

**INTRODUCTION TO USING  
DRAGON NATURALLY SPEAKING  
FOR WORD PROCESSING**

**Student Manual**

## **Dragon Naturally Speaking Student Manual**

### **INTRODUCTION**

- These handouts were created to provide the new Dragon Naturally Speaking user with critical information about how Naturally Speaking works.
- These handouts apply to Naturally Speaking and Natural Word.

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## OPENING DRAGON NATURALLY SPEAKING

### **METHOD A: USING KEYBOARD COMMANDS:**

1. When you sit down at a computer in the High Tech Training Center, the power will be on and you will see the Windows desktop.
2. Hold down the **Ctrl** key and tap the **Esc** key to activate the **Start button**. You will see the Start menu.
3. Tap the letter **P** to move the highlight bar to the word **Programs**.
4. Use the **Down arrow** key to move the highlight bar to the words **Dragon NaturallySpeaking Professional (or Preferred)**.
5. Tap your **right arrow key** once.
6. Use your down arrow key to highlight **Dragon NaturallySpeaking Professional (or Preferred) Edition**.
7. Press the **ENTER** key. You will see the **Open User** dialogue box.
8. Use your arrow keys to highlight your name.
9. Hold down the **ALT** key and tap the letter **O** for Open.
10. You will see the Tip of the Day dialogue box. Tap **Enter** to close this box.
11. When you have successfully opened Dragon NaturallySpeaking, you will see **Dragon NaturallySpeaking - Document** on the screen.
12. Tap the **plus sign** on the numeric keypad to turn on the microphone.

**METHOD B: USING THE MOUSE:****Long Version**

1. When you sit down at a computer in the High Tech Training Center, the power will be on and you will see the Windows desktop.
2. Move the mouse pointer to the **Start button** and click the **left** mouse button once. You will see the Start menu.
3. Move the mouse pointer to the word **Programs**.
4. Move the mouse pointer to the words **Dragon Naturally Speaking Professional (or Preferred)**.
5. Move the mouse pointer to highlight **Dragon Naturally Speaking Professional (or Preferred) Edition** and click the **left** mouse button once. You will see the **Open User** dialogue box.
6. Move the mouse pointer to **your name** and click the **left** button once.
7. Move the mouse pointer to the **Open** button and click the **left** button once.
8. You will see the Tip of the Day dialogue box. Move the mouse pointer to the **Close** button and **click** to close this box.
9. When you have successfully opened Dragon NaturallySpeaking, you will see **Dragon NaturallySpeaking - Document** on the screen.
10. **Click** once on the toolbar **microphone icon** to turn on the microphone.

**Short Version**

1. Click twice on the NatSpeak icon on the desktop.
2. Move the mouse pointer to **your name** and click the **left** button once.
3. Move the mouse pointer to the **Open** button and click the **left** button once.
4. You will see the Tip of the Day dialogue box. Move the mouse pointer to the **Close** button and **click** to close this box.
5. When you have successfully opened Dragon NaturallySpeaking, you will see **Dragon NaturallySpeaking - Document** on the screen.
6. **Click** once on the toolbar **microphone icon** to turn on the microphone.

## TURNING NATURALLY SPEAKING ON AND OFF

These directions assume NaturallySpeaking has been loaded and that you are the current user.

### PUTTING NATURALLY SPEAKING TO SLEEP TEMPORARILY

[Go to Sleep]

**Special Note:** You must articulate each consonant carefully. In other words, you need to say, “Go to sleep,” and not “Go **duh** sleep.”

### WAKING UP NATURALLY SPEAKING FROM ITS NAP

[Wake Up]

### TOGGLING THE NATURALLY SPEAKING MICROPHONE ON AND OFF

Left mouse click the microphone on the Naturally Speaking toolbar,

or

press the Plus key (+) on the computer’s numeric keypad.

**Special Note:** If you are pausing for more than a few moments or you are pausing to chat with someone, turn your microphone off rather than put it to sleep.

