

How to Use Dragon Dictation on the iPad

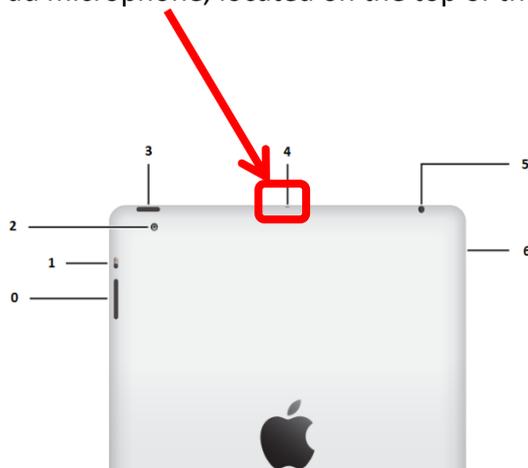
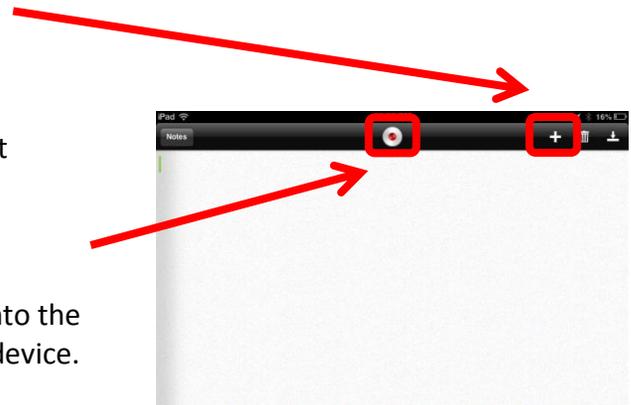
Use Dragon Dictate to dictate notes, emails, texts and more. No need to train the voice file, just download the app and begin dictating. For students who struggle with handwriting or spelling this app can remove significant writing barriers. One word of caution, you must be connected to the internet via wireless or 3G to use Dragon Dictation.

Installation and Settings

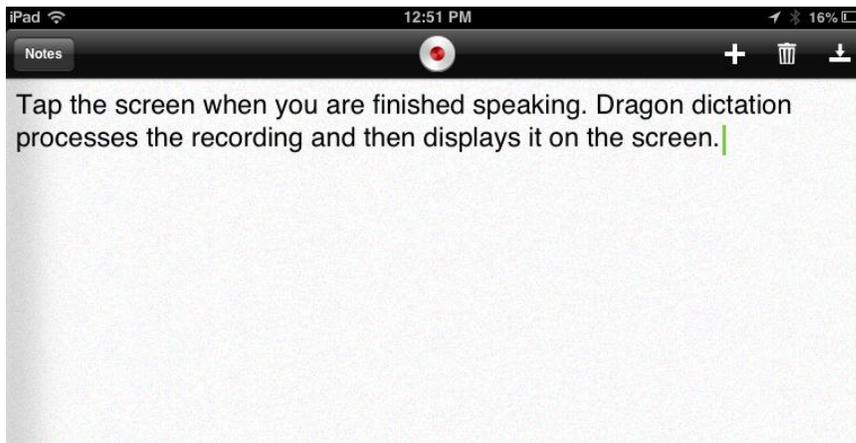
1. Tap "App Store" on the iPad home screen and type "Dragon Dictation" in the search bar. Touch the "Free" button next to the Dragon Dictation app and then tap "Install."
2. Touch "Dragon Dictation" on the home screen to open the application and then select your region from the list. Read and accept the License Agreement. A prompt appears asking you to add names in your contact list to the Dragon vocabulary server. Touch "Yes" to add the names or "No" to keep them off the server.
3. Be sure you are connected to the wireless internet. Dragon Dictate requires internet connection to process the speech into text.

Recording

4. Touch the "+" button to start a new note.
5. Touch the "Tap and Dictate" button and start speaking.
6. Use your normal speaking voice and speak into the iPad microphone, located on the top of the device.

