*Drag*on Naturally Speaking Guidelines

Creating a User

- When you first start using Dragon NaturallySpeaking, you will need to create a user file. This is where Dragon will store and update your speech files. After you train Dragon and use it over time, it will improve its accuracy in recognizing you.

Start Dragon Naturally Speaking

- Double click on the Dragon Naturally Speaking icon on the desktop.

- If there isn't a shortcut on the desktop, go to the Start menu, then Programs, and double click on Dragon NaturallySpeaking.

- When Dragon NaturallySpeaking loads, the toolbar appears at the top of the screen.

NaturallySpeaking   Tools   Words   Sound   Help   No user files are loaded

Then an **Open User** window will appear,
if not click on the NaturallySpeaking button from the
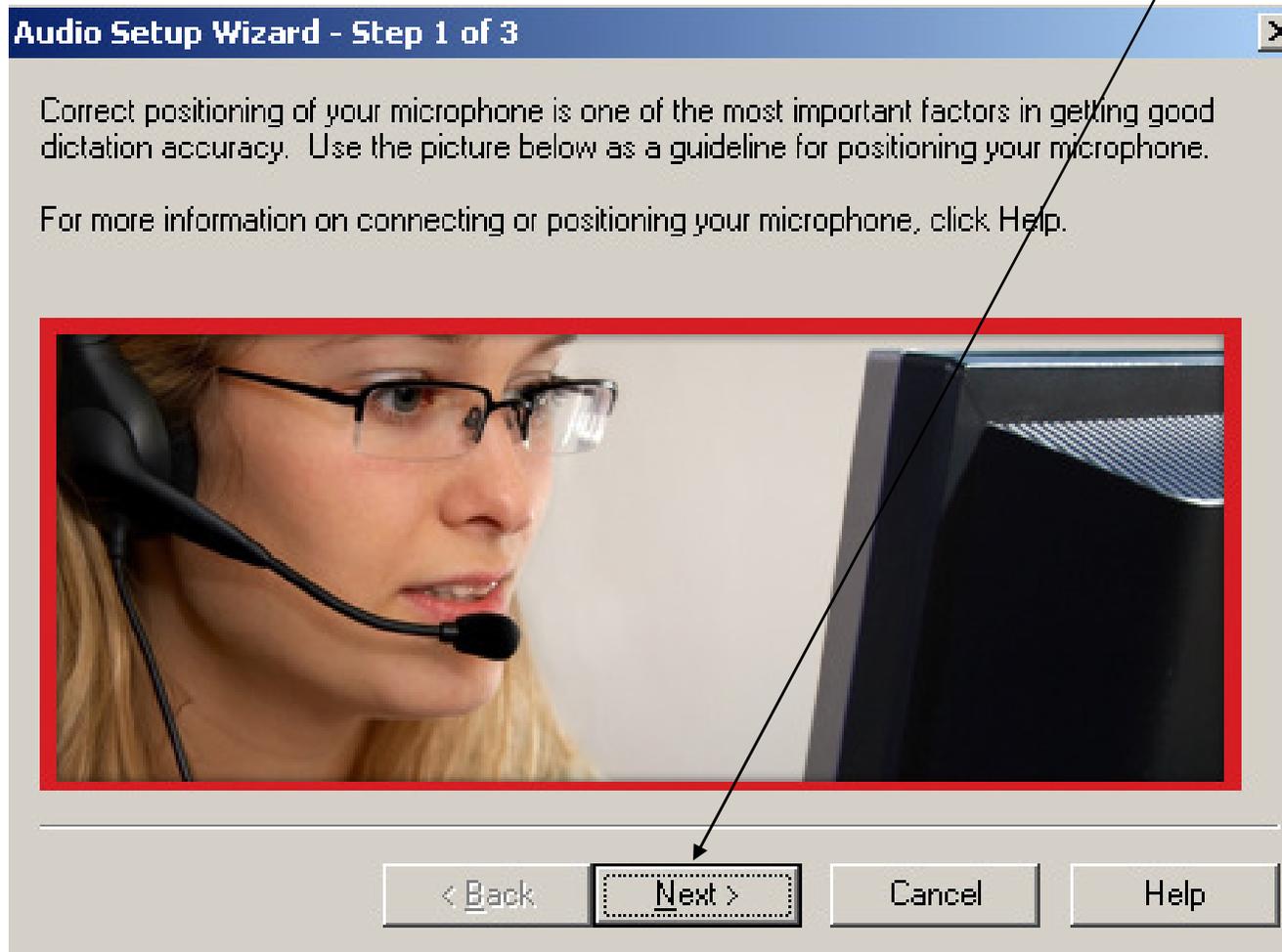toolbar and choose Open User.
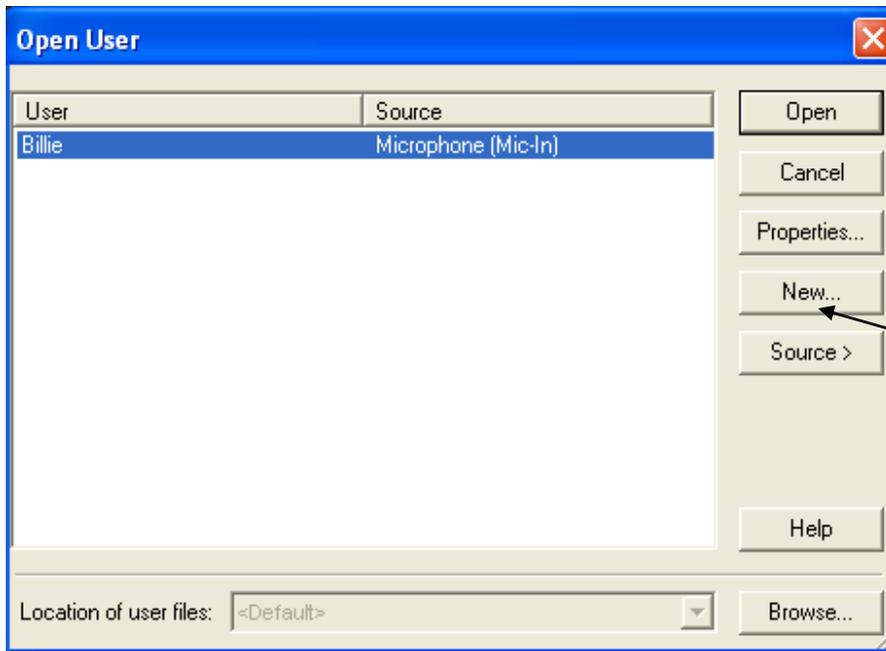
From here click on New

