

## Appendix A-1: Setting Up Your Equipment

Before you start dictating into Dragon®, you will need to set up your USB sound card, silencer mask (microphone or "mic"), and ear buds (or headset). You will also need to configure your computer's "Playback" and "Recording" devices.

The following shows an overall diagram of how everything should be set up (step-by-step instructions follow).



If your silencer mask has a SmartMic™, configure it to the recommended settings as follows:

Females = 1:00 position



Males = 11:00 position



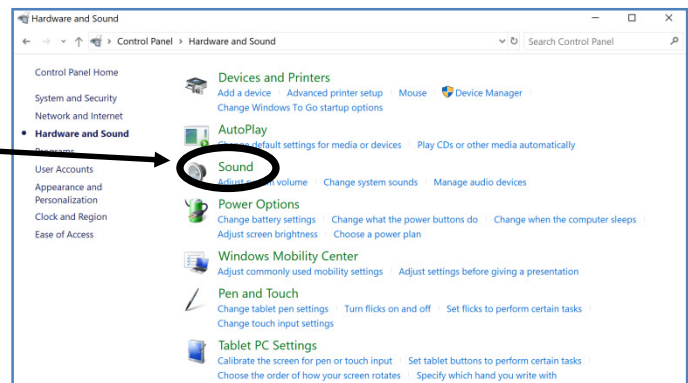
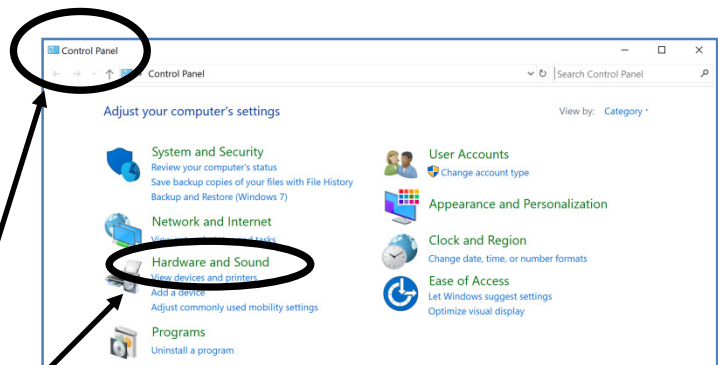
## Appendix A-1: Setting Up Your Equipment

1. After everything is plugged in, go to the "Sound" settings and **configure your computer's "Playback" device**.

*This configuration assumes you will use ear buds in the sound port of your USB sound card (e.g., Andrea).*

**NOTE:** The "Playback" device is located in the "Sound" settings. Some computers and versions of Windows have shortcuts to access it, but the following steps explain how to access it regardless of your computer and Windows version.

- a. Open your computer's "Control Panel."
- b. Select "Hardware and Sound."
- c. Select "Sound."

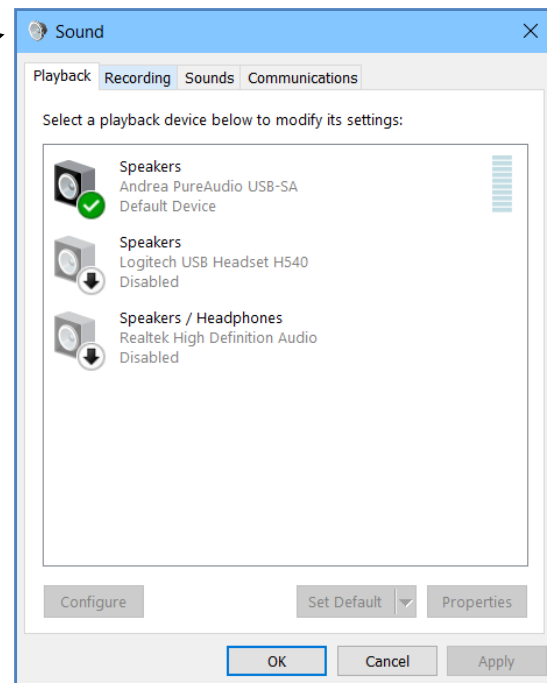


After selecting "Sound," you should see this window with tabs for "Playback" and "Recording."

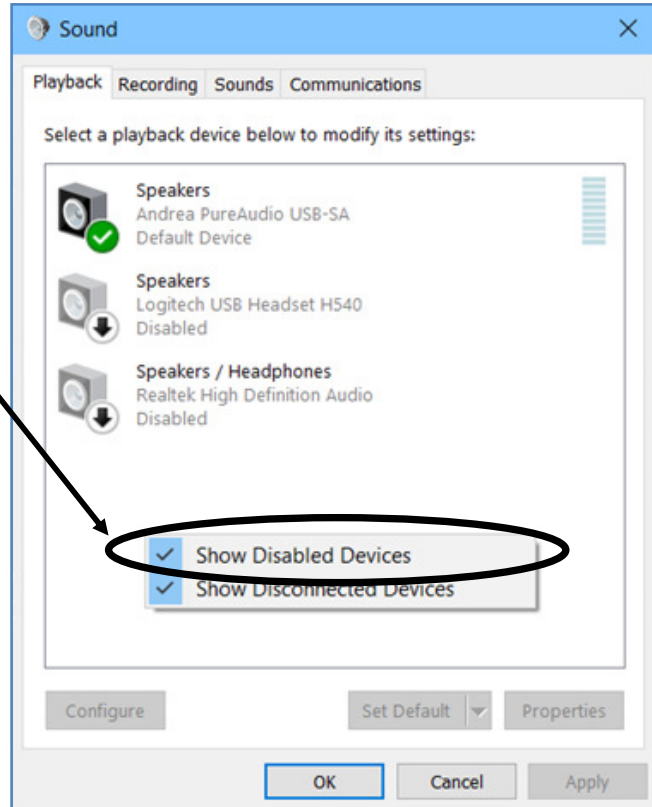
**NOTE:** Computers and operating systems vary. Regardless of your computer's menu options, you want to get to **"Playback"** on your computer's "Sound" settings, as shown to the right.

If you can't find it, go to your computer's "Control Panel" and type "Sound" in the search field.

Once you find it, continue with these steps.



