

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

(Bold/ | talicize | 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”.

(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.

(Caps | All Caps | No Caps) (On | Off) Begin transcribing with the indicated capitalization until it is turned off.

Compound That Removes all spaces in selected text or last utterance.

No Space _____ Prevents the space before the next word spoken.
(dictation command – no pause required)

Operational Commands

Make (This | That) a Shortcut Places selected text into the MyCommands Editor. Enter a Name and Group, then Save.

Make (This | That) a Phrase Places selected text into the Vocabulary Editor screen. To create a new word, add a **Spoken Form** if appropriate, then click Add.

Windows Commands

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.

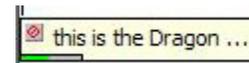
Click (Minimize| Maximize | Restore) Resizes the Windows application window.

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.

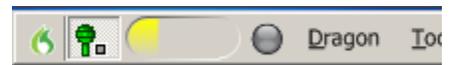


The “Standard Dictation Environment” Indicator

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**.*