

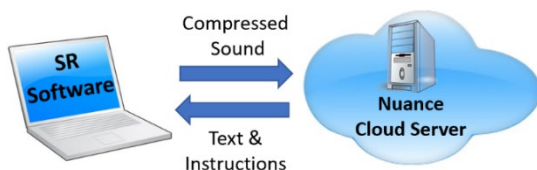
Cloud-Based Speech Recognition: Quick Start Guide

Overview

If typing is limiting your productivity or aggravating a repetitive stress injury, cloud-based speech recognition software may be the perfect solution. It allows use of your voice to get things done on a Windows®-based computer. It will convert your speech to text in a word-processing environment, print a document simply by asking, and will document a long discussion you have on a repetitive basis with a single verbal request. It comes in four versions, including one for general users, one for law enforcement personnel, one for attorneys, and one for doctors. These four versions differ mainly in their vocabulary and not in their functionality.



The “cloud-based” part of the title refers to the fact that the part of the application running on your computer is very small, and it communicates with a mainframe computer hundreds or thousands of miles away where all the hard work happens. Thankfully, data transmission speeds these days are so phenomenal that you will think it’s all happening on your computer.



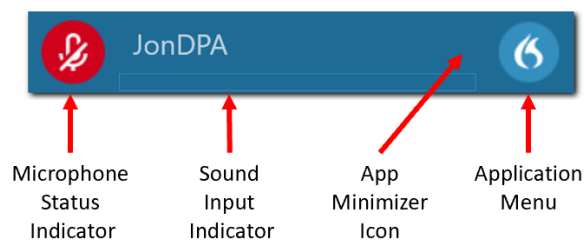
Installation

For most users and most versions, you will receive a “welcome kit” letter which includes instructions for downloading and log-on information. It is critical that the actual *download* be initiated from Internet Explorer® (not Google Chrome®, Firefox®, Safari®, etc.) Once downloaded, it will auto-install and you need merely launch it and log-on. The need for Internet Explorer ends once the program is downloaded.

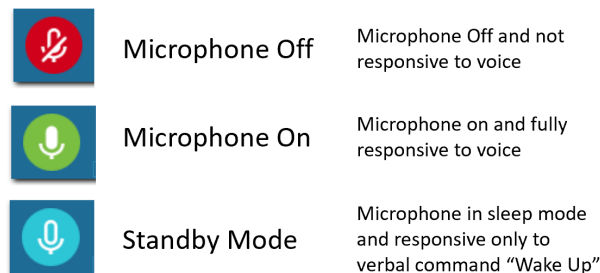
Basic Use

Thankfully, this application is simple to use. Here are the basics:

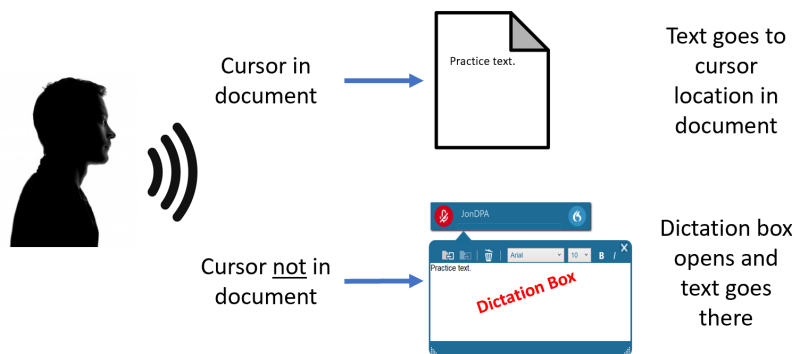
1. You need to have a microphone for inputting sound to the device. Although you could use the built-in microphone on a notebook computer, don't expect great results from this. A good quality headset or hand-held microphone is recommended. Make sure it's plugged into the computer before starting the program!
2. The application has to be running to work. It's helpful to put a shortcut to the application on your computer desktop or on the "taskbar" at the bottom of your screen, so you can open it easily. By default, it can open by clicking on the Start Menu > All Apps button, and then selecting the application from the list. Wherever you keep it, click or double-click on the program icon to open it. You will need to enter your log-on credentials. You know it's open and running when you see the control console shown below on your desktop.