Type in your Name
click Next

New User Wizard

Create User

Your name: [   ]

Language: US English

Dictation source: Microphone plugged into Mic-In jack (most common)

Vocabulary: General   [Advanced...]

To continue, click Next.

[< Back] [Next >] [Cancel] [Help]

Pick the headset
you will be using
click Next

New User Wizard

Choose your sound system

The following sound systems are available on your computer. Choose one of these for use with speech recognition.

Logitech USB Headset
SoundMAX Digital Audio

To have the Audio Setup Wizard automatically choose the most likely sound system, click Default.

[Default]

If your computer does not actually have one of these sound systems, click Help.

[< Back] [Next >] [Cancel] [Help]

Position your headset Click Next

Audio Setup Wizard - Step 1 of 3

Correct positioning of your microphone is one of the most important factors in getting good dictation accuracy. Use the picture below as a guideline for positioning your microphone.

For more information on connecting or positioning your microphone, click Help.

< Back | Next > | Cancel | Help

Now, the New User Wizard will get ready to create speech files for you.

The first window is the Volume Check window, which will establish that your voice is being identified by the microphone at a level compatible with the software. Click the Start Volume Check button and read the paragraph provided. When the Volume Check is completed click next.
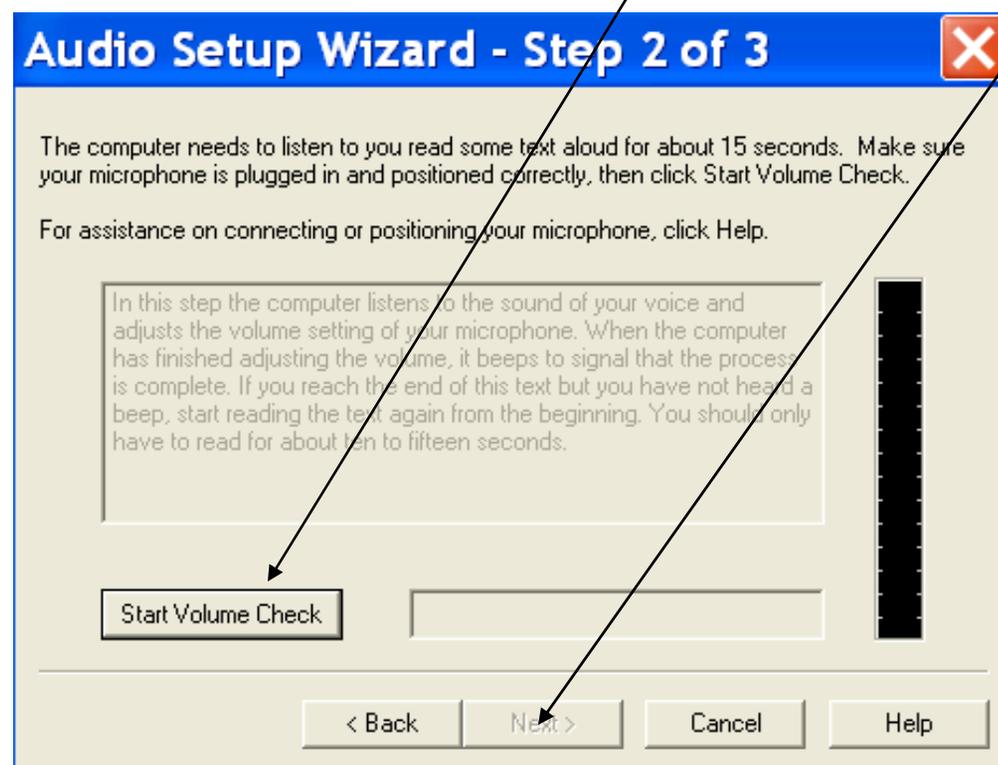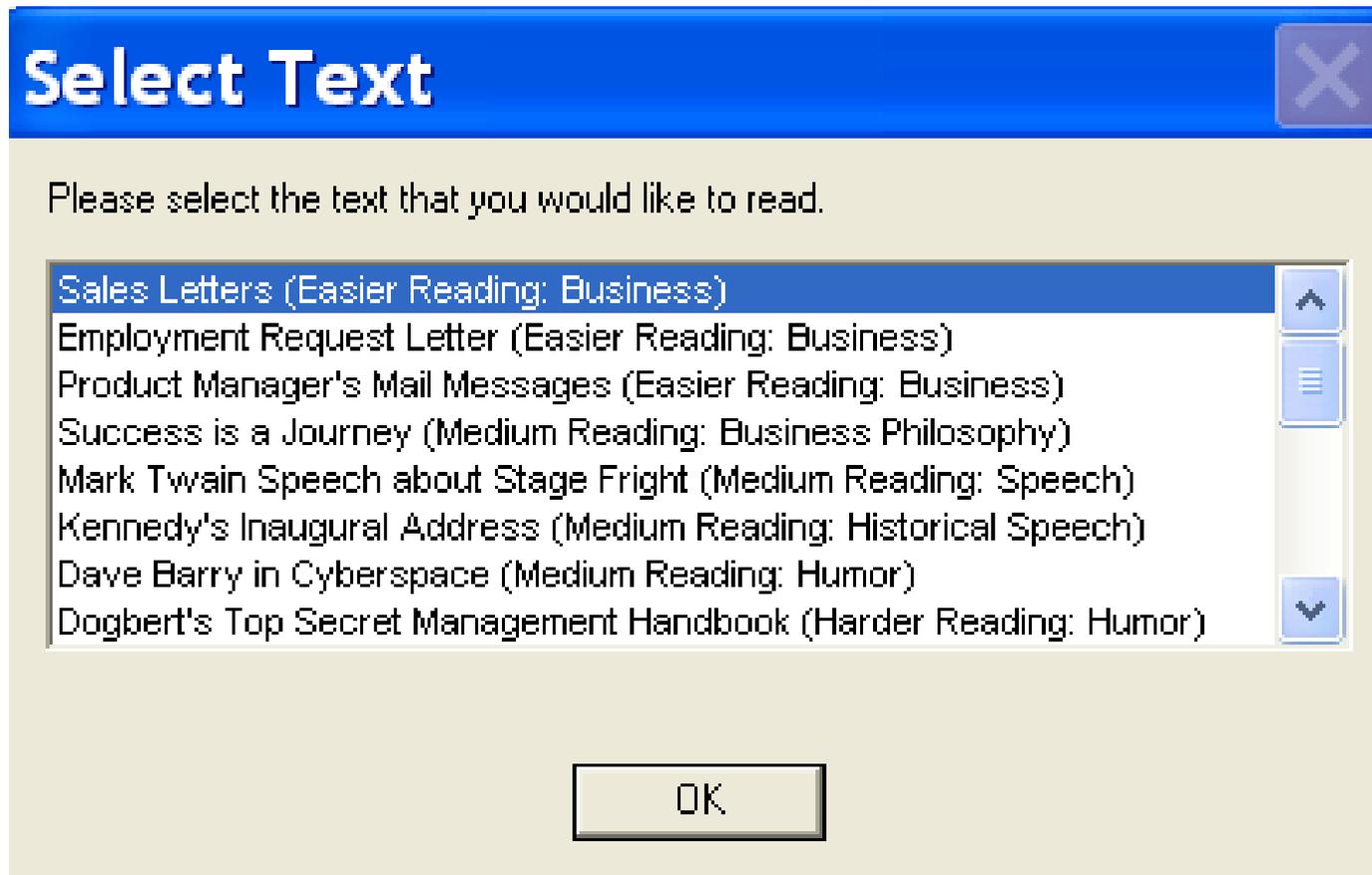
