



Dragon Dictate 4 - Quick Start Guide



Overview

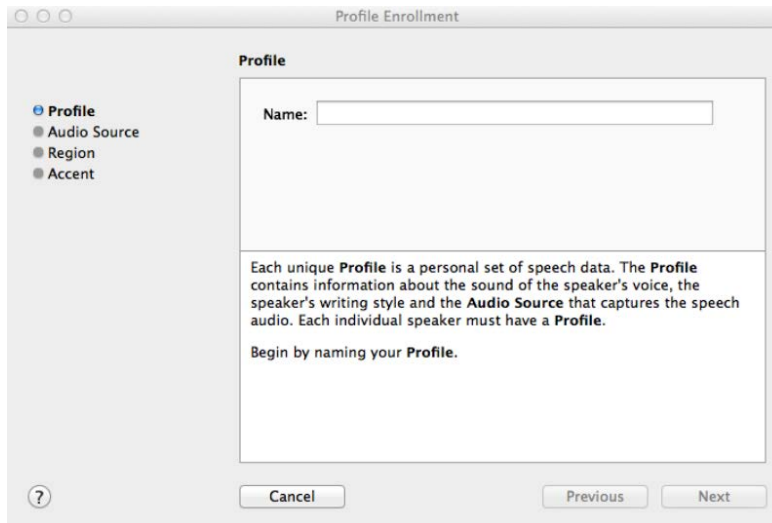
Dragon Dictate is a software program for Mac computers. This program uses speech recognition that learns the way you speak to turn your speech into text. It also has features to navigate the computer using simple verbal commands.

To Use

Creating a profile

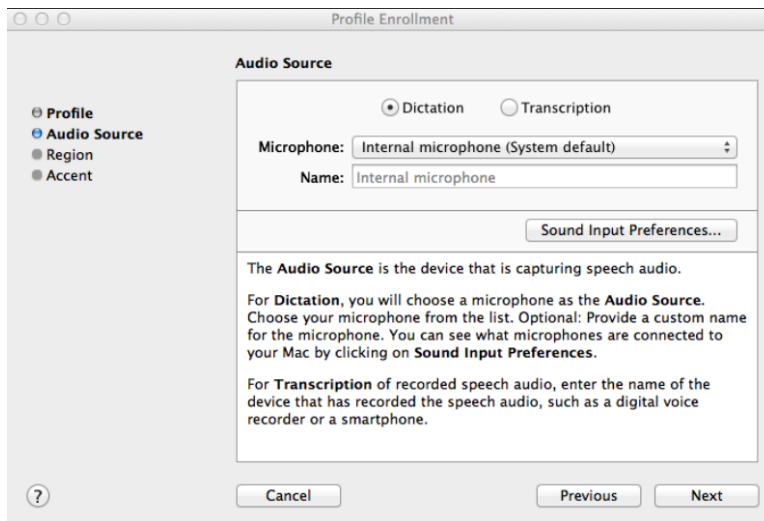
In order to use Dragon Dictate, you first need to create a user profile. This helps Dragon Dictate learn your voice and improve accurate speech recognition. It is recommended that only one person use a single profile, additional profiles can be created for each person using Dragon Dictate. After installing Dragon Dictate, the program will prompt you to make a profile. If you have previously made a profile, it will appear each time you open the program. If you need to make a new profile, **press the + button** on the start screen.

First, the program will prompt the user to give a name to the profile. This should be something unique to the user.

