



DRAGON

Dictate 1.1

*Using DragonDictate® TalkTo™ PerfectOffice™
and DragonDictate for Windows Starter Edition*

User's Guide

First edition 1994

This publication may not include some last-minute technical changes and/or revisions to the program. Changes are periodically made to the information described here. These changes will be incorporated in future editions of this manual. For last-minute changes that did not get incorporated in this edition, refer to the README file included in your program.

Dragon Systems may have patents or pending patent applications covering subject matter in this document. The furnishing of this document does not give you any license to these patents. You can send license inquiries, in writing, to Director of Marketing, Dragon Systems, 320 Nevada Street, Newton, MA 02160.

© Copyright Dragon Systems, Inc., 1986-1994

All rights reserved.

No part of this manual or software may be reproduced in any form or by any means, electronic or mechanical, including photocopying, recording, or by any information storage and retrieval systems, without the express written consent of Dragon Systems, Inc.

Dragon Systems and DragonDictate are registered trademarks and Talk^ÔTo is a trademark of Dragon Systems, Inc.

Borland, Paradox, and Quattro are registered trademarks of Borland International, Inc.

Sound Blaster 16 is a trademark of Creative Labs, Inc.

IBM is a registered trademark of IBM Corporation.

ProAudio Studio is a trademark of Media Vision.

Microsoft and MS-DOS are registered trademarks and Windows is a trademark of Microsoft Corporation.

Novell, WordPerfect, and WPWin are registered trademarks of Novell, Inc. within the United States and other countries. Envoy, GroupWise, InfoCentral, PerfectOffice, Presentations, and Visual AppBuilder are trademarks of Novell Inc. worldwide.

Contents

Chapter 1 About DragonDictate	1
DragonDictate Talk ^{OT} To PerfectOffice	1
What Chapters of This Book Apply to You	2
DragonDictate for Windows Starter Edition	2
What Chapters of This Book Apply to You	2
Supported Applications in Standard Office	3
Supported Applications in Professional Office	3
Who Should Read This Manual	4
Document Conventions	4
Chapter 2 Working with DragonDictate	5
What's in This Chapter	5
Lesson 1 (Optional): Starting DragonDictate	6
Lesson 2: Working with the VoiceBar	7
Commands	8
Turning the Microphone On and Off	9
Lesson 3: Running WordPerfect for Windows by Speech	11
Why Correcting Mistakes Is Important	12
Correcting Errors with the Word History	14
Copying the WordPerfect Program Icon	18
Changing the Name of the Program Icon	20
Starting WordPerfect	22
Opening a Document	26
Cutting and Pasting Text	31
Saving and Printing the Document, and Exiting WordPerfect	36

DragonDictate User's Guide

Lesson 4: Saving User Files	41
When Not to Save User Files	41
When to Save User Files	41
Lesson 5 (Optional): Exiting DragonDictate by Speech	43
Chapter 3 DragonDictate Basics	47
Creating Users	47
Running the Tutorial	48
Running Quick Training	49
Correcting Command Mistakes	51
Moving to the Incorrect Word	52
Getting Help	53
Chapter 4 Dictating Text	55
Starting and Exiting Applications	55
Starting an Application	55
Exiting an Application	56
Adding an Application	56
Using Dictation Command Words	56
Correcting Mistakes in Dictate Mode	58
Correcting Mistakes with the Choice List	58
Correcting Previous Mistakes	63
How to Correct Mistakes with the Word History	64
How to Correct Multiple Word Mistakes	65
Dictating Text in Microsoft Write	68
Why Correcting Mistakes Is Important	69
Starting Write	71
Using Dictate Mode and Command Mode	75

Contents

Beginning the Document	77
Correcting Dictation Errors in the Choice List	78
Dictating the Salutation	80
Correcting Dictation Errors with the Word History	83
Dictating the Rest of the Document	86
Saving and Printing the Document, and Exiting Write	100
Saving User Files	104
Working with WordPerfect for Windows	106
Copying the WordPerfect Program Icon	108
Changing the Name of the Program Icon	110
Starting WordPerfect	112
Correcting “Bring Up” or “WordPerfect” if DragonDictate Didn’t Recognize It	113
Inserting a Picture	115
Creating the Company Name and Address	119
Inserting a Date Code	129
Entering a Salutation	130
Closing the Letter	131
Changing the Text Font	134
Saving and Printing the File, and Exiting WordPerfect	135
Chapter 5 Working with Microsoft Windows	139
Managing the Windows Desktop	140
Opening Application Windows	140
Closing Application Windows	141
Minimizing Application Windows	141
Maximizing Application Windows	141
Restoring Application Windows	142

