



Guide to the Dragon Bar

All the commands for using Dragon Naturally Speaking are available from the **Dragon Bar**. This is displayed at the top of your screen when you load Dragon Naturally Speaking.



There are also some Dragon Naturally Speaking icons in the Microsoft Windows system tray (bottom right-hand corner of your screen).

When the microphone is shown lying on its side and coloured red, your microphone is switched off.

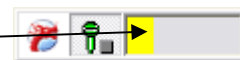


To switch the microphone on, simply click on it.

When the microphone is switched on and Dragon Naturally Speaking is ready to listen, the microphone is pictured upright and coloured green.



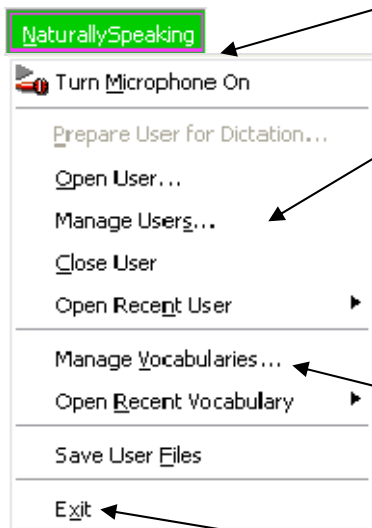
On the main Dragon Bar, the bar next to the microphone icon gives you colour-coded feedback on your speech.



- yellow = Dragon Naturally Speaking is waiting for you to speak
- green = you're speaking at the right level
- red = you're speaking too loudly
- grey = the microphone is "not listening" or switched off

There are a number of commands to switch the microphone to "not listening" or off. For these, and a handy list of other commands, please refer to our Dragon Naturally Speaking **Getting Started** information sheet.

Dragon Bar Menu Options



The **Naturally Speaking** menu allows you to turn the microphone on and off, and to manage user profiles and vocabularies.

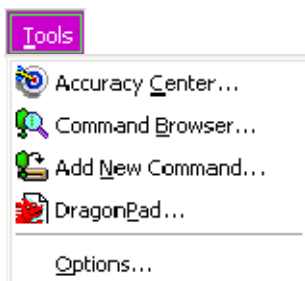
If, for example, you use Dragon Naturally Speaking for dictating your work directly and also for transcribing notes dictated into a voice recorder, you will need a separate profile for each.

It is unlikely you will need more than one vocabulary. But if you do, this is where you can switch between them.

Exit closes the software and ends your Dragon Naturally Speaking session.

There is also the option to prepare a new user profile with **Prepare User for Dictation**. It is greyed out in this picture because a microphone is connected and a useable profile available. If you load Dragon Naturally Speaking with no microphone connected, this option becomes available and the **Turn Microphone On** option is greyed out.

The **Tools** menu is only available if a suitable microphone is connected and switched on/listening.



Accuracy Center – Improve your acoustics, manage your commands, improve your vocabulary, get more information

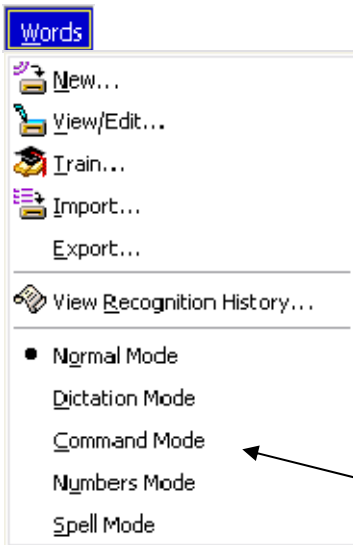
Command Browser – list of vocal commands and the option to train Dragon Naturally Speaking to recognise the way you say them

Add New Command – put a new command in your command list.

Dragon Pad – opens up a rich-text editor for you to dictate into – you can then copy & paste into another package, e.g. MS Excel.

Options – click here to alter how the correction and spelling features work.

The **Words** menu is only available if a suitable microphone is connected and switched on/listening.



In here you can:

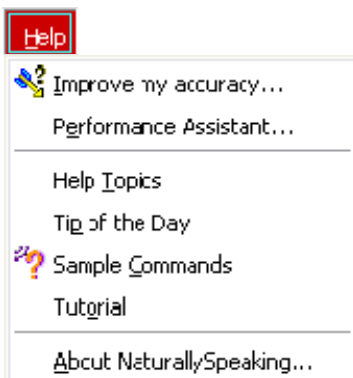
- ❖ add individual words to your vocabulary, with the option to train at the same time, with [New](#)
- ❖ you can [View/Edit](#) entries in the vocabulary
- ❖ you can [Train](#) a word already in the vocabulary
- ❖ you can [Import](#) a list of words to the vocabulary to train & use later (e.g. specific engineering terms not in general use);
- ❖ [Export](#) a list of words
- ❖ [View Recognition History](#) and see if more training is required on specific words
- ❖ switch modes – e.g. from [Normal](#) (commands and dictation) to [Dictation](#) only, or [Commands](#) only to voice control your PC.

The **Sounds** menu is only available if a suitable microphone is connected, regardless of whether it is switched on or not. You only need speakers for [Play That Back](#) and [Read That](#).



The [Transcribe Recording](#) option is only available in Preferred and Professional versions of Dragon Naturally Speaking.

Some items in the **Help** menu will be unavailable if there is no suitable microphone connected.



[Improve my accuracy](#) takes you to the [Accuracy Center](#), as in the Tools menu.

The [Performance Assistant](#) asks you a series of questions to help you improve Dragon Naturally Speaking recognition rate on the way you speak.

All menu items on the Dragon Naturally Speaking Dragon Bar can be activated by simply speaking them into the microphone or clicking on them with the mouse.

