

VISUAL QUICKSTART GUIDE

Get up and running in no time!



Dragon Dictate **2.5**

MARIA LANGER

© LEARN THE QUICK AND EASY WAY!

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Maria Langer

Peachpit Press
1249 Eighth Street
Berkeley, CA 94710
510/524-2178
510/524-2221 (fax)

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Copyeditor: Clifford Colby

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Compositors: Maria Langer and David Van Ness

Indexer: Emily Glossbrenner

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Dedication

To David Van Ness
with many thanks for always making
my books look picture-perfect!

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To David Van Ness, for his sharp eye and layout skills. As usual, David helped me find and rescue the widows and orphans, close up unnecessary space, and make sure my figure bubbles were the right color. This book wouldn't be nearly as neat and easy to read without David's help.

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Introduction

Dragon Dictate by Nuance Communications, Inc. is a Mac OS application that enables you to use your voice to interact with your computer. Specifically, you can use Dragon Dictate to do the following things:

- Dictate text to be automatically typed into a document.
- Use verbal commands to edit text.
- Speak application commands to control computer operations.
- Use verbal commands to manipulate the pointer to perform commands.

Dragon Dictate works by interpreting the words you speak as either dictation or commands, depending, in part, on the operation mode it is in. It has a huge database of vocabulary words that it accesses quickly to respond to what you say. And if you need to enter text or issue commands that are not included in its database, you can customize Dragon Dictate to add them.

Using This Book

This Visual QuickStart Guide will help you learn Dragon Dictate by providing step-by-step instructions, plenty of illustrations, tables full of useful information, and a generous helping of tips. On these pages, you'll find everything you need to know to get up and running quickly with Dragon Dictate—and a lot more!

This book was designed for page flipping. Use the table of contents or index to find the topics you need help for, learn what you need to know, and get on with your work. If you're brand new to Dragon Dictate, however, I recommend that you begin by reading at least the first two chapters of this book. In them, you'll learn how to set up Dragon Dictate to understand your voice and work with various interface elements so you can access its features.

Are you ready to learn Dragon Dictate? Well, then what are you waiting for? Turn the page and let's get started!

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Editing Text

Entering text into a document is the first—and arguably the most important—part of creating a text-based document. But unless you know exactly what you want to say and how to say it as you dictate, you’ll likely need to edit the original text to make changes in content and formatting.

Dragon Dictate can help you do that, too. You can use voice commands to move the insertion point to various places within your document and insert text. You can select, replace, and delete text. You can also use voice commands to change capitalization and add punctuation, such as quotes or brackets, around text. You can even tell Dictate to help you proofread a document by reading it back to you.

This chapter covers all of these topics. But it begins with some information that’s vital to prevent frustration when working with Dictate to edit documents: the so-called “Golden Rule.”

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The Golden Rule

As you dictate to transcribe text with Dragon Dictate, Dictate creates and maintains a record of what it has typed for you. This record, called a *cache*, is relied upon by Dictate when you use commands to navigate, select, and edit text.

If you manually enter or edit text in a document, Dictate doesn't know anything about these changes. Because of this, Dictate can't reliably react to commands to navigate within manually entered or modified text. So if you issue a voice command to select or modify certain text after manually changing a document, there's a chance that Dictate might not respond as you expect.

And that brings up what Nuance Communications, makers of Dragon Dictate, refer to as "The Golden Rule": "When you're working with text, don't mix your voice with your hands."

Here's an example. Suppose you used dictation to type the phrase. *I'm thrilled that my computer can take dictation for me* **A**. You decide that you want to replace the word thrilled with something less emphatic, like *happy*. So you say **Select thrilled. Happy**. Dictate selects the word *thrilled* and replaces it with the word *happy*, leaving the blinking insertion point right after *happy* **B**.

Now you want to continue typing from the end. But because you're so excited that your computer can take dictation—you really *are* thrilled, you see—you forget the Golden Rule and click at the end of the document **C** instead of using the **Go to End** command. From that point forward, Dictate is out of sync with what's in the document window.

I'm thrilled that my computer can take dictation for me. |

A In this example, I've dictated some text,...

I'm happy| that my computer can take dictation for me.

B ... and then used a voice command to select and replace a word.

I'm happy that my computer can take dictation for me. |

C But then I violated the Golden Rule by clicking at the end of the sentence instead of using a voice command to get there.

I'm happy that my computer can take dictation for me.

D Subsequently issuing another voice command such as *Select previous three words* results in an incorrect selection.

