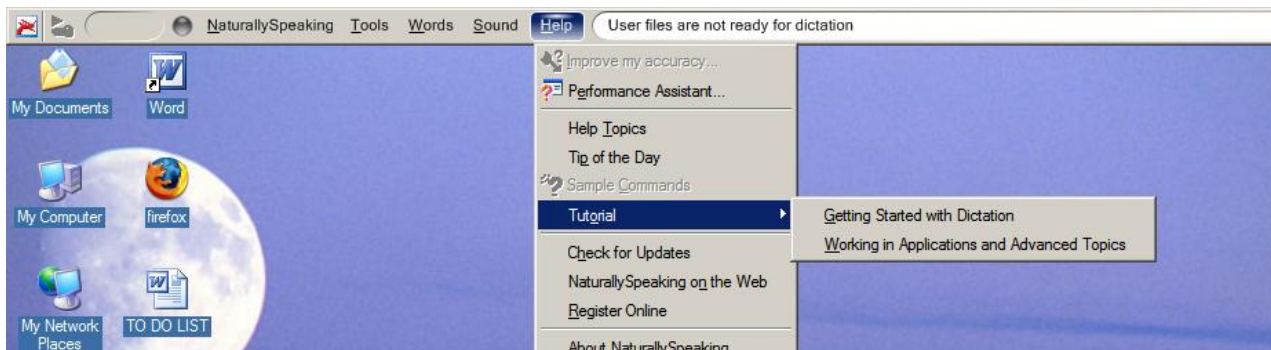


## Tipsheet – Dictation with Dragon Naturally Speaking 9

Before starting dictation you must complete the training process to develop your own voice file. If you have not done this, refer to the **Getting Started Guide – Dragon Naturally Speaking 9.0**.

The easiest way to complete the voice training and develop your own voice file is to work through the **Tutorial** available in the **Help** menu on the DragonBar.



The interactive tutorial is easy to follow and gives you a chance to practice before moving onto the next step in your training. The tutorial refers to the Dragon Naturally Speaking Word processing program **DragonPad**, which can be found in the **Tools** menu but it can also be done using **Microsoft Word**. Open both the Dragon Bar and Word, then start the tutorial. It takes about 40 minutes to complete the tutorial.

Below are tips for successful dictation. These tips do not include the information covered on the tutorial. The page numbers provided refer to the relevant section in the **Dragon Naturally Speaking 9 User's Guide**.

1. Pronounce your words **clearly, distinctly** and at an **even volume**. Voice recognition does not get better if you speak louder, slower, or with more inflection. In fact, it will get worse.
2. Keep your mouth moist by taking sips of liquid. A straw will allow you to drink without disturbing the microphone.
3. A mirror may help you to adjust the position the microphone correctly and consistently.
4. If the computer does not recognize the commands **Go to sleep** or **Wake Up**, try the commands **Stop listening** and **Listen to me**. These commands may work better for you.

5. Learn to correct mistakes using your voice. This is important because the computer learns how you pronounce words when you make the corrections by voice. The computer will more likely choose the correct word the next time you say it. (Page 53)
6. Pause briefly before you start a command, speak continuously through the command then pause again. If you do not, the computer will understand it as dictation and put the words into your text.
7. If your cursor is not blinking in your document, you cannot dictate text. **Dictation not available here** will be written on the right half of the Dragonbar. Click the mouse in your document and then you can start dictating.
8. Playing back dictation in a document can occur in several ways: 1) using playback or 2) using text-to-speech. For text-to-speech an electronic voice reads a highlighted section. After dictating a couple of sentences, say **Select All** and then say **Read that** (page 74). When using playback, the command, **Play that back** (page 69), starts a recording of your voice reading the selected text. Both of these commands can be found by clicking **Sound** on the Dragon Bar.



9. Use the **Help** menu on the DragonBar or the manual to learn more about Dragon Naturally Speaking. The **Help** information can be read to you by selecting the text and then saying **Read that**.

**Contact AT-BC to discuss problems or arrange training 604-264-8295**