3. If you want to dictate text into a document, you need to be sure the cursor (flashing vertical bar that shows your position) is in a text entry area of a word processing application and the microphone on. The microphone can be toggled between the green (on) and red (off) mode with a click on the icon. The standby mode is entered from the on state by saying "Go to Sleep" and reverts to the green mode by saying "wake up."



4. Basic dictation happens when the microphone is on and you talk. If the cursor is in a word processing window, the text will go there. If, by chance, your cursor is not in an active window, the application will automatically launch the "Dictation Box" which will collect your text and prevent you from losing words.



5. When text goes to the Dictation Box, you can get it where you want either by copying and pasting it or putting your cursor where you want it to go and saying, “transfer text.”
6. Accuracy is optimized by enunciating clearly, speaking in phrases or complete sentences (not slowly one word at a time), avoiding loud environments, and controlling your microphone (turning it off when not dictating.)
7. Punctuation must be dictated and can be done without pausing during dictation. Common punctuation is created with the terminology shown below.

Common Punctuation Commands	
New Line	Hyphen
New Paragraph	Question Mark
Comma	Exclamation Point or Exclamation Mark
Period	Open Quote
Colon	Close Quote
Semicolon	Close Paren
Dash	Open Paren

8. Navigate through a document you are creating by saying:

Go to start of sentence *Go to end of sentence*
Go to start of paragraph *Go to end of paragraph*
Insert before [word or phrase] *Insert after [word or phrase]*

9. Select (highlight) text by saying:

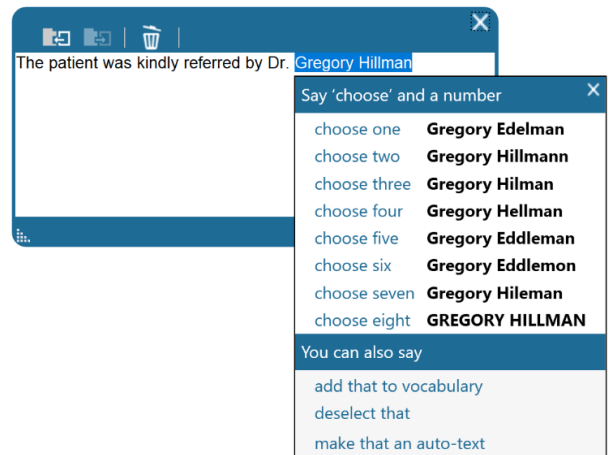
Select [word or phrase]
Select [word or phrase] through [word or phrase]

10. Correct text by saying “Correct [word or phrase].” This will launch the correction window from which you can select the correct choice.
11. To undo the last thing you said, say “scratch that,” “delete that” or “undo that.”

Correcting Recognition Errors

When Dragon gets something wrong, there is a fair chance it will happen again if you don't do something to teach it to properly recognize what you say. To prevent repeat errors, it is necessary to initiate formal "correction." This is straightforward and is described below.

1. Select the text to be corrected via voice command by saying either "select <text>" or "correct <text>." This will both select the text in question and bring up the "corrections menu."
2. The correction menu will show several alternative choices for the incorrect text and a few other options.
 - a. If present, choose the correct text by saying "choose one," "choose two" as appropriate for the choice you desire.
 - b. If the desired text is not listed in the corrections menu, you can either type or re-dictate the desired text.
 - c. If you want to add the word or phrase to the Dragon Professional Anywhere vocabulary, say or select "add that to vocabulary."
 - d. The "make that an auto-text" function is used only if the phrase you selected is one which you use frequently and would like to trigger with a separate verbal command (see section on Auto-Text for more information on this.)



Auto-Texts

Auto-Texts are a feature that allows you to insert a chunk of pre-defined text into a document with a single verbal command. These are VERY easy to create.



