Dragon Speech Recognition

Speech-recognition software

Dragon is a speech-recognition programme that allows you to enter text into programmes such as Microsoft Word by speaking into a microphone attached to the PC. This can be very useful if for any reason you find it easier to speak rather than use a keyboard and / or mouse.

Dragon is available on PCs in all the Assistive Technology Rooms (ATR) at the Perry Library.

Although Dragon is often used to dictate text, you can also use Dragon for email, to search the Internet and to operate your PC. In this guide we will look at the process of getting started with Dragon, training Dragon to recognise your voice, dictating into Word and accessing training material within the programme.

Opening Dragon

1. To open Dragon, double-click on the Dragon icon on the desktop. If there is no Desktop icon, look for it in the Start menu (it may be in a Dragon folder).

2. Remember that you will need a headset (microphone and headphones) to use Dragon. There are headsets attached to PCs in all the Assistive Technology Rooms in the Perry library.

If headsets are missing or not working, please inform staff at the help desk.
3. The **Open User Profile** window opens. If you have created a profile already, you can open it now. If not, click on **New** to begin creating your **User Profile**.

4. Give your user profile a **name** as suggested. You can use your own name or something more general if you wish.
5. A series of windows will appear. You will be asked to select **Speech Options** and choose your **Audio Device**. Press **Next** as you complete each stage.

![Choose your speech options](image)

Please note, although USB headsets are provided in the ATR, you can use your own headset if you wish. You may need to select it at this stage.

![Choose an Audio Device](image)

6. You will also be asked to make sure that your **microphone** is positioned correctly. **Adjust the position of the microphone if needed.**

![Check Microphone](image)
7. Finally, you will need to read out some text to configure your microphone. Read through the text in the Check Microphone window below. The text will become greyed out as you read through it.

8. You may need to read the text more than once. Keep reading until the Complete prompt appears and you hear a beep. Then click Finish.

You will then see a message that Dragon is customising itself for you.

9. You will see another message asking you to allow your user data to be analysed by Dragon. Select ‘Don’t Enable This Now’ to cancel this.

10. You will see a message confirming that your Dragon user profile is now ready for use. Click Finish to close the Window.
The **Interactive Tutorial** will open once you have created your profile.

The Tutorial features a series of simulations, which allow you to practise using Dragon. There are sections on the **DragonBar**, the **Microphone**, getting **Help** (What Can I Say), **Dictating**, **Correcting**, **Practise & More**.

You can click the back and forwards button to begin and to move through the Tutorial.

You can access the Tutorial at any time from the **Help** menu on the **DragonBar**.

It is recommended that you practise regularly in order to become familiar with Dragon.
The DragonBar

Once you have set up your user profile and closed the Tutorial, you will see the DragonBar onscreen.

By default, the DragonBar sits the top of the screen and is set to Auto-collapse. This means that when you are not actively using the DragonBar, it is ‘collapsed’ as shown here with just a couple of icons displayed.

1. Hover your mouse over the DragonBar to expand it.

2. If you want to turn off Auto-collapse mode, select the option from the DragonBar menu so that it is unticked.

3. You can also select the Classic DragonBar option if you wish. This will show the DragonBar as it appeared in previous versions of Dragon (see below)
You will notice that the microphone icon is red in the DragonBar images shown here. This means that it is turned off.

4. Click on the **microphone icon** to turn it on. You can also click on the **plus button** on the numeric keypad to turn it on. When on, the microphone icon is green as shown.

5. **You cannot turn the microphone on with a voice command.** Once it is on however, you can pause dictation and put it on standby with by saying ‘**Go to sleep!**’ In sleep mode the microphone icon is blue as shown.

6. Say ‘**Wake up!**’ to use the microphone again.

**Dictating text into Microsoft Word**

Dragon is very often used to dictate text into Word documents. This means that you can ‘write’ a document by saying what you need to say into the microphone instead of typing at the keyboard.

1. To begin dictating make sure that you have a document open, that the window is active and that the text insertion point is in the correct place.

2. As you begin to dictate in Dragon, the words you speak into the microphone will appear in your document as below.
3. You can use certain voice commands to format and edit your text. One of the most commonly used voice commands is ‘**Scratch That**’. This will delete the last piece of text you dictated.

4. To create a new paragraph, say the words ‘**New Paragraph**’. This is the equivalent in Dragon of hitting the enter key on the keyboard.

5. Try these other useful voice commands
   
   a. **Go To End of Line** – moves the cursor to the end of the line.
   
   b. **Go to End of Paragraph** – moves the cursor to the end of the paragraph.
   
   c. **Select _____** Dragon selects whichever word you say (**Select Sarah** for example) to allow you to format the text or change the spelling.
   
   d. **Choose 1/2/3** – if you select a word that is used more than once, or if there are a number of possible alternatives in the correction menu, Dragon will number each one. Choose the one you need.
   
   e. ‘**Backspace _**’ moves the cursor back the number of spaces requested, (‘Backspace 5’ for example) deleting text as the backspace key does.
f. ‘What can I say?’ allows you to see different types of voice commands – navigation, correction, formatting and punctuation or open a Help page.

![What Can I Say]

- show navigation commands
- show correction commands
- show formatting commands
- show punctuation commands
- open help

g. For example, say **show formatting commands** to see voice commands you can use to format text.

![Formatting Commands]

- bold <text>
- capitalize <text>
- all caps that
- quote that
- make that [not] bulleted

6. For further advice on dictating and correcting text see the relevant section in the Interactive Tutorial (available from the Help menu). You can also select **Improve my Accuracy** to improve your results.
The section on the Correction Menu in the Interactive Tutorial is shown below.

Remember you can book a one-to-one appointment for introductory training in Dragon with a member of the Student IT Support team. For details, just ask at the help desk or contact us via email on library@lsbu.ac.uk.

You can also contact us using the details below.

For further information and support contact:
Tel: 020 7815 6678
Email: llr-itsupport@lsbu.ac.uk
Visit: Student IT Support, 1 West, Perry Library

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