

DRAGON DICTATE COMMAND QUICK SHEET

DICTATION COMMANDS

DICTATION COMMANDS

- Capitalize "text" [through/to "text"]
- Delete "text" [through/to "text"]
- Go to Beginning
- Go to End
- Insert After "text" [through/to "text"]
- Insert Before "text" [through/to "text"]
- Lowercase "text" [through/to "text"]
- Move Backward [1-99] Words
- Move Forward [1-99] Words
- Move to Beginning of Document
- Move to End of Document
- New Line
- New Paragraph
- No Space
- Select "text" [through/to "text"] Select Next/Previous
- Scratch That / Forget That
- Scratch Word / Forget Word
- Select All
- Train "text" [through/to "text"]
- Uppercase "text" [through/to "text"]

PHRASE TRAINING COMMANDS

- Choose "1" (or "2", etc.)
- Pick "1" (or "2", etc.)
- Edit "1" (or "2", etc.)
- Cancel Edit
- Press Play
- Hide Recognition Window
- Show Recognition Window

DRAGON DICTATE WINDOW COMMANDS

- Show Status Window
- Hide Status Window
- Show Available Commands Window
- Hide Available Commands Window
- Bring Dictate to the Front
- Show Recognition Window
- Hide Recognition Window

CAPITALIZATION COMMANDS

- Caps On
- Caps Off
- Cap
- All Caps
- All Caps On
- All Caps Off
- No Caps
- No Caps On
- No Caps Off
- Capitalize the Word[s] "text" [through/to "text"]

NO SPACE COMMANDS

- No Space On
- No Space Off
- No Space

BUTTON/KEYBOARD COMMANDS

- Press Cancel
- Press Don't Save
- Press OK
- Cancel This Operation
- Save This Document

MENU COMMANDS

- File New
- File Open
- File Close
- Undo Last Action
- Redo Last Action
- About this Application
- Access Find Window
- Access Force Quit Window
- Show Date and Time

APPLICATION LAUNCH/QUIT COMMANDS

- Activate [Application Name]
- Open [Application Name]
- Launch [Application Name]
- Quit [Application Name]
- Kill [Application Name]

PUNCTUATION COMMANDS

- Ampersand
- Apostrophe
- Apostrophe ess
- Asterisk
- At Sign
- Back Slash
- Back Quote / Backtick
- Caret
- Cents Sign
- Close Angle Bracket
- Close Brace
- Close Bracket (US Only)
- Close Euro Quote
- Close Parenthesis (All Dialects)
- Close Quote
- Close Single Quote
- Colon
- Comma
- Copyright Sign
- Dash
- Degree Sign
- Dollar Sign
- Dot
- Ellipsis
- Em Dash
- En Dash
- Equals Sign
- Euro Sign
- Exclamation Mark
- Exclamation Point
- Forward Slash

PUNCTUATION COMMANDS (CONT)

- Greater Than Sign
- Hyphen
- Left Angle Bracket
- Less Than Sign
- Minus Sign
- New Line
- New Paragraph
- Number Sign
- Open Angle Bracket
- Open Brace
- Open Bracket
- Open Euro Quote
- Open Parenthesis
- Open Quote
- Open Single Quote
- Percent Sign
- Period
- Plus Sign
- Point
- Pound Sign (US Only)
- Question Mark

- Put Brackets Around <text>
- Put Parenthesis Around <text>
- Put Quotes Around <text>
- Registered Sign
- Right Angle Bracket
- Section Sign
- Semi Colon
- Sharp Sign (Non-US Dialects)
- Slash
- Space Bar
- Tab Key
- Tilde
- Trademark Sign
- Underscore
- Vertical Bar

CHAT COMMANDS

- Send Message
- Smiley Face
- Frowny Face
- Winky Face

TEXT EDITING COMMANDS

FUNCTION

Cache Document	Prepares pasted text from other applications for editing by dictation.
Cache Selection	Prepares the selected text for navigation by voice or editing by dictation.
Copy Selection	Copies the selected text.
Cut Selection	Cuts the selected text.
Next Field	Performs the Purge Cache command, then tabs to next field in current application.
No Leading Space	Only for words already dictated – All spaces are removed before the word immediately after the cursor or left edge of the selection.
Paste From Clipboard	Pastes text from clipboard.
Previous Field	Performs the Purge Cache command, then tabs to previous field in current application.
Purge Cache	Commits dictated text to an existing document.
Redo Last Action	Tells active application to perform most recent action again.
Undo Last Action	Tells active application to undo most recent action. Equal to Cmd-Z keyboard shortcut in many applications.
Select All	Selects all text.

KEY COMMANDS

FUNCTION

Press The Key [keyname]	Enters the keyname as though the key had been pressed on the keyboard. Keynames are alphabet keys, numbers, function key F1 - F20, or other named keys
Press The Key Combo [modifiers] [keyname]	Enters the modifier keys, plus the keyname, as though they had been pressed on the keyboard. Modifiers are Control, Shift, Command, Option, Function and Capslock. Keynames are alphabet keys, numbers, function key F1 - F20, or other named keys.

PROOFREADING

FUNCTION

“Read/Proofread <text>” “Read/Proofread The Selection” “Read/Proofread Document”	Have dictated text read back to you taking advantage of the powerful Text-to-Speech capabilities built into Mac OS X.
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DRAGON VOICE SHORTCUTS

FUNCTION

“Search Google for [text]” “Search Bing for [text]” “Search Yahoo for [text]”	Search the web for information, products, news and more
“Search Mail for [text]”	Search Mail for messages
“Search Menus for ‘Page Setup’”	Search menu items in the active application
“Search Mac for ‘history term paper’” “Search Spotlight for ‘business brochure layout’”	Search your Mac for documents and content