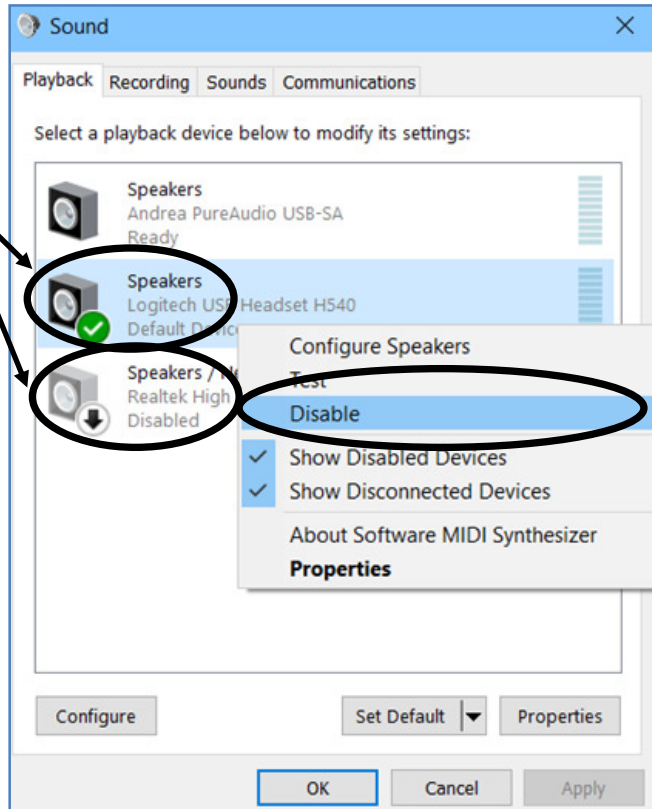
- d. **Right click** in the white space and select "Show Disabled Devices."



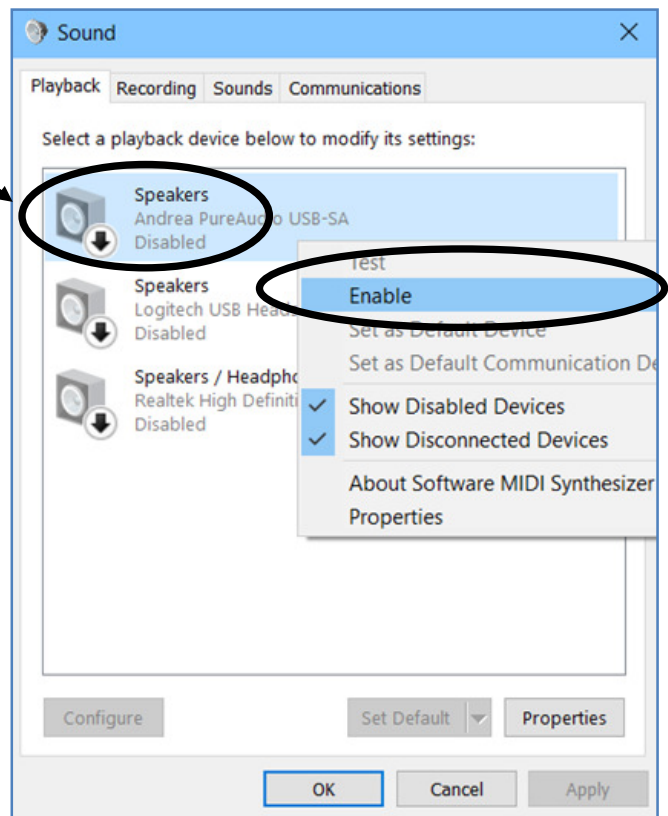
- e. **Right click** the EACH speaker option EXCEPT your USB sound card (e.g., "Andrea") and "Disable" them.

**NOTE:** Different computers have different options. You want to disable any option you will not be using, which includes everything EXCEPT your USB sound card.

\*\*\*Some computers identify your USB device as the "Andrea" by its name; others just show a "USB" device.\*\*\*

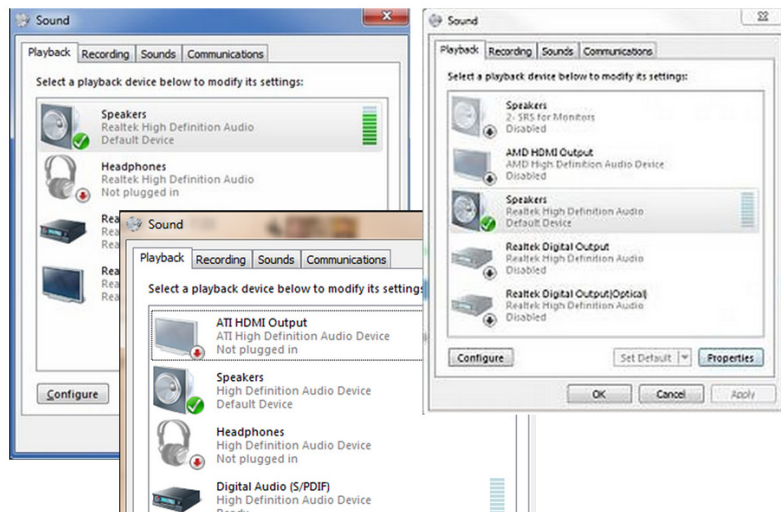


- f. **Right click** on your USB sound card (e.g., "Andrea") and select "Enable" or "Set as Default."



**NOTE:** Different computers have different options; you might also have more than one "Speakers" option.

**DISABLE ALL OPTIONS EXCEPT YOUR USB SOUND CARD (e.g., "Andrea").**



2. **Configure your computer's "Recording" device.**

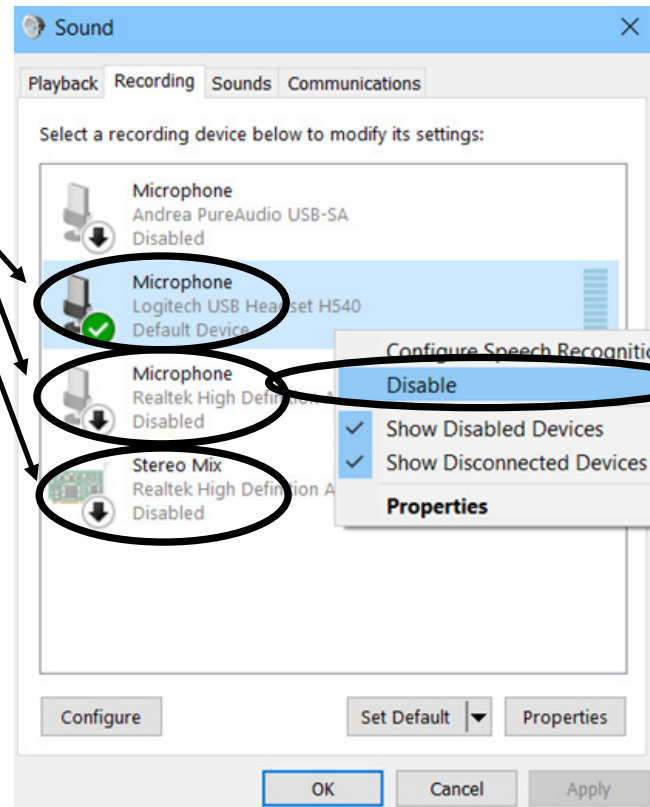
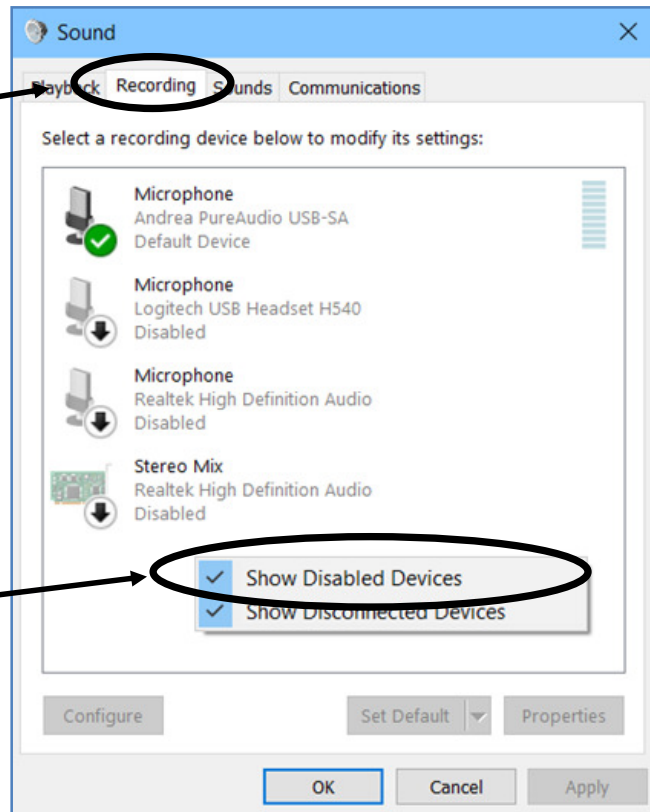
a. Go to the "Recording" tab.

