

Capitalizing Text

Capitalizing first letter of next word you dictate

Dragon capitalizes many words automatically, such as the first word in a sentence (following a period, question mark, or exclamation mark). It capitalizes the first word after you say "New Paragraph" (not when you say "New Line") and it capitalizes proper names (when these words are already in the Dragon vocabulary in capitalized form).

NOTE: You can change the spacing and capitalization rules for a word in the Word Properties dialog box. See the online help for more information.

When you're dictating, you can capitalize words that aren't automatically capitalized by saying "Cap" and then the word. For example, say "Cap zelda" to get Zelda.

TIP: If saying "Cap " doesn't work, try say "Cap Next ." **TIP:** To dictate the word "cap," for example, in this sentence: The company is putting a cap on salary increases, you must say "the company is putting a" then say "Spell c-a-p," and then say "on salary increases." In this way, Dragon knows that you do not want to capitalize any of the words within the sentence.

Capitalizing consecutive words

When you want to capitalize consecutive words (for example, if you're dictating a book title), you can turn capitals on and then turn them off when you're finished. This is usually easier than saying "Cap" before each word. Another way to do consecutive capitalization is to dictate the words, pause, and then say "Capitalize That" or "Cap That."

To capitalize the first letters of consecutive words:

1. Say "Caps On" to turn capitals on.
NOTE: When "Caps On" is active, Dragon uses title case. This means it capitalizes the first letters all words except for articles and prepositions (such as "the" and "to").
2. Dictate the words you want capitalized. For example, say: "success is a journey [colon] seven steps to achieving success in the business of life"
Dragon types:
Success Is a Journey: Seven Steps to Achieving Success in the Business of Life
3. Say "Caps Off" to turn capitals off.

Capitalizing names of people, departments, and drugs in Medical Edition

In the Dragon Medical edition, to indicate that you want either initial caps or all caps for names of people, departments, and medications:

1. On the DragonBar, select Tools > Formatting.
2. In the Formatting dialog box, click the Capitalization tab.
3. In the drop-down lists for Person name capitalization, Department name capitalization, and Drug name capitalization, indicate the type of capitalization to use by choosing Standard, Initial caps, All caps, or Title caps.
4. Click OK to save the settings.

Capitalizing critical words for emphasis in Medical Edition

In the Dragon Medical edition, to indicate that you want words such as ALLERGY or CODE BLUE or DO NOT INTUBATE to be in all caps for emphasis:

1. On the DragonBar, select Tools > Formatting.
2. In the Formatting dialog box, click the Capitalization tab.
3. Click the appropriate check boxes to indicate where you want capitalization applied.
4. (optional) To select all check boxes on the tab, click Select All or, to deselect all check boxes, click Deselect All.

5. Click OK to save the settings.

Dictating next word in all capital letters

When you're dictating, you can enter a word in all capital letters by saying "All Caps" and then the word. For example, say "All Caps please" to get PLEASE.

In the Medical Edition, you can choose to have important words appear in all caps automatically. See Capitalizing critical words for emphasis in Medical Edition on page 87.

Dictating consecutive words in all capital letters

When you want to dictate consecutive words in all capitals, you can turn all capitals on and then turn them off when you've finished.

To dictate consecutive words in all capitals:

1. Say "All Caps On" to turn all capitals on (like pressing the CAPS LOCK key).
2. Dictate the words that you want to appear in all caps. For example, say "the end" and Dragon types THE END
3. Say "All Caps Off" to turn all capitals off.

Dictating next word in all lowercase letters

When you're dictating, you can enter a word in all lowercase letters by saying "No Caps" and then the word.

For example, say "No Caps Jennifer" to get jennifer. (Dragon normally capitalizes this and other proper names.)

Dictating consecutive words in all lowercase letters

When you want to dictate consecutive words in lowercase letters (for example, names of computer files or e-mail addresses), you can turn the "no capitals" feature on and then turn it off when you are finished. This is usually easier than saying "No Caps" before each word.

To dictate consecutive words in all lowercase letters:

1. Say "No Caps On" to turn no capitals on.
2. Dictate the words you want to appear in all lowercase.
3. Say "No Caps Off" to turn no capitals off.

Capitalizing (or uncapitalizing) text already in your document

You can change the capitalization of text already in your document by selecting it and then saying "Capitalize That," "Cap That," or "All Caps That," or "Uncapitalize That," "Uncap That," or "No Caps That."

To capitalize or uncapitalize text:

1. Select the text you want to change.
2. Say "Capitalize That," "Cap That," or "All Caps That," or "Uncapitalize That," "Uncap That," or "No Caps That."