

DragonDictate[®] for Windows[®] 2.5

User's Guide



Dragon Systems

*Centigram Communications
Corporation*



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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. Future editions of this manual will incorporate these changes. For last-minute changes that are not incorporated in this edition, refer to the README file included in your program.

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About this Guide

Welcome to DragonDictate® for Windows®!

Intended Audience






This guide is for experienced personal computer users. Dragon Systems assumes that you're already familiar with Microsoft® Windows. Reading the *DragonDictate User's Guide* does *not* teach you how to use Windows.

This guide is intended for users of Windows 95, Windows NT™, or Windows 3.x.

Document Conventions

Although you can do any task on your computer by speaking to DragonDictate, hands-free use of DragonDictate is optional. You may at times prefer to use your keyboard or mouse. For that reason, many procedures in this book show you how to perform a task by speaking, by mouse, and by keyboard.


These are the typographical conventions used in this guide.

When you see	It means
 Say Bring Up Notepad	Say the words “bring up Notepad” without pausing between words.
 Say Voice Menu , then Save User	Say the words “voice menu” without pausing, then say the words “save user.”
 Click OK	Use the mouse to click the OK button.
 Press Ctrl+Esc	Simultaneously press the Control and Escape keys.
 Type C:\	Type the bold characters.
<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.

When you see a list of options, it means that you can perform the same action in different ways. For example, do any of the following to open the Voice Menu:

 Say **Voice Menu**

 Click Voice Menu

 Press **Alt+V** if Voicebar is the active application

Related Print Documentation

Dragon provides the following printed documents in addition to this *User's Guide*:

Installation Guide

This brief guide has instructions for installing equipment, connecting a microphone, and installing the software. It also has information about upgrading from a previous release of DragonDictate and saving your user files. It includes instructions for installing the online *User's Guide* from the CD-ROM version of DragonDictate.

Quick Reference Card

This card lists basic tasks, commands, symbols, punctuation marks, keys, alpha-bravo words (used to spell words by speaking), and word processing and spreadsheet commands.

Quick Start Card

This card lists the few, easy steps that get you up and running with DragonDictate, along with some commonly used commands and keys. The card also mentions some important points that you should remember as you start to use DragonDictate.

Related Online Documentation

Dragon provides the following online documentation:

README File

This file contains last-minute information that isn't included in the printed manual. You can choose to read this document at the end of the installation or you can read it anytime after installation by choosing the "DragonDictate Readme" icon.

Online Tutorial

This brief tutorial introduces you to the basic features of DragonDictate and shows you how to perform basic tasks. It takes about 20 minutes to complete. You can stop and resume it at any time. You can run the tutorial at the end of the installation or at any time after installation by choosing the “Tutorial” icon.

Online Help

The online Help is the most complete source of information about DragonDictate. It includes advanced information that is not available elsewhere, such as scripting language commands. Refer to the section “Using Online Help” in chapter 2 to learn how to access and use Help.

Online User’s Guide

This online guide is an electronic version of the printed *DragonDictate for Windows User’s Guide*. It displays online using Adobe™ Acrobat™ Reader.

This online guide is available only with the CD-ROM version of DragonDictate. Refer to the section “Using Online Help” in chapter 2 to learn how to access and use this online guide.

Chapter 1

Introducing DragonDictate for Windows

Welcome to DragonDictate for Windows (DragonDictate), a large-vocabulary, speech-recognition system. DragonDictate lets you enter commands and dictate text by speaking into a microphone. You can use DragonDictate with a keyboard and mouse, or you can use it *completely hands free*.

DragonDictate comes in three editions: the Personal Edition, with 10,000 dictation words; the Classic Edition, with 30,000 words; and the Power Edition, with 60,000 words. All three versions work the same way. They differ in the number of dictation words active during dictation.

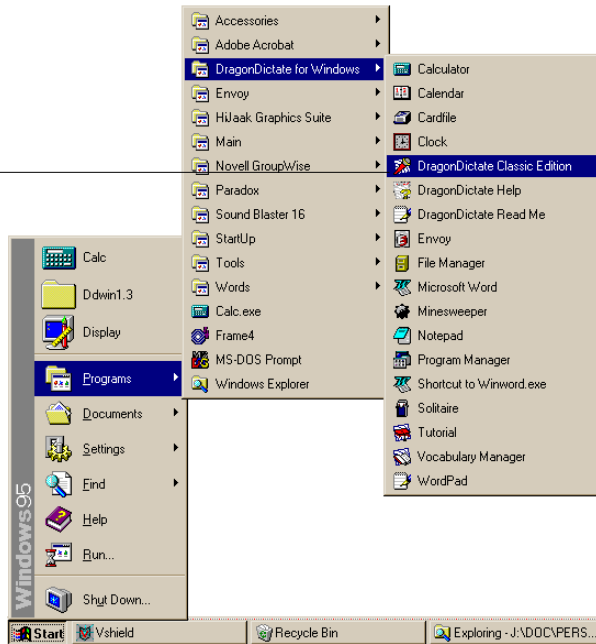
You can use DragonDictate with most Windows applications. Applications that are specifically supported by DragonDictate have many built-in commands that let you perform complex tasks. Refer to the *Installation Guide* for a list of applications that DragonDictate supports.

Starting DragonDictate

When you start DragonDictate the first time after installation, what happens is slightly different from what happens when you start it again later. The first time, you follow a wizard to help you create a new user and to start DragonDictate. After the first time, just start DragonDictate as you would any other application (in Windows 95, from the Start menu, and in Windows NT or 3.x, from the DragonDictate for Windows program group). Follow these steps:

- 1 Start Windows.
- 2 Start DragonDictate.
If you're running Windows 95
 - ☞ From the Start menu, then Programs menu, then DragonDictate for Windows menu, click the DragonDictate menu item. The item includes the edition, for example, "Classic Edition."

DragonDictate menu item

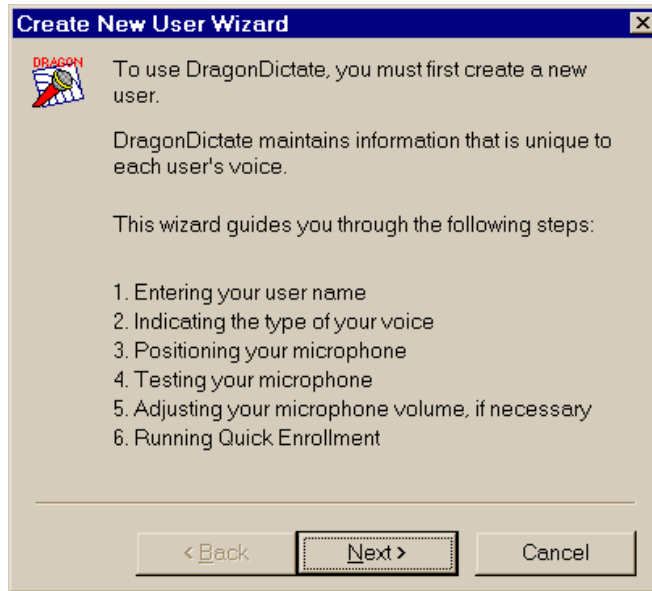


If you're running Windows NT or 3.x

- ☞ Double-click the DragonDictate icon in the DragonDictate for Windows group in the Program Manager

Note You can't start DragonDictate by speaking. To start it automatically when you start Windows, refer to "Running DragonDictate Hands Free" in chapter 9.

- 3 If this is the first time you're starting DragonDictate, the Create New User Wizard appears. (If this isn't the first time you've started DragonDictate or if you upgraded DragonDictate, the Create New User Wizard doesn't appear.) The wizard helps you get up and running and dictating quickly. Just follow the wizard.



Hints

The following information may help you respond to the wizard.

Positioning Your Microphone

Position your headset microphone correctly, following these guidelines:

- If your microphone has a foam muffler, use it to dampen background noises, such as breathing.
- Always *wear* the headset. For consistency of speech input, don't *hold* it.
- Position the microphone the same way every time, about a thumb's width from the corner of your mouth.
- If you have a desktop microphone, keep your head in the same position relative to the microphone every time.
- Don't touch the microphone while speaking into it, to avoid introducing noises other than speech.
- Keep the microphone at least two feet away from your monitor so that the monitor will not affect the magnetic field of the microphone.
- Keep the microphone cable uncoiled and away from other cables and sources of electromagnetic radiation, such as your monitor.

Testing Your Microphone

The wizard prompts you to speak, which tests the microphone to see whether DragonDictate can really hear you. Say the words you're asked to say, as you normally would. Don't speak louder or softer than usual.

If there's a problem, an error message appears indicating that there may be a hardware problem. The wizard proceeds to the Microphone Volume Setting dialog box, and tries to find a volume setting that is best for you. Follow the prompts. If the test still can't find an adequate microphone volume setting, there's probably a problem with your microphone or other hardware, as the error messages indicate. Refer to the "Sound Cards and Sound Input" section of appendix B, "Troubleshooting," for more information.

Running the Tutorial

You may choose to run the tutorial when you're prompted. Run it if you're new to DragonDictate and want an overview of its features.

The whole tutorial takes about 20 minutes. The tutorial guides you through a series of lessons. You can pause, quit, or restart the tutorial at any time.

To slow down or speed up the tutorial at any time, click the Speed menu. This opens a dialog box where you can change the tutorial's speed.



Follow the instructions of Alex the Dragon. To exit at any time

- 🗨 Say **Quit Tutorial**
- 🖱 Click Quit Tutorial
- 🗦 Press **Alt+Q**

If you have only an M-ACPA card, you won't hear sound or see the demonstrations that include sound during the tutorial. However, you can still speak to DragonDictate. If you have a Windows multimedia card and speakers, you can hear sound during the tutorial.

Note Refer to "Tutorial" in the Troubleshooting appendix if you have a supported multimedia sound card and speakers but can't hear sound.

Completing the Registration Card

Be sure to take a few minutes to complete the Registration Card, which is attached to the *Quick Reference Card*.

As a registered Dragon Systems customer, you'll not only protect your investment, you'll also receive special benefits and support services that

Chapter 2

Learning DragonDictate Basics

This chapter teaches you the basics of using DragonDictate and introduces some helpful terms and concepts.

Running Quick Training

Quick Training helps DragonDictate recognize your particular speech patterns. DragonDictate learns from everything you say, a process called *adaptation*. The time you spend on training greatly improves speech recognition and saves time later.

Quick Training is different from Quick Enrollment, which completes the activity around creating a new user with the Create New User Wizard. Quick Enrollment prompts you to say no more than twenty words and short phrases, just enough to improve recognition accuracy so that you can start using DragonDictate immediately.

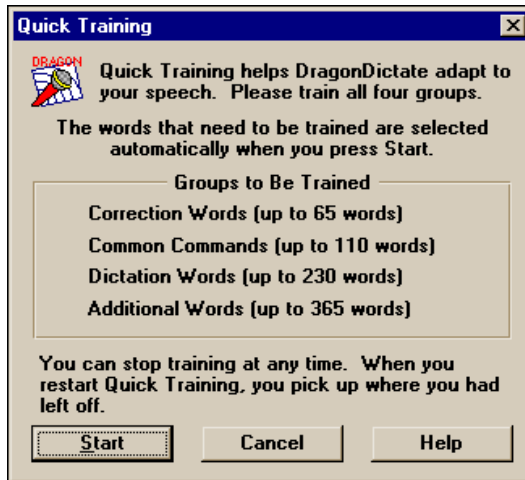
All of Quick Training takes about 25 minutes to complete. Dragon Systems recommends that you train all four groups, even if you don't complete all groups at first. Dragon Systems also recommends that you train at least the first group of words before using DragonDictate. This takes about seven minutes. Follow these guidelines:

- You can stop and restart training at any time.
- Since DragonDictate constantly adapts to your speech during training, you may not need to train all the words in a group.
- You're prompted to say most words *once*. You may be prompted to say some words *two* or *three* times.
- When you're prompted to say a phrase, such as "Dictate Mode," speak as you normally do, without pausing between words.
- If you make an occasional mistake saying a word, just continue.
- After training, be sure to save your user files to save the results of Quick Training.

To start Quick Training, if it is not already started

- 🗨 Say **Voice Menu**, then **Tools**, then **Quick Training**
- 🖱 Click Voice Menu, then Tools, then Quick Training

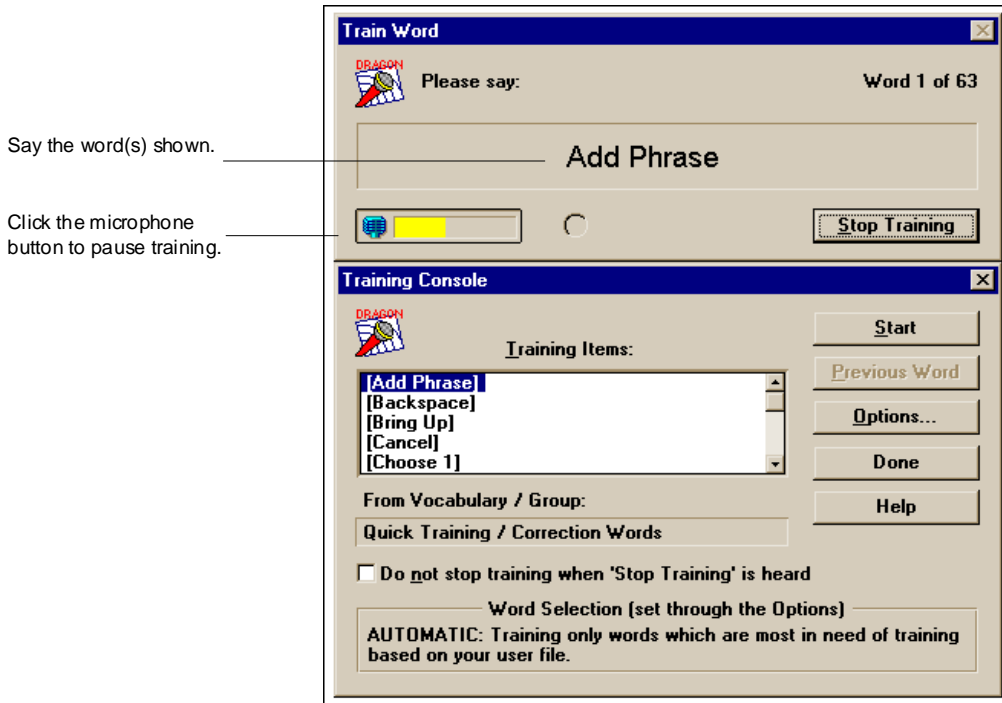
The Quick Training dialog box appears.



When you are ready, start training. Speak clearly and normally. Follow these steps:

- 1 Start training.
 -  Say **Start**
 -  Click Start
 -  Press **Alt+S**

The Train Word and Training Console dialog boxes appear.



- 2 Say the words that appear in the dialog box as prompted. DragonDictate automatically brings up the second, third, and fourth groups of training words unless you pause or stop training.
- 3 If you want to pause training and take a break
 - 🗨 Say **Stop Training**
 - 🔊 Click the Microphone button
 - ⌨ Press the plus key (+) on the numeric keypad

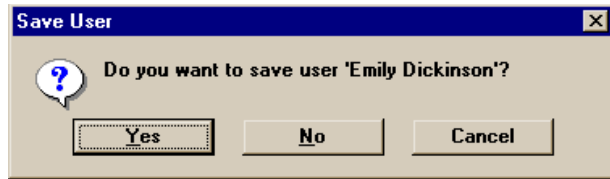
To resume training

 - 🗨 Say **Start**
 - 🔊 Click the microphone button
 - ⌨ Press the plus key (+) on the numeric keypad
- 4 After you train all four groups, you are prompted to save your user files. The Save User dialog box appears. (If you exit before training all four groups, you are also prompted to save your user files.)



Attention

Be sure to save your user files!



5 Save your user files.

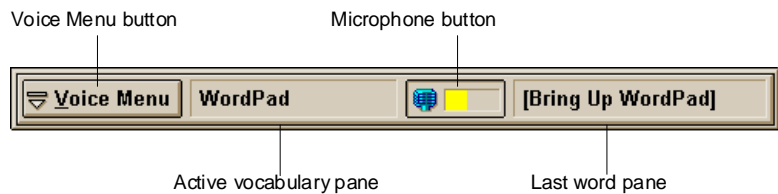
- 🗨 Say **Yes**
- 🖱 Click Yes
- 🗂 Press **Alt+Y**

Choose Yes to save your user files, which is where DragonDictate stores information about your pronunciation. It's important to keep the results of Quick Training.

Using the Voicebar and Microphone

The Voicebar is the main window for DragonDictate. Much of what you do with DragonDictate begins at the Voicebar. It has four main parts:

- Voice Menu button
- Active vocabulary pane
- Microphone button
- Last word pane

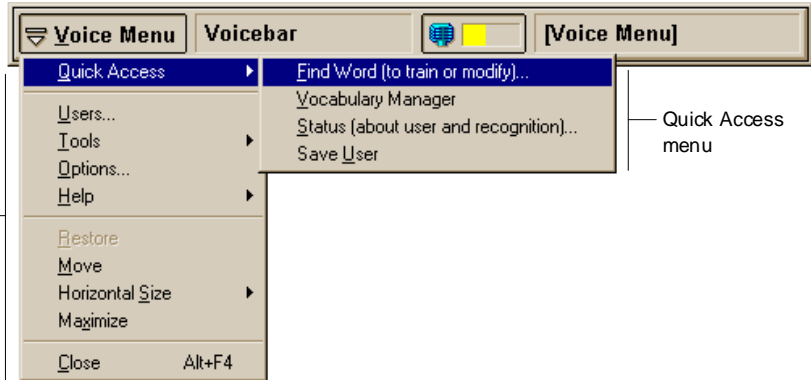


Using the Voice Menu

Use the Voice Menu button to access different parts of DragonDictate. To open the Voice Menu

- 🗨 Say **Voice Menu**
- 🖱 Click Voice Menu
- ⌨ Press **Alt+V** (when the Voicebar is the active window)

The Voice Menu appears.



Attention

If DragonDictate doesn't correctly recognize what you say, refer to "Correcting Command Recognition Errors" in chapter 5.

Voice Menu

The items in the Voice Menu are commands or menus. When you open the Voice Menu, the Quick Access menu automatically appears. This menu contains the most commonly used commands.

To choose a command or menu, say its name. For example, to expand the Voicebar to its maximum width

- 🗨 Say **Maximize**
- 🖱 Click Maximize

Turning the Microphone On and Off

Position your microphone the same way every time you speak into it. Refer to "Positioning Your Microphone" in chapter 1 for guidelines on how to use your microphone.

To turn the microphone on and off:

- 🖱 Click the Microphone button
- ⌨ Press the plus key (+) on the numeric keypad

Repeat either of these actions to toggle the microphone on and off. Using the plus key (+) on the numeric keypad may be quicker than clicking the Microphone button. You can use the plus key to turn the microphone on or off, even if the Voicebar isn't visible.



Tip

Press the plus key (+) to turn the microphone on and off, even if the Voicebar isn't visible.

The microphone button



To turn the microphone off by speaking

🗨 Say **Microphone Off**

Note You *cannot* turn the microphone *on* by speaking. You must use the Microphone button or plus key.



Tip

If you remove your headset, or if you want to speak to someone, make sure you turn off your microphone so that DragonDictate doesn't respond to external noise.

If the Voicebar is hidden by a window, you can still turn off the microphone by pressing the plus key or saying **Microphone Off**.

Another way to temporarily deactivate the microphone is to put DragonDictate into Sleep Mode. To put DragonDictate to sleep

🗨 Say **Go to Sleep**

The word "Sleeping" appears in the Voicebar's active vocabulary pane. In Sleep Mode, the only command DragonDictate responds to is Wake Up. To activate DragonDictate

🗨 Say **Wake Up**

The Microphone button appears pushed in when the microphone is on, and pushed out when the microphone is off. When the microphone is on, a volume meter indicates the sound input level.

The microphone icon changes color when you turn it on.



The volume meter flickers when it hears speech or other sounds.

Use the colors in the volume meter to gauge whether your speech input level is appropriate. The following table indicates the meaning of the colors.



Tip

If you remove your headset, or if you want to speak to someone, make sure you turn off your microphone so that DragonDictate doesn't respond to external noise.

Color	Meaning
Turns green	Signal is just right
Stays yellow	There is no speech or the signal is too soft
Turns red	Signal is too loud
Stays gray	DragonDictate is in Sleep Mode

Turning the microphone off lets you keep DragonDictate running if the phone rings or when someone stops by to talk with you.

Checking the Active Vocabulary

The Voicebar's active vocabulary pane displays the *vocabulary* that's currently active.

The active vocabulary



Vocabularies are sets of words that DragonDictate can recognize at a particular time. Vocabularies can include individual words or word groups. For example, when the dictation vocabulary is active, you can dictate text. When Calculator is the active application, you can say numbers and commands for calculations.

The vocabulary or group displayed in the active vocabulary pane indicates what you can say or do at a particular time. For example, when "Sleeping" appears here, the only command that DragonDictate recognizes is "Wake Up." When "Dictation" appears here, you can dictate text into an application.

Some of the words that appear in the Voicebar's active vocabulary pane include the following:

Active Vocabulary	Means You Can
Sleeping	Only say "Wake Up"
Dictation	Dictate text
Application Name (such as "WordPad")	Say the names of the application's menus and commands
Dialog Box Name (such as "Fonts in WordPad")	Say the names of the fields and buttons in the dialog box
Arrow Movement	Say commands that represent pressing the arrow keys (such as "Move Down")
Mouse Movement	Say commands that move the mouse pointer (such as "Mouse Up")
MouseGrid	Say commands to control the mouse pointer in the MouseGrid

Checking the Last Word

The Voicebar's last word pane displays the last word or words you said.



When this pane displays a word that isn't the last word you said, it means that DragonDictate made a recognition error. It is extremely important to correct recognition errors, as you can see in the following section, "Guidelines for Speaking."



Attention

It's very important to correct recognition errors!

Customizing the Voicebar

You can control the location and size of the Voicebar in several ways by mouse or speech.

Moving the Voicebar

To move the Voicebar

🗨 Say **Move Voicebar**

The Voicebar moves to the nearest corner of the screen. If it's already in a corner, it moves to the next corner (clockwise).

To move the Voicebar by mouse

🖱 Position the mouse pointer over the Voicebar until it changes into a four-headed arrow. Drag it to any location.

Sizing the Voicebar

To widen the Voicebar so it goes across the whole screen

🗨 Say **Voice Menu**, then **Maximize**

Maximizing the Voicebar lets you see multiple words in the last word pane.

To return the Voicebar to its default size

🗨 Say **Voice Menu**, then **Restore**

To size the Voicebar by mouse

🖱 Drag the right border to a new location

To size the active vocabulary or last word pane by mouse

🖱 Drag the right border to a new location

Another way to control the Voicebar's width is with the Horizontal Size menu. To enlarge the Voicebar by 50%

🗨 Say **Voice Menu**, then **Horizontal Size**, then **Enlarge 50%**

To reduce the Voicebar by 50%

🗨 Say **Voice Menu**, then **Horizontal Size**, then **Reduce 50%**

To return the Voicebar to its default size

🗨 Say **Voice Menu**, then **Horizontal Size**, then **Default Size**

To remove the Voicebar's border and make it thin so it needs less space on the screen

🗨 Say **Toggle Voicebar**

🖱 Double-click the active vocabulary or last word pane. (Don't double-click the Voice Menu or the Microphone button.)

Repeat either of these actions to restore the Voicebar's border.

Another way to change the Voicebar's size is to increase its font size. You change the font size and other settings in the Voicebar tab of the Options dialog box. Refer to "Changing Voicebar Characteristics" in chapter 9 for more information.

Guidelines for Speaking

There are two ways of speaking to DragonDictate. When saying commands, speak as you normally do without pausing between words. For example, to say "Print pages 1 to 15," say the words normally without pausing until after the last word.

When saying dictation words, pause briefly between words. For example, say "How—would—you—like—to—talk—to—your—computer," pausing briefly between each word.

Commands are words that cause actions to take place. They display in the Voicebar with square brackets around them. Commands can have one or more words. For example, [Maximize], [Bring Up Calculator], and [Go to Sleep] are commands.



Attention

Commands appear in the Voicebar enclosed in brackets []. *Dictation words* appear without brackets.



Dictation words are words that DragonDictate enters into an application. They display in the Voicebar without square brackets. For example, the words "how," "would," and "you" are dictation words. DragonDictate also has some *dictation phrases* that you can say without pausing. For example, "To whom it may concern" and "Sincerely yours" are dictation phrases.



Tip

To cancel out of Arrow or Mouse Movement Modes, say **Cancel** or **Stop**.

Dictation Commands are special commands that you use while dictating. They control the format of text as you dictate and help you move through your document. For example, [Begin Capitalize], [New Paragraph], and [Scratch That] are Dictation Commands.

The following table summarizes the difference between commands and dictation words:

When Saying	Do This	For Example
Commands	Speak continuously	[Print Page 15]
Dictation words	Pause briefly between words	My—PC— understands—speech



Tip

The more time you spend with DragonDictate, the more proficient you become and the better it recognizes your speech!

If you're new to DragonDictate, plan to spend a little time getting used to speaking to your computer. It may take some time and effort to become proficient with this new way of working.

Also, it takes time for DragonDictate to adapt to the way you speak. As you work with it, DragonDictate adapts to your speech and gets better and better at recognizing what you say.

Correcting Errors is Important

When you speak, DragonDictate does its best to recognize what you say. But sometimes it mistakes what you say for something else. It's extremely important to correct these recognition errors, so that DragonDictate adapts correctly to your speech. When you correct a recognition error, you improve DragonDictate's ability to recognize that word and other words.

In Dictate Mode, DragonDictate adapts dynamically to your speech. This means that it uses everything you say while dictating to learn about your pronunciation. If you don't correct errors, DragonDictate tends to make more errors in the future.

You learn more about correcting recognition errors in "Correcting Dictation Recognition Errors" in chapter 3 and "Correcting Command Recognition Errors" in chapter 5.

Saving Users is Important

DragonDictate keeps the information it learns about your pronunciation in user files. You must save these files so that DragonDictate can keep learning about and adapting to your speech. If you don't save your user files, DragonDictate's recognition can't improve.

You learn more about saving these files in "Saving and Creating Users" later in this chapter.



Attention

You must correct recognition errors so that DragonDictate gets better at recognizing your speech. If you don't correct errors in Dictate mode, DragonDictate's speech recognition actually gets worse!



Attention

You must save your user files so that DragonDictate keeps improving its recognition accuracy.

Understanding Modes

It's important to understand that DragonDictate operates in different modes. What you can say at any time depends on the current mode. If DragonDictate doesn't recognize something you say, it may need to be in a different mode.

DragonDictate's modes include the following:

- *Command Mode*: Say commands such as “Bring Up Calculator” or “Print Pages 5 to 10.” You can also say the names of menus and fields in dialog boxes. When DragonDictate starts, it's in Command Mode. In this mode, the name of the active application or dialog box usually appears in the Voicebar. To learn more about using commands, refer to chapters 5 and 6.
- *Dictate Mode*: Say dictation words that DragonDictate enters directly into a document, or Dictation Commands that control text formatting. In this mode, the word “Dictation” appears in the Voicebar. To learn more about dictation, refer to chapter 3.
- *Sleep Mode*: DragonDictate recognizes only the command “Wake Up.” In this mode, the word “Sleeping” appears in the Voicebar. To learn more about Sleep Mode, refer to “Turning the Microphone On and Off” earlier in this chapter.
- *Arrow Movement Mode*: Say only commands that move the insertion point on the screen, just like pressing the arrow keys on the keyboard. In this mode, the words “Arrow Movement” display in the Voicebar. To learn more about arrow movement, refer to “Using Arrow Movement Commands” in chapter 6.
- *MouseGrid Mode*: Say only commands that control the MouseGrid and the other Mouse Movement Commands. In this mode, the word “MouseGrid” appears in the Voicebar. To learn more about the MouseGrid, refer to “Using the MouseGrid” in chapter 6.
- *Mouse Movement Mode*: Say only commands that move the mouse pointer on the screen, just like moving the mouse. In this mode, the words “Mouse Movement” appear in the Voicebar. To learn more about mouse movement, refer to “Using Mouse Movement Commands” in chapter 6.



Tip

What you can say depends on the current mode. Look at the Voicebar to see the current mode.

DragonDictate also has some less significant modes, such as Enter Number and Phone Number Modes. Remember that what you can say at any time depends on the current mode. If what you say isn't being recognized, check the Voicebar to see if you are in the correct mode.

Use the What Can I Say command to find out what commands are active in the current mode. Refer to “Finding Out What You Can Say” in chapter 5 for more information.

Speaking Conventions

As you become more comfortable using DragonDictate and it has adapted to your speech, you can speak faster. Dictation rates of 50, 60, 70 and more words-per-minute with an accuracy of 95% and higher are possible.

Use the following guidelines for speaking to DragonDictate:

- Speak in a normal tone of voice. Don’t speak louder or softer than usual.
- Correct recognition errors in Dictate Mode as soon as you notice them so that DragonDictate doesn’t learn incorrect pronunciations.
- Save your user files regularly.
- Say *commands* continuously, without pausing until the end of the command.
- Say *dictation words* with a brief pause between each word.
- Don’t speak slowly. DragonDictate may type more slowly than you speak, but it does catch up. Just be sure to pause when appropriate.
- As you become more proficient, try speaking more quickly.
- As long as you pause between words, you can dictate ahead of displayed words.
- Remember that what you can say at any time depends on DragonDictate’s current mode.
- Take frequent sips of water to reduce stress on your voice.

Saving and Creating Users

DragonDictate keeps track of user information in *user files*. If more than one person uses DragonDictate on the same computer, each needs his or her own user files. You should *not* share user files with other users.

Just as you save documents often, it’s very important to save your user files periodically. Among other things, these files contain information about how you pronounce words.

Note Don't manually rename or delete user files with the Windows NT or 3.x File Manager or the Windows 95 Explorer. Always use the Users dialog box, which you access from the Voice Menu.

Also, make backups of your user files on tape or floppy disk, so that you have your user files in case of hard drive failure.



Attention

Be sure to regularly save your user files, as long as you're correcting errors. Don't save user files if you haven't been correcting errors.

When To Save a User



It's extremely important to save your user files if you're correcting errors in Dictate Mode or if you're adding words to a vocabulary.

Don't save your user files if you're not correcting recognition errors in Dictate Mode. If you save your user files without correcting errors, DragonDictate performance levels drop.

It's sometimes helpful to turn off DragonDictate's constant adaptation to your speech. Refer to "Changing Dictation Behavior" in chapter 9 for more information.

Saving a User

To save your user files



-  Say **Voice Menu**, then **Save User**
-  Click Voice Menu, then click Save User

A dialog box appears saying that DragonDictate is saving a user. Wait a moment for it to complete.

Note If the Save User command is unavailable, there is no new information to save. In this case, close the Voice Menu by saying **Cancel** or click the Voice Menu button.

Creating a New User

If you're the only person using DragonDictate at your computer, you need to create only one set of user files. If you share your computer with others who want to use DragonDictate, each person must have user files.

- 1 Choose Users from the Voice Menu.
 -  Say **Voice Menu**, then **Users**
 -  Click Voice Menu, then Users

2 Choose the Create User button.

- 🗨 Say **Create User**
- 🖱 Click Create User

The Create New User Wizard appears. The wizard guides you through the process of creating a new user.

User names can be one or more characters and can include spaces and initials. For example, to enter the name Emily Dickinson

🗨 Type **Emily Dickinson**

If you want to enter the name by speaking, say the user name or spell the name with the alpha-bravo words (refer to the *Quick Reference Card*). For example, to enter the name Emily Dickinson

🗨 Say **Dictate Mode**, then **Emily Dickinson**, then **Command Mode**, and then **OK**

You can switch, close, delete, and restore users with the buttons in the Users dialog box. Refer to the online Help for more information.

Adding an Application

To start an application by speaking with the Bring Up command in Windows NT or Windows 3.x, the application's icon must be in the DragonDictate for Windows program group.

Note In Windows 95, you can start an application with the Bring Up command if it's in the DragonDictate for Windows submenu, or if it's a custom menu item at the top of the Start menu or bottom of the Programs menu.

DragonDictate automatically copies icons for supported applications to this program group or submenu during DragonDictate's installation. If you install a new application, copy its icon to the DragonDictate for Windows group or submenu, or drag the application's shortcut to the Start menu.

Adding an Application in Windows NT or 3.x

To add an application icon to the DragonDictate for Windows program group in Windows NT or Windows 3.x, copy the icon. To do this by mouse and keyboard

- Hold down the **Ctrl** key and at the same time drag the application's icon into the DragonDictate for Windows program group.

Refreshing the Bring Up Group

After adding an icon to the DragonDictate for Windows program group (Windows NT or 3.x) or submenu (Windows 95), you must refresh the Bring Up group so that DragonDictate recognizes the application's name.

To refresh the Bring Up group

🗨 Say **Bring Up**, then **Cancel**

Now you can start the application by speaking. For example, if you added Calculator

🗨 Say **Bring Up Calculator**

Adding an Application by Speaking in Windows NT or 3.x

To add an application to the DragonDictate for Windows program group (Windows NT or 3.x) by speaking, follow these steps:

- 1 Make Program Manager the active application.
🗨 Say **Bring Up Program Manager**
- 2 Open the window for the group that has the application you want, using the Window menu.
🗨 Say **Window**

A menu appears with a numbered list of program groups.
- 3 Choose the group you want. For example, to open the Accessories group if the number next to it is 9
🗨 Say **9**
- 4 Select the icon using Arrow Movement Commands (move right *n*, move left *n*, move up *n*, or move down *n*). For example, to move right three icons
🗨 Say **Move Right 3**

- 5** Copy the icon into the DragonDictate for Windows program group, using the Copy command in the File menu.

🗨 Say **File**, then **Copy**

The Copy Program Item dialog box appears.

- 6** Display the list of groups.

🗨 Say **Drop List**

- 7** Select the group you want to copy to using Arrow Movement Commands. For example, if DragonDictate for Windows is the fifth item

🗨 Say **Move Down 5**

- 8** Select the correct item, then

🗨 Say **OK**

The icon is copied to the DragonDictate for Windows program group.

- 9** You must refresh the Bring Up group before you can start the application. Refer to the previous section to see how to do this.

Using Online Help

You can get online Help for a wide range of topics. To get help when DragonDictate is the active application

🗨 Say **Get Help**

You can also get help from the Voice Menu

🗨 Say **Voice Menu**, then **Help**, then **Contents**

👉 Click Voice Menu, then Help, then Contents

The Help window appears. You can get online Help for any topic in the Help window. To get help, highlight the particular topic.

🗨 Say **Get Help**

For context-sensitive help, you can also press the Help button, or say **Get Help**, in any DragonDictate dialog box.

Use the following speech commands to move about in Help.

Say	Resulting Action
Tab Key or Next Topic	Moves from topic to topic
Back Tab or Previous Topic	Moves backward from topic to topic
Topic <i>n</i> (where <i>n</i> is 1 to 15)	Selects the first to the fifteenth topic
Enter Key	Jumps to a topic
Back	Returns to the previous topic

To close the Help window

🗨 Say **Close Window**

Using the Online *User's Guide*

The CD-ROM version of DragonDictate ships with an online *User's Guide*. This guide is an electronic version of its printed counterpart. You view the online guide with Adobe Acrobat Reader.

Note The online guide is available only with the CD-ROM version of DragonDictate.

Installing the *User's Guide*

To view the *User's Guide*, you must install the *User's Guide* on your hard drive, or view the *User's Guide* from the CD-ROM. Refer to the *Installation Guide* for information on installing and accessing the *User's Guide*.

Opening the *User's Guide*

To open the *User's Guide*

- 🗨 Say **Bring Up DragonDictate User's Guide**, without pausing between words
- 🖱 Double-click the *DragonDictate User's Guide* icon in the DragonDictate for Windows submenu or program group

Note The first time you access the *User's Guide*, DragonDictate installs it. Refer to the *Installation Guide* for more information.

Reader displays the *User's Guide*.

Exiting the *User's Guide*

To close the *User's Guide*

🗨 Say **Close Window**

Moving through the *User's Guide*

The first step in moving through the *User's Guide* is to set the display for optimal viewing on your particular system. Since video drivers and monitors differ, you may want to experiment to find the best settings.

Review the table of contents to find topics of interest and then move to the appropriate pages. Follow these steps:

- 1** To move to the table of contents
🗨 Say **Table of Contents**, without pausing between words

The first page of the table of contents appears.

- 2** To scroll down through the guide
🗨 Say **Page Down** or **Drag Page Up**

To scroll back up through the guide

🗨 Say **Page Up** or **Drag Page Down**

- 3** When you find a topic of interest, go to the appropriate page. For example, to move to page 87
🗨 Say **Page 87**
- 4** Read and scroll through the guide, using the same commands as in step 2.
- 5** To return to the first page of the guide
🗨 Say **First Page** or **Page 1**


The following table lists some of the speech commands for moving through the *User's Guide*.

Say	Resulting Action
Table of Contents	Searches for the table of contents
Index	Searches for the index
Page Down	Scrolls down through the guide
Drag Page Up	Moves the “paper” around the screen
Page Up or Go to Page	Scrolls up through the guide
Page <i>n</i>	Jumps to <i>n</i> page
First Page or Page 1	Jumps to the first page of the guide
Chapter <i>n</i>	Jumps to <i>n</i> chapter
Find	Opens the Find dialog box to search for text
Zoom to <i>n</i>	Magnifies or reduces the display to the percentage you specify


Note For more information on using Acrobat Reader, refer to Reader's online guide. To open this, click Acrobat Reader Help from the Acrobat Reader Help menu.

Printing the *User's Guide*

You can print any of the pages in the *User's Guide* by following these steps:

- 1 Choose Print from the File menu.
 Say **File**, and then say **Print**

The Print dialog box appears.

