

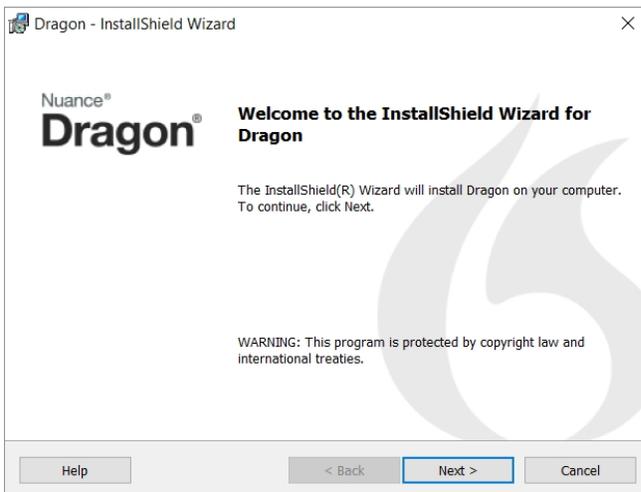
Dragon Home Quick Start Guide

Choose your microphone

If applicable, connect your microphone (if you're simply using your PC's built-in microphone, Dragon will detect it).

Dragon will list the microphones that are available to your PC, indicating which one is active. Choose the microphone to use.

Install Dragon

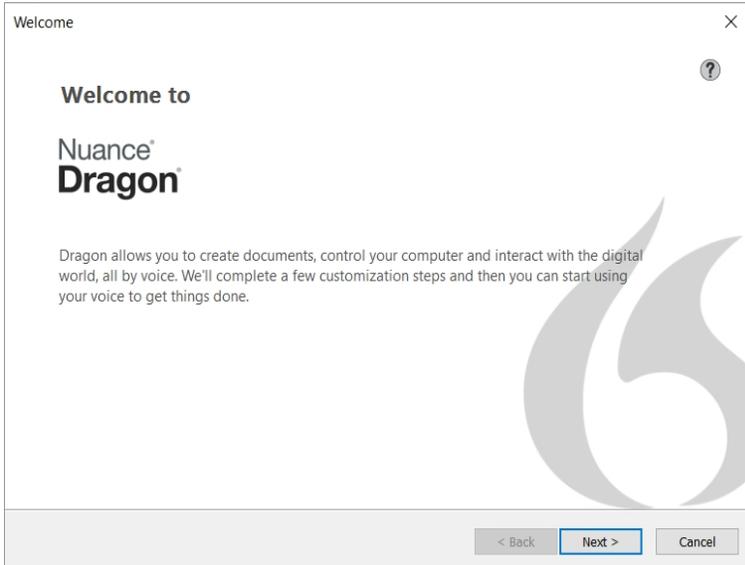


1. **Exit any open program.** If an anti-virus program is running, turn it off until after the installation ends.
2. Put the Dragon **DVD** into your PC or **open your download file.**
3. Enter the **serial** number found on the DVD sleeve or, for a download, in the email you received.
4. Click Next, accepting all the recommended options.



Once installation ends, start Dragon (double-click its icon on the Desktop).

Create a user profile

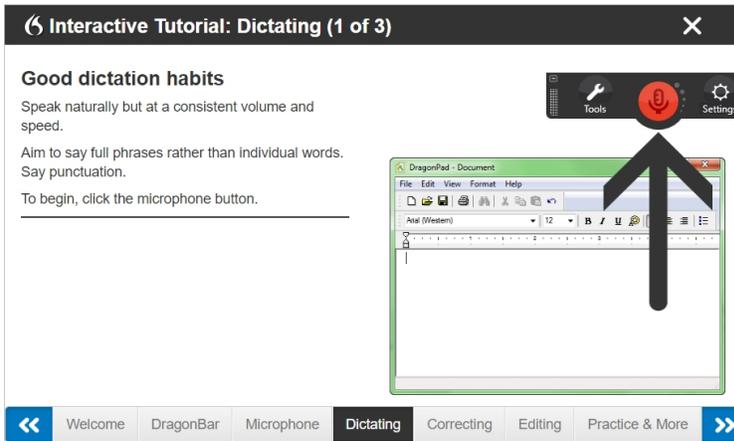


The first time you start it, Dragon guides you to create the best possible user profile for you.

