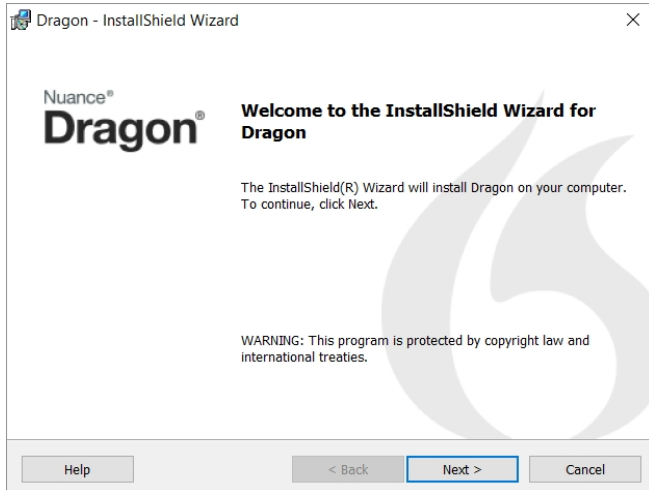# Dragon Home 15 — Quick Start Guide

Install Dragon

1. **Exit any open program**. If an **anti-virus** program is running, turn it off until after the installation ends.
2. Put the Dragon **DVD** into your PC or **open your download file**.
3. Enter the **serial** number found on the DVD sleeve or, for a download, in the email you received.
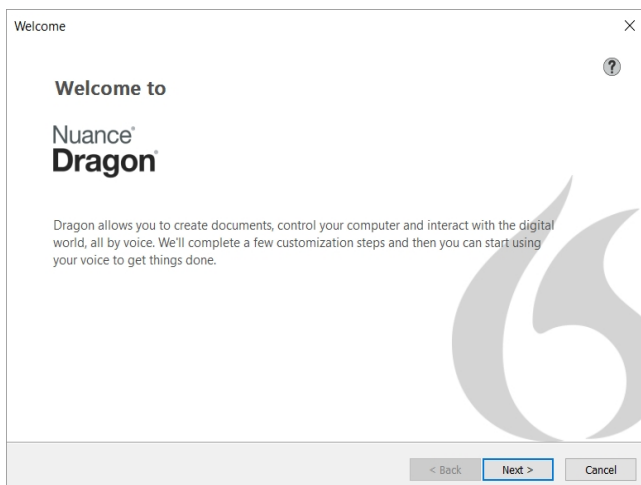
Once installation ends, start Dragon (double-click its icon on the Desktop).

Choose your microphone

If applicable, **connect** your microphone; if you simply use your PC's built-in microphone, Dragon will detect it.

Dragon will list the microphones available to your PC, indicating which one is active. Choose the one to use.
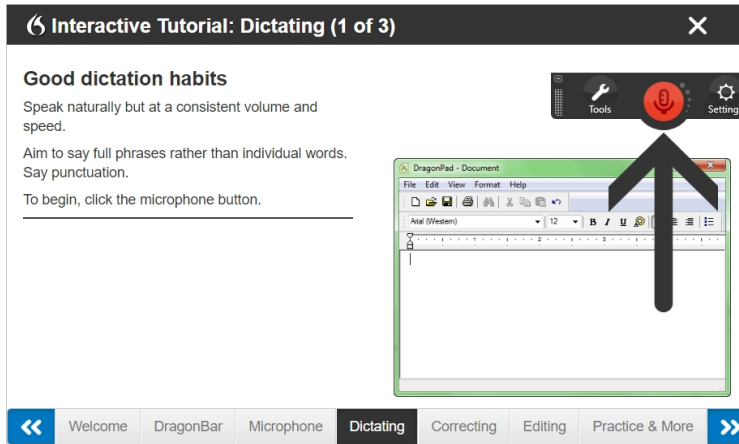
Create a user profile

The first time you start it, Dragon guides you to create the best possible user profile for you.

A profile is a set of files that store information Dragon uses to transcribe what you say, such as how you sound.

Your profile will become more and more precise the more you use Dragon.