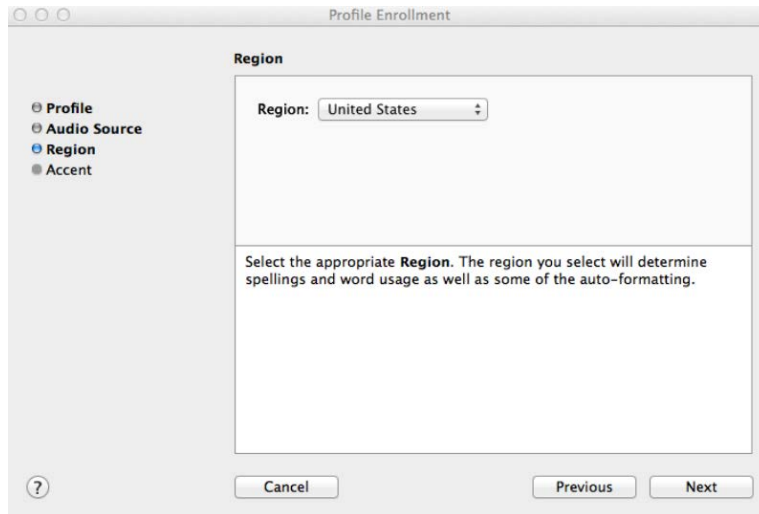


Next, the program will prompt setting the audio source, either Dictation or Transcription. To use the program's speech recognition, select the **"Dictation"** option. (The **"Transcription"** option can be useful if you are using the program to transcribe audio from a recording device, but that is not the focus of this guide.)

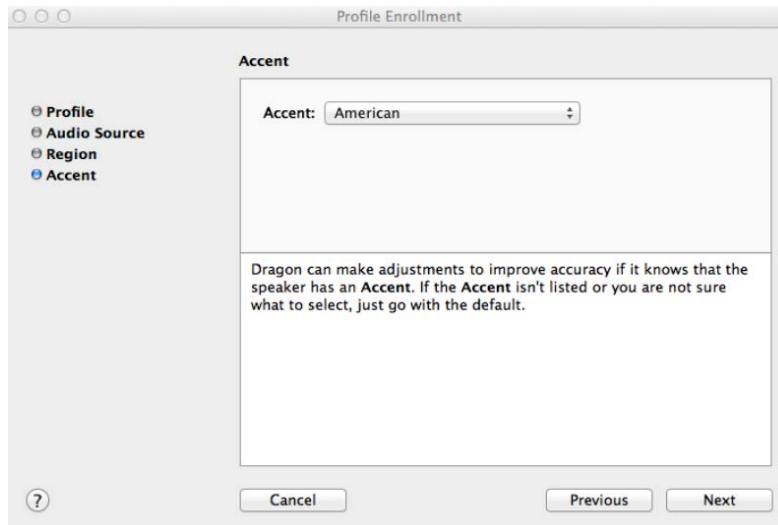
After selecting **"Dictation,"** choose a microphone. The Mac computer's internal microphone works with the program, but it is suggested that you use an external headset with the microphone positioned about one inch from the mouth.



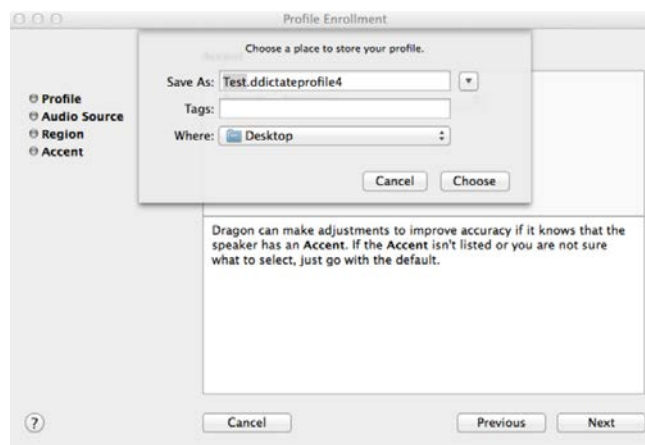
The next window will ask the user to select the region they identify with. This helps dragon use appropriate spelling for the location.



Next, the program will prompt you to select your accent. This helps Dragon to understand you better, and improves accuracy.

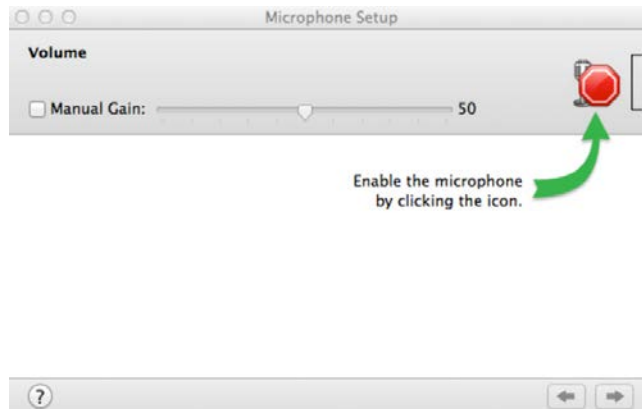


Finally, the program will ask where the user would like to save their profile. The default is in the "Documents" folder.