Resizing Application Windows	142
Moving Application Windows	142
Switching between Application Windows	143
Opening Program Manager Windows	144
Closing Program Manager Windows	145
Maximizing Program Manager Windows	145
Minimizing Program Manager Windows	145
Restoring Program Manager Windows	145
Resizing Program Manager Windows	146
Moving Program Manager Windows	146
Arranging Program Manager Windows	147
Navigating in Windows	147
Navigating with Arrow Movement Commands	147
Navigating with Mouse Movement Commands	148
Selecting and Moving Objects	150
Selecting Objects	150
Moving Objects	150
Working with Menus	152
Opening a Menu	152
Choosing Menu Commands	152
Working with Dialog Boxes	153
Chapter 6 Managing Vocabularies	155
DragonDictate Vocabularies	155
The System Vocabulary	156
Tracking Phrases	156
Finding Words	159

Contents

Adding Words	160
Modifying Words	163
Copying or Moving Words	166
Training Words	167
Deleting Words	168
Using the Vocabulary Manager	169
Opening Vocabularies and Groups	170
Adding Groups	171
Training Vocabularies and Groups	171
Deleting Vocabularies and Groups	172
Exporting and Importing Vocabularies	172
Chapter 7 Fine-Tuning DragonDictate	175
Running DragonDictate Hands Free	175
Copying the DragonDictate Icon	176
Changing to Hands Free Operation	176
Changing Startup Characteristics	178
Changing Dictation Behavior	179
Changing Choice List Characteristics	180
Changing VoiceBar Characteristics	181
Adding and Using Hot Keys	182
Customizing the Vocabulary Manager	183
Changing User Characteristics	184
Chapter 8 Working with Users	185
Creating Users	185
Switching Users	187
Closing Users	188

Deleting Users	189
Restoring Users	190
Chapter 9 Automating Tasks with Macros	193
Creating Macros	193
What Does the Macro Do?	194
Where Does the Macro Belong?	194
What's the Macro Name?	194
Sample Macros	195
Creating Simple Dictation Macros	195
Making Appointments with Calendar	196
Entering Blocks of Text	198
Appendix Troubleshooting	201
Installation	202
Which Microphones to Use with Sound Cards	203
Microphones and Sound Cards	204
Using the Attenuator with the Primo Microphone and Windows Sound System Card	207
Using the M-ACPA Card	208
Removing Multimedia Drivers for the IBM M-ACPA Card	213
Adjusting Sound Out for Speakers	214
Starting Applications if You Change the Name of the Program Group	216
Managing Memory	216
Dictating	217
If You Can't See the VoiceBar	217
Using DragonDictate with Other Application Programs	218
Advanced Performance	222

Contents

Quick Reference	225
Basic Tasks	225
Basic Task, Starter Edition Only	225
Always Active Commands	226
Always Active Command, Starter Edition Only	226
Global Commands	226
Global Commands, Starter Edition Only	226
Windows Commands	227
Arrow Movement Commands	227
Mouse Movement Commands	228
Symbols and Punctuation	229
Numbers	229
Numbers, Starter Edition Only	229
Keys	230
Correction Commands	230
Alpha-Bravo Words	231
Dictation Commands, Starter Edition Only	231
Index	233

Chapter 1

About DragonDictate

Welcome to DragonDictate[®] Talk^ÔTo[™] PerfectOffice[™] and the DragonDictate for Windows Starter Edition, speech-recognition products that let you run commands simply by speaking into a microphone. This guide tells you how to use both products.

DragonDictate Talk^ÔTo PerfectOffice lets you control Microsoft[®] Windows[™] by speech. Besides letting you control Windows by speech, the DragonDictate for Windows Starter Edition lets you dictate text into your applications.

DragonDictate Talk^ÔTo PerfectOffice

DragonDictate Talk^ÔTo lets you use *speech commands* to navigate in Windows and work with Windows applications, like WordPerfect[®] for Windows.[™] (*Speech commands* are words or phrases you say to start or carry out actions.)

Instead of using your mouse or keyboard, use speech to

- n start an application
- n open a document
- n move within a document
- n cut, paste, and copy text in a document
- n work with menus and dialog boxes
- n save and print a document

DragonDictate Talk^ÔTo comes with *vocabularies*. Vocabularies are collections of speech commands for Windows tools (like File Manager), Windows accessories (like Calculator), or Windows applications (like WordPerfect for Windows). For example, the WordPerfect 6.1 vocabulary contains all the speech commands you can say when working with WordPerfect 6.1 for Windows.

