Dragon® Commands Summary
Relative to Dragon for Windows v14 or higher
Dictation success with Dragon depends on just a few commands that provide about 95% of the functionality needed to complete most dictation tasks – the essential commands for Corrections, Revisions, Document Navigation, Capitalization and Numbers.

General Dragon Commands
(Go to Sleep | Stop Listening) Start Sleeping mode.
(Wake Up | Listen to Me) Exit Sleeping Mode.
Microphone Off Turn the microphone off.

Corrections and Revisions
Select _______ To Choose or Dictate correction or revision of the specified words*. Returns cursor to the end of the selection.
Correct _______ To Choose or Spell a correction to the specified words.* (if set in Options). Returns the cursor to its position prior to the Correct command.
Resume With last few desired words [...optional, continued dictation] Immediate correction of last words spoken and continue dictation starting with last properly transcribed words. Not available after any keyboard, mouse or navigation actions.
(Select | Correct) That Applies the last utterance spoken.
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) Word Deletes the previous or next word from the cursor location.
Delete (Previous | Next) x Words Deletes the specified number of words from the cursor.

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.
**Correction and revision strategy** *(your key to success):* 90% of all recognition and dictation errors can be corrected with steps 1 & 2. 100% of recognition errors can be corrected by adding steps 3 & 4. In general, use steps 1 & 2 first because it is faster, add 3 & 4 if step 2 fails to fix the error. These 4 steps, *performed once* should fix any errors.

1. Say “Select” then read the text to be changed (without any pauses)
2. If the correct text is listed, choose it – otherwise simply *redictate the text* (say the words).
3. If the results are still wrong say “Correct” then read the text to be changed (without any pauses), or use “Correct That” if the error was just spoken.
4. If the correct text is listed, choose it – otherwise simply *spell the correction* by voice or keyboard. Alpha-Bravo words (International Phonetic Alphabet) can be used

The correction commands below are available *immediately after* you dictate a mistake. These commands work only immediately after you have dictated words and the commands do not train Dragon for Dragon mistakes.

**Resume With correct words […] optional, continued dictation**
uses the last few correct words to replace a mistake and continue dictation in a single, quick and easy step.

**Scratch That [x Times]**
removes the last dictation utterance or series of utterances.

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**Windows Commands**

- **(Open | 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**
  Switch the Windows focus to a program that has been started on your computer. Replace *application name* with the name of the application as it shows up in the Task Bar or when you place the mouse over the Task Bar name. Works with most, but not all programs.

- **List Programs**
  A slightly slower but more reliable way to switch between running programs. Provides a list of running programs from which to choose.

- **Click (Minimize| Maximize | Restore) OR (Minimize| Maximize | Restore) Window**
  Resizes the Windows application window.

- **(Expand | Collapse) [the] Dragon Bar**
  Expands or collapses the Dragon Bar.
**Additional Key Commands Summary: Increasing Productivity**

**Basic Productivity Enhancement Commands.** The commands on the following pages are not essential to the successful use of the Dragon technology, 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 Dragon version 10.x or higher)

**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.

**Editing and Revision Commands**

(Select | Copy) _____ Through _______
(Select | 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”.

(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 | 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”.

(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.

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

(Capitalize) _____
Provides initial capitalization on the indicated text.*

*No Space _____
Prevents the space before the next word spoken.*

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

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Increasing Productivity and Accuracy

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

Spelling and Dictation Modes

Spell _______
Provides a temporary Spell Mode: 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 | Dictation) Mode (On | Off)

Key Dragon Utilities (Professional, Legal, Law Enforcement Medical Editions)

Vocabulary Editor: Increasing Recognition Accuracy
When Dragon 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 Vocabulary, then Open Vocabulary Editor
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 two ways

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

New Commands can be created three ways:

1. From the **Command Browser**: click on **New** on the Task Pane in the **Manage Mode** or **MyCommands Mode**.
2. From the **Dragon Bar**: click **Tools, Add New Command …**
3. **By voice**:
   a. Select text in a document then say **“Make this a shortcut”** to create a Text and Graphics command in the **MyCommands Editor**.
   b. Say **“Add New Command”** or **“Create New Command”** to open the **MyCommands Editor**.

