

# Nuance<sup>®</sup> Dragon<sup>®</sup> Professional Individual

## Control the microphone

Go to sleep | Stop listening  
Wake up | Listen to me  
Microphone off

## Get help

Give me help  
“Search the help for ...”  
What can I say

- Show navigation commands
- Show correction commands
- Show formatting commands
- Show punctuation commands
- Open help

## Basic dictation and editing

### Add lines and spaces

New line | Press enter  
New paragraph  
Press Tab key | Tab key | Tab  
Tab <n> times

### Dictating punctuation

Period  
Comma  
Question mark  
Exclamation mark

### Fixing mistakes

Undo | Undo that  
Scratch that  
Scratch that <n> times  
Delete line  
Delete last <n> words  
Delete <text>  
Resume with <xyz>  
Backspace <n>  
Correct <xyz>  
Correct that

### Select text

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

## Format

Underline <xyz>, Capitalize <xyz>  
All caps on | off  
Quote that  
Bracket that

## Copy and paste

Cut | Copy that  
Cut | Copy <text>  
Cut | Copy from <text> to <text>  
Paste that

## 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

## Move in a list

Move down <n>  
Go to bottom | top  
Press Enter  
Press right arrow

## Add new words or commands

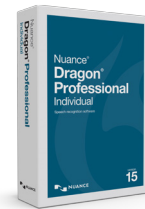
Add new word  
Add new command  
Open vocabulary editor  
Open command browser

## Search the computer

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

## Searching the web

Search the web for <text>  
Search eBay for <text>  
Open top sites for <text>  
Search video for <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 click a button or other interface item

Say its name preceded by “click” (see the Commands tab of the Options dialog).

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

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

**Working with the web**

(Dragon Web Extensions must be enabled in Internet Explorer® or Chrome™)

Show links

Press alt d

Press Enter

Press F5

Open new tab, Press control t

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

**Work with windows**

Switch to <window name>

Minimize 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 DragonPad

Start <item name>

Start Microsoft Word

Start Internet Explorer

Open Control Panel

Close window, Press alt F4

**Mouse control**

Move mouse up

Move mouse right

Move mouse down slower

Stop

Mouse click

Mouse double click

Mouse right click

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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).