Deleting Text

Deleting the last words you dictated

You can erase the last words you dictated by saying "Scratch That." When you say this command, Dragon deletes the last thing it typed into your document. This may be a full sentence, a phrase, or just one word, if that's all you said before pausing.

You can say "Scratch That" up to 10 times to delete the last few things you said. If you repeat the command, you must pause before saying it again. You can also say, for example, "Scratch That 5 Times."

Going back as you dictate

When you're dictating, sometimes you may hesitate or think of a better way to say something right after you've said it. When this happens, you can use the "Resume With" command to return to where you were before the mistake.

Just say "Resume With" followed immediately by the word or words to which you want to return. Then, continue dictating. Any text after the new position of the insertion point will be replaced with your new dictation.

NOTE: *When using the "Resume With" command, remember not to pause in the middle. Say "Resume With" and then immediately say the words to which you want to return. These words must be in the last three or four sentences (100 characters) you said; you can't use "Resume With" to return to an earlier part of your document.*

To go back as you dictate:

1. Suppose you dictate this sentence: "I have a deadline this week, but we could meet for lunch... um... er... next Wednesday."
2. To correct the sentence, return to the last correct words you remember dictating. For example, say "Resume With meet for lunch." (Remember not to pause in the middle.)
3. Then, dictate the rest of the sentence. For example, say "next Wednesday at noon."

Deleting specific words

You can delete text by selecting it and saying "Delete That." To delete text:

1. Select the text you want to delete.
2. Say "Delete That."

You can also say "Scratch That" to do the same thing.

Deleting the next or previous paragraph or line

You can delete the next or previous paragraph by saying "Delete Next Paragraph" or "Delete Previous Paragraph." You can delete the next or previous line by saying "Delete Next Line" or "Delete Previous Line."

You can also delete a number of paragraphs or lines (up to 20). For example, you can say "Delete Previous 5 Paragraphs." See the complete list below:

SAY...	THEN ...	THEN ...

Delete	Next	Paragraph
	Previous	2...20 Paragraphs
	Forward	Line
	Back	2...20 Lines

Deleting the next or previous word or character

You can delete the next or previous word by saying "Delete Next Word" or "Delete Previous Word." You can delete the next or previous character by saying "Delete Next Character" or "Delete Previous Character."

You can also delete a number of words or characters (up to 20). For example, you can say "Delete Previous 5 Words." See the complete list below:

SAY...	**THEN ...**	**THEN ...**
Delete	Next	Word
	Forward	2...20 Words
	Previous	character
	Back	2...20 characters
	Last	2...20 characters