To complete the command, complete the command name and contents, place the command in a group if desired, 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.***
The following characters and symbols can be spoken during dictation. These are not "commands" which means that they can be spoken as part of a dictation utterance, without pausing.

<table>
<thead>
<tr>
<th>What you say</th>
<th>Notes</th>
</tr>
</thead>
<tbody>
<tr>
<td>. Period</td>
<td>Followed by 1 space and capitalizes the next word.</td>
</tr>
<tr>
<td>. Point Dot</td>
<td>No following spaces.</td>
</tr>
<tr>
<td>( (Open</td>
<td>Left) (Paren</td>
</tr>
<tr>
<td>) (Close</td>
<td>Right) (Paren</td>
</tr>
<tr>
<td>[ (Left [Square]</td>
<td>Open) Bracket</td>
</tr>
<tr>
<td>] (Right [Square]</td>
<td>Close) Bracket</td>
</tr>
<tr>
<td>{ (Open</td>
<td>Left) (Curly</td>
</tr>
<tr>
<td>} (Close</td>
<td>Right) (Curly</td>
</tr>
<tr>
<td>&lt; Left Angle Bracket</td>
<td>Less Than Sign Open Angle Bracket</td>
</tr>
<tr>
<td>&gt; Right Angle Bracket</td>
<td>Greater Than Sign Close Angle Bracket</td>
</tr>
<tr>
<td>! Exclamation (Mark</td>
<td>Point)</td>
</tr>
<tr>
<td>? Question Mark</td>
<td></td>
</tr>
<tr>
<td>&quot; (Begin</td>
<td>Open) [Double]</td>
</tr>
<tr>
<td>&quot; (End</td>
<td>Close) [Double]</td>
</tr>
<tr>
<td>: Colon</td>
<td></td>
</tr>
<tr>
<td>; Semicolon</td>
<td></td>
</tr>
<tr>
<td># Pound Sign</td>
<td>Number Sign</td>
</tr>
<tr>
<td>$ Dollar Sign</td>
<td></td>
</tr>
<tr>
<td>% Percent Sign</td>
<td></td>
</tr>
<tr>
<td>&amp; And Sign</td>
<td>Ampersand</td>
</tr>
<tr>
<td>@ At Sign</td>
<td></td>
</tr>
<tr>
<td>© Copyright Sign</td>
<td></td>
</tr>
<tr>
<td>® Registered Sign</td>
<td></td>
</tr>
<tr>
<td>§ Section Sign</td>
<td>Inserts the legal or section symbol &quot;$&quot;</td>
</tr>
<tr>
<td>^ Caret</td>
<td></td>
</tr>
<tr>
<td>' Apostrophe</td>
<td></td>
</tr>
<tr>
<td>' (Begin</td>
<td>Open) Single Quote</td>
</tr>
<tr>
<td>' (End</td>
<td>Close) Single Quote</td>
</tr>
<tr>
<td>* Asterisk</td>
<td></td>
</tr>
<tr>
<td>+ Plus Sign</td>
<td></td>
</tr>
<tr>
<td>, Comma</td>
<td></td>
</tr>
<tr>
<td>/ Slash</td>
<td>Forward Slash</td>
</tr>
<tr>
<td>\ Back Slash</td>
<td></td>
</tr>
<tr>
<td>... Dot Dot Dot Ellipsis</td>
<td></td>
</tr>
<tr>
<td>'s Apostrophe-ess</td>
<td>Adds the ('s) for possessive nouns.</td>
</tr>
<tr>
<td>(s) Optional s</td>
<td>Adds the &quot;(s)&quot; optional s.</td>
</tr>
<tr>
<td>_ Underscore</td>
<td></td>
</tr>
<tr>
<td>-- Dash</td>
<td>Inserts &quot;--&quot; with a space on each side.</td>
</tr>
<tr>
<td>- Hyphen Minus Sign</td>
<td>Inserts a &quot;-&quot; with no spaces.</td>
</tr>
<tr>
<td>= Equal Sign</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Vertical Bar</td>
</tr>
</tbody>
</table>

EXAQ provides on-site and Remote Desktop Training and Support nationwide. Please contact us for additional information.