

Remote/Web Training Module Outline

All modules are taught in approximately 2 hours, with the exception of the 1st session which may go as long as 3 hours - because of its Extreme Importance!

MODULE 1: On Your Way with Speech Recognition (Creating Your Speech Recognition Profile)

- Reading "Enrollment" Text
- Adding Words from Your Documents
- Analyzing Your Writing Style
- Correcting Text by Keyboard
- Microphone Positioning
- Microphone Control
- Controlling Applications by Voice
- Basic Dictation

MODULE 2: Proper Dictation Techniques for Exceptional Accuracy

- The Magic of the Pause
- Controlling Your Mic by Voice
- All kinds of Punctuation
- Removing Unwanted Text
- Selecting, + Replacing Text
- Understanding Command Phrases (with Command Names + Variables)
- Understanding the Difference between Selecting and Correcting
- Reconfiguring Your Options
- Understanding "an Utterance"

MODULE 3: All about Formatting Text + Accessing The Help System

- Bolding, Underlining, + Italicizing
- Bullets, and Numbers
- Left + Right Alignment
- Centering + Justifying Text
- Changing Font Sizes, + Typefaces
- Accessing Dragon's Help
- Dragon's On-Screen Quick Reference
- Advanced Correction Techniques
- Changing Font Colors
- UK + Canadian Postal Codes

MODULE 4: Editing Your Documents with Ease

- Cutting, Copying, + Pasting Text
- Deleting Text
- Accessing Menus
- Navigating in Dialog Boxes
- Accessing Program Tabs
- Saving Documents
- Opening + Closing Documents
- Correcting Previously Dictated Incorrect Text
- Advanced Selection Techniques
- Moving the Cursor by Voice (Before

or after a Word or Phrase)

- Working in Notepad, + WordPad
- Inserting Tables
- Navigating in Your Document (with Page up, Page down, and Going to the Top or Bottom)

MODULE 5: Mastering E-Mail

- Working in Microsoft Outlook
- Working in Windows Mail
- What to Expect in Hotmail
- What to Expect in Gmail
- How Thunderbird Works
- How Lotus Notes Works
- Differences between Dragon Premium + Professional
- Point of focus: where is it active?
- Dictation Modes
- Show Dictation Box
- Recognition Mode Indicator
- Nonstandard Navigation
- MouseGrid Commands
- Mouse Movement Commands
- Mouse Dragging Commands

MODULE 6: Everything Internet, Excel, + PowerPoint

- Clicking Text Links
- Clicking Graphics Links
- HTML Clicking Options
- Scrolling down the Page
- Scrolling up a Page
- How to Stop Scrolling
- Navigating to the Top or Bottom of Your Document
- Web Search, + Desktop Search
- Alternate Selection Options
- Navigating in Microsoft Excel
- Exploring voice shortcut commands for Sum, Total, Average, Etc.
- Selecting Ranges of Cells
- Editing Slides in Microsoft PowerPoint

MODULE 7: Automating Text Creation for Maximum Productivity

- Spoken Form – Written Form "Shorthand"
- Dictation "Shortcuts"
- Understanding the Difference between "Shorthand", and "Shortcuts"
- Exploring the Vocabulary Editor
- Adding Individual Words or Phrases
- Training Words
- Naming Conventions
- Examining the "Command Browser"
- Training Dragon Voice Commands, and Custom Voice Commands

The following modules are ONLY for the Professional, Legal, Or Medical Editions

MODULE 8: Introduction to the Automation of Your Computer (Step-By-Step Macros)

- Macro Programming Concepts
- What Steps Are Available?
- Variable Text Macros, + Name Editor
- Exploring Your Own Step-By-Step Macros to Automate Your Work Flow

MODULE 9: Introduction to Advanced Scripting Macros

- Introduction to Dragon's Advanced Scripting Macro Interface
- SendDragonKeys
- AppBringUp, + AppSwapwith
- SetMicrophone, + GoToSleep
- Wait, + HeardWord
- SetMousePosition, + ButtonClick
- TTSPlayString
- UtilityProvider.ContextValue

MODULE 10: Introduction to the Automation of Microsoft Word Macros

- Exploring the "word.application.run" command to automate all of your Microsoft Word functions.

MODULE 11: Working with Digital Voice Recorders And "Third-Party Correction"

- Creating a Voice Profile for a Digital Voice Recorder
- Best Practices for Digital Voice Recorder Workflow
- Setting up Third-Party Correction
- Exploring the Auto-Transcribe Folder Agent Agent
- Third-Party Correction Procedures for Administrative Assistants

MODULE 12: Notes for Technical Admins, DBAs, and Web Developers

- Installation Tips, Techniques, and Troubleshooting
- Enterprise Installation using MSI
- Roaming Users Set up
- Enterprise Deployment of Commands
- Disabling Incompatibilities with Dragon in Windows XP.
- Nuance Hardware Compatibility List for Selecting the Best Gear
- Exploring the Nuance Knowledge Base To Find Answers Quickly
- Exploring Dragon's Accuracy Center
- Managing Users Exploring the Difference between Backup/Restore and Import/Export
- Notes for DBAs, + Web Developers