Assistive Technology & Alternative Format Centre

Disability Resource Service

University of Canterbury

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Te Whare Wānanga o Waitaha
CHRISTCHURCH NEW ZEALAND

Dragon Naturally Speaking Version 13.0

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Dragon Naturally Speaking 13.0

Overview

Dragon NaturallySpeaking is a voice driven programme that transcribes speech into text. It works with a range of programmes (such as MS Word, Microsoft Outlook, Microsoft Excel etc.) to assist individuals who have a writing disability or find it physically difficult to use the keyboard of a computer. Users can start programmes, open menus, click buttons, dictate text into documents, write and send e-mails – all by voice. The only exception is that Dragon cannot be started by voice. You need to manually click on the Dragon icon to start the programme.

Start:

1. Before you click on the Dragon icon and start it, you will need to plug in your microphone.
2. To open Dragon, click on the Dragon NaturallySpeaking 13 shortcut on the Desktop or in the Start Menu.

3. The **Open User Profile** dialog box will appear. If your profile has already been created and saved then select your name from the list and click **Open**. But if you are a new user, click **New** to begin the new user wizard and Dragon will take you through the process of creating a new user profile. See figure below:
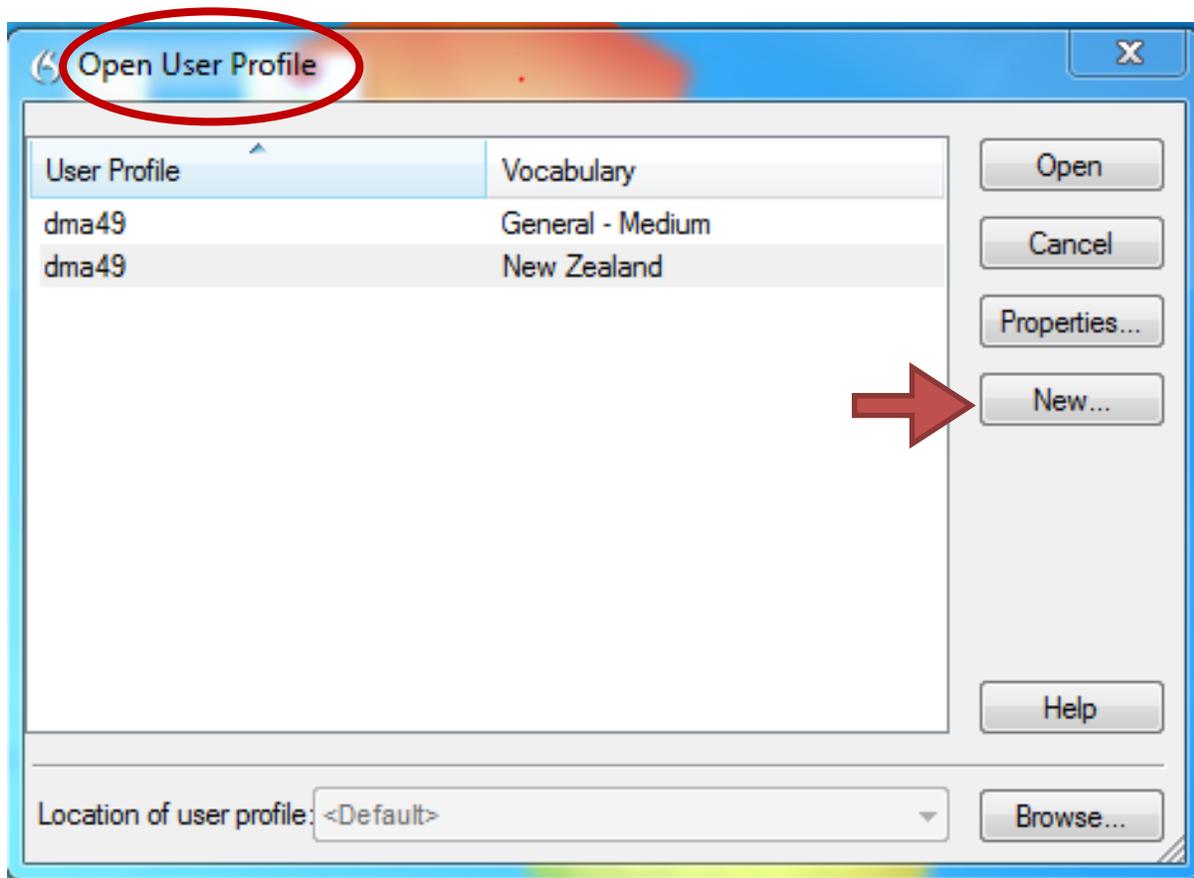
4. Dragon will then open the toolbar (shown below) and place it along the top of your desktop screen. The microphone is turned off at this stage.

