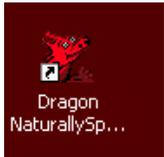




Dragon Naturally Speaking

Adaptive Technology Lab - FAQs.



Q. What is Dragon NaturallySpeaking?

A. Dragon NaturallySpeaking is a dictation/transcription software. Dragon NaturallySpeaking allows users to speak to the computer instead of typing. Dragon NaturallySpeaking may be used to:

- Create text documents
- Send emails
- Use the Web
- Start programs and open menus
- Create text documents from previously-created dictated audiotapes

Q. Who uses Dragon NaturallySpeaking?

A. The typical Dragon NaturallySpeaking user is someone who prefers to dictate rather than type documents due to temporary or longterm difficulty typing that may have a variety of causes.



Q. What equipment is required to use Dragon NaturallySpeaking?

A. A headset with microphone is necessary to dictate and listen to Dragon NaturallySpeaking.

To setup the headphone and microphone:

Plug in, put on, and position your microphone.



Q. What if the volume is too low or too loud?

A. Check and adjust volume to desired loudness using the volume icon on the lower right-hand menu. Be sure that the "Mute" box is un-checked.

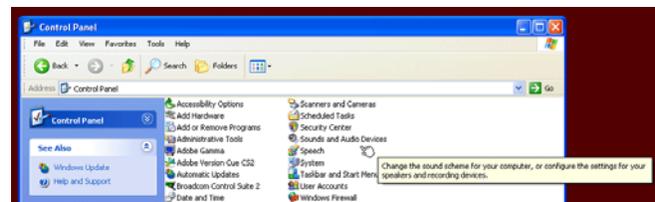


Q. What if there is no sound?

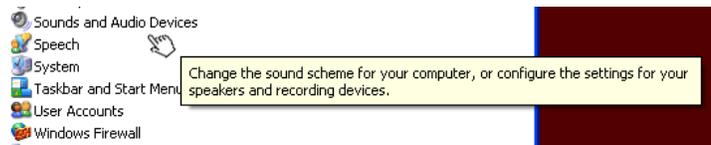
A. Ensure that audio is turned on by either choosing: My Computer -> Control Panel -> Sounds and Audio Devices, or by using the lower right-hand menu on the computer screen and click on the sound icon.



My Computer ->



Control Panel ->



Sounds and Audio Devices.

Or...

Click on the lower right-hand menu volume icon,



adjust the volume level,





make sure the Mute box is un-checked.



Q. What if I am using Dragon NaturallySpeaking for the first time?

A. For maximum efficiency, a user profile must be setup for each individual. When Dragon NaturallySpeaking is launched and a specific user isn't chosen, Dragon speaks "The Audio Setup Wizard has not yet been successfully run for this user. Dragon NaturallySpeaking will give you the opportunity now."

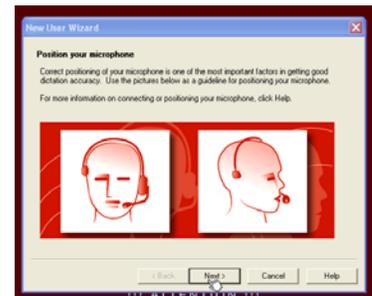
Click OK.



You must be sure to save your Dragon NaturallySpeaking user profile with the machine thawed. A User Assistant is necessary to thaw and return the computer to a frozen state. Ask a User Assistant for help before beginning your user profile.

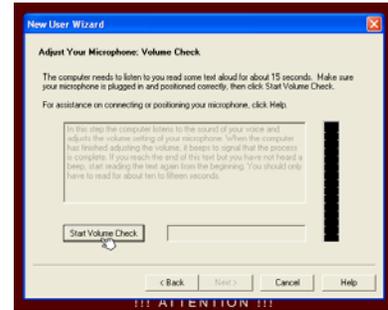
The **New User** Wizard prompts the user through each setup step:

Position your microphone,





Perform volume check - read a few words of text,



Perform quality check - read a few words of text,



Choose Finish, Start the Tutorial, See What's New, or Start Dictation.



Q. How do I launch Dragon NaturallySpeaking using the mouse?

A. Find the Dragon NaturallySpeaking icon.



Double click on the Dragon NaturallySpeaking icon.