For details, click the Help icon on each screen.
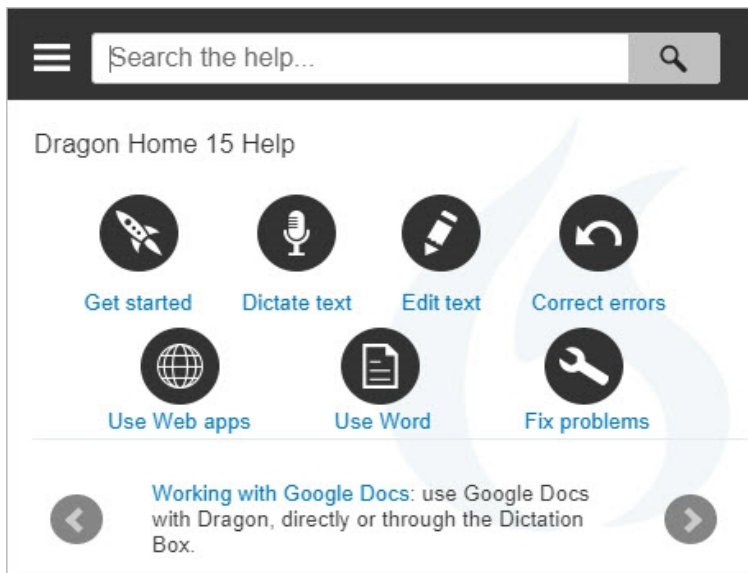
Complete the Interactive Tutorial

These **short progressive simulations** develop essential skills including:

- pausing before and after commands
- changing a hotkey or other setting
- adding a personal word

At any time, you can exit the Tutorial then return through the Help menu.

Open the Help

The Help includes tips and instructions, including troubleshooting and how to use Dragon in various applications.
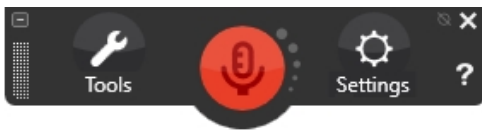
Click the DragonBar's question mark icon () then select **Help Topics**.

Make Dragon listen... or not

On: *Dragon is listening*

Off: *Dragon can't hear anything*

One can control Dragon's microphone by:

- **Clicking its icon** on the DragonBar or System Tray.
- **Pressing its hotkey** (by default, the + on the numeric keypad).
- **Saying commands** such as "Wake up" and "Microphone off."

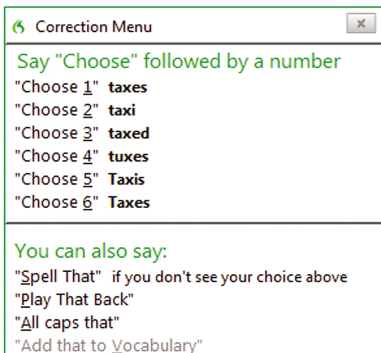Ensuring Dragon listens when desired is an important habit!

Your first dictation

Open Microsoft Word, Notepad, or DragonPad. Make sure the cursor is in the document, turn on the microphone, think of a few sentences then dictate them. Say punctuation (colon, question mark, etc.) and practice the commands "**New paragraph**" and "**New line**".

As you speak, a small icon indicates that Dragon is processing. No need to wait for Dragon to "catch up." Use a natural pace and tone. Speaking in longer phrases gives much better results than halting speech.

Correcting errors

Though you can boost accuracy by personalizing the vocabulary, some errors will occur. Dragon will learn from them if you correct them, which it lets you do several ways.

When Dragon misrecognizes what you just dictated, you can say "**Correct that**." This displays the Correction Menu, which lists alternatives.

If the correct alternative is on the list, choose it.

If not, say "**Spell that**" to open the Spelling window, where you spell or type what Dragon should have written, or modify an almost-correct alternative.

