®

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HOW TO INSTALL DRAGON 15.61

IMPORTANT INFORMATION:

Installing Dragon 15 can be considerably easier if you reboot Windows 1st

We recommend disabling or uninstalling all 3rd party antivirus utilities in your computer. Windows 10/11 built-in Defender is turned on by default and as good as other third-party utilities, which are known to cause problems with Dragon and other programs.

Additional Notes

- *Previous versions of Dragon could be activated 4x but Dragon 16 can only be activated 2x.*
- *If you run out of activations call Nuance support at 800.654.1187 and make it their problem*
- *Nuance International Support Phone Numbers*
    +44 (0) 20 3027 4217 (UK English)
    +44 (0) 69 51709363 (Deutschsprachig)
    +44 (0) 1 706 15495 (Français)
    +44 (0) 20 346 9373 (Nederlands)
    +44 (0) 269633496 (In lingua italiana)
    +44 (0) 91275 4439 (Se habla Español)

- *We CANNOT roll back activations but we can take care of most other issues at 615.884.4558 ex 2*
- *KnowBrainer Support is available M-F 11-6 and weekends 12-6 Central Time.*
- *We are available every day; including holidays; not because we want to*
- *but because the Nashville 3rd Circuit Court mandated our monitored ankle bracelet*

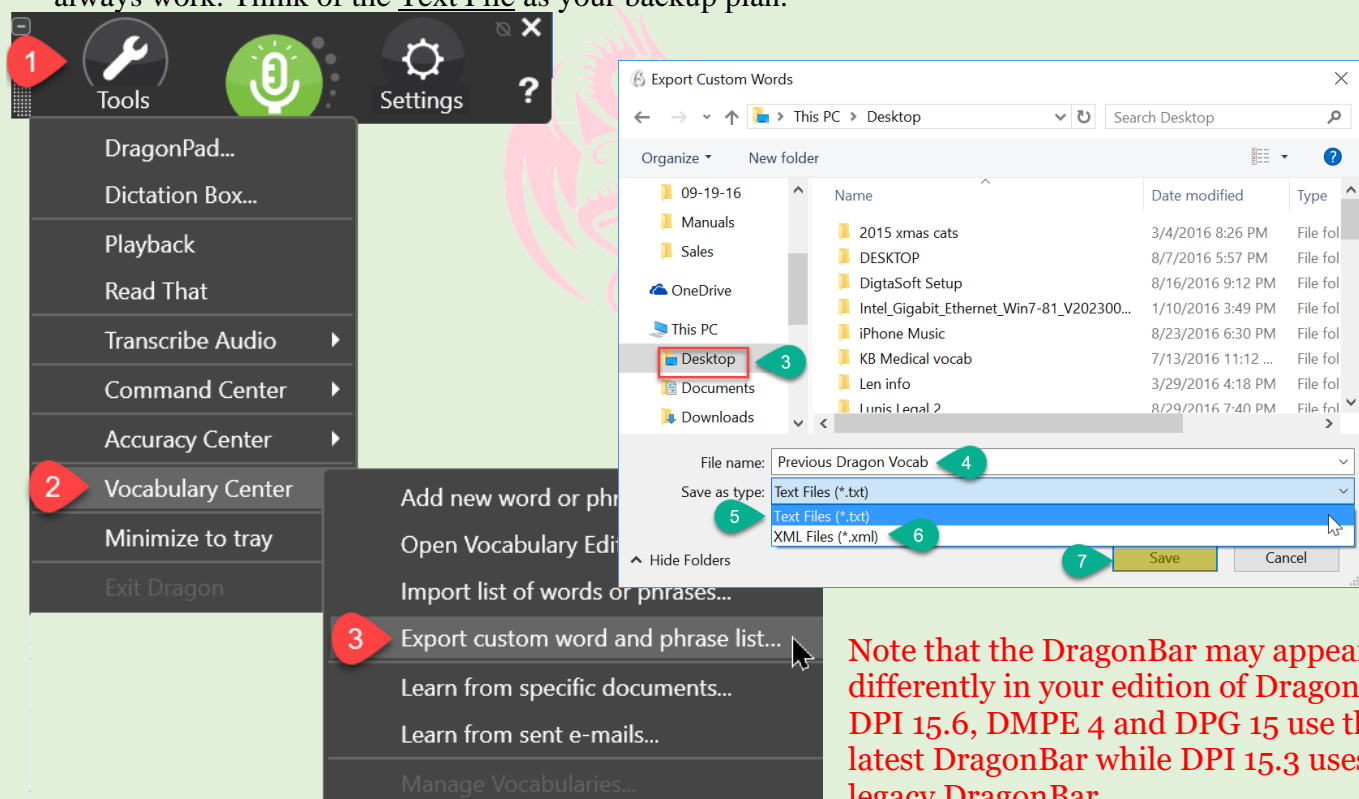### *White Glove Remote Installation & Support*
(optional)

Includes setting up your computer for Dragon, Installing Dragon, Creating a user profile, Importing your previous user vocabulary & commands (if applicable), customizing your workflow and most importantly, fixing 32 manufacturer sandtraps (default problem settings)

HOW TO INSTALL DRAGON 15

Section A – If This Is An Upgrade We Recommend The Following Steps
If You Are Installing A Full Installation, Skip Ahead To Section B:

1. Make a note of your previous Dragon serial number (assuming you have one) which can be typically found by clicking the Dragonbar <u>Help</u> menu followed by clicking <u>About Dragon</u>. You will need this serial number to activate your Dragon upgrades.

2. Launch your previous version of Dragon if you wish to preserve your previous commands and/or vocabulary. If you do not wish to preserve your previous commands or vocabulary, skip ahead to # 6

3. Click the <u>Vocabulary</u> menu followed by clicking <u>Export Custom Word And Phrase List</u> (1st Pic). Name your previous vocabulary something easy to remember and save it to the desktop where you can easily find it (see 2nd pic). Note that after you name your vocabulary, Dragon gives you 2 options for saving your vocabulary. The <u>Text Files</u> option allows you to create a simple text file which includes all of your added words, phrases and Written Form/Spoken Form. The <u>XML Files</u> Option allows you to additionally preserve special Dragon properties and rules. We recommend exporting your vocabulary twice. Your 1st export should be a <u>Text File</u> and a 2nd export should be an <u>XML File</u>. The <u>XML File</u> is preferable to import into your new DMPE 4 Profile but the process doesn't always work. Think of the <u>Text File</u> as your backup plan.

Note that the DragonBar may appear differently in your edition of Dragon. DPI 15.6, DMPE 4 and DPG 15 use the latest DragonBar while DPI 15.3 uses a legacy DragonBar

4. A. If you have created commands you wish to preserve and import into Dragon 15 open the Dragon Command Browser by clicking the Dragonbar Tools/Command Browser (1st Pic). Click <u>Manage</u>, select only the personal commands you created (as opposed to selecting all the commands) and click <u>Export</u> (2nd Pic).

B. Click desktop (easy to find convenient address), type an easy to recognize file name, choose the default Mycommands Files (*.Dat) followed by clicking save (3rd Pic). Note that many professionals prefer an XML File (#9) export which you can also choose but for this purpose, it isn't really necessary. Of course, it never hurts to play it safe by exporting your commands both ways.
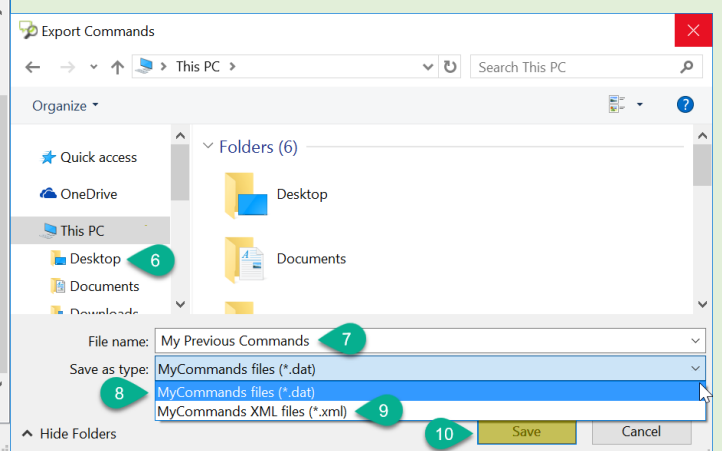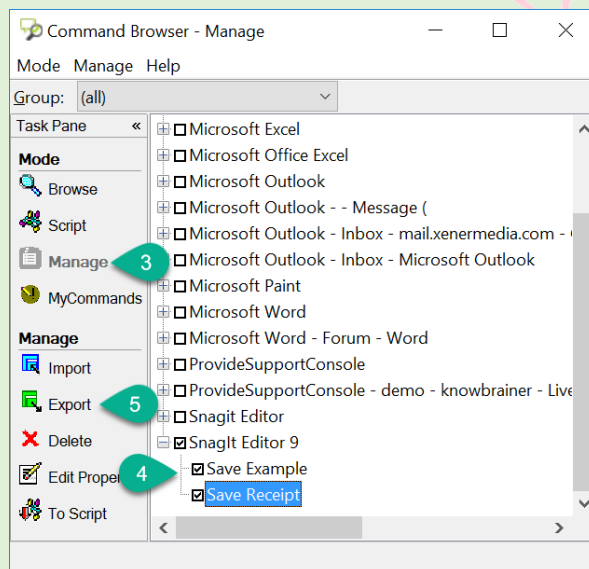
#1
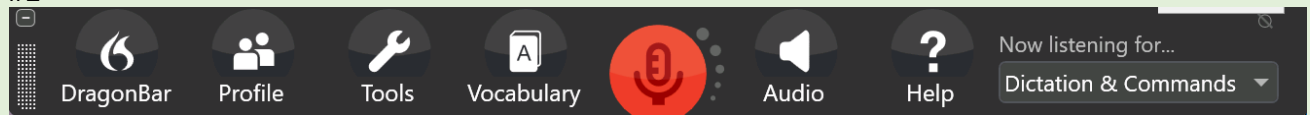
#2
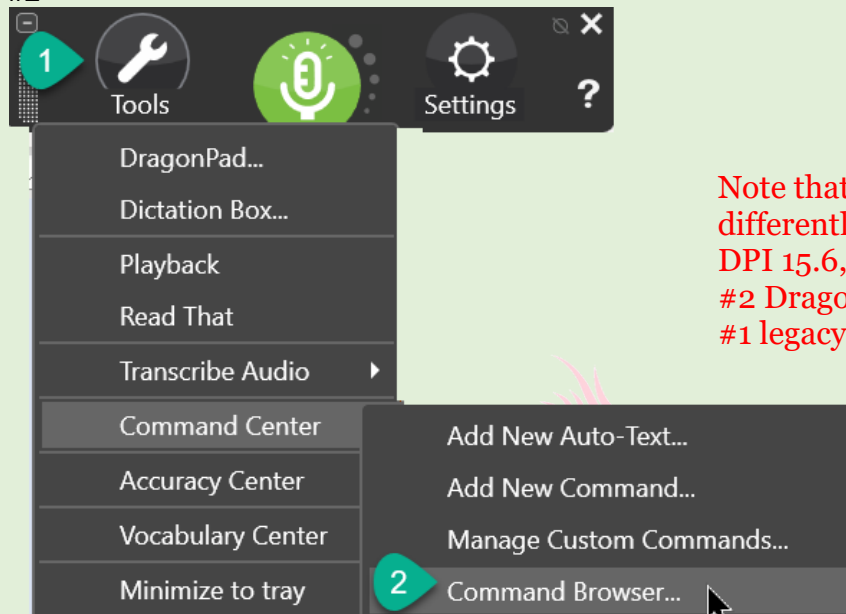
Note that the DragonBar may appear differently in your edition of Dragon. DPI 15.6, DMPE 4 and DPG 15 use the #2 DragonBar while DPI 15.3 use the #1 legacy DragonBar

5. Now that you have preserved your previous commands and vocabulary, it is safe to uninstall your old version of Dragon to preserve your activations so that you can reinstall your old version of Dragon, If necessary. During the uninstall process you will be prompted to save your user profile. It

doesn't matter how you answer this question because you've already exported your profile to a safe location.
NOTE: You can install DPI 15.61 over 14 or 15.3 without uninstalling previous versions.

6. Open Windows Control Panel by pressing the **Start** Button, typing <u>Control Panel</u> and pressing {Enter}.

7. If your control panel is set to <u>View By Small</u> or <u>Large Icons</u> click <u>Programs And Features</u>. If your Control Panel is set to the default setting of <u>View By Category</u> click <u>Uninstall A Program (1st Pic)</u>. Double Click the Dragon icon to unistall your previous version (2nd Pic)
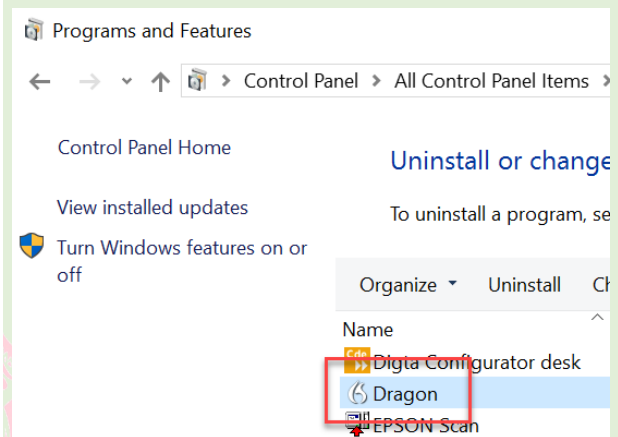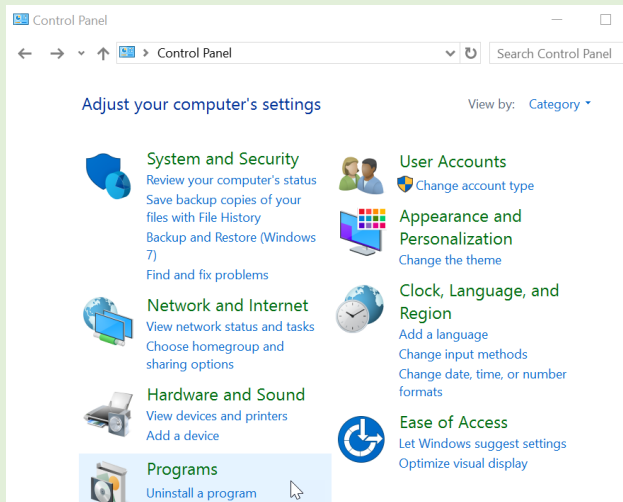
Section B – Installing Dragon 15

1. Click **Next** when prompted. Click **Next** again followed by clicking **Next** in the 3rd Prompt
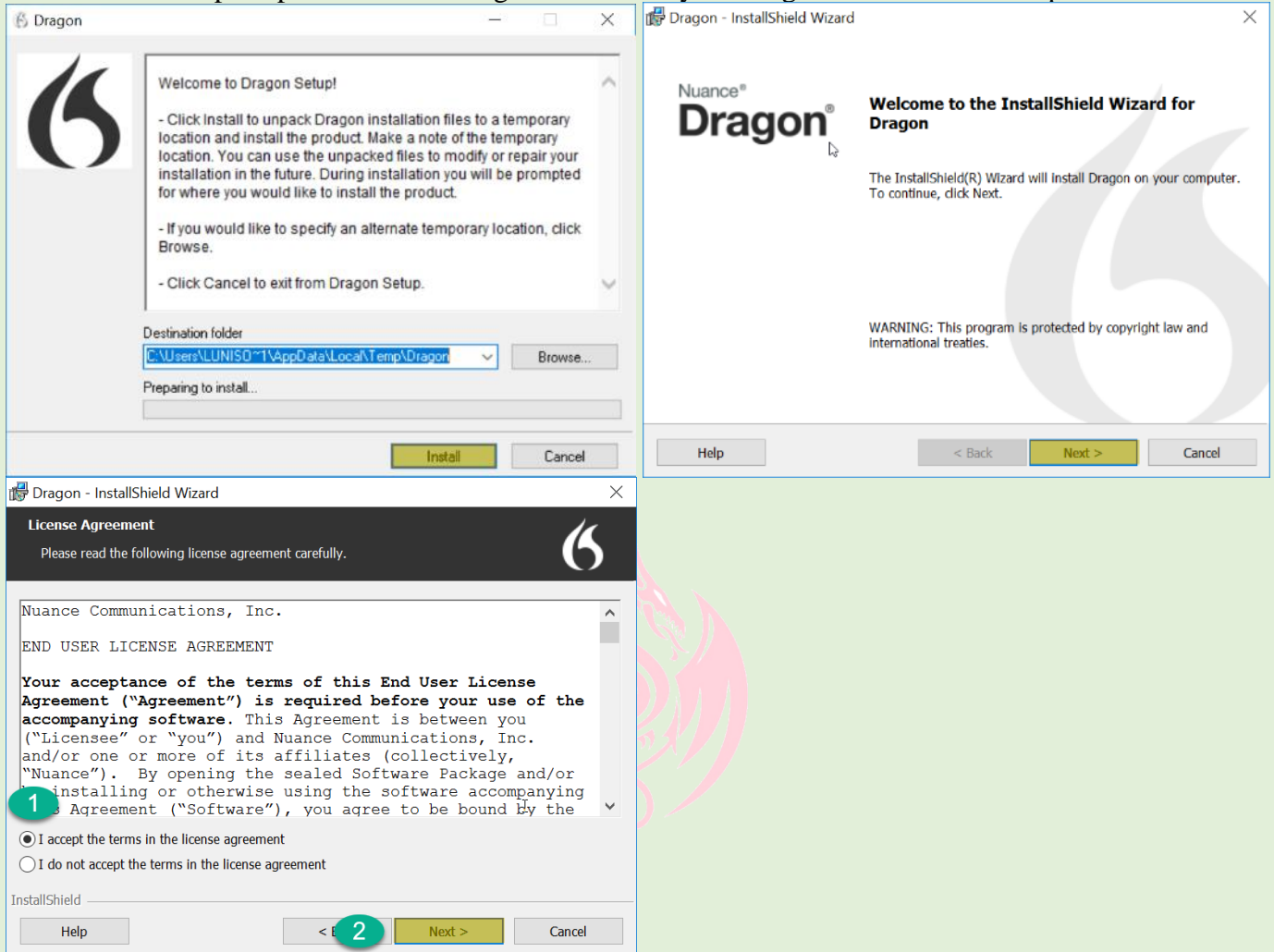
2. Type your serial number as a long uninterrupted number into the <u>Serial Number</u> Field. Don't type hyphens. Click **Next** 1st Pic). You may or may not receive a prompt to install Microsoft .NET Framework. If you receive this message click I**Install** (2nd Pic). If you are installing an upgrade you may receive a prompt to acknowledge your upgrade by clicking **Yes** (3rd Pic). Go with the default typical/complete choice and press **Next**, **Next** and **Next** again (3rd – 6th Pics).
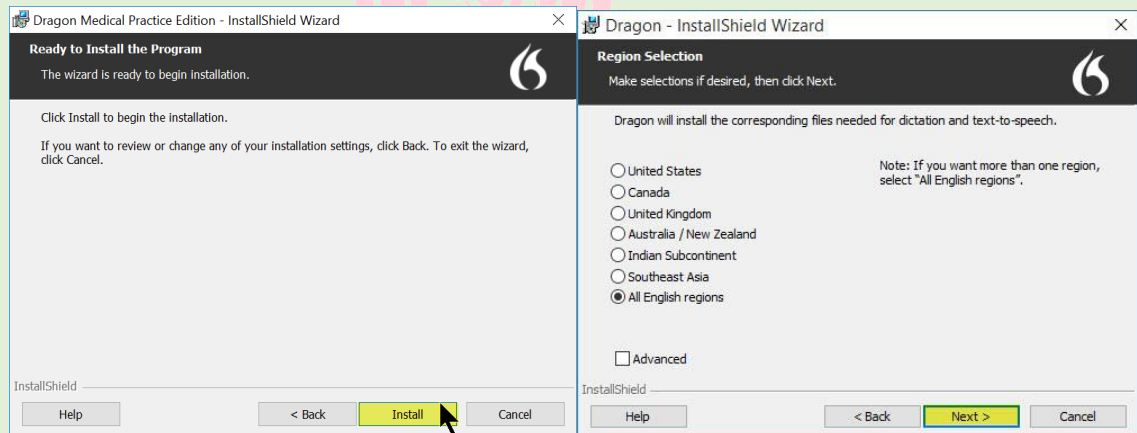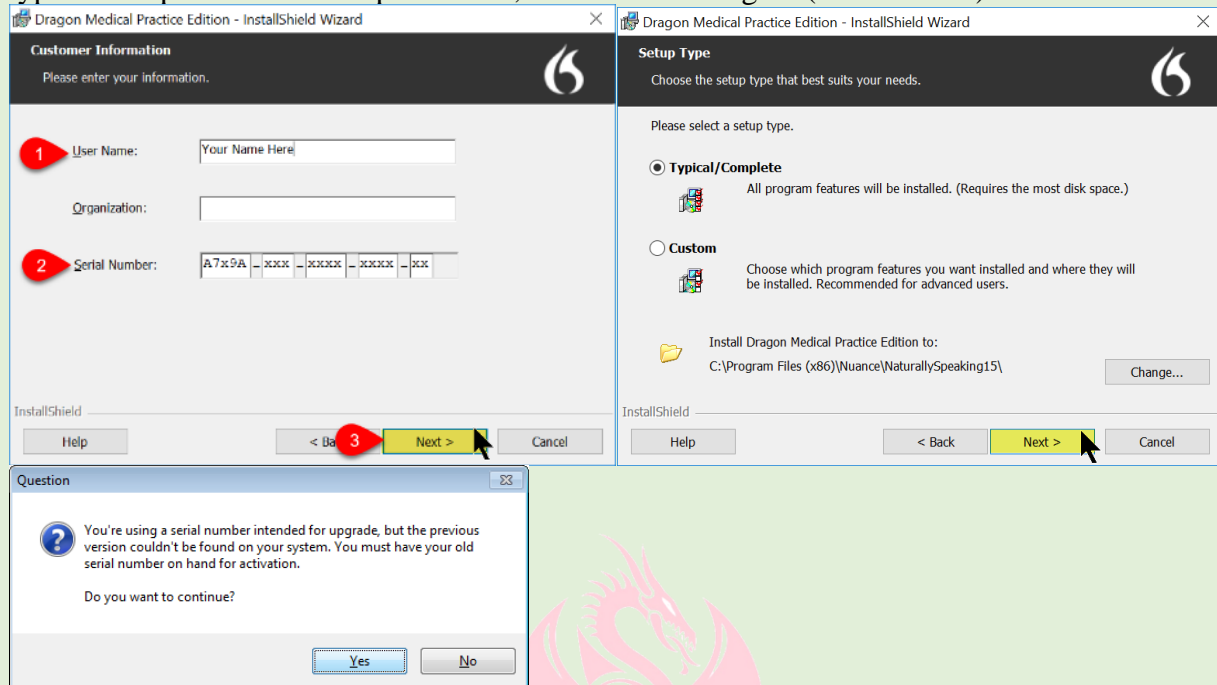
3. Click **Finish** and click **OK**.
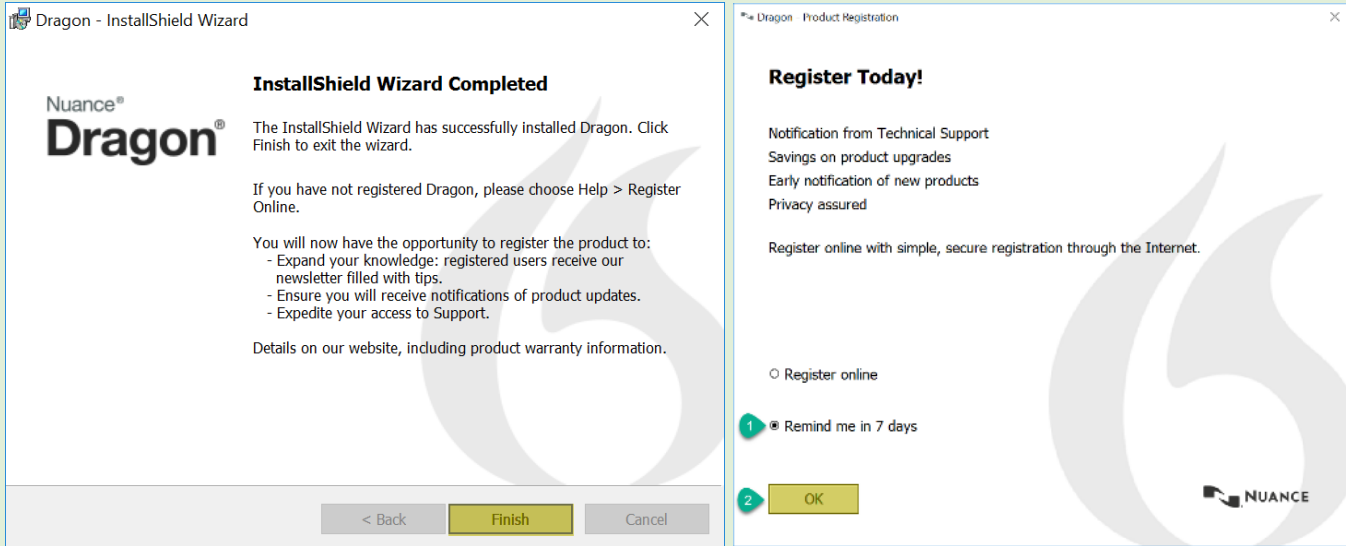
NOTE: If you wish to install a Dragon upgrade on a computer without Dragon, You may need to change the 3ʳᵈ character of your serial number from an 8 to 0. When you go to activate Dragon, you will need to change the 3ʳᵈ character back to an 8 (on upgrades only). This will convince Dragon that you're installing the full copy that doesn't require a previous installation. For example, if your serial number looks something like K889A-G00-xxxx-xxxx-xx, change it to K809A-R00-xxxx-xxxx-xx (full installation)

Section C – Launching Dragon

1. Before launching dragon it is **Imperative** that you plug in your microphone. If you are using a USB Microphone or USB soundcard, make sure to use a direct rear USB Port on your desktop computer. NEVER use a USB splitter, front or side USB port.. If this is a notebook computer, any available USB Port is acceptable. We do not recommend the use of integrated soundcards..

