

## Dictating Punctuation

You can enter the punctuation marks and symbols listed below in text you dictate. For a list of all punctuation marks, see the online help.

TO ENTER...	SAY...
,	comma
.	period dot point <i>[each one has different spacing characteristics]</i>
?	question mark
!	exclamation mark <b>(All Dialects)</b> exclamation point <b>(US/Canada)</b>
"	open quote close quote
'	open single quote close single quote
(	open paren <b>(US/Canada)</b> left paren <b>(US/Canada)</b> left parenthesis <b>(All Dialects)</b> open parenthesis <b>(All Dialects)</b>
)	close paren <b>(US/Canada)</b> right paren <b>(US/Canada)</b> right parenthesis <b>(All Dialects)</b> close parenthesis <b>(All Dialects)</b>
'	apostrophe
's	apostrophe-ess
-	hyphen minus sign
-- [double hyphen]	dash
	space bar

## >Words that end with 's

To dictate a word ending with apostrophe S ('s), just say it as you normally would. Dragon will often add it. If Dragon doesn't include the 's, you can add it later.

### TO ENTER...

We took Mary's car

that's enough

it's time to go

### SAY...

We took Mary's car

that's enough

it's time to go

## Including 's as you dictate

When you want to make sure that Dragon types a word with 's, say "apostrophe ess" after saying the word. For words that already end in "s," say "apostrophe" after the word, as in the second example shown here.

### TO ENTER...

We took my brother's car

I met my friends'children

### SAY...

We took my brother [apostro- phe ess] car

I met my friends [apostrophe] children

**TIP:** You can add 's to a word by selecting it and then saying it again with "apostrophe ess."