

Voice Recognition

Dragon NaturallySpeaking 5 Tutorial

Once the program is installed, there will be a Dragon NaturallySpeaking shortcut on the desktop. This shortcut may be used to launch the program. Should this shortcut be removed from the desktop, click **Start**, highlight **Programs**, and then select **Dragon NaturallySpeaking**.

Automatically Start Dragon NaturallySpeaking When The Computer Is Powered On

Dragon NaturallySpeaking can be set to launch automatically when the computer is powered on. These steps will only have to be completed once for each computer.

1. Right click on the **Dragon NaturallySpeaking** shortcut on the desktop, and then select **Copy**.
2. Right click **Start**, and then select **Open**.
3. Double click **Programs**.
4. Double click **StartUp**.
5. Right click on any blank (white) area of the **StartUp** window, and then select **Paste**.
6. Click the **X** button in the top right-hand corner of all open windows.

Create New User

When a new user is created, Dragon NaturallySpeaking will automatically provide all of the prompts for creating and setting up the new user. This will include completing the Audio Setup Wizard, General Training, and Tutorial.

1. On the desktop, double click the **Dragon NaturallySpeaking** shortcut.
2. On the **Tip of the Day** screen, click **Close**.
3. On the **DragonBar** (very top of the screen), click **NaturallySpeaking**, highlight **Advanced**, and then select **Manage Users**.
4. Click **New**.
5. In the **Your name** text box, type in a name for the user.

Note: Additional users can be created at a later time by completing steps 3 – 5 listed under Create New User.

Audio Setup

1. Make sure that the proper Microphone connection is selected in the Dictation source checkbox. (If the microphone is plugged into the sound card – which is the most common connection – the default selection is fine. If another input method is to be used – a USB microphone, etc. – then click the **Dictation source** pull-down menu on the right hand side of this text box, to make the appropriate selection. The following steps will be based on accepting the default selection in this window.)
2. Click **Next**.
3. Make sure that the proper sound system is highlighted for selection. This will likely be the name of the sound card that is installed in the computer.
4. Click **OK**.
5. Click **Start Volume Check** and read the text aloud until the computer beeps.
6. Click **Next**.
7. Click **Start Quality Check** and read the text aloud until the computer beeps.
8. Click **Next**.

Note: If the Audio Setup Wizard should need to be run at a later time, on the **DragonBar**, click **NaturallySpeaking**, highlight **Advanced**, and then select **Check Audio**. Proceed with steps 3 – 8 listed under Audio Setup.

General Training

1. Click **Go** and read the text aloud as it is presented on the screen.
2. When prompted to select the text that you would like to read, make a selection and then click **OK**. (If the user has never trained a voice recognition product before, it is recommended to select **Talking to your Computer**.)
3. Read each screen as the text is presented.
4. If a break is needed, click **Pause**.
5. If coming back from a break, click **Go**.
6. If the Dragon NaturallySpeaking was not able to process a portion of what was dictated, a yellow arrow will be displayed where to begin re-reading the selection.
7. At the conclusion of the training, click **OK**. (Dragon NaturallySpeaking will take a few minutes to adapt and save the speech files.)

Note: Should more General Training be required at a later time, on the **DragonBar**, click **NaturallySpeaking**, highlight **Advanced**, and then select **Train User**. Proceed with steps 2 – 7 listed under General Training. Please note that this time approximately 30 minutes of training will be required. Breaks may be taken, but the training needs to be completed in order for Dragon NaturallySpeaking to be able to adapt and save the speech files.

CD ROM Tutorial

1. When prompted with **What do you want to do next**, click once on the **Start the Tutorial (recommended for first-time users)** radio button to make sure it is selected.
2. Make sure that the Dragon NaturallySpeaking CD-ROM is in the CD-ROM drive.
3. Click **Finish**.
4. Listen and follow the instructions provided.
5. When completed with the tutorial, click **Quit**.
6. On the **DragonBar** (very top of the screen), click **NaturallySpeaking**, and then select **Exit Dragon NaturallySpeaking**.
7. If prompted to **Save changes to Document?**, click **No**.
8. If prompted that **Your speech files have changed. Save changes now?**, click **Yes**.

Note: If the Tutorial should need to be run again at a later time, on the **DragonBar**, click **NaturallySpeaking**, highlight **Help**, and then select **Tutorial**. Proceed with steps 2 – 5 (but skip step 3) listed under CD ROM Tutorial.

Deleting Users

If there is more than one user saved in Dragon NaturallySpeaking, the computer will provide a prompt to select a user. It is on this screen where a new user can be created and an existing user deleted.