2. Double-Click the **Dragon** icon on your desktop to launch Dragon 15.

3. If you are upgrading a previous version of Dragon such as Ver. 15.3 to 15.10 or Ver. 16 you may see the following error when attempting to launch Dragon the 1ˢᵗ time:
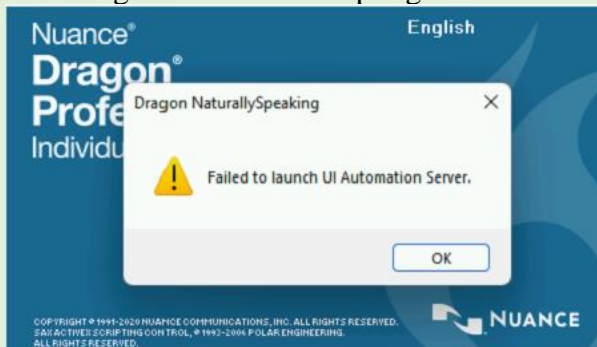
If this happens to you, you will need to do the following:

(a) Uninstall Dragon to preserve 1 of your 4 activations
(b) If you wish to preserve your *%LOCALAPPDATA%\Nuance\NS16\Users\[Your Username]* (NS 15 in Dragon 15) you will need to move your user profile to the desktop to protect it from what you are about to do
(c) Download and run [DragonRemover](#) (removes any version or edition of Dragon)
(d) Reinstall Dragon 15 or 16
(e) Launch Dragon and when prompted create a new user do so
(f) Close Dragon and move your user profile back to the original location. When you launch Dragon, you should be prompted to let Dragon upgrade

4. You will be prompted to activate dragon at this time or use it in Trial Mode up to 5 times. Choose <u>Activate Product</u>, click **Next** (1st Pic). **NOTE: If you installed dragon 15 with an upgrade serial number you will be prompted to paste (with or without hyphens) or type your previous serial number [not pictured].** Click **Next** (2nd Pic) and click **Launch** after you see <u>Successful Activation</u>
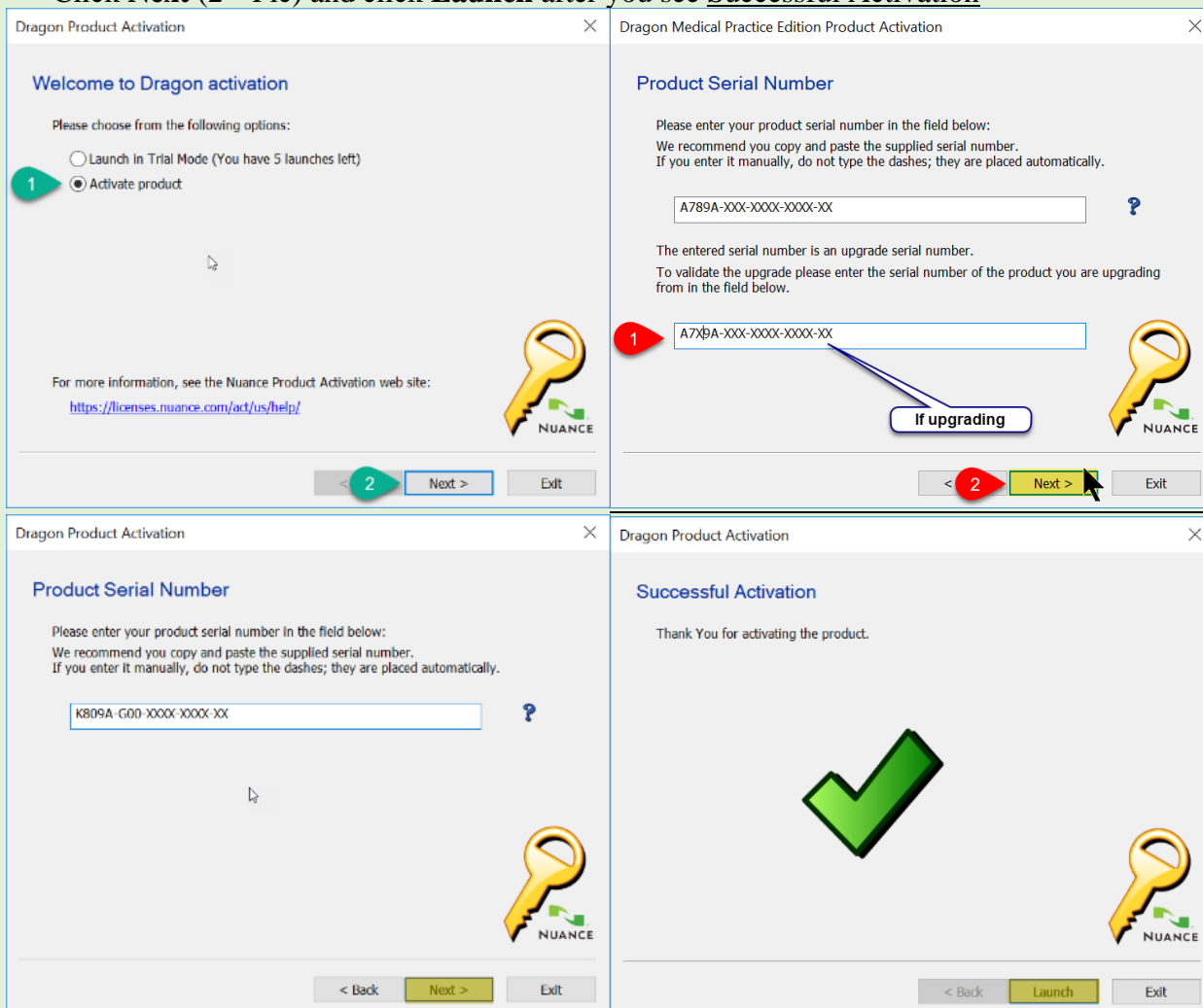
Section D – Creating A New User Profile

1. When you click the Successful Activation **Launch** button Dragon should begin the the process of creating a new user profile. Click **Next** to begin the process.. Type a user name and click **Next**.
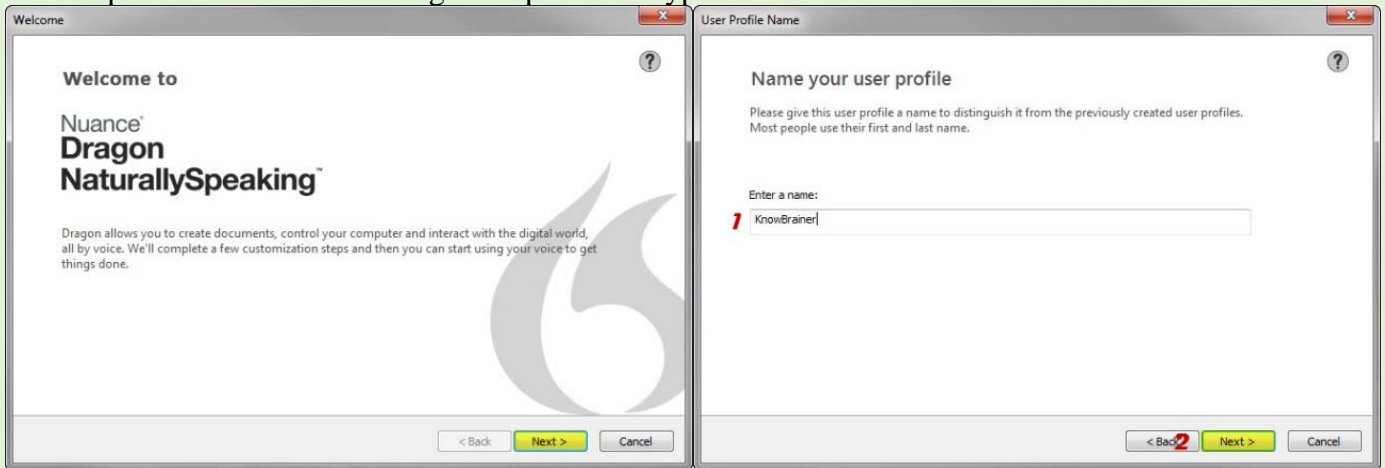
2. If you have a north american mid-continental accent you can click **Next** but if you have a non-standard accent, you may have to change your region and/or accent.. After choosing the the appropriate soundcard click **Next**
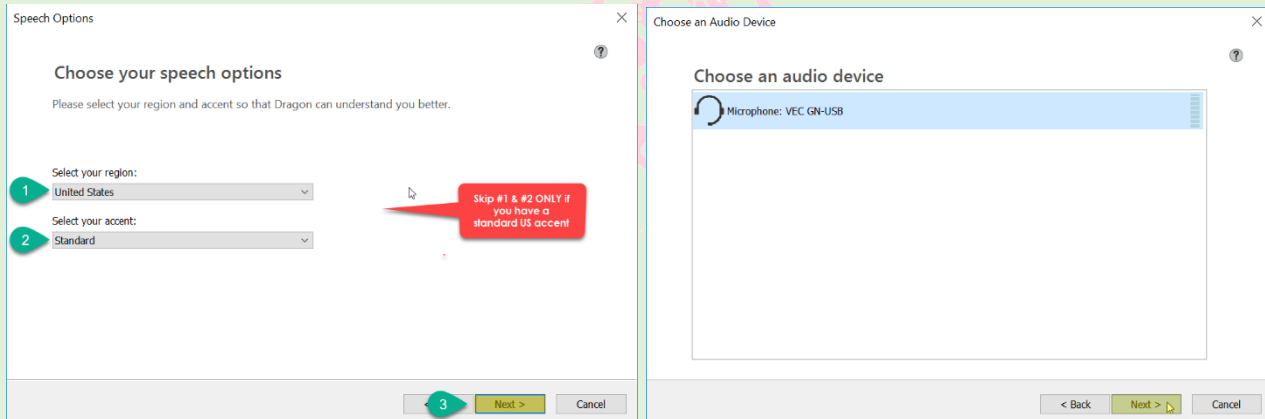
3. You will now be required to choose the best sound source (if you have more than one) followed by clicking **Next**. Now click **Start**, followed by clicking **Next**, click **Do Not Send My Usage Data** and click **Next** again. NOTE that you will **not see or need steps #3 and #4** in Ver. 15.6. These steps are useless. Nuance accidentally left these unnecessary steps in Ver. 15.3.
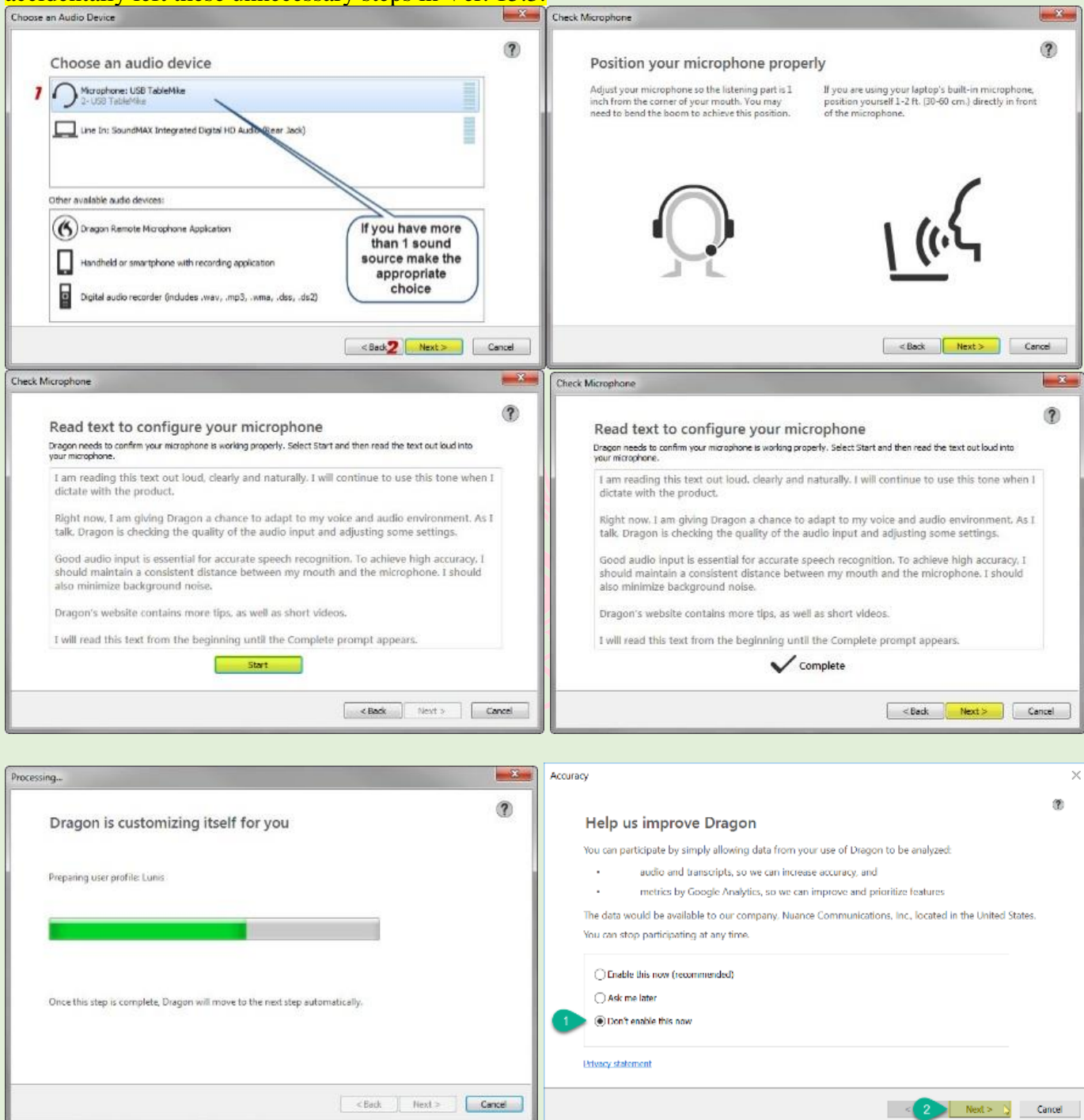
4. Click **Next** followed by clicking **Finish** which will bring you back to the interactive tutorial. If you have just viewed the tutorial, we recommending clicking the white **X** in the upper right-hand corner of your screen to close the tutorial and move to the next step.
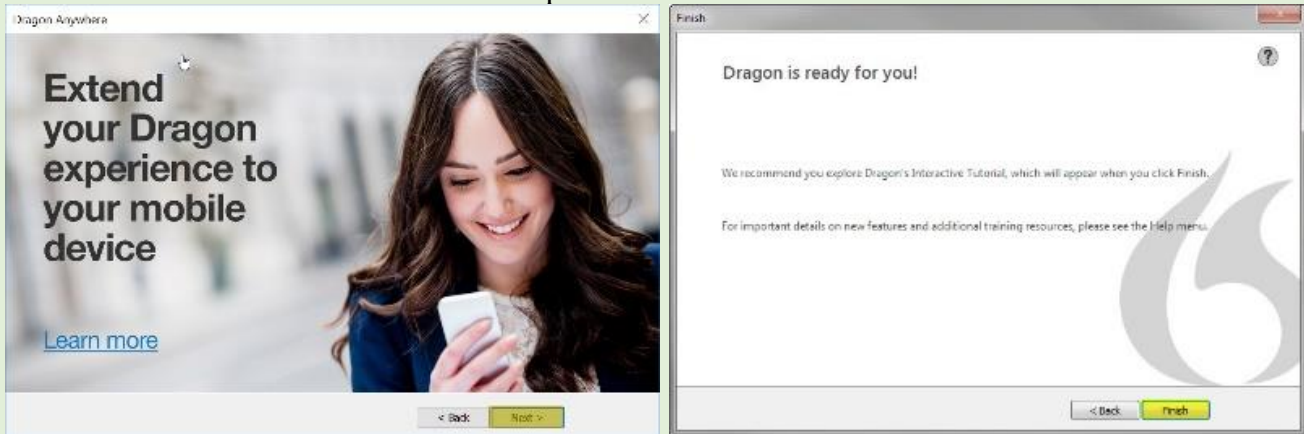
Section E – Importing Your Previous Vocabulary And Commands

If You Do Not Wish To Import Your Previous Vocabulary And/Or Commands, Skip Ahead To Section F

1. Click the Dragonbar <u>Vocabulary</u> menu followed by clicking <u>Import List Of Words Or Phrases</u> (1st Pic). Click **next followed by clicking Add File** (2nd & 3rd Pic)
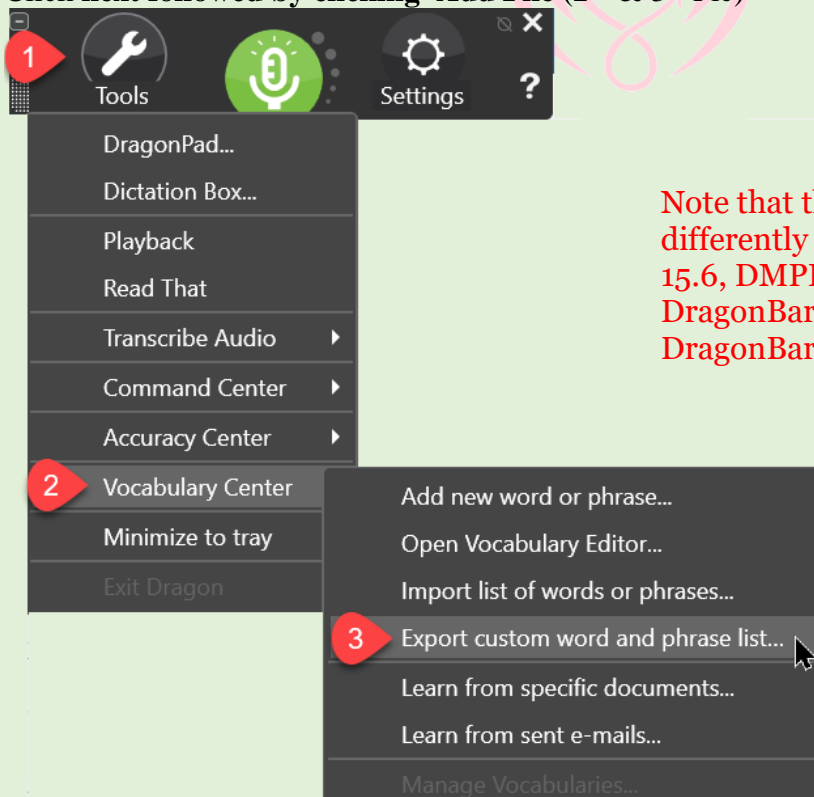
Note that the DragonBar may appear differently in your edition of Dragon. DPI 15.6, DMPE 4 and DPG 15 use the latest DragonBar while DPI 15.3 uses a legacy DragonBar

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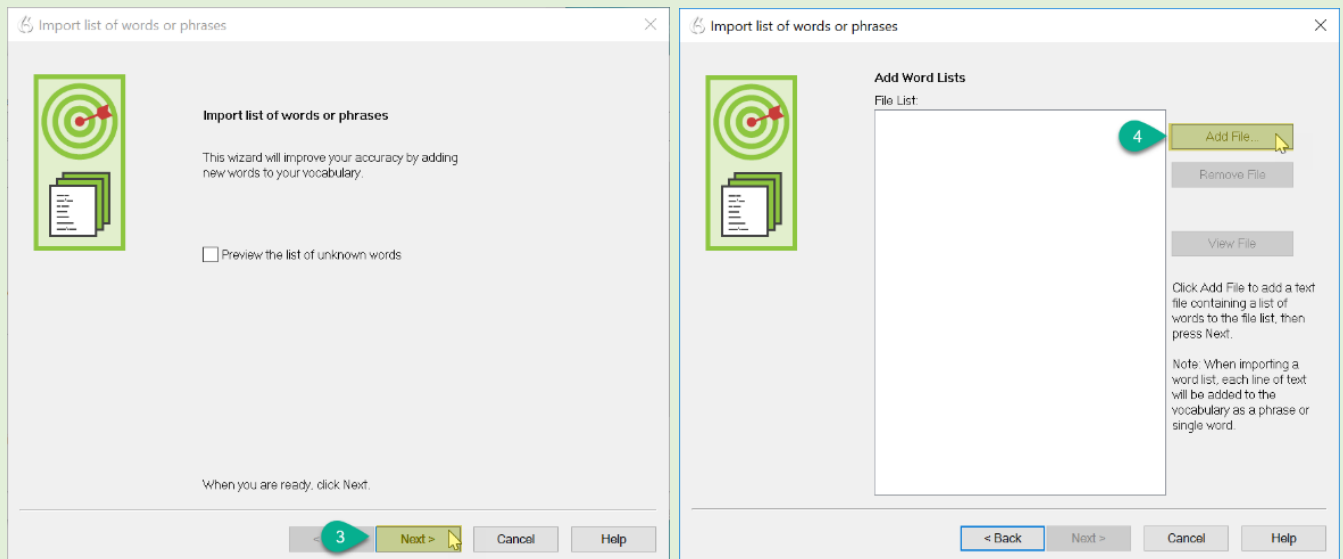
2. If you previously left your exported vocabulary on the desktop, select the desktop, click your preferred previous Dragon Vocabulary (Plain Text or XXML) and click **Open** (1st Pic). Click **Next** to begin File Analysis (2nd Pic).
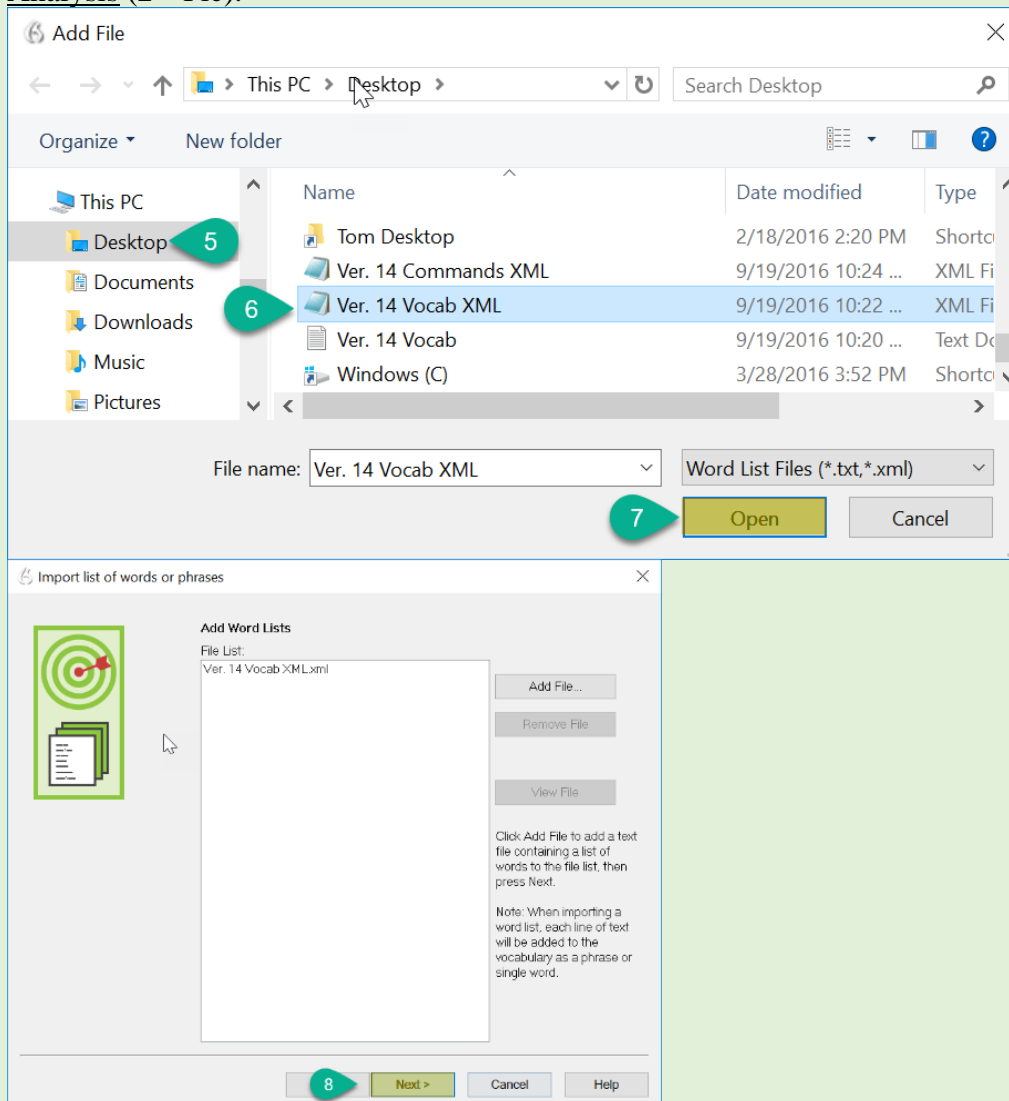
3. When the <u>File Analysis</u> completes (typically a few seconds) Click **Next** to display how many new words were found in the <u>Summary</u>. Click **Finish** to acknowledge the import followed by clicking the DragonBar <u>Profile</u> and <u>Save User Profile</u> to permanently save your vocabulary changes to your user profile.

4. IF you don't wish to import your previous commands skip ahead to Section F. If you wish to import your previous commands click the DragonBar <u>Tools</u> menu followed by clicking <u>Command Browser</u> (1st Pic). Click <u>MyCommands</u> followed by clicking <u>Import</u> (2nd Pic). If you saved your previous commands to the Desktop, the desktop will be selcted by default. Click on the appropriate command file, to add it to the <u>File name</u> field followed by clicking **Open** (3rd Pic).
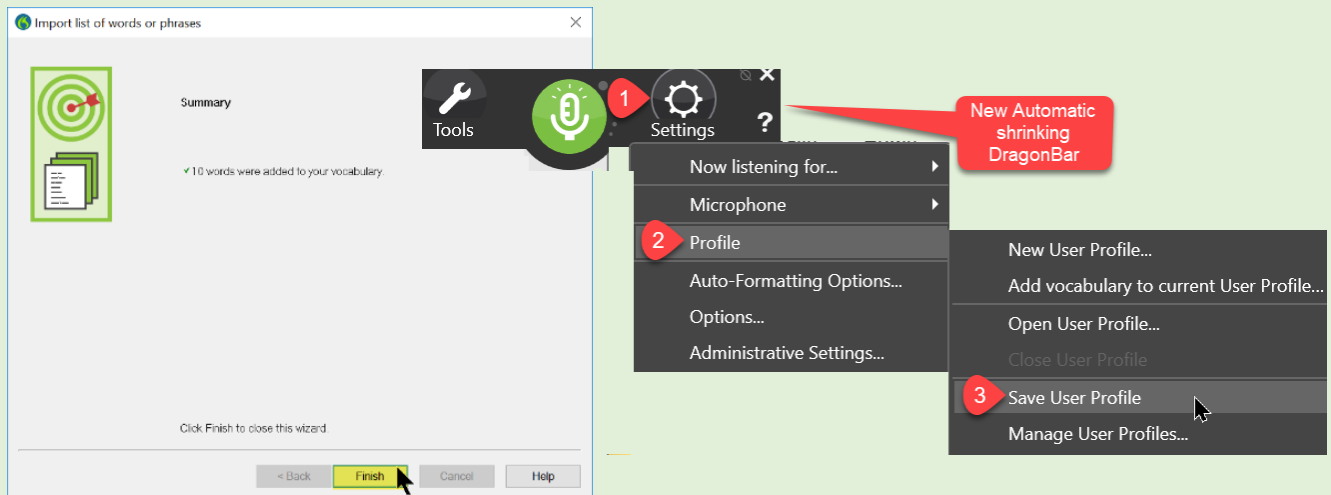

Note that the DragonBar may appear differently in your edition of Dragon. DPI 15.6, DMPE 4 and DPG 15 use the latest DragonBar while DPI 15.3 uses a legacy DragonBar
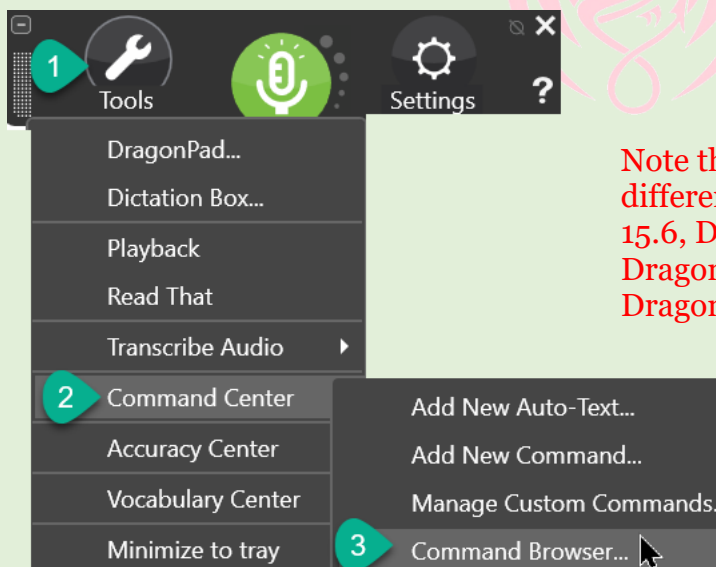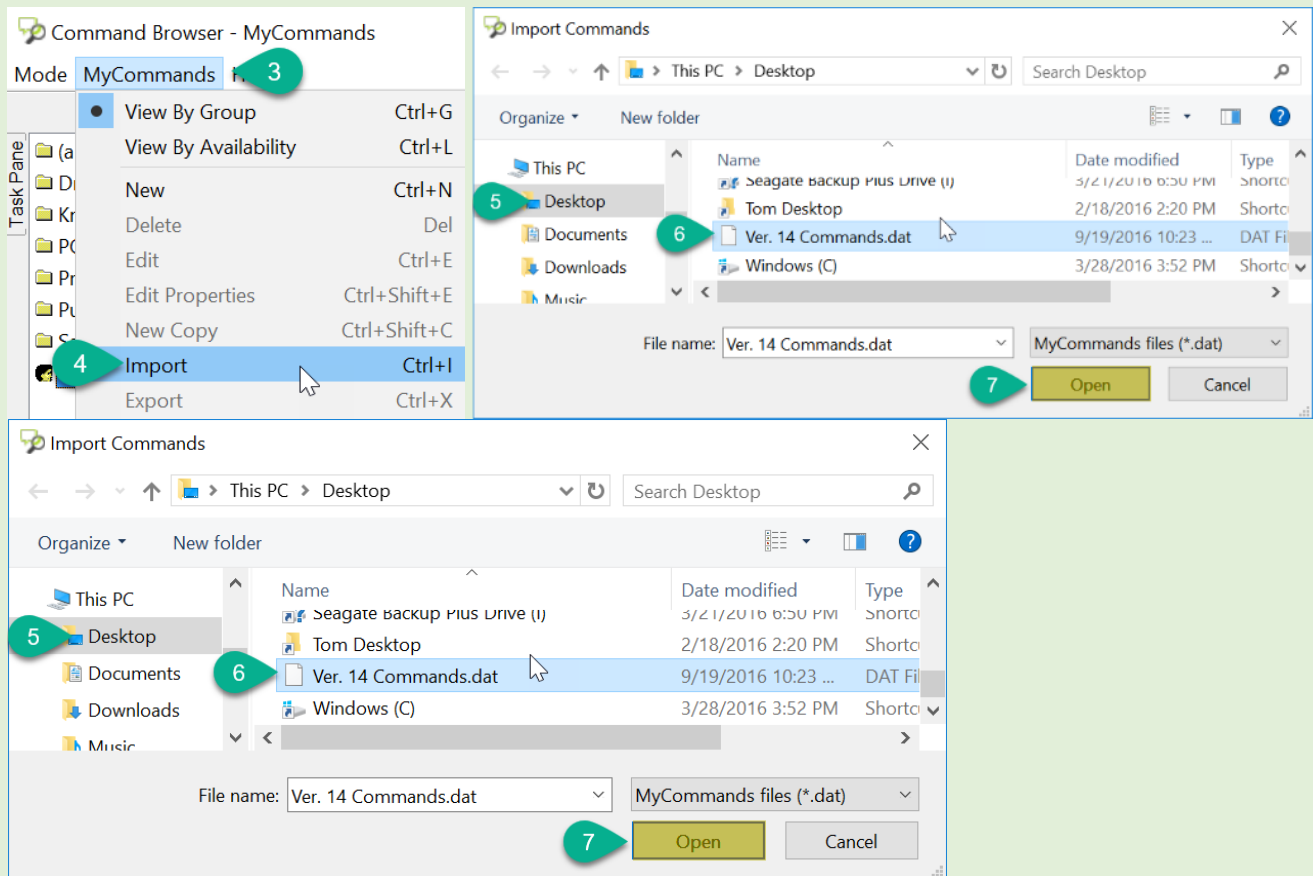
5. By default, all commands will be selected but this will give you a chance to choose individual commands or all commands. After you have selected your commands, click **Import**. You have have now finished importing your previous vocabulary and commands. You are ready to dictate. Note that you do not have to save your profile after importing your commands because the import works like a database.
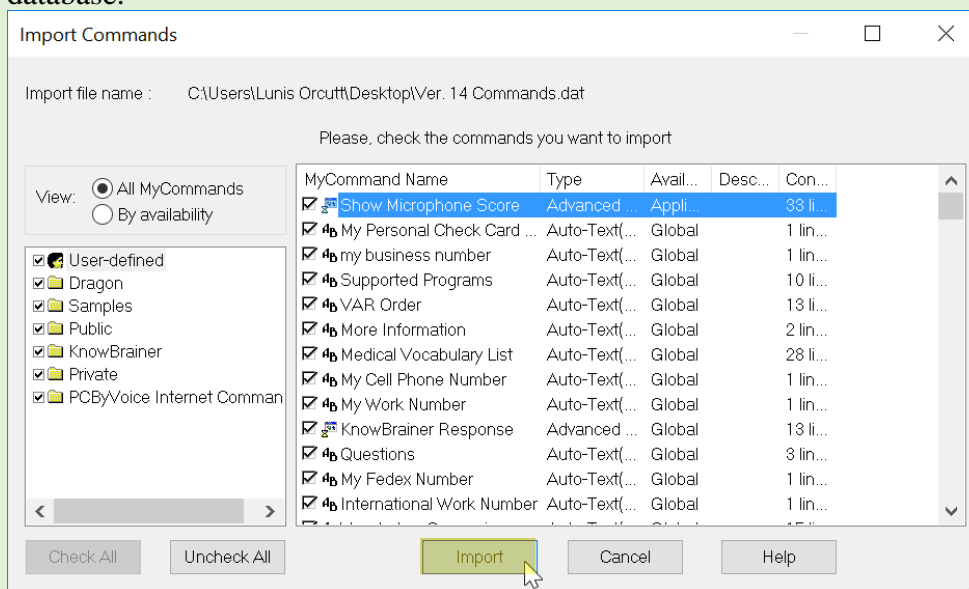
Section F
IMPORTANT Recommendations w/Color Codes
Preferred (Low)
Recommended (Medium)
CRITICAL (High)