After you have saved your profile, the program will prompt you to setup the microphone and begin training the voice recognition.

1. To start, press the red button turn the microphone on.
2. Read aloud the text will appears in the window. Follow the additional prompts, reading further text passages to train Dragon to your voice.



Basic Use

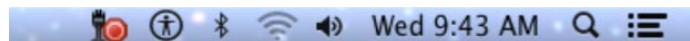
After logging into your Dragon Profile from the “Start” window, several windows will open. The “**Status**” window shows the name of your profile along with a microphone with a red shape behind it.



Tuning mic on and off

The user can turn on the microphone in four different ways.

1. The user can click the red shape in the “Status” window.
2. On the main toolbar under “**Speech**,” the user can click “**Microphone on**”
3. On the left side of the main toolbar, the user can click another icon like the one in the “Status” window.



4. The user can use hot keys, **⌘F11**.

When the microphone is on the red icon will turn to green.



When the microphone is on, it can be turned back to off in the same ways it was turned on.

The microphone can also be put into a standby mode called, “sleeping” by giving the command “**Go to sleep.**” When Dragon is sleeping, the microphone will not respond to any commands or speech. However, from “sleep” the microphone can be turned back on by the vocal command, “**Wake Up**” or “**Turn microphone on.**”



Modes

Dictation: This mode takes what you say and converts it not text. However, some commands such as punctuation will be recognized as commands.

Command: In this mode, everything said by the user is interpreted as a command.

Spelling: In this mode, Dragon will type individual letters and numbers without space between, unless a space command is recognized. This mode will also recognize a selected number of commands.

Number: Dragon will type Arabic numbers when dictated by the user.

The mode Dragon is in is displayed in the “Status” window. The user can switch modes three different ways:

1. By clicking on the **mode icon** in the “Status” window, the user can choose which mode to switch to.
2. In the top toolbar, under “Speech” the user can click on their chosen mode.
3. When the microphone is on, the user can state the mode they would like to switch to. For instance, “Command mode” would switch the mode to the command mode.



Commands

Below is a list of commonly used commands for your reference.

Controlling the Microphone and Modes

“Dictate/Command/Spelling/Number mode”

“Go to sleep” turns the microphone to standby

“Wake up” or “Turn microphone on” turns microphone on from standby

“Microphone off”

Working with the Desktop/Searching

“Open...”

“Launch...”

“Close window”

“Minimize window”

“Minimize window”

“Show desktop”

“Move mouse (up, down, right, or left)”

“Move mouse faster/slower” (moves mouse faster or slower)

“Faster/slower” (moves mouse faster or slower)

“Stop” (Stops mouse)

“Mouse click”

“Mouse double click”

“Mouse right click”

“Press...” (key name or combo)

“Activate...”

“Quit...”

“Kill...”

“Hide this/the application”

“Zoom window”

“Switch to previous application”

“Search Mac for...”

“Search Spotlight for...”

“Press OK/Cancel/Save/Don’t save”

Working with Text

Dragon Dictate 4 supports Microsoft Word 2011, Apple TextEdit, Excel 2003, 2007, and 2010, and PowerPoint 2003, 2007, and 2010.

Basic Text Commands

“Select all”

“Select...”

“Select... through...”

“Unselect that”

“Press Enter”

“New line”

“New paragraph”

“Press tab key”

“Scratch that”

“Undo action”

“Insert before...”

“Go back”

“Move back/forward... words”

“Move left/right... words”

“Go to beginning”

“Move to beginning/end of document”

“Insert before...”

“Insert after...”

“Redo last action”

Punctuation and Formatting

“Period”

“Comma”

“Question mark”

“Exclamation point”

“Exclamation mark”

“Colon”

“Semi-colon”

“Open/close quote”

“Open/close parenthesis”

“Ellipsis”

“Ampersand”

“Dash”

“Hyphen”

“Bullet selection”

“Underline...”

“Capitalize...”

“Italicize...”

“Bold...”

“All caps on/off”

“Put brackets/parentheses/quotes around...”

“All caps...”

“Caps on/off”

“Uppercase/lowercase...”

“Uppercase/lowercase... through...”