Why did that simple click confuse Dictate? Because *you* moved the insertion point and Dictate has no way of knowing that you did. As a result, if you then say, for example, *Select previous three words*, Dictate will not really know what the previous three words are and may select the wrong text **D**. It's all downhill from there.

There are exceptions to the Golden Rule. Because Note Pad is part of Dictate, Dictate can see what's in the Note Pad window. In most cases, it can still figure out what you want to do, even if you mixed voice and keyboard editing.

Dictate also allows you to mix voice and keyboard editing for TextEdit and Microsoft Word. To do so, however, you must properly set the Auto Cache option in the Dictation pane of Dictate preferences.

TIP You must have Dictate version 2.5 or later to mix voice and keyboard editing successfully with Microsoft Word.

If you unintentionally or unavoidably violate the Golden Rule—for example, you manually edit part of a document that you can't seem to edit using voice commands—you can instruct Dictate to read and re-cache the document. This throws out everything Dictate knows about the document—including your recorded voice—and stores a new version of it in cache. You can then continue working on it using voice commands.

This part of the chapter explains how to set up TextEdit and Word so that you don't need to follow the Golden Rule as well as how to clear the cache in case you do violate it when you shouldn't.

To set up Auto Cache for TextEdit & Microsoft Word:

1. In Dragon Dictate, choose Dictate > Preferences, or press Command-Comma.
2. Click the Dictation button at the top of the window that appears **A**.
3. Turn on the check boxes for each application you plan to mix dictation and keyboard editing.
4. Click the window's close button.

TIP If documents for either application are open, close and reopen them to cache their contents.

To rebuild the cache for a document:

In Dictation or Command mode, use one of the following techniques:

- Say **Cache Document**. This clears out the cache and reads the entire document back into cache so Dictate knows what the document contains.
- Select the text you want to cache and say **Cache Selection**. This clears out the cache and reads the selected text back into the cache so Dictate knows what it contains. If you want to work with another part of the document, you need to cache that.
- Say **Purge Cache**. This clears out the cache, thus telling Dictate that the document is empty. In some cases—for example, when working with an automatically cached document, such as Note Pad, TextEdit, or Word—the cache is automatically resaved.

TIP It's a good idea to cache a document any time Dictate reacts unexpectedly to voice commands.



E By default, Auto Cache is turned on for TextEdit but turned off for Microsoft Word. To mix voice and keyboard editing in an application, turn its check box on.

TABLE 4.1 Dictation Reversal Commands

To do this:	Say this:
Delete the last word you dictated	<i>Scratch Word</i> or <i>Delete Word</i>
Delete the last phrase you dictated	<i>Scratch That</i> or <i>Delete That</i>
Undo your last dictation or edit	<i>Undo Dictation</i>
Undo the undo command	<i>Redo Dictation</i>

Undoing Dictation

As you dictate text and make changes to existing text in a document, you may change your mind or want to immediately remove an error before continuing. There are a number of commands you can use to do this (Table 4.1).

TIP The *Undo Dictation* command is an all-purpose Undo command while working with Dictate to dictate and edit text.

TIP You can use these commands repeatedly to delete previous words or phrases or undo previous actions.

To delete the last word you dictated:

Say *Scratch Word* or *Delete Word*.

The last word you dictated is removed.

TIP If the last “word” dictated is actually punctuation—for example, a period—that punctuation is deleted.

To delete the last phrase you dictated:

Say *Scratch That* or *Delete That*.

The last phrase you dictated is removed.

TIP Dictate determines what a “phrase” is based on pauses you made when you dictated.

To undo your last dictated action:

Say *Undo Dictation*.

What happens depends on what you last dictated:

- If the last thing you did was dictate text, the last phrase dictated is deleted.
- If the last thing you did was issue a text editing command, that command is reversed.

Navigating within a Document

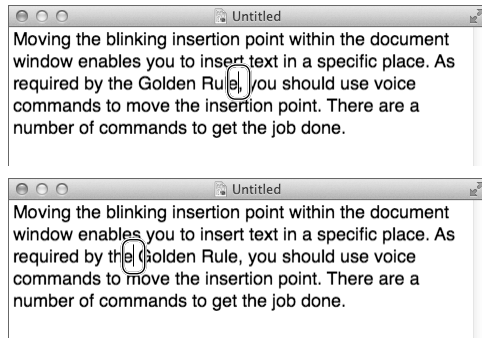
Moving the blinking insertion point within a document window enables you to insert text in a specific place. As required by the Golden Rule (page 48), you should use voice commands to move the insertion point. There are a number of commands you can use in Dictation mode to get the job done (Table 4.2):

- **Go To** and **Move To** commands move the insertion point to the beginning or end of the document.
- **Move** commands move the insertion point a specified number of words, from 1 to 99.
- **Insert** commands move the insertion point before or after a specific word or phrase.
- **Arrow** commands move the insertion point right, left, up, or down one character or line at a time. (These commands work in Dictation and Command modes.)