[DPI 15 ONLY] Click <u>Tools</u> on the DragonBar
Click <u>Options</u> which will open your Dragon options to the <u>Correction</u> Tab
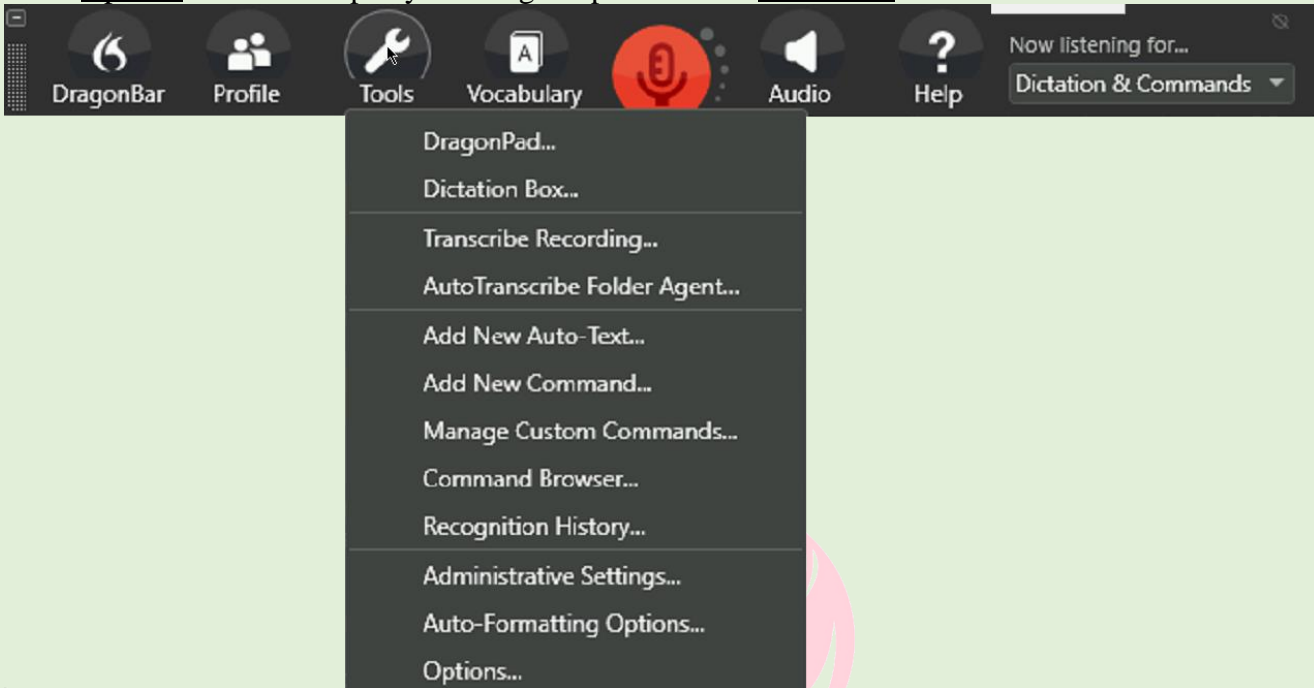
[DPG 15 ONLY] Click <u>Settings</u> on the DragonBar
Click <u>Options</u> which will open your Dragon options to the <u>Correction</u> Tab
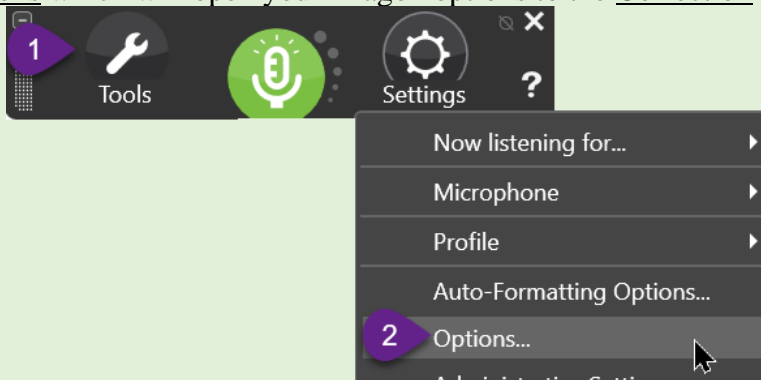
1. Open Dragon Options from the DragonBar menu or say show options.
(a) Remove the checkmark from "Select" commands bring up Correction menu
(b) Check "Select" commands search backwards
(c) Check "Correct" commands bring up Spelling Window
(d) Removing the checkmark from <u>Automatically add words to the active vocabulary</u> will prevent Dragon from automatically adding misspelled words from Dragon supported programs such as Microsoft Word and WordPerfect X8. However, it will make adding to your personal vocabulary more difficult. When you wish to add a word or phrase to your vocabulary you will need to use Dragon's <u>Add new word or phrase</u> or click the <u>Add</u> button from within the Vocabulary Editor. *Note that if you are using KnowBrainer, you can optionally highlight any word or phrase and say* Add to Vocabulary.
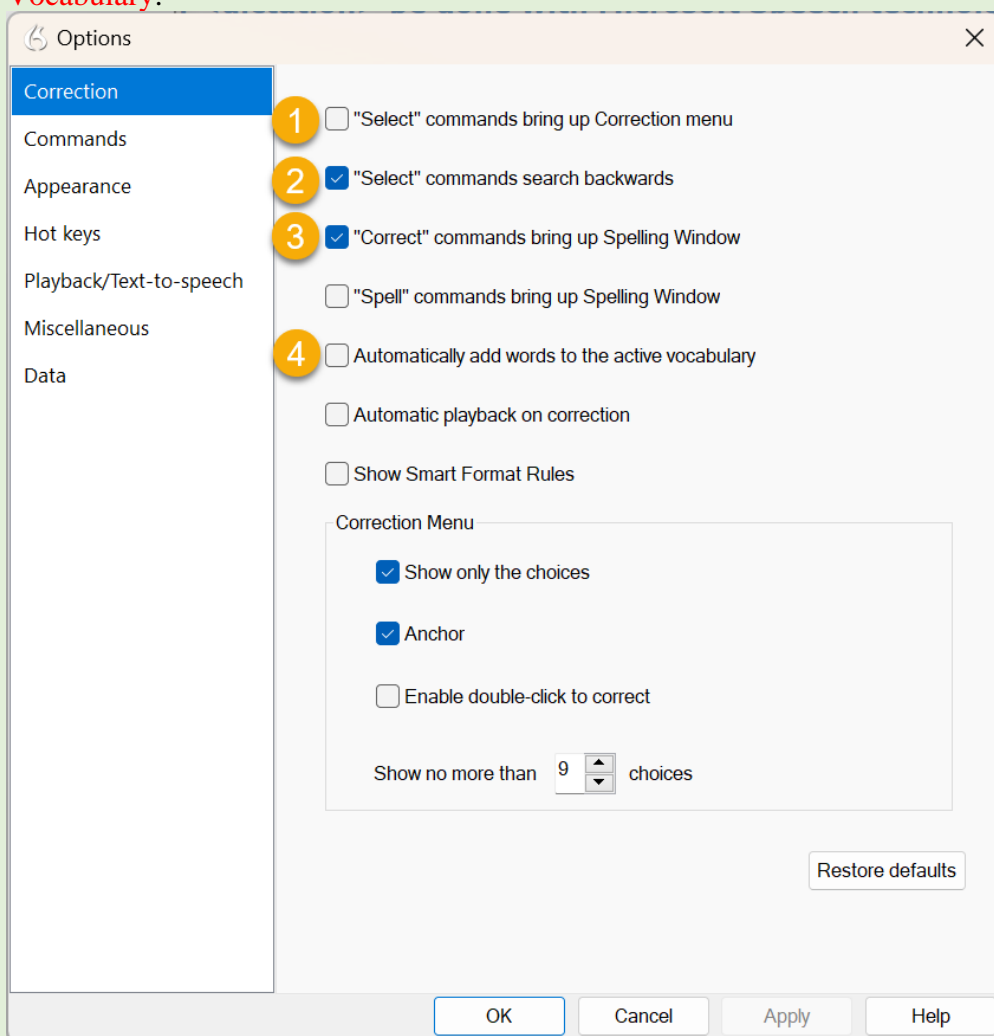
2. Click the <u>Commands</u> Tab
(a) Move The <u>Pause Required Before Commands</u> To The 5th Notch (halfway)
(b) Remove the checkmarks from <u>Enable Web Search Commands</u>, <u>Enable Desktop Search Commands Search</u> and <u>Enable Email And Calendar Commands</u> to prevent dragon from seemingly going crazy by performing unwanted searches when you are attempting to dictate into a non-full text control environment.

3. Dragon is prone to freeze for 20 seconds from time to time.

(a) Removing the checkmark from <u>Enable Multiple Text Searches</u> prevents dragon from numbering multiple choices when you attempt to Select, Cut, Copy or Delete multiple text matches. Example: If you dictate "the fox jumped over the fence" and you wish to select the word "fox" you can just say select <fox> If there is more than 1 choice, dragon will simply select the previous closest choice rather than making you additionally say choose one.

(b) If you do not require the ability to click on buttons, links or select text in web browsers, you can remove the checkmark from <u>Enable HTML support</u>.

(c) If you don't need to verbally open desktop shortcuts removing the #6 checkmark can help prevent Dragon freezes, if you have a lot of desktop shortcuts or any dead shortcuts (don't point to anything). Dead shortcuts can make Dragon crazy when it tries to find an address that doesn't exist.

(d) If you have too many shortcuts or dead shortcuts in your Startup folder #6; same as (c).

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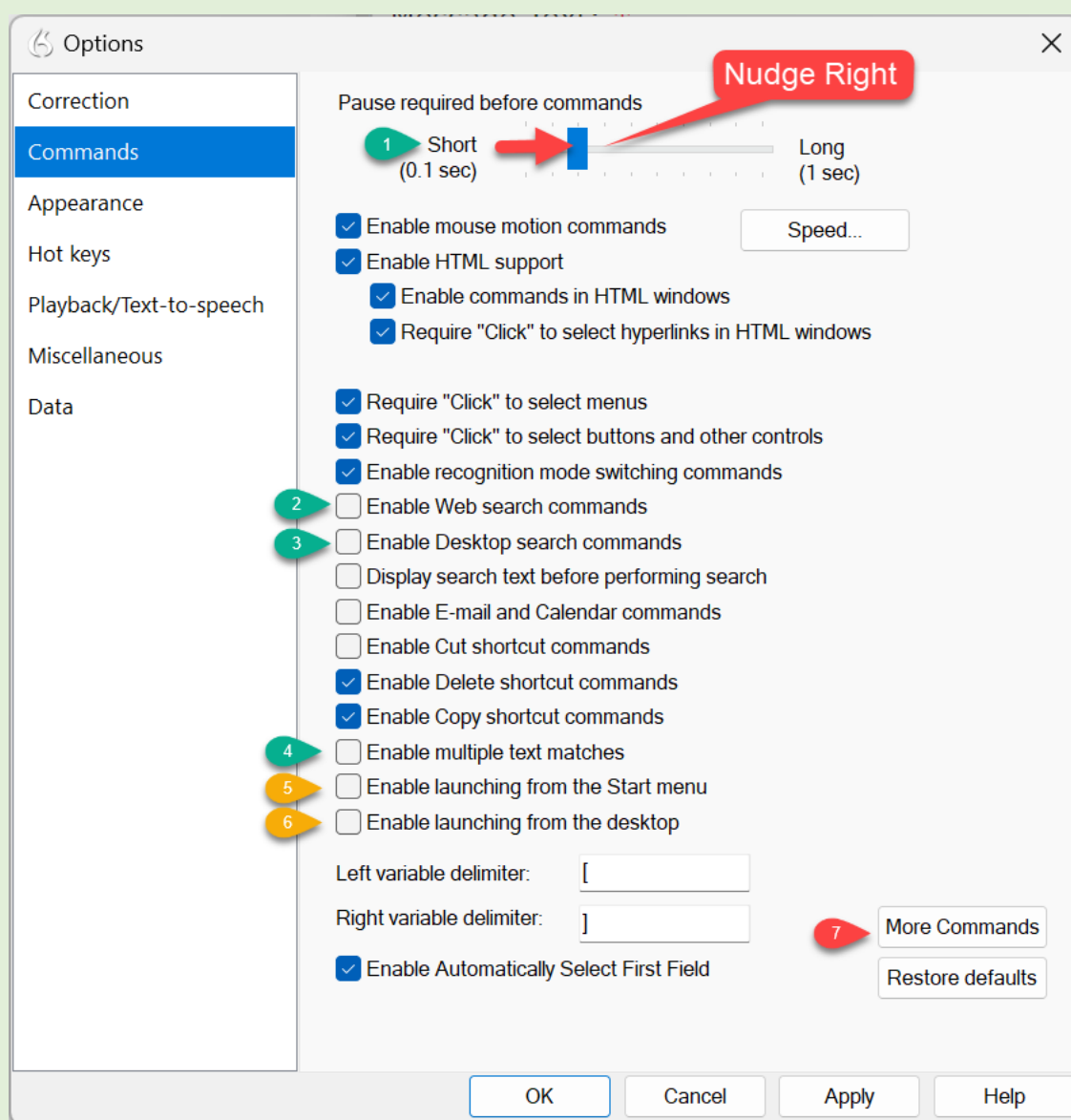
(e) Unfortunately, Dragon suffers from a Jumping Page problem in Microsoft Word and Outlook. Removing the checkmark from #5 will also remove the other checkmarks. You will be sacrificing your Dragon application-specific commands but if you're using KnowBrainer 2020, you probably won't notice because these commands, plus more, are included. We make this recommendation because of the miserable Jumping Page problem. If you do not remove the #5 checkmark, the Microsoft page, and long documents, will jump every time you dictate.
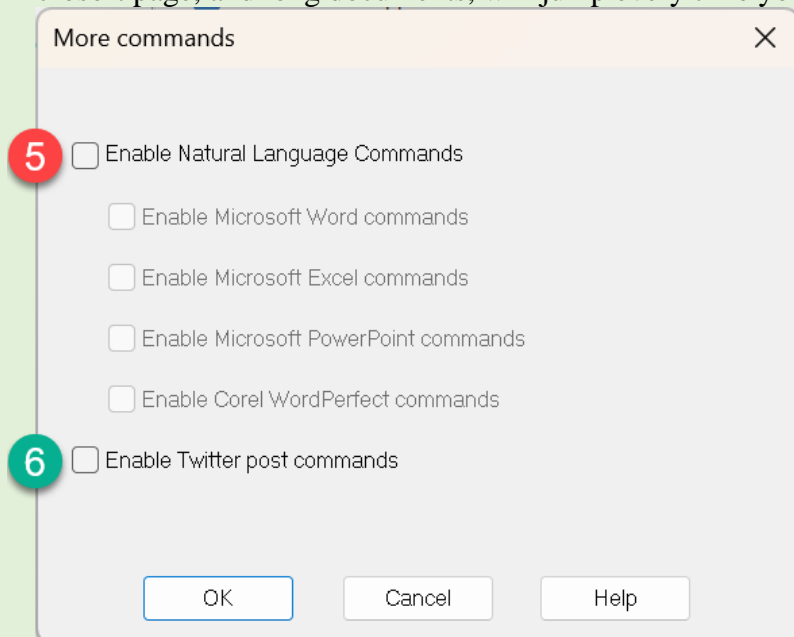
4. Click the Appearance tab. We suspect that you won't want to see the little spinning icon more than a moment because it can be a little annoying. If you are not a newbie, you will probably want to add a checkmark to Do not show tips. Note that the following picture is from the Group version of Dragon (DPG 15) and there are less choices. Nevertheless, you will see what you're looking for. DPI 15 simply includes more choices such as the Classic DragonBar
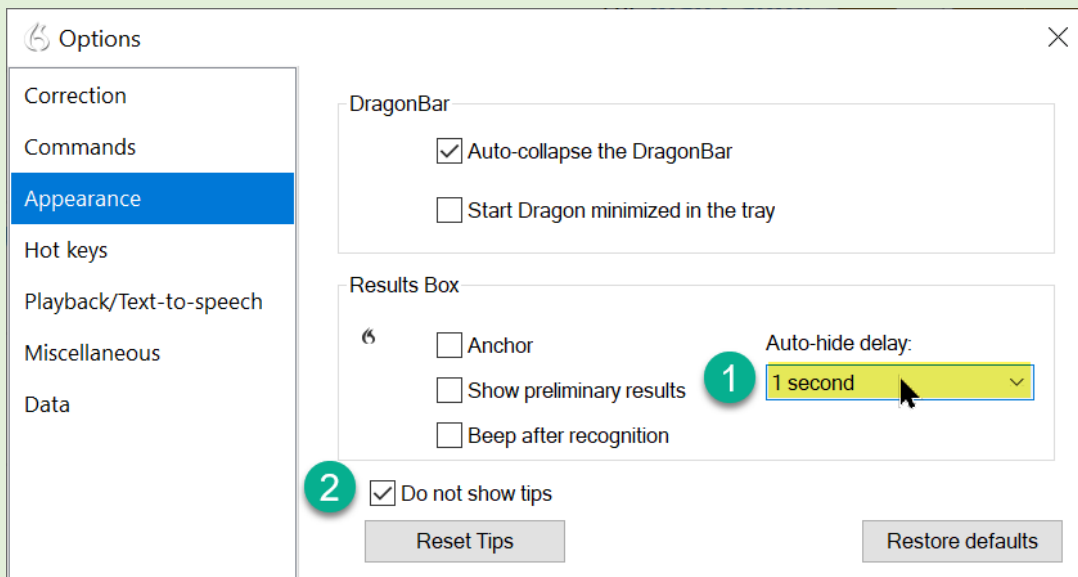
5. Click the <u>Hot Keys</u> Tab. The default Dragon hotkey for toggling your microphone on and off is the {Plus} Key on an extended keyboard but if you don't have an extended keyboard or if you need to use your extended keyboard for calculator functions, you might consider Double-Clicking on the Microphone On/Off menu and substituting this hotkey with {Pause} {F5} – {F7} Keys.
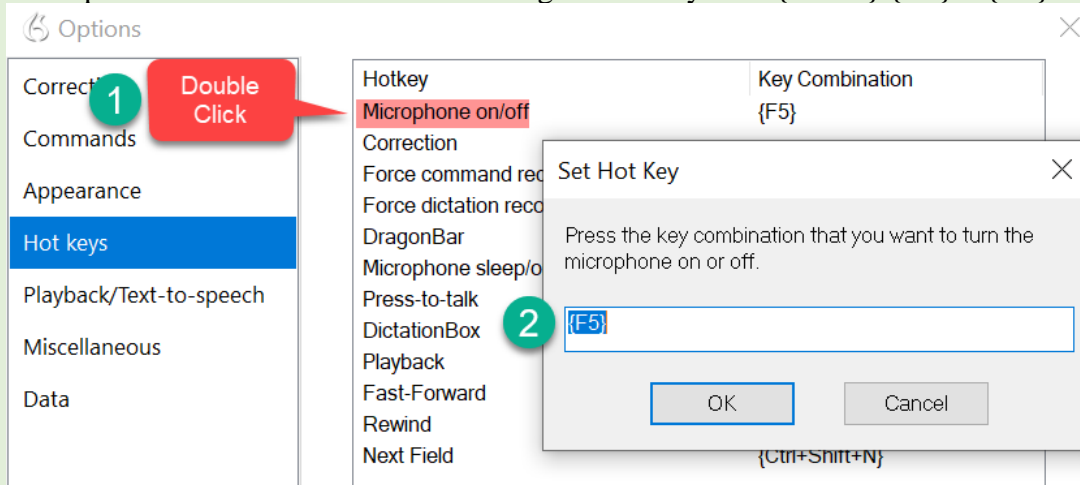
6. Click the <u>Miscellaneous</u> tab.
(a) If you would prefer the Dragon microphone turned on, but asleep, put a checkmark in <u>Have the microphone on but asleep</u> but unless you need this feature, we recommend leaving the microphone completely off. Dragon Sleep Mode can cause other problems, over a period of time, such as destabilizing Dragon or accidentally turning itself on. Move the Speed Vs. Accuracy Slider from the default <u>Fastest Response</u> setting to <u>Most Accurate</u>, which, can noticeably increase your accuracy when using a KnowBrainer certified <u>USB Microphone</u>.

(b) If you don't like your microphone automatically going to sleep after 5 minutes of nonuse, you can change the setting to 120 minutes, which is the maximum.

(c) Unless you like the Dragon Dictation Box popping up every time you attempt to dictate into a non-Dragon friendly environment, you will want to remove checkmark from <u>Use the Dictation Box for unsupported applications</u>. Most end-users consider this feature to be a nuisance.
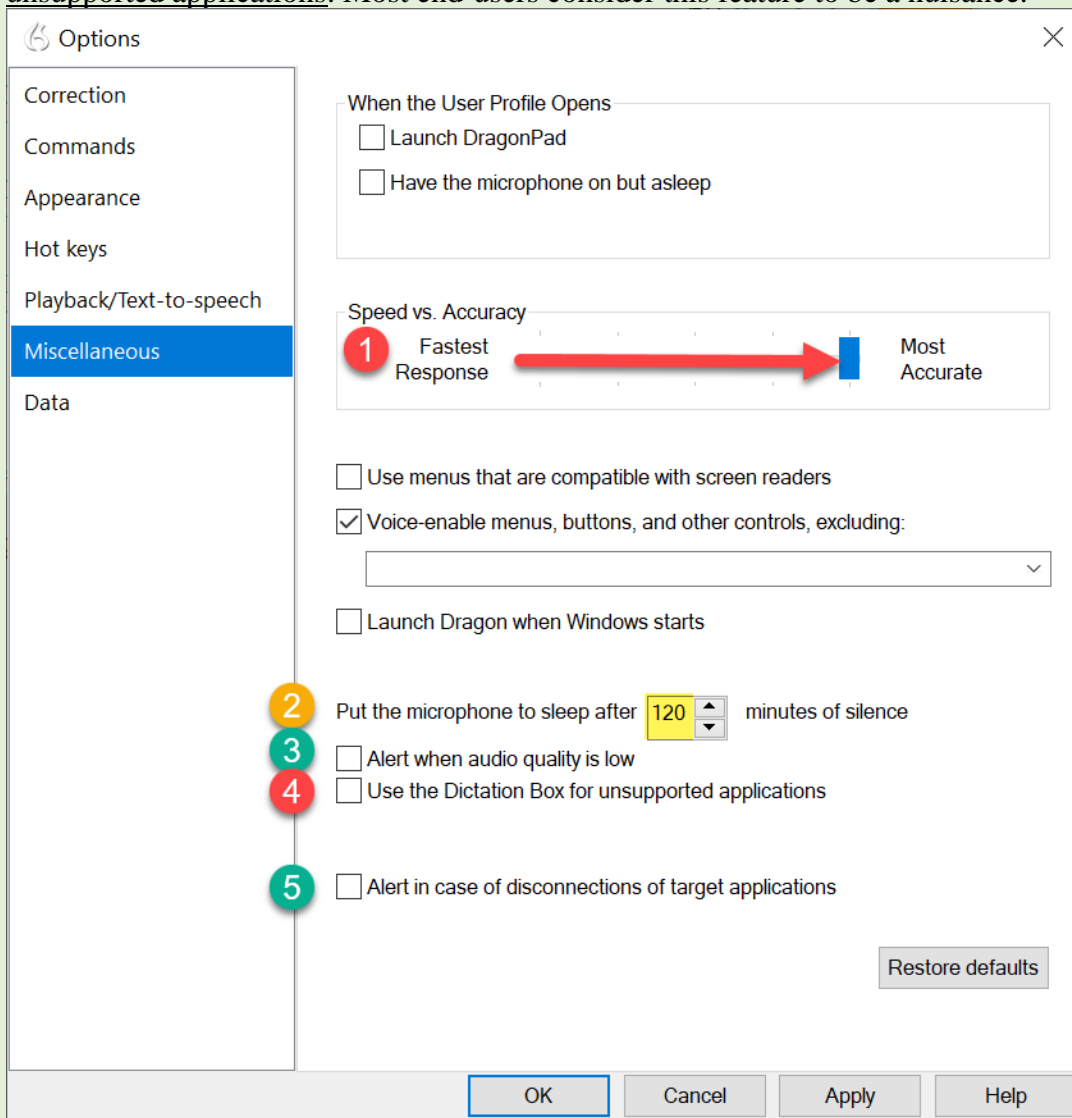
7. Click the <u>Data</u> tab
   (a) Increase <u>Disk Space Reserved For Playback</u> from 100 (default) to 200 to prevent running out of buffer memory during your dictation. 200 works for most end-users but radiologist, attorneys and transcriptionists, who typically perform nonstop dictation, may consider increasing this number as high as 5000. 500 is usually adequate for physicians. Note: If you have 16 Gb or more RAM you might consider setting this to 0 which will force Dragon to store recordings of your voice for playback in RAM, rather than constantly overwriting your hard drive and shortening it's life.
   (b) Your user profile is extremely valuable. by default, Dragon automatically creates a backup user profile every 5 times you save your current profile. we recommend leaving the default setting but not trusting it entirely. If anything happens to your current profile, which fairly common, there is an 80% chance that your backup profile will be intact. You probably wouldn't want to hear those odds if you were undergoing surgery but unlike surgery, you can increase your user profile odds.

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We recommend scheduling an appointment, in your calendar, for a monthly manual external backup of your %LOCALAPPDATA%\Nuance\NS15\Users\[YOUR USER NAME] to an external drive; preferably not on the premises. In the event of a fire or other catastrophe, you could lose your backup. for this reason, we prefer network or cloud backups.

(c) Remove the checkmark from Run Accuracy Tuning At The Time Scheduled By Your Administrator. This feature can help or hinder. If you decide run Accuracy Tuning you might consider making a backup copy of your user profile 1st. We additionally recommend manually optimizing rather than scheduling.
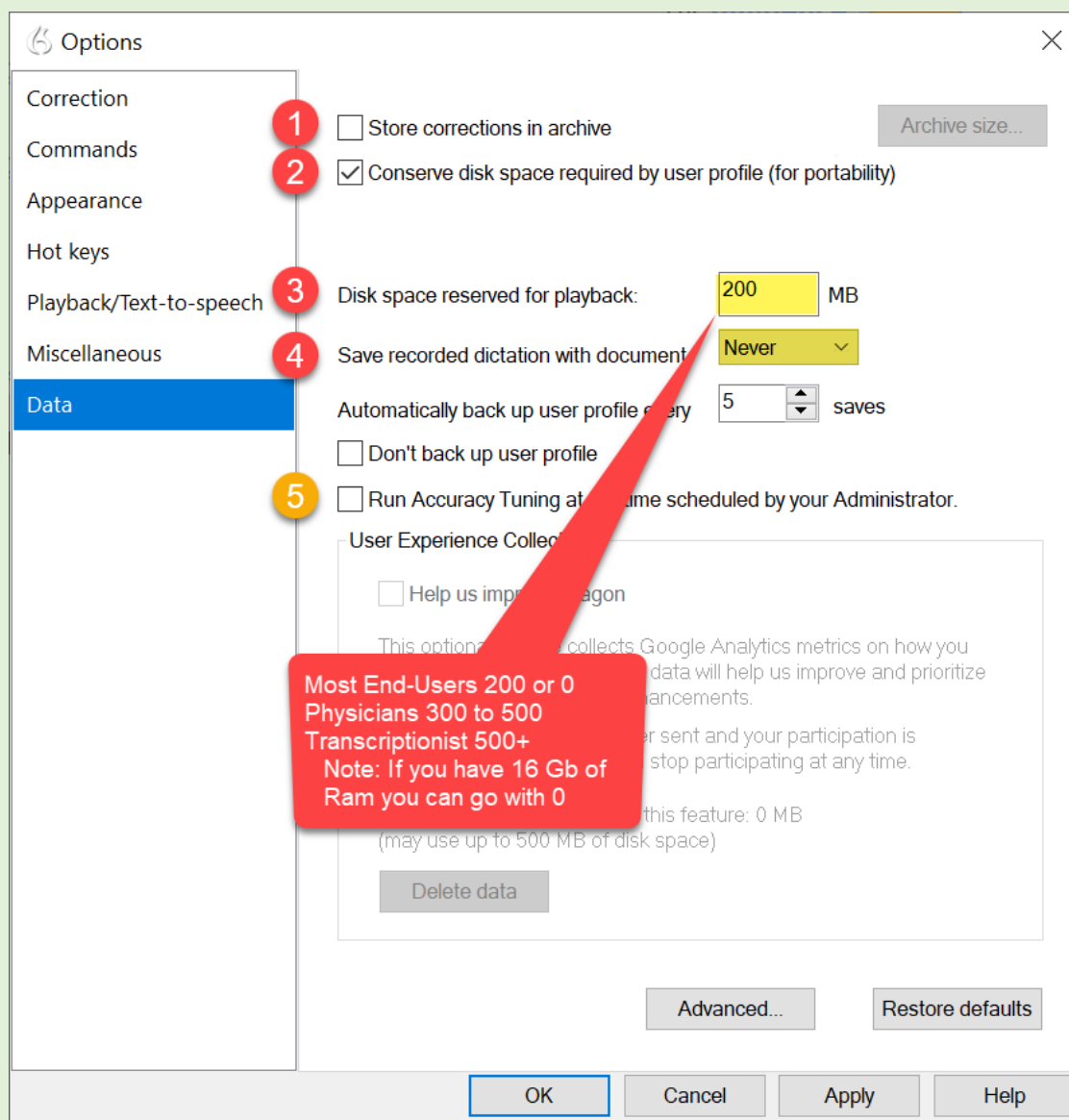
If you go with Dragon's default settings in #1 and #2 your dictation may gradually slow down after a few hours requiring you to close and re-launch Dragon. This default settings can even affect your computer's performance; requiring a reboot. By default, Dragon continuously saves dra recordings which can gradually slow down Dragon performance. *Note that you will not be able to optimize your user profile but most end-users do not need this feature.*

8. Dictation Box settings: Click DragonBar #1 Tools #2 <u>Dictation Box</u> and #3 <u>Gear</u> icon (options)
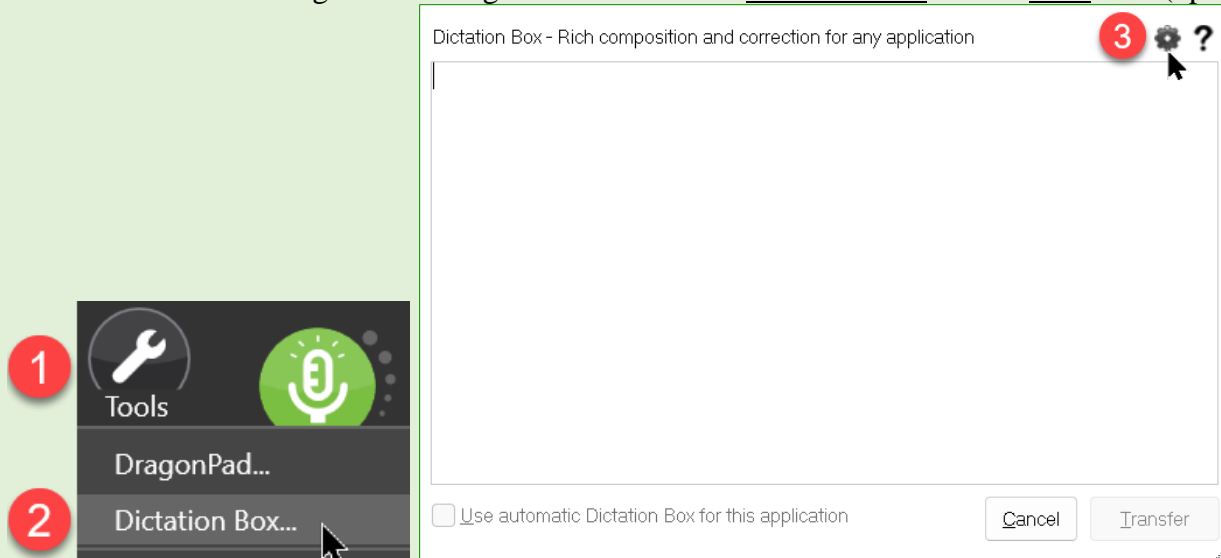
9. Add a checkmark to <u>Simulate keystrokes</u> ONLY if your text is failing to post into the target application. <u>Simulate Keystrokes</u> guarantees that the Dictation Box will work on any network environment including Citrix. This is simply a bulletproof method to pass your dictation over any network. If you only use the Dictation Box locally you probably won't need to add a checkmark to <u>Simulate keystrokes</u>.
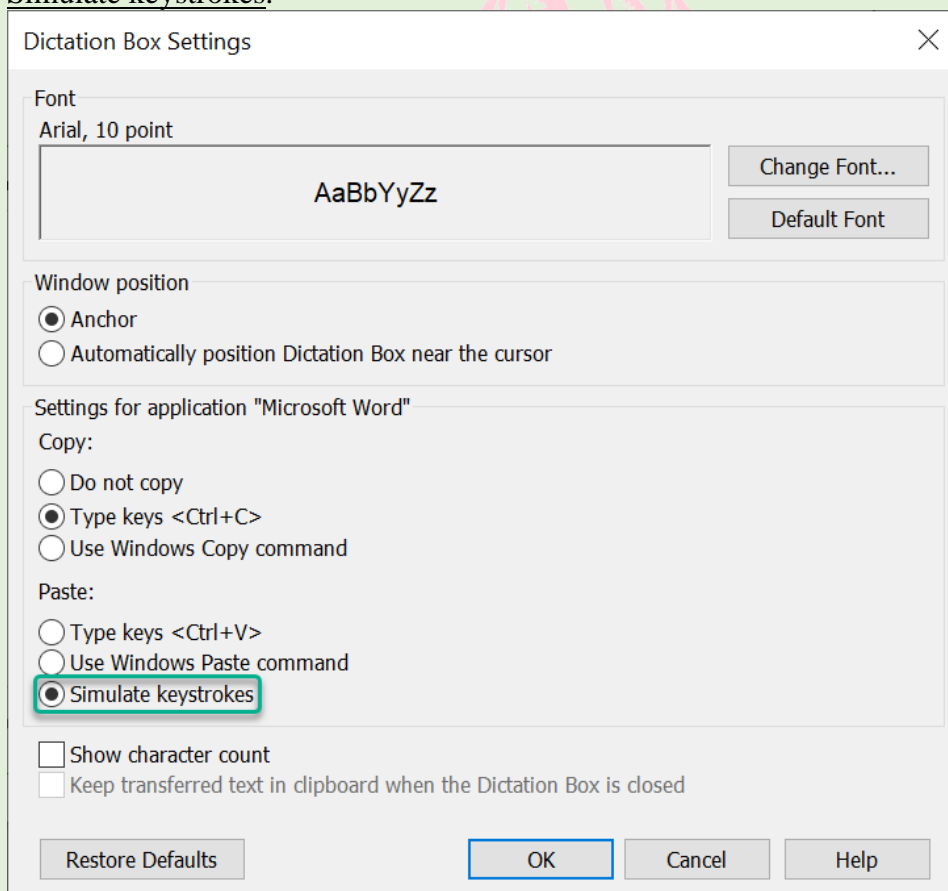
Note: You might consider substituting Notepad for the Dragon Dictation Box because it opens much quicker and you can simultaneously open Notepad while dictating, if you're using [KnowBrainer 2020](). For example you can say Notepad <where are my keys> to open Notepad and simultaneously type "Where are my keys". After dictating and editing your text say Transfer to transfer your text to the previous Window. Another advantage of using the Transfer command is that it will save a copy of your Notepad text to Windows clipboard; unlike the Dictation Box.