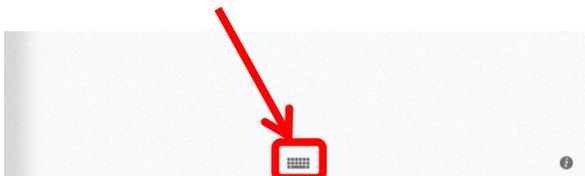
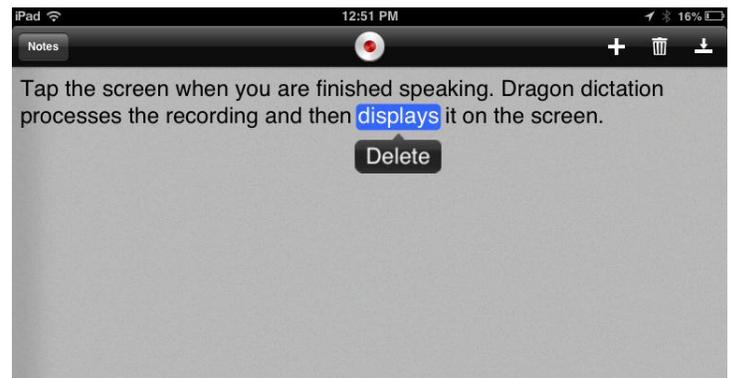


7. Speak the name of the punctuation mark that you want to use when dictating. For example, if you get to the end of a sentence, say "Period" or "Question Mark." Refer to the bottom of this document to see a list of the
8. Tap the screen when you are finished speaking. Dragon Dictation processes the recording and then displays it on the screen.



Editing

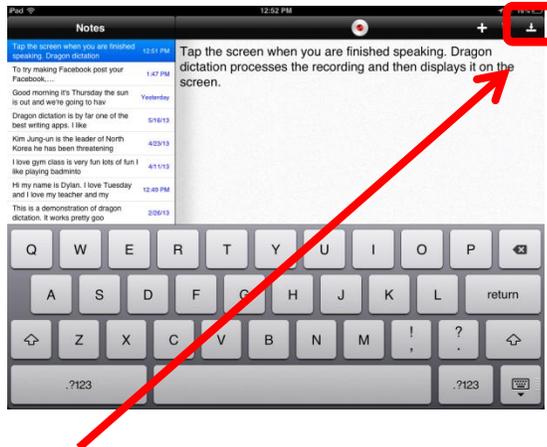
9. To edit a word or phrase, tap to highlight, then tap "Delete" to remove it from the note.
10. You can also tap the keyboard icon at the bottom of the document and edit using the keyboard.



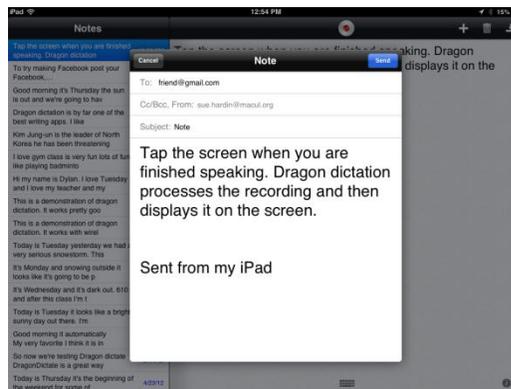
Note: with the keyboard up, you can select text and have it read aloud using Speak Selection – see the Speak Selection section also in this module. Alternately, you can tap the "Tap and Dictate" button and dictate more text.

Sharing your text

11. Tap the note that you want to send or delete in the "Notes" list. (you can see all of your notes when you hold you iPad in landscape orientation)



12. Touch the down-facing arrow at the top of the screen and then select "Email," "Facebook" or "Twitter." When you tap email, you need to fill out the receivers email address and any additional message that you want to include. Posting to Facebook or Twitter requires confirmation in the window that appears.



13. Alternately, with the keyboard showing, you can touch and hold the screen, when the window pops up, choose "Select All" then "Copy" Note: in this view, you can also use Speak Selection to have the text read aloud.



14. Open another text accepting app like Pages or Clicker Notes to paste the text.

Spoken punctuation and formatting commands:

- **"Period"**. The "." to end a sentence. (It inserts space after the period, so you're ready to dictate the next sentence.)
- **"Question Mark"**. The "?"
- **"New Paragraph"**. To begin a new paragraph.
- **"Exclamation Point"**. The "!"
- **"Comma"**. The ","
- **"Colon"**. The ":"
- **"Quote" and "Unquote"**. The ""
- **"Slash"**. The "/" symbol.
- **"At Sign"**. The "@" symbol.