



Dragon NaturallySpeaking v10 Legal Training Course Outline

Dragon NaturallySpeaking v10 Legal - Beginners Course 3 Hour Training

Chapter 1: Introduction to Speech Recognition software

Chapter 2: Completing the enrollment process

- No Training
- Short Training
- Special Training

Chapter 3: Explanation of the DragonBar

- Formatting Options
- Option Tabs & Settings

Chapter 4: Controlling the Microphone

Chapter 5: Dictating Text & Punctuation

- Exploring the Results Box

Chapter 6: Dictation of Special Characters

Chapter 7: The Importance of Correcting

Chapter 8: Editing Methods

Chapter 9: Formatting your Dictations

Chapter 10: Improving your Accuracy

Chapter 11: Customizing your Vocabulary

- Exploring the Word Properties dialog box

Overview of Dragon NaturallySpeaking v10 Legal for Beginners

Chapter 12: Controlling your Computer by Voice

- Using Numbered Navigation
- Working with the Dictation Box

Chapter 13: Working with Voice Shortcuts

- Desktop
- Web
- Email/Calendar

Chapter 14: Managing User Profiles

- Importing & Exporting
- Adding Dictation Sources
- Settings up Roaming Users

Chapter 15: Working with third-party hardware

- Philips, Olympus & Sony Digital Voice Recorders

Chapter 16: Working with Multiple Vocabularies

Chapter 17: Creating Custom Commands

- Text & Graphic
- Step by Step
- Macro Recorder

Chapter 18: Creating Dragon Templates

Chapter 19: Managing Custom Commands

Chapter 20: Deferred Dictation

- Correction Only Mode ~ **Medical & Legal editions only**

Dragon NaturallySpeaking v10 Legal – Advanced Course

3 Hour Training

Overview of DNS v10 Legal for Intermediate Users

Chapter 21: Exploring the Administrative Settings

Chapter 22: Working with Advanced Custom Commands

- Dynamic Variable Macros
- Advanced Scripting Macros

Chapter 23: Configuring the AutoTranscribe Folder Agent

- Generating .DRA files ~ **Medical & Legal editions only**

Chapter 24: Acoustic & Language Model Optimizer

Chapter 25: Review of the Administrator Guide

Chapter 26: Understanding the Data Distributing Tool

Chapter 27: Working with the NS Admin Tool

Chapter 28: Exam Preparation