What Chapters of This Book Apply to You

If you have DragonDictate Talk^ÔTo PerfectOffice, all the chapters of this book apply to you except for Chapter 4, "Dictating Text." You need the DragonDictate for Windows Starter Edition to dictate text. Contact WordPerfect for more information about purchasing it.

Note Refer to your WordPerfect documentation for the WordPerfect phone number and the Starter Edition order number.

DragonDictate for Windows Starter Edition

The Starter Edition works exactly like Talk^ÔTo, but adds dictation features. Besides letting you run commands, the Starter Edition also lets you dictate text in your favorite Windows applications, like WordPerfect and Borland[®] Quattro[®] Pro for Windows.

If you're a lawyer who dictates legal data, a doctor who enters patient records into a database, or a business professional who finds typing difficult, the DragonDictate Starter Edition makes it easier to get your work done.

The Starter Edition comes with a dictation vocabulary of 5,000 words, letting you do all your work in Windows by speech.

Note Contact WordPerfect for more information on purchasing the Starter Edition. Chapter 2 of the *DragonDictate Getting Started Guide* tells you how to install it. Chapter 3 of the *DragonDictate Getting Started Guide* tells you how to upgrade to the Starter Edition if you have already installed Talk^ÔTo.

What Chapters of This Book Apply to You

If you have the DragonDictate for Windows Starter Edition, all the chapters of this book apply to you. In particular, refer to Chapter 4, "Dictating Text."

Supported Applications in Standard Office

DragonDictate Talk[®]To PerfectOffice and the DragonDictate for Windows Starter Edition work with most Windows applications.

You can use DragonDictate with any WordPerfect for Windows product, including the following applications that come with WordPerfect Standard Office:

- n WordPerfect[®] 6.1 for Windows,[™] a word processor
- n WordPerfect Presentations[™] 3.0 for Windows, a presentation graphics package
- n Borland[®] Quattro[®] Pro 6.0 for Windows, a spreadsheet program
- n WordPerfect InfoCentral[™] 1.1, a personal information manager
- n WordPerfect Envoy[™] 1.0a, an online viewer
- n Novell[®] GroupWise[™] 4.1 QuickLook, an electronic mail package

Supported Applications in Professional Office

DragonDictate Talk[®]To PerfectOffice and the DragonDictate for Windows Starter Edition work with most Windows applications.

WordPerfect Professional Office includes all the applications that come with WordPerfect Standard Office. DragonDictate supports the following additional applications that come with WordPerfect Professional Office:

- n Borland Paradox[®] 5.0 for Windows, a database program
- n Visual AppBuilder[™] 1.0, a development tool

Who Should Read This Manual

Dragon Systems assumes you're already familiar with DOS and Microsoft Windows. If you need help using Windows, refer to the *Microsoft Windows User's Guide*.

Dragon Systems strongly recommends that you first refer to the *DragonDictate Getting Started Guide*, which describes installing DragonDictate Talk^{OT} to PerfectOffice or the DragonDictate for Windows Starter Edition, running the online Tutorial, and running Quick Training.

Then do the lessons in Chapter 2 of this manual. It's the ideal way to begin learning DragonDictate.

Document Conventions

While you can speak to DragonDictate to do any task, completely hands-free use of DragonDictate is optional: you may prefer to use your keyboard or mouse. For that reason, most procedures in this book show you how to perform a task by speaking, or by mouse and keyboard.

Following are the typographical conventions you'll find in this guide:

When you see	It means
@ Say Move Up	Say the words "move up" without pausing between words.
@ Say Bring Up, then say Notepad	Say the words "bring up" without pausing between words, then say the word "Notepad."
☞ Click OK	Use the mouse to click the OK button.
☞ Press Ctrl+Esc	Simultaneously press the Control and Escape keys.
☞ Type C:\	Type the characters "C:\".
<i>icon name</i>	Replace <i>icon name</i> with the name that appears on the icon label.
Move left <i>n</i>	Replace <i>n</i> with a numeric value.

Chapter 2

Working with DragonDictate

With DragonDictate installed, it's time to learn more about it. This chapter has lessons that you can go through at your own pace.