Editing

“Undo that”

“Cut that”

“Cut selection”

“Copy selection”

“Read document/selection”

“Paste from clipboard”

Correcting

When given the command, a recognition window will open, giving numbered of correction choices. The correct word can be selected by stating its number.

“Train...”

“Train... through...”

Definitions

“Show definition for...” (This will open the dictionary application on OS X and display the definition of the word.)

Working on the Web

Dragon Dictate has a web-extension for Safari.

“Post to Facebook/Twitter” will open a window for you to dictate text to post to Facebook or Twitter.

“Scroll up/down”

“Search Google/Bing/Yahoo for...”

“Jump to...” (one of 100 specific sites)

“Access open location window” (to access address bar)

Mouse Grid

This feature helps the user navigate to specific item on the screen by placing a numbered grid on top of the screen. The user can then select the section number, which will be sectioned by a grid, and so on until it narrows down far enough that the user can select the given icon, menu, etc.

“Mouse grid” (for grid to appear)

“Cancel”

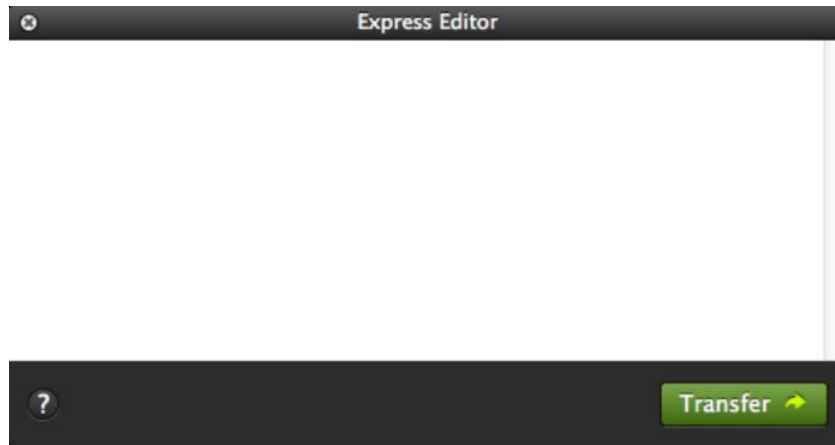
“(1-9)” (to select the grid section)

“Close mouse grid”

Express Editor

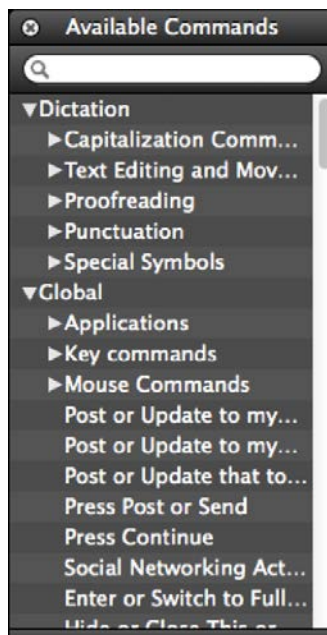
This window allows the user to dictate text and then transfer it to various text fields, such as an e-mail.

“Open Express Editor.”



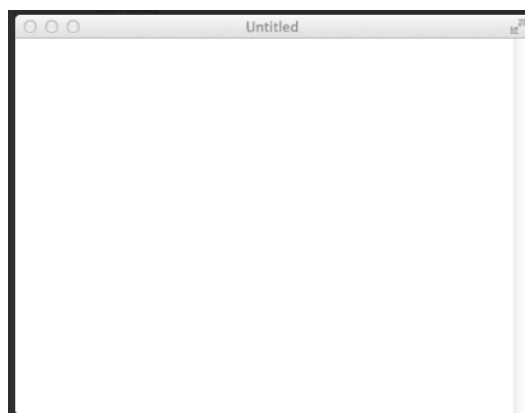
Commands Window

This window shows commands that are available given the context.



Note Pad

The Notepad is a window where the user can dictate quick notes.



Program Manufacturer Contact Info

Nuance

866-748-9536

[Nuance Website \(http://www.nuance.com/for-individuals/by-product/dragon-for-mac/index.htm\)](http://www.nuance.com/for-individuals/by-product/dragon-for-mac/index.htm)

Cost per license: \$149.99