## OPENING NATURAL WORD

### **METHOD A: USING KEYBOARD COMMANDS:**

1. When you sit down at a computer in the High Tech Training Center, the power will be on and you will see the Windows desktop.
2. Hold down the **Ctrl** key and tap the **Esc** key to activate the **Start button**. You will see the Start menu.
3. Tap the letter **P** to move the highlight bar to the word **Programs**.
4. Use the **Down arrow** key to move the highlight bar to the words **Microsoft Word**.
5. Press the **ENTER** key. You will see a blank document in Microsoft Word.
6. Hold down the **ALT** key and tap the letter **N** for Dragon NaturallySpeaking.
7. Tap the letter **N** for Use Natural Word. You will see the Open User dialogue box.
8. Use your arrow keys to highlight your name.
9. Hold down the **ALT** key and tap the letter **O** for Open.
10. When you have successfully opened Dragon NaturallySpeaking, you will see **Dragon NaturallySpeaking toolbar** on the screen.
11. Tap the plus key (+) to turn on the microphone.

**METHOD B: USING THE MOUSE:**

1. When you sit down at a computer in the High Tech Training Center, the power will be on and you will see the Opening desktop.
2. Move the mouse pointer to the **Start button** and click the **left** mouse button once. You will see the Start menu.
3. Move the mouse pointer to the word **Programs**.
4. Move your mouse pointer to highlight the words **Microsoft Word** and **click** once. You will see a blank document in Microsoft Word.
5. Click **Dragon NaturallySpeaking** on the menu.
6. Click **Use Natural Word**. You will see the Open User dialogue box.
7. Click to highlight **your name**.
8. Click the **Open** button.
9. When you have successfully opened Dragon NaturallySpeaking, you will see **Dragon NaturallySpeaking toolbar** on the screen.
10. **Click the microphone icon** to turn on the microphone.

## FEEDBACK FROM NATURALLY SPEAKING

### MICROPHONE COLORS

#### Purpose

The microphone colors give you feedback regarding the volume of your voice.

#### Location

The microphone feedback colors appear next to the microphone icon in Naturally Speaking and below the Results box that shows what Dragon heard in Natural Word.

#### Color Key

Green	Perfect volume
Yellow	Too soft
Red	Too loud

### RESULTS BOX

- Dragon NaturallySpeaking displays commands (versus dictated text) with initial uppercase characters in the Results box.
- If you say a phrase that produces no action, look in the Results box. If the phrase is not displayed with initial uppercase characters it is not a valid command.
- If your command is valid, but you are getting no results, you are probably asking NaturallySpeaking to do the impossible. Asking NaturallySpeaking to select text that is not visible on the screen is an example of asking NaturallySpeaking to do the impossible.

## CREATING A NEW FILE

1. Say [**Click File**].
2. Say [**New**].
3. If you were working in another document and have not saved, you will be asked if you want to save the document.  
If you want to save the other document, say [**Click Yes**]  
If you do not want to save the other document, say [**Click No**]
3. You will see a new blank document on the screen.
4. Begin dictating.

## OPENING A FILE THAT HAS BEEN SAVED ON YOUR DISK

1. Say [**Click File**].
2. Say [**Open**].
3. You will see the “**Open**” dialogue box.
4. Say [**Click Files of Type**].
5. Say [**Move Down One**] to open up your list of choices. You will see a list of types of files.
6. Say [**Move Up One**] (or any move up/down command) until **All Files** is highlighted.
7. Say [**Click Look in**]. IF 3 ½ Floppy (A:) is selected, go on to step 8. If 3 ½ Floppy (A:) is NOT selected, do the following:
  - a. Say [**Move Down One**] to open up your list of choices. You will see a list of disk drives under the **Look in:** box.
  - b. Say [**Move up two**] (or the number up) until the **3 ½ Floppy (A:)** icon is highlighted.
  - c. Say [**Press Enter Key**].
8. Say [**Press Tab Key**]. You will see that the **3 ½ Floppy (A:)** icon is no longer highlighted in the **Look in:** box, and the focus is in the file list box.
9. Say [**Move down two**] (or the number down) until the name of the file that you want to open is highlighted. NOTE: If the first file name listed is the one you want, say [**Press Spacebar**].
10. Say [**Click Open**].