10 (a) DPI 15 ONLY We optionally recommend 4 changes to the Dragon Administration Settings by clicking the Tools menu followed by clicking Administration Settings. Note that you will additionally be prompted close your user profile. Click Proceed.
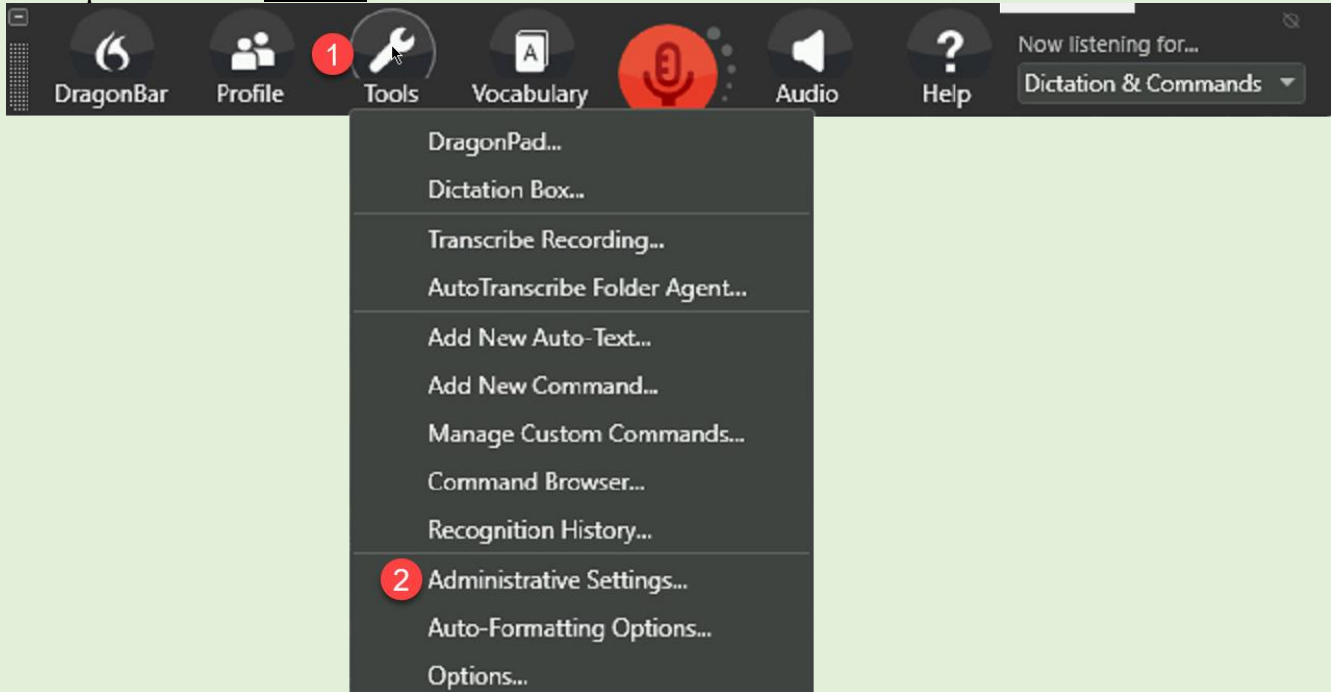
10 (b) DPG 15 ONLY] We optionally recommend 4 changes to the Dragon Administration Settings by clicking the Settings menu followed by clicking Administration Settings. Note that you will additionally be prompted close your user profile. Click Proceed
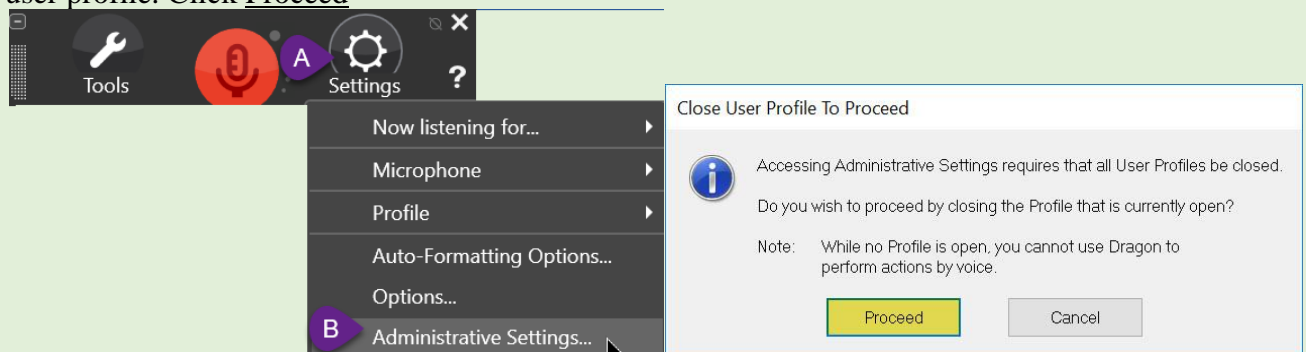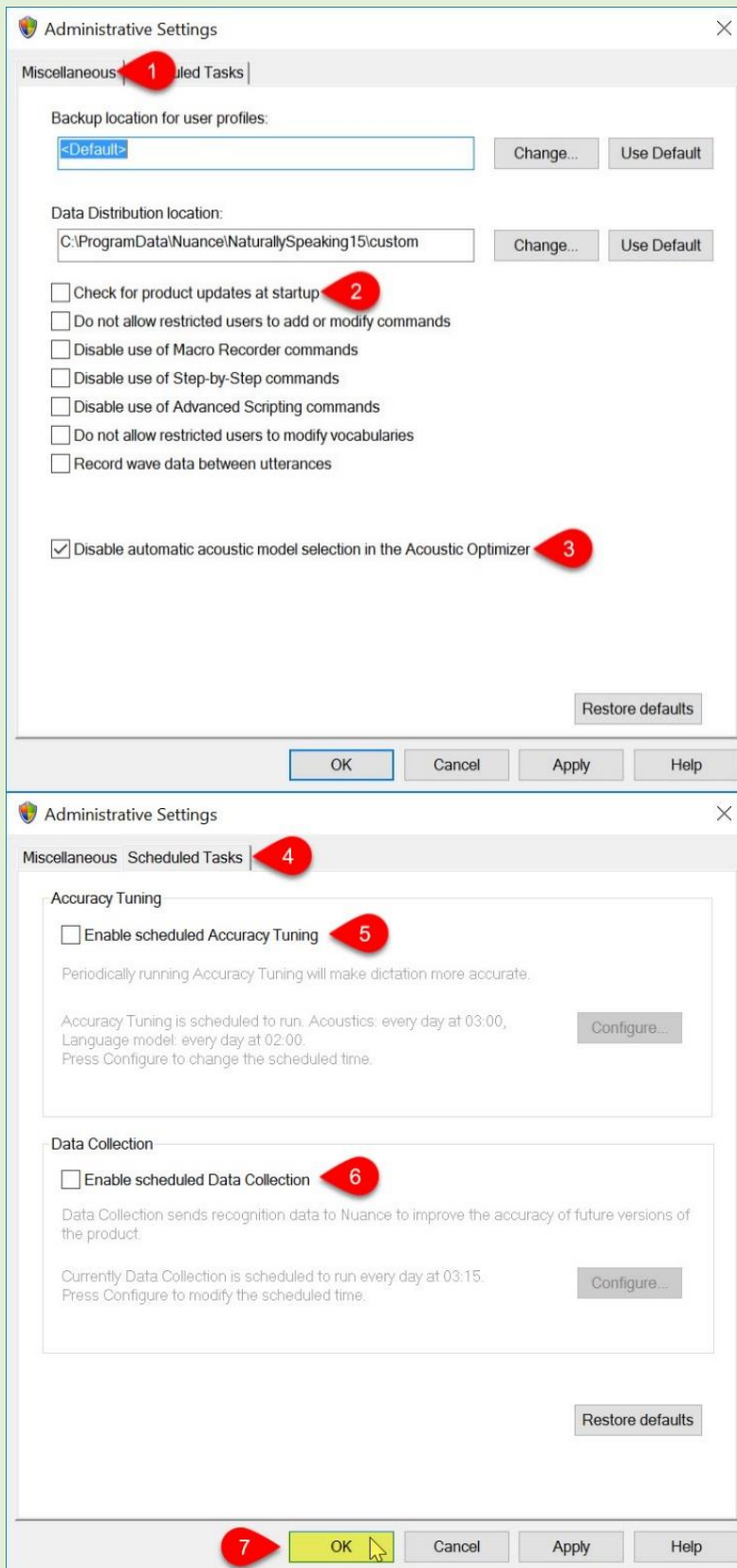
(c) Remove the checkmark (above) from Check for product updates at start up, to prevent the Dragon nag which pops up every time some end users launch Dragon, which can be annoying. *Note that you can manually check for updates by clicking the Dragon Help menu followed by*

Check for Updates. This feature doesn't always work but contacting Support@KnowBrainer.com will.

(d) Adding a checkmark to <u>Disable automatic Acoustic Model selection in the Acoustic Optimizer</u> eliminates running the Acoustic and Language Model Optimizer on a schedule which prevents Dragon from automatically altering your speech model which can result in damaging your profile.

(e) Removing the checkmark from <u>Enable scheduled accuracy tuning</u> (under the Schedule Tasks tab) disables periodic accuracy tuning

(f) Removing the checkmark from <u>Enable scheduled Data Collection</u> prevents Dragon from automatically saving unnecessary data to your hard drive to share with Nuance.

11a. [DPI 15 ONLY] Open the Auto-Formatting Options by clicking <u>Tools</u> followed by clicking <u>Auto-Formatting Options</u> or say show Dragon formatting. We like to factory defaults but it's nice to know where to find your formatting options.
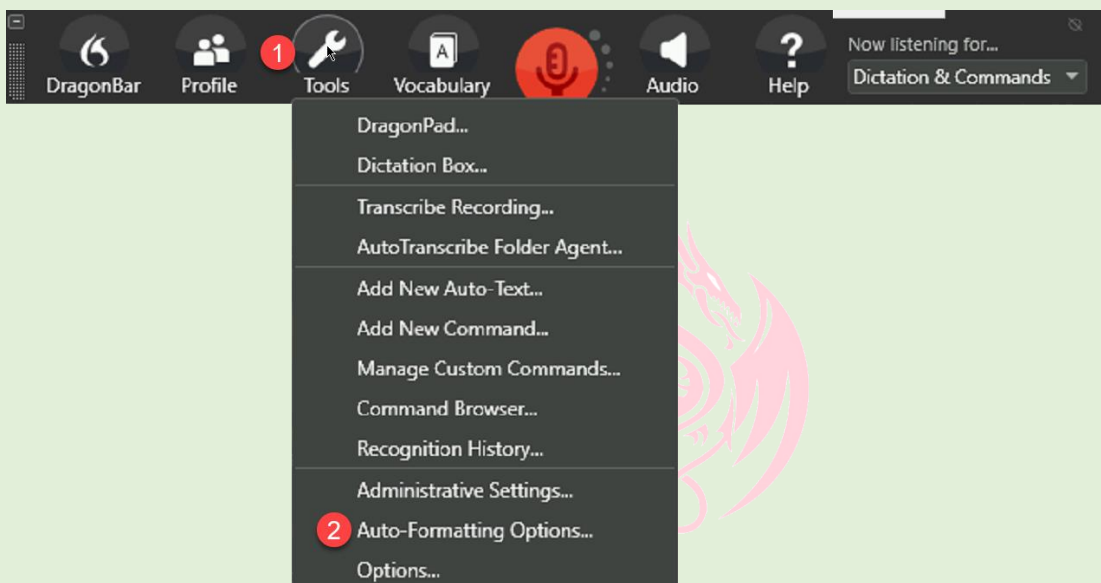
11b. [DPG 15 ONLY] Open the Auto-Formatting Options by clicking <u>Settings</u> followed by clicking <u>Auto-Formatting Options</u> or say show Dragon formatting. This is strictly a matter of taste (optional) but we prefer all of our numbers to appear as digits and additionally like to use our keyboard {CAPS LOCK} Key to force capitalization

Auto-Formatting

☑ Automatically format text

☑ Web and e-mail addresses   ☑ Units of measure

☑ Street addresses   ☐ ISO currency codes

☑ Abbreviate titles   ☑ Phone numbers

☑ Dates   ☑ Prices

   Dates As Spoken ⌄   ☑ Times

☐ Common abbreviations   ☐ UK and Canadian postcodes

☐ Expand contractions   ☑ Other numbers

☑ "million" instead of ",000,000"   ☐ US Social Security Numbers

☑ Numbers, if greater than or equal to 0 ⌄   **1**

☐ Automatically add commas and periods

☐ Insert two spaces after period

☑ Allow pauses in formatted phrases

☑ Caps Lock key overrides capitalization commands   **2**

Restore defaults

OK   Cancel   Help

12. If you are creating a new user profile you can skip the following 13 – 15 steps but if you're upgrading or using a previously created profile we recommend deleting unnecessary dra files that you will no longer need and trim your user profile down approximately 80%; resulting in making your user profile lean and mean.

13. Double click your Dragon user folder to view the following. Note that my user folder is called "Lunis". Your user profile is whatever you named it or the name of your computer because you forgot the name your user profile:
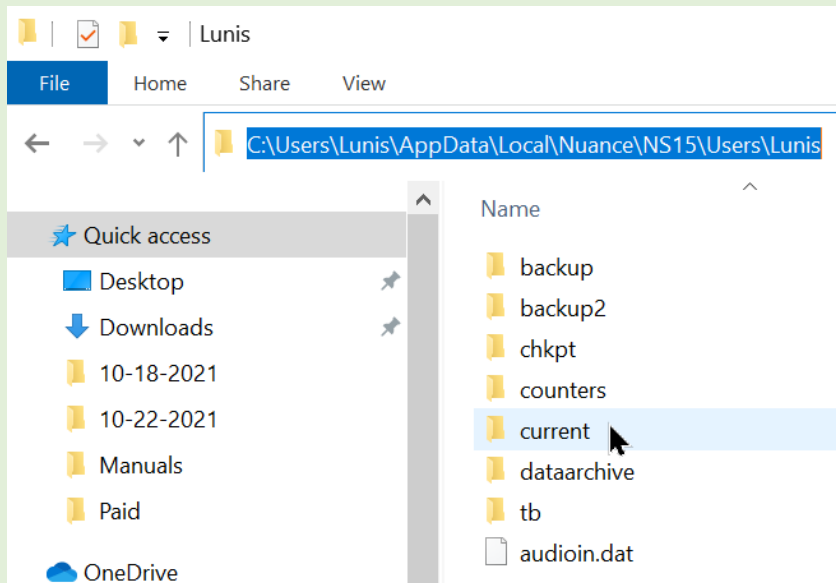
14. Open your "current" folder. You should see the following:

This file contains all of your personal commands; in case you wonder where Dragon saves them
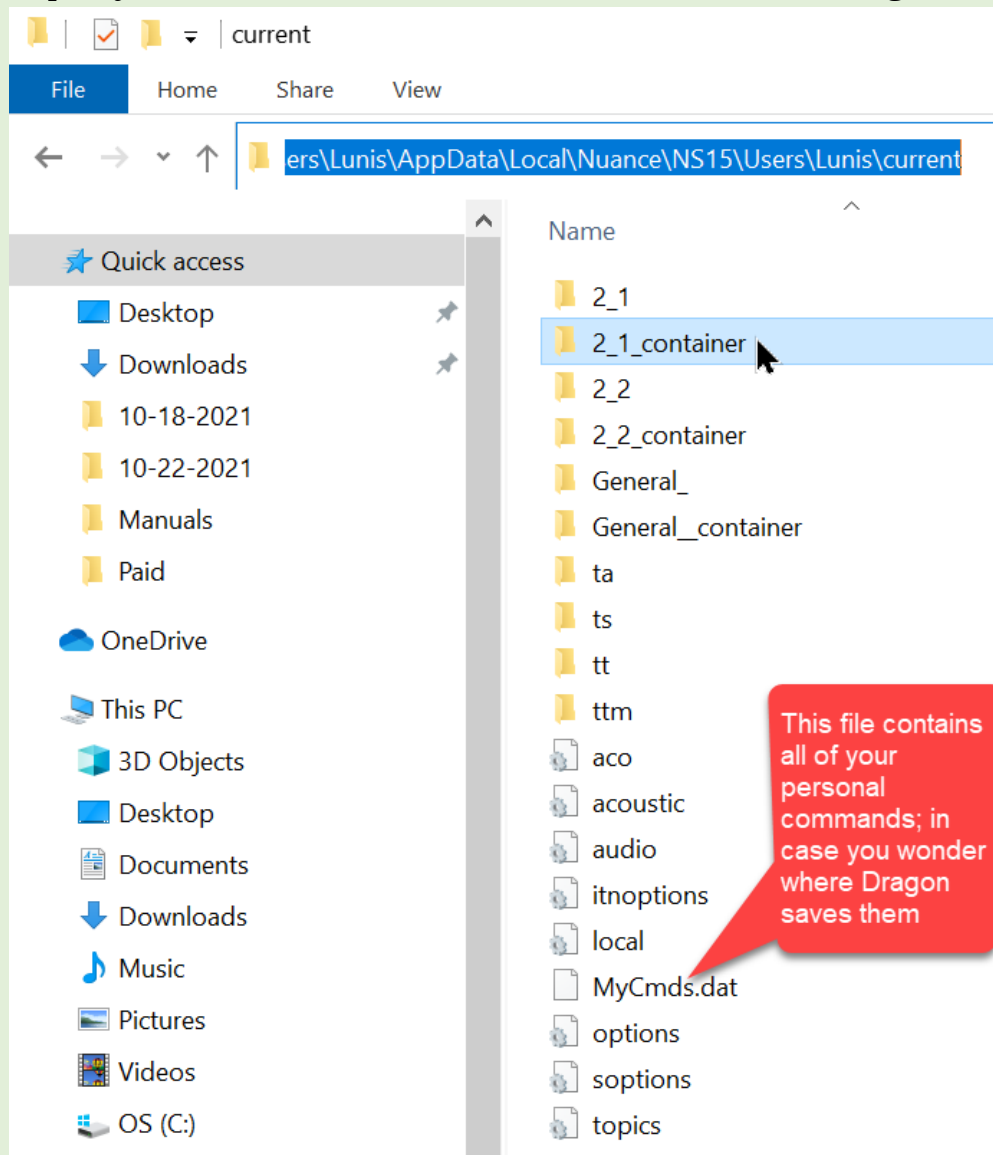
15. If your user profile includes more than one microphone/soundcard in your user profile, you will see more than one container folder which stores the dra folder that you will need to delete. My user profile has 2 microphone details which are located in the 2_1_container and 2_2_container folders. If you have multiple container folders, delete the dra folder in each container folder. Ignore the other folders. *Note: We only pointed out the MyCommands.dat file so that if you ever wonder where your personal commands are stored, they are in this encrypted file that you cannot open but you can import into other user profiles.*

Note #1: You may have noticed that training your user profile is no longer required or even possible. Most end-users will probably appreciate not having to train but for those with verbal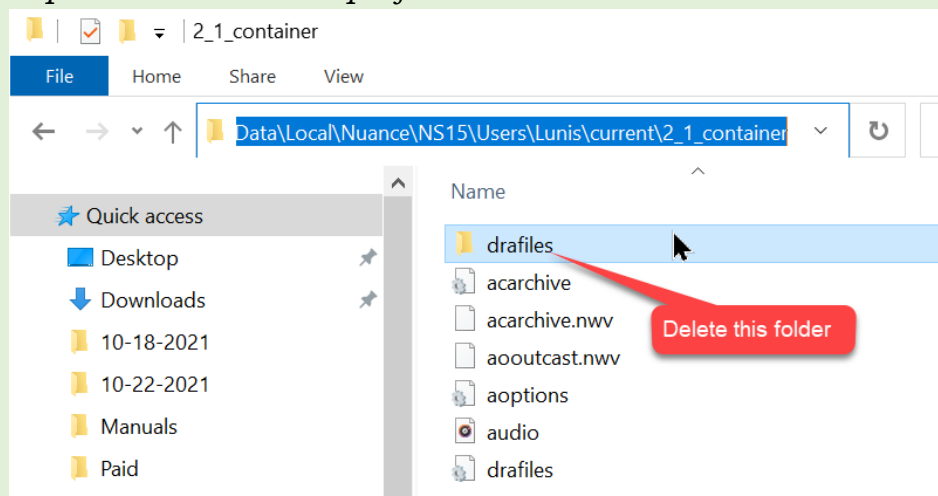 disabilities, we have added this capability to KnowBrainer 2020. After you have finished creating a new profile, if you believe it needs training, you can optionally use the KnowBrainer Train Dragon command to open the Dragon training utility.

Note #2: You may have noticed that Dragon 15 & 16 automatically saves your user profile when you exit. This may not be desirable and include some risk; such as corrupting your user profile. The only time we save our user profile is when we add a new word or train a word in our vocabulary. We think it is best to save your user profile before exiting Dragon. However, you can prevent Dragon from saving your profile when you exit via the following:

1 (a) In Ver. 15.3 or earlier open the C:\ProgramData\Nuance\NaturallySpeaking15\Users\(your username)\current \Options.Ini file to apply this hack

1 (b) In Ver. 15.61 or higher open the %LOCALAPPDATA%\Nuance\NS15\Users\[your username] folder\current \Options.ini file to apply this hack. Change NS15 to NS16 in Dragon 16

2 Place your cursor at the end of the 1st line which says [Options]

3 Press {Enter} to create a new line and type Automatically Save Speech Files On Shutdown=0 and save and close the Options.ini file. This is what our file looks like:

```
*options - Notepad                                    —    □

File    Edit    View

[Options]
Automatically Save Speech Files On Shutdown=0
Dictation Source=2
Age Selected=Prefer not to say
Last Used Acoustics=2 1
DataCollector
GUID=BF7B6942-9904-4C75-9457-069F0B9DE39A
Last Used Topic=General - Large
ISO Code=USA
Preferred Accent Model=Standard
```

How To Prevent Dragon Freezes/Stalls
Disable Dragon Logger Service As Follows:

1. Press {Win} Key (Windows Search Field)
2. Type Services and Mouse Left-Click Services or press {Enter} (#1)
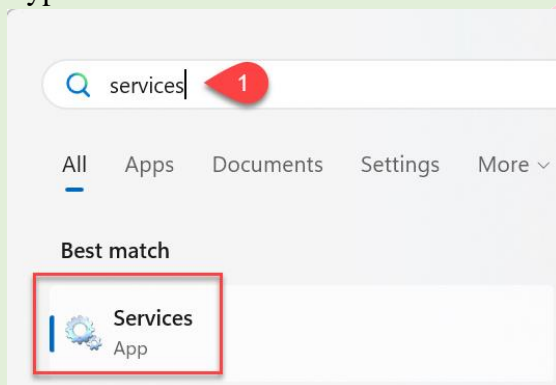
3. Mouse Right-Click Dragon Logger Service
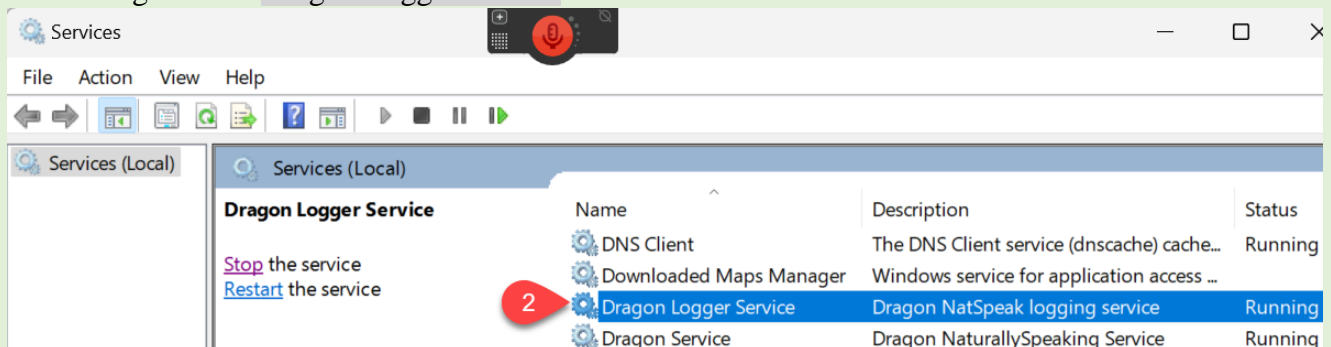
4. Choose **Properties (#2)**
5. Change Startup type from Automatic to **Disabled** (#3)

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Dragon Logger Service Properties (Local Computer)

General | Log On | Recovery | Dependencies

Service name: DragonLoggerService

Display name: Dragon Logger Service

Description: Dragon NatSpeak logging service

Path to executable:
"C:\Program Files (x86)\Common Files\Nuance\loggerservice.exe"

Startup type: Disabled 3

Service status: Running

Sta 4 Stop Pause Resume

You can specify the start parameters that apply when you start the service from here.

Start parameters:

5 OK Cancel Apply

6. Mouse Left-Click Stop (#4)
7. Click OK (#5)

"How to Dictate" Crash Course

You can easily find numerous qualified books on how to dictate with Dragon but if this is your 1ˢᵗ time and you would just like to get up and running, here is our KnowBrainer Dictation Quickstart:

1. Only dictate when you are relaxed; never when you are excited. Some examples of becoming overexcited include: Attempting to dictate after receiving a notification for jury duty; your son accidentally parked your car in the landlord's swimming pool or paying so much for Global White Glove Remote Support that you will need a 2ⁿᵈ job delivering pizzas. Hint: You can increase your tips by driving a 1973 Gremlin, wearing a white lab coat w/ stethoscope and casually mentioning that you didn't have time to change after saving someone's mother.

2. Dictate in long phrases (preferably 7 words or more); when possible

3. NEVER reread, the last phrase you dictated, for mistakes. This will kill your productivity. When possible, always dictate an entire paragraph before reviewing.

