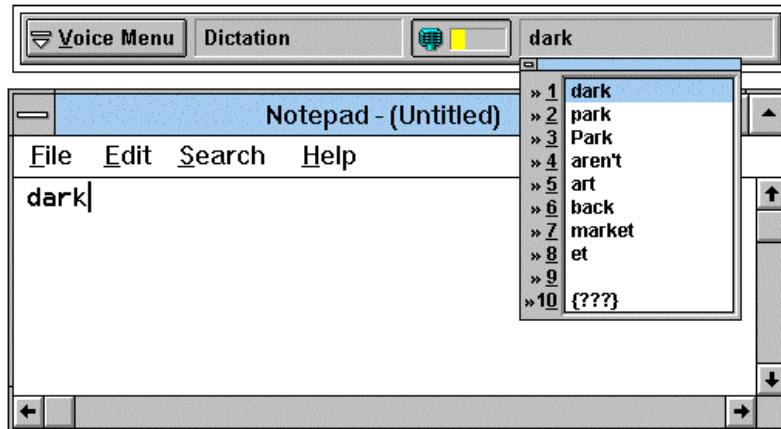
The easiest way to correct a mistake is to choose the correct word from the Choice List.

**Note** You can use DragonDictate to follow the examples in this section, but be aware that your results may differ from the results shown.



**Quick Tip**  
To move the Choice List, say *Spell Mode*, say *Move Window*, then say *Move direction*. When the Choice List is where you want it, say *Stop*, then say *Enter Key*.

For instance, suppose you dictate the word **park**, and the Choice List appears as shown.



In this example, DragonDictate recognizes “dark” when you say **park**. The Choice List indicates that you may have said some other words, including choice 2, which is “park.” Therefore, say **Choose 2** or double-click “park” in the Choice List to correct the mistake. Since DragonDictate adapts to your speech during dictation, it may correctly recognize “park” the next time you say it.

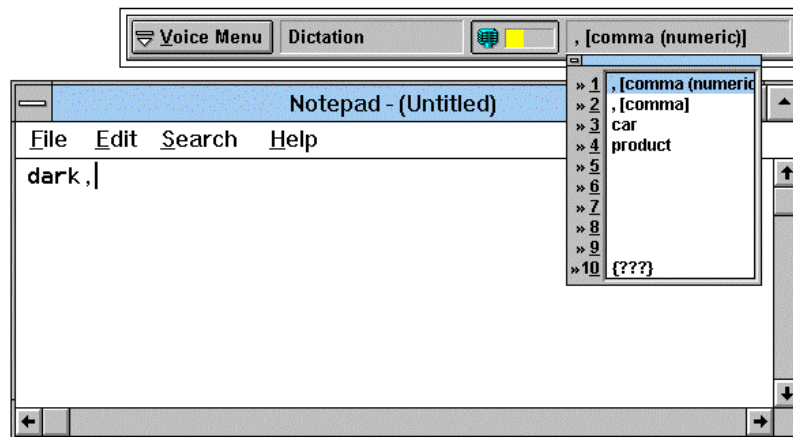
## DragonDictate User's Guide

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### How to Correct a Word by Spelling


When the correct word doesn't appear in the Choice List, you *spell* the word. You spell the word only until it appears in the Choice List, then you choose it. To begin spelling the word, say **Spell Mode**, then *alpha-bravo* words or begin typing.

For instance, suppose you're dictating text when you say **Command Mode**, but the Choice List appears as shown.




**Quick Tip**  
Spell the word only until it appears in the Choice List, then choose it.

In this example, DragonDictate doesn't recognize what you say as "Command Mode." Therefore, you begin spelling [Command Mode] to correct it.


- 1 Enter Spell Mode or begin to type the word.
  - @ Say **Spell Mode**
  -  Begin typing the word as described in step 2

**Note** Spell most DragonDictate command words in brackets, for example, spell Command Mode as [Command Mode].

- 2 Spell the word.
  - @ Say **Left Bracket, Shift Key, charlie . . .**
  -  Type [C . . .

## Chapter 4: Dictating Text

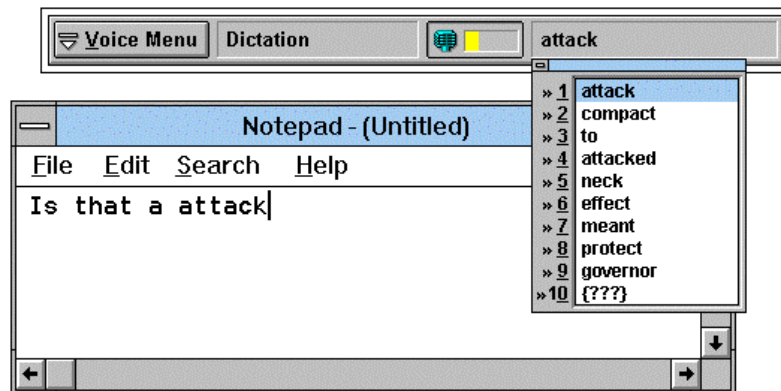
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- 3 Continue to spell [Command Mode] until it appears in the Choice List.
- 4 Choose [Command Mode] from the Choice List. For instance, if [Command Mode] appears at choice 4
  - @ Say **Choose 4**
  -  Double-click [Command Mode]

### How to Edit a Similar Word in the Choice List

Another way to correct a mistake in the Choice List is to *edit* the incorrect word. You can edit an incorrect word that begins with the same letters as the correct word.

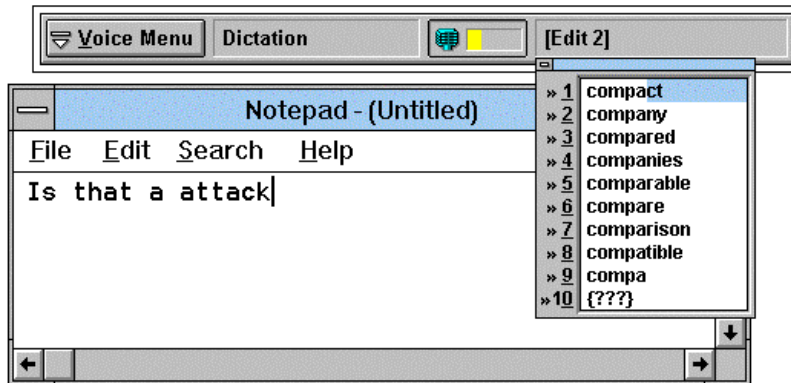
For instance, suppose you're dictating a letter when you say **company**. DragonDictate, however, doesn't correctly recognize what you say. The Choice List shows several other words, including choice 2, which is the word "compact." The correct word "company" and the incorrect word "compact" both begin with the same letters. Therefore, you can edit the word.





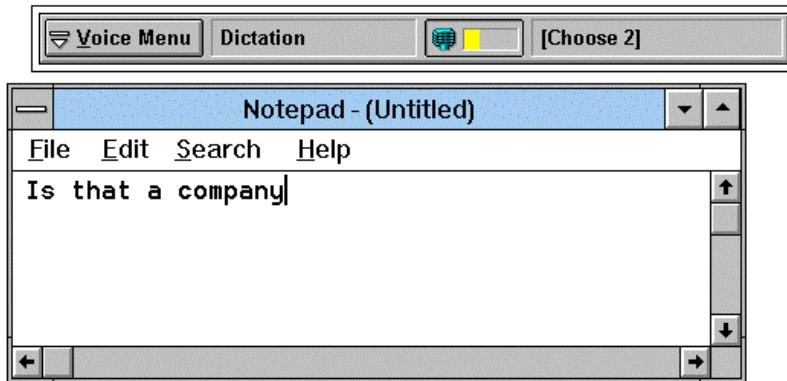
Quick Tip  
Say **Back n** to erase the specified number of characters from the end of the selected word in the Choice List. Erasing characters changes the contents of the Choice List.

- 1 @ Say **Edit 2** to edit the word “compact.” The contents of the Choice List changes based on your word choice.



The Choice List now shows choice 1 as “compact,” and choice 2 as the correct word “company.”

- 2 @ Say **Choose 2** to choose the word “company.”





## Chapter 4: Dictating Text

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**Attention**  
You can also say **Scratch That** to reject the last word you said. For instance, suppose you say **cat** when you meant to say **dog**. Say **Scratch That**, then say **dog**.

### How to Reject a Word from the Choice List

There are times when you want to reject a word. You may, for example, make an unintentional noise that DragonDictate recognizes as a word. It is important to reject the word in this case, to help DragonDictate accurately recognize your speech. DragonDictate always shows word rejection as {???}, which is always the tenth selection on the Choice List. To reject a word in the Choice List

@ Say **Choose 10**

⌘ Double-click {???

### Training Difficult Words from the Choice List

There may be a certain word you say that frequently causes a mistake. In this case, DragonDictate has probably trained the word differently from the way you pronounce it. You can train difficult words from the Choice List to improve word recognition.

- 1 Begin spelling the correct word until it appears in the Choice List.
- 2 Select the correct word.  
@ Say **Select *n*** (*n* is the number of the correct word in the Choice List, as in Select 2)

The correct word appears highlighted.

- 3 Train the word.  
@ Say **Train Word**



The Training Console dialog box appears. You train both the correct word and the incorrect word.

## Correcting Previous Mistakes


It's not always possible to correct mistakes when they occur. Sometimes, particularly when you're dictating text, a mistake occurs but you continue to say one or more words before you realize the mistake happened. To get to the mistake and correct it, you use the Word History.

## DragonDictate User's Guide


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- 1 Display the Word History.
  - @ Say **Oops**
  -  Press the minus (-) key on the numeric keypad
- 2 Highlight the word mistake.
  - @ Say **Word n**
  -  Click Word *n*

The Choice List for Word *n* appears.

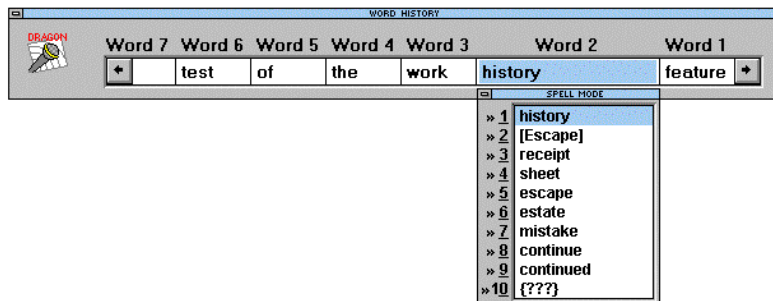
- 3 Correct the word mistake.
  - To correct the mistake and remove the Word History
    - @ Say **Choose n**
    -  Double-click the correct word

To correct the mistake and move to another word mistake

- @ Say **Select n**, then say **Word n**
-  Click the correct word, then click Word *n*

### How to Correct Mistakes with the Word History

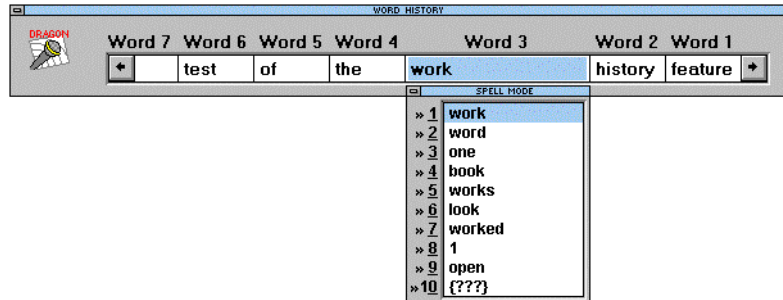
Suppose you're dictating a memo and say **this is a test of the word history feature**. DragonDictate, however, incorrectly recognizes the word "word" as the word "work." The sentence you dictated reads, "this is a test of the work history feature." To correct a mistake that is not currently displayed in the Choice List, say **Oops**. The Word History appears as shown.



## Chapter 4: Dictating Text

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In this example, the Word History highlights Word 2, which is the word “history.” Since the incorrect word is Word 3, say **Word 3** or click “work” in the Word History. Word 3 becomes the active word as shown.



Say **Choose 2** or double-click “word” to choose it. DragonDictate replaces “work” with “word,” and moves the cursor to the point in your document it was when you said “Oops.”

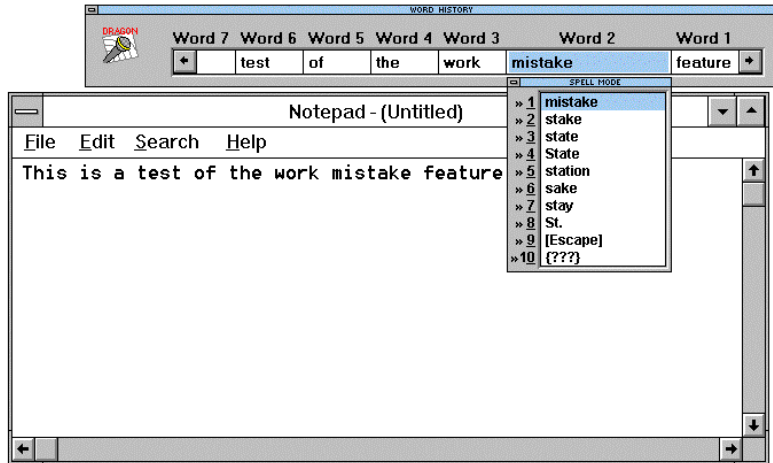
### How to Correct Multiple Word Mistakes

You may, however, dictate a sentence that contains multiple word mistakes. When multiple word mistakes occur, use the Word History as in the previous example, but say the *Select* command instead of the *Choose* command for all but the last word correction.

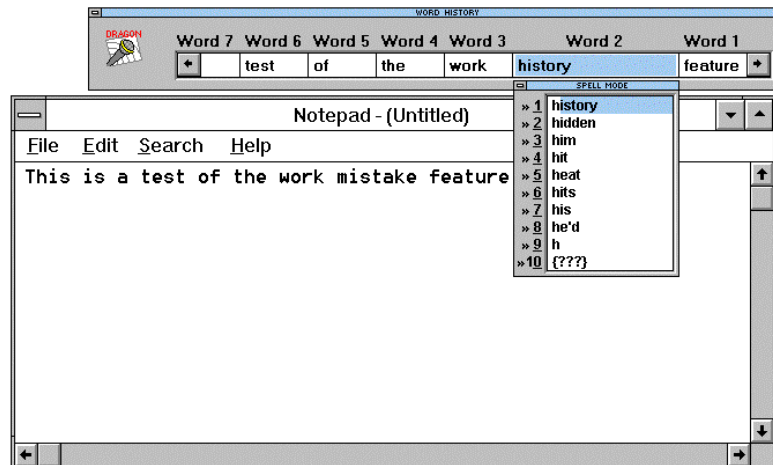
Suppose you say **this is a test of the word history feature**, and DragonDictate makes two word recognition mistakes. DragonDictate recognizes “work” when you say **word** and “mistake” when you say **feature**. The sentence now reads “this is a test of the work mistake feature.”

Say **Oops** to bring up the Word History, which appears as shown.

To move a specific number of words in the Word History, say *Word direction n*. For instance, to move three words to the left, say *Word Left 3*.



Because “history” doesn’t appear in the Choice List, begin to spell it by saying **hotel** or by typing h. The Choice List changes based on your input as shown.



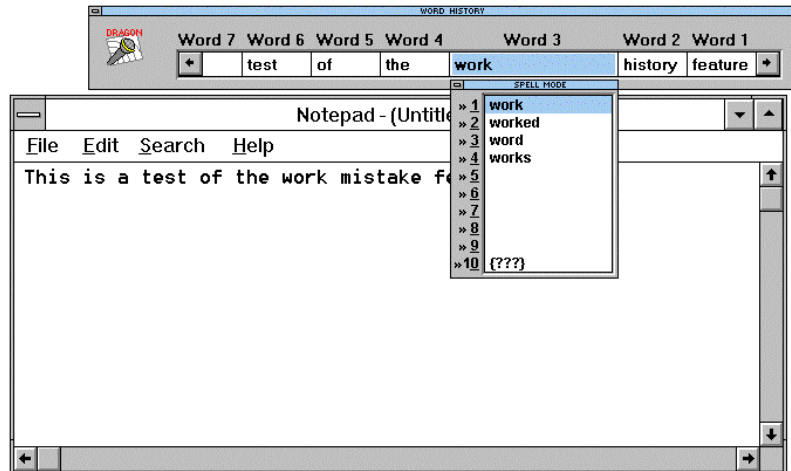
The correct word appears as the first word selection in the Choice List.

**Note** Suppose the correct word had appeared as selection 4. You would then correct it by saying **Select 4** or by clicking the “history” in the Choice List.

## Chapter 4: Dictating Text

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You move to the next incorrect word by saying **Word 3**, or by clicking the word “work” in the Word History list. DragonDictate highlights **Word 3** as shown.

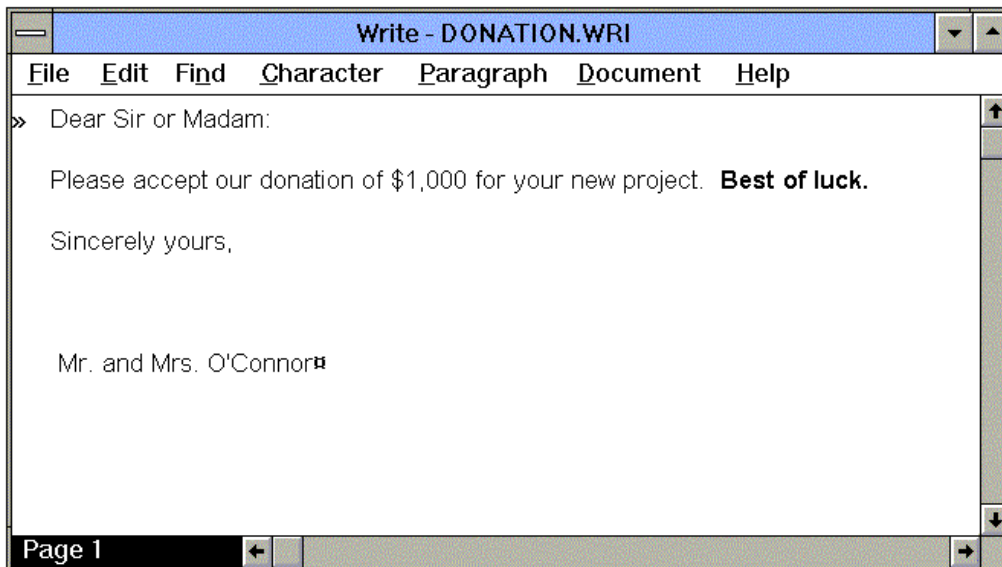


Since the correct word appears in the Choice List as choice 3, and this is the last incorrect word you need to correct, say **Choose 3** or double-click “word” in the Choice List. DragonDictate corrects both mistakes and moves the cursor to the point in the document it was when you said **Oops**.

## Dictating Text in Microsoft Write

In this section, you dictate a letter like the one shown below, and learn the basics about dictating text.

- n Why correcting mistakes is important
- n Starting Write
- n Using Dictate Mode and Command Mode
- n Beginning the document
- n Correcting dictation errors in the Choice List
- n Dictating the salutation
- n Correcting dictation errors with the Word History
- n Dictating the rest of the document
- n Saving and printing the document, and exiting Write



## Chapter 4: Dictating Text

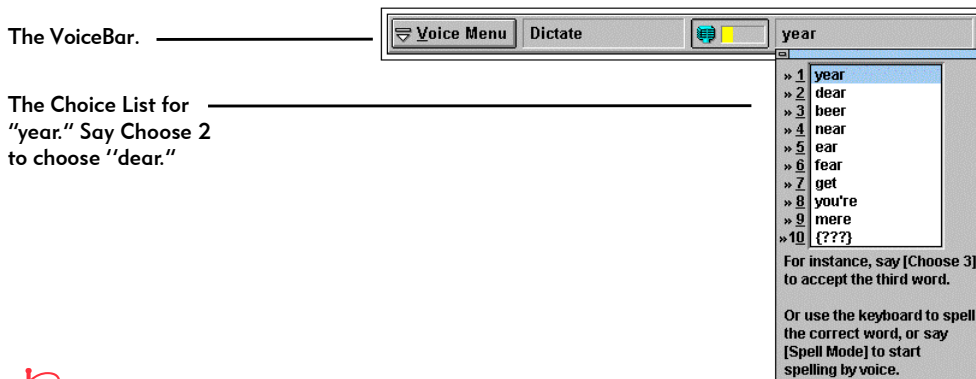
### Why Correcting Mistakes Is Important

When you speak to DragonDictate, DragonDictate does its best to recognize what you said, so that it can carry out your commands or dictate text. But there are times when DragonDictate makes a mistake. When it does, you must correct the mistake.

Correcting mistakes is important, because it lets you improve the way DragonDictate recognizes *your speech*. When you correct a mistake that DragonDictate makes, you improve DragonDictate's ability to recognize a word the next time you say it.

### The Choice List

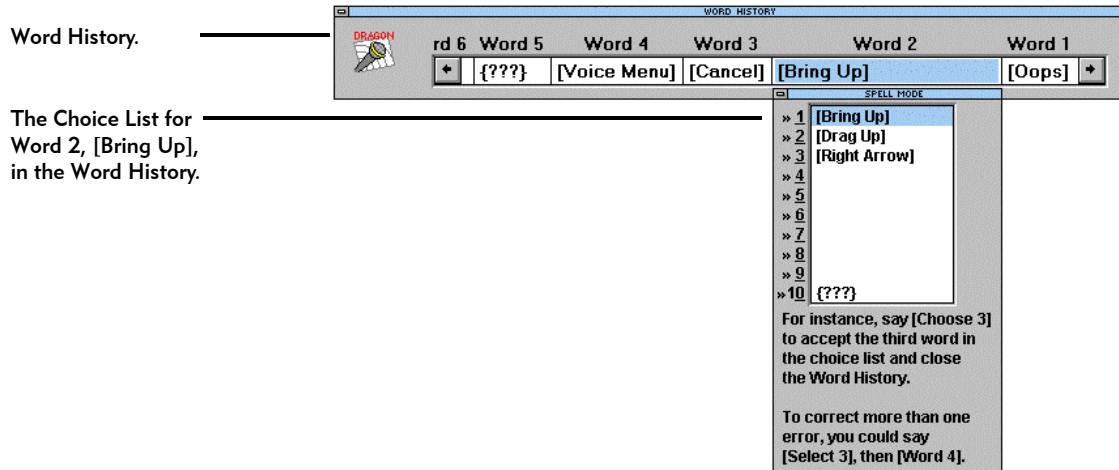
DragonDictate recognizes only separately spoken words or phrases, or *discrete speech*. When you dictate text in a Windows application, a box appears on screen with a list of choices that represent what DragonDictate thinks you said, starting with the most likely choice (choice 1). This is the *Choice List*.



**Attention**  
If DragonDictate doesn't recognize what you said, it displays three question marks {???} in the last word field of the VoiceBar. This means you need to correct the mistake, as you'll learn later in this lesson.

### The Three Question Marks

The tenth choice on the Choice List displays three question marks, {???}. You would say "Choose 10" to reject (erase) a word you didn't mean to say.



#### The Word History

You use the *Word History* and Choice List to correct speech-recognition errors.

The Word History is a correction window that includes up to the last 12 words you said. You open the Word History by saying “Oops” or pressing the minus key on the numeric keypad.

Note that the Word History has a Choice List, too. For example, as shown above, the Word History displays the Choice List for Word 2, [Bring Up].

#### Don't Use the Word History or Choice List to Edit Text

Keep in mind that you should **not** use the Word History or Choice List to edit text, because you'll corrupt the integrity of your user files.

For example, you dictate the word “take,” which DragonDictate recognizes correctly. On second thought, you want to change that to “accept.” If you use the Word History or Choice List to change what you said, DragonDictate will enter “accept” every time you say “take”!

Instead, say “Scratch That” to erase the word you just said. Then dictate a different word.

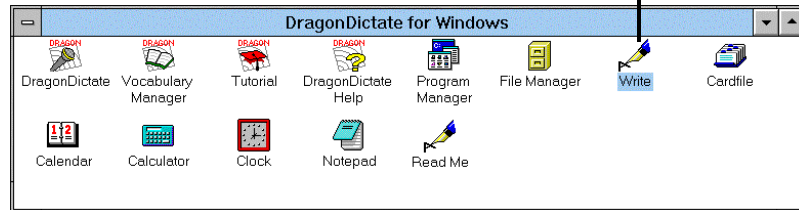


## Chapter 4: Dictating Text

### Starting Write

You can start any application by speech, as long as the application's icon is in the DragonDictate for Windows program group.

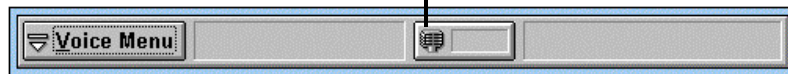
The Write icon was copied to the DragonDictate for Windows program group when you installed DragonDictate.



- 1 Double-click the DragonDictate icon to start DragonDictate.
- 2 Make sure that you've put your headset microphone on and positioned it correctly.
- 3 If the microphone isn't on
  - 🔊 Click the microphone button.
  - 🔊 Or press the + key on the numeric keypad.



Click this button to turn the microphone on or off.



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Remember, the microphone is on when the microphone icon changes color (to light blue on a color monitor), the microphone button is pressed in, and the volume meter flickers.

To start an application, say "Bring Up," then say the name of the icon displayed in the DragonDictate for Windows program group.



**Attention**  
If you say **Bring Up** but DragonDictate recognizes it as "Drag Up" or "Move Up," say **Stop**. Then refer to the section below on "Correcting Bring Up."

- 3 To bring up Microsoft Write
  - @ Say **Bring Up**, without pausing between words. Then say **Write** if DragonDictate recognizes "Bring Up." (You can tell that DragonDictate recognizes it correctly because [Bring Up] appears in the last word field of the VoiceBar.)



**Last Word Field**  
Shows you the last word or phrase DragonDictate heard you say -- in this case, "Bring Up."


This brings up Write. Go to the section "Using Dictate Mode and Command Mode."



**Attention**  
If you say **Oops** but DragonDictate doesn't recognize it, say **Voice Menu**, say **Tools**, then say **Word History**.

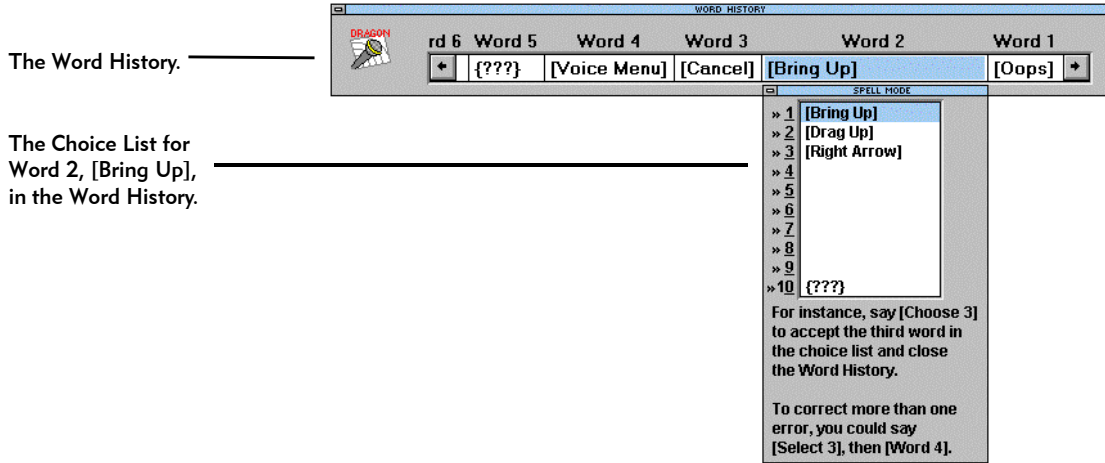
Correcting "Bring Up" or "Write" if DragonDictate Didn't Recognize It

Follow the steps below if DragonDictate didn't recognize "Bring Up" or "Write" correctly.

