



GETTING STARTED

- Initial installation
- Creating a voice profile
- Opening and closing Dragon Dictate
- Dragon Dictate Settings
- Microphone setup
- Controlling the microphone
- Show available commands window
- Opening, closing and switching between applications
- Check audio settings
- Switching modes
- Speaking style

THE BASICS IN NOTEPAD, TEXTEDIT AND WORD

- Global commands
- Speaking style
- Proofreading
- Selecting and editing text
- Formatting text Correcting recognition errors
- Dictation mode vs spelling mode
- Deleting text
- Punctuation
- Cache command

INTERMEDIATE

- Navigating around a document
- Bullets
- Numbering
- Fonts
- Aligning
- Capitalising
- Currencies

REFINING THE VOCABULARY

- Adding your own words and phrases to the vocabulary
- Written form/spoken form
- Deleting words from the vocabulary
- Training your pronunciation of words and phrases
- Processing your existing documents to analyse for new words and to adapt to your writing style

CUSTOM COMMANDS

- How to create custom Text & Graphics commands to insert frequently used blocks of text and images
- How to create new menu commands

MISCELLANEOUS

- Moving the mouse by voice
- Mouse Grid
- Performing mouse clicks by voice