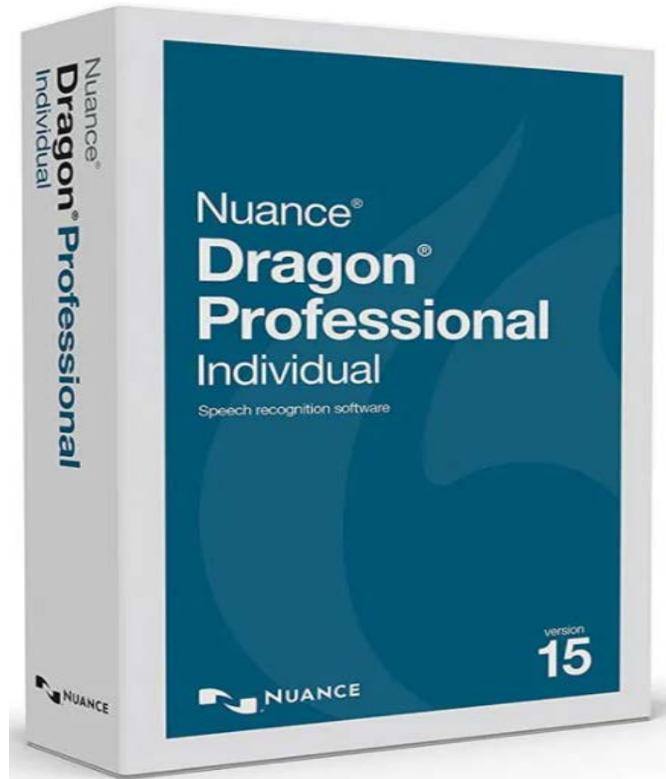


How to Use Dragon on Microsoft Word

Introduction

- Get more done at school or at home with Dragon Naturally Speaking, Professional Edition, an accurate speech recognition, dictation and transcription software.
- It supports anyone who may require voice to text transcription to give themselves a break from typing. Anyone that may have access needs can utilize this powerful speech recognition solution to express their thoughts and construct full research online with the power of their voice.
- Dragon can directly open Microsoft Word from your desktop, and you can start dictate typing automatically onto the document with voice commands.



Task Challenge Activity: How to Start Dictation on MS Word

Here are some commands to practice on MS Word using Dragon:

Commands for Basic Dictation and Editing:

Add lines and spaces:

“New line; Press enter; New paragraph; Press Tab key; Tab key [n] times”

Dictating punctuation:

“Period; Comma; Question mark; Exclamation mark”

Fixing mistakes:

“Undo; Undo that; Scratch that; Scratch that [n] times; Delete line; Delete last words; Delete; Resume with Backspace; Correct that”

Select text:

“Select all; Select next words; Select through; Select previous paragraph; Select document; Unselect that”

Format Underline:

“Capitalize; All caps on/off; Quote that; Bracket that”

Copy and paste:

“Cut; Copy that Cut; Copy Cut; Copy from to; Paste that”

Spell out:

“Spell that; Spell [puppy]; Spell n[alpha]; Switch to Spell mode”

Move the insertion point:

“Insert before; Go back; Go to top/bottom; Move down [5] lines; Go to end of line; Move left [n] characters; Page up/down”

Move in a list:

“Move down; Go to bottom/top; Press Enter; Press right arrow”

How can I learn how to use it?

Here are some web-based resources that will help you learn how to use Dragon on MS Word:

Voice Recognition Australia. “Dragon Naturally Speaking in Word.”

<https://www.youtube.com/watch?v=1inP46aui8>

-This video will show you how you can dictate commands on MS Word.

Voice Recognition Australia. “Dragon Naturally Speaking Demo - Microsoft Word.”

<https://www.youtube.com/watch?v=EgSE6lnCUAk>

-This video will show you a demo how to use Dragon on MS Word.

Level Access. “Web Accessibility 101: Using Microsoft Word with Dragon NaturallySpeaking.”

<https://www.youtube.com/watch?v=KsxFsPmA4RY>

-This video will show you how to make insert with your voice directly on MS Word.

Where can I get ideas on how to use it with students?

Tait, Xandru. “Dragon Naturally Speaking 13 Basic Commands & Correcting Properly.”

<https://www.youtube.com/watch?v=N9ViqKxeWJU>

-This video will show you how to teach your students basic commands and correcting properly.

What if I want to know even more?

Here is a resource that might help you learn even more about the Dragon and MS Word:

Voice Recognition Australia. “Dragon Speaking Error Fix - MS Outlook, Word and Excel - Add Ins.”

<https://www.youtube.com/watch?v=7RxwKfoGLxM>

-This video will show you how to fix errors on MS Outlook, Word and Excel.