- 2 Choose the page numbers to print. For example, to print the page currently displayed
 Say **Current page**

3 Choose the OK button.

 Say **OK**

A dialog box appears, telling you that Acrobat Reader is printing your file. (For more information on selecting options in dialog boxes, refer to “Working with Dialog Boxes” in chapter 5.)


Closing DragonDictate


To close DragonDictate, follow these steps:

1 Choose Close from the Voice Menu by doing any of the following:

 Say **Voice Menu**, then **Close**

 Click Voice Menu, then Close


 Double-click the Voice Menu


 Hold down **Alt** and press **Tab** until “Voicebar” appears in the center of the screen. Then press **Alt+F4** to exit

The Save User dialog box may appear, prompting you to save all information DragonDictate has about your speech. If you have *not* been correcting recognition errors in Dictate Mode, *don't* save your user files.

If the Save User dialog box doesn't appear, go to step 3.

2 Save your user files.

 Say **Yes** or **Yes Please**


 Click Yes

 Type **y**

Wait a moment while DragonDictate saves your files.

If you don't want to save your user files,


 Say **No** or **No Thank You**


 Click No

 Type **n**

The Exit DragonDictate dialog box appears.

3 Close DragonDictate.

 Say **Yes** or **Yes Please**

 Click Yes

 Type **y**

DragonDictate closes and the Voicebar disappears.

Note Dragon recommends that you close DragonDictate before you exit Windows.



Attention

Be sure to save your user files if you've been correcting errors. Don't save them if you haven't been correcting errors.

Chapter 3

Dictating Text into Applications

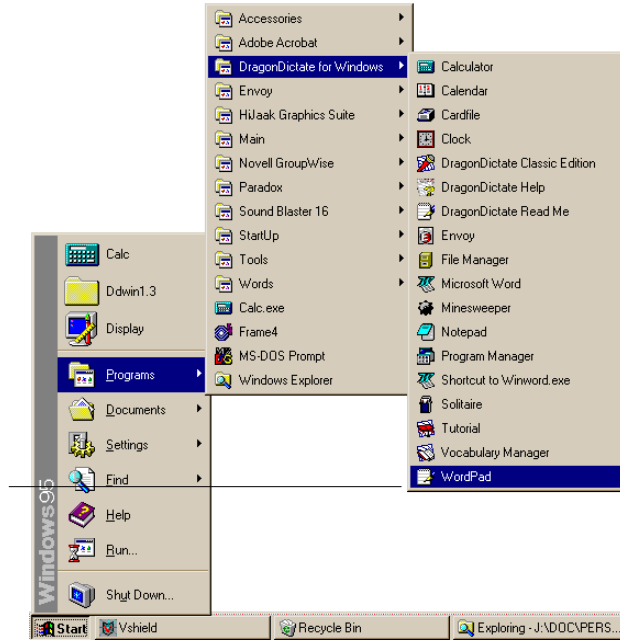
With DragonDictate you enter text directly into your applications by speaking. You can dictate words, phrases, names, numbers, punctuation marks, and control the format of text. For example, you can make text bold, italic, uppercase, or lowercase as you dictate.

This chapter is about the WordPad word processing application (which replaces Write in Windows 95), but WordPad tasks are similar to or identical in other word processors. You can also dictate into spreadsheets and other applications that accept text input.

Starting an Application



You can start any application by speaking, as long as the an icon for the application is in the DragonDictate for Windows submenu (Windows 95) or in the DragonDictate for Windows program group (Windows NT or 3.x). If the application you want to start isn't in this group, refer to the section "Adding an Application" in chapter 2. If you prefer, you can start an application by mouse or by keyboard, and then control it by speaking.

WordPad was copied to the DragonDictate submenu when you installed DragonDictate.



During installation, DragonDictate copies many items to the DragonDictate submenu (Windows 95) or the DragonDictate program group (Windows NT or 3.x).

DragonDictate should be running and the Voicebar should be visible. To start an application:

- 1 Put on your microphone and position it correctly. Refer to “Positioning Your Microphone” in chapter 1 for more information.
- 2 If the microphone isn't on
 -  Press the plus key (+) on the numeric keypad
 -  Click the Microphone button on the Voicebar

Click this button to turn the microphone on and off.



- 3 To start an application
 -  Say **Bring Up application name**, without pausing between words

Say the name of the application exactly as it appears in the submenu or below the application's icon in the Program Manager. For example, to start WordPad

-  Say **Bring Up WordPad**

WordPad opens and “[Bring Up WordPad]” appears in the Voicebar.






Tip

You don't have to start applications by speaking. You can still start them with the mouse or keyboard.

Correcting “Bring Up WordPad” if it isn't Recognized

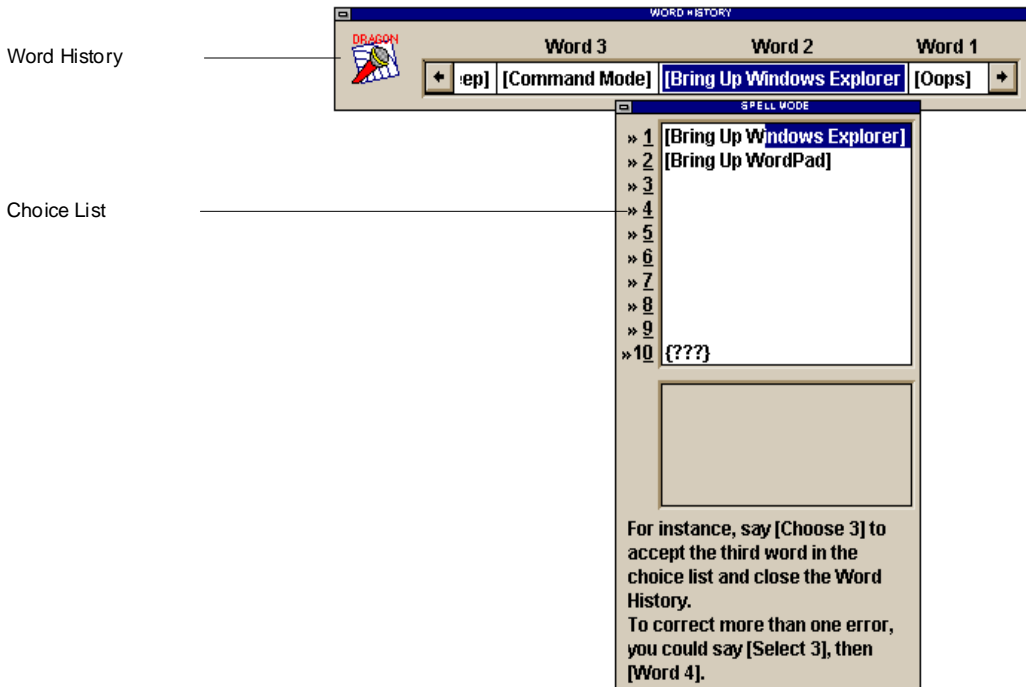
If DragonDictate doesn't recognize “Bring Up WordPad,” three question marks {??} display in the Voicebar. If DragonDictate mistakenly recognizes “Bring Up WordPad” as something else, then this appears in the Voicebar, for example, “Bring Up Clock” or “Bring Up Notepad.” To correct this recognition error, follow these steps:

- 1 If DragonDictate doesn't recognize “Bring Up WordPad”
 -  Say **Oops**
 -  Click Voice Menu, then Tools, then Word History
 -  Press the minus key (-) on the numeric keypad

The Word History and Choice List open. The Word History is a correction window that includes the last 12 words you said. The Choice List is a list of choices that represent what DragonDictate thinks you said for a particular word. DragonDictate highlights the last word it recognized before you said “Oops.”

If DragonDictate doesn’t recognize “Oops,” refer to “Correcting Oops If It Isn’t Recognized” in chapter 5.

Note You can change the number of words in the Word History. Refer to “Changing Correction Characteristics” in chapter 9 for more information.



- 2 If “[Bring Up WordPad]” is in the Choice List, choose it. Use the Choose n commands, where n is a number from 1 to 9. For example, to choose the fifth item in the list
 - ☞ Say **Choose 5**
 - ☞ Double-click “[Bring Up WordPad]”
 - ☞ Use the arrow keys to move to “[Bring Up WordPad]” and press the Enter key

**Attention**

When you correct a command, you must repeat it to activate it.

If “[Bring Up WordPad]” *isn't* in the Choice List

- ☞ Begin typing **[Bring Up WordPad]** – starting with an open bracket ([) – until it appears in the Choice List. When the command appears, choose it.
- ☞ Begin spelling it, using the alpha-bravo words. (The alpha-bravo words help DragonDictate recognize the letters of the alphabet. You can find them on the *Quick Reference Card*.) Say **Open Bracket, bravo romeo india**, and so on. Choose [Bring Up WordPad] when it appears in the Choice List.

3 You've now corrected the command. To activate it, you must repeat it.

- ☞ Say **Bring Up WordPad** again

WordPad opens. (If this doesn't work, return to step 1.)

4 If DragonDictate opens the wrong application, close it.

- ☞ Say **Close Window**

For more information about correcting command recognition errors, refer to “Correcting Command Recognition Errors” in chapter 5.

Beginning to Dictate

Before you start dictating, you must switch to Dictate Mode.

Using Dictate Mode

In Dictate Mode, DragonDictate expects to hear dictation words, which it enters directly into your application, or Dictation Commands, which control the appearance of text as you dictate.

To begin dictating, bring up your application, and then

- ☞ Say **Dictate Mode**, without pausing between words

You can also automatically switch to Dictate Mode and prepare to start a document with the Begin Document command.

- ☞ Say **Begin Document**

The color of the Voicebar's active vocabulary pane changes and “Dictation” appears there.



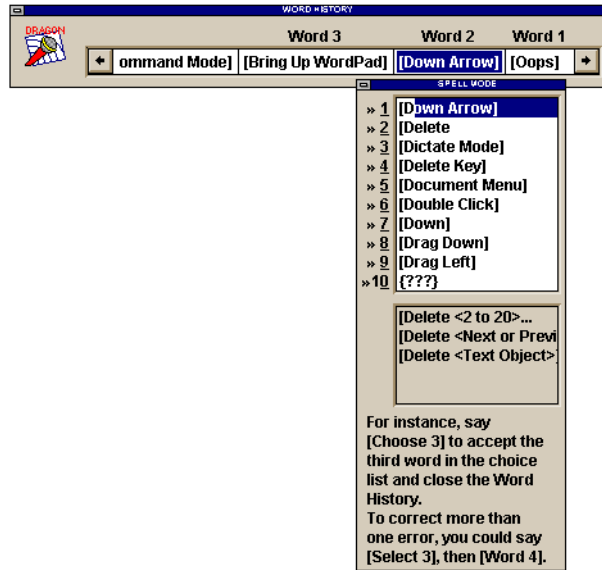
If you want to switch back to Command Mode at any time

- ☞ Say **Command Mode** without pausing between words

Correcting “Dictate Mode” If It Isn’t Recognized

If DragonDictate doesn’t recognize the Dictate Mode command:

- 1 Open the Word History and Choice List.
 - ☞ Say **Oops**
 - ☞ Press the minus key (-) on the numeric keypad



- 2 If “[Dictate Mode]” appears in the Choice List, choose it.
 - ☞ Choose “[Dictate Mode]” using a Choose *n* command, where *n* is a number from 1 to 9. For example, say **Choose 3** if [Dictate Mode] is the third choice in the list.
 - ☞ Double-click “[Dictate Mode]”
 - ☞ Type **Alt+n**, then **Enter**
- 3 If “[Dictate Mode]” doesn’t appear in the Choice List
 - ☞ Begin typing **[Dictate Mode]** – start with an open bracket ([) – until [Dictate Mode] shows up in the list. When the command appears, choose it.
 - ☞ Begin spelling **[Dictate Mode]**, using the alpha-bravo words. Say **Open Bracket, delta india charlie**, and so on. Choose [Dictate Mode] when it shows up in the Choice List.
- 3 After you correct it, you must repeat the command.
 - ☞ Say **Dictate Mode** again

For more information about correcting command recognition errors (including how to correct the Oops command), refer to “Correcting Command Recognition Errors” in chapter 5.

Correcting Dictation Recognition Errors

When you dictate, DragonDictate sometimes makes recognition errors. You should always correct errors while you're dictating, because DragonDictate learns from everything you say — both words it recognizes correctly and words it recognizes incorrectly. For instance, you say “park” but DragonDictate recognizes it as “dark.” If you don't correct the error, the next time you say “park,” DragonDictate is even more likely to recognize it as “dark.”

When DragonDictate mistakes what you say, the wrong word appears in the Voicebar's last word pane. When DragonDictate can't find what you say in its active vocabulary, three question marks {???) appear in the Voicebar's last word pane.

Note If you don't correct recognition errors while dictating, you can still retain the integrity of your user files. When you close DragonDictate, *don't save your user files*.

Correct recognition errors in Dictate Mode in one of two ways:

- Immediately, using the Choice List
- After dictating up to 12 words, using Oops and the Word History

If you carefully correct DragonDictate's errors, it becomes more and more accurate, and you can work faster.

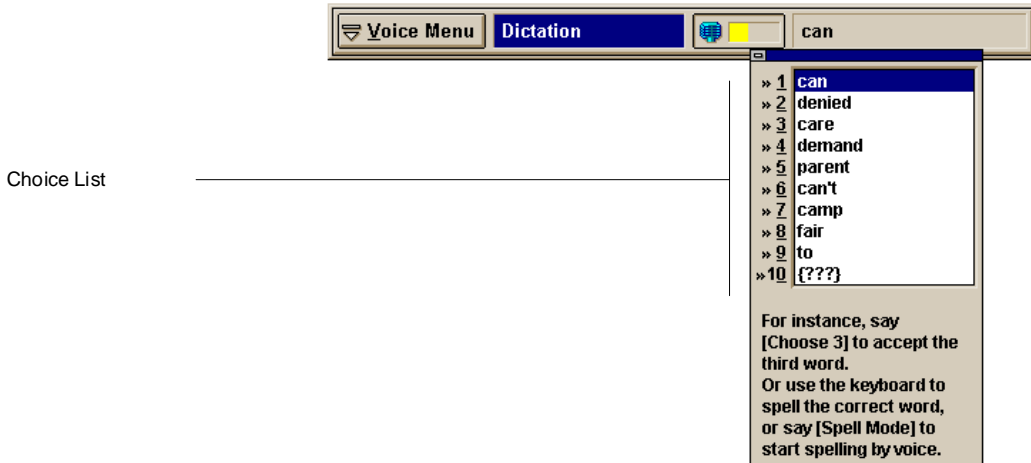
Using the Choice List

You can correct recognition errors as soon as they happen with the Choice List, which normally appears as you dictate. The Choice List displays words that DragonDictate thinks you said, starting with the most likely. Use the Choice List to correct errors when you're learning to use DragonDictate.



Tip

Refer to the lesson “Correcting Recognition Errors” in the online tutorial for a demonstration of how to correct errors.



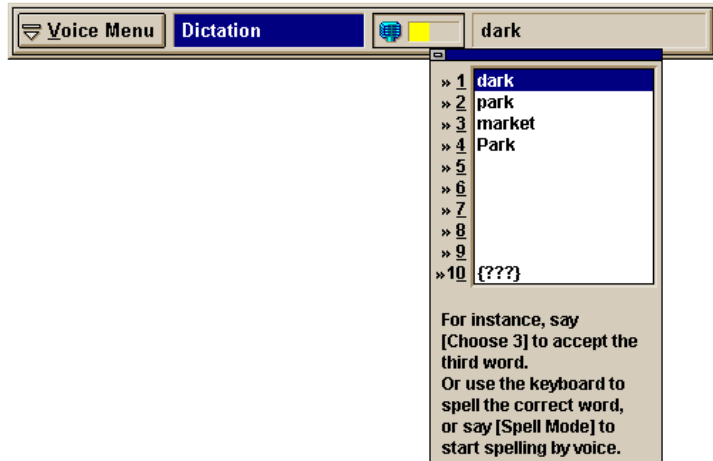
If DragonDictate correctly recognizes what you said, go ahead and say the next word. If it doesn't correctly recognize what you said, use the Choice List to do one of the following:

- Choose the correct word if it appears in the list
- Type or spell the correct word if it isn't in the list
- Edit a word in the list
- Reject the word

Choosing the Correct Word from the Choice List

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

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



In this example, DragonDictate recognizes “dark” when you said **park**. The Choice List indicates some other possible options, including number 2, which is “park.” To correct the error, use one of the Choose *n* commands, where *n* is the number of the word in the list.

🗣 Say **Choose *n***

Therefore, to choose the second word

🗣 Say **Choose 2**

DragonDictate corrects the recognition error and automatically corrects the word in your document. Since DragonDictate adapts to your speech during dictation, it will probably recognize “park” correctly the next time you say it.


You can also choose a word from the Choice List by mouse or keyboard:


- 🖱 Double-click the correct word
- ⌨ Press the down arrow repeatedly until the correct word is selected, then press **Enter**
- ⌨ Press **Alt** and the number of the correct word, then press **Enter**

Entering a Word That’s Not in the Choice List

If DragonDictate makes a recognition error and the correct word *doesn’t* appear in the Choice List, you must get it into the list. Do this by typing or spelling the word until it appears in the list. Then you can choose it.




To correct a word by typing:

- 1 Begin typing the word until it shows up in the Choice List. For example, for the word “dear”
 Type **d e** and so on

- 2 When the word appears in the Choice List, choose it. For example, if it’s third in the list
 Say **Choose 3**

DragonDictate corrects the recognition error and automatically corrects the word in your document.


To correct a word by spelling, switch to Spell Mode. The Spell Mode command indicates that you’re no longer dictating as usual and that you want to spell a word by speaking, using the alpha-bravo words. Note that you can say the alpha-bravo words without pausing between them. These are listed on the *Quick Reference Card*. Follow these steps:

- 1 Switch to Spell Mode.
 Say **Spell Mode**
- 2 Begin spelling the word using the alpha-bravo words until it shows up in the Choice List. For example, to spell “dear”
 Say **delta echo**, and so on, without pausing between alpha-bravo words
- 3 When the word appears in the list, choose it. For example, if it’s third
 Say **Choose 3**

DragonDictate corrects the recognition error and automatically corrects the word in your document.

Editing a Word in the Choice List

If DragonDictate makes a recognition error, doesn’t display the correct word in the Choice List, but displays a *similar* word, you can quickly correct the error by editing the similar word. For example, you say “diverse,” and DragonDictate doesn’t recognize it but displays the word “diverge” as the fifth choice. You can correct this error faster using an Edit *n* command than you can by switching to Spell Mode and spelling it.

- 1 Decide which word you want to edit. For example, if the word you want to edit is the fifth one in the Choice List
 Say **Edit 5**

The Choice List changes based on the word you select to edit.



Tip

Say **Spell Mode** only in Dictate Mode. In Command Mode, saying **Oops** automatically puts DragonDictate into Spell Mode.

- 2 If the correct word appears in the list, choose it. For example, if it's third
🗨 Say **Choose 3**

If the correct word doesn't appear in the list, move the insertion point to the character you want to change. For example, to move the insertion point back one letter

- 🗨 Say **Backspace Key**

To move backward more than one letter at a time, use the Back *n* command. For example, to move back three letters

- 🗨 Say **Back 3**

The Choice List changes as you move back and delete letters.

- 3 When the correct word appears in the list, choose it. For example, if it's second
🗨 Say **Choose 2**

Rejecting a Word Using the Choice List

Sometimes you should reject or erase a word using the Choice List. For example, you make a noise that DragonDictate recognizes as a word. It's important to reject the word in this case, to help DragonDictate correctly adapt to your speech. Use the last selection on the Choice List {???) to reject a word.

- 🗨 Say **Choose 10**

- 🖱 Double-click the last choice {???)

Using Oops and the Word History

You can't always immediately correct recognition errors. As you start dictating faster, a recognition error may occur, but you continue to dictate before you realize it happened. To go back to a misrecognition and correct it, use Oops and the Word History.

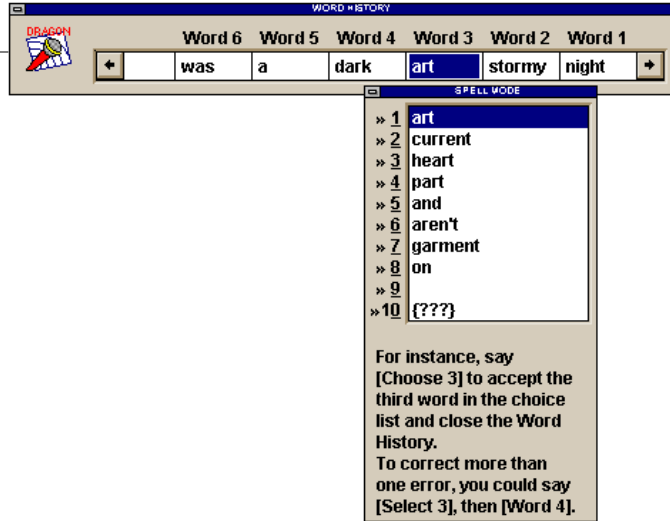
The Oops command opens the Word History, a correction window that keeps track of the last 12 to 32 words you said. Use it to correct previous errors and to ensure that DragonDictate correctly adapts to your speech. The Oops command also automatically puts you in Spell Mode.

To display the Word History

- 🗨 Say **Oops**

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

Word History



As you can see, the Word History has a Choice List like the one that appears when you're dictating. Use this Choice List in the same way to correct recognition errors.

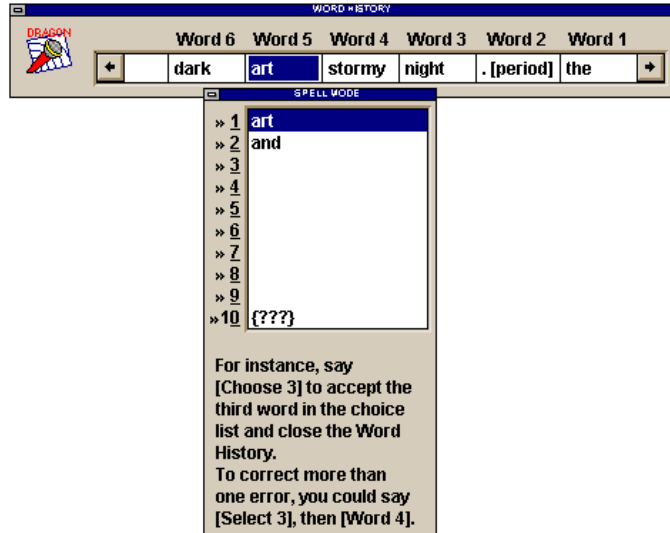
Moving in the Word History

The Word History normally displays only about the last four or five words you said. You can move to these or earlier words to make corrections.

To move in the Word History by speaking, use one of the Word *n* commands. For example, to move to Word 5

🗣 Say **Word 5**

The Choice List for Word 5 appears.



Or, you can use the Word Left *n* or Word Right *n* commands. For example, to move left two words

☞ Say **Word Left 2**

To move in the Word History by keyboard, use the Control key and the left or right arrow key. For example, to move left one word

☞ Type **Ctrl** and the left arrow key

To move in the Word History by mouse, click the word you want to go to or click the right or left scroll arrows.

The following table summarizes how to move in the Word History.

To move by	Do this
speaking	Say Word <i>n</i> or Word Left/Right <i>n</i>
keyboard	Press Ctrl and the left or right arrow key, or Ctrl+<i>n</i> to go to word <i>n</i>
mouse	Click the word you want or the scroll arrows

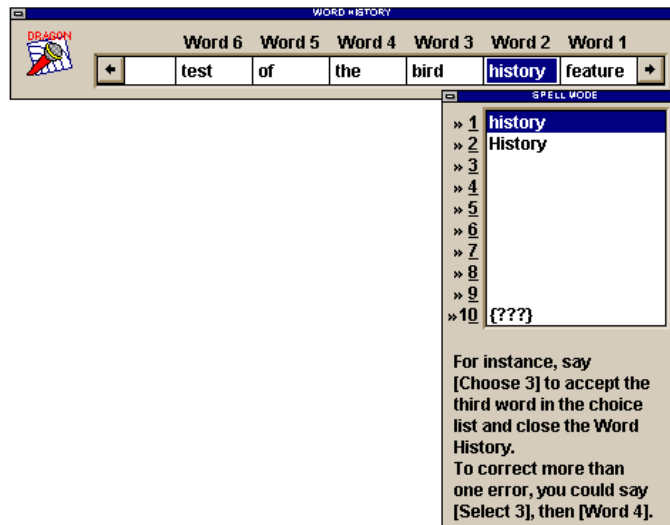
Correcting One Error in the Word History

To correct one recognition error:

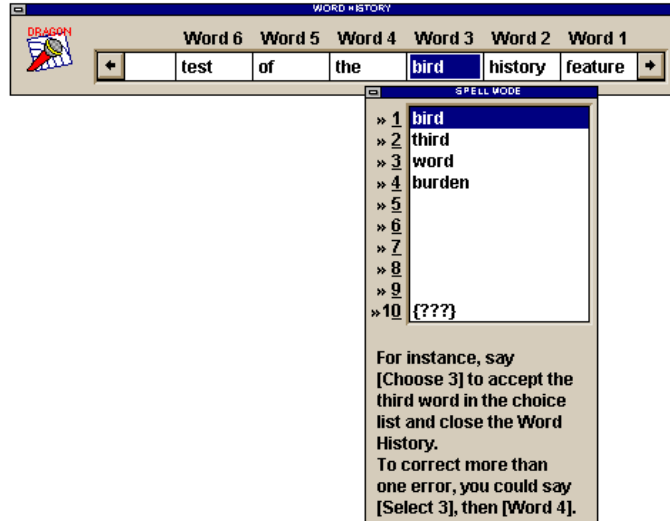
- 1 Go to the mistaken word in the Word History.
- 2 Choose the correct word from the Choice List.
 - ☞ Say **Choose *n***, where *n* corresponds to the number in the list
 - ☞ Double-click the correct word

DragonDictate makes the correction, closes the Word History window, and returns you to where you were in the document.

For example, 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 "bird." The sentence you dictated reads, "this is a test of the bird history feature." To correct this error, say **Oops**. The Word History appears as shown.



In this example Word 2, the word "history," is highlighted. Since the incorrect word is Word 3, say **Word 3** to go to the word you want to correct, "bird." Word 3 becomes the active word, as shown.



Now you can choose the correct word from the Choice List. For example, if the correct word is the third choice

☞ Say **Choose 3**

DragonDictate replaces “bird” with “word,” closes the Word History window, and returns to where you said “Oops.”

Correcting Multiple Errors in the Word History

You may dictate something that results in more than one recognition error. Instead of correcting errors one at a time with Oops and the Choose command, use the Select command to make quick multiple corrections.

To correct multiple recognition errors, go to them in the Word History and then use the Select command. This command makes the correction and leaves the Word History window open for you to make other corrections.

To correct multiple errors

- 1 Move to one of the mistaken words in the Word History.
- 2 Select the correct word from the Choice List.
 - ☞ Say **Select *n***, where *n* corresponds to the number in the list
 - ☞ Click the correct word

DragonDictate makes the correction and leaves the Word History window open.

- 3 Move to the next mistaken word in the Word History.



Tip

Use *Choose* to correct one error; use *Select* to correct multiple errors.

- 4 Repeat steps 2 and 3 for as many corrections as you need to make.
- 5 For the last correction, use the Choose command rather than the Select command so the Word History window closes.

🗨 Say **Choose n**

DragonDictate corrects the word in your document and closes the Word History. Depending on the setting in the Correction tab of the Options dialog box (refer to chapter 9), you can correct an error in any of the last 32 words you said. The default is 12.

Rejecting Words

Sometimes you don't notice an error until after you've dictated more text. It's still important to reject such a word or words, since DragonDictate uses those misrecognitions to *incorrectly* adapt to your speech.

Use the Word History and its Choice List to reject words you said previously. Use the tenth selection on the Choice List {???) to reject a word. Follow these steps:

- 1 Open the Word History.
🗨 Say **Oops**
- 2 Move to the word or words you want to reject.
🗨 Say **Word 5**, for example, to go to Word 5
- 3 Reject the erroneous word.
🗨 Say **Choose 10**
🖱 Double-click the last choice {???)

If you want to correct or reject other words, say Select 10 instead of Choose 10.

Note In Dictate Mode, DragonDictate normally uses every word you say to adapt to your speech. That's why it's very important to correct while you dictate or as soon as you notice an error. You can normally correct an error in any of the last 12 words you said. (You can change this to as many as 32 words in the Correction tab of the Options dialog box.)

Correcting Errors in QuickTalk


QuickTalk is a feature that helps DragonDictate recognize words you dictate quickly with only a short pause in between them. You don't see any evidence of QuickTalk while you're dictating.

However, DragonDictate may make three special kinds of recognition errors while QuickTalk is enabled: joined words, dropped words, and split words.

Note DragonDictate may make these types of errors even if QuickTalk is disabled. These errors are just more likely when QuickTalk is enabled.

Correcting Joined Words

If DragonDictate mistakenly recognizes two or more words as a single word, go to the error and enter all the words of the error into the Choice List, separated by spaces. For example, if DragonDictate misrecognizes “this is” as “thesis,” go to the error in the Word History, and in the Choice List

 Type **this is**, including the space

 Say **tango hotel india sierra, space bar, india sierra**

You may not need to enter all the letters. As you enter each letter, including the space, the choices in the Choice List change. When the correct choice appears, choose it.

Correcting Dropped Words

If DragonDictate mistakenly drops a word, go back to the *word before the error* and enter the missing word or words into the Choice List, separated by spaces. For example, if DragonDictate misrecognizes “This is a test” as “This is test,” say “Oops,” move back to “is” in the Word History, and in the Choice List

 Type **is a**, including the space

 Say **india sierra, space bar, alpha**

You may not need to enter all the letters. As you enter each letter, including the space, the words in the Choice List change. When the correct word appears, choose it.

Note You can enter more than one word, if DragonDictate left out more than one word.





Correcting Split Words

If DragonDictate mistakenly recognizes a single word as two words, go back to the first error, correct it, then reject the second word. For example, if DragonDictate misrecognizes “sixteen” as “sixth teen,”



Tip

Correct joined, dropped, or split words going from left to right.

- 1 Move back to “sixth” in the Word History, and then in the Choice List
 -  Type **sixteen**
 -  Say **sierra india xray tango**, and so on
- 2 When the correct word appears in the Choice List, select it. For example, if it’s the second choice
 -  Say **Select 2**
- 3 Go to the second word and reject it.
 -  Say **Choose 10**


As a general guideline, go back to the first error or leftmost word in the Word History to correct these kinds of errors. DragonDictate adapts correctly to corrections you make from left to right, but it adapts *incorrectly* if you make corrections from right to left.

Disabling QuickTalk



Normally you should leave QuickTalk enabled. However, you can disable QuickTalk. Refer to “Changing Dictation Behavior” in chapter 9 for more information.

Training Misrecognized Words

Sometimes DragonDictate consistently misrecognizes a particular word. In this case, DragonDictate probably learned an incorrect pronunciation for the word. You should train such a word to improve word recognition. One way to do this is from the Choice List.

- 1 Begin typing or spelling the correct word until it appears in the Choice List.
- 2 Select the correct word.
 -  Say **Select *n***, where *n* is the number of the correct word in the Choice List

The correct word is highlighted.

- 3 To train the word
 -  Say **Train Word**
 -  Press **Alt+T**

The Training Console dialog box appears. You must train both the correct and incorrect word to ensure proper recognition.

Note If the problem persists, you should discard all training and then retrain the words. Refer to “Changing the Advanced Settings”

in the “Modifying Words” section in chapter 8 to see how to use the Forget Training button in the Advanced Modify Word dialog box.

**Attention**

Don't use *Scratch That* to correct recognition errors, because DragonDictate doesn't learn the corrections when you say *Scratch That*.

Changing Text with Scratch That

Sometimes you dictate something that DragonDictate correctly recognizes, but you decide that it isn't what you want to say. You can change it with the *Scratch That* command. For example, suppose you dictate “I'm feeling fine,” DragonDictate correctly recognizes it, but then you decide to change it to “I'm feeling great.”

To change a word you just said

🗨 Say **Scratch That**

DragonDictate deletes the word and displays “[Scratch That]” in the Voicebar. If this doesn't happen, correct the Scratch That command. (Correct “Scratch That” the way you correct “Dictate Mode” as described previously in this chapter.)

To remove up to five words at a time, you can use the *Scratch n* commands. For example, to delete the last five words

🗨 Say **Scratch 5**

DragonDictate displays a confirmation box.

🗨 Say **Yes please**

You can also use these commands to discard extraneous text that is entered before you can turn off the microphone. For example, a nearby telephone rings, you cough, or someone enters your office and starts talking to you. Say **Scratch That** repeatedly to get rid of the unwanted text. Or say **Scratch 4** or **Scratch 5** until DragonDictate deletes the text.

Note *Scratch That* and *Scratch n* are *Dictation Commands*, so they are available only in Dictate Mode. The *Scratch n* commands bring up a dialog box asking for confirmation of the command.

Dictating Text

In Dictate Mode, you can say *dictation words* and *phrases* that DragonDictate enters into your application. You can also say the names of punctuation marks, names and numbers, and *Dictation Commands* that control the formatting and capitalization of text as you dictate.

**Tip**

To enter a punctuation mark, say its name.

Dictating Punctuation Marks

To enter punctuation marks into a document, say the name of the punctuation mark.

Ending a Sentence

When you end a sentence with a period, question mark, or exclamation point, DragonDictate automatically adds two spaces and capitalizes the next word you say.

To type a period

🗨 Say **period**

To type a question mark

🗨 Say **question mark**

To type an exclamation point

🗨 Say **exclamation point**

Note You can change the number of spaces after a punctuation mark in the Dictation tab of the Options dialog box. Refer to chapter 9 for more information.

Adding Quotation Marks

- 1 Insert the opening quotation marks (“”) at the beginning of the text. Keep in mind the distinction between saying “open quote” and “begin quote.”

🗨 Say **open quote**

Notice that the first word after the quotation mark is automatically lowercase (unless the quotation mark follows the end of a sentence, in which case the first word is initially uppercase).

🗨 Say **begin quote**

Notice that the first letter of the first word after the quotation mark is automatically uppercase.

- 2 Dictate the text you want between the quotation marks.

- 3 Insert the closing quotation marks (”) at the end of the text.

🗨 Say **close quote** or **end quote**, respectively

Adding Parentheses

- 1 Insert the opening parenthesis at the beginning of the text.

🗨 Say **open parenthesis** or **open paren**

- 2 Dictate the text you want in parentheses.
- 3 Insert the closing parenthesis at the end of text.
 - 🗨 Say **close parenthesis** or **close paren**

Adding an Apostrophe

To add an apostrophe (')

- 🗨 Say **apostrophe**

To make a word possessive by adding an apostrophe and the letter “s”

- 🗨 Say **apostrophe ess**, without pausing between words

If you often use the possessive form of a word, you may want to add it to your vocabulary. Refer to the section “Adding Dictation Words” in chapter 8 for more information.

Adding an Ampersand

To add an ampersand (&), for example, if you want “apples & peaches” to appear in your document

- 🗨 Say **apples ampersand peaches**

Adding a Section Symbol

To add a section symbol (§)

- 🗨 Say **section sign**

Adding a Paragraph Symbol

To add a paragraph symbol (¶)

- 🗨 Say **paragraph sign**

Correcting Punctuation Marks

DragonDictate displays punctuation marks in the Choice List as the mark and then its name in brackets. For example, the following list shows how DragonDictate displays some common punctuation marks:


- . [period]
- , [comma]
- ! [exclamation point]
- ? [question mark]



Tip

If you're correcting a word or macro and it doesn't appear in the Choice List as you type the first few letters, you should check your spelling.

To correct a punctuation mark if DragonDictate doesn't recognize it correctly, enter the mark, then a space, and then its name in brackets. For example, if DragonDictate doesn't recognize "comma"

 Type , [com and so on until it appears in the list. Then choose it.

Dictating Names

DragonDictate comes with many proper nouns built into its dictation vocabulary. Some examples of built-in proper nouns include:

- Alaska
- Charles
- Loretta
- St. Petersburg

If a word can be both a noun and a proper noun, both forms may be in the dictation vocabulary. For example, both "baker" and "Baker" may be in the dictation vocabulary. If so, use the Choice List to choose the appropriate one.

If DragonDictate *doesn't* recognize a name, correct it by typing or spell it by speaking. Refer to the section "Spelling Words with Spell Mode" later in this chapter for more information.

If you often dictate a name that DragonDictate doesn't recognize, you should add it to the dictation vocabulary. Refer to the section "Adding Dictation Words" in chapter 8 for more information.

Dictating Abbreviations

For abbreviations, say the full word or phrase. In the Choice List, choose the abbreviation (instead of the full word, which is also listed). When you dictate that abbreviation again, DragonDictate chooses (based on previous dictation) the abbreviation and displays it in your document. For example,

 Say **minutes** for Mins.

For uppercase abbreviations, say each letter without pausing. For example,

 Say **n a a c p** for NAACP

You can also say the commonly accepted pronunciation for the abbreviation.

 Say **n double a c p**

Dictating Roman Numerals

DragonDictate has uppercase and lowercase roman numerals for numbers 1–20, 50, 100, 500, and 1,000.

To dictate roman numerals, say **roman** and the number you want without pausing. For example, for XIV or xiv

🗨 Say **roman fourteen**

You use roman numerals 1–20, 50, 100, 500, and 1,000 to form other roman numeral combinations. Dictate combinations by saying each number segment separately, starting with the term “roman.” For example, for CLIX or clix (159)

🗨 Say **roman one hundred roman fifty roman nine**

Dictating Numbers

Dictate most numbers as you normally say them. You may need to choose the form of the number you want from the Choice List. For example, you can say **thousand** and then choose “thousand,” “000,” or “,000” from the Choice List.