## SAVING NEW DOCUMENT FILES

1. Make sure that your disk is in the **A** drive.
2. Say [**Click File**].
3. Say [**Save As**].
4. Say [**Click Rich Text Document**]. You will see the Save As dialogue box.
5. You should see highlighted text in the **File Name** box. Dictate a name for your new file.
6. Look at the **Save In:** edit box.  
If the **3 ½ Floppy A:** icon is highlighted, go to step 7.  
If the **3 ½ Floppy A:** icon is NOT highlighted, do the following:
  - a. Say [**Click Save in**].
  - a. Say [**Move down one**] to open up your list of choices.
  - b. Say [**Move up two**] (or the number up) until **3 ½ Floppy A:** is highlighted.
  - c. Say [**Click Save**]. This will take the focus away from the Save in list box.
7. Say [**Click Save**].
8. You will see the document on the screen. Look for the file name in the title bar.

## SAVING CHANGES TO OLD DOCUMENT FILES

1. Make sure that your disk is in the **A** drive.
2. Say [**Click File**].
3. Say [**Save**].

## PRINTING A FILE

1. Say [**Click File**].
2. Say [**Print**]. You will see the **Print** dialogue box.
3. Say [**Click OK**].

## EXITING

1. Save your document.
2. Say [**Click File**].
3. Say [**Exit**].
4. Depending on the version you are using, you may see the message: **Your speech files have changed. Save changes now?**  
If you want to save the corrections you have made to your speech files during this session, say [**Click Yes**].  
If not, say [**Click No**].

## CORRECTING TEXT

### CORRECTING NATSPEAK'S MISTAKES

<b>RESULT</b>	<b>VOICE COMMAND</b>
NatSpeak misunderstood what you said	<b>Correct &lt;word&gt; (or &lt;phrase&gt;)</b>
NatSpeak misunderstood what you said and you want to <u>immediately</u> make a correction	<b>Correct That</b>
NatSpeak misunderstood what you said, but you don't want to use the correction commands	<b>See page 22 – Selecting and Redictating</b>
You said a command, but NatSpeak typed the text	<b>1. Scratch That</b> <b>2. (Do not say this): Hold down the CTRL key and repeat the command</b>
You said text, but NatSpeak thought the text was a command	<b>1. Undo That</b> <b>2. (Do not say this): Hold down the SHIFT key and repeat the text</b>

### CORRECTING YOUR MISTAKES

<b>RESULT</b>	<b>VOICE COMMAND</b>
NatSpeak understood what you said, but you don't want that word or phrase	<b>Scratch That</b> (But it must be said immediately after dictating the word or phrase)
NatSpeak understood what you said, but you don't want that word or phrase, and it is too late to say Scratch That	<b>1. Select &lt;word&gt; (or &lt;phrase&gt;)</b> <b>2. Delete That</b>
You dictated a command, but didn't like the result	<b>Undo That</b>

## CORRECTING DICTATED TEXT IN CORRECTION DIALOGUE BOX

- Special Notes:**
- Correcting text commands are used when Dragon misunderstands you. Do not use Correction commands to correct YOUR mistakes.
  - Correct commands change your voice file.
  - Do not use correction commands unless you are absolutely sure of what you said and what Dragon wrote.
1. Select the text you want corrected and say [Correct That],  
or  
say [Correct That] to correct your last utterance (i.e., everything you said since the last time you paused).
  2. The Correction dialogue box will open.
  3. You will see the phrase you selected or the last utterance you said in the Correction dialogue box's edit box.
  4. Say [Click Play Back] to confirm what you said for the utterance you want to correct.
  5. Examine the correction suggestions.  
If you see the text you said, say [Choose #]. In other words, say [Choose] followed IMMEDIATELY by the number of the suggestion that reflects what you really said. Your correction will be made and you will be returned to your document.  
If you do not see the text you said in the list of choices, proceed to step 6.
  6. You will need to edit the text in the Correction edit box. This editing may involve editing and navigation commands as well as spelling.  
**Special Notes on Correction Edit Box Spelling:**
    - Without hesitation, spell the word(s) you want to correct, including capitalization and spaces.
    - You can spell by letters or by the radio alphabet.
    - You cannot dictate whole words in the Correction edit box.
    - If you do not know how to spell the word(s), ask someone for the correct spelling or cancel the correction process. Do not guess. If you are incorrect, you will confuse Dragon and corrupt your voice file. You don't want to do this.
  7. Say [Click Train] so NaturallySpeaking gives you the opportunity to contrast what you said with what it thought you said.
  8. Say [Click Record].

