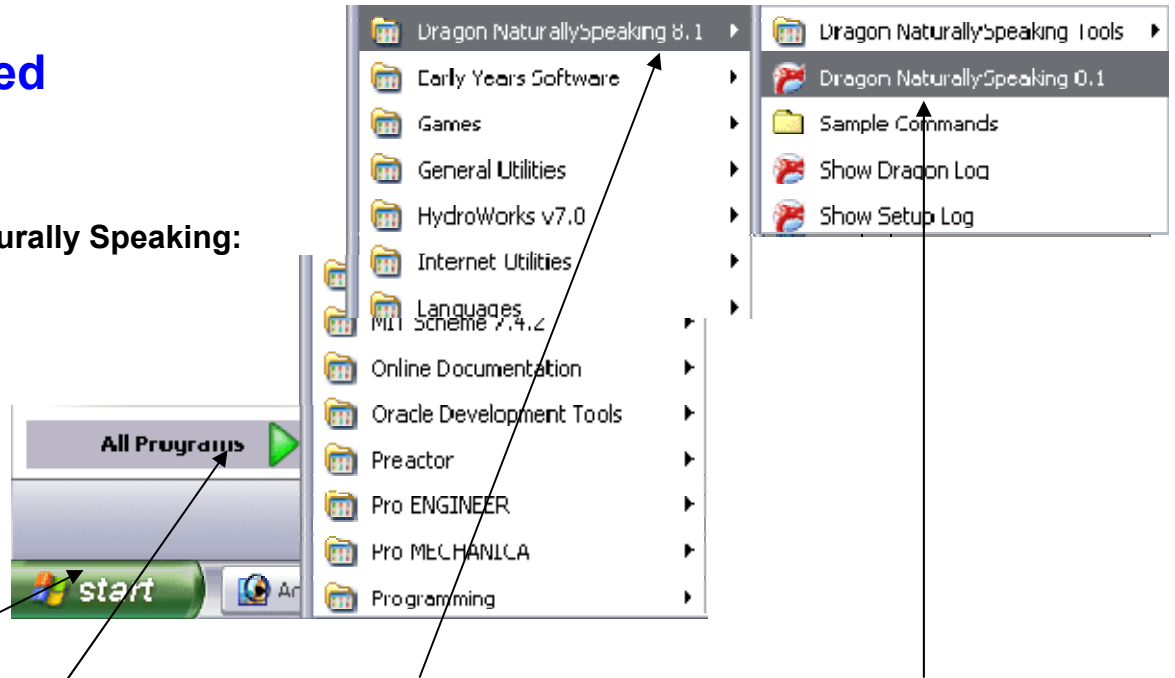


Dragon NaturallySpeaking®

Getting Started

To load Dragon Naturally Speaking:






Click on **Start** and **All Programs**, then **Dragon NaturallySpeaking 8.1** and **Dragon NaturallySpeaking 8.1** again.

You will need to train Dragon Naturally Speaking to recognise your voice. The first time you load it up, you will be prompted to do so and guided through a straightforward setup process which will help you do this.

We also have instructions and the Dragon Naturally Speaking manual available – if you can't find them, please ask at the Information Desk.

Handy Tips for Successful Dragon Use:

-  Calm your breathing before you start.
-  Speak quietly and evenly.
-  Have a bottle of water on hand to sip frequently.

You will also need a headset (headphones with a microphone attached). You may use your own, or buy some from the Information Desk for £10.



The headphones socket either has this symbol next to it, or is **green**.



The microphone socket either has this symbol next to it, or is **pink**.



Once you have loaded Dragon Naturally Speaking, simply click on the microphone icon, or press the plus (+) key, to switch it on. This is the only command that you have to do manually – all others may be done vocally (although until you get used to it, you may like to go on using the mouse or keyboard for some commands).

The microphone icon is available both in the Dragon Naturally Speaking toolbar at the top of the screen, and also in the Windows System Tray in the bottom right-hand corner.



Microphone off



Microphone on

Vocal Commands	What does it do?
“What Can I Say?”	Brings up a list of vocal commands. These are context-dependent, meaning you’ll get a different list, depending on what you’re dictating at the time (e.g. word processing or email).
Stop Listening Go To Sleep	Deactivates microphone so that it temporarily ignores everything you say until you give it the command to Wake Up or Listen To Me
Wake Up Listen To Me	Reactivates microphone so you can resume dictation. Won’t work if you used the Microphone Off command.
Microphone Off	Switches the microphone off altogether. You have to click the icon, or the plus (+) sign, to switch it back on.
Comma	Inserts a comma ,
Full Stop	Inserts a full stop .
Exclamation Mark	Inserts an exclamation mark !
Question Mark	Inserts a question mark ?
Hyphen	Inserts a hyphen, or dash –
Colon	Inserts a colon :
New Line	Puts the next word you dictate on to a new line (but doesn’t capitalise it)
New Paragraph	Presses “Enter” twice and capitalises the first letter of the next word you dictate.
Cap that	Capitalises first letter of the last word dictated
Cap <word>	Capitalises the first letter of a specific word
All Caps <word>	Capitalises all the letters of a specific word
Caps On	Capitalises the first letter of every word from then on
Caps Off	Stops capitalising words
Scratch That Delete That	Erases the last thing you said. Repeat to erase the last sequence of words.
Delete Next/Previous Line	Delete the next or the previous line
Delete Next/Previous Paragraph	Delete the next or previous paragraph
Undo That	Undo a command
Bold That	Change the last word you spoke into bold face text

NB: When giving a sequence of commands (e.g. “File”, “Save”) make sure to leave a distinct pause between them, so Dragon Naturally Speaking knows they are commands, not part of the dictation.