From One to Nine

To dictate numbers from one to nine, say **numeral** and then the number you want. For example, to dictate “5”

🗨 Say **numeral 5**

Note You can also say “five,” but saying “numeral 5” is easier for DragonDictate to recognize because it’s longer and provides more speech data.

From 10 to 1000

To dictate numbers from 10 to 1000

- 1 Say the number you want. The Choice List appears, containing both the text and numeric version of the number. For example,
🗨 Say **thirty-five**
- 2 Choose the form of the number you want. For example, choose “35” or “thirty-five.”

Hundred, Thousands, and Millions

To add a hundred, thousand, or million to a number, say **numeral 3**, for example, then

- Say **hundred** to add 00 to the dictated number.
- Say **thousand** to add 000 to the dictated number.
- Say **million** to add 000000 (or ,000,000) to the dictated number.

When the Choice List appears, choose the form of the number you want. For example, you can choose “million,” “,000,000,” or “000000.”

Numbers with Commas and Decimals

While dictating, you can add commas and decimal points.

To add a comma

🗨 Say **comma**

Note Choose “, [comma (numeric)]” and not “, [comma]” from the Choice List to suppress the space following the comma.

To add a decimal point

🗨 Say **point**

For example, to dictate 27.34

🗨 Say **twenty-seven**, then **point**, then **thirty-four**

Using the Enter Number Command

An easy way to enter longer numbers quickly is to dictate a string of digits with the Enter Number command. This command lets you enter numbers, such as 123456 or 63549.22864, without pausing. You can use this command in Dictate or Command Mode. Say **point** to enter a decimal point.

- 1 Use the Enter Number command.
🗨 Say **Enter Number**
- 2 Say the numbers, without pausing between them. For example, to enter the number 123456
🗨 Say **one two three four five six**, without pausing



Tip

Use the Enter Number command in both Dictate and Command Modes.

**Tip**

Use the Enter Letters command in Dictate Mode.

Spelling Continuously

In Dictate Mode, an easy way to spell words, if necessary, is to use the Enter Letters command. This command lets you spell words, such as the name “Ghiberti,” using the alpha-bravo words without pausing.

- 1 Use the Enter Letters command.
🗨 Say **Enter Letters**
- 2 Say the appropriate alpha-bravo words, without pausing between them. For example, to enter the name “Ghiberti”
🗨 Say **Shift Key**, then **golf hotel india bravo echo romeo tango india**.
Pause between “Shift Key” and “golf,” but don’t pause between the alpha-bravo words.

Dictating Phone Numbers

Dictate a phone number just as you normally say it. Follow these steps:

- 1 Use the Phone Number command.
🗨 Say **Phone Number**
- 2 Say the phone number, without pausing between numbers. For example, to enter 965-5200
🗨 Say **nine six five five two hundred**, without pausing

DragonDictate automatically adds the hyphen.

To dictate a phone number with “one” and an area code:

- 1 Use the Phone Number command.
🗨 Say **Phone Number**
- 2 Enter “one”
🗨 Say **one**
- 3 Say the rest of the phone number. For example, to enter 617-965-5200
🗨 Say **six one seven nine six five five two hundred**, without pausing

DragonDictate enters 1-617-965-5200 into your document, including the hyphens.

You can also say “1-800” or “1-900” without pausing. For example, after saying “Phone Number”

- 🗨 Say **one eight hundred**

Dictating Zip Codes

Dictate a zip code just as you normally say it. Follow these steps:

- 1 Use the Zip Code command.
 - 🗨 Say **Zip Code**
- 2 Say the zip code, without pausing between numbers. For example, to enter 02160
 - 🗨 Say **zero two one six zero**, without pausing
 - 🗨 Or say **oh two one six oh**, without pausing

Note You can say “zero” or “oh” for zero.

You can also dictate the four-digit extension. For example, to enter 02160-5478

- 🗨 Say **zero two one six zero five four seven eight**, without pausing

DragonDictate enters 02160-5478 into your document, including the hyphen.

Correcting Misrecognized Numbers

Sometimes DragonDictate misrecognizes you when you use the Enter Number, Phone Number, or Zip Code commands to enter a series of numbers while you’re dictating. For example, you say **phone number**, then **five oh eight four two nine zero two oh one**. DragonDictate incorrectly recognizes what you say and enters “548-025-7249” into your document.

To correct this:

- 1 Open the Word History.
 - 🗨 Say **Oops**
- 2 Then
 - 🗨 Type **[5 oh 8 4 2 9 0 2 oh 1]**
 - 🗨 Say **Open Bracket**, then **five Space Bar oscar hotel Space Bar eight Space Bar four Space Bar two Space Bar nine Space Bar zero Space Bar two Space Bar oscar hotel Space Bar one Close Bracket**
- 3 Select the correct number in the Choice List, then
 - 🗨 Press **Enter** twice
 - 🗨 Say **Choose *n***

Remember these rules when correcting a series of numbers:

- Enclose the series of numbers in brackets.
- If you type each number in the series, separate each number with a space, but *don't* include a space between the left bracket and the first number, and don't include a space between the last number and the right bracket.
- If you say **oh** instead of **zero** in the series of numbers, be sure you correct it as "oh," not as "0" or "zero." If you say **zero** instead of **oh** in the series of numbers, be sure you correct it as "0," not as "zero."
- Numbers such as "00 [hundred]" or "000 [thousand]" should *not* have spaces between the zeros in the correction window. For example, if you are correcting the phone number "eight hundred nine six five five thousand" (800-965-5000), the correction should look like [8 00 9 6 5 5 000].

Dictating Words with Prefixes and Suffixes

For prefixes that you want to attach to a root word, first say the prefix, then say the root word. For example, for the word "noncompliance" to appear in your document,

🗨 Say **prefix non compliance**

For suffixes that you want to attach to a root word, first say the root word, then say the suffix. For example, for the word "homebased" to appear in your document,

🗨 Say **home suffix based**

Dictating Hyphenated Words

To create a hyphenated word, like "Dragon-specific," in your document:

- 1 Dictate the first word, for example
🗨 Say **Dragon**
- 2 Add the hyphen.
🗨 Say **hyphen**
- 3 Say the rest of the word, for example
🗨 Say **specific**

Dictating Unit Abbreviations

Some unit abbreviations have a period and a non-period form (like “in.” and “in”). If you choose the period form of the abbreviation from the Choice List, there is a space between the numeral and the unit abbreviation when it appears in your document, for example, “3 in.” If you don’t want a space between the numeral and the unit abbreviation, say **nospace**, as in **5 nospace inches**. If you choose the non-period form of the abbreviation, there is no space between the numeral and the unit abbreviation in your document, for example, “3in”.

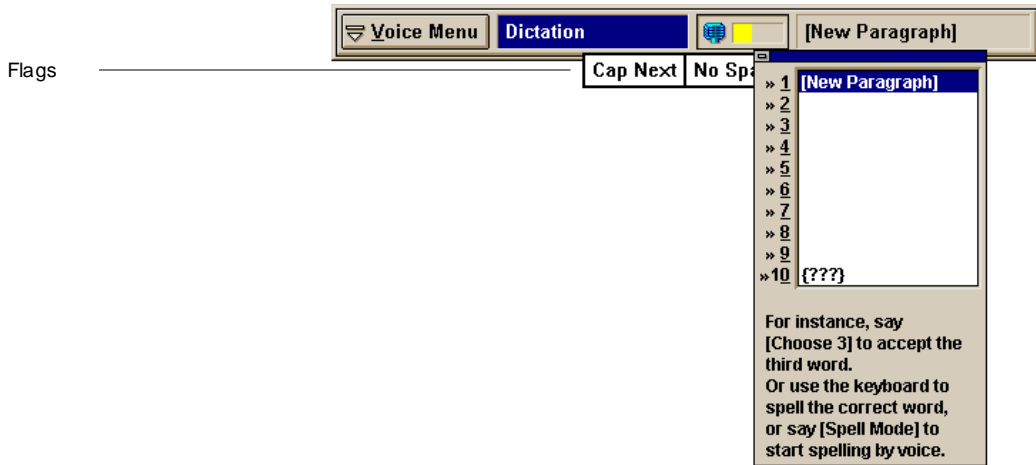
There are some unit abbreviations that don’t have a period form (like “cm”). This means that no space appears between the numeral and the unit abbreviation. For example, when you say **5 centimeters**, DragonDictate enters “5cm” in your document. If you want a space between the numeral and the unit abbreviation, you force a space by saying **spacebar**, as in **5 spacebar centimeters**.

When you dictate a unit abbreviation as part of a sentence, there’s a space between the word and the unit. For example, if you say **5 pounds above the norm** and select “lbs.” from the Choice List, DragonDictate enters “five lbs. above the norm” in your document.

Controlling Text Formatting

Dictation Commands help control the formatting of text and help you move around in a document as you dictate. For example, the New Paragraph command ends the current line, adds a paragraph mark, moves the insertion point to the next line, and capitalizes the next word.

When you enter a Dictation Command that applies capitalization or special spacing to the next word, indicators called *flags* appear beneath the Voicebar. For example, when you say **New Paragraph**, DragonDictate adds “Capitalize Next” and “No Space” flags to the Voicebar.



To remove the flags so they don't affect the next word, use the Clear Flags command

🗨 Say **Clear Flags**

Beginning a Document

To start dictating in a new document and switch to Dictate Mode

🗨 Say **Begin Document**

This command capitalizes the next word you say and prevents a space from appearing before the word.

Starting a New Paragraph

To start a new paragraph

🗨 Say **New Paragraph**

Controlling Spacing

DragonDictate usually automatically adds a space between words. You can control spacing further with the following commands.

To prevent a space from appearing before the next word you say

🗨 Say **No Space**

To add an extra space

🗨 Say **Space Bar**

To prevent spaces from appearing before or after the next words you say

🗨 Say **Begin No Space**, then dictate the words

To resume normal word spacing

🗨 Say **End No Space**

Controlling Capitalization

DragonDictate automatically controls some capitalization for you as you dictate. For example, it automatically capitalizes words at the beginning of a sentence or paragraph. You can control capitalization further using the following Dictation Commands.

Capitalizing One Word

To capitalize the first letter of the next word you say

🗨 Say **Shift Key** or **Capitalize Next**, and then say the word

Capitalizing the First Letter of Every Word

To capitalize the first letter of every word you dictate:

- 1 To start capitalizing
🗨 Say **Begin Capitalize**, without pausing between words
- 2 Dictate the text.
- 3 To end capitalizing
🗨 Say **End Capitalize**

Capitalizing All Letters in One Word

To capitalize all letters in the next word you say

🗨 Say **Uppercase Next**, and then say the word

To make the next word you say appear in lowercase letters

🗨 Say **Lowercase Next**, and then say the word

Capitalizing All Letters of Every Word

To capitalize all letters in every word you dictate:

- 1 To start capitalizing
🗨 Say **Begin Uppercase**
- 2 Dictate the text.

- 3 To end capitalizing
🗨 Say **End Uppercase**

Making All Letters of Every Word Lowercase

To make all the words you dictate appear in all lowercase letters:

- 1 To start entering in lowercase
🗨 Say **Begin Lowercase**
- 2 Dictate the text.
- 3 To return to normal capitalization
🗨 Say **End Lowercase**

Capitalizing a Title

To capitalize only the significant words in a title and keep non-significant words, such as “the,” lowercase:

- 1 To start capitalizing a title
🗨 Say **Begin Title**
- 2 Dictate the title. For example, to enter “Name of the Rose”
🗨 Say **Name of the Rose**
- 3 To end capitalizing
🗨 Say **End Title**

Spelling Words with Spell Mode

Sometimes you may want to spell a word by speaking. For example, if a word isn't in your dictation vocabulary, you may want to spell it. (If you're able to use the keyboard, you can, of course, always type the word.)

To spell a word by speaking, switch to Spell Mode. In this mode, DragonDictate is listening for the alpha-bravo words, each of which represents a letter of the alphabet. You can say the alpha-bravo words continuously, that is, without pausing between them, since you're in Spell Mode. You don't need to memorize the alpha-bravo words, since they're listed here and on the *Quick Reference Card*.

Letter	Alpha-Bravo Word	Letter	Alpha-Bravo Word
a	[alpha]	n	[november]
b	[bravo]	o	[oscar]
c	[charlie]	p	[papa]
d	[delta]	q	[quebec]
e	[echo]	r	[romeo]
f	[foxtrot]	s	[sierra]
g	[golf]	t	[tango]
h	[hotel]	u	[uniform]
i	[india]	v	[victor]
j	[juliett]	w	[whiskey]
k	[kilo]	x	[xray]
l	[lima]	y	[yankee]
m	[mike]	z	[zulu]

To spell a word by speaking, follow these steps:

- 1 Say the word.
- 2 Switch from Dictate Mode to Spell Mode.
 - ☞ Say **Spell Mode**
- 3 Begin spelling the word using the alpha-bravo words until it shows up in the Choice List. For example, to spell the name “Ghiberti”
 - ☞ Say **Shift Key**, then **golf hotel india bravo echo romeo tango india**. Pause between “Shift Key” and “golf,” but don’t pause between the alpha-bravo words.

Note Say **Spell Mode** only in Dictate Mode. In Command Mode, say **Oops** to create a new word or make a correction.

Switching to Command Mode for One Command

If you're dictating and need to switch to Command Mode for just one command, use the *Computer Please* command. This command is a quick way to enter a command and automatically return to Dictate Mode.

For example, if you're dictating and decide you want to enlarge the window to its full size, you can do this quickly with Computer Please.

- 1 Switch from Dictate Mode to Command Mode.
🗨 Say **Computer Please**
- 2 Say the command you want. For example, to maximize the window
🗨 Say **Maximize**

You automatically return to Dictate Mode, without having to say **Dictate Mode**. You can now continue dictating.

Refer to the section in chapter 5 called “Switching to Dictate Mode for One Word” for information on a related command.

Dictating and Adding Phrases

DragonDictate comes with some commonly used phrases. *Phrases* are groupings of dictation words that you can say together without pausing. For example, you can say **as soon as possible** without pausing.

Other phrases that may be included in your dictation vocabulary are:

- sincerely yours
- thank you
- to whom it may concern
- yours truly

Adding Phrases to Your Vocabulary

If you often use a particular phrase, you may want to add it to the dictation vocabulary. For example, you could add your first and last name as a phrase. To do this, follow these steps:






- 1 Say the phrase. For example, to add the name “Susan Jones”
🗨 Say **Susan Jones**, without pausing between words


DragonDictate probably misrecognizes the name as something else.



Tip

To see the keyboard shortcuts for the Choice List and Word History, click the Control menu (it looks like a tiny coin slot) in the upper left corner of either window.

- 2 Enter the name into the Choice List by typing or spelling
 -  Type **Susan Jones**, including the space
 -  Say **Spell Mode**, and spell the name using the alpha-bravo words and saying **Space Bar** between words
- 3 Add the phrase to the dictation vocabulary using the Add Phrase command.
 -  Say **Add Phrase**
 -  Hold down the **Alt** key and press the **A** key
- 4 Once the phrase appears in the Choice List, select it. For example, if it's the second choice
 -  Say **Select 2**



The phrase appears in your document and it is added to the dictation vocabulary.
- 5 Say the phrase again to test it. For example
 -  Say **Susan Jones**

DragonDictate should correctly recognize the phrase. Be sure to save your user files so that DragonDictate saves the phrase in the dictation vocabulary.

Note The Add Phrase command adds the phrase to the dictation vocabulary. It doesn't add the individual words. Adding individual words to the dictation vocabulary is easy. Refer to "Adding Dictation Words" in chapter 8 for more information.

Exiting an Application

To exit an application:

- 1 Close the window.
 -  Say **Close Window**
- 2 If you made changes and didn't saved them, a dialog box appears and asks if you want to save them.
 -  Say **yes** to save your changes or **no** to discard them. If this reply isn't recognized, say **yes please** or **no thank you** instead.

Dictating a Sample Letter

Try dictating the following sample letter. If you need help, use the hints that follow. Refer to the online tutorial if you want to see a demonstration.

Dear Michael:

We use speech to control the computer! Call us at 617-965-5200 as soon as possible.

Sincerely yours,

Mr. and Ms. Jones
Newton, MA 02160

Sample Letter Hints

Use the following to help with dictating the sample letter:

- Start by saying **Begin Document**
- Say **colon** to enter a colon after “Dear Michael”
- Say **New Paragraph** after “Dear Michael:”
- Say **exclamation point** to end the first sentence
- Say **Phone Number** before saying the phone number
- Say **As soon as possible** and **Sincerely yours**, without pausing between words
- Say **Zip Code** before saying the zip code

Chapter 4

Creating Simple Dictation Macros

To make dictating faster and easier, you can create your own commands, called macros, to enter blocks of text. Dictation macros are commands that you create to automate any kind of repeated text.

For example, at the end of business letters, you may often enter “Sincerely yours,” leave some lines for a signature, then enter your name and business title. You can create a macro called “close letter” that does the same thing for you when you simply say **close letter**.

Creating a Macro

The following steps show how to create a dictation macro called “business address” that enters a company name and business address.

- 1 Start DragonDictate and your word processing application.
- 2 Choose the Add Word command from the Tools menu.
 - ☞ Say **Voice Menu**, then **Tools**, then **Add Word**
 - ☞ Click Voice Menu, then Tools, then Add Word



Tip

In DragonDictate, commands, macros, and dictation words are all considered to be “words,” so they all use the Add Word dialog box.

The Add Word dialog box appears.

Add Word

Word Name:
[business address]

To **V**ocabulary / Group:
Dictation

Resulting Action

Type Following **K**eystrokes
 Execute Following **S**cript

Edit Tools

OK
Cancel
Train...
Advanced...
Help

**Attention**

Since macros are commands, you must enclose them in brackets, for example, [business address].

- 3 In the Word Name field, enter the name of the macro. Since a macro is a command, you must enclose it in brackets ([]).

 Type **[business address]**


To enter the macro name by speaking, you must switch to Dictate Mode, say the name along with the brackets, and return to Command Mode.

 Say **Dictate Mode**, then **Open Bracket business address Close Bracket**, then **Command Mode**


- 4 Move to the To Vocabulary/Group box.


 Say **To Vocabulary Group**

 Click the To Vocabulary/Group box

 Press the **Tab** key or press **Alt+V**

- 5 Select the Dictation vocabulary. Since you're creating a *dictation* macro, put it into the Dictation vocabulary and not another vocabulary. This way the macro is always available in Dictate Mode, regardless of which word processor you are using.


 Say **Delta** until Dictation appears


 Click the down arrow, then Dictation

 Type **D** until Dictation appears

- 6 Move to the Resulting Action box.

 Say **Resulting Action**

 Click in the large white box at the bottom of the dialog box

 Press the **Tab** key twice or press **Alt+R**

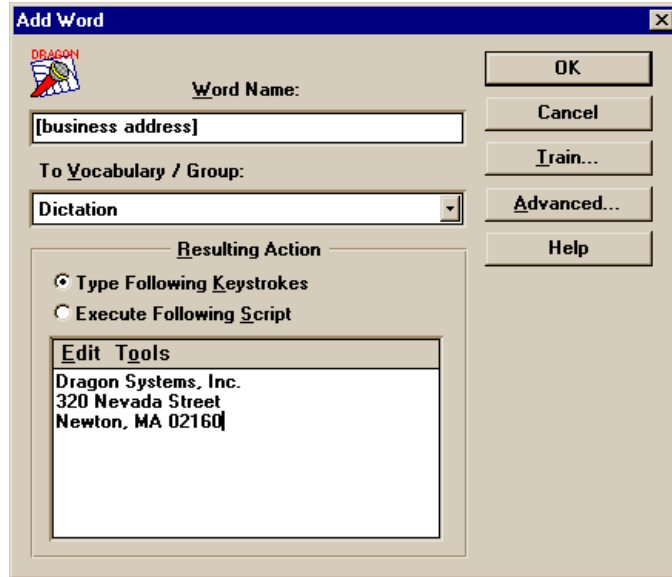
A blinking insertion point appears in the white box.

- 7 In the Resulting Action box, tell DragonDictate that this macro should type the following keystrokes. Here is an example. Press the **Enter** key to start a new line.

 Type **Dragon Systems, Inc.**

320 Nevada St.

Newton, MA 02160



To enter the address by speech, you must switch to Dictate Mode, dictate the address, then return to Command Mode. Say **New Line** to enter a new line while in Dictate Mode.

🗣 Say **Dictate Mode**, dictate the address, making any necessary corrections, then say **Command Mode**

- 8 When the text in the box is correct and you're ready to add the macro to the vocabulary so you can use it
 - 🗣 Say **OK**
 - 🖱 Click OK

The Add Word dialog box closes and DragonDictate adds the macro to the Dictation vocabulary.

- 9 Now you can test your new macro. If necessary, switch to Dictate Mode.
 - 🗣 Say **Dictate Mode**
- 10 Say the macro name. For example, to test [business address]
 - 🗣 Say **business address**

The address automatically appears in your document. If DragonDictate doesn't recognize the macro, correct it and try again.

To learn how to correct a macro, refer to "Correcting Command Recognition Errors" in chapter 5.

DragonDictate stores the macro in the dictation vocabulary in your user files. Be sure to save these files so that you save your new macro.

🗨 Say **Voice Menu**, then **Save User**

Other examples of text for which you may want to create a dictation macro include:

- Home or other address
- Opening or closing for a letter
- A smiley face (:-) or other characters for use with Internet e-mail
- Any form or other text you repeatedly use
- A sentence reading: “This document was created entirely by speech with DragonDictate for Windows. Wow!”

Another way to create a dictation macro is to dictate its name, correct it in the Choice List, making sure you put the name in brackets, and press Enter or say OK. The Add Word dialog box opens, letting you enter the macro's output in the Resulting Action box.

Modifying a Macro

Suppose you incorrectly typed something or want to add something to a macro you created. Changing it is as easy as creating it. All you need to do is access the macro, make your change or addition, and save it.

For example, suppose you want to add a phone number to the macro you just created. Follow these steps:

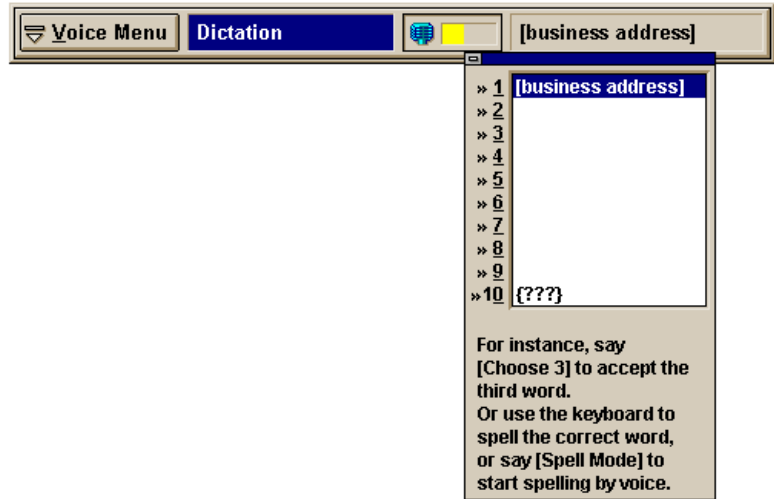
- 1 To access the macro, say its name so you can see it in the Choice List.
🗨 Say **business address**

The Choice List appears with the [business address] macro selected.



Tip

A quick way to create a dictation macro is to dictate its name, correct it, and then say OK to open the Add Word dialog box.

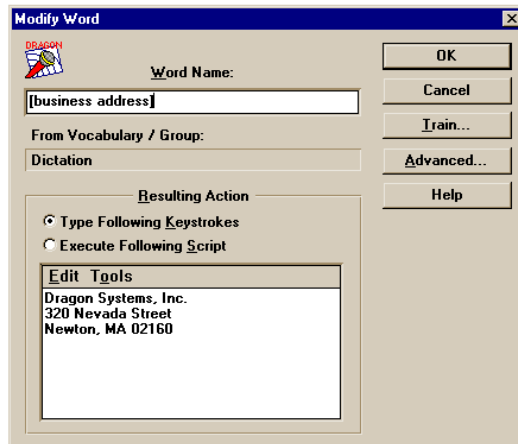





Note If you can't find a macro or don't know which vocabulary it's in, locate it with the Find Word command. Refer to "Finding Words" in chapter 8 for more information.



2 To modify the macro, use the Modify Word command.



- 🗨 Say **Modify Word**
- 🔊 Press **Alt+O**
- 👉 Click the Choice List Control menu, then Modify Word



The Modify Word dialog box appears with the macro you selected in the Word Name box.





- 3** Move to the Resulting Action box.
 -  Say **Resulting Action**
 -  Click the Resulting Action box
 -  Press the **Tab** key twice or press **Alt+R**

- 4** In the Resulting Action box, move to the end of the text
 -  Say **Control Key**, then **End Key**
 -  AddClick after the last letter of text

- 5** a new line
 -  Say **Enter Key**
 -  Press **Enter**

- 6** Add the phone number, using the Phone Number command or the keyboard.
 -  Say **Phone Number**, then **six one seven nine six five five two hundred**
 -  Type **617-965-5200**

- 7** When you're done making changes or additions
 -  Say **OK**
 -  Click OK

The Modify Word dialog box closes.

Now test the macro, just as you did before. And don't forget to save your user files to save your changes.

Macros can do much more than enter text. For information on advanced macros, refer to chapter 7.

Chapter 5

Controlling Applications with Command Mode

With DragonDictate you can control any Windows application by speaking instead of by keyboard and mouse. For example, you can open a document, modify its format, save it, and print it, all by speaking. If you prefer, you can use the keyboard and mouse along with speech commands. You enter most speech commands while DragonDictate is in Command Mode. When DragonDictate is in Command Mode, it listens for commands that perform actions rather than for dictation words that type text.



Attention

In windows, menus, and dialog boxes, you can say what you see when DragonDictate is in Command Mode.

In Command Mode you can Say What You See™. This means that you can say the names that you see on the screen.

For example, you can say any of the following:

- Menu names on a menu bar
- Menu commands in a menu
- Field names in a dialog box
- Button names in a window or dialog box

Starting an Application

In Windows NT or 3.x, you can start any application by speaking, using the Bring Up command, as long as the application is in the DragonDictate for Windows program group. If the application you want to start isn't in this group, refer to "Adding an Application in Windows NT or 3.x" in chapter 2.

In Windows 95, you can start any application by speaking, using the Bring Up command, as long as the application is in one of the following locations:

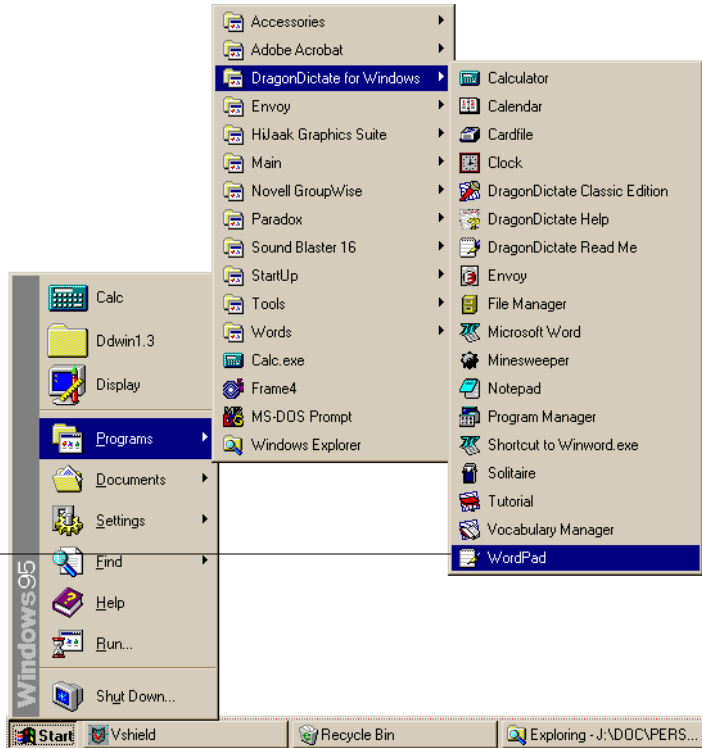
- DragonDictate for Windows submenu
- At the top of the Start menu
- At the bottom of the Programs menu



Tip

You can control an application by speaking, even if you don't start it by speaking.

WordPad was copied to the DragonDictate for Windows submenu when you installed DragonDictate for Windows.



Note You can also start an application by saying **Start Menu** and then the names of submenus until you get to the needed application. Then say its name as it appears.

DragonDictate should be running and the Voicebar should be visible. To start an application:

- 1 Be sure that you've put on your microphone and positioned it correctly.
- 2 If the microphone isn't on
 - Press the plus key (+) on the numeric keypad
 - Click the Microphone button on the Voicebar
- 3 To start an application, say **Bring Up application name** without pausing between words. For example, to start WordPad
 - Say **Bring Up WordPad**, without pausing between words

WordPad opens and [Bring Up WordPad] appears in the Voicebar.

To start Write

☞ Say **Bring Up Write**, without pausing

Write opens and [Bring Up Write] appears in the Voicebar.

Be sure to say the name of the application as it appears on your screen in Windows. Otherwise, DragonDictate may not recognize the name.

Note You don't *have* to start applications by speaking. You can still start applications by clicking or double-clicking with the mouse.

Correcting “Bring Up WordPad” If It Isn’t Recognized

If DragonDictate doesn't recognize “Bring Up WordPad,” three question marks {???) display in the Voicebar. If DragonDictate mistakenly recognizes “Bring Up WordPad” as something else, then the mistake appears in the Voicebar. For example, “Bring Up Clock” or “Bring Up Notepad” may appear. To correct this recognition error, follow these steps:

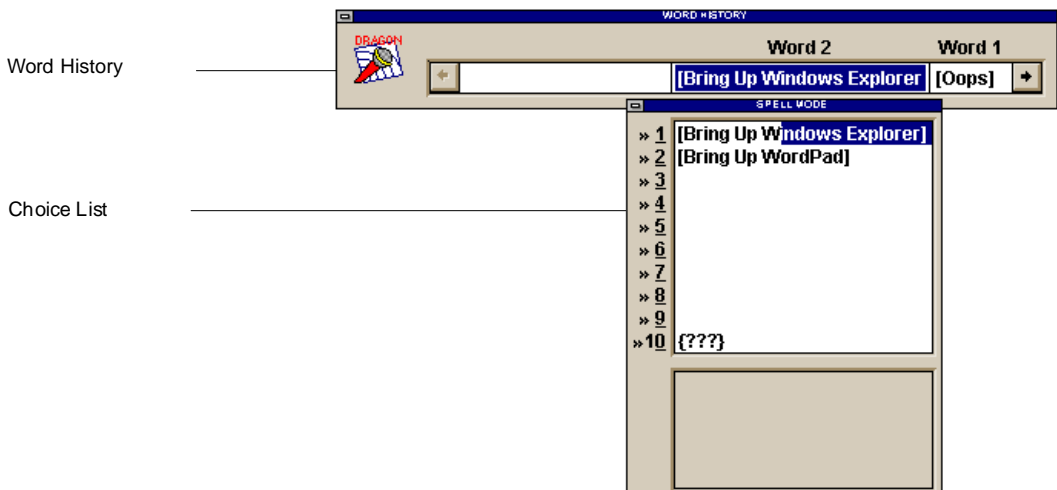
- 1 If DragonDictate doesn't recognize “Bring Up WordPad” correctly

☞ Say **Oops**

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

The Word History and Choice List open. The Word History is a correction window that includes the most recent words you said. The Choice List is a list of choices that represent what DragonDictate thinks you said.

DragonDictate highlights the last word it recognized before you said “Oops.”



If DragonDictate doesn't recognize "Oops," refer to "Correcting Oops If It Isn't Recognized" later in this chapter.

- 2 If "[Bring Up WordPad]" is listed in the Choice List, choose it. Use the Choose *n* commands, where *n* is a number from 1 to 9. For example, to choose the second item in the list

🗨 Say **Choose 2**

🖱 Double-click "[Bring Up WordPad]"

If "[Bring Up WordPad]" *isn't* listed in the Choice List

🗨 Begin typing **[Bring Up WordPad]** – starting with an open bracket ([) – until it appears in the Choice List. When it appears, choose it as described previously.

🗨 Begin spelling it, using the alpha-bravo words. (The alpha-bravo words help DragonDictate recognize the letters of the alphabet. You can find them listed on the *Quick Reference Card*.) Say **Open Bracket**, then **Shift Key**, **bravo romeo india**, and so on. Choose [Bring Up WordPad] when it appears in the Choice List.

- 3 If DragonDictate opened the wrong application, close it.

🗨 Say **Close Window**

- 4 You've now corrected the command. To activate it, you must repeat it.

🗨 Say **Bring Up WordPad** again

WordPad opens. (If this doesn't work, return to step 1.)

Note If [Bring Up WordPad] or [Bring Up Write] doesn't appear in the Choice List and you have to enter it completely, check your spelling. Also, if you are running Windows NT or 3.x, make sure that the application is in your Bring Up group. Refer to "Changing Start-Up Characteristics" in chapter 9 for more information.



Attention

DragonDictate must be in Command Mode to perform the tasks in this chapter.

Correcting Command Recognition Errors

DragonDictate starts in Command Mode, which lets you control Windows and applications by speaking commands.

Sometimes when you say a command, DragonDictate doesn't recognize what you said and a different word or three question marks {???) appear in the Voicebar's last word pane.



Tip

You must repeat a command after you've corrected it.

For example, you say **Close Window** and DragonDictate recognizes it as **Move Window**. Trying to correct the error by repeating the command may not work. A better way to correct the error is with the Oops command and the Word History window.

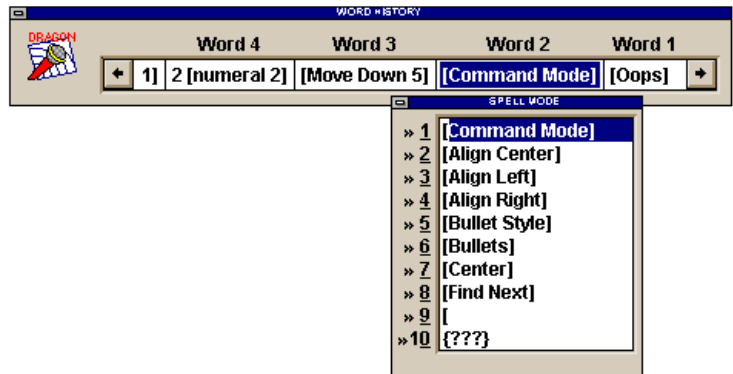
Note In Command Mode, you can let a recognition error go by without correcting it. DragonDictate's recognition will not degrade but it improves if you take the trouble to correct errors. However, in Dictate Mode, DragonDictate adapts to everything you say, even if you don't correct errors, which is why it's so important to make corrections.

Using Oops and the Word History

To correct a command recognition error

☞ Say **Oops**

The Word History and Choice List appear.



To close the Word History at any time

☞ Say **Cancel** or **Close Window**

Correcting a Command in the Choice List

If the correct command appears in the list, choose it by the number that appears next to it. For example, to choose the third command.

☞ Say **Choose 3**

☞ Double-click [Align Left]

☞ Type **Alt+3**, then press **Enter**

After you've corrected the command, you must say the command again. Correcting the recognition error *doesn't* automatically activate the



Attention

After correcting a command recognition error, you must repeat the command.

command again. (This is unlike what happens in Dictate Mode, where correcting the error automatically fixes the word in your document.) Repeat the Close Window command.

🗨 Say **Close Window**

Correcting a Command Not in the Choice List

If the correct command *doesn't* appear in the list, you must spell it by speaking or keyboard.

To spell a command by keyboard, first type an open bracket ([) and then start typing the rest of the command, including the space. For example, to spell the Close Window command

🗨 Type **[Close** and so on. Once the command appears in the Choice List, choose it

To spell a command by speaking, first spell the open bracket ([) and then start spelling the rest of the command using the alpha-bravo words. For example, to spell the Close Window command

🗨 Say **Open Bracket**, then **Shift Key**, **charlie lima**, and so on. Once the command appears in the Choice List, choose it.

Remember that after you've corrected the command, you must say the command again to activate it. To repeat the Close Window command

🗨 Say **Close Window**

Correcting "Oops" If It Isn't Recognized

If you say Oops and DragonDictate doesn't recognize it, you need some other way to bring up the Word History. Follow these steps:

1 Open the Voice menu.

🗨 Press the minus key (-) on the numeric keypad. (The Word History opens. Go to step 4.)

🗨 Say **Voice Menu**

🖱 Click the Voice Menu button on the Voicebar

The Voice menu opens.

2 Open the Tools menu.

🗨 Say **Tools**

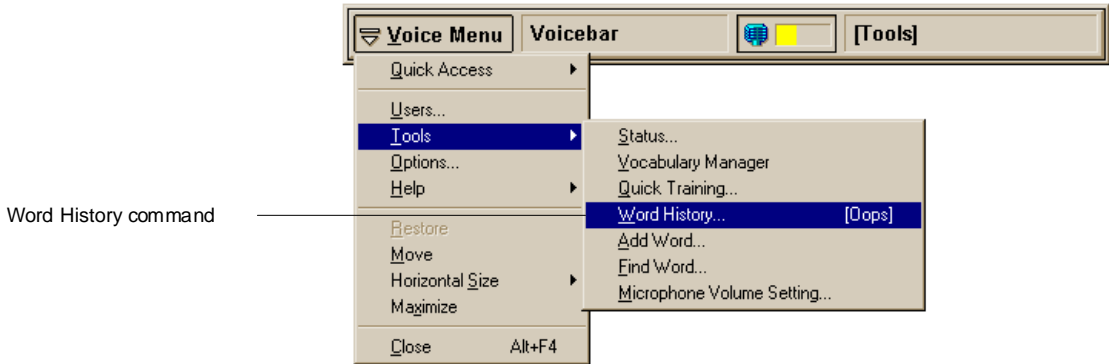
🖱 Click Tools

The Tools submenu opens.



