Dragon Professional Anywhere Cloud User Guide
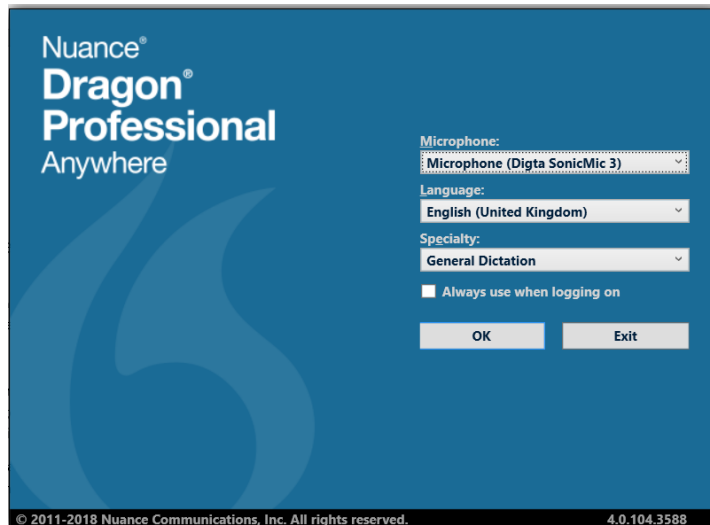
V5

Optimising Together

Contents

Logging into Dragon Professional Anywhere Cloud for the first time

Step 1 – Enter the provided user name and password in the window

Step 2 – You will be prompted to change your password from the default password used. Enter a new password and click OK

Step 3 – Ensure that the "Microphone" option has selected the correct microphone. In the example, this profile uses a Grundig Digta SonicMic 3

Step 4 - Click "OK" to open the profile and start using Dragon

Overview of Dragon Bar

Once successfully logged into Dragon Professional Anywhere, a small interface will appear. This can be moved around the screen to a more convenient location.

The microphone icon on the left-hand side begins with a RED colour to indicate the microphone is off and changes to GREEN when your microphone is on and Dragon is listening for speech.

This can be controlled either by simply clicking the mouse on the coloured microphone icon or using the record button on a handheld microphone, such as the Grundig SonicMic 3, Olympus RecMic or the Philips SpeechMike.

The Blue Dragon icon is used to access the menu of options and to exit the application.

Overview of Command Options :

I Didn't mean to say that! What do I do?

While using Dragon, if you say something that you'd like to change or you stutter, cough, etc, you can very easily remove the text that has just been entered by saying:

 "Delete That" or **"Scratch That"**

Dragon will remove the last block of text that has just been created and you can start again.

How to use Punctuation

Dragon will turn everything you say into text; In order for each sentence to be correctly formatted, dictate punctuation as you speak. Here is a list of commonly used punctuation and what to say for the action to happen:

	Say		**Say**		**Say**
.	Full Stop	!	Exclamation	:	Colon
?	Question Mark	-	Hyphen	,	Comma
(	Open Bracket	)	Close Bracket	\	Back slash
"	Open Quote	"	Close Quote	&	Ampersand
/	Forward Slash	@	At Sign	*	Asterisk

How to Format Text

Once Dragon has entered the text, it is possible to format the text using your voice; for example, you may want to make a heading bold. Simply select the text by saying "select [TEXT]" and then say "make that Bold" the highlighted text will then appear bold.

Here is a list of formatting commands:

|	
• Bold that/Format that bold	Makes the selected text bold
• Italicize that/Format that Italic	Makes the selected text italic
• Underline that/Format that underline	Underlines the selected Text
• All Caps That/format that uppercase	Formats the selected text as all capital letters
• Cap That/Format that Caps	Capitalises the first letter in each word of the selected text

How to Correct Text

If Dragon displays text that is not quite what you said, it can be corrected using the Correct command. It is essential for the continued accuracy of Dragon that this is how words are corrected rather than deleting and typing the words manually.

