

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 version 9.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

Corrections and Revisions

Select _____	To Choose or <i>Dictate</i> correction or revision.*
Correct _____	To Choose or <i>Spell</i> correction.*
Scratch That (Scratch That x Times)	To remove and <i>forget</i> last utterance.
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 to Top/Bottom	Go to the top or bottom of the document
Go 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
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
Caps/All Caps/No Caps On/Off	Begin transcribing with the indicated capitalization until it is turned off.

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.

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