CONNECT YOUR MICROPHONE – important notes:

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

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

3) If you use a Bluetooth microphone, plug its dongle into a USB port on your PC.

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

CREATE OR UPGRADE A USER PROFILE

IF YOU ARE NEW TO DRAGON...

CREATE OR UPGRADE A USER PROFILE

IF YOU USED DRAGON 10 or 11...

THE DRAGON SIDEBAR

The Sidebar displays tips and sample commands (global and application-specific).

The top pane contains clickable links to related Help topics and tools.

You can open the Sidebar by saying “Open Dragon Sidebar” or “What Can I Say?”

AN IMPORTANT HABIT: CONTROL WHETHER DRAGON LISTENS

One can control Dragon’s microphone by:

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

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

YOUR FIRST DICTATION

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

PERSONALIZE YOUR PROFILE’S VOCABULARY

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

Personalizing your Profile will prevent many errors.

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

ERROR CORRECTING

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

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

This will display the Correction Menu, which shows a list of alternatives. If what you wanted is on the list, choose it (say for instance “choose 1”).

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

SHUTTING DOWN DRAGON

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

If a message asks whether you want to save changes to your profile, say yes to preserve the refinements made during your session (such as analyzing text or adding a Spoken Form). Note: Dragon may offer to also perform a quick optimization of your profile.

LEARNING MORE

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

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

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


Important: If your microphone requires plugging into a USB port, aim to always use the same port and plug in before you open Dragon.

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

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

PERSONALIZING YOUR PROFILE’S VOCABULARY

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

PERSONALIZING YOUR PROFILE WILL PREVENT MANY ERRORS.

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

Diego Cordero is a professional voice over artist with a wide range of experience in the industry. He has worked on numerous projects for clients such as Microsoft, Intel, and Coca-Cola. Diego is also a certified Dragon NaturallySpeaking trainer and uses the software extensively in his daily work. He believes in providing high-quality training and support to help users get the most out of Dragon NaturallySpeaking. Diego can be reached at diego.cordero@dragontraining.com. Connect with him on LinkedIn at https://www.linkedin.com/in/diego-cordero/.
To Enter... You Can Say...

4.2 four point two
4.50 four dollars and fifty cents
4 numeral four (or say spell four)
4WVW Roman numeral two thousand four
0.03 zero point zero three
4.4 four by four
4 mm four millimeters
4° four degrees
179 one hundred seventy nine or one seventy nine or one hundred and seventy-nine
5432 five thousand four hundred thirty-two
11/32 eleven over thirty-two
8:30 PM eight thirty P M
200 kg two hundred kilograms
5’3” five feet three inches
May 15, 2003 May fifteenth two thousand three ("comma" is optional)
 Boston, MA 02460 Boston Massachusetts oh two four six oh
1 Wayside Dr. One Wayside Drive

Control the Microphone
Go to sleep | Stop listening  Give me help
Wake up | What can I say
Microphone on | Microphone off
Pause before and after commands but not within them.

To say... You Can Say...

dot | period | full stop .
exclamation point !
apostrophe ess ‘s
open paren ( open paren
close quote " close quote
at sign @
plus sign +
derecenter underscore 
semi colon ;
optional ess (s)
verity face (v)
ampersand &
section sign §
hashmark # number sign

5 6 7 8

To Enter... You Can Say...

. dot | period | full stop
!

! exclamation point | mark

’s apostrophe ess

( open paren

” close quote

@ at sign

+ plus sign

_ underscore

- hyphen

; semi colon

(s) optional ess

(v) verity face

& ampersand

§ section sign

# hashmark number sign

To Enter... You Can Say...

4.2 four point two
4.50 four dollars and fifty cents
4 numeral four (or say spell four)
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