The lessons in this chapter, particularly Lesson 3, are written for DragonDictate Talk^{OT}o PerfectOffice. Refer to chapter 4 if you have the DragonDictate Starter Edition, which lets you dictate text in Windows applications.

Note Dragon recommends that you run Quick Training. It improves speech recognition, making DragonDictate easier to use. Refer to “Running Quick Training” in chapter 2 of the *Getting Started Guide* or chapter 3 of this online *User's Guide*.

What's in This Chapter

The following lessons help you to get up and running with DragonDictate.

- n Lesson 1 (Optional): Starting DragonDictate
- n Lesson 2: Working with the VoiceBar
- n Lesson 3: Running WordPerfect for Windows by Speech
- n Lesson 4: Saving User Files
- n Lesson 5 (Optional): Exiting DragonDictate by Speech

Lesson 1 (Optional): Starting DragonDictate

Follow the steps below to start DragonDictate.



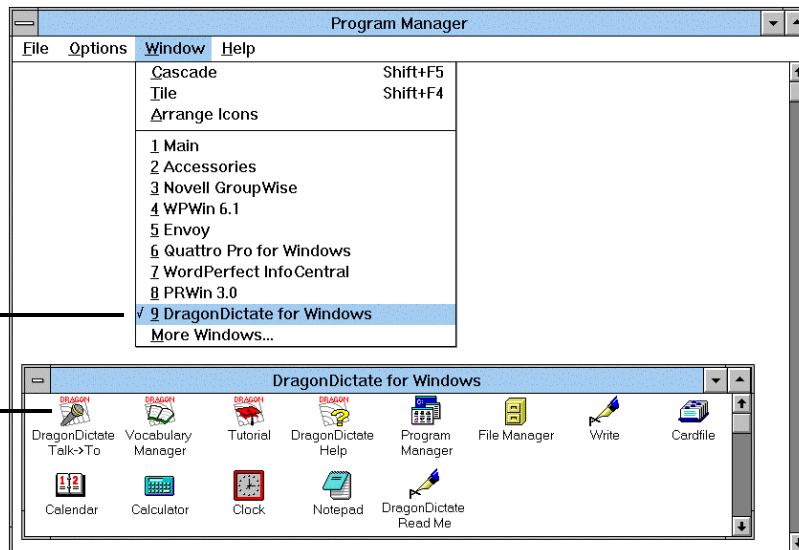
This lesson takes less than 5 minutes to complete.

Note You can't start DragonDictate by speech. If you want DragonDictate to start up automatically when you start Windows, refer to Chapter 7, "Fine-Tuning DragonDictate," in this *User's Guide*.

- 1 Start Windows.
- 2 Double-click the DragonDictate icon in the DragonDictate for Windows Program Group.

If you don't see the DragonDictate for Windows program group, choose DragonDictate for Windows from the Window menu. (If DragonDictate for Windows is not on the menu, choose More Windows, then choose DragonDictate for Windows.)

Double-click the DragonDictate icon.



Wait a few moments for the program to start up. Then the VoiceBar appears. That's all there is to it!



Note Make sure you're the current user if more than one person uses DragonDictate on your computer. For details, refer to Chapter 8, "Working with Users," in this *User's Guide*.



This lesson takes less than 10 minutes to complete.

Lesson 2: Working with the VoiceBar

There are four parts to the VoiceBar, DragonDictate's main window.

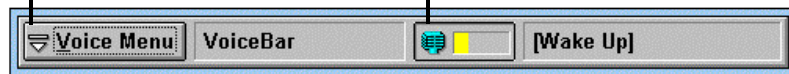
- n Voice Menu button
- n Active group field
- n Microphone button
- n Last word field

Clicking the Voice Menu button lets you choose menu commands. Then you can access the different parts of DragonDictate, including Tools, Options, and Help.

Clicking the Microphone button turns the microphone on and off.

Voice Menu Button
Click to select options from the Voice Menu.

Microphone Button
Click to turn the microphone on and off.

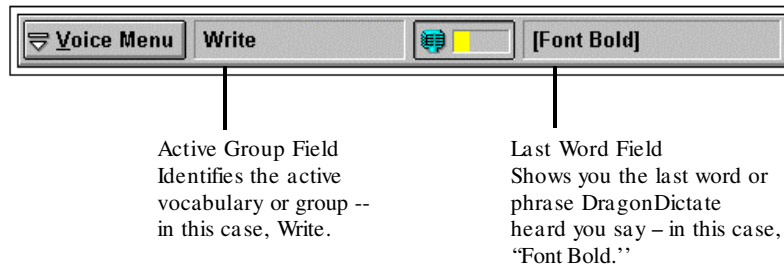


When the microphone is on, the two fields on the VoiceBar display information.

