

# 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.	