Creating an Auto-Text:

1. Click on the Nuance icon on the software console (DragonBar)
2. Select "Manage Auto-Texts ..."
3. Begin a new Auto-Text by clicking on the "+" button on the bottom left
4. Provide a name for the command. This is the terminology that will launch the command so keep it simple and something correlating with the content of the command.
5. Optionally add a description of the command.
6. Add to the "Content" area the text you want inserted when the Auto-Text is initiated.
7. Click on the "Apply All" button to save the command.

Manage Auto-texts

Search

Arrange by: Name

Brief Female Exam

Brief Male Exam

Differential Acute Pericarditis

Differential atrial fibrillation

Differential Cardiomyopathy

Differential Chest Pain

Differential Constrictive Peri...

Differential Dyspnea

Differential Diagnosis

Differential edema

Differential elevated troponin

+

Name *

Brief Male Exam

Description

Spoken form *

Brief Male Exam

Content *

On exam he appeared in good health and spirits. Vital signs as documented. Skin warm and dry and without overt rashes. Neck without JVD. Lungs clear. Heart exam notable for regular rhythm, normal sounds and absence of murmurs, rubs or gallops. Abdomen unremarkable and without evidence of organomegaly, masses, or abdominal aortic enlargement. Extremities non-edematous.

Fields marked with * are mandatory

Apply All Close

Simplifying the Process: You can create an Auto-Text "on the fly" by selecting existing text you have already dictated and saying, "make that an Auto-Text."

Step-by-step Commands

These are easy to create functions that allow you to control your computer in various ways with a verbal command. A command consists of one or more "steps" which you have created, each of which accomplishes a single action, and when appropriate for the purpose, can include multiple sequential steps. The options for each step are described below. A step-by-step command will allow a single verbal utterance to open an application, open a specific document, go to a webpage, open a specific folder on your computer, print the active document and almost an infinite number of other options.

Step-by-step Commands

- Open any application
- Open any document
- Open any web page
- Enter any keyboard character or text
- Emulate another step-by-step command
- Emulate any voice command
- Control the microphone
- Control most computer functions via press key functions
- Combine multiple steps into sequential, multi-step commands

Creating a Step-by-step Command

Creating a new command requires the following steps:

1. Click on the Nuance icon on the application console.
2. Select "Manage Step-by-Step Commands ..."
3. Click on the "+" symbol on the bottom left.
4. Provide a name for the command (this is the verbiage which will launch the command) and type this in the appropriate box on the right side of the screen.
5. Click on the area entitled "New Step."
6. From the drop-down menu select a line appropriate for the type of action or command you are planning. See section below for an overview of the use of each of these potential actions.
7. Sequentially click on the "New Step" button to add further steps.
8. If necessary, add a "wait" step to provide any needed pauses in the command sequence.
9. If necessary, change the order of the steps, using up and down arrows.
10. If necessary, delete a step by clicking on the "X."
11. Click on "Apply All" to save the command.

Steps Available in Step-by-step Commands

Open application: this is used to create a step which opens a document, application, folder, or web page.

- To open an application, navigate to the site of the executable file for the application on your computer from the "target" area of the "open application" step. See adjacent graphic.
- To open a specific document, navigate to the document from the "target" area of the "open application" step.
- For web addresses, simply paste the address into the window next to the "target" area.
- For folder locations, copy the location from the file explorer on your computer and paste it into the "target" window on the command manager.

Wait: this creates a time delay in waiting for one step to complete before moving on to another step. The time is measured in milliseconds, i.e., 1000 ms = 1 second. The allowable range is 50-2500 ms.

Wait for Window: pause until a window with the specified title has the focus or the set waiting time expires. Specify the following: Window title - enter the name of the window you want the step-by-step command to wait for. Waiting time (ms) - set a waiting time. Range: 50-10000 ms. If the set waiting time expires, the execution of the step-by-step command will be stopped.

Run Step-by-Step Command: If you want to run an existing step-by-step command as one step within a new command, select this as the type of step and you will immediately see a new dialog box listing your existing step-by-step commands. From this list you can select the desired command.

Execute voice command: Similar to the “run step-by-step” command, initiating this command type and clicking on the small box with “...,” you will see a list of recent commands and actions from which you can choose as the desired action for the step.