Microphone off

Dragon's microphone is off; you can press its hotkey or click its icon to turn it on.

Feedback Box

Profile   Tools   Vocabulary   Modes   Audio   Help   ⌄
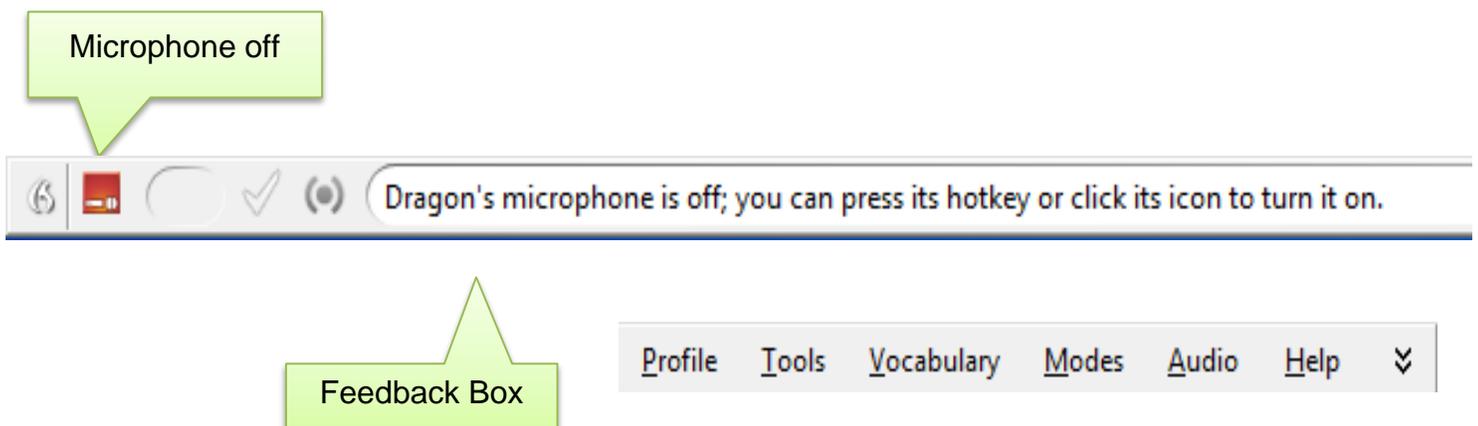
Dragon Sidebar