b. **Right** click in the white space and select "Show Disabled Devices."

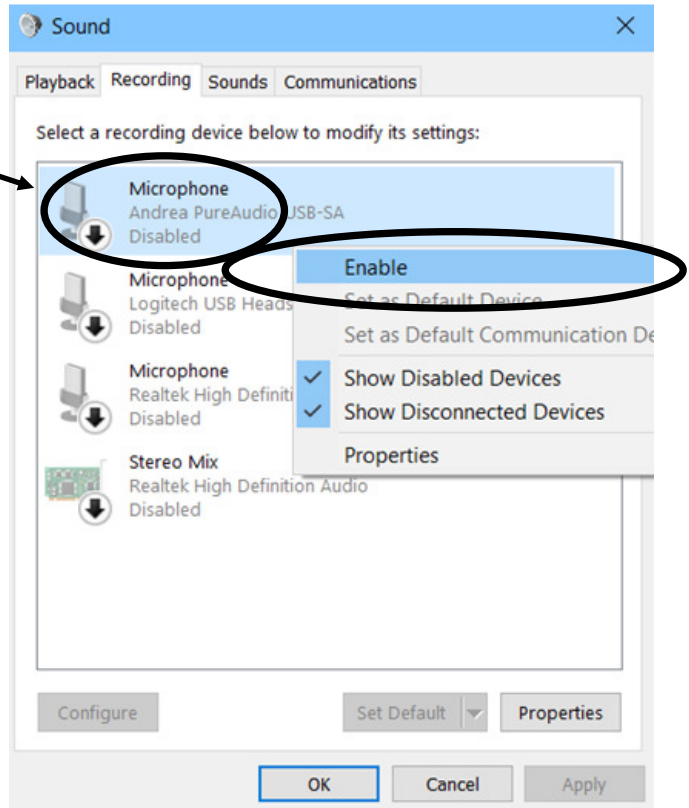
c. **Right click** the EACH speaker option EXCEPT your USB sound card (e.g., "Andrea") and "Disable" them.

**NOTE:** You are disabling everything EXCEPT the USB device you will be using for your microphone (such as the "Andrea").

**NOTE:** Different computers have different options. You want to disable any options you will not be using.

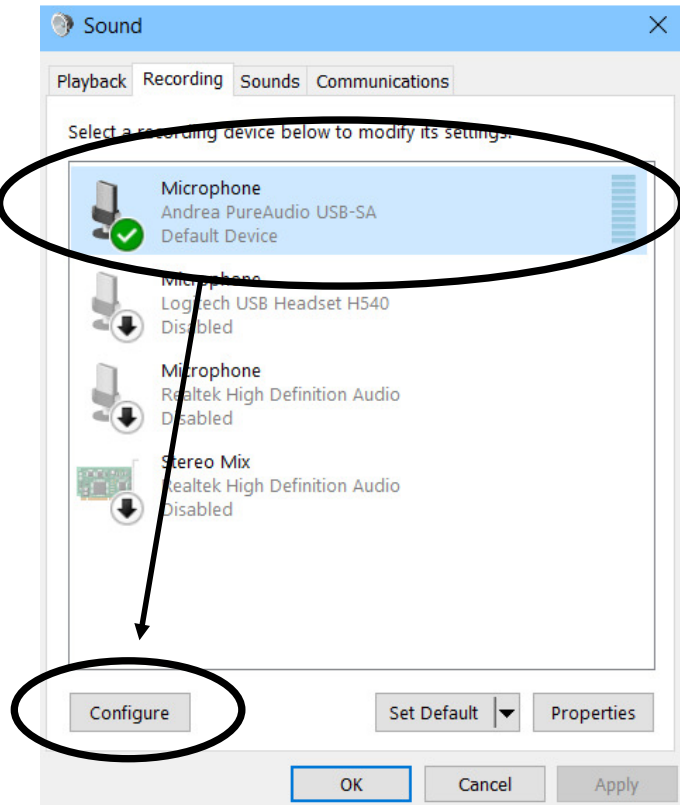


- d. **Right click** the "USB" device for your Microphone and select "Enable" or "Set as Default."



3. **Configure your microphone.**

- a. With your microphone highlighted, select "Configure."





<p>b. Select "Set up microphone."</p> <p>c. Select "Headset Microphone" then "Next."</p> <p>d. Follow the setup wizard: Position your mask/microphone over your mouth and click "Next"; read the sentences in a low voice <b>JUST ABOVE A WHISPER INTO YOUR MASK</b> to adjust the volume of your mask/microphone; then click "Next" when available; select "Finish." <b>Do not dictate the punctuation.</b></p> <p><b>NOTE:</b> If you finish reading the sentence before "Next" becomes available, repeat reading the sentence from the beginning until "Next" is available.</p>	
<p>Your "<b>Playback</b>" and "<b>Recording</b>" tabs should now be ready (indicated by the green circles/check marks):</p> <ul style="list-style-type: none"> <li>• With sound coming through your ear buds;</li> <li>• With your voice going through your silencer mask.</li> </ul> <p>Both of these are plugged into your USB sound card (e.g., "Andrea").</p> <p>When finished, select "OK."</p>	





