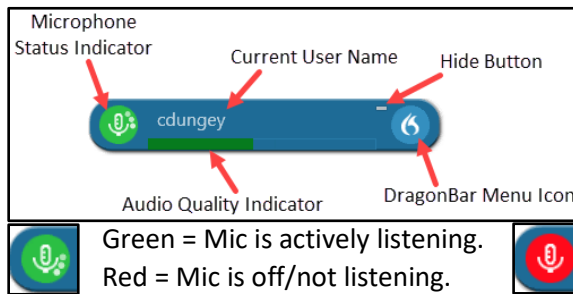


Best Practices

- After pressing the dictation button, pause before speaking. Also, pause briefly before and after saying commands.
- Always Correct or train misrecognized words to increase accuracy and save time.
- Remember to dictate punctuation and turn off the microphone when finished dictating.

DragonBar



Exit and Log Off

- Access Log Off and Exit from the DragonBar Menu (Blue flame icon).
- Log Off to change the microphone or to change specialty.
- Always Exit Dragon when finished using the application.

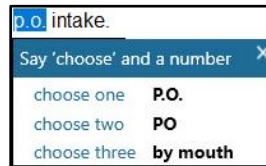
Correcting/Editing Text Using 'Select and Replace'

Dictating over the selected text:

1. Say, "Select (or Correct) <text>".
2. Then speak the alternate, desired text.

Using correction menu:

1. Say, "Select (or Correct) <text>".
2. Then say, "Choose", and a number.



Manage Vocabulary – Training Words

1. Say, "Select (or Correct) <text>".
2. Say, "Add that to vocabulary".
3. Type the correct spelling of the word or phrase, using appropriate formatting.
4. Click the microphone icon with the computer mouse and speak the word(s) to train.
5. Click Confirm.
6. Proceed back to original dictation, select the text to be corrected, and dictate the correct text.



Manage Auto-texts

- Create Auto-texts to bring in blocks of text with a simple voice command.
- Use [] for text fields to vary.

Add an Auto-Text:

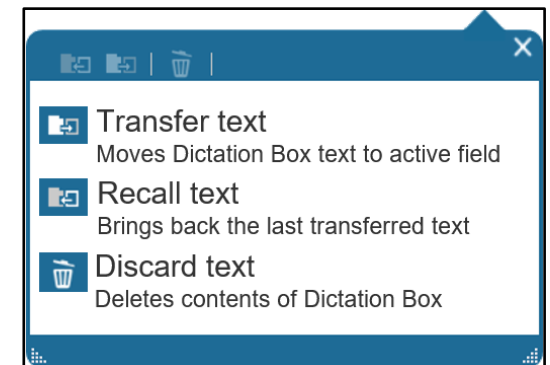
1. Select desired text.
2. Say, "Make that an Auto-Text".
3. Complete the required fields: Name, Spoken Form, and Content.
4. Click Apply All, then click Close.

Auto-Text Commands:

- "Next/Previous field" and "First/Last field".
- "Accept defaults" – Accepts the default values in all remaining fields and removes the brackets, [].
- "Field complete" – Accepts the default value in the current field and removes the brackets, [].

Dictation Box Commands

- "Open/Close Dictation Box", "Transfer text", "Recall text", and "Discard text".



Command Name/Say		
New line	Select all	Cap that
New paragraph	Select [word]	All caps that
Go to end of paragraph	Select [word] through [word]	Bold that
Go to end of sentence	Deselect that	Italicize that
What can I say	Scratch that	Underline that