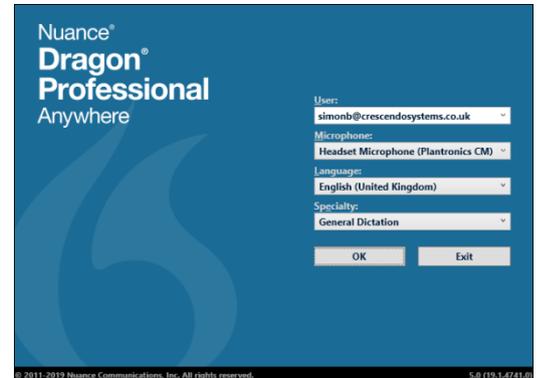


1 Start Dragon by double-clicking the icon on your desktop.

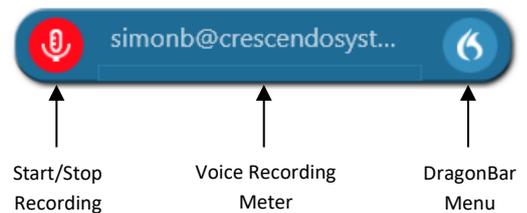


- Enter your registered email address
- Choose an available Microphone
- Choose your preferred language

Depending on the configuration of your system you may also be required to enter a password, this will be shared with you if it is required and you can change it at fist login.



2 The Dragon Bar appears at the top of the screen as your voice profile is loaded, it can take 20-30 seconds upon first use and is ready to be used when the microphone turns red.

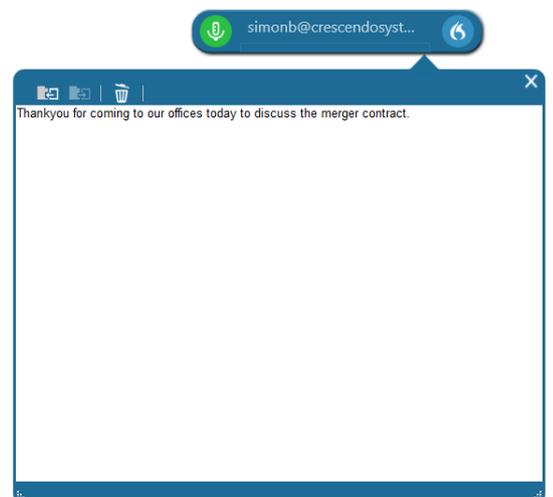


3 When you are ready place your cursor where you would like text to appear, turn the microphone on by clicking the red microphone icon, when the microphone icon changes to green dictate the words you would like to appear on screen.

To assist Dragon with the accuracy ensure you speak clearly, at a normal volume and pace using phrases and sentences as much as possible, it's important to remember Dragon must adapt to you, not the other way around. Your microphone position is also very important, unless you have a desktop microphone it should be positioned 2-3 inches away from your mouth and slightly to the side to avoid capturing breath. If for any reason Dragon is not able to interact fully with the field the cursor has been placed into the dictation box will appear automatically, you can also launch the dictation box by saying "show dictation box".

If the dictation box appears dictate as normal before saying "transfer text", this will copy the dictated text and paste it into the field the cursor is positioned in.

In most environments you should not see the dictation box, if you do you may wish to configure its settings, for instance 'Transfer text when stopping recording', all dictation box settings can be accessed from the 'options' section within the DragonBar menu.



## Text Alterations

Text alterations can be made at any time using your mouse and keyboard, they can also be made using your voice. When using your voice, it is recommended that alterations are made every 2 or 3 paragraphs, this keeps things fresh in your mind and makes onscreen navigation easier as you can see what Dragon is doing before issuing alteration commands.

### Selecting Text

- Select a word or words by saying “**Select <word>**” or “**Select <word> to <word>**”, Dragon will then highlight the word(s) and open the assistant menu;

### Changing Incorrect Words

- In this example we selected the word ‘**Thankyou**’ and Dragon offered various replacements, as we wanted to replace it with ‘**Thank you**’ so we said, “**Choose one**” and Dragon replaced it, you can also simply re-dictate the word after selection and Dragon will replace it.



### Deleting Text

Deleting text can be done after selecting the word(s) using the commands “**Scratch that**”, “**Delete that**” or “**Undo that**”, you can also delete the last section of text placed onto the screen by saying the same commands, this is useful if you have dictated a short sentence that is incorrect.

### Adding Words to the Vocabulary

If Dragon consistently outputs the wrong word onscreen you can try adding the word you spoke to the vocabulary. After selecting the wrong word say, “**Add that to the vocabulary**” and Dragon will open the vocabulary editor for you where you can add words, if the word already exists you will be informed and given the chance to train the word so Dragon understands how you pronounce it.

### Ignore Specific Words

If Dragon consistently outputs a word you didn’t say that is not one you use and you are sure the word you wanted is in the vocabulary, select the word and issue the command “**Do not recognise that word**”, the word will be removed from Dragons vocabulary and the closest alternative will be used.

### What else can Dragon do?

Store **auto-texts** for use with shortcut commands, for example you could create an auto-text called ‘Insert Merger Clause 3’ that outputs a pre-defined paragraph onscreen when you say, “Insert Merger Clause 3”.

Store **commands** for use with automation, for example you could create a command that locates your case management system and presses ‘F2’ to launch the ‘Search Screen’ when you say “Search for client”

*For additional assistance ask Dragon “**What can I say**” or “**Open help file**”, if you cannot find what you need contact the Crescendo helpdesk - 01932 789433 (option 2) or email us - [uksupport@crescendosystems.co.uk](mailto:uksupport@crescendosystems.co.uk).*