

# DragonDictate 2.0

## voice recognition software

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Notation in this manual is as follows:

<.....>

Press

“.....”

Say the words

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Since different students use the computers in the High Tech Center, you will have to manually start DragonDictate. On your system at home or at work, you would have Dragon started up automatically when you turn on your computer.

## Open Dragon

Press <F12>

## Begin Microsoft Word 7.0

“Bring Up Microsoft Word”

## Dictation

When you dictate text, DragonDictate sometimes makes mistakes. You should always correct mistakes that occur while you're dictating because DragonDictate learns from everything you say - even mistakes.

The wrong word appears in the last word field of the VoiceBar which means DragonDictate recognizes what you said as another word in its vocabulary.

{???) appears in the last word field of the VoiceBar, which means DragonDictate didn't recognize what you said as a word in its vocabulary.

### Correcting Mistakes While Dictating

<b>You say a word:</b>	<b>What you say next:</b>	<b>What happens:</b>
Dragon correctly recognizes word, but now you don't want it.	"Scratch That"	Word is erased.
Dragon hears a noise and a word you don't want is printed.	"Choose 10"	Word is erased and Dragon does not learn that noise as a word. DragonDictate does not learn that noise as a word.
What you say is not recognized	Select from Choice List - "Choose <b>N</b> " or "Select <b>N</b> " "Train Word"	Dragon learns this word correctly for your voice file.
	"Spell Mode" then spell word, "Select <b>N</b> ", "Train Word"	Dragon learns this word correctly for your voice file.
You see that a word back in the sentence is not correct	"Oops" "Word <b>N</b> " Use Choice List to correct word. Notice that List is automatically in Spell Mode.	Dragon puts you in the Word History List (Oops menu). You can correct the last few utterances.

## Movement

### To Move Choice List Window:

When the Choice List Window is open, say:

“Spell Mode”

“Move Window”

Move Left/Right/Up/Down”

“Stop”

“Enter Key”

### To Move Voice Bar:

“Move VoiceBar” ..... VoiceBar moves clockwise around the screen. Keep saying “Move VoiceBar until the bar is where you want it.

### To Move Cursor

#### **What happens:**

“Ctrl key” “Left Arrow”	Moves cursor to the left one word.
“Ctrl key” “Right Arrow”	Moves cursor to the right one word.
“Move Left”	Continual movement left
“Move Right”	Continual movement right
“Move Left <u>n</u> ”	Moves to the left
“Move Right <u>n</u> ”	Moves to the right
“Home Key” “Left Arrow”	Moves to beginning of line
“Home Key”	Moves to the beginning of line
“End Key”	Moves to end of line

## To Move Cursor Using Sentences

Sentences work more consistently in Command Mode. Use this procedure for all sentences.

“Command Mode”

Now, choose one word from each column, as appropriate. Say the sentence without pausing.

Move	Up Down Left Right Back Forward	1.....20	Character(s) Word(s) Line(s) Sentence(s) Paragraph(s)
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Examples:

“Move left 10 words”

“Move up 5 lines”

## **Word Processing Functions**

### To Open a File:

“Open Document”

“Look in”

“Move down/up **N**” ..... Moves highlight bar up or down to file location.

“Tab key”

“Move down/up **N**” ..... Moves highlight bar up or down to the file.

“Open”

### To Save a File:

“Save document”

If you are not already where you want to save your document:

“Save in”

“Move down/up **N**” ..... Moves highlight bar up or down to file location.

“Filename”

“Dictate Mode”

Dictate or spell filename.

“Command Mode”

“Save”

### To Print a File:

“Print Document

“OK”



or

“Command Mode”

“Edit”

“Select All”

Note: When using Sentences to select or delete, the first word selected will be the one that the cursor is touching.

## Editing Shortcuts

In Choice List **Only**:

“Next Space”

“Previous Space”

“Select down **N**”

“Select up **N**”

“Select left **N**”

“Select right **N**”

## Shortcut Sentences

“Command Mode”

Select	Next Previous Forward Back	<b>N</b> Character(s) Word(s) Line(s) Sentence(s) Paragraph(s)
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## Formatting

### Another Way?

<u>Deleting Text</u> Select text to be deleted “Backspace Key”	
<u>Centering Text</u> “Command Mode” “Format” “Paragraph” “Alignment” “Move down n” “OK”	
<u>Boldfacing Text</u> Select the text to be boldface. “Command Mode” “Format” “Font” “Font Style” “Move down n” “OK”	
<u>Changing the type size</u> Select the text to be changed. “Command Mode” “Format” “Font” “Size” “Move down n” “OK”	
<u>Moving Text</u> Select text to be moved “Command Mode” “Edit” “Cut” Place cursor where text is to be inserted. “Command Mode” “Edit” “Paste”	