Punctuation

To enter...	You can say...
.	dot | point | period | full stop
!	exclamation point | mark
's	apostrophe ess
(	open paren
)	close paren
"	close quote
@	at sign
+	plus sign
_	underscore
-	hyphen
;	semi colon
&	ampersand
#	hashmark | number sign

Numbers, dates, times, units, prices

To enter...	You can say...
4.2	four point two
$4.50	four dollars and fifty cents
4	numeral four (or say "Spell four")
0.03	zero point zero three
4x4	four by four
4 mm	four millimeters
4º	four degrees
5423	five thousand four hundred twenty three
11/32	eleven over thirty two
781-565-5000	seven eight one five six five five thousand
8:30 PM	eight thirty P M
200 kg	two hundred kilograms
5'3"	five feet three inches
May 15, 2003	May fifteenth two thousand three
Boston, MA 02460	Boston Massachusetts oh two four six oh
1 Wayside Dr.	One Wayside Drive

Sample commands

Say **"What can I say"** at any time to see suggestions. For more commands, see the Help.

To click a button, menu or other item, say its name preceded by "**Click**," e.g. "**Click OK**."

Pause *before and after* commands but *not within* them.

Control the microphone

Go to sleep *or* Stop listening

Wake up

Microphone off

Select text

Select all

Select <*xyz*> | line | paragraph

Select next <*n*> words

Select previous paragraph

Unselect that

Correct Dragon's errors

Correct <*xyz*>

Correct that

Move the insertion point

Insert before | after <*xyz*>

Go to top | bottom | end of line

Go back

Move left <*n*> characters

Page up | down

Move in a list

Move down <*n*>

Press Enter

Press right arrow

Get help

What can I say

Show formatting commands

Give me help

Edit text

Resume with <*xyz*>

Delete <*xyz*> | line | paragraph

Delete last <*n*> words

Scratch that <*n*> times

Backspace <*n*>

Undo that

Cut | Paste that

Show Dictation Box

Spell out

Spell that

Spell <*characters*>, e.g. Spell cap b hyphen 5, Spell space Charlie alpha papa

Add lines and spaces

New line | paragraph

Press Enter, Press Tab key

Tab <*n*> times

Format

Bullet selection, Unbullet that

Bold the previous line

Underline | Capitalize <*xyz*>

ALL CAPS <*word*>

Work with windows

Switch to <*window name*>

List all windows

Minimize window

Show Desktop

Restore windows

Start and close items

Click Start

Start <*name*> (Mail | DragonPad | Microsoft Word...)

Open Control Panel

Close window *or* Press alt F4

Move the mouse
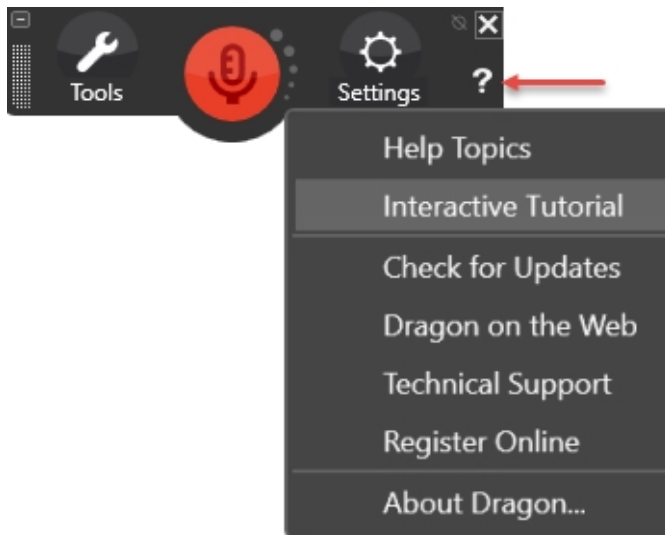
Move mouse up | down | right | left

Slower

Stop

Click the mouse

Mouse click | double-click | right-click

Note: To click a button, menu or other item, say its name preceded by "**Click**," e.g. "**Click OK**."

Learning more

At first, focus on getting used to dictating fluidly and personalizing the vocabulary to include the **unusual words** *you* **need**.

Progressively, you'll use more capabilities. Explore **tools** and **settings** as needed.

You can always:

- say "**What can I say**"
- search the Help with a direct command such as "**Search Help for hotkey options**"
- click the **?** icon and return to the Tutorial

Resources on the Web include the latest hardware, support and notes. See www.nuance.com/dragon.