**Nuance®**
**Dragon®**
**Professional Individual for Mac®**

**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]

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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.

To learn more about Dragon Professional Individual for Mac, as well as the complete line of Dragon speech recognition products, visit: www.nuance.com/dragon/
**Command cheat sheet**

**Dragon window commands**

<table>
<thead>
<tr>
<th>Command</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Show/hide Status Window</td>
<td>The Status window is the primary user interface for Dragon.</td>
</tr>
<tr>
<td>Show/hide Commands</td>
<td>The 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. You can also create and add new commands to enhance your productivity.</td>
</tr>
</tbody>
</table>

**Button/keyboard commands**

<table>
<thead>
<tr>
<th>Command</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Press Cancel/Don't Save/OK</td>
<td>Selects and clicks a specific button within a dialog box.</td>
</tr>
<tr>
<td>Press the key [key name]</td>
<td>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.</td>
</tr>
<tr>
<td>Press the key [modifiers] [key name]</td>
<td>Enters the key combination as though the keys had been pressed on the keyboard. Modifiers are Control, Shift, Command, Option, Function, and Caps Lock.</td>
</tr>
</tbody>
</table>

**Working on the Web - Safari**

<table>
<thead>
<tr>
<th>Command</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Scroll One Screen Down/Up</td>
<td>Scroll the current page down or up</td>
</tr>
</tbody>
</table>

**Working in your Gmail inbox**

<table>
<thead>
<tr>
<th>Command</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Show Links</td>
<td>Displays a number next to all clickable links in your Gmail inbox.</td>
</tr>
<tr>
<td>Choose &lt;n&gt;</td>
<td>Click on the numbered link after you have displayed the links using the “Show Links” command.</td>
</tr>
<tr>
<td>Click &lt;link&gt;</td>
<td>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.</td>
</tr>
</tbody>
</table>

**Managing email**

<table>
<thead>
<tr>
<th>Command</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Send email to [name]</td>
<td>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.</td>
</tr>
</tbody>
</table>

*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).

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