

## Guide to Getting Started - Dragon NaturallySpeaking v. 9

Dragon NaturallySpeaking 9.0 on your computer has been tested by AT-BC staff. When you open Dragon NaturallySpeaking for the first time, an “open user” dialogue box will appear, containing the tester’s voice files. You **cannot** use those voice files.

**\*\*You must go through a training process to make your own voice file.\*\***

The directions below can be used to train your own voice files. The page number of the Naturally Speaking manual is included if you require more information on a particular step. This process will take about 20 minutes.

1. **Plug in your headset** to your computer. The headset will plug into any **USB** plug-in on your computer.
2. **Open** Dragon NaturallySpeaking by **double-clicking** on the **Dragon** NaturallySpeaking icon on the desktop.
3. The DragonBar (shown below) appears at the top of your screen. Click **cancel** in the “open users” dialogue box.



4. Click once on **NaturallySpeaking** on the **DragonBar** and a drop-down menu will appear. Click **Manage Users**.
5. Click the **New** button and type your name using the keyboard. (Page 14)
6. Look at the line **Dictation Source** just below your name. That line should say **USB microphone**. If it does not, click the down arrow on the right, select **USB Microphone**, and click once. Now USB microphone should be selected as the **Dictation Source**. (Page 14)
7. Click **Next**. A window may pop up identifying the specific microphone you are using. You can find the specific name of your microphone on the small box attached to your microphone cord (the one closest to the USB plug). That name should be **highlighted** in the window. If it is **not highlighted**, go back to **step 5** and make sure **USB Microphone** is the **Dictation Source**. Also make sure your headset is plugged in properly. Then continue.
8. Click **Next**. Put your headset on and adjust the placement of the microphone as in the diagrams (Just to the side of your mouth and a thumb’s width away from your cheek). Click **Next**. (Page 16)
9. Start the **Volume Check** by clicking on the **Start** button. Start reading the text in a normal speaking voice. (Page 18)

10. The computer will beep when the volume check is complete and a line will appear stating that the volume check has been adjusted successfully. If that beep is too loud or soft for you, adjust the volume on the in-line **volume adjustment** on your headphone cord or click on the **speaker icon** at the bottom right side of your computer screen. Either one should allow you to adjust the volume of your headset. Click **Next**.

If the volume check is not successful, it is most likely that the microphone you are using has not been selected. Click the **Back** button which will take you to the beginning. Make sure the correct microphone has been selected. Try the volume check again. Click **Next** if you pass the Volume Check.

11. Quality Check. Click the **Start** button and read the text. If it states "You have successfully finished audio setup", click **Next**. (Page 18)

12. **Click Go**. Read the two short lines in the Windows. Notice the arrow indicates where you are to start reading. (Page 18)

13. Choose one of the stories and read the selected passage. When you click **Finish** at the end of the reading, your training is complete. (Page 19)

14. Click **Start** in the next window. The program will analyze your writing style by scanning any documents saved on your computer. **Click Next** when it is finished. (Page 19)

15. You now have your own voice files. The next window that comes up gives you the choice of starting the tutorial, or starting dictation. If you would like some basic training on the use of Dragon, click **Okay** to start the tutorial

If you choose to start the Tutorial later, it can be found by clicking "Help" on the DragonBar. (Page 22)

16. You can now delete the tester's voice files by clicking **NaturallySpeaking** on the **Dragon Bar**, and then click **Manage Users**. Highlight the tester's files and click **delete**. Your voice files will be the only ones left. The next time you start up Dragon NaturallySpeaking, your voice files will automatically load and you will only need to click the microphone icon on the left side of the Dragon Bar and you can start using your voice to input information. (Page 24)

Congratulations. You are ready to begin dictating.

**Contact AT-BC for further hands-on training. 604-264-8295**