- 1 If DragonDictate didn't recognize "Bring Up" or "Write"
  - @ Say **Oops**.
  -  Or press the -- (minus) key on the numeric keypad.

This brings up the Word History. DragonDictate highlights the last word it recognized before "Oops."

## Chapter 4: Dictating Text



The Word History.

The Choice List for Word 2, [Bring Up], in the Word History.

- 2 If necessary, move to the word that DragonDictate recognized incorrectly when you said “Bring Up” or “Write”
    - @ For instance, say **Word 2** to move to the second word in the Word History.
    - ☞ Or, for example, click the word under Word 2.
  - 3 To correct “Bring Up,” if “[Bring Up]” is in the Choice List
    - @ Choose “[Bring Up]” using the “Choose *n*” command, where *n* is a number from 1 to 9. For example, say **Choose 2** if [Bring Up] is the second choice in the list.
    - ☞ Or choose “[Bring Up]” by double-clicking it.
- If “[Bring Up]” is *not* in the Choice List
- @ Begin spelling it, using the *alpha-bravo words*. (The alpha-bravo words let DragonDictate better recognize the letters of the alphabet.) Say **Open Bracket, bravo, romeo, india**. Choose [Bring Up] when it shows up in the Choice List. For instance, say **Choose 2** if [Bring Up] is the second choice in the list.
  - ☞ Or begin typing [Bring Up] – start with an open bracket – until [Bring Up] shows up in the Choice List. If it’s not the first choice in the list, choose it by pressing the down arrow key, then pressing the Enter key. (☞ Or choose it by double-clicking it.)

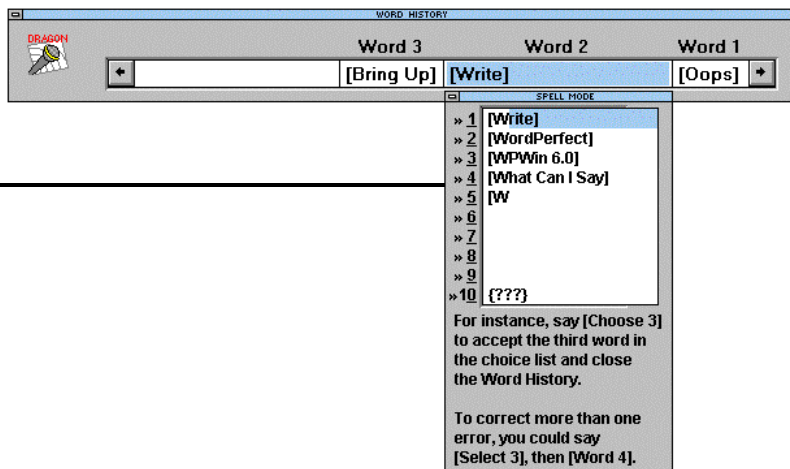
Go to step 5.



**Attention**  
Command words, like [Bring Up], are enclosed within brackets, []. You use command words to control Windows and Windows applications.

The Word History.

The Choice List for Word 2, [Write], in the Word History.



Attention  
[Write] is enclosed within brackets, [ ].

If you have to spell [Write] completely, then it isn't in your active vocabulary or group. Say **Close Window** to close the Word History. Say **Bring Up** again. Then say **Write** again.

- 4 If DragonDictate recognized "Bring Up" but doesn't recognize "Write," and "[Write]" is in the Choice List
  - @ Choose "[Write]" using the "Choose *n*" command, where *n* is a number from 1 to 9. For example, say **Choose 2** if [Write] is the second choice in the list.
  - ☞ Or choose "[Write]" by double-clicking it.

If "[Write]" is *not* in the Choice List

- @ Begin spelling it. Say **Open Bracket, whiskey, romeo**. Choose [Write] when it shows up in the Choice List. For instance, say **Choose 2** if [Write] is the second choice in the list.
- ☞ Or begin typing [Write] – start with an open bracket – until [Write] shows up in the Choice List. If it's not the first choice in the list, choose it by pressing the down arrow key, then pressing the Enter key. (☞ Or choose it by double-clicking it.)

Now say both "Bring Up" and "Write" again.

- 5 To bring up Write
  - @ Say **Bring Up** again. Then say **Write**. Go back to step 1 if DragonDictate still fails to recognize "Bring Up" or "Write."

Otherwise, go to the next section, "Using Dictate Mode and Command Mode."

## Chapter 4: Dictating Text

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### Using Dictate Mode and Command Mode

Up to this point, you've used *commands* to work with DragonDictate. When you speak commands, you control DragonDictate, Windows, and Windows applications.

For example, when you say "Bring Up" and "Write," you tell DragonDictate to start Write.

You must say "Dictate Mode" when you want to start dictating text in a Windows application:

@ Say **Dictate Mode**, without pausing between words.



**Last Word Field**  
Shows you the last word or phrase DragonDictate heard you say -- in this case, "Dictate Mode."


Later on, you'll say "Command Mode" when you want to speak commands and thus control DragonDictate, Windows, and Write.

Go to the section "Beginning the Document" if DragonDictate correctly recognizes "Dictate Mode."

Correcting "Dictate Mode" if DragonDictate Doesn't Recognize It  
Follow the steps below if DragonDictate didn't recognize "Dictate Mode" correctly.



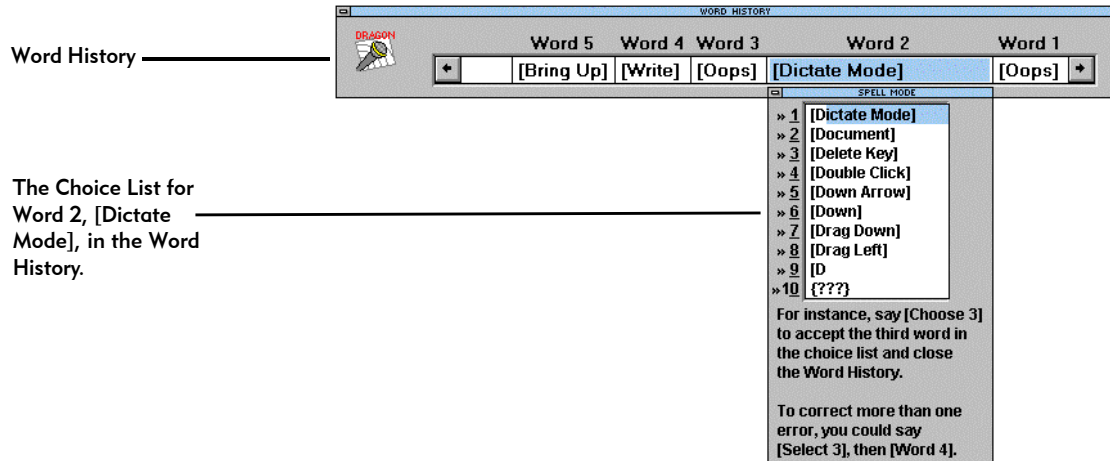
**Attention**  
If you say **Oops** but DragonDictate doesn't recognize it, say **Voice Menu**, say **Tools**, then say **Word History**.

- 1 If DragonDictate doesn't recognize "Dictate Mode"  
@ Say **Oops**.  
 Or press the -- (minus) key on the numeric keypad.

This brings up the Word History. DragonDictate highlights the last word it recognized before "Oops."

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- If necessary, move to the word that DragonDictate recognized incorrectly when you said "Dictate Mode"
  - For instance, say **Word 2** to move to the second word.
  - Or, for example, click the word under Word 2.



Attention  
Because it's a  
command word,  
[Dictate Mode] is  
enclosed within  
brackets, [ ].

- To correct "Dictate Mode," if "[Dictate Mode]" is in the Choice List
  - Choose "[Dictate Mode]" using the "Choose *n*" command, where *n* is a number from 1 to 9. For example, say **Choose 2** if [Dictate Mode] is the second choice in the list.
  - Or choose "[Dictate Mode]" by double-clicking it.
- If "[Dictate Mode]" is *not* in the Choice List
  - Begin spelling it, using the alpha-bravo words. Say **Open Bracket, delta, india, charlie**. Choose [Dictate Mode] when it shows up in the Choice List. For instance, say **Choose 2** if [Dictate Mode] is the second choice in the list.
  - Or begin typing [Dictate Mode] – start with an open bracket – until [Dictate Mode] shows up in the list. If it's not the first choice in the list, choose it by pressing the down arrow key, then pressing the Enter key. (Or choose it by double-clicking it.)
- Say **Dictate Mode** again. Go back to step 1 of this section if DragonDictate still fails to recognize "Dictate Mode." Otherwise, go to the next section, "Beginning the Document."

## Chapter 4: Dictating Text

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### Beginning the Document

Every time you start a document, say “Begin Document.” This dictation command capitalizes the first word in the document, and puts no extra spaces in front of it.

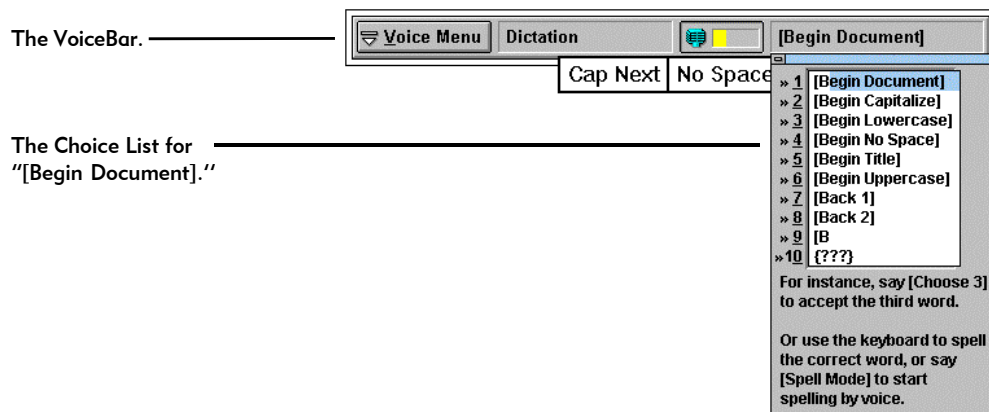
- 1 @ Make sure you’re in Dictate Mode. (Say **Dictate Mode**.)
- 2 @ Say **Begin Document**, without pausing between words.

Go to the section “Dictating the Salutation” if DragonDictate recognizes [Begin Document] correctly. Otherwise, refer to the following section.

### Correcting Dictation Errors in the Choice List

Up to this point you've corrected speech-recognition errors through the Word History. There is another way to correct errors while you're in Dictate Mode.

DragonDictate displays a Choice List below or above the last word field of the VoiceBar while you dictate text. It's just like the Choice List for the currently highlighted word in the Word History.



The only difference is that this Choice List lets you *immediately correct the word you just said* – if DragonDictate didn't recognize the word correctly. There are four ways to use the Choice List.

(1) If the word you just said appears at the top of the list, do nothing. Continue dictating.

(2) If the word you want appears farther down the list, you can choose it by speech. For example, say **Choose 2** if [Begin Document] is the second choice.

(3) If the word you said isn't in the Choice List, begin typing the word, then choose it when it shows up in the list. Or say **Spell Mode**, begin spelling the word by speech (using the alpha-bravo words), then choose it.

(4) Say **Choose 10** or double-click the last choice in the list to reject (erase) a word you didn't mean to say.



## Chapter 4: Dictating Text

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Follow the instructions below to correct only the word you just said.

**Note** If you need to correct more than one error or a previous error, refer to the section “Correcting Dictation Errors with the Word History,” later in this chapter.

### Choosing a Word from the Choice List

- @ Choose the word you just said from the Choice List. For example, say **Choose 3** if [Begin Document] is the third choice in the list.
- ⌘ Or choose the word from the Choice List by double-clicking it.

### Correcting a Word That’s not in the Choice List

An important point to remember: if you correct errors by speech and the word you said is *not* in the Choice List, you must say **Spell Mode** first.



**Attention**  
If you say **Spell Mode** but DragonDictate doesn’t recognize it, say **Oops**. If necessary, move to the word in the Word History that DragonDictate mistook for “Spell Mode.” Next, say **Open Bracket, Shift Key, sierra**. Then choose [Spell Mode].

After you correct “Spell Mode,” the Choice List no longer displays the word you were trying to correct. So use the Word History to correct it.

**Note** As you spell the word, DragonDictate updates the choices in the Choice List.

- @ *If the word you said isn’t in the Choice List*, say **Spell Mode**, then start spelling the word by speech, using the alpha-bravo words. (The alpha-bravo words let DragonDictate better recognize the letters of the alphabet.) Dictation commands start with an open bracket. For example, to correct “[Begin Document],” say **Spell Mode**, then say **Open Bracket, bravo, echo, golf**. Choose [Begin Document] when it shows up in the Choice List. For instance, say **Choose 3** if [Begin Document] is the third choice.
- ⌘ Or, *if the word you said isn’t in the Choice List*, begin typing it until it shows up in the Choice List, then choose it. Dictation commands start with an open bracket. For example, start typing [Begin Document] until it shows up in the Choice List. If the word isn’t the first choice in the list, choose it by ⌘ double-clicking it.

In most cases, you don’t have to say the dictation word (such as “dear”) or dictation command (such as “[Begin Document]”) again. DragonDictate updates your document automatically.

### Dictating the Salutation

Now you dictate the salutation, "Dear Sir or Madam." You use the dictation commands "Begin Title" and "End Title."

Instructions for correcting the word *by speech* follow each step. Use the Choice List to correct *the word you just said*.

**Note** If you need to correct a previous error or more than one error, refer to the section "Correcting Dictation Errors with the Word History," later in this chapter.

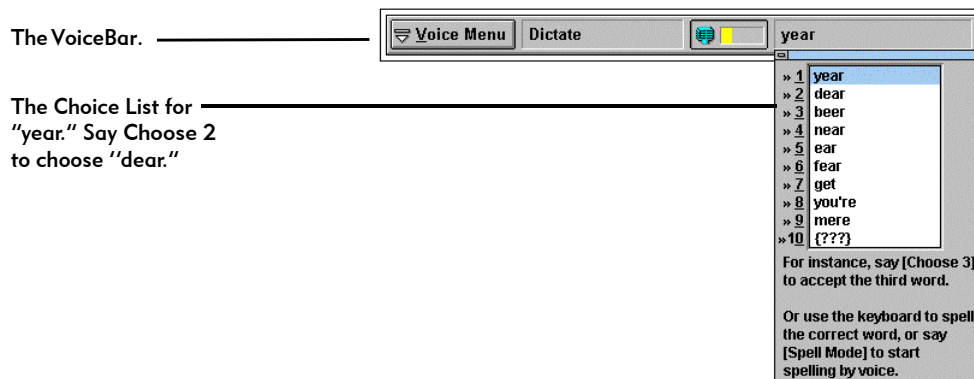
- 1 @ Say **Dear**.

If DragonDictate doesn't recognize "dear"

- @ Choose "dear" from the Choice List. For example, say **Choose 2** if "dear" is the second choice in the list.

If "dear" isn't in the Choice List, say **Spell Mode**. Then say **delta, echo, alpha**. When "dear" shows up in the Choice List, choose it. For instance, say **Choose 3** if "dear" is the third choice.

**Note** If you say **Spell Mode** but DragonDictate doesn't recognize it, say **Oops**. If you need to, move to the word that DragonDictate recognized incorrectly when you said "Spell Mode." Next, say **Open Bracket, Shift Key, sierra**, until [Spell Mode] shows up in the list. Then choose it. After you correct [Spell Mode], the Choice List no longer displays the word you were trying to correct. So use the Word History to correct it.



## Chapter 4: Dictating Text

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Next, you say “Begin Title.” This command lets you capitalize words you normally capitalize in headlines, book titles, movie titles, and so on, while lower-casing less significant words such as “in,” “the,” “or,” etc.



**Quick Tip**  
To use the mouse to choose a word from the Choice List, double-click the word.

If the word isn't in the Choice List, begin typing it, then double-click it.

- 2 @ Say **Begin Title**, without pausing between words.

If DragonDictate doesn't recognize “Begin Title”

- @ Choose “[Begin Title]” from the Choice List. For example, say **Choose 2** if “[Begin Title]” is the second choice in the list.  
*If “[Begin Title]” isn't in the Choice List, say **Spell Mode**. Then say **Open Bracket, bravo, echo, golf**. Choose “[Begin Title]” when it shows up in the Choice List.*

- 3 @ Say **sir**.

If DragonDictate doesn't recognize “sir”

- @ Choose “sir” from the Choice List. For example, say **Choose 4** if “sir” is the fourth choice in the list.  
*If “sir” isn't in the Choice List, say **Spell Mode**. Then say **sierra, india**. Choose “sir” when it shows up in the Choice List.*

- 4 @ Say **or**.

If DragonDictate doesn't recognize “or”

- @ Choose “or” from the Choice List. For example, say **Choose 3** if “or” is the third choice in the list.  
*If “or” isn't in the Choice List, say **Spell Mode**. Then say **oscar, romeo**. Choose “or” when it shows up in the list.*

- 5 @ Say **madam**.

If DragonDictate doesn't recognize “madam”

- @ Choose “madam” from the Choice List.  
*If “madam” isn't in the Choice List, say **Spell Mode**. Then say **mike, alpha, delta**. Choose “madam” when it shows up in the list.*

- 6 @ Say **End Title**, without pausing between words.

If DragonDictate doesn't recognize "End Title"

- @ Choose "[End Title]" from the Choice List.

*If "[End Title]" isn't in the Choice List, say **Spell Mode**. Then say **Open Bracket, echo, november, delta**. Choose "[End Title]" when it shows up in the Choice List.*

- 7 @ Say **colon** to put the correct punctuation at the end of the salutation.

If DragonDictate doesn't recognize "colon"

- @ Choose ":[colon]" from the Choice List.

*If ":[colon]" isn't in the Choice List, say **Spell Mode**. Then say **colon**. Choose ":[colon]" when it shows up in the Choice List.*

- 8 @ Say **New Paragraph**, without pausing between words.

If DragonDictate doesn't recognize "New Paragraph"

- @ Choose "[New Paragraph]" from the Choice List.

*If "[New Paragraph]" isn't in the Choice List, say **Spell Mode**. Then say **Open Bracket, november, echo, whiskey**. Choose "[New Paragraph]" when it shows up in the Choice List.*

Go to the section "Dictating the Rest of the Document" if you've corrected any and all speech-recognition errors.

If you need to correct a previous error or more than one error, refer to the next section, "Correcting Dictation Errors with the Word History."



**Quick Tip**  
To use the mouse to choose ":[colon]" from the Choice List, double-click it.

If it's not in the Choice List, begin typing : [colon], then double-click it when it shows up in the list.

## Chapter 4: Dictating Text

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**Attention**  
Use the Word History and Choice List to correct speech-recognition errors. Do not use them to edit text.

For example, you dictate the word "donation," which DragonDictate recognizes correctly. On second thought, you want to change that to "contribution."

Say "Scratch That" to erase "donation." Then dictate "contribution."

### Correcting Dictation Errors with the Word History

You can always use the Word History to correct errors. With the Word History, you can

- Correct a previous error, up to the last 12 words you said
- Correct more than one error
- Reject (erase) a word you didn't mean to say

For instance, you're in Dictate Mode and dictate two words, "dear" and "sir." DragonDictate mistakes them as "fear" and "her." You need to use the Word History to correct them.

Or DragonDictate puts up a word on the screen that you didn't say. You want to reject it. For instance, you say, "Dear Sir or Madam," and DragonDictate puts up, "Dear Yes Sir or Madam." You need to use the Word History to reject "Yes."

### The Three Question Marks {???

and Oops  
If DragonDictate doesn't at all recognize what you just said, it displays three question marks {???



This means you need to correct the speech-recognition error.

**Note** If you cough, and DragonDictate displays three question marks {???

To correct a speech-recognition error using the Word History, you say "Oops" or press the minus key (-) on the numeric keypad. Then you use the Word History to make your corrections.

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### The Select and Choose Commands

To correct more than one error in the Word History, use the Select command. For instance, say **Select 8** to select the eighth choice for the currently highlighted word in the Word History. When you use the Select command, the Word History remains on the screen. You can then move to another word and correct it.


When using the Choose command, you close the Word History and return to Windows or your Windows application. Use the Choose command when you're correcting the last error in the Word History.

### Using the Word History to Correct Errors


Correct errors in the Word History, as follows.



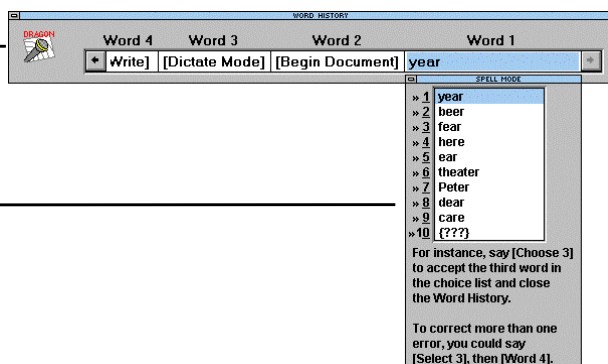
**Attention**  
If you say **Oops** but DragonDictate doesn't recognize it, say **Voice Menu**, say **Tools**, then say **Word History**.

- 1 To use the Word History to correct up to the last 12 words you said  
@ Say **Oops**.  
 Or press the minus key (-) on the numeric keypad.

This brings up the Word History. DragonDictate highlights the last word it recognized before "Oops."

- 2 If necessary, move to the word that DragonDictate recognized incorrectly when you said it  
@ For instance, say **Word 2** to move to the second word in the Word History.  
 Or, for example, click the word under Word 2.

The Word History.



The Choice List for Word 1, "year," in the Word History. Say **Select 8** to select "dear."

## Chapter 4: Dictating Text

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**Note** To correct dictation commands you use while in Dictate Mode -- such as “[Begin Document],” “[Begin Title],” “[New Paragraph],” you must start with an open bracket.



**Attention**  
If you have to spell the word completely, then you’re adding a new word to your active vocabulary or group.

- 3 To correct a word you said that DragonDictate doesn’t recognize correctly, if the word is in the Choice List
  - @ Select it from the Choice List. For example, to choose “dear,” say **Select 8**.
  - ⌘ Or select the word from the Choice List by clicking it once.

If the word is *not* in the Choice List

- @ Begin spelling the word by speech, using the alpha-bravo words. (The alpha-bravo words let DragonDictate better recognize the letters of the alphabet.) For example, to start spelling “dear,” say **delta, echo, alpha**; to start spelling “[New Paragraph],” say **Open Bracket, november, echo, whiskey**. When the word shows up in the Choice List, select it. For example, say **Select 8**.
- ⌨ If the word isn’t in the Choice List, begin typing the word. For example, start typing “dear” (a dictation word); or start typing [New Paragraph] (a dictation command). Keep typing the word until it shows up in the Choice List, then select it. If the word isn’t the first choice in the list, select it with the down arrow key. (⌘ Or select it by clicking it once.)

To reject (erase) a word you didn’t mean to say

- @ Say **Select 10**.
- ⌘ Or click the tenth choice.

- 4 Repeat steps 2 and 3 to correct other words, if you need to.

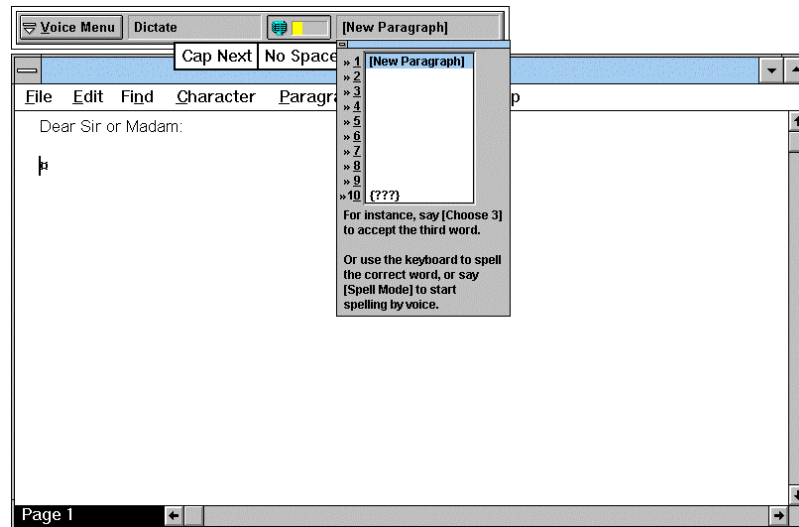
- 5 To close the Word History

- @ Say **OK**.
- ⌨ Or press Enter.

Usually, you don’t have to say the dictation word (such as “dear”) or dictation command (such as “[New Paragraph]”) again. DragonDictate updates your document automatically.

## Dictating the Rest of the Document

Now you begin dictating the body of the letter.



As you dictate each word, note whether DragonDictate recognizes it correctly.

If DragonDictate doesn't correctly recognize the word you said, refer to the instructions for correcting the word by speech, which follow each step.

**Note** If you need to correct more than one error or a previous error, refer to the earlier section "Correcting Dictation Errors with the Word History."

### 1 @ Say **please**.

If DragonDictate doesn't recognize "please"

@ Choose "please" from the Choice List. For example, say

**Choose 2** if "please" is the second choice in the list.

*If "please" isn't in the Choice List, say **Spell Mode**. Then say*

**papa, lima, echo**. Choose "please" when it shows up in the list.



## Chapter 4: Dictating Text

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### 2 @ Say **accept**.

If DragonDictate doesn't recognize "accept"

@ Choose "accept" from the Choice List.

*If "accept" isn't in the Choice List, say **Spell Mode**. Then say **alpha, charlie, charlie**. Choose "accept" when it shows up in the Choice List.*

### 3 @ Say **our**.

If DragonDictate doesn't recognize "our"

@ Choose "our" from the Choice List.

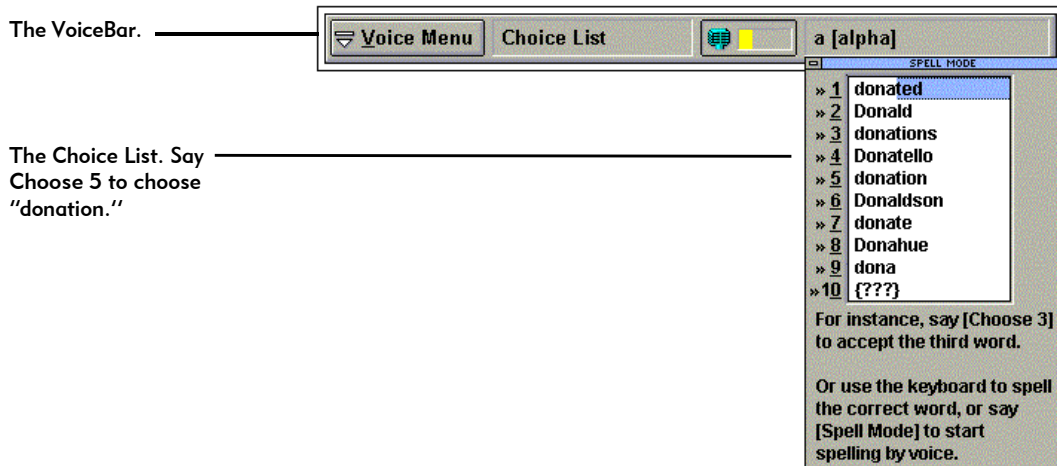
*If "our" isn't in the Choice List, say **Spell Mode**. Then say **oscar, uniform**. Choose "our" when it shows up in the list.*

### 4 @ Say **donation**.

If DragonDictate doesn't recognize "donation"

@ Choose "donation" from the Choice List.

