

# Dragon NaturallySpeaking 11

## RECORDER EDITION - QUICK CARD

Dragon NaturallySpeaking **Recorder Edition** will transcribe on your computer the files you dictate into a compatible digital recorder. Note: In addition to transcription of files, Dragon NaturallySpeaking's **editions Premium and higher** allow dictating directly to your computer, creating and editing text, using commands for email, Web-surfing, and more (see [www.nuance.com/dragon](http://www.nuance.com/dragon)).

We strongly recommend familiarizing yourself with **your recorder's documentation and essential functions** (starting, pausing, and stopping a recording...) as well as setting the recorder's date, time, and **optimal settings for speech recognition** (quality, sensitivity...). For devices that support the "Scene Select" function, we recommend selecting "Voice Notes" from the Scene Select options. We also recommend reading the notes from Nuance's hardware testing list (see [support.nuance.com/compatibility](http://support.nuance.com/compatibility)).

### **INSTALLING YOUR DRAGON SOFTWARE**

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1. **Exit** open applications. If you have a virus-check program, turn it off until the installation completes.
2. Put the Dragon DVD into your **DVD drive** and follow the on-screen prompts.
3. Choose a Setup Type. We recommend "**Typical/Complete.**" (Note: When prompted about the QuickStart option, just click Next; you can later read about it in the Help and decide whether you want to enable it.)
4. Continue to click Next, accepting all the recommended options.

### **STARTING YOUR DRAGON SOFTWARE**

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You can start Dragon via the Start menu, or the Dragon icon on your desktop.



## CREATING, TRAINING, AND REFINING A USER PROFILE

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Each person using Dragon must have his or her own User Profile. Before using Dragon with a recorder, you must let Dragon adapt to how you sound on that type of device. The first time you start Dragon, the profile-creation Wizard opens automatically and guides you screen by screen. (If you are **upgrading from version 9 or 10**, the Upgrade Wizard lets you upgrade your existing profile to version 11.)

### Step 1: Enter your User information

Give the profile a name (last name and date, for instance). If you wish, choose from the "Accent" list.

### Step 2: Select from the Dictation Source list

**For Sony recorders that require the software Sony Digital Voice Editor:** Before proceeding, see your recorder's documentation and **install** this software. Dragon's Dictation Source list will then contain an entry named **Software Sony "Digital Voice Editor" (.msv, .dvf)**; choose that and follow the instructions on the screen.

**For all other digital recorders:** Choose the Source "**Sony Recorder - Digital Files on disk (.wav, .mp3)**".

### Step 3: Perform Acoustic Training

You will now read into your recorder to create an acoustic sample, then let Dragon adapt your profile from this sample.

1. Select a text from the list of choices. To read it from the screen, click View. To send it to your printer, click **Print** (this is usually most convenient).
2. Start your recorder, hold it so that the microphone **consistently faces the corner** of your mouth and read the text aloud in a **clear but normal voice**. Take your time; imagine you are recording your own thoughts. Here you don't have to read **punctuation**, but feel free to read at least some, to get into the habit. After you have recorded **at least 5 minutes** (feel free to read further), stop your recorder, and click Next.
3. Connect recorder to PC and save the recorded file on your PC's hard disk. The Wizard screen will guide you to designate the file corresponding to the recording you just made.
4. Dragon can now use this file to adapt your profile. Click '**Start Adapting**' to start the process.
5. When asked if you want to let Dragon perform a basic vocabulary customization using your My Documents folder and your sent emails, feel free to skip this step

and click Next. **Personalizing the vocabulary is very important**, but you will have various ways to do it later, to ensure Dragon learns the words and phrases you use (you can import lists of custom words, let Dragon analyze specific documents, and more; see the **Accuracy Center**).

6. Dragon then offers to schedule automatic runs of Accuracy Tuning (to refine your profile based on your usage) and Data Collection (to help improve future versions of Dragon). Pick a time when your computer will be on (not sleeping, not hibernating) but **Dragon will not be running**.

#### Step 4: The Wizard indicates your User Profile is ready

Before you start dictating, we strongly recommend taking a moment to explore what is on Dragon's toolbar (especially the Help menu) as well as how you can indicate your preferences for Dragon's appearance and behavior. In particular, see the **Auto-Formatting options** and the **Accuracy Center**.

### MAKING RECORDINGS FOR SPEECH RECOGNITION—A FEW TIPS:

- Keep the recorder's microphone at the same distance from the corner of your mouth. Many users find that it's helpful to **rest their thumb on their jaw**, and some users connect an **external microphone** to their recorder.
- If your recording was very "rough", or if it contained voices other than yours, consider the practice of "**echoing**" (you dictate while listening to the recording, pausing it as needed). Dragon is **speaker-dependent** software (it requires a user profile), so you cannot transcribe interviews or meetings directly.
- Remember to speak clearly—and say **punctuation!** When dictating into a recorder, it's easy to forget since you don't have immediate feedback from your screen. (For the full list of spoken forms for symbols and punctuation, see the **Vocabulary Editor**.)
- Aim to dictate in **long phrases or sentences**, rather just a few words at a time. This gives Dragon the kind of context it uses to decide between words that sound alike.
- If you need to hesitate, get into the habit of doing it silently.
- Explore what commands you find most useful, such as "**scratch that**" and "**resume with**" (saying "resume with" immediately followed by a word or phrase you recently said lets you back up to that spot, which is useful if you just misspoke or changed your mind). Also important are the dictation commands, including "**new line**," "**cap**," "**all caps**," "**no caps**," "**caps on**" and "**caps off**" (see the Help).
- It's a good idea to **avoid very long files**; if you need to dictate a lot on the same topic, consider creating separate files.

## TRANSCRIBING A RECORDING

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1. **Connect** your digital recorder to the computer.
2. Make sure that the intended user **profile and dictation source** are selected. (You can see them on the expanded DragonBar.)
3. Launch the transcription: from the DragonBar's **Audio** menu, choose Transcribe recording. (Alternatively, if the Extras bar is displayed, you can click its **Transcribe** button.)
4. Specify the recording to transcribe: enter the file path or use the **Browse** button to navigate to the file, then click '**Transcribe**'. If using the **Sony Digital Voice Editor**, click the button labeled "Sony Digital Voice Editor software" and select the desired file(s) in the Voice Editor's window, then select Voice Recognition from the File menu.

**Important:** By default, the transcription will go into **DragonPad** (Dragon's word processor), and Dragon will recognize only commands from its **Restricted Set** which includes "caps on," "all caps", and other **dictation commands**. Click the **Advanced** button if you wish to change this (for instance, for the transcription to go into a window of your choice). Be sure to see the Help for details.

## CORRECTING RECOGNITION ERRORS IN A TRANSCRIPTION

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Dragon can learn from its errors IF you correct them. This is very important, and you can choose how and when to do it. Consider the Correction **button** and the Correction **hotkey**, as well as the "Double-click to correct" option. Be sure to see the Help for details. Remember that creating a good profile, **speaking clearly**, and using the **Accuracy Center** tools will prevent many errors!

Dragon can refine your user profile over time. When you **exit** Dragon (which we suggest doing at least once a day), it will ask whether you want to save the changes made to your profile.

## LEARNING MORE AND GETTING HELP

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Take advantage of the DragonBar's Help menu and the Nuance website, which contains the latest resources including the Dragon documentation and workbook as well as the Technical Support KnowledgeBase (<http://support.nuance.com>).