Enter Text: this is used to enter some discrete text and is intended for only short lines of text (use Auto-Text, described above, for inserting large amounts of text)

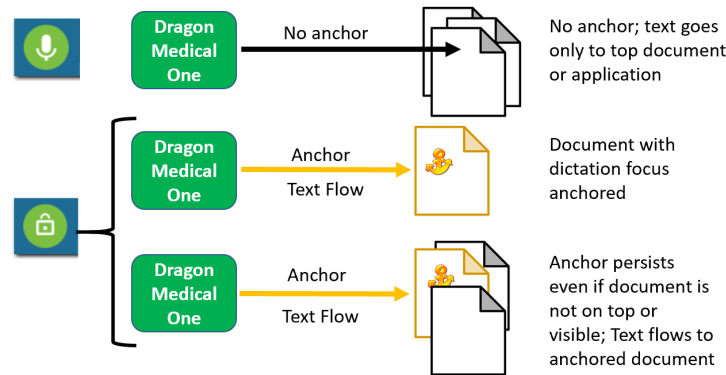
Press Keys: although superficially similar to “Enter Text” this function is designed for situations in which a key depression is actually controlling a process rather than simply adding text. The difference may seem subtle, but the issue is whether the key depression is designed to cause an action or enter text. The Press Keys function can allow entry of keys not necessarily viewable on your keyboard. See the appendix (page XXX) in our Guide for a list of keys and modifiers.

Press Hotkey: designed for situations in which a key combination is required such as “ctr + p” to send a print command or any combination in which a key is combined with a control, alt or shift key.

Microphone on or off: sometimes these steps can be the intent of the command. In other situations, particularly in commands with long sequences of steps during which you don’t want the microphone active as the command is going through its sequences, you might want to turn off the microphone at the beginning and then back on again at the end. In so doing, it prevents inadvertent sounds from influencing things during the course of a long sequential command.

Anchoring Speech Focus

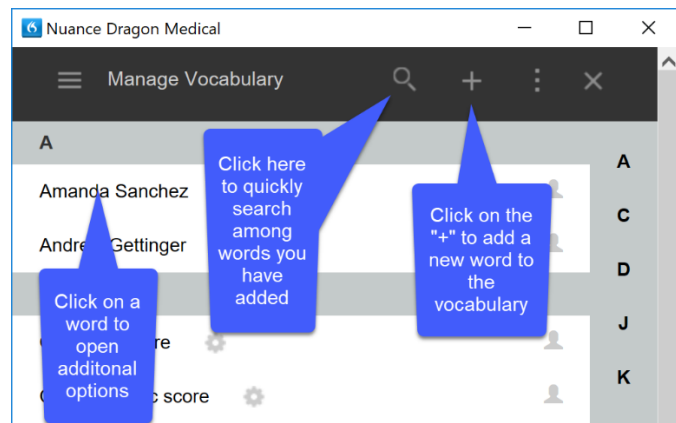
Since completing a document or report is often a complex process with lots of navigation to other sources of information on your computer, it is sometimes tedious to repeatedly re-establish your dictation focus on your document being created. Anchoring speech focus is a simple process that locks your speech focus and flow of dictation to your primary document in such a way that the connection persists even when you navigate away from the document. This allows you to peruse other documents on your computer, other sources of data, and dictate from these distant locations and know that text is flowing directly to your original document whether visible or not.



Anchoring speech focus is as simple as saying “anchor speech focus” while your cursor is placed where you want it anchored. The anchor is released if you say, “release speech focus.” Alternatively, you can create a hotkey combination to anchor and release the speech focus (Dragon Menu > Options > hotkeys).