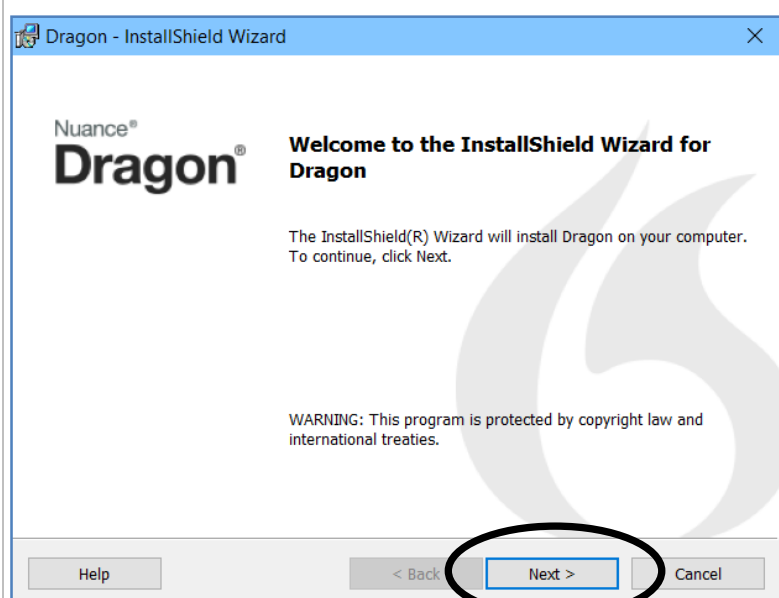
## Appendix A-2: Installing Dragon®

The process of installing Dragon® is very important. Dragon® will require you to create a user profile as part of the installation process. *You actually create the profile when you provide a User Name and make selections during installation.*

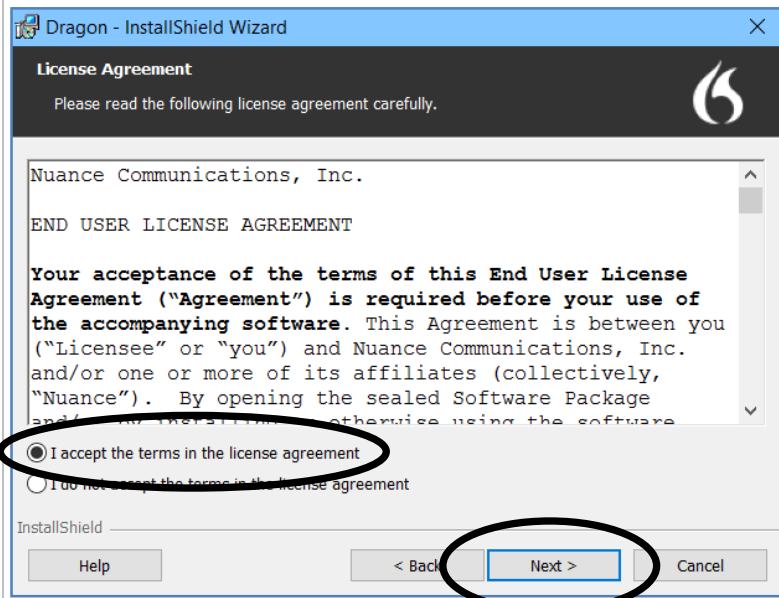
1. **Close all programs** on your computer so nothing is running, then begin the installation process.

\*\*\*To install a program, locate the "installer" file on your computer and double click it or "run" it, then follow the install wizard.\*\*\*

2. Select "Next."



3. Select "I accept the terms in the license agreement" then "Next."



4. Fill in your User Name, Organization, and Serial Number then click "Next."

**NOTE:** Dragon® might automatically name your profile to match the user name on your computer (c:/Users) regardless of what you fill in. Use your first name, then when the installation is complete, you will see what the profile is named.

Do not be concerned with the profile name. You will create a completely new profile before you actually begin to use Dragon®. This initial profile is just part of the installation process.

Dragon - InstallShield Wizard

Customer Information

Please enter your information.

User Name:

Organization:

Serial Number:

InstallShield

Help < Back Next > Cancel

5. Select your region then "Next."

Dragon - InstallShield Wizard

Region Selection

Make selections if desired, then click Next.

Dragon will install the corresponding files needed for dictation and text-to-speech.

☒ United States  
☐ Canada  
☐ United Kingdom  
☐ Australia / New Zealand  
☐ Indian Subcontinent  
☐ Southeast Asia  
☐ All English regions

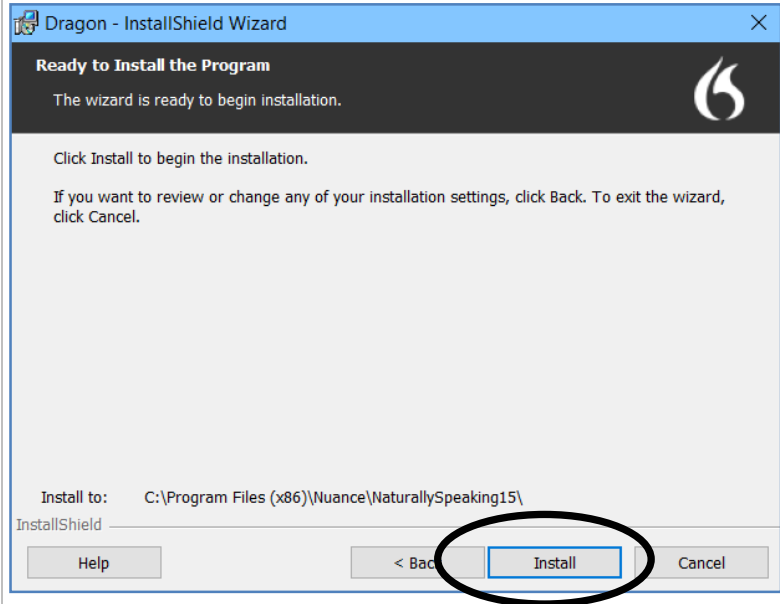
Note: If you want more than one region, select "All English regions".