1. On the desktop, double click the **Dragon NaturallySpeaking** shortcut.
2. Click once to highlight the user to be deleted.
3. Click **Delete**.
4. Click **Yes**.
5. Click once to highlight the desired user to be used.
6. Click **Open**.

Note: Should additional users need to be deleted at a later time, on the **DragonBar**, click **NaturallySpeaking**, highlight **Advanced**, and then select **Manage Users**. Then complete steps 2 – 6 listed under Deleting Users.

Tip Of The Day

A Tip of the Day window will appear each time Dragon NaturallySpeaking is launched after its initial installation and for each new user. If the user can not use his hands to close this window, complete the following steps. This is required because the microphone is not yet turned on or in sleep mode for the user to close this window by voice. These steps will only have to be completed once for each user.

1. Click once (to remove the check) in the **Show Tips at Startup** checkbox.
2. Click **Close**.

Microphone On/Asleep At Startup

Completing the following steps will allow the user the opportunity to begin using Dragon NaturallySpeaking by simply saying the command to wake up the microphone. These steps will only have to be completed once for each user.

1. On the **DragonBar** (very top of the screen), click **NaturallySpeaking**, highlight **Advanced**, and then select **Options**.
2. Click the **Startup/Shutdown** tab.
3. Click once (to place a check) in the **Microphone on (asleep) at startup** checkbox.
4. Click **OK**.
5. On the **DragonBar** (very top of the screen), click **NaturallySpeaking**, and then select **Exit Dragon NaturallySpeaking**.
6. On the desktop, double click the **Dragon NaturallySpeaking** shortcut.
7. Say *wake up*.

Dictate Into DragonPad

1. Say *this is the most wonderful workshop exclamation point*.
2. Say *select most*.
3. Say *bold that*.
4. Say *select wonderful*.
5. Say *underline that*.
6. Say *select workshop*.
7. Say *italicize that*.
8. Say *select wonderful*.
9. Say *set size 18*.
10. Say *set font times new roman*.
11. Say *go to bottom*.
12. Continue practicing dictation using the information learned in the tutorial, or the **Dragon NaturallySpeaking Command Quick Reference** card that comes with the software.
13. Say *click file*.
14. Say *exit*.
15. Say *no*.
16. Say *click naturally speaking*.
17. Say *exit dragon naturally speaking*.
18. If prompted that **Your speech files have changed. Save changes now?**, say *Yes*.

Switching Between Programs

Dragon NaturallySpeaking can be used to switch to different programs that are running on the computer at the same time.

1. On the desktop, double click the **Dragon NaturallySpeaking** shortcut.
2. Say *wake up*.
3. Say *click start*.
4. Say *programs*.
5. Say *accessories*.
6. Say *games*.
7. Say *solitaire*.
8. Say *click maximize*.
9. Say *switch to dragon pad*.
10. Say *switch to solitaire*.

Playing Solitaire

Playing the game of Solitaire requires the use of mouse control tasks. The following steps will provide an opportunity to use the mouse navigation, clicking, and click and drag tasks.

1. Visually locate a card that you wish to move. (If one can not be moved go to step 8.)
2. Say *mouse grid*.

Note: The mouse grid command brings up a 3x3 grid on the screen with nine numbered cells. Say only the number of the desired cell which will bring the mouse pointer to the center of that cell and then bring up a smaller 3x3 grid again with nine numbered cells. If the mouse pointer is not yet at the desired point (i.e., directly on the card to be moved) say the number that will move the mouse pointer closer. Once the mouse pointer is on the desired target, go to step 3.

3. Say *mark*.
4. Say *mouse grid* and repeat the narrowing down process to move the mouse pointer to the desired location.
5. Say *drag*.
6. If a break is needed or should something need to be said that is to be ignored by Dragon NaturallySpeaking, say *go to sleep*.
7. If coming back from a break or ready to begin dictating again into Dragon NaturallySpeaking, say *wake up*.

Note: Steps 8 – 9 provide the method for turning over the top card in the deck in the upper left corner of the screen.

8. Say *mouse grid* and repeat the narrowing down process to move the mouse pointer to the deck of cards.
9. Say *mouse click*.
10. Continue playing the game using voice commands until ready to quit.
11. Say *click game*.
12. Say *exit*.
13. Make sure that DragonPad is the active window – i.e., it should have a blue title bar.
14. If it is not the active window, say *switch to dragon pad*.
15. Say *click file*.
16. Say *exit*.
17. If prompted to **Save changes to Document?**, say *no*.
18. Say *click naturally speaking*.
19. Say *exit dragon naturally speaking*.
20. If prompted that **Your speech files have changed. Save changes now?**, say *Yes*.