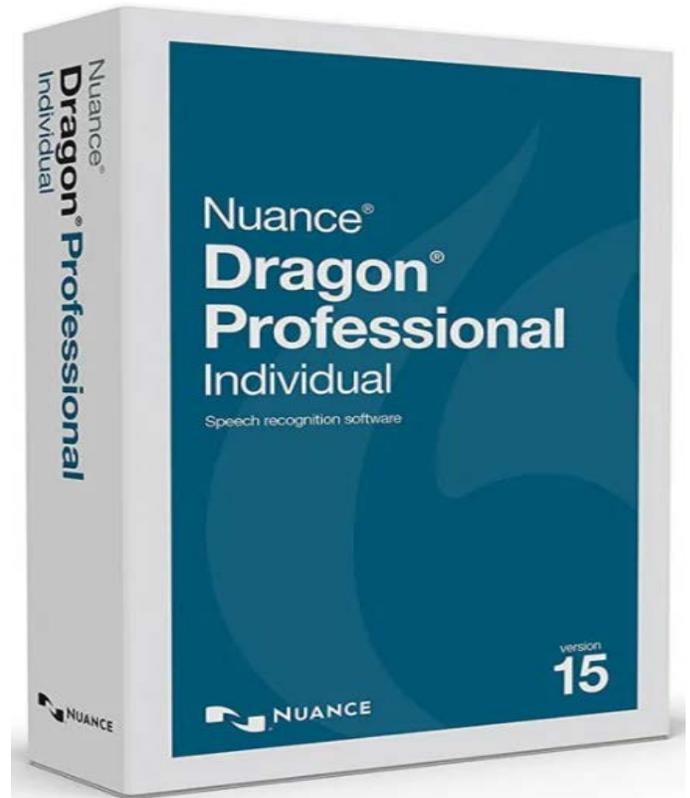


How to Use Dragon for Online Research and Work on Google Docs

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 web browser to perform any type of web search with proper commands. It can open multiple browsers simultaneously for your convenience of researching between screens. You can open Google docs directly with Dragon and start dictate typing assignments directly in the document much like MS Word.



Task Challenge Activity: How to Do Online Research and Commands for Google Docs

Here are some commands you can use to practice initiating web search and Google Docs:

Commands to perform general web search: (Dragon Web Extensions must be enabled in Internet Explorer® or Chrome™)

- Say "Search the Web for <search keywords>"
- "Search eBay"
- "Open top sites for"
- "Search video for"
- "Show links"
- "Press alt d"
- "Press Enter"
- "Press F5"

- “Open new tab”
- “Press control t”
- “Press control f”
- “Click link”
- “Click text field”
- “Click edit box”
- “Click [radio] button”
- “Click checkbox”
- “Click image”
- “Click list box then show choices” – If more than one match: choose or hide numbers or cancel.

Commands to search a specific website:

1. Say “**Search** <web site> for <search keywords>”.

The Dragon Keyword Edit dialog box opens by default.

2. Optionally edit your search keywords.
3. Optionally select **Do not display this window again**.
4. Click **Search**.

Dragon opens your default browser if it isn't already open and searches the Web site.

Commands to work with the web (Dragon Web Extensions must be enabled in Internet Explorer® or Chrome™) :

- “Show links”
- “Press alt d”
- “Press Enter”
- “Press F5”
- “Open new tab”
- “Press control t”
- “Press control f”
- “click link”
- “click text field or click edit box”
- “click [radio] button”
- “click checkbox”
- “click image”
- “click list box then show choices” – If more than one match: choose or hide numbers or cancel.

Commands to search the computer:

- “Search the computer for...”
- “Search documents for...”
- “Search e-mail for...”

Commands for basic dictation and editing on Google Docs:

- **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 [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:

Nuance. “Working with Google Docs.”

https://www.nuance.com/products/help/dragon/dragon-for-pc/enx/professionalgroup/main/Content/Web/working_with_google_docs.htm

-This webpage lays out how to use google docs commands.

Nuance. “Searching the Web.”

https://www.nuance.com/products/help/dragon/dragon-for-pc/enx/professionalgroup/main/Content/Web/searching_the_web.htm

-This webpage shows you how to use shortcut commands to quickly find information or open a particular site on the Web at any time.

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

Tait, Xandru. “Dragon Naturally Speaking 13 and Internet Explorer Browsing.”

https://www.youtube.com/watch?v=m13w_rjIKTM

-This video shows how you could do research online with your students using Dragon and demonstrates how to practice research commands.

Nuance Communications, Inc. “The Dragon Web Extension for full power in Chrome.”

<https://www.youtube.com/watch?v=G6gWXSbDK-Q>

-This video walks you through how to download the full Dragon Web Extension and show you the main benefits you can access)

What if I want to know even more?

Diamond, Stephanie. “Dragon Professional Individual For Dummies Cheat Sheet.”

<https://www.dummies.com/software/dragon-naturallyspeaking/dragon-professional-individual-for-dummies-cheat-sheet/>

-This webpage will show you the Dragon Professional Cheat Sheet for all most common commands)