*If "donation" isn't in the Choice List, say **Spell Mode**. Then say **delta, oscar, november, alpha**. Choose "donation" when it shows up in the list.*

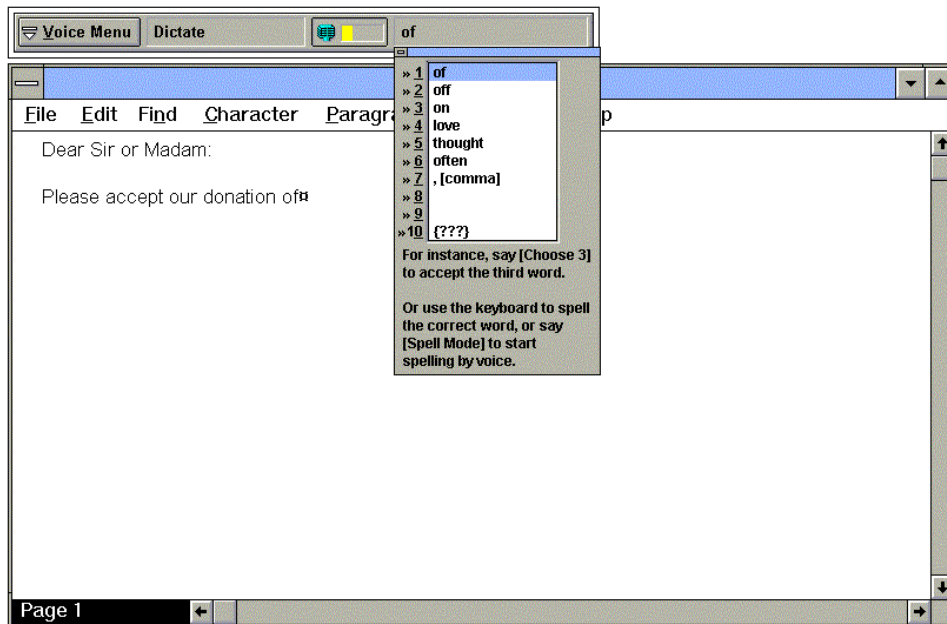


5 @ Say **of**.

If DragonDictate doesn't recognize "of"

Choose "of" from the Choice List.

*If "of" isn't in the Choice List, say **Spell Mode**. Then say **oscar**, **foxtrot**. Choose "of" when it shows up in the Choice List.*



**Note** If DragonDictate doesn't recognize some, any, or all of the words you just dictated, and you want to correct them with the Word History, refer to the earlier section, "Correcting Dictation Errors with the Word History."

## Chapter 4: Dictating Text

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Now you dictate a numeric amount, \$1,000.

- 6 @ Say **dollar sign**, without pausing between words.

If DragonDictate doesn't recognize "dollar sign"

@ Choose "\$ [dollar sign]" from the Choice List.

*If "\$ [dollar sign]" isn't in the Choice List, say **Spell Mode**. Then say **dollar sign**. Choose "\$ [dollar sign]" in the Choice List.*

- 7 @ Say **numeral 1** ("numeral one"), without pausing between words.

If DragonDictate doesn't recognize "numeral 1"

@ Choose "1 [numeral 1]" from the Choice List.

*If "1 [numeral 1]" isn't in the Choice List, say **Spell Mode**. Then say **1** ("one"), **Space Bar**. Choose "1 [numeral 1]" when it shows up in the Choice List.*

- 8 @ Say **comma**.

If DragonDictate doesn't recognize "comma"

@ Choose ", [comma (numeric)]" from the Choice List.

*If ", [comma (numeric)]" isn't in the Choice List, say **Spell Mode**. Then say **comma**. Choose ", [comma (numeric)]" when it shows up in the Choice List.*

- 9 @ Say **thousand**.

If DragonDictate doesn't recognize "thousand"

@ Choose "000 [thousand]" from the Choice List.

*If "000 [thousand]" isn't in the Choice List, say **Spell Mode**.*

*Then say **0** ("zero"), **0** ("zero"), **0** ("zero"), **Space Bar**. Choose "000 [thousand]" when it shows up in the Choice List.*

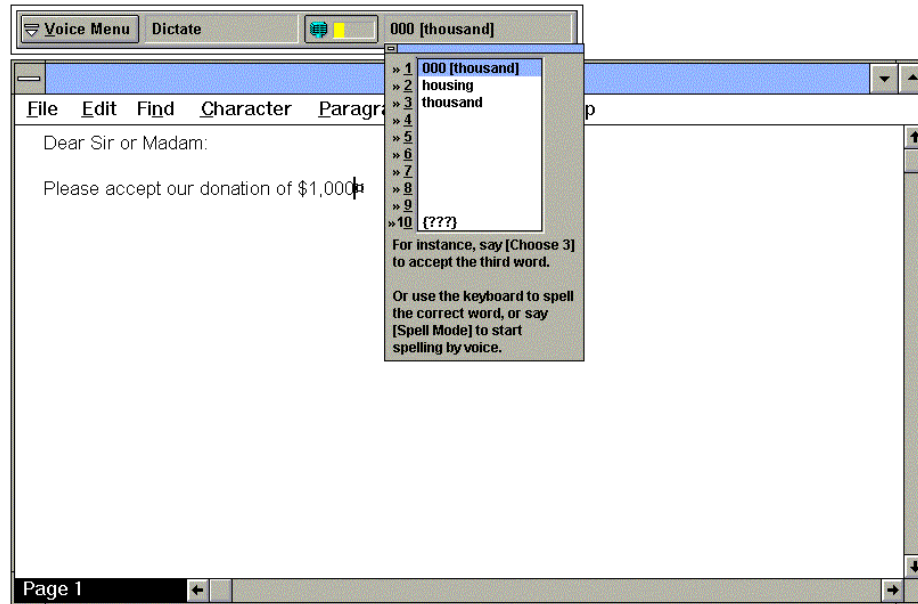


**Quick Tip**  
To use the mouse to choose "\$ [dollar sign]" from the Choice List, double-click it.

If it's not in the Choice List, begin typing \$ [dollar sign], then double-click it when it shows up.

## DragonDictate User's Guide

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**Note** If DragonDictate doesn't recognize some, any, or all of the words you just dictated, and you want to correct them with the Word History, refer to the earlier section, "Correcting Dictation Errors with the Word History."

## Chapter 4: Dictating Text

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### Controlling Windows and Moving the VoiceBar By Speech

At this point, you may not be able to see what you dictate on the screen.

Remember that you're still in Dictate Mode. So, to use menu commands by speaking, you have to switch to Command Mode.



**Quick Tip**  
To use the mouse to choose “[Command Mode]” from the Choice List, double-click it.

If it's not in the Choice List, begin typing [Command Mode], then double-click it when it shows up.

- 1 @ Say **Command Mode**, without pausing between words.

If DragonDictate doesn't recognize “Command Mode”

- @ Choose “[Command Mode]” from the Choice List.  
If “[Command Mode]” isn't in the *Choice List*, say **Spell Mode**. Then say **Open Bracket, charlie, oscar**. Choose “[Command Mode]” when it shows up in the list.

Now that you're in Command Mode, you can correct errors only through the Word History.

- 2 @ Say **Maximize**.

The Write application now takes up the entire screen.

If DragonDictate doesn't recognize “Maximize”

- @ Say **Oops**. This brings up the Word History. If you need to, move to the word that DragonDictate recognized incorrectly when you said “Maximize.”  
Then choose “[Maximize]” from the Choice List. This closes the Word History. Say **Maximize** again.  
*If “[Maximize]” isn't in the Choice List*, say **Open Bracket, mike, alpha, xray**. Choose “[Maximize]” when it shows up in the Choice List. Say **Maximize** again.



**Attention**  
If you have to spell [Maximize] completely, then it isn't in your active vocabulary or group. Say **Close Window** to close the Word History. Say **Command Mode** again. Then say **Maximize** again.

## DragonDictate User's Guide

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You can move the VoiceBar into each corner of the screen, clockwise, by saying "Move VoiceBar."

- 3 Keep saying **Move VoiceBar**, without pausing between words, until the VoiceBar moves to the upper right corner of the screen.



If DragonDictate doesn't recognize "Move VoiceBar"

- @ Say **Oops**. If you need to, move to the word in the Word History that DragonDictate recognized incorrectly when you said "Move VoiceBar."

Then choose "[Move VoiceBar]" from the Choice List. This closes the Word History. Say **Move VoiceBar** again.

*If "[Move VoiceBar]" isn't in the Choice List, say **Open Bracket, mike, oscar**. Choose "[Move VoiceBar]" when it shows up in the Choice List. Say **Move VoiceBar** again.*

- 4 @ Say **Dictate Mode**, without pausing between words.

If DragonDictate doesn't recognize "Dictate Mode"

- @ Say **Oops**. If you need to, move to the word in the Word History that DragonDictate recognized incorrectly when you said "Dictate Mode."

Then choose "[Dictate Mode]" from the Choice List. This closes the Word History. Say **Dictate Mode** again.

*If "[Dictate Mode]" isn't in the Choice List, say **Open Bracket, delta, india**. Choose "[Dictate Mode]" when it shows up in the Choice List. Say **Dictate Mode** again.*

## Chapter 4: Dictating Text

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### Finishing the First Sentence

Now you finish the first sentence. Remember, use the Choice List to correct *the word you just said*.



**Quick Tip**  
To use the mouse to choose a word from the Choice List, double-click the word.

If the word isn't in the Choice List, begin typing it, then double-click it.

#### 1 @ Say **for**.

If DragonDictate doesn't recognize "for"

@ Choose "for" from the Choice List.

*If "for" isn't in the Choice List, say **Spell Mode**. Then say **foxtrot, oscar**. Choose "for" when it shows up in the Choice List.*

#### 2 @ Say **your**.

If DragonDictate doesn't recognize "your"

@ Choose "your" from the Choice List.

*If "your" isn't in the Choice List, say **Spell Mode**. Then say **yankee, oscar, uniform**. Choose "your" when it shows up.*

#### 3 @ Say **new**.

If DragonDictate doesn't recognize "new"

@ Choose "new" from the Choice List.

*If "new" isn't in the Choice List, say **Spell Mode**. Then say **november, echo**. Choose "new" when it shows up in the list.*

#### 4 @ Say **project**.

If DragonDictate doesn't recognize "project"

@ Choose "project" from the Choice List.

*If "project" isn't in the Choice List, say **Spell Mode**. Then say **papa, romeo, oscar**. Choose "project" when it shows up.*

- 5 @ Say **period** to punctuate the sentence. (This word puts two spaces after the period, and capitalizes the first word in the next second.)



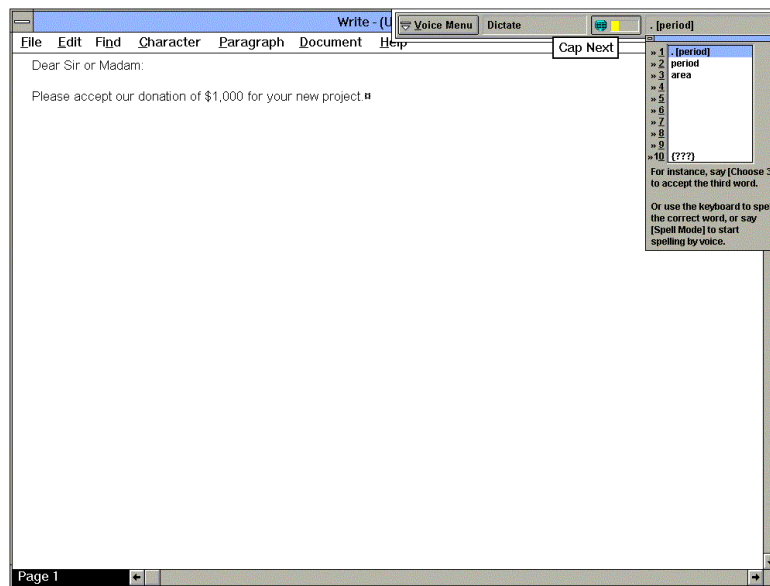
**Quick Tip**  
To use the mouse to choose “. [period]” from the Choice List, double-click it.

If it's not in the Choice List, begin typing . [period], then double-click it when it shows up in the list.

If DragonDictate doesn't recognize “period”

Choose “. [period]” from the Choice List.

If “. [period]” isn't in the Choice List, say **Spell Mode**. Then say **period**. Choose “. [period]” from the Choice List.



**Note** If DragonDictate doesn't recognize some, any, or all of the words you just dictated, and you want to correct them with the Word History, refer to the earlier section, "Correcting Dictation Errors with the Word History."



## Chapter 4: Dictating Text

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### Finishing the Paragraph

In this section, you put a sentence in bold.

Remember, use the Choice List to correct *the word you just said*.



**Quick Tip**  
To use the mouse to choose “[Font Bold]” from the Choice List, double-click it.

If it’s not in the Choice List, begin typing [Font Bold], then double-click it when it shows up.

- 1 @ Say **Font Bold**, without pausing between words.

If DragonDictate doesn’t recognize “Font Bold”

@ Choose “[Font Bold]” from the Choice List.

*If “[Font Bold]” isn’t in the Choice List, say **Spell Mode**. Then say **Open Bracket, foxtrot, oscar, november**. Choose “[Font Bold]” when it shows up in the Choice List.*

- 2 @ Say **Best**.

If DragonDictate doesn’t recognize “best”

@ Choose “best” from the Choice List.

*If “best” isn’t in the Choice List, say **Spell Mode**. Then say **bravo, echo, sierra**. Choose “best” when it shows up in the Choice List.*

- 3 @ Say **of**.

If DragonDictate doesn’t recognize “of”

@ Choose “of” from the Choice List.

*If “of” isn’t in the Choice List, say **Spell Mode**. Then say **oscar, foxtrot**. Choose “of” when it shows up in the Choice List.*

- 4 @ Say **luck**.

If DragonDictate doesn’t recognize “luck”

@ Choose “luck” from the Choice List.

*If “luck” isn’t in the Choice List, say **Spell Mode**. Then say **lima, uniform, charlie**. Choose “luck” when it shows up in the list.*

- 5 @ Say **period** to punctuate the sentence.

If DragonDictate doesn't recognize "period"

@ Choose ". [period]" from the Choice List.

*If ". [period]" isn't in the Choice List, say **Spell Mode**. Then say **period**. Choose ". [period]" from the Choice List.*

- 6 @ Say **Font Normal**, without pausing between words, to change the font back to a regular weight.

If DragonDictate doesn't recognize "Font Normal"

@ Choose "[Font Normal]" from the Choice List.

*If "[Font Normal]" isn't in the Choice List, say **Spell Mode**. Then say **Open Bracket, foxtrot, oscar, november**. Choose "[Font Normal]" when it shows up in the Choice List.*

- 7 @ Say **New Paragraph**, without pausing between words.

If DragonDictate doesn't recognize "New Paragraph"

@ Choose "[New Paragraph]" from the Choice List.

*If "[New Paragraph]" isn't in the Choice List, say **Spell Mode**. Then say **Open Bracket, november, echo**. Choose "[New Paragraph]" when it shows up in the Choice List.*

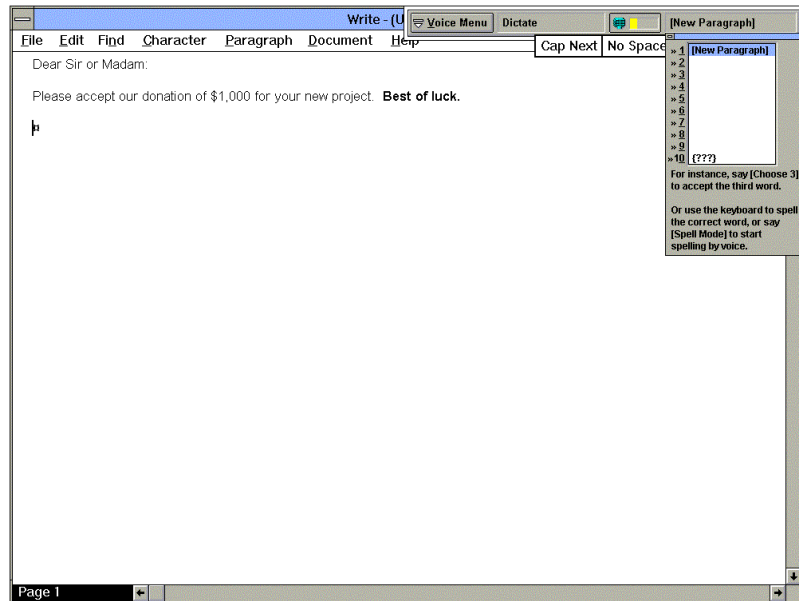
**Note** If DragonDictate doesn't recognize some, any, or all of the words you just dictated, and you want to correct them with the Word History, refer to the earlier section, "Correcting Dictation Errors with the Word History."

## Chapter 4: Dictating Text

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### Closing the Letter

Now you'll complete the letter.



DragonDictate has many unique dictation words in its vocabulary, including phrases like “sincerely yours,” and proper names, like “O’Connor.”

- 1 @ Say **sincerely yours**, without pausing between words.

If DragonDictate doesn’t recognize “sincerely yours”

@ Choose “sincerely yours” from the Choice List.

*If “sincerely yours” isn’t in the Choice List, say **Spell Mode**. Then say **sierra, india, november**. Choose “sincerely yours” when it shows up in the Choice List.*



**Quick Tip**  
To use the mouse to choose “, [comma]” from the Choice List, double-click it.

If it's not in the Choice List, begin typing , [comma], then double-click it when it shows up.

- 2 @ Say **comma**.

If DragonDictate doesn't recognize “comma”

@ Choose “, [comma]” from the Choice List.

*If “, [comma]” isn't in the Choice List, say **Spell Mode**.* Then say **comma**. Choose “, [comma]” when it shows up in the list.

- 3 @ Say **New Paragraph** two times, to leave room for a signature.

If DragonDictate doesn't recognize “New Paragraph”

@ Choose “[New Paragraph]” from the Choice List.

*If “[New Paragraph]” isn't in the Choice List, say **Spell Mode**.* Then say **Open Bracket, november**. Choose “[New Paragraph]” when it shows up in the Choice List.



**Quick Tip**  
Choose “Mr.” – not “mister” or “Mister” – from the Choice List.

- 4 @ Say **Mr.** (“mister”).

If DragonDictate doesn't recognize “Mr.”

@ Choose “Mr.” from the Choice List.

*If “Mr.” isn't in the Choice List, say **Spell Mode**.* Then say **Shift Key, mike, romeo**. Choose “Mr.” when it shows up in the Choice List.

- 5 @ Say **and**.

If DragonDictate doesn't recognize “and”

@ Choose “and” from the Choice List.

*If “and” isn't in the Choice List, say **Spell Mode**.* Then say **alpha, november**. Choose “and” when it shows up in the list.

## Chapter 4: Dictating Text

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- 6 @ Say **Mrs.** (“misses”).

If DragonDictate doesn't recognize “Mrs.”

- @ Choose “Mrs.” from the Choice List.

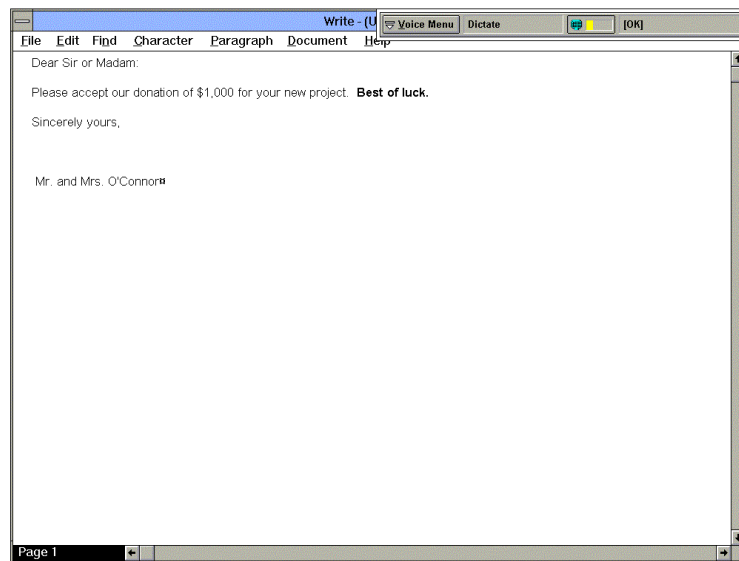
*If “Mrs.” isn't in the Choice List, say **Spell Mode**. Then say **Shift Key, mike, romeo**. Choose “Mrs.” when it shows up in the Choice List.*

- 7 @ Say **O'Connor**.

If DragonDictate doesn't recognize “O'Connor”

- @ Choose “O'Connor” from the Choice List.

*If “O'Connor” isn't in the Choice List, say **Spell Mode**. Then say **Shift Key, oscar, apostrophe, Shift Key, charlie**. Choose “O'Connor” when it shows up in the Choice List.*



**Note** If necessary, refer to the earlier section, “Correcting Dictation Errors with the Word History.”

Saving and Printing the Document, and Exiting Write  
Next, you'll save the document, then print it.

Remember that you're still in Dictate Mode. You need to switch to  
Command Mode.

- 1 @ Say **Command Mode**, without pausing between words.

If DragonDictate doesn't recognize "Command Mode"

- @ Choose "[Command Mode]" from the Choice List.  
*If "[Command Mode]" isn't in the Choice List, say **Spell Mode**.*  
Then say **Open Bracket, charlie, oscar**. Choose  
"[Command Mode]" when it shows up in the list.

When you're in Command Mode, you can correct errors only  
through the Word History.

- 2 @ Say **File**. Then say **Save**.

The Save As dialog box appears.



**Attention**  
If you have to spell  
[File] or [Save]  
completely, then it  
isn't in your active  
vocabulary or group.  
Say **Close Window** to  
close the Word  
History. Say  
**Command Mode**  
again. Then say **File**  
and **Save** again.

If DragonDictate doesn't recognize "File"

- @ Say **Oops**. If you need to, move to the word that DragonDictate  
recognized incorrectly when you said "File."  
Then choose "[File]" from the Choice List. This closes the Word  
History. Say **File** again, then say **Save**.  
*If "[File]" isn't in the Choice List, say **Open Bracket, foxtrot,***  
**india, lima**. Choose "[File]" when it shows up in the Choice List.  
Say **File** again, then say **Save**.

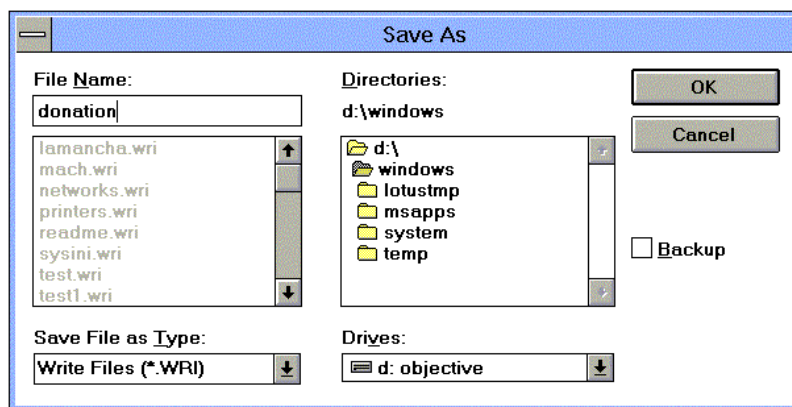
If DragonDictate recognized "File" but doesn't recognize "Save"

- @ Say **Oops**. If you need to, move to the word that DragonDictate  
recognized incorrectly when you said "Save."  
Then choose "[Save]" from the Choice List. This closes the  
Word History. Say **File**, then say **Save** again.  
*If "[Save]" isn't in the Choice List, say **Open Bracket, sierra,***  
**alpha**. Choose "[Save]" when it shows up in the Choice List. Say  
**File**, then say **Save** again.

## Chapter 4: Dictating Text

Next, you say “Type Word.” This command switches to Dictate Mode for one word only. After you dictate the word, DragonDictate switches back to Command Mode automatically.

- 3 To dictate a file name (in this case, “donation”)
  - @ Say **Type Word**, without pausing between words. Then say **donation**.



**Quick Tip**  
To use the mouse to choose “[Type Word],” double-click it.

If it’s not in the list, begin typing [Type Word], then double-click it when it shows up in the list.

If DragonDictate doesn’t recognize “Type Word”

- @ Say **Oops**. If you need to, move to the word that DragonDictate recognized incorrectly.  
Then choose “[Type Word]” from the Choice List. Say **Type Word** again, then say **donation**.  
*If “[Type Word]” isn’t in the Choice List, say **Open Bracket, tango, yankee**. Choose “[Type Word]” when it shows up. Say **Type Word** again, then say **donation**.*

If DragonDictate recognized “Type Word” but doesn’t recognize “donation”

- @ Say **Oops**. If you need to, move to the word that DragonDictate recognized incorrectly.  
Then choose “donation” from the Choice List.  
*If “donation” isn’t in the Choice List, say **delta, oscar, november**. Choose “donation” when it shows up.*

- 4 To save the file and close the dialog box  
@ Say **OK**.

If DragonDictate doesn't recognize "OK"

- @ Say **Oops**. If you need to, move to the word that DragonDictate recognized incorrectly when you said "OK."  
Then choose "[OK]" from the Choice List. Say **OK** again.  
*If "[OK]" isn't in the Choice List, say **Open Bracket, oscar**.*  
Choose "[OK]" when it shows up. Say **OK** again.

Next, you'll print the file. Make sure your printer is correctly set up. Skip to step 7 if you don't want to print the document.

- 5 @ Say **File**. Then say **Print**.

If DragonDictate doesn't recognize "File"

- @ Say **Oops**. If you need to, move to the word that DragonDictate recognized incorrectly when you said "File."  
Then choose "[File]" from the Choice List. Say **File** again, then say **Print**.  
*If "[File]" isn't in the Choice List, say **Open Bracket, foxtrot, india**.* Choose "[File]" when it shows up in the Choice List. Say **File** again, then say **Print**.

If DragonDictate recognized "File" but doesn't recognize "Print"

- @ Say **Oops**. If you need to, move to the word that DragonDictate recognized incorrectly when you said "Print."  
Then choose "[Print]" from the Choice List. Say **File**, then say **Print** again.  
*If "[Print]" isn't in the Choice List, say **Open Bracket, papa, romeo**.* Choose "[Print]" when it shows up in the Choice List. Say **File**, then say **Print** again.



## Chapter 4: Dictating Text

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- 6 If all the settings in the Print dialog box are correct  
@ Say **OK**.

If DragonDictate doesn't recognize "OK"

- @ Say **Oops**. If you need to, move to the word that DragonDictate recognized incorrectly when you said "OK."  
Then choose "[OK]" from the Choice List. Say **OK** again.  
*If "[OK]" isn't in the Choice List, say **Open Bracket, oscar**.*  
Choose "[OK]" when it shows up. Say **OK** again.

You can exit an application by saying "Close Window."

- 7 @ Say **Close Window**, without pausing between words.

If DragonDictate doesn't recognize "Close Window"

- @ Say **Oops**. If you need to, move to the word that DragonDictate recognized incorrectly when you said "Close Window."  
Then choose "[Close Window]" from the Choice List. Say **Close Window** again.  
*If "[Close Window]" isn't in the Choice List, say **Open Bracket, charlie, lima**.* Choose "[Close Window]" when it shows up. Say **Close Window** again.

- 8 If Write tells you that the document has changed, and asks you to save current changes  
@ Say **yes please**, without pausing between words.

If DragonDictate doesn't recognize "yes please"

- @ Say **Oops**. If you need to, move to the word that DragonDictate recognized incorrectly when you said "yes please."  
Then choose "y [yes please]" from the Choice List. Say **yes please** again.  
*If "y [yes please]" isn't in the Choice List, say **yankee, Space Bar, Open Bracket**.* Choose "y [yes please]" when it shows up. Say **yes please** again.