The Appendix section of this guide will show you which page number of the manual will give you more details on them.

Extra Menu (Preferred and Professional Versions)

Click on the chevrons in the right-hand corner of the Dragon Bar to reveal another menu.



NB: This menu is only available in Preferred and Professional versions of Dragon Naturally Speaking.

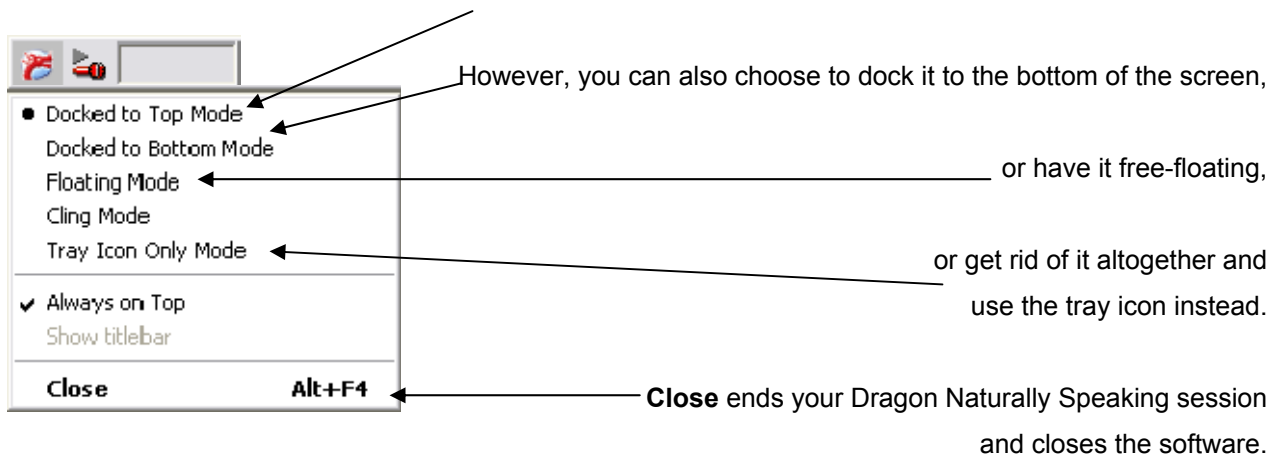
This extra menu shows you which profile you're using, gives you a set of standard sound controls, and two extra commands: [Correction...](#) and [Transcribe...](#)

[Transcribe...](#) option only available in Preferred & Higher editions, such as Professional, the version available at the University of Bolton.

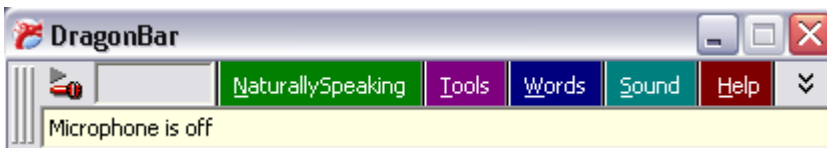
You can also see which user profile is being used. Click on the name to open the [Manage Users](#) dialog box and switch or edit profiles.

Other Dragon Bar Display Options

The default Dragon Bar option is to have it docked to the top of the screen.

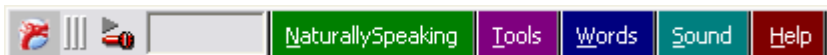


Floating Mode



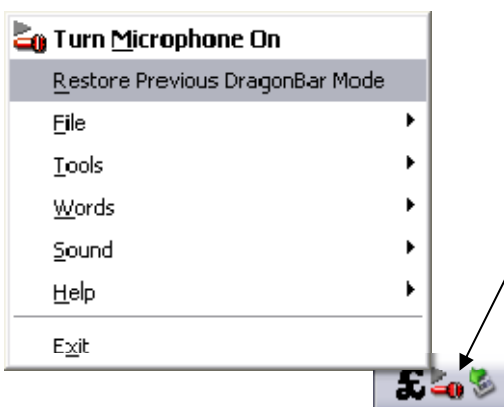
Floating Mode allows you to move the Dragon Bar around on the screen. This is useful if you have several windows open at a time (e.g. Word and Internet Explorer).

Cling Mode



Cling Mode fits all the controls into the smallest possible menu bar size and glues them to the top left-hand side of the screen, in order to maximise space. You can also move it around on the screen, as in Floating Mode.

Tray Icon Mode



Tray Icon Mode is the smallest possible Dragon Bar option – all you have is the microphone icon visible in the system tray in the bottom right-hand corner of the screen.

Access the menus, or go back to the previous display option, by right-clicking the microphone icon in the tray.

Appendix: Manual Page Number References for Dragon Bar Items

The manual provides comprehensive coverage of all aspects of Dragon Naturally Speaking, including many you'll probably never need. Below is a list of page references for specific menu items where available, which you might like to read for extra detail.

NaturallySpeaking

Command	Page Number
Turn Microphone On/Off	17, 182
Open Users	134
Manage Users	133 Chapter 11
Close User	135
Manage Vocabularies	130
Save User Files	136

Tools

Command	Page Number
Accuracy Center	117 Chapter 10
Command Browser	103, 121 Chapter 9
Add New Command	109
DragonPad	18
Options	29, 177

Words

Command	Page Number
View/Edit	125
Train	130
Import	114
Export	113
Modes	101

Sound

Command	Page Number
Play That Back	55
Read That	58
Transcribe Recording	159

Help

Command	Page Number
Improve My Accuracy	117 Chapter 10
Performance Assistant	131

Extra Menu (Preferred & Professional only)

Command	Page Number
Transcribe Recording	159
Corrections	164, 177