Tip

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



3 Choose the Word History command.

- 🗣️ Say **Word History**
- 🖱️ Click Word History

The Word History and Choice List appear.

4 Correct the Oops command by typing or spelling with the alpha-bravo words.

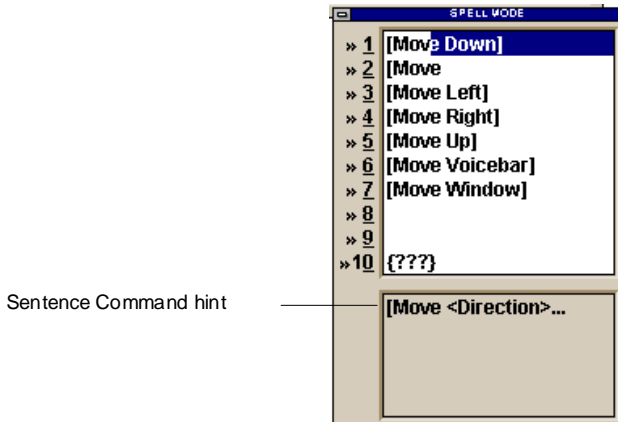
- 🗣️ Type **[O o p s]**. Once [Oops] appears in the list, choose it
- 🗣️ Say **Open Bracket**, then **Shift Key, oscar oscar papa sierra**. Once [Oops] appears in the list, choose it

Shortcuts for Correcting Errors

When you're correcting long commands in the Choice List, use the following shortcuts to move quickly on the current line in the Choice List.

Say	To
Next Space	Move by a word to the next space
Previous Space	Move by a word to the previous space
Move Left <i>n</i>	Move left <i>n</i> characters
Move Right <i>n</i>	Move right <i>n</i> characters
Backspace	Backspace one character

When you're correcting Sentence Commands in the Choice List, look at the hints at the bottom of the list to see valid Sentence Commands based on what you've entered so far.

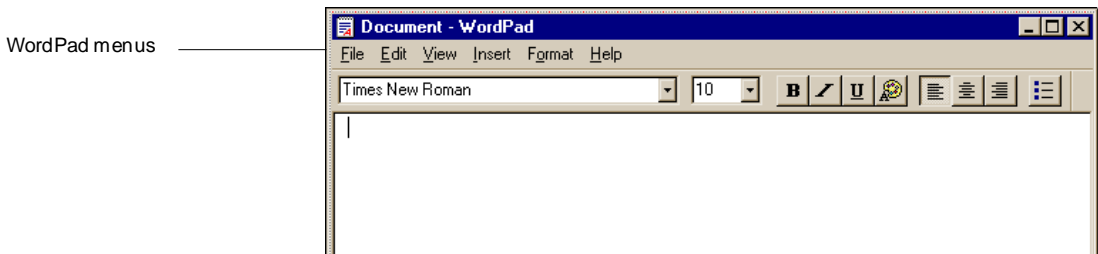


Working with Menus

Menus display in windows on the menu bar, just below the title bar. You open a menu to display its commands and other menu items.

Opening Menus

To open a menu, say its name. For example, in WordPad or Write, you can say the name of any of the menus on the menu bar.



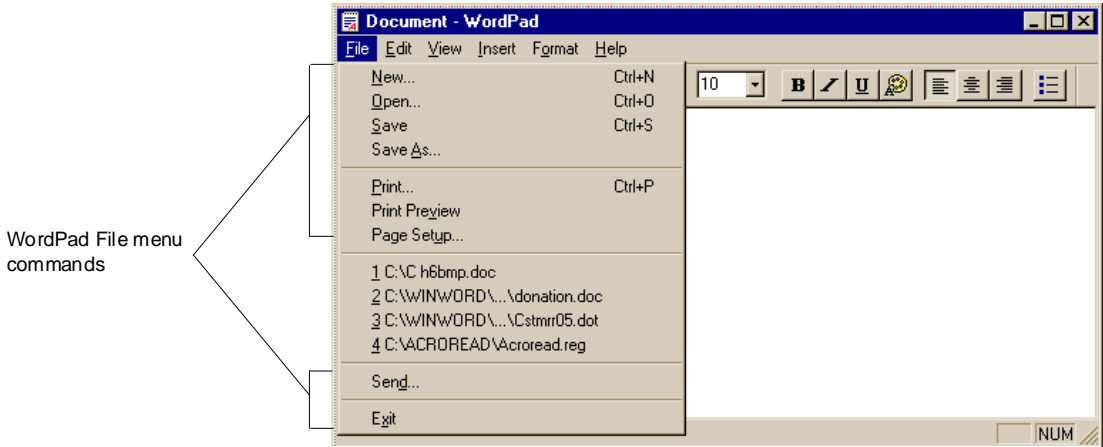
To open the File menu, say **File**. To open the Edit menu, say **Edit**.

Closing Menus

To close a menu, say **Cancel** or say the name of another menu.

Choosing Menu Commands

To choose a menu command from an open menu, say the menu command. Remember, you can say what you see. For example, when the File menu in WordPad is open, you can say any of the menu commands that you see.



Say **Print** to choose the Print command or **Save** to choose the Save command.

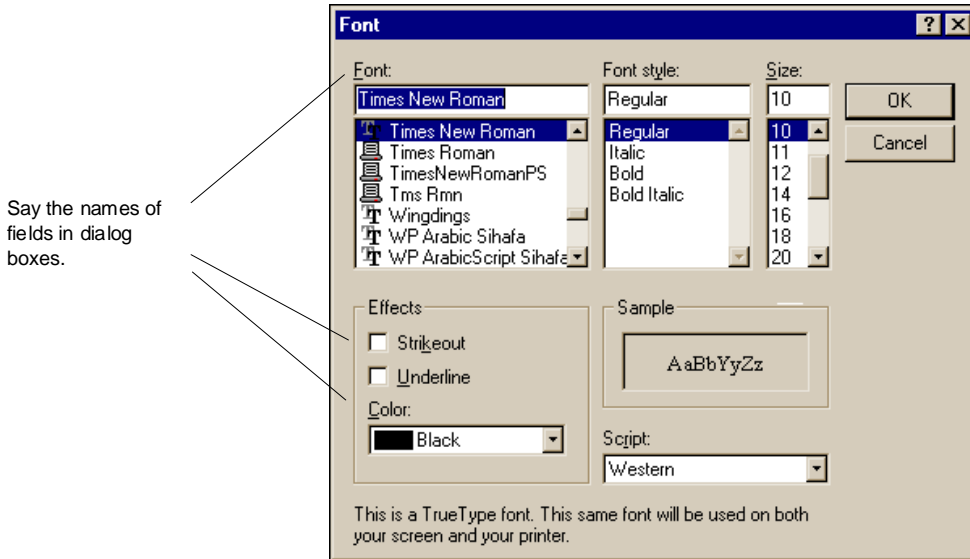
Working with Dialog Boxes

You use dialog boxes to exchange information with applications. Generally, you can say what you see in dialog boxes, just as you can with menus and menu commands. For example, in the Font dialog box (in WordPad or Write), you see fields labeled Font, Font style, and Size, along with OK and Cancel buttons. (To open this dialog box in WordPad, say **Format**, then **Font**. To open the equivalent dialog box in Write, say **Character**, then **Fonts**.)



Attention

DragonDictate must be in Command Mode to perform the tasks in this chapter.



Say the names of fields in dialog boxes.

To go to the Font style field, say **Font style**. To go to the Size field, say **Size**.



Tip

Use the Move *direction n* commands to highlight and select items in lists.

To select an item in a list, use the Move *direction n* commands. For example, to select the “Bold Italic” Font style, say **Font Style**, then **Move Down 3**. You cannot say the names of items in lists.

After you make selections in a dialog box, you choose one of the buttons. Again, you can say what you see. To choose the OK button, say **OK**. To choose the Cancel button, say **Cancel**.

Another useful way to move about in dialog boxes is with the Tab key. Say **Tab Key** to move from field to field, including buttons. Say **Back Tab** to move in reverse order.

A third way to move in dialog boxes is with the Alt key and the underlined letter in the field name. Use the alpha-bravo words to say the name of the underlined character. For example, to move to the Font style field in the Font dialog box, say **Alt Key**, then **yankee** (for the letter y). To go to the Size field, say **Alt Key**, then **sierra** (for the letter s).

Check Boxes

Some dialog boxes have check boxes, such as the Underline check box in the WordPad Font dialog box.

To select or clear a check box, say its name. For example, to select the Underline check box, say **Underline**.

Drop-Down List Boxes

Some dialog boxes have drop-down list boxes, such as the Color box in the Font dialog box.

To open a drop-down list box, move to it and then use the Drop List command. For example, to open the Color list box, say **Color**, then **Drop List**.

Use the Move *direction n* commands to scroll through the list. When you've made your selection, say **Drop List** again to close the box.

Another way to select an item in a drop-down list box is to say the alpha-bravo word for the first letter of the item. In most applications, you can say the letter repeatedly to see all items that start with that letter. For example, in the Color list box, say **romeo** to select Red.

Sliders

Some dialog boxes have sliders, such as the Pop-up Delay slider in the Dictation tab of the DragonDictate Options dialog box. (Refer to chapter 9 for an illustration of this tab.)

To use a slider, move to it and then say **Move Left** or **Move Right**. Stop the movement by saying **Stop**. For example, to change the Pop-up Delay, say **Pop-up Delay**, then say **Move Right**. To stop it, say **Stop**.

Switching to Dictate Mode for One Word

If DragonDictate is in Command Mode and you need to dictate one word, use the Type Word command. Use this if you are in a Save As dialog box and you want to save a document with a particular filename. For example, say **Type Word**, then say **test**. This enters "test" as the filename for your document.

If DragonDictate doesn't recognize the word correctly, say **Oops** and correct it. DragonDictate erases the mistaken word and enters the correct one.

Refer to the section "Switching to Command Mode for One Command" in chapter 3 for information on a related command (Computer Please).

Performing Basic Operations

This section explains some basic tasks, such as opening, saving and printing a file, and exiting an application. It's based on the WordPad and Write applications, but these tasks are like those in other Windows



Attention

DragonDictate must be in Command Mode to perform the tasks in this chapter.

applications. This section assumes that the application is already open and that DragonDictate is in Command Mode.

Opening a File in Windows 95

- 1 To open an existing file in Windows 95
☞ Say **File**, then **Open**

The Open dialog box appears.



- 2 To select a document in a different folder, go to the Look in drop-down list box and open it.
☞ Say **Look in**, then **Drop List**
- 3 To select a folder in the Look in box, use the Move *direction n* Commands. For example
☞ Say **Move Down 4**
- 4 When you've selected the folder you want, open it.
☞ Say **Enter Key**
- 5 To go to the list of files and folders
☞ Say **Tab Key**
- 6 To move within the list of files and folders, use the Move *direction n* Commands. For example
☞ Say **Move Right 3**

- 7 When you've selected the file, open it.

🗨 Say **Open**

The dialog box closes and the file opens.

Opening a File in Windows NT or 3.x

- 1 To open an existing file in Windows NT or 3.x

🗨 Say **File**, then **Open**

The Open dialog box appears.

- 2 To select a file from the File Name box, go to the list of files.

🗨 Say **Tab Key**

The first file in the list is selected (highlighted).

- 3 To go to the file you want, use the Move *direction n* Commands. For example

🗨 Say **Move Down 5**

- 4 When the file you want is selected, choose OK.

🗨 Say **OK**

The dialog box closes and the file opens.

Another way to select a file in a list is to spell it with the alpha-bravo words. Go to the list and then say the alpha-bravo word for the first letter of the file you want to select. For example, to select the README.WRI file, go to the list and say **romeo** until it is selected.

If the file you want to open isn't in the directory currently displayed, you can change directories. Follow these steps:

- 1 Go to the Directories box.

🗨 Say **Directories**

The first directory in the list is selected.

- 2 To go to the directory you want, use the Move *direction n* commands. For example, if the directory you want is the next one down

🗨 Say **Move Down 1**

- 3 To display the contents of a directory after you get to it

🗨 Say **Enter Key**

- 4 When the directory you want is selected, choose OK.

🗨 Say **OK**

The File Name list changes to reflect the currently selected directory. Now you can select a file from that list.

Saving a File

You can save files in various ways. You can save an existing file with its current name or with a different name. You can save a new file that doesn't yet have a filename.

To save an existing file and keep its current name

🗨 Say **File**, then **Save**

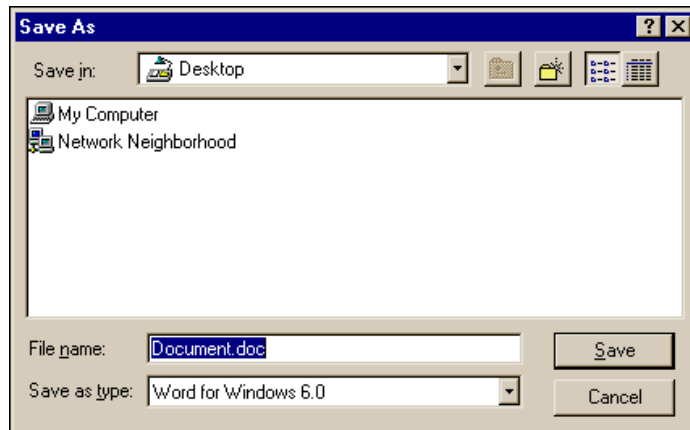
The application saves the file with its current filename. No dialog box appears.

To save an existing file and give it a new name, follow these steps:

- 1 Choose the Save As command.

🗨 Say **File**, then **Save As**

The Save As dialog box appears.



- 2 Prepare to enter a new name with the Type Word command.

🗨 Say **Type Word**

- 3 Dictate a new name. For example, to enter the name “letter”

🗨 Say **letter**

🗨 Type **letter**

If you prefer, you can spell the name using the alpha-bravo words. To spell “letter,” say **lima echo tango**, and so on.

- 4 After you enter the filename you want, choose the Save or OK button, depending on which one appears in the dialog box.

🗨 Say **Save** or **OK**

The dialog box closes and the application saves the file with the new name.

Printing a File

You can print a file with the Print command in the File menu or with the Sentence Commands DragonDictate provides for supported applications.

To print with the Print command in the File menu:

- 1 Choose the Print command.

🗨 Say **File**, then **Print**

The Print dialog box appears.

- 2 Change any of the options, or leave them as they are.

- 3 Choose the OK or Print button, depending on which one appears in the dialog box.

🗨 Say **OK** or **Print**

A dialog box appears, telling you that the application is printing your file.

Another way to print is with the application's *Sentence Commands*. DragonDictate provides many Sentence Commands for supported applications.

For most word processors, DragonDictate provides two Sentence Commands for printing:

- [Print Page <Number/1 to 99>]
- [Print Pages <Number/1 to 99> to <Number/1 to 99>]

Some examples of the first one are “Print Page 5” and “Print Page nineteen.” Some examples of the second are “Print Pages 1 to 5” and “Print Pages ten to twenty.”

To print with Sentence Commands:

- 1 Use the “[Print Page <Number/1 to 99>]” Sentence Command.

🗨 Say **Print Page nineteen**

The Print dialog box appears, with the Print Range set from 19 to 19.



Tip

Using Sentence Commands can be faster and more efficient than using menu commands.

- 2 Choose the OK or Print button, depending on which button appears in the dialog box.

🗨 Say **OK** or **Print**

A dialog box appears, telling you that the application is printing the pages you selected.

To learn more about finding what commands you can say, refer to “Finding Out What You Can Say” later in this chapter and to the *Quick Reference Card*.

Exiting an Application

To exit an application:

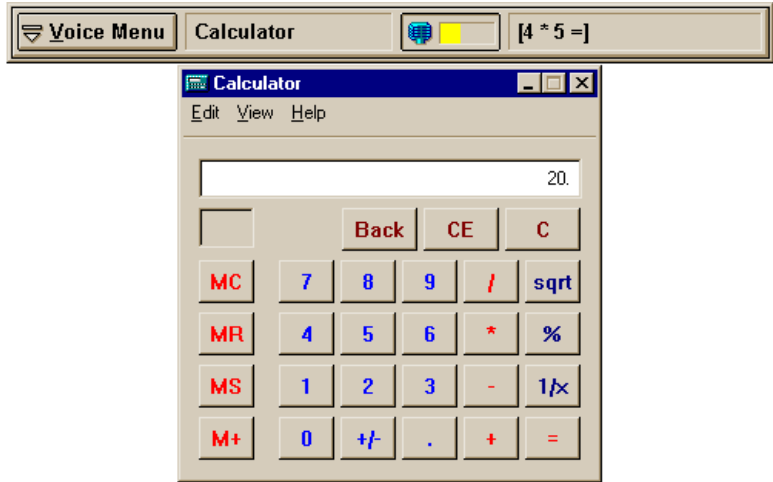
- 1 Close the window.
🗨 Say **Close Window** or **File**, then **Exit**
- 2 If you made changes and didn't save them, a dialog box appears and asks if you want to save them.
🗨 Say **yes** to save your changes or **no** to discard them. If DragonDictate doesn't recognize these responses, say **yes please** or **no thank you** instead

Entering Numbers in Calculator

This section explains how to enter numbers in Command Mode. It's based on the Calculator application, but these tasks are like ones in other supported applications and spreadsheets. This section assumes that Calculator or another application is already open and that DragonDictate is in Command Mode. For information on dictating numbers into a document using Dictate Mode, refer to “Dictating Numbers” in chapter 3.

You can enter numbers without pausing in Calculator. For example, you can say the number 156 by saying **one five six** without pausing.

You can say what you see in Calculator, so you can also say the names of the keys, which correspond to basic operations. For example, you can say **plus minus times divided by**, and **equals**.



For example, to multiply four times five.

☞ Say **four times five equals**, without pausing

The number “20” appears in Calculator, and “[4 * 5 =]” appears in the Voicebar.

To multiply six times three and divide the result by nine.

☞ Say **six times three divided by nine equals**, without pausing

The number “2” appears in Calculator, and “[6 * 3 divided by 9 =]” appears in the Voicebar.

You can combine multiple operations. For example:

- 1 Add 210 plus 16.
☞ Say **two one zero plus one six equals**
- 2 Subtract 87 from the result.
☞ Say **minus eight seven equals**
- 3 And divide the result by four.
☞ Say **divided by four equals**

The result, 34.75, appears in Calculator.

The following table lists some of the words you use to enter numbers in Calculator.

For This Key	Say This
+	plus
-	minus
/	divided by <i>or</i> over
*	multiplied by <i>or</i> times
=	equals
.	point
C	clear
CE	clear entry
sqrt	square root

Editing a Document

This section explains the basics of editing text in a document. It is based on WordPad, but these tasks are like those in other word processors, such as Write. This section assumes that WordPad or another application is already open and that DragonDictate is in Command Mode.



Tip

Use the Move *direction n* (1–40) commands to move in any application in Command Mode.

Moving in a Document

You can move about in a document by saying many different commands. Some of the easiest ones are the global Move *direction n* commands. For example, to move the insertion point down five lines

🗨 Say **Move Down 5**

The following table describes the Move *direction n* commands, where *n* is any number from one to 40:

Say	To
Move Down <i>n</i>	Move the insertion point down <i>n</i> lines
Move Up <i>n</i>	Move the insertion point up <i>n</i> lines
Move Right <i>n</i>	Move the insertion point right <i>n</i> characters
Move Left <i>n</i>	Move the insertion point left <i>n</i> characters



Tip

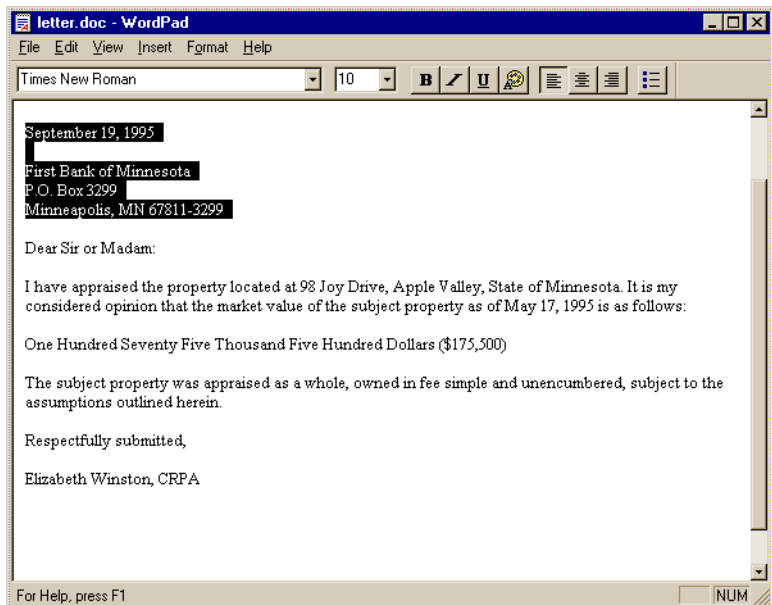
Use the Select *direction n* (1–40) commands to select text in any application in Command Mode.

To learn more about moving about in an application, refer to “Using Arrow Movement Commands” in chapter 6.

Selecting Text

Once you’re in the text you want to edit, highlight the selection. You can easily do this with the global Select *direction n* commands. For example, to select the next five lines

☞ Say **Select Down 5**



The following table describes the Select *direction n* command, where *n* is any number from one to 40:

Say	To
Select Down <i>n</i>	Select text down <i>n</i> lines
Select Up <i>n</i>	Select text up <i>n</i> lines
Select Right <i>n</i>	Select text right <i>n</i> characters
Select Left <i>n</i>	Select text left <i>n</i> characters

The Move and Select *direction n* commands are Global Commands, so you can use them in any application in Command Mode. Another way to perform tasks is with the Sentence Commands DragonDictate provides for specific applications. For example, to select three words in WordPad or Write, say **Select Next 3 Words**. To select five lines, say **Select Next 5 Lines**.

In many word processors (other than WordPad or Write), you can select paragraphs and sentences in addition to characters, words, and lines. For example, to select the four paragraphs after the line the insertion point is currently in, say **Select Next 4 Paragraphs**. To select the two paragraphs before the line the insertion point is currently in, say **Select Previous 2 Paragraphs**.

Choose words from the following table to create valid Sentence Commands for selecting text in supported word processors.

Word 1	Word 2	Word 3	Word 4
Select	Next	<i>n</i> (2–20)	Characters
	Previous		Words
	Forward		Lines
	Back		Sentences
			Paragraphs

Cutting, Copying, and Pasting Text

You can cut, copy, and paste text by selecting it and using the Cut, Copy, and Paste commands as displayed in the Edit menu. Or, you can use Sentence Commands to do the same thing.

You can say **Edit**, pause, and then say the name of a menu command, as you can for any menu and menu command. However, since the Edit menu is almost universal in Windows applications, DragonDictate also provides shortcut commands for the Edit menu that you say without saying Edit first. So you can just say **Cut**, **Copy**, or **Paste**.

To cut or copy text using the Cut and Copy commands in the Edit menu:

- 1 Select the text you want to edit.
- 2 Choose the Cut or Copy command by doing one of the following:
 - ☞ Say **Edit**, then **Cut** or **Copy**
 - ☞ Say **Cut** or **Copy**

The text is cut or copied to the Clipboard.

To paste the text into a new location:

- 1 Go to where you want to paste the text.
- 2 Choose the Paste command by doing one of the following:
 - ☞ Say **Edit**, then **Paste**
 - ☞ Say **Paste**

Another way to cut, copy, and paste text is with Sentence Commands. For example, to cut the four lines after the line the insertion point is currently in, say **Cut Next 4 Lines**. To copy the previous word, say **Copy Previous Word**. Once you cut or copy text, you can paste it into a new location as described in the previous section.

Choose words from the following table to create valid Sentence Commands for cutting and copying text in supported applications:

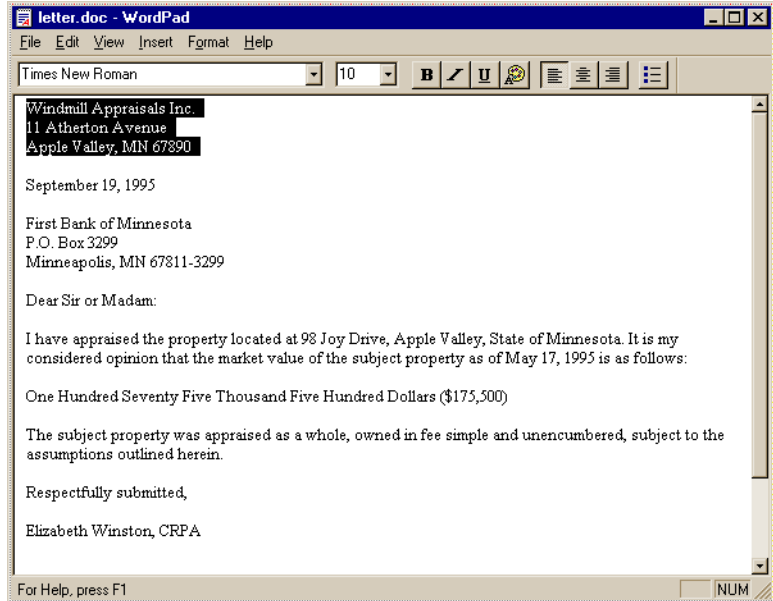
Word 1	Word 2	Word 3	Word 4
Cut	Next	<i>n</i> (2–20)	Characters
Copy	Previous		Words
			Lines
			Sentences
			Paragraphs

Formatting Text

You can change the format of text by selecting it and then using the commands available in the application's menus. Or, you can use the application's Sentence Commands to do the same thing.

To format text using the commands available in the application's menus, follow these steps. Remember that this example is based on commands available for WordPad, but that the process is similar in other word processors, such as Write.

- 1 In Command Mode, select the text you want to format. For example, suppose you want to format the address in the following letter and the insertion point is in the line before the address.
🗨 Say **Select Next 3 Lines**



The address is selected.

- 2 Choose Font from the Format menu.

☞ Say **Format**, then **Font**

The Font dialog box opens.

- 3 To change the typeface to bold

☞ Say **Font Style**, then **Bold**

- 4 To select a larger size for the text, move to the Size field.

☞ Say **Size**

- 5 To select a larger font in the Size list

☞ Say **Move Down 3**

- 6 If you have finished your selections, choose the OK button.

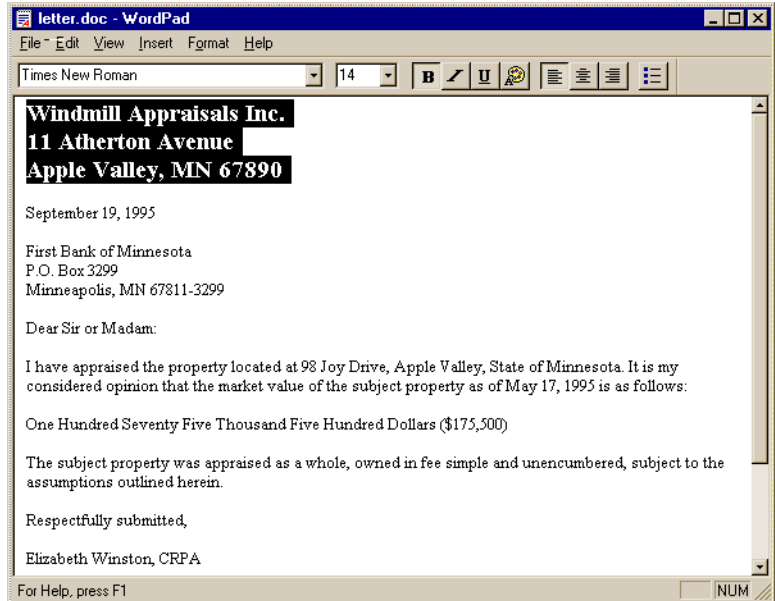
☞ Say **OK**

The dialog box closes and your changes take effect.



Attention

Refer to the *Quick Reference Card* for more information on word processor Sentence Commands.



Another way to format text is to use DragonDictate's Sentence Commands for supported applications. Using these commands can be faster and more efficient than using the menu commands.

To format text using Sentence Commands:

- 1 Go to the text you want to format. For example, suppose you want to format the address in the following letter. Put the insertion point in the line before the address.
- 2 To change the typeface to bold, choose the appropriate Sentence Command.
Say **Bold Next 3 Lines**

The address changes to a bold typeface and the text is deselected.

- 3 To change the font and its size, select the text again and choose the appropriate Sentence Command.
Say **Set Font Arial fourteen**

Your changes take effect.

Choose words from the following table to create valid Sentence Commands for formatting text in supported applications.

**Attention**

Refer to the *Quick Reference Card* for more information on word processor Sentence Commands.

Word 1	Word 2	Word 3	Word 4
Bold	Next	<i>n</i> (2–20)	Characters
Capitalize*	Previous		Words
Italicize			Lines
Lowercase*			Sentences
Uppercase*			Paragraphs
Underline			

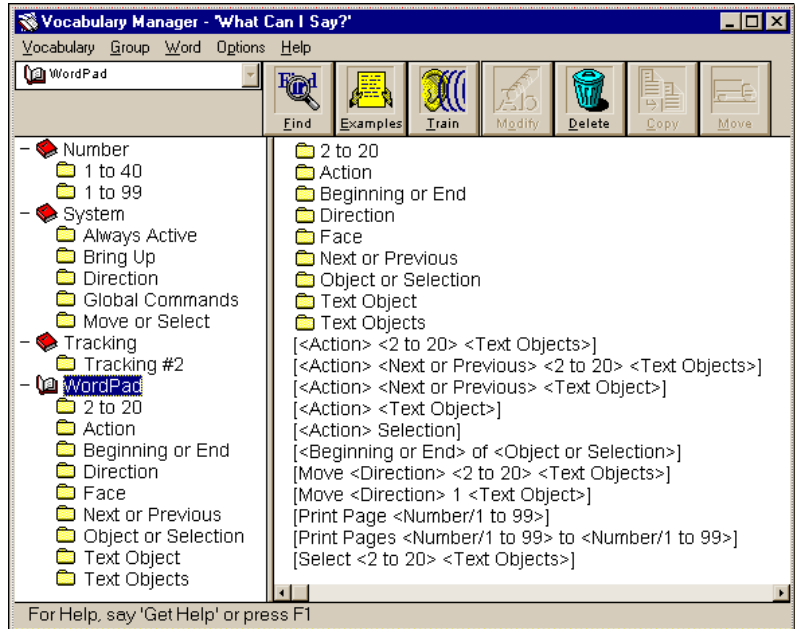
* These commands are supported in Word, WordPerfect®, and Ami Pro™, not in WordPad and Write.

Note This is only a sample of all the possible Sentence Commands you can say in most word processors. For more information about finding out what you can say, see the next section and refer to the *Quick Reference Card*. Remember that you can only use Sentence Commands with supported applications.

Finding Out What You Can Say

To find out what you can say at any time, say **What Can I Say**. This command is always available and it opens the Vocabulary Manager “What Can I Say” window.

For example, if you’re in WordPad and say **What Can I Say**, the following window appears.



The window's right pane lists commands that are currently available for you to say.

The list includes Sentence Commands that are currently available for you to say. For example, the Sentence Command “[Print Page <Number/1 to 99>]” is available in WordPad. The angle brackets (< >) in a Sentence Command indicate the part of the command that you can vary when you say the command.

Note Sentence Commands are listed before regular commands.




Tip

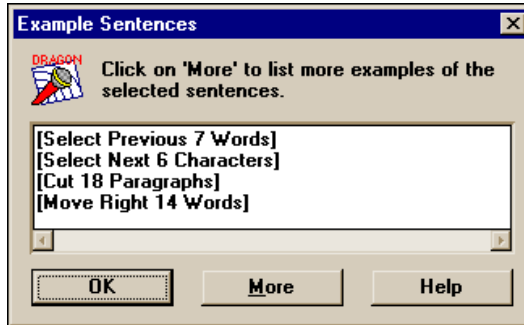
The Sentence Commands in the Vocabulary Manager are models. To find specific examples, use the Examples button.

Finding Example Sentences

The Sentence Commands listed in the window's right pane are actually models of sentences, not the specific sentences you can say. To find examples of the specific sentences you can say in an application:

- 1 Select the Examples button.
 Say **Examples**

The Example Sentences dialog box appears. It randomly lists Sentence Commands that you can say in this application.



- 2 To see more randomly generated examples, select the More button.
 ☞ Say **More**

Additional sentence examples appear.

- 3 When you're done, choose the OK button.
 ☞ Say **OK**

You can also get examples of one particular sentence by selecting it and choosing the Examples button. For more information, refer to “Finding Examples of What You Can Say” in chapter 8.

For more information on commands, Sentence Commands, and the Vocabulary Manager, refer to chapter 8.



Attention

Refer to the *Quick Reference Card* for more information on word processor Sentence Commands.

Working with Multiple Documents

With some applications, you can have multiple documents or windows open at the same time. To control these document windows, use the following Global Commands:

Say	To
Next Document	Move to and select the next document window or icon
Previous Document	Move to and select the previous document window or icon
Maximize Document	Enlarge the document window or icon to full size

(continued)

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Say	To
Minimize Document	Shrink the document window to an icon
Restore Document	Restore the document window or icon to its previous state
Close Document	Close the document window or icon
Document Menu	Display the control menu for the document window or icon

**Tip**

Say **Next Document** to move to another window in the same application. Say **Next Window** to move between application windows.

Use these document window commands to control windows within applications. Use the window commands (such as Next Window) to control application windows. Refer to chapter 6 for more information.

Chapter 6

Managing Windows

With DragonDictate, you can control applications and the Windows interface by speaking instead of by keyboard and mouse. For example, you can switch from application to application, move windows, and drag icons by speaking only. This chapter explains how to:

- Manage application windows
- Manage the Windows 95 desktop
- Manage the Windows NT or 3.x desktop
- Switch from application to application
- Move about in Windows and applications using Arrow and Mouse Movement Commands and the MouseGrid
- Select and move objects

Managing Application Windows

When an application is *active*, its title bar or icon label is highlighted. When an application is active, you can use the following commands:

Say	To
Close Window	Close the application
Previous Window	Move to and highlight the window that was previously active
Minimize	Shrink the window to an icon
Maximize	Enlarge the window or icon to full screen
Restore	Return the window or icon to its normal size

Resizing Application Windows

You can make the size of an application window smaller or larger. When the application is active, follow these steps:

- 1 Use the Size Window command.
 - 🗨 Say **Size Window**



Attention

Pay attention to which application is *active*. The active application has a highlighted title bar or icon label. Its name is displayed in the active vocabulary pane in the Voicebar.

- 2 Start sizing the window in one direction.
🗨 Say **Move direction (Up, Down, Left or Right)**
- 3 Stop resizing the window.
🗨 Say **Stop**
- 4 Set the window to its new size.
🗨 Say **Enter Key** or **OK**

Moving Application Windows

You can move an application window to another location on the desktop. When the application is active, follow these steps:

- 1 Use the Move Window command.
🗨 Say **Move Window**
- 2 Start moving the window in one direction.
🗨 Say **Move direction (Up, Down, Left or Right)**
- 3 Stop moving the window.
🗨 Say **Stop**
- 4 Set the window in its new location.
🗨 Say **Enter Key** or **OK**

Note As you move or resize a window, the last word pane doesn't change, even though DragonDictate still hears you. Continue saying the commands until you've resized or moved the window.

Managing the Windows 95 Desktop

You can manage the Windows 95 desktop in the following ways by speaking:

- Say **Start Menu** to open the Start menu
- Say the name of any of the items in the Start Menu or its submenus
- Say **Bring Up Task n** (1–10) to bring up the applications on the taskbar, numbered from left to right, excluding the Start button

- Say **Bring Up *application name*** to open any application in the DragonDictate for Windows submenu, as well as any custom menu item at the top of the Start menu or the bottom of the Programs menu
- Say the names of menus, menu commands, fields, tabs, and buttons in windows and dialog boxes

Managing the Windows NT or 3.x Desktop

The Windows NT or 3.x desktop includes the Program Manager and its program groups, which you can control by speaking.

Opening Program Manager Windows

Program Manager contains groups, which you use to organize 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 Program Manager**
- 2 Open the program group window.
 - ☞ Say **Window**, then say the number that appears in the menu next to the item you want

For instance, if you want to open the Games group, say **Window**. If Games appears next to the number 7, then say **7** or **numeral 7**.

The Games group window opens.

Use the following commands to move about in and control Windows NT or 3.x Program Manager groups. Pay attention to which group is active, since these commands act on the active group. The title bar of the active group window or icon label is highlighted.

Say	To
Next Group	Move to and select the next group window or icon
Close Group or Close Window	Close the active group window
Maximize Document	Enlarge the active group window to full size
Minimize Document	Shrink the active group window to an icon

Say	To
Restore Document	Return the active group window or icon to its previous size
Window Menu or Document Menu	Open the active group window control menu

Resizing or Moving Group Windows

To resize or move a program group window:

- 1 Display the active group window control menu.
☞ Say **Window Menu** or **Document Menu**
- 2 Use the Size or Move command.
☞ Say **Size** or **Move**
- 3 Start sizing or moving the window.
☞ Say **Move direction (Up, Down, Left, or Right)**
- 4 Stop resizing or moving the window.
☞ Say **Stop**
- 5 Set the window to its new size or location.
☞ Say **Enter Key**

Arranging Program Manager Windows

The Windows NT or 3.x Program Manager window has two window management commands: *cascade* and *tile*.

To cascade multiple windows when Program Manager is active

☞ Say **Cascade**

To tile multiple windows when Program Manager is active

☞ Say **Tile**

Switching Applications

When you have more than one application running at once, you often need to switch between them. DragonDictate provides several ways to do this.