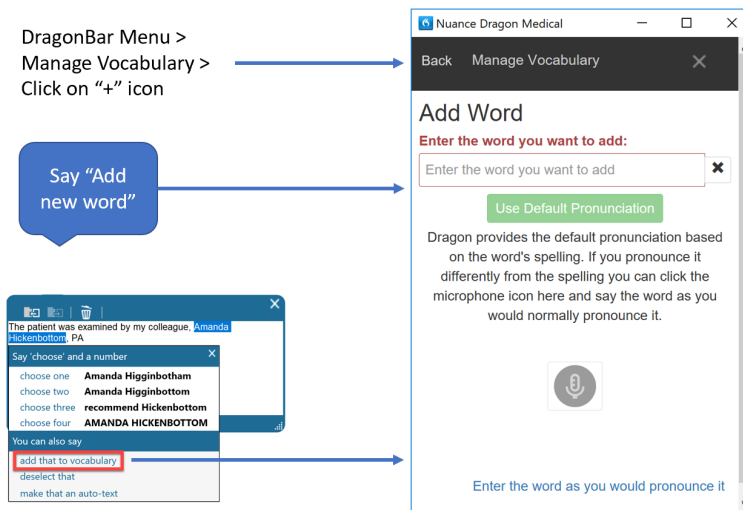
Vocabulary Management

Words are added, deleted, or trained from the “Manage Vocabulary” function picked from the DragonBar menu. The most basic options are shown in the adjacent image. The most frequent thing you will do is to click on the “+” sign to add a new word or click on an existing word you have added to train or modify it. Be aware that you can enter single words or short phrases.



Adding Words: Words or phrases can be added to the vocabulary at the user level by many mechanisms, with the most frequent ones including:

1. From the Corrections Menu saying or clicking on “Add that to vocabulary.”
2. From anywhere when the application is running by saying “Add new word.”
3. Navigating from the DragonBar menu to Manage Vocabulary and clicking on the “+” sign on the top right of the Manage Vocabulary Editor. This will open the Add Word editor.
4. By adding a list of words all at once using the “Import words” function from the main menu (This is available on in the non-medical versions at the time of this writing.)



- For simple words which are pronounced exactly as they look, entering the word and then clicking on the "Use Default Pronunciation" will complete the process and close the Add Word Editor.

Dragon Anywhere Mobile Application

The Dragon Anywhere Mobile Application is included with each of the non-medical Nuance cloud-based speech recognition products. It is a powerful application for your mobile device in that it accesses the same voice files, words, and auto texts used on personal computer.

What can you expect from it? These are the main features:

- High quality speech recognition (speech to text)
- Ability to select, correct, and format text by voice
- Ability to navigate within a document by voice
- Continuous adaptation to voice, words and corrections
- Integration with your computer-based version of Dragon Professional Anywhere
- Ability to share words and auto-texts from DPA
- Document synchronization (sharing via Evernote or Dropbox)



For more information, please view our [Dragon Anywhere Mobile App Quick Start Guide](#).

Dragon Cloud-Based Speech Recognition: Overview of Available Commands

Command Name	Alternative Name	Action
Application Control Commands		
Anchor Speech focus	Send text here	Anchors speech focus to an application
Release speech focus		Releases speech focus from an application
Show anchored application	show the anchored application	Brings the application with the speech focus anchored to it to the foreground
Close Dragon		Minimizes application
Open Dragon	Show Dragon	Makes application visible
Show Dragon	Open Dragon	Makes application visible
Launch help	Open help, show help	Opens Dragon help
Create auto-text	Add auto-text, make that an auto-text	Creates a new auto-text containing the selected text
Create command	Add Command, create step-by-step command	Opens manage commands dialog box and creates new command with no information
Manage words		Opens vocabulary
Manage commands		Opens step-by-step command functionality
Manage auto-texts		Opens Auto-text functionality
Apply settings		Applies settings in Manage Auto-texts and Step-by-Step commands sections
Apply settings and close	Apply and close	Applies your settings and closes the Options dialog box
Close settings	Hide settings, close options, hide options	Closes the Options dialog box
Open settings	show settings, open options, show options	Opens the Options dialog box
What can I say	show commands	Displays list of what you can say
Deselect that	Unselect that	Cancels the selection
Scratch that	Delete that	Deletes the last utterance
Undo that	Undo it, undo this, undo last action	Undoes the previous operation
Microphone Off	Stop listening, stop recording	Switches off the microphone

