




Dear Mrs. Miller,  
on 05.07.2018 we informed you that you will pay the interest of arrears  
Unfortunately, you have not complied with this request.



- i Correction takes place by simple overtyping, inserting or deleting – yet no audio data is lost.
- i Every spoken phrase is immediately saved as draft. Drafts are managed on the hard disk – a loss of data is almost impossible. Dictations in progress are shown at the next start.
- i It is possible to work with multiple SonicPads simultaneously – including fast switching between drafts.

**Unfinished dictation**

List of unfinished dictation for current user:

Creation time	Length	Text
Thu; 10/18/2018 1:55:05 PM	4,2	Dear Mrs. Miller, on 05.07.2018 we informed you that you will pay
Thu; 10/18/2018 2:20:49 PM	1,6	Correction take place by simple overtyping inserting or deleting
Thu; 10/18/2018 2:22:31 PM	3,3	For months, the increase in varicose veins
Thu; 10/18/2018 2:23:47 PM	5,2	Ladies and gentlemen with regard we would like to inform you that

### Manage dictation files – menu “File”:

<b>New</b>	New dictation
<b>Open</b>	DRA,RTF,TXT
<b>Drafts</b>	Load / delete draft
<b>Save</b>	Save as draft
<b>Save as</b>	DRA,RTF,TXT
<b>Send</b>	Sending of text & audio for delegated correction (Workflows only)

**SonicPad - Save document?**

Do you want to save the changes made to the current document?

<b>Save:</b>	Saves the current dictation as draft
<b>Do not save:</b>	Discards changes to the current dictation (if dictation was new, the file is discarded)
<b>Cancel:</b>	Returns to the current dictation

### Hot keys

<b>Ctrl+N</b>	<b>New dictation</b>
<b>Ctrl+Shift+O</b>	<b>Drafts</b>
<b>F8</b>	<b>Send (Workflow only)</b>
<b>Ctrl+Alt+L</b>	<b>Activate / deactivate SpeechLock</b>
<b>F2</b>	<b>Dragon Correction pad</b>
<b>Win+Q</b>	<b>Edit phrases</b>
<b>Win+W</b>	<b>Add selected text as a phrase</b>

interest [0,4s]

Selected word and its spoken length

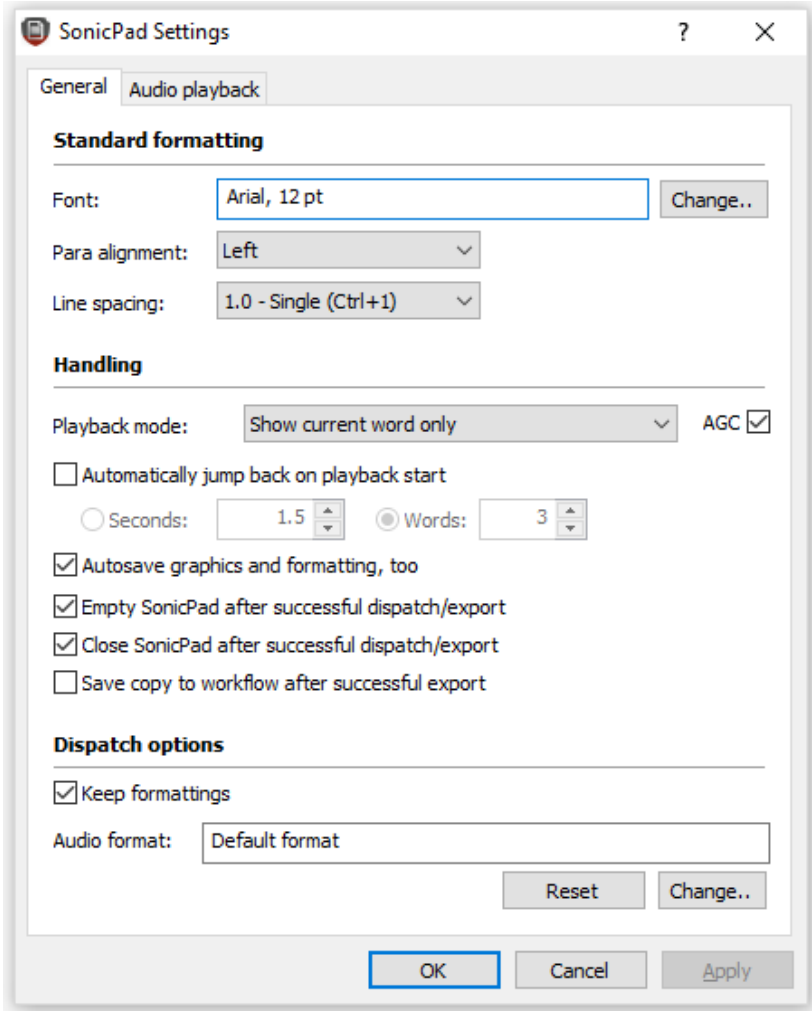
Dictation time, signal quality und number of alternatives for the phrase at cursor position

1:59:25 PM - Signal quality: 24dB, 29 Alternatives



## Change settings

Where: SonicPad – Menu “Settings“



**Default Formatting:**  
for new documents

**Volume control:**  
AGC means optimal volume level; the playback device can be defined on page “Audio playback“

**Audio-Save:**  
As RTF or plain text

**Sending:**  
Audio can be compressed for sending (e.g. for slow network connections such as VPN)

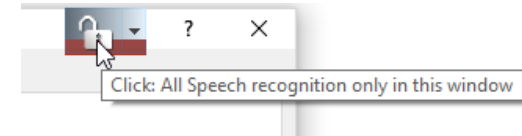
Recommendation:  
CELP or MP3



## SpeechLock®

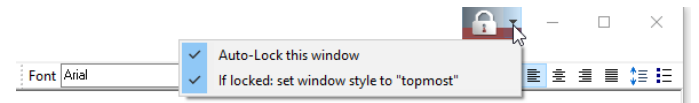
**Why:** Restrict dictation to one window – everything that is dictated will show in the window that has been defined with SpeechLock, other applications can be used simultaneously.

**How:** This function needs to be switched on once in the dns.comfort-client: right click on the systray icon, “Turn on SpeechLock“



The title bar of the active window then shows a button with a lock, if the window is supported by the input focus.

Left mouse click on the button: Lock / Unlock window



Left click on the button opens the options menu:  
“Lock this window automatically“ – if selected, SpeechLock will be automatically activated once the window gets the focus.  
“If window is locked: Set window style “always on top“ – if checked, the window is always in the foreground