

“Cheat Sheet” for users of Dragon v10

Red = new in Version 10 “XYZ” = any word(s) See Dragon Help for details

Acoustics	<ul style="list-style-type: none"> <input type="checkbox"/> Connect/place microphone consistently: listening side facing <u>corner</u> of mouth <input type="checkbox"/> Turn microphone off when not dictating: use <u>hot key (+)</u>, ‘stop listening’ <input type="checkbox"/> Choose first or additional <i>Dictation Source</i> (USB, Bluetooth mic, recorder...) <input type="checkbox"/> Read additional Training text (Accuracy Ctr). Train individual word if needed. <input type="checkbox"/> Check Audio Settings if hardware or environment changes
Dictation, Capitalization, and Navigation	<ul style="list-style-type: none"> <input type="checkbox"/> Enunciate <i>clearly but naturally</i>. Stay silent if hesitating. Aim for <i>full phrases</i>. <input type="checkbox"/> Say open paren, close quote, hyphen, ellipsis, pound number at section sign... <input type="checkbox"/> <i>Pause</i> briefly before and after commands, don't pause within commands. <input type="checkbox"/> ‘New Paragraph’, ‘New Line’, ‘Tab’ <input type="checkbox"/> ‘Scratch that’, ‘Scratch that n times’, ‘Undo that’ <input type="checkbox"/> Time (AM/PM), ‘Roman numeral n’, %, units, ‘numeral n’, contractions... See <i>Formatting Options</i> (Tools menu) & Word Properties. <input type="checkbox"/> ‘Spell <characters>’ incl. alpha-bravo, slash, asterisk, dot... <input type="checkbox"/> ‘Numbers Mode On’, ‘Switch to Spell Command Dictation Normal Mode’ <input type="checkbox"/> ‘Caps On’, ‘ALL CAPS Off’, ‘Cap <word>’, ‘ALL CAPS <word>’, ‘no caps <Word>’ <input type="checkbox"/> ‘Go to top/bottom’, ‘Go to end of line’, ‘Move left n words’, ‘Move up n lines’ <input type="checkbox"/> ‘Insert before/after XYZ’ <input type="checkbox"/> ‘Mousegrid n n’, ‘Mousegrid window’, ‘Mouse <i>right-click</i>’, ‘Move Drag mouse <i>lower right</i>’ <input type="checkbox"/> ‘Press Enter Escape F6 Tab Alt Down Down Arrow Page Up’
Correction of Misrecognitions	<ul style="list-style-type: none"> <input type="checkbox"/> ‘Correct XYZ’ (XYZ being the <u>wrong</u> word(s) on screen) If already highlighted or just spoken: ‘Correct That’ -- see hotkey, DragonBar extras. <input type="checkbox"/> Playback* and deferred* Correction (dra file) <input type="checkbox"/> Double-click to select/correct words
Edit and Format	<ul style="list-style-type: none"> <input type="checkbox"/> ‘Delete line’, ‘Backspace n’, ‘Delete last/next n characters/words/lines’ <input type="checkbox"/> ‘Select line’, ‘Select XYZ’, ‘Select start Thru end’, ‘Select again’ <input type="checkbox"/> Replace text to revise: select by voice or hand, then overwrite <input type="checkbox"/> ‘X That’: ‘Select Delete Copy Bold Paste Hyphenate ALL CAPS That’ <input type="checkbox"/> Direct commands: ‘Delete Cut Copy / Underline XYZ’ or ‘... start Thru end’ <input type="checkbox"/> ‘Open Dictation Box’ (Hotkey: Ctrl+Shift+d)
Personalize the Vocabulary	<ul style="list-style-type: none"> <input type="checkbox"/> ‘Open Accuracy Center’ <ul style="list-style-type: none"> <input type="checkbox"/> Open Vocabulary Editor to add, modify, or delete entries (and Word Properties) <input type="checkbox"/> Create <i>Spoken Forms</i> (CNAT\see nat, Hseuh-tze\shoe tsee, interrogatories\rogs) <input type="checkbox"/> ‘Import Export custom words’ (.txt file, written\spoken form) <input type="checkbox"/> Adapt Vocabulary from relevant text documents; ‘Increase Accuracy From Email’
Find / *Edit / *Manage Commands *Shortcuts for Web/PC Search & MS Outlook®	<ul style="list-style-type: none"> <input type="checkbox"/> ‘Open Command Browser’. ‘What Can I Say’. ‘Give Me Help’ <input type="checkbox"/>* ‘Add new command’: boilerplate (Text & Graphics), steps (keystrokes/open item/HeardWord...) <input type="checkbox"/>* Modify/clone commands: Edit or New Copy in <i>Command Browser</i> <input type="checkbox"/>* Import custom commands Manage in <i>Command Browser</i> <input type="checkbox"/>* ‘Search news maps shops Google the Web for XYZ’ ‘Find a site about XYZ’ <input type="checkbox"/>* ‘Search computer files email for XYZ’ <input type="checkbox"/>* ‘Compose e-mail to <contact name(s)>’ ‘Compose e-mail about XYZ’ <input type="checkbox"/>* ‘Schedule appointment with <contact name(s)>’

Some features not in all Dragon editions