Nuance®

Dragon® 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>

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**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.

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**To click a button or other interface item**

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

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

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

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.