

# COMMAND QUICK SHEET FOR DRAGON NATURALLYSPEAKING

## COMMANDS

### GENERAL COMMANDS

#### Controlling the Microphone:

- Go to sleep/Stop listening
- Wake up/Listen to me
- Microphone off

#### Getting Help:

- Give me help
- What can I say
- Display sample commands

#### Selecting and Correcting:

- Select <xyz>
- Select again
- Select the next <number> characters
- Select previous paragraph
- Select document
- Correct <word>
- Select all
- Unselect that

#### Inserting Lines and Spaces:

- New line
- New paragraph
- Press Enter
- Press Tab key

#### Capitalizing:

- Capitalize that; Cap that
- All caps on
- All caps off
- No caps

#### Editing and Formatting Text:

- Cut that
- Copy that
- Copy all to clipboard
- Paste it here

#### Undoing and Deleting:

- Scratch that
- Delete that
- Undo that
- Backspace <n>

#### Moving Around in Your Document:

- Move left <number> words
- Move down <number> lines
- Go to end of line
- Page up
- Page down
- Insert before <xyz>

### DESKTOP COMMANDS\*

#### Controlling your Desktop:

- Start <application name> (for example, Microsoft Word, Lotus Notes, Windows Explorer)
- Start <Folder name>
- Move down <number>
- Move up <number>
- Click Start
- Shut down computer
- Open <desktop icon name>
- Switch to <application name>
- Minimize window
- Maximize window

#### Email Commands

- Check for new mail
- View by sender
- Forward mail
- Reply to all
- Delete mail
- Create new message
- Subject field
- Go to body field
- Attach a file
- Check spelling
- Send mail
- View sent items folder
- Send and receive

#### Address Book and Contacts Commands

- Show the address book
- Display contacts folder
- Delete contact

#### Calendar Commands

- Switch to the calendar folder
- Show date
- View month
- Create a new appointment
- Invite attendees
- Cancel invitation
- Save and close

*\*These commands are available only if the option Enable Natural Language Commands has been selected.*

CONTINUES >>

# DRAGON VOICE SHORTCUTS

COMMAND TYPE	EXAMPLE COMMAND	WHAT HAPPENS
Search the Web. (default search engine)	"Search the Web for Italian restaurants in Boston."	Your default Web browser opens and displays the results of the default search engine on the given keywords.
Search specific Web sites.	"Search eBay for waffle iron."	Your default Web browser opens and displays the results of searching eBay for the given keyword(s). Dragon NaturallySpeaking 10 supports this feature for the following Web sites: <ul style="list-style-type: none"><li>• eBay</li><li>• Amazon.com</li><li>• About.com</li><li>• Answers.com</li><li>• Creative Commons</li><li>• Wikipedia</li><li>• YouTube</li></ul>
Find the top Web site from Google's "I'm feeling lucky".	"Find a site about weather."	Your default Web browser opens and displays Google's top-ranked page for the given keyword(s).
Search the Web with a specific search engine.	"Search Yahoo for movies in Boston."	Your default Web browser opens and displays Yahoo's search results for the given keywords. Dragon NaturallySpeaking 10 supports this feature for the following search engines: <ul style="list-style-type: none"><li>• AltaVista</li><li>• AOL Search</li><li>• Ask.com</li><li>• Google</li><li>• Microsoft Live Search</li><li>• Yahoo!</li></ul>
Search the Web for a specific type of information.	"Search video for JFK inaugural address."	Your default Web browser opens and displays the results of a search on the given keywords in your default search engine's video category. Valid search categories are: <ul style="list-style-type: none"><li>• Search (images   pictures   photos) for &lt;XYZ&gt;</li><li>• Search (video   movies) for &lt;XYZ&gt;</li><li>• Search (news   events) for &lt;XYZ&gt;</li><li>• Search (products   shops) for &lt;XYZ&gt;</li><li>• Search (maps   places) for &lt;XYZ&gt;</li></ul>

## QUICK VOICE FORMATTING

TO...	SAY...
Delete the specified text or a range of text.	Delete <text> Delete from <text> to <text> Delete <text> through <text>
Cut the specified text or a range of text.	Cut <text> Cut from <text> to <text> Cut <text> through <text>
Copy the specified text or a range of text.	Copy <text> Copy from <text> to <text> Copy <text> through <text>
Bold the specified text or a range of text.	Bold <text> Bold from <text> to <text> Bold <text> through <text>
Italicize the specified text or a range of text.	Italicize <text> Italicize from <text> to <text> Italicize <text> through <text>
Underline the specified text or a range of text.	Underline <text> Underline from <text> to <text> Underline <text> through <text>