Step 1 – Say "Correct [TEXT]" and the correction window will appear

Step 2 – Simply say "Choose 1" or "Choose 2" to select the correct words

Step 3 – If the correct word/words are not listed in the options, then say the correct text again and that will be entered into the document in place of the highlighted words
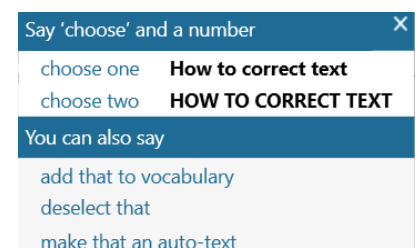
How to Add Words and Abbreviations to your Dragon Vocabulary

Add a New Word:

Dragon contains a vast English dictionary and the accuracy of peoples names, place names, industry terms and product names can be improved by adding new words to your personal Dragon vocabulary.
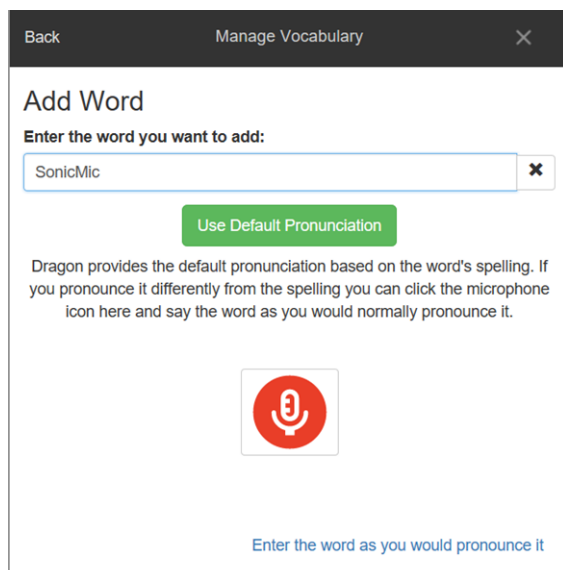
Step 1 – Click on the Blue Dragon icon on the toolbar and select "Manage Vocabulary"

Step 2 – Click on the "+" icon at the top of the window

Step 3 – Enter the new word in the empty field

Step 4 – Click on the microphone icon and say the new word; Dragon will record this and, in the future, will know how you pronounce this word

Step 5 – Click "Confirm" to add the new word

How to Add an Abbreviation:

Dragon allows the creation of abbreviations and saves them in your custom vocabulary; once you have added an abbreviation, you are then able to continue to speak in a natural way and Dragon will enter the full text.

Step 1 – Click on the Blue Dragon icon on the toolbar and select "Manage Vocabulary"

Step 2 – Click on the "+" icon at the top of the window

Step 3 – Click on "Enter the word as you would pronounce it" link

Step 4 – Enter the full spelling of the word in the "Enter the word you want to add" section

Step 5 – Enter the abbreviation as you would say it in the "pronunciation" field

Step 6 – Click the "Save" icon to add the new abbreviation
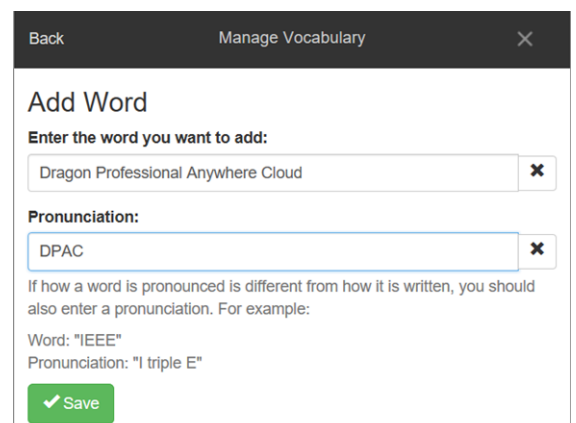
In this example, each time the user says D P A C, Dragon will enter Dragon Professional Anywhere Cloud. It is vital to use capital letters in the pronunciation of your abbreviation so that Dragon knows they are individual letters and not a word.

How to add a Voice Command

By setting up a voice command to control your applications, you can save huge amounts of time when creating documents, emails and repetitive tasks. It is possible for you to choose the name of the command which will select hotkeys within the application, enter Auto text or open documents and applications.

How to create an Auto text Command:

Step 1 - Click on the Blue Dragon Icon on the toolbar and select "Manage Autotext"

Step 2 - Click on the "+" icon on the bottom left-hand side of the window

Step 3 – Enter the name of the command in the "Name" section. This will be what you need to say to activate the command

Step 4 – Enter the text you want to be entered in the "Content" section. You can also copy & paste text from any document into the area

Step 5 – Click the "Apply All" button to save the new voice command

In this example, each time the user says "Insert Test Sentence", the text in the Content field is entered where the cursor is in the active window.