The Next window is the Start Quality Check Window. You will click the Start Quality Check button and read the paragraph provided. When the Quality Check is completed and you receive a Passed outcome then you will click Finish.
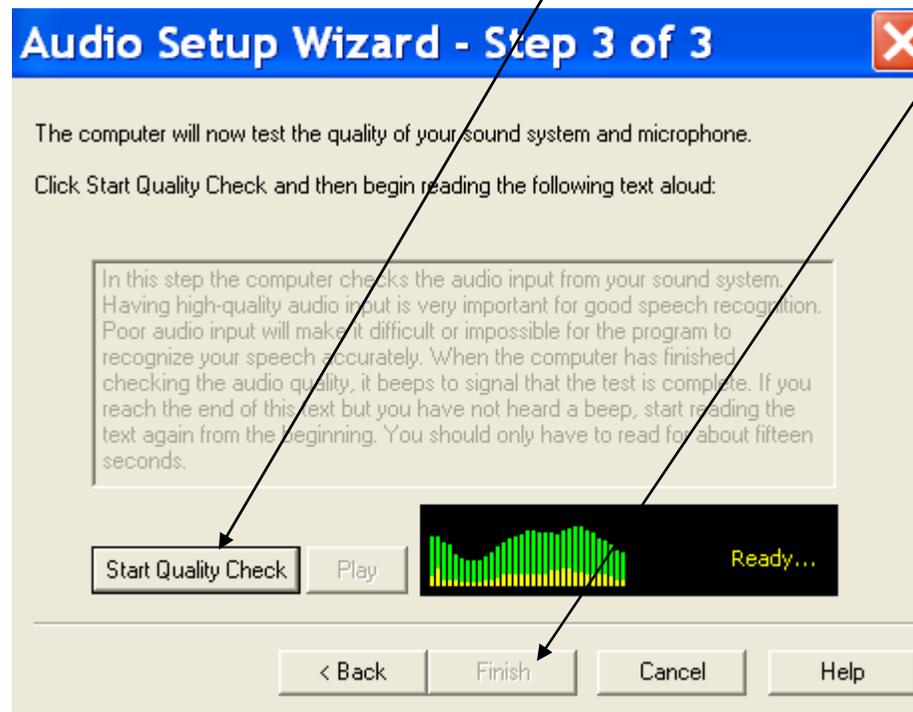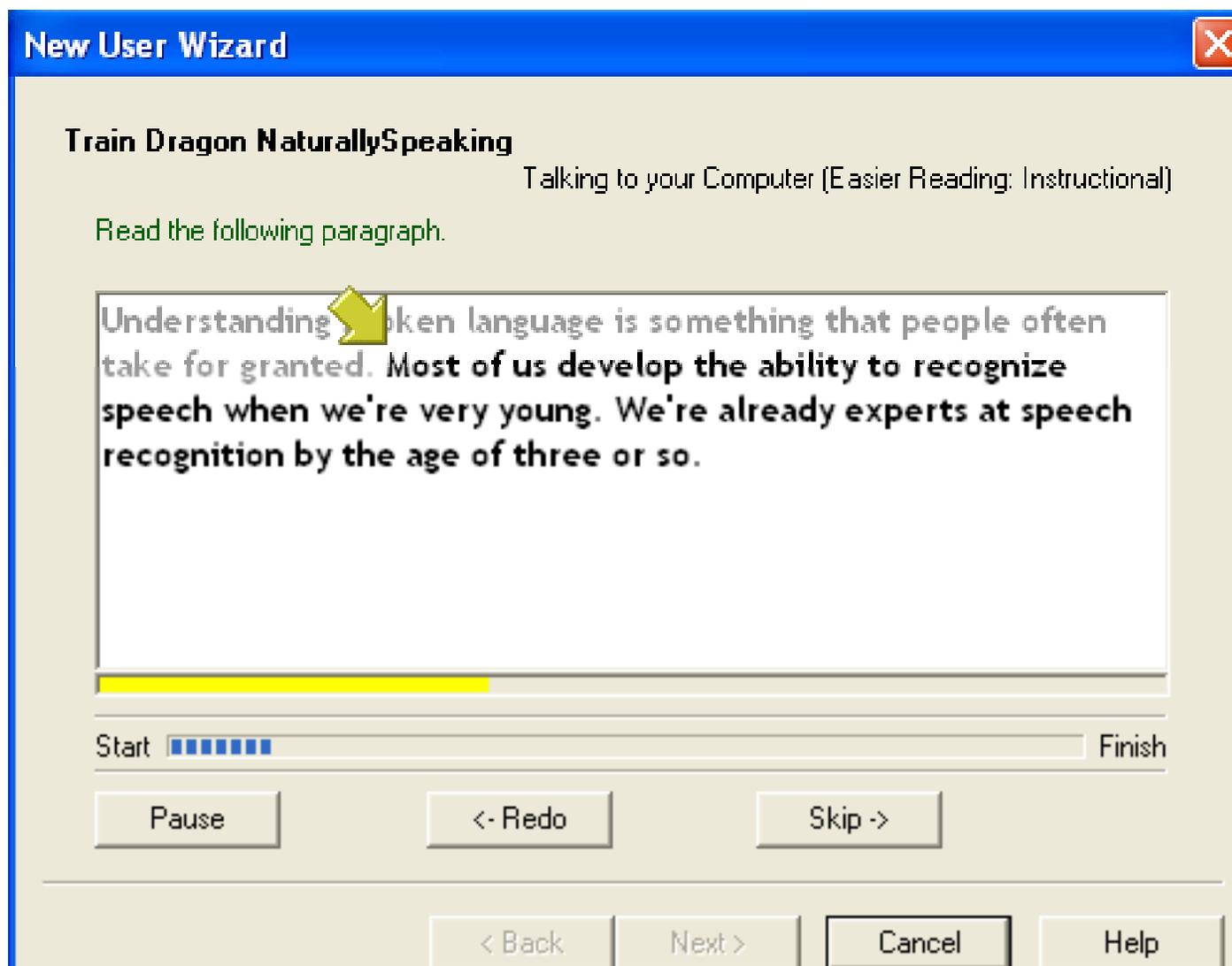
If this is the first time you have used Dragon Naturally Speaking (DNS) then the following General Training will appear.
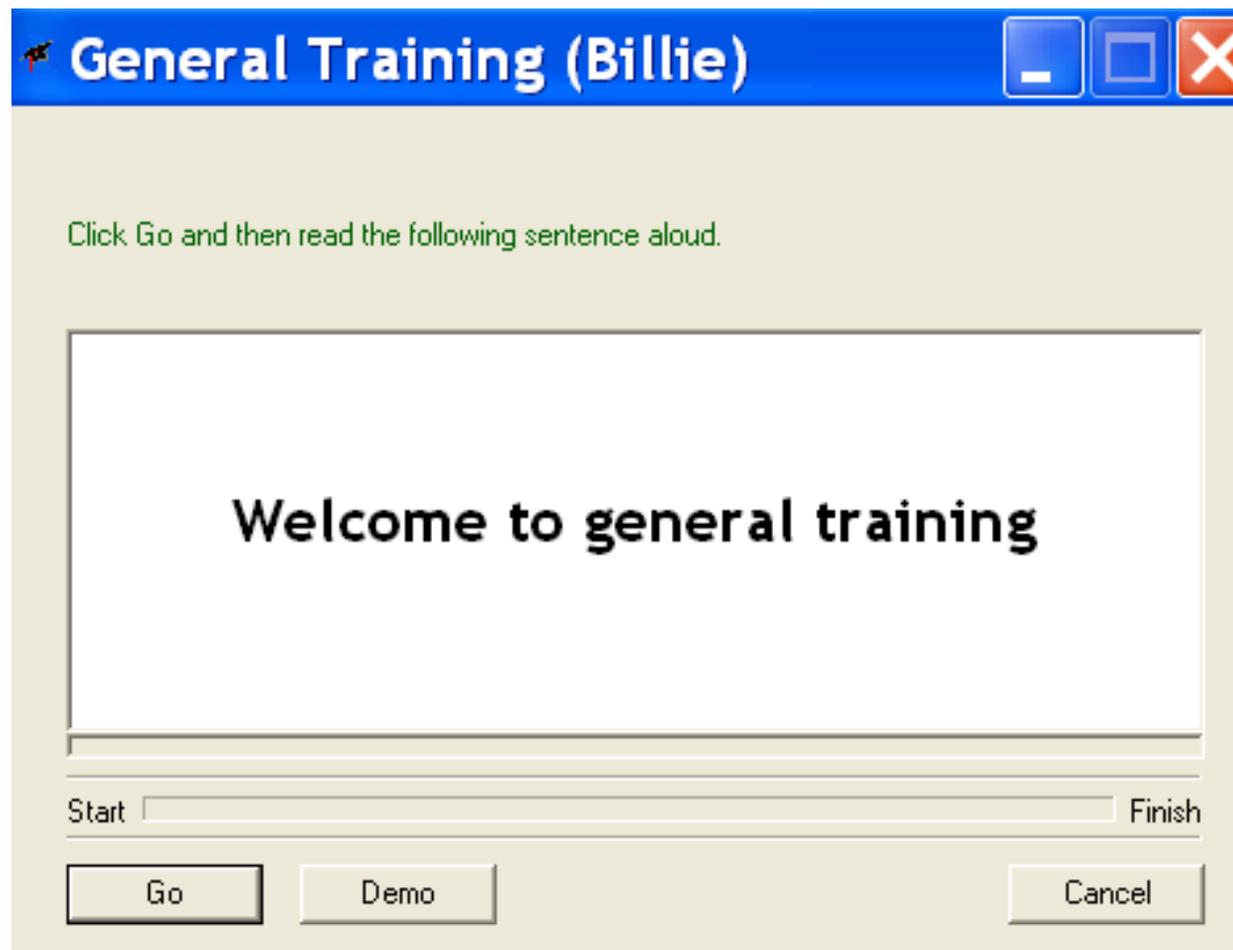
After the short General Training, Select the text you would like to read from a similar box to the one below.