One way is to say **Next Window**. Keep repeating **Next Window** until you arrive at the application you want. To move to the previous window, say **Previous Window**.


Another way to switch applications is to say **Bring Up *application name***. If the application is already running, this command switches to the running application. You can also say **Swap With**, then say *application name*.

In Windows 95, you can use the taskbar to switch to another application. The taskbar displays buttons for each currently running application. You can say **Bring Up Task *n*** (1–10), where the task number corresponds to the button number, reading from left to right (excluding the Start button).

In Windows NT or 3.x, you can use the Task List to switch applications:

1 Bring up the Task List.

 Say **Bring Up Task List**

 Press **Ctrl+Esc**

2 To select the application you want, use the **Move *direction n*** command.

 Click the application name


For example, to move down three items

 Say **Move Down 3**

 Click the application name

3 Switch to the application.

 Say **Switch To**

 Click **Switch To**

Close a selected application in the Task List by saying **End Task**. Remove the Task List from the screen by saying **Cancel**.

Moving in Windows and Applications

There are three ways to move about in Windows and applications by speaking:

- Arrow Movement Commands
- Mouse Movement Commands
- MouseGrid Commands

Using Arrow Movement Commands

The Arrow Movement Commands provide an easy way to move about in Windows and applications by speaking. These commands control the movement of the insertion point (sometimes called the caret or cursor) on the screen.

Starting and Stopping Arrow Movement

To start the insertion point moving, use the *Move direction* commands, which are equivalent to holding down the corresponding arrow key. For example

☞ Say **Move Right**

The insertion point starts moving and “Arrow Movement” appears in the Voicebar’s active vocabulary pane.

To change direction, just say the direction you want to switch to. For example

☞ Say **Down**

The insertion point moves down instead of right.

To stop arrow movement and exit Arrow Movement Mode

☞ Say **Stop** or **Cancel**

Note When the insertion point stops moving because it can’t move any further, DragonDictate is still in Arrow Movement Mode. You must say **Stop** or **Cancel** to exit this mode.

You can also move the insertion point with the *Move direction n* Commands from one to five times in Dictate Mode and from one to 40 times in Command Mode. For example, to move the insertion point down 5 lines

☞ Say **Move Down 5**

The following table describes the Arrow Movement Commands.

Say	Resulting Action
Move Up	Holds down the up arrow key. Moves 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.

(continued)



Tip

If you say a command that isn’t recognized, notice if “Arrow Movement” appears in the active vocabulary pane. If so, say **Stop** or **Cancel**.

(continued)

Say	Resulting Action
Move Up <i>n</i>	Presses the up arrow key 1–5 times in Dictate Mode or 1–40 times in Command Mode.
Move Down <i>n</i>	Presses the down arrow key 1–5 times in Dictate Mode or 1–40 times in Command Mode.
Move Left <i>n</i>	Presses the left arrow key 1–5 times in Dictate Mode or 1–40 times in Command Mode.
Move Right <i>n</i>	Presses the right arrow key 1–5 times in Dictate Mode or 1–40 times in Command Mode.
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 or Much Faster	When arrow movement is in progress, increases arrow movement speed.
Slower or Much Slower	When arrow movement is in progress, decreases arrow movement speed.
Stop or Cancel	Stops arrow movement when it's in progress.

**Tip**

Refer to the *Quick Reference Card* for Arrow Movement Commands.

Using Mouse Movement Commands

Another way to move about in Windows and applications by speaking is with the Mouse Movement Commands. These commands simulate the actions of the mouse in controlling the movement of the mouse pointer (sometimes called the cursor) on your screen.

Starting and Stopping Mouse Movement

To start the mouse pointer moving, use the Mouse *direction* Commands, which are equivalent to moving the mouse. For example

☞ Say **Mouse Down**

The mouse pointer starts moving and “Mouse Movement” appears in the Voicebar’s active vocabulary pane.

To change direction, just say the direction you want to switch to. For example

☞ Say **Upper Right**

The mouse pointer changes direction and moves to the upper right of your screen.

To stop mouse movement and exit Mouse Movement Mode.

☞ Say **Stop** or **Cancel**

Note When the mouse pointer stops moving because it can’t move any further, DragonDictate is still in Mouse Movement Mode. You must say **Stop** or **Cancel** to exit this mode.

The following table describes the Mouse Movement Commands.

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.

(continued)



Tip

If you say a command that isn’t recognized, notice if “Mouse Movement” appears in the active vocabulary pane. If so, say **Stop** or **Cancel**.

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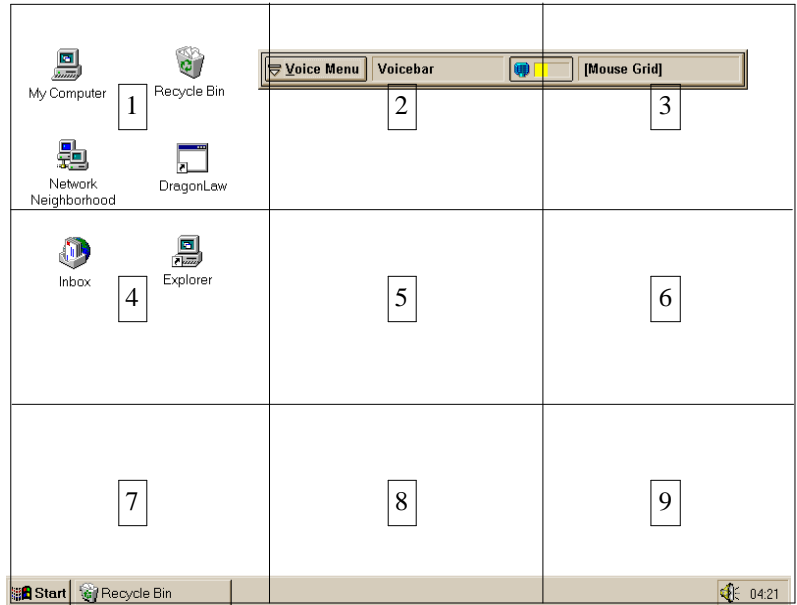
Say	Resulting Action
Up	When mouse movement is in progress, moves mouse pointer up.
Down	When mouse movement is in progress, moves mouse pointer down.
Left	When mouse movement is in progress, moves mouse pointer left.
Right	When mouse movement is in progress, moves mouse pointer right.
Lower Left	When mouse movement is in progress, moves mouse pointer diagonally down and left.
Lower Right	When mouse movement is in progress, moves mouse pointer diagonally down and right.
Upper Left	When mouse movement is in progress, moves mouse pointer diagonally up and left.
Upper Right	When mouse movement is in progress, moves the mouse pointer diagonally up and right.
Faster, Much Faster	When mouse movement is in progress, increases mouse pointer speed.
Slower, Much Slower	When mouse movement is in progress, decreases mouse pointer speed.
Stop or Cancel	When mouse movement is in progress, stops mouse pointer.
Button Click	Presses the left mouse button once.
Right Click	Presses the right mouse button once.
Button Double-Click	Presses the left mouse button twice.
Right Double-Click	Presses the right mouse button twice.

**Tip**

Refer to the *Quick Reference Card* for Mouse Movement Commands.

Using the MouseGrid

Another way to move about in Windows and applications by speaking is with the *MouseGrid*. The MouseGrid is a display of nine numbered boxes over the screen. You can use the MouseGrid to select and move objects.



Using the MouseGrid to position the mouse pointer can be faster and more accurate than using the Mouse Movement Commands.

Positioning the Mouse Pointer with the MouseGrid

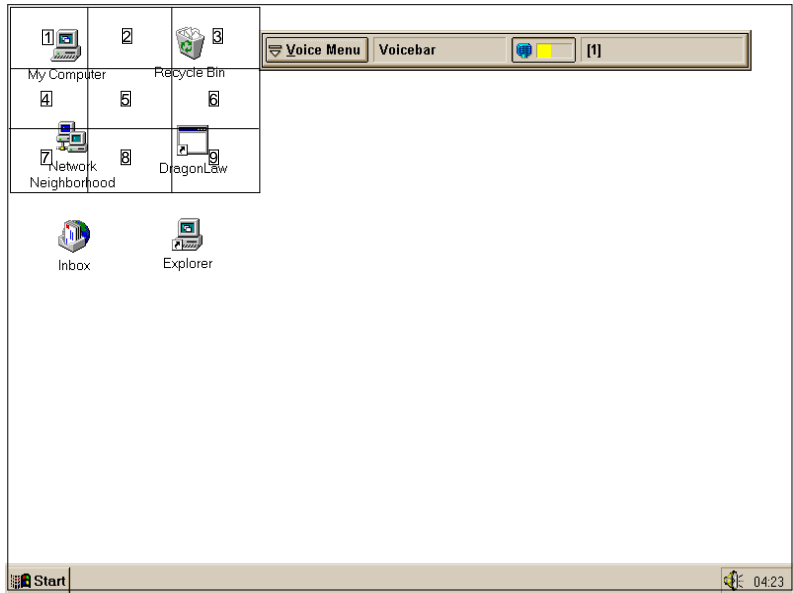
To position the mouse pointer anywhere on the screen:

- 1 Display the MouseGrid.
 ☞ Say **Mouse Grid** or **Mouse Grid on Window**

The MouseGrid appears and “Mouse Grid” appears in the Voicebar’s active vocabulary pane.

- 2 Find the box that has your target location.
 ☞ Say **number** (1–9) or say the direction

For example, if you want the mouse pointer to move to the box labeled 1, say **one** or **upper left**. The MouseGrid shrinks to cover only the box you selected.



- 3 Repeat step 2 until the mouse pointer is over the target object.
- 4 Now you can click or double-click the object with the left mouse button.
For example
 - ☞ Say **Button Click** or **Button Double-Click**
 To click with the right mouse button
 - ☞ Say **Right Click** or **Right Double-Click**

Moving an Object with the MouseGrid

To drag an object from one location to another:

- 1 Use the MouseGrid or Mouse Movement Commands to place the mouse pointer over the object you want to move.
- 2 Mark the current location of the object.
 - ☞ Say **Mark Here**
- 3 Use the MouseGrid or Mouse Movement Commands to place the mouse pointer over the new, target location.

4 Move the object to the new location.

🗨 Say **Drag to Here**

The following table describes the MouseGrid and related commands.

Say	Resulting Action
Mouse Grid	Turns on the full-screen MouseGrid.
Mouse Grid on Window	Turns on the MouseGrid in the current window.
<i>n</i> (numbers 1–9)	Shrinks the grid to the selected box.
Cancel or Stop	Turns off the MouseGrid.
Mark Here	Marks an object for dragging.
Drag to Here	Moves a marked object to a new location.
Button Click or Left Click	Presses the left mouse button once.
Right Click	Presses the right mouse button once.
Button Double Click	Presses the left mouse button twice.
Right Double-Click	Presses the right mouse button twice.

Selecting and Moving Objects

In Windows, an *object* is a general term for an icon, window, or dialog box. When you need to select and move objects on the desktop and with DragonDictate, you can do this by speaking. You can use the MouseGrid to select and move objects, or you can use the Mouse Dragging Commands described in this section.

Selecting Objects

When you select an object, it becomes *active*, and its label (if it's an icon) or title bar (if it's a windows or dialog box) appears highlighted.

To select an object:

- 1 Start moving the mouse pointer towards the object, using the Mouse *direction* Commands. For example

🗨 Say **Mouse Right**

- 2 When the mouse pointer reaches the object, select it.
🗨 Say **Button Click**

Moving Objects

You can use the mouse to drag objects anywhere on the Windows desktop. The Mouse Dragging Commands perform the same action as when you click the mouse and drag an object. The Mouse Dragging Commands are part of the Mouse Movement Commands.

To start moving an object:

- 1 Place the mouse pointer over the object with the Mouse Movement Commands.
- 2 Move the object, using the Drag *direction* Commands. For example
🗨 Say **Drag Upper Left**

The object starts moving and “Mouse Movement” appears in the Voicebar’s active vocabulary pane.

To change direction, say the direction you want to switch to. For example

🗨 Say **Lower Left**

The object changes direction and moves to the lower left of your screen.

To stop moving the object

🗨 Say **Stop** or **Cancel**

The following table describes the Mouse Dragging Commands.

Say	Resulting Action
Drag Down	Drags object down.
Drag Up	Drags object up.
Drag Left	Drags object left.
Drag Lower Left	Drags object diagonally down and left.
Drag Upper Left	Drags object diagonally up and left.
Drag Right	Drags object right.
Drag Lower Right	Drags object diagonally down and right.
Drag Upper Right	Drags object diagonally up and right.

(continued)

(continued)

Say	Resulting Action
Faster or Much Faster	Increases object movement speed.
Slower or Much Slower	Decreases object movement speed.
Stop or Cancel	Stops dragging object.
Down	When the drag movement is in progress, moves the object down.
Up	When the drag movement is in progress, moves the object up.
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 diagonally down and right.

Chapter 7

Creating Advanced Macros

To make working with speech easier, you can create your own commands, called *macros*, to automate tasks. Chapter 4 describes how to create simple dictation macros to enter blocks of text. You can create more advanced macros that automate any task you frequently perform.

Preparing to Create a Macro

There are many uses for macros. Before you create one, consider its purpose, location, and name.

The Macro's Purpose

You should have a clear idea about the purpose of a macro before you create it. The purpose of the [business address] macro in chapter 4 is clearly defined. It enters a business name and address into a document. You can create macros that are much more complex.

The Macro's Location

Like DragonDictate's predefined commands, DragonDictate stores macros in vocabularies and groups. Where you put a macro affects when you can say it and use it.

Use the following guidelines to determine where to put macros:

- Put simple dictation macros in the Dictation vocabulary.
- Put macros that you use only with a particular application in that application's vocabulary.
- Put macros that you plan to use anytime in the Global Commands group of the System vocabulary.

Refer to chapter 8 to learn more about vocabularies and groups.

The Macro's Name

You can use any word or words as a macro's name, as long as you follow these guidelines:

- Enclose the name in brackets ([]). Since macros are commands, you must enclose them in brackets just like other commands.



Attention

The vocabulary and group you put a macro in determine when you can say it.



Tip

Too many Global Commands will slow performance and may reduce accuracy.

- Use two or more descriptive words rather than a single word for the name. This helps you remember it and helps DragonDictate correctly recognize it. For example, “[Make font a little bigger]” is easier to recognize and understand than “[Font up].”
- Create unique names for macros you put into the same vocabulary or group.

Creating a Macro with Keystrokes

You can create a macro with any sequence of keystrokes, including printable characters and non-printing keys. For example, macros can include Control and Alt key combinations, as well as keys such as F1, Tab, and Enter.



Tip

You can use both printing and non-printing keys in the actions of macros.

You can create a macro that enters keystrokes in two ways. Enter the keystrokes manually or set them automatically using the Capture Keystrokes command.

Entering Keystrokes Manually

Suppose you want to create a macro that inserts a trademark (™) or copyright (©) symbol into your document. Since the way you create these special characters varies from application to application, you should put the macro in a particular application's vocabulary. An appropriate name for a macro that enters a trademark symbol is [trademark symbol].

Note This macro is for illustrative purposes. You can create these special symbols in other ways.

The following procedure demonstrates how to create this macro if you're using Microsoft Word. If you're using a different word processor, check its documentation to see what you must type to create a trademark.

To create a macro that enters a trademark symbol, follow these steps:

- 1 Find out what keystrokes perform the task you want in your particular application. In Word, for example, Ctrl+Alt+t enters a trademark symbol.
- 2 Start DragonDictate and your word processing application.
- 3 Select the Add Word command from the Tools menu.
 - ☞ Say **Voice Menu**, then **Tools**, then **Add Word**
 - ☞ Click Voice Menu, then Tools, then Add Word

The Add Word dialog box appears.




Tip

In DragonDictate, commands, macros, and dictation words are all considered to be “words,” so they all use the Add Word dialog box.

- 4 In the Word Name field, enter the name of the macro. Since a macro is a command, you must enclose it in brackets ([]).


 Type **[trademark symbol]**


To enter the macro's name by speaking, switch to Dictate Mode, say the name along with the brackets, and return to Command Mode.

 Say **Dictate Mode**, then **Open Bracket trademark symbol Close Bracket**, then **Command Mode**

- 5 Move to the To Vocabulary/Group box.


 Say **To Vocabulary Group**

 Click the To Vocabulary/Group box

 Press the **Tab** key

- 6 Select the Word vocabulary, if it's not already selected. Since you are creating a Microsoft Word macro, put it into the Microsoft Word vocabulary.


 Say **Whiskey**

 Click the drop list arrow, then Word

 Type **w**

- 7 Move to the Resulting Action box.


 Say **Resulting Action**

 Click in the large white box at the bottom of the dialog box

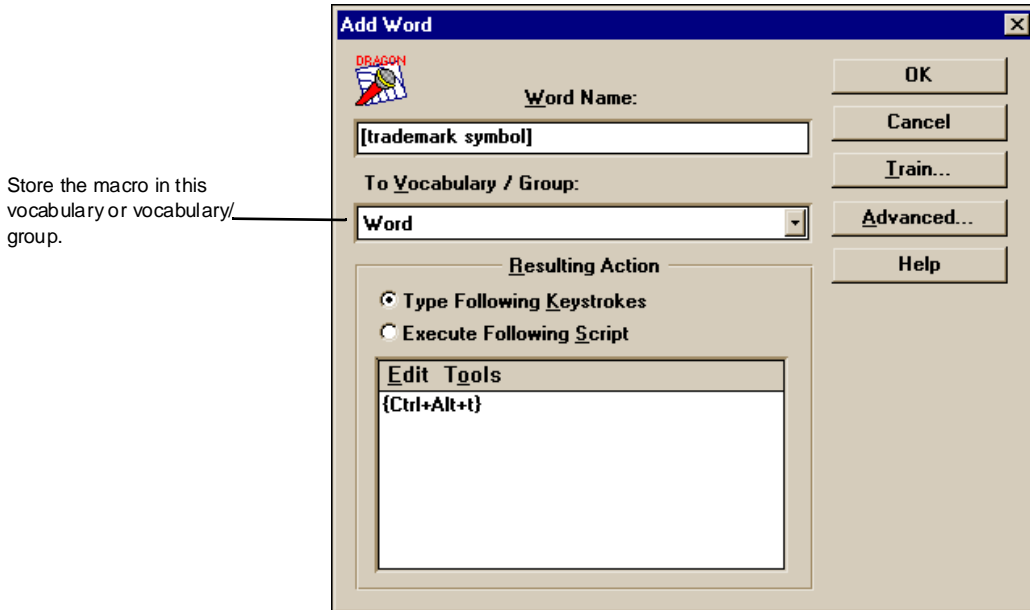
 Press the **Tab** key twice

A blinking insertion point appears in the white box.

- 8 In the Resulting Action box, enter the keystrokes this macro should type. In this example, the keystrokes are the ones that create a trademark symbol.

 Type **{Ctrl+Alt+t}**, including the braces and plus signs

 Say **open brace charlie tango**, and so on



Store the macro in this vocabulary or vocabulary/group.

Note If you don't know what to enter in the Resulting Action box for a macro, use the Capture Keystrokes command. Refer to the following section for more information.

- 9 When you're finished with the text in the box, you're ready to add the macro to the vocabulary so you can use it.
 - 🗨 Say **OK**
 - 🖱 Click **OK**
- 10 Say the macro name. For example, to test [trademark symbol]
 - 🗨 Say **trademark symbol**

DragonDictate enters the trademark symbol into your document. If DragonDictate doesn't recognize the macro, correct it the way you correct any command and try again. If necessary, train the macro to ensure correct recognition.

DragonDictate stores the macro in the Microsoft Word vocabulary in your user files. Be sure to save these files to save the macro.

- 🗨 Say **Voice Menu**, then **Save User**

Entering Keystrokes with the Capture Keystrokes Command

Suppose you want to create a macro that consists of many keystrokes. You can type all the keystrokes, but it's faster and easier to use the Capture Keystrokes command.

The following procedure shows how to create the [trademark symbol] macro described in the previous section, but in this case you create it with the Capture Keystrokes command.

Note Remember that this example shows how to create a macro for Microsoft Word. If you're using a different word processor, check its documentation to see what you must type to enter a trademark symbol.

To create the [trademark symbol] macro using the Capture Keystrokes command:

- 1 Find out what keystrokes perform the task in your particular application.
- 2 Start DragonDictate and your word processing application.
- 3 Choose the Add Word command from the Tools menu.
 - 🗨 Say **Voice Menu**, then **Tools**, then **Add Word**
 - 🖱 Click Voice Menu, then Tools, then Add Word

The Add Word dialog box appears.

- 4 In the Word Name field, enter the name of the macro.
 - 🗨 Type **[trademark symbol]**

To enter the macro's name by speaking, you must switch to Dictate Mode, say the name along with the brackets, and return to Command Mode.

- 🗨 Say **Dictate Mode**, then **Open Bracket trademark symbol Close Bracket**, then **Command Mode**

- 5 Move to the To Vocabulary/Group box.
 - 🗨 Say **To Vocabulary Group**
 - 🖱 Click the To Vocabulary/Group box
 - 🗨 Press the **Tab** key
- 6 Select the Word vocabulary, if it is not already selected.
 - 🗨 Say **Whiskey**
 - 🖱 Click the drop list arrow, then Word
 - 🗨 Type **w**

- 7 Move to the Resulting Action box.
 - 🗨 Say **Resulting Action**
 - 🖱 Click in the large white box at the bottom of the dialog box
 - 🗣 Press the **Tab** key twice

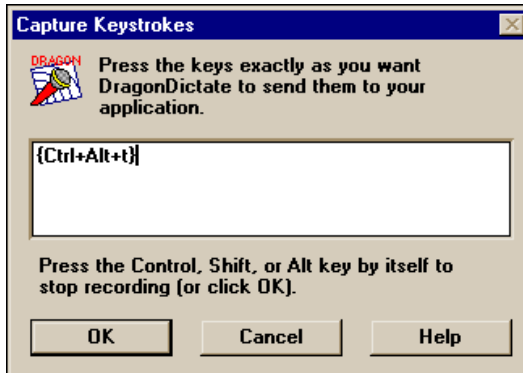
A blinking insertion point appears in the white box.

- 8 In the Resulting Action box, open the Tools menu.
 - 🗨 Say **Tools**
 - 🖱 Click Tools
 - 🗣 Press **Alt+o**

- 9 Select the Capture Keystrokes command.
 - 🗨 Say **Capture Keystrokes**
 - 🖱 Click Capture Keystrokes
 - 🗣 Type **k**

The Capture Keystrokes dialog box opens.

- 10 Press the keys exactly as you want DragonDictate to send them to your application.
 - 🗣 Hold down **Ctrl+Alt** and simultaneously type the letter **t**
 - 🗨 Say **Control Key Alt Key tango**



- 11 After pressing all the appropriate keys, close the Capture Keystrokes dialog box.
 - 🗨 Say **OK**
 - 🖱 Click OK
 - 🗣 Press and release the **Ctrl**, **Shift** or **Alt** key

The keystrokes appear in the Resulting Action text box.

12 When you are ready to add the macro to the vocabulary

- 🗨 Say **OK**
- 🖱 Click **OK**

The Add Word dialog box closes.

13 Say the macro's name. For example to test [trademark symbol]

- 🗨 Say **trademark symbol**

DragonDictate enters the trademark symbol into your document.

DragonDictate stores the macro in the Microsoft Word vocabulary in your user files. Be sure to save these files to save the macro.

Naming Keyboard Keys in Macros

For macros that type alphanumeric keys, non-alphanumeric keys, or both, enter the names of the keys in braces. You can use the Capture Keystroke dialog box to translate typed keys into key names. This section summarizes the syntax to use.

- Spell alphanumeric keys exactly as they appear. For example, a, A, &.
- Spell most special keys on the keyboard in braces using the name that appears on the key. For example, {Enter}, {Esc}, {F3}, {Backspace}, {Delete}, {PgUp}, or {Tab}.
- Spell special keys without text labels. For example, {Spacebar}, {Up}, {Left}, {Numpad/}, or {Numpad+}.
- To specify an open brace ({), type an open brace enclosed in braces { { } }.
- Combine the Shift, or Ctrl, or Alt key with any other key to spell the macro key combination. Enter the Shift key, then the plus sign, then the last key. For example, {Shift+Enter}, {Ctrl+Left}, {Alt+g}, or {Ctrl+Shift+@}.
- If there is more than one key with the same name, DragonDictate usually includes a way to specify the alternate version. Use “RightShift” to refer to Shift keys that are to the right of the spacebar. Use “Ext” to refer to the keys that are between the main section of the keyboard and the numeric keypad. For example, {RightShift+Enter}, {RightAlt+a}, {ExtInsert}, or {ExtPgUp}.
- To specify multiples of a certain key, combine the name of the key with a number. For example, {Enter 5} causes DragonDictate to press the Enter key five times consecutively.

Creating a Macro that runs a Script

You can also create a macro that runs a script. A *script* is a series of commands from the DragonDictate scripting language, which is a simple programming language. With a script, you can automate more complex tasks than you can by keystroke alone.

The scripting language consists of about 50 commands, such as *SendKeys*, *ButtonClick*, and *PlaySound*. The following section describes an example of one script, but doesn't cover the scripting language in detail. For more information, refer to online Help.

Changing Wallpaper with a Script

Suppose you often want to modify the background design that appears on your screen (called *wallpaper*). To do this, open the Control Panel in the Main group of Program Manager, change the settings, choose OK, and close the Control Panel. It takes about eight or nine steps to make this change.

You can automate this process with a [change wallpaper] macro that runs the following script (in Windows NT or 3.x):

```
AppBringUp "Control"
MenuPick "Settings"
MenuPick "Desktop"
Wait 1500
ControlPick "File"
SendKeys "{Down}"
ControlPick "OK"
MenuPick "Settings"
MenuPick "Exit"
```

This script opens the Control Panel, pulls down the Settings menu, and selects the Desktop command that opens the Desktop dialog box. Then it selects the Wallpaper File list box, presses the down arrow key to select a different wallpaper file, presses the OK button, pulls down the Settings menu, and exits the Control Panel.

In Windows 95, you must run the following version of the script:

```
AppBringUp "Control"
Wait 1500
SendKeys "dd{Enter}"
Wait 1500
ControlPick "Wallpaper"
```



Tip

Refer to online Help for information on the DragonDictate scripting language commands.

```
SendKeys "{Down}"
ControlPick "OK"
```

This version of the script opens the Control Panel, moves to the Display icon, and opens the Display Properties dialog box. It then proceeds, as did the previous version, to select a different wallpaper file.

Note This macro is presented for illustrative purposes. It may not work on all systems, depending on speed and configuration. For example, this macro works correctly only if the Display icon is the second icon that starts with the letter “D” in the Control Panel. Also, this macro works properly only if the Tile option is selected in the Display Properties for Wallpaper. It has no effect if the Center option is selected instead.

Creating the Macro and Script

To create macros that run scripts, follow the guidelines at the beginning of this chapter and use the online Help to learn about script commands.

To create the [change wallpaper] macro, follow these steps:

- 1 Prepare to create the macro by planning its purpose, location, and name. In this example, the macro’s purpose is to change the wallpaper setting, its location is the System/Global Commands vocabulary, and its name is [change wallpaper].
- 2 Choose the Add Word command from the Tools menu.
 - 🗨 Say **Voice Menu**, then **Tools**, then **Add Word**
 - 🖱 Click Voice Menu, then Tools, then Add Word

The Add Word dialog box appears.

- 3 In the Word Name field, enter the macro’s name.
 - 🗨 Type **[change wallpaper]**

To enter the macro name by speaking, switch to Dictate Mode, say the name along with the brackets, and return to Command Mode.

- 🗨 Say **Dictate Mode**, then **Open Bracket change wallpaper Close Bracket**, then **Command Mode**
- 4 Move to the To Vocabulary/Group box.
 - 🗨 Say **To Vocabulary Group**
 - 🖱 Click the To Vocabulary/Group box
 - 🗨 Press the **Tab** key

- 5 Open the drop list to see the vocabularies and groups.
 - ☞ Say **Drop List**
 - ☞ Click the drop list arrow

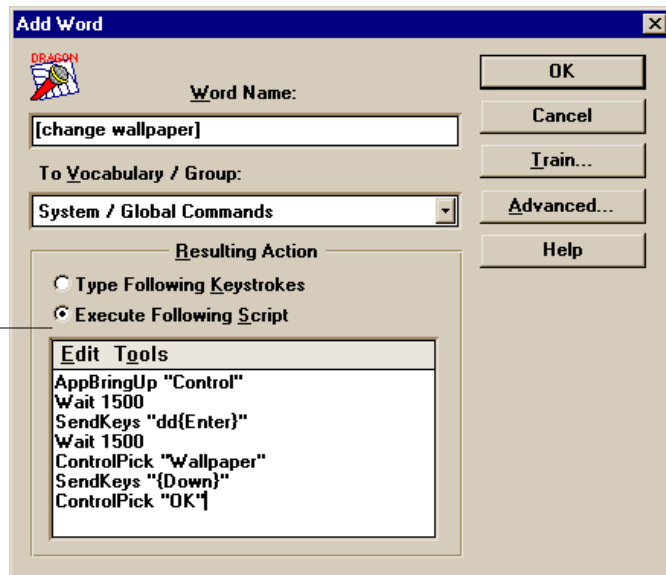
- 6 Select the System/Global Commands vocabulary. Since you're creating a macro that's useful at all times, put it in the System/Global Commands vocabulary.
 - ☞ Say **sierra** to get close to the System vocabulary. Say **Move Down n** to scroll the list until you reach System/Global Commands. Say **Tab Key** to select it.
 - ☞ Move to and select System/Global Commands

- 7 Move to the Resulting Action box, select Execute Following Script, and move the insertion point to the text box.
 - ☞ Say **Execute Following Script**, then **Resulting Action**
 - ☞ Click Execute Following Script, then click the text box

A blinking insertion point appears in the text box.

- 8 In the Resulting Action box, enter the scripting language commands for this script. In this example, type the commands exactly as shown in the previous section. Press the **Enter** key to add a new line.

This macro executes a script.



9 When you're ready to add the macro to the vocabulary

- 🗨 Say **OK**
- 🖱 Click OK

The Add Word dialog box closes.

10 Now you can test the macro.

- 🗨 Say **change wallpaper**

The script runs, opening menus and dialog boxes as it proceeds, and then changes your wallpaper! If DragonDictate doesn't recognize the macro, correct it and try again.

If a macro error message appears, modify the macro and check to see that you typed the script commands *exactly* as shown.

DragonDictate stores the macro in the System/Global Commands vocabulary in your user files. Be sure to save these files to save the macro.

Note This macro changes your wallpaper until it reaches the last wallpaper type in the dialog box list box. After that, running the macro again doesn't change your wallpaper.

For more information on macros, customizing macros, and the scripting language, refer to the online Help. For more information on vocabularies, groups, and words, refer to chapter 8.

Chapter 8

Working with Vocabularies

DragonDictate organizes words into vocabularies and groups. This chapter defines and explains DragonDictate vocabularies, groups, words, Sentence Commands, and the Vocabulary Manager. It also explains how to work with all of them.

DragonDictate Vocabularies

DragonDictate organizes all the words you can say into *vocabularies* and *groups*. Vocabularies are collections of words that you're likely to say at a particular time. For example, DragonDictate has vocabularies for each supported application, such as WordPad and Write. DragonDictate also has a large Dictation vocabulary that contains dictation words and phrases. Another important vocabulary is the System vocabulary, containing words and groups that don't belong to a particular application.

When you open an application for which there is no vocabulary, DragonDictate automatically creates one. However, the vocabulary is temporary, and DragonDictate deletes it when you exit DragonDictate, unless you put words or macros in it.

DragonDictate often subdivides vocabularies into *groups*. For example, the Mouse Movement group in the System vocabulary contains commands to control the mouse pointer.

In an application vocabulary, DragonDictate creates a group for each dialog box you open. For example, when you open the Font dialog box in WordPad or Write, DragonDictate creates a group called Font in the application vocabularies for this dialog box.

Words, Commands, and Sentence Commands

As explained in chapter 2, there are two types of words in DragonDictate:

- *Dictation words* that DragonDictate enters directly into an application
- *Commands* that cause DragonDictate to perform an action

Dictation words are generally located in the Dictation vocabulary, along with dictation phrases (such as "To Whom it may Concern"). These display in the Voicebar and Vocabulary Manager without brackets.

**Tip**

All DragonDictate commands have their first letter capitalized. You can create macros with or without capitalized letters.

Commands are located in application vocabularies, the System vocabulary, and other vocabularies. They display in the Voicebar and Vocabulary Manager enclosed in brackets.

You can subdivide DragonDictate commands into two types:

- One-word or multiple-word commands, such as [Stop] and [Font Bold]
- Sentence Commands, such as [Print Pages 1 to 8]

Sentence Commands are special commands that have at least one *variable*. For example, in the WordPad or Write vocabularies, you can see the following Sentence Commands:

- [Print Pages <Number/1 to 99> to <Number/1 to 99>]
- [Set Font <Face>]

The variables in the first Sentence Command are the numbers 1 to 99. You can say the command with any number between 1 and 99. So you can say “Print Pages 15 to 99.” However, you *can't* say “Print Pages 250 to 300.”

The variable in the second Sentence Command is “Face,” which refers to the contents of the Face group. In this group are typefaces you can use with the WordPad or Write applications. So, for example, you can say “Set Font Times” or “Set Font Helvetica.”

Variables in Sentence Commands always display in the Vocabulary Manager enclosed in angle brackets (<>). Anything containing angle brackets is a Sentence Command.

You don't need to pay much attention to the specific syntax of sentences. You should, however, learn how to identify a sentence in the Vocabulary Manager and then find examples. DragonDictate provides a way to view sentence examples in the Vocabulary Manager and to export sentence examples so you can print them. You can also use the *Quick Reference Card* to find common Sentence Commands.

**Attention**

You can use Sentence Commands only in Command Mode. They aren't available in Dictate Mode.

The System Vocabulary

The DragonDictate System vocabulary contains groups and words that you can use with any application. It includes the following groups:

- Always Active, which contains commands you can say at any time and in any mode (except Sleep Mode)
- Arrow Movement, which contains commands that control the insertion point (equivalent to pressing the arrow keys)

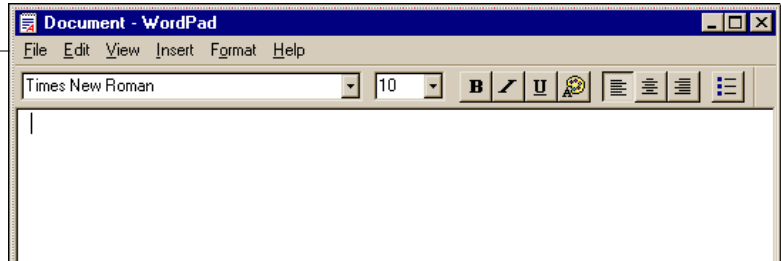
- Bring Up, which contains the names of applications that you can start by saying “Bring Up *application name*”
- Choice List, which contains commands active when the Choice List is open
- Direction, which contains movement words used in some sentence commands
- Environmental Sounds, which contains the noises that DragonDictate rejects
- Global Commands, which contains commands available to all applications in both Command and Dictate Modes, unless DragonDictate is in a special mode such as Arrow Movement, Mouse Movement, MouseGrid, Sleeping, Bring Up, Phone Number, etc.
- MouseGrid, which contains commands that control the MouseGrid
- Mouse Movement, which contains commands that control the mouse pointer
- Move or Select, which contains words used in certain sentence commands
- Pop-up Menu, which contains commands active whenever a pop-up menu (such as the File menu) is open
- Sleeping, which contains only the Wake Up command

Tracking Groups

Tracking groups contain commands that enable you to say the names of buttons, fields, menus, and menu commands. DragonDictate keeps track of where you are in an application and dynamically builds these groups. The contents of these groups change depending on what application, menu, or dialog box is active at a particular time.

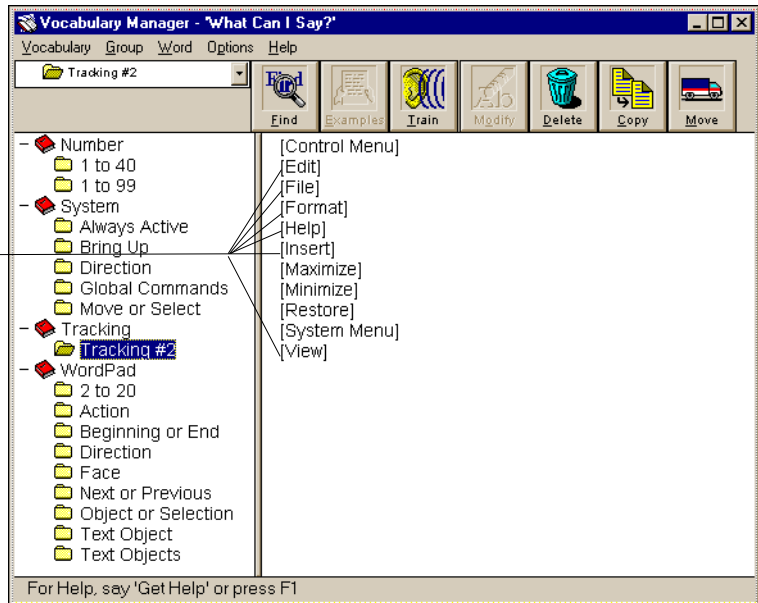
For example, when you first open an application such as WordPad or Write, a tracking group contains a listing of all the available menus.

