



NY OCFS CUSTOM SETTINGS

END-USER
TRAINING

After you create your user profile in Dragon, you can customize your Dragon settings and preferences so that Dragon will work the way you work. Certain Dragon features have already been customized to meet the needs of NY OCFS. It's possible these preferences were not configured on your computer. If this is the case, this quick reference guide will walk you through various selections so that your instance of Dragon maps to these preferences.

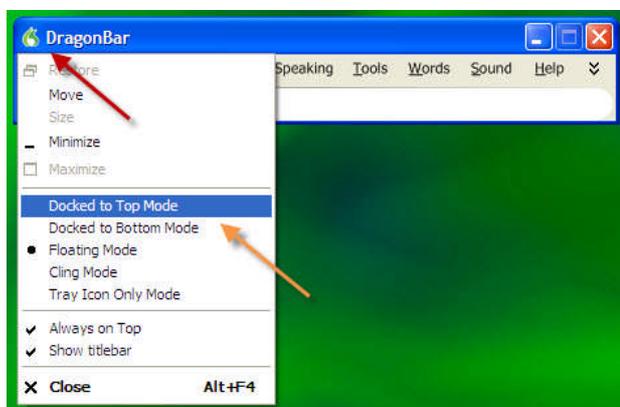
PLACEMENT OF THE DRAGONBAR

The DragonBar can be positioned in different sizes and styles on your screen. By default, the DragonBar appears in *floating mode* as illustrated below:



This can be changed so that the DragonBar appears flat across the top of your screen and does not interfere with open applications on your desktop.

- Click on the Dragon logo next to the name DragonBar
- Select **Docked to Top Mode**:



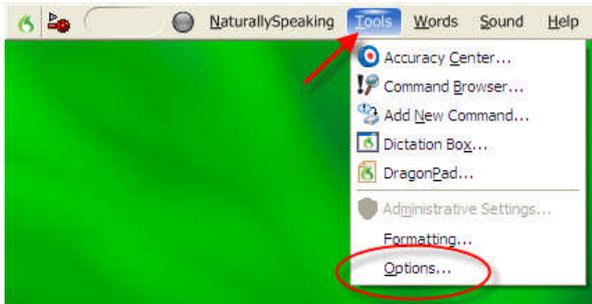
Now your DragonBar will appear on the top of your screen as shown below:



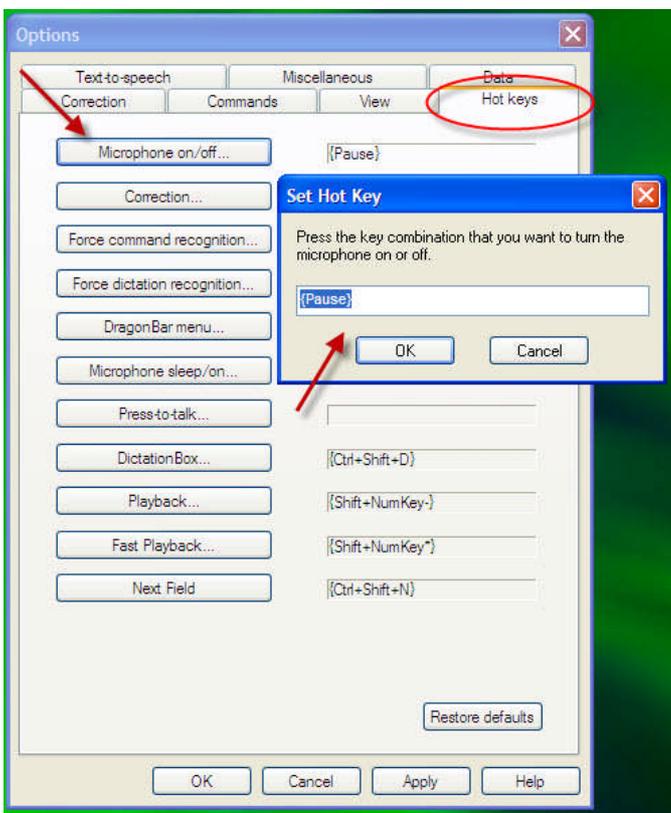
TURNING ON YOUR MICROPHONE

There are many different ways to turn your microphone off and on so that Dragon knows when to listen to you. You can use your mouse to click on the microphone button of the DragonBar; you can use voice commands such as “wake up” or “go to sleep” once the microphone is on, or you can use a selected key on your keypad, called a HotKey. By default the HotKey to turn your microphone off and on is the + key on the numeric keypad. However, for most of the laptop computers using Dragon, a better choice is the Pause/Break key, found in the top right corner of your laptop keypad.

- Select the **Tools** menu on the DragonBar
- Select **Options**



- Select the **HotKeys** tab on the **Options** menu
- Click on the **Microphone On/Off** button
- Touch the **Pause/Break** key on your keyboard
- Click OK within the Set HotKey menu
- Click OK at the bottom of the Options menu

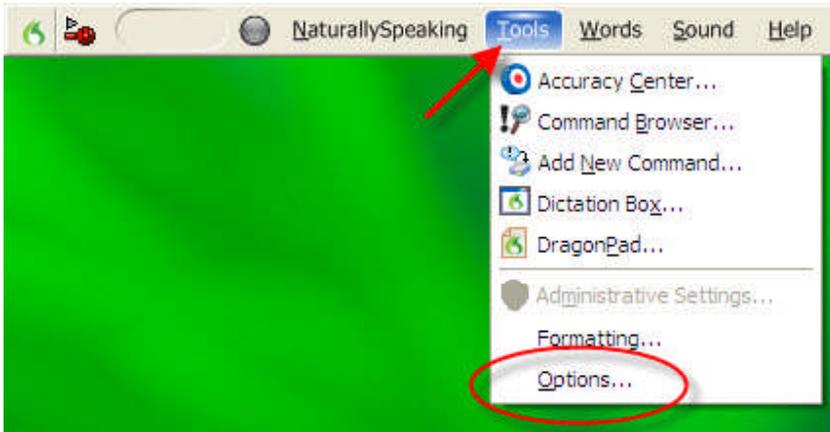


(If the *Pause/Break* key is not available on your specific laptop, as is the case for some laptop users, you can replace this selection with the *F1* key or another key of your choice.)

SET COMMAND OPTIONS

Voice commands can be used to control your computer. This means launching applications, opening files, navigating application menu options and more. To set preferences that determine what types of voice commands Dragon will respond to:

- Select **Tools** on the DragonBar
- Select **Options**



Under the Options menu, select the **Commands** tab. Here you will find a menu of checkboxes that enable various Dragon capabilities. In this menu:

- Select **Require "click" to select menus and controls**
- Unselect **Enable Desktop search commands**
- Unselect **Enable Delete shortcut command**
- Unselect **Enable Copy shortcut command**

Your selections should match the screenshot below:

