

# “Cheat Sheet” for Dragon NaturallySpeaking 10 users

*Red = new in Version 10 “XYZ” = any word(s) See Dragon Help for details*

<p><b>Acoustics</b></p>	<ul style="list-style-type: none"> <li><input type="checkbox"/> Connect/place microphone: facing <u>corner</u> of mouth, stable, consistent</li> <li><input type="checkbox"/> Turn <b>microphone off</b> when not dictating: use <u>hot key (+)</u>, ‘<b>stop listening</b>’</li> <li><input type="checkbox"/> Choose first or additional <i>Dictation Source</i> (USB, Bluetooth mic, recorder...)</li> <li><input type="checkbox"/> Read additional <b>Training</b> text (Accuracy Ctr). Train individual word if needed.</li> <li><input type="checkbox"/> <b>Check Audio Settings</b> if hardware or environment changes</li> </ul>
<p><b>Dictation, Capitalization, and Navigation</b></p>	<ul style="list-style-type: none"> <li><input type="checkbox"/> Enunciate <i>clearly but naturally</i>. Stay silent if hesitating. Aim for <i>full phrases</i>.</li> <li><input type="checkbox"/> Say <b>open paren</b>, <b>close quote</b>, <b>hyphen</b>, <b>ellipsis</b>, <i>section pound at sign</i>...</li> <li><input type="checkbox"/> <i>Pause</i> briefly before and after commands, don't pause within commands.</li> <li><input type="checkbox"/> ‘<b>New Paragraph</b>’, ‘<b>New Line</b>’, ‘<b>Tab</b>’</li> <li><input type="checkbox"/> ‘<b>Scratch that</b>’, ‘<b>Scratch that n times</b>’, ‘<b>Undo that</b>’</li> <li><input type="checkbox"/> Time (AM/PM), ‘<b>Roman numeral n</b>’, %, units, ‘<b>numeral n</b>’, contractions... See <i>Formatting Options (Tools menu)</i> &amp; Word Properties.</li> <li><input type="checkbox"/> ‘<b>Spell &lt;characters&gt;</b>’ incl. <b>alpha-bravo</b>, <b>slash</b>, <b>asterisk</b>, <b>dot</b>...</li> <li><input type="checkbox"/> ‘<b>Numbers Mode On</b>’, ‘<b>Switch to Spell   Command   Dictation   Normal Mode</b>’</li> <li><input type="checkbox"/> ‘<b>Caps On</b>’, ‘<b>ALL CAPS Off</b>’, ‘<b>Cap &lt;word&gt;</b>’, ‘<b>ALL CAPS &lt;word&gt;</b>’, ‘<b>no caps &lt;Word&gt;</b>’</li> <li><input type="checkbox"/> ‘<b>Go to top bottom</b>’, ‘<b>Go to end of line</b>’, ‘<b>Move left n words</b>’, ‘<b>Move up n lines</b>’</li> <li><input type="checkbox"/> ‘<b>Insert before after XYZ</b>’</li> <li><input type="checkbox"/> ‘<b>Mousegrid n n</b>’, ‘<b>Mousegrid window</b>’, ‘<b>Mouse right-click</b>’, ‘<b>Move Drag mouse lower right</b>’</li> <li><input type="checkbox"/> ‘<b>Press Enter   Escape   F6   Tab   Alt Down   Down Arrow   Page Up</b>’</li> </ul>
<p><b>Correct Misrecognitions</b></p>	<ul style="list-style-type: none"> <li><input type="checkbox"/> ‘<b>Correct XYZ</b>’, XYZ being <i>wrong</i> word(s) on screen (If already highlighted or just spoken: ‘<b>Correct That</b>’ -- see hotkey, DragonBar extras)</li> <li><input type="checkbox"/> Use <b>Playback*</b> <span style="margin-left: 150px;"><input type="checkbox"/> Double-click to select/correct words</span></li> </ul>
<p><b>Edit and Format</b></p>	<ul style="list-style-type: none"> <li><input type="checkbox"/> ‘<b>Delete line</b>’, ‘<b>Backspace n</b>’, ‘<b>Delete last next n characters words lines</b>’</li> <li><input type="checkbox"/> ‘<b>Select line</b>’, ‘<b>Select XYZ</b>’, ‘<b>Select start Thru end</b>’, ‘<b>Select again</b>’ <ul style="list-style-type: none"> <li><input type="checkbox"/> Replace text to revise: select by voice or hand, then overwrite</li> </ul> </li> <li><input type="checkbox"/> ‘<b>X That</b>’: ‘<b>Select   Delete   Copy   Bold   Paste   Hyphenate   ALL CAPS That</b>’</li> <li><input type="checkbox"/> <b>Direct commands: ‘Delete   Cut   Copy   Underline XYZ’ or ‘start Thru end’</b></li> <li><input type="checkbox"/> ‘<b>Open Dictation Box</b>’ (see Hotkeys)</li> </ul>
<p><b>Personalize the Vocabulary</b></p>	<ul style="list-style-type: none"> <li><input type="checkbox"/> ‘<b>Open Accuracy Center</b>’ <ul style="list-style-type: none"> <li><input type="checkbox"/> <b>Open Vocabulary Editor</b> to add, modify, or delete entries (and Word Properties)</li> <li><input type="checkbox"/> Create <i>Spoken Forms</i> (CSAT\see sat, Hseuh-tze\shoe tsee, interrogatories\rogs)</li> <li><input type="checkbox"/> ‘<b>Import Export custom words</b>’ (.txt, \spoken form)</li> <li><input type="checkbox"/> Adapt Vocabulary from relevant text documents; ‘<b>Increase Accuracy From Email</b>’</li> </ul> </li> </ul>
<p><b>Find, *Edit*Manage Commands</b></p> <p><b>*Shortcuts for Web/PC Search &amp; MS Outlook®</b></p>	<ul style="list-style-type: none"> <li><input type="checkbox"/> ‘<b>Show Sample Commands</b>’. ‘<b>Open Command Browser</b>’. ‘<b>Give Me Help</b>’</li> <li><input type="checkbox"/>* ‘<b>Add new command</b>’: boilerplate (Text &amp; Graphics), sequences (keys/open item/HeardWord...)</li> <li><input type="checkbox"/>* Modify/clone commands: <b>Edit</b> or <b>New Copy</b> (in <i>Command Browser</i>)</li> <li><input type="checkbox"/>* <b>Import</b> custom commands (<b>Manage</b> in <i>Command Browser</i>)</li> <li><input type="checkbox"/>* ‘<b>Search news   maps   shops   Google   the Web for XYZ</b>’. ‘<b>Find a site about XYZ</b>’.</li> <li><input type="checkbox"/>* ‘<b>Search computer   files  email for XYZ</b>’</li> <li><input type="checkbox"/>* ‘<b>Compose e-mail to &lt;contact name(s)&gt;</b>’. ‘<b>Compose e-mail about XYZ</b>’</li> <li><input type="checkbox"/>* ‘<b>Schedule appointment with &lt;contact name(s)&gt;</b>’</li> </ul>