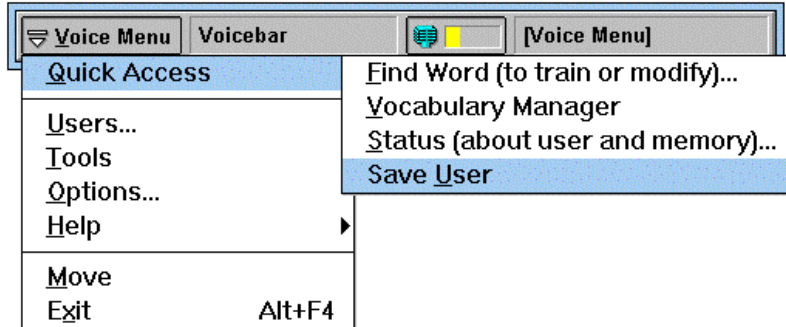


**Quick Tip**  
To use the mouse to choose "y [yes please]" from the Choice List, double-click it.

If it's not in the Choice List, begin typing y [yes please], then double-click it when it shows up.

### Saving User Files

Just as you save documents often, it's a good idea to save your user files. Among other things, your user files contain important information about the way you pronounce words.



To save your user files, if you corrected errors during the current DragonDictate session

- @ Say **Voice Menu**, without pausing between words. Then say **Save User**, without pausing between words.
- ☞ Or click the Voice Menu button. Then click Save User.

**Note** If the Save User command is grayed out on the menu, there is no new user information for DragonDictate to save. In this case, simply close the Voice Menu: say **Cancel**, or click the Voice Menu button.

If DragonDictate doesn't recognize "Voice Menu"

- @ Say **Oops**. If you need to, move to the word that DragonDictate recognized incorrectly when you said "Voice Menu." Then choose "[Voice Menu]" from the Choice List. Say **Voice Menu** again, then say **Save User**.  
*If "[Voice Menu]" isn't in the Choice List, say **Open Bracket, victor, oscar**. Choose "[Voice Menu]" when it shows up in the Choice List. Say **Voice Menu** again, then say **Save User**.*

## Chapter 4: Dictating Text

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If DragonDictate recognized “Voice Menu” but doesn’t recognize “Save User”

- @ Say **Oops**. If you need to, move to the word that DragonDictate recognized incorrectly when you said “Save User.” Then choose “[Save User]” from the Choice List. Say **Voice Menu**, then say **Save User** again.  
*If “[Save User]” isn’t in the Choice List, say **Open Bracket, sierra, alpha**. Choose “[Save User]” when it shows up in the Choice List. Say **Voice Menu**, then say **Save User** again.*

## Working with WordPerfect for Windows

In this section, you create a template for a standard letter. Follow this section if you have installed WordPerfect 6.1 for Windows.



**Note** This section assumes you know how to use the Word History and Choice List to correct speech-recognition errors. If you don't, refer to "Dictating a Letter in Microsoft Write" in this chapter, or Lesson 3 in chapter 2 of this guide.

## Chapter 4: Dictating Text

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This section discusses these topics:

- n Copying the WordPerfect 6.1 program icon
- n Changing the name of the program icon
- n Starting WordPerfect
- n Inserting a picture
- n Creating the company name and address
- n Inserting a date code
- n Entering a salutation
- n Closing the letter
- n Changing the text font
- n Saving and printing the file, and exiting WordPerfect

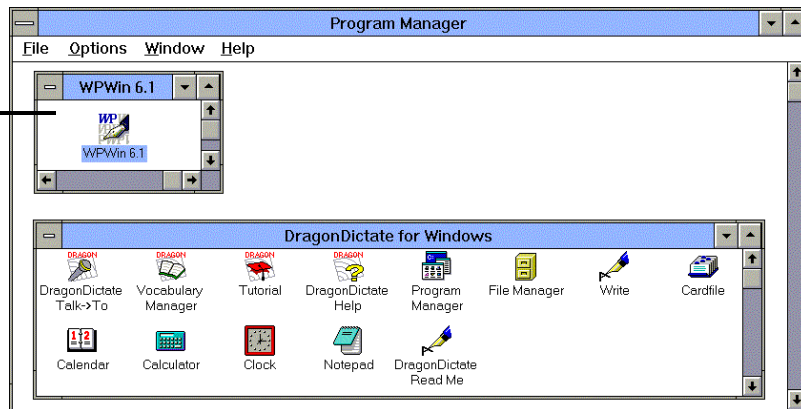
### Copying the WordPerfect Program Icon

To control a Windows application by speech, you first must copy the program icon for that application to the DragonDictate for Windows program group.

In this section, you will copy the WPWin 6.1 program icon to the DragonDictate for Windows program group.

- 1 Start Windows or switch to the Windows Program Manager.

Make sure both the WPWin 6.1 and DragonDictate for Windows program groups appear in the Program Manager. Then select the WPWin 6.1 icon.



- 2 To make sure the DragonDictate for Windows program group appears in the Program Manager
  - ☞ Click the Window menu. Then click the DragonDictate for Windows entry.

**Note** If you don't see the DragonDictate for Windows program group, choose DragonDictate for Windows from the Window menu. (If DragonDictate for Windows is not on the menu, choose More Windows, then choose DragonDictate for Windows.)

## Chapter 4: Dictating Text

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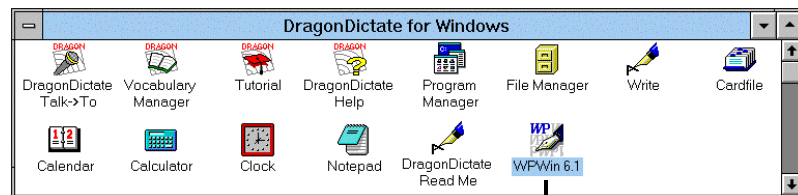
- 3 To make sure the WPWin 6.1 program group appears in the Program Manager

☞ Click the Window menu. Then click the WPWin 6.1 entry.

**Note** If you don't see the WPWin 6.1 program group, choose WPWin 6.1 from the Window menu. (If WPWin 6.1 is not on the menu, choose More Windows, then choose WPWin 6.1.)

- 4 ☞ To select the WPWin 6.1 icon in the WPWin 6.1 program group, click it once (*don't* double-click it).
- 5 To copy the icon, ☞ press and hold down the Ctrl key, then ☞ click and drag the WPWin 6.1 icon to the DragonDictate for Windows program group.

The WPWin 6.1 icon now appears in the DragonDictate for Windows program group.



The WPWin 6.1 icon now appears in the DragonDictate for Windows program group.


### Changing the Name of the Program Icon

To bring up an application in the DragonDictate for Windows program group, you say "Bring Up," then the name of the icon.

However, the names associated with some icons are cryptic, which makes them hard to say. This section shows you how to change the name of one program item, WPWin 6.1. The name of your program icon may differ.

- 1 Make sure you copied the WPWin 6.1 icon to the DragonDictate for Windows program group, as detailed in the previous section.
- 2 Start Windows or switch to the Windows Program Manager.
- 3 If you want to use speech to complete the steps in this section,
  - ☞ Double-click the DragonDictate icon in the DragonDictate for Windows Program Group.

If the microphone isn't on

- ☞ Click the microphone button.
-  Press the + key on the numeric keypad.

- 4 Make sure the Program Manager is the active window.
- 5 To display the DragonDictate for Windows program group
  - @ Say **Window**. Then say the number (for example, "9") next to the DragonDictate for Windows entry on the Window menu.
  - ☞ Click the Window menu. Then click the DragonDictate for Windows entry.

**Note** If DragonDictate for Windows is not on the menu, choose More Windows, then choose DragonDictate for Windows.
- 6 To select the WPWin 6.1 program item in the DragonDictate for Windows program group
  - @ Say the Arrow Movement words to select it. For example, say **Move Down n, Move Up n, Move Right n, or Move Left n**, where *n* represents a number from 1 to 5.
  - ☞ Click -- but *don't* double-click -- the WPWin 6.1 icon.

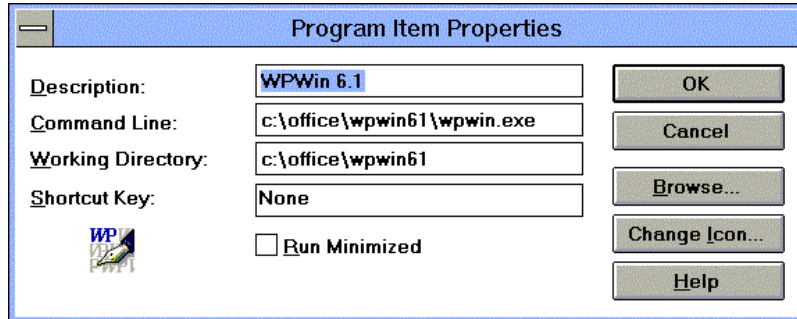


## Chapter 4: Dictating Text

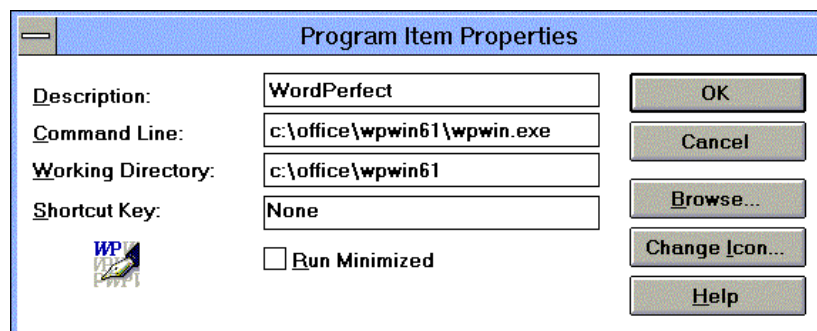
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- 7 @ Say **File**, then say **Properties**.  
☞ Click the File menu. Then click Properties.

The Program Item Properties dialog box appears. The description in the first text box is highlighted.



- 8 To delete the description  
@ Say **Delete Key**.  
☞ Press the Delete key.
- 9 To change the description to "WordPerfect"  
@ Say **Shift Key, whiskey, oscar, romeo, delta**. Say **Shift Key, papa, echo, romeo, foxtrot, echo, charlie, tango**.  
☞ Type WordPerfect.
- 10 To close the dialog box  
@ Say **OK**.  
☞ Click OK.



### Starting WordPerfect

You can start any application by speech, as long as the application's icon is in the DragonDictate for Windows program group. As detailed in the section, "Copying the Word Perfect Program Icon."

- 1 If DragonDictate is not up and running
  - ☞ Double-click the DragonDictate icon in the DragonDictate for Windows Program Group.
- 2 Make sure that you've put your microphone on and positioned it correctly.
- 3 If the microphone is not on
  - ☞ Click the microphone button.
  - Or press the + key on the numeric keypad.



Remember, the microphone is on when the microphone icon changes color (to light blue on a color monitor), the microphone button is pressed in, and the volume meter flickers.



**Attention**  
If you say **Bring Up** but DragonDictate recognizes it as "Drag Up" or "Move Up," say **Stop**. Then refer to the section below on "Correcting Bring Up."

- 4 To bring up WordPerfect
  - @ Say **Bring Up**, without pausing between words. Then say **WordPerfect** if DragonDictate recognizes "Bring Up." (You can tell that DragonDictate recognizes it correctly because [Bring Up] appears in the last word field of the VoiceBar.)



**Last Word Field**  
Shows you the last word or phrase DragonDictate heard you say -- in this case, "Bring Up."


This brings up WordPerfect. To insert a graphic in a document, go to the section "Inserting a Picture."



Otherwise, go to the next section.





Attention  
If you say **Oops** but DragonDictate doesn't recognize it, say **Voice Menu**, say **Tools**, then say **Word History**.

Correcting “Bring Up” or “WordPerfect” if DragonDictate Didn't Recognize It  
Follow the steps below if DragonDictate didn't recognize “Bring Up” or “WordPerfect.”

- 1 If DragonDictate didn't recognize “Bring Up” or “WordPerfect”
  - @ Say **Oops**.
  -  Press the -- (minus) key on the numeric keypad.

This brings up the Word History. DragonDictate highlights the last word it recognized before “Oops.”
- 2 If necessary, move to the word that DragonDictate recognized incorrectly when you said “Bring Up” or “WordPerfect”
  - @ For instance, say **Word 2** to move to the second word in the Word History.
  -  Click the word under Word 2.
- 3 To correct “Bring Up,” if “[Bring Up]” is in the Choice List
  - @ Choose “[Bring Up]” using the “Choose *n*” command, where *n* is a number from 1 to 9. For example, say **Choose 2** if [Bring Up] is the second choice in the list.
  -  Choose “[Bring Up]” by double-clicking it.

If “[Bring Up]” is *not* in the Choice List

- @ Begin spelling it, using the alpha-bravo words. (The alpha-bravo words let DragonDictate better recognize the letters of the alphabet.) Say **Open Bracket, bravo, romeo, india**. Choose [Bring Up] when it shows up in the Choice List. For instance, say **Choose 2** if [Bring Up] is the second choice in the list.
-  Begin typing [Bring Up] – start with an open bracket – until [Bring Up] shows up in the Choice List. If it's not the first choice in the list, choose it by pressing the down arrow key, then pressing Enter. ( Or choose it by double-clicking it.)

Go to step 5.



**Attention**  
If you have to spell [WordPerfect] completely, then it isn't in the active vocabulary. First, say **Close Window** to close the Word History. Next, say **Command Mode**. Then say **Bring Up** and **WordPerfect** again.

- 4 If DragonDictate recognized “Bring Up” but doesn’t recognize “WordPerfect,” and “[WordPerfect]” is in the Choice List
- @ Choose “[WordPerfect]” using the “Choose *n*” command, where *n* is a number from 1 to 9. For example, say **Choose 2** if [WordPerfect] is the second choice in the list.
  - ☞ Choose “[WordPerfect]” by double-clicking it.

If “[WordPerfect]” is *not* in the Choice List

- @ Begin spelling it. Say **Open Bracket, whiskey, oscar**. Choose [WordPerfect] when it shows up in the Choice List. For instance, say **Choose 2** if [WordPerfect] is the second choice in the list.
- ☞ Begin typing [WordPerfect] – start with an open bracket – until [WordPerfect] shows up in the Choice List. If it’s not the first choice in the list, choose it by pressing the down arrow key, then pressing Enter. (☞ Or choose it by double-clicking it.)

- 5 To bring up WordPerfect
- @ Say **Bring Up** again. Then say **WordPerfect**. Go back to step 1 if DragonDictate still fails to recognize “Bring Up” or “WordPerfect.”

Otherwise, go to the next section, “Inserting a Picture.”

### Inserting a Picture

In this section, you insert a WordPerfect graphic at the top of the WordPerfect document. WordPerfect should be up and running, and an unmodified document open.

**Note** This section assumes you have the windmill.wpg file in the graphics folder of your wpwin61 or wpwin directory. If you don't have this file, skip to step 2 in the section "Creating the Company Name."



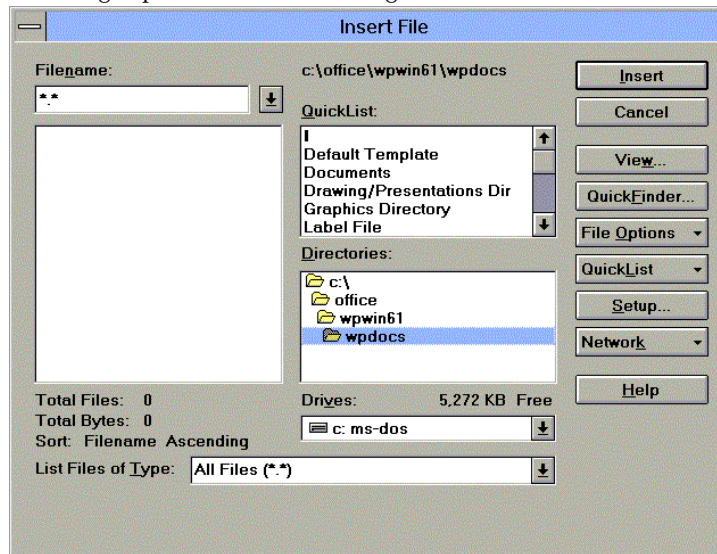
**Attention**  
Use the Word History to correct any errors.

For instance, to correct "File," say **Oops**. If necessary, move to the word in the Word History that DragonDictate recognized incorrectly. Then correct the word.

Next, repeat the command or commands. For instance, say **Insert**, then say **File**.

- 1 @ Say **Insert**, then say **File**.

This brings up the Insert File dialog box.



You can usually select any text box, field, or button in a dialog box by saying its name. Now, you select the Directories text box so that you can change directories and open the graphics folder.

- 2 To work with the Directories drop-list box  
@ Say **Directories**.

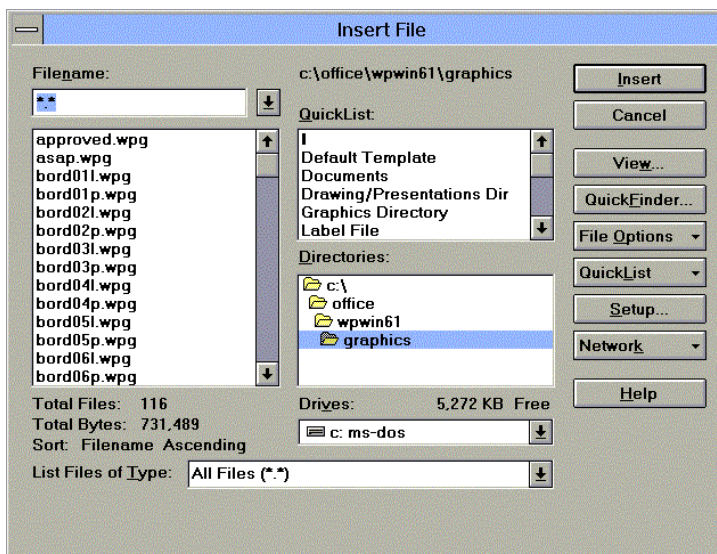
- 3 To open the wpmwin61 or wpmwin folder
  - @ Say **Move Up 1**, then say **Enter Key**.



Quick Tip  
To select the graphics folder, you can also start spelling it. Say golf, romeo, etc., until the graphics folder is selected. Then say Enter Key.

- 4 To select the graphics folder in the WordPerfect directory
  - @ Say **Move Down 1**, then say **Enter Key**.

Note This section assumes you have the graphics folder. If you don't, skip to step 2 in the section "Creating the Company Name."



Now, you select the Filename text box so that you can select a file to insert.



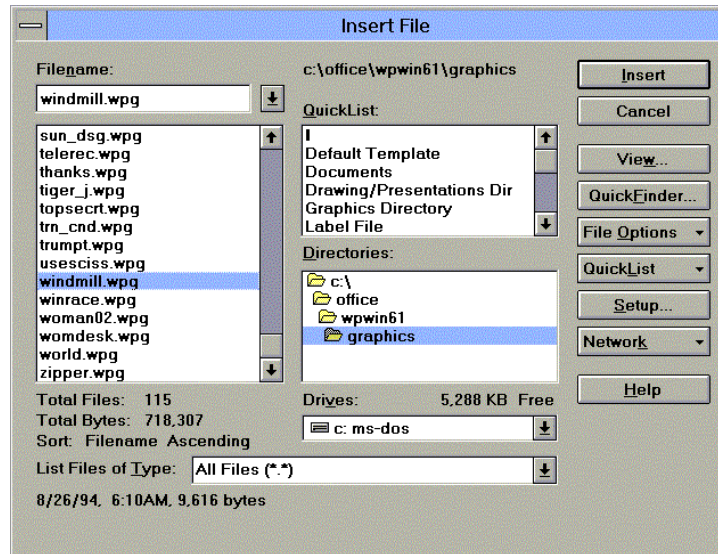
Quick Tip  
To select the windmill.wpg file, you can also dictate or spell it. Say Filename. Say Tab Key. Then say whiskey, india, etc. until windmill.wpg is selected.

- 5 To select the windmill.wpg file
  - @ Say **Filename**, and say **Tab Key**. Say **End Key**. To highlight windmill.wpg., say **Move Up n**, where *n* represents a number from 1 to 5.

Note You can also select another .wpg file to insert, if you want.

## Chapter 4: Dictating Text

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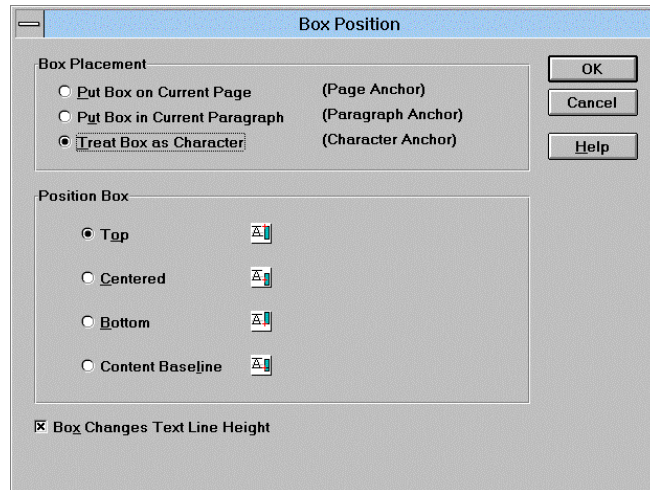


Remember, you can say the name of any button (such as Insert) in a dialog box.

- 6 @ Say **Insert** to close the Insert File dialog box.
  
- 7 If WordPerfect asks if you want to insert this file in the current document  
@ Say **yes please**.

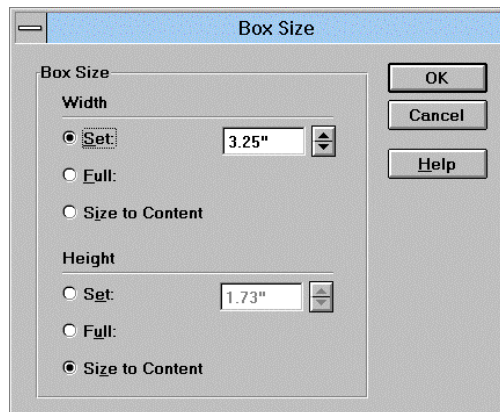
Now you position the graphic on the left margin.

- 8 @ Say **Position**, when the Box Position dialog box appears, say **Treat Box as Character**, then say **OK**.



Now you change the size of the graphic.

- 9 @ Say **Size**, when the Box Size dialog box appears Say **Tab Key** to highlight the scroll box entry for Set under Width. To enter 3.25, say **3, point, 2, 5**. Then say **OK**.

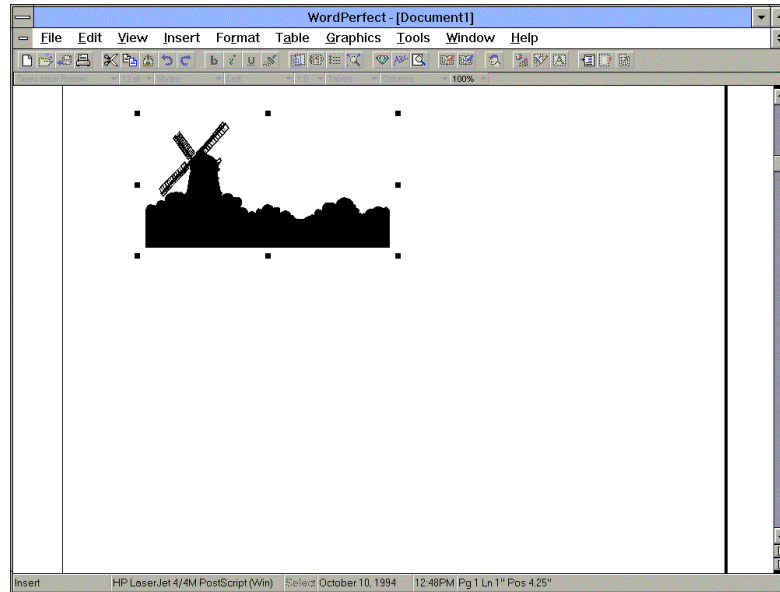


- 10 Say **Close** to close the graphics screen.



## Chapter 4: Dictating Text

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### Creating the Company Name and Address

This section discusses the following topics:

- n Creating the company name
- n Changing the font for the company name
- n Creating the company address
- n Changing the font for the company address

## DragonDictate User's Guide

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### Creating the Company Name

In this section, you add a word, “[Company Name],” to your vocabulary.

First you have to move to the line on which you want to dictate the company name. The windmill.wpg file is still selected.

- 1 To make sure the windmill.wpg file is no longer selected, and move the cursor to the next line  
@ Say **Button Double Click**. Say **End Key**. Say **Enter Key**.

- 2 @ Say **Dictate Mode**. Say **Begin Document**.

Now you dictate a word to add to your vocabulary.

- 3 @ Say **Company Name**.

- 4 @ Say **Oops**.

This brings up the Word History. DragonDictate highlights Word 2.

- 5 You may need to move to Word 1 or the word in the Word History that DragonDictate recognized incorrectly when you said “Company Name.”

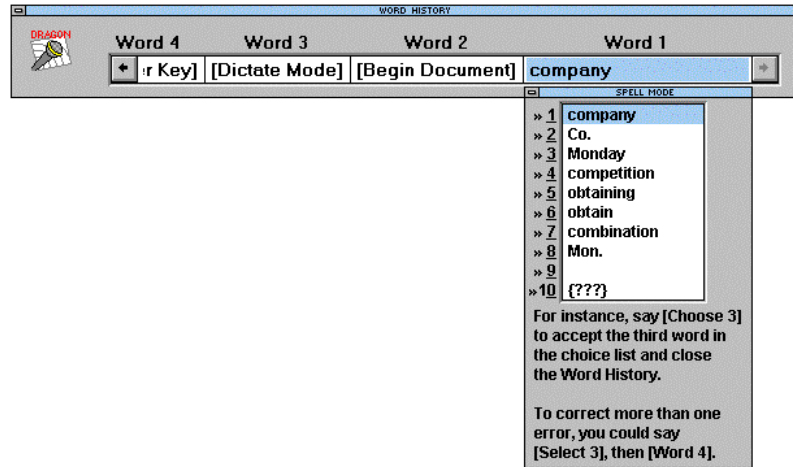
@ For instance, say **Word 1** to move to the first word in the Word History.


☞ Click the word under Word 1.

The Choice List for the currently highlighted word now lists DragonDictate's best guesses for the last word you said, “Company Name.”


## Chapter 4: Dictating Text

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- 6 To spell [Company Name] completely
  - @ Say **Open Bracket, Shift Key, charlie, oscar, mike, papa, alpha, november, yankee.** Say **Space Bar.** Say **Shift Key, november, alpha, mike, echo, Close Bracket.** Then say **OK.**
  -  Type [Company Name]. Include the open and close brackets. Then press Enter.


DragonDictate displays the Add Word dialog box, because you're adding a new word that's not in any of your active vocabularies.

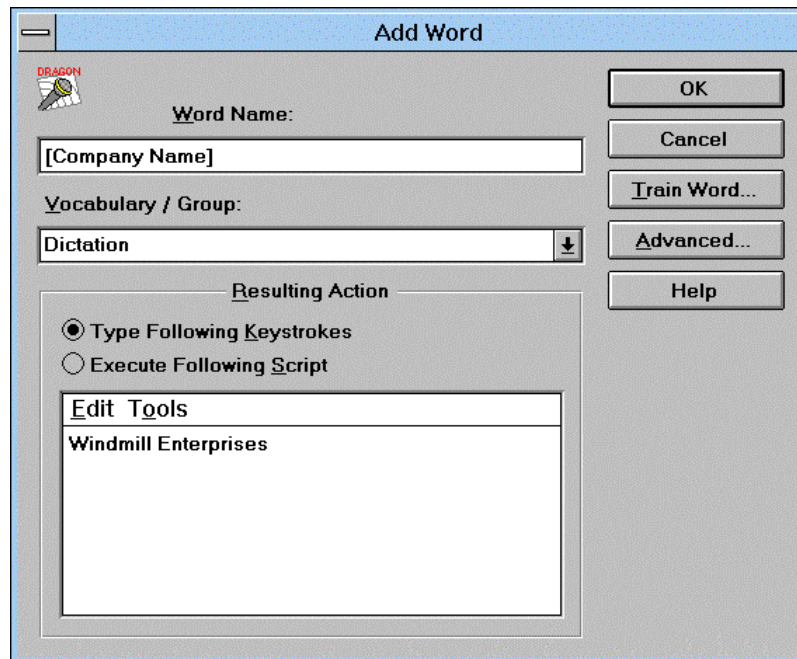
- 7 To move to the Resulting Action text box
  - @ Say **Resulting Action.**
  -  Press Tab three times.



