Topic: Dragon Sidebar

The Dragon Sidebar shows a list of common Dictations and Commands.

Once you select a new window, your Dragon will recognize what program you are using and give you a list of commands and dictations you can use with that program.

For example:

If I’m working with Microsoft Word

Word & WordPerfect
- Working With Documents
  - Open a document
  - Save the file
  - Save file as
  - Print file
  - Close document
  - Set zoom to <percentage>
  - Check spelling
  - Check grammar
  - Brief preview

If I’m working with Mozilla Firefox

Mozilla Firefox
- Rich Internet Applications
  - Show [web] site commands
- Clicking links or text buttons
  - Click <link name>“(or part of name)
  - Click <image name>

Programs unsupported by Dragon will show all Global Commands and Dictations.

Global Commands
- Control the Mic
  - Go to sleep” or “Stop listening
  - Wake up” or “Listen to me
  - Microphone off
Menu Bar

The menu bar holds 4 items: The Command Browser, Vocabulary Editor, Options Dialog Box, and Dragon Help buttons.

The Command Browser

To open the Command Browser, click the Command Browser button.

A list of all default commands will then open.

The Command Browser shows all commands for all supported applications for Dragon.

Command Browser allows you to browse, manage, and create scripts for your Dragon.

Select which context to see what commands are available:
To learn more about the Command Browser, look at our Command Browser Tutorial.

**Vocabulary Editor**

The Vocabulary Editor allows you to view all words in your dictionary, add and delete words in your dictionary, train words for your Dragon, and change properties of a word.
Tips

To view Dragon tips, view the bottom of your Dragon Sidebar. Click the Back and Next buttons to change between tips.

You can use Dragon's "press" command to take advantage of common accelerator keys, such as "press Escape" to close a pop-up window, and "press Enter" to activate the item in focus.

Options

The options button opens up the options for Dragon.

Once you click and open your options, there are 7 tabs to choose from:

- Playback/Text-to-speech
- Correction
- Miscellaneous
- Commands
- Data
- View
- Hot Keys

To restore all defaults for your Dragon, select Restore Defaults on the bottom right of the options window.
Dragon Help

To access and view Dragon help, click the Help button.

![Dragon Help](image)

Closing the Sidebar

Select the close button to close the Dragon Sidebar. To re-open the sidebar is easy, just click the Help menu and select Dragon Sidebar.

![Closing the Sidebar](image)

For More Information

Please contact Information Technology Services at support@mnstate.edu or 218.477.2603 if you have questions about this material.