



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 <i>end of the selection</i> .
Correct _____	To Choose or Spell a correction to the specified words.* (if set in Options). Returns the cursor to <i>its position prior to the Correct command</i> .
Resume With <i>last few desired words</i> [...optional, continued dictation]	Immediate correction of last words spoken and continue dictation starting with last properly transcribed words. <i>Not available after any keyboard, mouse or navigation actions.</i>
(Select Correct) That	Applies the last utterance spoken.
Scratch That [x Times]	To remove and forget last utterance or last <i>x</i> 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 fastest, 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.

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 Menu 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.
	<i>Important note regarding Bold, Italicize, and Underline commands:</i> 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. (dictation command – no pause required)

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

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 <i>Spell Mode</i> : 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**.*

Dictating Characters

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.

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

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