A profile is a set of files that store information Dragon uses to transcribe what you say, such as how you sound. Your profile will become more and more precise the more you use Dragon.

For details, click the Help icon on each screen.

Complete the Interactive Tutorial

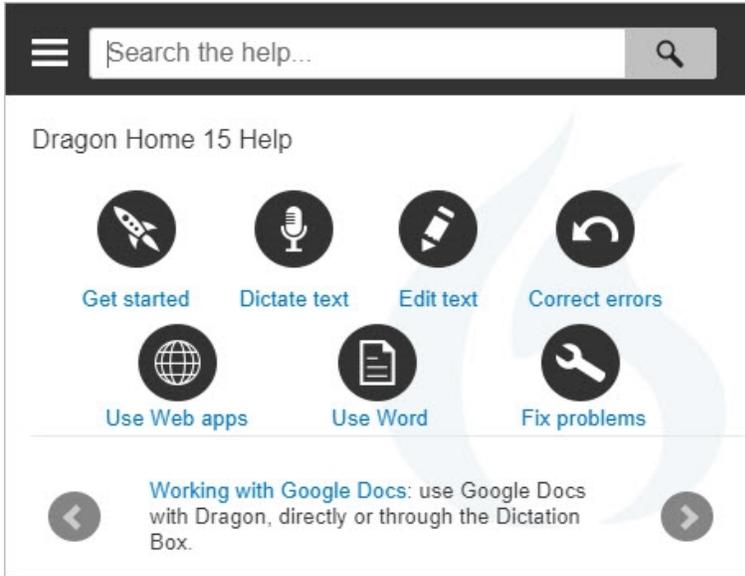


These short progressive simulations develop essential skills including:

- modifying text
- saying commands
- changing a hotkey or other setting
- adding a personal word

At any time, you can exit the Tutorial then return through the Help menu.

Open the Help



The Help includes tips and instructions, including use on the Web and troubleshooting.

Click the DragonBar's question mark icon (?) then select **Help Topics**.

Make Dragon listen... or not

On: Dragon is listening



Off: Dragon can't hear anything



One can control Dragon's microphone by:

- **Clicking its icon** on the DragonBar or System Tray.
- **Pressing its hotkey** (by default, the + on the numeric keypad).
- **Saying commands** such as "Wake up" and "Microphone off."

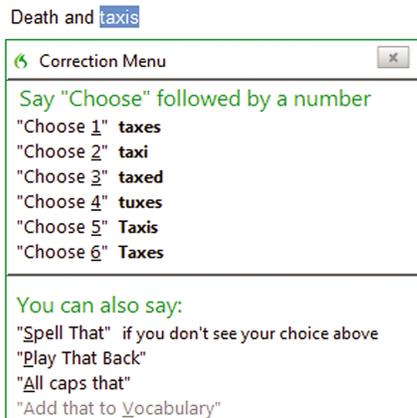
Ensuring Dragon listens when desired is an important habit!

Your first dictation

Open Microsoft Word, Notepad, or DragonPad. Make sure the cursor is in the document, turn on the microphone and dictate a few sentences. Say punctuation (comma, question mark, etc.) and the command **"New paragraph"**.

As you speak, a small icon  indicates that Dragon is processing. No need to wait for Dragon to “catch up.” Use a natural pace and tone. Speaking in longer phrases gives much better results than halting speech.

Correcting errors



Though you can boost accuracy by personalizing the vocabulary, some errors will occur. Dragon will learn from them if you correct them, which it lets you do several ways.

When Dragon misrecognizes what you just dictated, you can say **“Correct that”**.

This displays the Correction Menu, which lists alternatives.

If the correct alternative is on the list, choose it.

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



Punctuation

To enter...

