



Contents

Unit 1 Beginner Skills	1
Training Capsule 1 About This Training	1
Training Capsule 2 Affordable Speech Is a Reality	2
Training Capsule 3 How to Approach SR	2
Training Capsule 4 Helping Poor Readers.....	3
Training Capsule 5 The Teen Option	3
Training Capsule 6 About User Files	3
Training Capsule 7 Capture Your Speaking Voice	4
EXERCISE 1 COMPLETE YOUR TRAINING	5
Training Capsule 8 About Saying Commands	6
EXERCISE 2 MICROPHONE COMMANDS	7
EXERCISE 3 SHOW YOUR NAME	8
Training Capsule 9 About Dragon Menus.....	9
EXERCISE 4 OPEN MENUS	10
EXERCISE 5 OPEN & CLOSE COMMANDS	11
Training Capsule 10 Accuracy with Enunciation Alone	12
EXERCISE 6 SPEAK CLEARLY & DELETE ALL	12
Training Capsule 11 Reduced Microphone Breathing Errors	14
EXERCISE 7 SPEAK CLEARLY & MOVE AROUND.....	15
EXERCISE 8 MAXIMIZE, MINIMIZE & RESTORE.....	16
Training Capsule 12 Select Words & Phrases	16
EXERCISE 9 SELECT & REPLACE	17
Training Capsule 13 Refine Lines & Paragraphs.....	18
EXERCISE 10 NEW PARAGRAPH & NEW LINE	19
Training Capsule 14 Punctuation	19
EXERCISE 11 ESSENTIAL PUNCTUATION.....	20
Training Capsule 15 Improve Speech Profile	21
EXERCISE 12 ADD ADDITIONAL TRAINING	22
Training Capsule 16 Exit Dragon NaturallySpeaking	23
Training Capsule 17 DragonPad or Microsoft Word?	23
Training Capsule 18 Turn Off the Office Help Assistant	24
Training Capsule 19 Rename Microsoft Office Shortcuts.....	24
EXERCISE 13 RENAME SHORTCUTS.....	24
EXERCISE 14 START PROGRAMS BY VOICE	25
EXERCISE 15 OPEN FROM THE START MENU	26
EXERCISE 16 ALWAYS SHOW FULL MENUS.....	27
Training Capsule 20 Select Phrases & Select Again.....	28
EXERCISE 17 SELECT INDIVIDUAL WORDS.....	29
EXERCISE 18 SELECT PHRASES	29
Training Capsule 21 About Saving Files	30
EXERCISE 19 SAVE YOUR DOCUMENT.....	31
Training Capsule 22 Capitalize & Compound Words	31
Training Capsule 23 Select Paragraphs, Lines & Sentences.....	32
EXERCISE 20 CLASSIC CAPITALIZATION	32
EXERCISE 21 NATURAL CAPITALIZATION.....	33



EXERCISE 22 CAPITALIZE & COMPOUND.....	33
Training Capsule 24 Level 1 Correction: Choose Words.....	34
EXERCISE 23 CORRECT ERRORS: LEVEL 1	35
EXERCISE 24 DELETING PARAGRAPHS.....	36
EXERCISE 25 FIX ERRORS: LEVEL 1	37
EXERCISE 26 FIX MORE ERRORS: LEVEL 1.....	37
Training Capsule 25 Level 2 Correction: Choose Phrases.....	38
EXERCISE 27 CORRECT ERRORS: LEVEL 2	39
EXERCISE 28 FIX EVEN MORE ERRORS: LEVEL 2	40
Training Capsule 26 Compare Speech to Typing.....	40
EXERCISE 29 COMPARE SPEECH TO TYPING.....	41
Training Capsule 27 Quick Correction	41
EXERCISE 30 SCRATCH THAT	42
EXERCISE 31 UNDO THAT	43
EXERCISE 32 CANCEL THAT.....	43
Training Capsule 28 Composing With Your Voice	44
EXERCISE 33 FIRST YOU WRITE IT!.....	44
Unit 2 Intermediate Skills	45
Training Capsule 29 Learning To Spell.....	45
EXERCISE 34 PRACTICE SPELLING	45
EXERCISE 35 SPELL PHONETICALLY	46
Training Capsule 30 Level 3 Correction: Spell That.....	47
EXERCISE 36 CORRECT ERRORS: LEVEL 3	50
EXERCISE 37 DELETING SENTENCES.....	51
Training Capsule 31 Speech Timing Project.....	51
EXERCISE 38 CORRECT & SAVE	52
EXERCISE 39 OPEN, MOVE TO TOP & BOTTOM.....	54
EXERCISE 40 MOVE BY PARAGRAPH & CLOSE.....	55
EXERCISE 41 MOVE BY LINE.....	56
EXERCISE 42 INSERT TITLES	57
EXERCISE 43 CAP TITLES	59
Training Capsule 32 Using Text To Speech	60
EXERCISE 44 READ THAT	60
EXERCISE 45 PRINT.....	61
EXERCISE 46 SECOND YOU WRITE IT!	61
Training Capsule 33 Classic Versus Natural Commands.....	62
Training Capsule 34 The Results Box.....	62
EXERCISE 47 THE RESULTS BOX	63
EXERCISE 48 ANCHOR THE RESULTS BOX.....	64
Training Capsule 35 DragonBar Modes	65
EXERCISE 49 FLOATING MODE	65
EXERCISE 50 THIRD YOU WRITE IT!.....	66
EXERCISE 51 SWITCH TO CLING MODE	67
EXERCISE 52 FOURTH YOU WRITE IT!	67
EXERCISE 53 SWITCH TO TRAY ICON ONLY MODE	68
Training Capsule 36 Level 4 Correction: Add/Train Words	69
EXERCISE 54 ADD WORDS.....	71