☐ Advanced

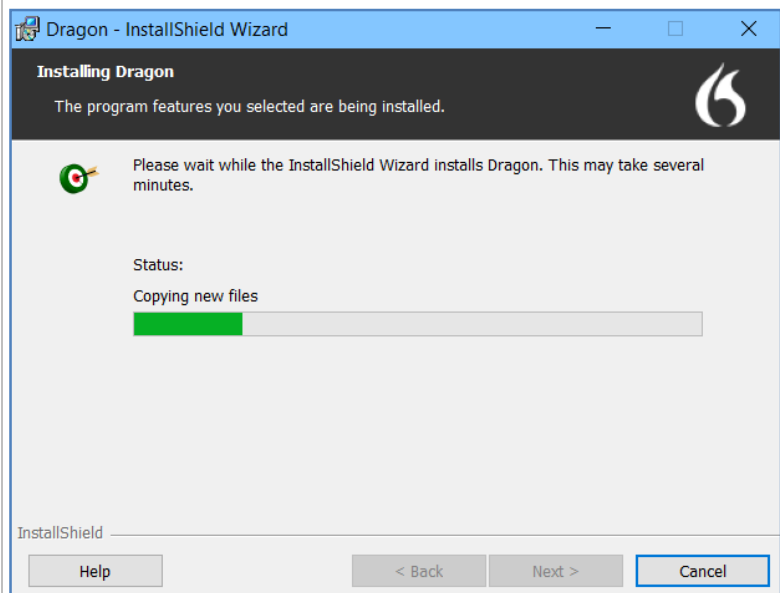
InstallShield

Help < Back Next > Cancel

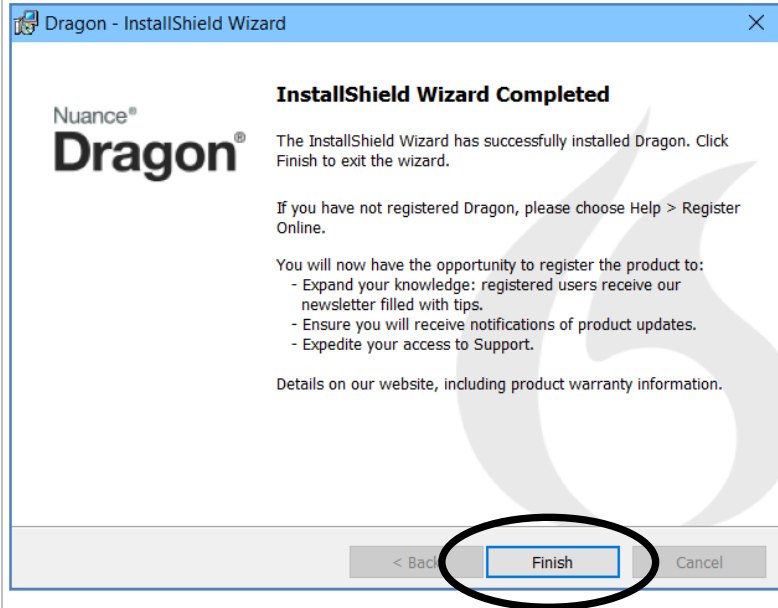
6. Select "Install" to begin the installation.



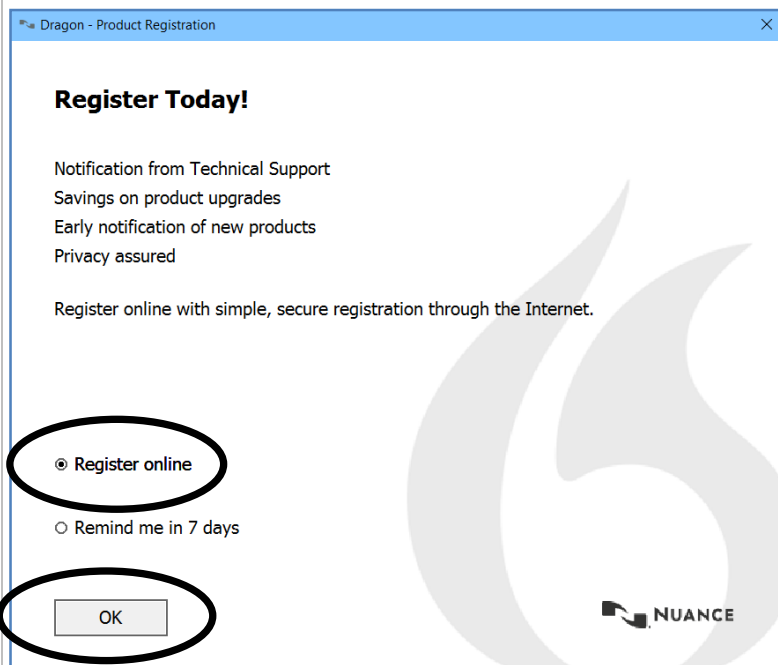
7. Wait while Dragon® installs.



8. Select "Finish."



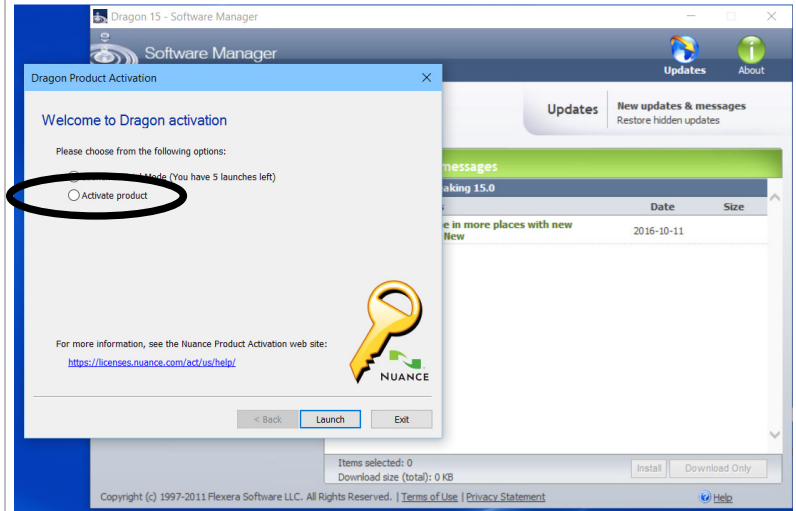
9. Go ahead and register now if you prefer then click "OK."



10. Launch Dragon® (you can double-click the Dragon® icon on your desktop).

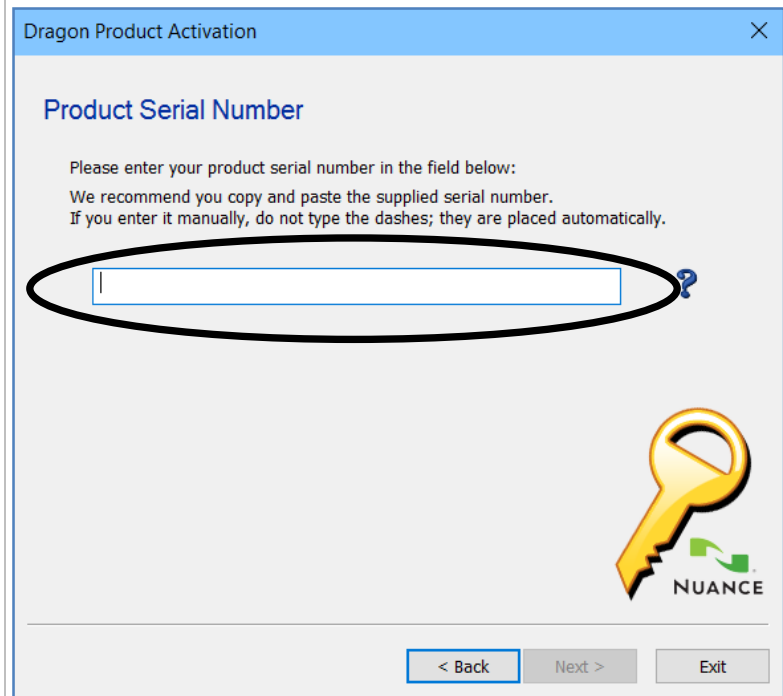


11. When Dragon® opens, close the "Software Manager" window and select "Activate product" and "Next" in the "Product Activation" window.