*\*Some features not in all Dragon editions\**

# Common Dragon Voice Commands

SAY...	TO...
<b>Navigate</b>	
New line	Press the Enter key once
New paragraph	Press the Enter key twice
Space bar	Press the Space Key
Tab key	Press the Tab key
Go to bottom	Move to insertion point to the end of the document
Insert before / Insert after <word or words>	Move the insertion point before or after certain text to insert text there.

<b>Selecting text</b>	
Select <word or <words>	Select a particular word or words to replace, correct, or format. Example: "Select Mary had a little lamb"
Select Again	Select the same word or words again but in a different place

<b>Formatting</b>	
Bold That	Apply bold to selected text
Italicize That	Apply italics to selected text
Underline That	Apply underlining to selected text
Restore That	Remove formatting from selected text
Cap <word>" or "Cap Next <word>"	Start the next word with a capital. Example: "Cap hot Cap dog" = Hot Dog
All Caps <word>	Type the next word in all capitals. Example: "All Caps yikes" = YIKES

SAY...	TO...
<b>Cutting / Pasting / Deleting Text</b>	
Copy That	Copy selected text
Cut That	Cut selected text
Paste That	Paste cut or copied text
Scratch That	Delete the last thing you said

<b>Inserting Basic Punctuation</b>	
Period or Full stop	.
Comma	,
Question Mark	?
Exclamation point	!
Colon	:
Semicolon	;
Hyphen	-
Dash	--
Open quote	"
Close quote	"
Open parenthesis	(
Close parenthesis	)
For more information, see the User's Guide or the online help	

<b>Sample Commands</b>	
What can I say?	Brings up a partial list of available commands that work in the active application
For a complete list of commands, start the Command Browser.	