



## NaturallySpeaking® Commands Summary

Dictation success with NaturallySpeaking depends on just a few commands that provide 95% of the functionality needed to complete most dictation tasks – the essential commands for Corrections, Revisions, Document Navigation, Capitalization and Numbers. (Relative to DNS versions 8.x-10.x)

### General Commands

<b>Go to Sleep (Stop Listening)</b>	Start Sleeping mode.
<b>Wake Up (Listen to Me)</b>	Exit Sleeping Mode.
<b>Microphone Off</b>	Turn the microphone off.
<b>What Can I Say</b>	Provides a list of currently available commands.

### Corrections and Revisions

<b>Select _____</b>	To Choose or <b><i>Dictate</i></b> correction or revision of the specified words*. Returns cursor to the <i>end of the selection</i> .
<b>Correct _____</b>	To Choose or <b><i>Spell</i></b> correction to the specified words.* (if set in Options). Returns the cursor to <i>its position prior to the Correct command</i> .
<b>Select/Correct That</b>	Applies to selected text or the last utterance spoken.
<b>Scratch That (Scratch That x Times)</b>	To remove and <b><i>forget</i></b> last utterance.
<b>Backspace (x)</b>	Backspace or Backspace (x) number of times.
<b>Delete Previous/Next x Words</b>	Delete the specified number of words.

### Navigation

<b>Insert Before/After _____</b>	Insert the cursor before or after the dictated words.*
<b>Move Up/Down/Right/Left x</b>	Move the cursor the indicated number of characters or lines.
<b>Move Left/Right x Words</b>	Move the cursor the indicated number of characters or lines.
<b>Go to Top/Bottom</b>	Go to the top or bottom of the document.
<b>Go to Beginning/End of Line</b>	Go to the beginning or end of the current line.

### Capitalization

<b>Cap/All Caps/No Caps _____</b>	Transcribe the next word with the indicated capitalization. (dictation command – no pause required)
<b>Cap/All Caps/No Caps That</b>	Change the selected text to the indicated capitalization. If no text is selected, change the last utterance to the indicated capitalization.

### Numbers

<b>Numeral x</b>	Transcribe the single digit number “x” as an Arabic number instead of a word.
<b>Roman Numeral x</b>	Transcribe the number “X” as a Roman Numeral number instead of a word.

\* “Select and Say” Command – Not available in some non-standard applications.



## Commands Summary: Increasing Productivity

**Basic Productivity Enhancement Commands.** The commands on the following pages are not essential to the successful use of Dragon NaturallySpeaking, however they provide very efficient tools for accomplishing a variety of common dictation, editing and formatting tasks making those tasks much faster and easier. It is important to note that the commands listed are simply the most common of thousands of commands available to you. Please refer to the Help topics and the Command Browser for additional information. (Relative to DNS version 8.x-10.x)

### Dictation Commands

**Spell** \_\_\_\_\_

Requires dictation of letters or Alpha-Bravo words and numbers to end of utterance. Does not add the spelled letters into the vocabulary. Use for a “one time” word.

**Spell/Numbers/Command Mode On/Off**

Restricted modes, dictation commands such as “New Paragraph” are not recognized.

**Spell Mode:** only letters, numbers and commands are recognized.

**Numbers Mode:** Only numbers recognized.

**Command Mode:** Only commands recognized.

### Editing and Revision Commands

**Select/Delete/Cut/Copy** \_\_\_\_\_ **Through** \_\_\_\_\_  
**Select/Delete/Cut/Copy [from]** \_\_\_\_\_ **To** \_\_\_\_\_

Applies the specified action to all of the words from indicated starting words through the ending words\*.

Example: “**select** we the people **through** perfect nation”. (v10 only)

**Copy/Cut/Delete That**

Applies the specified action to the selected text or the last utterance.

**Paste That**

Pastes text that has been “Copied” or “Cut”.

### Formatting Commands

**Bold/Underline/Italicize** \_\_\_\_\_ **Bold, Underline or Italicize the indicated text.** \* (v10 only)

**Bold/Italicize/Underline** \_\_\_\_\_ **Through** \_\_\_\_\_  
**Bold/Italicize/Underline [from]** \_\_\_\_\_ **To** \_\_\_\_\_

Applies the specified action to all of the words from indicated starting words through the ending words\*.