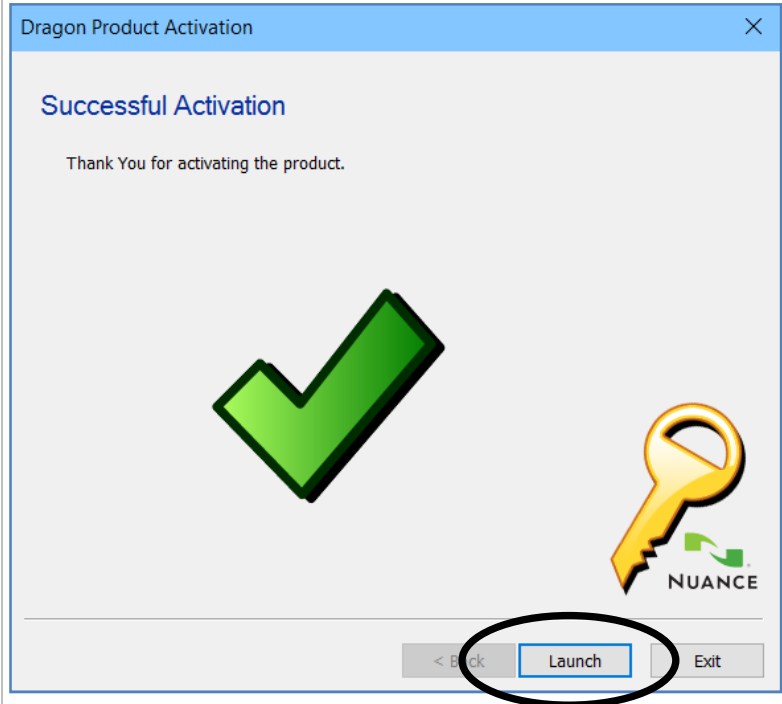


12. Enter your product serial number then click "Next."

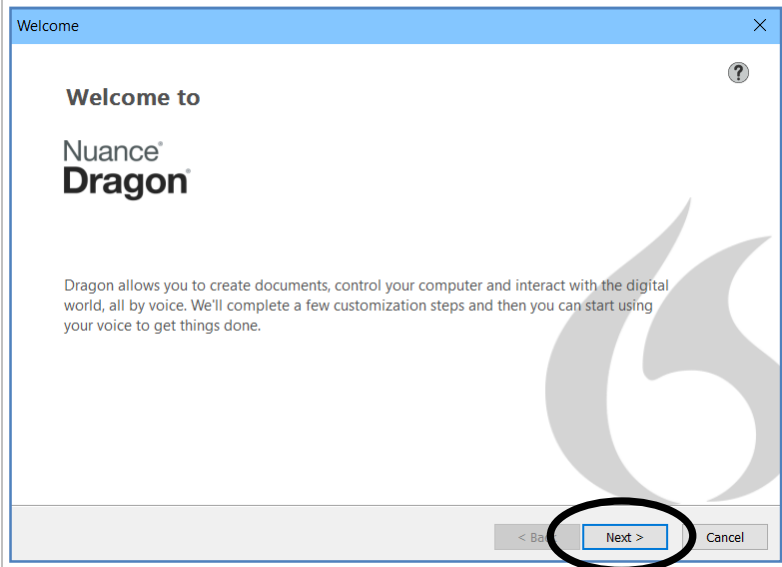
Your serial number may pre-populate, so just click "Next" if it does.



13. Select "Launch."



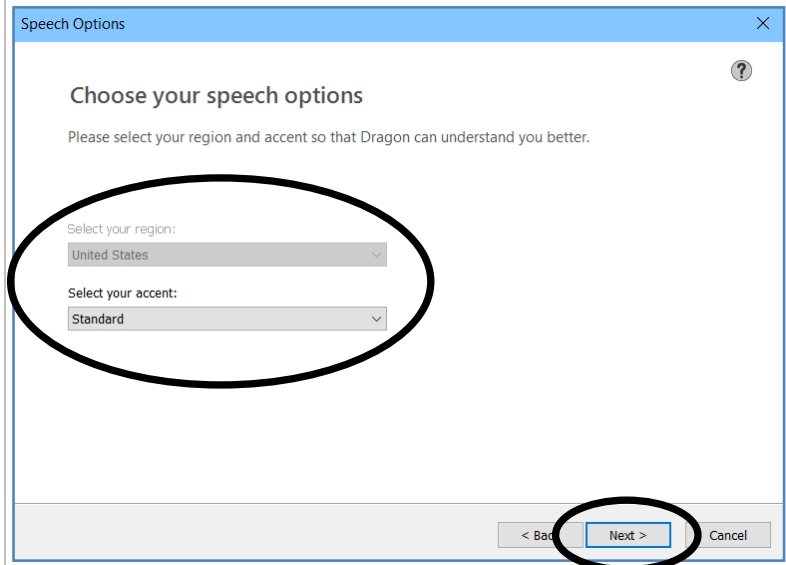
14. Select "Next."



15. Your region should already be selected from a previous step (if not, select "United States" if that is your region).

16. Select your "accent."

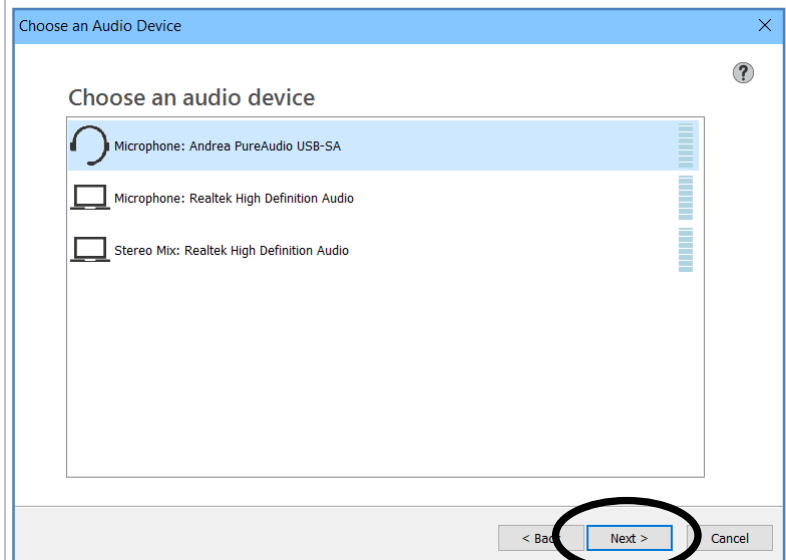
**NOTE:** If you are uncertain about the accent options, select "Standard."