**Attention**  
When dictating the company name in the Resulting Action text box, use the Choice List or the Word History to correct the word you just said.

For instance, to use the Choice List to correct "windmill," choose the word in the Choice List. Or, if the word isn't in the list, say Spell Mode; start spelling the word by speech, then choose it.

- 8 To spell the company name, Windmill Enterprises
  - @ Say **Dictate Mode**. Next, say **Begin Capitalize**. Say **windmill**, and say **enterprises**. Then say **End Capitalize**.
  -  Type Windmill Enterprises.
- 9 @ Say **Command Mode**.
- 10 @ Say **OK** to close the Add Word dialog box.



## Chapter 4: Dictating Text

### Changing the Font for the Company Name

In this section, you edit the font for the company name.

In WordPerfect, you say “Home Key” to move in front of the first character in the line. To highlight a line, you say “Shift Key,” then “End Key.”

- 1 To highlight “Windmill Enterprises”
  - @ Say **Home Key** to move the cursor before the “W” in “Windmill.” Say **Shift Key**, then say **End Key**.

The command Computer Please lets you switch out of Dictate Mode to Command Mode, but only for one command or a series of related commands.



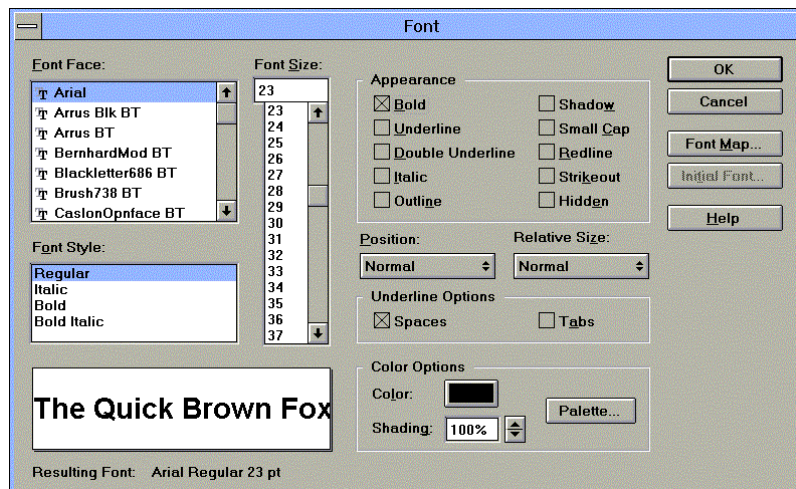
Attention  
After saying  
Computer Please,  
use the Word History that  
DragonDictate didn't  
recognize.

For instance, to  
correct “Font,” say  
Oops. If necessary,  
move to the word in  
the Word History that  
DragonDictate didn't  
recognize. Then  
correct the word: say  
Open Bracket,  
Shift Key, foxtrot,  
then choose “[Font].”

Next, repeat the  
commands. For  
instance, say  
Computer Please,  
Format, then Font.

- 2 To bring up the Font dialog box
  - @ Say **Computer Please**. Say **Format**. Then say **Font**.

The Font dialog box appears.



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- 3 To change the font to Arial in the Font Face list box
  - @ Say **Home Key**. If Arial is not the first font, say **Move Down *n***, where *n* represents a number from 1 to 5, to highlight Arial.

**Note** Select another font if you don't have Arial.

- 4 To change the font size to 23
  - @ Say **Font Size**. Next, say **2**, then say **3**.
- 5 To change the font to bold
  - @ Say **Bold**.
- 6 @ Say **OK** to close the dialog box.



## Chapter 4: Dictating Text

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### Creating the Company Address

In this section, you add a word, “[Company Address],” to your vocabulary. First you have to move to the line on which you want to dictate the company address.

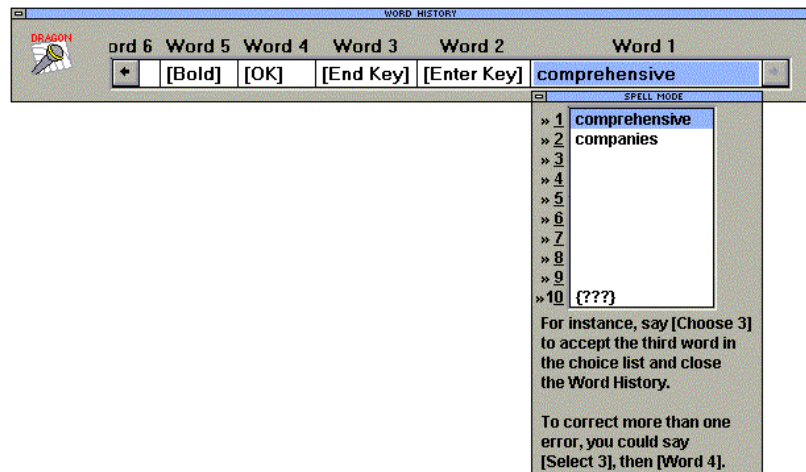
- 1 @ Say **End Key** to move to end of the “Windmill Enterprises” line. Then say **Enter Key**.

Now you dictate a word to add to your vocabulary.

- 2 @ Say **Company Address**.
- 3 @ Say **Oops**.

This brings up the Word History. DragonDictate highlights Word 2


- 4 You may need to move to Word 1 or the word in the Word History that DragonDictate recognized incorrectly when you said “Company Address.”
  - @ For instance, say **Word 1** to move to the first word in the Word History.Click the word under Word 1.




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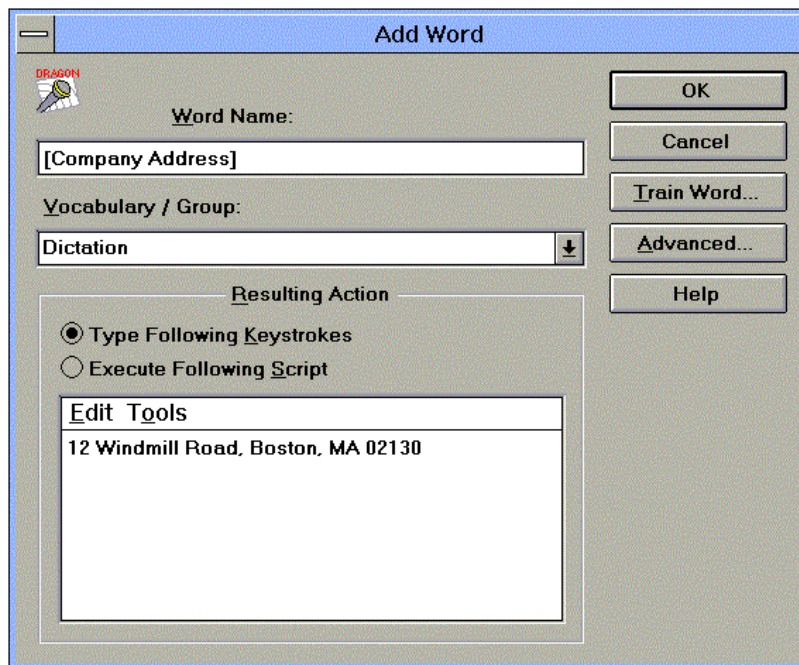
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The Choice List for the current word now lists DragonDictate's best guesses for the last word you said, "Company Address."

- 5 To spell [Company Address] completely
  - @ Say **Open Bracket, Shift Key, charlie, oscar, mike, papa, alpha, november, yankee**. Say **Space Bar**. Say **Shift Key, alpha, delta, delta, romeo, echo, sierra, sierra, Close Bracket**. Then say **OK**.
  -  Type [Company Address]; include the open and close brackets. Then press Enter.

DragonDictate displays the Add Word dialog box.

- 6 To move to the Resulting Action text box
  - @ Say **Resulting Action**.
  -  Press Tab three times.






## Chapter 4: Dictating Text

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**Attention**  
When dictating the company address in the Resulting Action text box, use the Choice List or the Word History to correct the word you just said.

For instance, to use the Choice List to correct “road,” choose the word in the Choice List. Or, if the word isn’t in the list, say **Spell Mode**; start spelling the word by speech, then choose it.

- 7 To spell the company address
  - @ Spell the address: say **Dictate Mode**. Next, say **Begin Capitalize**. Say **12**, say **windmill**, and say **road**. Say **comma**. Say **End Capitalize**. Next, say **Boston**. Say **comma**. Say **Massachusetts** – but select “MA” from the Choice List. Say **0** (“zero”), **2**, **1**, **3**, **0** (“zero”).
    -  Type 12 Windmill Road, Boston, MA 02130.
- 8 @ Say **Command Mode**.
- 9 @ Say **OK** to close the Add Word dialog box.

### Changing the Font for the Company Address

In this section, you edit the font for the company address.

Remember, in WordPerfect you say "Home Key" to move in front of the first character in the line. To highlight a line, you say "Shift Key," then "End Key."

- 1 To highlight "12 Windmill Road, Boston, MA 02130"  
@ Say **Home Key** to move the cursor before the "1" in "12." Say **Shift Key**, then say **End Key**.

Next, you change the font for the company address. Remember, you must say "Computer Please" first.



**Quick Tip**  
To select Arial, you can also spell it. Say alpha, romeo, and so on until Arial is highlighted in the list box.

- 2 To switch to Command Mode for one series of related commands, and bring up the Font dialog box  
@ Say **Computer Please**. Say **Format**. Then say **Font**.

The Font dialog box appears.

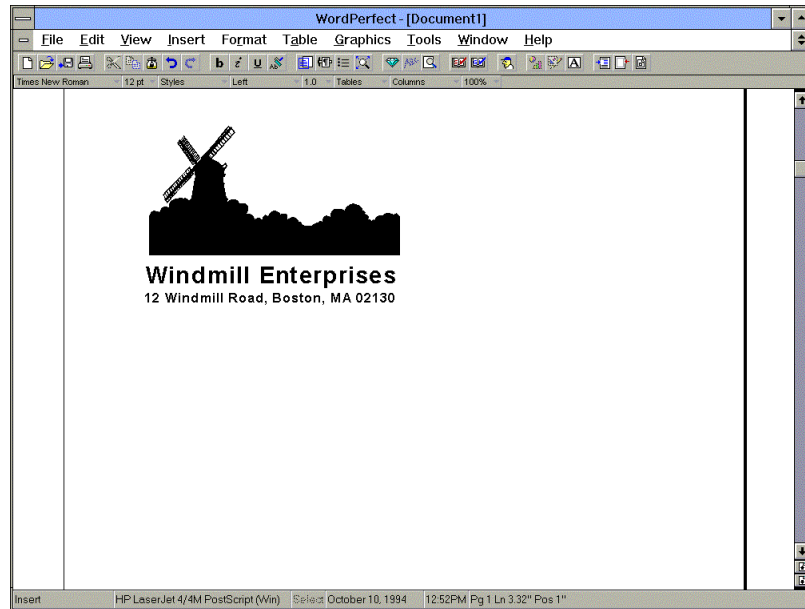
- 3 To change the font to Arial in the Font Face list box  
@ Say **Home Key** to highlight Arial. If Arial is not the first font, say **Move Down n**, where *n* represents a number from 1 to 5, to highlight Arial.

**Note** Select another font if you don't have Arial.

- 4 To change the font size to 13  
@ Say **Font Size**. Next, say **1**, then say **3**.
- 5 To change the font to bold  
@ Say **Bold**.
- 6 @ Say **OK** to close the dialog box.

## Chapter 4: Dictating Text

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### Inserting a Date Code

In this section, you enter a code for the date in your document. That way, if you use this letter template again, it displays the current date.

First you have to move to the line you want to dictate the date on. The company address should still be highlighted.

- 1 @ Say **End Key** to move to the end of the company address line. Say **New Paragraph**, then say **Enter Key**.

Now, you insert the date code. Say "Computer Please" first.

- 2 @ Say **Computer Please**. Say **Insert**. Say **Date**. Say **Date Code**.



**Attention**  
Use the Word History  
to correct any errors.

Say **Oops**. If  
necessary, move to  
the word that  
DragonDictate didn't  
recognize. Then  
correct the word.

Next, repeat the  
commands. For  
instance, say  
**Computer Please**,  
**Insert**, **Date**, and  
**Date Code**.

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### Entering a Salutation

In this section, you enter the salutation "Dear Sir or Madam."

The cursor is at the end of the line containing the date.

Use the Choice List to correct the word you just said.

1 @ Say **New Paragraph**.

2 @ Say **dear**.

Next, you say "Begin Title." This command lets you capitalize words you normally capitalize in headlines, book titles, movie titles, and so on, while lower-casing less significant words such as "in," "the," "or," etc.

3 @ Say **Begin Title**.



**Attention**  
Use the Choice List to correct the word you just said.

For instance, to correct "dear," choose "dear" from the Choice List. Or, to spell it by speech, say Spell Mode. Say delta, echo, alpha, then choose it.

## Chapter 4: Dictating Text

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- 4 @ Say **sir**, say **or**, say **madam**.
- 5 @ Say **End Title** to end the capitalization.
- 6 @ Say **colon** to complete the salutation.



**Quick Tip**  
To use the mouse to choose a word from the Choice List, double-click the word.

If the word isn't in the Choice List, begin typing it, then double-click it. For instance, begin typing sincerely yours, then double-click it when it shows up.

### Closing the Letter

In this section, you close the letter.

The cursor should be at the end of the line containing the salutation "Dear Sir or Madam."

- 1 @ Say **New Paragraph** three times.

Your dictation vocabulary not only contains words, but phrases you say as one word, such as "sincerely yours."

2 @ Say **sincerely yours**, without pausing between words.

3 @ Say **comma**.

4 @ Say **New Paragraph** three times.

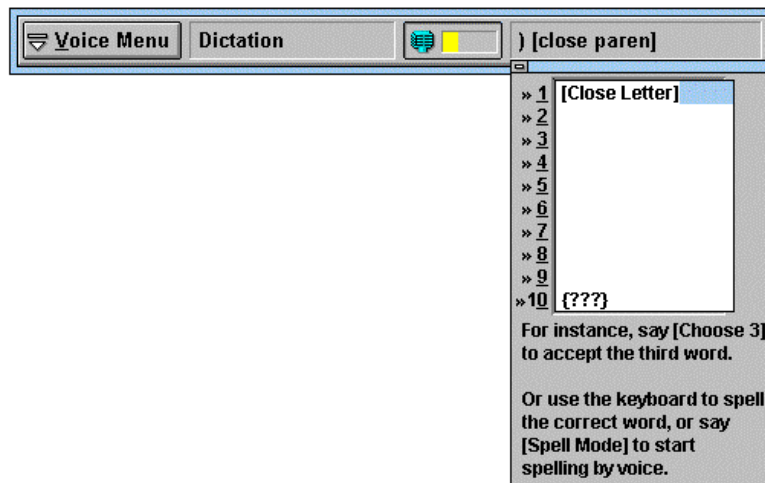
Now you dictate a word to add to your vocabulary.

5 @ Say **Close Letter**.

Next, you edit the word directly from the choice list.

6 To spell “[Close Letter]” completely

@ Say **Spell Mode**. Then say **Open Bracket, Shift Key, charlie, lima, oscar, sierra, echo**. Say **Space Bar**. Say **Shift Key, lima, echo, tango, tango, echo, romeo, Close Bracket**. Then say **OK**. Type [Close Letter]; include the open and close brackets. Then press Enter.





Since you're adding a new macro to your vocabulary, the Add Word dialog box appears.

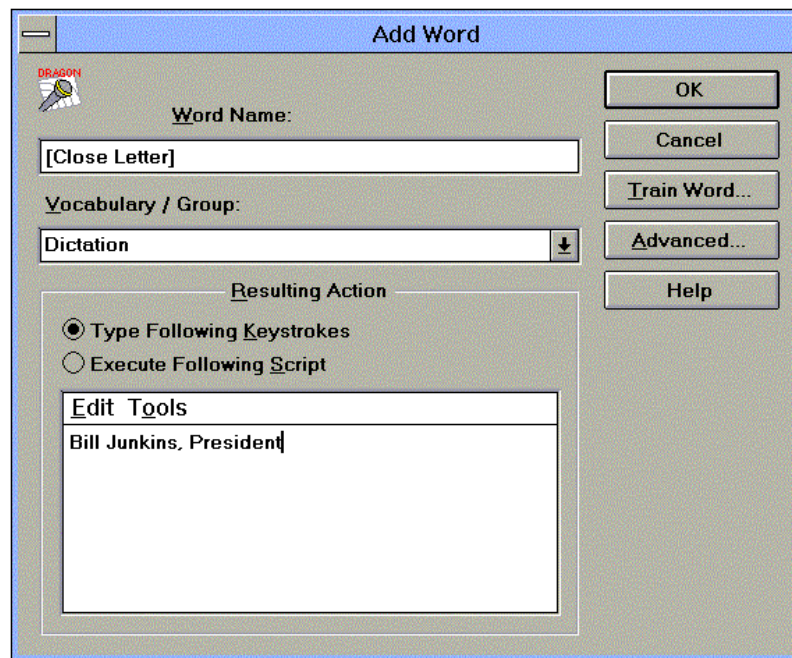
## Chapter 4: Dictating Text

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Attention  
To use the Choice  
List to correct  
"Junkins," say  
Spell Mode. Spell  
"Junkins" by speech  
(Shift Key, juliett,  
uniform, november,  
kilo, india,  
november, sierra),  
then choose it.

- 7 To move to the Resulting Action text box
  - @ Say **Resulting Action**.
  -  Press Tab three times.
- 8 Spell the [Close Letter] keystroke sequence, as follows. Or, if you want to, say or type your own name and title.
  - @ Say **Dictate Mode**. Next, say **Begin Capitalize**. Say **Bill**, say **Junkins**, say **comma**, say **President**. Then say **End Capitalize**.
  -  Type Bill Junkins, President.
- 9 @ Say **Command Mode**.
- 10 @ Say **OK** to close the Add Word dialog box.



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### Changing the Text Font

In this section, you change the font for the body text.

First you have to move to the front of the line that has the date.

- 1 @ Say **Top of Document**. Then say **Move Down 5** to move to the front of the line that has the date.
- 2 To highlight the text from the current cursor position to the end of the document  
@ Say **Shift Key**, then say **Bottom of Document**.

Now you change the font. You must say "Computer Please" first, because you want to say menu commands.

- 3 To bring up the Font dialog box  
@ Say **Computer Please**. Say **Format**, then say **Font**.

The Font dialog box appears.



## Chapter 4: Dictating Text

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- 4 To change the font to Arial in the Font Face list box
  - @ Say **Home Key** to highlight Arial. If Arial is not the first font, say **Move Down *n***, where *n* represents a number from 1 to 5, to highlight Arial.

**Note** Select another font if you don't have Arial.

- 5 @ Say **OK** to close the dialog box.
- 6 @ Say **Bottom of Document** so that the text won't be highlighted.

### Saving and Printing the File, and Exiting WordPerfect

Now you save and print the file. You must be in Command Mode to use menus by speech.

- 1 @ Say **Command Mode**.

When you're in Command Mode, you can correct errors through the Word History only.

Now you select menu commands (File and Save) by speech.

- 2 @ Say **File**, then say **Save**.

The Save As dialog box appears.

Now you want to save the file in the wpdocs folder. The graphics folder is probably selected under Directories.

- 3 To open the wpwin61 or wpwin folder
  - @ Say **Directories**. Say **Move Up 1**. Then say **Enter Key**.



**Quick Tip**  
To select the wpdocs folder, you can also start spelling it. Say whiskey, papa, etc., until the wpdocs folder is selected. Then say Enter Key.

- 4 To select the wpdocs folder in the WordPerfect directory
  - @ Say **Move Down 4**, then say **Enter Key**.

**Note** This section assumes you have the wpdocs folder. If you don't, select any directory you want.

Now, you select the Filename text box so that you can enter a file name to save.

- 5 @ Say **Filename**.

In Command Mode, you can say "Type Word" to dictate one word.

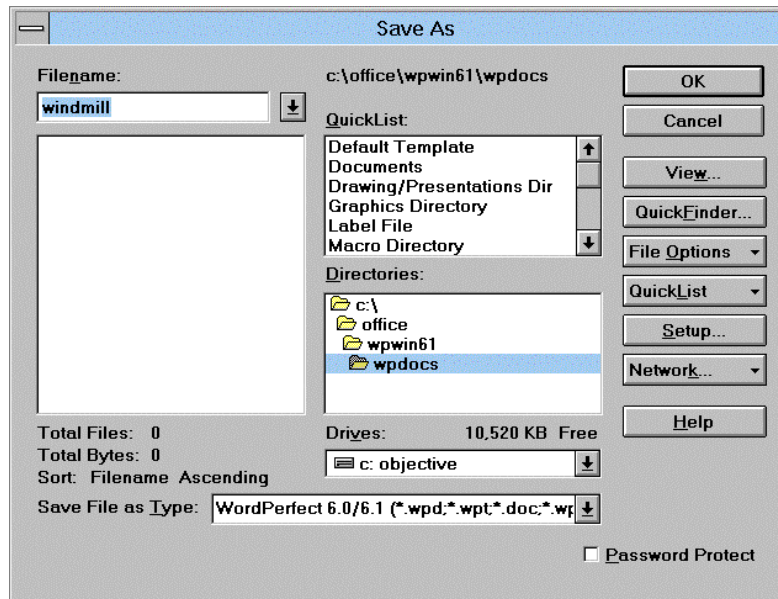


**Attention**  
Use the Word History to correct any errors.

For instance, to correct "Type Word," say **Oops**. If necessary, move to the word in the Word History that DragonDictate didn't recognize. Then correct the word.

Then say **Type Word** again.

- 6 To dictate the file name "windmill"
  - @ Say **Type Word**, then say **windmill**.



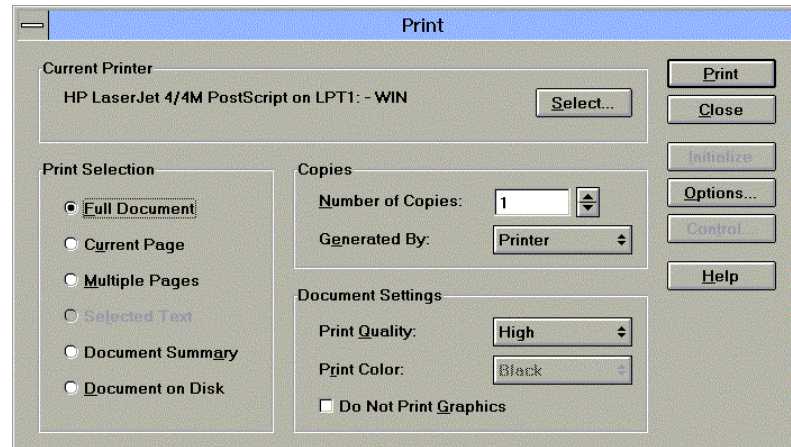
- 7 To save the file and close the dialog box
  - @ Say **OK**.

Make sure your printer is correctly set up. Skip to step 9 if you don't want to print the file.

## Chapter 4: Dictating Text

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- 8 @ Say **File**, then say **Print**. Then say **Print** again.



- 9 To exit  
@ Say **Close Window**.
- 10 If WordPerfect tells you that the document has changed and asks you to save the changes  
@ Say **yes please**.

Now is a good time to save your user files.

- 11 If you corrected errors while completing this section  
@ Say **Voice Menu**. Then say **Save User**.



## Chapter 5

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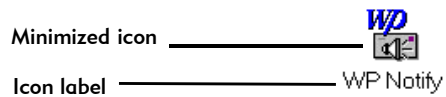
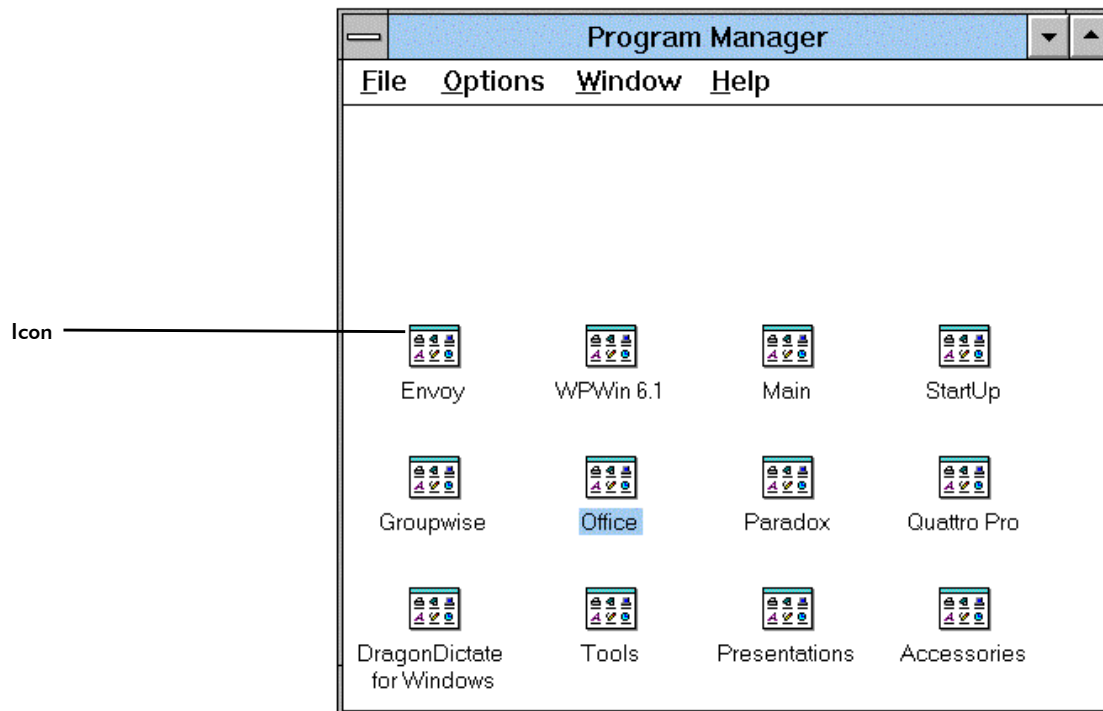
# Working with Microsoft Windows

Microsoft Windows is a *graphical user interface*. You use graphical devices, such as windows, icons, and dialog boxes to perform tasks. DragonDictate adds speech recognition capabilities to enhance Windows ease of use. DragonDictate replaces keyboard and mouse actions with words that let you perform many Windows tasks.

This chapter explains how to use DragonDictate to perform tasks in Windows. This chapter contains the following information:

- n Managing the Windows desktop
- n Navigating the Windows desktop
- n Selecting and moving objects
- n Choosing menu commands
- n Using dialog boxes

When you start Windows, the Windows desktop appears as shown.



When DragonDictate is running, the VoiceBar appears somewhere on the desktop. If not, start DragonDictate by opening the DragonDictate for Windows group and double-clicking the DragonDictate icon.

## Managing the Windows Desktop

To work with Windows, you must manage the Windows desktop. At some time you need to: open, close, minimize, maximize, resize, move, and otherwise organize your windows.

### Opening Application Windows

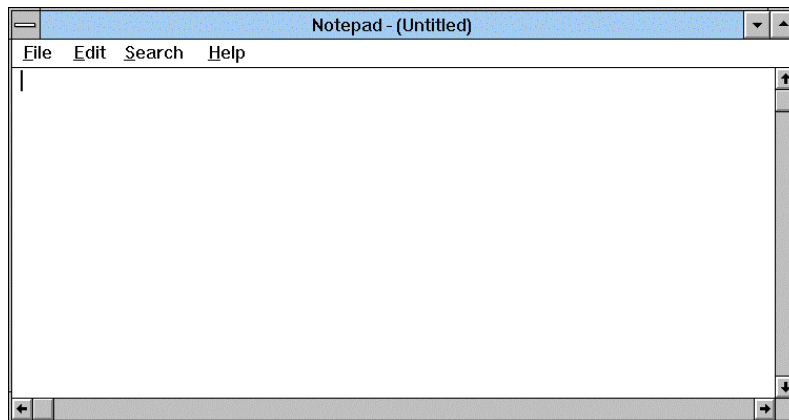
When you start Windows applications, the main window for the application appears. You start applications with the Bring Up command (as long as the application icon is in the DragonDictate for Windows group).