The active group field shows you the currently active vocabulary or group. The active vocabulary or group is usually for the current application you're using or the current dialog box on the screen. This active vocabulary or group usually includes commands that DragonDictate recognizes right now.

For example, as shown below, the Write vocabulary is currently active. It contains some commands that DragonDictate will recognize, including "Font Bold." Refer to Chapter 6 of this online *User's Guide* for more details about managing vocabularies.

If you speak a word during the current DragonDictate session, the last word field shows you the last word or phrase that DragonDictate recognizes, for example, "Font Bold."



Commands

A *command* is a word or phrase you say that lets you control Windows and Windows applications. All commands are enclosed in brackets, []. That's way [Font Bold] appears in brackets.

For example, when you say "Font Bold," you tell Write to change all the following text you type to bold.

You'll learn more about commands in lesson 3.

Turning the Microphone On and Off

The VoiceBar should be up and running. Refer to Lesson 1 in this chapter if you need to start DragonDictate.

Click this button to turn the microphone on or off.



- 1 If the microphone isn't on
 - Click the microphone button.
 - Or press the + key on the numeric keypad.
- 2 To turn off the microphone, repeat step 1.

While the microphone is on, DragonDictate is listening for your speech.

The microphone icon changes color (to light blue, on a color monitor) when you turn it on. Also, the button is pressed in when you turn on the microphone.



You can also tell the microphone is on by viewing the volume meter, which flickers as DragonDictate recognizes speech or picks up noise.

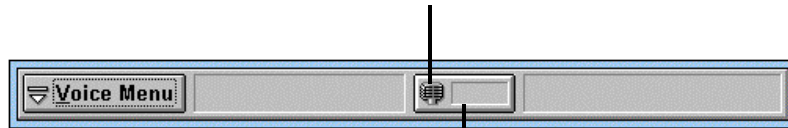
When to Turn the Microphone Off

Turning the microphone off lets you keep DragonDictate running while you use the mouse or keyboard to work in Windows. You may also want to turn off the microphone if you want to keep DragonDictate running while you go to a meeting, when someone walks into your office, or while you talk on the phone.

Turn on the microphone when you're ready to speak to DragonDictate again.

Note You can also use the keyboard and mouse while the microphone is on.

The microphone icon changes color (to gray, on a color monitor) when you turn it off. Also, the button is pushed out, not pressed in, when the microphone is off.



You can also tell the microphone is off because the volume meter doesn't register sound.



This lesson takes about 30 minutes to complete.

Lesson 3: Running WordPerfect for Windows by Speech

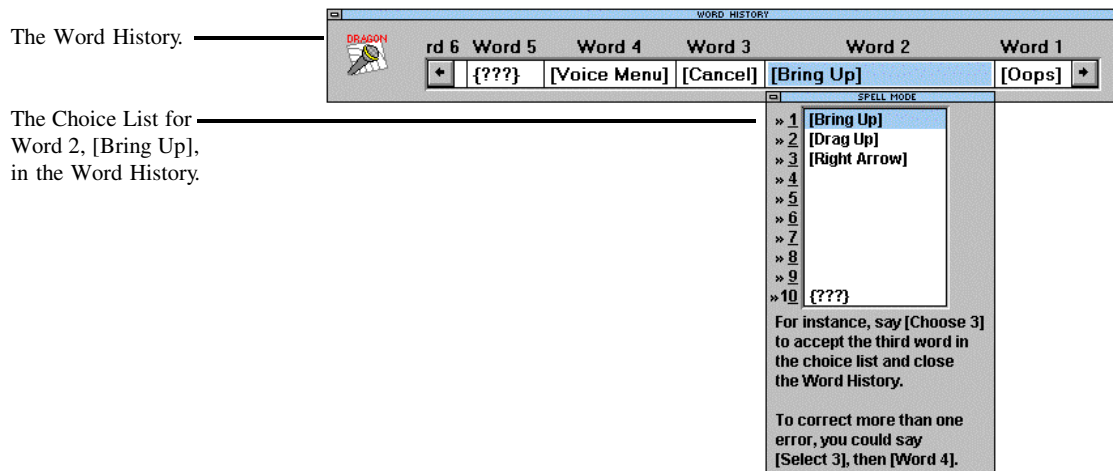
In this lesson, you learn the basics about controlling a Windows application -- in this case, WordPerfect for Windows -- by speech.

