**Principles**
- To click a button or other interface item, say its name preceded by “click” (see the Commands tab of the Options dialog).
- Pause before and after commands but not within them.

**Control the microphone**
- Go to sleep | Stop listening
- Wake up
- Microphone off

**Get help**
- Give me help
- What can I say
  - Show navigation commands
  - Show correction commands
  - Show formatting commands
  - Show punctuation commands
  - Open Help

**Search the computer**
- Search the computer for...
- Search documents for...
- Search e-mail for...

**Working with the web**
- (Dragon Web Extensions must be enabled in Edge or Chrome™)
- Go to Address Bar, Press alt d
- Click Go, Press Enter
- Refresh page, Press F5
- Open new tab, Press control t
- Find on this page, Press control f click <link name>
- click link
click text field or click edit box
click [radio] button
click checkbox
click image
click list box then show choices
  - If more than one match: choose <n> or hide numbers or cancel

**Select text**
- Select all
- Select <xyz>
- Select next <n> words
- Select <start> through <end>
- Select previous paragraph
- Select document
- Unselect that

**Correct Dragon’s errors**
- Correct <xyz>
- Correct that

**Edit text**
- Resume with <xyz>
- Delete line
- Delete last <n> words
- Scratch that <n> times
- Backspace <n>
- Undo that
- Cut that
- Paste that
- Quote that
- Show Dictation Box

**Spell out**
- Spell that
- Spell <cap b a hyphen 5>
- Spell <Charlie alpha papa>
- Switch to Spell mode

**Move the insertion point**
- Insert before <xyz>
- Go back
- Go to top | bottom
- Move down <n> lines
- Go to end of line
- Move left <n> characters
- Page up | down

**Add lines and spaces**
- New line
- New paragraph
- Press Enter
- Press Tab key
- Tab <n> times

**Move in a list**
- Move down <n>
- Go to bottom | top
- Press Enter
- Press right arrow

**Format**
- Bullet selection, Unbullet that
- Underline <xyz>, Capitalise <xyz>
- Make this uppercase
- All caps on | off

**Work with windows**
- Switch to <window name>
- Minimise window
- Show Desktop
- Restore windows
- List all windows
- List windows for <program>

**Start and close items**
- (see the options for Start menu and Desktop)
- Click Start
- Start DragPad
- Start <item name>
- Start Microsoft Word
- Start Edge
- Open Control Panel
- Close window, Press alt F4

**Move the mouse**
- Move mouse up
- Move mouse right
- Move mouse down slower
- Stop

**Position the mouse**
- MouseGrid
- MouseGrid window
- MouseGrid <1 to 9><1 to 9>
- Cancel

**Click the mouse**
- Mouse click
- Mouse double click
- Mouse right click

**Drag the mouse**
- Drag mouse down faster
- Mouse drag lower right very fast
- Mouse drag up very fast
**Command cheat sheet**

**Nuance® Dragon® Professional v16**

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<table>
<thead>
<tr>
<th>Command type</th>
<th>Sample Wording</th>
<th>What happens</th>
</tr>
</thead>
<tbody>
<tr>
<td>Search the Web (default search engine)</td>
<td>Say something like, “Search the Web for post offices in Boston.”</td>
<td>Your default Web browser displays the results of the default search engine for the given keywords.</td>
</tr>
<tr>
<td>Search specific Web sites</td>
<td>Say something like, “Search Wikipedia for Norman Rockwell.”</td>
<td>Your default Web browser displays the results of searching Wikipedia for the given keyword(s). Dragon supports this feature for many Web sites, including the following: Google, Ask.com, MSN, Yahoo!, Wikipedia</td>
</tr>
<tr>
<td>Open the top Web site from Google’s “I’m feeling lucky” for given keyword(s)</td>
<td>Say something like, “Open top site for writing business plans.”</td>
<td>Your default Web browser opens and displays Google’s top-ranked page for the given keyword(s).</td>
</tr>
<tr>
<td>Search the Web with a specific search engine</td>
<td>Say something like, “Search Google for 53 divided by 12.”</td>
<td>Your default Web browser opens and displays the results of searching for the given keywords. Dragon supports this feature for the following search engines: Bing, Google, Yahoo!</td>
</tr>
</tbody>
</table>
| Search the Web for a specific type of information | Say something like, “Search YouTube for JFK inaugural address.”                                                   | Your default Web browser opens and displays the results of a search for the given keywords in your default search engine’s video category. Valid categories are:  
  – Search (news | events) for...  
  – Search (products | shops) for...  
  – Search (maps | places) for...  
  – Search (video | movies) for...  
  – Search (images | pictures | photos) for... |

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If you would like to... | Just say...                                                                                                                                 |
---|---                                                                                                                                 |
**Delete the specified text or a range of text.** | – Say, “Delete <text>”  
  – Say, “Delete from <text> to <text> “                                                                                                                                 |
|**Cut the specified text or a range of text.** | – Say, “Cut <text>”  
  – Say, “Cut from <text> to <text> “                                                                                                                                 |
|**Copy the specified text or a range of text.** | – Say, “Copy <text>”  
  – Say, “Copy from <text> to <text> “                                                                                                                                 |

**Note:** Similar commands exist for “bold,” “italicise,” “underline” and “capitalise.”

Add quotes or brackets. | – Say, “Quote that”  
  – Say, “Empty Quotes”  
  – Say, “Bracket that”  
  – Say, “Empty Brackets”

**Can be disabled on the Commands tab of the Options dialog.**

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**About Nuance Communications, Inc.**

Nuance Communications is a technology pioneer with market leadership in conversational AI and ambient intelligence. A full-service partner trusted by 77 percent of U.S. hospitals and more than 75 percent of the Fortune 100 companies worldwide, Nuance creates intuitive solutions that amplify people's ability to help others. Nuance is a Microsoft company.

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