Q. How do I launch Dragon NaturallySpeaking by voice?

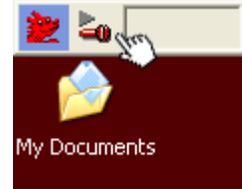
A. Launch Dragon NaturallySpeaking by speaking the command "Start Dragon NaturallySpeaking." Dragon NaturallySpeaking speaks that the program is ready.



Q. How do I activate the microphone using the mouse?

A. Double click on the Dragon NaturallySpeaking microphone icon, either on the Dragon Bar at upper left, or on the lower right menu bar.

DNS microphone icon at upper left



DNS microphone icon at lower right



Q. How do I stop recording using the mouse?

A. Double click on the Dragon NaturallySpeaking microphone icon, either on the Dragon Bar at upper left, or on the lower right menu bar.

Q. How do I activate the microphone by voice?

A. Say "**Wake up**" or "**Listen to me**" to activate the microphone.

Q. How do I stop recording by voice?

A. Saying "**Go to Sleep**" or "**Stop listening**" temporarily deactivates the Microphone. "**Microphone off**" turns the microphone off.

Q. How do I know whether the microphone is on or off?

A. View microphone status on the DragonBar at upper left.

Microphone on





Microphone off

Q. Can I use Dragon NaturallySpeaking with another program?

A. Dragon NaturallySpeaking may be used with adaptive technology and general programs. Be sure that duplicate capabilities in multiple open programs, such as speech functions, are turned off in one program in order to avoid audio conflicts.

Q. How do I launch DNS and another program using the mouse?

A. Double click on the Dragon NaturallySpeaking icon to launch Dragon, then double click on the icon of the secondary program you wish to use.

Q. How do I launch DNS and another program by voice?

A. Launch Dragon NaturallySpeaking and a secondary program by speaking the command "Start" and the program name exactly as it appears on the menu or submenu of the Start menu, i.e., "Start Internet Explorer."

Q. How do I open folders and documents by voice?

A. Open folders and documents by speaking the command "Start" and the folder or document name exactly as it appears on the menu or submenu of the Start menu, i.e., "Start Assignment One dot doc."

Q. How do I switch between programs by voice?

A. Switch between programs by speaking the command "Switch to" and the name of the open program as it appears in the title bar, i.e., "Switch to Internet Explorer."

Q. How do I open and close menus by voice?

A. Open and close menus by speaking the name of the menu, i.e. "File". If the menu does not open, say "Click" and the menu name, i.e., "Click File."

Q. How do I Select buttons, tabs, and options by voice?

A. Select buttons, tabs, and options by speaking the name of the item or saying "Click" and the name of the item, i.e., "Click Toolbar."



Q. How do I use Dragon NaturallySpeaking to create documents?

A. Launch the program(s), using the mouse or by voice. Navigate through program menus and files, as described above. Dragon NaturallySpeaking types each letter or word one you have launched the program.

Q. How do I save Dragon NaturallySpeaking documents?

A. Save a previously-unsaved document by speaking "Save changes" and dictating a file name, i.e., "Save changes assignment one dot doc." Save a previously-saved document by speaking "Save changes." Close a document by speaking "Close File" or "Close Document."

Please be sure to save all your documents to your own personal external storage device (CD, floppy disk, or Flash drive). You may save your documents temporarily to the T drive: double click on My Computer > Temporary Storage (T:). Please note that the desktop gets wiped clean of personal documents on reboot. The T drive gets wiped from time to time, unannounced. It is recommended that you save all your documents to a personal device to ensure access to your completed work.

Q. How can I learn more about Dragon NaturallySpeaking?

A. You may access Dragon NaturallySpeaking help from the program Help menu. Please ask at the User Assistant office located at the computer lab facility Church Street entrance if you would like further help.

Dragon Bar Help menu



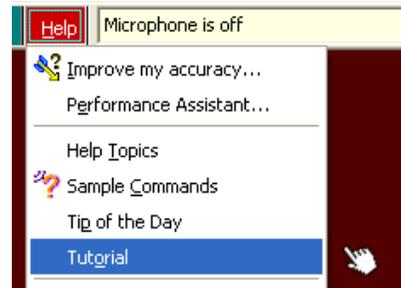
Dragon Bar Help menu -> topics





Q. Are there Dragon NaturallySpeaking tutorials?

A. Tutorials are available under the Dragon Bar Help menu.



Dragon Bar Help menu -> tutorials

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