To move the insertion point:

In Dictation mode, say the appropriate command (Table 4.2). The insertion point moves accordingly:

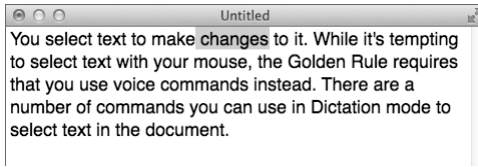
- When you move to a location after a word or phrase, the insertion point appears right after that word or the last word in the phrase **A**.
- When you move to a location before a word or phrase, the insertion point appears right before the space preceding that word or the first word in the phrase **B**—unless there is no space before it.



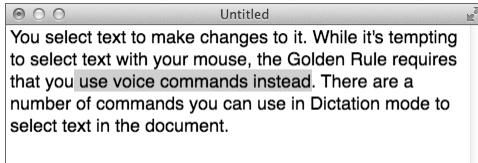
A B In the top example, I said *Insert After Golden Rule*; in the bottom example, I said *Insert Before Golden Rule*. Note where the insertion point appears in relation to spaces.

TABLE 4.2 Navigation Commands

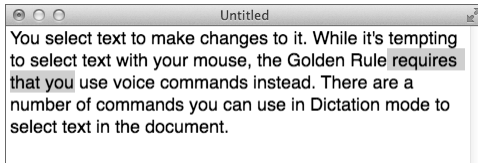
To move the insertion point here:	Say this:
The beginning of the document	<i>Go To Beginning or Move To Beginning Of Document</i>
The end of the document	<i>Go To End or Move To End Of Document</i>
The number of words backward that you specify	<i>Move Backwards n Words</i>
The number of words forward that you specify	<i>Move Forwards n Words</i>
Before a specific word	<i>Insert Before word</i>
After a specific word	<i>Insert After word</i>
Before a specific phrase	<i>Insert Before firstword Through lastword or Insert Before firstword To lastword</i>
After a specific phrase	<i>Insert After firstword Through lastword or Insert After firstword To lastword</i>
One character right	Right Arrow
One character left	Left Arrow
One line up	Up Arrow
One line down	Down Arrow



A Immediately after dictating this text, I said *Select changes*, ...



B ...then *Select use To instead*, ...



C ... and then *Select the Previous Three Words*.

TABLE 4.3 Selection Commands

To select this:	Say this:
A specific word	<i>Select word</i>
A specific phrase	<i>Select firstword Through lastword or Select firstword To lastword</i>
The next word	<i>Select Next</i>
The previous word	<i>Select Previous</i>
The number of words forward that you specify	<i>Select the Next n Words</i>
The number of words backward that you specify	<i>Select the Previous n Words</i>
Select all the text in the document	<i>Select All or Select The Document</i>

Selecting Text

You select text to make changes to it. While it's tempting to select text with your mouse, the Golden Rule (page 48) requires that you use voice commands instead. There are a number of Select commands you can use in Dictation mode to select text in a document (Table 4.3).

TIP If a word or phrase appears multiple times in a document, *Dictate* selects the text closest to the insertion point. You can use navigation commands (page 51) to position the insertion point closer to the text you want to select before using the *Select* command.

TIP The *Select Next* and *Select Previous* commands will not work if text is already selected. If necessary, use a navigation command (page 51) to position the insertion point before using one of these commands.

TIP If the word *all* exists in the document, the *Select All* command will select that word. Say *Select the Document* instead.

To select text:

In Dictation mode, say the appropriate command (Table 4.3). The text is selected accordingly **A B C**.

Modifying Text

In addition to using a Select command (page 53) to select text and then saying new text to replace it with, there are a number of other commands you can use to modify text with Dragon Dictate (Table 4.4):

- **Delete** commands delete text you specify.
- **Capitalize** commands change the text you specify to title case.
- **Lowercase** commands change the text you specify to all lowercase letters.
- **Uppercase** commands change the text you specify to all uppercase letters.