- n Why correcting mistakes is important
- n Correcting errors with the Word History
- n Copying the WordPerfect program icon
- n Changing the name of the program icon
- n Starting WordPerfect
- n Opening a document
- n Cutting and pasting text
- n Saving and printing the document, and exiting WordPerfect

Why Correcting Mistakes Is Important

When you speak to DragonDictate, DragonDictate does its best to recognize what you said so it can carry out your commands. But there are times when DragonDictate makes a mistake. When it does, you must correct the mistake.

Correcting mistakes is important, because it helps DragonDictate to recognize *your* speech. When you correct a mistake that DragonDictate makes, you improve DragonDictate's ability to recognize the word the next time you say it.



The Word History and Choice List

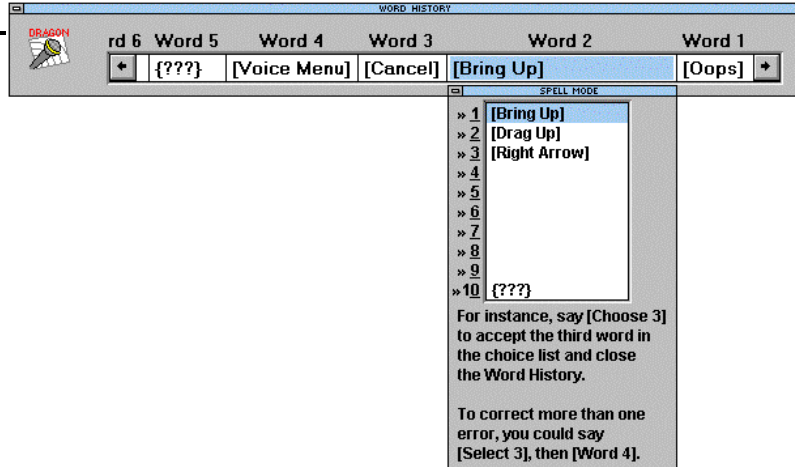
In this lesson, you use the *Word History* and *Choice List* to correct speech-recognition errors.

The *Word History* is a correction window that includes up to the last 12 words you said. You open the Word History by saying "Oops" or pressing the minus key on the numeric keypad.

Each word in the Word History has a *Choice List*. For example, as shown above, the Word History displays the Choice List for Word 2, [Bring Up]. The Choice List is a window containing a list of "best guesses," representing what DragonDictate thinks you said, starting with the most likely choice (choice 1).

The Word History.

Say Word 3 to move to the Choice List for "Cancel."



You can move to other words in the Word History if you need to correct them. For example, say "Word 3" to move to the Choice List for "[Cancel]." Or click the word "[Cancel]" under Word 3.

The Three Question Marks on the Choice List

The tenth choice on the Choice List displays three question marks, {???}. Say "Choose 10" to reject (erase) a word you don't want.

Don't Use the Word History to Edit Commands That DragonDictate Recognizes Correctly

Keep in mind that you should not use the Word History or Choice List to change a command you said that DragonDictate recognized correctly, because you'll corrupt the integrity of your user files.



Attention
Use the Word History and Choice List to correct speech-recognition errors. Do not use them to edit commands that DragonDictate recognizes correctly.

For example, you say the commands "Bring up" and "Write," which DragonDictate recognize correctly. On second thought, you want to bring up WordPerfect. If you use the Word History or Choice List to change "Write" to "WordPerfect," DragonDictate recognizes "WordPerfect" every time you say "Write"!

In this case, exit Write by saying "Close Window." Then say "Bring Up" and "WordPerfect" to start WordPerfect.

Correcting Errors with the Word History

You can always use the Word History to correct errors. With the Word History, you can

- n Correct a previous error, up to the last 12 commands you said
- n Correct more than one error
- n Reject (erase) a word you don't want

For instance, you want to work with the File menu in WordPerfect. You say the command "File." DragonDictate mistakes it as "Up." You need to use the Word History to correct the mistake.

Or you coughed and DragonDictate recognized a command. You need to use the Word History to reject the command.

The Three Question Marks {???

If DragonDictate can't recognize what you just said, it displays three question marks {???} in the last word field of the VoiceBar.

This means you must correct the speech-recognition error.



Note If you cough, and DragonDictate displays three question marks {???} in the last word field, *don't correct it*. But if you cough and DragonDictate displays a word in the last word field, *reject it*.