Select Text

Please select the text that you would like to read.

- Sales Letters (Easier Reading: Business)
- Employment Request Letter (Easier Reading: Business)
- Product Manager's Mail Messages (Easier Reading: Business)
- Success is a Journey (Medium Reading: Business Philosophy)
- Mark Twain Speech about Stage Fright (Medium Reading: Speech)
- Kennedy's Inaugural Address (Medium Reading: Historical Speech)
- Dave Barry in Cyberspace (Medium Reading: Humor)
- Dogbert's Top Secret Management Handbook (Harder Reading: Humor)

OK

Read following the yellow arrow until you have completed that training.

There will be a short adaptation then the following window will appear, check the Skip this step box then click Next.

New User Wizard

Adapt Dragon NaturallySpeaking to your writing style
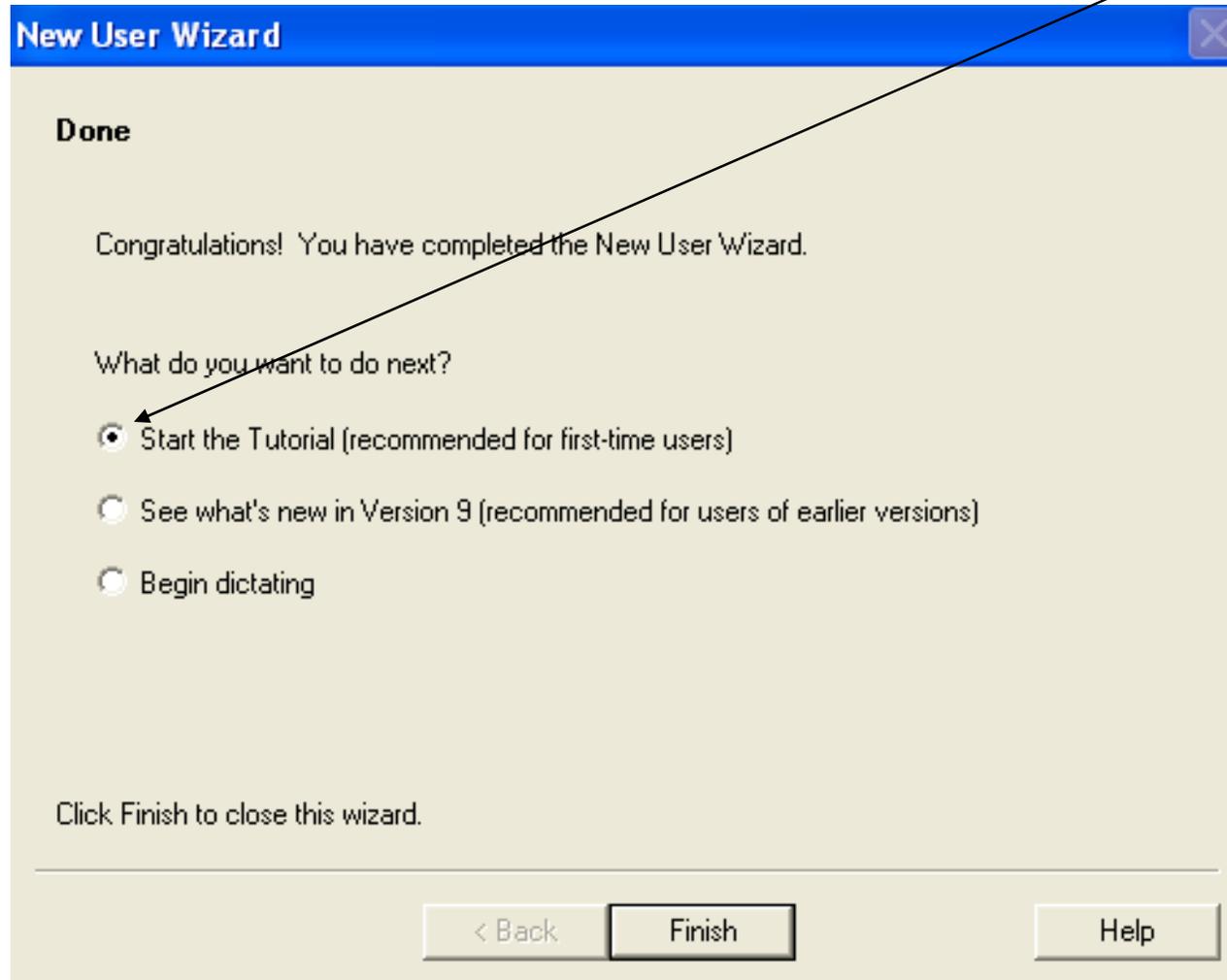
Improve your recognition accuracy by using:

☑ **E-mail** (Microsoft Outlook, Microsoft Outlook Express, Lotus Notes)
☑ **Documents** (Microsoft Word, Corel WordPerfect, Text, and Rich Text Files)

Start

Adapting to your writing style can take between 5 and 30 minutes.

Start _____ Finish

☐ Skip this step (not recommended)

< Back   Next >   Cancel   Help

You have now finished your first training and it is recommended that you use the tutorial.

New User Wizard

Done

Congratulations! You have completed the New User Wizard.

What do you want to do next?

- ● Start the Tutorial (recommended for first-time users)
- ○ See what's new in Version 9 (recommended for users of earlier versions)
- ○ Begin dictating

Click Finish to close this wizard.

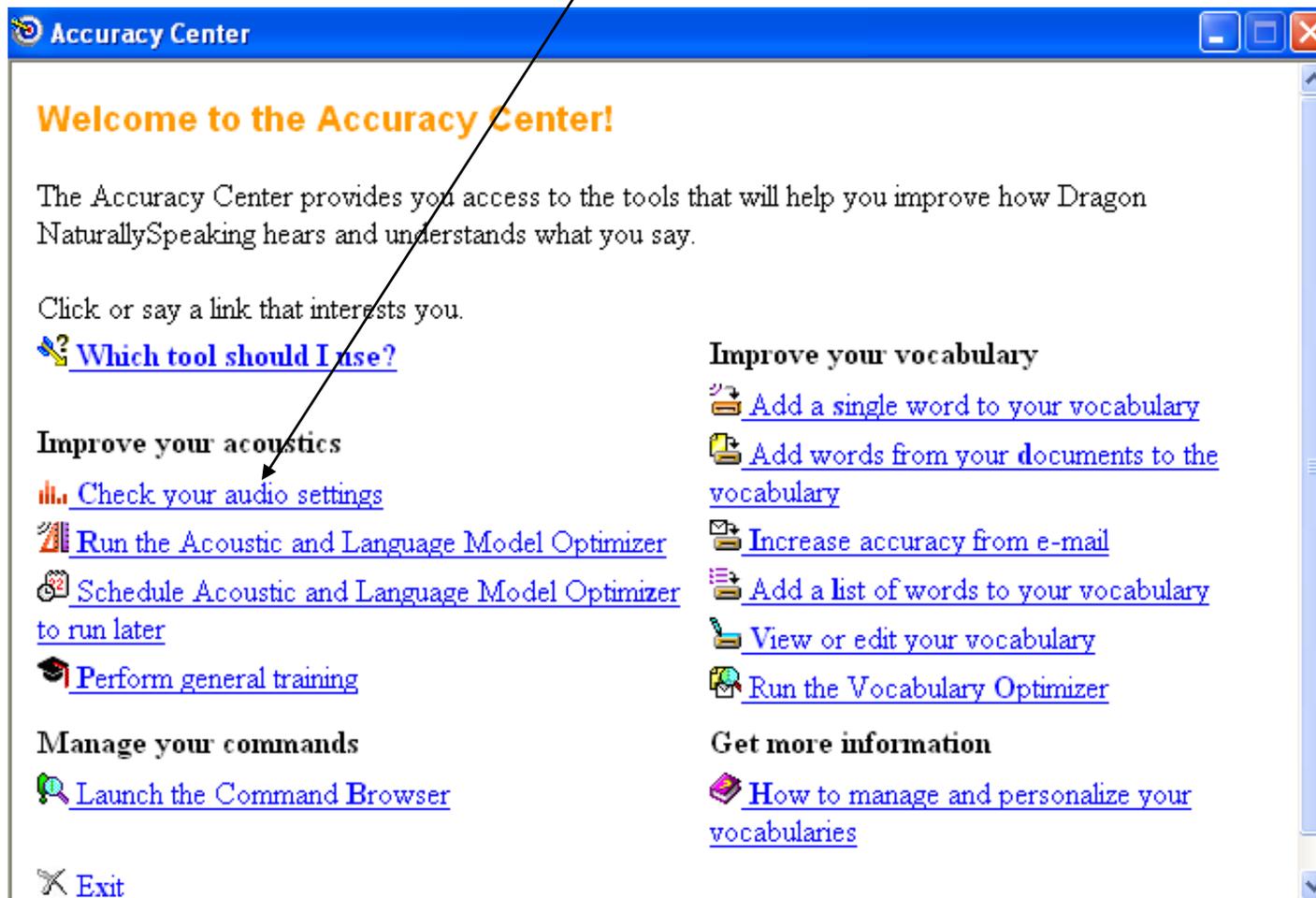[< Back] [Finish] [Help]