.
!
's
(
)
"
@
+
—
-
;
&
#

You can say...

dot | point | period | full stop
exclamation point | mark
apostrophe ess
open paren
close paren
close quote
at sign
plus sign
underscore
hyphen
semi colon
ampersand
hashmark | number sign

Numbers, dates, times, units, prices

To enter...

4.2
\$4.50
4
0.03
4x4
4 mm
4°
5423
11/32
781-565-5000
8:30 PM
200 kg
5'3"
May 15, 2003
Boston, MA 02460

You can say...

four point two
four dollars and fifty cents
numeral four (or say "Spell four")
zero point zero three
four by four
four millimeters
four degrees
eleven over thirty two
seven eight one five six five five thousand
eight thirty P M
five feet three inches
May fifteenth two thousand three
Boston Massachusetts oh two four six oh
One Wayside Drive

1 Wayside Dr.

For details on numbers, hyphenation, or automatic formatting, see Dragon's Help.



Sample commands

Pause *before and after* commands but *not within* them.

Note: To click a button, menu or other item, simply say its name preceded by “**Click**” (see the Options dialog).

Control the microphone

Go to sleep | Stop listening

Wake up

Microphone off

Select text

Select all

Select <xyz>

Select next <n> words

Select previous paragraph

Unselect that

Correct Dragon’s errors

Correct <xyz>

Correct that

Move the insertion point

Insert before | after <xyz>

Go to top | bottom

Go to end of line

Go back

Move left <n> characters

Page up | down

Move in a list

Move down <n>

Press Enter

Press right arrow

Work with windows

Get help

Give me help

What can I say

Show formatting commands

Edit text

Resume with <xyz>

Delete line

Delete last <n> words

Scratch that <n> times

Backspace <n>

Undo that

Cut that, Paste that

Show Dictation Box

Spell out

Spell that

Spell <cap b a hyphen 5>

Spell <space Charlie alpha papa>

Add lines and spaces

New line | paragraph

Press Enter, Tab key

Tab <n> times

Format

Bullet selection, Unbullet that

Bold the previous line

Underline <xyz>, Capitalize <xyz>

ALL CAPS ON

Switch to <window name>

Show Desktop

List all windows

Minimize window

Restore windows

Start and close items

Click Start

Start <item name>

Start Mail | DragonPad | Microsoft Word |
Internet Explorer

Open Control Panel

Close window, Press alt F4

Move the mouse

Move mouse up

Move mouse right

Move mouse down slower

Stop

Click the mouse

Mouse click

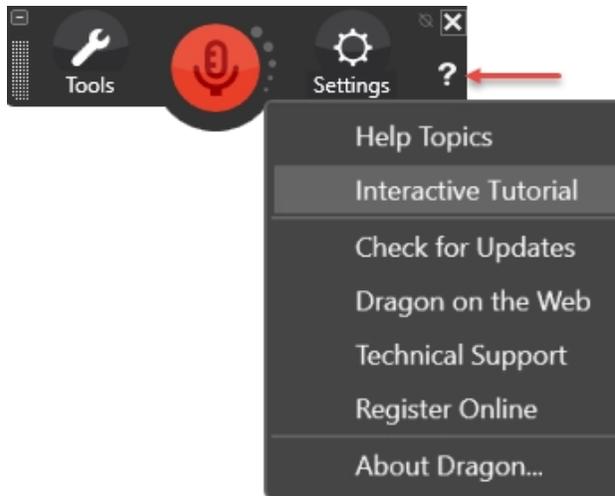
Mouse double click

Mouse right click





Learning more



At first, focus on getting used to dictating fluidly and personalizing the vocabulary to include the **unusual words you need**.

Progressively, you'll use more capabilities. Explore tools and **settings** as needed.

You can always:

- say "**What can I say**"
- search the Help with a direct command such as "**Search Help for hotkey options.**"
- click the ? and return to the Tutorial.

Resources on the Web include the latest hardware, support and notes. See www.nuance.com/dragon.





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