

DigtaSoft Voice

>> Quick Reference Guide

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37352 941 1101 05/2014

turn voice into  action

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Connecting the microphone

Connect your Grundig dictation microphone (Digta SonicMic, Digta Headset, Digta 7, etc.) to your PC.

You can check the audio quality by right-clicking on the loudspeaker symbol in the taskbar.

Hint



If you connect your microphone to a USB port, you should always use the same port and make the connection before opening DigtaSoft Voice / Dragon.

Installing DigtaSoft Voice / Dragon

If you already have a version of Dragon, you should first save your profile.

- **Close all programmes.** If you are using an anti-virus programme, deactivate it until installation is complete.
- Insert the “DigtaSoft Voice” DVD into your DVD drive. Follow the instructions that appear.

- Enter the **serial number** that appears on the license sheet in the DVD sleeve. Click on “**Next**” to accept all recommended options (an internet connection is required).
- If your microphone is connected, start Dragon after installation by double-clicking the “Dragon” icon  on your desktop.

Creating a user profile

If you are using Dragon for the first time, you will be taken through the process of creating a user profile. Take your time to complete the process. This step determines your initial recognition precision.

Controlling the microphone

You can control the recording function of your microphone using Dragon as follows:

- With the Digta SonicMic dictation microphone.
- By pressing the “+” key on the numeric keypad
- By clicking on the microphone symbol in the Dragon toolbar or the taskbar
- By using the speech commands “**Wake up**” and “**Go to sleep**”

Dictating, correcting

Microphone indicator

Off: Recording is disabled.



On: Recording is active.



Sleep mode:
Recording is inactive.



Speech recognition in DigtaSoft Voice

First test the speech recognition directly in the DragonPad (see the menu **“Tools”**). Your cursor must be in the text window. **Then turn the microphone on** and dictate in a clear and natural voice. Dictate the punctuation marks and use commands such as **“New paragraph”**.

While dictating, a small Dragon symbol  in the document shows that speech recognition is active. You do not need to wait for Dragon to “catch up”. Simply dictate at a natural pace. Try to dictate fairly long sentences, because this allows Dragon to acquire context, leading to significantly better results than slow, halting speech.

Dragon automatically performs numerous formatting procedures, such as spacing, dates, and percentages. If a word is to be capitalized, precede the word with the command **“Cap”** or **“All caps”**.

Note: Always turn off the microphone when you are not dictating or when you are interrupted.

Correcting mistakes

Although many mistakes can be avoided by adapting vocabulary, a few mistakes are inevitable.

Dragon learns from the process of correcting these mistakes. Experiment to find out when and how the mistakes can best be corrected. In Dragon, you can execute all corrections and speech commands as well as overwrite text, define a hotkey, etc. (see menu option **“Tools / Options”**).

If Dragon does not recognise the dictated text correctly, you can use the commands **“Correct that”** or **“Correct <word or words>”**, where <word or words> is the incorrectly recognised expression displayed on the monitor.

The corrections menu is displayed with a list of alternative words. If the correct word is in the list, select it. To do this, say, for instance, **“Choose one”**.

DigtaSoft Pro, vocabulary

Otherwise you can use the command **“Spell that”** to open the spell window, in which you can enter or spell the word that Dragon should have recognised.

Adapting your vocabulary

To be able to dictate efficiently, you should teach Dragon the kind of language you use: technical terms, terms in capital letters, addresses, and so on.

You can change the manner in which Dragon formats numbers, abbreviations, etc. In the menu option **“Vocabulary / Open Vocabulary Editor ... / Properties ...”**, you can stipulate characteristics of words by defining the correct spelling of “Makus” as “Marcus”, for instance.

By adapting your vocabulary, you can avoid many mistakes. There are several options for doing this. You can find information about them in the **“Vocabulary”** menu and in the help menu under **“Improve my accuracy ...”**.

Speech recognition in DigtaSoft Pro

Enter the serial number for the DigtaSoft Voice Interface into DigtaSoft Pro. It acts as an activation code.

You can find the DigtaSoft Voice functions in the **“Speech Recognition”** menu. When you dictate in DigtaSoft Pro with a Digta SonicMic or Digta 7, you can control DigtaSoft Voice with the sliding switch and the buttons.

You can send your dictations to the secretarial staff, using the workflow functions to do so. You can find out about the various options by using the help function.

Closing the programme

When you close Dragon, you will be asked to save the changes to your profile. Corrections should therefore be well-considered.

When the programme closes, the corrections that you made during your session (such as the addition of words to your vocabulary, the correction of mistakes, changes to options, etc.) are saved.

Punctuation, characters and numbers

To enter ...	You can say ...
.	"dot" or "full stop"
,	"comma"
!	"exclamation point/mark"
?	"question mark"
'	"apostrophe"
()	"open/close paren" or "open/close parenthesis"
" "	"open/close quote"
@	"at sign"
+	"plus sign"
_	"underscore"
-	"hyphen"
–	"dash"
;	"semi colon"
&	"ampersand"
§	"section sign"
#	"hash mark" or "number sign"
/	"slash"
'	"single quote"

To enter ...	You can say ...
4.2	"four point two"
€4.50	"four euros fifty" or "four euro fifty"
£4.50	"four pounds fifty" or "four pound fifty"
4	"numeral four"
MMIV	"Roman numeral two thousand four"
0.03	"zero point zero three"
4 mm	"four millimetres"
4°	"four degrees" or "four degree"
179	"one hundred seventy-nine" or "one seventy-nine" or "one hundred and seventy-nine"
2423	"two thousand four hundred twenty-three" or "two thousand four hundred and twenty-three"
8:30 PM	"eight thirty P M"
200 kg	"two hundred kilogrammes"
1.60 m	"one point sixty metres" or "one point six nought/o/zero metres"
15th May 2013	"fifteenth of May two thousand thirteen" or „fifteen May twenty thirteen“
cvpu	spell "Charlie Victor Papa Uniform"

Commands

Frequently used

Go to sleep / Stop listening

Wake up

New paragraph

New line

Select <word or words>

Correct <word or words>

Correct that

Scratch that

Make this uppercase / Uncap that

Show dictation box

Select/Navigate

Go to beginning / end of paragraph

Go to top / bottom

Move left / right <n> characters

Move up / down <n> lines

Select next <n> words

Select all

Unselect that

Formatting text

Cut that

Paste that

Delete line

Delete last <n> words

Undo that

Scratch that <n> times

Spell Out

Spell that

Spell cap <letter>

Spell <Charlie Alpha Papa ...>

Spell <space>

Medical normals

Dragon brief female / male exam

Dragon normal chest / heart / skin / etc.

- Pause before and after commands, but not within them.
- To click on a button or another element on the user interface, say “**Click**” followed by the name of the button or element.
- If you wish to control your PC with speech, you can activate the necessary group of commands under the menu option “**Tools / Options / Commands**”. However, this reduces recognition performance when you dictate texts.
- For a list of all commands, see the menu option “**Tools / Command Browser ...**”.