Example: “**select** we the people **through** perfect nation”. (v10 only)

**Bold/Italicize/Underline That**

Applies the specified action to the selected text or the last utterance.

**Important note regarding Bold, Italicize, and Underline commands:** these commands will work only in applications that support Bold, Italicize, and Underline character formatting.

\* “Select and Say” Command – Not available in some non-standard applications.

<b>Caps/All Caps/No Caps On/Off</b>	Begin transcribing with the indicated capitalization until it is turned off.
<b>Compound That</b>	Removes all spaces in selected text or last utterance. <i>(v9 &amp; 10 only)</i>
<b>No Space _____</b>	Prevents the space before the next word spoken. <i>(dictation command – no pause required)</i>

## Operational Commands

<b>Make This/That a Shortcut</b>	Places selected text into the MyCommands Editor. Enter a Name and Group, then Save. <i>(v9 &amp; 10 only)</i>
<b>Make This/That a Phrase</b>	Places selected text into the Vocabulary Editor screen. To create a new word, add a <b>Spoken Form</b> if appropriate, then click Add. <i>(v9 &amp; 10 only)</i>

## Windows Commands

<b>Start <i>application name</i></b>	Starts a Windows program where <i>application name</i> is the name of the Windows program <b>exactly</b> as listed on the Desktop or in the Start Menus list. If the application name is long, you can rename it to something easier to say.
<b>Switch to <i>application name</i></b>	Switches to applications listed in the Task Bar.
<b>Click Minimize/Maximize/Restore</b>	Resizes the Windows application window.

## Desktop Search Commands *(version 10 only)*

*One of the following third-party indexing programs must be installed and Desktop Voice Shortcuts must be enabled before Voice Shortcuts for Desktop Search can be used: Google Desktop or Microsoft Vista Search*

<b>Search [the] computer for [the] _____</b>	Search engine will display all of the indexed <b>items</b> with the specified keywords.  <b>Example:</b> “Search the computer for budget spreadsheets”
<b>Search email for [the] _____</b>	Search engine displays all of the indexed email with the specified keywords.  <b>Example:</b> “Search email for the budget”
<b>Search [the] documents/files for [the] _____</b>	Search engine displays all of the indexed <b>documents</b> with the specified keywords.  <b>Example:</b> “Search documents for budget”

\* “Select and Say” Command – Not available in some non-standard applications.

**Search [the] *category* for [the]** \_\_\_\_\_

Search engine displays search results containing all of the pages from ***category*** that use the indicated keywords.

**Example:** *“Search the web history for the budget forecast”*

***category*** can be any of the following:

- Favorites
- bookmarks
- web history

### **Web Search Commands** (version 10 only)

**Search the web for [the]** \_\_\_\_\_

Opens the default browser and searches the web for the specified text and displays a list of matching web pages.

**Example:** *“Search the web for Spanish restaurants in Sacramento”*

**Search *website* for [the]** \_\_\_\_\_

Opens the default browser and searches the specified ***website*** for the specified text and displays a list of matching web pages.

**Example:** *“Search eBay for golf clubs”*

**Example:** *“Search Yahoo for movies in San Francisco”*

***website*** can be any of the following:

- AOL
- AltaVista
- Ask
- eBay
- Amazon
- About
- Answers
- Creative Commons
- Google
- MSN
- Wikipedia
- Yahoo
- YouTube

**Find a website/site/webpage about/on/for [the]** \_\_\_\_\_

Opens the default browser and searches top ranking website for the specified text and displays it.

**Example:** *“Find a website about lowering transportation costs”*

\* “Select and Say” Command – Not available in some non-standard applications.

**Search *category* for [the] \_\_\_\_\_** Opens the default browser and searches the web for the specified ***category*** for the specified text and displays a list of matching web pages.

**Example:** *"Search video for JFK inaugural address"*

***category*** can be any of the following:

- Images
- pictures
- videos
- movies
- news
- events
- products
- shops
- maps
- places

\* "Select and Say" Command – Not available in some non-standard applications.