4. (Optional) You have probably noticed that the correction Spelling Window rarely helps. You usually just wind up with the same phrase in Title Case or ALL CAPS. Nuance all but killed this feature which actually worked in Ver. 12. We recommend taking the checkmark out of the Dragon Options/Commands Select commands bring up correction menu and adding a checkmark to Correct commands bring up Spelling Window (noted in the previous chapter). You can make correcting/editing 3 times faster by selecting text rather than opening the correction Spelling Window. If re-dictating your selected text fails, you still have the option of saying correct that to bring up the Spelling Window.

5. When you wish to edit or correct a word, additionally select the surrounding text to increase your accuracy odds.

6. Conversational dictation will work but is not ideal. We recommend pretending that you are explaining a procedure to a small audience that is seated a few feet away from you. Don't forget to dictate punctuation and try to avoid the habit of dictating a phrase, pausing and then dictating the punctuation separately. This is also a common efficiency killer.

Note: By default, Dragon no longer requires or even offers an option to train. Nuance has removed this feature but if you have a verbal impairment or just feel your accuracy is less than optimal, we have re-enabled Dragon training in KnowBrainer 2020. If you have installed KnowBrainer 2020 you can initiate Dragon legacy training by saying Train Dragon. Note that Dragon training and many other capabilities are exclusive to KnowBrainer 2020. This is why most of our customers refer to it as the other half of Dragon.

Microphone Controls

go to sleep - places the microphone in "Sleep Mode"
listen to me *or* wake up - turns the "Sleeping" microphone back on.
microphone off - turns the microphone completely off with a verbal acknowledgment. To turn the microphone back on you will need to press the **{**Plus**}** Key on your extended keyboard or mouse click the microphone icon. Note that you can change dragon hotkey choices by clicking Tools/Options/Hot Keys (Tab).
resume with <dictation> - moves the cursor to the end of your document and simultaneously permits dictation
check audio - begins the audio sound check process

Cursor Movement

end of document - moves the cursor to the end of a file
beginning of document - moves the cursor to the beginning of a file
end of paragraph - moves the cursor to the end of current paragraph

Key Controls

press tab/enter/backspace/spacebar/tab/back tab/delete/escape/page up/page down/(up/down/left/right) arrow/home & end
press <keys> – press a "a" or press F12 to press the {F12} Key

Dictation Commands
(Commands that can be uttered while simultaneously dictating)

open quote & close quote - to type quotes (optionally while simultaneously dictating)
new line - presses {Enter} and great for dictating a multiline address (optionally while simultaneously dictating)
new paragraph - presses {Enter} twice (optionally while simultaneously dictating)
spell <Cap l u n i s> to force Dragon temporarily into Spell Mode and type "Lunis" (my 1st name which is not in Dragon's vocabulary)
Next Field – selects next [ ] variable, and include text, in Dragon friendly targets
Previous Field – selects previous [ ] variable, and include text, in Dragon friendly targets
accept defaults – removes all [ ] (brackets/variables) while preserving the original text.

Basic Editing & Formatting

copy that – copies selected text to Windows clipboard
select all – selects entire file, document, brower window ect. to Windows clipboard
cap that - adds initial caps to each word in the selected text or (of the most recently dictated phrase)
no caps that - removes initial capitalization of each word in the selected text or (of the most recently dictated phrase)
italicize that - applies Title Case formatting to selected words
underline that - applies <u>underline</u> formatting to selected words
bold that - applies **bold** formatting to selected words
delete that - deletes selected text or nearly anything
italicize <dictation> - italicizes non-selected text

underline <dictation> - underlines non-selected text
bold <dictation> - **bolds** non-selected text
Cap <word > - capitalizes the *next* dictated word
all caps <word> - CAPITALIZES each letter in the *next* dictated word.
back space <1to20> – presses {Backspace} <1-20> times

Advanced Select-&-Say Correction/Editing

Select *<Text>* - Allows you to highlight a word or group of words, for editing or correcting.
Select *<Text>* Through *<Text>* - Allows you to highlight a group of words (by only saying the 1st and last word/s in the phrase you wish to select) so that you can replace the highlighted text.
correct that - this command is used to correct the last word/phrase dictated in select-&-say applications and opens the **Spelling Correction** Dialog Box; providing several possible words/phrases from which you may choose.
   choose <1 - 9> Allows you to select the correct phrase (from within the spell dialog box).
correct <text> - Allows you to "Select & Correct" a phrase.
delete <dictation> - deletes non-selected text
   Example: Dicate "the brown fox". Now say delete <brown> - to delete "brown" without moving the cursor.
insert <before or after><dictation> - Allows you to insert your cursor before or after a phrase.

Mouse Control

mousegrid – divides your screen into 9 numbered areas (main monitor only) where you could left click on any number by saying its name. *Note that this feature is somewhat out of date*. If this is important, check out SpeechStart+ and KnowBrainer 2020   which feature improved disability commands.
mousewindow – same as mousegrid but numbers the current Window rather than the entire screen

Opening Files, Programs And Folders

<start> *or* <open> <file *or* application *or* folder> - this command opens desktop (files, folders or shortcuts) *from the desktop, or Windows Start menu*.
   Example 1: start word - opens Microsoft Word
   Example 2: open letterhead – opens a letterhead file (if it's on your desktop)

Window Controls

maximize *or* minimize *or* restore <window> – minimize, maximize or restore Window
previous *or* next <window> – to switch to the previous or next Window
minimize all windows – brings up Windows desktop by minimizing all Windows and applications
show all windows – brings all Windows back into view
close window– closes document or application

Creating Global Text Commands

add command - This command will launch the dragon new text & graphics command wizard. Note that if you want your boilerplate text to match your existing text formatting size, place a checkmark in Plan Text. Trust us on this recommendation.

Note that Dragon includes 3 other options for creating commands; including Advanced-Scripting, step-by-step and Macro Recorder. Because of the complexities of these features, this manual will not cover command creating because it would take another 50 pages but if you want more information, check out Larry Allen's [Scripting for Dragon](#) *and whatever you do, never use Dragon's Macro Recorder option. Trust us on this 1 also.*

TIP: You can additionally create boilerplate text with replaceable fields.
> Example: Try creating a boilerplate text commands with "the [woman/man] was correct"
> next field will select [woman/man] so that you can say "man" or "woman". If you are using
> KnowBrainer 2020 you can even kick it up a notch by saying something like Next Field <man>
> > accept defaults will remove all pairs of []s (in your entire document) and leave the text
> untouched. Note that the previous commands only work in Dragon friendly environments (where you
> will see the green • or checkmark in the DragonBar)

Vocabulary Editor Commands

make that a phrase – Adds selected text to your personal vocabulary
> **Example:** If you want to add the phrase "KnowBrainer Command Center" to your vocabulary and have it appear in Title Case, just highlight the phrase and say make that a phrase.

add word – allows you to manually add a word or phrase to your vocabulary. You will also be offered the option of adding a spoken form
> **Example:** Dragon doesn't like my personal name of "Lunis Orcutt" so when you say add word to open the Add word or phrase utility, type or dictate "Lewis or cut" into the spoken conform. This is about the only way Dragon will produce my name correctly.

train that – will copy your selected text to the Train Words utility and give you the option to train

HTML Browser Commands (Firefox, Google Chrome and the second-generation Microsoft Edge)

<show or click> links - Numbers all possible links, buttons, images etc. that you can click on by saying Click
> <number>

click <button or check box or box or edit box or image or list box or radio or text filed or text link or link or
> type text> – Numbers buttons, check box ect. that you can click on by saying Click <number>

Advanced

Vocabulary Builder (Blunt Fast Approach To Improving Accuracy)

Dragon Includes 3 quick utilities for increasing your vocabulary accuracy and teaching Dragon your writing style. These utilities are Learn From Specific Documents, Learn From Sent E-Mails And Open Vocabulary Editor. You will find these utilities under the Dragonbar Vocabulary Menu. The X beside Learn From Sent E-Mails signifies that We DO NOT Recommend Using This Utility which does an exemplary job of adding contact names to your vocabulary but unfortunately, processes e-mail messages from your Sent Items folder

which typically contains your responses and original e-mail messages from other people. You would probably not want Dragon To adapt your user profile to other people's writing styles; especially e-mails that contain misspellings and unrecognized abbreviations.
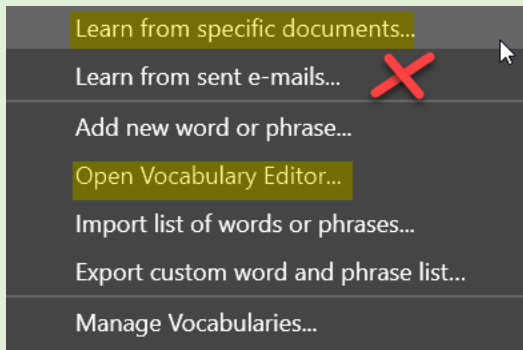

Learn From Specific Documents (Vocabulary Builder) allows you to feed numerous documents through Dragon to analyze your writing style and add previously unknown words to your vocabulary. The advantage of this utility is its ability to quickly process up to several hundred documents with thousands of individual words at a time..

Open Vocabulary Editor (Vocabulary Editor) only permits 1 entry to be added to your vocabulary at a time but it also includes the ability to apply special rules, phrases and create a separate spoken form for the Written Form. The advantage of this utility is its ability to finely tune your vocabulary, apply rules and add specialty phrases.

1. Say Vocabulary Builder or [Add Words From Document] or click <u>Learn From Specific Documents</u> to launch the Add Words From Document utility. Note that the KnowBrainer Vocabulary Builder command jumps ahead to Step #3. Click **Next.** You have the option of adding and entire folder of documents or 1 or more files. We will go with the more popular choice of adding individual documents.
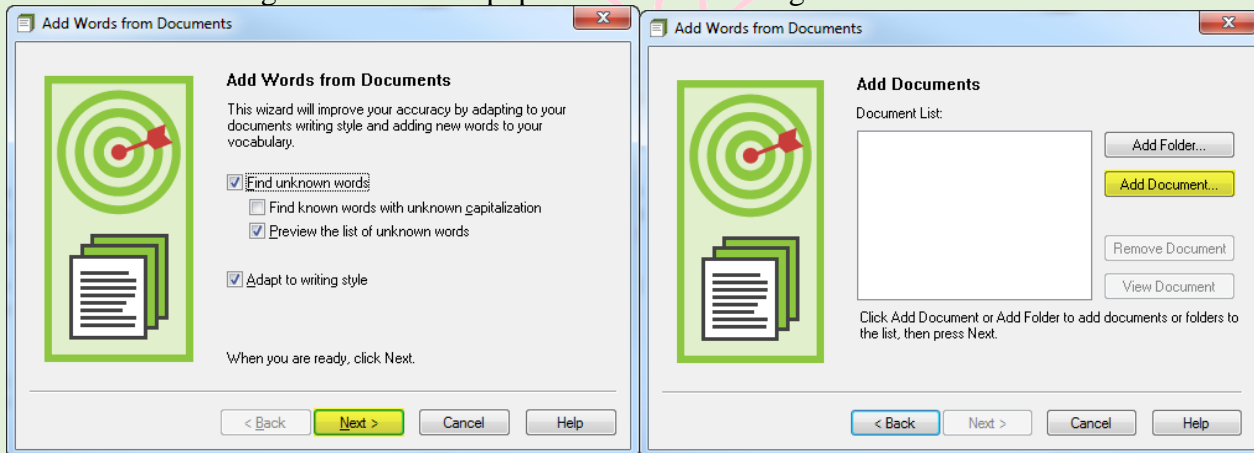

2. Browse to a folder that contains up to 500 pages worth of documents. Note that if you hold down the {Ctrl} Key, you can select multiple documents or press {Ctrl+A} to select all files. please also note that the Vocabulary Builder can only process certain types of files such as Plain Text, Rich Text, Microsoft Word and Wordperfect Formatting. The Vocabulary Builder cannot process other types of files such as Excel. After you are finished selecting your files, click **Open**
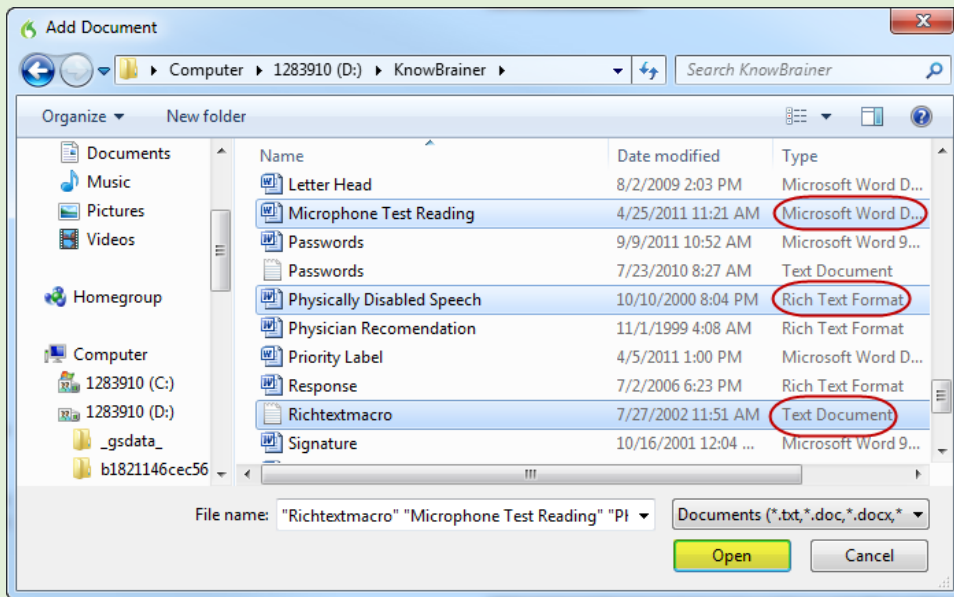
3. Note the 3 previously selected files will appear in the document List Box. Also note that Dragon 15 can also process the latest Microsoft word format which ends in docx. If you wish to add additional files or another folder, click the Add Folder or Add Document button. If you are finished adding files, click **Next**. After Dragon Finishes the Document Analysis, you will see a green checkmark appear before each document.. Click **Next** to continue
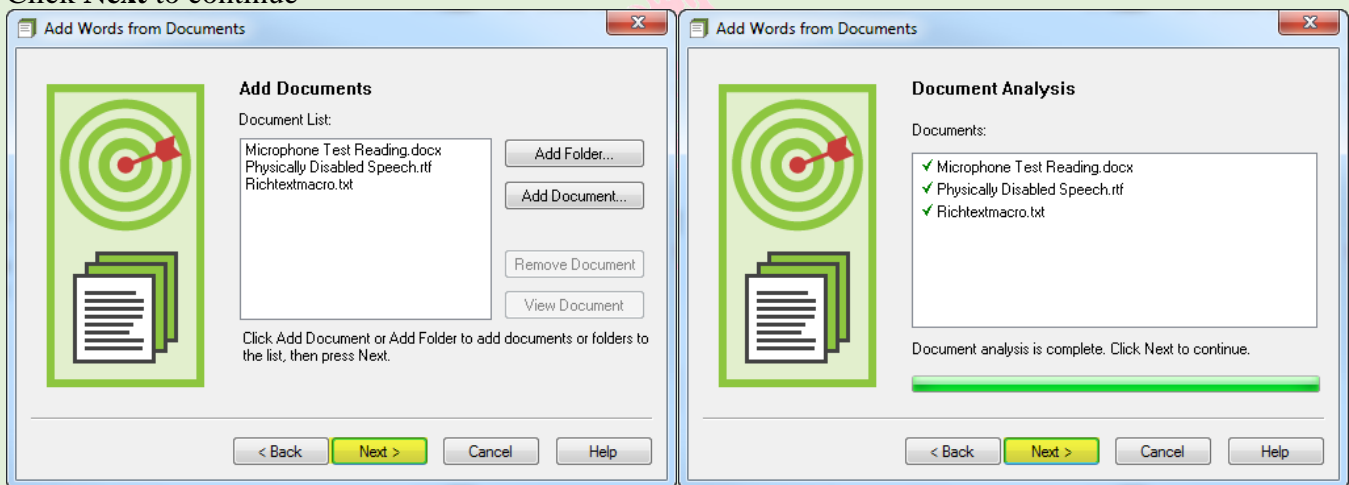

4. If Dragon runs into unique words, as pictured below, it will show you how frequently those words appear in your documents and offer you the option to remove them. This is a good way to check for spelling errors. After you have made your corrections, click **Next**
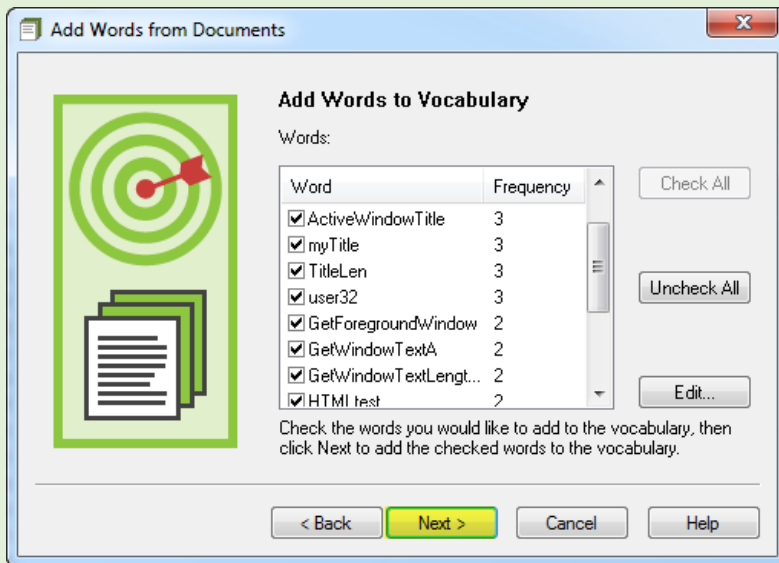
5. You will now be offered the option to train unknown words. We typically recommend clicking <u>Check All</u> and then clicking **Next** to progress to the next stage. After dragon finishes adapting your vocabulary and writing style, click **Next**
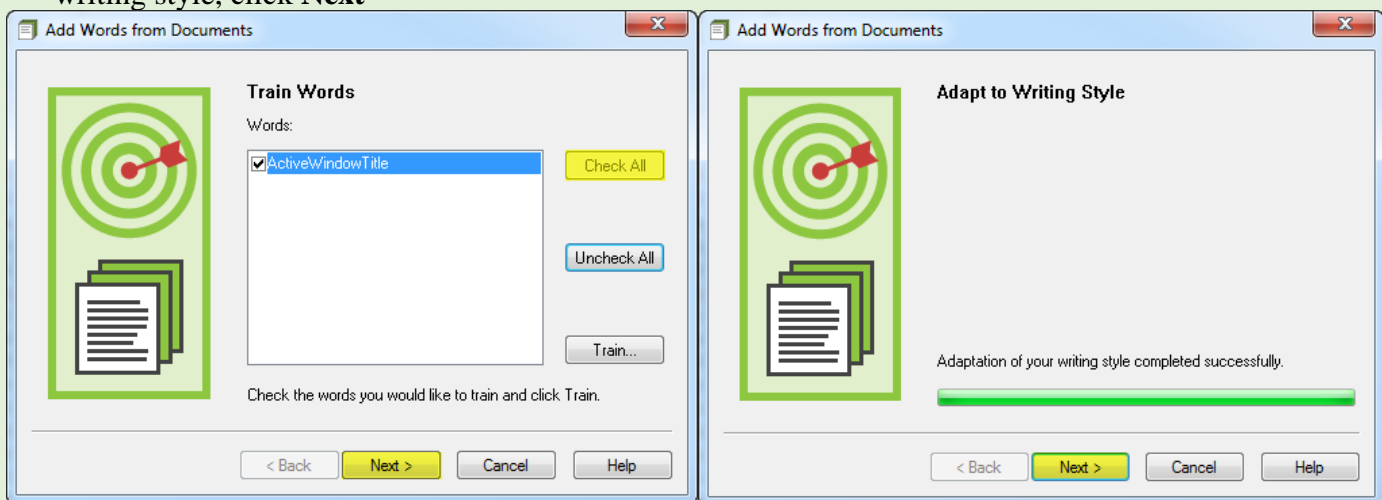

6. Click **Finish** to complete this phase of the operation.
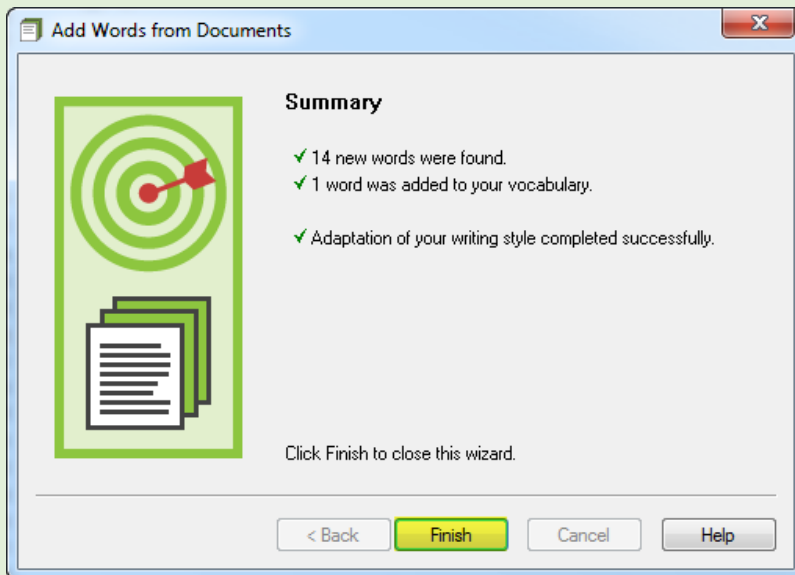
Vocabulary Editor (Fine-Tuning Your Vocabulary)

 The previous Vocabulary Builder is a fast blunt approach to increasing your vocabulary accuracy and teaching dragon your writing style but the Vocabulary Editor is far more powerful. Think of the vocabulary editor as fine-tuning your vocabulary to produce specific phrases and apply specialized rules to specific circumstances.

1. Click Tools/Vocabulary Centers/Open Vocabulary Editor
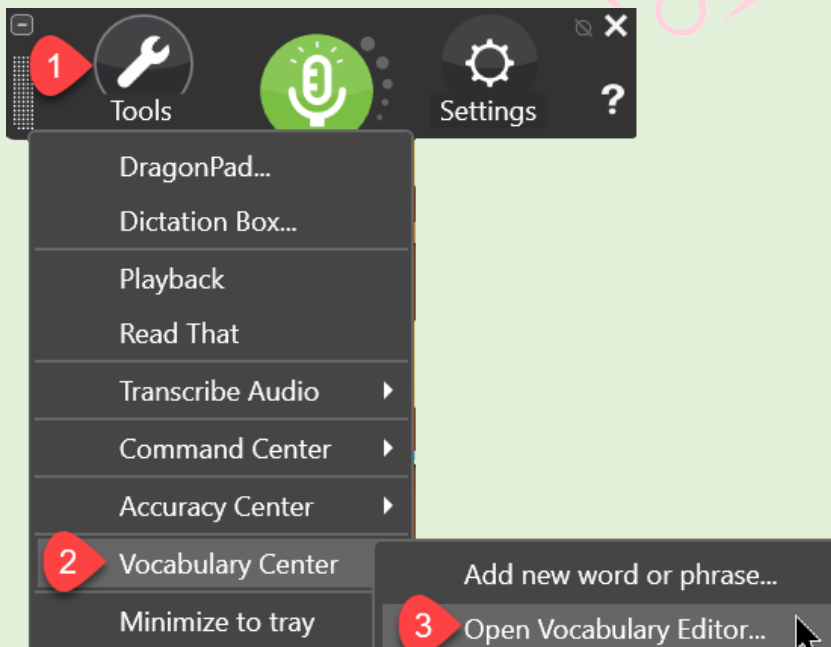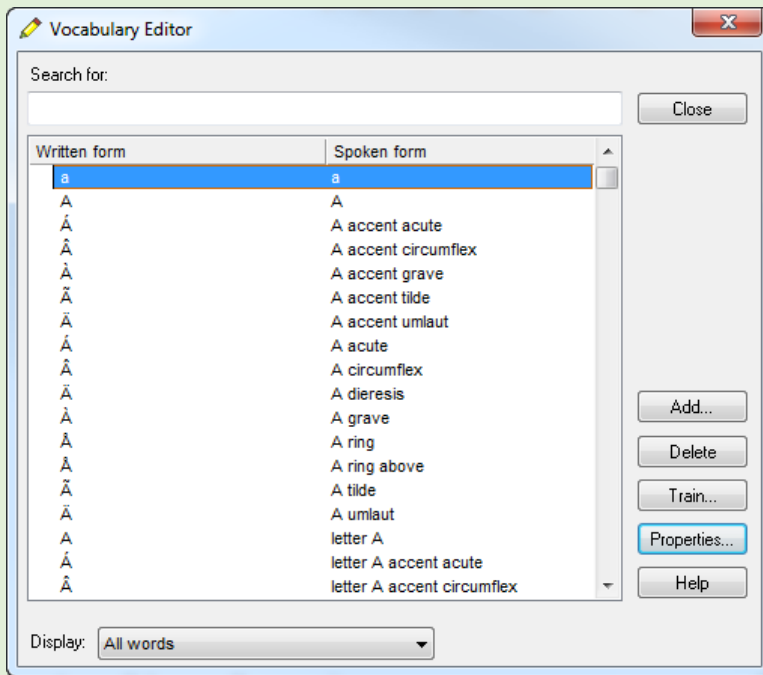
2. You can make dragon more accurate by adding commonly used phrases to your vocabulary. This process can be particularly handy for dictating phrases that you would prefer to appear in Title Case. Rather than having to dictate "Hermitage animal center" Followed by saying Cap That, to produce "Hermitage Animal Center", You could capitalize the phrase, select the phrase and say Add To Vocabulary, If You're Using KnowBrainer. If you're not using KnowBrainer, you can alternatively, say make that a phrase which will copy the phrase to the clipboard, open the Vocabulary Editor and paste the phrase into the Written Form field. You will additionally have to click the Add button and close the Vocabulary Editor (an effective but much slower process).

3. Another reason to add a phrase to the Written Form of the Vocabulary Editor is to prevent common misrecognitions. Because most computers include integrated soundcards, there's a good possibility that you are using a USB microphone or USB soundcard with an analog microphone. We commonly refer to a USB Soundcard as a "USB Pod". Unfortunately, Dragon doesn't like the word "Pod" and typically types ""USB Pot" which can get you into a bit of trouble if you don't catch that Speak-O. Attempting to train dragon to learn the difference between the word "pod", "pot" or "hot" can be equally frustrating. Fortunately, adding commonly misrecognize words to other words can prevent this issue entirely. Another example of this technique is the phrase "an andrea electronics microphone". Because Dragon uses rules of probability (most likely scenario), when you attempt to dictate "an andrea electronics microphone", Dragon will likely type ""and Andrea electronics microphone". Dragon cannot tell the difference between "and" and "an". Dragon also has no way of knowing that "electronics" is part of a company name and should appear in Title Case.

4. Most of the time, adding a phrase to the Vocabulary Editor's Written Form will suffice but not always.. For example, when we dictate "how do i start" We want dragon to type "How Do I (Start)"; including the

parentheses. By adding the specialized phrase we want dragon to type into the Written Form and dictating what we want Dragon to hear into the Spoken Form, we can alter Dragon's behavior.. The following picture includes a number of these types of examples:
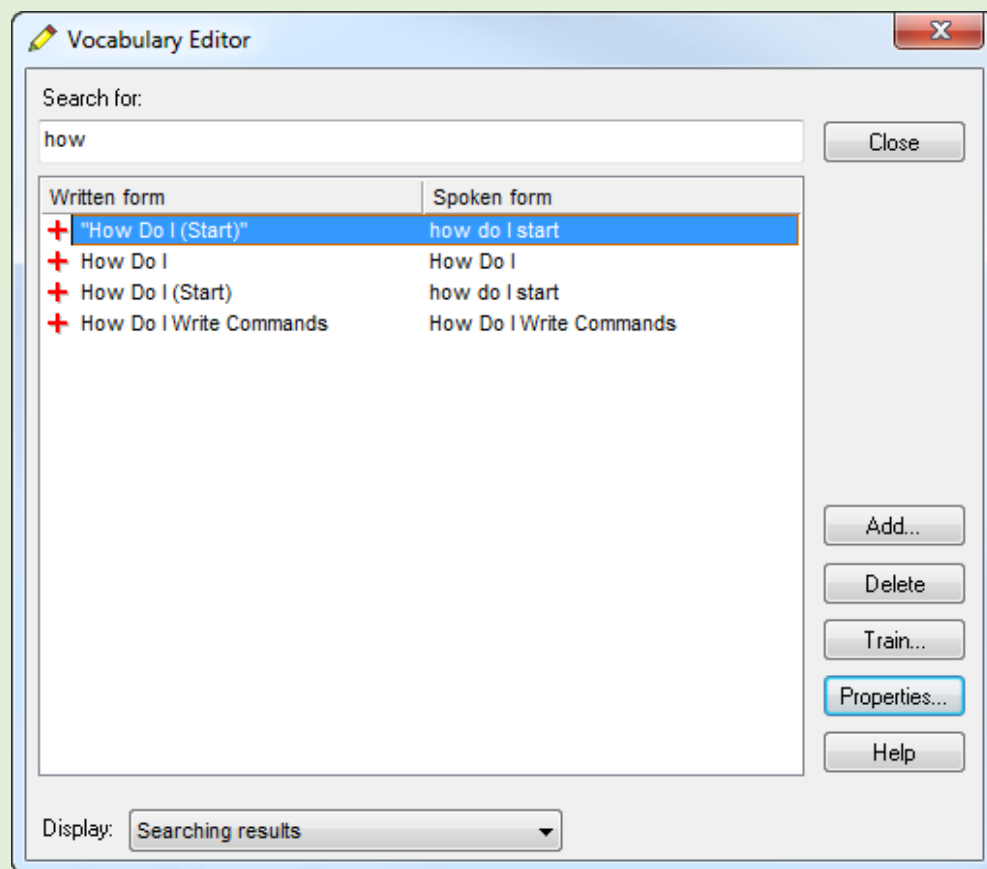
5. Need more options? The Vocabulary Editor includes even more flexibility. When we dictate the word "version" we prefer the traditional form of the word but when we insert a number after the word "version" we prefer it to appear as the as "Ver. 4". This is accomplished by engaging a rule. Begin by opening the Vocabulary Editor and selecting the word "version" as follows:
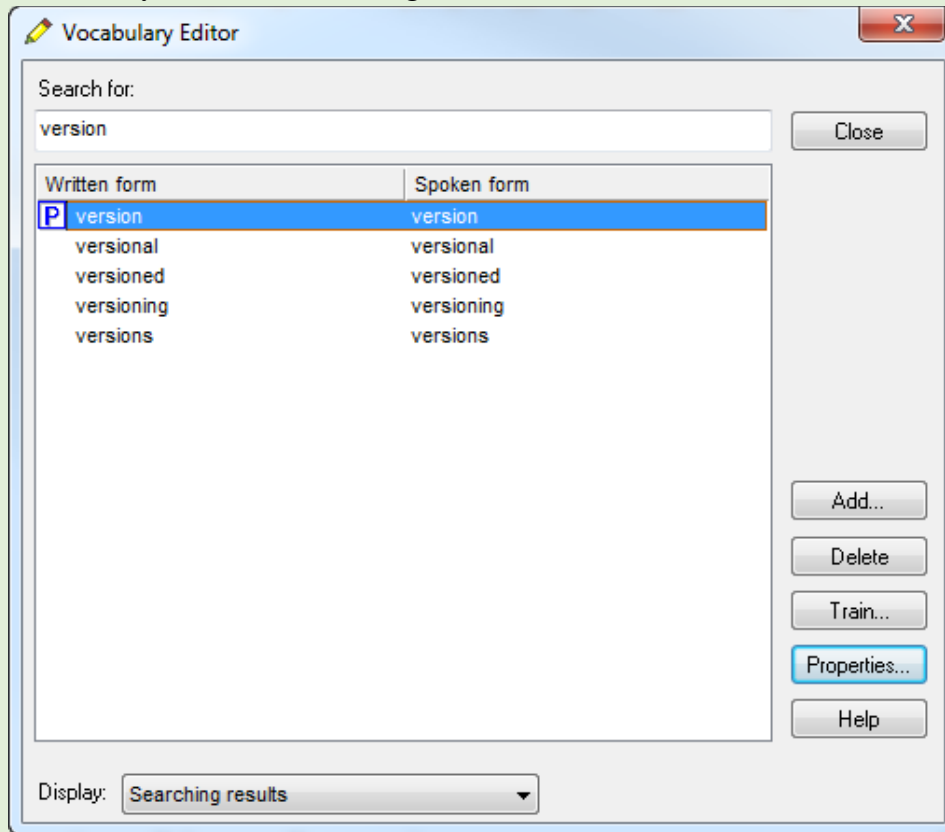
6. Click the Properties button, add 2 check marks to the appropriate boxes and type the desired Alternative Form 1. the word "version to" will become "Ver. 2". Also note that you can add a 2nd Alternative Form.