Dragon Sidebar will pop up as soon as you click on your Dragon user profile. The Dragon Sidebar serves as a cheat-sheet for you to look up command words that you may not remember and offer you tips to navigate your way around in different programmes. You can open it any time by saying "Show Dragon Sidebar".
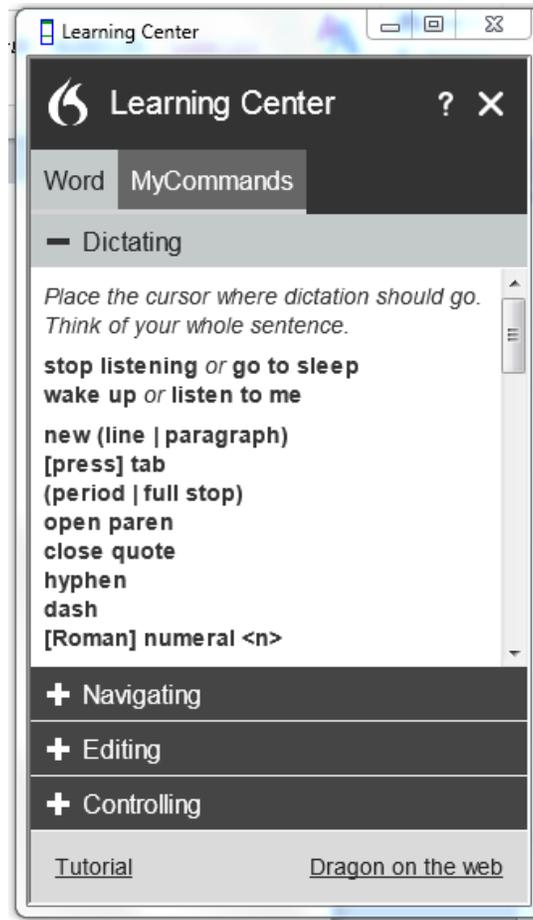
5. The microphone can be turned on by clicking on the **Microphone icon** or by pressing **NumKey+**.
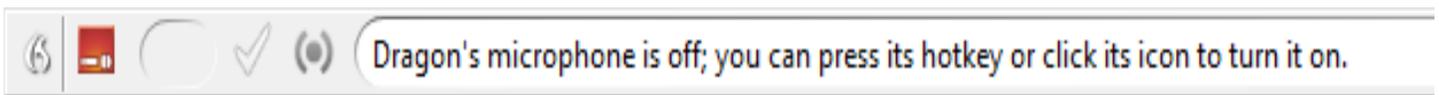
Microphone

6. When you turn the microphone on it stands upright and turns green and Dragon is ready to convert your speech into text. The feedback box will show, **"Normal Mode: You can dictate and use voice commands."**
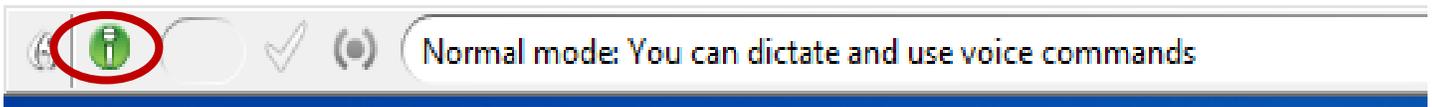
Dragon Toolbar

Profile

The drop down menu under Profile allows the user to create new user profile, select your dictation source (example: microphone, smartphone or digital recorder), add region based vocabulary to your profile, switch, open, close, backup, restore, save user profiles and exit Dragon. See figure below:
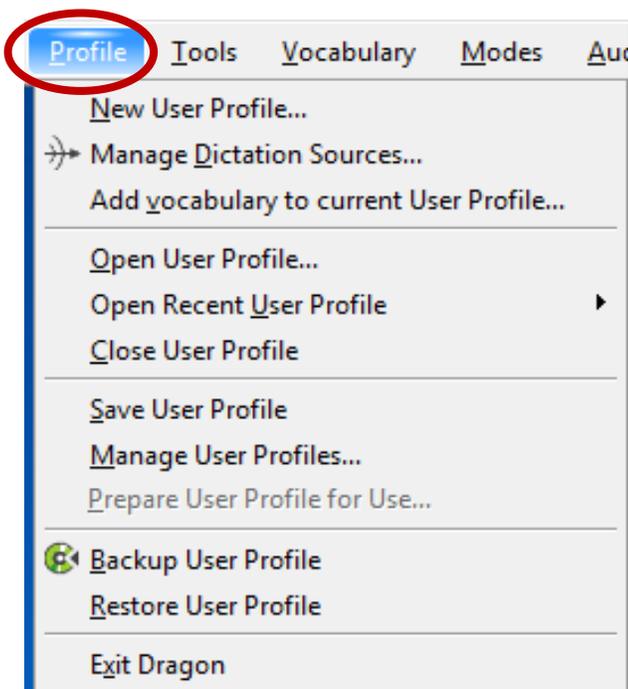
Tools