EXERCISE 55 ADD NAMES.....	73
EXERCISE 56 SPELL YOUR NAME.....	74
EXERCISE 57 TRAIN A COMPANY NAME.....	75
Training Capsule 37 Preview Formatting Commands	76
EXERCISE 58 BOLD, ITALICIZE & UNDERLINE	78
EXERCISE 59 RESTORE THAT & SELECT THROUGH.....	80
EXERCISE 60 PLACE BULLETS	82
EXERCISE 61 INSERT BEFORE & AFTER & DATES.....	84
EXERCISE 62 CUT & PASTE.....	85
EXERCISE 63 ALIGN LEFT, RIGHT & CENTER	86
EXERCISE 64 CHANGE FONT & FONT SIZE	87
EXERCISE 65 TAB OR TAB KEY.....	88
EXERCISE 66 DOUBLE SPACE PARAGRAPHS	89
EXERCISE 67 CHANGE TEXT COLORS.....	90
EXERCISE 68 PAGE UP & DOWN	90
Unit 3 Advanced Skills.....	91
Training Capsule 38 Configure Word & Other Things	91
EXERCISE 69 EXPAND RECENTLY USED FILE LIST	92
EXERCISE 70 OPEN A RECENTLY SAVED FILE	92
Training Capsule 39 Medical Speech Skills Demo	93
EXERCISE 71 MEDICAL DICTATION SKILLS DEMO	93
EXERCISE 72 SWITCH TO	95
EXERCISE 73 PRESS & TYPE LETTERS.....	95
EXERCISE 74 NUMBERS.....	97
EXERCISE 75 USE CONTROL & SHIFT KEYS.....	99
EXERCISE 76 USE MOUSE GRID & MOUSE CLICK.....	100
EXERCISE 77 DICTATE & SAVE.....	101
EXERCISE 78 PRACTICE CORRECTING PHRASES.....	102
EXERCISE 79 MORE LEVEL 3 CORRECTION: SPELL THAT	103
Training Capsule 40 Editing & Formatting Tips.....	104
EXERCISE 80 EDIT PARAGRAPHS.....	105
Training Capsule 41 Use Read Back As an Editing Tool	106
EXERCISE 81 READ FOR ERRORS.....	106
Training Capsule 42 Adding a Heading & Numbering Pages	107
EXERCISE 82 VIEW ERRORS IN PRINT LAYOUT.....	107
EXERCISE 83 ADD A HEADING.....	108
EXERCISE 84 IMPROVE YOUR HEADING.....	109
EXERCISE 85 INSERT A PAGE NUMBER.....	109
EXERCISE 86 MOVE, SELECT & DELETE PARAGRAPHS.....	110
EXERCISE 87 COPY & DELETE MORE	111
EXERCISE 88 FIFTH YOU WRITE IT!.....	112
Training Capsule 43 Tiptop Tables	112
EXERCISE 89 USE THE CLASSIC TABLES MENU.....	112
EXERCISE 90 USE NATURAL COMMANDS FOR TABLES	114
EXERCISE 91 MANIPULATING TABLES.....	115
Training Capsule 44 More about Editing & Formatting	116
EXERCISE 92 CLASSIC COMMANDS	117



EXERCISE 93 NATURAL COMMANDS	118
EXERCISE 94 NUMBERED LISTS.....	119
EXERCISE 95 UNDERLINE TEXT	119
EXERCISE 96 INSERT THE DATE	120
EXERCISE 97 SIMPLE TABLE	120
EXERCISE 98 FINAL CLEANUP.....	121
Training Capsule 45 Dragon Attack Strategies.....	122
EXERCISE 99 WHAT CAN I SAY?	122
EXERCISE 100 SYMBOLS & SPECIAL CHARACTERS	123
EXERCISE 101 DATES, TIMES & MEDICAL NUMBERS	124
EXERCISE 102 STARTER SENTENCES.....	124
EXERCISE 103 CUSTOM COMMANDS (MACROS)	125
EXERCISE 104 MEMO ATTACK STRATEGIES.....	126
EXERCISE 105 LETTER ATTACK STRATEGIES	127
EXERCISE 106 REPORT ATTACK STRATEGIES	128
Training Capsule 46 Speech Outlines in Microsoft Word	130
EXERCISE 107 OUTLINE IN WORD.....	131
EXERCISE 108 SIXTH YOU WRITE IT!	132
Training Capsule 47 Medical Reports & Abbreviations.....	132
Training Capsule 48 Training Abbreviations & Acronyms	133
EXERCISE 109 MEDICAL TERMS & ABBREVIATIONS.....	134
EXERCISE 110 PROGRESS NOTE	136
EXERCISE 111 SOAP REPORT	137
EXERCISE 112 HISTORY & PHYSICAL REPORT	139
EXERCISE 113 OPERATIVE REPORT	141
EXERCISE 114 PATHOLOGY REPORT	143
EXERCISE 115 DISCHARGE SUMMARY	144
Training Capsule 49 Hardware: Choosing a Voice-Writing PC.....	145
Training Capsule 50 Choosing Headsets & Sound Cards	146
Training Capsule 51 DNS Versions, Windows & Office	148
Training Capsule 52 Installation, Networks, Backups & Updates.....	149
Training Capsule 53 Vocabulary Editor	150
Training Capsule 54 Backup & Export Your User Profile	150
Training Capsule 55 Options, Options & More Options.....	150
Training Capsule 56 Reset Hot Key for a Tablet PC or Laptop.....	152
Training Capsule 57 The Acoustic Optimizer	153
Training Capsule 58 Review Word Commands.....	154
Training Capsule 59 Online Instructor Resources	156