To correct a speech-recognition error using the Word History, you say "Oops" or press the minus key (-) on the numeric keypad. Then you use the Word History to make your corrections.


The Choose Command

To correct one error in the Word History, use the Choose command. For instance, say Choose 8 to choose the eighth choice for the currently highlighted word in the Word History.


When using the Choose command, you close the Word History and return to Windows or your Windows application.

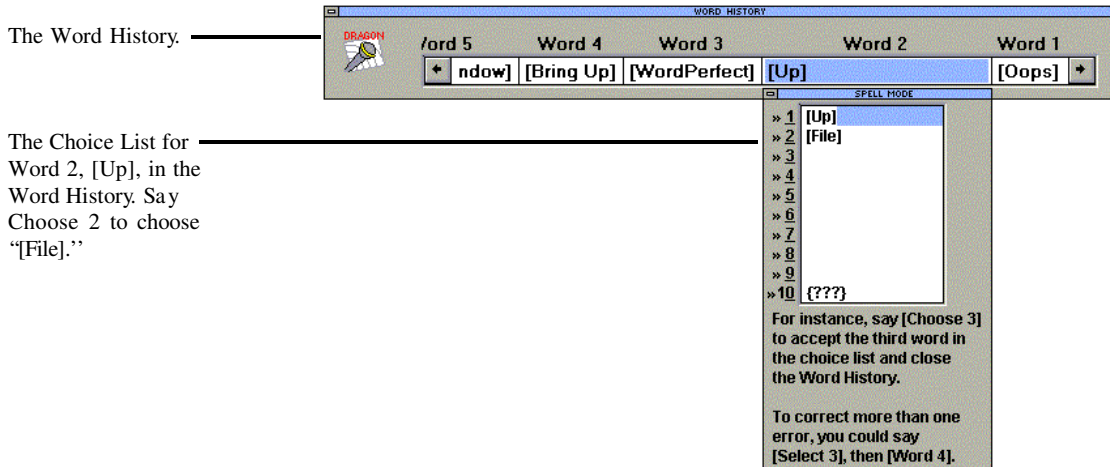
Using the Word History to Correct Errors

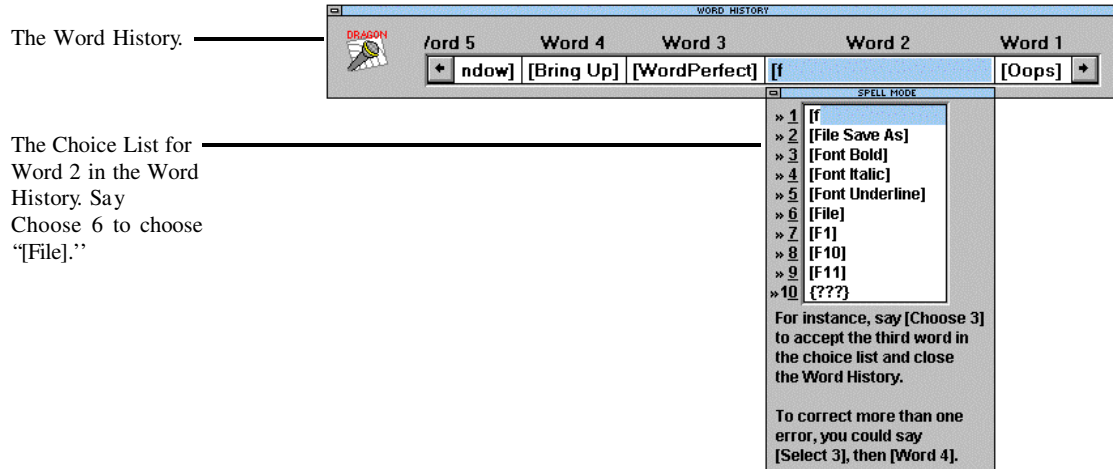
Correct errors in the Word History, as follows.

- 1 To open the Word History
 - @ Say Oops.
 -  Press the minus key (-) on the numeric keypad.

This brings up the Word History. DragonDictate highlights the last word it recognized before “Oops.”

- 2 If necessary, move to the word that DragonDictate recognized incorrectly when you said it
 - @ For instance, say Word 2 to move to the second word in the Word History, or Word 3 to move to the third word.
 -  Click the word under Word 2 or Word 3.





The Word History.

The Choice List for Word 2 in the Word History. Say Choose 6 to choose "[File]."