How to Create a "Hot Key" Command:

Hotkey commands allow you to control the active application by replicating a combination of keys on the keyboard. Nearly all applications allow short cuts to options in the menu, such as Ctrl + P, which in most applications will print the document.
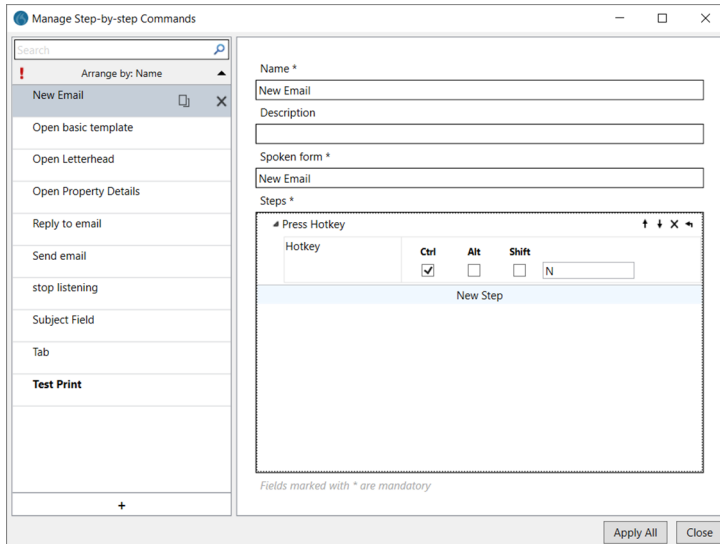
Step 1 – Click on the Blue Dragon icon on the toolbar

Step 2 – Select "Manage Step-by-Step" commands

Step 3 – Click on the "+" icon on the bottom left-hand side of the window

Step 4 – Enter the name of the command in the "Name" section; this will be what you need to say to activate the Hot Keys

Step 5 – Click on "New Step" and select "Press Hotkey" from the list of options

Step 6 – Enter the letter in the window, followed by selecting the box for either Ctrl, Alt or Shift depending on the hotkey you want to use

Step 7 – Click on "Apply to All" to save the new command

In this example, when the user says "New Email" whilst in Microsoft Outlook, a new email will be created.

Useful Hot Key commands for Outlook

When Outlook is the active window, here is a list of useful hot key short cuts that allow you to select frequently used options:

Option	Description	Hot Keys
New Email	Creates a new email	Ctrl + N
Reply to email	Replies to open or selected email	Ctrl + R
Subject Field	Moves the cursor to the "Subject" line in the email heading	Alt + U
Send Email	Sends the active email to the address	Alt + S

Useful Hot Key commands for Word

Option	Description	Hot Keys
New Document	Opens a new blank document	Ctrl + N
Save Document	Saves Document	Ctrl + S

Using Field Tabs

Dragon views the square bracket symbol as a field; this enables you to move around a template or document quickly and easily by using the following voice commands:

Command	Action
First Field	Moves the cursor to the first field
Next Field	Moves the cursor to the next available field
Previous Field	Moves the Cursor to a previously available field

The example shows a basic template for an estate agents property details. The user will be able to dictate the description and details for the property and navigate around the document using the "Next field" command, or the appropriate key on a handheld microphone.

Simply type the closed bracket symbols [] into the required areas of your template and save your template (No space in between the [] symbols).

> Owner Name: []
> Address: []
> Number of bedrooms: []
> Type: [Detached House, Semi, Terraced, Flat]
> Kitchen: []
> Lounge: []
> Bathroom: []
> Bedroom 1: []
> Bedroom 2: []
> Bedroom 3: []
> Bedroom 4: []
> Bedroom 5: []
> Garden: []

Microphone Setting Options

If you are using a handheld USB microphone, the following products are already set up and ready to control the Dragon Professional Anywhere Application:

- Grundig SonicMic 3
- Philips SpeechMike III
- Philips SpeechMike Premium
- Olympus RecMic

You can view and change the settings on the devices by following these steps:

Step 1 – Click on the blue Dragon icon on the toolbar and select "Options"

Step 2 – Select "Microphone Buttons" from the left-hand menu

Step 3 – Your connected microphone will be displayed in the window showing the options associated with each button

Step 4 – Click "Apply All" if you change or disable some of the functions.