## Chapter 5: Working with Microsoft Windows

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- @ Say **Bring Up**, then say *icon name* (which is the name that appears on the icon label)

To start Notepad, for example, you say **Bring Up**, then say **Notepad**. The main window for the Notepad application appears as shown.



### Closing Application Windows

Close application windows that you don't need open.

- @ Say **Close Window**

### Minimizing Application Windows

Minimizes application windows to temporarily use another application.

- @ Say **Minimize**

### Maximizing Application Windows

Maximize an application window to make the active window to cover the entire desktop.

- @ Say **Maximize**

### Restoring Application Windows

Restore a minimized icon to a window when you need to use the application.

@ Say **Restore**

### Resizing Application Windows

Resize an application window to be smaller or larger.

- 1 Resize the active window.  
@ Say **Size Window**
- 2 Start sizing the window.  
@ Say **Move direction**
- 3 Stop resizing the window.  
@ Say **Stop**
- 4 Set the window to its new size.  
@ Say **Enter Key**

Say  
Move Up,  
Move Down,  
Move Left,  
Move Right.

### Moving Application Windows

Move an application window to another area on the desktop.

- 1 Make sure the window you want to move is active.  
@ Say **Move Window**
- 2 Start moving the window.  
@ Say **Move direction**
- 3 Stop moving the window.  
@ Say **Stop**

Say  
Move Up,  
Move Down,  
Move Left,  
Move Right.



## Chapter 5: Working with Microsoft Windows

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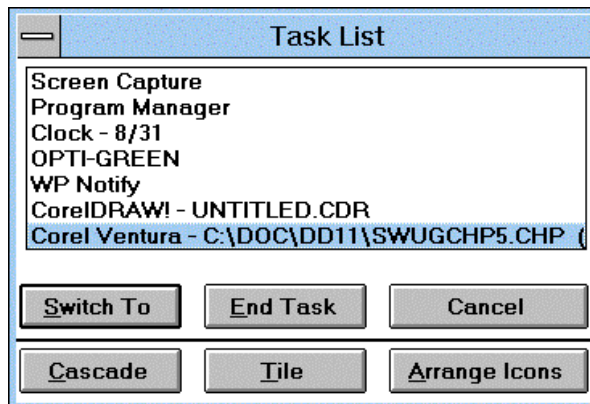
- 4 Place the window in its new position.  
@ Say **Enter Key**

### Switching between Application Windows

When you have several applications running at once, you may need to manage the application windows. The easiest way to do this is to use the Task List.

- 1 Bring up the Task List.  
@ Say **Bring Up**, then say **Task List**  
☞ Press Ctrl+Esc

You can also advance from the active window to the next window by saying **Next Window**. To move to the previous window, say **Previous Window**.



Say **Move Up** or **Move Down**, then say **Stop**. Or say **Move direction n** ( $n=1-5$ ).

- 2 Move to the desired application.  
@ Say **Move direction**  
☞ Click the application name
- 3 Switch to the application.  
@ Say **Switch To**  
☞ Click **Switch To**

Close applications by saying **End Task**. Remove the Task List from the screen by saying **Cancel**.



Quick Tip  
If DragonDictate has trouble recognizing any numbers from 1 to 9, try saying numeral *n*. For instance, to enter the number 9, say numeral 9.

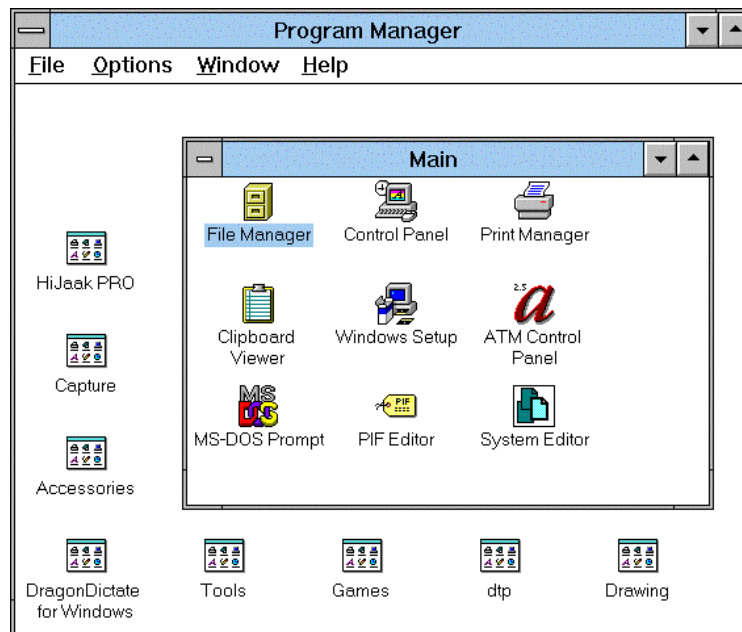
### Opening Program Manager Windows

Program Manager contains groups, which you use to organize the program items (icons). You open Program Manager group windows by choosing the program group from the Window menu.

- 1 Make the Program Manager the active window, if necessary.  
@ Say **Bring Up**, then say **Program Manager**
- 2 Open the program group window.  
@ Say **Window**, then say **number** (the number appears in the menu list)

For instance, if you want to open the Main group, say **Window**. If Main appears next to the number 9, then say **9**.

The Program Manager group window opens as shown.





**Attention**  
Never say **Close Window** while you're working from a program group window (such as the **Main** group).

### Closing Program Manager Windows

Close program group windows that you don't need open to clean up the Program Manager window and save system resources.

- 1 Display a program group window menu.  
@ Say **Window Menu**
- 2 Choose the Close command.  
@ Say **Close**

### Maximizing Program Manager Windows

Maximizing a Program Manager group window causes the window to cover the entire Program manager window area.

- 1 Display the program group window menu.  
@ Say **Window Menu**
- 2 Choose the Maximize command.  
@ Say **Maximize**

### Minimizing Program Manager Windows

A minimized program group window appears as an icon in the program group window. For Program Manager group windows, minimizing and closing the window have the same effect.

- 1 Display the program group window menu.  
@ Say **Window Menu**
- 2 Choose the Minimize command.  
@ Say **Minimize**

### Restoring Program Manager Windows

Restore windows to their original size.

- 1 Display the program group window menu.  
@ Say **Window Menu**

- 2 Choose the Restore command.  
@ Say **Restore**

### Resizing Program Manager Windows

Resize a program group window to be larger or smaller.

- 1 Display a Program Group window menu.  
@ Say **Window Menu**
- 2 Choose the Resize command.  
@ Say **Size**
- 3 Start sizing the window.  
@ Say **Move direction**
- 4 Stop resizing the window.  
@ Say **Stop**
- 5 Set the window to its new size.  
@ Say **Enter Key**

Say  
Move Up,  
Move Down,  
Move Left,  
Move Right.

### Moving Program Manager Windows

Move windows to easily access them.

- 1 Display a Program Group window menu.  
@ Say **Window Menu**
- 2 Choose the Move command.  
@ Say **Move**
- 3 Start moving the window.  
@ Say **Move direction**
- 4 Stop moving the window.  
@ Say **Stop**
- 5 Place the window in its new position.  
@ Say **Enter Key**

Say  
Move Up,  
Move Down,  
Move Left,  
Move Right.

### Arranging Program Manager Windows

The Program Manager window provides you with two window management commands: *cascade* and *tile*.

Use cascade when you only need to use one window at a time, but you want other windows readily available. Use tile when you need to use more than one window at a time, such as when you move or copy objects.

To cascade multiple windows

@ Say **Window**, then say **Cascade**

To tile multiple windows

@ Say **Window**, then say **Tile**

### Navigating in Windows

There are two ways to navigate in Windows by speaking: arrow movement and mouse movement command words.

#### Navigating with Arrow Movement Commands

The arrow movement command words provide the easiest way to navigate in Windows by speaking. Arrow movement controls the movement of the cursor on the screen.

You start the cursor moving by saying **Move direction**, which is the same action as holding down the corresponding arrow key. When you say one of the *Move direction* words, you don't have to repeat the Move word to change direction. For instance, say **Move Right** to start moving the cursor to the right, then say **Left** to start moving the cursor to the left.

You can also move the cursor from one to five times by saying **Move direction n**. For instance, you can say **Move Left 5**, which is the same as pressing the left arrow key five times. The following lists and describes the arrow movement words.

## DragonDictate User's Guide

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When you say one of the *Move direction* words, you must say **Stop** or **Command Mode** before you can say something other than another arrow movement word.

Say	Resulting Action
Move Up	Holds down the up arrow key. Move above the currently chosen object.
Move Down	Holds down the down arrow key. Moves below the currently chosen object.
Move Left	Holds down the left arrow key. Moves to the left of the currently chosen object.
Move Right	Holds down the right arrow key. Moves to the right of the currently chosen object.
Move Up <i>n</i>	Presses the up arrow key 1-5 times.
Move Down <i>n</i>	Presses the down arrow key 1-5 times.
Move Left <i>n</i>	Presses the left arrow key 1-5 times.
Move Right <i>n</i>	Presses the right arrow key 1-5 times.
Up	When arrow movement is in progress, holds down the up arrow key.
Down	When arrow movement is in progress, holds down the down arrow key.
Left	When arrow movement is in progress, holds down the left arrow key.
Right	When arrow movement is in progress, holds down the right arrow key.
Faster	When arrow movement is in progress, increases arrow movement speed.
Slower	When arrow movement is in progress, decreases arrow movement speed.
Stop	Stops arrow movement when it is in progress.

### Navigating with Mouse Movement Commands

Another way to navigate in Windows by speaking is with the mouse movement command words. Mouse movement simulates the actions of the mouse, which controls the movement of the mouse pointer that appears on your screen.

## Chapter 5: Working with Microsoft Windows

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The following lists and describes the mouse movement words.

**When you say one of the Mouse *direction* words, you must say Stop or Command Mode before you can say something other than another mouse movement word.**

Say	Resulting Action
Mouse Up	Moves mouse pointer up.
Mouse Down	Moves mouse pointer down.
Mouse Left	Moves mouse pointer left.
Mouse Right	Moves mouse pointer right.
Mouse Lower Left	Moves mouse pointer diagonally down and left.
Mouse Lower Right	Moves mouse pointer diagonally down and right.
Mouse Upper Left	Moves mouse pointer diagonally up and left.
Mouse Upper Right	Moves mouse pointer diagonally up and right.
Up	When the mouse movement is in progress, moves mouse pointer up.
Down	When the mouse movement is in progress, moves mouse pointer down.
Left	When the mouse movement is in progress, moves mouse pointer left
Right	When the mouse movement is in progress, moves mouse pointer right.
Lower Left	When the mouse movement is in progress, moves mouse pointer diagonally down and left.
Lower Right	When the mouse movement is in progress, moves mouse pointer diagonally down and right.
Upper Left	When the mouse movement is in progress, moves mouse pointer diagonally up and left.
Upper Right	When the mouse movement is in progress, moves the mouse pointer diagonally up and right.
Faster	When the mouse movement is in progress, increases mouse pointer speed.

Say	Resulting Action
Slower	When the arrow movement is in progress, decreases mouse pointer speed.
Stop	When the mouse movement is in progress, stop moving mouse pointer.
Button Click	Press the left mouse button once.
Button Double Click	Press the left mouse button twice.

## Selecting and Moving Objects

In Windows, an *object* is a general term for icons, windows, or dialog boxes. Some tasks require you to select or move an object. You may select a window, for example, to move it to another location on the desktop.

### Selecting Objects

When you select an object, it becomes *active*. The label of an active icon, and the title bar of an active window or dialog box, appear highlighted.

- 1 Point at the object.
  - @ Say the mouse movement commands (for example, Mouse Up. Refer to the table in this chapter for a list of commands)
- 2 When the mouse pointer reaches the object, select it.
  - @ Say **Button Click**

### Moving Objects

You may move icons, for example, to better organize the window contents. You can use the mouse to drag objects (such as icons) anywhere on the Windows desktop. DragonDictate “drag” words perform the same action as if you used the mouse to click and drag an object. The “drag” words are part of the Mouse Movement word group. The following lists and describes the “drag” command words.



Say	Resulting Action
Drag Down	Drags object down.
Drag Left	Drags object left.
Drag Lower Left	Drags object diagonally down and left.
Drag Right	Drags object right.
Drag Upper Left	Drags object diagonally up and left.
Drag Upper Right	Drags object up and right.
Drag Up	Drags object up.
Faster	Increases object movement speed.
Slower	Decreases object movement speed.
Stop	Stops dragging object.
Down	When the drag movement is in progress, moves the object down.
Left	When the drag movement is in progress, moves the object to the left.
Right	When the drag movement is in progress, moves the object to the right.
Upper Left	When the drag movement is in progress, moves the object diagonally up and left.
Upper Right	When the drag movement is in progress, moves the object diagonally up and right.
Lower Left	When the drag movement is in progress, moves the object diagonally down and left.
Lower Right	When the drag movement is in progress, moves the object down and right.
Up	When the drag movement is in progress, moves the object up.

- 1 Point at the object.
  - @ Say the mouse movement commands (for example, Mouse Down. Refer to the table in this chapter for a list of commands)

- 2 When you mouse pointer reaches the object, drag it.
  - @ Say the mouse movement “drag” commands (for example, Drag Down. Refer to the table in this chapter for a list of commands)
- 3 Place the object at the desired location.
  - @ Say **Stop**

## Working with Menus

A menu organizes your system into groups of related commands. The menu title appears on the menu bar, which is located just beneath the window title bar. Menu commands appear on the open menu.

### Opening a Menu

To open a menu, say the menu name on the menu bar. To use menus, say what appears on the menu.

For instance, say **File** to open the File menu. In some cases, however, you may not be able to open the menu using this method.

DragonDictate, for example, may not recognize the menu name when you say it. This happens when the menu name can't be tracked by DragonDictate. In this case, you can say **Alt Key**, then say the alpha-bravo word for the underscore character for the menu. For instance, open the File menu by saying **Alt Key**, then saying **foxtrot**.

### Choosing Menu Commands

To choose a command from an open menu, say the command name. For instance, to choose the Open command, for example, say **Open**.

The diagram shows a 'File' menu with the following items and keyboard shortcuts:

<u>N</u> ew...	
<u>O</u> pen	Enter
<u>M</u> ove...	F7
<u>C</u> opy...	F8
<u>D</u> elete	Del
<u>P</u> roperties...	Alt+Enter
<u>R</u> un...	
<u>E</u> xit Windows...	

Annotations:

- Line 1: Say the command as it appears on the menu.
- Line 2: You can also say alpha-bravo word that corresponds to the underscore character.
- Line 3: Say Cancel to remove a menu from the desktop.
- Line 4: Sorry, you can't say keyboard shortcuts from an open menu.

**Note** Unavailable commands appear grayed out.

- 1 Open the menu.
  - @ Say the menu title that appears on the menu bar
  - ☞ Click the menu title
- 2 Choose the menu command that appears on the open menu.
  - @ Say the menu command
  - ☞ Click the menu command

## Working with Dialog Boxes

You use dialog boxes to exchange information with Windows. Dialog boxes often ask you for specifics that Windows needs to perform an action.

In Dialog boxes, use Command Mode to select fields or use controls, such as buttons. To enter data into a selected text box, switch to Dictate Mode and either say or spell your entry.

If you're in Dictate Mode and need to say one command, say **Computer Please** to temporarily switch to Command Mode for one command. If you're in Command Mode and only need to dictate one word, in a selected field for example, you can say **Type Word**, then say the word.

If DragonDictate doesn't recognize the field name, you can still navigate to the field by saying **Tab Key** until the field is selected, or by saying **Alt Key**, then saying the underscore character for the field.

If you're not sure what you can say at a dialog box, say **What Can I Say**. When you're through entering data, switch back to Command Mode and say the appropriate button label, such as OK.

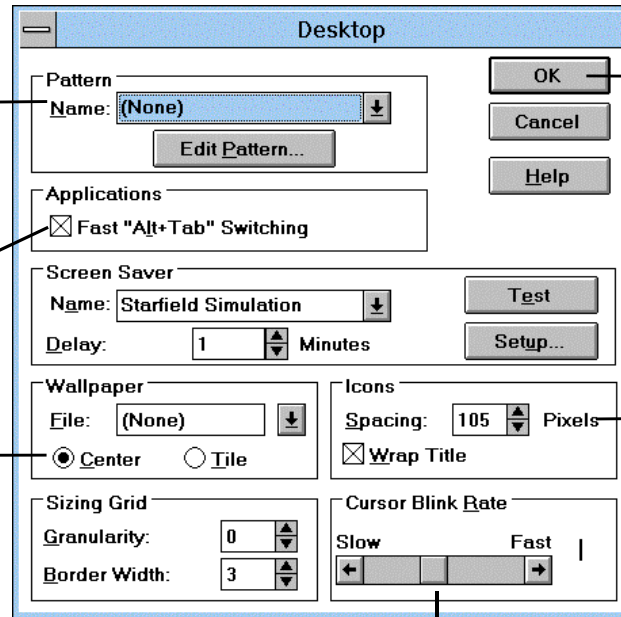
## DragonDictate User's Guide

Drop lists. Say Name. Say Drop List, then say Move Up or Move Down to scroll through the list. Choose a name by saying Stop, then saying Drop List again. To scroll a long list, you can say Page Up and Page Down.

Selection boxes. Say Fast Alt and Tab Switching to select or deselect this option.

Radio buttons. Say Center to select it.

Sliders. Say Cursor Blink Rate, then say Move Left or Move Right. Set the slider by saying Stop.



Buttons. Say OK to choose it.

Scroll lists. Say Spacing. Say Move Up or Move Down to scroll through the list. Say Stop, then say Tab Key to set pixels.

## Chapter 6

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# Managing Vocabularies

When you use DragonDictate to control Windows or dictate text, the words you say are actually part of a vocabulary. Each application has its own vocabulary, including DragonDictate.

The vocabularies themselves can contain individual words, word groups, or both words and groups. The structure of the vocabularies is similar to a file structure. You can view the structure of the vocabularies by displaying the Vocabulary Manager. The active vocabulary or group determines the words that you can say at a given time. By grouping words in this way, DragonDictate can better predict what words you will say, and therefore recognizes the words with a higher rate of accuracy.

### DragonDictate Vocabularies

In DragonDictate, the words you say perform actions. The words either execute commands or enter keystrokes. When you say “Bring Up,” for example, DragonDictate searches for what you said in the Global Commands group of the System vocabulary.

- Because you say “Bring Up” without pausing between words, DragonDictate interprets this as one word
- Because the word “Bring Up” is not associated with a specific application, it is in the System vocabulary
- Because Bring Up is a common command word, rather than a dictation word, it is located in the Global Commands group

Always think of what you say to DragonDictate as a word, regardless of whether you’re actually saying one or more words. Therefore the “Top of Document” command is considered one word in DragonDictate’s vocabulary.

### The System Vocabulary

The Systems vocabulary contains groups and words that are not associated with a single application, which means they can be used with any application. Within the System vocabulary are the following groups:

- n Always Active, which contains words you can say at any time
- n Arrow Movement, which contains words that control the arrow cursor
- n Bring Up, which contains words that start applications
- n Choice List, which contains the words you say to use the Choice List
- n Environmental Sounds, which contains words that tell DragonDictate to ignore common background noises
- n Global Commands, which contains most DragonDictate commands
- n Mouse Movement, which contains words that control the mouse pointer
- n Pop-up Menu, which contains words to control window menus
- n Sleeping, which contains the Wake Up command that activates DragonDictate from sleeping

### Tracking Phrases

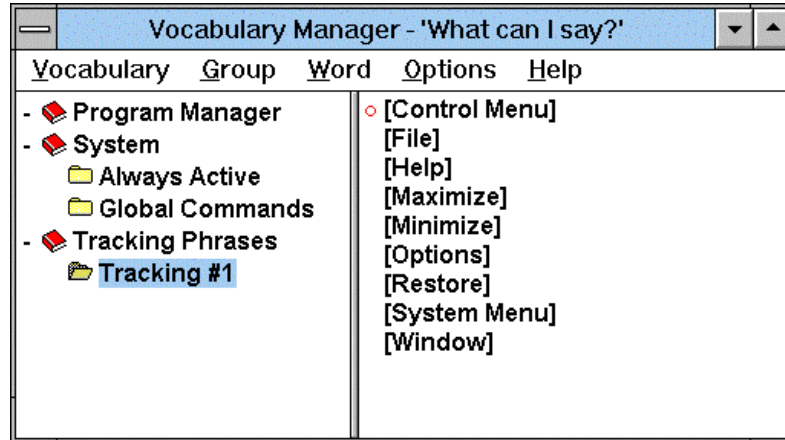
Tracking Phrases are another kind of DragonDictate vocabulary. The Tracking Phrases groups are dynamic. An active Tracking Phrases group changes with the application window or dialog box that is active at a given time. Tracking Phrases, to some degree, control what you can say.

## Chapter 6: Managing Vocabularies

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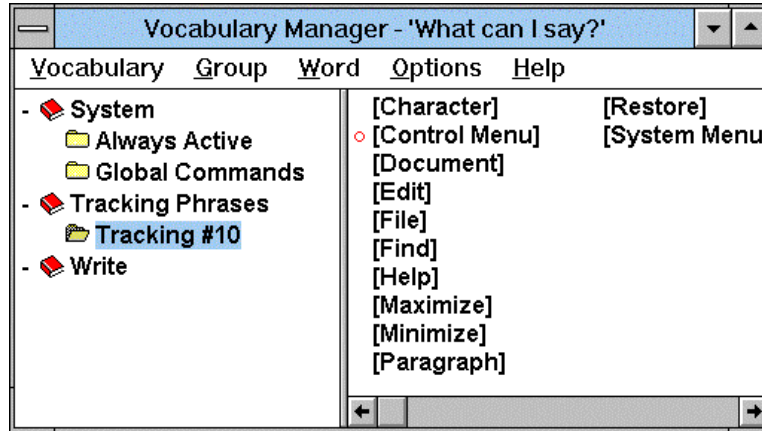
To illustrate the dynamics of the DragonDictate tracking phrases, assume you have Program Manager as the active window, and say **What Can I Say**. You then highlight the tracking group group as shown.

Tracking Phrases correspond to menu items and buttons.



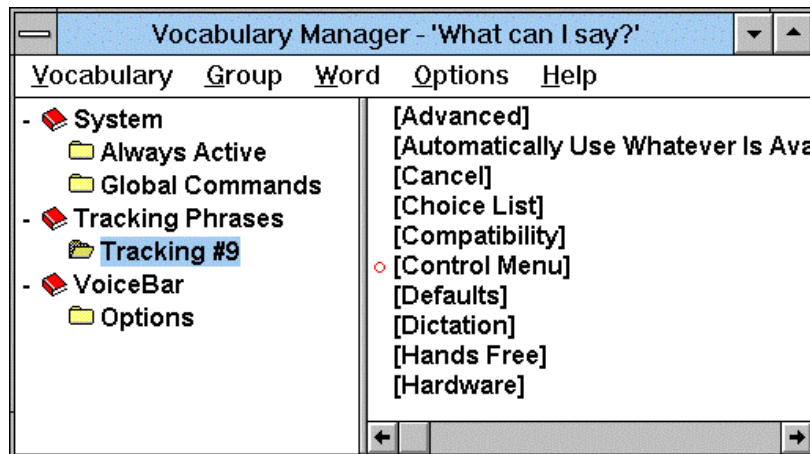
The words that appear in the list (at right) are the commands that DragonDictate expects you to say to control the Program Manager window. It's not necessary to memorize the contents of each Tracking group, because the active Tracking Group should be the commands you can see on a window or dialog box.

Now, assume you activate an application vocabulary, such as WordPerfect. You expect the list of tracking words to change as the characteristics of the active window changes. You say **Bring Up**, then say **Write**. You say **What Can I Say**, then highlight the tracking group as shown.



The list of words changes again to show what DragonDictate expects you to say at the WordPerfect window.

Now, assume you want to fine-tune DragonDictate. You say **Voice Menu**, then say **Options**. The Options dialog box appears. You say **What Can I Say**, then highlight the tracking group as shown.



The list of words changes again to show the commands that DragonDictate expects you to say at a dialog box.

As shown in the previous example, DragonDictate keeps track of the things you do, and accurately predicts the words you need to say at any given time.

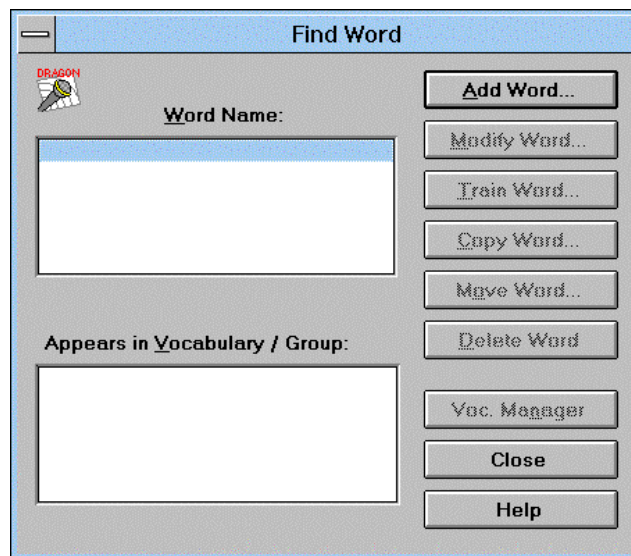


## Finding Words

You may need to find, add, or modify a word in the vocabulary. Before you add or modify a word, however, you should search for the word to see if it already exists in the vocabularies. If the word doesn't already exist in the vocabulary, you can add it. If you find the word, but it doesn't do what you want it to, you can modify it.

- 1 Bring up the Find Word dialog box.
  - @ Say **Voice Menu**, then say **Find Word**

The Find Word dialog box appears.



- 2 Enter the word name using one of the following conventions:
  - n Enter Command Mode words in brackets, such as [Bring Up].  
Enter alpha-bravo words or punctuation words by entering the character, then the name in brackets, such as . [period].  
Enter dictation words as usual, such as cat
  - @ Say **Type Word**, then say the word or spell the word using the alpha-bravo words

- 3 If necessary, choose the Vocabulary / Group from the list.
- 4 When the correct word appears highlighted in the Word Name text box, and you've chosen the correct Vocabulary / Group, you can do the following:
  - n Modify the word (go to the "Modifying Words" section)
  - n Train the word (go to the "Training Words" section)
  - n Copy or move the word (go to "Copying or Moving Words" section)
  - n Delete the word (go to the "Deleting Words" section)

#### Adding Words

When you can't find an existing word in a vocabulary or group, you can add it. A word you add can either automate a task (by executing a script), or enter keystrokes (such as typing text). For more information on the kinds of words you can add, refer to chapter 8.

- 1 Bring up the Add Word dialog box.

If you're at the Find Word dialog box.

@ Say **Add Word**

If you're at the Vocabulary Manager.