9. NaturallySpeaking will prompt you to say the word you meant, followed by what it thought you said.
10. Say [Click Done]. You will be returned to the correction dialogue box.
11. Say [Click OK].
12. The Correction dialogue box will close and you will be returned to your document as the active application.

## **CORRECTING COMMANDS**

Commands cannot be corrected or trained in the Correction dialog box. The Correction dialog box is only for correcting text when NatSpeak has misunderstood you.

### **Correcting Fourteen Special Dictation Commands**

The special dictation commands consist of fourteen commands that can be said in the middle of utterances (e.g., Caps On).

1. Open the Tools menu by saying [**Click Tools**].
2. Open the Vocabulary Editor by saying [**Vocabulary Editor**].
3. Scroll to the top of the word list.
4. Find Command you want to train.
5. Say [**Click Train**].
6. Follow NaturallySpeaking's prompts until you are done training the command.

### **All Other Commands**

1. Open the Tools Menu by saying [**Click Tools**].
2. Open the Train Words dialog box by saying [**Train Words**].
3. Type the command you want to train using initial capitalization and correct spelling (e.g., Move Left 3 Lines)
4. Say [**Click OK**].
5. Say [**Click Record**]. NatSpeak will prompt you to say the command.
6. Say [**Click Done**].

## SCRATCH THAT

- Saying [Scratch That] erases the utterance (word, sentence, phrase, etc.) you just spoke.
- If you repeat Scratch That, the utterance you said just before the last utterance will be erased.
- For any one erasing experience, you can say Scratch That up to 10 times to erase your last 10 utterances (word, sentence, phrase, etc.).
- The primary job of the Scratch That command is to erase what you have just or recently said. However, it does have some limited capacity to undo commands. The commands it can undo are New Line, New Paragraph, capitalization commands, and spacing commands.

## UNDO

[Undo That] or [Undo Last Action] undoes the results of your last command.

**Special Note:** To keep the functions of *Undo* and *Scratch That* separate in your minds, associate *Scratch That* with text and *Undo That* with commands.

## RESUME WITH

[Resume With] is a useful command for editing what you just said.

Say [Resume With] immediately followed by the text you would prefer in your document.

### Example

Dictate [I would like to be in Paris.]

Dictate [Resume with be traveling in London.]

*Resume With* looks for the first word after the command Resume with. That word was *be*. It erased all text after *be* and replaced that text with what you said after *Resume with*.

## FREQUENTLY USED NAVIGATION COMMANDS

<b>VOICE COMMAND</b>	<b>RESULT</b>
[Move Up One]	Moves the cursor up one line
[Move Down One]	Moves the cursor down one line
[Move Right One]	Moves the cursor one letter or character to the right
[Move Left One]	Moves the cursor one letter or character to the left
[Move Right One Word]	Moves the cursor to the beginning of the next word to the right
[Move Left One Word]	Moves the cursor to the beginning of the next word to the left
[Go (or Move) to Beginning of Line]	Moves the cursor to the beginning of the line it is in.
[Go (or Move) to End of Line]	Moves the cursor to the end of the line it is in.
[Move Up (or Back) One Paragraph]	Moves the cursor up one paragraph.
[Move Down (or Forward) One Paragraph]	Moves the cursor to the beginning of the next paragraph.
[Go (or Move) to Beginning of Document]	Moves the cursor to <u>beginning</u> of the document.
[Go (or Move) to End of Document]	Moves the cursor to the <u>end</u> of the document.