7. Take a look at previous picture and note the additional formatting rules. Let's take a closer look by examining the Next Line command. You might think of Next Line as a dictation command because it has no

Written Form and performs an action without the necessity of pausing before and after the saying its name, like other Dragon commands. Note that when you deploy the Show Vocabulary Editor command, the 1st word to appear in the the list is "a". However, you are not actually at the beginning of the list. When you scroll upwards, you can view the other Dictation Commands. Also note the "p" surrounded by a square box signifying that we have changed the properties of this command. Now click the Properties button.

8. The only value we changed was the Format The Next Word Capitalized. By default, the New Line And Next Line commands are identical but we often like to begin the next line of our dictation, even when it doesn't end with a period, with a capital letter. This is accomplished by changing the properties to suit our needs.

9. Vocabulary Editor Limitations: While you can type nearly anything into the Vocabulary Editor Written Form, including ASCII characters, the spoken form is limited to words only. You can use uppercase lettering but you cannot type digits (like numbers) or symbols (like a slash/). Other limitations include no

more than 125 characters for both fields (Written Form/Spoken Form) combined. You are limited to 36 characters in a single field and no more than 5 consecutive punctuation marks in The Written Form field.

Copying/Exporting Personal Vocabulary From One User To Another
Note that if you wish to export Printed Forms in your personal vocabulary,
*you will need to export your vocabulary in XML format (option #2).*

Option #1 is the most complete way to export your personal vocabulary (even preserving your deleted vocabulary) but this method is limited to the same version of Dragon and completely overwrites the vocabulary it is supposedly being imported into; a loose terminology. When you import a vocabulary via the Dragon managed vocabulary menu, you are literally overwriting the existing vocabulary so only use this option to completely overwrite a vocabulary in the same edition and version of Dragon.

Option #2 is the most complete way to export your personal vocabulary to any professional/medical/legal version of Dragon without overwriting a user vocabulary. Exporting your vocabulary as an XML file preserves all vocabulary editions, Written Form/Spoken Form, Printed Form and specialty rules like forcing the word "version" to appear as "Ver." when it occurs in front of a number like "Ver. 3".

Option #3 is the default export option which is also the most bulletproof way to export and import a personal plain text vocabulary. The disadvantage of this approach is that it only preserves individual words, phrases and Written Form/Spoken Form. A text exported vocabulary does not preserve specialty rules or Printed Forms.

Option #1 (Manage Vocabularies - EVERYTHING):
1. Click the DragonBar Vocabulary menu followed by clicking Manage Vocabularies and clicking Export.
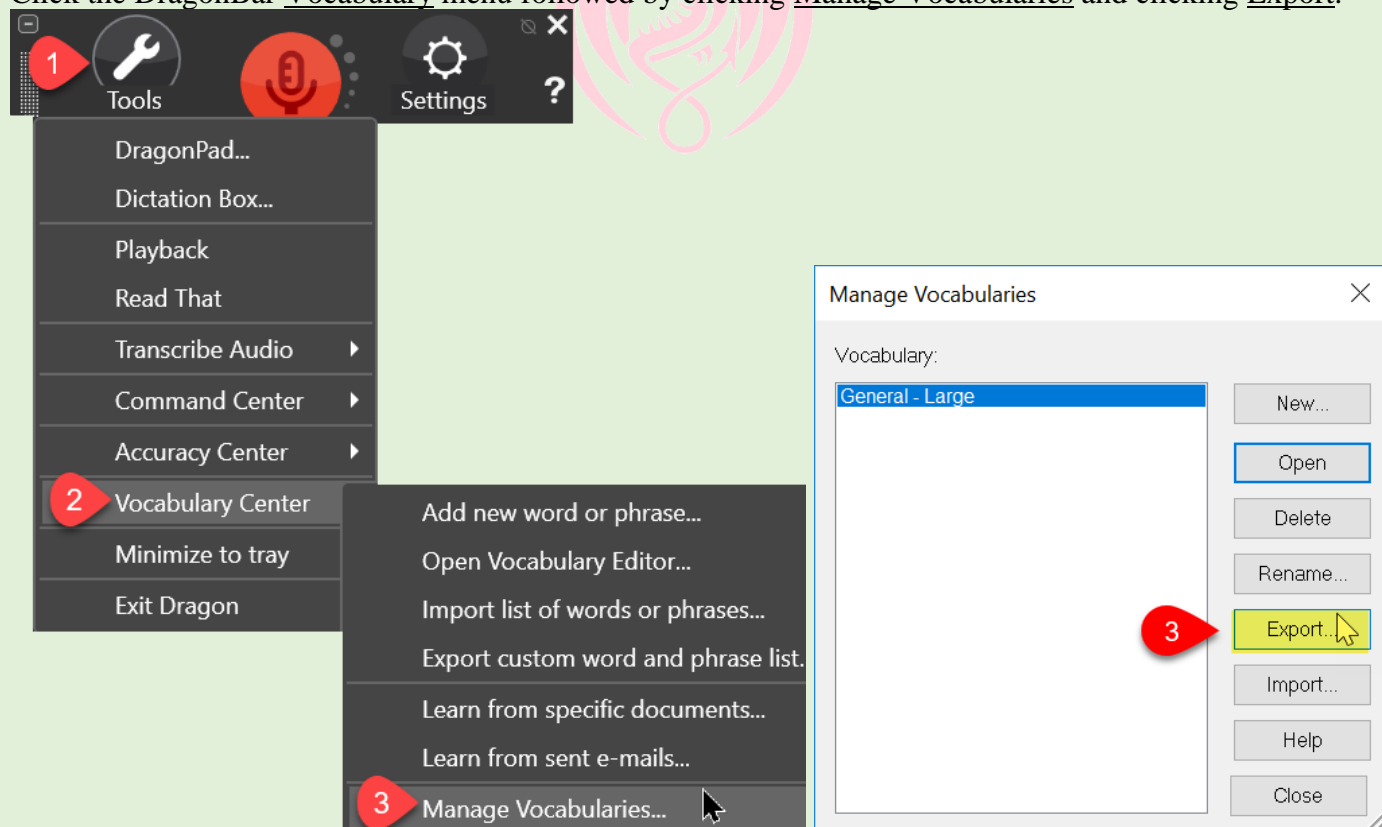
2. You will need to choose your destination to save a collection of 5 different files. Don't worry about the 5 files but note that you have a lot of destination options. In Windows 10, you might consider OneDrive which makes your vocabulary available on all of your personal Windows 10 computers. Some other options include exporting over a network, your desktop or a flash drive.
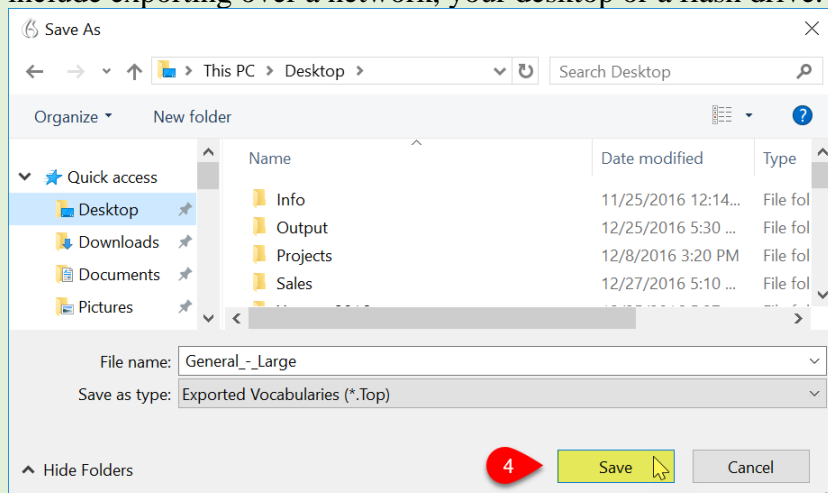
3. Reverse the previous procedure to import (completely overwrite) your existing vocabulary. Don't be alarmed that you can only view 1 of your 5 exported files because Dragon is smart enough to use all 5. Just select the.Top file, click the <u>Open</u> button followed by clicking <u>OK</u>.
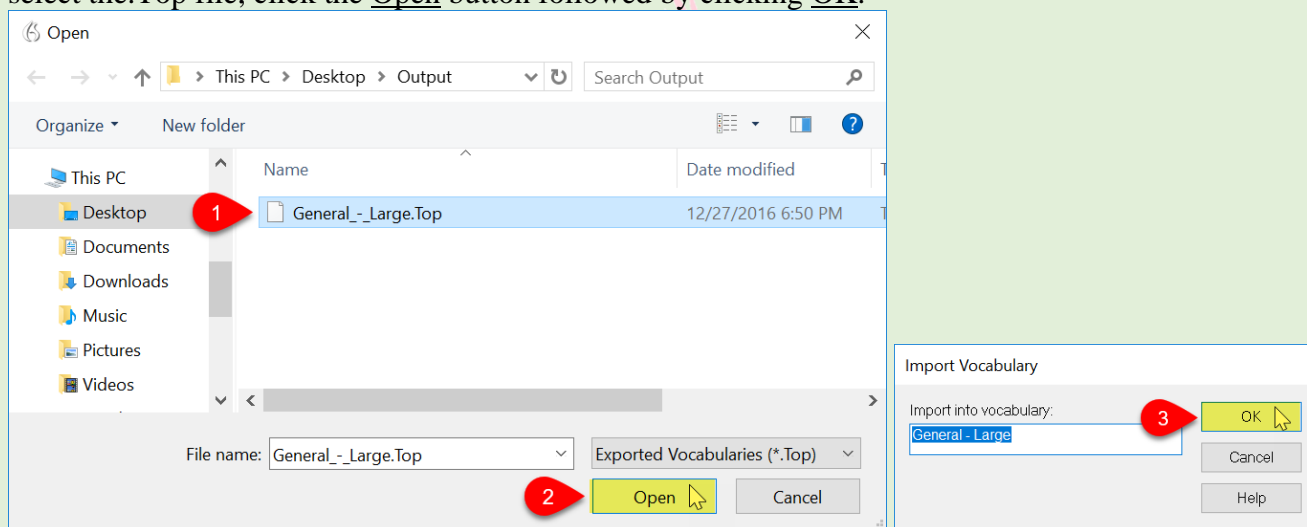
(XML Vocabulary - ALMOST EVERYTHING):

1. Click the Vocabulary menu followed by clicking Export Custom Word And Phrase List. Name your previous vocabulary something easy to remember and save it to an easy to find location such as your desktop, flash drive etc. Note that after you name your vocabulary, Dragon gives you 2 options for saving your vocabulary. Click the Save as type pull down menu and select the XML Files option followed by clicking Save.
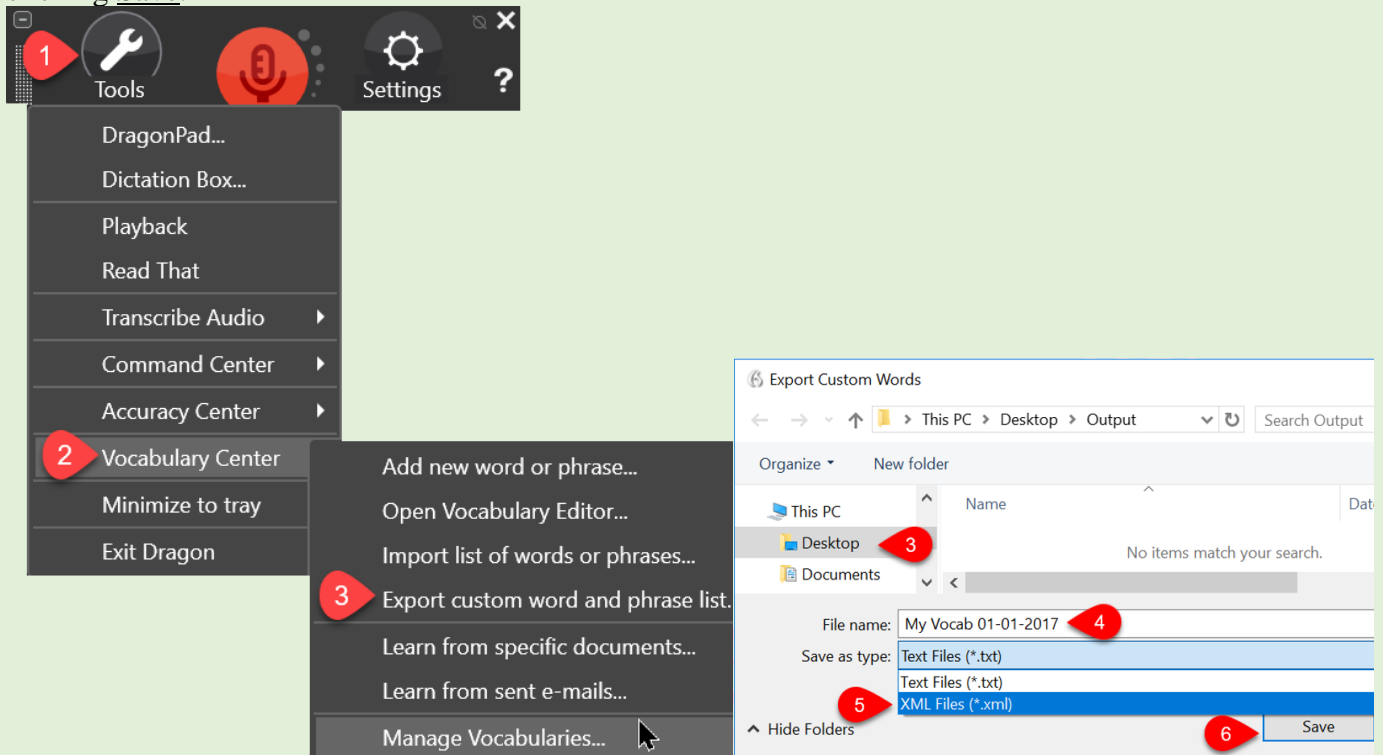
2. Reverse the previous procedure to import into your existing vocabulary by clicking Vocabulary followed by clicking Import list of words or phrases. See Section E on page 7 for additional details.

Option #3 (Text Vocabulary - LIMITED):
1. Click the <u>Vocabulary</u> menu followed by clicking <u>Export Custom Word And Phrase List</u>. Name your previous vocabulary something easy to remember and save it to an easy to find location such as your desktop, flash drive etc. After you name your vocabulary, click <u>Save</u> to create a simpe text file export.
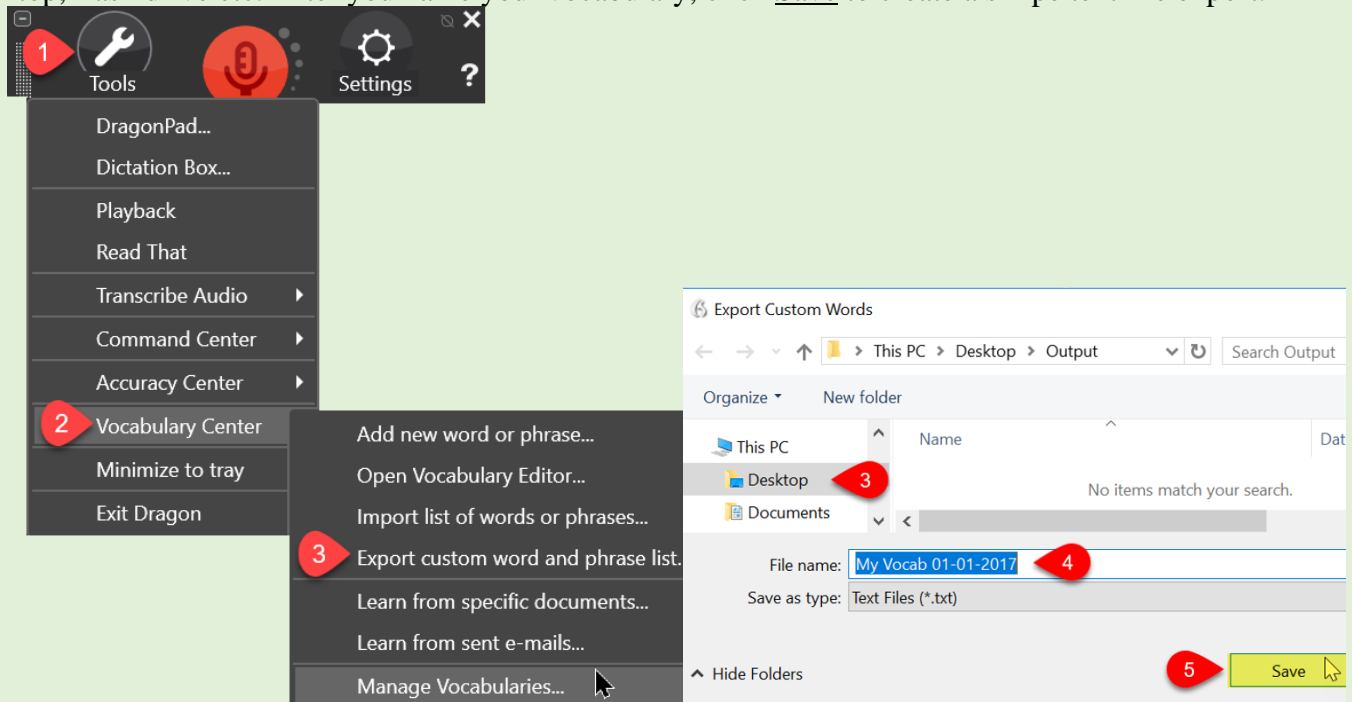
2. Reverse the previous procedure to import into your existing vocabulary by clicking <u>Vocabulary</u> followed by clicking <u>Import list of words or phrases</u>. See Section E on page 7 for additional details.

Copying/Exporting Personal User Files From One Computer To Another

Option #1 (Manufacturer Recommendation):

1. Click Settings/Profile/Manage User Profiles
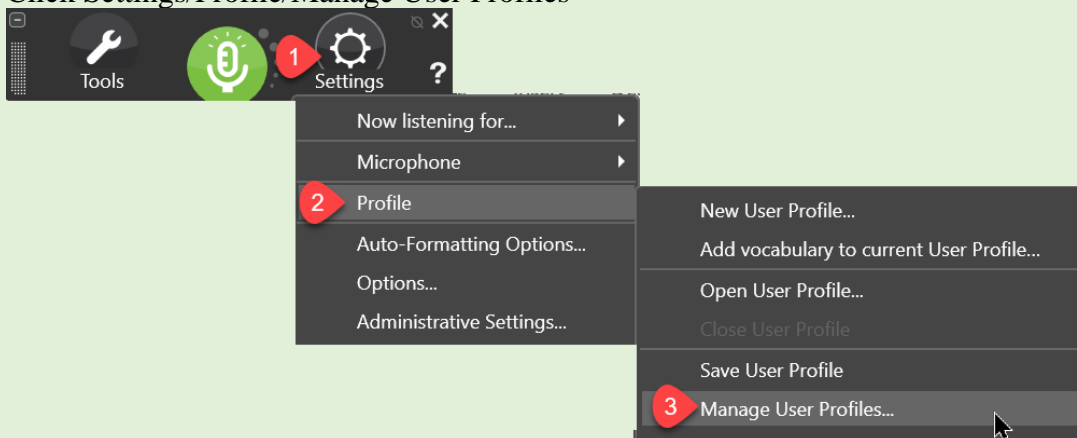
2. Click Advanced/Export (export a copy of your user files)
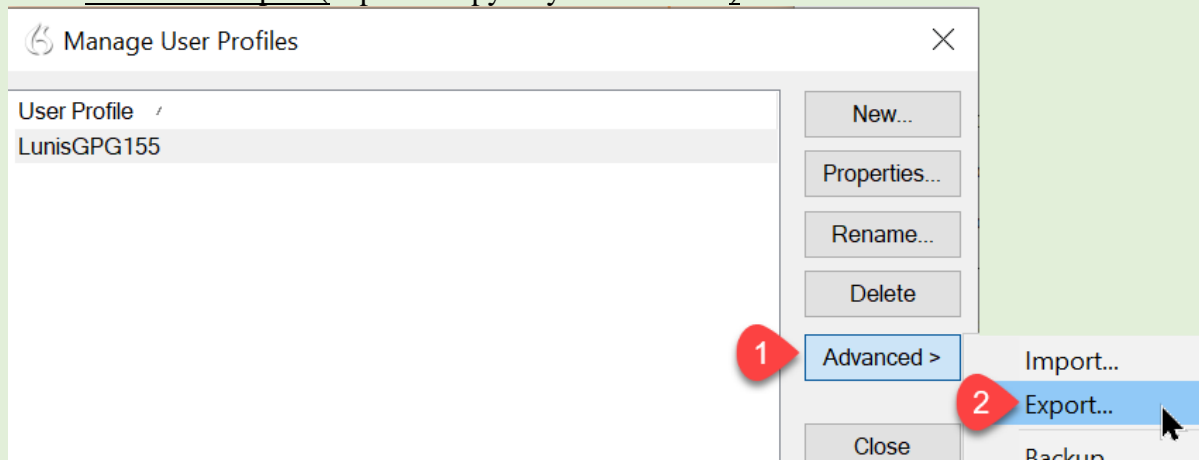
3. Copy the exported folder to a thumb drive and reverse the process (chose Import) on your second computer

Option #2 (Windows Explorer/File Explorer):

1. Copy the following folder on your host computer at %PROGRAMDATA%\Nuance\NaturallySpeaking15\Users\(Your Username)\ folder onto a flash drive or over a network
2. Create a new user, with the same name, on the new computer.
3. Exit Dragon without completing training.
4. Replace %PROGRAMDATA%\Nuance\NaturallySpeaking15\Users\(Your Username)\ folder with the folder from your flash drive and launch Dragon

Roaming A User Profile

(Only Available In DPG 14/15, DLG 14/15 and DMPE)

If you are installing dragon on multiple workstations, you'll wind up with a separate user profile on each workstation. combining the changes that you make to each user profile can be a major headache unless you enable roaming which seamlessly automates the procedure. If you would like to roam your user profile, see following:

1.   Make sure dragon is in the View Setting. Click **Close User Profile**
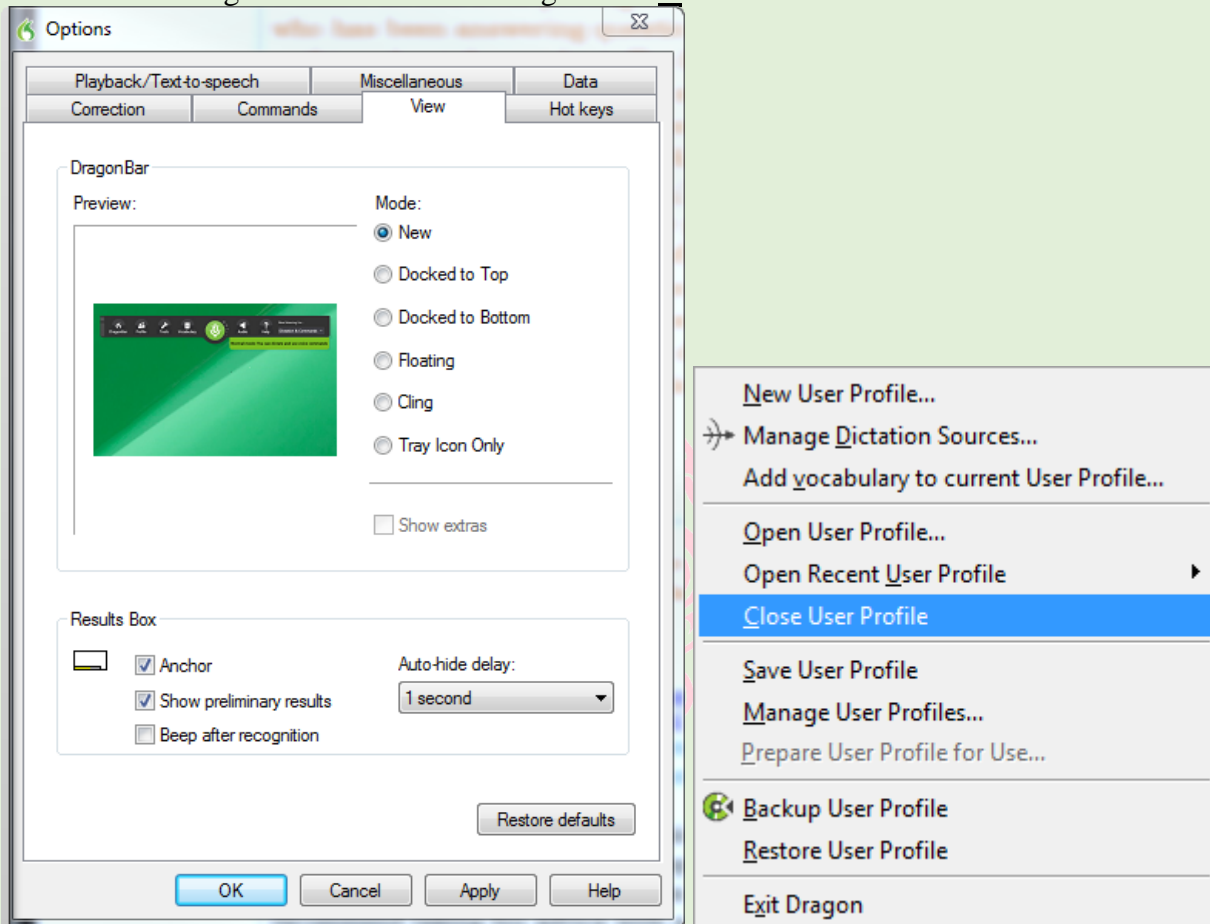
2. Click On **Administrative Settings…** and put a checkmark in **Enable**
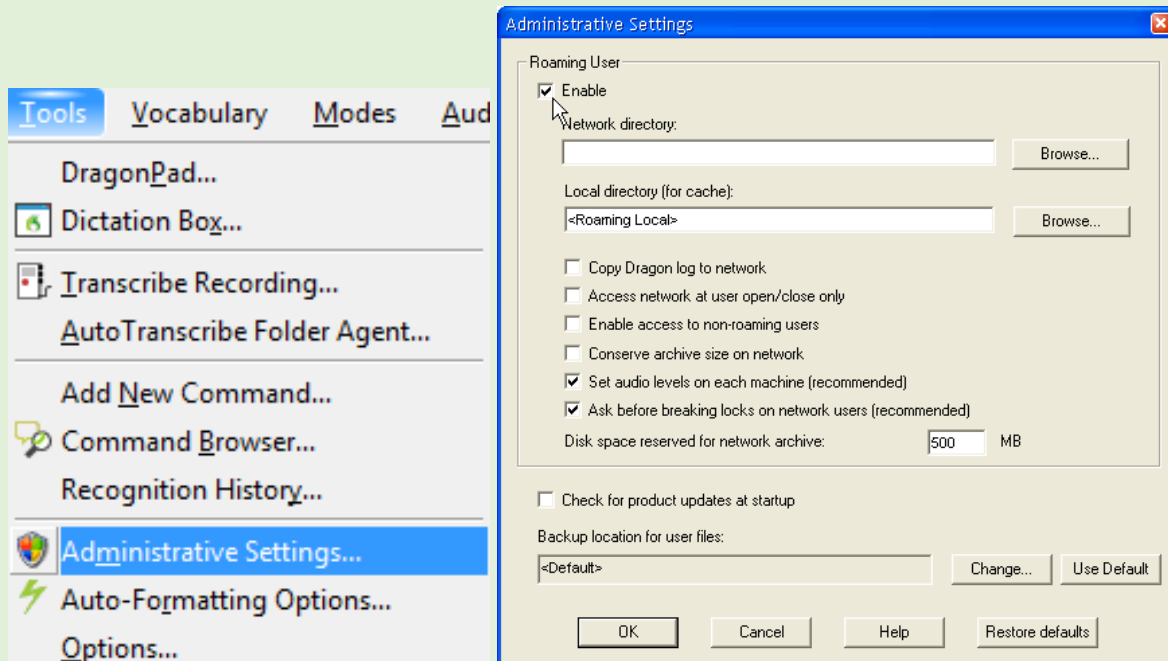
3. Click the network directory **Browse** Button