Cursor Positioning Commands		
Go back		Returns the cursor focus to before the previous selection command
Go to end of paragraph	Move to end of paragraph	Navigates to end of paragraph
Go to start of paragraph	Move to start of paragraph	Navigates to start of paragraph
Go to start of sentence	Move to start of sentence	Moves to start of current sentence
Insert after [text]		Puts cursor focus after specified text
Insert before [text]		Puts cursor focus before specified text
Text Selection Commands		
Select [text]	Correct text	Selects the specified text
Select [text] to [text]	Select [text] through [text], correct [text] to [text], correct [text] to [text]	Selects the specified text
Select all		Selects all text in the dictation
Select first paragraph	Select the first paragraph	Selects the first paragraph of your dictation
Select first sentence	Select the first sentence	Selects the sentence at the beginning of our dictation
Select first word	Select the first word	Selects the first word in your dictation
Select last paragraph	Select the last paragraph	Selects the paragraph at the end of your dictation
Select last sentence	Select the last sentence	Selects the sentence at the end of your dictation
Select last word	Select the last word	Selects the word at the end of your dictation
Select next paragraph	Select the next paragraph	Selects the next paragraph
Select next sentence	Select the next sentence	Selects the next sentence
Select next word	Select the next word	Selects the next word
Select previous sentence	Select the previous sentence	Selects the previous sentence
Select previous word	Select the previous word	Selects the previous word
Select that	Correct that	Selects that last utterance and lists the alternatives
Select this paragraph		Selects current paragraph
Select this sentence		Selects sentence in which cursor currently located
Select this word		Selects word in which cursor currently located

Dictation Box Commands		
Open Dictation Box		Opens dictation box
Close Dictation Box	Hide dictation box	Closes dictation box
Transfer Text	Text transfer	Transfer text from Dictation box to your text editor
Discard Text		Discards text in Dictation Box
Recall Text		Recalls the text from your text editor to the Dictation box
Filed Navigation Commands		
Accept defaults	Clear field delimiters	Accept default values of auto-text field and removes field delimiter
Field complete		Accepts the default value and removes field delimiters of auto-text field within focus (not entire document)
Next field		Moves to and selects next navigation field defined by delimiting characters
Previous filed		Moves to and selects prior navigation filed
Last field		Moves to and selects last navigation field in document
Field complete		Removes Delimiting characters from selected field
Punctuation		
New line		Presses enter key once
New Paragraph		Presses enter key twice
Comma		,
Period	Dot, full stop	.
Exclamation Point		!
Colon		:
Semicolon		;
Apostrophe		'
Dash	hyphen	-
Hyphen	dash	-
Question mark		?
Open quote	quote	"
Close quote	end quote	"

Open paren	open parenthesis	(
Close paren	close parenthesis)
Open bracket		[
Close bracket]
Open brace		{
Close brace		}
Ellipsis		...
Text Formatting		
All caps that	Text Formatting that uppercase	Formats selected text or last thing said as all capitals
Compound [Text]		Joins specified words together
Compound that	Compound selection	Joins words together and hyphenates where necessary
Format that bold	bold that	Makes the selected text bold
Format that italic	Italicize that	Makes the selected text italic
Format that normal	Normal that	Removes formatting from selected text
Format that underline	Underline that	Makes the selected text underlined
Vocabulary Management		
Add that to vocabulary	Add to vocabulary, add word, add new word, train word	
Delete word	Scratch that word, scratch word	Deletes the word with the cursor focus
Do not recognize that word	Don't recognize that word, delete from vocabulary, delete that from vocabulary	Brings you to page where word can be removed from vocabulary
Manage vocabulary	Edit vocabulary, manage words	Displays the manage vocabulary page
Miscellaneous Characters		
Great than sign		>
Ampersand		&
Asterisk		*
Multiplication sign		x
Dollar sign		\$
Plus sign		+
Cent sign		¢
Pound sterling sign		£
Euro sign		€

Yen sign		¥
Registered sign		®
Caret		^
Center dot		·
Large center dot		•
Degree sign		°
Percent sign		%
Smiley face		: -)
Frowny face		: - (
Winky face		; -)
Copyright sign		©
Trademark sign		™
Equal sign		=