Dragon Naturally Speaking Directions for Operation

1) Turn computer on
2) Plug in headphone jacks, be sure to match up with correct holes
3) Double click on Dragon icon on desktop
4) Double click on Word icon on desktop
5) Be sure Word is "awake" (Title bar should be blue, not gray); if not awake, click anywhere on page or at bottom on task bar
6) Turn on microphone when speaking (click on top left icon of microphone)
7) Turn off microphone when you don't want the computer to type what you are saying (example: coughing, yawning, talking to another person, etc.)
8) To hear back what you have typed, highlight your word(s), then click on the blue ► above the Word title bar.
9) Use cheatsheet for making corrections and/or do it with the keyboard. Whichever is easier and faster.

Do NOT charge unless the computer tells you to!!!

To make corrections when Dragon doesn't recognize a word:

1) Say, "select (word to change)"
2) Scan the suggested corrections
3) If the word is there, type or say, "choose (#)"
4) If the word is not there, arrow down to *Spell That…*
   a. Type the correct spelling of the word (be sure to look at the provided suggestions and if the word is there, choose it)
   b. Click **OK**
   c. Click **Go** to train the corrected word
   d. Click **Done**
5) Before exiting Dragon, be sure to choose "yes" when it asks you, "Your files have changed. Save changes now?" This will save all the trained words you had made changes to.

SAVE & PRINT DRAGON NATURALLY SPEAKING

Step 1: Open Dragon Naturally Speaking

Step 2: Choose tools and double click on DragonPad

Step 3: Start Dictating you can also make changes to file by either voice command or by the keyboard.

Step 4: Preparing to save file, either voice command File, Save As, name file, and make sure the file is Rich text format. RTF. Use RTF when saving all file for print usage.