4. For this example we are selecting a copy of our user files off from a thumb (Flash) drive. If you wish to share this user file over a network (to other computers) you will need to right-click on the folder, via Windows Explorer/File Explorer and enable **Sharing And Security…**
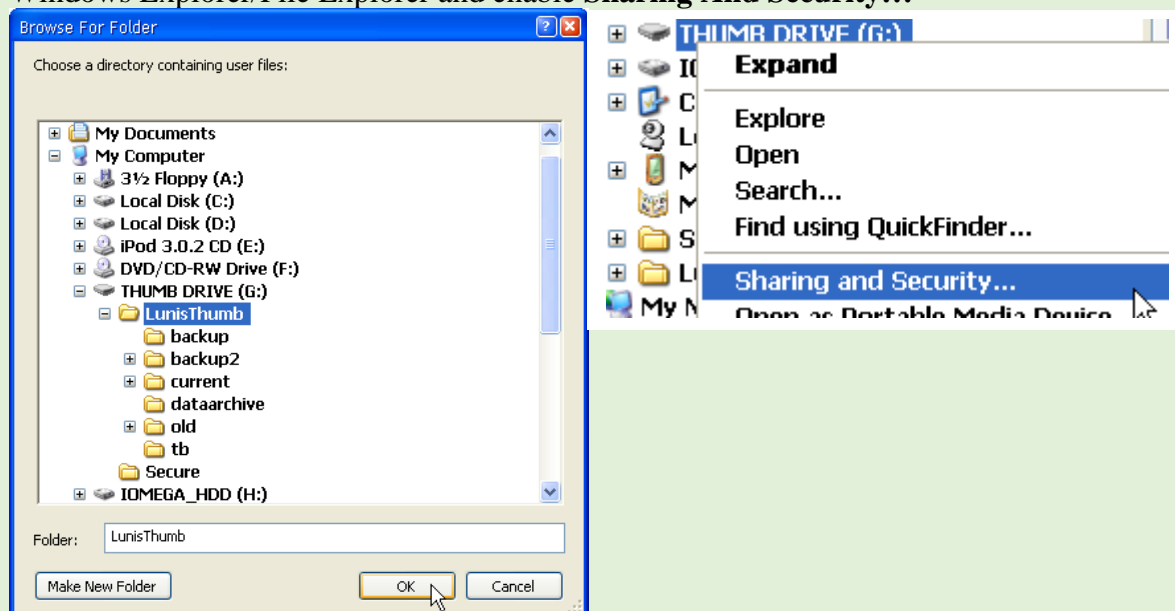
5. Click the hyperlink and place checkmarks in **Share This Folder On The Network** and **Allow Network Users To Change My Files**
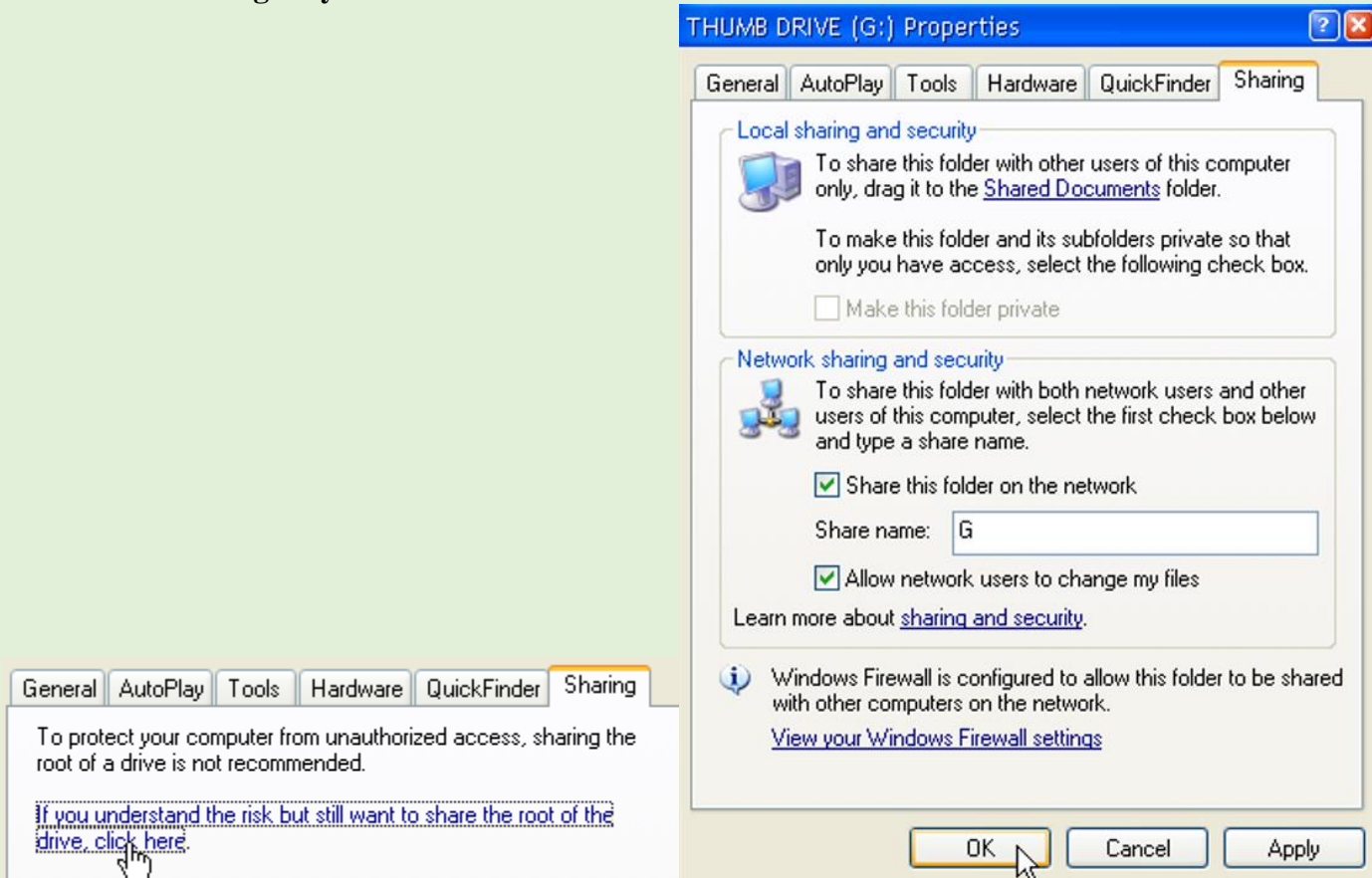
Deferred Correction

In dragon premium on up, you are limited to playing back a recording of your voice by selecting recently dictated text (within the current dragon session) and saying playback *or pressing {Shift+Numkey-}. The advantage of Deferred Correction is the ability to embed a recording of your voice within a Dragonpad, Microsoft Word or Wordperfect document to play back at a later date (after closing dragon and rebooting your computer). The following Step-By-Step will guide you through the Deferred Correction process:*

1. The Dragon default setting is to prompt you "ASK ME" to save a recording of your dictation with your document whenever you save a Microsoft Word, Dragonpad or Wordperfect document but the default setting in Ver. 14/15 Is ALWAYS which can waste a tremendous amount of space on your hard drive. We normally recommend changing this setting to NEVER but if you find yourself experiencing 97% or less accuracy you might consider changing the Save Recorded Dictation With Document option back to ALWAYS
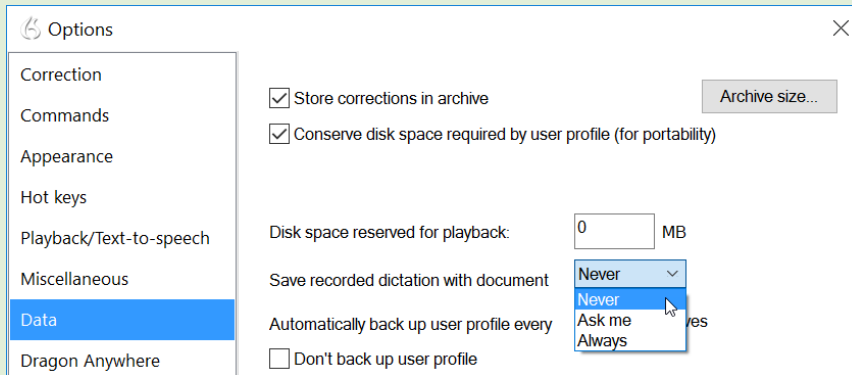
2. If you open the folder, where you saved your document, you will see 2 files with the same name; a Microsoft Word Document and a .dat file.
3. The next time you open the word file, as long as you have your Dragon user profile open, you will be able to randomly select any text within the file and playback of recording of your original dictation. Also note that you were not limited to the computer you created the file. If Dragon is installed on another computer, along with your user profile or a roam version of your user profile, you will be able to enjoy the same playback options.
4. You can regain hard drive space by deleting accompanying .dat file after you have finished correcting your document.

If you wish to copy a Ver. 15.61 or higher user profile from one computer to another, see following:

Option #1 (Manufacturer Recommendation):

1. Click on Manage Users
2. Click Advanced
3. Click Export to export a copy of your user files
4. Copy the exported folder to a thumb drive and reverse the process (Chose Import) on your second computer
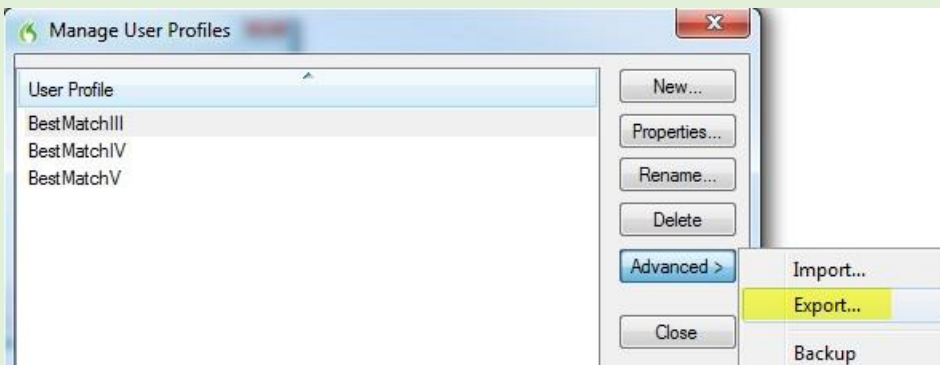
Option #2 (File Explorer):

1a. DPI 15.3 users copy the your current computer user
C:\Programdata\Nuance\NaturallySpeaking15\Users\
   [Username]\ folder onto a flash drive or over a network
1b. DPI 15.61, DPG 15.5 and DMPE 4.3 will find the user folder address at
%UserProfile%\AppData\Local\Nuance\NS15\Users\[Username]

2 Paste your copied folder into the same address on your new computer via the previous step by step

Note #1 Dragon must be installed on the new computer and you will need to create a user profile (to create the appropriate directory) before you can paste your previous user into the user directory

Note #2: You will not be able to locate the application data folder if your computer is set to the default manufacturer settings which is Hide Hidden Files And Folders (Windows 7) or Hidden items (Windows 10). In order to view your hidden files in Windows 7, open any folder or Windows Explorer, select folder options from the tools menu, click the view tab, click on "show hidden files and folders" and press the OK button. If you're using windows 8/10, open any File Explorer, click the View/Show Hidden items in File Explorer

Dragon can transcribe WAV, MP3, WMA & DS2 recordings (which yield the best results)
(requires 13 steps)

1. Mouse click <u>Tools</u> (note that your Dragon bar may look different but the same rules apply)
2. <u>Transcribe Audio</u>
3. <u>Transcribe Recording</u> (note that Transcribe Recording is not viewable when you have the Command Browser open)
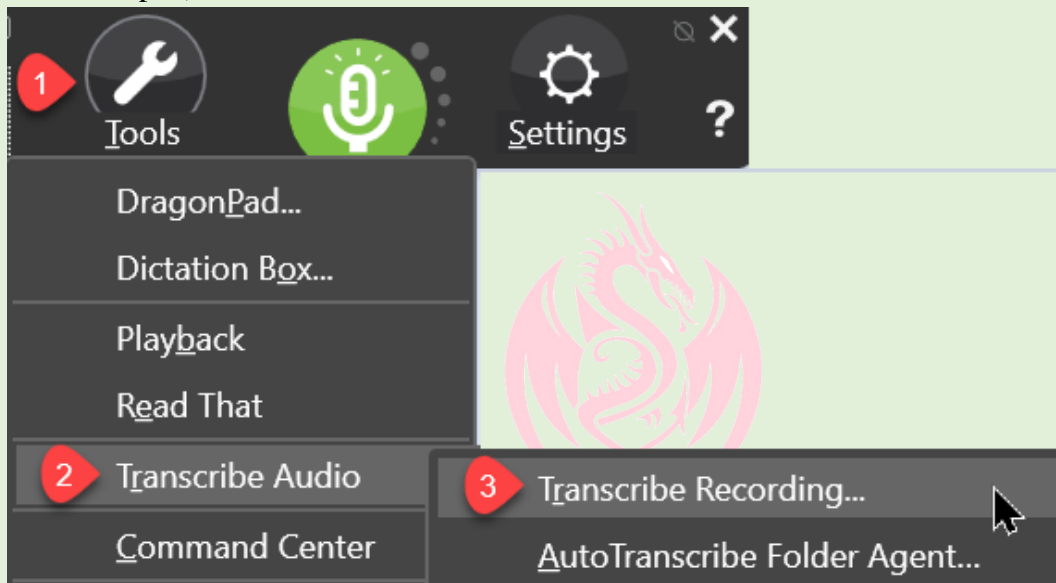
4. Click the <u>Browse</u> button
5. Click the recording you wish transcribe. In this case, we are transcribing a DS2 recording (which work the best in Dragon) directly from our Olympus <u>DS-9500</u>

6. Click Open
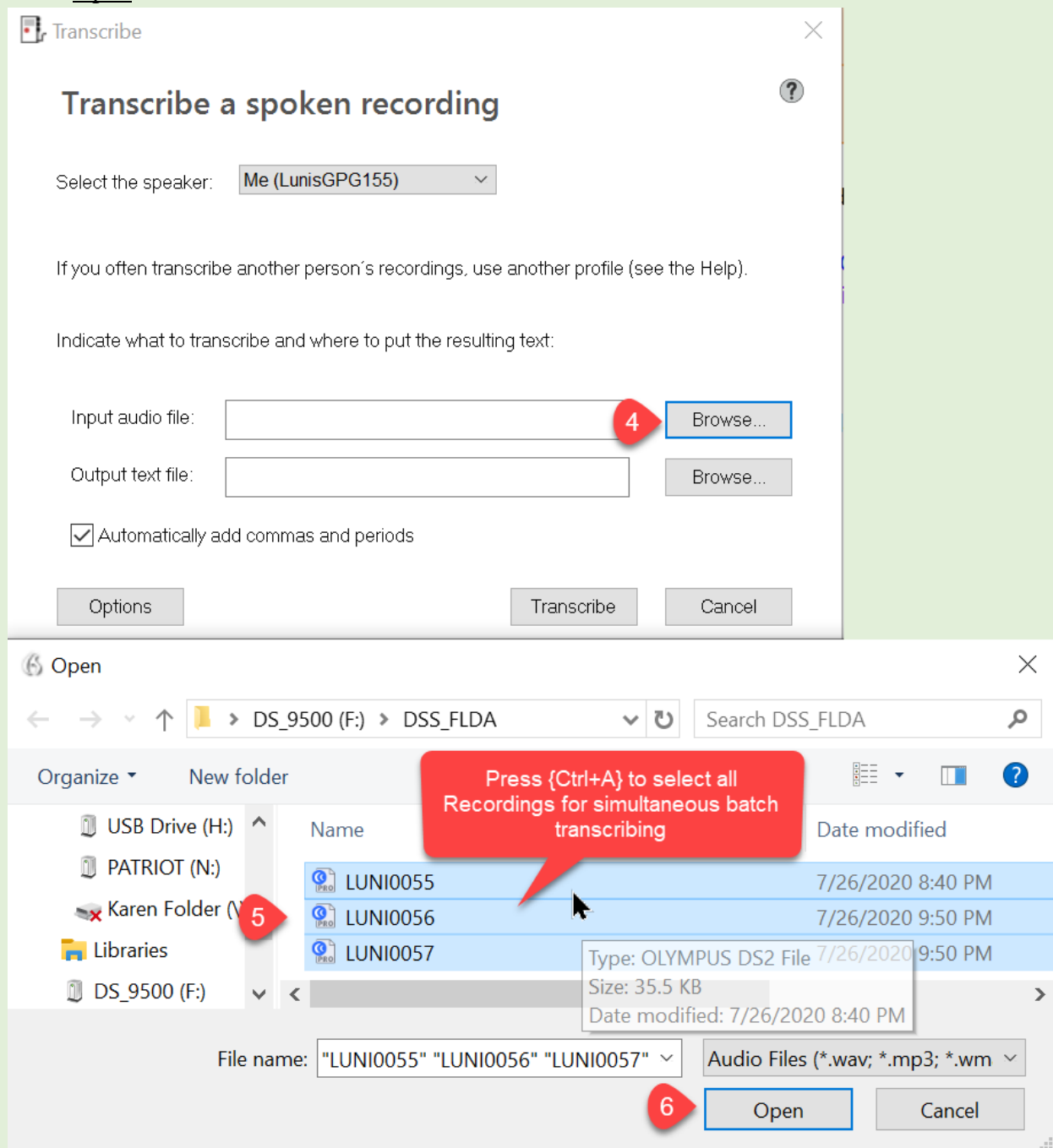
7. By default, Dragon will transcribe one or more selected files (in the <u>Input audio file</u> field), into the same address, which you probably wouldn't like in this situation because it would be on your recorder. We recommend transcribing to a dedicated folder on your computer. For the purpose of these instructions, we are choosing the Transcribed Recording folder in our <u>Documents</u> folder.

Note that your only transcription choice is rich text which can be opened in Microsoft Word, WordPad, WordPerfect and DragonPad. Dragon additionally creates a dra recording which is embedded into your document so that you can randomly select text and playback a recording of your voice, when your Dragon user profile is open.

You may or may not, depending on which edition of Dragon you are using, see a default checkmark option in <u>Automatically add commas and periods</u>. If you dictate with punctuation, remove this checkmark but, if for example, you are transcribing an interview, you might want to leave the checkmark. We recommend trying this option. Press <u>Open</u>
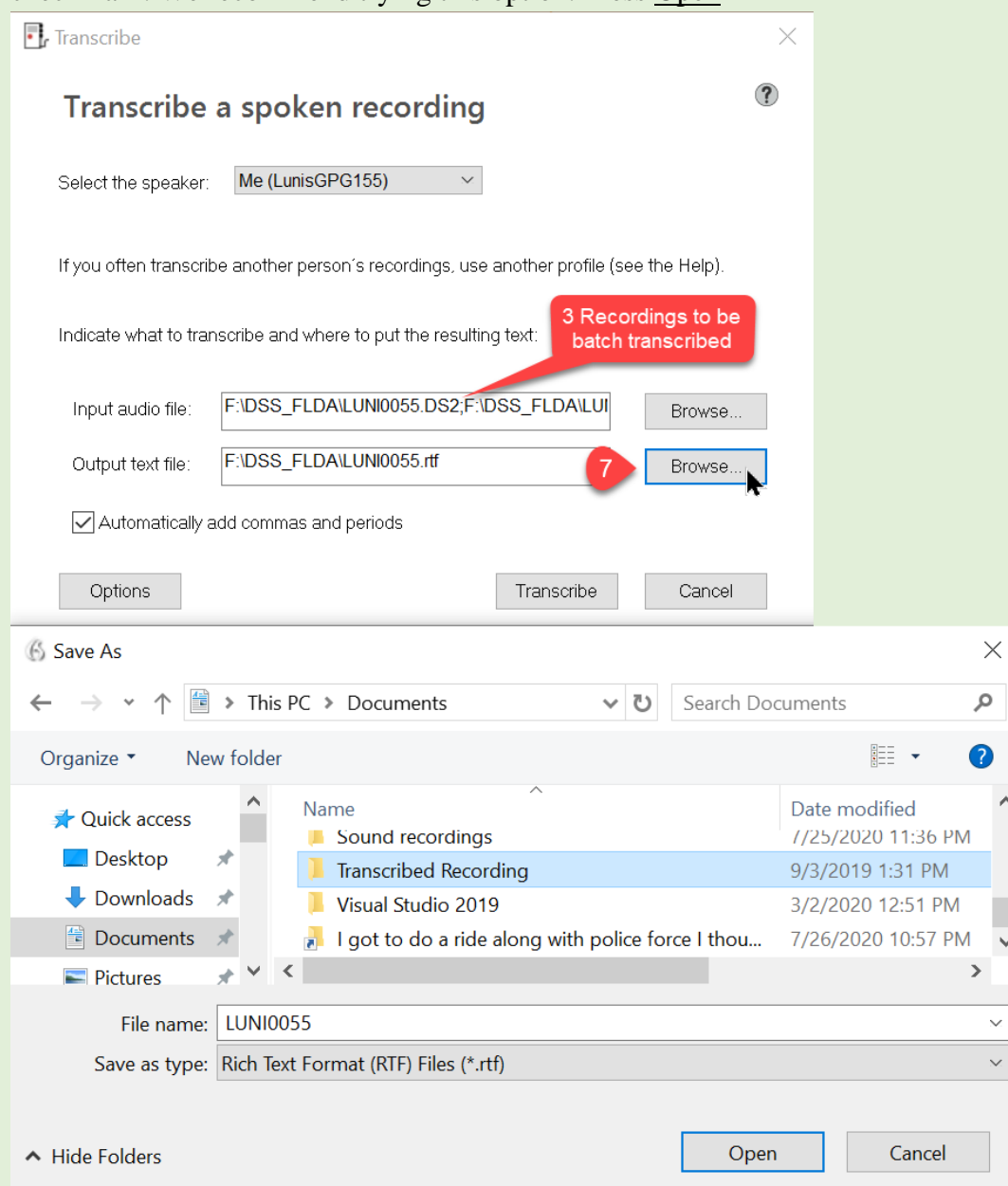
8. By default, Olympus progressively names every recording after you. This might be a good time to change the name to something more informative. Press <u>Save</u>
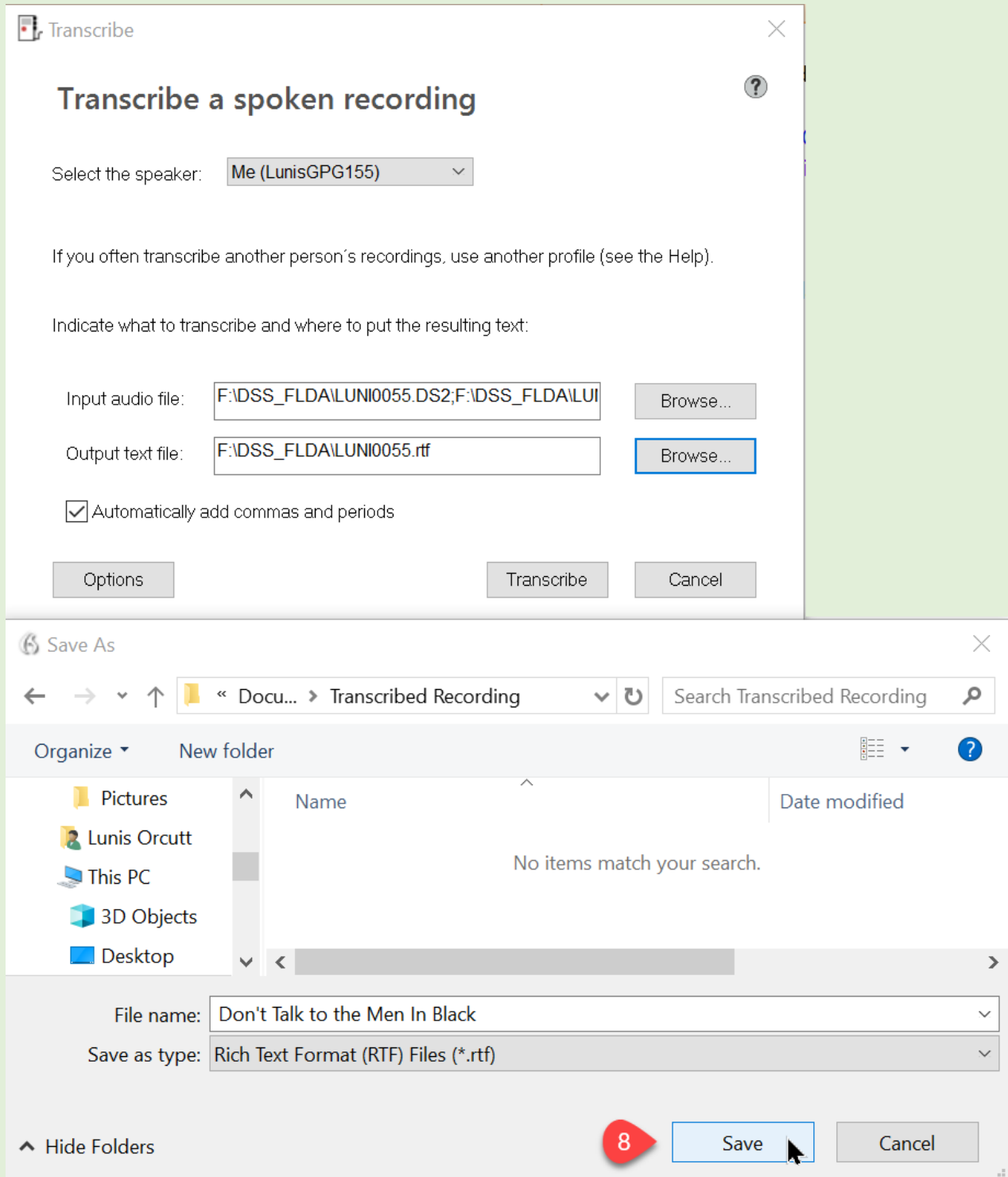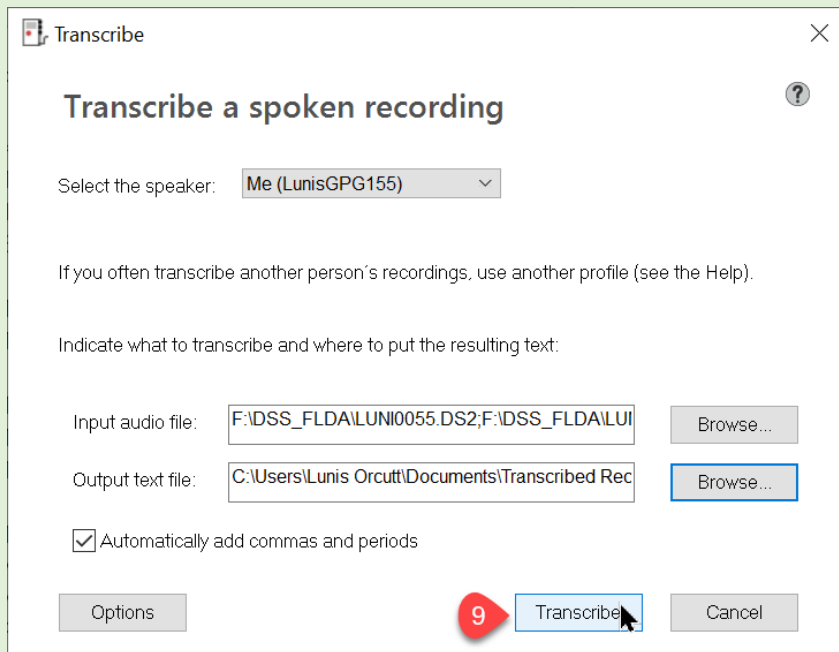
9. Dragon offers 4 choices and defaults to Open the file in DragonPad but we prefer Microsoft Word. Press Done
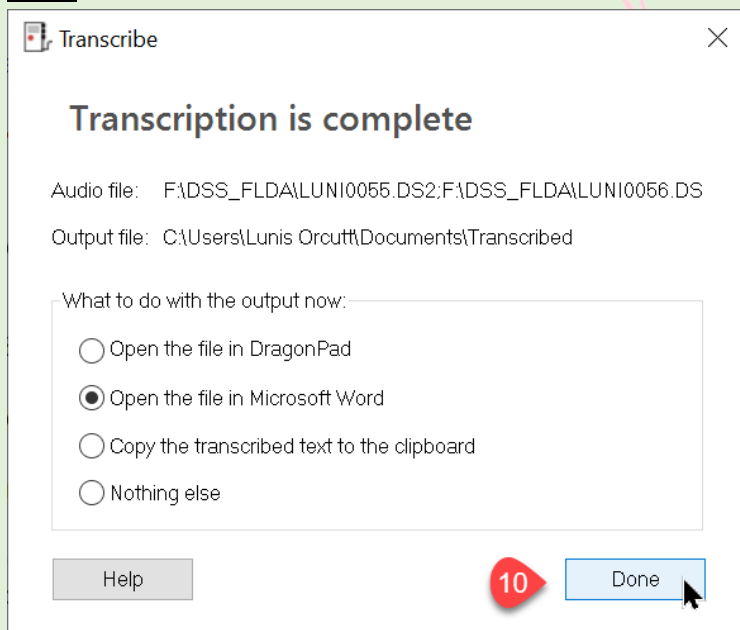
10. Dragon leaves your original recordings on your recorder, as a backup safety measure. Note that if you are batch transcribing several recordings, Dragon combines your recordings into a single document with an attached dra file for random playback of your voice in your document.
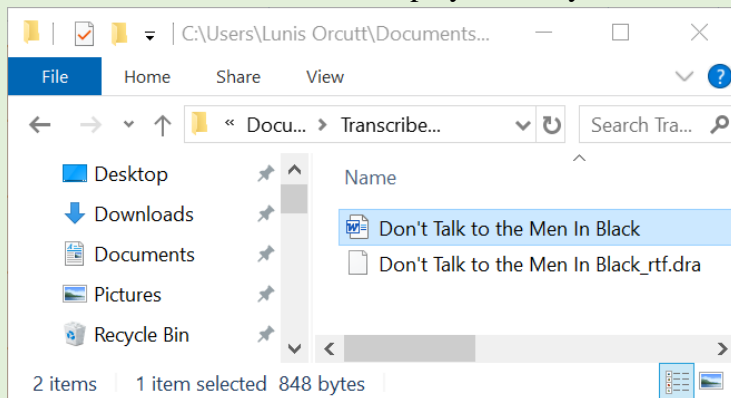
As you can see, all 3 of our short recordings were combined into the following document:

Nice going ace. I told you not to dig a cave under Area 51. Now we are on some sort of extraterrestrial alien hit list. We're going to have to dig another tunnel under our trailer to hide from the men in black. Wait a minute. Could they zap my memory back to 76, just before I met the Big Haired Lady?
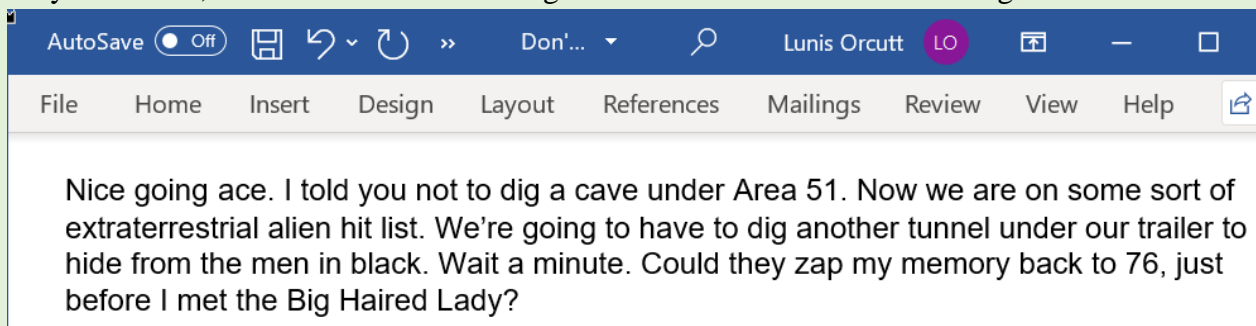
AutoTranscribe Folder Agent (automatic approach)
(only requires 1 step)

You no longer have to create a separate digital recorder profile but in some situations it can be a better choice, such as a universal digital recorder profile which is suited to transcribing interviews. Note that you can only obtain the best results with professional recorders that are specifically designed for dictation; not music. We only recommend recorders that utilize highly compressed (10 to 1 ratio) DS2 algorithms; like the Olympus DS-9500 and Philips DPM-8000. The advantage of this the AutoTranscribe Folder Agent is that while there is a little work and setting one up, once you have set up an AutoTranscribe folder task you can forget about it. Just drop your recorder into a USB cradle, or in the case of the DS-9500, walk into our wireless Wi-Fi network range and your recordings (as below) will essentially transcribe themselves with no prompts. You don't even have to take your recorder out of your pocket. To make it even more of a "KnowBrainer", we dropped a shortcut to the AutoTranscribe Folder Agent in our C:\ProgramData\Microsoft\Windows\Start Menu\Programs\StartUp folder so that it will automatically launch minimized and run automatically in the background transcribing all of our recordings, when Dragon isn't running.