## SUMMARY OF NAVIGATION COMMANDS

The following commands move your cursor and/or deselect any text that is selected.

[Go to Top]			
[Go to Bottom]			
[Move Left/Right/Up/Down 1-20] equivalent to arrow keys (i.e., left/right for characters and up/down for words)			
[Move Left/Back/Right/Forward 1-20 characters]			
[Move Up/Back/Down/Forward 1-20 lines]			
[Move Left/Back/Right/Forward a Word]			
[Move Left/Back/Right/Forward 1-20 Words]			
[Move Up/Back/Down/Forward a Paragraph]			
[Move Up/Back/Down/Forward 1-20 Paragraphs]			
[Insert Before <text>]			
[Insert After <text>]			
[Insert Before/After That (with text selected)]			
[Move to Go to	Top Start Beginning Bottom End	of	Line Paragraph Document Selection]

### Word Table Navigation Commands

Move Back/Backwards/Left/Up/Ahead/Forward/Down/Right # rows, cells, columns
Move to, Go to Beginning/Top/Next/Previous/Bottom Cell, Row, Column

## CAPITALIZATION

Cap That	Capitalizes first letter of selected word
Cap <word>	Capitalizes first letter of word
Caps On and Caps Off	Capitalizes the first letter of every word you say until you say Caps Off
All Caps That	Capitalizes all the letter in selected text
All Caps <word>	Capitalizes all the letters in a word
No Caps That	Removes initial capitals from selected text
No Caps <word>	Prevents initial capitalization in word
No Caps On/Off	Prevents initial capitalization until you say Caps Off

## INSERTING TEXT

### **METHOD 1**

1. Use the **Navigation Commands** to move the cursor to the place where you want to add text.
2. Dictate the new text.

### **METHOD 2**

1. Use one of the commands in the Insert Chart below.
2. Dictate the new text.

### **INSERT CHART**

<b><u>VOICE COMMAND</u></b>	<b><u>RESULT</u></b>
Insert Before <text>	Inserts the cursor before the text you specified
Insert After <text>	Inserts the cursor after the text you specified
Insert Before That	Inserts the cursor before the currently selected text
Insert After That	Inserts the cursor after the currently selected text

## DELETING TEXT

### **Method 1:**

1. Select the text by using the **Selection Commands**.
2. Say [**Delete That**].

### **Method 2:**

1. Use the **Navigation** commands to move your cursor to the beginning or end of the word or words you want to delete.
2. Say one of the commands listed below in the Delete Chart.

### **DELETE CHART**

Delete Next/Forward/Previous/Back 1-20 characters
Delete Next/Forward/Previous/Back 1-20 Words
Delete Next/Forward/Previous/Back 1-20 Paragraphs

## STARTING NEW LINES AND PARAGRAPHS

<b>VOICE COMMAND</b>	<b>RESULT</b>
[New Line]	Moves your cursor down to the very next line
[New Paragraph]	Moves your cursor down two lines

## SELECTING TEXT

### EXAMPLES OF SELECTION COMMANDS

<b>VOICE COMMAND</b>	<b>RESULT</b>
Select Next (or Forward) Word	Selects the word to the <u>right</u> of the cursor.
Select Previous (or Back) Word	Selects the word to the <u>left</u> of the cursor.
Select Line	Selects all text in the line where your cursor is.
Select Paragraph	Selects an entire paragraph.
Select All (or Document)	Selects all the text in the document
Select <word>	Selects the word you say
Select From <start text> Through <end text>	Selects from the beginning of the first word you say through the last word you say

### SELECTING AND REDICTATING

1. Select the text you want to change. Please refer to the selection commands above or below.
2. Say the new text.

- Special Notes:**
- You can only select text that is visible on the screen.
  - Selecting and redictating edits your document, but does not change your voice file.
  - By default Naturally Speaking looks for the text you want to select by starting at your cursor position and moving backwards.