17. Choose your audio device then click "Next."

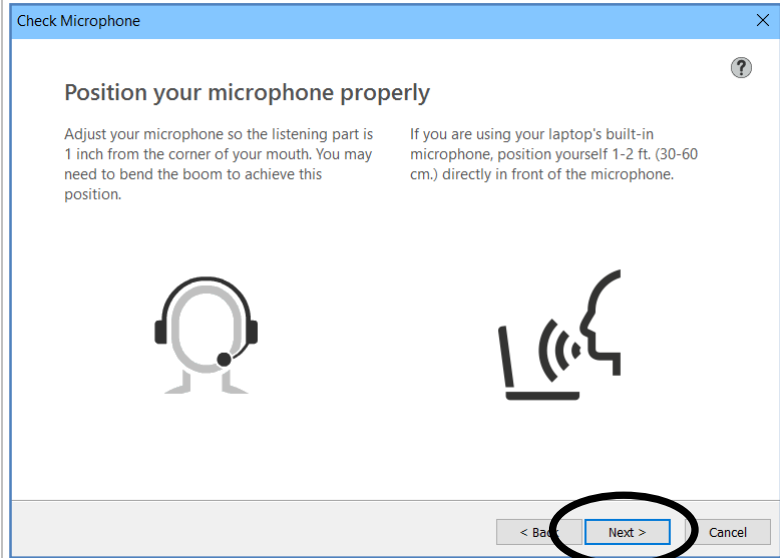
**NOTE:** This is the device you enabled in Appendix A-1 (e.g., "Andrea"); you might only see one option if you correctly disabled the other options following the steps in Appendix A-1).

\*\*\*Some computers identify your USB device as the "Andrea" by its name; others just show a "USB" device.\*\*\*





18. Follow the instructions on this screen for positioning your microphone properly then click "Next."

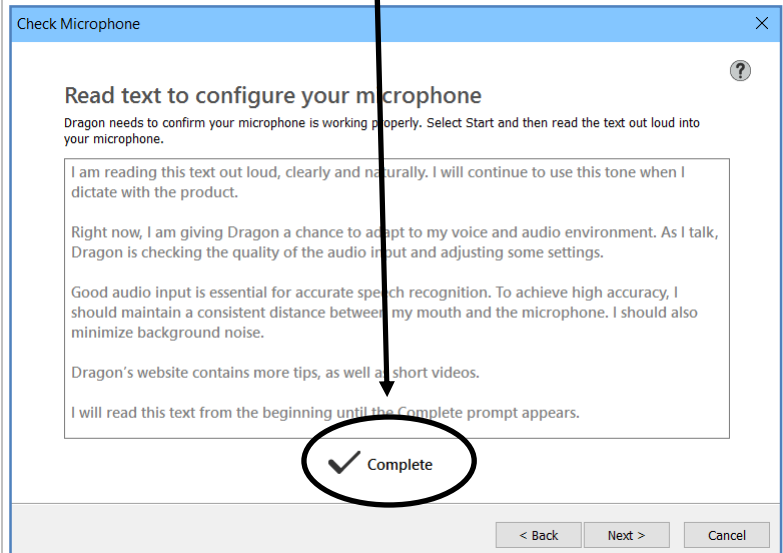
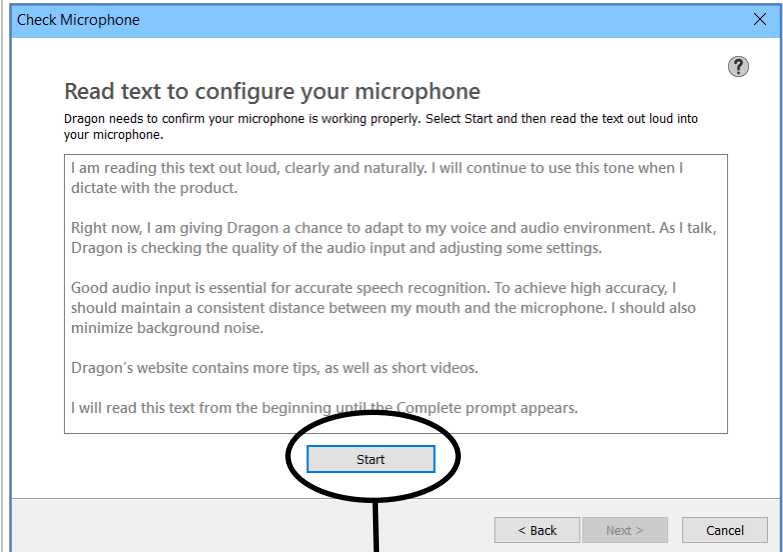


19. Here, you will click "Start" then read the text, **EXCLUDING punctuation**.

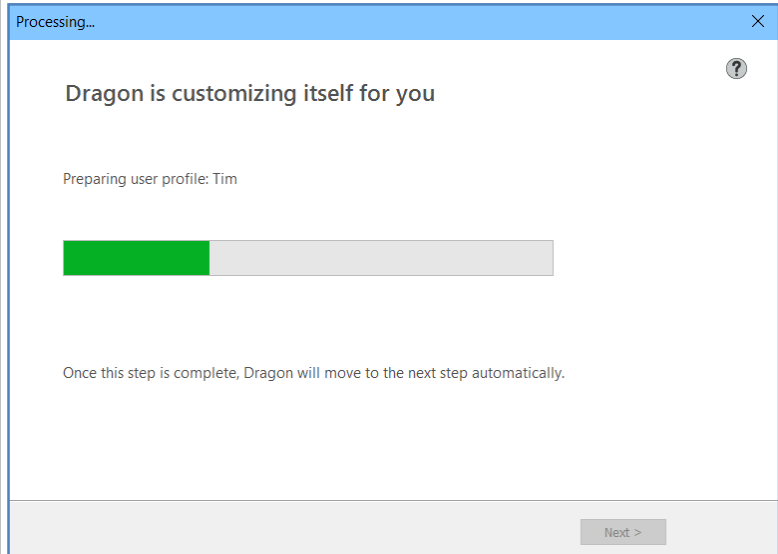
**\*\*\*Do not dictate anything for the periods and commas. In Lesson 2 of this book, you will learn how to add those as "custom words" to a new profile you will be creating.**