Setting up the AutoTranscribe Folder Agent

1. Close Dragon if it is running.
2. Press {Win+S} (Windows Search) and type <mark>AutoTranscribe</mark> which should display the <mark>Autotranscribe Folder Agent</mark> to launch the application. Click <mark>Task</mark> Then <mark>New</mark>
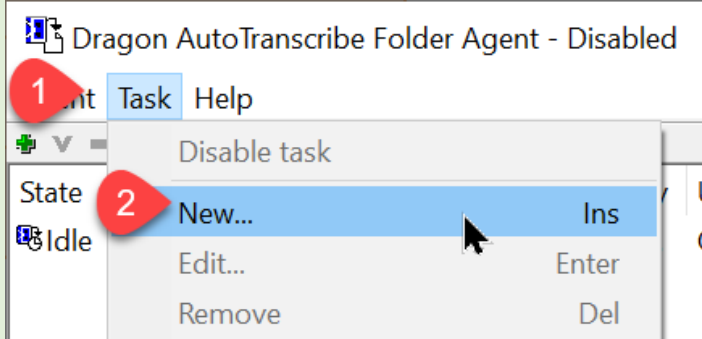
Most digital recorders include a download utility that typically saves your recordings into a subdirectory in your Documents folder at %UserProfile%\Documents\Dssplayer\Message**FolderA** but we prefer to transcribe directly from our digital recorder with as little fuss and must as possible. The following instructions bypass having to download, install and lease manufacturer's special utility (because they are not satisfied with the profit they made on the recorder).

3. Begin by clicking the little ... button in the Input directory.
4. Our DS-9500 (F:) Drive
5. 1st some folder. Most end-users only use the 1st folder

6. Click <u>OK</u>
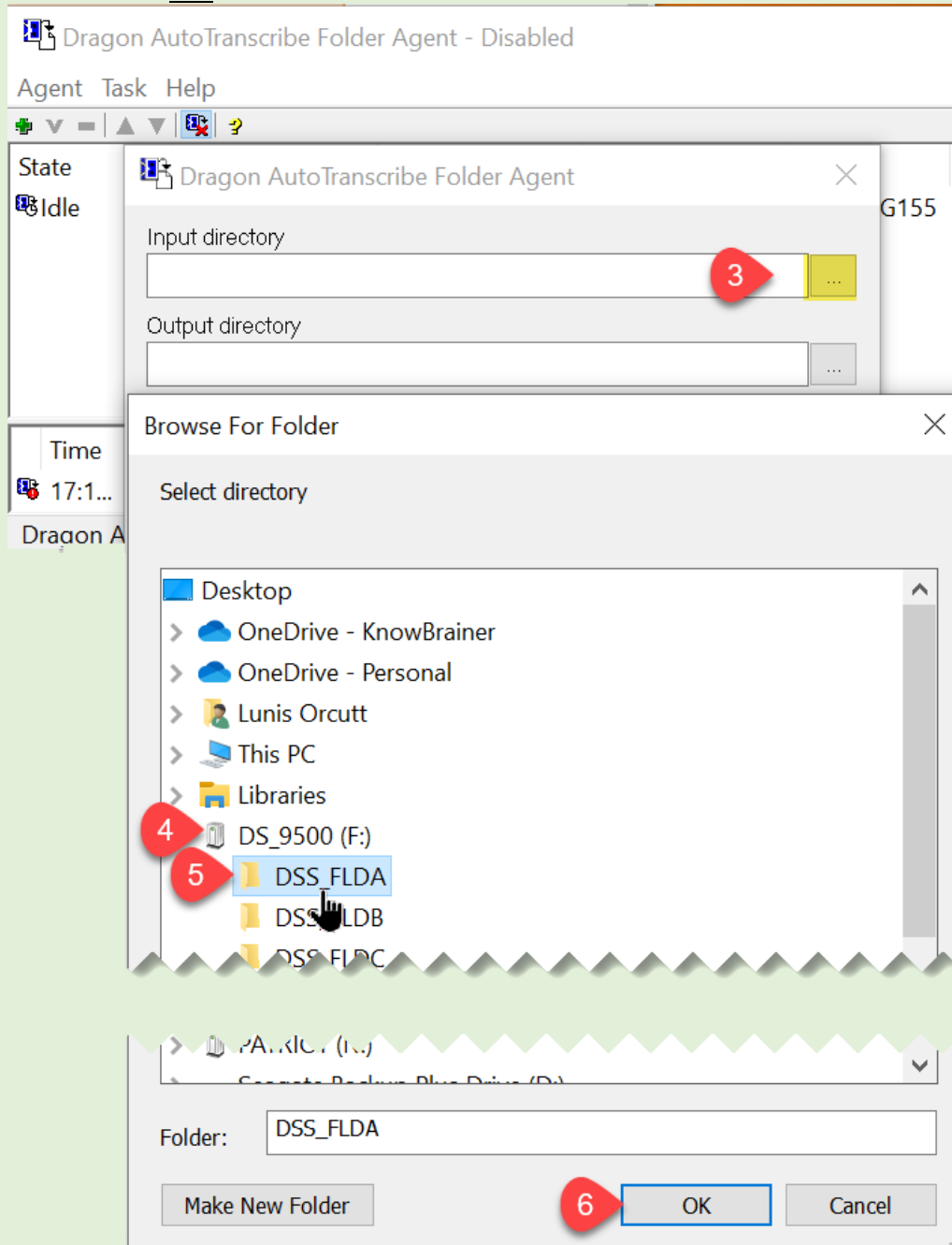
7. You will need to create a new folder for your transcibed files. For the purposes of this guide, we will create a desktop folder named <mark>Output</mark> and press the … button
8. Click the <u>Desktop</u> folder
9. Click on the folder directory of choice. We are using <u>Output</u>.

10. Click <u>OK</u> and note that we are using a generic desktop folder address because it will work on any computer
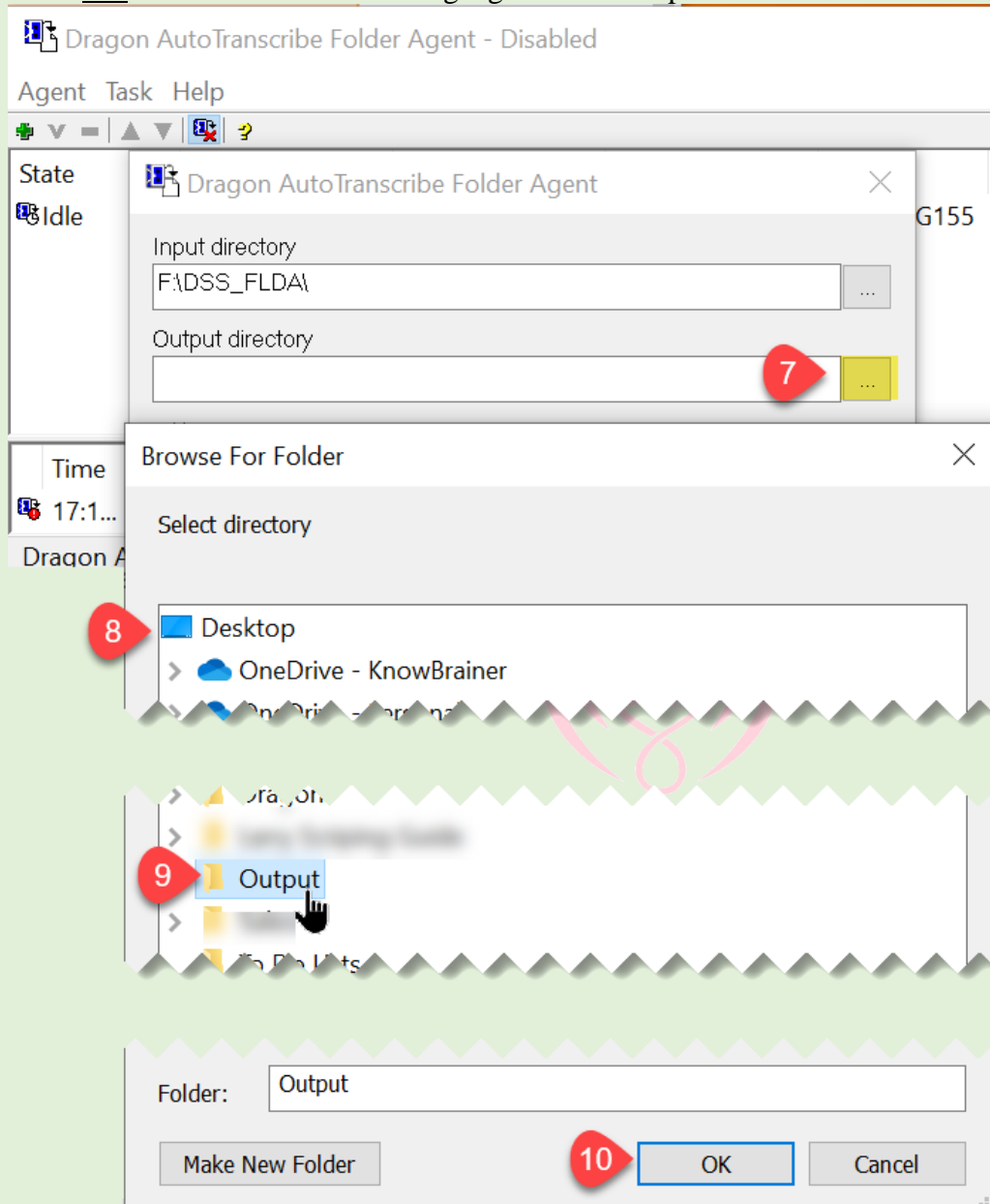
11. You can click the … Choose a location but if your user profile is located in the default location, you can skip this step or just press <u>Default</u> (if you're not certain).
12. Dragon is very good at choosing the correct user profile but if the wrong one is displayed, simply click the download arrow and choose the appropriate user
13. Same with your vocabulary
14. The microphone choice is irrelevant because the AutoTranscribe Folder Agent has already used your digital recorder as a soundcard.

15. The default is Plain Text and keeps everything simple but we prefer Rich Text which allows the AutoTranscribe Folder Agent to additionally embed in recording with your document. After your file transcribes you will see your document and recording. This is used for Deferred Correction. For example, if you select a phrase in the 3rd paragraph, you can play back the recording of your voice dictating those words. Think of it as random playback. If you're thinking that Word Document would be even better, you're setting yourself up for failure. Dragon developers have never gotten the kinks worked out of this choice will stick with Rich Text Which, by Default, Opens Microsoft Word, WordPad or WordPerfect. You Can Also Open Rich Text Documents and DragonPad. After you have printed your document, you can save space by deleting the recording from your transcription folder and your recorder.

16. Click OK

We ususally leave the AutoTranscribe Folder Agent minimized for this purpose we are leaving it open for the following notes:

A. The green triangle and Transcribing message signifies that Dragon is in the process of transcribing your recording
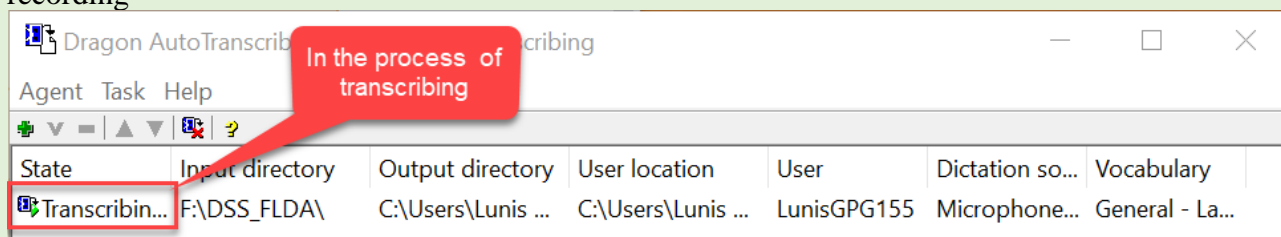
B. Idle means that you do not have any recordings waiting to be transcribed or Dragon, which prevents the AutoTranscribe Folder Agent is working
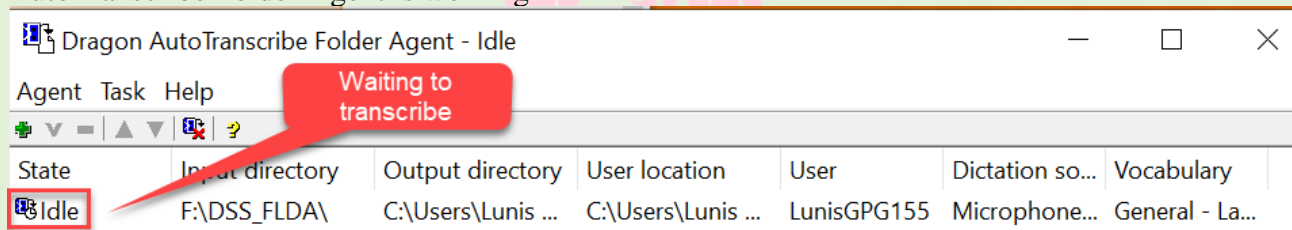
C. Error means that you have removed your recorder
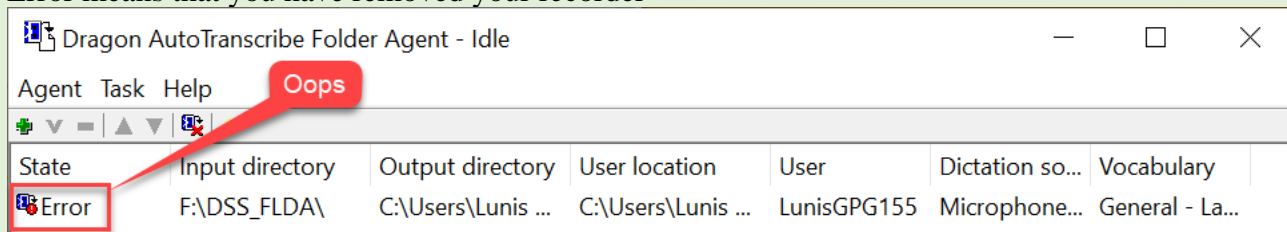
D. When we open our Output folder we see the following which includes 2 previous recordings which we checked before deleting the embedded recordings. The LUNI0058 WAV file is the recording and the LUNI0058_DS2 is the actual document. "DS2" simply tells the officer that the recording was made with DS2 algorithms. *Note that when you exit the AutoTranscribe Folder Agent is actually still running minimized in your hidden icons*
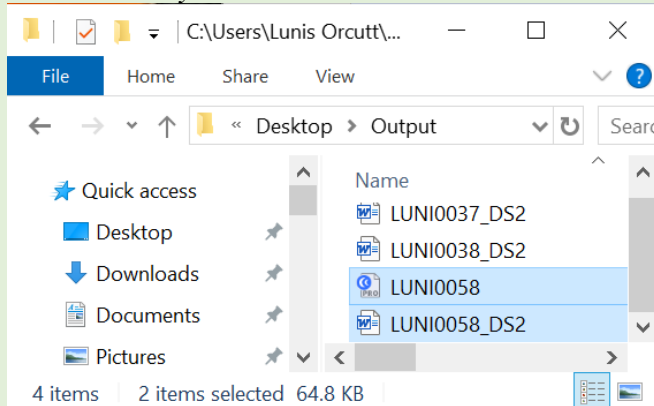
Note that DMPE 4 includes a new option to create a generic digital recorder profile. This option is designed to allow you to transcribe anyone you record; in other words not your voice. See previous steps on creating <u>This profile is to transcribe recordings of someone else speaking</u> after creating a unique name for your user profile.

Acoustic Optimizer And Language Model Optimizer

WARNING: While Dragon recommends running this utility, some end-users see improvements, most others see no change but <mark>some experience significantly worse accuracy.</mark> We are not big fans of this utility so if you decide to run it, we advise making a backup copy of your user profile 1ˢᵗ.

There are two parts to the Acoustic And Language Model Optimizer. The Acoustic Model Side and The Language Model Side. When you run the Acoustic and Language Model Optimizer it optimizes your acoustic model as well as your language, which simply put means anything recorded by Dragon, that you have dictated (Silentadapt) is also included in the optimization process. Language Optimization affects the Language Model, i.e. the statistical representation of which words you use and in which context. Acoustic Optimization affects the way dragon processes your enunciation.

Because Accuracy Tuning can take 20 minutes longer, you can optionally schedule accuracy tuning via the data tab of your Dragon options.

1. After Dragon finishes crunching the numbers (when creating a user profile), it will offer to assimilate your sent e-mails and any documents it finds in your Windows Documents folder. We recommend removing the checkmark from both boxes and clicking **Next**. The reason we don't recommend letting Dragon Sift through your sent e-mail folder is because this folder is likely to contain messages that you are responding to. Dragon can't differentiate between your writings and someone else's writing style. Although Your <u>Documents</u> folder may contain lots of documents for dragon to study, most end-users store their work in another folder so we recommend playing it safe and running the Vocabulary Builder on your own terms by saying Add Words From Documents (Later On) and choosing your own documents or folders that you want dragon to process at a more convenient time.

Accuracy

Let Dragon search for words and add them now

Personalizing the vocabulary is one of the keys to accuracy and productivity. Dragon can perform a basic adaptation now: it can scan your sent e-mails for contact names to add, and learn about your writing style from documents in your 'My Documents' folder.

After your profile is created, you can increase its accuracy by analyzing documents located in other folders and importing lists of words.

Search the following: (this may take 5-30 minutes to complete)

☐ Sent E-mails (Microsoft Outlook, Microsoft Outlook Express, Windows Live Mail, Lotus Notes)

☐ My Documents (Microsoft Word, Corel WordPerfect, Text, and Rich Text Files)

Select Start to begin or Next to skip this step   [Start]

If you are in the U.S.: Read our privacy statement here

If you are outside of the U.S.: Read our privacy statement here

[< Back] [Next >] [Cancel]

Accuracy

Let Dragon automatically improve your accuracy

Once you start using your profile, Dragon can periodically improve recognition accuracy based on what you have dictated, corrected, or trained. The more you dictate, correct, and train, the greater the benefit you'll receive from this option.

Note that to take advantage of this option, you must have Dragon closed and your computer running at the scheduled time.

Tell me more

☐ Automatically improve accuracy

Schedule for Acoustics: every Monday at 02:00
Schedule for Language Model: every day at 03:00   [Change Schedule]

If you are in the U.S.: Read our privacy statement here

If you are outside of the U.S.: Read our privacy statement here

[< Back] [Next >] [Cancel]

Accuracy

Help us improve Dragon

You can help improve Dragon by sending usage data to us periodically. We keep your data secure and confidential. Note that to take advantage of this option, you must have Dragon closed and your computer running at the scheduled time.

Data Collection sends speech, text, and associated data to Nuance Communications, Inc., a United States company, to tune, enhance and improve the speech recognition and other components of this and future products and services.

Tell me more

○ Run Data Collection   [Change Schedule]
○ Don't run Data Collection but remind about this later
● Don't run Data Collection
   Schedule: every Sunday at 04:40

If you are in the U.S.: Read our privacy statement here

If you are outside of the U.S.: Read our privacy statement here

[< Back] [Next >] [Cancel]

2. Although scheduling Dragon to run the Acoustic And Language Model Optimizing, when you are not around might sound like a good idea, it usually occurs when your computer is off; resulting in an error the next time you launch DRAGON. We recommend unchecking this option and clicking **Next** because it is no longer necessary to run this utility. Many end-users have even reported problems after using it. Dragon now optimizes on-the-fly and will prompt you, approximately every 5th save, to let it automatically optimize your profile. If you would like to help the manufacturer improve Dragon's accuracy in future releases, click Run Data Collection. However, we recommend against this process because it puts unnecessary stress on your computer.

Note: Dragon includes 5 types of command construction which are as follows:

1. Text & Graphics commands (simple boilerplate text commands).

2. Advanced-Scripting commands (more complex but capable of performing nearly any function from formatting text to searching the Internet). If you are serious about creating Advanced-Scripting commands, we recommend using the KnowBrainer 2020 third party Advanced-Scripting command utility which is significantly easier, up to 5 times faster, includes thousands of built-in time-saving commands and the ability to create complex and even artificial intelligence commands by voice. See KnowBrainer Manual for additional information.

3. Step-by-step commands (simple but limited command construction)

4. Macro Recorder (records everything you do) which is easier but very cumbersome and not recommended.

*5. Vocabulary Commands (limited but has the advantage of not having to pause before and after applying these commands, as with other macros). These types of commands are typically used by **speed dictators**, **court reporters** and **transcriptionists**. Note that this section is only including vocabulary command construction because other manuals, like Larry Allen's Scripting for Dragon other Dragon Help menu which is considerably better than anything we could include here.*
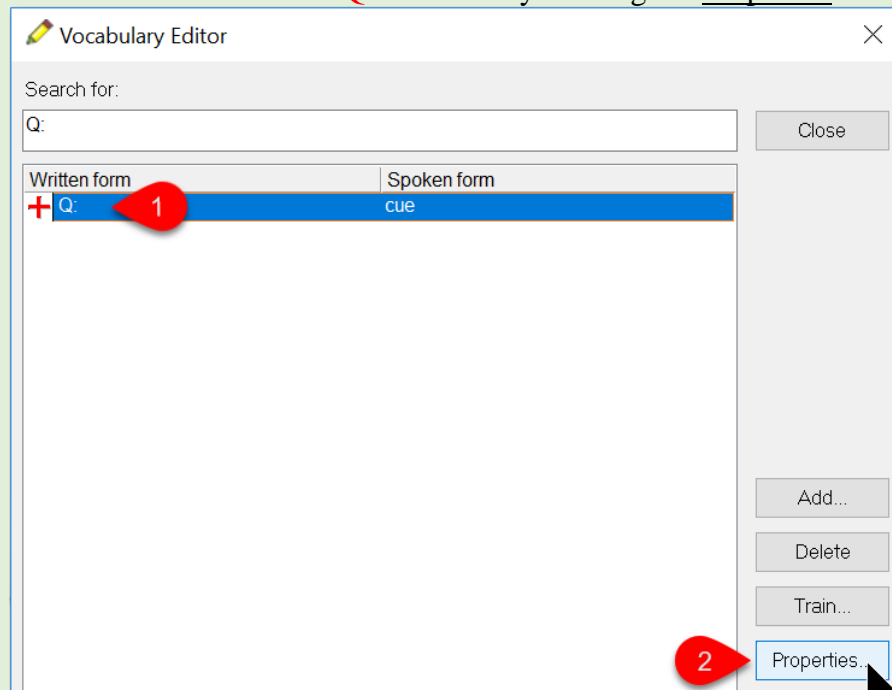
How to create Vocabulary Commands

Example: Let's say that you wish to transcribe an interview between 2 parties but you don't have enough time to pause before and after each command because interviews are typically handled quickly. To speed things up, let's use a simple word that you would normally not use. We will refer to the questioner (interviewer) as **Q:** and the interviewee as **Me:** We would like to separate each response with a paragraph (2 new lines) Tab key and type Q: for the questioner which will be pictorial displayed below. You can repeat the same previous steps for each party. For the purposes of this example we will call the interviewer cue and the interviewee guff.
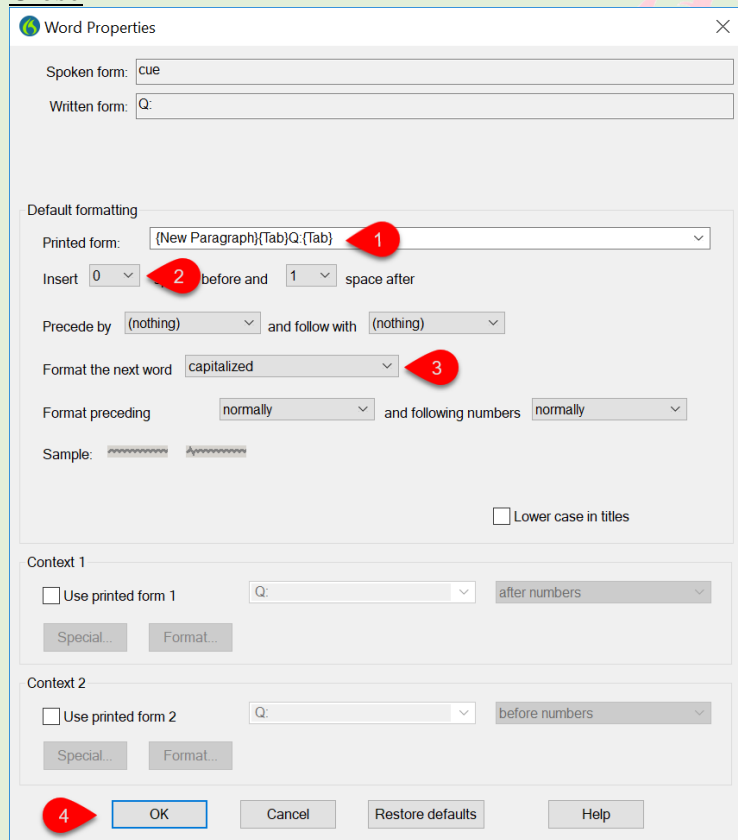
1. Begin by opening the Vocabulary Editor, by saying show vocabulary editor
2. Add Q: In the Search for field followed by clicking the Add button typing cue into the Spoken Form and clicking the last Add button

3. Now Left mouse click Q: followed by clicking the <u>Properties</u> button

Vocabulary Editor ✕

Search for:

Q:

Close

Written form	Spoken form
+ Q: **1**	cue

Add...

Delete

Train...

2 Properties...

4. Type {New Paragraph}{Tab}Q:{Tab} into the Printed Form followed by clicking <u>OK</u> followed by clipping <u>Close</u>

Word Properties ✕

Spoken form: cue

Written form: Q:

Default formatting

Printed form: {New Paragraph}{Tab}Q:{Tab} **1**

Insert **2** 0 before and 1 space after

Precede by (nothing) and follow with (nothing)

Format the next word capitalized **3**

Format preceding normally and following numbers normally

Sample: wwwwww Awwwwwww

☐ Lower case in titles

Context 1

☐ Use printed form 1 Q: after numbers

Special... Format...

Context 2

☐ Use printed form 2 Q: before numbers

Special... Format...

4 OK Cancel Restore defaults Help

5. Now try dictating "that was a great answer. Cue but what do you really think?" to produce the following:

That was a great answer.

 Q: But what do you really think?

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How to Disable Auto-Gain

How To Disable Microphone Auto-Gain ~ DPI 15.6, DMPE 4.3, DPG 15.6 and DLG 15.6

    1. Click The Dragonbar Settings/Microphone/Choose Microphone Menu

    2. Remove The Default Checkmark From Automatically Adjust The Microphone Level As I Speak

    3. Click Settings/Check Microphone And Follow The Remaining Prompts To Manually Adjust Your Volume Input Settings.

How to Add Wake Up Commands
with Verbal Responses

If you would like to add additional wakeup commands, which include a verbal response, click the KnowBrainer System to download. Microsoft may temporarily block your download until you click to Keep menu; pictured below:
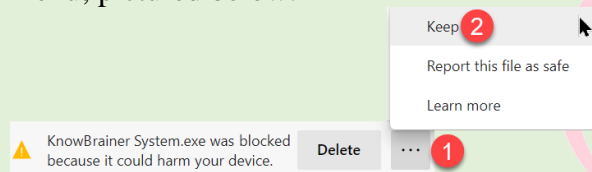
Double-click the self-executable (in your Download folder) to install and ignore any additional warnings.

It doesn't matter if Dragon is open or not, but the new commands will not work until you re-launch Dragon. These commands only work when Dragon is in the Asleep state, which occurs when you say the Dragon go to sleep command or the KnowBrainer Mike Off command (which responds with "sleeping").

When the Dragon microphone is asleep you can say any of the 4 following commands to turn the Dragon microphone back on:

Wake up (no verbal response)
Please Wake Up (which additionally verbally responds by saying "ready")
Mike on (which additionally verbally responds by saying "yes")
Computer (which additionally verbally responds by saying "yes")

Where is the Dragon Temp folder located

%UserProfile%\\AppData\Local\Temp\Dragon (copy and paste in Windows Search field)

[KnowBrainer Knowledge Base](#)
[Nuance Knowledgebase](#)

If You Would Like To View Our Speech Recognition Hardware Reviews, Check Out The Following:

[KnowBrainer Tablemike Face-Off](#)
[KnowBrainer Handheld Microphone Face-Off](#)
[KnowBrainer Headset Microphone Face-Off](#)
[KnowBrainer Telephone Microphone Face-Off](#)
[KnowBrainer Digital Recorder Face-Off](#)
[KnowBrainer Wireless Headset Face-Off](#)
[KnowBrainer USB Soundcard Face-Off](#)

If You Would Like To Check Out The KnowBrainer 2020 Command Utility (Tripling Dragon's Capability) See Following:

[What Is KnowBrainer](#) PDF File
[KnowBrainer 2020](#) (30 Day Trial)
[DragonCapture](#) (30 Day Trial)
[SpeechStart+](#) (15 Day Trial)
[KnowBrainer Videos](#)