Note To correct commands you use while in Command Mode, such as "[Bring Up]," "[Write]," "[File]," "[Open]," you must start with an open bracket.

- 3 To correct a word you said that DragonDictate doesn't recognize correctly, if the word is in the Choice List
 - @ Choose it from the Choice List. For example, to choose "[File]," say Choose 2. This closes the Word History. Skip to step 4.
 - ☞ Choose the word from the Choice List by double-clicking it. This closes the Word History. Skip to step 4.



Attention
If you have to spell the word completely, then you're adding a new word to your active vocabulary or group.

If the word is *not* in the Choice List

- @ Begin spelling the word by speech, using the alpha-bravo words. (The alpha-bravo words let DragonDictate better recognize the letters of the alphabet.) For example, to start spelling "File," say Open Bracket, foxtrot, india. When the word shows up in the Choice List, choose it. For example, say Choose 2. This closes the Word History. Skip to step 4.
- ☞ If the word isn't in the Choice List, start typing the word. For example, start typing [File]. Keep typing the word until it shows up in the Choice List, then choose it. If the word isn't the first choice in the list, choose it by pressing the down arrow key, then press Enter. (☞ Or choose it by double-clicking it.) This closes the Word History. Skip to step 4.

To reject (erase) a word don't want

- @ Say Choose 10. This closes the Word History. Skip to step 4.
 - ⌘ Double-click the tenth choice. This closes the Word History. Skip to step 4.
- 4 @ Repeat the command. For example, say File.

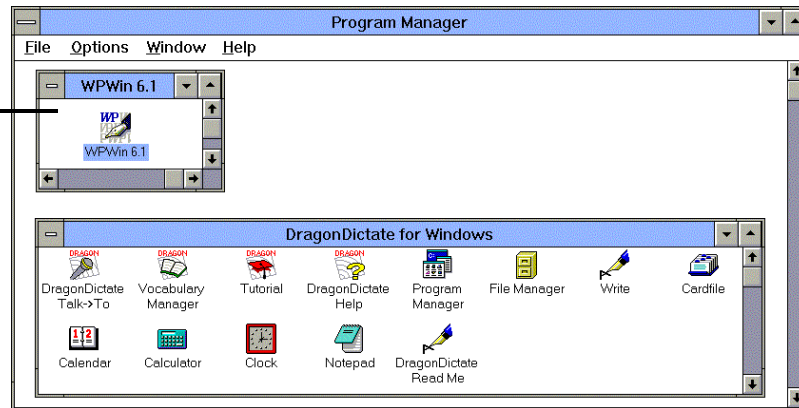
Copying the WordPerfect Program Icon

To control a Windows application by speech, you first must copy the program icon for that application to the DragonDictate for Windows program group.

In this section, you copy the WPWin 6.1 program icon to the DragonDictate for Windows program group.

- 1 Start Windows or switch to the Windows Program Manager.

Make sure both the WPWin 6.1 and DragonDictate for Windows program groups appear in the Program Manager. Then select the WPWin 6.1 icon.



- 2 To display the DragonDictate for Windows program group, if you don't see it in the Program Manager
 - ☞ Click the Window menu. Then click the DragonDictate for Windows entry.

Note If DragonDictate for Windows is not on the menu, choose More Windows, then choose DragonDictate for Windows.

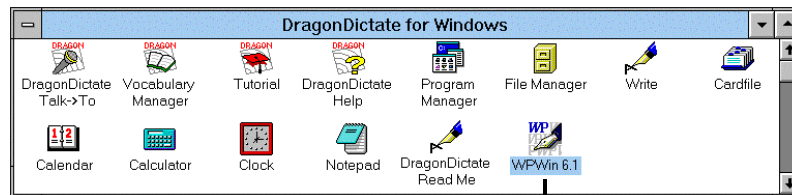
- 3 To display the WPWin 6.1 program group, if you don't see it in the Program Manager
 - ☞ Click the Window menu. Then click the WPWin 6.1 entry.

Note If WPWin 6.1 is not on the menu, choose More Windows, then choose WPWin 6.1.

Chapter 2: Working with DragonDictate

4. To select the WPWin 6.1 icon in the WPWin 6.1 program group, click it once (*don't* double-click it).
5. To copy the icon, press and hold down the Ctrl key, then click and drag the WPWin 6.1 icon to the DragonDictate for Windows program group.

The WPWin 6.1 icon now appears in the DragonDictate for Windows program group.



The WPWin 6.1 icon.