



Useful Dragon Functions

Adding Additional Vocabularies

To add another Vocabulary to your Dragon Profile
e.g. Paediatrics was originally selected but now you
need Medical

Hover on **Dragon bar**
Click **Vocabulary**
Click **Manage Vocabularies**
Manage Vocabularies window displayed
Click **New**
New Vocabulary window displayed
Click **Based on** drop down arrow
Click **required Vocabulary**
Click into **Vocabulary name** field
Type in required name e.g. Medical
Click **OK**
Wait
Manage Vocabularies window displayed
Click **Close**

You need to **Exit and Re-open Dragon** for the
additional Vocabulary to be recognised
i.e.
Hover on Dragon bar
Click **DragonBar** icon
Click **Exit Dragon**
Wait
Dragon Bar will close
Double click on Dragon icon
Choose Vocabulary window displayed
Select required Vocabulary
Click **OK**

You can only use 1 Vocabulary at a time
To change Vocabulary, you always need to Exit and
Re-open Dragon

Microphone

You can programme various Microphone buttons to
suit your requirements e.g. Tab function for ease in
Assessment Forms



Hover on Dragon bar
Click **Tools**
Click **Options**
Click **PowerMic** tab
To identify a button, click the **downward arrow** in the
Action column
The options allow you to amend the button function
Amend as required
Click **Apply**
Click **OK**



Useful Dragon Functions (cont.)

Verbal Commands	
<p>Dragon has a range of Templates, that contain pre-prepared content which can be used in a document</p>	<p>Say "Open Command Browser" Command Browser - MyCommands screen displayed Click on required Template Folder Name Available Templates displayed on right of screen Double click on required Template MyCommands Editor window displayed Text is displayed in the Content field <i>You can change the name of the Template by:</i> Click into MyCommand field Amend Name, as required Click Train Train Words window displayed Click Train Say Amended Template Name Wait for coloured bar to display / disappear Click Save Click Save Renamed template displayed in window Click "X" to close MyCommands Editor window <i>To use:</i> Open required application e.g. Word Say Name of Template Wait Template content will display on screen Edit, if required</p>
Creating Specific Text for Repeated Use	
<p>You can create a Block of Text that can be repeatedly used e.g. The Opening Paragraph of a Letter, which is called "Letter Opening"</p>	<p>Dictate required text e.g. into Word Say "Select All" Say "Copy That" Say "Add New Command" MyCommands Editor window displayed Cursor is in MyCommand Name field Say "Letter Opening" Click in Content field Say "Paste That" Click Train (top, right) Train Words window displayed Click Train Say "Letter Opening" Wait for coloured bar to display / disappear Click Save MyCommands Editor window displayed Click Save (bottom, left) Original document displayed <i>To check new Command is working:</i> Say "Letter Opening" Text displayed on screen</p>