TIP If a word or phrase appears multiple times in a document, Dictate performs the command on the text closest to the insertion point. You can use navigation commands (page 51) to position the insertion point closer to the text you want to edit before using the editing command.

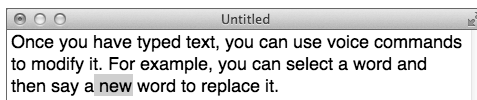
To replace text:

1. Use a Select command (Table 4.3) to select the text you want to change **A**.
2. Say the new text.

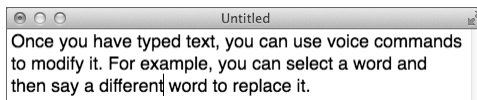
The selected text is replaced with what you said **B**.

To delete or change the case of text:

Use one of the text modification commands (Table 4.4) to make changes as desired to the text you specify.



A In this example, I said *Select new...*



B ... and then said *different* to replace *new* with *different*.

TABLE 4.4 Modification Commands

To make this change:	Say this:
Delete a specific word	<i>Delete word</i>
Delete a specific phrase	<i>Delete firstword Through lastword or Delete firstword To lastword</i>
Delete selected text	<i>Delete Selection</i>
Change a specific word to title case	<i>Capitalize word</i>
Change a specific phrase to title case	<i>Capitalize firstword Through lastword or Capitalize firstword To lastword</i>
Change selected text to title case	<i>Capitalize Selection</i>
Change a specific word to all lowercase letters	<i>Lowercase word</i>
Change a specific phrase to all lowercase letters	<i>Lowercase firstword Through lastword or Lowercase firstword To lastword</i>
Change selected text to all lowercase letters	<i>Lowercase Selection</i>
Change a specific word to all uppercase letters	<i>Uppercase word</i>
Change a specific phrase to all uppercase letters	<i>Uppercase firstword Through lastword or Uppercase firstword To lastword</i>
Change selected text to all uppercase letters	<i>Uppercase Selection</i>

Adding Punctuation to Existing Text

Dragon Dictate's Surround the Word feature enables you to insert certain types of punctuation around text that has already been typed. All you do is issue a command that includes the type of punctuation you want with the word or phrase you want to punctuate. You can use this feature to surround text with quotes (double, single, straight, or smart), parentheses, brackets (square, curly, or angle), and Spanish punctuation (question marks and exclamation marks).

A complete table of the command possibilities would be too lengthy to include in this book. Instead, consult Table 4.5 for guidance on how to construct a valid Surround the Word command. Just take one component from each column to build your command.

TIP To better understand what symbols each punctuation command produces, consult Table 3.4 (page 31).

TABLE 4.5 Commands for Inserting Punctuation Around Words

Start by saying this:	Say one of these punctuation commands:	Then say this:	And then say one of these commands to specify the text to be punctuated:
<i>Put</i>	<i>Single Quotes</i> <i>Quotes or Double Quotes</i> <i>Single Straight Quotes</i> <i>Straight Quotes or Double Straight Quotes</i> <i>Parentheses</i> <i>Brackets</i> <i>Braces or Curly Brackets</i> <i>Angle Brackets</i> <i>Spanish Question Marks</i> <i>Spanish Exclamation Marks</i>	<i>Around</i>	<i>The Selection</i> word <i>The Word</i> word <i>The Words</i> firstword <i>Through</i> lastword <i>The Words</i> firstword <i>To</i> lastword

To add punctuation to selected text:

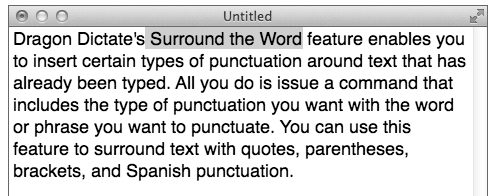
1. Use a Select command (Table 4.3) to select the text you want to punctuate **A**.
2. Say a command in the format ***Put punctuation type Around The Selection*** (Table 4.5).
The punctuation you specified is inserted around the selected text **B**.

To add punctuation to existing text:

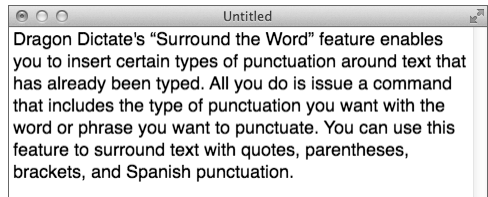
Say a command in the format ***Put punctuation type Around specified words*** (Table 4.5).