@ Say **Word**, then say **Add Word**

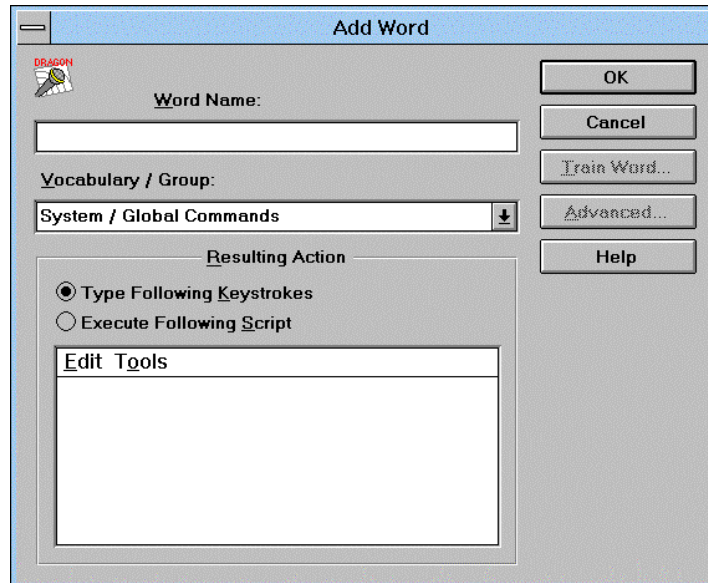
If you're anywhere else.

@ Say **Voice Menu, Tools**, then say **Add Word**

The Add Word dialog box appears.

## Chapter 6: Managing Vocabularies

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- 2 Enter the word name using one of the following conventions:
  - n Enter command words in brackets, such as [Bring Up] . Enter an alpha-bravo word or punctuation word by entering the appropriate character, then the name in brackets, such as . [period]. Enter dictation words as normal words, such as cat
  - @ Say **Type Word**, then say the word or spell the word using the alpha-bravo words

- 3 Select a Vocabulary / Group from the Vocabulary / Group drop list.  
@ Say **Vocabulary Group**, then say **Drop List**.

Scroll the list until you reach the Vocabulary / Group, then select it.  
@ Say **Drop List**.

- 4 Choose the Type Following Keystrokes or Execute Following Script option. (See online help for a list of scripting commands).  
@ Say **Type Following Keystrokes** or **Execute Following Script**
- 5 Based on your choice in the previous step, enter keystrokes or Dragon scripting language commands in the Resulting Action text box.

**Note** If you're using keyboard shortcuts that include function keys (such as Control Key or Alt Key combinations) you may want to use the Capture Keystrokes command from the Tools menu. In Command Mode, say **Tools**, then say **Capture Keystrokes**.

@ Say **Resulting Action, Dictate Mode**, then say the appropriate words or spell the words using the alpha-bravo words.

- 6 (Optional) Train the word.  
@ Say **Train Word** then say the word name as prompted by the Train Word dialog box
- 7 Add the word.  
@ Say **OK**

### Modifying Words

When you say a word, and it doesn't do what you wanted it to, you can change the characteristics of the word by modifying it.

- 1 Bring up the Modify Word dialog box.

If you're at the Find Word dialog box, with the word selected.

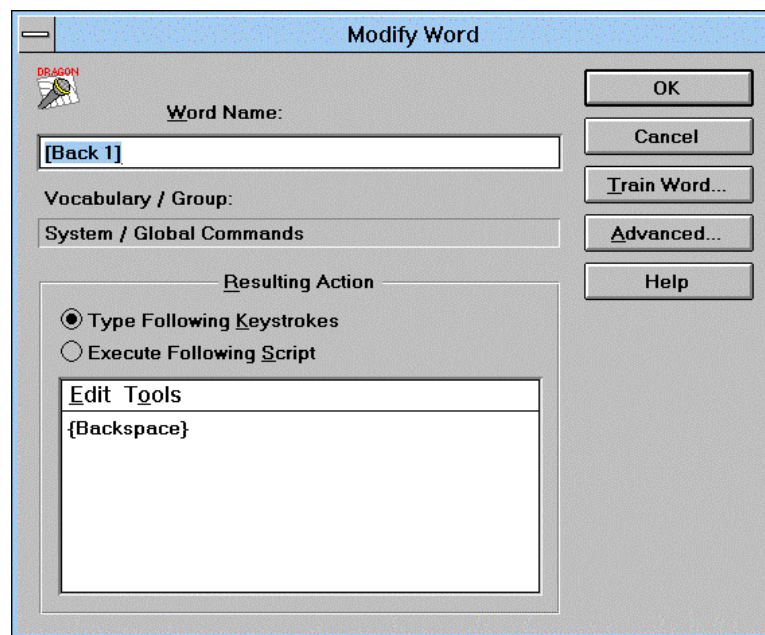
@ Say **Modify Word**

If you're at the Vocabulary Manager, with the word selected.

@ Say **Word**, then say **Modify Word**

If you're anywhere else, go to the "Finding Words" section of this chapter, to find the word you want to modify.

The Modify Word dialog box appears as shown.



- 2 Verify that the correct word appears in the Word Name text box.
- 3 Change the Type Following Keystrokes or Execute Following Script option, if necessary.
  - @ Say **Type Following Keystrokes** or **Execute Following Script**
- 4 Enter or change Dragon scripting language commands or keystrokes entered in the Resulting Action text box, if necessary.

**Note** If you're using keyboard shortcuts that include function keys (such as Control Key or Alt Key combinations), you may want to use the Capture Keystrokes command from the Tools menu. In Command Mode, say **Tools**, then say **Capture Keystrokes**.

@ Say **Resulting Action, Dictate Mode**, then say the appropriate words or spell the word with the alpha-bravo words.

- 5 Change the advanced setting of the word.
  - @ Say **Advanced**

For information about the advanced settings, refer to the "Changing the Advanced Word Settings" section.

- 6 Modify the word.
  - @ Say **OK**

#### Changing the Advanced Word Settings

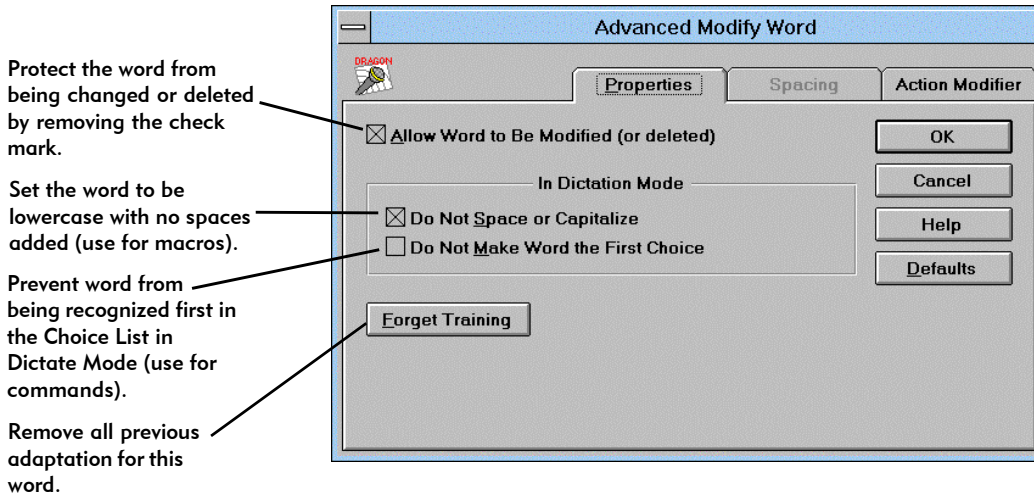
When you choose the Advanced option from the Add Word or Modify Word dialog boxes, another dialog box appears. Three tabs appear.

- n Properties
- n Spacing
- n Action Modifier

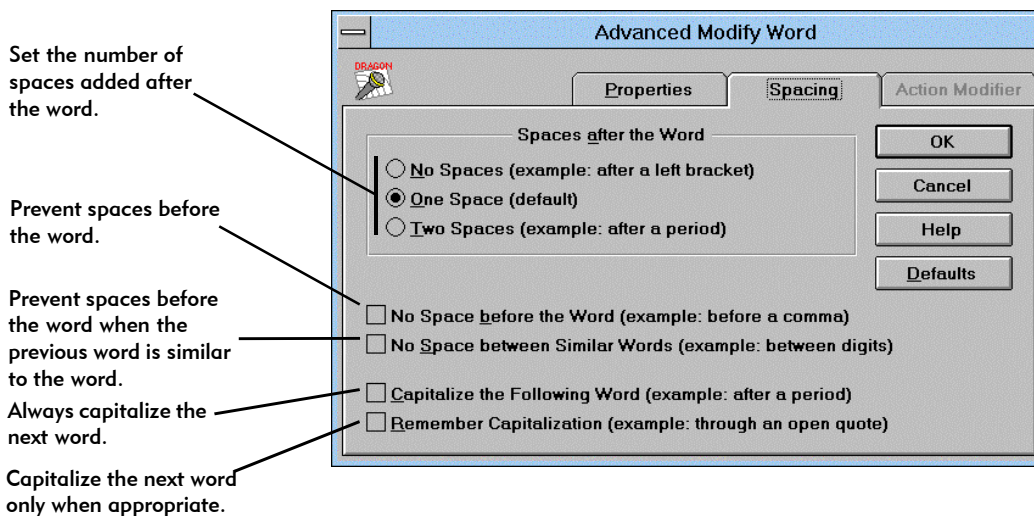
## Chapter 6: Managing Vocabularies

The Properties tab is always available. The Action Modifier tab is available for macros. The Spacing tab is only available if the "do not space or capitalize" option is set in the Properties tab.

When you display the Properties tab, it appears as shown.



The Spacing tab (modifies word action in Dictate Mode) looks like this:

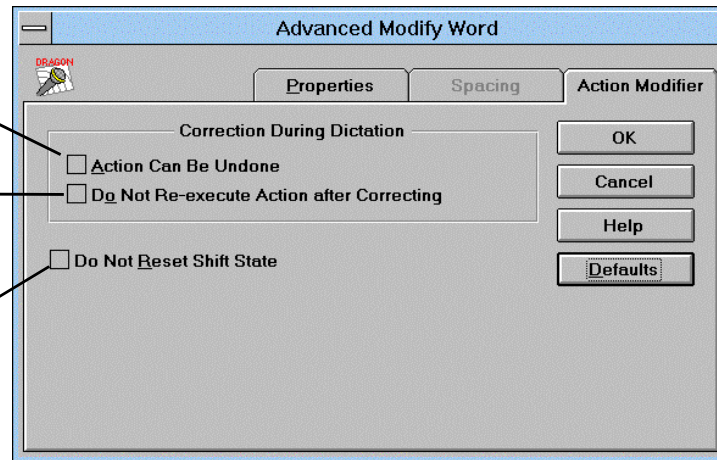


The Action Modifier (modifies macros) tab looks like this:

Select this option to allow DragonDictate to undo the action of the word.

Select this option to prevent DragonDictate from re-executing the action of the word after you have corrected it with the Word History.

Select this option to prevent DragonDictate from removing the Shift Key prior to executing the action of this macro.



### Copying or Moving Words

You can customize the vocabularies by copying or moving words to other groups or vocabularies.

For instance, the word "Task List" is in the System / Bring Up vocabulary by default. To access the Task List, you say **Bring Up**, then say **Task List**.

- n If you copy the word "Task List" into System / Global Commands, you can display the "Task List" at any time by saying **Task List**. In addition, you can continue to say **Bring Up**, **Task List** to display the Task List when desired.
  - n If you move the word "Task List" from the System / Bring Up vocabulary to the System / Global Commands vocabulary, you can say Task List to display it, but you can no longer say **Bring Up**, **Task List** to display the Task List.
- 1 Use the Vocabulary Manager or Find Word dialog box to select the word you want to copy or move.



## Chapter 6: Managing Vocabularies

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- 2 Choose the appropriate copy or move command.

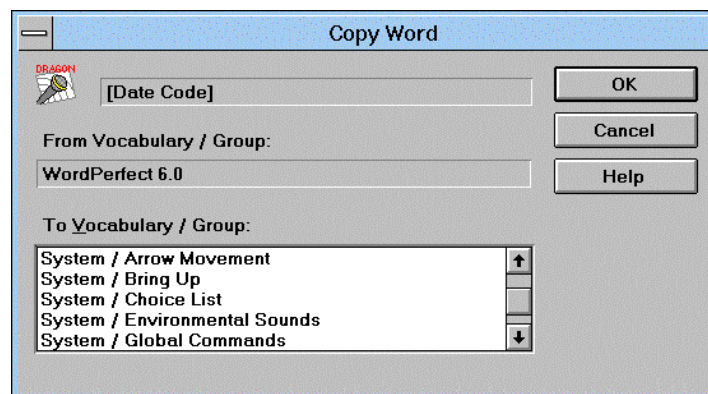
If you're at the Find Word dialog box, with the word selected.

@ Say **Copy Word** or **Move Word**

If you're at the Vocabulary Manager, with the word selected

@ Say **Word**, then say **Copy to** or **Move to**

The Copy Word or Move Word dialog box appears (the dialog boxes are identical).



- 3 Select the destination Vocabulary/Group.

@ Say the arrow movement words to choose the desired Vocabulary / Group

- 4 Copy or move the word.

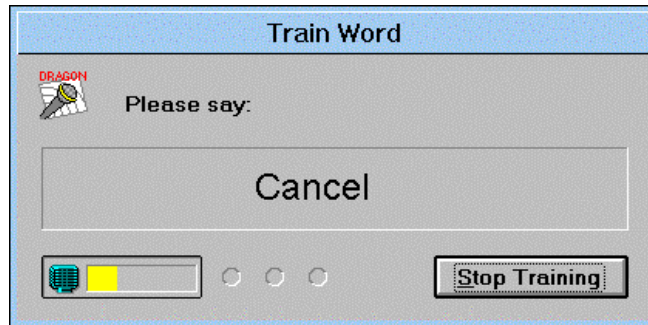
@ Say **OK**

### Training Words

You may need to train individual words to improve DragonDictate's ability to recognize the word. You may, for example, pronounce the word differently than DragonDictate expects. By training the word, DragonDictate will probably recognize the word the next time you say it. You train words at the Find Word dialog box, the Modify Word dialog box, or the Choice List.

- 1 Use the Vocabulary Manager or Find Word dialog box to select the word you want to train.  
@ Say **Train Word**

The Train Word dialog box appears.



- 2 Say the word as prompted by the Train Word dialog box.

### Deleting Words

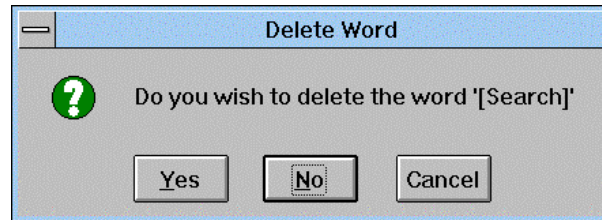
You may want to delete a word you don't need. The word's purpose may be duplicated by another word, or you may simply want to streamline a vocabulary or group. Some words, particularly those in the System vocabulary, aren't meant to be deleted. You should always be careful about the words you delete. If you have any question about deleting a word, you should probably keep it.

- 1 Highlight the word at the Find Word dialog box.  
@ Say **Delete Word**
- 2 Choose the delete word command.

A DragonDictate message box appears as shown.



**Attention**  
Some words  
DragonDictate prevents  
you from deleting. If  
you still want to delete  
the word, see the  
"Changing the  
Advanced Settings"  
section of this chapter.



- 3 Confirm the deletion.  
@ Say **Yes**
- 4 Close the Find Word dialog box.  
@ Say **Close**

If DragonDictate doesn't let you delete the word, and you're sure you still want to delete it, you need to change the Allow Word to be Modified setting in the Properties tab of the Advanced Modify Word dialog box. See the "Modifying Words" section for more information about changing word properties.

## Using the Vocabulary Manager

The Vocabulary Manager provides a graphical representation of DragonDictate *vocabularies*. The Vocabulary Manager lets you view the contents of DragonDictate vocabularies, which contain *groups* and *words*. The Vocabulary Manager organizes the vocabularies, groups, and words so that you can find out the overall structure of the vocabularies.

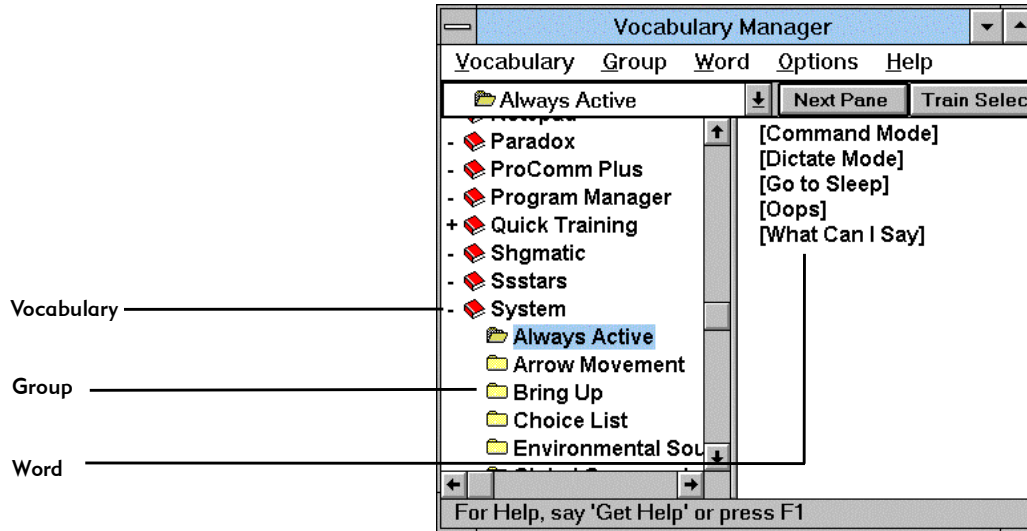
The Vocabulary Manager is to vocabularies, groups, and words what Windows File Manager is to directories, subdirectories, and files. The vocabulary structure is comparable to a file structure. A vocabulary is like a top-level directory, a group is like a subdirectory, and word is like a file.

You use the Vocabulary Manager to view, modify, or train the DragonDictate vocabularies. You may want to train a part of a vocabulary, for example, to get better recognition when you use the application associated with the vocabulary.

To bring up the Vocabulary Manager.

@ Say **Voice Menu** then say **Vocabulary Manager**

The Vocabulary Manager window appears.



### Opening Vocabularies and Groups

When you open the Vocabulary Manager, a vertical list of vocabularies and groups appears in the left window pane. A selected, or opened, vocabulary or group appears highlighted. The contents of the open vocabulary or group appears in the right window pane, and includes the groups and words that belong to the active vocabulary.

To open a *vocabulary*

@ Say the arrow movement command words (for example, Move Down 5) until the vocabulary becomes highlighted

## Chapter 6: Managing Vocabularies

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To open a *group*

- @ Select the vocabulary, say **Next Pane**, say the arrow movement words until the group becomes highlighted, then say **Enter Key**

### Adding Groups

Vocabularies are added automatically when you install software programs. You may, however, want to add groups to a vocabulary.

- 1 Bring up the Vocabulary Manager.
  - @ Say **Bring Up**, then say **Vocabulary Manager**
- 2 Select the vocabulary where you want to add a group.
- 3 Choose the Add Group option.
  - @ Say **Group**, then say **Add Group**
- 4 Enter the group name.
  - @ Say **Type Word**, then say *group name* or say the alpha-bravo words to spell the group name
- 5 Add the group.
  - @ Say **OK**

### Training Vocabularies and Groups

When you started DragonDictate for the first time, you ran Quick Training to improve speech recognition. As you work with DragonDictate, speech recognition improves. You can, however, improve speech recognition by training specific vocabularies or groups.

Use the Vocabulary Manager to train application vocabularies or groups when you need to improve DragonDictate's recognition of your speech.



Quick Tip  
You can change the word selection to Minimal to train only the words that absolutely need it, or Automatic to let DragonDictate determine which words you need to train.

- 1 Bring up the Vocabulary Manager.  
@ Say **Bring Up**, then say **Vocabulary Manager**
- 2 Select the vocabulary or group you want to train
- 3 Train the selection.  
@ Say **Train Selection**
- 4 Say the words of the vocabulary or group as prompted by the Train Word dialog box.

#### Deleting Vocabularies and Groups

You may, for example, remove an application. When you remove an application, you no longer need to keep the application vocabulary.

To delete a vocabulary or group you no longer need

- 1 Bring up the Vocabulary Manager.  
@ Say **Bring Up**, then say **Vocabulary Manager**
- 2 Select the vocabulary or group.
- 3 Choose the Delete Selection option.  
@ Say **Delete Selection**
- 4 Delete the selection.  
@ Say **yes please**

#### Exporting and Importing Vocabularies

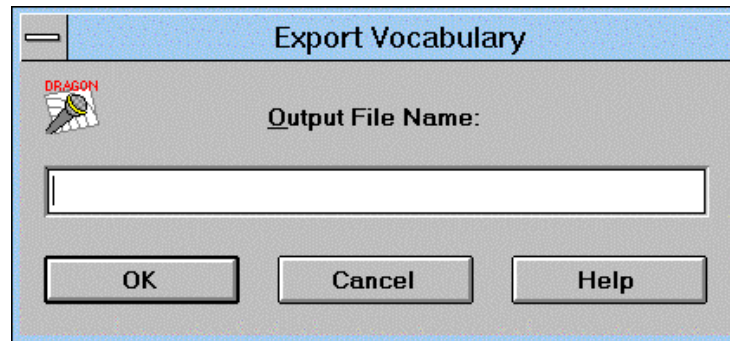
The Vocabulary Manager provides Import As and Export As commands that let you share your vocabularies with other DragonDictate users. For instance, if you added macros to the WordPerfect vocabulary, you can share these macros with another DragonDictate user who also uses WordPerfect.

## Chapter 6: Managing Vocabularies

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- 1 Bring up the Vocabulary Manager.  
@ Say **Bring Up**, then say **Vocabulary Manager**
- 2 On the computer from which you are copying the words, select the vocabulary that contains the words you want to copy.
- 3 Choose Export As from the Vocabulary menu.  
@ Say **Vocabulary**, then say **Export As**

The Export Vocabulary dialog box appears as shown.



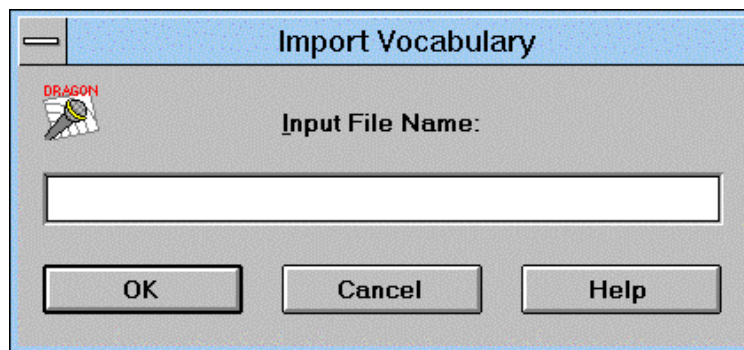
- 3 Enter a file name, which includes the filename extension, in which to store the exported information.  
@ Say **Type Word**, then say **filename** or use the alpha-bravo words to spell the filename
- 4 Export the vocabulary.  
@ Say **OK**

When you export the vocabulary, DragonDictate creates the file you specified. If you don't specify a path for the file, DragonDictate saves the file in the directory where you installed DragonDictate.

To import a vocabulary

- 1 Bring up the Vocabulary Manager.
  - @ Say **Bring Up**, then say **Vocabulary Manager**
- 2 On the computer where you're adding the vocabulary, choose Import As from the Vocabulary menu in Vocabulary Manager.
  - @ Say **Vocabulary**, then say **Import As**
  - ☞ Click Vocabulary, then click Import As

The Import Vocabulary dialog box appears as shown.



- 3 Enter the filename of the file that you're importing.
  - @ Say **Type Word**, then say **filename**. Or use the alpha-bravo words to spell the filename
- 4 Import the vocabulary.
  - @ Say **OK**

DragonDictate copies the words onto the system.

If the vocabulary you export doesn't exist on the destination computer, DragonDictate automatically creates the vocabulary. If the vocabulary exists, DragonDictate warns you that the imported vocabulary, it will be merged with the existing vocabulary. Choose Cancel if you decide against importing the vocabulary.



## Chapter 7

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# Fine-Tuning DragonDictate

DragonDictate for Windows contains many useful features, which are more than adequate for dictating text or controlling Windows. DragonDictate lets you customize and enhance its features in many ways. If you're an experienced user, and have an inclination to tinker with things, then you'll find many useful tools to help you get the most out of DragonDictate.

At your option, you can change DragonDictate to fit your working style or handle your personal requirements. This chapter explains how to fine-tune DragonDictate and includes:

- n Running DragonDictate hands-free
- n Changing start up, dictation, and user characteristics
- n Customizing the appearance of the VoiceBar, Choice List, and Vocabulary Manager
- n Performing tasks with a keystroke

### Running DragonDictate Hands Free

You can use DragonDictate to control Windows and dictate text without using a keyboard or mouse. The Hands Free option prevents you from accidentally turning off the microphone or exiting DragonDictate. It also helps you train words if you're not using a keyboard or mouse.

To run "hands free," you must do the following:

- n Copy the DragonDictate icon
- n Change to Run Hands Free operation

### Copying the DragonDictate Icon

To copy the DragonDictate icon to the Start Up group, do the following:

- 1 Select the DragonDictate icon in Program Manager.
- 2 @ Say **File**, then say **Copy**
- 3 @ Say **Drop List**, then scroll the list until you reach the Start Up group
- 4 @ Say **Enter Key**

### Changing to Hands Free Operation

At the Hands Free tab, you can do the following:

- n Customize DragonDictate for hands free use
- n Change the initial speed of the mouse pointer or arrow cursor

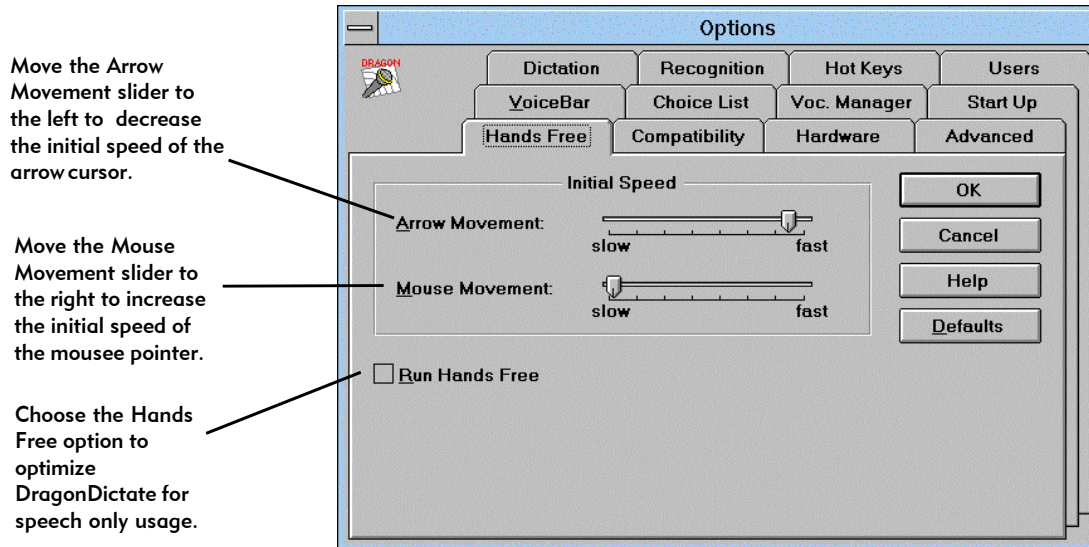
When you choose the Run Hands Free option, you change the following DragonDictate characteristics:

- n If you've selected the "Only Listen for Word Being Trained" option in the Training Console dialog box, after you train the first word, you must say **Enter Key** before you can train the next word.
- n Anytime you attempt to turn off the microphone, a dialog box appears asking you to confirm that you really want to turn the microphone off.

To choose the run hands free option, or set the initial speed of the mouse pointer or arrow cursor, do the following:

- 1 Select Options from the Voice Menu, then select the Hands Free tab.

The Hands Free tab appears as shown.



- 2 Change the settings as desired.
- 3 Select OK. If you want to go back to the initial settings, choose Defaults.

To run hands free, you also need to choose the “Turn Microphone On” option in the Start Up tab of the Options dialog, refer to the “Changing Startup Characteristics” in this chapter.