This option provides tools for writing into a DragonPad or Dictation box, transcribing text from outside sources like a digital recorder, adding a new command, viewing a list of commands for common programs, as well as formatting options. See figure below:
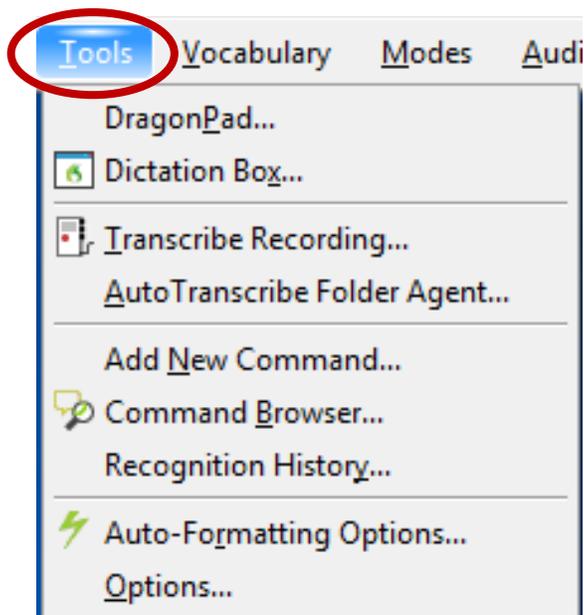
Vocabulary

The drop down menu under Vocabulary allow you to get Dragon to learn new vocabulary to your profile or have Dragon browse through all your documents and/or emails to learn new words or phrases you commonly use. You can also import, export and edit your list of words. See figure below:
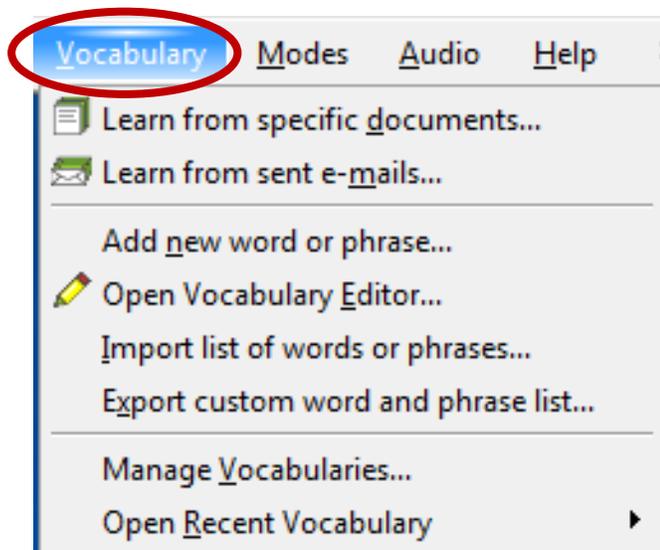
Modes

The options in the drop down menu under Modes enables you to get Dragon to do what you want when you dictate.
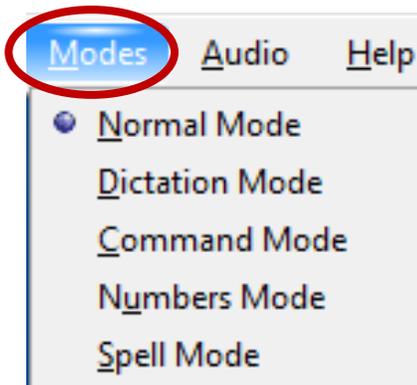
- **Normal Mode:** This is the default mode where Dragon analyses the dictation, recognizes the and transcribes it into words, numbers and command words.
- **Dictation Mode:** In this mode Dragon transcribes every word as dictation and recognizes only command words. It is useful for quick dictations.
- **Command Mode:** In this mode Dragon recognises all words spoken as commands and not as dictated text.
- **Numbers Mode:** Dragon recognizes only numbers in this mode and is good for accurately recognising numbers.
- **Spell Mode**: This mode recognizes only letters, numbers, commands and punctuation. It is useful when dictating web address, foreign terms and other unpronounceable words. characters.