The punctuation type you specified is inserted around the text you specified **C**.

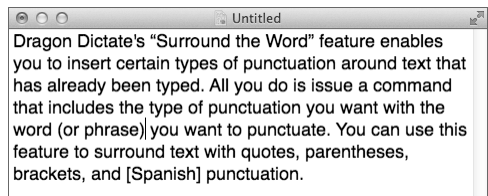
TIP If you can't get Dictate to surround the exact text you want punctuated, try using a navigation command (Table 4.2) to move the insertion point and then insert individual punctuation characters listed in Table 3.4 (page 31).



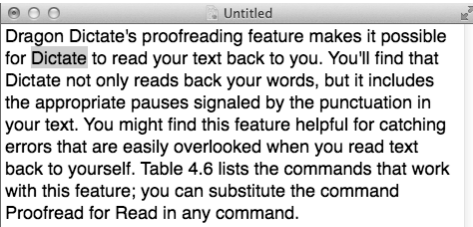
A In this example, I said ***Select Surround the Word*** to select some text ...



B ... and then said ***Put Quotes Around the Selection*** to put double quotes around the selected text.



C In this example I said ***Put Brackets Around Spanish*** and then said ***Put Parentheses Around or phrase***.



A Dictate selects each word it reads.

TABLE 4.6 Proofreading Commands

To do this:	Say this:
Read the entire document	<i>Read Document</i>
Read selected text	<i>Read Selection</i>
Read specific text	<i>Read The Words firstword Through lastword</i> or <i>Read the Words firstword To lastword</i>
Stop reading	<i>Stop Reading</i>

Proofreading Text

Dragon Dictate's proofreading feature makes it possible for Dictate to read your text back to you. You'll find that Dictate not only reads back your words, but includes the appropriate pauses signaled by the punctuation in your text. You might find this feature helpful for catching errors that are easily overlooked when you read text back to yourself. Table 4.6 lists the commands that work with this feature; you can substitute the command *Proofread for Read* in any command.

Dictate uses the Text to Speech feature and voices of Mac OS X to read back text. The voices, although obviously synthetic, are remarkably clear and easy to understand. You can change the default voice and reading speed by setting options in Mac OS X's Speech preferences pane.

TIP Dictate's Proofreading feature works in Dictation mode.

TIP When Dictate begins reading, it may switch to Sleep mode. It will return to Dictation mode when it is finished reading.

To read back the entire document:

Say *Read Document* or *Proofread Document*.

Dictate reads the document aloud, starting from the beginning, highlighting each word as it reads **A**. It continues until you stop it or it reaches the end of the document.

TIP If Dictate wants to type *read document* instead of actually reading the document, try saying *Read The Document*.

To read selected text:

1. Use a Select command (Table 4.3) to select the text you want Dictate to read **B**.
2. Say *Read Selection*.

Dictate reads the selected text aloud, starting from the beginning of the selection. It continues until you stop it or it reaches the end of the selected text.

To stop reading:

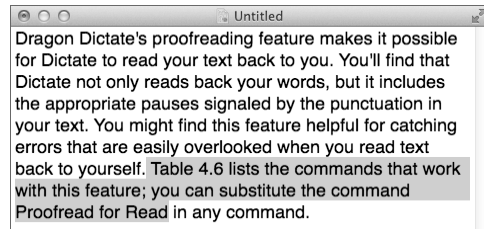
1. If necessary, say *Wake Up*.
2. Say *Stop Reading*.

To change the proofreading voice:

1. Choose Apple > System Preferences to open the System Preferences window.
2. Click the Speech icon.
3. In the Speech preferences pane, click the Text to Speech button to show its options **C**.
4. Choose a different voice from the System Voice pop-up menu **D**.
5. If desired, use the Speaking Rate slider to change the speech speed.
6. To hear what the voice will sound like, click Play.
7. Repeat step 4 through 6 as desired to set a voice and speed you like.
8. Close the Speech preferences pane.

The voice you selected will be used from that point forward by Dictate's proofreading feature.

TIP You can add voices to the System Voice menu. In Step 4, choose **Customize** to display a dialog with additional voice options **E**. Turn on the check box beside each voice you want to add to the menu and click **OK**.



B In this example, I said *Select Table Four Point Six Through Read* to select text to be read to me.



C The Text to Speech options of the Speech preferences pane.



D Choose a voice from the System Voice pop-up menu



E Use this dialog to specify which voices should appear on the System Voice menu.

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