### SUMMARY OF SELECTION COMMANDS

[Select <text>]
[Select again]
[Select <word> through <word>]
[Select from <word> through <word>]
[Select Next/Forward/Previous/Back 1-20 character(s)]
[Select Next/Forward/Previous/Back 1-20 word(s)]
[Select Next/Forward/Previous/Back 1-20 paragraph(s)]

### SELECT AGAIN

[Select Again] chooses the next instance of the text you wanted to select, moving backwards through your document.

## CUT, COPY AND PASTE

**NOTE:** These instructions assume you have selected text.

<b><u>VOICE COMMAND</u></b>	<b><u>RESULT</u></b>
[Copy That]	Copies the text you have selected
[Copy All to Clipboard]	Copies the entire document you have selected
[Cut That]	Cuts the text you have selected
[Paste That]	Pastes the text you have copied or cut

## PLAYBACK FEATURE (Listening to Your Voice)

This feature will read what you said in YOUR voice.

NOTE: NatSpeak cannot playback text that was edited by keyboard.

<b>RESULT</b>	<b>VOICE COMMAND</b>
To playback what you just said	<b>Play That</b>
To playback a line	<b>1. Select line 2. Play That</b>
To playback a paragraph	<b>1. Select paragraph 2. Play That</b>
To playback the entire document	<b>1. Select Document 2. Play That</b>

To stop playback, click the Stop Playback button or Microphone icon.

## READ THAT FEATURE (Listening to the Text in Your Document)

This feature will read the text in your document in the computer's voice.

<b>RESULT</b>	<b>VOICE COMMAND</b>
To readback what you just said	<b>Read That</b>
To readback a line	<b>1. Select line 2. Read That</b>
To readback a paragraph	<b>1. Select paragraph 2. Read That</b>
To readback the entire document	<b>1. Select Document 2. Read That</b>

To stop reading, click the Stop Playback button or Microphone icon, or click anywhere in the document.

## **BOLD FACING TEXT**

1. **Select the text** that you want to bold by using the selection commands.
2. Say [**Bold That**].
3. Say [**Move Right One**] (or any other navigation command) to make the highlighting disappear.

## **REMOVING THE BOLD FEATURE**

1. **Select** the text.
2. Say [**Bold That**].
3. Say [**Move Right One**] (or any other navigation command) to make the highlighting disappear.

## UNDERLINING TEXT

1. **Select the text** that you want to underline by using the selection commands.
2. Say [**Underline That**].
3. Say [**Move Right One**] (or any other navigation command) to make the highlighting disappear.

## REMOVING THE UNDERLINE FEATURE

1. Select the text.
2. Say [**Underline That**].
3. Say [**Move Right One**] (or any other navigation command) to remove the highlighting.

## ITALIC TEXT

1. **Select the text** that you want to italicize by using the selection commands.
2. Say [**Italicize That**].
3. Say [**Move Right One**] (or any other navigation command) to make the highlighting disappear.

## REMOVING THE ITALIC FEATURE

1. Select the text.
2. Say [**Italicize That**].
3. Say [**Move Right One**] (or any other navigation command) to make the highlighting disappear.

## ALIGNMENTS

### CENTERING TEXT BEFORE DICTATING

1. Dictate the text that you want to center.
2. Say [**Center That**].
3. Say [**New Line**] or [**New Paragraph**].
4. If you do not want the new line/paragraph to be centered, dictate some text, then say [**Left Align That**].

### LEFT ALIGN

1. Select the text that you want to be aligned with the LEFT margin.
2. Say [**Left Align That**].
3. Say [**Move Right One**] (or any other navigation command) to make the highlighting disappear.

### RIGHT ALIGN

1. Select the text that you want to be aligned with the RIGHT margin.
2. Say [**Right Align That**].
3. Say [**Move Right One**] (or any other navigation command) to make the highlighting disappear.

## DOUBLE SPACING

By default the line spacing is set at single space in Dragon NaturallySpeaking. It is possible to change this for an entire document **BUT ONLY IF** you switch to Microsoft Word.