## SPACING AND CAPITALIZATION

“Begin Document”	Capitalizes next word and prevents a space from appearing before the word. Use this at the beginning of dictation.
“New Paragraph”	Skips a line to begins new paragraph.
“No Space”	Prevents a space before next word you say
“Space Bar”	Adds an extra space
“Begin No Space” dictate words “End No Space to return to normal	Prevents spaces from appearing before or after the next words you say.
“Shift Key” or “Capitalize Next” then say next word	Capitalizes one word.
“Begin Capitalize” dictate text then “End Capitalize”	Capitalizes the first letter of every word.
“Uppercase Next” then say the word “Lowercase Next” then say the word	Capitalizing all letters in one word: To make the next word all lowercase
“Begin Uppercase” dictate text “End Uppercase”	Capitalizes all letters of every word
“Begin Lowercase” dictate text “End Lowercase”	Makes all letters of every word lowercase then resumes normal capitalization.

“Begin Title” dictate the title then  
“End Title”

Capitalizes a Title then returns to  
normal capitalization.

## Menus

If not in quotations marks, access these menus from “Voice Menu.”

### User

Create user, delete user, change user. Check this menu before beginning dictation and make sure your file is open.

### “Train Word”

Go to this dialog box to train or correct Dragon’s recognition of your words.

### “What Can I Say?”

Visit this location to find out what you can say at that particular part of the program. If you’re at the desktop, it will show you what you can say there. If you’re in an application, available words and phrases are shown. If you are in a dialog box, it shows what’s available.

### Options

These dialog boxes give you options to change how the Voicebar looks, correction options, what the background noise level is, etc.

### Find Word

This location allows you to type in a word to see if it’s part of any vocabulary. If you always get the same misrecognition, check here to see if you have a [word] added with no action. It does happen!

## **Adding Phrases/Words**

### Adding Phrases to your vocabulary:

1. Say the phrase
2. Enter the name into the Choice List by typing or spelling.
3. Once the phrase appears, “Select n”.
4. “Add Phrase” the phrase appears in your document and is added to the dictation vocabulary.
5. Say the phrase again to test it.

### Adding words to your vocabulary:

1. “Voice Menu”
2. “Find Word”
3. Type in the word or  
Spell the word using the alpha-bravo words or  
“Type Word” then say the word
4. When the correct word appears highlighted in the Word Name text box,  
and you have the correct Vocabulary/Group, you can then:  
  
“Train”
5. Say the word as you are prompted.
6. “Done”

Note: If you dictate words into the Choice List that are not in Dragon's vocabulary, they are automatically added.

## Macros

Macros combine a number of keystrokes into one voice command. Use this for repetitive things such as letterhead, class heading, signature blocks, paragraphs you might use often, etc. You can start creating the macro in more than one location. These directions start you in your document. Do take some time to plan what you want in your macro and where you want the cursor to be at the end of the text.

1. Say the name of the macro. Dragon will not recognize it. Choice List opens.
2. Spell out the macro's name with brackets [.....]
3. "Select 1"
4. "Modify Word" Now you're in Add Word
5. To Vocabulary/Group  
"whiskey" - highlight goes to the first w in the list - Word.

Now what you save will be saved into the Word Vocabulary. You can save macros in any vocabulary but we've chosen to save in the Word Vocabulary because it is quicker (when exporting) and seems appropriate.

6. "Resulting Action" or "Tab key" - Blinking cursor moves to an edit box.
7. "Dictate Mode"
8. Now dictate the text you want in the macro.
9. "Command Mode"  
Tools"  
"Capture keystrokes"
10. Say the keystrokes you want at the end. An example - "Enter key" "Enter key" will skip two lines after typing in the text in your macro.
11. "OK." This takes you back to the Add Word dialog box.
12. "Train Word." Complete training.
13. "Done"
14. Now try out your new macro. If you need to make changes, repeat the same steps and make changes in Resulting Action as needed.

Note: Check out the options you have when you've chose the "Advanced" button in the Add Word dialog box.

## **Export/Import**

### Export Vocabulary to data disk (a:)

1. “Vocabulary Manager”
2. Move down to the vocabulary you want to export. (If you don’t see the vocabulary you want, go up to Vocabulary menu and choose Expand All.)
3. “Vocabulary” menu. Choose “Export As”.
4. Change Drives to where you want to export the vocabulary to.
5. “OK”

### Import Vocabulary from disk

1. “Vocabulary Manager”
2. “Vocabulary” menu. Choose “Import”
3. Move to a:
4. “Filename”  
“Tab key”  
“Move down 1” to select the .ddx file
5. “OK”