WordPad menus

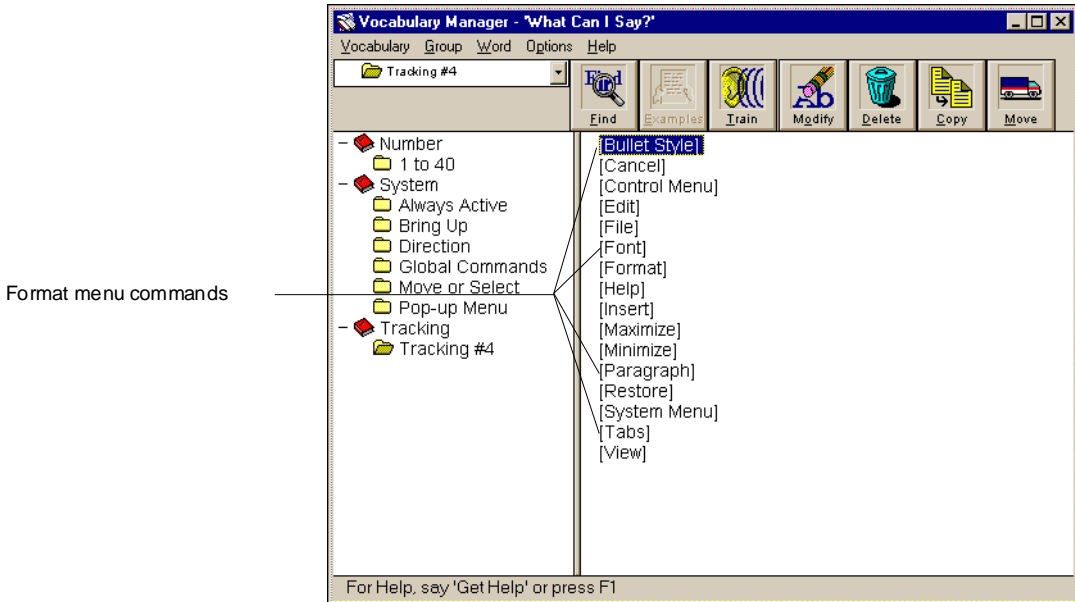


If you say **What Can I Say** now, DragonDictate opens the Vocabulary Manager “What Can I Say?” window. If you select the Tracking *n* group in the tracking vocabulary, there is a list of all the currently visible WordPad menus. (DragonDictate assigns numbers to the tracking groups, but you don’t need to pay attention to the numbers.)

WordPad menus



The Vocabulary Manager’s right pane now contains six commands that open each of the WordPad menus. If you go back to WordPad and say **Format**, the Format menu opens and the tracking group changes. If you say **What Can I Say**, you see a different tracking group.



Format menu commands



Tip

In Command Mode, you can say what you see.

The list of commands on the right now includes all four Format menu commands.

Don't try to memorize the contents of the Tracking groups. Just remember that in Command Mode, you can say what you see, meaning that you can say the name of any menu, command, or field you see in a dialog box.

Using the Vocabulary Manager

The *Vocabulary Manager* is a DragonDictate window that graphically displays information about vocabularies, groups, and words. It organizes these in a way that reflects how DragonDictate operates.

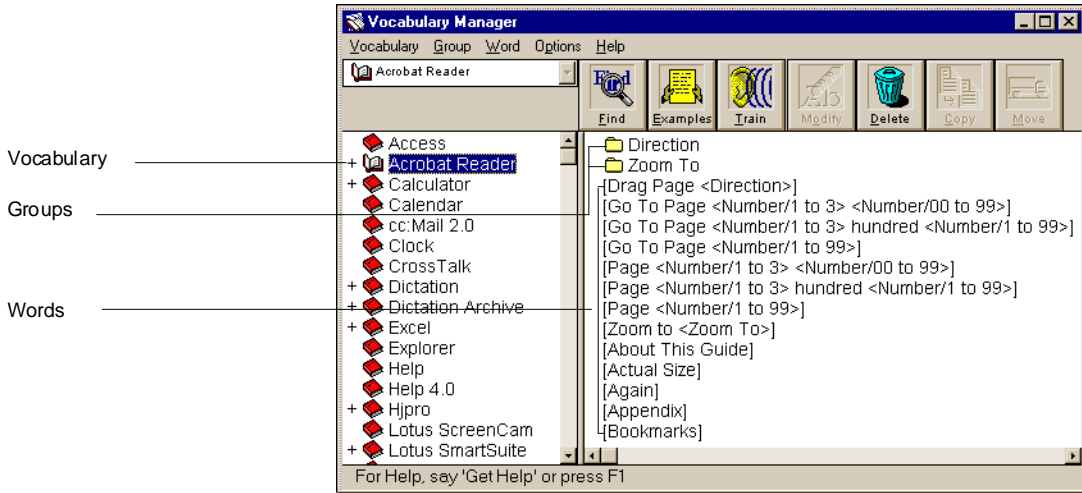
The Vocabulary Manager has a special window called “*What Can I Say?*” that provides similar information. The main difference is that the “*What Can I Say?*” window shows you what you can say at a particular point in an application.

Accessing the Vocabulary Manager

To open the Vocabulary Manager, do any of the following:

- 🗨 Say **Bring Up Vocabulary Manager**
- 🗨 Say **Voice Menu**, then **Vocabulary Manager**
- 🖱 Click Voice Menu, then Vocabulary Manager

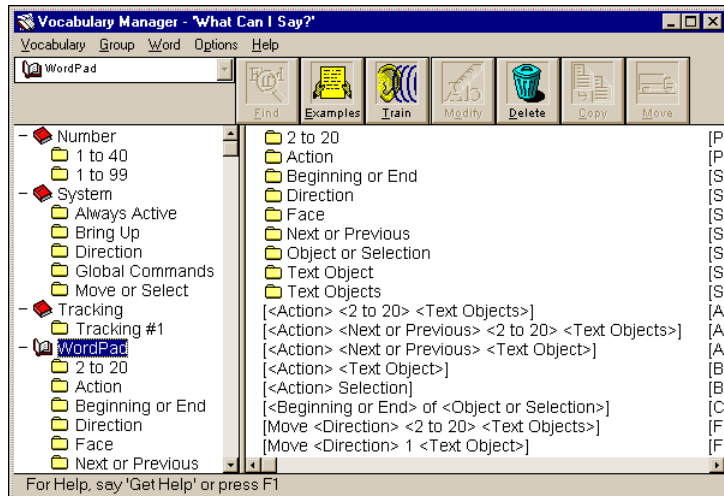
The Vocabulary Manager window appears.



To open the Vocabulary Manager “What Can I Say?” window

☞ Say **What Can I Say**

The Vocabulary Manager “What Can I Say?” window appears, displaying information based on where you were in an application or in Windows.



The commands listed are those you can say anytime you're in the WordPad application. They are very similar to the commands available for Write.



Tip

You can say application-specific commands in Command Mode or Dictate Mode, with the exception of Sentence Commands.

Moving about in the Vocabulary Manager

Move about in the Vocabulary Manager window by mouse or speech, just as you do in any other Windows application. You point and click or double-click with the mouse.

To move between the left and right panes of the window by speaking or keyboard,

🗨 Say **Tab Key**, or **Next Pane**

🖱 Press **Tab**

To move up and down in the window, use the Move Up/Down *n* commands. For example, to move down five items,

🗨 Say **Move Down 5**

🖱 Press the down arrow key 5 times

To choose buttons or menus, say the name of the button or menu. For example, to choose the Train button, select the word you want to train and

🗨 Say **Train**

Finding Examples of What You Can Say

To find out what you can say at a particular time, open the Vocabulary Manager “What Can I Say?” window.

For example, if you’re in WordPad and say **What Can I Say**, the Vocabulary Manager “What Can I Say?” window appears. In the window’s right pane is a list of commands that are currently available for you to say. For example, the command Font Bold is available when you’re working in WordPad.

In addition, the list includes Sentence Commands that are currently available for you to say. For example, the Sentence Command “[Print Page<Number/1 to 99>]” is available. You can say Sentence Commands only in Command Mode.

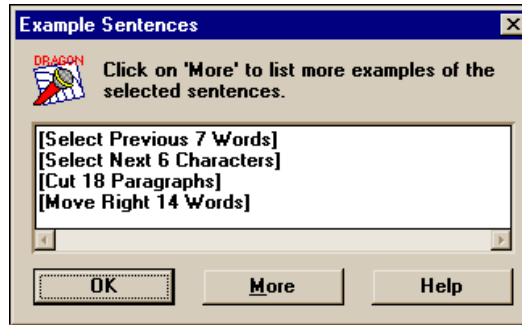
Finding Example Sentences

The Sentence Commands listed in the window’s right pane are actually models of sentences, not the specific sentences you can say.

To find random examples of sentences you can say in an application:

- 1 If necessary, select the application’s vocabulary in the window’s left pane.
- 2 Use the Examples button.
 - 🗨 Say **Examples**
 - 🖱 Click Examples

The Example Sentences dialog box appears.



- 3 To see more randomly generated examples, choose the More button.

☞ Say **More**
 ☞ Click More

Additional sentence examples display.

- 4 When you're done, choose the OK button.

☞ Say **OK**
 ☞ Click OK

To find specific examples of one of the listed sentences:

- 1 Move to the window's right pane.

☞ Say **Tab Key**, or **Next Pane**

The first item in the list is highlighted.

- 2 Go to one of the sentences. For example,

☞ Say **Move Down 19**
 ☞ Click a sentence, such as [**<Action>** **<Text Object>**]

- 3 Choose the Examples button.

☞ Say **Examples**
 ☞ Click Examples

The Example Sentences dialog box appears.

Another way to see what you can say in an application and find examples of Sentence Commands is to export a vocabulary as a text file. See "Exporting and Importing Vocabularies" later in this chapter for more information.

Selecting Multiple Items

You can select more than one group or word in the Vocabulary Manager's right pane, and then act on the selected items.

To select multiple contiguous items, hold down the Shift key and click the first and last items with the mouse. To select multiple non-contiguous items, hold down the Control key and click each item with the mouse.

To select multiple items by speaking, use the Select Up/Down *n* commands. For example, to select the next 8 items,

🗨 Say **Select Down 7** (the first item is already selected)

Working with Words

In DragonDictate, dictation words, dictation phrases, and all types of commands are considered to be “words,” so they all use the same commands and dialog boxes. For example, whether you want to find a dictation word, a phrase, a Sentence Command, or a macro, use the Find Word command.



Tip

In DragonDictate, dictation words, phrases, and all types of commands use the Find Word, Train Word, and related commands.

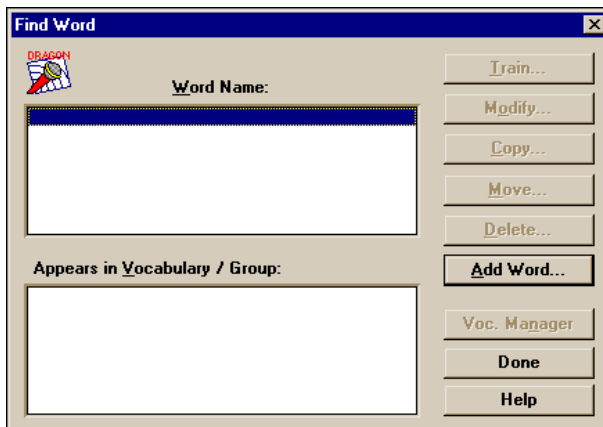
Finding Words

Before you add a new word, such as a phrase or macro, check to see if it already exists in a vocabulary.


To find a word, follow these steps:


- 1 Bring up the Find Word dialog box.
🗨 Say **Voice Menu**, then **Find Word**


The Find Word dialog box appears.



- 2 Enter the word name using one of the following conventions:
 - Enter commands in brackets, such as **[Scratch That]**
 - Enter dictation words or phrases without brackets, such as **umbrella** or **Sincerely yours**
 - Enter alpha-bravo words or punctuation words by entering the character, then the name in brackets, such as **b [bravo]** or **! [exclamation point]**

 Type the appropriate characters

 Spell the word using the alpha-bravo words

 Say **Type Word**, then say the word

Pause briefly after you enter each letter so that DragonDictate has time to search for matching words. Press the Backspace key to delete letters.
- 3 If necessary, choose the Vocabulary/Group from the list. Some words, especially commands, may be located in more than one vocabulary or group.
- 4 When the correct word appears highlighted in the Word Name text box, and you have the correct Vocabulary/Group, you can do the following:
 - Train the word (refer to the “Training Words” section)
 - Modify the word (refer to the “Modifying Words” section)
 - Copy or move the word (refer to “Copying or Moving Words” section)
 - Delete the word (refer to the “Deleting Words” section)
 - If you can't find the word, you can add it (refer to the “Adding Dictation Words” section)

Finding Words in Backup Vocabularies

If a word isn't in DragonDictate's active vocabulary, you can search for it in the backup vocabulary.

To see if a word already exists in a backup vocabulary:

- 1 From the Voice Menu, select Find Word.
- 2 In the Find Word dialog box, select Add Word.
- 3 In the Add Word dialog box, say **Type Word**, then the name of the word you're looking for, then **Oops**. The Word History and Choice List appear.

If the word you're looking for isn't in the Choice List, start spelling it by speaking or typing. Words from the backup vocabularies appear in the Choice List as you spell them. It's only in the Choice List and only in Type Word Mode that you can see words from the backup vocabularies.

- 4 If you choose a word from the Choice List that comes from a backup vocabulary, the word becomes part of the active vocabulary. It then appears in the appropriate vocabulary in the Vocabulary Manager.

Training Words

DragonDictate sometimes misrecognizes a word or command even after you've corrected it. When this happens, you must train the word. You can train dictation words, dictation phrases, and all commands. Training words helps DragonDictate recognize them the next time you say them.

Note If a red circle appears next to a word in the Vocabulary Manager, DragonDictate cannot recognize the word unless you train or correct it.

You can train words from many places in DragonDictate, including the Find and Modify Word dialog boxes, the Choice List, and the Vocabulary Manager.

- 1 Use the Find Word dialog box to select one word or the Vocabulary Manager to select one or more words.
- 2 Choose the Train command.
🗨 Say **Train**

The Train Word dialog box appears.



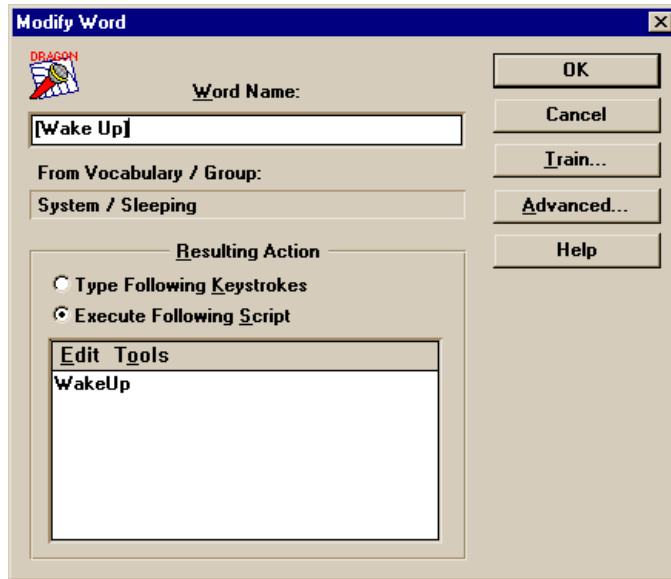
- 3 Say the word or words as prompted by the Train Word dialog box. (Depending on the context, you may be prompted to train more than one word.)

Modifying Words

When DragonDictate recognizes a word correctly, but the word doesn't do what you want, you can modify it. You can also open the Modify Word dialog box to see how a command or macro works.

- 1 Use the Vocabulary Manager or Find Word dialog box to select the word you want to modify.
🗣 Say **Modify**

The Modify Word dialog box appears.



- 2 Verify that the correct word is in the Word Name text box.
- 3 Make whatever changes you want.

If the word you're modifying is a *dictation word* or *phrase*, nothing appears in the Resulting Action text box. If the word is a *command* or *macro*, then keystrokes or a script appear in the Resulting Action text box.

For information on creating and modifying macros, refer to chapters 4 and 7.

You can also modify the properties, spacing, and other characteristics of a word using the Advanced Modify Word dialog box. You access this dialog box with the Advanced button. For example, you can specify whether two, one, or no spaces follow a dictation word. For more information about the Advanced Modify Word dialog box, refer to the next section.

You can also change the name of the command by renaming it in the Word Name text box.

- 4 When you're satisfied with your changes, choose OK.
 - 🗨 Say **OK**
 - 🖱 Click **OK**

Changing Advanced Options

You can change characteristics of dictation words, commands, and macros using the Advanced Modify Word dialog box. This dialog box has three tabs: Properties, Spacing, and Action Modifier.

To open the Advanced Modify Word dialog box from the Modify Word dialog box

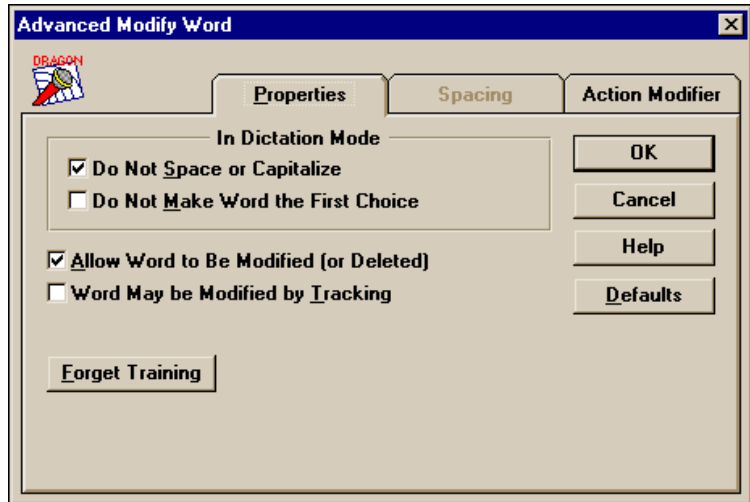
- 🗨 Say **Advanced**
- 🖱 Click **Advanced**

The Properties tab is available for all words.



Attention

You can modify or delete a word only if the Allow Word to Be Modified option in the Properties tab is selected.



The Properties tab has the following options:

Option	Meaning
Do Not Space or Capitalize	Ignore punctuation. Use for macros.
Do Not Make Word the First Choice	Prevent the word from being listed first in the Choice List in Dictate Mode. Use for macros that are available in Dictate Mode.
Allow Word to be Modified (or Deleted)	Make it possible for you to change or delete the word. Required if you want to modify or delete a word.

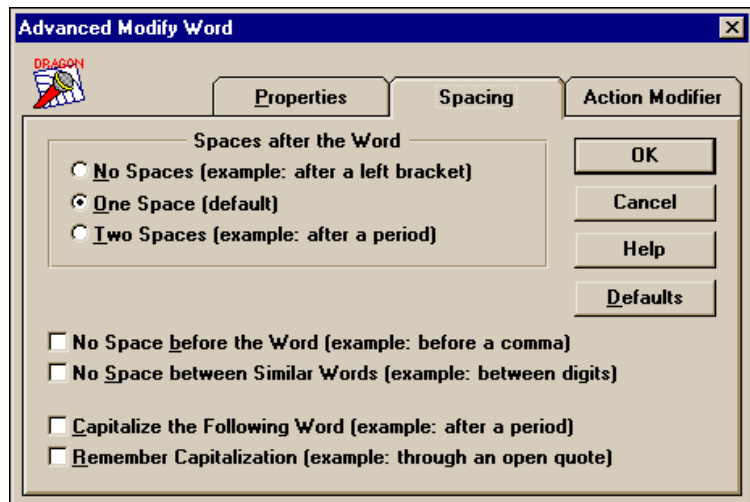
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(continued)

Option	Meaning
Word May be Modified by Tracking	Allow DragonDictate to modify or delete this word automatically. Used only for application names in the System vocabulary Bring Up group.
Forget Training	Remove all previous training and adaptation. Use for consistently misrecognized words.

Normally DragonDictate tracks the contents of your Bring Up Group (specified in the Start Up tab of the Options dialog box) and then automatically adds or removes words in the System vocabulary Bring Up Group. Clear the Word May be Modified by Tracking option if you want to keep an application name in the System/Bring Up group and don't want DragonDictate to remove it, even if you remove the corresponding icon from the DragonDictate program group.

The Spacing tab is available unless the Do Not Space or Capitalize option in the Properties tab is selected.



The Spacing tab has the following options:

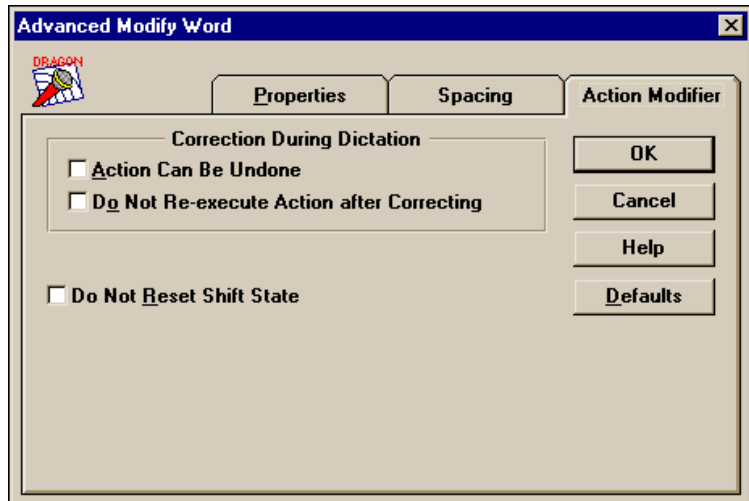


Tip

If DragonDictate recognizes the same word or command every time you say another word or command, select the Forget Training button for the wrongly recognized word.

Options	Meaning
Spaces After the Word	The number of spaces DragonDictate adds after the word.
No Space Before the Word	Prevents space before a word.
No Space Between Similar Words	Prevents space before the word when the previous word is similar to the word. For example, between digits.
Capitalize the Following Word	Always capitalizes the next word.
Remember Capitalization	Capitalizes the next word only when appropriate. This option passes any capitalization properties from the word to the next word.

The Action Modifier tab is available only for commands and macros.



The Action Modifier tab has the following options:

Option	Meaning
Action Can Be Undone	Allows DragonDictate to undo the command's action. Some commands, such as Bottom of Document, cannot be undone, even if you choose this option.
Do Not Re-execute Action After Correcting	Prevents DragonDictate from performing the command's action after you correct a word dictated before this command.
Do Not Reset Shift State	Prevents DragonDictate from removing the Shift Key flag before performing the command's action.

Modifying the Wake Up Command

If DragonDictate too easily leaves Sleep Mode, you can rename the Wake Up command. Follow these steps:

- 1 Use the Find Word command to find the Wake Up command. It's in the System/Sleeping vocabulary group.
- 2 In the Find Word dialog box, choose Modify.
- 3 Choose Advanced to open the Advanced Modify Word dialog box.
- 4 In the Properties tab, select the Allow Word to Be Modified check box (if not already selected) and choose OK.
- 5 In the Modify Word dialog box Word Name text box, rename [Wake Up]. For example you can rename it to [Please Wake Up].

Note Don't change the WakeUp script command in the Resulting Action box.

- 6 Choose OK.

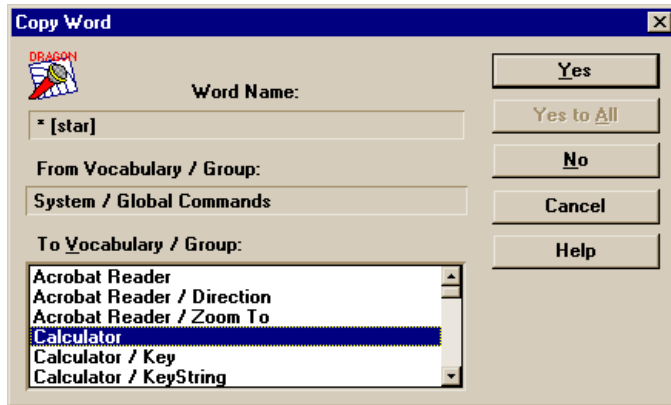
Now you must say **Please Wake Up** instead of **Wake Up** to activate DragonDictate from Sleep Mode. Be sure to save your user files to save the change.

Copying or Moving Words

You can copy or move words or commands to other groups or vocabularies.

- 1 Use the Find Word dialog box to select one word or the Vocabulary Manager to select one or more words.
- 2 Choose the Copy or Move command.
 - 🗨 Say **Copy** or **Move**

The Copy Word or Move Word dialog box appears.



- 3 Use the Arrow Movement Commands to select the To Vocabulary/Group. For example,
 - 🗨 Say **Move Down 5**
 - 🖱 Scroll through the list and click the target Vocabulary/Group
- 4 To copy or move all the words at once
 - 🗨 Say **Yes to All**
 - 🖱 Click Yes to All

To copy or move the words one at a time

- 🗨 Say **Yes**
- 🖱 Click Yes

Cloning Words Within a Vocabulary or Group

You can also clone words or commands within a vocabulary or group to create duplicate commands. You may want to clone the Oops command, for example, if you prefer to say something other than Oops for correction.

To clone a word within a vocabulary or group:

- 1 Use the Find Word command to find the word you want to copy. For example, you can find the Oops command in the System/Always Active vocabulary group.
- 2 In the Find Word dialog box, choose Copy.
- 3 In the Copy Word dialog box, change the To Vocabulary/Group to the same vocabulary group displayed in the From Vocabulary/Group. For example, to copy Oops, change the To Vocabulary/Group to System/Always Active.
- 4 Choose Yes.
- 5 Type the Backspace key to select the new, cloned command. The cloned command appears followed by a number in parentheses. For example, the clone of the Oops command appears as [Oops (1)].
- 6 Choose Modify.
- 7 In the Modify Word dialog box, rename the word or command. For example, change [Oops (1)] to [Please Correct That].
- 8 Choose OK.

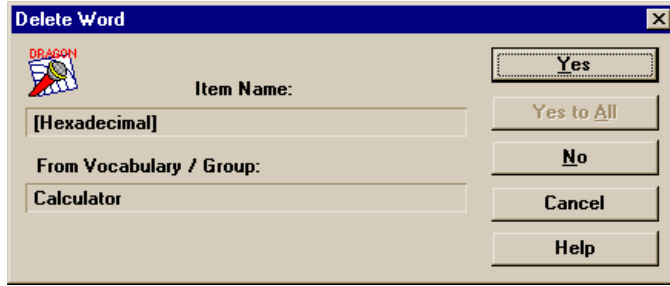
Now you can say **Oops** or **Please Correct That** to bring up the Word History. Be sure to save your user files to save the new command.

Deleting Words

You can delete one or more words you don't need. You can't delete some words, particularly those in the System vocabulary, unless you modify their advanced properties. Be careful not to delete a word you may need.

- 1 Use the Find Word dialog box to select one word or the Vocabulary Manager to select one or more words.
- 2 Choose the Delete command.
🗨 Say **Delete**

The Delete Word dialog box appears, displaying the word or words you selected.



- 3 To delete all the words at once
 - 🗨 Say **Yes to All**

To delete the words one at a time

- 🗨 Say **Yes**



Attention

DragonDictate provides pronunciations for over 110,000 words.

However, if you add proper names that are not common to the American English language, you must train them before using them.

Adding Dictation Words

If you often use a dictation word or phrase and it's not in a vocabulary, you can add it. For information on adding your own commands (macros), refer to chapters 4 and 7.

For example, if you often say a name that isn't in the dictation vocabulary, such as "Ghiberti," you should add it.

To quickly add a new word to the dictation vocabulary, follow these steps.

- 1 In Dictate Mode, say the word. For example
 - 🗨 Say **Ghiberti**

Since this name isn't in the dictation vocabulary, DragonDictate doesn't recognize it.

- 2 In the Choice List, enter the correct word by typing or speaking
 - 🗨 Type **Ghiberti**
 - 🗨 Say **Spell Mode**, then **Shift Key, golf hotel india bravo echo romeo tango india** without pausing between the alpha-bravo words
- 3 After you've correctly entered the word, add it to the vocabulary
 - 🗨 Say **OK**
 - 🗨 Say **Choose 1**
 - 🗨 Press **Enter**

DragonDictate adds the word to the dictation vocabulary. Be sure to save your user files to save the new word.



Tip

Add the possessive form of words you often use to the dictation vocabulary. For example, for the name Ghiberti, add “Ghiberti’s.”

It’s also useful to add the possessive form of any words you often say. For example, you might add “Ghiberti’s” to the vocabulary.

Another way to add new words is with the Add Word command. You can access this command from many places in DragonDictate, including the Vocabulary Manager, Find Word dialog box, and Voicebar.

To add a word using the Add Word command:

- 1 In the Vocabulary Manager, select the vocabulary to which you want to add the word. Then

🗣 Say the word, then **Add Word**

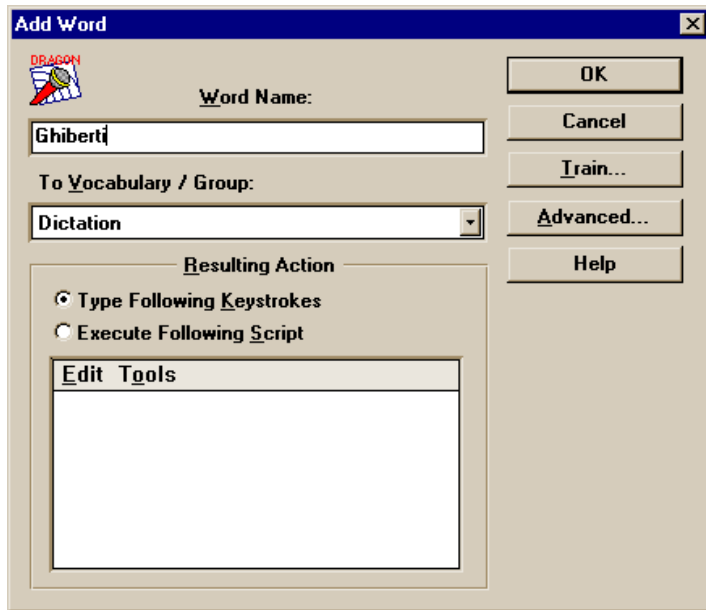
In the Find Word dialog box,

🗣 Say **Add Word**

From the Voicebar,

🗣 Say **Voice Menu**, then **Tools**, then **Add Word**

The Add Word dialog box appears.



- 2 Enter the dictation word without brackets, such as **Ghiberti**

🗣 Type the appropriate characters

🗣 Spell the word using the alpha-bravo words

- 3 Select Dictation in the To Vocabulary/Group. You add dictation words and phrases to the Dictation vocabulary. Add macros to other vocabularies. For example
 - 🗨 Say **delta**
 - 🗨 Say **Move Down n**, until you select Dictation
 - 🖱 Scroll through the list and click Dictation
- 4 (Optional) Train the word.
 - 🗨 Say **Train**, then say the word or phrase as prompted by the Train Word dialog box
- 5 Add the word.
 - 🗨 Say **OK**

Besides dictation words and phrases, you can add your own commands (macros) to vocabularies. For information about adding macros, refer to chapters 4 and 7.

Working with Vocabularies

In the Vocabulary Manager, you can work with whole vocabularies and groups, not just words. For example, you can train a group to improve recognition of all the words in the group.

Viewing 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 *expanded*, vocabulary or group appears highlighted. The contents of the expanded vocabulary or group appear in the right window pane, and include the groups and words that belong to that vocabulary.

To view a vocabulary from the Vocabulary Manager, use the Arrow Movement Commands until the vocabulary becomes highlighted. For example,

- 🗨 Say **Move Down 5**



Tip

The applications making up the suites don't display in the Vocabulary Manager until you select the suite vocabulary itself.

Note When you select one of the application suites, DragonDictate takes a moment to load the vocabularies for all applications in the suite. The suite applications are Lotus® SmartSuite™, Novell® PerfectOffice™, and Microsoft Office™. The applications making up the suite don't display in the Vocabulary Manager until you open the suite vocabulary.

To view a group:

- 1 Select the vocabulary.
- 2 Move to the Vocabulary Manager's right pane.
🗨 Say **Tab Key**
- 3 Move to the group you want, using the Arrow Movement Commands. For example, say
🗨 Say **Move Down 2**
- 4 When the group you want is selected, expand it.
🗨 Say **Enter Key**

Training Vocabularies and Groups

You know how to train words and phrases if DragonDictate is having trouble recognizing them. You can also train whole groups or even vocabularies.

To train a group or vocabulary from the Vocabulary Manager:

- 1 Select the group or vocabulary you want to train. You can select more than one group in the same vocabulary.
- 2 Select the Train command.
🗨 Say **Train**
- 3 Say the words of the vocabulary or group as prompted by the Train Word and Training Console dialog boxes.

Adding Vocabularies and Groups

DragonDictate dynamically creates vocabularies and groups when you run and work in applications. Normally you don't need to add vocabularies or groups.

If you're an advanced user, you may want to add groups for two reasons. You may want to add your own macros to a new group. Or, you may want to create groups containing variables for use with new Sentence Commands.

If you want to add a group, follow these steps:

- 1 In the Vocabulary Manager, select the vocabulary to which you want to add a group.

- 2 Choose the Add Group command.
 - 🗨 Say **Group**, then **Add Group**
- 3 Enter the group name.
 - 🗨 Say the alpha-bravo words to spell the group name
 - 🗨 Say **Type Word**, then say *group name*
- 4 Add the group.
 - 🗨 Say **OK**

Deleting Vocabularies and Groups

If you remove an application from your computer, you no longer need the application's vocabulary.

To delete one or more vocabularies or groups you no longer need:

- 1 Select the vocabulary or group in the Vocabulary Manager.
- 2 Choose the Delete command.
 - 🗨 Say **Delete**
- 3 Delete the vocabulary or group.
 - 🗨 Say **Yes**

You can't delete some groups, such as the groups in the System vocabulary. Other groups consist of variables that are used by sentences. For example, the Face group in the WordPad and Write vocabularies consists of a list of typefaces that Sentence Commands use. If you delete this group, some Sentence Commands become unavailable.

Renaming Vocabularies

When DragonDictate creates a vocabulary for a new application, it assigns the vocabulary the same name as the executable file for the program. DragonDictate displays this name in the Voicebar active group pane when the application is active and also uses this name in the Vocabulary Manager.

DragonDictate tries to display names that are more meaningful than the executable file names for known applications. For example, when SOLEXE is the active application, the Voicebar displays "Solitaire" rather than "SOL". You can supply similarly meaningful names for new vocabularies created by DragonDictate.

If a vocabulary name is not meaningful, you should change it:

- 1 Select the vocabulary in the Vocabulary Manager.
- 2 Choose the Rename command.
 - 🗨 Say **Vocabulary**, then **Rename**
- 3 Enter the new name.
 - 🗨 Say the alpha-bravo words to spell the vocabulary name
 - 🗨 Say **Type Word**, then say *vocabulary name*
- 4 Rename the vocabulary.
 - 🗨 Say **OK**

Exporting and Importing Vocabularies

The Vocabulary Manager provides Import and Export commands that let you share your vocabularies with other DragonDictate users. For example, if you add macros to the WordPad vocabulary, you can share these macros with another WordPad user.

DragonDictate provides two ways to export vocabularies:

- As text files (.txt) to view their contents
- As Dragon Data Exchange (.ddx) files to share with other users

The following two sections use the WordPad application as an example, but the steps are identical or similar for other applications.

Exporting Vocabularies to View Their Contents

To export an application's vocabulary as a text file (.txt) to see its commands, Sentence Commands, and other words:

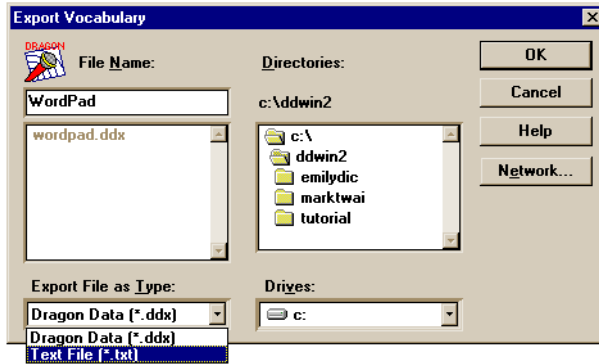
- 1 In the Vocabulary Manager, select the vocabulary you want to view. In this example, select the WordPad vocabulary.
 - 🗨 Say **Move Down n** until WordPad is selected
 - 🖱 Click WordPad
- 2 Choose Export As from the Vocabulary menu.
 - 🗨 Say **Vocabulary**, then **Export As**
 - 🖱 Click Vocabulary, then Export As

The Export Vocabulary dialog box appears.



Tip

To see the commands you can say in an application, export its vocabulary as a text file.

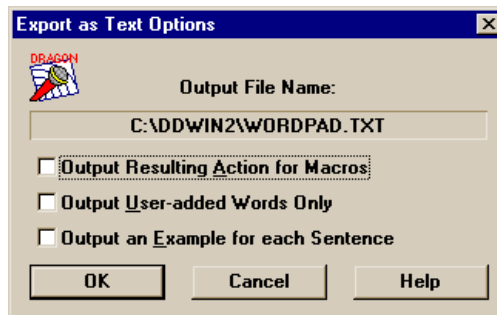


Attention

See online Help for more information about the Export File format.

- 3 Move to the Export File as Type list box.
 - ☞ Say **Export File as Type**, without pausing between words
 - ☞ Click the Export File as Type box
- 4 Specify that the output be a text file (.txt), instead of the default Dragon data exchange file (.ddx).
 - ☞ Say **Drop List**, then **Move Down 1**
 - ☞ Click the drop list arrow, then Text File (*.txt)
- 5 Note the directory displayed, indicating where DragonDictate is storing the output file. The default is the directory in which you installed DragonDictate.
- 6 When you're ready, choose OK.
 - ☞ Say **OK**
 - ☞ Click OK

The Export As Text Options dialog box appears.