Audio

The options under Audio drop down menu allow you to playback your recorded speech, let the computer read back the transcribed text, calibrate your microphone or train for greater word recognition accuracy through additional training. See figure below
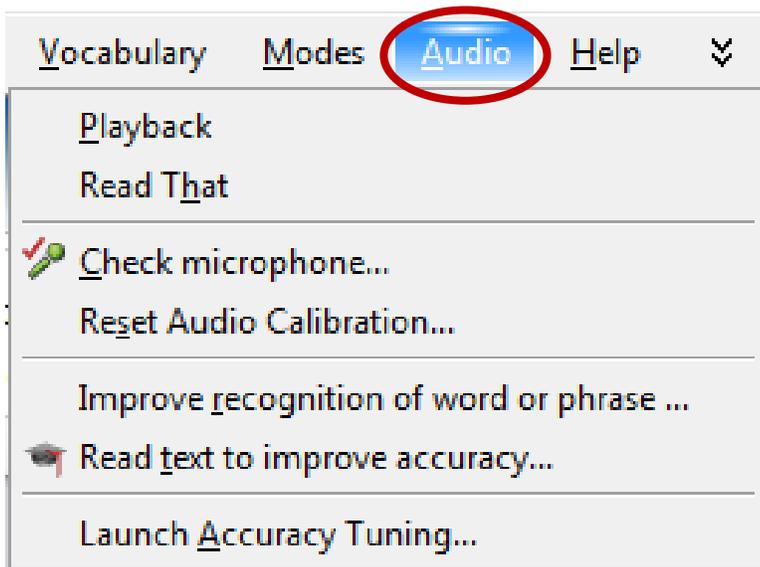
Help

These options provide tutorials and learning materials to help improve accuracy, speed of recognition and receive technical support. See figure below:
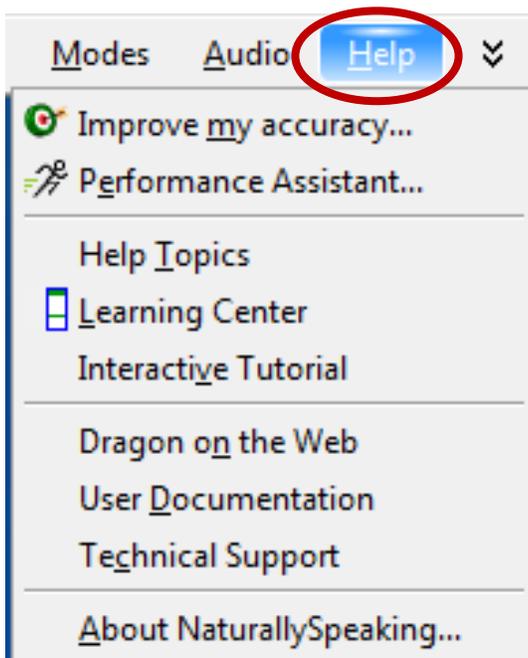
Android or iPhone as a microphone

To use your smart device as a microphone, Dragon Dictation app will need to be downloaded.

Some useful commands

For microphone

Pause: "Go to sleep"

Continue: "Wake up"

Microphone off: "Microphone off"

For web browsing

Search: "Search the web for <xyz>"

Find: "Find a website about <xyz>"

Search title: "Search Amazon for <xyz>"

Search video: "Search videos for <xyz>"

Working with Email

New email: "Click Compose"

Reply "Click Reply"

Attachment:"Click Attach Files"

Send: "Click Send"

Inbox: "Go to Inbox"

Next field: "Move to next field"

Previous field: "Move to previous field"

Working with text

Selecting text:

"Select <xyz>"

Multiple selection: "Select next <n> words"

Repeat selection: "Select again"

"Select previous paragraph"

"Select document""Select all"

"Unselect that"

Working with cursor

Move the cursor

"Move left <n> characters"

"Move down <n> lines"

"Go to end [of line]"

"Go to top" "Go to bottom"

"Page up" "Page down"

"Insert before <xyz>"

Correcting text

"Correct <xyz>"

"Correct that"

Get Help

"Give me help"

"Search Dragon Help for <xyz>"

"Show Dragon Sidebar Help"

Search the Computer

(requires a desktop search engine)

"Search the computer for <xyz>"

"Search documents for <xyz>"

"Search email for <xyz>"