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 version 10.x)

General Commands

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

Corrections and Revisions

- **Select _______**
  - To Choose or **Dictate** correction or revision of the specified words*. Returns cursor to the end of the selection.
  - (select | correct) That Applies to selected text or the last utterance spoken.

- **Correct ________**
  - To Choose or **Spell** correction to the specified words.* (If set in Options). Returns the cursor to its position prior to the Correct command.

- **Scratch That [x Times]**
  - To remove and forget last utterance or last x utterances.

- **Backspace (x)**
  - Backspace or Backspace (x) number of times.

- **Delete (Previous | Next] x Words**
  - Delete the specified number of words.

Navigation

- **Insert (Before | After) __________**
  - Insert the cursor before or after the dictated words.*

- **Move (Up | Down | Right | Left) x**
  - Move the cursor the indicated number of characters or lines.

- **Move (Left | Right) x Words**
  - Move the cursor the indicated number of characters or lines.

- **(Go | Move) to [Top | Bottom]**
  - Go to the top or bottom of the document.

- **(Go | Move) to (Beginning | End) of Line**
  - Go to the beginning or end of the current line.

Capitalization

- **(Cap | All Caps | No Caps) _______**
  - Transcribe the next word with the indicated capitalization.
  - (dictation command – no pause required)

- **(Cap | All Caps | No Caps) That**
  - Change the selected text to the indicated capitalization. If no text is selected, change the last utterance to the indicated capitalization.

Numbers

- **Numeral x**
  - Transcribe the single digit number “x” as an Arabic number instead of a word.

- **Roman Numeral x**
  - Transcribe the number “X” as a Roman Numeral number instead of a word.
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 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. Include “space” to add spaces where desired.

(Spell | Numbers | Command) Mode On/Off

(Spell | Numbers | Command) Mode On/Off

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

(Copy | Cut | Delete) That

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

Paste That

Paste That

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

Formatting Commands

(Bold | Underline | Italicize) ________

(Bold | Underline | Italicize) ________

Bold, Underline or Italicize the indicated text. *

(Bold/ | italicize | Underline) Through ________

(Bold/ | italicize | Underline) Through ________

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”.

(Bold | Italicize | Underline) That

(Bold | Italicize | Underline) That

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

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

Important note regarding Bold, Italicize, and Underline commands: these commands will work only in applications that support Bold, Italicize, and Underline character formatting.
Begin transcribing with the indicated capitalization until it is turned off.

Removes all spaces in selected text or last utterance.

Prevents the space before the next word spoken.

(dictation command – no pause required)

Places selected text into the MyCommands Editor. Enter a Name and Group, then Save.

Places selected text into the Vocabulary Editor screen. To create a new word, add a Spoken Form if appropriate, then click Add.

Start application name

Starts a Windows program where application name is the name of the Windows program exactly 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.

Switch to application name

Switches to applications listed in the Task Bar.

Click (Minimize| Maximize | Restore)

Resizes the Windows application window.

Managing Your Dictation

Preventing dictation – using the Results Box “red dot”

The microphone may not turn off immediately if it is hearing dictation or noise. In this situation the Dragon Results box continues to display updated recognition processing results after an attempt has been made to turn the microphone off by keyboard or by mouse.

To force the microphone to turn off immediately and to cancel any further transcription, click the red dot in the upper left corner of the Results Box.

The “Standard Dictation Environment” Indicator

Full Dragon NaturallySpeaking functionality is only available in a “Standard Dictation Environment” or Dragon friendly application. MS Word, Outlook, the Dragon Pad and many other applications are Standard Dictation Environments and are indicated by the green dot to the right of the Microphone View Meter.

Specifically, Select, Correct and the other “Select and Say Commands” will work reliably only in a Standard Dictation Environment. When the Dot is “grayed out”, some NaturallySpeaking features may no longer work reliably or may not work at all.
Key Dragon NaturallySpeaking Utilities

Vocabulary Editor: Increasing Recognition Accuracy

When Dragon NaturallySpeaking has difficulties with specific words and the normal correction processes do not seem to resolve the problem, the Vocabulary Editor can usually take care of it.

Access the Vocabulary Editor one of 3 ways

1. On the Dragon Bar, Click Words, then View/Edit …
2. Say “Start Vocabulary Editor”
3. Select text in a document that you want to add to the vocabulary, then say “Make this a phrase”

Using the Vocabulary Editor you can:

1. Add new words.
2. Add new words with “Spoken Forms”
   Tip: Spoken Forms of a word should consist of normal words, spelled out numbers, initials (C. G., etc) and acronyms (eg. URAJ = “you are a Jay”) that when read or “spoken”, will match the sounds you want to make when you would like the Written Form of the word to appear in your document.
3. Add phrases
4. View and delete your custom words. (Display drop list: Custom words only”

Command Browser: Creating and Managing Custom Commands

Custom commands allow you to speed up your workflow by adding blocks of standard text or automating keystrokes to speed up application navigation. The Command Browser can be used to create, delete, revise and manage your custom commands.

Access the Command Browser one of 2 ways

1. On the Dragon Bar, Click Tools, then Command Browse …
2. Say “Start Command Browser”

New Commands can be created two ways:

1. From the Command Browser, click on “New” on the Task Pane in the Manage Mode (or MyCommands Mode for the Medical Versions.
2. Standard text (Text and Graphics) commands can be created by select text in a document then saying “Make this a shortcut”.

To complete the command, complete the command name and contents, place the command in a group with your first name, then click “Save”.

Additional information on creating commands and the Command Browser can be found in the Dragon Help system. On the Dragon Bar, click on Help, Help Topics, then the Contents Tab.