**NOTE:** If you reach the end, go back to the top and just continue reading until prompted.

20. When complete, select "Next."

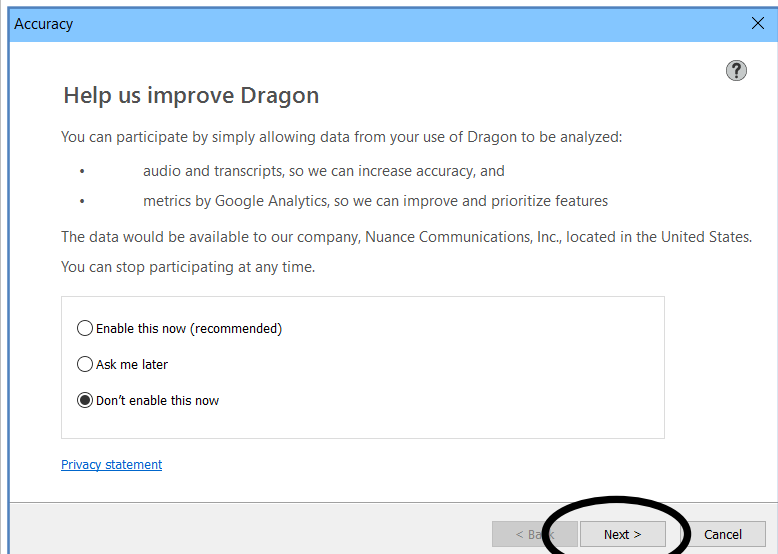


21. Dragon® will "customize itself" for you.

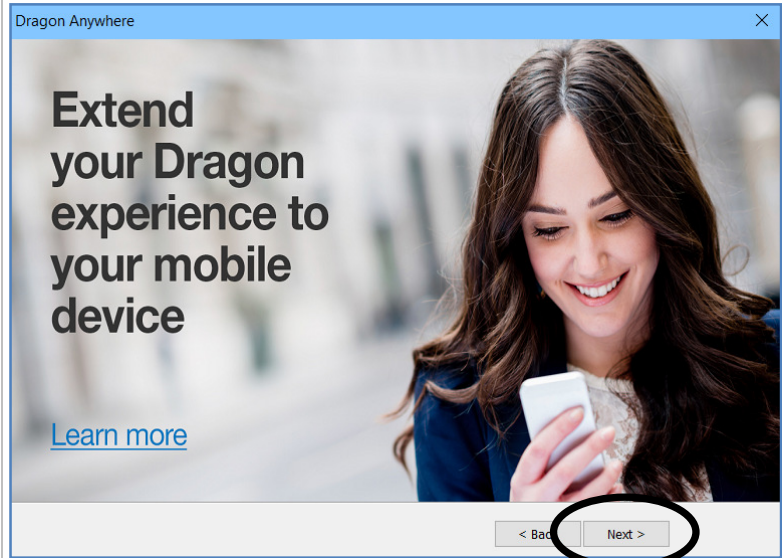


22. When you get the screen to "Help us improve Dragon®," make your selection and click "Next."

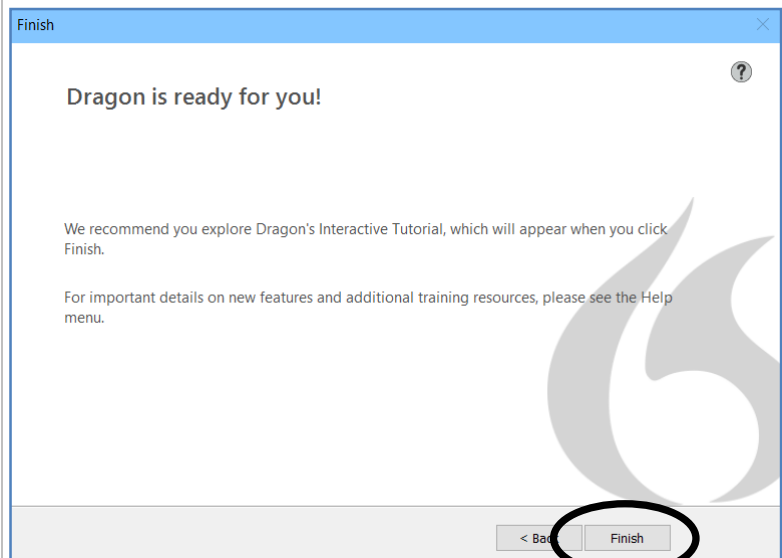
**NOTE:** You can select your preference, although it is recommended that you select "**Don't enable this now**" if you do not want your usage data sent to Dragon®. Your selection has no effect on <sup>Dragon's</sup> performance or your dictation accuracy.



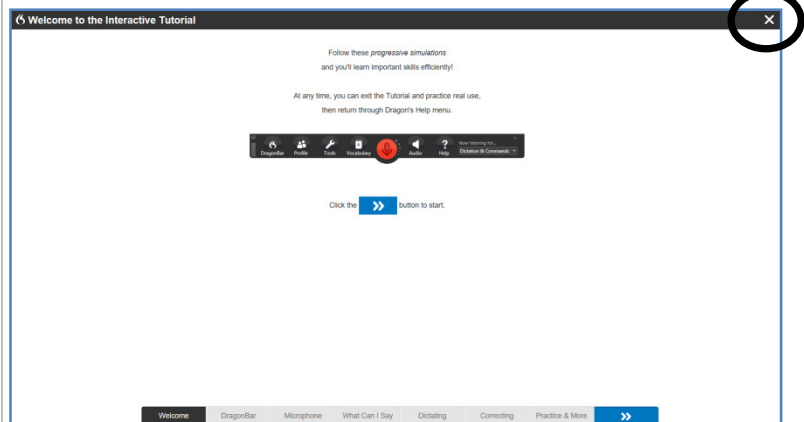
23. Select "Next."



24. When Dragon® is ready, click "Finish."

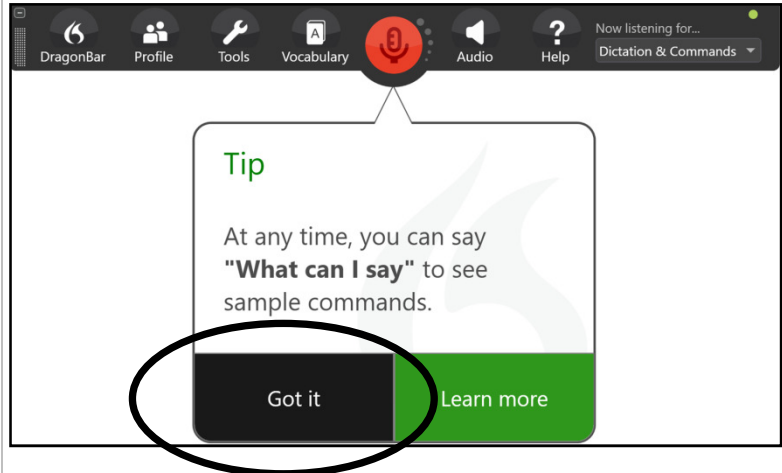


25. Close the "Interactive Tutorial" window (it can always be accessed from Dragon's "Help" menu).



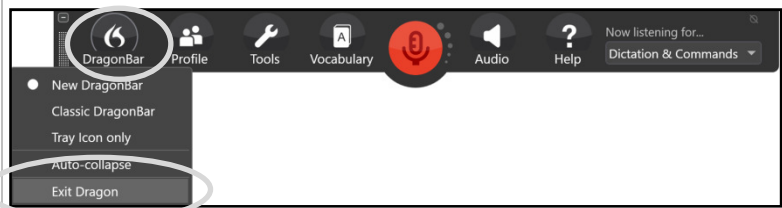
26. Dragon® should now be installed. With Dragon® installed and running, you will have a “DragonBar.”

- a. Select “GOT IT” if you get the “Tip.”



27. Exit Dragon® until you are ready to use it.

- a. To exit Dragon®, select “DragonBar” then “Exit Dragon®.”



**NOTE:** You should not use Dragon® until you reach Lesson 2 of this book, and when you start to use it, follow the sections of Lesson 2 in order without skipping anything.

**NOTE:** If you get popup windows to enable Dragon® in other applications, such as your browser or Word, select “Do not ask me again” if it is an option then click “No Thanks.”

