

Formatting Text

You can use voice commands to specify any combination of font name, size, and style, in that order. These commands change text you dictate from then on or text you have selected.

To set a new style for text you are about to dictate, use the "Set Font" and "Set Size" commands. To change the style of text you have already selected, use the "Format That" command.

Changing the font as you dictate

While dictating, you can change the font face, size, and style by saying "Set Font" followed by the font attributes you want. For example, you can say "Set Font Times" or "Set Font Arial 12 Bold." When you continue dictating, the new text appears with the font attributes you set.

Changing font face

SAY...

Set Font

THEN...

Arial

Courier

Courier New

Garamond

Helvetica

Palatino

Times

Times New Roman

Changing font size

Say "Set Size" and then a size from 4 to 100 points. For example, say "Set Size 18." Then, continue dictating.

SAY...	THEN...
Set Font	Bold
	Italics
	Bold Italics
	Underline
	Strikeout
	Plain or Plain Text or Normal or Regular

Changing font style

Changing a combination of font face, size, and style Say "Set Font" and then the attributes you want (listed in the previous sections). You can specify any combination of font face, size, and style, but you must specify these attributes in that order (font face, then size, then style). See the list of examples below:

- "Set Font Arial"
- "Set Font Arial 12" or "Set Font Arial 12 Point"
- "Set Size 12 Bold"
- "Set Font Arial Bold"
- "Set Font Bold"

NOTE: *If you're changing only the font size, use the "Set Size" commands, not the "Set Font" command.*

Changing the font later

You can go back and change the font face, size, or style of text by selecting it and then using the "Format That" commands. "Format That" works on selected text with the same combinations of font face, size, and style as the "Set Font" commands (see the tables in the previous section.)

To change the font:

- Select the text you want to change.
- Say "Format That" and then the font attributes you want to apply as described in the previous section. For example, say "Format that Arial 18."

Bold, italics, and underlining

You can apply formatting to text in your document by selecting it and then saying "Bold That," "Italicize That," or "Underline That." You can also say "Strikeout That."

To add bold, italics, and underlining:

1. Select the text you want to change.
2. Say "Bold That," "Italicize That," "Underline That," or "Strikeout That."

To remove formatting:

1. Select the text you want to change.
2. Say "Restore That" to remove formatting.

Aligning text

You can change how text is aligned by placing your insertion point in the text and saying "Center That," "Left Align That," or "Right Align That."

To align text:

1. Move the insertion point to the text you want to align.
2. Say "Center That," "Left Align That," or "Right Align That." You can also use the following commands on selected text: "Format That Centered," "Format That Left Aligned," and "Format That Right Aligned."

Bulleted text

To add bullets to text, place your insertion point in the text and say "Format that Bullet Style." To remove bullets, say "Format that Bullet Style" again.