This dialog box displays the name for the export file and provides the following options:

Option	Meaning
Output Resulting Action for Macros	Includes the keystrokes or script commands for each macro (command, Sentence Command, and user-created macro).
Output User-Added Words Only	Outputs only words you or another user adds to the vocabulary. “Words” here refers to dictation words, dictation phrases, and user-created macros.
Output an Example for each Sentence	Includes an example of each Sentence Command. For instance, an example for the sentence [<Action><2 to 20><Text Objects>] would be “Copy 5 Lines.”

7 Note the directory and filename displayed in the Output File Name box. You need this information to find the file later.

8 When you’re ready, close the dialog box and create the text file.

- 🗨 Say **OK**
- 🖱 Click OK

The dialog box closes and DragonDictate creates the file in the specified location.

9 Locate and open the file, using any text editor or word processor.

The text file contains a listing of the vocabulary’s Sentence Commands, followed by an example of each. After the Sentence Commands is a listing of other commands and the contents of any groups in the vocabulary.

It’s helpful to print this document to use as a reminder of the commands you can say in a particular application.

Exporting Vocabularies to Share with Other Users

To export a vocabulary as a Dragon data exchange (.ddx) file to share with another DragonDictate user or use on another computer, follow these steps:

1 In the Vocabulary Manager, select the vocabulary you want to export. In this example, select the WordPad vocabulary.

- 🗨 Say **Move Down n** until WordPad is selected
- 🖱 Click WordPad



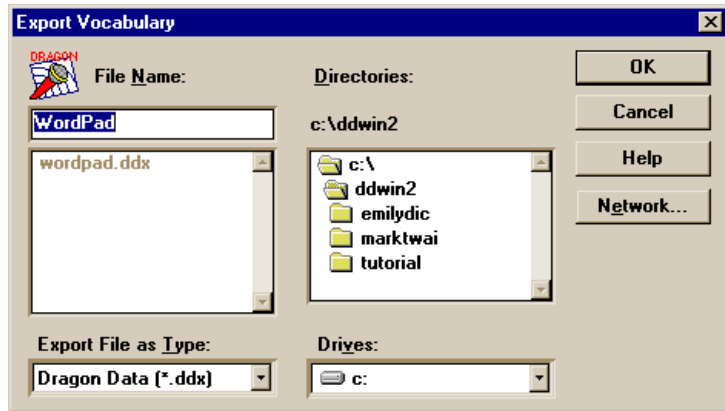
Tip

Print the text file as a reminder of the commands you can say in an application.

2 Choose Export As from the Vocabulary menu.

- ☞ Say **Vocabulary**, then **Export As**
- ☞ Click Vocabulary, then Export As

The Export Vocabulary dialog box appears.



The file type selected is Dragon data exchange (*.ddx), which is the correct type for exporting vocabularies for later import into your own or another user's files.

- 3** Note the file name and directory displayed in the dialog box, indicating the file's name and location. You can change these if you like.
- 4** When you're ready to export the vocabulary to a file, choose OK.
- ☞ Say **OK**
 - ☞ Click OK

The dialog box closes and DragonDictate creates the file in the specified directory with the specified filename.

Note The .ddx file created is an ASCII file, so you can edit it to change macros or add comments. Refer to online Help for more information about the export file format.

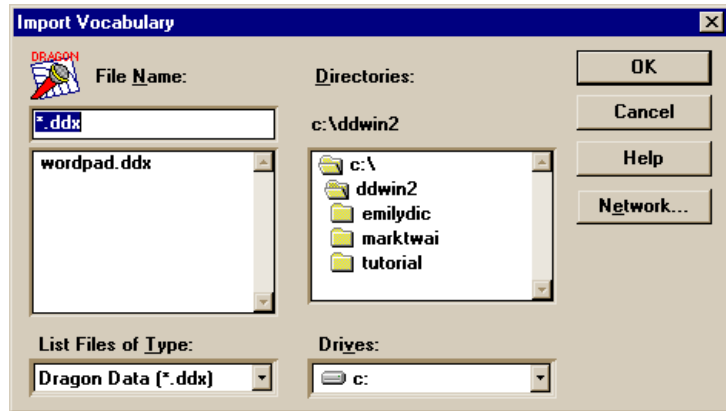
Importing Vocabularies

To import the vocabulary you just exported:

- 1** Copy the exported file you created to the computer where you're adding the vocabulary. Start DragonDictate if it's not already started. If necessary, switch to the user who is importing the vocabulary.

- 2 From Vocabulary Manager, choose Import from the Vocabulary menu.
 - ☞ Say **Vocabulary**, then **Import**
 - ☞ Click Vocabulary, then Import

The Import Vocabulary dialog box appears.



- 3 If the exported file is listed in the File Name list box, select it. (If it's *not* listed, use the Directories box to go to the directory that contains the file.) In this example, the filename is WORDPAD.DDX.
 - ☞ Say **Tab Key**, then **Move Down 1**
 - ☞ Click WORDPAD.DDX
- 4 When you're ready, close the dialog box and import the file.
 - ☞ Say **OK**
 - ☞ Click OK

The dialog box closes and DragonDictate imports the vocabulary.

If the vocabulary doesn't exist on the destination computer, DragonDictate automatically creates it. If the vocabulary exists, DragonDictate warns you that the imported vocabulary will be merged with the existing vocabulary. Choose Cancel if you decide against importing the vocabulary.

Merging one vocabulary with another means:

- If a macro with the same name exists in both the import and the target vocabulary, the macro from the import file overwrites the one in the target vocabulary.
- If a macro exists only in the import file, DragonDictate adds it to the target vocabulary.
- If a macro exists only in the target vocabulary, it remains unchanged in the vocabulary.

Chapter 9

Customizing DragonDictate

You can customize DragonDictate in many ways to fit your working style or to handle your personal requirements. This chapter explains how to customize DragonDictate and includes:

- Accessing the Options dialog box
- Changing start-up, dictation, and user characteristics
- Customizing the appearance of the Voicebar, Choice List, Word History, and Vocabulary Manager
- Performing tasks with a keystroke
- Running DragonDictate hands free

Accessing the Options Dialog Box

The best way to customize DragonDictate is with the Options dialog box. This dialog box has 12 tabs, such as Start Up and Dictation, that are described in the sections that follow.

To access the Options dialog box:

- 1 Select Options from the Voice Menu.
🗨 Say **Voice Menu**, then **Options**

The Options dialog box appears.

- 2 Select the tab you want to change. You can say the names of the tabs. For example, to modify the appearance of the Voicebar
🗨 Say **Voicebar**
- 3 Change the settings as required. You can say the names of fields and buttons in the dialog box.
- 4 Select OK.
🗨 Say **OK**



Tip

To return the options in a tab to their original settings, use the Defaults button.

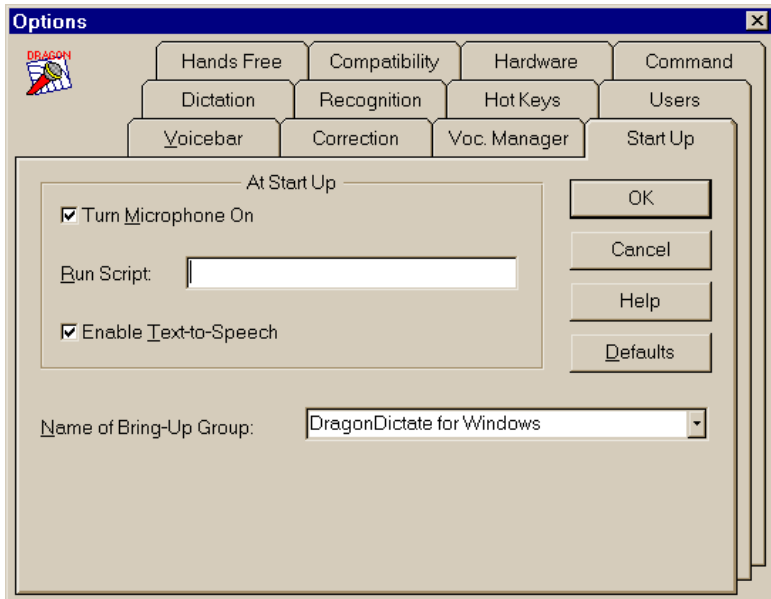
Note If you want to go back to the initial settings for a particular tab, choose Defaults.

The following sections describe and illustrate each tab and option in the Options dialog box.

Changing Start-Up Characteristics

You can automate DragonDictate to turn on the microphone or run a script, when it starts. You may want to turn the microphone on at start up, for example, to run DragonDictate hands free.

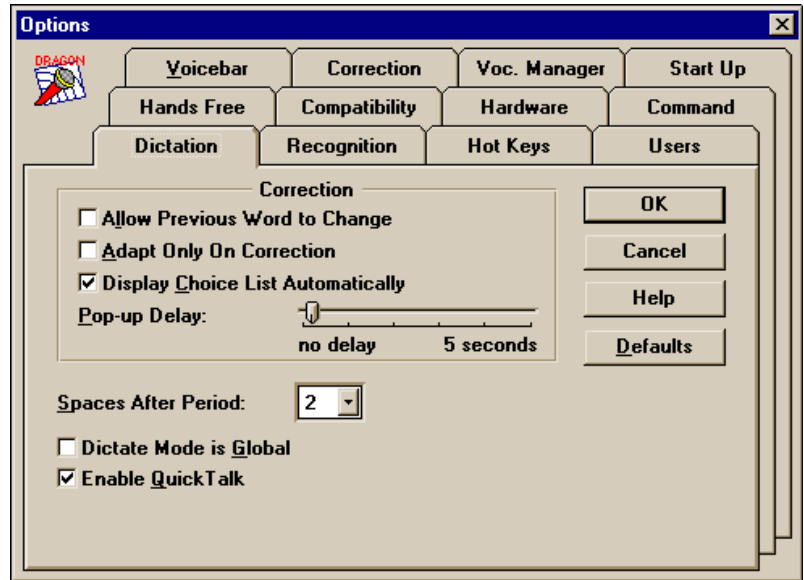
You can change the name of the Bring Up group, for example, if you keep all the applications you use with DragonDictate in a different Windows Program Manager group.



Start Up Options	Actions
Turn Microphone On	Automatically turns on the microphone when you start DragonDictate. DragonDictate opens in Sleep Mode, so you must say “Wake Up” to use it.
Run Script	Automatically runs the scripting commands entered in this field when you start DragonDictate. For instance, if you do most of your work in a word processor on your letterhead, the scripting commands in this field can bring up your word processor and open a template with your letterhead. Separate multiple scripting commands with a colon.
Name of Bring-Up Group	<p>In Windows 95, identifies the menu item on the Programs menu that DragonDictate uses when you say “Bring Up <i>application name</i>.”</p> <p>In Windows NT or 3.x, identifies the Program Manager group that DragonDictate uses when you say “Bring Up <i>application name</i>.”</p>
Enable Text-to-Speech	Lets your computer read text to you. (This feature is available for Windows 95 and Windows NT, but not for Windows 3.x.) For more information, refer to Appendix A, “Using Text-to-Speech with DragonDictate.”

Changing Dictation Behavior

You can change how DragonDictate behaves when you dictate. You can, for example, increase the time it takes for the Choice List to appear. This is useful for speeding up dictation and preventing the Choice List from obscuring your view.



Dictation Options	Actions
Allow Previous Word to Change	<p>Allows DragonDictate to change the previous word based on the current word. For example, if you dictate “too big” and DragonDictate enters “to big,” it can then go back and change “to” to “too” due to context.</p> <p>This is an advanced option and should only be turned on if you’re getting consistently excellent recognition.</p>
Adapt Only On Correction	<p>Prevents adaptation in Dictate Mode unless you correct recognition errors with the Choice List and Word History. If not selected (the default), you must correct all recognition errors to prevent incorrect adaptation. (Normally DragonDictate uses everything you say to adapt. If you choose this option, it adapts only when you make corrections with the Choice List.)</p> <p>You may select this option, for example, if you want to dictate a long document without correcting recognition errors. However, you should select this option only if you have well-adapted user files. That is, if you have already done extensive dictation with the current set of user files and have been consistent in correcting recognition errors.</p>
Display Choice List Automatically	<p>Automatically displays the Choice List as you dictate. Clear this if you want to prevent the appearance of the Choice List until you say “Oops.”</p>
Pop-Up Delay	<p>Has a slider for increasing/decreasing the length of time it takes for the Choice List to appear. Move the slider to the right to increase the amount of time before the Choice List appears after you dictate a word.</p>

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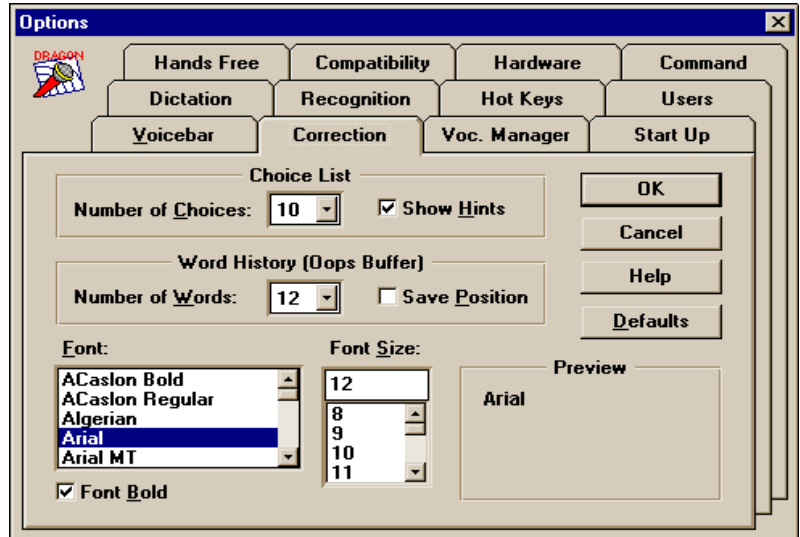
Dictation Options	Actions
Spaces After Period	Sets the number of spaces that DragonDictate enters after a period, question mark, or exclamation point.
Dictate Mode is Global	Keeps DragonDictate in Dictate Mode when you activate other applications. DragonDictate usually changes to Command Mode when you activate other applications.
Enable QuickTalk	QuickTalk helps DragonDictate recognize two discrete words even if you don't pause long enough during dictation. It improves dictation speed and accuracy. If DragonDictate consistently splits words even after adapting to your speech (for example, recognizing two separate words when you said only one), you may want to disable QuickTalk.

Changing Correction Characteristics

You can customize the Choice List and the Word History with the options on the Correction tab. For example, you can:

- Turn off the hints and reduce the number of words displayed in the Choice List so that it occupies less screen space
- Increase the size of the font used in the Choice List and Word History to make them more readable
- Save the position of the Word History window so that it always appears in the same place

You can also increase the number of words in the Word History, so you can dictate more words before making corrections, or decrease the number of words to improve performance.



Correction Options	Actions
Number of Choices	Sets the number of choices that appear in the Choice List. Reduce the number of choices to reduce its size. The minimum is three, the maximum is 10.
Show Hints	Displays the instructions at the bottom of the Choice List. Clear this to save space.
Number of Words	Fixes the number of words saved in the Word History. This is the number of words you can correct when you say Oops. You can set this to any number between 10 and 32. The default is 12. If you increase the number of words, DragonDictate has to do more computation and its performance slows down. If you decrease the number of words, DragonDictate performs faster, but you will need to correct recognition errors more often.

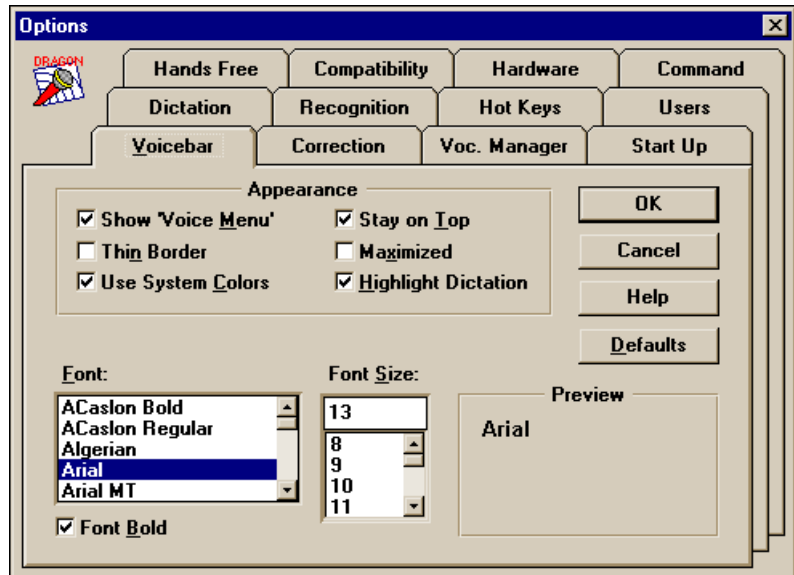
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Correction Options	Actions
Save Position	Saves the last position to which you moved the Word History window. Use this option to keep the Word History in a particular place. If you move the window again, DragonDictate remembers and uses the last position.
Font	Sets the font used in the Choice List and Word History. A preview of the font appears in the Preview box.
Font Size	Sets the font size used in the Choice List and Word History.
Font Bold	Makes the font in the Choice List and Word History bold.

Changing Voicebar Characteristics

You can change the appearance and size of the Voicebar, keep it always on top of other windows, or allow other windows to obscure it.



Voicebar Options	Actions
Show “Voice Menu”	Displays the words “Voice Menu” on the Voicebar. Clear this to save space on the Voicebar.
Thin Border	Displays the Voicebar with a thin border (a thick border is the default) to save space on your screen.
Use System Colors	Uses the colors you chose in the Windows Control Panel for the Voicebar’s background and DragonDictate’s dialog boxes.
Stay on Top	Keeps the Voicebar on top of any other windows you have open, so it’s always visible.

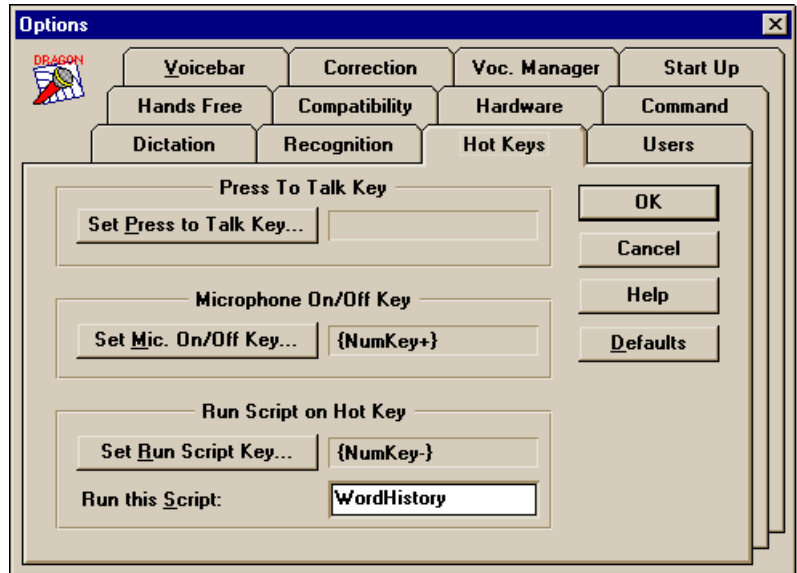
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Voicebar Options	Actions
Maximized	Enlarges the Voicebar horizontally to fit the width of your screen.
Highlight Dictation	Highlights the Voicebar's active vocabulary pane while DragonDictate is in Dictate Mode. The highlighting is the color specified in the Windows Control Panel. This option is a visible indicator of when you're in Dictate Mode.
Font	Sets the font used in the Voicebar.
Font Size	Sets the font size used in the Voicebar.
Font Bold	Makes the font in the Voicebar bold.

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.



Hot Key Options	Actions
Set Press to Talk Key	Opens the Set Key dialog box, where you can assign a key that turns the microphone on while you hold down the key. When you release the key, the microphone turns off.
Set Mic. On/Off Key	Opens the Set Key dialog box, where you can assign the key that turns the microphone on or off when pressed. The default is the large plus key (+) on the numeric keypad.
Set Run Script Key	Opens the Set Key dialog box, where you can assign a key that runs a script. The default is the minus key (-) on the numeric keypad.

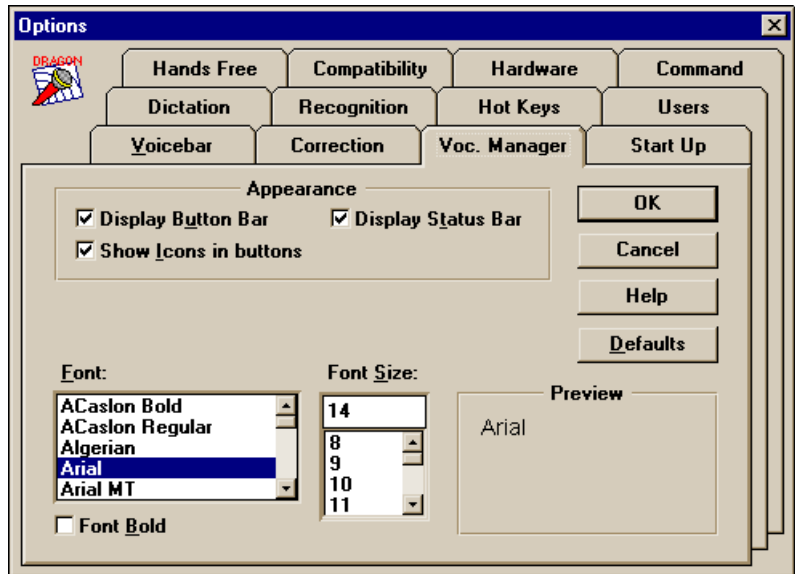
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Hot Key Options	Actions
Run this Script	<p>Runs the scripting command or commands when you press the key specified in the previous field. The default is to run a script that displays the Word History window (equivalent to saying “Oops”). Enter multiple scripting commands separated by a colon.</p> <p>For example, you can replace this script with “RejectPreviousWord” so that pressing the minus key is equivalent to saying “Scratch That.”</p>

Customizing the Vocabulary Manager

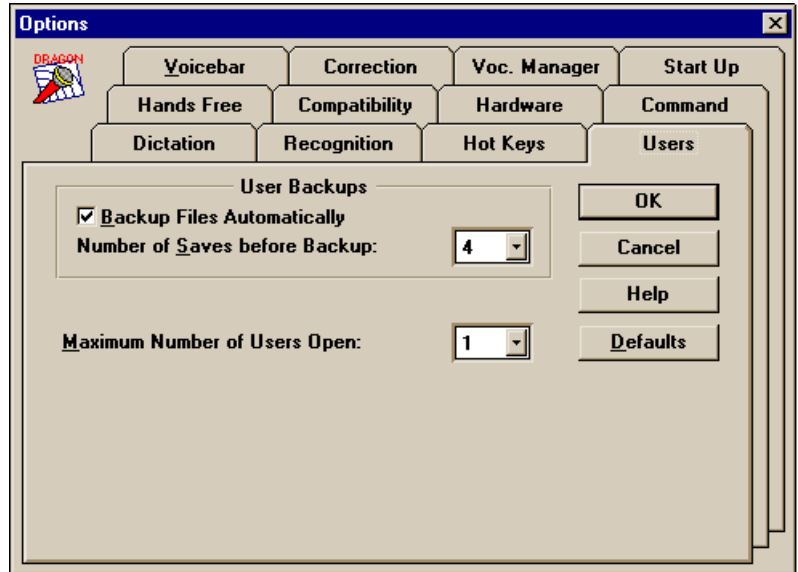
You can customize the appearance of the Vocabulary Manager or the What Can I Say window. You can remove the buttons or status information from the window to reduce its size. You can also modify these options directly from the Options menu of the Vocabulary Manager window.



Vocabulary Manager Options	Actions
Display Button Bar	Shows or hides the button bar in the Vocabulary Manager.
Show Icons in Buttons	Shows or hides button bar icons in the Vocabulary Manager.
Display Status Bar	Shows or hides the status bar at the bottom of the Vocabulary Manager.
Font	Sets the font used in the Vocabulary Manager.
Font Size	Sets the font size used in the Vocabulary Manager.
Font Bold	Makes the font in the Vocabulary Manager bold.

Changing User Characteristics

You can make DragonDictate automatically back up your user files when you save them, and you can also change the number of users you can have open at any given time.



Users Options	Actions
<p>Backup Files Automatically</p>	<p>Causes DragonDictate to automatically create a backup set of user files when you save your user files. This gives you an extra set of files, in case one set is damaged. This option is selected by default. You can restore backup files using the Users command on the Voicebar.</p> <p>Clear this option if you can't save your user files because they take more space than is available on your hard drive.</p> <p>Also, make backups of your user files on tape or floppy disk, so that you have your user files in case of hard drive failure.</p>

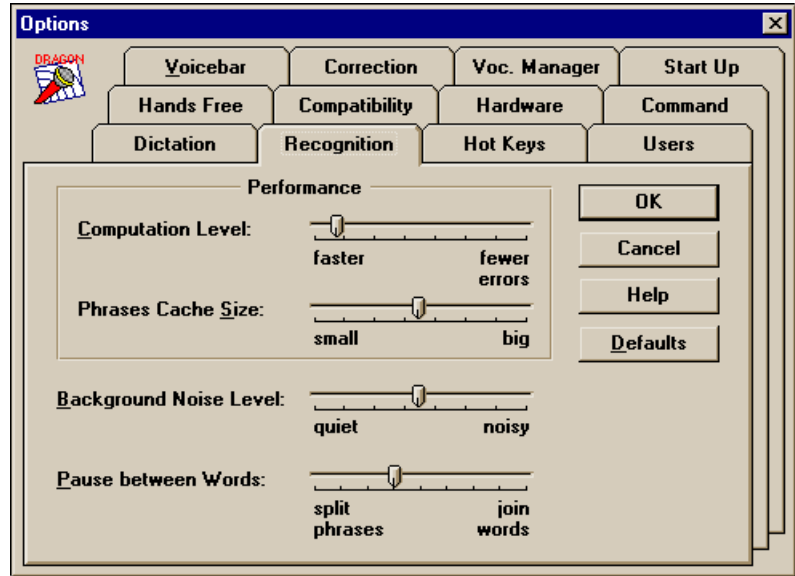
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Users Options	Actions
Number of Saves before Backup	Sets the number of saves before DragonDictate creates a backup set of user files. The default is four.
Maximum Number of Users Open	Sets the maximum number of users that can be open at the same time. Having more than one user loaded allows you to switch users rapidly without waiting for DragonDictate to save one set of user files and load another. However, loading two or more users concurrently greatly increases the amount of memory DragonDictate requires and may degrade overall performance. The default is one user.

Changing Recognition Characteristics

You can customize how DragonDictate recognizes what you say. You should be an advanced user with considerable DragonDictate experience before you change the options on this tab .



Tip

Click the Defaults button to let DragonDictate choose the best computation level for the current machine. This is useful if you move your user files to a different (slower or faster) machine.

Recognition Options	Actions
Computation Level	<p>Sets the level of computation DragonDictate performs in recognizing your speech.</p> <p>Moving the slider to the right causes DragonDictate to perform more computation, therefore providing better recognition accuracy but slower performance.</p> <p>Moving the slider to the left causes DragonDictate to perform less computation, therefore providing faster dictation performance but possibly poorer recognition accuracy.</p>

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(continued)**Tip**

Don't change the Phrases Cache Size option unless you're an advanced user.

Recognition Options	Actions
Phrases Cache Size	<p>Sets the number of tracking phrases that DragonDictate stores in memory. Tracking phrases are the commands stored in tracking groups that enable you to say the names of menus, commands, fields, and buttons.</p> <p>Moving the slider to the right may improve DragonDictate's recognition accuracy in tracking menus and dialog boxes, but it decreases the amount of memory available to other applications.</p> <p>Moving the slider to the left may reduce DragonDictate's tracking accuracy, but it increases the amount of memory available to other applications.</p>
Background Noise Level	<p>Set between quiet and noisy, depending on the particular environment in which you're using Dragon Dictate.</p> <p>Moving the slider to the left may cause DragonDictate to recognize background noise as speech, leading to errors. Moving the slider to the right may cause DragonDictate to ignore words you say.</p>

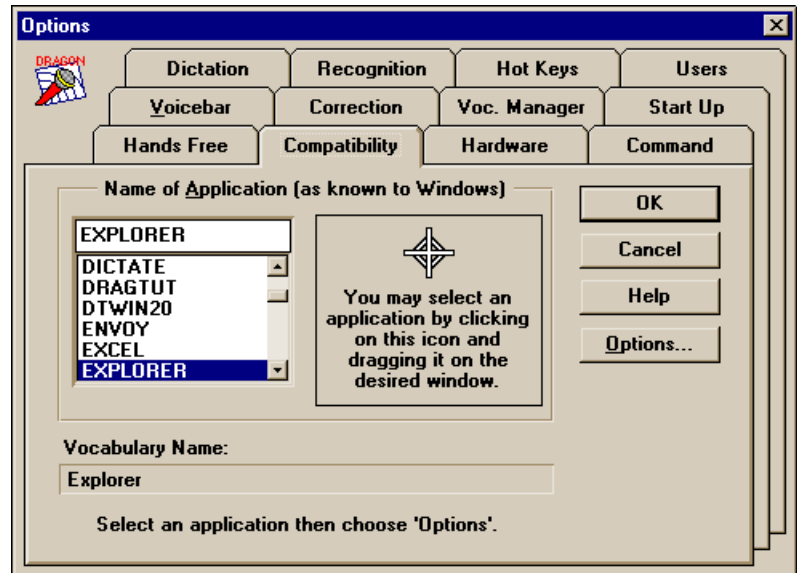
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Recognition Options	Actions
Pause between Words	<p>Determines how DragonDictate responds to pauses between words. If QuickTalk is enabled, you should not modify this option.</p> <p>Moving the slider to the left lets you speak faster, but DragonDictate may split a word into two words. For example, you say “character” but DragonDictate recognizes “carrot drip.”</p> <p>Moving the slider to the right requires you to pause a bit longer between words. It may also cause DragonDictate to interpret two words as a single word or command. For example, if you dictate the words “font” and “bold” with barely a pause between the words, DragonDictate may instead recognize the Font Bold command.</p> <p>If DragonDictate consistently recognizes a single word as two words, move the slider to the right.</p> <p>If DragonDictate consistently adds short words, such as “to” or “it,” each time you say a word, move the slider to the left.</p>

Changing Compatibility Options

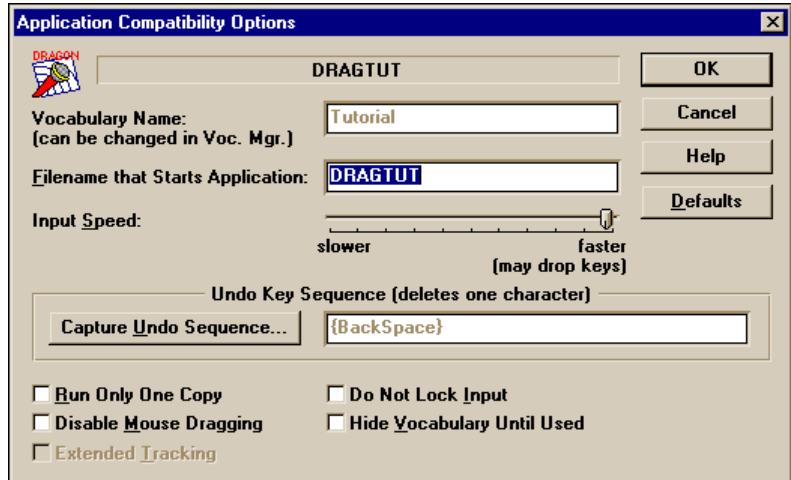
Use the Compatibility tab to change settings for specific applications you use with DragonDictate. For example, you can change the input rate of keystrokes and mouse clicks, change the undo key sequence, and set other advanced compatibility options for applications.



Compatibility Options	Actions
Name of Application	Select the application you want to modify from the scroll list. You must select an application before you can change its compatibility options.
Vocabulary Name	The name of the DragonDictate vocabulary associated with the specified application. This field is display-only.

To select a running application by mouse, drag the crosshair icon (+) to the application's window or icon, and release the mouse button. You can also select the application by scrolling through and selecting its name in the list, which can also be done by speech.

To set compatibility options, select the Options button. The Application Compatibility Options dialog box appears.



Tip

To change the name of an application's vocabulary displayed in the Voicebar, use the Rename command in the Vocabulary Manager.

Application Compatibility Options	Actions
Vocabulary Name	The DragonDictate vocabulary name that appears in the Voicebar and Vocabulary Manager when the specified application is active. This field is display-only. You can change this name with the Rename command in the Vocabulary Manager.
Filename that Starts Application	Sets the name of the executable file that starts the specified application. By default it's the same as the .EXE file that runs while the specified application is active. Change the filename here if the file that starts an application is different from the file that runs while the application is active.
Input Speed	Slider that lets you change the input rate of keystrokes and mouse clicks for the specified application. Use this with applications that can't process a high rate of input and drop keystrokes as a result.

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Application Compatibility Options	Actions
Capture Undo Sequence	Opens the Capture Keystrokes dialog box, where you can assign the key or keys that delete one character at a time during error correction. DragonDictate uses this key sequence to delete a word in an application after you correct it in the Choice List. The default is the Backspace key. You may want to change this if you use an application that doesn't delete with the Backspace key.
Run Only One Copy	Prevents DragonDictate from trying to start more than one copy of the specified application.
Disable Mouse Dragging	Disables DragonDictate Mouse Dragging Commands (the Mouse Movement "drag" Commands). Use this in graphics applications where commands such as Drag Left may cause your system to freeze.
Extended Tracking	Enables the extended tracking function. If this option appears dimmed, it's not available for the specified application. For more information, refer to the following section, "Extended Tracking."
Do Not Lock Input	Used by certain applications (such as some communications applications) so that DragonDictate doesn't block user keyboard and mouse input while sending keystrokes to the application. The DragonDictate installation selects this option for any known application that needs it.
Hide Vocabulary Until Used	Hides vocabularies in the Vocabulary Manager or the Find Word dialog box until you first speak in the application. The vocabulary doesn't load until you speak. This option prevents DragonDictate from displaying a vocabulary until it is needed.

Extended Tracking

Extended tracking is an advanced function of DragonDictate that keeps track of what you can say in a particular application's windows and dialog boxes. Most applications don't have or need this function, but some versions of some applications need it. For example, versions 6.0 and 7.0 of Microsoft Word for Windows require extended tracking.

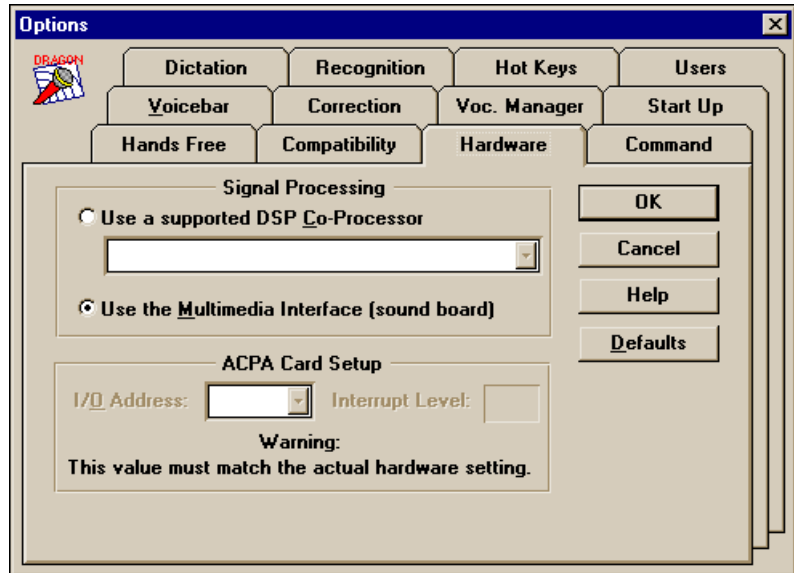
If the Extended Tracking option appears dimmed, this function is unavailable for the specified application. If this option is available, you can choose whether to use extended tracking with the specified application. It's recommended that you use extended tracking if available, as long as the version of the application you're using supports it.

You should leave extended tracking turned on for the following applications:

- Microsoft Word for Windows, versions 6.0 and 7.0
- Microsoft Excel™, versions 5.0 and 7.0
- Microsoft PowerPoint™, versions 4.0 and 7.0

Changing Hardware Settings

You may need to specify the settings that your sound card uses to correctly configure DragonDictate.



Hardware Options	Actions
Use a Supported DSP Co-Processor	Select the supported DSP sound card, such as an M-ACPA card, you are using with DragonDictate from the list box.
Use the Multimedia Interface (sound board)	Select this option if you are using a supported 16-bit multimedia sound card with DragonDictate.
I/O Address	The M-ACPA card input/output address. This option is available only if you have selected the M-ACPA card from the list of DSP co-processors.

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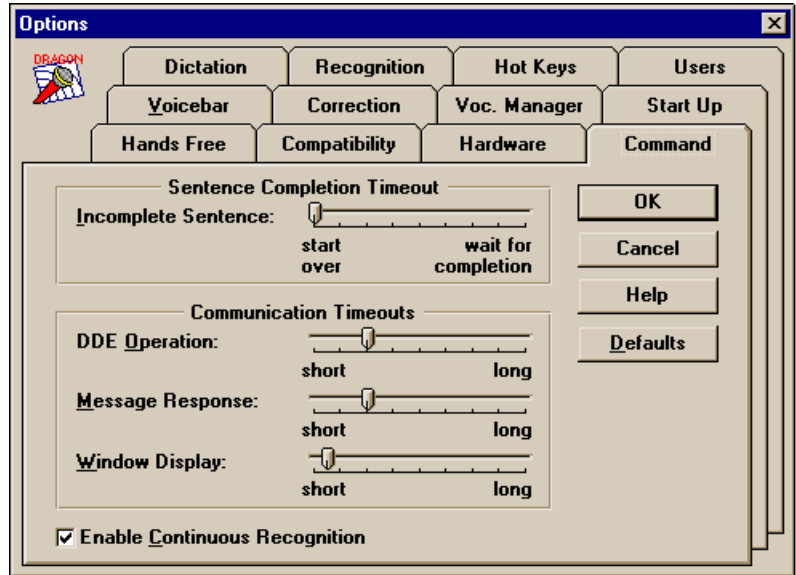
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Hardware Options	Actions
Interrupt Level	Displays the M-ACPA card interrupt level, which DragonDictate automatically detects. This field is displayed only if you have selected the M-ACPA card from the list of DSP co-processors.