Every time you use Dragon Naturally Speaking it is wise to Check your Audio settings.
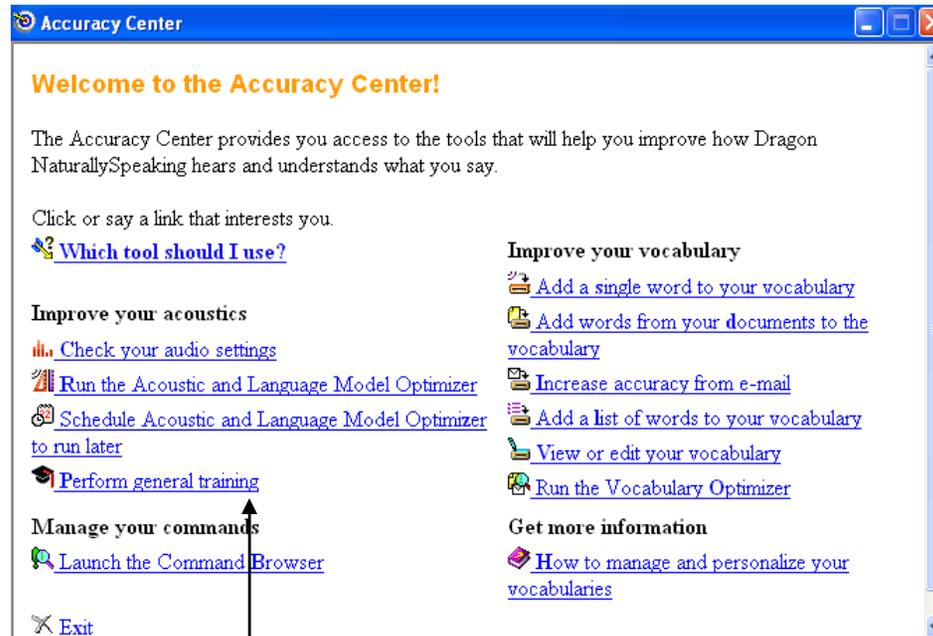
Click on Tools then Accuracy Center
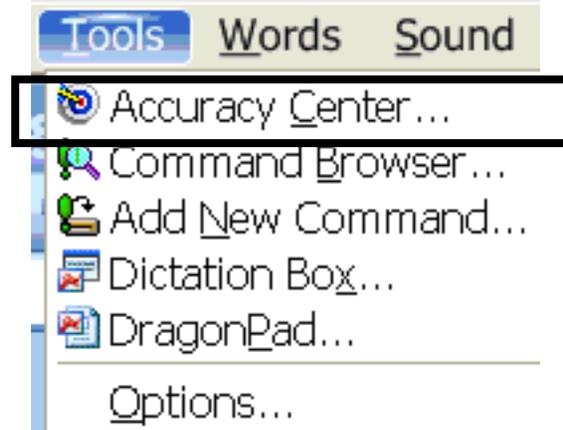
from the drop-down menu

Click Check your audio settings

You will then be able to follow
the steps previously shown for audio settings

Perform More Training

It is a good idea to perform several trainings
Click on Tools then Accuracy Center from the
drop-down menu
Click on Perform general training
Follow the steps previously mentioned for training

Let's Get Started

Turn on you microphone by clicking on it in the Dragon Pad or pressing the + key.
Say open Dragon Pad
or
Click Tools - Click Dragon Pad

Now using DNS type a list of goals, these could be a list of goals for the class or any other goals.
Refer to the list of Basic Commands