## Changing Startup Characteristics

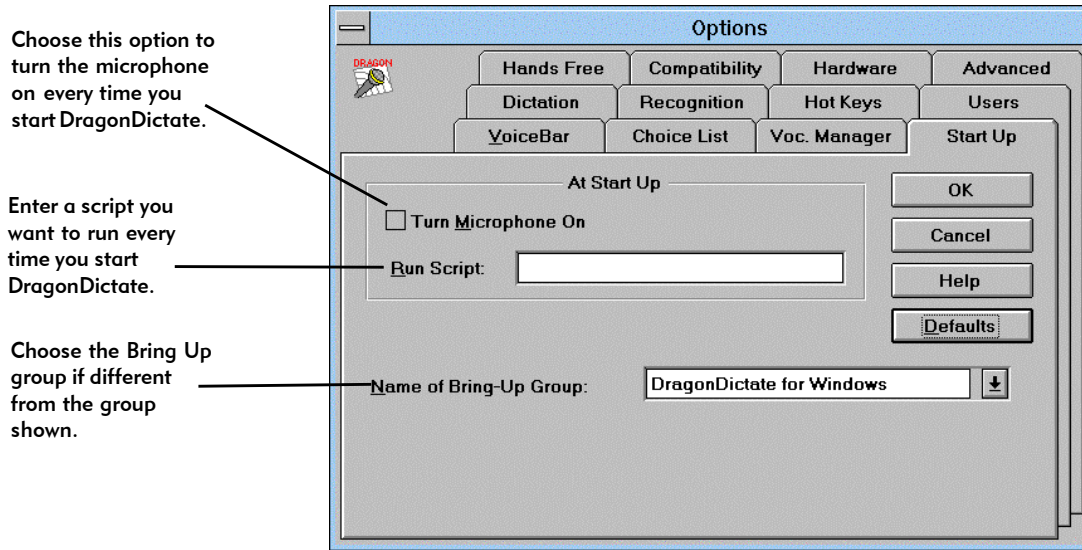
You can set up DragonDictate to turn the microphone on, or run a script, at start up. You need to turn the microphone on at start up, for example, to run DragonDictate hands free.

You can change the "Name of the Bring Up Group," for example, if you keep all the applications you use with DragonDictate in a different Windows Program Manager group.

To change the Startup characteristics, do the following:

- 1 Select Options from the Voice Menu, then select the Start Up tab.

The Start Up tab appears as shown.



- 2 Change the settings as desired.
- 3 Select OK. If you want to go back to the initial settings, choose Defaults.

## Changing Dictation Behavior

You can change how DragonDictate behaves when you dictate text into an application. If you use DragonDictate only to dictate text, for example, you can set “Dictate Mode is Global” so that you don’t have to switch to Dictate Mode every time you make another application active.

To change the Dictation characteristics, do the following:

- 1 Select Options from the Voice Menu, then select the Dictation tab. The Dictation tab appears as shown.

Remove the check mark to stop the Choice List from appearing automatically.

Move the slider to the right to increase the amount of time before the Choice List appears after you dictate a word.

Choose this option to update your speech files only when you correct a word.

Choose this option to prevent DragonDictate from resetting Dictate Mode when you change the active window.

Choose this option to allow DragonDictate to change the previous word based on the current word choice.

Increase this value to increase the number of words you can change in the Word History.

If you have a word processor and a laser printer, you can reduce this value to 1 to improve the appearance of your documents.

- 2 Change the settings as desired.
- 3 Select OK. If you want to go back to the initial settings, choose Defaults.

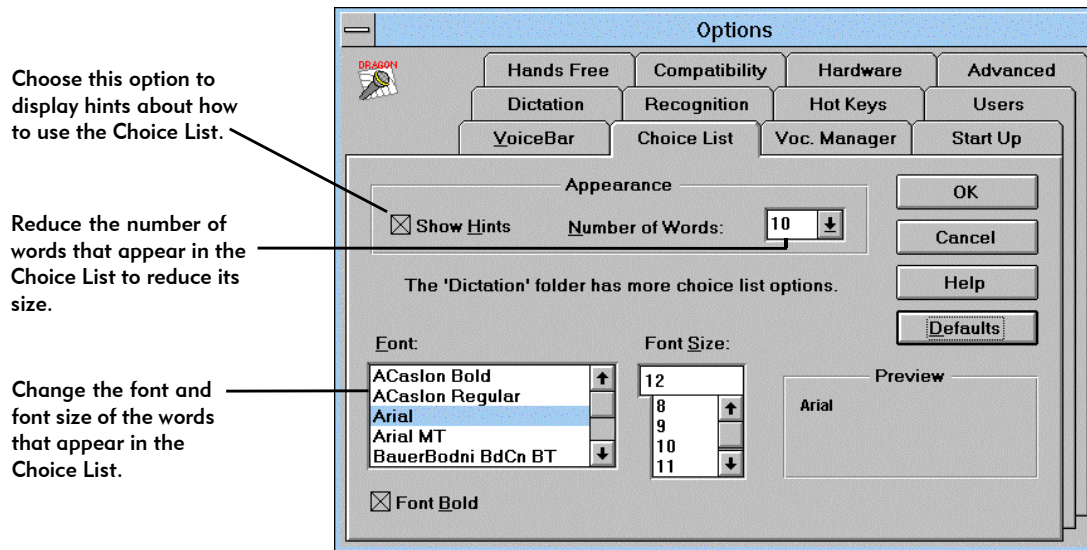
## Changing Choice List Characteristics

You can change the appearance of the Choice List. You usually do this to save screen space. Saving space is particularly important if you're using standard VGA on a 14 or 15-inch monitor.

To change the characteristics of the Choice list, do the following:

- 1 Select Options from the Voice Menu, then select the Choice List tab.

The Choice List tab appears as shown.



- 2 Change the settings as desired.
- 3 Select OK. If you want to go back to the initial settings, choose Defaults.

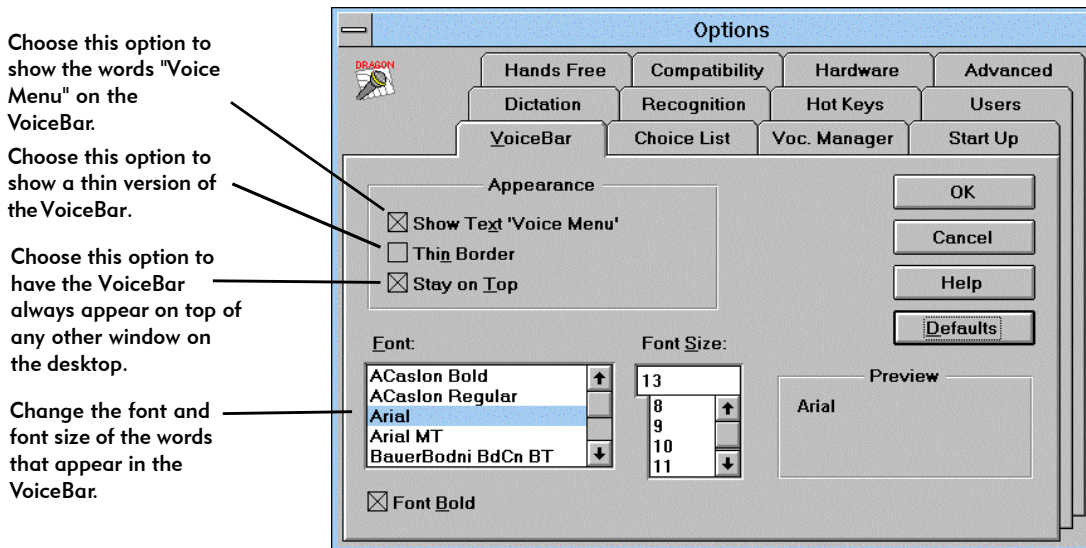
## Changing VoiceBar Characteristics

There are a few things you can do to change the appearance of the VoiceBar. Your changes can either reduce the size of the VoiceBar or completely hide it from your view.

To change the characteristics of the VoiceBar, do the following:

- 1 Select Options from the Voice Menu, then select the VoiceBar tab.

The VoiceBar tab appears as shown.



- 2 Change the settings as desired.
- 3 Select OK. To go back to the initial settings, choose Defaults.

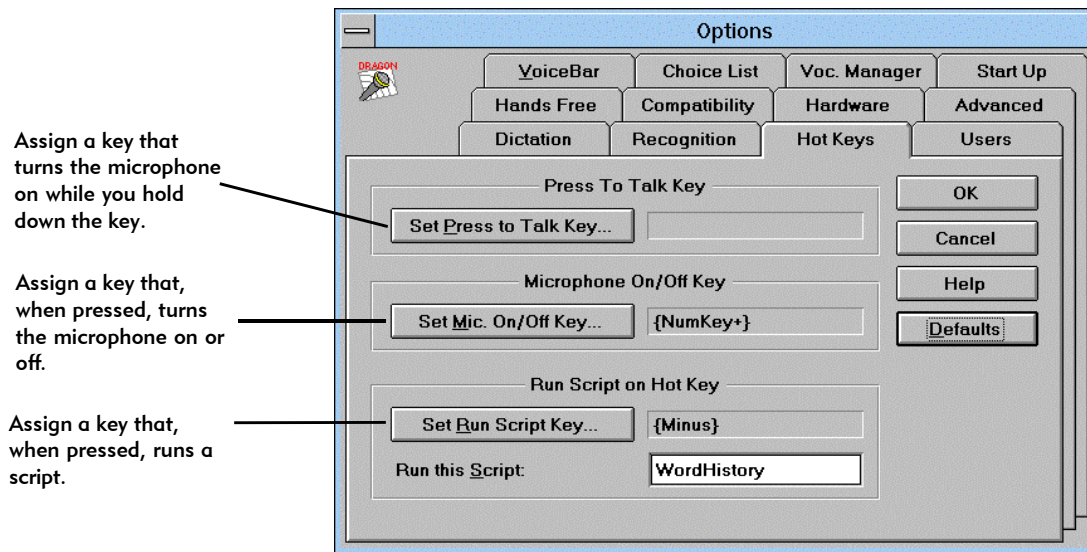
## Adding and Using Hot Keys

Hot keys provide you with an easy way to perform an action, such as turning the microphone on or off, by pressing a key.

To assign Hot Keys to these tasks, do the following:

- 1 Select Options from the Voice Menu, then select the Hot Keys tab.

The Hot Keys tab appears as shown.



- 2 Change the settings as desired.
- 3 Select OK. If you want to go back to the initial settings, choose Defaults.





**Quick Tip**  
You can also customize the Vocabulary Manager or What Can I Say window characteristics at the window itself.

## Customizing the Vocabulary Manager

You can customize the appearance of the Vocabulary Manager or the What Can I Say window. You can remove the buttons or status information from the window to reduce the size of the window.

To change the characteristics of the Vocabulary Manager or the What Can I Say window, do the following:

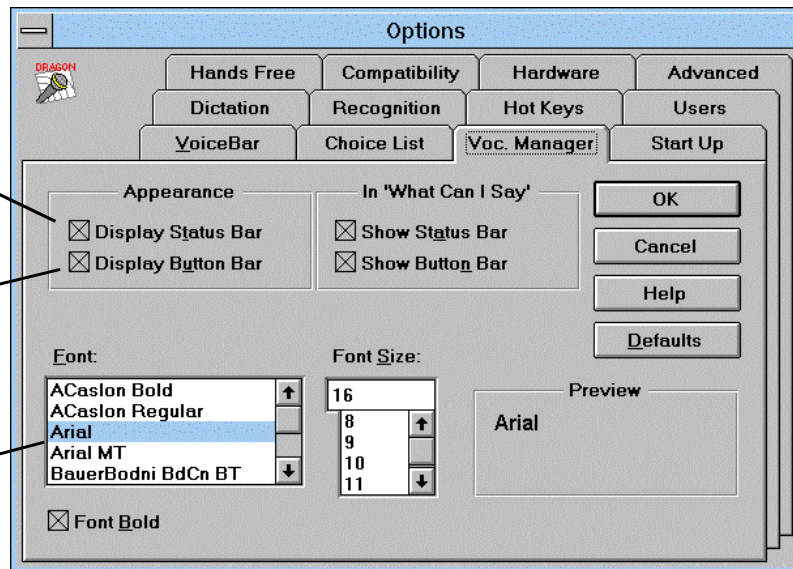
- 1 Select Options from the Voice Menu, then select the Vocabulary Manager tab.

The Vocabulary Manager tab appears as shown.

Choose this option to show the status bar when you display the Vocabulary Manager window.

Choose this option to show the button bar when you display the Vocabulary Manager window.

Change the font and the font size of the words that appear in the Vocabulary Manager.



- 2 Change the settings as desired.
- 3 Select OK. To go back to the initial settings, choose Defaults.

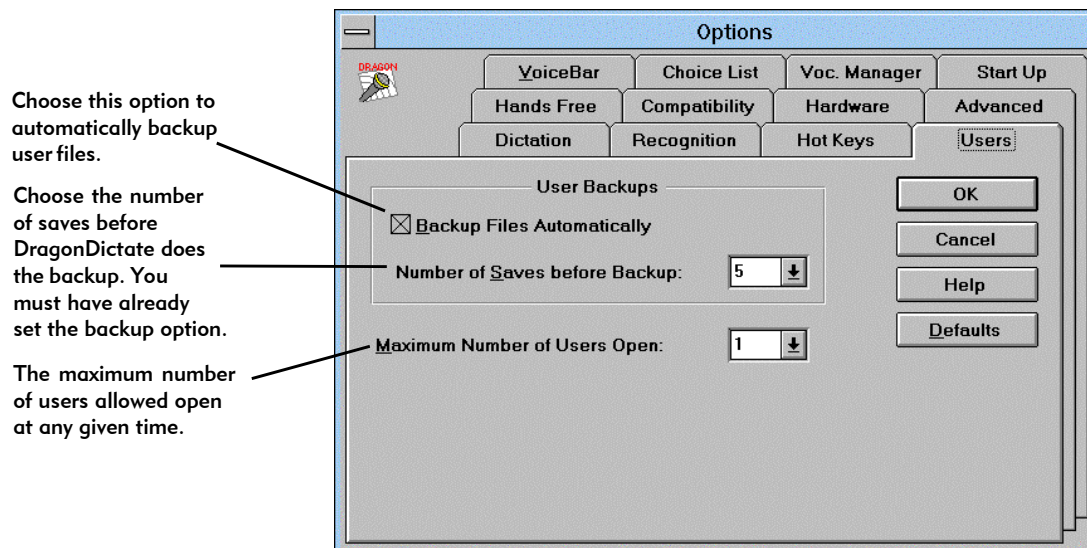
## Changing User Characteristics

There are a couple of things you can do that affect your user files.  
You can do the following:

- n Have DragonDictate automatically back up your user files when you save them.
- n Change the number of users you can have open at any given time.

- 1 Select Options from the Voice Menu, then select the Users tab.

The Users tab appears as shown.



- 2 Change the settings as desired.
- 3 Select OK. To go back to the initial settings, choose Defaults.

## Chapter 8

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# Working with Users

DragonDictate keeps track of user information through the use of user files. In fact, without user files, you can't use DragonDictate at all. If you don't have user files, you need to create them. If more than one person uses DragonDictate at a computer, they also need to have user files. You cannot share user files with other DragonDictate users.

Keep in mind, however, that you need to have enough free disk space to add more users. For more information about disk space requirements, refer to the *DragonDictate Getting Started Guide*.

In this chapter, you learn how to do the following:

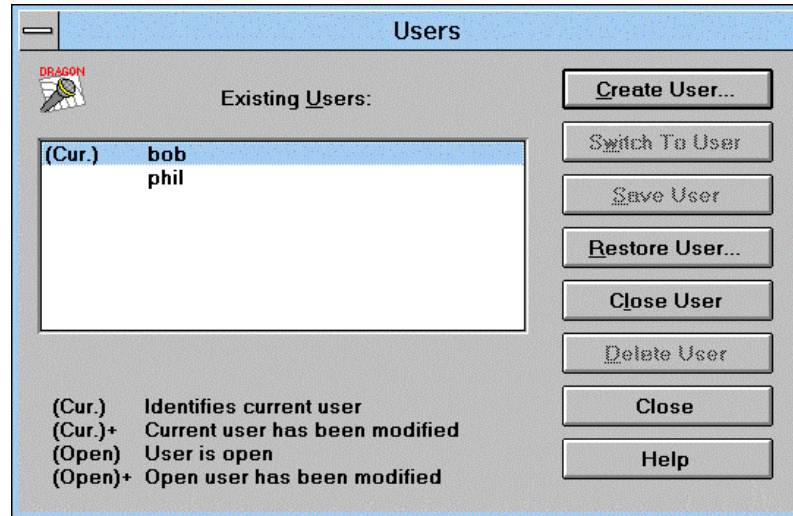
- n Create users
- n Switch users
- n Close users
- n Delete users
- n Restore users

### Creating Users

If you're the only person using DragonDictate at your computer, you don't need to create additional user files. If you share your computer with other people who want to use DragonDictate, however, each person needs to have their own user files.

- 1 Choose Users from the Voice Menu.
  - @ Say **Voice Menu**, then say **Users**

The Users dialog box appears.



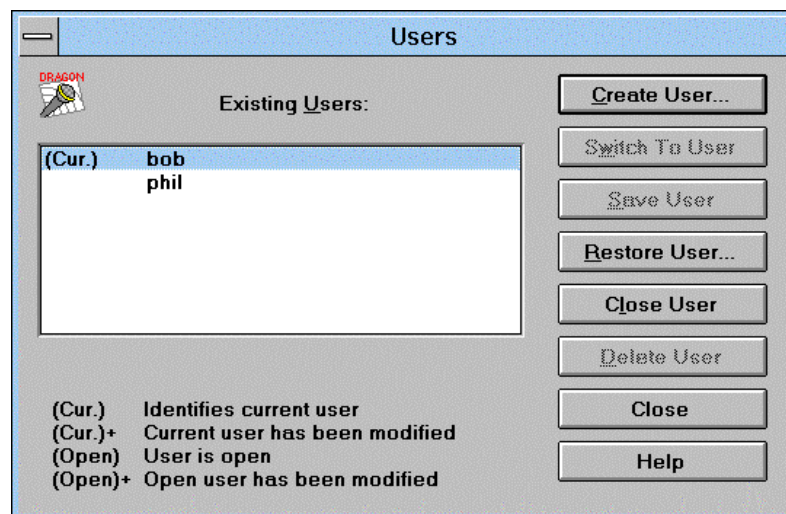
- 2 Choose the Create User option.  
@ Say **Create User**
  
- 3 Enter your user name in the text box.  
@ Say **user name** or say the alpha-bravo words to spell your name.
  
- 4 Create the user files.  
@ Say **OK**

## Switching Users

Your user files must be current before you speak to DragonDictate. If you're not listed as the current user, switch to your user files. You can have more than one user open at a time if your system is set up to do so (see "Changing User Characteristics" in chapter 7).

- 1 Choose Users from the Voice Menu.  
@ Say **Voice Menu**, then say **Users**

The Users dialog box appears.



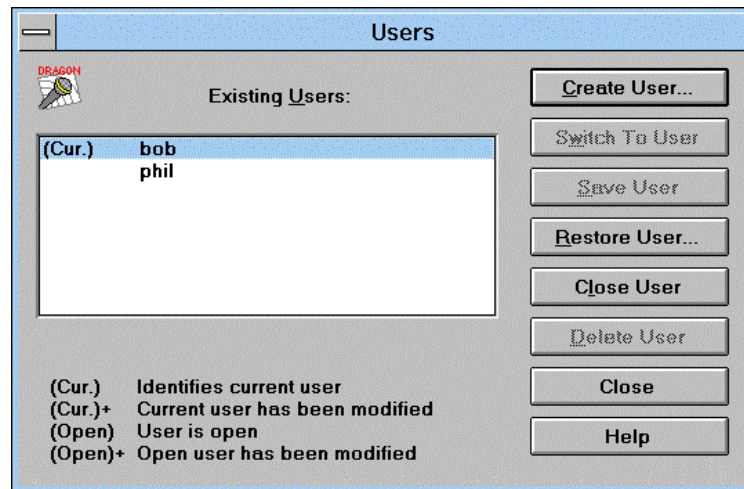
- 2 Choose the user in the dialog box.  
@ Say **Move Down n**
- 3 Choose the Switch to User option.  
@ Say **Switch To User**

## Closing Users

Close users who are inactive. Closing the user files merely takes the user's information out of memory, which may help the performance of your system. Refer to "Switching Users" to activate a closed user. To remove a user permanently from the system, refer to "Deleting Users" in this chapter.

- 1 Choose Users from the Voice Menu.  
@ Say **Voice Menu**, then say **Users**

The Users dialog box appears.



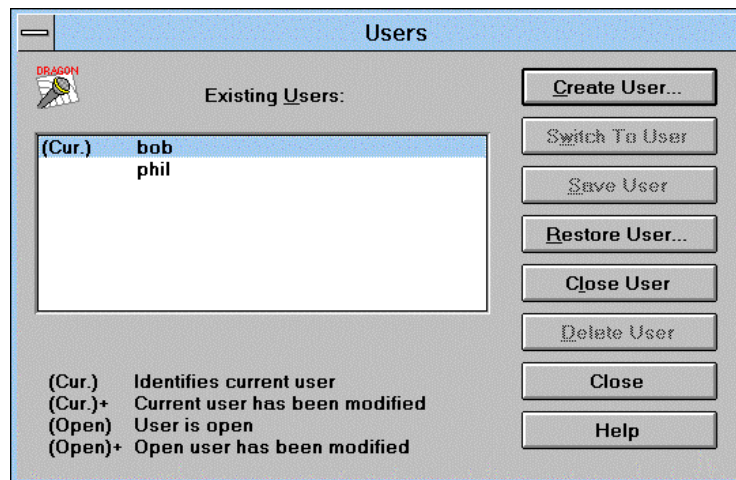
- 2 Choose the user in the dialog box.  
@ Say **Move Down n**
- 3 Choose the Close User option.  
@ Say **Close User**

## Deleting Users

Delete user files for anyone who is no longer using DragonDictate. You can delete any user files as long they are not the only user files on the system.

- 1 Choose Users from the Voice Menu.  
@ Say **Voice Menu**, then say **Users**

The Users dialog box appears.



- 2 Choose the user in the dialog box.  
@ Say **Move Down n**
- 3 Choose the Delete User option.  
@ Say **Delete User**

A Delete User dialog box appears.

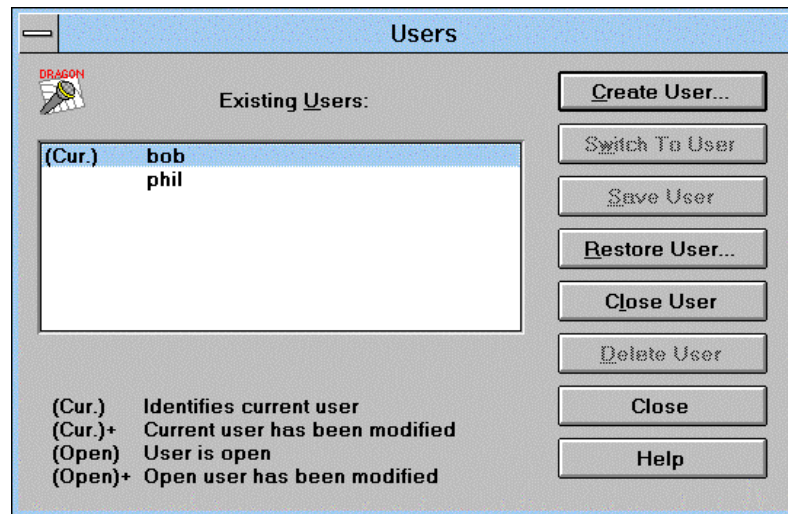
- 4 Delete the user.  
@ Say **yes please**

## Restoring Users

Restore user files when they have become corrupted. If you haven't saved your corrupted files, restore the previous version by choosing the "Go Back to Last Saved" version option from the Restore Users dialog box. If you've saved your corrupted files, restore the "Go Back to Last Backup" version. You can restore backup only if your system is set up to create backups (see the "Changing User Characteristics" section of chapter 7).

- 1 Choose Users from the Voice Menu.  
@ Say **Voice Menu**, then say **Users**

The Users dialog box appears.



- 2 Choose the user in the dialog box.  
@ Say **Move Down n**
- 3 Choose the Restore User option.  
@ Say **Restore User**

The Restore User dialog box appears.



## Chapter 8: Working with Users

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- 4 Choose a restore option.
  - @ Say **Go Back to Last Save** if a problem (for example, you didn't correct errors DragonDictate made during dictation) occurred during your last session. Say **Go Back to Last Backup** if a problem occurred, but you saved user files by mistake.
- 5 Confirm that you want to restore user files.
  - @ Say **yes please**

DragonDictate restores the files from disk.



## Chapter 9

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# Automating Tasks with Macros

To make working with speech easier, you can automate many tasks by creating macros. A macro is a series of keystrokes or actions DragonDictate performs when you say the word associated with the macro. In fact, macros are actually command words that you create in DragonDictate's vocabularies. You can create and use macros to add standard text to contracts, format columns of numbers in a spreadsheet, or perform any other repetitive task you frequently do.

For instance, at the end of business letters, you may often enter the phrase "Sincerely yours," leave five lines for a signature, then enter your name and business title. You can do the same thing in a macro that you create and name "close letter." After you create the macro, you say **close letter** in a document, and DragonDictate types the words "Sincerely yours," skips five lines, then types your name and business title.

In this chapter, you do the following:

- n Learn the process of creating macros
- n Learn from sample macros

### Creating Macros

There are many potential uses for macros. This section helps you to create macros by explaining the hows and whys of macros. Later in this chapter are some examples of simple macros that you can create. In chapter 3, there are additional examples of macros to use in popular Windows applications.

Before you create a macro, consider the following:

- n The purpose of the macro
- n When you want to use the macro
- n The macro name

### What Does the Macro Do?

To avoid problems with macros you create, you should have a good idea about what purpose the macro serves before you create it. In the example at the beginning of this chapter, the macro's purpose is to end letters. Therefore, the purpose of the "close letter" macro is very simple, and clearly defined. You can create macros that are much more ambitious.

### Where Does the Macro Belong?

Perhaps as important as the purpose of the macro is the macro's place in the vocabulary. In fact, the purpose of the macro and where you put the macro are closely related. Where you put the macro in the vocabulary affects when you can say the word, which in turn determines how you use the macro.

Here are some hints on where you should put macros you create.

- n Put macros that you use with a specific application in that application's vocabulary.
- n Put macros you use to dictate text into the Dictation vocabulary.
- n Put macros that you can use at anytime in the Global Commands group of the System vocabulary.

### What's the Macro Name?

You can use any word or phrase as a DragonDictate macro name. To use and remember macro names, consider the following:

- Enclose a macro name in brackets ([ ]) to make the name stand out as a command word (macros are command words). You'll notice that DragonDictate's built-in macros have brackets. For example, when you're dictating text and say New Paragraph, DragonDictate displays [New Paragraph] on the Choice List to indicate that you said a command word, not a dictation word.
- Use a descriptive phrase rather than a single word to name a macro. Using a phrase and not a word helps you remember the macro name, and helps DragonDictate recognize the macro name better.
- If you create more than one macro in a vocabulary, choose a unique name for each macro.

When you're ready to create a macro, you need to add a word to one of the DragonDictate vocabularies or groups. To find out how to add a word, refer to chapter 5.

## Sample Macros

You can do many interesting things with macros. Usually, however, the macro essentially does one of two things: it enters keystrokes, or it runs a script. Some keystrokes, for example, enter text during dictation. Other keystroke macros can access a menu command by typing the keystroke shortcut for the command.

Scripts let you control DragonDictate in ways that you can't do with keystrokes alone. You use the Dragon Scripting Language commands to create scripts. For more information on the scripting commands, refer to online Help.

## Creating Simple Dictation Macros

You must have the DragonDictate Starter Edition to create and use dictation macros. The purpose of the dictation macro is to enter