Note Make sure you choose the correct card. If you enter incorrect hardware settings, DragonDictate can't correctly receive speech input. Refer to Appendix B, "Troubleshooting," for more information about sound cards and hardware.

Changing Command Settings

The Command tab lets you set options affecting DragonDictate commands. Change the settings in this tab only when Dragon Systems Technical Support or your Authorized Dragon Reseller advises you to do so.



Command Options	Actions
Incomplete Sentence	<p>This slider determines how DragonDictate responds if you pause while saying a Sentence Command.</p> <p>Move the slider to the left if you want DragonDictate to ignore the partial sentence and force you to repeat the sentence. This is the default setting.</p> <p>Move the slider to the right if you want DragonDictate to wait for you to complete the sentence. For example, with the slider on the right, you can say "Print Pages," pause, then say "1 to 5."</p> <p>Refer to the following section, "Pausing in Commands," for more information.</p>
DDE Operation	<p>Use the slider to set the Dynamic Data Exchange external response time. This option affects only DragonDictate DDE scripting commands. Leave this at its default setting.</p>
Message Response	<p>Use the slider to set the amount of time DragonDictate waits for internal messages. Leave this at its default setting. If you frequently get DragonDictate time-out errors, move this slider to the right.</p>
Window Display	<p>The length of time DragonDictate waits for a window or dialog box to display before building its tracking group. If you often give commands to a window or dialog box before it appears, move the slider to the right.</p>

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Command Options	Actions
Enable Continuous Recognition	Enables continuous recognition of Sentence Commands. If you're not using Sentence Commands, clear this setting to improve ordinary command recognition performance. (Sentence Commands have a variable, for example "Print Page <i>n</i> ." Ordinary commands have no variable, for example "Print Document.") The setting is selected by default.

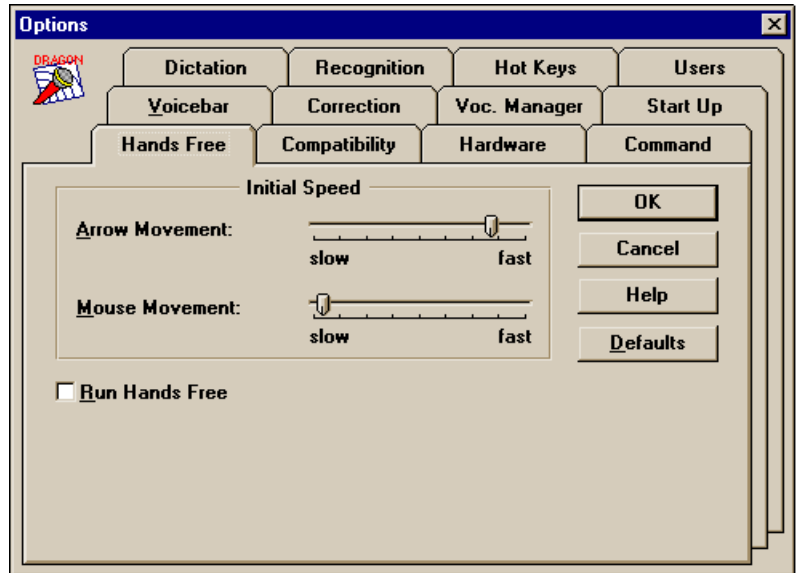
Pausing in Commands

The Incomplete Sentence slider determines how DragonDictate responds if you pause while saying a Sentence Command. For example, if you pause while saying "Print Pages 1 to 5," DragonDictate displays "Print Pages ..." in the Voicebar, indicating that it is expecting you to complete a Sentence Command. If you pause longer than specified (the maximum is one second with the slider all the way to the right), DragonDictate decides that you don't want to complete the command. It rejects the partial sentence and displays "{???" in the Voicebar.

The position of this slider controls how long DragonDictate waits before rejecting the partial Sentence Command. With the default setting on "start over," DragonDictate expects you to say complete Sentence Commands, without pausing.

Running DragonDictate Hands Free

You can use DragonDictate to control Windows and dictate text without using a keyboard or mouse at all. 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.



Hands-Free Options	Actions
Arrow Movement	Sets the speed of the insertion point (the cursor that moves when you press the arrow keys) on the screen. This is the initial setting. You can change arrow movement speed with speech commands.
Mouse Movement	Sets the speed of the mouse pointer (the cursor that moves when you move the mouse) on the screen. This is the initial setting. While it's moving, you can change mouse movement speed with speech commands.

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Hands-Free Options	Actions
Run Hands Free	Displays a confirmation message when you try to turn off the microphone, close the current user, or close DragonDictate. This stops you from accidentally doing something that prevents you from entering speech commands.

Effects of Hands-Free Operation

When you select the Run Hands Free option, you change the following DragonDictate characteristics:

- When you try to turn off the microphone, close the current user, or close DragonDictate, a dialog box appears asking you to confirm your action. You must say “Yes I really do” instead of just “Yes.”
- If you select the “Do not stop training when ‘Stop Training’ is heard” option in the Training Console dialog box, after you train a word, you must say **Enter Key** before you can train the next word.

Changing to Hands-Free Operation

To run DragonDictate completely “hands free,” do all of the following:

- Select the “Run Hands Free” option in the Hands Free tab of the Options dialog box
- Select the “Turn Microphone On” option in the Start Up tab of the Options dialog box. Refer to “Changing Start-Up Characteristics” earlier in this chapter for more information.
- Set up DragonDictate to run automatically when you start Windows.

To start DragonDictate automatically each time you start Windows 95, copy the DragonDictate Edition shortcut (icon) from the DragonDictate for Windows folder (C:\Windows\Start Menu\Programs\DDWin) to the Startup group (C:\Windows\Start Menu\Programs\Startup). For further information, refer to Windows 95 online Help.

To copy the icon in Windows NT or 3.x:

- 1 Select the DragonDictate icon in Program Manager.
- 2 Say **File**, then **Copy**
- 3 Say **Drop List**, then scroll the list until you reach the Start Up group
- 4 Say **Enter Key**

Running DragonDictate with DOS Applications

You can use DragonDictate for Windows to control and dictate to most DOS applications. Just call up a DOS window on your Windows desktop. Run your DOS application in the DOS window, and run DragonDicate, as usual, from your Windows desktop.

Note Because some DOS applications respond only to actual keyboard input, DragonDictate for Windows can't work with them.

Appendix A

Using Text-to-Speech with DragonDictate

This appendix describes how to use text-to-speech with DragonDictate.

Text-to-speech is a software feature that lets your computer read text to you. With DragonDictate, you can use the text-to-speech commands by speaking if you're using Windows 95 or Windows NT. Text-to-speech isn't available in Windows 3.x.

Note You won't hear text-to-speech if you're using an M-ACPA sound card. You must have a multimedia sound card to hear text-to-speech.

Text-to-speech is enabled by default when you start DragonDictate. If you want to disable the text-to-speech feature, go to the Start Up tab of the Options dialog box and clear the Enable Text-to-Speech check box. Enabling or disabling the text-to-speech feature doesn't take effect until the next time you start DragonDictate.

The following section lists text-to-speech commands that are available by speaking. They are Global Commands, which means that they're available almost any time. However, when you're in Dictate Mode, the commands don't appear as the first choice in the Choice List, so that DragonDictate recognizes dictation words first. You must choose text-to-speech commands from the Choice List by saying "Choose 2," for example.

Text-to-Speech Commands

The following table lists the text-to-speech commands that you can use with DragonDictate.

Say	To
Read That	Read the currently selected text. If there's no currently selected text, the computer reads the contents of the Windows clipboard. You can select text by speaking (for example, by saying "Select Last Paragraph") or by mouse, then say "Read That."
Read Word	Reads the current word, which is the word that the insertion point is in, or the last word before the insertion point.
Read Line	Reads the current line, which is the line that the insertion point is in.
Read Page	Reads the current page, which is the body of text displayed in the active window.
Read Document	Reads the entire document, regardless of the current selection.
Read E-mail	Reads the entire text of the electronic mail document, regardless of the current text selection. The computer doesn't read the e-mail header or other common e-mail message separators, like angle brackets (>).

Customizing Text-to-Speech Output

You can customize text-to-speech output the way you like it for speed, type of voice, voice pitch (highness or lowness), volume, and use with e-mail. To set your preferences:

- 1 Be sure DragonDictate isn't running.
- 2 Add the following line to the [*username's* Options] section of the DDWIN.INI file:

```
Start Up: TTS Settings=setting
```

where *setting* is one of the following:

- */sXXX*
Sets the playback speed in words-per-minute (wpm), from 50 to 250 (default is 150).
- */vX*
Sets the type-of-voice preference from 0 to 9, indicating which of 10 different speakers to use (default is 0).
- */pXXX*
Sets the voice pitch (highness or lowness) preference from 50 to 400 Hz (default depends on your type-of-voice preference).
- */LXX*
Sets the volume preference from 0 (silence) to 16 (maximum volume and the default). This setting works in relation to the setting of your speaker volume, which you control using your multimedia card mixer. For example, if your multimedia card's sound output volume is set to 50 percent of the total range, setting the text-to-speech volume preference to 16 gives you the full 50 percent sound output that your multimedia card is set to. To get maximum sound output, set your multimedia card mixer and the text-to-speech volume preference to 100 percent.
- */e*
Tells the [Read e-mail] command to ignore reading e-mail headers and other common e-mail separators, like angle brackets (>). This command has no arguments.

For example, if you want to set the text-to-speech defaults to 180 words-per-minute with a voice pitch of 60 Hz and volume set to 75% of the maximum, add the following line to DDWIN.INI:

```
Start Up: TTS Settings=/s180 /p60 /l12
```

Be sure to put a space between each setting.

Tips for Hands-Free Users

The text-to-speech feature turns off the microphone before it starts speech playback. The microphone is automatically turned back on at the end of playback, or if playback is taking more time than originally estimated. If you're using DragonDictate in hands-free mode and don't want the microphone off for long periods of time, you can specify the maximum amount of time that the microphone can be off during playback.

To do this, in the [*username's* Options] section of the DDWIN.INI file, add this line:

```
Start Up: Maximum TTS Timeout=30
```

where "30" is the value in seconds. This prevents the text-to-speech feature from turning off the microphone for more than 30 seconds during playback.

Appendix B

Troubleshooting

This appendix offers solutions to problems you may have with DragonDictate.

Advice from Technical Support

Here are some things to try before you call Dragon Systems Technical Support or your Authorized Dragon Reseller.

- Review the information in this appendix.
- Review the README.WRI file for last-minute information about DragonDictate and some known problems.
- Read the “DragonDictate for Windows Hardware Compatibility List,” which is the most current list of Dragon-certified sound cards and microphones. To access this list, refer to the “How to Access Dragon Systems Online” section of the README.WRI file.

If you must contact Technical Support or your Authorized Dragon Reseller, please have available this information about your system:

- DragonDictate serial number (on Disk 1 or on the CD, and on the box that the product comes in).
- DragonDictate edition and version number (for example, Classic Edition 2.5).
- Computer name, model, and processor (CPU).
- Amount of memory (RAM) on your computer.
- Amount of free hard disk space on your computer.
- The exact text of the error message, if applicable.
- Sound card name and microphone name.
- Information in the last two pages of the DGNSRVR.LOG file (in the DDWIN2 directory). Print the entire file or just the last two pages.

Sound Cards and Sound Input

With DragonDictate, you use a DSP (digital signal processing) sound card or a multimedia sound card. The Dragon-certified DSP sound card is M-ACPA. The Dragon-certified multimedia sound cards are Sound Blaster 16 and Sound Blaster 32.

If you're using a multimedia sound card for speech recognition that isn't a full-duplex sound card, you can't play sound while DragonDictate's microphone is on (except with the DragonDictate "PlaySound" scripting command). You may want to purchase a full-duplex sound card.

Full-duplex sound cards allow simultaneous playback and recording. One DMA channel is for sound in, and another DMA channel is for sound out. Most high-end multimedia sound cards are full-duplex. Check your sound card documentation to see if your card is full-duplex.

If you're using the M-ACPA card, you can't play sound (even with the "PlaySound" scripting command) unless you also have another sound card installed.

If you have a multimedia and an M-ACPA sound card, you can have sound input and sound output if you plug your microphone into the M-ACPA card and plug your speakers into the multimedia card. This way, the M-ACPA card accepts sound input from the microphone, and the multimedia card allows sound output from DragonDictate.

Note Not all sound cards are equal. Some have better sound-gathering characteristics than others. Therefore, Dragon Systems suggests that you use a Dragon-certified sound card (and microphone) with DragonDictate.

For information about how to access the "DragonDictate for Windows Hardware Compatibility List," which is the most current list of Dragon-certified sound cards and microphones, refer to the "How to Access Dragon Systems Online" section of the README.WRI file.

If you're using a notebook computer, its built-in multimedia sound system works like a regular multimedia sound card does, as just explained. To allow sound output, you can add a PC card to your notebook.

Problem

DragonDictate doesn't seem to hear me. Now what?

Solution (for all sound cards)

- Be sure the microphone is on. Click the microphone button on the Voicebar.
- Be sure the microphone plug is connected to the microphone jack on your sound card. (If you moved other wires around, you may have disrupted your microphone-to-sound-card connection.)

If you installed more than one sound card, be sure the microphone plug is connected to the correct jack in the correct card. For the M-ACPA card, the correct jack is the one that's out of line from the others. For multimedia cards, refer to your sound card documentation for the correct jack.

- Try using the most current Windows driver for your multimedia sound card.
- If you have more than one microphone, be sure you're speaking into the microphone connected to the card that DragonDictate uses.
- Be sure you're using one of Dragon's certified sound card and microphone combinations. Refer to the *Installation Guide* for this information.

Solution (for M-ACPA card)

- If you get the error message "Error turning microphone on. Please check your hardware setting on the Hardware tab of the Options dialog box," be sure the Use a supported DSP Co-Processor option is selected in the Hardware tab of the Options dialog box.
- If you're using a network card, the I/O address of the M-ACPA card may need to be set lower than the I/O address of the network card.
- If you change the I/O address on your M-ACPA card, be sure that you also change the I/O Address setting in the Hardware tab of the Options dialog box. From the Voice Menu, choose Options, then choose the Hardware tab.

- If you also have a multimedia card in your system, be sure its IRQ setting doesn't conflict with the setting for the M-ACPA. Also check that your modem doesn't conflict.

Finally, check that the I/O address for the M-ACPA card matches the I/O Address setting in the Hardware tab of the Options dialog box.

- If the volume meter moves when you say something but never turns green, or turns green and stays green, be sure the M-ACPA card isn't set to IRQ 2, 6, or 7.

If the M-ACPA card is using IRQ 3, 4, or 5, there could be an IRQ conflict between your M-ACPA card and another device in your computer, or between your M-ACPA card and an IRQ that Windows is using for one of its COM ports. The default setting for the M-ACPA card is IRQ 3. If you have a modem already assigned to IRQ 3, you have to set the sound card to IRQ 5. If you have another device, such as a CD-ROM drive or a network card, already set to IRQ 5, you need to use another IRQ for your sound card or change the IRQ setting for the CD-ROM or network card.

- If you have a defective microphone, contact your Authorized Dragon Reseller for another certified microphone.

Solution (for multimedia card)

- If DragonDictate is in your Start Up group (Windows NT or 3.x) or StartUp folder (Windows 95) so that it automatically launches, your microphone is set to turn on automatically, and Windows is set to play a sound at start up, you may get an error message. Turn off the Start Windows sound. Go to the Control Panel, click the Sound icon, select the Start Windows item in the Event list box, click "<none>" in the Files list box, and click OK.
- If your multimedia sound card has an AGC (automatic gain control) setting, be sure this setting is off. For example, in Windows 3.x, if you have an Sound Blaster 16 sound card, select Recording from the Settings menu of the Sound Blaster mixer control. Turn off AGC (so it doesn't have a red dot).

In Windows 95, you can find the AGC setting by double-clicking the speaker icon in the lower right of the taskbar. Once in the Volume Control, select Options. Be sure the Advanced Controls menu item is selected. Then select Properties, then "Adjust Volume for Recording." Also, be sure the Microphone checkbox is selected. Click OK. You now see the Recording Control, which shows the volume for the

microphone. If an AGC setting is available for your sound card, you can access it by clicking the Advanced button.

If DragonDictate still doesn't seem to hear you and you're running Windows 95 with a Sound Blaster 16 or Sound Blaster 32 sound card, you may need to adjust the actual Sound Blaster mixer control. In the mixer, find the recording controls, which are in the System menu (the button in the upper-left corner of the mixer window) or in the Settings menu. In the Recording Settings dialog box, increase the Gain control settings to 2x, or 4x, or until you get a green color in DragonDictate's volume meter.

- If you have a ProAudio™ Studio 16 card, turn off the Sound Blaster emulation for that card. Note that Dragon doesn't support the ProAudio Spectrum™ card. Also, you must add the following line to the [DSP] section of the DRAGON.INI file (which you can find in the Windows directory): `ControlVolume=0`.
- If you're using a notebook computer, be sure the built-in microphone is off. Refer to your computer's documentation for instructions. (Usually, the built-in microphone is automatically disabled if you plug a microphone into the microphone jack.) Also note that some laptop computers work only with certain microphones. Refer to your computer's documentation for compatibility information. Also refer to the "DragonDictate for Windows Hardware Compatibility List," which is the most current list of Dragon-certified sound cards and microphones. Refer to the "How to Access Dragon Systems Online" section of the README.WRI file for information about how to access the list.
- If you get the error message "Error turning microphone on. Please check your hardware setting on the Hardware tab of the Options dialog box," do the following to determine whether your sound card drivers are correctly installed and configured. Use the Windows Sound Recorder, which is in the Accessories group in the Program Manager in Windows NT and 3.x, and in the Programs→Accessories→Multimedia folder in Windows 95, to record your voice. If it doesn't record your voice *and* you get an error message, your sound card drivers probably aren't correctly installed or configured. Refer to your hardware documentation or contact your hardware manufacturer.

If the Windows Sound Recorder doesn't record your voice *and* you *don't* get an error message, your sound card mixer settings probably need adjusting. Refer to the next item in this list.

- If your sound card software isn't saving your mixer settings, refer to your sound card documentation or contact the sound card manufacturer for information about how to save the settings.
- Your mixer settings may need adjusting. DragonDictate automatically does this for you with most multimedia sound cards. However, to do this yourself, use the Microphone Volume dialog box by choosing Microphone Volume Setting from the Tools menu. Then, refer to the next "problem."
- If you have a defective microphone, try another certified microphone, contact your Authorized Dragon Reseller for another certified microphone.

There are two common types of microphones that work with multimedia sound cards: dynamic (for example, the Shure SM10A microphone) and electret (for example, the Dragon Systems Headset microphone). Some multimedia sound cards work only with one type. Electret microphones generally produce a stronger signal than dynamic microphones. Therefore, if you're having trouble getting a strong enough signal, you can try swapping your dynamic microphone for an electret.

Adjusting the Microphone Volume Setting

Problem

How do I know if I should adjust the microphone volume setting? And how do I do it?

Solution

If you have a multimedia card, you may need to adjust the microphone volume setting if:

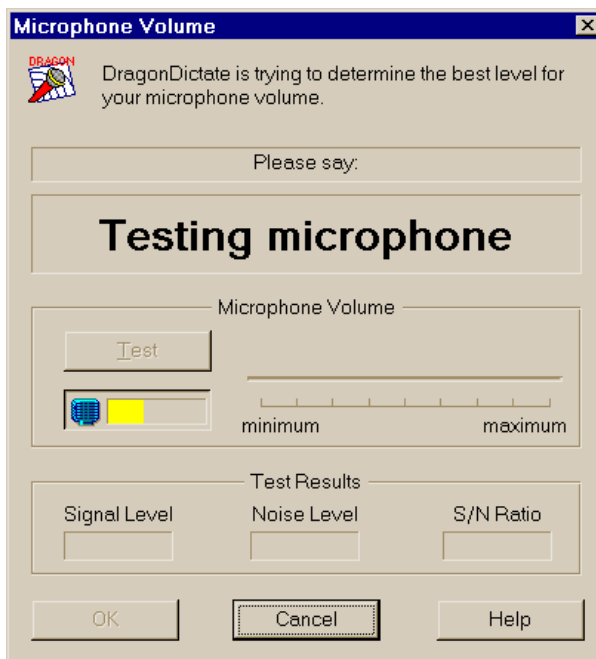
- You find yourself speaking uncomfortably loudly.
- You switch microphones.
- You change the distance between the microphone's mouth piece and your mouth.
- You notice poor recognition performance.
- The microphone volume settings change for some reason or your mixer settings weren't saved.

- You move into another room with a different noise level.
- The microphone volume meter turns red, indicating a very loud signal.
- The microphone volume meter stays yellow, indicating that DragonDictate isn't hearing any speech.
- Another person with a louder or softer voice creates a new user or otherwise readjusts the microphone volume settings.

If any of these situations occur, try adjusting the microphone volume setting, as follows:

- 1 Choose Microphone Volume Setting from the Tools menu.

The Microphone Volume dialog box appears. DragonDictate first automatically searches for an optimal microphone volume setting by measuring speech and noise levels at various microphone volumes, and then selects the volume that's best for you.



- 2 Follow the prompts in the “Testing microphone” window in the dialog box. Note that each prompt becomes dimmed as soon as DragonDictate hears you speak. Be sure to finish speaking even if the prompt appears dimmed. This lets DragonDictate get a good measurement of your voice to find the best microphone volume setting.

If you need to stop the microphone test because the test is interrupted for some reason, click the Microphone Volume dialog box to make it the active window, and then click the Microphone button on the Voicebar. To resume the test where it left off, click the Microphone button again.

If you forget to speak, cancel the test and start over.

3 Click OK at the end of the test.

This leaves the microphone volume set at the optimal level. If you click Cancel at any point during the test, the test ends and DragonDictate restores the microphone volume to the previous setting.

At the end of the test, the Test button and slider become available. Click the Test button if you want to repeat the test at a particular microphone volume setting. Note that you can use the slider to select the microphone volume level for testing *only if* DragonDictate has already automatically set the optimal microphone volume setting.

The Test Results window shows you the results of the test, measured in decibels (dB).

- Signal Level indicates the level of your voice along with any noise. It's equal to the sum of the Noise Level and the speech level (S/N Ratio). Generally, it's best if this number is between 69 and 76 dB, although some multimedia sound cards won't reach these levels.
- Noise Level indicates the sound level measured when you're not speaking. Generally, the smaller this number is, the better.
- S/N Ratio indicates the extent to which your voice stands out from the background noise. Generally, the bigger this number is, the better. An S/N Ratio of 30 or better is good.

If the test doesn't successfully change the microphone volume level, DragonDictate tries again, but this time asks you to use your sound card's mixer controls. Match the settings in the slider to the microphone volume setting in your sound card's mixer controls.

If you're using Windows NT, use the Volume Control, which is in the Accessories group in the Program Manager. Then, from the System menu (which you access by clicking the top left corner of the Volume dialog box), select Show Recording Controls to adjust the microphone volume setting.

If you're using Windows 95, you can find the Volume Control in the Programs→Accessories→Multimedia folder.

If you're using Windows 3.x, use the microphone volume control that's part of your sound card's mixer controls.

Note that many sound cards have two controls for microphone volume. The first controls the setting for inputs like microphone, CD, line in, and MIDI synthesizer. The second controls the level for all of these inputs as a group. If your system has both controls, set them both to the level indicated by the slider in the Microphone Volume dialog box.

Problem

What if I tried setting the microphone volume and I still have to speak too loudly?

Solution

Your sound card and microphone are probably incompatible. Because some microphones require a louder signal than others, some sound cards work only with these "louder" microphones. You can try switching microphones or sound cards.

Refer to the "Microphone and Sound Card Compatibility" section of the *Installation Guide* for more information. Also, review the README.WRI file for information about how to access the "DragonDictate for Windows Hardware Compatibility List," which is the most current list of Dragon-certified sound cards and microphones. Refer to the "How to Access Dragon Systems Online" section of the README.WRI file.

Microphone Volume Meter Problems

Problem

The microphone volume meter stays green for more than 10 seconds.

Solution

This means that DragonDictate is continually hearing speech input, which may happen if your microphone volume setting in your multimedia sound card's mixer control is too high. You can try turning off the switch (if any) on the microphone and turning it back on, or unplugging the microphone from the sound card and then plugging it back in. You successfully adjusted the silence level if the microphone volume meter turns yellow.

Tutorial

Problem

I'm running the tutorial and can't hear sound from my speakers.

Solution

The tutorial plays sound only in a few places, whenever Alex the Dragon demonstrates how to say something or how to use DragonDictate. If you're using an M-ACPA card, you won't hear sound during the tutorial; you must have a multimedia card to hear sound. If you have a multimedia card and still don't hear sound, be sure your speakers are connected to your sound card. Also be sure the mixer settings for your sound card are set to allow sound output. Refer to your sound card documentation for details.

Finally, try using the Windows Sound Recorder, which is in the Accessories group in the Program Manager, and in the Programs→Accessories→Multimedia folder in Windows 95, to play sound. If you still can't play sound, the problem is with your sound card setup. Refer to the "Sound Cards and Sound Input" section of this appendix, namely, the information about mixer settings.

Sound Output

Problem

I get an error message telling me that my application can't play sound while DragonDictate is running.

Solution

If you're using a multimedia sound card for speech recognition that isn't a full-duplex sound card, you can't play sound while DragonDictate's microphone is on (except with the DragonDictate "PlaySound" scripting command). You may want to purchase a full-duplex sound card.

Full-duplex sound cards allow simultaneous playback and recording. One DMA channel is for sound in, and the other DMA channel is for sound out. Most high-end multimedia sound cards are full-duplex. Check your sound card documentation to see if your card is full-duplex.

If you're using the M-ACPA card, you can't play sound (even with the "PlaySound" scripting command) unless you also have a multimedia sound card installed.

Note DragonDictate doesn't play sound, except when you use the tutorial or the text-to-speech commands. Therefore, if you're simply not hearing sound as you normally do, you probably have a problem with your sound card settings, rather than with DragonDictate. Refer to your sound card documentation for details.

System Freezes

Problem

Whenever I turn on the microphone, DragonDictate freezes my system.

Solution

You may have a problem with the BIOS version that your PC is running. If you have a Phoenix™ BIOS v 1.01E, you must upgrade the BIOS. Contact your hardware manufacturer.

If you're running Windows 95, you can sometimes unlock the system by pressing **Ctrl+Esc**.

Problem

I can't drag objects or draw in my application by speaking (for example, by saying "Drag Right") because the system stops responding.

Solution

Because of the way some applications, including some drawing applications, accept mouse input, DragonDictate may not be able to drag the mouse without freezing the system. You must disable mouse dragging for the application:

- 1 Click the mouse button to regain control of the computer. In Windows 95, press **Ctrl+Esc**.
- 2 Choose Options from the Voice Menu, then choose the Compatibility tab.
- 3 Select the application causing the mouse problems, and then click the Options button.
- 4 Select the Disable Mouse Dragging check box.
- 5 Click OK.

Mouse Problems

Problem

My mouse stops working when I start DragonDictate or turn on the microphone.

Solution

If you're using an M-ACPA card, be sure the IRQ setting on the card isn't set to the same IRQ setting as the COM2 port, which normally controls your mouse. To examine the COM port's IRQ setting in Windows NT or 3.x, go to the Control Panel, click Ports, select the COM2 port, click Settings, and click Advanced. To examine the COM port's IRQ setting in Windows 95, go to the Control Panel, click System, select the Device Manager tab, select Ports and select Communication Port (COM2), click the Properties button, and click the Resources tab. Try changing the IRQ for COM2 to an unused value, such as 12. Or, try using COM1 for your mouse.

Saving User Files

Problem

DragonDictate isn't letting me save my user files.

Solution

You may not have enough space on your hard drive. Therefore, in the Users tab of the Options dialog box, clear the Backup Files Automatically check box (which is selected by default).

Also, you can delete the C:\DDWIN2*username*\BACKUP and C:\DDWIN2*username*\ORIGINAL directories.

Finally, you can delete any temporary files that you no longer need.

Bring Up Problems

Problem

When I start an application by saying “Bring Up *application name*,” I notice that sometimes there are two copies of the same application on my screen. Can I prevent this?

Solution

If you ask DragonDictate to bring up an application that’s already running, DragonDictate simply makes it the active window. For some applications, however, DragonDictate can’t detect that the application is already running, and starts another instance of the same application.

To prevent DragonDictate from running two copies of the same application:

- 1 Choose Options from the Voice Menu, then choose the Compatibility tab.
- 2 Select the application, and then click the Options button.
- 3 Select the Run Only One Copy check box.
- 4 Click OK.

Problem

I say “Bring Up *application name*,” but the application doesn’t start.

Solution

Be sure the application you want is in the DragonDictate for Windows program group in Windows NT or 3.x, or in the DragonDictate for Windows folder in Windows 95. And remember that if you changed the name of the DragonDictate for Windows program group, you must also change the entry for Name of Bring-Up Group in the Start Up tab of the Options dialog box. Then, bring up the application by speaking discretely, that is, say “Bring Up” and then “*application name*.” This way, the next time you want to bring up that application, you should be able to speak continuously, that is, say “Bring Up *application name*.”

Also, if DragonDictate doesn’t seem to recognize the application name, train the word(s). From the Voice Menu, go to Quick Access and then Find Word. Locate the word or, if DragonDictate can’t find it, add it to a particular vocabulary. Then train it.

Problem

I said “Bring Up *application name*” to load my application, and it works fine. When I minimize the application and again say “Bring Up *application name*,” instead of restoring the window, DragonDictate merely selects the icon.

Solution

This can happen when the executable file that starts the program isn't the same file that controls the minimized window. To fix this problem:

- 1 Start your application.
- 2 From the Voice Menu, choose Options, then the Compatibility tab.
- 3 Click the application's icon and drag it over the main window of your application. Then release the mouse button. (This tells DragonDictate the name of the module that owns the main window.)
- 4 Click OK.
- 5 In Windows NT or 3.x, go to Program Manager. Select the icon you use to start the application. In Windows 95, click the Start menu, go to Programs, then to Windows Explorer. Then select the folder with the application name you want.
- 6 Choose Properties from the File menu.
- 7 In Windows NT or 3.x, note the application file name on the Command Line. In Windows 95, note the application name at the top of the General tab.
- 8 Click Cancel and return to the Compatibility tab of the Options dialog box.
- 9 Click the Options button.
- 10 Verify that the application name (excluding the PATH or .EXE extension) in the Filename that Starts Application field is the same application name. Press OK.

Dictating

Problem

My application doesn't accurately enter keystrokes for the words I say. Words are often misspelled or have missing letters, or don't completely erase when I correct them.

Solution

The application may not be able to accept data input as fast as DragonDictate outputs data. Using the Compatibility tab of the Options dialog box, select your application and then click the Options button. Reduce the input speed by moving the Input Speed slider to the left.

Problem

I've double-clicked the DragonDictate icon to start it. But the Voicebar doesn't appear on the desktop. What can I do to display the Voicebar?

Solution

The Voicebar may be hidden beneath another window. Say "Bring Up Voicebar."

Or, press **Alt+Tab** until you see the word "Voicebar." Once the Voicebar appears, consider selecting Stay on Top in the Voicebar tab of the Options dialog box if you want the Voicebar to remain visible at all times.

If the Voicebar doesn't appear and isn't on the Task List, you may be running low on memory, and DragonDictate is unable to start up. Close any applications you don't need to run. If DragonDictate still doesn't start up, restart Windows. If that doesn't help, use a display driver with a lower resolution (try 640x480, 16 colors or VGA) and remove unnecessary TrueType fonts (go to Fonts from the Control Panel).

Problem

Why doesn't DragonDictate recognize when I say field names or buttons in a dialog box?

Solution

DragonDictate can't track some dialog boxes. You can, however, choose fields or dialog boxes by saying the alpha-bravo word that corresponds to the underlined character in the dialog box. For example, say "yankee" for

YES. In some applications, you have to say “Alt Key” then “yankee.”

If you were previously able to use the dialog box, but can't now, be sure you're not in Dictate Mode, Mouse Movement mode, Arrow Movement Mode, Bring Up Mode, Number Mode, Phone Number Mode, or Zip Code Mode.

Also, if DragonDictate's “extended tracking” feature (refer to Chapter 9, “Customizing DragonDictate”) is turned off for an application for which it's available (Microsoft Word 6.0 and 7.0, Excel 5.0 and 7.0, or PowerPoint), DragonDictate can't track some dialog boxes. Be sure extended tracking is enabled. To do this, go to the Compatibility tab of the Options dialog box. Select the Options button and select Extended Tracking.

If you find that DragonDictate is indeed tracking the dialog box, but that DragonDictate doesn't seem to be building a pronunciation, or tracks and builds a pronunciation that isn't well adapted, say “Oops” and correct the word(s). Refer to Chapter 3, “Dictating Text into Applications,” for information about correcting mistakes that DragonDictate makes.

Problem

When I say two words, only one word appears on the screen.

Solution

Try speaking with a longer pause between words.

Also, you can try the following: go to the Recognition tab of the Options dialog box. Move the Pause between Words slider toward “split phrases.”

If you're using the QuickTalk feature, you can correct the single-word mistake to be two words.

Finally, you can refer to Chapter 3, “Dictating Text into Applications,” for information about correcting mistakes that DragonDictate makes.

Problem

When I say a word, two words appear on the screen.

Solution

Be sure that you have been diligently correcting mistakes that DragonDictate makes. Refer to the information in this manual about correcting mistakes.

If you have been correcting mistakes, go to the Recognition tab of the Options dialog box. Move the Pause between Words slider toward “join words.”

Noise**Problem**

DragonDictate frequently hears noises in my work area and recognizes them as words. What can I do?

Solution

Go to the Recognition tab of the Options dialog box. Move the Background Noise Level slider toward “noisy,” which improves DragonDictate’s performance in a noisy environment.

You can also try adding a word (and training it by repeating the noise in your work area) to the Environmental Sounds group in the System vocabulary. To do this:

- 1 Select Quick Access from the Voice Menu, and then select Vocabulary Manager.
- 2 Click the System vocabulary (left pane) then the Environmental Sounds group (right pane).
- 3 Select the sound name in the right pane, for example, [(Sneeze)].
- 4 Select Train Word and reproduce the sound as many times as prompted to teach DragonDictate this sound.
- 5 Close the Vocabulary Manager.

Performance

Problem

When I speak to DragonDictate, I hear the hard disk spinning for several seconds before DragonDictate recognizes the word I said. I think something's wrong.

Solution

- You may be low on memory. Close any applications you don't need to run. If DragonDictate is still too slow, exit DragonDictate and restart Windows. If that doesn't help, use a display driver with a lower resolution (try 640x480, 16 colors) and remove unnecessary TrueType fonts (go to Fonts from the Control Panel).
- Because a large swap file in Windows NT or 3.x can slow down your system, try making a swap file no larger than the available RAM.
- If you're using Windows NT or 3.x, remove SMARTDRV.EXE from the AUTOEXEC.BAT file and reboot the computer.
- If you're using Windows for Workgroups, go to Control Panel→Enhanced→Virtual Memory→Change, and decrease the cache size to 128KB. Also, use 32-bit disk and file access if that's compatible with your system.
- Check the availability of hardware memory (RAM). Open the Voice Menu and choose Status from the Quick Access menu. Note how many user files are shown as open in the Users Open field. If other users share DragonDictate on your computer, close the user files that aren't being used right now to free up extended memory.

As a last resort, you may need to add RAM to your computer. Refer to the *Installation Guide* for RAM requirements.

- If you're using Windows 95, be sure that your system has enough free hard disk space to use virtual memory. Delete any temporary files or applications that you no longer need.

Problem

When I say a command or dictate text, DragonDictate seems slow to recognize what I say. What can I do?

Solution

Go to the Recognition tab of the Options dialog box. By default, the Computation Level slider is in a position to provide good recognition accuracy at an average dictation speed (based on the speed of your computer). If DragonDictate is responding too slowly, move the slider toward “faster,” which makes DragonDictate respond faster, but with less accuracy. If you move the slider toward “fewer errors,” DragonDictate recognizes your speech more accurately, but responds more slowly.

Problem

DragonDictate is working properly, but the performance in Command Mode is slower than I expected. What can I do?

Solution

Look at the Phrases Cache Size slider in the Recognition tab of the Options dialog box. DragonDictate keeps track of all the phrases that are valid when any menu or dialog box is displayed. Increasing the number of cached phrases improves performance, because DragonDictate is more likely to be able to access the pronunciation of the desired command phrases. But, increasing the phrases cache (the number of phrases that DragonDictate keeps in memory) slightly reduces the amount of memory available to other applications.

Problem

When I’m using the DragonDictate scripting commands, DragonDictate doesn’t seem to be waiting long enough to receive communication from another DDE application. Can I adjust this response time?

Solution

Yes. In the Command tab of the Options dialog box, move the DDE Operation slider toward “long” to increase the length of time DragonDictate waits. If DragonDictate doesn’t receive a response from a DDE server, DragonDictate assumes the DDE server is down and terminates the communication.

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