

Moving Around in a Document

SAY...

THEN...

Back

2... 20 Characters

Last

When you're editing a document, you can move around in it by voice. After you place the insertion point where you want it, you can dictate more text, select text, copy and paste, or apply formatting.

Going to the top or bottom of a page or document

You can move to the top or bottom of the current page by saying "Page Up" (equivalent to pressing the PAGE UP key) or "Page Down" (equivalent to pressing the PAGE DOWN key).

You can move to the top or bottom of your document by saying "Go to Top" or "Go to Bottom."

Going to the beginning or end of a line

SAY...

THEN...

Go to

Top

Move to

Bottom

Top of Document

Beginning of Document

Start of Document

Bottom of Document

End of Document

you can move to the beginning or end of the current line by saying "*Go to Beginning of Line*" or "*Go to*

End of Line"

Go to Beginning of Line

Move to Start of Line

End of Line

Placing the insertion point before or after a specific word

You can place the insertion point before a specific word by saying "Insert Before" and then the word or words. You can place the insertion point after a word by saying "Insert After" and then the word or words.

After you move the insertion point where you want it, you can dictate more text, paste text, add punctuation, and so on.

To place the insertion point before a specific word:

To move the insertion point before the word lets in the sentence below, say "Insert Before lets" (or "Insert Before lets me talk"). Remember not to pause between any of the words:

Dragon lets me talk instead of type.

To place the insertion point after a specific word:

To move the insertion point after the word "talk" in the sentence below, say "Insert After talk" (or "Insert After lets me talk").

Dragon lets me talk instead of type.

Moving up or down a paragraph or line

You can move up or down a paragraph by saying "Move Up a Paragraph" or "Move Down a Paragraph." You can also move up and down a number of paragraphs (up to 20). For example, you can say "Move Up 3 Paragraphs." You can move up or down a line by saying "Move Up a Line" or "Move Down a Line." You can also move up and down a number of lines (up to 20).

For example, you can say "Move Down 3 Lines," as delineated in the table below:

SAY...	THEN...	THEN...
Move	Up	a Paragraph <i>or</i> 1 Paragraph
	Back	2...20 Paragraphs

Down a Line *or* 1 Line

Forward 2. . .20 Lines

Moving right or left a word or character

You can move to the right or left of a word by saying "Move Right a Word" or "Move Left a Word." You can also move right or left a number of words (up to 20). For example, you can say "Move Right 3 Words."

You can move to the next or previous character by saying "Move Right a Character" or "Move Left a Character." You can also move forward and backward a number of characters (up to 20). For example, you can say "Move Left 4 Characters" or "Move Back 6 Characters," as delineated in the next table:

MOVE...	THEN...	THEN...
Move	Right	a Word <i>or</i> 1 Word
	Forward	2...20 Words
	Left	a Character <i>or</i> 1 Character
	Back	2... 20 Characters