1. Say [**Select All**].
2. Say [**Copy That**].
3. Open up Microsoft Word.
4. Say [**Paste That**].
5. Select the text in which you want the line spacing to change. (If you want all of the text changed to double spaced, say [**Select All**]).
6. Say [**Press Control 2**].
7. Say [**Move Right One**] (or any other navigation command) to make the highlighting disappear.

## SETTING MARGINS

The program automatically (by default) gives you margin settings of 1.25” on the left and right and 1” on the top and bottom of the page.

Use the following procedure to change margins settings if necessary. You may change the margins of text that are already entered or set the margins before typing in the text.

1. Say [**Click File**].
2. Say [**Click Page Setup**]. You will see the Page Setup dialogue box.
3. Say [**Click Left**] to get to the left margin setting.
4. Say the new margin setting measurement. (Example: Say [1] if you want a one inch margin).
5. Say [**Click Right**] to get to the right margin setting.
6. Say the new margin setting measurement.
7. Say [**Click Top**] to get to the top margin setting.
8. Say the new margin setting measurement.
9. Say [**Click Bottom**] to get to the bottom margin setting.
10. Say the new margin setting measurement.
11. Say [**Click OK**].

## COMMAND CONTROL

### DICTATING KEYBOARD KEYS

Say [Type name of key] or [Press name of key]

#### Examples

[Press Tab]

[Type Shift Tab]

[Type Function One]

[Press Delete]

[Type Shift A]

[Press Control B]

### MENUS AND DIALOGUE BOX CONTROLS

Opening menu	[Click menu name] <b>Example: [Click File]</b>
Choosing menu item	[Menu item] <b>Example: [Open]</b>
Navigating to a control (feature) in a dialogue box <ul style="list-style-type: none"><li>• Each control has an underlined letter.</li></ul>	[Click name of control] <b>Example: [Click Line Spacing]</b>

### KEYBOARD SHORTCUTS

Application keyboard shortcut commands  These commands tell your application what to do without needing to open a menu.	Say [Press Shortcut keystrokes] or [Type Shortcut keystrokes]  <b>Examples</b> [Press Control Bravo] to turn on Bold. [Type Control 2] to initiate double spacing.
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## WINDOWS CONTROLS

The following keyboard commands function when the given control is active. In other words, you have already navigated to that control (or feature) and want to specify its characteristics or proceed with its action.

Control/Definition	Voice Commands	Example
<p><b>Check box</b> Small square box used to indicate non-inclusive options. In other words, for given control, you can have multiple check boxes checked.</p>	<p>Click name of control to toggle check on and off</p>	<p>Goal: Activate Shadow effect Format menu, Font [Click Shadow]</p>
<p><b>Edit box</b> Used for entering text</p>	<p>[Click name of control] Dictate text</p>	<p>Goal: Change Font to 14 pt. Format menu, Font [Click Size] Dictate point size e.g. [14]</p>
<p><b>Combo box</b> Similar to list box. However, only the current choice is displayed initially.</p>	<p>[First letter of choice] Any move up and down commands [Press/Type Home/End/PageUp/PageDown]</p>	<p>Goal: Look in 3 ½ inch floppy diskette File menu, Open [Click Look In] to navigate to Look In control. [3] [Press Enter]</p>
<p><b>Command button</b> On-screen buttons for executing a command.</p>	<p>[Click name of button]</p>	<p>[Click OK] [Click Cancel]</p>

<p><b>List box<sup>1</sup></b> Visible list of choices</p>	<p>[First letter of choice] Any move up and down commands [Press/Type Home/End/PageUp/PageDown]</p>	<p>Goal: Insert date starting with day of the week [Click Insert] [Date and Time] [Move down 1] [Click OK]</p>
<p><b>Radio button</b> Round button used to indicate <b>exclusive</b> condition for a feature. In other words, for a given control, you can have only one radio button active.</p>	<p>[Click name of radio button you want active]</p>	<p>Goal: Center Tab alignment [Click Format] [Paragraph] [Click Tabs] [Click Center]</p>
<p><b>Scroll bar</b> Horizontal or vertical bar used for viewing different parts of document or for adjusting a feature (e.g., volume) on a sliding scale.</p>	<p>Navigation Commands or [Press/Type keyboard shortcuts]</p>	<p>[Press PageUp] [Type PageDown]</p>
<p><b>Tabbed sub dialogue boxes</b> Dialogue boxes with tabs at the top like you find on file folders. These are sub-dialogue boxes that are part of another dialogue box.</p>	<p>[Press/Type Control Tab Key]to move forward through the options [Press/Type Shift Control Tab key] to move backwards through the options</p>	<p>Example of Tabbed sub dialogue boxes: Tools/Options</p>

