

QuickNotes

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NaturallySpeaking QuickNotes

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QuickNotes

Introduction

NaturallySpeaking QuickNotes is a reference for learning Dragon NaturallySpeaking commands. One can quickly scan over the topics and retrieve the commands that are needed. This booklet does not include every instruction in the book but; it does include several more commands that are not in the Dragon NaturallySpeaking 8 book. The commands are arranged in the same order as the book.

With each topic are page numbers for where to learn more about these commands and what they do. *QuickNotes* is not meant to replace the Dragon NaturallySpeaking manual that comes with the program. Rather, it is to enhance the use of Dragon NaturallySpeaking by making the commands easily accessible.

This booklet is appropriate for Preferred, Professional, Legal and Medical versions of Dragon NaturallySpeaking, but the page numbers only match up with the manual for Dragon NaturallySpeaking Version 8. Rather than investing hours needed to read the book, most of what is needed can be learned by reviewing *QuickNotes*.

The Purpose of this Booklet

This booklet presents the Dragon NaturallySpeaking built-in commands in a very readable and accessible format. Pick out a particular command quickly and easily find other associated commands at a glance. When more information is needed, get it by following the page number referenced to the manual.

Microsoft Excel Commands	20
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Selecting Buttons, Tabs and Options

Page 29

- Dictate the tab or button name, i.e., "Yes".

Resizing and Closing Windows

Page 31

- Click Minimize
- Click Maximize
- Click Restore
- Control Menu/Maximize or Minimize
- Click Close
- Press ALT F4
- Press CTRL F4

Scrolling in Windows and List Boxes

Page 31

Note: In order for a window like a web browser to scroll down, it must be in focus. The window that is in focus has the title bar darker than the other windows' title bars. Bringing a window into focus can be done by clicking on the window with the mouse.

- Move Down
- Move Down 1... 20
- Move Up
- Move Up 1... 20
- Move Left 1... 20
- Move Right 1... 20

Opening a List Box

Page 32

- Say the name of the desired list box.
- Show Choices
- Drop List
- Open List

Changing the DragonBar Position

Page 24

- Docked to Top Mode
- Docked to Bottom Mode
- Floating Mode
- Cling Mode
- Tray Icon Only Mode

Switching Between Open Windows

Page 28

- Switch to Next Window
- Switch to Previous Window
- Switch to (application in task bar, i.e. Microsoft Word)
- Switch to (document in task bar, i.e. Document 1)

Starting Menu Commands

Page 29

Note: Any program can be opened by voice when its name is in the Start menu. To add names to the Start menu from the Desktop, just drag the icon over the top of the Start button and release.

It helps to rename the application titles in the Start menu to just one or two easy-to-pronounce words; for example, change "Microsoft Word 2003" to just "Word". Do this by opening the Start menu, right click on the program name, left click on Rename, retype the name and click on OK.

- Say "Start" and any name that is in the Start menu, i.e., "Start Word".
- Click Start
- Click Start Menu
- Start Menu

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- From the Vocabulary Editor select the item to be trained then click on Train.
- From the Dragon Toolbar click on Tools, then Command Browser, then click on the command to be trained and click on train. In some cases it is required to click on the Ellipsis or Refine button then click the specific command and finally click on Train.

Capitalizing Words

Pages 62-63

- Cap That
- Cap _____
- Caps On/Off
- All Caps On/Off
- All Caps _____
- Cap That
- All Caps That
- No Caps That
- No Caps On/Off
- Uncapitalize That
- Uncap That
- Make That a Phrase

Must Know Basics Review

Note: In order to correctly use Dragon NaturallySpeaking the following items need to be understood and used frequently.

Correcting

Pages 20, 50,178

- "Correct/Select _____" to correct a word or phrase that was dictated properly but Dragon made a mistake.
- "Correct That" to correct the last utterance.
- "Scratch That" to delete the last utterance.
- "Scratch That 2... 10 Times" to delete that many utterances.
- "Delete the last 2... 300 words" to delete that many words.
- "Insert Before/After _____" to place the cursor in a specific place in the document.

Vocabulary Editor

Pages 124-128

- Start Vocabulary Editor
- Use the tool to add acronyms, phrases or business names.
- In the Written Form type the words as they are to appear in the document.
- In the Spoken Form type the phonetic sound of the phrase or the alternative pronunciation.

Training Words and Commands

Note: The following are various ways to train words and commands.

- From the Dragon Tool Bar click on Words then Train.
- From the Spell Dialog Box click on Train.

NaturallySpeaking QuickMacros



Jim Bendewald

NaturallySpeaking QuickMacros provides simple instructions, helpful scripts, understandable examples and insightful screen shots for learning to create custom macros--fast! The greatest advantage of the Solution Series (Dragon NaturallySpeaking Professional, Medical and Legal) is the ability to use custom macros. However, the documentation for creating macros in the Dragon NaturallySpeaking manual is very limited, resulting in few people utilizing this powerful feature. Now, however, the creation of custom macros is fun and often easy--with the help of this booklet. Use *QuickMacros* to save time and improve productivity.

QuickMacros is intended to provide just the right amount of information needed to learn the macro capability of Dragon NaturallySpeaking. *QuickMacros* strives to provide a clear map for opening the treasures of macro writing to the average user. Purchase it for \$25 from a local Dragon NaturallySpeaking Value Added Reseller or call (888) 773-2599.