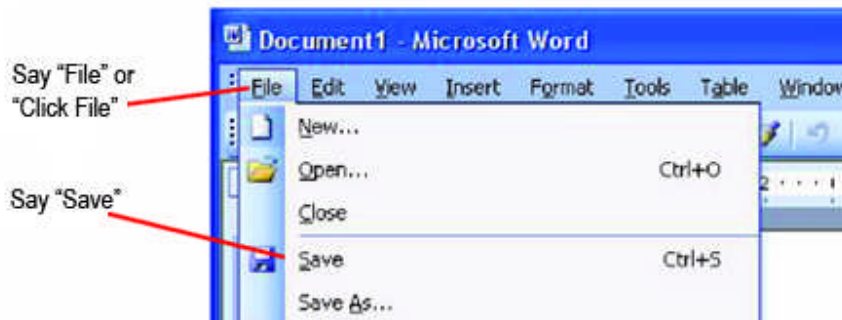


## Opening and Closing Menus

You can activate any menu by saying the menu name.

### To open a menu:

1. Open a program window (for example, Microsoft® Word) and make it active.  
Say the name of the menu you want to open (for example, say "File"). If the command does not work, try saying "Click" and then the name of the menu you want to open (for example, say "Click File").



2. In this example, the File menu should open. If the command doesn't work (for example, if the word "click" is typed into your document), you may have paused in the middle of the command.
3. Say the name of a menu item to activate it (for example, say "Save").
4. To close a menu, say "Cancel." **TIP: To open the Start menu, say "Click Start" or "Click Start Menu."**

**NOTE:** If commands are often typed into your document instead of recognized as commands, you can make Dragon recognize commands only when they are preceded by saying "Click." To do this, select the Require "Click" to select menus and controls check box on the Commands tab of the Options dialog box.

For more information, see the online help.