

## Setting Command, Hot Key, Backup Options

### You can open log files and samples from the desktop:

You use the Options dialog box to set where you can dictate commands, assign hot keys, customize how text is formatted, set initial microphone settings, and set the how often your user files are backed up.

**NOTE:** *If you did not do a custom installation (which opens the Options dialog box automatically at the end of the installation), you can open the Options dialog box by running Dragon NaturallySpeaking and selecting Tools > Options.*

- **Correction tab—Select, correct, spell options**

Under the Correction tab, you can set up the behavior of standard commands, such as Select, Correct, and Spell.

Select and Correct are commands that select or correct text. Spell is also a command that opens the Spell dialog box. You can choose to have Select bring up the Correction menu, then indicate how it should display by checking off items under Correction Menu.

- **Commands tab—Types of commands you can dictate**

Under the Commands tab, you can choose the type of commands you want to be able to dictate.

Along side Natural Language commands, you might also want to enable mouse commands (such as "Drag") and mode switching commands, such as "Switch to Command."

You then set how fast the mouse should move in response to commands.

In addition, you can choose to have commands available in HTML windows, and to have search commands available for use in your web browser, on your desktop, and/or in email.

- **ViewTab—Set DragonBar Location/Appearance**

In the View tab, you can set how the DragonBar is positioned:

- Permanently docked across the top or bottom of your screen
- Floating so that you can move it with the mouse
- Clinging to the application window where the text is transcribed
- Sitting in the Windows tray as an icon

You can also choose whether or not to display the Results Box, where that box should be positioned, and whether or not that box should be hidden after a particular number of seconds. You can choose to have the product beep after it recognizes text.

- **Hot Keys Tab—Microphone, Menus, Windows**

Under the Hot keys tab, you can set/modify the hot keys that:

- Turn on/off the microphone
- Open the Correction menu
- Switch between Command and Dictation modes
- Open the Dragon menu on the DragonBar
- Wake microphone up from Sleep mode
- Take press-to- talk action
- Open the Dictation Box
- Play back audio
- Increase audio playback speed
- Transfer text from the Dictation Box
- Run Dragon in Hidden mode

If your computer does not have a number pad, you must set these hot keys to keyboard keys to use them.

- **Text-to-speech tab—Readback voice** **NOTE:** *Dragon Medical loads the text-to-speech engine the first time you use a text-to-speech command after starting Dragon Medical.*

Under the Text-to-speech tab, you can:

- Adjust volume, pitch, and speed of text-to-speech playback
- Select a voice to read for text-to-speech playback
- Preview text-to-speech playback
- Remove the text-to-speech engine from memory

The text-to-speech engine should not affect performance, so generally you will not need to unload it.

- **Miscellaneous tab—Actions on open/close user**

Under the Miscellaneous tab, you can:

- Set the microphone to initialize in Sleep mode, requiring you say "Wake Up" or "Listen to Me" before you can dictate
- Open DragonPad on startup
- Save user files whenever you exit, without prompting you
- Set the balance between speed and accuracy
- Turn on a screen reader for visually impaired users
- Turn on Microsoft Active Accessibility feature, required to control menus and dialog boxes of some Windows applications
- Launch Dragon in QuickStart mode

- **Data tab—Archiving and space usage options**

Under the Data tab, you can choose to:

- Store corrections in an archive for use by optimizer engines?and set the maximum size that the archive is allowed to reach
- Maintain smaller user files to easily move to other computers
- Use only new training data when optimizing after training, rather than using all data available for that user
- Set amount of extra space on the disk to reserve for holding dictation after dictation fills your random access memory
- Save audio files as well as the recognized text
- Automatically back up audio files after a certain number of saves
- Run optimizations on the schedule set by the administrator
- Collect data about this user's acoustic and language model optimizations to Nuance for improving future accuracy
- Delete the data stored about the user's acoustic and language model
- Create a usability log
- Always save audio files

- **PowerMic I tab— Hot keys on microphone** (Medical Edition only)

Under the PowerMic I tab, you can set actions taken by PowerMic microphone buttons:

- Dictate
- Stop/Play
- Top Left
- Lower Left
- Fast Forward
- Rewind
- Top Right
- Lower Right

- **PowerMic II tab— Hot keys on microphone** (Medical Edition only)

Under the PowerMic II tab, you can set actions taken by the PowerMic II microphone buttons:

- Transcribe
- Tab Backward
- Dictate
- Rewind
- Fast Forward
- Stop/Play
- Custom Left
- Enter/Select
- Custom Right

- **Dictation Box tab—Behavior of Dictation Box** (Medical Edition only)

Under the Dictation Box tab, you can:

- Set the font, size, style, and color of the text shown in the Dictation Box
- Set the ways you can paste, such as using keys or commands
- Set whether the Dictation Box is hidden or visible
- Count the number of characters and display the total
- Store text in the clipboard after you transfer it from the Dictation Box

