

# Nuance<sup>®</sup> Dragon<sup>®</sup> for Mac<sup>®</sup>

## Controlling the microphone

Go to sleep  
Wake up  
Microphone off

## Selecting text

Select "text" [through/to "text"]  
Select next/previous  
Select all  
Unselect that

## Editing and formatting

Cut selection  
Copy selection  
Paste from clipboard  
Bold/underline/italicize "text"

## Undoing and deleting

Scratch that  
Undo last action / Redo last action

## Correcting text

Correct "text" [through/to "text"]  
Read document /Read the selection

## Inserting lines and spaces

New line  
New paragraph  
Press the Enter key/Press OK  
Tab key/Press the key Tab

## Capitalizing

Capitalize "text" [through/to "text"]  
Caps on/Caps off  
All caps on/All caps off  
Uppercase "text" [through/to "text"]  
Lowercase "text" [through/to "text"]

## Moving around in documents

Move forward/backward [number]  
words  
Move left/right [number] words

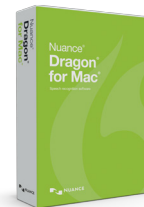
Go to beginning; Go to end  
Move to beginning of document  
Move to end of document  
Insert before [text]; insert after [text]

## Controlling the desktop

Activate [application name]  
Open [application name]  
Launch [application name]  
Quit [application name]  
Kill [application name]  
Hide this/the application  
Minimize window  
Zoom window  
Close this window  
Switch to next/previous application  
Search Mac for [text]  
Search Spotlight for [text]

## Punctuation

Period  
Comma  
Question mark  
Exclamation point or exclamation  
mark  
Colon  
Semi-colon  
Open quote/close quote  
Open parenthesis/close parenthesis  
Ellipsis  
Ampersand  
Dash  
Hyphen  
Put brackets around [text]  
Put parentheses around [text]  
Put quotes around [text]



## How to issue commands

When issuing voice commands, be sure to pause before and after the full text of the command, but do not pause in the middle of the command. Do not include additional words within your command.

To learn more about Dragon for Mac, as well as the complete line of Dragon speech recognition products, visit:

[www.nuance.com/dragon/](http://www.nuance.com/dragon/)

<b>Dragon Dictate window commands</b>	
Show/hide Status Window	The Status window is the primary user interface for Dragon.
Show/hide Available Commands window	The Available Commands Window serves as a “cheat sheet” on your desktop to remind you about the voice commands that you can use to control your computer.
<b>Button/keyboard commands</b>	
Press Cancel/Don't Save/OK	Selects and clicks a specific button within a dialog box.
Press the key [key name]	Enters the key name as though the key had been pressed on the keyboard. Key names are alphabet keys, numbers, function keys, or other named keys.
Press the key [modifiers] [key name] [key name]	Enters the key combination as though the keys had been pressed on the keyboard. Modifiers are Control, Shift, Command, Option, Function, and Caps Lock.
<b>Working on the Web - Safari</b>	
Scroll One Screen Down/Up	Scroll the current page down or up
<b>Working in your Gmail inbox*</b>	
Show Links	Displays a number next to all clickable links in your Gmail inbox.
Choose <n>	Click on the numbered link after you have displayed the links using the “Show Links” command.
Click <link>	Click on available links simply by speaking “Click” followed by the name of the link. For example, you can say “Click Inbox”, “Click Sent Mail” or “Click Back to Inbox.” You can also click on emails in your inbox by saying “Click” followed by the first 3-5 words in the email subject.
<b>Managing email</b>	
Send email to [name]	Consult your Address Book in Mail. Dragon for Mac allows you to say the name of any person or group having an email address in your Address Book. “Name” is the primary addressee of your message. You can specify multiple recipients by appending and [Name] to your command. After you’ve dictated your text, say Send message to send your mail. NOTE: Enable Email Commands in Dragon for Mac’s Preferences first.

\*Firefox browsers only. You must have Dragon Web Extensions installed. Visit [www.nuance.com/extensions](http://www.nuance.com/extensions) to install the latest versions.

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### About Nuance Communications, Inc.

Nuance Communications is reinventing the relationship between people and technology. Through its voice and language offerings, the company is creating a more human conversation with the many devices, electronics, apps and services around us. Every day, millions of people and thousands of businesses experience Nuance through intelligent systems that can listen, understand, learn and adapt to your life and your work. For more information, please visit [www.nuance.com](http://www.nuance.com).