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<sup>1</sup> If the current choice has its own edit box (e.g., Font), the Home and End commands apply to the edit box, not the list.

## FORMATTING AN ACADEMIC ESSAY IN NATURALLYSPEAKING

### DICTATE YOUR HEADING

#### Example

[Emma Washington]

[New Line]

[English 21]

[No Space On]

[Cap Bravo]

[No Space Off]

[New Line]

[October 21, 1999]

[New Line]

### DICTATE TITLE

#### Example

[Center That]

[Caps On]

[No Easy Way]

[Caps Off]

[New Line]

### SETTING UP FIRST PARAGRAPH

[Left Align That]

[Tab Key]

After dictating your essay, if you need to change the line spacing of the paragraphs to double, open up Microsoft Word, switch back to NatSpeak, and do the following:

### COPYING INTO MICROSOFT WORD

[Select All]

[Copy That]

[Switch to Next Window]

[Paste That]

### CHANGING LINE SPACING OF PARAGRAPHS TO DOUBLE

[Select All]

[Press Control 2]

[Move to Beginning of Document]

[Select Next 4 Lines]

[Press Control 1]

## **FORMATTING AN ACADEMIC ESSAY IN MICROSOFT WORD**

These directions assume Word and Natural Word are both running and a new blank document is open.

### **SET UP DOUBLE LINE SPACING**

[Press Control 2]

or

[Click Format]

[Paragraph]

[Click Line Spacing]

[Move down 1] to open list

[Move down 2] to reach Double

[Click OK]

### **DICTATE YOUR HEADING**

#### **Example**

[Emma Washington]

[New Line]

[English 21]

[No Space On]

[Cap Bravo]

[No Space Off]

[New Line]

[October 21, 1999]

[New Line]

### **DICTATE TITLE**

#### **Example**

[Center That]

[Caps On]

[No Easy Way]

[Caps Off]

[New Line]

### **SETTING UP FIRST PARAGRAPH**

[Left Align That]

[Tab Key]

## **GLOSSARY**

### **ACTIVE VOCABULARY**

As you dictate, NaturallySpeaking is constantly accessing its active vocabulary for a match between what you said and the words in the active vocabulary.

### **Viewing the Active Vocabulary**

Open the Tools menu by saying [Click Tools].

Open the Vocabulary Editor by saying [Vocabulary Editor].

### **BACK-UP VOCABULARY**

When you correct NaturallySpeaking through the Correction dialogue box, NaturallySpeaking is accessing both the active vocabulary and the backup vocabulary.

If the word you choose in the Correction dialogue box is from the backup vocabulary, NaturallySpeaking will add this word to the active vocabulary. Since the active vocabulary has a specific maximum number of words, NaturallySpeaking will take the least frequently used word from the active vocabulary and place it in the backup vocabulary.

### **Natural Language Commands**

NaturalWord with Natural Language Commands is a powerful document-production tool that lets you control Microsoft Word with natural, intuitive voice commands.

### **Naturally Speaking**

Naturally Speaking (NaturallySpeaking) is a continuous speech voice recognition product from Dragon Systems.

### **NaturalText**

NaturalText is a utility that supports Naturally Speaking text dictation in any application. You know that NaturalText is available when you see a blue dialogue bubble in the System Tray on the right side of your taskbar.

### **Natural Word**

Natural Word is a software utility that supports Naturally Speaking commands in Microsoft Word.